

Next Ord: 1652-09
Next Res: 819-09

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

November 12, 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 #67550 to #67646 in the amount of \$532,694.76
(Voided Warrants #67599-67604)
 - Payroll Warrants #46389 to #46498 in the amount of \$223,686.18
 - c. Setting Public Hearing - 2010 Budget
 - d. Fixed Assets Policy
 - e. MOA with AFSCME
4. Public Comment (Limited to 3-5 minutes)

PUBLIC HEARING

5. Property Tax Levy Ordinances (*1st reading*)

UNFINISHED BUSINESS

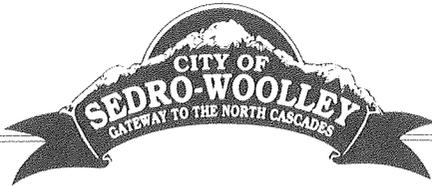
6. Ordinance - Riverfront Park Amphitheatre (*3rd reading*)
7. Video recording of meetings (*discussion - no materials*)

NEW BUSINESS

8. Establishment of Building Maintenance Reserve Fund (*1st reading*)
9. 2010 Budget (*1st reading*)
10. Contract - Banking Services (*action requested*)

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

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



DATE: November 12, 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 November 12, 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.

NOV 12 2009

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

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
October 28, 2009 – 7:00 P.M. – City Hall Council Chambers

The Meeting was called to order at 7:00 P.M. by Mayor Pro Tem Colgan.

ROLL CALL: Present: Mayor Pro Tem Pat Colgan. Councilmembers: Ted Meamber, Tony Splane, Tom Storrs, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Engineer Freiberger (arrived at 7:03 PM), Planner Moore, Fire Chief Klinger and Police Chief Wood.

Pledge of Allegiance

Consent Calendar

- Minutes from Previous Meeting
- Finance
 - Claim Vouchers #67462 to #67549 in the amount of \$1,303,490.93
 - Payroll Warrants #46283 to #46388 in the amount of \$168,617.43
- Interlocal Agreement with Skagit county for Senior Services – 2010
- Supplement Agreement #11 to the David Evans & Associates, Inc. Local Agency Standard Consultant Agreement
- Possible contract Award – Township Street Sewer, Alderwood to Bassett Project Design Phase Services

Discussion ensued on revisions to the contract amount for agenda item 3E – Possible Contract Award.

Councilmember London moved to approve the consent calendar including the revision to Item 3E. Seconded by Councilmember Galbraith. Motion carried (6-0).

Public Comment

No public comment received.

UNFINISHED BUSINESS

Ordinance – Riverfront Park Amphitheatre

City Supervisor/Attorney Berg presented the second read of the proposed ordinance for rental of the Riverfront Park Amphitheatre. He reviewed information received regarding rates for Edgewater Park in Mount Vernon and also shared Rotary concerns with impact to neighboring residences. Berg reviewed modifications from the first read ordinance on non-profit and for profit events and security.

Council discussion ensued to include misuse of location, concerns for residential neighbors to the park, amplification of music, set up and take down per event use, authorization for permitted events, basis of fees to support the maintenance of the facility,

John Schmidt – 7525 F & S Grade Rd., stated he has been working on numerous projects throughout town with Rotary, mostly at the Parks and questioned the long term plan for the Parks facilities. He noted that some of the shelters and buildings are in need of a lot of work.

Council discussion continued to include a portion of the fee to go directly into maintenance fund.

Council consensus was to hold off in order to include wording for fees to help support a maintenance fund with discussion of the concept to be at the next scheduled Council worksession.

NEW BUSINESS

Resolution – Expressing Support for City Wellness Program

City Supervisor/Attorney Berg reviewed information regarding participation in the Association of Washington Cities Wellness Program which if implemented would provide savings to the City on health insurance benefits. He reviewed some of the criteria set forth. Berg noted that Reta Stephenson and Todd Olson have volunteered to be the coordinators for the implementation of the program. Funding was also discussed and is planned for in the 2010 proposed budget.

Councilmember Galbraith moved to adopt Resolution No. 818-09 Supporting a Wellness Program for the employees of the City of Sedro-Woolley. Councilmember Meamber seconded. Motion carried (6-0).

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Police Chief Wood – noted the department has been very busy.

Fire Chief Klinger – reported on the annual Boot to Burn dance sponsored by the Volunteer Association which made approximately \$7,000 to donate to the Burn Foundation. He also reported on the Fire Prevention program with the local schools. Klinger also reported the ladder truck had been ordered today.

Engineer Freiburger – reviewed a proposed emergency contract award for emergency erosion control at the North Township Fire Station site. Freiburger noted the time sensitivity for the contract due to the stormwater construction permit deadlines.

Councilmember Storrs moved to award the Emergency Erosion Control for N. Township Fire Station Hydroseeding contract to Out West Landscape & Irrigation Inc. of Woodinville, WA in the amount not to exceed \$5,545.25. Councilmember Splane. Motion carried (6-0).

Freiberger then reviewed various projects throughout town to include the Metcalf Street repair project and the Roundabout Intersection Improvements. He noted the roundabout project is complete with a ribbon cutting scheduled for November 5th and Council is encouraged to attend. He also presented an updated financial status on the roundabout project. Freiberger reported on the Fruitdale/McGarigile project and the 2009 CIPP Sewer project.

City Supervisor/Attorney Berg – reviewed a drawing for a proposed gate at the Clock Tower area at Hammer Heritage Square. He noted the iron works manufacturer stated he's willing to construct it but his opinion was that it would not look good. The recommendation at this time is to place a camera in the area to try to dissuade activity before spending the funds on the gate. Berg also reported on the signs that have been posted as a result of the community meeting listing the park hours and that no bicycles or skateboards are allowed in the park area. Cemetery signage was also discussed. Berg also reported that one of the light poles on Metcalf Street in front of Dusty's will be switched out as a prototype for better lighting. It will give an idea of what the lighting would look like should the City be successful in obtaining a grant.

Finance Director Nelson – reported that the City was successful in obtaining a \$10,000 grant for archiving of old City records. The grant was written by Reta Stephenson of the Finance Department.

Councilmember Splane – questioned the type of engine in the new fire truck and whether the City would be notified if there were any substitutions.

Councilmember Storrs – addressed his experience as private manager's of City venues. He also questioned the noise ordinance distance.

Councilmember Galbraith – addressed Hammer Heritage Square and expressed his opinion that he doesn't see any reason for anyone to be hanging out at the park after dark. He stated he is willing to spearhead action in support of closing the park at dusk and giving authority to take action on any violators.

Further Council discussion ensued on the activities at Hammer Heritage Square.

The meeting adjourned to executive session at 7:54 for approximately 20 minutes for the purpose of discussion on personnel, with possible action following.

The meeting reconvened at 8:46 P.M.

Councilmember London moved to authorize a MOU referencing Shane Walley's CDL. Councilmember Splane seconded. Motion carried (6-0).

Councilmember Galbraith moved to adjourn. Seconded by Councilmember Splane. Motion carried (6-0).

The meeting adjourned at 8:47 P.M.

NOV 12 2009

CITY OF SEDRO-WOOLLEY

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 32

Council Work Session
November 3, 2009 – 7:00 P.M. – Fire Training Room

The Worksession was called to order at 7:00 P.M and opened with reciting the Pledge of Allegiance.

ROLL CALL: Present: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Tom Storrs, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London.
Staff: City Supervisor/Attorney Berg, Finance Director Nelson and Sewer Department Forman Allen.

Presentation of Mayor's 2010 Proposed Balanced Budget

- The Mayor's 2010 Preliminary Budget was reviewed and discussed highlighting the budget memo and key elements.

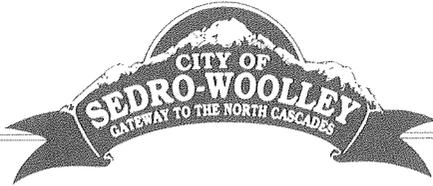
Reports from Councilmembers

- Councilmember Meamber recommended that truck and bus traffic be limited on Klinger Street. Staff will research options for the next meeting.

The worksession adjourned at 8:40 P.M.

NOV 12 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 30



DATE: November 12, 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 November 12, 2009.

Motion to approve Claim Vouchers #67550 to #67646 in the amount of \$532,694.76. (Voided Warrants #67599-67604)

Motion to approve Payroll Warrants #46389 to #46498 in the amount of \$223,686.18.

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
 11/12/2009 (Printed 11/05/2009 13:23)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67550	SEDRO-WOOLLEY POSTMASTER	POSTAGE	SWR	465.64
		POSTAGE	SAN	222.07
		AUTO FUEL/DIESEL	SWTR	28.67
		WARRANT TOTAL		716.38
67551	LLOYD H. RUSSELL	REPAIRS/MAINT-EQUIP	FD	204.49
		WARRANT TOTAL		204.49
67552	ARAMARK UNIFORM SERVICES	MISC-LAUNDRY	CEM	17.14
		MISC-LAUNDRY	CEM	17.14
		MISC-LAUNDRY	ST	25.72
		MISC-LAUNDRY	ST	21.49
		MISC-LAUNDRY	ST	25.72
		MISC-LAUNDRY	ST	21.49
		LAUNDRY	SWR	45.52
		LAUNDRY	SWR	24.39
		WARRANT TOTAL		198.61
67553	A.S.A.P. SIGN & DESIGN	SOLIDS HANDLING	SWR	486.90
		WARRANT TOTAL		486.90
67554	ASSOC PETROLEUM PRODUCTS	AUTO FUEL	CS	150.80
		AUTO FUEL	CS	84.08
		AUTO FUEL	PD	967.91
		AUTO FUEL/DIESEL	FD	397.08
		AUTO FUEL/DIESEL	FD	434.84
		AUTO FUEL/DIESEL	CEM	197.76
		AUTO FUEL/DIESEL	ST	156.15
		AUTO FUEL/DIESEL	ST	119.06
		AUTO FUEL/DIESEL	SWR	147.72
		AUTO FUEL/DIESEL	SAN	54.47
WARRANT TOTAL		2,709.87		
67555	AT & T	TELEPHONE	JUD	1.42
		MEALS/TRAVEL	EXE	.36
		TELEPHONE	FIN	12.76
		TELEPHONE	LGL	9.92
		TELEPHONE	IT	1.42
		TELEPHONE	PLN	2.84
		TELEPHONE	ENG	24.12
		TELEPHONE	PD	46.81
		TELEPHONE	FD	24.11
		TELEPHONE	INSP	.71
		TELEPHONE	ST	.36
		TELEPHONE	LIB	1.42
		TELEPHONE	SWR	4.26
		TELEPHONE	SAN	11.34
WARRANT TOTAL		141.85		
67556	BANK OF AMERICA	TRAVEL	ENG	12.50
		WARRANT TOTAL		12.50

CITY OF SEDRO-WOLLEY
 SORTED TRANSACTION WARRANT REGISTER
 11/12/2009 (Printed 11/05/2009 13:23)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67557	BANK OF AMERICA	SUPPLIES	ENG	81.15
		OPERATING SUPPLIES	SAN	185.01
		WARRANT TOTAL		266.16
67558	BANK OF AMERICA	MEALS/TRAVEL	EXE	36.00
		WARRANT TOTAL		36.00
67559	BANK OF NEW YORK MELLON	BOND PRINCIPAL-G/O BONDS		150,000.00
		BOND INTEREST-G/O BONDS		28,237.50
		BOND INTEREST		66,200.00
		WARRANT TOTAL		244,437.50
67560	BANK OF AMERICA	SUPPLIES	LIB	47.53
		WARRANT TOTAL		47.53
67561	BANK OF AMERICA	TRAVEL/MEALS	FD	47.19
		TRAVEL/MEALS	FD	21.71
		WARRANT TOTAL		68.90
67562	BANK OF AMERICA	SOFTWARE IMPLEMENTATION	IT	99.99
		SOFTWARE IMPLEMENTATION	IT	430.64
		SMALL TOOLS/MINOR EQUIP	IT	109.99
		WARRANT TOTAL		640.62
67563	BAY CITY SUPPLY	OPERATING SUPPLIES	FD	268.75
		OPERATING SUPPLIES	FD	95.39
		OPERATING SUP - CITY HALL	PK	130.16
		OPERATING SUP - CITY HALL	PK	294.18
		WARRANT TOTAL		788.48
67564	BIO-ENVIRONMENTAL SOLUTIONS	MAINTENANCE OF LINES	SWR	1,190.20
		WARRANT TOTAL		1,190.20
67565	BOUND TREE CORPORATION	OPERATING SUPPLIES	FD	107.98
		WARRANT TOTAL		107.98
67566	CAL-PACIFIC PRODUCTS	OPERATING SUPPLIES	SWR	242.50
		SAFETY EQUIPMENT	SWR	297.21
		SAFETY EQUIPMENT	SWR	197.26
		WARRANT TOTAL		736.97
67567	CARDIAC SCIENCE CORP.	OPERATING SUPPLIES	FD	180.15
		OPERATING SUPPLIES	FD	162.14
		WARRANT TOTAL		342.29
67568	CEMEX	CONTRACTED OVERLAY	ST	90.89
		CONTRACTED OVERLAY	ST	15,593.51
		CONTRACTED OVERLAY	ST	16,685.95
		WARRANT TOTAL		32,370.35
67569	CODE PUBLISHING INC.	CODE BOOK	LGS	986.49
		WARRANT TOTAL		986.49

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67570	COMCAST	TELEPHONE	IT	99.95
		WARRANT TOTAL		99.95
67571	COUNTRYSIDE CHEVROLET	REPAIR & MAINT - AUTO	PD	43.01
		REPAIR & MAINT - AUTO	PD	204.23
		WARRANT TOTAL		247.24
67572	CRAWFORD GARAGE DOORS INC	REPAIR/MAINT-GARAGE	FD	454.44
		WARRANT TOTAL		454.44
67573	CREELMAN & SHILLING (DRS	MISC-PERMITS & LICENSES	PK	170.00
		WARRANT TOTAL		170.00
67574	CRYSTAL SPRINGS	OPERATING SUPPLIES	SAN	17.89
		WARRANT TOTAL		17.89
67575	E & E LUMBER	REPAIR/MT-SENIOR CENTER	PK	38.17
		OPERATING SUPPLIES	ST	23.80
		SAFETY EQUIPMENT	ST	23.07
		OPERATING SUPPLIES	ST	12.88
		OPERATING SUPPLIES	ST	10.63
		OPERATING SUPPLIES	SAN	1.07
		WARRANT TOTAL		109.62
67576	ENTERPRISE OFFICE SYSTEMS	SUPPLIES	JUD	12.76
		OFFICE SUPPLIES	SAN	21.63
		OFFICE SUPPLIES	SAN	12.70
		OFFICE SUPPLIES	SAN	8.65-
		OFFICE SUPPLIES	SAN	12.54
		WARRANT TOTAL		50.98
67577	EMERGENCY MEDICAL PRODUCTS INC	OPERATING SUPPLIES	FD	228.45
		WARRANT TOTAL		228.45
67578	GOLDSTREET DESIGN AGENCY INC	MAINTENANCE OF LINES	SWR	1,300.00
		WARRANT TOTAL		1,300.00
67579	GREAT AMERICA LEASING COR	EQUIPMENT LEASES	CS	270.39
		EQUIPMENT LEASES	CS	309.56
		REPAIR/MAINTENANCE-EQUIP	LIB	139.63
		WARRANT TOTAL		719.58
67580	H.B. JAEGER CO. LLC	MAINTENANCE OF LINES	SWR	353.74
		WARRANT TOTAL		353.74
67581	H & W EMERG VEHICLE SERV	REPAIRS/MAINT-EQUIP	FD	397.65
		WARRANT TOTAL		397.65
67582	HACH COMPANY	OPERATING SUPPLIES	SWR	252.24
		PORTABLE EQUIPMENT	SWR	1,578.64-
		PORTABLE EQUIPMENT	SWR	1,578.64
		WARRANT TOTAL		252.24

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67583	HOLLAND HEALTH SERV. INC.	RETIRED MEDICAL	PD	75.95
		WARRANT TOTAL		75.95
67584	IKON OFFICE SOLUTIONS	REPAIRS & MAINTENANCE	PD	30.83
		REPAIRS & MAINTENANCE	PD	75.74
		EQUIPMENT LEASE	FD	75.74
		REPAIRS/MAINT-EQUIP	FD	30.82
		WARRANT TOTAL		213.13
67585	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS	LIB	23.80
		BOOKS, PERIOD, RECORDS	LIB	16.74
		WARRANT TOTAL		40.54
67586	JET CITY RENTAL	TRAINING FACILITIES	FD	1,017.08
		WARRANT TOTAL		1,017.08
67587	KAMB, THOMAS R	ASSOCIATE'S FEES	JUD	250.00
		WARRANT TOTAL		250.00
67588	KLINGER, DEAN	TRAVEL/MEALS	FD	26.61
		WARRANT TOTAL		26.61
67589	MARVIN D KOORN	MISC-TUITION/REGISTRATION	ST	45.00
		MISC-TUITION/REGISTRATION	SWR	180.00
		WARRANT TOTAL		225.00
67590	LEONARD BOUDINOT & SKODJE	TOWNSHIP SIDEWALK CONST	AST	2,462.80
		CONST-FRUITDALE MCGARIGLE	AST	33,130.30
		CONST-FRUITDALE MCGARIGLE	AST	5,058.75
		CONST-PUD FRUITDALE MCGARG	AST	3,000.00
		OTHER IMPROVEMENTS	SWR	700.85
		WARRANT TOTAL		44,352.70
67591	LOGGERS AND CONTRACTORS	OPERATING SUPPLIES	ST	103.87
		CONST-FRUITDALE MCGARIGLE	AST	421.66
		WARRANT TOTAL		525.53
67592	LOUIS AUTO GLASS	REPAIR & MAINTENANCE	CS	247.85
		WARRANT TOTAL		247.85
67593	MID-AMERICAN RESEARCH CHEM.	OPERATING SUPPLIES	SWR	193.78
		WARRANT TOTAL		193.78
67594	MOTOR TRUCKS, INC.	REPAIRS/MAINT-EQUIP	SAN	667.85
		REPAIRS/MAINT-EQUIP	SAN	384.87
		WARRANT TOTAL		1,052.72
67595	MOUNT VERNON, CITY OF	PROFESSIONAL SERVICES	ENG	1,250.00
		WARRANT TOTAL		1,250.00
67596	MUNICIPAL EMERGENCY SVC	FIRE TRUCK	FD	16,986.52
		WARRANT TOTAL		16,986.52

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67597	NEWMAN SIGNS INC	OPERATING SUPPLIES	ST	320.84
		WARRANT TOTAL		320.84
67598	NEXTEL COMMUNICATIONS	TELEPHONE	PD	266.75
		WARRANT TOTAL		266.75
67605	NORTH COAST ELECTRIC CO.	MAINTENANCE CONTRACTS	SWR	1,188.66
		WARRANT TOTAL		1,188.66
67606	OASYS	OPERATING SUPPLIES	SWR	139.58
		WARRANT TOTAL		139.58
67607	OFFICE DEPOT	SUPPLIES	FIN	112.78
		SUPPLIES/BOOKS	PLN	15.85
		SUPPLIES	ENG	15.84
		OFFICE/OPERATING SUPPLIES	PD	124.73
		OFFICE/OPERATING SUPPLIES	PD	14.61
		OFFICE/OPERATING SUPPLIES	PD	141.46
		OFF/OPER SUPPS & BOOKS	INSP	15.85
		WARRANT TOTAL		441.12
67608	PARAMOUNT SUPPLY COMPANY	MAINT OF GENERAL EQUIP	SWR	348.00
		WARRANT TOTAL		348.00
67609	PAT RIMMER TIRE CTR, INC	SMALL TOOLS & MINOR EQUIP	FD	76.53
		WARRANT TOTAL		76.53
67610	PENN VALLEY PUMP CO., INC.	MAINT OF PUMPING EQUIP	SWR	294.35
		WARRANT TOTAL		294.35
67611	PROQUEST	WA LIB SYSTEM	LIB	755.00
		WARRANT TOTAL		755.00
67612	PUBLIC SAFETY TESTING	PROFESSIONAL SERVICES	CIV	200.00
		WARRANT TOTAL		200.00
67613	PUGET SOUND ENERGY	PUBLIC UTILITIES	PD	34.07
		REPAIRS & MAINTENANCE	PD	9.92
		UTILITIES-RIVERFRONT	PK	467.95
		UTILITIES-COMMUNITY CTR	PK	158.38
		UTILITIES-SENIOR CENTER	PK	329.50
		UTILITIES-TRAIN	PK	70.69
		UTILITIES-HAMMER SQUARE	PK	266.54
		UTILITIES-BINGHAM & MEMORIAL P		59.97
		UTILITIES - SHOP	PK	94.12
		UTILITIES - OTHER	PK	9.82
		PUBLIC UTILITIES-MUSEUM	PK	9.82
		PUBLIC UTILITIES-MUSEUM	PK	43.72
		PUBLIC UTILITIES-CITY HALL	PK	2,506.99
		PUBLIC UTILITIES	CEM	62.73
		PUBLIC UTILITIES	ST	77.51
		PUBLIC UTILITIES	ST	68.74

