



Next Ord:2096-25
Next Res:1159-25

CITY COUNCIL AGENDA

February 12, 2025

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 - Regular City Council Meeting - January 22, 2025
- 2. Check Register - Regular
- 3. 2025 Wage Schedule Update - AFSCME Bargaining Unit and Non-Represented Staff
- 4. 2025 Non-Represented Wage Schedule - Resolution 1158-25
- 5. Purchase - Public Works 7 CY Dump Truck Replacement
- 6. Rehabilitation Project - 1996 International 14CY Dump Truck
- 7. Interlocal Agreement - Skagit County - Digital Imagery Agreement
- 8. Out of State Travel - Community Development Director Tom Glover
- 9. Contract Supplement No. 3: Reichhardt & Ebe Engineering
Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection Improvements

- f. Introduction of Special Guests and Presentation**
- g. City Administrator Report**
- 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' until 4:30pm the day before the meeting.

- k. Public Hearing(s)**

l. Unfinished Business

1. Draft Request for Proposal - Affordable Housing Sales Tax - Capital Affordable Housing Projects

m. New Business

1. Grant Approval - Transportation Improvement Board

n. Information Only Items

1. Public Works Director Signing Authority Record
2. Letter to Governor Remaining Opposed to BESS Project

o. Executive Session

p. Adjournment

q. Closed Session

1. To Discuss A Collective Bargaining Agreement

Next Meeting(s) City Council and Finance and Information Technology Committee - February 26, 2025

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: February 12, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - January 22, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on January 22, 2025.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

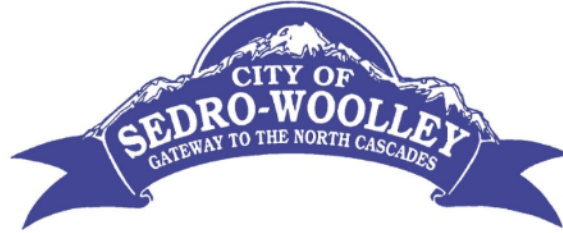
Minutes recorded for regular City Council Meeting, held on January 22, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. January 22, 2025 City Council minutes



Regular Meeting of the City Council
January 22, 2025 - 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.

d. Approval of Agenda

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

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.

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

1. Minutes - Regular City Council Meeting - January 8, 2025
2. Check Register - Regular
3. Check Register - Off-Cycle
4. Check Register - 13th Month
5. Surplus Maintenance Operation – Resolution 1156-25
6. Change Order - Fisher Construction Group, Inc. - Waste Water Treatment Plant and Sewer Lift Station
7. Renew Licensing Agreement - Microsoft Enterprise - Insight

f. Introduction of Special Guests and Presentation

g. City Administrator Report

1. HB 1299 - Residential Parking Standards

City Administrator Charlie Bush, Community Development Director Tom Glover and Public Works Director Bill Bullock shared information regarding House Bill 1299, residential parking standards and Senate Bill 5184.

Motion made by Councilmember Burns and seconded by Councilmember Cocke to draft a letter in opposition to House Bill 1299 and Senate Bill 5184. Motion carried (7-0).

There was a discussion regarding a Cook Road crosswalk.

h. Councilmember and Mayor's Report

Councilmember Loy had nothing to report.

Councilmember Kesti spoke about the unified basketball game at Sedro-Woolley High School at 7pm, and invited the council to come and support the team.

Councilmember Diamond shared concerns about oversize trucks parked on Ferry and Metcalf St, and stated the parking stalls are not designed for large trucks, so people have to go around in hopes there is no oncoming traffic.

Councilmember Diamond spoke regarding the opposition to House Bill 1337 regarding accessory dwelling units.

Councilmember Henderson spoke about discussions had with constituents regarding the opposition to House Bill 1337. Him, Police Chief Dan McIlraith and Councilmember Loy attended the NCFCA Debate Finales and encouraged the Council to go next year.

Councilmember Cocke mentioned he was pleased the City of Sedro-Woolley has made a strong effort to buy locally, as shown on the check register.

Councilmember Burns spoke about his first meeting last week on the Skagit Transit Board, and also shared information regarding the Strategic Planning Committee meeting and shared future goals that were discussed.

Councilmember Lavacca shared information regarding the BESS station comments in opposition, Councilmember Lavacca encouraged people to speak up to the state.

Councilmember Lavacca shared that he attended the Young Sherlock high school play and encouraged others to attend.

Mayor Julia Johnson spoke with Senator Wagner. The Senator had met with the chair of the transportation board, and they wanted to know what our transportation needs are for Sedro-Woolley.

At the SCOG meeting they had a presentation on WSDOT, and they talked about upcoming projects and needs with WSDOT.

i. Proclamation(s)

j. Public Hearing(s)

k. 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' until 4:30pm the day before the meeting.

A public comment period was held.

l. Unfinished Business

m. New Business

1. Professional Services Agreement - Facet NW Inc - SR20/Cascade Trail West Extension Phase 2A

Public Works Director Bill Bullock presented the professional services agreement with Facet NW Inc for SR20/Cascade Trail West Extension Phase 2A.

Motion made by Councilmember Burns and seconded by Councilmember Henderson to approve authorization for the Mayor to execute a contract with Facet NW for engineering design, and right of way services for the SR20/Cascade Trail Extension Phase 2A project in the amount not to exceed \$186,128. Motion carried (7-0).

2. SWMC 2.16.060 "Judges Pro Tem/Court Commissioners" - Ordinance 2084-25 - 1st Read

City Attorney Nikki Thompson shared with the council SWMC 2.16.060 "Judges Pro Tem/Court Commissioners", Ordinance 2084-25.

Motion made by Councilmember Kesti and seconded by Councilmember Diamond to adopt Ordinance 2084-25 amending the Sedro-Woolley Municipal Code (SWMC) Section 2.16.060 "Judges pro tem/court commissioners". Motion carried (7-0).

3. Professional Services Agreement - Quality Controls Corporation

Public Works Director Bill Bullock presented the professional services agreement with Quality Controls Corporation.

Motion made by Councilmember Lavacca and seconded by Councilmember Cocke to execute professional service agreement with Quality Controls Corporation (QCC) to provide technical systems support to, primarily, the Wastewater Treatment Plant (WWTP) SCADA and control systems not to exceed \$150,000. Motion carried (7-0).

n. Information Only Items

1. December Permit Report

o. Executive Session

p. Adjournment

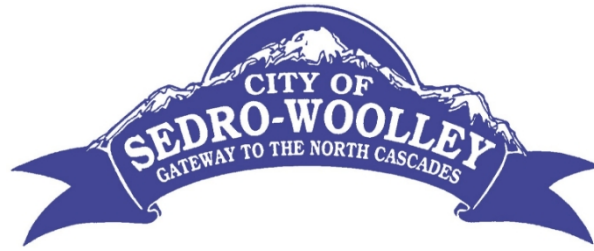
The meeting adjourned at 7:12 P.M.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: February 12, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims checks #203742 through #203856, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61332 through #61341.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$891,434.84

Surcharges totaling \$8,028.12

Payroll totaling \$656,474.73

ATTACHMENTS:

