

Next Ord:2075-24
Next Res:1146-24

CITY COUNCIL AGENDA

April 24, 2024

6:00 PM

**Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street**

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Approval of Agenda**
- e. Consent Agenda**

Note: Items on the Consent Agenda 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 Agenda.

- 1. Minutes - City Council Study Session Meeting - April 3, 2024
- 2. Minutes - City Council Meeting - April 10, 2024
- 3. Check Register - Regular
- 4. Re-approving Hansen Annexation - Resolution 1132-24
- 5. Grant Application for Olmsted Park Playground and Sports Courts Project - Resolution 1138-24 - Ratify
- 6. Advertise for Bid - 2024 Pavement & Pedestrian Improvements Project
- 7. Out of State Travel - Solid Waste Supervisor Leo Jacobs

f. Introduction of Special Guests and Presentation

- 1. Skagit Valley Tulip Festival Executive Director Nicole Roozen - 2024 Tulip Festival Poster
- 2. Skagit County Public Health, George Kosovich - HB 1590 Funding, NOFA

g. City Administrator Report

- 1. Community Development Grant Program Update
- 2. IT Surplus Procedures

h. Councilmember and Mayor's Report

i. Proclamation(s)

j. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public

comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.'

k. Public Hearing(s)

l. Unfinished Business

m. New Business

1. Professional Services Agreement - Facet, Inc. - Comprehensive Plan Update and Climate Element Projects
2. Interlocal Agreement - Sedro-Woolley School District - School Resource Officer (SRO)
3. List of Authorized Positions - Create a Part-Time HR Analyst Position and Expand an Accounting Technician Position to Full-Time
4. Community Development Grant - Ultimate Physiques Inc. and a Revised Budget for Community Development Grant - Cascade Fabrics
5. Community Development Grant - Livewire MMA & Fitness
6. Community Development Grant - Bonnie Jo's Cafe
7. Community Development Grant - Boys & Girls Club of Skagit County
8. Community Development Grant - Cascade Learning
9. Community Development Grant - Integrity Stonework
10. Community Development Grant - Sedro Woolley Flowers
11. Community Development Grant - Sedro Woolley Youth Football & Cheer

n. Information Only Items

1. Director of Public Works Signing Authority Record

o. Executive Session

p. Adjournment

Next Meeting(s) City Council Study Session and Public Works Committee - May 1, 2024.

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting:

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

+1 253 215 8782 US (Tacoma)
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179
Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: April 24, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - City Council Study Session Meeting - April 3, 2024

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the study session held on April 3, 2024.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded for the City Council Study Session Meeting, held on April 3, 2024.

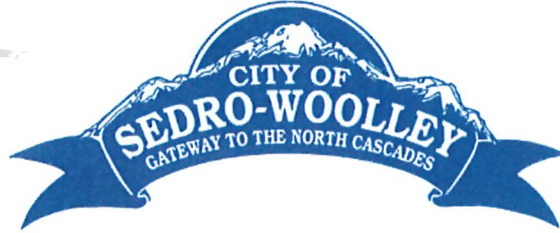
FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 4-3-2024 City Council Study Session minutes

DRAFT



Study Session Meeting of the City Council
April 3, 2024 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Kevin Loy, Joe Burns, Sarah Diamond, Allan Henderson, and Nick Lavacca.

Present: City Administrator Charlie Bush, City Attorney Nikki Thompson, Police Chief Dan McIlraith, Finance Director Kelly Kohnken, Information Technology Director Eulises (Woody) Tovar Cano, and Fire Chief Frank Wagner.

d. Introduction of Special Guests and Presentation

Kathy White, Human Resource Manager from Skagit PUD, presented a PowerPoint regarding human resources manager duties, human resource areas of expertise and employment risk.

e. Unfinished Business

1. Human Resources Manager Position Request

There was discussion with City Councilmembers along with City Administrator Charlie Bush, City Attorney Nikki Thompson, Finance Director Kelly Kohnken, Police Chief Dan McIlraith, Fire Chief Frank Wagner, Information Technology Director Eulises (Woody) Tovar Cano and Skagit PUD Human Resources Manager Kathy White regarding the human resources manager position request.

No action was taken.

f. New Business

g. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.'

A public comment was held.

h. Executive Session

1. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i)).

A discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)).

At 7:54pm, Mayor Julia Johnson announced the City Council along with City Attorney Nikki Thompson, Police Chief Dan McIlraith and City Administrator Charlie Bush would be in executive session for 5 minutes.

At 8:00pm, Mayor Julia Johnson announced the executive session would be extended for 5 minutes to 8:05pm.

Mayor Julia Johnson announced there were no decisions made, and the executive session concluded at 8:05pm.

i. Adjournment

The meeting adjourned at 8:05 P.M.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: April 24, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - City Council Meeting - April 10, 2024

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on April 10, 2024.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded for the Regular City Council Meeting, held on April 10, 2024.

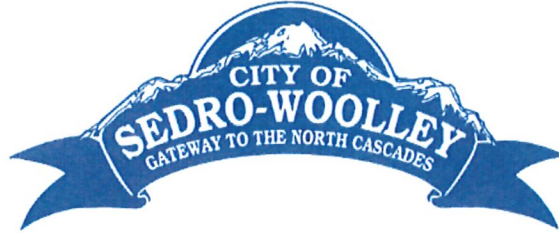
FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. April 10, 2024 City Council minutes

DRAFT



Regular Meeting of the City Council
April 10, 2024 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Joe Burns, Sarah Diamond, Allan Henderson, and Nick Lavacca. Councilmember Kevin Loy joined via zoom.

d. Approval of Agenda

Motion made by Councilmember Lavacca and seconded by Councilmember Diamond to approve the agenda. Motion carried (7-0).

Mayor Johnson announced that public comment would be moved to after new business.

e. Consent Agenda

Note: Items on the Consent Agenda 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 Agenda.

Councilmember Henderson requested to pull item 9, the Agreement C20200613 Amendment with Skagit County for Mutual Assistance and discuss it. After discussion regarding item 9, a motion was made to approve the consent agenda.

Motion made by Councilmember Burns and seconded by Councilmember Cocke. Motion carried (7-0).

1. Minutes - City Council Study Session - March 6, 2024
2. Minutes - Regular City Council Meeting - March 13, 2024
3. Minutes - City Council Retreat - March 15, 2024
4. Minutes - Regular City Council Meeting - March 27, 2024
5. Check Register - Regular

6. Cues Video Inspection Truck Surplus - Resolution 1144-24
7. Change Order No. 1 - King County and Boulder Park Inc. - Boulder Park Project
8. Interlocal Agreement - Town of La Conner - Yard Waste Disposal
9. Agreement C20200613 Amendment - Skagit County - Mutual Assistance
10. Professional Service Agreement No. 2021-PS-06 Amendment - Transportation Solutions Inc. - On-Call Traffic Modeling
11. Sole Source and Award for WWTP Clarifier Repair - Resolution 1145-24

f. Introduction of Special Guests and Presentation

1. Skagit Valley Tulip Festival Executive Director Nicole Roozen - 2024 Tulip Festival Poster

Skagit Valley Tulip Festival Director Nicole Roozen did not present. The presentation for the 2024 Tulip Festival Poster was moved to the April 24, 2024, City Council meeting.

2. Oath of Office and Badge Pinning - Sedro-Woolley Firefighter Paramedic John Gossom

Mayor Julia Johnson presented John Gossom with a badge pinning as a Sedro-Woolley Firefighter Paramedic.

g. City Administrator Report

1. Public Works Update - Intersections and Field Work

Public Works Director Mark Freiburger gave a report and shared updates on the intersections and field work.

2. Community Development Grant Program Update

City Administrator Charlie Bush gave an update on the Community Development Grant Program, and shared that the city had received 8 additional applications for grants before the deadline of March 31, 2024, at \$31,000 over budget. They are still working through the applications and would be bringing the remainder of the proposals to the council on April 24, 2024. He also spoke with the City Council about introducing a revised proposal for an amended budget request regarding hiring a half-time Human Resource Analyst and contracting with consultants for additional work necessary on April 24, 2024, at the next City Council Meeting.

Police Chief Dan McIlraith spoke about the Drug Take Back Day scheduled for April 27, 2024, from 10am to 2pm at City Hall.

h. Councilmember and Mayor's Report

Councilmember Loy shared he is still working on the skate board competition that is scheduled for August 17, 2024.

Councilmember Kesti shared concerns about speeding on Woodworth St.

Councilmember Diamond had nothing to report.

Councilmember Henderson shared he has had continued complaints of speeding on Township St, State St and Ferry St and also would like to bring the suggested crosswalk for Cascade Trail to the Public Works Committee meeting.

Councilmember Cocke shared he attended the luncheon event at Cascade Job Corp, Northern State for their 60th anniversary and attended via zoom an AWC hijacked by hate speech and public forum.

Councilmember Burns shared concerns about speeding on Jameson St and Township St.

Councilmember Lavacca requested an excused absence for the April 24, 2024, City Council meeting, and also shared safety concerns of structures at Northern State.

Councilmember Lavacca addressed Information Technology Director Eulises (Woody) Tovar Cano and asked about the update on the laptop inventory and when that might be done. IT Director Eulises (Woody) Tovar Cano hoped to have the inventory check done by the end of May if not sooner.

Mayor Julia Johnson shared that she too attended the hijacked by hate speech and public forum put on by AWC. Mayor Julia Johnson congratulated Councilmember Burns for completing his Certificate of Municipal Leadership (CML) and also wanted to thank Councilmember Cocke, Councilmember Burns and Councilmember Lavacca for participating for their involvement in the interview process for the Public Works Director and the Community Development Director positions.

i. Proclamation(s)

j. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.'

A public comment was held.

k. Public Hearing(s)

l. Unfinished Business

1. Amendments to Chapter 16.04 SWMC Shadow Platting - Ordinance 2070-24 - 2nd Read, Action Requested

Planner Nicole McGowan shared an update on the amendments to Chapter 16.04 SWMC shadow platting, Ordinance 2070-24.

Motion to table the amendments to Chapter 16.04 SWMC shadow platting, Ordinance 2070-24 until October 2024. Motion made by Councilmember Henderson and seconded by Councilmember Lavacca. Motion carried (4-3). Councilmember Burns, Councilmember Cocke and Councilmember Kesti opposed.

2. Bendtsen Rezone (RZ-2023-004) - Ordinances 2071-24 and 2073-24 - 2nd Read, Action Requested

City Attorney Nikki Thompson engaged in an appearance of fairness colloquy with City Council to determine whether recusal or disqualification was appropriate. No recusal or disqualification occurred.

Planner Nicole McGowan spoke about the Bentzen Rezone (RZ-2023-004), Ordinance 2071-24 and 2073-24.

Motion to approve the Bentzen Rezone (RZ-2023-004), Ordinance 2071-24 and 2073-24. Motion made by Councilmember Lavacca and seconded by Councilmember Cocke. Motion carried (4-3). Councilmember Diamond, Councilmember Kesti and Councilmember Loy opposed.

3. Amendments to Chapter 17.24 SWMC Minimum Commercial/Retail Floor Area in CBD - Ordinance 2067-24 - 2nd Read, Action Requested

Planner Nicole McGowan spoke about updates to the amendments to Chapter 17.24 Sedro-Woolley Municipal Code regarding minimum commercial and retail floor area in CBD, Ordinance 2067-24.

Motion to table the amendments to Chapter 17.24 SWMC minimum commercial and retail floor area in CBD, Ordinance 2067-24 and bring back to the Planning Commission for discussion of parameters of more than fifty percent for commercial and retail floor area in CBD. Motion made by Councilmember Cocke and seconded by Councilmember Burns. Motion carried (7-0).

m. New Business

1. Confirmation and Employment Agreement - Public Works Director - William Bullock

The City Council authorized Mayor Julia Johnson to enter into an employment agreement and confirm William Bullock as the new Public Works Director.

Motion made by Councilmember Kesti and seconded by Councilmember Burns. Motion carried (7-0).

2. Confirmation and Employment Agreement - Community Development Director - Thomas E. Glover

The City Council authorized Mayor Julia Johnson to confirm an employment agreement for Thomas E. Glover as the new Community Development Director.

Motion made by Councilmember Lavacca and seconded by Councilmember Burns. Motion carried (7-0).

3. Add Section 9A.240.010 'Abuse of 911 Emergency Reporting Systems' to SWMC - Ordinance 2072-24 - 1st Read

Police Chief Dan McIlraith spoke about the addition of Section 9A.240.010 "Abuse of 911 Emergency Reporting Systems" to the SWMC, Ordinance 2072-24.

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to approve the addition of Section 9A.240.010 "Abuse of 911 Emergency Reporting Systems" to SWMC, Ordinance 2072-24. Motion carried (7-0).

4. Amend SWMC Section 6.08.170 Cruelty to Animals - Ordinance 2074-24 - 1st Read

City Attorney Nikki Thompson spoke about the amendment to SWMC Section 6.08.170 Cruelty to Animals, Ordinance 2074.24.

Motion to approve the amendment to SWMC Section 6.08.170 Cruelty to Animals, Ordinance 2074-24 made by Councilmember Kesti and seconded by Councilmember Burns. Motion carried (7-0).

n. Information Only Items

1. Police Staff Report
2. Police Proposition 1 Summary

o. Executive Session

1. Discussion on Property Acquisition (RCW 42.30.110(1)(b)).
2. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i)).

A discussion with legal counsel about property acquisition (RCW 42.30.110(1)(b)) and current or potential litigation (RCW 42.30.110(1)(i)).

At 7:50pm, Mayor Julia Johnson announced the City Council along with City Attorney Nikki Thompson, Police Chief Dan McIlraith and City Administrator Charlie Bush would be in executive session for 20 minutes. Mayor Julia Johnson returned and announced there was a decision made regarding property acquisition (RCW 42.30.110(1)(b)), and regarding current or potential litigation (RCW 42.30.110(1)(i)) there was no decision made. The executive session concluded at 8:10pm.

p. Adjournment

The meeting adjourned at 8:12 P.M.

ATTEST:

Kelly Kohnken, City Clerk

APPROVED:

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.3.

Date: April 24, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

Motion to approve check register, EFTs, and payroll as described.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims checks #2019900 through #202005, plus EFTs, payroll checks #61154 through #61161, plus EFTs.

FISCAL IMPACT, IF APPROPRIATE:

Claim checks, plus EFTS totaling \$532,369.81, payroll checks plus EFTs totaling \$358,687.02.

ATTACHMENTS:

1. 2024-04-24 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3808	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	96.59	
					101 - 576 80 47 052 - Bingham Caretaker	96.59	
3809	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	252.93	
					001 - 522 50 47 000 - Public Utilities	252.93	
3810	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	259.49	
					412 - 537 80 47 000 - Public Utilities	259.49	
3811	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	21.74	
					401 - 535 80 47 000 - Public Utilities	21.74	
3812	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	436.83	
					103 - 542 63 47 000 - Public Utilities	436.83	
3813	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	69.02	
					101 - 576 80 47 050 - Hammer Square	69.02	
3814	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	424.99	
					101 - 576 80 47 020 - Senior Center	424.99	
3815	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	1,299.93	
					101 - 576 80 47 070 - City Hall	1,299.93	
3816	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	78.19	
					001 - 521 20 47 000 - Public Utilities	78.19	
3817	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	16.47	
					505 - 591 00 00 505 - LOCAL Redemption of Debt Pri	16.47	
3818	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	221.38	
					101 - 576 80 47 053 - Other Utilities	221.38	
3819	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	225.34	
					101 - 576 80 47 010 - Community Center	225.34	
3820	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	527.48	
					101 - 576 80 47 070 - City Hall	527.48	
3821	04/24/2024	Claims	2	EFT	Cascade Natural Gas Corp	594.47	
					401 - 535 80 47 000 - Public Utilities	594.47	
3822	04/24/2024	Claims	2	EFT	City of Sedro-Woolley	14.45	
					101 - 576 80 47 053 - Other Utilities	14.45	
3823	04/24/2024	Claims	2	EFT	City of Sedro-Woolley	14.45	
					104 - 595 20 63 082 - RW Trail Road Extension	14.45	
3824	04/24/2024	Claims	2	EFT	City of Sedro-Woolley	14.45	
					104 - 595 20 63 082 - RW Trail Road Extension	14.45	
3825	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	54.76	
					101 - 576 80 47 000 - Riverfront	54.76	
3826	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	54.76	
					102 - 536 20 47 000 - Public Utilities	54.76	
3827	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
					101 - 576 80 47 000 - Riverfront	41.22	
3828	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	320.13	
					101 - 576 80 47 000 - Riverfront	320.13	
3829	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	75.41	
					412 - 537 80 47 000 - Public Utilities	75.41	
3830	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	232.17	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 80 47 000 - Public Utilities			232.17	
3831	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	394.55	
			101 - 576 80 47 070 - City Hall			394.55	
3832	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	170.14	
			101 - 576 80 47 053 - Other Utilities			170.14	
3833	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	122.77	
			101 - 576 80 47 051 - Bingham / Memorial			122.77	
3834	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			101 - 576 80 47 040 - Train			41.22	
3835	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	37.46	
			101 - 576 80 47 070 - City Hall			37.46	
3836	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	190.44	
			101 - 576 80 47 050 - Hammer Square			190.44	
3837	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			401 - 535 80 47 000 - Public Utilities			41.22	
3838	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			001 - 521 20 47 000 - Public Utilities			41.22	
3839	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	68.64	
			401 - 535 80 47 000 - Public Utilities			68.64	
3840	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	68.64	
			401 - 535 80 47 000 - Public Utilities			68.64	
3841	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	232.17	
			101 - 576 80 47 000 - Riverfront			232.17	
3842	04/24/2024	Claims	2	EFT	Cnty of Skagit Public Utility	464.02	
			401 - 535 80 47 000 - Public Utilities			464.02	
3843	04/24/2024	Claims	2	EFT	Comcast Holdings Corp	71.95	
			101 - 576 80 47 020 - Senior Center			71.95	
3844	04/24/2024	Claims	2	EFT	US Bank -- Purchase Cards	17,822.02	
			001 - 511 60 43 010 - Annual Retreat			215.31	
			001 - 513 10 49 000 - Tuition/Registration			30.00	
			001 - 514 23 31 000 - Supplies			31.48	
			001 - 514 23 43 000 - Meals/Travel			338.94	
			001 - 514 23 43 000 - Meals/Travel			338.94	
			001 - 514 23 43 000 - Meals/Travel			650.00	
			001 - 514 23 49 030 - Misc-Tuition/Registration			750.00	
			001 - 514 23 49 030 - Misc-Tuition/Registration			445.00	
			001 - 517 90 49 001 - Employee Wellness (educ)			1,000.00	
			001 - 518 80 31 000 - Office/Operating Supplies			225.00	
			001 - 518 80 41 000 - Professional Services			156.28	
			001 - 518 80 49 000 - Software Maint & Support			255.29	
			001 - 518 80 49 000 - Software Maint & Support			255.29	
			001 - 521 20 26 000 - Uniforms/Accessories			-84.17	
			001 - 521 20 28 000 - Employee Wellness			647.00	
			001 - 521 20 31 002 - Office/Operating Supplies			414.01	
			001 - 521 20 31 002 - Office/Operating Supplies			146.58	
			001 - 521 20 31 002 - Office/Operating Supplies			334.34	
			001 - 521 20 31 002 - Office/Operating Supplies			-146.58	
			001 - 521 20 31 002 - Office/Operating Supplies			115.10	
			001 - 521 20 31 002 - Office/Operating Supplies			119.45	
			001 - 521 20 31 002 - Office/Operating Supplies			568.78	
			001 - 521 20 31 002 - Office/Operating Supplies			210.38	
			001 - 521 20 31 002 - Office/Operating Supplies			7.59	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 40 43 000 - Travel			54.00	
			001 - 521 40 43 000 - Travel			234.15	
			001 - 521 40 43 000 - Travel			-496.76	
			001 - 521 40 43 000 - Travel			496.76	
			001 - 521 40 49 000 - Tuition/Registration			975.00	
			001 - 521 40 49 000 - Tuition/Registration			795.00	
			001 - 521 40 49 000 - Tuition/Registration			425.00	
			001 - 522 20 35 000 - Small Tools & Minor Equip			2,460.12	
			001 - 522 20 35 000 - Small Tools & Minor Equip			502.63	
			001 - 522 20 48 000 - Repairs/Maint-Equip			182.88	
			001 - 522 45 43 000 - Travel & Meals			170.21	
			001 - 522 45 49 010 - Tuition/Registration			445.18	
			001 - 524 20 43 000 - Travel/Meals			307.76	
			001 - 524 20 49 010 - Misc-Dues			396.00	
			401 - 535 50 48 010 - Maintenance Of Lines			734.24	
			401 - 535 80 43 000 - Meals/Travel			446.97	
			103 - 542 30 31 000 - Operating Supplies			10.98	
			103 - 542 30 31 000 - Operating Supplies			43.44	
			103 - 542 30 35 000 - Small Tools/Minor Equip			2,078.60	
			103 - 542 30 49 030 - Misc-Tuition/Registration			82.75	
			101 - 576 80 48 021 - Equipment			48.10	
			101 - 576 80 49 000 - Misc-Tuition/Registration			225.00	
			501 - 594 21 64 501 - Equip & Vehicles - Police			64.00	
			001 - 595 10 49 000 - Dues/Memberships			116.00	
3845	04/24/2024	Claims	2	EFT	WA St Dept of Revenue	23,007.43	
			425 - 531 50 44 000 - Taxes & Assessments			1,429.86	
			401 - 535 80 44 010 - Taxes & Assessments			8,338.53	
			102 - 536 20 44 010 - Taxes And Assessments			37.63	
			412 - 537 80 44 001 - Taxes & Assessments			13,099.13	
			101 - 576 80 44 010 - Taxes And Assessments			102.28	
3846	04/24/2024	Claims	2	EFT	WA St Dept of Revenue	77.04	
			001 - 514 23 49 080 - Leasehold Excise Tax			77.04	
3847	04/24/2024	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	331.18	
			001 - 521 20 42 020 - Telephone			111.62	
			001 - 521 20 42 020 - Telephone			-7.07	
			101 - 576 80 47 070 - City Hall			226.63	
3848	04/24/2024	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	452.39	
			401 - 535 80 42 020 - Telephone			452.39	
3849	04/24/2024	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	899.23	
			001 - 512 50 42 020 - Telephone			53.95	
			001 - 513 10 42 020 - Telephone			80.93	
			001 - 514 23 42 020 - Telephone			80.93	
			001 - 515 31 42 001 - Telephone			35.97	
			001 - 518 80 42 020 - Telephone			26.98	
			001 - 521 20 42 020 - Telephone			269.77	
			001 - 522 20 42 020 - Telephone			98.92	
			001 - 524 20 42 020 - Telephone			26.98	
			401 - 535 80 42 020 - Telephone			71.94	
			412 - 537 80 42 020 - Telephone			35.97	
			103 - 542 30 42 020 - Telephone			8.99	
			001 - 558 60 42 020 - Telephone			26.98	
			101 - 576 80 42 020 - Telephone			17.98	
			001 - 595 10 42 020 - Telephone			62.94	
3850	04/24/2024	Claims	2	201898	A Clean Carpet Company	900.00	
			101 - 576 80 48 500 - Contracted Heavy Duty Cleanir			900.00	
3851	04/24/2024	Claims	2	201899	A-1 Mobile Lock & Key	477.84	
			101 - 576 80 48 001 - Riverfront			124.89	
			101 - 576 80 48 016 - City Hall			352.95	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3852	04/24/2024	Claims	2	201900	A-1 Shredding	219.00	
		001 - 514 23 31 000 - Supplies				60.00	
		001 - 521 20 31 002 - Office/Operating Supplies				114.00	
		001 - 524 20 31 000 - Off/Oper Supps & Books				15.00	
		001 - 558 60 31 000 - Supplies/Books				15.00	
		001 - 595 10 31 000 - Supplies				15.00	
3853	04/24/2024	Claims	2	201901	AWC - Employee Benefit Trust	3,100.56	
		001 - 521 20 27 000 - Retired Medical				3,100.56	
3854	04/24/2024	Claims	2	201902	Allelujah Business Systems	8.10	
		401 - 535 50 48 060 - Maintenance Of Buildings				8.10	
3855	04/24/2024	Claims	2	201903	Amazon Capital Svcs, Inc	2,883.47	
		001 - 512 50 31 000 - Supplies				297.71	
		001 - 514 23 31 000 - Supplies				18.30	
		001 - 518 80 35 000 - Small Tools/Minor Equip				44.88	
		001 - 521 20 26 000 - Uniforms/Accessories				52.13	
		001 - 521 20 31 002 - Office/Operating Supplies				-21.70	
		001 - 521 20 31 002 - Office/Operating Supplies				-23.88	
		001 - 521 20 31 002 - Office/Operating Supplies				14.32	
		001 - 521 20 31 002 - Office/Operating Supplies				20.62	
		001 - 521 20 31 002 - Office/Operating Supplies				34.31	
		001 - 521 20 31 002 - Office/Operating Supplies				227.24	
		001 - 521 20 31 002 - Office/Operating Supplies				160.04	
		001 - 521 20 31 002 - Office/Operating Supplies				117.72	
		001 - 521 20 31 002 - Office/Operating Supplies				21.58	
		001 - 521 20 31 002 - Office/Operating Supplies				24.49	
		001 - 521 20 31 002 - Office/Operating Supplies				71.56	
		001 - 521 20 31 002 - Office/Operating Supplies				33.66	
		001 - 522 20 31 000 - Operating Supplies				47.28	
		001 - 522 20 31 000 - Operating Supplies				111.80	
		001 - 522 20 48 000 - Repairs/Maint-Equip				78.40	
		001 - 522 21 31 010 - Office Supplies				217.18	
		401 - 535 80 35 000 - Small Tools & Minor Equip				10.18	
		001 - 558 60 49 040 - Misc - Dept. Split				285.05	
		101 - 576 80 48 009 - Hammer Square				808.44	
		501 - 594 21 64 501 - Equip & Vehicles - Police				166.14	
		501 - 594 21 64 501 - Equip & Vehicles - Police				17.20	
		501 - 594 21 64 501 - Equip & Vehicles - Police				48.82	
3856	04/24/2024	Claims	2	201904	Assisted Patrol LLC	2,606.40	
		001 - 521 20 41 001 - Professional Services				2,606.40	
3857	04/24/2024	Claims	2	201905	Axon Enterprise, Inc.	9,994.72	
		001 - 521 20 48 000 - Repairs & Maintenance				7,187.63	
		001 - 521 20 48 000 - Repairs & Maintenance				1,876.61	
		109 - 594 21 64 109 - Equipment				930.48	
3858	04/24/2024	Claims	2	201906	Beaver Lake Quarry	529.36	
		103 - 542 30 48 002 - Crushed Aggregate				529.36	
3859	04/24/2024	Claims	2	201907	Bio Bug Northwest, Inc	98.83	
		101 - 576 80 48 005 - Senior Center				98.83	
3860	04/24/2024	Claims	2	201908	C.Hlth130, dba Cardinal Health 112 LLC	454.25	
		001 - 522 21 31 000 - Operating Supplies - Medical				40.09	
		001 - 522 21 31 000 - Operating Supplies - Medical				99.04	
		001 - 522 21 31 000 - Operating Supplies - Medical				315.12	
3861	04/24/2024	Claims	2	201909	Carl's Towing	275.84	
		001 - 521 20 41 001 - Professional Services				275.84	
3862	04/24/2024	Claims	2	201910	Carletti Architects Ps	19,154.22	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			505 - 594 48 60 020 - Eng - PW Veh Storage Bldg			19,154.22	
3863	04/24/2024	Claims	2	201911	Robert Castilleja	424.65	
			001 - 524 20 28 000 - Employee Wellness			225.00	
			001 - 524 20 43 000 - Travel/Meals			199.65	
3864	04/24/2024	Claims	2	201912	Central Welding Supply	175.58	
			001 - 522 21 31 000 - Operating Supplies - Medical			175.58	
3865	04/24/2024	Claims	2	201913	Cities Insurance Assoc	1,578.61	
			001 - 514 23 46 000 - Insurance & Bonds			1,578.61	
3866	04/24/2024	Claims	2	201914	Concentric, LLC	80.36	
			401 - 594 35 64 401 - Machinery & Equip			80.36	
3867	04/24/2024	Claims	2	201915	Consumer Rental, LLC	317.26	
			001 - 558 60 49 001 - Miscellaneous			317.26	Skagit Motel Abatement
3868	04/24/2024	Claims	2	201916	Cory Starkovich, dba	304.08	
			501 - 594 21 64 501 - Equip & Vehicles - Police			152.04	
			501 - 594 21 64 501 - Equip & Vehicles - Police			152.04	
3869	04/24/2024	Claims	2	201917	DS Services of America, Inc.	14.68	
			103 - 542 30 31 000 - Operating Supplies			14.68	
3870	04/24/2024	Claims	2	201918	Databar, Inc	2,857.90	
			425 - 531 50 42 010 - Postage			114.31	
			401 - 535 80 42 015 - Postage			1,857.64	
			412 - 537 80 42 010 - Postage			885.95	
3871	04/24/2024	Claims	2	201919	Gregory Dixon	765.00	
			001 - 515 93 41 001 - Indigent Defense Conflict Cour			765.00	
3872	04/24/2024	Claims	2	201920	Doorman Commercial LLC	2,866.75	
			101 - 576 80 48 009 - Hammer Square			2,866.75	
3873	04/24/2024	Claims	2	201921	E & E Lumber, Inc.	395.36	
			401 - 535 80 35 000 - Small Tools & Minor Equip			17.97	
			401 - 535 80 41 000 - Professional Services			67.00	
			102 - 536 20 35 010 - Safety Equipment			73.83	
			412 - 537 80 31 000 - Operating Supplies			18.74	
			103 - 542 30 31 000 - Operating Supplies			3.84	
			103 - 542 30 31 000 - Operating Supplies			20.84	
			103 - 542 30 35 000 - Small Tools/Minor Equip			5.54	
			101 - 576 80 31 009 - Operating Sup - Bingham Park			59.19	
			101 - 576 80 35 000 - Small Tools & Minor Equip			25.52	
			101 - 576 80 48 001 - Riverfront			9.17	
			101 - 576 80 48 001 - Riverfront			54.85	
			101 - 576 80 48 001 - Riverfront			38.87	Toilet repair - Riverfront Park
3874	04/24/2024	Claims	2	201922	Edge Analytical Inc	1,431.00	
			425 - 531 50 41 005 - Vector Waste Disposal			615.00	Street sweeping testing
			425 - 531 50 41 005 - Vector Waste Disposal			615.00	Stormwater testing
			401 - 535 80 41 000 - Professional Services			67.00	
			401 - 535 80 41 000 - Professional Services			67.00	
			401 - 535 80 41 000 - Professional Services			67.00	
3875	04/24/2024	Claims	2	201923	Epic Land Solutions Inc	660.50	
			104 - 595 20 63 084 - RW - SR20 Cascade Trail - Phas			660.50	
3876	04/24/2024	Claims	2	201924	Marisela Escobilla Cruz	100.00	
			101 - 582 10 01 101 - Community Center Deposit Rel			100.00	
3877	04/24/2024	Claims	2	201925	Evergreen Safety Council	1,705.07	
			401 - 535 80 49 030 - Misc-Tuition/Registration			852.52	
			412 - 537 80 49 015 - Training			213.16	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			103 - 542 30 49 030		Misc-Tuition/Registration	639.39	
3878	04/24/2024	Claims	2	201926	Family Promise of Skagit Valley	2,285.75	
			117 - 551 00 00 117		Affordable Housing	2,285.75	
3879	04/24/2024	Claims	2	201927	Ferguson US Holdings, Inc	210.91	
			401 - 535 50 48 050		Maint Of General Equip	210.91	
3880	04/24/2024	Claims	2	201928	GMP Consultants LLC	9,555.00	
			001 - 558 60 41 000		Professional Services	4,704.00	
			001 - 558 60 41 000		Professional Services	4,851.00	
3881	04/24/2024	Claims	2	201929	Great Floors, LLC	1,039.95	
			101 - 576 80 48 500		Contracted Heavy Duty Cleanir	1,039.95	
3882	04/24/2024	Claims	2	201930	Guardian Security Systems, Inc.	2,587.10	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 521 20 41 001		Professional Services	31.62	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			001 - 522 50 49 050		Fire/Theft Protection	45.18	
			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
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			401 - 535 80 31 010		Operating Supplies	76.80	
			401 - 535 80 31 010		Operating Supplies	76.80	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
			101 - 576 80 41 010		Alarm Monitoring	225.02	
3883	04/24/2024	Claims	2	201931	Emmanuel Herrera	100.00	
			101 - 582 10 01 101		Community Center Deposit Ref	100.00	
3884	04/24/2024	Claims	2	201932	Home Depot Credit Services	410.50	
			412 - 537 80 31 000		Operating Supplies	216.11	
			101 - 576 80 48 006		Memorial Park	194.39	
3885	04/24/2024	Claims	2	201933	Hose Shop Inc (the)	84.25	
			401 - 535 80 35 000		Small Tools & Minor Equip	84.25	
3886	04/24/2024	Claims	2	201934	Humane Society Of Skagit	606.00	
			001 - 521 20 41 021		Humane Society	606.00	
3887	04/24/2024	Claims	2	201935	ICONIX Waterworks (US) Inc	1,142.67	
			101 - 576 80 48 014		Winnie Houser Park	1,142.67	
3888	04/24/2024	Claims	2	201936	Janicki Industries	100.00	
			101 - 582 10 01 101		Community Center Deposit Ref	100.00	
3889	04/24/2024	Claims	2	201937	L N Curtis & Sons	360.20	
			001 - 521 20 26 000		Uniforms/Accessories	182.76	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 20 26 000		Uniforms/Accessories	177.44	
3890	04/24/2024	Claims	2	201938	The Language Exchange, Inc	1,930.00	
			001 - 512 50 41 040		Language Interpreter	1,930.00	
3891	04/24/2024	Claims	2	201939	Lauts Inc dba Lautenbach Industries	1,012.30	
			412 - 537 60 47 015		Construction Demolition Land	693.24	CDL Disp BYK Brickyard and Trail
			412 - 537 60 47 015		Construction Demolition Land	319.06	CDL disp BYK Brickyard Park
3892	04/24/2024	Claims	2	201940	Lenz Enterprises, Inc	2,083.80	
			412 - 537 60 47 021		Curbside Yard Waste Disposal	949.88	
			412 - 537 60 47 021		Curbside Yard Waste Disposal	890.81	
			412 - 537 60 47 021		Curbside Yard Waste Disposal	243.11	
3893	04/24/2024	Claims	2	201941	Les Schwab Tire Center	1,396.57	
			001 - 522 20 48 000		Repairs/Maint-Equip	875.96	
			412 - 537 50 48 000		Repairs/maint-equip	303.41	Unit 521 tires
			412 - 537 60 47 011		Site Recycling Disposal	217.20	Site recycle tires
3894	04/24/2024	Claims	2	201942	Lil John Sanitary Services Inc.	1,444.38	
			101 - 576 80 48 001		Riverfront	993.69	
			101 - 576 80 48 004		Community Center	450.69	
3895	04/24/2024	Claims	2	201943	Loggers & Contractors	54.14	
			103 - 542 30 31 000		Operating Supplies	54.14	
3896	04/24/2024	Claims	2	201944	Lou's Gloves Inc.	792.00	
			401 - 535 80 31 010		Operating Supplies	792.00	
3897	04/24/2024	Claims	2	201945	Mark Christ, Architect	375.00	
			101 - 594 76 63 025		Olmsted Park	375.00	
3898	04/24/2024	Claims	2	201946	Blake Martin	356.57	
			401 - 535 80 43 000		Meals/Travel	356.57	Collector2 class - Lynnwood
3899	04/24/2024	Claims	2	201947	Nicole McGowan	225.00	
			001 - 558 60 28 000		Employee Wellness	225.00	
3900	04/24/2024	Claims	2	201948	Meyer Sign Company Inc	4,696.00	
			501 - 594 22 64 501		Vehicles - Fire	4,696.00	ERR for Veh 917 Ambulance
3901	04/24/2024	Claims	2	201949	Mountain Law, PLLC	7,916.00	
			001 - 515 93 41 000		Indigent Defender	7,916.00	
3902	04/24/2024	Claims	2	201950	Walter E Nelson Co. of N. WA	1,934.80	
			101 - 576 80 31 006		Operating Sup - City Hall	1,631.94	
			401 - 594 35 64 001		Portable Equipment	194.55	
			401 - 594 35 64 001		Portable Equipment	108.31	
3903	04/24/2024	Claims	2	201951	Nelson Dist, Inc. dba Nelson-Reisner	766.99	
			401 - 535 80 31 010		Operating Supplies	766.99	
3904	04/24/2024	Claims	2	201952	NCL of WI, dba North Central Labs	3,581.81	
			401 - 535 80 31 010		Operating Supplies	1,491.74	
			401 - 535 80 31 020		Op Supplies-Chemicals	2,090.07	
3905	04/24/2024	Claims	2	201953	Orca Pacific, Inc.	1,304.20	
			401 - 535 80 31 020		Op Supplies-Chemicals	1,304.20	
3906	04/24/2024	Claims	2	201954	Pacific Landscape Architecture LLC	1,368.75	
			101 - 594 76 63 025		Olmsted Park	1,368.75	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3907	04/24/2024	Claims	2	201955	Parkson Corp.	145.00	
					103 - 542 30 49 010 - Misc-Dues/Subscriptions	145.00	
3908	04/24/2024	Claims	2	201956	Public Safety Testing, Inc	816.00	
					001 - 521 20 41 001 - Professional Services	121.00	
					001 - 521 20 41 001 - Professional Services	212.00	
					001 - 521 20 41 001 - Professional Services	218.00	
					001 - 522 20 41 000 - Professional Services	131.00	Fire portion
					001 - 522 20 41 000 - Professional Services	134.00	
3909	04/24/2024	Claims	2	201957	Puget Sound Equip Sales, Inc.	356.92	
					103 - 542 30 35 010 - Safety Equipment	356.92	
3910	04/24/2024	Claims	2	201958	Red's Mobile 24-Hour Truck & Equip Repai	4,281.61	
					412 - 537 50 48 000 - Repairs/maint-equip	638.57	Unit 522
					412 - 537 50 48 000 - Repairs/maint-equip	446.75	Unit 524
					412 - 537 50 48 000 - Repairs/maint-equip	319.28	Unit 520
					412 - 537 50 48 000 - Repairs/maint-equip	1,052.75	Unit 520
					412 - 537 80 34 000 - Containers - Garbage	1,824.26	Roll off repair
3911	04/24/2024	Claims	2	201959	Reichhardt & Ebe	10,311.29	
					104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped	352.82	
					104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle	9,958.47	
3912	04/24/2024	Claims	2	201960	Rick's Refrigeration Inc	270.00	
					412 - 537 60 47 011 - Site Recycling Disposal	270.00	Refrigerators
3913	04/24/2024	Claims	2	201961	Ricoh USA, Inc	202.00	
					001 - 558 60 49 040 - Misc - Dept. Split	202.00	
3914	04/24/2024	Claims	2	201962	Ricoh USA, Inc	462.16	
					001 - 514 23 45 000 - Operating Rentals/Leases	231.08	
					001 - 558 60 49 040 - Misc - Dept. Split	231.08	
3915	04/24/2024	Claims	2	201963	Max Rosser	129.23	
					001 - 521 20 28 000 - Employee Wellness	129.23	
3916	04/24/2024	Claims	2	201964	Seacom Cabling Inc	819.41	
					401 - 594 35 63 000 - Engineering Services	819.41	
3917	04/24/2024	Claims	2	201965	Sedro-Woolley Auto Parts Inc	46.49	
					001 - 521 20 31 002 - Office/Operating Supplies	25.62	
					401 - 535 80 35 000 - Small Tools & Minor Equip	1.90	
					412 - 537 80 31 000 - Operating Supplies	14.42	
					103 - 542 30 31 000 - Operating Supplies	4.55	
3918	04/24/2024	Claims	2	201966	Sedro-Woolley Loggerodeo	5,000.00	
					001 - 558 70 00 513 - Economic Development	5,000.00	
3919	04/24/2024	Claims	2	201967	Sedro-Woolley Museum	5,615.06	
					108 - 557 30 41 015 - S-W Museum	1,095.56	
					001 - 558 70 00 513 - Economic Development	4,519.50	
3920	04/24/2024	Claims	2	201968	Sedro-Woolley Public Safety Guild	16.00	
					001 - 514 23 49 000 - Miscellaneous	16.00	
3921	04/24/2024	Claims	2	201969	Sedro-Woolley School Dist	45,409.00	
					001 - 518 65 40 001 - Impact Fee Distribution (schoo	45,409.00	
3922	04/24/2024	Claims	2	201970	Skagit Cnty Dept of Emerg Mgmt	10,033.61	
					001 - 525 10 41 000 - Dept Of Emerg Management	10,033.61	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3923	04/24/2024	Claims	2	201971	Skagit Cnty Public Health	5,503.50	
					001 - 569 00 41 000 - Skagit Senior Services	5,503.50	
3924	04/24/2024	Claims	2	201972	Skagit Cnty Public Works	68,393.24	
					401 - 535 50 48 010 - Maintenance Of Lines	153.60	
					412 - 537 60 47 000 - Solid Waste Disposal	68,239.64	
3925	04/24/2024	Claims	2	201973	Skagit Cnty Sheriff Office	114,788.97	
					001 - 523 60 41 001 - Prisoner Medical	20,010.26	
					001 - 523 60 41 010 - Prisoner Transport	1,833.06	
					001 - 523 60 41 021 - Jail Annual Payment In Lieu Of	92,945.65	
3926	04/24/2024	Claims	2	201974	Skagit Cnty Treasurer	39.72	
					635 - 589 30 05 635 - County Crime Victim Witness P	39.72	
3927	04/24/2024	Claims	2	201975	PNG Media LLC, dba Skagit Publishing	554.14	
					001 - 511 60 31 001 - Legal Publications	96.84	
					001 - 558 60 41 001 - Professional Svcs-Reimb	188.30	
					001 - 558 60 41 011 - Advertising Reimbuseable	269.00	
3928	04/24/2024	Claims	2	201976	Skagit Regional Health	786.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	316.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	360.00	
					103 - 542 30 49 040 - CDL Endorcement Fees	110.00	
3929	04/24/2024	Claims	2	201977	Skagit River Steel	306.01	
					401 - 535 50 48 050 - Maint Of General Equip	109.20	
					401 - 535 50 48 050 - Maint Of General Equip	153.59	
					401 - 535 50 48 050 - Maint Of General Equip	43.22	
3930	04/24/2024	Claims	2	201978	Brent Straight dba Skagit Shooting Range	1,004.55	
					001 - 521 40 49 020 - Range Fees	597.30	
					001 - 521 40 49 020 - Range Fees	244.35	
					001 - 521 40 49 020 - Range Fees	162.90	
3931	04/24/2024	Claims	2	201979	Skagit Valley Beekeepers	100.00	
					101 - 582 10 02 101 - Senior Center Deposit Refund	100.00	
3932	04/24/2024	Claims	2	201980	Smarsh Inc.	62.88	
					001 - 518 80 41 000 - Professional Services	62.88	
3933	04/24/2024	Claims	2	201981	Stiles & Lehr Law Inc., PS	4,312.25	
					001 - 512 50 41 010 - Municipal Court Judge	4,312.25	
3934	04/24/2024	Claims	2	201982	Systems Design West, LLC	2,924.47	
					001 - 522 21 41 000 - EMS Professional Services-Sys I	2,924.47	
3935	04/24/2024	Claims	2	201983	WAFD Ins Grp Inc dba Thomas & Assoc	1,189.00	
					001 - 514 23 46 000 - Insurance & Bonds	1,189.00	
3936	04/24/2024	Claims	2	201984	Thompson, Guildner & Assoc, Inc P.S.	18,342.69	
					001 - 515 41 41 000 - Ext Legal-City Attorney	17,244.60	
					001 - 515 45 41 000 - Legal - Litigation	1,098.09	
3937	04/24/2024	Claims	2	201985	Eulises Tovar-Cano	117.47	
					001 - 518 80 28 001 - Employee Wellness	117.47	
3938	04/24/2024	Claims	2	201986	Tri-Tec Communications Inc	146.61	
					001 - 518 80 41 000 - Professional Services	146.61	
3939	04/24/2024	Claims	2	201987	Uline, Inc.	843.65	
					412 - 537 80 31 000 - Operating Supplies	595.87	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 10

