



Next Ord: 1840-16  
Next Res: 935-16

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**

**January 27, 2016**

**7:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar.....3-73

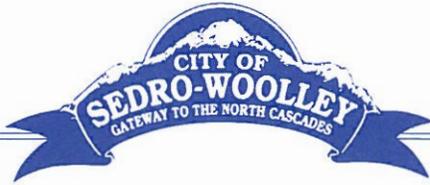
NOTE: Agenda items on the Consent Calendar are considered routine in nature and may be adopted by the council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the regular agenda will consider any item so removed after the Consent Calendar.

- a. Approval of Agenda
- b. Minutes from Previous Meetings
- c. Finance
  - Claim Checks #183039 to #183096 plus EFT's in the amount of \$203,279.70
  - Claim Checks #183097 to #183165 in the amount of \$253,834.09
  - Payroll Checks #58802 to #58815 plus EFT's in the amount of \$241,188.45
- d. Interlocal Agreement with Skagit Council of Governments Re Staffing Services for Growth Management Act Support in Skagit County
- e. Miscellaneous Annual Contracts/Agreements
  - i. Loggerodeo
  - ii. Sedro-Woolley Chamber of Commerce
  - iii. Skagit Valley Tulip Festival
  - iv. Sedro-Woolley Riding Club
  - v. Sedro-Woolley Farmers Market
  - vi. Sedro-Woolley Museum
  - vii. Sedro-Woolley Rotary Summer Concert Series
  - viii. Skagit Community Action Agency
  - ix. Volunteers of America
  - x. Skagit Domestic Violence



JAN 27 2016

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



DATE: January 27, 2016  
TO: Mayor Wagoner 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 January 27, 2016 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.

\_\_\_ Ward 1 Councilmember Judith Dunn Lee  
\_\_\_ Ward 2 Councilmember Germaine Kornegay  
\_\_\_ Ward 3 Councilmember Brenda Kinzer  
\_\_\_ Ward 4 Councilmember Julia Johnson  
\_\_\_ Ward 5 Councilmember Chuck Owen  
\_\_\_ Ward 6 Councilmember Rick Lemley  
\_\_\_ At-Large Councilmember Brett Sandström

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.

**JAN 27 2016**

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

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CITY OF SEDRO-WOOLLEY  
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Regular Meeting of the City Council  
January 13, 2016 – 7:00 P.M. – Council Chambers

ROLL CALL: Present: Mayor Keith Wagoner; Councilmembers: Judith Dunn Lee (Ward 1), Germaine Kornegay (Ward 2), Brenda Kinzer (Ward 3), Julia Johnson (Ward 4), Chuck Owen (Ward 5), Rick Lemley (Ward 6) and Brett Sandström (At-Large) Staff: Recorder Brue, City Supervisor/Attorney Berg, Director of Public Works Freiburger, Planning Director Coleman, Fire Chief Klinger and Police Chief Tucker.

**EXECUTIVE SESSION** – Litigation RCW 42.30.110 (1) (i)

Mayor Wagoner announced an Executive Session was held from 6:05 P.M. to 6:55 P.M. for the purpose of litigation under RCW 43.30.110 (1)(i).

The meeting was called to order at 7:00 P.M. by Mayor Wagoner.

Pledge of Allegiance

Consent Calendar

- Approval of Agenda
- Minutes from Previous Meetings
  - December 2, 2015 Worksession
  - December 9, 2015 Regular Meeting
  - December 15, 2015 Special Meeting (Library Summit)
  - December 22, 2015 Regular Meeting
  - January 6, 2016 Worksession
- Finance
  - Claim Checks #182919 to #183038 in the amount of \$251,335.11.
  - Payroll Checks #58785 to #58801 plus EFT's in the amount of \$327,704.40.
- Library Board Appointments – Marjean Burke & Darcy Resetar
- Planning Commissioner Appointments – Silas Maddox & Joe Fattizzi
- Agreement for City Prosecutor – Pat Hayden
- TIB Fuel Grant Distribution Agreement No. 3-W-126(003)-1 – Ferry Street and Township Street FY 2017 Arterial Preservation Project
- TIB Fuel Tax Grant Distribution Agreement No. 8-2-126(010)-1 -- Jameson Street/SR9, Rhodes Rd to 3<sup>rd</sup> Street
- Professional Services Agreement No. 2015-PS-14 for Design Phase Services for the Jameson Arterial Extension to SR9 Project – H.W. Lochner, Inc.
- PSE Intolight Authorization Letters for Approval (Jameson & SR9 Project)

- Proposed Interlocal Agreement between the City of Sedro-Woolley and Public Utility District No. 1 of Skagit County RE: Jameson Arterial Extension to SR 9 Project, City Project 2016-PW-02
- Request for Approval of Grant Agreement – Interlocal Cooperative Agreement between Skagit County and City of Sedro-Woolley – SR20/Cascade Trail West Extension
- Interlocal Agreement with Skagit County regarding Impact Fees in the Urban Growth Area
- Funding Agreement with Skagit County for EDASC Dues – 2016
- Professional Services Agreement No. 2016-PS-16 for Miscellaneous On-Call Professional Services and Local Agency Professional Services Negotiated Hourly Rate Consultant Agreement No. 2016-PS-04
- Professional Services Agreement No. 2016-PS-01 for Design Phase Services for the Fruitdale Road Arterial Improvement Project – H.W. Lochner, Inc.

Councilmember Lemley moved to approve the consent calendar items A through P. Seconded by Councilmember Kinzer.

Councilmember Sandström recused himself from Item D – Appointments to the Library Board.

Motion carried (7-0, with Item D 6-0).

Public Comment

No comments received.

## **PUBLIC HEARING**

### Possible Adoption by Resolution of Amendment 1 to the Six-Year Transportation Improvement Program (TIP) 2016-2021

Public Works Director Freiburger presented information for updating the Jameson Arterial Project on the Transportation Improvement Program (TIP) 2016 – 2021 from pending funding to funded as well as updating the construction phase budget to reflect the TIB funds.

Mayor Wagoner opened the public hearing at 7:07.

No comments were received.

Mayor Wagoner closed the public hearing at 7:08 P.M.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

### Transportation Benefit District Annual Report – 2015

Public Works Director Freiberger presented the 2015 Annual Report for the Transportation Benefit District. The report includes the status of improvement costs, expenditures, revenues and construction schedules. Freiberger requested a motion for approval of the report and entertained questions from the Council regarding the Jameson Street Arterial project.

Councilmember Kornegay moved to approve issuance of the Transportation Benefit District (TBD) Annual Report for 2015, as required by RCW 36.73.160. Seconded by Councilmember Johnson. Motion carried (7-0).

### Appointment of Mayor Pro-Tem

Councilmember Dunn Lee nominated Councilmember Kinzer for Mayor Pro Tem. Seconded by Councilmember Owen.

Motion carried (7-0).

### Council Organizational Matters

City Supervisor/Attorney Berg addressed the following Council organizational matters below:

Mayor's Committee Assignments – Some discussion ensued regarding minor changes requested. The acceptance of the committee assignments will be tabled.

Council Mission-Vision and Goals – The current Mission-Vision and Goals will be a topic at the upcoming retreat. Berg requested Council think about the current statement and bring any changes to the retreat.

Council Retreat – Discussion was held on a March 14 date for the retreat. More information will follow as the date nears to include start time, venue and topics.

2016 Meeting Calendar – The draft calendar was presented with no worksessions scheduled during the summer months. Council consensus was in favor of the proposed calendar.

## **COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

### Written Reports to Council

#### Informational Items

Police Chief Tucker – noted a handout to Council to introduce members of the Police Department. He reported on New Year's Eve activities in the downtown area and noted they will be working on over service issues with the bars. Chief Tucker also noted that several

injuries are plaguing the department. On a good note, the department has welcomed a baby girl, Clara Avery Eaton, newborn daughter to Detective Eaton and his wife. Officer Lazon has officially retired and the department has taken delivery of two new SUV's. Chief Tucker has been working on some Active Shooter training at Northern State and will be doing same with the school district. He also reported on the implementation of an Active Threat Response Program, some minor remodeling and office moving in the department as well as a recent robbery at Walgreen's.

Fire Chief Klinger – pointed out a snapshot summary of the year 2015 at the Council bench. He noted the Fire Department has responded to 110 incidents this year to date compared to 70 at same time last year. The remount ambulance will be completed tomorrow and put into service on Thursday. Also testing for volunteers is coming up.

Planning Director Coleman – spoke of Planning Commission changes with two new members. The Planning Commission will continue working on the Comp Plan update. Coleman reviewed the update schedule with the final coming to the Council in May.

Mayor Wagoner introduced Silas Maddox sitting in the audience who was appointed to the Planning Commission on the consent agenda as well as Joe Fratizzi who was not able to be in attendance this evening.

Public Works Director Freiburger – reported on the Jameson Street Arterial project which is moving full speed ahead. He also reported on the Cascade Trail West, Fruitdale Arterial and Ferry Street overlay projects.

City Supervisor/Attorney Berg – presented a late material item regarding Northern State. He reviewed the second supplemental amended agreement which increases the commitment to the Fruitdale Road project with a recovery aspect to be paid back at a later time. Berg requested action.

Ann Sweeney – Special Assistant to the Director of the Department of Enterprise Services spoke on the legislative support to transfer NSH to the Port, explaining the process and entertained questions from the Council.

Mayor Wagoner thanked Sweeney for her guidance and work on this project.

Sweeney commended all involved on the phenomenal support noting it has been the best of government working together. She also thanked Police Chief Tucker for his work on the Active Shooter training.

City Supervisor/Attorney Berg – reported that new addresses are being issued at NSH and the newly annexed area and part of Fruitdale Road will become North Fruitdale. He also addressed the fishing pond at Northern State and is currently working with the Port on the pond. Berg reported on a recent accident with the City Library vs. a vehicle with damage to the front door.

Councilmember Johnson moved to authorize the Mayor to sign the attached second supplemental amended interlocal agreement with the Port of Skagit and Skagit County regarding Northern State. Seconded by Councilmember Kornegay. Motion carried (7-0).

Berg announced he has arranged to have photographs, both individual and group photos of the Council before the February 3<sup>rd</sup> worksession. He also reported he has been appointed to the Central Valley Ambulance Authority Board. The next meeting the Mayor, himself and several Councilmembers will be in Olympia. Mayor Pro Tem Kinzer will lead the next meeting with a light agenda.

City Supervisor/Attorney Berg requested an Executive Session be held tonight for the purpose of Real Estate under RCW 43.30.110(b).

Mayor Wagoner welcomed the new Councilmembers, Judith Dunn Lee, Julia Johnson and Chuck Owen.

Councilmember Dunn Lee – received notification of a seminar titled “Running Great Meetings with Parliamentary Procedure”. She noted the speaker is very well known and encouraged those attending the AWC conference to go.

Councilmember Kornegay – questioned the traffic circle at Dunlop and expressed concern of visibility of it at night. She reminded everyone of the upcoming Denny Engberg Dinner and Auction to be held on January 23<sup>rd</sup>.

Councilmember Kinzer – Thanked the Council for the appointment as Mayor Pro Tem.

Councilmember Johnson – appreciated the talk that Chief Tucker gave at the hospital. She announced the upcoming Skagit County Housing Summit to be held Friday, January 22<sup>nd</sup> at McIntyre Hall.

Councilmember Lemley – welcomed the new Councilmembers.

Councilmember Sandström – congratulated the Mayor Wagoner and the new Councilmembers.

Mayor Wagoner – announced the Denny Engberg Foundation auction will be held at the Community Center this year and presented a brief itinerary of the evenings events.

The meeting adjourned to Executive session at 7:53 P.M. for the purpose of Real Estate under RCW 43.30.110(b) for approximately 15 minutes with no decision anticipated.

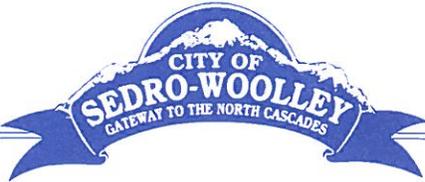
The meeting reconvened at 8:10 P.M.

Councilmember Lemley moved to adjourn. Councilmember Dunn Lee seconded. Motion carried (7-0).

The meeting adjourned at 8:10 P.M.

JAN 27 2016

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



DATE: January 27, 2016  
TO: Mayor Wagoner and City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending January 27, 2016.

Motion to approve Claim Checks #183039 to #183096 plus EFT's in the amount of \$203,279.70.

Motion to approve Claim Checks #183097 to #183165 in the amount of \$253,834.09.

Motion to approve Payroll Checks #58802 to #58815 plus EFT's in the amount of \$241,188.45.

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.

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

12/31/2015 To: 12/31/2015

Time: 09:58:55 Date: 01/21/2016  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
9482	12/31/2015	Claims	2	EFT	US Bank -- Purchase Cards	6,133.66	
					001 - 511 60 31 000 - Supplies	46.95	
					001 - 511 60 31 000 - Supplies	22.94	
					001 - 511 60 43 000 - Travel	750.00	
					001 - 518 80 35 000 - Small Tools/Minor Equip	46.60	
					001 - 521 20 31 002 - Office/Operating Supplies	10.84	
					001 - 521 20 31 002 - Office/Operating Supplies	70.53	
					001 - 521 20 48 010 - Repair & Maint - Auto	46.64	
					001 - 521 40 49 000 - Tuition/Registration	390.00	
					001 - 521 40 49 000 - Tuition/Registration	300.00	
					001 - 522 20 35 011 - EMS Minor Equipment	104.42	
					001 - 522 45 31 000 - Supplies & Books	196.68	
					001 - 522 45 43 000 - Travel & Meals	92.00	
					425 - 531 50 49 000 - Tuition/Training	183.26	
					401 - 535 80 31 010 - Operating Supplies	42.75	
					401 - 535 80 49 030 - Misc-Tuition/Registration	250.00	
					412 - 537 80 41 000 - Professional Services	33.00	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	735.95	
					105 - 572 20 31 010 - Supplies	446.97	
					105 - 572 20 31 010 - Supplies	33.60	
					105 - 572 20 49 010 - Tuition/registration	40.00	
					105 - 572 20 49 010 - Tuition/registration	66.60	
					105 - 572 20 49 010 - Tuition/registration	8.00	
					101 - 576 80 35 000 - Small Tools & Minor Equip	71.73	
					101 - 576 80 35 000 - Small Tools & Minor Equip	366.73	
					101 - 576 80 48 014 - Winnie Houser Park	596.74	
					101 - 576 80 49 000 - Misc-Tuition/Registration	15.00	
					101 - 576 80 49 000 - Misc-Tuition/Registration	45.00	
					501 - 594 21 64 501 - Vehicles - Police	49.25	
					501 - 594 21 64 501 - Vehicles - Police	49.25	
					401 - 594 35 64 401 - Machinery & Equip	758.42	
					105 - 594 72 64 001 - Books - Skagit County	74.55	
					105 - 594 72 64 001 - Books - Skagit County	156.56	
					001 - 595 10 49 011 - Safety Meetings	19.94	
					001 - 595 10 49 011 - Safety Meetings	12.76	
9483	12/31/2015	Claims	2	EFT	WA State Dept Of Revenue	11,534.82	
					401 - 535 50 48 000 - Maintenance Contracts	195.50	
					401 - 535 80 31 000 - Office Supplies	37.83	
					401 - 535 80 44 010 - Taxes & Assessments	5,020.13	
					102 - 536 20 44 010 - Taxes And Assessments	321.99	
					412 - 537 80 44 001 - Taxes & Assessments	5,938.71	
					105 - 572 20 44 010 - Taxes & Assessments	9.18	
					101 - 576 80 44 010 - Taxes And Assessments	11.48	
9484	12/31/2015	Claims	2	183039	Andgar	347.20	
					101 - 576 80 48 016 - City Hall	347.20	
9485	12/31/2015	Claims	2	183040	Assoc Petroleum Products	3,359.40	
					001 - 518 20 32 000 - Auto Fuel	68.64	
					001 - 521 20 32 000 - Auto Fuel	1,236.07	
					001 - 522 20 32 000 - Auto Fuel/Diesel	288.21	
					001 - 523 20 32 000 - Auto Fuel	13.58	
					401 - 535 80 32 000 - Auto Fuel/Diesel	83.71	
					102 - 536 20 32 000 - Auto Fuel/Diesel	105.37	
					412 - 537 80 32 000 - Auto Fuel/Diesel	116.72	
					412 - 537 80 32 000 - Auto Fuel/Diesel	949.95	
					412 - 537 80 32 000 - Auto Fuel/Diesel	14.81	
					103 - 542 30 32 000 - Auto Fuel/Diesel	115.06	
					103 - 542 30 32 000 - Auto Fuel/Diesel	-1.80	
					103 - 542 30 32 000 - Auto Fuel/Diesel	84.01	
					101 - 576 80 32 000 - Auto Fuel/Diesel	286.27	

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

12/31/2015 To: 12/31/2015

Time: 09:58:55 Date: 01/21/2016  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 32 000		- Auto Fuel/Diesel	-1.20	
9486	12/31/2015	Claims	2	183041	Bay City Supply	82.07	
			101 - 576 80 31 001		- Operating Sup - Riverfront	82.07	
9487	12/31/2015	Claims	2	183042	Berg Vault Company	865.00	
			102 - 536 20 34 000		- Liners	865.00	
9488	12/31/2015	Claims	2	183043	Blumenthal Uniform & Equip	158.18	
			001 - 521 20 26 000		- Uniforms/Accessories	47.46	
			001 - 522 20 26 000		- Uniforms	110.72	
9489	12/31/2015	Claims	2	183044	Tamara Blunt	210.00	
			001 - 521 20 28 000		- Employee Wellness	210.00	
9490	12/31/2015	Claims	2	183045	Boulder Park Inc	5,056.69	
			401 - 535 80 35 020		- Solids Handling	5,056.69	
9491	12/31/2015	Claims	2	183046	Branom Instrument Co	672.70	
			401 - 535 50 48 000		- Maintenance Contracts	672.70	
9492	12/31/2015	Claims	2	183047	Brown & Caldwell	20,356.75	
			401 - 594 35 63 000		- Engineering Services	20,356.75	
9493	12/31/2015	Claims	2	183048	Carl's Towing Inc	194.22	
			001 - 521 20 41 001		- Professional Services	194.22	
9494	12/31/2015	Claims	2	183049	Cascade Roofing Co. Inc.	1,491.87	
			101 - 576 80 48 004		- Community Center	1,491.87	
9495	12/31/2015	Claims	2	183050	Jed Cates	60.00	
			001 - 521 20 28 000		- Employee Wellness	60.00	
9496	12/31/2015	Claims	2	183051	Central Valley Ambulance Authority	1,044.00	
			001 - 522 20 41 000		- Professional Services	1,044.00	
9497	12/31/2015	Claims	2	183052	Code Publishing Inc	530.57	
			001 - 511 30 34 000		- Code Book	530.57	
9498	12/31/2015	Claims	2	183053	Dwayne Lane's North Cascade Ford	2.68	
			001 - 522 20 48 000		- Repairs/Maint-Equip	2.68	
9499	12/31/2015	Claims	2	183054	E & E Lumber	124.47	
			001 - 521 20 48 000		- Repairs & Maintenance	81.99	
			001 - 521 20 48 000		- Repairs & Maintenance	42.48	
9500	12/31/2015	Claims	2	183055	Edge Analytical Inc	548.00	
			401 - 535 80 41 000		- Professional Services	47.00	
			401 - 535 80 41 000		- Professional Services	47.00	
			412 - 537 80 41 000		- Professional Services	454.00	
9501	12/31/2015	Claims	2	183056	Federal Certified Hearing	20.00	
			001 - 524 20 41 000		- Professional Services	20.00	
9502	12/31/2015	Claims	2	183057	G.W. Inc. Law Enforcement & Safety Eq.	339.70	
			109 - 594 21 64 109		- Equipment	339.70	
9503	12/31/2015	Claims	2	183058	Guardian NW Title & Escrow	607.63	
			001 - 513 10 41 001		- Professional Services	118.13	
			104 - 595 10 63 040		- Eng-SR9 Jameson	489.50	
9504	12/31/2015	Claims	2	183059	Humane Society Of Skagit	198.00	
			001 - 521 20 41 020		- Veterinary Services	198.00	

