

Next Ord: 2004-22
Next Res: 1089-22

CITY COUNCIL AGENDA
February 9, 2022
6:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

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

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

- 1. Finance - Claims Checks issued prior to City Council approval
- 2. **Final Acceptance Contract 2021-PW-04, 2021 Pavement and Pedestrian Improvements Project**
- 3. Finance - Claims Checks and Payroll Checks
- 4. Minutes from Regular City Council Meeting held January 26, 2022
- 5. Final Acceptance - Contract 2021-PW-29, Fire Station 2 Storage Building Project, Bishop Contracting LLC
- 6. Final Acceptance-Contract 2021-PW-32, Vehicle Storage Building Re-Roofing, Siding, & Gutter Project.
- 7. 2022 Solid Waste Carts & Lids Purchase
Purchase Order 2022-PO-01 for Approval

f. Introduction of Special Guests and Presentations-Barbara Nitis

- 1. SBA Disaster Assistance is available in Washington and Disaster / Business Recovery Centers

- g. Staff Reports**
- h. Councilmember and Mayor's Report**
- i. Proclamation(s)**
- j. Public Comments**
- k. Public Hearing(s)**
- l. Unfinished Business**

- 1. 2nd Read - Ordinance No. 2003-22 An amendment to SWMC Chapter 2.02 Mayor
- 2. 2nd Read - Appoint Members to the Salary Commission

- m. New Business**
- n. Information Only Items-**

1. For Information Only - Public Works Director Signing Authority
Record Prior submittal (for information only) was September 22, 2021
 2. Building and Planning Permit Review Status
- o. Good of the Order**
 - p. Executive Session**
 - q. Adjournment**

Next Meeting(s) February 15th, 2022 (Workshop meeting)

The City of Sedro-Woolley assures that no person shall on the grounds of race, color, national origin, sex, age, disability, income, or Limited English Proficiency (LEP) as provided by Title VI of the Civil Right Act of 1964, Title II of the American with Disabilities Act of 1990, and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Sedro-Woolley sponsored program or activity. The City of Sedro-Woolley will make every effort to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Topic: Sedro-Woolley City Council Meeting

Join Zoom Meeting

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDlUQT09>

Meeting ID: 917 8685 0179

Passcode: 091845

OR One tap mobile

*+12532158782,,91786850179#,,,,*091845# US (Tacoma)*

*+16699006833,,91786850179#,,,,*091845# US (San Jose)*

OR Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

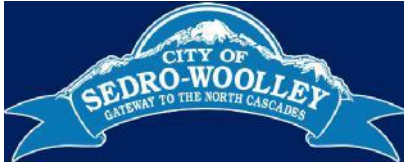
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



Agenda
Item No.

Date: February 9, 2022

Subject: Finance - Claims Checks issued prior
to City Council approval

FROM:

Debbie Burton, Finance Director

RECOMMENDED ACTION:

Review only.

ISSUE:

Time sensitive payments were needed and were coded and approved by authorized parties.

BACKGROUND/SUMMARY INFORMATION:

Claims checks 197054 through 197056. no EFTs. Claims Checks were issued prior to City Council approval, per SWMC 3.56.040.

FISCAL IMPACT, IF APPROPRIATE:

Total of all three checks was \$1126.00.

ATTACHMENTS:

1. Check Register for off-cycle checks Jan'22

CHECK REGISTER

City Of Sedro-Woolley

Time:

17:13:36 Date: 00/00/0000

01/25/2022 To: 01/27/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
701	01/25/2022	Claims	2	197054	Dept of Licensing	35.00	
		001 - 521 20	31 002 - Office/Operating Supplies			35.00	J.U. renewal
751	01/27/2022	Claims	2	197055	Skagit Cnty Auditor	117.00	
		401 - 535 80	49 040 - Misc-Filing Fees/Lien Exp			78.00	
		412 - 537 80	49 020 - Misc-Filing Fees/Lien Exp			39.00	
752	01/27/2022	Claims	2	197056	WA Fed of Animal Care	974.00	
		001 - 521 20	41 021 - Humane Society			974.00	Funds from 2020
						1,009.00	001 Current Expense Fund
						78.00	401 Sewer Operations Fund
						39.00	412 Solid Waste Operations Fund
						<u>1,126.00</u>	Claims: 1,126.00

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 _____



Agenda
Item No.

Date: February 9, 2022

Subject: **Final Acceptance Contract 2021-PW-04, 2021 Pavement and Pedestrian Improvements Project**

FROM:

David Lee, PE

RECOMMENDED ACTION:

Move to approve final acceptance of the 2021 Pavement and Pedestrian Improvements Project contract 2021-P W-04 as constructed by JB Asphalt Paving, Inc. of Edmonds, WA, in the amount of \$307,194.87 (including sales tax).

ISSUE:

Shall council move to approve final acceptance of the **2021 Pavement and Pedestrian Improvements Project** contract 2021-P W-04 as constructed by JB Asphalt of Edmonds, WA, in the amount of \$307,194.87 (including sales tax)?

BACKGROUND/SUMMARY INFORMATION:

This project provided a full width overlay of Wicker Road between Township Street and the City limits and a full width overlay on Eastern Avenue from State Street to Ferry Street. The pedestrian improvements consisted of the construction of 12 new ADA compliant sidewalk ramps at various locations and new crosswalk markings.

The construction contract for the project with JB Asphalt Paving Inc. of Edmonds, WA was executed on June 29, 2021. The work started on August 9, 2021 with substantial completion on October 5, 2021 and physical completion on February 1, 2022.

Design work for this contract was completed by Sedro-Woolley Engineering. Construction management was performed by the Sedro-Woolley Engineering Department, with the City Engineer acting as Project Manager. Materials testing was contracted separately using our on-call professional services contracts.

The original construction contract for this project totaled \$315,854.00. The final construction cost for the project is \$307,194.87, which is 2.7% under the original amount. Final design and construction engineering, city staff plus consultants, costs are 10.9% of the final construction cost.

When all affidavits are filed and approved by Labor & Industries, the City will then file its Notice of Completion documents with Washington State Department of Labor & Industries, Department of Revenue and Employment Security. Once clearance is received from these agencies, the retention will be released.

FISCAL IMPACT, IF APPROPRIATE:

Financial:

Schedule A TIB Project

TIB UAP Grant [85% Schedule A for Design & Construction]	\$106,443
Local Match – Fund 104 Ending Fund Balance	\$19,812
Subtotal Schedule A TIB Project Wicker Rd	\$126,255
Schedule B Wicker Fabric, Twp, Ferry ADA Ramps, Eastern Street	
Resurfacing Projects REET (Eastern St Overlay) (Budget \$150,000)	\$97,723
Arterial Maintenance from TBD (Budget \$0)	\$116,562
Subtotal Schedule B	\$214,285
TOTAL A & B	\$340,540

Actual Cost:

Schedule A TIB Project

Design City Forces	\$5,496
Construction Engineering (City Forces	\$7,870

Materials Testing	\$1,528
Construction	\$111,361
Total	\$126,255

Schedule B Local Street Project

Design City Forces.....	\$6,907
Design – Consultants (survey)	\$3,193
Construction Engineering (City plus materials testing)	\$7,587
Materials Testing	\$764
Construction.....	\$195,834
Total	\$214,285

Total A & B Expenditures.....\$340,540

ANALYSIS:

For funding purposes the project work was divided into two schedules. Schedule A represents the pavement overlay work on Wicker Road funded by TIB and Schedule B represents the ADA pedestrian improvements and Eastern Avenue overlay funded by Local funds only. Schedule A work totaled \$126,255, with \$106,443 from TIB, and \$19,812 local funds from Fund 104 Ending Fund Balance. Schedule B work totaled \$214,285, with \$97,723 from REET and \$116,562 from REET I & II. Staff salaries & benefits included in the project totaled \$27,860, with the Schedule A portion reimbursed by TIB.

ATTACHMENTS:



Agenda
Item No.
Date: February 9, 2022
Subject: Finance - Claims Checks and
Payroll Checks

FROM:

Debbie Burton, Finance Director

RECOMMENDED ACTION:

Review only.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims Checks #197057 through #197124, plus EFTs for February 9, 2022. Payroll Checks #60602 through #60613, plus EFTs

FISCAL IMPACT, IF APPROPRIATE:

Claims Checks, plus EFTs for February 9, 2022 total \$566,139.14. Payroll Checks, plus EFT's total \$292,502.93

ATTACHMENTS:

1. Check Register 02-09-2022

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:26:16 Date: 02/01/2022

02/09/2022 To: 02/09/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
853	02/09/2022	Claims	2		EFT Comcast	445.07	
					001 - 518 8042 021 - Internet Services	445.07	
854	02/09/2022	Claims	2		EFT Public Utility Dis No1	75.37	
					401 - 535 8047 000 - Public Utilities	75.37	
855	02/09/2022	Claims	2		EFT Public Utility Dis No1	81.56	
					401 - 535 8047 000 - Public Utilities	81.56	
856	02/09/2022	Claims	2		EFT Cellco Partnership dba Verizon Wireless	3,359.00	
					001 - 511 6042 000 - Communications	42.08	
					001 - 513 1042 020 - Telephone	138.96	
					001 - 514 2342 020 - Telephone	74.16	
					001 - 518 8042 020 - Telephone	154.18	
					001 - 521 2042 020 - Telephone	1,029.93	
					001 - 522 2042 020 - Telephone	196.47	
					001 - 524 2042 020 - Telephone	167.93	
					401 - 535 8042 030 - Cell Phones	410.34	
					102 - 536 2042 020 - Telephone	66.87	
					412 - 537 8042 025 - Cell Phones	294.56	
					103 - 542 3042 020 - Telephone	233.12	
					001 - 558 6042 020 - Telephone	82.09	
					101 - 576 8042 020 - Telephone	342.07	
					001 - 595 1042 025 - Cell Phones	126.24	
857	02/09/2022	Claims	2		EFT Cellco Partnership dba Verizon Wireless	1,252.11	
					001 - 521 2042 020 - Telephone	851.87	
					001 - 522 2042 020 - Telephone	400.24	
858	02/09/2022	Claims	2		EFT NW Fiber LLC, dba Ziplly Fiber	1,012.66	
					001 - 521 2042 020 - Telephone	253.97	
					001 - 521 2042 020 - Telephone	243.04	
					101 - 576 8047 070 - City Hall	515.65	
859	02/09/2022	Claims	2		EFT NW Fiber LLC, dba Ziplly Fiber	1,032.95	
					401 - 535 8042 020 - Telephone	788.93	
					102 - 536 2042 020 - Telephone	244.02	
860	02/09/2022	Claims	2		197057 A Clean Carpet Company	1,449.20	
					101 - 576 8048 500 - Contracted Heavy Duty Cleanin	964.60	
					101 - 576 8048 500 - Contracted Heavy Duty Cleanin	484.60	
861	02/09/2022	Claims	2		197058 A-1 Mobile Lock & Key	27.14	
					001 - 522 2031 000 - Operating Supplies	27.14	
862	02/09/2022	Claims	2		197059 A-1 Shredding	238.00	
					001 - 512 5031 000 - Supplies	50.00	
					001 - 514 2331 000 - Supplies	50.00	
					001 - 521 2031 002 - Office/Operating Supplies	100.00	
					001 - 524 2031 000 - Off/Oper Supps & Books	12.67	
					001 - 558 6031 000 - Supplies/Books	12.67	
					001 - 595 1031 000 - Supplies	12.66	
863	02/09/2022	Claims	2		197060 Ackermann Electric Co.	252.57	
					401 - 535 5048 050 - Maint Of General Equip	252.57	
864	02/09/2022	Claims	2		197061 Active 911, Inc.	814.50	
					001 - 522 2041 000 - Professional Services	814.50	
865	02/09/2022	Claims	2		197062 Allied Electronics Inc.	479.36	
					401 - 535 5048 050 - Maint Of General Equip	479.36	
866	02/09/2022	Claims	2		197063 Aramark Uniform & Career Apparel Group	56.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:26:16 Date: 02/01/2022