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 80 31 000 - Operating Supplies			247.78	
3940	04/24/2024	Claims	2	201988	UniFirst Corp.	626.19	
			001 - 522 20 26 000 - Uniforms			314.13	
			001 - 522 20 26 000 - Uniforms			312.06	
3941	04/24/2024	Claims	2	201989	United Parcel Service, Inc.	56.91	
			001 - 521 20 31 002 - Office/Operating Supplies			24.82	
			001 - 521 20 41 001 - Professional Services			32.09	
3942	04/24/2024	Claims	2	201990	United Tactical Systems, LLC	462.00	
			001 - 594 21 64 000 - Machinery & Equipment			462.00	
3943	04/24/2024	Claims	2	201991	Universal Field Services, Inc.	52.30	
			104 - 595 20 63 082 - RW Trail Road Extension			52.30	
3944	04/24/2024	Claims	2	201992	Util Underground Loc Ctr	95.77	
			401 - 535 80 31 010 - Operating Supplies			95.77	
3945	04/24/2024	Claims	2	201993	Valvoline Instnt Oil Chg	109.42	
			001 - 521 20 48 010 - Repair & Maint - Auto			54.71	
			001 - 521 20 48 010 - Repair & Maint - Auto			54.71	
3946	04/24/2024	Claims	2	201994	Walt Van Wingerdon	70.00	
			101 - 362 40 10 000 - Space Rent-RV Park - Riverfron			-70.00	
3947	04/24/2024	Claims	2	201995	WA Fed of Animal Care	1,495.60	
			001 - 521 20 41 022 - WA Federation Animal Care			1,495.60	
3948	04/24/2024	Claims	2	201996	WA St Criminal Justice	380.00	
			001 - 521 40 49 000 - Tuition/Registration			380.00	
3949	04/24/2024	Claims	2	201997	WA St Off of Treasurer	3,149.43	
			635 - 586 30 00 635 - State Court Fees Remittance			3,149.43	
3950	04/24/2024	Claims	2	201998	WA St Patrol	132.50	
			001 - 521 20 41 040 - Intergov Svc-Gun Permits			132.50	
3951	04/24/2024	Claims	2	201999	Wade, Jan & Jenny	1,000.00	
			101 - 582 10 01 101 - Community Center Deposit Ref			1,000.00	
3952	04/24/2024	Claims	2	202000	Waste Management of WA Inc.	44,459.86	
			412 - 537 60 47 010 - Curbside Recycling Disposal			44,459.86	
3953	04/24/2024	Claims	2	202001	Wesmar Company, Inc	7,752.95	
			401 - 535 80 35 020 - Solids Handling			7,752.95	
3954	04/24/2024	Claims	2	202002	Ariel Wesson	225.00	
			001 - 521 20 28 000 - Employee Wellness			225.00	
3955	04/24/2024	Claims	2	202003	Witmer Public Safety Group Inc.	23.83	
			001 - 522 20 31 000 - Operating Supplies			-244.93	
			001 - 522 20 31 000 - Operating Supplies			268.76	
3956	04/24/2024	Claims	2	202004	Woods Acquisition Corp	436.49	
			401 - 535 80 32 000 - Auto Fuel/Diesel			56.47	
			412 - 537 80 31 000 - Operating Supplies			185.72	
			412 - 537 80 31 000 - Operating Supplies			183.46	
			103 - 542 30 31 000 - Operating Supplies			10.84	
3957	04/24/2024	Claims	2	202005	World Kinect Energy Services, dba	12,553.21	
			001 - 518 20 32 000 - Auto Fuel			97.26	
			001 - 521 20 32 000 - Auto Fuel			3,804.24	
			001 - 522 20 32 000 - Auto Fuel/Diesel			2,330.14	
			425 - 531 50 32 000 - Vehicle Fuel			54.19	
			425 - 531 50 32 000 - Vehicle Fuel			80.86	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 11

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		425 - 531 50 32 000 - Vehicle Fuel				226.27	
		401 - 535 80 32 000 - Auto Fuel/Diesel				136.41	
		401 - 535 80 32 000 - Auto Fuel/Diesel				169.98	
		102 - 536 20 32 000 - Auto Fuel/Diesel				87.38	
		102 - 536 20 32 000 - Auto Fuel/Diesel				23.26	
		102 - 536 20 32 000 - Auto Fuel/Diesel				207.04	
		412 - 537 80 32 000 - Auto Fuel/Diesel				69.05	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,823.04	
		412 - 537 80 32 000 - Auto Fuel/Diesel				60.46	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,837.14	
		412 - 537 80 32 000 - Auto Fuel/Diesel				313.35	Fuel for 525,514, extra
		103 - 542 30 32 000 - Auto Fuel/Diesel				218.32	
		103 - 542 30 32 000 - Auto Fuel/Diesel				47.44	
		103 - 542 30 32 000 - Auto Fuel/Diesel				86.92	
		103 - 542 30 32 000 - Auto Fuel/Diesel				166.84	
		101 - 576 80 32 000 - Auto Fuel/Diesel				202.85	
		101 - 576 80 32 000 - Auto Fuel/Diesel				510.77	
3958	04/24/2024	Claims	2	202006	Xpress Bill Pay - Service Fees	1,979.01	
		001 - 514 23 41 010 - Bank Fees				494.75	
		401 - 535 80 41 020 - Collection Services				989.51	
		412 - 537 80 41 020 - Collection Services				494.75	
		001 Current Expense Fund				284,699.55	
		101 Parks & Facilities Fund				21,471.28	
		102 Cemetery Fund				483.90	
		103 Street Fund				5,076.21	
		104 Arterial Street Fund				11,052.99	
		108 Lodging Tax Fund				1,095.56	
		109 Special Investigation Fund				930.48	
		117 Housing and Related Services				2,285.75	
		401 Sewer Operations Fund				32,985.70	
		412 Solid Waste Operations Fund				141,496.82	
		425 Stormwater Operations				3,135.49	
		501 Equipment Replacement Fund				5,296.24	
		505 Public Works Facility Fund				19,170.69	
		635 Custodial Fund				3,189.15	
							Claims:
							532,369.81
		* Transaction Has Mixed Revenue And Expense Accounts				532,369.81	

CHECK REGISTER

City Of Sedro-Woolley

Time: 17:51:41 Date: 04/16/2024

04/24/2024 To: 04/24/2024

Page: 12

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

_____ Finance Director	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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City Council Agenda Item

Agenda Item No.: e.4.

Date: April 24, 2024

From: Hiller West, Interim Community Director

Subject: Re-approving Hansen Annexation - Resolution 1132-24

RECOMMENDED ACTION:

Motion to approve Resolution 1132-24 to re-approve Hansen annexation to be the Skagit County Boundary Review Board requirements.

ISSUE:

Should Council approve Resolution no. 1132-24, re-approving the proposed Hansen annexation?

BACKGROUND/SUMMARY INFORMATION:

The purpose of this Agenda Item is to correct a procedural irregularity. It is housekeeping and does not include new information or a new approval request. The attached Resolution has been drafted pursuant to a request by the Skagit County Boundary Review Board (BRB). The proposed Hansen annexation was previously reviewed by Council, who requested it be modified in November, 2021. Once modified and approved, the proposed annexation was submitted to the BRB, along with a Notice of Intention in accordance with State law. However, due to multiple factors the 180-day timeline for action by the BRB was not met. The BRB has requested re-approval of the Resolution in order to process the annexation.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Resolution 1132-24 - Accepting Hanson Annexation

RESOLUTION NO. 1132-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
STATING INTENT TO ANNEX APPROXIMATELY 59.988 ACRES OF REAL PROPERTY
CONTIGUOUS TO THE NORTHERN PORTION OF THE CITY

WHEREAS, Laura Hanson owns real property within the Sedro-Woolley urban growth area; and

WHEREAS, Laura Hanson initiated proceedings to annex the real property to the City by filing a notice of intent to commence annexation proceedings on January 17, 2023; and

WHEREAS, the City Council held a meeting on February 8, 2023 with the initiating parties as required by RCW 35A.14.120; and

WHEREAS, the City Council agreed to accept a Petition for Annexation between the initiating parties and the City; and

WHEREAS, the initiating parties filed a Petition for Annexation with the City on May 5, 2023; and

WHEREAS, the Skagit County Assessor issued a Determination of Sufficiency on May 19, 2023 certifying that the Petition for Annexation meets the 60% ownership criteria of RCW 35A.14.120 and the City received said Determination on May 19, 2023; and

WHEREAS, the City Council determined that the Petition for Annexation meets the requirements of RCW 35A.14.120-150 and is sufficient according to the requirements of RCW 35A.14.120; and

WHEREAS, the City Council determined that the best interests and general welfare of the City and the real property will be served by the annexation; now therefore,

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

Section 1. The City hereby declares its intention to annex and make part of the City of Sedro-Woolley, Washington, that portion of Skagit County, Washington not heretofore incorporated as any part of a city or town, lying north of the City limits, being the following described real property, situated in Skagit County, Washington, to wit:

Legally described on the attached Exhibit A, and illustrated in the attached map in Exhibit B.

Section 2. The City Planning Director is authorized and directed to prepare and file a notice of intention to annex with the Skagit County Boundary Review Board, and to carry out all the requirements of state law with regard to the proposed annexation.

Section 3. When annexed property is accepted by future ordinance, said annexation shall be subject to the following conditions:

A. The property proposed for annexation shall be subject to the laws and regulations of the City of Sedro-Woolley, as now and hereafter adopted.

B. The property proposed for annexation shall be subject to and assume a pro-rata share of indebtedness of the City which has been approved by the voters, contracted, or incurred prior to, or existing at the date of annexation.

C. The property proposed for annexation shall be subject to the Residential-5 land use classification and zoning designation as set forth on the current Sedro-Woolley Comprehensive Plan and Zoning maps.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of _____, 2024, and signed in authentication of its passage this ____ day of _____, 2024.

MAYOR JULIA JOHNSON

ATTEST:

CLERK

APPROVED AS TO FORM:

CITY ATTORNEY NIKKI THOMPSON

Exhibit A

(Annexation Area Legal Description)

THAT PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 13, TOWNSHIP 35, RANGE 04 EAST W.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS.

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 13, ALSO BEING THE NORTHWEST CORNER OF LOT 1 OF GARDEN OF EDEN SHORT PLAT, APPROVED JANUARY 31, 2008 AND RECORDED UNDER SKAGIT COUNTY AUDITOR'S FILE NO. 200802040080; THENCE EAST ALONG THE NORTH LINE OF LOTS 1 AND 2 OF SAID GARDEN OF EDEN SHORT PLAT TO THE SOUTHWESTERLY MARGIN OF THE BURLINGTON NORTHERN RAILROAD RIGHT-OF-WAY; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY MARGIN, ALSO BEING THE NORTHEASTERLY LINES OF LOTS 2 AND 3 OF SAID GARDEN OF EDEN SHORT PLAT, TO THE NORTHEAST CORNER OF SAID LOT 3, BEING A POINT ON THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 13; THENCE SOUTH ALONG SAID EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 13, ALSO BEING THE EAST LINE OF SAID GARDEN OF EDEN SHORT PLAT, TO THE SOUTHEAST CORNER OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT, SAID POINT BEING THE NORTHEAST CORNER OF LOT 4 OF SHORT PLAT 93-006, APPROVED MAY 13, 1993 AND RECORDED UNDER AUDITOR'S FILE NO. 9305190015; THENCE WEST ALONG THE SOUTH LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT, ALSO BEING THE NORTH LINE OF LOT 4 OF SAID SHORT PLAT 93-006, TO THE NORTHWEST CORNER OF LOT 4 OF SAID SHORT PLAT 93-006, ALSO BEING THE NORTHEAST CORNER OF LOT 7 OF SHORT PLAT PL00-0167, APPROVED APRIL 24, 2003 AND RECORDED UNDER AUDITOR'S FILE NO. 200304240149; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 7 AND THE EAST LINE OF TRACT A OF SAID SHORT PLAT PL00-0167 TO THE NORTH LINE OF LOT 6 OF SAID SHORT PLAT PL00-0167; THENCE EAST ALONG THE NORTH LINE OF SAID LOT 6 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 6 TO THE SOUTHEAST CORNER THEREOF BEING A POINT ON THE NORTH LINE OF THE PLAT OF JONES ESTATES, APPROVED JULY 3, 2019 AND RECORDED UNDER AUDITOR'S FILE NO. 201907160029; THENCE WEST ALONG THE NORTH LINE OF SAID PLAT OF JONES ESTATES, ALSO BEING THE SOUTH LINE OF SAID SHORT PLAT PL00-0167, TO THE NORTHWEST CORNER OF LOT 20 OF SAID PLAT OF JONES ESTATES, ALSO BEING THE NORTHEAST CORNER OF LOT 1 OF SHORT PLAT 80-78, APPROVED NOVEMBER 1, 1978 AND RECORDED UNDER AUDITOR'S FILE NO. 890505; THENCE SOUTH ALONG THE EAST LINE OF LOT 1 OF SAID SHORT PLAT 80-78, ALSO BEING THE WEST LINE OF LOTS 18, 19, AND 20 OF SAID PLAT OF JONES ESTATES, TO THE SOUTHEAST CORNER OF LOT 1 OF SAID SHORT PLAT 80-78; THENCE WEST ALONG THE SOUTH LINE OF LOT 1 OF SAID SHORT PLAT 80-78, ALSO BEING THE NORTH LINE OF LOTS 15 AND 16 OF SAID PLAT OF JONES ESTATES, TO THE EAST RIGHT-OF-WAY MARGIN OF BIRCH LANE, ALSO BEING THE NORTHWEST CORNER OF LOT 15 OF SAID PLAT OF JONES ESTATES; THENCE NORTH ALONG THE EAST MARGIN OF SAID BIRCH LANE TO THE NORTHWEST CORNER OF TRACT A OF SAID SHORT PLAT PL00-0167; THENCE EASTERLY ALONG THE NORTH LINE OF SAID TRACT A TO THE SOUTHWEST CORNER OF LOT 8 OF SAID SHORT PLAT PL00-0167; THENCE NORTH ALONG THE WEST LINE OF LOT 8 OF SAID SHORT PLAT PL00-0167, ALSO BEING THE EAST LINE OF LOT 1 OF SHORT PLAT 93-006, TO THE NORTHWEST CORNER OF LOT 8 OF SAID SHORT PLAT PL00-0167, ALSO BEING THE NORTHEAST CORNER OF LOT 1 OF SAID SHORT PLAT 93-006, BEING A POINT ON THE SOUTH LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT; THENCE WEST ALONG THE SOUTH LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT, ALSO BEING THE NORTH LINE OF LOT 1 OF SAID SHORT PLAT 93-006, TO THE SOUTHWESTERLY CORNER OF

LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT, ALSO BEING THE NORTHWEST CORNER OF LOT 1 OF SAID SHORT PLAT 93-006, BEING A POINT ON THE EAST RIGHT-OF-WAY MARGIN OF BIRCH LANE; THENCE NORTH ALONG SAID EAST MARGIN OF BIRCH LANE, A DISTANCE OF 640.78 FEET, MORE OR LESS, TO AN ANGLE POINT ON THE WESTERLY LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT; THENCE WEST ALONG THE SOUTHERLY LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT TO THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 13; THENCE NORTH ALONG SAID WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 13 TO THE POINT OF BEGINNING.

EXCEPT ANY PORTION OF BIRCH LANE RIGHT-OF-WAY CONVEYED TO SKAGIT COUNTY.

ALSO TOGETHER WITH THAT PORTION OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 35, RANGE 04 EAST W.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 35, RANGE 04 EAST W.M.;

THENCE NORTH ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14 TO THE NORTHWEST CORNER OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14;

THENCE EAST ALONG THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14, ALSO BEING THE SOUTH LINE OF LOT 1 OF SHORT PLAT 46-85, APPROVED DECEMBER 12, 1985 AND RECORDED UNDER SKAGIT COUNTY AUDITOR'S FILE NO. 8512130023, TO THE SOUTHEAST CORNER OF LOT 1 OF SAID SHORT PLAT 46-85, ALSO BEING THE SOUTHWEST CORNER OF LOT 2 OF SAID SHORT PLAT 46-85;

THENCE NORTH ALONG THE WEST LINE OF LOT 2 OF SAID SHORT PLAT 46-85, ALSO BEING THE EAST LINE OF LOT 1 OF SAID SHORT PLAT 46-85, TO THE SOUTH RIGHT-OF-WAY MARGIN OF KIENS LANE OF GARDEN OF EDEN SHORT PLAT, APPROVED JANUARY 31, 2008 AND RECORDED UNDER SKAGIT COUNTY AUDITOR'S FILE NO. 200802040080, ALSO BEING THE NORTHWEST CORNER OF LOT 2 OF SAID SHORT PLAT 46-85, ALSO BEING THE NORTHEAST CORNER OF LOT 1 OF SAID SHORT PLAT 46-85;

THENCE WEST ALONG THE PROLONGATED SOUTH RIGHT-OF-WAY MARGIN OF KIENS LANE OF SAID GARDEN OF EDEN SHORT PLAT TO THE WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14;

THENCE NORTH ALONG THE WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER A DISTANCE OF 63.86 FEET, MORE OR LESS, TO A POINT ALONG SAID WEST LINE BEING THE INTERSECTION OF SAID WEST LINE AND THE PROLONGATION OF THE NORTH RIGHT-OF-WAY MARGIN OF KIENS LANE OF SAID GARDEN OF EDEN SHORT PLAT, ALSO BEING THE SOUTH LINE OF SHORT PLAT 85-77, APPROVED NOVEMBER 8TH, 1977 AND RECORDED UNDER SKAGIT COUNTY AUDITOR'S FILE NO. 868364;

THENCE EAST ALONG THE PROLONGATED NORTH RIGHT-OF-WAY MARGIN OF KIENS LANE OF SAID GARDEN OF EDEN SHORT PLAT, ALSO BEING THE SOUTH LINE OF SAID SHORT PLAT 85-77, TO THE SOUTHEAST CORNER OF SAID SHORT PLAT 85-77, ALSO BEING THE ANGLE POINT OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT;

THENCE NORTH ALONG THE EAST LINE OF SAID SHORT PLAT 85-77, ALSO BEING THE WESTERLY LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT, TO THE NORTHEAST CORNER OF SAID SHORT PLAT 85-77, ALSO BEING THE NORTHWESTERLY CORNER OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT; THENCE EAST ALONG THE NORTH LINE OF LOT 4 OF SAID GARDEN OF EDEN SHORT PLAT TO THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 14;

THENCE SOUTH ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 14 TO THE SOUTHEAST CORNER OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14, ALSO BEING THE NORTHEASTERLY

CORNER OF APPLE LANE OF REPLAT OF FREDLUND ADDITION DIV. NO. 1, APPROVED FEBRUARY 22, 1973 AND RECORDED UNDER SKAGIT COUNTY AUDITOR'S FILE NO. 781161;
THENCE WEST ALONG THE SOUTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 14, ALSO BEING THE NORTH LINE OF SAID REPLAT OF FREDLUND ADDITION DIV. NO. 1, TO THE POINT OF BEGINNING.

EXCEPT ANY PORTION OF GARDEN OF EDEN ROAD RIGHT-OF-WAY CONVEYED TO SKAGIT COUNTY.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESERVATIONS, RESTRICTIONS, LIENS, LEASES, COVENANTS AND OTHER INSTRUMENTS OF RECORD.

SITUATE IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON.

INCLUDED TAX PARCEL NUMBERS: P127101, P127102, P127103, P36482, P120257, P120256, P103826, P36481, P103825, P120259, P120258, P120260, P36653, P36652 and P36639.

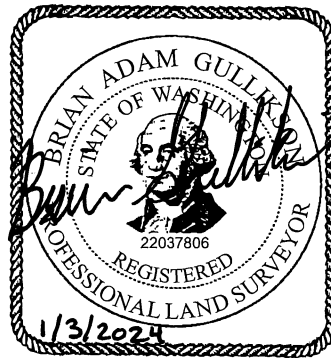
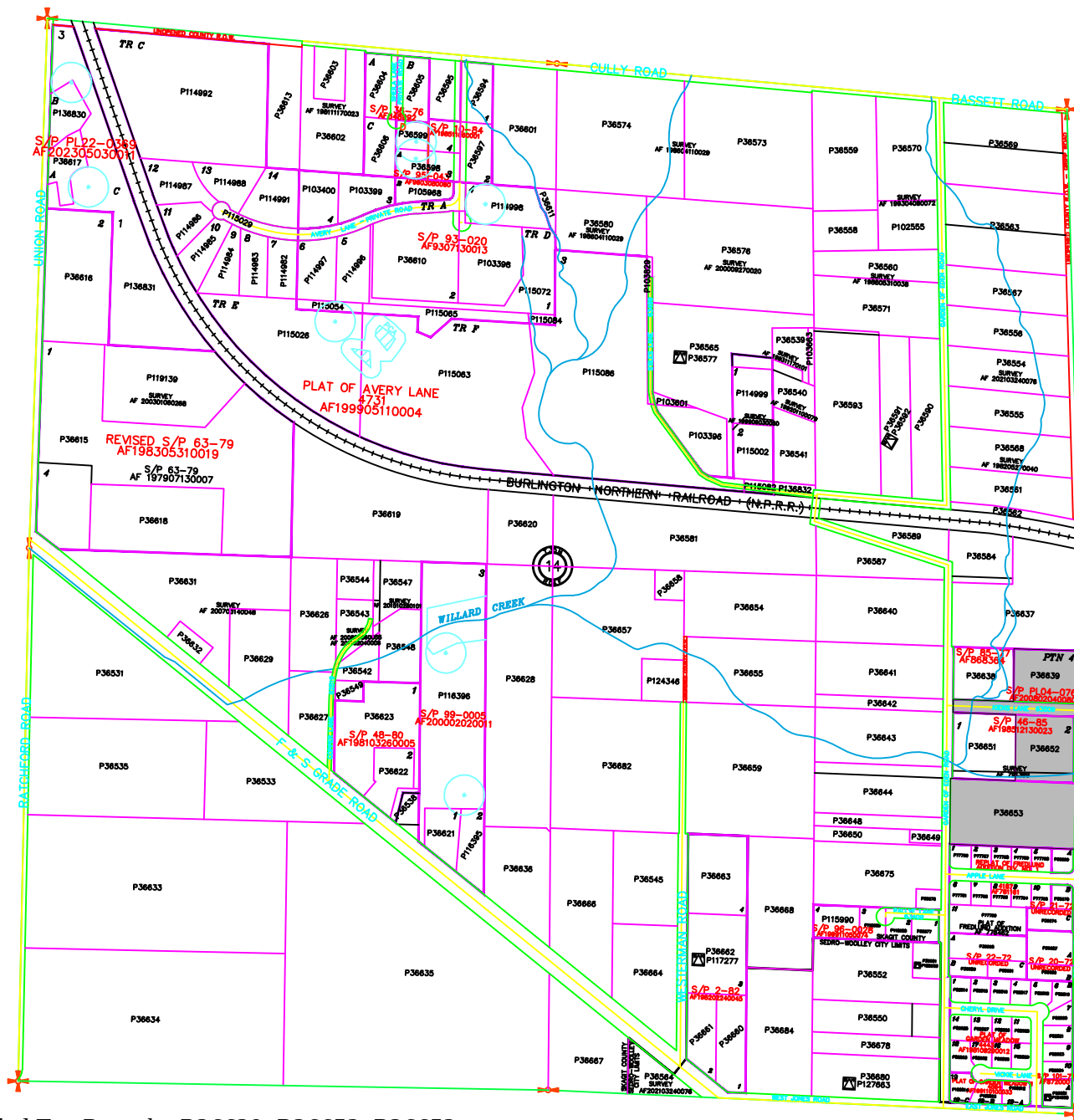


EXHIBIT B - Skagit County Assessor's Map



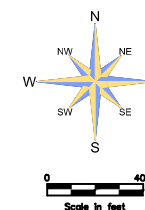
Included Tax Parcels: P36639, P36652, P36653

SKAGIT COUNTY

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

T 35 N R 04 E

*** ATTENTION**
THIS MAP CONTAINS A PARCEL ACCOUNT THAT HAS BEEN PLACED WITH THE BEST AVAILABLE INFORMATION. THE EXACT LOCATION OF THIS PARCEL IS UNKNOWN.



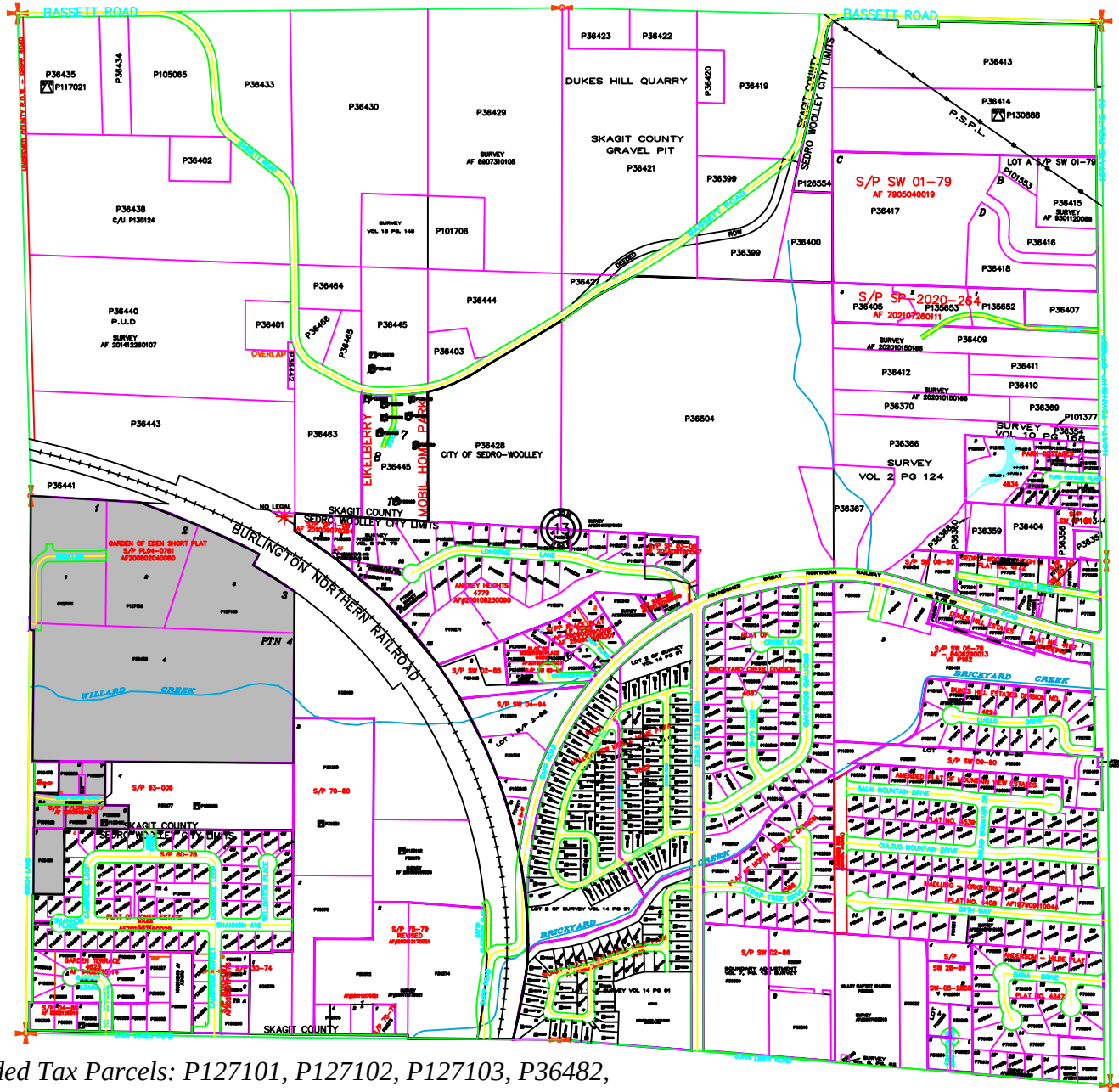
These maps were created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the ChorusBase for the County. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing".