1. 2025-02-12 Check Register
2. 01_Jan2025_SerCharge

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1121	02/12/2025	Claims	2	EFT	Cnty of Skagit Public Utility	87.26	
					401 - 535 80 47 000 - Public Utilities	87.26	
1122	02/12/2025	Claims	2	EFT	Cnty of Skagit Public Utility	87.26	
					401 - 535 80 47 000 - Public Utilities	87.26	
1123	02/12/2025	Claims	2	EFT	Comcast Holdings Corp	0.09	
					001 - 518 80 42 021 - Internet Services	0.09	
1124	02/12/2025	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	4,455.79	
					001 - 513 10 42 020 - Telephone	150.56	
					001 - 514 23 42 020 - Telephone	84.50	0
					001 - 518 80 42 020 - Telephone	84.50	
					001 - 521 20 42 020 - Telephone	2,315.73	
					001 - 524 20 42 020 - Telephone	124.51	
					401 - 535 80 42 030 - Cell Phones	478.76	
					102 - 536 20 42 020 - Telephone	40.01	
					412 - 537 80 42 025 - Cell Phones	306.25	
					103 - 542 30 42 020 - Telephone	233.99	
					001 - 558 60 42 020 - Telephone	42.25	
					101 - 576 80 42 020 - Telephone	343.47	
					001 - 595 10 42 025 - Cell Phones	251.26	
1125	02/12/2025	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	825.01	
					001 - 521 20 42 020 - Telephone	704.98	
					001 - 522 20 42 020 - Telephone	80.02	
					101 - 576 80 42 020 - Telephone	40.01	
1126	02/12/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	236.30	
					001 - 518 80 42 021 - Internet Services	236.30	
1127	02/12/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	459.38	
					401 - 535 80 42 020 - Telephone	459.38	
1128	02/12/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	143.41	
					101 - 576 80 47 070 - City Hall	143.41	
1129	02/12/2025	Claims	2	203742	Amazon Capital Svcs, Inc	5,876.77	
					001 - 512 50 31 000 - Supplies	293.16	
					001 - 512 50 31 000 - Supplies	106.40	
					001 - 512 50 31 000 - Supplies	69.81	
					001 - 514 23 31 000 - Supplies	123.42	
					001 - 514 23 31 000 - Supplies	31.30	
					001 - 514 23 31 000 - Supplies	49.34	
					001 - 514 23 31 000 - Supplies	104.06	
					001 - 514 23 31 000 - Supplies	361.28	
					001 - 514 23 31 000 - Supplies	48.36	
					001 - 518 80 31 000 - Office/Operating Supplies	634.15	
					001 - 518 80 31 001 - Repair & Maintenance Sup	231.31	
					001 - 518 80 35 000 - Small Tools/Minor Equip	95.65	
					001 - 518 80 35 000 - Small Tools/Minor Equip	410.00	
					001 - 521 20 26 000 - Uniforms/Accessories	206.34	
					001 - 521 20 26 000 - Uniforms/Accessories	61.88	
					001 - 521 20 31 002 - Office/Operating Supplies	191.62	
					001 - 521 20 31 002 - Office/Operating Supplies	12.22	
					001 - 521 20 31 002 - Office/Operating Supplies	16.60	
					001 - 521 20 31 002 - Office/Operating Supplies	109.11	
					001 - 521 20 31 002 - Office/Operating Supplies	148.33	
					001 - 521 20 31 002 - Office/Operating Supplies	43.42	
					001 - 521 20 31 002 - Office/Operating Supplies	160.51	
					001 - 521 20 31 002 - Office/Operating Supplies	91.22	
					001 - 522 20 26 000 - Uniforms	366.62	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 31 000 - Operating Supplies	203.73	
					001 - 522 20 31 000 - Operating Supplies	62.16	
					001 - 522 21 31 000 - Operating Supplies - Medical	67.69	
					001 - 524 20 31 000 - Off/Oper Supps & Books	47.21	
					001 - 524 20 31 000 - Off/Oper Supps & Books	47.21	
					401 - 535 80 31 000 - Office Supplies	19.54	
					401 - 535 80 31 000 - Office Supplies	32.56	
					401 - 535 80 31 010 - Operating Supplies	36.10	
					401 - 535 80 35 000 - Small Tools & Minor Equip	18.34	
					401 - 535 80 35 010 - Safety Equipment	35.83	
					001 - 558 60 31 000 - Supplies/Books	47.21	
					001 - 558 60 31 000 - Supplies/Books	47.21	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	310.48	
					101 - 576 80 31 006 - Operating Sup - City Hall	39.86	
					101 - 576 80 48 005 - Senior Center	21.71	
					501 - 594 22 64 501 - Vehicles - Fire	752.36	
					001 - 595 10 31 000 - Supplies	47.21	
					001 - 595 10 31 000 - Supplies	47.21	
					001 - 595 10 31 000 - Supplies	27.04	
1130	02/12/2025	Claims	2	203743	Kyle Anderson	169.40	
					001 - 595 10 43 000 - Travel	169.40	
1131	02/12/2025	Claims	2	203744	Angel Armor LLC	7,632.78	
					001 - 521 20 26 020 - Ballistic Vests	7,632.78	
1132	02/12/2025	Claims	2	203745	Ben-Ko-Matic Co	1,090.74	
					425 - 531 50 48 000 - Repairs/Maintenance	1,090.74	
1133	02/12/2025	Claims	2	203746	Bio Bug Northwest, Inc	109.69	
					101 - 576 80 48 005 - Senior Center	109.69	
1134	02/12/2025	Claims	2	203747	Jana R. Bouzek	862.00	
					001 - 521 20 41 001 - Professional Services	862.00	
1135	02/12/2025	Claims	2	203748	C.Hlth130, dba Cardinal Health 112 LLC	3,065.22	
					001 - 522 21 31 000 - Operating Supplies - Medical	176.40	
					001 - 522 21 31 000 - Operating Supplies - Medical	2,315.38	
					001 - 522 21 31 000 - Operating Supplies - Medical	115.09	
					001 - 522 21 31 000 - Operating Supplies - Medical	148.07	
					001 - 522 21 31 000 - Operating Supplies - Medical	310.28	
					001 - 522 21 31 000 - Operating Supplies - Medical	23.45	
					001 - 522 21 31 000 - Operating Supplies - Medical	-23.45	
1136	02/12/2025	Claims	2	203749	Carletti Architects Ps	8,295.40	
					001 - 521 20 41 001 - Professional Services	1,170.00	
					505 - 594 48 60 020 - Eng - PW Veh Storage Bldg	7,125.40	
1137	02/12/2025	Claims	2	203750	Zach Carroll	138.25	
					001 - 521 40 43 000 - Travel	138.25	
1138	02/12/2025	Claims	2	203751	Cascade Chrysler, Inc.	1,386.79	
					001 - 522 20 48 000 - Repairs/Maint-Equip	1,386.79	
1139	02/12/2025	Claims	2	203752	Central Welding Supply	426.39	
					001 - 522 21 31 000 - Operating Supplies - Medical	232.10	
					001 - 522 21 31 000 - Operating Supplies - Medical	194.29	
1140	02/12/2025	Claims	2	203753	Philip Chong	194.85	
					001 - 522 21 28 000 - Employee Wellness	194.85	
1141	02/12/2025	Claims	2	203754	Commercial Fire Protection Inc	1,420.20	
					001 - 522 50 48 030 - Repair/Maint-Station	247.50	
					101 - 576 80 48 016 - City Hall	453.75	
					101 - 576 80 48 026 - CS Library	718.95	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1142	02/12/2025	Claims	2	203755	Consolidated Electrical Dist., Inc.	283.44	
					001 - 522 50 48 030 - Repair/Maint-Station	283.44	
1143	02/12/2025	Claims	2	203756	Crawford Garage Doors Inc	1,546.46	
					001 - 522 50 48 020 - Repair/Maint-Garage	1,546.46	
1144	02/12/2025	Claims	2	203757	Daily Journal Of Commerce	530.00	
					505 - 594 48 60 020 - Eng - PW Veh Storage Bldg	243.80	
					101 - 594 76 63 025 - Olmsted Park	286.20	
1145	02/12/2025	Claims	2	203758	Dell Marketing LP	52,430.33	
					001 - 594 18 64 001 - Network Hardware	9,459.78	
					001 - 594 18 64 001 - Network Hardware	13,666.93	
					001 - 594 18 64 001 - Network Hardware	7,387.71	
					001 - 594 18 64 001 - Network Hardware	21,915.91	
1146	02/12/2025	Claims	2	203759	Gregory Dixon	688.50	
					001 - 515 93 41 001 - Indigent Defense Conflict Cour	688.50	
1147	02/12/2025	Claims	2	203760	DogSport Gear USA	229.88	
					001 - 521 20 41 023 - Canine	229.88	
1148	02/12/2025	Claims	2	203761	Dwayne Lanes Skagit, Inc	1,186.66	
					001 - 521 20 48 010 - Repair & Maint - Auto	1,186.66	Veh 271 Eaton
1149	02/12/2025	Claims	2	203762	E & E Lumber, Inc.	1,093.16	
					001 - 521 20 41 023 - Canine	601.48	
					401 - 535 80 31 010 - Operating Supplies	97.21	
					401 - 535 80 35 000 - Small Tools & Minor Equip	45.50	
					102 - 536 20 48 030 - Repair/Maintenance-Land	37.50	
					103 - 542 30 31 000 - Operating Supplies	26.10	
					103 - 542 30 31 000 - Operating Supplies	54.29	
					103 - 542 30 31 000 - Operating Supplies	62.54	
					103 - 542 30 31 000 - Operating Supplies	19.27	
					101 - 576 80 31 008 - Operating Sup - Memorial	24.97	
					101 - 576 80 48 016 - City Hall	124.30	
1150	02/12/2025	Claims	2	203763	Eurofins Enviro Testing	1,004.00	
					401 - 535 80 41 000 - Professional Services	66.00	
					401 - 535 80 41 000 - Professional Services	737.00	
					401 - 535 80 41 000 - Professional Services	201.00	
1151	02/12/2025	Claims	2	203764	Fab-Tech	961.11	
					103 - 542 63 48 000 - Repairs/Maintenance	255.21	
					103 - 542 63 48 000 - Repairs/Maintenance	705.90	
1152	02/12/2025	Claims	2	203765	Facet NW, Inc	24,715.40	
					001 - 558 60 41 000 - Professional Services	24,715.40	
1153	02/12/2025	Claims	2	203766	Hubert Felder	43.50	
					001 - 512 50 49 020 - Jury/Witness Fees	43.50	
1154	02/12/2025	Claims	2	203767	Citizenprime, LLC dba Firepenny	946.79	
					501 - 594 22 64 501 - Vehicles - Fire	946.79	
1155	02/12/2025	Claims	2	203768	FirstNET/AT&T Mobility	668.84	
					001 - 522 20 42 020 - Telephone	668.84	
1156	02/12/2025	Claims	2	203769	Fisher Construction Group, Inc.	11,398.04	
					401 - 594 35 64 401 - Machinery & Equip	11,398.04	
1157	02/12/2025	Claims	2	203770	Galls Parent Holdings, LLC	1,483.35	
					001 - 522 20 26 000 - Uniforms	213.72	
					001 - 522 20 26 000 - Uniforms	163.89	
					001 - 522 20 26 000 - Uniforms	228.06	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 20 26 000 - Uniforms			228.06	
			001 - 522 20 26 000 - Uniforms			228.06	
			001 - 522 20 26 000 - Uniforms			105.39	
			001 - 522 20 26 000 - Uniforms			105.39	
			001 - 522 20 26 000 - Uniforms			105.39	
			001 - 522 20 26 000 - Uniforms			105.39	
1158	02/12/2025	Claims	2	203771	Jerry Gardner	75.00	
			001 - 522 24 28 000 - Employee Wellness			75.00	
1159	02/12/2025	Claims	2	203772	General Code	564.72	
			001 - 511 60 31 001 - Legal Publications			564.72	
1160	02/12/2025	Claims	2	203773	Generator Services NW, LLC	10,626.30	
			001 - 521 20 48 000 - Repairs & Maintenance			664.14	
			001 - 522 50 48 030 - Repair/Maint-Station			664.14	
			425 - 531 50 48 000 - Repairs/Maintenance			664.14	
			401 - 535 50 48 000 - Maintenance Contracts			7,305.60	
			101 - 576 80 48 016 - City Hall			664.14	
			101 - 576 80 48 026 - CS Library			664.14	
1161	02/12/2025	Claims	2	203774	Megan Guard-Lilley	70.72	
			001 - 522 21 28 000 - Employee Wellness			70.72	
1162	02/12/2025	Claims	2	203775	Home Depot Credit Services	26.53	
			101 - 576 80 31 005 - Operating Sup - Senior Ctr			32.58	
			101 - 576 80 48 000 - Repairs/Maintenance			237.83	
			101 - 576 80 48 000 - Repairs/Maintenance			-237.83	
			101 - 576 80 48 016 - City Hall			296.94	
			101 - 576 80 48 016 - City Hall			-302.99	
1163	02/12/2025	Claims	2	203776	Hose Shop Inc (the)	39.37	
			401 - 535 80 31 010 - Operating Supplies			39.37	
1164	02/12/2025	Claims	2	203777	ICONIX Waterworks (US) Inc	68.41	
			401 - 535 50 48 010 - Maintenance Of Lines			68.41	
1165	02/12/2025	Claims	2	203778	Justice Fam Ent. Inc, dba IMS Alliance	222.42	
			001 - 522 20 31 000 - Operating Supplies			222.42	
1166	02/12/2025	Claims	2	203779	Image Trend LLC	9,413.20	
			001 - 591 20 70 522 - Leases + Subscription IT (SBITA)			9,413.20	
1167	02/12/2025	Claims	2	203780	Aldinger Co. dba Instrument Tech	260.00	
			401 - 535 80 41 000 - Professional Services			260.00	
1168	02/12/2025	Claims	2	203781	Intrepid Networks LLC	336.00	
			001 - 591 28 70 001 - Lease + Subscription IT (SBITA)			336.00	
1169	02/12/2025	Claims	2	203782	Ironclad Company	935.05	
			425 - 531 50 31 000 - Operating Supplies			935.05	
1170	02/12/2025	Claims	2	203783	Janicki Industries	200.00	
			101 - 582 10 01 101 - Community Center Deposit Ref			100.00	
			101 - 582 10 01 101 - Community Center Deposit Ref			100.00	
1171	02/12/2025	Claims	2	203784	Alan F Jongsma	5,553.00	
			001 - 524 20 41 000 - Professional Services			5,553.00	
1172	02/12/2025	Claims	2	203785	KCDA Purchasing Cooperative	16,259.51	
			101 - 594 76 63 025 - Olmsted Park			16,259.51	
1173	02/12/2025	Claims	2	203786	Johnathan Kohlman	320.00	
			001 - 512 50 41 050 - Security Services			320.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1174	02/12/2025	Claims	2	203787	L N Curtis & Sons	103.81	
					001 - 521 20 26 000 - Uniforms/Accessories	103.81	
1175	02/12/2025	Claims	2	203788	Lauts Inc dba Lautenbach Industries	5,865.15	
					412 - 537 60 47 015 - Construction Demolition Land I	341.25	206 Puget
					412 - 537 60 47 015 - Construction Demolition Land I	588.75	206 Puget, BYK Trail
					412 - 537 60 47 015 - Construction Demolition Land I	1,053.75	2031 Hospital, 206 Puget
					412 - 537 60 47 015 - Construction Demolition Land I	585.00	Bucko
					412 - 537 60 47 015 - Construction Demolition Land I	1,412.50	206 Puget, Bucko
					412 - 537 60 47 015 - Construction Demolition Land I	233.75	Faber
					412 - 537 60 47 015 - Construction Demolition Land I	1,252.65	BYK Trail, Pioneer
					412 - 537 60 47 015 - Construction Demolition Land I	397.50	BYK Brickyard Park
1176	02/12/2025	Claims	2	203789	Les Schwab Tire Center	3,639.27	
					001 - 522 20 48 000 - Repairs/Maint-Equip	1,381.44	
					412 - 537 50 48 000 - Repairs/maint-equip	1,965.16	Unit 522 tires
					412 - 537 60 47 011 - Site Recycling Disposal	152.03	Site recycle tires
					412 - 537 60 47 011 - Site Recycling Disposal	140.64	Site recycle tires
1177	02/12/2025	Claims	2	203790	Life Assist Inc.	2,338.47	
					001 - 522 21 31 000 - Operating Supplies - Medical	135.99	
					001 - 522 21 31 000 - Operating Supplies - Medical	59.36	
					001 - 522 21 31 000 - Operating Supplies - Medical	946.76	
					001 - 522 21 31 000 - Operating Supplies - Medical	-124.59	
					001 - 522 21 31 000 - Operating Supplies - Medical	205.25	
					001 - 522 21 31 000 - Operating Supplies - Medical	1,115.70	
1178	02/12/2025	Claims	2	203791	Lyndon C. Lee	1,650.00	
					001 - 558 60 41 000 - Professional Services	1,650.00	
1179	02/12/2025	Claims	2	203792	McLoughlin & Eardley Corp	467.75	
					001 - 521 20 41 023 - Canine	467.75	
1180	02/12/2025	Claims	2	203793	Motorola Solutions	160.90	
					501 - 594 22 64 501 - Vehicles - Fire	160.90	
1181	02/12/2025	Claims	2	203794	Mountain Law, PLLC	721.26	
					001 - 512 50 41 040 - Language Interpreter	721.26	
1182	02/12/2025	Claims	2	203795	Walter E Nelson Co. of N. WA	1,055.99	
					401 - 535 80 31 000 - Office Supplies	54.15	
					101 - 576 80 31 006 - Operating Sup - City Hall	9.56	
					101 - 576 80 31 006 - Operating Sup - City Hall	992.28	
1183	02/12/2025	Claims	2	203796	NCL of WI, dba North Central Labs	3,228.43	
					401 - 535 80 31 010 - Operating Supplies	2,966.23	
					401 - 535 80 31 020 - Op Supplies-Chemicals	262.20	
1184	02/12/2025	Claims	2	203797	North Coast Electric Co	17,989.59	
					103 - 542 63 48 000 - Repairs/Maintenance	17,989.59	
1185	02/12/2025	Claims	2	203798	North Hill Resources Inc	116.00	
					412 - 537 60 47 011 - Site Recycling Disposal	116.00	Site recycle concrete
1186	02/12/2025	Claims	2	203799	Northwest Playground Equip Inc	524.54	
					101 - 576 80 48 007 - Bingham Park	524.54	
1187	02/12/2025	Claims	2	203800	Oliver-Hammer, Inc	217.18	
					001 - 521 20 26 000 - Uniforms/Accessories	217.18	
1188	02/12/2025	Claims	2	203801	Robert Olmsted	300.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 513 10 41 000		Professional Services-Other	300.00	
1189	02/12/2025	Claims	2	203802	Orca Pacific, Inc.	1,291.20	
			401 - 535 80 31 020		Op Supplies-Chemicals	1,291.20	
1190	02/12/2025	Claims	2	203803	Ortiz, Marissa & Jovani	100.00	
			101 - 582 10 01 101		Community Center Deposit Ref	100.00	
1191	02/12/2025	Claims	2	203804	Pacific Landscape Architecture LLC	926.50	
			101 - 594 76 63 025		Olmsted Park	926.50	
1192	02/12/2025	Claims	2	203805	Lisa Pearson	300.00	
			001 - 521 20 28 000		Employee Wellness	300.00	
1193	02/12/2025	Claims	2	203806	Puget Sound Energy, Inc.	41,822.25	
			001 - 521 20 47 000		Public Utilities	172.60	
			001 - 521 20 47 000		Public Utilities	39.25	
			001 - 522 50 47 000		Public Utilities	831.60	
			425 - 531 50 47 000		Public Utilities	30.19	
			425 - 531 50 47 000		Public Utilities	188.13	
			401 - 535 80 47 000		Public Utilities	15,645.25	
			401 - 535 80 47 000		Public Utilities	293.43	
			401 - 535 80 47 000		Public Utilities	112.13	
			401 - 535 80 47 000		Public Utilities	171.59	
			401 - 535 80 47 000		Public Utilities	392.82	
			401 - 535 80 47 000		Public Utilities	121.06	
			401 - 535 80 47 000		Public Utilities	83.21	
			401 - 535 80 47 000		Public Utilities	283.64	
			401 - 535 80 47 000		Public Utilities	198.38	
			401 - 535 80 47 000		Public Utilities	877.20	
			102 - 536 20 47 000		Public Utilities	160.67	
			412 - 537 80 47 000		Public Utilities	223.33	
			103 - 542 63 47 000		Public Utilities	14,253.11	
			103 - 542 63 47 000		Public Utilities	90.41	
			103 - 542 63 47 000		Public Utilities	323.76	
			103 - 542 63 47 000		Public Utilities	552.55	
			104 - 559 30 01 105		Utility Payments on Redevelopi	103.03	
			101 - 576 80 47 000		Riverfront	646.68	
			101 - 576 80 47 000		Riverfront	390.31	
			101 - 576 80 47 000		Riverfront	10.87	
			101 - 576 80 47 000		Riverfront	13.00	
			101 - 576 80 47 010		Community Center	592.47	
			101 - 576 80 47 020		Senior Center	449.55	
			101 - 576 80 47 030		Museum Apartments	110.22	
			101 - 576 80 47 030		Museum Apartments	25.47	
			101 - 576 80 47 040		Train	21.26	
			101 - 576 80 47 050		Hammer Square	198.46	
			101 - 576 80 47 051		Bingham / Memorial	97.39	
			101 - 576 80 47 051		Bingham / Memorial	290.98	
			101 - 576 80 47 052		Bingham Caretaker	245.79	
			101 - 576 80 47 053		Other Utilities	27.82	
			101 - 576 80 47 053		Other Utilities	10.87	
			101 - 576 80 47 070		City Hall	3,452.00	
			104 - 595 20 63 082		RW Trail Road Extension	91.77	
1194	02/12/2025	Claims	2	203807	Quiring Monuments Inc	275.00	
			102 - 536 20 34 000		Liners	275.00	
1195	02/12/2025	Claims	2	203808	Red's Mobile 24-Hour Truck & Equip Repai	268.79	
			412 - 537 50 48 000		Repairs/maint-equip	179.19	Unit 519
			412 - 537 50 48 000		Repairs/maint-equip	89.60	Unit 526
1196	02/12/2025	Claims	2	203809	John Riboni	15,000.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 20 41 023 - Canine			15,000.00	
1197	02/12/2025	Claims	2	203810	Rick's Refrigeration Inc	378.00	
			412 - 537 60 47 011 - Site Recycling Disposal			378.00	Site recycle fridges
1198	02/12/2025	Claims	2	203811	Ricoh USA, Inc	158.63	
			001 - 518 80 31 000 - Office/Operating Supplies			48.24	
			001 - 524 20 31 000 - Off/Oper Supps & Books			36.79	
			001 - 558 60 31 000 - Supplies/Books			36.80	
			001 - 595 10 31 000 - Supplies			36.80	
1199	02/12/2025	Claims	2	203812	Ricoh USA, Inc	114.48	
			425 - 531 50 31 000 - Operating Supplies			114.48	
1200	02/12/2025	Claims	2	203813	Heather Romano	441.00	
			001 - 521 20 41 001 - Professional Services			441.00	
1201	02/12/2025	Claims	2	203814	Rosenbauer South Dakota LLC	454,118.81	
			501 - 594 22 64 501 - Vehicles - Fire			454,118.81	
1202	02/12/2025	Claims	2	203815	SBA Structures, LLC	639.75	
			001 - 591 28 70 001 - Lease + Subscription IT (SBITA)			319.88	
			401 - 591 28 70 401 - Leases + Subscription IT (SBITA)			319.87	
1203	02/12/2025	Claims	2	203816	Solid Waste Syst Inc dba SWS Equipment	1,245.40	
			412 - 537 50 48 000 - Repairs/maint-equip			1,245.40	Unit 526
1204	02/12/2025	Claims	2	203817	Douglas Salyer	2,096.40	
			001 - 521 20 27 000 - Retired Medical			2,096.40	
1205	02/12/2025	Claims	2	203818	Sea-Western, Inc.	2,901.67	
			501 - 594 22 64 501 - Vehicles - Fire			2,901.67	
1206	02/12/2025	Claims	2	203819	Sedgwick Claims	3,944.40	
			001 - 511 60 21 001 - Industrial Insurance			2.86	
			001 - 512 50 21 001 - Industrial Insurance			3.53	
			001 - 513 10 21 001 - Industrial Insurance			6.73	
			001 - 514 23 21 001 - Industrial Insurance			28.59	
			001 - 518 80 21 001 - Industrial Insurance			9.59	
			001 - 521 10 21 001 - Industrial Insurance			72.66	
			001 - 521 20 21 001 - Industrial Insurance			970.53	
			001 - 522 20 21 001 - Industrial Insurance			684.58	
			001 - 522 21 21 001 - Industrial Insurance			650.94	
			001 - 522 22 21 001 - Industrial Insurance			100.92	
			001 - 522 23 21 001 - Industrial Insurance			521.78	
			001 - 524 20 21 001 - Industrial Insurance			33.66	
			425 - 531 50 21 001 - Industrial Insurance			85.78	
			401 - 535 80 21 001 - Industrial Insurance			200.16	
			102 - 536 20 21 001 - Industrial Insurance			31.96	
			412 - 537 80 21 001 - Industrial Insurance			198.48	
			103 - 542 30 21 001 - Industrial Insurance			90.83	
			501 - 548 30 21 001 - Industrial Insurance			41.92	
			001 - 558 60 21 001 - Industrial Insurance			8.41	
			101 - 576 80 21 001 - Industrial Insurance			127.83	
			001 - 595 10 21 001 - Industrial Insurance			72.66	
1207	02/12/2025	Claims	2	203820	Sedro-Woolley Auto Parts Inc	433.68	
			412 - 537 80 31 000 - Operating Supplies			31.54	
			412 - 537 80 31 000 - Operating Supplies			13.25	
			103 - 542 30 31 000 - Operating Supplies			7.59	
			103 - 542 30 31 000 - Operating Supplies			27.14	
			103 - 542 30 31 000 - Operating Supplies			20.25	
			103 - 542 30 35 000 - Small Tools/Minor Equip			41.82	
			103 - 542 30 35 000 - Small Tools/Minor Equip			43.40	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			103 - 542 30 48 010 - Repair/Maintenance-Equip			122.72	
			101 - 576 80 48 021 - Equipment			125.97	
1208	02/12/2025	Claims	2	203821	M.T. Gehring dba Sedro-Woolley Auto	3,967.28	
			001 - 521 20 48 010 - Repair & Maint - Auto			2,097.21	
			001 - 521 20 48 010 - Repair & Maint - Auto			179.03	Veh 262 spare tire
			001 - 521 20 48 010 - Repair & Maint - Auto			1,691.04	Veh 268 whitt
1209	02/12/2025	Claims	2	203822	Skagit 911	2,400.90	
			001 - 522 20 41 020 - Central Dispatch			2,400.90	
1210	02/12/2025	Claims	2	203823	Skagit Cnty Dept of Emerg Mgmt	10,033.61	
			001 - 525 10 41 000 - Dept Of Emerg Management			10,033.61	
1211	02/12/2025	Claims	2	203824	Skagit Cnty District Court	3,300.25	
			001 - 512 50 41 001 - District Court Surcharge			3,300.25	
1212	02/12/2025	Claims	2	203825	Skagit Cnty Information Svcs	6,075.44	
			001 - 521 20 41 050 - Spillman System			6,075.44	
1213	02/12/2025	Claims	2	203826	Skagit Cnty Public Health	5,503.50	
			001 - 569 00 41 000 - Skagit Senior Services			5,503.50	
1214	02/12/2025	Claims	2	203827	Skagit Cnty Public Works	98.42	
			103 - 543 30 41 000 - Advertising			98.42	
1215	02/12/2025	Claims	2	203828	Skagit Cnty Treasurer	62,952.63	
			114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/10			62,952.63	
1216	02/12/2025	Claims	2	203829	Skagit Council Of Governments	2,400.44	
			001 - 558 60 41 050 - SCOG			2,141.44	
			001 - 558 60 41 050 - SCOG			259.00	
1217	02/12/2025	Claims	2	203830	Skagit DV & SA Services	1,714.92	
			001 - 565 50 41 000 - Sk Domestic Violence			1,714.92	
1218	02/12/2025	Claims	2	203831	Skagit Farmers Supply	406.03	
			001 - 521 20 41 023 - Canine			68.41	
			001 - 521 20 41 023 - Canine			59.61	
			401 - 535 80 35 010 - Safety Equipment			60.79	
			412 - 537 80 31 000 - Operating Supplies			48.95	Propane for forklift
			103 - 542 30 31 000 - Operating Supplies			121.58	
			103 - 542 30 31 000 - Operating Supplies			46.69	
1219	02/12/2025	Claims	2	203832	PNG Media LLC, dba Skagit Publishing	1,129.80	
			001 - 511 60 31 001 - Legal Publications			516.48	
			001 - 511 60 31 001 - Legal Publications			64.56	
			001 - 511 60 31 001 - Legal Publications			64.56	
			505 - 594 48 60 020 - Eng - PW Veh Storage Bldg			484.20	
1220	02/12/2025	Claims	2	203833	Skagit Regional Health	735.00	
			001 - 522 20 41 010 - Prof Service-Medical Exams			735.00	
1221	02/12/2025	Claims	2	203834	Stericycle	76.11	
			001 - 521 20 41 001 - Professional Services			65.75	
			001 - 521 20 41 001 - Professional Services			10.36	
1222	02/12/2025	Claims	2	203835	Stryker Sales Corp.	10.44	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			-2,068.14	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			1,627.68	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			450.90	
1223	02/12/2025	Claims	2	203836	Suburban Propane, LP	48.87	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			102 - 536 20 32 001 - Propane			48.87	
1224	02/12/2025	Claims	2	203837	Paul Taylor	2,096.40	
			001 - 521 20 27 000 - Retired Medical			2,096.40	
1225	02/12/2025	Claims	2	203838	Teleflex LLC	1,330.00	
			001 - 522 21 31 000 - Operating Supplies - Medical			1,330.00	
1226	02/12/2025	Claims	2	203839	Topcon Solutions Inc	12,103.71	
			001 - 594 32 64 000 - Office Equipment			12,103.71	
1227	02/12/2025	Claims	2	203840	Traffic Safety Supply Co, Inc	742.93	
			103 - 542 64 31 002 - Traffic Control Devices			742.93	
1228	02/12/2025	Claims	2	203841	Transportation Solutions, Inc.	4,787.25	
			104 - 544 40 41 000 - Transportation Plan Update			4,787.25	
1229	02/12/2025	Claims	2	203842	US Mower	293.22	
			425 - 531 50 48 000 - Repairs/Maintenance			293.22	
1230	02/12/2025	Claims	2	203843	Util Underground Loc Ctr	81.60	
			401 - 535 80 31 010 - Operating Supplies			81.60	
1231	02/12/2025	Claims	2	203844	Arreguin, Lourdes Vaca, Estefany & Rojas, Rolando	100.00	
			101 - 582 10 01 101 - Community Center Deposit Ref			100.00	
1232	02/12/2025	Claims	2	203845	Cody Velthuisen	138.25	
			001 - 521 40 43 000 - Travel			138.25	
1233	02/12/2025	Claims	2	203846	VendNovation LLC	1,303.20	
			001 - 522 21 31 010 - Office Supplies			1,303.20	
1234	02/12/2025	Claims	2	203847	Veridian Limited	4,799.60	
			001 - 522 45 49 010 - Tuition/Registration			4,799.60	
1235	02/12/2025	Claims	2	203848	Vestis Group, Inc	72.74	
			401 - 535 80 49 000 - Laundry			6.64	
			401 - 535 80 49 000 - Laundry			6.64	
			401 - 535 80 49 000 - Laundry			32.13	
			412 - 537 80 49 000 - Misc-Laundry			8.76	
			412 - 537 80 49 000 - Misc-Laundry			8.57	
			103 - 542 30 49 000 - Misc-Laundry			5.00	
			103 - 542 30 49 000 - Misc-Laundry			5.00	
1236	02/12/2025	Claims	2	203849	WA St Dept of Transport	513.58	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			143.92	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			321.52	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			48.14	
1237	02/12/2025	Claims	2	203850	WW Grainger Inc	71.79	
			401 - 535 80 35 000 - Small Tools & Minor Equip			71.79	
1238	02/12/2025	Claims	2	203851	Whatcom Electric Co. Inc.	688.51	
			001 - 522 20 48 000 - Repairs/Maint-Equip			781.01	
			412 - 537 60 47 011 - Site Recycling Disposal			-47.00	Site Recycle Batteries
			412 - 537 60 47 011 - Site Recycling Disposal			-21.00	Site Recycle Batteries
			412 - 537 60 47 011 - Site Recycling Disposal			-12.50	Site recycle batteries
			412 - 537 60 47 011 - Site Recycling Disposal			-12.00	Site recycle batteries
1239	02/12/2025	Claims	2	203852	Witmer Public Safety Group Inc.	191.89	
			501 - 594 22 64 501 - Vehicles - Fire			191.89	
1240	02/12/2025	Claims	2	203853	Woods Acquisition Corp	17.00	
			103 - 542 30 31 000 - Operating Supplies			17.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:12:01 Date: 02/04/2025

02/12/2025 To: 02/12/2025

Page: 10

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1241	02/12/2025	Claims	2	203854	World Kinect Energy Services, dba	5,696.14	
		425 - 531 50 32 000 - Vehicle Fuel				185.18	
		425 - 531 50 32 000 - Vehicle Fuel				82.87	
		425 - 531 50 32 000 - Vehicle Fuel				148.17	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,556.01	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,686.24	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,904.82	
		103 - 542 30 32 000 - Auto Fuel/Diesel				132.85	
1242	02/12/2025	Claims	2	203855	Thomas Young	1.42	
		001 - 342 60 00 000 - Fire Transport Fees				-1.42	
1243	02/12/2025	Claims	2	203856	Zachor, Stock & Krepps, Inc PS	9,575.00	
		001 - 515 41 41 001 - Ext Legal-Prosecutor				9,575.00	
		001 Current Expense Fund				224,565.86	
		101 Parks & Facilities Fund				29,920.94	
		102 Cemetery Fund				594.01	
		103 Street Fund				36,089.94	
		104 Arterial Street Fund				5,495.63	
		114 Law Enforcement Sales Tax				62,952.63	
		401 Sewer Operations Fund				45,005.27	
		412 Solid Waste Operations Fund				16,024.87	
		425 Stormwater Operations				3,817.95	
		501 Equipment Replacement Fund				459,114.34	
		505 Public Works Facility Fund				7,853.40	
							Claims: 891,434.84
		* Transaction Has Mixed Revenue And Expense Accounts				891,434.84	

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

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 13:03:48 Date: 02/06/2025

01/01/2025 To: 01/31/2025

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
28	01/02/2025	01/31/2025	1	EFT	Ser Chge	Authorize.Net	8.50	BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS - JANUARY 2025
		514 23 41 010 Bank Fees				001 Current Expense Fund	8.50	
35	01/02/2025	01/31/2025	1		Ser Chge	US Bank -- Merchant Fees	422.33	January 2025 US BANK MERCHANT FEES
		535 80 41 020 Collection Services				401 Sewer Operations Fund	211.17	
		514 23 41 010 Bank Fees				001 Current Expense Fund	105.58	
		537 80 41 020 Collection Services				412 Solid Waste Operations Fund	105.58	
36	01/02/2025	01/31/2025	1		Ser Chge	Banner Bank	3.00	JANUARY 2025 BANNER BANK PAPER STATEMENT FEE
		514 23 41 010 Bank Fees				001 Current Expense Fund	3.00	
189	01/03/2025	01/31/2025	1		Ser Chge	Payment Tech -- Service Charge	30.30	JANUARY 2025 PAYMENTECH SERVICE CHARGE - RIVERFRONT
		576 80 41 000 Professional Services				101 Parks & Facilities Fund	30.30	
190	01/03/2025	01/31/2025	1		Ser Chge	Payment Tech -- Service Charge	42.53	JANUARY 2025 PAYMENTECH SERVICE CHARGE - BINGHAM
		576 80 41 000 Professional Services				101 Parks & Facilities Fund	42.53	
191	01/03/2025	01/31/2025	1		Ser Chge	Payment Tech -- Service Charge	95.83	JANUARY 2025 PAYMENTECH SERVICE CHARGE - GENERAL ACCOUNT #2 NON-UTILITY
		514 23 41 010 Bank Fees				001 Current Expense Fund	95.83	
192	01/03/2025	01/31/2025	1		Ser Chge	Payment Tech -- Service Charge	3,344.45	JANUARY 2025 PAYMENTECH SERVICE CHARGE - GENERAL ACCOUNT
		535 80 41 020 Collection Services				401 Sewer Operations Fund	1,672.23	
		514 23 41 010 Bank Fees				001 Current Expense Fund	836.11	
		537 80 41 020 Collection Services				412 Solid Waste Operations Fund	836.11	
280	01/07/2025	01/31/2025	1		Ser Chge	Xpress Bill Pay - Service Fees	2,066.06	JANUARY 2025 XPRESS BILL PAY SERVICE CHARGE
		535 80 41 020 Collection Services				401 Sewer Operations Fund	1,033.02	
		537 80 41 020 Collection Services				412 Solid Waste Operations Fund	516.52	
		514 23 41 010 Bank Fees				001 Current Expense Fund	516.52	
513	01/15/2025	01/31/2025	1		Ser Chge	US Bank -- Analysis Fees	847.67	JANUARY 2025 US BANK ANALYSIS FEES
		535 80 41 020 Collection Services				401 Sewer Operations Fund	423.83	
		514 23 41 010 Bank Fees				001 Current Expense Fund	211.92	
		537 80 41 020 Collection Services				412 Solid Waste Operations Fund	211.92	

TRANSACTION JOURNAL

City Of Sedro-Woolley

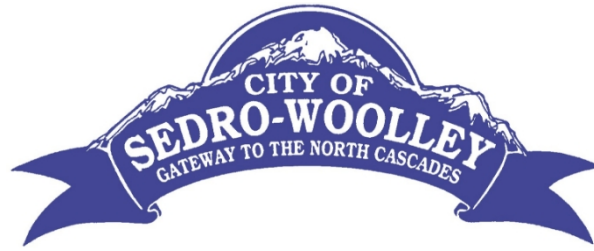
Time: 13:03:48 Date: 02/06/2025

01/01/2025 To: 01/31/2025

Page: 2

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
894	01/30/2025	01/31/2025	1		Ser Chge	C/O Kimberly Ruiz Baxter, Howard	100.90	
	343 50 00 000	Sewer Service Charges	401		Sewer Operations Fund		-58.93	
	343 50 00 010	Utility Tax Collected	401		Sewer Operations Fund		-6.19	
	343 70 00 000	Garbage/Solid Waste F	412		Solid Waste Operations Fund		-12.16	
	343 75 00 000	Fuel Surcharge	412		Solid Waste Operations Fund		-2.55	
	343 73 00 000	Curbside Recycling Fee	412		Solid Waste Operations Fund		-7.20	
	343 70 00 010	Utility Tax Collected	412		Solid Waste Operations Fund		-2.30	
	343 10 00 000	Stormwater Fees	425		Stormwater Operations		-10.47	
	343 10 00 010	Utility Tax Collected	425		Stormwater Operations		-1.10	
964	01/31/2025		99		Ser Chge	January 2025, total court disbursement	1,066.55	January 2025, total court disbursements.
	586 00 01 635	Court Disbursements	635		Custodial Fund		1,066.55	
	Records Printed:	11				Adjustments:	0.00	
						Beginning Balance:	0.00	
						Revenues:	0.00	
						Warrant Expenditures:	0.00	
						Non Warrant Expenditures:	8,028.12	
						Interfund Transfers:	0.00	
						Redemptions:	0.00	
						Deposits:	0.00	
						Withdrawals:	0.00	
						Stop Payments:	0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense Fund	0.00	0.00	0.00	0.00	1,777.46	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00	0.00	0.00	0.00	72.83	0.00	0.00	0.00
401 Sewer Operations Fund	0.00	0.00	0.00	0.00	3,275.13	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00	0.00	0.00	0.00	1,645.92	0.00	0.00	0.00
425 Stormwater Operations	0.00	0.00	0.00	0.00	-11.57	0.00	0.00	0.00
635 Custodial Fund	0.00	0.00	0.00	0.00	1,066.55	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,826.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



City Council Agenda Item

Agenda Item No.: e.3.