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

12/31/2015 To: 12/31/2015

Time: 09:58:55 Date: 01/21/2016  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
9505	12/31/2015	Claims	2	183060	Ingram Library Services	89.51	
					105 - 594 72 64 001 - Books - Skagit County	72.87	
					105 - 594 72 64 001 - Books - Skagit County	5.90	
					105 - 594 72 64 001 - Books - Skagit County	10.74	
9506	12/31/2015	Claims	2	183061	Leo Jacobs	210.00	
					412 - 537 80 28 000 - Employee Wellness	210.00	
9507	12/31/2015	Claims	2	183062	KCDA Purchasing Cooperative	2,549.84	
					101 - 576 80 48 016 - City Hall	802.25	
					101 - 594 76 31 000 - Buildings & Structures	1,747.59	
9508	12/31/2015	Claims	2	183063	Katy Isaksen Associates	3,620.00	
					401 - 535 80 41 000 - Professional Services	3,620.00	
9509	12/31/2015	Claims	2	183064	Rhonda Lasley	60.00	
					001 - 521 20 28 000 - Employee Wellness	60.00	
9510	12/31/2015	Claims	2	183065	Lochner	13,681.84	
					104 - 595 10 63 040 - Eng-SR9 Jameson	13,681.84	
9511	12/31/2015	Claims	2	183066	Loggers And Contractors	239.62	
					401 - 535 50 48 050 - Maint Of General Equip	185.99	
					101 - 576 80 35 000 - Small Tools & Minor Equip	53.63	
9512	12/31/2015	Claims	2	183067	McLoughlin & Eardley Corp	410.36	
					001 - 522 20 48 000 - Repairs/Maint-Equip	410.36	
9513	12/31/2015	Claims	2	183068	Serena Mynatt	60.00	
					001 - 514 23 28 000 - Employee Wellness	60.00	
9514	12/31/2015	Claims	2	183069	Newman Signs Inc	3,326.19	
					103 - 542 64 31 004 - Street Sign Materials	3,326.19	
9515	12/31/2015	Claims	2	183070	Aaron or Kimberly Nidermayer	40.00	
					304 - 317 60 00 000 - TBD Vehicle Fees	-40.00	
9516	12/31/2015	Claims	2	183071	Northstar Chemical Inc	1,777.23	
					401 - 535 80 31 020 - Op Supplies-Chemicals	1,777.23	
9517	12/31/2015	Claims	2	183072	SK Co Dept Of Emerg Mgmt	5,645.82	
					001 - 525 10 51 000 - Dept Of Emerg Management	5,645.82	
9518	12/31/2015	Claims	2	183073	Saunderson Marketing Group	1,125.00	
					001 - 558 70 41 010 - Professional Services	1,125.00	
9519	12/31/2015	Claims	2	183074	Sedro-Woolley Auto Parts	2.91	
					001 - 521 20 48 010 - Repair & Maint - Auto	2.91	
9520	12/31/2015	Claims	2	183075	Sedro-Woolley School Dist	21,192.00	
					621 - 586 00 00 621 - School GMA Impact Fees	21,192.00	
9521	12/31/2015	Claims	2	183076	Sjostrom Law Office	2,835.90	
					425 - 531 50 31 000 - Operating Supplies	113.43	
					401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp	1,843.34	
					412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp	879.13	
9522	12/31/2015	Claims	2	183077	Skagit CD	39.69	
					425 - 531 50 41 002 - Contracted Services	39.69	
9523	12/31/2015	Claims	2	183078	Skagit Co Dist Court	1,950.00	
					001 - 512 50 51 000 - Municipal Court Prob.	1,950.00	
9524	12/31/2015	Claims	2	183079	Skagit Co Public Works	44,302.22	
					412 - 537 60 47 000 - Solid Waste Disposal	44,302.22	
9525	12/31/2015	Claims	2	183080	Skagit Co Public Works	261.63	

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

12/31/2015 To: 12/31/2015

Time: 09:58:55 Date: 01/21/2016

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 80 51 010		Skagit Co Solid Waste	64.80	
			103 - 542 64 31 004		Street Sign Materials	196.83	
9526	12/31/2015	Claims	2	183081	Skagit County Treasurer	36,522.62	
			114 - 523 60 51 022		Jail Sales Tax Pass Through 2	36,522.62	
9527	12/31/2015	Claims	2	183082	Skagit DV & SA Services	497.40	
			001 - 565 50 51 000		Sk Domestic Violence	497.40	
9528	12/31/2015	Claims	2	183083	Skagit Farmers Supply	223.49	
			102 - 536 20 48 030		Repair/Maintenance-Land	223.49	
9529	12/31/2015	Claims	2	183084	Skagit Law Group, PLLC	733.00	
			425 - 531 50 31 000		Operating Supplies	6.72	
			425 - 531 50 31 000		Operating Supplies	15.00	
			425 - 531 50 31 000		Operating Supplies	7.60	
			401 - 535 80 49 040		Misc-Filing Fees/Lien Exp	109.20	
			401 - 535 80 49 040		Misc-Filing Fees/Lien Exp	243.75	
			401 - 535 80 49 040		Misc-Filing Fees/Lien Exp	123.50	
			412 - 537 80 49 020		Misc-Filing Fees/Lien Exp	52.08	
			412 - 537 80 49 020		Misc-Filing Fees/Lien Exp	116.25	
			412 - 537 80 49 020		Misc-Filing Fees/Lien Exp	58.90	
9530	12/31/2015	Claims	2	183085	Skagit Regional Clinics	85.00	
			103 - 542 30 49 040		CDL Endorcement Fees	85.00	
9531	12/31/2015	Claims	2	183086	Skagit Surveyors &	926.25	
			001 - 558 60 41 000		Professional Services	926.25	
9532	12/31/2015	Claims	2	183087	Skagit Valley Signs	1,254.26	
			501 - 594 21 64 501		Vehicles - Police	1,254.26	
9533	12/31/2015	Claims	2	183088	Sparkle Shop Laundries	185.00	
			001 - 521 20 26 010		Uniform Cleaning	185.00	
9534	12/31/2015	Claims	2	183089	Staples Business Advantage	360.45	
			001 - 521 20 31 002		Office/Operating Supplies	74.66	
			001 - 521 20 31 002		Office/Operating Supplies	80.07	
			001 - 521 20 31 002		Office/Operating Supplies	160.30	
			001 - 521 20 31 002		Office/Operating Supplies	45.42	
9535	12/31/2015	Claims	2	183090	Payment Center Thomson Reuters -- West	269.96	
			001 - 515 30 41 002		Westlaw Services	269.96	
9536	12/31/2015	Claims	2	183091	Upstart	283.50	
			105 - 572 20 34 000		Summer Reading Program	283.50	
9537	12/31/2015	Claims	2	183092	Util Underground Loc Ctr	32.34	
			401 - 535 80 31 010		Operating Supplies	32.34	
9538	12/31/2015	Claims	2	183093	WA St Dept Of Prof Licen	468.00	
			001 - 521 20 51 000		Intergov Svc-Gun Permits	108.00	
			001 - 521 20 51 000		Intergov Svc-Gun Permits	360.00	
9539	12/31/2015	Claims	2	183094	WA State Dept Of Revenue	367.00	
			101 - 362 50 00 000		Houser Land Rental	-47.12	
			425 - 362 50 00 425		Land Rents, Leases	-319.88	
9540	12/31/2015	Claims	2	183095	Washington State Patrol	339.25	
			001 - 521 20 51 000		Intergov Svc-Gun Permits	339.25	
9541	12/31/2015	Claims	2	183096	Waste Management Of Skgt	3,374.81	
			412 - 537 60 47 010		Curbside Recycling Disposal	3,374.81	

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		001	Current Expense Fund			18,677.45	
		101	Parks & Facilities Fund			5,963.48	
		102	Cemetery Fund			1,515.85	
		103	Street Fund			4,541.24	
		104	Arterial Street Fund			14,171.34	
		105	Library Fund			1,208.47	
		109	Special Investigation Fund			339.70	
		114	Law Enforcement Sales Tax			36,522.62	
		304	Transportation Benefit District Fd			40.00	
		401	Sewer Fund			40,568.63	
		412	Solid Waste Fund			56,500.58	
		425	Stormwater			685.58	
		501	Equipment Replacement Fund			1,352.76	
		621	Suspense Fund			21,192.00	
						203,279.70	Claims:
* Transaction Has Mixed Revenue And Expense Accounts						203,279.70	203,279.70

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Sedro-Woolley and that I am authorized to authenticate and certify to said claim.

Finance Director	Date
Finance Committee Member	Date
Finance Committee Member	Date
Finance Committee Member	Date

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
343	01/27/2016	Claims	2	183097	ATV Signs	1,267.28	
					412 - 537 80 31 000 - Operating Supplies	868.00	
					001 - 595 10 31 001 - Address & Street Signs-Reiml	399.28	
344	01/27/2016	Claims	2	183098	AWC	6,748.00	
					001 - 514 23 49 040 - AWC Dues	6,748.00	
345	01/27/2016	Claims	2	183099	American Fleet Main LLC	149.73	
					001 - 522 20 48 000 - Repairs/Maint-Equip	149.73	
346	01/27/2016	Claims	2	183100	Aramark Uniform Services	49.06	
					401 - 535 80 49 000 - Laundry	8.22	
					401 - 535 80 49 000 - Laundry	8.22	
					401 - 535 80 49 000 - Laundry	8.22	
					102 - 536 20 49 030 - Misc-laundry	0.40	
					102 - 536 20 49 030 - Misc-laundry	3.84	
					103 - 542 30 49 000 - Misc-Laundry	6.72	
					103 - 542 30 49 000 - Misc-Laundry	6.72	
					103 - 542 30 49 000 - Misc-Laundry	6.72	
347	01/27/2016	Claims	2	183101	Association Of WA Cities	3,421.38	
					001 - 521 20 27 000 - Retired Medical	3,421.38	
348	01/27/2016	Claims	2	183102	Bay City Supply	3,270.55	
					401 - 535 80 31 010 - Operating Supplies	318.72	
					101 - 576 80 31 001 - Operating Sup - Riverfront	300.00	
					101 - 576 80 31 001 - Operating Sup - Riverfront	23.34	
					101 - 576 80 31 001 - Operating Sup - Riverfront	161.01	
					101 - 576 80 31 004 - Operating Sup - Comm Cente	400.00	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	300.00	
					101 - 576 80 31 006 - Operating Sup - City Hall	800.00	
					101 - 576 80 31 007 - Operating Sup - Library	400.00	
					101 - 576 80 31 009 - Operating Sup - Bingham Par	267.48	
					101 - 576 80 31 012 - Operating Sup - Hammer	300.00	
349	01/27/2016	Claims	2	183103	Harold Beitler	1,384.80	
					001 - 521 20 27 000 - Retired Medical	1,384.80	
350	01/27/2016	Claims	2	183104	Bias Software	6,909.24	
					001 - 514 23 41 011 - Professional Services	276.37	
					425 - 531 50 41 000 - Professional Services	483.65	
					401 - 535 50 48 000 - Maintenance Contracts	4,629.19	
					412 - 537 80 41 000 - Professional Services	1,520.03	
351	01/27/2016	Claims	2	183105	Board For Volunteer Firefighters	2,670.00	
					001 - 522 20 23 001 - PERS Retirement	2,670.00	
352	01/27/2016	Claims	2	183106	Cascade Natural Gas Corp	2,928.32	
					001 - 521 20 47 000 - Public Utilities	70.52	
					001 - 522 50 47 000 - Public Utilities	462.12	
					401 - 535 80 47 000 - Public Utilities	27.11	
					101 - 576 80 47 052 - Bingham Caretaker	85.56	
					101 - 576 80 47 070 - City Hall	2,283.01	
353	01/27/2016	Claims	2	183107	Jed Cates	84.00	
					001 - 521 40 43 000 - Travel	84.00	
354	01/27/2016	Claims	2	183108	Channing Bete Company Inc	125.49	
					001 - 522 45 31 000 - Supplies & Books	125.49	
355	01/27/2016	Claims	2	183109	Crystal Springs	47.09	
					401 - 535 80 31 010 - Operating Supplies	47.09	
356	01/27/2016	Claims	2	183110	Cues	42.08	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 50 48 010		Maintenance Of Lines	42.08	
357	01/27/2016	Claims	2	183111	Judge Joseph M. Burrowes DMCJA	187.00	
			001 - 512 50 49 010		Dues/Subscriptions	187.00	
358	01/27/2016	Claims	2	183112	Databar	2,376.65	
			425 - 531 50 42 010		Postage	95.07	
			401 - 535 80 42 015		Postage	1,544.82	
			412 - 537 80 42 010		Postage	736.76	
359	01/27/2016	Claims	2	183113	Dwayne Lane's North Cascade Ford	1,990.98	
			001 - 521 20 48 010		Repair & Maint - Auto	44.83	
			001 - 521 20 48 010		Repair & Maint - Auto	45.09	
			001 - 521 20 48 010		Repair & Maint - Auto	1,901.06	
360	01/27/2016	Claims	2	183114	E & E Lumber	2,608.32	
			001 - 521 20 31 002		Office/Operating Supplies	28.52	
			001 - 521 20 31 002		Office/Operating Supplies	21.41	
			001 - 521 20 31 002		Office/Operating Supplies	24.97	
			401 - 535 80 31 010		Operating Supplies	9.16	
			103 - 542 30 35 010		Safety Equipment	16.28	
			501 - 548 30 31 000		Operating Supplies	7.79	
			501 - 548 30 31 000		Operating Supplies	416.85	
			501 - 548 30 31 000		Operating Supplies	53.39	
			501 - 548 30 31 000		Operating Supplies	42.82	
			101 - 576 80 31 006		Operating Sup - City Hall	39.06	
			101 - 576 80 35 000		Small Tools & Minor Equip	362.38	
			101 - 576 80 48 001		Riverfront	57.06	
			101 - 576 80 48 007		Bingham Park	9.17	
			101 - 576 80 48 015		Library	49.91	
			101 - 576 80 48 017		Museum	33.07	
			101 - 594 76 31 000		Buildings & Structures	141.59	
			101 - 594 76 31 000		Buildings & Structures	254.05	
			101 - 594 76 31 000		Buildings & Structures	17.72	
			101 - 594 76 31 000		Buildings & Structures	363.76	
			101 - 594 76 31 000		Buildings & Structures	64.24	
			101 - 594 76 31 000		Buildings & Structures	595.12	
361	01/27/2016	Claims	2	183115	Emergency Medical Products Inc	341.65	
			001 - 522 20 31 000		Operating Supplies	341.65	
362	01/27/2016	Claims	2	183116	Enterprise Office Systems	287.22	
			001 - 512 50 31 000		Supplies	88.58	
			001 - 512 50 31 000		Supplies	90.68	
			001 - 512 50 31 000		Supplies	19.17	
			001 - 514 23 31 000		Supplies	88.79	
363	01/27/2016	Claims	2	183117	Fastenal Company	145.72	
			412 - 537 80 31 000		Operating Supplies	145.72	
364	01/27/2016	Claims	2	183118	Frontier	1,181.17	
			001 - 512 50 42 020		Telephone	67.50	
			001 - 513 10 42 020		Telephone	101.25	
			001 - 514 23 42 020		Telephone	101.25	
			001 - 515 30 42 001		Telephone	45.00	
			001 - 518 80 42 020		Telephone	33.75	
			001 - 521 20 42 020		Telephone	337.42	
			001 - 522 20 42 020		Telephone	123.75	
			001 - 524 20 42 020		Telephone	33.75	
			401 - 535 80 42 020		Telephone	90.00	

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			412 - 537 80 42 020 - Telephone			45.00	
			103 - 542 30 42 020 - Telephone			11.25	
			001 - 558 60 42 020 - Telephone			33.75	
			105 - 572 20 42 020 - Telephone			56.25	
			101 - 576 80 42 020 - Telephone			22.50	
			001 - 595 10 42 020 - Telephone			78.75	
<b>365</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183119</b>	<b>Great America Financial Svcs</b>	<b>125.69</b>	
			105 - 572 20 48 020 - Repair/Maintenance-Equip			125.69	
<b>366</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183120</b>	<b>Guardian Security</b>	<b>1,350.00</b>	
			001 - 521 20 41 001 - Professional Services			210.00	
			001 - 522 50 49 050 - Fire/Theft Protection			165.00	
			401 - 535 80 31 010 - Operating Supplies			210.00	
			101 - 576 80 31 004 - Operating Sup - Comm Cente			165.00	
			101 - 576 80 31 005 - Operating Sup - Senior Ctr			165.00	
			101 - 576 80 31 006 - Operating Sup - City Hall			270.00	
			101 - 576 80 31 007 - Operating Sup - Library			165.00	
<b>367</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183121</b>	<b>Patrick Hayden</b>	<b>3,000.00</b>	
			001 - 515 30 41 001 - Prosecuting Attorney			3,000.00	
<b>368</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183122</b>	<b>Informa Uk LTD</b>	<b>50.00</b>	
			105 - 594 72 64 001 - Books - Skagit County			50.00	
<b>369</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183123</b>	<b>KCDA Purchasing Cooperative</b>	<b>190.77</b>	
			001 - 524 20 31 000 - Off/Oper Supps & Books			63.59	
			001 - 558 60 31 000 - Supplies/Books			63.59	
			001 - 595 10 31 000 - Supplies			63.59	
<b>370</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183124</b>	<b>Law Office of Scott G. Thomas</b>	<b>264.00</b>	
			001 - 558 60 41 001 - Professional Svcs-Reimb			264.00	
<b>371</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183125</b>	<b>Liberty Flag &amp; Specialty</b>	<b>108.50</b>	
			401 - 535 80 31 010 - Operating Supplies			108.50	
<b>372</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183126</b>	<b>William R McCann</b>	<b>3,500.00</b>	
			001 - 515 93 41 000 - Indigent Defender			3,500.00	
<b>373</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183127</b>	<b>Mid-American Research Chem</b>	<b>112.68</b>	
			401 - 535 80 31 010 - Operating Supplies			112.68	
<b>374</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183128</b>	<b>North Cascade Vet Hospital</b>	<b>260.34</b>	
			001 - 521 20 41 020 - Veterinary Services			260.34	
<b>375</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183129</b>	<b>North West Inst Services</b>	<b>119.35</b>	
			401 - 535 50 48 000 - Maintenance Contracts			119.35	
<b>376</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183130</b>	<b>Northwest Clean Air Agency</b>	<b>3,713.50</b>	
			001 - 553 70 51 000 - NW Air Pollution			3,713.50	
<b>377</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183131</b>	<b>Oasys</b>	<b>1,009.41</b>	
			001 - 524 20 31 000 - Off/Oper Supps & Books			336.47	
			001 - 558 60 31 000 - Supplies/Books			336.47	
			001 - 595 10 31 000 - Supplies			336.47	
<b>378</b>	<b>01/27/2016</b>	<b>Claims</b>	<b>2</b>	<b>183132</b>	<b>Office Depot</b>	<b>110.87</b>	
			001 - 524 20 31 000 - Off/Oper Supps & Books			13.02	
			001 - 524 20 31 000 - Off/Oper Supps & Books			7.55	
			425 - 531 50 31 000 - Operating Supplies			34.22	
			001 - 558 60 31 000 - Supplies/Books			13.02	
			001 - 558 60 31 000 - Supplies/Books			7.55	
			001 - 595 10 31 000 - Supplies			13.01	
			001 - 595 10 31 000 - Supplies			8.67	
			001 - 595 10 31 000 - Supplies			13.83	

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379	01/27/2016	Claims	2	183133	Oliver-Hammer Clothes	108.48	
					101 - 576 80 35 010 - Safety Equipment	108.48	
380	01/27/2016	Claims	2	183134	Pat Rimmer Tire Ctr Inc	129.30	
					501 - 548 30 31 000 - Operating Supplies	129.30	
381	01/27/2016	Claims	2	183135	Harold Pittman	1,258.80	
					001 - 521 20 27 000 - Retired Medical	1,258.80	
382	01/27/2016	Claims	2	183136	Public Utility Dis No1	1,773.80	
					001 - 521 20 47 000 - Public Utilities	23.35	
					001 - 522 50 47 000 - Public Utilities	225.05	
					401 - 535 80 47 000 - Public Utilities	237.42	
					102 - 536 20 47 000 - Public Utilities	46.35	
					412 - 537 80 47 000 - Public Utilities	53.45	
					103 - 542 63 47 000 - Public Utilities	49.62	
					105 - 572 20 47 000 - Public Utilities	34.85	
					101 - 576 80 47 000 - Riverfront	188.02	
					101 - 576 80 47 010 - Community Center	77.37	
					101 - 576 80 47 020 - Senior Center	337.29	
					101 - 576 80 47 040 - Train	23.35	
					101 - 576 80 47 050 - Hammer Square	76.46	
					101 - 576 80 47 051 - Bingham / Memorial	149.29	
					101 - 576 80 47 053 - Other Utilities	49.62	
					101 - 576 80 47 070 - City Hall	202.31	
383	01/27/2016	Claims	2	183137	Puget Sound Energy	55.53	
					103 - 542 63 47 000 - Public Utilities	55.53	
384	01/27/2016	Claims	2	183138	Rene's World	52.08	
					001 - 513 10 31 000 - Supplies	13.02	
					001 - 558 60 31 000 - Supplies/Books	39.06	
385	01/27/2016	Claims	2	183139	Sedro-Woolley Auto Parts	416.51	
					001 - 522 20 32 000 - Auto Fuel/Diesel	4.23	
					102 - 536 20 31 010 - Operating Supplies	14.93	
					501 - 548 30 31 000 - Operating Supplies	250.60	
					501 - 548 30 31 000 - Operating Supplies	146.75	
386	01/27/2016	Claims	2	183140	Sedro-Woolley Chamber Of	2,000.00	
					001 - 513 10 42 000 - Communication	2,000.00	
387	01/27/2016	Claims	2	183141	Skagit Co Bar Assoc	75.00	
					001 - 515 30 49 000 - Dues & Subscriptions	75.00	
388	01/27/2016	Claims	2	183142	Skagit Co Dist Court	1,976.50	
					001 - 512 50 51 001 - District Court Surcharge	1,976.50	
389	01/27/2016	Claims	2	183143	Skagit Co Utility Coord	75.00	
					401 - 535 80 49 010 - Misc-Dues/Subscriptions	75.00	
390	01/27/2016	Claims	2	183144	C/o Skagit County Treas. Skagit Council Of Governments	7,416.00	
					104 - 544 40 51 000 - MPO RTPO Match	2,892.00	
					001 - 558 60 51 000 - SCOG	4,524.00	
391	01/27/2016	Claims	2	183145	Skagit County Auditor	528.00	
					401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp	264.00	
					412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp	264.00	
392	01/27/2016	Claims	2	183146	Skagit Farmers Supply	276.63	
					103 - 542 30 35 000 - Small Tools/Minor Equip	276.63	
393	01/27/2016	Claims	2	183147	Skagit Hydraulics Inc	1,728.84	
					412 - 537 50 48 000 - Repairs/maint-equip	1,728.84	