* THIS MAP IS NOT A SUBSTITUTE FOR FIELD SURVEY *

	DATE	INIT.
DRAWN BY	3/9/20	RV
REVISED	5/5/23	JS
PLOTTED	5/5/23	JS
MAP PRODUCED BY SKAGIT COUNTY MAPPING SERVICES		

Section 14
T 35 N R 04 E

EXHIBIT B - Skagit County Assessor's Map

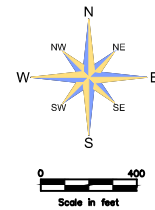


**SKAGIT
COUNTY**

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

T 35 N R 04 E

*** ATTENTION**
THIS MAP CONTAINS A PARCEL ACCOUNT
THAT HAS BEEN PLACED WITH THE
BEST AVAILABLE INFORMATION. THE
EXACT LOCATION OF THIS PARCEL
IS UNKNOWN.



These maps were created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to conform to a "best fit" registration to the Township Parcel map. While this process was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing".

* THIS MAP IS NOT A SUBSTITUTE FOR FIELD SURVEY *

	DATE	INIT.
DRAWN BY	10/30/98	LHS
REVISED	2/10/23	JS
PLOTTED	2/10/23	JS
MAP PRODUCED BY SKAGIT COUNTY MAPPING SERVICES		

Section 13
T 35 N R 04 E

Included Tax Parcels: P127101, P127102, P127103, P36482, P120257, P120260, P120258, P120259, P103825, P36481, P103826, P120256



City Council Agenda Item

Agenda Item No.: e.5.

Date: April 24, 2024

From: Mark Freiburger, Director of Public Works

Subject: Grant Application for Olmsted Park Playground and Sports Courts Project - Resolution 1138-24 - Ratify

RECOMMENDED ACTION:

Motion to ratify authorization for staff to submit the Project Application Report for the Olmsted Park Playground & Sports Courts Project.

ISSUE:

Should Council ratify previous authorization for Staff to submit the Project Application Report for the Olmsted Park Playground & Sports Courts Project?

BACKGROUND/SUMMARY INFORMATION:

On 2/28/2024, Council approved Resolution 1138-24 authorizing staff to submit a grant application for funding from the Washington State Recreation and Conservation Office for Olmsted Park Playground and Sports Court Project. The estimate for the project at that time was \$650,000.

Subsequently, Public Works Operations Supervisor Nathan Salseina received an updated cost estimate from the playground equipment supplier Great Western Recreation that increased the estimated cost of the project to \$952,042. The increase is for the same playground layout included in the 2/28/24 memorandum. The reason given for the increase is the timeline for RCO funding, which will not be available until 2025. Great Western is a State Bid supplier for this equipment, but this does not preclude the city from advertising for bids from alternative contractors if the funding is awarded.

Since this is a significant increase, Staff is providing this memorandum to ensure that council is fully informed of the project status, and the potential increase in local match funding for the project if awarded. The RCO grant requires a 50% local match, which would increase from the 2/28/24 estimate of \$325,000 to \$476,021, representing a \$151,021 or 46.4% increase.

Staff requests that Council ratify by consensus the 2/28/24 authorization for Staff to submit this RCO application.

FISCAL IMPACT, IF APPROPRIATE:

The 2/28/2024 memo identified funding available from the Fund 311 Parks Impact Fee Fund. Staff's analysis of Fund 311 indicates that there will be approximately \$460,000 available by 2025 for this

project, based on budgeted 2024 and 2025 revenues. This is likely to be somewhat conservative given current growth projections. Receipts for Fund 311 for 2024 to date total \$54,257, which is 27.1% of the budgeted \$200,000. The budget for 2025 is much lower, at \$40,000. Should receipts come in under budget, Real Estate Excise Tax (REET) funds would also be available as an alternative.

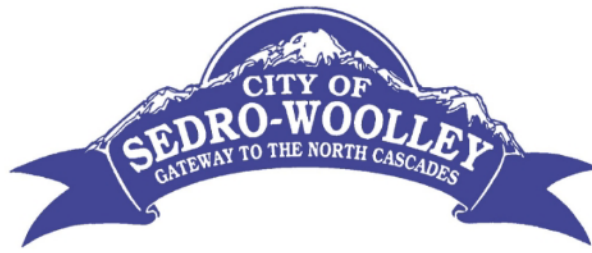
Overall, the staff is guardedly optimistic that local funding will be available for the project if funded by RCO. We always have the option of not executing the grant agreement if circumstances change between now and the contract award. Awards would not take place until the 2025 Legislative session.

ATTACHMENTS:

1. 2024-4-16 Fund 311 Parks Impact Fee Fund Status
2. 2024-2-28 Council Item m.2 Olmsted Park Playground & Sports Courts RCO Authorizing Resolution
3. 2024-4-17 Project Application Report - 24-1327 (1)



OLMSTED PARK BUDGET & ESTIMATE					
MAF					
UPDATE: 4/16/2024					
FUND 311 PARKS IMPACT FEE RESERVE			BUDGET	ACTUAL	
EFB 2021			515,417	515,417	
DEPOSITS - BUDGET \$45,000; \$89,550 FINAL 1/31/23			45,000	89,550	
INTEREST			1,300	6,858	
PLANNED 2022 EXP - TX FUND 101 FOR MEMORIAL PARK PE - FINAL OLMSTED PARK DESIGN \$70,947.90			(60,000)	(60,000)	
EXPECTED 2022 EFB/2023 BFB - AGREES WITH 2023 BUDGET YTD			501,717	551,825	
DEPOSITS			45,000	245,179	
INTEREST ACCRUED 2023			1,300	1,200	
TRANSFER TO FUND 101 PARKS - FINAL - RFP BLEACHERS \$92,799.45			(60,000)	(92,799)	
EXPECTED 2023 EFB/2024 BFB			488,017	705,404	Per 2024 Budget in SBX. Confirmed 3/21/24.
2024 BUDGET DEPOSITS - BUDGET UPDATE 2/14/24			200,000	200,000	YTD 4/16/24 \$54,256.73
INTEREST ACCRUED 2024 - BUDGET			1,200	1,200	YTD 3/21/24 \$1,200
2024 BUDGET TRX for OLMSTED PK per Budget note \$481,000 for Olmsted; \$5,000 for other parks - Should match RCO Funding Cert \$269,000 plus \$25,000 in kind total \$294,000.			(486,000)	(486,000)	Per 2/14/24 Budget Update. Verified in SBX 3/21/24 \$486,000 Tx to Fund 101..
EXPECTED 2024 EFB			203,217	420,604	
2025 EXPECTED DEPOSITS				40,000	Per 2025 Budget. Likely to be much higher.
EXPECTED 2025 BFB				460,604	
OLMSTED PLAYGROUND 7 SPORTS COURT PROJECT, EST \$650,000; RCO 50%, FUND 311 50%				471,000	2025 Budget currently shows \$178,000 with no notes. 3/21/24 update - per NS Great Western quote \$927,041.54 plus \$14,160 bonds, total \$941,202. City match \$470,601. Some discounts should apply.
EXPECTED 2025 EFB				(10,396)	



City Council Agenda Item

Agenda Item No.: m.2.

Date: February 28, 2024

From: Nathan Salseina , Maintenance Operations Supervisor

Subject: Olmsted Park Playground & Sports Courts Project Application Authorizing Resolution

RECOMMENDED ACTION:

Authorize Mayor Johnson to sign Resolution number 1138-24, authorizing staff to submit a grant application for funding from Washington State Recreation and Conservation Office for Olmsted Park Playground and Sports Courts Project.

ISSUE:

Should the City Council approve resolution number 1138-24, authorizing staff to submit a grant application for funding from the Washington State Recreation and Conservation Office for Olmsted Park Playground and Sports Courts Project.

BACKGROUND/SUMMARY INFORMATION:

One of the current city council goals and objectives is to expand recreational opportunities by completing future phases of Olmsted Park. Phase one of the project that includes grading, utilities, drainage, parking, restrooms, signage, and the caretakers residence. Phase one is fully funded, and ready to advertise for bid for construction. If all goes according to plan, phase one will be completed by the end of 2024. If successful, funding from this grant will be used to construct phase two of the project which includes installation of the new fully accessible playground, sand volleyball courts, and basketball court. The construction timeline for phase two would begin in the summer of 2025 and be completed by spring of 2026.

FISCAL IMPACT, IF APPROPRIATE:

Preliminary cost estimates for Olmsted Playground and Sports Courts Project is approximately \$650,000. This number includes civil work, equipment and installation. The city will be responsible for 50% of the total project cost, and the grant will cover the other 50%. The cities' share would be \$325,000, and would be paid for by GMA Park Impact Fee Fund. Staff has projected that there will be a sufficient balance in the park impact fee fund to cover these costs when they become due in the fall of 2025.

ATTACHMENTS:

1. ApplicantAuthorizationResolution
2. Olmsted Rendering All Phases

3. Olmsted Park Option 2



Applicant Resolution/Authorization

Organization Name (sponsor) City of Sedro-Woolley

Resolution No. or Document Name 1138-24

Project(s) Number(s), and Name(s) 24-1327 Olmsted Park Playground & Sports Courts Project

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Julia Johnon, Mayor
Project contact (day-to-day administering of the grant and communicating with the RCO)	Nathan Salseina, Public Works Maintenance & Operations Supervisor
RCO Grant Agreement (Agreement)	Julia Johnson, Mayor
Agreement amendments	Julia Johnson, Mayor
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Julia Johnson, Mayor

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title Mayor _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: Sedro-Woolley _____ Date: 2/28/2024 _____

Washington State Attorney General's Office

Approved as to form Brian Toller _____ 2/13/2020 _____
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



Date	Issue
5-3-18	Schematic Sketches
5-11-18	Revised Schematic
5-19-18	Revised Schematic
5-17-19	Revised Schematic
9-24-19	Port Alternate
10-8-19	For Review
12-20-19	75% Construction Documents



Proposal for

City of Sedro-Woolley

Prepared by



02-15-2024
Job # 109102-01

Olmsted Park Playground Option 2

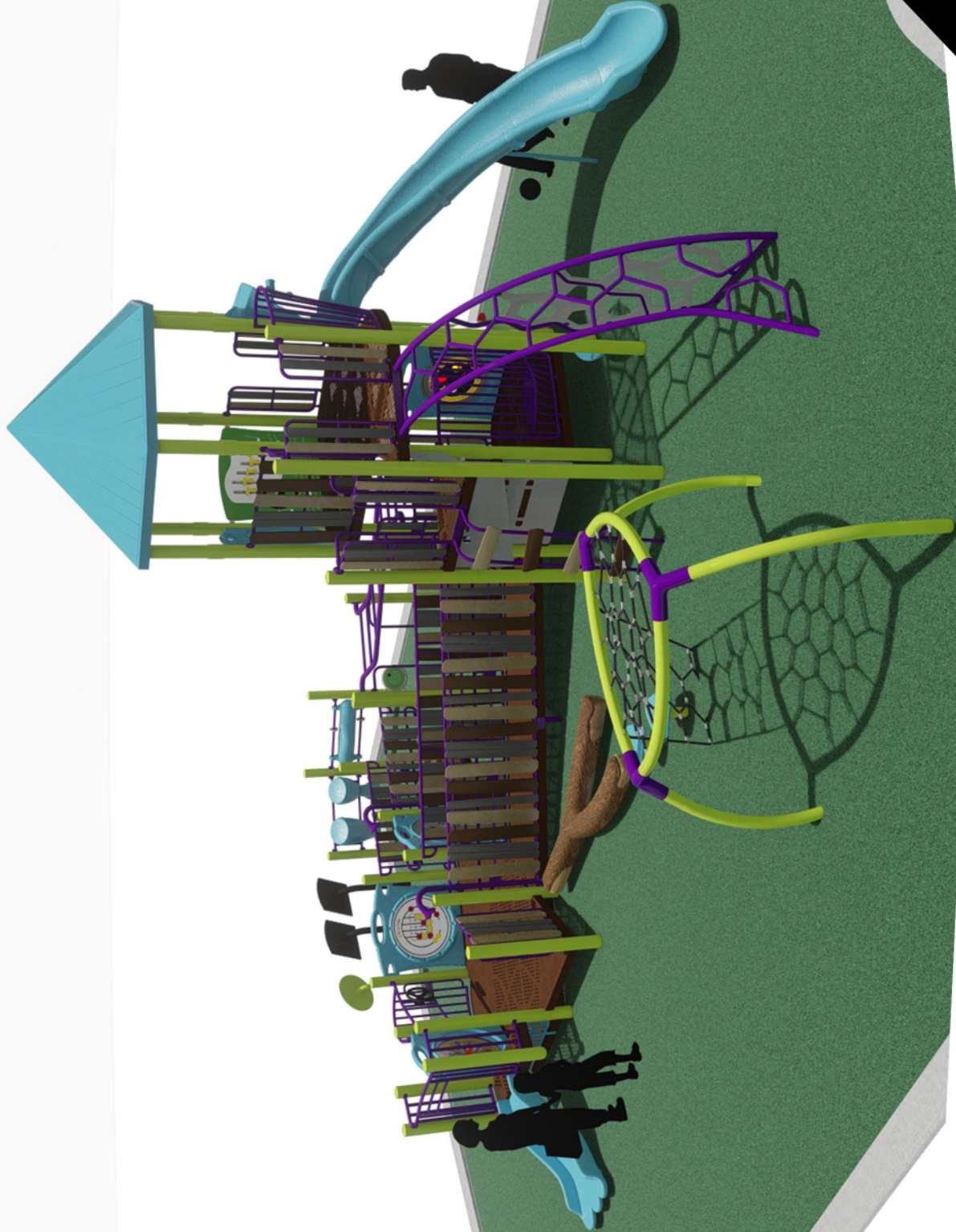


435-901-9544 | gwpark.com

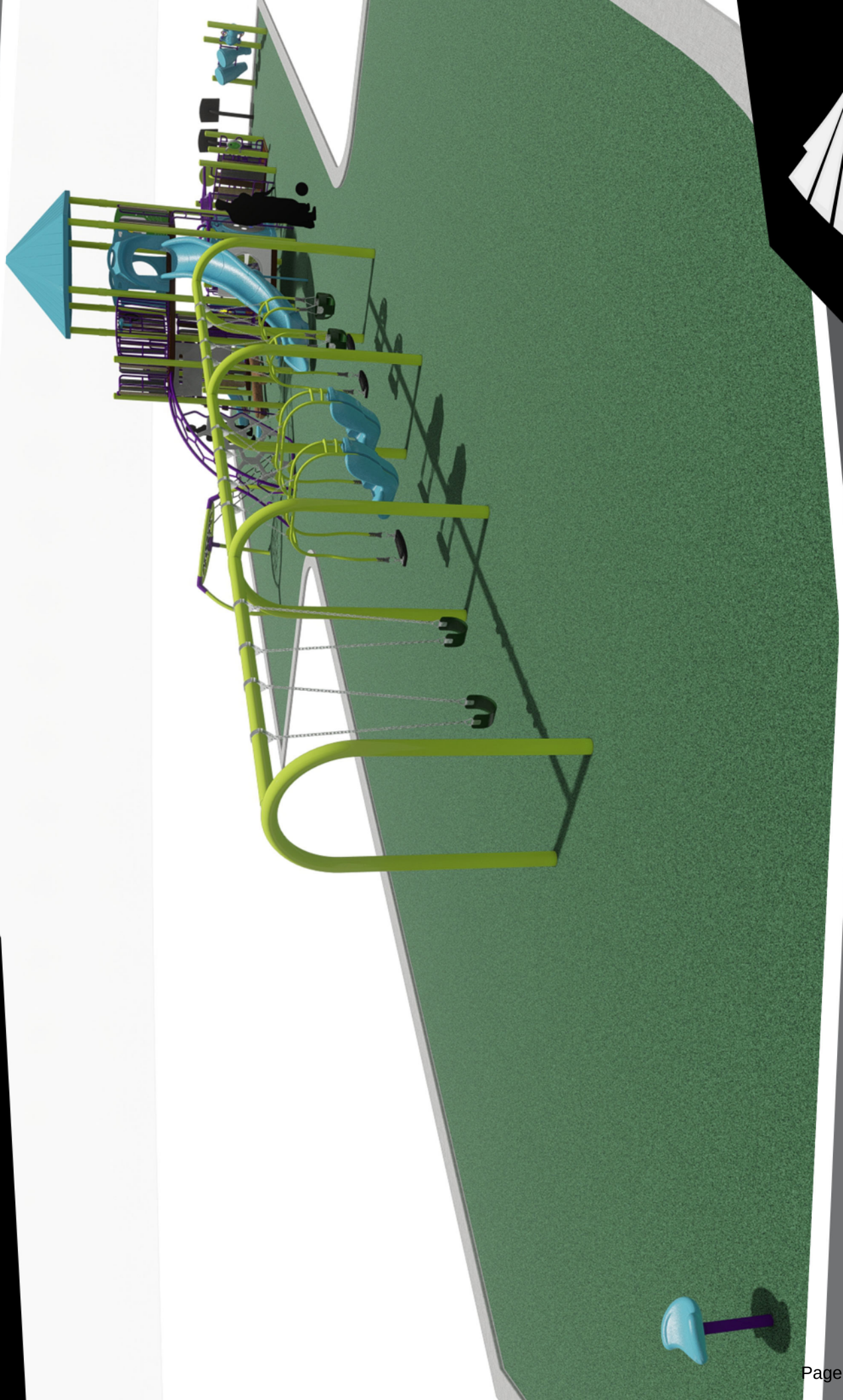
**Olmsted Park - Project 109102-01-Opt 2
Sedro-Woolley, WA**



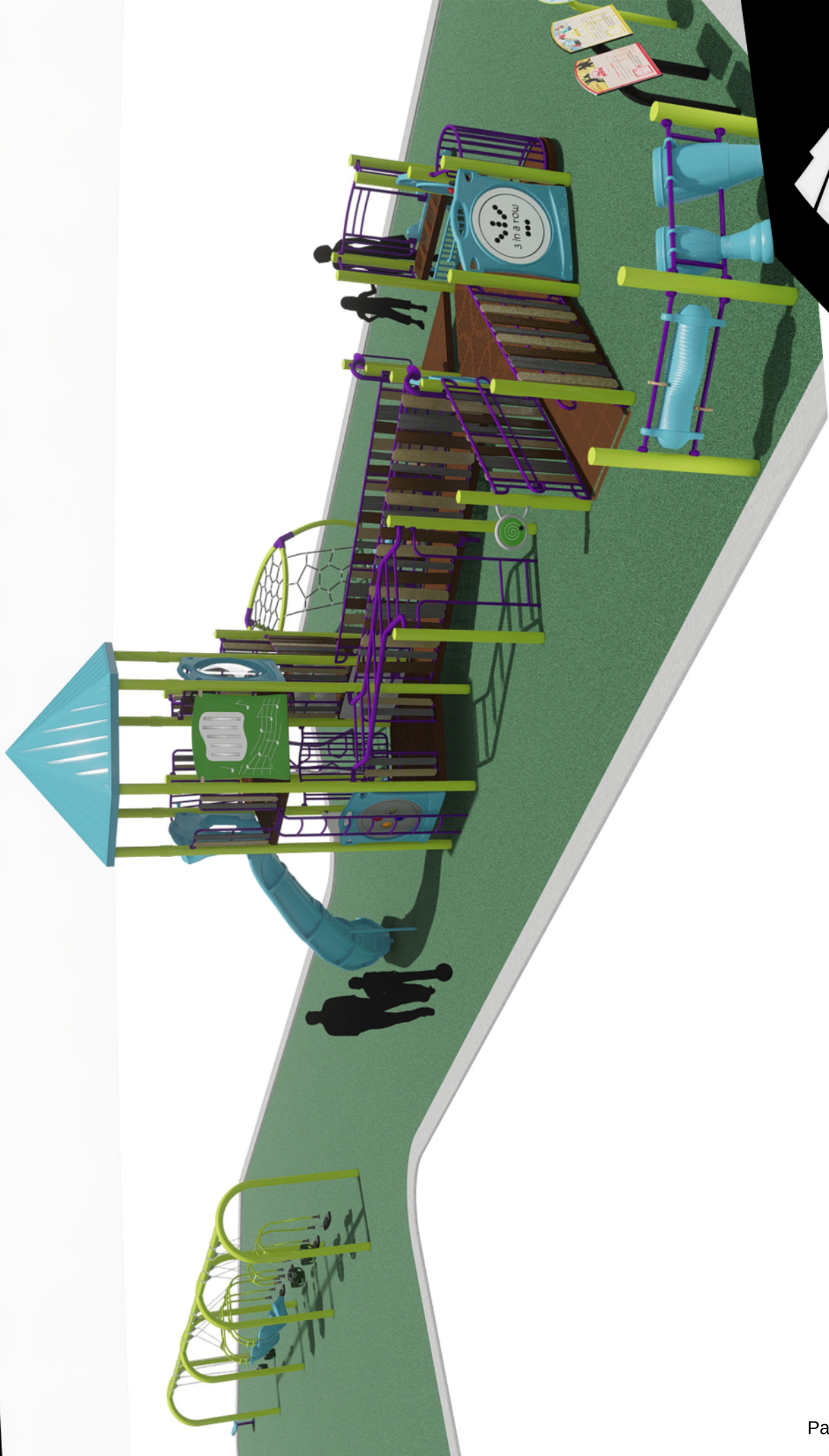
**Olmsted Park - Project 109102-01-Opt 2
Sedro-Woolley, WA**



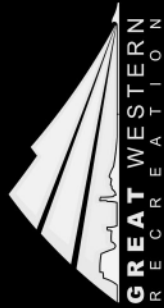
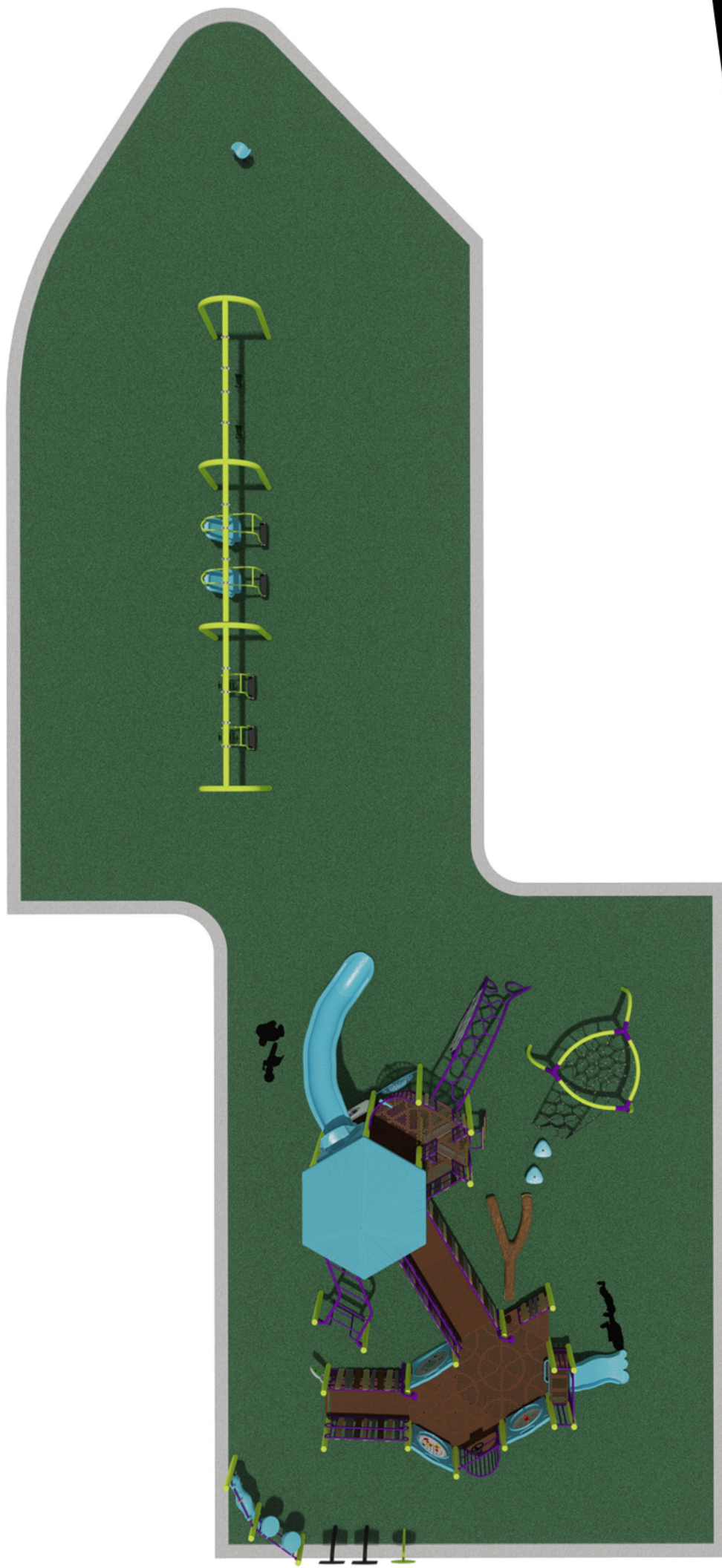
**Olmsted Park - Project 109102-01-Opt 2
Sedro-Woolley, WA**

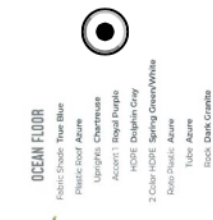
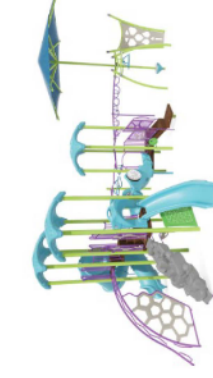
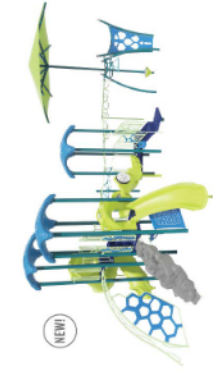
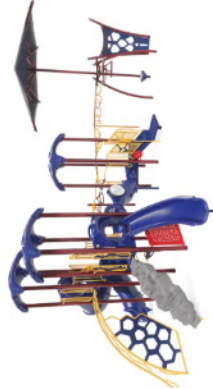
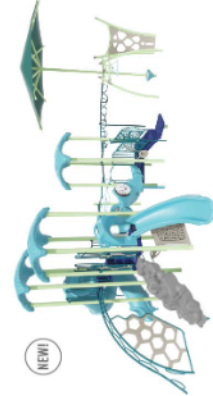
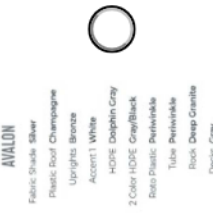
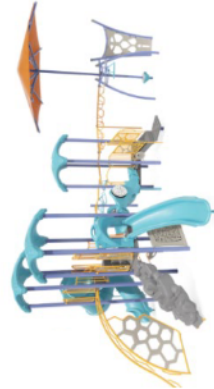
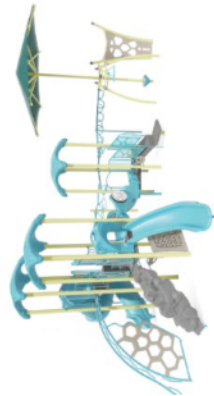


**Olmsted Park - Project 109102-01-Opt 2
Sedro-Woolley, WA**



**Olmsted Park - Project 109102-01-Opt 2
Sedro-Woolley, WA**



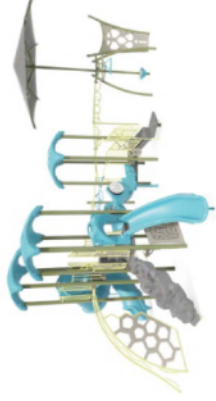




OLD GLORY
Fabric Shade: Deep Ochre
Plastic Roof: Burgundy
Uprights: Ocean
Accent 1: Champagne
HDPE: Blue
2 Color HDPE: Gray/White
Roto Plastic: Burgundy
Tube: Burgundy
Rock: Deep Granite
Decks: Gray



SHINE
Fabric Shade: Sky
Plastic Roof: Orange
Uprights: Sky Blue
Accent 1: Spring Green
HDPE: Orange
2 Color HDPE: Spring Green/White
Roto Plastic: Orange
Tube: Orange
Rock: Sandstone
Decks: Gray



VOYAGE
Fabric Shade: Charcoal
Plastic Roof: Azure
Uprights: Sage
Accent 1: Ice Butter
HDPE: Dolphin Gray
2 Color HDPE: Gray/Black
Roto Plastic: Azure
Tube: Azure
Rock: Deep Granite
Decks: Gray



PERCH
Fabric Shade: Purple
Plastic Roof: Royal Purple
Uprights: Sky Blue
Accent 1: Blue
HDPE: Spring Green
2 Color HDPE: Spring Green/White
Roto Plastic: Royal Purple
Tube: Royal Purple
Rock: Deep Granite
Decks: Blue



SPRINGS BLOOM
Fabric Shade: True Blue
Plastic Roof: Spring Green
Uprights: Champagne
Accent 1: Spring Green
HDPE: Sky Blue
2 Color HDPE: Sky Blue/White
Roto Plastic: Sky Blue
Tube: Spring Green
Rock: Deep Granite
Decks: Brown



WATERMELON
Fabric Shade: Lime
Plastic Roof: Red
Uprights: White
Accent 1: Charcoal
HDPE: Green
2 Color HDPE: Spring Green/White
Roto Plastic: Red
Tube: Red
Rock: Deep Granite
Decks: Blue



POPSICLE
Fabric Shade: Brown
Plastic Roof: Burgundy
Uprights: Vanilla
Accent 1: Azure
HDPE: Dolphin Gray
2 Color HDPE: Gray/Black
Roto Plastic: Burgundy
Tube: Burgundy
Rock: Deep Granite
Decks: Chocolate Brown



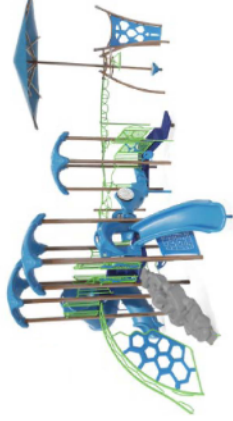
SUNRISE
Fabric Shade: Yellow
Plastic Roof: Royal Purple
Uprights: Orange
Accent 1: White
HDPE: Dolphin Gray
2 Color HDPE: Gray/Black
Roto Plastic: Royal Purple
Tube: Royal Purple
Rock: Deep Granite
Decks: Gray



WEST PALM
Fabric Shade: Lime
Plastic Roof: Orange
Uprights: Sky Blue
Accent 1: Spring Green
HDPE: Blue
2 Color HDPE: Spring Green/White
Roto Plastic: Orange
Tube: Orange
Rock: Sandstone
Decks: Gray



RIPTIDE
Fabric Shade: True Blue
Plastic Roof: Sky Blue
Uprights: Sea Mist
Accent 1: Azure
HDPE: Orange
2 Color HDPE: Orange/White
Roto Plastic: Sky Blue
Tube: Sky Blue
Rock: Dark Granite
Decks: Blue



TIMBERLAND
Fabric Shade: Sky
Plastic Roof: Sky Blue
Uprights: Brown
Accent 1: Spring Green
HDPE: Sky Blue
2 Color HDPE: Sky Blue/White
Roto Plastic: Sky Blue
Tube: Sky Blue
Rock: Deep Granite
Decks: Blue

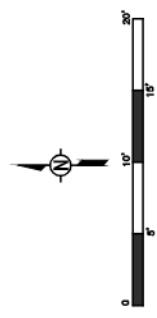
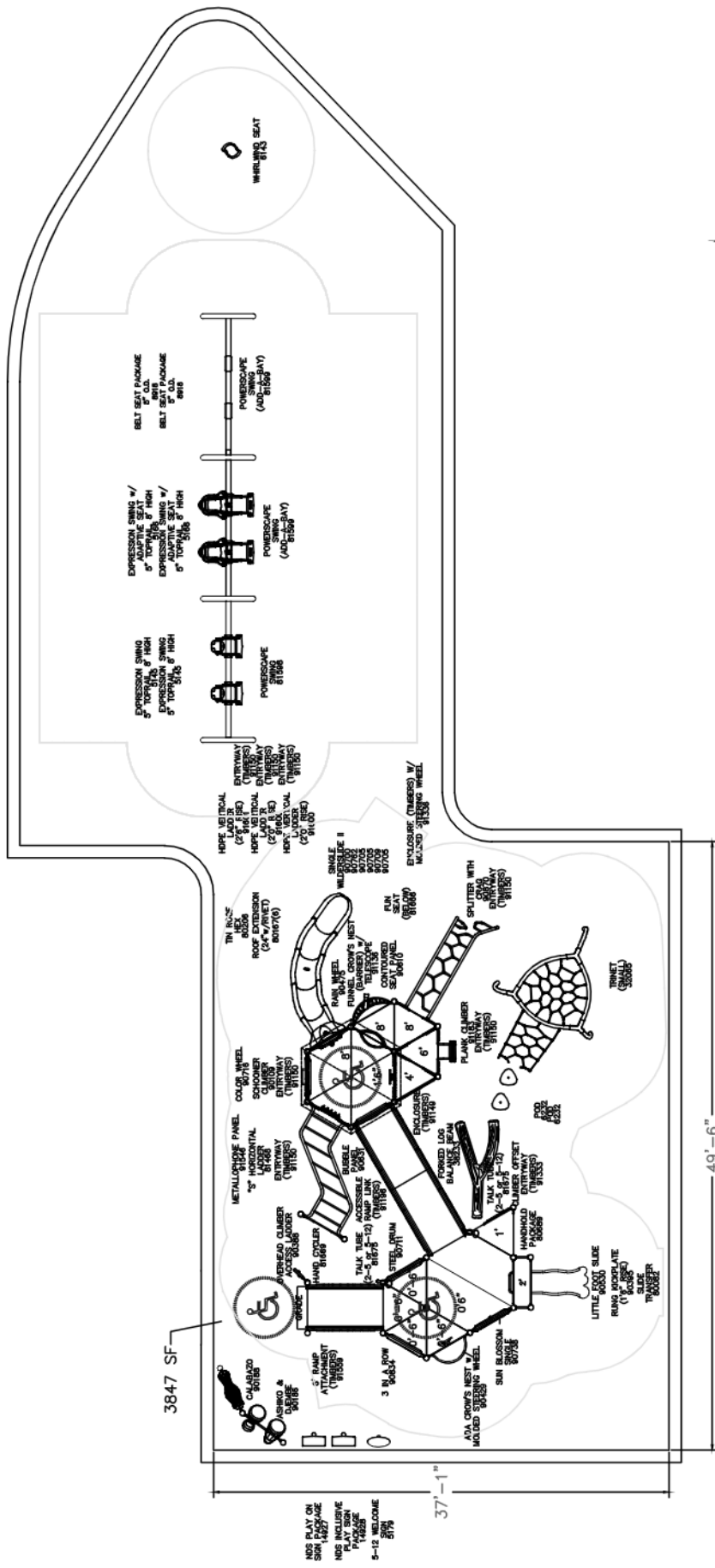


