



Next Ord: 1852-16
Next Res: 944-16

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY

CITY COUNCIL AGENDA

July 13, 2016

7:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Consent Calendar.....4-23

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
- c. Finance
 - Claim Checks #184099 to #184213 in the amount of \$256,095.18
 - Payroll Checks #58963 to #58979 plus EFT's in the amount of \$295,103.22
- d. Planning Commissioner Appointment – Joe Franett

- 4. Public Comment.....24

PUBLIC HEARING

UNFINISHED BUSINESS

- 5. Possible adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2017-2022 (2nd reading)25-51
- 6. 2016 Transportation Impact Fee Update (2nd reading).....52-81

NEW BUSINESS

- 7. City approval of Supplemental Agreement 1 to Local Agency Agreement(s) 8689 and 8760 with WSDOT for construction phase federal funding obligation for the SR20/Cascade Trail West Extension Phase 1A Trail Road to SR9 and Phase 1B Hodgkin Road to Trail Road.....82-93
- 8. Skagit County Parks request for RCO Grant Letter of Support for the Centennial Trail Phase 1 project.....94-95

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

9. Written Reports to Council.....96-101

10. Informational Items.....102-103

 a. 2016 Budget.....104-196

EXECUTIVE SESSION

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

Next Meetings:

**July 25, 2016 Special Meeting Library
Council Chambers
5:30 PM**

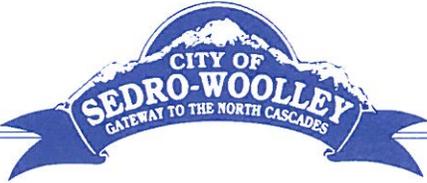
**July 27, 2016 Council Meeting
Council Chambers
7:00 PM**

**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

JUL 13 2016

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



DATE: July 13, 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 July 13, 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.

JUL 13 2016

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

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
June 22, 2016 – 7:00 P.M. – Council Chambers

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

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

Pledge of Allegiance

Consent Calendar

- Approval of Agenda
- Minutes from Previous Meeting (including June 1, 2016 Worksession)
- Finance
 - Claim Checks #183987 in the amount of \$210.00 and #183988 to #184098 plus EFT's in the amount of \$553,164.06
 - Payroll Checks #58951 to #58962 plus EFT's in the amount of \$223,059.43
- Update to Public Defender Agreement
 - Interlocal Agreement with Skagit County for rotating representation to arrestees at Skagit County District Court
 - Contract with Bill McCann

Councilmember Lemley moved to approve the consent calendar items A through D. Seconded by Councilmember Johnson. Motion carried (6-0).

Special Presentation – Family Promise of Skagit Valley, Tony Latham, Network Director

Tony Latham, Executive Director of Family Promise presented information on Family Promise. It is a family shelter housed at host churches. Family Promise has been in operation approximately 1 year and is open 365 days per year, 24 hours per day. Families are provided with case management and help with obtaining housing and jobs. The day center is located at Bethlehem Lutheran Church in Sedro-Woolley. Latham also addressed the issue with lack of affordable housing and spoke of the housing summit held in January. He addressed the issue throughout the County and provided information via handouts to the council.

City Supervisor/Attorney Berg – noted the city worked with Family Promise when first implemented on code compliance and in their year of operation there have been no complaints.

Some discussion was held regarding rental application fees, support with application fees and that homelessness has no bounds.

Public Comment

Mary Andersson – 928 Beachley Rd., expressed concern on protocol regarding the Library issue presented as a second read as she finds no record of a first read. She also addressed Roberts Rules of Order regarding the chair stepping down if they wish to speak on a topic or motion. She addressed on the wording of the resolution in relationship to the upcoming public forum and applauded Councilmember Johnson and Owen for acknowledging that negotiations should recognize what the citizens want for their Library. She also suggested while running for a County elected office City Supervisor/Attorney Berg should recuse himself from further negotiations.

Dorothy DeFremery – 316 Garden of Eden, thanked Councilmember Kornegay for her comments regarding the Orlando situation. DeFremery stated having a public forum is a great step to clear up the confusion and miscommunications regarding the future of the city library. The format will have a large impact on whether or not it is successful. She suggested after whatever format to disseminate the information a short intermission be held with a question and answer period with the Council, Mayor, City Attorney and City Librarian available, so all hear same information at the same time. She also requested it be recorded for future reference. DeFremery requested the public be able to attend any future negotiations or meetings between the city and Central Rural Library and concurred with Mary Andersson's comments regarding Roberts Rules of Order.

Loretta Saarinen – 821 Park Cottage Place. Read, distributed and submitted for consideration a proposed resolution to the Council regarding the Skagit Rural Library contracting library services with the city. She also requested the public comment time limit be expanded to 5 minutes.

Helge Andersson – 928 Beachley Rd., stated the dark comedy should come to an end. He compared it to the gridlock in Congress. Addressing the Council he stated it is their job to represent the people of Sedro-Woolley and they should take the library issue to a vote of the people.

PUBLIC HEARING

Possible Adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2017-2022

Public Works Director Freiburger reviewed the proposed 2017 – 2022 Transportation Improvement Program (TIP) along with the expanded 2017 – 2037 Transportation Local. He noted this is an annual process and after adoption is forwarded to SCOG. Freiburger then provided a detailed review of specific projects and noted they need to be listed on the TIP to be considered for grant funding.

City Supervisor/Attorney Berg pointed out the total dollar amount of projects completed in comparison to what the actual city cost.

Mayor Pro Tem Kinzer opened the public hearing at 7:42 P.M.

Randy Good –35482 SR 20, President of the Friends of Skagit County, addressed project #C29 dealing with county right of way south of Jameson. He presented handouts of documentation of a clouded title and referred to taking of land. Good cited a court case Lundval vs. Skagit County. He requested the project be removed or at the very least red tagged from the list until ownership can be proven.

Mayor Pro Tem closed the public hearing at 7:46 P.M.

This is a first read with no action necessary.

UNFINISHED BUSINESS

Proposed revisions to SWMC 15.04, Local Amendments to Adopted State Building Codes

Planning Director Coleman recapped the proposed revisions to SWMC 15.04 Local Amendments to Adopted State Building Codes. He noted the state codes go into effect July 1, 2016. Action would be a formality in adopting the state codes. Coleman noted there are no major changes.

Councilmember Johnson moved to adopt Ordinance No. 1851-16 to revise Chapter 15.04 SWMC to reflect State adoption of 2015 building codes and enact certain local amendments. Seconded by Councilmember Lemley. Motion carried (6-0).

NEW BUSINESS

2016 Transportation Impact Fee Update

Public Works Director Freiburger presented information regarding the Transportation Impact Fee Update. He noted the city hired the consulting firm of Transportation Solutions Incorporated to review and find a way to simplify the current fees. He presented some history of the fees. The proposed fees are to be split into two zones; Central Business District Zone and City-wide. He also stated that developers can hire their own engineer to calculate the traffic impact fees with credits for work completed and provided a comparison with 2013. This is a first read with no action expected.

City Supervisor/Attorney Berg lead a discussion regarding questions from Council and comments presented by Randy Good.

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Written Reports to Council Informational Items

Notice of and Call for City Council Special Meeting on Monday, July 25th, 2016 at 5:30 P.M. – update/report on the status of discussions with the library district and public forum/open house to discuss the future of the Sedro-Woolley City Library

Police Chief Tucker – reported that Sergeant McIlraith fractured his arm and Sergeant Pierce is back from active duty and will be returning in August after some debriefing. He also reported on the Rotary dedication for the Tesarik baseball field. Luigi Gallino who oversees the Offender Work Program will be taking a leave of absence and Melissa Dougher will be filling in while he is gone. Detective Eaton is heading up a department cleanup of the grave of fallen officer Carl Strom who was killed in 1933 as well as other former officers. This will be to pay their respects to former officers.

Fire Chief Klinger – reported he will be going to South Dakota for the final testing on new engine. July 1st is the delivery deadline. The engine striping will be done locally and it is expected to be in service around the 1st of August. Klinger noted they are all set for the 4th of July and the city will be well covered.

Planning Director Coleman – provided an update on the UGA proposal being considered by the County. He noted the Planning Commission will be looking at Planned Residential Developments. The last meeting was cancelled due to lack of a quorum. He also noted that things are picking up in the Building Department.

Public Works Director Freiburger – presented an update on the current active construction projects. The Jameson Street Arterial is in full construction, Ferry Street overlay is close to being complete, and work on the Cascade Trail and Fruitdale Road plans continue. The bid request for the replacement for Riverfront Park Caretaker residence is out and the Phase B Wastewater Treatment Plant capacity analysis being completed.

City Supervisor/Attorney Berg – announced the Welcome to Sedro-Woolley video is now on the city website and showed it for all in attendance. He also noted the second edition of the City Scenes magazine will be out in July. Things have been very busy with the Swift Center. Job Corps will be gearing up again with a new management company. He discussed the upcoming special meeting and discussion was held on updating the Council Rules of Procedure from 1995.

Councilmember Kornegay – wished everyone a safe 4th of July.

Councilmember Johnson – commented on the dedication of the Tesarik Baseball field.

Councilmember Owen – requested someone look at the landscaping at the Senior Center as it is very overgrown.

Councilmember Lemley – wished everyone a happy 4th of July and to come to the carnival for a burger from your favorite vendor. The Beta Burger stand and Steelclaw Wrestling will be open. The Eagles Club will be having a car show as well and the weather looks like it will be great.

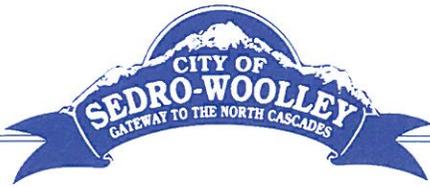
Councilmember Johnson – gave credit to City Supervisor/Attorney Berg for the city receiving the AWC 2016 Wellness award. Berg credited JoAnn Lazon for her role as coordinator for the Wellness Program.

Councilmember Dunn Lee moved to adjourn. Seconded by Councilmember Owen. Motion carried (6-0).

The meeting adjourned at 8:45 P.M.

JUL 13 2016

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



DATE: July 13, 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 July 13, 2016.

Motion to approve Claim Checks #184099 to #184213 in the amount of \$256,095.18.

Motion to approve Payroll Checks #58963 to #58979 plus EFT's in the amount of \$295,103.22.

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

06/23/2016 To: 07/13/2016

Time: 15:45:38 Date: 07/07/2016
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4915	07/13/2016	Claims	2	184099	A WorkSAFE Service, Inc.	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
4916	07/13/2016	Claims	2	184100	A-1 Mobile Lock & Key	70.53	
					101 - 576 80 48 002 - RV Park	70.53	
4917	07/13/2016	Claims	2	184101	ATV Signs	1,532.02	
					412 - 537 80 31 000 - Operating Supplies	65.10	
					412 - 537 80 31 000 - Operating Supplies	97.65	
					412 - 537 80 31 000 - Operating Supplies	976.50	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	271.25	
					001 - 595 10 31 001 - Address & Street Signs-Reiml	52.08	
					001 - 595 10 31 001 - Address & Street Signs-Reiml	69.44	
4918	07/13/2016	Claims	2	184102	Alpine Fire & Safety	38.08	
					103 - 542 30 31 000 - Operating Supplies	38.08	
4919	07/13/2016	Claims	2	184103	Andgar	2,799.30	
					001 - 522 20 48 000 - Repairs/Maint-Equip	180.11	
					401 - 535 50 48 000 - Maintenance Contracts	176.84	
					101 - 576 80 48 003 - Bingham Caretaker	125.86	
					101 - 576 80 48 004 - Community Center	132.37	
					101 - 576 80 48 005 - Senior Center	358.05	
					101 - 576 80 48 015 - Library	159.50	
					101 - 576 80 48 016 - City Hall	1,576.51	
					101 - 576 80 48 022 - Evidence Garage	90.06	
4920	07/13/2016	Claims	2	184104	Aramark Uniform Services	110.23	
					401 - 535 80 49 000 - Laundry	13.60	
					401 - 535 80 49 000 - Laundry	13.59	
					401 - 535 80 49 000 - Laundry	13.59	
					401 - 535 80 49 000 - Laundry	28.78	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					103 - 542 30 49 000 - Misc-Laundry	10.59	
					103 - 542 30 49 000 - Misc-Laundry	8.64	
					103 - 542 30 49 000 - Misc-Laundry	8.64	
					103 - 542 30 49 000 - Misc-Laundry	8.64	
4921	07/13/2016	Claims	2	184105	Assoc Petroleum Products	12,171.72	
					001 - 518 20 32 000 - Auto Fuel	64.20	
					001 - 518 20 32 000 - Auto Fuel	134.10	
					001 - 521 20 32 000 - Auto Fuel	1,193.31	
					001 - 521 20 32 000 - Auto Fuel	1,053.12	
					001 - 522 20 32 000 - Auto Fuel/Diesel	657.45	
					001 - 522 20 32 000 - Auto Fuel/Diesel	491.47	
					401 - 535 80 32 000 - Auto Fuel/Diesel	89.32	
					401 - 535 80 32 000 - Auto Fuel/Diesel	168.48	
					401 - 535 80 32 000 - Auto Fuel/Diesel	132.84	
					102 - 536 20 32 000 - Auto Fuel/Diesel	128.56	
					102 - 536 20 32 000 - Auto Fuel/Diesel	90.16	
					412 - 537 80 32 000 - Auto Fuel/Diesel	284.29	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,057.21	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,171.62	
					412 - 537 80 32 000 - Auto Fuel/Diesel	9.60	
					412 - 537 80 32 000 - Auto Fuel/Diesel	108.77	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,170.59	
					412 - 537 80 32 000 - Auto Fuel/Diesel	75.52	
					103 - 542 30 32 000 - Auto Fuel/Diesel	369.31	
					103 - 542 30 32 000 - Auto Fuel/Diesel	64.01	
					103 - 542 30 32 000 - Auto Fuel/Diesel	190.54	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

06/23/2016 To: 07/13/2016

Time: 15:45:38 Date: 07/07/2016
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			103 - 542 30 32 000		- Auto Fuel/Diesel	213.09	
			103 - 542 30 32 000		- Auto Fuel/Diesel	72.28	
			103 - 542 30 32 000		- Auto Fuel/Diesel	267.48	
			103 - 542 30 32 000		- Auto Fuel/Diesel	258.35	
			103 - 542 30 32 000		- Auto Fuel/Diesel	61.53	
			501 - 548 30 31 000		- Operating Supplies	1,720.04	
			101 - 576 80 32 000		- Auto Fuel/Diesel	70.47	
			101 - 576 80 32 000		- Auto Fuel/Diesel	175.51	
			101 - 576 80 32 000		- Auto Fuel/Diesel	571.00	
			101 - 576 80 32 000		- Auto Fuel/Diesel	57.50	
4922	07/13/2016	Claims	2	184106	Bark Time		1,019.90
					101 - 576 80 48 001 - Riverfront	1,019.90	
4923	07/13/2016	Claims	2	184107	Bay City Supply		4,763.59
					101 - 576 80 31 001 - Operating Sup - Riverfront	700.00	
					101 - 576 80 31 002 - Operating Sup - RV Park	100.00	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	200.00	
					101 - 576 80 31 006 - Operating Sup - City Hall	2,712.50	
					101 - 576 80 31 008 - Operating Sup - Memorial	300.00	
					101 - 576 80 31 009 - Operating Sup - Bingham Par	200.00	
					101 - 576 80 31 012 - Operating Sup - Hammer	148.12	
					101 - 576 80 31 012 - Operating Sup - Hammer	213.57	
					101 - 576 80 48 002 - RV Park	189.40	
4924	07/13/2016	Claims	2	184108	Boulder Park Inc		7,915.77
					401 - 535 80 35 020 - Solids Handling	7,915.77	
4925	07/13/2016	Claims	2	184109	Braber Equipment LTD		127.60
					103 - 542 30 48 010 - Repair/Maintenance-Equip	127.60	
4926	07/13/2016	Claims	2	184110	Bresnan LLC		75.00
					001 - 322 10 03 000 - Building Permits	-25.00	
					001 - 342 40 03 000 - Building Inspections	-50.00	
4927	07/13/2016	Claims	2	184111	Ledbetter Brian		250.00
					105 - 572 20 34 000 - Summer Reading Program	250.00	
4928	07/13/2016	Claims	2	184112	Brim Tractor Company Inc		1,960.60
					425 - 531 50 31 000 - Operating Supplies	460.06	
					401 - 535 50 48 010 - Maintenance Of Lines	1,000.54	
					412 - 537 80 35 000 - Small Tools & Minor Equip	500.00	
4929	07/13/2016	Claims	2	184113	CNH Industrial		137.77
					103 - 542 30 48 010 - Repair/Maintenance-Equip	137.77	
4930	07/13/2016	Claims	2	184114	Capital Industries Metal Fabricators		437.26
					412 - 537 80 34 000 - Containers - Garbage	437.26	
4931	07/13/2016	Claims	2	184115	Carl's Towing Inc		194.22
					001 - 521 20 41 001 - Professional Services	194.22	
4932	07/13/2016	Claims	2	184116	Cascade Natural Gas Corp		406.25
					001 - 521 20 47 000 - Public Utilities	11.44	
					001 - 522 50 47 000 - Public Utilities	32.54	
					401 - 535 80 47 000 - Public Utilities	50.35	
					412 - 537 80 47 000 - Public Utilities	28.32	
					103 - 542 63 47 000 - Public Utilities	10.60	
					103 - 542 63 47 000 - Public Utilities	3.18	
					105 - 572 20 47 000 - Public Utilities	11.44	
					101 - 576 80 47 010 - Community Center	43.51	
					101 - 576 80 47 020 - Senior Center	44.36	
					101 - 576 80 47 050 - Hammer Square	15.67	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 47 052		Bingham Caretaker	7.42	
			101 - 576 80 47 052		Bingham Caretaker	28.32	
			101 - 576 80 47 070		City Hall	119.10	
4933	07/13/2016	Claims	2	184117	Charter Machine Company	7,426.65	
			401 - 535 50 48 050		Maint Of General Equip	7,426.65	
4934	07/13/2016	Claims	2	184118	Cities Insurance Assoc	1,000.00	
			412 - 537 80 41 000		Professional Services	1,000.00	
4935	07/13/2016	Claims	2	184119	Coastal Wear Products	2,093.83	
			103 - 542 67 31 000		Operating Supplies	593.83	
			103 - 542 67 48 000		Repairs/Maint-Equip	1,500.00	
4936	07/13/2016	Claims	2	184120	Code Publishing Inc	1,459.54	
			001 - 511 30 34 000		Code Book	1,459.54	
4937	07/13/2016	Claims	2	184121	Comcast	302.24	
			001 - 518 80 42 021		Internet Services	151.12	
			001 - 518 80 42 021		Internet Services	151.12	
4938	07/13/2016	Claims	2	184122	Concrete Nor'west Inc	99.82	
			412 - 537 60 47 020		Site Yard Waste Disposal	45.30	
			412 - 537 60 47 020		Site Yard Waste Disposal	54.52	
4939	07/13/2016	Claims	2	184123	Demco Inc	148.71	
			105 - 572 20 31 010		Supplies	148.71	
4940	07/13/2016	Claims	2	184124	Dykstra Farms LLC	480.00	
			412 - 537 60 47 020		Site Yard Waste Disposal	480.00	
4941	07/13/2016	Claims	2	184125	E & E Lumber	717.98	
			401 - 535 50 48 010		Maintenance Of Lines	12.02	
			103 - 542 30 31 000		Operating Supplies	7.73	
			103 - 542 30 31 000		Operating Supplies	21.41	
			103 - 542 30 35 010		Safety Equipment	17.33	
			101 - 576 80 31 001		Operating Sup - Riverfront	167.09	
			101 - 576 80 31 003		Operating Sup - Parks Shop	62.54	
			101 - 576 80 31 003		Operating Sup - Parks Shop	9.47	
			101 - 576 80 35 000		Small Tools & Minor Equip	10.78	
			101 - 576 80 48 001		Riverfront	52.10	
			101 - 576 80 48 001		Riverfront	13.25	
			101 - 576 80 48 002		RV Park	12.21	
			101 - 576 80 48 003		Bingham Caretaker	14.27	
			101 - 576 80 48 004		Community Center	44.91	
			101 - 576 80 48 004		Community Center	23.43	
			101 - 576 80 48 004		Community Center	13.75	
			101 - 576 80 48 006		Memorial Park	57.24	
			101 - 576 80 48 006		Memorial Park	39.06	
			101 - 576 80 48 007		Bingham Park	21.75	
			101 - 576 80 48 009		Hammer Square	58.26	
			101 - 576 80 48 009		Hammer Square	-6.99	
			101 - 576 80 48 015		Library	10.19	
			101 - 576 80 48 015		Library	8.28	
			101 - 576 80 48 016		City Hall	28.00	
			101 - 576 80 48 016		City Hall	-4.51	
			101 - 576 80 48 016		City Hall	24.41	
4942	07/13/2016	Claims	2	184126	Edge Analytical Inc	1,248.00	
			401 - 535 80 41 000		Professional Services	571.00	
			401 - 535 80 41 000		Professional Services	49.00	
			401 - 535 80 41 000		Professional Services	49.00	
			401 - 535 80 41 000		Professional Services	49.00	
			401 - 535 80 41 000		Professional Services	49.00	

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City Of Sedro-Woolley
MCAG #: 0647

06/23/2016 To: 07/13/2016

Time: 15:45:38 Date: 07/07/2016
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			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	139.00	
4943	07/13/2016	Claims	2	184127	Emergency Medical Products Inc		221.28
			001 - 522 20 31 000		Operating Supplies	221.28	
4944	07/13/2016	Claims	2	184128	Enterprise Office Systems		244.91
			001 - 512 50 31 000		Supplies	175.64	
			001 - 514 23 31 000		Supplies	35.78	
			001 - 514 23 31 000		Supplies	33.49	
4945	07/13/2016	Claims	2	184129	FEI		342.12
			101 - 576 80 48 002		RV Park	342.12	
4946	07/13/2016	Claims	2	184130	Fastenal Company		64.74
			412 - 537 80 31 000		Operating Supplies	64.74	
4947	07/13/2016	Claims	2	184131	Brent Frisbee		150.00
			412 - 537 80 41 000		Professional Services	150.00	
4948	07/13/2016	Claims	2	184132	Frontier Building Supply		27.49
			103 - 542 64 31 001		Painting & Striping Supplies	27.49	
4949	07/13/2016	Claims	2	184133	Frontier		1,022.86
			001 - 521 20 42 020		Telephone	137.95	
			001 - 521 20 42 020		Telephone	59.72	
			001 - 522 20 42 020		Telephone	234.46	
			401 - 535 80 42 020		Telephone	212.77	
			102 - 536 20 42 020		Telephone	77.30	
			412 - 537 80 42 020		Telephone	59.86	
			105 - 572 20 42 020		Telephone	114.57	
			101 - 576 80 47 010		Community Center	57.25	
			101 - 576 80 47 070		City Hall	68.98	
4950	07/13/2016	Claims	2	184134	Gall's LLC		53.78
			001 - 513 10 44 009		Senior Crime Watch	53.78	
4951	07/13/2016	Claims	2	184135	Sonia Garcia		20.00
			630 - 386 00 00 630		TDB Fees	-20.00	
4952	07/13/2016	Claims	2	184136	Generator Services NW		3,701.79
			001 - 521 20 48 000		Repairs & Maintenance	241.01	
			001 - 522 50 48 030		Repair/Maint-Station	241.01	
			425 - 531 50 48 000		Repairs/Maintenance	241.01	
			401 - 535 50 48 000		Maintenance Contracts	2,410.10	
			401 - 535 50 48 050		Maint Of General Equip	327.65	
			101 - 576 80 48 016		City Hall	241.01	
4953	07/13/2016	Claims	2	184137	Dea Gilbert		20.00
			304 - 317 60 00 000		Vehicle Fees	-20.00	
4954	07/13/2016	Claims	2	184138	Guardian Security		1,185.00
			001 - 521 20 41 001		Professional Services	210.00	
			001 - 522 50 49 050		Fire/Theft Protection	165.00	
			401 - 535 80 31 010		Operating Supplies	210.00	
			101 - 576 80 31 004		Operating Sup - Comm Cente	165.00	
			101 - 576 80 31 005		Operating Sup - Senior Ctr	165.00	
			101 - 576 80 31 006		Operating Sup - City Hall	270.00	
4955	07/13/2016	Claims	2	184139	HB Jaeger Co LLC		3,083.33
			401 - 535 50 48 010		Maintenance Of Lines	2,011.13	
			401 - 535 50 48 010		Maintenance Of Lines	1,072.20	

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4956	07/13/2016	Claims	2	184140	Hepburn Superior	624.64	
					102 - 536 20 34 000 - Liners	624.64	
4957	07/13/2016	Claims	2	184141	James M. Hunholz	20.00	
					630 - 386 00 00 630 - TDB Fees	-20.00	
4958	07/13/2016	Claims	2	184142	Ingram Library Services	150.40	
					105 - 594 72 64 000 - Books & Materials	41.55	
					105 - 594 72 64 000 - Books & Materials	69.95	
					105 - 594 72 64 000 - Books & Materials	38.90	
4959	07/13/2016	Claims	2	184143	JB Industrial	498.10	
					401 - 535 50 48 010 - Maintenance Of Lines	249.05	
					401 - 535 80 31 010 - Operating Supplies	249.05	
4960	07/13/2016	Claims	2	184144	Janicki Logging Co	287.71	
					001 - 522 20 48 000 - Repairs/Maint-Equip	287.71	
4961	07/13/2016	Claims	2	184145	Cherise Jones	30.00	
					101 - 362 40 10 000 - Space Rent-RV Park - Riverfr	-30.00	
4962	07/13/2016	Claims	2	184146	George Kennedy	15.00	
					101 - 362 40 10 000 - Space Rent-RV Park - Riverfr	-15.00	
4963	07/13/2016	Claims	2	184147	Dean Klinger	34.00	
					001 - 522 45 43 000 - Travel & Meals	34.00	
4964	07/13/2016	Claims	2	184148	Lakeside Industries	21,115.73	
					103 - 595 30 63 020 - Contracted Overlay	983.01	
					103 - 595 30 63 020 - Contracted Overlay	3,709.44	
					103 - 595 30 63 020 - Contracted Overlay	1,602.56	
					103 - 595 30 63 020 - Contracted Overlay	2,070.38	
					103 - 595 30 63 020 - Contracted Overlay	7,025.50	
					103 - 595 30 63 020 - Contracted Overlay	292.95	
					103 - 595 30 63 020 - Contracted Overlay	1,715.54	
					103 - 595 30 63 020 - Contracted Overlay	2,640.17	
					103 - 595 30 63 020 - Contracted Overlay	1,076.18	
4965	07/13/2016	Claims	2	184149	Language Exch Inc (The)	248.00	
					001 - 512 50 41 040 - Language Interpreter	248.00	
4966	07/13/2016	Claims	2	184150	Library Journal	157.99	
					105 - 594 72 64 000 - Books & Materials	157.99	
4967	07/13/2016	Claims	2	184151	Lochner	52,578.02	
					401 - 594 35 63 000 - Engineering Services	5,000.00	
					104 - 595 10 63 010 - Eng Fruitdale	26,534.84	
					104 - 595 30 63 040 - Const-Jameson/SR9	21,043.18	
4968	07/13/2016	Claims	2	184152	Loggers And Contractors	296.88	
					103 - 542 30 31 000 - Operating Supplies	251.68	
					101 - 576 80 48 021 - Equipment	45.20	
4969	07/13/2016	Claims	2	184153	Martin Marietta Materials	2,371.89	
					401 - 535 50 48 010 - Maintenance Of Lines	370.03	
					103 - 542 30 48 002 - Crushed Aggregate	2,001.86	
4970	07/13/2016	Claims	2	184154	Materials Testing &	782.68	
					104 - 595 30 63 040 - Const-Jameson/SR9	782.68	
4971	07/13/2016	Claims	2	184155	William R McCann	450.00	
					001 - 515 93 41 000 - Indigent Defender	450.00	
4972	07/13/2016	Claims	2	184156	Mid-American Research Chem	214.52	
					412 - 537 80 31 000 - Operating Supplies	214.52	

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4973	07/13/2016	Claims	2	184157	Mitel Business Systems Inc.	991.20	
					001 - 518 80 49 000 - Software Maint & Support	991.20	
4974	07/13/2016	Claims	2	184158	Motor Trucks Inc	67.94	
					412 - 537 50 48 000 - Repairs/maint-equip	67.94	
4975	07/13/2016	Claims	2	184159	North Central Laboratories	624.33	
					401 - 535 50 48 050 - Maint Of General Equip	57.22	
					401 - 535 80 31 010 - Operating Supplies	567.11	
4976	07/13/2016	Claims	2	184160	North Hill Resources Inc	152.72	
					412 - 537 60 47 020 - Site Yard Waste Disposal	78.40	
					412 - 537 60 47 020 - Site Yard Waste Disposal	74.32	
4977	07/13/2016	Claims	2	184161	Oasys	665.08	
					001 - 514 23 45 000 - Operating Rentals/Leases	665.08	
4978	07/13/2016	Claims	2	184162	Office Depot	68.87	
					001 - 524 20 31 000 - Off/Oper Supps & Books	44.78	
					103 - 542 30 31 000 - Operating Supplies	14.03	
					001 - 558 60 31 000 - Supplies/Books	5.03	
					001 - 595 10 31 000 - Supplies	5.03	
4979	07/13/2016	Claims	2	184163	Oliver-Hammer Clothes	47.72	
					001 - 521 20 26 000 - Uniforms/Accessories	47.72	
4980	07/13/2016	Claims	2	184164	Owen Equipment Company	7,055.09	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	5,700.86	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	1,354.23	
4981	07/13/2016	Claims	2	184165	Pacific Power Batteries	67.83	
					401 - 535 80 31 010 - Operating Supplies	67.83	
4982	07/13/2016	Claims	2	184166	Pat Rimmer Tire Ctr Inc	9,091.46	
					401 - 535 50 48 000 - Maintenance Contracts	887.80	
					401 - 535 50 48 040 - Maintenance Of Vehicles	1,823.03	
					401 - 535 50 48 040 - Maintenance Of Vehicles	48.80	
					412 - 537 50 48 000 - Repairs/maint-equip	2,324.34	
					412 - 537 50 48 000 - Repairs/maint-equip	1,661.04	
					412 - 537 50 48 000 - Repairs/maint-equip	67.27	
					412 - 537 50 48 000 - Repairs/maint-equip	52.08	
					101 - 576 80 48 021 - Equipment	1,786.93	
					101 - 576 80 48 021 - Equipment	440.17	
4983	07/13/2016	Claims	2	184167	Petty Cash-Debra Peterson	69.44	
					105 - 572 20 31 010 - Supplies	57.52	
					105 - 594 72 64 000 - Books & Materials	11.92	
4984	07/13/2016	Claims	2	184168	Harold Pittman	713.00	
					001 - 521 20 27 000 - Retired Medical	102.00	
					001 - 521 20 27 000 - Retired Medical	611.00	
4985	07/13/2016	Claims	2	184169	Public Surplus	266.00	
					621 - 386 00 00 001 - Public Surplus Fees	-266.00	
4986	07/13/2016	Claims	2	184170	Puget Sound Energy	15,337.92	
					001 - 521 20 47 000 - Public Utilities	86.32	
					001 - 522 50 47 000 - Public Utilities	115.63	
					425 - 531 50 47 000 - Public Utilities	127.04	
					401 - 535 80 47 000 - Public Utilities	1,117.60	
					102 - 536 20 47 000 - Public Utilities	45.48	
					412 - 537 80 47 000 - Public Utilities	131.66	
					103 - 542 63 47 000 - Public Utilities	64.41	
					103 - 542 63 47 000 - Public Utilities	3.78	

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			103 - 542 63 47 000		Public Utilities	101.54	
			103 - 542 63 47 000		Public Utilities	9,054.01	
			103 - 542 63 47 000		Public Utilities	73.31	
			108 - 557 30 41 000		Advertising	20.22	
			105 - 572 20 47 000		Public Utilities	359.51	
			101 - 576 80 47 000		Riverfront	670.89	
			101 - 576 80 47 010		Community Center	139.07	
			101 - 576 80 47 020		Senior Center	348.09	
			101 - 576 80 47 030		Museum Apartments	63.61	
			101 - 576 80 47 040		Train	40.88	
			101 - 576 80 47 050		Hammer Square	158.00	
			101 - 576 80 47 051		Bingham / Memorial	95.98	
			101 - 576 80 47 052		Bingham Caretaker	97.09	
			101 - 576 80 47 052		Bingham Caretaker	8.82	
			101 - 576 80 47 053		Other Utilities	10.81	
			101 - 576 80 47 070		City Hall	2,404.17	
4987	07/13/2016	Claims	2	184171	Quiring Monuments Inc	125.00	
					102 - 536 20 31 000 - Office Supplies	125.00	
4988	07/13/2016	Claims	2	184172	Rene's World	168.61	
					001 - 521 20 26 000 - Uniforms/Accessories	168.61	
4989	07/13/2016	Claims	2	184173	Ricoh USA Inc	388.32	
					001 - 521 20 48 000 - Repairs & Maintenance	75.95	
					001 - 521 20 48 000 - Repairs & Maintenance	118.21	
					001 - 522 20 45 000 - Equipment Lease	75.95	
					001 - 522 20 48 000 - Repairs/Maint-Equip	118.21	
4990	07/13/2016	Claims	2	184174	Douglas Salyer	204.98	
					001 - 521 20 27 000 - Retired Medical	204.98	
4991	07/13/2016	Claims	2	184175	Second Wind	501.27	
					101 - 576 80 48 009 - Hammer Square	501.27	
4992	07/13/2016	Claims	2	184176	Sedro-Woolley Auto Parts	832.47	
					001 - 522 20 31 000 - Operating Supplies	123.98	
					401 - 535 80 31 010 - Operating Supplies	14.99	
					102 - 536 20 31 000 - Office Supplies	63.14	
					102 - 536 20 31 010 - Operating Supplies	4.47	
					102 - 536 20 31 010 - Operating Supplies	44.92	
					102 - 536 20 31 010 - Operating Supplies	56.11	
					102 - 536 20 31 010 - Operating Supplies	17.73	
					412 - 537 50 48 000 - Repairs/maint-equip	-20.39	
					412 - 537 50 48 000 - Repairs/maint-equip	47.07	
					412 - 537 50 48 000 - Repairs/maint-equip	47.95	
					412 - 537 50 48 000 - Repairs/maint-equip	70.42	
					412 - 537 50 48 000 - Repairs/maint-equip	55.89	
					412 - 537 50 48 000 - Repairs/maint-equip	3.26	
					412 - 537 80 31 000 - Operating Supplies	10.69	
					103 - 542 30 31 000 - Operating Supplies	24.04	
					103 - 542 30 31 000 - Operating Supplies	24.94	
					103 - 542 30 31 000 - Operating Supplies	111.22	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	39.24	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	20.99	
					103 - 542 64 31 002 - Traffic Control Devices	28.21	
					101 - 576 80 48 021 - Equipment	13.24	
					101 - 576 80 48 021 - Equipment	30.36	
4993	07/13/2016	Claims	2	184177	Sedro-Woolley Volunteer	12,500.50	
					001 - 522 20 11 010 - Salaries-Volunteers	12,500.50	
4994	07/13/2016	Claims	2	184178	Seven Sisters Inc	5,179.89	

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			001 - 521 20 48 000		- Repairs & Maintenance	520.41	
			001 - 522 50 48 030		- Repair/Maint-Station	242.99	
			425 - 531 50 48 000		- Repairs/Maintenance	406.13	
			401 - 535 50 48 000		- Maintenance Contracts	3,509.40	
			101 - 576 80 48 016		- City Hall	500.96	
4995	07/13/2016	Claims	2	184179	Shred It		109.08
			001 - 512 50 31 000		- Supplies	22.39	
			001 - 514 23 31 000		- Supplies	22.39	
			001 - 521 20 31 002		- Office/Operating Supplies	44.78	
			001 - 524 20 31 000		- Off/Oper Supps & Books	6.51	
			001 - 558 60 31 000		- Supplies/Books	6.51	
			001 - 595 10 31 000		- Supplies	6.50	
4996	07/13/2016	Claims	2	184180	Sirchie Finger Print		106.42
			001 - 521 20 31 002		- Office/Operating Supplies	106.42	
4997	07/13/2016	Claims	2	184181	Skagit 911		1,303.87
			001 - 522 20 51 000		- Central Dispatch	1,303.87	
4998	07/13/2016	Claims	2	184182	Skagit Co Dist Court		1,900.00
			001 - 512 50 51 000		- Municipal Court Prob.	1,900.00	
4999	07/13/2016	Claims	2	184183	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	
5000	07/13/2016	Claims	2	184184	Skagit County Treasurer		89.28
			001 - 586 00 00 001		- Crime Victim & Witnss Prog	89.28	
5001	07/13/2016	Claims	2	184185	Skagit Farmers Supply		278.62
			103 - 542 30 31 010		- Operating Supplies-Propane	13.73	
			103 - 542 30 31 010		- Operating Supplies-Propane	93.29	
			103 - 542 30 31 010		- Operating Supplies-Propane	15.84	
			103 - 542 30 31 010		- Operating Supplies-Propane	28.65	
			103 - 542 30 31 010		- Operating Supplies-Propane	9.95	
			101 - 576 80 48 002		- RV Park	117.16	
5002	07/13/2016	Claims	2	184186	Skagit Hydraulics Inc		361.24
			412 - 537 50 48 000		- Repairs/maint-equip	361.24	
5003	07/13/2016	Claims	2	184187	Skagit Law Group, PLLC		450.00
			425 - 531 50 31 000		- Operating Supplies	4.00	
			425 - 531 50 31 000		- Operating Supplies	4.00	
			425 - 531 50 31 000		- Operating Supplies	2.80	
			425 - 531 50 31 000		- Operating Supplies	4.00	
			425 - 531 50 31 000		- Operating Supplies	3.20	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	65.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	65.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	45.50	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	65.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	52.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	31.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	31.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	21.70	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	31.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	24.80	
5004	07/13/2016	Claims	2	184188	Skagit Publishing		701.58
			001 - 511 60 31 001		- Legal Publications	116.05	
			001 - 511 60 31 001		- Legal Publications	52.75	
			001 - 558 60 41 000		- Professional Services	242.65	
			101 - 594 76 61 000		- Riverfront Park	290.13	
5005	07/13/2016	Claims	2	184189	Skagit Soils		6,578.73

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			412 - 537 60 47 021 - Curbside Yard Waste Dispos			3,574.22	
			412 - 537 60 47 021 - Curbside Yard Waste Dispos			3,004.51	
5006	07/13/2016	Claims	2	184190	Skagit Surveyors &		18,582.10
			104 - 595 10 63 010 - Eng Fruitdale			349.92	
			104 - 595 10 63 075 - Eng SR20 Cascade Trail Phas			1,715.26	
			104 - 595 30 63 040 - Const-Jameson/SR9			16,516.92	
5007	07/13/2016	Claims	2	184191	Smiley's Inc		1,975.00
			412 - 537 80 34 000 - Containers - Garbage			1,975.00	
5008	07/13/2016	Claims	2	184192	Sparkle Shop Laundries		22.30
			001 - 521 20 26 010 - Uniform Cleaning			22.30	
5009	07/13/2016	Claims	2	184193	Staples Business Advantage		652.31
			001 - 521 20 31 002 - Office/Operating Supplies			47.51	
			001 - 521 20 31 002 - Office/Operating Supplies			122.82	
			001 - 521 20 31 002 - Office/Operating Supplies			20.52	
			001 - 521 20 31 002 - Office/Operating Supplies			256.87	
			412 - 537 80 31 010 - Office Supplies			204.59	
5010	07/13/2016	Claims	2	184194	Stephen Berentson Public Relations		150.00
			001 - 513 10 42 000 - Communication			150.00	
5011	07/13/2016	Claims	2	184195	Swissphone LLC		247.91
			001 - 522 20 48 000 - Repairs/Maint-Equip			247.91	
5012	07/13/2016	Claims	2	184196	Paul Taylor		220.00
			001 - 521 20 27 000 - Retired Medical			220.00	
5013	07/13/2016	Claims	2	184197	Thompson's Greenhouse		97.65
			101 - 594 76 64 001 - Holiday Displays			97.65	
5014	07/13/2016	Claims	2	184198	Payment Center Thomson Reuters -- West		269.96
			001 - 515 30 41 002 - Westlaw Services			269.96	
5015	07/13/2016	Claims	2	184199	Transportation Solutions, Inc.		1,317.50
			104 - 544 40 41 000 - Transportation Plan Update			1,317.50	
5016	07/13/2016	Claims	2	184200	True Value		806.96
			001 - 521 20 31 002 - Office/Operating Supplies			50.91	
			001 - 521 20 31 002 - Office/Operating Supplies			7.58	
			001 - 521 20 31 002 - Office/Operating Supplies			2.38	
			001 - 522 20 31 000 - Operating Supplies			20.59	
			001 - 522 20 31 000 - Operating Supplies			1.02	
			001 - 522 20 31 000 - Operating Supplies			33.17	
			001 - 522 20 31 000 - Operating Supplies			-2.39	
			001 - 522 20 35 000 - Small Tools & Minor Equip			24.94	
			401 - 535 80 31 010 - Operating Supplies			22.32	
			401 - 535 80 31 010 - Operating Supplies			19.52	
			401 - 535 80 31 010 - Operating Supplies			16.25	
			412 - 537 50 48 000 - Repairs/maint-equip			26.00	
			412 - 537 80 31 000 - Operating Supplies			4.65	
			412 - 537 80 31 000 - Operating Supplies			79.34	
			412 - 537 80 31 000 - Operating Supplies			85.91	
			103 - 542 30 31 000 - Operating Supplies			40.97	
			103 - 542 30 31 000 - Operating Supplies			3.23	
			101 - 576 80 31 003 - Operating Sup - Parks Shop			11.15	
			101 - 576 80 31 003 - Operating Sup - Parks Shop			15.71	
			101 - 576 80 31 007 - Operating Sup - Library			34.70	
			101 - 576 80 35 000 - Small Tools & Minor Equip			20.60	
			101 - 576 80 48 001 - Riverfront			70.50	

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			101 - 576 80 48 001		Riverfront	24.94	
			101 - 576 80 48 003		Bingham Caretaker	28.73	
			101 - 576 80 48 007		Bingham Park	26.03	
			101 - 576 80 48 009		Hammer Square	52.04	
			101 - 576 80 48 009		Hammer Square	3.24	
			101 - 576 80 48 009		Hammer Square	24.94	
			101 - 576 80 48 009		Hammer Square	57.99	
5017	07/13/2016	Claims	2	184201	USA Blue Book		162.55
			401 - 535 50 48 010		Maintenance Of Lines	162.55	
5018	07/13/2016	Claims	2	184202	United Laboratories		1,288.59
			412 - 537 80 31 000		Operating Supplies	507.29	
			103 - 542 30 31 000		Operating Supplies	781.30	
5019	07/13/2016	Claims	2	184203	Verizon Wireless		3,226.97
			001 - 513 10 42 020		Telephone	35.81	
			001 - 513 10 42 020		Telephone	10.02	
			001 - 514 23 42 020		Telephone	55.40	
			001 - 515 30 42 001		Telephone	55.40	
			001 - 515 30 42 001		Telephone	10.02	
			001 - 518 80 42 020		Telephone	59.81	
			001 - 521 20 42 020		Telephone	922.72	
			001 - 521 20 42 020		Telephone	104.94	
			001 - 521 20 42 020		Telephone	512.95	
			001 - 522 20 42 020		Telephone	73.28	
			001 - 522 20 42 020		Telephone	283.16	
			001 - 524 20 42 020		Telephone	55.40	
			401 - 535 80 42 030		Nextel Cell Phones	55.40	
			401 - 535 80 42 030		Nextel Cell Phones	149.16	
			401 - 535 80 42 030		Nextel Cell Phones	44.64	
			102 - 536 20 42 020		Telephone	55.40	
			102 - 536 20 42 020		Telephone	18.32	
			412 - 537 80 42 025		Nextel Cell Phones	221.60	
			412 - 537 80 42 025		Nextel Cell Phones	18.60	
			412 - 537 80 42 025		Nextel Cell Phones	10.02	
			103 - 542 30 42 020		Telephone	74.06	
			101 - 576 80 42 020		Telephone	110.80	
			101 - 576 80 42 020		Telephone	93.59	
			001 - 595 10 42 025		Cell Phones	110.80	
			001 - 595 10 42 025		Cell Phones	36.96	
			001 - 595 10 42 025		Cell Phones	48.71	
5020	07/13/2016	Claims	2	184204	WA St Dept Of Prof Licen		222.00
			001 - 521 20 51 000		Intergov Svc-Gun Permits	222.00	
5021	07/13/2016	Claims	2	184205	WA St Dept Of Trans		378.81
			104 - 595 10 63 040		Eng-SR9 Jameson	247.46	
			104 - 595 30 63 040		Const-Jameson/SR9	131.35	
5022	07/13/2016	Claims	2	184206	WA St Dept Of Transport		1,791.94
			104 - 595 30 63 033		Const-Ferry/Township Overla	823.22	
			104 - 595 30 63 033		Const-Ferry/Township Overla	968.72	
5023	07/13/2016	Claims	2	184207	WA St Off Of Treasurer		5,985.17
			001 - 386 90 00 000		State Remittances-Court	-5,985.17	
5024	07/13/2016	Claims	2	184208	WA State Criminal Justice		200.00
			001 - 521 40 49 000		Tuition/Registration	200.00	
5025	07/13/2016	Claims	2	184209	Washington Roll Call		41.37
			105 - 594 72 64 000		Books & Materials	41.37	
5026	07/13/2016	Claims	2	184210	Washington State Patrol		534.00

CITY COUNCIL AGENDA
REGULAR MEETING

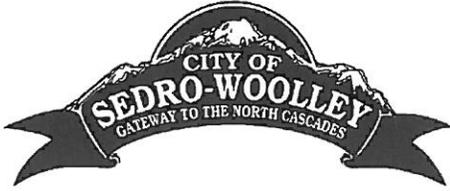
JUL 13 2016

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) 855-9922
Fax (360) 855-9923

Keith L. Wagoner
Mayor



MEMO TO: City Council
FROM: Keith L. Wagoner
RE: Planning Commissioner Appointment
DATE: July 13, 2016

ISSUE

1. Should the Council confirm the Mayor's appointment of Joe Franett to the Planning Commission?

Background

Jennifer Jacobs resigned her position as Planning Commissioner. I am appointing Joe Franett to serve the remaining four-and-a-half years of Jennifer Jacob's vacated term, which expires December 31, 2020.