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394	01/27/2016	Claims	2	183148	Skagit Publishing	563.80	
					001 - 511 60 31 001 - Legal Publications	158.00	
					105 - 572 20 41 000 - Professional Services	405.80	
395	01/27/2016	Claims	2	183149	Solid Waste Systems Inc	288.09	
					412 - 537 50 48 000 - Repairs/maint-equip	288.09	
396	01/27/2016	Claims	2	183150	Staples Business Advantage	43.94	
					001 - 514 23 31 000 - Supplies	43.94	
397	01/27/2016	Claims	2	183151	Stiles Law Inc., PS	2,950.00	
					001 - 512 50 41 010 - Municipal Court Judge	2,950.00	
398	01/27/2016	Claims	2	183152	Paul Taylor	1,258.80	
					001 - 521 20 27 000 - Retired Medical	1,258.80	
399	01/27/2016	Claims	2	183153	The Integrated Group Inc.	525.00	
					401 - 535 80 49 030 - Misc-Tuition/Registration	525.00	
400	01/27/2016	Claims	2	183154	True Value	365.91	
					001 - 521 20 31 002 - Office/Operating Supplies	21.67	
					001 - 521 20 31 002 - Office/Operating Supplies	18.42	
					001 - 521 20 31 002 - Office/Operating Supplies	20.59	
					001 - 522 20 31 000 - Operating Supplies	3.58	
					001 - 522 20 31 000 - Operating Supplies	17.34	
					001 - 522 20 31 000 - Operating Supplies	45.44	
					001 - 523 20 31 000 - Office/Operating Supplies	17.08	
					001 - 523 20 31 000 - Office/Operating Supplies	10.39	
					401 - 535 80 31 010 - Operating Supplies	16.26	
					401 - 535 80 31 010 - Operating Supplies	-16.26	
					401 - 535 80 31 010 - Operating Supplies	24.48	
					401 - 535 80 35 000 - Small Tools & Minor Equip	45.55	
					412 - 537 80 31 000 - Operating Supplies	13.00	
					412 - 537 80 31 000 - Operating Supplies	54.24	
					103 - 542 64 31 002 - Traffic Control Devices	26.54	
					101 - 576 80 31 001 - Operating Sup - Riverfront	21.57	
					101 - 576 80 48 009 - Hammer Square	26.02	
401	01/27/2016	Claims	2	183155	Valley Auto Supply	7.36	
					001 - 595 10 31 000 - Supplies	7.36	
402	01/27/2016	Claims	2	183156	WA St Assoc Of Permit Tech	35.00	
					001 - 524 20 49 010 - Misc-Dues	35.00	
403	01/27/2016	Claims	2	183157	WA St Dept Of Ecology	3,219.75	
					425 - 531 50 51 000 - DOE NPDES Permit	3,219.75	
404	01/27/2016	Claims	2	183158	WA State Assoc. of Fire Marshal's	180.00	
					001 - 522 20 49 010 - Misc-Dues	180.00	
405	01/27/2016	Claims	2	183159	WA State Dept Of Ecology	5,168.88	
					401 - 535 80 51 020 - DOE Discharge Permit	5,168.88	
406	01/27/2016	Claims	2	183160	WA State Dept Of L & I	129.00	
					101 - 576 80 48 016 - City Hall	129.00	
407	01/27/2016	Claims	2	183161	Washington Association of Sheriffs &	245.00	
					001 - 521 20 49 010 - Dues/Subscriptions	245.00	
408	01/27/2016	Claims	2	183162	Washington Fire Chiefs	700.00	
					001 - 522 20 49 010 - Misc-Dues	700.00	
409	01/27/2016	Claims	2	183163	Washington State Bar Assn	415.00	



JAN 27 2016

Document date - November 17, 2015

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

## INTERLOCAL AGREEMENT

### REGARDING STAFFING SERVICES FOR GROWTH MANAGEMENT ACT SUPPORT IN SKAGIT COUNTY

THIS AGREEMENT is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2015 (the "**Effective Date**") by and between the Skagit Council of Governments, ("**SCOG**") and the jurisdictions that have ratified the 2002 Framework Agreement, which include: Skagit County, the Cities of Anacortes, Burlington, Mount Vernon, Sedro-Woolley and the Towns of Hamilton and La Conner (hereinafter referred to each individually as the "**Party**" and collectively as the "**Parties**"), pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act, and otherwise conferred on each by State law.

### RECITALS

WHEREAS, SCOG is a voluntary organization of local governments whose purpose is to foster a cooperative effort in resolving problems, policies and plans that are common and regional, and whose two major emphasis areas are economic development and transportation; and

WHEREAS, Skagit County, the City of Anacortes, the City of Burlington, the City of Mount Vernon, the City of Sedro-Woolley, the Town of La Conner and the Town of Hamilton ("**Local Governments**"), have entered into an agreement ("**2002 Framework Agreement**") regarding coordinated planning, urban services, and countywide planning polices; and

WHEREAS, the 2002 Framework Agreement allows the Towns of Lyman and Concrete to join the Agreement; and

WHEREAS, the 2002 Framework Agreement established the Growth Management Act Steering Committee to develop recommendations for Countywide Planning Policies, including Urban Growth Areas and residential, commercial and industrial allocations; and

Page 1 of 18

**INTERLOCAL AGREEMENT RE STAFFING SERVICES FOR  
GROWTH MANAGEMENT ACT SUPPORT IN SKAGIT COUNTY**

WHEREAS, the Growth Management Act Steering Committee requested SCOG to provide administrative support and staff services for its annual work plan; and

WHEREAS, the SCOG Board of Directors agreed to provide administrative and staff support services to the Growth Management Act Steering Committee and annual work plan.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants in this Agreement, SCOG and the Parties agree as follows:

1. **PURPOSE:** The purpose of this Agreement is to set forth cost allocations associated with the Growth Management Act Steering Committee activities among the parties to the 2002 Framework Agreement.
  
2. **RESPONSIBILITIES:**
  - a. **Skagit Council of Governments.** SCOG shall be responsible for the performance of administrative, staff support, technical studies, and work set forth in the annual work plan adopted by the Growth Management Act Steering Committee including the commission of studies and gathering of information which may be utilized by Local Governments in their adoption of policies pursuant to Washington State's Growth Management Act (GMA) as set forth in this Agreement, any attachment thereto, and as otherwise specified herein.
  
  - b. **Local Governments.** The Local Governments to the 2002 Framework Agreement shall reimburse SCOG for the costs associated with the work SCOG performs on behalf of the Growth Management Act Steering Committee pursuant to the cost allocations specified in this Agreement.
  
3. **TERM AND TERMINATION OF AGREEMENT:** This Agreement takes effect upon execution of this Agreement by all the Parties (the "**Effective Date**") and continues through December 31, 2016, unless sooner terminated pursuant to the terms herein, and applies to work performed by SCOG in support of the Growth Management Act Steering Committee starting on May 1, 2015. Thereafter, this Agreement will automatically extend for

additional terms of one (1) year each, unless SCOG or one Party provides written notice to the other Parties of its intent to withdraw from the Agreement; provided however, notices to withdraw from the Agreement shall be provided no later than sixty (60) days prior to the end of the then-current term.

4. ADMINISTRATION: Pursuant to the authority granted by Chapter 39.34 RCW the Executive Director of the Skagit Council of Governments shall be the administrator ("**Administrator**") hereof. The Administrator shall be responsible for carrying out the terms and conditions of this Agreement applicable to SCOG. The Growth Management Act Steering Committee shall serve as an oversight committee to review and monitor the progress of the work provided for in this Agreement.
5. BUDGET AND FUNDING: The Administrator will establish an annual budget for the approved work program adopted by the Growth Management Act Steering Committee as per the 2002 Framework Agreement Section 5. The budget shall include cost estimates for each Party and must be approved by the Growth Management Act Steering Committee and SCOG Board of Directors prior to January 1 of each year. Costs shall be shared by the Local Governments based on the total costs incurred by SCOG and shared based on each Local Government's latest population estimate prepared by the State of Washington's Office of Financial Management. The 2015 budget and cost sharing calculation are attached in **Exhibit A**. Any cost incurred by SCOG on behalf of the Local Governments in excess of the amounts shown in **Exhibit A** and subsequent annual budgets must be approved by the Growth Management Act Steering Committee and the SCOG Board of Directors in advance. The Administrator shall prepare an annual work program and budget information for the Growth Management Act Steering Committee's consideration. Billings will be prepared and submitted to the Local Governments on a quarterly basis and shall be paid within thirty (30) days thereof. Billings will be based on the costs incurred by SCOG during the reporting period and describe the work performed.
6. SCOPE OF AUTHORITY: No authority of the Local Governments included in the 2002 Framework Agreement or any authority conferred by the Growth Management Act on the Local Governments is hereby delegated

to SCOG by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of any Party shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of any other Party. No Party has any independent authority to direct the management of the other Parties' activities under this Agreement. No Party has any authority to bind or to act for or to assume any obligations or responsibilities on behalf of the other Parties.

7. TREATMENT OF ASSETS AND PROPERTY: No personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.
8. INDEMNIFICATION: Each Party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Parties harmless from any such liability. In particular, any unit of Local Government which may be subject to any GMA or LUPA appeal or suit for damages based directly or indirectly on work performed by SCOG pursuant hereto or by the Growth Management Act Steering Committee shall save and hold harmless SCOG from the costs, including attorney fees, and liability for damages related thereto to the extent SCOG is named in any such appeal. It is acknowledged by all Parties that no liability shall attach to the Skagit Council of Governments by reason of entering into this contract except as expressly provided herein.
9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: This Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Such amendments may be for the purposes of, among other things, adding or deleting parties to this Agreement or expanding the responsibilities of the Administrator. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
10. SEVERABILITY: In the case any term of this Agreement is held invalid, illegal or unenforceable in whole or in part, neither the validity of the

remaining part of such term nor the validity of the remaining terms of this Agreement will in any way be affected thereby.

11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.
12. LAW, VENUE AND ATTORNEY FEES AND COSTS: This Agreement shall be construed pursuant to Washington law. Venue for any suit based hereon or related hereto shall be solely in Skagit County Superior Court and the prevailing party in any such suit shall receive an award of its reasonable attorneys' fees and costs, including those incurred on any appeal.
13. NO THIRD PARTY BENEFICIARIES: This Agreement is solely for the benefit of the Parties and not for the benefit of any third person or party not a Party hereto.
14. RECORDING/WEB SITE NOTICE: Each Party will post this Agreement on its website or will, at its own expense, record this Agreement with the Skagit County Auditor as required by RCW 39.34.040.
15. ADDITIONAL PARTIES: The Town of Lyman and/or the Town of Concrete, should execute the 2002 Framework Agreement and a version of an "Acceptance of Terms and Conditions" substantially in the form as attached in **Exhibit B** hereto, and shall, as of the first day of the following calendar quarter, be admitted as parties hereto with any further action by the then Parties hereto ("Admission"). Each such Town shall, from the date of Admission immediately pay the then current quarterly assessment based on the formula set forth in current assessment based on the then current budget as calculated pursuant to Section 5 above. Upon such Admission, the Administrator shall cause the Cost Allocation in **Exhibit A** to be modified to account for the new Party.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement as of the Effective Date set forth above.

[Remainder of document intentionally blank. Signature pages to follow]

**SKAGIT COUNCIL OF GOVERNMENTS**

\_\_\_\_\_  
Steve Sexton, Chair  
SCOG Board of Directors

Date\_\_\_\_\_

Attest:

\_\_\_\_\_  
Kevin Murphy, Executive Director

Approved as to form:

\_\_\_\_\_  
Bradford E. Furlong, WSBA #12924  
SCOG Attorney

**CITY OF ANACORTES**

\_\_\_\_\_  
Laurie Gere, Mayor

Date\_\_\_\_\_

Attest:

\_\_\_\_\_  
Steve Hoglund, Finance Director

Approved as to form:

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney

**CITY OF BURLINGTON**

\_\_\_\_\_  
Steve Sexton, Mayor

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Crystil Wooldridge, Finance Director

Approved as to form:

\_\_\_\_\_  
Leif Johnson, WSBA #38291  
City Attorney

**CITY OF MOUNT VERNON**

\_\_\_\_\_  
Jill Boudreau, Mayor

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Alicia Huschka, Finance Director

Approved as to form:

\_\_\_\_\_  
Kevin Rogerson, WSBA #31664  
City Attorney

**CITY OF SEDRO WOOLLEY**

\_\_\_\_\_  
Mike Anderson, Mayor

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Patsy Nelson, Finance Director

Approved as to form:

\_\_\_\_\_  
Eron M. Berg, WSBA #29930  
City Attorney

**TOWN OF HAMILTON**

\_\_\_\_\_  
Joan Cromley, Mayor

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Angela Evans, Town Clerk

Approved as to form:

\_\_\_\_\_  
\_\_\_\_\_, WSBA # \_\_\_\_\_  
Town Attorney

**TOWN OF LA CONNER**

\_\_\_\_\_  
Ramon Hayes, Mayor

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Maria De Geode, Finance Director

Approved as to form:

\_\_\_\_\_  
\_\_\_\_\_, WSBA # \_\_\_\_\_  
Town Attorney

**BOARD OF COUNTY COMMISSIONERS  
SKAGIT COUNTY**

\_\_\_\_\_  
Ron Wesen, Commissioner

Date \_\_\_\_\_

\_\_\_\_\_  
Ken Dahlstedt, Commissioner

Date \_\_\_\_\_

\_\_\_\_\_  
Lisa Janicki, Commissioner

Date \_\_\_\_\_

Attest:

Recommended:

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Department Head

Approved as to form:

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Civil Deputy Prosecuting Attorney

Approved as to indemnification:

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Risk Manager

Approved as to budget:

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

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Budget & Finance Director

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
County Administrator

**EXHIBIT "A"**  
**2015 SCOPE OF SERVICES BUDGET AND COST SHARING**

The Growth Management Act Steering Committee (GMASC) requested SCOG to coordinate the GMASC activities and work program. SCOG staff has estimated the resources necessary to support the administrative and technical work for 2015. These costs are for work not allowed to be charged to SCOG current transportation grant programs.

2015 Work Program and Budget

**Administrative Support:** Provide administrative support and coordinate efforts of the Growth Management Act Steering Committee (GMASC). Provide administrative support as needed to conduct meetings of the GMASC and its Technical Advisory Committee (TAC). Anticipated activities include preparing agendas, minutes of the GMASC, resolutions, and maintaining related supporting materials.

Estimated cost \$3,800

**Technical Support:** Review local jurisdictions land capacity analysis methods and results. Participate in and coordinate with the GMA TAC regarding initial growth allocations and reconciliation process. GMA TAC will participate and do substantial portion of the work in reviewing buildable lands analysis and growth reconciliation. SCOG staff will coordinate and provide an objective review of the methods, assumptions and coordinate the reconciliation process.

Estimated cost \$4,700

**Cost Allocation:** Cost to be share among the 2002 Framework Agreement participates based on their respective share of population annual reported by the Office of Financial Management (OFM), see table.

<b>Entity</b>	<b>OFM 2015 Population</b>	<b>Pro-Rata %</b>
Unincorporated Skagit County	49,220	41.21%
City of Anacortes	16,310	13.65%
City of Burlington	8,485	7.10%
Town of Hamilton	305	0.26%
Town of La Conner	895	0.75%
City of Mount Vernon	33,530	28.07%
City of Sedro Woolley	10,700	8.96%
Totals	119,445	100%

**EXHIBIT B**  
**Acceptance of Terms and Conditions**

I, \_\_\_\_\_, the Mayor of the Town of \_\_\_\_\_ ("Town"), do this \_\_\_\_ day of \_\_\_\_\_, 20XX, hereby certify that the \_\_\_\_\_ Town Council did, on the \_\_\_\_ day of \_\_\_\_\_, 20XX authorize me to memorialize the Town's acceptance of the full terms and conditions to the INTERLOCAL AGREEMENT REGARDING STAFFING SERVICES FOR GROWTH MANAGEMENT ACT SUPPORT IN SKAGIT COUNTY dated the \_\_\_\_ day of \_\_\_\_\_, 20XX. The Town shall, effective the first day of the next calendar quarter hereafter, be a party to said agreement and fully subject to its terms and conditions. I hereby certify that the Town of \_\_\_\_\_ is now also a party to the 2002 Framework Agreement.

**TOWN OF** \_\_\_\_\_

By \_\_\_\_\_  
Mayor

Attest:

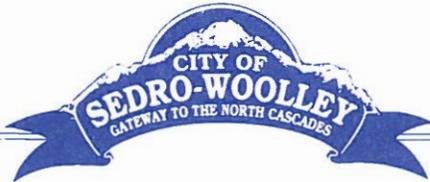
\_\_\_\_\_  
Clerk-Treasurer

Approved as to Form:

\_\_\_\_\_  
Town Attorney

JAN 27 2016

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



DATE: January 27, 2016  
TO: Mayor Wagoner & City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: MISC. ANNUAL CONTRACTS/AGREEMENTS

Recommended Action:

Staff recommends that as part of the consent calendar, the Council approve the following:

1.	Loggerodeo	\$ 6,400.00
2.	Sedro-Woolley Chamber of Commerce	\$12,900.00
3.	Skagit Valley Tulip Festival	\$ 50.00
4.	Sedro-Woolley Riding Club	\$ 1,900.00
5.	Sedro-Woolley Farmers Market	\$ 2,400.00
6.	Sedro-Woolley Museum	\$ 2,000.00
7.	Sedro-Woolley Rotary Summer Concert Series	\$ 3,000.00
8.	Skagit Community Action Agency	\$ 7,500.00
9.	Volunteers of America	\$ 1,510.00
10.	Skagit Domestic Violence	\$ 1,700.00

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Loggerodeo, Inc.

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$6,400.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley, or for the production and operation of special events and festivals designed to attract tourists, relating to historic preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed to your events (by event)
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance of actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.
10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.
11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	President Loggerodeo, Inc. P. O. Box 712 Sedro-Woolley, WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016 and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

LOGGERODEO, INC.

---

President

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and the Sedro-Woolley Chamber of Commerce, (Grantee.)

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$12,900.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley, or for the production and operation of special events and festivals designed to attract tourists, relating to historic preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed to your events (by event)
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall

contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance of actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.

7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.

8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.

9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.

10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City: Mayor  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Grantee: Executive Director/President  
Sedro-Woolley Chamber of Commerce  
810 Metcalf Street  
Sedro-Woolley, WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SEDRO-WOOLLEY CHAMBER  
OF COMMERCE

---

Executive Director

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Skagit Valley Tulip Festival.

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$50.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley, or for the production and operation of special events and festivals designed to attract tourists, relating to historic preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.
5. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed

to your events (by event)

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.
10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.
11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	Executive Director Skagit Valley Tulip Festival P. O. Box 1784 Mount Vernon, WA 98273

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016 and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SKAGIT VALLEY TULIP FESTIVAL

---

Executive Director

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Sedro-Woolley Riding Club.

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$1900.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at visitors or potential visitors to Sedro-Woolley, or for the production of special events with visitor appeal, relating to historic preservation and restoration and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed to your events (by event)
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall

contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.

7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.

8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.

9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.

10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City: Mayor  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Grantee: President  
Sedro-Woolley Riding Club  
24538 Polte Rd  
Sedro-Woolley WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12 This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SEDRO-WOOLLEY RIDING CLUB

By \_\_\_\_\_  
Director

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Sedro-Woolley Farmers Market, a non-profit corporation.

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$2,400.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley, or for the production and operation of special events and festivals designed to attract tourists, relating to preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed to your events (by event)
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall

contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.

7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.

8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.

9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.

10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City: Mayor  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Grantee: \_\_\_\_\_  
Sedro-Woolley Farmers Market  
P.O. Box 20  
Sedro-Woolley, WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SEDRO-WOOLLEY FARMERS MARKET

By \_\_\_\_\_  
President

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Sedro-Woolley Museum.

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$2,000.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley; or for the production and operation of special events and festivals designed to attract tourists, relating to historic preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.
10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.
11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	Carolyn Freeman, President Sedro-Woolley Museum 725 Murdock Street Sedro-Woolley, WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SEDRO-WOOLLEY MUSEUM

By \_\_\_\_\_  
President

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, Inc., (City), a municipal corporation, and Sedro-Woolley Rotary (Concert Series).

WHEREAS, City is an eligible municipality entitled to levy, collect and distribute a hotel occupancy tax, as authorized by Washington Tax Code, Chapter 3.08; and

WHEREAS, Grantee provided and performs functions, activities and events that are qualified activities under Chapter 3.08 and;

WHEREAS, City desires to provide proceeds from the hotel occupancy tax of the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$3,000.00 from the 2016 fiscal year hotel occupancy tax proceeds.
2. Grantee shall use such funds to provide advertising, marketing and promotion directed at attracting and welcoming tourists or potential tourists to Sedro-Woolley, or for the production and operation of special events and festivals designed to attract tourists, relating to historic preservation and restoration, and the arts; however, no part of these funds shall be spent on capital improvements.
3. If the festival or event is within the City limits, grantee shall
  - a. Submit a Special Events Permit Application at least 45 days before the event.
  - b. Comply with deposit, insurance, and traffic control requirements as outlined in SWMC 12.44 Special Events, Parades and Festivals.
  - c. Include the City of Sedro-Woolley's logo on event material, as an event sponsor.
4. Grantee shall submit an annual economic impact report to the City of Sedro-Woolley including:
  - a. estimated number of tourists attending your events (by event)
  - b. estimated number of tourists traveling over 50 miles (by event)
  - c. estimated number of persons remaining in Sedro-Woolley overnight (by event)
  - d. estimated number of lodging stays generated (by event)
  - e. estimated increase in sales tax revenue attributed to your events (by event)
  - f. any other information demonstrating the impact of increased tourism attributed to your events (by event)
5. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain an itemized statement of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance of actual performance.

6. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
7. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
8. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
9. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.
10. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.
11. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	President Sedro-Woolley Rotary P.O. Box 726 Sedro-Woolley, WA 98284

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

12. This agreement shall commence and be effective as of January 1, 2016 and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SEDRO-WOOLLEY ROTARY

\_\_\_\_\_  
President

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, (City), a municipal corporation, and Community Action of Skagit County, (Grantee.)

WHEREAS, Grantee provided and performs functions, activities and events that are qualified for municipal funding by the City; and

WHEREAS, City desires to provide proceeds from the 2016 fiscal year to Grantee to perform qualified services for City:

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$7,500.00 from the 2016 fiscal year budget.
2. Grantee shall use such funds to provide and maintain services to low income residents of the City, consisting of energy assistance, emergency food and shelter, health and other social services as necessary, within budget limitations.
3. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain a description of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.
4. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
5. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
6. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
7. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.

8. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

9. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City: Mayor  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Grantee: Community Action of Skagit County  
330 Pacific Place  
Mount Vernon, WA 98273

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

10. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

COMMUNITY ACTION OF SKAGIT  
COUNTY

\_\_\_\_\_  
Executive Director

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, (City), a municipal corporation, and Volunteers of America Western Washington {Grantee}.