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Trans Date	Type	Acct #	Chk # Claimant	Amount Memo
		401 - 535 80 49 000 - Laundry		14.20
		401 - 535 80 49 000 - Laundry		14.20
		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
867	02/09/2022 Claims	2 197064 Mike Beldin		100.00
		101 - 582 10 01 101 - Community Center Deposit Ref		100.00
868	02/09/2022 Claims	2 197065 Teri Bever		100.00
		101 - 582 10 01 101 - Community Center Deposit Ref		100.00
869	02/09/2022 Claims	2 197066 Bio Bug Northwest, Inc		98.83
		101 - 576 80 48 005 - Senior Center		98.83
870	02/09/2022 Claims	2 197067 Boulder Park Inc		9,502.21
		401 - 535 80 35 020 - Solids Handling		9,502.21
871	02/09/2022 Claims	2 197068 C.Hlth130, dba Cardinal Health 112 LLC		215.22
		001 - 522 21 31 000 - Operating Supplies - Medical		18.24
		001 - 522 21 31 000 - Operating Supplies - Medical		196.98
872	02/09/2022 Claims	2 197069 Databar, Inc		6,259.59
		425 - 531 50 42 010 - Postage		107.25
		401 - 535 80 42 015 - Postage		1,742.90
		412 - 537 80 42 010 - Postage		831.23
		412 - 537 80 42 010 - Postage		3,578.21
873	02/09/2022 Claims	2 197070 E & E Lumber, Inc.		183.56
		102 - 536 20 48 030 - Repair/Maintenance-Land		21.87
		103 - 542 30 31 000 - Operating Supplies		41.69
		101 - 594 76 61 000 - Riverfront Park		120.00 Flood damage repair
874	02/09/2022 Claims	2 197071 ELM Solutions Corp dba		27,396.80
		401 - 594 35 63 010 - Other Improvements		27,396.80
875	02/09/2022 Claims	2 197072 Edge Analytical Inc		165.00
		401 - 535 80 41 000 - Professional Services		165.00
876	02/09/2022 Claims	2 197073 Faber Construction Corp		269,221.22
		505 - 594 35 60 010 - Const - WWTP Lab/Ops Bldg		134,610.61
		505 - 594 48 60 010 - Const - PW Building		134,610.61
877	02/09/2022 Claims	2 197074 Fastenal Company		57.02
		101 - 576 80 31 006 - Operating Sup - City Hall		57.02
878	02/09/2022 Claims	2 197075 FirstNET/AT&T Mobility		45.87
		001 - 518 80 42 020 - Telephone		45.87
879	02/09/2022 Claims	2 197076 Galls Parent Holdings, LLC		77.50
		001 - 522 20 26 000 - Uniforms		77.50
880	02/09/2022 Claims	2 197077 Gear Guy, LLC		90.00
		001 - 522 20 48 000 - Repairs/Maint-Equip		90.00
881	02/09/2022 Claims	2 197078 Grainger Parts		489.59
		401 - 535 50 48 050 - Maint Of General Equip		489.59
882	02/09/2022 Claims	2 197079 Guardian Security Systems, Inc.		278.02
		001 - 521 20 41 001 - Professional Services		30.41
		001 - 522 50 49 050 - Fire/Theft Protection		43.44
		401 - 535 80 31 010 - Operating Supplies		30.41

CHECK REGISTER

City Of Sedro-Woolley

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Trans Date	Type	Acct #	Chk # Claimant	Amount Memo
		101 - 576 80 41 010 - Alarm Monitoring		173.76
883	02/09/2022 Claims	2 197080 HD Fowler Co, Inc.		11,100.66
		401 - 535 50 48 010 - Maintenance Of Lines		10,358.64
		401 - 535 50 48 010 - Maintenance Of Lines		742.02
884	02/09/2022 Claims	2 197081 ICONIX Waterworks (US) Inc		2,240.04
		401 - 535 50 48 010 - Maintenance Of Lines		2,240.04
885	02/09/2022 Claims	2 197082 Instrument Technologies, Inc		130.00
		401 - 535 50 48 050 - Maint Of General Equip		130.00
886	02/09/2022 Claims	2 197083 Lakeside Industries, Inc.		1,046.47
		103 - 542 30 48 003 - Asphalt Materials		1,046.47
887	02/09/2022 Claims	2 197084 Lenz Enterprises, Inc		725.34
		412 - 537 60 47 021 - Curbside Yard Waste Disposal		725.34 Yard waste curb
888	02/09/2022 Claims	2 197085 Lexipol, LLC		1,776.00
		001 - 521 20 41 001 - Professional Services		1,776.00 2-1-22 to 1-31-23
889	02/09/2022 Claims	2 197086 Life Assist Inc.		558.77
		001 - 522 21 31 000 - Operating Supplies - Medical		558.77
890	02/09/2022 Claims	2 197087 McKesson Medical Surgical, Inc.		153.74
		001 - 522 21 31 000 - Operating Supplies - Medical		3.94
		001 - 522 21 31 000 - Operating Supplies - Medical		149.80
891	02/09/2022 Claims	2 197088 McLoughlin & Eardley Corp		118.38
		501 - 594 21 64 501 - Vehicles - Police		118.38
892	02/09/2022 Claims	2 197089 Mountain Law, PLLC		7,916.00
		001 - 515 93 41 000 - Indigent Defender		7,916.00
893	02/09/2022 Claims	2 197090 Walter E Nelson Co. of N. WA		374.92
		101 - 576 80 31 004 - Operating Sup - Comm Center		263.42
		101 - 576 80 31 006 - Operating Sup - City Hall		111.50
894	02/09/2022 Claims	2 197091 Teresa Nesheim		523.77
		001 - 514 23 41 011 - Professional Services		523.77
895	02/09/2022 Claims	2 197092 North Hill Resources Inc		95.00
		412 - 537 60 47 020 - Site Yard Waste Disposal		95.00 Site yard waste
896	02/09/2022 Claims	2 197093 Oliver-Hammer, Inc		146.45
		103 - 542 30 35 010 - Safety Equipment		146.45
897	02/09/2022 Claims	2 197094 PNW Emergency Equip. Co.		302.71
		001 - 522 20 48 000 - Repairs/Maint-Equip		302.71
898	02/09/2022 Claims	2 197095 POSitive Concepts/ATPI		318.00
		001 - 521 20 31 002 - Office/Operating Supplies		318.00
899	02/09/2022 Claims	2 197096 Pacific Landscape Architecture LLC		19,858.00
		101 - 594 76 63 025 - Olmsted Park		19,858.00
900	02/09/2022 Claims	2 197097 Pacific Trade Sys, Inc,		74.30
		103 - 542 30 31 000 - Operating Supplies		74.30
901	02/09/2022 Claims	2 197098 Platt		44.78
		101 - 576 80 48 007 - Bingham Park		44.78
902	02/09/2022 Claims	2 197099 Protek, Inc. dba		1,612.69
		001 - 521 20 48 010 - Repair & Maint - Auto		74.44
		001 - 521 20 48 010 - Repair & Maint - Auto		80.40
		001 - 521 20 48 010 - Repair & Maint - Auto		1,377.61

CHECK REGISTER

City Of Sedro-Woolley

Time:

11:26:16 Date: 02/01/2022

02/09/2022 To: 02/09/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 20	48 010	- Repair & Maint - Auto	80.24	
903	02/09/2022	Claims	2	197100	Red's Mobile 24-Hour Truck & Equip Repai	770.35	
			412 - 537 50	48 000	- Repairs/maint-equip	379.75	Unit 520
			412 - 537 50	48 000	- Repairs/maint-equip	390.60	Unit 519
904	02/09/2022	Claims	2	197101	Kevin Rogerson	100.00	
			001 - 512 50	41 010	- Municipal Court Judge	100.00	
905	02/09/2022	Claims	2	197102	Ronk Brothers Inc	111.00	
			101 - 576 80	48 016	- City Hall	111.00	
906	02/09/2022	Claims	2	197103	SAR Enterprises, Inc.	5,255.82	
			501 - 594 22	64 501	- Vehicles - Fire	5,255.82	
907	02/09/2022	Claims	2	197104	SBA Structures, LLC	552.65	
			001 - 591 28	70 001	- Lease - SBA	276.32	
			401 - 591 28	70 401	- Lease - SBA	276.33	
908	02/09/2022	Claims	2	197105	Douglas Salyer	1,782.00	
			001 - 521 20	27 000	- Retired Medical	1,782.00	
909	02/09/2022	Claims	2	197106	San Diego Police Equip Co. Inc.	1,743.14	
			001 - 521 20	31 015	- Ammunition	1,743.14	
910	02/09/2022	Claims	2	197107	Sedro-Woolley Auto Parts Inc	357.69	
			102 - 536 20	48 040	- Repair/Maint-Equip & Bldg	16.43	
			412 - 537 50	48 000	- Repairs/maint-equip	12.04	
			412 - 537 50	48 000	- Repairs/maint-equip	67.86	
			412 - 537 50	48 000	- Repairs/maint-equip	229.82	UNIT 520
			412 - 537 80	31 000	- Operating Supplies	-16.27	Unit 521
			412 - 537 80	31 000	- Operating Supplies	18.55	
			412 - 537 80	31 000	- Operating Supplies	8.79	ON ROAD TANK
			412 - 537 80	31 000	- Operating Supplies	9.52	OFF ROAD FUEL TANK
			103 - 542 30	31 000	- Operating Supplies	10.95	
911	02/09/2022	Claims	2	197108	Shred IT US JV LLC	69.55	
			001 - 512 50	31 000	- Supplies	14.28	
			001 - 514 23	31 000	- Supplies	14.28	
			001 - 521 20	31 002	- Office/Operating Supplies	28.54	
			001 - 524 20	31 000	- Off/Oper Supps & Books	4.15	
			001 - 558 60	31 000	- Supplies/Books	4.15	
			001 - 595 10	31 000	- Supplies	4.15	
912	02/09/2022	Claims	2	197109	Skagit 911	51,162.00	
			001 - 521 20	41 055	- 911 Contracted Services	40,603.78	
			001 - 522 20	41 020	- Central Dispatch-911	10,558.22	
913	02/09/2022	Claims	2	197110	Skagit Aggregates LLC	88.49	
			401 - 535 50	48 010	- Maintenance Of Lines	88.49	
914	02/09/2022	Claims	2	197111	Skagit Cnty Treasurer	52,337.47	
			114 - 523 60	41 022	- Jail Sales Tax Pass Through 2/1	52,337.47	
915	02/09/2022	Claims	2	197112	Skagit Farmers Supply	1,351.06	
			001 - 521 20	31 002	- Office/Operating Supplies	16.28	
			401 - 535 80	31 010	- Operating Supplies	39.06	
			401 - 535 80	31 010	- Operating Supplies	8.33	
			401 - 535 80	31 010	- Operating Supplies	5.30	
			401 - 535 80	31 010	- Operating Supplies	2.70	
			401 - 535 80	31 010	- Operating Supplies	49.95	
			401 - 535 80	31 010	- Operating Supplies	22.77	
			102 - 536 20	35 000	- Small Tools/Minor Equip	30.39	
			103 - 542 30	48 010	- Repair/Maintenance Equip	14.29	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:26:16 Date: 02/01/2022