Attached is the letter of interest from Mr. Frannett.

SWMC 2.48 empowers the Mayor to appoint members of the Planning Commission and the Council to confirm the appointment.

RECOMMENDED ACTION

Motion to confirm the Mayor's appointment of Joe Franett to the Planning Commission.

Joseph D. Franett
480 Garden of Eden Road
Sedro-Woolley, WA. 98284
H 360-856-9993 C 360-941-2684

Mayor Keith Wagoner
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA. 98284

4/22/2016

Dear Mayor Wagoner,

I would like to apply for the position of Planning Commissioner. I understand there is a vacancy that needs to be filled and would like to request my name be added to those you are considering to fill that spot.

My wife and I bought a house and moved to Sedro-Woolley 12 years ago and were annexed into the city limits in 2011. I've worked and lived in the Skagit Valley area since 1995 and was born in Mount Vernon in 1959. I have a connection to this area and care about its future.

I served as a Sedro-Woolley Planning Commissioner from March of 2012 to December of 2013, to complete the term for Terry Carter. I resigned due to a conflict in my schedule with the U.S. Coast Guard Auxiliary, which is no longer an issue. I enjoyed my time as a commissioner and left in good standing with the hope of re-joining the team someday.

I would be happy to meet with you at your convenience to formally introduce myself and to tell you more about my history. I think with my experience as a Planning Commissioner, I could be up to speed in short order to help the team with the planning and direction of our city.

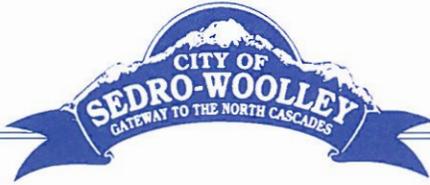
Thank you for your consideration,

A handwritten signature in black ink that reads "Joe Franett". The signature is written in a cursive style with a long horizontal stroke at the end.

Joe Franett

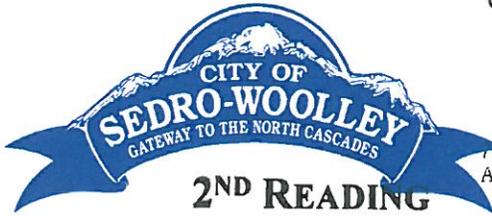
JUL 13 2016

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



SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:



CITY COUNCIL AGENDA
REGULAR MEETING

JUN 22 2016

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

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

**2ND READING
OLD BUSINESS**

Mark A. Freiberger, PE
Director of Public Works
**CITY COUNCIL AGENDA
REGULAR MEETING**

JUL 13 2016

MEMO TO: City Council and Mayor Keith Wagoner

FROM: Mark A. Freiberger, PE

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

RE: **Possible adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2017-2022**

DATE: June 15, 2016 (for Council review June 22, 2016)

ISSUE

Shall council move to adopt Resolution ____-16 adopting the 2017-2022 Transportation Improvement Program?

BACKGROUND/DISCUSSION

Each year, all agencies who are eligible for federal and state funding programs must submit **Six Year Transportation Improvement Program** documents to the state for inclusion in the statewide Transportation Improvement Program. The local agency TIP must include all projects that are selected for funding or anticipating funding under the Federal program for the next three years, and also includes projects eligible for such funding over six years. Project inclusion on the TIP is required to qualify for federal and most state funding. Because of these requirements, the City updates the TIP each year and coordinates this with the Comprehensive Plan and Transportation Plan. Council adopted the 2016 to 2021 STIP on June 24, 2015 under Resolution 921-15.

A public hearing regarding the TIP and adoption of the TIP by Council Resolution is required. The public hearing is scheduled for the June 22, 2016 council meeting. The approved TIP is due to Skagit Metropolitan Planning Organization (MPO) by July 31, 2016. The MPO will forward the combined TIP for member agencies to the County and the State.

The attached TIP is prepared in the format required by WSDOT, which results in individual sheets for each project.

The TIP has been updated from the 2016-2021 version to include current anticipated schedules, funding and updated cost estimates. Note that projects already obligated, such as the CN phase for the Jameson Arterial Improvement Project, and the design phase for SR20/Cascade Trail Phases 1A and 1B do not appear on the 2017-2022 TIP.

Since the TIP is somewhat difficult to interpret by individual project, attached is a tabular version of the TIP Project List titled **2017-2022 TIP - Sedro-Woolley Transportation**

Improvements Projects and Programs. Also included for informational purposes is the **2023-2036 Project List** covering projects beyond the six-year TIP window. The attached **Figure 8 Arterial Improvement Projects** is from the recently adopted 2016 Comprehensive Plan Chapter 3 Transportation Element. The projects shown on the 2017-2022 TIP are consistent with the Comp Plan, which covers the period 2016-2036.

Changes of note since the 2016-2021 TIP are as follows:

- Added Project C31 State Street Overlay Project
- Added Project C32 State Street Sidewalk Project
- Added Project C33A Jameson Street Overlay Project
- Added Project S18 SR9/W State Street Intersection Improvement Project
- Added Project C33B Jameson Street Overlay Project

The added projects all fall under the category citywide programmatic operation and maintenance projects. Anticipated funding for Citywide O&M program projects are summarized in the attached **2017-2022 TIP- Citywide Projects** list. We also added a few more of overlay projects in the 2023-2036 list. This type of project does not need to be shown on the TIP for federal funding purposes, but do need to be shown on the local TIP to qualify for TIB funding. The TIP list will be adjusted on an annual basis as pavement condition assessments are updated and priorities adjusted. These types of projects will be discussed in a future council presentation on citywide pavement and sidewalk preservation needs.

As is usual with the TIP project list, timing of the projects is subject to funding availability. The schedule assumes an aggressive program, and will be revised annually as circumstances develop.

A presentation on the TIP will take place at the June 22, 2016 council meeting.

RECOMMENDATION

Following the public hearing, Staff recommends adoption by resolution of the attached 2017-2022 Six Year TIP. The Resolution is also attached.

MOTION:

Move to adopt Resolution ____-16, "A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOLLEY, WASHINGTON, 2017– 2022".

RESOLUTION XXX-16

A RESOLUTION ADOPTING THE SIX YEAR TRANSPORTATION
IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY,
WASHINGTON
2017 – 2022

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

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said comprehensive Six-Year TIP on June 22, 2016, at approximately 7:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington and it appeared that adoption of the Six Year Transportation Program will be good for the public.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the 2017 – 2022 comprehensive Six Year Transportation Improvement Program of the City of Sedro-Woolley, Washington, as adopted at said public hearing is hereby adopted and approved as the 2017 – 2022 comprehensive Six Year Transportation Improvement Program of said City.

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

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 13th DAY OF JULY, 2016.

MAYOR KEITH WAGONER

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney



2017-2022 TIP

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID ⁽¹⁾	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2016)? ⁽²⁾	Total Cost 2017 (\$1,000's) ⁽³⁾⁽⁴⁾	Sedro-Woolley 2017 Cost (\$1,000's) ⁽³⁾	TIF Eligible (Y/N)
C 22	SW36	2017	1	Frutidale Road Arterial Improvements	McGarigle to North City Limits (3,700 LF)	Reconstruct roadway to arterial standards with roundabout intersection at Northern State Road	High	Yes	2,815	704	Yes
C 31 NEW	SW46	2017	2	State Street Overlay Project	Rila to 1/2 Blk W of Metcalf; 3rd to 4th (1,240 LF)	Grind and overlay with structure adjustment and ADA uprgages.	High	No	296	74	No
C 32 NEW	SW47	2017	3	3rd Street Sidewalk Project	Nelson to State (840 LF)	Construct sidewalks and ADA ramps on the west side of 3rd Street from Nelson to State	High	No	153	38	No
C26	SW38	2018	4	Trail Road Overlay Project	SR20 to Cook Road (1,600 LF)	Grind and overlay with petromat and structure adjustments.	High	Yes	266	40	No
C24	SW24	2019	5	Cook Road Overlay Project	West City Limits to Crossroads (2,200 LF)	Grind and overlay with petromat and structure adjustments.	High	Yes	359	54	No
C1B	SW06	2019	6	Jones/John Liner RR Undercrossing - SR20 Corridor Project Phase 2B	Sapp Road to Reed Street (1,000 lf)	Construct new BNSF Railroad undercrossing and connect East Jones Road to John Liner Road collector arterials, including railroad undercrossing, drainage, curbs, sidewalks, HMA, pavement markings and illumination.	High	Yes	7,700	1,925	Yes
C1C	SW08A	2019	7	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements Project	Reed Street to SR9/Township Street (2,000 LF)	Construct sared use path on the north side of John Liner Road from Reed to Township, including drainage and illumination.	High	Yes	555	139	Yes
C28	SW40	2020	8	Reed Street Overlay Project	SR20 to John Liner Road (1,400 lf)	Grind and overlay with petromat and structure adjustments.	High	Yes	313	78	No
C19	SW20	2020	9	Patrick Street Arterial Project	Michael Street to East Jones Road (1,200 LF)	New collector arterial with drainage, curbs, sidewalks, HMA, pavement markings, illumination	High	Yes	2,100	2,100	Yes
C33A NEW	SW48	2021	10	Jameson Street Overlay Project 1	800' W of Batey to 5th Street (1,860 LF)	Grind and overlay with structure adjustment and ADA uprgages.	High	No	296	74	No
C1A	SW07	2021	11	Jones Road Arterial Improvements	F&S Grade Rd to Sapp Road (4,000 LF)	Reconstruct Jones Road to arterial section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	High	Yes	3,200	800	Yes
S16	SW33	2021	12	SR20/SR9N-Township Intersection Improvements	SR20 MP 66.08; SR9 MP 57.17	Intersection channelization ilmprovements to allow concurrent north-south left turns and improve signal sequencing	High	Yes	1,000	250	Yes

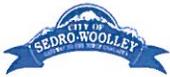


2017-2022 TIP

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID ⁽¹⁾	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2016)? ⁽²⁾	Total Cost 2017 (\$1,000's) (3)(4)	Sedro-Woolley 2017 Cost (\$1,000's) (3)	TIF Eligible (Y/N)
C18	SW21	2021	13	Fruitdale/N Township Arterial Extension (Portebello Street)	SR9/N Township Street to Cascadia Drive (2,100 LF)	New collector arterial connecting Fruitdale to SR9/N Township, including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	High	Yes	1,700	1,700	Yes
S2	SW35	2021	14	SR20 / Reed Street Intersection Improvements	SR20 MP 65.70 to 65.72	Intersection Improvements to restrict minor approach motions to right-in;right-out.	High	Yes	50	13	Yes
S18 NEW	SW45	2022	15	SR 9 / W State Street Intersection Improvements	SR9 MP 55.75	Intersection Improvements to add a dedicated right turn lane to the west leg.	High	No	250	63	Yes
C33B NEW	SW49	2022	16	Jameson Street Overlay Project 2	5th Street to Township (1,810 LF)	Grind and overlay with structure adjustment and ADA upgrades.	High	No	306	77	No
C3	SW25	2022	17	Cook Road / Trail Road Intersection Improvements	Trail Road to Trail Road	Reconstruct intersection with traffic signal or Roundabout.	High	Yes	1,000	250	Yes
SUBTOTAL 2017-2022 ALL PROJECTS									22,359	8,377	
SUBTOTAL 2017-2022 - TIF ELIGIBLE PROJECTS									20,370	7,943	
SUBTOTAL 2017-2022 - OTHER PROJECTS									1,989	435	

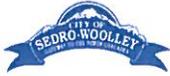


2017-2022 TIP - 2023-2036 PROJECT LIST

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID ⁽¹⁾	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2016)? ⁽²⁾	Total Cost 2017 (\$1,000's) ⁽³⁾⁽⁴⁾	Sedro-Woolley 2017 Cost (\$1,000's) ⁽³⁾	TIF Eligible (Y/N)
C34 NEW	NEW	2023	18	Sapp Road Overlay Project	Brickyard Blvd to SR 9/Township	Grind and overlay structure adjustment and ADA upgrades.	High	No	206	52	No
C9A		2023	19	Trail Road Arterial Extension Project	Cook Rd to F&S Grade (2,200 LF)	Construct new secondary arterial.	Medium	No	4,000	1,000	Yes
C9B		2023	20	Trail Rd - Garden of Eden Rd Extension	F&S Grade to Jones Rd (770 LF)	Construct new secondary arterial. May be developer driven.	Medium	No	850	213	Yes
S13C	SW03B	2023	21	SR9N Pedestrian/Bicycle Safety Improvements Project	West Side of SR9 M 57.99 Park Cottage to MP 58.30 North City Limits (1,240 LF)	Construct bicycle lane and sidewalk improvements on the west side of SR9 from Park Cottage Place to the North City Limits.	Medium	No	434	109	Yes
C35 NEW	NEW	2024	22	West State Street Overlay Project	SR 20 to SR 9 (1,500 LF x 30 LF)	Grind and overlay structure adjustment and ADA upgrades.	High	No	235	59	No
S17	SW41	2024	23	SR9N/Township at McGarigle Intersection Improvements	SR9 MP 57.43	Intersection Improvements, including signalization or Single Lane Roundabout.	Medium	No	1,000	250	Yes
C1D NEW		2025	24	John Liner Road Arterial Improvements Project	Reed Street to SR9/Township Street (2,000 LF)	Reconstruct John Liner Road to Arterial section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	Medium	Yes	1,600	400	Yes
S6A-B		2026	25	SR 20 East Lane Widening & Safety Improvements Project	SR 9 to Fruitdale Rd (MP 66.08 to 66.89) (1,600 LF)	Improve roadway to principal arterial standards with 3 lanes, curb & gutter, planter strip, sidewalks, pavement markings and illumination. (Development driven or WSDOT)	Medium	No	960	240	Yes
C7A REV	SW27	2027		Jameson St Arterial Improvements	600' E of Batey to Railroad St (4,500 LF)	Widen and rebuild Jameson St to secondary standards including 3 lanes, curb & gutter, bike lanes, planter strip, and sidewalks. Some right-of-way may be required.	Medium	Yes	3,600	900	Yes
C7B	SW29	2027		Jameson St / 11th St Intersection Improvements	Intersection	Change access on 11th St to right-in right-out	Medium	Yes	70	18	Yes
C7C	SW28	2027		Railroad St / Jameson St Intersection Improvements	Intersection	Improve intersection. Construct roundabout.	Medium	Yes	750	188	Yes
C7D		2028		Railroad St Arterial Improvements	Jameson St to Fruitdale Rd (3,600 lf)	Widen and rebuild Railroad St to secondary arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, and sidewalks. Some right-of-way may be required.	Medium	Yes	2,880	720	Yes
C4	SW26	2029		Reed Street Arterial Improvements	Ferry Street to SR 20 (1,800 LF)	Reconstruct street to arterial standards with new curbs, sidewalks, ADA facilities, HMA pavement and pavement markings.	Medium	Yes	1,440	360	No



2017-2022 TIP - 2023-2036 PROJECT LIST

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID (1)	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2016)? (2)	Total Cost 2017 (\$1,000's) (3)(4)	Sedro-Woolley 2017 Cost (\$1,000's) (3)	TIF Eligible (Y/N)
C2	SW09	2030		F&S Grade Rd Arterial Improvements	SR 20 MP 65.16 to West City Limits/Jones Road (3,700 LF)	Reconstruct F&S Grade Road to arterial standards including drainage, curbs, sidewalk, combined bicycle/pedestrian path, HMA, pavement markings and illumination.	Medium	Yes	2,960	740	Yes
S14C	SW42	2031		SR20/Cascade Trail West Extension Phase 2A Holtcamp Road to Hodgkin Road	SR20 MP 63.64 Holtcamp Rd to SR20 MP 64.21 Hodgkin Road (3,000 LF)	Construct a shared use path along the north side of SR20 from Holtcamp Road to Hodgkin Road	Medium	No	600	150	Yes
S20	SW44	2031		SR20/Central Ave Intersection Improvements	SR20 MP 65.83	Intersection improvements or RIRO	Medium	No	150	38	Yes
S8F REV	SW02F	2031		SR 20 Stormwater Conveyance System Upgrade	SR20 MP 63.64 Holtcamp Road to MP 64.21 Hodgkin Road (72 IN - 984 LF)	Upgrade the SR20 Stormwater Conveyance System from Holtcamp Road to Hodgkin Road to correct existing capacity issues. Extends and completes undersized portions of the stormwater identified in the SR20/Cook road Realignment and	High	Yes	300	300	No
S14D	SW43	2032		SR20/Cascade Trail West Extension Phase 2B Holtcamp Road to Hodgkin Road	SR20 MP 63.06 Collins Rd to MP 63.64 Holtcamp Rd (3,100 LF)	Construct a shared use path along the north side of SR20 from Collins Road to Holtcamp Road	Medium	No	620	155	Yes
C8		2033		State St Sidewalks	Haines to E City Limits (3,000 LF)	Construct sidewalks, ADA ramps, and other pedestrian improvements along north side of State St.	Low	Yes	540	135	No
C10		2034		Township St / Ferry St Intersection Improvements	Intersection	Construct intersection improvements to include an all-way stop.	Medium	No	50	13	No
C13		2034		Rhodes Rd Arterial Improvements	SR 9 to SR 20 (4,000 LF)	Reconstruct roadway to secondary arterial standards including curb & gutter, bike lanes, sidewalks, and stormwater facilities. (City portion 500 LF; County portion 3,500 LF)	Low	No	3,200	800	Yes
C15		2035		Hodgkin Road Arterial Extension Project	SR 20 to Cook Rd (2,100 LF)	Construct new collector arterial including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	Low	No	2,225	556	Yes
C20		2035		4th Street, Alexander to State Arterial Project	Alexander to State (1,600 LF)	Upgrade 4th to Arterial to replace 3rd Street as N-S Arterial	Low	No	1,300	325	No
C6B		2036		South Township St Arterial Improvements Project	Dunlop to Sterling St (1,300 LF)	Widen and rebuild Township St to secondary arterial standards including 2 lanes, curb & gutter, parking strips, sidewalks. Some right-of-way may be required.	Low	Yes	1,040	260	No



2017-2022 TIP - 2023-2036 PROJECT LIST

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID ⁽¹⁾	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2016)? ⁽²⁾	Total Cost 2017 (\$1,000's) (3)(4)	Sedro-Woolley 2017 Cost (\$1,000's) (3)	TIF Eligible (Y/N)
C21		2036		Garden of Eden Rd Arterial Improvements Project	F&S Grade Road to Jones Road (1,300 LF)	Upgrade road to Collector standards	Low	No	1,040	260	No
C29 NEW		2036		Centennial Trail South: County or BNSF RW	South City Limits to Ferry Street (3,700 LF)	County ROW south of Jameson - improve trail with gravel or pavement. BNSF ROW north of Jameson - remove abandoned rail and ties and improve as a trail. ROW acquisition or easement required.	Medium	No	500	125	No
C30 NEW		2036		Cascade Trail East Extension	Metcalf Street to 400' East of Township Street (4,420 LF)	Construct a shared use path on former BNSF RW	Medium	No	100	25	No
S13D		2036		SR9N/Centennial Trail Pedestrian/Bicycle Safety Improvements Project	East Side of SR9 MP 57.59 Summer Meadows Place to MP 58.30 North City Limits (4,100 LF)	Construct bicycle lane and sidewalk improvements on the east side of SR9 from Summer Meadows Court to the North City Limits, including a pedestrian crossing bridge at Brickyard Creek.	Medium	No	1,700	425	Yes
S9		2036		SR9/North Township St Arterial Improvements	SR 20 to city limits (5,900 LF)	Reconstruct SR9/Township St to secondary arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, sidewalks. Some right-of-way may be required. - PLANNING FUNDING ONLY. 2016 RTIP EST CN \$4.7 M	Medium	Yes	100	25	Yes
SUBTOTAL 2023-2036 PROJECTS									34,450	8,838	
SUBTOTAL 2023-2036 - TIF ELIGIBLE PROJECTS									27,699	27,699	
SUBTOTAL 2023-2036 - OTHER PROJECTS									6,751	1,913	



2017-2022 TIP - CITYWIDE PROJECTS

REVISED: 6/15/2016

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID (1)	2017 - 2022 TIP Project	2017 - 2022 TIP CN Year	2017 - 2022 TIP Priority No.	Project Name	Project Limits	Project Description	Cost per Year, 2017 Estimated	In Existing TIP (2016)? (2)	Total Cost 2017-2022 (\$1,000's) (3)(4) Inc 2% Inflation	Sedro-Woolley 2017 - 2036 (\$1,000's) (3)	TIF Eligible (Y/N)
CW1				Sidewalk Improvement Program & ADA Transition Plan Program	Citywide	Annual program to construct missing sidewalk links, repair existing sidewalks, improve crosswalk signing and markings, and install ADA accessible curb ramps at intersections. Budgeted \$25,000/yr through 2016; Should be increased substantially to meet ADA Retrofit requirements.	26	Yes	161	620	No
CW2				Street Overlay and Chip Seal Program	Citywide	Annual Chip Seal, Crack Seal and Overlay Program. Adjust for specific TIB APP Project Match included above. Budgeted \$70,000/Year through 2015; \$75,000 budgeted in 2016. Should be increased substantially.	71	Yes	450	1,735	No
CW3				Maintenance & Operations	Citywide	Annual program to maintain and operate the City's transportation infrastructure. 2016 BUDGET \$824,000 less CW1 and CW2 Programs = \$729,000/yr	744	Yes	4,691	18,067	No
SUBTOTAL CITYWIDE							841		5,302	20,422	

MATCH % 25.0% Ave

TOTALS 2017 - 2022 INCLUDING CW

PER YEAR AVE

4,610

TOTAL

27,661

TOTALS 2017 - 3036 INCLUDING CW

3,862

77,231

FOOTNOTES

- 1 Use the MAP ID to locate the project on Figures.
- 2 In Existing TIP? - Project is identified in City's current Transportation Improvement Program (2016 to 2021) or is funded as part of State's Transportation Plan.
- 3 Planning level project cost estimate in \$1,000s of year 2016 dollars. Costs were obtained from the City's current TIP including 2% inflation to present year, or estimated based on average linear foot costs from recent projects.
- 4 Includes projects funded by WSDOT, Skagit County, SCOG, Developer, or other agencies.



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	1	Fruildale Road Arterial Improvements Fruildale Road McGarigle Road to North City Limits Reconstruct roadway to arterial standards with roundabout intersection at Northern State Road. Design work started in 2016.	SW36	06/22/16	07/13/16			03	G P S T W	0.490	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0		0	345,000	345,000
P	RW	2017		0		0	50,000	50,000
P	CN	2017		0	TIB	2,111,000	309,000	2,420,000
Totals				0		2,111,000	704,000	2,815,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	345,000	0	0	0	0
RW	50,000	0	0	0	0
CN	2,420,000	0	0	0	0
Totals	2,815,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	2	State Street Overlay Project State Street Rila to 4th Grind and overlay with structure adjustments and ADA upgrades.	SW46	06/22/16				05		0.230	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2017		0	TIB	222,000	74,000	296,000
Totals				0		222,000	74,000	296,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	296,000	0	0	0	0
Totals	296,000	0	0	0	0

Report Date: June 15, 2016

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Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	3	3rd Street Sidewalk Project 3rd Street Nelson to State Construct sidewalks and ADA ramps on the west side of 3rd Street from Talcott to State	SW47	06/22/16				04		0.160	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2017		0	TIB	115	38	153
Totals				0		115	38	153

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	153,000	0	0	0	0
Totals	153,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	4	Trail Road Overlay Project Trail Road SR20 to Cook Road Grind and overlay with petromat and structure adjustments.	SW38	06/22/16	07/13/16			05	C G O P S T W	0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2018		0	TIB	200,000	66,000	266,000
Totals				0		200,000	66,000	266,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	266,000	0	0	0	0
Totals	266,000	0	0	0	0

Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	5	Cook Road Overlay Project Cook Road West City Limits to Crossroads Grind and overlay with petromat and structure adjustments.	SW24	06/22/16	07/13/16			05	G S W	0.420	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2019		0	TIB	305,000	54,000	359,000
Totals				0		305,000	54,000	359,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	359,000	0	0	0	0
Totals	359,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	6	Jones/John Liner RR Undercrossing - SR20 Corridor Project Phase 2B John Liner Road Sapp Road to Reed Street Construct new BNSF Railroad Undercrossing and connect East Jones Road to John Liner Road collector arterials, including railroad undercrossing, drainage, curbs, sidewalks, HMA, pavement markings and illumination.	SW06	06/22/16	07/13/16			01	C G P S W	0.190	CE	Yes

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	PE	2018	STP(US)	592,800	TIB	182,400	136,800	912,000	
P	RW	2018	STP(US)	65,000	TIB	20,000	15,000	100,000	
P	CN	2019	STP(US)	4,347,200	TIB	1,337,600	1,003,200	6,688,000	
Totals				5,005,000		1,540,000	1,155,000	7,700,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	912,000	0	0	0	0
RW	100,000	0	0	0	0
CN	0	6,688,000	0	0	0
Totals	1,012,000	6,688,000	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	7	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements Project John Liner Road Reed Street to SR9/Township Street Construct shared use path on the north side of John Liner Road from Reed to Township, including drainage and illumination.	SW08A	06/22/16	07/13/16		921-15	28	P S T W	0.370	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0	SRTS	29,000	10,000	39,000
P	CN	2019		0	SRTS	387,000	129,000	516,000
Totals				0		416,000	139,000	555,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	39,000	0	0	0	0
ALL	0	516,000	0	0	0
Totals	39,000	516,000	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

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MPO/RTPO: SMPO

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
17	8	Reed Street Overlay Project Reed Street SR20 to Sapp Grind and overlay with petromat and structure adjustments.	SW40	06/22/16				05	C G P S T W	0.270	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2020		0	TIB	235,000	78,000	313,000
Totals				0		235,000	78,000	313,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	313,000	0	0	0	0
Totals	313,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	9	Patrick Street Arterial Project Patrick Street Michael Street to East Jones Road New collector arterial with drainage, curbs, sidewalks, HMA, pavement markings, illumination.	SW20	06/22/16	07/13/16			01	C G P S T W	0.220	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2020		0	TIB	1,575,000	525,000	2,100,000
Totals				0		1,575,000	525,000	2,100,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	2,100,000	0	0	0	0
Totals	2,100,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	10	Jameson Street Overlay Project 1 Jameson Street 800' W of Baley to 5th Grind and overlay with structure adjustment and ADA upgrades.	SW48	06/22/16				05		0.340	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0	TIB	222,000	74,000	296,000
Totals				0		222,000	74,000	296,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	296,000	0	0	0	0
Totals	296,000	0	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Sedro Woolley	0	444,115	148,038	592,153



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	11	Jones Road Arterial Improvements Jones Road F&S Grade Road to Sapp Road Reconstruct Jones Road to arterial section including drainage, curbs, sidewalk, combined bicycle/pedestrian path, HMA, pavement markings and illumination.	SW07	06/22/16	07/13/16			03	C G P S T W	0.750	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0	TIB	2,400,000	800,000	3,200,000
Totals				0		2,400,000	800,000	3,200,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	3,200,000	0	0	0	0
Totals	3,200,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	12	SR20/SR9N-Township Intersection Improvements SR20 MP 66.08 to Intersection channelization improvements to allow concurrent north-south left turns and improve signal sequencing.	SW33	06/22/16	07/13/16			03	CG O P S T W	0.100	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2020		0	TIB	88,000	29,000	117,000
P	RW	2020		0	TIB	33,000	11,000	44,000
P	CN	2021		0	TIB	629,000	210,000	839,000
Totals				0		750,000	250,000	1,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	117,000	0	0	0	0
RW	44,000	0	0	0	0
CN	0	839,000	0	0	0
Totals	161,000	839,000	0	0	0

Report Date: June 15, 2016

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Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	13	Fruitdale/N Township Arterial Extension (Portobello Street) Portobello Street SR9/N Township Street to Cascadia Drive New collector arterial connecting Fruitdale to SR9/N Township, including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	SW21	06/22/16	07/13/16			01	C G P S T W	0.300	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0		0	1,700,000	1,700,000
Totals				0		0	1,700,000	1,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	1,700,000	0	0	0	0
Totals	1,700,000	0	0	0	0

Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	14	SR20/Reed Street Intersection Improvements SR20 MP 65.70 to MP 65.72 Intersection improvements to restrict minor approach motions to right-in right-out.	SW35	06/22/16	07/13/16			04	CG O P S T W		CE	No

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	ALL	2021		0	TIB	37,000	13,000	50,000	
Totals				0		37,000	13,000	50,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	50,000	0	0	0	0
Totals	50,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

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MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	15	SR9/West State Street Intersection Improvements SR9/West State SR9 MP 55.75 to Intersection improvements to add a dedicated right turn lane to the west leg.	SW45	06/22/16	07/13/16			03		0.100	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2022		0	TIB	187,000	63,000	250,000
Totals				0		187,000	63,000	250,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	250,000	0	0	0	0
Totals	250,000	0	0	0	0



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	16	Jameson Street Overlay Project 2 Jameson Street 5th to Township Grind and overlay with structure adjustment and ADA upgrades.	SW49	06/22/16				05		0.340	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2022		0	TIB	230,000	76,000	306,000
Totals				0		230,000	76,000	306,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	306,000	0	0	0	0
Totals	306,000	0	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Sedro Woolley	5,005,000	9,986,000	5,623,000	20,614,000



Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

Y Inside

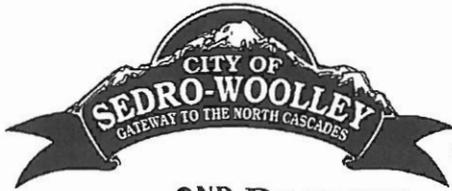
N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	17	Cook Road/Trail Road Intersection Improvements Cook Road Trail Road to Trail Road Reconstruct intersection with traffic signal or Roundabout.	SW25	06/22/16	07/13/16			03	C G O P S T W	0.100	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2022		0	TIB	750,000	250,000	1,000,000
Totals				0		750,000	250,000	1,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	1,000,000	0	0	0	0
Totals	1,000,000	0	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Sedro Woolley	5,005,000	10,736,000	5,873,000	21,614,000



JUN 22 2016

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

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

**2ND READING
OLD BUSINESS**

Mark A. Freiberger, PE
Director of Public Works

**CITY COUNCIL AGENDA
REGULAR MEETING**

JUL 13 2016

MEMO TO: City Council and Mayor Wagoner

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

FROM: Mark A. Freiberger, PE

RE: **2016 Transportation Impact Fee Update – FIRST READING**

DATE: June 15, 2016 (for Council review June 22, 2016 and action July 13, 2016)

ISSUE

Shall council approve Ordinance No. ____-16 amending SWMC Sections 15.60.050 and 15.60.060 to increase the amount of the Transportation Impact Fees and to update the methodology utilized to calculate Transportation Impact Fees?

BACKGROUND:

The existing **Transportation Impact Fee Methodology** was created in 2005 as part of the 2005 Transportation Plan, and codified in Ordinance 1555-06 and SWMC Section 15.60. Staff utilizes the Methodology to determine transportation impact fees (TIF) for development projects resulting in traffic volume growth within the city. The TIF provide funding for improving capacity on the city arterial street system made necessary by increased vehicle trips due to development and growth. The 2005 Methodology divides the city into 15 zones for purposes of assessing transportation impacts. The Methodology utilized a sophisticated traffic modeling and demand analysis along with the 2005 version of the Six-Year Transportation Improvement Plan to come up with PM Peak hour trip costs. The Methodology anticipated yearly updates of the TIF Fee using the Engineering News Record Cost Index.

Ordinance 1773-13 adopted on May 9, 2013 updated the transportation impact fees (TIF). The 2013 update included an extensive review of completed projects and expected revisions to the Six-Year Transportation Plan over the next 20 years. The result of the 2013 update was a reduction in the average citywide impact fee per trip from \$3,939 to \$1,470 per PM Peak Hour Trip. The 2013 Update also recommended a review of the methodology and TIF in conjunction with the 2016 Comprehensive Plan Update. This review was to include a possible reduction in the number of zones used for TIF calculations.

For the 2016 TIF Update, staff engaged Transportation Solutions, Inc. (TSI) to update the methodology to simplify the previous 15 Zones to 2 Zones, and to incorporate the recently enacted 2016 Comprehensive Plan Chapter 3 Transportation Element Project List. TSI had previously assisted the city with preparation of the Transportation Element of the Comprehensive Plan. The basic methodology utilized by TSI is explained in the

accompanying memorandum dated June 15, 2016. Reducing the zones from 15 to 2 will greatly simplify staff time in calculating the fees, as well as making the methodology more understandable for the public and for developers. The reduced zones will also be more in keeping with transportation impact fee mythologies utilized in neighboring agencies. Finally, the reduction in zones reflects the finding of the Comprehensive Plan update that impacts to the city system are city wide rather than zone specific, and require a city wide response.

The attached "Comparison of 2005, 2013 and Proposed 2016 TIF Rates Citywide" compares citywide rates over the period noted. The update results in an increase in the TIF Rate for the Central Business District (Zone 9 of the 2013 version) from \$1,081 to \$1,341 per PM Peak Hour Trip, or 24%. The citywide average increases from \$1,412 to \$2,387 per PM Peak Hour Trip, or 69%. These increases should be considered in the perspective of the overall reduction in the citywide rate of 74% in the 2013 Update. The new citywide rate is still 39% lower than the 2005 rate or a reduction from \$3,897 to \$2,387 per PM Peak Hour Trip. Table 3 of TSI's memorandum gives a comparison of the 2013 TIF and proposed TIF for several categories, including single family homes.

Page 7 of TSI's memorandum provides a comparison with other agencies in the area. At \$2,387 per PM Peak Hour Trip, Sedro-Woolley will be under Burlington's \$3,633 and Anacortes' \$3,680, but slightly higher than Mount Vernon's \$1,974 and Bellingham's 1,925.

The 2016 TIF Update assumes that projects will be funded by 75% grant or intergovernmental revenue and 25% local match, in keeping with the assumptions made in the 2013 TIF Update and the 2016 Comprehensive Plan Update Transportation Element. The Project List used in the update is the Project List from the Chapter 3 Transportation Element of the Comprehensive Plan.

Updating the TIF to reflect the Comprehensive Plan project list is vital to providing a sound basis for constructing identified transportation improvements over the next 20 years. Completing these projects is also a Growth Management Act concurrency requirement. The Project List includes growth projections of the Comprehensive Plan, including the proposed improvements to the former Northern States Hospital, now the SWIFT Center.

As in the past, the Project List and TIF will be reviewed on an annual basis and adjustments made as necessary to maintain concurrency. This will be done as part of the annual Six-Year Transportation Improvement Program update process.

MOTION

Approve Ordinance No. ____-16 amending SWMC Sections 15.60.050 and 15.60.060 to increase the amount of the Transportation Impact Fees and to update the methodology utilized to calculate Transportation Impact Fees.

ORDINANCE NO. ____-16

AN ORDINANCE AMENDING SWMC SECTIONS 15.60.050 AND 15.60.060 TO INCREASE THE AMOUNT OF THE TRANSPORTATION IMPACT FEES AND TO UPDATE THE METHODOLOGY UTILIZED TO CALCULATE TRANSPORTATION IMPACT FEES.

WHEREAS, the City Council engaged qualified consultants to establish transportation impact fees in 2006 adopted under Ordinance 1555-06; and

WHEREAS, certain projects were included in the TIF project list with estimated costs; and

WHEREAS, the City Council adopted a methodology that divided the city into fifteen zones with resulting impact fees for each zone; and

WHEREAS, the City Council updated the TIF Project List and reduced transportation impact fees in 2013 on Staff's recommendation under Ordinance 1773-13, and

WHEREAS, the City Council has engaged qualified consultants to review the TIF project list and update the list based upon actual project costs and revised estimates; and

WHEREAS, this update revises the methodology that divided the city into fifteen zones with resulting impact fees for each zone to a methodology that divided the city into two zones with resulting impact fees for each zone, and

WHEREAS, this update results in increased transportation impact fees; and

WHEREAS, the City Council finds that it is in the interests of the public health, safety and welfare to adopt the revised transportation impact fees set forth below, now therefore,

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

Section 1. SWMC Section 15.60.050 is amended as follows, including a new Attachment A as attached to this ordinance:

15.60.050 Transportation fee schedules and establishment of service area.

A. Subject to the provisions of SWMC Section 15.60.060, the transportation impact fee shall be as set forth on Attachment A, attached hereto, and on file with the city clerk. Attachment A shall provide:

1. The schedule of projects established by the city council for which impact fees may be collected, which shall be a subset of the Sedro-Woolley transportation capital facilities plan of the Sedro-Woolley Comprehensive Plan and ~~2005~~16 Transportation Plan;
2. The cost of the projects on the schedule;
3. A map dividing the city into zones based upon probable impact on planned transportation capital facility projects of development within the zones;

4. The amount of the transportation impact fees to be paid on a “per peak PM trip basis” to be paid by a development with a particular zone.

Attachment A shall not be codified, but shall be on file with the ordinance codified in this chapter.

B. The impact fee schedule of costs, as set out in ~~a~~Attachment A, shall be updated annually at a rate adjusted in accordance with the ~~engineering news record (ENR) Construction Cost Index for the Seattle area~~ Federal Highway Administration’s National Highway Construction Cost Index (NHCCI), using an ~~June-June~~ annual measure to establish revised fee schedules effective ~~July~~ January 1st of ~~each~~ the current year.

C. For the purpose of this chapter, the entire city shall be considered one service area.

Section 2. SWMC Section 15.60.060 is amended as follows, including a new Attachment A as attached to this ordinance:

15.60.060 Calculation of transportation impact fees.

A. The director shall calculate the transportation impact fees as set forth in SWMC Section 15.60.050, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public streets and roads necessitated by new development;
2. An adjustment to the cost of the public streets and roadways for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public street and roadway improvements;
4. The cost of existing public street and roadway improvements;
5. The methods by which public street and roadway improvements were financed; and
6. The most recent ITE Trip Generation Manual and a report titled “Traffic Impact Fee Methodology,” dated November 2005, as updated by a report titled “Sedro-Woolley Transportation Impact Fee Rate Update” prepared by Transportation Solutions, Inc. dated June 15, 2016, on file with the city clerk.

C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities that are identified in the capital facilities plan and on the TIF project list (~~a~~Attachment A, referenced herein and on file with the City Clerk attached to the ordinance codified in this section) and that are required by the city as a condition of approving the development activity. The determination of “value” shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.

D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.

E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.

F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed

improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies.

Section 3. This ordinance shall be effective five (5) days after passage and publication as provided by law.

Section 4. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 13th day of July, 2016, and signed in authentication of its passage this 14th day of July, 2016.

