

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

March 23, 2016

7:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Consent Calendar.....4-57

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 Meeting (Including March 14, 2016 Special Meeting- Retreat)
- c. Finance
 - Claim Checks #183436 to #183534 plus EFT's in the amount of \$177,173.73
 - Payroll Checks #58862 to #58873 plus EFT's in the amount of \$209,733.76
- d. Employment Agreement – Bob Pyritz, Construction Manager
- e. Request for Budget Amendment for Repairs of Museum Apartment Area & Task Order Authorization for 2016-PW-09-TO-01
- f. Possible Bid Award – Agreement No. 2016-PW-16 – Library Vestibule Damage Repair Contract – JM Construction & Drywall LLC
- g. Possible Bid Awards – 2016 Wheeled Carts, 2016 Commercial Front Load Dumpsters & 2016 Roll-off Containers
- h. Request for Out of State Travel – Police Department

- 4. Public Comment.....58

PUBLIC HEARING

UNFINISHED BUSINESS

- 5. Spray Park Update/Professional Services Agreement No. 2016-PS-19 for Professional Landscape Design Services – The Philbin Group, Landscape Architecture.....59-93

NEW BUSINESS

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

- 6. Written Reports to Council.....94-101
- 7. Informational Items.....102-104

EXECUTIVE SESSION

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

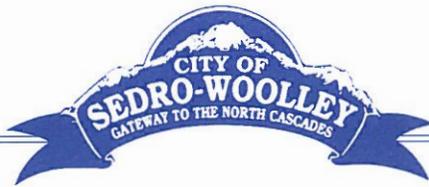
**Next Meeting:
April 6, 2016 Council Worksession
Public Safety Training Room
7:00 PM**

**COMMITTEE ASSIGNMENTS
2016**

Public Safety	Chuck Owen, Chair Brenda Kinzer Germaine Kornegay
Utilities	Judith Dunn Lee, Chair Julia Johnson Brenda Kinzer
Finance & Personnel	Rick Lemley, Chair Germaine Kornegay Judith Dunn Lee
Parks & Recreation	Germaine Kornegay, Chair Brenda Kinzer Brett Sandström
Planning	Brett Sandström, Chair Rick Lemley Julia Johnson
Business Development	Julia Johnson, Chair Brett Sandström Chuck Owen
Mayor Pro-tem	Brenda Kinzer

MAR 23 2016

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 13



DATE: March 23, 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 March 23, 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.

MAR 23 2016

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 36

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
March 9, 2016 – 7:00 P.M. – Council Chambers

ROLL CALL: Present: Mayor Wagoner; Councilmembers: Judith Dunn Lee, Germaine Kornegay, Brenda Kinzer, Julia Johnson, Chuck Owen, Rick Lemley and Brett Sandström. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Public Works Director Freiberger, Planning Director Coleman, Fire Chief Klinger and Police Chief Tucker.

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

Pledge of Allegiance

Mayor Wagoner announced an Executive Session was held prior to the regular meeting at 6:30 P.M. for the purpose of consideration of the sale or lease of real estate (RCW 42.30.110 (c)), and to discuss collective bargaining (RCW 42.30.140(4)).

Consent Calendar

- Approval of Agenda
- Minutes from Previous Meeting (Including March 2, 2016 Worksession)
- Finance
 - Claim Checks #183339 to #183435 in the amount of \$605,310.87
 - Payroll Checks #58845 to #58861 plus EFT's in the amount of \$284,182.86.
- 2016 ERR Purchases – John Deere Mowers – Purchase Order 2016-PO-07
- Ordinance 1842-16 – 2016 Budget Amendment #1

Councilmember Dunn Lee moved to approve the consent calendar items A through E. Seconded by Councilmember Kornegay. Motion carried (7-0).

Public Comment

No comments received.

PUBLIC HEARING

UNFINISHED BUSINESS

Final Plat Approval of the Plat of Sauk Mountain View Estates North V – A Planned Residential Development (File #LP-2014-094)

Planning Director Coleman introduced the second read of the Final Plat Approval of the Plat of Sauk Mountain View Estates North V. He stated that staff has reviewed the plat development and all the requirements have been met.

Councilmember Johnson moved to adopt Resolution No. 937-16 A Resolution Granting Final Plat Approval of the Plat of Sauk Mountain View Estates North Phase V. – A Planned Residential Development. Seconded by Councilmember Lemley. Motion carried (7-0).

NEW BUSINESS

Steve McCartt Presentation re: SWHS Lip Dub

Steve McCartt – 815 Evans Dr. and a teacher at Sedro-Woolley High School addressed the Council regarding the annual Lip Dub and requested permission to do the production downtown. McCartt explained the Lip Dub and noted this is the seventh year.

At the request of the Council, McCart reviewed his credentials and entertained questions regarding the merchant response and former Sedro-Woolley High School student Ryan Haug.

A previous Lip Dub was shown to the Council and audience members.

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Written Reports to Council
Informational Items

Police Chief Tucker – updated the Council regarding working with the School District on ongoing Active Shooter training. They are currently working on logistics and with the Sheriff's office and county wide Department of Emergency Management. Tucker noted that all major employers will need the same training. He reported on an informational meeting regarding sex trafficking he attended in Burlington sponsored by the local Soroptimist Clubs. He also announced the addition of a new Reserve Officer who was a previous Burlington police officer. He then reported on training regarding Dam Failure.

Police Chief Klinger – reported on a meeting with the Department of Emergency Management (DEM) to review the funding mechanism and who the DEM works for. The goal is to have an answer no later than July so cities can budget for 2017.

Planning Director Coleman – has been busy with the packet for the Planning Commission on different element updates for the Comp Plan. City Council review should be sometime in May.

Public Works Director Freiburger – reported advertising will go out for the Jameson Arterial tomorrow. He noted the Open House went well. There will be another Open House regarding the Houser Playfield plan on March 24th. Final touches are being put on the Ferry Street Overlay project. Design work is being worked on for the Cascade Trail and Fruitdale Road. Freiburger requested authorization for an upcoming grant application.

Councilmember Dunn Lee moved to authorize Mr. Freiburger to apply for the grant for the Fruitdale Arterial project. Seconded by Councilmember Owen. Motion carried (7-0).

City Supervisor/Attorney Berg – noted the grant application will be a joint application with the Port and Skagit County. He also reminded Councilmember's of the upcoming deadline for their City magazine contributions as well as the retreat on Monday, March 14th at Swinomish Lodge.

Finance Director Nelson – pointed out the December summary financial report as well as the USDA annual report which will be the first of many. She also noted a special presentation by Sedro Woolley School District Superintendent Phil Brockman and Athletic Director Todd Torgersen to staff member Cheryl Brue for her brother Joe Fisher (deceased) who was nominated into the Sedro-Woolley School District Hall of Fame.

Councilmember Kornegay – reported on the human trafficking presentation she attended. She noted it is more of a problem than realized.

Councilmember Owen –questioned the status on the library entrance.

It was noted that a request for bids has been published. It was also noted that it is not just a replacement of what was as we are required to bring it up to current code.

Mayor Wagoner pointed out a late item regarding the Library from Loretta Sarinnen. He noted it will be placed in the packet for the next meeting.

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

The meeting adjourned at 7:43 P.M.

MAR 23 2016

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 36

CITY OF SEDRO-WOOLLEY

Special Meeting of the City Council
Retreat

March 14, 2016 – 10:00 A.M. – Swinomish Lodge

ROLL CALL: Present: Mayor Wagoner; Councilmembers: Judith Dunn Lee, Brenda Kinzer, Germaine Kornegay, Julia Johnson, Chuck Owen, Rick Lemley and Brett Sandström. Staff: City Supervisor/Attorney Berg, Finance Director Nelson, Public Works Director Freiburger, Planning Director Coleman, Fire Chief Klinger, Police Chief Tucker, IT Director Chambers and Library Director Peterson.

The meeting was called to order at 10:07 A.M. by Mayor Wagoner.

City Supervisor/Attorney Berg welcomed everyone to the meeting and introduced the retreat agenda and purpose.

IT – IT Director Bill Chambers provided a report from the IT Department, including a presentation that introduced his department and articulated the 2016 goals and objectives.

FINANCE – Finance Director Patsy Nelson provided a report on the Finance Department including a basic understanding of the functions of the Finance Department. Finance is the backbone of the city with primary responsibility for budgeting, auditing, cash receipting, cemetery, utility billing and call center, payroll and much of Human Resources, accounting, receivables, collections, record keeping, facility rental counter etc. She also discussed future needs including options for credit card processing, cemetery software and the fact that 80% of the Finance staff are nearing retirement.

PLANNING & BUILDING – Planning Director John Coleman provided a report on the Planning and Building departments including a discussion of how a permit is processed when received over the counter. He also talked about future ideas to improve customer service with limited staffing. The Planning and Building Department is down one full time FTE from a decade ago and two of the three current employees are likely within five years of retirement.

LIBRARY – Library Director Debra Peterson provided a report on the Sedro-Woolley Public Library including a written report that include some Sedro-Woolley Library history and the critical nature of early literacy. The Sedro-Woolley Library serves about 6,800 patrons including about 500 rural residents. She also provided some data regarding the city and the region as it related to service demands at the city library.

FIRE – Fire Chief Dean Klinger reported on the Sedro-Woolley Fire Department, including call volume, staffing and possible future options and issues. In the Chief's time with the department, call volume has increased from a few hundred a year to probably more than 2,400 this year. Sedro-Woolley Fire Department is well equipped, but limited in staffing. The biggest issue facing the department is staffing in the long term.

POLICE – Police Chief Lin Tucker provided an update on the Sedro-Woolley Police Department, including working through a handout provided to Council. He also talked about 2016 training, crime watch volunteers, reserve officers and the Police Department’s Facebook page. The Police Department is better staffed now than at any other time in history and is busy making progress on quality of life enhancement in the city. The Police Department is proactive in its operation and will work outside of the city limits when those rural residents are committing crimes that impact the city. He also talked about revised evaluations and updating the department’s manual. Finally, he addressed the need for additional code enforcement and records personnel.

PUBLIC WORKS – Public Works Director Mark Freiburger reported on Public Works, including Solid Waste, Operations (Parks, Facilities, Streets, Storm Water and Cemetery) and Wastewater. Public works staff has been reduced by 3 FTE’s since he was hired in 2007. Today, public works has 25 FTE’s and 12 part time employees, divided into three divisions. If it rolls, is wet, is coming down or going out, it is the mission of public works. Freiburger also addressed the engineering function internally. He noted the list of recent accomplishments on the hand out. Pressing needs for public works include maintenance of the 49 miles of streets in the city (budget unchanged in the past 9 years), 41 miles of sidewalks on city rights-of-way, ADA compliance, parks oversight, facilities maintenance, 2MGD WWTP assessment and plans for future upgrade. Funding construction phase work for Fruitdale is a significant issue for this fall to construct next year. Finally, the public works planning documents are taking some time and need to be addressed in the very near future.

Council and Staff visited informally during lunch beginning at 12:15 P.M.

Following the informal lunch, the retreat moved to a presentation by City Supervisor/Attorney Eron Berg at 1:05 P.M. He talked about the overall economic conditions of the city, including the services delivered, current delivery models and options available. He also talked about tax and fee options as well as service delivery alternatives.

Councilmembers asked questions about the presentation and then led into a council conversation regarding priorities. Councilmember Kinzer asked about the economic impact of Northern State. Councilmember Owen expressed concern about the equipment maintenance on lawn mowers. Mayor Wagoner prioritized public safety and believes Police Department records support is critical and would like to see that happen first. Councilmember Sandström asked about software or technology options that could assist in the Police Department records department. Councilmember Dunn Lee feels that the city cannot afford to lose more WWTP employees to neighboring treatment plants. Councilmember Kornegay agreed and also agrees with the need for the records support.

Councilmember Kornegay appreciated the Finance Department’s plan to add elements to Bias as well as the advance Bias training. Mayor Wagoner asked if there was interest in reconsidering business license fees for the bars. Councilmember Kinzer asked if there is a way to charge bars by event. Councilmember Kornegay asked if the council could see the council packet from the bar business license fee discussion from a few years ago. Councilmember Kinzer requested that the Council get updated 911 call statistics for the bars.

Councilmember Kinzer reflected the biggest complaint she hears is the condition of the streets in the local access areas. She questioned if it is possible to reallocate funds in a particular year and make some progress on local access streets? Councilmember Johnson feels like Sedro-Woolley citizens are most concerned about the lack of local options to purchase staples including grocery stores, clothes, shoes, etc. Sedro-Woolley needs to have a "brand" or a "draw" to attract tourists to visit. Councilmember Sandström believes the downtown needs to be thriving to attract additional and new businesses to the city including SR 20 frontage and questioned how we revitalize the downtown? Councilmember Kinzer asked for a plan to revitalize downtown. Discussion ensued regarding the downtown area to include how do we transition downtown from offices to downtown commercial? How do we encourage mixed use redevelopment downtown? Is there any interest from the council in code enforcement regarding downtown to require maintenance and repairs? Could the city provide informational notices about repair and maintenance requirements to encourage voluntary compliance? Councilmember Sandström asked about the Main Streets Program.

Councilmember Johnson expressed concern about the street crew and the parks department staffing levels. Could we support those departments with more staffing? Councilmember Kinzer stated that more money must be found to support the departments and particularly through the growth of new and more businesses. Councilmember Dunn Lee stated that the city must prioritize sales tax generation. City Supervisor/Attorney Berg asked about plans for the old Tesarick Field.

The spray park was discussed. Councilmember Sandström asked about revising the bathrooms at Memorial Park to reduce criminal activity. Could the bathrooms be restructured to delete the locking front doors? The same questions could also apply to Hammer Heritage Square. The food bank was also discussed, specifically regarding the future location.

Councilmember Owen feels that the utility tax is the only fair way to increase taxes. Mayor Wagoner agreed and expressed that taxes are not pleasant, but a user tax is the most fair way to levy costs. Councilmember Kinzer asked about the feasibility of purchasing derelict buildings in the Central Business District for redevelopment purposes. Councilmember Sandström also likes the idea of facilitating small business development and cited the Port of Anacortes's incubator project. Councilmember Owen thinks the city needs businesses and tax base.

Councilmember Owen left the meeting at 3:35 P.M. to pick up grandkids.

Councilmember Sandström asked about the Omni Processor and how it could be incorporated into the city's WWTP.

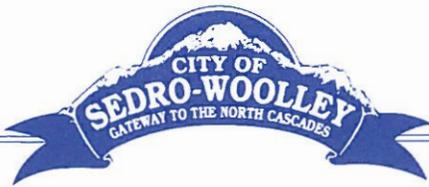
City Supervisor/Attorney Berg provided an update on the proposed library partnership. Some discussion followed. Some conversation also followed about the location of the proposed spray park at Memorial Park.

City Supervisor/Attorney Berg asked about the retreat and retreat format. Both Councilmember Johnson and Councilmember Dunn Lee liked the retreat. Council members expressed appreciation for the use of the room.

Mayor Wagoner adjourned the meeting at 3:57 P.M.

MAR 23 2016

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



DATE: March 23, 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 March 23, 2016.

Motion to approve Claim Checks #183436 to #183534 plus EFT's in the amount of \$177,173.73.

Motion to approve Payroll Checks #58862 to #58873 plus EFT's in the amount of \$209,733.76.