02/09/2022 To: 02/09/2022

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Trans Date	Type	Acct #	Chk # Claimant	Amount Memo
		101 - 576 80 48 016 - City Hall		195.47
		101 - 594 76 61 000 - Riverfront Park		966.52 Flood damage repair
916	02/09/2022 Claims	2	197113 Skagit Regional Health	57.00
		001 - 522 20 41 010 - Prof Service-Medical Exams		57.00
917	02/09/2022 Claims	2	197114 Spane Buildings	63,839.82
		505 - 594 48 60 010 - Const - PW Building		63,839.82
918	02/09/2022 Claims	2	197115 Suburban Propane, LP	48.87
		102 - 536 20 32 001 - Propane		48.87
919	02/09/2022 Claims	2	197116 Transportation Solutions, Inc.	652.76
		104 - 544 40 41 000 - Transportation Plan Update		652.76
920	02/09/2022 Claims	2	197117 UniFirst Corp.	616.21
		001 - 522 20 26 000 - Uniforms		301.36
		001 - 522 20 26 000 - Uniforms		314.85
921	02/09/2022 Claims	2	197118 United Laboratories, Inc.	698.15
		401 - 535 80 31 010 - Operating Supplies		698.15
922	02/09/2022 Claims	2	197119 Marcoo Inc., dba Valley Auto Supply	11.54
		001 - 522 20 48 000 - Repairs/Maint-Equip		11.54
923	02/09/2022 Claims	2	197120 WA St Dept of Trans	84.78
		104 - 595 30 63 076 - Const-SR20/SR9-Township Int		44.95
		104 - 595 30 63 076 - Const-SR20/SR9-Township Int		39.83
924	02/09/2022 Claims	2	197121 Witt Law Firm, P.S.	300.00
		001 - 512 50 41 010 - Municipal Court Judge		300.00
925	02/09/2022 Claims	2	197122 Woods Acquisition Corp	78.06
		001 - 522 20 35 000 - Small Tools & Minor Equip		78.06
926	02/09/2022 Claims	2	197123 World Kinect Energy Services, dba	9,746.93
		001 - 521 20 32 000 - Auto Fuel		3,230.06
		001 - 522 20 32 000 - Auto Fuel/Diesel		1,748.20
		425 - 531 50 32 000 - Vehicle Fuel		52.63
		401 - 535 80 32 000 - Auto Fuel/Diesel		197.30
		412 - 537 80 32 000 - Auto Fuel/Diesel		1,400.08
		412 - 537 80 32 000 - Auto Fuel/Diesel		1,677.59
		412 - 537 80 32 000 - Auto Fuel/Diesel		256.13
		412 - 537 80 32 000 - Auto Fuel/Diesel		312.67
		103 - 542 30 32 000 - Auto Fuel/Diesel		188.60
		103 - 542 30 32 000 - Auto Fuel/Diesel		153.94
		103 - 542 30 32 000 - Auto Fuel/Diesel		144.65
		103 - 542 30 32 000 - Auto Fuel/Diesel		385.08
927	02/09/2022 Claims	2	197124 Zoll Medical Corporation	351.86
		001 - 522 21 35 011 - EMS Minor Equipment		351.86
				<hr/>
		001 Current Expense Fund		80,492.21
		101 Parks & Facilities Fund		24,507.22
		102 Cemetery Fund		430.53
		103 Street Fund		2,457.12
		104 Arterial Street Fund		737.54
		114 Law Enforcement Sales Tax		52,337.47
		401 Sewer Operations Fund		56,302.52
		412 Solid Waste Operations Fund		10,279.41
		425 Stormwater Operations		159.88
		501 Equipment Replacement Fund		5,374.20
		505 Public Works Facility Fund		333,061.04

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:26:16 Date: 02/01/2022

02/09/2022 To: 02/09/2022

Page: 6

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					566,139.14	Claims:
					566,139.14	566,139.14

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 _____



Agenda
Item No.

Date:

February 9, 2022

Subject:

Minutes from Regular City Council
Meeting held January 26, 2022

FROM:

Debbie Burton, Finance Director

RECOMMENDED ACTION:

Review only.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. City Council Minutes 01-26-2022

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
January 26, 2022– 6:00 P.M.
Via Zoom

Call to Order

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

Pledge of Allegiance

Roll Call: Present: Mayor Julia Johnson, Councilmember Brendan McGoffin, Councilmember JoEllen Kesti, Councilmember Sarah Diamond, Councilmember Glenn Allen, Councilmember Chuck Owen, Councilmember Joe Burns and Councilmember Nick Lavacca.

Approval of Agenda

Motion made by Councilmember Burns, seconded by Councilmember McGoffin to approve the agenda. Motion carried (7-0).

Consent Agenda

1. Resolution 1081-21 Authorizing Investment of monies in the Local Government Investment Pool(LGIP)
2. Minutes from Regular City Council Meeting held January 12, 2022
3. Possible Bid Award - 2021 Flood Damage Fence Repairs
4. Finance - Claims Checks and Payroll Checks

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

Staff Reports

Fire Chief Frank Wagner, Police Chief Lin Tucker, Planning Director John Coleman, IT Director Bill Chambers, Finance Director Debbie Burton, City Attorney Nikki Thompson, and City Administrator Charlie Bush, City Supervisor Doug Merriman gave updates for each of their respective departments.

Councilmember and Mayor's Reports

Councilmembers spoke of a possible Little League Girls Tournament in July and what that might look like under current COVID guidelines, several members thanked Debbie Burton for her service to the city and wished her well in her retirement and recognized the clean audit that was recently concluded.

Mayor Johnson also thanked Debbie Burton for uniting the city's finance team and bringing a new vision to the department. She congratulated City Attorney, Nikki Thompson on the start of Thomson, Gildner & Associates. The Mayor also reported that she has asked the Planning Department to add a list of granted permits in the Consent Agenda, moving forward. Lastly, she advised that the COVID reports from the county are making it necessary to conduct City Council meetings 100% on Zoom through the month of February and would be re-assessed at that time.

Public Comments

7:07 P.M.— Mayor Johnson opened the meeting for Public Comments.

7:07 P.M.— Public comments closed by Mayor Johnson.

New Business

1. Electronic and Digital Signature Policy was introduced by Finance Director Debbie Burton and questions as well as discussion followed. Motion made by Councilmember McGoffin and seconded by Councilmember Owen to approve Resolution No. 1085-22 Electronic and Digital Signature Policy. Motion carried (7-0).
2. 1st Read - Ordinance No. 2003-22 An amendment to SWMC Chapter 2.02 Mayor's Description of Role was presented by City Administrator Charlie Bush and as a 1st Read, no action was taken on this at this meeting.
3. 1st Read – Ordinance No. 1995-21 Appoint Members to the Salary Commission was presented by Finance Director Debbie Burton and a discussion followed. No action was taken on this at this meeting.

Information Only Items

1. Building and Planning Permit Review Status
2. 2020 Audit Results

Adjournment

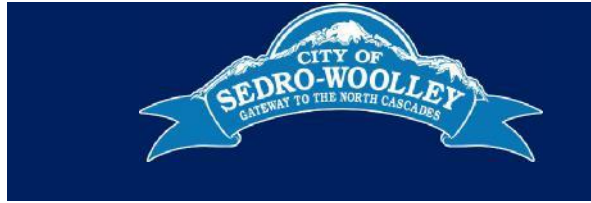
The meeting adjourned at 7:25 P.M.

ATTEST:

APPROVED:

Debbie Burton, Finance Director

Julia Johnson, Mayor



City of Sedro-Woolley City Council Agenda Item

Agenda
Item No.

Date: February 9, 2022

Subject: Final Acceptance - Contract 2021-PW-
29, Fire Station 2 Storage Building
Project, Bishop Contracting LLC

FROM:

Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

Approve final acceptance of the Fire Station 2 Storage Building Project as constructed by Bishop Contracting LLC of Olympia, WA for in the amount of \$154,504.00 including Sales Tax.

ISSUE:

Should Council approve final acceptance of the Fire Station 2 Storage Building project as constructed by Bishop Contracting LLC, of Olympia Washington in the amount of \$154,504.00 (including sales tax)?

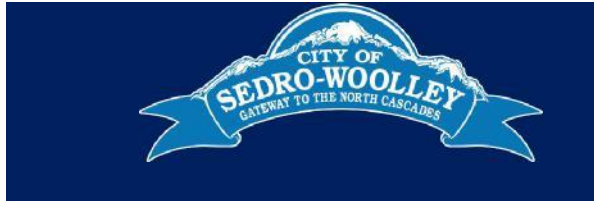
BACKGROUND/SUMMARY INFORMATION:

The contract to build the new fire storage building for fire station 2.5 was awarded to Bishop Contracting LLC on July 14th, 2021. Work on the project began in September and was completed the week of December 13th. The new building has been inspected and accepted as complete by the building department, and the contractor has submitted the final invoice for payment. Remaining work at the site includes the installation of electricity and lighting for the building which is being handled by a separate contract, and some site work by Public Works Operations which will be completed this spring.

FISCAL IMPACT, IF APPROPRIATE:

The construction contract for the building was awarded by council on July 14th, 2021 in the amount of \$151,900.00. The decision was made on July 19th to issue change order number 1 to increase the depth of the concrete slab from 4" to 5" to accommodate the heavy loads that may potentially be driven inside the building. This change order resulted in an increase of \$2,604.00 bringing the total contract value up to \$154,504.00 including sales tax. The 2021 Fire Department budget included \$250,000 to fund the construction costs. The project remains under budget.

ATTACHMENTS:



City of Sedro-Woolley City Council Agenda Item

Agenda
Item No.

Date: February 9, 2022

Subject: Final Acceptance-Contract 2021-PW-32, Vehicle Storage Building Re-Roofing, Siding, & Gutter Project.

FROM:

Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

Approve final acceptance of the Vehicle Storage Building Re-Roofing, Siding, and Gutters Project as completed by Spane Buildings Inc, Mount Vernon Washington in the amount of \$70,321.02 (including sales tax).

ISSUE:

Should Council approve final acceptance of the Vehicle Storage Building Re-Roofing, Siding, and Gutters Project as completed by Spane Buildings Inc, Mount Vernon Washington in the amount of \$70,321.02 (including sales tax)?

BACKGROUND/SUMMARY INFORMATION:

The 50 year old building that currently houses a portion of the street department is expected to remain in service for at least another 20 years. This contract provided for the installation of new metal siding, roofing and gutters on the building to extend the buildings service life. This contract was awarded by council at the September 22nd council meeting. The contractor mobilized on site in October, and the project was completed in November.

FISCAL IMPACT, IF APPROPRIATE:

The re-roofing and residing for this building is included in the overall scope for the Public Works Operations facility project funded from Fund 505. A future budget amendment will be required to capture the expenditure amount of this contract.

ATTACHMENTS:



Agenda
Item No.
Date: February 9, 2022
Subject: 2022 Solid Waste Carts &
Lids Purchase
Purchase Order 2022-PO-01 for
Approval

FROM:

Leo Jacobs, Solid Waste and Fleet Division Supervisor

RECOMMENDED ACTION:

Authorize Mark Freiburger, PE, Director of Public Works to sign and issue Purchase Order 2022-PO-01 to Toter LLC of Statesville, NC in the amount of \$28,925.18 (including sales tax and shipping).

ISSUE:

Shall the council authorize Mark Freiburger, PE, Director of Public Works to sign purchase order 2022-PO-01, issued to Toter of Statesville, NC in the amount of \$28,925.18 (including sales tax and shipping)?

BACKGROUND/SUMMARY INFORMATION:

The city budgets annually for normal repair and and replacement of solid waste containers, plus purchase of new units to service new accounts brought about by growth. In addition our yard waste program continues to grow by 130-150 new customers per year. We also continue to move to the newer blue lids on the recycling carts as we have been for the last 3 to 4 years.

The City is a member of Sourcewell, a purchasing co-op, which allows us to leverage the buying power of many agencies. This saves us the time and expense of soliciting for bids.

Toter LLC, aka Wastequip LLC s a listed supplier of solid waste toters under Sourcewell Contract #041521-TOT.