Keith L. Wagoner, Mayor

Attest:

Patsy Nelson, Finance Director

Approved as to form:

Eron Berg, City Attorney

First Reading by City Council:	June 22, 2016
Second Reading by City Council:	July 13, 2016
Approval by City Council:	July 13, 2016
Signed by the Mayor:	July 14, 2016
Date of Publication:	June xx, 2016

Attachment A – TRANSPORTATION IMPACT FEE PROJECT LIST, MAP, AND FEE SCHEDULE

Figure 9 Impact Fee Eligible Projects (from Comprehensive Plan Chapter 3 Transportation Element)

Transportation Impact Fee Project List

Transportation Impact Fee Districts – 2016 Update

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2016 Update)

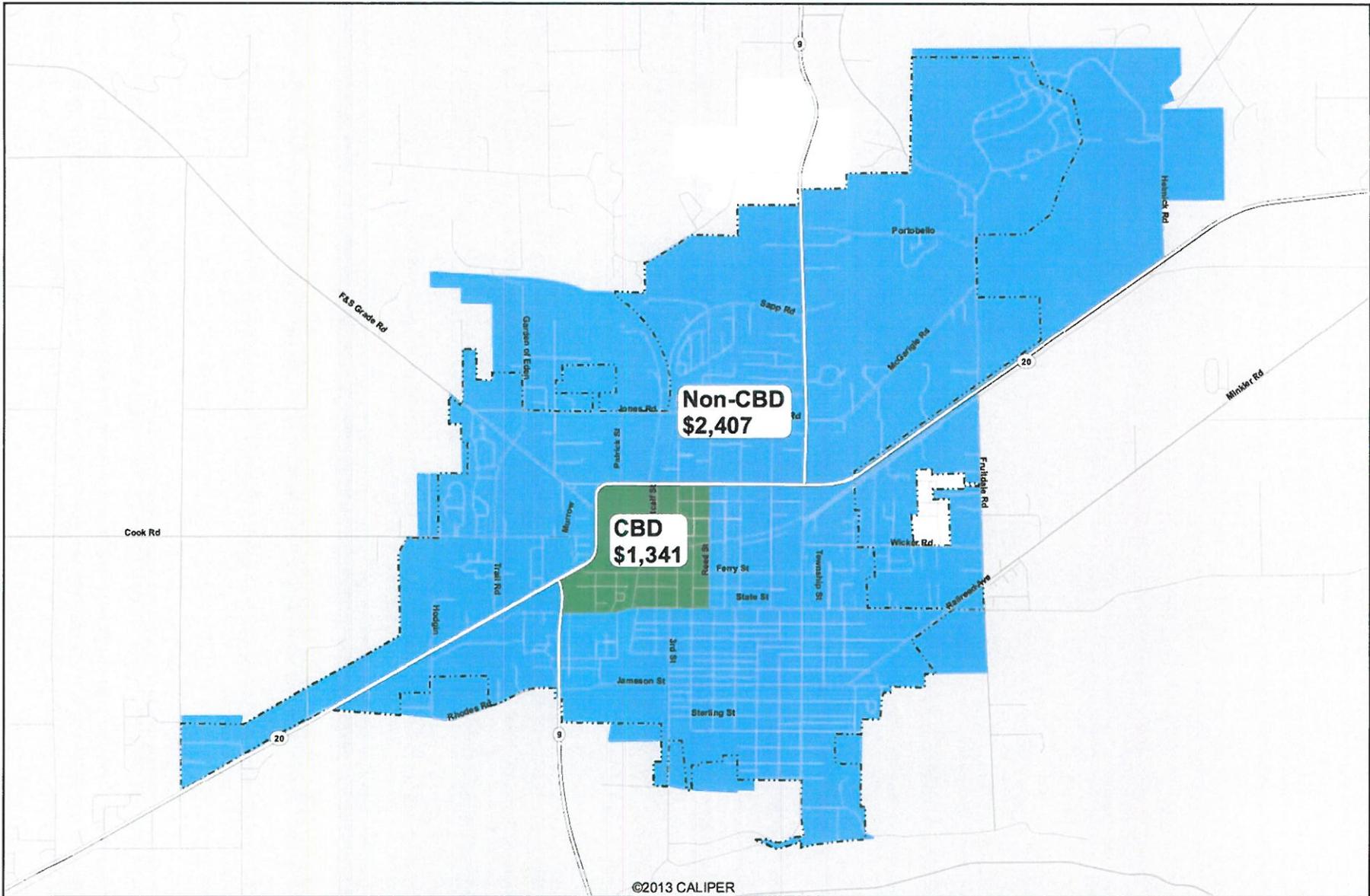
City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799 (2016 Update)

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999 (2016 Update)

Transportation Impact Fee Project List

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
C14	Jameson Arterial Extension	SR 9 / Batey Rd	New arterial segment	3,020,000
S14A	SR20/Cascade Trail West Extension Ph.1A	Trail Rd / SR 9 South	Shared use path	575,000
S14B	SR20/Cascade Trail West Extension Ph.1B	Hodgin Rd / Trail Rd	Shared use path	288,000
C22	Fruitdale Rd Arterial Improvements	Portobello / North City Limit	Reconstruct to arterial standards incl. roundabout at Northern State Rd	2,320,000
C1B	Jones/John Liner RR Undecrossing	Sapp Rd / Reed St	New BNSF undercrossing and new arterial from E Jones Rd to John Liner Rd	7,700,000
C1C	John Liner Bike/Ped Impr	Redd St / SR 9	Complete Streets completion	555,000
C19	Patrick St Extension	Michael St/E Jones St	New major collector w/sidewalks	2,100,000
C1A	Jones Rd Improvements	F&S Grade Rd / Sapp Rd	Reconstruct to arterial section including sidewalk & shared use path	3,200,000
S16	SR20 & SR9 (Township) Intersection Impr.		Channelization and signal improvements	1,000,000
C18	Portobello Arterial Extension	Township / Cascadia	New major collector connecting Fruitdale w/ SR 9	1,700,000
S2	SR20 & Reed St Intersection Impr.		RIRO access restriction	50,000
S18	SR 9 / W State St Intersection Impr		Intersection improvements	250,000
C3	Cook Rd / Trail Rd Intersection Improvements		Intersection improvements	1,000,000
C9A	Trail Rd Arterial Extension	Cook Rd / F&S Grade	Construct new minor arterial	4,000,000
C9B	Trail Rd – Garden of Eden Rd Extension	F&S Grade / Jones Rd	Construct new minor arterial	850,000
S13C	SR9N Ped/Bike Safety Improvements	Park Cottage / N City Limits	Bike lane & sidewalk improvements	434,000
S17	Township St (SR 9) & John Liner/McGarigle Rd Intersection Improvements		Intersection improvements	1,000,000
C1D	John Liner Rd Arterial Improvements	Reed St / Township St	Reconstruct to arterial section	1,600,000
S6 A-B	SR 20 East Lane Widening & Safety Improvements	SR 9 / Fruitdale Rd	Improve and widen to 3 lanes	960,000
C7A	Jameson St Arterial Improvements	600' e/o Batey to Railroad St	Widen to arterial standards w/3 lanes, bike lane, sidewalk	3,600,000
C7B	Jameson / 11 th St Intersection Improvements		Change access to RIRO	70,000
C7C	Railroad St / Jameson Intersection Improvements		Intersection improvements to include new roundabout	750,000
C7D	Railroad St Arterial Improvements	Jameson St / Fruitdale	Reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalks	2,880,000
C2	F&S Grade Rd Arterial Improvements	SR20 MP 65.16 / Jones Rd	Reconstruct to arterial standards	2,960,000
S14C	SR20/Cascade Trail West Extension Ph.2A	Holtcamp Rd/Hodgin Rd	Shared use path	600,000
S20	SR 20 / Central Ave Intersection Improvements		Intersection improvements or RIRO	150,000
S14D	SR20/Cascade Trail West Extension Ph.2B	Collins Rd/Holtcamp Rd	Shared use path	620,000

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
C13	Rhodes Rd Arterial Impr	SR 9 / SR 20	Reconstruct to arterial standards incl. bike lanes, sidewalks	3,200,000
C15	Hodgin Rd Arterial Ext.	SR 20 / Cook	New collector arterial	2,225,000
S9	SR9/N Township St Arterial Improvements	SR 20 / City limits	Planning phase – reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalk	100,000
S13D	SR9 / Centennial Trail Ped/Bike Safety Improvements	Summer Meadows Pl / North City Limits	Construct bicycle lane and sidewalk improvements incl. ped crossing bridge at Brickyard Crk	1,700,000



Appendix A
Transportation Impact Fee Districts - 2016 Update

City of Sedro-Woolley



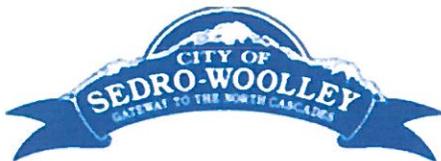
City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2016 Update)

ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	Rate per Unit ³	Impact Fee per Unit by District	
				Citywide (Non-CBD)	CBD
210	Single-Family Detached Housing	1.00	DU	\$2,407	\$1,341
220	Apartment	0.62	DU	\$1,492	\$831
221	Low-Rise Apartment (1-2 floors)	0.58	DU	\$1,396	\$778
230	Residential Condo / Townhouse	0.52	DU	\$1,252	\$697
231	Low-Rise Condo / Townhouse	0.78	DU	\$1,877	\$1,046
240	Mobile Home Park	0.59	DU	\$1,420	\$791
251	Senior Housing Detached	0.27	bed	\$650	\$362
252	Senior Housing Attached	0.25	bed	\$602	\$335
253	Congregate Care Facility	0.17	DU	\$409	\$228
254	Assisted Living	0.22	bed	\$530	\$295
260	Recreational Home	0.26	DU	\$626	\$349
270	Residential PUD	0.62	DU	\$1,492	\$831

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit for PM peak hour of the adjacent street traffic (4-6 PM)

³ DU = Dwelling Unit



City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799 (2016 Update)

ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Pass-By Trips ³	Net Trip Rate	Rate per Unit	Impact Fee per Unit by District	
						Citywide (Non-CBD)	CBD
PORT AND TERMINAL							
30	Intermodal Truck Terminal	6.55	*	6.550	acre	\$15,766	\$8,784
90	Park and Ride with Bus Service	0.62	*	0.620	space	\$1,492	\$831
INDUSTRIAL							
110	General Light Industrial	0.97	*	0.970	KSF	\$2,335	\$1,301
120	General Heavy Industrial	2.16	*	2.160	acre	\$5,199	\$2,897
130	Industrial Park	0.85	*	0.850	KSF	\$2,046	\$1,140
140	Manufacturing	0.73	*	0.730	KSF	\$1,757	\$979
150	Warehousing	0.32	*	0.320	KSF	\$770	\$429
151	Mini Warehouse	0.26	*	0.260	KSF	\$626	\$349
152	High-Cube Warehouse	0.12	*	0.120	KSF	\$289	\$161
170	Utilities	0.76	*	0.760	KSF	\$1,829	\$1,019
LODGING							
310	Hotel	0.60	*	0.600	room	\$1,444	\$805
311	All Suites Hotel	0.40	*	0.400	room	\$963	\$536
320	Motel	0.47	*	0.470	room	\$1,131	\$630
330	Resort Hotel	0.42	*	0.420	room	\$1,011	\$563
RECREATIONAL							
411	City Park	0.19	*	0.190	acre	\$457	\$255
412	County Park	0.09	*	0.090	acre	\$217	\$121
415	Beach Park	1.30	*	1.300	acre	\$3,129	\$1,743
416	Campground/RV Park	0.27	*	0.270	sites	\$650	\$362
417	Regional Park	0.20	*	0.200	acre	\$481	\$268
430	Golf Course	0.30	*	0.300	acre	\$722	\$402
432	Golf Driving Range	1.25	*	1.250	tees	\$3,009	\$1,676
435	Multi-Purpose Recreational Facility	3.58	*	3.580	KSF	\$8,617	\$4,801
437	Bowling Alley	1.51	*	1.510	KSF	\$3,635	\$2,025
443	Movie Theater w/o Matinee	6.16	*	6.160	KSF	\$14,827	\$8,261
444	Movie Theater w/ Matinee	3.80	*	3.800	KSF	\$9,147	\$5,096
445	Multiplex Movie Theater	4.91	*	4.910	KSF	\$11,818	\$6,584
488	Soccer Complex	17.70	*	17.700	field	\$42,604	\$23,736
490	Tennis Courts	3.88	*	3.880	court	\$9,339	\$5,203
491	Racquet/Tennis Club	0.84	*	0.840	KSF	\$2,022	\$1,126
492	Health Fitness Club	3.53	*	3.530	KSF	\$8,497	\$4,734
493	Athletic Club	5.96	*	5.960	KSF	\$14,346	\$7,992
495	Recreational Community Center	2.74	*	2.740	KSF	\$6,595	\$3,674
INSTITUTIONAL							
520	Public Elementary School	1.21	*	1.210	KSF	\$2,912	\$1,623
522	Public Middle/Junior High School	1.19	*	1.190	KSF	\$2,864	\$1,596
530	Public High School	0.97	*	0.970	KSF	\$2,335	\$1,301
536	Private School K-12	0.17	*	0.170	student	\$409	\$228
540	Junior / Community College	2.54	*	2.540	KSF	\$6,114	\$3,406
560	Church	0.55	*	0.550	KSF	\$1,324	\$738
565	Day Care Center	12.34	*	12.340	KSF	\$29,702	\$16,548
566	Cemetery	0.84	*	0.840	acre	\$2,022	\$1,126
571	Prison	2.91	*	2.910	KSF	\$7,004	\$3,902
590	Library	7.30	*	7.300	KSF	\$17,571	\$9,789
MEDICAL							
610	Hospital	0.93	*	0.930	KSF	\$2,239	\$1,247
620	Nursing Home	0.74	*	0.740	KSF	\$1,781	\$992
630	Clinic	5.18	*	5.180	KSF	\$12,468	\$6,946
640	Animal Hospital / Veterinary Clinic	4.72	*	4.720	KSF	\$11,361	\$6,330
OFFICE							
710	General Office	1.49	*	1.490	KSF	\$3,586	\$1,998
714	Corporate Headquarters Building	1.41	*	1.410	KSF	\$3,394	\$1,891
715	Single Tenant Office	1.74	*	1.740	KSF	\$4,188	\$2,333
720	Medical/Dental Office	3.57	*	3.570	KSF	\$8,593	\$4,787
730	Government Office Building	1.21	*	1.210	KSF	\$2,912	\$1,623
732	US Post Office	11.22	*	11.220	KSF	\$27,007	\$15,046
733	Government Office Complex	2.85	*	2.850	KSF	\$6,860	\$3,822
750	Office Park	1.48	*	1.480	KSF	\$3,562	\$1,985
760	Research and Development Center	1.07	*	1.070	KSF	\$2,575	\$1,435
770	Business Park	1.26	*	1.260	KSF	\$3,033	\$1,690

¹ Institute of Transportation Engineers, *Trip Generation Manual* (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Pass-by data not available. Pass-by rates may be applied based on local data, development context, and engineering judgment

⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999 (2016 Update)

ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Pass-By Trips ³	Net Trip Rate	Rate per Unit	Impact Fee per Unit by District	
						Citywide (Non-CBD)	CBD
RETAIL							
812	Building Materials and Lumber Store	4.49	26%	3.323	KSF	\$7,997	\$4,456
813	Free-Standing Discount Superstore	4.35	27%	3.176	KSF	\$7,643	\$4,258
814	Variety Store	6.82	34%	4.501	KSF	\$10,834	\$6,036
815	Free Standing Discount Store	4.98	17%	4.133	KSF	\$9,949	\$5,543
816	Hardware/Paint Store	4.84	26%	3.582	KSF	\$8,621	\$4,803
817	Nursery (Garden Center)	6.94	26%	5.136	KSF	\$12,351	\$6,887
818	Nursery (Wholesale)	5.17	26%	3.826	KSF	\$9,209	\$5,130
820	Shopping Center	3.71	34%	2.449	KSF	\$5,894	\$3,284
823	Factory Outlet Center	2.29	34%	1.511	KSF	\$3,638	\$2,027
826	Specialty Retail Center	2.71	34%	1.789	KSF	\$4,305	\$2,399
841	Automobile Sales	2.62	10%	2.358	KSF	\$5,676	\$3,162
842	Recreational Vehicle Sales	2.54	10%	2.286	KSF	\$5,502	\$3,066
843	Automobile Parts Sales	5.98	10%	5.382	KSF	\$12,954	\$7,217
848	Tire Store	4.15	10%	3.735	KSF	\$8,990	\$5,009
849	Tire Superstore	2.11	10%	1.899	KSF	\$4,571	\$2,547
850	Supermarket	9.48	36%	6.067	KSF	\$14,604	\$8,136
851	Convenience Market (Open 24 hours)	52.41	51%	25.681	KSF	\$61,814	\$34,438
852	Convenience Market (Open 15-16 hours)	34.57	51%	16.939	KSF	\$40,773	\$22,716
853	Convenience Market w/Gas Pumps	19.07	66%	6.484	VSP	\$15,607	\$8,695
854	Discount Supermarket	8.34	21%	6.589	KSF	\$15,859	\$8,835
857	Discount Club	4.18	37%	2.633	KSF	\$6,339	\$3,531
860	Wholesale Market	0.88	37%	0.554	KSF	\$1,334	\$743
861	Sporting Goods Superstore	1.84	42%	1.067	KSF	\$2,569	\$1,431
862	Home Improvement Superstore	2.33	42%	1.351	KSF	\$3,253	\$1,812
863	Electronics Superstore	4.50	40%	2.700	KSF	\$6,499	\$3,621
864	Toy / Children's Superstore	4.99	40%	2.994	KSF	\$7,207	\$4,015
866	Pet Supply Superstore	3.38	40%	2.028	KSF	\$4,081	\$2,720
867	Office Supply Superstore	3.40	40%	2.040	KSF	\$4,910	\$2,736
875	Department Store	1.87	34%	1.234	KSF	\$2,971	\$1,655
876	Apparel Store	3.83	34%	2.528	KSF	\$6,084	\$3,390
879	Arts and Crafts Store	6.21	34%	4.099	KSF	\$9,865	\$5,496
880	Pharmacy/Drug Store w/o Drive-Thru	8.40	53%	3.948	KSF	\$9,503	\$5,294
881	Pharmacy/Drug Store w/Drive-Thru	9.91	49%	5.054	KSF	\$12,165	\$6,778
890	Furniture Store	0.45	53%	0.212	KSF	\$509	\$284
SERVICES							
911	Walk-in Bank (limited data)	12.13	35%	7.885	KSF	\$18,978	\$10,573
912	Drive-in Bank	24.30	35%	15.795	KSF	\$38,019	\$21,181
918	Hair Salon	1.45	35%	0.943	KSF	\$2,269	\$1,264
925	Drinking Place	11.34	44%	6.350	KSF	\$15,285	\$8,516
931	Quality Restaurant	7.49	44%	4.194	KSF	\$10,096	\$5,625
932	High Turnover (Sit-Down) Restaurant	9.85	43%	5.615	KSF	\$13,514	\$7,529
933	Fast Food w/o Drive-Thru	26.15	50%	13.075	KSF	\$31,472	\$17,534
934	Fast Food w/ Drive-Thru	32.65	50%	16.325	KSF	\$39,294	\$21,892
935	Fast Food Restaurant w/ Drive-Thru w/o Indoor Seating	44.99	50%	22.495	KSF	\$54,145	\$30,166
936	Coffee/Donut Shop w/o Drive-Thru	40.75	70%	12.225	KSF	\$29,426	\$16,394
937	Coffee/Donut Shop w/ Drive-Thru	42.80	70%	12.840	KSF	\$30,906	\$17,218
938	Coffee/Donut Shop w/ Drive-Thru w/o Indoor Seating (Espresso Stand)	75.00	83%	12.750	KSF	\$30,689	\$17,098
940	Bread/Donut/Bagel Shop w/ Drive-Thru	18.99	50%	9.495	KSF	\$22,854	\$12,733
941	Quick Lubrication Vehicle Stop	5.19	10%	4.671	VSP	\$11,243	\$6,264
942	Automobile Care Center	3.11	10%	2.799	KSF	\$6,737	\$3,753
943	Automobile Parts and Service Center	4.46	10%	4.014	KSF	\$9,662	\$5,383
944	Gasoline/Service Station	13.87	42%	8.045	VSP	\$19,363	\$10,788
945	Gas Station w/Convenience Market	13.51	56%	5.944	VSP	\$14,308	\$7,971
946	Gas Station w/Convenience Market and Car Wash	13.86	56%	6.098	VSP	\$14,679	\$8,178
947	Self-Serve Car Wash	5.54	25%	4.155	VSP	\$10,001	\$5,572
948	Automated Car Wash	14.12	25%	10.590	KSF	\$25,490	\$14,201
950	Truck Stop	13.63	56%	5.997	KSF	\$14,435	\$8,042

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Average Pass-by Rates, per Trip Generation Manual (9th Edition) User's Guide and Handbook: an ITE Recommended Practice, 2014. Additional pass-by rates based on similar land uses and engineering judgment. Pass-by rates should be used with caution and refined using local data whenever possible.

⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

COMPARISON OF 2005, 2013 AND PROPOSED 2016 TIF RATES CITYWIDE

June 15, 2016

2016 TIF Rate Update Summary	With State Projects		
	CBD	Non-CBD	Citywide Avg
Eligible Project Cost	\$ 15,714,250		
Growth Share of Eligible Cost	\$ 83,986	\$ 8,247,231	\$ 8,331,217
Growth Trips (Trip Ends)	63	3,427	3,490
Impact Fee Rate (\$ / PM peak hour trip)	1,341	2,407	2,387
% Increase from 2013	24.1%		69.1%
% Increase from 2005	-43.8%		-38.7%
2013 TIF Average Rate	1,081		1,412
2005 TIF Average Rate	2,386		3,897



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June 15, 2016

Mark A. Freiberger, PE
Director of Public Works
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

SUBJECT: SEDRO-WOOLLEY TRANSPORTATION IMPACT FEE RATE UPDATE

This document summarizes the development of an updated transportation impact fee program for the City of Sedro-Woolley. The following sections of this letter will describe the existing impact fees, the basis for the fees, the rate methodology, the proposed project list, and the analyses performed to determine updated impact fees.

Impact Fee Basics

Definition of Impact Fees

Impact fees are a comprehensive grouping of charges based on new development within a local municipality. These fees are assessed to pay for capital facility improvement projects necessitated by new development growth (including but not limited to parks, schools, streets/roads, etc.).

Transportation Impact Fees are collected to fund improvements that add capacity to the transportation system, accommodating the travel demand created by new development in Sedro-Woolley. The Revised Code of Washington (RCW) Section 82.02.050 identifies the intent of impact fees as the following:

- To ensure that adequate facilities are available to serve new growth and development;
- To promote orderly growth and development by establishing standards by which counties, cities, and towns may require, by ordinance, that new growth and development pay a proportionate share of the cost of new facilities needed to serve new growth and development; and
- To ensure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact.

Statutory Basis for Impact Fees

The purpose of this study is to update the rates for impact fees for streets in the City of Sedro-Woolley, Washington.

Transportation Impact Fees are a financing mechanism authorized by the Growth Management Act (GMA) of Washington State (see RCW 36.70A.070 and 82.02.050 et seq.). However, impact fees are not mandatory; they are simply authorized by the GMA as a local option. State law imposes strict limitations on impact fees. These limitations are intended to assure property owners that the fees collected are reasonably related to their actual impacts and will not be used for unrelated purposes.

If impact fees are imposed, the funds collected from developments can be expended only on transportation system improvements, which are: (a) identified in the comprehensive plan as needed for growth, and (b) reasonably related to the impacts of the new development from which fees are collected.

Specifically, condition (a) requires that impact fees are not used on improvements needed to remedy existing deficiencies. Those needs must be entirely funded from public sector resources. Condition (b) is satisfied if the local government defines a reasonable service area, identifies the public facilities within the service area that require improvement during the designated planning period, and prepares a fee schedule taking into account the type and size of the development as well as the type of public facility being funded.

To achieve the goal of simplicity, impact fee calculations are applied on an average basis for the entire transportation system, rather than project-by-project. This is a key difference between impact fees and State Environmental Policy Act (SEPA) mitigation, whereby pro-rata shares of specific project improvements are collected.

Pre-calculated impact fees are easier to administer than traditional SEPA development mitigation, at the point of development review. However, more complex administrative procedures are necessary to track the funds collected from each development. This is necessary to assure that the funds are expended only on eligible transportation system improvements, and also to assure that impact fee revenues are used within six years. Fees not expended within six years must be refunded with interest to the current owner of the property.

The methodology and results described next are consistent with the requirements of the GMA. All calculations are based on the adopted transportation facilities list described in the City of Sedro-Woolley Comprehensive Plan. The procedures described herein can be formally enacted by an impact fee ordinance incorporating this memo by reference.

Impact Fee Analysis

Methodology

The primary basis for the impact fee is that growth should pay a proportionate share of the cost to provide the future transportation capacity. This is developed by comparing the improvement costs for growth in the Comprehensive Plan's adopted transportation facilities list to an estimate of capacity of the facilities used by growth. The analysis strictly focuses on those projects that provide capacity improvements needed for growth. The improvements for maintenance such as pavement overlays and physical obsolescence, as well as improvements necessary to mitigate existing level of service deficiencies and not eligible for funding with impact fees. However, agencies have been encouraged by the Department of Commerce to consider multimodal transportation improvements and, to that end, shoulder widening, sidewalks, bike lanes and parallel trails are reasonable to include as both vehicle and non-motorized capacity enhancements.

Current Impact Fee Methodology

The City's transportation impact fee program was developed and adopted in 2005 (ord. 1526-050) and was most recently updated in 2013 (ord. 1773-13). The impact fee methodology is based on proportionate growth share of impact fee eligible project costs, with impact fees assessed for each of 15 districts citywide. As of June 2016 the City's transportation impact fees range from \$587 to \$3,635 per new PM peak hour trip, with a citywide average of \$1,412 per new peak hour trip.

Projects Eligible for Impact Fees

Not all planned transportation projects and programs are eligible for impact fees. The complete list of projects is divided below into the following categories, in order to arrive at a list of qualifying improvements that will form the basis for impact fees calculated for the City of Sedro-Woolley:

- Project Improvements
- Planned Transportation Projects needed within 20 years
- Maintenance Projects

Project Improvements

Project improvements are transportation improvements necessary for a specific development that do not provide significant system benefits. These are typically low-volume local streets that serve driveways and parking areas. They may provide connections to other developments, but not for the purpose of significant system capacity. Other project improvements include safety improvements and new access connections to existing arterials that serve only one development. Project improvements are typically required by other development regulations or as SEPA mitigation for specific development impacts not anticipated in the Comprehensive Plan. Project improvements are not eligible for impact fees. For the purpose of this rate analysis, roadway extensions that connected existing developments, but were not significant arterials, were considered project improvements that could be required under other City codes and regulations, but would not be included in the impact fee calculation.

Planned Transportation Projects

The roadway projects identified in the twenty-year Transportation Improvement Plan (TIP) are anticipated to be needed to serve motorized traffic growth for the next twenty years. The roadway capacity provided is accomplished by adding turn lanes to increase through lane capacity, by lane widening or separating non-motorized modes, adding signals or roundabouts for intersection capacity, and other improvements to increase the capacity of the roadway system for all modes. The proportional share of these projects reasonably related to growth are eligible for impact fees.

Maintenance Projects

Maintenance programs, general studies, and non-capital activities are generally not eligible for impact fees. A component of ongoing pavement preservation could be eligible for impact fees if it is demonstrated that growth increases the magnitude of pavement reconstruction requirements. For instance, if existing conditions require a two-inch asphalt overlay, but added traffic from growth requires a three-inch asphalt overlay to achieve the same pavement life, the cost of the additional inch of asphalt could be attributed to growth. Also, if the overlay or reconstruction provides increased lane widths, intersection improvements, or shoulder widening the cost of the expansion could be considered eligible.

Eligible Project Costs

Estimated project costs for each eligible impact fee project in the City of Sedro-Woolley are summarized below. These costs include various elements, all necessary for the construction of transportation improvements including design, permitting, right-of-way, construction, and construction management. Ongoing or future maintenance is not an eligible impact fee cost. Some projects have been removed from the project list because they are not capacity projects or are considered maintenance projects/programs.

Table 1. Transportation Impact Fee Project List

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
C14	Jameson Arterial Extension	SR 9 / Batey Rd	New arterial segment	3,020,000
S14A	SR20/Cascade Trail West Extension Ph.1A	Trail Rd / SR 9 South	Shared use path	575,000
S14B	SR20/Cascade Trail West Extension Ph.1B	Hodgin Rd / Trail Rd	Shared use path	288,000
C22	Fruitdale Rd Arterial Improvements	Portobello / North City Limit	Reconstruct to arterial standards incl. roundabout at Northern State Rd	2,320,000
C1B	Jones/John Liner RR Undecrossing	Sapp Rd / Reed St	New BNSF undercrossing and new arterial from E Jones Rd to John Liner Rd	7,700,000
C1C	John Liner Bike/Ped Impr	Redd St / SR 9	Complete Streets completion	555,000
C19	Patrick St Extension	Michael St/E Jones St	New major collector w/sidewalks	2,100,000
C1A	Jones Rd Improvements	F&S Grade Rd / Sapp Rd	Reconstruct to arterial section including sidewalk & shared use path	3,200,000
S16	SR20 & SR9 (Township) Intersection Impr.		Channelization and signal improvements	1,000,000
C18	Portobello Arterial Extension	Township / Cascadia	New major collector connecting Fruitdale w/ SR 9	1,700,000
S2	SR20 & Reed St Intersection Impr.		RIRO access restriction	50,000
S18	SR 9 / W State St Intersection Impr		Intersection improvements	250,000
C3	Cook Rd / Trail Rd Intersection Improvements		Intersection improvements	1,000,000
C9A	Trail Rd Arterial Extension	Cook Rd / F&S Grade	Construct new minor arterial	4,000,000
C9B	Trail Rd – Garden of Eden Rd Extension	F&S Grade / Jones Rd	Construct new minor arterial	850,000
S13C	SR9N Ped/Bike Safety Improvements	Park Cottage / N City Limits	Bike lane & sidewalk improvements	434,000
S17	Township St (SR 9) & John Liner/McGarigle Rd Intersection Improvements		Intersection improvements	1,000,000
C1D	John Liner Rd Arterial Improvements	Reed St / Township St	Reconstruct to arterial section	1,600,000
S6 A-B	SR 20 East Lane Widening & Safety Improvements	SR 9 / Fruitdale Rd	Improve and widen to 3 lanes	960,000
C7A	Jameson St Arterial Improvements	600' e/o Batey to Railroad St	Widen to arterial standards w/3 lanes, bike lane, sidewalk	3,600,000
C7B	Jameson / 11 th St Intersection Improvements		Change access to RIRO	70,000
C7C	Railroad St / Jameson Intersection Improvements		Intersection improvements to include new roundabout	750,000
C7D	Railroad St Arterial Improvements	Jameson St / Fruitdale	Reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalks	2,880,000
C2	F&S Grade Rd Arterial Improvements	SR20 MP 65.16 / Jones Rd	Reconstruct to arterial standards	2,960,000

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
S14C	SR20/Cascade Trail West Extension Ph.2A	Holtcamp Rd/Hodgin Rd	Shared use path	600,000
S20	SR 20 / Central Ave Intersection Improvements		Intersection improvements or RIRO	150,000
S14D	SR20/Cascade Trail West Extension Ph.2B	Collins Rd/Holtcamp Rd	Shared use path	620,000
C13	Rhodes Rd Arterial Impr	SR 9 / SR 20	Reconstruct to arterial standards incl. bike lanes, sidewalks	3,200,000
C15	Hodgin Rd Arterial Ext.	SR 20 / Cook	New collector arterial	2,225,000
S9	SR9/N Township St Arterial Improvements	SR 20 / City limits	Planning phase – reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalk	100,000
S13D	SR9 / Centennial Trail Ped/Bike Safety Improvements	Summer Meadows Pl / North City Limits	Construct bicycle lane and sidewalk improvements incl. ped crossing bridge at Brickyard Crk	1,700,000

Impact Fee Calculation

The impact fee for the City of Sedro-Woolley was computed based upon trip generation (the increase in traffic) resulting from growth, the cost of improvements related to growth, and the City’s transportation financing strategy as defined in the 2016 Comprehensive Plan.

Local Cost Responsibility

Roadway projects are generally eligible for state and federal grant funds. These funds are not predictable and vary in amount by grantor. Additionally, cost-sharing agreements with Washington State Department of Transportation (WSDOT) and Skagit County are anticipated to reduce some of the City’s project cost responsibility.

This analysis assumes the City will be responsible for 25 percent of total impact fee-eligible project costs over the 20-year planning horizon, with the other 75 percent anticipated to be funded by grant and intergovernmental revenue roadway projects. Exceptions were applied to the Portobello Street Extension (C18) and Patrick Street Extension (C19) projects which will be developer-funded.

Growth Share of Project Costs

The growth share of project costs was computed based upon proportional trip generation resulting from growth. Growth share of eligible project cost is defined as the proportion of vehicles using a project-impacted facility at the end of the 20-year planning horizon which are attributable to growth (i.e. new vehicle trips). the impacted roadway capacity which will be consumed by twenty-year traffic growth, as forecasted by the calibrated citywide travel demand model.

The citywide travel demand model was developed in Visum software using existing land use and roadway information provided by the City of Sedro-Woolley, Skagit Council of Governments (SCOG), and Skagit County. Trip generation was based upon rates established by the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition* and calibrated to match 2015 traffic counts. The trip distribution and traffic

assignment sub-models were calibrated based on local knowledge and regional and national guidance, including the SCOG regional travel demand model and FHWA calibration best practices.

Future traffic conditions were forecasted by incorporating SCOG 20-year land use growth allocations provided by SCOG and spatially distributing City and UGA growth totals based on the City’s zoning and buildable land analysis report.

The citywide planning model was used to generate 20-year PM peak hour traffic volume forecasts. The proportionate growth share of eligible project cost was calculated by dividing 20-year PM peak hour traffic growth by the total forecasted traffic demand on a given project facility:

$$[\text{Growth Share of Project Cost}] = [\text{Growth Trips}] / [\text{Total Forecasted Trips}]$$

Transportation Impact Fee Districts

The transportation impact fee calculation used a two-zone structure which included a Central Business District (CBD) zone and a citywide “non-CBD” zone. This represents a simplification of the previous 15-zone impact fee structure but allows consideration reduced travel demand created by redevelopment in the City’s urban core. A map of the two-zone impact fee structure is included in Attachment A.

A two-zone transportation impact fee rate was calculated by dividing each zone’s proportionate growth share of the City’s estimated cost responsibility by total forecasted 20-year trip growth by zone. This results in a two-zone impact fee which charges added transportation demand proportionately to their capacity usage and which can be revised as growth forecasts and planned projects change:

$$[\text{Impact Fee Rate (\$/PM trip)}] = [\text{Growth Share of Project Cost (\$)}] / [\text{20-Year Growth (PM peak hour trips)}]$$

This results in impact fee rates of \$1,341 and \$2,407 for the CBD and Non-CBD zones, respectively. See below.

Table 2. Transportation Impact Fee Calculation

Impact Fee Zone	Local Cost	Growth Share of Cost	Growth Trips	Impact Fee Rate (\$/trip)
Central Business District (CBD)	\$15,714,250	\$83,986	63	\$1,341
Citywide (Non-CBD)		\$8,247,231	3,427	\$2,407
			Average	\$2,387

Resulting Transportation Impact Fees

If the above calculated rates were adopted in an impact fee ordinance, the fees paid by several typical developments are summarized below. A comprehensive transportation impact fee rate schedule is included in Attachment A.

Table 3. Transportation Impact Fee Comparison for Typical Land Uses

Land Use Type	Per Unit	2013 TIF Average Rate (\$/trip)	Proposed TIF CBD (\$/trip)	Proposed TIF Non-CBD (\$/trip)
Single-Family Home	DU	1,412	1,341	2,407
Apartment	DU	875	831	1,492
Assisted Living	bed	311	295	530
General Office	1,000 ft ²	2,104	1,998	3,586
Specialty Retail Center	1,000 ft ²	2,526	2,399	4,305
Light Industrial	1,000 ft ²	1,370	1,301	2,335

Additional Issues for Consideration

Anticipated Annual Revenues from Impact Fees

Based on anticipated residential and employment projections for the City of Sedro-Woolley, below is the anticipated annual revenue from the proposed Transportation Impact Fees. Impact fee revenue will be adjusted slightly by impact fee credits on developer-funding projects.

Estimated transportation impact fee revenue: 174 trips/year x \$2,387/PM trip (average) = \$415,338/year

Anticipated Need for Other Public Funds

Based on estimated impact fee revenue an of \$7,864,259 and other anticipated revenue sources (including grants) totaling \$48,930,500, per the City’s Transportation Financing Plan, the City will still need to identify other revenue sources to cover approximately 4 percent (\$2,363,241) of the cost of planned transportation improvement projects.

Transportation Impact Fee Rate Comparison

To provide a relative comparison of the City of Sedro-Woolley Transportation Impact Fees to those within the State of Washington and on a national level, below are some road impact fee metrics from the *Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*¹. The Sedro-Woolley rate of \$2,387 per trip would be below the average impact fee, but far from the lowest in Washington.

Washington Average Transportation Impact Fee (2012):	\$2,880	
Washington Maximum Transportation Impact Fee:	\$14,707	(City of Sammamish)
Washington Minimum Transportation Impact Fee:	\$515	(Kitsap County)
City of Burlington Transportation Impact Fee:	\$3,633	
City of Mount Vernon Transportation Impact Fee:	\$1,974	
City of Bellingham Transportation Impact Fee:	\$1,925	
City of Stanwood Transportation Impact Fee:	\$2,195	
City of Arlington Transportation Impact Fee:	\$3,355	
City of Anacortes Transportation Impact Fee (proposed):	\$3,680	

¹City of Bellingham, WA Public Works. “*Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*” (Chris Comeau, AICP, 2012)

Credits and Adjustments

Impact Fee Credits

An applicant may request that credit for impact fees be awarded to him/her for the total value of system improvements, including dedications of land, improvements, and/or construction provided by the applicant. Credits should be considered on a case-by-case basis and should not exceed the impact fee payable.

Claims for credit should be made before the payment of the impact fee. Credits for the construction should be provided only if the land, improvements, and/or the facility constructed are listed as planned transportation projects in the Rate Analysis and Impact Fee Ordinance. No credit should be given for code-based frontage improvements or right-of-way dedications, or direct access improvements to and/or within the subject development (project improvements) unless the improvement is part of a project listed in the Rate Analysis and Impact Fee Ordinance.

Impact Fee Adjustments

An applicant may submit an independent fee calculation for the proposed development activity. The documentation submitted should be prepared by a traffic engineer licensed in Washington State and should be limited to adjustments in the trip generation rates used in the fee calculation.

Transportation impact fees should be adjusted yearly to account for inflation. The Federal Highway Administration's National Highway Construction Cost Index (NHCCI) may be used.

Conclusion

This document summarizes the methodology and results of TSI's transportation impact fee rate analysis for the City of Sedro-Woolley. If you have any questions or need clarification related to any of the information presented above, please contact me at your convenience.

Regards,

Transportation Solutions, Inc.

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

Andrew L. Bratlien, PE
Senior Transportation Engineer

Attachment A – TRANSPORTATION IMPACT FEE PROJECT LIST, MAP, AND FEE SCHEDULE

Figure 9 Impact Fee Eligible Projects (from Comprehensive Plan Chapter 3 Transportation Element)

Transportation Impact Fee Project List

Transportation Impact Fee Districts – 2016 Update

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2016 Update)

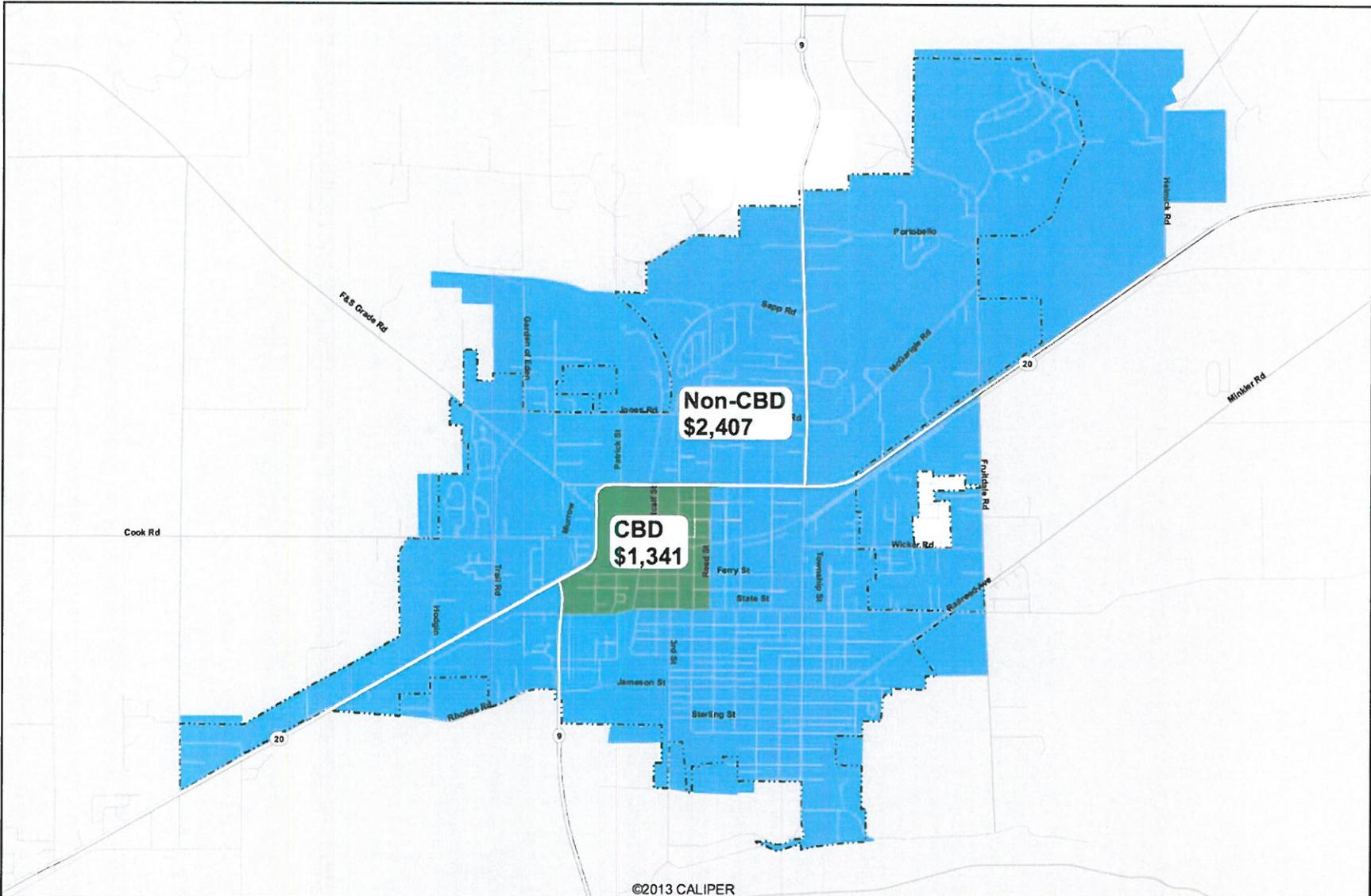
City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799 (2016 Update)

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999 (2016 Update)

Transportation Impact Fee Project List

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
C14	Jameson Arterial Extension	SR 9 / Batey Rd	New arterial segment	3,020,000
S14A	SR20/Cascade Trail West Extension Ph.1A	Trail Rd / SR 9 South	Shared use path	575,000
S14B	SR20/Cascade Trail West Extension Ph.1B	Hodgin Rd / Trail Rd	Shared use path	288,000
C22	Fruitdale Rd Arterial Improvements	Portobello / North City Limit	Reconstruct to arterial standards incl. roundabout at Northern State Rd	2,320,000
C1B	Jones/John Liner RR Undecrossing	Sapp Rd / Reed St	New BNSF undercrossing and new arterial from E Jones Rd to John Liner Rd	7,700,000
C1C	John Liner Bike/Ped Impr	Redd St / SR 9	Complete Streets completion	555,000
C19	Patrick St Extension	Michael St/E Jones St	New major collector w/sidewalks	2,100,000
C1A	Jones Rd Improvements	F&S Grade Rd / Sapp Rd	Reconstruct to arterial section including sidewalk & shared use path	3,200,000
S16	SR20 & SR9 (Township) Intersection Impr.		Channelization and signal improvements	1,000,000
C18	Portobello Arterial Extension	Township / Cascadia	New major collector connecting Fruitdale w/ SR 9	1,700,000
S2	SR20 & Reed St Intersection Impr.		RIRO access restriction	50,000
S18	SR 9 / W State St Intersection Impr		Intersection improvements	250,000
C3	Cook Rd / Trail Rd Intersection Improvements		Intersection improvements	1,000,000
C9A	Trail Rd Arterial Extension	Cook Rd / F&S Grade	Construct new minor arterial	4,000,000
C9B	Trail Rd – Garden of Eden Rd Extension	F&S Grade / Jones Rd	Construct new minor arterial	850,000
S13C	SR9N Ped/Bike Safety Improvements	Park Cottage / N City Limits	Bike lane & sidewalk improvements	434,000
S17	Township St (SR 9) & John Liner/McGarigle Rd Intersection Improvements		Intersection improvements	1,000,000
C1D	John Liner Rd Arterial Improvements	Reed St / Township St	Reconstruct to arterial section	1,600,000
S6 A-B	SR 20 East Lane Widening & Safety Improvements	SR 9 / Fruitdale Rd	Improve and widen to 3 lanes	960,000
C7A	Jameson St Arterial Improvements	600' e/o Batey to Railroad St	Widen to arterial standards w/3 lanes, bike lane, sidewalk	3,600,000
C7B	Jameson / 11 th St Intersection Improvements		Change access to RIRO	70,000
C7C	Railroad St / Jameson Intersection Improvements		Intersection improvements to include new roundabout	750,000
C7D	Railroad St Arterial Improvements	Jameson St / Fruitdale	Reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalks	2,880,000
C2	F&S Grade Rd Arterial Improvements	SR20 MP 65.16 / Jones Rd	Reconstruct to arterial standards	2,960,000
S14C	SR20/Cascade Trail West Extension Ph.2A	Holtcamp Rd/Hodgin Rd	Shared use path	600,000
S20	SR 20 / Central Ave Intersection Improvements		Intersection improvements or RIRO	150,000
S14D	SR20/Cascade Trail West Extension Ph.2B	Collins Rd/Holtcamp Rd	Shared use path	620,000

ID	Project Name	Project Limits	Description	Total Est. Cost (\$)
C13	Rhodes Rd Arterial Impr	SR 9 / SR 20	Reconstruct to arterial standards incl. bike lanes, sidewalks	3,200,000
C15	Hodgin Rd Arterial Ext.	SR 20 / Cook	New collector arterial	2,225,000
S9	SR9/N Township St Arterial Improvements	SR 20 / City limits	Planning phase – reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalk	100,000
S13D	SR9 / Centennial Trail Ped/Bike Safety Improvements	Summer Meadows Pl / North City Limits	Construct bicycle lane and sidewalk improvements incl. ped crossing bridge at Brickyard Crk	1,700,000



Appendix A
Transportation Impact Fee Districts - 2016 Update

City of Sedro-Woolley



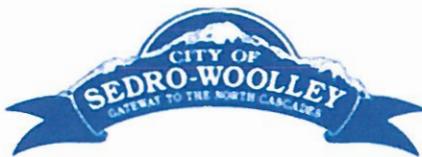
City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2016 Update)

ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	Rate per Unit ³	Impact Fee per Unit by District	
				Citywide (Non-CBD)	CBD
210	Single-Family Detached Housing	1.00	DU	\$2,407	\$1,341
220	Apartment	0.62	DU	\$1,492	\$831
221	Low-Rise Apartment (1-2 floors)	0.58	DU	\$1,396	\$778
230	Residential Condo / Townhouse	0.52	DU	\$1,252	\$697
231	Low-Rise Condo / Townhouse	0.78	DU	\$1,877	\$1,046
240	Mobile Home Park	0.59	DU	\$1,420	\$791
251	Senior Housing Detached	0.27	bed	\$650	\$362
252	Senior Housing Attached	0.25	bed	\$602	\$335
253	Congregate Care Facility	0.17	DU	\$409	\$228
254	Assisted Living	0.22	bed	\$530	\$295
260	Recreational Home	0.26	DU	\$626	\$349
270	Residential PUD	0.62	DU	\$1,492	\$831

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit for PM peak hour of the adjacent street traffic (4-6 PM)

³ DU = Dwelling Unit



City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799 (2016 Update)

ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Pass-By Trips ³	Net Trip Rate	Rate per Unit	Impact Fee per Unit by District	
						Citywide (Non-CBD)	CBD
PORT AND TERMINAL							
30	Intermodal Truck Terminal	6.55	*	6.550	acre	\$15,766	\$8,784
90	Park and Ride with Bus Service	0.62	*	0.620	space	\$1,492	\$831
INDUSTRIAL							
110	General Light Industrial	0.97	*	0.970	KSF	\$2,335	\$1,301
120	General Heavy Industrial	2.16	*	2.160	acre	\$5,199	\$2,897
130	Industrial Park	0.85	*	0.850	KSF	\$2,046	\$1,140
140	Manufacturing	0.73	*	0.730	KSF	\$1,757	\$979
150	Warehousing	0.32	*	0.320	KSF	\$770	\$429
151	Mini Warehouse	0.26	*	0.260	KSF	\$626	\$349
152	High-Cube Warehouse	0.12	*	0.120	KSF	\$289	\$161
170	Utilities	0.76	*	0.760	KSF	\$1,829	\$1,019
LODGING							
310	Hotel	0.60	*	0.600	room	\$1,444	\$805
311	All Suites Hotel	0.40	*	0.400	room	\$963	\$536
320	Motel	0.47	*	0.470	room	\$1,131	\$630
330	Resort Hotel	0.42	*	0.420	room	\$1,011	\$563
RECREATIONAL							
411	City Park	0.19	*	0.190	acre	\$457	\$255
412	County Park	0.09	*	0.090	acre	\$217	\$121
415	Beach Park	1.30	*	1.300	acre	\$3,129	\$1,743
416	Campground/RV Park	0.27	*	0.270	sites	\$650	\$362
417	Regional Park	0.20	*	0.200	acre	\$481	\$268
430	Golf Course	0.30	*	0.300	acre	\$722	\$402
432	Golf Driving Range	1.25	*	1.250	tees	\$3,009	\$1,676
435	Multi-Purpose Recreational Facility	3.58	*	3.580	KSF	\$8,617	\$4,801
437	Bowling Alley	1.51	*	1.510	KSF	\$3,635	\$2,025
443	Movie Theater w/o Matinee	6.16	*	6.160	KSF	\$14,827	\$8,261
444	Movie Theater w/ Matinee	3.80	*	3.800	KSF	\$9,147	\$5,096
445	Multiplex Movie Theater	4.91	*	4.910	KSF	\$11,818	\$6,584
488	Soccer Complex	17.70	*	17.700	field	\$42,604	\$23,736
490	Tennis Courts	3.88	*	3.880	court	\$9,339	\$5,203
491	Racquet/Tennis Club	0.84	*	0.840	KSF	\$2,022	\$1,126
492	Health Fitness Club	3.53	*	3.530	KSF	\$8,497	\$4,734
493	Athletic Club	5.96	*	5.960	KSF	\$14,346	\$7,992
495	Recreational Community Center	2.74	*	2.740	KSF	\$6,595	\$3,674
INSTITUTIONAL							
520	Public Elementary School	1.21	*	1.210	KSF	\$2,912	\$1,623
522	Public Middle/Junior High School	1.19	*	1.190	KSF	\$2,864	\$1,596
530	Public High School	0.97	*	0.970	KSF	\$2,335	\$1,301
536	Private School K-12	0.17	*	0.170	student	\$409	\$228
540	Junior / Community College	2.54	*	2.540	KSF	\$6,114	\$3,406
560	Church	0.55	*	0.550	KSF	\$1,324	\$738
565	Day Care Center	12.34	*	12.340	KSF	\$29,702	\$16,548
566	Cemetery	0.84	*	0.840	acre	\$2,022	\$1,126
571	Prison	2.91	*	2.910	KSF	\$7,004	\$3,902
590	Library	7.30	*	7.300	KSF	\$17,571	\$9,789
MEDICAL							
610	Hospital	0.93	*	0.930	KSF	\$2,239	\$1,247
620	Nursing Home	0.74	*	0.740	KSF	\$1,781	\$992
630	Clinic	5.18	*	5.180	KSF	\$12,468	\$6,946
640	Animal Hospital / Veterinary Clinic	4.72	*	4.720	KSF	\$11,361	\$6,330
OFFICE							
710	General Office	1.49	*	1.490	KSF	\$3,586	\$1,998
714	Corporate Headquarters Building	1.41	*	1.410	KSF	\$3,394	\$1,891
715	Single Tenant Office	1.74	*	1.740	KSF	\$4,188	\$2,333
720	Medical/Dental Office	3.57	*	3.570	KSF	\$8,593	\$4,787
730	Government Office Building	1.21	*	1.210	KSF	\$2,912	\$1,623
732	US Post Office	11.22	*	11.220	KSF	\$27,007	\$15,046
733	Government Office Complex	2.85	*	2.850	KSF	\$6,860	\$3,822
750	Office Park	1.48	*	1.480	KSF	\$3,562	\$1,985
760	Research and Development Center	1.07	*	1.070	KSF	\$2,575	\$1,435
770	Business Park	1.26	*	1.260	KSF	\$3,033	\$1,690

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Pass-by data not available. Pass-by rates may be applied based on local data, development context, and engineering judgment

⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999 (2016 Update)

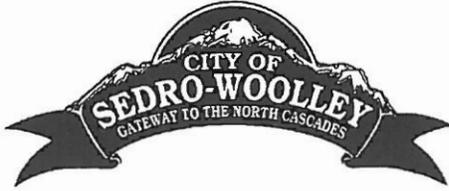
ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Pass-By Trips ³	Net Trip Rate	Rate per Unit	Impact Fee per Unit by District	
						Citywide (Non-CBD)	CBD
RETAIL							
812	Building Materials and Lumber Store	4.49	26%	3.323	KSF	\$7,997	\$4,456
813	Free-Standing Discount Superstore	4.35	27%	3.176	KSF	\$7,643	\$4,258
814	Variety Store	6.82	34%	4.501	KSF	\$10,834	\$6,036
815	Free Standing Discount Store	4.98	17%	4.133	KSF	\$9,949	\$5,543
816	Hardware/Paint Store	4.84	26%	3.582	KSF	\$8,621	\$4,803
817	Nursery (Garden Center)	6.94	26%	5.136	KSF	\$12,361	\$6,887
818	Nursery (Wholesale)	5.17	26%	3.826	KSF	\$9,209	\$5,130
820	Shopping Center	3.71	34%	2.449	KSF	\$5,894	\$3,284
823	Factory Outlet Center	2.29	34%	1.511	KSF	\$3,638	\$2,027
826	Specialty Retail Center	2.71	34%	1.789	KSF	\$4,305	\$2,399
841	Automobile Sales	2.62	10%	2.358	KSF	\$5,676	\$3,162
842	Recreational Vehicle Sales	2.54	10%	2.286	KSF	\$5,502	\$3,066
843	Automobile Parts Sales	5.98	10%	5.382	KSF	\$12,954	\$7,217
848	Tire Store	4.15	10%	3.735	KSF	\$8,990	\$5,009
849	Tire Superstore	2.11	10%	1.899	KSF	\$4,571	\$2,547
850	Supermarket	9.48	36%	6.067	KSF	\$14,604	\$8,136
851	Convenience Market (Open 24 hours)	52.41	51%	25.681	KSF	\$61,814	\$34,438
852	Convenience Market (Open 15-16 hours)	34.57	51%	16.939	KSF	\$40,773	\$22,716
853	Convenience Market w/Gas Pumps	19.07	66%	6.484	VSP	\$15,607	\$8,695
854	Discount Supermarket	8.34	21%	6.589	KSF	\$15,859	\$8,835
857	Discount Club	4.18	37%	2.633	KSF	\$6,339	\$3,531
860	Wholesale Market	0.88	37%	0.554	KSF	\$1,334	\$743
861	Sporting Goods Superstore	1.84	42%	1.067	KSF	\$2,569	\$1,431
862	Home Improvement Superstore	2.33	42%	1.351	KSF	\$3,253	\$1,812
863	Electronics Superstore	4.50	40%	2.700	KSF	\$6,499	\$3,621
864	Toy / Children's Superstore	4.99	40%	2.994	KSF	\$7,207	\$4,015
866	Pet Supply Superstore	3.38	40%	2.028	KSF	\$4,881	\$2,720
867	Office Supply Superstore	3.40	40%	2.040	KSF	\$4,910	\$2,736
875	Department Store	1.87	34%	1.234	KSF	\$2,971	\$1,655
876	Apparel Store	3.83	34%	2.528	KSF	\$6,084	\$3,390
879	Arts and Crafts Store	6.21	34%	4.099	KSF	\$9,865	\$5,496
880	Pharmacy/Drug Store w/o Drive-Thru	8.40	53%	3.948	KSF	\$9,503	\$5,294
881	Pharmacy/Drug Store w/Drive-Thru	9.91	49%	5.054	KSF	\$12,165	\$6,778
890	Furniture Store	0.45	53%	0.212	KSF	\$509	\$284
SERVICES							
911	Walk-in Bank (limited data)	12.13	35%	7.885	KSF	\$18,978	\$10,573
912	Drive-in Bank	24.30	35%	15.795	KSF	\$38,019	\$21,181
918	Hair Salon	1.45	35%	0.943	KSF	\$2,269	\$1,264
925	Drinking Place	11.34	44%	6.350	KSF	\$15,285	\$8,516
931	Quality Restaurant	7.49	44%	4.194	KSF	\$10,096	\$5,625
932	High Turnover (Sit-Down) Restaurant	9.85	43%	5.615	KSF	\$13,514	\$7,529
933	Fast Food w/o Drive-Thru	26.15	50%	13.075	KSF	\$31,472	\$17,534
934	Fast Food w/ Drive-Thru	32.65	50%	16.325	KSF	\$39,294	\$21,892
935	Fast Food Restaurant w/ Drive-Thru w/o Indoor Seating	44.99	50%	22.495	KSF	\$54,145	\$30,166
936	Coffee/Donut Shop w/o Drive-Thru	40.75	70%	12.225	KSF	\$29,426	\$16,394
937	Coffee/Donut Shop w/ Drive-Thru	42.80	70%	12.840	KSF	\$30,906	\$17,218
938	Coffee/Donut Shop w/ Drive-Thru w/o Indoor Seating (Espresso Stand)	75.00	83%	12.750	KSF	\$30,689	\$17,098
940	Bread/Donut/Bagel Shop w/ Drive-Thru	18.99	50%	9.495	KSF	\$22,854	\$12,733
941	Quick Lubrication Vehicle Stop	5.19	10%	4.671	VSP	\$11,243	\$6,264
942	Automobile Care Center	3.11	10%	2.799	KSF	\$6,737	\$3,753
943	Automobile Parts and Service Center	4.46	10%	4.014	KSF	\$9,662	\$5,383
944	Gasoline/Service Station	13.87	42%	8.045	VSP	\$19,363	\$10,788
945	Gas Station w/Convenience Market	13.51	56%	5.944	VSP	\$14,308	\$7,971
946	Gas Station w/Convenience Market and Car Wash	13.86	56%	6.098	VSP	\$14,679	\$8,178
947	Self-Serve Car Wash	5.54	25%	4.155	VSP	\$10,001	\$5,572
948	Automated Car Wash	14.12	25%	10.590	KSF	\$25,490	\$14,201
950	Truck Stop	13.63	56%	5.997	KSF	\$14,435	\$8,042

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Average Pass-by Rates, per Trip Generation Manual (9th Edition) User's Guide and Handbook: an ITE Recommended Practice, 2014. Additional pass-by rates based on similar land uses and engineering judgment. Pass-by rates should be used with caution and refined using local data whenever possible.

⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 2016

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

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

Mark A. Freiberger, PE
Director of Public Works

MEMO TO: Mayor Wagoner and City Council Members

FROM: Mark A. Freiberger, PE, Director of Public Works

RE: **City approval of Supplemental Agreement 1 to Local Agency Agreement(s) 8689 and 8760 between the City of Sedro-Woolley and the Washington State Department of Transportation for Construction Phase federal funding obligation for the SR20/Cascade Trail West Extension Phase 1A Trail Road to SR9 and Phase 1B Hodgkin Road to Trail Road.**

DATE: July 6, 2016 (for Council action July 13, 2016)

ISSUE:

Shall council move to ratify Mayor Pro-Tempore Kinzer's signing of Supplemental Agreement 1 and updated Prospectus for the Local Agency Agreements between the City of Sedro-Woolley and the Washington State Department of Transportation for the construction phase of the SR20/Cascade Trail West Extension Phase 1A Trail Road to SR9 South and Phase 1B Hodgkin Road to Trail Road, totaling \$1,124,218, including total city match funds of \$388,760?

BACKGROUND/DISCUSSION:

On June 9, 2015, the Washington Department of Transportation (WSDOT) executed Local Agency Agreement 8689 with the city for the design phase of the SR20/Cascade Trail West Extension Phase 1A, Trail Road to SR9. On September 14, 2015, WSDOT executed Local Agency Agreement 8760 with the city for the design phase of the SR20/Cascade Trail West Extension Phase 1B, Hodgkin Road to Trail Road.

The city has designed these projects in house as one construction project. The city has requested authorization from WSDOT to bid and construct the project as one "Tied Bid".

Due to the lateness of the season, staff requested that the mayor pro-tempore sign the supplements and accompanying updates to the Prospectus documents prior to council action. This will allow WSDOT time to review and approve the documents and grant bid authorization. Our tentative plan is to advertise for bids on July 28, with a three week advertisement period, and a bid close on August 19. WSDOT approval generally takes up to three weeks, so there is no time to spare. This will allow the time to get the contract executed and the project built in September and October of this year.

The 100% Engineer's Estimate for the combined project, including design and construction management, is \$1,162,360. The estimate at the time of grant award in 2015 was \$861,000, resulting in an increase of \$301,360. Prior approved matching funds total \$87,400 from transportation and storm drainage funds. The total for all local match funds for the project is then \$388,760.

The increase is partially due to addition of a section of sanitary sewer estimated at \$51,192 to provide for future service of the former Tesarik Field property that is slated for redevelopment once WSDOT completes the property transfer to the city. Funding for the sewer project is available from Account 401 Other Projects, budgeted at \$300,000. We do not anticipate completing the previously planned CIPP

sewer this year due to staff workload. The planned CIPP work will be combined with the 2017 Sewer Project.

This leaves \$250,168 in additional funds needed for the sidewalk and storm drainage construction project. Staff proposes to fund the increase from a combination of the following accounts (balances shown are as of April 21, 2016 and account for previously budgeted 2016 expenses):

FUND	BALANCE
104 Unrestricted	\$ 78,785
104 GMA Impact Fee	\$ 53,105
304 Transportation Improvement District	\$ 22,381
402 Stormwater Reserve	\$113,383
SUBTOTAL AVAILABLE	\$267,654
401 Other Projects – for this project	\$ 51,192
TOTAL FUNDS AVAILABLE	\$318,846
PROPOSED FOR THIS PROJECT	\$301,360
NET	\$ 17,486

We anticipate additional deposits to the GMA Impact Fee Fund (approx. \$50,000) and the Transportation Benefit District Fund (approx. \$110,000) which will restore these funds and provide matching funds for planned 2017 projects.

The 402 Stormwater Reserve funds are already budgeted at \$146,000 for this project, as the budget was completed prior to award of a \$220,000 grant from Skagit County for the storm drain portion of the project. As noted above, funds already budgeted from Account 401 are sufficient to cover the cost of the sewer work. The other transportation funds noted above will require a budget amendment, which will be submitted after bids close and actual costs are available.

MOTION:

Move to ratify Mayor Pro-Tempore Kinzer's signing of Supplemental Agreement(s) 1 and updated Prospectus for the Local Agency Agreements between the City of Sedro-Woolley and the Washington State Department of Transportation for the construction phase of the SR20/Cascade Trail West Extension Phase 1A Trail Road to SR9 South and Phase 1B Hodgkin Road to Trail Road, totaling \$1,124,218, including total city match funds of \$388,760.

Local Agency Agreement Supplement

Agency Sedro-Woolley		Supplement Number 1
Federal Aid Project Number STPUS-0020(181)	Agreement Number LA 8689	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on _____
All provisions in the basic agreement remain in effect except as modified by this supplement.

The changes to the agreement are as follows:

Project Description

Name SR20/Cascade Trail West Extension - Phase 1A Trail Road to SR9 South Length 0.30 miles

Termini SR20 MP 64.51 Trail Road to SR20 MP 64.81 SR9 South

Description of Work No Change

Reason for Supplement

Construction phase obligation.

Are you claiming indirect cost rate? Yes No Project Agreement End Date 1/1/2018

Does this change require additional Right of Way or Easements? Yes No Advertisement Date: July 28, 2016

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE					
86.5 %	a. Agency	25,000.00	-5,605.00	19,395.00	16,777.00
	b. Other Consultant Survey	5,000.00	-4,650.00	350.00	303.00
	c. Other Consultant Enviro	10,000.00	-8,226.00	1,774.00	1,535.00
Federal Aid Participation Ratio for PE	d. State	1,000.00		1,000.00	0.00
	e. Total PE Cost Estimate (a+b+c+d)	41,000.00	-18,481.00	22,519.00	18,615.00
Right of Way	f. Agency				
%	g. Other				
Federal Aid Participation Ratio for RW	h. Other				
	i. State				
	j. Total R/W Cost Estimate (f+g+h+i)				
Construction	k. Contract		301,481.00	301,481.00	260,781.00
	l. Other "Non-Participation"		403,835.00	403,835.00	0.00
86.5 %	m. Other Consultant CN Survey		12,800.00	12,800.00	11,072.00
Federal Aid Participation Ratio for CN	n. Other Consultant CN Testing		2,200.00	2,200.00	1,903.00
	o. Agency		12,000.00	12,000.00	10,380.00
	p. State		2,000.00	2,000.00	1,730.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)		734,316.00	734,316.00	285,866.00
	r. Total Project Cost Estimate (e+j+q)	41,000.00	715,835.00	756,835.00	304,481.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By _____

By _____

Title Mayor Pro-Tempore

Director, Local Programs

Date Executed _____

Agency Sedro-Woolley		Supplement Number 1
Federal Aid Project Number STPUS-0020(181)	Agreement Number LA 8689	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director of Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).



Federal Aid Project Number	Prefix STPUS-0020(181)	Route SR20	()	Date	7/6/2016
Local Agency Project Number	2016-PW-02	(WSDOT Use Only)		DUNS Number	878469774
				Federal Employer Tax ID Number	91-6001361

Agency Sedro-Woolley	CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title SR20/Cascade Trail West Extension - Phase 1A Trail Road to SR9 South		Start Latitude <u>N 48.502884</u> End Latitude <u>N 48.504979</u>
Project Termini From - To Trail Road SR9 South		Start Longitude <u>W 122.252762</u> End Longitude <u>W 122.247198</u>
Nearest City Name Sedro-Woolley		Project Zip Code (+ 4) 98284
Begin Mile Post 64.51	End Mile Post 64.81	Length of Project 0.30 miles
Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad		
Route ID SR20	Begin Mile Point 64.51	End Mile Point 64.81
City Number 1150	County Number 29	County Name Skagit
WSDOT Region Northwest Region	Legislative District(s) 39	Congressional District(s) 2
Urban Area Number 30		

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	\$22,519	\$3,904	\$18,615	7	2015
R/W					
Const.	\$734,316	\$448,450	\$285,866	7	2016
Total	\$756,835	\$452,354	\$304,481		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 60' to 70'	Number of Lanes 3 to 4
-----------------------------	---------------------------

SR20 is an Urban Other Principal Arterial FC U1 with roadway width from 60' to 70' wide and three to four lanes in this vicinity. The right of way is 67' wide north of the centerline, and 33' wide south of the centerline. The north side of the route includes a paved shoulder draining into a grassed swale for 840 lf, with 100 lf curb & gutter at the Trail Road intersection and 650 lf from the SR9 South intersection west. An existing 5' sidewalk is located inboard of the north right of way line for 210' of the route near MP 64.72. An existing undersized storm drain with periodic catch basins is located under the grassed swale on the north side of the route for the length of the project.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Construct a shared use path along the north side of SR20 between Trail Road and SR9 South.

Local Agency Contact Person Mark A. Freiburger, PE	Title Director of Public Works	Phone 360-855-9933
Mailing Address 325 Metcalf Street	City Sedro-Woolley	State WA
		Zip Code 98284

Project Prospectus Approval

By _____ Title Director of Public Works

Approving Authority _____ Date 7/6/2016

Agency Sedro-Woolley	Project Title SR20/Cascade Trail West Extension - Phase 1A	Date 7/6/2016
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Type of Proposed Work		
Project Type (Check all that Apply)	Roadway Width	Number of Lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Railroad <input type="checkbox"/> Bridge	<input checked="" type="checkbox"/> Path / Trail <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> Parking	<input type="checkbox"/> 3-R <input type="checkbox"/> 2-R <input type="checkbox"/> Other

Geometric Design Data		
Description	Through Route	Crossroad
Federal Functional Classification	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS
	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	35	
Design Speed	35	
Existing ADT	10,000	
Design Year ADT	10,000	
Design Year	2016	
Design Hourly Volume (DHV)	960	

Performance of Work		
Preliminary Engineering Will Be Performed By Sedro-Woolley Engineering with consultant surveying and geotechnical	Others 10 %	Agency 90 %
Construction Will Be Performed By Contract for construction, with CM by Sedro-Woolley Engineering	Contract 80 %	Agency 20 %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input checked="" type="checkbox"/> Class II - Categorical Excluded (CE) <input type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations

The proposed project is predominately located in an existing grassed swale on the north side of SR20. The project will replace an existing undersized storm drain for the length of the project. There are no known critical areas within the project area.

Agency Sedro-Woolley	Project Title SR20/Cascade Trail West Extension - Phase 1A	Date 7/6/2016
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Right of Way

<input checked="" type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input type="checkbox"/> Right of Way Needed <input type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
---	--	--

Utilities <input type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	Railroad <input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All railroad work will be completed in coordination with the construction contract
---	---

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

The existing storm drain line located in the grassed swale and driveways on the north side of SR20 within the project limits will be upgraded as part of the project. Minor utility adjustments may be required to relocate conflicting utility poles and underground utility cables, gas and water lines.

FAA Involvement
 Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

Prospectus updated 7/6/2016 to revise Design Phase to estimated final cost, add Construction Phase and revise City Project Number.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency Sedro-Woolley

Date 7/6/2016

By _____
 Mayor/Chairperson

Local Agency Agreement Supplement

Agency Sedro-Woolley		Supplement Number 1
Federal Aid Project Number TAP-0020(183)	Agreement Number LA 8760	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on _____
All provisions in the basic agreement remain in effect except as modified by this supplement.

The changes to the agreement are as follows:

Project Description

Name SR20/Cascade Trail West Extension - Phase 1B Hodgkin Road to Trail Road Length 0.30 miles

Termini SR20 MP 64.21 Hodgkin Road to SR20 MP 64.51 Trail Road

Description of Work No Change

Reason for Supplement

Construction phase obligation.

Are you claiming indirect cost rate? Yes No Project Agreement End Date 12/31/2017

Does this change require additional Right of Way or Easements? Yes No Advertisement Date: July 28, 2016

Type of Work	Estimate of Funding					
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds	
PE						
<u>86.5</u> %	a. Agency	15,000.00	-3,867.00	11,133.00	1,503.00	9,630.00
	b. Other Consultant Survey	5,000.00	-3,285.00	1,715.00	232.00	1,483.00
	c. Other Consultant Enviro	4,000.00	-2,225.00	1,775.00	240.00	1,535.00
Federal Aid Participation Ratio for PE	d. State	1,000.00		1,000.00	135.00	865.00
	e. Total PE Cost Estimate (a+b+c+d)	25,000.00	-9,377.00	15,623.00	2,110.00	13,513.00
Right of Way						
_____ %	f. Agency					
Federal Aid Participation Ratio for RW	g. Other					
	h. Other					
	i. State					
	j. Total R/W Cost Estimate (f+g+h+i)					
Construction						
<u>86.5</u> %	k. Contract		247,377.00	247,377.00	33,396.00	213,981.00
	l. Other "Non-Participation"		117,525.00	117,525.00	117,525.00	0.00
Federal Aid Participation Ratio for CN	m. Other Consultant CN Survey		6,650.00	6,650.00	898.00	5,752.00
	n. Other Consultant CN Testing		3,350.00	3,350.00	452.00	2,898.00
	o. Agency		14,000.00	14,000.00	1,890.00	12,110.00
	p. State		1,000.00	1,000.00	135.00	865.00
	q. Total CN Cost Estimate (k+m+n+o+p)		389,902.00	389,902.00	154,296.00	235,606.00
	r. Total Project Cost Estimate (e+j+q)	25,000.00	380,525.00	405,525.00	156,406.00	249,119.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

By _____

Title _____

Washington State Department of Transportation

By _____

Director, Local Programs

Date Executed _____

Agency Sedro-Woolley		Supplement Number 1
Federal Aid Project Number TAP-0020(183)	Agreement Number LA 8760	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director of Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).



Federal Aid Project Number	Prefix TAP-0020(183)	Route SR20	()	Date	7/6/2016
Local Agency Project Number	2016-PW-02	(WSDOT Use Only)		DUNS Number	878469774
				Federal Employer Tax ID Number	91-6001361

Agency Sedro-Woolley	CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title SR20/Cascade Trail West Extension - Phase 1B Hodgins Road to Trail Road		Start Latitude <u>N 48.500813</u> End Latitude <u>N 48.50287</u>
		Start Longitude <u>W 122.258398</u> End Longitude <u>W 122.252734</u>
Project Termini From - To Hodgins Road Trail Road	Nearest City Name Sedro-Woolley	Project Zip Code (+ 4) 98284
Begin Mile Post 64.21	End Mile Post 64.51	Length of Project 0.30 miles
		Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad
Route ID SR20	Begin Mile Point 64.21	End Mile Point 64.51
	City Number 1150	County Number 29
	County Name Skagit	
WSDOT Region Northwest Region	Legislative District(s) 39	Congressional District(s) 2
		Urban Area Number 30

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	\$15,623	\$2,110	\$13,513	12	2015
R/W					
Const.	\$389,902	\$154,296	\$235,606	7	2016
Total	\$405,525	\$156,406	\$249,119		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 60' to 70'	Number of Lanes 3 to 4
<p>SR20 is an Urban Other Principal Arterial FC U1 with roadway width from 45 to 60 foot wide with two travel lanes, a center turn lane and periodic right turn lanes on the north side in this vicinity. The right of way is 67 feet wide north of the centerline, and 33 feet wide south of the centerline. The north side of the route includes a combination of paved driveway approaches and grassed swales, with some sections of curb and gutter near the intersections. 760 linear feet of 5 foot wide sidewalk is located east of Hodgins Road. A 390 linear foot segment of 30 inch storm drain with periodic catch basins is located under the proposed route west of Trail Road.</p>	

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Construct a shared use path along the north side of SR20.

Local Agency Contact Person Mark A. Freiburger, PE	Title Director of Public Works	Phone 360-855-9933
Mailing Address 325 Metcalf Street	City Sedro-Woolley	State WA
		Zip Code 98284

Project Prospectus Approval

By _____ Approving Authority

Title Director of Public Works Date 7/6/2016

Agency Sedro-Woolley	Project Title SR20/Cascade Trail West Extension - Phase 1B	Date 7/6/2016
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Type of Proposed Work		
Project Type (Check all that Apply)	Roadway Width	Number of Lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Railroad <input type="checkbox"/> Bridge	<input checked="" type="checkbox"/> Path / Trail <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> Parking	<input type="checkbox"/> 3-R <input type="checkbox"/> 2-R <input type="checkbox"/> Other

Geometric Design Data			
Description	Through Route	Crossroad	
Federal Functional Classification	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
	Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	35		
Design Speed	35		
Existing ADT	10,000		
Design Year ADT	10,000		
Design Year	2016		
Design Hourly Volume (DHV)	960		

Performance of Work		
Preliminary Engineering Will Be Performed By Sedro-Woolley Engineering with consultant surveying and geotechnical	Others 10 %	Agency 90 %
Construction Will Be Performed By Contract for construction, with CM by Sedro-Woolley Engineering	Contract 80 %	Agency 20 %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE) <input type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations

The proposed project is located in a combination of existing grassed swale and paved driveways on the north side of SR20. The project will replace an existing undersized storm drain for 390 lf of the project. There are no known critical areas within the project area.

Agency Sedro-Woolley	Project Title SR20/Cascade Trail West Extension - Phase 1B	Date 7/6/2016
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Right of Way

<input checked="" type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input type="checkbox"/> Right of Way Needed <input type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
---	--	--

Utilities <input type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	Railroad <input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All railroad work will be completed in coordination with the construction contract
---	---

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

The existing storm drain line located in the grassed swale and driveways on the north side of SR20 within the project limits will be upgraded as part of the project. Minor utility adjustments may be required to relocate conflicting utility poles, street lights and underground utility cables, gas and water lines.

FAA Involvement
 Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

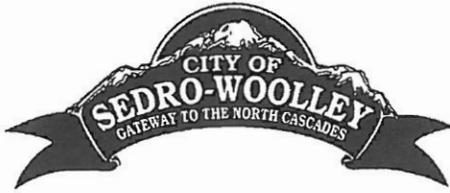
Prospectus updated 7/6/2016 to revise Design Phase to estimated cost, add Construction Phase and to revise City Project Number.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency Sedro-Woolley

Date 7/6/2016

By _____
 Mayor/Chairperson



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 2016

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

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

Mark A. Freiberger, PE
Director of Public Works

MEMO TO: Mayor Wagoner and City Council Members
FROM: Mark A. Freiberger, PE, Director of Public Works
RE: **Skagit County Parks request for RCO Grant Letter of Support**
DATE: July 7, 2016 (for Council action July 13, 2016)

ISSUE:

Shall staff issue a response to the Skagit County Parks Department request for a Letter of Support for the Centennial Trail Phase 1 Project?

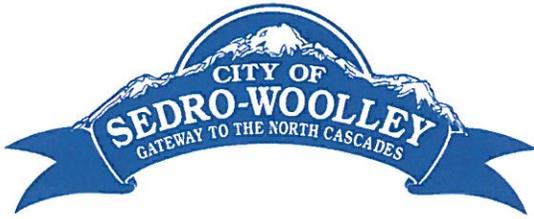
BACKGROUND/DISCUSSION:

Brian Adams, Skagit County Parks Director, has requested that the city provide a letter of support for their RCO grant application for the Centennial Trail, Phase 1 project. This trail segment would utilize abandoned railroad right of way in the Barney Lake area. Given the recent council discussion on the city portion of this future trail, staff thought it prudent to bring this request before council for discussion prior to proceeding. See the attached draft support letter for further information on the project.

The RCO application is actually due on Friday, July 8, 2016. The county would be able to provide the city's support letter after the due date.

MOTION:

Consensus to authorize the Public Works Director to issue the requested RCO Grant Letter of Support for the Centennial Trail Phase 1 project.



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

Washington State, Recreation and Conservation Office
P.O. Box 40917
Olympia, Washington
98504-0917

Regarding: RCO Application, WWRP Trails category
Applicant: Skagit County Parks and Recreation
Project: Skagit County Centennial Trail Phase I

Dear folks,

Thank you for the opportunity to proclaim our enthusiastic support for the proposed trail project along the old north/south rail line through Skagit County, now known as the Centennial Trail corridor. The Centennial Trail project planned for the Barney Lake area will provide a beautiful section of trail in a location that will serve neighboring communities in both a practical and recreational capacity. Sedro-Woolley has partnered with Skagit County Parks and Recreation with a variety of other trail projects and as an agency with similar goals, recognizes this section of trail as an amenity that will serve our community well.

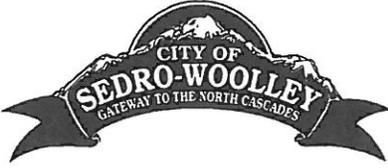
The trail corridor is located centrally and strategically, providing a connection to towns, parks, churches, lakes, streams, schools, and private businesses. When fully completed, the Centennial Trail will cross with the Cascade Trail in the hub of Sedro-Woolley--benefitting our community in a healthy and sustainable way--providing an important north/south non-motorized transportation route for commuting between Mount Vernon and Sedro-Woolley. As the trail extends northward, it will provide a natural connection to the Cascade Trail (a popular 23 mile trail extending east to Concrete) as it intersects in our charming and maturing Town.

We are enthusiastic supporters of this phase 1 segment of trail and look forward to seeing a section completed. We believe this section of trail will fuel excitement in the community, leading to future extensions and one day providing similar benefits realized with the recent completion of the corridor in Snohomish County. Please give this project careful consideration. We believe it deserves your support as well!

Sincerely,
City of Sedro-Woolley

By: _____
Mark A. Freiberger, PE
Director of Public Works

Cc: Eron Berg, City Supervisor



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 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: July 13, 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 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. Review letter mailed to Mr McGinnis 10-6-15. 6 MONTH EXTENSION GRANTED. EXPIRES 4-15-16.
7/6/15	2015-152	Frank Bresnan	290 W Moore St	W	W	yes	Carport. EXPIRES 1-6-16.Needs CUP.Staff talked to Frank reference all violations on 6-21-16.
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]
3/17/16	2016-59	Janicki Industries/Chad Fisher Const	1476 E Moore St	W	X	X	Related File: 2016-58-SEPA. SEPA Comment period begins 4-4-16, ends 4-18-16. Waiting for Building Eng books 3-17-16. Issued MDNS 4-29-16 - appeal period over 5-13-16.
5/4/16	2016-106	Juan Ortiz/Banano.Buds	211 Rowland Rd	W	W	W	Marijuana grow/manf. See Pre-Ap notes. Fire Hydrant, Fire Alarm System, Fire Marijuana permit, Carbon Dioxide permit. Send Mech, Electrical final, Fence, letter from SK on septic system. Emailed Applicant reminding them of additional information needed for this permit 5-5-16. Al Taylor to send approval letter for additional enclosed area. Received 1 set of PUD plans for Fire review 5-31-16. PUD plans need to show how far away from the project building it will be before Dean signs 6-1-16. PUD plans given back to Mike Smith for revisions 6-2-16. Received revised (2) plans for building and planning, fire review 603-16. Planning, Building & Fire Review Letter sent 6-27-16.
5/6/16	2016-109	Tim & Ana Hart	404 Burrows Lane	X	X	N/A	New Assesory Structure. Waiver. letter to pu permit sent 5-19-16
5/9/16	2016-110	Green Ridge Productions	1578 E. Moore St	X	N/A	N/A	Marijuana cultivation and product manf-FIRE. Fees owed.Letter sent to pu permit 5-24-16
5/9/16	2016-111	Green Ridge Productions	1578 E. Moore St	X	N/A	N/A	Carbon Dioxide System Permit-FIRE.Fees owed.Letter sent to pu permit 5-24-16.
5/10/16	2016-114	City of Sedro-Woolley-Parks	1001 River Rd	W	W	N/A	Replacement of Caretaker's manf home.

5/24/16	2016-125	Herb's Chevron/Camcal Inc	224 West Ferry St	X	N/A	N/A	Installation of above ground fuel tank.Advised contractor to pu permit 6-3-16.
6/1/16	2016-128	Garrick Sager	1315 N. Township St	W	W	yes	New SFResidence and removal of old manf home. Must remove manf home before a final inspection will be shceduled. A separate demolition permit is required for the removal of the manf home - including an asbestos inspection if older than 1980. must use city waste departmetn for demo. Rob Clemons to send prescriptive details. Planning comments sent 6-28-16.
6/6/16	2016-137	Cordata Grn LLC/Grandview North	1612 Gateway Heights Pl	X	X	N/A	Lot #10.Email sent to pu permit. def impact fee agreement forward to finance for mayor signature 6-22-16.
6/6/16	2016-138	Cordata Grn LLC/Grandview North	1610 Gateway Heights Pl	X	X	N/A	Lot# 11.Email sent to pu permit. def impact fee agreement forward to finance for mayor signature 6-22-16.
6/6/16	2016-139	Green Valley Holdings LLC	279 Lewis Place	X	X	N/A	#A
6/6/16	2016-140	Green Valley Holdings LLC	270 Lewis Place	X	X	N/A	#D
6/6/16	2016-141	Green Valley Holdings LLC	277 Klinger St	X	W	N/A	#C. Needs Zoning Waiver. Planning comments sent via email 6-24-16.
6/16/16	2016-144	Dan Hyatt	392 Carter St	X	X	N/A	new pool.letter sent to pu permit 6-22-16.
6/20/16	2016-145	Cordata Grn LLC/Grandview North	1602 W. Gateway Heights Loop #15	X		N/A	
6/20/16	2016-146	Cordata Grn LLC/Grandview North	1604 W. Gateway Heights Loop #14	X		N/A	
6/21/16	2016-147	Frank Bresnan	290 W Moore St	X	N/A	N/A	mech permit for Lion's Stand
6/21/16	2016-148	Robert Davis	120 N. Reed St	X	N/A	N/A	50% remodel.Footprint staying the same.
	2016-150	Frank Bresnan	290 W Moore St	W	N/A	N/A	fire suppression system-related file 2016-147
6/22/16	2016-151	Josh Requa	405 Longtime Lane	W		N/A	Addition to existing house. Need more information on contractor.
6/22/16	2016-152	Janicki Industries/Chad Fisher Const	333 Ferry Street			N/A	TI on existing commerical building.Plan review fee forthcoming 6-22-16.

APPLIED PLANNING/ ENGINEERING PERMITS

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

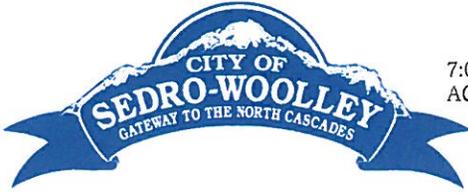
APPL. RECEIVED	APPL. COMPLETE	PERMIT #	NAME	ADDRESS/ PARCEL #	REVIEW		COMMENTS
					PLNG	ENGR	
11/14/2005		05-BSP-1	Rimmer Industrial Park	P90024	W	W	Received 4 copies of a revised site lot plan 4-2-10. Sent review letter May 5, 2010.
5/26/2009	6/12/2009	SP-2-09	Ed Knorr/Bayview Survey	603,605,607 Dolly Lane	W	W	Sent Planning review letter 10-20-09. Sent email 1/12/2010.\$93.73 Publication fees owed.
5/26/2009	6/12/2009	SP-3-09	Ed Knorr/Bayview Survey	604,606, 608 Dolly Lane	W	W	Sent Planning review letter 10-20-09 Requested Rec Dwgs 11/10/09. Sent email 1/12/2010.
7/27/2010	8/12/2010	SP-1-10	Larry/Marilyn Nalbach	503 Marshall St	W	W	Sent Planning and Eng review letters and Admin Prelim Plat approval 9-28-10.\$82.50 FEES OWED ON PUBLICATION
2/26/2013	4/11/2013	2013-15 Planning	Eric Chandler/Marianne Manville-Ailles	1318 Talcott St	W	W	Four-lot short plat. Fees Paid. Notice of complte application sent 4-11-13. Comment period complete, planning and Engineering review letter sent 6-7-13. DEPOSIT TAKEN
2/26/2013	NA	2013-18 Engineering	Eric Chandler/Marianne Manville-Ailles	1318 Talcott St	NA	W	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.
5/20/2015		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	R	Short Plat-4 lots. Admin Preliminary Plat approved 1-13-16. Applicant requested final plat 5-24-16. Fence, signage and HOA docs still outstanding. Planning letter sent 6-29-16.
7/25/2015		2015-218	Bob Hayden-Short Plat-ENG	213 N. Murdock St	W	R	Civil. Fees paid. As-builts, checkprints,lot closures, title report, pre-plat drawings in for review by Eng and Planning 5-24-16.
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). SEPA MDNS issued June 6, appeal period over June 20. Planning letter sent 6-29-16.
1/11/2016	NA	2016-10	Granite Holdings LLC-Clear and Grade Permit	665 Cook Rd	W	W	Review letter sent 3-15-16. SEPA MDNS issued June 6, appeal period over June 20.

2/18/2016	3/18/2016	2016-30	Dr. Larry Campbell	1342 Moore St	X	N/A	CUP-Commerical. HEX approved. Applicant may submit building permits.
3/11/2016	NA	2016-51	City of SW	1400 Rhodes Rd-Winnie Houser Parking Lot	W	N/A	NOA/SEPA comment period issued 5-10-16. SEPA MDNS issued 5-27-16, appeal period over 6-11-16.
3/17/2016		2016-58	Janicki Industries	1476 E Moore St	X	N/A	SEPA.Related file BP#2016-59. Publication FEES OWED . SEPA MDNS issued 4-29-16
4/19/2016	NA	2016-89	Wildcat Steelhead Club	1805 Thompson Dr	W		Clear and Grade Permit and SEPA. NOA and SEPA Comment period issued 5-20-16, comment period over 6-3-16.
4/27/2016	not yet	2016-100	Paul Woodmansee-BYK	Rita Street-P37585	W	R	Clear and Grade application and SEPA. Application incomplete, sent email to BYK 6-16-16. Received 2 sets of civil drawings for review 5-17-16. To David and Debbie 5-18-16. SEPA Comment Period and NOA issued 6-3-16. SEPA MDNS issued 7-6-16, appeal over 7-19-16.
6/13/2016		2016-135	Hanson Family Investments	Sapp Rd	X	X	Pre-ap 6-22-16
6/13/2016		2016-142	Skagit Habitat for Humanity	Batey St	X	X	Pre-ap 6-22-16
6/21/2016		2016-149	Brandon Atkinson/Dennis Pitman	721 Trail Rd	W	R	Clear & Grade/Access Permit. Invoice sent to contractor. Sent 2 sets sent to Debbie and John for review 6-22-16. Needs city signature stamp on approved plans. Planning letter sent 7-1-16.

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 2016

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



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
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: July 13, 2016

The following agreement was approved and is provided for your information:

<u>Contract</u>	<u>Purpose</u>	<u>Date</u>	<u>Dollar Amount</u>
1. APP	Propane Sales Agreement	7/5/2016	Per Contract

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

Christine Salseina

From: Eron Berg
Sent: Wednesday, June 29, 2016 5:32 PM
To: Christine Salseina
Subject: Fwd: Skagit County Jail Ecology Grant Award

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 2016

For the next council packet, please.

