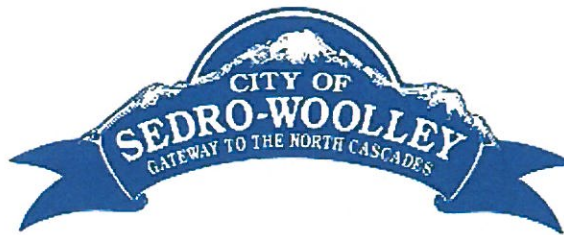


You are invited to a Zoom webinar.
When: Jul 22, 2020 04:00 PM Pacific Time (US and Canada)
Topic: Sedro-Woolley City Council Meeting and Public Hearing for July 22, 2020

Please click the link below to join the webinar:
<https://zoom.us/j/93949763492?pwd=Nit5bnhDVDNWQzJrVGFCZjExK0l4Zz09>
Password: 025119

Or iPhone one-tap :
US: +12532158782,,93949763492#,,,,0#,,025119# or +13462487799,,93949763492#,,,,0#,,025119#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205
6099 or +1 301 715 8592
Webinar ID: 939 4976 3492
Password: 025119



Next Ord: 1958-20
Next Res: 1058-20

VISION STATEMENT

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

MISSION STATEMENT

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

CITY COUNCIL AGENDA

July 22, 2020

4:00 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.....8-33

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 from Previous Meeting
- 2. Finance
 - Claim Checks #193438 to #193532 plus EFT's in the amount of \$722,117.40
 - Payroll Checks #60108 to #60120 plus EFT's in the amount of \$382,486.10
- 3. Possible Contract Award - Flat Bed and AutoCrane - TriVan Truck Body (2020-PO-11)
- 4. Surplus of International Fire Engine (Resolution 1057-20)
- 5. 45-day referral to the Lodging Tax Advisory Committee

- f. Introduction of Special Guests and Presentations (*none scheduled as of the date of this agenda*)

g. Staff Reports

h. Councilmember and Mayor's Reports

- i. Proclamation(s) (*none scheduled as of the date of this agenda*)

j. Public Comments.....34

The public comment period will be closed. However, you may provide written questions or comments via email, or by letter. We are currently exploring options to host meetings remotely.

k. Public Hearing(s)

- 1. Confirmation of Moratorium on Accessory Dwelling Unit (ADU) Applications.....35-39
- 2. Fees for Accessory Dwelling Units (ADUs) (*2nd reading*).....40-50
- 3. Possible adoption of Ordinance - 2020 Transportation Impact Fee Update (*1st reading*)
.....51-74

- l. Unfinished Business (*none scheduled as of the date of this agenda*)

- m. New Business *(none scheduled as of the date of this agenda)*
- n. **Information Only Items**
 - 1. Public Works Director Authority Record.....76-78
 - 2. Library Project Cost Summary.....79
- o. **Good of the Order**
- p. Executive Session *(none scheduled as of the date of this agenda)*
- q. **Adjournment**

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

Next Meeting(s)

August 12, 2020	Council Meeting	4:00 PM	Council Chambers
------------------------	------------------------	----------------	-------------------------

**COMMITTEE ASSIGNMENTS
2020**

Public Safety	Chuck Owen, Chair Karl de Jong Brendan McGoffin <i>Staff liaison: Chief Tucker & Chief Klinger</i>
Utilities	Karl de Jong, Chair Brenda Kinzer Jared Couch <i>Staff liaison: Mark Freiburger</i>
Finance & Personnel	Glenn Allen, Chair Chuck Owen Germaine Kornegay <i>Staff liaison: Jill Scott</i>
Parks & Recreation	Brenda Kinzer, Chair Germaine Kornegay Jared Couch <i>Staff liaison: Nathan Salseina</i>
Planning	Germaine Kornegay, Chair Glenn Allen Chuck Owen <i>Staff liaison: John Coleman</i>
Business Development	Jared Couch, Chair Glenn Allen Brendan McGoffin <i>Staff liaison: Doug Merriman</i>
Technology	Brendan McGoffin, Chair Karl de Jong Brenda Kinzer <i>Staff liaison: Bill Chambers</i>
Mayor Pro-tem	Jared Couch

COUNCIL COMMITTEE ASSIGNMENTS

II. Council Committees

A. Annually, at the first meeting of the year, the Mayor shall appoint two councilmembers and a council chairperson to each standing committee of the Council, subject to confirmation by the city council. In making the appointments, the Mayor shall consider councilmembers' expressed interests and shall attempt to match councilmembers to their committees of choice.

B. Standing Committees

1. **Public Safety:** To consider issues and make recommendations to the full Council related to the police department, fire department, municipal court and public policies relevant to those departments.

2. **Utilities:** To consider issues and make recommendations to the full Council related to the City's sewer, storm water and solid waste utilities including operational policies, rates and related policies.

3. **Finance & Personnel:** To consider issues and make recommendations to the full Council related to financial management policies, financial reports and personnel issues including personnel policies.

4. **Parks & Recreation:** To consider issues and make recommendations to the full Council related to the parks department and the provisioning of parks and recreation programming in the City.

5. **Business Development:** To consider issues and make recommendations to the full Council related to the attraction of new businesses and the retention of existing businesses within the City.

6. **Planning:** To consider issues and make recommendations to the full Council related to long-term planning and growth in the City.

C. The Role of City Council Committees

1. City Council Committees are intended to enhance communication between the Legislative Branch and the Executive Branch at the early phase of the development of significant items affecting public policy questions.

2. These Committees will enable City administration to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, as necessary, to the full City Council.

3. City Council Committee members develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy in order to increase the positive

exchange of information and discussions between City Council members, City staff, and the public.

4. When appropriate, items may be considered by a City Council Committee before a final recommendation from the appropriate City Board or Commission (i.e., Planning Commission, Parks Board).

5. City Council Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. If Committee members seek additional information from an outside party or consultant resulting in additional cost to the City, approval to incur such cost must be approved by the full City Council.

6. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Committee may make to the City Council is based on information possessed by the Committee at the time the recommendation is made and may be revised or amended upon receipt by the Committee of additional or newer information.

D. Operational Guidelines and Functional Structure

1. City Council Committees consist of three Council members one of whom is the committee chair. The Mayor may attend and participate in all Committee meetings.

2. No member of the City Council may serve on more than three Committees.

3. Council Committees will meet at least quarterly.

4. Council Committees have no delegated authority from the City Council and shall not take testimony from the public.

5. The Staff Liaison will coordinate with the Mayor and City Supervisor on the preparation of the agenda to determine whether items will be presented to a Committee or placed on the Council's regular agenda to be considered by the full City Council. Any item may be referred to the full Council by the Committee considering that item.

6. The full City Council by majority vote may refer any item on its agenda to an appropriate Committee for further review and recommendation.

7. Committee meetings are intended to allow regular attendance by City Council Committee members, as well as the Staff Liaison, staff, the Mayor and the City Supervisor, as necessary. In order to prevent inadvertent violations of the Open Public Meetings Act, attendance by non-member Council members that will result in a quorum of the full City Council is prohibited.

8. The regular Council meeting agenda shall include an opportunity for Committee reports at which time any appointed Committee member may report to the Mayor and City Council on pertinent and timely issues before a Committee.

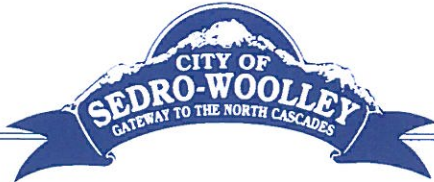
E. City Liaison Role

1. The City Supervisor serves as an advisor to each City Council Committee; however, each Committee has an identified staff liaison at the Director-level. The responsibilities of the Staff Liaison are as follows:

- a. Attend all meetings of the City Council Committee.
- b. Research information and prepare reports and correspondence as required for the Committee.
- c. Provide administrative support to the Committee, including distribution of documents to the Committee as required.
- d. Coordinate with the Committee chair to prepare agendas.
- e. Schedule meetings.
- f. Prepare Committee minutes within one week of the meeting and submit to the City Clerk for posting and distribution to the full City Council.
- g. Serve as the communication link between the Committee and City administration, City departments, and Council as appropriate.

JUL 22 2020

:00 P.M. COUNCIL CHAMBER.
AGENDA NO. a-e



DATE: July 22, 2020
TO: Mayor and City Council
FROM: Jill Scott, Finance Manager
SUBJECT: a) CALL TO ORDER; b) PLEDGE OF ALLEGIANCE; c) ROLL CALL;
d) APPROVAL OF AGENDA; e) CONSENT AGENDA;

- a. CALL TO ORDER - The Mayor will call the July 22, 2020 Meeting to Order
- b. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.
- c. ROLL CALL - The Recorder will note those in attendance and those absent.

_____ Ward 1	Councilmember Brendan McGoffin
_____ Ward 2	Councilmember Germaine Kornegay
_____ Ward 3	Councilmember Brenda Kinzer
_____ Ward 4	Councilmember Glenn Allen
_____ Ward 5	Councilmember Chuck Owen
_____ Ward 6	Councilmember Karl de Jong
_____ At-Large	Councilmember Jared Couch

- d. APPROVAL OF AGENDA
- e. CONSENT AGENDA - Mayor will ask for Council approval of Consent Agenda items.

JUL 22 2020

:00 P.M. COUNCIL CHAMBER,
AGENDA NO. e-1

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
July 8, 2020– 4:00 P.M. – Via Teleconference

Call to Order

Mayor Julia Johnson called the meeting to order at 4:03 P.M.

Pledge of Allegiance

ROLL CALL: Present: Mayor Julia Johnson, Councilmembers: Brenda Kinzer, Germaine Kornegay (absent), Chuck Owen, Brendan McGoffin (Late), Karl de Jong, Jared Couch (Late) and Glenn Allen. Staff: Recorder Brue, City Supervisor Merriman, Finance Manager Scott, IT Director Chambers, Planning Director Coleman, Public Works Director Freiburger, Fire Chief Klinger, Police Chief Tucker and City Attorney Thompson.

Approval of Agenda

Councilmember Kinzer moved to approve the agenda. Seconded by Councilmember Owen. Motion carried (4-0).

Councilmember McGoffin joined the meeting.

Consent Calendar

- Minutes from Previous Meeting
- Finance
 - Counter Checks #5004 to #5008 in the amount of \$2,063.49
 - Claim Checks #193356 in the amount of \$5,914.09
 - Claim Checks #193357 to #193347 in the amount of \$259,502.69
 - Payroll Checks #60094 to #60107 plus EFT's in the amount of \$425,506.88

Councilmember de Jong moved to approve the consent calendar items 1 & 2. Councilmember McGoffin seconded. Motion carried (5-0).

Introduction of Special Guests and Presentations

Staff Reports

Police Chief Tucker – reported on the protest held Saturday, July 4. He also addressed reports of spray-painting on sidewalks the many calls with a lot going on and issuing of a search warrant. Chief Tucker announced Deion Whitt will be graduating from the Academy on Friday and Harry McGaughey will be going to the academy soon, with others being scheduled for their academy dates.

Councilmember de Jong – questioned the graffiti on the Baptist Church Sign.

Police Chief Tucker – noted the help on July 4, provided by the Sheriff's Department.

Fire Chief Klinger -- reported a busy weekend with 45 calls, 3 CPR's, 3 people air lifted and a shooting all handled by staff with great ease. He noted the department would be having a special ceremony for the Medic that helped deliver a baby.

Planning Director Coleman – spoke about the Accessory Dwelling Unit fees. The discussion will be dovetailed with the Traffic Impact Fees. A public hearing will be held July 22.

Director of Public Works Freiburger – reported on the transportation impact fee update scheduled for a first read at the next meeting. A public hearing on the topic will also be held. Other items reported was a Pre Bid meeting for WWTP Electrical contract, with the award on July 22. An invitation to bid for the WWTP diffuser has been published and closes on 16th with the bid award on July 22. Freiburger reported the count down for Debbie Allen's retirement date is nearing. He commended her 30+ years of service to the City. He also addressed the sewer comprehensive plan draft that is ready for a Planning Commission hearing, pre-construction meeting for SR20 W. Lane Widening and Jameson Overlay with notices going out to the public, work is being done on the Northern State Hospital Fencing grant project, the Houser park paving and irrigation work and staff are prepping for chip seal projects.

Mayor Johnson also noted the retirement of Steve Huizinga from the Sewer Department.

Finance Manager Scott – commented on a busy couple of weeks with daily operations. She also stated budget time is approaching.

IT Director Chambers – reported he has been assisting with public works online auctions. The installation has started for the AV upgrade and he has also been busy with Zoom meetings for BPE, the fiber franchise agreement and CARES Act.

Councilmember Couch joined the meeting at 4:18 P.M.

City Supervisor Merriman – commented that Attorney Thompson has been working hard on a number of items and thanked her for her time. He addressed revenues, noting sales tax numbers did not fluctuate much with online shopping and one-time construction projects filling the gap. He also addressed outside funding for costs related to the pandemic. (Cares, FEMA, Hero's funding with Payroll Protection Plan (PPE) not qualified). Merriman gave an update on the Library project with late September for substantial completion. He noted the project is on target for budget. He also stated the 2021 Budget packets would be out shortly.

Councilmember and Mayor's Reports

Councilmember McGoffin – expressed a thank you for the city departments on their handling of the influx over the weekend.

Councilmember Owen – gave compliments to police department. He commented on the protest parade showing support for the police department and stated this year July 4 had a hollow feeling to it.

Councilmember de Jong – thanked the police for their professionalism. He noted there were many ad hoc fireworks shows in neighborhoods. He also reminded everyone to keep washing their hands and to wear their masks.

Councilmember Kinzer – also gave a special thank you to the Law Enforcement Officers and Fire Department. She also presented her thanks for an immediate post on Facebook of a lost little girl.

Mayor Johnson – spoke of the Cares Act grants for businesses and announced the deadline has been extended to July 17. She expressed a thank you to Don Collen for the flyover of the Wolf Pack on July 4 and the Lions Club for the virtual parade. COVID numbers were reviewed and a shout out to Rebecca Larsen of Helping Hands Food Bank for her dedication with record amounts of food being handed out. Mayor Johnson also gave a reminder that comments regarding the Chevron Clean Up project are still being accepted until July 21. She gave a big thank you to the Police, Fire, and Public Works departments for their work over the fourth.

Public Comments

None Received.

Public Hearings

Unfinished Business

Proposed Six-Year Transportation Improvement Program (TIP) 2021-2026

Public Works Director Freiburger reported the public hearing and first read was held on June 22. He entertained questions from the Council, with no questions presented. Councilmember de Jong moved to adopt Resolution 1051-20 adopting the 2021-2026 Transportation Improvement Plan. Seconded by Councilmember Owen. Motion carried (6-0).

Proposed Amended Comprehensive Plan Amendment List

Planning Director Coleman reported the Council approved the 2020 comprehensive plan docket back in March. The docket is a list of items the Planning commission will work on. The two items approved were rezone requests for two separate parcels. Public works is working on a sewer comprehensive plan, which is part of the Capital Facilities Element of the Comprehensive Plan. In order to run it under the comprehensive plan cycle, staff recommends adding the Sewer Comprehensive Plan to the 2020 Docket.

Councilmember Kinzer moved to add a third item to the 2020 Comprehensive Plan Docket. Councilmember McGoffin seconded. Motion carried (6-0).

Skagit County 2020 Multi-Jurisdiction Hazard Mitigation Plan

Planning Director Coleman reviewed background information on the Skagit County 2020 Multi-Jurisdiction Hazard Mitigation Plan noting it is a second read. The plan must be adopted by each jurisdiction before it can become officially recognized by FEMA.

Councilmember de Jong moved to approve Resolution No. 1056-20 adopting the Skagit County 2020 Multi-Jurisdiction Hazard Mitigation Plan. Seconded by Councilmember Kinzer. Motion carried. (6-0).

New Business

Information Only Items

Fire Department Monthly Incident Data – June 2020
Report of Contracts approved under SWMC 2.104.060

Good of the Order

Under Good of the Order, Mayor Johnson passed on a suggestion from Eric and Rachel Wagen-Hoch to close Metcalf Street either Friday evenings or Saturdays so businesses can extend their store outdoors during the summer.

Some discussion was held with the Council consensus to look into further and to talk to the downtown business owners. A concern was also expressed about Covid monitoring if this happened.

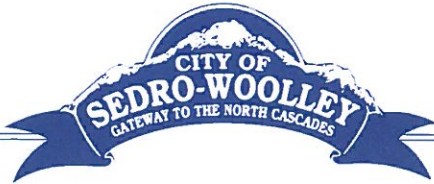
Executive Session

Adjournment

There being no further business the meeting adjourned at 4:45 P.M.

JUL 22 2020

:00 P.M. COUNCIL CHAMBER
AGENDA NO. 0-2



DATE: July 22, 2020
TO: Mayor and City Council
FROM: Jill Scott, Finance Manager
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending July 22, 2020.

Motion to approve Claim Checks #193438 to #193532 plus EFT's in the amount of \$722,117.40.

Motion to approve Payroll Checks #60108 to #60120 plus EFT's in the amount of \$382,486.10.

If you have any comments, questions or concerns, please contact me for information during the working day at 360-855-1661. This will allow me to look up the invoices that are stored in our office.