FISCAL IMPACT, IF APPROPRIATE:

The 2022 Budget for Fund 412 Solid Waste includes the following allowance for totter purchase:

537.80.34.000.412 Containers - Garbage...\$60,000
537.80.34.001.412 Containers - Recycling..\$10,000
537.80.34.002.412 Container - Yard Waste.\$5,000

TOTAL \$75,000

This purchase..... \$28,925.18

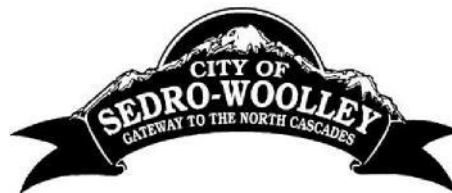
Balance remaining \$46,074.82

ATTACHMENTS:

1. Purchase Order 2022-PO-01

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: 2022-PO-01

VENDOR:

Toter
Tina Rainwater
841 Meacham Road
Statesville, NC 28677
[Email: trainwater@wastequip.com](mailto:trainwater@wastequip.com)
Tel: 800-424-0422
Fax: 833-930-1124

SHIP TO:

Leo Jacobs
City of Sedro-Woolley
315 Sterling Street
Sedro-Woolley, WA 98284
[Email: ljacobs@sedro-woolley.gov](mailto:ljacobs@sedro-woolley.gov)
Tel: (360) 855-5499
Fax: (360) 855-0733

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
02/10/2022	Leo Jacobs			NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	Each	Toter Quote Number WQ-10221338 dated 01/28/2022 (Attached for Reference) Contract Number: 041521-TOT	\$18,050.10	\$18,050.10
SUBTOTAL				\$18,050.10
SALES TAX .086				\$ 2,290.58
SHIPPING & HANDLING				\$8,584.50
OTHER				N/A
TOTAL				\$28,925.18

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

537.80.34.000.412 Containers - Garbage
537.80.34.001.412 Containers – Recycling
537.80.34.002.412 Containers – Yard Waste
\$28,925.18

Authorized by _____

Date _____



1661 Frontera Rd, Del Rio, TX, 78840
 PHONE: 800-424-0422 FAX: 833-930-1124
 WQ-10221338

Sell To:

Contact Name	Leo Jacobs	Ship To Name	City of Sedro-Woolley
Bill To Name	City of Sedro-Woolley	Ship To	315 Sterling St
Bill To	315 Sterling St Sedro Woolley, WA 98284-1901 USA		Sedro Woolley, WA 98284-1901 USA
Email	ljacobs@ci.sedro-woolley.wa.us		
Phone	(360) 855-1884		
Mobile	(360) 661-6449		

Quote Information

Salesperson	Tina Rainwater	Created Date	1/28/2022
Salesperson	Emailtrainwater@wastequip.com	Expiration Date	2/10/2022
		Quote Number	WQ-10221338
			Please Reference Quote Number on all Purchase Orders

Product	Product Description	Description	Selected Option	Quantity	Sales Price	Total Price
**Plastics - VRI20	Model VRI20 - Toter 20 Gallon Insert (for Model 76532)			40.00	\$22.24	\$889.60
**Plastics - 79296	Model 79296 - Toter 96 Gallon EVR II Universal/Nestable Cart	S5344 - Body Both Sides M689 - POS F	---Body Color - (709) Bluestone -- -Lid Color - (925) Waste Green -- -Body Hot Stamp on Both Sides (Existing) in White ---Lid Graphic (IML) Position - Center of Lid, Read from Street ---Wheels - 10in Sunburst ---Customer Serial Number Hot Stamped on Front of Cart Body in White ---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed - --Warranty - 12 Yrs Cart Body, All other components 10 Yrs	150.00	\$67.05	\$10,057.50
*Plastics - B99764 Lid Kit	B99764 Lid Plus 2 screws and hinges.	Lid Hot Stamp: RECYCLE ONLY	---Lid Color - (705) Blue ---Lid Hot Stamp Insert - Read from Street (Existing) in White	300.00	\$18.09	\$5,427.00
*Plastics - B99764 Lid Kit	B99764 Lid Plus 2 screws and hinges.	Lid Hot Stamp: GARBAGE ONLY	---Lid Color - (200) Black ---Lid Hot Stamp Insert - Read from Street (Existing) in White	50.00	\$18.09	\$904.50
*Plastics - B99732 Lid Kit	B99732 Lid Plus 2 screws and hinges.	Lid Hot Stamp: GARBAGE ONLY	---Lid Color - (200) Black ---Lid Hot Stamp Insert - Read from Street (Existing) in White	50.00	\$15.43	\$771.50

Payment Terms	Net 30 Days if credit has been established	Subtotal	\$18,050.10
Shipping Terms	FOB Origin	Shipping	\$8,584.50
		Tax	\$2,290.58
		Grand Total	\$28,925.18



1661 Frontera Rd, Del Rio, TX, 78840
PHONE: 800-424-0422 FAX: 833-930-1124
WQ-10221338

Additional Terms	Our Quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms & Conditions of Sale ("WQ T&C") located at: https://www.wastequip.com/terms-conditions-of-sale , as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. These WQ T&Cs may be updated from time to time and are available by hard copy upon request.
Additional Information	Pricing is based on your anticipated Order prior to the expiration of this Quote, including product specifications, quantities and timing, accepted delivery within 45 days of Order acceptance by Toter. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change.
Special Contract Information	Sourcwell – Pricing and Products/Services offerings are based on the Sourcwell Co-Operative Contract with Toter, LLC (#041521, eff. 5/28/2021), and such Contract terms and conditions are incorporated herein by reference. Pricing and Products/Services changes may occur at any time with proper documentation, and subject to Sourcwell approval; therefore, offerings may change without written prior notice. Wastequip Product Limited Warranties, Disclaimers, Limitation of Liability and Remedies, and Limited Warranty Provisions apply to all purchases thereunder.

Signatures

Accepted By:

Company Name:

Date: _____

Purchase Order:

Please Reference Quote Number on all Purchase Orders

From: Nitis, Barbara [<mailto:Barbara.Nitis@sba.gov>]

Sent: Wednesday, February 2, 2022 1:04 PM

To: Charlie Bush <cbush@Sedro-Woolley.gov>

Subject: SBA Disaster Assistance is Available in Washington and Disaster/Business Recovery Centers

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Charlie,

Thank you for speaking with me today. We are assisting our survivors who had suffered from the November 5th to the 2nd of December 2021 flooding, severe storms, winds, and mudslides disaster receive assistance.

This is just a quick update about SBA activities in the Skagit County area following the Flooding & Mudslides. SBA continues to offer disaster assistance by way of low-interest Federal loans to those affected by the flooding and mudslides. I have attached a press release of our Business Recovery Center which helps businesses who need personal assistance in the beginning and during the application process. I also attached a Disaster Recovery Centers and locations that offers personal assistance of the application process for homeowners, businesses, non-profit organizations, and renters. The Disaster Recovery Center that is near is the Old Sedro Woolley Library at 802 Ball St. in Sedro Woolley. March 7th is the deadline for physical damage. For Economic Injury Disaster Loan the deadline is October 5, 2022.

SBA offers low interest, long term loans to businesses of all sizes, private non-profit organizations, homeowners and renters who need help to recover from the storms. We can lend up to \$200,000 to homeowners to make repairs to their primary residences and up to \$40,000 to help homeowners and renters replace their personal property in the following counties: Clallam, Skagit, and Whatcom Counties and the Lummi Nation, Nooksack Indian Tribe, and Quileute Tribe.

SBA offers up to \$2 million to businesses and private non-profits for both physical and economic injury to businesses to help them recover from the Flooding & Mudslides. A business may not have had physical damage, but suffered economic losses in the days after the storms. For this reason, we offer Economic Injury Disaster Loans (EIDLs) in the declared counties and in neighboring counties in Chelan, Island, Jefferson, Okanogan, Snohomish.

Applicants may apply online or Disaster Recovery Center, receive additional disaster assistance information, and download applications at <https://disasterloanassistance.sba.gov/>. Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov for more information on SBA disaster assistance. Individuals who are deaf or hard-of-hearing may call (800) 877-8339.

Attached are digital copies of information you might find helpful. Please feel free to copy and distribute as you see fit and to post this information onto your web page.

If you would like a meeting or have any further questions about SBA disaster assistance. The best way to reach me is on my cell, (571) 752-0660, or by email, barbara.nitis@sba.gov.

Respectfully,

6w:44471a-a

Public Information Officer

Office of Disaster Assistance, Field Operations Center - West

U.S. Small Business Administration

(571) 752-0660

barbara.nitis@sba.gov

SBA U.S. Small Business
Administration



**U.S. Small Business Administration's
Washington Resource Partners
Offer the Following Services to Help Businesses Recover
from the Effects of Flooding and Mudslides**

Washington Small Business Development Centers (SBDCs)

SBDCs are providing the following services to help small businesses impacted by the disaster (no charge for any services):

- Counseling for financial, accounting, marketing and other post-disaster challenges
- Management and technical assistance
- Business planning to help business owners re-establish their operations and plan for their future
- Help in reconstructing damaged or destroyed business records
- Assistance with updating or rewriting business plans
- Assistance with accessing government contracts and procurement related to the disaster

Contact the SBDC below or visit America's nationwide network of SBDCs website at <https://americassbdc.org/>.

SBDC LOCATION

Washington Small Business Development Center

(833) 492-7232

washington@wsbdc.org

<https://wsbdc.org/>

Veterans Business Outreach Centers (VBOCs)

Through a cooperative agreement, SBA has 22 organizations participating as Veterans Business Outreach Centers designed to provide entrepreneurial development, business training, counseling, and mentoring for eligible veterans who own or are starting a small business.

Contact the Veterans Business Outreach Center below or visit their website.

VBOC LOCATION

Business Impact NW

Veterans Business Outreach Center

(206) 324-4330 x127

vboc@businessimpactnw.org

<https://businessimpactnw.org/vboc/>

SCORE - Helping America's Small Businesses

SCORE has experts in virtually every area of business management to mentor small businesses. Mentors are available to help small businesses with their disaster recovery (no charge for individual and team counseling).

Services include:

- Free online disaster preparedness/recovery resources for small business at www.score.org/disaster-preparedness-recovery
- Matching volunteer business-management mentors with clients in need of expert advice
- In-depth counseling and training with small business owners and managers
- Help to identify business problems, determine the causes and find solutions
- Maintaining a confidential and personal relationship

Contact the SCORE Chapter below or visit the SCORE website at <https://www.score.org/>.

SCORE LOCATION

SCORE Greater Seattle

(206) 553-7320

greaterseattle@scorevolunteer.org

<https://seattle.score.org/>

Women's Business Centers (WBCs)

WBCs provide technical training and counseling to women and others who are currently in business or thinking about starting a business. Assistance is targeted to meet specific needs whether a beginner or seasoned entrepreneur.

Contact the WBC below or visit the Association of Women's Business Centers website at <https://www.awbc.org/>.

WBC LOCATION

Business Impact NW

Washington Women's Business Center

(206) 324-4330 x 127

wbc@businessimpactnw.org

<https://businessimpactnw.org/wwbc/>



WASHINGTON – Flooding & Mudslides – November 15 through November 16, 2021
Joint Field Office (JFO), Disaster Recovery Centers (DRC) & Business Recovery Center (BRC)

Declaration #17301

Updated 02/02/22

Center	Address	Schedule/Hours	OIC/TL
Disaster Recovery Center	CLALLAM COUNTY ICN Building 71 N Spartan Avenue (entrance on side of building) Forks, WA 98331	Closes Friday, February 4 @ COB Mondays – Saturdays 9:00 am – 8:00 pm PT Sundays 12:00 pm – 6:00 pm PT	
Disaster Recovery Center	SKAGIT COUNTY Old Sedro-Wooley Library 802 Ball Street Sedro-Wooley, WA 98284	Mondays – Saturdays 9:00 am – 8:00 pm PT	
Disaster Recovery Center	WHATCOM COUNTY Christ Fellowship Youth Center (parking lot) 1208 E Main Street Everson, WA 98247	Mondays – Saturdays 9:00 am – 8:00 pm PT Sundays 12:00 pm – 6:00 pm PT	
Business Recovery Center	WHATCOM COUNTY Everson Mercantile Building 126 West Main Street Everson, WA 98247	Mondays – Fridays 9:00 am – 6:00 pm PT	
Disaster Recovery Center	WHATCOM COUNTY Sumas Advent Christian Church 125 W Front Street Sumas, WA 98295	Mondays 9:00 am – 8:00 pm PT Tuesdays 2:00 pm – 8:00 pm PT Wednesdays – Saturdays 9:00 am – 8:00 pm PT Sundays 2:00 pm – 8:00 pm PT	



NEWS RELEASE

Disaster Field Operations Center West

Release Date: Jan. 14, 2022

Release Number: WA 17301-02

Follow us on [Twitter](#), [Facebook](#), [Blogs](#) & [Instagram](#)

SBA to Open Business Recovery Center in Everson to Help Businesses Impacted by Flooding and Mudslides

SACRAMENTO, Calif. – The U.S. Small Business Administration and the Washington Small Business Development Center today announced the opening of an SBA Business Recovery Center in Everson on Tuesday, Jan. 18, 2022, to provide a wide range of services to businesses impacted by the flooding and mudslides that occurred Nov. 13-15, 2021.