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

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1818	03/23/2016	Claims	2	EFT	US Bank -- Purchase Cards	12,022.52	
		001 - 512 50 31 001 - Publications				386.26	
		001 - 513 10 43 000 - Meals/Travel				4.50	
		001 - 513 10 43 000 - Meals/Travel				31.17	
		001 - 513 10 43 000 - Meals/Travel				17.00	
		001 - 517 90 49 001 - Employee Wellness (educ)				99.00	
		001 - 518 80 35 000 - Small Tools/Minor Equip				32.54	
		001 - 521 40 43 000 - Travel				728.52	
		001 - 521 40 49 000 - Tuition/Registration				390.00	
		001 - 522 20 35 011 - EMS Minor Equipment				428.59	
		001 - 523 20 31 000 - Office/Operating Supplies				74.00	
		001 - 524 20 49 030 - Misc-Tuition/Registration				243.48	
		001 - 524 20 49 030 - Misc-Tuition/Registration				200.00	
		001 - 524 20 49 030 - Misc-Tuition/Registration				121.74	
		425 - 531 50 31 000 - Operating Supplies				87.00	
		425 - 531 50 31 000 - Operating Supplies				42.00	
		401 - 535 50 48 000 - Maintenance Contracts				124.75	
		401 - 535 50 48 010 - Maintenance Of Lines				585.28	
		401 - 535 80 31 010 - Operating Supplies				6.45	
		401 - 535 80 41 000 - Professional Services				160.00	
		401 - 535 80 49 030 - Misc-Tuition/Registration				61.55	
		102 - 536 20 49 010 - Misc-Tuition/Registration				12.31	
		412 - 537 80 31 000 - Operating Supplies				764.85	
		412 - 537 80 49 010 - Misc-Dues/Subs & Tuitn/Reg				61.55	
		103 - 542 30 49 030 - Misc-Tuition/Registration				49.24	
		105 - 572 20 31 010 - Supplies				107.81	
		105 - 572 20 31 010 - Supplies				77.34	
		105 - 572 20 49 010 - Tuition/registration				80.00	
		101 - 576 80 31 000 - Operating Sup - Tesarik Park				52.80	
		101 - 576 80 48 021 - Equipment				310.43	
		101 - 576 80 49 000 - Misc-Tuition/Registration				390.00	
		101 - 576 80 49 020 - Misc-Dues/CDL/Background				24.62	
		001 - 594 18 64 001 - Network Hardware				1,364.90	
		001 - 594 18 64 001 - Network Hardware				599.98	
		001 - 594 18 64 001 - Network Hardware				1,121.41	
		001 - 594 21 64 000 - Machinery & Equipment				1,269.42	
		001 - 594 21 64 000 - Machinery & Equipment				1,102.60	
		001 - 594 21 64 000 - Machinery & Equipment				236.03	
		001 - 594 21 64 000 - Machinery & Equipment				32.53	
		105 - 594 72 64 000 - Books & Materials				103.09	
		105 - 594 72 64 000 - Books & Materials				116.42	
		105 - 594 72 64 000 - Books & Materials				207.35	
		001 - 595 10 31 000 - Supplies				58.00	
		001 - 595 10 31 000 - Supplies				28.00	
		001 - 595 10 43 000 - Travel				15.67	
		001 - 595 10 49 000 - Dues/Memberships				12.34	
1819	03/23/2016	Claims	2	EFT	WA State Dept Of Revenue	12,531.56	
		001 - 511 60 31 000 - Supplies				1.27	
		001 - 513 10 42 000 - Communication				59.08	
		001 - 521 20 31 002 - Office/Operating Supplies				22.97	
		001 - 522 20 48 000 - Repairs/Maint-Equip				22.18	
		401 - 535 80 44 010 - Taxes & Assessments				5,512.43	
		102 - 536 20 44 010 - Taxes And Assessments				422.65	
		412 - 537 80 44 001 - Taxes & Assessments				6,167.64	
		103 - 542 64 31 000 - Operating Supplies				245.04	
		105 - 572 20 44 010 - Taxes & Assessments				13.54	
		101 - 576 80 44 010 - Taxes And Assessments				42.75	
		101 - 576 80 48 000 - Repairs/Maintenance				19.47	
		105 - 594 72 64 000 - Books & Materials				2.54	
1820	03/23/2016	Claims	2	183436	A & E Insulation, Inc.	2,256.80	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 594 76 31 000		- Buildings & Structures	2,256.80	
1821	03/23/2016	Claims	2	183437	Action Communications Inc	310.79	
			001 - 522 20 48 000		- Repairs/Maint-Equip	310.79	
1822	03/23/2016	Claims	2	183438	Aramark Uniform Services	30.68	
			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	0.40	
			103 - 542 30 49 000		- Misc-Laundry	6.72	
			103 - 542 30 49 000		- Misc-Laundry	6.72	
1823	03/23/2016	Claims	2	183439	Assoc Petroleum Products	3,184.37	
			001 - 518 20 32 000		- Auto Fuel	74.42	
			001 - 521 20 32 000		- Auto Fuel	759.05	
			001 - 522 20 32 000		- Auto Fuel/Diesel	331.84	
			001 - 523 20 32 000		- Auto Fuel	23.14	
			401 - 535 80 32 000		- Auto Fuel/Diesel	52.43	
			401 - 535 80 32 000		- Auto Fuel/Diesel	50.77	
			412 - 537 80 32 000		- Auto Fuel/Diesel	1,090.46	
			412 - 537 80 32 000		- Auto Fuel/Diesel	57.35	
			412 - 537 80 32 000		- Auto Fuel/Diesel	71.93	
			103 - 542 30 32 000		- Auto Fuel/Diesel	257.29	
			103 - 542 30 32 000		- Auto Fuel/Diesel	90.39	
			103 - 542 30 32 000		- Auto Fuel/Diesel	90.79	
			101 - 576 80 32 000		- Auto Fuel/Diesel	234.51	
1824	03/23/2016	Claims	2	183440	Association Of WA Cities	3,421.38	
			001 - 521 20 27 000		- Retired Medical	3,421.38	
1825	03/23/2016	Claims	2	183441	Kelly Bailey	20.00	
			630 - 386 00 00 630		- TDB Fees	-20.00	
1826	03/23/2016	Claims	2	183442	Jack Bates	20.00	
			630 - 386 00 00 630		- TDB Fees	-20.00	
1827	03/23/2016	Claims	2	183443	Bay City Supply	189.16	
			101 - 576 80 31 005		- Operating Sup - Senior Ctr	96.57	
			101 - 576 80 31 006		- Operating Sup - City Hall	92.59	
1828	03/23/2016	Claims	2	183444	Bioscience Inc	1,150.00	
			401 - 535 50 48 010		- Maintenance Of Lines	1,150.00	
1829	03/23/2016	Claims	2	183445	Blumenthal Uniform & Equip	251.65	
			001 - 522 20 26 000		- Uniforms	110.73	
			001 - 522 20 26 000		- Uniforms	140.92	
1830	03/23/2016	Claims	2	183446	Bonner Electrical Contracting LLC	2,505.23	
			001 - 522 50 48 020		- Repair/Maint-Garage	891.58	
			101 - 576 80 48 016		- City Hall	1,613.65	
1831	03/23/2016	Claims	2	183447	Brown & Caldwell	1,894.25	
			401 - 594 35 63 000		- Engineering Services	1,894.25	
1832	03/23/2016	Claims	2	183448	Capital One Commercial	1,883.63	
			001 - 517 90 49 003		- Employee Wellness (supplies)	327.58	
			001 - 522 50 48 010		- Repairs/Maint-Dorm	433.98	
			401 - 535 80 31 010		- Operating Supplies	222.24	
			412 - 537 50 48 010		- Repairs/Maint-Building	484.03	
			412 - 537 80 31 010		- Office Supplies	111.12	
			103 - 542 30 31 000		- Operating Supplies	111.12	
			101 - 594 76 31 000		- Buildings & Structures	193.56	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1833	03/23/2016	Claims	2	183449	Carl's Towing Inc	582.66	
					001 - 521 20 41 001 - Professional Services	194.22	
					001 - 521 20 41 001 - Professional Services	194.22	
					001 - 521 20 41 001 - Professional Services	194.22	
1834	03/23/2016	Claims	2	183450	Cascade Natural Gas Corp	3,341.57	
					001 - 521 20 47 000 - Public Utilities	53.65	
					001 - 522 50 47 000 - Public Utilities	358.31	
					401 - 535 80 47 000 - Public Utilities	219.15	
					412 - 537 80 47 000 - Public Utilities	278.13	
					103 - 542 63 47 000 - Public Utilities	41.83	
					103 - 542 63 47 000 - Public Utilities	38.37	
					105 - 572 20 47 000 - Public Utilities	197.97	
					101 - 576 80 47 010 - Community Center	122.84	
					101 - 576 80 47 020 - Senior Center	327.09	
					101 - 576 80 47 050 - Hammer Square	46.88	
					101 - 576 80 47 052 - Bingham Caretaker	89.54	
					101 - 576 80 47 052 - Bingham Caretaker	75.59	
					101 - 576 80 47 070 - City Hall	1,492.22	
1835	03/23/2016	Claims	2	183451	Chemsearch	133.74	
					401 - 535 80 31 010 - Operating Supplies	133.74	
1836	03/23/2016	Claims	2	183452	Cities Insurance Assoc	874.79	
					001 - 521 20 46 000 - Insurance	874.79	
1837	03/23/2016	Claims	2	183453	Code Publishing Inc	124.50	
					001 - 511 30 34 000 - Code Book	124.50	
1838	03/23/2016	Claims	2	183454	Comcast	151.12	
					001 - 518 80 42 021 - Internet Services	151.12	
1839	03/23/2016	Claims	2	183455	Commercial Fire Protection Inc	337.50	
					001 - 522 50 49 050 - Fire/Theft Protection	168.75	
					101 - 576 80 48 016 - City Hall	168.75	
1840	03/23/2016	Claims	2	183456	Crystal Springs	11.53	
					401 - 535 80 31 010 - Operating Supplies	11.53	
1841	03/23/2016	Claims	2	183457	Databar	5,938.70	
					425 - 531 50 42 010 - Postage	94.82	
					401 - 535 80 42 015 - Postage	1,540.96	
					412 - 537 80 31 000 - Operating Supplies	3,568.00	
					412 - 537 80 42 010 - Postage	734.92	
1842	03/23/2016	Claims	2	183458	E & E Lumber	1,041.04	
					001 - 521 20 31 002 - Office/Operating Supplies	113.57	
					001 - 523 20 31 000 - Office/Operating Supplies	42.81	
					401 - 535 80 35 000 - Small Tools & Minor Equip	26.51	
					103 - 542 30 35 000 - Small Tools/Minor Equip	15.28	
					103 - 542 30 35 000 - Small Tools/Minor Equip	30.59	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	44.17	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	32.35	
					101 - 576 80 31 006 - Operating Sup - City Hall	31.94	
					101 - 576 80 31 008 - Operating Sup - Memorial	34.65	
					101 - 594 76 31 000 - Buildings & Structures	669.17	
1843	03/23/2016	Claims	2	183459	EBSCO	1,960.00	
					105 - 572 20 51 000 - WA Library System	1,960.00	
1844	03/23/2016	Claims	2	183460	EDASC	2,000.00	
					001 - 558 70 41 000 - EDASC	2,000.00	
1845	03/23/2016	Claims	2	183461	Eco-3	175.00	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 80 49 015		- Training	175.00	
1846	03/23/2016	Claims	2	183462	Edge Analytical Inc		2,910.00
			401 - 535 80 41 000		- Professional Services	154.00	
			401 - 535 80 41 000		- Professional Services	188.00	
			401 - 535 80 41 000		- Professional Services	49.00	
			401 - 535 80 41 000		- Professional Services	47.00	
			401 - 535 80 41 000		- Professional Services	208.00	
			401 - 535 80 41 000		- Professional Services	139.00	
			401 - 535 80 41 000		- Professional Services	571.00	
			412 - 537 80 41 000		- Professional Services	518.00	
			412 - 537 80 41 000		- Professional Services	518.00	
			412 - 537 80 41 000		- Professional Services	518.00	
1847	03/23/2016	Claims	2	183463	FEI		143.13
			401 - 535 50 48 050		- Maint Of General Equip	105.30	
			101 - 576 80 48 016		- City Hall	37.83	
1848	03/23/2016	Claims	2	183464	Fastenal Company		53.04
			412 - 537 80 31 000		- Operating Supplies	44.91	
			412 - 537 80 31 000		- Operating Supplies	8.13	
1849	03/23/2016	Claims	2	183465	Federal Certified Hearing		20.00
			105 - 572 20 41 000		- Professional Services	20.00	
1850	03/23/2016	Claims	2	183466	Frontier Building Supply		210.41
			401 - 535 50 48 010		- Maintenance Of Lines	210.41	
1851	03/23/2016	Claims	2	183467	Frontier		1,663.87
			001 - 512 50 42 020		- Telephone	53.34	
			001 - 513 10 42 020		- Telephone	80.01	
			001 - 514 23 42 020		- Telephone	80.01	
			001 - 515 30 42 001		- Telephone	35.56	
			001 - 518 80 42 020		- Telephone	26.67	
			001 - 521 20 42 020		- Telephone	266.95	
			001 - 521 20 42 020		- Telephone	69.04	
			001 - 521 20 42 020		- Telephone	59.77	
			001 - 522 20 42 020		- Telephone	97.79	
			001 - 524 20 42 020		- Telephone	26.67	
			401 - 535 80 42 020		- Telephone	71.12	
			401 - 535 80 42 020		- Telephone	211.26	
			102 - 536 20 42 020		- Telephone	77.45	
			412 - 537 80 42 020		- Telephone	35.56	
			412 - 537 80 42 020		- Telephone	59.90	
			103 - 542 30 42 020		- Telephone	8.89	
			001 - 558 60 42 020		- Telephone	26.67	
			105 - 572 20 42 020		- Telephone	44.45	
			105 - 572 20 42 020		- Telephone	114.67	
			101 - 576 80 42 020		- Telephone	17.78	
			101 - 576 80 47 070		- City Hall	138.08	
			001 - 595 10 42 020		- Telephone	62.23	
1852	03/23/2016	Claims	2	183468	Generator Services NW		1,833.68
			001 - 521 20 48 000		- Repairs & Maintenance	130.97	
			001 - 522 20 48 000		- Repairs/Maint-Equip	130.97	
			425 - 531 50 48 000		- Repairs/Maintenance	130.97	
			401 - 535 50 48 000		- Maintenance Contracts	1,309.80	
			101 - 576 80 48 016		- City Hall	130.97	
1853	03/23/2016	Claims	2	183469	Great America Financial Svcs		125.69
			105 - 572 20 48 020		- Repair/Maintenance-Equip	125.69	
1854	03/23/2016	Claims	2	183470	Guardian Security		2,905.34
			001 - 522 50 49 050		- Fire/Theft Protection	351.00	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 31 004		Operating Sup - Comm Cente	276.00	
			101 - 576 80 31 005		Operating Sup - Senior Ctr	276.00	
			101 - 576 80 31 006		Operating Sup - City Hall	1,104.00	
			101 - 576 80 31 006		Operating Sup - City Hall	622.34	
			101 - 576 80 31 007		Operating Sup - Library	276.00	
1855	03/23/2016	Claims	2	183471	Hach Company		314.57
			401 - 535 80 31 010		Operating Supplies	314.57	
1856	03/23/2016	Claims	2	183472	Patrick Hayden		3,000.00
			001 - 515 30 41 001		Prosecuting Attorney	3,000.00	
1857	03/23/2016	Claims	2	183473	Humane Society Of Skagit		176.00
			001 - 521 20 41 021		Humane Society	176.00	
1858	03/23/2016	Claims	2	183474	Ingram Library Services		412.17
			105 - 594 72 64 000		Books & Materials	289.31	
			105 - 594 72 64 000		Books & Materials	73.38	
			105 - 594 72 64 000		Books & Materials	49.48	
1859	03/23/2016	Claims	2	183475	KCDA Purchasing Cooperative		6,174.34
			101 - 594 76 61 000		Riverfront Park	6,174.34	
1860	03/23/2016	Claims	2	183476	LN Curtis & Sons		163.51
			001 - 522 20 31 000		Operating Supplies	163.51	
1861	03/23/2016	Claims	2	183477	Lakeside Industries		577.70
			103 - 542 30 48 003		Asphalt Materials	577.70	
1862	03/23/2016	Claims	2	183478	Lithtex NW		103.86
			001 - 512 50 31 000		Supplies	103.86	
1863	03/23/2016	Claims	2	183479	Lochner		14,800.53
			104 - 595 10 63 010		Eng Fruitdale	14,800.53	
1864	03/23/2016	Claims	2	183480	Loggers And Contractors		497.82
			103 - 542 30 48 010		Repair/Maintenance-Equip	497.82	
1865	03/23/2016	Claims	2	183481	Lou's Gloves Inc.		356.00
			401 - 535 80 31 010		Operating Supplies	356.00	
1866	03/23/2016	Claims	2	183482	MAILFINANCE		800.99
			001 - 514 23 45 000		Operating Rentals/Leases	133.50	
			001 - 521 20 42 010		Postage	133.50	
			001 - 522 20 42 010		Postage	133.50	
			001 - 524 20 42 000		Postage	133.49	
			001 - 558 60 42 010		Postage	133.50	
			001 - 595 10 42 000		Postage	133.50	
1867	03/23/2016	Claims	2	183483	Mallory Safety & Supply LLC		357.67
			001 - 522 20 31 000		Operating Supplies	357.67	
1868	03/23/2016	Claims	2	183484	Martin Marietta Materials		1,464.76
			103 - 542 30 48 002		Crushed Aggregate	1,286.04	
			103 - 542 30 48 002		Crushed Aggregate	178.72	
1869	03/23/2016	Claims	2	183485	William R McCann		3,500.00
			001 - 515 93 41 000		Indigent Defender	3,500.00	
1870	03/23/2016	Claims	2	183486	Menke Jackson Beyer, LLP		5,949.51
			001 - 515 30 41 000		Professional Services	5,949.51	
1871	03/23/2016	Claims	2	183487	Jeff Moody		174.64
			102 - 536 20 35 010		Safety Equipment	174.64	
1872	03/23/2016	Claims	2	183488	Motor Trucks Inc		537.08

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 50 48 000		Repairs/maint-equip	537.49	
			412 - 537 50 48 000		Repairs/maint-equip	-67.27	
			412 - 537 80 31 000		Operating Supplies	66.86	
1873	03/23/2016	Claims	2	183489	Norco		19.98
			001 - 522 20 31 000		Operating Supplies	19.98	
1874	03/23/2016	Claims	2	183490	North Central Laboratories		276.97
			401 - 535 80 31 010		Operating Supplies	276.97	
1875	03/23/2016	Claims	2	183491	Northwest Biosolids Mgmt		470.00
			401 - 535 80 49 010		Misc-Dues/Subscriptions	470.00	
1876	03/23/2016	Claims	2	183492	Oasys		252.21
			105 - 572 20 48 020		Repair/Maintenance-Equip	252.21	
1877	03/23/2016	Claims	2	183493	Office Depot		422.73
			001 - 524 20 31 000		Off/Oper Supps & Books	13.32	
			001 - 524 20 31 000		Off/Oper Supps & Books	32.55	
			001 - 558 60 31 000		Supplies/Books	13.32	
			001 - 558 60 31 000		Supplies/Books	32.54	
			101 - 576 80 48 010		Office Equip	227.84	
			001 - 595 10 31 000		Supplies	26.42	
			001 - 595 10 31 000		Supplies	32.54	
			104 - 595 10 63 033		Eng-Ferry/Township Overlay	14.73	
			104 - 595 10 63 040		Eng-SR9 Jameson	14.73	
			104 - 595 10 63 070		Eng SR20 Cascade Trail Phas	7.37	
			104 - 595 10 63 075		Eng SR20 Cascade Trail Phas	7.37	
1878	03/23/2016	Claims	2	183494	Pat Rimmer Tire Ctr Inc		1,496.24
			412 - 537 50 48 000		Repairs/maint-equip	104.16	
			412 - 537 50 48 000		Repairs/maint-equip	217.00	
			412 - 537 50 48 000		Repairs/maint-equip	44.50	
			103 - 542 30 48 010		Repair/Maintenance-Equip	1,130.58	
1879	03/23/2016	Claims	2	183495	Public Surplus		229.25
			621 - 386 00 00 001		Public Surplus Fees	-229.25	
1880	03/23/2016	Claims	2	183496	Public Utility Dis No1		1,885.20
			001 - 521 20 47 000		Public Utilities	25.88	
			001 - 522 50 47 000		Public Utilities	233.20	
			401 - 535 80 47 000		Public Utilities	254.82	
			102 - 536 20 47 000		Public Utilities	38.29	
			412 - 537 80 47 000		Public Utilities	54.21	
			103 - 542 63 47 000		Public Utilities	58.35	
			105 - 572 20 47 000		Public Utilities	38.29	
			101 - 576 80 47 000		Riverfront	212.59	
			101 - 576 80 47 010		Community Center	84.86	
			101 - 576 80 47 020		Senior Center	319.90	
			101 - 576 80 47 040		Train	25.88	
			101 - 576 80 47 050		Hammer Square	45.94	
			101 - 576 80 47 051		Bingham / Memorial	194.88	
			101 - 576 80 47 053		Other Utilities	74.90	
			101 - 576 80 47 070		City Hall	223.21	
1881	03/23/2016	Claims	2	183497	Quiring Monuments Inc		240.00
			102 - 536 20 34 000		Liners	135.00	
			102 - 536 20 34 000		Liners	105.00	
1882	03/23/2016	Claims	2	183498	Right Way Plumbing		59.63
			412 - 537 80 31 000		Operating Supplies	59.63	
1883	03/23/2016	Claims	2	183499	Sedro-Woolley Auto Parts		263.66
			102 - 536 20 48 040		Repair/Maint-Equip & Bldg	28.09	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 50 48 000		- Repairs/maint-equip	35.65	
			412 - 537 80 31 000		- Operating Supplies	31.88	
			412 - 537 80 31 000		- Operating Supplies	102.53	
			103 - 542 30 31 000		- Operating Supplies	43.40	
			103 - 542 30 31 000		- Operating Supplies	16.47	
			501 - 548 30 31 000		- Operating Supplies	5.64	
1884	03/23/2016	Claims	2	183500	Seven Sisters Inc		9,999.36
			101 - 594 76 31 000		- Buildings & Structures	9,999.36	
1885	03/23/2016	Claims	2	183501	Sirchie Finger Print		87.35
			001 - 521 20 31 002		- Office/Operating Supplies	87.35	
1886	03/23/2016	Claims	2	183502	Sjostrom Law Office		2,310.00
			425 - 531 50 41 003		- Collection Services	92.40	
			401 - 535 80 41 020		- Collection Services	1,501.50	
			412 - 537 80 41 020		- Collection Services	716.10	
1887	03/23/2016	Claims	2	183503	Skagit CD		1,424.52
			425 - 531 50 41 002		- Contracted Services	1,424.52	
1888	03/23/2016	Claims	2	183504	Skagit Co Public Works		659.60
			103 - 542 64 31 004		- Street Sign Materials	659.60	
1889	03/23/2016	Claims	2	183505	Skagit County Auditor		660.00
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	330.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	330.00	
1890	03/23/2016	Claims	2	183506	Skagit Farmers Supply		19.68
			001 - 521 20 31 002		- Office/Operating Supplies	7.58	
			103 - 542 30 31 000		- Operating Supplies	12.10	
1891	03/23/2016	Claims	2	183507	Skagit Publishing		469.13
			001 - 558 60 41 010		- Advertising	110.78	
			101 - 576 80 41 001		- Advertising	316.15	
			501 - 594 42 64 000		- Equip & Vehicles - Streets	21.10	
			501 - 594 76 64 000		- Equip & Vehicles - Park	21.10	
1892	03/23/2016	Claims	2	183508	Skagit Regional Clinics		375.00
			001 - 522 20 41 010		- Prof Service-Medical Exams	290.00	
			412 - 537 80 31 000		- Operating Supplies	85.00	
1893	03/23/2016	Claims	2	183509	Skagit Soils		459.15
			412 - 537 60 47 020		- Site Yard Waste Disposal	459.15	
1894	03/23/2016	Claims	2	183510	Solid Waste Systems Inc		3,375.41
			412 - 537 50 48 000		- Repairs/maint-equip	1,168.55	
			412 - 537 50 48 000		- Repairs/maint-equip	658.87	
			412 - 537 50 48 000		- Repairs/maint-equip	742.94	
			412 - 537 80 34 000		- Containers - Garbage	805.05	
1895	03/23/2016	Claims	2	183511	Sound Ocean Metal Fab		820.94
			401 - 535 50 48 050		- Maint Of General Equip	410.47	
			401 - 535 50 48 050		- Maint Of General Equip	410.47	
1896	03/23/2016	Claims	2	183512	Staples Business Advantage		356.23
			001 - 521 20 31 002		- Office/Operating Supplies	183.42	
			001 - 521 20 31 002		- Office/Operating Supplies	91.59	
			103 - 542 30 31 000		- Operating Supplies	81.22	
1897	03/23/2016	Claims	2	183513	Stiles Law Inc., PS		3,098.00
			001 - 512 50 41 010		- Municipal Court Judge	3,098.00	
1898	03/23/2016	Claims	2	183514	Stop Stick, LTD>		3,493.70
			001 - 594 21 64 000		- Machinery & Equipment	3,493.70	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1899	03/23/2016	Claims	2	183515	Swinomish Casino & Lodge	477.77	
					001 - 511 60 43 010 - Annual Retreat	477.77	
1900	03/23/2016	Claims	2	183516	TKE Corp	1,083.29	
					101 - 576 80 48 016 - City Hall	1,083.29	
1901	03/23/2016	Claims	2	183517	Paul Taylor	99.72	
					001 - 521 20 27 000 - Retired Medical	99.72	
1902	03/23/2016	Claims	2	183518	Judy Tholstrup	200.00	
					102 - 343 60 00 000 - Cemetery Fees	-50.00	
					101 - 362 40 30 000 - Space/Facility Rent-Bingham	-150.00	
1903	03/23/2016	Claims	2	183519	Payment Center Thomson Reuters -- West	269.96	
					001 - 515 30 41 002 - Westlaw Services	269.96	
1904	03/23/2016	Claims	2	183520	Transportation Solutions, Inc.	17,990.00	
					104 - 544 40 41 000 - Transporton Plan Update	17,990.00	
1905	03/23/2016	Claims	2	183521	Truck Toys Inc	1,373.82	
					101 - 576 80 48 021 - Equipment	1,373.82	
1906	03/23/2016	Claims	2	183522	True Value	710.54	
					001 - 521 20 31 002 - Office/Operating Supplies	6.50	
					001 - 522 20 31 000 - Operating Supplies	24.94	
					401 - 535 80 31 010 - Operating Supplies	7.04	
					412 - 537 80 31 000 - Operating Supplies	23.85	
					412 - 537 80 31 000 - Operating Supplies	133.86	
					412 - 537 80 31 000 - Operating Supplies	195.26	
					101 - 576 80 31 000 - Operating Sup - Tesarik Park	74.83	
					101 - 576 80 31 001 - Operating Sup - Riverfront	58.93	
					101 - 576 80 31 006 - Operating Sup - City Hall	91.60	
					101 - 576 80 31 006 - Operating Sup - City Hall	17.87	
					101 - 576 80 31 006 - Operating Sup - City Hall	34.68	
					101 - 576 80 31 008 - Operating Sup - Memorial	9.75	
					101 - 576 80 35 000 - Small Tools & Minor Equip	23.85	
					001 - 595 10 31 000 - Supplies	7.58	
1907	03/23/2016	Claims	2	183523	USA Blue Book	200.15	
					401 - 535 50 48 010 - Maintenance Of Lines	200.15	
1908	03/23/2016	Claims	2	183524	Util Underground Loc Ctr	46.20	
					401 - 535 80 41 000 - Professional Services	46.20	
1909	03/23/2016	Claims	2	183525	Valley Auto Supply	26.72	
					103 - 542 30 31 000 - Operating Supplies	26.72	
1910	03/23/2016	Claims	2	183526	Valley Freightliner Inc	2,513.11	
					412 - 537 50 48 000 - Repairs/maint-equip	797.04	
					412 - 537 50 48 000 - Repairs/maint-equip	790.97	
					412 - 537 50 48 000 - Repairs/maint-equip	240.70	
					412 - 537 50 48 000 - Repairs/maint-equip	166.68	
					412 - 537 50 48 000 - Repairs/maint-equip	166.68	
					412 - 537 50 48 000 - Repairs/maint-equip	168.54	
					412 - 537 50 48 000 - Repairs/maint-equip	182.50	
1911	03/23/2016	Claims	2	183527	WA St Historical Society	35.00	
					105 - 594 72 64 000 - Books & Materials	35.00	
1912	03/23/2016	Claims	2	183528	WRPA	164.00	
					101 - 576 80 49 020 - Misc-Dues/CDL/Background	164.00	
1913	03/23/2016	Claims	2	183529	Washington State Patrol	132.75	
					001 - 521 20 51 000 - Intergov Svc-Gun Permits	132.75	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

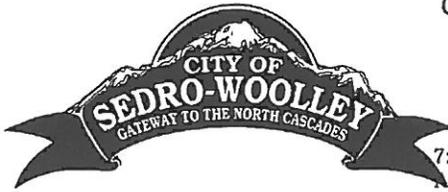
03/10/2016 To: 03/23/2016

Time: 09:35:36 Date: 03/18/2016
Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1914	03/23/2016	Claims	2	183530	Waste Management Of Skgt	3,120.20	
					412 - 537 60 47 010 - Curbside Recycling Disposal	3,120.20	
1915	03/23/2016	Claims	2	183531	Wastequip, LLC	5,286.77	
					412 - 537 80 34 000 - Containers - Garbage	5,286.77	
1916	03/23/2016	Claims	2	183532	Western Peterbuilt	94.66	
					412 - 537 50 48 000 - Repairs/maint-equip	94.66	
1917	03/23/2016	Claims	2	183533	Widener And Associates	2,293.90	
					104 - 595 10 63 070 - Eng SR20 Cascade Trail Phas	1,146.95	
					104 - 595 10 63 075 - Eng SR20 Cascade Trail Phas	1,146.95	
1918	03/23/2016	Claims	2	183534	Wood's Logging Supply Inc	260.75	
					001 - 522 20 48 000 - Repairs/Maint-Equip	195.66	
					103 - 542 30 35 010 - Safety Equipment	65.09	
						44,554.99	
						32,324.41	
						1,044.23	
						5,626.08	
						35,128.63	
						3,908.54	
						19,610.56	
						32,787.49	
						1,871.71	
						47.84	
						229.25	
						40.00	
						177,173.73	Claims: 177,173.73
* Transaction Has Mixed Revenue And Expense Accounts						177,173.73	

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



CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 2016

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

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
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: **Employment Agreement – Bob Pyritz, Construction Manager**
DATE: March 11, 2016 (for Council action March 23, 2016)

ISSUE

Should Council ratify the attached Employment Agreement with Bob Pyritz to be signed by Mayor Wagoner in advance of the March 23, 2016 council meeting to fill the role of Construction Manager for the Jameson Arterial Extension to SR9 Project, and other city projects as assigned?