Date: February 12, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: 2025 Wage Schedule Update - AFSCME Bargaining Unit and Non-Represented Staff

RECOMMENDED ACTION:

Motion to approve the revised 2025 master wage schedule for AFSCME bargaining unit and non-represented staff.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Revised 2025 master wage schedule to add Park Caretaker, Seasonal, and Waste Disposal positions (non-represented positions) and include Assistant Maintenance Operations Supervisor position (AFSCME) to the wage schedule. These positions are included in the current budget but previously not included on the master wage schedule.

FISCAL IMPACT, IF APPROPRIATE:

No financial impact.

ATTACHMENTS:

1. 2025_MasterSchedule_AFSCME+Non-Rep_2025.02.06



2025 AFSCME and Non-Represented Staff

New / Updated

Placeholder Positions

Non-Represented

Master Schedule for AFSCME and Non-Represented Staff Approved by Council on February 12, 2025										
Grade/Step	Position	1	2	3	4	5	6	7	8	9
104	INTERN - ADMIN SUPPORT	20.14 1,745.13 3,490.25 41,883.00	20.74 1,797.50 3,595.00 43,140.00	21.36 1,851.42 3,702.83 44,434.00	22.00 1,906.92 3,813.83 45,766.00	22.44 1,945.08 3,890.17 46,682.00	22.89 1,983.96 3,967.92 47,615.00	23.24 2,013.75 4,027.50 48,330.00	23.58 2,043.96 4,087.92 49,055.00	23.94 2,074.63 4,149.25 49,791.00
105		20.79 1,801.92 3,603.83 43,246.00	21.42 1,856.00 3,712.00 44,544.00	22.06 1,911.67 3,823.33 45,880.00	22.72 1,969.00 3,938.00 47,256.00	23.17 2,008.38 4,016.75 48,201.00	23.64 2,048.54 4,097.08 49,165.00	23.99 2,079.29 4,158.58 49,903.00	24.35 2,110.50 4,221.00 50,652.00	24.72 2,142.13 4,284.25 51,411.00
106	INTERN - TECHNICAL SUPPORT	21.49 1,862.50 3,725.00 44,700.00	22.14 1,918.38 3,836.75 46,041.00	22.80 1,975.96 3,951.92 47,423.00	23.48 2,035.21 4,070.42 48,845.00	23.95 2,075.92 4,151.83 49,822.00	24.43 2,117.46 4,234.92 50,819.00	24.80 2,149.21 4,298.42 51,581.00	25.17 2,181.42 4,362.83 52,354.00	25.55 2,214.17 4,428.33 53,140.00
107	RECEPTIONIST	22.22 1,925.63 3,851.25 46,215.00	22.89 1,983.38 3,966.75 47,601.00	23.57 2,042.92 4,085.83 49,030.00	24.28 2,104.17 4,208.33 50,500.00	24.76 2,146.25 4,292.50 51,510.00	25.26 2,189.21 4,378.42 52,541.00	25.64 2,222.04 4,444.08 53,329.00	26.02 2,255.33 4,510.67 54,128.00	26.41 2,289.21 4,578.42 54,941.00
108	MUNICIPAL COURT JUDGE	22.99 1,992.50 3,985.00 47,820.00	23.68 2,052.29 4,104.58 49,255.00	24.39 2,113.83 4,227.67 50,732.00	25.12 2,177.25 4,354.50 52,254.00	25.63 2,220.83 4,441.67 53,300.00	26.14 2,265.25 4,530.50 54,366.00	26.53 2,299.21 4,598.42 55,181.00	26.93 2,333.71 4,667.42 56,009.00	27.33 2,368.71 4,737.42 56,849.00
109		23.81 2,063.21 4,126.42 49,517.00	24.52 2,125.08 4,250.17 51,002.00	25.26 2,188.88 4,377.75 52,533.00	26.01 2,254.50 4,509.00 54,108.00	26.53 2,299.58 4,599.17 55,190.00	27.06 2,345.58 4,691.17 56,294.00	27.47 2,380.79 4,761.58 57,139.00	27.88 2,416.50 4,833.00 57,996.00	28.30 2,452.71 4,905.42 58,865.00
110	CUSTODIAN YARD WASTE ATTENDANT	24.67 2,137.67 4,275.33 51,304.00	25.41 2,201.79 4,403.58 52,843.00	26.17 2,267.83 4,535.67 54,428.00	26.95 2,335.88 4,671.75 56,061.00	27.49 2,382.58 4,765.17 57,182.00	28.04 2,430.25 4,860.50 58,326.00	28.46 2,466.71 4,933.42 59,201.00	28.89 2,503.71 5,007.42 60,089.00	29.32 2,541.25 5,082.50 60,990.00
111	ADMINISTRATIVE CLERK I GRAD INTERN	25.57 2,215.88 4,431.75 53,181.00	26.34 2,282.38 4,564.75 54,777.00	27.13 2,350.88 4,701.75 56,421.00	27.94 2,421.38 4,842.75 58,113.00	28.50 2,469.83 4,939.67 59,276.00	29.07 2,519.17 5,038.33 60,460.00	29.50 2,557.00 5,114.00 61,368.00	29.95 2,595.38 5,190.75 62,289.00	30.40 2,634.29 5,268.58 63,223.00
112	MAINTENANCE CUSTODIAN	26.53 2,299.21 4,598.42 55,181.00	27.33 2,368.21 4,736.42 56,837.00	28.15 2,439.25 4,878.50 58,542.00	28.99 2,512.42 5,024.83 60,298.00	29.57 2,562.67 5,125.33 61,504.00	30.16 2,613.92 5,227.83 62,734.00	30.61 2,653.13 5,306.25 63,675.00	31.07 2,692.92 5,385.83 64,630.00	31.54 2,733.29 5,466.58 65,599.00
113	ACCOUNTING CLERK ADMINISTRATIVE CLERK II PERMIT TECHNICIAN	27.53 2,386.33 4,772.67 57,272.00	28.36 2,457.92 4,915.83 58,990.00	29.21 2,531.63 5,063.25 60,759.00	30.09 2,607.54 5,215.08 62,581.00	30.69 2,659.75 5,319.50 63,834.00	31.30 2,712.92 5,425.83 65,110.00	31.77 2,753.58 5,507.17 66,086.00	32.25 2,794.92 5,589.83 67,078.00	32.73 2,836.88 5,673.75 68,085.00
114	IT WORKSTATION SUPPORT SPEC MAINTENANCE OPERATOR I COLLECTIONS SPECIALIST I	28.60 2,478.42 4,956.83 59,482.00	29.46 2,552.79 5,105.58 61,267.00	30.34 2,629.33 5,258.67 63,104.00	31.25 2,708.25 5,416.50 64,998.00	31.87 2,762.38 5,524.75 66,297.00	32.51 2,817.67 5,635.33 67,624.00	33.00 2,859.96 5,719.92 68,639.00	33.49 2,902.83 5,805.67 69,668.00	34.00 2,946.38 5,892.75 70,713.00
115	VEHICLE SERVICING MECHANIC PLANNING TECHNICIAN WW OPERATOR IN TRAINING	29.72 2,575.63 5,151.25 61,815.00	30.61 2,652.88 5,305.75 63,669.00	31.53 2,732.50 5,465.00 65,580.00	32.47 2,814.46 5,628.92 67,547.00	33.12 2,870.71 5,741.42 68,897.00	33.79 2,928.13 5,856.25 70,275.00	34.29 2,972.08 5,944.17 71,330.00	34.81 3,016.63 6,033.25 72,399.00	35.33 3,061.92 6,123.83 73,486.00
116	WW ADMINISTRATIVE ASSISTANT ENGINEERING TECHNICIAN I PERMIT TECHNICIAN - SENIOR WW TREATMENT OPERATOR I	30.91 2,679.08 5,358.17 64,298.00	31.84 2,759.46 5,518.92 66,227.00	32.80 2,842.25 5,684.50 68,214.00	33.78 2,927.54 5,855.08 70,261.00	34.45 2,986.08 5,972.17 71,666.00	35.14 3,045.83 6,091.67 73,100.00	35.67 3,091.50 6,183.00 74,196.00	36.21 3,137.88 6,275.75 75,309.00	36.75 3,184.96 6,369.92 76,439.00
117	MAINTENANCE OPERATOR II COLLECTIONS SPECIALIST II IT USER SUPPORT TECHNICIAN ACCOUNTING TECHNICIAN PUBLIC RECORDS OFFICER	32.17 2,787.67 5,575.33 66,904.00	33.13 2,871.29 5,742.58 68,911.00	34.12 2,957.42 5,914.83 70,978.00	35.15 3,046.17 6,092.33 73,108.00	35.85 3,107.04 6,214.08 74,569.00	36.57 3,169.21 6,338.42 76,061.00	37.12 3,216.75 6,433.50 77,202.00	37.67 3,265.00 6,530.00 78,360.00	38.24 3,313.96 6,627.92 79,535.00
118	ENGINEERING TECHNICIAN II EMS BILLING CLERK INFRASTRUCTURE & MAPPING SPEC	33.49 2,902.50 5,805.00 69,660.00	34.50 2,989.58 5,979.17 71,750.00	35.53 3,079.29 6,158.58 73,903.00	36.60 3,171.67 6,343.33 76,120.00	37.33 3,235.08 6,470.17 77,642.00	38.07 3,299.79 6,599.58 79,195.00	38.65 3,349.29 6,698.58 80,383.00	39.23 3,399.54 6,799.08 81,589.00	39.81 3,450.50 6,901.00 82,812.00
119	DEPUTY CITY CLERK VEHICLE TECHNICAL MECHANIC WW TREATMENT OPERATOR II COURT CLERK	34.89 3,023.67 6,047.33 72,568.00	35.94 3,114.42 6,228.83 74,746.00	37.01 3,207.83 6,415.67 76,988.00	38.12 3,304.04 6,608.08 79,297.00	38.89 3,370.13 6,740.25 80,883.00	39.66 3,437.50 6,875.00 82,500.00	40.26 3,489.08 6,978.17 83,738.00	40.86 3,541.42 7,082.83 84,994.00	41.48 3,594.54 7,189.08 86,269.00
120	MAINTENANCE OPERATOR LEAD ADMINISTRATIVE ANALYST	36.36 3,151.13 6,302.25 75,627.00	37.45 3,245.67 6,491.33 77,896.00	38.57 3,343.04 6,686.08 80,233.00	39.73 3,443.33 6,886.67 82,640.00	40.53 3,512.25 7,024.50 84,294.00	41.34 3,582.46 7,164.92 85,979.00	41.96 3,636.17 7,272.33 87,268.00	42.59 3,690.71 7,381.42 88,577.00	43.22 3,746.08 7,492.17 89,906.00
121	BUILDING INSPECTOR I LEAD MECHANIC DATA SYSTEMS SPECIALIST ENGINEER I (GRADUATE) WW TREATMENT OPERATOR III ASSISTANT MAINT. OPNS. SUPERVISOR	37.92 3,286.21 6,572.42 78,869.00	39.06 3,384.79 6,769.58 81,235.00	40.23 3,486.33 6,972.67 83,672.00	41.43 3,590.92 7,181.83 86,182.00	42.26 3,662.75 7,325.50 87,906.00	43.11 3,736.00 7,472.00 89,664.00	43.75 3,792.04 7,584.08 91,009.00	44.41 3,848.92 7,697.83 92,374.00	45.08 3,906.63 7,813.25 93,759.00

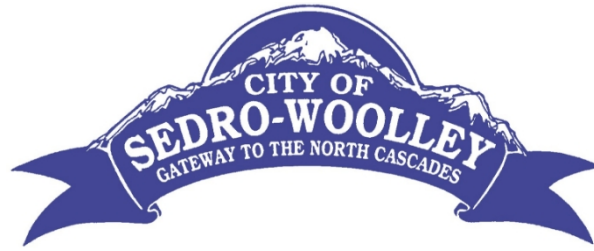
Master Schedule for AFSCME and Non-Represented Staff Approved by Council on February 12, 2025										
Grade/Step	Position	1	2	3	4	5	6	7	8	9
122	ASSISTANT PLANNER	39.55	40.74	41.96	43.22	44.08	44.96	45.64	46.32	47.02
	HUMAN RESOURCE ANALYST	3,427.54	3,530.38	3,636.29	3,745.42	3,820.29	3,896.67	3,955.13	4,014.50	4,074.71
	WW TREATMENT OPERATOR LEAD	6,855.08	7,060.75	7,272.58	7,490.83	7,640.58	7,793.33	7,910.25	8,029.00	8,149.42
		82,261.00	84,729.00	87,271.00	89,890.00	91,687.00	93,520.00	94,923.00	96,348.00	97,793.00
123	BUILDING INSPECTOR II	41.28	42.52	43.80	45.11	46.01	46.93	47.64	48.35	49.08
	SOLID WASTE SUPERVISOR	3,577.75	3,685.08	3,795.67	3,909.50	3,987.71	4,067.46	4,128.46	4,190.42	4,253.25
		7,155.50	7,370.17	7,591.33	7,819.00	7,975.42	8,134.92	8,256.92	8,380.83	8,506.50
		85,866.00	88,442.00	91,096.00	93,828.00	95,705.00	97,619.00	99,083.00	100,570.00	102,078.00
124	WW TREATMENT SUPERVISOR									
	ENGINEER (EIT)	43.37	44.67	46.01	47.39	48.33	49.30	50.04	50.79	51.55
	MAINTENANCE OPNS SUPERVISOR	3,758.33	3,871.04	3,987.21	4,106.79	4,188.96	4,272.71	4,336.83	4,401.92	4,467.92
	IT SYSTEM INTEGRATION ANALYST	7,516.67	7,742.08	7,974.42	8,213.58	8,377.92	8,545.42	8,673.67	8,803.83	8,935.83
		90,200.00	92,905.00	95,693.00	98,563.00	100,535.00	102,545.00	104,084.00	105,646.00	107,230.00
125	PLANNER	45.42	46.78	48.18	49.63	50.62	51.63	52.41	53.19	53.99
		3,936.04	4,054.08	4,175.71	4,301.00	4,387.04	4,474.75	4,541.88	4,610.00	4,679.17
		7,872.08	8,108.17	8,351.42	8,602.00	8,774.08	8,949.50	9,083.75	9,220.00	9,358.33
		94,465.00	97,298.00	100,217.00	103,224.00	105,289.00	107,394.00	109,005.00	110,640.00	112,300.00
126	BUILDING OFFICIAL (CMML INSP)	47.58	49.00	50.47	51.99	53.03	54.09	54.90	55.72	56.56
		4,123.17	4,246.83	4,374.25	4,505.50	4,595.63	4,687.50	4,757.83	4,829.17	4,901.63
		8,246.33	8,493.67	8,748.50	9,011.00	9,191.25	9,375.00	9,515.67	9,658.33	9,803.25
		98,956.00	101,924.00	104,982.00	108,132.00	110,295.00	112,500.00	114,188.00	115,900.00	117,639.00
127	HUMAN RESOURCE MANAGER	49.86	51.35	52.89	54.48	55.57	56.68	57.53	58.40	59.27
	ASSISTANT ENGINEER	4,321.08	4,450.71	4,584.21	4,721.75	4,816.17	4,912.50	4,986.21	5,060.96	5,136.88
		8,642.17	8,901.42	9,168.42	9,443.50	9,632.33	9,825.00	9,972.42	10,121.92	10,273.75
		103,706.00	106,817.00	110,021.00	113,322.00	115,588.00	117,900.00	119,669.00	121,463.00	123,285.00
128	SENIOR PLANNER	52.27	53.83	55.45	57.11	58.26	59.42	60.31	61.22	62.13
		4,529.75	4,665.63	4,805.63	4,949.79	5,048.79	5,149.71	5,226.96	5,305.38	5,385.00
		9,059.50	9,331.25	9,611.25	9,899.58	10,097.58	10,299.42	10,453.92	10,610.75	10,770.00
		108,714.00	111,975.00	115,335.00	118,795.00	121,171.00	123,593.00	125,447.00	127,329.00	129,240.00
129	ASSISTANT FIRE CHIEF	54.81	56.46	58.15	59.90	61.09	62.32	63.25	64.20	65.16
		4,750.54	4,893.04	5,039.83	5,191.04	5,294.88	5,400.75	5,481.75	5,564.00	5,647.42
		9,501.08	9,786.08	10,079.67	10,382.08	10,589.75	10,801.50	10,963.50	11,128.00	11,294.83
		114,013.00	117,433.00	120,956.00	124,585.00	127,077.00	129,618.00	131,562.00	133,536.00	135,538.00
130	DIRECTOR, INFO TECHNOLOGIES	57.50	59.23	61.00	62.83	64.09	65.37	66.35	67.35	68.36
	CITY ENGINEER	4,983.42	5,132.96	5,286.92	5,445.54	5,554.42	5,665.54	5,750.50	5,836.79	5,924.33
	POLICE LIEUTENANT	9,966.83	10,265.92	10,573.83	10,891.08	11,108.83	11,331.08	11,501.00	11,673.58	11,848.67
		119,602.00	123,191.00	126,886.00	130,693.00	133,306.00	135,973.00	138,012.00	140,083.00	142,184.00
131	DIRECTOR, FINANCE	60.33	62.14	64.00	65.92	67.24	68.59	69.61	70.66	71.72
		5,228.46	5,385.33	5,546.88	5,713.25	5,827.54	5,944.13	6,033.25	6,123.75	6,215.58
		10,456.92	10,770.67	11,093.75	11,426.50	11,655.08	11,888.25	12,066.50	12,247.50	12,431.17
		125,483.00	129,248.00	133,125.00	137,118.00	139,861.00	142,659.00	144,798.00	146,970.00	149,174.00
132	DIRECTOR, COMMUNITY DEVEL	63.31	65.21	67.17	69.18	70.56	71.98	73.06	74.15	75.26
		5,486.96	5,651.54	5,821.13	5,995.75	6,115.63	6,237.96	6,331.50	6,426.50	6,522.88
		10,973.92	11,303.08	11,642.25	11,991.50	12,231.25	12,475.92	12,663.00	12,853.00	13,045.75
		131,687.00	135,637.00	139,707.00	143,898.00	146,775.00	149,711.00	151,956.00	154,236.00	156,549.00
133	DIRECTOR, PUBLIC WORKS	66.46	68.46	70.51	72.63	74.08	75.56	76.70	77.85	79.01
	FIRE CHIEF	5,760.25	5,933.04	6,111.04	6,294.33	6,420.25	6,548.67	6,646.92	6,746.63	6,847.79
	POLICE CHIEF	11,520.50	11,866.08	12,222.08	12,588.67	12,840.50	13,097.33	13,293.83	13,493.25	13,695.58
		138,246.00	142,393.00	146,665.00	151,064.00	154,086.00	157,168.00	159,526.00	161,919.00	164,347.00
134		69.79	71.88	74.04	76.26	77.79	79.34	80.53	81.74	82.96
		6,048.33	6,229.79	6,416.71	6,609.17	6,741.38	6,876.21	6,979.33	7,084.00	7,190.29
		12,096.67	12,459.58	12,833.42	13,218.33	13,482.75	13,752.42	13,958.67	14,168.00	14,380.58
		145,160.00	149,515.00	154,001.00	158,620.00	161,793.00	165,029.00	167,504.00	170,016.00	172,567.00
135		73.30	75.50	77.76	80.10	81.70	83.33	84.58	85.85	87.14
		6,352.58	6,543.17	6,739.50	6,941.67	7,080.50	7,222.08	7,330.46	7,440.42	7,552.00
		12,705.17	13,086.33	13,479.00	13,883.33	14,161.00	14,444.17	14,660.92	14,880.83	15,104.00
		152,462.00	157,036.00	161,748.00	166,600.00	169,932.00	173,330.00	175,931.00	178,570.00	181,248.00
136	CITY ADMINISTRATOR	80.90	83.32	85.82	88.40	90.16	91.97	93.35	94.75	96.17
		7,010.92	7,221.25	7,437.92	7,661.04	7,814.25	7,970.54	8,090.13	8,211.46	8,334.63
		14,021.83	14,442.50	14,875.83	15,322.08	15,628.50	15,941.08	16,180.25	16,422.92	16,669.25
		168,262.00	173,310.00	178,510.00	183,865.00	187,542.00	191,293.00	194,163.00	197,075.00	200,031.00
OTHER	PARK CARETAKER (annual)									1,200.00
	SEASONAL (hourly)									16.28 - 22.00
	WASTE DISPOSAL (hourly)									16.66
	PART-TIME FIREFIGHTER (hourly)									20.00

Per AFSCME contract "Seasonal employees may become members of the bargaining unit after successful completion of their first seasonal period, an upon the first day of work of the second consecutive season."

Amounts Displayed: Hourly, Pay Period, Monthly, Annual Wage

Actual amounts may vary due to rounding.

Increase from 2024 103.00%



City Council Agenda Item

Agenda Item No.: e.4.

Date: February 12, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: 2025 Non-Represented Wage Schedule - Resolution 1158-25

RECOMMENDED ACTION:

Motion to approve Resolution 1158-25 updated the 2025 non-represented staff wage schedule to include Park Caretaker, Seasonal, and Waste Disposal positions.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Revised 2025 master wage schedule to add Park Caretaker, Seasonal, and Waste Disposal positions to the wage schedule. These positions are included in the current budget but previously not included on the wage schedule.

FISCAL IMPACT, IF APPROPRIATE:

No financial impact.

ATTACHMENTS:

1. Resolution 1158-25-2025 Non-Represented Employee Salary
2. 2025_MasterSchedule_Non-Rep_2025.02.06

RESOLUTION 1158-25

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON UPDATING
THE 2025 NON-REPRESENTED EMPLOYEE SALARY SCHEDULE.**

WHEREAS, it is necessary and appropriate to establish the City organizational structure and salary schedules for employees of the City of Sedro-Woolley by resolution of the City Council; and

WHEREAS, to promote internal equity and retain quality employees, the City Council wishes to offer commensurate packages to non-represented employees; and

WHEREAS, the City is continuing the compensation structure involving a salary schedule for all employees with adjustments; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to fix the compensation and working conditions of its officers and employees through budget allocation for personnel and benefits.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
SEDRO-WOOLLEY, WASHINGTON, AS FOLLOWS:**

The salary schedule includes Park Caretaker, Seasonal, and Waste Disposal.