“Due to the severe property damage and economic losses inflicted on Washington businesses, we want to provide every available service to help get them back on their feet,” said SBA’s Director Tanya N. Garfield of the U.S. Small Business Administration’s Disaster Field Operations Center-West. “The center will provide a one-stop location for businesses to access a variety of specialized help. SBA customer service representatives will be available to meet individually with each business owner,” she added. No appointment is necessary. All services are provided free of charge. The center will open as indicated below.

WHATCOM COUNTY

Business Recovery Center
Everson Mercantile Building
126 West Main Street
Everson, WA 98247

Opens at 9 a.m. Tuesday, Jan. 18, 2022

Mondays - Fridays, 9 a.m. - 6 p.m.

“SBA representatives will meet with each business owner to explain how an SBA disaster loan can help finance their recovery. They will answer questions about SBA’s disaster loan program, explain the application process and help each business owner complete their electronic loan application,” said Garfield.

According to Duane Fladland, State Director of the Washington Small Business Development Center, business advisors can provide business assistance to clients on a wide variety of matters designed to help small business owners re-establish their operations, overcome the effects of the disaster and plan for their future. “Services include assessing business working capital needs, evaluating the business’s strength, cash flow projections, and most importantly, a review of options with the business owner to help them evaluate their alternatives and make decisions that are appropriate for their situation,” he said.

Businesses of any size and private nonprofit organizations may borrow up to \$2 million to repair or replace damaged or destroyed real estate, machinery and equipment, inventory, and other business assets. These loans cover losses that are not fully covered by insurance or other recoveries.

For small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, nonprofit organizations of any size, SBA offers Economic Injury Disaster Loans to help meet working capital needs caused by the disaster. Economic Injury Disaster Loan assistance is available regardless of whether the business suffered any property damage.

For business owners who are unable to visit the business recovery center, they may apply online using SBA's secure website at <https://disasterloanassistance.sba.gov/>.

SBA representatives will meet with business owners and residents at disaster recovery centers located throughout the impacted area as they are established. For a list of locations, or to receive additional disaster assistance information, visit SBA's website at www.sba.gov/disaster. Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov for more information. Individuals who are deaf or hard of hearing may call (800) 877-8339. Completed applications should be mailed to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.

The deadline to apply for property damage is March 7, 2022. The deadline to apply for economic injury is Oct. 5, 2022.

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About the U.S. Small Business Administration

The U.S. Small Business Administration makes the American dream of business ownership a reality. As the only go-to resource and voice for small businesses backed by the strength of the federal government, the SBA empowers entrepreneurs and small business owners with the resources and support they need to start, grow or expand their businesses, or recover from a declared disaster. It delivers services through an extensive network of SBA field offices and partnerships with public and private organizations. To learn more, visit www.sba.gov.



GETTING DISASTER HELP FROM SBA WHAT YOU NEED TO KNOW

- ◆ SBA offers federal low-interest disaster loans to **businesses of all sizes, most private nonprofit organizations, homeowners and renters.**
- ◆ Businesses of any size may borrow up to \$2 million to repair/replace disaster property damage.
- ◆ Small businesses, small businesses engaged in aquaculture and most private nonprofit organizations may also borrow to help meet disaster caused working capital needs. The \$2 million maximum applies to the combination of property damage and working capital loans.
- ◆ If you are a homeowner or renter, FEMA may refer you to SBA. SBA disaster loans are the primary source of money to pay for repair or replacement costs not fully covered by insurance or other compensation.
- ◆ Homeowners may borrow up to \$200,000 to repair or replace their primary residence.
- ◆ Homeowners and renters may borrow up to \$40,000 to replace personal property, including vehicles.

WHAT YOU NEED TO DO

- ◆ Register with FEMA at www.disasterassistance.gov. This is the fastest way to register for help.
- ◆ **Homeowners and renters should submit their SBA disaster loan application, even if they are not sure if they will need or want a loan. If SBA cannot approve your application, in most cases we refer you to FEMA's Other Needs Assistance (ONA) program for possible additional assistance.**

THREE WAYS TO APPLY TO SBA

- ◆ Apply online using SBA's secure website at <https://disasterloan.sba.gov/ela>.
- ◆ Apply in person at any Disaster Recovery Center and receive personal, one-on-one help from an SBA representative. For additional information or to find a location near you, visit our website at <https://disasterloan.sba.gov/ela>, call SBA at (800) 659-2955 or email disastercustomerservice@sba.gov. Individuals who are deaf or hard-of-hearing may call (800) 877-8339.
- ◆ Apply by mail: Send completed paper application to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.



OBTENIENDO AYUDA DE DESASTRES DE SBA

LO QUE USTED DEBE SABER

- ◆ SBA ofrece préstamos a bajos intereses a **dueños de negocios de todos tamaños, organizaciones privadas sin fines de lucro, hogares y inquilinos.**
- ◆ Los negocios pueden pedir prestado hasta \$2 millones para cualquier combinación de los daños materiales o económicos.
- ◆ Los pequeños negocios, los pequeños negocios dedicadas a la acuicultura y la mayoría de las organizaciones privadas sin fines de lucro también pueden pedir prestado para ayudar a satisfacer las necesidades de capital de trabajo causadas por el desastre. El máximo de \$ 2 millones se aplica a la combinación de préstamos por daños a la propiedad y capital de trabajo.
- ◆ Si usted es un dueño de hogar o inquilino, FEMA lo puede referir con SBA. Préstamos para desastre de SBA son la fuente principal de dinero para pagar por los costos de reparación o reemplazo por daños que no estuvieron cubiertos por un seguro u otra compensación.
- ◆ Los dueños de hogares pueden recibir préstamos de hasta \$200,000 para reparar o reemplazar su residencia principal.
- ◆ Los dueños de hogar e inquilinos pueden recibir préstamos de hasta \$40,000 para reemplazar propiedad personal.

LO QUE DEBE HACER

- ◆ Comience por inscribirse con FEMA en el www.disasterassistance.gov. Esto es la forma más rápida de inscribirse para recibir ayuda.
- ◆ **Los dueños de hogares e inquilinos deben enviar su solicitud de préstamo por desastre a SBA, incluso si no están seguros si van a necesitar o querer un préstamo. Si SBA no puede aprobar su solicitud de préstamo, en la mayoría de los casos, estos serán referidos al programa de FEMA's Other Needs Assistance (ONA) para obtener posible ayuda adicional.**

TRES MANERAS DE APLICAR A SBA

- ◆ Aplicar en línea utilizando a través del sitio red seguro de SBA en <https://disasterloan.sba.gov/ela>.
- ◆ Aplicar en persona en cualquiera de los Disaster Recovery Center (Centro de Recuperación de Desastre) y reciba ayuda personal, de un representante de SBA. Para obtener más información o para encontrar un centro cerca de usted visite nuestro sitio en la red en www.sba.gov/disaster o llame a SBA al (800) 659-2955. Las personas sordas o con problemas de audición pueden llamar al (800) 877-8339.
- ◆ Aplicar por correo: completar una solicitud de préstamo en papel y enviarlo por correo a U.S. Small Business Administration en: 14925 Kingsport Road, Ft. Worth, TX 76155.



U.S. Small Business
Administration

U.S. SMALL BUSINESS ADMINISTRATION FACT SHEET - DISASTER LOANS

WASHINGTON Declaration #17301 & #17302

(Disaster: WA-00100)

**Incident: SEVERE STORMS, STRAIGHT-LINE WINDS, FLOODING,
LANDSLIDES & MUDSLIDES**

occurring: November 5 through December 2, 2021

*in the Washington counties of: **Clallam, Skagit & Whatcom; and the Lummi Nation,
Nooksack Indian Tribe & Quileute Tribe;***

*and for economic injury only in the contiguous Washington counties of: **Chelan, Island, Jefferson,
Okanogan & Snohomish***

Application Filing Deadlines:

Physical Damage: March 7, 2022

Economic Injury: October 5, 2022

If you are located in a declared disaster area, you may be eligible for financial assistance from the U.S. Small Business Administration (SBA). **What Types of Disaster Loans are Available?**

- **Business Physical Disaster Loans** – Loans to businesses to repair or replace disaster-damaged property owned by the business, including real estate, inventories, supplies, machinery and equipment. Businesses of any size are eligible. Private, non-profit organizations such as charities, churches, private universities, etc., are also eligible.
- **Economic Injury Disaster Loans (EIDL)** – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.
- **Home Disaster Loans** – Loans to homeowners or renters to repair or replace disaster-damaged real estate and personal property, including automobiles.

What are the Credit Requirements?

- **Credit History** – Applicants must have a credit history acceptable to SBA.
- **Repayment** – Applicants must show the ability to repay all loans.
- **Collateral** – Collateral is required for physical loss loans over \$25,000 and all EIDL loans over \$25,000. SBA takes real estate as collateral when it is available. SBA will not decline a loan for lack of collateral, but requires you to pledge what is available.

What are the Interest Rates?

By law, the interest rates depend on whether each applicant has Credit Available Elsewhere. An applicant does not have Credit Available Elsewhere when SBA determines the applicant does not have sufficient funds or other resources, or the ability to borrow from non-government sources, to provide for its own disaster recovery. An applicant, which SBA determines to have the ability to provide for his or her own recovery is deemed to have Credit Available Elsewhere. Interest rates are fixed for the term of the loan. The interest rates applicable for this disaster are:

Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Home Loans	1.438%	2.875%
Business Loans	2.830%	5.660%
Non-Profit Organizations	1.875%	1.875%

Economic Injury Loans

Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Businesses & Small Agricultural Cooperatives	2.830%	N/A
Non-Profit Organizations	1.875%	N/A

What are Loan Terms?

The law authorizes loan terms up to a maximum of 30 years. However, the law restricts businesses with credit available elsewhere to a maximum 7-year term. SBA sets the installment payment amount and corresponding maturity based upon each borrower's ability to repay.

What are the Loan Amount Limits?

- **Business Loans** – The law limits business loans to \$2,000,000 for the repair or replacement of real estate, inventories, machinery, equipment and all other physical losses. Subject to this maximum, loan amounts cannot exceed the verified uninsured disaster loss.
- **Economic Injury Disaster Loans (EIDL)** – The law limits EIDLs to \$2,000,000 for alleviating economic injury caused by the disaster. The actual amount of each loan is limited to the economic injury determined by SBA, less business interruption insurance and other recoveries up to the administrative lending limit. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration.
- **Business Loan Ceiling** – The \$2,000,000 statutory limit for business loans applies to the combination of physical, economic injury, mitigation and refinancing, and applies to all disaster loans to a business and its affiliates for each disaster. If a business is a major source of employment, SBA has the authority to waive the \$2,000,000 statutory limit.
- **Home Loans** – SBA regulations limit home loans to \$200,000 for the repair or replacement of real estate and \$40,000 to repair or replace personal property. Subject to these maximums, loan amounts cannot exceed the verified uninsured disaster loss.

What Restrictions are there on Loan Eligibility?

- **Uninsured Losses** – Only uninsured or otherwise uncompensated disaster losses are eligible. Any insurance proceeds which are required to be applied against outstanding mortgages are not available to fund disaster repairs and do not reduce loan eligibility. However, any insurance proceeds voluntarily applied to any outstanding mortgages do reduce loan eligibility.
- **Ineligible Property** – Secondary homes, personal pleasure boats, airplanes, recreational vehicles and similar property are not eligible, unless used for business purposes. Property such as antiques and collections are eligible only to the extent of their functional value. Amounts for landscaping, swimming pools, etc., are limited.
- **Noncompliance** – Applicants who have not complied with the terms of previous SBA loans may not be eligible. This includes borrowers who did not maintain flood and/or hazard insurance on previous SBA loans.

Note: Loan applicants should check with agencies / organizations administering any grant or other assistance program under this declaration to determine how an approval of SBA disaster loan might affect their eligibility.

Is There Help with Funding Mitigation Improvements?

If your loan application is approved, you may be eligible for additional funds to cover the cost of improvements that will protect your property against future damage. Examples of improvements include retaining walls, seawalls, sump pumps, etc. Mitigation loan money would be in addition to the amount of the approved loan, but may not exceed 20 percent of total amount of physical damage to real property, including leasehold improvements, and personal property as verified by SBA to a maximum of \$200,000 for home loans. It is not necessary for the description of improvements and cost estimates to be submitted with the application. SBA approval of the mitigating measures will be required before any loan increase.