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		PUBLIC UTILITIES ST	80.48
		PUBLIC UTILITIES ST	7,887.11
		TOWNSHIP SIDEWALK CONST AST	4,084.87
		PUBLIC UTILITIES LIB	263.27
		ADVERTISING HOT	21.80
		PUBLIC UTILITIES SWR	8,527.11
		PUBLIC UTILITIES SAN	117.82
		WARRANT TOTAL	25,252.93
67614	REICHHARDT & EBE ENG, INC	PROFESSIONAL SERVICES ENG	1,364.89
		CONSTRUCTION-TOWNSHIP LINE PWT	366.51
		PROF SVS-ENGINEERING SWR	4,790.47
		WARRANT TOTAL	6,521.87
67615	ROHLINGER ENTERPRISES, INC.	MAINTENANCE CONTRACTS SWR	18.64
		WARRANT TOTAL	18.64
67616	SCIENTIFIC SUPPLY	OPERATING SUPPLIES SWR	284.34
		WARRANT TOTAL	284.34
67617	SEDRO-WOLLEY AUTO PARTS	SUPPLIES ENG	46.45
		REPAIRS/MAINT-EQUIP FD	.76
		REPAIRS/MAINT-EQUIP FD	9.37
		OPERATING SUPPLIES ST	27.83
		OPERATING SUPPLIES SWR	91.41
		OPERATING SUPPLIES SWR	27.47
		OPERATING SUPPLIES SAN	41.03
		WARRANT TOTAL	244.32
67618	SEDRO-WOLLEY MUSEUM	S-W MUSEUM HOT	200.00
		WARRANT TOTAL	200.00
67619	SEDRO-WOLLEY SCHOOL DIST	SCHOOL GMA IMPACT FEES	5,239.00
		SCHOOL GMA IMPACT FEES	36,673.00
		WARRANT TOTAL	41,912.00
67620	SEDRO-WOLLEY VOLUNTEER	SALARIES-VOLUNTEERS FD	12,125.00
		WARRANT TOTAL	12,125.00
67621	SKAGIT COUNTY EMS	SUPPLIES & BOOKS FD	70.00
		WARRANT TOTAL	70.00
67622	SKAGIT COUNTY GOVERNMENT	PROFESSIONAL SERVICES IT	664.25
		WARRANT TOTAL	664.25
67623	SKAGIT CO. PUBLIC WORKS	TRAINING FACILITIES FD	686.34
		SOLID WASTE DISPOSAL SAN	40,923.95
		WARRANT TOTAL	41,610.29
67624	SKAGIT CO. PUBLIC WORKS	OPERATING SUPPLIES ST	6,098.72
		WARRANT TOTAL	6,098.72

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67625	SKAGIT COUNTY SHERIFF	PRISONERS	PD	8,612.47
		WARRANT TOTAL		8,612.47
67626	SKAGIT COUNTY SHERIFF OFF	PRISONER TRANSPORT	PD	391.82
		WARRANT TOTAL		391.82
67627	SKAGIT COUNTY TREASURER	CRIME VCTM & WITNSS PROG	LGL	128.60
		WARRANT TOTAL		128.60
67628	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES-PROPANE	ST	20.85
		CONST-FRUITDALE MCGARIGLE	AST	8.10
		WARRANT TOTAL		28.95
67629	SKAGIT COUNTY HUMAN SVC.	SKAGIT COUNCIL ON ALCOHOL	ALC	3,300.73
		WARRANT TOTAL		3,300.73
67630	SK. VALLEY MED. CTR INC	PROFESSIONAL SERVICES	SWR	85.00
		WARRANT TOTAL		85.00
67631	SPRINT	TELEPHONE	FD	59.99
		WARRANT TOTAL		59.99
67632	STEPHENSON, RETA	SUPPLIES	FIN	53.02
		WARRANT TOTAL		53.02
67633	TERRA-SOURCE LLC	PROFESSIONAL SERVICES	SWR	750.00
		WARRANT TOTAL		750.00
67634	TRAIL ROAD EXPRESS LUBE	SUPPLIES & BOOKS	FD	8.22
		WARRANT TOTAL		8.22
67635	TRUE VALUE	SMALL TOOLS/MINOR EQUIP	IT	16.22
		SMALL TOOLS/MINOR EQUIP	IT	14.06
		SMALL TOOLS/MINOR EQUIP	IT	69.69
		SUPPLIES	ENG	47.79
		OPERATING SUPPLIES	PD	22.36
		OPERATING SUPPLIES	FD	11.88
		OPERATING SUPPLIES	FD	12.97
		OPERATING SUPPLIES	FD	21.61
		REPAIRS/MAINT-EQUIP	FD	.89
		OPERATING SUP - RV PARK	PK	18.35
		OPERATING SUP - PARKS SHOP	PK	4.31
		REPAIRS/MT-RIVERFRONT	PK	5.40
		REPAIRS/MT-RIVERFRONT	PK	42.14
		REPAIR/MAINT-LIBRARY	PK	51.91
		REPAIR/MAINT-LIBRARY	PK	8.65
		REPAIR/MAINT-EQUIP & BLDG	CEM	3.65
		OPERATING SUPPLIES	SWR	110.33
		OPERATING SUPPLIES	SAN	4.40
		OPERATING SUPPLIES	SAN	99.91
		WARRANT TOTAL		521.80

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
67636	UPSTART	SUPPLIES	LIB	5.95
		WARRANT TOTAL		5.95
67637	VALLEY AUTO SUPPLY	REPAIR & MAINTENANCE	CS	15.08
		REPAIRS/MAINT-EQUIP	FD	20.10
		REPAIR/MAINT-EQUIP & BLDG	CEM	3.54
		OPERATING SUPPLIES	SWR	2.16
		SMALL TOOLS & MINOR EQUIP	SWR	25.96
		REPAIRS/MAINT-EQUIP	SAN	8.60
		WARRANT TOTAL		75.44
67638	VAN'S EQUIPMENT RENT. INC	RENTAL-EQUIPMENT	ST	346.24
		WARRANT TOTAL		346.24
67639	VERIZON WIRELESS	TELEPHONE	EXE	66.67
		TELEPHONE	FIN	66.67
		TELEPHONE	LGL	66.67
		TELEPHONE	IT	66.67
		NEXTEL CELL PHONES		66.67
		NEXTEL CELL PHONES		48.38
		TELEPHONE	PD	559.13
		TELEPHONE	FD	86.02
		TELEPHONE	FD	145.14
		TELEPHONE	PK	100.19
		TELEPHONE	CEM	24.19
		TELEPHONE	ST	121.93
		NEXTEL CELL PHONES		211.84
		NEXTEL CELL PHONES	SAN	150.14
		WARRANT TOTAL		1,780.31
67640	VERIZON NORTHWEST	TELEPHONE	PD	23.77
		TELEPHONE	PD	53.21
		TELEPHONE	PK	84.56
		TELEPHONE	CEM	64.47
		TELEPHONE	LIB	112.85
		TELEPHONE	SWR	246.59
		WARRANT TOTAL		585.45
67641	WA STATE DEPT OF ECOLOGY	DOE DISCHARGE PERMIT	SWR	4,340.50
		WARRANT TOTAL		4,340.50
67642	WA STATE DEPT OF ECOLOGY	MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		WARRANT TOTAL		180.00
67643	WA ST DEPT OF PROF LICEN	INTERGOV SVC-GUN PERMITS	PD	54.00
		WARRANT TOTAL		54.00

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
67644	WA ST OFF OF TREASURER	STATE REMITTANCES-COURT	7,008.01
		WARRANT TOTAL	7,008.01
67645	WASTE MANAGEMENT OF SKGT	RECYCLING FEE - HOUSEHOLD SAN	7,649.24
		WARRANT TOTAL	7,649.24
67646	WOOD'S LOGGING SUPPLY INC	OPERATING SUPPLIES FD	47.86
		OPERATING SUPPLIES FD	26.39
		SMALL TOOLS & MINOR EQUIP FD	45.42
		POSTAGE FD	10.18
		POSTAGE FD	9.62
		REPAIRS/MAINT-EQUIP FD	35.65
		REPAIR/MAINT-EQUIP & BLDG CEM	4.87
		SAFETY EQUIPMENT ST	7.03
		REPAIR/MAINTENANCE-EQUIP ST	47.23
		OPERATING SUPPLIES SWR	9.00
		OPERATING SUPPLIES SAN	156.10
		WARRANT TOTAL	346.57
		RUN TOTAL	532,694.76

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	64,282.90
101	PARK FUND	4,965.52
102	CEMETERY FUND	395.49
103	STREET FUND	48,064.10
104	ARTERIAL STREET FUND	48,166.48
105	LIBRARY FUND	1,366.19
108	STADIUM FUND	221.80
230	1996 G/O BOND REDEMPTION FUND	178,237.50
332	PWTF SEWER CONSTRUCTION FUND	366.51
401	SEWER FUND	27,753.62
407	1998 SEWER REVENUE BOND FUND	66,200.00
412	SOLID WASTE FUND	50,733.98
425	STORMWATER	28.67
621	SUSPENSE FUND	41,912.00
TOTAL		532,694.76

DEPARTMENT	AMOUNT
001 000 000	7,008.01
001 000 011	986.49
001 000 012	264.18
001 000 013	103.03
001 000 014	245.23
001 000 015	205.19
001 000 016	200.00
001 000 017	1,572.88
001 000 018	1,077.76
001 000 019	18.69
001 000 020	2,957.79
001 000 021	11,708.06
001 000 022	34,618.30
001 000 024	16.56
001 000 062	3,300.73
FUND CURRENT EXPENSE FUND	64,282.90
101 000 076	4,965.52
FUND PARK FUND	4,965.52
102 000 036	395.49
FUND CEMETERY FUND	395.49
103 000 042	48,064.10
FUND STREET FUND	48,064.10
104 000 042	48,166.48
FUND ARTERIAL STREET FUND	48,166.48
105 000 072	1,366.19
FUND LIBRARY FUND	1,366.19
108 000 019	221.80
FUND STADIUM FUND	221.80
230 000 082	178,237.50
FUND 1996 G/O BOND REDEMPTION FUND	178,237.50
332 000 082	366.51
FUND PWTFF SEWER CONSTRUCTION FUND	366.51
401 000 035	27,753.62
FUND SEWER FUND	27,753.62
407 000 082	66,200.00
FUND 1998 SEWER REVENUE BOND FUND	66,200.00
412 000 037	50,733.98
FUND SOLID WASTE FUND	50,733.98
425 000 039	28.67
FUND STORMWATER	28.67

VENDOR	VENDOR NAME	INVOICE NUMBER	REFERENCE	INVOICE DATE	DUE DATE	COMMENTS
	621 000 000		41,912.00			
	FUND SUSPENSE FUND		41,912.00			
	TOTAL		532,694.76			

NOV 12 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 30

Memorandum

To: Mayor Anderson and City Council

From: Patsy Nelson *Patsy*

Date: 10/29/2009

Re: 2010 Budget Ordinance Hearing

Recommended Action

Staff recommends the Council move to set a public hearing to consider adoption of the 2010 Budget Ordinance on Wednesday, November 25, 2009.

NOV 12 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 31

Memorandum

To: Mayor Anderson & City Council

From: Patsy Nelson *Patsy*

Date: 11/4/2009

Re: Fixed Assets policy

ISSUE: Should the City Council approve the attached Fixed Assets Policy and Procedures?

BACKGROUND: During the City's most recent state audit, the Audit Team pointed out that current regulations require the City's fixed asset policy and procedures to be approved by Council.

The attached draft policy and procedures complies with Federal grant requirements and has been deemed acceptable by our local audit team. This policy covers all machinery and equipment costing over \$5,000 (including tax) with a life expectancy of over one year as well as assets determined to be "attractive" (such as laptop computers, cameras, guns and other electronic devices). As a result, the City no longer will need to keep track of assets formerly in the system which would not qualify if purchased today. A list of those assets which remain in the City's possession but will no longer need to be tracked is attached for your review.

RECOMMENDATION: Move to approve the attached Fixed Assets Policy and Procedures and remove certain items from inventory.

**CITY OF SEDRO-WOOLLEY
FIXED ASSETS
POLICY AND PROCEDURES**

The following policies and procedures document a fixed asset system designed to comply with all statutory requirements and increase control over those assets for which the city has stewardship responsibility. The intent of these policies is to obtain accountability over our assets, provide centralized documentation for insurance purposes, meet financial reporting needs, and generate asset management information.

I. POLICY

It is the policy of the city to maintain accountability over all tangible fixed assets having a life exceeding one year and costing \$5,000 (including tax) or more and overall tangible items that may have the likelihood of disappearing without being noticed. The City Finance Director shall maintain asset records provided by the various city departments/funds, such records to be verified by a physical inventory at least every two years (bi-annually) by each department.

A. PURPOSE

A fixed asset inventory system gathers information and provides adequate stewardship over its resources through control and accountability of the fixed assets.

B. GENERAL

Assets in the system include all machinery and equipment valued at \$5,000 or more (including sales tax); and small and attractive items priced under the \$5000 criteria for fixed assets and has a life expectancy of more than one year. This item also is not likely to be missed immediately upon disappearance and could be replaced without suspicion during voucher audits. Examples include, but are not limited to: cameras, guns, electronic devices, etc.

C. RESPONSIBILITY OF DEPARTMENT HEADS

The City Finance Director will establish a fixed assets system and prepare guidelines for the annual inventory. By January 31st of each year the Finance Director's Office will supply department heads or the Mayor with a preliminary worksheet of assets as of December 31st of the prior year. Bi-annually Department heads or the Mayor shall assign inventory teams to conduct a physical inventory of all assets that will be reviewed by the supervisor to test its validity. On non-inventory year, departments will review the worksheet for obvious changes without taking a physical inventory. Each department/fund will notify the Finance Department of any additions, deletions, interdepartmental transfers, modifications, or leases of property that

is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The Finance Director will ensure the appropriate changes are made to the department's/fund's fixed asset records. After the adjustments are made the final asset list will be given to the Department head or the Mayor to sign that it is true and correct.

D. ASSET IDENTIFICATION

All inventorial property will be assigned a unique city identification number by the Finance Department. The assigned number will follow the asset throughout its life in the city's fixed asset system.

Whenever feasible, each piece of property will be tagged or marked with the city identification number on the upper right hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of. Should the ID number be removed or defaced, the item shall be marked again with the original number (obtained from the inventory listing).

If the asset is purchased with Federal grant funding, the inventory record will reference the grant. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases the grant source would need to approve selling or surplusing such assets.

Vehicles registered/licensed through the Department of Licensing are maintained on a vehicle asset listing by VIN and are not issued a separate City identification number.

II. PROCEDURES

A. ADDITIONS

The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department /fund will send a copy of the invoice, voucher and completed asset control sheet to the Finance Department at the same time they submit for payment. The Finance Department will immediately assign and notify the department fund of the inventory control number. The department /fund will immediately tag the item. The Finance Department will input the information from the asset control sheet to the fixed asset system on the computer.

B. DELETIONS

Assets previously acquired will eventually be disposed of and need to be deleted from the Fixed Asset System. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary

conversion (fire, flood, etc). Due to the monetary value, assets deleted from the fixed asset system, whatever the reason, will require authorization from both the department head and the City Council.

The department head controlling the asset is the only one in position to trigger removal from the Fixed Asset records. Removal is accomplished by filling out the disposal section of the Asset Control sheet and obtaining authorization from the City Council, and then forwarding it to the Finance Department.

Items disappearing mysteriously may require additional reports to the police department, Mayor, State Auditor's Office and Insurance Company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.

C. TRANSFERS

Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department /fund is accountable for all assets in its inventory and for initiating a notice of transfer.

Interdepartmental transfers involving a proprietary fund (i.e. Solid Waste/Sewer) need to have a transfer of money. The sale price will be fair market value. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

D. INVENTORY

The Finance Department will distribute a listing of assets, by department/fund, to be used as an inventory worksheet. Inventory teams, consisting of an assigned department employee, will take the worksheets to their assigned areas and locate everything on the list and the results will be reviewed by the department head. Any inventorial items found that are not numbered will be noted and added to the worksheet. All items lacking an identification tag will be tagged if at all feasible.

A physical inventory by department/fund will be conducted bi-annually to verify the existence and condition of all items in the fixed asset records. When reconciled, the inventory provides evidence that department heads are meeting their stewardship duty over their assets. An inventory may also help the department's plan for future purchases by identifying unanticipated wear and tear of equipment before the equipment breaks down.

To provide the best possible control, the department heads responsible for assets should not be the ones doing the physical inventory. He or she should assign that to an employee from their staff. The department head will do a reconciliation of the resulting reports before signing and turning it in

to the Finance Department.

Verification of the existence of the fixed assets shall be done bi-annually by the Finance Department on a sampling basis by performing a physical inventory confirming the existence and location of the items.

E. LOST OR STOLEN ASSETS

Whenever an item in the Fixed Assets System has mysteriously disappeared and all efforts have failed to recover it, the controlling department /fund shall notify the Finance Department, who will give a copy to the Mayor and Police, using the format shown on the following page. Ninety days after notification, if the item hasn't been found, the department/fund will send an Asset control form to the Finance Department so they may remove the asset from the asset inventory.

F. DONATED ASSETS

Assets are sometime donated to the City. If the donation is cash to be used in conjunction with the construction of a specific asset, the donation is reported as revenue.

If the asset donated is other than cash, its estimated fair value must be determined.

