



**CITY COUNCIL REGULAR MEETING
MONDAY, OCTOBER 28, 2024 – 7:00 PM
501 DELTA AVENUE
MARYSVILLE, WA 98270**

AGENDA

To listen to the meeting without providing public comment:

Join Zoom Meeting

<https://us06web.zoom.us/j/86246307568>

Or

Dial toll-free US: 888 475 4499

Meeting ID: 862 4630 7568

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of the Agenda

Presentations

- A. Swearing-in of Police Wellness K9, Molly
[Oath Police K9 Molly.docx](#)
- B. Swearing-in of Patrol Officer Jason Thompson
[Oath Police Officer Jason Thompson.docx](#)
- C. Swearing-in of Police Officer Brent Fakkema
[Oath Police Officer B Fakkema.docx](#)
- D. Proclamation Declaring November 2024 as Military Family Appreciation Month in Marysville
[PROCLAMATION Military Family Appreciation Month 2024.pdf](#)
- E. Proclamation Declaring Nov. 4-8, 2024, as Municipal Court Week in Marysville
[PROCLAMATION Municipal Court Week 2024.pdf](#)
- F. Follow-up Presentation - Mayor's Proposed 2025-26 Biennial Budget

[2025 - 2026 Funded Budget Requests.pdf](#)
[2025 - 2026 Unfunded Budget Requests.pdf](#)

- G. Mandatory Minimum Ordinance Discussion
Staff requests Council direction on enhancements based on a report on the current performance of the ordinance focused on public nuisance crimes.

Public Comment

Approval of Minutes *(Written Comment Only Accepted from Audience)*

1. October 7, 2024, City Council Work Session Minutes
[WS 10072024.docx](#)
2. October 14, 2024, City Council Meeting Minutes
[CC 10142024.docx](#)

Consent

3. October 09, 2024 Claims in the Amount of \$1,011,985.98 Paid by EFT Transactions and Check Numbers 172946 through 173086
[100924.rtf](#)
4. October 10, 2024 Payroll in the Amount of \$2,024,581.63 Paid by EFT Transactions and Check Numbers 35473 through 35484
5. October 16, 2024, Claims in the Amount of \$839,266.47 Paid by EFT Transactions and Check Numbers 173087 through 173229 with Check Number 171971 Voided
[101624.rtf](#)

Review Bids

Public Hearings

New Business

6. Interagency Agreement Between the Washington Traffic Safety Commission and the Marysville Police Department
Recommended Motion: I move to authorize the Mayor to sign and execute the Interagency Agreement Between the Washington Traffic Safety Commission and the Marysville Police Department.
[Region 10_L3 HVE IAA_FFY2025.pdf](#)
7. Annual Interlocal Agreement with the Snohomish Regional Drug Task Force.
Recommended Motion: I move to authorize the Mayor to sign and execute the Interlocal Agreement with Snohomish Regional Drug Task Force.
[2025_SRDTF_ILA.pdf](#)
8. Amendment No. 1 to Ecology Grant Agreement WQC-2020-MaryPW-00075 City of Marysville Source Control Program

Recommended Motion: I move to authorize the Mayor to sign and execute Amendment No.1 to Ecology Grant Agreement WQC-2020-MaryPW-00075.
[Amendment_for_Signature_-_WQC-2022-MaryPW-000.pdf](#)
[208655_887504-WQC-2022-MaryPW-00075_SignedAgreement.pdf](#)

9. Project Acceptance – Downtown Stormwater Treatment Project
Recommended Motion: I move to authorize the Mayor to accept the Downtown Stormwater Treatment Project, starting the 60-day lien filing period for project closeout.
[Letter 005_DSTP Notice of Physical Completion_09-24-24.pdf](#)
10. Supplemental Agreement No. 1 to the Professional Services Agreement with Transpo Group USA, Inc. for the design of the 67th Ave NE & 52nd St NE Intersection Improvements
Recommended Motion: I move to authorize the Mayor to sign and execute the attached Supplemental Agreement No. 1 to the Professional Services Agreement for the design of the 67th Ave NE & 52nd St NE Intersection Improvements with Transpo Group USA, Inc. in the amount of \$7,818.12.
[Supplemental Agreement No. 1 with Transpo Group USA, Inc..pdf](#)
[Original Contract - Transpo Group USA - 67th Ave NE & 52nd St NE.pdf](#)

Legal

Mayor's Business

11. 2025 State and Legislative Priorities Packets
[2025 Federal Legislative Packet_Final_2024OCT03.pdf](#)
[2025 State Legislative Packet_Final_2024OCT21.pdf](#)

Staff Business

Call on Councilmembers and Committee Reports

Adjournment/Recess

Executive Session

- A. Litigation*
- B. Personnel*
- C. Real Estate*

Reconvene

Adjournment

Special Accommodations: The City of Marysville strives to provide accessible meetings for people with disabilities. Please contact the City Clerk's office at (360) 363-8000 or 1-800-833-6384 (Voice Relay), 1-800-833-6388 (TDD Relay) two business days prior to the meeting date if any special accommodations are needed for this meeting.



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Confidential Administrative Assistant Margaret Vanderwalker, Police

ITEM TYPE: Appointment

AGENDA SECTION: **Presentations**

SUBJECT: Swearing-in of Police Wellness K9, Molly

SUGGESTED ACTION:

SUMMARY: The Marysville Police Foundation has bought and paid for the Marysville Police Department to have a Wellness Dog. This dog is named Molly and she is being sworn into service today.

ATTACHMENTS:
[Oath Police K9 Molly.docx](#)



MARYSVILLE POLICE DEPARTMENT
ERIK SCAIRPON, CHIEF OF POLICE



Police K9
OATH OF OFFICE

MARYSVILLE POLICE DEPARTMENT

I, K9 Molly, do solemnly swear that I will support the Employees of the Marysville Police Department; the residents of Marysville; and the visitors to the Police Station; and that I will faithfully, honestly, and impartially perform the duties of Support K9 for the Marysville Police Department, according to the best of my ability, so help me God.

Signed this 28th day of October, 2024

Molly
Police K9

Erik Scairpon
Chief of Police

Jon Nehring
Mayor

Tina Brock
City Clerk



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Confidential Administrative Assistant Margaret Vanderwalker, Police

ITEM TYPE: Appointment

AGENDA SECTION: **Presentations**

SUBJECT: Swearing-in of Patrol Officer Jason Thompson

SUGGESTED ACTION:

SUMMARY: The Marysville Police Department hired Police Officer Jason Thompson and are requesting he be sworn into service.

ATTACHMENTS:
[Oath Police Officer Jason Thompson.docx](#)



MARYSVILLE POLICE DEPARTMENT
ERIK SCAIRPON, CHIEF OF POLICE



Police Officer
OATH OF OFFICE

MARYSVILLE POLICE DEPARTMENT

I, Jason Thompson, do solemnly swear that I will support the Constitution of the United States of America; the laws of the State of Washington; and the ordinances of the City of Marysville; and that I will faithfully, honestly, and impartially perform the duties of Police Officer for the City of Marysville, according to the best of my ability, so help me God.

Signed this 28th day of October, 2024

Jason Thompson
Police Officer

Erik Scairpon
Chief of Police

Jon Nehring
Mayor

Tina Brock
City Clerk



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Confidential Administrative Assistant Margaret Vanderwalker, Police

ITEM TYPE: Appointment

AGENDA SECTION: **Presentations**

SUBJECT: Swearing-in of Police Officer Brent Fakkema

SUGGESTED ACTION:

SUMMARY: The Marysville Police Department recently hired Police Officer Brent Fakkema and are requesting that he be sworn in by Mayor Jon Nehring.

ATTACHMENTS:
[Oath Police Officer B Fakkema.docx](#)



MARYSVILLE POLICE DEPARTMENT
ERIK SCAIRPON, CHIEF OF POLICE



Police Officer
OATH OF OFFICE

MARYSVILLE POLICE DEPARTMENT

I, Brent Fakkema, do solemnly swear that I will support the Constitution of the United States of America; the laws of the State of Washington; and the ordinances of the City of Marysville; and that I will faithfully, honestly, and impartially perform the duties of Police Officer for the City of Marysville, according to the best of my ability, so help me God.

Signed this 28th day of October, 2024

Brent Fakkema
Police Officer

Erik Scairpon
Chief of Police

Jon Nehring
Mayor

Tina Brock
City Clerk



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Communications Officer Connie Mennie, Executive

ITEM TYPE: Proclamation

AGENDA SECTION: **Presentations**

SUBJECT: Proclamation Declaring November 2024 as Military Family Appreciation Month in Marysville

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:
[PROCLAMATION Military Family Appreciation Month 2024.pdf](#)

PROCLAMATION

Declaring November 2024 as Military Family Appreciation Month in Marysville

- WHEREAS, Marysville has been a military community since Naval Station Everett opened in 1994 as part of a strategy to spread Navy facilities over a larger geographic area, and today about 6,000 sailors and civil service personnel are assigned to Naval Station Everett; and
- WHEREAS, the Naval Support Complex opened in Marysville in 1995, offering a variety of services and amenities used by more than 30,000 Puget Sound-area active duty personnel, veterans and their families; and
- WHEREAS, the Armed Forces Reserve Center in Marysville opened in 2012 to house more than 500 soldiers from the Army Reserve and Washington Army National Guard and was designed to support up to 1,200 military service members; and
- WHEREAS, more than 5,250 veterans who served in all branches of military service over past decades now call Marysville home; and
- WHEREAS, former and current city leaders have long encouraged and supported military presence in Marysville and continue to work with our local military partners at every opportunity; and
- WHEREAS, military families have, along with all the responsibilities of civilian families, unique additional concerns including education and career support for spouses and dependents who move frequently and have to start over every time; and
- WHEREAS, we recognize and honor the hardships and sacrifices of countless Marysville military families, especially when their beloved service member is deployed while those left behind carry on with their daily lives at home; and
- WHEREAS, in appreciation for the many valuable contributions of military families to our local community, schools, service organizations and social structure;

NOW, THEREFORE I, JON NEHRING, MAYOR, on behalf of the City Council and our community, do hereby proclaim November 2024 as

MILITARY FAMILY APPRECIATION MONTH

in the City of Marysville, and encourage Marysville residents to extend a message of friendship and gratitude to military families.

Under my hand and seal this twenty-eighth day of October, 2024.

THE CITY OF MARYSVILLE

Jon Nehring, Mayor



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Communications Officer Connie Mennie, Executive

ITEM TYPE: Proclamation

AGENDA SECTION: **Presentations**

SUBJECT: Proclamation Declaring Nov. 4-8, 2024, as Municipal Court Week in Marysville

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:
[PROCLAMATION Municipal Court Week 2024.pdf](#)

PROCLAMATION

Declaring Nov. 4-8, 2024, as Municipal Court Week in Marysville

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Washington;

WHEREAS, more people come in contact with municipal courts than all other courts combined and public impression of our state's judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the procedures for Marysville Municipal Court operations are set forth in the Washington Code of Criminal Procedure and other laws of the State of Washington;

WHEREAS, the City of Marysville is committed to the premise that our legal system is based on the principle that an independent, fair and competent judiciary will interpret and apply the laws that govern us, and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, Marysville Municipal Court Judges are not policy makers for the City of Marysville but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Washington contain procedural safeguards in criminal cases for all persons, including indigent people, and supports the Marysville Municipal Court in complying with such legal requirements.

NOW, THEREFORE I, JON NEHRING, MAYOR, on behalf of the City Council and our community, do hereby proclaim Nov. 4-8, 2024, as

MUNICIPAL COURT WEEK

in the City of Marysville in recognition of the fair and impartial justice offered to our residents by the Marysville Municipal Court.

Under my hand and seal this twenty-eighth day of October, 2024.

THE CITY OF MARYSVILLE

Jon Nehring, Mayor



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Jennifer Ferrer-Santa Ines, Finance

ITEM TYPE: Presentation

AGENDA SECTION: **Presentations**

SUBJECT: Follow-up Presentation - Mayor's Proposed 2025-26 Biennial Budget

SUGGESTED ACTION:

SUMMARY: This presentation will cover responses to Council-provided questions on the Mayor's Proposed 2025-2026 Biennial Budget and additional detail on supplemental budget requests.

ATTACHMENTS:

[2025 - 2026 Funded Budget Requests.pdf](#)
[2025 - 2026 Unfunded Budget Requests.pdf](#)



2025 – 2026 Budget Requests

Fund	Department	Budget Request	2025	2026
001.04	Finance	Professional Services (LII)	108,000	108,000
001.04	Finance	Budget Software	37,500	17,063
001.05	Legal	*1 FTE - Civil Attorney	178,685	188,156
001.05	Legal	Prosecutor Prof. Services (LII)	8,700	8,700
001.05	Legal	Prosecutor Travel (LII)	2,500	2,500
001.05	Legal	Clerk Prof. Serv (LII)	12,812	12,812
001.05	Legal	Clerk Travel (LII)	6,000	6,000
001.06	HR	Tuition Reimbursement Program	20,000	20,000
001.06	HR	Employee Appreciation (LII)	9,000	9,000
001.06	HR	Advertising	6,500	6,500
001.08	PD	Jail Railing Extension	550,000	-
001.08	PD	Fleet Replacements - Caprices	473,000	-
001.08	PD	Patrol Prof Svc (LII)	178,000	178,000
001.08	PD	Prisoner Food (LII)	93,000	93,000
001.08	PD	Training Supp-Ammo (LII)	77,380	77,380
001.08	PD	Admin Prof Svc (LII)	72,200	72,200
001.08	PD	Patrol Comms (LII)	67,730	67,730
001.08	PD	Flock Camera Expansions	52,512	98,460
001.08	PD	Flock Camera Expansions	45,000	45,000
001.08	PD	Investigation Prof Svc (LII)	26,000	26,000
001.08	PD	Re-class Detective to Corporal Investigations	24,686	25,920
001.08	PD	Firearms Training (LII)	22,014	22,014
001.08	PD	Patrol Supplies (LII)	17,728	17,728
001.08	PD	PD Wellness Program	13,000	13,000
001.08	PD	Admin Prof Svc - Axon Contract on-going (LII)	-	260,000
001.10	Parks	Security Cameras	60,000	60,000
001.16	Park Maint	Fuel (LII)	49,150	49,150
001.16	Park Maint	Parks Supplies (LII)	20,000	20,000
001.16	Park Maint	Communication (LII)	6,792	6,792
001.16	Streets	Fleet Replacement for 06 Intl 7400 (J016)	180,152	-
001.16	Streets	Fleet Replacement for 04 PB Loader/Patcher (M007)	180,117	-
001.16	Streets	Fleet Replacement for 05 Vibromax 265 Roller (M012)	65,105	-
001.16	Streets	Roadside Repairs and Maintenance (LII)	48,000	48,000
001.16	Streets	Roadside Supplies (LII)	43,000	43,000
001.16	Streets	Traffic Control Supplies (LII)	40,000	40,000
001.16	Streets	Roadway Supplies (LII)	27,000	27,000

401	Admin	*Interfor Fill Project	1,200,000	-
401	WWTP Operations	*1 FTE - WWTP Operator	136,887	143,982
401	Admin	Budget Software	112,500	51,188
401	Storm and Sewer	Regional Pond 1 Fence replacement	75,000	-
401	Storm and Sewer	CCTV sewer contracting	50,000	50,000
401	Storm/Sewer	CCTV contracting increase	13,000	13,000
401	Water Resources	Sewer Lift Station R&M (LII)	18,764	18,764
401	Utility Const	Increase funding for fire hydrant upgrades	125,000	125,000
401	Water Operations	Purchase a replacement pump for Cedarcrest	165,000	165,000
401	Water Operations	New Addition - 1 ton Service Body	85,000	-
401	Water Operations	New Addition - 1 ton Service Body	-	85,000
401	Water Operations	New Addition - 1 ton Service Body	-	85,000
401	Water Operations	Replace two aged vehicles (436 & 965)	75,000	75,000
401	Water Operations	Security improvement at various sites	25,000	25,000
401	Water Operations	New Addition (Lease) - 1/2 ton P/U F150	12,000	12,000
401	Water Quality	Replace well 3 control panel & add vfd T Edward Springs	120,000	-
401	Water Quality	Additional fencing at Edward Springs	100,000	100,000
401	Water Quality	Complete collector upgrade project	60,000	-
401	Water Quality	Replace sodium hypochlorite tank at Stilly Treatment Plant	50,000	-
401	Water Quality	Sunnyside sodium hypochlorite generation cell replacement	30,000	-
401	Water Quality	Fleet Lease Replacement 2006 Ford Exp (V003)	5,890	11,780
401	Water Quality	Replace 2nd pump at the Ranney Well	-	125,000
401	Water Quality	Water Operator (replaces one Water Quality Specialist)	-	9,000
401	Water Resources	Scada system Maintenance	75,000	75,000
401	Waterwork Utilities	Supplies (LII)	325,000	325,000
401	Waterwork Utilities	Repair & Maintenance (LII)	325,000	325,000
401	WWTP Maint	Screening Disposal WWTP- WM	150,000	150,000
401	WWTP Maint	Spare Pump 51st lift station	60,000	-
401	WWTP Maint	Rebuild 16 bottom feed airlifts with spares	50,000	-
401	WWTP Maint	Bottom feed filter Plenum Cleaning	25,000	-
401	WWTP Maint	Sand filter water and air line replacement	20,000	-
401	WWTP Maint	Sunnyside lift station Cathodic protection repair	-	50,000
401	WWTP Maint	Eagle Bay LS Liner replacement	-	100,000
401	WWTP Maint	Sodium hypo tank replacement	-	75,000
401	WWTP Operations	LCRR & LCRI	50,000	50,000
401	WWTP Operations	Rebuild 3 of 4 Effluent Pumps	25,000	50,000
401	WWTP Operations	Treatment Plant Office and op increase	10,000	10,000
401	WWTP Operations	WWTP Painting UV Structure and facility doors	-	50,000
410	Solid Waste	Residential Front Load Refuse Truck (J025)	505,354	-
410	Solid Waste	Commercial Front Load Refuse Truck (J007)	476,089	-
410	Solid Waste	Commercial Front Load Refuse Truck (J024)	476,089	-
410	Solid Waste	Curotto Can attachment	53,000	-
410	Solid Waste	Residential Front Load Refuse Truck (J035)	-	505,354
410	Solid Waste	Curotto Can attachment	-	53,000
410	Solid Waste	Overtime (LII)	32,000	32,000
420	Golf	Snake Rough Mower	46,000	-
420	Golf	Toro Aerifier	42,000	-
420	Golf	Greens Roller	35,000	-
420	Golf	Medium Duty Cart	-	20,000
420	Golf	Debris blower	-	12,000
501	Fleet	Faster Software Upgrade	84,355	-
501	Fleet	Faster Annual Support & Maintenance	7,296	7,296
502	Custodial	Overtime (LII)	5,000	5,000
502	Facilities	Overtime (LII)	7,000	7,000
502	Custodial	Fleet Lease replacement 2002 Blazer (336)	4,956	9,912
502	Facilities	Fleet Lease replacement 2001 Taurus (814)	4,956	9,912
503	IS	Software Subscriptions	334,560	334,560
511	Risk Insurance	Policies and Claims (LII)	515,290	403,464
Total Requests			\$ 9,024,249	\$ 5,423,317

*Per Administration no form attached



2025 – 2026 Budget Requests

Fund 001

Department	Budget Request	2025	2026
Finance	Professional Services (LII)	108,000	108,000
Finance	Budget Software	37,500	17,063
Legal	*1 FTE - Civil Attorney	178,685	188,156
Legal	Prosecutor Prof. Services (LII)	8,700	8,700
Legal	Prosecutor Travel (LII)	2,500	2,500
Legal	Clerk Prof. Serv (LII)	12,812	12,812
Legal	Clerk Travel (LII)	6,000	6,000
HR	Tuition Reimbursement Program	20,000	20,000
HR	Employee Appreciation (LII)	9,000	9,000
HR	Advertising	6,500	6,500
PD	Jail Railing Extension	550,000	-
PD	Fleet Replacements - Caprices	473,000	-
PD	Patrol Prof Svc (LII)	178,000	178,000
PD	Prisoner Food (LII)	93,000	93,000
PD	Training Supp-Ammo (LII)	77,380	77,380
PD	Admin Prof Svc (LII)	72,200	72,200
PD	Patrol Comms (LII)	67,730	67,730
PD	Flock Camera Expansions	52,512	98,460
PD	Flock Camera Expansions	45,000	45,000
PD	Investigation Prof Svc (LII)	26,000	26,000
PD	Re-class Detective to Corporal Investigations	24,686	25,920
PD	Firearms Training (LII)	22,014	22,014
PD	Patrol Supplies (LII)	17,728	17,728
PD	PD Wellness Program	13,000	13,000
PD	Admin Prof Svc - Axon Contract on-going (LII)	-	260,000
Parks	Security Cameras	60,000	60,000
Park Maint	Fuel (LII)	49,150	49,150
Park Maint	Parks Supplies (LII)	20,000	20,000
Park Maint	Communication (LII)	6,792	6,792
Streets	Fleet Replacement for 06 Intl 7400 (J016)	180,152	-
Streets	Fleet Replacement for 04 PB Loader/Patcher (M007)	180,117	-
Streets	Fleet Replacement for 05 Vibromax 265 Roller (M012)	65,105	-
Streets	Roadside Repairs and Maintenance (LII)	48,000	48,000
Streets	Roadside Supplies (LII)	43,000	43,000
Streets	Traffic Control Supplies (LII)	40,000	40,000
Streets	Roadway Supplies (LII)	27,000	27,000
Total Requests		\$ 2,821,263	\$ 1,669,105

*Per Administration no form attached

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Finance		Division: Utility Billing		Date: 07/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 292,316		Year ²⁰²⁵⁻²⁰²⁶ budget request	Amount Requested: \$ 108,000.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	Amount Awarded
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
BDS credit card processing fees		\$ 108,000.00		\$ 108,000.00	
		Total: \$ 108,000		Total: \$ 108,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00143523-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Roberta Schneider				Date: 07/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Additional funds needed to cover credit card processing fees as well as cost for additional mailing and payment processing for customers added in 2023 due to garbage annexation.

Previous budget for this service in 2018, 2019, 2020 were \$100,000.00 more than current budget of \$292,316. Budget reduced, while amount of customers using this service increased.

2021 Actual:\$343,683

2022 Actual: \$383,632

2023 Actual: \$346,683

See also printout of YTD historical costs of this line item.

Account

Fund	001	GEN FUND	Acct	001 -51-04-435-514-23-541000-	
Org	00143523	UB	Acct name	PROFESSIONAL SERVICES	Account Notes
Object	541000	PROF SERV	Type	Expense	Status Active
Project			Rollup		
			Sub-Rollup		
			☐ MultiYr Fund		

4 Year Comparison Current Year **History** 4 Year Graph History Graph

	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Original Budget	292,316.00	392,316.00	392,316.00	392,316.00
Transfers In	49,464.00	114,498.94	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	341,780.00	506,814.94	392,316.00	392,316.00
Actual (Memo)	343,683.02	302,896.24	277,817.06	291,155.62
Encumbrances	.00	.00	.00	.00
Available	-1,903.02	203,918.70	114,498.94	101,160.38
Percent Used	100.56	59.76	70.81	74.21

Fund	001	GEN FUND	Acct	001 -51-04-435-514-23-541000-	
Org	00143523	UB	Acct name	PROFESSIONAL SERVICES	Account Notes
Object	541000	PROF SERV	Type	Expense	Status Active
Project			Rollup		
			Sub-Rollup		
			☐ MultiYr Fund		

4 Year Comparison Current Year History 4 Year Graph History Graph

	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Yr/Per 2024/01				
Original Budget	292,316.00	292,316.00	292,316.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	-49,464.00	.00
Revised Budget	292,316.00	292,316.00	242,852.00	.00
Actual (Memo)	196,263.30	383,631.81	346,370.91	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	96,052.70	-91,315.81	-103,518.91	.00
Percent used	67.14	131.24	142.63	.00

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Fin/Public Works		Division:		Date: 05/22/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☒ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 218,250.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☒ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Budget and Transparency Software		\$ 150,000.00			
Year 2026				\$ 68,250.00	
		Total: \$ 150,000		Total: \$ 68,250	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	4 0 1 4 3 4 1 0 - 5 4 1 0 0 0	Percentage:	75.00	%	
Account #:	0 0 1 0 1 0 2 3 - 5 4 1 0 0 0	Percentage:	25.00	%	Total Percentage:
Account #:		Percentage:		%	100 %
Account #:		Percentage:		%	
Grant:		Percentage:		%	
Approval					
Requester:				Date:	
Department Director: Select One				Date:	
IS Director: Select One				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The City's budget process is manual using multiple spreadsheets that are shared between finance and all departments of the City. Only one person can work in each file and at times this creates confusion due to several versions of the worksheets being created.

Budgeting for capital projects is difficult also as it entails referring to multiple worksheets and files.

Public Works is in need to produce a six-year capital plan for each of the utilities in addition to Transportation. There is not an efficient way to accomplish this task today.

This task is best accomplished by having a platform that enables various staff to work in the same program to create both the operating and capital budgets for the City.

Staff is working with Finance/PW/IS to select a program that could integrate with Tyler/Munis and facilitate the development of the biennial budget and Capital Improvement Program.

Staff viewed demo of programs from ClearGov, Questica (Euna Solutions) and OpenGov.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Legal		Division: Pros. and Clerk		Date: 07/12/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increases					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 12,188		Year ²⁰²⁵⁻²⁰²⁶ budget request Amount Requested: \$ 30,012.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded	
				How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Prosecution Professional Services		\$ 8,700.00		\$ 8,700.00	
Prosecution Travel Costs		\$ 2,500.00		\$ 2,500.00	
City Clerk Professional Services		\$ 12,812.00		\$ 12,812.00	
City Clerk Travel Costs		\$ 6,000.00		\$ 6,000.00	
		Total: \$ 30,012		Total: \$ 30,012	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		0 0 1 0 1 3 2 0 - 5 4 1 0 0 0		Percentage: 100.00 %	
Account #:		0 0 1 0 1 3 2 0 - 5 4 3 0 0 0		Percentage: 100.00 % Total Percentage:	
Account #:		0 0 1 0 5 5 1 1 - 5 4 1 0 0 0		Percentage: 100.00 % 400 %	
Account #:		0 0 1 0 5 5 1 1 - 5 4 3 0 0 0		Percentage: 100.00 %	
Grant:				Percentage: %	
Approval					
Requester: Rochelle Barker				Date: 07/12/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Legal Prosecution - Professional Services: The Legal Prosecution professional services line item is used predominately for services provided by Westlaw and Language Link. This line item has not been adjusted in many years and the change reflects (1) one additional Westlaw license for the new prosecutor, (2) the Westlaw contract yearly escalation increases, and (3) continuing the use of and access to translator services.

Westlaw is an online legal service and proprietary database for lawyers and legal professionals. Information resources on Westlaw include more than 40,000 databases of case law, state and federal statutes, administrative codes, newspaper and magazine articles, public records, law journals, law reviews, treatises, legal forms and other information resources. Westlaw is used by City of Marysville attorneys daily to research case law and other legal resources and is an essential tool for the city's attorneys.

Language Link is a translator service that allows attorneys and staff to access a translator by phone to communicate with victims and witnesses who speak a language other than English. This is a critical service to aid in witness and victim interviews when prosecuting criminal cases.

Legal Prosecution - Travel: The Washington State Bar Association requires attorneys to complete 45 credits of Continuing Learning Education (CLE) every three years. While some CLE's can be completed on-line, there are many that are held in person or can be completed in bulk at conferences such as Washington State Association of Municipal Attorneys. Attending CLE's in-person are generally more effective because of the interactive nature of in-person CLE's and because attorneys can network and gather insights from municipal attorneys from other parts of the state. This line item has been sufficient over the last three years due to COVID travel restrictions, but now that seminars are returning to in-person, \$500 is insufficient to cover the travel costs of three prosecuting attorneys. This line item adjustment is necessary to allow prosecuting attorneys to meet their CLE requirements and maintain their bar licenses.

City Clerk - Professional Services: The city clerk's professional services line item covers council meeting minute services and municipal code web update services, which are critical functions of municipal operations. This is not a budget increase, but is right-sizing the line item based on the actuals of the last three years and the 2024 projection to reflect the true costs incurred.

City Clerk - Travel: The deputy city clerk was moved from finance to legal in May 2023, and in June 2023 legal added a new city clerk position. The budget increase reflects (1) additional travel budget to account for the added city clerk position and (2) prioritizing employment training and development that will build a learning culture that benefits the entire organization.

The city clerk and deputy city clerk are pursuing, and will then maintain, their Certified Municipal Clerk (CMC) certificate. The CMC certification is recognized worldwide and signifies excellence in continuing professional education, assuring that members are in the forefront of their profession. The Washington Municipal Clerks Association holds an annual conference at various locations throughout Washington requiring travel. Because of the clerk's central role in city council meetings, city-wide records management and public records responses, and many other city processes, maintaining the highest professional standards is critical to organizational excellence.

Second, the Legal Services Manager is leading the Laserfiche core team on rolling out the city's Enterprise Content Management system which serves as the city's main repository for electronic records. To-date, the LF core team (consisting of legal, city clerk, and IS staff) has onboarded 13 divisions across 7 departments. The Laserfiche annual conference (Empower) is held out of state and is typically a week long. Historically, the Laserfiche project budget (under IS) covered the costs of the travel for all LF core team members, but does no longer. The conference is an invaluable opportunity to participate in educational sessions led by experts, hands-on lab training, and panel discussions with other government users. Given the significant role Laserfiche plays in minimizing risk, increasing efficiency and government transparency through its automated records management, electronic business processes, and external public portal, we need to invest funds to travel to the conference to ensure we are learning how to leverage our technology asset to the fullest extent and therefore providing benefits city wide.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Human Resources		Division:		Date: 07/31/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Tuition Reimb Prog					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: <u>\$ 20,000.00</u>	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Tuition Reimbursement Program		\$ 20,000.00		\$ 20,000.00	
		Total: \$ 20,000		Total: \$ 20,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00106518-549100		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Megan Hodgson				Date: 07/31/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Tuition Reimbursement Program detailed in the Personnel Rules, Article 6.3 has been budgeted for in individual department expenses. I am requesting to centralize the budgeted dollars for tuition reimbursement to a new GL code in the HR budget specific. This would result in the HR department being responsible for the overall administration and tracking of the participation and associated expenses with this program.

The Personnel Rules state that the City will determine the level of tuition reimbursement for college level coursework during it's annual budget process. With the proposal to centralize the budgeted dollars and program oversight, I am requesting an annual fund of \$20,000 to adminster the program. This would provide up to \$4,000 for up to five program participants on an annual basis. Program participants would be reviewed and approved in accordance with the established guidelines in the Personnel Rules. Upon approval, they would be eligible in the 2025-2026 budget to receive tuition reimbursement for 50% of their tuition costs up to \$4,000 annually. This number is determined based on the following local tutition costs:

Everett Community College, 2024-2025 Resident Tuition for Bachelor's Degree: \$7,573.35

University of Washington, 2024-2025 Resident Tuition for Bachelor's Degree: \$11,179

The funds requested would contribute to the City's recognition that additional training and education improves employees' knowledge and skills, which ultimately maintains and improves the quality of service to the public.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Human Resources		Division:		Date: 07/31/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other EE Appreciation					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 6,000		Year ²⁰²⁵⁻²⁰²⁶ budget request Amount Requested: \$ 9,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Employee Appreciation		\$ 9,000.00		\$ 9,000.00	
		Total: \$ 9,000		Total: \$ 9,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00106518-549010		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Megan Hodgson				Date: 07/31/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The funds in the "Other Miscellaneous" category of the HR budget have been designated for City-wide employee appreciation / recognition activities. This fund has been budgted at \$6,000 since at least 2011 when the FTE budgeted for the City was 248. Budgeted FTE in 2024 is 382.75. The requested budget increase would account for the increased FTE and cost of goods. Funds in this account are used in accordance with the Personnel Rules, Article 13.2 - "Employee Appreciation and Recognition" and will also be used for the City's annual taco lunch, employee BBQ and holiday lunch.

This request is to increase the budget from \$6,000 per year to \$15,000 annually.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Human Resources		Division:		Date: 07/31/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Advertising					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 6,500.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
LinkedIn Subs & Job Postings - Year 1		\$ 6,500.00			
LinkedIn Subs & Job Postings - Year 2				\$ 6,500.00	
		Total: \$ 6,500		Total: \$ 6,500	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00106518-544000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Megan Hodgson				Date: 07/31/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_Purchasing Software or 23-24_Finance_Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The requested funds for advertising are to be used for maintaining the City's annual subscription for LinkedIn job advertising slots and posting positions on the Association of Washington Cities (AWC) job board. Advertising vacant positions is essential to source qualified candidates to support effective and timely recruitment efforts for operational needs.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Police		Division: Administration		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Jail Railing					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 550,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Installation of Jail Railing		\$ 550,000.00		\$ 0.00	
		Total: \$ 550,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103960-548000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Erik Scairpon				Date: 09/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

After moving into the new jail at 601 Delta Ave in 2022, staff made several evaluations of the height of our jail railing on the second tier of each of the four prisoner pods in the jail. In the intervening time, we have had two incidents of inmates attempt at self-harm by attempting to go over the railing to either jump or attempt to hang themselves. While each circumstance of self-harm was thwarted by on-duty custody officers, the staff recommendation is to raise the height of our railing through retro-fit with clear plexi-glass or similar material to further reduce the likelihood of harm to inmates, or injury to custody officers through an assault on the second story balcony, while preserving the ability to for active supervision and passive supervision and sight lines from the jail control tower.

Completing this work will reduce the city's liability risk for a civil claim if we elect to not fund this priority. A claim will likely be much more expensive than this proposed preemptive fix is estimated to cost.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for PD		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 728,000	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
6 Police Patrol Units (Replacements)		\$ 473,000			
		Total: \$ 473,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Nine (9) Chevy Caprice Patrol Units will be replaced. The units to be replaced are P145,P146,P149,P153,P154,P156,P158,P160,P161.

To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

If not replaced according to established criteria; Increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years. The Chevy Caprice is susceptible to early engine failure due to oil not lubricating the engine top end during frequent idling conditions. Additionally, the Caprice is a model that is no longer produced by General Motors and is not well supported by the aftermarket. This leads to poor availability of replacement parts causing excessive down time and repair costs.

Once replaced, all units will be sent to public auction where it is estimated that \$5,000 - \$7,000 per unit will be recovered and be credited back to the division fund.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Patrol		Date: 07/19/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 262,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 356,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Patrol Professional Services		\$ 178,000.00		\$ 178,000.00	
		Total: \$ 178,000		Total: \$ 178,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103222-541000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Chief Erik Scairpon				Date: 07/19/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The most significant expenditure of the Police Patrol Professional Services is our AXON contract for Evidence.com, body-worn cameras, tasers, and our interview room system. These contracts alone cost a current annual rate of \$282,703.71. This fixed five-year contract expires in 2025, with a new contract in effect in 2026. We do expect costs to increase with the new contract.

The remainder of this budget line supports all department Towing for any department item pay (search warrant, evidence seizure) or towing of department vehicles. These costs alone in 2023 ran the department \$26,081.

Additionally, the department pays for all extradition costs, animal sheltering costs for patrol, printing of all forms, tickets, and business cards, fire protection services and alarm monitoring, RV Disposal costs, Patrol vehicle decontamination, and shredding expenditures. All of these items run \$70,000 to \$90,000 annually, depending on utilization rates.

Given the increased cost of the new AXON contract, the Police Department is requesting a budget increase to \$440,000 annually. Any reduction below \$398,703 will negatively impact our services and our ability to budget for the new AXON contract.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Police		Division: Custody		Date: 07/19/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 82,000		Year ²⁰²⁵⁻²⁰²⁶ budget request	Amount Requested: \$ 186,000.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☐ No	Amount Awarded
				How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Increased prisoner food costs		\$ 93,000.00		\$ 93,000.00	
Total:		\$ 93,000		Total: \$ 93,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		0 0 1 0 3 9 6 0 - 5 3 1 2 5 0		Percentage: 100.00 %	
Account #:				Percentage: %	
Account #:				Percentage: %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: A/C Jim Lawless				Date: 07/19/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Since the initial transition to the new jail facility in the summer of 2022, work flows have been refined, COVID restrictions have been removed, and arrests have returned to or exceeded pre-pandemic levels. As a result, the average daily population has grown significantly. During the pandemic, daily population numbers hovered in the single digit to low teen levels. Our current, daily average population now hovers at 50. With this increase in population comes the requirement to feed those who are housed in the facility. During the past two years, we have explored several vendor options, evaluating price while ensuring quality of the meals provided. The clear leader remains our current and long-standing vendor.

As the need to feed those housed has increased, so have the costs associated with that function:

2022 \$82,949

2023 \$118,122

2024 \$83,084 (Through June, year end projected to be ~ \$166,000)

This amount will maintain, or more likely increase, as food costs go up and population numbers continue to increase as the facility is more fully utilized.

We are therefore requesting \$175,000 per year for the 2025-2026 budget cycle for prisoner food.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Training		Date: 07/12/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 62,620		Year ²⁰²⁵⁻²⁰²⁶ budget request Amount Requested: \$ 154,760.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Increased ammunition costs		\$ 77,380.00		\$ 77,380.00	
		Total: \$ 77,380		Total: \$ 77,380	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103740-531000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: A/C Jim Lawless				Date: 07/12/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

As part of the 2023/2024 budget preparation process, it was recognized the amount budgeted for training/duty ammunition was insufficient. In 2021, the amount budgeted per year was \$45,000 (this was a carry-over amount that had not be adjusted since 2015. At that time a request was made that the amount be increased by \$33,000. This amount was approved, however it appears that the total budgeted amount for 2023 and 2024 was \$62,620 per year as opposed to \$78,000 per year. This amount is still inadequate as our staffing numbers have increased, mandated training requirements have increased, and ammunition costs have continued to rise. Yearly expenditures since 2021 in this area have been as follows:

2021	\$7,475
2022	\$95,603
2023	\$141,558
2024	\$124,089

In addition to regular firearms training for the department, when a new officer is hired and attends the police academy, additional firearms training is required for each of those officers. Since 2021, we have sent 21 new officers to the police academy and we still have 8 current vacancies that need to be filled (not including resignations/retirements).