WHEREAS, Grantee provided and performs functions, activities and events that are qualified for municipal funding; and

WHEREAS, City desires to support the services of Grantee to provide counseling, residential services, and referral services.

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$1510.00 from the 2016 fiscal year budget.
2. Grantee shall use such funds to help pay for the cost of providing a Community Information Line Service to all residents of the City of Sedro-Woolley.
3. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain a description of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.
4. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
5. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
6. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
7. This Agreement may be amended upon the written consent of the parties, an such written amendments shall go incorporated into this Agreement for all intents and purposes.
8. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

9. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	Volunteers of America PO Box 839 Everett, WA 98206-0839

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

10. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

VOLUNTEERS OF AMERICA  
WESTERN WASHINGTON

\_\_\_\_\_  
Robert J. Reese  
Executive VP, Volunteers of America  
Western Washington

## AGREEMENT

This Agreement, entered into this 27th day of January, 2016, by and between the City of Sedro-Woolley, (City), a municipal corporation, and Skagit Domestic Violence & Sexual Assault Services, (Grantee.)

WHEREAS, Grantee provided and performs functions, activities and events that are qualified for municipal funding; and

WHEREAS, City desires to support the services of Grantee to provide counseling, residential services, and referral services.

NOW THEREFORE, in consideration of the terms and conditions set forth herein, City and Grantee do mutually agree as follows:

1. City grants to Grantee the sum of \$1700.00 from the 2016 fiscal year budget.
2. Grantee shall use such funds to make available counseling, intervention, referral and residential services for battered persons and victims of rape who are residents of the City of Sedro-Woolley.
3. Grantee recognizes that the City cannot make payment to Grantee from the funds granted until the services defined in Paragraph 2 have been performed by Grantee. All payments shall be based upon invoices grantee shall present to City for services performed. Said invoices shall contain a description of services Grantee has performed and for which it seeks payment. In no event shall the City be required to pay for services in advance to actual performance.
4. Grantee shall have a fiduciary duty with respect to the revenue provided by this agreement.
5. Grantee shall maintain complete and accurate financial records for each expenditure of funds. Grantee shall make such records available for inspection by the City upon request by the City Finance director.
6. Grantee shall hold harmless, indemnify, and defend City, its officers, agents and employees, from any liability, causes of action, damages, judgments, costs, charges, expenses and attorney's fees arising from or user the actions of Grantee, its officers, agents or employees.
7. This Agreement may be amended upon the written consent of the parties, and such written amendments shall go incorporated into this Agreement for all intents and purposes.
8. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph or section of this Agreement should be declared invalid by the final decree of judgment or decree of any court of competent jurisdiction, such invalidity

shall not affect any of the remaining phrases, clauses, sentence, paragraphs and sections of this Agreement.

9. This Agreement may be terminated by either of the parties by providing thirty (30) days' written notice to the other at the address set forth below:

City:	Mayor 325 Metcalf Street Sedro-Woolley, WA 98284
Grantee:	Executive Director/President Skagit Domestic Violence & Sexual Assault Services PO Box 301 2121-B East College Way Mount Vernon, WA 98273

Such notice shall be sent U.S. Mail, postage prepaid, properly addressed, by certified or registered mail, return receipt requested.

10. This agreement shall commence and be effective as of January 1, 2016, and shall expire on December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicated original by their respectively duly authorized officers of the day and year first written.

ATTEST:

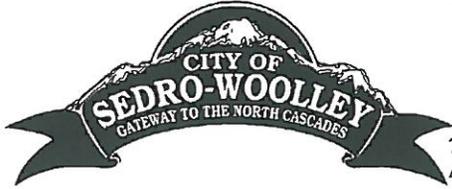
CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Keith Wagoner  
Mayor, City of Sedro-Woolley

SKAGIT DOMESTIC VIOLENCE &  
SEXUAL ASSAULT SERVICES

\_\_\_\_\_  
Executive Director



CITY COUNCIL AGENDA  
REGULAR MEETING

JAN 27 2016

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

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

Mark A. Freiberger, PE  
Director of Public Works

MEMO TO: City Council and Mayor Keith Wagoner  
FROM: Mark A. Freiberger, PE   
RE: **Possible Bid Award**  
**Purchase Order Nos.: 2016-PO-03 Sodium Hypochlorite, 12.5% Solution – Bulk Delivery**  
**2016-PO-04 Sodium Hypochlorite, 12.5% Solution - Drums Delivery**  
DATE: January 19, 2016 (for Council action January 27, 2016)

**ISSUE**

Should the City execute the attached Purchase Order Nos. **2016-PO-03** for the purchase of Sodium Hypochlorite, 12.5% Solution for **Bulk Delivery** and **2016-PO-04** for the purchase of Sodium Hypochlorite, 12.5% Solution for **Drums Delivery**?

**BACKGROUND/DISCUSSION**

The city closed bids on January 14, 2016 under the MRSC Vendor Roster process for the following purchases:

- 2016 Sodium Hypochlorite, 12.5% Solution - Bulk Delivery
- 2016 Sodium Hypochlorite, 12.5% Solution - Drums Delivery

Bid tabulations are attached.

For the Sodium Hypochlorite bids we used past history quantities used at the waste water treatment plant for treatment with no minimum guarantee for bidding purposes. Bidders were allowed to bid on bulk, barrel, or both. History has shown that breaking the product into two delivery methods has proven to be more competitive. Not all vendors have the capacity to deliver by the bulk method.

<b>Purchase Order</b>	<b>Vendor</b>	<b>Not-to-Exceed Total</b>
2016-PO-03	Univar USA Inc.	\$15,000.00
2016-PO-04	Cascade Columbia Distribution Co.	\$ 5,000.00

**FINANCE**

The product will be generally funded as follows:  
535.80.31.020.401 – Operating Supplies - Chemicals

Our purchase orders are issued as a not to exceed amount as shown. Actual amounts will vary depending on the quantities needed as it is weather dependent.

**MOTION:**

**Move to award and authorize the Public Works Director to issue a purchase order with a "Not to Exceed" amount of \$15,000.00 to Univar USA Inc. of Kent, WA and a "Not to Exceed" amount of \$5,000.00 to Cascade Columbia Distribution Co. of Seattle, WA.**



**CITY OF SEDRO-WOOLLEY  
FINAL - BID COMPARISON**

RFQ - Sodium Hypochlorite 12.5% Solution- **BULK DELIVERY**  
 BID OPENING: January 14, 2016, 2:00PM

Bidder:

ITEM	DESCRIPTION	QUANTITY	UNIT	Univar USA Inc.		Northstar Chemical Inc.		Orca Pacific Inc.	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	Sodium Hypochlorite, Bulk Quantity	3,000	US Gallon	1.59	4,770.00	1.88	5,640.00	2.15	6,450.00
2	Bulk Tank Rental (if applicable)	1	Year	-	-	-	-	-	-
	SUBTOTAL				4,770.00		5,640.00		6,450.00
	WSST AT 8.5%				405.45		479.40		548.25
	<b>TOTAL BID</b>				<b>5,175.45</b>		<b>6,119.40</b>		<b>6,998.25</b>

- 1 Notes:
- 2 Corrections Made
- 3 MRSC - Vendor Roster

	Tank Rental Included in Price	Tank Rental Included in Price	Tank Rental Included in Price
	No	No	No
	Yes	Yes	Yes

RECORDED BY: J. Rosario



**CITY OF SEDRO-WOOLLEY**  
**FINAL - BID COMPARISON**

RFQ - Sodium Hypochlorite 12.5% Solution - **DRUMS**  
 BID OPENING: January 14, 2016, 2:00PM

Bidder:

ITEM	DESCRIPTION	QUANTITY	UNIT	Cascade Columbia Distribution Co.		Orca Pacific Inc.		Univar USA Inc.	
				Seattle, WA		Auburn, WA		Kent, WA	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	Sodium Hypochlorite, 12.5% Solution, 53-55 Gal Drum	1,100	US Gallon	2.12	2,332.00	2.26	2,486.00	2.35	2,585.00
2	Drum Deposit (if not refundable)	20	per drum	-	-	-	-	50.00	1,000.00
3	Environmental Cleaning Fee	20	per drum	-	-	-	-	10.00	200.00
	<b>SUBTOTAL</b>				2,332.00		2,486.00		3,785.00
	<b>WSST AT 8.5%</b>				198.22		211.31		321.73
	<b>TOTAL BID</b>				<b>2,530.22</b>		<b>2,697.31</b>		<b>4,106.73</b>

- 1 Notes:
- 2 Corrections Made
- 3 MRSC - Vendor Roster

	Cascade Columbia Distribution Co.	Orca Pacific Inc.	Univar USA Inc.
	\$40 Refundable deposit per drum, 2 drum minimum order	\$119.95 per drum; 53 gallons per drum	4 drum minimum order
	No	Yes	No
	Yes	Yes	Yes

RECORDED BY: J. Rosario



**PURCHASE ORDER**  
**CITY OF SEDRO-WOOLLEY**

Purchase Order No. 2016-PO-03

Product Sodium Hypochlorite, 12.5%

Vendor Name Univar USA Inc.

Vendor Address 8201 S. 212<sup>th</sup> Street, Kent, WA 98032

Vendor Contact Jennifer Perras Phone 253-872-5000 Email jennifer.perras@univarusa.com

Ship To Sedro-Woolley Wastewater Treatment Plant  
401 Alexander Street, Sedro-Woolley, WA 98284

City Contact Debbie Allen Phone 360-856-1100 Email dallen@ci.sedro-woolley.wa.us  
535.80.31.020.401

City Department WWTP Budget (BARS) No. Operating Supplies and Chemicals

**DESCRIPTION OF PRODUCT**

Per attached Call for Bids dated December 17, 2015 and Contractor's bid dated January 12, 2016 for **Bulk Quantity delivery only through December 31, 2016.**

**COMPENSATION**

- LUMP SUM – Compensation for services shall be a lump Sum of \_\_\_\_\_
- QUANTITY AND UNIT PRICE – Compensation for the product will be on a Quantity and Unit Price basis, not to exceed \$15,000.00 without written authorization.
- Approved budget attached (If applicable.)

**SCHEDULE** The Vendor shall deliver the product and services as described above:

- By Within 1 to 3 days of order date.
- In accordance with the attached schedule.

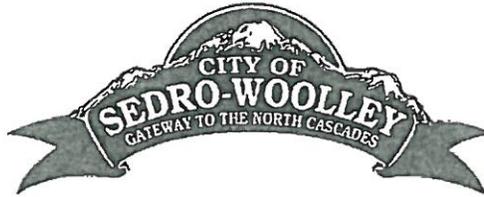
**APPROVED**

CITY OF SEDRO-WOOLLEY

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

Signature \_\_\_\_\_

Date January 28, 2016



**Sodium Hypochlorite, 12.5% Solution**

**BID FORM - Bulk**

**Bids due by 2 pm January 14, 2016**

Bids may be submitted in person or by U.S. Mail, facsimile or email to: City of Sedro-Woolley, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email [jrosario@ci.sedro-woolley.wa.us](mailto:jrosario@ci.sedro-woolley.wa.us).

We, the undersigned, hereby agree to furnish the following per the specifications, F.O.B. City of Sedro-Woolley Wastewater Treatment Plant: **Sodium Hypochlorite, 12.5% solution delivered in bulk.**

ITEM 1: Sodium Hypochlorite, delivered Bulk Tank Truckload, per gallon.....\$ 1.59

ITEM 2: Bulk Tank Rental, per year .....\$ Included in Price

Prices excluding Washington State Sales Tax, but including all licenses, permits, fees etc not otherwise specifically mentioned.

SPECIAL CONDITONS: Univar install a replacement tank of 1,090 gal to meet delivery size of 300 to 800 gal. \$ 30.00 transportation fee.

BIDDER NAME: Univar USA Inc.

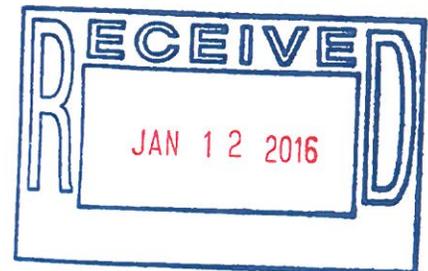
ADDRESS: 8201 S. 212th St  
Kent, WA 98032

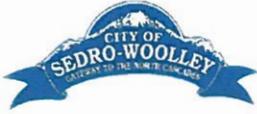
TELEPHONE: 253-872-5000

EMAIL: muniteam-west@univarusa.com

UBI NO. 601-007-463

CONTACT: Jennifer Perras





**PURCHASE ORDER  
CITY OF SEDRO-WOOLLEY**

Purchase Order No. 2016-PO-04

Product Sodium Hypochlorite, 12.5%

Vendor Name Cascade Columbia Distribution Co.

Vendor Address 6900 Fox Avenue S, Seattle, WA 98108

Vendor Contact Lance Jones Phone 206-282-6334 Email lancej@cascapecolumbia.com

Ship To Sedro-Woolley Wastewater Treatment Plant  
401 Alexander Street, Sedro-Woolley, WA 98284

City Contact Debbie Allen Phone 360-856-1100 Email dallen@ci.sedro-woolley.wa.us  
401.000.035.535.80.31.20

City Department WWTP Budget (BARS) No. Operating Supplies and Chemicals

**DESCRIPTION OF PRODUCT**

\_\_\_\_\_

Per attached Call for Bids dated December 17, 2015 and Contractor's bid dated January 12, 2016 for delivered 53-55 gallon drum containers only through December 31, 2016.

**COMPENSATION**

- LUMP SUM – Compensation for services shall be a lump Sum of \_\_\_\_\_
- QUANTITY AND UNIT PRICE – Compensation for the product will be on a Quantity and Unit Price basis, not to exceed \$5,000.00 without written authorization.
- Approved budget attached (If applicable.)

**SCHEDULE** The Vendor shall deliver the product and services as described above:

- By Within 1 to 3 days of order date.
- In accordance with the attached schedule.

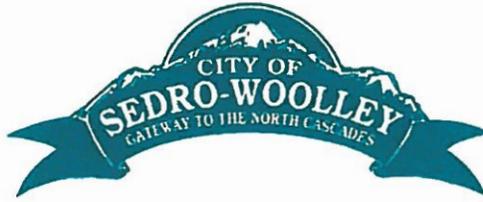
**APPROVED**

CITY OF SEDRO-WOOLLEY

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

Signature \_\_\_\_\_

Date January 28, 2016



**Sodium Hypochlorite, 12.5% Solution**

**BID FORM - Drums**

**Bids due by 2 pm January 14, 2016**

Bids may be submitted in person or by U.S. Mail, facsimile or email to: City of Sedro-Woolley, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email [jrosario@ci.sedro-woolley.wa.us](mailto:jrosario@ci.sedro-woolley.wa.us).

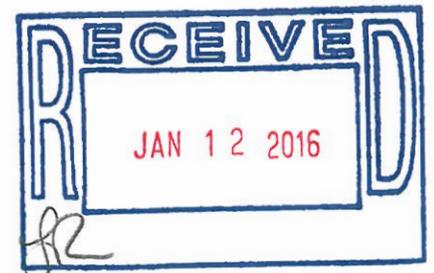
We, the undersigned, hereby agree to furnish the following per the specifications, F.O.B. City of Sedro-Woolley Wastewater Treatment Plant: **Sodium Hypochlorite, 12.5% solution delivered in 53-55 gallon drum containers:**

- ITEM 1: Sodium Hypochlorite, delivered 53-55 gal Drum container, per gallon...\$ 2.12/gal (CCDC bills by the pound \$ .2099/l)
- ITEM 2: Drum Deposit, per drum (if not refundable).....\$ Ø
- ITEM 3: Environmental Cleaning Fee, per drum (if applicable).....\$ Ø

Prices excluding Washington State Sales Tax, but including all licenses, permits, fees etc not otherwise specifically mentioned.

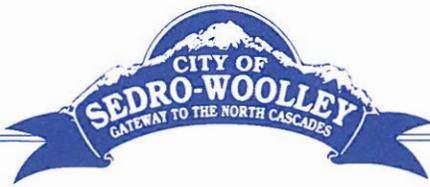
SPECIAL CONDITONS: \$40 refundable deposit per drum,  
2 Drum minimum per order

BIDDER NAME: Cascade Columbia Distribution Co.  
 ADDRESS: 6900 Fox Ave S.  
Seattle, WA 98108  
 TELEPHONE: (206) 282-6334  
 EMAIL: lancej@cascadecolumbia.com  
 UBI NO. 600 109 981  
 CONTACT: Lance Jones



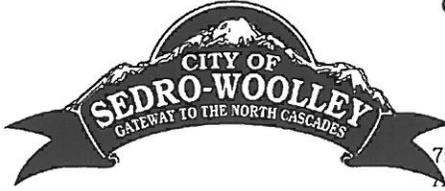
JAN 27 2016

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 4



SUBJECT: PUBLIC COMMENT

Name:  
Address:  
Narrative:



CITY COUNCIL AGENDA  
REGULAR MEETING

JAN 27 2016

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

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

Mark A. Freiberger, PE  
Director of Public Works

MEMO TO: City Council and Mayor Keith Wagoner

**2<sup>ND</sup> READING**

FROM: Mark A. Freiberger, PE

RE: **Possible adoption by Resolution of Amendment 1 to the Six-Year Transportation Improvement Program (TIP) 2016-2021**

DATE: January 15, 2016 (for Council review January 27, 2016)

**ISSUE**

Shall council move to adopt Resolution 934-16 approving Amendment 1 to the 2016-2021 Six-Year Transportation Improvement Program?

**BACKGROUND/DISCUSSION**

Council adopted the 2016-2021 Six-Year Transportation Improvement Program (TIP) at the June 24, 2015 council meeting under Resolution 921-15. Included in the TIP is Project SW01, Jameson Arterial Extension to SR9. The construction phase for this project has been funded by the federal STP program as approved by the Skagit Council of Governments, and by the Transportation Improvement Board. Federal funding totals \$656,750, with a local match of \$102,499, which is covered by the larger TIB grant of \$1,719,217. The construction project totals \$2,392,514.

This amendment changes the funding status in the TIP from Planned to Secured, and updates the construction phase budget to reflect the TIB funds. The attached TIP summary for the project indicates that construction is scheduled for 2018. The city plans to obligate the funds in early 2016 to allow construction in 2016.

The Public Hearing for this amendment was held during the July 13, 2016 meeting. Under the Two Reading rule, Council action is requested to adopt is requested at this meeting.

**MOTION:**

***Move to adopt Resolution 934-16 approving Amendment 1 to the 2016-2021 Six-Year Transportation Improvement Program.***

RESOLUTION 934-16

A RESOLUTION AMENDING THE SIX YEAR TRANSPORTATION  
IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY,  
WASHINGTON  
2016 – 2021

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

WHEREAS, Amendments to the adopted TIP require public review and comment, and:

WHEREAS, a public hearing was called by the City Council for the purpose of amending said comprehensive Six-Year TIP on January 13, 2016, at approximately 7:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington and it appeared that amending of the Six Year Transportation Program will be good for the public.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the 2016 – 2021 comprehensive Six Year Transportation Improvement Program of the City of Sedro-Woolley, Washington, as amended at said public hearing is hereby adopted and approved as the 2016 – 2021 comprehensive Six Year Transportation Improvement Program of said City.

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

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS  
27<sup>th</sup> DAY OF JANUARY, 2016.