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00001	File 4-Drawer	Financial/Backroom	
00002	File 4-Drawer	Financial/Backroom	
00003	Shredder	Financial/Backroom	
00004	Shredder Stand	Financial/Backroom	
00005	File 4-Drawer	Financial/Backroom	
00006	Binding Machine	Financial/Backroom	
00016	Mail Machine	Financial/Backroom	
00027	Bulletin Board, cork	Financial/Printer Room	
00032	Bulletin Board, cork	Financial/Computer Room	
00042	File 2-Drawer	Financial/Computer Room	
00045	Cabinet, 2-Door	Financial/Computer Room	
00046	Cabinet, 2-Door	Financial/Computer Room	
00048	Desk	Financial/Computer Room	
00052	Coat Rack	Financial/Computer Room	
00061	Roll-away	Police/Police	
00068	Cabinet	Financial/Computer Room	
00069	Chair, Office	Financial/Computer Room	
00071	Chair, Wood	Financial/Financial	
00072	Rack, File	Financial/Financial	
00092	Chair	Financial/Computer Room	
00096	Cabinet, File 4-Drawer	Financial/Computer Room	
00097	Cabinet, File 4-Drawer	Financial/Computer Room	
00098	Cabinet, File 4-Drawer	Financial/Computer Room	
00100	Cabinet, File 3-Drawer	Financial/Computer Room	
00102	Disk Drive (Cash Reg)	Financial/Computer Room	
00106	Cabinet, Metal	Financial/Financial	
00108	Cabinet	Financial/Financial	
00112	Water Dispenser	Finance	
00118	Air Conditioner	Engineering/Bldg/Plan	
00121	Sofa	Fire Dept	
00122	Cabinet, File	Building	
00123	Cabinet, File	Building	
00124	Cabinet, File	Building	
00125	Chair	Building	
00134	Caddy/Computer	Building	
00142	Desk	Building	
00143	Chair, Steno	Building	
00144	Cabinet, Map 2 units of 10	Building	
00145	Cabinet, Map 10-Drawer	Building	
00146	Table, Drafting	Building	
00149	Bookcase	Building	
00150	Bookcase	Building	
00163	Map Case	Building	
00169	Water Dispenser	Building	
00174	Fan, Ceiling	Building	
00183	Cabinet, File 4-Drawer	Planning	
00184	Cabinet, File 4-Drawer	Planning	
00185	Cabinet, File 4-Drawer	Planning	
00194	Chair	Planning	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00196	Chair	Planning	
00197	Chair, Wood	Planning	
00199	Stand, Roll	Plan/Bldg/Eng	
00200	Coat Rack	Plan/Bldg/Eng	
00202	Clock	Plan/Bldg/Eng	
00204	Anti-Static Mat	Plan/Bldg/Eng	
00214	Cabinet, 2-Drawer	Police	
00223	Air Conditioner	Police	
00227	Bookshelf	Police	
00235	Stand, Printer	Police	
00236	Waste Basket	Police	
00237	Waste Basket	Police	
02470	Typewriter	Police	
00256	Cabinet, File 4-Drawer	Police	
00260	Cabinet, Mailbox	Police	
00265	Paper Cutter	Police	
00272	Punch, 3-hole	Police	
00274	Mat, Floor	Police	
00275	Board, Cork	Police	
00280	Encoder	Police	
00289	Board, Cork	Police	
00293	Board, Cork	Police	
00306	Shelf, Book	Police	
00313	Cabinet, Wood, 2-Drawer	Police	
00325	Shelf, Book	Police	
00339	Board, Cork	Police	
00348	Coat Rack	Police	
00358	Refrigerator	Building	
00360	Refrigerator #5	Building	
00361	Refrigerator #4	City Hall	
00362	Stove	City Hall	
00363	Stove	City Hall	
00364	Stove	City Hall	
00375	Washing Machine	City Hall	
00383	Tone Out System	Police/Fire	
00384	Shelf, Book	Police/Cemetery	
00391	Chair, Steno	Fire/Radio Room	
00409	Cabinet on Wheels	City Hall	
00410	Coffee Machine	Fire/Radio Room	
00425	Table	Plan/Bldg/Eng	
00432	Cabinet, 2-Drawer	Fire	
00435	Chair, Executive	Finance	
00472	Cabinet	City Hall/Fire	
00473	Cabinet, Metal	City Hall/Fire	
00474	Cabinet, Metal	City Hall/Fire	
00475	Cabinet, Wood	City Hall/Fire	
00477	Refrigerator	City Hall/Quarters	
00502	Cabinet, File 4-Drawer	Judicial	
00503	Cabinet, Storage	Judicial	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00504	Cabinet, File 4-Drawer, Legal	Judicial	
00505	Cabinet, file 4-Drawer	Judicial	
00506	Metal File Tub	Judicial	
00507	Metal File Tub	Judicial	
00508	Metal File Tub	Judicial	
00509	Metal File Tub	Judicial	
00510	Metal File Tub	Judicial	
00511	Metal File Tub	Judicial	
00512	Metal File Tub	Judicial	
00513	Cabinet, Open Shelf	Judicial	
00514	Cabinet, Open Shelf	Judicial	
00515	Cabinet, Open Shelf	Judicial	
00516	Cabinet, Open Shelf	Judicial	
00517	Cabinet, Open Shelf	Judicial	
00518	Cabinet, Open Shelf	Judicial	
00520	Cabinet, Portable	Judicial	
00521	Cabinet, Oak	Judicial	
00527	Cabinet, 6x9 Drawer File	Judicial	
00544	Chair, Secretarial	Judicial	
00545	Chair, Secretarial	Judicial	
00546	Chair, Secretarial	Judicial	
00547	Chair, Executive	Sanitation	
00548	Chair, Executive	Judicial	
00550	Chair, Plastic	Judicial	
00551	Chair, Plastic	Judicial	
00552	Chair, Plastic	Judicial	
00553	Chair, Plastic	Judicial	
00554	Chair, Plastic	Judicial	
00555	Chair, Plastic	Judicial	
00556	Chair, Plastic	Judicial	
00557	Chair, Plastic	Judicial	
00558	Chair, Plastic	Judicial	
00559	Chair, Plastic	Judicial	
00560	Chair, Plastic	Judicial	
00561	Chair, Plastic	Judicial	
00562	Chair, Plastic	Judicial	
00563	Chair, Plastic	Judicial	
00564	Chair, Plastic	Judicial	
00565	Chair, Plastic	Judicial	
00566	Chair, Plastic	Judicial	
00567	Chair, Plastic	Judicial	
00568	Chair, Plastic	Judicial	
00569	Chair, Plastic	Judicial	
00570	Chair, Plastic	Judicial	
00571	Chair, Plastic	Judicial	
00572	Chair, Plastic	Judicial	
00573	Chair, Plastic	Judicial	
00574	Chair, Plastic	Judicial	
00575	Chair, Plastic	Judicial	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00576	Chair, Plastic	Judicial	
00577	Chair, Plastic	Judicial	
00578	Chair, Plastic	Judicial	
00579	Chair, Plastic	Judicial	
00580	Chair, Plastic	Judicial	
00581	Chair, Plastic	Judicial	
00582	Chair, Plastic	Judicial	
00583	Chair, Plastic	Judicial	
00584	Chair, Plastic	Judicial	
00585	Chair, Plastic	Judicial	
00586	Chair, Plastic	Judicial	
00587	Chair, Plastic	Judicial	
00588	Chair, Plastic	Judicial	
00589	Chair, Wood	Judicial	
00590	Chair, Wood	Judicial	
00591	Chair, Wood	Judicial	
00592	Chair, Wood	Judicial	
00593	Chair, Wood	Judicial	
00595	Chair, Folding	Judicial	
00596	Chair, Folding	Judicial	
00629	Chair, Fabric	Judicial	
00630	Chair, Fabric	Judicial	
00631	Chair, Fabric	Judicial	
00632	Chair, Fabric	Judicial	
00633	Chair, Fabric	Judicial	
00646	Chair, Captains	Judicial	
00648	Desk, Metal w/Typewriter Stand	Judicial	
00650	Desk w/bookcase, computer	Judicial	
00651	Stand, Typewriter	Judicial	
00652	Credenza, Oak low	Judicial	
00656	Table, Conference	Judicial	
00658	Flag & Stand, Wash State	Judicial	
00659	Flag & Stand, US	Judicial	
00660	Flag & Stand, City	Judicial	
00664	Clean Air Machine	Judicial	
00666	Board, White	Judicial	
00667	Board, White	Judicial	
00668	Board, Bulletin 24" x 36"	Judicial	
00669	Garbage Can	Judicial	
00670	Garbage Can	Judicial	
00671	Garbage Can	Judicial	
00672	Garbage Can	Judicial	
00685	Air Compressor	Cemetery	
00689	Tractor	Cemetery	
00692	Lowering Device	Cemetery	
00696	Lowering Device	Cemetery	
00699	Dump Utility Dump	Cemetery	
00700	Tool Chest	Cemetery	
00705	Lawn Mower Deck	Cemetery	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00707	Cabinet File	Cemetery	
00711	Power Edger Model 300	Parks	
00712	Tractor w/mower	Parks	
00717	Toolbox Cabinet 11-drawer	Parks	
00733	Backstop, Basketball	Parks	
00735	Backstop	Parks	
00740	Saw, Table	Parks	
00745	Saw, Band	Parks	
00746	Planer	Parks	
00747	Big Toy	Parks	
00748	Drill Press	Parks	
00757	Backstop, Baseball	Parks	
00760	Dishwasher	Parks	
00761	Slide, Multi-Way	Parks	
00762	Trailer Equipment	Parks	
00768	Ladder, Extension, 16 ft	Parks	
00776	Swing Set	Parks	
00778	Mower, Push, Attachments	Parks	
00780	Saw, Chop	Parks	
00787	Chair	Library	
00789	Stand, Computer	Library	
00790	Chair, Office	Library	
07952	Micro Fiche Reader	Library	
00793	Cabinet, 2-Drawer	Library	
00794	Table	Library	
00795	Table	Library	
00797	Bookstand	Library	
00798	Bookstand	Library	
00779	Bookstand	Library	
00800	Bookstand	Library	
00801	Bookstand	Library	
00802	Chair, Plastic, Adult	Library	
00803	Chair, Plastic, Adult	Library	
00804	Chair, Plastic, Adult	Library	
00805	Chair, Plastic, Adult	Library	
00806	Chair, Plastic, Adult	Library	
00807	Chair, Plastic, Adult	Library	
00808	Chair, Plastic, Adult	Library	
00809	Chair, Plastic, Adult	Library	
00810	Chair, Plastic, Adult	Library	
00811	Chair, Plastic, Adult	Library	
00812	Chair, Secretarial	Library	
00813	Chair, Secretarial	Library	
00814	Chair, Secretarial	Library	
00815	Card Catalog	Library	
00816	Card Catalog	Library	
00817	Stand, Atlas	Library	
00818	Stand, Record	Library	
00819	Children's Catalog	Library	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00820	Card Catalog	Library	
00821	Photocopier	Library	
00823	Desk, Office	Library	
00824	Desk, Office	Library	
00825	Chair, Plastic, Adult	Library	
00826	Chair, Plastic, Adult	Library	
00827	Chair, Plastic, Adult	Library	
00828	Chair, Plastic, Adult	Library	
00829	Chair, Plastic, Adult	Library	
00830	Chair, Plastic, Adult	Library	
00831	Chair, Plastic, Adult	Library	
00832	Shelves, Large Book	Library	
00833	Shelves, Large Book	Library	
00834	Rack, Magazine	Library	
00836	Micro Fiche	Library	
00841	Chair, Plastic, Adult	Library	
00842	Chair, Plastic, Adult	Library	
00843	Chair, Plastic, Adult	Library	
00871	Bottle probe	Sewer	
00872	Water Cooler	Sewer	
00875	Electronic Balance	Sewer	
00876	PH Meter	Sewer	
00879	Oxygen bottle, emergency	Sewer	
00886	Water Heater	Sewer	
00888	Chair, Steno	Sewer	
00895	Charger w/ speaker, microphone	Sewer	
00897	Rotating Screen	Sewer	
00900	Saw, Cut-Off	Sewer	
00902	Planer, Laser	Sewer	
00905	Rack Strap	Sewer	
00906	Rack Strap	Sewer	
00908	Kerosene Heater	Sewer	
00910	Electric Hoist	Sewer	
00911	Backflow Preventer	Sewer	
00915	Toolbox	Sewer	
00916	TV Inspection System, Van Mounted	Sewer	
00917	Root Cutter	Sewer	
00918	Portable Blower	Sewer	
00921	Air Compressor, portable	Sewer	
00922	Welder, AC/DC	Sewer	
00926	Saw, Cut-Off	Sewer	
00928	Cutting Torch	Sewer	
00929	Drill Press	Sewer	
00945	Mouse	Sewer	
00948	Drum Lifter	Sewer	
00949	Backhoe Bucket	Sewer	
00950	Trench Shield #1	Sewer	
00954	Refrigerator, composite sample	Sewer	
00955	Retractable Lite	Sewer	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

00959	Saddle Vent	Sewer	
00961	Stands - 3	Sewer	
00964	Poly sprayer	Sewer	
00966	Ladder, Extension, 24 ft	Sewer	
00971	Trench Shield #2	Sewer	
00972	Cyclone Grit Separator/Grit Classifier	Sewer	
00984	DR-100 Colorimeter (for cl2)	Sewer	
00985	DR-100 Colorimeter (for cl2)	Sewer	
00986	Hot Plate	Sewer	
00987	Magnetic Stirrer	Sewer	
00990	Vacuum & Pressure Pump	Sewer	
00997	Magnetic Stirrer	Sewer	
00998	Portable PH Meter	Sewer	
01002	Fan, Oscillating 16"	Sewer	
01003	Fan, Oscillating 12"	Sewer	
01004	Balance, Scale	Sewer	
01008	Copy Machine	Sewer	
01011	Scott Air Pack	Sewer	
01012	Fluke Multi-Voltage meter	Sewer	
01013	Amp Probe	Sewer	
01014	Wiggy Voltage Meter	Sewer	
01016	Bulletin board (24x48)	Sewer	
01017	Bulletin board (24x36)	Sewer	
01018	Bulletin board (36x48)	Sewer	
01019	Clock	Sewer	
01021	Book Shelf	Sewer	
01022	Table, Printer	Sewer	
01025	Cabinet, Filing Legal	Sewer	
01026	Cabinet, Filing 8x10	Sewer	
01038	Air Blower, portable	Sewer	
01043	Pump, Portable	Sewer	
01046	Transit-Level & Tripods	Sewer	
01047	Buffer Polisher	Sewer	
01052	Volt Amp OHM Meter	Sewer	
01056	Cabinet, File	Sewer	
01057	Desk	Sewer	
01058	Tool Chest, rollaway	Sewer	
01073	Drill, Rotor Hammer	Sewer	
01078	Air Hammer	Sewer	
01079	Water Cooler, 5-Gal	Sewer	
01082	Jet hydraulic Jack	Sewer	
01084	Gas Heater	Sewer	
01086	Heater, Aladdin	Sewer	
01087	Tap & Die Set, 45 pieces	Sewer	
01088	Tap & Hex Die Set	Sewer	
01099	Johnny-on-the-spot, portable #2	Sewer	
01100	Johnny-on-the-spot, portable #1	Sewer	
01102	weed burner & Tank	Sewer	
01103	Pressure Sprayer	Sewer	

**Fixed Assets
Removed from Inventory
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01107	Jack stand, set	Sewer	
01109	Spray Gun, Ramp	Sewer	
01113	Vacuum cleaner	Streets	
01129	Patch Mobile	Streets	
01134	Grinder, bench	Streets	
01135	Stands, Adjustable Safety	Streets	
01139	Alkota Steam Cleaner	Streets	
01142	Hoist, Chain	Sewer	
01143	Tire Chains for Jet Truck	Sewer	
01144	Backpack sprayer (chem)	Sewer	
01145	Timer 3-Channel Alarm	Sewer	
01147	Footage Counter - Jet Truck	Sewer	
01149	Sludge Tank	Sewer	
01150	blank		
01158	Jack Hammer	Streets	
01161	Pipe dies cutter rimmer	Streets	
01163	Drill Press	Streets	
01164	Welder, 225v Electric	Streets	
01165	Washing Machine	Streets	
01167	Welder, Gas	Streets	
01168	Rola Tape	Streets	
01170	Pump, 1 1/2" diaphragm	Streets	
01173	Chair	Streets	
01174	Answering Machine	Streets	
01180	Garbage Packer/ truck cab	Sanitation	
01181	End Wrenches 1" to 2 1/2"	Sanitation	
01182	Steam Cleaner	Sanitation	
01183	Garbage Packer/ truck cab chassis	Sanitation	
01184	Tool Box w/tool	Sanitation	
01186	Acetylene torch unit	Sanitation	
01187	Air Compressor, 60 gallon	Sanitation	
01188	Compactor body/cab chassis	Sanitation	
01191	Press, power cylinder	Sanitation	
01192	Vice bench	Sanitation	
01196	Welder	Sanitation	
01205	Tool set	Sanitation	
01207	Cutting Attachment	Sanitation	
01208	Parts, washer, 12 gallon	Sanitation	
01209	Drill Press	Sanitation	
01210	Welder, Stick	Sanitation	
01211	Charger - booster	Sanitation	
01212	Bench Grinder	Sanitation	
01235	Footswitch 1 of 2	Police	
01236	Footswitch 2 of 2	Police	
01238	20 amp power supply	Police	
01245	Adapter MCC-60	Police	
01255	Water Heater	Library	
01257	Opener, Letter & Tray	Library	
01258	Wall Rack, Pocket	Library	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

01259	Clock	Library	
01264	Foam eductor	Fire/Engine #56	
01273	Answering Machine	Cemetery	
01280	Fan, Ceiling 42"	Parks	
01284	Board, cork 1 1/2' x 2'	Parks	
01286	Chair	Police	
01287	Chair	Police	
01288	Chair	Police	
01289	Chair	Police	
01290	Chair	Police	
01291	Chair	Police	
01292	Chair	Police	
01293	Chair	Police	
01294	Chair	Police	
01295	Chair	Police	
01296	Target	Police	
01297	Board, Bulletin 24" x 36"	Police	
01300	Bulletin Board, 18" x 24"	Police	
01302	Radar Gun	Police	
01303	Copier	Sanitation	
01308	Cooler	Parks	
01309	Blower/Sprayer	Parks	
01311	Tar Pot	Streets	
01314	Cabinet, File	Streets	
01315	Trash Pump	Sewer	
01317	First Aid Cabinet	Library	
01318	Container, Garbage	Sanitation	
01319	Container, Garbage	Sanitation	
01320	Container, Garbage	Sanitation	
01321	Container, Garbage	Sanitation	
01322	Container, Garbage	Sanitation	
01323	Bookcase	Streets	
01325	Board, Mark n' Wipe	Executive	
01326	Chair	Finance	
01331	Copier & Parts	Library	
01332	Table, Round	Finance	
01334	Clock, Wall	Finance	
01336	Chair, Restraining	Police	
01338	Locker	Parks	
01342	Locker	Streets	
01343	Locker	Streets	
01344	Locker	Sewer	
01346	Container, Garbage	Sanitation	
01347	Container, Garbage	Sanitation	
01348	Container, Garbage	Sanitation	
01349	Container, Garbage	Sanitation	
01350	Cabinet, File	Finance	
01353	Multimer, Digital	Fire/Engine #56	
01354	Mower	Cemetery	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

01355	Media Cooler	Judicial	
01356	Phonic Ear System	Judicial	
01358	Controller, Speed	Police	
01361	Nozzle, Master Stream	Fire/Engine #56	
01368	Cabinet, File	Sewer	
01372	Lock Box	Parks	
01376	Panel, Modesty	Judicial	
01377	Hot Patcher, Asphalt	Streets	
01383	Phone/Answering Machine	Streets	
01384	Rod, Leveling	Streets	
01385	Rod, Leveling	Streets	
01387	Battery Backup Unit	Library	
01390	Saw, Radial Arm	Parks	
01405	Software, Lantastic	Library	
01415	Software, Books in Print	Library	
01417	Chair	Streets	
01419	Cabinet, File Legal	Finance	
01420	Cabinet, File Legal	Planning	
01421	Cabinet, File Legal	Planning	
01422	Cabinet, File Legal	Planning	
01423	Planimeter	Planning	
01425	Cabinet, File Legal	Police	
01429	Scanner, 10 Channel	Fire	
01430	Locker, Pistol	City Hall	
01431	Software Update	Library	
01433	Flashlight	Fire	
01435	Cabinet, File Legal	Building	
01436	Cabinet, File Legal	Building	
01437	Cabinet, File Legal	Building	
01438	Cabinet, File	Building	
01439	Software	Engineering	
01444	Chair	Library	
01446	Wheelbarrow	Engineering	
01452	Cart, Welding	Parks	
01457	Locating System	Streets	
01458	Container, Garbage	Sewer	
01459	Container, Garbage	Sanitation	
01460	Container, Garbage	Sanitation	
01461	Container, Garbage	Sanitation	
01462	Container, Garbage	Sanitation	
01463	Container, Garbage	Sanitation	
01465	Container, Garbage 1 yd	Sanitation	
01466	Container, Garbage 1 yd	Sanitation	
01467	Container, Garbage 2 yd	Sanitation	
01468	Container, Garbage 2 yd	Sanitation	
01469	Container, Garbage 2 yd	Sanitation	
01470	Breathing Apparatus	Sanitation	
01471	Breathing Apparatus	Fire	
01472	Breathing Apparatus	Fire	

**Fixed Assets
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01473	Breathing Apparatus	Fire	
01475	Breathing Apparatus	Fire	
01476	Breathing Apparatus	Fire	
01477	Breathing Apparatus	Fire	
01478	Breathing Apparatus	Fire	
01488	Trap	Police	
01489	trap	Police	
01491	Rod, Telescoping	Sewer	
01500	Software, Window Update	Fire	
01509	Air Compressor	Parks	
01511	Compressor	Streets	
01512	Software, Autodesk Aid	Sewer	
01513	Software, Soft Desk Productivity Tools	Sewer	
01514	Software, AutoCAD 12 Windows	Sewer	
01515	Bod Bottle Probe	Sewer	
01531	Trap	Police	
01536	Air Conditioner	Central Svc	
01537	Air Conditioner	Central Svc	
01538	Air Conditioner	Police	
01541	Software, IBM CAD	Fire	
01543	Bagger	Sewer	
01549	Chair	Sewer	
01550	Chair	Sanitation	
01552	Air Conditioner	Planning	
01553	Air Conditioner	Engineering	
01554	Air Conditioner	Building	
00156	Software, Word Perfect 5.0	Judicial	
01560	Time Recorder	Finance	
01570	Container	Sanitation	
01571	Container	Sanitation	
01572	Container	Sanitation	
01573	Container	Sanitation	
01574	Container	Sanitation	
01576	Belt Press	Sewer	
01578	Container, 1 yd	Sanitation	
01579	Container, 1 yd	Sanitation	
01580	Container, 1 yd	Sanitation	
01581	Container, 4 yd	Sanitation	
01582	Telephone	Building	
01583	Software, Comp Circulation System	Library	
01584	Software, Certificate Maker	Library	
01605	Desk, Oversize	Judicial/Clerk's Office	
01608	Chair, Plastic, Adult	Library/Library	
01609	Chair, Plastic, Adult	Library/Library	
01610	Chair, Plastic, Adult	Library/Library	
01611	Chair, Plastic, Adult	Library/Library	
01612	Chair, Plastic, Adult	Library/Library	
01613	Chair, Plastic, Adult	Library/Library	
01614	Chair, Plastic, Adult	Library/Library	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