ADOPTED by the City Council and **APPROVED** by the Mayor this 12th day of February 2025.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney



2025 Non-Represented Staff

New / Updated

Placeholder Positions

Non-Represented

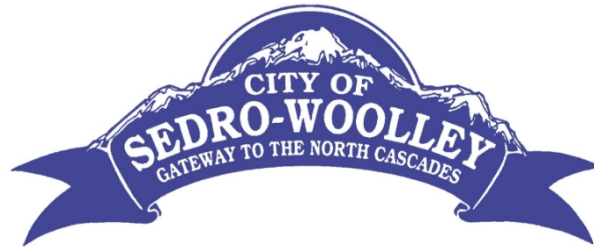
Schedule for Non-Represented Staff Approved by Council on February 12, 2025										
Grade/Step	Position	1	2	3	4	5	6	7	8	9
108	MUNICIPAL COURT JUDGE	22.99	23.68	24.39	25.12	25.63	26.14	26.53	26.93	27.33
		1,992.50	2,052.29	2,113.83	2,177.25	2,220.83	2,265.25	2,299.21	2,333.71	2,368.71
		3,985.00	4,104.58	4,227.67	4,354.50	4,441.67	4,530.50	4,598.42	4,667.42	4,737.42
		47,820.00	49,255.00	50,732.00	52,254.00	53,300.00	54,366.00	55,181.00	56,009.00	56,849.00
116	ENGINEERING TECHNICIAN I	30.91	31.84	32.80	33.78	34.45	35.14	35.67	36.21	36.75
		2,679.08	2,759.46	2,842.25	2,927.54	2,986.08	3,045.83	3,091.50	3,137.88	3,184.96
		5,358.17	5,518.92	5,684.50	5,855.08	5,972.17	6,091.67	6,183.00	6,275.75	6,369.92
		64,298.00	66,227.00	68,214.00	70,261.00	71,666.00	73,100.00	74,196.00	75,309.00	76,439.00
117	IT USER SUPPORT TECHNICIAN	32.17	33.13	34.12	35.15	35.85	36.57	37.12	37.67	38.24
		2,787.67	2,871.29	2,957.42	3,046.17	3,107.04	3,169.21	3,216.75	3,265.00	3,313.96
		5,575.33	5,742.58	5,914.83	6,092.33	6,214.08	6,338.42	6,433.50	6,530.00	6,627.92
		66,904.00	68,911.00	70,978.00	73,108.00	74,569.00	76,061.00	77,202.00	78,360.00	79,535.00
118		33.49	34.50	35.53	36.60	37.33	38.07	38.65	39.23	39.81
		2,902.50	2,989.58	3,079.29	3,171.67	3,235.08	3,299.79	3,349.29	3,399.54	3,450.50
		5,805.00	5,979.17	6,158.58	6,343.33	6,470.17	6,599.58	6,698.58	6,799.08	6,901.00
		69,660.00	71,750.00	73,903.00	76,120.00	77,642.00	79,195.00	80,383.00	81,589.00	82,812.00
119	COURT CLERK	34.89	35.94	37.01	38.12	38.89	39.66	40.26	40.86	41.48
		3,023.67	3,114.42	3,207.83	3,304.04	3,370.13	3,437.50	3,489.08	3,541.42	3,594.54
		6,047.33	6,228.83	6,415.67	6,608.08	6,740.25	6,875.00	6,978.17	7,082.83	7,189.08
		72,568.00	74,746.00	76,988.00	79,297.00	80,883.00	82,500.00	83,738.00	84,994.00	86,269.00
120		36.36	37.45	38.57	39.73	40.53	41.34	41.96	42.59	43.22
		3,151.13	3,245.67	3,343.04	3,443.33	3,512.25	3,582.46	3,636.17	3,690.71	3,746.08
		6,302.25	6,491.33	6,686.08	6,886.67	7,024.50	7,164.92	7,272.33	7,381.42	7,492.17
		75,627.00	77,896.00	80,233.00	82,640.00	84,294.00	85,979.00	87,268.00	88,577.00	89,906.00
121	ENGINEER I (GRADUATE)	37.92	39.06	40.23	41.43	42.26	43.11	43.75	44.41	45.08
		3,286.21	3,384.79	3,486.33	3,590.92	3,662.75	3,736.00	3,792.04	3,848.92	3,906.63
		6,572.42	6,769.58	6,972.67	7,181.83	7,325.50	7,472.00	7,584.08	7,697.83	7,813.25
		78,869.00	81,235.00	83,672.00	86,182.00	87,906.00	89,664.00	91,009.00	92,374.00	93,759.00
122	ASSISTANT PLANNER HUMAN RESOURCE ANALYST	39.55	40.74	41.96	43.22	44.08	44.96	45.64	46.32	47.02
		3,427.54	3,530.38	3,636.29	3,745.42	3,820.29	3,896.67	3,955.13	4,014.50	4,074.71
		6,855.08	7,060.75	7,272.58	7,490.83	7,640.58	7,793.33	7,910.25	8,029.00	8,149.42
		82,261.00	84,729.00	87,271.00	89,890.00	91,687.00	93,520.00	94,923.00	96,348.00	97,793.00
123		41.28	42.52	43.80	45.11	46.01	46.93	47.64	48.35	49.08
		3,577.75	3,685.08	3,795.67	3,909.50	3,987.71	4,067.46	4,128.46	4,190.42	4,253.25
		7,155.50	7,370.17	7,591.33	7,819.00	7,975.42	8,134.92	8,256.92	8,380.83	8,506.50
		85,866.00	88,442.00	91,096.00	93,828.00	95,705.00	97,619.00	99,083.00	100,570.00	102,078.00
124	ENGINEER (EIT) MAINTENANCE OPNS SUPERVISOR IT SYSTEM INTEGRATION ANALYST	43.37	44.67	46.01	47.39	48.33	49.30	50.04	50.79	51.55
		3,758.33	3,871.04	3,987.21	4,106.79	4,188.96	4,272.71	4,336.83	4,401.92	4,467.92
		7,516.67	7,742.08	7,974.42	8,213.58	8,377.92	8,545.42	8,673.67	8,803.83	8,935.83
		90,200.00	92,905.00	95,693.00	98,563.00	100,535.00	102,545.00	104,084.00	105,646.00	107,230.00
125	PLANNER	45.42	46.78	48.18	49.63	50.62	51.63	52.41	53.19	53.99
		3,936.04	4,054.08	4,175.71	4,301.00	4,387.04	4,474.75	4,541.88	4,610.00	4,679.17
		7,872.08	8,108.17	8,351.42	8,602.00	8,774.08	8,949.50	9,083.75	9,220.00	9,358.33
		94,465.00	97,298.00	100,217.00	103,224.00	105,289.00	107,394.00	109,005.00	110,640.00	112,300.00
126	BUILDING OFFICIAL (CMML INSP)	47.58	49.00	50.47	51.99	53.03	54.09	54.90	55.72	56.56
		4,123.17	4,246.83	4,374.25	4,505.50	4,595.63	4,687.50	4,757.83	4,829.17	4,901.63
		8,246.33	8,493.67	8,748.50	9,011.00	9,191.25	9,375.00	9,515.67	9,658.33	9,803.25
		98,956.00	101,924.00	104,982.00	108,132.00	110,295.00	112,500.00	114,188.00	115,900.00	117,639.00
127	HUMAN RESOURCE MANAGER ASSISTANT ENGINEER	49.86	51.35	52.89	54.48	55.57	56.68	57.53	58.40	59.27
		4,321.08	4,450.71	4,584.21	4,721.75	4,816.17	4,912.50	4,986.21	5,060.96	5,136.88
		8,642.17	8,901.42	9,168.42	9,443.50	9,632.33	9,825.00	9,972.42	10,121.92	10,273.75
		103,706.00	106,817.00	110,021.00	113,322.00	115,588.00	117,900.00	119,669.00	121,463.00	123,285.00
128	SENIOR PLANNER	52.27	53.83	55.45	57.11	58.26	59.42	60.31	61.22	62.13
		4,529.75	4,665.63	4,805.63	4,949.79	5,048.79	5,149.71	5,226.96	5,305.38	5,385.00
		9,059.50	9,331.25	9,611.25	9,899.58	10,097.58	10,299.42	10,453.92	10,610.75	10,770.00
		108,714.00	111,975.00	115,335.00	118,795.00	121,171.00	123,593.00	125,447.00	127,329.00	129,240.00
129	ASSISTANT FIRE CHIEF	54.81	56.46	58.15	59.90	61.09	62.32	63.25	64.20	65.16
		4,750.54	4,893.04	5,039.83	5,191.04	5,294.88	5,400.75	5,481.75	5,564.00	5,647.42
		9,501.08	9,786.08	10,079.67	10,382.08	10,589.75	10,801.50	10,963.50	11,128.00	11,294.83
		114,013.00	117,433.00	120,956.00	124,585.00	127,077.00	129,618.00	131,562.00	133,536.00	135,538.00
130	DIRECTOR, INFO TECHNOLOGIES CITY ENGINEER POLICE LIEUTENANT	57.50	59.23	61.00	62.83	64.09	65.37	66.35	67.35	68.36
		4,983.42	5,132.96	5,286.92	5,445.54	5,554.42	5,665.54	5,750.50	5,836.79	5,924.33
		9,966.83	10,265.92	10,573.83	10,891.08	11,108.83	11,331.08	11,501.00	11,673.58	11,848.67
		119,602.00	123,191.00	126,886.00	130,693.00	133,306.00	135,973.00	138,012.00	140,083.00	142,184.00
131	DIRECTOR, FINANCE	60.33	62.14	64.00	65.92	67.24	68.59	69.61	70.66	71.72
		5,228.46	5,385.33	5,546.88	5,713.25	5,827.54	5,944.13	6,033.25	6,123.75	6,215.58
		10,456.92	10,770.67	11,093.75	11,426.50	11,655.08	11,888.25	12,066.50	12,247.50	12,431.17
		125,483.00	129,248.00	133,125.00	137,118.00	139,861.00	142,659.00	144,798.00	146,970.00	149,174.00
132	DIRECTOR, COMMUNITY DEVEL	63.31	65.21	67.17	69.18	70.56	71.98	73.06	74.15	75.26
		5,486.96	5,651.54	5,821.13	5,995.75	6,115.63	6,237.96	6,331.50	6,426.50	6,522.88
		10,973.92	11,303.08	11,642.25	11,991.50	12,231.25	12,475.92	12,663.00	12,853.00	13,045.75
		131,687.00	135,637.00	139,707.00	143,898.00	146,775.00	149,711.00	151,956.00	154,236.00	156,549.00

Schedule for Non-Represented Staff Approved by Council on February 12, 2025										
Grade/Step	Position	1	2	3	4	5	6	7	8	9
133	DIRECTOR, PUBLIC WORKS	66.46	68.46	70.51	72.63	74.08	75.56	76.70	77.85	79.01
	FIRE CHIEF	5,760.25	5,933.04	6,111.04	6,294.33	6,420.25	6,548.67	6,646.92	6,746.63	6,847.79
	POLICE CHIEF	11,520.50	11,866.08	12,222.08	12,588.67	12,840.50	13,097.33	13,293.83	13,493.25	13,695.58
		138,246.00	142,393.00	146,665.00	151,064.00	154,086.00	157,168.00	159,526.00	161,919.00	164,347.00
134		69.79	71.88	74.04	76.26	77.79	79.34	80.53	81.74	82.96
		6,048.33	6,229.79	6,416.71	6,609.17	6,741.38	6,876.21	6,979.33	7,084.00	7,190.29
		12,096.67	12,459.58	12,833.42	13,218.33	13,482.75	13,752.42	13,958.67	14,168.00	14,380.58
		145,160.00	149,515.00	154,001.00	158,620.00	161,793.00	165,029.00	167,504.00	170,016.00	172,567.00
135		73.30	75.50	77.76	80.10	81.70	83.33	84.58	85.85	87.14
		6,352.58	6,543.17	6,739.50	6,941.67	7,080.50	7,222.08	7,330.46	7,440.42	7,552.00
		12,705.17	13,086.33	13,479.00	13,883.33	14,161.00	14,444.17	14,660.92	14,880.83	15,104.00
		152,462.00	157,036.00	161,748.00	166,600.00	169,932.00	173,330.00	175,931.00	178,570.00	181,248.00
136	CITY ADMINISTRATOR	80.90	83.32	85.82	88.40	90.16	91.97	93.35	94.75	96.17
		7,010.92	7,221.25	7,437.92	7,661.04	7,814.25	7,970.54	8,090.13	8,211.46	8,334.63
		14,021.83	14,442.50	14,875.83	15,322.08	15,628.50	15,941.08	16,180.25	16,422.92	16,669.25
		168,262.00	173,310.00	178,510.00	183,865.00	187,542.00	191,293.00	194,163.00	197,075.00	200,031.00
OTHER	PARK CARETAKER (annual)									1,200.00
	SEASONAL (hourly)									16.28 - 22.00
	WASTE DISPOSAL (hourly)									16.66
	PART-TIME FIREFIGHTER (hourly)									20.00

Per AFSCME contract "Seasonal employees may become members of the bargaining unit after successful completion of their first seasonal period, an upon the first day of work of the second consecutive season."

Amounts Displayed: Hourly, Pay Period, Monthly, Annual Wage

Actual amounts may vary due to rounding.



City Council Agenda Item

Agenda Item No.: e.5.

Date: February 12, 2025

From: Nathan Salseina , Maintenance Operations Supervisor

Subject: Purchase - Public Works 7 CY Dump Truck Replacement

RECOMMENDED ACTION:

Authorize Public Works Director, PE, MPA, William Bullock to sign Purchase Order No. 2025-PO-08 issued to Freightliner Northwest for the purchase of a new 7 CY dump truck in the amount of \$121,226.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The Equipment Repair and Replacement Fund (ERR) 2025 Budget anticipates the purchase of a new 7 CY dump truck in 2025. This truck will replace Unit 316, our current medium duty dump truck that was purchased in 2006. This purchase order provides for the purchase of the truck chassis portion of the equipment. Staff negotiated pricing for the chassis utilizing the Washington State Department of Enterprise contract number 03920.

Unit #316 is a 2006 Freightliner Dump Truck with a 7 cubic yard dump body. This truck is a multi-use piece of equipment as it serves as our primary pothole patching truck, snowplow, and for use in tight alleys. Due to the heavy use of this equipment and the heavy salt corrosion from our snow and ice control operations, the truck has a 20-year service life. Staff began preparing specifications for a suitable replacement truck at the end of last year. The build and delivery timeline for a replacement truck is usually 8 to 10 months from the time of order. The staff was able to locate a 2025 Freightliner truck chassis that meets the city's needs that is already on the dealers' lot and ready for immediate delivery. A separate purchase order will be brought to the council at a later date to cover the dump body and outfitting of the truck to accommodate our snow plowing and sanding equipment. After the new truck is outfitted and enters our fleet, the 2006 unit will be sold at auction. The estimated surplus value of the existing truck is estimated at approximately \$30,000.

FISCAL IMPACT, IF APPROPRIATE:

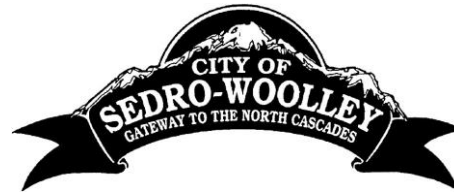
Funding for this equipment is included in the 2025 Equipment Repair and Replacement fund budget. Proceeds from the auction of the existing truck will be used to replenish the ERR fund.

ATTACHMENTS:

1. 2025-PO-08 Freightliner Northwest Purchase Order

City of Sedro-Woolley

325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771 Fax (360) 855-0707



The following number must appear on all related correspondence, shipping papers, and invoices:

PURCHASE ORDER

P.O. NUMBER: 2025-PO-08

VENDOR:

Freightliner NW
Josh Hamilton
524 Jacks Lane
Mount Vernon, WA 98273
Tel: 360-605-2597
Email: Josh.Hamilton@FreightlinerNW.com

SHIP TO:

City of Sedro-Woolley
Nathan Salseina
501 Alexander Street
Sedro-Woolley, WA 98284
Tel: (360) 856-0151
Email: nsalseina@sedro-woolley.gov

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
02/13/2025	Nathan Salseina		Sedro-Woolley, WA	NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	EA	2025 108SD Plus Freightliner Per Attached Freightliner NW Quote 108SD 39K Chassis, Dated 01/25/2025 Per DES Contract No. 03920, Term Ends 02/28/2028	\$186,011.97	\$186,011.97
SUBTOTAL				\$186,011.97
40.10% DES ISCOUNT				\$74,590.80
SHIPPING & HANDLING				N/A
.088 SALES TAX				\$9,805.06
OTHER				N/A
TOTAL				\$121,226.23

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661 Fax (360) 855-0707
Email: ap@ci.sedro-woolley.wa.us

594.42.64.000.501 \$121,226.23
Equipment & Vehicles - Streets

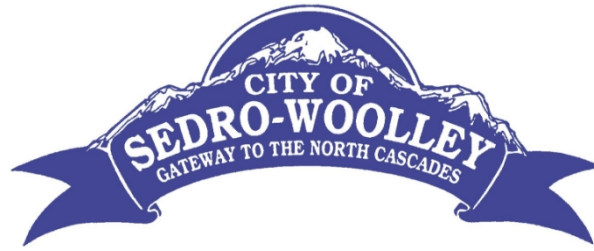
Authorized by

Date



CITY OF SEDRO-WOOLLEY NATHAN SALSEINA	1/25/2025
DES CONTRACT NUMBER	03920
QUOTE ID	108SD 39K Chassis
MAKE	Freightliner
MODEL	108SD Plus
MODEL YEAR	2025
MSRP	\$186,011.97
DES DISCOUNT	40.10%
DES REDUCTION	\$74,590.80
FINAL DES PRICING	\$111,421.17
TAXABLE @ 8.8%	\$9,805.06
TOTAL EACH	\$121,226.23
QUOTE PROVIDED BY: JOSH HAMILTON FREIGHTLINER NW 524 JACKS LANE MOUNT VERNON, WA 98273 (360)605-2597	





City Council Agenda Item

Agenda Item No.: e.6.

Date: February 12, 2025

From: Nathan Salseina , Maintenance Operations Supervisor

Subject: Rehabilitation Project - 1996 International 14CY Dump Truck

RECOMMENDED ACTION:

Motion to approve 1996 International Dump Truck body work and mechanical rehabilitation from RWC Equipment for the price of \$124,239.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Unit #310 is a 1996 International Dump Truck used by Public Works for various activities ranging from hauling crushed gravel, to asphalt work, to brush and concrete hauling. The equipment replacement schedule shows a service life of 30 years for this equipment. City staff and outside mechanics have assessed the unit and found it to be in excellent condition with relatively low miles. Rather than replace the unit with a new truck at an estimated cost of \$300,000, staff proposes to perform a midlife rehabilitation on the existing truck at a cost of \$124,239. Rehabilitation work will consist of an engine and hydraulic system overhaul, brake work, transmission and clutch tune up, new load tarp system, new rims, and work on the dump body to mitigate corrosion from the salt products that we routinely haul. This work will extend the service life of the truck by at least another 10 years, making it a 40-year unit. Given the high replacement cost, staff believes the rehab of our truck to be a prudent use of taxpayer dollars and will meet our current and future needs.

FISCAL IMPACT, IF APPROPRIATE:

Funding for this project is included in the 2025 Equipment Repair and Replacement fund

ATTACHMENTS:

1. Estimate_16974299_v4
2. City of Sedro Wolley Box Refinish Estimate

RWC Group - Mount Vernon (Isuzu)

2501 Henson Rd. Mount Vernon, Washington 98273

Phone: (360) 428-6030

**Case Number:** 16974299**Repair Order Number:** N/A**Purchase Order Number:** N/A**Service Advisor:** Rier, Zachary - Case Date 2025-01-13 17:31:21 -0800**Customer:** City Of Sedro Woolley**Unit Number:****Address:** 3250 Metcalf St. Sedro-Woolley, WA 98284**Phone:** N/A**Fax:** N/A**Customer Number:** 72342**Asset:** 1996 International 9200 SBA 6x4 **Engine Hours:** 0**Serial Number:** TC036798**Odometer:** N/A Miles**VIN:** 2HTFMAHR8TC036798**Warranty Start:** N/A**Engine:** CUM M11**In Service:** N/A

TC036798

1 Estimate to rebuild steering system [015-000-000]**Complaint:** Replace steering gear box , changed fluid and internal filter. Replace power steering pump , replace steering kingpins , replace drag link and tie rod ends. Replace steer shaft u joints - align front end.

		Quantity	Price	Totals
Labor:				\$4,200.00
Parts:	LINK STEERING DRAG	1.0	\$342.04	\$342.04
	TAS65 STEERING GEAR	1.0	\$1,122.03	\$1,817.03
	ROD ASM-FRT AXLE 02ADH-J-K	1.0	\$1,758.54	\$1,758.54
	END-ASM TIE ROD LT	1.0	\$231.74	\$231.74
	END-ASM TIE ROD RT	1.0	\$231.74	\$231.74
	RESERVOIR POWER STRG PUMP	1.0	\$339.69	\$339.69
	FILTER-LUBE OIL	1.0	\$23.29	\$23.29
	QWIK KIT KING PIN KIT	1.0	\$621.71	\$621.71
	PIN FRT SPG SHACKLE	6.0	\$65.17	\$391.02
	BUSHING SPG EYE	4.0	\$64.68	\$258.72
	KIT U JOINT STRG GEAR	2.0	\$108.06	\$216.12
	V20 POWER STG PUMP	1.0	\$778.70	\$778.70
	GASKET, HYDRAULIC PUMP	1.0	\$4.53	\$4.53
	Parts Total			\$7,014.87
Operation Total:				\$11,214.87

2 Estimate to restore brake system. [013-000-000]**Cause:** Replace steer and drive axle brake shoes and drums. Replace S-cam bushings and S-cams , replace all brake valves and soft brake hoses from valves to brakes chambers. Replace brake chambers and slack adjusters with new.

		Quantity	Price	Totals
Labor:				\$6,720.00
Parts:	REMAN SHOE KIT	2.0	\$116.20	\$321.36
	DRUM-BRAKE 16.50X6.00 BALANCED	2.0	\$221.06	\$442.12
	CAMSHAFT BRAKE	1.0	\$132.06	\$132.06
	KIT BRAKE MINOR REPAIR	3.0	\$16.60	\$49.80



RWC Group - Mount Vernon (Isuzu)

Customer: City Of Sedro Woolley

Unit Number:

Case Number: 16974299

Asset: 1996 International 9200 SBA 6x4

VIN: 2HTFMAHR8TC036798



TC036798

CAMSHAFT BRAKE	1.0	\$132.06	\$132.06
CHAMBER-BRAKE SERVICE 20	2.0	\$109.60	\$219.20
SEAL, OIL, WHEEL	2.0	\$48.39	\$96.78
HUB CAP	2.0	\$22.53	\$45.06
3/8 HOSE 3/8 SWVL X FIXED 26"	2.0	\$14.83	\$29.66
DRUM, REAR, 16.5 X 7 INCH. BAL	4.0	\$140.43	\$561.72
BRAKE SHOE KIT, RELINED	4.0	\$76.09	\$504.52
CAMSHAFT/RH	2.0	\$67.08	\$134.16
CAMSHAFT/LH	2.0	\$67.08	\$134.16
CASE LOT CLASSIC, QTY 24	4.0	\$51.16	\$204.64
BRK VALVE BASIC	1.0	\$271.21	\$271.21
VALVE,BRK CONTROL	1.0	\$272.04	\$272.04
VALVE BRK CONTROL DASH	1.0	\$307.87	\$307.87
COOLER, AIR DRYER	1.0	\$478.69	\$478.69
ADJUSTER BRAKE SLACK	2.0	\$186.22	\$372.44
ADJUSTER BRAKE SLACK	2.0	\$189.57	\$379.14
ADJUSTER BRK SLACK	2.0	\$143.05	\$286.10
ADJUSTER BRK SLACK	2.0	\$143.05	\$286.10
Parts Total			\$5,660.89
Operation Total:			\$12,380.89

3 Estimate to refresh drivetrain [024-000-000]

Complaint: Remove drive line , replace carrier bearing and all drive line u joints.