WHIMSY
Fabric Shade: Navy Blue
Plastic Roof: Orange
Uprights: White
Accent 1: Blue
HDPE: Orange
2 Color HDPE: Spring Green/White
Roto Plastic: Petterella
Tube: Sky Blue
Rock: Deep Granite
Decks: Gray



WOODLANDS
Fabric Shade: True Blue
Plastic Roof: Spring Green
Uprights: Bronze
Accent 1: Vanilla
HDPE: Blue
2 Color HDPE: Blue/White
Roto Plastic: Spring Green
Tube: Spring Green
Rock: Deep Granite
Decks: Chocolate





City of Sedro-Woolley
Olmsted Park
Sedro Woolley
Representative
Great Western Recreation

SALES REP
QUINN CONNELL
435-901-9544
QUINN@GWPARK.COM

Total Elevated Play Components			
19	Required	10	Required
Total Elevated Components Accessible By Transfer			
14	Required	6	Required
Total Accessible Ground Level Components Shown			
5	Required	3	Required
Total Different Types Of Ground Level Components			

This play equipment is recommended for children ages 5 - 12

Minimum Area Required:
Scale: -
This drawing can be scaled only when in an 18" x 24" format

Drawn By:
OL
Date:
02/06/2024
Drawing Name:
109102-01-Opt2

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CANCSEA-Z614



GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057
www.gwpark.com

02/15/2024
Quote #
109102-01-02

Olmsted Park Playground Option 2

City of Sedro-Woolley
Attn: Nathan Salseina
409 Alexander Street
Sedro-Woolley, WA 98284
Phone: 360-856-0151
nsalseina@sedro-woolley.gov

Ship to Zip 98284

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	RDU	GameTime - 5-12 Playground Structure- Reference Drawing #109102-01-Opt2	\$144,696.00	\$144,696.00	\$144,696.00
1	RDU	GameTime - Swings- Reference Drawing #109102-01-Opt2	\$17,679.00	\$17,679.00	\$17,679.00
1	5179	GameTime - Welcome Sign (5-12)	\$748.00	\$748.00	\$748.00
1	6143	GameTime - Whirlwind Seat Straight (F/S)	\$981.00	\$981.00	\$981.00
2	6232	GameTime - Pod (1'-0")	\$507.00	\$507.00	\$1,014.00
1	14927	GameTime - NDS Play On Sign Package			
1	14928	GameTime - NDS Inclusive Play Sign Package			
1	32065	GameTime - Trinet (Small)	\$16,165.00	\$16,165.00	\$16,165.00
1	38233	GameTime - Forked Balance Beam	\$5,094.00	\$5,094.00	\$5,094.00
1	90186	GameTime - Ashiko & Djembe Panel	\$1,653.00	\$1,653.00	\$1,653.00
1	90188	GameTime - Calabazo Panel	\$1,063.00	\$1,063.00	\$1,063.00
1	LA-VBP4-SQ-PC (2219-20P)	LA Steelcraft - Volleyball Pro Series Competition Posts 4 IN Square Powder Coated	\$2,534.00	\$2,483.32	\$2,483.32
1	LA-E-COMP-32 - 32' x 39" Black Nylon Netting	LA Steelcraft - Volleyball Nets	\$479.00	\$469.42	\$469.42
2	LA-12C54PC (1540P)	LA Steelcraft - Basketball Post- Curved Post/Single 5- 9/16"OD w/ 4' Ext. Powder Coated, Post Size=5-9/16", Type=Gooseneck, Offset=4', Powder Coat=Yes, Post Color=TBD	\$1,999.00	\$1,959.02	\$3,918.04
2	LA-01 (13)	LA Steelcraft - Basketball Backboards- Heavy-Duty Solid Steel Fan, 36" H x 54" W, 1/4", Powder Coated White, Shape=Fan, Material=Steel, Thickness=1/4", Target and Perimeter=29, Wrap Upcharge=BBOARD-NOWRAP, with Target & Perimeter	\$830.00	\$813.40	\$1,626.80
2	LA-45 (45)	LA Steelcraft - Basketball Rims- Heavy-Duty Double Rim with Universal Mount Plate (Previously LA-600N), Rim=45	\$208.00	\$203.84	\$407.68
2	LA-34 (34)	LA Steelcraft - Basketball Nets- Super Nylon Net, Net Type=#34 Super Nylon Net	\$20.00	\$19.60	\$39.20





GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057
www.gwpark.com

02/15/2024
Quote #
109102-01-02

Olmsted Park Playground Option 2

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
3847	PIP	GT-Impax - Poured in Place Surfacing- 3,847 sf, 8' CFH Quote includes a 3.25" cushion layer and a 0.5" wear layer Includes a color mix of 50% Black and 50% Standard Color TBD No Design No TTA Aromatic Binder Prevailing Wages Based on good job access	\$25.85	\$25.85	\$99,444.95
1	INSTALL	Install - Receive and Offload- Prevailing Wages	\$3,335.00	\$3,335.00	\$3,335.00
1	INSTALL	Install - Concrete Slurry for PIP- Prevailing Wages	\$20,000.00	\$20,000.00	\$20,000.00
1	INSTALL	Install - Install Playground Equipment- Prevailing Wages	\$84,080.00	\$84,080.00	\$84,080.00
1	INSTALL	Install - Temp Fencing- Prevailing Wages	\$6,670.00	\$6,670.00	\$6,670.00
1	INSTALL	Install - Mobilization- Prevailing Wages	\$4,670.00	\$4,670.00	\$4,670.00
				Sub Total	\$416,237.41
				Estimated Freight	\$12,345.00
				Tax	\$36,858.09
				Total	\$465,440.50

Comments

Your Sales Rep is Quinn Connell. Please reach out to Quinn at 435-901-9544 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

***OPTIONAL-To include a Payment and Performance Bond, please add \$5,810 plus tax if applicable.

Shipping to site:
Fruitdale Rd.
Sedro-Woolley, WA 98284

Customer to confirm shipping and site addresses at time of order.

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Prevailing Wages





GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057
www.gwpark.com

02/15/2024
Quote #
109102-01-02

Olmsted Park Playground Option 2

Remit Payment to:

GameTime
P.O. Box 680121
Fort Payne, AL 35968

Taxes:

All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided.
If sales tax exempt, you must provide a copy of certificate to be considered exempt.

Prices:

FOB Factory.

Orders:

All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime.
Standard GameTime equipment orders over \$100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships.
Standard orders with equipment, installation and surfacing are requested to be split billed.
Equipment, Taxes & Freight as noted above
Installation and Surfacing billed as completed and Due Upon Receipt.

Terms:

Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.

Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.

Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process. GameTime may also require:

Completed Project Information Sheet (if applicable)

Copies of Payment and Performance Bonds (if applicable)

A 1.5% per month finance charge will be imposed on all past due invoices.

Retainage not accepted.

Orders under \$5,000 require payment with order.

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.





GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057
www.gwpark.com

02/15/2024
Quote #
109102-01-02

Olmsted Park Playground Option 2

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Amount: **\$465,440.50**

Date: _____

Signature

Please fill out this [ORDER FORM](#), this is required to process the order.



PROJECT: 24-1327 DEV, OLMSTED PARK PLAYGROUND AND SPORTS COURTS

Sponsor: Sedro Woolley City of Program: Land and Water Conservation Status: Preapplication

Parties to the Agreement

PRIMARY SPONSOR

City of Sedro Woolley

Address 325 Metcalf Street**City** Sedro-Woolley **State** WA **Zip** 98284**Org Type** City/Town**Vendor #** SWV0018462-00**UBI****Date Org created****Org Notes**[link to Organization profile](#)☐ Org data updated

SECONDARY SPONSORS

No records to display

MANAGING AGENCY

Recreation and Conservation Office

Project Contacts

Contact Name Primary Org	Project Role	Work Phone	Work Email
Allison Dellwo Rec. and Conserv. Office	Project Manager	(360) 867-8626	allison.dellwo@rco.wa.gov
Nathan R Salseina Sedro Woolley City of	Project Contact	(360) 855-1661	nsalseina@sedro-woolley.gov
Mark Freiberger Sedro Woolley City of	Alt Project Contact	(360) 855-9933	mfreiberger@sedro-woolley.gov
Susan Willhoft Sedro Woolley City of	Engineer/Architect	(360) 306-7488	susanwillhoft@paclarch.com

Worksites & Properties

Worksite Name

#1 Olmsted Park

Development **Property Name**

Olmsted Park

Worksite Map & Description

Worksite #1: Olmsted Park

WORKSITE ADDRESS

Street Address 1451 North Fruitdale Rd
City, State, Zip Sedro-Woolley WA 98284

Worksite Details

Worksite #1: Olmsted Park

SITE ACCESS DIRECTIONS

I-5 North. Take exit 232 from I-5 to Cook Rd. Continue on Cook Rd east 5 Miles to Sedro-Woolley. Once inside city limits continue straight through the first Roundabout on to Cook Rd. At the second roundabout take the 2nd exit which becomes State Route 20. Continue eastbound on SR20 to Fruitdale Rd. Turn left, Northbound on to North Fruitdale Rd. Continue North on Fruitdale Rd for 1/2 mile. 1451 North Rd will be on your right.

Questions

#1: Identify the source of funds (i.e. federal grant, Conservation Futures, local appropriations, private land donation, etc.) that was originally used to acquire the property.

Donation

#2: Give street address for this worksite if available.

1451 North Fruitdale Rd, Sedro-Woolley, WA 98284

Project Application Report - 24-1327

Project Location

RELATED PROJECTS

Projects in PRISM

PRISM Number	Project Name	Program Name	Current Status	Relationship Type	Notes
20-1345 D	Olmsted Park Development	Land and Water Conservation	Approved-Pending Budget	Earlier Phase	

Related Project Notes

Questions

#1: Does the project site or project boundary lie within the urban growth area boundary of a city or town with a population of 5,000 or more?

Yes, City of Sedro-Woolley

#2: Is the project on State Owned Aquatic Lands? Please contact the Washington State Department of Natural Resources to make a determination. [Aquatic Districts and Managers](#)
No

Property Details

Property: Olmsted Park (Worksite #1: Olmsted Park)

✓ Development

LANDOWNER

Name City of Sedro Woolley
Address 325 Metcalf Street
City Sedro-Woolley
State WA Zip 98284
Type Local

CONTROL & TENURE

Instrument Type Sponsor owned property (deed)
Timing Existing
Term Length Perpetuity
Yrs
Expiration Date
Note

Project Application Report - 24-1327

Project Proposal

Project Description

The City of Sedro-Woolley will use this grant to develop a new fully inclusive and accessible playground, a basketball court, a sand volleyball court, paths, bike racks, seating, and landscaping at the city's Olmsted Park (Phase 2). Olmsted Park is an existing 14.81-acre city park located in the NE corner of the city. The proposed playground, and associated civil work is at 100 percent design and ready to advertise for competitive bid. The playground is designed primarily for children ages 5 to 12. There are a total of 14 ground level components. The playground has climbing walls and nets, raised platforms and slides. The playground also has six swings and a ground level spinner. The proposed safety surfacing consists of poured in place rubber for ease of maintenance. The sports courts are designed to be used by any age range. The basketball court will consist of hard impervious surfacing, and will have 2, 10' tall hoops with pavement markings. The volleyball court will have sand surfacing and will have regulation nets. Our project will complete the first public playground in our city parks system on the north side of State Route 20 where there is a large population of young families, and where the city is currently experiencing the highest level of development. It will also be the first fully accessible and inclusive playground in our system. The playground and courts will be constructed adjacent to existing parking, and restrooms at Olmsted Park.

Project Questions

#1: When will the project be completed and made available to the public for outdoor recreation uses? Please note that funding may not be awarded for about one year from application submittal and it may take one or more years for you to complete the project.

Spring of 2026

#2: Describe any required mitigation as a result of the action in this proposal. Will mitigation occur on this site or another location?

There are no anticipated mitigation needs for phase 2 of the project. There is significant mitigation that will be completed during phase 1 including storm water design changes, and the purchase of off site mitigation credits.

#3: Are overhead utility lines present at the site, and if so explain how they will be relocated or buried.

No

#4: Is this project scope part of a larger effort not reflected in the project application? If so, briefly describe the larger effort and timeframe, funding amount(s) and source(s) and how this projects fits.

Our project is the second phase of a multi-phase project. Phase one which is currently under construction is expected to be completed fall of 2024. Phase one includes site grading, utilities, parking, restrooms, a caretaker's residence, walking paths, signage, and site furnishings. The scope of this application includes elements not funded in phase one. Phase one was funded by a \$600,000 LWCF grant from the 2020 grant cycle, a \$500,000 department of HUD grant, and local funds.

#5: Does this application include eligible pre-agreement costs (for definitions, see RCO Manual 3: Acquisition Projects and/or 4: Development Projects)?

No

#6: Describe the nature of any existing rights-of-way, easements, reversionary interests (including any held by Sponsor that do not support solely recreational uses within the park boundary) etc. to the project area.

None

#7: Describe the public process used to develop this project proposal (include outreach efforts and summarize results).

Our project was developed based on a goal of our city comprehensive plan which was to develop a city park on the northern half of the city. The comprehensive planning process included multiple surveys and community meetings to develop. The Olmsted Park design was completed after several open house style meetings where public comment was considered and applied to the project design. Additionally neighboring properties and HOA (homeowners associations) were consulted during the design phase.

Project Application Report - 24-1327

#8: Is this site contiguous with or connected to federally owned recreation area and/or part of a larger management area such as a greenway or regional recreation area?

No

#9: Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?

NO

#10: Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality?

The proposed LWCF boundary takes in the bulk of the developable space of the park. There is a fishing pond on the east end of the park property that the map does not extend to.

#11: Describe how this project addresses which SCORP criteria. 1) Provide meaningful access to outdoor recreation for all. 2) Protect natural and cultural resources while managing increasing demand. 3) Support healthy, adaptable and connected communities.

We believe our project addresses all criteria. Playground is designed to provide universal access for play. Adds playgrounds and sports courts needed in this park system as the population quickly grows. Protect the recreation resources such historic structures and the local pond and streams, by locating playground and sports courts where master planned. Landscaping has drought tolerant shade trees and landscaping. Elements are in compliance with the Americans with Disabilities Act laws.

#12: Does your organization have prior experience managing federal funds? Please explain:

Yes, the city of Sedro-Woolley has extensive experience with managing federally funded projects. Many federally funded transportations projects have been completed by city staff, and we are in the process of completing another park project that is federally funded.

#13: Do you plan to restrict or limit general public availability or use of the site in any way? If yes, describe the type of restriction, the portion of the project area that will be restricted (an illustrative map may be requested), and the reason(s) the public will be restricted.

No

Park will be open 365 days per year from Dawn to Dusk.

#14: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

No

Proposed matching funds are from GMA Park Impact Fees.

Development Metrics

Project Application Report - 24-1327

Worksite: Olmsted Park (#1)

Project Application Report - 24-1327

PLAY AREAS

Playground development

Total cost for Playground development		\$567,042
Number of play areas	New 1	Renovate 0
Number of play structures/major components (slide set, swing set, etc.)	4	0
	Note: 6 total swings. 2 tot swings, 2 belt seats, and 2, adaptive seats.	
Number of climbing walls/rocks	2	0
	Note: 2 climbing ladders, and 1 climbing net, 2 slides.	
Select the play area surface material type	Rubber matting/tiles	
Square feet of playgrounds		3,848
	Note: Poured in place surfacing	

SPORT COURTS

Basketball court development

Total cost for Basketball court development		\$180,000
Number of basketball courts	New 1	Renovate 0
	Note: Includes playing surface, basketball hoop systems, and court markings.	
Number of basketball courts with lighting	0	0
Surface types for basketball courts		Number
	Pervious	1
	Total	1
Select the basketball court renovation elements	Not applicable	

Volleyball court development

Total cost for Volleyball court development		\$180,000
Number of volleyball courts	New 1	Renovate 0
	Note: Includes sand surfacing, posts, nets, pads.	
Number of volleyball courts with lighting	0	0
Surface types for volleyball courts		Number
	Sand	1
	Total	1
Select the volleyball court renovation elements	Not applicable	

CULTURAL RESOURCES

Cultural resources

Total cost for Cultural resources		\$5,000
	Note: Review of existing cultural survey completed in 2021. This is for any unforeseen needs.	
Acres surveyed for cultural resources		14.81
Number of trail miles surveyed for cultural resources		0

PERMITS

Obtain permits

Total cost to Obtain permits		\$5,000
	Note: Potential NEPA, SEPA Review if needed, all permitting was completed under the first phase of the project	
Number of permits required for implementation of project		

ARCHITECTURAL & ENGINEERING

Architectural & Engineering (A&E)

Total cost for Architectural & Engineering (A&E)		\$45,000
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Project Application Report - 24-1327

Total cost for Architectural & Engineering (A&E)

\$ 15,000

Note: Construction management, outside A&E

Project Application Report - 24-1327

Overall Project Metrics

COMPLETION DATE

Projected date of completion	05/01/2026
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SITES IMPROVED

Project acres developed	0.92
	Note: Project area is Approximately 400' x 100'
Project acres renovated	0

Development Cost Estimates

Worksite #1: Olmsted Park

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	Review of existing cultural survey completed in 2021. This is for any unforeseen needs. Potential NEPA, SEPA Review if needed, all permitting was completed under the first phase of the project
Permits	Obtain permits	\$5,000	
Play Areas	Playground development	\$567,042	
Sport Courts	Basketball court development	\$180,000	
	Volleyball court development	\$180,000	
	Subtotal:	\$937,042	
Admin, Architecture, and Engineering		\$15,000	
	Total Estimate For Worksite:	\$952,042	

Summary

Total Estimated Costs Without AA&E:	\$937,042
Total Estimated AA&E:	\$15,000
Total Estimated Development Costs:	\$952,042

Cost Summary

	Estimated Cost	Project %	Admin/AA&E %
<u>Development Costs</u>			
Development	\$937,042		
Admin, Architecture, and Engineering	\$15,000		1.60 %
SUBTOTAL	\$952,042	100.00 %	
Total Cost Estimate	\$952,042	100.00 %	

Funding Request and Match

FUNDING PROGRAM

Land and Water Conservation	\$476,021	50.000000 %
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SPONSOR MATCH

Other Monetary Funding	Appropriation - Local	
Amount		\$476,021.00
		Note: GMA Park Impact Fees
Funding Organization		City of Sedro Woolley
	Match Total:	\$476,021.000000 %
	Total Funding Request (Funding + Match):	\$952,042.000000

Cultural Resources

Cultural Resource Areas

Worksite #1: Olmsted Park

Area: Sports Courts and Playground

- #1: Provide a description of the project actions at this worksite (acquisition, development and/or restoration activities that will occur as a part of this project)

The project will require excavation and haul of unsuitable soil to a depth of approximately 12" establish subgrades for the new basketball and volleyball courts. Excavation will be slightly deeper in the playground area to meet the depth requirement for the playground safety surfacing. Holes for the foundations of playground toys and basketball stands will be excavated per plan to a maximum depth of 36". Cement will be used for construction of foundations, court surfacing, and sidewalks. Landscaping will be installed with topsoil into planter pits. Contractors will assemble and install playground toys and surfacing on site. The 18,500-sf work area is surrounded by lawn, landscaping, and pavement. Any grass areas disturbed during construction will be restored to their original condition. An erosion control plan will be implemented during construction, and temporary construction fencing will be in place for the duration of the project.

- #2: Describe all ground disturbing activities (length, width and depth of disturbance and equipment utilized) that will take place in the Area of Potential Effect (APE). Include the location of any construction staging or access roads associated with your project that will involve ground disturbance.

The 18,500-sf work area will require excavation and haul of unsuitable soil to a depth of approximately 12" to establish subgrades for the new basketball, volleyball courts and paths. Excavation will be slightly deeper in the playground area to meet the depth requirement for the playground safety surfacing. Holes for the foundations of playground toys and basketball stands will be excavated per plan to a maximum depth of 36". Planter pits will be dug out to 12" depth and scarified 6' additional depth. Construction access will be via paved parking lot and driveway. The work area is surrounded by stabilized soils (lawn/landscaping) and pavement.

- #3: Describe any planned ground disturbing pre-construction/restoration work. This includes geo-technical investigation, fencing, demolition, decommissioning roads, etc.

None Proposed

- #4: Describe the existing project area conditions. The description should include existing conditions, current and historic land uses and previous excavation/fill (if depths and extent is known, please describe).

Project area is currently grass cut to a height of about 2". The property is currently used as a city park. The project area was recently graded within the past year when the first phase of the park was developed. The grading and excavation area was to a depth of 18" inches. The historical use of the property since around 1912 was farming and agricultural.

- #5: Will a federal permit be required to complete the scope of work on the project areas located within this worksite?
No

- #6: Are you utilizing Federal Funding to complete the scope of work? This includes funds that are being shown as match or not.
Yes

#6a: Please list the federal agency and funding sources.

LWCF Grant, no other federal match

Project Application Report - 24-1327

#7: Do you have knowledge of any previous cultural resource review within the project boundaries during the past 10 years?

Yes

#7a: Summarize the previous cultural resource review; including lead agency and date of review, reference name and numbers, etc. If RCO, include the prior phase grant number. NOTE: Do not provide any site-specific information considered confidential. Attach previous surveys or other reference documents.

A full cultural resources report was completed in February of 2022 by Equinox Research & Consulting International Inc. The project was completed under RCO Project No 20-1345. DAHP Project Number 2021-03-01383. The report surveyed 11 acres which included the entire project site. The full report is uploaded into PRISM attachments. The title of the report is "Archeological Survey Report for the City of Sedro-Woolley Olmsted Park Project, Skagit County, Washington."

#8: Is the worksite located within an existing park, wildlife refuge, natural area preserve, or other recreation or habitat site?

Yes

#8a: Please name the area and specify when the site was established.

Olmsted Park, Established 2021

#9: Are there any structures over 45 years of age within this worksite? This includes structures such as buildings, tidegates, dikes, residential structures, bridges, rail grades, park infrastructure, etc.

No

#10: Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.

The property is currently mowed and maintained as lawn at a height of 2"

Project Permits

Permits and Reviews	Issuing Organization	Applied Date	Received Date	Expiration Date	Permit #
None - No permits Required					

Note: Permits covering this project are already in place

Attachments

9 out of 9
done

Required Attachments

Assurances for Construction Programs – SF424D	✓
Control & Tenure Documentation	✓
Environmental Resources Survey	✓
Map: Boundary map – Proposed	✓
Map: Regional Location	✓
Map: Site Location	✓
Photo	✓
RCO Fiscal Data Collection Sheet	✓
Site Plan: Development site plan	✓

PHOTOS (JPG, GIF)

Photos (JPG, GIF)



597090



597091



597092



597093



597099

PROJECT DOCUMENTS AND PHOTOS

Project Documents and Photos

Project Application Report - 24-1327

File Type	Attach Date	Attachment Type	Title	Person	File Name, Number Associations	Shared
	04/02/2024	Evaluation: Project presentation - Tech Review Mtg	RCO Olmsted Playground and Sports Courts 3-26-24 LWCF (1).pp	Nathan RS	RCO Olmsted Playground and Sports Courts 3-26-24 LWCF (1).pptx, 604855	✓
	04/02/2024	Applicant Resolution/Authorizations	Resolution 1138-24 Olmstead Park and Playground.pdf	Nathan RS	Resolution 1138-24 Olmstead Park and Playground.pdf, 604790	✓
	03/12/2024	Plans and Bid Specifications	2024 Olmsted Park estimating plan-L0.0.pdf	SusanW	LARCH-02 2024 Olmsted Park estimating plan-L0.0.pdf, 601282	✓
	03/07/2024	Environmental Resources Survey	Environmental-Resources-Survey-Form.docx	Nathan RS	Environmental-Resources-Survey-Form.docx, 600317	✓
	03/01/2024	RCO Fiscal Data Collection Sheet	Accounting Staff.pdf	Nathan RS	Accounting Staff.pdf, 599636	
	03/01/2024	RCO Fiscal Data Collection Sheet	FiscalDataCollectionSheet_3.01.2024.pdf	Nathan RS	FiscalDataCollectionSheet_3.01.2024.... 599634	
	02/15/2024	Map: Boundary map – Proposed	LWCF Boundary Map Base 3.pdf	Nathan RS	LWCF Boundary Map Base 3.pdf, 597377	✓
	02/15/2024	Map: Area of Potential Effect (APE)	Olmsted Park APE Map (3).pdf	Nathan RS	Olmsted Park APE Map (3).pdf, 597291	✓
	02/15/2024	Map: Site Location	Olmsted Park Aerial.pdf	Nathan RS	Olmsted Park Aerial.pdf, 597290	✓
	02/15/2024	Assurances for Construction Programs – SF424D	sf424d-v1.1_SEDRO-WOOLLEY.pdf	Nathan RS	sf424d-v1.1_SEDRO-WOOLLEY.pdf, 597287	✓
	02/14/2024	Map: Regional Location	Olmsted Park Regional Location Map (1).pdf	Nathan RS	Olmsted Park Regional Location Map (1).pdf, 597230	✓
	02/14/2024	Project Review Comments	Project Review Comments Report, 24-1327D (02/14/24 14:26:58)	AllisonD	Project Review Comments Report - 24-1327 (02-14-2024_14-26-58).pdf, 597212	✓
	02/14/2024	Project Application Report	Project Application Report, 24-1327D (02/14/24 14:26:58)	AllisonD	Project Application Report - 24-1327 (02-14-2024_14-26-58).pdf, 597211	✓
	02/14/2024	Visuals	PAS MC Olmsted sign FIN 10w.jpg.JPG	Nathan RS	PAS MC Olmsted sign FIN 10w.jpg.jpg, 597099	✓
	02/14/2024	Map: Area of Potential Effect (APE)	Olmsted Park APE Map (1).pdf	Nathan RS	Olmsted Park APE Map (1).pdf, 597096	✓
	02/14/2024	Map: Population Proximity	Olmsted Park Location.pdf	Nathan RS	Olmsted Park Location.pdf, 597095	✓
	02/14/2024	Map: Service area	Olmsted Park Service Area Vicinity Map.pdf.pdf	Nathan RS	Olmsted Park Service Area Vicinity Map.pdf.pdf, 597094	✓
	02/14/2024	Visuals	Olmsted Persective Rendering.jpg (1).JPG	Nathan RS	Olmsted Persective Rendering.jpg (1).jpg, 597093	✓
	02/14/2024	Photo	aerial Thompson Pond.jpeg.JPEG	Nathan RS	aerial Thompson Pond.jpeg.jpeg, 597092	✓
	02/14/2024	Photo	aerial looking NW.jpeg.JPEG	Nathan RS	aerial looking NW.jpeg.jpeg, 597091	✓
	02/14/2024	Photo	aerial looking E.jpeg (1).JPEG	Nathan RS	aerial looking E.jpeg (1).jpeg, 597090	✓
	02/14/2024	Site Plan: Development site plan	2-25-2020 Olmsted Landscape Render.pdf.pdf	Nathan RS	2-25-2020 Olmsted Landscape Render.pdf.pdf, 597088	✓
	02/14/2024	News Article	Olmsted SVH article Feb 28.pdf (1).pdf	Nathan RS	Olmsted SVH article Feb 28.pdf (1).pdf, 597087	✓
	02/14/2024	Control & Tenure Documentation	Real Estate Donation and Use Agreement.pdf.pdf	Nathan RS	Real Estate Donation and Use Agreement.pdf.pdf, 597086	✓
	02/14/2024	Project Support / Concern Documents	Olmsted Park Letters of Support.pdf.pdf	Nathan RS	Olmsted Park Letters of Support.pdf.pdf, 597085	✓
	02/14/2024	Cultural Resources: Cultural Resources Survey	20-1345 Cultural Resources Survey _Olmstead Park_02182022 (2	Nathan RS	20-1345 Cultural Resources Survey _Olmstead Park_02182022 (2).pdf, 597084	
	02/14/2024	Control & Tenure Documentation	Skagit County Property Parcel Info Olmsted.pdf.pdf	Nathan RS	Skagit County Property Parcel Info Olmsted.pdf.pdf, 597083	✓
	02/14/2024	Control & Tenure Documentation	Olmsted Quit Claim Deed.pdf.pdf	Nathan RS	Olmsted Quit Claim Deed.pdf.pdf, 597081	✓

RCO Staff Scores

Project Application Report - 24-1327

Criteria	Score	Score Range	Basis	Applicant Challenge	RCO Response
Green Space Availability	1	1.0 to 3.0	Over 1000 acres per thousand - High		
Social Vulnerability Index	3	0.0 to 3.0	Skagit - 8		
Poor Health Outcomes	2	0.0 to 3.0	Skagit - 7		
Proximity to People (City/UGA)	1	0.0 to 1.0	Sedro-Woolley - 12900		
Proximity to People (County)	0	0.0 to 1.0	Skagit County - 68.82		
Applicant Compliance		-2.0 to 0.0	Not yet scored		

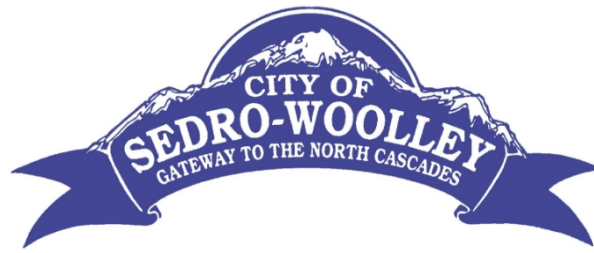
Application Status

Application Due Date: 05/01/2024

Status Name	Status Date	Submitted By	Submission Notes
Preapplication	02/14/2024		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them.

Date of last change: 04/17/2024



City Council Agenda Item

Agenda Item No.: e.6.

Date: April 24, 2024

From: David Lee , City Engineer

Subject: Advertise for Bid - 2024 Pavement & Pedestrian Improvements Project

RECOMMENDED ACTION:

Motion to authorize Public Works to advertise for bids for the 2024 Pavement & Pedestrian Improvements Project.

ISSUE:

Should the city advertise for bids for the 2024 Pavement & Pedestrian Improvements Project?

BACKGROUND/SUMMARY INFORMATION:

The 2024 Pavement and Pedestrian Improvements project consists of asphalt overlays, curb ramp upgrades, sidewalk additions and sidewalk replacements at numerous locations within the City. Funding for the various project elements is a mixture of TIB grants and local funds. The project is divided into multiple bid schedules, based in part on the funding source.

Schedule A of the project is the North Reed Street Improvements between SR 20 and the Brickyard Creek bridge. The improvements include a 2" asphalt overlay and curb ramp upgrades. Work on this portion of North Reed Street will be funded in part by TIB funds and local funds. Design, Construction Engineering and Construction for Schedule A is estimated at \$468,509.

Schedule B of the project is the North Reed Street Improvements between the Brickyard Creek bridge and Sapp Road. The improvements include a 2" asphalt overlay and curb ramp upgrades. The overlay work on this portion of North Reed Street will be funded in total by local funds. Design, Construction Engineering and Construction for Schedule B is estimated at \$209,747. Ramp upgrades in this section of North Reed Street are included in Schedule F.

Schedule C of the project is the Portobello Avenue Improvements. The Portobello Avenue improvements include a 2" overlay between N Fruitdale Road and East Gateway Heights Loop and curb ramp upgrades. The work on Portobello Avenue will be funded in part by TIB Complete Street funds and local funds. Design, Construction Engineering and Construction for Schedule C is estimated at \$204,145.

Schedule D of the project is the sidewalk addition on State Street. The improvements include installing a sidewalk along the north side of State Street between Central Avenue and the Senior Center and upgrading and adding curb ramps at Central Street. Design, Construction Engineering and Construction

for Schedule D is estimated at \$128,285. Funding for Schedule D is from the Complete Streets grant monies the City received from TIB in 2022.

Schedule E of the project is the sidewalk replacement on Nelson Street. The improvements include replacing the sidewalk along the south side of Nelson Street between 6th Street and 7th Street and upgrading and adding curb ramps at 6th and 7th Streets. Design, Construction Engineering and Construction for Schedule E is estimated at \$130,313. Funding for Schedule E is from the Complete Streets grant monies the City received from TIB in 2022.

Schedule F of the project is sidewalk replacements and curb ramp upgrades at various locations in the Central Business District. Currently, the plan includes 36 locations. Construction Engineering and Construction for Schedule F is estimated at \$497,120. Funding for Schedule F is from the Early Opportunity Complete Streets grant funds the City received from TIB in 2024 for 85% with a 15% local match of \$74,568 and covers construction phase costs only.

This agenda item requests council approval to advertise the project. TIB has reviewed the plans, specifications and Engineer’s estimate for the project and has authorized the City to advertise the project.

FISCAL IMPACT, IF APPROPRIATE:

Funding Proposed (Schedule A)

TIB – Grant (85%)	\$ 398,232
City match from Fund 104 TBD (15%)	\$ 70,277
TOTAL	\$ 468,509

Funding Proposed (Schedule B)

Local funding from Fund 304 TBD	\$ 209,747
TOTAL	\$ 209,747

Funding Proposed (Schedule C)

Local funding from Fund 104 REET I & II	\$ 162,720
TIB-2022 Complete Streets Grant Funds - Ramps	\$ 41,425
TOTAL	\$ 204,145

Funding Proposed (Schedule D & E)

TIB-2022 Complete Streets Grant Funds Available	\$ 258,598
TOTAL	\$ 258,598

Funding Proposed (Schedule F)

TIB – Grant 85%) (Construction only)	\$ 422,552
City match from Fund 104 TBD (15%)	\$ 74,568
TOTAL	\$ 497,120

TOTAL FUNDING AVAILABLE-SCHEDULES A - F	\$ 1,638,119
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Expenditures Expected

PE Phase-Schedule A	\$ 8,000
Construction Engineering Schedule A	\$ 25,000

Construction Schedule A	\$ 435,509
Total Schedule A	\$ 468,509
PE Phase-Schedule B	\$ 4,397
Construction Engineering Schedule B	\$ 5,000
Construction Schedule B	\$ 200,350
Total Schedule B	\$ 209,747
PE Phase-Schedule C	\$ 3,403
Construction Engineering Schedule C	\$ 5,000
Construction Schedule C	\$ 195,742
Total Schedule C	\$ 204,145
PE Phase-Schedule D	\$ 7,605
Construction Engineering Schedule D	\$ 5,000
Construction Schedule D	\$ 115,680
Total Schedule D	\$ 128,285
PE Phase-Schedule E	\$ 7,173
Construction Engineering Schedule E	\$ 5,000
Construction Schedule E	\$ 118,140
Total Schedule E	\$ 130,313
Construction Engineering Schedule F	\$ 15,000
Construction Schedule F	\$ 482,120
Total Schedule F	\$ 497,120
TOTAL PROJECT	\$ 1,638,119

On August 9, 2023, City Council approved submittal of a TIB Arterial Preservation Program grant application for overlaying North Reed Street from SR 20 to the Brickyard Creek bridge, with requested TIB funds of \$477,278 and local matching funds of \$84,226 for a total estimated cost of \$561,504. On December 1, 2023, the City was awarded the requested amount from TIB. This is **Schedule A**, North Reed Street Improvements, of the project. The bid estimate, and design and construction engineering costs for Schedule A are \$468,509. This is \$92,995 under the application estimate and reduces the estimated local match funds by \$13,950 to a revised total of \$70,276. Funding for the local match is from Fund 104 TBD.