We are therefore requesting \$140,000 per year for the 2025-2026 budget cycle.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Police		Division: Administration		Date: 07/10/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 27,800		Year <u>2025-2026</u> budget request Amount Requested: \$ 144,400.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Professional Services - Admin		\$ 72,200.00		\$ 72,200.00	
		Total: \$ 72,200		Total: \$ 72,200	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	00103010-541000	Percentage:	100.00	% Total Percentage:	
Account #:		Percentage:		% 100 %	
Account #:		Percentage:		% 100 %	
Account #:		Percentage:		% 100 %	
Grant:		Percentage:		% 100 %	
Approval					
Requester: Chief Erik Scairpon				Date: 07/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

In evaluating the budget line for **Police Administration - Professional Services, 00103010.54100**, the following trends were noted: The 2024 budget for this line is \$27,800. The expenditures in 2021 were \$72,749, \$68,108 in 2022, and \$95,378 in 2023. July 2024, year to date, spending in this category is \$74,296 and is expected to continue growing.

This line item is crucial as it funds the following critical requirements for our policing operation: Lexipol policy for the police department & custody operation, recruiting tools, leadership/professional development tools, pre-employment physicals, pre-employment polygraphs, pre-employment psychological evaluations, mental health services (wellness) for officers, internal affairs and use of force management software, armored car service for cash fee pickups, and shredding of confidential documents and information that is no longer needed.

We also pay for civil service testing assessment centers from this line. This year, custody corporal testing cost \$10,385.34. We expect to conduct a commander's exam later this year. In 2025, we hope to conduct police sergeant and police corporal testing. Civil service lists are good for 18 months and can be extended if enough qualified candidates exist on the list.

One alternative to reduce costs in this area would be to conduct our civil service tests internally. However, this comes with possible risks of perceptions of favoritism and a transfer of the workload to internal police and human resources staff, so this option is not preferred or advised.

I went back to analyze prior budgets and found that in 2015 and 2016, the department expended around \$55k in this area, and the 2017-2018 budget increased this to \$61k annually. Actual expenditures trended at \$65k for both these budget years. The initial 2019-2020 budget was not revised, and it remained at \$61k annually. Actuals in 2019 and 2020 reflected drastic cuts in spending, bringing expenditures down to 22k and 14k, respectively. For the next biennium adjustment, 2020-2021, only \$6,000 was budgeted annually. I was not here during this budget cycle development, so I cannot explain why these changes were made. Still, funding at this level is not sustainable for running a professional, accredited police department with modern capabilities. In 2023, funding was re-established at \$27,800, which is also the rate for 2024. This is not a sufficient level of funding for these services.

With the amount of staff turnover and the robust requirements to background, hire, and maintain state-mandated reporting on the use of force and misconduct reporting, I am requesting that we increase this operating line by \$72,200, raising it to \$100,000 annually for the 2025-26 budget. We should re-evaluate this line in 2026 for the next budget development cycle to determine if a reduction is warranted. A decrease in hiring expenses or other cost-saving opportunities could present this as an option. Many, if not all, of the costs in this area, are associated with staff selection and development and department accountability tools, which minimize liability for the city and save the city money, contributing to organizational excellence.



MARYSVILLE POLICE
DEPARTMENT
Erik Scairpon, Chief of Police



DATE: July 10, 2024
TO: Jennifer Stapleton, City Administrator
FROM: Erik Scairpon, Chief of Police
SUBJECT: 2025-26 Budget Request for Police Admin – Professional Services

In evaluating the budget line for **Police Administration – Professional Services, 00103010.54100**, the following trends were noted:

The 2024 budget for this line is \$27,800. The expenditures in 2021 were \$72,749, \$68,108 in 2022, and \$95,378 in 2023. July 2024, year to date, spending in this category is \$74,296 and is expected to continue growing.

This line item is crucial as it funds the following critical requirements for our policing operation: Lexipol policy for the police department & custody operation, recruiting tools, leadership/professional development tools, pre-employment physicals, pre-employment polygraphs, pre-employment psychological evaluations, mental health services (wellness) for officers, internal affairs and use of force management software, armored car service for cash fee pickups, and shredding of confidential documents and information that is no longer needed.

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"SERVICE WITH HONOR"
1635 Grove Street, Marysville, Washington 98270
360-363-8300



MARYSVILLE POLICE
DEPARTMENT
Erik Scairpon, Chief of Police



only \$6,000 was budgeted annually. I was not here during this budget cycle development, so I cannot explain why these changes were made. Still, funding at this level is not sustainable for running a professional, accredited police department with modern capabilities. In 2023, funding was re-established at \$27,800, which is also the rate for 2024. This is not a sufficient level of funding for these services.

With the amount of staff turnover and the robust requirements to background, hire, and maintain state-mandated reporting on the use of force and misconduct reporting, I am requesting that we increase this operating line by \$72,200, raising it to \$100,000 annually for the 2025-26 budget. We should re-evaluate this line in 2026 for the next budget development cycle to determine if a reduction is warranted. A decrease in hiring expenses or other cost-saving opportunities could present this as an option. Many, if not all, of the costs in this area, are associated with staff selection and development and department accountability tools, which minimize liability for the city and save the city money, contributing to organizational excellence.

ES:es

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Police		Division: Patrol		Date: 07/19/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 32,270		Year <u>2025-2026</u> budget request Amount Requested: \$ 135,460.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Police Patrol Communications		\$ 67,730.00		\$ 67,730.00	
		Total: \$ 67,730		Total: \$ 67,730	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103222-542000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Chief Erik Scairpon				Date: 07/19/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Police Department began increasing communication costs in 2022 to meet service needs to provide department cell phones to all officers and select support staff. These phones serve as primary on-duty communication methods, basic crime scene photography and recording devices, interfaces to review and categorize body-worn camera, and collection of other digital evidence. Additionally, these communication lines pay for all physical phone lines to the department, fiber optic line service, modems for the patrol cars, etc.

Even prior to the addition of more cell phones to the police operation, communications lines were underfunded. In the preparation for the 2023-2024 budget, the Police Department worked with finance to develop an increase to communication lines from \$64,131 to \$114,153. This increase was justified across budget for entire department as communications lines were 178% over expended for 2022.

While the increase was accepted as part of the budget and to our knowledge, approved by council, the additional funds were never budgeted. The same communications needs that existed in 2022 still exist today and the same imbalance in funding exists as the funds for communication are projected at \$178,518 in 2024 with only \$72,639 budgeted.

There are no discretionary charges billed to the Police Patrol Communications budget line.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Administration		Date: 07/12/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 27,800		Year ²⁰²⁵⁻²⁰²⁶ budget request Amount Requested: \$ 150,972.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☒ Yes ☐ No Amount Awarded How Many Fiscal Years? 1 \$ 52,250.00	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
On-going 5 current cameras		\$ 16,410.00		\$ 16,410.00	
Additional 15 cameras (grant)				\$ 49,230.00	
Additional 10 cameras (budget)		\$ 36,102.00		\$ 32,820.00	
Totals include 9.4% sales tax					
		Total: \$ 52,512		Total: \$ 98,460	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103010-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: A/C Lawless				Date: 07/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

In August of 2023, the department launched a pilot project utilizing 5 Automated License Plate Readers to assist in the recovery of stolen vehicles, the apprehension and arrest of criminal suspects and the recover of weapons and illegal narcotics. To date, this has been an extremely successful project, meeting the desired goals, to include apprehension of homicides suspect and location of a kidnap victim the arrest of that suspect. Numerous surrounding jurisdictions (Arlington, Everett, Lake Stevens, Lynnwood, etc.) have also embarked in similar projects and had similar success. The system that we have all identified provides the ability to provide each other with access to our systems and we now have access to almost 500 cameras state wide, with that number continuously increasing, to include private businesses and HOA's who allow us access as well.

For the pilot project, we utilized USDOJ funds for the majority of the expenditure. With the intent of expanding our program, and application was submitted to the Washington Auto Theft Prevention Authority and a grant was awarded in the amount of \$52,250 in order to add 15 cameras to the system. This amount will cover the installation and first year service contract for those cameras.

In addition, the department would like to add an additional 10 cameras at a first year cost of \$33,000. This would provide us a total of 30 cameras throughout the city. The on-going annual service contract for the cameras is \$3,000 per camera, for a total annual recurring cost of \$90,000 (+tax).

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Administration		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: <u>\$ 90,000.00</u>	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Flock cameras expansion 10 cameras		\$ 45,000.00		\$ 45,000.00	
		Total: \$ 45,000		Total: \$ 45,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103222-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Erik Scairpon				Date: 09/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

We began our use of the FLOCK public safety camera system with a pilot project in fall of 2023 and have seen multiple successes with this program. We have stopped and recovered stolen cars, solved kidnapping cases, recovered handguns, and assisted outside agencies with locating violent felons. As a result of these successes we have decided to expand our use of this program in coordination with other local agencies that are using FLOCK public safety cameras like, Arlington PD, Everett PD, and Lake Stevens PD. A regional approach allows us to locate and arrest criminals and recover victims property.

This budget request serves to continue our funding for our five existing cameras, and fund ten additional cameras to be located within the City.

Separately, in 2024, council has approved \$52,000 in grant funding from the Washington State Auto-Theft Prevention Association (WAPTA) that will pay for 15 additional FLOCK cameras in 2025 and 2026. If this request is approved this will bring our FLOCK system up to 30 cameras, just one additional camera than Arlington is using in their jurisdiction. A single camera can rack up over 3 million plate reads in a month.

We expect to see additional success stories transpire based on our successful application of this technology in cooperation with other policing tools like our Star Chase system. This past week a FLOCK hit on an Arlington camera alerted us and SNO CO Sheriff's Deputies to a stolen vehicle. SNO CO located the vehicle, and we got behind it for a short pursuit, while applying the Star Chase tracker, then terminating the pursuit. We actively and remotely tracked the vehicle to a point of rest, relocated it and found the suspect ran from the car. An Arlington K9 unit arrived to track, find, and arrest the man, who was a wanted violent felon for multiple regional robberies. This was done safely and without major risk to the community.

Marysville is committed to auditing our FLOCK program on a continuous basis to prevent any unauthorized use or abuse of the system. We maintain a transparency portal to help inform the public on how we use this system:

<https://transparency.flocksafety.com/marysville-wa-pd>

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Police		Division: Investigations		Date: 07/10/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 6,000		Year <u>2025-2026</u> budget request	
				Amount Requested: \$ 42,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Police Inv - Professional Services		\$ 26,000.00		\$ 26,000.00	
		Total: \$ 26,000		Total: \$ 26,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103121-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Chief Erik Scairpon				Date: 07/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

In evaluating the budget line for **Police Investigations - Professional Services, 00103121.54100**, the following trends were noted - The 2024 budget for this line is only \$6000. The expenditures in 2021 were \$41,974, \$79,233 in 2022, and \$31,009 in 2023. July 2024, year to date, spending in this category is \$26,872. This fund is expected to grow to about the same level of expense as last year.

Adequately funding this line is critical as it provides (among other things) our digital forensics software to process cell phones (\$12,619.20), Leads Online - an investigative tool (\$3297), our Crime Stoppers participation (\$2361.73), legally required RSO community notification mailings (\$2052.46), judicially authorized GPS tracking of suspects via phone or other methods, shredding, and access to commercial investigative databases to locate and arrest suspects. Keeping this budget line at \$6000 will not allow the department to be effective at digital forensics or solving complex investigative cases.

I looked at historical budgets (actual expenses) and found that the department spent the following:

2016 - \$16,684

2017 - \$21,025

2018 - \$23,208

2019 - \$26,536

2020 - \$26,527

Each of these years, the budget line was only allocated \$6000 per year. This funding level appears to have remained constant until the present day. However, it is not in line with the needs of the current policing operation.

I request that we increase this operating line by \$26,000 to \$32,000 annually for the 2025-26 budget. Nearly all of the costs in this area are associated with operational investigation, analysis, and public reporting of legally required notices to the public for registered sex offenders.

If we do not fund these expenses, we will impact the ability of your Marysville Police Officers to investigate crime, arrest suspects, and solve cases effectively.



MARYSVILLE POLICE
DEPARTMENT
Erik Scairpon, Chief of Police



DATE: July 10, 2024
TO: Jennifer Stapleton, City Administrator
FROM: Erik Scairpon, Chief of Police
SUBJECT: 2025-26 Budget Request for Police Investigations – Professional Services

In evaluating the budget line for **Police Investigations – Professional Services, 00103121.54100**, the following trends were noted:

The 2024 budget for this line is only \$6000. The expenditures in 2021 were \$41,974, \$79,233 in 2022, and \$31,009 in 2023. July 2024, year to date, spending in this category is \$26,872. This fund is expected to grow to about the same level of expense as last year.

Adequately funding this line is critical as it provides (among other things) our digital forensics software to process cell phones (\$12,619.20), Leads Online – an investigative tool (\$3297), our Crime Stoppers participation (\$2361.73), legally required RSO community notification mailings (\$2052.46), judicially authorized GPS tracking of suspects via phone or other methods, shredding, and access to commercial investigative databases to locate and arrest suspects. Keeping this budget line at \$6000 will not allow the department to be effective at digital forensics or solving complex investigative cases.

I looked at historical budgets (actual expenses) and found that the department spent the following:

2016 -\$16,684
2017 - \$21,025
2018 - \$23,208
2019 - \$26,536
2020 - \$26,527

Since at least 2016, the budget line allocated a set amount of \$6000 annually. This funding level appears to have remained constant until the present day. However, it is not in line with the needs of the current policing operation.

I request that we increase this operating line by \$26,000 to \$32,000 annually for the 2025-26 budget.

"SERVICE WITH HONOR"
501 Delta Ave, Marysville, Washington 98270
360-363-8300



MARYSVILLE POLICE
DEPARTMENT
Erik Scairpon, Chief of Police



Nearly all of the costs in this area are associated with operational investigation, analysis, and public reporting of legally required notices to the public for registered sex offenders.

If we do not fund these expenses, we will impact the ability of your Marysville Police Officers to investigate crime, arrest suspects, and solve cases effectively.

ES:es

"SERVICE WITH HONOR"
501 Delta Ave, Marysville, Washington 98270
360-363-8300

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Administration		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☒ Staff Position ☐ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☒ Yes ☐ No			Type of Position Required: Detective Corporal		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 50,606.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Det. Corporal for Investigations		\$ 24,686.00		\$ 25,920.00	
		Total: \$ 24,686		Total: \$ 25,920	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103121-511000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Erik Scairpon				Date: 09/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

As negotiated and approved in the Marysville Police Officers Union Contract (1/1/23 to 12/31/25) this budget request meets the city's contractual obligation to establish a police corporal in the detectives division to support the investigative teams work. This assignment will start 1/1/2025 and continue in subsequent budget cycles, making for a total of five corporals in the police department.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Police		Division: Training		Date: 07/12/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 90,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 44,028.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No How Many Fiscal Years? Amount Awarded	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Police Training/Firearms		\$ 22,014.00		\$ 22,014.00	
		Total: \$ 22,014		Total: \$ 22,014	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		0 0 1 0 3 7 4 0 - 5 4 9 1 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Chief Erik Scairpon				Date: 07/12/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Over the past three plus years the Marysville Police Department has hired eighty employees. We have also promoted many of our tenured employees into new roles of responsibility based on turnover. This kind of hiring generates the need for an increased training demand to meet mandatory training requirements for supervisory positions. This kind of turnover also creates the need to use training to meet core competencies to conduct business, for example, training a new detective or traffic investigator.

In 2021 training cost the department \$74,662. in 2022 training cost MPD \$97,356. Our actual cost in 2023 was \$132,953 and we are expended year to date \$83,905.26 in July of 2024.

A favorable change occurred July 2024 with the passage of SB 5950 – the Supplemental Operating Budget (C 376 L 24) where Basic Law Enforcement Academies will be fully funded by the state, reducing our need to pay about \$5000 per recruit. With this change we project training costs will reduce overall, but not to or below the current budgeted amount of \$90,000.

We still have 8 additional police officer positions to fill and two other FTE's in support positions. Additionally, we anticipate 5-8 vacancies per year based on average turnover, which equates to a projected 24 hires that may require training beyond what our current resources can provide, or what the state will subsidize.

Until hiring continues to stabilize we recommend increasing the training budget from \$90,000 to \$112,014. When hiring stabilizes, leadership promotions will also stabilize, potentially reducing training needs in this area.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Police		Division: Patrol		Date: 07/19/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 30,450		Year <u>2025-2026</u> budget request Amount Requested: \$ 35,454.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Patrol Office/Operating Supplies		\$ 17,728.00		\$ 17,728.00	
		Total: \$ 17,728		Total: \$ 17,728	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103222-531000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: A/C Lawless				Date: 07/12/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This cost center accounts for all of the office and operating supplies for the entire department as all functions originate within patrol. These items include general office supplies, batteries for numerous types of equipment, traffic cones/paint, department Automated External Defibrillators (AED) and associated supplies, all supplies associated with the evidence/property function, all supplies associated with police academy training, all general operating supplies, etc.

While the department has expanded in size (both structurally and staffing) and prices have continued to increase significantly over the years, this line item has been budgeted at \$30,450 since at least 2016 with no increases. Expenditures have continued to rise with the last three years being:

2022 \$50,363

2023 \$63,960

2024 \$61,746 (YTD, with year end projection of \$121,250, due in large part to one time purchase of required purchase of new security equipped refrigerators for the evidence facility)

We are requesting an additional \$17,728 be added to the baseline budget for 2025-2026.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Police		Division: Administration		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Wellness Related					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 26,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Wellness related, awards, canine		\$ 13,000.00		\$ 13,000.00	
Total:		\$ 13,000		Total: \$ 13,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00103010-549000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Erik Scairpon				Date: 09/10/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This request serves as a modest investment in staff wellness by ensuring that we have funds to continue to host an annual awards banquet, wellness offerings, and monetary support to meet the logistical needs of our police facility dog, Molly, who we expect to arrive by December of 2024.

Funding for awards will ensure that we have the resources to continue to honor our officers commitment to our community and recognize their good work through the annual banquet and a summer social event. The benefits from this include increased morale and better long term employee retention.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Police		Division: Administration		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☒ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☒ Yes ☐ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁶ budget request		Amount Requested: \$ 260,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Axon Renewal Contract expires 11/26		\$ 260,000.00			
		Total: \$ 260,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx		Funding Source(s):		Percentages MUST total 100	
Account #:	00103010-541000	Percentage:	100.00 %		
Account #:		Percentage:	%	Total Percentage:	
Account #:		Percentage:	%	100 %	
Account #:		Percentage:	%		
Grant:		Percentage:	%		
Approval					
Requester: Erik Scairpon				Date: 09/10/2024	
Department Director: Select One				Date:	
IS Director: Select One				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

In November of 2021, the police department entered into a contract for services with Axon for the department's Taser Electronic Restraint Devices and Body-worn Cameras. This contract included the licensing, maintenance, supplies and replacement of these devices during the term of the contract, as well as, the access and utilization of Evidence.com. All of the department's evidence, both hard items and electronic media, is tracked within this system. The payments were divided equally over the five-year term of the contract, which is set to expire in November 2026. It is anticipated that the department will begin negotiating the new contract with Axon in early 2026. It is unknown that items and/or services will be negotiated at that time; nor is it know what the pricing may be at that time. In anticipation that it would be at a minimum the same per year amount as the current contract, \$260,000 was budgeted and set aside for the first year of the new contract.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: PD/Parks/Facilities		Division:		Date: 07/30/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 120,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Security Cameras (2025)		\$ 60,000.00			
Security Cameras (2026)		\$ 60,000.00			
		Total: \$ 120,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00105120-535000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Tara Mizell				Date: 07/30/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

A team of staff members from Facilities, Park Maintenance, Parks/Culture and Recreation and Information/Geographic Services met to discuss a multiple year security camera plan. The list below is in order of preference by staff's evaluation of loss and damage at each location. The Marysville Police Department is in total agreement with this recommendation.

The cost will vary by site depending on the number of camera required, if we have fiber optic cable at the site and individual site requirements. Each site could cost between \$15,000 and \$20,000. We would recommend funding \$60,000 each year to allow for variables at the site. If in the first year, we have additional funds in the line item we will start work on the next site on the list.

Jennings Nature Park (new playground/pump track/restrooms)

Ebey Waterfront (under bridge on east side, new cameras at the restrooms, etc.)

Jennings Memorial Park (pavilion, parking near pickleball, upper shelter)

Skateboard Park (multiple cameras to cover entire

Cameras have been a tool to help with citizen safety and to combat illegal activities on city property. The labor cost has skyrocketed for police, facilities, street and park maintenance as we try to address illegal activity and damage caused by these individuals.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Parks		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 49,150.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for Fuel		\$ 49,150.00		\$ 49,150.00	
		Total: \$ 49,150		Total: \$ 49,150	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00105300-532000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The 2023/2024 budget does not reflect actual fuel consumption for the Streets Division and this line item increase will be an accurate reflection of this operational line item. 2023 actuals for fuel expenditures were \$73,856.82 which is an accurate reflection of expenditures in 2025/2026.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Parks		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 100,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 20,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☐ No How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for Office and		\$ 20,000.00		\$ 20,000.00	
		Total: \$ 20,000		Total: \$ 20,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	00105300-531000	Percentage:	100.00	% Total Percentage:	
Account #:		Percentage:		% 100 %	
Account #:		Percentage:		% 100 %	
Account #:		Percentage:		% 100 %	
Grant:		Percentage:		% 100 %	
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

With the addition of several new parks such as Twin Lakes, the Downtown Storm Water Treatment Plant, and Mother Nature's Window, crews will need additional funding to help support the safety, cleanliness and beauty of these areas. This line increase will account for the additional labor and materials required to support these additions.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Parks		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 6,792.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for iPads		\$ 6,792.00		\$ 6,792.00	
		Total: \$ 6,792		Total: \$ 6,792	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00105300-542000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Parks division has recently been integrated into our asset management software Aktivov. These Apple Ipads, and other devices, are required for staff to serve the purpose of accurately tracking work performed by allowing for data/time entry in the field. Information input into this system will help serve future adjustments that may be needed in relation to service levels, staffing, and allocations.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/10/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 180,152.00	
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 12,000		Was Grant Awarded? ☐ Yes ☒ No Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP - 2006 International 7400 (J016)		\$ 180,152.00			
		Total: \$ 180,152		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

J016 is due for replacement due to the criteria of age (18yrs), mileage/Hours (5386) and maintenance cost (\$28,877). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

J016 presents the following scores:

Age: 5

Hours: 1.6

Maintenance: 2.9

Total Score: 9.5

J016 is the supporting vehicle for an asphalt patch body M007 (also due for replacement). The Streets division relies on this equipment to perform specialized work that keeps our streets safe. Replacement of this equipment will serve the department needs for the next 15 years. J016 has not reached the replacement score of 15. However it would not be advisable to mount a new patch body on a truck with very little life left.

J016 will have exceeded expected life by 3 years as of 2025. Additionally, J016 in combination with M007, is the sole equipment for providing routine and emergent asphalt repairs in the City and maintenance downtime is a direct impact to necessary operations.

Currently, Fleet is expending 55% more in operating costs in the last two years vs the 1st two years of the assets life.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/10/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 180,117.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP - 2004 PB Loader/Patcher (M007)		\$ 180,117.00			
		Total: \$ 180,117		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

M007 is due for replacement due to the criteria of age (19yrs), mileage (N/A) and maintenance cost (\$61,270). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

M007 presents the following scores:

Age: 5

Hours: N/A

Maintenance: 7.8

Total Score: 12.8

M007 is an asphalt patch body attached to vehicle J016 (also due for replacement). The Streets division relies on this equipment to perform specialized work that keeps our streets safe. Replacement of this equipment will serve the department needs for the next 15 years. Although M007 has not yet reached the replacement score of 15 it will have exceeded its life expectancy by 5 years in 2025

If not replaced excessive downtime, labor, parts, and sublet will be required to keep the equipment operational for the next years. This is estimated to be a cost of \$6660 in the next biennial and does not include any major mechanical failure which is of increasing risk as the vehicle will have exceeded expected life by 5 years as of 2025. Additionally, M007 in combination with J016 is the sole equipment for providing routine and emergent asphalt repairs in the City and maintenance downtime is a direct impact to necessary operations.

Once replaced, J026 will be sent to public auction where it is estimated that \$6,000 will be recovered and be credited back to the division fund.

Currently, Fleet has expended 110% more in operating costs in the last 3 years vs the 1st 3 years of the assets life.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/10/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 65,105.00	
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 6,300		Was Grant Awarded? ☐ Yes ☒ No Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP - 2005 Vibromax 265 Roller (M012)		\$ 65,105.00			
		Total: \$ 65,105		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		5 0 1 0 0 0 4 8 - 5 6 4 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

M012 is due for replacement due to the criteria of age (19yrs), hours (1,314) and maintenance cost (\$34,633). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

M012 presents the following scores:

Age: 5

Hours: 1.3

Maintenance: 9.7

Total Score: 15

The Streets Department relies on this equipment to perform maintenance on both City facility projects and public roadways. Replacement of this equipment will serve the department needs for the next 15 years.

If not replaced according to established criteria; excessive labor, parts, and sublet will be required to keep the equipment operational for the next years. The vehicle will have exceeded expected life by 7 years as of 2025 and if deferred will have exceeded life by 9 years making the unit exceedingly vulnerable for mechanical failure.

Currently, Fleet is expending 113% more in operating expenditures in the last 3 years vs the 1st 3 years of the assets life.

Once replaced, M012 will be sent to public auction where it is estimated that \$6,000 will be recovered and be credited back to the division fund.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Street		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 48,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item inc Roadside Veg R&M		\$ 48,000.00		\$ 48,000.00	
		Total: \$ 48,000		Total: \$ 48,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		0 0 1 1 0 7 7 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The budget for Roadside Vegetation in Repairs and Maintenance has historically been around \$2k. Actual expenses have been between \$55k-\$65k annually. This budget supports fence repairs (cedar fences, chain link fences, handrails), portable toilet cleaning, and some costs associated with homeless camp cleanups as well as many others. This additional funding will support the historical spending trends to allow for a continuation of the level of service and needs that have been demonstrated over the last few years.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Street		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 48,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item inc Roadside Veg O&O		\$ 43,000.00		\$ 43,000.00	
		Total: \$ 43,000		Total: \$ 43,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00110770-531000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The budget for Roadside Vegetation in Office and Operating has historically been around \$17k. Actual expenses have been between \$50k-\$60k annually. This budget supports graffiti removal, illegal sign pick up, mowing and vegetation. Recently we have been able to better support these efforts in thanks to our new Maintenance Assistant positions that are supplemented by our Seasonal Worker and Department of Corrections programs. Paint, litter pickers, string line for trimmers are all supported with this line item in addition to several other tasks. If approved for this additional \$43k it will be consistent with historical spending habits and allow for a continuation of the level of service currently provided.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Street		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 40,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase for traffic control		\$ 40,000.00		\$ 40,000.00	
		Total: \$ 40,000		Total: \$ 40,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00110564-531000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Jesse Birchman				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Traffic Control Devices budget line covers expenses related to traffic control devices such as pavement markers, paint lines, crosswalks, delineators, etc. For the last 10+ years the City has contracted for the work of re-striping throughout the city on an annual basis as we did not own the appropriate equipment to complete this work ourselves. This additional funding under this line item will support the purchase of materials (paint/beads) for our new striper truck which was around \$65k-\$70k in 2024. Prior to this, the City paid \$165,580 in 2023 to contract out striping as reflected. By owning our own paint truck, the City is saving about \$100k each year.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Parks		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 27,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for O&O		\$ 27,000.00		\$ 27,000.00	
		Total: \$ 27,000		Total: \$ 27,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00110130-531000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Jesse Birchman			Date: 07/25/2024		
Department Director: Select One			Date:		
IS Director: NA			Date:		
Finance Director: Select One			Date:		
City Administrator: Select One			Date:		

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Street's office and operating budgets for Roadway Maintenance has seen an increase each year since 2022. This fund will support roadway repairs and maintenance such as pothole filling, asphalt patching (either from potholes or other repairs), wheel rut grinding and repairs, crack sealing and overlays. All this work is done to help extend the life of our roads as well as help prolong the life of our newer overlaid roads. Street staff routinely fill potholes and perform minor repairs to roads but a larger emphasis has been put on our programs such as overlay's, patch grinding and crack sealing to help prevent the roads from reaching a pothole condition. These additional funds will help support these program by purchasing materials used in these processes such as asphalt, tack and crack seal among many other roadway repair efforts.



2025 – 2026 Budget Requests

Fund 401

Budget Request	2025	2026
*Interfor Fill Project	1,200,000	-
*1 FTE - WWTP Operator	136,887	143,982
Budget Software	112,500	51,188
Regional Pond 1 Fence replacement	75,000	-
CCTV sewer contracting	50,000	50,000
CCTV contracting increase	13,000	13,000
Sewer Lift Station R&M (LII)	18,764	18,764
Increase funding for fire hydrant upgrades	125,000	125,000
Purchase a replacement pump for Cedarcrest	165,000	165,000
New Addition - 1 ton Service Body	85,000	-
New Addition - 1 ton Service Body	-	85,000
New Addition - 1 ton Service Body	-	85,000
Replace two aged vehicles (436 & 965)	75,000	75,000
Security improvement at various sites	25,000	25,000
New Addition (Lease) - 1/2 ton P/U F150	12,000	12,000
Replace well 3 control panel & add vfd at Edward Springs	120,000	-
Additional fencing at Edward Springs	100,000	100,000
Complete collector upgrade project	60,000	-
Replace sodium hypochlorite tank at Stilly Treatment Plant	50,000	-
Sunnyside sodium hypochlorite generation cell replacement	30,000	-
Fleet Lease Replacement 2006 Ford Exp (V003)	5,890	11,780
Replace 2nd pump at the Ranney Well	-	125,000
Water Operator (replaces one Water Quality Specialist)	-	9,000
Scada system Maintenance	75,000	75,000
Supplies (LII)	325,000	325,000
Repair & Maintenance (LII)	325,000	325,000
Screening Disposal WWTP- WM (LII)	150,000	150,000
Spare Pump 51st lift station	60,000	-
Rebuild 16 bottom feed airlifts with spares	50,000	-
Bottom feed filter Plenum Cleaning	25,000	-
Sand filter water and air line replacement	20,000	-
Sunnyside lift station Cathodic protection repair	-	50,000
Eagle Bay LS Liner replacement	-	100,000
Sodium hypo tank replacement	-	75,000
LCRR & LCRI	50,000	50,000
Rebuild 3 of 4 Effluent Pumps	25,000	50,000
Treatment Plant Office and op increase	10,000	10,000
WWTP Painting UV Structure and facility doors	-	50,000
Total Requests	\$ 3,574,041	\$ 2,354,714

*Per Administration no form attached

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Fin/Public Works		Division:		Date: 05/22/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☒ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 218,250.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☒ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Budget and Transparency Software		\$ 150,000.00			
Year 2026				\$ 68,250.00	
		Total: \$ 150,000		Total: \$ 68,250	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 3 4 1 0 - 5 4 1 0 0 0		Percentage: 75.00 %	
Account #:		0 0 1 0 1 0 2 3 - 5 4 1 0 0 0		Percentage: 25.00 %	
Account #:				Percentage: %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester:				Date:	
Department Director: Select One				Date:	
IS Director: Select One				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The City's budget process is manual using multiple spreadsheets that are shared between finance and all departments of the City. Only one person can work in each file and at times this creates confusion due to several versions of the worksheets being created.

Budgeting for capital projects is difficult also as it entails referring to multiple worksheets and files.

Public Works is in need to produce a six-year capital plan for each of the utilities in addition to Transportation. There is not an efficient way to accomplish this task today.

This task is best accomplished by having a platform that enables various staff to work in the same program to create both the operating and capital budgets for the City.

Staff is working with Finance/PW/IS to select a program that could integrate with Tyler/Munis and facilitate the development of the biennial budget and Capital Improvement Program.

Staff viewed demo of programs from ClearGov, Questica (Euna Solutions) and OpenGov.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Storm/Sewer		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 75,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Fencing at Regional pond		\$ 75,000.00			
		Total: \$ 75,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40145040-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Matthew Eyer			Date:		
Department Director: Select One			Date:		
IS Director: NA			Date:		
Finance Director: Select One			Date:		
City Administrator Select One			Date:		

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The storm water regional Pond 1 is in need of approximately 3000 ft of fencing that will replace the current cedar split rail system that has deteriorated significantly. The regional pond was constructed in 2005 and due to the nature of the current fence system, the overall amount of deterioration now calls for a full replacement. The intent is to replace the split rail fence with a uniform round rail fence that will last longer and require less maintenance during its life. Round rail fences are more durable than split rail fences due to the round shape of the rails making them less likely to crack or split. The larger diameter of the rails also makes them stronger and more stable. Contributing factors for this change also include the increase in cost of cedar. This estimation of cost is based on estimates provided by contractors. This need was identified in 2023 but due to the overall cost, the current repairs and maintenance budget did not have adequate dollars to account for this repair.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Storm/Sewer		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 2,000		Year <u>2025-2026</u> budget request Amount Requested: <u>\$ 26,000.00</u>	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
CCTV sewer contracting		\$ 50,000.00		\$ 50,000.00	
		Total: \$ 50,000		Total: \$ 50,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142080-548000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Closed-circuit television(CCTV) inspection of sewer pipes is a critical aspect of routine sewer maintenance that allows the utility to improve replacement planning and assist in the identification of potential failure points prior to problems occurring. At this time the Storm/Sewer department has limited ability to perform routine CCTV inspection of sewer pipes due staffing limitations and the age and condition of the City CCTV camera system. The replacement of this equipment will likely occur in the next budget cycle and will also require identifying additional staffing capacity. In the interim these funds will allow for contracting of these services to begin the process of building a library of condition issues. This interim process will also allow for a better understanding of the programs demand of a continuous and routine CCTV program for future planning and projections.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Storm/Sewer		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 2,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 26,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded	
				How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
CCTV contracting for Side Sewer		\$ 13,000.00		\$ 13,000.00	
		Total: \$ 13,000		Total: \$ 13,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142180-531000		Percentage: 100.00 %			
Account #: 		Percentage: %		Total Percentage:	
Account #: 		Percentage: %		100 %	
Account #: 		Percentage: %			
Grant: 		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

In order to facilitate the connection to existing sewer within developed neighborhoods, the Storm/Sewer division has been tasked to perform locates of existing sewer stubs using Closed-circuit television inspections (CCTV). Some of these activities will need to be done using contracted services as the City CCTV system has limited side launch capabilities. The estimation of approximately \$1,500 per contracted action is expected and this is based on past expenditures of similar tasks. The total expected number of actions is estimated at approximately ten annually.

This is to request a base budget of \$15,000/year.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 86,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 19,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded	
				How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase		\$ 18,764.00		\$ 18,764.00	
		Total: \$ 18,764		Total: \$ 18,764	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142280-548000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

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Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This line item exceeded the budgeted amount in 2023 and is projected to exceed the budgeted amount in 2024 as well. These increases are largely due to development, including the addition of two new sewer lift stations, and aging of existing lift stations leading to wear and tear. In addition, the cost of parts and labor associated with pump repair and replacement has increased. The proposed increase is based on projections of cost from 2024.

2023 Actual: \$97,194
2024 Projection: \$104,764

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 35,000		Year ²⁰²⁵⁻²⁰²⁶ budget request	
				Amount Requested: \$ 250,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	
				Amount Awarded	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase Year 1 - 2025		\$ 125,000.00			
Line item increase Year 2 - 2026		\$ 125,000.00			
		Total: \$ 250,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 0 6 8 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

There are approximately seventy-five two-port fire hydrants installed in the water system. These fire hydrants do not meet current city standards, are incompatible with Storz fitting for quick access by the fire department, and provide lower fire flow compared to a three-port fire hydrant.

Currently there is an approved budget of \$35,000 per year allocated for upgrading these two-port hydrants. Due to significant increases in material costs over the past five years, this budget allows for the replacement of approximately seven hydrants annually.

To expedite the completion of this project and address these critical issues more effectively, we are requesting an increased budget. With additional funding, we would be able to replace the hydrants at an accelerated rate, completing the project within three years.

If this upgrade is not implemented, the water system will continue to experience lower fire flow volumes through the existing two-port hydrants. Additionally, the Fire Department will face delays in connecting to hydrants without Storz fittings, potentially impacting response times.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 330,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase Year 1 - 2025		\$ 165,000.00			
Line item increase Year 2 - 2026		\$ 165,000.00			
		Total: \$ 330,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140180-548000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Cedarcrest Booster Station is the sole source of supply for four pressure zones in the south end of the water system. The station is equipped with three pumps; one was replaced following a failure in 2023, while the remaining two pumps were rebuilt in 2010 and 2012, respectively.

To ensure the continued reliability of the booster station and to mitigate the risk of pump failure during peak demand periods, we recommend replacing the two pumps that were previously rebuilt. This proactive replacement will enhance the station's capacity to consistently supply water the the designated pressure zones and help prevent potential failures during critical high-demand times.

Failure to replace these pumps increases the risk of system failure, which could lead to service disruptions and decreased operational efficiency during high-demand periods.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Addition					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 255,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
New Additions of 3-1 ton service body					
Year 1 - 2025 (1 vehicle)		\$ 85,000.00			
Year 2 - 2026 (2 vehicles)		\$ 170,000.00			
		Total: \$ 255,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140480-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

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Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Water Utility currently operates six vehicles that previously met all the replacement criteria but were retained due to operational needs. To ensure continued operational reliability and to manage maintenance costs effectively, we propose the acquisition of three (3) new 1-ton service body vehicles to replace the previously replaced vehicles. Following their replacement, the existing vehicles will be surplus.