BACKGROUND/DISCUSSION

The city has advertised for bids to construct the Jameson Arterial Extension to SR9 Project, with bids closing March 31, 2016. It is expected that construction work will begin in late May and run through November 2016.

As part of the preparation for this project, the city applied for Certification Acceptance (CA) status with the Washington State Department of Transportation. CA status allows staff to manage federally funded projects with minimal oversight from state agencies, saving time and expense for our projects. The Jameson project is being used as our trial project to examine our processes and conformance with CA guidelines. Part of the trial project review will be examination of the city's construction management capabilities. We are quite used to acting in this roll, with either David Lee or me acting as Project Manager on most of our recent projects. On the larger projects we have generally utilized employees of the design consultant under the construction phase of the consultant agreement to provide the construction manager/field inspector roll.

This year, we have in addition to Jameson the federally funded SR20/Cascade Trail Phases 1A and 1B project and the Ferry Street Overlay Project. David Lee and Wally Hoyt will fill Project Manager and Field Inspector rolls on those projects, both of which will overlap Jameson. We also have a planned Sewer CIPP project to design and build this year. In order to man the construction manager/field inspector roll for Jameson we will need to go outside of the city. Staff therefore proposes to hire a temporary employee to fulfill the construction manager/field inspector roll.

We have negotiated the attached Employment Agreement with Bob Pyritz to provide Construction Manager/Field Inspector services. Bob worked for us in this role on the SR20/Cook Road Realignment and Extension Project in 2013 and 2014 as an employee of the design firm, David Evans & Associates, Inc. We are very confident in Bob's professionalism and are fortunate to have him available for direct employment in this position.

While working as a DEA employee, this roll cost the city \$95.62/hour, plus \$25/day per diem and we furnished housing. The proposed agreement will cost an average \$60.10 per hour, with benefits and the overtime resulting from anticipated 10 hour days, plus \$36/day per diem per the City schedule. Over the course of the project this will save the city approximately \$48,000.

The Pre-Bid Meeting for the project is scheduled for March 23, 2016. In order to have Bob available for the meeting, Mayor Wagoner will sign the Employment Agreement in advance of the council meeting.

Therefore this memorandum seeks council ratification of this agreement. This topic will be discussed at the March 14, 2016 Council Retreat prior to the mayor's actions.

FINANCE

The project is funded by TIB and STPUS grant funds, with local match of 1.5%.

MOTION:

Move to ratify the attached Employment Agreement with Bob Pyritz to be signed by Mayor Wagoner in advance of the March 23, 2016 council meeting to fill the role of Construction Manager for the Jameson Arterial Extension to SR9 Project, and other city projects as assigned.

EMPLOYMENT AGREEMENT
(Construction Manager)

THIS AGREEMENT, made and entered into this ____ day of March, 2016, by and between the City of Sedro-Woolley, State of Washington, a municipal corporation, hereinafter called "Employer," and BOB PYRITZ, hereinafter called "Employee," both of whom covenant and agree as follows:

WITNESSETH:

WHEREAS, the city has several projects in the construction phase in 2016, including the Jameson & SR 9 roundabout project; and

WHEREAS, Employer desires to employ the services of said Employee as a temporary Construction Manager; and

WHEREAS, it is the desire of the employer to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as temporary Construction Manager;

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

Section 1. Duties

Employer hereby agrees to employ said Employee as temporary Construction Manager of said Employer to perform the functions and duties specified in the job description, and to perform other legally permissible and proper duties and functions as the Employer shall from time to time assign. A job description is attached hereto and incorporated by reference as Exhibit A.

Section 2. Term & General Conditions

A. The Employee serves at the pleasure of the Mayor. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of Employee at any time.

B. Nothing in this agreement shall present, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer.

C. Employee agrees to remain in the exclusive employ of Employer for the period beginning April 25, 2016 and terminating December 31, 2016.

D. The Employer shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City ordinance or any other law.

E. All ordinances, regulations and rules of the Employer relating to vacation and such leave, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee, except as herein provided.

Section 3. Salary

Employer agrees to pay Employee for his services rendered pursuant hereto an hourly rate of \$45.00, payable in installments at the same time as other Employees of the Employer are paid.

Section 4. Vacation & Paid Leave

Employee shall accrue no vacation or other compensated leave (i.e., sick, holiday, personal, and bereavement).

Section 5. Hours of Work

Any work in excess of forty (40) hours in a week (a week begins on Sunday and ends Saturday) shall be compensated at a rate of 1 ½ times the regular hourly rate.

Section 6. Health Insurance

A. Employer hereby offers to provide policies of medical, dental and vision insurance covering Employee and his dependents that are required by law. The Employee shall pay the same co-pay insurance premiums as other non-represented employees.

B. The Employee rejects the coverage offered under Section 6. A., herein.

C. The Employee shall not be eligible for dual insurance incentive pay.

Section 7. Automobile, Per Diem & Lodging

A. Employee shall provide his personal vehicle for use as part of this agreement; employer shall compensate employee with a monthly automobile stipend of \$600.00, paid in two equal installments, one each pay period .

B. Employee shall be paid a per diem for meals in the amount of \$36.00 per day worked.

C. Employer shall provide adequate lodging or pay actual cost of lodging during the term of this agreement.

Section 8. Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed to the last known address of the parties hereto. Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 9. General Provisions

A. This position is a covered position under the Washington State Public Employees Retirement System and as such, both employer and employee must make contributions at the rates established by the Department of Retirement Systems.

B. The text herein shall constitute the entire agreement between the parties.

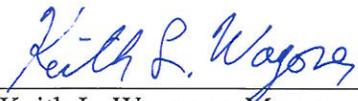
C. This agreement shall be binding upon and ensure to the benefit of the heirs at law and executors of Employee.

D. This agreement shall become effective upon commencement of employment of Employee.

E. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

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

CITY OF SEDRO-WOOLLEY

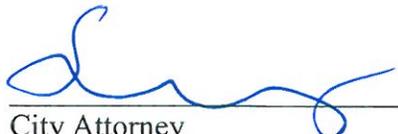
By: 
Keith L. Wagoner, Mayor

Bob Pyritz, Employee

Attest:

Approved as to form:


Finance Director

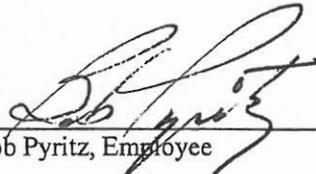

City Attorney

E. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

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

CITY OF SEDRO-WOOLLEY

By: _____
Keith L. Wagoner, Mayor



Bob Pyritz, Employee

Attest:

Finance Director

Approved as to form:

City Attorney

**City of Sedro-Woolley
Job Description**

Job Title: CONSTRUCTION PROJECT MANAGER
Department: Public Works-Engineering
Classification: Not FLSA exempt
Union: Non-union/at-will
Hourly rate: \$45.00
Updated: March 9, 2016

DEFINITION:

Under the direction of the Public Works Director or City Engineer, the Construction Project Manager provides construction project management and support services on a variety of City infrastructure projects.

LEVEL OF AUTHORITY:

Manages responsibilities independently with only general direction, ensuring that projects are completed according to project specifications, city standards and applicable state and federal law.

DETAILED PURPOSE OF JOB:

Performs or manages construction oversight for City infrastructure projects as assigned.

WORK ENVIRONMENT:

Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. Field work may include activities requiring access into and around structures, including stooping, climbing and inspection of dimly lit areas. Other field work requires walking through project boundaries which may include navigating difficult terrain.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Office and field work are included in the responsibilities of this position. Performs construction management and inspection services for capital improvement projects.
2. As Construction Manager, performs on site construction management and inspection for public works capital projects to ensure compliance with the plans and specifications for the projects, including daily coordination of contract work with contractors, and public relations with citizens and businesses impacted by the work, preparation and upkeep of project Record of Materials, submittal reviews and documentation, preparation of Inspector's Daily Reports, Field Note Records, quantity tabulations, pay estimates and other project documentation as

required by the City's Public Works Department Standards. Reviews and manages work of city Project Inspector as assigned on a project basis.

ADDITIONAL JOB FUNCTIONS:

1. Prepares Record of Materials;
2. Reviews submittals and documents to ROM;
3. Processes RFI's;
4. Conducts and documents weekly meetings with Contractor and CITY;
5. Coordinates with WSDOT;
6. Coordinates with utilities;
7. Coordinates construction surveying with consultant;
8. Manages quality assurance and documentation;
9. Coordinates construction surveying with consultants;
10. Acts as daily contact with the Contractor;
11. Conducts field inspection and prepares daily inspection reports;
12. Monitors Contractor's schedule;
13. Conducts wage interviews;
14. Maintains Field Note Records for pay quantities and submits monthly summary to the CITY for pay requests;
15. Coordinates engineering support services as needed;
16. Maintains red-line as-builts;
17. Assists in claim evaluation at CITY's request;
18. Prepares punch list(s);
19. Informs the CITY PM immediately of any potential changes to the contract (CM will have no approval authority for contract changes);
20. Provides close-out documents; and
21. Performs other CM tasks as directed by the CITY's if their time permits.

KNOWLEDGE AND ABILITIES:

1. Advanced civil engineering project construction management and inspection skills and knowledge of construction requirements and methods.
2. Experience managing public works contracts and contractors.
3. Technical writing and verbal communications skills as appropriate to the Construction Management role.
4. Thorough knowledge of the WSDOT Construction documentation process.
5. Ability to establish and maintain professional working relationships with agency officials, committees, employees and the public.

QUALIFICATIONS:

1. Bachelor of Science degree in civil engineering technology or equivalent OR five (5) years experience in lieu of education requirements. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.

2. Must have thorough knowledge of: civil engineering principles and practices; public works infrastructure construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
3. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
4. Must work collaboratively with all other City Departments.
5. Must be an excellent communicator orally and in writing.
6. Ability to proactively administer construction projects from bid to closeout; compile and maintain project documentation; work effectively with property owners, contractors, consultants, staff, and the general public.
7. Highly motivated and able to work independently, yet remain a member of a team.
8. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
9. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
10. Familiar with applicable laws, codes and permit requirements that govern construction projects.
11. Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), and other management programs as needed.
12. Must have or be able to obtain a valid WA State driver's license.
13. Must have a driving record which is acceptable to the City.
14. Must have or be able to obtain a First Aid/CPR certificate.
15. Must have or be able to obtain a Certified Erosion & Sediment Control Lead (CESCL) certificate.

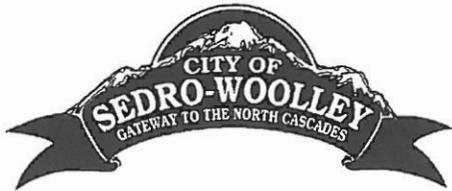
PHYSICAL:

1. Ability to use a computer workstation for extended periods of time.
2. Ability to sit at a workstation for extended periods.
3. Ability to stand, work, and drive throughout the day.
4. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

Reviewed and approved by: _____



CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 2016

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

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: **Request for Budget Amendment for Repairs of Museum Apartment Area and Task Order Authorization for 2016-PW-09-TO-01**
DATE: March 17, 2016 (for Council review March 23, 2016)

ISSUE

Shall City Council authorize a budget amendment to cover the cost of work to refurbish the 727 Murdock Street Museum Apartment space to repair the electrical system and fund materials and permits for other maintenance items to be performed by Public Works Operations staff in the estimated amount of \$12,792?

Shall City Council authorize Public Works Director Mark Freiberger to sign Task Order 2016-PW-09-TO-01 with Bonner Electrical Contracting in the amount of \$9,999.36 to repair and upgrade the existing electrical service for the Museum Apartment area?

BACKGROUND/RECOMMENDATION:

Council authorized staff to hire a construction manager for the Jameson Arterial Extension to SR9 project. The employment agreement includes the city furnishing lodging for the employee for the duration of the project, estimated at 7 months. The city owns an apartment space above the museum that has not been used for over 8 years, but which is in fair condition with the exception of the electrical system, which was abandoned after the last occupant vacated the area. Staff has prepared the attached estimate to bring the apartment area back up to a livable condition. The 2016 Electrical On-Call contractor will be used for the electrical repair work. A budget quote was obtained for the work.

The Jameson project budget includes lodging expense assuming motel lodging, with an estimated project cost for 7 months of \$15,960. Using the museum apartment instead, at an estimated cost of \$800/month or \$5,600 total will save the project \$10,360. TIB funding will cover the rental cost, offsetting \$5,600 of the estimated cost to upgrade the apartment area. The remaining \$7,192 will be recovered over time through other use of the facility. For instance, we anticipate using the apartments in a similar manner for future projects such as the 2017 Fruitdale Road Arterial Improvement Project.

A budget amendment will be required to authorize the additional work.

MOTION

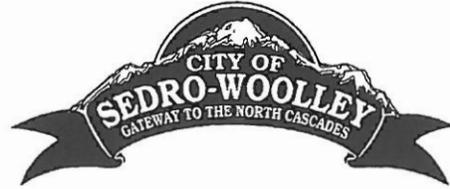
Authorize a budget amendment to cover the cost of work to refurbish the 727 Murdock Street Museum Apartment space to repair the electrical system and fund materials and permits for other maintenance items to be performed by Public Works Operations staff in the estimated amount of \$12,792.

Authorize Public Works Director Mark Freiberger to sign Task Order 2016-PW-09-TO-01 with Bonner Electrical Contracting in the amount of \$9,999.36 to repair and upgrade the existing electrical service for the Museum Apartment area.

CITY OF SEDRO-WOOLLEY PUBLIC WORKS OPERATIONS

325 Metcalf Street, Sedro-Woolley, WA 98284 (360) 855-1661

Memorandum



To: Eron Berg, Mark Freiberger, Mayor Wagoner
 From: Nathan Salseina, PW Operations Supervisor
 Date: 3/15/2016
 Re: Estimates for Museum Apartment Project

Below is my estimate for putting one apartment and a meeting area in the museum in working and usable condition for our Project Inspector. I have met with Todd Olson and Tony Niskanen to determine all fire and building code requirements. We have inspected the electrical with our on call electrical contractor and the State L&I inspector to determine the electrical code requirements. We propose to complete all of the building and fire code requirements, and general painting and clean up using a combination of in house staff and the offender program. Please see the below estimates.

We believe that staff could accomplish the below tasks in approximately one week of staff time. Our electrical contractor believes they can complete their portion in 3 days. Once completed, the city will own 5 additional electric meters that occur an \$11.00 per month each, basic charge even when not in use. One other matter to consider is that the building only has one water meter, so any water usage incurred from the new apartments will be added to the museum's water bill.

Electrical Contractor Work	\$9,500
PSE Meter and Hookup Cost	\$492.00
Appliances, Fridge, Micro,	\$500.00
Cosmetic repairs, drywall, etc,	\$400.00
Fire Code Compliance	\$500.00
Building Code Compliance	\$250.00
Plumbing (materials only)	\$550.00
Furniture, apartment items,	\$600.00

} Included in
Banner T.
dy

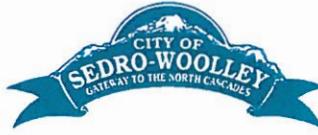
Total \$12,792.00

The major portion of the work needed is the electrical, which will be completed by contractor and PSE Crews. All of the other items are minor in nature and include, paint, a few drywall patches, base molding, hot water tank, faucet replacement, framing in a window for the fire escape, installing smoke detectors, general cleanup and putting the furniture together. Fire code also requires the upstairs space to have its own unique address which will require some staff time from JoAnn and Julie.

Thank you,



Nathan Salseina
Public Works Operations Supervisor



Public Works Agreement 2016-PW-09 Task Order 1

Task Title: **Museum Apartment Building Electrical Work**

Date Issued: **March 24, 2016**

Contractor Name: **Bonner Electrical Contracting LLC**

Contractor Contact: **Brad Ellis**

Phone: **360-421-9094**

City Contact: **Nathan Salseina, PW Operations Supervisor**

Phone: **360-661-6492**

BARS No: 594.76.XX.XXX.101

Buildings & Structures – Museum

All work under this Task Order is to be constructed as per the terms and conditions of Public Works Agreement 2016-PW-09 – 2016 On-Call Electrical Services for Miscellaneous Electrical Services of an Emergent Nature dated February 26, 2016 as modified herein.

SCOPE OF WORK

Perform work per quote dated 03/16/2016 and as described below:

- Museum - Upstairs Apartment Building Electrical Repairs (Installation/Materials/Permit), 727 Murdock Street, Sedro-Woolley, WA

Special Conditions: None.

PAYMENT

Time & Material – Not to Exceed **\$9,999.36 00** per **Exhibit A** (attached to agreement) and **Exhibit B** without written authorization.

Lump Sum \$ _____.

Unit Price Per Exhibit A as attached to the Agreement.

SCHEDULE

Schedule all work through Nathan Salseina, PW Operations Supervisor.

BONDING REQUIREMENTS

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

The estimated value of this work is under \$35,000. Contractor agrees to withholding of 50% of the contract amount in lieu of the Contract Bond requirement in accordance with RCW 39.08.010.

APPROVED

CITY OF SEDRO-WOOLLEY

CONTRACTOR

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

By: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT B



Bonner Electrical Contracting
PO Box 1269
Mount Vernon, WA 98273

Quote
Date: 3/16/2015

Estimate To:	Work Location:
City of Sedro Woolley	Sedro Woolley Museum
Contact: Nathan Salseina	

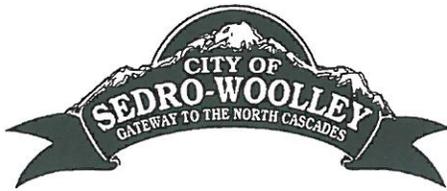
Products/Services	Price	Quantity	Amount
Installation/Material/Permit		1	\$9,216.00
			\$0.00
			\$0.00
			\$0.00

Description of Work Performed

Subtotal:	\$9,216.00
Sales Tax:	\$783.36
Total:	\$9,999.36

MAR 23 2016

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 38



CITY OF SEDRO-WOOLLEY

325 Metcalf Street, Sedro-Woolley, WA 98284 (360) 855-1661

MEMO TO: City Council and Mayor Wagoner
FROM: Nathan Salseina, Public Works Operations Supervisor
RE: **Possible Bid Award**
Agreement No. 2016-PW-16
Library Vestibule Damage Repair Contract
JM Construction & Drywall LLC
DATE: March 17, 2016 (for Council review March 23, 2016)

ISSUE:

Shall City Council move to award and authorize Mayor Keith Wagoner to sign agreement no. 2016-PW-16 with JM Construction & Drywall LLC of Sedro-Woolley, WA for the Sedro-Woolley Public Library Damage Repairs in the bid amount of \$17,902.50?

BACKGROUND / RECOMMENDATION:

As the council is aware, on December 26th we had a vehicle vs library accident that resulted in significant damage to the main entrance to the library. The library has been operating with a temporary entrance on the east side of the building for the past 3 months which has worked, but has been a major inconvenience for the public and library staff.

After a long process of negotiating the scope of the repairs with the insurance companies a structural engineer was employed to design a new vestibule and entrance that will comply with current building codes.

Once we had a scope of repairs and a construction blueprint, staff advertised for repair bids through our small works roster process with bids closing on March 17, 2016. Two bids were received. The final bid summary is attached for your review.

We would like to proceed with contract award so that we can get the library back to normal operations as soon as possible.

MOTION:

Move to award and authorize Mayor Keith Wagoner to sign agreement no. 2016-PW-16 with JM Construction & Drywall LLC of Sedro-Woolley, WA for the Sedro-Woolley Public Library Damage Repairs in the bid amount of \$17,902.50.

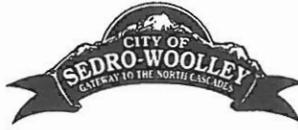


City of Sedro-Woolley
FINAL - BID SUMMARY

Sedro-Woolley Public Library Building Damage Repair
Bid Opening: March 17, 2016, 2:00PM

RANK	COMPANY NAME	TOTAL BID AMOUNT	MRSC	Corrections
1	JM Construction & Drywall LLC, Sedro-Woolley, WA	\$ 17,902.50	Yes	No
2	Cool Runnings Construction, Bellingham, WA	\$ 56,042.87	Yes	No
3				
4				
5				

RECORDED BY: J. Rosario



PUBLIC WORKS AGREEMENT 2016-PW-16

Project Name: Sedro-Woolley Public Library Building Damage Repair

The City of Sedro-Woolley, a municipal corporation of the State of Washington (hereinafter the "City"); and **JM Construction & Drywall LLC, 8330 S. Healy Road, Sedro-Woolley, WA 98284**, (hereinafter the "Contractor") hereby agree as follows:

I. THE PROJECT: The Contractor agrees to complete the following project, utilizing the best available materials and labor, and in accordance with bid specifications and contractor's proposal (if any), project plans and technical specifications:

Project description: **Complete repairs to the Sedro-Woolley Public Library building per the "Request for Proposals" dated March 3, 2016.**

II. GENERAL CONDITIONS: The General Conditions of this agreement are the Standard Specifications for Road, Bridge and Municipal Construction, Current Edition, issued by the State of Washington and the APWA, modified as follows:

A. Definitions and Terms:

1. Whenever the terms "Washington State Transportation Commission", "State Department of Transportation", or variations of same are used in the Standard specifications, they shall be construed to mean "City of Sedro-Woolley" or "Owner".