01615	Chair, Plastic, Adult	Library/Library	
01616	Chair, Plastic, Adult	Library/Library	
01617	Chair, Plastic, Adult	Library/Library	
01618	Chair, Plastic, Adult	Library/Library	
01619	Chair, Plastic, Adult	Library/Library	
01620	Chair, Plastic, Adult	Library/Library	
01621	Reading Nook	Library/Library	
01622	Table, Child's	Library/Library	
01623	Table, Child's	Library/Library	
01624	Table, Round	Library/Library	
01625	Table, Round	Library/Library	
01626	Table, Round	Library/Library	
01627	Table, Round	Library/Library	
01628	Table, 4' x 12'	Library/Meeting Room	
01629	Chair, Cloth	Library/Meeting Room	
01630	Chair, Cloth	Library/Meeting Room	
01631	Chair, Cloth	Library/Meeting Room	
01632	Chair, Cloth	Library/Meeting Room	
01633	Chair, Cloth	Library/Meeting Room	
01634	Chair, Cloth	Library/Meeting Room	
01635	Chair, Cloth	Library/Meeting Room	
01636	Chair, Cloth	Library/Meeting Room	
01637	Chair, Cloth	Library/Meeting Room	
01638	Chair, Cloth	Library/Meeting Room	
01639	Credenza, Large	Library/Meeting Room	
01640	Credenza, Small	Library/Meeting Room	
01641	Table, Wooden	Library/Library	
01642	Table, Wooden	Library/Library	
01643	Table, Wooden	Library/Library	
01644	Chair, Square, Wooden	Library/Library	
01645	Chair, Square, Wooden	Library/Library	
01648	Container, 2 yd	Sanitation/Sanitation Shop	
01649	Container, 2 yd	Sanitation/Sanitation Shop	
01650	Container, 2 yd	Sanitation/Sanitation Shop	
01652	Shelf, Book	Engineering/Engineering	
01653	Shelf, Book	Engineering/Common Ground	
01656	Cabinet, Map	Sewer/Planning	
01665	Container 1 yd	Sanitation/Sanitation Shop	
01666	Container 1 yd	Sanitation/Sanitation Shop	
01667	Container, 2 yd	Sanitation/Sanitation Shop	
01668	Container, 2 yd	Sanitation/Sanitation Shop	
01669	Refrigerator	Fire/Firemen's Quarters	
01672	Mower, Flail	Streets/Streets Shop	
01673	Mower, Flail	Streets/Streets Shop	
01690	Chapel, Portable	Cemetery/Cemetery	
01692	Software, Word Perfect 5.0	Financial/Financial	
01695	Freezer	Parks/Community Center	
01696	Range, Gas	Parks/Community Center	
01698	Organ, 2 Speakers, Bench	Parks/Community Center	

**Fixed Assets
Removed from Inventory
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01699	Piano & Bench	Parks/Community Center	
01700	Lectern	Parks/Community Center	
01705	Software, Word Perfect 5.0	Cemetery/Financial	
01706	Software, Word Perfect 5.0	Sanitation/Sanitation	
01713	Pressure Washer	Cemetery/Cemetery Shop	
01714	Locker	Fire/Fire	
01715	Locker	Fire/Fire	
01716	Locker	Fire/Fire	
01717	Locker	Fire/Fire	
01718	Locker	Fire/Fire	
01719	Locker	Fire/Fire	
01720	Locker	Fire/Fire	
01721	Locker	Fire/Fire	
01734	Container	Sewer/	
01735	Container	Sewer/	
01739	Saw, Metal Cut Off	Streets/Streets	
01743	Chairs, Folding (5-attached)	Cemetery/Cemetery	
01744	Chairs, Folding (6-attached)	Cemetery/Cemetery	
01745	Heater	Cemetery/Cemetery	
01746	Vacuum Cleaner	Cemetery/Cemetery	
01747	Chairs Folding (accordion)	Cemetery/Cemetery	
01751	Table, Metal	Plan/Bldg/Eng/Front Office	
01752	Clock	Parks/	
01753	Container, Steel Cargo	Streets/Streets Shop	
01755	Container, Steel	Sewer/	
01756	Container, Steel	Sewer/	
01757	Container, Steel	Sewer/	
01760	Mop Bucket	Parks/Parks Shop	
01786	Hose Reel	Cemetery/Cemetery	
01788	Washing Machine	Fire/Gym	
01790	Range	Parks/Community Center	
01792	Floor Bin Unit	Streets/	
01794	Gas detector and Case	Sewer/	
01797	Desk	Judicial/	
01803	Mower, Front Mount	Cemetery/Cemetery	
01804	Generator	Sewer/	
01805	Mower, Walk Behind	Cemetery/Cemetery	
01814	Chair	Executive/Mayors Office	
01818	Hose Rack	Fire/Fire Bays	
01827	Register, Cash	Library/Library	
01828	blank		
01829	Software, Lotus 123 v.5.0 Windows	Library/Library	
01830	Air Conditioner	Judicial/Clerks Office	
01831	Air Conditioner	Judicial/Clerks Office	
01832	Container, 1 yd	Sanitation/Varied	
01833	Container, 1 yd	Sanitation/Varied	
01834	Container, 1 yd	Sanitation/Varied	
01837	Cabinet, File	Planning/Planning	
01838	Cabinet, File	Building/Building	

**Fixed Assets
Removed from Inventory
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01839	Chairs, to be engraved (200)	Parks/Community Center	
01840	Tables, to be engraved (20)	Parks/Community Center	
01843	Smoke Tester	Sewer/	
01854	Ladder, Extension, Keller	Streets/Streets Shop	
01858	Tool Box, Nappa protraxx 2 piece	Streets/Streets Shop	
01860	Generator, Dyna	Streets/Streets Shop	
01875	Blood Pressure Meter	Fire/upstairs storage	
01877	Burster	Financial/Storage Room	
01882	Chair	Financial/Financial	
01883	Cabinet, File Drawer	Financial/Financial	
01884	Cabinet, File 4-Drawer	Financial/Furnace Room	
01885	Cabinet, File 4-Drawer	Financial/Furnace Room	
01886	Cabinet, File 2-Drawer	Financial/Financial	
01887	Cabinet File	Financial/Vault	
01889	Desk	Financial/Eric's Room	
01890	Cabinet, File 4-Drawer	Financial/Clerk's Treas Office	
01891	Desk	Financial/Eric's Room	
01892	Chair	Financial/Financial	
01893	Chair	Financial/Financial	
01896	Chair	Financial/Financial	
01897	Chair	Financial/Front Office	
01925	Firefly II pass	Fire/Fire	
01926	Firefly II pass	Fire/Fire	
01927	Firefly II pass	Fire/Fire	
01928	Firefly II pass	Fire/Fire	
01929	Firefly II pass	Fire/Fire	
01930	Firefly II pass	Fire/Fire	
01939	Tool Box	Cemetery/Cemetery Shop	
01940	Refrigerator	Fire/Firemen's Gym	001.000022522504
01945	Hot/Cold Water Dispenser	Central Services/Break room	
01946	Hot/Cold Water Dispenser	Sanitation/Sanitation Shop	
01947	Hot/Cold Water Dispenser	Sanitation/Sanitation Shop	
01948	Water Dispenser	Parks/Parks Shop	
01949	Water Dispenser	Streets/Streets Shop	
01950	Ladder, Metal, Werner	Financial/Backroom	
01958	YSI Portable SO Meter	Sewer/Lab	
01963	Vacuum Pressure Pump	Sewer/Lab	
01970	Guest Chair	Executive/Mayor's office	
01971	Guest Chair	Executive/Mayor's office	
01972	Guest Chair	Executive/Mayor's office	
01973	Guest Chair	Executive/Mayor's office	
01974	Copy Machine	Financial/Financial	
01975	Work Station	Financial/Front Desk	
01976	Work Station	Financial/Payroll	
01977	Work Station	Financial/City Supervisor	
01978	Work Station	Financial/Clerk's Treas Office	
01994	Tool Box	Cemetery/Truck-under rail	
01996	Tally Printer	Financial/Backroom	
01998	Stool	Financial/Front Counter	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

01999	Microwave	Financial/Lunchroom	
02006	Answering Machine	Bldg/Plan/Eng	
02008	16-Port Ethernet Hub	Police/	
02009	Net Port Exp Pro Enet	Financial/by Laser Printer	
02028	Rolling File Cabinet, 2-Drawer	Cemetery/Office	
02029	Rolling File Cabinet, 3-Drawer	Sewer/	
02061	Coffee Maker	Parks/Community Center	
02062	JD 4x2 Gator	Cemetery/Cemetery	
02063	Lateral File Cabinet	Fire/File Room	
02064	Lateral File Cabinet	Fire/File Room	
02065	Lateral File Cabinet	Fire/File Room	
02066	Lateral File Cabinet	Fire/File Room	
02067	Lateral File Cabinet	Fire/Assist Chief	
02068	Bookcase	Fire/Assist Chief	
02069	Bookcase	Fire/Assist Chief	
02070	Desk	Fire/Assist Chief	
02071	Office Chair	Fire/Assist Chief	
02072	Office Chair	Fire/Assist Chief	
02079	Table	Fire/Reception Area	
02080	Systems workstation	Fire/Fire Admin	
02081	Systems workstation	Fire/Fire Admin	
02082	Office Chair	Fire/Fire Admin	
02083	Cabinet, File 2-Drawer	Fire/Fire Admin	
02087	Cabinet, File 2-Drawer	Fire/FF	
02088	Table	Fire/Fire Admin	
02089	Office Chair	Fire/Fire Admin	
02090	Chair	Fire/Radio Room	
02091	Lateral File Cabinet, 2-Drawer	Fire/Chief	
02092	Desk	Fire/Spare Room	
02094	Office Chair	Fire/Assist Chief	
02096	Office Chair	Fire/Conference Room	
02097	Office Chair	Fire/Chief	
02098	Office Chair	Fire/Chief	
02103	Bookcase	Fire/Chief	
02104	Desk	Fire/Chief	
02117	Refrigerator	Fire/Meeting Room	
02119	Stove, Gas	Fire/Meeting Room	
02120	Dishwasher	Fire/Meeting Room	
02121	Coffee Maker	Fire/Meeting Room	
02122	Folding Table	Fire/City Hall-upstairs	
02123	Folding Table	Fire/Court AV Room	
02124	Folding Table	Fire/Fire Bay	
02125	Folding Table	Fire/City Hall-upstairs	
02126	Folding Table	Fire/Court AV Room	
02127	Folding Table	Fire/Conference-Meeting Room	
02128	Folding Table	Fire/Conference-Meeting Room	
02129	Folding Table	Fire/Fire Bay	
02130	Folding Table	Fire/Court AV Room	
02131	Folding Table	Fire/Court Room	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02132	Folding Table	Fire/City Hall-upstairs	
02133	Folding Table	Fire/Court Room	
02134	Folding Table	Fire/Conference-Meeting Room	
02135	Folding Table	Fire/Conference-Meeting Room	
02136	Folding Table	Fire/Fire Bay	
02137	Blue Plastic Chairs (70)	Fire/Meeting Room	
02145	Recliner	Fire/Firemen's Quarters	
02146	Recliner	Fire/Firemen's Quarters	
02147	Recliner	Fire/Firemen's Quarters	
02148	Recliner	Fire/Firemen's Quarters	
02149	Recliner	Fire/Firemen's Quarters	
02150	Table & 4-Chairs	Fire/upstairs	
02168	Dishwasher	Fire/Firemen's Quarters	
02196	Lateral File, 4-Drawer	Police/File Room	
02197	Lateral File, 4-Drawer	Police/File Room	
02198	Lateral File, 4-Drawer	Police/File Room	
02199	Lateral File, 4-Drawer	Police/File Room	
02200	Lateral File, 4-Drawer	Police/Admin Assist	
02201	Lateral File, 4-Drawer	Police/Admin Assist	
02202	Lateral File, 2-Drawer	Police/Admin Assist	
02203	Chair	Police/Admin Assist	
02204	Desk	Police/Admin Assist	
02208	Office Chair	Police/Admin Assist	
02219	Siren Control	Fire/5518	
02225	Wall bed	Fire/Radio Room	
02226	Office Chair	Fire/Radio Room	
02227	Chair	Fire/Radio Room	
02228	Bookcase	Police/Chief	
02229	Chair	Police/Chief	
02230	Chair	Police/Chief	
02231	Desk	Police/Chief	
02234	Wardrobe	Police/Chief	
02235	Lateral File, 4-Drawer	Police/Chief	
02238	Chair	Police/Radio Room	
02239	Office Chair	Police/Radio Room	
02240	Lateral File, 4-Drawer	Police/Radio Room	
02241	Desk	Police/Detective	
02244	Office Chair	Police/Detective	
02245	Chair	Police/Detective	
02246	Bookcase	Police/Detective	
02247	Bookcase	Police/Detective	
02248	Lateral File, 4-Drawer	Police/Detective	
02249	Desk	Police/Detective	
02250	Office Chair	Police/Detective	
02253	Counter, Portable	Police/Lobby	
02254	Table & 2-Chairs (all connected)	Police/Lobby	
02255	Desk	Police/Interview Room	
02256	Lateral File Cabinet	Police/Code Enforce Off	
02257	Lateral File Cabinet	Police/Code Enforce Off	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02258	Bookcase	Police/Code Enforce Off	
02259	Desk	Police/Code Enforce Off	
02262	Office Chair	Police/Code Enforce Off	
02263	Chair	Police/Code Enforce Off	
02264	Lateral File, 4-Drawer	Police/Sergeant	
02265	Bookcase	Police/Sergeant	
02267	Desk	Police/Sergeant	
02268	Office Chair	Police/Sergeant	
02270	Chair	Police/Sergeant	
02271	Chair	Police/Sergeant	
02272	Cabinet, File 2-Drawer	Police/Squad Room	
02273	Desk, Modular	Police/Squad Room	
02276	Office Chair	Police/Squad Room	
02277	Cabinet, File 2-Drawer	Police/Squad Room	
02278	Cabinet, File 2-Drawer	Police/Squad Room	
02283	Office Chair	Police/Squad Room	
02284	Office Chair	Police/Squad Room	
02285	Lateral File, 4-Drawer	Police/Squad Room	
02286	Radar, Laser	Police/various	
02287	Table	Police/Interview Room	
02288	Office Chair	Police/Interview Room	
02289	Lateral File, 2-Drawer	Police/Interview Room	
02290	Cabinet, File 4-Drawer	Police/Interview Room	
02291	Cabinet, File 4-Drawer	Police/Interview Room	
02292	Cabinet, File 4-Drawer	Police/Interview Room	
02293	Cabinet, File 4-Drawer	Police/Interview Room	
02294	Table, Round	Police/Break room	
02295	Refrigerator	Police/Break room	
02296	Microwave	Police/Break room	
02298	Chair, Lounge	Police/Break room	
02299	Chair, Lounge	Police/Break room	
02301	Copy Machine	Police/Copy Room	
02302	Lateral File, 4-Drawer	Police/Records-Reception	
02303	Lateral File, 2-Drawer	Police/Records-Reception	
02304	Office Chair	Police/Records-Reception	
02305	Office Chair	Police/Records-Reception	
02313	Air Compressor	Cemetery/Cemetery	
02315	Tool Carrier (Front End Loader)	Street/Street	
02324	Copier	Court/Office	
02329	Couch-Sette	Fire/Fire Hall upstairs	
02330	Couch-Sette	Fire/Fire Hall upstairs	
02332	Flatbed Trailer	Street/409 Alexander	
02335	Mower head	Sewer-Sanitation/Street	
02336	Mower Attachment	Sewer-Sanitation/Street	
02338	Desk Return	Judicial/Court office	
02339	Water Bath	Sewer/Lab	
02340	YSI Probe	Sewer/Lab	
02341	900 All weather Sampler	Sewer/Lab	
02342	Colt Rifle	Police/Officer	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02343	Colt Rifle	Police/Officer	
02344	Colt Rifle	Police/Officer	
02345	Colt Rifle	Police/Officer	
02352	Copier & Sorter Bin	Sewer/Office	
02361	Bookcase	Fire/FT Fire Office	
02363	desk	Financial/AP Clerk	
02369	Muffle Furnace	Sewer/Lab	
02370	Vacuum Pump	Sewer/Lab	
02371	Oven	Sewer/Lab	
02372	Autoclave	Sewer/Lab	
02373	Bod Incubator	Sewer/Lab	
02374	Lab Refrigerator	Sewer/Lab	
02375	Refrigerator	Sewer/Lunchroom	
02376	Dishwasher	Sewer/Lab	
02379	ATS 299, Headworks MCC	Sewer/Dewat.Bldg	
02380	ATS 699, Plant Water MCC	Sewer/Dewat.Bldg	
02381	Brush Aerator/AR-501	Sewer/Dewat.Bldg	
02382	Brush Aerator/AR-502	Sewer/Dewat.Bldg	
02383	Brush Aerator/AR-503	Sewer/Dewat.Bldg	
02384	Brush Aerator/AR-504	Sewer/Dewat.Bldg	
02385	3WHP/P625	Sewer/Basement Dewat	
02386	Effluent PumpP-611	Sewer/Effluent Well	
02387	Effluent PumpP-612	Sewer/Effluent Well	
02388	3WHP/P621	Sewer/Basement Water Bldg	
02389	3WHP/P622	Sewer/Basement Water Bldg	
02390	3WHP/P623	Sewer/Basement Water Bldg	
02391	3WHP/P624	Sewer/Basement Water Bldg	
02392	Clarifier #1C<-511x	Sewer/Yard	
02393	Clarifier #2C<-512x	Sewer/Yard	
02394	Anoxic blower/B-601	Sewer/Basement Water Bldg	
02395	Anoxic blower/B-602	Sewer/Basement Water Bldg	
02396	Recirc. Pump/P-508	Sewer/Dewat.Bldg	
02397	UV 3000-B	Sewer/UV Channel	
02398	Mechanical Screen/SCN201	Sewer/Entrance Channel	
02399	Mechanical Screen/SCN202	Sewer/Entrance Channel	
02400	Influent Sampler	Sewer/Entrance Channel	
02401	Influent Pump/P101	Sewer/Entrance Channel	
02402	Influent Pump/P102	Sewer/Entrance Channel	
02403	Influent Pump/P103	Sewer/Entrance Channel	
02404	Control Panel/LCP-100	Sewer/Hdwrks Bldg	
02405	Tank Drain Pump/P-801	Sewer/Drain in Yard	
02406	Tank Drain Pump/P-802	Sewer/Drain in Yard	
02407	Sludge Pump/P241	Sewer/Hdwrks Basement	
02408	Sludge Pump/P242	Sewer/Hdwrks Basement	
02409	Ras Pump/221	Sewer/Hdwrks Basement	
02410	Ras Pump/222	Sewer/Hdwrks Basement	
02411	Ras Pump/223	Sewer/Hdwrks Basement	
02412	WAS Pump/P-231	Sewer/Hdwrks Basement	
02413	WAS Pump/P-232	Sewer/Hdwrks Basement	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02414	Digester Blower/B-251	Sewer/Hdwrks Basement	
02415	Digester Blower/B-252	Sewer/Hdwrks Basement	
02416	Digester Blower/B-253	Sewer/Hdwrks Basement	
02417	Trolley & Hoist	Sewer/Grit Room	
02418	Gravity Belt Thickener BT-320	Sewer/Sludge Dewat Bldg	
02419	Booster Pump	Sewer/Sludge Dewat Bldg	
02420	Polymer Pump P335/Mixer MX-335, 500 Gal Tank	Sewer/Sludge Dewat Bldg	
02421	Level Indicator LCP-401	Sewer/Digester #1	
02422	Level Indicator LCP-402	Sewer/Digester #2	
02423	Truck Loading Control Panel LCP-240B	Sewer/Sludge Dewat Bldg	Outside Wall
02424	Conveyor Belt	Sewer/Sludge Dewat Bldg	
02425	RCP3	Sewer/Sludge Dewat Bldg	
02426	Influent Flow Meter FE-200x	Sewer/Hdwrks Bldg	
02427	Waste Flow Meter FE-230	Sewer/Hdwrks Basement	
02428	Sludge Flow Meter FE-241	Sewer/Hdwrks Basement	
02429	Sludge Flow Meter FE-242	Sewer/Hdwrks Basement	
02430	Ras Flow Meter FE-221/223	Sewer/Hdwrks Basement	
02431	Ras Flow Meter FE-222/223	Sewer/Hdwrks Basement	
02432	Grit System LCP-Tea Cup GT-211	Sewer/Hdwrks Bldg	Outside
02433	Grit System LCP-Tea Cup GT-212	Sewer/Hdwrks Bldg	Outside
02434	Air Compressor Tea Cup	Sewer/Hdwrks Basement	
02435	Main Disconnect	Sewer/3 Water Bldg	Outside
02436	Transformer	Sewer/3 Water Bldg	Outside
02437	Back flush Unit	Sewer/3 Water Bldg	
02438	Chlorinator	Sewer/3 Water Bldg	
02439	Water 3 Flow Meter FE-620	Sewer/3 Water Bldg	
02440	RCP2 Control Panel	Sewer/Dewat.Bldg	
02441	RCP1	Sewer/Hdwrks Bldg	
02442	Reactive air Level Monitor LT-M	Sewer/Hdwrks MCC Room	
02443	Effluent Sampler SP-710x	Sewer/UV Channel	
02444	LCP-600 Auto Dialer	Sewer/OPS Bldg	Office
02449	Chair, Office-High Back	Sewer/Admin Office	
02453	Desk, Office	Sewer/Admin Office	
02455	Chair, Tall Lab	Sewer/Computer Room	
02456	Chair, Computer	Sewer/Computer Room	
02457	Chair, Tall Lab	Sewer/Lab	
02459	Drill, Power/Gas Operator	Sewer/Generator Bldg	
02460	Electric Gate Opener	Sewer/Outside Main Gate	
02467	Refrigerator	Police/Evidence Room	
02468	Bookcase	Police/Evidence Clerk Room	
02476	Desk Credenza	Financial/Mayor's Office	
02479	Work Station	Financial/Mayor's Office	
02483	Desk/Workstation	Judicial/Clerk's Office	
02484	Bookcase	Judicial/Clerk's Office	
02487	Chair, Brown Convert.	Judicial/Clerk's Office	
02489	Chair, Manageria	Judicial/Courtroom, Downstairs	Mtg Room
02490	Chair, Manageria	Judicial/Courtroom, Downstairs	Mtg Room
02491	Chair, Manageria	Judicial/Courtroom, Downstairs	Mtg Room
02492	Chair, Manageria	Judicial/Courtroom, Downstairs	Mtg Room