These vehicles are essential for daily operations. Replacing them will address the division's needs for the existing staff and enhance operational efficiency.

Failure to replace these vehicles poses a risk of mechanical failure which could lead to increased downtime, increased costs for parts and labor, and a negative impact on productivity due to the unavailability of operational vehicles.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Addition					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 65,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Vehicle Addition 1/2 ton P/U F150		\$ 65,000.00			
		Total: \$ 65,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140480-564000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

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Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Water Utility is currently utilizing six vehicles that previously met all the replacement criteria but were retained due to operational needs. To ensure operational reliability and to manage maintenance costs effectively, we propose the acquisition of a 1/2 ton F150 to replace a previously replaced vehicle. Following their replacement, the existing vehicles will be surplussed.

This vehicle is essential for daily operations. Replacing it will address the division's needs for the existing staff and enhance operational efficiency.

Failure to replace this vehicle poses a risk of mechanical failure which could lead to increased downtime, increased costs for parts and labor, and a negative impact on productivity due to the unavailability of an operational vehicle.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☒ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 25,000		Year ²⁰²⁵⁻²⁰²⁶ budget request	Amount Requested: \$ 50,000.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	Amount Awarded
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Year 1 - 2025		\$ 25,000.00			
Year 2 - 2026		\$ 25,000.00			
		Total: \$ 50,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	4 0 1 4 1 5 8 0	5 3 1 0 0 0	Percentage:	50.00	%
Account #:	4 0 1 4 1 6 8 0	5 3 1 0 0 0	Percentage:	50.00	%
Account #:			Percentage:		%
Account #:			Percentage:		%
Grant:			Percentage:		%
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: Select One				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

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Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Many of the city's water facility sites, including wells, reservoirs, and treatment plants, are situated in remote or infrequently visited areas. These locations are occasionally subject to vandalism, trespassing, and other activities that cause concern and may jeopardize public health if water supplies and sources are polluted or contaminated.

To address these concerns and safeguard our water infrastructure, we propose installing additional security measures. Enhancements such as lighting, alarms, and video cameras will help deter unauthorized access and provide the means to identify and respond to security breaches effectively.

Deferring these security upgrades increases the risk of vandalism, and adverse impacts on public health.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Addition Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025 budget request		Amount Requested: \$ 24,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Leased Vehicle Addition 1/2 ton P/U		\$ 12,000.00		\$ 12,000.00	
		Total: \$ 12,000		Total: \$ 12,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140480-564000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Water Utility is currently utilizing six vehicles that previously met all the replacement criteria but were retained due to operational needs. To ensure operational reliability and to manage maintenance costs effectively, we propose a lease solution of a 1/2 ton F150 to replace a previously replaced vehicle. Following their replacement, the existing vehicle will be surplussed.

This vehicle is essential for daily operations. Replacing it will address the division's needs for the existing staff and enhance operational efficiency.

Failure to replace this vehicle poses a risk of mechanical failure which could lead to increased downtime, increased costs for parts and labor, and a negative impact on productivity due to the unavailability of an operational vehicle.

This request is for a lease solution. Lease agreements are of a five-year term that includes accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. The vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 120,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Motor Control Panel & VFD		\$ 120,000.00		\$ 0.00	
		Total: \$ 120,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140080-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The motor control panel at Edward Springs is currently outdated and offers limited control and monitoring capabilities. Current controls at this site require us to operate this well against a partially closed valve, which adversely affects the pumps performance and efficiency.

To address these issues, we propose upgrading the motor control panel and incorporating a variable frequency drive (VFD). This upgrade will extend pump life by reducing the strain on the pump, decrease energy costs, and increase reliability and control.

This upgrade is essential for improving the performance and sustainability of Well 3 and ensuring the continued efficiency of our water system.

Without approval of this upgrade, we will continue to face limited control and a reduced pump life cycle, which could lead to increased maintenance costs and operational inefficiencies.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fencing					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 80,000		Year ²⁰²⁵⁻²⁰²⁶ budget request	Amount Requested: \$ 200,000.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	Amount Awarded
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Year 1 - 2025		\$ 100,000.00			
Year 2 - 2026		\$ 100,000.00			
		Total: \$ 200,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140080-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Edward Springs Watershed remains partially unfenced, leaving it susceptible to unauthorized entry and potential contamination or malicious acts. The Department of Health has requested that the City work towards securing the entire property to properly manage the watershed.

In 2024, we received approval for \$80,000.00 which facilitated the installation of approximately 2000 linear feet (LF) of fencing. With increased cost of material, we are requesting \$100,000 per year to continue progressing towards the goal of securing the entire property. With this funding we estimate that we will be able to fence approximately 4000 LF in this next two-year budget cycle. This would leave approximately 1,500 LF remaining to be completed in 2027.

Securing the entire watershed is crucial for safeguarding the quality of our water supply. Approval of this request will help ensure we meet DOH requests and protect our water source effectively.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025 budget request		Amount Requested: \$ 60,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Spring Collector Enclosures		\$ 60,000.00			
		Total: \$ 60,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140080-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Department of Health has identified the need for improvements to the spring collector enclosures to enhance sanitary conditions and ensure the integrity of the water system. In response to their guidance and with their approval, the City has developed a design and has been implementing these improvements at a rate of three enclosures per year.

To expedite the process and safeguard the quality of the collected spring water, we are requesting approval to complete the upgrades to the remaining enclosures within one year. This accelerated timeline will ensure that all spring collectors are updated promptly, thereby maintaining the highest standards of water quality and public health.

Without approval for this expedited request, we will continue with the current upgrade rate, which poses a persistent risk of contamination to the non-upgraded spring collectors.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 50,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Sodium Hypochlorite Tank		\$ 50,000.00			
		Total: \$ 50,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40141580-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Stillaguamish Treatment Plant relies on sodium hypochlorite to disinfect the filtered water produced from this plant. Currently, this chemical is stored in a tank that has exceeded its useful life and is exhibiting signs of failure.

If the tank is not replaced, we risk being unable to store the sodium hypochlorite, which would halt water production from this treatment plant. This would lead to increased dependency on purchased water from the City of Everett, resulting in higher costs.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025 budget request		Amount Requested: \$ 30,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Sodium Hypochlorite Generation Cell		\$ 30,000.00			
		Total: \$ 30,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 1 6 8 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Sunnyside Treatment Plant utilizes a sodium hypochlorite generation system that produces all the sodium hypochlorite that is required for water treatment at this facility. The generation cell within this system has reached the end of its useful life, and requires replacement.

If this generation cell were to fail, we would be unable to produce the necessary sodium hypochlorite. This situation could either halt water production or necessitate modifications to the chlorination system, leading to the need for purchasing sodium hypochlorite from an external distributor at a higher cost to the city.

Failure to replace the generation cell could lead to system failure, leading to operational disruptions and additional expenses.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Fleet-Water Quality		Date: 07/16/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 8,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 17,670.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2006 Ford Expedition (V033)		\$ 5,890.00		\$ 11,780.00	
		Total: \$ 5,890		Total: \$ 11,780	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100065-545000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V033 was purchased used from SnoCo and is due for replacement due to the criteria of age (19yrs), mileage (129,091) and maintenance cost (\$9,191). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

V033 presents the following scores:

Age: 4.4

Meter: 4.3

Maintenance: 10

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

If not replaced according to established criteria; Increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years.

Currently, Fleet is expending 122% more in operating costs in the last five years vs the 1st five years of the assets life.

Once replaced, V033 will be sent to public auction where it is estimated that \$3,500 will be recovered and be credited back to the division fund.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year Select One budget request		Amount Requested: \$ 125,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Ranney Well Pump Replacement		\$ 125,000.00		\$ 0.00	
		Total: \$ 125,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40140080-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Stillaguamish Treatment Plant relies on the Ranney Well, which is equipped with two pumps. These pumps, installed in 1978 and rebuilt in 2006, have been critical to our operations. However, one pump failed and was replaced in 2021. Due to the narrow timeframe for completing this replacement, the plant operated with only one pump for a year. That limits the volume of water we can produce, increasing our dependency upon purchased water from the City of Everett.

To mitigate future risks and ensure uninterrupted operations, we propose replacing the second pump proactively. By replacing this pump before a potential failure occurs, we can avoid prolonged periods of reduced production capacity and minimize our dependency on external water sources.

Approval of this replacement will help us maintain optimal operational efficiency and reliability at the Stillaguamish Treatment Plant.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☒ Staff Position ☐ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁶ budget request		Amount Requested: \$ 9,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Water Operator		\$ 9,000.00		\$ 9,000.00	
		Total: \$ 9,000		Total: \$ 9,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40141580-5110000		Percentage: 33.00 %			
Account #: 40141680-5110000		Percentage: 33.00 %		Total Percentage:	
Account #: 40140780-5110000		Percentage: 34.00 %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Water Quality team previously encountered challenges in filling a Water Operator position due to lack of qualified applicants. As a temporary measure, we requested and received approval to fill the vacancy with an additional Water Quality Specialist. This arrangement was intended to provide internal candidates with the opportunity to develop the necessary skills and certification levels.

By 2026, our staff will have had sufficient time to enhance their skill sets and achieve the required qualification to assume the Water Operator role. We are now requesting approval to proceed with filling the Water Operator position as planned. To accommodate this transition, we propose not backfilling the vacated Water Quality Specialist position.

This approach facilitates growth within the division by promoting internal staff, provides necessary backup for the lead position during absences, and allows for additional technical support within the division.

Failure to fill this vacancy would limit opportunities for staff development and fail to provide the necessary backup for the lead position, potentially impacting operational efficiency.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☒ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Professional Services					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 150,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
SCADA System Automation		\$ 75,000.00		\$ 75,000.00	
		Total: \$ 75,000		Total: \$ 75,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40143410-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The SCADA system and site automation program plays a important role in the maintenance and enhancement of utility department operations. These dollars focus on the ongoing replacement, repair, and updating of SCADA and automation systems to ensure their optimal performance. This preventive maintenance program is designed to modernize and upgrade outdated equipment that may no longer be supported by manufacturers. The program helps to maintain system reliability, improve efficiency, and extend the life cycle of the SCADA/automation infrastructure.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item adjustment					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 1,300,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Water meters & mtu's (2 lines)		\$ 650,000.00		\$ 650,000.00	
		Total: \$ 650,000		Total: \$ 650,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 1 2 8 0 - 5 3 1 0 0 0		Percentage: 50.00 %	
Account #:		4 0 1 4 1 2 8 0 - 5 4 8 0 0 0		Percentage: 50.00 %	
Account #:				Percentage: %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This request proposes a reallocation of funds as well as increase in funding concerning the purchase of water meters and MTUs used in our automated meter reading system.

We have observed a consistent increase in the cost of both water meters and MTUs. These components are crucial for system growth as well as for replacing failed units. Historically, these items have been purchased through both the water services and water service installation budgets.

To streamline our budgeting and better manage these expenditures, we propose reallocating and increasing the funding for all future meter reading related materials to the meter reading budget (40141280). We recommend splitting this budget allocation between office operations and repairs and maintenance.

This reallocation is intended to address the following concerns:

Procurement Delays: Extended procurement times have caused our fund balances to appear over-funded temporarily. However, as all orders are completed and received, the budget will be fully utilized.

Increased Material Costs: The proposed adjustment also considers the rising costs of materials. By centralizing these expenses within the meter reading budget, we aim to enhance financial clarity and ensure that all associated costs are accurately reflected and managed.

Cost estimations are based on previous year purchases taking into account for increased ordering of meters due to continued development and increased vendor costs.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 86,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 19,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase		\$ 150,000.00		\$ 150,000.00	
		Total: \$ 150,000		Total: \$ 150,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142480-541000		Percentage: 100.00 %			
Account #: 		Percentage: %		Total Percentage:	
Account #: 		Percentage: %		100 %	
Account #: 		Percentage: %			
Grant: 		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The City has an Industrial Service Agreement with Waste Management for the transportation and direct landfill disposal of influent grit and screenings waste from the City sewer system. This solid waste was historically disposed of through the Snohomish County (County) solid waste via the City solid waste department and fund. In 2023 the County informed the City it would no longer be accepting this solid waste as of January 2024. This resulted in the establishment of the agreement for private disposal and the appropriate allocation of this cost to the Utility. The cost of disposal will be dictated by tons of waste received at the head works and disposed; based on current usage it expected to be approximately \$150,000 annually.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 15,000		Year ²⁰²⁵ budget request	
				Amount Requested: \$ 60,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	
				Amount Awarded	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Spare Pump 51st Lift Station		\$ 60,000.00			
		Total: \$ 60,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 2 2 8 0 - 5 6 4 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

There are three existing pumps at the 51st Ave lift station that are all original from the 2004 upgrade, all of the pumps are now aging and in need of repairs. These repairs necessitate removing the pumps from the wet well and sending them to a pump shop, which could leave the station with only two operational pumps during high flow conditions. This lack of redundancy poses a significant risk of overflow, potentially leading to permit violations. To mitigate this risk and ensure continuous, reliable operation, it is crucial to procure a spare pump. Having an additional pump available will provide the necessary backup to manage high flows effectively and maintain compliance with regulatory requirements.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 348,548		Year ²⁰²⁵ budget request Amount Requested: \$ 50,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
16 Bottom Feed Airlifts		\$ 50,000.00			
		Total: \$ 50,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142480-548000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The waste water treatment plant sand filters require the repair or replacement of 16 bottom feed airlifts due to wear caused by sand scouring. These airlifts, which were part of the original design implemented during the 1992 upgrade, have deteriorated over time and are no longer functioning optimally. Given the abrasive nature of the sand and the specific design requirements, the replacement airlifts are only made with stainless steel to ensure durability and continued performance.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Professional Services					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 348,548		Year ²⁰²⁵ budget request Amount Requested: \$ 25,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Bottom Feed Sand Filter Plenum Clean		\$ 25,000.00			
		Total: \$ 25,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 2 4 8 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The original 1992 bottom feed airlifts have a Plenum area that need to be cleaned approximately every 5 years. Debris and Biosolids buildup in the area and needs to be removed and cleaned to ensure proper operational functionality.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2025			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 348,548		Year ²⁰²⁵ budget request Amount Requested: \$ 20,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Sand Filter Water & Airline Repairs		\$ 20,000.00			
		Total: \$ 20,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 2 4 8 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Sand Filter water and airlines, which mostly date back to the 1992 upgrade, are now over 32 years old and showing significant signs of wear. Corrosion has developed in several areas, leading to leaks that compromise the system's reliability. The age and deterioration of these water and airlines are needed to avoid operational issues.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/10/2024	
This Budget Request Is For: 2026			Priority Level: ☐ High ☐ Med ☒ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 86,000		Year ²⁰²⁶ budget request	Amount Requested: \$ 50,000.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	Amount Awarded
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Sunnyside lift station Cathodic repair		\$ 50,000.00			
		Total: \$ 50,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		4 0 1 4 2 2 8 0 - 5 4 8 0 0 0		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Sunnyside lift station effluent piping has Cathodic Protection to help keep the pipe from corrosion due to its proximity to the tidal flats. This Cathodic Protection has been identified as not functioning and is currently unable to be tested. Repairs are needed to ensuring that the Cathodic Protection system is correctly installed, tested, and maintained to safeguard the piping infrastructure and maintain operational reliability.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/10/2024	
This Budget Request Is For: 2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Repair and Maintenance					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 86,000		Year ²⁰²⁶ budget request Amount Requested: \$ 100,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Eagle Bay LS Wet Well Liner		\$ 100,000.00			
		Total: \$ 100,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142280-548000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The wet well liner at the Eagle Bay lift station is currently failing, with the liner detaching from the sidewalls. This deterioration poses a risk to the underlying concrete structure, potentially leading to further damage and the detachment of concrete fragments that could fall to the bottom of the wet well. Such debris could negatively impact the operation of the pumps. To address this issue, a new coating or liner is needed to securely repair the failing liner. This will prevent further degradation of the concrete and ensure that the integrity of the lift station is maintained, safeguarding the functionality of the pumps and the overall system.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Professional Services					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 348,548		Year ²⁰²⁶ budget request Amount Requested: \$ 75,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Sodium Hypo Tank Replacement		\$ 75,000.00			
		Total: \$ 75,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142480-548000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Sodium Hypochlorite tank, which plays a crucial role in disinfecting treated effluent and maintaining a residual concentration in the discharge pipe to outfall# 001 (Port Gardner Bay), was installed as part of the wastewater treatment plant (WWTP) upgrade in 2004. At 20 years old, the tank has reached the end of its operational lifespan. A new tank will ensure the uninterrupted maintenance of effluent disinfection and continued compliance with discharge limitations.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Water Utility		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Software and 					
Is Request Mandated by State Legislation? ☐ Yes ☐ No					
Has this previously been requested? ☐ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 100,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Year 1 - 2025		\$ 50,000.00			
Year 2 - 2026		\$ 50,000.00			
		Total: \$ 100,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 4 0 2 2 0 5 9 4 - 5 6 3 0 0 0		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Kim Bryant				Date: 09/11/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Environmental Protection Agency (EPA) has established regulations regarding lead and copper for water purveyors. Among these requirements is the need to establish an inventory of utility owned and customer owned service line material. Additionally, the EPA has already indicated future requirements, which may include further inventory verification, additional sampling, and enhanced customer communications.

To comply with these regulations, we are currently using a software solution that facilitates the storage and public availability of this inventory. This software comes with an annual cost of approximately \$30,000.00. We anticipate the need to continue utilizing this software through 2025 to meet current requirements

Looking ahead, the EPA and the Department of Health have indicated that future compliance will involve verification processes and possibly additional requirements. As such, we expect that costs will also be incurred in 2025 and 2026 for ongoing compliance.

City of Marysville

Finance Budget Request

Form

Hover over fields for

instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024																			
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low																				
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other																							
Is Request Mandated by State Legislation? ☐ Yes ☒ No																							
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No																				
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:																				
Current year budget amount: (if applicable)		\$ 348,548		Year <u>2025-2026</u> budget request Amount Requested: \$ 75,000.00																			
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?																			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.																							
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence																							
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.																							
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:																			
Rebuild 3 Effluent Pumps		\$ 25,000.00		\$ 50,000.00																			
		Total: \$ 25,000		Total: \$ 50,000																			
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100																							
Account #: <table><tr><td>4</td><td>0</td><td>1</td><td>4</td><td>2</td><td>4</td><td>8</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		4	0	1	4	2	4	8	0									Percentage: <table><tr><td>100.00</td></tr><tr><td></td></tr></table> %		100.00			
4	0	1	4	2	4	8	0																
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Grant:		Percentage: %																					
Approval																							
Requester: <table><tr><td>Matthew Eyer</td></tr><tr><td></td></tr></table>				Matthew Eyer		Date:																	
Matthew Eyer																							
Department Director: Select One				Date:																			
IS Director: NA				Date:																			
Finance Director: Select One				Date:																			
City Administrator Select One				Date:																			

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The wastewater treatment plant operates with four 200-horsepower effluent pumps, three of which require rebuilds for both the pumps and motors. To address this major overhaul, we plan to schedule the rebuild of one pump in 2025, followed by the remaining two in 2026. These rebuilds are essential for ensuring the reliability and optimal performance of the pumps, thereby maintaining efficient redundancy within the system.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 07/25/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 86,000		Year <u>2025-2026</u> budget request Amount Requested: \$ 10,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line item increase		\$ 10,000.00		\$ 10,000.00	
		Total: \$ 10,000		Total: \$ 10,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142280-531000		Percentage: 100.00 %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This line item is currently exceeded the budgeted amount in 2024 and has historically been exceeded. These increases are largely due to material and equipment cost increases.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Water Resources		Date: 09/09/2024	
This Budget Request Is For: 2026			Priority Level: ☐ High ☐ Med ☒ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Professional Services					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 348,548		Year ²⁰²⁶ budget request Amount Requested: \$ 50,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No Amount Awarded How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Paint UV Structure and Facility Doors		\$ 50,000.00			
		Total: \$ 50,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 40142480-548000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Matthew Eyer				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The UV structure is an open metal-framed building, constructed during the 2004 upgrade. It is showing signs of deterioration with its original paint flaking off. To address this and to protect the underlying structure, the paint will need to be stripped and reapplied to restore its protective layer. Additionally, several external steel doors are in need of repainting to shield them from environmental elements. Proper maintenance of both the building and the doors is needed to ensuring their longevity and continued protection against the elements.



2025 – 2026 Budget Requests

Fund 410

Budget Request	2025	2026
Residential Front Load Refuse Truck (J025)	505,354	-
Commercial Front Load Refuse Truck (J007)	476,089	-
Commercial Front Load Refuse Truck (J024)	476,089	-
Curotto Can attachment	53,000	-
Residential Front Load Refuse Truck (J035)	-	505,354
Curotto Can attachment	-	53,000
Overtime (LII)	32,000	32,000
Total Requests	\$ 1,542,532	\$ 590,354

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 505,354	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Residential Refuse Truck Replacment		\$ 505,354			
		Total: \$ 505,354		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Residential Front Load Refuse Truck, J025, has reached the end of useful life and is due for replacement. This request supports procurement of a new 2025 Residential Front Load Refuse Truck.

To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

Age: 5.0

Meter: 4.3

Maintenance Cost: 10.0

This vehicles is no longer operationally viable and, if not replaced according to established criteria, increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years.

Once replaced, this unit will be sent to public auction.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 476,089	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Commercial Refuse Trk Replacement		\$ 476,089			
		Total: \$ 476,089		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Commercial Front Load Refuse Truck, J007, has reached the end of useful life and is due for replacement. This request supports procurement of a new 2025 Commercial Front Load Refuse Truck.

To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

Age: 5.0

Meter: 5.0

Maintenance Cost: 10.0

Total Score: 15.0

This vehicles is no longer operationally viable and, if not replaced according to established criteria, increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years.

Once replaced, this unit will be sent to public auction.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 476,089	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Commercial Refuse Trk Replacement		\$ 476,089			
		Total: \$ 476,089		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Commercial Front Load Refuse Truck, J024, has reached the end of useful life and is due for replacement. This request supports procurement of a new 2025 Commercial Front Load Refuse Truck.

To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

Age: 5.0

Meter: 5.0

Maintenance Cost: 10.0

Total Score: 15.0

This vehicles is no longer operationally viable and, if not replaced according to established criteria, increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years.

Once replaced, this unit will be sent to public auction.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁶ budget request		Amount Requested: \$ 53,000	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Curotto Can (Attachment)		\$ 53,000			
		Total: \$ 53,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This request supports procurement of a new Curotto Can attachment which will be fitted to J075 and provide the Division the necessary quantity of equipment to maintain a spare inventory to support breakdowns.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁶ budget request		Amount Requested: \$ 558,354	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Residential Refuse Trk Replacement		\$ 505,354			
Curotto Can (Attachment)		\$ 53,000			
		Total: \$ 558,354		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Residential Front Load Refuse Truck, J035, has reached the end of useful life and is due for replacement. This request supports procurement of a new 2026 Residential Front Load Refuse Truck, to include the Curotto can attachment.

To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

Age: 4.4

Meter: 4.1

Maintenance Cost: 6.4

Total Score: 14.9

This vehicles is no longer operationally viable and, if not replaced according to established criteria, increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years.

Once replaced, this unit will be reclassified as a spare unit prior to being sent to surplus.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Solid Wast		Date: 09/11/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 32,000	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase - Overtime		\$ 32,000		\$ 32,000	
		Total: \$ 32,000		Total: \$ 32,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 41046060-512000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Overtime within the Solid Waste Division is necessary to ensure refuse collections are completed according to the collection schedule. Overtime is frequently accrued when there are shift vacancies due to leave time but overtime is also a part of the regular schedule for work which is performed during observed holidays.

This line item increase will provide for the necessary budget to account for the 10 observed holidays, where staff perform work in an overtime status and for the incidental overtime due to leave time and shift vacancies.

The projected overtime for normal holiday operations is approximately \$50,000.00. The line item increase will provide for a total annual budget of \$73,350.00.



2025 – 2026 Budget Requests

Fund 420

Budget Request	2025	2026
Snake Rough Mower	46,000	-
Toro Aerifier	42,000	-
Greens Roller	35,000	-
Medium Duty Cart	-	20,000
Debris blower	-	12,000
Total Requests	\$ 123,000	\$ 32,000

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Golf		Division:		Date: 08/01/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☒ Equipment ☐ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 155,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☒ Quality of Life ☐ Economic Opportunity ☐ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Greens Roller - 2025		\$ 35,000.00			
Toro Aerifier - 2025		\$ 42,000.00			
Snake Rough Mower - 2025		\$ 46,000.00			
Medium Duty Cart - 2026		\$ 20,000.00			
Debris Blower - 2026		\$ 12,000.00			
		Total: \$ 155,000		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 42047076-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Tara Mizell				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_Purchasing Software or 23-24_Finance_Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Maintenance equipment at golf has been deferred for years and we need to replace several pieces to keep the course in good shape.

2025

1A Greens Roller a must have to maintain the quality of the greens **\$31k** plus tax life cycle 10 years.

1B TORO 648 a must have to maintain the quality of the greens. Cost **\$37k** plus tax life cycle 15 years+

Snake rough mower \$46k, 15 years (23/24we have spent \$6k on parts keeping old one going. Gearbox is failing and will probably be \$6,000 to replace.

2026

Med duty cart 4x4 with dump bed **\$20 to \$25k** up to 15 years

Debris Blower \$12,000



CAPITAL PLAN – 2024

Outlined below is a three-to-five-year breakdown of capital needs submitted July 9th, 2024. The items defined have been determined through the review of the Cedarcrest Golf Operation as it currently stands. Breakdown will be prioritized by short term and long-term investment needs.

The projects and capital considerations noted below factor the age of the course and the desire to keep conditions on a superior level to create sustained value and revenue for the next 25 years.

- Playability Improvements
- Improvements which enhance goods and services available to the golf course
- Capital Deferred Maintenance
- Capital Improvement

Situation Analysis

Cedarcrest has shown remarkable growth in both golf rounds played and revenue generated.

2019	39,287 rounds	\$1,278,981 total revenue
2020	47,774 rounds	\$1,555,505 total revenue
2021	50,091 rounds	\$1,724,535 total revenue
2022	44,968 rounds	\$1,635,072 total revenue
2023	50,367 rounds	\$1,938,523 total revenue

Long term investment needs are defined as facility improvements that have been deferred over time due lack of capital funds. Equipment needs still remain at the forefront of prudent capital investment as customer base has gotten used to improved turf conditions and revenue drops will certainly happen if quality of playing surfaces diminish.

The two main long-term issues that continue to be top needs are the golf course irrigation system and the need for an enclosed cart storage facility. The irrigation system is well over 40 years in existence and have reached a point where the useful life span has been exhausted.

The future success of the Cedarcrest Golf Course almost exclusively depends on the quality of the golf course playing surfaces. The course is currently enjoying a resurgence in popularity with increased usage. The momentum for continued success makes the long-term issues a rising priority.

1. Replace 50-year-old irrigation system includes the replacement all satellites, piping and irrigation heads.

As other prioritized projects have been completed and now being more than 10 years removed from the original assessment, replacing the irrigation system has become issue number one. The urgency and ability to have a trustworthy system is critical as the current system is failing. Broken valves, leaking pipes and aging and outdated satellites have begun to diminish the gains made in quality course conditions over the last few years. A plan to install a new full irrigation system must be brought forth at this time as a stabilization of the system is time sensitive. The requested fees will be used to upgrade failing hardware (control boxes and irrigation line issues). Please note that the system is well beyond its functional life and parts are becoming less available. The reduction valves will help regulate outflow and minimize pressure on the system and minimize breaks help the system last for another 50 years.

We recommend an investment of \$3.5 million dollars (Subject to change). Cost of the system will only go up in price and now is the time to invest for future generations to enjoy this beautiful property. Current costs and lack of available parts will render this current situation a negative liability. The time is now for recognition of this issue and to begin the process of evaluating the timeline for completion. Proper irrigation coverage reduces disease, improves turf health, and ultimately improves conditions for the golfer. Water conservation, energy conservation, and dramatic reduction in chemical use are other important benefits.

2. Adding a fully enclosed cart storage facility

Golf Cart fleet conversion from gasoline powered to Electric powered will require an enclosed facility large enough to store 50 – 60 golf cars to meet current and future demands. Adding additional square footage to provide space for an indoor golf simulator will allow for an added revenue source in regard to giving golf lessons, club fittings and indoor league play. Current gas-powered cart lease will expire in two years providing time to construct this building and welcome electric powered golf cars in 2026.

SHORT TERM NEEDS

3. Turf Equipment

Impressive progress has been made in this area and the overall health of the fleet is much improved.

Greens roller currently in the fleet no longer functions properly as it breaks down monthly and parts are not available to obtain anymore. **A 648 TORO aerifier** is needed as we “rent” one from another city which is problematic do to unavailability when we need it. **Snake rough mower tractor pull behind** is 5+ years beyond its life expectancy. Part replacement has run 15k to 20k. Quality of the cut has deteriorated drastically resulting in poor playing conditions. Med duty cart (RTV -X900) would be put in play to pull the greens roller. **Turfco Debris Blower** is needed for spring and fall leaf clean up as well as storm clean up. All units will have a 10-to-20-year lifespan.

Large Equipment

Greens Roller	\$35,000
Toro Aerifier	\$42,000
Snake rough mower	\$46,000
Med duty cart	\$20,000
Debris blower	\$12,000

Sub-total (purchase) \$155,000

Other

Reel grinder	\$110,000	20-year life span	Save 5- 10K per year
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In total, we recommend \$265,000 in capital be allocated as noted by the GREEN totals.



2025 – 2026 Budget Requests

Fund 501

Budget Request	2025	2026
Faster Software Upgrade	84,355	-
Faster Annual Support & Maintenance	7,296	7,296
Total Requests \$	91,651	\$ 7,296

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet		Date: 09/09/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 98,947	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
FASTER Software Upgrade - Prof Srvs		\$ 84,355			
Annual Support & Maintenance		\$ 7,296		\$ 7,296	
		Total: \$ 91,651		Total: \$ 7,296	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100065-541000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

FASTER is the Fleet Asset Management solution that is utilized to organize and data warehouse all Fleet assets and related activity to meet both operational and financial requirements within the City.

The current application of FASTER in use by the City is outdated and the application in use has been long since updated to a cloud based web platform, FASTER Web. While the new platform includes enhanced features, unlimited user licensing and the ability to integrate with other systems, it also relevant that support for the current version of FASTER will sunset effective August 31, 2025. This effectively earmarks the date when FASTER Win will no longer be supported and it is imperative that the City plans for upgrade to the supported platform and enhanced functions.

This budget request includes two parts:

1. FASTER Software Upgrade - Professional Services
2. Annual Support & Maintenance

FASTER Software Upgrade is a one-time professional service cost that will account for the licensing, modules, data conversion and related training to support the upgrade project. This one-time cost is \$84,355.

Annual Support & Maintenance is the reoccurring support and maintenance expense. The City currently expends \$10,986.52 per year for the current platform. The reoccurring amount after upgrade will be \$7,296.



2025 – 2026 Budget Requests

Fund 502

Budget Request	2025	2026
Overtime (LII)	5,000	5,000
Overtime (LII)	7,000	7,000
Fleet Lease replacement 2002 Blazer (336)	4,956	9,912
Fleet Lease replacement 2001 Taurus (814)	4,956	9,912
Total Requests \$	\$ 21,912	\$ 31,824

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fac-Custodial		Date: 07/24/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 5,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for Staff Overtime		\$ 5,000.00		\$ 5,000.00	
		Total: \$ 5,000		Total: \$ 5,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50250230-512000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date: 07/25/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The Custodial program for Facilities historically has not had overtime as a budget item. However, this program is subject to overtime accruals due to Holiday work, vacancies and day to day operational requirements. To account for holiday work that may not be deferred to a regular business day (Park Restrooms, Events, etc) the Division would require approximately 88 hours or \$3,300.00 in budgeted expenditures. The remaining \$1,700.00 is the least amount of overtime labor that would be necessary to cover for extended vacancies due to illness or vacant positions.

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Facilities		Date: 07/24/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: \$ 7,000.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for Staff Overtime		\$ 7,000.00		\$ 7,000.00	
		Total: \$ 7,000		Total: \$ 7,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50200030-512000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date: 07/24/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

From 2022 through 2024, Facility Maintenance overtime has been budgeted as \$7,000 per year. However, due to the necessity of facility maintenance and that many maintenance routines are both emergent and require attention after regular working hours, the Division has expended \$27,564 in 2023 and \$39,907 in 2022. In addition to repair and maintenance, Facility staff are the point of contact for all facility alarms and after hours emergencies. Alarm related call outs equate to approximately 6 call outs per month or \$18,000 per year.

The additional amount requested, in addition to work order systems and standard scheduling improvements, will be the least amount of overtime the Division may expect to expend under optimal circumstances.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet-Custodial		Date: 07/16/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 14,868.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2002 Chevy Blazer (336)		\$ 4,956.00		\$ 9,912.00	
		Total: \$ 4,956		Total: \$ 9,912	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100065-545000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

336 is overdue for replacement due to the criteria of age (23yrs), mileage (119,942) and maintenance cost (\$39,721). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered

336 presents the following scores:

Age: 5

Meter: 5

Maintenance: 10

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, 336 sent to public auction where it is expected that \$3,000 will be credited back to the division.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet-Custodial		Date: 07/16/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 14,868.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2001 Ford Taurus (814)		\$ 4,956.00		\$ 9,912.00	
		Total: \$ 4,956		Total: \$ 9,912	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100065-545000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

814 is due for replacement due to the criteria of age (24 yrs), mileage (65,085) and maintenance cost (\$21,392). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered

814 presents the following scores:

Age: 5

Meter: 3.3

Maintenance: 10

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, 814 sent to public auction where it is expected that \$2,000 will be credited back to the division.



2025 – 2026 Budget Requests

Fund 503

Budget Request	2025	2026
Software Subscriptions	334,560	334,560
Total Requests \$	\$ 334,560	\$ 334,560

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Information Services		Division:		Date: 07/23/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☒ Software/Hardware ☐ Other					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 334,560.00	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Software Subscriptions		\$ 334,560.00		\$ 334,560.00	
		Total: \$ 334,560		Total: \$ 334,560	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50300090-541000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Stephen Doherty				Date: 07/23/2024	
Department Director: Select One				Date:	
IS Director: Select One				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

The City is moving software annual subscriptions in to fund 503 to enhance city-wide tracking. Having all of these costs housed in Information Services will circumvent any potential of purchasing two systems that accomplish the same task. Additionally, the elevated visibility will ensure adequate tech support is prepared for upgrades or other necessary assistance. This will also streamline the new GASB 96 requirements for financial reporting. These costs are not new subscriptions, but a movement of the costs between funds as needed for the new methodology to house all costs in 503.

		Department		Total Cost		Removed	Request
Software	Department	2025	Notes	Budg	Amount		
Activov	Streets	\$14,400	Budget req - never added in dept budget	-	14,400		
Aclara One	PW Admin	\$42,815	Budget req - increase in cost	11,600	31,215		
Archive Social	Exec	\$9,635	Budget req - historically 503		9,635		
DocuSign	Leg Pros	\$6,783	Budget req - historically 503		6,783		
GovQA (Public Record Portal)	Leg CC	\$29,265	Budget req - never added in dept budget		29,265		
Munis Dashboard	Finance	\$2,243	Budget req - historically 503		2,243		
Munis/Executime/Employee Access	Finance	\$136,002	Budget req - historically 503		136,002		
NeoGov Perform/Leran	HR	\$32,263	Budget req - never added in dept budget	-	32,263		
Prosecuter by Karpel (PbK)	Leg Pros	\$22,500	Budget req - never added in dept budget		22,500		
Rubicon Route Management	Solid Waste	\$98,254	Budget req - increase in cost	48,000	50,254		
GRAND TOTAL		\$394,160		59,600	334,560		



2025 – 2026 Budget Requests

Fund 511

Budget Request	2025	2026
Policies and Claims (LII)	515,290	403,464
Total Requests	\$ 515,290	\$ 403,464

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Executive		Division: Risk		Date: 07/24/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Claims and Insurance					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		\$ 1,274,028		Year ²⁰²⁵⁻²⁰²⁶ budget request	Amount Requested: \$ 918,754.00
What is the cost of deferring this item? (Enter value or attach narrative)				Was Grant Awarded? ☐ Yes ☒ No	Amount Awarded
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Insurance Policies 2025		\$ 435,290.00			
Insurance Policies 2026				\$ 323,464.00	
Capacity for claims payments 2025		\$ 80,000.00			
Capacity for claims payments 2026				\$ 80,000.00	
		Total: \$ 515,290		Total: \$ 403,464	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	5 1 1 0 0 5 1 9 - 5 4 6 0 0 0	Percentage:	93.68	%	
Account #:	5 1 1 0 0 5 1 9 - 5 4 9 0 0 0	Percentage:	6.32	%	Total Percentage:
Account #:		Percentage:		%	100 %
Account #:		Percentage:		%	
Grant:		Percentage:		%	
Approval					
Requester: Leah Tocco				Date: 07/26/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

Budget increase request due to rising insurance costs for purchased policies and trends with increases to purchased policies over the past several years. The liability insurance market has continued to be a hardened market, impacting renewal rates. Employee growth, rising property valuations due to inflation, and addition of new property to the policies also impact the renewals. Historical increases included below:

2022: \$863,032.37

2023: \$1,030,272.61

2024 YTD: \$1,334,893.91

2025 Budget should be \$1,617,318

2026 Budget should be \$1,940,782

An increase of an additional \$80,000 per year establishing an annual base of \$120,000/year to the miscellaneous fund is requested for capacity to issue claims payments based on actual claims payment history. Claims may vary from year to year, and may require additional adjustments depending on the types of claims filed and city liability. This fund has required annual adjustments, as there were not adequate funds to settle claims and issue payments. Depending on the claims liability, this fund may require further adjustment. Historical fund payment details included below:

2022: \$82,857.73 (shows negative actual in MUNIS due to a reserve from a prior year claim being reversed and an accrual, but this was the actual payout of claims in 2022 from that fund.)