2. Where references are made to the "State Treasurer", the term shall be construed to mean the City's "Finance Director".

3. Where the term "Secretary of Transportation" or "District Administrator" are used, the terms shall be construed to mean the duly authorized representative of the City.

B. Project Manager: The term "engineer" is understood to be the City's Project Manager, who is the City's representative to the Contractor for all purposes under this agreement. The City designates **Nathan Salseina, Public Works Operations Lead** as its Project Manager. Contractor designates _____ as its Project Manager.

C. Business License: A City Business License is required, and Contractor and Sub-Contractors are responsible for payment of the taxes imposed thereunder.

D. Taxes: Contractor is responsible for payment of all applicable taxes, including state sales tax on those projects subject to it. Taxes are deemed to be included in the amounts invoiced to the City.

E. Bonding Requirements: The City requires the following bonds; combination documents, cash deposits, or assigned savings accounts are acceptable alternatives:

1. Bid Bond: 5%, if the work is subject to bid procedures;
2. Contract bond in the form made a part of this agreement. In lieu thereof for projects of \$35,000 or less, at the contractor's option, retainage of 50% will be held until releasable under RCW 39.08.010.

F. Insurance: The Contractor shall provide proof to the City that it is insured under **automobile and vehicle liability insurance** covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, and **general comprehensive liability insurance** covering the work within the scope of this agreement, in such form and with policy limits in such amounts (**\$1 Million minimum**) as are acceptable to the City.

The Contractor agrees to name the City as an **additional insured** when obtaining liability insurance and to provide a **Certificate of Insurance** to this effect.

G. **Traffic Control:** The Contractor shall furnish all flagging and maintain all temporary traffic control signs and devices necessary to control traffic during construction operations at all locations. Traffic control plans and traffic control signs and devices shall conform to the Manual on Uniform Traffic Control Devices as adopted by the State of Washington, and shall be approved in advance by the City. Unless provided for specifically in the contract, no additional compensation will be made for traffic control.

III. PAYMENT

A. The maximum payable hereunder is **\$17,902.50**

B. Method of compensation will be on a Time & Expense Not to Exceed basis per rates established in **Exhibit A**, Labor and Equipment Rate Sheet, or agreed Lump Sum Price.

C. The Contractor will be paid on the basis of invoices for work satisfactorily completed. Invoices are submitted to the Project Manager for approval prior to payment. No final payment shall be made until the project is accepted by the City.

D. Prior to any payment hereunder, contractor is responsible for complying with applicable Department of Labor and Industries and Department of Revenue requirements and procedures. (General conditions section 1-07.9. If Federal Funds, Davis-Bacon Act and U. S. Department of Labor requirements.) This includes obtaining and timely filing of Intent to Pay Prevailing Wages, Affidavit of Wages paid, Notice of Completion of Public Works Contract, and any other required documents.

E. Retainage will be administered in accordance with RCW 60.28.011.

IV. SCOPE OF PROJECT, TECHNICAL SPECIFICATIONS AND CONDITIONS OF WORK:

A. Term of contract: contractor shall begin work as soon as is practicable and will complete work on or before **June 30, 2016**

B. To the extent not inconsistent with this agreement, this contract includes the Invitation to Bid and Proposal, and contract plans and specifications, all incorporated herein by this reference.

C. Scope of project: **Complete repairs to the Sedro-Woolley Public Library building - per the "Request for Proposals" dated March 3, 2016 and " Bid Proposal" dated 3/17/2016..**

D. Joinder in Arbitration Proceedings. If the City and any third party agree to binding arbitration as the method of dispute resolution between them and their claims or any of them arise out of or are related to Contractor's services, Contractor agrees to be joined in such arbitration proceeding as a party and that the Arbitrator(s) decision therein shall be final and binding on Contractor and judgment may be entered upon it in any court having jurisdiction thereof.

E. Indemnification.

1. Contractor shall indemnify, defend, and hold the City harmless from and against any claim, damages, losses, liability or expense arising out of its breach of contract or negligence.

2. Contractor's duty to indemnify City shall not apply to liability for damages arising out of bodily injury to persons or damage caused to property caused by or resulting from the sole negligence of City or City's agents or employees.

3. Contractor's duty to indemnify City for liability for damages arising out of bodily injury or damage to property caused by or resulting from the concurrent negligence of (a) City or City's agents or employees, (b) Contractor and Contractor's agents or employees, or (c) any third parties shall apply only to the extent of negligence of Contractor or Contractor's agents or employees.

4. Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this AGREEMENT shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts; provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Contractor by City, and not include, or extend to, any claims by Contractor's employees directly against Contractor.

5. Contractor's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liabilities to which it applies City's personnel-related costs, attorneys' fees, and all other costs whether or not taxable by statute or court rule.

F. Attorneys Fees. The prevailing party in any litigation of any dispute arising out of this agreement shall be entitled to its actual attorneys fees incurred and all costs of such litigation (including expert witness fees) in addition to any costs otherwise taxable by statute or court rule.

G. MRSC Roster Registration. If required, the Contractor shall register or maintain registration on the MRSC Small Works Contractor Roster.

H. Washington State Department of Retirement Systems. Have you retired under the 2008 early retirement factors? Yes No N/A

I. Debarment. Contractor represents and agrees that it is not listed on any state or federal debarment list and further agrees that none of its sub-contractors are listed on any state or federal debarment list.

EXECUTED, this the _____ day of _____, 201____, for the Contractor, _____

, Contractor

EXECUTED, this the _____ day of _____, 201____, for the CITY OF SEDRO-WOOLLEY:

Keith Wagoner, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

RETAINAGE INVESTMENT OPTION

CONTRACTOR: _____

PROJECT NAME: _____

DATE: _____

Pursuant to Chapter 60.28 RCW, you may choose how your retainage under this contract will be held and invested. Please complete and sign this form indicating your preference. If you fail to do so, the City of Sedro-Woolley (City) will hold your retainage as described in "Current Expense", option 1 below.

- _____ 1. Current Expense: The City will retain your money in its Current Expense Fund Account until thirty days following final acceptance of the improvement or work as completed. You will not receive interest earned on this money.

- _____ 2. Interest Bearing Account: The City will deposit retainage checks in an interest-bearing account in a bank, mutual savings bank, or savings and loan association, not subject to withdrawal until after the final acceptance of the improvement or work as completed or until agreed to by both parties. Interest on the account will be paid to you.

- _____ 3. Escrow / Investments: The City will place the retainage checks in escrow with a bank or trust company until thirty days following the final acceptance of the improvement or work as completed. When the monies reserved are to be placed in escrow, the City will issue a check representing the sum of the monies reserve payable to the bank or trust company and you jointly. This check will be converted into bonds and securities chosen by you and approved by the City and these bonds and securities will be held in escrow. Interest on these bonds and securities will be paid to you as interest accrues. Selection of this option requires an escrow agreement to be completed by the contractor. The City of Sedro-Woolley will provide the form for use by the contractor. If the contractor elects to use the Escrow Investment option, please complete attached Escrow Agreement.

BONDS AND SECURITIES ACCEPTABLE BY THE CITY OF SEDRO-WOOLLEY:

- 1. Bills, certificates, notes or bonds of the United States.
- 2. Other obligations of the United States or its agencies.
- 3. Indebtedness of the Federal national Mortgage Association.
- 4. Time Deposits in commercial banks.

Designate below the type of investment selected:

- _____ 4. Bond-in-Lieu: With the consent of the City, the contractor may submit a bond for all or any portion of the amount of funds retained by the City in a form acceptable to the City and from a bonding company meeting standards established by the City, if any. Unless otherwise indicated, the contractor elects to submit a bond for the entire 5% retainage amount. Such bond and any proceeds there from shall be made subject to all claims and liens and in the same manner and priority as set forth for retained percentages in Chapter 60.28 RCW. Whenever the City accepts a bond-in-lieu of retained funds from a contractor, the contractor shall accept like bonds from any subcontractors or suppliers from which the contractor has retained funds. The contractor shall then release the funds retained from the subcontractor or supplier, to the subcontractor or supplier, within thirty days of the contractor's receipt of the retained funds from the City.

Retainage is normally released 30 - 45 days after final acceptance of work by the City, or following receipt of Labor and Industries / Department of Revenue clearance, whichever takes longer.

(Contractor's Signature)

Date

Title

RETAINAGE ACCOUNT _____

CITY _____

ESCROW AGREEMENT / INTEREST BEARING ACCOUNT

TO: _____

Bank or Trust Company

Branch

Attn:

Street Address

City, State, Zip

The undersigned _____ hereinafter referred to as the Contractor, has directed the City of Sedro-Woolley, hereinafter referred to as the City, to deliver to you its warrants or checks which shall be payable to you and the Contractor jointly. Such warrants or checks are to be held and disposed of by you in accordance with the following instructions and upon the terms and conditions hereinafter set forth.

INSTRUCTIONS

1. The City shall deliver to you from time to time warrants or checks payable jointly to you and the Contractor. You are hereby authorized by the Contractor to endorse in the Contractor's name any such warrant or check so that you may receive the proceeds thereof and invest the same. The power of endorsement hereby granted to you by the Contractor shall be deemed a power coupled with an interest and shall be irrevocable during the term of this escrow / interest bearing account. Although you may be a payee named in such warrants or checks as shall be delivered to you, your duties and responsibilities with respect to the same shall be only those duties and responsibilities which a depository bank would have pursuant to Article 4 of the Uniform Commercial Code of the State of Washington for an item deposited with it for collection as of the date such warrant or check shall be delivered to you. The proceeds from collections shall be used by you to purchase, as directed by the Contractor, bonds or other securities chosen by the Contractor and approved by you, and the City. For the purpose of each such purchase, you may follow the last written direction received by you from the Contractor, provided such direction otherwise conforms with the restrictions on investments recited herein. A list of such bonds, or other securities approved by the City are indicated on the Retainage Investment Option form. No further approval is necessary if any of these bonds or securities are selected by the Contractor. Other bonds or securities, except stocks, may be selected by the Contractor, subject to express written approval of you and the City. Purchase of such bonds or other securities shall be in a form which shall allow you alone to reconvert such bonds or other securities into money if you are required to do so by the City as provided in Paragraph 4 of the Escrow Agreement.

The investments selected by the Contractor, approved by the City and purchased by you must mature on or prior to the date set for the completion of the contract, including extensions thereof or thirty days following the final acceptance of said improvement or work.

2. When and as interest on the securities held by you pursuant to this agreement accrues and is paid, you shall collect such interest and forward it to the Contractor at its address designated below unless with your written consent you are otherwise directed in writing by the Contractor.

3. You are not authorized to deliver to the Contractor all or any part of the securities held by you pursuant to this agreement (or any monies derived from the sale of such securities, or the negotiation of the City's warrants or checks) except in accordance with written instructions from the City. The City shall inform you and keep you informed in writing of the name of the person or persons with authority to give you such written instructions. Compliance with such instruction shall relieve you of any further liability related thereto. The estimated completion date on the contract underlying this Escrow / Interest Bearing Account Agreement is _____. Upon request by you, the City shall advise you in writing of any change in the estimated completion date. If the estimated completion date is changed, you are authorized to reinvest the monies held hereunder in accordance with the new estimated completion date.

4. In the event the City orders you to do so in writing, and notwithstanding any other provisions of this agreement you shall, within thirty-five (35) days of receipt of such order, reconvert into money the securities held by you pursuant to this agreement and return such money together with any other monies, including accrued interest on such securities, held by you hereunder, to the City.

5. The Contractor agrees to pay you as compensation for your services hereunder as follows:

Payment of all fees shall be the sole responsibility of the Contractor and shall not be deducted from any property placed with you pursuant to this agreement until and unless the City directs the release to the Contractor of the securities and monies held hereunder whereupon you shall be granted a first lien upon such property released and shall be entitled to reimburse yourself from such property for the entire amount of your fees and any amounts which might be owing as provided for herein. In the event that you are made a party to any litigation with respect to the property held by you hereunder, or in the event that the conditions of this escrow are not promptly fulfilled or that you are required to render any services not provided for in these instructions, or that there is any assignment of the interest of this escrow or any modifications hereof, you shall be entitled to reasonable compensation for such extraordinary services from the Contractor and reimbursement from the Contractor for all costs and expenses, including attorney fees occasioned by such default, delay, controversy or litigations.

6. Should you at any time and for any reason desire to be relieved of your obligations as escrow or interest bearing account holder hereunder, you shall give written notice to the City and Contractor. The City and Contractor shall, within 20 days of the receipt of such notice, jointly appoint a successor escrow holder and instruct you to deliver all securities and funds held hereunder to said successor. If you are not notified of the appointment of the successor escrow holder within 20 days, you may return the subject matter hereof to the City and upon doing, it absolves you from all further charges and obligations in connection with this escrow or interest bearing account.

7. This agreement shall not be binding until executed by the Contractor and City and accepted by you.

8. This instrument contains the entire agreement between you, the Contractor and the City with respect to this escrow and you are not a party to nor bound by any instrument or agreement other than this; you shall not be required to take notice if any default or any other matter, not bound by nor required to give notice or demand, nor required to take any action whatever except as herein expressly provided; you shall not be liable for any loss or damage not caused by your own negligence or willful misconduct.

9. The foregoing provisions shall be binding upon the assigns, successors, personal representatives and heirs of the parties hereto.

The undersigned have read and hereby approve the instructions as given above governing the administration of this escrow or interest bearing account and do hereby execute this agreement on this _____ day of _____, 20____.

Contractor

BY: _____
Signature & Title

Address

City State Zip

ATTESTED BY:

City Clerk

Approved as to form:

City Attorney

The above escrow instructions received and accepted this _____ day of _____, 20____.

Bank or Trust Company

By: _____

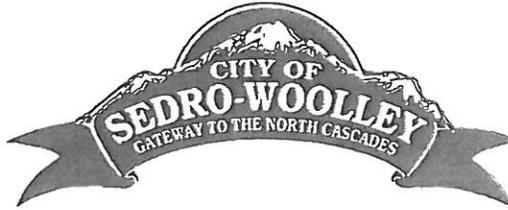
CITY OF SEDRO-WOOLLEY

City

BY: _____
Authorized Signature & Title

Address

City State Zip



Sedro-Woolley Public Library Building Damage Repair PROPOSAL

Proposals due by 2 pm, March 17, 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.

We, the undersigned, hereby agree to bid the following per the "Request for Proposals", - Sedro-Woolley Public Library Building Damage Repair

Schedule 1 (Vestibule Repair Work Only) – Lump Sum: \$ 9,500.00

Schedule 2 – Lump Sum: \$ 7,000.00

Sub-Total (Both Schedules): \$ 16,500.00 ✓

Sales Tax 8.5%: \$ 1,402.50 ✓

TOTAL: \$ 17,902.50 ✓

Prices include freight, all licenses, permits, fees etc. not otherwise specifically mentioned.

BIDDER NAME: Joseph Gent JM Construction & Drywall LLC

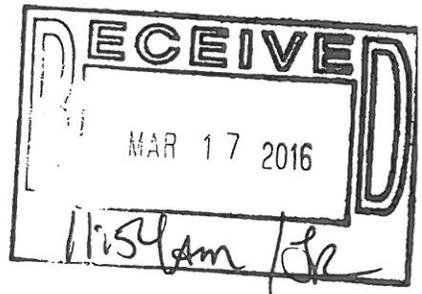
ADDRESS: 8330 S. Healy Rd
Sedro Woolley 98284

TELEPHONE: 360 840 2978

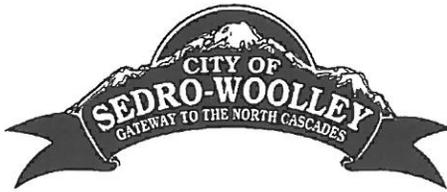
EMAIL: JMgent1980@yahoo.com

UBI NO. 603 537 858

CONTACT: Josep gent



Bidder Checklist:
MRSC Small Works Roster (registered):
Statement of Bidders Qualification (included with bid)



CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 2016

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

Solid Waste & Fleet Division
315 Sterling Street
Sedro-Woolley, WA 98284
Phone (360) 855-1884
Fax (360) 855-9024
E-Mail ljacobs@ci.sedro-woolley.wa.us

Leo Jacobs,
Solid Waste & Fleet Supervisor

MEMO TO: City Council and Mayor Wagoner

FROM: Leo Jacobs, Solid Waste & Fleet Supervisor

RE: **Possible Bid Awards**
2016 Wheeled Carts
2016 Commercial Front Load Dumpsters
2016 Roll-off Containers

DATE: March 18, 2016 (for Council action March 23, 2016)

ISSUE:

Shall council move to award and authorize the Public Works Director to issue a purchase order for **Wheeled Carts** with Toter LLC., of Statesville, NC for the purchase of solid waste wheeled carts in the amount not to exceed \$41,437.78?

Shall council move to award and authorize the Public Works Director to issue a purchase order for **Commercial Front Load Dumpsters** with Rehrig Pacific Company of Los Angeles, CA for the purchase of solid waste commercial front load dumpsters in the amount not to exceed \$26,345.32?

Shall council move to award and authorize the Public Works Director to issue a purchase order for **Roll-Off Containers** with Wastequip Mfg. Co. LLC of Statesville, NC for the purchase of solid waste roll-off containers in the amount not to exceed \$53,019.61?

BACKGROUND/DISCUSSION:

Solid Waste budgets and purchases a variety of its Wheel Carts, Commercial Front Load Dumpsters, and Roll-Off Containers every year to replace the broken and un-repairable ones. Based on expected replacement needs, bid specifications were prepared and advertised on February 25, 2016. The Specifications noted that different classifications of carts, dumpsters, and containers and could be bid and may be awarded separately based on price and performance. Bids closed for all three on March 10, 2016. Bid results are attached. Bids received were compared based on expected replacement needs. The bid from Toter Inc. was the low bid for the majority of our solid waste wheeled carts. No bid was received for our 195 gallon carts. The bid from Rehrig Pacific Company gave two options of their bid assembled and unassembled and was the only bid for commercial front load dumpsters. Having both bids as awardable options (assembled and unassembled) is valued for future orders and budget needs. The bid from Wastequip Mfg. Co. LLC was the only bid received for roll-off containers and meets our budget needs.

FINANCIAL:

The 2016 Solid Waste Budget under Account 537.80.34.000.412 includes \$70,000 for purchase of replacement containers of all types. Separate purchase orders for Wheeled Carts, Commercial Front Load Dumpsters and Roll-Off containers will be issued to remain within the budget. If additional orders are needed to meet replacement needs, funds will be shifted from other line items in the Solid Waste budget.

MOTION:

Move to award and authorize the Public Works Director to issue a purchase order for Wheeled Carts with Toter LLC., of Statesville, NC for the purchase of solid waste wheeled carts in the amount not to exceed \$41,437.78.

Move to award and authorize the Public Works Director to issue a purchase order for Commercial Front Load Dumpsters with Rehrig Pacific Company of Los Angeles, CA for the purchase of solid waste commercial front load dumpsters in the amount not to exceed \$26,345.32.

Move to award and authorize the Public Works Director to issue a purchase order for Roll-Off Containers with Wastequip Mfg. Co. LLC of Statesville, NC for the purchase of solid waste roll-off containers in the amount not to exceed \$53,019.61.