		Quantity	Price	Totals
Labor:				\$1,680.00
Parts:	DRIVELINE U-JOINT; GREASEABLE	1.0	\$75.36	\$75.36
	SPICER DRIVELINE U-JOINT, 1810	2.0	\$130.86	\$261.72
	SUPPORT BRKT SA	1.0	\$122.85	\$122.85
	NUT-COMP FLANGE MTG	1.0	\$67.29	\$67.29
	SEAL-OIL DIFF THRU SHAFT BRG	1.0	\$37.19	\$37.19
	MEDIUM SIZE BALL BEARING	1.0	\$51.16	\$51.16
	Parts Total			\$615.57
Operation Total:				\$2,295.57

4 Change differential oils and inspect for metal particles [001-000-000]

Complaint: Drain oils and inspect for wear of contaminants

		Quantity	Price	Totals
Labor:				\$420.00
Parts:	75W-90 (110LBS)	64.0	\$8.63	\$552.32



RWC Group - Mount Vernon (Isuzu)

Customer: City Of Sedro Woolley	Unit Number:
Case Number: 16974299	Asset: 1996 International 9200 SBA 6x4 VIN: 2HTFMAHR8TC036798



TC036798

Operation Total: **\$972.32**

5 Change transmission oil and inspect for metal particles and wear patterns [042-000-000]

	Quantity	Price	Totals
Labor:			\$210.00
Parts: TRANSMISSION FLUID, CHEVRON DE	32.0	\$5.28	\$168.96
Operation Total:			\$378.96

6 Estimate to restore electrical system [000-000-0000]

Complaint: Replace starter , replace alternator , replace batteries , replace cables from batteries to starter and alternator.
Install new LED rear lights and wire new harness in for LEDS

	Quantity	Price	Totals
Labor:			\$4,200.00
Parts:			
ALTERNATOR 24SI HINGE 160AMPS	1.0	\$327.90	\$327.90
PULLEY GENERATOR	1.0	\$156.80	\$156.80
MOTOR STARTER 39 MT 12V	1.0	\$520.86	\$520.86
BELT-POLY 5 RIBS X 33 1/2 EL	1.0	\$11.40	\$11.40
BATTERY	3.0	\$159.33	\$603.09
MAINTENANCE KIT	1.0	\$40.00	\$40.00
9 LED OVAL RED STT	6.0	\$13.77	\$82.62
OVAL PRT AMBER	2.0	\$15.31	\$30.62
RIGHT ANGLE STOP/TAIL PIGTAIL	8.0	\$2.48	\$19.84
CRMP SLDR SEAL 14-16GA BUTT BL	30.0	\$2.32	\$69.60
RIGHT ANGLE MRKR CLRNC PLUGS	2.0	\$2.92	\$5.84
ALARM: BACK-UP, MULTI-FREQUENC	1.0	\$95.48	\$95.48
2 C/M LED LAMP RED	2.0	\$7.26	\$14.52
Parts Total			\$1,978.57
Operation Total:			\$6,178.57

7 Estimate to rebushing suspension [016-000-000]

Cause: Remove walking beams to replace bushings with new , replace steer and drive axle springs and bushings with new as well.

	Quantity	Price	Totals
Labor:			\$4,620.00
Parts:			
SHOCK ABSORBER	4.0	\$84.97	\$339.88
BUSH/ADAPT KIT	4.0	\$120.68	\$482.72
BUSHING	2.0	\$172.10	\$344.20
TUBE	1.0	\$300.21	\$300.21
Parts Total			\$1,467.01
Operation Total:			\$6,087.01



RWC Group - Mount Vernon (Isuzu)

Customer: City Of Sedro Woolley

Unit Number:

Case Number: 16974299

Asset: 1996 International 9200 SBA 6x4

VIN: 2HTFMAHR8TC036798



TC036798

8 Rebuild hydraulic cylinder , change fluid and filter. Replace any lines as needed. [000-000-0000]

	Quantity	Price	Totals
Labor:			\$2,520.00
Operation Total:			\$6,500.00

9 Furnish and install auto tarp system [000-000-0000]

	Quantity	Price	Totals
Labor:			\$1,680.00
Additional Charges: Sublet, Tarp system	n/a	\$3,350.00	\$3,350.00
Operation Total:			\$5,030.00

10 Estimate to restore AC system [001-000-000]

Complaint:	Replace AC compressor , receiver drier , expansion valve , condenser and evaporator. Replace belt as well.		
	Quantity	Price	Totals
Labor:			\$1,680.00
Parts:	RECEIVER DRIER	1.0	\$24.86
	EXPANSION VALVE	1.0	\$48.57
	A/C CONDENSER	1.0	\$275.96
	A/C EVAPORATOR	1.0	\$255.98
	A/C YORK COMPRESSOR	1.0	\$372.09
	A/C COMP.CLUTCH	1.0	\$146.03
	BELT-V 22/32 TW X 48 1/2 EL	1.0	\$12.45
	Parts Total		\$1,135.94
Additional Charges: Freight, FREIGHT	n/a	\$185.96	\$185.96
Operation Total:			\$3,001.90

11 Replace radiator , charge air cooler and fan clutch [023-000-000]

Complaint:	Remove cooling package to replace radiator , charge air cooler and fan hub.		
	Quantity	Price	Totals
Labor:			\$2,100.00
Parts:	RADIATOR INTERNATIONAL FITS	1.0	\$1,252.20
	CHARGE AIR COOLER(CAC); INTERN	1.0	\$1,210.46
	REMANUFACTURED FAN CLUTCH HORT	1.0	\$677.79
	Parts Total		\$3,140.45
Operation Total:			\$5,240.45

12 Replace muffler , flex and elbow. [043-000-000]

Cause:	Replace exhaust system with new		
	Quantity	Price	Totals
Labor:			\$840.00



RWC Group - Mount Vernon (Isuzu)

Customer: City Of Sedro Woolley

Unit Number:

Case Number: 16974299

Asset: 1996 International 9200 SBA 6x4

VIN: 2HTFMAHR8TC036798



TC036798

Parts:	EXHAUST MUFFLER	2.0	\$113.73	\$227.46
	4IN X 24IN STAINLESS FLEX	1.0	\$54.20	\$54.20
	CLAMP 4.0IN HD PRE-FORM ALUM	10.0	\$11.48	\$114.80
	STACK, 5 X 60, OD CURVED, ALUM	2.0	\$106.00	\$212.00
	CLAMP, 5IN, GUILLOTINE U-BOLT,	4.0	\$10.12	\$40.48
	INSULATOR MUFFLER MTG.	2.0	\$25.06	\$50.12
	BRACKET 9IN PRE-FORM ALUMIN	4.0	\$21.91	\$87.64
	HANDLE GRAB TOP	2.0	\$199.31	\$398.62
	GUARD MUFFLER BRITE	2.0	\$698.20	\$1,396.40
	Parts Total			\$2,581.72
Operation Total:				\$3,421.72

13 Rebuild drop axle bags/shocks [016-000-000]				
Complaint:	Replace drop axle steering stabilizers and both up and down bags with new			
		Quantity	Price	Totals
Labor:				\$1,680.00
Parts:	FLEETLINE HEAVY DUTY SPECIALTY	2.0	\$97.60	\$195.20
	AIR SPRING	4.0	\$175.96	\$703.84
	Parts Total			\$899.04
Operation Total:				\$2,579.04

14 Replace head gasket and repair for leaking rocker housing [045-000-000]				
Complaint:	Remove cylinder head and inspect cylinder liners for health. Reinstall head with new gaskets , new injectors , new turbo , new ecm , new water pump , new thermostat and fluids.			
		Quantity	Price	Totals
Labor:				\$6,720.00
Parts:	PUMP,FUEL/CELECT	1.0	\$2,300.44	\$2,647.94
	TURBOCHARGER,HX50	1.0	\$2,920.51	\$2,920.51
	PUMP,WATER L10 (3-HOLE MO	1.0	\$599.00	\$599.00
	HARNESS,WIRING	1.0	\$260.09	\$260.09
	KIT,UPPER ENGINE GASKET	1.0	\$530.83	\$530.83
	SPIDER,JAW COUPLING	1.0	\$5.55	\$5.55
	GASKET,FUEL PUMP	1.0	\$11.04	\$11.04
	THERMOSTAT	1.0	\$83.14	\$83.14
	Parts Total			\$7,058.10
Operation Total:				\$13,778.10



RWC Group - Mount Vernon (Isuzu)

Customer: City Of Sedro Woolley

Unit Number:

Case Number: 16974299

Asset: 1996 International 9200 SBA 6x4

VIN: 2HTFMAHR8TC036798



TC036798

Parts	\$30,816.72
Labor	\$36,750.00
Freight	\$185.96
Sublet	\$3,350.00
Shop Supplies	\$2,450.00
Fixed Total Price	\$6,500.00
Taxes	\$6,836.00
Core	\$1,456.72
Total	\$88,345.40

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED BY: _____ DATE: __/__/__



RWC Group
2501 Henson Rd
Mount Vernon, WA 98273

Phone: (360) 399-1387 Fax: () -

Email: jlangenberg@rwcgroup.com

Date: 1/16/2025
Reference #: 057590000412
Estimated By: Julian Langenberg
Name: City Of Sedro Wolley

Year: 1996
Make: INTERNATIONAL
Model: 9200
Unit #: 310

Address:
City/State/Zip: ,
Phone: - -
Cell Phone: - -
Purchase Order:
Customer Number: 057590000412
Claim Contact:
Contact Title:
Contact Phone: x
Contact Email:

VIN: 2HTFMAHR8TC036798
Style: Tractor
Plate/State: -
WMI: FIN:
Odometer:
Color:
Date Of Loss:
Authorized By:
Claim Number:
RO:

Operation		Description	Part #	Type	Labor	Paint	-----Parts-----	Misc
----- Bed + Frame Repair -----								
1	^	Clean + Power Wash			4.00			
2	^	Repair	Frame		30.00	12.00		
3	^	Repair	Dump Bed		64.00	16.00		
4	^	Replace	Conspicuity Tape	New	2.00		1 @ \$125.00	\$125.00
5	^	R&I	Bed Lights		2.00			
6	^	R&I	Side Boards		4.00			
7	^	R&I	Tarp System		2.00			
8	^	R&I	Wheels		8.00			
----- Body -----								
9	^	Replace	Front Bumper	New	1.40		1 @ \$1,769.95	\$1,769.95
10	^	Repair	Fender Extension LH		6.00	2.00		
----- Calculated -----								
11	^	Shop Supplies		Mtrls				\$2,910.00
12	^	Hazardous Waste						\$344.00
13	^	Truck Cover		Mtrls	4.00		@ \$20.00	\$0.00
14	^	Paint Materials		Mtrls				\$2,637.50

An '*' indicates user change of database part and '^' indicates manually entered or custom database rows.

Estimate Notes:



RWC Group
2501 Henson Rd
Mount Vernon, WA 98273

Phone: (360) 399-1387 Fax: () -

Email: jlangenberg@rwcgroup.com

Date:	1/16/2025	Year:	1996
Reference #:	057590000412	Make:	INTERNATIONAL
Estimated By:	Julian Langenberg	Model:	9200
Name:	City Of Sedro Wolley	Unit #:	310

Summary	Amount	Rate	Disc	Total
Body Labor	127.4	\$160.00	0.00%	\$20,384.00
Paint Labor	30.0	\$160.00	0.00%	\$4,800.00
Mechanical	0.0	\$200.00	0.00%	\$0.00
Frame	0.0	\$185.00	0.00%	\$0.00
Misc. Labor	0.0	\$200.00	0.00%	\$0.00
Parts	\$1,914.95		0.00%	\$1,914.95
Misc.				\$5,891.50
Sub-total				\$32,990.45
Sales Tax	State (Labor, Parts, Materials) \$32,990.45 @ 8.8000%: \$2,903.16			2,903.16

Total	\$35,893.61
Betterment	\$0.00
Deductible	\$0.00
Grand Total	\$35,893.61



RWC Group
2501 Henson Rd
Mount Vernon, WA 98273

Phone: (360) 399-1387 Fax: () -

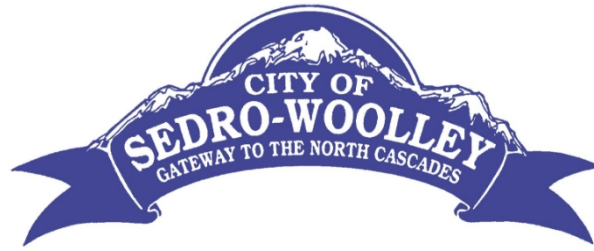
Email: jlangenberg@rwcgroup.com

Date:	1/16/2025	Year:	1996
Reference #:	057590000412	Make:	INTERNATIONAL
Estimated By:	Julian Langenberg	Model:	9200
Name:	City Of Sedro Wolley	Unit #:	310

TERMS & CONDITIONS

The above is an estimate based on inspection and does not cover additional parts or labor which may be required after the work has been started. Occasionally worn or damaged parts are discovered which may not have been evident on the first inspection. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

Signed _____ Date _____



City Council Agenda Item

Agenda Item No.: e.7.

Date: February 12, 2025

From: Bill Bullock, Public Works Director

Subject: Interlocal Agreement - Skagit County - Digital Imagery Agreement

RECOMMENDED ACTION:

Authorize the Mayor to execute the attached interlocal cooperative agreement (ILA) between the City of Sedro-Woolley and Skagit County to establish a cost sharing partnership for pictometry imagery and software in the amount of \$5,000 per year for two years, total \$10,000, plus \$48.00 per each workstation license (including sales tax).

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The city participated in the Skagit County GIS program at the Tier 2 level under the Interlocal Agreement for the 2025-2026 period, and under previous versions of the agreement since 2014. This ILA allows the city to obtain the most current aerial photography base data available for our own GIS system. This data is vital to our GIS and design program.

Tier 1 participants (Skagit County, PUD No. 1, Skagit River System Cooperative, Seattle City Light) pay in at \$12,500/year (\$25,000 total). Tier 2 participants, such as Sedro-Woolley, will pay \$5,000/year (\$10,000 total) under the new agreement, which is the same as the most recent agreement. There are seven Tier 2 participants at this point. In addition to the cost of the data, licenses for workstations will add \$48.00 per workstation, the same as the previous agreement. The city purchased one workstation license under the previous agreement, which has proven adequate for our purposes. The total cost including the license and sales tax is \$10,966, or \$5,483 per year. Department splits are shown below.

Pictometry generally gathers the data in April/May of each year. The new mapping will be available in the summer.

Staff continues to consider this data essential to our operations, including GIS, Wastewater, Stormwater, Engineering, Building & Planning and Police. The various departments have agreed to participate in the cost of the agreement on a pro-rata basis.

FISCAL IMPACT, IF APPROPRIATE:

2025/2026 BUDGET (per year)

Planning – Professional Services	\$ 783.29
Engineering – Professional Services	\$ 783.29
WWTP- Professional Services	\$ 783.29
Stormwater – Professional Services	\$ 783.29
Street – Professional Services	\$ 783.29
Police	\$ 783.29
Fire	\$ 783.29
Total Budget	\$ 5,483.00/year

ATTACHMENTS:

1. City of Sedro Woolley_Interlocal Digital Imagery Agreement_2025_2026
2. Exhibit A - Technical Imagery Services - Sedro Woolley 2025_2026

INTERLOCAL DIGITAL IMAGERY AGREEMENT BETWEEN SKAGIT COUNTY AND THE CITY OF SEDRO WOOLLEY

WHEREAS, Skagit County and the City of Sedro Woolley are authorized to provide cooperative information services under the Interlocal Cooperative Act RCW 39.34; and

WHEREAS, Skagit County has entered into an Agreement (see Exhibit B) with Pictometry International Corp., hereinafter referred to as Pictometry, for the provision of certain licensed imagery products, encompassing, among others, specified aerial images of the County and all or portions of selected adjacent jurisdictions; and

WHEREAS, Section B, 1a of the Agreement between Skagit County and Pictometry has a provision to allow Authorized Subdivisions and their personnel, “Authorized Users”, to use licensed Pictometry products provided that the Authorized Subdivision follows the terms and conditions of the “Pictometry Master Agreement” (Contract #C20230075) and has an Agreement with Skagit County; and

WHEREAS, The City of Sedro Woolley is an eligible Authorized Subdivision and has evaluated the Pictometry products and determined that those products would be beneficial to their operations; and

WHEREAS, Skagit County and the City of Sedro Woolley are interested in developing partnerships and working cooperatively with each other in order to reduce project costs and eliminate duplication of effort; and

WHEREAS, the public will benefit from both the products received and the cost savings of such partnerships.

NOW, THEREFORE, Skagit County and the City of Sedro Woolley agree to the following:

1. PARTIES

This AGREEMENT is made and entered into by and between the City of Sedro Woolley, (“Agency”) and Skagit County, Washington (“County”) pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

Agency agrees to the terms of each service as set forth in this agreement, including:

- Exhibit A – Technical Imagery Services
- Exhibit B – Master Agreement between Pictometry and the County

Copies of which are attached hereto and incorporated herein by this reference as if set forth herein.

2. TERM OF AGREEMENT

The term of this agreement shall be for two years from the date the Agency receives data from the County.

3. ADMINISTRATION

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this Agreement and for coordinating and monitoring performance under this Agreement.

County

Greg Camp, Procurement & Contract Coordinator

1700 East College Way

Mount Vernon, WA 98273

Telephone: (360) 416-1158

Email: gcamp@co.skagit.wa.us

Agency

William Bullock

City of Sedro Woolley – Public Works Director

325 Metcalf St, Sedro Woolley, WA 98284

Telephone: 360-855-0771

Email: bbullock@Sedro-Woolley.gov

4. TREATMENT OF ASSETS

No fixed or intangible assets or personal or real property will be jointly or cooperatively, acquired, held, or disposed of pursuant to this agreement.

5. INDEMNIFICATION

Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County by reason of entering this contract except as expressly provided herein.

6. TERMINATION

Any party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Upon termination of this Agreement, Agency will pay its appropriated share for all services rendered within the current payment period and shall follow the terms set forth in Section 4, Effect Of Termination, of the Pictometry Master Agreement (see Exhibit B).

7. TERMINATION OF AGREEMENT – EVENTS OF DEFAULT

This Agreement may be immediately terminated without notice upon an event of default, which events of default include but are not limited to the following:

- a) The Agency wrongfully uses the data provided by the County per terms of this agreement including all attachments.
- b) The Agency sells, gives, leases, or loans access to the screens or the data contained therein to any person or in any way, directly or indirectly, allows copies to be made by any person without the express written approval of the County.
- c) The Agency intentionally performs an action that will result in damage to data, software or hardware used to perform services as described in this agreement including all attachments.
- d) The Agency provides access to confidential or proprietary information to unauthorized individuals, third parties, software programs or interfaces, without prior written permission of the County.
- e) The Agency intentionally or unintentionally bypasses, security controls, policies, processes, or policies which would allow or create the possibility of allowing unauthorized access to confidential or proprietary information.
- f) Any other violations of the terms and conditions of this agreement or the Pictometry Master Agreement (see Exhibit B) and fails to cure the default within 10 days of notice.

8. CHANGES, MODIFICATION, AMENDMENTS, AND WAVERS

The Agreement may be changed, modified, amended, or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

9. PUBLIC DISCLOSURE / DISCLOSURE REQUIRED BY LAW

As a public agency, the County is subject to public disclosure and other laws that require it to release information. The Agency agrees that pursuant to the Washington State Public Records Act, Chapter 42.56 of the Revised Code of Washington, other applicable laws, or as compelled by a court of law, the County may be required to disclose information in the County's possession or control provided by the Agency. County shall promptly notify the Agency of any requests for public disclosure of documents, court orders, subpoenas or other legal process that requires release of the Agency information such that the Agency may be able to take legal action to prevent disclosure, should the Agency desire to do so. However, the Agency shall be responsible for and bear the costs of taking legal action to prevent disclosure of such documents and information. In no event shall the County be liable to the Agency for disclosure of the Agencies documents and information it deems necessary to disclose under the law.

Dissemination of data or information is the responsibility of the Agency recording the data or information in accordance with this Agreement and Public Disclosure Act, Chapter 42.56 RCW, the Washington State Criminal Records Act, Chapter 10.97 RCW and other applicable state and federal laws.

10. GENERAL SERVICE TERMS

10.1 Authorized Use

This agreement is intended for use by the Agency's authorized agents only. All accounts must be approved by the County.

10.2 The County may Prioritize Provision of Access

The County may limit, control, or prioritize the access described herein to any extent necessary to prevent such from unreasonably disrupting the County's operations and to prevent excessive interference with other essential functions of the County and to the extent necessary to provide access to its public records by other members of the public.

This may include scheduled shutdowns for backups or maintenance and unscheduled shutdowns due to hardware or software malfunctions.

10.3 Software

Access to Pictometry imagery is through Pictometry's cloud-based application "Connect Explorer". A copy of the contract (#C20230075) between Pictometry and the County is displayed in Exhibit B of this agreement and lists the terms of software/product use. These terms apply to both the County and the Agency. It is the responsibility of both the County and the Agencies to understand and follow the terms of use for Pictometry software and related products.

The Pictometry products are licensed through Pictometry and are subject to the provisions of the Master Agreement between Pictometry and the County (see Exhibit B). The Agency is required to follow the terms and conditions contained in the Master Agreement between Pictometry and the County (see Exhibit B) including any conditions and terms necessary to keep County in compliance.

10.4 Agency Equipment Costs and Management

The Agency shall be responsible and liable for all costs incurred in the acquisition of equipment necessary to utilize Pictometry's software and products.

11. LIMITATION OF LIABILITY

11.1 Non-Conforming services

For any services which fail to conform to the specification(s) detailed in this Agreement or the Pictometry Master Agreement (See Exhibit B) and such failure is caused solely by the negligence of Pictometry International, the County shall attempt to work with Pictometry International to resolve non-conforming services to the extent possible. As stated in Section 4.1, Acceptance Of Completed Work, of Exhibit A of this agreement, the Agency has ten (10) calendar days to inspect the product and notify, in writing, the County of any product errors, omissions, flaws, or incomplete work. If no errors are brought to the attention of the County within ten (10) calendar days, the product acceptance and delivery shall be considered complete.

11.2 Damage

Neither party will seek damages, either direct, consequential, or otherwise against the other in addition to the remedies stated herein.

12. VENUE AND CHOICE OF LAW

If any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the law of the State of Washington.

13. PATENT/COPYRIGHT INFRINGEMENT

Agency will defend and indemnify the County from any claimed action, cause or demand brought against the County; to the extent such action is based on the claim that information supplied by the Agency infringes any

patent or copyright. The Agency will pay those costs and damages attributable to any such claims that are finally awarded against the County in any action. Such defense and payments are conditioned upon the following:

- a) Agency shall be notified promptly in writing by County of any notice of such claim.
- b) Agency shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement is made, provided no reduction in performance or loss results to the County.

14. SEVERABILITY

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

15. OWNERSHIP OF ITEMS PRODUCED

All writings, programs, data, public records, or other materials prepared by the County and/or its consultants or subcontractors, in connection with performance of this Agreement shall be the sole and absolute property of the County.

All writings, programs, data, public records, or other materials prepared by the Agency and/or its consultants or subcontractors, in connection with performance of this Agreement shall be the sole and absolute property of the Agency. Vendors providing software, hardware or services shall retain all intellectual property rights for programs, documentation or other optional materials to County or Agency.

16. WAIVER

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No terms or conditions of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.

17. SURVIVAL

The provisions of paragraphs 5 (Indemnification), 7 (Termination), 12 (Venue and Choice of Law), 13 (Patent/Copywrite), 15 (Ownership of Items Produced), 16 (Confidentiality), 17 (Waiver), shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

18. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

- CITY OF SEDRO WOOLLEY -

_____.

Title of Signatory

Date: _____.

Print Name: _____.