2023: \$89,059.69

2024 YTD: \$8,961.58 (currently have two property deductibles of \$10,000 each that were paid from the departmental budgets and not risk, additionally the property deductible increased to \$25,000 per occurrence beginning July 1, 2024 for future losses. Open claims are pending settlement, as well as 5 months remaining in the year.)



2025 – 2026 Budget Requests

Unfunded Requests

Department	Budget Request	2025	2026
CD	Fleet Lease Replacement V016	5,492	10,984
Engineering	Fleet Lease Replacement V015	5,492	10,984
Park Maint	Cabinet Wraps	35,000	35,000
Park Maint	Fleet Replacement 2006 F350 (J014)	70,123	-
Park Maint	Fleet Replacement 2008 F350 (J019)	-	70,066
Streets	Fleet Replacement 2004 Tractor/Mower (H004)	130,112	-
Streets	Fleet Replacement 2004 F450 Bucket Truck (J005)	200,474	-
Streets	Fleet Replacement 2000 Freightliner Dump Truck (J026)	-	300,204
Waterworks Utility	Fleet Replacement 2008 International Vactor (H008)	800,240	-
Waterworks Utility	Fleet Lease Replacement 2005 Chevy P/U (V009)	6,888	13,776
Waterworks Utility	Fleet Lease Replacement 2007 F150 (V013)	6,888	13,776
Waterworks Utility	Fleet Lease Replacement 2007 Ford Ranger (V014)	5,492	10,984
Waterworks Utility	Fleet Lease Replacement 2010 Chevy Colorado (V019)	5,492	10,984
Fleet	Fleet Lease Replacement 2001 Chevy Truck (115)	6,888	13,776
Total Requests		\$ 1,278,581	\$ 490,534

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-CD		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 16,476	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2007 Ford Ranger (V016) 2025		\$ 5,492			
RP-2007 Ford Ranger (V016) 2026		\$ 10,984		\$ 10,984	
		Total: \$ 16,476		Total: \$ 10,984	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V016 is due for replacement due to the criteria of age (18yrs), mileage (81,300) and maintenance cost (\$8,320). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

V016 presents the following scores:

Age: 5

Meter: 4.6

Maintenance: 9.7

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V016 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.



MARYSVILLE

WASHINGTON

City of Marysville Finance Budget Request Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet-Eng		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year 2025-2026 budget request		Amount Requested: \$ 16,476	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2007 Ford Ranger (V015) 2025		\$ 5,492			
RP-2007 Ford Ranger (V015) 2026		\$ 10,984		\$ 10,984	
		Total: \$ 16,476		Total: \$ 10,984	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage:		Total Percentage:	
Account #:		Percentage:		100 %	
Account #:		Percentage:			
Grant:		Percentage:			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V015 is due for replacement due to the criteria of age (18yrs), mileage (81,300) and maintenance cost (\$8,320). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

V015 presents the following scores:

Age: 5

Meter: 3.7

Maintenance: 5.2

Total Score: 13.9

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V015 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Parks		Date: 09/04/2024	
This Budget Request Is For: 2025-2026			Priority Level: ☐ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Line item increase					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☒ Yes ☐ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year <u>2025-2026</u> budget request		Amount Requested: <u>\$ 35,000.00</u>	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☒ No		Amount Awarded	
How Many Fiscal Years?					
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☒ Building Community ☐ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Line Item Increase for Cabinet Wrap		\$ 35,000.00		\$ 35,000.00	
		Total: \$ 35,000		Total: \$ 35,000	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 00111864-548000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Jesse Birchman				Date: 09/04/2024	
Department Director: Select One				Date:	
IS Director: NA				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

This request is to continue a program to install decorative art wraps on traffic cabinets (primarily traffic signal cabinets). This is to prevent and/or more easily remove graffiti and provide an attractive or artistic source of community pride. Graffiti continues to be a challenge for removal from City infrastructure. Graffiti proof coatings with artwork have been successfully used by multiple Puget Sound jurisdictions including Marysville to prevent or easily remove graffiti. Each intersection is currently estimated to cost approximately \$7,500 for installation of graffiti proof wraps. The City has 46 traffic signals throughout the City with 9 that have already been wrapped, and approximately 4-5 locations would have wraps installed each year until complete.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for Parks		Date: 07/10/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 70,123	
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 18,000		Was Grant Awarded? ☐ Yes ☐ No How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
Replacement - 2006 Ford F350 (J014)		\$ 70,123			
		Total: \$ 70,123		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

J014 is due for replacement due to the criteria of age (19yrs), mileage (125,500) and maintenance cost (\$29,072). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

J014 presents the following scores:

Age: 5

Mileage: 5

Maintenance: 9

Total Score: 15

The Parks Department relies on this equipment to perform daily and replacement of this vehicle will serve the department needs for the next 15 years.

If not replaced according to established criteria; excessive downtime, labor, parts, and sublet will be required to keep the equipment operational for the next years. Most importantly, J014 is equipped with the Ford V10 engine which has a history of early failure and due to age is vulnerable for a major mechanical failure which would require repairs estimated at \$12,000.

The risk of major mechanical failure is increasing as the vehicle will have exceeded expected life by 4 years as of 2025. Additionally, continued maintenance downtime will impact Park Maintenance operations as staff will not have the required equipment to perform maintenance routines.

Once replaced, J014 will be sent to public auction where it is estimated that \$4,500 will be recovered and be credited back to the division fund.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for Parks		Date: 07/11/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)			Year ²⁰²⁶ budget request		Amount Requested: \$ 70,066
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 20,000	Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded
			How Many Fiscal Years?		
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2008 Ford F350 (J019)		\$ 70,066			
		Total: \$ 70,066		Total: \$ 0	
Please use all 14 digits xxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	50100048	564000	Percentage:	100.00	%
Account #:			Percentage:		% Total Percentage:
Account #:			Percentage:		% 100 %
Account #:			Percentage:		%
Grant:			Percentage:		%
Approval					
Requester:	Skip Knutsen		Date:		
Department Director:	Select One		Date:		
IS Director:	N/A		Date:		
Finance Director:	Select One		Date:		
City Administrator	Select One		Date:		

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

J019 is due for replacement due to the criteria of age (16yrs), mileage (98,738) and maintenance cost (\$19,656). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

J019 presents the following scores:

Age: 5

Hours: 4.5

Maintenance: 6.9

Total Score: 15

The Parks Department relies on this equipment to perform daily and replacement of this vehicle will serve the department needs for the next 15 years.

If not replaced according to established criteria; excessive downtime, labor, parts, and sublet will be required to keep the equipment operational for the next years. Most importantly, J019 is equipped with the Ford V10 engine which has a history of early failure and due to age is vulnerable for a major mechanical failure which would require repairs estimated at \$12,000.

The risk of major mechanical failure is increasing as the vehicle will have exceeded expected life by 2 years as of 2025.

Additionally, continued maintenance downtime will impact Park Maintenance operations as staff will not have the required equipment to perform maintenance routines.

Currently Fleet is expending 304% more in operating costs in the last two years vs the 1st two years of the assets life.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/10/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)			Year ²⁰²⁵ budget request		Amount Requested: \$ 130,112
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 13,000	Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded
			How Many Fiscal Years?		
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP - 2004 Tractor/Mower (H004)		\$ 130,112			
		Total: \$ 130,112		Total: \$ 0	
Please use all 14 digits xxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:	50100048	564000	Percentage:	100.00	%
Account #:			Percentage:		% Total Percentage:
Account #:			Percentage:		% 100 %
Account #:			Percentage:		%
Grant:			Percentage:		%
Approval					
Requester:	Skip Knutsen		Date:		
Department Director:	Select One		Date:		
IS Director:	N/A		Date:		
Finance Director:	Select One		Date:		
City Administrator	Select One		Date:		

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

H004 is due for replacement due to the criteria of age (19yrs) and maintenance cost (\$70,392). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

H004 presents the following scores:

Age: 5

Hours: 0

Maintenance: 10

Total Score: 15

If not replaced according to established criteria; Increased equipment down time as well as excessive labor, parts, and sublet will be required to keep the equipment operational for the next 2 years. H004 is the sole equipment utilized by the Streets division to provide for shoulder mowing within the City and the nature and importance of shoulder mowing in the City is increasing as development and growth continues.

A new unit will have a 5 year maintenance cost of approximately \$7,500 whereas the last 5 year maintenance cost for this unit was \$20,161.

Once replaced, H004 will be sent to public auction where it is estimated that \$6,600 will be recovered and be credited back to the division fund.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/10/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 200,473	
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 18,000		Was Grant Awarded? ☐ Yes ☐ No How Many Fiscal Years?	
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP - 2004 Ford F450 Bucket Trk (J005)		\$ 200,474			
		Total: \$ 200,474		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

J005 is due for replacement due to the criteria of age (19yrs), mileage (65,462) and maintenance cost (\$41,893). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it has met threshold. A combined score of 15 indicates replacement should be considered.

Currently, J005 presents the following scores which will reach a score of 15 before replacement occurs in 2025.

Age: 5

Hours/Miles: 4.1

Maintenance: 5

Total Score: 14.1

J005 is the sole equipment available to service traffic signals and additionally is a resource utilized by other divisions to perform aerial work safely.

If not replaced according to established criteria; Increased downtime, excessive labor, parts, and sublet will be required to keep the equipment operational for the next years. Most importantly, J005 is equipped with the Ford V10 engine which has a history of early failure and due to age is vulnerable for a major mechanical failure which would require repairs estimated at \$12,000.

J005 is configured with a bucket that is only large enough for one person. It is an operational issue to facilitate signal head replacements with a single technician. A truck with a larger capacity weight/volume bucket capability will provide for safer more efficient operation. Additionally, the operating height of J005 is not sufficient for some applications and the new specifications for a replacement will resolve both of these operational issues and improve the level of service and efficiency.

Once replaced, J005 will be sent to public auction where it is estimated that \$9,000 will be recovered and be credited back to the division fund.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet for Streets		Date: 07/11/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)			Year ²⁰²⁶ budget request		Amount Requested: \$ 300,204
What is the cost of deferring this item? (Enter value or attach narrative)		\$ 15,000	Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded
			How Many Fiscal Years?		
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2000 Freightliner Dump Trk (J026)		\$ 300,204			
		Total: \$ 300,204		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000	Percentage:		100.00 %
Account #:			Percentage:		% Total Percentage:
Account #:			Percentage:		% 100 %
Account #:			Percentage:		%
Grant:			Percentage:		%
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

J026 is due for replacement due to the criteria of age (24yrs), mileage (233,026) and maintenance cost (\$104,159). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

J026 presents the following scores:

Age: 5

Meter: 3.7

Maintenance: 10

Total Score: 15

J026 was purchased as a used unit in 2010. At that time, Fleet established that it would have an additional 10 years of useful life. The established 10 year useful life will have been exceed by 5 years in 2025.

The replacement unit will serve as a reliable resource for hauling large quantity materials, towing, snow plowing and sanding functions. Additionally, the unit will have a useful life of 20 years and major mechanical failures and related costs will be averted.

If not replaced according to established criteria; excessive labor, parts, and sublet will be required to keep the equipment operational for the next years.

Once replaced, J026 will be sent to public auction where it is estimated that \$9,000 will be recovered and be credited back to the division fund.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet for 401		Date: 07/10/2024	
This Budget Request Is For: 2025			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Fleet Replacement					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵ budget request		Amount Requested: \$ 800,240	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2008 International Vactor (H008)		\$ 800,240			
		Total: \$ 800,240		Total: \$ 0	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #:		50100048-564000		Percentage: 100.00 %	
Account #:				Percentage: % Total Percentage:	
Account #:				Percentage: % 100 %	
Account #:				Percentage: %	
Grant:				Percentage: %	
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

H008 is due for replacement due to the criteria of age (17yrs), mileage (62,231) and maintenance cost (\$291,779). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

H008 presents the following scores:

Age: 5

Meter: 3.1

Maintenance: 9.7

Total Score: 15

Once replaced, H008 will be reclassified to serve as the emergent back up vector truck and the previously replaced back up unit, H003, will be sent to public auction where it is estimated that \$15,000 will be recovered and will be credited back to the division fund.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Wtr Quality		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 20,664	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2005 Chevy P/U (V009) 2025		\$ 6,888			
RP-2005 Chevy P/U (V009) 2026		\$ 13,776		\$ 13,776	
		Total: \$ 20,664		Total: \$ 13,776	
Please use all 14 digits xxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V009 is due for replacement due to the criteria of age (15yrs), mileage (76,802) and maintenance cost (\$15,265). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

V009 presents the following scores:

Age: 5

Meter: 2.5

Maintenance: 6.5

Total Score: 14

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V009 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet-WWTP		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 20,664	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2007 Ford F150 (V013) 2025		\$ 6,888			
RP-2007 Ford F150 (V013) 2026		\$ 13,776		\$ 13,776	
		Total: \$ 20,664		Total: \$ 13,776	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator: Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V013 is due for replacement due to the criteria of age (18yrs), mileage (102,577) and maintenance cost (\$20,897). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered

V013 presents the following scores:

Age: 5

Meter: 4.7

Maintenance: 9.5

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V013 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Wtr Quality		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☐ High ☒ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 16,476	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2007 Ford Ranger (V014) 2025		\$ 5,492			
RP-2007 Ford Ranger (V014) 2026		\$ 10,984		\$ 10,984	
		Total: \$ 16,476		Total: \$ 10,984	
Please use all 14 digits xxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V014 is not yet due for replacement due to low mileage of 32,358 however, it is ideal to replace this vehicle with a warranted unit and to surplus V014 to serve as a Seasonal Pool vehicle on a part time basis.

V014 presents the following scores and will provide seasonal staff with a reliable vehicle for the next 4 years:

Age: 5

Meter: 1.5

Maintenance: 5.2

Total Score: 11.7

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V014 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.

City of Marysville

Finance Budget Request

Form

Hover over fields for instructions

Department: Public Works		Division: Fleet-Surface Wt		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 16,476	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support:					
☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2010 Chev Colorado (V019) 2025		\$ 5,492			
RP-2010 Chev Colorado (V019) 2026		\$ 10,984		\$ 10,984	
		Total: \$ 16,476		Total: \$ 10,984	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

V019 is due for replacement due to the criteria of age (15yrs), mileage (76,802) and maintenance cost (\$15,265). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

V019 presents the following scores:

Age: 4.8

Meter: 3.2

Maintenance: 6.9

Total Score: 14.9

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, V019 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.

City of Marysville
Finance Budget Request
Form

Hover over fields for
instructions

Department: Public Works		Division: Fleet		Date: 07/16/2024	
This Budget Request Is For: Select one			Priority Level: ☒ High ☐ Med ☐ Low		
Type: ☐ Staff Position ☐ Equipment ☐ Software/Hardware ☒ Other Replacement Lease					
Is Request Mandated by State Legislation? ☐ Yes ☒ No					
Has this previously been requested? ☐ Yes ☒ No			Budget Neutral ? ☐ Yes ☒ No		
Are New Position(s) Required to support this request? ☐ Yes ☒ No			Type of Position Required:		
Current year budget amount: (if applicable)		Year ²⁰²⁵⁻²⁰²⁶ budget request		Amount Requested: \$ 20,664	
What is the cost of deferring this item? (Enter value or attach narrative)		Was Grant Awarded? ☐ Yes ☐ No		Amount Awarded	
		How Many Fiscal Years?			
Description of Budget Request: Please use the memo on the next page to detail the request and to provide justification.					
Which Council priority or priorities does this request support: ☐ Quality of Life ☐ Economic Opportunity ☐ Building Community ☒ Organizational Excellence					
Cost Summary: Staffing request should include the total compensation package. Software should include maintenance and implementation fees.					
Itemized list of New Costs:		Amount Requested:		Annual Recurring Cost:	
RP-2001 Chevy Truck (115) 2025		\$ 6,888			
RP-2001 Chevy Truck (115) 2026		\$ 13,776		\$ 13,776	
		Total: \$ 20,664		Total: \$ 13,776	
Please use all 14 digits xxxxxxxx.xxxxxx Funding Source(s): Percentages MUST total 100					
Account #: 50100048-564000		Percentage: 100.00 %			
Account #:		Percentage: %		Total Percentage:	
Account #:		Percentage: %		100 %	
Account #:		Percentage: %			
Grant:		Percentage: %			
Approval					
Requester: Skip Knutsen				Date:	
Department Director: Select One				Date:	
IS Director: N/A				Date:	
Finance Director: Select One				Date:	
City Administrator Select One				Date:	

Note to Department Director:

Please place completed/signed document in the Month End Financial Reports/Budget Planning/2025-2026/Requests Pending Review folder. Use the format YY_Dep_ Item Requested or YY-YY_Dept_Item Requested (IE: 23_Finance_ Purchasing Software or 23-24_Finance_ Purchasing Software)

Memo Detailing Request:

Justification: Logic, data, and other evidence supporting your request

115 is due for replacement due to the criteria of age (15yrs), mileage (76,802) and maintenance cost (\$15,265). To ensure operational reliability and to manage annual maintenance costs and labor expenditures, vehicles are replaced when they meet a combination of age, mileage/hours, and maintenance costs. Each criteria is scored between 1-5 points, 5 indicating it is has met threshold. A combined score of 15 indicates replacement should be considered.

115 presents the following scores:

Age: 5

Meter: 4.6

Maintenance: 10

Total Score: 15

This request is for a lease solution to replace the unit. Lease agreements are of a five-year term that include accrual of equity which may be credited to a new lease agreement or paid out to the City with vehicle sale at the end of the term. Vehicle will be under warranty for the entire term of the lease, reducing maintenance costs and labor.

Once replaced, 115 will be reclassified as a Seasonal Pool vehicle where it will serve as equipment for Seasonal staff on a part-time basis.



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Police Chief Erik Scairpon, Police

ITEM TYPE: Discussion Item

AGENDA SECTION: **Presentations**

SUBJECT: Mandatory Minimum Ordinance Discussion

SUGGESTED ACTION: Staff requests Council direction on enhancements based on a report on the current performance of the ordinance focused on public nuisance crimes.

SUMMARY:

ATTACHMENTS:



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Chari Taber, City Clerk

ITEM TYPE: Minutes

AGENDA SECTION: **Approval of Minutes**

SUBJECT: October 7, 2024, City Council Work Session Minutes

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:
[WS 10072024.docx](#)

City Council



501 Delta Ave
Marysville, WA 98270

**Work Session
October 7, 2024**

Call to Order

Mayor Nehring called the Work Session to order at 6 p.m.

Pledge of Allegiance

Mayor Nehring led the Pledge of Allegiance.

Roll Call

Chief Smith called the roll.

Present:

Mayor: Jon Nehring

Council: Councilmember Condyles, Councilmember James, Councilmember King, Council President Stevens, Councilmember Richards, Councilmember Muller, Councilmember Norton

Staff: City Administrator Jennifer Stapleton, Deputy City Attorney Burton Eggertsen, Chief Scairpon, Asst. Chief Lawless, Public Works Director Jeff Laycock, IT Director Stephen Doherty, Parks & Rec. Director Tara Mizell, Courts Administrator Suzanne Elsner, Community Development Director Haylie Miller, Network Systems Administrator Chris Brown, Human Resources Director Megan Hodgson

Approval of the Agenda

Motion to approve the agenda moved by Councilmember Richards seconded by Councilmember Condyles.

AYES: ALL

Executive Session

Deputy Director Eggertsen stated the need to hold an Executive Session. Council recesses into Executive Session at 6:03 for 10 minutes to review the performance a public employee, with no action expected. Council recessed into Executive Session at 6:03 p.m. for 10 minutes.

- A. Litigation
- B. Personnel – one item, RCW 42.30.110(1)(g)
- C. Real Estate

Executive Session was extended 10 minutes

Council reconvened following the Executive Session at 6:23 p.m. with no action taken.

Presentations

A. Presentation of the 2025-2026 Biennial Budget

Mayor Nehring introduced the Mayor's Budget for the 2025-2026 Biennium. He thanked numerous members of staff for their work on this and the City Council for their commitment to excellence. He gave a high level overview of the budget and explained this was a conservative and responsible plan with a balanced, maintenance budget.

City Administrative Stapleton highlighted supplemental documents including the 2025-2026 Capital Improvement Program and memos regarding Rightsizing and Supplemental Requests. She discussed the restructuring of Public Works into two departments - Engineering Services and Utilities and Maintenance Services. She commented on personnel changes; Deputy Director Eggertsen explained the need for additional personnel to address the increased legal workload. City Administrator Stapleton reviewed supplemental items: fleet replacement, facility and system capital improvements (jail railing extension and water and wastewater system improvements); budget/financial transparency and project tracking software; software; Interfor/Riverwalk site fill and land analysis; purchase of Marysville School District Building/sale of former City Hall. Other budget highlights include parks security cameras and additional FLOCK public safety cameras. Chief Scairpon and Asst. Chief Lawless reviewed this program including grant funding and responded to clarification questions.

Finance Director Ferrer-Santa Ines presented the biennial budget. She shared the economic outlook, budget guiding principles, budget summaries, revenues, and expenditures, property taxes, and retail sales and use tax, TBD retail sales and use tax, other retail sales and use tax, utility and other taxes. She reviewed the Mayor's proposed increase to the city-owned utility tax rate from 8.5% to 13% to help balance the budget. Mayor Nehring clarified that this is an internal increase only and will not impact customer bills.

Director Ferrer-Santa Ines reviewed licenses and permits, intergovernmental revenue, charges for goods and services, and other revenue. She explained that the Mayor's proposed budget includes a 5% increase on utility rates in order to keep up with costs and mitigate any big spikes in rates. She gave a General Fund overview and reviewed long-term debt and capital investments. She expressed appreciation to all staff members for their assistance with the preparation of the budget. She discussed the General Fund forecast noting that they are operating favorably and meeting all policies and expectations up to 2027. Beyond 2027 they will need to have discussions about how to ensure there are sufficient revenue sources to keep up with the growing population and expenditure and also to maintain the current service levels in serving the community. She reviewed upcoming public hearings and the budget timeline.

Mayor Nehring commented that Council will be asked to take action on the budget on November 25. The November 4 meeting will be a Regular meeting because the meeting on November 12 will be cancelled. If an extra meeting is needed, it would be the third meeting in December. Mayor Nehring made final comments on challenges and opportunities with the City's budget.

Questions:

Councilmember Richards requested a pie chart showing which portion of taxes come from the different school districts.

Councilmember Muller questioned if the reserve fund levels are sufficient to handle worst-case scenarios like a dramatic drop in sales tax levels. Director Ferrer-Santa Ines reviewed the recommendation to increase the reserve fund balance to make sure they are planning for any unforeseen circumstances.

Councilmember King asked who will monitor the Parks security cameras. Mizell explained it would be between Parks and Police. Information Services will be assisting also.

Councilmember King asked if the WWTP Operator is a new one. Director Laycock confirmed it would be an additional position.

Councilmember Richards asked for a breakdown on the source of sales tax revenues. Director Ferrer-Santa Ines indicated she would provide that.

Mayor Nehring again thanked everyone for their hard work.

[Memo-Supplemental and Rightsizing Requests.pdf](#)

[Prelim Budget Book 2025-26.pdf](#)

[CIP Preliminary Document.pdf](#)

[Discussion Items](#)

Approval of Minutes

Consent

1. September 18, 2024, Claims in the Amount of \$2,835,074.65 Paid by EFT Transactions and Check Numbers 172505 through 172662 with Check Numbers 162029, 171138 and 172288 Voided

091824.rtf

2. September 25, 2024 Payroll in the Amount of \$2,476,067.26 Paid by EFT Transactions and Check Numbers 35457 through 35472
3. September 25, 2024 Claims in the Amount of \$1,426,258.40 Paid by EFT Transactions and Check Numbers 172663 through 172788 with Check Numbers 169119, 170380, 172394 and 172436 Voided

092524.rtf

Review Bids

Public Hearings

New Business

4. An Ordinance Eliminating the Prohibition on Social Card Games as a Commercial Stimulant.

Social Card Game Ordinance.pdf

Deputy City Attorney Eggertsen reviewed the proposed ordinance and answered clarification questions regarding the definition of social card games, the reason for the original prohibition, and whether additional clarification is needed in the ordinance about what this does and does not allow.

Legal

Mayor's Business

Mayor Nehring thanked everyone for their work on the budget.

Staff Business

Call on Councilmembers and Committee Reports

Councilmember Condyles gave committee reports on meetings of Snohomish County Tomorrow and the Alliance for Housing Affordability.

Councilmember James:

- He asked about the pavement on the trail. Director Laycock gave an update (inaudible).
- He attended the Boot Barn ribbon cutting and was impressed.

Councilmember King commented on a meeting with Dr. Jarvis from OSPI. He and Councilmember Condyles went to a Marysville School Board meeting. He commented on Strawberry float activities.

Council President Stevens expressed appreciation for the work on the budget.

Councilmember Richards also thanked the budget team and all the directors for their leadership. Happy belated birthday to Councilmember Muller.

Councilmember Muller commented that the trail looks great but expressed concern about the intersection with Sunnyside. Director Laycock indicated they could look into signage.

Council President Norton also expressed appreciation to staff and the Mayor for the great work on the budget and their efforts to be responsible with tax dollars.

Adjournment/Recess

Motion to adjourn the meeting at 7:48 p.m. moved by Councilmember Muller seconded by Councilmember Richards.

AYES: ALL

Approved by City Council this _____ day of _____, 2024



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Chari Taber, City Clerk

ITEM TYPE: Minutes

AGENDA SECTION: **Approval of Minutes**

SUBJECT: October 14, 2024, City Council Meeting Minutes

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:
[CC 10142024.docx](#)

City Council



501 Delta Ave
Marysville, WA 98270

**Regular Meeting
October 14, 2024**

Call to Order

Mayor Nehring called the meeting to order at 7:00 p.m.

Invocation

None

Pledge of Allegiance

Mayor Nehring led the Pledge of Allegiance.

Roll Call

Present:

Mayor: Jon Nehring

Council: Councilmember Condyles, Councilmember James, Councilmember King, Council President Stevens, Councilmember Richards, Councilmember Muller, Councilmember Norton

Staff: City Administrator Jennifer Stapleton, Community Development Director Haylie Miller, City Attorney Jon Walker, Chief Scairpon, Engineering Services Director Jeff Laycock, Public Information Officer Connie Mennie, Finance Director Jennifer Ferrer-Santa Ines, Parks & Rec Director Tara Mizell, IT Director Stephen Doherty

Approval of the Agenda

Motion to approve the agenda moved by Councilmember Richards seconded by Councilmember Muller.

AYES: ALL

Presentations

- A. Proclamation Declaring Oct. 28, 2024, as National First Responders Day in Marysville

PROCLAMATION National First Responders Day 2024.pdf

Mayor Nehring read the proclamation into the record and thanked first responders for their work.

Public Comment

None.

Approval of Minutes

1. September 23, 2024, City Council Meeting Minutes

CC 09232024.docx

Motion to approve September 23, 2024, City Council Meeting Minutes moved by Council President Stevens seconded by Councilmember King.

VOTE: Motion carried 6 – 0 with Councilmember Richards abstaining

Consent

2. September 18, 2024, Claims in the Amount of \$2,835,074.65 Paid by EFT Transactions and Check Numbers 172505 through 172662 with Check Numbers 162029, 171138 and 172288 Voided

091824.rtf

3. September 25, 2024 Payroll in the Amount of \$2,476,067.26 Paid by EFT Transactions and Check Numbers 35457 through 35472
4. September 25, 2024 Claims in the Amount of \$1,426,258.40 Paid by EFT Transactions and Check Numbers 172663 through 172788 with Check Numbers 169119, 170380, 172394 and 172436 Voided

092524.rtf

5. October 3, 2024, Claims in the Amount of \$1,071,876.37 Paid by EFT Transactions and Check Numbers 172789 through 172945

100224 inv.xls

Consent

Motion to approve Consent Agenda items 2, 3, 4, and 5 moved by Councilmember Condyles seconded by Councilmember James.

AYES: ALL

Review Bids

6. Contract Award - LID Retrofit 103rd PI NE and Shoultes

Certified Bid Tabulation_LID Retrofit 103rd and Shoultes (2 sheets).pdf

SRV Construction - Contract.pdf

Director Laycock reviewed this item.

Councilmember Richards asked when this would begin. Director Laycock did not have a schedule. Councilmember Richards said he wanted to make sure 67th was open before the work starts on this corridor. Director Laycock agreed.

Motion to authorize the Mayor to award and execute the contract with SRV Construction for the LID Retrofit at 103rd PI NE and Shoultes project in the amount of \$239,110.00 and approve a management reserve of \$23,911.00 for a total allocation of \$263,021.00 moved by Councilmember Richards seconded by Councilmember Norton.

AYES: ALL

7. Contract Award - 2024 Timberbrook Tree Removal Project

Bid tab 2024 Timberbrook.pdf

1. Contract_Alex Tree Service.pdf

Director Laycock reviewed this item. He responded to questions about the small works roster, property maintenance procedures, reasons for different bid amounts, and plans for replanting.

Motion to authorize the Mayor to award and execute the contract with Alex Tree Service, LLC for the 2024 Timberbrook Tree removal project in the amount of \$119,246.00 and approve a management reserve of \$11,925.00 for a total allocation of \$131,171.00 moved by Councilmember Norton seconded by Councilmember Muller.

AYES: ALL

Public Hearings

New Business

8. A Resolution Adopting Revised Green Fees and Rental Fees for Cedarcrest Golf Course.

[Cedarcrest Fees Resolution.pdf](#)

Director Mizell reviewed this item regarding revised rates at Cedarcrest. She responded to questions about rate recommendation criteria, definitions clarification, and Cedarcrest's ranking among local courses.

Motion to approve Resolution No. 2560 moved by Councilmember Condyles seconded by Councilmember King.

AYES: ALL

[9. Snohomish County ILA Amendment - LiDAR](#)

[Proposed DNR LiDAR Amendment.pdf](#)

[Original_Contract_for_Reference.pdf](#)

IT Director Doherty reviewed this item regarding an amendment to the ILA with Snohomish County related to LiDAR. Council asked questions about how Marysville's cost portion of the project was calculated, accessibility of the information, and if this will include tree canopy information.

Motion to authorize the Mayor to sign and execute Amendment 1 to the Interlocal Agreement between City of Marysville and Snohomish County moved by Councilmember Muller seconded by Councilmember James.

AYES: ALL

[10. An Ordinance Amending the Biennial Budget as Budgeted for in Ordinance No. 3316 and Providing for the Establishment of Pay Classifications and Grades or Ranges.](#)

[Budget Ordinance Reflecting Pay Ranges Required by Reorganization.pdf](#)

City Administrator Stapleton reviewed the revised classification grid for the 2023-2024 biennium which was also contemplated for the 2025-2026 biennium. She reviewed factors for classification and details about the restructuring of the Public Works function to two departments.

Motion to adopt Ordinance No. 3319 moved by Councilmember James seconded by Council President Stevens.

AYES: ALL

[11. An Ordinance Eliminating the Prohibition on Social Card Games as a Commercial Stimulant](#)

[Social Card Game Ordinance.pdf](#)

[House Banked Social Card Game Ordinance plus Class F final.pdf](#)

House Banked Social Card Game Ordinance Only final.pdf

City Attorney Walker reviewed this item related to social card games and highlighted options available to Council. He explained that this item was brought up by a local business owner who wanted consistency with neighboring cities' regulations. There was some discussion about enforcement and penalties.

Councilmember Norton spoke in favor of prohibiting non-house bank social card games as well as Class F. She stated that she prefers to keep the wagering low.

Councilmember Muller asked clarification questions about different options. He expressed support for allowing the social card games. He expressed concern about potential impacts of higher stakes games (Class F).

There was debate about the pros and cons of the proposed options and impacts on public safety. Chief Scairpon commented that according to the gambling commission, the jurisdictions that have house banks have more issues. The non-house bank social card games have not generally caused problems.

Councilmember King asked if they could repeal this if there are problems. City Attorney Walker commented that they could always repeal an ordinance.

Councilmember James was in favor of allowing non-house banked games but not in favor of putting limits on the amounts because the gambling commission would be overseeing this anyway.

Councilmember Richards spoke in support of non-house-bank and low dollar games to keep things as minimal as possible.

Councilmember Condyles was in favor of any of the options. He did not think there would be many restaurants that would open up to this anyway.

Council President Stevens was not personally in favor of any of it, but said he would support keeping the minimal social card games.

Motion to adopt Ordinance No. 3320 eliminating prohibition on non-house bank social card games as a commercial stimulant except for those with a Class F endorsement moved by Councilmember Norton seconded by Councilmember King.

AYES: ALL

Legal

Mayor's Business

12. November City Council Work Session and Meeting Changes

Mayor Nehring had the following comments:

- Due to the Veterans Day Holiday and the conference, staff is requesting the cancellation of the meeting on the 12th and changing November 4 to a Regular meeting.
- The Domestic Violence Services of Snohomish County Resource Fair will be held on October 16 from 11-2 at Comeford Park.
- He plans on providing a legislative agenda to the City Council at the October 28 meeting. He noted that one item regarding a break in access on Highway 9 will be added to the legislative agenda.

Motion to cancel the Regular Meeting on November 12, 2024 and make the November 4 Work Session a Regular Business Meeting moved by Councilmember Richards seconded by Councilmember Muller.

AYES: ALL

Staff Business

None.

Call on Councilmembers and Committee Reports

Councilmember James thanked the Council for the robust and respectful discussion.

Councilmember King thanked staff for the overlay work. He thanked first responders for the great work they do.

Council President Stevens also expressed appreciation for the conversation.

Councilmember Muller asked where to send budget questions. Mayor Nehring said to send it to him and Finance Director Ferrer-Santa Ines.

Adjournment

Motion to adjourn at 8:02 p.m. moved by Councilmember Muller seconded by Council President Stevens.