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

Sent from my iPad

Begin forwarded message:

From: Tim Holloran <timh@co.skagit.wa.us>
Date: June 24, 2016 at 12:22:26 PM PDT
To: ""laurieg@cityofanacortes.org"" <laurieg@cityofanacortes.org>, ""steves@burlingtonwa.gov"" <steves@burlingtonwa.gov>, ""goodwords@frontier.com"" <goodwords@frontier.com>, ""mayor@townoflaconner.org"" <mayor@townoflaconner.org>, ""[mayor lyman@msn.com](mailto:mayor_lyman@msn.com)"" <mayor_lyman@msn.com>, ""townofhamilton.2010@gmail.com"" <townofhamilton.2010@gmail.com>, ""cjillb@mountvernon.wa.gov"" <cjillb@mountvernon.wa.gov>, ""darcys@cityofanacortes.org"" <darcys@cityofanacortes.org>, Keith Wagoner <kwagoner@ci.sedro-woolley.wa.us>, 'Johanna Roodzant' <roodzantj@pfm.com>, Charles Wend <cwend@co.skagit.wa.us>, ""steveh@cityofanacortes.org"" <steveh@cityofanacortes.org>, ""bryanwh@ci.burlington.wa.us"" <bryanwh@ci.burlington.wa.us>, ""aliciah@mountvernonwa.gov"" <aliciah@mountvernonwa.gov>, Eron Berg <eberg@ci.sedro-woolley.wa.us>, WillReichardt <willr@co.skagit.wa.us>, ""markjvonn@gmail.com"" <markjvonn@gmail.com>, Susan Musselman <musselmans@pfm.com>, Marc Estvold <mestvold@comcast.net>, "Rogerson, Kevin (kevinr@mountvernonwa.gov)" <kevinr@mountvernonwa.gov>, JackieBrunson <jackieb@co.skagit.wa.us>, Dan Fitting <danf@co.skagit.wa.us>, Melinda Miller <melindam@co.skagit.wa.us>, Roger Howard <howard-consulting@comcast.net>, ""leifj@burlingtonwa.gov"" <leifj@burlingtonwa.gov>
Cc: TrishaLogue <trishal@co.skagit.wa.us>, BrianSchrader <brians@co.skagit.wa.us>, Deanna Randall-Secret <deannar@co.skagit.wa.us>, DonMcDermott <donmc@co.skagit.wa.us>, RonCoakley <ronc@co.skagit.wa.us>
Subject: Skagit County Jail Ecology Grant Award

Dear Skagit County Jail Finance Committee Members, Mayors and Partners

We want to share some **Great News**:

Skagit County has received a second **Remedial Action Grant Agreement from the Department of Ecology** in the amount of **\$2.2 million** for cleanup costs at the jail site. (\$2m MTCA funds, 10% local match)

This agreement is scheduled to be signed by the **Board of County Commissioners on Monday, June 24, 2016** at approximately **1:30 p.m.** After this agreement is signed by the Board, it will be sent back to the Department of Ecology for final signatures. We will hold off on an official press release until it is fully executed.

On behalf of the Board of County Commissioners, we want to sincerely **thank you** for advocating for these funds in Olympia. Once again, this proves that together we can make great things happen in Skagit County!

Thank you,

Tim and Trisha

p.s. This is in addition to our **original grant award of \$277,777** (\$250,000 MTCA, 10% local match)

Tim Holloran
County Administrator
Skagit County
1800 Continental Place
Suite 100
Mount Vernon, WA 98273

phone (360) 416-1304

CITY OF SEDRO-WOOLLEY

2016 Budget

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 13 2016

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



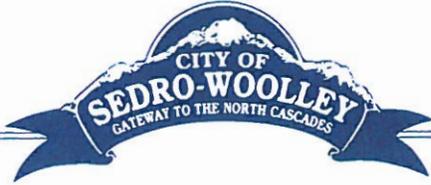
2016 Mayor and Council

(Left to Right) Councilmember Germaine Kornegay (Ward 2), Mayor Keith Wagoner, Councilmember Rick Lemley (Ward 6), Councilmember Brenda Kinzer (Ward 3), Councilmember Brett Sandström (Council at Large) Councilmember Judith Dunn Lee (Ward 1), Councilmember Julia Johnson (Ward 4), Councilmember Chuck Owen (Ward 5)

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Keith L. Wagoner, Mayor

2016 Budget Message

Dear Citizens:

By necessity, from 2009 to 2015, the city has operated on a “more with less” principal. We balanced the budget through cuts and the depletion of reserve funds. This year the City has seen encouraging growth in sales tax and other revenue but it is too soon to know whether this is a trend we can count upon or just temporary “good news.” **My budget is predicated upon “cautious optimism.”**

The City now has an opportunity for *some* targeted increases in expenditures in 2016. Because most of this increased revenue is of a single year type (i.e., sales tax on new construction), the targeted expenditures are not ongoing. My 2016 budget expands basic services while we work to improve economic conditions in our city with the primary policy objectives as follows: 1. Maintain core services, including public safety (police and fire) and quality of life (parks, playgrounds, sidewalks, streetlights, library, etc.); 2. Invest in infrastructure using primarily grant dollars to benefit citizens today while laying the groundwork for future growth to attract new businesses and support the expansion of existing businesses; and 3. Operate the city’s three enterprises (sewer, solid waste and storm water) efficiently and prudently to provide good service with the lowest rates possible.

Additional revenue in the 2016 budget includes: (1) increases in our utilities’ rates by 1.6%, which is the Consumer Price Index measure of inflation for June 2014 to June 2015 in our region. Our storm water utility is budgeted to require a property tax subsidy of \$54,100 (up from \$50,850 in 2015). To balance this fund with utility rate revenue alone would require a 13.6% increase above the already budgeted 1.6% increase. I did not include this increase in my draft budget but we must eventually tackle this unpleasant truth. (2) Fire department revenue through contract changes with Fire District 8, EMS revenue from Skagit County and projected revenue from transporting patients by the SWFD. This additional revenue is spent on increased stipends for volunteers, increased pay for part time firefighters and the addition of a new assistant chief of operations for the department.

For the **eighth** year in a row, the city budget does **not increase property taxes**. I am ever mindful of the impact of tax increases on property owners and residents and I do not support an increase at this time. Rather, when additional revenue is required I prefer the more equitable approach of “user based” taxes to the extent that they are practical.

To support specific city council goals and objectives I have included the following additions and increases to the 2016 budget:

- (1) Updated website with new management tools:
- (2) \$25,000 for preliminary design of a new city library:
- (3) First year costs of the new Sedro-Woolley magazine:
- (4) \$10,000 for a planning consultant to update SEPA regulations:

- (5) \$40,000 for a new garage at fire station 2 (joint PD and FD);
- (6) \$25,000 to continue economic development support from Jana Hanson which includes her work on the newly funded STEM network;
- (7) Upgrades to the restrooms in the senior center;
- (8) Park improvements including at Memorial Park, a new tot lot, a covered shelter, and completion of the new caretaker's residence; at Riverfront Park, repairs and replacement of the septic systems, a new slide feature, and replacement picnic tables; at Bingham Park, repairs to the BBQ pit, a new shelter and a replacement building for the bathroom; at Houser Park, parking areas and completion of the grass fields; and funding for a landscape architect and Otos Consulting to design and fund a new spray park;
- (9) Additional seasonal staffing in the parks department as well as a promotion from a PWW II to PWW III position to oversee park operations;
- (10) \$25,000 for ADA compliance projects on sidewalks;
- (11) An increase from \$50,000 to \$75,000 for local street projects including pre-level and chip sealing of 600 block of Nelson, Heather Lane, and portions of Fidalgo and Haines.
- (12) Funding, primarily from grants, for arterial street projects including Fruitdale Road;
- (13) \$50,000 for preliminary design and planning for a new building for the solid waste department;
- (14) An additional day per week of staffing at the green waste and recycling yard;
- (15) Planned ER&R expenditures.

This budget represents as many of the city's policy objectives for the coming year as we can afford. Unlike the federal government, the city cannot run a deficit and therefore must live within its means. I know my draft budget is missing some important items; however, it is a balanced budget that lives within our very limited means.

If it is missing something important to you, or if you have any questions about it, please come and see me at City Hall.

Sincerely,


Keith Wagoner, Mayor

CITY OFFICIALS

COUNCILMEMBERS



Judith Dunn Lee, Ward 1
829 Cook Rd., Sedro-Woolley
(360) 856-9996 (Day)
(360) 853-2053 (Eve)
Term Exp: December 31, 2019



Chuck Owen, Council Ward 5
833 Waldron St., Sedro-Woolley
(360) 855-0978
Term Exp: December 31, 2019



Germaine Kornegay, Council Ward 2
123 N. Central Ave., Sedro-Woolley
(360) 755-2108
Term Exp: December 31, 2017



Rick Lemley, Council Ward 6
1208 Talcott Street, Sedro-Woolley
(360) 855-1288 (Work)
(360) 856-1224 (Home)
Term Exp: December 31, 2017



Brenda Kinzer*, Council Ward 3
100 Nelson St., Sedro-Woolley
(360) 421-4541
Term Exp: December 31, 2017



Brett Sandström, Council At Large
432 Talcott Street, Sedro-Woolley
(360) 610-7670
Term Exp: December 31, 2017



Julia Johnson, Council Ward 4
516 Talcott St., Sedro-Woolley
(360) 855-1070
Term Exp: December 31, 2019

* Mayor Pro-Tem

2016 Budget

MAYOR



Keith Wagoner
Term Exp: December 31, 2019

CITY SUPERVISOR/ATTORNEY

Eron Berg

DEPARTMENT DIRECTORS

Finance Director

Patsy K. Nelson, CPA

Director of Public Works

Mark A. Freiburger, P.E.

Planning Director

John Coleman

Police Chief

Lin Tucker

Fire Chief

Dean Klinger

Library Director

Debra Peterson

IT Director

Bill Chambers

Municipal Court

Brock Stiles, Judge
Term Expires 12/31/17

COUNCIL COMMITTEE ASSIGNMENTS

In addition to serving on the City Council, Councilors also represent the citizens of Sedro-Woolley on various Council committees. Each year the Mayor appoints committee chair and membership positions and the Council confirms these appointments.

The committees handle numerous issues throughout the year, some of which will go on to the Council for consideration.

As the committees discuss issues, they generally make a recommendation to the Council for action. This recommendation is only a suggestion to the Council. The full Council will vote on issues brought before them and may or may not vote according to the Committee recommendation.

The City Supervisor generally attends Committee meetings as a liaison to Council Committees. Other Staff members attend as needed.

PUBLIC SAFETY COMMITTEE

The Public Safety Committee addresses law enforcement, fire services, animal control, code enforcement, emergency management, and other public safety concerns. Councilmembers serving on the Public Safety Committee are: Chuck Owen – Chair, Brenda Kinzer and Germaine Kornegay.

FINANCE AND PERSONNEL COMMITTEE

The Finance and Personnel Committee addresses fiscal issues including

2016 Budget

appropriations, expenditures and budget adjustments as well as human resource issues for the City, providing direction on personnel policies, negotiations and other significant issues. Councilmembers serving on this committee are Rick Lemley – Chair, Germaine Kornegay and Judith Dunn Lee.

UTILITIES COMMITTEE

The Utilities Committee is responsible for addressing sewer, storm drainage and solid waste issues, related construction projects, and recommendations on rates and fees. Councilmembers serving on the Utilities Committee are Judith Dunn Lee – Chair, Julia Johnson and Brenda Kinzer.

PARKS & RECREATION COMMITTEE

The Parks and Recreation Committee addresses long-term and short-term issues relating to the City’s parks. This committee acts as liaisons to the Park and Recreation Advisory Board and serves as ex-officio non-voting members of the board. Councilmembers serving on the Parks & Recreation Committee are Germaine Kornegay – Chair, Brett Sandström and Brenda Kinzer.

PLANNING COMMITTEE

The Planning Committee is involved with permitting policies as well as long-term planning. This Committee also acts as a liaison to the Planning Commission. Councilmembers serving on the Planning Committee are Brett Sandström – Chair, Rick Lemley and Julia Johnson.

BUSINESS DEVELOPMENT COMMITTEE

The Business Development Committee recruits businesses and industry to locate in Sedro-Woolley. This committee works with the Port of Skagit County, EDASC and Sedro-Woolley Chamber of Commerce. Councilmembers serving on this committee are Julia Johnson – Chair, Brett Sandström and Chuck Owen.

CITIZENS ADVISORY GROUPS

CIVIL SERVICE COMMISSION

Mike Janicki, Chairman	12/31/20*
Ken Van Liew	12/31/18*
Ken Clark	12/31/16*
Bill McCann, Chief Examiner	N/A
Teresa Nesheim, Secretary Examiner	N/A

HOUSING AUTHORITY (5 Year Term)

Reta Stephenson	12/31/16*
K.B. Johnson	12/31/17*
Laurie Fellers	12/31/18*
Kacy Johnson	12/31/19*
Lee Elliott	12/31/20*

LIBRARY BOARD

Robert Abrams	12/31/18*
Marjean Burke	12/31/20*
Dagni Cole, Chairman	12/31/16*
Darcy Resetar	12/31/19*
Beverly Ringhouse	12/31/16*

*Term Expires

2016 Budget

**LODGING TAX ADVISORY
COMMITTEE 2015**

Mike Anderson, Chairman
Angela Yum, Skagit Motel
Kris Dodge, Three Rivers Inn
Brett Sandström, S-W Museum & S-W
Loggerodeo
Doug Wood , S-W Riding Club & S-W
Rotary

**PLANNING COMMISSION
(6 Year Term)**

Joe Fattizzi	12/31/19*
Patrick Huggins	12/31/19*
Jennifer Jacobs	12/31/20*
Eric Johnson	12/31/18*
Stephanie Lokkebo	12/31/16*
Silas Maddox	12/31/16*
Linda Tilley	12/31/17*

BUDGET OVERVIEW

The City of Sedro-Woolley provides general governmental services authorized by state law, including public safety, streets, parks and recreation, planning and zoning, permits and inspections, general administration, sewer and storm services, garbage and library services.

Budgeting is an essential element of the financial planning, control and evaluation processes of government. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs or functions.

Financial control and evaluation procedures typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded, and on

2016 Budget

comparing estimated and actual revenues and expenditures.

The budget authorizes and provides control of financial operations during the fiscal year. Upon adoption, the expenditure estimate, as modified by the Council, are enacted into law through the passage of an appropriations ordinance.

The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot be exceeded unless approval by the Council in the form of a budget amendment. Expenditures are monitored through the accounting system to assure budgetary compliance.

The City of Sedro-Woolley’s accounting and budgeting systems are organized and operated on a fund basis as required by state law. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources.

The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives. Funds are budgeted on a cash basis in accordance with the Revised Code of Washington (RCW) 36.33.

While typically thought of as a financial activity done to satisfy state law, budgeting is a process of planning. Fiscal planning involves all elements of government and is one of the most important functions for city officials.

The process of budgeting will not only allocate fiscal resources to meet needs and provide services, but will set a direction for the future. The elements of good planning include identifying community needs, city resources, the capability to

meet community needs, and a plan to match such resources to the needs.

The planning for this document starts with the Council retreat in the spring. At that retreat Council discusses many issues including program priorities and capital project prioritization and timing.

The Mayor's budget is presented to the full Council in November. Two public hearings are scheduled with an adoption date in early December.

Related to this process is the City's Capital Facilities Plan as required by the Growth Management Act (GMA). This plan has significant requirements in the area of facilities planning and capital improvement financing.

The GMA exists to ensure that those public facilities and services necessary to support development are adequate to serve the development at the time the development is available for occupancy and use, without decreasing current levels of service below locally established minimum standards. The Capital Facilities Plan (CFP) is segregated into major categories: General Governmental, Transportation, Fire Protection, Police Protection, Solid Waste Management, Sewer, Storm Water and Parks and Recreation.

The City adopted a Capital Facilities Plan as part of its Comprehensive Plan. Subsequent Council policy decisions and amendments to the Comprehensive Plan require periodic review and amendments to the Capital Facilities Plan.

This budget document is developed in a manner to study and review the direction of the City of Sedro-Woolley. This

2016 Budget

document outlines the manner in which financial resources will be managed during the fiscal year.

The course the City is taking can be changed through the allocation of financial resources. The major groups who participate in the budget process are the Mayor, City Supervisor, City Council, Finance Director other department directors, city committees and commissions, city staff, and interested citizens.

A budget document is read by a diverse group of people. The budget attempts to describe clearly and completely the nature and scope of policies, plans and programs for the year. It must communicate this information at different levels and for different purposes. One of the most important functions of the budget document is to describe future implications and relationships of policies, plans and programs to members of the public. The budget document is an opportunity for the public to acquire background information necessary to provide meaningful comment and feedback to members of the City Council and City staff during the year.

The City of Sedro-Woolley's budget process is designed to provide essential structure for the financial planning, control and evaluation process of government, presenting a forecast of expected resources and the purposeful distribution of those revenues.

Once adopted, the budget is a formal expression of public policy on the City's objectives and priorities and on how resources will be provided to meet those objectives.

State law establishes the budget process and time limits. The calendar of the City of Sedro-Woolley's budget can be found at the end of this document, in the addendum section, at Addendum A.

The budget can be changed (amended) at any time after it is adopted, by the City Council passing another ordinance in an open public meeting. Normally, the budget is reviewed during the year to identify any adjustments.

In the City of Sedro-Woolley, policy begins with general direction provided by the City Council. The City budget process serves the function of creating a framework to implement the policies set forth by that body to administer the City organization and deliver the various services to the community.

Under the general guidance of the City Supervisor, department directors have primary responsibility for formulating budget proposals in line with Council priorities.

Budget policy begins with an understanding of the needs and issues important to the community that the government serves. General goals and priorities are identified in order to apply the available financial resources of the City for specific funding proposals. Previous budgets are considered in this process, thereby providing continuity with previous program goals.

FINANCIAL STABILITY POLICY

The City will maintain a reserve fund balance in each fund of 8% or 1/12th of the annual revenues, with the goal of increasing that amount to 12%, to provide a fiscal cushion that meets seasonal cash

2016 Budget

flow shortfalls, and assists in facing unpredictable economic downturns.

REVENUE POLICY

The City will estimate its annual revenues by an objective and analytical process, conservative in nature.

CAPITAL BUDGET POLICIES

The City will finance the City's needed capital facilities in an economic, efficient and equitable manner as possible. The burden for financing capital should be borne by the primary beneficiaries of the facility.

DEBT POLICIES

The City will strive to maintain and improve its bond rating (currently Standard & Poor's A- rated). The City will maintain adequate available debt capacity for specific priority projects. The City shall use inter-fund borrowing where such borrowing is effective.

INVESTMENT POLICY

The City will maintain three principals on investments: safety, liquidity and yield, while meeting the daily cash flow needs of the City and conforming to all state statutes governing the investment of public funds.

FINANCIAL REPORTING POLICY

The City will strive to improve reporting and enhance comprehension to the user and reader. The City will perform ongoing monitoring of financial trends and evaluation of financial conditions. The City will maintain a high standard of accounting principles.

OPERATING BUDGET POLICY

The City Council will update the citywide priorities each year. The staff will use these priorities for development of the coming year's budget.

The Finance Department is responsible for coordinating all aspects of the budget process on behalf of the City, analyzing department budget information, preparing budget revenue estimates, assembling the budget document and providing overview financial monitoring and reporting once the budget is adopted.

The Finance Department assists in identifying budget problems, formulating solutions and alternatives, and implementing corrective action approved by the City Supervisor, Mayor or City Council.

The City uses a line-item budget development approach and uses that level of detail as a backbone to the actual budget document. However, the budget is formally adopted at the fund level.

This budget seeks to achieve these four interrelated functions:

A POLICY TOOL

The City's budget process is conducted in a manner that allows City officials an opportunity to comprehensively review the direction of the City and to redirect its activities by means of the allocation of financial resources. On this basis, the budget sets policy for the following year. This budget also facilitates the evaluation of City programs by providing a means to measurably examine the financial activities of the City department over time.

2016 Budget

AN OPERATIONS GUIDE

The budget provides financial control by setting forth both legislative and administrative guidance to City employees regarding the character and scope of their activities. This direction is set forth in both summary and detail form in the various products of the budget process.

A FINANCIAL PLAN

The budget outlines the manner in which the financial resources of the City will be managed during the budget period. This allocation of resources is based on understanding both the current year's needs and a long-term view of the development of the City's programs. The budget takes into account unforeseen contingencies and provides for the need for periodic adjustments.

AS A COMMUNICATION MEDIUM

This budget provides management information as a comprehensive tabulation of information regarding both the character and scope of City activity. No budget can be effective unless it communicates. Since this budget has a diverse audience, it seeks to communicate at several levels and for several purposes. It seeks to communicate clear policy at a usable level of detail to City employees, to communicate significant policy issues and options in a form that can be acted on by officials, and to communicate the plans of the City to its constituents in a manner which affords them an opportunity to provide meaningful comments to the elected officials.

BUDGET SUMMARY

While the budget planning and adoption process is discussed above, there are many issues that are important to discuss in order to understand the dynamics of this document. For financial and accounting purposes, municipal operations are divided into two broad categories; general governmental and proprietary. Budgets are established for all funds. There are 35 budgeted funds in the City of Sedro-Woolley and they are classified within seven basic fund groups, as described below.

General governmental funds include three fund groups. The first is the **General Fund** which provides basic City services such as City administration, legislative, legal, personnel services, police, fire, planning, building, zoning, facilities and associated support functions. The resources to support these activities are primarily taxes and user fees.

Special Revenue funds account for the proceeds of specific revenue sources other than special assessments, expendable trusts or major capital projects. These revenues finance particular activities or functions as required by law or administrative regulations.

Debt Services funds accumulate resources and account for the payment of principal and interest for the City's general obligation long-term debt and special assessment debt. The City pledges its full faith and credit for payment of these obligations.

- Resources for redemption of Council –approved (limited) issues are usually from the general property tax levy.

- Resources for payment of special assessment debt are from assessments levied against benefited properties.
- Resources for redemption of revenue bonds are from the sales of goods and services.

The debt service funds are the General Obligation Debt Service Funds.

Capital Project funds account for the acquisition or development of major capital facilities, except those projects financed by the enterprise funds. Sources of revenue for these funds can include bond proceeds, federal/state grants, general property taxes, interest earnings, and transfers from other funds.

Enterprise funds are established for government activities that are financed and operate in a manner similar to private business. The user primarily finances costs of providing services to the general public. There are three types of enterprise funds. They are the Sewer Funds, Storm Water Fund and Solid Waste Funds.

Internal Service funds account for the financing of goods and services provided by one department or agency to other departments or agencies in the City. The City's internal services fund is the Equipment Replacement Fund.

Fiduciary funds include pension trust, expendable trust, and agency funds, which are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The City has one of these funds, which accounts for impact fees on behalf of the Sedro-Woolley School District.

2016 Budget

City of Sedro-Woolley Organizational Chart

S-W Citizens

City Council

Mayor

City Supervisor

Finance Director

Information Systems Director

Planning Director

Police Chief

Fire Chief

Director of Public Works

City Engineer

Public Works Supervisor

Solid Waste/Fleet Supervisor

Sewer Supervisor

Stormwater Permit

Citizen Board and Commission

Librarian

Municipal Court

Court Clerk

FUND TYPES

General Gov.

Proprietary

Fiduciary

General

Legislative
Judicial
Executive
Finance
Legal
Info Technology
Civil Service
Central Services
Planning
Engineering
Police
Fire
Building
Public Health

Enterprise Funds

Sewer
Operations
Operations Reserve
Revenue Bond
Capital Projects Reserve
Bond Reserve

Trust, Agency

SW School Impact Fee

Solid Waste

Operations
Solid Waste Reserve

Stormwater

Operations
Stormwater Reserve

Special Revenue

Parks
Cemetery
Streets
Arterial Streets
Library
Cemetery Endow.
Parks Reserve
Hotel/Motel
Spec. Invest.
Code Enforcement
Paths & Trails
Law Enforcement Sales Tax
City Council Strategic Reserve

Internal Service Fund

Equipment Replacement

Debt Service Funds

2008 GO Bond
1996 GO Bond

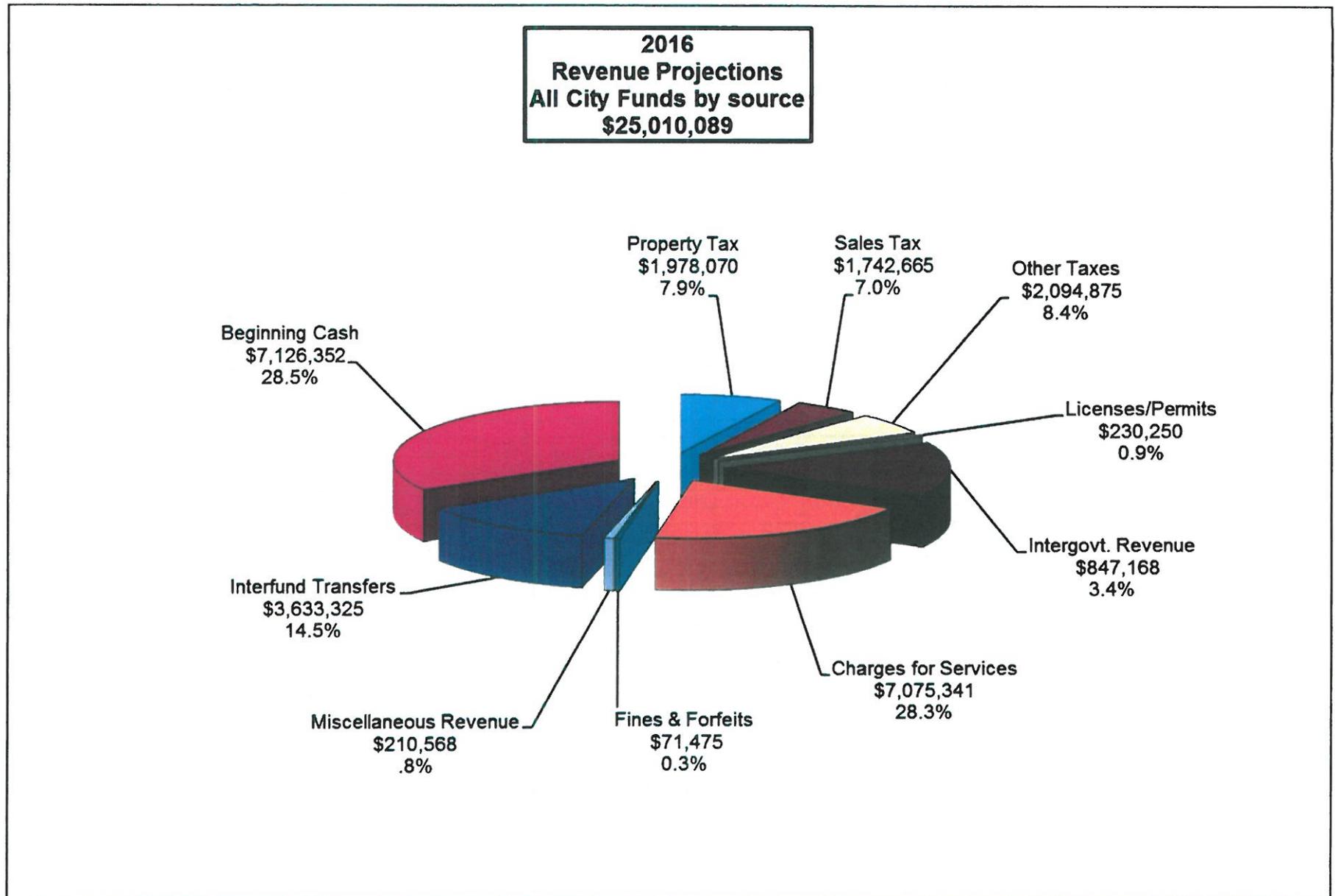
Capital Projects

Capital Projects Reserve
Building Maintenance
Transportation Benefit District
Police Mitigation Reserve
Parks Impact Fees Reserve
Fire Impact Fees Reserve
Public Safety Sales Tax Reserve

**BUDGET SUMMARY
2016 REVENUES**

City of Sedro-Woolley 2016 Budget Revenue Projections - All City Funds (by source)											
Fund Name	Property Tax	Sales Tax	Other Taxes	Licenses/ Permits	Intergovt. Revenue	Charges for Services	Fines Forfeits	Misc. Revenue	Interfund Transfers	Beginning Cash	Total
General	647,300	1,002,665	1,414,500	230,250	231,600	562,346	64,975	9,075	463,525	1,193,370	5,819,606
Parks	428,000	40,000	-	-	-	67,595	-	-	89,380	109,550	734,525
Cemetery	48,000	-	-	-	-	90,000	-	2,650	-	13,325	153,975
Streets	295,000	165,000	-	-	233,265	-	-	60	100,000	90,215	883,540
Arterial Streets	-	-	-	-	329,133	240,000	-	300	670,550	250,115	1,490,098
Library	298,200	-	-	-	-	5,600	4,000	30	-	29,311	337,141
Cemetery Endowment	-	-	-	-	-	4,000	-	-	-	94,445	98,445
Parks Reserve	-	-	-	-	-	-	-	500	-	178	678
Lodging Tax (Tourism)	-	-	29,000	-	-	-	-	20	-	8,000	37,020
Special Investigations	-	-	-	-	-	-	-	7,520	-	13,908	21,428
Code Enforcement	-	-	-	-	-	-	2,500	35	-	61,268	63,803
Paths & Trails	-	-	-	-	1,170	-	-	50	-	41,362	42,582
Law Enforcement Sales Tax	-	425,000	-	-	-	-	-	-	-	-	425,000
Council Strategic Reserve	-	-	135,375	-	-	-	-	-	-	28,085	163,460
2008 GO Bond	-	-	176,000	-	-	-	-	300	50,000	68,792	295,092
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	-	150,000	150,000
1996 GO Bond	207,470	-	-	-	-	-	-	115	-	31,915	239,500
Capital Projects Reserve	-	-	170,000	-	-	-	-	300	-	118,192	288,492
Building Maintenance Reserve	-	-	-	-	-	1,925	-	250	-	162,509	164,684
Transportation Benefit District	-	-	170,000	-	-	-	-	-	-	72,000	242,000
Police Mitigation Reserve	-	-	-	-	-	12,500	-	15	-	9,306	21,821
Parks Impact Fees	-	-	-	-	-	75,000	-	35	-	95,056	170,091
Fire Impact Fees	-	-	-	-	-	20,000	-	10	-	35,017	55,027
Public Safety Sales Tax	-	110,000	-	-	-	-	-	-	-	-	110,000
Sewer Operations	-	-	-	-	-	3,318,950	-	14,400	-	331,307	3,664,657
Sewer Operations Reserve	-	-	-	-	-	-	-	850	-	723,930	724,780
Sewer Debt Service	-	-	-	-	-	4,700	-	550	430,000	408,175	843,425
Sewer Facilities Reserve	-	-	-	-	-	351,100	-	2,500	1,020,120	1,682,267	3,055,987
Sewer Bond Reserve	-	-	-	-	-	-	-	-	-	376,482	376,482
Solid Waste Operations	-	-	-	-	-	1,888,600	-	13,900	50,000	228,830	2,181,330
Solid Waste Reserve	-	-	-	-	-	-	-	285	27,000	216,782	244,067
Stormwater Operations	54,100	-	-	-	52,000	433,025	-	6,478	-	91,464	637,067
Stormwater Reserve	-	-	-	-	-	-	-	140	-	148,704	148,844
Suspense (SWSD)	-	-	-	-	-	-	-	150,000	-	321	150,321
Equipment Replacement & Fleet	-	-	-	-	-	-	-	200	732,750	242,171	975,121
TOTAL	1,978,070	1,742,665	2,094,875	230,250	847,168	7,075,341	71,475	210,568	3,633,325	7,126,352	25,010,089

BUDGET SUMMARY
2016 REVENUES



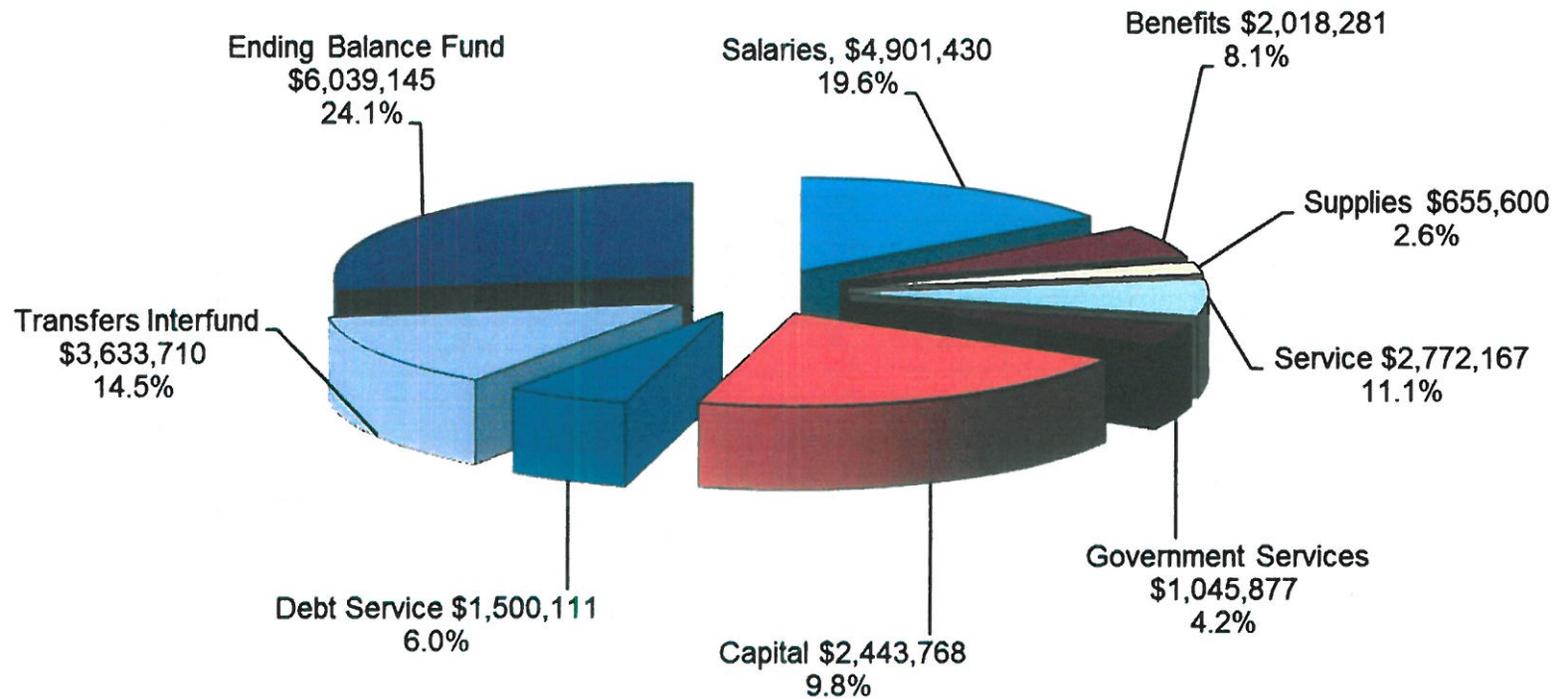
**BUDGET SUMMARY
2016 EXPENDITURES**

City of Sedro-Woolley 2016 Budget Expenditures by Category - All Funds										
Fund Name	Salaries	Benefits	Supplies	Service Charges	Gov't Services	Capital	Debt Service	Transfers Interfund	End. Fund Balance	Total
General	2,794,845	1,022,966	171,450	656,342	431,675	79,100	-	197,876	465,352	5,819,606
Parks	202,020	94,770	45,300	233,065	-	73,730	10,000	16,623	59,017	734,525
Cemetery	57,850	42,600	13,050	14,725	-	-	-	13,065	12,685	153,975
Streets	213,950	112,370	66,800	225,155	-	75,000	-	119,585	70,680	883,540
Arterial Streets	-	-	-	-	2,892	863,313	-	500,000	123,893	1,490,098
Library	189,725	53,550	7,500	40,625	3,700	15,000	-	-	27,041	337,141
Cemetery Endowment	-	-	-	-	-	-	-	-	98,445	98,445
Parks Reserve	-	-	-	500	-	-	-	-	178	678
Lodging Tax (Tourism)	-	-	-	30,150	-	-	-	4,850	2,020	37,020
Special Investigations	-	-	-	3,000	1,000	10,000	-	-	7,428	21,428
Code Enforcement	-	-	-	26,200	-	-	-	-	37,603	63,803
Paths & Trails	-	-	-	-	-	-	-	24,550	18,032	42,582
Law Enforcement Sales Tax	-	-	-	-	425,000	-	-	-	-	425,000
Council Strategic Reserve	-	-	-	-	-	-	-	50,000	113,460	163,460
2008 GO Bond	-	-	-	-	-	-	200,551	-	94,541	295,092
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	150,000	150,000
1996 GO Bond	-	-	-	-	-	-	239,500	-	-	239,500
Capital Projects Reserve	-	-	-	-	-	-	-	125,000	163,492	288,492
Building Maintenance Reserve	-	-	-	-	-	-	-	5,000	159,684	164,684
Transportation Benefit District	-	-	-	-	-	-	-	-	242,000	242,000
Police Mitigation Reserve	-	-	-	-	-	-	-	10,000	11,821	21,821
Parks Impact Fees	-	-	-	-	-	-	-	79,530	90,561	170,091
Fire Impact Fees	-	-	-	-	-	-	-	30,000	25,027	55,027
Public Safety Sales Tax	-	-	-	-	-	-	-	105,000	5,000	110,000
Sewer Operations	737,950	362,945	139,000	578,625	21,000	497,000	-	1,035,007	293,130	3,664,657
Sewer Operations Reserve	-	-	-	-	-	75,000	-	-	649,780	724,780
Sewer Debt Service	-	-	-	-	-	-	425,400	-	418,025	843,425
Sewer Facilities Reserve	-	-	-	-	-	-	624,660	715,000	1,716,327	3,055,987
Sewer Bond Reserve	-	-	-	-	-	-	-	-	376,482	376,482
Solid Waste Operations	415,750	196,425	197,500	858,455	-	35,000	-	303,734	174,466	2,181,330
Solid Waste Reserve	-	-	-	-	-	-	-	50,000	194,067	244,067
Stormwater Operations	239,545	116,705	11,000	105,325	10,610	-	-	102,890	50,992	637,067
Stormwater Reserve	-	-	-	-	-	-	-	146,000	2,844	148,844
Suspense (SWSD)	-	-	-	-	150,000	-	-	-	321	150,321
Equipment Replacement & Fleet	49,795	15,950	4,000	-	-	720,625	-	-	184,751	975,121
TOTAL	4,901,430	2,018,281	655,600	2,772,167	1,045,877	2,443,768	1,500,111	3,633,710	6,039,145	25,010,089

19.6% 8.1% 2.6% 11.1% 4.2% 9.8% 6.0% 14.5% 24.1% 100.0%

BUDGET SUMMARY
2016 EXPENDITURES

**2016 All Funds
Expenditures - by Purpose
\$25,010,089**



GENERAL FUND REVENUES

The City's General Fund receives most of its operating revenues from taxes. State law limits those taxes.

PROPERTY TAX

Property Taxes are collected on 100 percent of assessed valuation (A.V.) as determined by the Skagit County Assessor's Office in accordance with state law. The maximum that the City can levy is 101 percent of the highest of the three (3) most recent years' levies, plus the impact of new construction at the previous year's levy rate, plus miscellaneous adjustments.

The new construction assessed value amount for 2015 is estimated at 6,012,600 as compared to \$3,074,200 in 2014. State statutes do not allow the city to levy more than \$3.375 per \$1,000 of assessed valuation. The City of Sedro-Woolley is well below the statutory limit at \$2.3895 per \$1,000 of assessed valuation for taxes collected in 2015.

In November 2001, the voters of the state approved Initiative 747, which sets limits for annual increases in property taxes to 1% without a vote of the people.

In November of 1997, the voters of the state approved Referendum 47, which sets limits in three areas for property tax:

- 1) The State tax levy increases now annually limited to the lesser of the I.P.D. inflation factor or 1%.
- 2) The 1997 temporary tax reduction was made permanent; and

- 3) A new limit factor for the local jurisdictions on property tax.

As previously stated cities still are limited to 101%, but now there is an inflation factor called an implicit price deflator (IPD). The IPD for personal consumption in the United States is published for the most recent twelve-month period by the Bureau of Economic Analysis of the Federal Department of Commerce in September of the year before the taxes are due.

As the referendum provides, cities may go above the IPD to any percentage up to the 101 percent. In order to levy the full 101 percent, a substantial need must exist, and a resolution or ordinance must be adopted by a supermajority of the City Council.

Property Tax Levy Rate by Taxing Entities*

District	2016	2015	2014	2013	2012	2011	2010	2009	2008
Skagit County	\$1.5649	\$1.5909	\$1.6273	\$1.6214	\$1.5539	\$1.4592	\$1.3627	\$1.2420	\$1.2097
Medic 1	\$0.3689	\$0.3750	\$0.3750	\$0.3750	\$0.2500	\$0.2500	\$0.2460	\$0.2273	\$0.2290
Conservation	\$0.0554	\$0.0563	\$0.0559	\$0.0549	\$0.0527	\$0.0494	\$0.0461	\$0.0426	\$0.0429
State	\$2.1500	\$2.2967	\$2.4089	\$2.5500	\$2.3689	\$2.2060	\$2.0292	\$1.9625	\$2.0118
City General	\$2.3895	\$2.4843	\$2.5079	\$2.5495	\$2.4322	\$2.1952	\$2.0451	\$1.8569	\$2.1444
City Bond	\$0.2811	\$0.2958	\$0.3013	\$0.3076	\$0.2960	\$0.2703	\$0.2517	\$0.2291	\$0.2743
Schools General	\$3.9036	\$4.0582	\$3.8186	\$3.8266	\$2.9151	\$2.7495	\$2.5515	\$2.2160	\$2.4852
School Bond	\$0.5855	\$0.6569	\$0.7180	\$1.1084	\$1.0477	\$0.9286	\$0.8728	\$0.7597	\$0.8084
School Tech Levy	\$0.3487	\$0.3643							
Hospital 304	\$0.1712	\$0.1795	\$0.1826	\$0.1801	\$0.1711	\$0.1569	\$0.1470	\$0.1344	\$0.1406
Port #2	\$0.2209	\$0.2269	\$0.2110	\$0.2106	\$0.2016	\$0.1286	\$0.1224	\$0.1174	\$0.1196
Totals	\$12.0397	\$12.5848	\$12.2065	\$12.7841	\$11.2892	\$10.3937	\$9.6745	\$8.7879	\$9.4659

* Per \$1000 of assessed value.

City Regular Levy

	<u>Assessed Valuation</u>	<u>Property Tax</u>	<u>Rate Per \$1,000</u>
1999	\$ 329,038,224	\$ 901,993	\$ 2.7413
2000	\$ 396,626,551	\$ 929,018	\$ 2.3423
2001	\$ 404,374,295	\$ 1,096,218	\$ 2.7109
2002	\$ 425,982,646	\$ 1,186,788	\$ 2.7860
2003	\$ 453,524,658	\$ 1,255,674	\$ 2.7687
2004	\$ 472,465,429	\$ 1,320,021	\$ 2.7939
2005	\$ 556,551,581	\$ 1,363,329	\$ 2.4496
2006	\$ 589,957,949	\$ 1,495,897	\$ 2.5356
2007	\$ 711,332,593	\$ 1,607,469	\$ 2.2598
2008	\$ 778,278,230	\$ 1,668,939	\$ 2.1444
2009	\$ 930,140,024	\$ 1,727,177	\$ 1.8569
2010	\$ 848,751,838	\$ 1,735,760	\$ 2.0451
2011	\$ 792,417,170	\$ 1,739,520	\$ 2.1952
2012	\$ 724,366,210	\$ 1,761,865	\$ 2.4323
2013	\$ 696,093,913	\$ 1,774,725	\$ 2.5495
2014	\$ 710,371,529	\$ 1,781,561	\$ 2.5079
2015	\$ 722,798,239	\$ 1,795,654	\$ 2.4843
2016	\$ 758,248,494	\$ 1,811,868	\$ 2.3895

The City remains highly dependent on property tax revenues, as other revenue sources are not increasing sufficiently to meet the basic needs in providing necessary services.

City Bond Levy (Public Safety Bldg.)

	<u>Assessed Valuation</u>	<u>Property Tax</u>	<u>Rate Per \$1,000</u>
1999	\$ 319,189,719	\$ 179,991	\$ 0.5639
2000	\$ 385,636,071	\$ 175,002	\$ 0.4538
2001	\$ 393,574,160	\$ 164,986	\$ 0.4192
2002	\$ 415,424,831	\$ 197,991	\$ 0.4766
2003	\$ 442,734,218	\$ 197,991	\$ 0.4472
2004	\$ 461,308,584	\$ 197,994	\$ 0.4292
2005	\$ 550,023,681	\$ 222,980	\$ 0.4054
2006	\$ 580,714,084	\$ 191,984	\$ 0.3306
2007	\$ 699,986,348	\$ 191,923	\$ 0.2743
2008	\$ 765,517,905	\$ 209,982	\$ 0.2743
2009	\$ 916,624,824	\$ 209,999	\$ 0.2291
2010	\$ 834,330,418	\$ 210,000	\$ 0.2517
2011	\$ 777,032,985	\$ 210,000	\$ 0.2703
2012	\$ 709,541,665	\$ 210,000	\$ 0.2960
2013	\$ 682,686,293	\$ 210,000	\$ 0.3076
2014	\$ 697,031,492	\$ 210,000	\$ 0.3013
2015	\$ 709,824,382	\$ 210,000	\$ 0.2958
2016	\$ 747,070,879	\$ 210,001	\$ 0.2811

RETAIL SALES & USE TAX

Retail Sales and Use Tax consists of two city portions. The first portion is a local tax of one-half of one percent less fifteen percent paid to the county. The second portion includes an “optional” one-half of one percent, less the fifteen percent county share. This provides a combined city portion of 0.0085 from each dollar of local sales. This was authorized by the State Legislature in 1982 and further authorized by the city and provided for in Sedro-Woolley’s Municipal Code Title 3, Chapter 3.12. The sales tax was adopted in 1935 as an integral part of the Washington State Revenue Act.