Is There Help Available for Refinancing?

- SBA can refinance all or part of prior mortgages that are evidenced by a recorded lien, when the applicant (1) does not have credit available elsewhere, (2) has suffered substantial uncompensated disaster damage (40 percent or more of the value of the property or 50% or more of the value of the structure), and (3) intends to repair the damage.
- Businesses – Business owners may be eligible for the refinancing of existing mortgages or liens on real estate, machinery and equipment, up to the amount of the loan for the repair or replacement of real estate, machinery, and equipment.
- Homes – Homeowners may be eligible for the refinancing of existing liens or mortgages on homes, up to the amount of the loan for real estate repair or replacement.

What if I Decide to Relocate?

You may use your SBA disaster loan to relocate. The amount of the relocation loan depends on whether you relocate voluntarily or involuntarily. If you are interested in relocation, an SBA representative can provide you with more details on your specific situation.

Are There Insurance Requirements for Loans?

To protect each borrower and the Agency, SBA may require you to obtain and maintain appropriate insurance. By law, borrowers whose damaged or collateral property is located in a special flood hazard area must purchase and maintain flood insurance. SBA requires that flood insurance coverage be the lesser of 1) the total of the disaster loan, 2) the insurable value of the property, or 3) the maximum insurance available.

Applicants may apply online, receive additional disaster assistance information and download applications at <https://disasterloanassistance.sba.gov/>. Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov for more information on SBA disaster assistance. Individuals who are deaf or hard-of-hearing may call (800) 877-8339. Completed applications should be mailed to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.



U.S. Small Business
Administration

HOJA DE DATOS DE LA AGENCIA FEDERAL PARA EL DESARROLLO DE LA PEQUEÑA EMPRESA PRÉSTAMOS PARA DESASTRES

WASHINGTON Declaración #17301 y #17302
(Desastre: WA-00100)

**Incidente: TORMENTAS SEVERAS, VIENTOS EN LÍNEA RECTA,
INUNDACIONES, DESLIZAMIENTOS DE TIERRA Y LODO**

ocurriendo: el 5 de Noviembre hasta 2 de Diciembre de 2021

*en los condados de **Clallam, Skagit y Whatcom**; y la Nación Lummi,
el Tribu Indígena Nooksack y el Tribu Indígena Quileute, en estado de **Washington**;
y por daños económicos sólo en los condados contiguos de **Chelan, Island, Jefferson,
Okanogan & Snohomish**, en estado de **Washington***

Fechas Límites Para Solicitar Préstamos:

Daños Físicos: 7 de Marzo de 2022

Daños Económicos: 5 de Octubre de 2022

Si usted está ubicado en un área declarada de desastre, usted puede ser elegible para asistencia financiera por la Administración Federal de Pequeños Negocios (SBA).

¿Qué Tipos de Préstamos de Desastre están Disponible?

- **Préstamos de Desastre para Negocios Con Daños Físicos** – Préstamos a negocios para reparar o reemplazar propiedad dañada perteneciente al negocio, incluyendo: propiedad inmobiliaria, inventarios, mercaderías, maquinarias y equipos. Negocios de cualquier tamaño son elegibles. Organizaciones privadas sin fines de lucro, tal como organizaciones de caridad, iglesias, universidades privadas, etc. son también elegibles.
- **Préstamos de Desastre para Pérdidas Económicas (EIDL)** – Préstamos para proveer capital de trabajo para ayudar a pequeños negocios, pequeñas cooperativas agrícolas, pequeños negocios involucrados en acuicultura y la mayoría de organizaciones privadas sin fines de lucro, de todos tamaños. Son préstamos para cubrir las obligaciones ordinarias y necesidades financieras que no pueden ser cubiertas, debido al resultado directo del desastre. Estos préstamos están destinados para la asistencia durante el período de recuperación del desastre.
- **Préstamos de Desastre para Hogares** – Préstamos para dueños de hogares o inquilinos para reparar o reemplazar la propiedad inmobiliaria y propiedad personal dañada por el desastre, incluyendo automóviles.

¿Cuáles son los Requisitos de Crédito?

- **Historial de Crédito** – El solicitante deberá tener un historial de crédito aceptable a SBA.
- **Habilidad de Pago** – El solicitante deberá demostrar su habilidad para pagar todos los préstamos.
- **Colateral** – Colateral es requerido para préstamos de pérdidas físicas de más de \$25,000 y préstamos para pérdidas económicas de más de \$25,000. SBA toma propiedad inmobiliaria como colateral cuando está disponible. SBA no desaprobará un préstamo por falta de colateral, pero requiere que usted ofrezca aquella que esté disponible.

¿Cuáles son las Tasas de Interés?

Por ley, la tasa de interés dependerá si el solicitante tiene Otros Créditos Disponibles. Un solicitante no tiene Otros Créditos Disponibles cuando SBA determina que el solicitante no tiene suficientes fondos u otros recursos, o la habilidad para obtener préstamo de otras agencias no gubernamentales para proveer para su propia recuperación por daños sufridos por el desastre. Aquellos solicitantes los cuales SBA determina que tienen la habilidad para proveer para su propia recuperación, se entiende que tienen Otros Créditos Disponibles. Las tasas de intereses son fijas durante el término del préstamo. Los tipos de interés aplicables para este desastre son:

Tipos de Préstamos	Si usted no tiene Otro Crédito Disponible	Si usted tiene Otro Crédito Disponible
Préstamos para Hogares	1.438%	2.875%
Préstamos para Negocios	2.830%	5.660%
Préstamos a Organizaciones Sin Fines de Lucro	1.875%	1.875%

Daños Económicos

Tipos de Préstamos	Si usted no tiene Otro Crédito Disponible	Si usted tiene Otro Crédito Disponible
Negocios y Pequeñas Cooperativas Agrícolas	2.830%	N/A
Organizaciones Sin Fines Lucro	1.875%	N/A

¿Cuáles son los Términos del Préstamo?

La ley autoriza términos de préstamo hasta un máximo de 30 años. Sin embargo, para negocios con Otros Créditos Disponibles la ley limita su término a un máximo de 7 años. SBA establece la cantidad de pago y la madurez del préstamo correspondiente de acuerdo a la habilidad de pago de cada prestatario.

¿Cuáles son los Límites de la Cantidad de Préstamo?

- **Préstamos para Negocios** – La cantidad de los préstamos son limitadas por ley, hasta \$2,000,000 para reparar/reemplazar bienes inmobiliarios, inventarios, maquinarias, equipos y otras pérdidas físicas. Sujeto a este máximo, la cantidad máxima de los préstamos no podrá exceder la cantidad de daños verificados sin seguro.
- **Préstamos para Daños Económicos (EIDL)** – La cantidad de los préstamos por daños económicos son limitadas por ley, hasta \$2,000,000 para aliviar el daño económico causado por el desastre. La cantidad actual de cada préstamo es limitada por el daño económico determinado por SBA, menos lo recuperado por seguros de interrupción de negocios y otras fuentes de recuperación hasta el límite administrativo. La asistencia para EIDL está disponible sólo para las entidades y sus dueños que no pueden proveer para su propia recuperación, a través de recursos no gubernamentales, determinado por la U.S. Administración Federal de Pequeños Negocios (SBA).
- **Límites del Préstamo para Negocios** – El límite reglamentado de \$2,000,000 es aplicado a préstamos de negocio en combinación de pérdidas físicas, pérdidas económicas, mitigación y/o refinanciamiento, y se aplica a todos los préstamos de desastre para negocios y sus afiliados, por cada desastre. Si el negocio es una fuente mayor de empleos, SBA tiene la autoridad para elevar el límite estatutario de \$2,000,000.
- **Préstamos para Hogares** – Son limitados por regulaciones de SBA a un máximo de \$200,000 para reparar/reemplazar propiedad inmobiliaria, y \$40,000 para reparar o reemplazar propiedad personal. Sujeto a estos máximos, las cantidades de los préstamos no podrán exceder los daños verificados sin seguro.

¿Qué Restricciones Existen Sobre la Elegibilidad de Préstamo?

- **Pérdidas Sin Seguro** – Sólo pérdidas sin seguro o sin compensación son elegibles. Pagos de seguro que son requeridos para reducir el monto de la hipoteca y no están disponibles para financiar la reparación de daños causados por el desastre no reducirán la elegibilidad. Sin embargo, beneficios de seguro aplicados voluntariamente a la reducción de la hipoteca reducirán la elegibilidad.
- **Propiedades que no son Elegibles** – Propiedades secundarias, botes para diversión personal, aeroplanos, vehículos recreativos, y propiedades similares no son elegibles, a menos que sean parte de un negocio. Propiedades como antigüedades y colecciones califican hasta el valor máximo de funcionamiento. Cantidades del préstamo para restaurar jardinería, piscinas, etc., son limitadas.
- **Incumplimiento** – Solicitantes que con anterioridad no han cumplido con sus obligaciones en los préstamos de SBA no son elegibles. Esto incluye prestatarios que no han cumplido con su obligación de mantener seguro contra inundaciones y/o incendio en anteriores préstamos de SBA.

Nota: Los solicitantes de préstamo deberán verificar con las agencias/organizaciones que administran subvenciones u otros programas de asistencia, bajo esta declaración, para determinar si un préstamo de desastre aprobado por SBA podría afectar su elegibilidad.

¿Hay Ayuda para Financiar Mejoras de Mitigación?

Si su solicitud de préstamo es aprobada, usted puede ser elegible para fondos adicionales para cubrir los costos de mejoras para proteger su propiedad de daños futuros. Ejemplos de mejoras incluye; paredes de retención, muralla de contención marítima, etc. El dinero designado para mitigación será adicional a la cantidad del préstamo aprobado, pero no podrá exceder un 20% de la cantidad total de las pérdidas físicas y así verificadas por SBA hasta un máximo de \$200,000 para préstamos de hogares. No es necesario que la descripción de las mejoras y de los costos estimados sean enviados junto con la solicitud. La aprobación de SBA sobre las mejoras de mitigación será requerida antes de cualquier aumento en la cantidad del préstamo.

¿Hay Ayuda Disponible para Refinanciar?

- SBA puede refinanciar todo o parte de hipotecas previas, siempre que estén registrados debidamente, cuando un solicitante (1) no califica para obtener fondos por otros medios, (2) ha sufrido daños de desastre sustanciales no compensados (del 40% o más del valor de la propiedad, o del 50% o más del valor estructural), y (3) hay intención de reparar daños.
- **Negocios** – Dueños de negocios pueden ser elegibles para refinanciar hipotecas en la propiedad inmobiliaria, maquinarias y equipos, hasta la cantidad del préstamo para reparar o reemplazar la propiedad inmobiliaria, maquinarias y equipos.
- **Hogares** – Dueños de hogares pueden ser elegibles para el refinanciamiento de hipotecas existentes hasta la cantidad del préstamo para reparar o reemplazar la propiedad inmobiliaria.

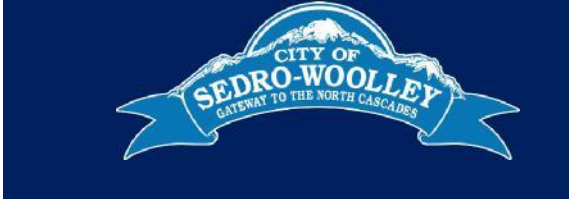
¿Qué si Decido Reubicarme?

Usted puede utilizar su préstamo de desastre de SBA para reubicarse. La cantidad del préstamo de reubicación depende de si usted se reubicara voluntariamente o involuntariamente. Si usted está interesado en reubicarse, un representante de SBA puede proveerle más detalles sobre su situación específica.

¿Hay Algún Requerimiento de Seguro para los Préstamos?

Para la protección de cada prestatario y la Agencia, SBA requiere a los prestatarios el obtener y mantener un seguro apropiado. Por ley, los prestatarios cuya propiedad dañada o de colateral están localizadas en un área especial de inundación, deben comprar y mantener seguros de inundación. SBA requiere que la cobertura de seguro contra inundaciones sea el valor menor de: 1) el total del préstamo por desastre, 2) el valor asegurable de la propiedad, o 3) el seguro máximo disponible.