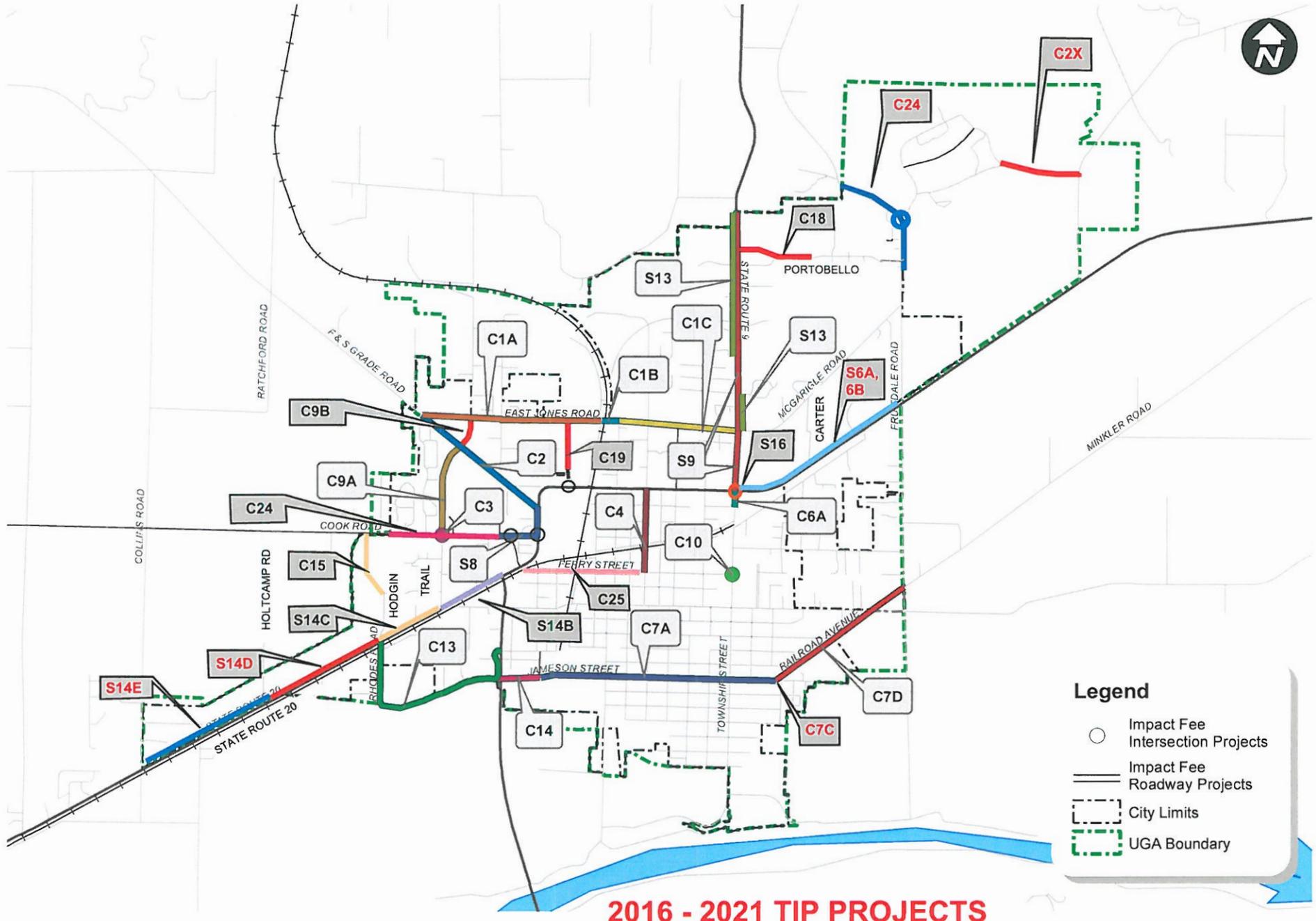
\_\_\_\_\_  
MAYOR KEITH WAGONER

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
City Attorney



**2016 - 2021 TIP PROJECTS**

**Transportation Impact Fee Improvement Projects - 2013 Update**

ATTACHMENT



## Six Year Transportation Improvement Program From 2016 to 2021

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

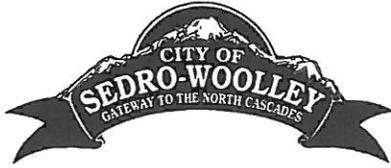
Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	1	/ 7386(001)  Jameson Arterial Extension to SR9 Jameson SR9 MP 55.45 to Baley Rd  Relocate existing secondary arterial to new alignment with a new roundabout intersection at SR9, including drainage, curbs, bicycle/pedestrian path, HMA, pavement markings and illumination. PE Phase previously obligated totals \$460,116.	SW01	06/24/15	06/24/15	01/27/16	921-15	01	C G P S T W	0.320	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2018	STP(US)	656,750	TIB	1,719,217	16,547	2,392,514
<b>Totals</b>				<b>656,750</b>		<b>1,719,217</b>	<b>16,547</b>	<b>2,392,514</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	2,392,514	0	0	0	0
<b>Totals</b>	<b>2,392,514</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



CITY COUNCIL AGENDA  
REGULAR MEETING

JAN 27 2016

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

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

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## MEMO:

**To:** Sedro-Woolley City Council  
Mayor Wagoner

**From:** John Coleman, AICP  
Planning Director

**Date:** January 27, 2016

**Subject:** Resolution on Proposed UGA Expansion (1<sup>st</sup> read)

---

### ISSUES

Should the City Council pass a Resolution supporting the Planning Commission's recommended UGA expansion and forward the recommendation to Skagit County?

### PROJECT DESCRIPTION / HISTORY

The City's Comprehensive Plan must be updated by June 30, 2016. The Planning Commission has been working on updates to the entire Comprehensive Plan as part of the 2015 Docket.

One part of the required updates to the Comprehensive Plan is a review of the existing UGA size. The Planning Commission has studied the existing UGA size and compared it to the amount of projected growth over the next 20 years. After substantial review and a vigorous public review process (see attached Finding of Fact and Recommendation for details), the Planning Commission makes the following recommendations:

#### **CPA-1-15 (portion of the 2016 Comprehensive Plan update) – Proposed Expansion of the UGA to include 155.8 acres north of city limits.**

Planning Commission recommendation: City Council **support** the proposed addition of approximately 149.3 acres of residential and 6.5 acres of commercial land north of city limits to the City's UGA and further support the addition of that proposal to the City's existing UGA modification application (file PL#13-0229) with Skagit County Planning and Development Services. The new proposal is depicted in Attachment A of the *Planning Commission's Findings of Fact, Conclusions and Recommendations*.

Passage of this Resolution by Council does not directly enact the proposed UGA expansion; on the County Commissioners may expand a city's UGA. The Resolution shows the Council's support for the UGA expansion and requests that the Skagit County Board of Commissioners expand the City's UGA boundaries - based on the City's need to accommodate the projected 20-year population and employment growth projections adopted in the Countywide-Planning Policies.

Also, this is only one step in completing the 2016 Comprehensive Plan Update. The remaining updates to the Comprehensive Plan will be completed by the Planning Commission in the upcoming months and forwarded to the City Council for review in May 2016.

**EXHIBITS**

Exhibit 1 – Resolution \_\_\_\_\_-16 to show City Council support for the UGA expansion recommended by the Planning Commission and directing staff to forward the proposed amendment to Skagit County.

Exhibit 2 – Planning Commission's *Findings of Fact, Conclusions and Recommendations* including a proposed expansion of the Sedro-Woolley UGA.

**CITY COUNCIL ACTION OPTIONS**

For each of the docket items, the City Council must decide whether the amendment should be approved, approved with modifications, or rejected. Specifically, the Council may:

1. Adopt the resolution supporting the expansion of the UGA as recommended by the Planning Commission.
2. Refer the documents back to the Planning Commission for further review and modification of their recommendation.
3. Adopt the resolution with additional changes made by the City Council.
4. Reject the proposed changes.

**RECOMMENDATION**

No action requested at this time (1<sup>st</sup> read).

## **Exhibit 1**

Resolution \_\_\_\_-16 to show City Council support for the UGA expansion recommended by the Planning Commission and directing staff to forward the proposed amendment to Skagit County

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY SUPPORTING THE EXPANSION OF THE SEDRO-WOOLLEY URBAN GROWTH AREA TO INCLUDE CERTAIN PARCELS NORTH OF CITY LIMITS AND DIRECTING STAFF TO FORWARD PROPOSED AMENDMENTS TO SKAGIT COUNTY**

**WHEREAS**, the Growth Management Act (GMA) of Washington State requires cities to have urban growth areas (UGAs) sized large enough to accommodate 20 years of projected growth between 2016 and 2036; and

**WHEREAS**, Skagit County Planning & Development Services, in coordination with the cities and towns in the county, recommended preliminary 20-year population and employment projections for the jurisdictions in the County, including the City of Sedro-Woolley; and

**WHEREAS**, the Skagit Council of Governments (SCOG) GMA Steering Committee recommended that the County Board of Commissioners consider amending the Countywide-Planning Policies to include the updated 20-year population and employment projections; and

**WHEREAS**, the recommended updated 20-year population and employment projections show that Sedro-Woolley is projected to increase by 4,555 residents and 4,427 jobs for a projected total of 17,069 residents and 9,179 jobs by 2036; and

**WHEREAS**, the city performed a Buildable Land & Land Capacity Analysis Report (Buildable Lands Report) to determine how much residential, commercial, industrial and open space land is available within the existing UGA and to determine if the existing land inventory can accommodate the 20-year growth projection; and

**WHEREAS**, the Buildable Lands Report shows that there is not enough residential, commercial, or industrial land available in the Sedro-Woolley UGA to accommodate the projected 20-year residential and commercial/industrial growth and further found that 35 acres in a portion of the city's eastern UGA cannot be readily developed because of a lack of proximity to urban services; and

**WHEREAS**, the Sedro-Woolley Planning Commission held three public meetings, two open houses, one public work session and three public hearings as part of the 2015 Comprehensive Plan Update to receive public input about the best path forward to accommodate the 20-year growth projections and recommends:

- rezoning one approximately 21.6-acre parcel in city limits from Residential 7 designation to Mixed Commercial and adding approximately 6.5 acres of Mixed Commercial designation to the UGA (outside city limits) to accommodate the projected jobs growth; and

- adding approximately 106.5 acres of Residential 5 designation and 42.8 acres of a new “Residential 1 Environmentally Sensitive” zoning designation to accommodate the projected residential growth and the growth that cannot be accommodated with urban services in the 35 acres within the eastern portion of the existing UGA; and

**WHEREAS**, the proposed UGA expansion is located northward of existing city limits because the because cities farmland and floodplain constraints to the east, west and south of the City; and

**WHEREAS**, the Skagit County Board of Commissioners designates UGA boundaries based on the need demonstrated by the local jurisdictions and the projected 20-year population and employment growth projections adopted in the Countywide-Planning Policies; and

**WHEREAS**, the City of Sedro-Woolley has an existing application (file #PL13-0229) with Skagit County Planning and Development Services for a UGA expansion that includes adding city-owned property into the UGA for open space and public uses; and

**WHEREAS**, the proposed UGA expansion has been demonstrated to be necessary by the Buildable Lands Report, is based on the methodology defined in the Buildable Lands Report and Skagit County Code, meets the requirements of the Skagit County Code and Washington State GMA, and the complete proposal has been reviewed at a public hearing on December 15, 2015 and; and

**WHEREAS**, the Planning Commission, based on their findings and testimonies received, recommend that the City Council pass a resolution in support of the proposed UGA expansion and further recommends adding the proposed expansion to the City’s existing UGA modification application with Skagit County to include approximately 149.3 acres of residential and 6.5 acres of commercial land north of city limits as depicted in Attachment A of the Planning Commission's *Findings of Fact, Conclusions and Recommendations*; and

**WHEREAS**, the City Council finds that an expansion of the urban growth area is in the best interest of the citizens of Sedro-Woolley and meets the requirements of the Skagit County Code, Countywide Planning Policies and GMA; and

**WHEREAS**, by passage of this Resolution, the City Council does not enact the proposed UGA expansion, but requests that the Skagit County Board of Commissioners expand the City’s UGA boundaries based on the need demonstrated by the City to accommodate the projected 20-year population and employment growth projections adopted in the Countywide-Planning Policies; now, therefore,

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

**Section 1.** The City Council hereby adopts the Planning Commission's *Findings of Fact, Conclusions and Recommendations*, which were certified by the Planning Commission Chair on January 19, 2016 as the City Council's *Findings of Fact, Conclusions and Recommendations*.

**Section 2.** The City Council supports the proposed addition of approximately 149.3 acres of residential and 6.5 acres of commercial land north of city limits to the City's UGA and further supports the addition of that proposal to the City's existing UGA modification application (file PL#13-0229) with Skagit County Planning and Development Services. The new proposal is depicted in Attachment A of the Planning Commission's *Findings of Fact, Conclusions and Recommendations*.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 10<sup>th</sup> day of February 2016.

\_\_\_\_\_  
Keith Wagoner, Mayor

Attest:

\_\_\_\_\_  
Patsy Nelson, Finance Director

Approved as to form:

\_\_\_\_\_  
Eron Berg, City Attorney

## **Exhibit 2**

Planning Commission's Findings of Fact, Conclusions and Recommendations including a proposed expansion of the Sedro-Woolley UGA

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

**File #s – Requested by:**

**CPA-1-15** – City Sponsored

**UGA EXPANSION PROPOSAL  
IN CONJUNCTION WITH THE  
2015 COMPREHENSIVE PLAN  
AMENDMENT PROCESS**

**PLANNING COMMISSION  
FINDINGS OF FACT,  
CONCLUSIONS AND  
RECOMMENDATION**

**Description of proposed amendments to the Comprehensive Plan & Land-Use Map**

CPA-1-15 is the City’s file for the update of the entire Comprehensive Plan – AKA “2015 Docket.” As part of the 2015 Docket Update, the Planning Commission reviewed the need for an expansion of the Sedro-Woolley urban growth area (UGA). These finding of fact relate to the Planning Commission’s review of the UGA expansion only – not the entire Comprehensive Plan update.

State rules require that Sedro-Woolley update its Comprehensive Plan by June 30, 2016. As part of the 2015 Docket, the PC has reviewed the existing Land Use Element at the April 21 meeting, held a public hearing on May 16 and discussed the Land Use Element and UGA boundaries at the June 16 and July 21 meetings. The PC also held two informational workshops, August 18 & September 15, to provide a forum for those property owners to learn more about Sedro-Woolley’s UGA and help them determine if they would like to include their property in the UGA. The PC held a public hearing on October 20 to collect public comments on possible UGA expansion areas and potential zoning changes. A PC worksession was held November 3 at which the PC completed a review of the needed amount of land to accommodate 20 years of growth and balanced those needs with the public comments received throughout the planning process. The Planning Commission then held another public hearing December 15, 2015 to review comments on the proposal was put forth at the conclusion of the November worksession. At the conclusion of the public hearing, based on public input and the attached data, the Planning Commission made a recommendation to expand the UGA expansion by 155.8 acres; 106.5 acres of Residential 5 (R-5) zone, 42.8 acres of Residential 1 zoning and 6.5 acres of Mixed Commercial land. The proposal also includes a proposed zoning change for one 21-acre lot in city limits from Residential 7 (R-7) zoning to Mixed Commercial zoning (Attachment A includes map of proposal).

Buildable Lands Analysis and Review of UGA Size – how much land is needed?

Through a collaborative process involving Skagit County and the other cities within the county, each jurisdiction has been allotted a provisional population projection and employment forecast for the planning horizon of 2036. That allotment has been reviewed and approved by the Skagit Council of Governments (SCOG) Growth Management Steering Committee (SCOG Resolution 2015-2). Sedro-Woolley’s population (including the UGA) is projected to increase to 17,069 by 2036. This represents an increase of 4,555 residents over the assumed 2016 population. Per that same SCOG Resolution, the number of persons employed in Sedro-Woolley in 2036 is projected to increase by 4,427, for a total 9,179 jobs. 2,855 of those new jobs are to be accommodated in the Center for Innovation and Technology in the Pacific Northwest (formerly referred to as the North Cascades Gateway Center or Northern State Campus). The remaining 1,572 jobs need to be accommodated within city limits and the UGA.

The city commissioned a buildable land and land capacity analysis report (Buildable Lands Report) to address whether the city has enough land in its UGA to accommodate 20 years of residential population growth and jobs growth. In general, the Buildable Lands Report (Attachment B) indicates that there will be significant shortage of commercial/industrial land and a small shortfall of residential land. The tables on pages 7, 8 and 9 of the Report show how much land is available and shows how much additional land is needed. The Findings on pages 9 and 10 as well as the Policy Options on pages 10 and 11 recommend ways to address the shortfall. The Planning Commission recommends an expansion the UGA to accommodate the additional growth.

Shortfall of Buildable Commercial and Industrial Land

The Report indicates a significant shortage of industrial/commercial land. The current supply can only accommodate 1,213 jobs, that is 359 jobs less than the SCOG allotment of 1,572 jobs to be accommodated outside of Northern State. To accommodate those 359 jobs, additional land must be zoned Mixed Commercial (MC), Industrial or a mix of MC and Industrial. MC land is assumed to accommodate 20 jobs per acre; Industrial is assumed to accommodate 6.5 jobs per acre (see Report, page 8).

The proposal is to accommodate all of the 359 jobs by adding commercial land to city’s inventory. No additional industrial land is proposed. It takes roughly 17.95 acres of buildable MC land to accommodate 359 jobs (359 / 20). Adding the 25% infrastructure factor and 15% vacant land market factor, then 25.15 acres of MC land will need to be added within either the city limits or the UGA.

17.95 acres + 25% infrastructure (4.5 acres) + 15% market factor (2.7 acres) = 25.15 acres MC (plus any associated undevelopable critical areas and buffers).

The proposal includes a rezone of one (approximately) 21.5-acre parcel within city limits from Residential 7 zone to Mixed Commercial. This parcel (Assessor’s Parcel number

P39374) is in between State Route 20 and McGarigle Road. Also proposed as Mixed Commercial are approximately 6.5 acres of the eastern portions of parcels P36413 and P36414. These parcels are at the southwest corner of State Route 9 and Bassett Road. Only the area east of the ravine is proposed as Mixed Commercial, the rest of the parcels are proposed as Residential 5 zoning.

This analysis shows the need to add approximately 25.15 acres of developable commercial land; this does not include critical areas and buffers. To account for land lost to any undevelopable critical areas and buffers in the 25.15 acres, a 25% critical areas assumption is added. Thus, the city needs to add approximately 31.43 acres of raw commercial land to accommodate 20 years of projected growth ( $25.15 \times 1.25 = 31.43$ ). Approximately 28 acres of commercial land are proposed to be added to the city's commercial/industrial land inventory. 21.5 of those acres are in existing city limits, thus only 6.5 acres of commercial land are proposed in the UGA expansion area.

#### Shortfall of Buildable Residential Land

Per the Report Findings, the existing inventory of residential land is short 10 acres of buildable R-5 zoned land. After adjusting for the 25% infrastructure factor and 15% vacant land market factor (assuming new land added will be vacant and not partially developed), then 14 acres of R-5 land will need to be added to the UGA. This does not include critical areas; any critical areas will need to be mapped and not included as buildable lands. Thus, if 14 acres of useable land are added, the actual amount of land added to the UGA will be significantly more, because there may be critical areas (and their buffers) that will be on the added land. The critical areas and their buffers may not be developed. There are known creeks, associated wetlands and ravines in the areas being studied for inclusion in the UGA.

10 acres + 25% infrastructure (2.5 acres) + 15% market factor (1.5 acres) = 14 acres R-5 zone (plus any associated undevelopable critical areas).

The City is also working with the County to take the development potential within the UGA east of the city (area in blue on map) and apply it to the area north of the city. The area in blue is in the UGA, but cannot be served by urban services. Therefore, the area in blue cannot develop any further. In essence, the UGA east of town on paper has the ability to house additional future residents, however, because the area cannot be served by urban services, that development potential cannot be achieved.

The city commissioned an addendum (Exhibit C) to the Report to determine the amount of developable acres in the blue area and found that there are 35 acres of developable land in that area (including market factors). This area is zoned R-5 in the City Comprehensive Plan map, so the densities were figured based on the allowed densities in the R-5 zone.

In addition, 21.5 acres of residentially zoned land has been proposed to be changed from R-7 to Mixed Commercial (see analysis above under Shortfall of Buildable Commercial and Industrial Land). To replace that R-7 land that is "lost," the UGA will need to be expanded by the amount of residential land that is rezoned. The R-5 zoning designation is proposed for most of the land added to the UGA. 21.5 acres of R-7 land can accommodate 150.5 units

(21.5 X 7). It will take roughly 30.1 acres (150.5 / 5) of R-5 land to accommodate 150.5 units.

To determine how much land that is need to be added to the residential inventory, the above three separate calculations are added: 14 acres, 35 acres and 30.1 acres = 78.1. The city will need to include 78.1 new acres of R-5 zone (including market factors but not any associated undevelopable critical areas or buffers). However, approximately 40 acres around Bottomless Lake (not including lake) are characterized by larger lots situated around the lake in such a way that the R-5 zone may not be appropriate. This area is envisioned, if included in the UGA, to have one unit per acre zoning. Therefore, the 40 acres around Bottomless Lake can accommodate 40 dwelling units, whereas it would take only 8 acres of R-5 zoning (at 5 dwelling units per acre) to accommodate 40 dwelling units.

The UGA expansion proposal includes approximately 40 acres of Residential 1 zoning, therefore 110.1 acres of developable land needs to be added. (78.1 acres of R-5 minus 8 acres of R-5 plus 40 acres of R-1 = 110.1 acres). This analysis shows the need to add approximately 110.1 acres of developable residential land; this does not include critical areas and buffers. To account for land lost to any undevelopable critical areas and buffers in the 110.1 acres, a 25% critical areas assumption is added (110.1 X 1.25 = 137.6). Thus, the city needs to add 137.6 acres of raw residential land to accommodate 20 years of projected growth. Approximately 148.76 acres of residential land are proposed to be added to the UGA.

This analysis also assumes all land proposed to be added to the UGA is *undeveloped*, not partially developed. In reality, much of the proposed land is partially developed, thus a partial-development factor can be added to this analysis that would show a need to expand the UGA by more than this analysis shows. However, that partial-development factor would complicate this analysis beyond its necessary usefulness; this analysis does not include and partial-development factor.

The City cannot adjust its UGA on its own; per the State Growth Management Act (GMA) the County must adopt all changes to the UGA with input from the City. Before the County will entertain UGA expansions, they require an official recommendation of approval from the city who's UGA will be affected. This public review process was to enable the City Council to make an official recommendation of approval of the UGA reconfiguration to be included with any future UGA expansion requests to Skagit County. The public review was performed under the Comprehensive Plan Amendment process and given the file #CPA-1-15, but *no changes to the Sedro-Woolley Comprehensive Plan will result from this action.*

### **Planning Commission Finding of Fact**

#### **CPA-1-15 – Public Review – UGA Expansion /Reconfiguration Proposal**

1. On December 5, 2014 and January 2, 2015 the City of Sedro-Woolley advertised in the Skagit Valley Herald that the deadline for accepting applications and proposals for

2. Per RCW 36.70A.106, notice of the proposed zoning and Comprehensive Plan amendments were sent to the Washington State Department of Commerce (COMM) for 60-day review on January 15, 2016.
3. Per the Washington State Growth Management Act, properties outside of designated urban growth areas may not be developed with city services, therefore preventing urban density development outside of cities.
4. The Growth Management Act (GMA) of Washington State requires cities to have urban growth areas (UGAs) sized large enough to accommodate 20 years of projected growth between 2016 and 2036.
5. Skagit County Planning & Development Services, in coordination with the cities and towns in the county, recommended preliminary 20-year population and employment projections for the jurisdictions in the County, including the City of Sedro-Woolley.
6. The Skagit Council of Governments (SCOG) GMA Steering Committee recommended that the County Board of Commissioners consider amending the Countywide-Planning Policies to include the updated 20-year population and employment projections.
7. Lands may be included in a UGA after a public review process that begins at the City level, but the actual UGA designation is done at the County level. The City does not determine what lands are included in the UGA, Skagit County officially determines the City's UGA with input from the City. The City must show that the expansion is reasonable and demonstrate that an expansion is in conformance with the GMA and Chapter 14.08 of the Skagit County Code.
8. Because the proposal has the potential to affect future land use, the City used the Comprehensive Plan review cycle to allow public comment about the proposed UGA expansion. The public comments would inform any future official request to the County to include the above described properties in the City UGA. The public hearing process would allow the Planning Commission to make an informed recommendation to the City Council as to whether the proposal meets with public approval. The City Council would then be able to present to the County a formal record indicating the City has thoroughly studied the possibility of expanding the UGA and finds that it is well-founded expansion.
9. The Planning Commission reviewed the existing Land Use Element at the April 21, 2015 meeting
10. On May 8, 2015, in compliance with Chapter 2.90 SWMC, notice of the May 19, Public Hearing in front of the Planning Commission and opportunity to comment on the proposal to expand the City of Sedro-Woolley UGA was published in the Skagit Valley Herald.
11. On May 16, 2015 the Planning Commission held an open record public hearing to present information on the proposal and to hear testimony from the public. A staff memo dated May 16, 2015 was submitted to and reviewed by the Planning Commission prior to the public hearing. The staff memo was also available to the public ahead of the hearing date.
12. On June 16 and July 21, 2015 the Planning Commission held a meeting to present information on the proposal and to hear testimony from the public.
13. On August 18 & September 15, 2015 the Planning Commission held Open Houses to provide a forum for those property owners to learn more about Sedro-Woolley's UGA and help them determine if they would like to include their property in the UGA.
14. On October 8, 2015, in compliance with Chapter 2.90 SWMC, notice of the October 20 Public Hearing in front of the Planning Commission and opportunity to comment on the

proposal to expand the City of Sedro-Woolley UGA was published in the Skagit Valley Herald.