City of Sedro-Woolley																	
Wheeled Carts, BID																	
Bid Tabulation - FINAL																	
Bid Date: March 10, 2016, 2:00 PM																	
By: Leo Jacobs		ESTIMATE				Toter LLC (Primary Bid) Statesville, NC				Rehrig Pacific Company Los Angeles, CA				OTTO Environmental Charlotte, NC			
Type	Estimated Quantity				Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimum required)	Price Per Unit (with quantity discount)	Total	Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimum required)	Price Per Unit (with quantity discount)	Total	Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimum required)	Price Per Unit (with quantity discount)	Total	
Wheeled Carts Plastic																	
20 gallon <i>Inserts</i>	75				25.22	75	25.22	\$ 1,891.50	100.00	75	28.00	\$ 2,100.00	No bid			No bid	
32 gallon	150				41.61	75	41.61	\$ 6,241.50	150.00	150	45.08	\$ 6,762.00	No bid			No bid	
45 gallon	75				45.61	75	45.61	\$ 3,420.75	No bid		No bid	-	No bid			No bid	
68 gallon	75				47.01	75	47.01	\$ 3,525.75	104.00	75	53.99	\$ 4,049.25	No bid			No bid	
95 gallon	450				51.36	450	51.36	\$23,112.00	111.00	450	58.85	\$26,482.50	No bid			No bid	
195 gallon	10				No Bid		No Bid	\$ -	No bid		No bid	-	No bid			No bid	
SUBTOTAL								\$38,191.50				\$39,393.75				\$ -	
WSST AT 8.5%								\$ 3,246.28				\$ 3,348.47				\$ -	
TOTAL								\$41,437.78				\$42,742.22				\$ -	
NOTES:																	
Subtotal 20, 32, 68 and 95 Gal								\$34,770.75				\$39,393.75				No Bid	
Subtotal 45 Gal								\$ 3,420.75				No Bid				No Bid	
Subtotal 195 Gal								No Bid				No Bid				No Bid	



City of Sedro-Woolley
Commercial Front Load Dumpsters

Bid Tabulation - FINAL

Bid Date: March 10, 2016, 2:00 PM

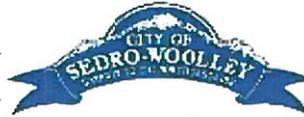


By: Leo Jacobs		Rehrig Pacific Company (Assembled Pricing) Los Angeles, California				Rehrig Pacific Company (Unassembled Pricing) Los Angeles, California				OTTO Enviromental North Carolina			
		Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimim required)	Price Per Unit (with quantity discount)	Total	Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimim required)	Price Per Unit (with quantity discount)	Total	Base Unit Price (minimum 1 each)	Quantity Discount if applicable (state minimim required)	Price Per Unit (with quantity discount)	Total
Dumpster Size	Estimated Quantity												
BASE BID, PLASTIC													
2 Yard Dumpster - Plastic	18	596.90	0.00	596.90	\$10,744.20	484.20	0.00	484.20	\$ 8,715.60	No Bid		No Bid	
3 Yard Dumpster - Plastic	12	676.90	0.00	676.90	\$ 8,122.80	564.20	0.00	564.20	\$ 6,770.40	No Bid		No Bid	
4 Yard Dumpster - Plastic	12	836.90	0.00	836.90	\$10,042.80	724.20	0.00	724.20	\$ 8,690.40	No Bid		No Bid	
6 Yard Dumpster - Plastic	8	No Bid			\$ -	No Bid	0.00	No Bid		No Bid		No Bid	
8 Yard Dumpster - Plastic	4	No Bid			\$ -	No Bid	0.00	No Bid		No Bid		No Bid	
Options													
Gravity Lock with Bar / Auto Locks	1	110.00	0.00	110.00	\$ 110.00	105.00	0.00	105.00	\$ 105.00				
Bolt on Pads for Casters	1	Included	0.00	Included	\$ -	Included	0.00	Included					
Lid Props	1	No Bid	0.00	No Bid	\$ -	No Bid	0.00	No Bid					
Casters Swivel Only	1	10.00	0.00	10.00	\$ 10.00	10.00	0.00	10.00	\$ 10.00				
Drain and Plug	1	20.00	0.00	20.00	\$ 20.00	20.00	0.00	20.00	\$ 20.00				
SUBTOTAL					\$29,019.80				\$ 24,281.40				\$ -
WSST AT 8.5%					\$ 2,466.68				\$ 2,063.92				\$ -
TOTAL					\$31,486.48				\$ 26,345.32				\$ -
NOTES:													
Other Options: Manual Lock	1				\$ 75.00				\$ 65.00				

Assembled

Unassembled

City of Sedro-Woolley



Roll Off Containers

Bid Tabulation - FINAL

Bid Date: March 10, 2016, 2:00 PM

By: Leo Jacobs

Wastequip Mfg. Co. LLC
Statesville, NC

Dumpster Type	Estimated Quantity	Base Unit Price (minimum 1 each)	Quantity discount if applicable (state minimum required)	Price per unit (with quantity discount)	Total
12-15 Yard Rock Container	1	3295.00	N/A	3295.00	\$ 3,295.00
20 Yard Container	1	3775.00	N/A	3775.00	\$ 3,775.00
30 Yard Container	4	4625.00	N/A	4625.00	\$ 18,500.00
40 yard Container	4	5025.00	N/A	5025.00	\$ 20,100.00
Options					
Dome Style Solid Lid 30 Yard	1	1598.00	N/A	1598.00	\$ 1,598.00
Dome Style Solid Lid 40 Yard	1	1598.00	N/A	1598.00	\$ 1,598.00
SUBTOTAL					\$ 48,866.00
WSST AT 8.5%					\$ 4,153.61
TOTAL					\$ 53,019.61

CITY COUNCIL AGENDA
REGULAR MEETING

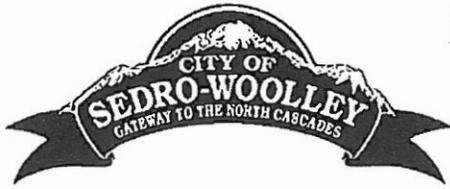
MAR 23 2016

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

**SEDRO-WOOLLEY POLICE
DEPARTMENT**

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

Lin Tucker
Chief



March 18, 2016

The Police Department is requesting Council authorization for Detective Paul Eaton and Officer Angela Wagenaar to attend the 2016 Western States Hostage Negotiator's Conference in Bend, Oregon on April 24th-27th.

This Conference is the main training and update event for the Countywide Team that Paul and Angela are members of.

Sincerely,

A handwritten signature in black ink, appearing to read "William A. Tucker".

William "Lin" Tucker
Chief of Police

ltucker@ci.sedro-woolley.wa.us



2016 WSHNA Conference Schedule

30th Anniversary

Bend, Oregon



SUNDAY April 24th

Registration
Riverhouse Convention Center Lobby ----- 1000-1600
 Meet and Great Event
Deschutes Brewery Mountain Room ----- 1700-2100

MONDAY April 25th

Registration ----- 0730-0815
Riverhouse Convention Center Lobby
 Chief Jim Porter • Bend Police Department ----- 0815-0900
Welcome & Opening Ceremonies
 Sgt. Troy King Portland Police Bureau ----- 0900-1200
"Intelligence Gathering for Negotiators"
 LUNCH (Provided) • Vendor Demo-Callyo ----- 1200-1300
 Gary Noesner • Retired FBI Chief Negotiator ----- 1300-1500
"Mumbai in America"
 Gary Noesner • Retired FBI Chief Negotiator ----- 1500-1700
"Negotiating with your Commander"
 WSHNA Hospitality Event ----- 1800-2200
Riverhouse Exhibit Room below Conference Center

TUESDAY April 26th

Sheriff Shane Nelson • Deschutes County Sheriff's Office ---- 0800-0805
Greeting
 WSHNA Elections/Awards Presentation ----- 0805-0845
 Dr. Kevin Reeder • Veteran's Administration ----- 0845-1200
"Communicating in Crisis"
 LUNCH (Provided) ----- 1200-1300
 Sgt. Troy King • Portland Police Bureau ----- 1300-1500
"Suicide By Cop Debrief"
 Sgt. Harry Drucker • Los Angeles County Sheriff's Office ----- 1500-1700
"Building Rapport"

WEDNESDAY April 27th

Dr. Wayman Mullins • Texas State University ----- 0830-1130
"Age Based Negotiations"
 Closing Ceremonies ----- 1130-1200



WESTERN STATES HOSTAGE NEGOTIATORS' ASSOCIATION

2016 Featured Presenters' Information (work in progress)

Presentation Summary for Sergeant Harry Drucker



As negotiators, we all know the importance of Building Rapport, but what exactly is Rapport and why is it such an important step toward influencing and changing the behavior of the people we find ourselves negotiating with? During this presentation, we will explore Rapport: The fundamentals and psychology that make it up; How, when, and why to use it in Crisis and Hostage Negotiation; and exactly how it fits in-between Empathy and Influence along the "Behavioral Change Stairway" of Crisis Negotiation.

Biography for Sergeant Harry Drucker

A 28 year veteran of the Los Angeles County Sheriff's Department, Sergeant Harry Drucker has served more than half of his law enforcement career as a hostage/crisis negotiator. Now serving as one of the Department's negotiation team leaders, Sergeant Drucker responds to barricaded suspect and hostage situations across over 4,000 square miles of Los Angeles County. Sergeant Drucker has instructed thousands of hostage negotiators across the United States and Canada.

Like most of the nation's negotiators, Sergeant Drucker maintains a collateral assignment. Between call-outs, he runs the Department's studio that produces training videos. Sergeant Drucker has worked a variety of Custody and Patrol assignments including five years as a Civil Litigation Investigator and four years as one of his Department's Public Information Officers.

Sergeant Drucker is a member and frequent presenter for the California Association of Hostage Negotiators (CAHN). An avid alpine snow skier and racer, he is also a member of the board of directors of the North American Police Ski and Snowboard Championships (a non-profit organization that raises funds for the winter sports programs of Special Olympics).

Sergeant Drucker is a graduate of the FBI's National Crisis Negotiation Course at Quantico, VA. He holds an Associate of Science degree in Administration of Justice and a Bachelor of Science degree in Business Administration. Harry lives in Sherman Oaks, a suburb of Los Angeles, with his wife and their three children.

Presentation Summary for Gary Noesner



Part I "Mumbai in America" will address concerns about how law enforcement at all levels would handle such incidents in the USA and my belief that negotiation skills will be discounted and perhaps not even deployed.

Part II "Negotiating with your Commander" will cover increased subordination of negotiation teams to a very aggressive tactical models that seems to have grown in recent years based on two factors; the first being active shooter programs and the faulty assumption that all incidents involve active shooters, simply because someone is armed. The second factor is terrorism and the

growing belief that you cannot negotiate with terrorists and that they like all gunmen need to be tactically resolved. I believe as professional negotiators we need to be the voice of reason at the scene which helps prevent unnecessary and dangerous entries by our peers.

Biography for Gary Noesner

Gary is retired from the FBI in 2003 following a 30 year career as an investigator, instructor, and negotiator. A significant focus of his career was directed toward investigating Middle East hijackings in which American citizens were victimized. In addition, he was an FBI hostage negotiator for 23 years of his career, spending the last ten years as the Chief Negotiator for the FBI. He retired as the Chief of the FBI's Crisis Negotiation Unit, Critical Incident Response Group, the first person to hold that position. In that capacity was heavily involved in numerous crisis incidents covering prison riots, right-wing militia standoffs, religious zealot sieges, terrorist embassy takeovers, airplane hijackings, and over 120 overseas kidnapping cases involving American citizens.

Following his retirement from the FBI he became a Senior Vice President with Control Risks, an international risk consultancy, assisting clients in managing overseas kidnap incidents involving their employees. He gives speeches and continues to do kidnap management consulting work part-time.

He has appeared in numerous television documentaries about hostage negotiation, terrorism, and kidnapping produced by the History Channel, Nat Geo, WE, Discovery, TLC, A&E, CNN, CBS, BBC, American Heroes Network, and others. He has been interviewed in Time, Forbes, the New Yorker, the Washington Post, the New York Times, Roll Call, the Washingtonian Magazine, the Christian Science Monitor, and other publications. He has given speeches at major universities, done numerous radio and television interviews, and was the subject of an interview on NPR's Fresh Air in 2010. He has written a book about his FBI negotiation career which was published by Random House on September 21, 2010, entitled: "*Stalling for Time: My Life as an FBI Hostage Negotiator.*"

Presentation Summary for Kevin Reeder, PhD



Our nation's Veterans often face many difficulties making the transition to civilian life. This presentation will illustrate a variety of problems these men and women face. Participants will develop greater understanding of these issues and learn approaches that will lead to safer and more effective interactions with Veterans in crisis situations.

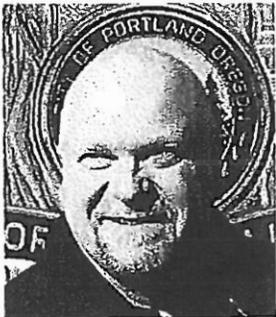
This presentation will include information on PTSD, substance abuse issues of returning Veterans, TBI (Traumatic Brain Injury), Readjustment issues of returning Veterans, and active listening/negotiation skills with Veterans.

Objectives include; gaining a greater understanding of the effects of deployment, life in a war zone and combat, learn about the different barriers to the readjustment of the returning Veteran, learn approaches that enhance existing skills of communication and active listening for use in situations involving Veterans in crisis.

Biography for Kevin Reeder

Kevin currently serves as the Clinical Coordinator for the Residential Post Traumatic Stress Disorder Program at the Central Arkansas Veterans Healthcare System. He specializes in posttraumatic stress disorder, substance abuse, and readjustment issues of returning Veterans. A Veteran of the United States Marine Corps, he is a faculty member of the University of Arkansas for Medical Sciences and serves as a consultant for the National Center for PTSD. He is a consultant to the FBI and the North Little Rock Police Department in the area of crisis negotiations with Veterans. He has been appointed by the Governor to the Arkansas Psychology Board. In 2008, he was named Psychologist of the Year for Hospitals and Medical Centers by the Arkansas Psychological Association.

Presentation Summary for Sergeant Troy King



Intelligent Transformation - Looking to improve the standing of your negotiation team in the organization? This presentation will demonstrate how to grow the role of CNT in critical incident response and high risk warrant preparation. Several audio and video examples from real-life critical incidents are used to underscore the value CNT can add to the overall critical incident response, transforming CNT from the "just in case squad" to the go-to team for decision-making and tactical planning.

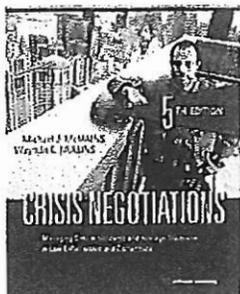
Third Party Recording - There are good reasons we may not want to put a third party intermediary on the phone with our subject. But what about making a recording of this person and playing that for our subject? Third party recordings can be one of the most powerful tools for breaking a stale-mate if done right or can damage rapport or worse if done improperly. This presentation provides guidelines for identifying when a third party recording may be useful, selecting the third party, making the recording, and assessing the subject's response. This course gives examples including audio and video of both the "how to" and "how not to."

Biography for Sergeant Troy King

Sergeant Troy King is assigned full-time as the team leader for the Portland Police Bureau's 26 person Crisis Negotiation Team. He has been a police officer for 27 years and has been on the Crisis Negotiation Team since 2001. As the team's full time leader, in addition to leading the negotiation and intelligence gathering efforts during critical incidents, he is also responsible for team training and development and is frequently consulted during patrol-level responses to critical incidents. Sergeant King has responded to hundreds of critical incidents ranging from lone suicidal subjects to armed barricaded individuals to hostage incidents. Over the course of the past 14 years, he has held team

assignments to include team technical officer, negotiator, squad leader and team leader. Sergeant King has taught numerous negotiation-related classes across North America for regional conferences and individual teams as well as universities and private corporations.

Presentation Summary & Biography for Dr. Wayman C. Mullins



Wayman Mullins received his Doctorate in Psychology from the University of Arkansas at Fayetteville. He is a Professor of Criminal Justice at Texas State University in San Marcos, Texas. He currently is a commissioned officer with the Hays County Sheriff's Department and is on their crisis negotiation team. Prior to that he served for over ten years as a reserve officer with the San Marcos Police Department.

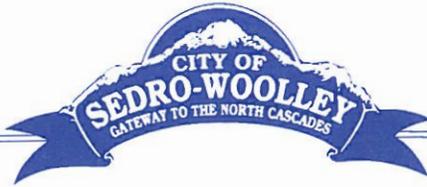
Dr. Mullins has researched, written and published extensively in the areas of crisis negotiations, terrorism, stress and PTSD, and other police issues. He has published over 50 articles and made over 100 presentations in these areas to professional societies, police and criminal justice organizations, and government forums. Dr. Mullins has served as a consultant to law enforcement and correction agencies at the federal, state and local level, private businesses, and international corporations.

He has been asked to contribute numerous book chapters in books on terrorism, crisis negotiations, stress and stress management, PTSD, organizational behavior issues and other related topics. Dr. Mullins has authored several books, including Crisis Negotiations: Managing Critical Incidents and Hostage Situations in Law Enforcement Corrections, 5th Edition (co-authored with Dr. Michael McMains), and A Sourcebook of International and Domestic Terrorism, 2nd Edition (Charles C. Thomas, Publisher). Other publication titles are available on request.

In Fall 2006, Dr. Mullins served in Iraq as Advisor to the Center for Ethics and Human Rights under the Multi-National Security Transition Command – Iraq (MNSTC-I) in the Civilian Police Assistance Training Team section.

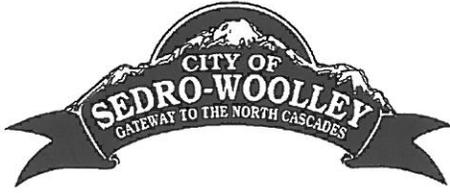
MAR 23 2016

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



SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:



CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 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) 855-1661
Fax (360) 855-0707

Nathan Salseina
Public Works Operations Supervisor

MEMO TO: City Council and Mayor Wagoner

FROM: Nathan Salseina

RE: **Professional Services Agreement No. 2016-PS-19 for Professional Landscape Design Services**
The Philbin Group, Landscape Architecture

DATE: March 16, 2016 (for Council action March 23, 2016)

ISSUE

Should Mayor Wagoner execute the attached Professional Services Agreement No. 2016-PS-19 with The Philbin Group, Bow WA to provide professional landscaping design services in the amount not to exceed \$5,000.00?

BACKGROUND/DISCUSSION

In the past three years, the city, its service club partners and our local youth sports leagues have made significant progress in upgrading our city parks and facilities system. We have been able to renovate Bingham Park, Tesarik Park, and renovate playgrounds at Riverfront Park. We have added much needed athletic field space with the addition of Houser Park which will be the home of the Sedro-Woolley Youth Soccer Association. We have made great strides in dealing with vandalism and other supervision issues with the addition of two park caretaker positions which have proven to be a success.

Memorial Park is an area that is still in need of renovations and upgrades. One of the 2016 City Council Goals is to Revitalize Memorial Park and expand recreational opportunities. Additionally a council goal is to plan for major park expansion and apply for funding through the Washington State RCO (Recreation Conservation Organization). The Memorial Park campus which also houses the City Library, Senior Center and Community Center is currently an underutilized space. No significant upgrades have been made at the site in at least 30 years. It is a site that is centrally located in the city and with revitalization could be a major showpiece for us.

In 2012, the city and its Parks Advisory board held public meetings to brainstorm ideas to revitalize the site. One idea to come out of the meeting was the addition of a caretaker to assist with maintenance and supervision of the park. Others were an upgraded playground, reconfiguring the parking areas to allow for more green space, and finally a spray park facility. After these initial meetings, no source of funding to move forward was identified, and the plan was shelved until now.

This year, the Washington State Recreation and Conservation Organization, has put out a call for grant funding applications for park and recreation projects. Our Memorial Park Project would be a good candidate for this grant. The 2016 Parks and Facilities budget includes funding to hire a grant consultant to guide the city through the RCO grant process, and a professional landscape architect to do the design work for what the new facility would look like. The city advertised for professional landscape design services, and has selected The Philbin Group of Bow, WA to perform this work. The Philbin Group has excellent experience with municipal projects. Their Statement of qualifications is attached for council review.

Attached is proposed Professional Services agreement 2016-PS-19.

ANALYSIS

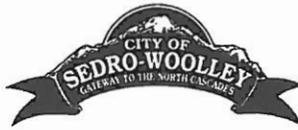
Staff has budgeted \$12,500.00 in the 2016 Parks and Facilities Budget for consultant work to assist with the planning, designing and fundraising work. We estimate the landscape architecture portion of this work to be \$5,000.00.

Expenditure Line Item

2016 Account 101 Budget Line 576.80.41.000 Professional Services \$ 17,500

MOTION:

Move to authorize Mayor Wagoner to execute the attached Professional Services Agreement No. 2015-PS-19 with The Philbin Group of Bow, WA to provide professional landscape design services to the Sedro-Woolley Public Works Department in the amount not to exceed \$5,000.



PROFESSIONAL SERVICES AGREEMENT No. 2016-PS-19
(To be used for consultant services excluding engineers and architects)

This Agreement made and entered into this **24th** day of **March, 2016**, by and between the City of Sedro-Woolley, a municipal corporation under the laws of the State of Washington, hereinafter referred to as “City” and **The Philbin Group** whose address is **15912 Bow Hill Road, Bow, WA 98232**, hereinafter referred to as the “Contractor”.

WHEREAS, the City desires to engage the Contractor to perform certain duties relating to professional services, and

WHEREAS, the Contractor has agreed to offer its professional services to perform said work, and

WHEREAS, the Contractor has represented and by entering into this Agreement now represents that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, to the standards required by City,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by City, the services hereafter set forth in connection with this Agreement:

1. Scope of Services.

The Contractor agrees to provide professional landscaping design services as requested by the City Supervisor.

2. Relationship of Parties.

The Contractor, its subcontractors, agents and employees are independent Contractors performing professional services for City and are not employees of City. The Contractor, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The contractor, subcontractors, agents, and employees shall not have the authority to bind City any way except as may be specifically provided herein.

The Contractor represents that it is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in the contract of services, and that it maintains a principal place of business other than City’s office that is eligible for a business deduction under IRS regulations, and that on the effective date of this agreement it assumes responsibility for filing, at the next applicable filing period, a schedule of expenses with the IRS for the services subject to this agreement, it has established all required tax accounts with state government agencies, has a Washington State Uniform Business Identifier number, and is maintaining a separate set of books and records reflecting all expenses and income items of its business.

3. Time of Performance.

The service of the Contractor is to commence

on or before _____

as soon as practicable after the execution of this Agreement shall be undertaken so as to ensure its expeditious completion in light of the purpose of this Agreement.

The service of the Contractor is to be completed

[] not later than _____
[] pursuant to the schedule set forth on Attachment C, Schedule of Work.

4. Standard of Care.

Contractor shall exercise the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time such services are performed.

5. Delays and Extensions of Time.

If either party is delayed at any time in the progress of providing services covered by this Agreement, by any causes beyond the party's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the other party.

6. Compensation and Schedule of Payments.

City shall pay the Contractor its hourly rates pursuant to the schedule set forth on **Exhibit B**. The Contractor shall be paid monthly on the basis of invoices for compensation earned by the Contractor during the billing period, as agreed by the parties. Payment shall be made within ten (10) days after approval of the voucher by the City council.

Cost not to exceed **\$5,000.00** without prior approval of the City Supervisor.

7. Ownership of Records and Documents.

The written, graphic, mapped, photographic, or visual documents prepared by the Contractor under the scope of work of this Agreement are instruments of the Contractor's services for use by the City with respect to this project and, unless otherwise provided, shall be deemed the property of the City. The City shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, duplicates of 35 mm slides, and copies in the form of computer files, for the City's use. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, drawings, images or other material prepared under this Agreement, provided that the Contractor shall have no liability for the use of the Contractor's work product outside of the scope of its intended purpose.

8. Termination.

The term of this agreement shall be from the date signed through **December 31, 2016**.

A. This agreement may be terminated by either party for reasonable cause, upon written notice to the other party. Reasonable cause shall include:

a) Material violation of this agreement.

b) Failure to maintain professional standards in the performance of services related to this agreement.

B. This agreement may be terminated without cause upon thirty (30) days notice by either party.

C. Termination of this agreement shall not relieve either party of their obligations under this agreement which accrues prior to the date of termination, or which, by their nature, is intended to survive completed performance of the scope of work, including the obligation of the City to pay for competent services performed prior to the date of termination.

9. Evaluation and Compliance with the Law.

The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations, including laws governing equal employment opportunity, and prevailing or area standard wage laws, if applicable.