AYES: ALL

Approved by City Council this _____ day of _____, 2024



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Accounting Technician Shauna Crane, Finance

ITEM TYPE: Claims

AGENDA SECTION: **Consent**

SUBJECT: October 09, 2024 Claims in the Amount of \$1,011,985.98 Paid by EFT Transactions and Check Numbers 172946 through 173086

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:

[100924.rtf](#)

DATE: 10/9/2024
TIME: 11:47:00AM

CITY OF MARYSVILLE
INVOICE LIST

PAGE: 1

FOR INVOICES FROM 10/9/2024 TO 10/9/2024

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
172946	US BANK	MARWAT14	ENTERPRISE D/S	217,650.00
172947	BOYD, RAE	BLOOD DRAWS	DETENTION & CORRECTION	2,700.00
	BOYD, RAE	CONTRACT NURSE	DETENTION & CORRECTION	43,000.00
172948	PREMERA BLUE CROSS	CLAIMS PAID	MEDICAL CLAIMS	160,759.40
172949	PREMERA BLUE CROSS	CLAIMS PAID	MEDICAL CLAIMS	49,754.52
	PREMERA BLUE CROSS	CLAIMS PAID	MEDICAL CLAIMS	148,923.90
172950	LICENSING, DEPT OF	DRIVING ABSTRACT - IPP	PERSONNEL ADMINISTRATION	15.00
172951	911 SUPPLY INC.	VEST - PALMER	DETENTION & CORRECTION	1,286.54
	911 SUPPLY INC.	VEST - FEUCHT	DETENTION & CORRECTION	1,746.02
172952	ALDRICH, KASSIDY	REIMBURSEMENT - MILEAGE LOG	EXECUTIVE ADMIN	337.55
172953	ALEXANDER PRINTING	PRINT SERVICE	COMMUNITY SERVICES UNIT	105.86
	ALEXANDER PRINTING		POLICE PATROL	327.76
	ALEXANDER PRINTING		DETENTION & CORRECTION	341.42
172954	ALL BATTERY SALES &	FUSE HOLDER, WIRE GAUGE	EQUIPMENT RENTAL	124.30
172955	ALLIANT INSURANCE	NOTARY BOND RENEWAL-BARKER	RISK MANAGEMENT	50.00
172956	APS, INC.	INKJET CARTRIDGE SET/SEALANT	MUNICIPAL COURTS	28.84
	APS, INC.		COMPUTER SERVICES	28.84
	APS, INC.		PERSONNEL ADMINISTRATION	28.84
	APS, INC.		UTILITY BILLING	28.84
	APS, INC.		LEGAL - PROSECUTION	28.84
	APS, INC.		COMMUNITY	28.84
	APS, INC.		PARK & RECREATION FAC	28.84
	APS, INC.		ENGR-GENL	28.84
	APS, INC.		UTIL ADMIN	28.84
	APS, INC.		EXECUTIVE ADMIN	28.85
	APS, INC.		FINANCE-GENL	28.85
172957	ARLINGTON, CITY OF	ACCT #700033.31	WATER FILTRATION PLANT	38.75
172958	ASSOC OF SHERIFFS	DUES - LAMOUREUX	POLICE ADMINISTRATION	75.00
172959	ASTOUND BUSINESS	FIBER MAINTENANCE, INTERNET, LEASE	WATER QUAL TREATMENT	111.30
	ASTOUND BUSINESS		CENTRAL SERVICES	513.71
	ASTOUND BUSINESS		COMPUTER SERVICES	2,308.53
172960	BACKFLOW APPARATUS	RPBA REPAIR KIT	SUNNYSIDE FILTRATION	362.88
172961	BENNETT, TRICIA	REFUND - BABYSITTING	PARKS-RECREATION	88.00
172962	BIO CLEAN, INC	CLEAN CELLS	DETENTION & CORRECTION	492.30
	BIO CLEAN, INC	REPAIRS/MAINTENANCE	DETENTION & CORRECTION	492.30
172963	BOB BARKER COMPANY	JAIL SUPPLIES	DETENTION & CORRECTION	470.64
172964	BRE INNOVATIVE	INSTRUCTOR PAYMENT	RECREATION SERVICES	24.00
172965	BROOK, CLINTON J	UB REFUND	WATER/SEWER OPERATION	44.29
172966	BROOKS, JEFF	WATER CERTIFICATION TRAINING	UTIL ADMIN	284.05
172967	BROVOLD, GENIE	UB REFUND	WATER/SEWER OPERATION	281.52
172968	CAMP FIRE USA	INSTRUCTOR PAYMENT	RECREATION SERVICES	1,410.00
172969	CARLSON, TIM	REFUND - LINE DANCING	PARKS-RECREATION	30.00
172970	CARSON-BLAKESLEY,VET	INSTRUCTOR PAYMENT	RECREATION SERVICES	636.00
172971	CENTRAL SQUARE TECH	TRAKIT ANNUAL MAINTENANCE FEE	COMMUNITY	2,377.53
	CENTRAL SQUARE TECH		COMMUNITY	3,150.00
	CENTRAL SQUARE TECH		COMMUNITY	22,142.88
172972	CENTRAL WELDING SUPPLY	GROUND CLAMP/CABLE	WASTE WATER TREATMENT	160.61
172973	CHCT WASHINGTON, LLC	TEMPORARY CONSTRUCTION EASEMENT	GMA - STREET	6,210.00
172974	CLELAND, ADAM	REIMBURSEMENT 24-0012	RISK MANAGEMENT	71.10
172975	CNR INC	MAINTENANCE CONTRACT	COMPUTER SERVICES	1,365.78
172976	COMCAST	ACCT #8498310021752089	COMPUTER SERVICES	599.47
172977	COMMERCIAL ALARM	ACTIVE ALARM LABOR, FILING FEE	OPERA HOUSE	410.25
172978	COMMERCIAL FIRE	FIRE EXTINGUISHERS	WATER FILTRATION PLANT	61.25
	COMMERCIAL FIRE	FIRE SERVICE KIT	OPERA HOUSE	386.18
	COMMERCIAL FIRE	INSPECTION/TESTING	WATER QUAL TREATMENT	565.00

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**CITY OF MARYSVILLE
INVOICE LIST**

FOR INVOICES FROM 10/9/2024 TO 10/9/2024

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
	COMMERCIAL FIRE		WATER FILTRATION PLANT	1,090.00
172979	COOP SUPPLY	LANDSCAPE REPAIR	WATER RESERVOIRS	88.58
172980	CORE & MAIN LP	HYDRANT PORT REPLACEMENT	WATER CAPITAL PROJECTS	1,357.38
	CORE & MAIN LP	FIRE HYDRANT PORT REPLACEMENT	WATER SERVICES	1,719.98
	CORE & MAIN LP		WATER CAPITAL PROJECTS	4,344.48
	CORE & MAIN LP	WATER METERS	METER READING	4,872.68
172981	CORRECTIONS, DEPT OF	INMATE MEALS	DETENTION & CORRECTION	9,468.00
172982	COSTLESS SENIOR SRVC	INMATE MEDICATIONS	DETENTION & CORRECTION	393.77
172983	COUNTRY SUPPLIER	WADER	SOURCE OF SUPPLY	120.33
172984	CRYSTAL SPRINGS	WATER SERVICE	POLICE PATROL	188.68
	CRYSTAL SPRINGS		POLICE INVESTIGATION	200.00
	CRYSTAL SPRINGS		DETENTION & CORRECTION	200.00
172985	DATA QUEST LLC	PRE-EMPLOYMENT	POLICE ADMINISTRATION	75.00
172986	DAVIS, PAMELA	UB REFUND	WATER/SEWER OPERATION	182.42
172987	DELL	LAPTOP REPLACEMENT	IS REPLACEMENT ACCOUNTS	21.63
172988	DICKS TOWING	TOWING 24-53327	POLICE PATROL	77.54
	DICKS TOWING	TOWING 24-53408	POLICE PATROL	77.54
172989	DOOLEY, CRYSTAL J	UB REFUND	WATER/SEWER OPERATION	21.94
172990	DOUGLAS, LEE	EYEGASSES REIMBURSEMENT	POLICE ADMINISTRATION	240.00
172991	E&E LUMBER	FACILITY SUPPLIES	CIVIC CENTER	6.20
	E&E LUMBER	PAINTING BRUSHES	HYDRANTS	11.77
	E&E LUMBER	MAINTENANCE SUPPLIES	MAINT OF GENL PLANT	28.33
	E&E LUMBER	DRAIN CLEANER	CIVIC CENTER	32.79
	E&E LUMBER	FACILITY SUPPLIES	PARK & RECREATION FAC	35.00
	E&E LUMBER	WATERPROOFING WRAP	SEWER LIFT STATION	37.51
	E&E LUMBER	MAINTENANCE SUPPLIES	MAINT OF GENL PLANT	42.87
	E&E LUMBER		MAINT OF GENL PLANT	57.89
	E&E LUMBER	PAINT/ECOLOGY FEE	HYDRANTS	141.43
	E&E LUMBER	PAINT/ECOLOGY FEE	HYDRANTS	1,414.32
172992	ERICKSON, AMANDA	REFUND - DANCING	PARKS-RECREATION	104.00
172993	ERICKSON, MATTHEW	CERTIFICATION TRAINING COURSE	UTIL ADMIN	284.05
172994	FIRST RESPONSE TRAIN	INSTRUCTOR PAYMENT	RECREATION SERVICES	135.00
172995	FISCHER, MARY	REFUND - BABYSITTING	PARKS-RECREATION	40.00
172996	FOUND THERAPY SERVICE	WELLNESS VISITS	POLICE ADMINISTRATION	1,120.00
172997	GALLATIN, DIANNE	UB REFUND	WATER/SEWER OPERATION	516.94
172998	GOLDSTREET DESIGN	CONSUMER CONFIDENCE REPORT	WATER QUAL TREATMENT	2,095.38
172999	GRIFFEN LAW OFFICE	PUBLIC DEFENSE CONFLICT COUNSEL	PUBLIC DEFENSE	3,600.00
173000	HANSON SISTERS LLC	APPRAISAL REIMBURSEMENT	GMA - STREET	2,500.00
173001	HD FOWLER COMPANY	PIPE MAKER	WATER SUPPLY MAINS	705.88
	HD FOWLER COMPANY	WEDGE RESTRAINTS, GASKETS	SOURCE OF SUPPLY	2,321.28
173002	HENNIG, JEANINE TULL	INSTRUCTOR PAYMENT	RECREATION SERVICES	351.00
173003	HINOJOSA, BRITTNEY	REFUND - BABYSITTING BASICS	PARKS-RECREATION	80.00
173004	HOME DEPOT PRO	CUSTODIAL SUPPLIES	CUSTODIAL SERVICES	78.77
	HOME DEPOT PRO		CUSTODIAL SERVICES	116.49
	HOME DEPOT PRO		CUSTODIAL SERVICES	119.07
	HOME DEPOT PRO	DUSTPAN, FLOOR STRIPPER	CUSTODIAL SERVICES	131.93
	HOME DEPOT PRO	CUSTODIAL SUPPLIES	CUSTODIAL SERVICES	309.30
	HOME DEPOT PRO		CUSTODIAL SERVICES	329.34
	HOME DEPOT PRO		CUSTODIAL SERVICES	458.32
	HOME DEPOT PRO		CUSTODIAL SERVICES	486.61
173005	INGRAHAM, GERRIE P	INSTRUCTOR PAYMENT	RECREATION SERVICES	216.00
173006	INTERSTATE BATTERY	BATTERIES	ER&R	139.77
173007	J & B TOOLS, LLC	MASTER LINE KIT	EQUIPMENT RENTAL	1,393.09
173008	KAISER PERMANENTE	VACCINES, HEARING TESTS, CDL EXAM	CUSTODIAL SERVICES	49.00

CITY OF MARYSVILLE
INVOICE LIST

FOR INVOICES FROM 10/9/2024 TO 10/9/2024

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
173008	KAISER PERMANENTE	VACCINES, HEARING TESTS, CDL EXAM	EQUIPMENT RENTAL	49.00
	KAISER PERMANENTE		FACILITY MAINTENANCE	49.00
	KAISER PERMANENTE		POLICE PATROL	98.00
	KAISER PERMANENTE		GENERAL	98.00
	KAISER PERMANENTE		SOLID WASTE OPERATIONS	165.00
	KAISER PERMANENTE		TRANSPORTATION	196.00
	KAISER PERMANENTE		UTIL ADMIN	260.00
	KAISER PERMANENTE		STORM DRAINAGE	309.00
	KAISER PERMANENTE		WASTE WATER TREATMENT	398.00
173009	KANEHEN, GREGORY	CHAPLAIN STIPEND	POLICE ADMINISTRATION	750.00
173010	KENDALL, NEIL	UB REFUND	WATER/SEWER OPERATION	220.13
173011	KIM, JAMIE S.	PUBLIC DEFENSE/CONFLICT COUNSEL	PUBLIC DEFENSE	450.00
	KIM, JAMIE S.		PUBLIC DEFENSE	450.00
	KIM, JAMIE S.	COURT INVESTIGATIVE EXPENSES	PUBLIC DEFENSE	919.00
173012	KORNEGAY, BARRY	UB REFUND	WATER/SEWER OPERATION	33.72
173013	KUNG FU 4 KIDS	INSTRUCTOR PAYMENT	RECREATION SERVICES	2,306.50
173014	LAI, MICHELLE	REFUND - BELLY DANCE	PARKS-RECREATION	48.00
173015	LANCE, GABE	WATER CERTIFICATION TRAINING	UTIL ADMIN	284.05
173016	LES SCHWAB TIRE CTR	TIRES	ER&R	775.27
173017	LGI HOMES WASHINGTON	UB REFUND	WATER/SEWER OPERATION	25.00
173018	LGI HOMES WASHINGTON		WATER/SEWER OPERATION	25.00
173019	LIFFRIG, RAYE	WSUPD INTERNSHIP RECRUITING	POLICE ADMINISTRATION	102.00
173020	MARYSVILLE AWARDS	ENGRAVING	EXECUTIVE ADMIN	32.82
173021	MARYSVILLE FIRE	EMERGENCY AID SERVICES	FIRE-EMS	2,118.48
173022	MARYSVILLE, CITY OF	3907 82ND AVE NE IRRIGATION	PARK & RECREATION FAC	27.43
	MARYSVILLE, CITY OF	4123 71 ST NE	SUNNYSIDE FILTRATION	124.13
	MARYSVILLE, CITY OF	4202 59 DR NE	PARK & RECREATION FAC	209.04
	MARYSVILLE, CITY OF	4020 71 AVE NE	SUNNYSIDE FILTRATION	316.80
	MARYSVILLE, CITY OF	3907 82ND AVE NE	PARK & RECREATION FAC	762.43
173023	MCKETTA, TOSH	CARTOGRAPHIC ANNUAL MEETING	GIS SERVICES IS	156.00
173024	MCMASTER-CARR	CREDIT - SOCKET SET	WASTE WATER TREATMENT	-200.93
	MCMASTER-CARR	SOCKET SET	WASTE WATER TREATMENT	200.93
	MCMASTER-CARR	PLUMBING SUPPLIES	WASTE WATER TREATMENT	498.12
173025	MIRACLE PLAYSYSTEMS	PLAYGROUND REPLACEMENT PARTS	PARK & RECREATION FAC	833.10
173026	MIRIAM TECHNOLOGIES	WEBCHECK SERVICE - SEPT 24	UTILITY BILLING	1,345.62
173027	MONTERO-HIGGINBOTHAM	REFUND - BABYSITTING	PARKS-RECREATION	40.00
173028	MOON CONSTRUCTION	COMFORD PARK/RESTROOM	GMA-PARKS	4,558.70
173029	MPAC	INSTRUCTOR PAYMENT	RECREATION SERVICES	878.40
173030	MULIVRANA, CASSANDRA	REFUND - BABYSITTING	PARKS-RECREATION	40.00
173031	NAPA AUTO PARTS	LIGHT BULB - J037	EQUIPMENT RENTAL	148.52
	NAPA AUTO PARTS	SPARK PLUGS, GASKETS	EQUIPMENT RENTAL	383.97
	NAPA AUTO PARTS		EQUIPMENT RENTAL	383.97
173032	NCSI	BACKGROUND SCREENING	PERSONNEL ADMINISTRATION	55.50
	NCSI		PERSONNEL ADMINISTRATION	111.00
173033	NELSON'S NOXIOUS	LABOR, CHEMICAL SPRAYING	STORM DRAINAGE	451.82
173034	NGUYEN, TRAN	REFUND - BELLY DANCE	PARKS-RECREATION	48.00
173035	NORTH SOUND EMERG	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,290.00
	NORTH SOUND EMERG	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,290.00
	NORTH SOUND EMERG	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,350.00
173036	NW EMERGENCY PHYSICIAN	INMATE EMERGENCY CARE	DETENTION & CORRECTION	252.00
173037	NW MOBILE FLAGGING	FLAGGING CERTIFICATION	UTIL ADMIN	90.00
	NW MOBILE FLAGGING		PARK & RECREATION FAC	90.00
	NW MOBILE FLAGGING		PERSONNEL ADMINISTRATION	90.00
	NW MOBILE FLAGGING		UTIL ADMIN	270.00
173038	OCCUPATIONAL HEALTH	CDL MED EXAM - DAY	UTIL ADMIN	136.00

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**CITY OF MARYSVILLE
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<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
173039	ODP BUSINESS SOLUTION	SUPPLIES	POLICE INVESTIGATION	188.58
173040	OLASON, MONICA	INSTRUCTOR PAYMENT	RECREATION SERVICES	1,358.40
173041	PACIFIC MEADOWS SNO	BEAUTIFICATION GRANT	PROTECTIVE INSPECTIONS	5,000.00
173042	PEACE OF MIND	PLANNING COMMISSION MEETING	COMMUNITY	111.00
	PEACE OF MIND	COUNCIL MEETING MINUTES	CITY CLERK	177.60
173043	PGC INTERBAY LLC	PAYROLL REIMBURSEMENT - GOLF	MAINTENANCE	32,887.52
173044	PLAY-WELL TECHNOLOGY	INSTRUCTOR PAYMENT	RECREATION SERVICES	4,380.00
173045	POTEET, MICHELE	UB REFUND	WATER/SEWER OPERATION	163.05
173046	POTTERY NOOK, THE	INSTRUCTOR PAYMENT	RECREATION SERVICES	79.20
173047	POTTS, JASON	REIMBURSEMENT - MEAL	SOLID WASTE OPERATIONS	40.00
173048	PROVIDENCE EVERETT M	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,481.03
	PROVIDENCE EVERETT M	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,924.91
	PROVIDENCE EVERETT M	INMATE EMERGENCY CARE	DETENTION & CORRECTION	4,849.31
173049	PUD	ACCT #205283641	STREET LIGHTING	9.49
	PUD	ACCT #205026479	STREET LIGHTING	13.05
	PUD		STREET LIGHTING	20.40
	PUD	ACCT #204584361	STREET LIGHTING	20.54
	PUD		STREET LIGHTING	27.23
	PUD	ACCT #202177861	PUMPING PLANT	34.10
	PUD	ACCT #200998532	PARK & RECREATION FAC	36.96
	PUD	ACCT #224162602	PARK & RECREATION FAC	38.06
	PUD	ACCT #221303498	STREET LIGHTING	45.33
	PUD	ACCT #223286667	METER READING	52.78
	PUD	ACCT #201380995	PUMPING PLANT	53.22
	PUD	ACCT #220153100	TRANSPORTATION	74.07
	PUD	ACCT #220339238	TRAFFIC CONTROL DEVICES	76.06
	PUD	ACCT #200869303	TRANSPORTATION	80.07
	PUD	ACCT #200800704	STREET LIGHTING	84.75
	PUD	ACCT #204879134	TRAFFIC CONTROL DEVICES	92.47
	PUD	ACCT #202576112	STREET LIGHTING	143.35
	PUD	ACCT #202368197	PUMPING PLANT	172.52
	PUD	ACCT #222592917	PARK & RECREATION FAC	193.29
	PUD	ACCT #200084150	TRANSPORTATION	205.08
	PUD	ACCT #203344585	STREET LIGHTING	228.91
	PUD	ACCT #200164598	SOURCE OF SUPPLY	400.84
	PUD	ACCT #201098969	PUMPING PLANT	1,221.59
	PUD	ACCT #202604203	STREET LIGHTING	1,971.63
	PUD	ACCT #202576112	STREET LIGHTING	2,723.74
	PUD	ACCT #202604203	STREET LIGHTING	2,957.45
	PUD	ACCT #201147253	PUMPING PLANT	3,760.31
	PUD	ACCT #202882098	STREET LIGHTING	10,112.29
	PUD		STREET LIGHTING	15,816.67
173050	PULTE HOMES	METER RENTAL/FEE	WATER-UTILITIES/ENVIRONMN	-500.00
	PULTE HOMES		WATER/SEWER OPERATION	1,500.00
173051	REECE TRUCKING	POND RESTORATION SEDIMENT	STORM DRAINAGE	339.50
	REECE TRUCKING	POND RESTORATION SEDIMENT	STORM DRAINAGE	610.68
	REECE TRUCKING	POND RESTORATION SEDIMENT	STORM DRAINAGE	632.04
	REECE TRUCKING	DUMP CLEAN WET DIRT	STORM DRAINAGE	662.64
173052	ROBERTS, CALEN	WSUPD INTERNSHIP RECRUITING	POLICE ADMINISTRATION	102.00
173053	RUTKOWSKI, SIERRA	REIMBURSEMENT - MILEAGE	PERSONNEL ADMINISTRATION	165.56
173054	SCORE	INMATE HOUSING SCORE	DETENTION & CORRECTION	8,554.80
173055	SHI INTERNATIONAL	VISIO LICENSE	COMPUTER SERVICES	431.43
173056	SIGMAN, MICHAEL	MEDICARE REIMBURSEMENT	POLICE ADMINISTRATION	524.10
173057	SKAGIT HOSPITAL	INMATE EMERGENCY CARE	DETENTION & CORRECTION	639.00

CITY OF MARYSVILLE
INVOICE LIST

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173057	SKAGIT HOSPITAL	INMATE EMERGENCY CARE	DETENTION & CORRECTION	7,850.63
173058	SMARSH INC	TEXT MESSAGE ARCHIVING	COMPUTER SERVICES	-58.07
	SMARSH INC		COMMUNITY	7.85
	SMARSH INC		CRIME PREVENTION	7.85
	SMARSH INC		PROPERTY TASK FORCE	7.85
	SMARSH INC		LEGAL-GENL	7.85
	SMARSH INC		GENERAL	7.85
	SMARSH INC		EQUIPMENT RENTAL	7.85
	SMARSH INC		FACILITY MAINTENANCE	7.85
	SMARSH INC		CITY COUNCIL	15.70
	SMARSH INC		FINANCE-GENL	15.70
	SMARSH INC		YOUTH SERVICES	15.70
	SMARSH INC		RECREATION SERVICES	15.70
	SMARSH INC		UTILITY BILLING	15.70
	SMARSH INC		SEWER MAIN COLLECTION	15.70
	SMARSH INC		MUNICIPAL COURTS	23.55
	SMARSH INC		COMMUNITY SERVICES UNIT	23.55
	SMARSH INC		CITY CLERK	23.55
	SMARSH INC		PERSONNEL ADMINISTRATION	23.55
	SMARSH INC		CUSTODIAL SERVICES	31.40
	SMARSH INC		COMMUNITY	39.25
	SMARSH INC		GIS SERVICES IS	39.25
	SMARSH INC		LEGAL - PROSECUTION	47.10
	SMARSH INC		OFFICE OPERATIONS	47.10
	SMARSH INC		COMMUNITY SERVICES UNIT	47.10
	SMARSH INC		PARK & RECREATION FAC	47.10
	SMARSH INC		STORM DRAINAGE	47.10
	SMARSH INC		WATER QUAL TREATMENT	54.95
	SMARSH INC		GENERAL	86.35
	SMARSH INC		POLICE ADMINISTRATION	109.90
	SMARSH INC		WASTE WATER TREATMENT	109.90
	SMARSH INC		POLICE INVESTIGATION	117.75
	SMARSH INC		DETENTION & CORRECTION	117.75
	SMARSH INC		EXECUTIVE ADMIN	125.60
	SMARSH INC		SOLID WASTE CUSTOMER	133.45
	SMARSH INC		UTIL ADMIN	172.70
	SMARSH INC		ENGR-GENL	180.55
	SMARSH INC		POLICE PATROL	518.10
173059	SMITH, ROBB	CERTIFICATION TRAINING COURSE	UTIL ADMIN	284.05
173060	SNO CO TREASURER	INMATE MEDICAL	DETENTION & CORRECTION	4,540.92
173061	SNO CO TREASURER	TRANSCRIPTION SERVICE	PUBLIC DEFENSE	55.00
	SNO CO TREASURER		PUBLIC DEFENSE	3,516.00
173062	SNOHOMISH CO 911	DISPATCH	COMMUNICATION CENTER	95,504.21
173063	SNYDER, CANON	MC/DJ SERVICE	OPERA HOUSE	1,000.00
173064	SOUND PUBLISHING	APPLICATION PUBLICATION	COMMUNITY	62.04
173065	STOOPS, SARAH	REFUND - BELLY DANCE	PARKS-RECREATION	10.00
173066	SUMMIT LAW GROUP	GENERAL LABOR	PERSONNEL ADMINISTRATION	1,001.00
173067	THOMAS, KERRY	UB REFUND	WATER/SEWER OPERATION	224.55
173068	TRACY DURNELL	BUSINESS INSPECTION FLIER	STORM DRAINAGE	2,500.00
173069	TRANSUNION RISK & AL	INVESTIGATIVE TOOL	POLICE INVESTIGATION	521.47
173070	ULINE	JAIL SUPPLIES	DETENTION & CORRECTION	1,232.60
173071	UNIVAR SOLUTIONS USA	CHEMICALS	WATER FILTRATION PLANT	1,204.70
	UNIVAR SOLUTIONS USA		WATER FILTRATION PLANT	1,514.90
	UNIVAR SOLUTIONS USA		WATER QUAL TREATMENT	2,236.28
	UNIVAR SOLUTIONS USA		WASTE WATER TREATMENT	4,996.85

**CITY OF MARYSVILLE
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	UNIVAR SOLUTIONS USA		WASTE WATER TREATMENT	6,202.98
	UNIVAR SOLUTIONS USA		WASTE WATER TREATMENT	6,244.33
173072	VCA ANIMAL MEDICAL	BET SERVICE	COMMUNITY SERVICES UNIT	542.75
173073	VERIZON	WIRELESS MODEMS	COMMUNITY SERVICES UNIT	160.08
	VERIZON	AMR LINES	METER READING	462.37
	VERIZON	WIRELESS MODEMS	POLICE INVESTIGATION	520.22
	VERIZON		POLICE PATROL	3,361.48
173074	WASTE MANAGEMENT	SOLID WASTE SERVICE	WASTE WATER TREATMENT	2,360.14
173075	WELCOME MAGAZINE	ADVERTISEMENT	OPERA HOUSE	960.00
173076	WESSEL, CASEY	REIMBURSEMENT	COMMUNITY	199.00
173077	WET RABBIT EXPRESS	CAR WASHES - POLICE	POLICE PATROL	669.60
173078	WHITE CAP CONSTRUCT	SAFETY GAS CANS	PARK & RECREATION FAC	266.92
173079	WHITNEY EQUIPMENT CO	JET FITTING ASSEMBLY	SUNNYSIDE FILTRATION	645.46
173080	WINNINGHAM, TAYLOR	INSTRUCTOR PAYMENT	OPERA HOUSE	851.50
173081	WINTERGREEN CORP	GIANT TREE EXTENSION #2	NON-DEPARTMENTAL	5,984.73
173082	ZIPLY FIBER	ACCT #3606517319	TRAFFIC CONTROL DEVICES	66.37
173083	ZIPLY FIBER	ACCT #3606534028	CITY HALL	136.77
173084	ZIPLY FIBER	ACCT #3606577108	STREET LIGHTING	71.87
173085	ZIPLY FIBER	ACCT #3606594398	PUBLIC SAFETY BLDG	123.20
173086	ZIPLY FIBER	PHONE	POLICE ADMINISTRATION	46.79
	ZIPLY FIBER		POLICE PATROL	46.79
	ZIPLY FIBER		COMMUNICATION CENTER	46.79
	ZIPLY FIBER		UTILITY BILLING	46.79
	ZIPLY FIBER		GENERAL	46.79
	ZIPLY FIBER		GOLF ADMINISTRATION	46.79
	ZIPLY FIBER		COMMUNITY	93.58
	ZIPLY FIBER		DETENTION & CORRECTION	93.58
	ZIPLY FIBER		OFFICE OPERATIONS	93.58
	ZIPLY FIBER		GOLF ADMINISTRATION	93.58
	ZIPLY FIBER		CITY HALL	139.93
	ZIPLY FIBER		RECREATION SERVICES	187.17
	ZIPLY FIBER		WASTE WATER TREATMENT	233.96
	ZIPLY FIBER		UTIL ADMIN	233.96

WARRANT TOTAL: 1,011,985.98

REASON FOR VOIDS:

INITIATOR ERROR

CHECK LOST/DAMAGED

UNCLAIMED PROPERTY

WARRANT TOTAL: \$1,011,985.98



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Senior Accounting Technician Shannon Early, Finance

ITEM TYPE: Payroll

AGENDA SECTION: **Consent**

SUBJECT: October 10, 2024 Payroll in the Amount of \$2,024,581.63 Paid by EFT Transactions and Check Numbers 35473 through 35484

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Accounting Technician Shauna Crane, Finance

ITEM TYPE: Claims

AGENDA SECTION: **Consent**

SUBJECT: October 16, 2024, Claims in the Amount of \$839,266.47 Paid by EFT Transactions and Check Numbers 173087 through 173229 with Check Number 171971 Voided

SUGGESTED ACTION:

SUMMARY:

ATTACHMENTS:
[101624.rtf](#)

DATE: 10/16/2024
TIME: 3:15:19PM

**CITY OF MARYSVILLE
INVOICE LIST**

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173087	GUILD MORTGAGE	PARTIAL RECONVEYANCE	GMA - STREET	30,500.00
173088	SHI INTERNATIONAL	ADOBE RENEWAL	MUNICIPAL COURTS	115.36
	SHI INTERNATIONAL		LEGAL-GENL	120.16
	SHI INTERNATIONAL		ENGR-GENL	120.16
	SHI INTERNATIONAL		EQUIPMENT RENTAL	120.16
	SHI INTERNATIONAL		UTILITY BILLING	240.33
	SHI INTERNATIONAL		CITY CLERK	240.33
	SHI INTERNATIONAL		LEGAL - PROSECUTION	240.33
	SHI INTERNATIONAL		SOURCE OF SUPPLY	240.33
	SHI INTERNATIONAL		COMMUNITY	360.49
	SHI INTERNATIONAL		PERSONNEL ADMINISTRATION	360.49
	SHI INTERNATIONAL		UTIL ADMIN	360.49
	SHI INTERNATIONAL		STORM DRAINAGE	480.66
	SHI INTERNATIONAL		POLICE PATROL	486.04
	SHI INTERNATIONAL		POLICE INVESTIGATION	726.37
	SHI INTERNATIONAL		PROBATION	845.96
	SHI INTERNATIONAL		FINANCE-GENL	961.32
	SHI INTERNATIONAL		COMPUTER SERVICES	1,312.98
	SHI INTERNATIONAL		POLICE ADMINISTRATION	1,327.20
	SHI INTERNATIONAL		OFFICE OPERATIONS	1,682.31
	SHI INTERNATIONAL		RECREATION SERVICES	2,782.22
	SHI INTERNATIONAL		EXECUTIVE ADMIN	5,659.16
173089	STATE AUDITORS OFFICE	AUDIT PERIOD 2023	NON-DEPARTMENTAL	11,489.66
	STATE AUDITORS OFFICE		UTIL ADMIN	11,489.66
173090	FIRST AMERICAN TITLE	CLOSING FUNDS	GMA - STREET	22,798.00
173091	COMMONSTREET	PROFESSIONAL SERVICE	GMA - STREET	45,088.86
173092	911 SUPPLY INC.	NAME TAPE	POLICE PATROL	38.30
	911 SUPPLY INC.	UNIFORM - WILKINS	DETENTION & CORRECTION	129.97
	911 SUPPLY INC.	SERVICE BARS	POLICE PATROL	558.59
	911 SUPPLY INC.	UNIFORM - FLAHERTY	POLICE PATROL	881.88
	911 SUPPLY INC.	JACKETS	POLICE PATROL	1,025.20
	911 SUPPLY INC.	CSO UNIFORM - DELANTY	COMMUNITY SERVICES UNIT	2,055.52
173093	AALBU BROTHERS LLC	SYSTEM INSTALLATION	EQUIPMENT RENTAL	7,457.80
173094	ABSOLUTE COMFORT HEAT	REFUND - MECHANICAL PERMIT	NON-BUS LICENSES AND	112.00
173095	ADT LLC	REFUND - ELECTRICAL PERMIT	COMMUNITY DEVELOPMENT	78.40
173096	ALEXANDER PRINTING	BUSINESS CARDS	STORM DRAINAGE	106.42
	ALEXANDER PRINTING	PRINT SERVICE	DETENTION & CORRECTION	816.41
173097	ALLEN, DAVID	HANDGUN 1 INSTRUCTOR	POLICE ADMINISTRATION	481.00
173098	ALPHA COURIER INC	COURIER SERVICE	WASTE WATER TREATMENT	81.20
	ALPHA COURIER INC		WASTE WATER TREATMENT	141.12
173099	AMERICAN CLEANERS	UNIFORM DRY CLEANING	POLICE ADMINISTRATION	11.92
	AMERICAN CLEANERS		DETENTION & CORRECTION	166.29
	AMERICAN CLEANERS		POLICE PATROL	427.58
173100	AT&T MOBILITY LLC	CELL PHONES	CITY CLERK	45.60
	AT&T MOBILITY LLC		WASTE WATER TREATMENT	45.60
	AT&T MOBILITY LLC		ENGR-GENL	91.20
	AT&T MOBILITY LLC		LEGAL - PROSECUTION	91.20
	AT&T MOBILITY LLC		COMMUNITY	136.80
	AT&T MOBILITY LLC		PERSONNEL ADMINISTRATION	136.80
	AT&T MOBILITY LLC		UTIL ADMIN	136.80
	AT&T MOBILITY LLC		GIS SERVICES IS	182.40
	AT&T MOBILITY LLC		FINANCE-GENL	182.40
	AT&T MOBILITY LLC		MUNICIPAL COURTS	228.00
	AT&T MOBILITY LLC		LEGAL-GENL	228.00
	AT&T MOBILITY LLC		OFFICE OPERATIONS	319.20

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	AT&T MOBILITY LLC		FACILITY MAINTENANCE	319.20
	AT&T MOBILITY LLC		EXECUTIVE ADMIN	501.60
	AT&T MOBILITY LLC		POLICE INVESTIGATION	638.40
	AT&T MOBILITY LLC		POLICE ADMINISTRATION	638.40
	AT&T MOBILITY LLC		DETENTION & CORRECTION	820.80
	AT&T MOBILITY LLC		COMMUNITY SERVICES UNIT	866.40
	AT&T MOBILITY LLC		COMPUTER SERVICES	957.46
	AT&T MOBILITY LLC		POLICE PATROL	2,964.00
173101	BELLEME, JOSEPH	INVESTIGATIVE UNITS TRAINING	POLICE INVESTIGATION	172.50
173102	BENS CLEANER SALES	WASH RACK REPAIR	MAINT OF GENL PLANT	737.04
173103	BHC CONSULTANTS	PROFESSIONAL SERVICE	SEWER CAPITAL PROJECTS	1,133.75
	BHC CONSULTANTS		SEWER CAPITAL PROJECTS	10,080.75
173104	BICKFORD FORD	COOLANT TANK CAP - P182	EQUIPMENT RENTAL	6.49
	BICKFORD FORD	TUBE ASSEMBLY - V056	EQUIPMENT RENTAL	25.01
	BICKFORD FORD	MIRROR GLASS KIT - J050	EQUIPMENT RENTAL	86.38
	BICKFORD FORD	LAMP ASY - J050	EQUIPMENT RENTAL	130.70
	BICKFORD FORD	COOLING FAN - P182	EQUIPMENT RENTAL	219.89
	BICKFORD FORD	GASKET, SPARK PLUG, COIL - P185	EQUIPMENT RENTAL	313.66
	BICKFORD FORD	SPARK PLUG, GASKET, COIL - P218	EQUIPMENT RENTAL	431.81
173105	BILLING DOCUMENT SPE	LOCKBOX PAYMENTS	UTILITY BILLING	2,111.06
	BILLING DOCUMENT SPE	BILL PRINTING SERVICE	UTILITY BILLING	2,999.80
173106	BIO CLEAN, INC	DECONTAMINATION OF VEHICLE - P181	DETENTION & CORRECTION	492.30
173107	BOB BARKER COMPANY	JAIL SUPPLIES	DETENTION & CORRECTION	209.08
	BOB BARKER COMPANY		DETENTION & CORRECTION	313.62
173108	BRADLEY, KAM	REFUND - CREDIT CARD FEE	COMMUNITY DEVELOPMENT	5.13
173109	BRAKE AND CLUTCH	HUB CAP WITH GASKET	ER&R	32.61
	BRAKE AND CLUTCH	DRIVE AXLE SEAL - J024	EQUIPMENT RENTAL	181.95
173110	BUD BARTON'S GLASS	INSTALL INSULATED GLASS WINDOW	PARK & RECREATION FAC	645.46
173111	BUILDERS EXCHANGE	LID RETROFIT	SURFACE WATER CAPITAL	45.00
173112	BULLOCK, TRISTA	REFUND - HOOPING	PARKS-RECREATION	60.00
173113	BURTIS, MICHAEL	WASPC FALL CONFERENCE	DETENTION & CORRECTION	170.00
173114	CENTRAL WELDING SUPPLY	EAR MUFFS	ER&R	152.72
	CENTRAL WELDING SUPPLY	GLOVES	ER&R	153.05
	CENTRAL WELDING SUPPLY		ER&R	257.31
173115	CHAMPION BOLT	SCREWS, DRILL BITS	EQUIPMENT RENTAL	261.49
173116	CLEAN CUT TREE & STU	TREE REMOVAL	ROADSIDE VEGETATION	1,422.20
	CLEAN CUT TREE & STU		ROADSIDE VEGETATION	1,422.20
173117	CONSSOR NORTH AMERICA	PROFESSIONAL SERVICE	GMA - STREET	3,344.88
	CONSSOR NORTH AMERICA		GMA - STREET	29,272.66
173118	CRAWFORD, SHANON	INSTRUCTOR PAYMENT	RECREATION SERVICES	895.41
173119	CRIMINAL JUSTICE	TRAINING REGISTRATION	POLICE TRAINING-FIREARMS	100.00
173120	CUZ CONCRETE PROD	CONCRETE CATCH BASIN	STORM DRAINAGE	886.90
173121	DELL	LAPTOP BATTERY REPLACEMENT	IS REPLACEMENT ACCOUNTS	91.06
	DELL	LAPTOP, DESKTOPS, MONITORS	POLICE PATROL	4,095.00
	DELL		IS REPLACEMENT ACCOUNTS	102,347.19
173122	DICKS TOWING	TOWING 24-55022	POLICE PATROL	77.54
	DICKS TOWING	TOWING 24-55053	POLICE PATROL	77.54
	DICKS TOWING	TOWING 24-54434	POLICE PATROL	129.23
	DICKS TOWING		POLICE PATROL	206.77
173123	DOBBS PETERBILT	WHEEL HUB SEAL - J024	EQUIPMENT RENTAL	94.06
	DOBBS PETERBILT	BRAKE VALVE	ER&R	271.26
	DOBBS PETERBILT	FILTER, PARTS FOR J025	EQUIPMENT RENTAL	4,485.20
	DOBBS PETERBILT	WIRING HARNESS - J024	EQUIPMENT RENTAL	7,503.08
173124	E&E LUMBER	WALL MOUNT HARDWARE	CIVIC CENTER	16.05