15. The PC held a public hearing on October 20 to collect public comments on possible UGA expansion areas and potential zoning changes.
16. A Planning Commission worksession was held November 3, 2015 at which the Planning Commission completed a review of the needed amount of land to accommodate 20 years of growth and balanced those needs with the public comments received throughout the planning process.
17. On December 4, 2015, in compliance with Chapter 2.90 SWMC, notice of the December 15, Public Hearing in front of the Planning Commission and opportunity to comment on the proposal to expand the City of Sedro-Woolley UGA was published in the Skagit Valley Herald.
18. On December 15, 2015 the planning commission held a public hearing - two more property owners expressed interest in having their property included in the UGA.
19. At the end of the December 15 meeting, the Planning Commission completed a proposal to expand the UGA – shown in Attachment A.
20. The map depicting the proposed UGA reconfiguration will not be incorporated into the cities Zoning or Comprehensive Land Use Plan Maps unless the County approves the changes as part of its Comprehensive Plan amendment process.

### **Planning Commission Recommendations**

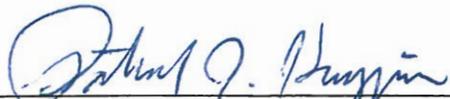
#### **CPA-5-15 – Public Review – UGA Expansion /Reconfiguration Proposal**

Based on the findings of fact and testimonies received by the Planning Commission, the Planning Commission recommends that the City Council **support** an application by the City to Skagit County to expand the City Sedro-Woolley urban growth area as shown in Attachment A of these *Findings of Fact*. The reconfiguration adds 155.8 acres of UGA north of city limits; 106.5 acres of Residential 5 (R-5) zone, 42.8 acres of Residential 1 zoning and 6.5 acres of Mixed Commercial land.

### **ATTACHMENTS**

- Attachment A – Map showing recommended UGA reconfiguration
- Attachment B – buildable land and land capacity analysis report
- Attachment C – Addendum to buildable land and land capacity analysis report

### **CERTIFICATION**

  
\_\_\_\_\_  
Pat Huggins, Planning Commission Chairman

1-19-16  
\_\_\_\_\_  
Date

**City of Sedro-Woolley  
Planning Commission  
Recommended UGA  
expansion, zoning  
designations  
& zoning changes to  
accomodate growth  
2016 to 2036  
- January 2016 -**

**Legend**

-  Proposed UGA Expansion 2016
-  Urban Growth Area
-  City Limits
-  Streets

**Zoning Areas 2016**

- ZONE**
-  R1
  -  CBD
  -  I
  -  MC
  -  OS
  -  P
  -  R15
  -  R7
  -  R5

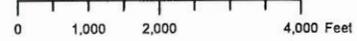
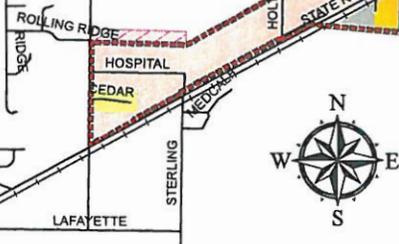
Cream-colored yellow area (within blue hatched area) proposed to be in UGA as R-5 zoning. Approx 106.5 acres

Brown-colored area between SR 9 and Fredrickson Rd proposed to be in UGA as R-1 zoning. Approx 42.8 acres

Pink area (within hatched area) proposed to be in UGA as Mixed Commercial zoning. Approx 6.5 acres

Pink area in city limits proposed change from R-7 zone to Mixed Commercial

Area currently in UGA where urban services not feasible (Blue Area) Approximately 35 developable acres No changes in this area



City of Sedro-Woolley  
Draft Map 5  
PC Recommendation:  
December 15, 2015  
Map produced:  
January 5, 2016

ATTACHMENT A  
P.C. FINDINGS OF FACTS



## MEMORANDUM

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**To:** John Coleman, AICP, Planning Director, Sedro-Woolley Planning Department  
**From:** Andrea Logue & Eric Hovee  
**Subject:** Buildable Land Inventory of Southeastern Area to be Removed from the Sedro-Woolley UGA  
**Date:** August 25, 2015

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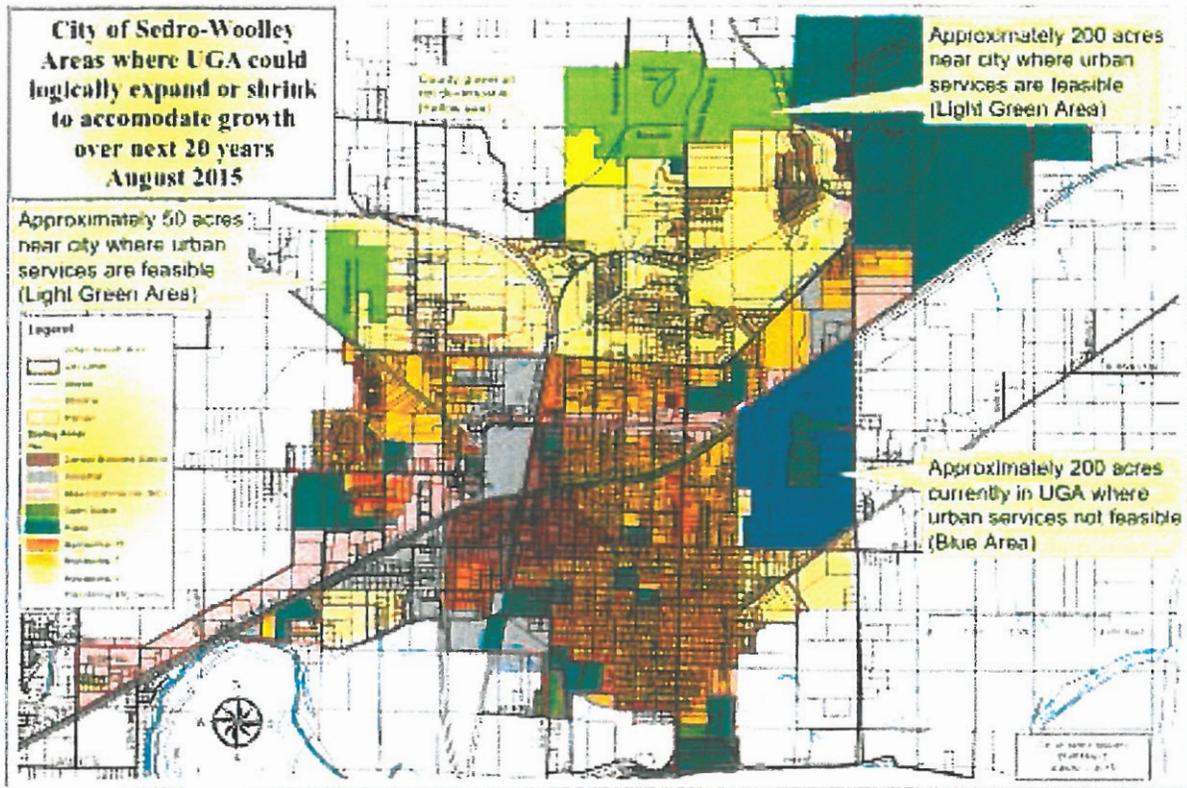
As an added task subsequent to the 2015 Sedro-Woolley Buildable Land and Land Capacity Analysis Report, the City of Sedro-Woolley has requested E. D. Hovee & Company, LLC (EDH) to calculate the buildable land in an area on the southeastern quadrant of the Sedro-Woolley UGA that is being considered for removal from the existing UGA. This memorandum summarizes the background of a proposed land exchange and the buildable land inventory of a portion of the existing UGA.

### BACKGROUND

The City of Sedro-Woolley is working in consultation with Skagit County to considering removing acreage from the southeastern quadrant of the UGA. It has been determined this land is not buildable due to circumstances of existing low density development and high cost of infrastructure limiting the extension of sewer services to the area. In exchange, there are two separate target areas with to the north and northeast of the UGA that are under consideration for potential inclusion in the UGA.

The map on the following page depicts the land areas proposed for possible exchange. The focus of the buildable land calculations in this memorandum is on the 'Blue Area' in the southeast quadrant proposed for removal from Sedro-Woolley's UGA.

## Sedro-Woolley UGA Land Exchange



Source: City of Sedro-Woolley.

### BUILDABLE LAND INVENTORY

The buildable land inventory of the land currently in the southeastern quadrant of the UGA is consistent with the methodology as described in the 2015 Sedro-Woolley Buildable Land and Land Capacity Analysis Report.

As depicted by the following chart, tax lots within the southeastern quadrant of the Sedro-Woolley UGA encompass just over 170.3 acres. An estimated 79% of this portion of the UGA is already developed with less than 1% as unbuildable or constrained, leaving 21% of the UGA (35 acres) as potentially buildable – whether on fully vacant or partially vacant lots. The 35 acres can be considered as gross land capacity – before taking into account infrastructure and market factors to arrive at net developable capacity.

**Southeastern Quadrant of Sedro-Woolley UGA Land Inventory  
(Parcel-Based in Acres)**

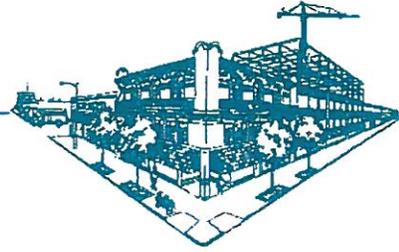
Zone	Developed Land	Vacant Land by Type			Part Vacant Buildable	Total All Parcels	% of Total	Total Buildable
		Unbuildable	Constrained	Buildable				
Residential 5 (R5)	129.1	0.3	0.0	9.8	24.7	163.9	96%	34.5
Residential 7 (R7)	0.6	0.0	0.0	0.4	0.0	1.0	1%	0.4
Residential 15 (R15)	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0
Mixed Commercial (MC)	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0
Central Business District (CBD)	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0
Industrial (I)	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0
Public (P)	5.4	0.0	0.0	0.0	0.0	5.4	3%	0.0
Open Space (OS)	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0
<b>Total</b>	<b>135.0</b>	<b>0.3</b>	<b>0.0</b>	<b>10.3</b>	<b>24.7</b>	<b>170.3</b>	<b>100%</b>	<b>35.0</b>
<b>% of Acres</b>	<b>79%</b>	<b>0%</b>	<b>0%</b>	<b>6%</b>	<b>15%</b>	<b>100%</b>		<b>21%</b>

Sources: City of Sedro-Woolley and E. D. Hovee & Company, LLC.

When considered by zoning designation, R5 residential accounts for the single largest amount of land area – totaling 164 acres or 96% of total land area in the southeastern quadrant of the Sedro-Woolley UGA. Taken together, residentially zoned areas represent 97% of land in this portion of the UGA, with public/open space land at 3%.

In terms of potentially buildable land, residentially designated sites account for all 35 acres of the gross buildable acreage potential.

E. D. Hovee & Company, LLC appreciates the opportunity to provide this additional assessment of buildable land inventory. We would be happy to address questions or provide further information regarding any aspect of this memorandum.



## MEMORANDUM

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To: John Coleman, AICP, Planning Director, Sedro-Woolley Planning Department  
From: Eric Hovee & Andrea Logue  
Subject: Sedro-Woolley Buildable Land & Land Capacity Analysis Report  
Date: July 16, 2015

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On behalf of the City of Sedro-Woolley, the economic and development consulting firm E. D. Hovee & Company, LLC (EDH) has prepared this buildable land and land capacity analysis report as part of the City's Comprehensive Plan update which also involves review of urban growth area (UGA) boundaries. The analysis is intended to meet requirements of the Skagit County Code (Chapter 14.08 SCC) together with Skagit County Planning Policies and City of Sedro-Woolley planning policies.

This report is focused on evaluating the relationship of the buildable capacity to projected need for commercial/industrial (employment) and residential uses over an approximately 20-year planning horizon to 2036. Based on the allotment of the Skagit County Council of Governments (SCOG), Growth Management Steering Committee, Sedro-Woolley's population is projected to increase to 17,069 by 2036, a gain of 4,555 residents. Employment is forecast to increase by 1,572 for a total of 6,324 jobs. Pivotal questions to address are whether, and under what circumstances, land capacity will be adequate to accommodate these projections.

This report is organized to cover the following topics:

- **Land use methodology** – including zoning classifications, role of public lands, property development status, critical areas/constraints, and analysis assumptions.
- **Buildable land and capacity analysis** – covering results of the buildable land inventory, land capacity, and comparison of capacity with SCOG population and job allocations.
- **Findings and recommendations** – including policy options for City consideration.

Two appendices are provided at the end of this report. *Appendix A* lists documents that have been reviewed for this analysis. *Appendix B* provides residential and commercial/industrial inventory maps. This report reflects revisions that have been made in response to questions and comments received on an earlier draft document.

## LAND ANALYSIS METHODOLOGY

This buildable land and capacity analysis has relied on geographic information system (GIS) parcel-based files as provided by the City and available from the Skagit County assessor's office. Where existing databases were in conflict or without adequate information, other means were utilized to clarify and augment the data available. This included visual review via aerial photography, used most notably to designate current development status.

The analysis also has been prepared in a manner to conform to a methodology agreed upon by jurisdictions in Skagit County. Of particular importance has been reference to the *2010 Buildable Lands & Land Capacity Analysis Report* by the City of Mount Vernon Community and Economic Development Department. Also of use for methodology and the industrial lands portion of the analysis was a countywide *Skagit County Industrial Land Study* completed by ECONorthwest in December 2014. Other information sources utilized are as noted in this report and Appendix A.

Factors important to the land analysis methodology for this report begin with Sedro-Woolley's zoning classifications as found in the Sedro-Woolley Zoning Code. This review is followed by discussion of the role of public lands for employment use, definitions related to development status and critical areas/constraints, and then summary assumptions utilized for residential and employment lands.

### Zoning Classifications

Zoning classifications are those as identified with the City of Sedro-Woolley Zoning Code:

#### *Residential Zones:*

- Residential 5 (R5) – for single-family use at up to 5 dwelling units (DU) per acre
- Residential 7 (R7) – primarily single-family at up to 7 DU per acre
- Residential 15 (R15) – allowing single- and multi-family uses at 4-15 DU per acre

#### *Employment Zones:*

- Mixed Commercial (MC) – encouraging a mix of commercial with upper level residential
- Central Business District (CBD) – allowing all forms of commerce with multi-family housing on upper levels or independent, at 2-4 DU per building for specified locations
- Industrial (I) – intended for manufacturing, warehousing, distribution and office uses

#### *Public & Open Space Zones:*

- Public (P) – for parks, schools, public infrastructure and related public use
- Open Space (OS) – for parks, recreation, public infrastructure and related public use

While residential zones allow home occupations, this analysis assumes that employment growth will be accommodated primarily on commercially and industrially zoned land. Conversely, while residential use is allowed with limitations in the MC and CBD commercial zones, there has been little such development to date and no residential development is allocated to these lands over the forecast period of this plan update.

## Role of Public Lands For Employment Use

Public lands serve as a potential resource for employment in two respects. First, a significant (approximate 36% share) of the net job growth allocated by SCOG for Sedro-Woolley is forecast to comprise government and education employment. While some of this job growth as for schools may occur on land zoned for public use, most of the growth for City and other agencies can be expected to occur primarily on lands designated for commercial and industrial use.

Second, while the Northern State site is currently zoned for Public (P) use, it is anticipated that subarea planning for this site may include allocation for net added employment uses. Based on discussions with SCOG, all of this job growth may be considered as outside the SCOG allocation, as with targeted high technology/bioenergy sectors that otherwise would not be expected to locate in Sedro-Woolley. The Northern State Subarea Plan and Environmental Process involves consideration of alternatives affecting intensity of employment related development and is proceeding separately from this buildable land and land capacity analysis.

In summary, for purposes of this analysis it is assumed that: a) most or all public employment growth may need to be accommodated on industrial and commercial lands; and b) any added employment with the Northern State site will constitute a new and separate jobs allocation from SCOG not included with this buildable land analysis.

## Development Status

As stated in the *Skagit County Industrial Land Study*, a key step in the buildable land analysis is to classify each tax lot into a set of mutually exclusive categories. This determination of development status represents an important first step in the analysis process for commercial and residential, as well as industrial, lands. With this analysis, all tax lots within the current Sedro-Woolley UGA have been classified into one of the following categories:

- **Vacant land.** Tax lots that have no structures, or have buildings with very little value. For the Sedro-Woolley buildable land analysis, tax lots with improvement values under \$10,000 are considered vacant. This designation was determined after review of alternative definitions used, is consistent with the Skagit County industrial study, and is applied to not just industrial, but also residential and commercial lands. This approach also avoids the need to determine habitable structures (as was done in Mount Vernon), which can be relatively time-consuming. As needed, site-by-site determinations have been made through review of GIS data, aerial photographs, and review by City staff.

- **Partially vacant land.** Partially vacant tax lots are those that are occupied, but which contain enough land to be further subdivided without rezoning. As needed, site-by-site determinations have been made through review of GIS data, aerial photographs, and review by City staff.
- **Unbuildable land.** Land that is impacted by critical lands or constraints that preclude development. A tax lot is classified as unbuildable if: a) it is more than 90% constrained (per the Skagit County industrial study); b) involves less than 10,000 square feet of buildable land for employment land; and/or c) does not have land to accommodate the zoned density of development in a residential zone on a lot with less than 10,000 buildable square feet.
- **Developed land.** Land that is already developed at densities consistent with zoning, and has improvements that make it unlikely to redevelop during the analysis period. Lands not classified as vacant, partially vacant, or unbuildable are considered as developed.

## Critical Areas/Constraints

Critical areas or constraints intersecting tax lots are deducted from tax lot area. The following list identifies the constraint and method of deduction from buildable land area:

- **Floodway** – all affected area is deducted and considered unbuildable.
- **Slope Instability** – all area affected by high probability of slope instability deducted and considered unbuildable.
- **River/Stream/Creek Buffers** – all affected area deducted and considered unbuildable.
- **Bonneville Power Administration Easement (262.5 Feet)** – all affected area deducted and considered unbuildable.
- **Puget Sound Energy Easement (100 Feet)** – all affected area deducted and considered unbuildable.
- **Williams Pipeline Easement (75 Feet)** – all affected area deducted as unbuildable.
- **Wetlands** – deduction of 50% of the buildable area of affected tax lots. This analysis was informed by use wetland data provided by the City in the form of the National Wetlands Inventory and ATSI data created by a wetland specialist to indicate areas that are likely to be wetlands based on visual confirmation and known soil types.
- **100 Year Floodplain** – deduction of 50% of the buildable area of affected tax lots.

## Assumptions

In addition to factors related to development status and critical areas/constraints, there are a variety of other considerations important to the land capacity evaluation – related to density of development, infrastructure and market factors, plus factors distinctive to the type of residential, employment and public/open space uses being considered. Provided on the following two pages is a summary outline of key assumptions, factors and metrics considered and applied with this 2105 Sedro-Woolley Buildable Land and Land Capacity Report.

## Summary of Assumptions Applied with Residential, Employment & Public Lands

Factor	Allocation(s)	Comments
<b>ALL PARCELS IN SEDRO-WOOLLEY</b> (Residential, Employment & Other Lands)		Utilizes City GIS datasets including city/UGA boundaries, parcel boundaries, zoning designations, streams, critical areas (flood/wetlands), streets, railroad, BPA and natural gas pipeline, as well as Skagit County Comp Plan designations and Washington State Department of Natural Resources for slope stability GIS data.
<b>RESIDENTIAL LANDS</b> (R-5, R-7, R-15 Zones)		Covers three zones allocated exclusively for residential use. While residential is allowed in some employment areas, no capacity allocation appears to be made in the current Comp Plan (for 4,555 added residents by 2036).
<b>Residential Capacity</b> (in acres for housing units)	= parcel size (acres) - existing land in use - critical areas - infrastructure - market factor	# of added units on parcel is determined by dividing residential capacity (in acres) by maximum units/acre with zoning – rounded down to nearest whole number. As needed, spot check parcels w/existing units to make sure configuration allows for added units.
<b>Maximum Density</b> (Residential)	R-5: 5 units/ac R-7: 7 units/ac R-15: 15 units/ac	Consistent with current Comp Plan, Section 2.12. Duplexes are permitted with R-7 zone @ approx 10 du/ac but limited to only one duplex lot per 3 successive lots; no adjustment to maximum density calculation proposed.
<b>Average Household Size</b>	2.59 persons per occupied household	Average household size is per Washington State Office of Financial Management (OFM), with 92.9% occupancy.
<b>Critical Areas / Constraints</b>	Deducted out of gross parcel area	Includes critical areas of floodway, Brickyard Creek plus associated buffers, slope instability, utilities, wetlands and floodplain. Mount Vernon tested implications of 40%/60% of wetland area as undevelopable; a 50% factor for wetlands/floodplain is applied for Sedro-Woolley.
<b>Infrastructure</b>	25% infrastructure deduction on all lots	Consistent with current adopted Comp Plan; allocations are made after known critical area deductions.
<b>Minimum Lot Size</b>	< 90% constrained w/ 1+ buildable lots	Threshold buildable lot size determined based on the maximum allowed density of each residential zone plus 25% infrastructure requirement.
<b>Market Factors</b>	15% vacant land 20% lots w/structure	Used Mount Vernon standard, which is below the current Sedro-Woolley Comp Plan allocation of 25%.
<b>Employment in Residential Zones</b>	No allocation proposed	Home occupations permitted and offices conditional uses in all residential zones (permitted in R-15; provisions more liberal for other employment uses in R-7/R-15). No adjustment for employment in residential is proposed.
<b>Planned Residential Developments</b>	No adjustment proposed	Zoning allows as conditional use in R-5/R-7 zones; capacity calculations treated no differently than other residential development in the same zones.