10. Joinder in Arbitration Proceedings.

If the City and any third party agree to binding arbitration as the method of dispute resolution between them and their claims or any of them arise out of or are related to Contractor's services, Contractor agrees to be joined in such arbitration proceeding as a party and that the Arbitrator(s) decision therein shall be final and binding on Contractor and judgment may be entered upon it in any court having jurisdiction thereof.

11. City Business and Occupation License.

Prior to performing work under this Agreement, Contractor shall secure a City of Sedro-Woolley Business and Occupation License.

12. Indemnification.

The Contractor shall indemnify, defend, and hold the City harmless from and against any claim, damages, losses, liability or expense arising out of its breach of contract or negligence.

The Contractor's duty to indemnify City shall not apply to liability for damages arising out of bodily injury to persons or damage caused to property caused by or resulting from the sole negligence of City or City's agents or employees.

The Contractor's duty to indemnify City for liability for damages arising out of bodily injury or damage to property caused by or resulting from the concurrent negligence of (a) City or City's agents or employees, (b) Contractor and Contractor's agents or employees, or (c) any third parties shall apply only to the extent of negligence of Contractor or Contractor's agents or employees.

The Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act. Title 51 RCW. Further, the indemnification obligation under this AGREEMENT shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts; provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Contractor by City, and not include, or extend to, any claims by Contractor's employees directly against Contractor.

The Contractor's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liabilities to which it applies, City's personnel-related costs, attorneys' fees, and all other costs whether or not taxable by statute or court rule.

13. Insurance.

The Contractor shall provide proof to the City that it **and its subcontractors** are insured under professional liability insurance policies covering the work within the scope of this agreement, in such form and amounts (**\$1 million minimum**) as are acceptable to the City.

The Contractor shall provide proof to the City that it is insured under **automobile and vehicle liability insurance** covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, and general **comprehensive** liability insurance covering the work within the scope of this agreement, in such form and with policy limits in such amounts (**\$1 million minimum**) as are acceptable to the City.

The Contractor agrees to name the City as an **additional insured** when obtaining liability insurance and to provide a **Certificate of Insurance** to this effect.

14. Employment Security.

The Contractor shall comply with all employment security laws of the State of Washington, and shall timely make all required payments in connection therewith.

15. Amendments.

This Agreement shall not be altered, changed, or amended except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between the City and the Contractor and shall be incorporated in written amendments to this Agreement.

16. Scope of Agreement.

This Agreement incorporates all the agreements, covenants, and understanding between the parties hereto which are merged into this written agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement or written amendment hereto.

17. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

18. Assignability.

This agreement is not assignable by either party, without written consent of the other party.

19. Notices.

Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

20. Choice of Law/Venue.

Any dispute under this agreement or related to this agreement shall be decided in accordance with the laws of the State of Washington. Venue for any court proceeding arising under or related to this agreement shall be in Skagit County Superior Court.

21. Attorneys Fees.

The prevailing party in any litigation of any dispute arising out of this agreement shall be entitled to its actual attorneys fees incurred and all costs of such litigation (including expert witness fees) in addition to any costs otherwise taxable by statute or court rule.

22. Non-exclusive Agreement.

This agreement shall not prevent the City of Sedro-Woolley from entering into a contract with another person or firm for similar services.

23. MRSC Roster Registration.

The Contractor shall register or maintain registration on the MRSC Consultant Roster.

24. Washington State Department of Retirement Systems.

Have you retired under the 2008 early retirement factors? Yes No N/A

25. Debarment.

Contractor represents and agrees that it is not listed on any state or federal debarment list and further agrees that none of its sub-consultants are listed on any state or federal debarment list.

DATED this _____ day of _____, _____.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

By: _____
Mayor

Attest:

Finance Director

Approved as to Form:

City Attorney

CONTRACTOR:

The Philbin Group

By: _____

EXHIBIT B



THE PHILBIN GROUP
LANDSCAPE ARCHITECTURE

15912 Bow Hill Road

Bow, WA 98232

P: 360. 766. 4333

F: 360. 766. 4335

www.thephilbingroup.com

Memorandum

2016 Billing Rates

Philbin Group fees for professional services:

Principal Misty Philbin	\$120.00 per hour
Project Manager	\$ 100.00 per hour
Technical Staff	\$ 75.00 per hour
Travel Time	\$ 45.00 per hour
Administrative Staff	\$ 35.00 per hour

Printing, reprographic expenses, travel costs, and other reimbursable expenses will be billed in addition to the above fees.

SPRAY PARK FACILITY

SEDRO-WOOLLEY

Statement of Qualifications

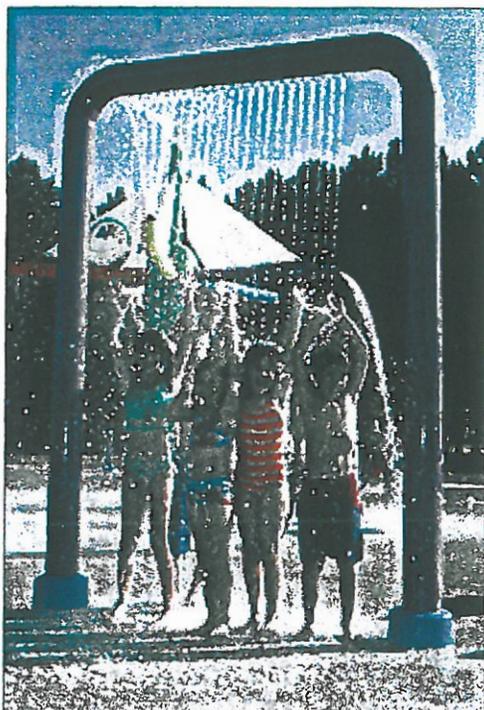


TABLE OF CONTENTS

1-2	Letter of Transmittal
3-4	Qualifications and Experience
5-6	Project Manager
7	Technical Qualifications
8	Schedule and Management
8	References
9-27	OMB Standard Form 330, A/E I - II



THE PHILBIN GROUP
LANDSCAPE ARCHITECTURE

15912 Bow Hill Road

Bow, WA 98232

P: 360 . 766 . 4333

F: 360 . 766 . 4335

www.thephilbingroup.com

March 10, 2016

Sedro-Woolley

City Council Packet

Page 67 of 104

March 10, 2016

City of Sedro-Woolley
Attn: City Supervisor
325 Metcalf Street
Sedro-Woolley, WA 98284

RE: Master Plan for Proposed Spray Park and Related Landscape Design

Dear Mr. Berg, Mr. Salseina and the Selection Committee,

It is with great anticipation that a new spray park is in the planning stages at Sedro-Woolley Parks. I live in Skagit Valley and frequent spray parks with my grandchildren. As a professional with 40 years of park design, I love watching the dynamic of the children's discovery while at the Mount Vernon spray park, and how the design of the facility affects that.

We understand that it is the intention of the City of Sedro-Woolley to submit the Spray Park Master Plan for an RCO grant. You need clear and easily understandable design graphics and related services for public and grant purposes that will include key information that best identifies aspects of the project that make the project competitive for a grant.

We are professional Landscape Architecture firm which provides services including Park Master Planning and Design Services. We are prepared to work with you through the typical Master Plan process which includes developing a project understanding with the Client and assisting the City with analyzing scope, schedule and budget. We are adept at bringing user groups together for project definition and we do public presentations. We can advise on potential permitting, health, and costs of project elements and can provide written design narratives summarizing all project elements and goals.

Site planning is key and spatial planning needs to occur. It is amazing how much use a water park will have. I am a proponent of the three (3) play zones:

- Dynamic, for continuous excitement
- Universal, a variety of structures for all to use
- Gentle Activity, learning to enjoy water

Little children are often overruled by the older children. The experienced user often moves five times faster than the younger. Little children need time to synthesize the dynamic of the gentle fall and spray patterns. It is also important to have enough spaces and places to set belongings where they can be easily identified by the young and the older children. A surprising design element is that a spray park requires more space than one would think.

The Philbin Group is well versed in the renovation of existing parks and the addition of new features. We were responsible for two of the most successful playground retro-fits in the Bellingham Parks system; Highland Heights and Cornwall Park Tot Lot. New and renovated play areas were integrated seamlessly into popular existing park areas. Trees and other existing site features were preserved and protected, while park amenities were upgraded for safety, improved drainage, and stylistic integration.

Patricia Lenssen will be serving as the project manager on this project, with my oversight. Patricia brings 13 years of solid design experience, an energetic can-do attitude, and strong communication skills to provide clarity and refinement to the process. Susan Willhoft was staff construction inspector for the Bellingham Spray Park Projects and is a certified playground inspector. Her 15 years of municipal park construction experience will add technical expertise to the process.

We will be able to identify costs clearly with you. The health issues for clean water and children's activities needs to be identified and approved by the health department early on. I am sure you have a timeline for the park development schedule. We would like to see decisions, such as the existing utility infrastructure, as a driver in our planning process.

It is funny that a region of so much water really needs the experience of water to touch, feel, giggle and scream. We would love to be your park planners and details designer. We strive for excellence in design and feel it provides sustainable parks and recreation.

Sincerely,

A handwritten signature in black ink that reads "Misty Philbin". The signature is written in a cursive, flowing style.

Misty Philbin, ASLA
Principal in Charge
The Philbin Group Landscape Architecture, Inc.

QUALIFICATIONS

The Philbin Group consists of an educated and talented staff of four, with decades of park design and construction experience. Our experience renovating existing parks is broad and we have the demonstrated skills to integrate new and repaired features seamlessly with the existing. Cost estimating is integral to our design process.

Philbin Group Project Examples with Renovation Components:

- Highland Heights Park Play Area (Play Area Component)
- Cornwall Park Tot Lot (Play Area Component)
- Fairhaven Library
- Seattle University Entry Portals
- Silver Reef Casino Expansion
- Swinomish Casino Hotel
- Post Point Wastewater Treatment Plant Expansion
- Bellingham Housing Authority Green Communities Upgrades
- Walton Family Housing Upgrades (Play Area Component)
- Peace Arch Port of Entry
- St. Pauls Episcopal Church Columbarium
- BPA Bellingham Substation Historic Building and Site Renovation

The following project examples highlight The Philbin Group's recent relevant experience in more detail:



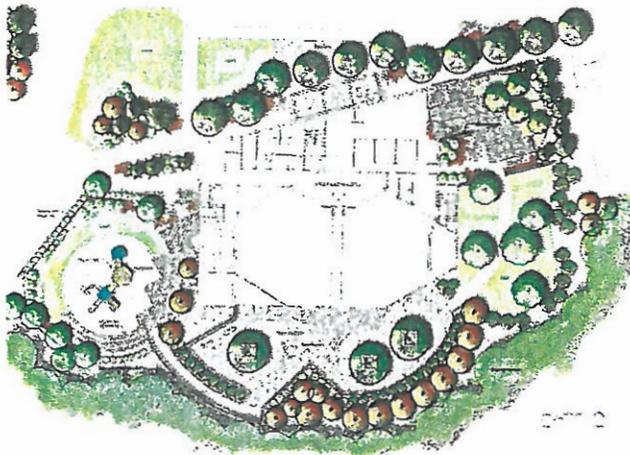
HIGHLAND HEIGHTS PARK PLAY AREA, Bellingham

The redesign of this existing park required close coordination with the City of Bellingham Parks Department and the Alabama Hill Neighborhood Association. Renovations include a new playground with updated play structures, improved access including full ADA compliance, greater stormwater control through careful site grading, and a renovated sports court. Thorough elevation studies in early design phases insured the new playground would fit seamlessly into the existing sloping topography while allowing for ease of access to park users of all ages and levels of mobility.

CORNWALL PARK TOT LOT, Bellingham

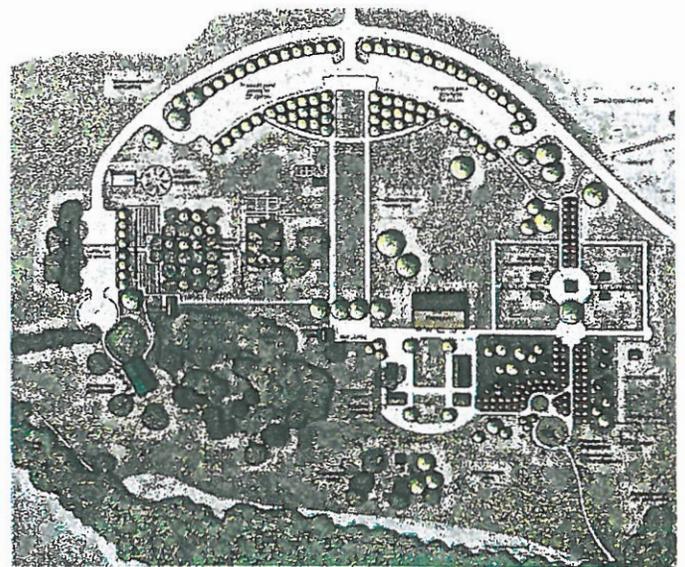
We worked closely with the City of Bellingham Parks Department on the remodel of this existing play area. Located in historic Cornwall Park, the tot lot was improved with updated play structures, refined circulation, ADA access, and furnishings on a tight budget. Stormwater drainage is directed to an embanked dispersion system as the site does not have underground storm utilities in proximity. Impacts to the existing mature conifers were carefully avoided with the new layout, and the trees are healthy today. The play area now allows for improved year round use.





BETH ISRAEL SYNAGOGUE AND SCHOOL, Bellingham
 The Philbin Group worked in conjunction with RMC Architects on Beth Israel Synagogue and School. The strong forms in the landscape reflect the modern architecture of the proposed building. Program elements for this project include a playground for the school, outdoor social spaces, and on-site stormwater management using raingardens. The end product will be a safe environment for congregation and education.

HOVANDER HOMESTEAD PARK, Ferndale
 The Philbin Group coordinated with a diverse consultant team to build a master plan for Whatcom County Parks that would guide future development while maintaining the historical significance of this beautiful farm. The schematic study, environmental issues, and shoreline setbacks have been a driving force in the design and construction details of this historic projects. The plans were developed to enhance recreational and educational usage in the park core, as well as improve pedestrian and vehicular circulation for the 350 acre park site. Linkages to the Centennial Trail system were explored. The Philbin Group is currently developing plans for a proposed play area in the park core. Located in the flood plain of the Nooksack River, the play lot design involves raising and berming above 100 year flood levels while tying the space into the relatively flat surroundings.



POST POINT WASTEWATER TREATMENT FACILITY EXPANSION, Bellingham

The Philbin Group performed master planning through construction observation for the landscape architectural and environmental mitigation portion of the expansion of the City's waste water treatment plant. Located along the shoreline in Fairhaven, the project site is bounded on the west by an inter-tidal lagoon. Our scope included site master planning, extensive mitigation planting plans, saltmarsh creation and planting, creation of all JARPA figures coordinating with the team Biologists, and pedestrian trails, boardwalks, and fencing adjacent to the wetlands. Non-critical area landscape improvements include restoration plantings to mitigate for construction impacts at the plant perimeter and within the plant interior, irrigation review, and trail and bench addition at a non-designated dog off leash area on the property. This project presented specific schedule and review challenges that were overcome by the Team.



PROJECT MANAGER

PATRICIA LENSSEN | Project Manager, ASLA



Patricia Lenssen, ASLA of The Philbin Group Landscape Architecture will be the project manager for this project. Patricia has been working in the field of Landscape Architecture for 13 years. During this time she has been responsible for design, construction documents, and construction administration on many projects. Her background spans all phases of design from master planning to construction administration. She earned a BLA from the University of Washington in 2003 and became a Registered Landscape Architect with the State of Washington in 2009.

The Philbin Group has shown great resolution and design on parks for years. We have been on time, met all deadlines and permit schedules, and have been on budget for all of the aforementioned projects.

For the last 5 years Patricia has been a Project Manager at The Philbin Group. Previously she worked at several landscape architectural and design-build firms in Seattle. Her project work includes schools, parks, multi-family housing, planning documents, master plans, design guidelines, restoration projects, WSDOT roadways, military childcare facilities, residential projects, and stormwater management systems.

At the Philbin Group she was the primary Project Manager on the following projects: Friday Harbor Spring Street Pocket Park, Smith Gardens Display Garden, East Madison Mixed Use Building, West Seattle Nazarene Park Development, the Whatcom Community College Health Professions Building, and the Bonneville Power Administration Bellingham Substation Renovation.

Patricia is ideally suited to manage this project because of her passion for the built environment and detailing, her experience integrating play areas and public access into existing landscapes, and her ability to manage a team in an efficient and positive manner.

Registration / Membership

- University of Washington
- Landscape Architect, Washington, 2009, #1146
- ASLA member (American Society of Landscape Architects)
- Cascadia Green Building Council NW Branch Education Chair

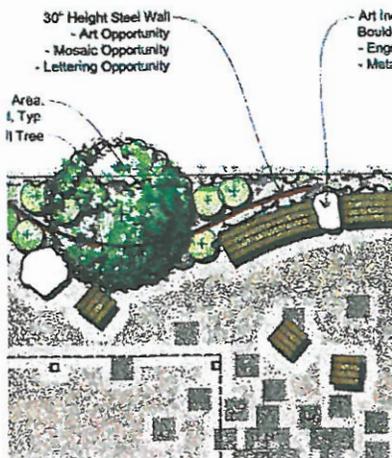
Relevant Projects (both at The Philbin Group, and other firms)

• Spring Street Pocket Park, Friday Harbor, WA

Concept design alternatives through construction documentation for a new streetscape pocket park in downtown, historic Friday Harbor. Project manager, designer, public involvement, construction documentation management, and coordination with Town staff and engineers. Patricia is the project manager on this current project. Construction cost of \$130,000.

• Bonneville Power Administration Substation Renovation, Bellingham, WA

This project provided functional and aesthetic upgrades to the historic substation building and landscape. The original landscape style and function had to be established, vetted with the project historian, and then new landscape features upheld and further improved the original landscape concept. Planting and irrigation were the main landscape components renovated.



• **Anacortes “O” Avenue Improvements**, Port of Anacortes, WA

Pedestrian improvements to Port Facilities at the O Avenue street end. Components included picnic areas, sidewalk connections, beach reconstruction, porous paving, and raingardens for stormwater treatment. Project designer, construction document management, coordination with engineers and port staff, and construction administration. Patricia provided day-to-day management, design, and drawing team management.



• **Morgan Junction Park**, Seattle, WA

This project, part of the 2000 Parks Levy, developed property located at the northwest corner of California Ave SW and SW Beveridge Pl. in West Seattle into a new community park. The design process included the collaboration of several community groups and 3 public meetings. Each meeting featured iterations of the park design and feedback was gathered and incorporated. The park design features a balance of lawn area, paved

terraces, seating and planting. Several large boulders were incorporated into the paving and planting areas along with signage and a community kiosk. Arbors and small conifer trees create a buffer to the apartments beyond the site. The park is a great success in the community, offering a variety of spaces and activities and a site for gathering and festivals. Patricia’s role in this project spanned from community meeting facilitation, design, graphic and construction drawing production to construction administration. Construction cost was \$480,000.00.

• **Smith Gardens Display Garden**, Marysville, WA

This project was a new garden construction within the Marysville growing facility. The purpose of the garden was for display and trials of new varieties of plants, for company events, and for employee enjoyment. The garden consisted of a large timber pavilion, engineered for a future roof addition, planting areas, trail raised beds, a garden trail, and paving throughout. Electrical and plumbing stubs were provided for future food service additions. Patricia was the project manager for this effort.

• **Fort Lewis Child Development Centers**, Joint Base Lewis McChord, WA
Four Child Development Centers at Fort Lewis were renovated and/or expanded within this project. The CDC buildings were expanded with additions, the interiors were renovated, and the play areas were replaced and expanded. Some reconfiguration of parking was required and pedestrian circulation was improved. Play areas included age specific structures and play features, and natural and imaginative play areas. Play structures and surfacing were coordinated with base-wide standards. Parking areas were landscaped with durable, drought tolerant vegetation and native trees. Permanent irrigation was limited to children’s play areas. Patricia’s role in this project included concept design, design development, construction drawing management, and coordination with architects, engineers, Fort Lewis, and the Army Corp of Engineers.



• **North Burlington Boulevard Improvements**, Burlington, WA

This new roundabout project consists of one mile of streetscape improvements and a new roundabout. The roundabout is located at the northern gateway into the City. The gateway features a thirty-five foot high, sculptural silo and agricultural planting rows, reminiscent of the City’s agricultural base. A freestanding, lighted Burlington letter sign wraps the edge of the roundabout. The roadway improvements feature planted raingarden swales, street trees, new lighting, hanging baskets and a water-efficient irrigation system. Patricia’s role in this project included initial concept design, construction drawing management, coordination with civil and structural engineers and construction administration.

TECHNICAL QUALIFICATIONS

The team members are a part of the fabric of the local community; living, recreating and working here. The Philbin Group has been in Whatcom & Skagit County for years and knows how to best serve our local communities.

Technology Available

Our team has access to the latest technology to make the Spray Park plan come together. We have access and expertise with the following tools:

- Hand Drawing, both concept sketch and final graphic presentations, plans, sections, and perspectives
- Photoshop Renderings, and full Adobe Software Suite
- GIS Mapping & Site Analysis
- AutoCAD, LandFX & Sketchup

The Philbin Group is a Washington State Certified Woman Owned Enterprise

MISTY PHILBIN | Principal in Charge, ASLA



Misty Philbin has been working in the field of Landscape Architecture for 40 years. During this time she has been responsible for master planning, design, construction documents, and construction administration on a multitude of projects. Misty is experienced, personable and passionate about building beautiful, safe and vibrant communities.

For the last 11 years Misty has been the Principal in Charge at The Philbin Group. She has been the primary Project Manager on the following projects: Hovander Homestead Park Master Plan, Cornwall Park Tot Lot and Highland Heights Park Play Area, Post Point Waste Water Treatment Plant expansion and mitigation, and Peace Arch Portal Port of Entry.