City Sales Tax Collections

<u>Year</u>	<u>Amount</u>
1998	\$ 896,368
1999	\$ 992,269
2000	\$ 905,292
2001	\$ 895,382
2002	\$ 994,203
2003	\$ 1,017,025
2004	\$ 1,057,128
2005	\$ 1,135,459
2006	\$ 1,308,946
2007	\$ 1,335,930
2008	\$ 1,243,787
2009	\$ 1,098,954
2010	\$ 1,099,021
2011	\$ 1,178,990
2012	\$ 1,231,366
2013	\$ 1,296,408
2014	\$ 1,244,369
2015	\$ 1,352,803
2016*	\$ 1,207,665

* = projected in budget

Sales Tax for Public Safety

The citizens of Sedro-Woolley voted to increase local sales and use tax within the city limits by one-tenth of one percent (.001), effective April 1, 2013.

This tax is specifically for public safety (police and fire) vehicles and equipment. The retail sale or use of motor vehicles, and the lease of motor vehicles for up to the first 36 months of the lease, are exempt from the public safety tax. Of the dollars collected by the Washington State Department of Revenue, 85% is paid to the City with the remaining 15% paid to Skagit County.

Public Safety Sales Tax Collection

<u>Year</u>	<u>Amount</u>
2013*	\$ 68,715
2014	\$ 104,132
2015	\$ 112,604
2016**	\$ 110,000

* 7 months

** projected in budget

STATE SHARED REVENUES

State shared revenues are derived from gasoline taxes, liquor receipts (from profits and excise taxes) and motor vehicle fuel excise taxes. These taxes are collected by the State of Washington and shared with local governments based on population. The Office of Financial Management determines the population figures used for the distribution of state-shared revenues. Sedro-Woolley’s 2015 estimated population is 10,700.

LIQUOR PROFITS AND TAXES

Cities and towns are responsible for the policing of liquor establishments located within their limits but are precluded from taxing them because of the state liquor monopoly. The law provides that a share of the state-collected profits and taxes be returned to cities and towns to help defray the cost of policing liquor establishments.

Initiative 1183 passed in November 2011, privatized the distribution and retail sale of liquor effective June 1, 2012. The markups on liquor have been replaced as a state revenue source by license fees that are paid to the state by retailers and distributors. These “profits” are divided among the state, counties, cities and towns. An additional amount is distributed to border area cities and towns. To be eligible to receive liquor taxes and profits, a city or town must devote at least 2 percent of its distribution to support an approved alcoholism or drug addiction program. Liquor excise taxes were not affected by Initiative 1183, but this legislation made a number of changes in its distribution.

At this time, the state will reduce the transfers to cities and counties by \$10 million on an annual basis. A small amount of this reduction will be reflected in the payments to the border cities and counties, but essentially this means a loss of almost \$8 million a year for cities and almost \$2 million for counties since the tax receipts are split 80%/20% between cities and counties.

UTILITY TAX

The City imposes a utility tax on cable at the rate of 6.5%; telecommunications, electricity, and natural gas at the rate of 6 percent. The City also imposes a utility tax of 7.5 percent on city provided utilities and a 6% utility tax on domestic water (effective rate of 4.5%).

LEASEHOLD EXCISE TAX

Most leases of publicly-owned real and personal property in the state are subject to a leasehold excise tax in lieu of a property tax. The State Legislature in 1976 established a 12 percent tax to be levied on the contract rent.

In 1987, the State Legislature increased the rate to a total of 12.84 percent. Cities and counties may collectively levy up to 6 percent of the 12.84 percent. The maximum rate for cities is 4 percent and, if a city levies this amount, the county can levy only 2 percent on leaseholds in the incorporated areas. If a city chooses not to levy its maximum, the county captures the difference to the 6 percent lid.

The City of Sedro-Woolley imposes the leasehold excise tax at the rate of 4 percent. Doing so does not affect the rate that leaseholders must pay; it simply determines who receives the money.

MUNICIPAL COURT FINES

Although the State Supreme Court establishes the schedule of fines for traffic infractions in the Washington Model Traffic Ordinance RCW Chapter 46.90, cities and towns share in the revenue for infractions committed within their boundaries. After the fines are collected, 35 % is sent to the state. The remainder is deposited in the General Fund to support law enforcement services.

LICENSES, PERMITS & FEES

The City collects license fees, building permit fees and miscellaneous user fees.

EMERGENCY SERVICES

The Sedro-Woolley Fire Department provides fire and emergency services through a governmental contract with Skagit County Fire District No. 8, Monday through Friday, 6:00 am to 6:00 pm. In 2015 the City received \$235,900 from this program and anticipates about \$266,900 in 2016.

In 2009 the City entered into a contract with the State of Washington to provide fire and emergency services to the North Cascade Gateway Center located to the northeast of the city. In 2015 the city received \$21,700 from this contract and expects to receive \$22,580 in 2016.

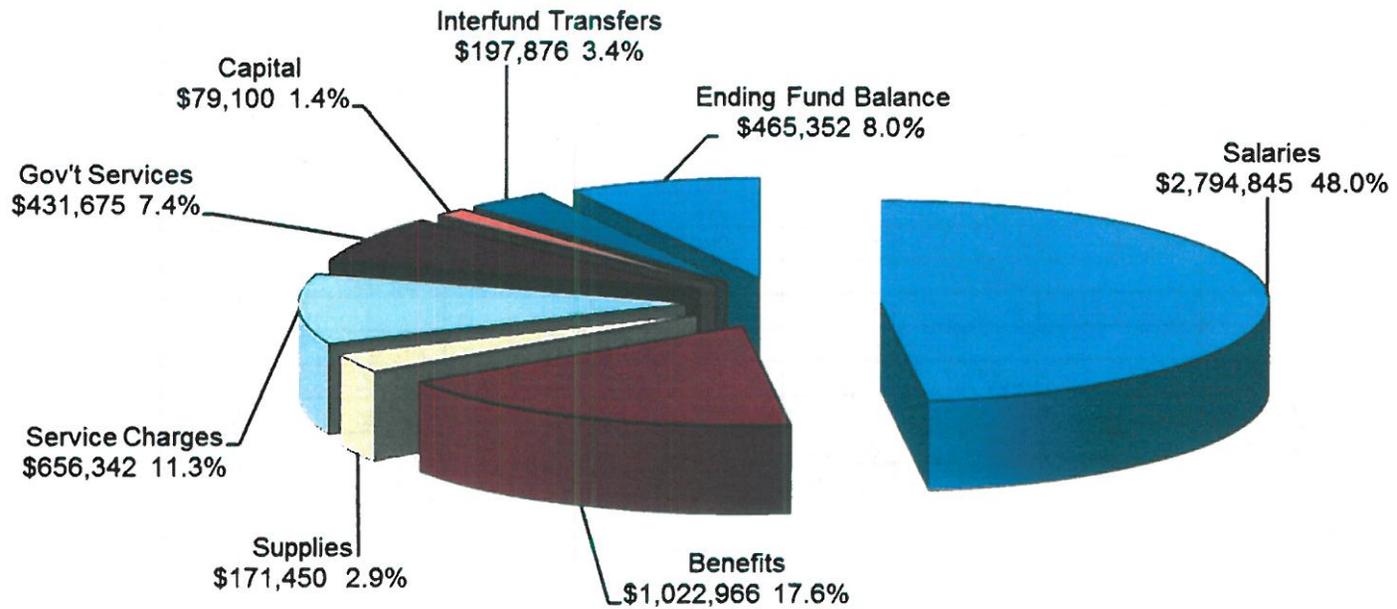
This list is not meant to cover every General Fund Revenue, but it is intended to assist in understanding how and where much of the money comes from in the support of general services of the City.

BUDGET SUMMARY
2016 EXPENDITURES

City of Sedro-Woolley 2016 Budget Expenditures by Category - General Fund Departments									
Department Name	Salaries	Benefits	Supplies	Service Charges	Gov't Services	Capital	Transfers Interfund	Total	%
Legislative	42,000	3,400	6,350	4,000	30,750	-	-	86,500	1.49%
Judicial	51,700	18,983	4,000	51,789	15,910	500	-	142,882	2.46%
Executive	74,230	26,995	500	83,080	-	-	-	184,805	3.18%
Finance	66,410	30,120	10,000	62,293	-	4,000	-	172,823	2.97%
Legal	43,215	16,185	6,200	102,530	1,400	-	-	169,530	2.91%
Civil Service	-	-	-	3,000	-	-	-	3,000	0.05%
Information Technologies	70,235	20,665	2,500	36,200	-	7,000	-	136,600	2.35%
Central Services	-	-	3,700	5,000	-	-	11,876	20,576	0.35%
Planning	47,950	21,735	2,500	24,540	4,524	700	-	101,949	1.75%
Engineering	49,290	23,642	5,000	29,350	-	500	-	107,782	1.85%
Police	1,594,565	646,346	67,250	124,550	259,010	35,000	57,660	2,784,381	47.84%
Fire	656,450	184,425	59,450	118,870	33,360	30,000	128,340	1,210,895	20.81%
Building	98,800	30,470	4,000	11,140	-	1,400	-	145,810	2.51%
Emergency Services	-	-	-	-	22,585	-	-	22,585	0.39%
Pollution Control	-	-	-	-	3,715	-	-	3,715	0.06%
Economic Development	-	-	-	-	27,000	-	-	27,000	0.46%
Aging	-	-	-	-	20,441	-	-	20,441	0.35%
Public Health	-	-	-	-	12,980	-	-	12,980	0.22%
Ending Fund Balance	-	-	-	-	-	-	-	465,352	8.00%
TOTAL	2,794,845	1,022,966	171,450	656,342	431,675	79,100	197,876	5,819,606	100.00%

BUDGET SUMMARY
2016 EXPENDITURES

2016
Expenditures by Category
General Fund Departments
\$5,819,606



GENERAL FUND EXPENDITURES – By Department

LEGISLATIVE

The City Council is the legislative branch of the city government within the City of Sedro-Woolley. Policy-making is the most important responsibility of the City Council.

The general powers and duties of this body are provided in the Revised Code of Washington Chapter 35A.12.

As a comprehensive policy setting body, the Council develops various master plans. These plans are the foundation for developing the annual final budget. These plans are also opportunities for citizens to have direct input into the major policies affecting the community. City master plans include the GMA Comprehensive Plan, Capital Improvement Plan, Transportation Improvement Plan, Stormwater Management Plan, Comprehensive Solid Waste Management Plan, Comprehensive Sewer System Plan, Design Standards and Guidelines, Police Mitigation Fee Analysis, Fire Strategic Review and Impact Fee Plan and the Sedro-Woolley School District #101 Capital Facilities Plan.

In developing the master plans, the City Council holds public hearings to allow public input and testimony. This represents many hours of testimony and debate. These master plans are comprehensive and provide fiscal guidance both in the annual budget and the long-term strategic budget development.

After master plans are adopted by the Council, the City’s department directors develop annual budget requests to implement the master plans. Each director develops budget requests for the City Supervisor to review. This process results in the City Council’s passage of the final annual budget in December of each year.

MISSION STATEMENT

The mission of the Sedro-Woolley City government is to provide services and opportunities which create a community where people choose to live, work and play. This will be achieved through providing the highest quality services we can within the resources with which we’re provided; involving residents in all aspects of planning and operations; serving as a clearinghouse for public information and operating facilities which meet the legitimate, identified concerns of the residents of and visitors to our community.

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.

Legislative

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	42,000	42,000	42,000
Benefits	3,345	3,335	3,400
Supplies	9,350	7,350	6,350
Service Charges	3,000	3,000	4,000
Government Services	20,000	17,000	30,750
Total Expenditures	77,695	72,685	86,500

JUDICIAL

The Municipal Court of Sedro-Woolley is a court of limited jurisdiction, presiding over infractions, and misdemeanor and gross misdemeanor criminal matters. Other matters such as felonies are held in Skagit County Superior Court.

The Court personnel manage the court’s caseload, record proceedings and collect all fines, forfeiture and costs that are initiated by the Sedro-Woolley Police Department. The Judge is provided through a professional services contract.

Judicial

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	39,500	40,000	51,700
Benefits	7,175	7,445	18,983
Supplies	4,000	4,000	4,000
Service Charges	49,003	50,054	51,789
Government Services	12,676	13,827	15,910
Capital	500	500	500
Total Expenditures	112,854	115,826	142,882

EXECUTIVE

The Mayor of a code-city Mayor-Council municipality is the chief executive and, as such, is responsible for carrying out the policies of the Council. The City Supervisor is tasked with carrying out the day-to-day duties under the direct supervision of the Mayor.

The Executive Department provides overall administration of the affairs of the City. This includes enacting the Council’s policies, officially representing the City for the public and other Governmental entities, and providing City department overview and liaison.

2016 Budget

Executive

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	58,000	64,550	74,230
Benefits	20,295	22,405	26,995
Supplies	6,800	0	500
Service Charges	61,400	44,200	83,080
Capital	0	0	0
Total Expenditures	146,495	131,155	184,805

FINANCE

The Finance Department provides a variety of financial and administrative services for the City, which includes:

- Cashiering services;
- Cash and investment portfolio management;
- Daily deposits and other banking activities;
- Debt management; including Municipal Securities Rulemaking Board’s reporting requirements;
- Budget preparation and administration;
- Annual financial report preparation;
- Business license approval and monitoring;
- Utility Tax reporting;
- Grant revenue and expenditure reporting;
- Local Improvement District assessment collections;
- Utility billing for sewer, solid waste, recycling, yard waste and stormwater;
- Call center for recycling, yard waste and refuse inquiries;
- Accounts receivable, collections, lien filings & foreclosure;
- Payroll and employee benefits;
- Human Resource services;

- Federal and State payroll tax reporting;
- Civil Service Commission support and recordkeeping;
- Accounts payable and audit of vendor claims;
- Monthly and annual financial reporting of all revenues and expenditures;
- Prepare for and facilitate the City's annual audit;
- Custodian of the City's legislative history;
- Codification of ordinances and updating of municipal code;
- Production of Council agendas, packets and minutes;
- Publish required legal notices;
- Notary services (City related documents only);
- Archival and destruction responsibilities of the City's official public records;
- Process all incidents and claims in a timely manner;
- City-wide mail processing;
- Manage the City's inventory system including bulletproof vests, vehicle titles & registrations;
- Assist the City Supervisor in risk management and personnel issues.
- Manage the City's Identity Theft Prevention program per the FCC's Red Flag Rule;
- Manage distribution and safekeeping of City keys;
- Schedule and coordinate burials at Union Cemetery;
- Maintain Cemetery records and assist with genealogy research;
- Log & distribute complaints and deliver courtesy notification letters to property owners under

the City's American Disabilities Act (ADA) program;

- Scheduling of parks and facilities;
- Ordering of supplies for various City departments;
- Provide support for various wellness activities.

2015 Accomplishments

- Successfully completed the annual audit by the State Auditor Office with no findings.
- Planned, coordinated, promoted and implemented the assumption of recycling and yard waste services with the solid waste division.
- Provided call center services for the every other week pilot program and the yard waste & recycling services program changes.
- Researched and implemented a revised cost allocation system in compliance with new state-wide Auditor's Office focus.
- Worked with PUD and software consultants to download meter readings directly into utility billing system for consumption billing of commercial customers.
- Assumed a greater role in the Civil Service Commission hiring process with the addition of several new officers.
- Established a fee and billing system for ambulance transportation services in conjunction with the Fire Department.
- Implemented procedures for receiving, distributing, responding and retaining ADA complaints.

- Provide staffing to the City’s Civil Service Commission, Safety Committee, Wellness Committee, and wellness events.
- Updated process and procedures to comply with changing laws and regulations.

- Continue to evaluate our processes and strive to be even more efficient, doing more with less.
- Continue to maintain a high level of customer service.

2016 Goals

- Successfully complete the annual audit by the State Auditor’s Office.
- Provide staffing to the Civil Service Commission, Wellness Committee, and Safety Committee and for various Wellness events.
- Become proficient in the new Affordable Care Act reporting requirements.
- Select and implement an add-on accounts receivable module which would allow for ACH processing of bank-generated checks.
- Transition to paperless Council packets and materials.
- Select and implement software to allow on-line payment of utility accounts.
- Become proficient in advanced operation of the new financial accounting software.
- Research the feasibility of integrating the City’s permitting software with its accounting software.
- Research the feasibility of accepting credit card payments for non-utility charges.
- Complete a detailed listing of Council Members by year and ward for on-line posting.
- Continue to accelerate collection of old, outstanding utility accounts.

Finance

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	61,000	53,550	66,410
Benefits	32,380	25,655	30,120
Supplies	10,000	10,000	10,000
Service Charges	57,288	33,755	62,293
Capital	1,000	1,000	4,000
Total Expenditures	161,668	123,960	172,823

LEGAL

The City Attorney’s Office provides legal advice, opinions and representation to the Mayor, City Council, and staff on a broad range of matters:

- General civil litigation
- Law enforcement/prosecution
- Labor law, employment, personnel issues
- Land use/environmental issues
- Risk management
- Utility and water law
- Contract drafting and negotiation
- Real Estate transactions
- Ordinance and resolution drafting
- Prosecution in Municipal Court
- Municipal Court Indigent Defense

The City Attorney’ Office prioritizes aggressive and prompt response to lawsuits, and focuses on early pre-litigation involvement and intervention, thereby minimizing the City’s litigation

exposure and limiting our dependence on outside legal counsel.

Good risk management, active legal consultation with City Departments and the City Council, open channels of communication with citizens, and early legal intervention reduce the risk of litigation and limit our taxpayer's exposure to the financial liabilities associated with lawsuits against the City.

Legal

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	58,550	59,605	43,215
Benefits	28,915	28,752	16,185
Supplies	6,200	6,300	6,200
Service Charges	92,370	92,270	102,530
Government Services	1,400	1,400	1,400
Capital	0	0	0
Total Expenditures	187,435	188,327	169,530

CIVIL SERVICE

The City Civil Service governs the selection, appointment or employment of any person to any office, place, position or employment subject to Civil Service within the Police and Fire Departments.

Civil Service

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Supplies	0	0	0
Service Charges	3,000	3,000	3,000
Total Expenditures	3,000	3,000	3,000

INFORMATION TECHNOLOGY

The Information Technology Department provides services to support all information systems the City uses to

accomplish goals and perform its mission. These services include:

- Procurement, implementation and review of technology hardware and software
- Administration of the City-wide LAN and IP telephone system
- Website development and maintenance
- Client support for critical proprietary applications in Public Safety, Municipal Court, Wastewater Treatment and Finance
- Client and server support for Integrated Library System (ILS) software
- Deployment and maintenance of networked security surveillance systems
- Database development, deployment and administration
- Securing, archiving and restoring data on the City network
- Coordination and client support for County-hosted email
- Facilitate end-user application training and coaching

2015 Accomplishments

Accomplishments for 2015 include but are not limited to:

- Setup new web content for Transportation Benefit District
- Upgraded PoE Switch in Public Safety Telco Closet
- Procured, configured and deployed two Microsoft Surface tablets and accessories for Fire Department
- Registered Sedro-Woolley STEM domain names and assisted with OneDrive setup for group collaboration

- Prepared for and passed CJIS Technical Security Audit
- Assisted with upgrade of Police Video Interview System
- Upgraded system images on all Library Patron Terminals
- Assisted Finance Department with Telecommunications Audit by Spyglass
- Procured, configured and deployed three new Police Mobile Data Terminals with Spillman and SECTOR
- Recovered over \$24,000.00 through auction of surplus City equipment on PublicSurplus.com
- Assisted Police Detectives with video surveillance system review and archival to support various criminal cases
- Continued to offer summer lunchtime sand volleyball games at Riverfront Park as part of City Wellness Program
- Deployed additional smartphones to Police and Public Works staff
- Procured and configured 12 iPad Air tablets for Mayor, City Council and City Managers
- Assisted with radio tower link to 911 Center
- Replaced City internet firewall with higher throughput model
- Researched and selected Web Content Management System
- Develop a Strategic Plan for our Fiber Optic Network
- Act as Chairperson for the City Safety and Wellness Committee
- Assist with planning and development of new Library Technology
- Expand Security Video Display System in Police Patrol Room
- Replace Council Video-Recording System
- Setup new CAD FTP Server to improve security
- Continue with Server and Workstation upgrades
- Extend Public LAN wirelessly to Community Center
- Upgrade disk-based server data backup system
- Continue to explore ways to reduce cost and complexity by providing applications as a contracted subscription service, where appropriate
- Participate in “Trek for Treasure” as part of City Wellness Program
- Assist in planning and development of Sand Volleyball Court as part of City Wellness Program
- Continue to expand and/or enhance video security surveillance systems
- Continue to consolidate and streamline network topology
- Continue to replace aging computer equipment with more energy-efficient systems

2016 Goals & Objectives

The main focus for IT in 2016 will continue to be on projects that reduce power consumption, increase productivity and enhance security. These goals include:

- Deploy Revize Web Content Management System

Information Technology

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	56,200	66,900	70,235
Benefits	16,255	18,955	20,665
Supplies	2,700	3,500	2,500
Service Charges	26,400	27,600	36,200
Capital	9,000	7,000	7,000
Total Expenditures	110,555	123,955	136,600

CENTRAL SERVICES

This fund handles items which are shared among general fund departments such as vehicles.

Central Service

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Supplies	3,700	3,700	3,700
Service Charges	5,000	5,000	5,000
Government Services	0	0	0
Transfers	10,555	10,550	11,876
Total Expenditures	19,255	19,250	20,576

PLANNING

Mission

To promote the general health, safety, and welfare of the citizens of Sedro-Woolley; assist the citizens with code and permit processes; work with developers and contractors to achieve their goals; and work with other City departments to provide a coordinated effort.

We strive to achieve these goals and contribute to the overall mission of the City by:

- Administration and compliance with the codes and standards adopted by the State of Washington that regulate land development.
- Administration and compliance with the City of Sedro-Woolley Municipal Code as it relates to land use and development within the City.
- Provide information to the development industry clientele and assist them in understanding proper application of the adopted codes and ordinances.
- Insure that citizens of our City are notified of development activity and are provided with ample opportunity to participate in the public process.

Summary

The Planning Department serves the City by performing a multitude of tasks from reviewing private development projects to assisting with Municipal Code updates and establishing long range goals and policies through Comprehensive Plan revisions.

Sedro-Woolley's Municipal Code, as well as State and Federal law requires various processes and actions to be accurately performed in a timely manner. For instance, many actions require that we review or prepare specific information, properly document the required steps, provide public notification, hold public hearings, submit documentation to the State or other agencies for review, prepare and retain detailed records, etc.

The Planning Department acts as an information center to assist citizens in understanding the rules and policies of the City and how those might apply to their property or to a project proposal. The Planning Department often focuses on public outreach, listening to what the community wants and suggesting changes to the Planning Commission and City Council accordingly.

The time spent completing these tasks in a thorough manner and ensuring that the City's goals and policies are accurately represented in our Municipal Code and Comprehensive Plan updates lays the groundwork for Sedro-Woolley to be ready for the type of growth and development our community desires.

2015 Accomplishments

In 2015, the Planning Department assisted the City Council and Planning Commission with the following:

- Completed annexation of the Northern State Hospital property.
- Completed Subarea Plan, Planned Action EIS and zoning code amendments to enable the use of the Center for Innovation and Technology (former Northern State Hospital property) as a research and development campus.
- Completed revisions to the Municipal Code to:
 - Amend Chapter 2.90 SWMC to enable Planned Actions under the municipal code.
 - Amend Chapter 17.04 SWMC to define Planned Actions in the zoning code.
 - Amend Chapters 15.44, 17.36, 17.40 and 17.50 to

accomplish the processing and adoption of planned action projects approved through the adopted Planned Action Ordinance for the Center of Innovation and Technology (The Center).

- Amend Chapter 16.28 SWMC to maintain consistency between the Binding Site Plan process in Chapter 2.90. Related to future land uses at The Center.
- Amend Chapter 15.44 SWMC to clarify the design review process for The Center.
- Amend Chapter 17.32 SWMC to include Planned Actions as an allowed use in the Public Zone.
- Continued/began work on revisions to the Municipal Code to:
 - Began update process for the Critical Areas Ordinance (CAO) as required by the Growth Management Act (GMA). CAO update process to be complete by June of 2016.
 - Began process to develop a new Residential 1 Environmentally Constrained zoning designation in conjunction with the urban growth area review (See Comprehensive Plan below).
 - Reviewed fence regulation in front setbacks.

- Reviewed amendments to Chapter 17.92 to address potential odors from recreational marijuana producers and processors.
- Began review of Chapter 17.20 SWMC to determine if Public Uses should continue to be an outright allowed use in the Mixed Commercial (MC) zone. This review was subsequent to moratorium on public uses in the MC zone. The moratorium documentation was prepared by the Planning Department and enacted by the Council.
- Reviewed amendments to Title 17 SWMC to create a definition and regulations for assisted living facilities for senior citizens.
- Updated the Comprehensive Plan:
 - Updates to the Land Use Element of the Comprehensive Plan and associated Urban Growth Area (UGA) boundary adjustments to accommodate the projected 20-year population and employment increase (2015 Docket). New zoning regulations are proposed as part of the UGA expansion proposal. The UGA review process also required cooperation with other planning departments in Skagit County to propose likely countywide growth projections; this recommendation was then reviewed and approved by the Skagit Council of Governments GMA Steering Committee. Comprehensive Plan update process to be complete by June of 2016. The UGA expansion proposal is now being processed by the County and also is anticipated to be complete by June 30, 2016.
 - Began updates to the Economic Development Element of the Comprehensive Plan. Comprehensive Plan update process to be complete by June of 2016.
 - Began updates to the Introduction and Vision Statement of the Comprehensive Plan. Comprehensive Plan update process to be completed by June of 2016.
 - Continued update process for the Capital Facilities Element of the Comprehensive Plan (2014 Docket – to City Council for review in 2016).
- Continued work on the City application for a County Comprehensive Plan amendment to modify the City’s urban growth area. The city has proposed to add approximately 106.5 acres of Residential 5 (R-

5) designation and 42.8 acres of a new “Residential 1 (R-1) Environmentally Constrained” zoning designation to accommodate the projected residential growth. The city has also found that growth that cannot be accommodated with urban services in 35 acres within the eastern portion of the existing UGA. The UGA is proposed to be expanded to also accommodate those 35 acres, as well as the 21.6 acres of residential land within city limits that will be rezoned as commercial. To accommodate the rest of the anticipated employment growth, the city has proposed to add 6.5 acres of Mixed Commercial zoning north of Fire Station 2. The City has also proposed to have two city-owned parcels included into the UGA; one parcel as Public zone, the other designated as Open Space zone.

- Worked with the other Skagit County governmental jurisdictions to review and update the Countywide Natural Hazard Mitigation Plan. This document, adopted in February 2015, was required to be updated in order to continue to receive federal disaster funds.
- Represented the City in the Skagit County Housing Affordability Advisory Committee.
- Represented the City in the Skagit Council of Governments Technical Advisory Committee (Planners Group).
- Provide policy recommendations to the Association of Washington

Cities regarding planning and building related legislation.

- Assured City compliance with FEMA Biological Opinion (BiOp) requirements as related to the City’s Flood Insurance Program obligations.
- Continued work on required Shorelines Master Plan update.
- Support Planning Commission. Assure Planning Commission members receive training per Open Public Meeting Act (OPMA) training requirements.
- Represented the City at EDASC Schmooze Fair.
- Processed applications:
 - Administrative Zoning Waivers (17)
 - Boundary Line Adjustments (2)
 - Conditional Use Permits (2)
 - Demolition permit review (3)
 - Home Occupation Review (50)
 - Pre-application Meetings (19)
 - Short Plats (2)
 - Subdivisions (1)
 - Building Permit review (97)
 - Sign Permit Review (18)
 - Business License Review (109)
 - Marijuana License Location review (4)
- Completed population reporting – Office of Financial Management (OFM) and US Census.
- Performed design review.
- Performed zoning review.

2016 Goals & Objectives

Complete update the Sedro-Woolley urban growth area (UGA) boundaries and determine how much industrial/commercial land is necessary to accommodate the 20 year population and job growth projections

- In compliance with Growth Management Act (GMA) requirements, the Planning Department has proposed a UGA expansion to assure there is adequate residential and commercial and industrial land available within the UGA to accommodate 20 years of growth. The City has submitted an UGA expansion application to Skagit County. The County will review and act on the proposal in 2016. If the County adopts a new UGA boundary that is different than the boundary the City requested, the Planning Department will have to make revisions to the Comprehensive Plan in 2016 or 2017 to reflect the County's adopted UGA boundaries.
 - **2016 Council Goal to Promote Economic Development:** Educate and inform Citizens about the Goals and Vision
 - **Comprehensive Plan Goal GMA 11:** Encourage early and continuous citizen participation in the comprehensive planning process.
 - **Comprehensive Plan Goal GMA 12:** Assure capacity for new developments through a capital facilities plan.
 - **Comprehensive Plan Goal LU2:** To coordinate

land use decisions within and surrounding the urban growth area with other jurisdictions.

Update the Sedro-Woolley Comprehensive Plan to meet GMA required periodic update

- The Planning Department will assist in proposing revisions to the Introduction and Land-Use Element of the Comprehensive Plan. The City's Comprehensive Plan must be reviewed and amended as necessary by June of 2016.
 - **2016 Council Goal to Promote Economic Development:** Educate and inform Citizens about the Goals and Vision
 - **2016 Council Goal to Promote Economic Development:** Develop predictable processes
 - **Comprehensive Plan Goal GMA 11:** Encourage early and continuous citizen participation in the comprehensive planning process.
 - **Comprehensive Plan Goal LU2:** To coordinate land use decisions within and surrounding the urban growth area with other jurisdictions.

Identify ways to improve development regulations and facilitate development in the City

- The Planning Department will review the existing development regulations to identify ways to make development easier and improve the business climate in the City. Possible actions include

deleting sections of and/or amending the Municipal Code and other documents to simplify the City's regulatory structure. The Council has budgeted additional funds to enlist support from outside consultants for two projects.

- The first project is to address compliance requirements of the FEMA Biological Opinion (BiOp) that requires additional habitat assessment for all development in the flood plain. The goal is to eliminate the habitat assessment requirement that builders currently must perform for every project in the flood plain. The individual habitat assessment requirement may be eliminated if the city creates a regulatory umbrella under which FEMA is assured that city codes address the habitat assessment requirements systematically as opposed to individual assessments performed by each builder on a case by case basis.
- The second project is to raise the SEPA categorical exemption thresholds. This project also requires the city to prove that existing development regulations allow for a sufficiently thorough review and notification process for medium-scale projects, thereby allowing the SEPA process to be bypassed. The city will have to demonstrate to the Department of Ecology that city codes meet the strict requirements of WAC 19-11-800(1) before the city can raise its SEPA categorical exemption thresholds.

- **2016 Council Goal to Promote Economic Development:** Make City Government more user friendly
- **2016 Council Goal to Promote Economic Development:** Develop predictable processes
- **2016 Council Service Productivity & Innovation Goal:** Streamline the permitting processes
- **2016 Council Quality of Life Goal:** Protect against increased flood risks from uncoordinated Skagit River projects
- **Comprehensive Plan Goal GMA5:** Encourage community economic development.
- **Comprehensive Plan Goal GMA 7:** Ensure fair, predictable and timely permit processes.
- **Comprehensive Plan Goal LU6:** To provide clear review and approval processes for land use actions.

Planning

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	76,650	46,600	47,950
Benefits	25,770	15,795	21,735
Supplies	2,300	2,300	2,500
Service Charges	12,225	27,825	24,540
Government Services	4,590	4,590	4,524
Capital	600	600	700
Total Expenditures	122,135	97,710	101,949

ENGINEERING AND PUBLIC WORKS

Mission Statement

To provide overall leadership, management, administration, and support for all the divisions of the Public Works and Engineering Departments. To provide safe, reliable, efficient Public Works services to the community. To provide sound technical advice to the City Supervisor, City Council, City staff, and the public. To ensure the effective and efficient integration of Public Works efforts as well as appropriate County/State plans into the overall operation of the City.

2015 Public Works/Engineering Accomplishments

- Reviewed as needed development projects for compliance with Engineering Department standards, including follow up field inspections.
- Updated the Equipment Repair & Replacement Fund program to meet 2015 Budget requirements and city equipment replacement needs. Purchased \$977,101 in new equipment as planned.
- Prepared and submitted the 2016-2021 Six Year Transportation Improvement Program (STIP) update for council approval and submitted final plan to WSDOT for inclusion in the state TIP.
- Continued work on the ADA Transition Plan Self-Evaluation. Work will continue in 2016.
- Continued modifications to the City GIS mapping system to refine the sanitary sewer and stormwater system and to update

the mapping for completed capital projects.

- Bid, awarded and managed 23 miscellaneous Small Works contracts totaling \$260,605.
- Solicited, awarded and managed 19 Professional Services agreements totaling \$340,679.
- Grant applications were submitted to 7 programs including TIB (four applications) Skagit County Economic Development WSDOT Bicycle/Pedestrian Program (one application) to support the Transportation Plan and Stormwater projects. Applications totaled \$2,557,043, **with \$2,370,368 awarded.** Projects included the Jameson Arterial Extension to SR9 Construction Phase, SR20/Cascade Trail West Expansion Phase 1A Ferry to SR9, Ferry Street, SR20 to Metcalf and Township, SR20 to Waldron Overlay Project, FY2015-17 Stormwater Capacity Grant and the FY2015-17 Local Source Control Program.
- Design, bid and completed contract installation of the Bingham Park Perimeter Fence, along with other minor fencing.
- Design and coordination of the Janicki Babe Ruth Baseball Field. Grading by PW Operations, minimal cost. Parking lot construction, fencing and dugouts scheduled for 2016.
- Design, grading and seeding for the Houser Playfields development. Clearing and grading by PW Operations, minimal cost. Parking lot and fencing scheduled for 2016.

- The SR9 Pedestrian/Bicycle Safety Improvements Project which was constructed in 2013, added sidewalks on the west side of SR9 from Lucas to Park Cottage Place, and on the east side of SR9 from McGarigle to Summer Meadows, included an Education, Encouragement and Enforcement element work concluded in June 2015.
- Design and Right of Way Phases for the Jameson Arterial Extension to SR9 Project completed to 100%. Design phase budget \$300,116; \$251,157 completed. Consultant design.
- Continued implementation of the Sign Management system using IworQ program. Completed 2015 updates as required by FHWA.
- The 2.67 acre property at 205 N Reed acquired in 2014 for stormwater purposes was cleared and graded to restore drainage and wetland areas, in conjunction with ditch restoration east of 127 N Central. Some work will continue in 2016.
- Continued NPDES Stormwater Permit compliance activities including annual update of the Stormwater Management Program, documentation of public stormwater conveyance system inspection and maintenance activities. Also included inspection and coordination of maintenance activities for all private stormwater systems within the city.
- Continued Skagit County Interlocal Agreement(s) activities related to Brickyard Creek Sub-flood Control Zone elements within the City limits.
- Cleaned and upgraded the F&S Grade Road Stormwater System to restore this previously non-functioning system. Restoration work will continue in 2016.
- Completed an in-house update of the Comprehensive Plan Capital Facilities Element Chapters 7.08 Sanitary Sewer, 7.24 Storm Drainage and 7.28 Solid Waste in preparation for the 2016 CFP Update due June 2016.
- In-house design and construction management with contract construction for the 2015 Greenstreet-Virginia-Dean Sewer and Roadway Project. Final cost \$688,185.
- In-house design and construction management with contract construction for the John Liner Road Sewer Pump Station Replacement Project. Total cost \$72,919.
- Provided contract administration and inspection for the new Police Radio Antenna and backup power project.

Project Summary

PROJECT DESCRIPTION	TOTAL PE/CE/CN	STATUS
2015 PROJECT RECAP		
2015 ON-CALL PROJECTS – 23 TOTAL (EXCLUDES PROJECTS NOTED BELOW)	260,605	COMPLETE
2015 ON-CALL PROFESSIONAL SERVICES AGREEMENTS – 14 TOTAL (EXCLUDES 4 AGREEMENTS NOTED BELOW)	77,189	COMPLETE
BINGHAM PARK PERIMETER FENCE	INCL	COMPLETE
JANICKI BASEBALL FIELD - GRADING	INCL	COMPLETE
HOUSER PLAYFIELDS – GRADE AND SEED	INCL	50% COMPL
SR20/COOK ROAD REALIGNMENT & EXTN PROJECT CONSTR PHASE	262,032	COMPLETE
SR-9, LUCAS TO PARK COTTAGE AND MCGARIGLE TO SUMMER MEADOWS PEDESTRIAN/BICYCLE SAFETY IMPROVEMENTS PROJECT	3,178	COMPLETE

- EDUCATION/ENCOURAGEMENT

JAMESON ARTERIAL EXTENSION TO SR9 PROJECT DESIGN PHASE	251,157	82% COMP
SR20/CASCADE TRAIL WEST EXTENSION PHASES 1A STATE TO FERRY & 1B HODGIN TO TRAIL DESIGN PHASE	6,092	10% COMP
2015 CHIP SEAL PROJECT	52,684	COMPLETE
UPDATE 2005 TRANSPORTATION PLAN	10,205	17% COMPL
205 N REED SITE WORK AND 127 N CENTRAL DITCH RESTORATION	INCL	90% COMPL
F&S GRADE ROAD STORMWATER SYSTEM CLEANING AND UPGRADE	INCL	90% COMPL
GREENSTREET-VIRGINIA-DEAN SEWER PROJECT	668,165	COMPLETE
JOHN LINER PUMP STATION PUMP REPLACEMENT PROJECT	72,919	COMPLETE
WASTEWATER FACILITY STRUCTURE AND EQUIPMENT ASSESSMENT	20,357	64% COMPL
SEWER RATE ANALYSIS AND STRENGTH BASED RATE ANALYSIS	15,740	COMPLETE
2015 ERR EQUIPMENT PURCHASES - \$1,056,417 COMPLETED	PER ERR	COMPLETE
TOTAL 2015 COMPLETED PROJECTS		1,700,323

<u>2016 PROJECTS PLANNED</u>	TOTAL PE/CE/CN	STATUS
GENERAL		
2016 ON-CALL PROJECTS - 20 TOTAL	250,000	PLANNED
2016 ON-CALL PROFESSIONAL SERVICES AGREEMENTS - 18 TOTAL	202,000	PLANNED
STREET/PW OPERATIONS		
JAMESON ARTERIAL EXTENSION TO SR9 PROJECT DESIGN PHASE	56,716	18% REMAINING
JAMESON ARTERIAL EXTENSION TO SR9 PROJECT CN PHASE	2,385,000	PLANNED
SR20/CASCADE TRAIL WEST EXTENSION PHASES 1A STATE TO FERRY & 1B HODGIN TO TRAIL PROJECT DESIGN PHASE	59,908	90% REMAINING
SR20/CASCADE TRAIL WEST EXTENSION PHASES 1A STATE TO FERRY & 1B HODGIN TO TRAIL PROJECT CONSTR PHASE	797,000	PLANNED
FRUITDALE ROAD ARTERIAL EXTENSION PROJECT DESIGN /RW PHASE	395,000	DESIGN PHASE
UPDATE 2005 TRANSPORTATION PLAN	48,834	83% REMAINING
2016 STREET CHIP SEAL PROJECTS	75,000	PLANNED
UPDATE IWORQ PAVEMENT MANAGEMENT SYSTEM	5,000	PLANNED
ANNUAL MONITORING & MAINTENANCE OF THE FRUITDALE/MCGARIGLE WETLAND AREA PER CORPS	7,500	PLANNED

PERMIT

<u>STORMWATER</u>		
UPDATE STORMWATER MANAGEMENT PLAN	25,000	PLANNED
205 N REED SITE WORK AND 127 N CENTRAL DITCH RESTORATION	1,000	10% REMAINING
F&S GRADE ROAD STORMWATER SYSTEM - COMPLETE RESTORATION	1,000	20% REMAINING
BRICKYARD CREEK ANNUAL MAINTENANCE PROJECTS	35,000	PLANNED
PARKS		
HOUSER PLAYFIELDS - PARKING AND FENCING	12,000	PLANNED
JANICKI FIELDS BASEBALL FIELD - PARKING	2,500	PLANNED
WASTEWATER		
2016 CIPP SEWER & MH PROJECT	300,000	PLANNED
WASTEWATER FACILITY STRUCTURE AND EQUIPMENT ASSESSMENT	11,643	36% REMAINING
2016 WTF EQUIPMENT REPLACEMENT PROJECT	100,000	PLANNED
DESIGN & MANAGE 2016 SEWER CIPP AND MANHOLE PROJECT	50,000	PLANNED
2016 CIPP SEWER & MH PROJECT	300,000	PLANNED
RIVERFRONT PARK SEPTIC SYSTEM AND RESTROOM UPGRADE	17,000	PLANNED
UPDATE 2005 SANITARY SEWER COMPREHENSIVE PLAN	10,000	PLANNED
SOLID WASTE / ERR		
2016 ERR EQUIPMENT PURCHASES - \$720,625 PLANNED	PER ERR	PLANNED
PRELIMINARY DESIGN - NEW MAINTENANCE FACILITY	50,000	PLANNED
TOTAL 2016 PROJECTS PLANNED		5,197,101

2016 Goals

- Develop and manage plans and execute programs that aid in the informed decision making by Public Works divisions, other City Departments, City Supervisor, and Council.
- Oversee the development, timely and cost-efficient administration of capital projects.
- Secure the means to finance

capital projects necessary for a healthy infrastructure by careful management of current resources and an aggressive pursuit of available grant and financing programs.

- Continue to upgrade administrative systems to increase efficiencies and save tax- and rate-payers money.
- Continue to increase customer satisfaction with Public Works services.
- Perform Public Works functions in a safe and accident free manner in accordance with Accident Prevention Policies.

2016 Objectives

- Continue to support and improve the Customer Request Program using the IworQ software platform.
- Continue Records Management Program maintenance, including digitization of all department files and record drawings.
- Continue to provide timely and cost effective review of development activities for compliance with Engineering Dept. standards in conjunction with the Building & Planning Dept.
- Perform annual review and update of Impact Fees and/or utility rates for Transportation, Stormwater and Sewer. Monitor sewer and stormwater utility rate and connection revenue for compliance with planned rate increases to ensure the lowest possible utility rates that will support the City's adopted plans for utility system maintenance and capital projects.
- Continue emphasis on procurement policies and methods that comply with City code and state requirements and assure the best value at the best price.
- Complete update of the 2005 Transportation Plan in conjunction with the 2016 Capital Facilities Plan update. Plan to continue emphasis on transportation planning to meet capacity needs and maintenance of existing streets. Focus projects include the SR9/Jameson Arterial Extension Project, the Jones/John Liner RR Undercrossing Project, and the Hodgin Road SR20 to Cook Road Arterial Connector Project. Total cost \$59,908; \$49,702 remaining in 2016.
- Update the 2005 IworQ Pavement Management System in coordination with the Transportation Plan update. Estimated \$5,000.
- Prepare 2017-2022 STIP for council approval and submission to WSDOT for inclusion in the state TIP.
- Perform updates to the Sedro-Woolley Municipal Code and Public Works Department Standards including required implementing the 2013 NPDES Phase 2 Stormwater Permit LID standard implementation.
- Manage the city GIS system to support the activities of all Public Works and other City departments.
- Continue to search for grant and loan funding opportunities in conjunction with the City's capacity to provide matching funds as opportunities arise to support infrastructure projects as

defined in the Transportation, Sanitary and Stormwater Comprehensive Plans. Prepare and submit TIB, STPR, TAP, Safe Routes to Schools, Ecology, RCO and other grant opportunities as they arise.