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5547	07/22/2020	Claims	2	EFT	US Bank -- Purchase Cards	7,817.64	
					001 - 512 50 31 000 - Supplies	43.38	
					001 - 514 23 31 000 - Supplies	20.00	
					001 - 517 90 49 003 - Employee Wellness (supplies)	566.19	
					001 - 518 80 41 000 - Professional Services	59.66	
					001 - 518 80 41 000 - Professional Services	2.03	
					001 - 518 80 49 000 - Software Maint & Support	65.10	
					001 - 521 20 26 000 - Uniforms/Accessories	72.70	
					001 - 521 20 26 000 - Uniforms/Accessories	187.16	
					001 - 521 20 31 002 - Office/Operating Supplies	43.39	
					001 - 521 20 31 002 - Office/Operating Supplies	289.65	
					001 - 521 20 31 002 - Office/Operating Supplies	32.49	
					001 - 521 20 31 002 - Office/Operating Supplies	49.19	
					001 - 521 20 48 000 - Repairs & Maintenance	162.74	
					001 - 521 40 49 000 - Tuition/Registration	260.00	
					001 - 522 20 31 000 - Operating Supplies	105.23	
					001 - 522 20 31 000 - Operating Supplies	38.23	
					001 - 522 20 31 000 - Operating Supplies	173.51	
					001 - 522 20 31 000 - Operating Supplies	173.51	
					001 - 522 20 31 010 - Office Supplies	152.94	
					001 - 522 20 41 010 - Prof Service-Medical Exams	75.00	
					001 - 524 20 49 030 - Misc-Tuition/Registration	150.00	
					401 - 535 50 48 050 - Maint Of General Equip	13.51	
					401 - 535 80 31 000 - Office Supplies	117.71	
					401 - 535 80 31 000 - Office Supplies	139.54	
					401 - 535 80 31 010 - Operating Supplies	117.17	
					412 - 537 80 31 000 - Operating Supplies	301.54	
					412 - 537 80 35 000 - Small Tools & Minor Equip	488.25	
					101 - 576 80 31 001 - Operating Sup - Riverfront	-14.09	
					101 - 576 80 31 002 - Operating Sup - RV Park	25.00	
					101 - 576 80 31 002 - Operating Sup - RV Park	10.00	
					101 - 576 80 35 010 - Safety Equipment	151.86	
					101 - 576 80 48 016 - City Hall	399.71	
					001 - 594 18 64 001 - Network Hardware	30.86	
					001 - 594 18 64 001 - Network Hardware	11.92	
					001 - 594 18 64 001 - Network Hardware	85.60	
					001 - 594 18 64 001 - Network Hardware	292.92	
					001 - 594 21 64 000 - Machinery & Equipment	244.83	
					501 - 594 21 64 501 - Vehicles - Police	737.79	
					401 - 594 35 64 001 - Portable Equipment	195.29	
					401 - 594 35 64 001 - Portable Equipment	146.39	
					401 - 594 35 64 001 - Portable Equipment	210.45	
					401 - 594 35 64 001 - Portable Equipment	337.93	
					001 - 595 10 31 000 - Supplies	995.00	
					001 - 595 10 31 000 - Supplies	56.36	
5548	07/22/2020	Claims	2	EFT	WA State Dept Of Revenue	15,867.55	
					001 - 518 80 35 000 - Small Tools/Minor Equip	1.70	
					001 - 521 20 26 000 - Uniforms/Accessories	16.15	
					401 - 535 50 48 010 - Maintenance Of Lines	97.75	
					401 - 535 80 44 010 - Taxes & Assessments	6,787.94	
					102 - 536 20 44 010 - Taxes And Assessments	522.37	
					412 - 537 80 44 001 - Taxes & Assessments	8,389.59	
					101 - 576 80 44 010 - Taxes And Assessments	22.40	
					001 - 594 21 64 000 - Machinery & Equipment	29.65	
5549	07/22/2020	Claims	2	193438	ATV Sign	185.54	
					001 - 595 10 31 001 - Address & Street Signs-Reiml	185.54	
5550	07/22/2020	Claims	2	193439	AWC Employee Benefit Trust	4,455.00	
					001 - 521 20 27 000 - Retired Medical	4,455.00	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5551	07/22/2020	Claims	2	193440	Anacortes Printing	36.14	
					001 - 521 20 31 010 - Printing/Publications	36.14	
5552	07/22/2020	Claims	2	193441	Aramark Uniform Services	58.58	
					401 - 535 80 49 000 - Laundry	16.81	
					401 - 535 80 49 000 - Laundry	14.17	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					412 - 537 80 49 000 - Misc-Laundry	3.97	
					412 - 537 80 49 000 - Misc-Laundry	3.97	
					103 - 542 30 49 000 - Misc-Laundry	8.79	
					103 - 542 30 49 000 - Misc-Laundry	8.79	
5553	07/22/2020	Claims	2	193442	Assoc Petroleum Products	7,409.52	
					001 - 518 20 32 000 - Auto Fuel	115.42	
					001 - 521 20 32 000 - Auto Fuel	1,145.29	
					001 - 522 20 32 000 - Auto Fuel/Diesel	1,050.95	
					425 - 531 50 32 000 - Vehicle Fuel	31.29	
					425 - 531 50 32 000 - Vehicle Fuel	73.39	
					401 - 535 80 32 000 - Auto Fuel/Diesel	129.63	
					401 - 535 80 32 000 - Auto Fuel/Diesel	24.34	
					102 - 536 20 32 000 - Auto Fuel/Diesel	76.57	
					412 - 537 80 32 000 - Auto Fuel/Diesel	45.75	
					412 - 537 80 32 000 - Auto Fuel/Diesel	414.54	
					412 - 537 80 32 000 - Auto Fuel/Diesel	974.16	
					412 - 537 80 32 000 - Auto Fuel/Diesel	114.89	
					412 - 537 80 32 000 - Auto Fuel/Diesel	888.85	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,030.68	
					103 - 542 30 32 000 - Auto Fuel/Diesel	8.46	
					103 - 542 30 32 000 - Auto Fuel/Diesel	59.16	
					103 - 542 30 32 000 - Auto Fuel/Diesel	214.01	
					103 - 542 30 32 000 - Auto Fuel/Diesel	117.16	
					103 - 542 30 32 000 - Auto Fuel/Diesel	149.45	
					103 - 542 30 32 000 - Auto Fuel/Diesel	218.32	
					103 - 542 30 32 000 - Auto Fuel/Diesel	116.11	
					101 - 576 80 32 000 - Auto Fuel/Diesel	50.64	
					101 - 576 80 32 000 - Auto Fuel/Diesel	100.63	
					101 - 576 80 32 000 - Auto Fuel/Diesel	259.83	
5554	07/22/2020	Claims	2	193443	Baker Septic Tank Pumping Inc.	92.50	
					101 - 576 80 47 090 - Portable Toilets	92.50	
5555	07/22/2020	Claims	2	193444	Bay City Supply	2,215.79	
					101 - 576 80 31 006 - Operating Sup - City Hall	2,107.07	
					101 - 576 80 31 006 - Operating Sup - City Hall	108.72	
5556	07/22/2020	Claims	2	193445	Bostec Inc	224.60	
					001 - 521 20 41 001 - Professional Services	224.60	
5557	07/22/2020	Claims	2	193446	Bound Tree Medical LLC	982.73	
					001 - 522 20 31 000 - Operating Supplies	504.18	
					001 - 522 21 31 000 - Operating Supplies - Medical	478.55	
5558	07/22/2020	Claims	2	193447	Brim Tractor Company Inc	183.68	
					401 - 535 50 48 040 - Maintenance Of Vehicles	183.68	
5559	07/22/2020	Claims	2	193448	Carl's Towing Inc	199.64	
					001 - 521 20 41 001 - Professional Services	199.64	
5560	07/22/2020	Claims	2	193449	Cascade Natural Gas Corp	1,245.74	
					001 - 521 20 47 000 - Public Utilities	13.83	
					001 - 522 50 47 000 - Public Utilities	129.51	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					401 - 535 80 47 000 - Public Utilities	57.89	
					412 - 537 80 47 000 - Public Utilities	64.84	
					103 - 542 63 47 000 - Public Utilities	13.83	
					103 - 542 63 47 000 - Public Utilities	18.91	
					101 - 576 80 47 010 - Community Center	28.39	
					101 - 576 80 47 020 - Senior Center	73.96	
					101 - 576 80 47 050 - Hammer Square	17.48	
					101 - 576 80 47 052 - Bingham Caretaker	44.12	
					101 - 576 80 47 052 - Bingham Caretaker	34.78	
					101 - 576 80 47 070 - City Hall	748.20	
5561	07/22/2020	Claims	2	193450	City of Sedro-Woolley	208.30	
					305 - 572 20 47 305 - Libraries - Utility Services	97.70	
					305 - 572 20 47 305 - Libraries - Utility Services	110.60	
5562	07/22/2020	Claims	2	193451	Comcast	313.24	
					001 - 518 80 42 021 - Internet Services	243.29	
					101 - 576 80 47 020 - Senior Center	69.95	
5563	07/22/2020	Claims	2	193452	Crawford Garage Doors Inc	195.66	
					001 - 522 50 48 020 - Repair/Maint-Garage	195.66	
5564	07/22/2020	Claims	2	193453	Daily Journal Of Commerce	218.40	
					401 - 594 35 63 010 - Other Improvements	218.40	
5565	07/22/2020	Claims	2	193454	Dalco Inc	486.19	
					401 - 535 50 48 050 - Maint Of General Equip	486.19	
5566	07/22/2020	Claims	2	193455	Dwayne Lane's Skagit Ford	668.41	
					001 - 521 20 48 010 - Repair & Maint - Auto	668.41	
5567	07/22/2020	Claims	2	193456	E & E Lumber	8,047.52	
					001 - 522 20 31 000 - Operating Supplies	41.12	
					412 - 537 80 31 000 - Operating Supplies	31.18	
					412 - 537 80 31 000 - Operating Supplies	16.64	
					103 - 542 30 35 000 - Small Tools/Minor Equip	44.78	
					101 - 576 80 31 001 - Operating Sup - Riverfront	2.79	
					101 - 576 80 31 001 - Operating Sup - Riverfront	5.51	
					101 - 576 80 48 002 - RV Park	43.12	
					101 - 576 80 48 002 - RV Park	13.44	
					101 - 594 76 61 002 - Houser Park	6,132.25	
					101 - 594 76 61 002 - Houser Park	1,716.69	
5568	07/22/2020	Claims	2	193457	Edge Analytical Inc	586.00	
					401 - 535 80 41 000 - Professional Services	165.00	
					401 - 535 80 41 000 - Professional Services	213.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
5569	07/22/2020	Claims	2	193458	Enterprise Office Systems	294.42	
					001 - 512 50 31 000 - Supplies	21.92	
					001 - 514 23 31 000 - Supplies	272.50	
5570	07/22/2020	Claims	2	193459	Fastenal Company	72.51	
					412 - 537 80 31 000 - Operating Supplies	72.51	
5571	07/22/2020	Claims	2	193460	Geotest Services Inc	506.80	
					305 - 594 72 63 003 - Capital Expenditures/Expense	506.80	
5572	07/22/2020	Claims	2	193461	Peter Gilbert	4,000.00	
					001 - 515 31 41 001 - Prosecuting Attorney	4,000.00	
5573	07/22/2020	Claims	2	193462	Good to Go!	4.25	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 40 43 000 - Travel			4.25	
5574	07/22/2020	Claims	2	193463	HB Jaeger Co LLC	2,666.07	
			401 - 594 35 63 010 - Other Improvements			-4,971.18	
			401 - 594 35 63 010 - Other Improvements			7,637.25	
5575	07/22/2020	Claims	2	193464	Hach Company	1,046.17	
			401 - 535 80 31 010 - Operating Supplies			1,046.17	
5576	07/22/2020	Claims	2	193465	Glenn Hoff	34.00	
			001 - 515 93 41 001 - Indigent Defense Conflict Coi			34.00	
5577	07/22/2020	Claims	2	193466	Humane Society Of Skagit	232.00	
			001 - 521 20 41 021 - Humane Society			232.00	
5578	07/22/2020	Claims	2	193467	Ronald John	245.00	
			001 - 521 20 27 000 - Retired Medical			245.00	
5579	07/22/2020	Claims	2	193468	KCDA Purchasing Cooperative	236.62	
			001 - 514 23 31 000 - Supplies			236.62	
5580	07/22/2020	Claims	2	193469	L N Curtis & Sons	1,327.76	
			001 - 521 20 26 000 - Uniforms/Accessories			839.79	
			001 - 521 20 26 000 - Uniforms/Accessories			106.59	
			001 - 521 20 26 000 - Uniforms/Accessories			252.26	
			001 - 521 20 26 000 - Uniforms/Accessories			129.12	
5581	07/22/2020	Claims	2	193470	Les Schwab Tire Center	797.00	
			412 - 537 50 48 000 - Repairs/maint-equip			797.00	
5582	07/22/2020	Claims	2	193471	Lou's Gloves Inc.	412.00	
			401 - 535 80 31 010 - Operating Supplies			412.00	
5583	07/22/2020	Claims	2	193472	Mallory Safety & Supply LLC	248.70	
			401 - 535 80 35 010 - Safety Equipment			248.70	
5584	07/22/2020	Claims	2	193473	William R McCann	3,500.00	
			001 - 515 93 41 000 - Indigent Defender			3,500.00	
5585	07/22/2020	Claims	2	193474	McKesson Medical Surgical	653.26	
			001 - 522 21 31 000 - Operating Supplies - Medical			107.28	
			001 - 522 21 31 000 - Operating Supplies - Medical			81.81	
			001 - 522 21 31 000 - Operating Supplies - Medical			55.12	
			001 - 522 21 31 000 - Operating Supplies - Medical			327.24	
			001 - 522 21 31 000 - Operating Supplies - Medical			81.81	
5586	07/22/2020	Claims	2	193475	Mitel Business Systems Inc.	1,177.66	
			001 - 518 80 49 000 - Software Maint & Support			1,177.66	
5587	07/22/2020	Claims	2	193476	Monera Technologies Corp.	1,150.00	
			401 - 535 50 48 010 - Maintenance Of Lines			1,150.00	
5588	07/22/2020	Claims	2	193477	Motor Trucks Inc	271.36	
			412 - 537 50 48 000 - Repairs/maint-equip			44.05	
			412 - 537 50 48 000 - Repairs/maint-equip			136.70	
			412 - 537 50 48 000 - Repairs/maint-equip			90.61	
5589	07/22/2020	Claims	2	193478	North Central Laboratories	570.46	
			401 - 535 80 31 010 - Operating Supplies			570.46	
5590	07/22/2020	Claims	2	193479	Northwest Parking Equipment Co	285.57	
			101 - 576 80 48 007 - Bingham Park			285.57	
5591	07/22/2020	Claims	2	193480	Oasys	2,307.36	
			001 - 514 23 45 000 - Operating Rentals/Leases			1,488.63	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 524 20 31 000 - Off/Oper Supps & Books	272.91	
					001 - 558 60 31 000 - Supplies/Books	272.91	
					001 - 595 10 31 000 - Supplies	272.91	
5592	07/22/2020	Claims	2	193481	Office Depot Inc.	247.53	
					001 - 524 20 31 000 - Off/Oper Supps & Books	17.11	
					001 - 524 20 31 000 - Off/Oper Supps & Books	43.39	
					001 - 558 60 31 000 - Supplies/Books	66.05	
					001 - 558 60 31 000 - Supplies/Books	17.10	
					001 - 558 60 31 000 - Supplies/Books	43.39	
					001 - 595 10 31 000 - Supplies	17.10	
					001 - 595 10 31 000 - Supplies	43.39	
5593	07/22/2020	Claims	2	193482	Oliver-Hammer Clothes	480.69	
					001 - 522 20 26 000 - Uniforms	146.45	
					001 - 522 20 26 000 - Uniforms	17.36	
					412 - 537 80 31 000 - Operating Supplies	205.89	
					412 - 537 80 31 000 - Operating Supplies	108.28	
					412 - 537 80 31 000 - Operating Supplies	2.71	
5594	07/22/2020	Claims	2	193483	Owen Equipment Company	172.28	
					425 - 531 50 48 000 - Repairs/Maintenance	172.28	
5595	07/22/2020	Claims	2	193484	P & P Excavating LLC	668.90	
					101 - 594 76 61 002 - Houser Park	668.90	
5596	07/22/2020	Claims	2	193485	Pacific Landscape Architecture	425.00	
					101 - 594 76 63 025 - Olmsted Park	425.00	
5597	07/22/2020	Claims	2	193486	Pape Machinery	1,388.49	
					401 - 535 50 48 040 - Maintenance Of Vehicles	1,388.49	
5598	07/22/2020	Claims	2	193487	Pitney Bowes	140.16	
					001 - 514 23 31 000 - Supplies	140.16	
5599	07/22/2020	Claims	2	193488	Platt	385.28	
					401 - 535 50 48 050 - Maint Of General Equip	385.28	
5600	07/22/2020	Claims	2	193489	Protech Automotive	344.37	
					001 - 521 20 48 010 - Repair & Maint - Auto	67.28	
					001 - 521 20 48 010 - Repair & Maint - Auto	66.80	
					101 - 576 80 48 021 - Equipment	210.29	
5601	07/22/2020	Claims	2	193490	Public Safety Selection, PC	400.00	
					001 - 521 20 41 001 - Professional Services	400.00	
5602	07/22/2020	Claims	2	193491	Public Safety Testing	325.00	
					001 - 521 20 41 001 - Professional Services	200.00	
					001 - 522 20 41 000 - Professional Services	125.00	
5603	07/22/2020	Claims	2	193492	Public Utility Dis No1	2,832.07	
					001 - 521 20 47 000 - Public Utilities	33.91	
					001 - 522 50 47 000 - Public Utilities	339.15	
					401 - 535 80 47 000 - Public Utilities	422.17	
					102 - 536 20 47 000 - Public Utilities	161.83	
					412 - 537 80 47 000 - Public Utilities	78.73	
					103 - 542 63 47 000 - Public Utilities	78.73	
					101 - 576 80 47 000 - Riverfront	682.84	
					101 - 576 80 47 010 - Community Center	95.64	
					101 - 576 80 47 020 - Senior Center	264.16	
					101 - 576 80 47 050 - Hammer Square	89.86	
					101 - 576 80 47 051 - Bingham / Memorial	112.10	
					101 - 576 80 47 053 - Other Utilities	128.79	
					101 - 576 80 47 070 - City Hall	344.16	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5604	07/22/2020	Claims	2	193493	Ricoh USA Inc	101.21	
					001 - 521 20 48 000 - Repairs & Maintenance	50.61	
					001 - 522 20 48 000 - Repairs/Maint-Equip	50.60	
5605	07/22/2020	Claims	2	193494	Shaina Roberts	125.00	
					101 - 362 40 20 000 - Space/Facility Rent-Riverfron	-125.00	
5606	07/22/2020	Claims	2	193495	Sedro-Woolley Auto Parts	964.99	
					001 - 518 20 48 000 - Repair & Maintenance	37.02	
					001 - 521 20 48 010 - Repair & Maint - Auto	25.80	
					001 - 522 20 48 000 - Repairs/Maint-Equip	0.47	
					425 - 531 50 31 000 - Operating Supplies	9.32	
					401 - 535 50 48 040 - Maintenance Of Vehicles	18.67	
					401 - 535 50 48 040 - Maintenance Of Vehicles	34.13	
					401 - 535 50 48 040 - Maintenance Of Vehicles	120.77	
					401 - 535 50 48 040 - Maintenance Of Vehicles	3.71	
					401 - 535 50 48 040 - Maintenance Of Vehicles	82.48	
					401 - 535 50 48 040 - Maintenance Of Vehicles	6.36	
					401 - 535 50 48 040 - Maintenance Of Vehicles	35.50	
					401 - 535 50 48 040 - Maintenance Of Vehicles	34.08	
					401 - 535 50 48 040 - Maintenance Of Vehicles	20.19	
					401 - 535 50 48 040 - Maintenance Of Vehicles	365.16	
					401 - 535 50 48 040 - Maintenance Of Vehicles	-25.41	
					412 - 537 50 48 000 - Repairs/maint-equip	6.78	
					412 - 537 50 48 000 - Repairs/maint-equip	6.18	
					412 - 537 80 31 000 - Operating Supplies	10.84	
					412 - 537 80 31 000 - Operating Supplies	2.17	
					103 - 542 30 31 000 - Operating Supplies	6.50	
					103 - 542 30 31 000 - Operating Supplies	37.42	
					103 - 542 30 31 000 - Operating Supplies	126.85	
5607	07/22/2020	Claims	2	193496	Sedro-Woolley School Dist	5,034.00	
					631 - 589 30 00 621 - School GMA Impact Fees	5,034.00	
5608	07/22/2020	Claims	2	193497	Sedro-Woolley Volunteer	19,148.18	
					001 - 522 20 11 010 - Salaries-Volunteers	17,615.00	
					001 - 522 20 11 015 - Salaries - Training Hub	913.01	
					001 - 522 20 11 015 - Salaries - Training Hub	620.17	
5609	07/22/2020	Claims	2	193498	Signature Forms Inc	709.80	
					001 - 514 23 31 000 - Supplies	709.80	
5610	07/22/2020	Claims	2	193499	Sk. Co. Dept of Emerg Mgmt	5,430.10	
					001 - 525 10 41 000 - Dept Of Emerg Management	5,430.10	
5611	07/22/2020	Claims	2	193500	Skagit CD	523.03	
					425 - 531 50 41 002 - Contracted Services	523.03	
5612	07/22/2020	Claims	2	193501	Skagit Co Public Works	60,012.26	
					412 - 537 60 47 000 - Solid Waste Disposal	60,012.26	
5613	07/22/2020	Claims	2	193502	Skagit Council Of Governments	540.39	GAAA Admin Services Q2/2020
					001 - 558 60 41 050 - SCOG	540.39	
5614	07/22/2020	Claims	2	193503	Skagit DV & SA Services	247.05	
					001 - 565 50 41 000 - Sk Domestic Violence	247.05	
5615	07/22/2020	Claims	2	193504	Skagit Farmers Supply	329.47	
					001 - 521 20 31 002 - Office/Operating Supplies	54.23	
					001 - 521 20 48 010 - Repair & Maint - Auto	9.73	
					401 - 535 80 31 010 - Operating Supplies	55.57	
					401 - 535 80 31 010 - Operating Supplies	35.33	
					412 - 537 80 31 000 - Operating Supplies	21.67	
					412 - 537 80 31 000 - Operating Supplies	113.89	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			103 - 542 30 35 000 - Small Tools/Minor Equip			39.05	
5616	07/22/2020	Claims	2	193505	Skagit Hydraulics Inc	58.11	
			412 - 537 50 48 000 - Repairs/maint-equip			58.11	
5617	07/22/2020	Claims	2	193506	Skagit Law Group, PLLC	1,549.00	
			425 - 531 50 41 003 - Collection Services			22.61	
			425 - 531 50 41 003 - Collection Services			24.12	
			425 - 531 50 41 003 - Collection Services			15.21	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			367.58	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			391.95	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			247.33	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			175.31	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			186.93	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			117.96	
5618	07/22/2020	Claims	2	193507	Skagit Publishing	1,086.76	
			001 - 558 60 41 010 - Advertising			69.94	
			001 - 558 60 41 011 - Advertising Reimbuseable			220.58	
			001 - 558 60 41 011 - Advertising Reimbuseable			247.48	
			401 - 594 35 63 010 - Other Improvements			548.76	
5619	07/22/2020	Claims	2	193508	Skagit Shooting Sports Inc.	276.68	
			001 - 521 20 31 002 - Office/Operating Supplies			276.68	
5620	07/22/2020	Claims	2	193509	Skagit Soils	4,734.46	
			412 - 537 60 47 021 - Curbside Yard Waste Dispos			4,734.46	
5621	07/22/2020	Claims	2	193510	Smarsh Inc.	73.24	
			001 - 518 80 41 000 - Professional Services			73.24	
5622	07/22/2020	Claims	2	193511	Solid Waste Systems Inc	160.09	
			412 - 537 50 48 000 - Repairs/maint-equip			160.09	
5623	07/22/2020	Claims	2	193512	Sound Law Center	2,432.50	
			001 - 558 60 41 000 - Professional Services			2,432.50	
5624	07/22/2020	Claims	2	193513	Stiles Law Inc., PS	3,378.50	
			001 - 512 50 41 010 - Municipal Court Judge			3,378.50	
5625	07/22/2020	Claims	2	193514	Systems Design	33,481.33	PCG SFY 2019 Cost Report Consulting Services
			001 - 522 21 41 000 - EMS Professional Services-S			3,481.33	
			001 - 522 21 41 000 - EMS Professional Services-S			30,000.00	
5626	07/22/2020	Claims	2	193515	Thompson's Greenhouse	99.82	
			101 - 576 80 31 002 - Operating Sup - RV Park			99.82	
5627	07/22/2020	Claims	2	193516	Thyssenkrupp Elevator Corp.	1,091.50	
			101 - 576 80 48 016 - City Hall			1,091.50	
5628	07/22/2020	Claims	2	193517	Traffic Safety Supply Co	2,012.96	
			101 - 594 76 61 002 - Houser Park			2,012.96	
5629	07/22/2020	Claims	2	193518	Transportation Solutions, Inc.	5,895.18	
			104 - 595 10 63 076 - Eng-SR20/SR9-Township Int			5,895.18	
5630	07/22/2020	Claims	2	193519	UPS	95.30	
			001 - 522 20 42 010 - Postage			14.47	
			001 - 522 20 42 010 - Postage			13.87	
			001 - 522 20 42 010 - Postage			66.96	
5631	07/22/2020	Claims	2	193520	United Healthcare Insurance Co.	242.00	
			001 - 342 60 00 000 - Fire Transport Fees			-242.00	