Los solicitantes pueden solicitar en línea, recibir información adicional sobre asistencia en casos de desastre y descargar aplicaciones <https://disasterloanassistance.sba.gov/>. Los solicitantes también pueden llamar al centro de servicio al cliente de SBA al (800) 659-2955 o enviar un correo electrónico a disastercustomerservice@sba.gov para más información sobre asistencia para desastres de SBA. Las personas sordas o con dificultades auditivas pueden llamar al (800) 877-8339. Las solicitudes completas deben enviarse por correo a U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.



City of Sedro-Woolley City Council Agenda Item

Agenda
Item No.

Date: February 9, 2022

Subject: 2nd Read - Ordinance No. 2003-22 An
amendment to SWMC Chapter 2.02
Mayor

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

2nd Read: A motion to adopt Ordinance No. 2003-22

ISSUE:

This agenda item is to present a proposed amendment to SWMC Chapter 2.02 to update the duties, roles, and powers of the office of Mayor.

BACKGROUND/SUMMARY INFORMATION:

SWMC Chapter 2.02 Mayor - Currently, Chapter 2.02 Mayor contains two sentences which only address setting the Mayor's salary. Absent are the narratives regarding the duties and authority functions of the office of the Mayor as established by RCW 35A.12.090. Exhibit A to Ordinance No. 2003-22 provides clarity as to the functions of the Mayor's role through use of the following categories:

2.02.010 Salary.

2.02.020 Powers and duties generally.

2.02.030 Appointment of appointive officers.

2.02.040 Oath, affidavit and signature powers.

2.02.050 Ordinance powers and duties.

2.02.060 Supervisory and administrative powers.

2.02.070 Investigative powers.

2.02.080 Meeting coordination duties

FISCAL IMPACT, IF APPROPRIATE:

There is no fiscal impact to this action.

ATTACHMENTS:

1. Ordinance No. 2003-22 An amendment to SWMC Chapter 2.02 Mayor
2. Ordinance No. 2003-22 Exhibit A

ORDINANCE NO. 2003-22

**AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY AMENDING
CHAPTER 2.02 “MAYOR” OF THE SEDRO-WOOLLEY MUNICIPAL CODE
BY REPEALING AND REPLACING CHAPTER 2.02 “MAYOR”.**

WHEREAS, the Sedro-Woolley Administrative and Personnel Code has not been updated in many years; and

WHEREAS, the existing codes do not provide adequate and up to date descriptions of the roles of various roles within the City’s administration.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON DO HEREBY ORDAIN THAT:

SECTION 1.

Chapter 2.02 “Mayor” of the Sedro-Woolley Municipal Code is repealed in its entirety and replaced with Chapter 2.02 “Mayor” as outlined in Exhibit A, hereto attached.

SECTION 2.

If any section, sentence, clause, or phrase of this Ordinance shall 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 section, sentence, clause, or phrase of this Ordinance.

SECTION 3.

Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication.

Passed by the City Council of the City of Sedro-Woolley this 26th day of January, 2022.

Approved by the Mayor of the City of Sedro-Woolley this 26th day of January, 2022.

Julia Johnson, Mayor

ATTEST/AUTHENTICATED

Debbie Burton, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT “A”
Chapter 2.02 Mayor

- 2.02.010** Salary.
- 2.02.020** Powers and duties generally.
- 2.02.030** Appointment of appointive officers.
- 2.02.040** Oath, affidavit and signature powers.
- 2.02.050** Ordinance powers and duties.
- 2.02.060** Supervisory and administrative powers.
- 2.02.070** Investigative powers.
- 2.02.080** Meeting coordination duties

For statutory provision on the duties and authority of the mayor of a code city, see RCW 35A.12.100; for provisions on appointment and removal of officers, see RCW 35A.12.090; for provisions on code city budgets, see Ch. 35A.33 RCW.

2.02.010 Salary.

The salaries for the mayor shall be as established by the salary commission as set forth in Chapter 2.41 - Salary Commission.

2.02.020 Powers and duties generally.

A. The mayor shall be the chief executive of the city, in charge of all departments and employees, with authority to designate assistants and department heads, officers, and employees, and to enter into employment contracts with such individuals, and to appoint and remove members of various city boards and commissions, subject to the provisions of any applicable state law, ordinance or regulation, including the classified civil service and subject to confirmation by the council, where required, in the case of any members of boards and commissions. Council confirmation shall be required for the appointment of all department heads. The mayor may appoint and remove an executive assistant to the mayor, if so provided by ordinance or charter.

B. The mayor shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests.

C. The mayor shall also be authorized to negotiate the terms of and/or award contracts falling within the scope of the mayor’s authority pursuant to SWMC 3.76.010, as it currently exists or as it may be amended hereafter. Contracts that fall within the scope of the mayor’s authority pursuant to SWMC 3.76.010 may, but are not required to be, taken to the city council for approval as a part of the city council consent agenda or may, but are not required to be, taken to the city council for information. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as the mayor may designate for approval or disapproval. The mayor shall see that all contracts and agreements made with the city or for its

use and benefit are faithfully kept and performed, and to this end the mayor may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of the council. The mayor shall also be authorized to negotiate agreements and execute all documents necessary to complete the acquisition of real property and the relocation of inhabitants required to complete city projects falling within the scope of the mayor's authority.

D. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the council members and only with respect to matters other than the passage of any ordinance, grant or revocation of franchise or license, or any resolution for the payment of money.

E. The mayor shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action.

F. The mayor shall prepare and submit to the council a proposed budget, as required by Chapter 35A.33 RCW and to keep the council fully advised of the financial condition of the city and its future needs.

G. The mayor shall have the power to veto ordinances passed by the council and submitted to the mayor as provided in RCW 35A.12.130, but such veto may be overridden by the vote of a majority of all council members plus one more vote.

H. The mayor shall be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that when illness or other duties prevent the mayor's attendance at an official function and no mayor pro tem has been appointed by the council, a member of the council or some other suitable person may be designated by the mayor to represent the city on such occasion.

2.02.030 Appointment of appointive officers.

A. The mayor shall appoint, and at their pleasure may remove, all city appointive officers, subject to the provisions of any applicable law, rule or regulation pertaining to civil service, state law or city ordinances. This appointive authority applies to acting, interim and permanent appointive officers of those departments and divisions listed in this title.

B. The mayor shall also have the authority to make temporary assignments of positions, including but not limited to deputy police chief, or equivalent positions.

C. It is provided, however, that appointment or termination of the city attorney shall be subject to confirmation by a majority of the members of the city council.

2.02.040 Oath, affidavit and signature powers.

The mayor and the mayor pro tem shall have power to administer oaths and affirmations, take affidavits and certify them. The mayor, or the mayor pro tem when acting as mayor, shall sign all conveyances made by the city and all instruments which require the city seal.

2.02.050 Ordinance powers and duties.

Every ordinance which passes the council, in order to become valid, must be presented to the mayor. If the mayor approves it the mayor shall sign it, but if not, the mayor shall return it with written objections to be entered at large upon the journal and proceed to a reconsideration

thereof. If, upon reconsideration, five members of the council voting upon a call of yeas and nays favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the mayor fails for 10 days to either approve or veto an ordinance, it shall become valid without mayoral approval.

2.02.060 Supervisory and administrative powers.

The mayor shall have general supervision over the several departments of the city government and over all its interests. Except as otherwise provided for by ordinance or state law, city administrative officers shall be responsible to the mayor for the efficient and economical conduct of their respective departments and offices. Where necessary the mayor will initiate programs designed to bring work up to proper standards and levels of performance. The mayor shall also have general administrative authority provided by state statutes, city ordinances and as not in conflict with state law.

2.02.070 Investigative powers.

The mayor shall have the power to investigate and to examine or inquire into the affairs or operation of any city department, division, bureau or office; and when so authorized by the council, the mayor shall have power to employ consultants and professional counsel to aid in such investigations, examinations or inquiries if money has been budgeted therefor in the year in which they are employed or if an emergency ordinance has appropriated the necessary funds for such personnel.

2.02.080 Meeting coordination duties.

The mayor or the mayor's designee shall be responsible for the preparation of agendas for the meetings of the council and of the various boards, commissions and committees of the city, and for including in those agendas the items and issues forwarded by the city council and/or or by the ad hoc committees designated to act on behalf of the city council, and for including in those agendas the items and issues proposed by the mayor and city administration, for consideration by the council. The mayor or the mayor's designee shall also be responsible for publishing notices for meetings and for public hearings for the meetings of the council and the various boards, commissions and committees of the city, and for setting the dates and times for said public hearings, except in those instances when setting dates and times for public hearings is required by statute to be done through council resolution.



Agenda
Item No.
Date: February 9, 2022
Subject: 2nd Read - Appoint Members to the
Salary Commission

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

2nd Read - Motion to confirm Mayors appointments to the Salary Commission

ISSUE:

Should the Council confirm Mayors recommended Salary Commission members?

BACKGROUND/SUMMARY INFORMATION:

On November 10, 2021 the City Council adopted Ordinance 1995-21 establishing a salary commission to review and set the salaries of elected officials. The Mayor is recommending the following to serve on the commission:

Phil Brockman, Retired, Former Superintendent of the SWSD

Tim Lehr, Attorney and partner in Stiles/Lehr Law Firm

Rebecca Skrinde, Executive Director of Helping Hands Food Bank and Solution Center

Fred Osterhout, Owner and Manager of Eastwood Plumbing

Becky Taft, Branch Manager at Banner Bank

The six year terms will begin on April 1st and end on March 31st. The initial members of the salary commission will be appointed for staggered terms as follows: (a) two members for a period of six years; (b) two members for a period of five years; (c) one member for a period of four years. Initial member terms will be determined at the first meeting of the commission.

FISCAL IMPACT, IF APPROPRIATE:

Budgeted salaries of elected officials may change based on the commissions recommendations.

ATTACHMENTS:

1. Ordinance 1995-21 Salary Commission

ORDINANCE NO. 1995-21

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY AMENDING THE SEDRO-WOOLLEY MUNICIPAL CODE TO ADD AN INDEPENDENT SALARY COMMISSION UNDER TITLE 2 – ADMINISTRATION AND PERSONNEL AS CHAPTER 2.41 – SALARY COMMISSION.

WHEREAS, the City Council has expressed interest in creating a salary commission to review and set the salaries of elected officials; and

WHEREAS, RCW 35.21.015 provides authority for cities to create salary commissions; and

WHEREAS, the Sedro-Woolley Municipal Code does not yet contain a process for the appointment and administration of a salary commission.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON DO HEREBY ORDAIN THAT:

SECTION 1. – Title 2 Amended

There is hereby added a new Chapter 2.41 to the Sedro-Woolley Municipal Code which shall have the title and sections listed in Exhibit A.

SECTION 2. - Severability

If any section, sentence, clause, or phrase of this Ordinance shall 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 section, sentence, clause, or phrase of this Ordinance.

SECTION 3. – Effective Date

This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication.

Passed by the City Council of the City of Sedro-Woolley this ____ day of _____, 2021.
Approved by the Mayor of the City of Sedro-Woolley this ____ day of _____, 2021.

Julia Johnson, Mayor

ATTEST/AUTHENTICATED

Debbie Burton, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT A

TITLE 2 ADMINISTRATION AND PERSONNEL

Chapter 2.41 – SALARY COMMISSION

Sections:

- 2.41.005 Purpose.
- 2.41.010 Created – Membership, appointment, compensation, term.
- 2.41.020 Vacancies.
- 2.41.030 Removal.
- 2.41.040 Duties.
- 2.41.050 Referendum.

2.41.005 Purpose.

The purpose of this chapter is to utilize [RCW 35.21.015](#) which authorizes the city to establish through ordinance an independent salary commission given authority to set the salary of the members of City Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries.