Factor	Allocation(s)	Comments
<b>EMPLOYMENT LANDS</b> (MC – Mixed Commercial, CBD – Central Business District, I – Industrial)		Covers 3 zoning districts for existing business expansion and new industrial/commercial development (to accommodate 1,572 added jobs by 2036).
<b>Employment Land Capacity</b> (in acres for jobs)	= parcel size (acres) - existing land in use - critical areas - infrastructure - market factor	# of added jobs on parcel is determined by dividing employment land capacity (in acres) by maximum applicable jobs/acre – rounded down to nearest whole number. Spot check parcels w/existing businesses to make sure configuration allows for added development.
<b>Employment Density</b>	6.5 jobs/ac industrial 20 jobs/ac comm'l & government	No job targets or density estimates in existing Comp Plan. Proposal matches Mount Vernon, job density standards of 1995 Skagit Co OEDP & 2003 countywide allocations.
<b>Critical Areas / Constraints</b>	Deducted out of gross parcel area	Includes critical areas of floodway, Brickyard Creek plus associated buffers, slope instability, utilities, wetlands and floodplain. Mount Vernon tested implications of 40%/60% of wetland area as undevelopable; a 50% factor for wetlands/floodplain is applied for Sedro-Woolley.
<b>Infrastructure</b>	25% infrastructure deduction on all lots	Consistent with current adopted Sedro-Woolley Comp Plan; above 20% EDH deduction for Mount Vernon. Allocations made after known critical area deductions.
<b>Minimum Lot Size</b>	10,000 sf (and < 90% constrained)	Consistent with Mount Vernon capacity analysis as minimum size for stand-alone uses.
<b>Market Factor</b>	25% deduction	Matches existing Sedro-Woolley Comp Plan and factor recommended by EDH with 2006 Mount Vernon analysis.
<b>Job Allocations by Zone</b>	Retail jobs to C zones Industrial jobs to I Office jobs flex to C/I Public jobs to Public	CBD/MC zones focus on retail & general (office) services as permitted uses, also includes light mfg in MC zone. I zone permitted for mfg, warehousing, distribution & office uses with limited retail at up to 5% of total site.
<b>Housing in Employment Zones</b>	No allocation proposed	Residential above first story commercial permitted in MC, Transitional MC zones, and CBD zones; multi-family @ 2-4 units per building permitted on secondary CBD streets; little such development to date & no allocation proposed.
<b>PUBLIC / OPEN SPACE LANDS</b>		Covers Public and Open Space zoning designations.
<b>Inventory</b>	= Gross acres by zone <i>Note:</i> Deduct planned conversions of other zones to public use	Covers land associated with all Public and Open Space zoned sites including the subarea planning process now underway with the Public-zoned Northern State UGA site. Analysis for Northern State site being conducted via a separate planning process for Sedro-Woolley.
<b>Employment Allocation</b>	Public employment job growth allocated to industrial & commercial lands	Policy option for some portion of public sector (as with schools) employment to be allocated to Public zoned land. Potential for added R&D, tech or related jobs at Northern State to be determined (as an add-on to Sedro-Woolley's current jobs allocation by Skagit County).

## BUILDABLE LAND & CAPACITY ANALYSIS

Consistent with the methodology as described, this analysis begins with findings of the buildable land inventory, followed by determination of land capacity in terms of potential residential dwelling units (DU) and employment supported. As a final step, capacity figures are compared with SCOG allocations to determine adequacy of the current UGA to support projected housing and employment land needs.

### Buildable Land Inventory

As depicted by the following chart, tax lots within the Sedro-Woolley UGA encompass just over 3,134 acres. An estimated 62% of the UGA is already developed with about 9% as unbuildable or constrained, leaving 29% of the UGA (912 acres) as potentially buildable – whether on fully vacant or partially vacant lots. The 912 acres can be considered as gross land capacity – before taking into account infrastructure and market factors to arrive at net developable capacity.

**Sedro-Woolley UGA Land Inventory (Parcel-Based in Acres)**

Zone	Developed Land	Vacant Land by Type			Part Vacant Buildable	Total All Parcels
		Unbuildable	Constrained	Buildable		
Residential 5 (R5)	612.9	32.5	67.7	176.8	204.8	1,094.6
Residential 7 (R7)	458.5	16.7	8.7	55.4	47.7	587.0
Residential 15 (R15)	57.6	0.8	0.3	13.7	9.5	81.8
Mixed Commercial (MC)	146.0	3.8	9.6	63.6	16.5	239.5
Central Business District (CBD)	62.2	4.7	0.0	8.0	1.2	76.1
Industrial (I)	128.5	0.1	13.2	47.5	9.7	199.0
Public (P)	462.9	21.7	95.9	251.2	0.0	831.6
Open Space (OS)	14.3	3.7	0.0	6.8	0.0	24.8
<b>Total</b>	<b>1,942.8</b>	<b>83.9</b>	<b>195.4</b>	<b>623.0</b>	<b>289.3</b>	<b>3,134.4</b>
% of Acres	62%	3%	6%	20%	9%	100%

Sources: City of Sedro-Woolley and E. D. Hovee & Company, LLC.

When considered by zoning designation, R5 residential accounts for the single largest amount of land area – totaling 1,095 acres or 35% of total land area in Sedro-Woolley. Taken together, residentially zoned areas represent a bit more than 56% of land in the UGA, with public/open space land at 27% and employment lands (both commercial and industrial) at a combined 16%.

In terms of potentially buildable land, residentially designated sites account for 508 acres of the gross buildable acreage potential, followed by public/open space lands at 258 acres, and employment lands at just over 146 acres.

## Land Capacity

Potentially buildable lands are translated to residential and employment capacity through a two-step process:

- By deducting from buildable capacity land required for infrastructure and a market factor (to convert from gross to net buildable acreage); and
- Then converting acreage capacity to number of residential units and jobs supported using dwelling unit (DU) and jobs per acre density factors.

The results of this allocation and conversion process are illustrated by the following chart.

### Sedro-Woolley UGA Land & Employment Capacity (to 2036)

Zone	Gross Buildable Acres			% Infra-structure	Market Factors		Acres Net Buildable	Jobs/Acre	DU/Acre	Added Capacity	
	Vacant	Pt Vacant	Total		Vacant	Pt Vacant				Jobs	DU
R5	176.8	204.8	381.6	25%	15%	20%	235.6	-	5.0	-	1,177
R7	55.4	47.7	103.1	25%	15%	20%	63.9	-	7.0	-	447
R15	13.7	9.5	23.2	25%	15%	20%	14.4	-	15.0	-	216
MC	63.6	16.5	80.1	25%	25%	25%	45.1	20.0	-	901	-
CBD	8.0	1.2	9.2	25%	25%	25%	5.2	20.0	-	103	-
I	47.5	9.7	57.2	25%	25%	25%	32.2	6.5	-	209	-
P	251.2	-	251.2	-	-	-	-	-	-	-	-
OS	6.8	-	6.8	-	-	-	-	-	-	-	-
<b>Total</b>	<b>623.0</b>	<b>289.3</b>	<b>912.3</b>	<b>25%</b>	<b>15%</b>	<b>25%</b>	<b>396.3</b>			<b>1,213</b>	<b>1,840</b>

#### Dwelling Unit (DU) to Population Conversion:

Residential Occupancy Factor (% of all Units)	92.9%
Occupied Unit Capacity	1,709
Average Household Size (persons per occupied household)	2.59
Anticipated Population Capacity (added population to 2036)	4,427

Note: No jobs are allocated to P or OS lands with this buildable land analysis.

Employment potentials with the Northern State site are being addressed separately by the City of Sedro-Woolley.

Source: City of Sedro-Woolley, Washington State Office of Financial Management, and E. D. Hovee & Company, LLC.

As shown, net buildable acreage on residential and employment designated lands is estimated at approximately 396 acres. A net buildable figure is not estimated for Public/Open Space lands, though this is anticipated to occur with the Northern State subarea planning process now underway, separate from this land capacity analysis.

Using residential density factors consistent with current zoning, there is resulting capacity for an estimated 1,840 housing units. As is detailed at the bottom of the chart, this translates to capacity for an added 4,427 residents that could be accommodated in the UGA to 2036.

For employment, density factors are applied as consistent with prior countywide economic development planning and the more recent Mount Vernon land capacity analysis. Total

employment capacity within industrial and commercial zones of the UGA is estimated at 1,213 jobs.

## Comparing Capacity with Allocations

The final step of the analysis is to compare employment and population capacity with the SCOG allocated targets to Sedro-Woolley. As depicted by the following chart, this comparison indicates an allocation of residential land that may be slightly under the SCOG allocation. For jobs, the “gap” between the forecast target and current land capacity is more substantial.

### Comparison of Capacity to SCOG Population / Job Allocations (to 2036)

Zoning Types	Buildable Acres		Average Density		Added Capacity		
	Gross	Net*	Jobs/Ac	DU/Ac	Jobs	Housing	Population
Residential	507.8	313.9	-	5.9	-	1,840	4,427
Commercial	89.3	50.2	20.0	-	1,004	-	-
Industrial	57.2	32.2	6.5	-	209	-	-
Public	-	-	-	-	-	-	-
<b>Total</b>	<b>654.3</b>	<b>396.3</b>			<b>1,213</b>	<b>1,840</b>	<b>4,427</b>
Sedro-Woolley Allocated Targets (per SCOG)					1,572	-	4,555
Capacity as % of SCOG Allocation					77%	-	97%

Note: Employment potentials for public lands are addressed separately with the Northern State subarea plan.

Sources: City of Sedro-Woolley, Skagit County Council of Governments, and E. D. Hovee & Company, LLC.

As shown by the chart:

- Employment capacity is estimated at 77% of the SCOG target (or 23% below the 1,572 jobs determined by SCOG as Sedro-Woolley’s employment allocation). Due to the significance of the gap between planned employment growth and current zoned capacity, reaching the SCOG employment target likely will require designation of additional lands for industrial and/or commercial development.
- Population capacity is estimated at just over 97% of the SCOG allocation of an added 4,555 residents by 2036. Given the margin of variability with pivotal assumptions in the analysis, it would appear that Sedro-Woolley should also be able to reasonably meet its population allocation, including possible minor adjustments to land designations or portions of the buildable land capacity analysis framework.

## FINDINGS & POLICY OPTIONS

Based on the analysis conducted with this buildable land and land capacity analysis, the following summary findings and policy options are outlined for consideration by the City of Sedro-Woolley.

## Findings

Overall, this 2015 buildable land and land capacity analysis indicates that the current inventory of buildable land is expected to be inadequate to fully address Sedro-Woolley's population and employment growth targets to 2036 without the need for urban growth area (UGA) expansion:

- Residential lands are within about 3% of achieving the SCOG target of accommodating an added 4,555 residents by 2036. Getting to 100% should be achievable with fairly modest measures, as outlined below with policy options recommended for consideration.
- Employment lands fall 23% short of meeting the SCOG target of 1,572 added jobs allocated to Sedro-Woolley through 2036. Industrial and commercial lands can accommodate an estimated 1,213 jobs, which is 359 jobs below the SCOG allocation.
- There may also be concerns with the mix of jobs for Sedro-Woolley. An estimated 209 net added jobs can be accommodated with net buildable industrial acreage. This is 43% short of the SCOG indicated projection of 368 added industrial jobs for Sedro-Woolley – as part of the forecast 1,572 job growth total.

## Policy Options

To conclude, the following policy options are outlined for consideration as possible measures to address potential issues as noted with the findings of this analysis:

**For Residential Lands.** Policy options to consider for addressing the approximately 3% shortfall in housing might include any or some combination of the following:

- Consider adjusting one or more of the assumptions used with the methodology in this analysis – related to such factors as definitions for developable status, critical areas/constraints, infrastructure or market factor, or assumed average household size.
- Up-zone some residential property to a higher density – for example to R15 multi-family, currently comprising only 5% of the residential net buildable land supply.
- Convert a small amount of acreage currently zoned for public/open space or employment use to residential – but only to the extent that employment land needs are also fully addressed.
- Provide for a relatively minor UGA expansion – possibly in the range of 10+/- buildable acres depending on the mix of residential zoning and associated building densities that might be considered.
- Provide for a more significant UGA expansion – if some lands currently designated for residential use are rezoned for commercial and/or industrial use as described below. The amount of land that might be required is not directly determinable at this point, but would depend, in part, on the mix of commercial versus industrial employment to be accommodated.

**For Employment Lands.** Policy options to address the estimated 23% shortfall of industrial and commercial employment potential may include any or some combination of the following:

- Modify some portion of the methodology and/or assumptions regarding employment lands evaluation – similar to what is outlined above for residential lands.
- Expand the supply of land effectively available for industrial use through such means as providing for more liberalized industrial use in one or both commercial zones.
- Increase the supply of industrial and/or commercial land by re-designating some existing residentially-zoned land for employment use. This option may of particular importance to the extent that some existing buildable residential sites are determined to be more suitable for industrial or commercial uses as compared with sites requiring UGA expansion. Re-zoning for employment use would require an offsetting addition of residential land through UGA expansion as described above.
- Expand the UGA to address the deficiency of land for industrial and commercial needs. The amount of added UGA needed will vary, in part, depending on the mix of industrial versus commercial land allocated. For example, assuming that all of the employment deficiency were to be addressed by UGA expansion, the amount of buildable land required could range from about 18 buildable acres (assuming 100% commercial designation) to 55 buildable acres (with 100% industrial designation) – or in-between with a mix of commercial and industrial designations.

Due to the size of the “gap” between the number of jobs that can be accommodated as compared with the 2036 requirement, it is unlikely that this need can be met unless residential lands are converted to employment use and/or the UGA is expanded to provide added employment land.

## APPENDIX A. DOCUMENTS REVIEWED

The following documents were review in conducting this buildable land and land capacity analysis:

- *2010 Buildable Lands & Land Capacity Analysis Report* by the City of Mount Vernon Community and Economic Development Department.
- *Sedro-Woolley Municipal Code, Title 17 Zoning*, as of March 25, 2015.
- *Skagit County Code, Chapter 14.08 – Legislative Actions*.
- *Skagit County Growth Projections: Summary of Methods and Results*, prepared by BERK Consulting, July 2014.
- *Skagit County Industrial Land Study – Final Report*, prepared by ECONorthwest for the Port of Skagit, December 2014.
- *Shoreline Management Program Update – Preliminary Assessment of Shoreline Jurisdiction*, City of Sedro-Woolley, Draft June 2011.
- *Vacant Buildable Lands Model* by Clark County Community Planning.

## **APPENDIX B. RESIDENTIAL & COMMERCIAL/INDUSTRIAL INVENTORY MAPS**

On the next four pages are maps of vacant and partially vacant land as follows:

- Commercial and industrial tax lots with buildable land
- Commercial and industrial buildable land with constraints
- Residential tax lots with buildable land
- Residential buildable land with constraints

The maps depict the entire tax lot with vacant and partially vacant land, not just the portion of the tax lot that is buildable after removing constrained and developed land.



**Commercial & Industrial Tax Lots with Buildable Land**

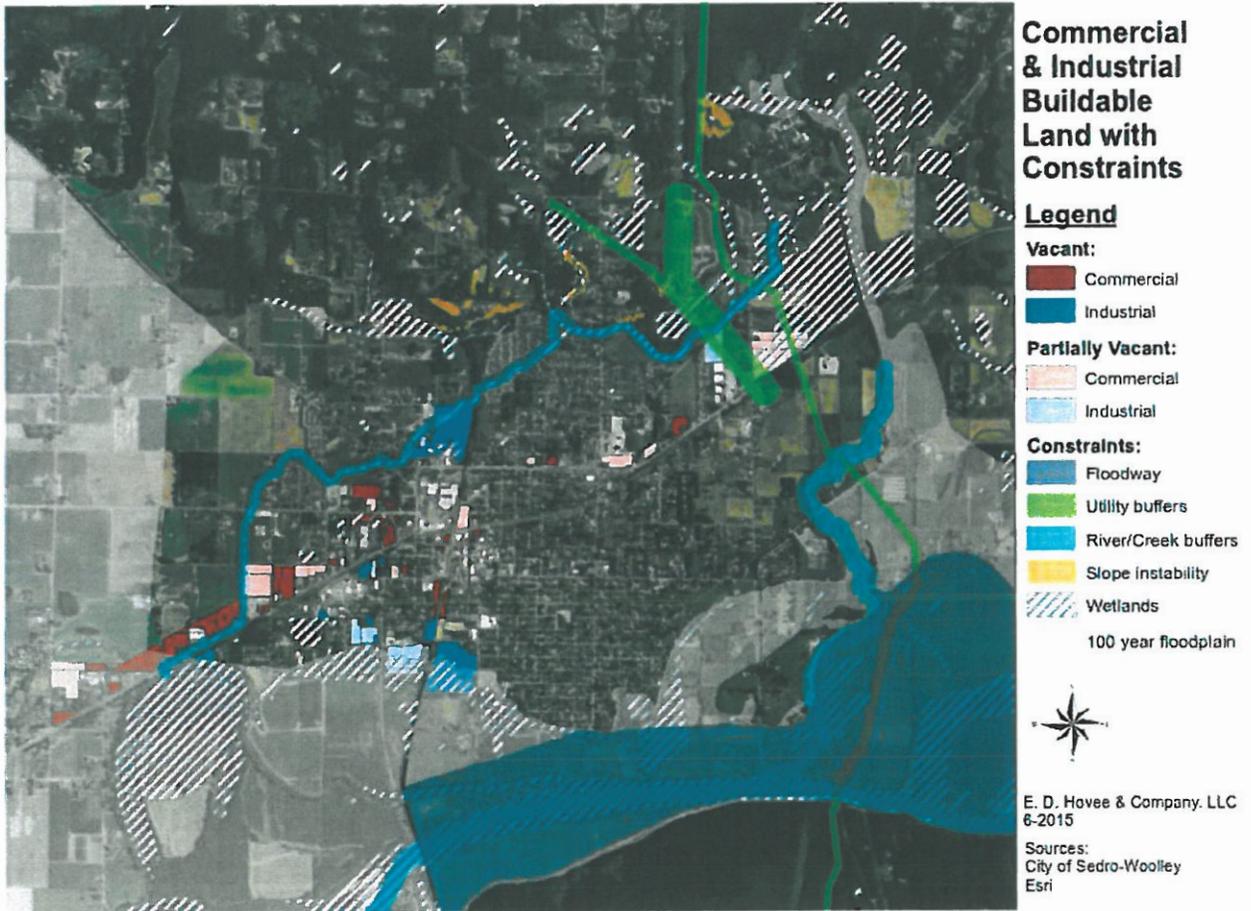
**Legend**

- Vacant:**
  - Commercial
  - Industrial
- Partially Vacant:**
  - Commercial
  - Industrial
- UGA Boundaries:**
  - Incorporated
  - Unincorporated



E. D. Hovee & Company, LLC  
6-2015

Sources:  
City of Sedro-Woolley  
Esri





**Residential  
Tax Lots with  
Buildable Land**

**Legend**

- Vacant
- Partially Vacant

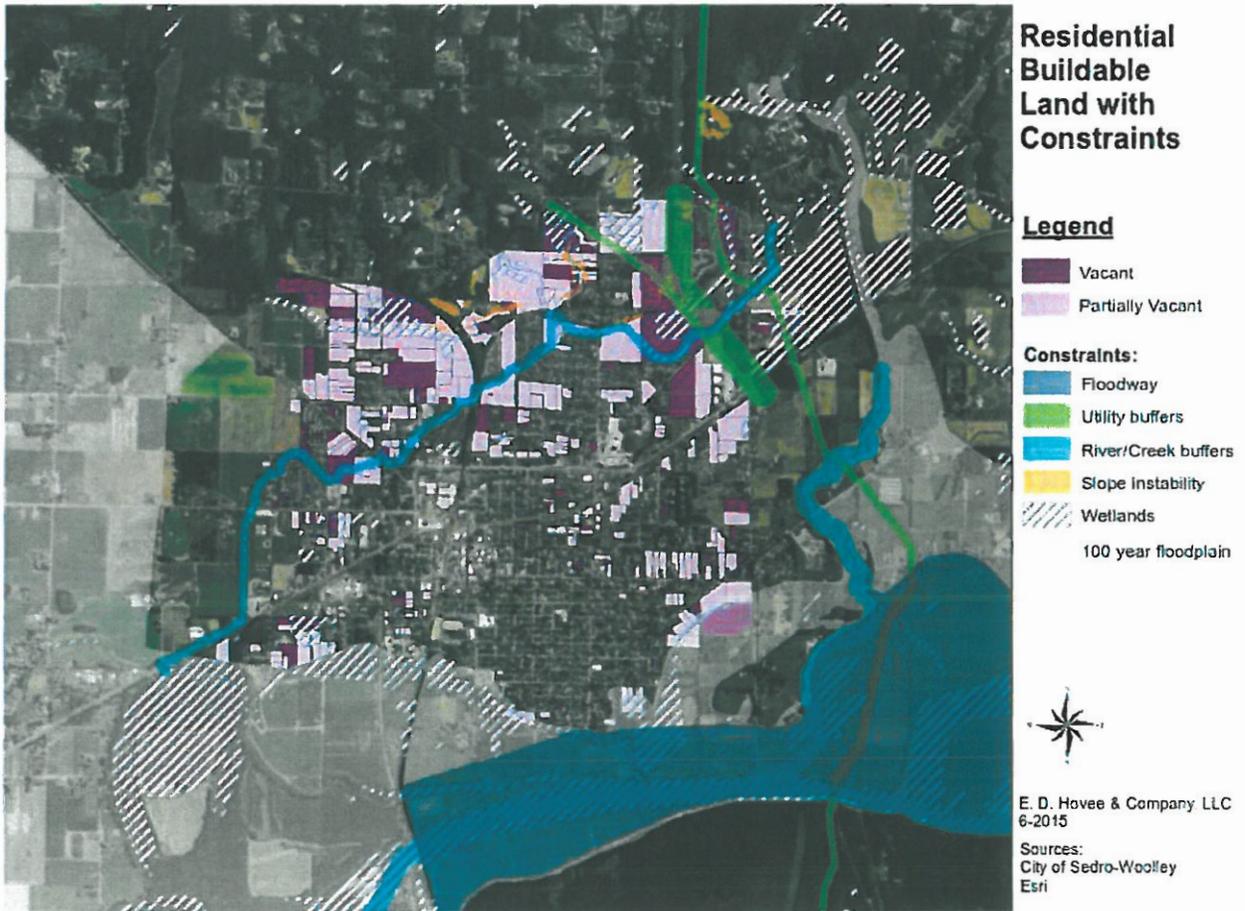
**UGA Boundaries:**

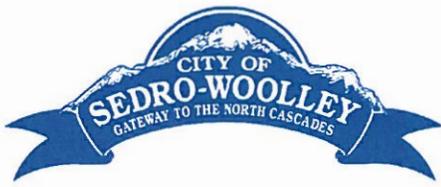
- Incorporated
- Unincorporated



E. D. Hovee & Company, LLC  
6-2015

Sources:  
City of Sedro-Woolley  
Esri





CITY COUNCIL AGENDA  
REGULAR MEETING

325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone: (360) 855-0111  
Fax: (360) 855-0196