Schedule B is budgeted from Fund 304 TBD, with \$100,000 budgeted. The current cost estimate for Schedule B is \$209,747, which includes City staff costs for design and construction inspection, and materials testing. This increases the need for TBD funds by \$109,747. This is partially offset by the savings on Schedule A.

Schedule C is budgeted from Fund 104 REET I & II, with \$204,040 budgeted. The current cost estimate for Schedule C is \$204,145, which includes City staff costs for design and construction inspection, and materials testing. The estimated costs for the ramp upgrades in Schedule C total \$41,425. When bids are received, we will evaluate the 2022 Complete Streets grant funds with the intent of using these funds to pay for the ramp upgrades. This reduces the Fund 104 funds needed by \$41,245.

Schedule D is budgeted from the Complete Streets grant funds the City received from TIB in 2022,

with no local match required. The current cost estimate for Schedule D is \$128,285, which includes City staff costs for design and construction inspection, and materials testing.

Schedule E is budgeted from the Complete Streets grant funds the City received from TIB in 2022, with no local match required. The current cost estimate for Schedule E is \$130,313, which includes City staff costs for design and construction inspection, and materials testing.

The Complete Streets grant funds received in 2022 totaled \$500,000. Projects designated to be paid for from these funds included coordinating with Skagit County for the installation of the new crosswalk across Cook Road at Janicki Fields (the final City share of that project was \$96,121), the work described for Schedules D & E, and ADA ramp upgrades at various locations. The balance, after the Cook Road project is \$403,879. In early April TIB authorized a work plan change to add installing Rectangular Rapid Flashing Beacon (RRFB) signals at two crossings on Township Street. One will be installed at the trail crossing between Northern Avenue and Polte Road, and the other at the Township crossing at the Ferry Street intersection. City crews will install the signals. The estimated cost for these two setups is \$18,000. These TIB Complete Street funds need to be expended by March 31, 2025. Once bids are received, we will evaluate the funding to consider adding additional work.

On February 28, 2024, City Council approved submittal of a TIB Complete Streets Early Opportunity grant application for funding sidewalk repairs and ADA ramp upgrades at various locations in the downtown area, with requested TIB funds of \$454,636 and local matching funds of \$80,230 for a total estimated cost of \$534,866. On March 22, 2024, the City was awarded the requested amount from TIB. This is **Schedule F** of the project. The bid estimate, and construction engineering costs for Schedule F are \$497,120. This is \$37,746 under the application estimate and reduces the estimated local match to \$74,568. Funding for the local match is from Fund 104 REET I and II and TBD.

Staff will reevaluate funding with the Bid Award memorandum and prepare a Budget Amendment at that time to reflect the contract award estimate.

Schedule

Council approval to advertise for bids:	04/24/2024
Advertise for bids:	04/30/2024
Bids close:	05/14/2024
Award:	05/22/2024
Contract execution	06/05/2024
Notice to Proceed	06/06/2024
Construction start	06/17/2024
Substantial Completion:	09/01/2024

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: e.7.

Date: April 24, 2024

From: Leo Jacobs, Solid Waste Supervisor

Subject: Out of State Travel - Solid Waste Supervisor Leo Jacobs

RECOMMENDED ACTION:

Motion to authorize Solid Waste Supervisor Leo Jacob to travel out of state for the 2024 Waste Expo conference in Las Vegas May 6-9, 2024.

ISSUE:

Should the council authorize Solid Waste Supervisor Leo Jacob to travel out of state for the 2024 Waste Expo conference in Las Vegas May 6-9, 2024?

BACKGROUND/SUMMARY INFORMATION:

I would like to attend the Waste Expo in Las Vegas Nevada May 6–9, 2024. This is where all the industry leaders including municipalities, go to see the latest trends and issues facing the garbage and recycling industry. Now that we are in the new normal regarding recycling, I need to keep a pulse on what the future holds for the city and our recycling programs, including the new organics bill that just passed in Washington state in 2023. This year I want to see where we are now as a recycling industry, particularly our region and what other jurisdictions are planning for the future of recycling, below is of particular interest to me this year.

- Hauler Roundtable: Operational Challenges and Opportunities
- CIO Roundtable: Driving Innovation in the Waste & Recycling Industry
- Unboxing the Latest Regional Recycling Updates
- Business Insights & Policy
- Educating Lawmakers - Laying Out the Real Deal
- Public Space Cleaning & Illegal Dumping: Laws, Penalties & Solutions

Mainly, at this conference I would like to see what my industry peers are saying and are planning to do about the coming recycling issues we are still facing, including plastics and glass. This will also give me some insight on what to expect in way of new equipment coming in the exhibition hall. We have natural gas, and electric trucks coming into the marketplace and would like to see them.

FISCAL IMPACT, IF APPROPRIATE:

The 2024 budget for Account 412 Meals and Travel includes monies for this trip and the rest can come from operating supplies.

\$100.00 for plane fare

\$135.00 for entry fee 3 days

\$835.41 for hotel 4 nights

\$60.00 transportation to and from airport, parking

\$135.00 for meals

\$1,265.41 total plus tax

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: f.1.

Date: April 24, 2024

From: Julia Johnson, Mayor

Subject: Skagit Valley Tulip Festival Executive Director Nicole Roozen - 2024 Tulip Festival Poster

RECOMMENDED ACTION:

Presentation, no recommended action

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Skagit Valley Tulip Festival Executive Director Nicole Roozen will be presenting the 2024 Tulip Festival poster.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: f.2.

Date: April 24, 2024

From:

Subject: Skagit County Public Health, George Kosovich - HB 1590 Funding, NOFA

RECOMMENDED ACTION:

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: g.1.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant Program Update

RECOMMENDED ACTION:

N/A

ISSUE:

N/A

BACKGROUND/SUMMARY INFORMATION:

See the attached report for use during voting on the grants on this agenda.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. SWCDGP Tracking Sheet

Sedro-Woolley Community Development Grant Program - Tracking Sheet

4/18/24 Update

Applicant #	Applicant	Request	Potential Remaining	Awarded	Running Total After Council	Contract Provided	Contract Executed	Constructed (Amt. Spent)	Running Total Remaining After Construction	Notes
1	Shaffner Pharm.	10,000	130,000	10,000	130,000	Yes	Yes	0	140,000	
2	Double Barrel BBQ	10,000	120,000	10,000	120,000	Yes	Yes	0	140,000	
3	Happiest Tees	8,500	111,500	8,500	111,500	Yes	Yes	0	140,000	Completing final contract details.
4	SW Museum	5,000	106,500	5,000	106,500	Yes	Yes	4519.5	135,481	
5	Tight Lies	9,231	97,269	9,231	97,269	Yes	Yes	0	135,481	
6	Cascade Fabrics	10,000	87,269	10,000	87,269			0	135,481	Partnering with Ultimate Physiques (grant 14), budget revision needed.
7	Trinky Busiu	10,000	77,269	10,000	77,269	Yes	Yes	0	135,481	
8	Loggerodeo	5,000	72,269	5,000	72,269	Yes	Yes	5,000	130,481	
9	Howmac Dimensional Graphics	10,000	62,269	10,000	62,269	Yes	Yes	0	130,481	
10	El Patron	10,000	52,269	10,000	52,269	Yes	Yes	0	130,481	
11	Old Mill LLC	10,000	42,269	10,000	42,269	Yes	Yes	0	130,481	Processing contract documents
12	Low Auto Sales	10,000	32,269	10,000	32,269	Yes	Yes	0	130,481	2/14 to Council
13	Chamber of Commerce of Sedro-Woolley	4,381	27,889	4,381	27,889	Yes		0	130,481	3/13 to Council, painting of window frames and window sills, new light fixtures and cameras, plants and planter box, outdoor umbrella, donating \$2,500 for downtown flower baskets.

14	Ultimate Physiques Inc.	10,000	17,889						130,481	Partnering with Cascade Fabrics (grant 6)
15	Livewire MMA & Fitness	7,000	10,889						130,481	
16	Bonnie Jo's Cafe	10,000	889						130,481	
17	Boys & Girls Club of Skagit County	5,000	-4,112						130,481	
18	Cascade Learning	1,750	-5,861						130,481	
19	Integrity Stonework	10,000	-15,861						130,481	
20	Sedro Woolley Flowers	10,000	-25,861						130,481	
21	Sedro Woolley Youth Football & Cheer	4,925	-30,786						130,481	
Totals		170,786	-30,786					9519.5		



City Council Agenda Item

Agenda Item No.: m.1.

Date: April 24, 2024

From: Hiller West, Interim Community Director

Subject: Professional Services Agreement - Facet, Inc. - Comprehensive Plan Update and Climate Element Projects

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute the attached 2024 Professional Services Agreement No. 2024-PS-01 with Facet, Inc. (formerly DCG Watershed) of Kirkland, WA for professional services related to the 2025 Comprehensive Plan update and Climate Element preparation.

ISSUE:

Should the Mayor execute the attached 2024 Professional Services Agreement No. 2024-PS-01 with Facet, Inc. of Kirkland, WA for Professional services related to the 2025 Comprehensive Plan update and Climate Element preparation?

BACKGROUND/SUMMARY INFORMATION:

This item was previously discussed with City Council in October, 2023 and January, 2024. The City has received grant approval in a total amount of \$625,000 from the WA Department of Commerce for an update to the Comprehensive Plan and preparation of a new Climate Element. A Request for Proposals (RFP) was issued, and the proposals received were reviewed by a team which included Deputy Mayor Sarah Diamond, Public Works Director Mark Freiberger, Planner Nicole McGowan, Interim CD Director Hiller West and City Administrator Charlie Bush. Two firms were selected for interview.

Following the interviews, it was the unanimous recommendation of the review committee to pursue contract negotiations with Facet, Inc. (formerly DCG Watershed). The resulting contract provides an overall budget of approximately \$319,000 for their professional services.

FISCAL IMPACT, IF APPROPRIATE:

See above.

ATTACHMENTS:

1. 2024-PS-06 Facet NW PS Agreement



PROFESSIONAL SERVICES AGREEMENT NO. 2024-PS-06

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Sedro-Woolley, a Washington State municipal corporation ("City"), and **Facet NW, Inc.**, whose address is 9706 4th Ave NE, Seattle, WA 98115. hereinafter referred to as the "Consultant".

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City of Sedro-Woolley as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement or amendment to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The Scope of Work deliverables, and all other documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City. Provided however, the Consultant may retain one copy of the work product and documents for its records. Provided further, all Images and rights relating to the deliverables referenced in the exhibit

The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 **TERM.** The term of this Agreement shall be from date at which both parties have completed execution and shall terminate at midnight December 31, 2025. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT.**

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 **INDEMNITY.**

a. **Indemnification / Hold Harmless.** Consultant shall indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.** In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 **INSURANCE.**

a. **Insurance Term.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation.** Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- (2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Commercial General Liability. Insurance shall be written with limits no less than \$1,000,000 per occurrence; and \$2,000,000 general aggregate.
- (2) Automobile Liability. Insurance with a minimum \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. Insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with insurers with a current A.M. Best rating of no less than A: VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

III.8 **DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.**
The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 **UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 **LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Sedro-Woolley County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant and all approved Subcontractors/Subconsultants shall obtain a business license from the City.

e. **Municipal Research Service Center (MRSC) Roster Registration.**
The Consultant shall register or maintain registration on the MRSC Consultant Roster.

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

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants: _Kimley-Horn_

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services **Exhibit A**. In no event shall the compensation paid to Consultant under this Agreement exceed **\$319,000.00** (three hundred nineteen thousand and no/100) without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work per the Fee Schedule **Exhibit B**. In the event the City elects to expand the scope of services from that set forth in **Exhibit A**, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit an invoice to the City for services performed at completion of the project in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices within ten (10) days after approval by the City Council.

IV.2 **CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

325 Metcalf Street
Sedro-Woolley, WA 98284

Notices to the Consultant shall be sent to the following address:

9706 4th Ave NE,
Seattle, WA 98115

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Skagit County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2024.

CITY OF SEDRO-WOOLLEY

Facet NW, INC.

By _____
Julia Johnson, Mayor

By  _____
Dan Nickel, Executive Vice President

Approved as to form:

Nikki Thompson, City Attorney

Exhibit A
Scope of Services

EXHIBIT "A"

SCOPE OF WORK

This scope of work covers assistance by Facet, Inc. (Consultant) to the City of Sedro-Woolley (City) to complete a period update of the City's Comprehensive Plan, inclusive of a new Climate Element.

Comprehensive Plan Update

Task 1: General Requirements

The Consultant will hold an initial kickoff meeting with City staff to develop a short project charter that outlines goals, roles and responsibilities, and key contacts as well as a more detailed project schedule. The project tracker tool will monitor task development and ensure deliverables are completed within the project schedule. Regular meetings with City staff and the Consultant team will occur throughout the project duration.

Deliverables:

- 1.1 Kickoff meeting
- 1.2 Draft and final project charter
- 1.3 Project tracker tool – updated prior to team meetings

Task 2: Information Gathering

The Consultant will review the existing Comprehensive Plan, maps, and development regulations and processes and complete an early draft Commerce checklist. The Consultant will also coordinate closely with City staff and County GIS data to update the City's land capacity analysis using building permit data representing population, housing, and employment growth that has occurred since the last comprehensive plan update.

The Consultant team will develop a Housing Needs Assessment that will help document the City's compliance with new housing element requirements and determine the extent of land use element changes.

Deliverables:

- 2.1 Completed draft Commerce Checklist
- 2.2 Land Capacity Analysis
- 2.3 Housing Needs Assessment

Task 3: SEPA Environmental Review and Scoping

The Consultant team will be responsible for the SEPA process, including completing a SEPA checklist and initial SEPA determination. An Environmental Impact Statement (EIS) is not anticipated. If an EIS is required, an amendment to this contract will be necessary.

Deliverables:

- 3.1 Completed SEPA checklist that summarizes the impacts of the 2025 Comprehensive Plan
- 3.2 SEPA (Mitigated) Determination of Non-significance

Task 4: Public Outreach

The Consultant will draft a Public Communication and Outreach Plan (Outreach Plan), with assistance from City staff, to inform the City's comprehensive plan update. The Outreach Plan will guide the use of a variety of materials and techniques, such as informational posters, public notice postcards, and project brochures – for use at all types of public meetings, whether virtual or in-person open houses or Planning Commission/City Council meetings. This may also include use of a community survey as needed to enhance opportunities for diverse community input.

The Consultant team, in partnership with City staff, will help implement the public communication and outreach plan and schedule based on the charter and overall project schedule following the kickoff meeting in Task 1. The Outreach Plan will include systematic ways to engage different audiences through beset practices.

Deliverables:

- 4.1 Draft and Final Public Communication and Outreach Plan
- 4.2 Website for the Comprehensive Plan update
- 4.3 Two (2) citywide mailers for public information

Task 5: Meetings and Hearings

The Consultant will provide support and attendance at various meetings, as needed, including giving presentations and answering questions and attending up to four city events.

Deliverables:

- 5.1 Presentations to City Boards, the Planning Commission, and the City Council, as needed (meeting materials will vary by associated task)
- 5.2 Attend up to four (4) city events
- 5.3 Attend a minimum of (6) meetings for the city council, planning commission, or other City boards or committees, as needed

Task 6: Plan and Policy Review

The Consultant will use the Commerce periodic update checklist completed under Task 2 to identify where policy changes may be needed. Goals for making policy changes may include:

- Consistency with the Growth Management Act (building off the completed Commerce checklist)
- Consistency with the Countywide Planning Policies
- New definitions of key terms that may be added and reviewing existing definitions to ensure consistency
- Review of existing policies that dictate action to ensure they are still relevant or whether they need to be removed and modified

The Consultant will conduct a policy gap analysis of the existing Sedro-Woolley comprehensive plan and, building off the work in Tasks 1 and 2, prepare a memo summarizing development regulations changes that will be needed to ensure consistency with the new GMA-compliant comprehensive plan.

Deliverables:

- 6.1 General Policy and Development Regulations Review (Gap Analysis)
 - An updated local and regional policy assessment of Sedro-Woolley
 - A memo summarizing existing development regulations that need to be revised or updated to be consistent with the 2025 Comprehensive Plan periodic update
- 6.2 Chapter 1 – Introduction and Vision Statement. Provide draft copies of the Plan Introduction to the City for staff and public review and comment

Task 7: Amendments to Comprehensive Plan Elements

The Consultant will provide a revised Comprehensive Plan consistent with City feedback during earlier phases, in preparation of the final adoption process. To help track changes, a decision matrix may be included, if the City desires. Particular attention will be given to the following subject matters.

Housing

The Consultant will work closely with the City and the County, as needed, to ensure the team has all the information needed to demonstrate compliance with the Growth Management Act's housing requirements following guidance by the Department of Commerce. Work by the County is still in progress.

Land Use

The Consultant will provide updates to the Land Use Element based on the results of the land capacity analysis, growth projections, and housing allocations by income band. This may include textual as well as map changes in the Land Use Element. The Consultant will ensure there is close coordination and consistency between the transportation, economic development, capital facilities, and other elements based on changes to the land use element. Changes to the Land Use Element will also need to be closely coordinated with the Climate Element work.

Capital Facilities

The Consultant will assess changes needed in the Capital Facilities Element to account for new housing allocations and land use map changes. This will be consistent with the GMA requirement to identify all capital facilities that are needed to service planned growth within the planning period, including general location and capacity and a six-year financing plan for improvements. This may include revisions to levels of service for capital facilities. Policy changes will also need to be closely coordinated with the Climate Element work.

Parks and Recreation

The Consultant will focus its review of the Parks and Recreation Element to integrating revised impact fees into the plan to ensure the fees are properly designed to service new growth as required by state statute. Policy changes may also be needed depending on changes in the Land Use Element and the Climate Element.

Deliverables:

- 7.1 Chapter 2 – Land Use Element
 - 7.1.1 Draft land use element to City for staff and public review and comment
 - 7.1.2 Final land use element
 - 7.1.3 Revised Future Land Use Map (FLUM) and land use area calculations

- 7.2 Chapter 3 – Transportation Element (By City). Consultant to coordinate with public works department to integrate its update of the Transportation Element
- 7.3 Chapter 4 – Public Utilities Element (By City). Consultant to coordinate with public works department to ensure information and projections are consistent throughout and support the Land Use Element.
- 7.4 Chapter 5 – Housing Element
 - 7.4.1 Ensure housing projections are consistent with county-wide SCOG data
 - 7.4.2 Estimate of necessary City and County investment to achieve goals during the planning period
- 7.5 Parks and Recreation Element
 - 7.5.1 Summary of revised park impact fees
 - 7.5.2 Draft copies of the Parks, Recreation, and Open Space Element to the City for staff and public review and comment
 - 7.5.3 Final Parks, Recreation, and Open Space Element provided to the City
- 7.6 Capital Facilities Element
 - 7.6.1 Map of the locations and capacities of capital facilities owned or used by public entities
 - 7.6.2 Forecast of future needs, proposed locations, and capacities of expanded or new facilities
 - 7.6.3 Draft copies of Capital Facilities Element to City staff and public for review and comment
 - 7.6.4 Final Capital Facilities Element to the City
- 7.7 Economic Development Element
 - 7.7.1 Draft copies of amended Economic Development Element to City staff and public for review and comment
 - 7.7.2 Final Economic Development Element to the City
- 7.8 Updated Comprehensive Land Use Map to City for staff and public review and comment

Climate Element and Resilience / GHG Emission Reduction Sub-Elements

Task 8: Engagement Strategy

In conjunction with Task 1, the Consultant will coordinate a kickoff meeting with the City to build out the project charter to outline goals, roles and responsibilities, key contacts, and a detailed project schedule.

Initial efforts under this task would include working with the City to develop a resident engagement strategy that supports environmental justice and the goals of HB 1181. The Consultant team will work with the City to form a Climate Policy Advisory Team (CPAT) that is a reasonable size and represents a cross-section of the community. It is anticipated that the CPAT will meet up to two times at the outset of the project and at least four to six group meetings or check-ins throughout the project.

A more detailed engagement strategy will be developed as part of this task.

Deliverables:

- 8.1 Draft and Final Resident Engagement Strategy (may be combined with Task 4)
- 8.2 Initial Climate Policy Advisory Team Report

Task 9: Sedro-Woolley Profile

The Consultant team will create a profile for the City that describes the Sedro-Woolley community with a focus on greenhouse gas emissions and resilience opportunities and builds the basis for integration of the Climate Element into the broader comprehensive plan effort. The Sedro-Woolley Profile Report will be based on feedback from interviews with the CPAT and any additional interview subjects identified early in the process, and documented known sources and potential interventions for Vehicle Miles Travelled (VMT) emissions.

Deliverables:

- 9.1 Sedro-Woolley Profile and preliminary findings of opportunities for VMT reductions, other GHG emissions reductions, and resilience improvements

Task 10: Climate Impacts for Resilience Sub-Element

The second sub-element to the Climate Element, the Community Resilience Sub-Element, will bring full circle the community input gathered during earlier phases combined with the City's vision and best available science to develop a list of measures the City can use to address a changing climate. These measures will be cross referenced to the County's Natural Hazards Mitigation Plan and other plans as described in the following task and coordinated with neighboring jurisdictions to ensure consistency and applicability.

Deliverables:

- 10.1 Report of assets and hazards with preliminary mitigation prioritization

Task 11: Audit Existing Plans & Policies for Resilience Sub-Element

The Consultant team will focus on gaps and opportunities related to Sedro-Woolley's existing comprehensive plan and the Skagit County Comprehensive Emergency Management Plan, Natural Hazard Mitigation Plan, Fire Mobilization Plan, and Community Wildfire Protection Plan among others. Sedro-Woolley has a Natural Hazard Plan that represents the contributions of the relevant City departments to the County's overall plan. Since it appears the City's portion of the plan was last updated in 2003, this analysis of existing plans and policies will also need to include whether the framework of that plan, including the three "neighborhoods" into which the city was divided and a table of risks and hazards, should be maintained or revisited.

Deliverables:

- 11.1 Report on Climate Change Hazards, Gaps, and Opportunities in Existing Plans

Task 12: VMT Baseline for GHG Reduction Sub-Element

For the VMT baseline for the GHG Reduction sub-element the Consultant team will include Commerce data with a detailed household travel survey by September 2024. This survey will include a random sample of households. This includes preparing the survey, outreach materials, conducting surveys and interviews, and following up with responding households. The survey findings will also include a framework for how the survey could be repeated in future years.

Deliverables:

- 12.1 Report of the findings of the household travel survey

Task 13: VMT Reduction Strategies & Targets

Once the household travel survey is complete, the Consultant team will work with the CPAT to identify communities within the City that are traditionally underrepresented in the planning process and set up a public meeting to share the results of the household travel survey, share potential VMT reduction measures and targets, and collect public ideas for other ways VMT can be reduced.

The Consultant will also integrate the communication on VMT reduction strategies and targets into the overall engagement strategy for the Climate Element and the overall comprehensive plan update. This will include redline input from the Climate Element team for other comp plan elements based on the VMT and GHG strategies and targets.

Deliverables:

- 13.1 Draft GHG emissions and VMT reduction targets and strategies
- 13.2 VMT and GHG reduction targets report, including results of engagement
- 13.3 Redline markup of other comp plan elements

Task 14: Assess Vulnerability & Risk for Resilience Sub-Element

The Consultant will lead engagement with the community to help identify sensitivity to hazards, adaptive capacities and assets, vulnerabilities, and risks. This effort will be integrated into the overall engagement strategy but will adapt as the project unfolds. Methods to engage on this subject may include facilitated group discussions with community groups, online surveys and mapping tools, and prioritization exercises to help hone and refine the mitigation measures developed earlier in the project.

Deliverables:

- 14.1 Report on current risks and vulnerabilities

Task 15: Integrate Climate Element with Comprehensive Plan

The Consultant will lead and ensure the Climate Element is coordinated with the overall update of the Comprehensive Plan. This includes public engagement to ensure clarity and understanding between the two components; ensuring policies are written and implemented between the Climate Element and the rest of the plan; and ensuring other comp plan elements contain goals and policies that bolster the City's responsibility regarding GHG reductions and resilience.

Deliverables:

- 15.1 Report of Comp Plan Audit and Reconciliation

Task 16: VMT & GHG Goals & Policies

The Consultant will prepare draft goals and policies for VMT and GHG emissions reductions. These goals and policies will be based on how the City can implement the GHG reduction and resilience priorities that emerge during earlier phases, including input from the public, especially historically

underrepresented communities. Additionally, the goals and policies must comply with the Growth Management Act and be consistent with the countywide planning policies.

Deliverables:

- 16.1 Draft goals and policies for VMT and GHG emissions reductions

Task 17: Integrate Resilience Goals & Policies

The Consultant will prepare draft goals and policies for the resilience sub-element. Resilience goals and policies will be drafted after extensive public and stakeholder engagement to ensure the plan supports the resilience measures identified in previous phases of the project.

Deliverables:

- 17.1 Draft goals and policies for Resilience Sub-Element
- 17.2 Draft ordinance adopting goals and policies related to the resilience sub-element
- 17.3 Draft update to the City's portion of the FEMA hazard mitigation plan, as needed

Task 18: Tracking VMT & GHG Reduction Progress

The Consultant team will create methods and reporting procedures for plan implementation. This will include close coordination with the comp plan update, including preparation of an implementation matrix that tracks responsible parties and reporting metrics. This may include an implementation plan for future funding, if necessary.

Deliverables:

- 18.1 Procedures to measure progress toward VMT and GHG reduction goals, including responsibility and reporting metrics
- 18.2 Implementation plan for future funding

Task 19: Summary

As a final task, the Consultant will prepare a final detailed summary of the methods and results in developing the two Climate sub-elements. This product would serve as a long-term record of the City's efforts and decision process in establishing relevant Comprehensive Plan goals and policies.

Deliverables:

- 19.1 Summary report on the development of two Climate sub-elements

Assumptions

- Water System Plan, Sanitary Sewer System Plan, Storm System Plan, Transportation System Plan, Transportation Element, and Utilities Element are being separately prepared by the City and are not included in this scope. However, all or portions of these plans or documents will need to be integrated into the overall comprehensive plan update.
- An Environmental Impact Statement will not be necessary.
- Development regulations updates needed to comply with new comprehensive plan requirements are not included as part of this scope.

- Critical Areas Ordinance revisions and analysis of compliance with best available science are not included as part of this scope.
- Contents of the updated Comprehensive Plan will be generally comparable in breadth and depth to the existing plan.
- All tasks include routine coordination (i.e., email, phone, virtual meetings) with City staff needed to complete the task.
- Comments provided to the consultant team by City staff will be consolidated.
- Deliverables will typically have one round of review by City staff. If the revised deliverable still does not meet City satisfaction, additional minor revisions will be performed by the consultant team.
- The City will record and track the public record.
- Anticipated expenses include standard per diems, mileage, and reprographic services for meeting materials. It is anticipated that the City will be responsible for the printing of all other meeting materials.
- The Consultant will perform the scope of work according to the agreed upon timeline with the goal of completing all grant deliverable tasks by June 30, 2025. However, many facets of these tasks, including City and Commerce coordination, public outreach efforts, and local adoption processes and timelines, may be outside of the control of the Consultant.
- Attendance at additional public meetings may require future amendments to this contract.

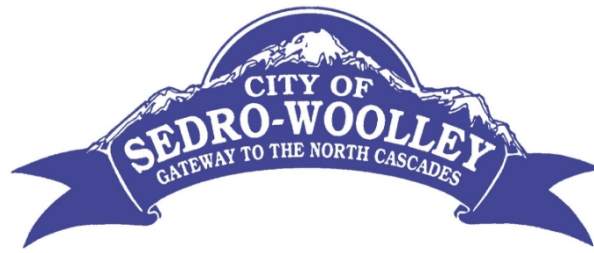
Exhibit B
Fee Schedule

See attached Consultants Hourly **Schedule of Rates**

EXHIBIT "B"

BUDGET

TASK		DESCRIPTION	TOTAL
Comprehensive Plan Update			
Task 1		General Requirements	\$9,614
Task 2		Information Gathering	\$14,380
Task 3		SEPA Environmental Review and Scoping	\$4,516
Task 4		Public Outreach	\$10,396
Task 5		Meetings and Hearings	\$13,180
Task 6		Plan and Policy Review	\$3,792
Task 7		Amendments to Comprehensive Plan Elements	\$31,810
Expenses			\$1,578
Sub-Total			\$89,266
Climate Element and Resilience Sub-Element			
Task 8		Engagement Strategy	\$23,500
Task 9		Sedro-Woolley Profile	\$12,409
Task 10		Climate Impacts for Resilience Sub-Element	\$18,966
Task 11		Audit Existing Plans & Policies for Resilience Sub-Element	\$11,218
Task 12		VMT Baseline for GHG Reduction Sub-Element	\$28,718
Task 13		VMT Reduction Strategies & Targets	\$25,080
Task 14		Assess Vulnerability & Risk for Resilience Sub-Element	\$30,374
Task 15		Integrate Climate Element with Comprehensive Plan	\$22,432
Task 16		VMT & GHG Goals & Policies	\$7,430
Task 17		Integrate Resilience Goals & Policies	\$28,608
Task 18		Tracking VMT & GHG Reduction Progress	\$10,678
Task 19		Summary	\$6,036
Expenses			\$4,285
Sub-Total			\$229,734
TOTAL			\$319,000



City Council Agenda Item

Agenda Item No.: m.2.

Date: April 24, 2024

From: Charlie Bush, City Administrator, Dan McIlraith, Police Chief

Subject: Interlocal Agreement - Sedro-Woolley School District - School Resource Officer (SRO)

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute an interlocal agreement with Sedro-Woolley School District to support a School Resource Officer.

ISSUE:

Should the City Council establish a School Resource Officer (SRO) Program in partnership with Sedro-Woolley School District?

BACKGROUND/SUMMARY INFORMATION:

The City's Proposition 1 Levy Lid Lift, approved in 2019 to support the Police Department, included a provision funding the City's portion of a School Resource Officer (SRO). Prior to this vote, the City and the School District had discussed a split of the cost of an SRO at 25 percent for the City and 75 percent for the School District. The amounts from the City's Proposition 1 align with this ratio. The District also had a levy approved by the voters that included their portion of the SRO position.

Staff have been attending School Board meetings recently to discuss the formation of this partnership. Sedro-Woolley School District recently completed a survey indicating that 70% of respondents supported the idea of having an SRO program. The District's report of survey results is attached.

Chief McIlraith and City Administrator Bush joined Superintendent Mickelson at a recent presentation about the long-standing School Resource Officer Program at the City of Mount Vernon. There, SRO's serve both the High School and the Middle School. Their activities include working active criminal cases, working CPS referrals, providing safety assessments, providing student and family support, providing career/life planning assistance, providing legal education, providing administration/counselor/ and staff counseling, building bridges and breaking barriers, and supporting safety above all else. Staff of both jurisdictions here seek to build a similarly robust SRO program.

An interlocal agreement (ILA) that would establish the partnership between both local governments is attached, along with its Exhibit A. Authorizing the Mayor to sign the ILA would be the initiating action for this program to begin. In addition, a PowerPoint presentation about the program and an information flier from the 2019 Police Proposition 1 election is also included. The School District has a first read of

this ILA at their meeting on April 22nd with a planned second reading and potential action on May 13th. You reviewed this ILA at your March Work Session and we are requesting action action this evening.

FISCAL IMPACT, IF APPROPRIATE:

The City's impact would be twenty-five percent of the cost of the salary/benefits for the SRO position, plus 100 percent of the equipment costs of an SRO and 25% of the academy costs. The total amount, minus the training costs for both (they are estimates, the City at about \$1,200 one time and the District at about \$7,200, with \$5,200 being one time and \$2,000 ongoing), would be \$49,500 for the City and \$126,523 for the District in 2024 if the program was fully implemented for the entire year. This amount would increase for 2025, minus some of the training costs that are one-time costs. The earliest year that this program could realistically be implemented is 2025, given the timeline for hiring and training a new officer to fill the patrol position vacated by the person selected to be the SRO. The SRO will not be placed with the School District until our newly hired officer is trained and in service.

ATTACHMENTS:

1. SRO ILA COSW and SWSD Clean
2. Final Exhibit A SRO white paper 3-11-24 Clean
3. School Resource Officer (SRO)
4. 2019 Police Proposition 1 Flier
5. School District SRO Survey

SCHOOL RESOURCE OFFICER

INTERLOCAL AGREEMENT

This agreement is made and entered into this ____ day of _____, 2024, by and between the SEDRO-WOOLLEY SCHOOL DISTRICT (“DISTRICT”), and the CITY OF SEDRO-WOOLLEY (“CITY”).

WITNESS

WHEREAS, the City possesses authority to provide law enforcement services pursuant to RCW 35A.11.020 and Sedro-Woolley Municipal Code Chapter 2.20; and

WHEREAS, it is the intent and desire of the City and School District under Chapter 39.34 RCW, the Interlocal Cooperation Act, to provide for the services of a full-time School Resource Officer through the City of Sedro-Woolley Police Department to the Sedro-Woolley School District High School Campus; and

NOW THEREFORE, in consideration of the foregoing and the mutual agreements as set forth herein below, it is hereby agreed by and between the School District and the City as follows:

ARTICLE I

It is the intent and provision of this Agreement to provide for the full-time services of a School Resource Officer, with such services to be rendered at Sedro-Woolley High School, as more fully described herein below for a term commencing on January 1, 2025 and expiring on December 31, 2025. The agreement will automatically renew for an unlimited number of subsequent one-year terms, unless terminated by either party according to the provisions of Section VII.

ARTICLE II

Rights and Duties of the City

The City shall provide a School Resource Officer ("SRO") and SRO services as follows:

(A) Training

The City agrees to provide all law enforcement related training and equipment necessary to support the SRO consistent with that provided to regular patrol officers. The City also commits the SRO to completing the School District’s New Employee process. While the SRO will not be a School District employee, the purpose of the SRO attending this training would be to become more familiar with the School District’s policies.

(B) Assignment of School Resource Officer

(1) Under the direction of the Chief of Police, the City shall assign one (1) regularly employed Police Officer to serve as SRO who shall serve Sedro-Woolley High School pursuant to a schedule to be determined in conjunction with the Principal of the school, the Superintendent of the School District, the Mayor, the City Administrator, and the Chief of Police, which will allow for the regular provision of services at said school.

(2) The SRO shall report directly to the dayshift supervisor within the Police Department, who, as the SRO's supervisor, will work with the school administration of the School District in providing for SRO services as set forth herein.

(3) The Chief of Police will select the SRO after taking into consideration input from the District.

(4) The parties agree that the City will maintain supervisory and operational control over the SRO at all times, and that the City may call the SRO away from assigned duties for mandatory training, emergency, scheduled vacation, legal summons/subpoena, or as deemed necessary for public safety by the on-duty supervisor.

(C) Regular Duty Hours of School Resource Officer

The SRO shall perform a regular workweek of hours with such hours and pay to be based on duties and pay equivalent to a regular Police Officer. It is agreed and understood that pursuant to clause (D) (2) (d) below, the SRO will from time to time be expected to attend meetings of parents/faculty and school functions on request of a principal.