Registration / Membership

- University of Washington
- Landscape Architect, Washington, 1997, #722
- ASLA member (American Society of Landscape Architects)

SUSAN WILLHOFT | Technical Assistance



Susan Willhoft joined The Philbin Group with 15 years of experience working for Bellingham Parks & Recreation, Design & Development Division. Her public service as a Capital Project Construction Inspector brings additional knowledge of Public Park Master Planning, Public Agency processes including Public Involvement, Funding & Grant documents, Permitting, Park Design & Construction Detailing, Park Standards and Long Term Maintenance realities. Susan is a certified playground safety inspector (CPSI). She has worked on projects including new parks, spray parks, park renovations, trails, parking, landscaping, wetlands, waterfront docks, playgrounds, streetscapes, historic preservation, utilities, shorelines, structures and signage, reports and is also well versed in the realities of developing sites with archaeological significance, hazardous waste and other challenges. She worked with local Contractors and suppliers while at Bellingham Parks and Recreation.



SCHEDULE AND MANAGEMENT

The key to managing the design process schedule is incorporating other parties such as Sedro-Woolley Parks, jurisdictional permitting agencies, user groups, and the general public from the beginning. Potential delays due to permitting reviews, or multi-party consensus must be anticipated, and if not avoided, incorporated into the schedule. The firm is 50% committed over the next 6 months. Subconsultants have stated their appropriate availability during this timeframe as well. The key to meeting the schedule is management of the process as follows:

Consistent Communication

- Confirm the schedule and obtain commitment from Sedro-Woolley Parks staff and design team members.
- Encourage communication and interaction by staying in touch with team members on a weekly basis.
- Establish due dates as soon as tasks are assigned. Immediately ask the responsible party when they will have the task completed and place that date in meeting minutes or otherwise publish it.

Manage Expectations

- Establish the scope with Parks staff during contract negotiation.
- Early review meetings with project stakeholders will establish the expectations for the project. These will be clearly defined and we will work to gain buy-in from all parties.
- Expectations will be monitored throughout the process to assure continuity and to prevent scope creep.

Documented Project Management Success

One project where The Philbin Group managed a complex schedule was the Peace Arch Port of Entry in Blaine, Washington on the Canadian/US Border. We were able to meet and exceed an extremely aggressive schedule for deliverables. We understood early on that we needed approvals quickly. The way we were able to receive the approvals needed, was to work in a 3D sketch format in lieu of plan and sections. Our client could review the perspectives, and immediately direct change or approve.

The Philbin Group also met an aggressive schedule on the Hovander Homestead Master Plan project. This project had a large consultant team and extensive permit research. We were able to meet the schedule by listening to project drivers and creating enthusiastic buy-in from the stakeholders and design team. We met all deadlines and the collaboration of all consultants really worked.

The Philbin Group	Client	Budget - Professional Fees	Schedule
Post Point Wastewater Treatment Plan Expansion	City of Bellingham	\$59,000 - Completed on Budget	Permits - 6 months, CDs - 12 months, CO - on-going - All Phases Completed on Time
Peace Arch Port of Entry	GSA	\$75,000 - Completed on Budget	13 Months, SD/CDs, On-Time
Hovander Park Master Plan	Whatcom County Parks	\$18,000 - Completed on Budget	12 Months, Schematics/CDs, On-Time

REFERENCES

Hovander Homestead Park
 Rod Lamb, Design/Development Manager Whatcom Co. Parks
 (360) 733-2900
 rlamb@co.whatcom.wa.us

Leeward West Master Plan, Anacortes, WA
 Ron Hoelscher, Project Manager
 (360) 770-0707

Highland Heights Play Area, Bellingham, WA
 Jonathan Schilk
 Landscape Architect, Bellingham Parks & Recreation
 (360)778-7000
 jshilk@cob.org

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*): *Sedro-Woolley, Washington*
2. PUBLIC NOTICE DATE: February 24, 2016
3. SOLICITATION OR PROJECT NUMBER: Professional Landscape Architectural Design Services for the City of Sedro-Woolley

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE: **MISTY PHILBIN, PRINCIPAL**
5. NAME OF FIRM: **THE PHILBIN GROUP LANDSCAPE ARCHITECTURE**
6. TELEPHONE NUMBER: : **(360) 766-4333**
7. FAX NUMBER: (360) 766-4335
8. E-MAIL ADDRESS: : **MPHILBIN@THEPHILBINGROUP.COM**

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

-
- 9a. PRIME (CHECK HERE): X
 - 9a. JOINT-VENTURE PARTNER (CHECK HERE):
 - 9a. SUBCONTRACTOR (CHECK HERE): X
 - 9a. FIRM NAME: **THE PHILBIN GROUP LANDSCAPE ARCHITECTURE**
 - 9a. IF BRANCH OFFICE CHECK HERE:
 - 10a. ADDRESS: **15912 Bow Hill Road, Bow, WA 98232**
 - 11a. ROLE IN THIS CONTRACT
-
- 9b. PRIME (CHECK HERE):
 - 9b. JOINT-VENTURE PARTNER (CHECK HERE):
 - 9b. SUBCONTRACTOR (CHECK HERE):
 - 9b. FIRM NAME:
 - 9b. IF BRANCH OFFICE CHECK HERE:
 - 10b. ADDRESS
 - 11b. ROLE IN THIS CONTRACT

D. ORGANIZATIONAL CHART OF PROPOSED TEAM (*Attached; check here*)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

- 12. NAME: **Misty A. Philbin**
- 13. ROLE IN THIS CONTRACT: **Principal/ Project Manager**
- 14a. YEARS EXPERIENCE - TOTAL: **40 Years**
- 14b. YEARS EXPERIENCE - WITH CURRENT FIRM: **13 Years**
- 15. FIRM NAME AND LOCATION (*City and State*): **The Philbin Group Landscape Architecture, Bow, WA**
- 16. EDUCATION (*DEGREE AND SPECIALIZATION*): **University of Washington, Seattle, WA; Landscape Architecture**
- 17. CURRENT PROFESSIONAL REGISTRATION (*STATE AND DISCIPLINE*): **Landscape Architecture, WA, 1997, #722**
- 18. OTHER PROFESSIONAL QUALIFICATIONS (*Publications, Organizations, Training, Awards, etc.*): **Amer. Soc. Of Landscape Architects, AIA Northwest Washington – sponsor member**

-
- 19e(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*): **Post Point Waste Water Treatment Plant, Bellingham, WA**
 - 19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: **2014**
 - 19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*): **2015**
 - 19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE: **The Philbin Group completed permit drawings and construction observation for the landscape architectural and environmental mitigation portion of the expansion of the City's waste water treatment plant. The projected construction cost for the project is \$48 million, the site is 28 acres. Misty was principal Landscape Architect on the project.**
 - 19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm: **X**
-
- 19a(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*): **City of Blaine H Street Revitalization, Blaine, WA**
 - 19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: **2013**
 - 19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*): **2014**
 - 19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE: **Redesign of primary downtown corridor focused on improved pedestrian experience and access to area of high commerce and City offices. Misty is principal Landscape Architect on the project. Construction budget is \$300,000.00**
 - 19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm: **X**
-
- 19b(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*): **Swinomish Casino Hotel and Road Improvements, Anacortes, WA**
 - 19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: **2014**
 - 19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*): **2015**
 - 19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE: **Multi-phased project with 35,000 sf hotel and associated road/infrastructure improvements. Street plantings raingarden plantings, parking lot circulation review, Hotel entry planting, design of primary terrace. Misty was the principal Landscape Architect for the project.**
 - 19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm: **X**
-
- 19c(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*): **Magnuson Park, Sand Point, Seattle, WA**
 - 19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: **2002**
 - 19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):
 - 19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE: **Site planning and design for proposed Sand Point indoor tennis courts. Revision and integration to Magnuson Park Master Plan. Misty was the Project Manager for this project.**
 - 19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-
- 19d(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*): **Seattle University Entries, School of Law & Theology, Seattle, WA**
 - 19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: **2002**
 - 19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):
 - 19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE: **Landscape improvements and streetscape connections with the city grid to campus identity. Urban setting, ROW improvements, hill climbs and plaza entryways. Misty was Project Manager and Principal in Charge for the 1.3 million dollar project.**
 - 19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

14. NAME: Patricia Lenssen
15. ROLE IN THIS CONTRACT: **Project Manager**
- 14a. YEARS EXPERIENCE - TOTAL: 13
- 14b. YEARS EXPERIENCE - WITH CURRENT FIRM: 5
19. FIRM NAME AND LOCATION (City and State): **The Philbin Group Landscape Architecture, Bow, WA**
20. EDUCATION (DEGREE AND SPECIALIZATION): **Bachelor of Landscape Architecture, Cum Laude, Univ. of Washington**
21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE): **Landscape Architecture, WA, 2009, #1146**
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.): **CGBC NW Education Chair, Amer. Soc. of Landscape Architects**

19a(1) RELEVANT PROJECT - TITLE AND LOCATION (City and State): **Spring Street Pocket Park, Friday Harbor, WA**

19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: 2016

19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (If applicable): 2016

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION (Brief scope, size, cost etc.) AND SPECIFIC ROLE: Concept design through construction documentation for a new streetscape pocket park in downtown, historic Friday Harbor. Project manager, designer, public involvement, construction documentation management, and coordination with Town staff and engineers. Construction cost of \$130,000.

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm: X

19b(1) RELEVANT PROJECT - TITLE AND LOCATION (City and State): **Anacortes "O" Avenue Improvements, Port of Anacortes, WA**

19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: 2010

19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (If applicable): 2010

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION (Brief scope, size, cost etc.) AND SPECIFIC ROLE: Pedestrian improvements to Port Facilities at the O Avenue street end. Components included picnic areas, sidewalk connections, beach reconstruction, porous paving, and raingardens for stormwater treatment. Project designer, construction document management, coordination with engineers and port staff, and construction administration.

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19c(1) RELEVANT PROJECT - TITLE AND LOCATION (City and State): **Morgan Junction Park, Seattle, WA**

19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: 2009

19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (If applicable): 2009

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION (Brief scope, size, cost etc.) AND SPECIFIC ROLE: Construction of a new neighborhood Park. Park design included hardscape, planting, raingarden areas, lighting, and irrigation. Project designer, public involvement, construction documentation management, coordination with engineers and park staff, and construction administration. Construction cost was \$480,000.00.

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19d(1) RELEVANT PROJECT - TITLE AND LOCATION (City and State): **North Burlington Boulevard Improvements, Burlington, WA**

19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: 2009

19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (If applicable): 2009

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION (Brief scope, size, cost etc.) AND SPECIFIC ROLE: One mile of roadway and streetscape improvements at city gateway featuring raingardens, roundabout, and a public art installation. Project designer, coordination with City and engineers, construction documentation management and construction administration.

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19e(1) RELEVANT PROJECT - TITLE AND LOCATION (City and State): **Bothell Crossroads Roadway Project, Bothell, WA**

19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES: 2010

19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (If applicable): 2015

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION (Brief scope, size, cost etc.) AND SPECIFIC ROLE: Relocation of a major intersection of two state highways including streetscape improvements, boulevard planning, raingardens, and urban design. Green Roads pilot project. Project designer, public involvement, construction documentation management, and coordination with engineers and city staff.

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

D. EXAMPLE PROJECT KEY NUMBER: 1

E. TITLE AND LOCATION (City and State): Peace Arch Port of Entry, Blaine, WA

F. YEAR COMPLETED - PROFESSIONAL SERVICES: 2014

G. YEAR COMPLETED - CONSTRUCTION (If applicable): 2014

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER:

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME:

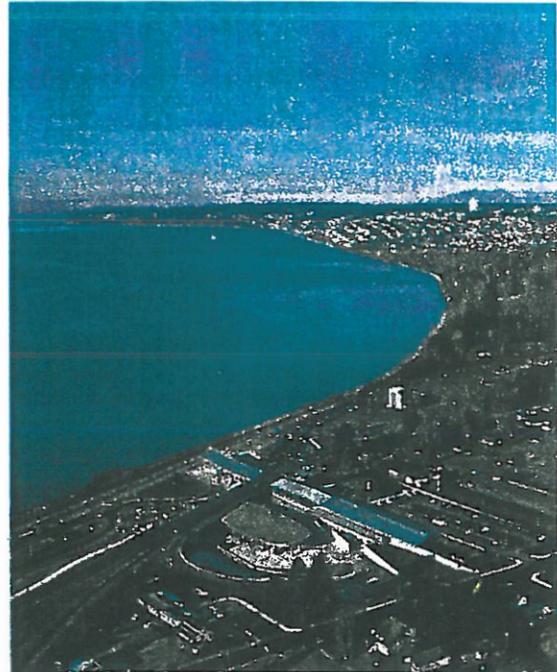
23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER:

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost):

The Philbin Group worked with the GSA, architects and contractors to design the landscape for the new U.S. Port of Entry at the Peace Arch border crossing, providing complete Landscape Architectural construction documents, and conducting construction administration services for the installation of the landscape. This large site required addressing security concerns as well as meeting LEED landscape requirements. WSDOT compliance and coordination were also among the primary concerns. The majority of the final design is oriented around the automobile and provides both effective circulation and attractive views to drivers and their passengers as they enter the United States from Canada. Landscape Architectural scope included tree and planting design along all roadways, green roof planting and irrigation design, parking lot pedestrian circulation review and planting design, drainage design in problem planting areas, overall site irrigation design review, and site amenity design review and layout of features such as flagpoles, signage and fencing. The Philbin Group collaborated with the architectural team to ensure that strong key elements were carried through to construction.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

H. EXAMPLE PROJECT KEY NUMBER: 2

I. TITLE AND LOCATION (City and State): Post Point Waste Water Treatment Plant, Bellingham, WA

J. YEAR COMPLETED - PROFESSIONAL SERVICES: 2014

K. YEAR COMPLETED - CONSTRUCTION (If applicable): 2014

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: City of Bellingham

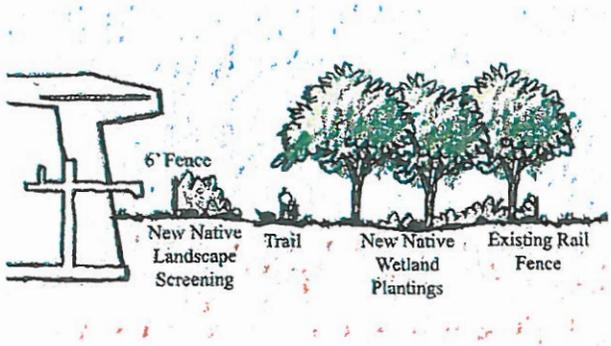
23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Susanna Leung, Carollo Engineers

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (206) 684-6532

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):* The Philbin Group completed permit drawings and construction observation for the landscape architectural and environmental mitigation portion of the expansion of the City's waste water treatment plant. Located along the shoreline, the project site is bounded on the west by an intertidal lagoon; 10 wetlands and a stream are located on the west and south portions of the property; and a Great Blue Heron colony and a bald eagles nest are located on the property southwest of the plant. Our scope included extensive mitigation planting plans within the primary wetlands, detailed plans for 11,000sf of saltmarsh creation and planting, creation of all JARPA figures coordinating with the team Biologists, and pedestrian trails and fencing adjacent to the wetlands. Non critical area landscape improvements include restoration plantings to mitigate for construction impacts at the plant perimeter and within the plant interior, irrigation review, and trail and bench addition at a non-designated dog off leash area on the property. The projected construction cost for the project was \$48 million, the site is 28 acres.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

L. EXAMPLE PROJECT KEY NUMBER: 3

M. TITLE AND LOCATION *(City and State)*: 10th and Taylor Condominiums, Bellingham, WA

N. YEAR COMPLETED - PROFESSIONAL SERVICES: 2007

O. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: 2007

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Pacific Crest Partners

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Bob Libolt

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (360) 752-1806

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*: The Philbin Group provided a complete design package and construction administration services on this multi-million dollar, high end condominium project. Located near Fairhaven across from Taylor Dock the landscape was designed to embrace the views while offering both private and public spaces amidst colorful plantings. A large courtyard water feature, and a group barbeque area are some of the elements of the landscape design that provide for multi-use and privacy at the same time. The right-of-way plantings were designed to complement the neighboring parks and amenities. The entry common area and front yards of the ground floor units are installed on top of the below street parking garage requiring a green roof design and installation of the landscape components. These areas blend seamlessly into the surrounding at grade plantings and landscape improvements.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

P. EXAMPLE PROJECT KEY NUMBER: 4

Q. TITLE AND LOCATION (*City and State*): **Bellingham Housing Authority Green Communities Rebuild**

R. YEAR COMPLETED - PROFESSIONAL SERVICES: 2011

S. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2011

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Bellingham Housing Authority**

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Jeff McClure, RMC Architects**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **(360) 676-7733**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*): **The Philbin Group completed Landscape Architectural Permit/Bid drawings for intensive renovations at three existing Bellingham Housing Authority properties as part of a team of local consultants. Following Enterprise Green Communities criteria, our focus included restorative plantings with Pacific Northwest natives, low impact stormwater strategies, pervious paving design, water conserving irrigation design, and community garden areas designed with the Bellingham Food Bank. Three roof gardens were designed for one of the project sites ranging from shallow soil profiles planted with tough succulents, to deep soils profiles supporting small trees, shrubs and multi-use public space. A rain water cistern was also designed to supply irrigation to the roof gardens. Total construction cost was 8 million.**

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

T. EXAMPLE PROJECT KEY NUMBER: 5

U. TITLE AND LOCATION (*City and State*): Highland Heights Park Playground

V. YEAR COMPLETED - PROFESSIONAL SERVICES: 2010

W. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2010

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: City of Bellingham Park Department

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Jonathan Schilk, Parks Landscape Architect

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (360) 778-7015

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*): **The Philbin Group completed full Construction/Permit Documents and then performed Construction Administration Services for the redesign and renovation of this 1 acre park in the Alabama Hill Neighborhood. Our scope included playground redesign, site grading and drainage design, planting restoration, improved access to meet ADA compliance, and renovation of an existing sport's court. Construction budget with alternates was \$130,000.00**

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

X. EXAMPLE PROJECT KEY NUMBER: 6

Y. TITLE AND LOCATION (*City and State*): **Key Bank Building, Bellingham, WA**

Z. YEAR COMPLETED - PROFESSIONAL SERVICES: 2009

AA. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2010

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Key Bank Corp.**

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Matt Heisey, Vocon Architecture**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **(216)588-0800**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*): The Philbin Group provided full design, construction detailing, and construction administration services for the Bellingham headquarters for Key Bank. The site location, at the gateway to the downtown, created opportunities for high visual impact garden areas including a pocket park, and detailed entry alcove with specialty paving and sculpture. Close coordination with Architectural and Engineering consultants, as well as the City of Bellingham Design Review Committee were necessary for the success of the project.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

BB. EXAMPLE PROJECT KEY NUMBER: 7

CC. TITLE AND LOCATION *(City and State)*: Lopez Island Housing Project (LOHO), Lopez Island, WA

DD. YEAR COMPLETED - PROFESSIONAL SERVICES: 2006

EE. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: 2008

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Lopez Housing Options

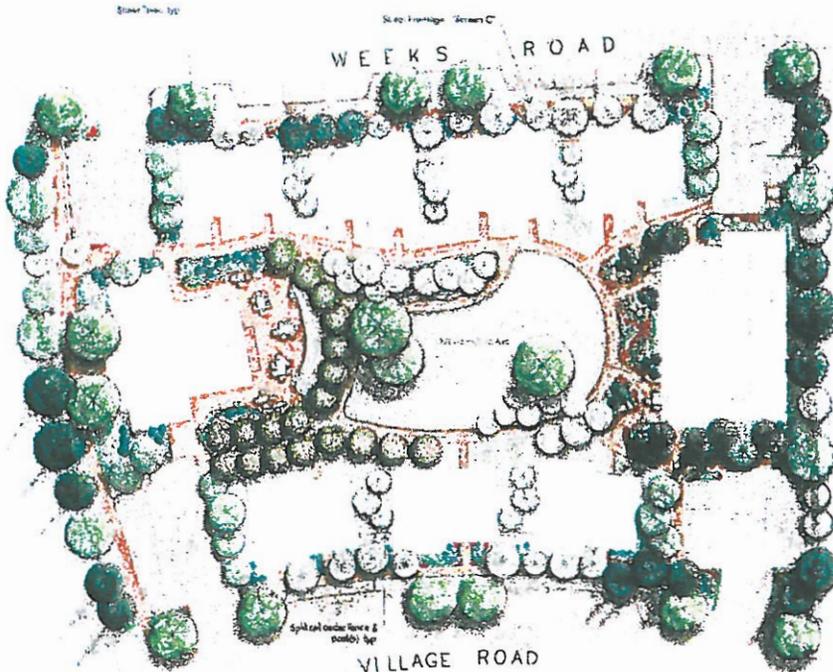
23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Jed Clark

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (360) 671-2550

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*: LOHO, an assisted living housing project, is located in the center of Lopez Island community center service area. The Philbin Group was involved in the project from site planning through planting design. Landscape site amenities included a pedestrian-use railway system that is 100% ADA compliant, connecting the assisted living community to planned open space gathering areas as well as adjacent commerce areas. The Philbin Group completed the master plan including connections to offsite trail systems.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

FF. EXAMPLE PROJECT KEY NUMBER: 8

GG. TITLE AND LOCATION (City and State): **Lowell Elementary School, Bellingham, WA**

HH. YEAR COMPLETED - PROFESSIONAL SERVICES: 2010

II. YEAR COMPLETED - CONSTRUCTION (If applicable):

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Bellingham School District/ Lowell Elementary School PTSA**