December 28, 2014

JAN 27 2016

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

**To:** Chief Lin Tucker  
**From:** Sergeant Jason Harris  
**Re:** 2014 Controlled Drug Buy

This memo is to provide you a summarized report of the Controlled Drug Buy operations conducted by Sedro-Woolley Police for the calendar year of 2014

Individual Dealer's (people SWPD bought drugs from):-----7

Total Number of People Arrested as a Result:-----7- 1 still pending

Number of Controlled Buys:----- 10

Drugs Purchased/Seized and Quantity:

Methamphetamine-----	0.0g
Heroin-----	13.2g
Marijuana-----	N/A
Prescription Pills-----	0

Cash Money Spent on CI's and Buy Money:-----\$460.00

Total Money Seized/Property Sold:-----\$3318.20

**\*\* This number doesn't include 10% owed to the Federal Government, or the cost of selling the Vehicles**

Total Cash Seized:-----\$2719.00

Total Money from Vehicle Sales:-----\$599.20 1 vehicle pending sale

Total Number of Vehicles Seized:-----2

Drug Houses Taken Down (Abatement Letters Sent):-----7

Total Number of Guns Seized:-----1

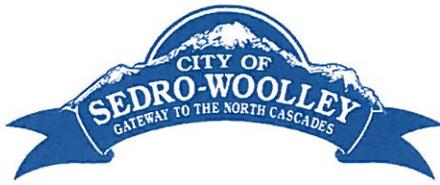
Total Number of Months Drug Dealers / Associates Sentenced to DOC:---29 Months

Number of Dealers Selected for Drug Court:-----0

Number of Dealers / Associates w/ Pending cases:-----5

Thank you for your continued support.

Sincerely  
*Sergeant Jason Harris*  
Sergeant Jason Harris



325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone: (360) 855-0111  
Fax: (360) 855-0196

December 20, 2015

**To:** Chief Lin Tucker  
**From:** Sergeant Jason Harris  
**Re:** 2015 Controlled Drug Buy

This memo is to provide you a summarized report of the Controlled Drug Buy operations conducted by Sedro-Woolley Police for the calendar year of 2015

Individual Dealer's (people SWPD bought drugs from):-----11

Total Number of People Arrested as a Result:-----11

Number of Controlled Buys:----- 17

Drugs Purchased/Seized and Quantity:

Methamphetamine-----44.7g  
Heroin-----2.3g  
Marijuana-----N/A  
Prescription Pills-----0

Cash Money Spent on CI's and Buy Money:-----\$1,935.00

Total Money Seized/Property Sold:-----\$6,335.55

**\*\* This number doesn't include 10% owed to the Federal Government, or the cost of selling the Vehicles**

Total Cash Seized:-----\$0.00

Total Money from Vehicle Sales:-----\$6,335.00 2 vehicle pending sale

Total Number of Vehicles Seized:-----5

Drug Houses Taken Down (Abatement Letters Sent):-----8

Total Number of Guns Seized:-----0

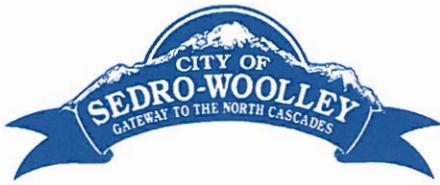
Total Number of Months Drug Dealers / Associates Sentenced to DOC:---Over 180 Months 1 – is still facing Federal time.

Number of Dealers Selected for Drug Court:-----0

Number of Dealers / Associates w/ Pending cases:-----2

Thank you for your continued support.

Sincerely  
*Sergeant Jason Harris*  
Sergeant Jason Harris



SEDRO-WOOLLEY POLICE DEPARTMENT  
Lin Tucker – Chief

325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone: (360) 855-0111  
Fax: (360) 855-0196

December 28, 2014

**To:** Chief Lin Tucker  
**From:** Sergeant Jason Harris  
**Re:** 2014 Gang Activity

All

This memo is to advise you of the documented gang activity within the city of Sedro-Woolley for the calendar year of 2014. The crimes ranges from a bar fight involving a gun and several Malicious Mischief (graffiti) The numbers are as follows:

1	Bar Fight Gun Involved	-Outlaw Motorcycle Gang Bandido	1 arrest made
2	Thefts	-SSK	2 arrest made
12	Malicious Mischief (Graffiti)	-SSK	No arrests made

Sedro-Woolley Police Department responded to 15 criminal gang related complaints in 2014, this was one less than 2013.

We had a bar fight involving a Bandido Motorcycle Gang member, who was armed with a loaded hand gun.

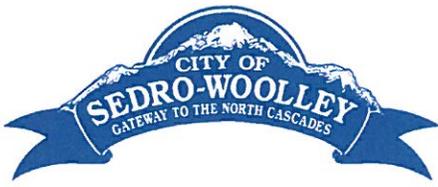
We had 12 graffiti cases. These 12 cases took place on two different occasions during the 2014 year. We believe we have to two groups identified; however, there was not enough to prosecute. The suspects range from 13 years of age to 16 years of age.

We had 2 separate thefts of alcohol where the suspect(s) are active South Side Kings members. They are also the 2 primary suspects in the graffiti cases.

Sincerely

*Sergeant Jason Harris*

Sergeant Jason Harris



SEDRO-WOOLLEY POLICE DEPARTMENT  
Lin Tucker – Chief

325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone: (360) 855-0111  
Fax: (360) 855-0196

December 20, 2015

**To:** Chief Lin Tucker  
**From:** Sergeant Jason Harris  
**Re:** 2015 Gang Activity

All

This memo is to advise you of the documented gang activity within the city of Sedro-Woolley for the calendar year of 2015. The crimes ranges from rival gang fights, Domestic Violence, Traffic Complaints, Motorcycle Gang Hang Out, and several Malicious Mischief (graffiti) The numbers are as follows:

2	Fights involving Rival Gangs	<b>Norteno</b> vs Sureno	2 arrest made
1	Domestic Violence	- <b>Norteno</b>	1 arrest made
1	Drug Case	- <b>Norteno</b>	<b>Pending</b>
2	Traffic Offences (Hit and Run, DWLS3rd)	- 1 <b>Norteno</b> & 1 Sureno	2 arrest made
24	Malicious Mischief (Graffiti)	-SSK	No arrests made

Sedro-Woolley Police Department responded to 31 criminal gang related complaints in 2015, this was up 17 from 2014. The increase is because of the Malicious Mischief complaints. We have been hit hard this year with **South Side King** Graffiti. We know the group responsible and are currently building a case against them. The age range is 12-16 years old.

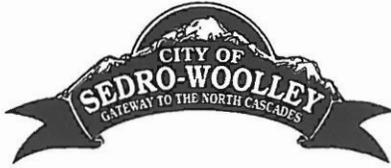
The Outlaw Motorcycle Gang the Bandido's had a residence just outside of the city limits where they were hanging out at. Also one of the bars in town caters to the Bandido's.

We have had a 19 year old **Norteno** move into the City of Sedro-Woolley last year. With him came other **Norteno** gang members and this is the reason for the increase of **Norteno** gang crimes in the city. Sedro-Woolley is primary **Sureno – South Side Kings (SSK)**

Sincerely

*Sergeant Jason Harris*

Sergeant Jason Harris



CITY COUNCIL AGENDA  
REGULAR MEETING

JAN 27 2016

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

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

---

**MEMO:**

**To:** City Council  
Mayor Wagoner

**From:** John Coleman, AICP  
Planning Director

**Date:** January 27, 2016

**Subject:** Building Permit and Planning Permit Review Status

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This status sheet is being provided for your review.

Please let me know if you have any questions.

John

## APPLIED BUILDING PERMITS

X = COMPLETE

R = REVISIONS RECEIVED

W = WAITING FOR RESPONSE

NO ENTRY = INITIAL REVIEW NOT COMPLETE

APPL.	PERMIT #	NAME	ADDRESS		REVIEW		COMMENTS
DATE			/ PARCEL #	BLDG	PLNG	ENGR	
9/9/14	2014-172	Brian Brashears	1834 SR 20	W	X	N/A	Letter to applicant to pay fees 9-19-14. Building review letter sent 9-30-14. <b>EXPIRED 3-9-15.</b> Last review
3/26/15	2015-65	Pat McGinnis	405 Burrows Lane	W	W	yes	Carport and garage. Building review letter sent 8-19-15. <b>EXPIRES 9-26-15.</b> Latest review letter mailed to Mr McGinnis and extension info 10-6-15.6 MONTHS EXTENSION GRANTED. EXPIRES 4-15-16.
6/26/15	2015-146	Skagit Valley Burgers	1172 SR 20	W	W	yes	new covered eating area-carport. Sent review letter 7-1-15. <b>EXPIRES 12-26-15.</b>
7/6/15	2015-152	Frank Bresnan	290 W Moore St	W	W	yes	Carport. <b>EXPIRES 1-6-16</b>
7/15/15	2015-165	Tuengel/Verizon	811 N. Township St	W	X	N/A	addition to existing tower.to jack for review 7-27-15.Fees sent to applicant to pay and waiting for contractor info to issue 8-5-15. <b>EXPIRES 1-15-16.</b> Carly paying for permit and sending envelope so we can mail it to her 1-6-16. RECEIVED contractor's info. <b>WAITING FOR PAYMENT 1-13-16</b>
12/1/15	2015-270	Thai Restaurant	702 Metcalf St #B	W	N/A	N/A	Waiting for plans from Alpine Fire. Inspection pending. Fees paid. [Received 12/10/15]
1/6/16	2016-004	Josephine Decker/Grandview North LLC	174 & 176 N. Township St	X	X	N/A	new duplex with waiver
1/6/16	2016-005	Josephine Decker/Grandview North LLC	178 & 180 N. Township St	X	X	N/A	new duplex with waiver

**APPLIED PLANNING/ ENGINEERING PERMITS**

X = COMPLETE      R = REVISIONS RECEIVED      W = WAITING FOR RESPONSE      NO ENTRY = INTIAL REVIEW NOT COMPLETE

APPL. RECEIVED	APPL. COMPLETE	PERMIT #	NAME	ADDRESS/ PARCEL #	REVIEW		COMMENTS
					PLNG	ENGR	
11/14/2005		05-BSP-1	Rimmer Industrial Park	P90024	W	W	Received 4 copies of a revised site lot plan 4-2-10. Sent review letter May 5, 2010.
5/26/2009	6/12/2009	SP-2-09	Ed Knorr/Bayview Survey	603,605,607 Dolly Lane	W	W	Sent Planning review letter 10-20-09. Sent email 1/12/2010.\$93.73 Publication fees owed.
5/26/2009	6/12/2009	SP-3-09	Ed Knorr/Bayview Survey	604,606, 608 Dolly Lane	W	W	Sent Planning review letter 10-20-09 Requested Rec Dwgs 11/10/09. Sent email 1/12/2010.
7/27/2010	8/12/2010	SP-1-10	Larry/Marilyn Nalbach	503 Marshall St	W	W	Sent Planning and Eng review letters and Admin Prelim Plat approval 9-28-10.\$82.50 FEES OWED ON PUBLICATION
2/26/2013	4/11/2013	2013-15 Planning	Eric Chandler/Marianne Manville-Ailles	1318 Talcott St	W	W	Four-lot short plat. Fees Paid. Notice of complte application sent 4-11-13. Comment period complete, planning and Engineering review letter sent 6-7-13. <b>DEPOSIT TAKEN</b>
2/26/2013	NA	2013-18 Engineering	Eric Chandler/Marianne Manville-Ailles	1318 Talcott St	NA		Engineering associated with 4 lot short plat. Fees Paid.
10/9/2013	11-27-13 (amended application)	06-SD-2/2014-16	Bob Ruby/Rubicon Development	755 Cook Rd	X	X	<b>OLD FILE-EG-5-08.</b> Council resolution #900-14 on 6-25-14. Notice of Decision issued 7-7-14. ALL FEES PAID 12-11-14. David sent review letter 1-13-15. Received final plans for construction. Emailed Bob to set up pre-construction meeting 3-25-15.
5/29/2014	8/8/2014	2014-94	SMVE V/T. Jones & Dukes Hill LLC	Vecchio Dr north-Portobello,north end of N Arrezo Loop	W	R	SEPA MDNS 10-10-14. Council review 10-24-15 1st read. 2nd read 12-9. Waiting for applicant to complete plat construction. OWES, HE,PUBLICATION FEES.Received lot closures for SMVE V & Plat Alteration for Phase 4-Phase 5 Info Planning and Eng review 1-19-16.To David Lee 1-19-16. Gave applicant puch-list of reming site improvements 1-19-16.
5/20/2015		2015-102	Calvery Chapel	639 Sunset Park Drive #101	W		CUP.Deposit taken in for mailings and sign 5-20-15. Planning sent request letter 8-10-15. waiting for a revised parking plan to accommodate proposed size of church.
7/24/2015	7/24/2015	2015-173	FSC Enterprises	608 Sterling St	W		BLA for two buildable lots. Sent review letter 9-21-15 - need to address the parking/garage issue.
7/24/2015		2015-174	Bob Hayden	213 N. Murdock St	W	R	Short Plat-4 lots. SEPA MDNS issued 11-25-15. appeal period over 12-9-15. Planning working on Administrative Preliminary Plat approval. OWES PUBLICATION FEES.

7/24/2015	NA	2015-218	Bob Hayden	213 N. Murdock St	N/A	R	Clear and Grade permit for short plat. Received civil plans for signatures 10-6-17. 2 sets of plan to david for review 10-7-15.
10/19/2015	not yet	2015-246	Granite Holdings LLC- <b>Short Plat</b>	665 Cook Rd	R	N/A	Short Plat. Related file 2016-10(Clear & Grade Permit) WAITING FOR COMPLETE APP. FEES Paid. Received additional information for Planning
11/2/2015	11/25/2015	2015-259	Kim Weymouth	701 Township St	W/R	N/A	CUP for expansion of mini-storage. HEX hearing 1-5-16, awaiting HEX decision.
1/6/2016		2016-002	Grandview Homes/Josephine Decker	174 & 176 N. Township St			Waiver for side setback and parking reg.
1/6/2016		2016-003	Grandview Homes/Josephine Decker	178 & 180 N. Township St			Waiver for side setback and parking reg.
1/11/2016		2016-10	Granite Holdings LLC- <b>Clear and Grade Permit</b>	665 Cook Rd	N/A		Clear and Grade Permit. Related file 2015-246. Received additional information for Planning and Engineering review 1-11-16.
		2016-009	Adam Ware	1404 3rd St			Pre Ap 1-27-16 @ 2: 00 pm

JAN 27 2016

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



Mount Vernon Downtown Association  
404 South First Street, Suite 200D  
Mount Vernon, WA 98273

Contact: Cathy Stevens  
Phone: (360) 336-3801  
Email: [dep.mvda@gmail.com](mailto:dep.mvda@gmail.com)

**FOR IMMEDIATE RELEASE**

**December 11, 2015**

**COMMUNITY THANK YOU FROM THE MOUNT VERNON DOWNTOWN ASSOCIATION**

First Street in Downtown Mount Vernon was alive and bustling with activities for the whole family on Sunday, December 6, as the Mount Vernon Downtown Association (MVDA) hosted the annual Old-Fashioned Holiday Kick-off Celebration. The MVDA would like to thank our sponsors, volunteers, parade entrants, and community members for sharing the holidays with us. A huge thank you goes to all of our sponsors including Santa Sponsor, Skagit Publishing, Premiere Sponsor, Skagit Valley Casino Resort, Cascade Natural Gas, Skagit Bank, Shell Puget Sound Refinery, SaviBank, Ken's Hairstyling, and the City of Mount Vernon.

The festivities began with the **4th Annual FREE** holiday movie at the historic Lincoln Theatre, co-sponsored by Ken's Hairstyling and the Mount Vernon Downtown Association. This year's family movie was "Home Alone", presented both before and after the parade. Just as the movie was ending, spectators young and old started lining First Street in anticipation of Santa's arrival. The parade began with a flashing police vehicle escort, for the "colors" and honorary Grand Marshal, Gregg Davidson, CEO of Skagit Regional Health, riding in a 2008 red Corvette convertible owned by Dale Ragan, Mount Vernon City Council. Following closely behind, Mayor Jill Boudreau walked with a group carrying luminaries as part of a community art project

sponsored by Tri Dee Arts. Santa was the final guest of honor, arriving with great fanfare on an engine provided by Skagit County Fire District #3.

The 2015 parade winners were:

- 1<sup>st</sup> place – Mount Vernon City Library, with their entry: "Hogwarts Yule Ball 2015"
- 2<sup>nd</sup> place – First Baptist/Jungle Playland
- 3<sup>rd</sup> place – NW Glacier Cruisers
- Honorable Mention – Mount Vernon High School Bulldog Marching Band

Parade Judges were:

- Jeanne Youngquist, Skagit County Auditor
- Bob Hyde, City of Mount Vernon Community and Economic Development Director
- Roger Gietzen, Lincoln Theatre Director

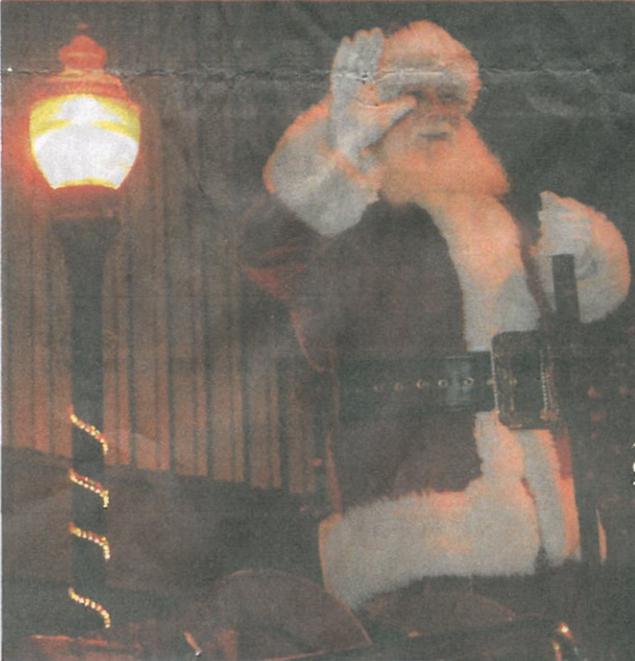
Before and after the parade, The Mount Vernon High School Choir sang Christmas carols in Pine Square. Gregg Davidson ceremoniously lit the tree as children lined up to confide their wishes to Santa. Elves from Mount Baker Middle School Builders Club were on hand to help Santa. The Mount Vernon Downtown Association gratefully acknowledges Nathan Salseina and the City of Sedro-Woolley for our beautiful Christmas tree.

This year, the Mount Vernon Downtown Association received volunteer help from many organizations while preparing for the Christmas Parade. The Christmas lights were overseen by Tom Wenzl and his team of volunteers from Mount Vernon Parks and Recreation. The Mount Vernon Streets Department installed all of the lighted snowflakes and hung the seasonal banners on the light poles. Mount Vernon High School Bulldog athletes and cheerleaders helped set up and decorate tents in Pine Square and the Skagit Valley College Allied Health Club helped with staging the parade.

A special Thank You goes to Estephanie Carrillo, Tourism Director at the Mount Vernon Chamber of Commerce, and Loren Bickley for overseeing the parade lineup.

The Old-Fashioned Holiday Kick-Off in Mount Vernon Downtown was truly a successful community effort in bringing friends and family together to share the spirit of the holidays!

THE MOUNT VERNON CHRISTMAS PARADE  
IS THIS SUNDAY, DEC. 6, STARTING AT 5 PM!



The MVDA  
thanks our  
**SANTA  
SPONSOR:**



SKAGIT VALLEY HERALD

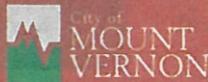


THE TREE  
LIGHTING  
CEREMONY  
FOLLOWS  
IMMEDIATELY  
AFTER THE PARADE  
IN PINE SQUARE.

The MVDA  
thanks the City  
of Sedro-Woolley  
for our beautiful  
community  
Christmas tree!

LOCAL

THANK YOU to our Additional Sponsors:



SATURDAY, DECEMBER 5, 2015 | A3