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02493	Guest Chair	Judicial/Courtroom, Downstairs Mtg Room
02494	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02495	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02496	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02497	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02498	Chair, Guest Conf.	Judicial/Courtroom
02499	Chair, Guest Conf.	Judicial/Courtroom
02500	Chair, Guest Conf.	Judicial/Courtroom
02501	Chair, Guest Conf.	Judicial/Courtroom
02502	Chair, Guest Conf.	Judicial/Courtroom
02503	Chair, Guest Conf.	Judicial/Courtroom
02504	Chair, Guest Conf.	Judicial/Courtroom
02505	Chair, Guest Conf.	Judicial/Courtroom
02506	Chair, Guest Conf.	Judicial/Courtroom
02507	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02508	Chair, Manageria	Judicial/Courtroom, Downstairs Mtg Room
02509	Sod Cutter	Cemetery/2261 Wicker Rd
02532	File, Lateral 2-drawer	Financial/Front Office, AP clerk
02533	Refrigerator, crosley	Parks/Community Center
02537	Hon Desk w/Casters 48"	Executive, Council/Community Center
02538	Hon Desk w/Casters 60"	Executive, Council/Community Center
02539	Hon Desk w/Casters 60"	Executive, Council/Community Center
02540	Hon Desk w/Casters 60"	Executive, Council/Community Center
02541	Hon Desk w/Casters 60"	Executive, Council/Community Center
02542	Hon Desk w/Casters 60"	Executive, Council/Community Center
02543	Hon Desk w/Casters 60"	Executive, Council/Community Center
02544	Hon Desk w/Casters 60"	Executive, Council/Community Center
02545	Lectern, Bretford	Executive, Council/Community Center
02546	Digital Moisture Balance	Sewer/Sewer Plant
02547	Printer for above	Sewer/Sewer
02552	Chair, Mid back	Bldg/Receptionist Office
02553	Chair	Sanitation/Sanitation
02555	File, Lateral 2-drawer	Financial/Billing, Payroll Office
02556	File, Lateral 2-drawer	Financial/Billing, Payroll Office
02557	Chair	Bldg, Plng, Eng/Receptionist Office
02558	Clock, Wall 16"	Parks/Community Center
02559	Chair	Financial/Payroll
02560	Copier, Konica 7020	Bldg, Plng, Eng/Bldg,Plan, Eng Office
02562	Coffee Brewer	Central Svc/Conference Rm
02563	Desk, Custom U Station	Sewer, Sanitation/Sewer, Garbage Billing
02585	Amplifier, Peavey	Executive/Community Center
02586	Equalizer, Peavey	Executive/Community Center
02587	Stereo Cart on Wheels	Executive/Community Center
02588	Mackie Line Mixer	Executive/Community Center
02589	Audio Link Box, Peavey	Executive/Community Center
02601	Chair, Indigo Task	Police/Public Safety Bldg
02604	File, Vertical 4-drawer	Bldg, Plan, Eng/Building
02605	Chair, Swivel	Exec, Central Sv/Downstairs Conf Rm
02606	Chair, Swivel	Exec, Central Sv/Downstairs Conf Rm

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02610	Front Mount Mower	Street, Cemetery/Street Shop
02611	Rear Discharge Deck	Street, Cemetery/Street Shop
02614	Desk System, Venture	Sanitation/Sanitation
02615	Desk System, Venture	Sanitation/Sanitation
02616	Desk System, Venture	Sanitation/Sanitation
02617	Desk System, Venture	Sanitation/Sanitation
02620	File, Lateral 4-drawer	Sanitation/Sanitation
02621	File, Lateral 2-drawer	Parks/Parks
02625	Chair, Task	Police/Public Safety Bldg
02627	File, Lateral 3-drawer	Sewer, Sanitation/Financial Office
02628	File, Lateral 3-drawer	Sewer, Sanitation/Financial Office
02629	File, Lateral 3-drawer	Sewer, Sanitation/Financial Office
02632	Dryer, Whirlpool	Fire/Firemen's Quarters
02633	Pressure Washer	Sanitation/Sanitation Shop
02634	Chair	Bldg,Plng,Eng/Bldg,Plng,Eng
02637	Screw	Parks/Parks Shop
02649	Washer, Whirlpool	Fire/Firemen's Quarters
02654	Chair, Mid back	Financial/Clerk's Office
02655	Work Desk w/Pedestal	Court/Clerk's Office
02656	Bookcase	Court/Clerk's Office
02657	Rotary Mower	Street/Street Shop
02659	Gas Meter	Sewer/Sewer
02662	Desk	Financial/Clerk's Office
02665	Chair, Office-Gray	Financial/Christine's Desk
02674	L-Desk	Executive/Mayor's Office
02675	Stand, 5-Shelf	Executive/Mayor's Office
02677	Chair, Brown	Financial/Clerk, Treasurer Office
02678	Chair, Brown	Financial/Clerk, Treasurer Office
02679	Fire Safe	Financial/Vault
02694	File, Lateral 4-drawer	Bldg,Plan,Eng/Erin's Office
02695	File, Lateral 4-drawer	Bldg,Plan,Eng/Erin's Office
02696	File, Lateral 3-drawer	Bldg,Plan,Eng/Secretary's Office
02697	File, Lateral 2-drawer	Bldg,Plan,Eng/Secretary's Office
02698	File, Lateral 2-drawer	Bldg,Plan,Eng/Secretary's Office
02699	Secretary's Desk	Bldg,Plan,Eng/Secretary's Office
02700	Chair, HON	Bldg,Plan,Eng/Secretary's Office
02703	Table	Bldg,Plan,Eng/Work Area
02704	Rolling 3-drawer Cabinet	Bldg,Plan,Eng/Secretary's Office
02705	Desk, Dk. Mahogany	Planning/Planning Office
02708	Chair, HON	Planning/Lacy's Desk
02709	Desk	Planning/Lacy's Desk
02710	Desk	Engineering/Public works Director's Office
02711	Fan, Holmes	Engineering/Public works Director's Office
02712	Chair, HON	Engineering/Public works Director's Office
02713	Chair	Engineering/Public works Director's Office
02714	Bookshelf, 5-Shelf	Engineering/Public works Director's Office
02715	Bookshelf, 5-Shelf	Engineering/Public works Director's Office
02716	Chair	Planning/Planner's Office
02717	Table	Planning/Planner's Office

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

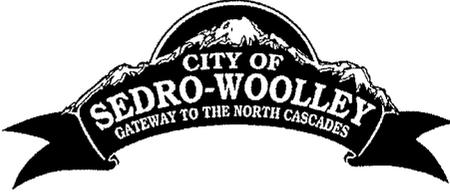
02718	File, 2-drawer	Planning/Planner's Office	
02719	Portable Phone w/stand, Lucent	Building/Hall next to work area	
02719	Portable Phone w/stand, Lucent	Building/Hall next to work area	
02724	Desk, Oak	Building/Building Inspector's Office	
02725	Drafting Table	Building/Building Inspector's Office	
02726	Drafting Table	Building/Building Inspector's Office	
02727	Table, Conference	Executive/Downstairs Conference Rm	
2728/2729	Couch, 3-seat, black	Executive/Downstairs Conference Rm	
02730	Refrigerator	Executive/Downstairs Conference Rm	
02734	Stove	Executive/Downstairs Conference Rm	
02735	Table	Executive/Downstairs Conference Rm	
02736	Chair, Swivel	Executive/Downstairs Conference Rm	
02737	Chair, Swivel	Executive/Downstairs Conference Rm	
02738	Chair, Swivel	Executive/Downstairs Conference Rm	
02740	Bookshelf	Municipal Court/Clerk's Office	
02741	Table w/4-shelves	Judicial/Clerk's Office	
02751	Desk/Workstation	Judicial/Clerk's Office	
02752	Desk/Workstation	Judicial/Clerk's Office	
02753	Chair	Judicial/Clerk's Office	
02754	Chair	Judicial/Clerk's Office	
02764	Desk/Workstation	Sanitation/Sanitation Office	
02771	Saw, Tiger	Sanitation/Sanitation Shop	
02773	Tool Box, 9-drawer	Sanitation/Sanitation Shop	
02774	Tool Box, 14-drawer	Sanitation/Sanitation Shop	
02775	Welder	Sanitation/Sanitation Shop	
02776	Vacuum cleaner	Sanitation/Sanitation Shop	
02777	Air Jack	Sanitation/Sanitation Shop	
02780	File, 4-drawer	Sewer/Debbie's Office	
02781	Electronic Labeling System	Sewer/Debbie's Office	
02783	Cabinet, 2-drawer	Sewer/Debbie's Office	
02784	Bookshelf	Sewer/Debbie's Office, backroom	
02785	Bookshelf, 4-Shelf	Sewer/Debbie's Office, backroom	
02787	Chair	Sewer/Debbie's Office	
02789	Saw, Cut-Off	Sewer/Sewer Shop	
02794	Portable DO Meter	Sewer/Lab	
02795	PH Meter	Sewer/Lab	
02796	COD Reactor	Sewer/Lab	
02797	Portable Data Logging Spectroplatometer	Sewer/Lab	
02798	Dissolved Oxygen Meter	Sewer/Lab	
02806	Microscope	Sewer/Lab	
02809	Generator	Sewer/Hodgin Street	
02810	Portable Dissolved Oxygen Meter	Sewer/Lab	
02811	Lawn Mower	Sewer/Storage Shed	
02812	Flow Chart	Sewer/Lunchroom	
02815	Back Flow Preventer	Sewer/Gate	
02816	Stump Grinder	Street/409 Alexander	
02818	Chair	Library/Backroom	
02819	Bar Code Reader	Library/Library Desk	
02822	Microfilm	Library/Meeting Room	

**Fixed Assets
Removed from Inventory
Per Council 11/12/09**

02833	Desk	Library/Library	
02837	Desk	Library/Library	
02852	Ladder -10 ft	Parks/Parks Shop	
02853	Drill Press	Parks/Parks Shop	
02854	Lawn Tracker	Parks/Parks Shop	
02856	Coffee Maker, Regal	Parks/Community Center	
02857	Coffee Maker, West Bend	Parks/Community Center	
02858	Eureka Vacuum, The Boss	Financial/Financial	
02878	9" Pin Printer	Police/Tamara's Office	
02887	Memo Scriber	Police/Transcriptionist Office	
02888	Ram Reader	Police/Transcriptionist Office	
02907	Chair	Police/Chief's Office	
02906	CPU	Police/Chief's Office	
02907	Chair	Police/Chief's Office	
02908	JVC Digital Receiver	Fire/Training Room	
02909	File, Lateral 2-drawer	Engineering/Eng Assist Room	
02910	Front Mower	Cemetery/Shop	
02911	Rear Deck for front mower, 62"	Cemetery/Shop	
02912	Pressure Washer	Parks/Parks Shop	
02913	File, Lateral 2-drawer	Financial/Payroll	
02914	File, Lateral 2-drawer	Financial/Payroll	
02915	File, Lateral 2-drawer	Financial/AP Clerk	
02916	File, Lateral 2-drawer	Financial/Reception Area	
02917	File, Lateral 2-drawer	Financial/Reception Area	
02918		Financial/Reception Area	
02919			
02926	Procurve switch	WWTP/	
3018			
3019			
3020			
3021			
3022	Media Converter	WWTP/WWTP	
3023	Procurve Switch	WWTP/WWTP	
3027		Chuck	
3028		Chuck	
3029		Chuck	
3030	Precision Laser	WWTP/Streets	
3040			
3043			
3044	CPU		
3045			
3054	High Pressure Lifting Bays	Fire/Apparatus	
3055	Telecrib Truck Kit	Fire/E5512	
3063	Drager CO Monitor	Fire/Apparatus	
3064	Airway Larry	Fire/Station	
3066	Smoke Machine	Fire/Training room	
3071		Chuck	
3072		Chuck	

CITY COUNCIL AGENDA
REGULAR MEETING

NOV 12 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) 855-9922
Fax (360) 855-9923

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: MOA with AFSCME
DATE: November 12, 2009

ISSUE: Should the Council authorize the Mayor and City Supervisor to sign the attached MOA with AFSCME which makes the building inspector a member of the bargaining unit?

BACKGROUND: As part of the proposed 2010 budget, several functions are proposed to be consolidated into a single position (building inspector, planning code enforcement, and sewer pre-treatment inspector). Because some of the functions are currently within the AFSCME bargaining unit, the person who performs those functions needs also to be in that unit. The employee who currently fills this position has asked to join AFSCME. The attached MOA makes the building inspector a member of the unit.

RECOMMENDATION: Motion to authorize the Mayor and City Supervisor to sign the attached MOA with AFSCME.

MEMORANDUM OF AGREEMENT

City of Sedro-Woolley and AFSCME Local 176-SW
November 3, 2009

RE: Building Inspector Position

The City of Sedro-Woolley and the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, AFL-CIO, are party to a collective bargaining agreement (CBA) effective from January 1, 2009 through December 31, 2013.

Eric Potash is the City’s current building inspector/plans reviewer, performing building code inspections and building plan reviews under direction from the Planning Director/Building Official. His job description includes some, but not all of this work, as the Director also performs inspections and plan reviews. Eric requested membership with AFSCME Local 176-SW and the Union requested that his position be included in the bargaining unit.

Due to the present economic condition of the City, his position is shifting to include work in other departments and areas, as needed. Attached is a job description for the City’s building inspector which includes three primary functions: building inspecting and plan examining, planning and building code enforcement and fats, oils and grease enforcement and inspection for the sewer department.

This agreement is intended to supplement the CBA as follows:

1. The CBA is amended to include the position of building inspector within the bargaining unit, effective January 1, 2010.

2. The salary for the position of building inspector is as follows:

Building Inspector	2,871	3,014	3,165	3,323	3,490	3,664
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3. This agreement shall not establish a precedent for purposes of collective bargaining.

Rob MacReady, President
AFSCME Local 176-SW

Mike Anderson
Mayor

Vinnie O’Connor, Staff Representative
AFSCME

Eron Berg
City Supervisor/City Attorney

**CITY OF SEDRO-WOOLLEY
JOB DESCRIPTION**

Position: Building Inspector
Department: Planning, Building, Engineering & Wastewater
Position Status: Full Time (Union)
Work Location: Varies

GENERAL PURPOSE:

This position performs a variety of functions in the Planning, Building and Engineering Departments related to code compliance and inspections. Because of the small size of the city staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

WORK SCHEDULE:

Normal work schedule is 40 hours per week, which may include weekend hours as determined by Supervisor or Planning Director/Building Official to ensure coverage.

SUPERVISION RECEIVED:

Works under the supervision of the Planning Director/Building official and WWTP Supervisor. Also works under the direction of the Public Works Director as needed.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Building Inspector, under the direction of the Building Official, performs inspections on residential, commercial and industrial buildings during various stages of construction and remodeling and reviews installation methods and materials to ensure compliance with State and City building codes, ordinances, regulations and safety standards.

Inspects residential, commercial and industrial buildings during various stages of construction and remodeling and review installation methods and materials to ensure compliance the International Building and Residential Codes, International Mechanical and Fuel Gas Code, Uniform Plumbing Code, Washington State Energy Code, as well as other related building codes.

Inspects mechanical systems, wood stoves and plumbing systems to determine if installation complies with code requirements and health and safety standards.

Reads and interprets plans, specifications and engineering drawings.

Assists the public in matters relating to construction and code requirements.

Prepares and maintains inspection records; permit records, and other records to assure compliance with applicable codes.

Prepares written reports including violation notices, correction notices and letters.

Investigates and documents complaints to determine if hazardous or illegal conditions exist having to do with structures and their use.

The Code Enforcement Officer, under the direction of the Planning Director, is responsible for gaining compliance with the Municipal Code sections regulating planning, zoning, critical areas, community nuisance, property maintenance, housing, signs and related areas.

Responds to public inquiries regarding possible violations of City codes.

Gathers facts related to applicable ordinances, codes laws, rules, regulations; determines and takes appropriate action to insure compliance.

Investigates ownership of property for purposes of code enforcement.

Prepares notices, reports and recommendations on code enforcement matters.

Strives to gain voluntary compliance with applicable City codes.

Maintains accurate and comprehensive records of investigation requests, violations, interactions, case progress, etc.

Coordinates actions with other departments, jurisdictions or regulatory agencies.

The Pre Treatment Inspector, under the direction of the WWTP Supervisor, is responsible for gaining compliance with the Municipal Code sections regulating pre-treatment requirements.

Performs Grease Trap Inspections at Sedro-Woolley Food Establishments.

Performs Grease Interceptor Inspections at Schools, Hospitals & Care Facilities.

Performs Oil/Water Separator Inspections at Industrial

Sites that discharge to WWTP.

Inspects Metal Fabrication & Jet Cutting Businesses that discharge to WWTP.

Inspects Amalgam Separators at Sedro-Woolley dental offices.

Inspects businesses with Boilers; discuss cleaning & disposal procedures.

Tracks and documents inspections using Linko Software for Inspections.

Educates business owners and their employees on FOG Best Management Practices.

Works with businesses to comply with Sedro-Woolley Pre-Treatment Ordinance.

PERIPHERAL DUTIES:

Serves as Public Works Construction Inspector under the direction of the Director of Public Works on an as needed basis.

Inspects work within the city Right of Way for compliance with the Sedro-Woolley Public Works Department Standards.

Prepares and maintains inspection records as needed.

Serves as a member of various employee committees, as assigned.

May perform short-term duties in other areas as required.

Maintains ability to be reached by City-provided cell phones to greatest extent practicable.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) One (1) year experience as Building Inspector or approved equivalent involving the use of the International Codes.
- (C) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the International Codes.
- (B) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with co-workers, supervisor

and the public; Ability to perform tasks under varying weather conditions; Ability to work from and review construction specifications or blueprints.

- (C) Must be able to adhere to a strict time schedule, be punctual and a self-starter.
- (D) Ability to work independently.

Licenses/Certifications Required:

- (A) Valid Washington State Driver's license.
- (B) Certified Building Inspector
- (C) Valid First Aid and CPR cards or ability to obtain within six months.

Other Licenses/Certifications which are Desired and may be Required:

- (A) Certified Plans Examiner.
- (B) Certified Plumbing Inspector.
- (C) Certified Mechanical Inspector.
- (D) Erosion and Sedimentation Control (ESC Lead) certified.

TOOLS AND EQUIPMENT USED:

Motorized vehicles for moving to and from inspection sites.

Office equipment, including personal computer with word processing and other software, copy machine, fax machine, multi-function telephone, and any other that may be necessary to performance of duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Building Inspector
Revised November 3, 2009
Page 4 of 6

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Much of the work is done at construction jobsites and in roadways with exposure to traffic hazards. Work is performed in both daylight and darkness.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

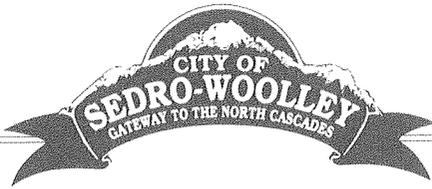
SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Preference will be given to those who have significant skills, licenses, or certifications associated with the position to be filled. Desirable qualifications may be considered minimum qualifications, depending on the needs of the City. City management reserves the right to select the best qualified candidate for any position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:

PUBLIC
HEARING(S)

NOV 12 2009

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

Memorandum

To: Mayor Anderson and City Council
From: Patsy Nelson *Patsy*
Date: 11/4/2009
Re: Property Tax Levy Ordinances Public Hearing (first reading)

Background information: The attached property tax ordinance has two components. The first is voter approved bond tax revenues and the second is general property tax revenues.