(D) Duties of School Resource Officer

(1) Instructional responsibilities/duties of SRO

The SRO shall work in conjunction with principals of the aforementioned school and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to: police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime, and community; conflict resolution; and other classes as permitted by scheduling and as determined to be appropriate by the police department, respective principals and school staffs. It is agreed and understood that the SRO will perform services on a "guest lecturer" basis and shall do so in conjunction with and under the direction of appropriately certified teaching personnel or shall provide such services on a co-curricular or extracurricular basis as scheduling permits.

The SRO will also serve as a training resource for School District personnel on topics such as school safety and emergency management.

(2) Additional Duties and Responsibilities of the SRO

(a) The SRO shall coordinate his or her instructional activities with principals and staff members so as to allow for the orderly educational process within the school served.

(b) The SRO shall have or develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.

(c) The SRO shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students.

(d) When requested by the Principal, the SRO shall attend parent/faculty meetings to solicit support and understanding of the program.

(e) The SRO shall make him/herself available for conferences with students, parents, and faculty members in order to assist them with problems of law enforcement or of a crime prevention nature.

(f) The SRO shall be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies when necessary thereby acting as a resource person to the students, faculty, and staff of the school.

(g) The SRO shall assist the Principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest and actual or suspected criminal activity at or near the school.

(h) If an SRO plans to interview suspects or victims of a crime, the SRO, to the extent practicable, will advise and work with the Principal to minimize disruptions to the school and other students. The SRO is responsible for compliance with RCW 13.40.740. District employees will be responsible for making parental notifications of such interviews in accordance with District policies and procedures and applicable laws. The SRO may request that the Principal, or a designee, be present during the interview of a student. The presence of a District employee at an interview of a student regarding a criminal matter shall make the employee subject to subpoena as a witness thereto. In the event an SRO arrests a District student, the SRO shall notify the Principal, or the Principal's designee, as soon thereafter as practical. In the event that the arrested student is a juvenile, the Police Department shall notify the parent or legal guardian pursuant to Police Department policies and procedures. The District may also make notification as necessary under its own policies and procedures.

(i) The SRO may, by way of the exercise of his/her discretion as a commissioned police officer, take law enforcement action as required. As soon as practical, the SRO shall make the Principal of the school aware of such action. At the Principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so

under the authority of law. Whenever practical, the SRO will advise the Principal before requesting additional police assistance on campus.

(j) The SRO shall give assistance to the law enforcement officers in matters regarding his/her school assignment, whenever necessary.

(k) The SRO shall, whenever possible, participate in and/or attend school functions.

(l) The SRO may be assigned investigations relating to runaways, thefts, or any crime relating to the students attending the school that the SRO serves.

(m) The SRO shall maintain detailed and accurate records of the operation of the School Resource Officer Program, and shall submit reports of an instructional nature as required by the Principal or school staff.

(n) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the Principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or board disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the SRO from sharing information with school administration/staff which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the SRO will be provided with copies of Board disciplinary policies and codes and the discipline codes of each school. The SRO shall become familiar with district/school disciplinary codes and standards.

(o) The Principal, school administration, or staff may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations. The SRO shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions, and of those consisting of conduct occurring on school premises or school sponsored events which are believed to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense, it is agreed and understood that the SRO, as an employee of the Police Department, is authorized to receive and appropriately act on any of such foregoing reports.

(p) The SRO is not to be used for regularly assigned lunchroom duties, as hall monitors, or other monitoring duties. If there is a problem in such areas, the SRO may assist the school until the problem is resolved.

(q) The SRO will interact with students, primarily during lunch, recess, and passing times. Overall, the SRO will be visible.

(r) The SRO will also spend time at Cascade Middle School, coordinating with the Principal of Cascade Middle School in the same manner as the Principal of Sedro-

Woolley High School when there, and will occasionally visit elementary schools to build relationships.

ARTICLE III

Rights and Duties of the School District

The School District shall provide the full-time SRO the following materials and facilities deemed necessary for the performance of the SRO's duties with Sedro-Woolley High School to be considered the SRO's office facilities as outlined below to be provided at such school:

- (A) Access to a properly lighted private office, which shall contain a telephone that may be used for general business purposes, and
- (B) A location for files and records which can be properly locked and secured, and
- (C) A desk with drawers, a chair, work table, filing cabinet, and office supplies.
- (D) Updated copies of District Policies and Procedures

ARTICLE IV

Financial Costs of the School Resource Officer Program

The financing costs of the SRO Program will be as follows:

The District is to fund 75% of salary and benefits of the City's total contract costs for a Police Officer Position, and these costs are shown on **Exhibit A**.

The District is to fund start-up costs and ongoing SRO-specific training costs associated with the appointment of the Police Officer to the SRO position. The District and the City will split the cost of the Academy by 75% and 25% respectively. The District will cover 100% of the Basic SRO training for the officer selected and their ongoing SRO training. These estimated costs are shown in **Exhibit A**.

The annual costs for contracted services shall be increased by an amount to be determined annually, based upon the annual recalculation of ongoing costs included in Exhibit A. The District and City shall hold an Annual Meeting each year prior to October 15 to discuss updated costs for the agreement and any other contract issues that may need attention. The City shall present updated numbers to the District for funding the SRO Program for the following calendar year.

Once the SRO is in service with the District, the City will bill the District in April and October, based upon the amounts agreed upon from Exhibit A for year one and from its successor documents for future years, as costs are updated. In December of each year, the City shall revise these amounts to reflect actual amounts for the year, and shall issue a refund, or an additional invoice, to the District, as needed, along with an accounting for the determination.

Any materials or equipment purchased by the District or the City in order to implement the program shall remain the property of the purchasing entity.

ARTICLE V

Employment Status of the School Resource Officer

The SRO shall remain an employee of the City of Sedro-Woolley, and shall not be an employee of the School District. The School District and the City acknowledge that the SRO shall operate under the supervision, direction and control of the City of Sedro-Woolley's Police Department.

ARTICLE VI

Dismissal of School Resource Officer: Replacement

(A) In the event the high school Principal determines that the SRO is not effectively performing his or her duties and responsibilities, the Principal shall recommend to the Superintendent or designee that the SRO assignment be reviewed in the program at the school and shall state the reasons therefore in writing. Within ten (10) working days of receiving the recommendation from the Principal, the Superintendent or his/her designee shall advise the Mayor and Police Chief of the Principal's request. In the event the Superintendent determines the SRO is not performing his or her duties effectively, the Superintendent shall so advise the Mayor and Police Chief. If the Mayor and Police Chief so desire, the Superintendent and Chief of Police, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within the ten (10) working days referenced above, the problem cannot be resolved or mediated or in the event mediation is not sought by the Chief of Police, then the SRO shall be removed from the program at the school and a replacement shall be assigned.

(B) The Chief of Police may dismiss or reassign an SRO based upon Police Department Rules, Regulations, and/or General Orders and when it is deemed by the City Administrator and Chief of Police in the best interest of the citizens of the City of Sedro-Woolley.

(C) In the event of the resignation, dismissal, or reassignment of an SRO, the City shall not bill the District for the costs of the SRO during the vacancy until a replacement SRO, temporary or otherwise, is provided. Should this issue develop, it will be addressed in Article IV's provision of an annual December review of actual costs, with a refund provided to the District at that time for the time the SRO position was vacant. As soon as practicable, the Police Chief shall recommend a permanent replacement for the SRO position. Provided however, that any temporary replacement shall have the required training and qualifications as outlined in Article II (A) and Article VI (B), above.

ARTICLE VII

Termination of Agreement

Either party may terminate this agreement at any time for any reason upon 30 days written notice.

ARTICLE VIII

Notices

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States postal service as regular mail, postage prepaid and addressed as follows:

Superintendent
Sedro-Woolley School District
801 Trail Road
Sedro-Woolley, WA 98284

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

ARTICLE IX

Good Faith

The School District, the Mayor, their agents, and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the Mayor, or their designees.

ARTICLE X

Modification

This document constitutes the full understanding of the parties and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the parties.

ARTICLE XI

Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the School District and City is obtained.

ARTICLE XII

Merger

This Agreement constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms.

ARTICLE XIII

Insurance/Hold Harmless

It is understood and agreed that during the term of this Agreement the each party hereto shall maintain errors and omissions and general liability insurance coverage (or self insurance) for all acts, omissions, and services performed by each party pursuant to this agreement including insurance coverage for claims, suits, damages, fees, or expenses (including cost of defense) arising out of any such acts, omissions, and services.

ARTICLE XIV

Authority/Recording/Posting

The Agreement shall not become effective until the governing bodies for each party shall authorize execution hereof. This Agreement shall be filed as required by RCW 39.34.040.

ARTICLE XV

Severability

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this Agreement to be signed by their duly authorized officers.

CITY OF SEDRO-WOOLLEY

SEDRO-WOOLLEY SCHOOL DISTRICT

Julia Johnson, Mayor

Dr. Miriam Mickelson, Superintendent

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Interlocal Agreement Exhibit A:

City of Sedro-Woolley & Sedro-Woolley School District

District Resource Office (DRO) working paper

UPDATED February 28, 2024

SRO Costs (annual) Salary and Benefits: \$168,698

75%/25% total share= School District \$126,523 + SRO-related overtime and training, as noted below/City of SW \$42,175 + Equipment + training, as noted below

Salary: \$8151/mo + longevity, specialty pay \$ 103,680

Benefits: \$ 65018

Medical: \$ 30,245 (Assumes full family)

SSC/Medicare: \$ 9076

LEOFF 2: \$ 6288

L&I: \$ 3168

Unemployment: \$ 237

Wa Sick Leave: \$ 190

Holiday pay: \$ 5,982

Gym/Wellness: \$ 860

Overtime: (120 hrs) \$ 8972

Equipment: This will be at the cost of SWPD

Equipment/Training/Service \$ 49,500

Car (ERR/7-year service): \$ 12,500

Car fuel & maintenance (\$105,000): \$ 5,250

Ammo & range fees (\$22,000): \$ 1,050

Equipment Essential \$ 9700

Spillman & 911 services \$15,000

Annual Training \$ 6,000

Equipment/Training/Services

City Cost: \$49,500

Essential Equipment: Firearm, Rifle, Taser, Bodycam, Laptop, Ballistic vest, PBT, Uniform.

City proposal (based on 2024 proposal)

Implementation Assumption: September 1st, 2024-Reality is 2025

Cost Share: 75%/25%

***Police Guild CBA will be up for negotiation in 2024 for years 2025 and 2026, Base Salary will increase**

Breakdown of Equipment/Training/Service Costs

Axon Body Cameras

(\$1876.18 AT+ \$13518.00 contract) \$769.73/Ofc Annual

Tasers (\$16,172.18/yr Contract) \$808.61/Ofc Annual

Ammunition/Range (\$22,000 Budget) \$1050/Ofc Annual or Actual cost

Uniform/Equipment (CBL incl firearms) \$9760/Ofc One-time actual cost

Patrol Vehicle \$87,000/Ofc One-time Actual Cost

ERR Annual payments \$12,500 for 7-year replacement cycle

Fuel/Maintenance (\$105,000 budget) \$5250/Ofc Annual or Actual Cost

Skagit 911 Services (\$243,600 budget) \$12,180/Ofc Annual

Skagit County IS (\$47,000 budget) \$2350/Ofc Annual

Training

Academy \$4947/Ofc One-time actual cost – to be split 75/25% between the School District and the City

Basic SRO/Lodging/Travel \$1500 - to be covered by the School District

Additional SRO Training Plan for \$2000/annual – to be covered by the School District

School Resource Officer (SRO)

PARTNERSHIP BETWEEN SEDRO-WOOLLEY SCHOOL DISTRICT AND THE SEDRO- WOOLLEY POLICE DEPT



School Resource Officer (SRO)

**WHY ARE WE HERE
TODAY?**

SCHOOL SAFETY!



School Resource Officer (SRO) Objectives

- BACKGROUND
- BENEFITS, PURPOSE AND FUNCTIONS OF AN SRO
- EVENTS NATIONWIDE/LOCAL
- ASSOCIATED COSTS OF SRO
- IMPLEMENTATION
- TRAINING
- QUESTIONS



School Resource Officer (SRO) Background

- CONVERSATIONS CAME UP SEVERAL TIMES OVER THE PAST 8 YEARS.
- NEITHER PARTY HAS BEEN READY TO IMPLEMENT AT THE SAME TIME. (BUDGET AND STAFFING).
- PROP 1 FOR PUBLIC SAFETY LEVY LID LIFT PASSED IN 2019. PART OF THIS INCLUDED 25% OF AN SRO SALARY.
- PROP 1 REPLACEMENT SW SCHOOL DIST 101 LEVY FOR OPERATIONS AND EDUCATION PASSED IN 2022.
- SHARED INTEREST IN MAKING THIS HAPPEN TO IMPROVE OVERALL SCHOOL SAFETY.



School Resource Officer (SRO) Benefits/Purpose

- PROMOTE SAFETY ON CAMPUS BY PROVIDING UNIFORMED POLICE PRESENCE
- DISCOURAGE DRUG ABUSE AND CRIMINAL ACTIVITY
- BRIDGE THE GAP BETWEEN POLICE OFFICERS AND YOUTH BY TAKING A PERSONAL INTEREST IN STUDENTS
- PROVIDE PROBLEM SOLVING, MEDIATION AND SUPPORT TO STUDENTS, PARENTS, TEACHERS AND NEIGHBORING RESIDENTS
- AID IN THE REDUCTION OF JUVENILE CRIME THROUGH COUNSELING, TEACHING ABOUT THE CRIMINAL JUSTICE SYSTEM
- PROVIDE LAW ENFORCEMENT SERVICES TO THE DISTRICT AS APPROPRIATE



School Resource Officer (SRO) Primary Functions

- COMMUNITY PROBLEM SOLVING, SAFETY EDUCATION, AND PROVIDING A LAW ENFORCEMENT-RELATED CONSULTING RESOURCE
- A LIASON WITH SCHOOL STAFF, FACULTY AND STUDENTS
- WORK WITH SCHOOL STAFF AND FACULTY TO PREVENT JUVENILE DELINQUENCY AND ENHANCE SCHOOL SAFETY
- ENFORCEMENT OF FEDERAL, STATE AND LOCAL LAWS AS NEEDED
- PROVIDE INVESTIGATIVE RESOURCES REGARDING CRIME ON OR ADJACENT SCHOOL TO PROPERTY



School Resource Officer (SRO) Primary Functions

- ASSIST IN PROVIDING STUDENTS WITH SOCIAL SERVICE RESOURCES
- PARTICIPATE IN MEETING AND SCHOOL ACTIVITIES APPROPRIATE TO THE SRO ROLE
- ENHANCE THE TRUST RELATIONSHIP BETWEEN SCHOOLS, PARENTS AND POLICE
- OCCASSIONALLY ACT IN AN INSTRUCTIONAL ROLE FOR STUDENTS WITH LEGAL AND SAFETY INFORMATION
- REPORT TO DISTRICT AND POLICE SUPERVISOR PERIODICALLY OUTLINING ACTIVITIES



School Resource Officer (SRO) USA

SCHOOL SHOOTING INCIDENTS @ EDUCATIONAL FACILITIES IN U.S.

- 2021 – 73
- 2022 – 79
- 2023 – 82
- WASHINGTON STATE
 - 14 SINCE 2008

*Source CNN School Shooting Database



School Resource Officer (SRO)

SWPD CALLS FOR SERVICE TO SCHOOLS WITHIN THE CITY OF SEDRO-WOOLLEY



Schools	2018	2019	2020	2021	2022	2023	6-YR Total
SWHS	152	153	72	89	144	111	721
CASCADE MS	79	66	32	42	73	74	366
STATE ST HS	20	18	15	15	22	10	100
CENTRAL	22	16	18	20	13	22	111
MARY PURCELL	27	18	17	17	34	20	133
EVERGREEN	19	35	22	11	21	13	121
TOTAL	319	306	176	194	307	250	1552

School Resource Officer (SRO)

SWPD CALLS FOR SERVICE TO SCHOOLS WITHIN THE CITY OF SEDRO-WOOLLEY

TYPES OF CONCERNING CALLS @ SWHS 2023 THAT RESULTED IN REFERRAL OF CHARGES

- 7 Fights
- 8 Threats of violence
- 1 Bomb Threat
- 1 Weapon Offense
- 1 Gang Related Incident



School Resource Officer (SRO)

SWPD CALLS FOR SERVICE TO SCHOOLS WITHIN THE CITY OF SEDRO-WOOLLEY

TYPES OF CONCERNING CALLS @ CMS 2023 THAT RESULTED IN REFERRAL OF CHARGES

- 1 Assault
- 14 Threats of Violence (9 were charged)
- 1 Bomb Threat



School Resource Officer (SRO) Local Jurisdictions

Local Jurisdictions that have an SRO Program

Mount Vernon PD

- Interlocal Agreement 2003 with School District
- (2) SRO Positions
- One at the High School and one at the Middle School
- 75/25 Partnership

Anacortes PD

- Interlocal Agreement 2015 with School District
- (1) SRO Position
- Mainly at the High School
- 50/50 Partnership



School Resource Officer (SRO) Cost

- Sedro-Woolley Police Dept is at the 75%/25% shared cost of Officer salary and benefits with the Sedro-Woolley School District.
- 2024 cost of a top step officer with benefits is \$168,698.
- 2024 projected share of Officer Salary and benefits if implemented this year.
 - School District \$126,523
 - Police Dept \$42,175
- Officers Guild contract expires end of 2024. Negotiations for contract years 2025 and 2026 coming up. Expect that base salary will go up on annual basis.



School Resource Officer (SRO) Cost

- Additional request to School District to cover:
 - One-time 75/25 shared cost of Basic Law Enforcement Academy. (\$4947)
 - Training specific to the SRO position.
 - Basic SRO, Advanced SRO, SRO Supervisors and Management, Project UNITE (School Violence Prevention), Adolescent Mental Health Training.
- <https://www.nasro.org/training/training-courses/>
- All essential police officer equipment will be purchased by the City. \$49,500
 - Any equipment purchased would remain property of the purchaser.



School Resource Officer (SRO) Requirements

- Minimum 3-years experience as a police officer
- Letter of Interest and Resume
- Officer commitment to position for 5 years
- The City will involve the Sedro-Woolley School District in the hiring process
- Selection and assignment will be the responsibility of the Sedro-Woolley Police Dept



School Resource Officer (SRO) Necessary Items

- **Interlocal Agreement needed**
 - **Main Priority**
 - **Sets expectations, policies, standards**
- **Start hiring for a new officer (this would backfill the experienced officer who would be selected)**
- **Current Police Academies are booked through May**
- **Start sending potential interested officers to SRO training**



School Resource Officer (SRO) Hiring

Timeline of Hiring:

- Currently hiring for our vacancy
- Started establishing lists in September 2023 from existing applicants.
- Position still not filled, but I believe we are close. (February 2024)
- Could be 3-5 months average to hire.
- Academy is booked through May, so this hire would likely go to the academy July 2024.
- Academy length is 4 months.
- November 2024 is projected when this officer would be back to department and on field training.
- Current hiring conditions 9 months to a year process.
- Probably looking at timeline of 2025.



School Resource Officer (SRO)

QUESTIONS?



Proposition 1 Information

ITS ALL ABOUT SAFETY!



ABOUT PROPOSITION 1

The City Council began discussions about staffing concerns at the police department in the fall of 2018, while planning for the budgeting process for 2019. Throughout a deliberate and thoughtful process, it was decided that additional resources were necessary to address and invest in the City of Sedro-Woolley's public safety services.

THE COST OF PROPOSITION 1

The annual cost of Proposition 1 on a residential home:

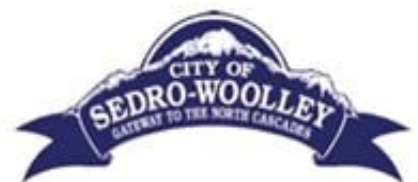
ASSESSED VALUE	INCREASED TAX
\$200,000	\$112
\$250,000	\$140
\$300,000	\$168
\$350,000	\$196

What is on the November 5, 2019 ballot for Sedro-Woolley Public Safety Services?

- The City of Sedro-Woolley will ask voters to consider increasing the property tax levy-lid to fund public safety officers and services.
- Proposition 1 asks the voters to increase the property tax levy lid by \$.56 per \$1,000 assessed value. Proposition 1 will raise an estimated

total amount of \$557,706.33 to support vitally needed public safety services.

- These additional resources will be used to:
 - ⇒ Hire three additional police officers
 - ⇒ Fund a share of a School District Resource Officer
 - ⇒ Expand a public safety administration position.



CITY OF SEDRO-WOOLLEY

325 Metcalf Street, Sedro-Woolley, WA 98284 www.ci.sedro-woolley.wa.us

QUESTIONS?

Contact Eron Berg, City Supervisor/Attorney
(360) 855-9921 (direct) | eberg@ci.sedro-woolley.wa.us

School Resource Officer Survey

Summary of Results

The Sedro-Woolley School District is looking to partner with the City of Sedro-Woolley to provide a School Resource Officer (SRO). The mission of our SRO Program will be to promote school safety by building a positive school climate in which all students, staff, families and community members feel safe and welcome in our schools.

This will be a shared 75/25 split of costs between Sedro-Woolley Police Department and the School District. The district's share would come from the Capital Projects levy that voters approved in 2020.

The SRO will serve primarily at Sedro-Woolley High School during the academic year, but could also have a rotation at Cascade Middle School and State Street High School, and may also visit elementary schools during lunch to build relationships.

As we continue to explore the feasibility of this program, the school board has asked that we collect feedback on the program from our families and community. Please complete the SRO feedback survey by 4 p.m. on March 8, 2024.

Below are high-level executive summaries of the data collected in the community survey that **71 people** completed during a 15-day timeframe (Feb. 22 to March 8).

What are your initial thoughts or concerns about the Sedro-Woolley School District partnering with the City to hire a full-time School Resource Officer?

Supportive Views:

- Overall, respondents had a positive reception toward the idea of having a full-time School Resource Officer (SRO).
- Respondents held the belief that it's a necessary measure for enhancing school safety.
- There was acknowledgment of the potential benefits of fostering positive relationships between law enforcement and students.
- Some express happiness and relief at the prospect of increased security for their children.

Concerns and Criticisms:

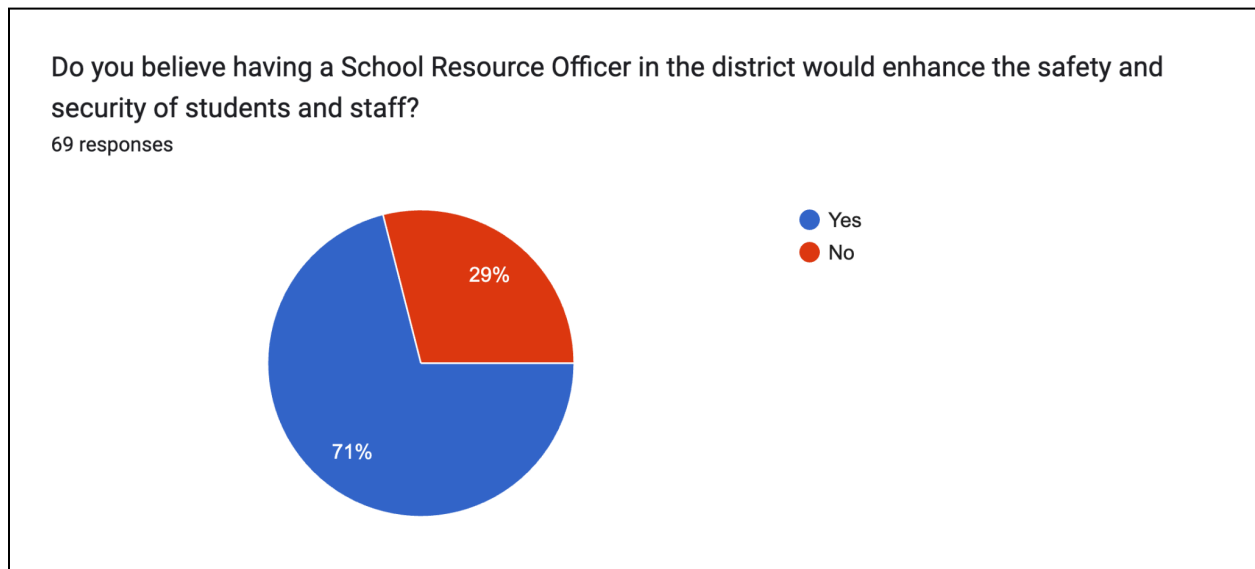
- Some respondents expressed concern about the allocation of funds and whether they could be better utilized elsewhere, such as for mental health services or educational programs.
- Concerns were raised about the qualifications and training of the SRO, including the potential for bias or misuse of authority.

- Respondents had questions regarding the effectiveness of SRO programs in improving overall safety and the potential for disciplinary issues to escalate into legal matters.
- There was skepticism about the need for an SRO and doubts about its effectiveness, particularly in relation to addressing broader issues like bullying and violence.
- Concerns about the potential for schools to feel like prisons or police states, impacting the learning environment and student experiences negatively.

Call for Clarity and Transparency:

- Respondents included requests for more information about the role and responsibilities of the SRO.
- Respondents had questions regarding the source of funding and potential trade-offs with other essential projects.
- Respondents emphasized the importance of selecting the right candidate who demonstrates respect and understanding for all students, irrespective of differences.
- There were calls for a transparent and accountable process in implementing the SRO program, including clear guidelines for its operation and evaluation metrics for effectiveness.

71% of the respondents believed that having a School Resource Officer in the district would enhance the security of students and staff.



Why or why not?

Based on the responses provided, the opinions regarding the presence of School Resource Officers (SROs) in the district vary widely. Here's a summary of the reasons provided for and against having SROs:

Reasons in favor of having School Resource Officers (SROs):

- Regardless of personal positions, it's believed that police presence, in the form of SROs, improves campus safety and reduces crime.
- SROs provide an extra layer of security.
- SROs can prevent or respond to active shooter situations.
- The presence of an SRO deters aggressive activities and illegal behavior.
- SROs can build positive relationships with students and staff, fostering trust and a sense of security.
- SROs serve as a visible deterrent to criminal activity.
- Having a trained law enforcement officer on-site can save time and provide valuable assistance during emergencies.
- Positive interaction with local law enforcement can increase safety measures for students.
- SROs can help students feel safer and build mutual respect between the community and law enforcement.
- The constant security enforcement provided by SROs brings comfort to students and staff.

Reasons against having School Resource Officers (SROs):

- Respondent said research suggests that SROs may not significantly reduce violence or mass shootings and may harm students, especially those from marginalized communities.
- Concerns about the potential for police brutality, especially against students of color, due to SROs' authority to arrest students based on suspicion.
- Doubts about the effectiveness of SROs in changing school discipline or enhancing safety.
- Concerns about the financial burden of hiring SROs and the potential need for additional officers in the future.
- Views that SROs may contribute to the school-to-prison pipeline and project an image of danger and insecurity to students and staff.
- Belief that the perspectives and biases of law enforcement are incompatible with the mission of educational institutions.
- These responses reflect a diversity of perspectives on the role of SROs in school safety and security.

In your opinion, what roles and responsibilities should the School Resource Officer fulfill beyond traditional law enforcement duties?

Overall, the responses to this question varied widely, with some emphasizing the importance of building relationships and providing support to students, while others express skepticism or opposition to the presence of law enforcement officers in schools. There were several themes to the responses, which are summarized below.

Building Relationships:

- Build trust between students and law enforcement agencies.
- Act as a counselor and friend to students to foster relationships and trust.
- Create rapport with students and staff members.
- Be present in various school activities and events to interact positively with students.
- Engage with students during lunch breaks and outside activities.
- Greet students and interact with them in positive ways during school hours.
- Be open, caring, and approachable to all students.
- Serve as a safe person for students to confide in and trust.
- Foster positive interactions between law enforcement and students.
- Serve as a role model and provide mentorship to students.

Safety and Security:

- Ensure the safety of staff and students.
- Intervene in situations of truancy and potential conflicts to maintain a safe environment.
- Provide resources and support for suicide prevention, gang-related issues, and family support.
- Create positive interactions between youth and police officers to prevent violence and address bullying.
- Train staff on how to handle violent situations and conflicts.
- Prevent and address issues related to drugs and substance use within the school community.

Education and Outreach:

- Teach classes on law, criminal justice, safety, and digital and online safety.
- Educate students about the legal system and their rights.
- Provide safety training and assistance during emergencies like floods or tornadoes.
- Connect students with external resources such as healthcare and counseling services.
- Provide insight into how the local police department operates and addresses community needs.
- Offer guidance and mentorship for students interested in pursuing careers in law enforcement.
- Conduct threat assessments and make referrals for students needing support or assistance.

Community Engagement:

- Build positive relationships between students, staff, and law enforcement.
- Network with students, staff, and families to foster a sense of community.
- Be involved in family events and activities to engage with parents and guardians.

Criticism and Opposition:

- Some respondents believe that School Resource Officers (SROs) should not be present in schools due to concerns about safety, racial and demographic inequities, and inappropriate training for handling children, especially those with disabilities.

- Others suggest that if SROs are to be present, their role should primarily focus on education, such as teaching safety classes, rather than traditional law enforcement duties.

How do you envision the School Resource Officer interacting with students, staff, and parents to build positive relationships within the school community?

- Teach about drug abuse and potentially contact families outside of the school day for follow-ups.
- Act as a co-partner in education and community, sharing responsibilities to build trust.
- Be personable, visible, approachable, and maintain an open-door policy for students and staff.
- Host weekly clubs for students, report to parents/community regularly, and maintain online platforms for communication.
- Facilitate conversations and create safe spaces, embracing inclusivity and diversity.
- Engage in daily school activities, including lunch with staff, attending parent meetings, and participating in games and assemblies.
- Interact in a friendly, casual, and non-intimidating manner, with mentorship opportunities.
- Act as an extra set of eyes and ears, addressing "hot spots" and being available for student concerns.
- Provide resources, information, and support, participating in school events and being present throughout the day.
- Conduct classroom lessons, drop-in discussions, and shadowing programs for interested students.
- Maintain a consistent presence at school and community events while fostering positive relationships.
- Foster understanding, care, responsiveness, and respect for all students, acknowledging differences.
- Recognize potential challenges in engaging families, especially those less likely to welcome positive relationships.

Are there any alternative approaches you believe the Sedro-Woolley School District and the City should consider instead of hiring a full-time School Resource Officer? If so, please explain.

Resistance to Alternative Approaches:

- A significant portion of respondents expressed a clear stance against alternative approaches, stating that they believe hiring a School Resource Officer (SRO) is necessary and overdue for the Sedro-Woolley School District (SWSD). Some individuals emphasized the unique role of the SRO in fostering school and family engagement, providing education, and intervening positively in students' lives to prevent involvement in the criminal justice system.

- There were respondents who firmly advocated for hiring an SRO, considering it the most necessary and beneficial action for the district's safety and students' well-being.

Support for Mental Health and Counseling Services:

- Many respondents suggested investing in mental health services, including hiring social workers and counselors to address the bio-psycho-social-emotional needs of students and staff. They emphasized the importance of providing resources to help families in need and implementing after-school programs that promote positive outcomes.
- Several respondents highlighted the necessity of increasing staffing for counselors, teachers, and traditional support staff to handle the growing mental health challenges among students. They proposed allocating funds towards securing schools and fostering a culture of caring and understanding among students and staff.

Exploration of Training and Educational Initiatives:

- Some respondents recommended exploring training initiatives for all staff members to address safety issues comprehensively. They proposed creating objective metrics to evaluate the effectiveness of an SRO and suggested considering temporary or part-time positions to assess their impact before making a full commitment.
- Ideas regarding utilizing retired personnel or training existing administrators and teachers as SROs were proposed as cost-effective alternatives to hiring full-time officers. Additionally, suggestions were made to explore volunteer-based or community-involved solutions for school safety.

Focus on Preventive Measures and Alternative Education:

- Several respondents advocated for preventive measures such as implementing a discipline policy/matrix to manage student behavior effectively. They also proposed teaching students foundational moral principles, conflict resolution skills, and self-defense techniques to foster a safer school environment.
- Suggestions were made to invest in educational programs focusing on mental illness awareness and social/emotional learning to equip students with essential life skills.

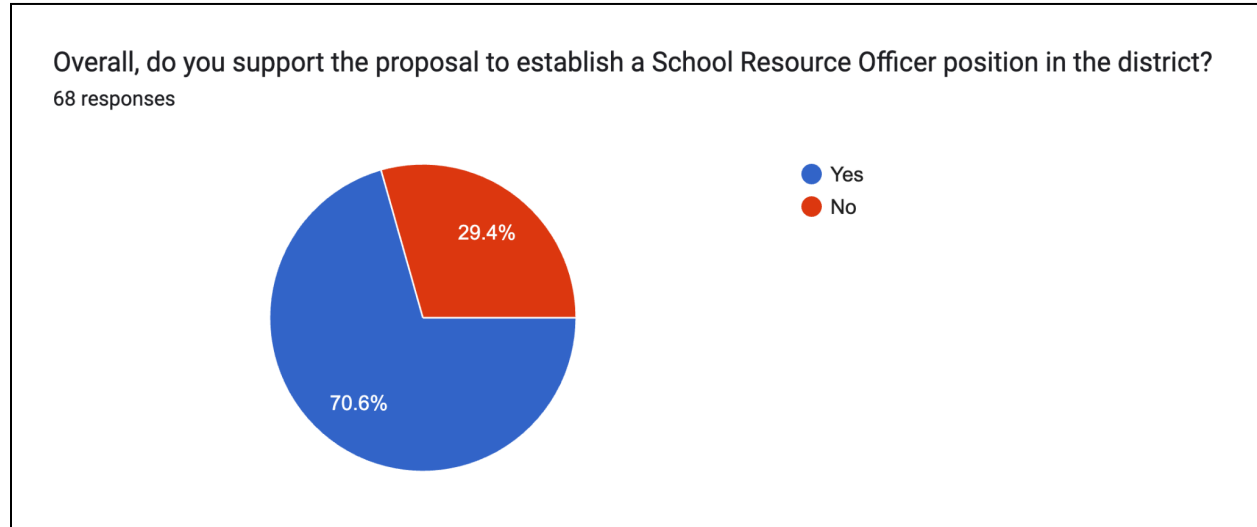
Mixed Suggestions for Security Enhancement:

- Some respondents suggested installing metal detector systems and enhancing security measures, especially in open-access areas like high schools, to prevent unauthorized individuals from entering school premises.
- Others proposed exploring community partnerships and investments in sports programs, mental health supports, and after-school activities as alternatives to hiring full-time SROs.

In summary, while there is a diversity of opinions regarding the necessity and effectiveness of hiring a full-time School Resource Officer, there is a consensus on the importance of addressing mental health needs, enhancing preventive measures, and exploring innovative approaches to ensure the safety and well-being of students and staff within the Sedro-Woolley School District.

Further exploration and dialogue are warranted to determine the most suitable approach tailored to the specific needs and values of the community.

70.6% of respondents supported the proposal to establish a School Resource Officer position in the district.



Why or why not?

Reasons for support include:

- Ensuring children feel safe in school environments.
- Providing additional eyes and ears for safety concerns.
- Needing law enforcement presence for certain children who may unknowingly break the law.
- Positive experiences with School Resource Officers in other districts.
- Building positive relationships between students and law enforcement.
- Adding an extra layer of safety to schools.
- Addressing safety concerns, especially in light of increasing school shootings.
- Intervention opportunities to positively impact students' lives.
- Belief that good people with guns are the best defense against bad people with guns.
- Trust in the hiring process to select the right person for the position.