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5632	07/22/2020	Claims	2	193521	Util Underground Loc Ctr	110.88	
					401 - 535 80 31 010 - Operating Supplies	110.88	
5633	07/22/2020	Claims	2	193522	Valdez Construction Inc.	477,131.90	
					305 - 594 72 63 001 - Capital Expenditures/Expense	477,131.90	
5634	07/22/2020	Claims	2	193523	Van's Equipment Rent Inc	714.74	
					001 - 594 21 64 000 - Machinery & Equipment	714.74	
5635	07/22/2020	Claims	2	193524	WA State Dept Of Revenue	306.55	
					303 - 362 40 15 303 - Apartment Rental	-34.13	
					425 - 362 50 00 425 - Land Rents, Leases	-272.42	
5636	07/22/2020	Claims	2	193525	Washington State Patrol	13.25	
					001 - 521 20 41 001 - Professional Services	13.25	
5637	07/22/2020	Claims	2	193526	Weed, Graafstra & Assoc. Inc.	5,720.00	
					PS		
					001 - 515 41 41 000 - Prof Services-External/Claims	5,720.00	
5638	07/22/2020	Claims	2	193527	Whatcom Electric Co. Inc.	240.55	
					412 - 537 60 47 011 - Site Recycling Disposal	-125.64	
					412 - 537 60 47 011 - Site Recycling Disposal	366.19	
5639	07/22/2020	Claims	2	193528	Widener And Associates	4,876.55	
					104 - 595 10 63 052 - Eng-SR20 W Lane Widening	889.20	
					104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phas	125.41	
					104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phas	3,861.94	
5640	07/22/2020	Claims	2	193529	Woods Acquisition Corp	61.78	
					001 - 522 20 31 000 - Operating Supplies	26.00	
					401 - 535 80 31 010 - Operating Supplies	8.67	
					001 - 595 10 31 000 - Supplies	27.11	
5641	07/22/2020	Claims	2	193530	Ziply Fiber	1,477.18	
					001 - 512 50 42 020 - Telephone	52.56	
					001 - 513 10 42 020 - Telephone	78.84	
					001 - 514 23 42 020 - Telephone	78.84	
					001 - 515 31 42 001 - Telephone	35.04	
					001 - 518 80 42 020 - Telephone	26.28	
					001 - 521 20 42 020 - Telephone	262.43	
					001 - 521 20 42 020 - Telephone	73.96	
					001 - 521 20 42 020 - Telephone	74.20	
					001 - 522 20 42 020 - Telephone	96.36	
					001 - 524 20 42 020 - Telephone	26.28	
					401 - 535 80 42 020 - Telephone	70.08	
					401 - 535 80 42 020 - Telephone	221.09	
					102 - 536 20 42 020 - Telephone	84.38	
					412 - 537 80 42 020 - Telephone	35.04	
					103 - 542 30 42 020 - Telephone	8.76	
					001 - 558 60 42 020 - Telephone	26.28	
					101 - 576 80 42 020 - Telephone	17.52	
					101 - 576 80 47 070 - City Hall	147.92	
					001 - 595 10 42 020 - Telephone	61.32	
5645	07/22/2020	Claims	2	193531	Bill Lebo	49.50	
					101 - 362 40 10 000 - Space Rent-RV Park - Riverfr	-50.00	
					001 - 514 23 41 010 - Bank Fees	-0.50	
5646	07/22/2020	Claims	2	193532	Merryam Townsend	34.50	
					101 - 362 40 10 000 - Space Rent-RV Park - Riverfr	-35.00	
					001 - 514 23 41 010 - Bank Fees	-0.50	

001 Current Expense Fund

104,184.21

CHECK REGISTER

City Of Sedro-Woolley

MCAG #: 0647

07/22/2020 To: 07/22/2020

Time: 16:10:43 Date: 07/16/2020

Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		101 Parks & Facilities Fund				19,131.98	
		102 Cemetery Fund				847.23	
		103 Street Fund				1,275.08	
		104 Arterial Street Fund				10,771.73	
		303 Building Maintenance Reserve				34.13	
		305 Library Construction Fund				477,847.00	
		401 Sewer Operations Fund				20,923.01	
		412 Solid Waste Operations Fund				80,187.57	
		425 Stormwater Operations				1,143.67	
		501 Equipment Replacement Fund				737.79	
		631 Suspense Fund				5,034.00	
							Claims:
							722,117.40
		* Transaction Has Mixed Revenue And Expense Accounts				722,117.40	

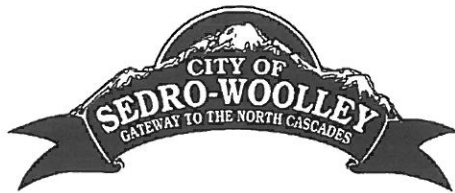
CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment 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
--------------------------	------



**CITY COUNCIL AGENDA
REGULAR MEETING**

JUL 22 2020

**:00 P.M. COUNCIL CHAMBER
AGENDA NO. 2-3**

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

Mark A. Freiburger, PE
Director of Public Works

MEMO TO: City Council and Mayor Julia Johnson

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

RE: **Possible Contract Award
Flat Bed and AutoCrane
TriVan Truck Body**

DATE: July 14, 2020 (for Council action July 22, 2020)

RECOMMENDATION:

Award and authorize Public Works Director Mark Freiburger to sign Purchase Order 2020-PO-11 in the amount of \$70,645.76 to TriVan Truck Body for one (1) Flat Bed Truck Body with AutoCrane utilizing the Tacoma Bid Contract #UF-17-0206F.

EXPLANATION:

Our ride on agreement with the City of Tacoma allows for direct purchases already competitively bid through the City of Tacoma purchasing agreement. TriVan Truck Body has extended all bid prices, terms, and conditions to the City of Sedro-Woolley using Tacoma Bid Contract #UF-17-0206F for this purchase.

FINANCIAL:

REVENUE

Account 594.35.64.501 Equip & Vehicles – Sewer	\$ 87,500
TOTAL BUDGETED	\$ 87,500

ESTIMATED EXPENDITURES

This Acquisition from TriVan	\$ 70,645.76
Separate acquisition from Columbia Ford - chassis	\$ 41,709.57
TOTAL ESTIMATED COST	\$112,355.33

Net (increase)	\$ 24,855.33
-----------------------	---------------------

ANALYSIS:

The 2020 ERR and Budget for Account 501 Equipment includes \$87,500 for purchase of a new Ford F450 4WD with a flat bed and service crane to replace the existing Unit 414 Chevrolet 3/4ton pickup utilized by the Sewer Collection crew. The new unit will include a hydraulic crane suitable for servicing our twelve sewer and storm pump stations, and our influent pump station at the WWTP. With the increase in use of our system, and the frequent fouling of the submersible pumps due to usage of "disposable" wipes, having a portable crane has become a vital safety component.

The expected cost for the bed and crane is \$70,645.76. A separate memorandum issued March 11, 2020 covered the expected cost for the truck chassis from Columbia Ford totaling \$41,709.57. The combination totals \$112,355.33, and is \$24,855.33 over the budget.

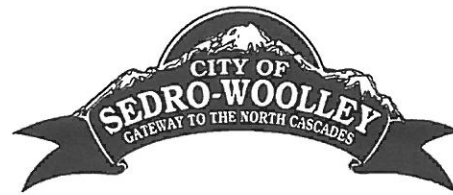
Other 2020 purchases include replacement of the Sewer Departments Cues CCTV camera budgeted at \$46,191 but with an expected cost of \$29,638. 2020 purchases also include purchase of a new Cat Wheel Loader budgeted at \$200,000 but with an expected cost of \$153,030 to replace the existing Unit 309 Cat Tool Carrier currently shared by the Streets, Solid Waste and Sewer Departments. The savings from these two purchases results in a savings of \$63,523, which is more than sufficient to cover the overrun on the truck/crane combination. These other purchases are covered by separate memoranda submitted for the March 11 council session.

MOTION:

Move to award and authorize Public Works Director Mark Freiburger to sign Purchase Order 2020-PO-11 in the amount of \$70,645.76 to TriVan Truck Body for one (1) Flat Bed Truck Body with AutoCrane utilizing the Tacoma Bid Contract #UF-17-0206F.

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: 2020-PO-11

VENDOR:

Ryan Vandriel
TriVan Truck Body
1385 West Smith Road
Ferndale, WA 98248
Tel: 380-0773

SHIP TO:

Kevin Wynn
City of Sedro-Woolley
401 Alexander Street
Sedro-Woolley, WA 98284
Tel: (360) 856-1100

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
July 23, 2020	Leo Jacobs			NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	LS	HD Crane Flat Deck with Autocrane HC-6 Installed Per TriVan Estimate # 8404 (Attached for Reference); City of Tacoma Bid Contract #UF17-0206F Includes pick up of the City furnished Chassis for assembly with flat bed and crane, and delivery of completed unit to Sedro-Woolley.	\$64,991.50	\$64,991.50
SUBTOTAL				\$64,991.50
DISCOUNT				0.00
SUBTOTAL				\$64,991.50
SHIPPING & HANDLING				INCLUDED
.087 SALES TAX				5,654.26
OTHER				N/A
TOTAL				\$70,645.76

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

CHARGE OUT:

594.35.64.501 \$70,645.76
Equipment & Vehicles – Sewer



TriVan Truck Body

1385 West Smith Road
Ferndale, WA 98248

Ph (360) 380-0773
Fax (360) 312-1398

www.trivan.com

Estimate

Date	Estimate #
10/5/2019	8404

Name / Address
City of Sedro Woolley Attention: Leo Jacobs Sedro Woolley WA

Ship To

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project
TBD		10/5/2019	Ryan		Sedro Woolley	
Item	Description					
QUOTATION	PURCHASE ORDER TBD FOR: City of Sedro Woolley Waste Water Treatment Plant NOTE: Similar to previous TriVan unit built for Anacortes Waste Water. Includes suggested changes/tweaks from Leo Jacobs & the City of Anacortes.					
DIMENSIONS	DIMENSIONS: 9'L(od) x 96"W(od) Steel Heavy Duty Crane Flat Deck:					
CHASSIS INFO	CHASSIS INFO Information on customer-supplied chassis is as follows: 2020 Ford F450 2WD Cab & Chassis, Regular Cab, 145-inch Wheelbase, 60-inch Cab-to-Axle, Dual Rear Wheel, V10 bi-fuel propane/gas, 6-Speed TorqShift Automatic Transmission with SelectShift (6R140) and PTO provisions. City of Sedro Woolley to order chassis separately. TriVan to pick up and deliver chassis from/to Sedro Woolley					
DESIGN DRA...	DESIGN DRAWINGS: AutoCad design drawings shall be provided for customer approval prior to manufacture					
SUBFRAME I-...	SUBFRAME & FRAME: Subframe of the deck is constructed of 3" I-beam cross-members 12" on center with longsills to suit cab-chassis. Extra reinforcement in rear ***ROADSIDE*** corner to suit installation of an AutoCrane HC-6 (6006EH) by TriVan. Subframe to accommodate a slide out, 400lb capacity, mesh work bench (that pulls out of the rear of the truck - mentioned later in this quote) 5"H steel perimeter frame including stake pockets (stake pockets can be exterior / surface-mounted) to accommodate side boards. Note that 3/16" steel diamond plate decking is installed directly atop the sub frame (no wood underlay)					
BUMPER	BUMPER: Full width tubular steel step bumper, including four steel upright posts and 10" deep full width bottom step, overlaid in non-slip Traction Tread.					
HITCH	CLASS V HITCH: Class V hitch with trailer plug (7-way round), braced to chassis frame rails.					
FLOORING	FLOORING: 3/16" steel aluminum diamond plate flooring welded to full subframe (no wood underlay)					

Subtotal

Sales Tax (8.7%)

Total



TriVan Truck Body

1385 West Smith Road
Ferndale, WA 98248

Ph (360) 380-0773
Fax (360) 312-1398

www.trivan.com

Estimate

Date	Estimate #
10/5/2019	8404

Name / Address
City of Sedro Woolley Attention: Leo Jacobs Sedro Woolley WA

Ship To

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project
TBD		10/5/2019	Ryan		Sedro Woolley	
Item	Description					
CAB GUARD	HEADACHE RACK / CAB GUARD: Constructed of (4) 3" channel uprights extending above cab height. Bottom portion (below cab window) is solid, smooth steel; upper portion is expanded steel mesh. 2 center uprights extend down to chassis longills. Tapered to match angle/shape of cab. Top of cab guard to include provision for boom rest on left-hand-side (for ladder/pipe/etc) Cab guard painted black to match rest of deck. Cab guard to also contain (2) openings within the mesh to suit the installation of (2) LED Maxxima MWL07SP style work lights (mentioned later in 12 volt section). There will also be 2 Ecco amber beacons installed on dedicated shelves on either side of the cab guard					
OTHER	SLIDE OUT MESH WORK BENCH: Supply & install a 6'L x 2'W (approx. dimensions) slide out steel work surface (framed in tubular steel, open mesh/grate surface), 400lb capacity. This slide out bench top is intended to pull straight off the back of the truck, and is centered. Includes a single steel, hinged drop-down double-leg for additional support & stability. Includes pull handle to assist in deployment and latch mechanism to secure it in the stowed position. Note from TriVan: this unit to be designed to be as "low profile" as possible (i.e. adding as little "height" to the deck mount height as possible)					
OTHER	CRANE BASE PEDESTAL: Design, engineer & fabricate & install a custom-built tubular steel crane pedestal at roadside very rear corner of deck, to suit an AutoCrane HC-6 (6006EH). To elevate base of crane to be 24" off of deck height. Incorporate hydraulic oil tank inside pedestal. Includes tie-in to chassis and/or deck subframe with top plate as necessary.					