Voter Approved Bond Tax Revenues Part of the ordinance is for the debt service for the Public Safety Building which was previously approved by the voters of Sedro-Woolley. Low-income senior citizens and disabled persons do not pay this tax. The 2010 tax request is \$210,000 which is the same as 2009's request.

General Property Tax Revenues As the population of the City is greater than 10,000, we fall under the Implicit Price Deflator (IPD) levy limit factor. The IPD limits the property tax levy to the lesser of 100% plus inflation or 101 percent (plus new construction). The Department of Revenue calculates the rate of inflation based upon the percentage change in the IPD. For the 2010 tax year the change in the IPD is -0.848 percent (negative) which limits the 2010 property tax to 99.152% of the 2009 dollar amount of tax (plus any new construction). The negative IPD would result in a total tax decrease of \$14,646.

The Council may adopt a resolution or ordinance finding substantial need which would allow the levy limit to be greater than 99.152%, but cannot exceed 101%. According to State Law, two-thirds of the members of the City Council (5 persons) must vote in favor of a substantial need resolution or ordinance in order for a change in levy limit to be approved. The Mayor's preliminary budget shows 2010 property taxes at the same dollar amount as 2009 (plus new construction) which would require approval of a substantial need resolution or ordinance in addition to the regular property tax ordinance.

Other general fund revenues are anticipated to be lower than originally anticipated for the 2009 budget; such as sales tax at a reduction of \$365,000.

The Skagit County Auditor's Office has not yet determined the preliminary assessed valuation. The tax rate is calculated based upon the Assessor's valuation and the Council's

tax request. The final assessed valuations and resulting tax rate, will not be known until January, 2010.

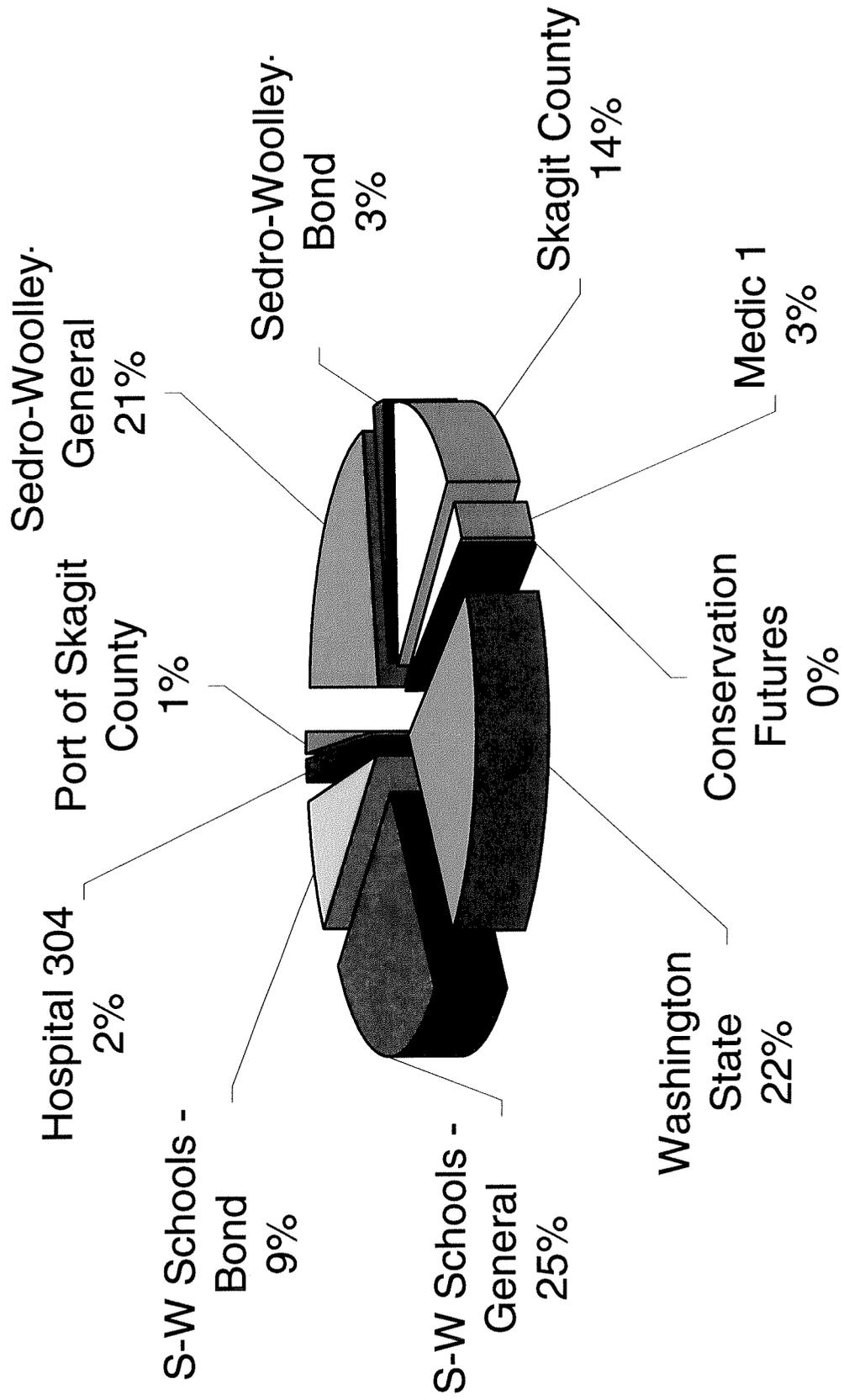
A levy increase in the amount of 1% would result in \$17,272 of additional property tax. Low-income senior citizens and disabled persons either do not pay this tax or receive a tax reduction, as determined by the Skagit County Assessor's Office. The use of this 1% tax increase is not limited to the general fund. It may be restricted for specific items such as the acquisition of Park land, etc.

Recommendation: Staff recommends that the Council approve the following two ordinances:

Ordinance No. _____, An Ordinance of the City of Sedro-Woolley Approving the Property Tax Levy.

Ordinance No. _____, An Ordinance of the City of Sedro-Woolley Making a Declaration of Substantial Need for Purposes of Setting the Limit Factor for the Property Tax Levy for 2010.

2009 Property Tax



ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY APPROVING THE PROPERTY TAX LEVY.

WHEREAS, The City Council of the City of Sedro-Woolley has properly given notice of the public hearing held November 12, 2009, to consider the City of Sedro-Woolley 2010 Real Estate Property Tax Levy; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Sedro-Woolley will not require an increase or decrease in general property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state assessed property, in order to discharge the expected expenses and obligations of the City of Sedro-Woolley and in its best interest; and

WHEREAS, per a 1996 citizen voted and approved GO Bond issuance, it is necessary to increase property taxes to pay GO Bond principal and interest; and

WHEREAS, the City's actual levy amount from the previous year was \$1,727,177; and

WHEREAS, the population of this City is more than 10,000; and now, therefore,

IT IS HEREBY ORDAINED, by the City Council of the City of Sedro-Woolley, an increase in the regular property tax levy shall not be imposed in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state-assessed property. It is further ordained that the City Council hereby authorizes the 2010 levy in the amount of an increase of 0.00% from last year, or \$0.00 not to exceed the levy limit as allowed by law.

Also levied here is an amount necessary to fund the debt service of the 1996 G/O Bond Fund (Public Safety Building) in the amount of \$210,000.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 25th DAY OF NOVEMBER, 2009.

Mike Anderson, Mayor

ATTEST:

Finance Director

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF SETTING THE LIMIT FACTOR FOR THE PROPERTY TAX LEVY FOR 2010.

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property; and

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing jurisdiction with a population of 10,000 or over is the lesser of 101 percent or 100 percent plus inflation; and

WHEREAS, the population of this City is over 10,000; and

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable; and

WHEREAS, "inflation" for July 2009 is -0.848 percent and the limit factor is 99.152 percent, meaning the taxes levied in City of Sedro-Woolley in 2009 for collection in 2010 will decrease except for the amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property; and

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101 percent or less with a finding of substantial need by a majority plus one councilmember; and

WHEREAS, the City Council of the City of Sedro-Woolley has determined that, due to decreases in sales tax, and development permitting revenues as well as further cuts in general maintenance and operation expenditures will cut into the City's ability to provide core services as expected by its citizens;

WHEREAS, the City Council of the City of Sedro-Woolley finds that there is a substantial need to set the levy limit at one hundred percent (100%).

NOW, THEREFORE, IT IS HEREBY ORDAINED, by the City Council of the City of Sedro-Woolley, that a substantial need exists under RCW 84.55.0101 which authorizes the use of a limit factor of one hundred percent (100%) for the property tax levy for 2010.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 25th DAY OF NOVEMBER, 2009.

Mike Anderson, Mayor

ATTEST:

Finance Director

APPROVED AS TO FORM:

City Attorney

UNFINISHED
BUSINESS

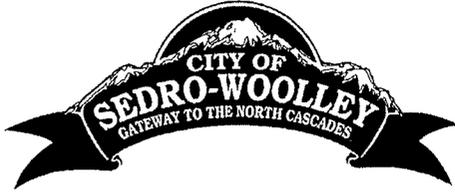
CITY COUNCIL AGENDA
REGULAR MEETING

NOV 12 2009

CITY OF SEDRO-WOOLLEY

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 62

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



Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: Riverfront Park Amphitheatre
DATE: November 12, 2009

ISSUE: Should the Council adopt the attached ordinance allowing for the use and rental of the amphitheatre at Riverfront Park?

BACKGROUND: This is a third read for your consideration. The addition from the last draft is section 3 of the ordinance which allocates 50% of the rental fees from the amphitheatre to the newly proposed Fund 303 (Facilities Maintenance Reserve Fund).

I recommend that we begin with this step and consider broadening rental fee allocations to the reserve fund in the future.

RECOMMENDATION: Motion to adopt Ordinance _____-09, an ordinance establishing rental rates and policies for the amphitheatre at Riverfront Park.

ORDINANCE NO.

AN ORDINANCE AMENDING SWMC 12.36 TO ALLOW FOR THE USE AND RENTAL OF THE CITY'S AMPHITHEATRE AT RIVERFRONT PARK

Whereas, SWMC 12.36 establishes rules and regulations for the use of City parks and sets fees for use of the City's parks and facilities, and

Whereas, the Sedro-Woolley Rotary Club, the Best Rotary Club in the Universe, built an amphitheater at Riverfront Park and donated it to the City; and

Whereas, the Council desires to allow for the public use and enjoyment of the amphitheatre while also establishing certain rules and regulations for its use to balance its use with the other uses in the park; and

Whereas, the Council desires to establish a rental fee for the use of the amphitheatre to both cover the costs of setting up and taking down the facility as well as long-term maintenance of the facility, now therefore,

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

Section 1. A new section is added to SWMC 12.36 as follows:

SWMC 12.36. ____ . Amphitheatre at Riverfront Park.

In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of the amphitheatre at Riverfront Park:

A. Reservations.

1. Non-profit, City-sanctioned festivals and private uses. Reservations for the amphitheatre at Riverfront Park may be made up to one year in advance at City Hall by paying a fee at the time the reservation is made as follows: for residents, four hundred dollars (\$400.00) and for all others, six hundred fifty dollars (\$650.00). This fee includes the use of the large shelter. If the reservation is not canceled at least sixty days before the reservation date, it will not be refunded without approval of the mayor, or his/her designee. If the amphitheatre is not reserved, it is available to the public without charge on a first-come, first-served basis, *provided*, that no power shall be supplied and no sound amplification may be used.

2. Events staged for profit or not listed in subsection 1 above. Reservations for the amphitheatre at Riverfront Park may be made up to one year in advance by application to the City Council for a special events permit. The finance department is delegated authority to develop a special events permit application form and process. The fee for a special events permit shall be \$200.00, and is non-

refundable and payable at the time of the application. In making its decision, the City Council will consider the information in the application, the impact the event may have on the community, Riverfront Park and its other users, risks associated with the event and benefits to the community. It is the intent of the Council to make the amphitheatre available to users in this category on a very limited basis when those users will provide opportunities for arts and entertainment that would not otherwise be available to the Sedro-Woolley community. Upon approval from the City Council, the applicant must pay a rental fee as follows: for residents, four hundred dollars (\$400.00) and for all others, six hundred fifty dollars (\$650.00). This fee includes the use of the large shelter. This fee is non-refundable. Decisions of the City Council are final.

B. Noise. Use of this facility is subject to the City's public disturbance noise ordinance, SWMC 9.46, including the provision allowing for the issuance of a permit for weddings, receptions, parties, musicals, theatrical performances or other similar events. It is the express intent of the City Council to allow for the use of the amphitheatre while also allowing the general public to continue to use and enjoy the park and to not unreasonably disturb the residential neighbors.

C. Security/Facility Monitor.

1. For any event in which alcoholic beverages, live music or dancing are to be allowed or provided, the user must pay an additional fee of twenty-five dollars for each hour of use (minimum of four hours); includes all time from set-up to cleaning. This fee shall be paid to the city at least three days prior to the event, based upon the anticipated hours of use as determined by the mayor or designee and will not be refunded once the use commences. Additional charges for use beyond the amount paid for in advance will be assessed at a rate of fifty dollars per hour; no refunds will be given for use that is less than the amount paid for in advance.

2. The mayor may, in his/her reasonable discretion, require the user to pay an additional fee equal to the hourly cost of overtime pay plus benefits and assessments for a number of police officers, for each hour of anticipated use (for a minimum of four hours each), as determined by the mayor or his designee. This fee shall be paid to the city at least three days prior to the event, and will not be refunded once the use commences, regardless of the actual hours of use.

3. The police chief or designee and the facility monitor shall have the authority to terminate use privileges at any time for good cause. "Good cause" shall include the existence of any condition which threatens the safety of life or property. In such event, no portion of the fee shall be refunded. Any user whose privileges are terminated under this provision shall be barred from renting the facility for a period of ten years following the termination.

D. Additional Rules and Regulations. In addition to the foregoing, the mayor or his/her designee may make additional rules and regulations for the use of the amphitheatre, and incorporate the same into the agreement to be signed by the user.

Section 3. A new section in Chapter 12.36 shall be created as follows:

Fifty percent (50%) of the revenue generated from the rental of the amphitheatre shall be deposited into the City's Facilities Maintenance Reserve Fund (Fund 303).

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

Section 5. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this ____ day of _____, 2009, and signed in authentication of its passage this ____ day of _____, 2009.

Mike Anderson, Mayor

Attest:

Patsy Nelson, Finance Director

Approved as to form:

Eron Berg, City Attorney

Published:

NEW
BUSINESS

NOV 12 2009

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

Memorandum

To: Mayor Anderson & City Council

From: Patsy Nelson *Patsy*

Date: 11/4/2009

Re: Establishment of Building Maintenance Reserve Fund (first reading)

ISSUE: Should the Council adopt the attached ordinance to establish the building maintenance fund, establish funds that were created by means other than ordinance and rename existing reserve funds to more accurately reflect their usage?

BACKGROUND: It is the Mayor's desire to establish a building maintenance reserve fund with the 2010 budget. This fund would be used to accumulate unexpended resources for use in costly building repairs and maintenance such as new roofs, building generators, etc.

While reviewing the existing code, it was discovered that some of the existing reserve funds were not created by ordinance and some of the names of the existing reserve funds could be better named to more accurately reflect their current usage.

Please let me know if you wish any changes to the attached draft ordinance.

RECOMMENDATION: Motion to adopt Ordinance _____-09, an Ordinance Establishing the Building Maintenance Reserve Fund and Amending Portions of Sedro-Woolley Municipal Code Chapter 3.72.010.

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING THE BUILDING MAINTENANCE RESERVE FUND
AND AMENDING PORTIONS OF SEDRO-WOOLLEY MUNICIPAL CODE CHAPTER
3.72.010**

WHEREAS, it has become increasingly difficult for the Council to identify and account for available reserves in the various City funds that could be used by the City for the purpose of major building repairs and maintenance; and

WHEREAS, the Council intends by this ordinance to create a Building Maintenance Reserve Fund in order to identify, reserve, and accumulate unexpended resources for use in mitigating impacts of future major building maintenance and repairs as provided herein; and

WHEREAS, previously reserve funds have been created by means other than ordinance which the Council wishes to properly establish by ordinance;

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

Section 1: SWMC Section 3.72.010 is hereby amended to read as follows:

- A. It is established the following reserve funds within the city budget:
1. ~~General government~~ Current Expense capital projects reserve fund;
 2. ~~Police vehicle mitigation~~ reserve fund;
 3. ~~Fire department equipment impact fee~~ reserve fund;
 4. ~~Street equipment~~ Parks impact fee reserve fund;
 5. Sewer facilities reserve fund;
 6. ~~Sanitation~~ Solid Waste rate stabilization reserve fund;
 7. Sewer capital projects reserve fund;
 8. Building maintenance reserve fund.
 9. Parks reserve fund (Hammer Heritage Square)

B. No moneys shall be withdrawn from any reserve fund except by resolution or ordinance of the city council, ~~which clearly states the facts constituting the reason for the withdrawal.~~ All appropriations in any reserve fund shall be used only for the purpose or purposes specified by the city council. The reserve funds shall be cumulative and carried forward from year to year until fully expended or the purpose or purposes have been accomplished or abandoned. There shall be no other reserve funds within the city budget except as established by the city council.

Section 2. The effective date of this ordinance shall be 5 days after passage and publication.

Passed and approved this _____ day of _____, 2009.

Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

NOV 12 2009

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

Memorandum

To: Mayor Anderson and City Council

From: Patsy Nelson *Patsy*

Date: 11/04/09

Re: 2010 Budget (first reading)

The attached ordinance summarizes the budget amounts for each fund as detailed in the Mayor's 2010 Preliminary Budget which was presented and discussed at the November Worksession. All funds have been balanced according to Council goals and direction as outlined in the Mayor's 2010 Budget Memo. Staff will be available to answer any additional Council questions.

ORDINANCE NO.

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2010.

WHEREAS, the Mayor of the City of Sedro-Woolley, Washington, completed and placed on file with the City Finance Director, a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses for the City of Sedro-Woolley for the fiscal year ending December 31, 2010, and a notice was published that the Sedro-Woolley City Council would meet on the 25th day of November, 2009, at the hour of 7:00 P.M., at the Sedro-Woolley City Hall, for the purpose of making and adopting a budget for the year 2010, and giving taxpayers within the city limits of Sedro-Woolley an opportunity to be heard upon said budget; and

WHEREAS, the Sedro-Woolley City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sedro-Woolley for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

Section 1. The budget for the City of Sedro-Woolley, Washington, for the year 2010 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Sedro-Woolley 2010 Annual Budget, three copies of which are on file in the Office of the Finance Director.

Section 2. Estimated resources, including fund balances or working capital from each separate fund of the City of Sedro-Woolley, and aggregate totals for all such funds combined, for the year 2010 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2010 as set forth below:

FUND:	AMOUNT:
001 GENERAL FUND	5,745,000
101 PARKS FUND	685,658
102 CEMETERY FUND	169,269
103 STREET FUND	638,157
104 ARTERIAL STREET FUND	3,233,090
105 LIBRARY FUND	382,213
106 CEMETERY ENDOWMENT FUND	112,896
107 CUM RESERVE FOR CITY PARKS FUND	6,584
108 STADIUM FUND (HOTEL/MOTEL)	61,583
109 SPECIAL INVESTIGATIONS FUND	5,397
113 PATHS AND TRAILS FUND	41,494
205 G/O BOND REDEMPTION FUND 2008	304,847
206 G/O BOND 2008 RESERVE FUND	150,000
230 G/O BOND 1996 REDEMPTION FUND	282,809
302 CUM RES FOR C/E CAP OUT FUND	782,043
303 FACILITIES MAINTENANCE RESERVE FUND	55,000
310 MITIGATION RES FOR POLICE FUND	21,295
311 MITIGATION RES FOR PARKS FUND	163,432
312 MITIGATION RES FOR FIRE FUND	4,052
330 FIRE STATION 2 CONSTRUCTION FUND	1,544,440
332 PWTF SEWER CONSTRUCTION FUND	700,350
401 SEWER FUND	3,666,200
402 CUM RES FOR SEWER OPERATIONS FUND	505,524
407 98 SEWER REV BOND FUND	784,236
410 CUM RES FOR SEWER FACILITES FUND	2,553,686
411 98 SEWER REV BOND RESERVE FUND	376,482
412 SOLID WASTE OPERATIONS FUND	1,879,589
413 SOLID WASTE RATE STABILIZATION FUND	45,000
425 STORMWATER FUND	344,193
501 EQUIPMENT REPLACEMENT FUND	687,421
621 SUSPENSE (SWSD)	55,000
TOTAL ALL FUNDS	25,986,940

Section 3. The City Finance Director is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 25TH DAY OF NOVEMBER, 2009.