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173124	E&E LUMBER	CONCERT ADDITIVE, MURIATIC ACID	SIDEWALK MAINTENANCE	22.58
	E&E LUMBER	ZIP TIES	ROADSIDE VEGETATION	26.26
	E&E LUMBER	COUPLING, PIPE	MAINT OF GENL PLANT	28.35
	E&E LUMBER	PADLOCK, KEY FOR SPEED TRAILER	POLICE PATROL	30.51
	E&E LUMBER	CONCRETE, FIR BOARDS	SIDEWALK MAINTENANCE	46.04
	E&E LUMBER	SUPPLIES FOR PATH EXTENSION	ROADSIDE VEGETATION	171.54
	E&E LUMBER	COMPACT BATTERY	TRANSPORTATION	227.53
	E&E LUMBER	HANGING BASKET MATERIAL	PARK & RECREATION FAC	276.18
	E&E LUMBER	PRESSURE TREATED BOARDS - F003	EQUIPMENT RENTAL	460.99
173125	EAST JORDAN IRON WORKS	RISERS	GMA-PARKS	976.33
173126	ED'S TRANSMISSION EX	TRANSMISSION REPAIR - P180	EQUIPMENT RENTAL	934.52
173127	EDGE ANALYTICAL	LAB ANALYSIS	WATER QUAL TREATMENT	18.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	25.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	50.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	50.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	60.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	306.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	396.00
173128	ELEVATOR SUPPORT CO	ELEVATOR SERVICE	CIVIC CENTER	4,020.45
173129	EQUIPMENT SALES CO	ANNUAL INSPECTION - VEHICLE LIFTS	EQUIPMENT RENTAL	2,029.37
173130	EVERETT TIRE & AUTO	TIRES	ER&R	1,614.54
	EVERETT TIRE & AUTO		ER&R	1,765.98
173131	EVIDENT, INC.	EVIDENCE SUPPLIES	GENERAL FUND	-23.53
	EVIDENT, INC.		POLICE PATROL	273.81
173132	FACET NW, INC	MARYSVILLE BAS REVIEW	COMMUNITY	3,245.50
173133	FERGUSON ENTERPRISES	METER KEYS, HYDRANT WRENCHES	ER&R	339.33
173134	FERRELLGAS	PROPANE, HAZMAT FEE	ROADWAY MAINTENANCE	38.75
	FERRELLGAS		TRAFFIC CONTROL DEVICES	38.75
	FERRELLGAS		ROADWAY MAINTENANCE	63.62
	FERRELLGAS		TRAFFIC CONTROL DEVICES	63.62
173135	FIELD, CHRISTOPHER	REIMBURSEMENT – TEST FEE	COMMUNITY	305.00
173136	GEOTEST SERVICES INC	PROFESSIONAL SERVICE	GMA - STREET	5,177.90
173137	GRAINGER	BUFFER SOLUTION	SUNNYSIDE FILTRATION	959.53
173138	GRAY AND OSBORNE	PROFESSIONAL SERVICE	WATER CAPITAL PROJECTS	315.44
	GRAY AND OSBORNE		SURFACE WATER CAPITAL	783.05
	GRAY AND OSBORNE		SURFACE WATER CAPITAL	1,747.01
	GRAY AND OSBORNE		SURFACE WATER CAPITAL	1,862.15
173139	GREENWOOD HEATING	REFUND - ELECTRICAL PERMIT	COMMUNITY DEVELOPMENT	78.40
173140	GREGORY, PATRICE	REFUND - PAINTING	PARKS-RECREATION	10.00
173141	HERRERA ENVIRO	PROFESSIONAL SERVICE	GMA-PARKS	53,768.63
173142	IORDANIDES, LINDA &	UB REFUND	WATER/SEWER OPERATION	130.69
173143	J2 CLOUD SERVICES	FAX	LEGAL - PROSECUTION	16.43
	J2 CLOUD SERVICES		LEGAL-GENL	16.43
	J2 CLOUD SERVICES		UTILITY BILLING	32.85

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	J2 CLOUD SERVICES		CITY CLERK	32.85
	J2 CLOUD SERVICES		COMMUNITY	32.85
	J2 CLOUD SERVICES		WASTE WATER TREATMENT	32.85
	J2 CLOUD SERVICES		WASTE WATER TREATMENT	32.85
	J2 CLOUD SERVICES		EXECUTIVE ADMIN	32.85
	J2 CLOUD SERVICES		POLICE ADMINISTRATION	32.85
	J2 CLOUD SERVICES		RECREATION SERVICES	32.85
	J2 CLOUD SERVICES		POLICE INVESTIGATION	32.85
	J2 CLOUD SERVICES		MUNICIPAL COURTS	32.85
	J2 CLOUD SERVICES		DETENTION & CORRECTION	32.85
	J2 CLOUD SERVICES		PROBATION	32.85
	J2 CLOUD SERVICES		FINANCE-GENL	32.85
	J2 CLOUD SERVICES		UTIL ADMIN	32.85
	J2 CLOUD SERVICES		ENGR-GENL	32.85
	J2 CLOUD SERVICES		PERSONNEL ADMINISTRATION	32.85
	J2 CLOUD SERVICES		WATER DIST MAINS	32.86
	J2 CLOUD SERVICES		COMPUTER SERVICES	32.87
	J2 CLOUD SERVICES		OFFICE OPERATIONS	65.70
	J2 CLOUD SERVICES		MUNICIPAL COURTS	98.56
173144	JULZ ANIMAL HOUZ	DOG FOOD	K9 PROGRAM	28.95
173145	KANEHEN, GREGORY	CHAPLAIN STIPEND	POLICE ADMINISTRATION	750.00
173146	KBHPNW LLC	UB REFUND	WATER/SEWER OPERATION	61.88
173147	KBHPNW LLC		WATER/SEWER OPERATION	68.88
173148	KBHPNW LLC		WATER/SEWER OPERATION	136.88
173149	KBHPNW LLC		WATER/SEWER OPERATION	500.00
173150	KBHPNW LLC		WATER/SEWER OPERATION	130.76
173151	KBHPNW LLC		WATER/SEWER OPERATION	128.38
173152	KCDA PURCHASING	PARKSIDE WAY PLAYGROUND	GMA-PARKS	-3,383.50
	KCDA PURCHASING		GMA-PARKS	74,030.98
173153	KROGER UTILITIES	UB REFUND	WATER/SEWER OPERATION	183.98
	KROGER UTILITIES		WATER/SEWER OPERATION	5,452.69
173154	LABOR & INDUSTRIES	ELEVATOR INSPECTION	CIVIC CENTER	174.30
173155	LAVELLE, SARAH	REIMBURSEMENT - MILEAGE	CITY COUNCIL	303.51
173156	LAWLESS, JIM	IACP CONFERENCE	POLICE ADMINISTRATION	552.00
173157	LGI HOMES WASHINGTON	UB REFUND	WATER/SEWER OPERATION	2.10
	LGI HOMES WASHINGTON		WATER/SEWER OPERATION	26.38
173158	LOPEZ, KYLA	REFUND - ART	PARKS-RECREATION	35.00
173159	LOWES HIW INC	CHAINS, OIL	SUNNYSIDE FILTRATION	54.99
173160	LUXSLE CORP	REFUND - BUSINESS LICENSE	GENL FUND BUS LIC &	65.00
173161	LY, DAVID D & VAN D	UB REFUND	GARBAGE	219.65
173162	MARKS, CYNTHIA	REFUND - HOOPING	PARKS-RECREATION	60.00
173163	MARTINEZ, KAJI	REFUND - BASKETBALL	PARKS-RECREATION	95.00
173164	MARYSVILLE FOOD BANK	FOOD - BACKPACK PROGRAM	COMMUNITY	5,668.50
	MARYSVILLE FOOD BANK		COMMUNITY	17,331.50
173165	MARYSVILLE, CITY OF	2323 172 ST NE IRRIGATION	ROADWAY MAINTENANCE	439.57
	MARYSVILLE, CITY OF	6302 152 ST NE	PARK & RECREATION FAC	659.36
	MARYSVILLE, CITY OF	15524 SMOKEY POINT BLVD	PARK & RECREATION FAC	977.03
	MARYSVILLE, CITY OF	6302 152 ST NE IRRIGATION	PARK & RECREATION FAC	3,683.42
173166	MENZIK, KELLY	REFUND - BALLET	PARKS-RECREATION	10.00
173167	METZGER, WENDY	REFUND - HOOPING	PARKS-RECREATION	60.00
173168	MILLER, STEVEN	PNCWA CONFERENCE	ENGR-GENL	123.95
	MILLER, STEVEN	REIMBURSEMENT - TRAVEL	ENGR-GENL	153.81
173169	MITCHELL, JR & JAMIE	UB REFUND	GARBAGE	313.22
173170	MURPHY, KATHY	REFUND - PICKLEBALL	PARKS-RECREATION	75.00

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173171	NELSON-REISNER	GENERATOR FUEL	CIVIC CENTER	213.41
	NELSON-REISNER	BULK DYED DIESEL FUEL	POLICE PATROL	583.16
173172	NORTHWEST CORROSION	TANK CORROSION CONTROL	WATER CAPITAL PROJECTS	249.63
173173	NORTHWEST PLAYGROUND	ROPE	PARK & RECREATION FAC	487.80
173174	ODP BUSINESS SOLUTION	COPY PAPER	CITY CLERK	59.19
	ODP BUSINESS SOLUTION		LEGAL - PROSECUTION	59.19
	ODP BUSINESS SOLUTION		LEGAL-GENL	59.20
173175	OTAK	PROFESSIONAL SERVICE	GMA - STREET	2,733.89
173176	OXBLUE LLC	CAMERA LEASE EXTENSION - MAY 2024	SURFACE WATER CAPITAL	587.00
173177	PACIFIC PLUMBING	VALVE, SCREWDRIVER	PARK & RECREATION FAC	67.75
173178	PACIFIC TOPSOILS	DUMP BRUSH, COMPLIANCE FEE	PARK & RECREATION FAC	86.45
173179	PGC INTERBAY LLC	REIMBURSEMENT - GOLF	MAINTENANCE	64.15
	PGC INTERBAY LLC		PRO-SHOP	143.35
	PGC INTERBAY LLC		PRO-SHOP	233.58
	PGC INTERBAY LLC		MAINTENANCE	338.09
	PGC INTERBAY LLC		MAINTENANCE	379.02
	PGC INTERBAY LLC		MAINTENANCE	941.18
	PGC INTERBAY LLC		GOLF ADMINISTRATION	1,831.37
	PGC INTERBAY LLC		MAINTENANCE	2,924.64
	PGC INTERBAY LLC		GOLF COURSE	3,962.57
	PGC INTERBAY LLC		MAINTENANCE	4,730.54
	PGC INTERBAY LLC		MAINTENANCE	7,430.45
	PGC INTERBAY LLC		MAINTENANCE	14,520.64
173180	PLATT ELECTRIC	CAMERA PARTS	IS REPLACEMENT ACCOUNTS	19.86
	PLATT ELECTRIC	LEVEL SENSOR PARTS	SEWER LIFT STATION	104.55
	PLATT ELECTRIC	CONCRETE BOXES	GMA-PARKS	149.66
	PLATT ELECTRIC	LEVEL SENSOR PARTS	WASTE WATER TREATMENT	295.50
	PLATT ELECTRIC	CHARGE CONTROLLER	TRANSPORTATION	335.81
	PLATT ELECTRIC	STANDPIPE PARTS	SOURCE OF SUPPLY	776.76
173181	PROVIDENT ELECTRIC	REFUND - ELECTRICAL PERMIT	COMMUNITY DEVELOPMENT	78.40
173182	PUBLIC SAFETY TESTING	SAFETY TESTING	POLICE ADMINISTRATION	6,542.85
173183	PUD	ACCT #205481823	GOLF ADMINISTRATION	40.43
	PUD	ACCT #201142155	TRANSPORTATION	52.06
	PUD	ACCT #204829691	STREET LIGHTING	60.26
	PUD	ACCT #200660439	STREET LIGHTING	83.99
	PUD	ACCT #203996343	STREET LIGHTING	97.13
	PUD	ACCT #221610405	STREET LIGHTING	107.10
	PUD	ACCT #220020531	STREET LIGHTING	181.71
	PUD	ACCT #200812808	PUMPING PLANT	228.44
	PUD	ACCT #202461554	SEWER LIFT STATION	493.04
173184	PUGET SOUND ENERGY	ACCT #220002768939	PUBLIC SAFETY BLDG	13.15
	PUGET SOUND ENERGY	ACCT #200023493808	ADMIN FACILITIES	40.93
	PUGET SOUND ENERGY	ACCT #220015485380	OPERA HOUSE	40.93
	PUGET SOUND ENERGY	ACCT #220015485703	OPERA HOUSE	40.93
	PUGET SOUND ENERGY	ACCT #200004804056	COURT FACILITIES	55.29
	PUGET SOUND ENERGY	ACCT #200007052364	MAINT OF GENL PLANT	56.46
	PUGET SOUND ENERGY	ACCT #220009207345	OPERA HOUSE	98.33
	PUGET SOUND ENERGY	ACCT #200013812314	MAINT OF GENL PLANT	141.48
	PUGET SOUND ENERGY	ACCT #220026412746	CITY HALL	145.34
	PUGET SOUND ENERGY	ACCT #220026419946	PUBLIC SAFETY BLDG	554.68
173185	PULTE HOMES OF WA	UB REFUND	WATER/SEWER OPERATION	116.93
173186	RAILROAD MANAGEMENT	LICENSE FEES	UTIL ADMIN	417.05
173187	REECE TRUCKING	STANDPIPE REPLACEMENT	UTILITY CONSTRUCTION	-1,173.96
	REECE TRUCKING	DUMP CLEAN WET DIRT	STORM DRAINAGE	318.36
	REECE TRUCKING	STANDPIPE REPLACEMENT	WATER CAPITAL PROJECTS	25,686.32

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173188	RH2 ENGINEERING INC	PROFESSIONAL SERVICE	SEWER CAPITAL PROJECTS	1,688.17
	RH2 ENGINEERING INC		SOURCE OF SUPPLY	3,272.57
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	3,284.61
	RH2 ENGINEERING INC		SOURCE OF SUPPLY	3,768.22
	RH2 ENGINEERING INC		SOURCE OF SUPPLY	3,939.12
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	30,123.78
173189	ROBERTS, CALEN	REIMBURSEMENT - TRAVEL	POLICE PATROL	48.46
	ROBERTS, CALEN	HANDGUN 1 INSTRUCTOR	POLICE ADMINISTRATION	481.00
173190	RWC INTERNATIONAL	HEATER BLOWER MOTOR - H008	EQUIPMENT RENTAL	546.79
173191	SAFEWAY INC.	INMATE SUPPLIES	DETENTION & CORRECTION	144.40
173192	SAFEWAY INC.		DETENTION & CORRECTION	75.52
173193	SAFEWAY INC.		DETENTION & CORRECTION	101.80
173194	SAFEWAY INC.		DETENTION & CORRECTION	16.32
173195	SAFEWAY INC.		DETENTION & CORRECTION	49.90
173196	SCAIRPON, ERIK	IACP CONFERENCE	POLICE ADMINISTRATION	552.00
173197	SCIENCE OF LIFE	UB REFUND	WATER/SEWER OPERATION	163.54
173198	SMOKEY POINT BEHAVIOR	REFUND - ELECTRICAL PERMIT	COMMUNITY DEVELOPMENT	224.00
173199	SONITROL	SECURITY MONITORING	WASTE WATER TREATMENT	19.74
	SONITROL		COURT FACILITIES	130.99
	SONITROL		PUBLIC SAFETY BLDG	131.00
	SONITROL		UTIL ADMIN	161.38
	SONITROL		PARK & RECREATION FAC	203.23
	SONITROL		UTIL ADMIN	287.80
	SONITROL		SUNNYSIDE FILTRATION	298.49
	SONITROL		RECREATION SERVICES	331.80
	SONITROL		WASTE WATER TREATMENT	333.00
	SONITROL		PUBLIC SAFETY BLDG	335.00
	SONITROL		OPERA HOUSE	340.39
	SONITROL		MAINT OF GENL PLANT	347.43
	SONITROL		CIVIC CENTER	399.01
173200	SOUND PUBLISHING	ADVERTISEMENT	SURFACE WATER CAPITAL	89.44
173201	SOUND PUBLISHING	PUBLIC HEARING PUBLICATION	COMMUNITY	87.84
173202	SOUND PUBLISHING	NOTICE OF APPLICATION PUBLISHING	COMMUNITY	77.52
173203	SPRAGUE PEST SOLUTION	EXTERIOR RODENT SERVICE	SOLID WASTE OPERATIONS	84.24
	SPRAGUE PEST SOLUTION		MAINT OF GENL PLANT	84.24
173204	STATE PATROL	FINGERPRINT ID SERVICE	INTERGOVERNMENTAL	265.00
173205	STEVENS, MICHAEL A.	REIMBURSEMENT - AIRFARE	CITY COUNCIL	516.21
173206	TAPIA, MONICA	REFUND - BASKETBALL	PARKS-RECREATION	95.00
173207	THOMSON REUTERS	SUBSCRIPTION PRODUCT CHARGES	LEGAL-GENL	160.82
	THOMSON REUTERS		LEGAL - PROSECUTION	160.82
	THOMSON REUTERS		LEGAL - PROSECUTION	469.94
	THOMSON REUTERS		LEGAL-GENL	469.95
173208	TORRES VELA, JAZMIN	REFUND - PAINTING	PARKS-RECREATION	10.00
173209	TRANSPO GROUP	PROFESSIONAL SERVICE	GMA - STREET	661.05
	TRANSPO GROUP		GMA - STREET	769.16
	TRANSPO GROUP		GMA - STREET	11,813.87
173210	TRANSPORTATION, DEPT	BUILD INTERIM WALKWAY	GMA - STREET	192.57
	TRANSPORTATION, DEPT	BUILD INTERIM WALKWAY	GMA - STREET	826.56
173211	TRIPPED ELECTRIC LLC	REFUND - ELECTRICAL PERMIT	COMMUNITY DEVELOPMENT	112.00
173212	TYLER TECHNOLOGIES	MUNIS RENEWAL	IS REPLACEMENT ACCOUNTS	132,104.69
173213	UNIT PROCESS COMPANY	VALVE KIT, BRACKETS	WATER FILTRATION PLANT	3,263.54
173214	UNITED RENTALS	CONTAINER RENTAL	PARK & RECREATION FAC	154.91
173215	UNIVAR SOLUTIONS USA	SODIUM HYPOCHLORITE	WASTE WATER TREATMENT	5,427.61
173216	VERIZON	WIRELESS SERVICE	POLICE ADMINISTRATION	20.93

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173216	VERIZON	WIRELESS SERVICE	PURCHASING/CENTRAL	30.61
	VERIZON		SEWER MAIN COLLECTION	40.01
	VERIZON		COMMUNITY SERVICES UNIT	60.03
	VERIZON		FINANCE-GENL	86.43
	VERIZON		POLICE PATROL	100.04
	VERIZON		EQUIPMENT RENTAL	105.09
	VERIZON		MUNICIPAL COURTS	128.05
	VERIZON		EXECUTIVE ADMIN	161.36
	VERIZON		LEGAL - PROSECUTION	257.48
	VERIZON		WATER QUAL TREATMENT	290.42
	VERIZON		FACILITY MAINTENANCE	404.65
	VERIZON		PARK & RECREATION FAC	418.18
	VERIZON		RECREATION SERVICES	418.18
	VERIZON		COMMUNITY	431.80
	VERIZON		COMPUTER SERVICES	434.85
	VERIZON		WATER SUPPLY MAINS	573.30
	VERIZON		SOLID WASTE CUSTOMER	645.22
	VERIZON		SEWER MAIN COLLECTION	686.69
	VERIZON		STORM DRAINAGE	862.56
	VERIZON		GENERAL	961.91
	VERIZON		ENGR-GENL	2,319.79
	VERIZON		UTIL ADMIN	2,508.73
173217	VESTIS GROUP INC.	UNIFORM CLEANING/SHOP RENTALS	EQUIPMENT RENTAL	38.59
	VESTIS GROUP INC.		EQUIPMENT RENTAL	59.34
173218	VESTIS GROUP INC.	CUSTODIAL SUPPLIES/RENTALS	CIVIC CENTER	23.40
	VESTIS GROUP INC.		CUSTODIAL SERVICES	136.19
173219	WICKLINE, TYLER	REFUND - PLUMBING PERMIT	NON-BUS LICENSES AND	78.40
173220	WRIGHT, JEREMY	UB REFUND	WATER/SEWER OPERATION	198.42
173221	WYLES, MELODY	UB REFUND	WATER/SEWER OPERATION	111.70
173222	ZIPLY FIBER	ACCT #3606534741	WASTE WATER TREATMENT	68.61
173223	ZIPLY FIBER	ACCT #3606537208	OPERA HOUSE	86.99
173224	ZIPLY FIBER	ACCT #3606577075	POLICE PATROL	55.38
173225	ZIPLY FIBER	ACCT #3606583358	POLICE PATROL	55.25
173226	ZIPLY FIBER	ACCT #4253359912	SUNNYSIDE FILTRATION	66.10
173227	ZIPLY FIBER	ACCT #3606594037	CITY HALL	111.98
173228	ZIPLY FIBER	3606580637	COMPUTER SERVICES	232.00
173229	ZIPLY FIBER	LOCAL AND LD LINES	YOUTH SERVICES	10.87
	ZIPLY FIBER		CRIME PREVENTION	10.87
	ZIPLY FIBER		PROPERTY TASK FORCE	10.87
	ZIPLY FIBER		STORM DRAINAGE	10.87
	ZIPLY FIBER		PURCHASING/CENTRAL	10.87
	ZIPLY FIBER		FACILITY MAINTENANCE	10.87
	ZIPLY FIBER		SOLID WASTE CUSTOMER	21.74
	ZIPLY FIBER		PARK & RECREATION FAC	32.61
	ZIPLY FIBER		CITY CLERK	32.61
	ZIPLY FIBER		LEGAL-GENL	32.61
	ZIPLY FIBER		GENERAL	32.61
	ZIPLY FIBER		GIS SERVICES IS	32.61
	ZIPLY FIBER		COMMUNITY SERVICES UNIT	43.48
	ZIPLY FIBER		WATER QUAL TREATMENT	43.48
	ZIPLY FIBER		LEGAL - PROSECUTION	65.22
	ZIPLY FIBER		PERSONNEL ADMINISTRATION	65.22
	ZIPLY FIBER		EQUIPMENT RENTAL	65.22
	ZIPLY FIBER		POLICE INVESTIGATION	76.09
	ZIPLY FIBER		UTILITY BILLING	86.96
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	ZIPLY FIBER		RECREATION SERVICES	97.83
	ZIPLY FIBER		COMPUTER SERVICES	108.68
	ZIPLY FIBER		EXECUTIVE ADMIN	108.70
	ZIPLY FIBER		FINANCE-GENL	108.70
	ZIPLY FIBER		MUNICIPAL COURTS	119.56
	ZIPLY FIBER		POLICE ADMINISTRATION	119.56
	ZIPLY FIBER		WASTE WATER TREATMENT	119.56
	ZIPLY FIBER		UTIL ADMIN	119.56
	ZIPLY FIBER		OFFICE OPERATIONS	141.30
	ZIPLY FIBER		COMMUNITY	184.78
	ZIPLY FIBER		DETENTION & CORRECTION	206.52
	ZIPLY FIBER		ENGR-GENL	271.74
	ZIPLY FIBER		POLICE PATROL	586.95
WARRANT TOTAL:				<u><u>840,206.36</u></u>
WEST PUBLISHING COMPANY	VOID	CHECK LOST/DAMAGED	171971	\$939.89

REASON FOR VOIDS:

INITIATOR ERROR

CHECK LOST/DAMAGED

UNCLAIMED PROPERTY

WARRANT TOTAL:

\$839,266.47



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Assistant Police Chief Jim Lawless, Police

ITEM TYPE: Interlocal Agreement

AGENDA SECTION: **New Business**

SUBJECT: Interagency Agreement Between the Washington Traffic Safety Commission and the Marysville Police Department

SUGGESTED ACTION: Recommended Motion: I move to authorize the Mayor to sign and execute the Interagency Agreement Between the Washington Traffic Safety Commission and the Marysville Police Department.

SUMMARY: This Interagency Agreement Between the Washington Traffic Safety Commission and the Marysville Police Department provides funding to the police department for the reimbursement of salary (straight time and/or overtime) associated with Target Zero related enforcement activities. These include emphasis patrols in the areas of DUI, seatbelt utilization, and texting while driving, that will be scheduled throughout the year.

ATTACHMENTS:
[Region 10_L3 HVE IAA_FFY2025.pdf](#)



INTERAGENCY AGREEMENT

BETWEEN THE

Washington Traffic Safety Commission

AND

Marysville Police Department

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and **Marysville Police Department**, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the authority provided to WTSC in RCW 43.59 and RCW 39.34, terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

1. PURPOSE OF THE AGREEMENT:

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) number 20.600 for traffic safety grant project **2025-HVE-5423-Region 10 Target Zero Task Force**, specifically to provide funding for the law enforcement agencies in WTSC Region **10** to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TQM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant **2025-HVE-5423-Region 10 Target Zero Task Force** was awarded to the WTSC Region **10** to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2024, and remain in effect until September 30, 2025 unless terminated sooner, as provided herein.

3. SCOPE OF WORK

3.1.1 Problem ID and/or Opportunity

The main causes of serious injury and fatality collisions on Washington's roadways are driver impairment through drug and/or alcohol use, speeding, occupant restraint mis/nonuse, and distraction. Fatalities have increased almost 40 percent since 2019. Despite a very high seat belt use rate (greater than 90% for many years in a row), the number of unrestrained fatalities

and serious injuries have increased to the highest number since before 2010. Since 2019, unrestrained fatalities have increased over 40 percent. Motorcyclists also represent a high number of injured and killed because of unsafe and poorly trained riders and the challenges vehicle drivers face in observing motorcycles on the road.

Washington has seen a drastic decrease in proactive enforcement of traffic laws. This decrease is due to a myriad of factors, include the COVID-19 pandemic, political actions to update laws that reduce an officer's ability to stop drivers,

This project will fund locally coordinated enforcement mobilizations to address impaired driving, distracted driving, seat belt safety, speeding, and motorcycle safety. Funding and events will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

3.1.2 Project Purpose and Strategies

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety.

High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors.

Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 2024).
- Distracted driving enforcement during the Distracted Driving campaign (April 2025)
- Seat belt enforcement during the Click It or Ticket campaign (May 2025).
- Impaired driving enforcement during the Summer DUI campaign (August 2025).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

3.1.3 Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand the highest priority areas in their communities to focus their efforts.
2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.
3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.
4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on irregularities, challenges or other details that would help explain what was encountered during their shift. SUB-RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.

5. Activity conducted outside of the quarterly task force operational plans will not be reimbursed.

3.1.4 Project Intent and Best Practice

1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2024, Distracted Driving campaign in April 2025, Click It or Ticket campaign in May 2025, and Summer DUI campaign in August 2025).
NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.
2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.
3. Regional task force will be submitting quarterly operational plans and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly operational plans are due October 15, December 15, March 15, and June 15.
4. WTSC encourages participating officers to prioritize violations that directly contribute to the injury and death of road users, such as impaired driving, speeding, distracted driving, non-restraint, etc.
5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.
6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.
7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.
8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.
9. Performance will be monitored by the regional TSM, LEL, and Task Force, as well as WTSC. WTSC reserves the right to designate specific officers as ineligible for cost reimbursement. This will occur if an officer is determined to not have not met the purpose/intent of this grant in multiple emphasis patrols.
10. Funds can be used to support the mentoring of officers in traffic enforcement. This can be focused on impaired driving, or general traffic enforcement.
For DUI mentorship, WTSC has found it to be best practice to include a mix of instruction and practical experience. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TSM or LEL after the mentee submits their interest.
11. Community outreach/collaboration: Funds can be used to pay for traffic safety focused community outreach and collaboration activities. The operational approach for regional community outreach and collaboration activities should be developed at the Task Force level and be approved by the WTSC. WTSC recommends that these activities include an opportunity for the audience to provide feedback on local traffic safety priorities and activities, which ideally will influence the region's plan for traffic safety programming.

In order to receive funding from this grant, agencies must participate with the regional traffic safety task force/coalition in the planning efforts for these activities.

WTSC also encourages all law enforcement agencies in Washington to utilize WTSC's data analysis resources, such as interactive dashboards and data from a statewide attitudinal survey, as well their regional Target Zero Manager to identify priorities for engaging with the community.

WTSC will provide tools for documenting community collaboration activities, such as the WEMS activity log.

3.1.5 NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of these, however the region has committed to participate as a region in all of these. Dates are tentative and may change when NHTSA publishes their FFY2025 mobilization calendar.

Mobilization	Dates
Holiday DUI	December 14, 2024 – January 1, 2025
U Drive. U Text. U Pay.	April 7 – 14, 2025
Click It or Ticket	May 12 – June 1, 2025
It's a Fine Line (optional if funded)	July 7 – 20, 2025
DUI Drive Sober or Get Pulled Over	August 13 – September 1, 2025

3.2 PROJECT GOALS

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement, law enforcement training, and community outreach. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

3.3 COMPENSATION

3.3.1 The Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region's traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.3.2 WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L&I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked.

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.3.3 Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this

agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

- 3.3.4 These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification. This agreement is expressly designated to fund salaries and benefits. By signing this agreement, SUB-RECIPIENT agrees to supply all necessary equipment and vehicles needed to accomplish the work in the scope of work. WTSC is not responsible for any equipment that is lost, stolen, or destroyed in the execution of the scope of work.
- 3.3.5 Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB-RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.
- 3.3.6 Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.
- 3.3.7 The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.
- 3.3.8 The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.4 PROJECT COSTS

The WTSC has awarded \$225,000 to the WTSC Region 10 Traffic Safety Task Force for the purpose of conducting coordinated HVE enforcement and community outreach/collaboration activities. The funding must be used for traffic safety purposes in the areas of impaired driving, distracted driving, occupant restraint use, speeding, and motorcycle safety. See the project in WEMS for an updated distribution of funding by specific emphasis area.

By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. Funds are expressly designated for staffing activities and may not be used for other expenses that may be incurred, such as vehicle damage, supply replacement, etc. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.

APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

4. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the “BILLING PROCEDURE” section. Use of the Officer Activity Log in the WTSC’s online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT’S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

7. ALL WRITINGS CONTAINED HEREIN

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

8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

9. ATTORNEYS’ FEES

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

10. BILLING PROCEDURE

All invoices for reimbursement of HVE activities will be done using the WTSC’s grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2025, **must be received by WTSC no later than August 10, 2025**. All invoices for goods received or services performed between July 1, 2024 and September 30, 2025, **must be received by WTSC no later than November 15, 2025**.

11. CONFIDENTIALITY / SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

14.3 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings shall be brought in the superior court situated in Thurston County, Washington.

15. GOVERNANCE

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules

15.2.2. Terms and Conditions of this Agreement

15.2.3. Any Amendment executed under this Agreement

15.2.4. Any SOW executed under this Agreement

15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB- RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT agrees that its obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents in the performance of this agreement. For this purpose, the SUB-RECIPIENT, **by mutual negotiation**, hereby waives with respect to WTSC only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

18. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal

auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

25. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15- day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub- contractors.

31. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

33. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the "lower tier participant") is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1200.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by WTSC.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for

lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1200.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUB-RECIPIENT's workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB- RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

37. NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal statutes and implementing regulations relating to nondiscrimination ("Federal

Nondiscrimination Authorities”). These include but are not limited to:

37.1.1.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252

37.1.1.2. 49 CFR part 21

37.1.1.3. 28 CFR section 50.3

37.1.1.4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

37.1.1.5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.)

37.1.1.6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.)

37.1.1.7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)

37.1.1.8. The Civil Rights Restoration Act of 1987

37.1.1.9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)

37.1.1.10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

37.1.1.11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency

37.1.1.12. Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government

37.1.1.13. Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To keep and permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA in a timely, complete, and accurate way. Additionally, the SUB-RECIPIENT must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUB-RECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA”.

37.1.6. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub- contract or sub-agreement that receives federal funds under this program.

38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

41. CERTIFICATION ON CONFLICT OF INTEREST

41.1. No employee, officer or agent of the SUB-RECIPIENT who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward.

41.2. Based on this policy:

41.2.1. The SUB-RECIPIENT shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents. The code or standards shall provide that the SUB-RECIPIENT's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts and establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulation.

41.2.2. The SUB-RECIPIENT shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

41.3. No SUB-RECIPIENT, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities.

41.3.1. The SUB-RECIPIENT shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to WTSC. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

42. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

The Contact for the SUB-RECIPIENT is:	The Target Zero Manager for Region <u>10</u> is:	The Contact for WTSC is:
Sergeant James Maples Marysville Police Department jmaples@marysvillewa.gov (360)363-8337	Stacey McShane Snohomish County Sheriff's Office stacey.mcshane@snoco.org 425-407-2697	Jerry Noviello WTSC Program Manager jnoviello@wtsc.wa.gov 360-725-9897

AUTHORITY TO SIGN

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

SUB-RECIPIENT:

Signature

Printed Name

Jon Nehring

Title

Mayor - City of Marysville

Date

WASHINGTON TRAFFIC SAFETY COMMISSION

Signature

Printed Name

Title

Date



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 28, 2024
SUBMITTED BY:	Confidential Administrative Assistant Margaret Vanderwalker, Police
ITEM TYPE:	Agreement
AGENDA SECTION:	New Business
SUBJECT:	Annual Interlocal Agreement with the Snohomish Regional Drug Task Force.
SUGGESTED ACTION:	<u>Recommended Motion:</u> I move to authorize the Mayor to sign and execute the Interlocal Agreement with Snohomish Regional Drug Task Force.
SUMMARY:	The Marysville Police Department has been a partner with the Snohomish Regional Drug Task Force for years. The Marysville Police Department will have to make a contribution to the SRDTF in the amount of \$21,112 for the 2025 year. Every year the Snohomish Regional Drug Task Force presents an Interlocal agreement to participate with the Drug Task Force as needed, when able. This is a renewal of current Interlocal agreement. The Marysville Police Department is recommending that Mayor Jon Nehring sign off on this Interlocal for continued participation.

ATTACHMENTS:
[2025_SRDTF_ILA.pdf](#)

INTERLOCAL AGREEMENT ESTABLISHING SNOHOMISH REGIONAL DRUG TASK FORCE

This Interlocal Agreement Establishing the Snohomish Regional Drug Task Force (“Agreement”), is entered into by and among Snohomish County, a political subdivision of the State of Washington, and the following municipal corporations and department of the State of Washington (hereinafter collectively referred to as the “Participating Jurisdictions”):

City of Arlington	City of Mill Creek
City of Bothell	City of Monroe
City of Brier	City of Mountlake Terrace
City of Darrington	City of Mukilteo
City of Edmonds	City of Snohomish
City of Everett	City of Stanwood
City of Gold Bar	City of Sultan
City of Granite Falls	Washington State Patrol
City of Index	Washington Dept. of Corrections
City of Lake Stevens	
City of Lynnwood	
City of Marysville	

WITNESSES THAT:

WHEREAS, since 1988, Snohomish County, and multiple cities and towns located in Snohomish County, have collaborated in a countywide multi-jurisdictional task force to address illegal drug trafficking in the region (“Snohomish Regional Drug Task Force” or “Task Force”). The Task Force has operated on a continuous basis since 1988 under a series of interlocal agreements;

WHEREAS, the Participating Jurisdictions desire to continue operation of the Task Force, with Snohomish County administering task force project grants and other funding on their behalf; and

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

DEFINITIONS

- a. Participating Jurisdictions- As reflected above, any municipal corporation, political subdivision of the state, or the State of Washington, who is a party to this agreement.
- b. Contributing Jurisdictions- Participating jurisdictions that also assign full-time employees to the Task Force.

1.0 TASK FORCE TERM AND PURPOSE

- 1.1 The term of this Agreement (“Term”) shall begin on January 1, 2025 (“Effective Date”), and continue through December 31, 2025, unless earlier terminated or modified as provided in this Agreement. The Snohomish County Sheriff, with the concurrence of the Executive Board, may extend this Agreement for up to

three additional one-year terms by providing written notice to each of the Participating Jurisdictions.

1.2 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative program of investigation, prosecution, and asset forfeiture. The parties do not intend for this Agreement to create a separate legal entity subject to suit.

1.3 The Task Force goals are to:

- a. Reduce the number of drug traffickers in the communities of Snohomish County through professional investigation, apprehension, and conviction;
- b. Efficiently attack, disrupt, and prosecute individual and organized mid to upper level drug traffickers who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable;
- c. Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information; and
- d. Address these issues with the foremost consideration of safety for both law enforcement and the community.

1.4 The Task Force will follow a management system for the shared coordination and direction of personnel as well as financial, equipment, and technical resources, as stated in this Agreement.

- 1.5 The Task Force will implement operations, including:
 - a. Development of intelligence,
 - b. Target identification,
 - c. Investigation,
 - d. Arrest of Suspects,
 - e. Successful prosecution of offenders, and
 - f. Asset forfeiture/disposition.
- 1.6 The Task Force shall evaluate and report on Task Force performance as required in any applicable grant or funding agreement.

2.0 ORGANIZATION

- 2.1 The Task Force shall be organized according to the chart contained in Exhibit A, incorporated herein by this reference.
- 2.2 Personnel assigned to the Task Force shall be directed in their Task Force duties by the Snohomish County Sheriff's Office ("SCSO"), through the Task Force Commander. The Task Force Commander is an employee of Snohomish County. Selection of the Task Force Commander will be conducted in accordance with Exhibit B, incorporated herein by this reference. Appointment and removal of the Task Force Commander remains at the sole discretion of the Snohomish County Sheriff. Should the Sheriff elect to remove the Task Force Commander without cause, the Executive Board shall be consulted before action is taken.

- 2.3 Exhibit C, incorporated herein by this reference, sets forth the personnel currently assigned to the Task Force by each Participating Jurisdiction. Nothing in this Agreement shall restrict the ability of the Snohomish County Prosecuting Attorney, Snohomish County Sheriff, Everett Police Chief, or chief law enforcement officer of any Participating Jurisdiction to reassign personnel now or later assigned to the Task Force.
- 2.4 Contributing Jurisdiction Employees: Any employee assigned to the Task Force by a Contributing Jurisdiction shall remain, and be considered, an employee of the assigning Contributing Jurisdiction. Each Contributing Jurisdiction shall pay all costs associated with its employees when assigned to the Task Force. All rights, duties, and obligations of the employer and the employee shall remain with the Contributing Jurisdiction. Each Contributing Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, applicable to its employees. When a Participating or Contributing Jurisdiction is considering the assignment of new or replacement personnel to the Task Force, the Task Force Commander may be allowed to give input regarding the selection of the assigned personnel.
- 2.5 Employees assigned to the Task Force are subject to and responsible for following the published policies and procedures of the Task Force. In the event of conflicting policies between the Task Force and the employing agency, the employing agency policy must take precedent.

- 2.6 Specialty investigative positions: Specialty Investigative assignments within the Task Force include Detection Canine Handler, Financial Investigations, and Technology Investigations. Assignments to these positions are made at the discretion of the Commander from Contributing Jurisdiction personnel assigned to the Task Force. Nothing within this agreement creates a right to a specialty investigative position for personnel from a single jurisdiction or agency.