Subtotal

Sales Tax (8.7%)

Total



TriVan Truck Body

1385 West Smith Road
Ferndale, WA 98248

Ph (360) 380-0773 www.trivan.com
Fax (360) 312-1398

Estimate

Date	Estimate #
10/5/2019	8404

Name / Address
City of Sedro Woolley Attention: Leo Jacobs Sedro Woolley WA

Ship To

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project
TBD		10/5/2019	Ryan		Sedro Woolley	
Item	Description					
CRANE	AUTOCRANE HC-6 INSTALLED: Note: this crane is quoted as a PTO driven crane. Supply & Install (1) AutoCrane HC-6 hydraulic crane with 6000lb capacity @ 6', 1370lb @ 20' (35,000 ft lb) with 20' boom, power rotation, elevation and power extension. Includes 24' long hand-held remote control pendant, 80' of 5/16" aircraft cable on the winch and non-tipping swivel block with latch. Meets OSHA and ANSI requirements. OUTRIGGERS: Supply & install AutoCrane outrigger kit (hydraulic in/out, hydraulic up/down) at rear of vehicle (ordered with HC-6 crane) CRANE BOOM PEDESTAL: TriVan to design, engineer & fabricate a custom-built tubular steel pedestal within the cab guard for storage of the crane boom/arm					
12V ELECTRI...	12V ELECTRICAL: FMVSS LIGHTING: Exterior lighting to FMVSS, including 1" round LED clearance lights, 1 pair of oval or round LED stop-tail-turn signals and 1 pair of oval or round LED reverse lights. LED licence plate light offset to right.					
MWL-07SP	12V ELECTRICAL: WORK LIGHTS: Supply & install (2) Maxxima MWL-07SP rectangular LED worklights (1500 lumen output / each) includes stainless steel mount brackets, controlled by single cab-switch (using Ford auxiliary upfitter switch in cab).					
AMBER BEAC...	12V ELECTRICAL: AMBER BEACON: Supply & install (2) Ecco 7945A amber beacons (permanent mount) on dedicated shelf on both sides of cab guard, controlled by single cab-switch (using Ford auxiliary upfitters switch)					
COMPARTME...	UNDER BODY COMPARTMENTS: Supply & install (3) under-deck aluminum Pro-Tech storage compartments, sized so as to maximum available space available under deck. These are single-door, mill finish aluminum compartments with recessed T-handles. 2 on passenger side, 1 on driver side. Each of the forward compartments to have 2 pullout drawers installed					

Subtotal

Sales Tax (8.7%)

Total

**TriVan Truck Body**1385 West Smith Road
Ferndale, WA 98248Ph (360) 380-0773
Fax (360) 312-1398

www.trivan.com

Estimate

Date	Estimate #
10/5/2019	8404

Name / Address
City of Sedro Woolley Attention: Leo Jacobs Sedro Woolley WA

Ship To

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project
TBD		10/5/2019	Ryan		Sedro Woolley	

Item	Description
OTHER	SIDE BOARDS: Supply & install (2) full length 12"H wooden side boards: 1 per side of deck, installed on steel channel stakes. 1 side board on driver side, 1 on passenger side. Each of the side board sections include 3 channel stakes and 2 treated full length 2x4's.
MOUNTING	MOUNTING: Deck to be mounted by TriVan on customer supplied chassis, includes TriVan mudflaps (on anti-sway brackets) and full undercoating.
PAINT	PAINT: Complete deck (sides, edges & flooring & cab guard) painted gloss black, PPG acrylic urethane.
LOGISTICS	LOGISTICS: Pick up of bare chassis from dealership or City of Sedro Woolley Public Works Yard is included. Delivery of completed truck, with weight slip, to City Public Works Yard is also included.

Subtotal	USD 64,991.50
Sales Tax (8.7%)	USD 5,654.26
Total	USD 70,645.76



City of Sedro-Woolley Fire Department

Dean Klinger, Chief
325 Metcalf St.
Sedro-Woolley, WA 98284

(360) 855-2252 • Fax (360) 855-0196

CITY COUNCIL AGENDA REGULAR MEETING

JUL 22 2020

:00 P.M. COUNCIL CHAMBERS
AGENDA NO. e-4

TO: Mayor Johnson and City Council

FROM: Dean Klinger, Chief

RE: Resolution 1057-20: Surplus of International Fire Engine

DATE: July 22, 2020

Situation:

In 1996, the City purchased the old International engine from the Darley Company. The engine has more than outlived its useful purpose for the City. Currently the engine is down at our training site and is no longer usable. We had our mechanic inspect the vehicle and it has a blown head gasket. The vehicle is over 24 years old and we no longer get credit for it with the Washington Service and Ratings Bureau (WSRB). We would like to surplus the vehicle. Skagit County Fire Protection District 10 has shown an interest in the vehicle and is willing to do the work to get it running again.

Recommended Action:

- 1) *Adopt Resolution 1057-20*

RESOLUTION NO. 1057-20

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, the City has purchased the property and/or equipment identified herein; and

WHEREAS, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

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

Section 1. The City Council does hereby declare the following to be surplus:

Item	Vin/Serial #	Description
Training Engine	1HTSDADR9TH279338	1996 International Pumper

Section 2. The Mayor is directed to sell or trade-in the surplus property for additional property or for the best available price in any manner he determines to be in the best interest of the City and execute any necessary paperwork to effectuate the transfer. For surplus property with little or no value, the Mayor is authorized to recycle or dispose of the property in an environmentally responsible manner with the least cost to the City.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 22nd day of July, 2020.

Mayor

ATTEST:

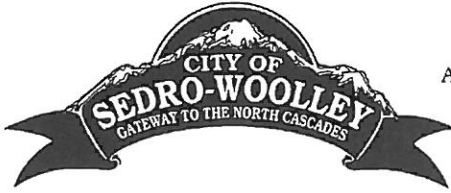
Finance Director

Approved as to Form:

City Attorney

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 22 2020



:00 P.M. COUNCIL CHAMBER
AGENDA NO. 2-5

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Doug Merriman, Ph.D
City Supervisor

MEMO TO: City Council
FROM: Doug Merriman, City Supervisor
RE: 45-day referral to the Lodging Tax Advisory Committee
DATE: July 22, 2020

CONSENT AGENDA

ISSUE: Should the city refer potential changes in the 2021 use of Hotel/Motel tax revenues to the Lodging Tax Advisory Committee (LTAC) for review and comment?

BACKGROUND: The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for 1) tourism marketing, 2) marketing and operations of special events and festivals designed to attract tourists, 3) operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or 4) operations of tourism-related facilities owned or operated by nonprofit organizations (RCW 67.28.1816).

Historically, the City offers annual lodging tax grant funding to applicants wishing to sponsor or run events which accomplish one or more of these functions. Funding is given to successful applicants on a reimbursement basis. Due to this grant program being offered annually, and with funding amounts varying from year to year, the use of lodging tax revenues in this manner is considered a "change in use" of the City's tax proceeds.

RCW 67.28.1817 requires that any proposal to change the use of the tax proceeds must be submitted to the lodging tax advisory committee for review and comment. This submission must occur at least 45 days before final action will be taken on the governing body's proposal, including any action on recommendations made to Council by the Lodging Tax Advisory Committee. Even if the committee finishes its work before the 45 days are up, the governing body still must wait 45 days. (Please note attachment: RCW 67.28.1817). Accordingly, the purpose of this proposed action is to refer the consideration of the change in use of lodging tax revenues to the LTAC, and to begin the 45 day time period.

RECOMMENDATION: A motion to refer potential changes in the use of Lodging Tax funds to the Lodging Tax Advisory Committee for review and comment.

Lodging tax advisory committee in large municipalities—Submission of proposal for imposition of or change in tax or use—Comments.

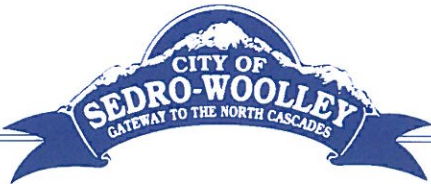
(1) Before proposing imposition of a new tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter, a municipality with a population of five thousand or more shall establish a lodging tax advisory committee under this section. A lodging tax advisory committee shall consist of at least five members, appointed by the legislative body of the municipality, unless the municipality has a charter providing for a different appointment authority. The committee membership shall include: (a) At least two members who are representatives of businesses required to collect tax under this chapter; and (b) at least two members who are persons involved in activities authorized to be funded by revenue received under this chapter. Persons who are eligible for appointment under (a) of this subsection are not eligible for appointment under (b) of this subsection. Persons who are eligible for appointment under (b) of this subsection are not eligible for appointment under (a) of this subsection. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee. An advisory committee for a county may include one nonvoting member who is an elected official of a city or town in the county. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

(2) Any municipality that proposes imposition of a tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter shall submit the proposal to the lodging tax advisory committee for review and comment. The submission shall occur at least forty-five days before final action on or passage of the proposal by the municipality. The advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815. Failure of the advisory committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal. A municipality is not required to submit an amended proposal to an advisory committee under this section.

[1998 c 35 § 3; 1997 c 452 § 5.]

JUL 22 2020

:00 P.M. COUNCIL CHAMBER
AGENDA NO. J



SUBJECT: PUBLIC COMMENTS

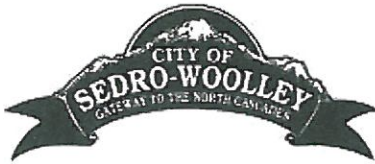
Name:
Address:
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:



**CITY COUNCIL AGENDA
REGULAR MEETING**

JUL 22 2020

**6:00 P.M. COUNCIL CHAMBERS
AGENDA NO. K-1**

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

MEMO:

To: Sedro-Woolley City Council
Mayor Johnson

From: John Coleman, AICP
Planning Director

Date: July 22, 2020

Subject: Confirmation of Moratorium on Accessory Dwelling Unit (ADU) Applications

ISSUES

1. Should the Council continue the moratorium on ADU applications so that the Council has adequate time to address ADU sewer connection fees, traffic impact fees and park impact fees?

PROJECT DESCRIPTION / HISTORY

In March 2020, the city council passed Ordinance 1954-20 adopting amendments to the municipal code to allow Accessory Dwelling Units (ADUs) in the Residential-1, Residentail-5 and Residential-7 zones under certain conditions. That ordinance was scheduled to take effect July 1, 2020. The effective date was set 111 days after approval to give council time to study what the appropriate sewer connection fees, traffic impact fees and park impact fees should be for ADUs. Unfortunately, the COVID-19 closures have made it difficult for the council to address this topic. The effective date of the ADU enabling ordinance was earlier than the date that the council could amend the fee schedules to address ADUs, so the Council adopted an emergency moratorium on the acceptance of ADU applications to give Council adequate time to address the fees.

The emergency moratorium, Ordinance 1957-20, was adopted on June 24, 2020. Per state law, when an emergency moratorium is put in place, the city is required to hold a public hearing and then pass an ordinance confirming the moratorium. The required public hearing for the ADU moratorium is scheduled for today. The Council will then determine if they the moratorium should continue, which requires adoption of another ordinance confirming the ADU moratorium. The proposed ordinance to continue the moratorium also has a work schedule stating the proposed timeline for addressing traffic impact fees, sewer connection fees and park impact fees for ADUs. With the moratorium in place, Council will have time to carefully review the fee issue and set appropriate sewer connection fees, traffic impact fees and park impact fees for ADUs.

RECOMMENDATION

Make a motion to adopt Ordinance ____-20 an ordinance ratifying and confirming Ordinance 1957-20 adopted June 24, 2020 proclaiming an emergency and placing a moratorium on the processing or accepting of applications, permits or licensing and establishment for any accessory dwelling units.

ATTACHMENTS

Attachment 1 – Ordinance ____-20 an ordinance ratifying and confirming Ordinance 1957-20 adopted June 24, 2020 proclaiming an emergency and placing a moratorium on the processing or accepting of applications, permits or licensing and establishment for any accessory dwelling units.

Ordinance No. _____-20

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON RATIFYING, CONFIRMING AND CONTINUING ORDINANCE 1957-20 ADOPTED JUNE 24, 2020 PROCLAIMING AN EMERGENCY AND PLACING A MORATORIUM ON THE PROCESSING OR ACCEPTING OF APPLICATIONS, PERMITS OR LICENSING AND ESTABLISHMENT FOR ANY ACCESSORY DWELLING UNITS.

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize Sedro-Woolley to enact moratoria to preserve the status quo while new plans or regulations are considered and prepared and will not be rendered moot and to hold a public hearing on the moratorium within 60 days of the commencement of the moratorium; and

WHEREAS, pursuant to the Growth Management Act (GMA), Chapter 36.70A RCW, the City Council has adopted the City of Sedro-Woolley Comprehensive Plan and Title 17 SWMC, the Sedro-Woolley Zoning Code, for the areas within the City of Sedro-Woolley's Urban Growth Area; and

WHEREAS, the GMA pursuant to RCW 36.70A.390 provides that the City Council may adopt a moratorium, interim zoning ordinance and interim official control in addition to authorization under RCW 35A.63.220; and

WHEREAS, on June 24, 2020 at a regularly scheduled City Council meeting, the City Council declared an emergency and adopted an immediate moratorium by unanimous passage of Sedro-Woolley Ordinance 1957-20 upon the acceptance of all applications for and the issuance of land use/development approvals/permits under the Sedro-Woolley Municipal Code for accessory dwelling units (ADUs), adopting findings of fact and scheduling the necessary public hearings as required by law; and

WHEREAS, Pursuant to RCW 35A.63.220 and/or RCW 36.70A.390, the City Council may renew or continue the moratorium placed into effect through Ordinance 1957-20 for one or more six-month periods so long as a subsequent public hearing is held within 60 days and findings of fact are made to justify its action; and

WHEREAS, on July 22, 2020 the City Council held a public hearing regarding the continuation of the moratorium established by Ordinance 1957-20; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES ORDAIN AS FOLLOWS:

Section 1. That the City Council hereby adopts the recitals set forth above in their entirety and makes the following findings:

1. On March 11, 2020, the City Council passed Ordinance 1954-20 adopting amendments to the municipal code to allow Accessory Dwelling Units (ADUs) in the Residential-1, Residential-5 and Residential-7 zones under certain conditions; and

2. Ordinance 1954-20 was set to go into effect July 1, 2020. The effective date was set 111 days after approval to give council time to study what the appropriate sewer connection fees, traffic impact fees and park impact fees should be for ADUs; and
3. Shortly after passage of Ordinance 1954-20, in response to the global coronavirus pandemic the Washington State Governor signed proclamation 20.20 which caused the city council to not be able to discuss ADU fees. On June 1, 2020, Washington State Governor signed proclamation 20.28.4 which made it possible for the city council to again discuss ADU fees; and
4. The city needs time to adequately address the appropriate fees for associated with ADUs and to review the Sedro-Woolley Municipal Code in a comprehensive fashion to determine whether it sufficiently addresses the impacts of such uses, and if not, to adopt appropriate regulation; and
5. RCW 63.220 and RCW 36.70A.390 authorize cities to adopt moratoria to preserve the status quo while new plans or regulations are considered and prepared and will not be rendered moot and to hold a public hearing on the moratorium within 60 days of the commencement of the moratorium and that the city has adopted such emergency ordinance on June 24, 2020 by adoption of Ordinance 1957-20 and has held a public hearing on its continuance on July 22, 2020 at a regularly scheduled City Council meeting; and
6. The City Council finds that an emergency exists within the City, and that imposing a moratorium and barring the acceptance of all applications for and the issuance of land use/development approvals/permits under the Sedro-Woolley Municipal Code for accessory dwelling units for the immediate preservation of the public peace, health, safety and welfare and for the support of City government and its existing institutions until additional review has been completed and any necessary code revisions have been adopted by the City Council; and
7. The immediate enactment of a moratorium on the of all applications for and the issuance of land use/development approvals/permits under the Sedro-Woolley Municipal Code for accessory dwelling units is necessary to protect the public health, safety, or welfare and is a legitimate exercise of the City's police power.

Section 2. That the City Council hereby ratifies, continues and renews the moratorium adopted through Ordinance 1957-20 for a six month period or at the time that the City's comprehensive review and possible amendment/adoption of regulations/fees have been completed, whichever is sooner. The City Council shall make this decision to terminate the moratorium by ordinance and termination shall not otherwise be presumed to have occurred. The City shall hold all necessary public hearings and adopt new findings under RCW 35A.63.220 and RCW 36.70A.390 if necessary and justified to continue the imposition of Ordinance 1957-20 until the City's review has been completed.

Section 3. That the City Council hereby adopts a work plan, which includes public engagement and the opportunity to participate as follows:

July 22, 2020	Public hearing in front of the City Council and City Council discussion.
August 12, 2020	Possible action by City Council.

Section 4. This ordinance shall take effect immediately upon passage by the City Council.

Section 5. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____th day of August, 2020, and signed in authentication of its passage this _____th day of August, 2020.

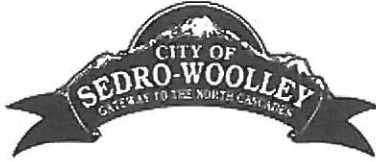
By: _____
JULIA JOHNSON, Mayor

Attest: _____
DOUG MERRIMAN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published: _____



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 22 2020

:00 P.M. COUNCIL CHAMBER.
AGENDA NO. 2-2

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

MEMO:

To: Sedro-Woolley City Council
Mayor Johnson

From: John Coleman, AICP
Planning Director

Date: July 22, 2020

Subject: Fees for Accessory Dwelling Units (ADUs) (*Second Read*)

ISSUES

1. How much shall ADUs pay for sewer connections, traffic impact fees and park impact fees?

PROJECT DESCRIPTION / HISTORY

In March 2020, the city council passed Ordinance 1954-20 adopting amendments to the municipal code to allow Accessory Dwelling Units (ADUs) in the Residential-1, Residential-5 and Residential-7 zones under certain conditions. The largest an ADU may be is 800 square feet and the smallest an ADU can be is 205 square feet. Council must now determine what the appropriate sewer connection fees, traffic impact fees and park impact fees should be for ADUs.

There is no standard that cities use for setting fees for ADUs. However, many cities charge a reduced rate for impact fees and sewer connection fees for ADUs, while others waive some of the fees. A major reason that cities allow ADUs is to provide affordable housing options – housing that is cost-effective and safe. Some cities reduce or waive fees to make the ADU costs easier for property owners to manage. To illustrate, the following is a summary of the fees for a standard residential unit. The current sewer connection fee is \$8495, the current traffic impact fee is \$2,407 and the current park impact fee is \$1,500 for a total of **\$12,402**. (The council will be reviewing updated transportation fees as a separate agenda item in today's council meeting, the new traffic impact fee is proposed at \$2,781 – thus the total fee would be \$12,776). This price does not include the ADU permit application fee (\$250) and building permit fees (based on size of building). That price tag may make it difficult for a property owner to afford to create an ADU. Or, the high cost may cause a property owner to create an ADU without permits. In this case, the ADU will not be inspected by the Building Department and the unit may not be safe.

Beyond the safety reasons, there are financial reasons that cities may reduce ADU impact fees. Per the municipal code, ADUs pay the same amount as a standard residence for monthly sewer, garbage and stormwater utilities; that amount is not discounted. If a property owner builds an unpermitted ADU (because they are priced out of the ability to construct a legal ADU), they do not receive the monthly utility bill payments. Potential new utility fee payments provide an incentive for the city to permit more ADUs. There appears to be a fine line between charging too much for ADUs and not charging enough to address the full impact of the unit.

Fortunately, other cities have addressed the fee issues. Attachment 2 is a spreadsheet showing the traffic impact fees, park impact fees and sewer connection fees for numerous cities in Washington. This spreadsheet may be helpful as council considers how to set the ADU fees. Unfortunately, the spreadsheet does not offer any trends or typical methods of assessing ADU fees.