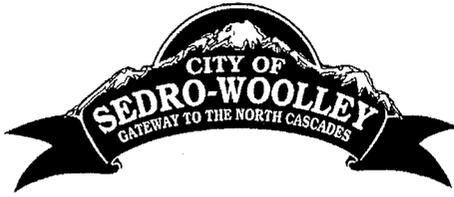
Mike Anderson, Mayor

ATTEST:

Finance Director

APPROVED AS TO FORM:

City Attorney



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: Mike Anderson
RE: 2010 Budget
DATE: Updated for November 12, 2009 Council meeting

This has been a tough year in Sedro-Woolley. With so many people in our community hurting through job losses and reductions, so many storefronts closed and declining revenues for city services, 2009 brought budget cuts at the city and 2010 continues that trend.

Early in 2009, we acknowledged the changing economy and took swift action to reduce spending in 2009 to buffer the reductions that would occur in 2010. At the time that was a difficult choice because we did not want to overreact; in hindsight, it was a choice that makes our 2010 budget choices hard but not impossible. As part of our 2009 budget reductions, the city asked its employees to shoulder much of the burden of balancing the budget. Our non-represented employees took furlough days that resulted in approximate cuts in pay of 3.7%. Our AFSCME represented employees switched medical plans mid-year, accepted furlough days that reduced their pay by approximately 3.2% and lost positions (street foreman and PWW II at the WWTP). Our SWPSG represented employees lost positions and waived their COLA for 2010. Our employees continue to do more with less and have stepped up to the plate to minimize the impact of revenue shortfalls on the services that our community depends on.

My top objective for 2009 was the same as 2008, economic development. This must continue to be at the top of our agenda as we move forward from this recession. Unlike 2008 and 2009, the very top objective of my proposed 2010 budget is simple: preservation of core services. While our cuts have impacted the basic function of city government, my proposed budget attempts to balance the services and still provide as many of the basic services as possible. Our community, however, will feel the impacts of these reductions in 2010.

In recognizing the state of the economy and the financial distress of our community, I am recommending for the second year in a row that we **not increase property taxes**. My proposed budget also includes no increases in wages for our non-represented employees, no increase in wages for our SWSPG represented employees and only a 2.0% percent increase for our AFSCME represented employees. This increase was bargained for in 2008 and was the subject of bargaining this week too. I have asked AFSCME to waive their 2.0% COLA in 2010 and they are considering this request; at the same time, AFSCME members offered additional furlough days which would save the City approximately \$38,000.00. Note: some employees will receive step increases in accordance with time in service and their unit bargaining agreements.

The following are the significant elements of my proposed 2010 budget. I have done my best to include all of the objectives identified by the City Council in this budget, but no new programs are included and no new staffing is included.

The following information is provided in this memo for your review:

1. Summary information regarding the 2010 budget (6 pages, attached); and
2. Identification of key elements in the 2010 budget (2 pages, part of this memo).

This budget is ready for your review and consideration. Final action will be requested following a first reading on November 12, 2009 and following a public hearing on November 25, 2009.

KEY ELEMENTS IN THE 2010 MAYOR'S BALANCED BUDGET:

1. **Revenues.** My budget includes no property tax increase. The only increases that are included are a monthly increase in our sewer bills as included in the rate study we were all presented with earlier in the year and an increase in garbage (addressed below). The rate study included a \$5.00/month increase; my budget includes a \$2.00/month increase and the increase in solid waste rates passed earlier this year to cover the increase in tipping fees from Skagit County. The sewer funds are necessary to serve the debt on our public works trust fund loans which funded the critical sewer interceptor projects and now total annual payment of approximately \$630,000.00.
2. **Personnel.** The 2010 budget decreases staffing by 4.91 FTE's, not including seasonal workers which are also not included in this budget. Staff reductions are in the following departments: police (2.0 FTE), sewer (.66 FTE), parks (1.0 FTE), streets (1.0 FTE) and among administrative personnel (.25 FTE). Most of these reductions between 2009 and 2010 budgets are as a result of 2009 cuts that are continued or through unfilled, vacant positions. I have budgeted a total of \$15,000.00 for seasonal positions in the parks, streets and cemetery departments. These dollars are intended to pay for a grass mowing team to assist the regular employees keep up.
3. **Transportation:** the budget includes funds to finish the McGarigle/Fruitdale reconstruction and \$115,000 in funds for annual street projects. We are also planning to pave Metcalf Street in 2010 with funds from the PWTF loan for the sewer project.
4. **Sewer:** The budget includes staff support and funding for continued maintenance at the plant and in the collection system (including \$200,000 for additional CIPP in 2010). Fund (402) for sewer operations reserves to address plant repairs, maintenance and small upgrades on an as-needed basis is funded with an additional transfer of \$175,000. The N. Township extension project for construction in 2010 is funded with \$265,000.00. The sewer department, along with the other two utilities, is sharing the expense of an accounting software upgrade that is estimated to cost \$38,800.00 in total. Implementation of this upgrade is not likely to occur until late 2010.
5. **Economic Development.** No new money has been allocated to continue these efforts.
6. **Public safety.** The police budget includes \$30,000 to purchase one new police vehicle which I believe is necessary as a result of our aging fleet. The fire department budget is significantly higher in 2010 due to the USDA loan/grant package to purchase the new ladder truck, fire engine and associated equipment and the FEMA grant for Fire Station 2

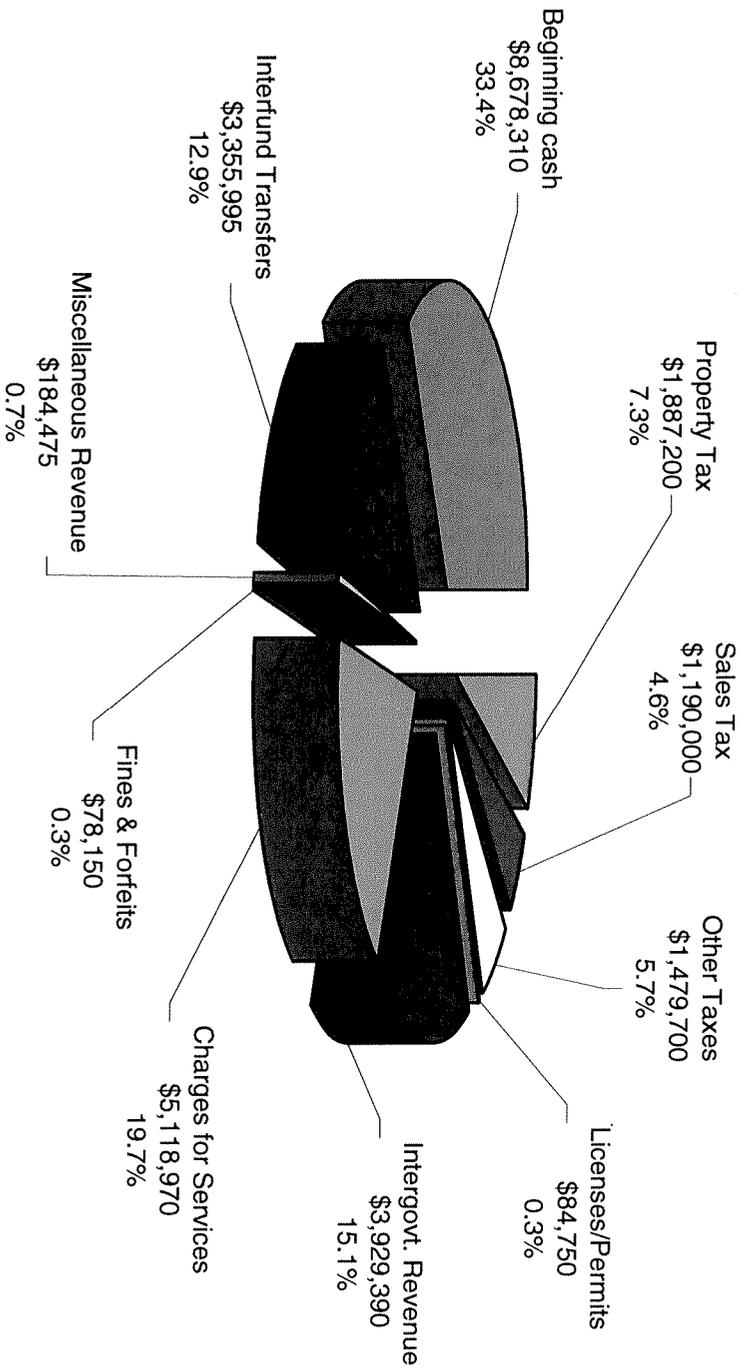
(accounted for in a separate fund). In total, the fire department budget has increased by about \$3.0M and will require the use of all of our fire SEPA mitigation fees and a substantial portion of our REET dollars.

7. **Facilities.** The budget includes dollars to maintain facilities, as well as the creation of a new fund, Fund 303 a Facilities Maintenance Reserve fund. The new fund is created using cell phone tax revenue collected that is in excess of the dollars needed to pay the debt on City Hall. This fund is proposed to be restricted in its use to projects that maintain or improve the city's facilities. Examples might include, roof replacement, addition of a generator, carpet replacement, repainting, etc. I am proposing to fund this fund with \$55,000.00 in 2010. I am not proposing any expenditures from this fund at this time.
8. **Stormwater.** NPDES II compliance remains the goal of this utility. The stormwater utility was subsidized by general tax dollars in the amount of \$34,600 for 2009. Due to savings from Ray Melton's retirement, this fund is benefitting from larger than usual beginning fund cash balances which will allow it to operate without a property tax subsidy in 2010. We will be back in the subsidy boat in 2011 and will be forced to either cut other property tax supported services or increase rates to make this fund work at that time.
9. **Solid Waste.** This budget is fairly steady between years with the addition of new revenue to offset the new expense created by the increase in tipping fees by Skagit County. Included is \$70,000.00 for container replacements. At Leo's request, I am also proposing the creation of a new fund, Fund 413, the Solid Waste Rate Stabilization Fund, which will take the savings achieved from 2009's budget freeze and use that \$45,000.00 for this reserve fund. I am not proposing any expenditure from this new fund in 2010.
10. **Parks and Recreation.** No new dollars are allocated to the parks and recreation budget except \$23,000.00 of REET money for the partial development of the new park on N. Township.
11. **ER&R/FLEET.** The ER&R budget has been cut back substantially for 2010. Both contributions and expenditures were reduced or deferred. The only planned purchase from ER&R is a stick mounted camera for the new vactor truck in the stormwater department.

This is my proposal for a balanced budget that does not increase taxes during these hard times. Options remain on the table for your deliberations and final action.

RECOMMENDATION: Review from the City Council and any modifications or requests from the City Council for incorporation into the final draft budget for adoption on November 25th.

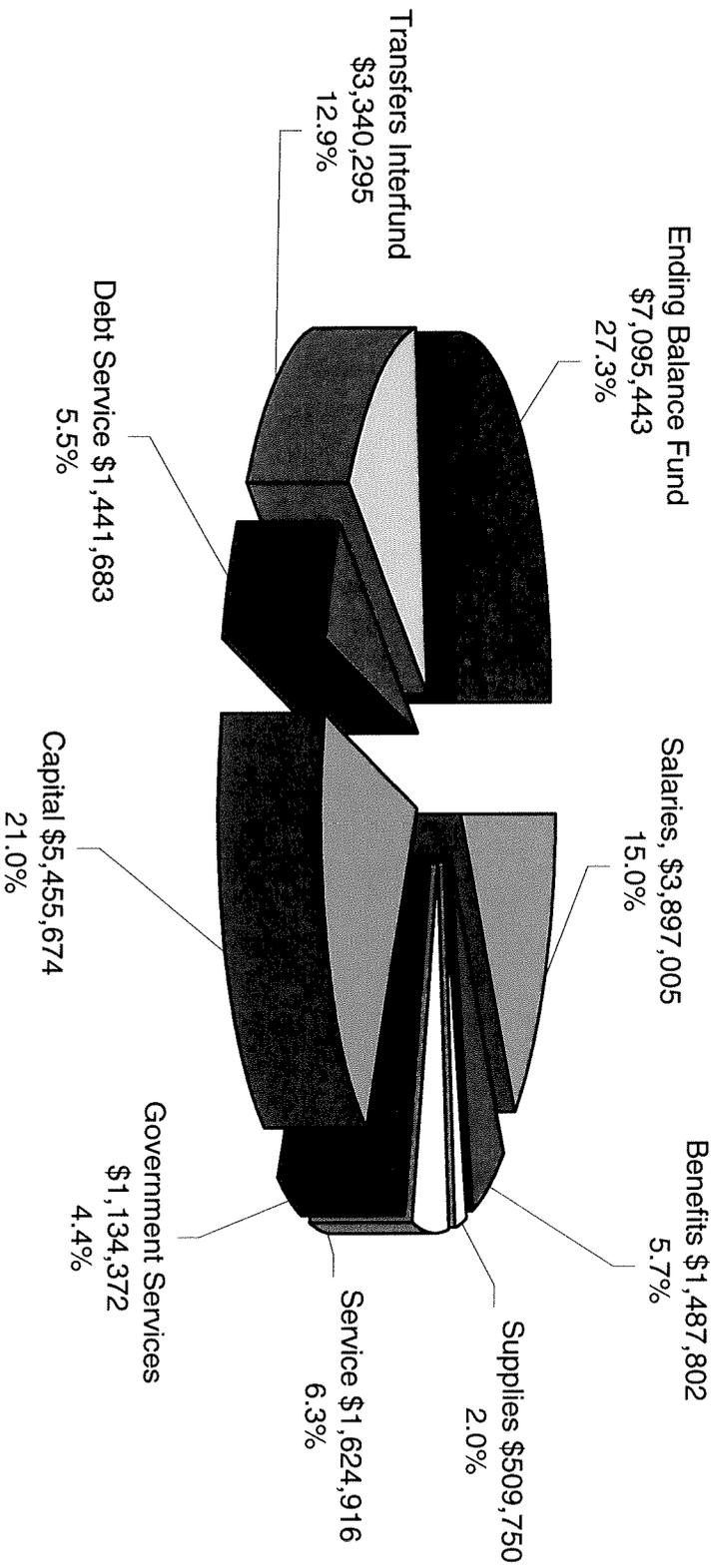
**2010
Revenue Projections
All City Funds by source
\$25,986,940**



**City of Sedro-Woolley 2010 Budget
Revenue Projections - All City Funds (by source)**

Fund Name	Property Tax	Sales Tax	Other Taxes	Licenses/ Permits	Intergovt. Revenue	Charges for Services	Fines Forfeits	Misc. Revenue	Intertund Transfers	Beginning Cash	Total
General	1,024,800	1,100,000	1,069,700	84,750	1,565,150	79,520	73,650	9,500	343,713	394,217	5,745,000
Parks	338,650	-	-	-	-	46,700	-	600	169,700	130,008	685,658
Cemetery	-	-	-	-	-	110,000	-	1,000	-	58,269	169,269
Streets	71,700	90,000	-	-	226,700	-	-	700	115,000	134,057	638,157
Arterial Streets	-	-	-	-	317,000	68,000	-	10,000	295,000	2,543,090	3,233,090
Library	247,050	-	-	-	-	6,100	4,500	200	80,000	44,363	382,213
Cemetery Endowment	-	-	-	-	-	3,500	-	-	-	109,396	112,896
Cummulative Reserve - Parks	-	-	-	-	-	-	-	340	-	6,244	6,584
Lodging Tax (Tourism)	-	-	25,000	-	-	-	-	350	-	36,233	61,583
Special Investigations	-	-	-	-	-	-	-	40	-	5,357	5,397
Paths & Trails	-	-	-	-	1,100	-	-	275	-	40,119	41,494
2008 GO Bond	-	-	205,000	-	-	-	-	1,600	-	98,247	304,847
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	-	150,000	150,000
1996 GO Bond	205,000	-	-	-	-	-	-	800	-	77,009	282,809
Current Expense Reserve	-	-	180,000	-	-	-	-	5,200	162,000	434,843	782,043
Facilities Maintenance Reserve	-	-	-	-	-	-	-	-	55,000	-	55,000
Police Mitigation Reserve	-	-	-	-	-	500	-	100	-	20,695	21,295
Parks Impact Fees	-	-	-	-	-	10,000	-	1,000	-	152,432	163,432
Fire Impact Fees	-	-	-	-	-	4,000	-	40	-	12	4,052
Fire Station 2 Construction	-	-	-	-	1,419,440	-	-	-	125,000	-	1,544,440
Sewer Construction - PWTF	-	-	-	-	350,000	-	-	2,000	300,000	48,350	700,350
Sewer Operations	-	-	-	-	-	2,975,900	-	21,900	288,000	380,400	3,666,200
Sewer Operations Reserve	-	-	-	-	-	-	-	1,700	175,000	328,824	505,524
Sewer Debt Service	-	-	-	-	-	3,150	-	3,230	450,000	327,856	784,236
Sewer Facilities Reserve	-	-	-	-	-	135,000	-	24,000	491,083	1,903,603	2,553,686
Sewer Bond Reserve	-	-	-	-	-	-	-	-	-	376,482	376,482
Solid Waste Operations	-	-	-	-	-	1,476,600	-	41,500	-	361,489	1,879,589
Solid Waste Rate Stabilization	-	-	-	-	-	-	-	-	45,000	-	45,000
Stormwater	-	-	-	-	50,000	200,000	-	1,400	-	92,793	344,193
Suspense (SWSD)	-	-	-	-	-	-	-	55,000	-	-	55,000
Equipment Replacement & Fleet	-	-	-	-	-	-	-	2,000	261,499	423,922	687,421
TOTAL	1,987,200	1,190,000	1,479,700	84,750	3,929,390	5,118,970	78,150	184,475	3,355,995	8,678,310	25,986,940

**2010 All Funds
Expenditures - by Purpose
\$25,986,940**



**City of Sedro-Woolley 2010 Budget
Expenditures by Category - All Funds**

Fund Name	Service										Total
	Salaries	Benefits	Supplies	Charges	Gov't Services	Capital	Debt Service	Transfers Interfund	End. Fund Balance		
General	2,206,855	828,262	136,550	590,431	277,720	1,213,000	-	3,106	489,076	5,745,000	
Parks	181,000	85,400	30,300	153,775	800	87,600	-	91,938	54,945	685,658	
Cemetery	72,150	32,985	12,100	11,495	2,500	7,000	-	6,211	24,828	169,269	
Streets	168,150	66,515	42,500	189,570	60	83,000	-	37,268	51,094	638,157	
Arterial Streets	-	-	-	-	3,197	1,125,006	-	-	2,104,887	3,233,090	
Library	167,100	38,900	3,800	35,550	150	21,248	-	84,900	30,565	382,213	
Cemetery Endowment	-	-	-	-	-	100,000	-	-	12,896	112,896	
Cumulative Reserve - Parks	-	-	-	-	-	1,500	-	-	5,084	6,584	
Lodging Tax (Tourism)	-	-	-	43,000	-	-	-	-	18,583	61,583	
Special Investigations	-	-	-	1,000	-	-	-	-	4,397	5,397	
Paths & Trails	-	-	-	-	-	5,000	-	-	36,494	41,494	
2008 GO Bond	-	-	-	-	-	-	-	-	99,297	304,847	
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	150,000	150,000	
1996 GO Bond	-	-	-	-	-	-	-	-	80,859	282,809	
Current Expense Reserve	-	-	-	-	-	-	-	-	340,043	782,043	
Facilities Maintenance Reserve	-	-	-	-	-	-	-	-	55,000	55,000	
Police Mitigation Reserve	-	-	-	-	-	-	-	-	11,295	21,295	
Parks Impact Fees	-	-	-	-	-	-	-	-	123,432	163,432	
Fire Impact Fees	-	-	-	-	-	-	-	-	4,052	4,052	
Fire Station 2 Construction	-	-	-	-	-	1,544,440	-	-	-	1,544,440	
Sewer Construction - PWTF	-	-	-	-	-	404,030	-	-	1,320	700,350	
Sewer Operations	575,500	231,925	133,000	427,360	74,500	738,220	-	1,191,931	293,764	3,666,200	
Sewer Operations Reserve	-	-	-	-	-	75,000	-	-	430,524	505,524	
Sewer Debt Service	-	-	-	-	-	-	-	-	323,236	784,236	
Sewer Facilities Reserve	-	-	-	-	-	-	-	-	628,183	813,000	
Sewer Bond Reserve	-	-	-	-	-	-	-	-	376,482	376,482	
Solid Waste Operations	349,250	135,900	141,500	115,235	708,445	32,530	-	246,167	150,562	1,879,589	
Solid Waste Rate Stabilization	-	-	-	-	-	-	-	-	45,000	45,000	
Stormwater	139,000	57,490	7,500	57,500	12,000	1,600	-	23,774	45,329	344,193	
Suspense (SWSD)	-	-	-	-	55,000	-	-	-	-	55,000	
Equipment Replacement & Fleet	38,000	10,425	2,500	-	-	16,500	-	-	619,996	687,421	
TOTAL	3,897,005	1,487,802	509,750	1,624,916	1,134,372	5,455,674	1,441,683	3,340,295	7,095,443	25,986,940	