MAILING ADDRESS:

City of Sedro Woolley – City Engineer
325 Metcalf St, Sedro Woolley, WA 98284

DATED this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Lisa Janicki, Chair

Ron Wesen, Commissioner

Peter Browning, Commissioner

Attest:

Clerk of the Board

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

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Exhibit A – Technical Imagery Services

Contents

LIST OF IMAGERY PRODUCTS AND SERVICES3

AERIAL IMAGERY SERVICE3

1. DEFINITIONS3

1.1 Pictometry and EagleView.....3

1.2 Pictometry Aerial Imagery (Required Purchase)3

1.3 Connect Explorer (Optional Purchase)3

1.4 Building Footprints (Optional Purchase)4

1.5 Professional Imagery Support Services (Optional Purchase)4

2. COUNTY RESPONSIBILITIES.....4

2.1 Data Delivery4

2.2 Complementary Support4

2.3 Training.....4

2.4 Financial Management4

2.5 Professional Support Services4

2.6 Connect Explorer Software4

2.7 Pictometry Building Footprints4

3. AGENCY RESPONSIBILITIES4

3.1 Comply with Agreement Terms and Conditions5

3.2 Liaison Assignment.....5

3.3 Liaison Role.....5

3.4 Disk Drive for Data Transfer5

3.5 Agency Distribution of Pictometry5

3.6 Internal Agency Training5

3.7 Use of Pictometry Products by Contractors.....5

3.8 Use of Pictometry Products.....5

3.9 Special Situations.....5

4. SERVICE CONDITIONS5

4.1 Acceptance of Completed Work5

4.2 Hours of Support6

4.3 No Joint Venture or Partnership6

5. DATA LIMITATIONS	6
5.1 Product Archival and Retention	6
5.2 Data Limitations	6
5.3 Spatial Accuracy	6
6. SERVICE FEES (REQUIRED AND OPTIONAL)	6
6.1 Pictometry Aerial Imagery (Required Purchase)	6
6.2 Connect Explorer Licenses Fees (Optional Product)	7
6.3 Pictometry Building Footprints (Optional Product)	7
6.4 Professional Support Services (Optional Product)	8
7. PAYMENT DATES	8
8. INVOICES AD LATE PAYMENTS	8
9. DISPUTES	9
10. PAYMENT OF TAXES	9
11. TOTAL CONTRACT COST	9
EXHIBIT B - MASTER AGREEMENT BETWEEN PICTOMETRY AND THE COUNTY	10

LIST OF IMAGERY PRODUCTS AND SERVICES

AERIAL IMAGERY SERVICE

This contract provides partnering agencies with a list of imagery products and services that are available to them through the County's procurement and partnership arrangement with Pictometry. The available products and services include:

- Pictometry Aerial Imagery
- Pictometry Connect Explorer (Optional Purchase)
- Pictometry Building Footprints (Optional Purchase)
- Professional Imagery Support Services (Optional Purchase)

Some of the above products are offered as an optional purchase; meaning, that the partnering Agency has the option to purchase the product or service. For more information on these options and services, please see section 1 (DEFINITIONS) and Section 6 (SERVICE FEES) and Section 11 (TOTAL CONTRACT COSTS).

1. DEFINITIONS

1.1 Pictometry and EagleView

Pictometry is a company that was originally formed in the mid 1990's. In 2013, Pictometry merged with Eagleview Technologies, creating a business focused on developing progressive imagery-based technology. Throughout this contract, the company and image technology will generically be referred to as "Pictometry".

1.2 Pictometry Aerial Imagery (Required Purchase)

In the spring of 2025, Pictometry will send planes to the northwest to capture county-wide aerial imagery. Ideally, the imagery will be collected in the March/April time frame; however, this is weather dependent and sometimes flights are completed in May or even June. The imagery is captured in both orthographic (straight down) and oblique (side view) directions. Cities are shot at 3-inch resolution while the rural county is shot at 6-inch resolution.

The flight is scheduled for the April/May time frame to try and capture images during leaf-off conditions. Because the emphasis is on leaf-off, imagery above 500 feet of elevation may still have snow on the ground.

The raw imagery can be provided to partner agencies on disk drives supplied by the Agency, or the imagery can be accessed online through Connect Explorer using a license login (see Section 1.3 for more information). The participating Agency is required to purchase the imagery, but the Connect Explorer licenses are optional. Raw imagery can be viewed within ArcGIS Desktop (a purchased product not part of this contract) using the "no-cost" Pictometry plug-in.

1.3 Connect Explorer (Optional Purchase)

Connect Explorer (optional purchase) is a web-based application that enables users to view and analyze Pictometry imagery. The application is hosted by Pictometry and displays both orthographic (straight down) and oblique (shot from the side) images and provides tools to measure distance, area, height, and elevation on oblique images and overlay GIS data. Connect Explorer is available to Authorized Users who have requested a license from the County. The software can be accessed from any web browser on a computer or mobile device. The exception to Connect Explorer access is with partners who are private companies. In these cases, these partners will need to work directly with Pictometry to have access to Connect Explorer.

1.4 Building Footprints (Optional Purchase)

The County provides the option for partnering agencies to receive a GIS file of building footprints. Pictometry efficiently digitizes (traces) building that are 200 square feet and greater. Agencies requesting this information shall pay for this information as specified in Section 6.3.

1.5 Professional Imagery Support Services (Optional Purchase)

The County provides one hour of complimentary support; however, if the Agency should require additional Pictometry related support, they may make a request to the County for such support. Additional support shall be provided on a time and materials fee structure. For more information regarding this optional service, see Section 6.4.

2. COUNTY RESPONSIBILITIES

Upon completion of the image acquisition and signed Interlocal Agreement with the County, the County agrees to furnish the Agency the following products and services:

2.1 Data Delivery

Delivery of a portable disk drive containing all the licensed Pictometry products which shall include the image library. The Agency shall provide the portable disk drive as specified in Section 3.4 of this Agreement. The County will add the image data to the disk and notify the Agency when the disk is ready.

2.2 Complementary Support

The County shall provide one hour of telephone technical support to help resolve issues and problems in the installation, maintenance, and use of licensed products provided herewith.

2.3 Training

Connect Explorer training is available on-line through the Pictometry website; however, Pictometry will provide end user training sessions. The Agency may designate two authorized representatives to attend the training session. In addition, the County may organize one advanced user technical training session. The Agency may designate one authorized representative to attend this session.

2.4 Financial Management

The County shall provide annual billing for the use of licensed Pictometry products. This also includes oversight of the financial accounting between the County and Authorized Subdivisions.

2.5 Professional Support Services

The County may provide professional support services beyond the requirements for training, technical support, product development, providing historic (2007-2021) Pictometry imagery or other services that are related to the support of Pictometry products. These extended services shall require a Work Order and financial compensation as specified in Section 6.4.

2.6 Connect Explorer Software

The County may provide Connect Explorer licenses (optional purchase) to authorized partners. License packages are provided by Pictometry in 50 and 100 license packs and the County will divide the licenses between Tier 1 and Tier 2 partners at a per license price as further defined in Section 6.2.

2.7 Pictometry Building Footprints

The County shall provide an Esri shape file of building footprints to agencies who have requested the building footprint service for areas outside of rural Skagit County. For more information on building footprints, see Section 6.3.

3. AGENCY RESPONSIBILITIES

Upon execution of the signed Interlocal Agreement with the County, the Agency agrees to the following:

3.1 Comply with Agreement Terms and Conditions

The Agency shall comply with this Interlocal Agreement and the terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B) and Pictometry Connect Explorer license agreement (online click through EULA).

3.2 Liaison Assignment

The Agency shall designate one employee as a liaison between the County and the Agency as a single point of contact for technical support, training, work requests, and disseminating information to the Agency's end users. The designated Liaison and their contact information shall be reported to the County.

3.3 Liaison Role

Authorized users of the Agency shall direct all questions, requests, and other technical matters to the Agency's Liaison.

3.4 Disk Drive for Data Transfer

The Agency shall provide a portable disk drive, large enough to hold all the data, to the County so that the imagery products can be loaded and delivered to the Agency.

3.5 Agency Distribution of Pictometry

The Liaison or their Designee shall distribute the Pictometry imagery products to the Agency authorized users in accordance with this Agreement and Pictometry Master License Agreement (Exhibit B).

3.6 Internal Agency Training

The Agency is responsible for providing Pictometry training and technical support to their internal Authorized Users. The Agency is also responsible for ensuring that their Authorized Users understand the terms and conditions of this Agreement and the Pictometry Master License Agreement (Exhibit B).

3.7 Use of Pictometry Products by Contractors

Pictometry will allow, under certain conditions, the Agency to provide Pictometry products to contractors (Project Participant) that are performing services for the Agency for compensation. These conditions are described in Section B, Sections 1o of the Master Agreement between Pictometry and the County (see Exhibit B).

3.8 Use of Pictometry Products

The Agency is responsible for adhering to Pictometry's terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B). In addition to the Pictometry products, the Agency is responsible for monitoring the use of Connect Explorer licenses, if applicable. These licenses are only to be used by the Agency's authorized personnel. The Agency does not have the authority to allow anyone outside the Agency to use Connect Explorer licenses.

3.9 Special Situations

There may be situations where internal software used by the Agency may have the ability to access Pictometry imagery outside of using the ArcGIS Plugin or the Connect Explorer application. In these situations, it is up to the Agency to purchase, install, maintain, and support this software. Additionally, the Agency is responsible for adhering to terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B).

4. SERVICE CONDITIONS

4.1 Acceptance of Completed Work

The County's Master Agreement with Pictometry is currently scheduled for image acquisition between March and April (leaf-off tree condition to insure more visibility) of 2025. However, this is contingent upon weather conditions. There is a possibility that the image acquisition may occur at a later date. Once the image acquisition is complete and the County has received and approved the Pictometry products, a copy of the Pictometry products shall be created on a portable disk drive, provided by the Agency, and delivered to Agency for final inspection. The Agency has ten (10) calendar days

to inspect the product and notify, in writing, the County of any product errors, omissions, flaws, or incomplete work. If no errors are brought to the attention of the County within ten (10) calendar days, the product acceptance and delivery shall be considered complete.

4.2 Hours of Support

The County will give support from the Hours of 8:00 AM to 4:00PM Monday through Friday, excluding scheduled County holidays. Problem resolution shall be done during normal business hours unless it has been previously coordinated and approved by the County.

4.3 No Joint Venture or Partnership

It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

5. DATA LIMITATIONS

5.1 Product Archival and Retention

The County is not responsible for the backup, retention, or archive of products provided to Agency. It is the Agency's responsibility to maintain hard copy and digital records in accordance with Public Records Laws (RCW, 40.14 and WAC, Section 434). If the Agency requests from the County another copy of the products originally provided, the County shall be financially compensated for their actual costs to create and deliver an additional copy of the imagery products.

5.2 Data Limitations

The County makes no warranty, expressed or implied, concerning products provided by the County or Pictometry including the content, accuracy, currency, or completeness, or concerning the results to be obtained from queries or use of the data. All products are expressly provided as is and with all faults. The County makes no warranty of fitness for a particular purpose, and no representation as to the quality of any products supplied to the Agency. No employee or agent of the County or the Agency is authorized nor may waive or modify this paragraph.

5.3 Spatial Accuracy

Electronic spatial data can be printed or represented at various scales other than the original source of the data. The Agency is responsible for adhering to industry standard mapping practices, which specify that data utilized in a map or analysis, separately or in combination with other data, will be produced at the largest scale common to all data sets. For example, the Skagit County tax parcel data has an accuracy level of +/- 300 feet, whereas the imagery may have an accuracy of 15 feet or less. Overlaying these two datasets will potentially show significant shift in the data providing a false geographic representation.

6. SERVICE FEES (REQUIRED AND OPTIONAL)

With Pictometry's approval, the County is making the imagery products available to Authorized Users as defined in the Master Agreement between Skagit County and Pictometry (Exhibit B). The Agency is an Authorized Subdivision and therefore is eligible to purchase Pictometry products from the County. There are three areas of potential cost within this Agreement. They include:

6.1 Pictometry Aerial Imagery (Required Purchase)

This item covers the cost of the aerial image acquisition and the ArcGIS Plug-in software to view the imagery and make measurements from the imagery. These are required fees that must be paid by the Agency.

Imagery Costs: A two tier fee structure is established to provide a simple and equitable cost plan for the purchase of Pictometry products for all Authorized Subdivisions. Tier one agencies are those agencies that have county-wide responsibilities. The costs for tier one agencies are \$12,500 per year for a total of \$25,000 (does not include tax) over the term of this Agreement (2-year term). The tier two agencies are those agencies that have city-wide responsibilities.

The cost for tier two agencies is \$5,000 per year for a total of \$10,000 (does not include tax) over the term of this Agreement (2-year term). Some Agencies may have worked with the County to extend the imagery area. In these situations, the Agency is responsible for the additional cost.

The Agency is considered a tier two Agency and therefore shall pay a total of \$10,000 for a two-year license of Pictometry products. Fees do not include sales tax in the pricing unless otherwise specified.

6.2 Connect Explorer Licenses Fees (Optional Product)

Pictometry provides several ways to access the aerial image library. These include the ArcGIS Pictometry Plug-in (ArcGIS software required) and Connect Explorer. The ArcGIS Plugin is included with the Pictometry Aerial Imagery whereas Connect Explorer is an additional cost. Connect Explorer is accessed through a web browser or mobile application and gives the user the ability to access the image library anywhere they have an internet connection. Since this software is hosted by Pictometry, there is no need to install any software. This is the most flexible option to access the aerial imagery; however, there is an additional cost for this service. Partners who are private companies must acquire Connect Explorer licenses directly from Pictometry.

The Connect Explorer service also provides direct access to several County geospatial data sets. These currently include road centerlines, tax parcels, tax points (pnumbers), major utilities, water bodies, city limits, water courses, county structures, points of interest, address labels, and trails.

Since this service is accessed through an Pictometry server and not a county server, service can go down without the County knowing. Scheduled down-times will be shared with partner agencies when they are provided to the County.

License Cost: Connect Explorer licenses are concurrent, and organizations can have up to 5 times as many accounts set up as concurrent licenses. The Agency will annually notify the County how many licenses they desire to purchase; if any. The cost for each license is \$48 per year which includes sales tax. The County will send out annual invoices for the agreed upon number of licenses and provide the Agency with an Administration license account for their sub-organization. As stated in Section 2.6, License packages are provided by Pictometry in 50 and 100 license packs and the County divides the licenses between Tier 1 and Tier 2 partners at a per license price. If an Agency requires more licenses than are available in the current license pool, the agency will be required to pay the additional license package cost until other agencies also require more licenses.

Service Availability: Connect Explorer is a web-based application hosted by Pictometry. The County is not responsible for any Connect Explorer service outages (scheduled maintenance, software and hardware upgrades, system failures, and emergency maintenance). If there are problems with Connect Explorer, the Agency shall contact the County and the County shall notify Pictometry.

License Terms and Conditions: Agencies who use this software will have to agree to the online terms and conditions for using Connect Explorer when they first begin using the service (see online EULA). In addition, the Agency will be solely responsible to maintain the user license accounts for their individual organization. If the Agency chooses not to purchase Connect Explorer licenses, they can still access the aerial image library using the ArcGIS Plugin, but this does require the Agency to have a license of ArcGIS. The Connect Explorer service will be turned off when the contract reaches its end date or if the contract is terminated.

6.3 Pictometry Building Footprints (Optional Product)

The County provides the option for partnering agencies to purchase building footprints for their jurisdiction. Buildings that are 200 square feet and greater are digitized and provided as an ESRI shapefile format. Agencies requesting this information shall pay for this information as an optional product. The cost for this service is dependent on the size of the area being requested.

The Agency has notified the County that it is not interested in obtaining Building Footprints.

6.4 Professional Support Services (Optional Product)

The County provides one hour of complimentary support; however, if the Agency should require additional Pictometry related support they may make a request to the County for such support. Additional support shall be provided on a time and materials fee structure. Professional support services may include additional training, technical support, product development, providing historic (2007-2021) imagery, or other service that is related to the support of Pictometry products.

Service Rates: are based on actual costs for services not fixed rates. Actual costs include overtime salary, benefits, and material costs. Overtime salary may be used instead of straight time salary since all extended service work will be completed outside of the County's 40-hour work week. County employees are paid at different rates depending on their job classification and seniority. The County shall assign personnel to the project based on the complexity of the task and resource availability. All efforts shall be made by the County to minimize costs to the Agency where possible. Labor rates may also change due to natural step increases or unexpected changes outside the County's budget process, such as, union negotiations, change in personnel, change in County employee's salary and benefits, or other unexpected costs. If requested, the County will make available to the Agency a copy of the detailed expense report generated from the County's financial system.

Work Orders: All Professional support services shall require a signed Work Order prior to any work being completed for the Agency. The Work Order shall fully specify the services and deliverables to be provided. The Work Order shall also indicate the estimated cost and any other additional terms and conditions applicable to the service. The work estimates may not reflect the actual cost to complete the Work Order. The County will promptly inform Agency if actual costs will exceed the Work Order estimate by more than 20%. Work will commence only after both the Work Order has been agreed to and approved by Agency.

Time Tracking and Reporting: County will track employee, time, and cost for each unique issue or work request. The Agency may inquire as to the status of any outstanding requests. The Agency acknowledges that the County may give priority to completing its tasks and work assignments as a Skagit County department and the Agency understands that its Work Order may be interrupted and delayed due to other County business. It shall be County's responsibility to track and document each task so that the Agency has a clear understanding of the status of each request or task.

Overhead Costs: The County has an objective to ensure all costs of services provided to partner agencies are billed in full, including an indirect cost rate to cover overhead. The rate for the provided services is set at 15.6% for 2020. Invoices sent to the Agency shall include the salary and benefits, materials, and a 15.6% overhead cost. The overhead percentage shall be applied to the salary and benefits portion of the invoice. The rate may change periodically as new adjustments are applied and this Agreement shall use whatever is most current at the time of invoicing.

7. PAYMENT DATES

The total cost of this 2-year agreement is divided into two payments. The first payment is due one month after the Agency has received the imagery products. Typically, this occurs within the month of August. The second payment is due no later than one year after the first payment due date. Some Agencies may elect to make 1 full payment in lieu of 2 half payments.

8. INVOICES AND LATE PAYMENTS

The County will invoice the Agency when products are delivered and accepted. Payment is due upon receipt of invoice by Agency and becomes delinquent 30 days thereafter. A late payment charge may be applied to any remaining balance 60 days after invoice. Late payment charges, if any, will be imposed on the unpaid balance at the rate of 1% per month.

9. DISPUTES

The Agency will promptly notify the County of disputes regarding invoices, or of services which the Agency believes do not conform to the agreed upon terms of this Agreement.

10. PAYMENT OF TAXES

Taxes are not included in the prices listed in this agreement unless otherwise specified (i.e. Connect Explorer licenses do include sales taxes).

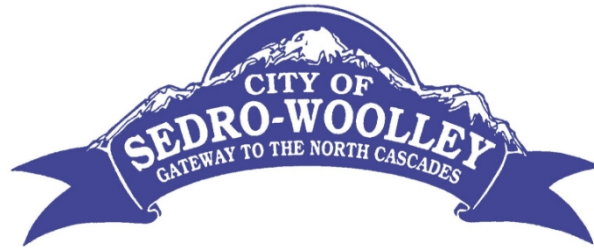
11. TOTAL CONTRACT COST

The following are the costs of this agreement:

- Pictometry Imagery: The City of Sedro Woolley (“Agency”) is considered a tier two agency and therefore shall pay a total of \$10,000 (two \$5,000 payments) plus tax for a two-year license of Pictometry products. The first payment will be due in 2025 and the second payment will be due in 2026.
- Connect Explorer: The City of Sedro Woolley (“Agency”) has requested 1 Connect Explorer licenses at a cost of \$48 per license per year (tax is already included in this price). For 2025, the Agency will pay \$48 for these licenses. For 2026, the number of licenses may change depending on the Agencies need.
- Pictometry Building Footprints: The City of Sedro Woolley (“Agency”) has currently elected not to purchase building footprints.

Exhibit B – Master Agreement between Pictometry International and the County

EXHIBIT B - MASTER AGREEMENT BETWEEN PICTOMETRY AND THE COUNTY



City Council Agenda Item

Agenda Item No.: e.8.

Date: February 12, 2025

From: Thomas Glover, Community Development Director

Subject: Out of State Travel - Community Development Director Tom Glover

RECOMMENDED ACTION:

A motion to authorize Tom Glover, Community Development Director, to travel out of state to attend the Leading Edge course in Kansas.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The City has provided a new director-level leadership training opportunity that focuses on building high-performance local government. This is a part of the on-boarding process for new City department heads. This is an eight day course: July 18-25, 2025.

Course work focuses on teaching the leadership principles of high-performance organizations (HPO). This program enables participants to learn strategies that enhance leadership, innovation, and desired change initiatives. The Key Learning Elements for local governments to achieve higher performance include:

- * Leadership and Governance
- * Strategic Value Analysis and Future Planning
- * Performance Measurement and Management
- * Organizational Culture and Employee Engagement
- * Public Service Delivery and Public Purpose Focus
- * Smart and Healthy Financial Management and Sustainability
- * Other related topics

FISCAL IMPACT, IF APPROPRIATE:

Fund 558-60-49-030 The cost of the course is \$3,750 (majority of meals included), plus lodging (approx. \$1,350) and travel (approx. \$700).

ATTACHMENTS:

1. 20250206121238794

Course Detail: LEADINGEDGE - Leading EDGE

Discover the essential keys to building high-performing local governments that thrive in today's dynamic landscape. From visionary leadership and strategic planning to innovative service delivery and collaboration, this invaluable program unveils the roadmap to success. Dive into the core principles of performance measurement, employee engagement, and ethical governance that drive organizational health. Elevate your local government to new heights, exceed expectations, and become a shining example of effective governance. Explore the power of these transformative concepts and unleash the full potential of your local government.

Session Information: 26494

Schedule: Every day, starting on 07/18/25 and ending on 07/25/25

Times: 08:00am-05:00pm CDT

[View Full Schedule](#)

[Add to my Calendar](#)

Price: Regular Registration : \$3750.00

Instructors

Name

Additional Resources

Alex Terwilliger

Facility Detail

Kansas Memorial Union

Kansas Memorial Union 5th Floor

1301 Jayhawk Blvd

Lawrence, KS 66045

Leading EDGE Curriculum

Leading EDGE Program: Curriculum

Leadership: Cultivating a Culture of Distributed Leadership

High-performing organizations distribute leadership across all levels, moving beyond traditional hierarchy to a networked talent model. Participants will:

- Explore leadership philosophies that shape decision-making and organizational culture.
- Examine consultative and participative leadership models, emphasizing empowerment and stewardship.
- Learn the Leadership Functions Framework, which includes Strategic Stakeholder Value Analysis (SSVA), Vision/Values Implementation, Suprasystem Integration, and Leadership Enablement.
- Develop skills in facilitation, engagement, and energizing teams, fostering an adaptive leadership approach.

Vision: Creating a Clear and Compelling Direction

A strong vision aligns employees, stakeholders, and resources toward common goals. Participants will:

- Define and articulate a shared organizational vision that cascades across departments.
- Utilize future-planning and scenario analysis techniques to anticipate and respond to change.
- Integrate personal and organizational leadership aspirations to drive collective impact.
- Apply insights from Marquet's "Turn the Ship Around" framework to transition from leader-follower to leader-leader paradigms.

Values: Defining the Core Principles that Guide Decision-Making

Values drive ethical governance and organizational integrity. Participants will:

- Define and operationalize organizational values, embedding them into policies and decision-making.
- Explore how values influence trust, transparency, and public accountability.
- Understand the Values to Work Culture Spiral, ensuring alignment between individual actions and institutional goals.
- Engage in exercises that assess cultural alignment and build a values-driven workplace.