Below is a detailed discussion of traffic impact fees, sewer connection fees and park impact fees as well as the fees recommended by staff.

Transportation impact fees. Staff recommends that there be different traffic impact fee for larger ADUs and smaller ADUs. The traffic impact fee for larger ADUs (450 square feet up to 800 square feet) is recommended to be set at 61% of the standard single family home traffic impact fee. The traffic impact fee for smaller ADUs (205 up to 450 square feet in size) is recommended to be set at 30% of a standard residence.

Staff's recommendations are based on a transportation study performed in Clackamas County which recommends separate fees for larger ADUs and smaller ADUs. That study estimates that larger ADUs generate 61% of the traffic that a standard single family house generates and found that smaller ADUs generate half of the traffic of a large ADU. Staff proposes rounding the small ADU fee to 30% of a standard residence. The current standard traffic impact fee is \$2,407 (outside the Central Business District) per unit. The Public Works Department is working on updates to the traffic impact fee schedule – that is a separate agenda item for today's council meeting. The new traffic impact fee for a standard unit (outside the Central Business District) is proposed as \$2,781.

Staff's recommended traffic impact fee for a large ADU is \$1,713, using the revised traffic fee schedule. Staff's recommended traffic impact fee for a small ADU is \$843.

The following table shows the proposed fees. Please note that ADUs are not currently permitted in the Central Business District, so the fee within the CBD is not applicable. Staff recommends leaving the fee in that last column in case a situation arises in the future where ADUs may be permitted in the CBD.

ITE Code	ITE Land Use Category	ITE Trip Rate	Rate per Unit	Impact Fee per Unit by District	
				Citywide (non-CBD)	Central Business District (CBD)
<u>NA</u>	<u>Accessory Dwelling Unit (≥450 SF)</u>	<u>0.61</u>	<u>Dwelling Unit</u>	<u>\$1,713</u>	<u>\$953</u>
<u>NA</u>	<u>Accessory Dwelling Unit (≤449 SF)</u>	<u>0.30</u>	<u>Dwelling Unit</u>	<u>\$843</u>	<u>\$469</u>

The Sedro-Woolley traffic impact fee values are listed in the Transportation Impact Fee Project List, Map, and Fee Schedule (TIF). The TIF is adopted by reference in SWMC 15.60.050. As mentioned above, the Public Works Department is updating the TIF concurrently with this ADU fee discussion. The Council is having a public hearing on the proposed updates to the TIF later on in today's council meeting. If the council is comfortable with the traffic impact fees for ADUs shown in this memo, then those traffic impact fees may be adopted with the TIF later in today's meeting. If the Council determines changes to the traffic impact fees for ADUs are necessary, the changed fees can be addressed at the TIF discussion later in today's meeting. The TIF may be adopted as soon as August 12, 2020. This staff report does not include a proposed ordinance to update the ADU traffic impact fees that action will occur with the TIF update.

Sewer connection fees. Staff also recommends that the sewer connection fee (also known as the general facilities charge) be two-tiered. Staff recommends the impact fee be set at 61% of the standard general facility charge for ADUs larger than 450 square feet and below the maximum ADU size (800 SF). Currently the standard general facility charge is \$8495. Thus, the sewer connection fee for a large ADU would be \$5,181.95. Staff recommends a fee of 30% for ADUs up to 450 SF in size – thus the sewer connection fee for a small ADU would be \$2,548.50.

Public Works staff based these fees on a King County analysis of sewer usage that estimates that ADUs contribute roughly 61% of a typical house to the city sewage system. Because the traffic rates for ADUs mentioned in the Clackamas County study and the King County sewer rate for ADUs are almost identical, there appears to be a trend indicating that large ADUs use about 61% of the capacity of a single family structure. Amendments to SWMC 13.16.035 are necessary to address sewer fees for ADUs. A proposed Ordinance to amend SWMC 13.16.035 to create sewer connection fees for ADUs is included in Attachment 1. The effective date of the ordinance is identified as August 31, 2020 to give council time to review and possibly approve the ADU fees that are also on the 2020 TIF (discussed above), which may be adopted as soon as August 12.

Park impact fees. Staff recommends using the same ratios for park impact fees that the transportation fees are based on: 61% of a standard single family residential park impact fee for ADUs over 450 SF; and 30% of a standard SFR park impact fee for ADUs up to 450 SF. Small ADUs would be charged \$450 and large ADUS would be charged \$915 for park impact fees.

Updates to SWMC 15.60.070(A) will be necessary to include specific park impact fees for ADUs. The proposed ordinance in Attachment 1 will amend SWMC 15.60.070(A) to update the park impact fees to include a fee for ADUs.

ATTACHMENTS

Attachment 1 – Proposed ordinance No _____-20 adopting amendments to SWMC 13.16.035 and SWMC 15.60.070(A) to specify sewer connection charges and park impact fees for ADUs

Attachment 2 – Spreadsheet showing ADU fees for several Washington State cities

RECOMMENDATION

Discuss transportation impact fees, sewer connection charges and park impact fees as related to Accessory Dwelling Units. Be prepared to possibly pass an ordinance at the August 12, 2020 Council meeting.

AND

Make a motion to recommend approval of the proposed two-tier traffic impact fees for ADUs and direct Public Works to include the recommended fees in the proposed 2020 Traffic Impact Fee Schedule.

Attachment 1 to Council memo

Proposed Ordinance adopting amendments to sewer connection fee and park impact fee schedules to address ADUs.

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON ADOPTING AMENDMENTS TO CHAPTER 13.16 AND CHAPTER 15.60 SWMC TO SPECIFY SEWER CONNECTION CHARGES AND PARK IMPACT FEES FOR ACCESSORY DWELLING UNITS.

WHEREAS, as part of the 2019 Docket, Sedro-Woolley Ordinance NO. 1954-20 was passed on March 11, 2020 to enable accessory dwelling units (ADUs) in certain residential zones under certain criteria; and

WHEREAS, Sedro-Woolley Ordinance NO. 1954-20, was scheduled to take effect one-hundred and eleven (111) days after passage of the ordinance to allow the city council time to address impact fees, sewer connection fees and other fees that may be associated with ADUs, however, shortly after passage of Ordinance 1954-20, in response to the global coronavirus pandemic the Washington State Governor signed proclamation 20.20 which caused the city council to not be able to discuss ADU fees; and

WHEREAS, On June 25, 2020, the City of Sedro-Woolley passed Ordinance NO.1957-20, enacting an emergency moratorium on the acceptance of all applications for and the issuance of land use/development approvals/permits under the Sedro-Woolley Municipal Code for accessory dwelling units until such time that the City Council was able to address impact fees and sewer connection charges for ADUs; and

WHEREAS, the City of Sedro-Woolley established an on-going public participation process in accordance with RCW 36.70A.130(2) including a discussion of ADU fees at the regular meeting of the City Council on July 8, July 22 and August 12, 2020; and

WHEREAS, public hearing was conducted before the Sedro-Woolley City Council on July 22, 2020 to discuss the proposed amendments to the development regulations; and

WHEREAS, environmental review of proposed amendments to the Sedro-Woolley municipal Code and Comprehensive Plan to address ADUs has been completed and a Determination of Non-Significance was issued February 10, 2020, and that document is adopted by reference; and

WHEREAS, the proposed amendments to the development regulations have been submitted to the Washington State Department of Commerce (COMM) and the required (expedited) review period has passed; and

WHEREAS, the City Council reviewed the proposed updates to Chapter 13.16 SWMC as contained in this ordinance to address sewer connection charges for ADUs and Chapter 15.60 SWMC as contained in this ordinance to address park impact fees for ADUs;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES ORDAIN AS FOLLOWS:

Section 1. The City Council adopts the recitals set forth above as its findings of fact justifying adoption of this Ordinance and incorporates those recitals as if set forth fully herein.

Section 2. The Sedro-Woolley Municipal Code is hereby amended as follows:

13.16.035 General facilities charge—Separate fund.

In addition to any permit fees and other charges required by city ordinance or regulation, and not in lieu thereof, at the time of building permit issuance (or, if no building permit, then at time of connection or commencement of use), there shall be a general facilities charge for connection to the city sewer system, which shall be paid in the sum of eight thousand four hundred ninety-five dollars per equivalent residential unit (ERU), to be determined as set forth in this section.

Exception: For complete building permit applications, at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed for resale, the applicant/owner may elect to record a covenant, in a form to be approved by the city attorney, against the property that requires payment of the impact fees and/or general facilities charges due and owed in accordance with this chapter and any other applicable sections of the Sedro-Woolley Municipal Code, by providing for full payment through escrow of the fees due and owed to be paid at the time of closing of sale of the lot or unit; but in no case shall the structure be occupied prior to the required payment. The awarding of credits shall not alter the applicability of this section.

A. “Equivalent residential unit (ERU)” is defined as a common measure for all types of users to put them on an equivalent basis with a single-family residential user. The ERU is determined by the anticipated water consumption from a connection. One ERU is equal to seven hundred fifty cubic feet of water consumption per month.

B. Single-Family Residential. Each single-family dwelling unit, including single-family (one unit), duplexes (two units), triplexes (three units), condominium unit, and each mobile or manufactured home (one unit) whether on an individual lot or in a mobile home park, is equal to one ERU per dwelling unit.

C. Accessory Dwelling Units. Each permitted accessory dwelling unit less than 450 square feet in size is equal to 0.30 ERU per unit. Each permitted accessory dwelling unit greater than or equal to 450 square feet in size is equal to 0.61 ERU per unit.

~~CD.~~ Multiple Residential. Each dwelling unit in a multiple residential structure consisting of four or more dwelling units is equal to one ERU per dwelling unit.

~~DE.~~ Nonresidential, Including Commercial and Industrial Users. The following provisions shall govern the assessment and collection of general facilities charges for nonresidential users, including commercial and industrial units:

...

15.60.070 Park impact fee and establishment of service area.

A. Subject to the provisions of Section 15.60.080, the parks impact fee assessed pursuant to this chapter shall be set forth on attachment B, for each equivalent single-family residential dwelling unit, whether a single-family structure, a unit in a multifamily structure, a mobile or manufactured home on an individual lot or in a mobile home park, a detached relative cottage, accessory dwelling unit or other dwelling unit, subject to the provisions in this chapter.

...

New units projected by 2025: one thousand three hundred forty-seven new units (estimated in 2005).

Parks impact fee per unit: Single family residence: one thousand five hundred dollars.
Manufactured home: one thousand five hundred dollars.
Units in a duplex or multi-family unit: one thousand five hundred dollars.
Dependent relative cottage: one thousand five hundred dollars.
Accessory dwelling unit between the minimum allowed size ADU and 450 square feet: four hundred and fifty dollars.
Accessory dwelling unit greater than 450 square feet and below the maximum size allowed ADU: nine hundred and fifteen dollars.
All units not specifically identified in the above: one thousand five hundred dollars.

Section 3. This ordinance shall take effect August 31, 2020, which is more than five (5) days after the approval by the City Council and publication as provided by law.

Section 4. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____th day of August, 2020, and signed in authentication of its passage this _____th day of August, 2020.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
DOUG MERRIMAN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

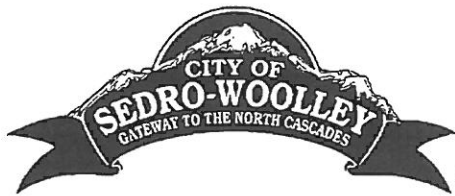
Published: _____

Attachment 2 to Council memo

Spreadsheet showing ADU fees for several Washington State cities

City	Fee	Single Family	ADU
Auburn			
	Park	\$3,500.00	Exempt
	Traffic	\$4,537.89	\$2,268.95
	Sewer	\$2,995	
Bellingham			
	Park	\$4,014.57	\$1,470.93
	School	\$2,242.00	Exempt
	Traffic	\$2,676.00	\$1,514.00
	Sewer		
	5/8" Meter	\$7,637.00	Exempt
	3/4" Meter	\$11,456.00	Exempt
Bothell			
	Traffic	\$9,511	\$1,742
	Park		
	< 500 SF	1,535.88	1,535.88
	500-999 SF	2,277.69	2,277.69
	1,000-1,999 SF	3,240.34	3,240.34
	>= 2,000 SF	3,955.08	3,955.08
	Open Space		
	< 500 SF	81.37	81.37
	500-999 SF	120.67	120.67
	1,000-1,999 SF	171.68	171.68
	>= 2,000 SF	209.55	209.55
	Sewer Facility		
	Charge	3099	
	Side sewer connection	254	
Cheney			
	Park		
	0-1 BR apt or DX		\$570
	2 BR Apt or DX		\$1,140
	3+ BR Apt or DX		\$1,482
	Single Family Res.	\$1,482	
	Sewer		
	1" meter	\$4,830	\$4,830
	2" meter	\$7,728	\$7,728
Des Moines			
	Traffic	\$6,378.93	\$4,146.12
	Sewer		
Ellensburg			
	Park	\$1,925.00	\$962
	Traffic	\$1,846.00	\$960
Everett			
	Traffic	\$2,400	Exempt

	Sewer	\$5,270	
Federal Way			
	Traffic	\$3,999	Exempt
Kent			
	Traffic	\$4,094.93	\$4,094.93
Mukilteo			
	Park	\$2,438	\$1,611
	Traffic	See staff	\$1,875
Olympia			
	Park	\$5,581	\$2,233*
	Traffic	\$3,213	\$727
	Sewer		
Renton			
	Park	\$3,945.70	\$1,601.49
	Traffic	\$7,820.42	\$2,418.16
Spokane			
	Traffic	Northwest Service Area: \$749.20 Northeast Service Area: \$1,004.45 South Service: \$693.66 Downtown Service: \$106.35	Northwest Service Area: \$749.20 Northeast Service Area: \$1,004.45 South Service: \$693.66 Downtown Service: \$106.35
	Sewer		
Burlington			
	Park	\$665	Exempt
	Traffic	\$2,665	Exempt
	Sewer	\$3,330	Exempt
Anacortes			
	Park	\$615.00	Exempt
	Traffic	\$2,765.69	Exempt
	Sewer	\$9,140.86	Exempt
Mount Vernon			
	Park	\$855.00	Exempt
	Traffic	\$5,232.00	Exempt
	Sewer	\$7,417.00	Exempt



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 22 2020

6:00 P.M. COUNCIL CHAMBER
AGENDA NO. K-3

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

Mark A. Freiberger, PE
Director of Public Works

MEMO TO: City Council and Mayor Johnson

FROM: Mark A. Freiberger, PE

RE: FIRST READING – Public Hearing and Possible Adoption of
Ordinance No. 2020-____ 2020 Transportation Impact Fee Update

DATE: July 7, 2020 (for Council review at the July 22, 2020 Council Session)

ISSUE

Shall council approve Ordinance No. ____-20 amending SWMC Sections 15.60.050 and 15.60.060 to increase the amount of the Transportation Impact Fees?

BACKGROUND:

On May 6, 2020 staff provided a first look at the results of the Transportation Impact Fee (TIF) Rate Study 2020 Update completed in April 2020. This item was presented at the work session for council information, with a note that this would be the subject of a public hearing and possible adoption at a later council session.

The public hearing is scheduled for the July 22, 2020 council meeting. Attached is Ordinance No. ____-20 incorporating the 2020 TIF.

SWMC 15.60.050 and 15.60.060 codify the city's Transportation Impact Fee (TIF) Schedule. Updating the TIF to reflect the Comprehensive Plan project list is vital to providing a sound basis for constructing identified transportation improvements over the next 20 years. Completing these projects is also a Growth Management Act concurrency requirement. The Project List includes growth projections of the Comprehensive Plan, including the proposed improvements to the former Northern States Hospital, now the SWIFT Center.

The TIF was last updated under Ordinance 1852-16 adopted July 13, 2016. SWMC 15.60.050.B specifies annual updates to the fee schedule based on the Federal Highway Administration's National Highway Construction Cost Index. The fee schedule has not been updated since the 2016 adoption, mainly due to expected revisions related to the Jones/John Liner/Trail Road Corridor Scoping Study that was completed in January 2020. The Corridor Study updated the cost estimates for the 8 project elements of the Corridor, increasing the cost estimate from \$21.45 million to \$34.729 million. In addition to the Corridor, certain other projects included in the fee schedule calculation have been completed and actual local cost for the work is now known.

Finally, one previously scheduled project has been removed from the project list for calculation purposes (Project C18 Portobello, Township to Cascadia).

Staff engaged Transportation Solutions, Inc. (TSI) to prepare the 2020 Update. TSI has previously assisted the city with preparation of the 2016 Transportation Element of the Comprehensive Plan and the 2016 TIF Update. The basic methodology utilized by TSI is explained in the accompanying memorandum dated April 2020. The current report employs the same zones and methodology as was used for the 2016 TIF update. This report will become Attachment A as defined in the proposed Ordinance.

For TIF proposes, the city is divided into two zones; Downtown area and all other (see Appendix A Transportation Impact Fee District Map included in the report). The TIF is based on PM peak hour vehicle trips, and represents the typical single family residence fee. Following is a comparison of the existing and proposed base TIF.

Zone	Existing	Proposed	Change	% Increase
Downtown	\$1,341	\$1,562	\$221	\$16.5%
Other	\$2,407	\$2,809	\$402	\$16.7%
Average		\$2,785		

Page 7 of TSI's memorandum provides a comparison with other agencies in the area. At an average \$2,785 per PM Peak Hour Trip, Sedro-Woolley will be slightly over Burlington's \$2,665 and Anacortes' \$2,731, but under Mount Vernon's \$5,100. It can be expected that the other agencies will adjust their rates periodically.

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

The calculations and TIF revenue accounts for growth only; existing system capacity deficiencies must be funded by other means. As a result, the anticipated TIF revenue does not fully fund the project list, leaving an approximate \$8.02 million local share over twenty years (\$401,225 per year) that will need to come from transportation revenue or other sources. With the expected elimination of Transportation Benefit District revenue from vehicle tabs due to Initiative 976, additional sources of funding are needed.

In addition to the TIF updates, Appendix B "City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2020 Update) has been modified to add Accessory Dwelling Unit (ADU) categories for 449 square feet or less and for 450 square feet or greater. These categories are in keeping with the proposed impact fee updates being addressed separately by Building and Planning. Should council choose to modify the ADU rates, the Ordinance and TIF Attachment will be updated as needed.

Also included in Appendix B "City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2020 Update) is clarification of methodology for calculating fees for Planned Residential Developments (PRD); see footnote. The Rate Schedule has also been modified to delete ITE Code 270 Residential PUD.

Staff will continue to monitor and adjust the Project List and TIF on an annual basis to maintain concurrency. This will be done as part of the annual Six-Year Transportation Improvement Program update process.

MOTION:

No action required at this meeting.