3.0 GOVERNANCE

- 3.1 The activities of the Task Force shall be governed by an Executive Board. The Task Force Executive Board shall be comprised of one representative from each Participating Jurisdiction that contributes at least one (1) full-time employee to the Task Force. Executive Board member votes shall be allocated according to the number of full-time personnel his/her jurisdiction contributes to the Task Force. As an example, if the Snohomish County Sheriff provides six employees and the City of Lynnwood provides three, the Snohomish County Sheriff has six votes and the City of Lynnwood has three. Additional Executive Board members, with one vote each include: the Snohomish County Prosecuting Attorney, the Everett City Attorney, a designee from the Washington State Patrol, a designee from the Washington State Department of Corrections, the Northwest HIDTA Director, and one chief of police from the remaining Participating Jurisdictions, selected by a majority vote of the chiefs of police of the remaining Participating Jurisdictions. If a Participating Jurisdiction that has no personnel assigned to the Task Force as of the effective date of this Agreement, assigns full-time personnel to the Task Force, a representative from

that agency will be added as an Executive Board member after the full-time personnel has been assigned to the Task Force for three months.

- 3.2 The Snohomish County Sheriff shall serve as Chair of the Executive Board. The Task Force Executive Board may adopt bylaws which include provision for appointment of alternates to attend Executive Board meetings in the absence of members. At such meetings, the alternate shall have the same rights as the appointing member. Any action taken by the Task Force Executive Board under this Agreement shall be based on simple majority of votes.

4.0 TASK FORCE BUDGET

- 4.1 The Task Force budget is attached as Exhibit D, incorporated herein by reference. Each Participating Jurisdiction shall contribute funding to the Task Force as specified in Exhibit D.
- 4.2 The SCSO will annually review and revise the Task Force budget to provide a sufficient level of funding and total resource obligation for the following calendar year. The Task Force budget will be allocated to each Participating Jurisdiction on a proportional basis. Each Participating Jurisdiction's proportional share will be based on the Participating Jurisdiction's average population, as determined by the Washington State Office of Financial Management.
- 4.3 Following the closure of each annual budget and not later than June 30 of each year, the Task Force Commander must submit a report to each Participating Jurisdiction reflecting a budget summary of all revenues from the previous year

including the total amount of spending required to operate the Task Force, a summary of state and federal forfeitures and total receipts from the previous year.

- 4.4 No later than July 1 of each year, the Sheriff shall provide notice to each Participating Jurisdiction of the subsequent year's proposed Task Force budget, and each Participating Jurisdiction's proportional share.
- 4.5 Snohomish County shall maintain designated financial accounts for the purpose of supporting Task Force operations. Except as modified by section 6.0, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in the designated accounts. All real or personal property of the Task Force will be held in Snohomish County's name for the benefit of the Task Force.
- 4.6 Each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit D, and to pay its funding share to Snohomish County as administrator of Task Force funds no later than March 1, of the year in which the funding is due.

Each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to drug enforcement activities and that no Task Force activity will supplant or replace any existing drug enforcement activities.

5.0 GENERAL ADMINISTRATION

- 5.1 Each Participating Jurisdiction agrees to provide Snohomish County with any documentation necessary to apply for, receive, or comply with any applicable grant requirements.
- 5.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified or other assurances required by any applicable grant agreement that are within its particular control, and agrees to make all its records related to the Task Force available for inspection if required as a condition of receipt of grant funding.
- 5.3 Snohomish County is granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, for the purpose of administering the assets and resources available to the Task Force, no such agreement or contract may impose or waive liability with respect to a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in section 11.0 of this Agreement.

- 5.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for resolution. The determination made by the Executive Board shall be final and conclusive as between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in Section 11.0 of this Agreement.

6.0 ASSET FORFEITURE

- 6.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by personnel assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture that is pursued in state court will be prosecuted in the name of Snohomish County, on behalf of the Task Force and its Participating Jurisdictions.
- 6.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with state and federal law and Task Force procedures.
- 6.3 Federal Forfeiture.
- a. For purposes of receipt and processing of federal equitable sharing distributions, Snohomish County shall be designated as the fiduciary agency for the Task Force.

- b. Participating Jurisdictions must comply with federal Equitable Sharing Program guidelines and reporting requirements, including the requirements contained in the Guide to Equitable Sharing For State, Local, and Tribal Law Enforcement, published by the Department of Justice and the Department of Treasury.
- c. Snohomish County will submit request(s) to the federal government, on behalf of the Task Force, in order to obtain equitable sharing related to federal forfeitures.
- d. Participating Jurisdictions agree and understand that all proceeds from federal forfeitures of seized assets, which may be awarded to the County on behalf of the Task Force, will be retained by the County for Task Force operations and expenses.
- e. Except as allowed by Section 6.3(g), Participating Jurisdictions will not submit individual equitable sharing requests, nor will Participating Jurisdictions receive shared federal funds from Snohomish County.
- f. The Task Force may only use proceeds from federal seizures and forfeitures for law enforcement purposes, as defined by the United States Department of Justice.
- g. If the Task Force initiates or participates in an investigation that results in a federal forfeiture of \$300,000 or more in net proceeds, each Participating Jurisdiction that participated in the investigation may file an individual request for equitable sharing under its own agency code.

The parties intend that each Participating Jurisdiction's individual equitable share will be the Participating Jurisdiction's Task Force participation percent at the time of the investigation, provided however, the SCSO is entitled to claim an additional twenty five percent (25%) to account for Task Force operative/administrative expenses. The parties acknowledge however, that final determination of a Participating Jurisdiction's receipt, and percentage allocation, of federal forfeiture proceeds is within the discretionary authority of the Department of Treasury or Department of Justice, as applicable.

- h. The Task Force Commander will notify an eligible Participating Agency of a federal forfeiture meeting the threshold outlined in Section 6.3(g) within 15 days of the forfeiture. A Participating Jurisdiction seeking an individual equitable share of the federal forfeiture must file its request no later than 45 days following the forfeiture unless an exemption applies.

6.4 State Forfeiture.

- a. The net monetary proceeds of each state asset forfeiture made by the Task Force shall be retained by the County for Task Force operations and expenses. If proceeds from state asset forfeitures exceed the amount necessary for Task Force operations and expenses, the excess state forfeiture proceeds shall be distributed to Contributing Jurisdictions in

accordance with each Contributing Jurisdiction's participation percent, listed in Exhibit C.

- b. The Task Force may retain funds in an amount up to \$250,000 from the net proceeds of vehicle seizures for the acquisition of Task Force vehicles and related fleet costs.
- c. Any Contributing Jurisdiction receiving a distribution of assets forfeited under RCW 69.50.505 shall use such assets in accordance with RCW 69.50.505(10)..

7.0 ACQUISITION AND USE OF EQUIPMENT

- 7.1 For purposes of this Agreement, the term "Equipment" shall refer to all personal property used by the Task Force in performing its purpose and function, including but not limited to materials, tools, machinery, equipment, vehicles, supplies, and facilities.
- 7.2 If any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.
- 7.3 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes, as directed by the Task Force Commander.
- 7.4 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.

7.5 Upon termination of the Task Force, any Equipment acquired by the Task Force will be disposed of in accordance with applicable federal, state, or local requirements or this Agreement.

8.0 MODIFICATION

Participating Jurisdictions here to reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing Participating Jurisdictions with the same formality as this Agreement.

9.0 NONDISCRIMINATION

There shall be no discrimination against any employee or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

10.0 TERMINATION OF AGREEMENT

10.1 Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force and shall be entitled to distributions under section 6 of this

Agreement with respect to asset forfeitures which that Participating Jurisdiction participated before the effective date of withdrawal.

- 10.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this agreement, Snohomish County may unilaterally terminate all or part of the agreement or may reduce its scope of work and budget.

11.0 HOLD HARMLESS

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. A jurisdiction that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

12.0 GOVERNING LAW AND VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles, and venue

of any suit between the parties arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.

13.0 INTEGRATION

With the exception of necessary operational agreements between law enforcement agencies of the Participating Jurisdictions and agreements executed pursuant to section 5.3, this Agreement constitutes the whole and entire agreement among those parties as to the Task Force and no other understandings, oral, or otherwise, regarding the Task Force shall be deemed to exist or bind the parties.

14.0 EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed or posted as specified in section 16.0, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

15.0 SEVERABILITY

If any part of this Agreement is unenforceable for any reason the remainder of the Agreement shall remain in full force and effect.

16.0 POSTING/RECORDING

This Agreement will be filed with the Snohomish County Auditor or posted on the County or Participating Jurisdiction's interlocal agreements webpage, in compliance with RCW 39.34.040.

17.0 NOTICE

Any notice required or permitted to be given under this Agreement shall be in writing and shall specifically refer to this Agreement and be sent by (i) United States registered mail, return receipt requested, (ii) any nationally recognized overnight carrier or express mail service (such as FedEx or UPS) that provides receipts to indicate delivery, (iii) by personal service, or by electronic e-mail (with proof of receipt). All such communications shall be addressed to the appropriate Administrator of this Agreement as follows:

To the county:

Snohomish County Sheriff

Drug Task Force Commander

3000 Rockefeller Ave. M/S 706

Everett Wa, 98201

If sent by electronic Email to:

Email: SSH-TFCommander@snoco.org

Notices given to a participating jurisdiction will be addressed to the Chief of Police of the participating jurisdiction or as designated by the Participating Jurisdiction.

Any party hereto may, by reasonable notice to the other parties, designate such other address, or electronic email address, for the giving of notices as deemed necessary. All notices shall be deemed given on the day each notice is personally delivered, transmitted by electronic email, or delivered by overnight courier service, or on the third business day following the day such notice is mailed if mailed within accordance of this section.

In witness whereof, the parties have executed this Agreement.

SNOHOMISH COUNTY:

Snohomish County, a political subdivision
of the State of Washington

By _____
Name: _____
Title: _____

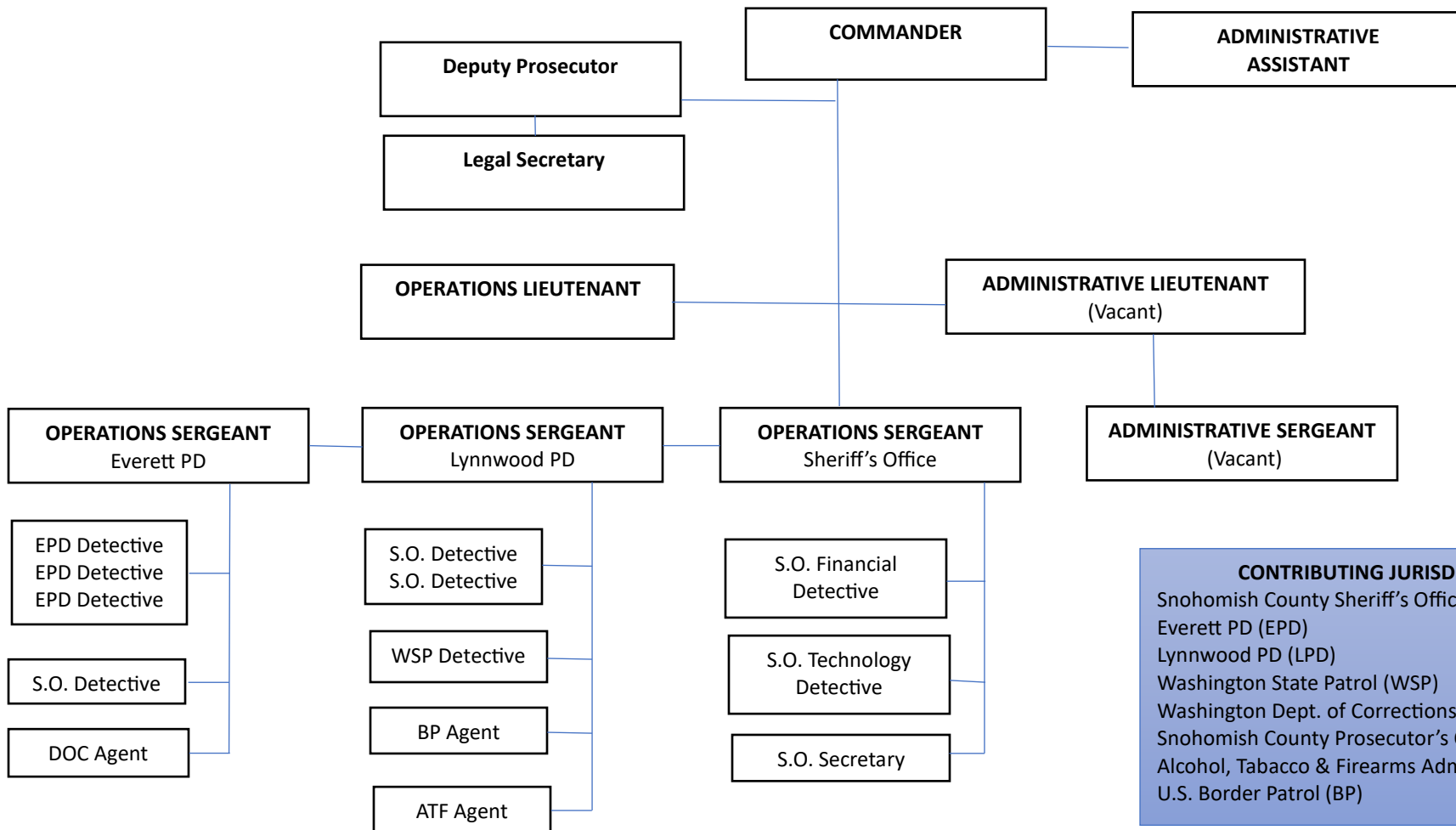
Approved as to Form:

Deputy Prosecuting Attorney

**SNOHOMISH REGIONAL DRUG TASK FORCE INTER-LOCAL AGREEMENT
EXHIBIT A**

SRDTF Executive Board

Snohomish County Sheriff (Chair), Everett Police Chief (Asst. Chair), Lynnwood Police Chief, Lake Steven Police Chief (At-Large), Director of NW-HIDTA,
Snohomish County Prosecuting Attorney, City of Everett City Attorney



CONTRIBUTING JURISDICTIONS:

Snohomish County Sheriff's Office (S.O.)
Everett PD (EPD)
Lynnwood PD (LPD)
Washington State Patrol (WSP)
Washington Dept. of Corrections (DOC)
Snohomish County Prosecutor's Office
Alcohol, Tobacco & Firearms Administration (ATF)
U.S. Border Patrol (BP)

EXHIBIT B

Snohomish Regional Drug Task Force

Commander Selection

The Drug Task Force Commander is a management exempt (“at will”) employee of the Sheriff’s Office.

With the objective of selecting the best possible candidate for the position of Drug Task Force Commander, and ensuring the best fit into the organization, the Executive Board will recommend to the Sheriff three candidates to be considered for the position of Drug Task Force Commander. Candidates for the Drug Task Force Commander position must demonstrate a strong leadership skill set, the ability to build consensus, and direct the efforts of a multi-agency team to achieve established goals. He or she must meet the performance objectives set by the Executive Board and the Sheriff. The Sheriff will select the Drug Task Force Commander from the Executive Board’s three recommended candidates.

The Drug Task Force Commander’s initial commitment of service is four years, with the option of a year by year extension after that period. The Sheriff shall consult with the Executive Board before authorizing any extension of the Drug Task Force Commander’s service commitment.

EXHIBIT C

Snohomish Regional Drug Task Force

Personnel Assigned by Jurisdiction

January 1, 2025 – December 31, 2025

EVERETT POLICE DEPARTMENT

1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Support Personnel

FUNDING

Everett PD
Everett PD
Everett PD
Everett PD
Everett PD- Vacant
Everett PD - Vacant
Everett PD - Vacant
Everett PD

SNOHOMISH COUNTY SHERIFF'S OFFICE

1 Task Force Commander
1 Lieutenant
1 Sergeant
1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 K9 Detective
1 Support Staff

FUNDING

Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff – Vacant
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff - Vacant
Snohomish County Sheriff – Vacant
Snohomish County Sheriff
Snohomish County Sheriff

LYNNWOOD POLICE DEPARTMENT

1 Sergeant
1 Detective

FUNDING

Lynnwood PD
Lynnwood PD – Vacant

SNOHOMISH COUNTY PROSECUTOR'S OFFICE **FUNDING**

.5 Support Staff

Snohomish County Prosecutor

1 Deputy Prosecutor

Snohomish County Prosecutor

STATE OF WASHINGTON**FUNDING**

1 Detective

Washington State Patrol

1 Agent

Department of Corrections

Agency	Participants	E-Board Vote	Pcnt.	Notes
Everett PD	5	5	39%	
Snoh Co Sheriff's Off	7	7	54%	
Lynnwood PD	1	1	7%	
WSP	1	1		Fr. 10% WaSt Tx
DOC	1	1		Fr. 10% WaSt Tx
SC Pros Atty	1.5	1		
Evt City Atty	1	1		
NWHIDTA Dir	0	1		
At Large PD	0	1		
TOTALS	17.5	19	100%	

EXHIBIT D

Snohomish Regional Drug & Gang Task Force

April 1, 2024, Population of Cities, Towns and Counties (wa.gov)

JURISDICTION	POPULATION April 1, 2024	PERCENTAGE	2025 ALLOCATION AMOUNT
Arlington	22,980	2.65%	\$ 6,212.00
Bothell	20,380	2.35%	\$ 5,509.00
Brier	6,600	0.76%	\$ 1,781.00
Darrington	1,515	0.17%	\$ 398.00
Edmonds	43,420	5.01%	\$ 11,744.00
Everett	114,800	13.24%	\$ 31,035.00
Gold Bar	2,310	0.27%	\$ 633.00
Granite Falls	4,775	0.55%	\$ 1,289.00
Index	160	0.02%	\$ 47.00
Lake Stevens	41,540	4.79%	\$ 11,228.00
Lynnwood	41,500	4.79%	\$ 11,228.00
Marysville	74,390	8.58%	\$ 20,112.00
Mill Creek	21,630	2.49%	\$ 5,837.00
Monroe	20,830	2.40%	\$ 5,626.00
Mountlake Terrace	24,260	2.80%	\$ 6,563.00
Mukilteo	21,590	2.49%	\$ 5,837.00
Snohomish	10,350	1.19%	\$ 2,789.00
Stanwood	8,865	1.02%	\$ 2,391.00
Sultan	7,160	0.83%	\$ 1,946.00
Snohomish County	378,045	43.60%	\$ 102,200.00
TOTALS:	867,100	100%	\$ 234,405.00

Total (Commander and Sergeant)	\$ 384,405
Commerce Grant (Jul 1, 2024-June 30, 2025) Baines	\$ (150,000)
2025 Jurisdiction Allocation	\$ 234,405

Interlocal Agreement Establishing
Snohomish Regional Drug & Gang Task Force

ATTEST:

APPROVED AT THE DIRECTION OF THE PARTICIPATING JURISDICTION:

Title_____

Dated _____
Jurisdiction of_____

ATTEST:

Jurisdiction Clerk

Dated_____

APPROVED AS TO FORM:

Jurisdiction Attorney

Dated_____



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Storm and Wastewater Utility Manager Matthew Eyer, Public Works

ITEM TYPE: Agreement

AGENDA SECTION: **New Business**

SUBJECT: Amendment No. 1 to Ecology Grant Agreement WQC-2020-MaryPW-00075 City of Marysville Source Control Program

SUGGESTED ACTION: Recommended Motion: I move to authorize the Mayor to sign and execute Amendment No.1 to Ecology Grant Agreement WQC-2020-MaryPW-00075.

SUMMARY: Amendment No.1 of Grant Agreement WQC-2020-MaryPW-00075 with the Department of Ecology, changes the end date of Grant Agreement WQC-2020-MaryPW-00075 from 06/30/2025 to 01/31/2026 with no other changes. This time extension will provide City staff additional time to bill for Source Control inspections and spend down existing Grant funds. The additional time is needed due to delays in staffing at the onset of this project.

Ecology Grant Agreement WQC-2020-MaryPW-00075 City of Marysville Source Control Program was approved by Council at the June 13, 2022 Council meeting and executed by the Mayor on June 16, 2022. This grant agreement funded the creation of the City Source Control program to perform inspections at specific business types as outlined and required in the Western Washington Phase II Municipal Stormwater Permit. The grant funds updated City code for this program through consultant fees and existing staff time. The grant also funded a new inspector FTE through the end of the agreement in order to perform these inspections.

ATTACHMENTS:

[Amendment_for_Signature_-_WQC-2022-MaryPW-000.pdf](#)



**AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2022-MaryPW-00075
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
City of Marysville**

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and City of Marysville (RECIPIENT) for the City of Marysville Source Control Program (PROJECT).

This amendment is needed to extend the expiration date of the AGREEMENT from 6/30/2025 to 1/31/2026. The RECIPIENT experienced delays in hiring a staff member for the Source Control Inspection Program Implementation. This amendment will allow the RECIPIENT complete business inspections for 2.5 years as described in Task 3 of the AGREEMENT. This amendment does not impact the Scope of Work or Award amount.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Expiration Date:

Original: 06/30/2025 Amended: 01/31/2026

CHANGES TO THE BUDGET

Funding Distribution EG220505

Funding Title: SFAP

Funding Type: Grant

Funding Effective Date: 07/01/2021

Funding Expiration Date: 01/31/2026

Funding Source:

Title: SFAP - SFY22

Fund: FD

Type: State

Funding Source %: 100%

Description: Model Toxics Control Capital Account(MTCCA) Stormwater

Approved Indirect Costs Rate: Approved State Indirect: 30%
Recipient Match %: 25%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

SFAP	Task Total
Grant and Loan Administration	\$ 10,940.32
Ordinance Updates	\$ 107,891.57
Source Control Inspection Program Implementation	\$ 391,246.78

Total: \$ 510,078.67

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SFAP	25 %	\$ 127,519.67	\$ 382,559.00	\$ 510,078.67
Total		\$ 127,519.67	\$ 382,559.00	\$ 510,078.67

AUTHORIZING SIGNATURES

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 09/11/2024.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

City of Marysville

By:

Vincent McGowan, P.E.
Water Quality
Program Manager

Date

By:

Jeff Laycock
Public Works Director

Date

Jon Nehring

Mayor

Date

Template Approved to Form by
Attorney General's Office



Agreement No. WQC-2022-MaryPW-00075

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF MARYSVILLE

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and City of Marysville, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	City of Marysville Source Control Program
Total Cost:	\$560,079.31
Total Eligible Cost:	\$510,078.67
Ecology Share:	\$382,559.00
Recipient Share:	\$127,519.67
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	06/30/2025
Project Type:	Stormwater Activity

Project Short Description:

This project will improve water quality through development of a Source Control Program in the City of Marysville. This project will reduce stormwater pollution through routine business inspections to ensure the proper use of Best Management Practices (BMPs). The City will develop ordinances to establish authority to inspect businesses, a pollution generating business inventory, technical assistance outreach materials, and an inspection and enforcement program.

Project Long Description:

The City of Marysville Source Control Program will focus on reducing stormwater pollution from existing businesses through routine business inspections to ensure the proper implementation of Best Management Practices (BMPs). This program will reduce stormwater pollutants from businesses in the drainage basins of Quilceda and Allen Creeks, as well as Ebey Slough in the Snohomish Estuary. High priority pollutant sources include bacteria, pH modifying sources, and

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

high biological demand sources such as nutrients that reduce dissolved oxygen (DO) levels. The Snohomish Estuary has a TMDL for DO, and the Snohomish Tributaries have a TMDL for fecal coliform.

Business inspection programs are an effective means of preventing stormwater pollution as demonstrated by other NPDES Western Washington Municipal Stormwater Permittees' programs. The Western Washington Phase II Municipal Stormwater Permit (Phase II Permit) requires source control programs for existing development. In the past, the RECIPIENT has had success with the Local Source Control (LSC) business inspection program, but the program could not be sustained due to staffing and time restraints.

The RECIPIENT will establish the authority to inspect businesses and properties. This project will review and update ordinances in the Marysville Municipal Code (MMC) to provide a progressive enforcement strategy suitable for the diverse set of issues that occur during business inspections. The RECIPIENT will select a consulting firm to assist with the development of new ordinances. The MMC currently has three related overlapping sections of code: Title 4 Enforcement Code, Section 14.21 Illicit Discharge Detection and Elimination (IDDE) and 14.20 Wastewater Pretreatment. The RECIPIENT will assess these three codes to identify deficiencies and compare them with other agencies implementing source control programs to identify revisions and additions. The RECIPIENT will review the Stormwater Management Manual of Western Washington to ensure that businesses have clear solutions for regularly confronted problems. Additional BMPs will be considered for inclusion in MMC or the City Engineering Design and Development Standards (EDDS).

The RECIPIENT will create a business inventory based on the presence of pollutant generating activities at the business sites. The RECIPIENT will use the categories of land uses and businesses in Appendix 8 of the Phase II Permit as a guide. The RECIPIENT will refine the list to identify high priority pollutant sources for the watershed. Preliminary analysis of the RECIPIENT's business license program, utility billing, and GIS parcel information show that there are approximately 800 inspection sites within the City. When businesses are not in compliance, the RECIPIENT will first use technical assistance, education, and outreach. The program will develop or reproduce outreach materials. The RECIPIENT will take enforcement actions when other approaches are ineffective.

In the final phase of this project, the RECIPIENT will hire a Source Control inspector and complete inspections of at least 20% of the businesses or properties on the inventory list for two and a half years. Based on initial estimates, the Source Control inspector will need to conduct approximately 160 inspections each year. The RECIPIENT based the need for a new hire on recommendations from the Washington Stormwater Center, Phase I, and Phase II Permittees' Business Inspection Group (BIG) survey of source control programs. The BIG Report recommended one full time staff member for every 200 inspections in a year. Based on that recommendation and the estimated number of inspections, the RECIPIENT will need to hire a new staff member to conduct inspections. After the two and a half years startup period, the RECIPIENT plans to have the full time staff member continue to conduct inspections for the source control program as funded by the RECIPIENT. This is subject to future budget approvals.

Overall Goal:

This project will help protect and restore water quality in Washington state by reducing stormwater impacts from existing infrastructure and development.

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

RECIPIENT INFORMATION

Organization Name: City of Marysville

Federal Tax ID: 91-6001459

UEI Number: KENDBGSMVPQ7

Mailing Address: 80 Columbia Ave.
Marysville, WA 98270

Physical Address: 80 Columbia Ave.
Marysville, Washington 98270

Contacts

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

Project Manager	Brooke Ensor NPDES Coordinator 80 Columbia Ave. Marysville, Washington 98270 Email: ensor@marysvillewa.gov Phone: (360) 363-8288
Billing Contact	Suzanne Soule Financial Analyst 80 Columbia Ave. Marysville, Washington 98270 Email: ssoule@marysvillewa.gov Phone: (360) 363-8122
Authorized Signatory	Jeff Laycock City Engineer 80 Columbia Ave Marysville, Washington 98270 Email: jlaycock@marysvillewa.gov Phone: (360) 363-8274

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Amy Waterman PO Box 330316 Shoreline, Washington 98133-9716 Email: amwa461@ecy.wa.gov Phone: (425) 577-4864
Financial Manager	Stephanie Herbst PO Box 47600 Olympia, Washington 98504-7600 Email: SHER461@ecy.wa.gov Phone: (360) 407-7639
Technical Advisor	Joey Jiang PO Box 330316 Shoreline, Washington 98133-9716 Email: JJIA461@ecy.wa.gov Phone: (206) 594-0176

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

By:  DocuSigned by:
On behalf of
2BCA6B80046746E... 6/15/2022

Vincent McGowan, P.E.

Date

Water Quality

Program Manager

Template Approved to Form by
Attorney General's Office

City of Marysville

By:  DocuSigned by:
278A8D8A087C439 6/15/2022

Jeff Laycock

Date

City Engineer

State of Washington Department of Ecology

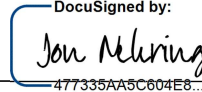
Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

Jon Nehring

DocuSigned by:

A blue ink signature of Jon Nehring is written over a blue rectangular stamp. The stamp contains the text "DocuSigned by:" and a long alphanumeric string "477335AA5C604E8..." below the signature.

6/15/2022

Mayor

Date

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

SCOPE OF WORK

Task Number: 1

Task Cost: \$10,940.32

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; the EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page outcome summary report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

- * Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page outcome summary report.
- * Properly maintained project documentation.

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

Grant and Loan Administration**Deliverables**

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form)	
1.3	Two-page Outcome Summary Report	

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

SCOPE OF WORK

Task Number: 2

Task Cost: \$107,891.57

Task Title: Ordinance Updates

Task Description:

The RECIPIENT will review and revise existing codes and standards to ensure that the ordinances provide the necessary authority for source control inspections. The RECIPIENT may hire a consultant to assist in the code review and potential development of new ordinances.

A. The RECIPIENT will provide both the ECOLOGY project manager and separegister@ecy.wa.gov with the initial consultation on the draft State Environmental Policy Act (SEPA) documents.

B. The RECIPIENT will review existing source control related codes, such as Title 4 Enforcement Code, Section 14.21 Illicit Discharge Detection and Elimination (IDDE), and 14.20 Wastewater Pretreatment, and revise codes as needed. The RECIPIENT will also review the Stormwater Management Manual of Western Washington to identify potential solutions for regularly confronted source control problems. Additional BMPs will be considered for inclusion in MMC or the City Engineering Design and Development Standards (EDDS). The RECIPIENT will compare these codes and standards with other agency's source control programs.

C. The RECIPIENT will develop a new ordinance for source control if needed to provide authority for source control inspections.

Task Goal Statement:

The RECIPIENT will determine if revisions to codes and standards or new ordinances are needed to implement business inspections for source control of stormwater pollution.

Task Expected Outcome:

The RECIPIENT will make any needed revisions or adopt new ordinances in order to move forward with development of the Source Control Inspection program.

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

Ordinance Updates**Deliverables**

Number	Description	Due Date
2.1	SEPA checklist for ordinance adoption, or other documentation if considered exempt from SEPA review. Upload to EAGL and notify ECOLOGY when each upload is complete.	
2.2	A summary of the relevant codes and standards related to Source Control with comparison to other agency's programs, and the adaptations and potential new ordinances needed for Source Control inspections. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.3	Draft of new ordinances and/or revisions to municipal code and the process for enacting these. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.4	Consultant contract with Scope of Work for assistance with code and ordinance review. Upload to EAGL and notify ECOLOGY when upload is complete.	

State of Washington Department of Ecology

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

SCOPE OF WORK

Task Number: 3

Task Cost: \$391,246.78

Task Title: Source Control Inspection Program Implementation

Task Description:

The RECIPIENT shall develop a pollution generating business inventory, hire a full time inspector, develop technical assistance and outreach materials, and complete business inspections for 2.5 years.

- A. The RECIPIENT will use Appendix 8 of the Phase II Permit as a guide for categories of land uses and businesses to target for business inventory. The RECIPIENT will develop a business inventory for Marysville's Source Control Inspection program targeted to high priority pollutants (bacteria, pH modifying, and biological oxygen demanding). The RECIPIENT will use business licenses, utility billing, and GIS parcel information to develop the inventory. Surface Water staff will work on this task.
- B. The RECIPIENT will develop outreach materials for technical assistance and education, based on existing materials developed by other agencies. Surface Water staff will work on this task. The RECIPIENT will consider environmental justice, accessibility, and language needs during the outreach process.
- C. The RECIPIENT will hire, onboard and train a new staff person to be a full-time Source Control Inspector.
- D. The Source Control Inspector will complete at least 20 inspections in 2022, 160 inspections in 2023 and 2024.

Task Goal Statement:

The RECIPIENT will hire a Source Control Inspector and perform ~160 source control inspections each year for 2.5 years.

Task Expected Outcome:

Reduced stormwater pollution from businesses in the short term and longer- term pollution prevention from technical assistance and education on source control for businesses.

Agreement No: WQC-2022-MaryPW-00075

Project Title: City of Marysville Source Control Program

Recipient Name: City of Marysville

Source Control Inspection Program Implementation**Deliverables**

Number	Description	Due Date
3.1	Business inventory for Source Control Inspection program. Upload to EAGL and notify ECOLOGY when upload is complete. Provide on-line GIS data layer of businesses in inventory.	
3.2	Technical assistance and education outreach materials for source control at businesses on the inventory. Upload to EAGL and notify ECOLOGY when upload is complete.	
3.3	Job description and announcement for Source Control Inspector position. Notification to Ecology that Inspector is hired and schedule for onboarding and beginning inspections. Upload to EAGL and notify ECOLOGY when upload is complete.	
3.4	Summary of Source Control Inspection Program findings each year: 2022, 2023, and 2024. Upload to EAGL and notify ECOLOGY when upload is complete.	

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BUDGET**Funding Distribution EG220505**

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: SFAP

Funding Type: Grant

Funding Effective Date: 07/01/2021

Funding Expiration Date: 06/30/2025

Funding Source:

Title: SFAP - SFY22

Fund: FD

Type: State

Funding Source %: 100%

Description: Model Toxics Control Capital Account(MTCCA) Stormwater

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 25%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

SFAP	Task Total
Grant and Loan Administration	\$ 10,940.32
Ordinance Updates	\$ 107,891.57
Source Control Inspection Program Implementation	\$ 391,246.78

Total: \$ 510,078.67

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Funding Distribution Summary**Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SFAP	25.00 %	\$ 127,519.67	\$ 382,559.00	\$ 510,078.67
Total		\$ 127,519.67	\$ 382,559.00	\$ 510,078.67

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS**SECTION 1: DEFINITIONS**

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defeasement” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through

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such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY's Funding Guidelines that that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer's Estimate” means the engineer's estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed. This term is only used in loan agreements.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

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“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

B. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:

a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.

b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.

c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

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Documentation Options:

1. **Deed of Right.** The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.
2. **Assignment of Rights.** The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.
3. **Easements and Leases.** The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.
- d. **Real Property Acquisition and Relocation Assistance.**
 1. **Federal Acquisition Policies.** See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.
 2. **State Acquisition Policies.** When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.
 3. **Housing and Relocation.** In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. **Certification.** The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:
 - i. No hazardous substances were found on the site, or
 - ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed “clean.”
2. **Responsibility.** Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.
3. **Hold Harmless.** The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses

The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

C. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by

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ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

E. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status at any time. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website. (This form is used for Section 319 funds only)

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2. “Section 319 Initial Data Reporting” form in EAGL.

A. Data Reporting: The RECIPIENT must complete the “Section 319 Initial Data Reporting” form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F. of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable. (Applies to both the Section 319 funded projects and the Centennial match projects)

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement: (Applies to Section 319 funded projects only)

“This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.”

C. Load Reduction Reporting: The RECIPIENT shall complete the “Section 319 Annual Load Reduction Reporting” form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA’s assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date. (For Section 319 funded projects only)

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW “Local Government Accounting – Uniform System of Accounting.”

B. Acquisitions: Section 319 and SRF Equivalency project RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

C. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse’s Internet Data Entry System available at: [https://facweb.census.gov/..](https://facweb.census.gov/)

D. Archaeological Resources and Historic Properties (Section 106): The RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall

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have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that their organization's information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

- 1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- 3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- 4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- 5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request. Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers,

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vendors, and any other entity for work or services pertaining to this agreement.

“The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies.”

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTS shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation
2. Opinion of RECIPIENT's Legal Council
3. Authorizing Ordinance or Resolution
4. Federal Funding Accountability and Transparency Act (FFATA) Form (Required for SRF Equivalency projects only)
5. CWSRF Federal Reporting Information form available in EAGL
6. Fiscal Sustainability Plan (Asset Management) Certification Form in EAGL (Only required if the project includes construction of a wastewater or stormwater facility construction)
7. Cost and Effectiveness Analysis Certification Form in EAGL (Required for all projects receiving SRF Loan funding)
8. State Environmental Review Process (SERP) Documentation (Required for facility projects only)

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

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B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a “treatment works” as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT’S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT’s authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: (For designated equivalency projects only)

1. The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf).

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT’s knowledge, threatened, seeking to restrain, or enjoin:

- (i) the execution of this agreement; or
- (ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or
- (iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or
- (iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan

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agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a “Loan Amount”) shall bear interest based on the interest rate identified in this agreement as the “Effective Interest Rate,” per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan “Loan Term” as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.
2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.
3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.
4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.
6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

- (i) The Loan Amount with interest
- (ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology

State of Washington Department of Ecology

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Cashiering Unit

P.O. Box 47611

Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager. No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in

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whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the “General Comments” text box of each progress report.

“We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR (If applicable)
- Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33”

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct.

There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT’s financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the

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amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.

4. Expressed written agreement by the ECOLOGY-

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.
2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.
3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.
4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding.

Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

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Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, “Defaults,” any state funds otherwise due to the RECIPIENT may, at ECOLOGY’s sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY’s sole discretion, become ECOLOGY’s property. In that circumstance, ECOLOGY shall reduce the RECIPIENT’s liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY’s exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact

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ECOLOGY for assistance in obtaining a copy of those regulations.

4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING

REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or

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3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) <https://sam.gov/SAM/> exclusion list.

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GENERAL TERMS AND CONDITIONS**Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology****GENERAL TERMS AND CONDITIONS**

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
- * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

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- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
- Make the IDP readily available to anyone working at the project site.
- Discuss the IDP with staff, volunteers, and contractors working at the project site.
- Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

State of Washington Department of Ecology

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

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The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

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- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

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22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
 - b) Be kept in a common file to facilitate audits and inspections.
 - c) Clearly indicate total receipts and expenditures related to this Agreement.
 - d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
- RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced.

Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

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event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Engineering Coordinator Laurie Barbosa, Public Works

ITEM TYPE: Project Acceptance

AGENDA SECTION: **New Business**

SUBJECT: Project Acceptance – Downtown Stormwater Treatment Project

SUGGESTED ACTION: Recommended Motion: I move to authorize the Mayor to accept the Downtown Stormwater Treatment Project, starting the 60-day lien filing period for project closeout.

SUMMARY:

The Downtown Stormwater Treatment Project included installation of a stormwater treatment system that provides enhanced treatment meeting full Ecology treatment standards for the 463-acre downtown area basin. This project included installation of a pump station, a large piping system, pile supported structures, a nutrient separating system, a media-based filtering system with native plantings, park amenities and public access features.

City Council awarded the project to McClure and Sons, Inc. on February 14, 2022, in the amount of \$10,868,254.24, as well as a 5% management reserve in the amount, of \$543,413 for a total allocation of \$11,411,667.24.