City of Sedro-Woolley
 2009 / 2010 Budget Comparisons
 (Not Including Ending Fund Balances)

	2009 BUDGET	2010 BUDGET	Increase (Decrease)	% Change
001 GENERAL FUND				
11 Legislative	58,650	66,820	8,170	14%
12 Judicial	141,681	139,491	-2,190	-2%
13 Executive	82,340	103,630	21,290	26%
14 Finance	147,329	142,890	-4,439	-3%
15 Legal	75,390	67,750	-7,640	-10%
16 Civil Service	3,250	3,250	0	0%
17 IT	137,660	107,265	-30,395	-22%
18 Central Services	39,463	37,506	-1,957	-5%
19 Planning & Community Development	248,525	208,980	-39,545	-16%
20 Engineering	184,050	157,380	-26,670	-14%
21 Police	2,267,200	2,258,955	-8,245	0%
22 Fire	980,488	1,827,695	847,207	86%
24 Building	75,822	64,015	-11,807	-16%
25 Emergency Services	20,535	20,535	0	0%
31 Pollution Control	3,481	3,511	30	1%
51 Economic Development	2,000	2,000	0	0%
55 Aging	20,441	20,441	0	0%
62 Public Health	23,205	23,811	606	3%
TOTAL GENERAL FUND	4,511,510	5,255,925	744,415	17%
101 Parks Fund	745,606	630,813	-114,793	-15%
102 Cemetery Fund	161,729	144,441	-17,288	-11%
103 Streets Fund	715,945	587,063	-128,882	-18%
104 Arterial Streets Fund	8,418,177	1,128,203	-7,289,974	-87%
105 Library Fund	361,838	351,648	-10,190	-3%
106 Cemetery Endowment Fund	100,000	100,000	0	0%
107 Parks Reserve Fund	1,250	1,500	250	20%
108 Hotel Motel Fund	40,000	43,000	3,000	8%
109 Special Investigations Fund	1,000	1,000	0	0%
113 Paths & Trails Fund	5,000	5,000	0	0%
205 2008 GO Bond	150,550	205,550	55,000	37%
206 2008 GO Bond Reserve	0	0	0	0%
230 G/O Rev Bond-1996 Fund	207,000	201,950	-5,050	-2%
302 Reserve for Current Exp Capital Fund	636,300	442,000	-194,300	-31%
303 Facilities Maintenance Reserve Fund	0	0	0	0%
310 Police Mitigation Fund	28,465	10,000	-18,465	-65%
311 Park Impact Fees Fund	40,000	40,000	0	0%
312 Fire Impact Fees Fund	0	0	0	0%
330 Fire Station 2 Construction Fund	0	1,544,440	1,544,440	0%
332 PWTF Sewer Construction Fund	2,850,000	699,030	-2,150,970	-75%
401 Sewer Operations Fund	3,099,001	3,372,436	273,435	9%
402 Sewer Operations Reserve Fund	75,000	75,000	0	0%
407 1998 Sewer Revenue Bond Fund	449,100	461,000	11,900	3%
410 Cumulative Reserve for Sewer Fund	1,700,267	1,441,183	-259,084	-15%
411 1998 Sewer Revenue Bond Reserve Fund	0	0	0	0%
412 Solid Waste Fund	1,592,706	1,729,027	136,321	9%
413 Solid Waste Rate Stabilization Fund	0	0	0	0%
425 Stormwater Fund	259,563	298,864	39,301	15%
501 ERR / Fleet Fund	620,030	67,425	-552,605	-89%
621 Suspense - SWSD	100,500	55,000	-45,500	-45%
ALL FUNDS	26,870,537	18,891,498	-7,979,039	-30%

NOV 12 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 10

Memorandum

To: Mayor Anderson & City Council

From: Patsy Nelson *Patsy*

Date: 11/5/2009

Re: Banking Services Contract

ISSUE: Should the Council authorize the Mayor to sign the attached contract for banking services with U.S. Bank?

BACKGROUND: The City has banked with Bank of America for many years. They have changed their government sector business model over the past year which has not produced satisfactory service to the City as well as increasing prices to governmental customers. The local branch is only authorized to accept our deposits; all other banking services must be provided by the public sector team. In order to determine that the City was receiving appropriate banking services at a good price, the Finance Department issued an RFP for banking services. Washington State law requires municipalities to do business with financial institutions which are qualified public depositories as determined by the public deposit protection commission. Numerous state laws cover governmental banking so the majority of banks have a public sector teams to insure compliance.

RFP packets were personally delivered to all public depositories within the City limits. Whidbey Island Bank, U.S. Bank, Wells Fargo and Bank of America responded with proposals. The proposals were evaluated and interviews were conducted with all four financial institutions. In my opinion Bank of America did not offer sufficient hope of correction of service issues from the public sector department nor was their 10% reduction in pricing sufficient to retain the City's business. Whidbey Island, Wells Fargo and U.S. all appear to want the City's business and would all provide good service. Wells Fargo has a public sector department and is attempting to increase their client base in northwestern area of the State. Whidbey Island Bank has a few governmental entity clients on the island. U. S. Bank has had a public sector department for years with numerous governmental accounts in the area.

U.S. Bank offers a wide breadth of services and an employee team with numerous years of experience serving public entities and their specific and often unusual

needs. Their proposal offered the lowest cost to the City plus provided the highest daily earnings rate on deposits. U.S. Bank's public sector team provides backup to the local branch so the City may deal with either the local branch or the public sector team as we wish. I spoke with other cities that currently use U.S. Bank and received glowing recommendations. U.S. Bank offers the greatest value of services to the City.

As the City of Sedro-Woolley is a code city, we may use either warrants or checks for payments. I am in the process of researching this issue and will come back to the Council with a recommendation concerning our method of payment of obligations at a later date. In the meantime, I would like to proceed with this contract so we can begin the transition and be ready to go with U.S. Bank on January 1, 2010.

RECOMMENDATION: Move to authorize the Mayor to sign the attached agreement for banking services with U.S. Bank.

CITY OF SEDRO-WOOLLEY AGREEMENT FOR BANKING SERVICES

I. PARTIES

This Agreement for Banking Services (the "Agreement") is made and executed this _____ day of January 2010, by and between the City of Sedro-Woolley, 325 Metcalf St., Sedro-Woolley, Washington 98284 (hereinafter "City"), and , (the "Bank").

II. RECITALS

1. WHEREAS, the City issued a Request for Proposals for Banking Services; and
2. WHEREAS, the Bank was the successful bidder in response to the City's RFP for Banking Services; and
3. WHEREAS, the City desires to enter into an Agreement with the Bank for the performance of the Banking Services identified in the City's RFP; and
4. WHEREAS, the Bank is agreeable to performing such Banking Services for the City in accordance with the terms and conditions set forth below; and

NOW, THEREFORE, in consideration of the mutual benefits to the City and the Bank and in consideration of the terms and conditions specified below, the parties agree as follows:

III. SCOPE OF BANKING SERVICES

The Bank shall furnish all labor, materials, and supplies necessary to perform the required Banking Services as stated in the Banking Services Proposal (the "RFP") attached as Exhibit A and incorporated by this reference. All performance of Banking Services under this Agreement shall meet all applicable requirements of the state and federal law.

IV. TIME OF PERFORMANCE

The Bank shall commence performance of banking service for the City on January 1, 2010, and this Agreement shall be in effect for a term of five (5) years. Prior to expiration of the term of this contract, the City may exercise an option to renew said Agreement for a period of one additional year provided that:

1. the Bank is in compliance with the terms and conditions of the Agreement, and
2. the annual payment to the Bank for the performance of Banking Services under this Agreement continues to be cost effective as determined by the City, and
3. sufficient funds have been appropriated by the City Council in the Annual Budget for payment of the Banking Services to be performed by the Bank under the terms of this Agreement.

The total term of the Agreement shall not exceed six (6) years.

V. COMPENSATION

- A. The Bank shall be paid at the specified rate for each of the Banking Services required by the City as set forth in Exhibit A.
- B. The Bank shall invoice the City on a quarterly basis for Banking Services rendered under this Agreement and in accordance with the compensation methods defined in Exhibit A, the Bank shall be compensated in accordance with the City's usual procedures.

VI. INDEPENDENT CONTRACTOR

The Bank is an independent contractor with respect to the Banking Services provided under this Agreement. Nothing in this Agreement shall create the relationship of employer and employee between the parties. Neither the Bank nor any employee of the Bank shall be entitled to any benefits accorded City employees by virtue of the performance of Banking Services provided under this Agreement. The City shall not, for any reason, be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State industrial insurance program, or otherwise assuming the duties of an employer with respect to the Bank, or any employee of the Bank.

VII. INSURANCE

The Bank shall, at a minimum, maintain commercial general liability insurance appropriate to its industry and financial condition. All such insurance shall be primary over any coverage held by the City. The Bank shall provide to the City written verification of compliance acceptable to the City prior to commencing performance of Banking Services under this Agreement, which verification shall be attached to the Agreement as Exhibit B. The Bank may self insure.

VIII. TERMINATION

The City may terminate this Agreement, with or without cause, upon ninety (90) days written notice to the Bank at the Bank's branch office in the city of Sedro-Woolley, Washington. The City shall pay the Bank only for the Banking Services completed by the Bank in accordance with this Agreement.

IX. GENERAL PROVISIONS

- A. Integrated Agreement. The entire and integrated agreement between the City and the Bank related to the Services shall consist of this Agreement, the Bank's service-level agreements in connection with the Services (including their respective user documentation and set-up forms), the Bank's Bid Response and the City's RFP as modified by the Bid Response. In the event of conflict among any of the preceding documents, such documents shall govern in the following order of precedence: (1) this Agreement, (2) the Bank's Treasury Terms and Conditions booklet agreements (including user documentation and set-up forms), (3) the Bid Response and (4) the RFP. The integrated agreement supersedes all prior negotiations, representations, statements and agreements, whether written or oral, regarding the Services.
- B. Assignment. The Bank shall not assign all or any portion of its duties or obligations to provide Banking Services to the City under this Agreement without the City's prior written consent.
- C. Waiver. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.
- D. Choice of Law. All questions concerning the validity, interpretation, performance and enforcement of this Agreement shall be governed by the laws of the State of Washington, and venue for any action in court for the interpretation of the terms of this Agreement, shall lie in Skagit County, Washington.
- E. Compliance with Laws. The Bank shall comply with all applicable federal, state, local laws, regulations and City ordinances in performing Banking Services for the City under the terms of this Agreement.
- F. Authorized Signatures. By their signatures below, each party represents that they are fully authorized to sign for and on behalf of the named principal above.

DATED this day of _____, 2010

CITY OF SEDRO-WOOLLEY

THE BANK

Mayor

President

ATTEST:

Finance Director

Approved as to form:

Approved as to form:

City Attorney

Attorney for the Bank

ATTACHMENTS:

EXHIBIT A: Banking Services Fee Schedule

EXHIBIT B: Insurance Verification

10. Exhibit A (Basic Services) Banking Services Proposal

Patsy Nelson
Finance Director
325 Metcalf Street
Sedro-Woolley, WA 98284

Dear Patsy:

We have read the Request for Proposal (RFP) for Banking Services and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirements thereto. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the City of Sedro-Woolley Finance Department. A copy of the Proposal is attached.

We have attached the following:

1. The most recent call report available.
2. Audited Annual Financial Report for the past fiscal year.
3. Bank availability schedule.
4. Information for on-line balance reporting, if available.
5. Listing of other public entities our bank does business with.
6. Copy of latest Public Depository Liability Report as submitted to the Public Deposit Protection Commission.

It is understood the above information will be used as evidence of our ability to meet the capital structure requirements necessary to service this account.

It is further understood that all information included in, attached to, or required by this RFP shall become public record upon delivery to the City.

The undersigned certifies that the completion of this Bid Response is a binding commitment to provide the banking services requested as proposed herein.

SUBMITTED BY: U.S. Bank

(Bank)

Paul Wentink, Vice President and Relationship Manager 9/25/09

(Authorized Signature - Title)

(Date)

206-344-4443

(Telephone)

PROPOSAL - MANDATORY BANKING SERVICES

The undersigned, a banking institution maintaining branch offices within the city limits of the City of Sedro-Woolley, Washington, submits the following bid for banking services for the five-year period beginning January 1, 2010, as per specifications and exhibits attached.

1. Bank Services to be provided:

- a. Demand deposit checking account services
- b. Additional checking accounts as necessary
- c. Electronic fund transfer notification and on-line service ability
- d. Account reporting, maintenance, and service
- e. On-line services
- f. Printing
- g. Credit cards
- h. Investment Assistance
- i. Safekeeping services
- j. Line of credit
- k. Competitively bidding on all legally acceptable interim financing loans requested by the City on a prompt basis
- l. Depository credit card transactions
- m. Direct deposit to checking accounts
- n. Automatic Payment Deposits
- o. Other services as specified in this Request for Proposal

2. Charges for Services

Please complete all items on the questionnaire and attach any supplemental material you wish. You may use a separate sheet of paper to answer the following questions. If there are other services your financial institution can provide that would benefit the City, please provide the cost of those services and how they would benefit the City. If your financial institution does not or cannot provide a specifically requested service, please indicate so. Please submit samples of reports (e.g., check printouts, bank statements, account analysis, etc.) The City retains the right to select any and/or all items listed in this questionnaire as services to be provided by the financial institution receiving the contract.

Checking Account Fees: (Please state your fees for the following services. If there is no cost enter "none")

- Account maintenance fee, (monthly) 5.00/ account
- A. Deposits, per deposit .20/deposit
 - B. Wire transfers (in) per transfer 7.00
 - C. Wire transfers (out) per transfer 7.00
 - D. Repetitive wire transfer 7.00

- E. Terminal access for executing wire transfers and account inquiry
14.95 SPT Essentials
- F. Returned items, per item 3.00
- G. Stop payment, per item 10.00
- H. Check/warrant processing, per item .10
- I. Negative balance fee, percent of published prime rate as published in the
"Western Edition" of the Wall Street Journal 100% Prime
- J. Direct deposit charges (please itemize) .07 each see proforma for det.
- K. Automatic payment deposits .07 each
- L. Daily earnings rate on collected funds remaining in account at close of business
0.60% for quarterly settlement or 0.75% for monthly settlement. Annual
settlement is 0.50% Rate subject to change with Fed Funds.
Special Compensating CD Rate 0.65% locked in for 1 year.
- M. (A) Bank card discount rate based on actual volume and type of card
(B) Other bank card related fees based on actual needs
- N. Other charges (list and describe) .045 per item deposited

One time credit to your analysis statement of \$500.00 to assist with conversion cost.

PLEASE SEE PROFORMA ANALYSIS FOR DETAILS OF OTHER ANTICIPATED FEES.

3. Credit for account balances (describe the formula proposed to calculate the service charge credit for collected fund balances). What is the policy regarding overdrafts and negative collected balances?

Service Charge Credit Rate:

$\text{Ave Avail. Bal} \times \text{ECR} / 365 \times \# \text{ of days in month}$

Overdrafts & Negative Collected Balance:

U.S. Bank would contact the City early in the day should an overdraft occur. The charge for overdraft interest is based on the negative balance on a daily basis at a rate of 100% of the bank's prime rate. There is also a charge of \$35.00 for each check paid in overdraft. These charges would appear on the monthly analysis report.

4. Overdraft Line of Credit (describe the mechanism and fee for handling possible overdraft situations).

U.S. Bank will contact the City early in the day to verify the source of funds the City plans to utilize to cover the overdraft. No Line of credit is necessary.

5. Wire transfers (describe security procedures).

Wire transfer initiation and authorization is based on predefined customer setup conditions. The user at the customer site who initiates a non-repetitive wire transfer by Voice or SinglePoint cannot be the same person who approves and releases the wire transfer to the Bank.

Repetitive wire transfers may be set to not require secondary authorization.

Bank assisted methods, such as Voice, Mainframe Batch Wires and Automated Standing Transfers (AST) have customers meet appropriate initiation and approval requirements so that the Bank can proceed without callbacks.

Initiation Method	Security
Voice VRU (telephone)	<ul style="list-style-type: none"> • A bank-issued User PIN is required to request all wire transfers. • U.S. Bank performs callback on all non-repetitive wire transfers initiated exceeding \$10,000. • Customer grants individuals callback approval authority as set forth in the Wire Transfer Agreement.
SinglePoint Essentials (internet)	<ul style="list-style-type: none"> • A password and User ID are required to log in to SinglePoint. • A VeriSign token is required to enter the Wire Transfer service within SinglePoint. • A bank-issued User PIN is required to request all wire transfers. • A Secondary Authorization (approver) is required on all free-form wire transfers. • Dollar amount limits are set for users for initiation and approval. • Cumulative dollar amount limits per day for initiation and approval are also available. • 128-bit SSL encryption through the browser encrypts the entire SinglePoint session.

6. Safekeeping Services (describe fee structure and procedures).

U.S. Bank Safekeeping settles trades as Delivery versus Payments or Receive versus Payment. We do not have contractual settlement. Our regulations require we receive written authorization from our customer to transact any security movement for their account. We guarantee delivery of securities if instructions are received by 12:00 noon CT, after that we offer best effort depending on the volume of cash trades for the day. After 12:00 noon our policy is first in, first out. It is possible that all cash trade instructions received after 12:00 would not be settled that day.

Clearance Trade notification may be faxed or scanned and emailed to a Clearance trade mailbox.

Trades are accepted if settlement amount has a discrepancy of \$1 or less than the expected amount.

Trades are returned to sender when purchase price is different form expected settlement price by \$10 or more. For trades where purchase price has a discrepancy of less than \$10 but more than \$1 of the expected price, the City is called for instructions to accept or return.

Confirm data is sent to Safekeeping on the Web (a FREE service) in PDF Format and Singlepoint several times a day.

Safekeeping pricing is as follows:

SAFEKEEPING		
Account Maintenance	\$17.50	Monthly
Deposit into Safekeeping	No Charge*	
Withdrawal from Safekeeping	No Charge*	
RECEIPTS		
Treasury & Agency	\$1.50	Based on # of receipts held at any time during the month
Municipal	\$3.00	Based on # of receipts held at any time during the month
MBS/CMO	\$5.00	Based on # of receipts held at any time during the month
Corporate/Other	\$3.00	Based on # of receipts held at any time during the month
Equities	\$1.50	Based on # of receipts held at any time during the month
DISBURSEMENTS		
Treasury/Agency	No Charge	
Municipal	No Charge	
MBS/CMO	\$8.00	\$4 per principal payment, \$4 per interest payment
Corporate/Other	No Charge	
SECURITIES (DVP/RVP/FREE) CLEARANCE		
Federal Reserve	\$40.00	
DTC Eligible (Municipals, Corporates)	\$40.00	
PTC Eligible (MBS/CMO)	\$40.00	
Physical	\$120.00	
OTHER SAFEKEEPING SERVICES		
Pledges	\$20.00	Per pledge (add, change, or remove)
Security Registration	\$25.00	Per certificate
Audit Verification	\$5.00	Per request
Customer Account Research & Market Value Research	\$25.00	Per hour (one hour minimum)
Issuance of Cashier's Check	\$10.00	Per check
Wire Fee	\$15.00	Per wire

7. Who may we contact at your financial institution regarding this proposal?

Paul Wentink Vice President and Relationship Manager 206-344-4443

Name	Title	Phone
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PROPOSAL - OPTIONAL BANKING SERVICES FEE

- A. Check reconciliation services \$25.00/month/account & .03 per item
- B. Automatic Overnight Investments (percent of earnings) N/A*

* Due to low rates and current market conditions we are not offering an overnight investment option to public entities in the State of Washington. Our Municipal Investor Account is available. It acts as a savings account and is subject to Federal Regulation D restrictions. It is fully collateralized under the Washington Public Deposit Protection Commission and is currently paying .20% for \$2.5 - \$5 million.

Washington: Government Banking

Current rates effective: 09/21/2009

Municipal Investor Checking

Daily Balance*	Interest Rate	Annual Percentage Yield
Below \$100M	0.05%	0.05%
\$100M to \$1.0MM	0.05%	0.05%
\$1.0MM to \$2.5MM	0.15%	0.15%
\$2.5MM to \$5.0MM	0.20%	0.20%
\$5.0MM and above	0.25%	0.25%

* You must maintain the minimum balance noted for each tier in order to earn the Annual Percentage Yield disclosed. All rates are subject to change after the account is opened. Fees could reduce earnings on the account.

- C. Underwriting City-sponsored credit card We recommend the City use the State Contract for these services.
- D. Online Services We offer a Full Web Based Online Banking System with fees customized to meet the City's needs. Based on observations in the RFP we recommend our SPT Essentials service to meet your needs at a competitive price.

E. Other optional services:

U.S. Bank is a full service bank with a myriad of automated services such as our Lock Box Payment Processing System. Upon contract award, our representatives are happy to meet with you to review your operation and make recommendations for possible service enhancements that will save the City time and money.