2.41.010 Created – Membership, appointment, compensation, term.

- (1) There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the mayor with the approval of the city council.
- (2) Not less than three shall be residents of Sedro-Woolley, the other two may be owners of business located within the city.
- (3) A member of the commission shall serve for a six-year term without compensation. The initial members shall be appointed for staggered terms.
- (4) Three members of such commission shall constitute a quorum and the vote of any three members of such commission concurring shall be sufficient for the decisions of all matters and the transaction of all business.
- (5) A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family members" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.41.020 Vacancies.

In the event of a vacant spot in office of commissioner, the mayor shall appoint, subject to the city council's approval, a person to serve the unexpired portion of the term of the expired position.

2.41.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.

2.41.040 Duties.

(1) The independent salary commission shall have the duty, at such intervals as determined by the commission, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary of any elected official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary.

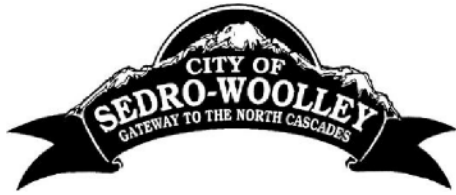
(2) Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget without further action of the city council or the commission.

(3) Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.

(4) Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office. Article XI Section 8 of the State Constitution prohibits salary decreases during the current term.

2.41.050 Referendum.

Any salary increase or decreases established by the independent salary commission pursuant to this chapter shall be subject to referendum petition by voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within 30 days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 or more days after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures.



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 Signing Authority Record**
DATE: January 28, 2022 (for Council review February 9, 2022)

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

- September 23, 2021, **Generator Services Northwest LLC**
 - Public Works Agreement No. 2021-PW-12, Change Order No. 1
 - 2021 Backup Generator Maintenance and Unit Priced Services
 - Adding two quarterly inspections to existing schedule to include new library building
 - Net change \$500
- December 8, 2021, **Award Construction Inc.**
 - Public Works Agreement No. 2021-PW-23, Change Order No. 1
 - 2021 State Street Pump Station Rehab Project
 - Change Request Proposal's 1, 2, 4, and 5
 - Net change \$15,717.82
- December 9, 2021, **P & P Excavating LLC**
 - Public Works Agreement No. 2021-PW-34
 - W. State Street Pump Station Emergency Repair
 - NTE \$10,196.53
- December 9, 2021, **Bonner Electrical Contracting LLC**
 - Public Works Agreement No. 2021-PW-27, Change Order No. 1
 - 2021 FS2 Storage Building Electrical Project
 - Materials increase due to project delay; Changes to Project
 - Net change \$7,108.92
- December 16, 2021, **Seahurst Electric Inc.**
 - Professional Services Agreement 2019-PS-08
 - 2019-2021 Electrical Infrared Testing & De-Energized Maintenance Testing
 - Time extension to December 31, 2022
- December 16, 2021, **Tesco Controls Inc.**
 - Professional Services Agreement No. 2020-PS-07; Amendment No. 1
 - WWTP SCADA System
 - Time extension to December 31, 2022
- December 27, 2021, **Cowling & Co. LLC, dba Widener & Associates**
 - Professional Services Agreement No. 2021-PS-02
 - On-Call Environmental Services
 - Time extension to December 31, 2022; 2022 Rates

- December 27, 2021, **GeoTest Service Inc.**
 - Professional Services Agreement No. 2021-PS-03
 - On-Call Materials Testing, Inspections and Geotechnical Engineering
 - Time extension to December 31, 2022; 2022 Rates
- December 27, 2021, **Materials Testing & Consulting Inc.**
 - Professional Services Agreement No. 2021-PS-05
 - On-Call Materials Testing and Inspections
 - Time extension to December 31, 2022; 2022 Rates
- December 27, 2021, **Transportation Solutions Inc.**
 - Professional Services Agreement No. 2021-PS-06
 - Traffic Modeling
 - Time extension to December 31, 2022; 2022 Rates
- December 28, 2021, **Carletti Architects P.S.**
 - Professional Services Agreement No. 2018-PS-12, AMD 5
 - Solid Waste/Equip Maint./Street Facility/WWTP Lab/Ops Bldg.
 - Term end date December 31, 2022
- December 28, 2021, **Reichhardt & Ebe Engineering Inc.**
 - Professional Services Agreement No. 2020-PS-15, AMD 2
 - Support services for the Jones-John Liner-Trail Road Corridor Project
 - Term end date December 31, 2022; 2022 Rates
- January 14, 2022, **Lisser and Associates LLC**
 - On-Call Surveying by task order
 - NTE \$25,000
- January 20, 2022 **Semrau Engineering & Surveying PLLC**
 - On-Call Surveying by task order
 - NTE 25,000
- January 28, 2022, **Transportation Solution Inc.**
 - Professional Services Agreement No. 2021-PS-06; Amendment No. 2
 - AMD 2 issued for \$25,000; NTE \$45,000

Submitted the above as information only February 9, 2022



Agenda Item No. _____

Date: February 9, 2022

Subject: Building Permit and Planning Permit
Review Status

FROM:

John Coleman, AICP, Planning Director

RECOMMENDED ACTION:

Review only

ISSUE:

This status sheet shows the active Building and Planning permits. This information is being provided for your review and no action is required.

Please let me know if you have any questions.

ATTACHMENTS:

1. Permit Tracking Data

APPLIED BUILDING PERMITS

X = COMPLETE R = REVISIONS RECEIVED

W = WAITING FOR RESPONSE

NO ENTRY = INITIAL REVIEW NOT COMPLETE

APPL.	PERMIT #	NAME	ADDRESS		REVIEW		COMMENTS	house sign ordered
			PARCEL #	BLDG	PLNG	ENGR		
1/28/2021	2021-062	BYK Construction	820 Trail Road	X	R		New Mixed Use Bldng. Submitted new drawings 7/19/21. Contact Paul about 6" parapets.	x
3/19/2021	2021-124	BYK Construction	100 State Street	W	W		Mixed use above existing grocery store - waiting for applicaioth to submit add'l info	
10/4/2021	2021-426	Cook Road Apartments	711 Cook Road Bldg. 1	R	R		New 4-Plex	x
10/4/2021	2021-425	Cook Road Apartments	713 Cook Road Bldg. 2	R	R		New 4-Plex	x
10/4/2021	2021-424	Cook Road Apartments	715 Cook Road Bldg. 3	R	R		New 4-Plex	x
10/4/2021	2021-423	Cook Road Apartments	717 Cook Road Bldg. 4	R	R		New 4-Plex	x
10/4/2021	2021-422	Cook Road Apartments	720 Cook road Bldg. 5	R	R		New 4-Plex	x
10/4/2021	2021-421	Cook Road Apartments	723 Cook Road Bldg. 6	R	R		New 4-Plex	x
10/4/2021	2021-420	Cook Road Apartments	725 Cook Road Bldg. 7	R	R		New 4-Plex	x
11/22/2021	2021-499	Brickyard Park LLC	739 Parkland Loop	X	X		New Single Family	x
12/3/2021	2021-509	Skagit Design	1222 Independence BLVD	X	X		New Single Family	x
12/3/2021	2021-515	BYK Construction	753 Parkland Loop		X		New Single Family	x
12/17/2021	2021-518	BYK Construction	120 N Trail Road		X		New Single Family	x
12/17/2021	2021-401	BYK Construction	710 Parkland Loop		X		New Single Family	x
12/17/2021	2021-541	BYK Construction	707 Parkland Loop		X		New Single Family	x
12/17/2021	2021-542	BYK Construction	712 & 714 Parkland Loop		X		New Duplex.	x
1/12/2022	2022-007	BYK Construction	126 N Trail Road		X		New Single Family	x
1/12/2022	2022-008	BYK Construction	128 N Trail Road		X		New Single Family	x
1/12/2022	2022-009	BYK Construction	130 N Trail Road				New Single Family - application not complete	x
1/14/2022	2022-010	BYK Construction	132 N Trail Road		X		New Single Family	
1/20/2022	2022-017	Crossroad Sign	221 Woodworth Street	X	X	NA	New Façade Sign.	
1/31/2022	2022-028	Julie and Tim Marquez	1130 Warner Street				Single Family Remodel.	

APPLIED PLANNING/ ENGINEERING PERMITS

X = COMPLETE

R = REVISIONS RECEIVED

W = WAITING FOR RESPONSE

NO ENTRY = INTIAL REVIEW NOT COMPLETE

W/R = Waiting for Comment period to end

APPL. RECEIVED	APPL. COMPLET	PERMIT #	NAME	ADDRESS/ PARCEL #	REVIEW		COMMENTS
					PLNG	ENGR	
6/8/2017	6/12/2017	2017-181	Josh Anderson	564 Cook and 530 Cook BLA	W	X	BLA Paid 6-12-17. sent review letter 6-16-17.
8/21/2018	9/25/2018	2018-232	Scott Wammack of Grandview North LLC	929 Alderwood Lane	W		Short plat application for 2 lots, 2 units. Preliminary short plat approval issued 1-25-19.
2/14/2019		2019-042	Double Barrel BBQ-Jim Lee	108 West Moore St	W	NA	New materials received 1-23-21. Planning comment letter sent 7/29/20. Needs a site plan
7/1/2019	7/11/2019	2019-183	AA Spruce Investments LLC	201 Garden of Eden Rd	X	X	Short plat application for 4 Lots, 6 units. Preliminary short plat approval issued 1/22/21. Approval expires 1/21/24. Applicant may submit civil plans and building permits. Waiting for applicant to complete site work and request final plat approval.
10/10/2019	10/15/2019	2019-370	BYK Construction	100 State Street	W	NA	BLA, Sent Review Letter 1/2/20. Planning comment letter sent 7/29/20
10/11/2019	3/12/2020	2019-375	RJ Group	N. Township to Portobello Avenue	W	W	201- lot PRD located between Portobello Ave and N Township St. SEPA MDNS with comment period issued 5/18/20, comment period over 6/1/20, new materials requested 6/30/20, materials received 8/5/20. Third Party wetland review report received 9/10/20, Planning comments (including report) sent 9/15/20. Waiting on revisions from applicant.
4/9/2020	4/21/2020	2020-096	Lindlboom Construction	709 W Jones Rd	X	X	Short Plat application for a 4 lot, 6 unit subdivision. Two lots are duplex lots. Preliminary plat approval issued 11-30-21. Approval expires 11-29-24. Applicant may submit civil plans and building permits. Waiting for applicant to complete site work and request final plat approval.
12/11/2020		2020-352	Ginger Pennington	Parcel # P113969	X	X	Conditional Use Permit for a multi-family development in the industrial zone. Notice of Decision (approved with conditions) issued 12-28-21. Applicant may submit civil plans and building permits. Approval expires 12-27-26. Waiting for applicant to complete site work and request final plat approval.
1/29/2021	1/29/2021	2021-065	Seth and Sam Stakkeland	863 Cook Road	W	X	BLA to eliminate a boundary line and combine two residential 15 parcels to allow for a multi-family development. Approved 1-12-22 and taken for recording same day. Waiting for applicant to record BLA documents.

2/10/2021		ADU-2021-078	Christina and Derek Schmidt	826 Jameson Street	W	NA	ADU Application. Converting existing garge into an ADU. Application fees paid. Planning review letter sent 4/2/21.
2/4/2021	2/22/2021	2021-067	Sarah Bucko	F&S Grade Road through to Cook Roa	W	W	Long plat application for 65 new residential lots. DA final approved 1-12-22. HEX Public hearing 112-22. Awaiting HEX Recommendation.
3/4/2021	4/30/2021	2021-109	Bob Ruby	1288 N. Fruitdale Road	W	W	Long plat and PRD application for a 95 lot PRD at golf course. Letter of complete app sent 4/30/21. Third party wetland review required significant wetland study to be done. Awaiting applicant's revised wetland study.
5/5/2021	5/5/2021	2021-194	Jack Moore	402 Burrows Lane	R	NA	BLA - Planning comments requesting revisions sent 5/5/21. Comment 1 redacted - no record of survey required. Revised materials received 1/12/22.
7/9/2021	7/9/2021	2021-303	Renee Strouf (Davis)	735 Jameson Street	W	NA	Boundary line adjustment. Sent review comments via email 7-23-21 JC.
1/19/2022	1/19/2022	2022-016	Monte Petersen	528 F & S Grade Rd.			Short plat application for 4 lots, 4 units.