ORDINANCE NO. ____-20

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

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

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

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

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

WHEREAS, the City Council updated the TIF Methodology and impact fees in 2016 to update the project list based on actual project costs and revised estimates, and revised the methodology that divided the city into fifteen zones with resulting impact fees for each zone to a methodology that divided the city into two zones with resulting impact fees for each zone on Staff's recommendation under Ordinance 1852-16, and,

WHEREAS, the City Council has engaged qualified consultants to review the TIF project list, update the list based upon actual project costs and revised estimates, and add new Land Use Categories for Accessory Dwelling Units; and

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

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

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

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

15.60.050 Transportation fee schedules and establishment of service area.

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

1. The schedule of projects established by the city council for which impact fees may be collected, which shall be a subset of the Sedro-Woolley transportation capital facilities plan of

the Sedro-Woolley Comprehensive Plan and 2016 Transportation Plan, as updated on May 18, 2018;

2. The cost of the projects on the schedule;
3. A map dividing the city into zones based upon probable impact on planned transportation capital facility projects of development within the zones;
4. The amount of the transportation impact fees to be paid on a “per peak PM trip basis” to be paid by a development with a particular zone.

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

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

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

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

15.60.060 Calculation of transportation impact fees.

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

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

1. The cost of public streets and roads necessitated by new development;
2. An adjustment to the cost of the public streets and roadways for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public street and roadway improvements;
4. The cost of existing public street and roadway improvements;
5. The methods by which public street and roadway improvements were financed; and
6. The most recent ITE Trip Generation Manual and a report titled “Traffic Impact Fee Methodology,” dated November 2005, as updated by a report titled “Sedro-Woolley Transportation Impact Fee Rate Update” prepared by Transportation Solutions, Inc. dated June 15, 2016, and as updated by a report titled “Transportation Impact Fee Rate Study 2020 Update Final Report” prepared by Transportation Solutions, Inc. dated April 2020, on file with the city clerk.

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

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

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

F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies.

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

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

PASSED by majority vote of the members of the Sedro-Woolley City Council this 22nd day of July, 2020, and signed in authentication of its passage this 23rd day of July, 2020.

Julia Johnson, Mayor

Attest:

Jill Scott, Finance Manager

Approved as to form:

Nikki Thompson, City Attorney

First Reading by City Council:	July 8, 2020
Second Reading by City Council:	July 22, 2020
Approval by City Council:	July 22, 2020
Signed by the Mayor:	July 23, 2020
Date of Publication:	July xx, 2020



8250 - 165th Avenue NE
Suite 100
Redmond, WA 98052-6628
T 425-883-4134
F 425-867-0898
www.tsinw.com

TRANSPORTATION IMPACT FEE RATE STUDY

2020 UPDATE

FINAL REPORT

April 2020

Prepared for:
City of Sedro-Woolley

Prepared by:
Transportation Solutions, Inc.
8250 165th Avenue NE, Suite 100
Redmond, WA 98052-6628

Table of Contents

1. Introduction	1
Definition of Impact Fees.....	1
Statutory Basis for Impact Fees	1
2. Impact Fee Analysis	2
Methodology	2
Current Impact Fee Methodology	2
Projects Eligible for Impact Fees.....	2
Impact Fee-Eligible Projects and Cost Estimates	3
Impact Fee Rate Calculation	3
Sample Transportation Impact Fees.....	6
3. Additional Issues for Consideration	7
Anticipated Annual Revenues from Impact Fees.....	7
Anticipated Need for Other Public Funds.....	7
4. Transportation Impact Fee Rate Comparison	7
5. Credits and Adjustments.....	8
Impact Fee Credits.....	8
Impact Fee Adjustments.....	8

Appendices

- Appendix A. Impact Fee Eligible Project Map
Appendix B. Transportation Impact Fee Districts
Appendix C. Transportation Impact Fee Rate Schedule

List of Tables

Table 1. Transportation Impact Fee Project List	4
Table 2. Recently Completed Transportation Impact Fee Projects	5
Table 3. Transportation Impact Fee Calculation	6
Table 4. Transportation Impact Fee Comparison for Typical Land Uses.....	6

1. Introduction

This report documents the development of an updated transportation impact fee program for the City of Sedro-Woolley. It summarizes the existing impact fees, the basis for the fees, the rate methodology, the proposed project list, and the analyses performed to determine updated impact fees.

Definition of Impact Fees

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

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

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

Statutory Basis for Impact Fees

The purpose of this study is to update the rates for transportation impact fees in the City of Sedro-Woolley. Transportation impact fees are a financing mechanism authorized by the Growth Management Act (GMA) of Washington State (see RCW 36.70A.070 and 82.02.050 et seq.). State law imposes strict limitations on impact fees. These limitations are intended to assure property owners that the fees collected are reasonably related to their actual impacts and will not be used for unrelated purposes.

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

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

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

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

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

2. Impact Fee Analysis

Methodology

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

Current Impact Fee Methodology

The City's transportation impact fee program was developed and adopted in 2005 (ord. 1526-050) and was most recently updated in 2016 (ord. 1852-16). The impact fee methodology is based on proportionate growth share of eligible project costs and is assessed for two designated impact fee zones. The Central Business District (CBD) zone includes an impact fee rate of \$1,341 per new PM peak hour trip, while the Non-CBD zone includes a rate of \$2,407 per trip.

Projects Eligible for Impact Fees

The transportation impact fee rate calculation is based on transportation improvement projects identified in the Sedro-Woolley 2021-2036 Transportation Improvement Program (TIP). Not all planned transportation projects and programs are eligible for impact fees. The complete list of projects is divided below into the following categories, in order to arrive at a list of qualifying improvements for transportation impact fees:

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

Project Improvements

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

Planned Transportation Projects

The roadway projects identified in Sedro-Woolley Transportation Improvement Plan (TIP) are anticipated to be needed to serve motorized traffic growth through 2036. The roadway capacity provided is accomplished by adding turn lanes to increase through lane capacity, by lane widening or separating non-motorized modes, adding signals or roundabouts for intersection capacity, and other improvements to increase the capacity of the roadway system for all modes. The proportional share of these projects reasonably related to growth are eligible for impact fees.

Maintenance Projects

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

Impact Fee-Eligible Projects and Cost Estimates

Projects reasonably related to growth are identified in **Table 1**. Cost estimates were calculated by City of Sedro-Woolley staff and represent an update from the 2016 TIF rate study. Cost estimates include various elements which are necessary for the construction of improvements, including design, permitting, right-of-way, construction, and construction management. Some projects have been removed from the TIP project list because they are not capacity projects or are considered maintenance projects/programs.

Impact Fee Rate Calculation

The impact fee rate was calculated based upon trip generation (the increase in traffic) resulting from growth, the cost of improvements related to growth, and the City's transportation financing strategy, as defined in the 2016 Comprehensive Plan.

Table 1. Transportation Impact Fee Project List

ID	Project Name	Project Limits	Description	Cost (\$)
S16	SR20 & SR9 (Township) Intersection Impr.		Channelization and signal impr.	828,000
S2	SR20 & Reed St Intersection Impr.		RIRO access restriction	50,000
S17	Township St & John Liner/McGarigle Rd Intersection Impr.		Intersection improvements	2,494,000
S14C	SR20/Cascade Trail West Extension Ph.2A	Holtcamp Rd/Hodgin Rd	Shared use path	841,000
C1C	John Liner Bike/Ped Impr	Reed St / SR 9	Complete Streets completion	579,000
C19	Patrick St Extension	Michael St/E Jones St	New major collector w/sidewalks (excludes ROW costs)	2,920,000
C1B	Jones/John Liner RR Undecrossing	Sapp Rd / Reed St	New BNSF undercrossing and new arterial street	8,535,000
C1D	John Liner Rd Impr.	Reed St / Township St	Reconstruct to arterial section	1,900,000
C3	Cook Rd / Trail Rd Intersection Improvements		Intersection improvements	4,313,000
C9A	Trail Rd Arterial Extension	Cook Rd / F&S Grade	Construct new minor arterial	5,446,000
C9B	Garden of Eden Rd Extension	F&S Grade / Jones Rd	Construct new minor arterial	1,430,000
C1A	Jones Rd Improvements	F&S Grade / Sapp Rd	Reconstruct to arterial section	4,995,000
C18	Portobello Arterial Extension	Township / Cascadia	New major collector (excludes ROW)	1,700,000 ¹
S18	SR 9 / W State St Intersection Improvements		Add eastbound RT lane	250,000
S13C	SR9N Ped/Bike Safety Impr.	Park Cott./city limit	Bike lane & sidewalk improvements	434,000
C7A	Jameson St Arterial Improvements	600' e/o Batey to Railroad St	Widen to arterial standards w/3 lanes, bike lane, sidewalk	3,600,000
C7B	Jameson / 11 th St Intersection Improvements		Change access to RIRO	70,000
C7C	Railroad St / Jameson Intersection Improvements		Intersection improvements to include new roundabout	750,000
C7D	Railroad St Arterial Improvements	Jameson St / Fruitdale	Reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalks	2,880,000
S15A	SR20 West Widening & Safety Improvements Project 2A	Hospital Dr/Holtcamp	Improve and widen to 3 lanes	325,000
C38	Cook Rd Arterial Ext.	SR20 to Metcalf St	New major collector	825,000
S20	SR 20 / Central Ave Intersection Improvements		Intersection improvements or RIRO	150,000
C2	F&S Grade Rd Arterial Impr.	SR20 MP65.16 / Jones	Reconstruct to arterial standards	2,960,000
S14D	SR20/Cascade Trail West Extension Ph.2B	Collins Rd/Holtcamp Rd	Shared use path	620,000
C13	Rhodes Rd Arterial Impr	SR 9 / SR 20	Reconstruct to arterial standards incl. bike lanes, sidewalks	500,000
C15	Hodgin Rd Arterial Ext.	SR 20 / Cook	New collector arterial	2,225,000
S9	SR9/N Township St Arterial Impr.	SR 20 / City limits	Planning phase – reconstruct to arterial standards	100,000
S13D	SR9 / Centennial Trail Ped/Bike Safety Improvements	Summer Meadows Pl / North City Limits	Construct bicycle lane and sidewalk improvements incl. ped crossing bridge at Brickyard Crk	1,700,000

¹Portobello arterial extension cost is not applied toward TIF rate calculation

In addition to the TIP projects identified in **Table 1**, the five recently completed improvement projects identified in **Table 2** were also included in the transportation impact fee rate calculation. The costs identified in **Table 2** represent actual costs for each completed project.

Table 2. Recently Completed Transportation Impact Fee Projects

ID	Project Name	Project Limits	Description	Final Cost (\$)	Local Cost (\$)
C14	Jameson Arterial Extension	SR 9 / Batey Rd	New arterial segment	3,108,013	29,479
S14A	Cascade Trail West Ext. Ph. 1A	Trail Rd / SR 9 South	Shared use path	747,333	55,811
S14B	Cascade Trail West Ext. Ph. 1B	Hodgin Rd / Trail Rd	Shared use path	433,669	184,549
C22	Fruitdale Rd Arterial Impr.	Portobello/N city limit	Reconstruct to arterial standards	2,730,668	226,846
S6A-B	SR 20 East Widening	SR 9 / Fruitdale Rd	Widen to 3 lanes	778,776	275,228

The local share of the recently completed projects represents 9.9 percent of total cost for those projects.

Local Cost Responsibility

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

This analysis assumed that the City will be responsible for 25 percent of total impact fee-eligible project costs over the 20-year planning horizon, with the other 75 percent anticipated to be funded by grant and intergovernmental revenue roadway projects. Actual costs were applied to recently completed projects, as described above and in **Table 1**. The Patrick Street Extension project (C19) was assumed to be fully development-driven (i.e. 100 percent growth share), with the exception of right-of-way acquisition costs. The Portobello St Extension project (C18) was assumed to be fully developer-funded and was not included in the TIF rate calculation.

Growth Share of Project Costs

The growth share of project costs is defined as the proportion of vehicles using an improved facility in the 2036 PM peak hour which are attributable to growth (i.e. new vehicle trips). Growth forecasts were calculated using the Sedro-Woolley travel demand model.

The Sedro-Woolley travel demand model is maintained in Visum software and was developed as part of the 2016 Transportation Element update. The model incorporates existing land use and roadway information provided by the City of Sedro-Woolley, Skagit Council of Governments (SCOG), and Skagit County. Modeled trip generation was calibrated to fit 2015 PM peak hour turning movement counts collected in and around Sedro-Woolley. The trip distribution and traffic assignment sub-models were calibrated based on local knowledge and regional and national guidance, including the SCOG regional travel demand model and FHWA calibration best practices.

Future traffic conditions were forecasted by incorporating SCOG housing and employment growth allocations for Sedro-Woolley and the UGA, with growth distributed to modeled Transportation Analysis

Zones (TAZs) based on the City's zoning and buildable land analysis report. The travel demand model formed the technical basis for the adopted 2016 Transportation Element.

The citywide planning model was used to calculate 2036 PM peak hour traffic volume forecasts. Growth's proportionate share of project costs were calculated by dividing new trips (i.e. trips generated by new development) by total 2036 travel demand on each facility, as shown:

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

Transportation Impact Fee Districts

The transportation impact fee calculation maintained the existing two-zone structure, including a Central Business District (CBD) zone and a citywide Non-CBD zone. The CBD zone boundary is consistent with current Sedro-Woolley zoning. The two-zone approach allows consideration for reduced travel demand created by redevelopment in the City's urban core. A map of the two-zone impact fee structure is included in **Appendix A**.

A two-zone impact fee rate was calculated by dividing each impact fee zone's proportionate share of the total local improvement cost obligation anticipated trip growth by zone. This results in a two-zone impact fee which charges added transportation demand proportionately to their capacity usage and which can be revised as growth forecasts and planned projects change.

This results in impact fee rates of \$1,562 per PM peak hour trip for the CBD zone and \$2,809 per trip for the non-CBD zone, with a weighted average of \$2,785 per new PM peak hour trip, as shown in **Table 3**.

Table 3. Transportation Impact Fee Calculation

Impact Fee Zone	Growth Share of Cost	Growth Trips	Impact Fee Rate (\$/trip)
Central Business District (CBD)	\$101,000	65	\$1,562
Non-Central Business District	\$9,454,500	3,366	\$2,809
		Average	\$2,785

Sample Transportation Impact Fees

If the above calculated rates were adopted in an impact fee ordinance, the fees paid by several typical developments are summarized in **Table 4**. A comprehensive transportation impact fee rate schedule is included in **Appendix B**.

Table 4. Transportation Impact Fee Comparison for Typical Land Uses

Land Use Type	Per Unit	CBD Zone		Non-CBD Zone	
		Existing Rate (\$/unit)	Proposed Rate (\$/unit)	Existing Rate (\$/unit)	Proposed Rate (\$/unit)
Single-Family Home	DU	1,328	1,546	2,383	2,781
Low-Rise Multifamily	DU	751	875	1,348	1,573
Assisted Living	bed	349	406	626	730
General Office	ksf	1,542	1,796	2,768	3,230
Shopping Center	ksf	3,372	3,928	6,053	7,064
Light Industrial	ksf	845	984	1,516	1,770

3. Additional Issues for Consideration

Anticipated Annual Revenues from Impact Fees

The total impact fee revenue from the proposed Transportation Impact Fees, based on the growth forecasting methodology described above, is \$9,555,500. The annualized revenue forecast is summarized below. Impact fee revenue will be adjusted slightly by impact fee credits on developer-funding projects.

Impact fee revenue: (\$101,000 CBD share + \$9,454,500 Non-CBD Share) / 20 years = \$477,775 /yr

Anticipated Need for Other Public Funds

Based on estimated impact fee revenue of \$9,555,500 and other anticipated revenue sources (including grants) totaling \$43,591,459, per the grant share and local cost assumptions described above, the City will still need to identify other revenue sources to cover approximately 13 percent (\$8,024,500) of the cost of impact fee eligible transportation improvement projects. This unfunded share represents an annual obligation of approximately \$401,225 per year.

4. Transportation Impact Fee Rate Comparison

The City of Bellingham Public Works Department has compiled a list of transportation impact fee rates for 79 public agencies in western Washington. The full comparison chart is included in Appendix C. Provided below are current transportation impact fee rates for several agencies which are located near Sedro-Woolley. The updated impact fee rate of \$2,785 (average) would be below the western Washington average rate, but far from the lowest in western Washington.

Western Washington Average (2020):	\$4,363	
Western Washington Maximum:	\$14,064	(City of Sammamish)
Western Washington Minimum:	\$589	(Oak Harbor)
City of Burlington:	\$2,665	
City of Mount Vernon:	\$5,100	
City of Bellingham:	\$2,025	
City of Stanwood:	\$3,523	
City of Arlington:	\$3,355	
City of Anacortes:	\$2,731	

5. Credits and Adjustments

Impact Fee Credits

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

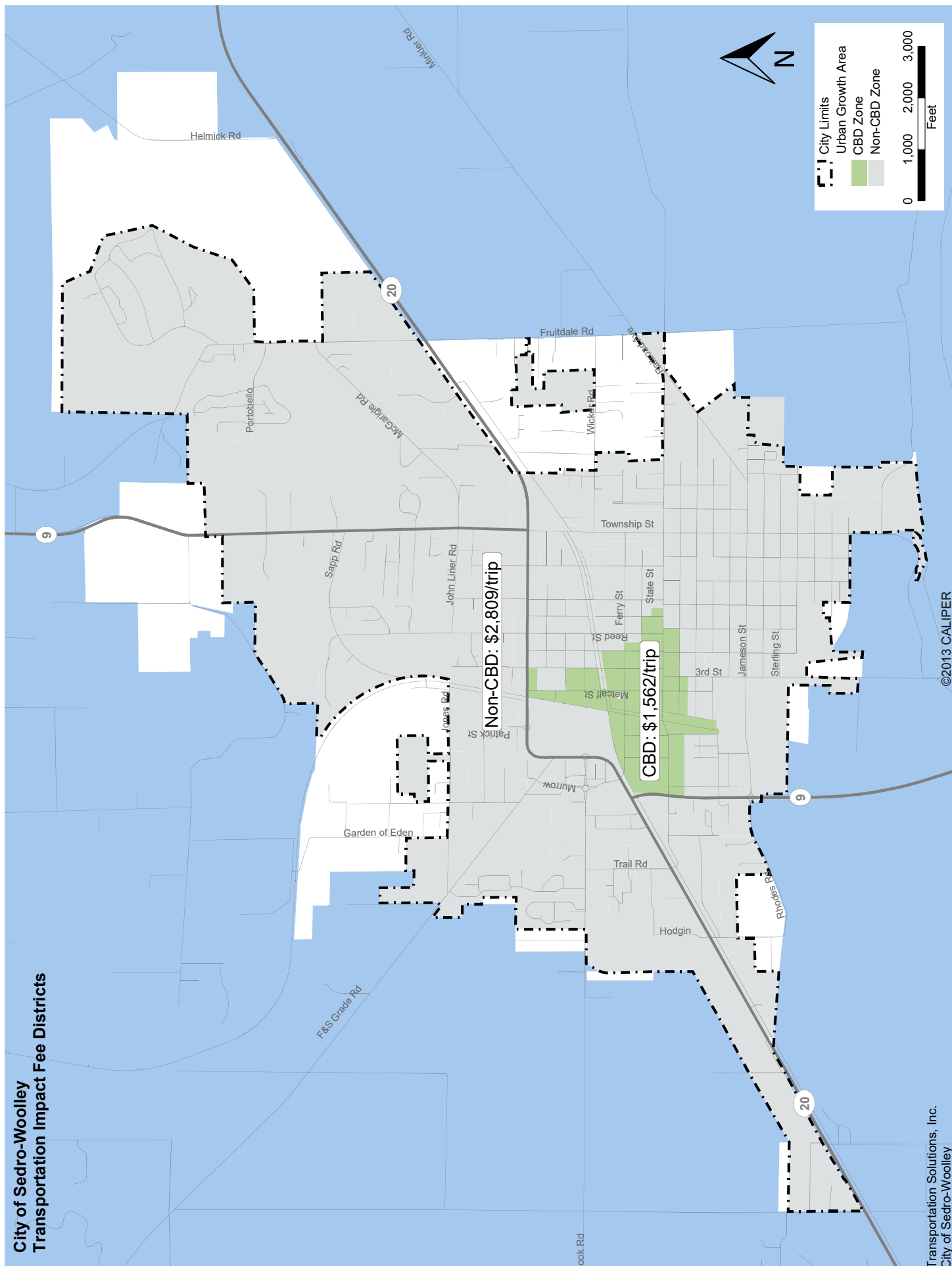
Claims for credit should be made before the payment of the impact fee. Credits for the construction should be provided only if the land, improvements, and/or the facility constructed are listed as planned transportation projects in the rate analysis and impact fee ordinance.