Concerns against the proposal include:

- Lack of clarity on budget, duties, and logistics.
- Doubts about whether one officer can address all problems.
- Preference for investing in other school needs like counselors and social workers.
- Concerns about the message of fear and reprisal that a police officer presence might convey.
- Fears about increased mental and physical risks for students and increased liability for the district.
- Budgetary concerns and potential layoffs in the future due to financial strain.
- Negative impact of frequent contact with policing on students.

- Some respondents suggest more information and clarity are needed before making a decision.

All survey data can be viewed by clicking the link below (you will need to be logged into your SWSD Account to view).

https://docs.google.com/spreadsheets/d/1hoZozlQoP0EWXlh9obWdict_LOrBGU8CZx9P3p05oJ8/edit?usp=sharing



City Council Agenda Item

Agenda Item No.: m.3.

Date: April 24, 2024

From: Charlie Bush, City Administrator, Kelly Kohnken, Finance Director / City Clerk

Subject: List of Authorized Positions - Create a Part-Time HR Analyst Position and Expand an Accounting Technician Position to Full-Time

RECOMMENDED ACTION:

Motion to approve the city's list of authorized positions to include a part-time HR Analyst and expand an Accounting Technician position from part-time to full-time.

ISSUE:

Should the City create a part-time HR Analyst position and expand the part-time Accounting Clerk position to full-time.

BACKGROUND/SUMMARY INFORMATION:

Part-Time Human Resource Analyst:

Staff discussed the need to restructure and expand human resources staffing with the City Council on April 3, 2024. At that time, the City Council made it clear that it was not interested in funding a Human Resources Manager position at this time. Staff are proposing an alternative plan to address one of the key current issues raised in the April 3 discussion, having a union employee handling confidential work and the overall high work load of that position, as it is currently structured. Creating a separate non-represented (non-union) Human Resources (HR) Analyst position, albeit part-time (this would not solve the overall need for additional HR staffing), would allow for the restructuring of the Accounting Clerk/HR Assistant Position in the Finance Department. Confidential HR work, including Civil Service duties, would be removed and shifted to the new part-time HR Analyst. An HR Analyst is a position that has more technical skills and experience than an HR Assistant and fewer technical skills and experience than an HR Manager. The new position would report to the City Administrator. The City Administrator would continue to handle the higher level human resources duties of the City. Staff will also evaluate options for expanding the use of consultants by the City Administrator and HR Analyst for human resources services.

The Accounting Technician (Payroll and Human Resources) job description would change to Accounting Technician (Payroll), as the position would now be fully focused upon payroll and general Finance Department duties. This would allow the Accounting Technician (Payroll) time to focus on payroll, reducing payroll errors, as well as processing quarterly and annual payroll reports. Historically, this position has also tracked utility tax payments for cable, TV, internet, and water companies. The city

could begin this process again, ensuring all utilities are appropriately paying utility tax.

Accounting Technician from Part-Time to Full-Time:

The Finance Department is requesting an additional 0.50 FTE, moving the part-time Accounting Technician position to full-time. The primary role of this position is customer service focused; answering phones and customer interactions at the front counter (the primary reception for City Hall). This position also handles other administrative tasks (for example, posting utility payments and processing park reservations and refunds), is the back-up and support for accounts payable, and supports all other department positions as needed.

The Accounting Technician position is crucial to ensuring the other finance positions have uninterrupted time to focus on their primary job responsibilities. The two current positions most impacted by this request, are the Accounting Technician (Accounts Payable) and Deputy City Clerk. These two positions cover the above tasks for half of each day and are interrupted from their primary job responsibilities up to 20 times per day. Unfortunately, research shows that each time we are distracted, it might take around 20 minutes to regain focus on what we were previously working on.

The Accounting Technician (Accounts Payable) position has experienced an increased work load in the past several years. In 2021 accounts payable processed 2,560 files / invoices for a total of \$12,450,214, in 2022 3,795 files / invoices were processed for a total of \$18,521,614, and 2023 2,861 files / invoices for a total of \$14,677,623. In 2024, the city has improved its invoice approval process to ensure all invoices receive a secondary review and all re-occurring payments are approved each occurrence. The city has also increased review of business license applications to ensure the necessary health and welfare inspections are being performed. These functions run through the Accounting Technician (Accounts Payable) position and require focused work time.

Using the Association of Washington Cities (AWC) 2023 Salary and Benefits Survey, we pulled cities with closest population to the City of Sedro-Woolley, five lower and five higher (Sumner, Fife, Airway Heights, Poulsbo, Kelso, Gig Harbor, Enumclaw, Liberty Lake, Cheney, and Edgewood). We also pulled data for cities included in the recent AFSCME labor negotiations (Town of Steilacoom, City of Stanwood, Shelton, Yelm, Ferndale, Lynden, and Anacortes), plus City of Burlington. For all of these cities, we pulled data from the cities websites regarding the number of staff in the Finance Department, and reached out to representatives of the cities to confirm. We were unable to confirm the Finance Department FTE counts for City of Fife and Edgewood, these cities have been excluded from the review.

Of the cities reviewed, the average FTE for Finance Departments and City Clerks is 7.48, excluding the clerk positions/duties the average is 6.51 FTE. Adjusting for Airway Heights that contracts out payroll services, and Liberty Lake with no utility billing, the average increases to 7.61 FTE and excluding clerk position/duties to 6.64 FTE. The City of Sedro-Woolley has a current Finance Department and City Clerk FTE of 5.50 (excluding EMS Billing as no other comparable city performs this function in-house). Excluding the estimated 0.75 FTE dedicated to clerk duties, the city's FTE is 4.75.

The Finance Department is dedicated to providing excellent service to both the community and employees. The proposed staffing will demonstrate this dedication by providing finance staff with the capacity to focus on their primary job responsibilities and cross-train in key areas.

FISCAL IMPACT, IF APPROPRIATE:

Sufficient funding exists in the 2024 budget to support these personnel actions.

The first draft of the 2024 Budget Amendment No. 1 estimated an HR Manager position at \$149,450 including medical benefits. The estimated cost of a part-time HR Analyst is \$45,330 (no medical benefits). This is a deduction of \$104,120.

The part-time Accounting Technician position is included in the 2024 budget at \$39,698 (no benefits). The estimated costs to expand this position to full-time is up to \$107,147 (with medical benefits), an increase of up to \$67,449.

Together, these positions represent the financial equivalent of one additional employee, increasing the General Fund budget by \$112,779. However, this is \$36,671 less than the HR Manager position previously requested.

ATTACHMENTS:

1. 2024_FTECount_4.19.2024
2. HR Analyst JD
3. Additional 0.50 FTE in Finance Department



FTE Count for the 2024 Budget

Update 4/19/2024

When fully staffed the City has an employee head count of 139 employees and elected officials, and 107.50 FTE. Full-time equivalent, or FTE, measures the total amount of full-time employees working at the City. It is a way of adding up the hours of full-time, part-time and various other types of employees into measurable 'full-time' units. This amounts do not include volunteer firefighters.

New / Revised Positions: Accounting Technician from part-time to full-time. Part-time Human Resource Analyst. Increase head count and FTE by 1.00.

Summary	
ALL DEPARTMENTS	
Department	FTE
Legislative	1.75
Judicial	1.00
Executive	2.00
Finance	6.34
Info Tech	2.00
Planning and Comm Dev	2.64
Engineering	2.71
Law Enforcement	26.00
Fire / EMS	27.16
Protective Inspections	2.67
Parks	4.58
Cemetery	0.72
Street	2.97
Sewer	12.14
Solid Waste	7.61
Storm	3.21
ERR	1.25
Park Caretakers	0.75
Total FTE	107.50
Checkfigure	107.50

Full-Time	Vacant
Part-Time	New Position
Not Funded	

DETAIL																						
ALL CITY DEPARTMENTS - EXCLUDING PUBLIC SAFETY																						
			Legisl	Judicial	Executive	Finance	Info Tech	Planning and Comm Dev	Engineering	Law Enforcement	Fire / EMS	Protective Inspections	Parks	Cemetery	Street	Sewer	Solid Waste	Storm	ERR	Other	Checkfigure	
Department	Current Title	Name																				
Elected Official	Mayor	Johnson, Julia			0.50																0.50	
Elected Official	Councilmember	Loy, Kevin	0.25																		0.25	
Elected Official	Councilmember	Kesti, JoEllen	0.25																		0.25	
Elected Official	Councilmember	Diamond, Sarah	0.25																		0.25	
Elected Official	Councilmember	Henderson, Allan	0.25																		0.25	
Elected Official	Councilmember	Cocke, Paul	0.25																		0.25	
Elected Official	Councilmember	Burns, Joe	0.25																		0.25	
Elected Official	Councilmember	Lavacca, Nick	0.25																		0.25	
Non-Reps	Court Clerk	Struthers, Linda		1.00																	1.00	
Non-Reps	City Administrator	Bush, Charles			1.00																1.00	
Finance	Accounting Technician (Payroll)	Goss, Jeanine K				1.00															1.00	
Finance	Accounting Technician (Utility Billing)	Jones, Diane R				1.00															1.00	
Finance	Deputy City Clerk	Mynatt, Serena R				1.00															1.00	
Finance	Accounting Technician	Wolf, Trina L				1.00															1.00	
Finance	EMS Billing Clerk	Messer, Rachel A				0.34					0.66										1.00	
Finance	Accounting Technician	VACANT				1.00															1.00	
Non-Reps	Finance Director	Kohnken, Kelly				1.00															1.00	
Non-Reps	IT Director	Tovar Cano, Woody					1.00														1.00	
Non-Reps	IT System Integration Analyst	Saint, Thomas					1.00														1.00	
Non-Reps	Community Development Director	Glover, Thomas						0.75				0.25									1.00	
Non-Reps	Planner	McGowan, Nicole						0.75				0.25									1.00	
Non-Reps	Assistant Planner	VACANT						0.75				0.25									1.00	
Non-Reps	PT: Human Resource Analyst	VACANT			0.50																0.50	
Non-Reps	City Engineer	Lee, David							1.00												1.00	
B+P	Permitting Technician	Hilsinger, Jana						0.39	0.19			0.42									1.00	



Position Description

Position: Human Resources Analyst

Position Number:

Department/Site: Executive

FLSA: Exempt

Evaluated by: Charlie Bush, City Administrator

Salary Grade: 122

Summary

Performs professional, technical and administrative duties involved in the development, implementation and administration of Human Resources programs and activities, ensuring compliance with applicable state and federal laws.

Distinguishing Career Features

The Human Resources Analyst works collaboratively, but independently, under general direction in carrying out complex work in recruitment, performance management, Civil Service/merit system selection, position classification, wage and salary administration, labor relations, training, employee benefits, workers compensation and safety and other professional human resources functions. Incumbents provide consultation, advice and direct service to City departments and employees regarding sensitive personnel and organizational issues. Job emphasis is on responsibility for analysis of problems, issues, and situations arising from work assignments, and for development, communication and implementation of recommendations. May be assigned as lead in functional area of expertise or on special projects including responsibility for budgeting and contract work. Work is performed in a unionized environment. This position reports to the City Administrator.

Essential Duties and Responsibilities

Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, safety and monitoring for legal compliance.

Conducts research and performs analysis regarding administration of classification and salary structures; conduct classification/reclassification reviews and salary surveys as assigned; performs job audits and analysis of individual positions; recommends reclassifications; develops new and revised job classifications.

Administers policies, procedures, programs, contracts, collective bargaining agreements, and drug and alcohol testing program assuring compliance with applicable Federal, State and local laws, rules, and regulations.

Participates in the development, implementation, administration, and review of policies, procedures, programs, and practices to ensure compliance with regulations and consistent with City Council directives; monitor for legal compliance with applicable federal, state and local laws and regulations.

Prepares and maintains a variety of records, files, and reports relative to human resource functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW and WAC retention schedules.

Prepares and processes personnel actions and other human resource forms.

Collects, prepares and analyzes a variety of human resource data; prepares statistical, budgetary and narrative graphs and reports as required.

Participates in labor negotiations; provides research, analysis and costing of contracts in support of negotiations; prepares and maintains documentation and files; drafts collective bargaining agreements; participates in labor/management activities as assigned.

Assists with compliance with federal, state and local laws regarding personnel practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, etc.

Processes workers' compensation program incident reports, coordinates return to work and light duty arrangements for city departments.

Works with department managers regarding a variety of matters including staffing and organization, employee development, disability accommodations, investigations and disciplinary matters, recommending discipline, policy and contract interpretation, and employment law.

Educates employees on benefit programs including health, life, and supplemental benefits; and pension programs; administers the city annual open enrollment process.

Performs employee recruitment and selection processes including advertising vacancies; conducts preliminary evaluation of applications; creates, prepares and administers examinations and interview questions; conducts background checks; and reviews recommendations regarding hiring, advancement and promotions.

Serve as the Civil Service Chief Examiner/Secretary, supporting recruiting, interviewing and testing processes.

Develops, implements and monitors records and tracking systems related to employee leave benefits; maintains knowledge of applicable local, state and federal laws and regulations; ensures compliance with federal, state and local laws, regulations, policies and procedures.

Conducts employee orientation and exit interviews; educates employees regarding available benefit programs and required documents; audits and completes employment documents, ensuring legal compliance.

Serves as staff liaison to various committees, as assigned.

Updates the City human resources department webpage.

Qualifications

Necessary Knowledge, Skills and Abilities:

- (A) Ability to effectively and accurately communicate, both verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. This includes the ability to communicate technical information to lay audiences;
- (B) Ability to establish and maintain trust, confidence and effective working relationships with co-workers, managers, supervisors and the public; ability to maintain confidentiality of sensitive information;
- (C) Effective experience in modern principles, practices and theories of human resources management, including union contract interpretation and recruitment and selection methods; municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances;
- (D) Ability to analyze situations accurately, adopt an effective course of action and adapt as the situation changes, and to manage multiple projects and tasks;
- (E) Ability to effectively use research and analytical methods, practices and procedures to define and resolve issues;
- (F) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

Education and Experience

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in public or business administration, human resources or a closely related field; and
- (B) Minimum of three (3) years of increasingly responsible human resources experience at a level affording familiarity with personnel classification, compensation, recruitment, promotion, testing, evaluation, labor relations, personnel policy and procedures desired; or
- (C) Any equivalent combination of education and experience.

Licenses and Certificates

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

SHRM Professional in Human Resources (PHR), SPHR certification or graduate degree preferred. Any of these may substitute for up to two years of required experience.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required as part of groundbreaking ceremonies or similar community events.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and location background check.
- Occasional travel to conferences and training sessions.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable

performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.



Additional 0.50 FTE in Finance Department

Procedure: Using the Association of Washington Cities (AWC) 2023 Salary and Benefits Survey, we pulled cities with closest population to the City of Sedro-Woolley, five lower and five higher (Sumner, Fife, Airway Heights, Poulsbo, Kelso, Gig Harbor, Enumclaw, Liberty Lake, Cheney, and Edgewood). We also pulled data for cities included in the recent AFSCME labor negotiations (Town of Steilacoom, City of Stanwood, Shelton, Yelm, Ferndale, Lynden, and Anacortes), plus City of Burlington. For all of these cities, we pulled data from the cities websites regarding the number of staff in the Finance Department, and reached out to representatives of the cities to confirm. We were unable to confirm the Finance Department FTE counts for City of Fife and Edgewood, these cities have been excluded from the review.

Conclusion: Of the cities reviewed, the average FTE for Finance Departments and City Clerks is 7.48, excluding the clerk positions/duties the average is 6.51 FTE. Adjusting for Airway Heights that contracts out payroll services, and Liberty Lake with no utility billing, the average increases to 7.61 FTE and excluding clerk position/duties to 6.64 FTE. The City of Sedro-Woolley has a current Finance Department and City Clerk FTE of 5.50 (excluding EMS Billing as no other comparable city performs this function in-house). Excluding the estimated 0.75 FTE dedicated to clerk duties, the city's FTE is 4.75. The Finance Department is requesting an additional 0.5 FTE.

Finance Department					Pulled from the Association of Washington Cities (AWC) 2023 Salary and Benefits Survey									
Entity	Finance + Clerk FTE	Clerk FTE	Finance Dedicated FTE	Notes	Population	Full-time employees	Part-time employees	Authorized FTEs	Vacant authorized FTEs	Assessed value	Assessed value per capita	Regular levy amount	Sales tax revenue	County
City of Sedro-Woolley	5.50	0.75	4.75	Finance Director / City Clerk and Deputy City Clerk split the clerk duties. Count excludes EMS Billing Clerk as no other comparable city includes this role.	12,900	95.00	43.00	106.50		1,408,721,472	109,203	2,948,079	2,367,783	Skagit
Town of Steilacoom	5.50	0.25	5.25	Town Administrator is also the Clerk and Treasurer.	6,825	35.00	11.00	36.00	1.00	1,282,235,578	187,873	2,109,650	651,761	Pierce
City of Stanwood	7.00	1.00	6.00	-	8,585	36.00	1.00	38.00	2.00	1,291,025,316	150,382	1,938,562	2,358,457	Snohomish
City of Burlington	5.48	0.25	5.23	Finance Director performs clerk duties.	9,702	-	-	-	-	2,305,735,795	237,656	2,952,376	-	Skagit
City of Shelton	10.00	1.00	9.00	-	10,420	92.00	2.00	94.00	4.00	937,444,461	89,966	2,212,547	2,968,997	Mason
City of Yelm	7.00	1.00	6.00	-	10,770	68.00	-	72.00	4.00	1,225,883,801	113,824	1,559,024	3,146,990	Thurston
City of Sumner	7.00	1.00	6.00	-	10,800	119.00	3.00	126.52	6.00	4,283,202,012	396,593	4,258,173	9,149,857	Pierce
City of Airway Heights	4.00	0.50	3.50	Finance Director performs clerk duties. City does not perform payroll, contracts with CPA firm.	11,280	73.00	83.00			846,290,758	75,026	1,468,367	2,830,700	Spokane
City of Poulsbo	10.00	1.00	9.00	-	12,400	106.00	4.00	108.27	-	2,393,713,298	193,041	2,810,708	5,493,477	Kitsap
City of Kelso	7.00	0.75	6.25	Finance Director and Deputy Clerk split the clerk duties.	12,750	79.00	2.00	81.00	2.00	1,217,533,016	95,493	1,608,789	3,880,066	Cowlitz
City of Gig Harbor	10.00	2.00	8.00	-	13,060	108.00	2.00	120.00	12.00	3,900,971,821	298,696	3,208,700	8,953,080	Pierce
City of Enumclaw	7.00	1.00	6.00	-	13,090	119.00	5.00	117.20	2.00	2,212,340,961	169,010	2,454,879	4,249,570	King
City of Liberty Lake	5.00	1.00	4.00	Does not have a utility billing clerk as the city does not bill for any utility services.	13,150	75.00	5.00			2,319,974,709	176,424	2,927,099	5,746,197	Spokane
City of Cheney	11.00	2.00	9.00	-	13,160	92.00	6.00	93.00	1.00	855,755,127	65,027	2,529,221	1,996,188	Spokane
City of Ferndale	6.00	0.75	5.25	Finance Director and Deputy City Clerk split the clerk duties.	16,330	79.00	3.00	80.00	1.00	2,324,817,102	142,365	1,932,235	4,085,174	Whatcom
City of Lynden	8.00	1.00	7.00	-	16,520	91.00	3.00	97.00	6.00	2,563,276,903	155,162	3,637,386	3,729,689	Whatcom
City of Anacortes	9.75	1.00	8.75	Finance Director performs a portion of clerk duties along with Assistant to the Clerk and Audio/Visual position.	18,020	211.00	16.00	221.00	10.00	4,758,505,751	264,068	5,523,241	6,033,290	Skagit
Average (excluding Sedro-Woolley)	7.48	0.97	6.51											
Average (adjusting for Airway Hght with contracted payroll, and Liberty Lake no utility billing)	7.61	0.97	6.64											



City Council Agenda Item

Agenda Item No.: m.4.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Ultimate Physiques Inc. and a Revised Budget for Community Development Grant - Cascade Fabrics

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute a contract with Ultimate Physiques Inc. for \$10,000 and to authorize Mayor Johnson to execute a revised contract with Cascade Fabrics for \$10,000.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Ultimate Physiques Inc. and allow an amendment to Cascade Fabrics Inc.'s project budget?

BACKGROUND/SUMMARY INFORMATION:

Ultimate Physiques submitted a grant application on March 19, 2024. It was the 14th grant application received as a part of the Community Development Grant Program. Ultimate Physics desires to make improvements to an entry door by replacing the door and surrounding trim and framing. In addition, Ultimate Physics would share project costs for awning repair on the building with a previous grant recipient, Cascade Fabrics. Cascade Fabrics and Ultimate Physiques share the same building. Cascade Fabrics is proposing to change their project budget as attached. They found some cost escalation from the time of their initial application and decided to partner with another business to address their overall objective. These grants are listed together because they are the first time that applicants have partnered on a joint project on the same building. Each grant relies on the other for its success.

FISCAL IMPACT, IF APPROPRIATE:

\$10,000 of American Rescue Plan Act (ARPA) funding for Ultimate Physiques Inc. The Council previously awarded \$10,000 to Cascade Fabrics and the project's budget is proposed for change here but would still remain under \$10,000.

ATTACHMENTS:

1. Ultimate Physiques CDGP Application
2. SWCDGP Review Sheet Ultimate Physiques
3. Cascade Fabrics Original CDGP Application

RANDY STEVENS CONSTRUCTION LLC
29727 Lyman Hamilton Hwy
Sedro Woolley, WA 98284
RANDYSC015J7
360-661-2027

March 19, 2023

JOB FOR:
824 – METCALF ST.
SEDRO WOOLLEY, WA 98284

HOW IT WILL IMPROVE DOWNTOWN SEDRO WOOLLEY

Improvements will make the store front more appealing to customers, and tourists and improve the overall quality and look of downtown Sedro Woolley, WA

Randy Stevens
Randy Stevens Construction

Sedro-Woolley Community Development Grant Program
Application

Date of Application: 1/10/2024 Randy Stevens Construction
Full Legal Name (Organization): ultimate Physiques Inc
Applicant Mailing Address: 41873 Lower Finney Creek RD Concrete WA 98237
Project Physical Address: 824 B. Metcalf St SW WA
Phone Number: 206 669 0857
Primary Contact: Randy Stevens 360 661 2027 - Suzanne Cornell
Website (if applicable): _____
Email Address: _____
Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

Budget – provide a line-item budget, including information and amounts of any outside funding sources

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less)

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

Authorization

I, (print name) _____ the (print title, if applicable) _____ of (print organization name, if applicable) _____ have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member _____

Signature _____

Date _____

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

RANDY STEVENS CONSTRUCTION LLC
29727 Lyman Hamilton Hwy
Sedro Woolley, WA 98284
RANDYSC015J7
360-661-2027

March 19, 2023

JOB FOR:
824 B – METCALF ST.
SEDRO WOOLLEY, WA 98284

R & R Door to include the following:

1. Remove door
2. Remove rotten jam
3. Remove rotten framing
4. Re-building framing
5. Replace new door and door jam
6. Replace door trim
7. Caulk and paint
8. Dispose of old door and debris
9. New lock set
10. Awning repair (approximately 30%)

All work to be performed in a substantial and workmanlike manner for the sum of:

Sub Total:	\$9,250.00
8.6% S/T:	\$ 795.50
TOTAL:	\$10,045.50

Sedro-Woolley Community Development Grant Program Application

Date of Application: 1/10/2024

Full Legal Name (Organization): Cascade Fabric

Applicant Mailing Address: 824

Project Physical Address: 824 Metcalf St Sedro Woolley, WA

Phone Number: 360 770 1125

Primary Contact: Bobbie Kelley / Randy Stevens

Website (if applicable): _____

Email Address: _____

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
10,000

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

Budget – provide a line-item budget, including information and amounts of any outside funding sources

RJS CONSTRUCTION
29727 Lyman Hamilton Hwy.
Sedro Woolley, WA 98284
360 661 2027

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less)

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

Authorization

I, (print name) _____ the (print title, if applicable) _____ of (print organization name, if applicable) _____ have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member _____

Signature _____

Date _____

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

RANDY STEVENS CONSTRUCTION LLC
29727 Lyman Hamilton Hwy
Sedro Woolley, WA 98284
RANDYSC015J7
360-661-2027

March 19, 2023

JOB FOR:
824 – METCALF ST.
SEDRO WOOLLEY, WA 98284

Awning Repair to include the following

1. Remove lower panels, sand, repair & paint.
2. Repair fascia of awning
3. Sand & repaint fascia
4. Repair top of awning
5. Apply Karnack coating to the top of the awning to preserve and stop leakage.
6. Repair paintable surfaces on the front of the building.

All Work to be performed in a substantial and workman like manner for the sum of:

Sub Total:	\$9,175.00
8.6% S/T:	\$ 789.05
TOTAL:	\$9,964.05

Randy Stevens
Randy Stevens Construction











Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____14____

Applicant: ____Ultimate Physiques Inc.____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____yes____

City Woolley Business License (yes/no): ____yes____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____no____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$10,000____

Other Review

Arts Commission (yes/no): ____no____

CITY BEAUTIFICATION GRANTS AVAILABLE

The Sedro-Woolley City Council has made \$140,000 in funding available for reimbursement grants of up to \$5,000 for nonprofits and \$10,000 for businesses. Grant funds must be expended within the corporate City limits of Sedro-Woolley, Washington.

Grant funds are provided for project materials, except in circumstances where specialty labor not locally available is needed to complete the project. Projects must be completed in publicly facing areas. If the total cost of a project exceeds \$20,000, then the City will reimburse its eligible portion of the project after the project reaches 50% completion.

The purpose of this grant program is to beautify the city and to get more people involved in taking care of our community, through the activities of the businesses and nonprofit sectors. When people work together to help beautify Sedro-Woolley, they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, make additional community investments, and invite friends and family to participate. For more information or the necessary forms please visit:

https://www.sedro-woolley.gov/news_detail_T2_R595.php

Sedro-Woolley Community Development Grant Program Application

Date of Application: 10-19-23

Full Legal Name (Organization): Cascade Fabrics

Applicant Mailing Address: 824 Metcalf St - Sedro Woolley, WA 98284

Project Physical Address: Same

Phone Number: 360-661-2027

Primary Contact: Randy Stevens

Website (if applicable): _____

email: randy.stevens67@gmail.com

Grant Amount Requested (maximum \$5,000 per nonprofit and \$10,000 per business): 10,000.00

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff, may go to the Arts Commission for recommendation to the City Council, and will be subject to a public advisory vote. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

CITY BEAUTIFICATION GRANTS AVAILABLE

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The purpose of this grant program is to beautify the city and to get more people involved in taking care of our community, through the activities of the businesses and nonprofit sectors. When people work together to help beautify Sedro-Woolley, they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, make additional community investments, and invite friends and family to participate. For more information or the necessary forms please visit:

https://www.sedro-woolley.gov/news_detail_T2_R595.php

Sedro-Woolley Community Development Grant Program Application

Date of Application: 10-19-23

Full Legal Name (Organization): Cascade Fabrics

Applicant Mailing Address: 824 Metcalf St - Sedro Woolley, WA 98284

Project Physical Address: Same

Phone Number: 360-661-2027

Primary Contact: Randy Stevens

Website (if applicable): _____

email: randy.stevensb7@gmail.com

Grant Amount Requested (maximum \$5,000 per nonprofit and \$10,000 per business): 10,000.00

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff, may go to the Arts Commission for recommendation to the City Council, and will be subject to a public advisory vote. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

- Advertising for city tourism (No more than twice per year)
- More bike and pedestrian friendly elements (ex. bike racks, benches) – project may receive Arts Commission review, if items have unique design features
- New Murals and Mural Refurbishment (see Sedro-Woolley Municipal Code section 17.51) – project will receive Arts Commission review
- New statues and statue refurbishment – project will receive Arts Commission review
- Loggerrodeo and other art installations – project will receive Arts Commission review

Grant Evaluation and Selection Considerations

The City Council will serve as the grant evaluation and selection committee, after an advisory public yes or no vote on the projects, and a recommendation from the Arts Commission for certain types of projects. City staff from the Executive Department, Finance Department, and other departments, as needed, will provide staff support. Staff will review applications for completeness and submit materials to the Council, for further evaluation. The City will advertise the program and place any applications received beyond 50 on a waiting list. Up to the first 50, pending the availability of funds, will be vetted, and voted upon by the public, prior to City Council consideration.

To be funded, the project must have the potential to increase City tax revenues, either directly or indirectly.

Grant Process

The application period will open on August 21st, 2023 and remain open until funding is exhausted. Once a grant is awarded by the City Council, the City's Finance Department staff will work with the recipient(s) to execute a contract. Requested for grant reimbursement will also be processed through the Finance Department. Funds must be expended within one year of grant award or by October 31, 2026, whichever comes first.

SCOPE OF WORK FOR SEDRO-WOOLLEY COMMUNITY DEVELOPMENT GRANT PROGRAM

General Intent

The purpose of this grant program is to beautify the city and to get more people involved in taking care of our community, through the activities of the businesses and nonprofit sectors. When people work together to help beautify Sedro-Woolley, they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, make additional community investments, and invite friends and family to participate.

Program Description

The Sedro-Woolley City Council has made \$140,000 in funding available for reimbursement grants of up to \$5,000 for nonprofits and \$10,000 for businesses. Grant funds must be expended within the corporate City limits of Sedro-Woolley, Washington.

Grant funds are provided for project materials, except in circumstances where specialty labor not locally available is needed to complete the project. Projects must be completed in publicly facing areas. If the total cost of a project exceeds \$20,000, then the City will reimburse its eligible portion of the project after the project reaches 50% completion.

Grant Eligibility Requirements

Eligible applicants:

- Non-National Franchise Businesses
- Non-profit organizations

Example projects include:

- Clean-up costs (ex. stains on sidewalks)
- Landscaping
- Exterior paint
- Awning replacement/maintenance
- Upgrades to signs
- Lighting
- Business cleanup of publicly visible areas
- Historical markers signifying events and people that are more than 50 years old

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged):

Authorization Randy Stevens Contractor
I, (print name) Bobbie Kelley the (print title, if applicable) owner
of (print organization name, if applicable) Cascade Fabrics
have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify and receive reimbursement for the project.

Name and Title of Authorizing Member: Randy Stevens
Bobbie Kelley

Signature: Randy Stevens **Date:** 10-19-23

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: charlie.bush@sedrowoolley.com

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less):

Remodel & revitalize the front of Cascade Fabrics building. Including refurbishing awning - Fix-repair - replace rusty metal, rotten boards and get gutter/downspouts to work correctly. Once that work is done repaint paintable surfaces up to 12 ft High

Replace 3' x 6' 8" 3/4 Lite Door with like door to stair case

Budget – provide a line-item budget, including information and amounts of any outside funding sources:

awning repair	7,000.00
Paint	3800.00
3'x6'8" Door	<u>3700.00</u>
	14,500.00
8.6% S/T	<u>1247.00</u>
	15747.00

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less):

will make the front of the building look
more inviting - fresh - clean + new



City Council Agenda Item

Agenda Item No.: m.5.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Livewire MMA & Fitness

RECOMMENDED ACTION:

Staff recommends denial as this business has not been able to demonstrate that it has a Sedro-Woolley business license, a requirement of the program.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Livewire MMA & Fitness?

BACKGROUND/SUMMARY INFORMATION:

Livewire MMA & Fitness submitted a grant application on March 20, 2024. Livewire was the 15th grant application received. The company proposes to add signage to the front of their building, hung off their awning, and to make improvements to the alley side of their building. On the alley, they would add a facade to their roof to discourage vandals, improve their back door, and improve their window frames.

FISCAL IMPACT, IF APPROPRIATE:

\$7,000 from American Rescue Plan Act (ARPA) funding.

ATTACHMENTS:

1. 818 Metcalf Livewire city of Sedro Woolley grant application
2. SWCDGP Review Sheet Livewire MMA and Fitness

Sedro-Woolley Community Development Grant Program

Application

Date of Application: 3-20-2024

Full Legal Name (Organization): Livewire MMA & Fitness

Applicant Mailing Address: 1913 23rd Street Anacortes, WA 98221

Project Physical Address: 822 Metcalf St. Sedro Woolley

Phone Number: 360-770-4744

Primary Contact: Kent Morrow (building owner who will be responsible for contact and matching funds)

Website (if applicable): <https://m.facebook.com/livewiremc/>

Email Address: sunsurflc@gmail.com

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
\$7,000

Optional Matching Funds: \$2,500

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less):

We would like to put a proper sign up on our front awning, as there are two posts for one, but we have never gotten around to it. Also, on the backside of the building, we have a low roof that has unfortunately been easy access for vandals and once up there, they can run along all the other building's roofs on the block to the north of us. Our neighbors have asked if we can put some sort of facade up there to make it less easy for wayward youth to go up there and get into trouble. We would also like to spruce up the back door and window frames at the same time. This back alley has a huge sidewalk and the general public as well as many of our students use the back for entrance into our building.



Budget – provide a line-item budget, including information and amounts of any outside funding sources

Budget:

Front sign: \$600

Back Facade and improvements: \$5,000 for parts and labor....any cost over our grant money, we will pick up the remaining balance.

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less):

Impact: Having improved signage out front will increase appearance and advertising for us, increasing customers, which will increase our tax revenue. Also, preventing unwanted access to the rooftop will decrease overhead costs due to vandalism, increase the appearance (by lack of vandalism and graffiti, as well as improve overall safety to the community and goodwill towards our neighbors who suffer the same fate from our low back roof access. Decrease calls to our local police to deal with vandals, and thus the entire community would benefit from this.

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged).

Background: Since moving to our new location at 822 Metcalf during the pandemic, we have slowly grow our customer base and class size and continue that trend to be a positive force in the community.

Authorization I, (print name) Matt Cobel the (print title, if applicable) Owner of (print organization name, if applicable) Livewire MMA & Fitness have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify and receive reimbursement for the project.

Name and Title of Authorizing Member Kent Morrow-building owner

Signature Kent R Morrow

Date: 3-19-2024

325 Metcalf Street Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with “Sedro-Woolley Community Development Grant Program” on the subject line

Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____15____

Applicant: ____Livewire MMA & Fitness____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____yes____

City Woolley Business License (yes/no): ____no____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____no____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____\$7,000____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: m.6.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Bonnie Jo's Cafe

RECOMMENDED ACTION:

Motion to authorize the Mayor to enter into a Community Development Grant agreement with Bonnie Jo's Cafe for \$10,000.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Bonnie Jo's Cafe for \$10,000?

BACKGROUND/SUMMARY INFORMATION:

Bonnie Joe's Cafe was the 16th applicant to the City's community development grant program. Bonnie Joe's proposes to replace their 1970s era front windows with updated venting windows with grids. In the back of the building, they are repainting all of the wood trim and cleaning up the brickwork and small awning over the door. They are also removing 2 of the 4 metal cooking oil drums and painting the remaining 2 to match the window and door trim.

FISCAL IMPACT, IF APPROPRIATE:

\$10,000 in American Rescue Plan Act (ARPA) funding.