Strategy: Aligning Resources and Actions for High-Performance Outcomes

Strategic planning is essential for resource allocation, personnel management, and goal-setting. Participants will:

- Conduct Strategic Value Analysis (SVA) to define what high performance means for their organization.
- Use the HPO Seven Diagnostic Questions to critically evaluate organizational effectiveness.
- Learn to balance financial stewardship with community impact, ensuring sustainability and efficiency.

Structure: Building an Adaptive and Collaborative Organization

Rigid hierarchical structures often hinder performance, necessitating adaptable models. Participants will:

- Explore strategies for breaking down silos and fostering interdepartmental collaboration.
- Implement Parallel Organization Structures, providing spaces for strategic thinking separate from daily operations.

- Study the Networked Talent Model, integrating functional alignment, cross-sector partnerships, and team-based leadership.
- Understand the role of suprasystem integration, aligning various government functions into a cohesive unit.

Systems: Creating Mechanisms for Continuous Improvement and Sustainability

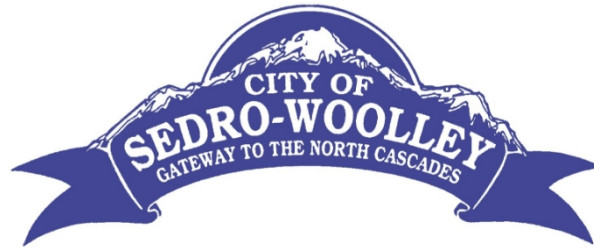
Sustainable systems ensure that government operations remain **responsive and effective**. Participants will:

- Implement performance measurement tools for real-time assessment of operational success.
- Explore financial stewardship models, ensuring budgets align with strategic goals.
- Utilize data-driven decision-making approaches, enhancing service delivery and community engagement.
- Engage in the vision to performance spiral, a structured process for embedding high-performance principles into daily work.

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City Council Agenda Item

Agenda Item No.: e.9.

Date: February 12, 2025

From: Bill Bullock, Public Works Director

Subject: Contract Supplement No. 3: Reichhardt & Ebe Engineering
Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection
Improvements

RECOMMENDED ACTION:

Staff recommends amending the Professional Services Agreement with Reichhardt & Ebe Engineering (R&E) to cover remaining minor scope changes required to finalize the Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection and prepare the project for bid.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

As we began approaching the final design in October 2024, WSDOT required additional review and justification for new access onto SR 9 for the Totino and Fann properties, changes to the splitter islands, and revisions to the traffic control plans to allow for detours to accommodate construction. R&E has been efficient as possible to address these approval iterations from WSDOT but the time required to respond and modify the plans has exceeded the current contract amount. WSDOT is acting in a regulatory/approval capacity and there is no financial remedy to assist in covering these costs through WSDOT. It is anticipated that this increase in scope and fee can still be covered by the current TIB funding. The estimated fee increase is \$75,000 for a new not to exceed contract amount of \$450,006.62

FISCAL IMPACT, IF APPROPRIATE:

Additional engineering scope and fee will be broken down as follows:

TIB \$63,750

Local Match \$11,250

ATTACHMENTS:

1. 2022-PS-09 RE Supplement_3
2. Supplement 3 Scope of Work_02.06.25
3. Supplement 3 Fee_02.06.25



Transportation Improvement Board
Consultant Supplemental Agreement

Agency City of Sedro-Woolley

Project Number 8-2-126(013)-1

Project Name Township Street (SR9) – John Liner Rd/McGarigle Rd Intersection

Consulting Firm Reichhardt & Ebe Engineering, Inc.

Supplement Phase Supplement 003

The Local Agency of City of Sedro-Woolley desires to supplement the agreement entered into with Reichhardt & Ebe Engineering, Inc. and executed on 4/15/2022.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include additional services as outlined in Exhibit A-3.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE Completion Date Extended 12/31/2025

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit B-3

MAXIMUM AMOUNT PAYABLE \$450,006.62

EXHIBIT A

	Original Agreement/ Supplement #1	Supplement #3	Total
Direct Salary Cost			
Overhead (including Salary Additives)			
Fixed Fee			
Reimbursables			
Subconsultant Cost			
Total	\$375,006.62	\$75,000.00	\$450,006.62

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature	Date

EXHIBIT A-3

Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection Improvements - TIB Project Number 8-2-126(013)-1

CONTRACT SUPPLEMENT 3

ADDITIONAL/INCREASED SCOPE OF WORK ITEMS

PROJECT MANAGEMENT AND ADMINISTRATION

- Additional Project Management and Administration for the extended project timeline.

DESIGN SURVEY AND BASE MAP

- Additional Topographic Survey outside of the original survey boundary due to the change to a roundabout intersection control.
- Additional legal descriptions to support ROW acquisition efforts for additional affected properties.
- Update the project base map with the additional topographic survey.

CHANNELIZATION

- Redesign the channelization to accommodate gaps in the splitter islands for access to private properties.
- Resubmit and obtain approval from WSDOT on the revised channelization plans.

RIGHT-OF-WAY AND EASEMENT ACQUISITION

- Obtain additional right of entry agreements needed for the additional survey.

ENVIRONMENTAL PROCESS AND PERMITTING

- No additional environmental or permitting work is anticipated at this time.

GEOTECHNICAL

- No additional geotechnical work is anticipated at this time.

ROUNDBABOUT AND ILLUMINATION SYSTEMS DESIGN

- Adjust the splitter island design and the extent of the improvements on SR9 due to the added length of the splitter islands to accommodate access gaps.
- Revise project profile and grading plans to accommodate the changes in horizontal design.

DRAINAGE DESIGN

- Additional drainage design necessary to accommodate the City's request to include stormwater treatment when not triggered by the Ecology Manual.

CIVIL DESIGN

- Additional effort necessary to complete multiple iterations of the traffic control plans due to indecision and delay caused by WSDOT.

SUBCONSULTANTS

R&E will contract and coordinate with the following subconsultants in accordance with the supplemental scope of work and task items identified. Subconsultants have provided budgets for their services.

- Surveyor – Larry Steele & Associates, Inc.
- Roundabout Design – Herman Traffic Engineering, Inc.
- Right of Way and Easement Acquisition – Real Estate Services Group, Northwest

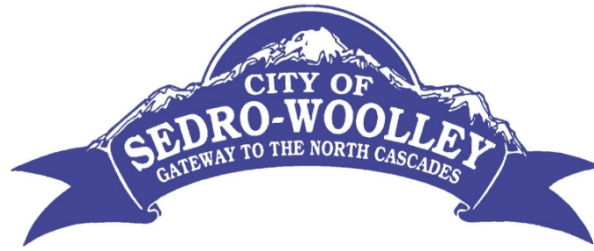
EXHIBIT B-3
CONSULTANT FEE DETERMINATION SUMMARY SHEET

Township Street (SR9), John-Liner Rd / McGarigle Rd. Intersection Improvements

Man-Hour and Cost Estimate

Date: February 6, 2025

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-4	T-5	T-5
		Nathan	Olivia	Lisa	Clerical
1.0	PROJECT MANAGEMENT AND ADMINISTRATION				
1.1	Project and Subconsultant Management	20	10		1
	Sub-Total	20	10	0	1
2.0	DESIGN SURVEY AND BASE MAP				
2.1	Design Survey		3		
2.2	Base Map		3	10	
2.3	Legal Descriptions	2	4		
	Sub-Total	2	10	10	0
3.0	CHANNELIZATION				
3.1	Revise and Obtain WSDOT Approval on Channelization Plan	5	10	10	
	Sub-Total	5	10	10	0
4.0	RIGHT-OF-WAY AND EASEMENT ACQUISITION				
4.1	Coordinate with Subconsultants	20	10		
4.2	Right of Entry Agreements for Survey	5	10		
	Sub-Total	25	20	0	0
5.0	ENVIRONMENTAL PROCESS AND PERMITTING				
	Sub-Total	0	0	0	0
6.0	GEOTECHNICAL				
	Sub-Total	0	0	0	0
7.0	ROUNDAABOUT AND ILLUMINATION SYSTEMS DESIGN				
7.1	Splitter Island Design	10	20		
7.2	Project Profile and Grading	5	25	15	
	Sub-Total	15	45	15	0
8.0	DRAINAGE DESIGN				
8.1	Stormwater Treatment Design	10	30	10	
	Sub-Total	10	30	10	0
9.0	CIVIL DESIGN				
9.1	Traffic Control Plans	20	45	15	
	Sub-Total	20	45	15	0
	TOTAL HOURS	97	170	60	1
	HOURLY RATE	\$ 175.00	\$ 114.62	\$ 89.15	\$ 76.41
	SUB-TOTAL	\$ 16,975.00	\$ 19,485.40	\$ 5,349.00	\$ 76.41
	TOTAL				\$ 41,885.81
10.0	SUBCONSULTANTS				
10.1	Larry Steele & Associates, Inc.				\$ 20,599.00
10.2	Herman Traffic Engineering, Inc.				\$ 7,500.00
10.3	Real Estate Services Group, Northwest				\$ 5,000.00
	TOTAL				\$ 33,099.00
11	REIMBURSABLES				
	Sub-Total				\$ -
	GRAND TOTAL				\$74,984.81



City Council Agenda Item

Agenda Item No.: 1.1.

Date: February 12, 2025

From: Charlie Bush, City Administrator

Subject: Draft Request for Proposal - Affordable Housing Sales Tax - Capital Affordable Housing Projects

RECOMMENDED ACTION:

Staff are seeking policy guidance from the Council regarding the housing affordability requirement to include in the RFP, or policy direction from the Council to pursue other options. The draft RFP is consistent with the policy guidance provided by the City Council through the guiding principles it approved last fall. It has not been updated since November but will be updated following this discussion if the Council would like to move forward with the RFP process.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The City Council previously awarded affordable housing sales tax funds (generated as a result of House Bill 1590 and SWMC 3.15.010) to three agencies for service delivery. During recent discussions about this funding source, the Council decided that it wanted to issue an RFP for funding capital projects, a type of expenditure required for a minimum of 60% of the funds collected. Additional restrictions also apply to these funds, such as the groups served by them and the level of Average Median Income (AMI) of the people served by the project(s). These are detailed in the draft RFP, which is the same version originally presented to the Council in November 2024. The RFP was modeled after the City of Mount Vernon's RFP. Staff originally had written the RFP to have the Sedro-Woolley Housing Authority serve as a technical advisory body to the City Council in reviewing and making recommendations for funding allocations. This will be updated based upon Council discussion in November should the Council still want to move forward with the RFP. The timeline will also need to be updated. A few further details remain to be completed related to the RFP, including website updates and application forms.

In November 2024, the City Council asked staff to further explore housing affordability requirements for the RFP. The Council's adopted guiding principles for the RFP and a majority of staff's research has indicated that a minimum of 50 years of affordability is the common standard across the state. To potentially satisfy this request, staff sought an Attorney General's Opinion through the County Prosecutor. The County reached out to other cities in Skagit County before declining our request to seek an Attorney General's Opinion. Staff are back now seeking direction from Council to determine our next steps. Suggested policy options include:

- 1) Concur with staff's recommendation of the 50-year requirement, allowing for revisions to the RFP and issuance this year.
- 2) Provide an alternative affordability requirement for staff to use in the RFP.
- 3) Decline the option of an RFP conducted by the City, directing staff to work with the County to add the funds to a regional project.
- 4) Provide alternative direction to staff.

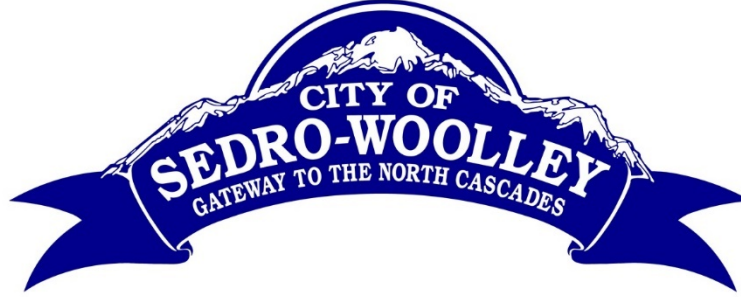
A motion and vote are requested for any policy option the Council would like to select.

FISCAL IMPACT, IF APPROPRIATE:

N/A for an RFP

ATTACHMENTS:

1. City of Sedro-Woolley RFP 1590 2024
2. 1590 RFP Guiding Principles Final



REQUEST FOR PROPOSALS

2025 City Sales Tax Funds for Affordable Housing

Sedro-Woolley City Hall

Mayor's Office

325 Metcalf Street | Sedro-Woolley, Washington 98284 | 360-855-9921

www.sedro-woolley.gov

1. INTRODUCTION

The City of Sedro-Woolley is inviting applications from qualified parties to increase the supply of affordable housing within the city. Through this Request for Proposals (RFP), applicants may apply for city funding from revenues generated by City sales tax for the development of affordable housing within the city.

Proposals may be submitted by a single organization that meets all the criteria or by a partnership between organizations that collectively meet all the criteria. If a proposal is submitted by a partnership, applicants must describe and delineate the roles of each of the organizations.

Allocation of financial assistance is a competitive process administered by the City of Sedro-Woolley with final decisions made by the City Council.

Selected proposals must be approved by the City Council and a contractual agreement must be in place before the disposition of funds. The City will negotiate the specific terms of the contract with the selected applicant(s). The contract shall contain adequate assurance to the City that funds will be used for affordable housing and assistance programs within the City. This may include covenant(s) limiting development on the property to that which has been approved. Annual reporting requirements to ensure compliance with the terms of the contract are required. The description of the project, drawings, and timeline, as refined through the negotiation process, will constitute the "Development Plan" included in the contract.

If the applicant fails to reach an agreement with the City within a reasonable period, as determined by the City, the City Council may reject the proposal and reserve its rights to re-advertise or enter direct negotiations with other qualified respondents to the RFP. The legislation for the disposition of funds is subject to approval by the City Council.

Please refer to **Section 8** of this RFP for a description of the application schedule. Applicants are required to attend a pre-funding application meeting with City staff before applying for funding. Applications that are deemed complete and meet eligibility criteria by City staff will be reviewed and evaluated by the Sedro-Woolley Housing Authority with award recommendations forwarded to the City Council as the final decision maker.

2. APPLYING FOR CITY SALES TAX FUNDS

The Sedro-Woolley City Council in 2021 ([SWMC 3.15.010](#), [Ordinance 1986-21](#)) approved a one-tenth of one percent increase in City sales tax for housing and related services consistent with RCW 82.14.530. The purpose of this local funding source is to support housing and related services in the City of Sedro-Woolley. Consistent with state law, housing created, and services provided with these funds are required to serve households earning sixty percent (60%) or less of Area Median Income (AMI) and fall within specific population groups as described in Section 6 of this RFP. **The City of Sedro-Woolley estimates \$_____ to be available for funding at the time of applications being approved by the City Council on June 30th. However, the city is open to considering funding proposals that exceed the expected funding amount.**

Requests for City sales tax funds must meet City code requirements, align with the City Comprehensive Plan, and demonstrate site control to be considered.

Applicants are required to attend a pre-funding application meeting with City staff before applying for grant funds. Pre-funding meeting application forms are located on the city website at: [Pre-Funding Meeting Request \(formsite.com\)](#) and at the Finance Department at City Hall. Pre-funding meeting questions can be sent to City Administrator Charlie Bush at: cbush@sedro-woolley.gov or (360) 855-9921.

Requests for Pre-Funding meetings must be submitted by 5:00 p.m. on January 10, 2025. All pre-funding application meetings will be held from January 20-24, 2025.

4. APPLICATION SUBMISSION DETAILS

Grant applications are available via this link: [1590 Funding Application \(formsite.com\)](#)
Paper applications are also available at the Finance Department in City Hall. All applicants must submit an electronic copy of the full application. Electronic applications may be submitted directly online or emailed to cbush@sedro-woolley.gov.

Submissions must be received by 5:00 p.m. January 31st, 2025. Any applications received after the deadline will not be accepted or considered.

5. APPLICATION REVIEW AND SELECTION PROCESS

City staff will review applications to ensure they are complete and responsive to the RFP. **If a proposal is found to be incomplete, the City reserves the right, at its sole discretion, to request the applicant to submit the missing information as an alternative to rejecting the proposal as nonresponsive.**

If deemed complete and eligible, staff will prepare an analysis for each proposal. Applicants will be informed by February 21st, **2025**, of the results of the review process by city staff. Eligible applications will be posted on the City of Sedro-Woolley website.

The complete application and staff analysis will be provided to the Sedro-Woolley Housing Authority to assist the Authority in making property allocation recommendations to the City Council.

The Sedro-Woolley Housing Authority will hold in-person interviews with applicants to present their proposals and answer questions from the Authority.

Following interviews with the applicants and deliberations, the Sedro-Woolley Housing Authority will make recommendations to the City Council. The City Council is the final decision maker on funding allocations.

Applicants are advised the City of Sedro-Woolley is required to comply with Chapter 42.56 RCW, Public Records Act. This means that information an Applicant submits to the city may be subject to disclosure as a public record. Applicants shall agree to waive any claims or potential claims against the City it may have as a result of disclosure of any information contained in their application.

6. ELIGIBILITY AND PROPOSAL REQUIREMENTS

Consideration of a funding request requires the following:

1. To be eligible for consideration applications must be complete, must meet all requirements, and must be submitted on or before the posted deadline according to the instructions.
2. If the City determines the application deficient, Applicants may receive a single, time-limited opportunity to address deficiencies within the application.
3. Applicants are required to update their applications with any material changes impacting the project or the organization that occur after the application has been submitted.

A. ELIGIBILITY REQUIREMENTS

Eligible households – City sales tax funds	60% AMI or below (see description in subsection B below) and within any of the following population groups: • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults • Persons with disabilities • Domestic violence survivors
Eligible applicants	• 501(c)(3) non-profit organization • Private developer/builder • Public Housing Authority • Public Development Authority • Local Government
Types of projects/activities	• Affordable Housing which may include: ○ Emergency Housing ○ Transitional Housing ○ Supportive Housing ○ New affordable units within an existing structure ○ Land acquisition for these purposes. • Constructing or acquiring behavioral health facilities or acquiring land for this purpose • Funding operations and maintenance costs which may include new units of: ○ New units of affordable housing ○ Facilities where housing-related programs are provided. ○ Newly constructed evaluation and treatment centers

Compliance with City regulations and consistency with the Comprehensive Plan	- Sedro-Woolley City Code – Land Development Code, Zoning, Public Works Standards, etc. - Goals, Objectives, and Policies of Sedro-Woolley Comprehensive Plan
Eligibility Requirements cont'd	
Compliance with previous financial awards	If applicable, compliance with previous funding agreements and affordability covenants, including timely reporting.
Fund amount	Financial award amounts vary and are proportional to the number of affordable units, retention of affordability, and level of affordability.
Appraisal	Acquisition activities (real property) require the submission of a certified appraisal.
Site control	Show owner of real property owns it free and clear of encumbrances, or although the owner does not own clear title, it is nevertheless within the power of the owner to convey clear title.
Location	Projects must be located within the city limits of Sedro-Woolley.
Retention of affordability	A minimum affordability retention of 50 years is required for projects awarded City funds.

B. ELIGIBLE HOUSEHOLDS

All Sedro-Woolley-supported housing developments must serve households deemed eligible by the Revised Code of Washington (RCW) 82.14.530. This RCW states City sales tax funds must serve households that earn no more than sixty percent (60%) of Skagit County's median income. However, Applicants may submit mixed-income housing development proposals serving eligible households proportional to the City's financial assistance. For example, if twenty-five percent (25%) of the units in the project will serve households that earn no more than sixty percent (60%) of the median income and fit within one of the eligible population groups, the applicant may qualify for City financial assistance up to twenty-five percent (25%) of the total cost of the development.

Median income, which is also referred to as Area Median Income (AMI), for areas throughout the United States is calculated yearly by the United States Department of Housing and Urban Development (HUD). In addition, AMI HUD provides annual income limits adjusted by household size because income limits are intended to be higher for larger families and lower for smaller families.

Many Washington State housing programs use HUD's AMI as a variable to qualify individuals and families for housing. The table below uses HUD's 2024 AMI for Sedro-Woolley of \$102,800.

Table 1-- Income Limits by Household Size Using HUD's Median Family Income*

Household	Persons in Family
-----------	-------------------

income	1	2	3	4	5	6	7	8
60% AMI	\$42,060	\$48,060	\$54,120	\$60,120	\$64,920	\$69,720	\$74,580	\$79,380

*2024 Skagit County Median Family Income from HUD 's Office of Policy Development and Research (PD&R)

Residential development projects that are awarded City financial assistance will be expected to submit annual reports identifying household incomes and rents consistent with the annual HUD-provided income and rent limits.

7. EVALUATION CRITERIA

The Sedro-Woolley Housing Authority, the Mayor's Office staff, and staff from the Planning & Building Department will evaluate each of the criteria below on a scale of 0 to 5 points (see the point descriptions below the evaluation criteria table). The scores will be weighted based on the percentage assigned in the table below for a total of 100 percent. Scores will be used as a guide for prioritization of projects by the Sedro-Woolley Housing Authority, Sedro-Woolley City Council will make final funding and property contribution decisions.

The City of Sedro-Woolley reserves the right to reject any or all proposals, revise the request for proposal including evaluation criteria, or postpone the selection of any proposal at its sole discretion without cause.

EVALUATION CRITERIA	CATAGORIES	PERCENT
Identified housing needs and investment priorities	Proposals must serve population groups identified by RCW 82.14.530 that earn no more than 60% of AMI and within any of the following groups: • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults. • Persons with disabilities • Domestic violence survivors	10%
Retention of affordability	Length of time committed to affordability in relation to the amount of funding request (minimum affordability retention period of 50 years): • Annual affordability reporting requirements • Immediate vs. long-term impact	20%
Leverage and collaboration, and financial assessment (other financing and in-kind contributions; collaboration between developers, housing organizations, other jurisdictions, and neighboring properties)	Leverage and collaboration may include: • Amount of other funds committed/expected. • Amount of in-kind contributions • Letters of support • Public/private partnerships • Confirmation of funding • Building cost (total cost, cost/unit, cost/square foot) • Cost-effectiveness (City subsidy/unit, other sources/unit, City subsidy vs. total cost, other subsidy(ies) vs. total cost)	20%
Staff evaluation - readiness to proceed/feasibility. (This criterion will be evaluated by staff)	Depending on the project/activity this will include: • Site control (assumed site control on City-owned properties) • Scope of work • Expected planning and/or zoning approval timeframe. • Construction start date • Expected project completion date. • Project timeline	20%
Community impact (tangible benefit to the community as well as intended beneficiaries)	• Housing type (i.e. studio, 1, and 2-bedroom units) • Number of units • Access to services and amenities (transit, employment opportunities, shopping, etc.) • Opportunities for beneficiaries to build financial stability. • Dispersed throughout City • Project/activity promotes a sense of place and community. • Creates diverse housing capacity	10%

Property Management and Development Team Capacity (developer, architect, financing partners, general contractor, construction management, and property management)	The development and property management teams have the skills, resources, and capacity to achieve the proposed activity, including: • Demonstrated experience on projects/programs of similar size and scope. • Demonstrate property management plan. • Capacity to manage the program (applicant screening, reporting capability) • Property maintenance plan • Qualified staff	20%
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8. TENTATIVE APPLICATION SCHEDULE

The process follows the tentative schedule listed below. Actual timing is dependent upon applicant responsiveness and meeting schedules. Staff may extend or modify the process including, for example, extending the review period or document preparation in consideration of a project's readiness to proceed or due to timeliness of the receipt of information. Time-sensitive funding requests may be accepted anytime during the year. However, the city intends to follow the same application process but may choose to with an expedited timeline.