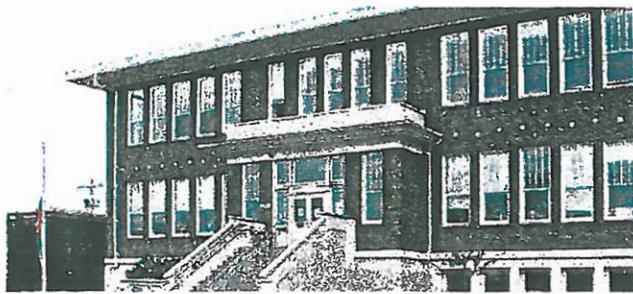
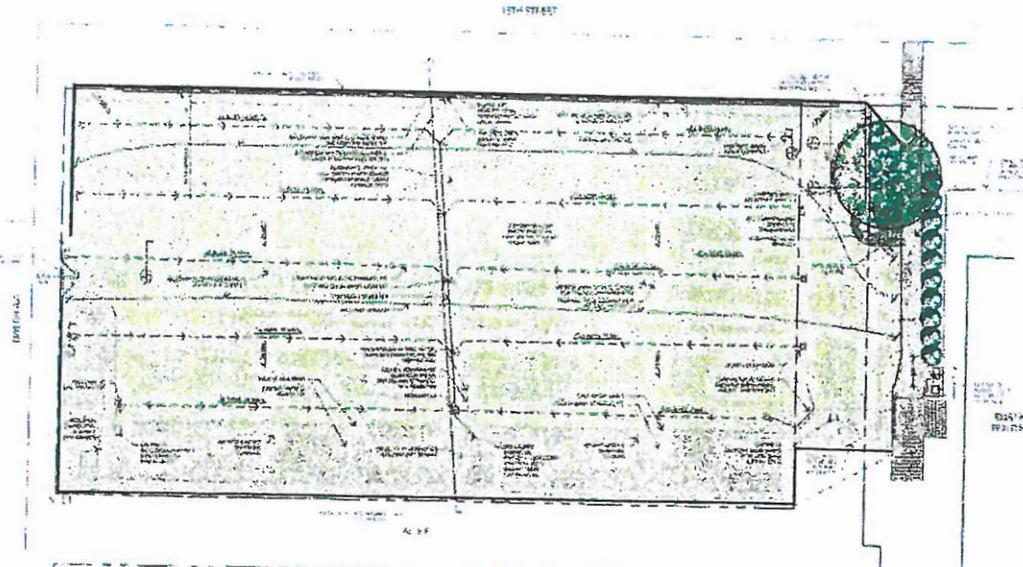
23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Ms. Rachel Budelsky, Parent Coordinator**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **(360)393-3269**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost): **The Philbin Group has completed construction documents for renovation of the existing school playground. Scope of work includes removal of existing asphalt and replacement with a turf surfacing with underdrainage for ground water.**

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

JJ. EXAMPLE PROJECT KEY NUMBER: 9

KK. TITLE AND LOCATION *(City and State)*: **Walton Family Housing, Bellingham, WA**

LL. YEAR COMPLETED - PROFESSIONAL SERVICES: 2011

MM. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: 2011

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Bellingham Housing Authority**

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Mr. Jeff McClure**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **(360) 676-7733**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*: **The Philbin Group developed the streetscape and community living area 'Green Spaces' for the project. Located in downtown along a busy street, the project includes a high density mix of residential units with a small number of commercial spaces. Focus on the urban environment in connection to pedestrian and living spaces, while allowing for safe play space for families has been our goal. An elevated open space has been designed for multi-use small gathering with a children's play component, and resident picnic area. Phase one was completed in 2009, and Phase 2 was completed in 2011. Phase 2 of the project includes an expanded multi-use area with raised garden beds on a pt slab. Close coordination with the project consultant team has been considerable. The Philbin Group completed Landscape Architectural permit/ bid drawings and conducted construction administration services for both phases.**

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

NN. EXAMPLE PROJECT KEY NUMBER: 10

OO. TITLE AND LOCATION (*City and State*): **Wilson Motors Toyota and Mercedes Dealership, Bellingham, WA**

PP. YEAR COMPLETED - PROFESSIONAL SERVICES: 2008

QQ. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2008

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Wilson Motors**

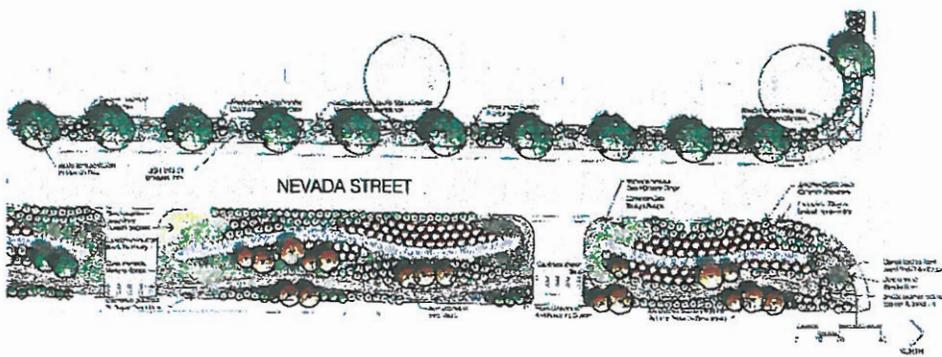
23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Mr. Rick Wilson**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **(360) 676-0600**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*): **The Philbin Group worked closely with the Civil Engineers to create a sustainable method of stormwater management with extensive raingardens on this 5 acre site. Native plant choices within the continuous raingardens were based on tolerance to seasonal drought and inundation, while still maintaining pleasing aesthetics. The project borders I-5 and Whatcom Creek. Screening and habitat creation along the creek were necessary per Shoreline regulations. Coordination and compliance with WSDOT regulations were required adjacent to the interstate. Project elements also included high priority automobile access and a welcoming pedestrian experience, multi-modal city/park trail connections, and substantial right-of-way plantings.**

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
The Philbin Group Landscape Architecture	Bellingham, WA	Landscape Architect



H. ADDITIONAL INFORMATION

29. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED:

9. **AUTHORIZED REPRESENTATIVE**
The foregoing is a statement of facts.

30. SIGNATURE OF AUTHORIZED REPRESENTATIVE: *Misty Philbin*

31. DATE SIGNED: 1/22/2016

32. NAME AND TITLE OF SIGNER: Misty Philbin, Principal, The Philbin Group Landscape Architecture

ARCHITECT-ENGINEER QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER *(If any): Professional Landscape Architectural Design Services for the City of Sedro-Woolley*
- 2a. FIRM (OR BRANCH OFFICE) NAME: **The Philbin Group Landscape Architecture**
- 2b. FIRM (OR BRANCH OFFICE) STREET: 15912 Bow Hill Road
- 2c. FIRM (OR BRANCH OFFICE) CITY: Bow
- 2d. FIRM (OR BRANCH OFFICE) STATE: Washington
- 2e. FIRM (OR BRANCH OFFICE) ZIP CODE: 98232
3. YEAR ESTABLISHED: 2005
4. DUNS NUMBER: **618246222**
- 5a. OWNERSHIP - TYPE: **Corporation**
- 5b. OWNERSHIP - SMALL BUSINESS STATUS: Yes
- 6a. POINT OF CONTACT NAME AND TITLE: Misty Philbin, Owner and Principal
- 6b. POINT OF CONTACT TELEPHONE NUMBER: **(360) 766-4333**
- 6c. POINT OF CONTACT E-MAIL ADDRESS: 39
7. NAME OF FIRM *(If block 2a is a branch office):*

8a. FORMER FIRM NAME(S) <i>(If any)</i>	8b. YR. ESTABLISHED	8c. DUNS NUMBER
Misty Philbin Landscape Architecture	2003	

MAR 23 2016

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 2

Memorandum

To: City Council

From: Patsy Nelson *Patsy*

Date: 03-18-16

Re: Financial reports

Attached is the January 31, 2015 summary financial report for your review. As expenditures and revenues vary from month to month; the without fund balances report reflects monthly cash flows, highlighting the importance of maintaining adequate cash balances.

January interest rates on investments are noted below. Please let me know if you have any questions or comments.

Washington State Treasurer's Office Local Government Investment Pool	0.3873%
Opus Bank 12 month Certificate of Deposit maturing 04/04/16	0.3500%
Opus Bank 12 month Certificate of Deposit maturing 06/29/16	0.4500%
Opus Bank 12 month Certificate of Deposit maturing 10/05/16	0.4000%

Cash Flow Statement Without Fund Balances

City Of Sedro-Woolley
MCAG #: 0647

Time: 11:42:18 Date: 03/18/2016
Page: 1

January To January

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 Current Expense Fund	532,183.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532,183.87	4,626,236.00	12%
101 Parks & Facilities Fund	13,600.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,600.14	624,975.00	2%
102 Cemetery Fund	5,080.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,080.08	140,650.00	4%
103 Street Fund	34,350.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,350.74	793,325.00	4%
104 Arterial Street Fund	14,708.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,708.37	1,239,983.00	1%
105 Library Fund	1,415.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,415.94	307,830.00	0%
106 Cemetery Endowment Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0%
107 Parks Reserve Fund	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08	500.00	0%
108 Lodging Tax Fund	1,167.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,167.21	29,020.00	4%
109 Special Investigation Fund	72.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.43	7,520.00	1%
112 Code Enforcement Fund	16.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.48	2,535.00	1%
113 Paths And Trails Fund	100.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.33	1,220.00	8%
114 Law Enforcement Sales Tax	32,485.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,485.03	425,000.00	8%
115 City Council Strategic Reserve	1,151.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,151.36	135,375.00	1%
205 2008 G/O Bond Fund	15,323.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,323.00	226,300.00	7%
230 1996 G/O Bond Redemption Fund	557.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	557.78	207,585.00	0%
302 Capital Projects Reserve Fund	21,382.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,382.15	170,300.00	13%
303 Building Maintenance Reserve	4,383.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,383.06	2,175.00	202%
304 Transportation Benefit District	13,721.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,721.40	170,000.00	8%
310 Police Mitigation Reserve Fund	813.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	813.92	12,515.00	7%
311 Parks Impact Fee Reserve Fund	21.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.06	75,035.00	0%
312 Fire Impact Fee Reserve Fund	9.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.38	20,010.00	0%
313 Public Safety Sales Tax Fund	8,638.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,638.90	110,000.00	8%
401 Sewer Operations Fund	285,738.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285,738.01	3,333,350.00	9%
402 Sewer Facilities Reserve Fund	226.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.50	850.00	27%
407 1998 Sewer Revenue Bond Fund	36,116.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,116.02	435,250.00	8%
410 Sewer Capital Projects Reserve	44,405.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,405.28	1,373,720.00	3%
412 Solid Waste Operations Fund	148,229.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148,229.96	1,952,500.00	8%
413 Solid Waste Reserve Fund	2,267.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,267.60	27,285.00	8%
425 Stormwater Operations	62,671.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,671.01	545,603.00	11%
426 Stormwater Reserve Fund	39.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.68	140.00	28%
501 Equipment Replacement Fund	174,317.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174,317.09	732,950.00	24%
621 Suspense Fund	597.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	597.28	150,000.00	0%
	1,455,791.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,455,791.14	17,883,737.00	8%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 Current Expense Fund	342,198.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342,198.79	5,354,254.00	6%
101 Parks & Facilities Fund	29,887.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,887.78	675,508.00	4%
102 Cemetery Fund	8,118.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,118.25	141,290.00	6%
103 Street Fund	32,645.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,645.91	812,860.00	4%
104 Arterial Street Fund	2,892.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,892.00	1,366,205.00	0%
105 Library Fund	18,284.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,284.87	310,100.00	6%
107 Parks Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
108 Lodging Tax Fund	1,281.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,281.82	35,000.00	4%
109 Special Investigation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0%
112 Code Enforcement Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,200.00	0%
113 Paths And Trails Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,550.00	0%

Cash Flow Statement Without Fund Balances

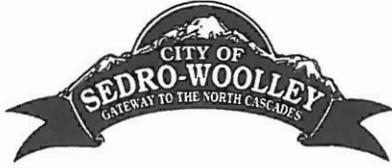
City Of Sedro-Woolley
MCAG #: 0647

Time: 11:42:18 Date: 03/18/2016

January To January

Page: 2

EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
114 Law Enforcement Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425,000.00	0%
115 City Council Strategic Reserve	4,166.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,166.00	50,000.00	8%
205 2008 G/O Bond Fund	4,166.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,166.00	200,551.00	2%
230 1996 G/O Bond Redemption Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	239,500.00	0%
302 Capital Projects Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0%
303 Building Maintenance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
310 Police Mitigation Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
311 Parks Impact Fee Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,530.00	0%
312 Fire Impact Fee Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0%
313 Public Safety Sales Tax Fund	8,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,600.00	105,000.00	8%
401 Sewer Operations Fund	191,422.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191,422.21	3,371,527.00	6%
402 Sewer Facilities Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0%
407 1998 Sewer Revenue Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425,400.00	0%
410 Sewer Capital Projects Reserve	17,916.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,916.00	1,339,660.00	1%
412 Solid Waste Operations Fund	188,958.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188,958.58	2,006,864.00	9%
413 Solid Waste Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
425 Stormwater Operations	39,817.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,817.51	586,075.00	7%
426 Stormwater Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,000.00	0%
501 Equipment Replacement Fund	173,712.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173,712.50	790,370.00	22%
621 Suspense Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0%
	1,064,068.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,064,068.22	18,970,944.00	6%
FUND GAIN/LOSS:	391,722.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	391,722.92		
FUND NET POSITION:	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92	391,722.92			



CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 2016

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

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: March 23, 2016

Subject: Building Permit and Planning Permit Review Status

This status sheet is being provided for your review.

Please let me know if you have any questions.

John

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 Dwg 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. Commment period complete, planning and Engineering review letter sent 6-7-13. DEPOSIT TAKEN
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	OLD FILE-EG-5-08. Council resolution #900-14 on 6-25-14. Notice of Decision issued 7-7-14. ALL FEES PAID 12-11-14. 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 N-Portobello,N end of N Arrezo Loop	W	W	28 lot PRD - waiting for signed mylars from applicant.
5/20/2015		2015-102	Calvery Chapel	639 Sunset Park Drive #101	R		CUP.Deposit taken in for mailings and sign 5-20-15. Planning sent request letter 8-10-15. Received revised parking plan. Planning to set up HEX Hearing
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-Short Plat	213 N. Murdock St	W	N/A	Short Plat-4 lots. Administrative Preliminary Plat approved 1-13-16. OWES PUBLICATION FEES.New addresses assigned 2-17-16.
7/24/2015	NA	2015-218	Bob Hayden-Clear and Grade Permit	213 N. Murdock St	N/A	X	Clear and Grade permit for short plat. Received civil plans for review and eng estimate for inspection fees 2-10-16. OWES INSPECTION / ENG FEES 2-16-16. Contacted eng on setting up pre-const meeting and paying fees 2-17-16.
10/19/2015	1/28/2016	2015-246	Granite Holdings LLC-Short Plat	665 Cook Rd	W	N/A	Short Plat. Related file 2016-10 (Clear & Grade Permit). Review letter sent 3-15-16.

11/2/2015	11/25/2015	2015-259	Kim Weymouth	701 Township St	X	N/A	CUP approved for expansion of mini-storage.
1/6/2016		2016-002	Grandview Homes/Josephine Decker	174 & 176 N. Township St	R		Waiver for side setback and parking reg.
1/6/2016		2016-003	Grandview Homes/Josephine Decker	178 & 180 N. Township St	R		Waiver for side setback and parking reg.
1/11/2016		2016-10	Granite Holdings LLC-Clear and Grade Permit	665 Cook Rd	W		Clear and Grade Permit. Related file 2015-246. Review letter sent 3-15-16.
2/18/2016		2016-30	Dr. Larry Campbell	1342 Moore St			CUP-Commerical.Fees paid.
2/11/2016		2016-51	City of SW	1400 Rhodes Rd-Winnie Houser Fields			SEPA

APPLIED BUILDING PERMITS

X = COMPLETE

R = REVISIONS RECEIVED

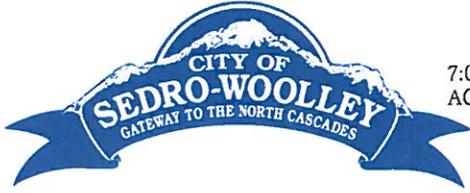
W = WAITING FOR RESPONSE

NO ENTRY = INITIAL REVIEW NOT COMPLETE

APPL.	PERMIT #	NAME	ADDRESS		REVIEW		COMMENTS
DATE			/ PARCEL #	BLDG	PLNG	ENGR	
3/26/15	2015-65	Pat McGinnis	405 Burrows Lane	X		yes	Carport and garage. Building review letter sent 8-19-15. EXPIRES 9-26-15. 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	X	W	yes	new covered eating area-carport. Sent review letter 7-1-15. EXPIRES 12-26-15.
7/6/15	2015-152	Frank Bresnan	290 W Moore St	W	W	yes	Carport. EXPIRES 1-6-16.Needs CUP.
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]
2/10/16	2016-25	Liberty Bistro/Skagit Valley Signs	707 Metcalf St	X	X	N/A	Sign.E-mailed contractor to pu permit 2-16-16.
2/29/16	2016-40	Gabrielle & Elijah Clay	413 N. Township St	X		Yes	Addition to existing house. Waiting for contractor to get a SW Business License. Driveway turnaround?
3/1/16	2016-41	Andrew Mork	605 Sunset Park #I	X	N/A	N/A	Tenant Improvement.Paid and applicant advised to pu permit 3-3-16.
3/2/16	2016-42	Andrew Mork	605 Sunset Park #O	X	N/A	N/A	Spray booth-Fire Permit.Paid and applicant advised to pu permit 3-3-16.
3/2/16	2016-46	Kim Weymouth	701 Township St	X	X	N/A	New commerical building. Approved per CUP 2015-259
3/8/16	2016-48	William Mayville	747 Ferry St	X	N/A	N/A	25% remodel.Building Conditions to be put on permit.Sent applicant letter with fees owed and to pu 3-15-16.
3/14/16	2016-52	Arlyn Livingston	711 Bennett St			X	Remodel and addition.

CITY COUNCIL AGENDA
REGULAR MEETING

MAR 23 2016



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

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

Christine Salseina
Deputy Clerk

MEMO TO: City Council
FROM: Christine Salseina, Deputy Clerk
RE: **Report of Contracts approved under SWMC 2.104.060**
DATE: March 23, 2016

The following agreement(s) were approved and are provided for your information:

<u>Contract</u>	<u>Purpose</u>	<u>Date</u>	<u>Dollar Amount</u>
1. Public Works Agreement 2016-PW-15 Spectra Contract Flooring.	Memorial Park Caretaker Residence and Library Flooring Project	3/4/2016	\$2547.71

Contract(s) available in their entirety at the Finance Department

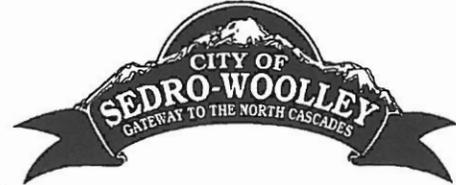
MAR 23 2016

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

CITY OF SEDRO-WOOLLEY

325 Metcalf Street, Sedro-Woolley, WA 98284 (360) 855-1661

Memorandum



To: Mayor Wagoner, City Council
From: Nathan Salseina, Public Works Operations Supervisor
Date: 3/17/2016
Re: Additional rules for R.V. Park Facilities

Mayor and City Council,

City municipal code section 12.36.010 authorizes the Mayor to establish conditions of use for city premises and to post those conditions in a manner calculated to give notice to members of the public.

This memo is to make the council aware of three (3) additional rules that the Mayor and I have proposed to the R.V. Park rules for Riverfront Park and Bingham Park.

These additional rules are proposed to deal with some ongoing problems that staff has been having at the R.V. facilities. The first and second rules are to prohibit unlicensed and uninsured R.V. units from using city facilities. The third rule is designed to make it clear that the cities R.V. facilities are intended for camping purposes, and not intended to be used as a permanent residence.

The rules are as follows,

1. All R.V.'s and accompanying vehicles must have current registration and must provide proof of insurance upon request.
2. All operators of R.V.'s must have a current driver's license.
3. After 14 consecutive nights of use at Riverfront or 5 consecutive nights of use at Bingham, an additional 14 nights must pass before a user can return to the R.V. Park for an additional 14 nights at Riverfront or 5 nights at Bingham.

Please let me know if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Nathan Salseina', is written over a horizontal line.

Nathan Salseina
Public Works Operations Supervisor

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

**City of Sedro-Woolley
RECREATIONAL VEHICLE FACILITIES
USE AGREEMENT**

1. A fee of **\$15.00** per night shall be charged in advance for each **RV space** rented at the Riverfront Park recreational vehicle facility. A fee of **\$10.00** per night shall be charged in advance for each **tent site** at the Riverfront Park recreational vehicle facility.
2. Reservations for the Riverfront Park recreational vehicle facility may be made up to one year in advance at City Hall. Ten (10) spaces are designated available for reservation. These spaces may be reserved by paying a **non-refundable fee of \$15.00** plus \$15.00 per night for the period being reserved at the time the reservation is made.
3. A fee of **\$20.00** per night shall be charged in advance for each RV space rented at the Bingham Park recreational vehicle facility. Reservations are not permitted at the Bingham Park Facility.
4. No person shall possess, display or consume any alcoholic beverages or intoxicating liquors while in any City Park.
5. No person shall throw, drop, deposit, discard or otherwise dispose of litter in any City Park except in a designated litter container.
6. No person shall permit an animal in a City Park except when contained by a leash and animal waste must be picked up and properly disposed of.
7. No person shall enter the Skagit River from Riverfront Park except when launching boats from the boat ramp, nor otherwise cross over the fence at the Riverfront Park.
8. No person shall remove or relocate any tables, garbage cans, or other equipment in any City Park.
9. No person shall operate or park a vehicle in any City Park except in designated traffic and parking areas, and in conformance with posted traffic regulations.
10. No person shall use the Riverfront Park recreational vehicle facility more than fourteen (14) consecutive days. No person shall leave a recreational vehicle unattended for longer than forty-eight (48) hours. Extension of time limit is subject to availability. The City reserves the right to remove unattended vehicles during times of flood or other natural disasters at the owner's expense.
11. No person shall use the Bingham Park recreational vehicle facility more than five (5) consecutive days. No person shall leave a recreational vehicle unattended for longer than twenty-four (24) hours. Extension of time is subject to availability.
12. The City reserves the right to deny usage to any person.
13. All R.V.'s and accompanying vehicles must have a current registration and must provide proof of insurance upon request.
14. All Operators of R.V.'s must have a valid driver's license.
15. After 14 consecutive nights of use, an additional 14 nights must pass before a user can return to the R.V. Park for another 14 nights.

The undersigned will save and hold harmless the City of Sedro-Woolley from all loss, liability or expense resulting from any injury to any person or any loss of or damage to any property at the Riverfront Park recreational vehicle facility or surrounding area caused by or resulting from any act or omission of the undersigned or any officer, agent, employee, guest, invitee, or visitor in or about the buildings or grounds during the period(s) of reservation.

NAME DATE

ADDRESS CITY STATE ZIP PHONE

DATE(S) OF RESERVATION VEHICLE TYPE LICENSE NUMBER SPACE NO.

NIGHTS X \$15.00 = + \$15.00 NON-REFUNDABLE FEE = TOTAL

RECEIPT NUMBER SEDRO-WOOLLEY CITY HALL REPRESENTATIVE