- Provide project management and technical support for development, bidding, contract compliance, and project close out for capital facilities projects and small works projects per City code and state law. Specific projects planned are as follows:
 - Prepare contracts and manage planned 20 each Small Works Roster contracts estimated at \$250,000.
 - Prepare contracts and manage planned 18 each Professional Services contracts estimated at \$202,000.
 - In-house planning and construction for the 2016 Chip Seal Project and Crack Sealing Project, in conjunction with Skagit County Public Works. Estimated at \$75,000.
 - Complete Consultant Design and Right of Way Phases for the Jameson Arterial Extension to SR9 Project. Design phase budget \$300,116, with \$56,716 remaining in 2016.
 - In house design and ROW for 2016 construction of the SR20/Cascade Trail West Extension Phase 1A Trail to Ferry Project and Phase 1B Hodgkin Road to Trail Road combined project. Design phase total is \$66,000, with \$59,908 remaining in 2016.
 - Consultant design for the Fruitdale Road Arterial Improvement Project. This

project is funded in partnership with Skagit County and the Port of Skagit. Design Phase \$395,000.

- Complete American Disabilities Act (ADA) Self-Assessment for all city owned facilities and begin ADA Transition Plan preparation. Formulate an annual sidewalk upgrade and replacement program. In house. Design, bid and construct the first ADA Facilities Upgrade Project \$25,000.
- Continue to coordinate construction and completion of the new Babe Ruth Ballfield at SWSD's Janicki Fields complex started in 2015. Partnership with Sedro-Woolley School District and the Playfields Association.
- Continue to coordinate Rotary efforts to reconstruct Metcalf Ballfield as a Little League field to replace Tesarik Field started in 2015 and scheduled to complete in 2016.
- Continue to coordinate design and construction of the Houser Playfields area for use as a soccer complex to replace the use at Janicki Fields. Grading complete in 2015; parking and fencing planned for 2016. Partnership with the Youth Soccer Association.
- Continue Sign Management program to upgrade street signs to new FHWA standards and to meet 2016 deadlines. \$11,000 budgeted for 2016.
- Complete site improvements at 205 N Reed to remove existing structure, restore stormwater ditches and create playfield area. Combine with work restoring

- ditch crossing 127 N Central.
Estimated remaining cost \$1,000.
- Complete work on restoration of the F&S Grade Road Stormwater System. Estimated remaining cost \$1,000.
 - Preliminary planning for a Brickyard Creek Culvert Replacement Project to replace failing 96 inch culverts at F&S Grade Road using Sedro-Woolley Sub Flood Control District funds.
 - Begin update of the 1997 City Storm Water Management Plan. Identify and program stormwater system improvements including capacity improvements for Brickyard Creek and the West Jones/F&S Grade Road and Garden of Eden Road areas. \$25,000 budgeted.
 - Continue to manage implementation and compliance activities for the NPDES Phase II Stormwater Permit. Prepare and submit 2015 Stormwater Permit Annual Report and Management Program update.
 - Continue inspection and documentation of maintenance activities for the municipal storm sewer system (MS4).
 - Continue identification, inspection and tracking of private stormwater systems for compliance with the Permit.
 - Continue to provide public outreach and education programs in conjunction with Skagit Conservation District.
 - Prepare an analysis for council of the present state of compliance of private stormwater systems with city stormwater O&M standards, and impacts on the city system.
- Present alternatives to council for improving compliance.
- Complete the next round of Local Source Control Program business inspection and tracking.
 - Continue to work with Skagit County to complete stormwater projects of mutual benefit in the Fruitdale Road vicinity and other city-county stormwater transitions.
 - Manage sewer utility system upgrades to ensure regulatory compliance and the safe, reliable provision of essential City services including improvements to the wastewater collection system, sewer trunk line improvements, and wastewater treatment in accordance with the 2005 Comprehensive Sewer Plan. Plan for infill of sewer to underserved areas of the city, including the Curtis Street/State Street vicinity, Bingham Park area, and Fruitdale Road/Wicker Road area. 2016 focus is North Fruitdale, included in the Fruitdale Arterial Extension Project.
 - Complete the WWTP Structure and Equipment Assessment started in 2015 and use results to update the Sewer Capital Improvement Program. Estimated cost \$32,000, with \$11,643 remaining in 2016.
 - Update of the 2005 Sewer Comprehensive Plan in preparation for the 2016 Capital Facilities Plan update. 2016 estimated cost \$10,000.
 - 2016 WTF Equipment Replacement Project, including replacement of Aeration Basin Rotor #4, and other critical equipment items identified by the

Equipment Assessment. \$80,000 budgeted.

- In house design bid and construction for the 2016 Sewer CIP Sewer and Manhole Project, estimated at \$300,000.
- Replace Riverfront Park Septic System and Restroom Upgrade, estimated cost \$17,000.
- Begin planning for the Wastewater Treatment Facility Ring Dike for flood protection that is recommended in the USACOE Skagit GI Flood Study. Cancellation of the Skagit River GI Study jeopardizes this project.
- Continue to monitor success of new Yard Waste and Recyclables Programs instituted city wide in 2015.
- Continue management of the Equipment Repair and Replacement Fund, including \$720,625 in planned purchases.
- Provide updates and training on the latest procurement methods, laws, and policies.
- Begin work to design and site a Solid Waste/Equipment Maintenance Facility to replace the aging facility at 315 Sterling.
- Continue to explore expansion of ERR Maintenance Program to include Police and Fire with conversion of program from part-time to full-time mechanic. One additional day (to three days/week) added in 2016.

Engineering

Budget Year	Budget Year	Budget Year
2014	2015	2016

Expenditures by Category

Salaries	76,650	54,550	49,290
Benefits	25,770	26,095	23,642
Supplies	2,300	3,500	5,000
Service Charges	12,225	29,871	29,350
Government Services	4,590	0	0
Capital	600	500	500

Total Expenditures	122,135	114,516	107,782
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POLICE

The Sedro-Woolley Police Department continues to work hard and serve the citizens well. 2014 was the year of change we saw a major change in the makeup, staffing and leadership of the Department. 2015 was the tough year of growth, we had one long term Officer retire at the end of the year, but this was more than offset by the hiring of 6 Officers in this same year.

We now have the Officers we need to do the job that needs to get done. So often in the last few years, too many people had to wear too many hats; Detectives, Sergeants and even the Chief had to be Patrol Officers. While providing a break from less exciting tasks, all of those jobs were put on hold, to provide basic services. We don't have to do much of that anymore and you should see a lot of growth in 2016.

None of this could have been accomplished without a vision and plan for the future that was modeled around the basic premise of making Sedro-Woolley a better place to live. That vision will only work if we address the quality of life and the view the City shows to people coming to town to shop, live and to invest in business.

Our biggest issue has continued to be staffing. 2014 and 2015 were extremely difficult, but we made it through and managed to hire several new people and several seasoned officers from other Departments. Unless something drastic happens, this will be exactly what we need. The only staffing issue we have is in Records; we are swamped with work from the additional officers and increasing calls for Public Disclosure Requests. Bringing one of our part time Records staff to a full time position would alleviate this problem.

DEPARTMENT STRUCTURE

1 Chief
3 Sergeants 2 Detectives
11 Patrol Officers
1 Code Enforcement Officer
3 Reserves
1 Records Sergeant
1 Records Clerk
1 Part time Receptionist
1 Part time Transcriptionist

OFFENDER WORK PROGRAM

Our Offender Work Program continues to work very well, as a continuing process of improvement, this program has been shifted to the Public Works Operations Department and is overseen by Nathan Salseina. The offenders have worked thousands of hours for each of the past few years. I do not believe that the city would function as well without their labors. This program works this well because of the hard work and dedication of Luigi Gallino.

2015 Accomplishments

- We are still providing a high level of service to the community

while trying to live within our budget. We will continue to target people who sell drugs and those who accept stolen property. We will work with property owners to eliminate nuisances and take the position of fixing small problems to eliminate big issues.

- The new jail is progressing and we are living with the overcrowded jail situation. The projected date for the new Jail is the summer of 2017, we will be living with the Jail problem until then. We are working closely with the prosecutor and courts to take full advantage of our offender work program. Additionally, we are beginning talks with Juvenile Probation, exploring the possibility of a Juvenile Offender work program.
- Our Spillman mobile and Sector project has moved us closer to eliminating data entry steps. Automated systems should be integrated so an extra step of a human entering data can be eliminated and the people can be used for better purposes. The Spillman system also allows a Dispatcher to locate an Officer on their computer, by using the GPS system in the cars.
- We are filing prosecution cases electronically with both the county and city prosecutor. This helps eliminate driving a stack of paperwork to the Court/Prosecutor. By the summer of 2016, we plan on having any paperwork that can't be done electronically, be delivered by our Crime Watch crew.
- The venerable Ford Crown Victoria has been replaced by the

SUV Police Interceptor. These are much more versatile vehicles and with the increasing technology that we are adding to the Patrol officer's "tool box," these vehicles are a much better platform, offering better visibility, increased traction and more space for equipment. As of March 2016, we have 7 of these vehicles in our fleet. Additionally, the Chief's 2003 Crown Vic will be rotated into the Crime Watch vehicle and a pickup is coming to replace it.

- Gang related issues continue to affect us all, in 2015 we hired a former Burlington PD Officer who specializes in Gangs. We expect to see him training other Officers, throughout the County, on how to recognize and deal with Gang related issues.

2016 Goals

- Our 2015 goal of getting our Communication system upgraded was finally realized by the completion of the repeater system and new radio frequencies available on the Duke's Hill site. Not all of the bugs are worked out, but we now have the ability to talk to Dispatch anywhere in town on portable. We did not have that ability before. We are the first agency to have our unit identifier show up on Dispatch's screens when we key up our radios. This is a huge safety item that should be adopted county wide.
- Continued pressure on the street level drug dealers. We are working with other agencies to come up with ways to make this a County-wide process. We are now members of an FBI led Safe Street Task Force, with

the approach to attacking criminal problems using intelligence based Policing.

- Work on expanding our Senior Crime Watch into a Citizens Patrol to provide extra eyes on the street and to do some of the administrative tasks that can and should be done by non-commissioned staff.
- Longtime employee, David Welch, retired, and was replaced by Ariel Wesson, she has been doing an exceptional Job.
- Ariel's part time Reception Job was filled by Joanna Uribe jumped into the job and is a perfect fit.
- Now that we have our staffing in place, and the new people integrated into their positions, we can start broadening our approach to making this a safeCity.
- Officers continue to focus on aggressive patrol and enforcement of criminal and traffic laws, which has made it uncomfortable for drug dealers and drug users to live in our community. This all is part of a greater plan to improve the quality of life for the people of Sedro-Woolley. To do this, Patrol Officers stopped 3,226 cars and either stopped or checked out with 1,648 other cars and people of interest. This constant presence in the community does two things, first it shows that the officers are out and provides a sense of security to the people who see us at work. Second it also shows the criminal element that we are actively hunting them and hopefully drive them out of our town.

	2010	2011	2012	2013	2014	2015
Animal Problems	453	430	482	653	615	630
Traffic Infractions	364	511	740	643	704	7452
DUI	50	55	47	26	21	44
Adult Arrests	610	586	486	409	354	379
Juvenile Arrests	105	106	90	85	71	50
Burglaries	147	151	178	219	186	100
Total Calls of Service	8559	8470	7950	8726	8314	8234

I would like to thank several people for helping get us through this huge transition.

City Supervisor Eron Berg has spent a considerable amount of time helping set up ways to finance this change and has been the technical support, Human Resources guide and our biggest supporter. He has helped establish a vision for the City and is helping us work toward that vision.

The Mayor and City Council for their support and continued leadership that allows all of this to keep moving forward.

Finally, and most importantly, the people who are making this happen, the officers, detectives and city staff that have had additional burdens placed on them to make all of this happen. We started 2014 with a rather gloomy vision of being asked to keep providing “more with less.” There was really no avenue that didn’t look like more work and less people and resources to do an increasingly difficult job. Several incidents across the country showed an increased antagonism against the Police, but the staff, Citizens and City Leaders showed nothing but support for our mission. The support we received in 2015 has given us such an injection of optimism that we are able to do things that we’ve not been able to accomplish ever before.

Our Department has a positive attitude and strives to deliver the level of service that you expect. You have a police department to be proud of.

Police

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	1,393,110	1,512,100	1,594,565
Benefits	568,095	687,208	646,346
Supplies	56,250	69,000	67,250
Service Charges	120,543	139,943	124,550
Government Services	254,332	247,125	259,010
Capital	25,000	131,350	35,000
Transfers	0	46,200	57,660
Total Expenditures	2,417,330	2,832,926	2,784,381

FIRE

Mission Statement

The Department is dedicated to providing services to protect the public from loss of life, health and property arising from natural and man-made events. This department is committed to develop and implement a response system that reduces the danger to human life and keeps the damage to property at a minimum.

Volunteer Mission Statement

It is the association’s mission to support the Sedro-Woolley Fire Department in providing service to protect the public from loss of life, health, and property by providing members that actively participate in our community, serve as role models, and promote camaraderie through social events, fund raising, and recognizing individual achievements.

Major Service and Programs

The Fire Department provides emergency response for fire and medical emergencies; we also provide fire

prevention programs for the general public, Sedro-Woolley School District and the Upper Skagit Reservation. We conduct life safety inspections for our business community within the City Limits. We also provide CPR and first aid classes for the citizens of Sedro-Woolley and Skagit County.

Department Administration

The administration consists of the Fire Chief, Assistant Chief and Battalion Chief. The Fire Chief provides the overall management and direction including: planning, budgeting, scheduling and maintenance. The Assistant Chief provides for training, fire prevention, inspections and special programs. The Battalion Chief, which is a volunteer position, provides for volunteer operations and fore ground operations and investigations.

Department Make Up

The department is made up with career staff, part time staff and volunteers. Currently the City employs on the career side the Chief and Assistant Chief. We have 15 part time employees (some who are volunteers also) and a total of 12 volunteer residents and 17 outside volunteers. Within the volunteer ranks we have 1 Battalion Chief, 2 Captains, 5 Lieutenants, 1 Safety Officer and a Support Officer.

2015 Accomplishments

- Service Delivery: First and foremost our main goal was to continue to provide the citizens of Sedro-Woolley the same high quality service they have come to expect from their Fire Department within the budget provided. Last year we hit an all-time high in call volume. The increase in calls put a major strain on our volunteer officers and firefighters. Retention was a major issue in 2015 and it's an area we are still struggling with and will be in 2016.
- EMS/BLS Integration Delivery: In July of 2015 we started taking over a few of the BLS transports within our response area. By the end of the year we had completed 29 transports to either Skagit Valley or United General. With these transports we brought in \$5,442 in revenue. We also were able to "re-chassis" one of our ambulances. This was done in partnership with Skagit county EMS. In 2015 we also started using ESO which has an electronic patient data base systems used for billing and medical data. Both of these were huge leaps within the department.
- Update of policies and standard operational guidelines: As stated in the 2015 goals, our policies and SOG's needed to be changed to reflect our services. As we are still in the "trial" period all changes are in draft status until the program is approved by Dr. Russell.
- Volunteer Staffing: As always we continue to recruit and train new volunteers, both outside volunteers and residents. We lost several trained residents last year to career departments and it was difficult to replace them. We also had a key officer retire in 2015. We have promoted a volunteer to the rank of lieutenant and are currently back

to full strength with our officer ranks. With the increasing training requirement imposed upon us by the State, this task is becoming more difficult each year. It will continue to be a new goal next year and in the years to follow.

2015 Call Data

Call Zones	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
D8 East	13	18	17	13
D8 North	15	17	17	21
D8 South	101	100	132	117
City Limits	352	338	466	385
Totals	481	473	632	536

2016 Goals

- Service Delivery: First and foremost our main goal is to continue to provide the citizens of Sedro-Woolley with the same quality service they have come to expect from their Fire Department within the budget provided. With the increasing call volume we are looking to increase our ranks to take some of the burden off of the already taxed volunteer system.
- EMS/BLS Integration delivery: we will continue to work with Central Valley Ambulance Authority and Skagit EMS providing a tiered response to medical calls ensuring the appropriate level of response to each call. Currently we are the only department within Skagit county providing BLS transport services on a regular basis. In 2016 we hope to take on more

than a support role in BLS transports.

- Update of policies and standard operational guidelines: in direct correlation with the change in how we respond to medical calls we will need to continue to monitor and change some of our policies within our “SOG’s”. This will be an ongoing program as we will need to monitor and follow the changes within the County’s protocols for EMS response.
- Equipment Replacement: In June of 2016 we are expecting to receive the new engine. It will take a couple of months to get everything in place and to get everyone up on the new apparatus. Once the vehicle is ready for service we will rotate the fleet and place our current 1996 engine at the training grounds to act as a reserve engine.
- Storage Facility: This spring we will be placing our new storage facility up at Station 2. The storage facility will house the Haz-Mat trailer and spare hose and other bulky equipment that is starting to clutter the stations.
- Volunteer Staffing: As always we will continue to recruit and train new volunteers and residents. With the increasing training requirement imposed upon us by the State, this task is becoming more difficult each year. I will continue to work with City administration and City Council to increase the incentives we are able to offer in order to attract more personnel.

Fire

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	469,800	481,600	656,450
Benefits	117,270	126,270	184,425
Supplies	47,000	59,000	59,450
Service Charges	109,120	109,320	118,870
Government Services	28,100	30,750	33,360
Capital	0	0	30,000
Transfer	93,000	93,800	128,340
Total Expenditures	864,290	900,740	1,210,895

BUILDING

Mission

Promote the general health, safety, and welfare of the citizens of Sedro-Woolley; assist the citizens with code and permit processes; work with developers and contractors to achieve their goals; and work with other City departments to provide a coordinated effort.

We strive to achieve these goals and contribute to the overall mission of the City by:

- Administration and compliance with the codes and standards adopted by the State of Washington that regulate building construction.
- Administration and compliance with the City of Sedro-Woolley Municipal Code as it relates to buildings and properties located in the City.
- Provide information to the public and assist them in understanding proper application of the adopted codes and ordinances.
- Ensure that individuals and companies that do business in the City meet the regulatory standards set forth in the building code and local ordinances for the business and occupation in which they are operating.

Summary

The Building Department staff was reduced to less than one (1) F.T.E. in 2012 and that status continued through 2014. A new FTE was hired in 2015. The primary goal will be to perform plan review in a timely fashion and continue to perform all inspections with same/next day service. The Planning Director has completed training and accreditation as a residential building inspector and has taken over the residential building inspection duties. Contracted employees are performing complex commercial building inspections, plan review and Building Official responsibilities.

The Planning Director is engaged in commercial building code training with the goal of having City staff perform all building inspections and Building Official responsibilities as soon as training allows. Contract building inspection is still necessary in the event that the Planning Director/Building Inspector is unavailable. Plan review will continue to be performed by contracted employees due to the amount of time necessary to perform plan review.

The amount of time available to work on code enforcement requests will be reduced and may affect prompt customer service in that area. The Police Department hired a full-time Code Enforcement Officer which has allowed the Building Department to focus on code enforcement issues directly associated with building safety.

2015 Accomplishments

In 2015, the Building Department assisted the City Council with the following:

- Performed plan review to verify building code compliance
- Performed building inspections to verify building code compliance
- Performed as the Building/Planning/Engineering Code Enforcement Officer

- Hired a full time Plans Examiner / Building Inspector

- **2016 Council Quality of Life Goal:** Improve our image

2016 Goals & Objectives

Efficient processing of building permit applications

- The Building Department will review all residential applications within one week of submittal.
 - **2016 Council Goal to Promote Economic Development:** Make City Government more user-friendly
 - **2016 Council Goal to Promote Economic Development:** Develop a predictable process
 - **2016 Council Service Productivity & Innovation Goal:** Streamline the permitting process

Help customers better understand the permitting process

- The Building Department will update, revise or produce additional informational handouts for use in self-service area of City Hall and on the website.
 - **2016 Council Goal to Promote Economic Development:** Make City Government more user friendly

Continue managing and tracking code enforcement cases related to building code violations

- The Building Department will continue to accept citizen complaints, manage compliance requests and uniformly enforce existing City Building codes to assist in improving the image of our City.

Building

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	33,000	47,620	98,800
Benefits	9,707	16,155	30,470
Supplies	2,300	2,200	4,000
Service Charges	18,275	32,875	11,140
Capital	600	600	1,400
Total Expenditures	63,882	99,450	145,810

SPECIAL REVENUE FUNDS

Special revenue fund types are used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes. The city presently has thirteen special revenue funds:

- Parks Funds
- Cemetery Fund
- Streets Fund
- Arterial Streets Fund
- Library Fund
- Cemetery Endowment Fund
- Parks Reserve Fund
- Hotel/Motel Fund
- Special Investigations Fund
- Code Enforcement Fund
- Paths and Trails Fund
- Law Enforcement Sales Tax Fund
- City Council Strategic Reserve Fund

PARKS FUND

The park fund provides the financial resources for staff to oversee the maintenance and operation of the city's parks, open spaces and public facilities, including the Municipal Building, City Library, Senior Center, Community Center, Park & Recreation office, and Fire Station 2. The parks fund also provides for the oversight of the downtown flower basket program. The department supervises the rental of park shelters, RV Parks, Community Center and Hammer Heritage Square. The Offender Work Program is also administered out of the parks division, but is funded out of the legal department.

2015 Budget Message

2015 has been another busy year for Public Works Operations. Staff has had a very productive year completing many infrastructure maintenance and construction projects for the citizens of the city. We were able to complete several street, parks, storm drainage and facilities projects, as well as keep up satisfactorily with routine maintenance of city streets, storm drainage, cemetery, parks and facilities. A couple of our larger departmental projects for the season include the following. The Streets Division chip sealed 9300 square yards of street surface which equates to approximately 1.5 Lane miles. Parks completed an entirely new playground at Riverfront Park. Please see the full list of accomplished projects listed below by project fund. The department continues to be short staffed in the parks/facilities areas, but we have been able to get by with a very dedicated and capable seasonal staff to assist with mowing, carpet cleaning and other seasonal duties. The offender work program has also been a valuable asset, providing 4300 hours of work to support the parks division. We are very proud of what we have been able to accomplish for the citizens of Sedro-Woolley making the best of our limited resources.

ISSUES FACING THE DEPARTMENT IN 2016

The age and increased usage of our public facilities as well as our transportation and drainage infrastructure will continue to be a factor in 2016. Our street infrastructure continues to show signs of wear and tear, and the city's storm system is in need of

continued maintenance and cleaning to be in compliance with the Department of Ecology NPDES Phase II permit. The usage of our Parks and Facilities continues to rise every year, and as the usage increases, the maintenance increases as well. 2016 also will bring the addition of Winnie Houser Park and Playfields and will require additional maintenance. Union cemetery will continue to be kept at a high standard to honor the citizens interred there. Our primary concern in 2016 is being able to continue to provide our services to the public with limited staff at an acceptable level.

2015 Accomplishments

- General parks routine and preventative maintenance
- Cleaned and maintained 63,597 square feet of city owned facilities
- Constructed a new playground at Riverfront park
- Completed several security upgrades at city hall
- Replaced non-compliant fire suppression systems at the community center and senior center.
- Painted the exterior wood surfaces of city hall
- Assisted Rotary Club with utilities, grading, hauling and cement work at the new Tesarik Ballfield
- Completed several lighting retrofit projects as part of our RCM Program
- Completed asbestos removal and new flooring at the community center
- Completed new Fire apparatus doors on Fire Station 1

- Graded and seeded the new Winnie Houser Park
- Constructed new Babe Ruth Baseball field at Janicki Field Complex
- Completed cleanup of new property at 205 N. Reed Street.
- Hosted 396 events, private parties, reunions, etc. at parks and public facilities (includes paid rentals only)
- Provided 2516 nights of R.V. Camping
- Hosted Loggerodeo Carnival and fireworks show at Riverfront Park
- Hosted Founders Day, JJ Cruisers Car Show
- Offender work program provided 4300 hours of work, equivalent to two full time FTE's

2016 Goals and Objectives

- Our goals for 2016 are to attempt to maintain our current levels of service
- Maintain our public parks and facilities, in a safe manner consistent with city policy and in a manner that we can be proud of
- Continue to plan for the future and work toward our long term goals
- Work on determining a location and developing a funding plan for a city spray park.
- Complete new slide feature at Riverfront Park
- Replace flooring and restroom partitions at Senior Center
- Apply sealer coat to Large Picnic Building at Riverfront Park

- Construct new Memorial Park Caretaker's Cottage at Memorial Park
- Construct a new sign at Bingham Park
- Construct new Covered BBQ Shelters at Memorial and Bingham Park
- Complete parking area and grading and seeding of Houser Park
- Continue to work on the city's Resource Conservation Program
- Decommission the former Tesarik Field Site at SR20 and W. Ferry Street.
- Design and Construct New Septic System for Riverfront Park.

Parks and public areas that we maintain

- Riverfront Park
- Memorial Park
- Bingham Park and RV Facility
- Hammer Heritage Square
- Lions Park
- Holland Drug Park
- F&S Grade Road Park & Ride
- Harry Osborne Park & Train
- Metcalf Park
- Riverfront R.V. Park & Boat Launch
- Tesarik Ballpark
- Library Grounds
- Community Center Grounds
- Senior Center Grounds
- Bull Blocks in between Bank of America and Skagit State
- Highway 20 and Highway 9 Entrance Signs
- Old City Dump on Bassett Road
- Fire Dept. Training Property
- Fire Dept. Grounds

- Winnie Houser Park and Playfields
- 205 N. Reed Street

Public facilities that we manage and maintain

- Community Center
- Senior Center
- Bingham Park Caretaker's Home
- Riverfront Park Caretaker's Home
- Memorial Park Caretaker's Home
- Municipal Building
- Library
- Park Shelters
- Street maintenance facility
- Cemetery maintenance shop
- Sedro-Woolley Fire Station 2

Other Parks Department duties

- Flower baskets and barrels downtown, and all city flower beds
- Facility Rentals
- Park Benches and concrete benches downtown
- Playground Safety Inspections
- Picnic Tables
- Christmas Decorations
- Locating a City Christmas Tree and putting it up and taking it down
- 4th of July Decorations
- American Flags Downtown during holidays and celebrations.
- Other miscellaneous activities requested by the city leadership or citizens

Parks

	Budget Year 2012	Budget Year 2013	Budget Year 2014
<u>Expenditures by Category</u>			
Salaries	196,000	218,070	182,570
Benefits	109,035	109,415	90,770
Supplies	37,600	41,900	38,900
Service Charges	168,000	163,150	185,020
Government Services	900	875	0
Capital	69,000	7,700	51,200
Transfers	13,680	14,025	12,900
Loan Payment	82,000	10,000	10,000
Total Expenditures	676,215	565,135	571,360

CEMETERY FUND

The City of Sedro-Woolley operates the Union Cemetery which was formerly the IOOF Cemetery and Wickers Cemetery. The Cemetery fund provides the financial resources to operate the cemetery. Staff is responsible for the complete in ground burial of full bodies and inurnment of cremains be it in the ground or in an above ground Columbarium (Niche Wall). This includes the coordination of burial schedules, opening and closing of graves, set up and removal of equipment and evenly setting of grave markers. In addition cemetery ground and equipment are kept in top condition at all times.

2015 Accomplishments

- Kept up nicely with general grounds and equipment maintenance
- 69 Burials and Inurnments,

2016 Goals and Objectives

- Keep up with grounds and equipment maintenance
- Maintain high level of customer service

- Purchase adjoining land for future expansion

Cemetery

	Budget Year 2012	Budget Year 2013	Budget Year 2014
<u>Expenditures by Category</u>			
Salaries	59,000	62,775	64,000
Benefits	29,600	29,465	28,980
Supplies	12,300	12,500	12,800
Service Charges	12,525	12,545	12,570
Government Services	2,000	2,000	0
Capital	0	0	34,000
Transfers	12,550	14,025	12,900
Total Expenditures	127,975	133,310	165,250

STREET FUND

The Street Fund provides the financial resources to operate and maintain the street infrastructure within city limits. Staff is responsible for the maintenance of streets, alleys, sidewalks and shoulders within the City of Sedro-Woolley. The street fund receives revenues from state distributions of motor vehicle fuel taxes. These state distributions are not sufficient resources to maintain city streets. The city's general fund provides subsidies in order for the street fund to operate.

Streets

	Budget Year 2012	Budget Year 2013	Budget Year 2014
<u>Expenditures by Category</u>			
Salaries	148,600	159,325	191,385
Benefits	78,660	84,313	106,052
Supplies	47,200	73,200	52,500
Service Charges	232,750	213,300	231,935
Government Services	60	60	0
Capital	75,000	105,000	80,000
Transfers	94,675	105,825	153,400
Total Expenditures	676,945	741,023	815,272

STORMWATER FUND

The Storm Water Utility fund provides the financial resources to operate and maintain the city’s storm water infrastructure. Fund revenues are partially dedicated to the inspection, repairs, and maintenance of the storm water infrastructure. Another portion is dedicated to NPDES Permit Compliance activities performed by the Engineering Department. The revenue generated from rate payers is not sufficient to operate the utility. The city’s general fund provides subsidies in order for the storm fund to operate.

2015 Accomplishments

- Kept up with routine maintenance, patching, signs, striping, alley grading, tree trimming etc
- Worked on Compliance with MUTCD Sign Requirements
- Chip Seal pre level and overlaid 1.5 Lane Miles of city streets including
 - Dunlop from Township to 8th Street, Township from Sterling to City Limits, Polte Rd, Waldron Street from Puget to Murdock
- General Storm Water System Maintenance
- Cleaned 1401’LF of Storm System Piping
- Cleaned 121 catch basins
- Inspected 495 catch basins
- Cleaned 80’LF of Culvert
- Mowed 3650’ LF feet of drainage ditch
- Cleaned 1985’ LF of drainage ditches
- Performed annual maintenance on Brickyard Creek

- Provided 903 hours of street sweeping
- Assisted with capital projects including grading and dirt work at Janicki Field

2016 Goals and Objectives

- Continue with annual road resurfacing schedule
- Continue to maintain streets, sidewalks, alley’s and shoulders to afford safe passage for motorists and pedestrians
- Implement street sign replacement program compliant with MUTCD standards
- Continue to inspect and clean storm water system on schedule
- Perform annual maintenance on Brickyard Creek
- Convert all city owned traffic signal flashers to LED technology
- Construct new parking lot at Janicki Field

Stormwater Operations

	Budget Year 2012	Budget Year 2013	Budget Year 2014
<u>Expenditures by Category</u>			
Salaries	185,500	193,600	212,500
Benefits	95,050	95,460	113,705
Supplies	10,000	10,000	10,000
Service Charges	59,882	97,860	93,815
Government Services	14,500	8,400	9,700
Capital	1,600	33,000	0
Debt Service	0	0	10,190
Transfer	30,550	138,925	138,365
Total Expenditures	397,082	577,245	588,275

**OVERVIEW OF
STREET/STORMWATER
DEPARTMENT DUTIES**

Street Infrastructure Maintenance – Department Staff is responsible for the maintenance of nearly 60 miles of city owned streets and alleys within city limits including but not limited to:

- Pothole Patching – once per month typically
- Street Sweeping- 3 days per week winter, 2 days per week summer
- Traffic Sign Maintenance – as needed
- Snow and Ice control
- Annual Street resurfacing projects (Reconstruction, Chip Seal, etc.)
- City Parking Lot Maintenance
- Alley and Shoulder Maintenance
- Pavement markings, including road striping, stop bars, cross walks, and parking striping
- Downtown street lighting, (36 Luminaries)
- Traffic Control Signals (7 locations)
- Right of way mowing and trimming
- Tree and vegetation trimming in right of way
- Dead animal removal and disposal
- Assist with capital projects as needed

Storm System Maintenance

Department staff is responsible for the maintenance and operation of the city’s storm water facilities including:

- City owned Storm water Detention Facilities – 11 locations
- Detention Vaults, Ecology Embankments, etc – 3 locations
- Storm water System Piping 6” to 36” diameter (197,879 LF) including
 - Force Main 2431’ LF
 - Many French Drain Locations
 - Drainage catch basins (1905 basins)
 - Road Culverts, (7,200 LF)
 - Drainage Ditches, (38,950 LF)
 - Storm water pump station – 2 total (currently maintained by Wastewater Treatment Staff)
- Brickyard Creek – 4.25 miles

ARTERIAL STREETS FUND

The arterial street fund is responsible for administration, maintenance and improvement of the City’s arterial street system. This fund receives revenues from GMA Transportation Impact Fees, grants and developer agreements.

Arterial Streets

	Budget Year 2012	Budget Year 2013	Budget Year 2014
<u>Expenditures by Category</u>			
Salaries	0	0	0
Benefits	0	0	0
Supplies	0	0	0
Service Charges	0	0	0
Government Services	3,200	3,197	2,935
Capital	782,785	646,500	2,176,900
Transfers	0	500,000	500,000
Total Expenditures	785,985	1,149,697	2,679,835

LIBRARY FUND

The Sedro-Woolley City Library exists to provide books, materials, and information in a wide variety of formats. We encourage everyone in our

community to develop a lifelong love of reading, and of learning. We strive every day to open the world of ideas, and of the imagination, to all who wish to enter.

2015 Accomplishments

- The Library participated in a joint Skagit Reads program with the book “Spare Parts” by Joshua Davis. The book, and the accompanying movie(s), were very well received by the community. The author came up from San Francisco for an evening lecture at the Lincoln Theatre in November; the libraries sponsored several robotics demonstrations throughout the County; and we showed both “Spare Parts” the movie, and “Underwater Dreams”, which is a documentary about the book. The subjects that were discussed in the community forums were: immigration; the plight of undocumented children and families in America; and how an unknown (income challenged) high school underwater robotics team (from the desert), took on some of the most prestigious robotics (collegiate) teams in the country.
- Our Summer Reading Program was, yet again, extremely successful. The collaborative theme this year was “Every Hero Has a Story”. One of the new programs was the City-wide “Meet Your Local City Heroes” meet-and-greet in Memorial Park. City employees all brought their heavy equipment, and talked to children and families

about what they do, and why. We had police vehicles (with handcuffs!); a fire truck; a dump truck; several excavators; a backhoe; a water treatment vehicle with cameras; etc. We had well over 100 children and families attend the event – and a really good time was had by all (a big thank-you to all of the City staff who made it happen). We also did a “Cardboard Challenge”, wherein we filled the Community Center with all kinds of cardboard tubes, boxes, duct tape, etc. The idea is to team up and construct wildly imaginative items from scrap cardboard. Everyone had a wonderfully creative time, but clean-up proved to be quite the challenge. Our Discovery Club, weekly science activities for children ages 6 to 12, continued to be very popular as well. We dropped eggs from tall ladders (the challenge was to protect them somehow from breaking); we played with colors and ceramic tiles; and many more projects. We also started a Children’s Garden at the Library with pumpkins, tomatoes, and flowers.

2016 Goals, & Objectives

- The Library is partnering this year with a group of non-profits in Skagit County to pioneer a Film Festival for our communities. The partners include this Library; the Skagit County Health Department; Chinook Enterprises; WA Vocational Services; the Children’s Council of Skagit

County; and the Skagit County Child and Family Consortium. All of the films are being shown for free at the Lincoln Theatre – once a month on the second Thursday at 7:00 pm. Each partner is sponsoring a high quality documentary film on areas of community importance and interest. *The Raising of America* (early learning/childcare in the US); the *Dark Side of the Full Moon* (on the hidden epidemic of maternal depression); *Having It All* (on the difficult challenge for women to balance marriage, children, and careers); *Horse Boy* (an autistic child’s relationship with therapeutic animals); and *Paper Tigers* (the community of Walla Walla’s answer to family trauma effects on children and education). For more information: please check the website :www.SkagitSpotlightFilmFestival.com.

- The Summer Reading Program planning is proceeding rapidly for 2016 – the theme this year is on Fitness and Sports. Already we have a Steel Drummer, a Magician, and a Musical Act confirmed – with more on the way. We will be collaborating with the Central Skagit Library on these weekly programs. The Library is also currently in the process of hiring a new Children’s/Youth Services Specialist. This employee will be charged with developing and implementing our weekly Story Times, Baby Times, Children’s Outreach, as well as many other vital tasks. This position is

integral in working with children and families.

- Library Staff, and Board, in 2016 will be looking at ways to improve customer service; accelerating the weeding of materials; considering the impact of fines; and other system-wide improvements for our patrons. The ILS automated (TLC) system for our Circulation Computers will also be updated this spring.

Library

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	185,700	189,000	189,725
Benefits	50,185	50,450	53,550
Supplies	6,900	6,900	7,500
Service Charges	40,100	40,400	40,625
Government Services	3,700	3,700	3,700
Capital	14,000	10,000	15,000
Transfer		0	0
Total Expenditures	300,585	300,450	310,100

CEMETERY ENDOWMENT FUND

The Cemetery Endowment fund collects a fee for each burial space sold in the Sedro-Woolley Union Cemetery. Interest earnings on the fund are transferred to the Cemetery fund for maintenance of Union Cemetery.

PARKS RESERVE FUND

The Parks Reserve Fund receives receipts for the sale of pavers at Hammer Heritage Square and pays for the installation and maintenance of the pavers.

HOTEL/MOTEL FUND

A lodging tax is imposed upon recommendation of the city's Lodging Tax Advisory Committee, in accordance with Sedro-Woolley's Municipal Code Chapter 3.06.

All such taxes collected in this fund are for the purpose of paying all or part of the cost of tourism promotion, acquisition of tourism, related facilities, operation and maintenance of tourism, related facilities and for such other purposes as authorized in RCW Chapter 67.28.

Lodging tax funds may be used to pay for tourism promotion and any engineering, planning, financial, legal and professional services incident to the development and operation of tourism related facilities to secure the payment of all or any portion of general obligation bonds or revenue bonds issued for such purpose as specified.

The sole source of revenue is the lodging tax. This tax is derived by taking 2 percent of the state's 6.5 percent sales tax and rebating it back to the community for local programs to promote and accommodate tourism.

SPECIAL INVESTIGATIONS FUND

The Special Investigations Fund receives all monies and proceeds of the sale of property seized during drug investigations and forfeitures pursuant to RCW 69.50.050. The monies received shall be used solely for the purposes of drug enforcement, drug awareness education, and the purchase, lease and maintenance of equipment and other items necessary for drug enforcement. There is no staff assigned to operate this

fund. It is used to account for restricted funds.

CODE ENFORCEMENT FUND

The Code Enforcement Fund was established in 2012 for costs related to code enforcement and civil nuisance actions. The increase in utility taxes collected on city operated utilities for the second half of 2012 was designated to this fund to provide start up monies. Fines, penalties and awarded damages related to these actions are deposited into this fund.

PATHS AND TRAILS FUND

The Paths and Trails Fund receives 0.05% of the Motor Vehicle Fuel Tax. Proceeds are to be used for the development of paths or trails for the pedestrians of the City.

LAW ENFORCEMENT SALES TAX FUND

The Law Enforcement Sales Tax Fund receives the County wide voter approved public safety sales tax dollars and remits the same consistent with the City's interlocal agreement with Skagit County for the shared use of the Skagit County jail facility.

CITY COUNCIL STRATEGIC RESERVE FUND

The City council Strategic Reserve Fund receives the 6% (effective tax rate is 4.5%) city utility tax on domestic water. The proceeds are primarily used to reduce debt. The remaining funds will remain in this Council restricted fund for critical infrastructure. Uses could include infrastructure to support

economic development and job creation,
match for state or federally funded
infrastructure projects, or to address
failing infrastructure.

GENERAL GOVERNMENT DEBT SERVICE FUNDS

The City issues long term debt instruments to finance large capital projects. These are typically for items that have long useful lives for which this financing method will reduce the annual debt service burden on its citizens. Since local governments are permitted to issue tax-exempt bonds, this financing option helps reduce the cost of borrowing.

State law limits general obligation bond issues. These bonds may be issued in two different methods: voted bonds and non-voted bonds. Washington State law limits the voted bond indebtedness to two and one-half percent (2.5%), including non-voted debt, of the city's current assessed valuation (A.V.)

Cities are also authorized to issue general obligation bonds for an additional two and one-half percent (2.5%) of the city's current assessed valuation for parks and open spaces and utilities. Both of these bond issues must be voted and approved by a 60 percent majority vote of the registered voters.

Bonds of this type are unlimited tax obligations of the City, and are backed by the full faith and credit of the City. The City presently has one voted bond outstanding.

In 1996 the citizens approved issuance of \$2,355,000 general obligation for the construction of a new Public Safety Building. In 2005, the outstanding bonds were refunded at a lower rate of interest. The source of monies to repay this debt

comes from property taxes earmarked for this purpose.

Non-voted bonds are called "Councilmanic" bonds and are limited by state law to one and one-half percent (1.5%) of the city's current assessed valuation. The city currently has two general government Councilmanic bonds outstanding.

In 2007 the City issued a bond anticipation note not to exceed \$3,800,000 for the construction of the new City Hall. Upon project completion, in 2008 the City issued a \$2,925,000 general obligation bond with the United States Department of Agriculture (USDA) to repay the bond anticipation note. The source of monies to repay the USDA comes from a utility tax on cell phone usage.

In 2012 the City acquired 9.52 acres of park land through a donation/purchase agreement. The Houser family sold this land to the City at half the fair market value with the requirement that the land be used for playfields. The City paid them \$100,000 at close and issued a ten-year note payable for the remaining \$100,000 with annual payments of \$10,000 at no interest.

Summary of General Government			
Obligation Bonds			
(Voted and Non-Voted Bonds)			
	Total	Total	Total
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>
2016	279,754	119,996	399,750
2017	51,394	109,156	160,550
2018	53,101	107,448	160,549
2019	54,879	105,671	160,550
2020	56,730	103,819	160,549
2021	58,658	101,892	160,550
2022	60,665	99,884	160,549
2023	52,755	97,795	150,550
2024	54,931	95,618	150,549
2025	57,197	93,352	150,549
2026	59,557	90,993	150,550
2027	62,013	88,536	150,549
2028	64,571	85,978	150,549
2029	67,235	83,315	150,550
2030	70,008	80,541	150,549
2031	72,896	77,653	150,549
2032	75,903	74,646	150,549
2033	79,034	71,515	150,549
2034	82,294	68,255	150,549
2035	85,689	64,861	150,550
2036	89,224	61,326	150,550
2037	92,904	57,646	150,550
2038	96,737	53,813	150,550
2039	100,727	49,823	150,550
2040	104,882	45,668	150,550
2041	109,208	41,341	150,549
2042	113,713	36,837	150,550
2043	118,404	32,146	150,550
2044	123,288	27,262	150,550
2045	128,374	22,176	150,550
2046	133,669	16,881	150,550
2047	139,183	11,367	150,550
2048	136,379	5,626	142,005
2049	0	0	0
Totals	2,985,956	2,282,836	5,268,792

CAPITAL PROJECT FUNDS

Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The City has seven non-utility capital project funds called the Capital Projects Reserve Fund, Building Maintenance Reserve Fund, Transportation Benefit District Fund, Mitigation Reserve for Police, Parks Impact Fee Reserve Fund, Fire Impact Fee Reserve Fund and Public Safety Sales Tax Reserve Fund. .

CAPITAL PROJECTS RESERVE FUND

Revenues come from different sources for this fund. The real estate excise tax is the major source of revenue for this fund.

The real estate excise tax (R.E.E.T.) that is levied by the State is deposited into this fund. This tax is levied on all sales of real estate, measured by the full selling price, including any liens, mortgages and other debts given to secure the purchase.

The state levies this tax at the rate of 1.28 percent. A locally imposed tax is also authorized. In 1990 and 1992, the State Legislature made a number of changes in the locally imposed R.E.E.T.

As Sedro-Woolley is required to plan under the Growth Management Act (GMA), new language was enacted regarding the first quarter (.025) percent of the tax. Based on the GMA, Sedro-Woolley was given the option of levying a second quarter percent to help defray the costs of implementing the Growth

Management Act. The city receives the second quarter of R.E.E.T., which results in a combined rate of 1.78%.

The first quarter percent of the R.E.E.T. receipts must be spent solely on capital projects that are listed in the Capital Facilities Plan element of the comprehensive plan. Capital projects are defined as:

“Those public works projects of a local government for planning acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems; traffic signals; bridges; domestic water systems; storm and parks recreational facilities; fire/protection facilities; trails; libraries; administrative judicial facilities; and river and/or waterway flood control.”

The second quarter percent of the R.E.E.T. that is levied and is part of this budget can only be levied by those cities that are required to plan under GMA. In this quarter percent of R.E.E.T. “capital projects” mean:

“Those public works projects of a local government for planning acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems and planning, construction reconstruction, repair, rehabilitation or improvement to parks.”

When other operating divisions or funds expend monies for qualified projects, transfers-out of the R.E.E.T. Fund are

used to reimburse the operating division. The interest income is based on prudent investing with the inclusion of construction project scheduling and cash flow analysis.