Impact Fee Adjustments

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

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

Appendix A. Transportation Impact Fee District Map



©2013 CALIPER

Appendix B. Transportation Impact Fee Rate Schedule

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Residential (2020 Update)

ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	Rate per Unit ³	Impact Fee per Unit by District	
				Non-CBD	CBD
210	Single-Family Detached Housing	0.99	DU	\$2,781	\$1,546
220	Multifamily Housing (1-2 floors)	0.56	DU	\$1,573	\$875
221	Multifamily Housing (3-10 floors)	0.44	DU	\$1,236	\$687
230	Mid-Rise Residential w/ 1st Floor Commercial	0.36	DU	\$1,011	\$562
240	Mobile Home Park	0.46	DU	\$1,292	\$719
251	Senior Housing Detached	0.30	DU	\$843	\$469
252	Senior Housing Attached	0.26	DU	\$730	\$406
253	Congregate Care Facility	0.18	DU	\$506	\$281
254	Assisted Living	0.26	bed	\$730	\$406
260	Recreational Home	0.28	DU	\$787	\$437
270	Residential PUD	0.69	DU	\$1,938	\$1,078
-	Accessory Dwelling Unit (> 450 sf)	0.61	DU	\$1,713	\$953
-	Accessory Dwelling Unit (< 450 sf)	0.30	DU	\$843	\$469

¹ Institute of Transportation Engineers, Trip Generation Manual (10th Edition)

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

³ DU = Dwelling Unit



City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799 (2020 Update)

ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Primary Trips	Net Trip Rate	Rate per Unit ³	Impact Fee per Unit by District	
						Non-CBD	CBD
PORT AND TERMINAL							
30	Intermodal Truck Terminal	1.87	*	1.870	ksf	\$5,253	\$2,921
90	Park and Ride with Bus Service	0.43	*	0.430	space	\$1,208	\$672
INDUSTRIAL							
110	General Light Industrial	0.63	*	0.630	KSF	\$1,770	\$984
130	Industrial Park	0.40	*	0.400	KSF	\$1,124	\$625
140	Manufacturing	0.67	*	0.670	KSF	\$1,882	\$1,047
150	Warehousing	0.19	*	0.190	KSF	\$534	\$297
151	Mini Warehouse	0.17	*	0.170	KSF	\$478	\$266
170	Utilities	2.27	*	2.270	KSF	\$6,376	\$3,546
180	Speciality Trade Contractor	1.97	*	1.970	KSF	\$5,534	\$3,077
LODGING							
310	Hotel	0.60	*	0.600	room	\$1,685	\$937
311	All Suites Hotel	0.36	*	0.360	room	\$1,011	\$562
312	Business Hotel	0.32	*	0.320	room	\$899	\$500
320	Motel	0.38	*	0.380	room	\$1,067	\$594
RECREATIONAL							
411	Public Park	0.11	*	0.110	acre	\$309	\$172
416	Campground/RV Park	0.27	*	0.270	site	\$758	\$422
430	Golf Course	0.28	*	0.280	acre	\$787	\$437
432	Golf Driving Range	1.25	*	1.250	tee	\$3,511	\$1,953
433	Batting Cages	2.22	*	2.220	cage	\$6,236	\$3,468
434	Rock Climbing Gym	1.64	*	1.640	KSF	\$4,607	\$2,562
435	Multi-Purpose Recreational Facility	3.58	*	3.580	KSF	\$10,056	\$5,592
437	Bowling Alley	1.16	*	1.160	KSF	\$3,258	\$1,812
444	Movie Theater	14.60	*	14.600	screen	\$41,011	\$22,805
445	Multiplex Movie Theater	13.73	*	13.730	screen	\$38,568	\$21,446
488	Soccer Complex	16.43	*	16.430	field	\$46,152	\$25,664
490	Tennis Courts	4.21	*	4.210	court	\$11,826	\$6,576
491	Racquet/Tennis Club	3.82	*	3.820	court	\$10,730	\$5,967
492	Health Fitness Club	3.45	*	3.450	KSF	\$9,691	\$5,389
493	Athletic Club	6.29	*	6.290	KSF	\$17,669	\$9,825
495	Recreational Community Center	2.31	*	2.310	KSF	\$6,489	\$3,608
INSTITUTIONAL							
520	Public Elementary School	1.37	*	1.370	KSF	\$3,848	\$2,140
522	Public Middle/Junior High School	1.19	*	1.190	KSF	\$3,343	\$1,859
530	Public High School	0.97	*	0.970	KSF	\$2,725	\$1,515
537	Charter Elementary School	0.14	*	0.140	student	\$393	\$219
538	School District Office	2.04	*	2.040	KSF	\$5,730	\$3,186
540	Junior / Community College	1.86	*	1.860	KSF	\$5,225	\$2,905
560	Church	0.49	*	0.490	KSF	\$1,376	\$765
565	Day Care Center	11.12	44%	4.893	KSF	\$13,744	\$7,643
566	Cemetery	0.46	*	0.460	acre	\$1,292	\$719
571	Prison	0.05	*	0.050	bed	\$140	\$78
575	Fire & Rescue Station	0.48	*	0.480	KSF	\$1,348	\$750
590	Library	8.16	*	8.160	KSF	\$22,921	\$12,746
MEDICAL							
610	Hospital	0.97	*	0.970	KSF	\$2,725	\$1,515
620	Nursing Home	0.59	*	0.590	KSF	\$1,657	\$922
630	Clinic	3.28	*	3.280	KSF	\$9,214	\$5,123
640	Animal Hospital / Veterinary Clinic	3.53	*	3.530	KSF	\$9,916	\$5,514
650	Freestanding Emergency Room	1.52	*	1.520	KSF	\$4,270	\$2,374
OFFICE							
710	General Office	1.15	*	1.150	KSF	\$3,230	\$1,796
712	Single-Tenant Office (<5,000 sf)	2.45	*	2.450	KSF	\$6,882	\$3,827
715	Single Tenant Office (>5,000 sf)	1.71	*	1.710	KSF	\$4,803	\$2,671
720	Medical/Dental Office	3.46	*	3.460	KSF	\$9,719	\$5,405
730	Government Office Building	1.71	*	1.710	KSF	\$4,803	\$2,671
732	US Post Office	11.21	*	11.210	KSF	\$31,489	\$17,510
733	Government Office Complex	2.82	*	2.820	KSF	\$7,921	\$4,405
750	Office Park	1.07	*	1.070	KSF	\$3,006	\$1,671
760	Research and Development Center	0.49	*	0.490	KSF	\$1,376	\$765
770	Business Park	0.42	*	0.420	KSF	\$1,180	\$656

¹ Institute of Transportation Engineers, Trip Generation Manual (10th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm).

³ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

* Pass-by and diverted trip rate data not available. Primary trip rates may be applied based on local data, development context, and engineering judgment

City of Sedro-Woolley Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999 (2020 Update)

ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Primary Trips ³	Net Trip Rate	Rate per Unit ⁴	Impact Fee per Unit by District	
						Non-CBD	CBD
RETAIL							
810	Tractor Supply Store	1.40	66%	0.924	KSF	\$2,596	\$1,443
811	Construction Equipment Rental Store	0.99	74%	0.733	KSF	\$2,058	\$1,144
812	Building Materials and Lumber Store	2.06	74%	1.524	KSF	\$4,282	\$2,381
813	Free-Standing Discount Superstore (w/ Grocery)	4.33	71%	3.074	KSF	\$8,636	\$4,802
814	Variety Store	6.84	66%	4.514	KSF	\$12,681	\$7,051
815	Free Standing Discount Store (w/o Grocery)	4.83	83%	4.009	KSF	\$11,261	\$6,262
816	Hardware/Paint Store	2.68	74%	1.983	KSF	\$5,571	\$3,098
817	Nursery (Garden Center)	6.94	74%	5.136	KSF	\$14,426	\$8,022
818	Nursery (Wholesale)	5.18	74%	3.833	KSF	\$10,767	\$5,987
820	Shopping Center	3.81	66%	2.515	KSF	\$7,064	\$3,928
823	Factory Outlet Center	2.29	66%	1.511	KSF	\$4,246	\$2,361
840	Automobile Sales (New)	2.43	100%	2.430	KSF	\$6,826	\$3,796
841	Automobile Sales (Used)	3.75	100%	3.750	KSF	\$10,534	\$5,858
842	Recreational Vehicle Sales	0.77	100%	0.770	KSF	\$2,163	\$1,203
843	Automobile Parts Sales	4.91	44%	2.160	KSF	\$6,069	\$3,375
848	Tire Store	3.98	72%	2.866	KSF	\$8,049	\$4,476
849	Tire Superstore	2.11	72%	1.519	KSF	\$4,267	\$2,373
850	Supermarket	9.24	64%	5.914	KSF	\$16,611	\$9,237
851	Convenience Market	49.11	49%	24.064	KSF	\$67,595	\$37,588
853	Convenience Market w/Gas Pumps	49.23	17%	8.369	VFP	\$23,509	\$13,073
854	Discount Supermarket	8.38	51%	4.274	KSF	\$12,005	\$6,676
857	Discount Club	4.18	63%	2.633	KSF	\$7,397	\$4,113
861	Sporting Goods Superstore	2.02	66%	1.333	KSF	\$3,745	\$2,082
862	Home Improvement Superstore	2.33	58%	1.351	KSF	\$3,796	\$2,111
863	Electronics Superstore	4.26	60%	2.556	KSF	\$7,180	\$3,992
866	Pet Supply Superstore	3.55	66%	2.343	KSF	\$6,581	\$3,660
867	Office Supply Superstore	2.77	66%	1.828	KSF	\$5,135	\$2,856
875	Department Store	1.95	66%	1.287	KSF	\$3,615	\$2,010
876	Apparel Store	4.12	66%	2.719	KSF	\$7,638	\$4,247
879	Arts and Crafts Store	6.21	66%	4.099	KSF	\$11,513	\$6,402
880	Pharmacy/Drug Store w/o Drive-Thru	8.51	47%	4.000	KSF	\$11,235	\$6,248
881	Pharmacy/Drug Store w/ Drive-Thru	10.29	38%	3.910	KSF	\$10,984	\$6,108
882	Marijuana Dispensary	21.83	100%	21.830	KSF	\$61,320	\$34,098
890	Furniture Store	0.52	47%	0.244	KSF	\$687	\$382
899	Liquor Store	16.37	64%	10.477	KSF	\$29,429	\$16,365
SERVICES							
911	Walk-in Bank	12.13	65%	7.885	KSF	\$22,148	\$12,316
912	Drive-in Bank	20.45	65%	13.293	KSF	\$37,339	\$20,763
918	Hair Salon	1.45	65%	0.943	KSF	\$2,647	\$1,472
920	Copy, Print, and Express Ship Store	7.42	66%	4.897	KSF	\$13,756	\$7,649
925	Drinking Place	11.36	100%	11.360	KSF	\$31,910	\$17,744
930	Fast Casual Restaurant	14.13	57%	8.054	KSF	\$22,624	\$12,581
931	Quality Restaurant	7.80	56%	4.368	KSF	\$12,270	\$6,823
932	High Turnover (Sit-Down) Restaurant	9.77	57%	5.569	KSF	\$15,643	\$8,699
933	Fast Food w/o Drive-Thru	28.34	57%	16.154	KSF	\$45,376	\$25,232
934	Fast Food w/ Drive-Thru	32.67	50%	16.335	KSF	\$45,885	\$25,515
935	Fast Food Restaurant w/ Drive-Thru w/o Indoor Seating	42.65	50%	21.325	KSF	\$59,902	\$33,310
936	Coffee/Donut Shop w/o Drive-Thru	36.31	57%	20.697	KSF	\$58,137	\$32,328
937	Coffee/Donut Shop w/ Drive-Thru	43.38	50%	21.690	KSF	\$60,927	\$33,880
938	Coffee/Donut Shop w/ Drive-Thru w/o Indoor Seating (Espresso Stand)	83.33	11%	9.166	KSF	\$25,748	\$14,318
939	Bread/Donut/Bagel Shop w/o Drive-Thru	28.00	57%	15.960	KSF	\$44,832	\$24,930
940	Bread/Donut/Bagel Shop w/ Drive-Thru	19.02	50%	9.510	KSF	\$26,714	\$14,855
941	Quick Lubrication Vehicle Stop	4.85	72%	3.492	VSP	\$9,809	\$5,455
942	Automobile Care Center	3.11	72%	2.239	KSF	\$6,290	\$3,498
943	Automobile Parts and Service Center	2.26	72%	1.627	KSF	\$4,571	\$2,542
944	Gasoline/Service Station	14.03	58%	8.137	VFP	\$22,858	\$12,711
945	Gas Station w/Convenience Market	13.99	12%	1.679	VFP	\$4,716	\$2,622
947	Self-Serve Car Wash	5.54	58%	3.213	stall	\$9,026	\$5,019
948	Automated Car Wash	77.50	58%	44.950	stall	\$126,265	\$70,212
950	Truck Stop	22.73	58%	13.183	KSF	\$37,032	\$20,592
960	Super Convenience Market/ Gas Station	22.96	35%	8.036	VFP	\$22,573	\$12,552
970	Winery	7.31	100%	7.310	KSF	\$20,534	\$11,418

¹ Institute of Transportation Engineers, Trip Generation Manual (10th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm).

³ Average primary trip rates, per Trip Generation Handbook (3rd Edition), 2017. Additional primary rates based on similar land use and engineering judgment.

Pass-by rates should be used with caution and refined using local data whenever possible. ⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

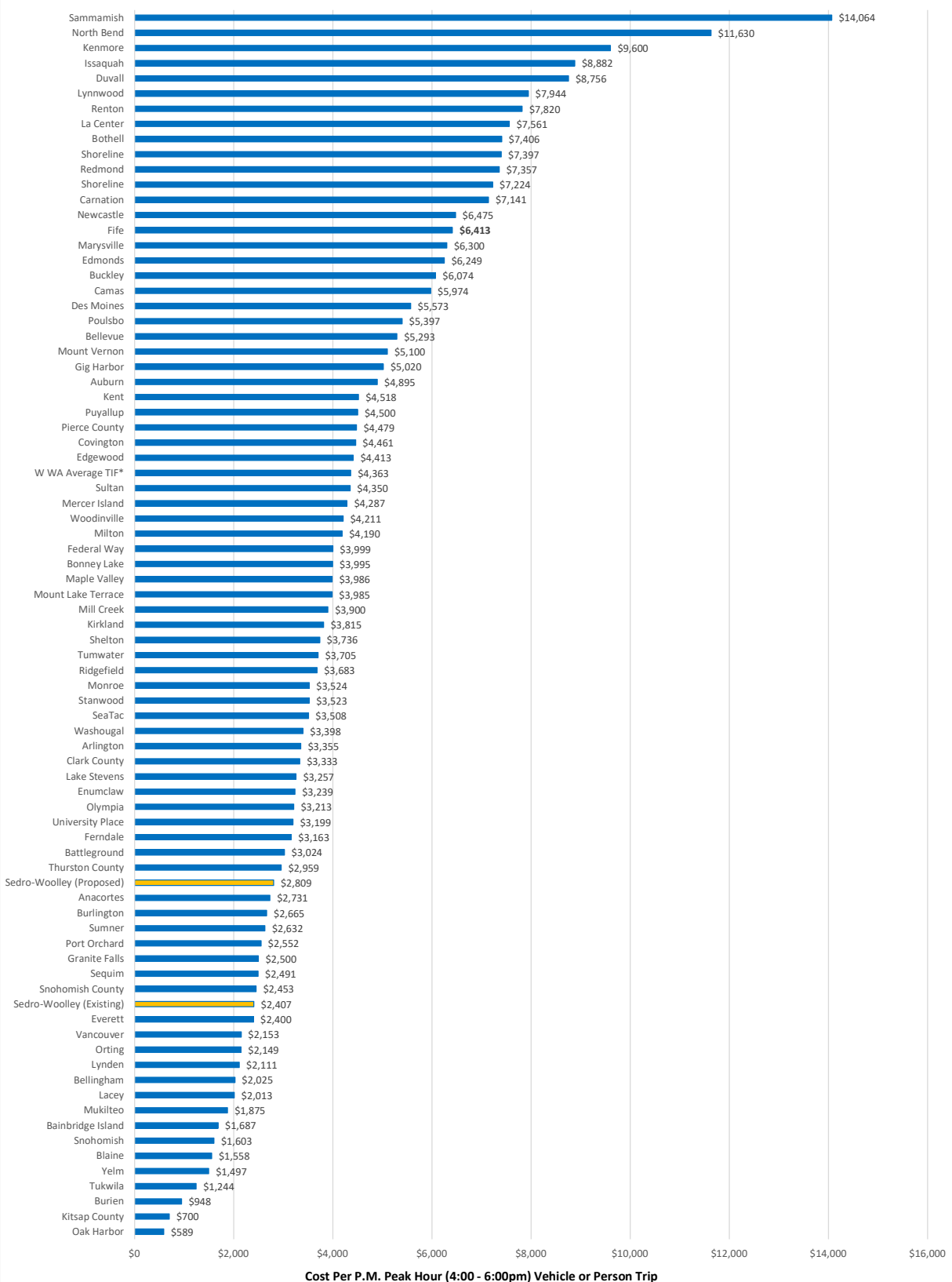
Appendix C. Comparison of 2019-2020 TIF Rates in Western Washington

Comparison of 2019-2020 TIF Base Rates in 74 Cities and 5 Counties in Western Washington **With Bellingham and Whatcom County Cities Highlighted for Emphasis**

[Based on information available. Average includes both Cities and Counties. See TIF rate table on next page for additional details.]