ACTIVITY	TIMELINE
Before funding application submittal	
Request for proposals posted on the city website and email notification sent to partners. <i>Please contact staff to be added to the funding notice distribution list.</i>	Monday, December 2 nd - Friday, January 10 th
Pre-Funding Submittal request deadline	January 10 th
Pre-Funding Submittal meetings held	January 20-24 th
Application review	
Funding Applications are submitted by 5:00 p.m.	January 31 st
Staff verifies eligibility, completeness, and feasibility of applications.	February 3-19 th
Applicants with proposals deemed qualified are notified.	February 21 st
Qualified applications are posted on the city website.	February 24 th
Staff analysis submitted to the Sedro-Woolley Housing Authority for consideration.	February 24 th – March 31 st
Sedro-Woolley Housing Authority meeting - applicant presentations	April 15 th
Sedro-Woolley Housing Authority deliberation and recommendation	May 20 th
Recommendation submitted to City Council. Council deliberation Council Approval	May 30 th June 4th June 11th
Following City Council funding decisions	
Allocation notice sent to the applicant and posted on the city website.	June 18 th
Meeting with funding recipient and review of financial information.	June 23-27
Funding documents (agreement, covenant, promissory note, as applicable) drafted by City staff and shared with the applicant for review.	July 14 th – July 25 th
The contract signed by the applicant and returned to the City.	July 28 – August 1
City executes agreement	August 4-8
Funds available for release or reimbursement	August 11

9. FUND AVAILABILITY

All funding awards are contingent upon the receipt of funds under which the award is issued. The City assumes no liability to the awardee, its contractors, its agents, or further obligations to the awardee in the event anticipated program funds are retracted or otherwise unavailable for their intended purposes.

10. Fund Allocation:

1. Funds allocated may be provided in the form of a reimbursable grant regulated by agreed-upon contractual provisions as required in section 1 of this RFP.

11. COST OVERRUNS

The City may increase a funding award up to ten percent (10%) of the original award to account for project cost overruns if the following conditions have been adequately demonstrated by the awardee: Cost overruns were unanticipated and outside of the control of the awardee, and the project would be unacceptably compromised without the additional investment.

12. SUPPLEMENTAL FUNDING

Supplemental funding may be awarded only if the applicant can demonstrate substantial and material changes to the project design or project funding sources.

13. FUND RECOVERY

Any awarded funds received exceeding eligible expenses for a project or program will be recovered and returned to the City for redistribution.

14. EXTENSIONS AND WAIVERS

Award agreements may be extended at the City's sole discretion upon written request of the awardee. The City has the discretion to waive all or certain conditions to an award. The extension or waiver request must provide evidence of unforeseen circumstances and adequate progress in achieving the desired outcomes.

15. DISCLAIMERS AND DISCLOSURE

This RFP does not constitute an offer, a commitment, or an offer to contract. The City of Sedro-Woolley reserves the right to pursue all ideas generated through this process, alter timelines, amend, or retract the RFP, and/or reject any submissions.

Upon delivery, all proposals and related materials become the property of the City and are public records subject to public disclosure unless specifically exempted.

As a condition to applying, an applicant must stipulate that the City will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties and shall agree to waive any future claims relating to from such disclosure.

All preparation costs and related expenses are at the sole risk of the applicant. No applicant shall have any claim against the City for costs incurred in responding to this RFP or in any negotiations, modifications, presentations, or other actions to secure a contract for transfer of funds. Unless and until a contract has been duly authorized by ordinance and signed by the City and the applicant, the City shall retain the right to terminate the RFP process.

16. Definitions and Acronyms

Area Median Income (AMI): Area Median Income (AMI) is an income estimate of the midpoint of an area's income distribution developed with U.S. Census data and an inflation factor based on the Congressional Budget Office (CBO) forecast of the national Consumer Price Index (CPI). The U.S. Department of Housing and Urban Development (HUD) calculates and releases this data on a yearly basis. The terms Median Family Income (MFI) and AMI are interchangeable and have the same meaning for most federal programs.

HUD: United States Department of Housing and Urban Development

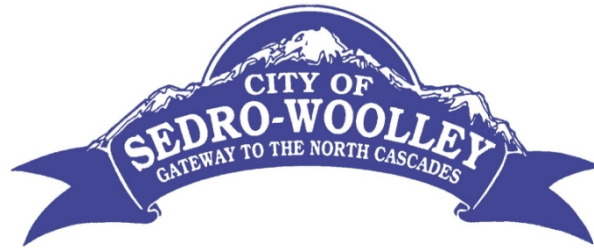
Revised Code of Washington (RCW): Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a codification of Washington Session Laws (enacted by the Legislature and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

RFP: Request for Proposals

City of Sedro-Woolley
Request for Proposals (RFP): House Bill 1590 Funding
Guiding Principles for Development

Respondents:

- Must have a qualifying project under House Bill 1590's restrictions.
- If applying for capital funding, state the number of units to be preserved or created with the funding, and what Average Median Income (AMI) population those units will serve. If the proposal is for services, provide background on the number of people to be served and their anticipated outcomes.
- If applying for capital funding, the project must remain affordable for a period of at least 50 years (RCW 36.70A.540). The applying agency or agencies must provide a management and sustainability plan to the City in response to the RFP.
- Demonstrate the ability to comply with all reporting requirements related to House Bill 1590, including keeping careful records and being available for audit by the City and the State. Such compliance must not put a significant extra administrative burden on the City. The City is not planning to hire additional staff dedicated to housing to administer these funds.
- Contribute to satisfying one, or several, of the housing policy goals within the City Comprehensive Plan's Housing Element. Respondents should cite the specific policy or policies they are addressing and to what extent they anticipate impacting that policy.
- For capital projects, the applicant/applicants must demonstrate the capacity to develop, own and operate the proposed project. Eligible entities include nonprofit organizations, private for-profit organizations, public housing authorities, public development authorities, and units of local government. Partnerships involving combinations of the above groups are encouraged, especially when necessary to demonstrate capacity in all areas of the project.
- Capital project(s) must be located within the corporate limits of the City of Sedro-Woolley or the services rendered must be located within the corporate limits of the City of Sedro-Woolley.



City Council Agenda Item

Agenda Item No.: m.1.

Date: February 12, 2025

From: Bill Bullock, Public Works Director

Subject: Grant Approval - Transportation Improvement Board

RECOMMENDED ACTION:

Authorize the Mayor to execute TIB Grant Contracts for Jones/John Liner RR Undercrossing (Contract No. 8-2-126(014)-1) and 2025 Overlay Program (Contract No. 3-W-126(011)-1).

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

At the July 24, 2024, Council Meeting, the Council approved the submittal of two TIB grant applications for the Arterial Program – Jones/John Liner RR Undercrossing and the Arterial Preservation Program – 2025 Overlay Program.

The City was notified in late November that our projects had been selected by TIB for funding at the requested amounts and agreements obligating that funding were received on January 29, 2025. The city was awarded the following:

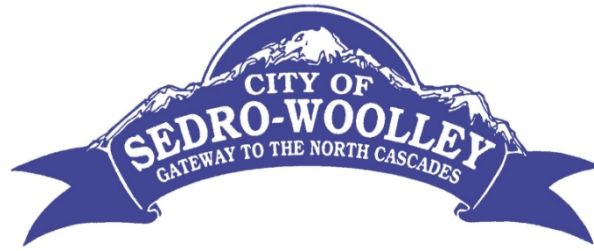
- Jones/John Liner RR Undercrossing Project - \$2,149,055 match \$393,300
- 2025 Overlay Project - \$ 737,915 match \$130,221
 1. West State Street from Maple Street to Rita Street
 2. Township Street from SR 20 to State Street

FISCAL IMPACT, IF APPROPRIATE:

- Jones/John Liner RR Undercrossing requires a \$393,300 match funded out of REET
- 2025 Overlay Project requires a \$130,221 match funded out of Transportation Impact Fees

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: n.1.

Date: February 12, 2025

From: Bill Bullock, Public Works Director

Subject: Public Works Director Signing Authority Record

RECOMMENDED ACTION:

Information Only

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

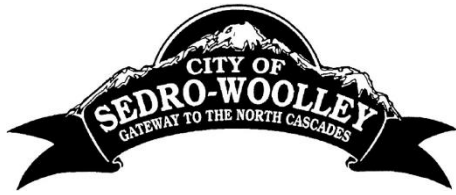
N/A

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 20241231 Director Signing Authority Record



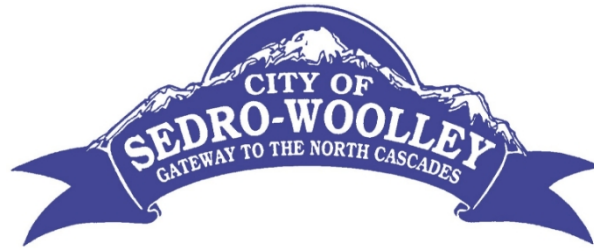
CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Willam Bullock, PE
Public Works Director

MEMO TO: City Council and Mayor Julia Johnson
FROM: William Bullock, PE, MPA, Public Works Director
RE: **Director of Public Works Signing Authority Record**
DATE: December 31, 2024 (for Council review February 12, 2025)

Here's an informal report on documents signed under my Public Works Director Authority as authorized under Ordinance No. 1947-19.

- December 5, 2024, **Northwest Playground Equipment Inc.**
 - Purchase Order No. 2024-PO-26
 - Bingham Park Replacement Parts
 - NTE \$524.54
- December 6, 2024, **Carletti Architects P.S.**
 - Agreement No. 2023-PS-07, Supplement No. 1
 - PW Vehicle Storage Building Architectural Services
 - Time Only to 12/31/2025
- December 9, 2024, **Transportation Solutions Inc.**
 - Agreement No. 2021-PS-06, Amendment No. 6
 - On-Call Services Agreement Relating to Traffic Modeling
 - Time Only to 12/31/2025
- December 9, 2024, **Guardian Northwest Title & Escrow**
 - Agreement No. 2022-PS-03, Amendment No. 2
 - On-Call Title & Escrow Services
 - Time Only to 12/31/2025
- December 9, 2024, **Urban Forestry Services**
 - Agreement No. 2021-PS-07, Amendment No. 2
 - Arboricultural Consulting Services Agreement
 - Time Only to 12/31/2025
- December 4, 2024, **Cowing & Co. LLC, dba Widener & Associates**
 - Agreement No. 2021-PS-02, Amendment No. 7
 - On-Call Environmental Services
 - Time Only to 12/31/2025
- December 12, 2024, **Epic Land Solutions Inc.**
 - Agreement No. 2023-PS-01, Supplement Agreement No. 4
 - SR20/Cascade Trail W Extension Ph 2A Holtcamp Rd to Hodgkin St.
 - Time Only to 12/31/2025



City Council Agenda Item

Agenda Item No.: n.2.

Date: February 12, 2025

From: Julia Johnson, Mayor

Subject: Letter to Governor Remaining Opposed to BESS Project

RECOMMENDED ACTION:

Letter to Governor Bob Ferguson, no recommended action.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

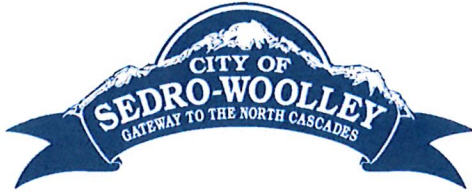
Remaining opposed to BESS project

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. Ltr to Governor fr Mayor - EFSEC 012825



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-9923

Julia Johnson, Mayor
City of Sedro-Woolley

January 28, 2025

Governor Bob Ferguson
Office of the Governor
PO Box 40002
Olympia, WA 98504-0002

Dear Governor Ferguson:

Congratulations on your election as Governor of our state! We understand you've only recently been sworn in, but we hope you are settling in.

You may have received a copy of the attached letter while you were still State Attorney General, but by now it has been some time since we sent it out.

The City of Sedro-Woolley remains opposed to the Goldeneye BESS project siting that is proposed to be constructed on the outskirts of our city. We understand that despite objections expressed by our citizens and City Council that the Washington State Energy Facility Site Evaluation Council (EFSEC) continues to press ahead. At this juncture, it is not even clear that adjudication of this highly controversial project will be required by EFSEC. This is disappointing news, as it leads to the conclusion that the significant environmental and safety concerns of our community are not as important to the Council.

If this project reaches your desk with an order from EFSEC recommending approval, we respectfully urge you to use the power available to you as Governor to deny the application. For the reasons stated in the attached letter construction of this project will be a severe detriment to our community.

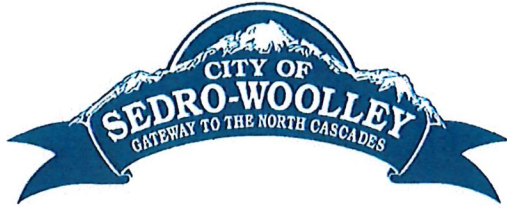
The City understands the State's clean energy goals and the need to increase the amount of electricity available to accomplish those goals. However, as shown by the multiple significant BESS fires throughout the country, the environmental harm done by these facilities far outweighs the positive impacts to the problem we are trying to solve. This facility is not a safe alternative to fossil fuel use. Please take the time to fully review our concerns before even considering approval.

Respectfully,

Julia Johnson, Mayor
City of Sedro-Woolley

Enclosed

cc: Sen. Wagoner
Rep. Low
Rep. Eslick



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

September 27, 2024

State of Washington Energy Facility Site Evaluation Council (EFSEC)
621 Woodland Square Loop SE
PO Box 43172
Olympia, WA 98503-3172

RE: Goldeneye BESS, First Comment Letter from the City of Sedro-Woolley

To Whom It May Concern:

On September 4, 2024, the City Council held an information session that included a presentation from the applicants of the [Goldeneye BESS Project](#), and a public comment period. An estimated crowd of 200-250 residents attended the meeting and not a single speaker was in favor of the project. Goldeneye BESS is located less than a half mile east of the city limits of Sedro-Woolley and in an area where the City of Sedro-Woolley Fire Department provides fire response services through an interlocal agreement with Fire District 8.

The Sedro-Woolley City Council joins Skagit County, the Upper Skagit Indian Tribe, the Port of Skagit, the Skagit County Farm Bureau, and a growing chorus of additional organizations, in addition to the local public, in **categorically opposing** the Goldeneye BESS Project currently before EFSEC.

The City's concerns with this project are numerous.

The overarching concern about this project involves risks with the theoretical nature of it. In discussions with the City Council, Tenaska officials representing the Goldeneye project routinely relied upon theory and the potential of fire codes changing to justify their project's safety, without being able to provide the specifics and assurances that our community requires to feel confident about new development. The Sedro-Woolley community does not wish to be an experimentation zone for technologies that have only been tested in labs. There are better locations for this type of experimentation that are away from pristine farmlands, restored streams supporting 4 types of salmon and Steelhead Trout, growing population centers, and the largest schools in the Sedro-Woolley School District.

The City's largest concern is public safety. Even Tenaska officials cite a fire as a possible scenario. BESS facilities frequently make the news for catching fire. Fire risk is a deeply concerning issue. Tenaska Officials assured the community at our session that their project would be different from those that have caught fire but were not able to provide assurances. More specifically, there are no apparent contingencies for when a fire is not contained to its battery of origin, or when it exceeds the heat level for containment to that battery and begins to leak into the pristine environment and key wildlife habitat that surrounds it.

The site is located less than one half mile from the City of Sedro-Woolley. A fire would require an evacuation of indeterminate scale until the fire burned out. In some of the recent BESS fires, evacuations have extended to a scope that would cover the entire city limits of Sedro-Woolley. Besides the risks posed to health and safety, this type of evacuation would be tremendously disruptive to the

community and to City services. It is avoidable at this stage of the EFSEC process, with appropriate EFSEC action to protect the safety of our community and its residents by not recommending this proposal for approval to the Governor.

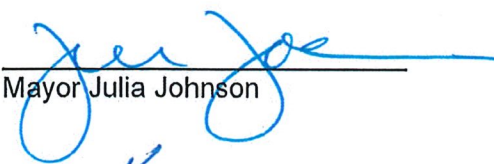
The Skagit Indian Tribe and Skagit County both commented at our meeting about the value of Hansen Creek and the millions of dollars invested in the creek's restoration in recent decades. The creek now supports 4 varieties of salmon, including ESA-listed Chinook Salmon, and Steelhead Trout. The Goldeneye Project would tunnel under it and a fire at the facility could release contaminants into both Hansen Creek and the nearby Skagit River. Given the importance of Hansen Creek to the local ecosystem and community, building this facility adjacent to and under the creek is an untenable and unwise risk. In addition, the project, which is proposed in the Skagit River floodplain representing yet another risk to the ecosystem and community with increased flooding risk brought by climate change, would prohibit future restoration efforts in the immediate area. Skagit County also discussed in their letter, dated August 28, 2024, how the project violates the County Comprehensive Plan and long-term strategies to restrict development on key resource lands.

Finally, this project would result in the loss of finite Skagit Valley agricultural land. The Skagit County Farm Bureau cited the importance of farmland to the region in their letter and comments, as did Skagit County in its statement of opposition. The project would have required a Hearing Examiner Special Use Permit, with significant public input, if the State had not preempted the County's land use permitting processes for this type of project.

To summarize, the City of Sedro-Woolley, Skagit County, the Upper Skagit Indian Tribe, the Port of Skagit, the Skagit County Farm Bureau, the local public, and a growing list of additional organizations **categorically oppose** the Goldeneye BESS Project siting. Attached are additional letters received by the City of Sedro-Woolley in opposition to this project. Had we received any letters in favor of the siting, we would have provided those to you as well. None were received. The only correct conclusion is that recommendation of this siting of the Goldeneye BESS project to the Governor is inappropriate.

Thank you for your kind attention to this matter. Please let us know if we can be of any further assistance. We respectfully hope that reason and common sense will guide your decisions in this process.

Sincerely,



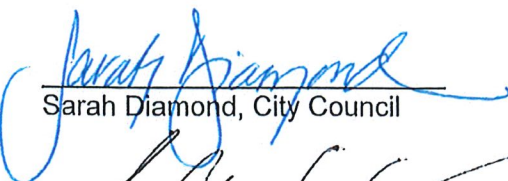
Mayor Julia Johnson



Kevin Loy, City Council



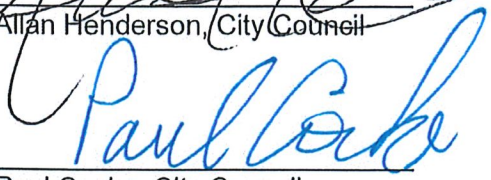
JoEllen Kesti, City Council



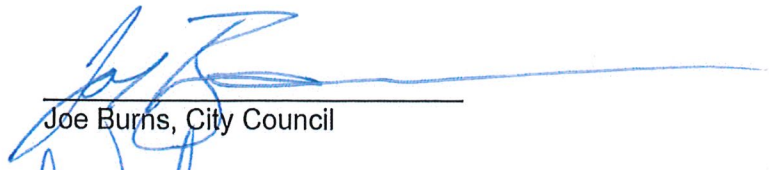
Sarah Diamond, City Council



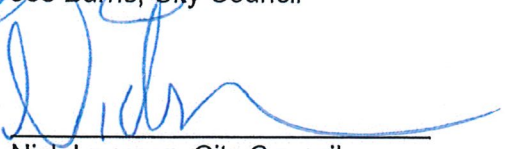
Allan Henderson, City Council



Paul Cocke, City Council



Joe Burns, City Council



Nick Lavacca, City Council

CC: Ron Wesen, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Jennifer Washington, Charwoman, Upper Skagit Indian Tribe
Doreen Maloney, General Manager, Upper Skagit Indian Tribe
Scott Schuyler, Policy Representative, Upper Skagit Indian Tribe
Bill Schmidt, President of the Skagit County Farm Bureau
Sara Young, Executive Director, Port of Skagit
Carolyn Eslick, Representative, State of Washington
Sam Low, Representative, State of Washington
Keith Wagoner, Senator, State of Washington
Jay Inslee, Governor, State of Washington
Dave Reichert, Governor Candidate, State of Washington
Bob Ferguson, Governor Candidate, State of Washington

Enclosures

From: Cynthia Calhoun

Subject: Please VETO Ordinance 2023-0263 regarding Battery energy storage systems in King County

Received through email by the City of Sedro-Woolley Mayor Julia Johnson

Dear Executive Constantine, King County Council Vice-Chair Dunn, and local Council Members, Board Members, Mayors, and Legislatures,

This is a request for Executive Constantine to VETO the Ordinance 2023-0263 voted to be approved by King County Council yesterday regarding Battery Energy Storage Systems. I believe there are 5 days for him to act.

I attended and spoke at the King County Council Open Hearing.

Thank you, Council Member Dunn, for voting against the ordinance and showing your care about the safety and well being of the people you represent.

It is wonderful that the 3% of agricultural land in King County will be protected, but citizens are very concerned about the lack of protections for residents, including any setbacks from schools, hospitals, and neighborhoods for over non-accessory 2 MW facilities, and less than 2 MW accessory uses. If BESS are too dangerous for Agricultural land- then they should be too dangerous to be placed next to schools.

Allowing the Kingfisher BESS facility (800 MWh) generating an ear splitting (90 – 110 decibels) ~100' from the 700+ students and staff at Mattson Middle School is irresponsible and dangerous to the health, well-being, and safety of the school and the surrounding community. The ordinance summary is at the bottom of this email.

Two recent CA BESS failures and forced evacuations cited below are proof that King County Council needs to revise the ordinance with more zoning and setback considerations.

- Published September 6, 2024 at 4:17 PM PDT
- "The Escondido battery fire is unfolding in an industrial area away from homes and residences. However, it reinforces the concerns of residents that a project that is 10 times larger (the Seguro project) is being proposed, which would be surrounded by hundreds of homes and upwind from a hospital in northern San Diego County, near Escondido," they write. "Despite the current fire being in an industrial area, hundreds of businesses were evacuated and many more were told to shelter-in-place. Schools located downwind were closed today as well."

responsibility in an amount necessary to compensate for the maximum damages from an explosion resulting from a worst-case release, and proof of financial responsibility in an amount necessary to compensate for facility decommissioning (e.g., brownfield remediation). The level of financial responsibility necessary would be determined by the Executive based on studies provided by the applicant at the time of permit application. The PO lays out the information that would be required in these studies."

Requiring only a \$1 million in liability insurance for an industrial facility is a joke- especially if you consider the catastrophic impact the Mattson Middle School BESS could cause on school children and all the staff and all the homes surrounding the proposed BESS site.

Most people's and regular businesses' Umbrella policy is greater than the policy now in place for BESS facilities which could have results similar to the two recent fires in CA, in May and September of this year.

"Public Liability:

Applicants for construction of a BESS would be required to demonstrate at permit application that they have at least \$1 million of financial responsibility (insurance, bonds, etc.) that would cover damages from a thermal event, ONLY IF:

- The BESS is over 2 MW; AND

The battery technology requires thermal runaway protections under state law;"

Please VETO Ordinance 2023-0263 and send it back to KC Council to realign their statements with proven best practices for the health, welfare and safety of the residents in the event of a BESS fire. Irreparable harm will be done from containment to streams, aquifers, and wetlands which also have no setback restrictions in this ordinance.

These facilities should only be allowed in Commercial/Industrial Zones, but even so, the Escondido fire mentioned above delineates the necessity for evacuating a huge area. Do you want to be responsible for allowing an ordinance to be put in place after the first fire erupts? I think not.

Thank you for your consideration in this matter,

Cynthia Calhoun
19425 SE 266th Street
Covington, WA 98042