BUILDING MAINTENANCE RESERVE FUND

Excess cell phone utility tax receipts which are greater than the annual payment on the USDA bond for the construction of City Hall, are transferred from the 2008 GO Bond Fund to the Building Maintenance Reserve Fund annually. The purpose of this fund is to reserve and accumulate unexpended resources for use in mitigating impacts of future major building maintenance and repairs.

TRANSPORTATION BENEFIT DISTRICT

This fund receives a \$20 license fee for each vehicle registered within the City limits to be used for transportation improvements included in the City's transportation plan. Monies are transferred from this fund to the Arterial Streets fund as local match for eligible projects.

MITIGATION RESERVE FOR POLICE FUND

The Mitigation Reserve for Police Fund receives contributions from area developers to mitigate the impact of their development on the Police Department. Monies are transferred to the General Fund for eligible expenditures.

PARKS IMPACT FEE RESERVE FUND

This fund receives payment from area developers as authorized by the Sedro-Woolley Comprehensive Plan under GMA. Monies are transferred from this fund to the Parks Funds for eligible projects.

FIRE IMPACT FEE RESERVE FUND

The Fire Impact Fee Reserve Fund receives payment from area developers as authorized by the Sedro-Woolley Comprehensive Plan under GMA. Monies are transferred from this fund to the General Fund for eligible projects.

PUBLIC SAFETY SALES TAX RESERVE

Citizen approved one tenth of one percent (.001) sales and use tax receipts are receipted into this fund. This tax is specifically for Police and Fire vehicles and equipment. Monies are transferred to the Equipment Replacement Internal Service Fund for eligible purchases.

ENTERPRISE FUNDS

SEWER FUNDS

Collection Division Function

Maintain the wastewater collection system in order to provide for the safe transmission of wastewater from the source to the Wastewater Treatment Plant and from the Plant to the Skagit River.

Goals

- Perform corrective and preventive maintenance duties of the wastewater collection system in order to reduce liability; to prevent sewer overflows and minimize back-ups; reduce the number of emergency calls; maintain an accurate inventory of pipes and manholes in the wastewater collection system.

Objectives

- Clean and CCTV inspect all sewer lines throughout the collection system over a four-year schedule.
- Perform maintenance and treatment of known collection system problems.
- Identify and remove infiltration and inflow (I&I) from the collection system through smoke testing, dye testing and CCTV inspections.
- Repair or replace damaged sewers in the City right-of-way as identified by CCTV inspections.
- Perform pump station wet well maintenance on a weekly basis.

- Provide excellent customer service by assisting the public with sewer complaints and questions.
- Collect GPS and field data on new manholes; update wastewater collection geodata base in ARC map as new sewer lines are added.
- Work cooperatively with businesses and residents to reduce the discharge of fats, oils and grease (FOG) into the sanitary sewer system.
- Work with businesses on the maintenance of oil/water separators to remove petroleum products from the wastewater stream; maintenance of sand traps to reduce grit and gravel; and maintenance of amalgam separators to reduce heavy metals discharged to the sanitary sewer system.
- Maintain appearance of City Vac truck and CCTV equipment to prolong vehicle life and show equipment is well cared for and presentable.

2015 Collection Accomplishments

- Cleaned and CCTV inspected 8.33 miles of the approximate 44 miles of wastewater collection system. Spent numerous hours updating the collection geodata base in ARC map.
- Responded to 19 sewer complaints in a professional and timely manner.
- CCTV inspected stormwater lines throughout the City (80 hours)
- Performed sewer line maintenance of known problem areas using root control, rodent

- control and grease eating bacteria. Distributed notices to high maintenance areas.
- Performed 52 wet well cleanings at pump stations throughout the City.
 - Repaired 3 defective sewer lines in City right-of-way using wastewater staff and equipment.
 - Performed pump station ground maintenance including weeding, mowing and spraying.
 - Wally Hoyt, City FOG (Fats, Oil & Grease) Inspection, performed grease trap, grease interceptor and oil/water separator inspections at commercial kitchens, restaurants and industrial sites.
 - Performed monthly skimming's and bi-annual cleaning of the grease interceptor at the WWTP
 - Performed 517 utility locates for both sewer and storm lines as required by Washington Utilities Coordinating Council (WUCC).
 - Performed Collection vehicle cleanings.
 - Collection Operators attended a Fork Lift Re-Certification Class, SOP Class and one PNCWA Section Meeting.
 - B.A. Van De Grift Inc. performed an emergency dig at 424 Nelson Street where side sewer depth in right-of-way was over ten feet deep. (Cost \$4,041.63)
 - Aaction Excavation re-graded pipe slope and replaced 50 feet of sewer pipe plus added a clean out for last home on Starflower Lane. (Cost \$9,717.78)
 - Grandview North LLC repaired asphalt after sewer repairs on Starflower Lane. (Cost \$1,189.10)
 - P&P Excavation installed a bypass line for John Liner Pump Station. (Cost \$10,256.69)
 - P&P Excavation performed emergency dig at 309 Bennett where side sewer depth in right-of-way was over ten feet deep. (Cost \$2,701.65)
 - CPI Plumbing repaired water line that was damaged during emergency dig at 309 Bennett. (Cost \$822.46).
 - Fisher & Sons replaced aging sewer lines under Greenstreet Blvd., Dean Drive and Virginia Street. New sidewalks and asphalt were included in the project. All design work was performed in-house by David Lee. Total project cost \$688,165.00 including engineering, and construction.

Wastewater Treatment Division
Function

To provide for the treatment of Wastewater in compliance with Federal/State Laws and Regulations and in agreement with the City's concern for public safety, health and environmental quality.

Goals

- Operate the Wastewater Treatment Plant within all limits as required by:
 - National Pollutant Discharge Elimination System (NPDES) Permit
 - Washington State Laboratory Accreditation Program
 - Washington State Biosolids Management Permit

- Operate and maintain pump stations to assure optimal performance and reliability.

stay current with new regulations and cutting edge technology.

Objectives

- Prevent violation of permits by providing monitoring, equipment inspections, maintenance, calibrations, and laboratory analysis on a continuous basis.
- Operate and maintain pump stations by performing corrective and scheduled maintenance on equipment.
- Enforce Sedro-Woolley Municipal Code, Chapter 13 in order to protect Wastewater Infrastructure, City employees and public health.
- Operate the WWTP in a manner that will produce high quality effluent and biosolids in the most efficient and cost effective manner.
- Maintain appearance of City vehicles and equipment to prolong life and show assets are well cared for and presentable. Vehicles and equipment are stored indoors keeping them out of the elements and detouring theft.
- Implement Capital Improvement Projects to improve the wastewater treatment process.
- Maintain existing facility and grounds to ensure prolonged life of the City's capital investment; continue site improvements.
- Seek ways to improve WWTP energy efficiency and security.
- Network with other Treatment Plant Operators to share ideas on ways to improve plant performance and treatment. Attend classes and workshops to

2015 WWTP Accomplishments

- Treated 291,536,667 gallons of Wastewater reducing Total Suspended Solids by 98% and Biochemical Oxygen Demand by 98%. In 2015, used 42% of the Wastewater Treatment Plants hydraulic capacity, 32% TSS capacity and 37% BOD capacity. Average daily flows were 0.867 million gallons per day.
- Treated 3,296,353 gallons of Biosolids resulting in 128.98 Dry Tons of Class B Biosolids; completed and submitted Annual Biosolids Report to DOE and EPA in February; supplied Biosolids to Janicki Industries for the OmniProcessor.
- Received Department of Ecology's Outstanding Performance Award for exemplary operation of the City's Wastewater Treatment Plant (for 2014).
- Successfully passed laboratory performance audits to maintain laboratory accreditation.
- Performed pump station and emergency generator inspections once per week in addition to daily SCADA monitoring. The Wastewater Division maintains eleven sewer pump stations and two stormwater pump stations.
- Performed routine maintenance activities and inspections on WWTP and pump station equipment. Non-routine maintenance highlights: Installed new thickener pump; Added hour meter to Bingham Park Pump Station; Installed new outer

bearing on Rotor #3; Rebuilt TeaCup plumbing for unit #211; Replaced backflow meter at Fruitdale Pump Station; Installed new digester blower #2; Replaced bulbs/sleeves on UV Bank C; Pulled Hodgkin Pump #2 and installed new cord; Replaced wear bars on south Hycor Screen; Replaced VFD fan on Effluent Pump #2; Installed new block heater on generator at Hospital Pump Station. Maintenance activities were logged and tracked using Job Cal software.

- Monitored nitrification cycle and controlled filamentous bacteria using ORP technology and chemical dosing. Replaced Effluent pH and ORP probes.
- Completed internship with James (Pepper) Ringenberg, a Skagit Valley College student enrolled in the Environmental Conservation program.
- Generator Services NW completed quarterly and annual maintenance on the WWTP and pump station generators. Non-routine maintenance included changing belts, hoses and coolant on the Hospital, Holtcamp, McGarigle and Fruitdale generators; Replaced transfer coil on Cook Road generator; Performed start-up on new State Street automatic transfer switch (ATS)
- Plant Operators attended Pesticide School, Forklift Re-Certification Class, First Aid/CPR Training, Flagging Class, PNCWA Short School, NIMS Training and Annual Biosolids Conference. Also attended quarterly Pacific

Northwest Clean Water Association Section (PNCWA) meetings.

- Completed trial study on the use of Magnesium Hydroxide for pH control in the Digesters.
- Gary Sprague, Group II Operator, was hired on February 1, 2015.
- Sealed asphalt cracks around WWTP with torch down strips.
- Prepared and submitted the State General Permit Application for Biosolids which renews every 5 years.
- Purchased new Smith & Loveless John Liner Pump Station at a cost of \$61,071.40. Installation was performed by Utilities Service Co., Inc. with City staff providing by-pass assistance. Design work was performed in-house by City Engineer David Lee. Installation costs were \$8,021.41. Total project cost \$72,918, including engineering, pump equipment, installation and SCADA controls updates.
- Poured concrete pad for new automatic transfer switch (ATS) at State Street Pump Station. Bonner Electrical installed ATS while crew provided by-pass pumping.
- Helped organize and participate in the first “Public Works Hero Day” where City equipment was staged at the Library/Community Center to allow children to hop in the driver’s seat of Police Cars, Fire Engines, Dump Trucks, Backhoes, Vac Trucks, CCTV Trucks, Graders and Large Mowers.
- Katy Isaksen completed a Sewer Volume-Base Rate Study and Residential Consumption

Analysis. Council elected to maintain existing rate structure, with updated to the Municipal Code to address project related risks identified in the Study. Cost \$15,740. Isaksen also completed the annual review of the Sewer Utility Rate with recommendations to update rates per the present CPI.

- Initiated the WWTP Structure and Equipment Assessment with Brown & Caldwell Engineering to establish the remaining condition of the WWTP. Total cost \$32,000, with \$20,357 completed in 2015. A follow up Phase B will address treatment processes with a cost yet to be determined. Results of the Analysis will be used to update the WWTP Capital Improvement Program and integrated with the 2016 Rate Analysis.

Sewer Operations

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	673,550	741,575	737,950
Benefits	345,555	352,500	362,945
Supplies	140,000	141,200	139,000
Service Charges	591,770	568,200	578,625
Government Services	19,500	19,500	21,000
Capital	326,000	800,000	497,000
Transfers	1,316,640	1,163,849	1,035,007
Total Expenditures	3,413,015	3,786,824	3,371,527

OPERATIONS RESERVE FUND

This fund was created in 2008 for the purpose of creating a reserve for future plant equipment replacement. Monies are transferred to this fund from the Sewer Operating Fund.

SEWER DEBT SERVICE

The City’s utility funds may also issue long-term debt instruments to finance large capital projects. These are typically for utility plant or collection system improvements that have long useful lives for which this financing method will reduce the annual debt service burden on its utility customers (ratepayers). Since local governments are permitted to issue tax-exempt bonds, this financing option helps reduce the cost of borrowing. These debt instruments are usually issued as revenue bonds.

The source of monies to repay the revenue bond debt service comes from utility revenues, not property taxes. In addition to revenue bonds, cities may apply to Washington State for low interest and/or interest-free loans. This is a competitive process that involves city staff presenting a proposal in Olympia for an application for Public Works Trust Fund Loans and State Revolving Fund Loans. Because of the low interest and interest-free loans, this method of financing public works is very beneficial to the city’s ratepayers. The application process is competitive. Those cities scoring highest in the State’s evaluation process receive the favorable loans. The more significant qualifying criteria requires cities to:

- Impose the ¼ of one percent real estate excise tax
- Develop a long-term plan for financing public works needs
- Use all local revenue sources which are reasonably available for funding public works
- Adopt a comprehensive plan
- Demonstrate a history of maintaining the city’s utility system

- Demonstrate a commitment to professional management

The evaluating criteria are weighted 60% professional management and 40% city need.

The city has received three Public Works Trust Fund (PWTF) low interest State Loans. One is a PWTF loan for pre-construction of sewer projects totaling \$706,500 for 20 years at an interest rate of 0.5%. Another is a PWTF loan for constructing sewer projects totaling \$6,650,000 at an interest rate of 0.5%. The third PWTF loan for \$3,803,289 at an interest rate of 0.5% also is for sewer projects.

In 1998, the city utility issued \$6,410,000 in revenue bonds for a new Waste Water Treatment Plant. The source of monies to repay the debt service for this issue comes from the revenues of the utility.

Public Works Trust Fund Loans

<u>Year</u>	<u>Total Principal</u>	<u>Total Interest</u>	<u>Total Debt Service</u>
2016	590,360	34,299	624,659
2017	590,360	31,348	621,708
2018	590,360	28,396	618,756
2019	590,360	25,444	615,804
2020	590,360	22,492	612,852
2021	590,360	19,540	609,900
2022	590,360	16,589	606,949
2023	590,360	13,636	603,996
2024	590,360	10,685	601,045
2025	590,358	7,732	598,090
2026	552,082	4,781	556,863
2027	202,082	2,021	204,103
2028	202,080	1,010	203,090
Totals	6,859,842	217,973	7,077,815

Sewer Utility Revenue Bonds

<u>Year</u>	<u>Total Principal</u>	<u>Total Interest</u>	<u>Total Debt Service</u>
2016	385,000	40,100	425,100
2017	395,000	24,500	419,500
2018	415,000	8,300	423,300
Totals	1,195,000	72,900	1,267,900

SOLID WASTE UTILITY

Mission Statement: To provide solid waste and recycling pick up in a safe, timely and cost efficient manner for the rate payers in the City of Sedro-Woolley.

Staffing

- Supervisor (shared with Fleet)
- 1-PWW Class 3
- 3-PWW Class 2
- Yard waste & Recycling
- Attendant: 2 days per week for 9 months

2015 Accomplishments

- Continued to provide excellent services to our rate payers.
- Set aside funds for to provide reserves for Solid Waste Department operations, and to fund a replacement Solid Waste/ Equipment Maintenance structure.
- Assumption of the Recycling and Yard Waste programs saved the rate payers from an increase in the recycling and yard waste programs scheduled by the former provider.
- Helped demo and hauled demolishing materials from North Reed street property

- Purchased used curbside toters for our citizens saved an estimated \$200,000
- Demolished and disposed of 2 motor homes by way of code enforcement
- Purchased a new frontload garbage truck.
- Completed the assumption of 155 residential and 4 commercial customers, Carter Road annexation area
- Performed trial every-other week solid waste pickup project for six months. Implementation was successful operationally. However it was determined that this was not cost effective city-wide due to the present rate structure. This will be revisited in the future.
- Completed a water line update at our shop

2016 Goals

- Continue to operate Solid Waste operations in an efficient and cost effective manner
- Explore alternative to Every Other Week recycling such as every week service
- Monitor the commodities markets as they continue to decline
- Purchase new Garbage/ Recycling truck (Completed)
- Repair or replace out dated dumpsters and toters as needed

2016 Objectives

- Monitor costs related to the assumption of Recycling & Yard Waste programs
- Update website for easier use by our rate payers

Important Statistics

- At our Recycling Site we are now serving 100 plus people per week. We recycle materials like tin, aluminum, glass, plastic and cardboard. We are getting over 90 tons per year; here is a list of other recycling that we do for the community:
 - Vehicle Batteries (37), Used oil (900 gallons), Anti-freeze (0 gallons), Appliances (90), Tires (60), Metal (50,000 pounds), Electronics (71,025 pounds), and brush and grass (5,000 plus yards).
 - In addition we manage the storm water and street sweeping materials (300-500 yards per year).

2015 Total of our Site Recycling.

164.07 Tons

2015 Total Curb Side Recycling

912.53 Tons

2015 Total Garbage both Curbside/Commercial

5,815.50 Tons

Solid Waste Operations

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	335,850	334,500	415,750
Benefits	166,245	157,395	196,425
Supplies	129,500	142,500	197,500
Service Charges	846,900	849,400	858,455
Government Services	0	0	0
Capital	67,500	67,500	35,000
Transfers - Internal	249,490	240,467	303,734
Total Expenditures	1,795,485	1,791,762	2,006,864

SOLID WASTE RESERVE FUND

This fund was created in 2009 for the two-fold purpose of creating a rate stabilization reserve as well as a capital projects reserve.

STORMWATER

Stormwater operations, goals and objectives are addressed in Public Works Operations, Streets and Engineering.

Stormwater Operations

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	212,500	206,625	239,545
Benefits	113,705	100,187	116,705
Supplies	10,000	10,000	11,000
Service Charges	93,815	95,815	105,325
Government Services	9,700	10,100	10,610
Capital	0	0	0
Debt Service	10,190	10,575	0
Transfer	138,365	90,859	102,890
Total Expenditures	588,275	524,161	586,075

STORMWATER RESERVE FUND

The reserve fund was created in 2013 as a Capital Projects Reserve.

INTERNAL SERVICE FUND

EQUIPMENT

REPLACEMENT/FLEET DIVISION

The City's Equipment Rental and Revolving fund, ER&R fund, and Fleet Division is established to provide equipment rental services within the City and to maintain City equipment. The ER&R fund increases government efficiency by giving the City a way to allow expensive equipment and supplies to, in essence, be rented to the entity's other departments while also amortizing the purchase over the life of the equipment. The ER&R fund is an internal service fund which operates at zero profit. Participating departments include the public works departments and administration. The Police and Fire Departments became part of the ER&R Fund in 2013 as a result of the citizens voting to increase local sales and use tax for the specific purpose of purchasing public safety vehicles and equipment.

Mission Statement

To manage and maintain Public Works Departments fleet equipment in a manner that keeps the fleet in excellent working condition, minimizes down time and provides for scheduled equipment replacement.

Staff

- Supervisor (shared with Solid Waste)
- Part time Mechanic (two- three days per week)

2015 Fleet Accomplishments

- Serviced rolling stock in Public Works (approx. 45 units)

- Completed as many small repairs to Public Works units as possible.
- We continue to track all equipment on computer by cost and repairs of each unit. This enables us to assess costs and use of each unit.
- Updated ERR database for equipment hours and mileage use during year.
- Surplus of equipment as necessary.

2016 Fleet Goals

- Manage Public Works Department fleet to maintain the equipment in excellent working condition.
- Keep the ERR program updated for equipment usage.
- Perform routine maintenance and major repairs in house as much as possible and in a timely manner to support Public Works operations.
- Purchase new trash truck from ERR fund.
- Purchase new mowers for the Parks and Cemetery.
- Purchase new pull behind mower for Street Dept.
- Purchase new Hot Tack Distributor for Street Dept.
- Support Police Cruiser and Fire Engine/Pumper purchases scheduled for 2016 as needed.

2016 Fleet Objectives

- Keep equipment down time to a minimum.
- Perform all scheduled fleet maintenance.

**Comparison of Year to Year Parts
and Outside Services Expenses for
Account 501**

	2012	2013	2014	2015
Admin	\$460.81	\$2,396.97	\$1,951.51	\$3,007.06
Parks	\$4,383.76	\$9,996.04	\$8,401.99	\$6,791.11
Cemetery	\$297.50	\$624.84	\$1,031.77	\$26.18
Street	\$14,076.44	\$17,272.13	\$38,834.98	\$28,427.36
WWTP	\$1,878.61	\$3,124.09	\$22,832.51	\$10,260.55
Solid Waste	\$51,281.58	\$19,112.16	\$29,205.90	\$70,714.70
Storm	\$4,597.46	\$1,818.17	\$729.55	\$4,836.40
Totals	\$76,976.15	\$54,344.40	\$102,988.21	\$124,063.36

Equipment Replacement & Fleet

	Budget Year 2014	Budget Year 2015	Budget Year 2016
<u>Expenditures by Category</u>			
Salaries	39,065	50,100	49,795
Benefits	15,205	16,595	15,950
Supplies	3,000	4,000	4,000
Loan Payment	0	0	0
Capital	209,500	484,000	720,625
Total Expenditures	266,770	554,695	790,370

ADDENDUM A

City of Sedro-Woolley 2016 Budget Calendar

08/17/15	Call issued for Lodging Tax Letters of Request
09/03/15	Call letter (including Council goals) issued to Departments
09/09/15	Resolution appointing members to the Lodging Tax Advisory Committee
09/09/15	Lodging Tax Applications due
09/25/15	Budget requests from Departments due to Finance Director
10/01/15	Proposed preliminary budget (unbalanced) detailing estimated revenues and expenditures by Fund due to City Supervisor
10/07/15	Council Worksession - Mayor informs Council of status of 2015 estimated revenues and 2016 preliminary estimated revenues & expenditures (unbalanced)
October	City Supervisor meets with Departments to review budget requests and compare to Council stated goals
10/26/15 & 11/02/15	Publish notice of property tax public hearing
10/28/15	Property Tax Levy for 2015 – first read of Ordinance
11/02/15 & 11/09/15	Publish notice of budget public hearing
11/04/15	Council Worksession – distribution and Council discussion/input of Mayor’s 2016 Preliminary Budget (balanced)
11/05/15	Mayor’s Preliminary budget available for the public
11/12/15	<u>Public Hearing</u> on Property Tax Levy for 2016 - second read of Ordinance and possible adoption (must be adopted before 11/30/15)
11/12/15	Council schedules budget public hearing - first read of budget ordinance
11/24/15 (Tuesday)	<u>Public Hearing</u> on 2016 Budget – second read of budget ordinance (must be adopted before 12/31/15)
12/09/15	2016 salary ordinance
01/29/16	2016 Department budget narratives including 2015 accomplishments & 2016 goals & objectives due to Finance Director

STATUTORY LEGAL DEBT MARGIN

Total Taxable Property Value \$710,371,529

		Remaining Debt Capacity
General Purpose Indebtedness (Legal Limit 2.5% of Taxable Property Value)	\$ 17,759,288	
General Purpose Indebtedness <u>Without</u> A Vote (Legal Limit 1.5%)	\$ 10,655,573	
Less: Outstanding Debt	\$ (2,878,976)	
Less: Contracts Payable		
Less: Excess of Debt with a Vote		
Add: Assets Available	247,584	
Subtotal	(2,631,392)	
Equals Remaining Debt Capacity Without a Vote		\$ 8,024,181
General Purpose Indebtedness <u>With</u> A Vote (Legal Limit 1%)	\$ 7,103,715	
Less: Outstanding Debt	\$ (440,000)	
Less: Contracts Payable		
Add: Assets Available	58,868	
Subtotal	(381,132)	
Equals remaining Dept Capacity With a Vote		\$ 6,722,583
Utility Purpose Indebtedness <u>With</u> a Vote (Legal Limit 2.5%)	\$ 17,759,288	
Less: Outstanding Dept	\$ -	
Less: Contracts Payable	-	
Add: Assets Available	-	
Subtotal	-	
Equals Remaining Dept Capacity - Utility Purpose, Voted		\$ 17,759,288
Open Space, Park & Capital Facilities Indebtedness <u>With</u> a Vote (Legal Limit 2.5%)	\$ 17,759,288	
Less: Outstanding Debt	\$ -	
Less: Contracts Payable	-	
Add: Assets Available	-	
Subtotal	-	
Equals Remaining Debt Capacity - Open Space, Park and Capital Facilities With a Vote		\$ 17,759,288

PERSONNEL SERVICES

The City of Sedro-Woolley provides quality services and programs for its citizens with a responsive staff of 59 full-time and 38 part-time budgeted positions for 2016. Sedro-Woolley has competitive market-based salaries and benefits. Salary and benefits make up a major portion of the operating budgets.

The Police Department commissioned employees and Police Department support employees received a 2.5% COLA in 2016. The general bargaining unit employees also received a COLA of 2.5% in 2016.

Non-represented employees also received a COLA increase in 2016 of 2.5%.

Benefits for regular status full-time employees include vacation and sick leave and paid holidays. Employees may qualify for additional types of leave such as jury, emergency, bereavement, military and family medical leave.

The City provides medical and dental benefits to its retired LEOFF I employees. City employees participate in the Social Security program and the City matches their contributions (7.65%).

Substantially all City full-time and qualifying part-time employees participate in either the Public Employees Retirement System (PERS) or the Law Enforcement Officer's and Firefighters Retirement System (LEOFF). PERS and LEOFF are statewide local government retirement systems administered by the Department of Retirement Systems.

Pension Rate of Contribution

Plan	City	Employee	Total
LEOFF II	5.23%	8.41%	13.64%
PERS II	11.18%	6.12%	17.30%
PERS III	11.18%	variable	variable

Monthly premiums for medical, dental and vision coverage for a family of 4 persons is \$2,296. Employees pay a percentage of their medical premiums for dependents.

The City funds positions at their full annual cost for budgetary purposes even if it is projected that vacancies might occur. It is the City Council's objective to provide sufficient funding for recruiting and maintaining highly qualified personnel.

BARGAINING UNITS

- General Government AFSCME Local 176 SW (33 members, contract expires December 31, 2018)
- Sedro-Woolley Public Safety Guild (19 members, contracts expired December 31, 2016).

LABOR RELATIONS

The City employees who are eligible under state law to be represented by a Labor organization are employed under provisions on such matters as salaries, vacation, sick leave, medical and dental insurance, working conditions and grievance procedures.

The City strives to complete these agreements in a timely manner, consistent with all applicable state laws

and promote labor relations policies mutually beneficial to administrative management and employees.

**Personal Status Report
Full-Time Equivalents (Non-Seasonal)**

Department	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Judicial	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1
Executive/Legal	1.0	1.5	1.5	1.5	1.5	1.5	1.5	2.5	2.5	2
Finance	5	5	5	5	5	5	5	5	5	5
Central Services	1	1	0	0	0	0	0	0	0	0
Information Technology	-	-	1	1	1	1	1	1	1	1
Building, Planning & Engineering	6	7	7	6	8	7	6	6	6	7
Police	20.5	21.5	21	18.3	18.6	18.7	18.9	17.9	19.9	20.9
Fire	4	4	4	6	6	8	8	8	8	8
Public Works Operations (Parks, Cemetery, Streets, Stormwater)	9	10	10	8	8	8	8	8	8	8
Library	4	4	4.5	4.5	4.5	4.6	4.6	4.6	4.6	4.9
Sewer	8	8	8	7	7	7.5	7	7	7	7
Sanitation/Fleet	4.3	4.8	5.3	5.3	5.3	5.2	5.5	4.5	4.5	5.5
TOTAL	63.3	67.3	67.8	63.1	65.4	67	66	65	67	70.3

GLOSSARY

ACCOUNTING SYSTEM: The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

ACCURAL BASIS OF ACCOUNTING:

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received, whether cash disbursements are made at that time or not).

AD VALOREM TAXES: A tax levied on the assessed value of real property.

AGENCY FUND: A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments and/or other funds.

ALLOCATIONS: To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

AMORTIZATION: (1) The portion of the cost of a limited life or intangible asset charged as an expense during a particular period. (2) The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

ANNUAL DEBT SERVICE: the amount required to be paid in a calendar year for (1) interest on all Parity Bonds then outstanding; (2) principal of all Parity Bonds then outstanding, but excluding any outstanding Term Bonds, and (3) payments into any Sinking Fund Account for the amortization of outstanding Parity Bonds divided by the number of calendar

years to the last maturity or mandatory redemption date thereof.

ANNUAL FINANCIAL REPORT: The official annual report of a government. IT includes (a) the five combined financial statements – overview and their related notes and (b) combined statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-regulated legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

APPROPRIATION: An authorization made by the City Council, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

APPROPRIATION ORDINANCE: The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

ASSESSED VALUATION: The estimated value placed upon real and personal property by the Skagit County Assessor as the basis for levying property taxes.

ASSETS: Property owned by a government, which has monetary value.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to be:

- Ascertain whether financial statements fairly present financial position and result of operations;
- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures,
- Ascertain whether transactions have been recorded accurately and consistently; and
- Ascertain the stewardship of officials responsible for governmental resources.

AUDITOR’S REPORT: In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor’s opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices or some other comprehensive basis system of accounting.

BARS: The State of Washington prescribed Budgeting, Accounting and Reporting System Manual required for all governmental entities in the state of Washington.

BASE BUDGET: Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

BASIC FINANCIAL STATEMENTS: Those financial statements, including notes thereto, necessary for the fair presentation of the financial position and results of operations of an entity in conformity with GAAP. The basic financial statements include a balance

sheet, an “all-inclusive” operating statement, a budget comparison statement (for all government funds for which annual appropriated budgets are adopted), and a statement of changes in financial position (for proprietary funds, pension trust funds and non-expendable trust funds).

BASIS OF ACCOUNTING: A term used to refer to when revenues, expenditures, expenses and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

BOND: (Debt Instrument) A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

BOND ANTICIPATION NOTES: (BANS) Short-term interest-bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue from which they are related.

BOND REGISTRAR: The fiscal agency of the State of Washington in either Seattle, Washington, or New York, New York, for the purposes of registering and authenticating the bonds, maintaining the bonds, maintaining the bond register, effecting transfer of ownership of the bonds and paying interest on the principal

of (and any premium pursuant to call on) the bonds.

BUDGET (Operating): A plan of financial operation embodying and estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

CAPITAL ASSETS: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET: A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on the Capital Improvement Plan (CIP).

CAPITAL IMPROVEMENT PLAN: A plan of proposed capital expenditures to be incurred each year over a period of six future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth

each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected public facilities.

CAPITAL OUTLAY: Expenditures, which result in the acquisition of or additions to fixed assets. Examples include land, buildings, machinery and equipment, and construction projects.

CAPITAL PROJECTS: Projects, which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land or construction of a building or facility, with a life expectancy of more than 10 years.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CASH FLOW BUDGET: (CASH BUDGET) A projection of the cash receipts and disbursements anticipated during a given time period.

CDBG: Community Development Block Grants – grant funds administered through Department of Community Trade and Economic Development (CTED) of the State of Washington.

CENTENNIAL CLEAN WATER PROGRAM: (CCWP) In 1986, legislation was passed which provides grants to public entities for financing water pollution control activities and facilities to protect surface and underground water from pollution. In addition, a state revolving loan program was established to provide loans or combinations of grants/loans to finance public facilities.

CERTIFICATE OF DEPOSIT: A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period for a specified rate of interest.

CIWA: The Cities Insurance Association of Washington is a group of cities across the state that provides pooled and self-insurance services for liability, auto, property, and all other insurance coverage.

COLA: Cost of Living Allowance.

COMMUNITY PARK: Those parks so designated in the City of Sedro-Woolley Parks and Recreation Element of the Comprehensive Plan.

CONCURRENT OR CONCURRENCY: The improvements that are in place at the time the impacts of development occur, or that the necessary financial commitments are in place. Public facilities and services shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current services levels below locally established minimum standards.

CONTINGENCY: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted for.

COST ACCOUNTING: Accounting that assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

COUNCILMANIC BONDS: Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds that must be approved by vote of the public. Councilmanic bonds must not exceed 1.50

percent of the assessed valuation, or voted bonds 2.50 percent.

CPI: Consumer Price Index is a measure of the change in prices over time for a fixed market basket of goods and services.

DEBT: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT LIMITS: The maximum amount of gross or net debt, which is legally permitted.

DEBT SERVICE: Payment of interest and repayment of principal to holders of the City's debt instruments.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT: (1) The excess of an entity's liabilities over its assets (See Fund Balances). (2) The excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT TAXES: Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DEMAND DEPOSIT: A bank deposit of monies that are payable by the bank upon demand to the depositor.

DEVELOPMENT ACTIVITY: Any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any change in the use of land, that creates additional demand and need for public facilities.

DOUBLE BUDGETING: The result of having funds or departments within a government purchase services from one another rather than from outside vendors, When internal purchasing occurs, both funds must budget the expenditure (one to buy the services and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: once in each fund's budget. The revenue side of both funds is similarly inflated.

DUE FROM OTHER FUNDS: An asset account used to indicate amounts owed to a particular fund by another fund for goods or services rendered. This account includes only short-term obligations on open account, not interfund loans.

ENCUMBRANCES: Obligations in the form of purchase orders, contracts or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

ENDING FUND BALANCE: The cash balance remaining at the end of the fiscal year available for appropriation in future years.

ENTERPRISE FUND: Separate financial accounting used for government operations that are financed and operate in a manner similar to business enterprises,

and for which preparation of an income statement is desirable.

EQUIPMENT REPLACEMENT: The Equipment Replacement Fund operates as a self-sufficient motor and equipment pool. Customer departments pay for the equipment through charges billed monthly. These charges include a form of depreciation, which is accumulated as a sinking fund for future asset replacement.

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FEDERAL AID URBAN SYSTEM: (FAUS) Provides funds for the construction, reconstruction, and improvement of urban streets and roads. A local match of 16.6 percent is required.

FEE IN LIEU OF: (FILO) Charges are contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City's facilities generated from the development.

FISCAL YEAR: A twelve (12) month period designated as the operating year by an entity. For Sedro-Woolley, the fiscal year is the same as the calendar year (also called budget year).

FIXED ASSETS: Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment,

improvements other than buildings and land.

FLOAT: The amount of money represented by warrants outstanding and in the process of collection.

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

FTE: Full-time equivalent employee.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GAAFR: Governmental Accounting, Auditing and Financial Reporting. The "blue book" published by the Government Finance Officers Association to provide guidance for the application of accounting principals for governments.

GAAP: Generally Accepted Accounting Principles are standards used for accounting and reporting used for both private industry and government.

GASB: Government Accounting Standards Board, established in 1985, to regulate the rules and standards for all governmental units.

GENERAL FIXED ASSETS: Capital assets that are not a part of any fund, but of the government unit as a whole. Most often these assets arise from the expenditure of the financial resources of governmental funds.

GENERAL FUND: The fund supported by taxes, fees and other revenues that may be used for any lawful purpose.

GENERAL OBLIGATION BONDS: Bonds for which the full faith and credit of the insuring government are pledged for payment.

GOALS: The objective of specific tasks and endeavors.

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

GUARANTY FUND: A fund established by a bond issuer, which is pledged, as security for the payment of one or more bond issues. Normally used for local improvement districts (LID).

IAC: Interagency Committee for Outdoor Recreation.

ISTEA: Inter-modal Surface Transportation Efficiency Act.

IMPACT FEES: A fee assessed on new development that creates additional demand and need for public facilities.

INFRASTRUCTURE: Assets that are the underlying foundation especially the basic installations and facilities on which the

continuance and growth of a jurisdiction depends (streets, roads, and sewer).

INTERFUND PAYMENTS:

Expenditures made to other funds for services rendered. This category includes interfund repairs and maintenance.

INTERGOVERNMENTAL COSTS:

Costs or expenses paid from one government to another government for services. These costs include but are not limited to such things as: dispatch and jail services, animal control services, audit and voter costs.

INTERGOVERNMENTAL

SERVICES: Intergovernmental purchases of those specialized services typically performed by local governments.

INTERNAL CONTROL: A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provides that:

- The duties of employees are subdivided so that no single employee handles financial action from beginning to end,
- Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed.
- Records and procedures are arranged appropriately to facilitate effective control.

INTERNAL SERVICE FUND: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

INVESTMENT: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals and base payments.

IPD: Implicit Price Deflator.

LATECOMERS FEES: Fees paid by developers or future service users for their share of past improvements financed by others.

LEASING: A financial technique whereby ownership of the project of equipment remains with the financing entity, and where title may or may not transfer to the City at the end of the lease.

LEOFF: Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

LEVY: (1) To impose taxes, special assessments or services charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

LEVY LID: A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

LIABILITY: Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed or refunded at some future date.

LID: Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or services deemed to primarily benefit those properties.

MATURITIES: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MILL: The property tax rate, which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of property valuation.

MITIGATION FEES: Contributions made by developers toward future improvements of city facilities resulting from the additional demand on the city's facilities generated from the development.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash expect for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

NET REVENUE: The revenue of the system less the cost of maintenance and operation of the system.

NOTES TO THE FINANCIAL STATEMENTS: The disclosures required for a fair presentation of the financial statements of government in conformity with GAAP and not included on the face of the financial statements themselves.

OBJECT: As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures).

OPERATING FUNDS: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

ORDINANCE: A statutes or regulation enacted by City Council.

OTHER SERVICES AND CHARGES: A basic classification for services, other than personnel services, which are needed by the City. This items includes professional services, communication, travel, advertising, training, dues and subscriptions, printing, equipment rental and costs (ER&R), insurance, public utility services, repairs and maintenance.

PARITY BOND: Any and all sewer revenue bonds of the City the payment of which, both principal and interest, constitutes a lien and charge upon the revenue of the system and upon assessments equal in rank with the lien and charge on such revenue of the system and assessments for payments required to pay and secure the payment of the bonds.

PERS: Public Employees Retirement System provided for, other than Police and Fire, by the State of Washington.

PERSONNEL BENEFITS: Those benefits paid by the City as part of the conditions of employment. Examples include insurance & retirement benefits.

PERSONNEL COSTS: Costs that include all salaries, wages, and benefits for all part-time, full-time, seasonal and temporary employee costs.

PROCLAMATION: An official act by the Mayor or Executive Officer made through a public forum.

PROGRAM: A specific and distinguishable unit of work or service performed.

PROGRAM ENHANCEMENT: Programs, activities or personnel requested to improve or add to the current baseline services.

PROGRAM MEASURES: A unit of standard used for the quantitative comparison in the manner of functioning to capacity or quantity as determined.

PROGRAM REVENUE: These are revenues that are produced as a result of an activity of a program and are subject to quantity of services provided to the public or governmental units (i.e. permits, charges for fire services, recreational activities), or revenues dedicated to a specific use (i.e. grants, taxes or debt funds).

PROPRIETARY FUND TYPES: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

PUBLIC FACILITIES: The capital owned or operated by the City or other governmental entities.

PUBLIC WORKS TRUST FUNDS: (PWTF) Is a low-interest revolving loan fund which helps local governments finance critical public works needs. To be eligible for trust fund financing, the applicant must be a local government entity, with a long-term plan for financing public works needs. If the applicant is a city or county, it must be imposing the options one-quarter percent real estate excise tax for capital purposes. Eligible projects include streets and roads, bridges, storm sewers, sanitary sewers, and water systems. Loans will only be made for the purpose of repair, replacement, reconstruction, or improvement of existing eligible public works systems to meet current standards and to adequately serve the needs of the existing populations. New capital improvement projects are not eligible. The maximum loan amount has been seven million with a minimum local match of ten percent. Interest rates vary from one-half to three percent, depending on the match.

RCW: Revised Code of Washington. Laws of the State of Washington enacted by the State Legislature.

REET: (Real Estate Excise Tax) A tax upon the sale of real property from one person or company to another.

RESERVE: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

RESOLUTION: A formal statement of a decision or expression of an opinion of the City Council.

RESOURCES: Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

REVENUE: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

REVENUE BONDS: Bond issue pledging future revenues, usually water, sewer or drainage charges, to cover debt payments.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically, a future fiscal year.

STP: Surface Transportation Program.

STPE: Surface Transportation Program – Enhancement.

STPH: Surface Transportation Program – Hazard Elimination.

STPUS: Surface Transportation Program – Urban Small.

SALARIES AND WAGES: Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts.

SERVICE MEASURES: Specific quantitative measures of work performed within an activity or program (e.g., total miles of street cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

SINGLE AUDIT: An audit performed in accordance with the Single Audit Act of

1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SINKING FUND ACCOUNT: An account created in the bond fund to amortize the principal of term bonds.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties from earnings of enterprise funds. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure or specified purposes.

SUPPLEMENTAL APPROPRIATION: An appropriation approved by the Council after the initial budget appropriation.

SUPPLIES: A basic classification of expenditures for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory or resale items, and small tools and equipment.

SURETY BOND: Any letter of credit, insurance policy, surety bond or other equivalent credit facility or any combination thereof issued to the City to satisfy all or part of the amount required to be maintained in the Reserve Account to make such payment of principal and

interest as the same become due at maturity or on any mandatory redemption date.

TIA: Transportation Improvement Account.

TAX: Charge levied by a government to finance services performed for the common benefit.

TAX ANTICIPATION NOTES: (TANS) Notes issued in anticipation of taxes, which are retired usually from taxes collected (typically by school districts).

TAX LEVY ORDINANCE: An ordinance through which taxes are levied.

TAX RATE LIMIT: The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

TERM BONDS: Any parity bonds designated by the Council as “term bonds” pursuant to an ordinance which authorizes the issuance of parity bonds and provides for mandatory payments into a sinking fund account established for the term bonds so designated and provides for mandatory redemption of such term bonds from such sinking fund account.

THIRTEENTH MONTH: This is the month (January) following the end of the fiscal year in which prior expenditures shall be charged against the prior year’s budget. This is a budgetary provision in state law (35A.33.150 RCW). It requires cities to charge the previous budget for items purchased before yearend, but not yet invoiced to the city up to the twentieth day in January. This provision is similar to

accounts payable accruals in the private business community.

TRANSPORTATION IMPROVEMENT ACCOUNT (TIA): Provides funding for transportation projects through two urban programs. Urban projects must be attributable to congestion caused by economic growth. They must be consistent with state, regional and local selection processes. The TIB requires multi-agency planning and coordination and public/private cooperation to further the goal of achieving a balanced transportation system in Washington State.

TRANSPORTATION IMPROVEMENT BOARD (TIB): The purpose of the TIB is to administer funding for local governments for transportation projects. This is accomplished through the Transportation Improvement Account Program and the Urban Arterial Trust Account Program. Revenues are from the state fuel tax, local matching funds, and private sector contributions.

TRUST FUND: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, and/or other funds.

UATA: Urban Arterial Trust Account.

UTILITY LOCAL IMPROVEMENT DISTRICTS: (ULID) Created only for improvements to sewer, water, and other utilities and differs from a LID in that all assessment revenues must be pledged for payment of debt service of bonds issued to finance the improvements.

WAC: Washington Administrative Code.

WARRANT: An order drawn by a municipal officer(s) directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current or some future date.

YIELD: The rate earned on an investment based on the price paid for the investment, the interest earned during the period, held and the selling price or redemption value of the investment.

2016 City Council and Planning Commission Meeting Dates
All Meetings are Open to the Public

Time & Location:

City Council worksessions – 7:00 P.M., Public Safety Training Room, 220 Munro St.

City Council meetings – 7:00 P.M., Council Chambers 325 Metcalf Street

Planning Commission meetings – 6:30 P.M., Council Chambers, 325 Metcalf Street

January 6 – Council work session

January 13 – Council meeting

January 19 – Planning Commission meeting

January 27 – Council meeting

July 13 – Council Meeting

July 19 – Planning Commission meeting

July 27 – Council meeting

February 3 – Joint Council & PC work session

February 10 – Council meeting

February 16 – Planning Commission meeting

February 24 – Council meeting

August 10 – Council meeting

August 16 – Planning Commission meeting

August 24 – Council meeting

March 2 – Council work session

March 9 – Council meeting

March 15 – Planning Commission meeting

March 23 – Council meeting

Sept 7 – Jt. Council & PC work session

Sept 14 – Council meeting

Sept 20 – Planning Commission meeting

Sept 28 – Council meeting

April 6 – Council work session

April 13 – Council meeting

April 19 – Planning Commission meeting

April 27 – Council meeting

October 5 – Council work session

October 12 – Council meeting

October 18 – Planning Commission meeting

October 26 – Council meeting

May 4 – Council work session

May 11 – Council meeting

May 17 – Planning Commission meeting

May 25 – Council meeting

November 2 – Council work session

November 9 – Council meeting

Nov 15 – Planning Commission meeting

Nov 22 – Council Meeting (**TUESDAY**)

June 8 – Council meeting

June 21 – Planning Commission meeting

June 22 – Council meeting

December 7 – Council work session

December 14 – Council meeting

December 20 – Planning Commission meeting

December 28 – Council meeting