Data compiled Nov. 2019 by Chris Comeau, AICP-CTP, Transportation Planner, Bellingham Public Works ccomeau@cob.org or (360) 778-7946

***Western WA State Average TIF**



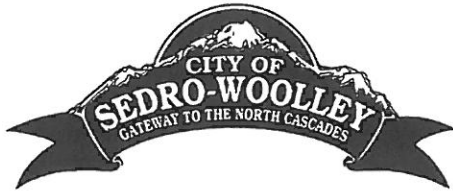
2020 Transportation Impact Fee Comparison: 74 Cities + 5 Counties in Western Washington

Data compiled November 2019 from public web sites, telephone calls, and email inquiries by
Chris Comeau, AICP-CTP, Transportation Planner, Bellingham Public Works ccomeau@cob.org or (360) 778-7946

City	2019 Population	2019-20 Base Rate	Urban Center Incentive	City	2019 Population	2019-20 Base Rate	Urban Center Incentive
Anacortes ¹	17,610	\$2,731		Mill Creek	20,590	\$3,900	
Arlington	19,740	\$3,355		Milton	7,930	\$4,190	
Auburn ²	81,720	\$4,895	Yes	Monroe	19,250	\$3,524	
Bainbridge Island	24,520	\$1,687		Mount Vernon	35,740	\$5,100	
Battleground ³	21,520	\$3,024		Mount Lake Terrace	21,590	\$3,985	
Bellevue	145,300	\$5,293		Mukilteo	21,350	\$1,875	
Bellingham ⁴	90,110	\$2,025	Yes	Newcastle	12,450	\$6,475	
Blaine ⁵	5,425	\$1,558		North Bend ²⁰	6,965	\$11,630	
Bonney Lake	21,060	\$3,995		Oak Harbor ²¹	22,970	\$589	
Bothell	46,750	\$7,406		Olympia ²²	52,770	\$3,213	Yes
Buckley	4,885	\$6,074		Orting	8,380	\$2,149	
Burien ⁶	52,000	\$948		Port Orchard	14,390	\$2,552	
Burlington	9,140	\$2,665		Poulsbo ²³	11,180	\$5,397	
Camas ⁷	24,090	\$5,974		Puyallup	41,570	\$4,500	
Carnation	2,220	\$7,141		Redmond ²⁴	65,860	\$7,357	
Covington	20,280	\$4,461		Renton	104,700	\$7,820	
Des Moines	31,580	\$5,573		Ridgefield ²⁵	8,895	\$3,683	
Duvall	7,840	\$8,756		Sammamish ²⁶	64,410	\$14,064	
Edgewood	11,390	\$4,413		SeaTac	29,180	\$3,508	
Edmonds	42,170	\$6,249		Sedro Wooley ²⁷	11,690	\$2,407	Yes
Enumclaw	12,200	\$3,239		Sequim	7,695	\$2,491	Yes
Everett	111,800	\$2,400		Shelton	10,220	\$3,736	
Federal Way ⁸	97,840	\$3,999		Shoreline	56,370	\$7,224	
Ferndale ⁹	14,300	\$3,163	Yes	Snohomish	10,200	\$1,603	
Fife ¹⁰	10,140	\$6,413		Stanwood	7,020	\$3,523	
Gig Harbor	10,770	\$5,020		Sultan	5,180	\$4,350	
Granite Falls	3,900	\$2,500		Sumner ²⁸	10,120	\$2,632	
Issaquah ¹¹	37,590	\$8,882		Tukwila ²⁹	20,930	\$1,244	
Kenmore ¹²	23,320	\$9,600		Tumwater	24,060	\$3,705	
Kent ¹³	129,800	\$4,518	Yes	University Place	33,060	\$3,199	
Kirkland ¹⁴	89,940	\$3,815		Vancouver ³⁰	185,300	\$2,153	
La Center ¹⁵	3,405	\$7,561		Washougal	16,500	\$3,398	
Lacey	51,270	\$2,013		Woodinville ³¹	12,410	\$4,211	
Lake Stevens ¹⁶	33,080	\$3,257		Yelm	9,135	\$1,497	
Lynden ¹⁷	14,470	\$2,111		County	Population	Base Rate	
Lynnwood ¹⁸	39,600	\$7,944	Yes	Clark County ³²	488,500	\$3,333	
Maple Valley ¹⁹	26,180	\$3,986		Kitsap County	270,100	\$700	
Marysville	67,820	\$6,300		Pierce County ³³	888,300	\$4,479	
Mercer Island	24,470	\$4,287		Snohomish County	818,700	\$2,453	
				Thurston County ³⁴	285,800	\$2,959	

Notes: All data above and below obtained from public web sites, telephone calls, and emails

- Anacortes has a very old TIF system, which is being updated, and new TIF rates of \$3,000 anticipated in 2018.
- Auburn adopted rates August 1, 2013.
- Battle Ground uses an ADT-based TIF system; SFD = 9.57 trips x \$316
- Bellingham TIF = Person trips; automatic 22% to 30% Urban Village TIF reduction with voluntary TDM measures up to 50% UV TIF reduction.
- The City of Blaine future pm peak hour vehicle trip rate is currently being evaluated.
- Burien limited improvement project costs to keep rates low. TIF was adopted in 2009.
- Camas uses a 2-zone TIF system; North = \$8,653; South = \$3,294; Average = \$5,974.
- Federal Way charges 3% non-refundable admin. fee + base rate + 3-yr WSDOT construction cost index. SF fee = City 2014 rate schedule summary
- Ferndale uses 3-zone TIF system. \$3,059 citywide; \$3,826 for 443-acre "Main Street" Planned Action; \$2,604 downtown Ferndale.
- Fife uses a VMT-based TIF system adjusted from ITE ADT rates.
- Issaquah created development incentive in which the first 10,000 SF of commercial TIF paid from other public funding sources (per WA State law).
- Kenmore TIF rates based on person trips similar to Bellingham and Kirkland.
- Kent TIF rates are based on 30% of maximum TIF rate \$13,614 from Rate Study (May 2010) and downtown Kent rate memorandum.
- Kirkland TIF rates are based on person trips; similar to Kenmore and Bellingham
- La Center allows TIF to be deferred to occupancy by requiring lien on property.
- Lake Stevens uses a 3-zone TIF system; average - \$3,257
- Lynden TIF allows up to 50% reduction in industrial areas where there is a significant chance that grants can be obtained.
- Lynnwood has two TIF zones and reduces TIF by 15% (per ITE) in portion of City Center.
- Maple Valley fee per 2013 rate schedule (R-13-909 Jan 28, 2013)
- North Bend is similar to Sammamish in that most development is residential with little to no pass-by, diverted link trips.
- Oak Harbor uses a very old TIF system.
- Olympia TIF allows up to 20% reduction in downtown for accepted TDM performance measures.
- Poulsbo uses an ADT-based TIF system; SFD = 9.57 trips x \$564
- Redmond uses "Person Trips/Mobility Units" for Concurrence and TIF
- Ridgefield uses an ADT-based TIF system
- Sammamish has highest TIF (\$14,707) in all of Washington due to primarily residential development with little to no pass-by, diverted link trips.
- Sedro-Woolley uses a 2-zone TIF system; \$2,407 Non-CBD; \$1,341 in CBD
- Sumner uses a 3-zone TIF system; District 1 \$1,814; District 2 \$2,891; District 3 \$3,191; Average = \$2,632
- Tukwila = 4-zone TIF system: Average = \$1,244
- Vancouver uses 3-zone ADT-based TIF system; Columbia \$163; Pacific \$290; Cascade \$223; Average = \$225 x 9.57 = \$2,153 / SFD
- Woodinville uses an ADT-based TIF system SFD = 9.57 x \$440
- Clark County has a four zone TIF system, similar to City of Vancouver, based on ADT; Average \$3,333
- Pierce County uses a 4-zone TIF system; Average \$4,479
- Thurston County uses a 6-zone TIF system; Average = \$2,959



CITY COUNCIL AGENDA
REGULAR MEETING

JUL 22 2020

6:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 10-1

CITY OF SEDRO-WOOLLEY

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

Mark A. Freiburger, PE
Director of Public Works

MEMO TO: City Council and Mayor Julia Johnson
FROM: Mark A. Freiburger, PE
RE: **Public Works Director Authority Record**
DATE: July 13, 2020 (for Council review July 22, 2020)

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

- December 18, 2019, **J & J Hanson Consulting Inc.**
 - Amendment No. 2 to Professional Services Agreement No. 2019-PS-01.
 - Adding grant writing services and planning and development services of parks with a NTE of \$5,000. Updated agreement amount NTE \$65,000
- January 7, 2020, **Materials Testing & Consulting Inc.**
 - Professional Service Agreement No. 2020-PS-03
 - On-call materials testing and special inspections as assigned by task order
 - NTE of \$20,000.
- January 27, 2020, **Reichhardt & Ebe Engineering**
 - Supplemental Agreement Number 2
 - Contract increased by \$10,540.73 for new total \$219,345.40
- February 6, 2020, **Mark E. Christ Architect**
 - Professional Services Agreement No. 2020-PS-12
 - Olmsted Park Project
 - NTE \$10,000
- February 13, 2020, **Great Floors LLC**
 - Public Works Agreement No. 2020-PW-06
 - 2020 Community Center Kitchen Flooring Replacement Project
 - NTE of \$5,532.50
- February 18, 2020, **P & P Excavating LLC**
 - Amendment No. 4 to Public Works Agreement 2019-PW-16
 - Extending term of contract to April 30, 2020
 - No dollar change.
- February 27, 2020, **Blythe Mechanical Inc.**
 - Public Works Agreement No. 2020-PW-14
 - 2020 Annual Plumbing Unit Priced (On-Call) Services as assigned by task order.
 - NTE of \$25,000
- February 27, 2020, **Brown & Caldwell Inc.**
 - Amendment No. 6 to Professional Service Agreement 2028-PS-21
 - Adding to scope of work and increasing NTE to \$222,983
- February 28, 2020, **Generator Services Northwest LLC**
 - Public Works Agreement No. 2020-PW-10
 - 2020 Backup Generator Maintenance and Unit Priced (On-Call) Services
 - NTE of \$25,000

- March 2, 2020, **Alpine Fire & Safety Systems Inc.**
 - Public Works Agreement No. 2020-PW-17
 - 2020-2021 Annual Portable Fire Extinguisher and Kitchen Hood Service and Inspection
 - NTE of \$7,000
- March 4, 2020, **Bonner Electrical Contracting LLC**
 - Public Works Agreement No. 2020-PW-11 (Primary)
 - 2020 Unit Priced (On-Call) Electrical Services for Miscellaneous Electrical Services of an Emergent Nature
 - NTE \$25,000
- March 4, 2020, **Semrau Engineering & Surveying**
 - Professional Services Agreement No. 2020-PS-06
 - On-Call Survey and Engineering Services as assigned by task order
 - NTE \$25,000
- March 4, 2020, **Ackermann Electric Company**
 - Public Works Agreement No. 2020-PW-13 (Backup)
 - 2020 Unit Priced (On-Call) Electrical Services for Miscellaneous Electrical Services of an Emergent Nature
 - NTE \$25,000

Submitted the above to City Council as information only March 11, 2020

- March 5, 2020, **Rhema Electric LLC**
 - Public Works Agreement No. 2020-PW-12 (Backup)
 - 2020 Unit Priced (On-Call) Electrical Services for Miscellaneous Electrical Services of an Emergent Nature
 - NTE \$25,000
- March 17, 2020, **Performance Systems Integration LLC**
 - Public Works Agreement No. 2020-PW-18
 - 2020 Life Safety Systems Monitoring and Testing
 - NTE \$7,891.08
- March 17, 2020, **Performance Systems Integration LLC**
 - Public Works Agreement No. 2020-PW-19
 - 2020 Life Safety Systems Maintenance
 - NTE \$25,000
- April 9, 2020, **Northwind Fence Company LLC**
 - Public Works Agreement No. 2020-PW-24
 - 2020 Unit Priced (On-Call) Fence Repair and Installation Services
 - NTE \$10,000
- April 24, 2020, **Performance Systems Integration**
 - Purchase Order No. 2020-PW-17
 - 4 - Security Cell Dialers
 - Purchase Amount: \$2,039.71
- April 30, 2020, **Blythe Mechanical Inc.**
 - Public Works Agreement No. 2020-PW-25
 - 2020 Public Safety Building HVAC Replacement
 - NTE \$21,158.59
- April 30, 2020, **Transportation Solutions Inc.**
 - Supplemental Agreement No. 01 to Agreement No. 2019-PS-11
 - SR20 – SR9 / Township St Intersection Improvement Project
 - Supplemental Agreement Amount: \$21,189; NTE \$130,789.00

Submitted the above to City Council as information only April 30, 2020

- May 19, 2020, **Doolittle Construction LLC**
 - Public Works Agreement No. 2020-PW-27
 - 2020 City Street Crack Seal Project
 - NTE \$23,700
- June 10, 2020, **North Hill Resources Inc.**
 - Public Works Agreement No. 2020-PW-28
 - 2020 Fruitdale Wood Grinding
 - NTE \$9,596.83
- July 2, 2020, **Equinox Research and Consulting International Inc.**
 - Professional Services Agreement No. 2020-PS-14
 - Cultural Resource Management Services for Phase 1 of the Northern State Cemetery Upgrade Project
 - NTE \$7,782.63
- July 6, 2020, **Doorman Commercial LLC**
 - Public Works Agreement No. 2020-PW-30
 - 2020 Winnie Houser Park Restroom Commercial Door Installation & Unit Priced (On-Call) Maintenance
 - NTE \$15,000
- July 7, 2020, **Reichhardt & Ebe Engineering Inc.**
 - Professional Services Agreement No. 2020-PS-15
 - Support Services for the Jones-John Liner-Trail Road Corridor Project
 - NTE \$10,000

Submitted the above to City Council as information only July 22, 2020

JUL 22 2020

:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 5-2LIBRARY CONSTRUCTION PROJECT
SUMMARY OF PROJECT REVENUES AND EXPENSE BUDGETS
22-Jul-20

PROJECT REVENUES

CITY OF SEDRO-WOLLEY REVENUES	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Receipts	Revenues Remaining	Percent Remaining
COMMERCE GRANT	\$ 1,455,000.00	\$ 970,000.00	\$ 2,425,000.00	\$ -	\$ 2,425,000.00	\$ 2,425,000.00	\$ -	0.00%
GO BOND ISSUE	5,150,000.00	0.00	5,150,000.00	0.00	5,150,000.00	3,050,500.00	2,099,500.00	40.77%
CONSTRUCTION RESERVE	720,000.00	(90,000.00)	630,000.00	0.00	630,000.00	630,000.00	0.00	0.00%
CITY-IRON SKILLET CONTRIBUTION	226,033.35	0.00	226,033.35	0.00	226,033.35	0.00	226,033.35	100.00%
SALE OF FIXED ASSETS/RENT	7,700.00	0.00	7,700.00	0.00	7,700.00	7,700.11	(0.11)	0.00%
Subtotal: New revenues	7,558,733.35	880,000.00	8,438,733.35	0.00	8,438,733.35	6,113,200.11	2,325,533.24	27.56%
District reimb-Iron Skillet	325,219.51	0.00	325,219.51	0.00	325,219.51	316,562.87	8,656.64	2.66%
District reimb - FFE	146,940.00	41,850.00	188,790.00	0.00	188,790.00	12,213.11	176,576.89	93.53%
District reimb IT/AV, Design	13,000.00	15,000.00	28,000.00	0.00	28,000.00	0.00	28,000.00	100.00%
Subtotal: Reimbursement revenues	485,159.51	56,850.00	542,009.51	0.00	542,009.51	328,775.98	213,233.53	39.34%
TOTAL CITY OF SEDRO-WOLLEY REVENUES	8,043,892.86	936,850.00	8,980,742.86	0.00	8,980,742.86	6,441,976.09	2,538,766.77	28.27%
LIBRARY DISTRICT REVENUES	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Receipts	Revenues Remaining	Percent Remaining
Library Reserve	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	100.00%
TOTAL LIBRARY DISTRICT REVENUES	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	100.00%
LESS: LIBRARY DISTRICT RIMB TO CITY	(485,159.51)	(56,850.00)	(542,009.51)	0.00	(542,009.51)	(328,775.98)	(213,233.53)	39.34%
TOTAL PROJECT REVENUES	9,058,733.35	880,000.00	9,938,733.35	0.00	9,938,733.35	6,113,200.11	3,825,533.24	38.49%

PROJECT EXPENSE BUDGETS

CITY PROJECT EXPENSE BUDGET	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Expenses	Budget Remaining	Percent Remaining
SITE ACQUISITION	\$ 821,500.00	\$ 20,500.00	\$ 842,000.00	\$ (10,108.26)	\$ 831,891.74	\$ 831,891.74	\$ -	0.00%
ARCHITECTUAL & ENGINEERING	\$ 693,900.00	\$ 178,504.00	\$ 872,404.00	\$ -	\$ 872,404.00	\$ 762,019.82	\$ 110,384.18	12.65%
CONSTRUCTION	\$ 5,946,886.95	\$ -	\$ 5,946,886.95	\$ -	\$ 5,946,886.95	\$ 3,534,888.47	\$ 2,411,998.48	40.56%
CONSTRUCTION MANAGEMENT	\$ 325,923.50	\$ 13,046.88	\$ 338,970.38	\$ -	\$ 338,970.38	\$ 16,063.47	\$ 322,906.91	95.26%
OTHER	\$ 335,829.12	\$ 604,000.00	\$ 939,829.12	\$ (32,729.55)	\$ 907,099.57	\$ 650,625.03	\$ 256,474.54	28.27%
TOTAL CITY PROJECT EXPENSE BUDGET	\$ 8,124,039.57	\$ 816,050.88	\$ 8,940,090.45	\$ (42,837.81)	\$ 8,897,252.64	\$ 5,795,488.53	\$ 3,101,764.11	34.86%
LIBRARY DISTRICT PROJECT BUDGET	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Expenses	Budget Remaining	Percent Remaining
LIBRARY DISTRICT COSTS - DIRECT	\$ 960,000.00	\$ (5,565.98)	\$ 954,434.02	\$ -	\$ 954,434.02	\$ -	\$ 954,434.02	100.00%
LIBRARY DISTRICT COSTS - REIMB TO CITY	\$ 338,219.51	\$ 207,346.47	\$ 545,565.98	\$ -	\$ 545,565.98	\$ 328,775.98	\$ 216,790.00	39.74%
TOTAL LIBRARY DISTRICT PROJECT EXPENSE BUDGET	\$ 1,298,219.51	\$ 201,780.49	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 328,775.98	\$ 1,171,224.02	78.08%
LESS: LIBRARY DISTRICT REIMBURSED TO THE CITY	(338,219.51)	(207,346.47)	(545,565.98)	-	(545,565.98)	(328,775.98)	(216,790.00)	39.74%
TOTAL COMBINED PROJECT EXPENSE BUDGETS	\$ 9,084,039.57	\$ 810,484.90	\$ 9,894,524.47	\$ (42,837.81)	\$ 9,851,686.66	\$ 5,795,488.53	\$ 4,056,198.13	41.17%
PROJECT REVENUES LESS PROJECT EXPENSES	\$ (25,306.22)	\$ 69,515.10	\$ 44,208.88	\$ 42,837.81	\$ 87,046.69	\$ 317,711.58	\$ (230,664.89)	N/A