ATTACHMENTS:

1. Bonnie Joe's Cafe CDGP Application
2. SWCDGP Review Sheet Bonnie Joe's Cafe

MAR 22 2024

TIME: 14:12 PM
DATE: Thu

Sedro-Woolley Community Development Grant Program
Application

Date of Application: 3-22-2024
Full Legal Name (Organization): Bonnie Joe's Cafe (Jamie L Perkins)
Applicant Mailing Address: 30898 SR 20, Sedro Woolley, WA 98284
Project Physical Address: 818 Metcalf St. Sedro Woolley
Phone Number: 360-708-0023
Primary Contact: Jamie L Perkins
Website (if applicable): https://www.facebook.com/p/Bonnie-Jos-100063574718997/
Email Address: 67jamiebonniejo@gmail.com
Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
\$10,000
Optional Matching Funds: \$5,000

Proposal:

Our proposal is to change the 1970's era front windows with updated venting windows with grids (that will give the front a "warmer, small town country charm" look that goes better with our restaurant) and also that will have opening screened vent sections so that in the warm summer days we can open them up to allow better cooling and airflow to keep both our customers and employees more comfortable, as well as keep our electrical cooling bills lower. So its not only for an improved look but also for an improved experience for everyone involved.

We also are trying to renovate the outside look of the back of the building by repainting all the wood trim and cleaning up the brickwork and small awning over the door and remove 2 of the 4 metal cooking oil drums and paint the remaining 2 to match the window and door trim. We originally were thinking green, but we feel that a dark brown will look better, but this change did not make it in time to our artistic render! This is a less trafficked area, but still about a quarter of our customers come in through the back as there is parking and a wide sidewalk back there as its adjacent to Paula's Promenade which gets enough foot traffic to be decorated with lights and a mural.

Budget:

*Materials for front, windows and structural framing: \$8,500
Labor to remove old windows and structural frames and install new. \$4,000
Material for back trim paint and upgrades: \$500
Labor for back trim paint & upgrades: \$2,000*

Impact:

The improved look and feel of the restaurant will make it more appealing, bringing in more customers and thus increasing sales (and local taxes).

Background:

Our background information is that we have been putting as much time, money and effort as we can afford into improving the ambiance inside and out at Bonnie Joe's Cafe. We feel it would really help to keep things moving in a positive direction by continuing to upgrade things to increase the look of the business and in the old town area of Metcalf street in general. By increasing traffic and sales, we will generate more taxes for the city!



Existing old windows



Existing front of 818 Metcalf

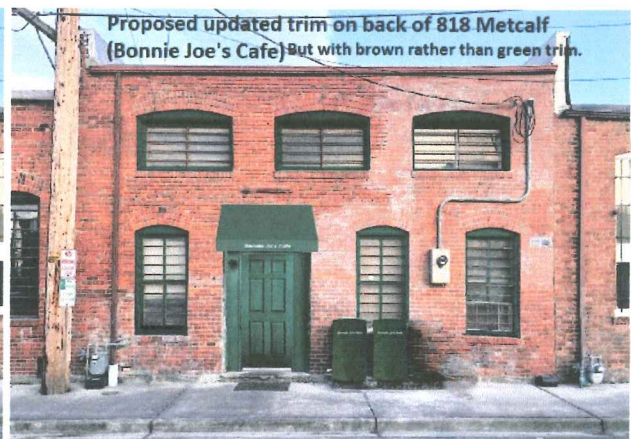
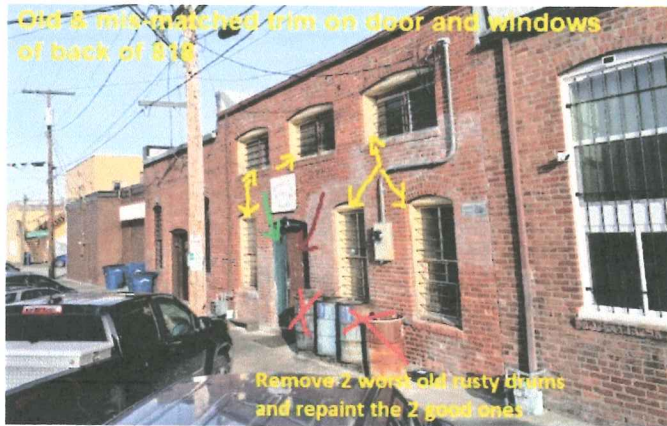
Frontside proposed upgraded windows with opening vents.



Proposed new windows with grids and opening vents...



Proposed updated vented window front



Backside proposed trim painting. We are also thinking of doing the trim in a nice dark brown, rather than green, but this change didn't make it to the artist in time for this application!

Authorization: I, Jamie Perkins the owner of Bonnie Joe's Cafe have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify and receive reimbursement for the project.

Name and Title of Authorizing Member Jamie Perkins. Owner

Signature Jamie Perkins date: 3-22-24

Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____16____

Applicant: ____Bonnie Joe's Cafe____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____yes____

City Woolley Business License (yes/no): ____yes____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____no____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$10,000____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: m.7.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Boys & Girls Club of Skagit County

RECOMMENDED ACTION:

If funding remains, motion to Authorize the Mayor to execute a Community Development Grant agreement with Boys & Girls Clubs of Skagit County for \$5,000.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Boys & Girls Clubs of Skagit County?

BACKGROUND/SUMMARY INFORMATION:

Boys & Girls Clubs of Skagit County was the 17th applicant to the program. If approved, Boys & Girls Clubs of Skagit County would install new signage for their Sedro-Woolley Clubhouse, clean up the front of the building by pressure washing and painting the facade (with volunteer labor), and update the building's landscaping.

FISCAL IMPACT, IF APPROPRIATE:

\$5,000 of American Rescue Plan Act funds.

ATTACHMENTS:

1. SW-CDGP_Boys & Girls Club Application
2. SWCDGP Review Sheet SW Boys & Girls Club

Sedro-Woolley Community Development Grant Program

Application

Date of Application: March 28, 2024

Full Legal Name (Organization): Boys & Girls Clubs of Skagit County

Applicant Mailing Address: PO Box 947 Mount Vernon, WA 98273

Project Physical Address: 915 McGarigle Rd Sedro-Woolley, WA 98284

Phone Number: (360) 419-3723

Primary Contact: Christina Trader

Website (if applicable): www.skagitclubs.org

Email Address: christina.trader@skagitclubs.org

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business): \$5,000.00

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
 - Businesses must possess and active City of Sedro-Woolley business license, if required by law •
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
 - National franchises are not eligible
 - Improvements must be made to a public-facing area.
 - Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
 - Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

The Boys & Girls Clubs of Skagit County's Sedro- Woolley site is on the property of the Cascade

Middle School and shares a parking lot and yard space. The main building and signage faces the entry/exit of the parking lot which is also visible from the street and hundreds of Sedro-Woolley residents pass it every day. The current signage and paint of the building is in less than ideal condition. We have been in the process of updating the sign and cleaning up the face of the building to not only for aesthetic appeal but to reflect our value of Community. A local couple, Mike & Diane Crawford, were instrumental in the opening of the Boys & Girls Clubs of Skagit County and helped make the Clubs what they are today. They specifically had an impact in the Sedro-Woolley community and we would like to honor them by redesignating the Sedro-Woolley Club building as the “Mike & Diane Crawford Clubhouse” and hosting an unveiling of the new sign in their honor.

This process would include designing, procuring, and installing a new sign for the Clubhouse. We would also like to host a work party day where community volunteers help us clean up the front of the building by pressure washing the siding and painting the facade. There is also an in-ground flower bed that needs to be cleaned up with old materials removed and new bark, mulch, and small plants added. There will be an unveiling party where the local community would be invited to attend, some words of honor would be given, and attendees would be invited to tour the facility. We believe this would be a great opportunity for community involvement and honoring a historically impactful couple in Sedro-Woolley. Funding from the City of Sedro-Woolley would help cover the cost of the new sign including installation costs, paint, and the minimal supplies for the unveiling party. This would be greatly appreciated and recognition for the City of Sedro-Woolley could be included in the signage design as part of the grant agreement.

Side Exterior (West) of Main Clubhouse building visible from parking lot entrance & McGarigle Rd showing signage that will be replaced and flower beds.



Rear exterior of Main Clubhouse Building (North) in the foreground and Front Exterior (West) of Teen Center Building that are semi-visible from McGarigle Rd that will be pressure washed and repainted.



Front Exterior of Main Clubhouse Building (South), visible from Cascade Middle School, will be pressure washed and repainted.



Budget – provide a line-item budget, including information and amounts of any outside funding sources

Signage & Installation Fees: \$2,000.00

Exterior Paint: \$1,500.00

Landscaping Clean Up (Bark, Mulch, Ground Cover, Plants, Pressure Washer Rental): \$1,500.00

Total: \$5,000.00

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less)

This project will directly increase tax revenues through the purchase of supplies needed. Indirectly, this new signage would also promote a further sense of community, and have the potential to bolster the local economy through that encouragement. Through the community work party, local residents may also gain further sense of community involvement and the desire to continue that in other areas of the city.

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

Artist proof for signage will be made available once contracted out for approval should funding from the City of Sedro-Woolley be secured.

Authorization

I, Christina Trader the Vice President of Operations- Mountains & Sound of the Boys & Girls Clubs of Skagit County have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed; 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member Christina Trader, VP of Operations- Mountain & Sound

Signature Christina Trader

Date Mar 28 2024

Proposals can be mailed to: Charlie Bush, City Administrator

City of Sedro-Woolley

325 Metcalf Street

Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____17____

Applicant: ____Boys & Girls Clubs of Skagit County____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____N/A____

City Woolley Business License (yes/no): ____N/A____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____yes____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$5,000____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: m.8.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Cascade Learning

RECOMMENDED ACTION:

If funding remains, motion to Authorize the Mayor to execute a community development grant contract with Cascade Learning for \$1,749.75.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Cascade Learning?

BACKGROUND/SUMMARY INFORMATION:

Cascade Learning was the 18th applicant to the program. If approved, Cascade Learning would install new signage for their business, both on State Route 20 and pedestal signage. Cascade Learning is a new business in town.

FISCAL IMPACT, IF APPROPRIATE:

\$1749.75 of American Rescue Plan Act funds.

ATTACHMENTS:

1. Cascade Learning CDGP Application
2. Re Grant Application Question
3. SWCDGP Review Sheet Cascade Learning

~~PAID~~

MAR 29 2024

CITY OF SEDRO WOOLLEY

AMT.

CITY OF SEDRO-WOOLLEY
RECEIVED ON

MAR 29 2024

TIME: 10:03 am
INITIALS: TW

Sedro-Woolley Community Development Grant Program Application

Date of Application: March 25, 2024

Full Legal Name (Organization): Cascade Learning

Applicant Mailing Address: 602 Sterling St, Sedro Woolley WA 98284

Project Physical Address: 638 Sunset Park Drive, Suite 105, Sedro-Woolley WA 98284

Phone Number: 1-360-503-6608

Primary Contact: Terri Cannon

Website (if applicable): N/A

Email Address: cascadelearningsw@gmail.com

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):

9637.00

Optional Matching Funds: 0

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

See attached

Budget – provide a line-item budget, including information and amounts of any outside funding sources

See attached

March 28, 2024

SEDRO WOOLLEY COMMUNITY DEVELOPMENT GRANT PROGRAM

APPLICATION QUESTIONS

CASCADE LEARNING
638 SUNSET PARK DRIVE, SUITE 105/B
SEDRO WOOLLEY WA 98284

Proposal

Replace old acrylic and lettering signs along Highway 20 and on parking lot pedestal sign to increase visibility of business and upgrade look of complex. Two signs to be placed on either side of the pedestal sign along Sunset Park Drive, and one sign to replace old signs on building facing Highway 20.

Budget

Pedestal Signs	337.00	SignPro of Mt. Vernon (quote attached)
Labor for pedestal	300.00	Will hire maintenance man who currently does work at the complex
Signs along Highway 20	1112.75	SignPro of Mt. Vernon (quote attached)
TOTAL	\$1749.75	

Impact

As a newly-opened Sedro Woolley business, I am very excited by the response thus far to the educational resource products I offer. My original business plan researched the need for a store of this kind, and the wonderful response has shown that the store *will* generate revenue for the city. The complex my store is located in is in need of some upgrading, is outside of downtown, and looking for more tenants. I believe that upgrading/replacing these signs will encourage trade and also encourage more tenants. Thank you for considering my request for a grant for the signs.

Background

Please find attached photos of the building, with areas the signs will be placed in circled in red. As noted, the pedestal sign is on Sunset Park Drive, and the building sign along Highway 20 will be fairly large and extend 8 feet across the front to replace old unused signs.



Estimate No.
Estimate Printed On

19793
3/28/2024

Cascade Learning
Attn: Terri Cannon
638 Sunset Park Drive #105
Sedro-Woolley, WA

Acct #: 8202
Terms:
Phone: 360-503-6608 /
Fax:
E-Mail: cascadelearningsw@gmail.com

Prepared For Terri Cannon,

Thank you for taking time with me, and for your interest in SIGN PRO! Listed below is the quotation on the items we discussed. If you have any questions please call. Thank you.

Estimate Description

NEW LEXAN SIGN ON THE NORTH SIDE FACING HWY 20

Product Code	Sides	Color	Quantity	Vertical	Horizontal	Price @	Total:
LEXAN3/16W	1	WHITE	1.00	36.00	96.00	\$ 422.75	\$422.75
Description	.150 WHITE LEXAN WITH TRANSLUCENT COBALT BLUE CUT VINYL EXACT SIZE TBD BY CUSTOMER						
Product Code	Sides	Quantity	Price @	Total:			
LABOR	1	1.00	\$ 600.00	\$600.00			
Description	SHOP LABOR TO COME ON ITE AND REMOVE OLD PANEL AND INSTALL NEW PANEL						

Notes:

Sub-Total \$1,022.75
Sales Tax \$90.00
Shipping \$0.00
Total: \$1,112.75

Yours Sincerely,

Chad Lawson





new signs for
both sides of pedestal
plus replace light
bulbs



Estimate No.
Estimate Printed On

19649
3/13/2024

Cascade Learning
Attn: Terri Cannon
638 Sunset Park Drive #105
Sedro-Woolley, WA

Acct #: 8202
Terms:
Phone: 360-503-6608 /
Fax:
E-Mail: cascadelearningsw@gmail.com

Prepared For Terri Cannon,

Thank you for taking time with me, and for your interest in SIGN PRO! Listed below is the quotation on the items we discussed. If you have any questions please call. Thank you.

Estimate Description							
TRANSLUCENT VINYL FOR DOUBLE SIDED PYLON SIGN ON EXISTING LEXAN PANES							
Product Code	Sides	Color	Quantity	Vertical	Horizontal	Price @	Total
RTAGRAPHIC	1	TRANS COBA	2.00	25.25	71.62	\$ 155.00	\$310.00
Description	TRANSLUCENT COBALT BLUE APPLIED TO CUSTOMER PROVIDED -CLEAN LEXAN SIGN PANELS ALL VINYL AND ADHESIVE MUST BE REMOVED COMPLETELY WITH NO RESIDUE TO AVOID PREP FEE \$165						

Notes:

Sub-Total \$310.00
Sales Tax \$27.28
Shipping \$0.00
Total: \$337.28

Yours Sincerely,

Chad Lawson

CITY OF SEDRO-WOOLLEY COMMUNITY DEVELOPMENT GRANT AGREEMENT

This agreement is made effective as of (enter the date) by and between the City of Sedro-Woolley, 325 Metcalf Street, Sedro-Woolley, WA, a municipal corporation of the State of Washington and (enter your business/nonprofit's legal name), a corporation of the State of Washington.

In this Agreement, the party who is contracting to receive services shall be referred to as "The City", and the party who will be providing the services shall be referred to as "The Organization."

The City of Sedro-Woolley entered into an agreement with the United States Department of Treasury titled U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund, ALN 21.027, referred to as the American Rescue Plan Act (ARPA). The City considers The Organization a contractor, not a subrecipient.

The City desires to have beautification services provided by The Organization through the completion of a community development grant project by The Organization. The City Council established the Community Development Grant Program through Resolution 1117-23 (Attachment D).

Community development grant funding (Grant Program Scope of Work, Attachment A) provided by The City, through the American Rescue Plan Act (ARPA), will assist in helping to beautify Sedro-Woolley through the visible improvement activities of business and nonprofit recipients, stimulating additional investment that improves the economy of Sedro-Woolley.

The Organization must have a visible physical presence in the community where improvements will be made, have applied through the City's Community Development Grant Program (The Organization's Grant Application, Attachment B) to complete a project that will help beautify The City, and met all the standards for funding (The Organization's Review Sheet, Attachment C).

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. In consideration of the payment of the funds identified in Paragraph Four of this agreement, The Organization will provide the following services (collectively the "Services"):

See Attachment B. The Organization's Grant Application

defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the City on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the City and, if applicable, the State by an employee or former employee of the Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the City and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the City or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the terms "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

10. **INSURANCE.** By requiring the minimum insurance coverage set forth in this Section 10, the City shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition.

11. **ASSIGNMENT.** The Organization's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation.

by the City or the City's designee. The Organization must maintain all such records for at least three years following completion of this contract.

16. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

CITY Of SEDRO-WOOLLEY

Business or non/profit organization's
name

Julia Johnson, Mayor

_____, Registered Agent
Federal Tax Status: _____
Secretary of State Registration # _____
Federal Tax ID _____

ATTEST:

BUILDING OWNER (if rented space will
be improved)

_____, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

From: Terri Cannon <cascadelearningsw@gmail.com>
Sent: Tuesday, April 2, 2024 2:53 PM
To: Charlie Bush
Subject: Re: Grant Application Question

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Haha! Oh dear, no the amount is \$1749.75. I had so many options, and got some advice from landlord and others, and went with the \$1749.75 option. Consider that a typo. Thanks Charlie.

On Apr 2, 2024, at 2:51 PM, Charlie Bush <cbush@Sedro-Woolley.gov> wrote:

Hi Terri,

I am in receipt of your grant application. Thank you for your interest in our program. I'm looking at the amount requested, which appears to be \$9637. It appears that your project budget is \$1,749.75. Typically your project budget would equal or exceed the total amount of your grant request. Am I missing something?

Thanks,

Charlie Bush

MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile
<image001.png>
Pronouns: he; him; his
<Cascade Learning CDGP Application.pdf>

Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____18_____

Applicant: ____Cascade Learning_____

Application Complete (yes/no): ____yes_____

Check One

Local Business (non-franchise, yes-no): ____yes_____

City Woolley Business License (yes/no): ____yes_____

Address verification (yes/no): ____yes_____

Nonprofit Organization (yes/no): ____no_____

Project Information

Is the Project Public Facing (yes/no): ____yes_____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____\$1749.75_____

Other Review

Arts Commission (yes/no): ____no_____



City Council Agenda Item

Agenda Item No.: m.9.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Integrity Stonework

RECOMMENDED ACTION:

Staff recommends denial as this business has not been able to demonstrate that it has a Sedro-Woolley business license, a requirement of the program.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Integrity Stonework?

BACKGROUND/SUMMARY INFORMATION:

Integrity Stonework was the 19th applicant to the program. If approved, Integrity Stonework would repair/replace the parking lot on the west side of their building. In this location, they would set up an outdoor slab yard for display as well as accommodate more parking during Loggerodeo.

FISCAL IMPACT, IF APPROPRIATE:

\$10,000 of American Rescue Plan Act funds.

ATTACHMENTS:

1. Integrity Stonework CDG Application
2. Improvement Grant
3. thumbnail_IMG_5566
4. thumbnail_IMG_5568
5. thumbnail_IMG_5569
6. thumbnail_IMG_5570
7. SWCDGP Review Sheet Integrity Stonework

Sedro-Woolley Community Development Grant Program
Application

Date of Application: 3/28/24
Full Legal Name (Organization): Integrity Stonework LLC
Applicant Mailing Address: 221 Woodward ST
Project Physical Address: SAME
Phone Number: 425-343-5690
Primary Contact: DAVID MATTHESON
Website (if applicable): Integrity Stonework..com
Email Address: DAVID M D Integrity Stonework.com

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
10,000

Optional Matching Funds: Not sure yet, getting Bids

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

Budget – provide a line-item budget, including information and amounts of any outside funding sources

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less)

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

Authorization

I, (print name) David Matheson the (print title, if applicable) Operations Manager of (print organization name, if applicable) Integrity Stewards have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member DAVID MATHESON Operations Manager

Signature [Signature]

Date 3/29/24

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

From: David Mathieson, Integrity Stonework <davidm@integritystonework.com>
Sent: Friday, March 29, 2024 4:36 PM
To: Charlie Bush
Subject: Improvement Grant
Attachments: thumbnail_IMG_5568.jpg; thumbnail_IMG_5570.jpg;
thumbnail_IMG_5569.jpg;
thumbnail_IMG_5566.jpg; Scan 2024-03-29 16-16-48.pdf

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Charlie,

I just found out about this grant yesterday afternoon, forgive me for not being as thorough with the submittal. Attached are photos and PDF copies of the application.

Our proposal would be for assistance with the parking lot that is west of our building. If we were able repair/replace this, we could set up as a nice outdoor slab yard for display as well as accommodate more parking during the Logger Rodeo. We often get asked by vendors to park there during that event and can only accommodate a handful due to the poor condition.

Please feel free to reach out to me for any questions or if you need anything else.

Thank you for your time.

David Mathieson
Integrity Stonework
221 Woodworth ST
Sedro Woolley, WA 98284
(C) 425-343-5690









Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____19____

Applicant: ____Integrity Stonework LLC____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____yes____

City Woolley Business License (yes/no): ____no, but has applied____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____no____

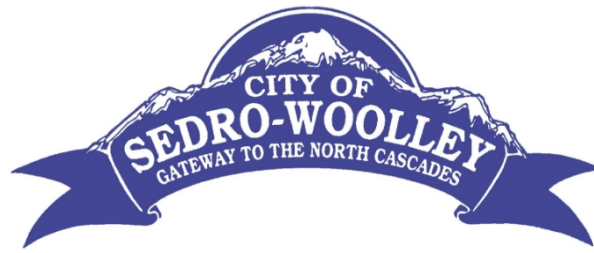
Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$10,000____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: m.10.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Sedro Woolley Flowers

RECOMMENDED ACTION:

If funding remains, motion to Authorize the Mayor to execute a Community Development Grant contract with Sedro Woolley Flowers for \$10,000.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Sedro Woolley Flowers?

BACKGROUND/SUMMARY INFORMATION:

Sedro Woolley Flowers was the 20th applicant to the program. If approved, Sedro Woolley Flowers would refresh and upgrade the front and side of 800 Metcalf Street over the course of the year. Improvements would include power washing the stone, repainting the trim on both sides of the building, bringing back the burgundy and green original color of the building, removing the back lit sign from the old business, use signage on the windows, bring a new sign to the location from their old location, add cedar flower boxes for the front and side of the building, and add awnings on the Metcalf side of the building (future plans are to add another on Woodworth as funds are available).

FISCAL IMPACT, IF APPROPRIATE:

\$10,000 of American Rescue Plan Act funds.

ATTACHMENTS:

1. SW Flowers CDG Application
2. SW Grant
3. SW Flowers Photos
4. SWCDGP Review Sheet SW Flowers

Sedro-Woolley Community Development Grant Program Application

Date of Application: 3/20/24
Full Legal Name (Organization): Sedro Woolley Flowers
Applicant Mailing Address: 800 Metcalf ST - (as of April 1)
Project Physical Address: 800 Metcalf ST
Phone Number: 360-855-1800
Primary Contact: Mindi Fatigate
Website (if applicable): Sedrowoolleyflowers.com
Email Address: Sedrowoolleyflowers@gmail
Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
10,000

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

Budget – provide a line-item budget, including information and amounts of any outside funding sources

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less)

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

Authorization

I, (print name) MINDI Fatigate (print title, if applicable) owner of (print organization name, if applicable) Sedro Woolley Flowers have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member MINDI Fatigate, owner

Signature Mindi K Fatigate

Date 3/20/24

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

Sedro-Woolley Flowers would like to kindly request 10,000 in grant money for the beautification of the exterior building @800 Metcalf Street. We would like to partner with the city in what we believe will be an impactful project for our entire community.

The main objective of our proposal is to refresh and upgrade the front and side of 800 Metcalf Street over the course of this year. With your funding we will be able to do more projects on our list in a quick amount of time.

The building sits on the corner of Metcalf and Woodworth Streets and is seen by most visitors and community members who drive through our town. It is also the main intersection for the Christmas lighting in December.

Our plans are to power wash the stone, repaint the trim on both sides of the building, bringing it back to the burgundy and green it originally was. We would like to remove the back lit sign from the old business, it is somewhat of an eyesore. Next we plan to use signage on the windows like we had at our old location (white wording with florals), and move our sign to the new location. Cedar flower boxes will be built to go in the front and side of the building and we will fill them with seasonal flowers and Christmas greens in the winter. Finally, we intend to put awnings on the Metcalf side of the building, following up with more on the Woodworth side as funds become available.

Thank you for your consideration

Mindi Fatigate

Sedro Woolley Flowers owner

BUDGET

Powerwash building	350.00
Paint Trim	1500.00
Remove sign	2200.00
New signage	4200.00
Cedar boxes	1000.00
Plants for boxes	550.00
Awnings (building)	17500.00









Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____20____

Applicant: ____Sedro-Woolley Flowers____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____yes____

City Woolley Business License (yes/no): ____yes____

Address verification (yes/no): ____yes, building address is 804 Metcalf____

Nonprofit Organization (yes/no): ____no____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$10,000____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: m.11.

Date: April 24, 2024

From: Charlie Bush, City Administrator

Subject: Community Development Grant - Sedro Woolley Youth Football & Cheer

RECOMMENDED ACTION:

If funding remains, motion to Authorize the Mayor to execute a community development grant contract with Sedro Woolley Youth Football & Cheer for \$675.

ISSUE:

Should the City Council authorize the Mayor to enter into a community development grant agreement with Sedro Woolley Youth Football & Cheer?

BACKGROUND/SUMMARY INFORMATION:

Sedro Woolley Youth Football & Cheer was the 21st applicant to the program. If approved, Sedro Woolley Youth Football & Cheer would make improvements to Denny Engberg Field by purchasing a lawn mower (more frequent mowing, currently volunteers use their own mowers), updating the exterior paint on the buildings and cement blocks to designate parking, and adding additional signage at the gate of the field.

Staff recommends funding the grant but not the mower as it is not a visible public-facing improvement. It could lead to better field presentation but there are not guarantees that will occur. The cost of the mower is estimated at \$3,250 to \$4,250.

FISCAL IMPACT, IF APPROPRIATE:

\$4,925 of American Rescue Plan Act funds if the full grant is funded. The impact would be \$675 if only the signage and paint are funded.

ATTACHMENTS:

1. Community grant 2024
2. SWCDGP Review Sheet Sedro Woolley Youth Football and Cheer

Sedro-Woolley Community Development Grant Program Application

Date of Application: 3/27/2024

Full Legal Name (Organization): Sedro Woolley Youth Football & Cheer

Applicant Mailing Address: PO Box 862 SW WA 98284

Project Physical Address: Denny Engberg Field, off Fruitdale Road

Phone Number: 360-661-7459 Natalie

Primary Contact: Natalie Canniff, Treasurer

Website (if applicable): www.swyfl.org

Email Address: contact@swyfl.org or Treasurer@swyfl.org

Grant Amount Requested (maximum of \$5,000 per nonprofit and \$10,000 per business):
\$4925

Optional Matching Funds: _____

Grant Eligibility Requirements:

- Businesses and non-profit organizations are eligible to apply for funds
- Businesses must possess and active City of Sedro-Woolley business license, if required by law
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per nonprofit, or \$10,000 per business
- National franchises are not eligible
- Improvements must be made to a public-facing area.
- Projects will be vetted for completeness by City staff and may go to the Arts Commission for recommendation to the City Council. The City Council will make the final decision on whether to fund a project.
- Once funded, grants will be reimbursement grants. One exception is for projects greater than \$20,000 in total. Those projects can have their city-eligible funds reimbursed when they are more than 50% complete.

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement (500 words or less)

We are hoping to request funding to help cover the cost of improvements to Denny Engberg Field. The field, off Fruitdale Road, is leased to Sedro Woolley Youth Football & Cheer by the City of Sedro Woolley, with the maintenance and upkeep done by volunteers supporting the youth football and cheerleading for this community. The past few years, there has been less maintaining at the field, and it has been utilized as more of a practice field, with games

at the High School. This season, we have taken the recommendations by local field consultants, and fertilized and sanded the entire field. The upkeep of the field will require more frequent mowing, and we are looking for funding to obtain a mower for the upkeep on the field. In the past, the league has been privileged to have volunteers donate time and their own personal mowers to complete the task of weekly mowing, but with no current access to a mower, we are searching for one for the upcoming seasons. This has ranged in time commitment from 3-6 hours per week, depending on the size of the mower.

We would also like to update the exterior paint on the buildings and cement blocks to designate parking.

We would also like to add additional signage at the gate of the field, from Fruitdale Road.

(See attached photos)



Budget – provide a line-item budget, including information and amounts of any outside funding sources

Industrial Mower \$3,250-4,250

Exterior paint \$225

Updated Signage at Gate on Fruitdale Road \$450

Total \$3925-\$4925

Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley (250 words or less) _____

With the updates that we have planned to improve this field, we would like to consider not just practicing, but hosting games throughout the season at Denny Engberg Field. The overall improvements to the field will improve the overall appearance and the likely increase to home values in the area. The ability to host games also adds to the potential for significant revenue in the City of Sedro Woolley. Each weekly game brings 50+ families to the area. The potential for 4 different age divisions/games, is approximately 200 + families. With the possibility of meals in town, purchasing of drinks & snacks for each game, the revenue potential is quite substantial. The football season is from August to mid November.

Attached is a link to an excellent article by Forbes, about the many benefits of youth sports to local communities.

<https://www.forbes.com/sites/forbesbusinesscouncil/2023/06/27/the-benefits-of-youth-sports-in-local-communities-and-how-businesses-can-support-them/?sh=f84b9b75c037>

Background – provide any additional background information you feel is relevant, including an artist rendering of your project (250 words or less, an art attachment is strongly encouraged)

We have done the cost comparison of having a landscaping company come in and do the mowing versus the purchase of a mower, and it makes the most sense to go with the purchase of a mower. We have already committed to improving the field for 2024, in completing 75 feet of fencing that was in need of repair, and the cost of fertilizing and sanding already completed this season. Keeping the field in good shape continues to improve the community, as the neighbors have reminded us, and expressed gratitude during many of the work days this year. Just last year we had people “camping” in the concession stand, and we put up new doors and locks to prevent further vandalism.

Authorization I, (print name) Natalie Canniff, Treasurer the (print title, if applicable) Sedro Woolley Youth Football & Cheer of (print organization name, if applicable) _____ have approved the submission of this proposal. If

I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to: 1) Execute the project, as planned; 2) If a religious organization, not proselytize as any part of the project to be completed; 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member Natalie Canniff, Treasurer

Signature Natalie Canniff

Date 3/27/2024

Proposals can be mailed to:

Charlie Bush, City Administrator City of Sedro-Woolley 325 Metcalf Street Sedro-Woolley, WA 98284 OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.

Sedro-Woolley Community Development Grant Program

Review Sheet

Basic Information

Application Number: ____21____

Applicant: ____Sedro Woolley Youth Football & Cheer____

Application Complete (yes/no): ____yes____

Check One

Local Business (non-franchise, yes-no): ____N/A____

City Woolley Business License (yes/no): ____N/A____

Address verification (yes/no): ____yes____

Nonprofit Organization (yes/no): ____yes____

Project Information

Is the Project Public Facing (yes/no): ____yes____

Grant Request Amount at \$10,000 maximum for a business or \$5,000 maximum for a nonprofit, or under that amount (yes/no): ____yes, \$4925____

Other Review

Arts Commission (yes/no): ____no____



City Council Agenda Item

Agenda Item No.: n.1.

Date: April 24, 2024

From: Mark Freiburger, Director of Public Works

Subject: Director of Public Works Signing Authority Record

RECOMMENDED ACTION:

No Recommended Action

ISSUE:

N/A

BACKGROUND/SUMMARY INFORMATION:

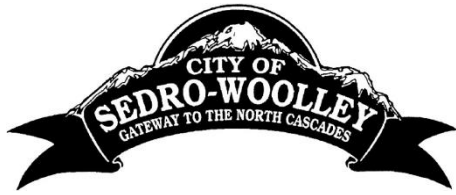
N/A

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 20240424 Director Signing Authority Record



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. Freiburger, PE
Director of Public Works

MEMO TO: City Council and Mayor Julia Johnson
FROM: Mark A. Freiburger, PE
RE: **Director of Public Works Signing Authority Record**
DATE: April 16, 2024 (for Council review April 24, 2024)

Here's an informal report on documents signed under my Public Works Director Authority as authorized under Ordinance No. 1947-19.

- November 27, 2023, **Epic Land Solutions Inc.**
 - Agreement No. 2023-PS-01, Supplement Agreement No. 1
 - Real Estate Consulting – SR20/Cascade Trail W Ext Ph 2A
 - Time Only to December 31, 2025
- January 29, 2024, **Great Floors LLC**
 - Agreement No. 2024-PW-05
 - 2024 Senior Center Cleaning
 - NTE \$1,039.95
- January 31, 2024, **Todhunter Brothers Glass Inc.**
 - Agreement No. 2024-PW-06
 - 2024 City Hall Upstairs Window Replacement
 - NTE \$1,976.52
- February 27, 2024, **SeaCom Cabling Inc.**
 - Agreement No. 2024-PW-21
 - 2024 WWTP SCADA Wiring Emergency Repair
 - NTE \$1,000.00
- February 29, 2024, **Blythe Mechanical Inc.**
 - Agreement No. 2024-PW-06
 - 2024 Annual Plumbing Unit Priced Contract Services
 - NTE \$25,000.00
- March 1, 2024, **Skagit County Public Works**
 - Work Order for Signs Reimbursement – City
 - NTE \$4,995.60
- March 1, 2024, **Skagit County Public Works**
 - Work Order for Signs Reimbursement – Building
 - NTE \$4,995.60
- March 1, 2024, **Bonner Electrical Contracting LLC**
 - Agreement No. 2024-PW-12
 - 2024 Electrical Unit Priced Contract Services
 - NTE \$25,000.00

- March 1, 2024, **Pye Barker Fire and Safety LLC**
 - Agreement No. 2024-PS-16
 - 2024-25 Annual Portable Fire Extinguisher and Kitchen Hood Service and Inspection
 - NTE \$15,000.00
- March 11, 2024, **VECA Electric & Technologies LLC**
 - Agreement No. 2024-PS-20
 - 2024 WWTP, Wastewater, and Stormwater PS Electrical Unit Priced Contract Services
 - NTE \$25,000.00
- March 15, 2024, **Trico Companies LLC**
 - Agreement No. 2024-PW-02
 - 2024 Wastewater Treatment Plant Water Building HVAC Upgrade Project
 - Time Extension Only to June 30, 2024
- March 15, 2024, **Ackermann Electric Company**
 - Agreement No. 2024-PW-19
 - 2024 WWTP, Wastewater, and Stormwater PS Electrical Unit Priced Contract Services
 - NTE \$25,000.00
- March 19, 2024, **Doorman Commercial LLC**
 - Agreement No. 2024-PW-22
 - 2024 Commercial Door Unit Priced Maintenance
 - NTE \$20,000.00
- April 10, 2024, **Guardian Security Systems Inc.**
 - Agreement No. 2023-PS-23
 - Change Order No. 1
 - Time Extension Only to April 30, 2025
- April 10, 2024, **Guardian Security Systems Inc.**
 - Agreement No. 2023-PW-24
 - Change Order No. 1
 - Time Extension Only to April 30, 2025
- April 15, 2024, **Traffic Safety Supply**
 - Purchase Order No. 2024-PO-07
 - Pedestrian Crossing Parts
 - NTE \$17,059.21

Submitted the above as information only April 24 2024