The project was completed at a cost of \$11,373,251.80, or 104.65% of the bid. The actual construction cost is under the total allocation by \$38,415.44. The project was funded in part by two separate grants from the Department of Ecology as shown in the breakdown below.

<u>Construction Total:</u>	
<u>\$11,373,251.80</u>	
Ecology Grant WQC-2018-00094 Phase 1	\$
3,468,974.47	
Ecology Grant WQC-2022-00147 Phase 2	\$
3,279,789.82	
Total Cost to the City:	\$
4,624,487.51	

Work performed under this contract was inspected by City staff and found to be physically complete in accordance with the approved plans and specifications. Staff recommends Council’s acceptance of the project for closeout.

ATTACHMENTS:

[Letter 005_DSTP Notice of Physical Completion_09-24-24.pdf](#)



MARYSVILLE
PUBLIC WORKS

September 24, 2024

Mr. John Ogorsolka, Project Manager
McClure & Sons Inc.
15714 Country Club Dr.
Mill Creek, WA 98012

Subject: Downtown Stormwater Treatment Project (DSTP)
Notice of Physical Completion

Dear John:

This letter is to confirm that DSTP was deemed Physically Complete by the City of Marysville on September 19, 2024, given recent completion of final work on the project. Accordingly, we will now be taking the project forward to Marysville City Council for recommended final acceptance. This is tentatively scheduled to occur on October 28th, after which time the 60-day lien filing period will commence.

At this time, please submit affidavits of payment of prevailing wages for MSI and all subcontractors, and all certified payrolls to the Department of Labor and Industries. Once this is done, I will submit a notice of completion (NOC) to the three agencies noted below, and request certificates of release from each:

1. Certificate of Release from Department of Labor and Industries
2. Certificate of Release from the Department of Revenue
3. Certificate of Release from the Employment Security Department

Your bond will be released once these certificates have been issued, and upon completion of the lien filing period (*presuming that no claims are filed*). If you have any questions or comments, please contact me.

On behalf of the City, it has been a pleasure working with the MSI team. DSTP is now an award winning project. I look forward to working with you on other projects in the future.

Sincerely,

Steve Miller

Steve Miller
Senior Project Manager

CC: Project File

(360) 363-8100

Public Works
80 Columbia Avenue
Marysville, WA 98270



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Engineering Coordinator Laurie Barbosa, Public Works

ITEM TYPE: Agreement

AGENDA SECTION: **New Business**

SUBJECT: Supplemental Agreement No. 1 to the Professional Services Agreement with Transpo Group USA, Inc. for the design of the 67th Ave NE & 52nd St NE Intersection Improvements

SUGGESTED ACTION: Recommended Motion: I move to authorize the Mayor to sign and execute the attached Supplemental Agreement No. 1 to the Professional Services Agreement for the design of the 67th Ave NE & 52nd St NE Intersection Improvements with Transpo Group USA, Inc. in the amount of \$7,818.12.

SUMMARY:

On March 11th, 2024 Council approved a professional services agreement with Transpo Group for engineering services to complete design of the 67th Ave NE & 52nd St NE Intersection Improvements project. The current scope of services includes design, permitting and preliminary right-of-way (ROW) services limited to legal descriptions, exhibits and record of survey.

The design work is in progress and nearing 60% completion. A supplement is required to expand the scope of ROW support and coordination services necessary to obtain the Temporary Investigative Easement (TIE), which is needed to perform mapping, environmental exploration and permitting for this project. ROW support under this agreement will apply to the property located at the northeast quadrant of the intersection.

The City received a \$277,457.00 federal grant, which allocated \$263,300.00 toward the design.

Original Contract:	\$374,256.05
<u>Supplement 1:</u>	<u>\$ 7,818.12</u>
Total Cost:	\$382,074.17
STP Grant:	\$263,300.00
Cost to the City:	\$118,774.17

It is staff’s opinion that the negotiated fee of \$7,818.12 is fair and consistent with industry standard. The total cost to the City, after applying the grant funds, is \$118,774.17.

ATTACHMENTS:

- [Supplemental Agreement No. 1 with Transpo Group USA, Inc..pdf](#)
- [Original Contract - Transpo Group USA - 67th Ave NE & 52nd St NE.pdf](#)



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>1</u>		Organization and Address Transpo Group USA, Inc. 12131 113th Ave NE, Suite 203, Kirkland, WA 98034	
Original Agreement Number STBGUL-9931(025)		Phone:	
Project Number R2305	Execution Date	Completion Date 11/30/2026	
Project Title 67th Ave NE & 52nd St NE Intersection Improvements	New Maximum Amount Payable \$382,074.17		
Description of Work Provide real estate services including preparation of one offer package, one temporary investigative easement (TIE), one AOS report, and one right of way diary.			

The Local Agency of City of Marysville
desires to supplement the agreement entered in to with Transpo Group USA, Inc.
and executed on 2/29/2024 and identified as Agreement No. STBGUL-9931(025)
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
N/A

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Time of completion will remain unchanged (11/30/2026)

III

Section V, PAYMENT, shall be amended as follows:
N/A

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: _____ By: _____

Consultant Signature

Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost	109,045.82	3,758.66	112,804.48
Overhead (Including Payroll Additives)	187,117.14	2,867.86	189,985.00
Direct Non-Salary Costs	45,393.75	100	45,493.75
Fixed Fee	32,699.34	1,091.60	33,790.94
Total	374,256.05	7,818.12	382,074.17

Exhibit A-1 – Scope of Work

Client Name:	City of Marysville		
Project Name:	67th Ave NE & 52nd St NE Intersection Improvements		
Exhibit Dated:	September 17, 2024	TG:	1.23256.00

The existing Agreement for Services between Transpo Group (CONSULTANT) and the City of Marysville (CLIENT) is amended to include the following additional services.

Scope of Services

In addition to the services described in Exhibit A of the Agreement, the CONSULTANT will provide the following services:

TASK 4 Right-of-Way Services

The CONSULTANT will provide the following Right-of Way services:

Following review of the right-of-way plan, the CONSULTANT will prepare the Administrative Offer Summary (AOS) for the impacted parcels using appropriate valuation method based on potential impacts and valuation limits.

The CONSULTANT will do due diligence in obtaining and researching the last recorded vesting to verify ownership for each parcel.

The CONSULTANT will assist the CLIENT in developing all right-of-way documents/offer letters in accordance with the CLIENT's WSDOT approved Right of Way acquisition policies and procedures, WSDOT's Local Agency Guidelines - Section 25 (Right of Way Procedures) and the federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA) for acquisition of impacted properties. The CONSULTANT will draft the acquisition documents using the CLIENT approved forms or QC any forms that are created directly by the CLIENT staff for pre-acquisition review.

The CONSULTANT agents will act in good faith at all times and never coerce property owners in an attempt to settle the parcels. All negotiations will start with an in-person presentation of all offers when feasible. We will identify property owner issues, concerns and differences early on and document that information in the individual parcel negotiation diaries. The CONSULTANT will work with CLIENT staff throughout the negotiation process with the property owner until settlement is reached on each parcel.

Task 4 Assumptions

- *All forms and documents shall comply with WSDOT standards.*
- *The easement's purpose is to gain temporary access to private parcels for topographic survey and environmental field work.*
- *Both parcels are owned by the same property owner(s).*
- *Acquisition value will be less than \$25,000.*
- *Temporary Easements only acquisition do not require title reports and/or escrow closing.*

Task 4 CONSULTANT Deliverables

- *One (1) – Offer Package.*
- *One (1) - Temporary Investigative Easement (TIE) for parcels 30053500201200 and 30053500201900.*
- *One (1) – AOS report.*

- *One(1) – Right of Way Diary documenting all communications and contact either upon settlement with the property owner, or until negotiations have been exhausted and condemnation becomes necessary, whichever is sooner.*

Task 4 CLIENT Responsibilities

- *Coordinate with WSDOT Local Programs to obtain approval for early acquisition procedures.*
- *Provide right-of-way plan, legal descriptions, and supporting easement exhibit(s) stamped by professional land surveyor(s) to support TIEs.*
- *Provide City of Marysville's latest right-of-way procedures/manual/document and/or forms, as applicable.*
- *Make payment to property owner and record Temporary Investigative Easement with Snohomish County Recorder's Office if settlement reached.*

Transpo Group USA, Inc.
Cost Estimate Worksheet



Number / Project Name
1.23256.00 / 67th Ave & 52nd St Int. Imp. - AMEND 1

Rate schedule is effective from July 1, 2023 through June 28, 2024.
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	Principal in Charge	Proj. Eng./ Traffic Lead	Civil Lead	Staff Engineer L3	Staff Engineer L2	Staff Engineer L1	Project Admin	Project Admin
initials	GA2C2	RP	DWN	DGN	VM	JK	QTF	AMC	CLF
labor category	Eng L5	Prin L7	Eng L4	Eng L4	Eng L3	Any L2	Any L1	PA L5	PA L4
cost rate	\$79.33	\$96.15	\$62.50	\$57.69	\$52.88	\$46.63	\$42.31	\$62.50	\$48.08

Labor:

	Work Task									Hours	Cost
1											
2	Task 1 - Project Management / Meetings										
3	- Project Management										
4	- 34 months (assume on hold for 20 months due to permitting)									0	\$0
5	- Schedule updates x 2									0	\$0
6	- Subconsultant Coord.										
7	- 34 months (assume on hold for 20 months due to permitting)									0	\$0
8	- Monthly Progress Reports and Invoices										
9	- 34 months (assume on hold for 20 months due to permitting)									0	\$0
10	- Coordination Meetings										
11	- Kick-off meeting x 1									0	\$0
12	- Coord meetings x 14									0	\$0
13	- Meeting agendas x 15									0	\$0
14	- Meeting notes/Minutes x 15									0	\$0
15											
16											
17	Task 2 - Data Collection and Analysis										
18	- Subtask 2.1 - Site Visit									0	\$0
19	- Subtask 2.2 - Topographic Survey									0	\$0
20	- Subtask 2.3 - ROW Plan, Exhibits, and Legals									0	\$0
21	- Subtask 2.4 - Geotech Field Investigation and Analysis									0	\$0
22											
23											
24											
25	Task 3 - Environmental Permitting										
26	- Subtask 3.1 - Critical Areas Delineation and Report									0	\$0
27	- Subtask 3.2 - SEPA Checklist									0	\$0
28	- Subtask 3.3 - Section 401 and 404 Clean Water Act									0	\$0
29	- Subtask 3.4 - Mitigation Bank Use Plan									0	\$0
30	- Subtask 3.5 - NEPA Support									0	\$0
31	- Subtask 3.6 - Construction Stormwater General Permit									0	\$0
32	- Subtask 3.7 - SWPPP									0	\$0
33	- Subtask 3.8 - Biological Assessment									0	\$0
34	- Subtask 3.9 - Cultural Resource Survey									0	\$0
35	- Subtask 3.10 - Noise Analysis									0	\$0
36	- Subtask 3.11 - Hazardous Materials									0	\$0
37											
38											
39	Task 4 - Right-of-Way Services	2								2	\$159
40											
41											
42	Task 5 - Preliminary Engineering										
43	- Subtask 5.1 - Traffic Analysis										
44	- Existing traffic volumes									0	\$0
45	- Future demand									0	\$0
46	- Traffic Ops and Level-of-Service									0	\$0
47	- Memo									0	\$0
48	- Subtask 5.2 - Franchise Utility Location and Coordination										
49	- Survey coord									0	\$0
50	- 30% design submittal									0	\$0
51	- 60% design submittal									0	\$0
52	- 90% design submittal									0	\$0
53	- Final design submittal									0	\$0
54	- Site visit (x1)									0	\$0
55	- Electrical service application and coord									0	\$0
56	- General coordination									0	\$0
57	- Subtask 5.3 - Utility Potting									0	\$0
58	- Subtask 5.4 - Preliminary Design									0	\$0
59	- Horizontal layout, signal layout, lighting layout										
60	- CSD modeling										
61	- Prelim concept figure (x1)										
62	- Prelim cost estimate										
63	- Swept path analysis figures (x3)										
64	- Final concept figure (x1)										
65	- Final cost estimate										
66											
67											
68											
69	Task 6 - Final Engineering										
70	- Subtask 6.1 - Stormwater Report									0	\$0
71	- Subtask 6.2 - 60% Submittal										
72	- CSD modeling									0	\$0
73	- Plans (x12)									0	\$0
74	- Cost estimate									0	\$0
75	- Special provisions outline									0	\$0
76	- Subtask 6.3 - 90% Submittal										
77	- 60% comment responses									0	\$0
78	- CSD modeling									0	\$0
79	- Plans (x22)									0	\$0
80	- Cost estimate									0	\$0
81	- Contract/Special provisions packet									0	\$0
82	- MEP documentation									0	\$0
83	- Patented/Proprietary Item Cert documentation									0	\$0
84	- Signal calcs package									0	\$0
85	- Illumination calcs package									0	\$0
86	- Subtask 6.4 - WSDOT Submittal										
87	- 90% comment responses									0	\$0
88	- Plans (x22)									0	\$0
89	- Cost estimate									0	\$0
90	- Contract/Special provisions packet									0	\$0
91	- Signal calcs package									0	\$0
92	- Illumination calcs package									0	\$0
93											
94											
95											
96											
97											
98											
99											
100											
101											
102											
103											
104											
105											

Total Hours		2	0	0	0	0	0	0	0	0	0
Labor Costs		\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$158.66
Overhead			Rate	166.38%							\$263.98
Fee (as a % of labor)				30.00%							\$47.60

TASK 99 - Reimbursable Expenses:

	Item	Reimbursable Cost
1		\$0
2		\$0
3		\$0
4		\$0
5		\$0
6		\$0
7		\$0
8		\$0
9		\$0
10		\$0
11		\$0
12		\$0

Subconsultants:		Subs Cost
TASK 90 -	Bluejay	\$0.00
TASK 91 -	WVA	\$0.00
TASK 92 -	RES	\$7,347.88
Total Subconsultants		\$7,347.88

Total Reimbursable Expenses		\$0
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TOTAL ESTIMATE		\$7,816.54
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RES Group Northwest
Cost Estimate Worksheet

City of Marysville: 67th Ave and 52nd St
 Intersection Improvement Project
Amend 1

Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Sr. Acquisition/ Relocation Agent	Sr. Acquisition/ Relocation Agent	Technician / Jr. Right of Way Agent	Technician / Jr. Right of Way Agent							
initials	SYD	KG	LR	LG							
labor category											
cost rate	\$72.00	\$72.00	\$28.50	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Labor:

	Work Task											Hours	Cost
1												0	\$0
2												0	\$0
3	Task 4: Right-of-Way Services		50									50	\$3,600
4												0	\$0
5												0	\$0
6												0	\$0
7												0	\$0
8												0	\$0
9												0	\$0
10												0	\$0
11												0	\$0
12												0	\$0
13												0	\$0
14												0	\$0
15												0	\$0
16												0	\$0
17												0	\$0
18												0	\$0
19												0	\$0
20												0	\$0
21												0	\$0

Total Hours	0	50	0	0	0	0	0	0	0	0	0	50	
Labor Costs	\$0	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$3,600.00

Overhead	Rate	72.33%											\$2,603.88
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Fee (as a % of labor)	29.00%												\$1,044.00
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Miscellaneous Expenses:

	Item	Reimbursable Cost
1	Mileage	\$100
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
Total Reimbursable Expenses		\$100

Subconsultants:

	Firm	Subs Cost
1		
2		
3		
4		
5		
Total Subconsultants		\$0

TOTAL ESTIMATE **\$7,347.88**

Local Agency A&E Professional Services Cost Plus Fixed Fee Consultant Agreement

Agreement Number: R2305

Firm/Organization Legal Name (do not use dba's): Transpo Group USA, Inc.	
Address 12131 113th Ave NE, Suite 203, Kirkland, WA 98034	Federal Aid Number STBGUL-9931(025)
UBI Number 603 258 009	Federal TIN or SSN Number 91-6001459
Execution Date	Completion Date 11/30/2026
1099 Form Required ☐ Yes ☒ No	Federal Participation ☒ Yes ☐ No
Project Title 67th Ave NE & 52nd St NE Intersection Improvements	
Description of Work Transpo Group USA, Inc. (Transpo) will provide engineering services to the City of Marysville for the design of improvements associated with the 67th Avenue NE & 52nd Street NE intersection. This includes the design of a new traffic signal and associated illumination, re-channelization of the intersection, and construction/reconstruction of curb ramps to meet current Americans with Disabilities Act (ADA) standards, if necessary. Transpo will lead and work in coordination with our subconsultants to provide a consistent overall project design across engineering disciplines. Transpo's team, inclusive of subconsultants, is referred to as the "Consultant" in the attached Exhibit A - Scope of Services.	
☒ Yes HWA ☒ Yes RES ☒ Yes RES, HWA ☐ Yes	☐ No DBE Participation ☐ No MBE Participation ☐ No WBE Participation ☒ No SBE Participation Total Amount Authorized: \$374,256.05 Management Reserve Fund: \$0.00 Maximum Amount Payable: \$374,256.05

Index of Exhibits

Exhibit A	Scope of Work
Exhibit B	DBE Participation
Exhibit C	Preparation and Delivery of Electronic Engineering and Other Data
Exhibit D	Prime Consultant Cost Computations
Exhibit E	Sub-consultant Cost Computations
Exhibit F	Title VI Assurances
Exhibit G	Certification Documents
Exhibit H	Liability Insurance Increase
Exhibit I	Alleged Consultant Design Error Procedures
Exhibit J	Consultant Claim Procedures

Agreement Number: R2305

THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the City of Marysville hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

I. General Description of Work

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

II. General Scope of Work

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

III. General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Agreement Number: R2305

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit "B" attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY's "DBE Program Participation Plan" and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absents of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the wsdot.diversitycompliance.com program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C – Preparation and Delivery of Electronic Engineering and other Data."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name: Nick Loutsis
 Agency: City of Marysville
 Address: 501 Delta Ave
 City: Marysville State: WA Zip: 98270
 Email: nloutsis@marysvillewa.gov
 Phone: 360-363-8105
 Facsimile:

If to CONSULTANT:

Name: Chris Cavallo
 Agency: Transpo Group USA, Inc.
 Address: 12131 113th Ave NE, Suite 203
 City: Kirkland State: WA Zip: 98034
 Email: chris.cavallo@transpogroup.com
 Phone: 425-821-3665
 Facsimile:

IV. Time for Beginning and Completion

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT titled "Completion Date."

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

Agreement Number: R2305

V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES, specified in Section II, "Scope of Work". The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov). The estimate in support of the Cost Plus Fixed Fee amount is attached hereto as Exhibits "D" and "E" and by this reference made part of this AGREEMENT.

A. Actual Costs: Payment for all consulting services for this PROJECT shall be on the basis of the CONSULTANT'S actual cost plus a fixed fee. The actual cost shall include direct salary cost, indirect cost rate, and direct non-salary costs.

1. Direct (RAW) Labor Costs: The Direct (RAW) Labor Cost is the direct salary paid to principals, professional, technical, and clerical personnel for the time they are productively engaged in work necessary to fulfill the terms of this AGREEMENT. The CONSULTANT shall maintain support data to verify the direct salary costs billed to the AGENCY.
2. Indirect Cost Rate (ICR) Costs: ICR Costs are those costs, other than direct costs, which are included as such on the books of the CONSULTANT in the normal everyday keeping of its books. Progress payments shall be made at the ICR rates shown in attached Exhibits "D" and "E" of this AGREEMENT. Total ICR payment shall be based on Actual Costs. The AGENCY agrees to reimburse the CONSULTANT the actual ICR costs verified by audit, up to the Maximum Total Amount Payable, authorized under this AGREEMENT, when accumulated with all other Actual Costs.

A summary of the CONSULTANT'S cost estimate and the ICR percentage is shown in Exhibits "D" and "E", attached hereto and by this reference made part of this AGREEMENT. The CONSULTANT (prime and all A&E sub-consultants) will submit to the AGENCY within six (6) months after the end of each firm's fiscal year, an ICR schedule in the format required by the AGENCY (cost category, dollar expenditures, etc.) for the purpose of adjusting the ICR rate for billings received and paid during the fiscal year represented by the ICR schedule. It shall also be used for the computation of progress payments during the following year and for retroactively adjusting the previous year's ICR cost to reflect the actual rate. The ICR schedule will be sent to Email: ConsultantRates@wsdot.wa.gov.

Failure to supply this information by either the prime CONSULTANT or any of their A&E sub-consultants shall cause the AGENCY to withhold payment of the billed ICR costs until such time as the required information is received and an overhead rate for billing purposes is approved.

The AGENCY's Project Manager and/or the Federal Government may perform an audit of the CONSULTANT'S books and records at any time during regular business hours to determine the actual ICR rate, if they so desire.

3. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the Actual Cost to the CONSULTANT. (excluding Meals, which are reimbursed at the per diem rates identified in this section) These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and fees of sub-consultants. Air or train travel will be reimbursed only to economy class levels unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and revisions thereto. Air, train, and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-Salary Costs shall include an itemized listing of the charges directly identifiable with the PROJECT. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

Agreement Number: R2305

4. **Fixed Fee:** The Fixed Fee, which represents the CONSULTANT'S profit, is shown in attached Exhibits "D" and "E" of this AGREEMENT. This fee is based on the Scope of Work defined in this AGREEMENT and the estimated person-hours required to perform the stated Scope of Work. In the event the CONSULTANT enters into a supplemental AGREEMENT for additional work, the supplemental AGREEMENT may include provisions for the added costs and an appropriate additional fee. The Fixed Fee will be prorated and paid monthly in proportion to the percentage of work completed by the CONSULTANT and reported in the Monthly Progress Reports accompanying the billings. Any portion of the Fixed Fee earned but not previously paid in the progress payments will be covered in the final payment, subject to the provisions of Section IX entitled "Termination of Agreement."
 5. **Management Reserve Fund (MRF):** The AGENCY may desire to establish MRF to provide the Agreement Administrator with the flexibility to authorize additional funds to the AGREEMENT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT. Such authorization(s) shall be in writing and shall not exceed the lesser of \$100,000 or 10% of the Total Amount Authorized as shown in the heading of this AGREEMENT. The amount included for the MRF is shown in the heading of this AGREEMENT. This fund may not be replenished. Any changes requiring additional costs in excess of the MRF shall be made in accordance with Section XIII, "Extra Work."
 6. **Maximum Total Amount Payable:** The Maximum Total Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. The Maximum Total Amount Payable is comprised of the Total Amount Authorized, and the MRF. The Maximum Total Amount Payable does not include payment for Extra Work as stipulated in Section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- B. **Monthly Progress Payments:** The CONSULTANT may submit billings to the AGENCY for reimbursement of Actual Costs plus the ICR and calculated fee on a monthly basis during the progress of the work. Such billings shall be in a format approved by the AGENCY and accompanied by the monthly progress reports required under Section III, "General Requirements" of this AGREEMENT. The billings will be supported by an itemized listing for each item including Direct (RAW) Labor, Direct Non-Salary, and allowable ICR Costs to which will be added the prorated Fixed Fee. To provide a means of verifying the billed Direct (RAW) Labor costs for CONSULTANT employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, Direct (RAW) Labor rates, and present duties of those employees performing work on the PROJECT at the time of the interview.
- C. **Final Payment:** Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent, if applicable, upon receipt of all PS&E, plans, maps, notes, reports, electronic data and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit; all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. The CONSULTANT has twenty (20) working days after receipt of the final POST AUDIT to begin the appeal process to the AGENCY for audit findings.

Agreement Number: R2305

D. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and/or at the request of the AGENCY's Project Manager.

VI. Sub-Contracting

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub-consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fixed fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgement between the parties.

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

VII. Employment and Organizational Conflict of Interest

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's

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Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964
(42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973
(23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973
(29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975
(42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987
(Public Law 100-259)
- American with Disabilities Act of 1990
(42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "F" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "F" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged and any appropriate fixed fee percentage at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to

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date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without the CONSULTANT's or its employee's fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs and appropriate fixed fee percentage in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee. The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X. Changes of Work

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

XI. Disputes

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

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XII. Legal Relations

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold The State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and/or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and /or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. This waiver has been mutually negotiated between the Parties.

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Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Nick Loutsis
 Agency: City of Marysville
 Address: 501 Delta Ave
 City: Marysville State: WA Zip: 98270
 Email: nloutsis@marysvillewa.gov
 Phone: 360-363-8105
 Facsimile:

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT amount or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

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The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V “Payment Provisions” until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

XIII. Extra Work

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

XIV. Endorsement of Plans

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

XV. Federal Review

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

XVI. Certification of the Consultant and the Agency

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENT’s over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENT’s over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

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XVII. Complete Agreement

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

XVIII. Execution and Acceptance

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT's contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

XIX. Protection of Confidential Information

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state or federal statutes ("State's Confidential Information"). The "State's Confidential Information" includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, State security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State's Confidential Information in strictest confidence and not to make use of the State's Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY's express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State's Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY's option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State's Confidential Information; or (ii) returned all of the State's Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State's Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State's Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State's Confidential Information was received; who received, maintained and used the State's Confidential Information; and the final disposition of the State's Confidential Information. The CONSULTANT's records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State's Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

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Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State's Confidential Information, monetary damages, or penalties.

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as "Confidential" and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT; or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

XX. Records Maintenance

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENT 's, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbings, recordings, visual displays, photographs, minutes of meetings,

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tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, "ESI" means any and all computer data or electronic recorded media of any kind, including "Native Files", that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as: Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

"Native files" are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified.

The CONSULTANT shall include this section XX "Records Maintenance" in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

DocuSigned by:

Ryan Peterson

E47EEC04B0B546C...

Signature

2/29/2024

Date

Signature

Date

Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.

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Exhibit A Scope of Work

Project No.

see attached

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Exhibit A – Scope of Work

Client Name:	City of Marysville		
Project Name:	67th Ave NE & 52nd St NE Intersection Improvements		
Exhibit Dated:	January 22, 2024	TG:	1.23256.00

Scope of Services

Transpo Group (CONSULTANT) will provide engineering services to the City of Marysville (CLIENT) for the 67th Avenue NE & 52nd Street NE Intersection Improvements project (PROJECT). The work to be performed consists of engineering and preparing final plans, specifications, and estimates (PS&E) for improvements at the intersection of 67th Avenue NE & 52nd Street NE in Marysville, WA. The proposed improvements generally include:

- Roadway widening
- Sidewalks, curbs and gutters, and curb ramps
- Traffic signal system and intersection illumination
- Channelization to provide a left-turn lane and bike lanes for each approach.
- Pavement markings
- Stormwater drainage improvements

Key Assumptions

- The project includes federal funding.
- The CONSULTANT will lead coordination with Washington State Department of Transportation (WSDOT).
- All deliverables will be provided electronically via PDF and in their original file format.
- All readily available base mapping data for the project limits such as aerial photos, Geographic Information System (GIS) data, and as-built drawings will be provided by the CLIENT.
- Neither 67th Avenue NE nor 52nd Street NE are state routes.
- Roadway widening, sidewalk/curb/gutter, and stormwater drainage improvements will only be required on the east side of the north leg (67th Avenue NE) and the north side of the east leg (52nd Street NE).
- Final improvements on the east leg will tie into existing frontage improvements (approximately 400-ft east of the intersection).
- Final improvements on the north leg will terminate where proposed roadway widening ends (approximately 375-ft north of the intersection).
- Water, sewer, and gas utilities will not be impacted. Impacts, if any, are anticipated to be minor adjustments to grade and will not require any horizontal adjustments.
- Overhead utilities which are impacted by project improvements will not be undergrounded.
- Improvements will result in 5,000 sq-ft or less of new impervious surfaces.

Design Criteria

Reports and plans, to the extent feasible, shall be developed in accordance with the latest edition and amendments of the following:

1. City of Marysville, “Engineering Design & Development Standards” (EDDS)
2. WSDOT, “Design Manual”
3. Federal Highway Administration (FHWA) and WSDOT, “Manual on Uniform Traffic Control Devices for Streets and Highways”
4. AASHTO 2018, “A Policy on Geometric Design of Highways and Streets.”
5. City of Marysville Municipal Code (MMC)
6. Stormwater Management Manual for Western Washington (SWMM)



TASK 1 Project Management / Meetings

Project Management

The CONSULTANT shall provide direction to staff and review of their work over the course of the project. This task includes preparing monthly progress reports including the status of work elements.

Periodic monitoring of the project budget will occur over the course of the project. This task is intended to help monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for budget increases, or scope modifications or reductions.

Drawings and documents received and generated over the course of the project require review, coordination, and file management. This information will be filed to facilitate ready and selective retrieval.

Subconsultant Coordination

Direction of the subconsultants and review of their work over the course of the project shall be provided by the CONSULTANT. This task includes reviewing the status of individual work elements completed by subconsultants, reviewing the subconsultant monthly progress reports, and the planning of future work items.

The following subconsultants are anticipated to be used on this project:

- MacKay Sposito (MacKay) – stormwater engineering, environmental, survey
 - ASM Affiliates – archaeological survey and reporting
 - Michael Minor & Associates (MM&A) – noise analysis
 - NV5 – hazardous materials analysis
- HWA GeoSciences, Inc. (HWA) – geotechnical engineering
- RES Group Northwest, LLC (RES) – right of way

Monthly Progress Reports and Invoices

Monthly progress reports and invoices shall be prepared by the CONSULTANT and shall include work performed during the billing period. These progress reports and invoices shall also include subconsultant work. Each month's progress report and invoice shall be submitted together to the CLIENT.

Coordination Meetings

The CONSULTANT shall prepare for and attend coordination meetings during the length of the project. These meetings will be the forums for the CLIENT and other stakeholders to provide input and guidance for the direction of the PROJECT. They will also be used to discuss PROJECT issues, approve submittals, and develop potential solutions.

Task 1 Assumptions

- *The duration of the PROJECT is estimated to be 34 months.*
- *Coordination meetings will be held remotely using Microsoft Teams.*
- *Coordination meetings will have an estimated duration of 1 hour each.*
- *The CONSULTANT will attend 14 coordination meetings.*
- *MacKay will attend 14 half-hour coordination meetings.*
- *HWA will attend 2 coordination meetings.*
- *RES will attend 2 coordination meetings.*
- *The CONSULTANT, MacKay, HWA, and RES will attend 1 project kick off meeting.*
- *The schedule updates will occur at the 30% submittal and the permit submittal.*

Task 1 CONSULTANT Deliverables

- *Monthly progress reports and invoices*
- *Project schedule updates (2 total)*



- *Coordination meeting agendas and meeting minutes*
- *Project kick off meeting agenda and meeting minutes*

Task 1 CLIENT Responsibilities

- *Attend meetings.*

TASK 2 Data Collection and Analysis

This task will provide the basis for confirming existing issues and constraints at the intersection. It will include gathering available data.

SUBTASK 2.1 – Site Visit

A site visit will be attended with the CLIENT to walk the project area, review existing site conditions, discuss CLIENT concerns, and assess potential solutions.

Subtask 2.1 Assumptions

- *The site visit duration will be approximately 2 hours.*
- *The CONSULTANT, MacKay, and HWA will attend the site visit.*

Subtask 2.1 CONSULTANT Deliverables

- *Attend site visit.*

Subtask 2.1 CLIENT Responsibilities

- *Attend site visit.*

SUBTASK 2.2 – Topographic Survey

Topographic surveying base map will be prepared to the extents as shown in the attached Survey and Environmental Limits Exhibit. Survey extents will generally include the full right-of-way width at the intersection, east half of the roadway for the north leg, and north half of the roadway for the east leg. The topographic survey will be supplemented with an aerial image.

Survey extents beyond the right of way are generally anticipated to be as follows:

- Parcel 30053500201200 (6721 52nd Street NE)
 - From south property line to 25-ft north
 - From west property line to 35-ft east
- Parcel 30053500201900 (No address)
 - From west property line to 35-ft east
- Parcel 00814200002100 (5205 66th Drive NE)
 - From south property line to 10-ft north
 - From east property line to 10-ft west

The base map will include sufficient ground data to generate a 1-foot contour interval and will incorporate right-of-way/property lines, structures, curb ramps, sidewalks, utilities, drainage structures/inlets, traffic signals, street signs, landscape areas and trees, and other pertinent features within the proposed mapping limits. Utility locate services will be notified to arrange to have the locations of existing utilities surface marked and these locations as marked will be incorporated into the base mapping. Overhead utility line heights will be measured at the northwest, southwest, and southeast corners of the intersection. The CONSULTANT is not responsible for the accuracy or timeliness of the markings provided by others. A search for survey monuments will be completed and Department of Natural Resources (DNR) Permits to Destroy and a Remonumentation Record of Survey will be filled if any monuments are at risk of being disturbed or destroyed during construction.

Subtask 2.2 Assumptions



- *Horizontal and Vertical Datum will be based on Horizontal = Washington State Plane Coordinate System NAD 83 and Vertical = NAVD 88.*
- *Underground utility locating service fees will be charged as a reimbursable expense to the CLIENT.*
- *Right-of-entries from private property owners needed to complete this subtask will be provided by the CLIENT.*
- *Utility inverts within the active roadway will not be provided.*
- *Pre and Post Construction Records of Survey are not included in this task.*
- *DNR Permits to Destroy and Remonumentation Record of Survey as required by RCWs (Revised Code of Washington) 58.24.030 and 58.24.040 are only necessary if construction will disturb or cause destruction of any existing survey monuments.*
- *The CLIENT will provide aerial imagery for the project location. If aerial imagery from the CLIENT is unavailable, existing available aerial imagery from Google Maps, Bing Maps, or similar, will be used. The imagery will be used as-is; the CONSULTANT will not be required to trace and/or recreate existing features from the aerial imagery for incorporation into the topographic survey cad. The CONSULTANT is not responsible for the accuracy of the aerial imagery.*

Subtask 2.2 CONSULTANT Deliverables

- *Topographic survey map (PDF format)*
- *AutoCAD 2020 CAD file*
- *DNR Permits to Destroy (if needed, assumes 1 monument)*
- *Remonumentation Record of Survey (if needed)*

Subtask 2.2 CLIENT Responsibilities

- *Provide list of utility companies within the existing right-of-way.*
- *Provide as-builts for project limits, if available.*
- *Provide right-of-entries.*
- *Recording of Remonumentation Record of Survey.*
- *Provide aerial imagery of the project area that can be used to supplement the topographic survey, if available.*

SUBTASK 2.3 – Right-of-Way Plan, Exhibits, and Legal Descriptions

The purpose of the right-of-way plan task is to properly delineate the additional right-of-way that needs to be acquired to complete this project. The CONSULTANT will provide legal descriptions and exhibits for the acquisition of right-of-way and temporary construction easements. Survey monuments will be set to delineate the new right-of-way.

Subtask 2.3 Assumptions

- *Right-of-Way will only be acquired from parcels:*
 - *30053500201200 (6721 52nd Street NE)*
 - *30053500201900 (No address)*
 - *00824100001200 (5115 66th Drive NE)*
 - *00814200002100 (5205 66th Drive NE)*
- *Right-of-Way acquisitions will require new survey monuments to be set and a Record of Survey to be filed.*
- *Right-of-Way acquisitions and/or easements will not be staked in the field.*
- *Temporary construction easements will only be required from parcels:*
 - *00814200002100 (5205 66th Drive NE)*

Subtask 2.3 CONSULTANT Deliverables

- *Legal descriptions and exhibits for right-of-way acquisitions (up to four).*
- *Legal descriptions and exhibits for temporary construction easements (up to one).*

- *A Record of Survey showing the right-of-way acquisition to be filed at the County per Revised Code of Washington (RCW) 58.09.*

Subtask 2.3 CLIENT Responsibilities

- *Provide title reports for all affected properties.*

SUBTASK 2.4 – Geotechnical Field Investigation and Analysis

The CONSULTANT will provide the following geotechnical services:

- Review readily available published literature and in-house files regarding soil and groundwater conditions in the project vicinity.
- Develop a traffic control plan for a geotechnical field investigation along the project alignment.
- Obtain a right-of-way permit from the CLIENT prior to performing a geotechnical field investigation within the right-of-way.
- Arrange for underground utility location (“Call before you dig”) prior to performing field activities.
- Coordinate traffic control services for use during the geotechnical field investigation.
- Advance up to 3 exploratory boreholes utilizing the hollow-stem auger drilling method, along the project alignment to characterize soil and groundwater conditions. Each borehole will be advanced to a depth of 25 ft. Soil samples will be collected at regular intervals and the pavement section thickness at each exploration location will be noted. Upon completion of drilling, boreholes will be decommissioned in general accordance with the requirements of Washington Administrative Code (WAC) 173-160.
- Perform geotechnical laboratory tests on select soil samples. For cost estimating purposes, it is assumed that up to 6 moisture content determinations and 6 grain size analyses will be performed. Natural moisture content tests will be in general accordance with ASTM standard test method D2216, *Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass*. Grain-size analyses will be in general accordance with ASTM standard test method D6913, *Standard Test Methods for Particle-Size Distribution (Gradation) of Soils Using Sieve Analysis*.
- Complete a preliminary evaluation of the feasibility of the stormwater infiltration at the site based on textural classification.
- Complete geotechnical engineering analyses related to signal pole foundation support and roadway embankment construction.
- Prepare a geotechnical report that includes:
 - A site map showing the approximate locations of the explorations.
 - Summary boring logs and results of laboratory testing.
 - Recommended lateral soil bearing pressures for use in design of traffic signal foundations.
 - General recommendations for earthwork construction, including the suitability of site soil for use as structural fill, wet weather earthwork, subgrade preparation, fill placement and compaction, dewatering considerations, and temporary excavation shoring.
 - Embankment construction recommendations, including recommended permanent slope inclinations and an evaluation of roadway embankment settlement.
 - A preliminary evaluation of stormwater infiltration feasibility, based on grain size characteristics and HWA’s experience with similar soil conditions.

Subtask 2.4 Assumptions

- *The pavement section at the borehole locations will not need to be patched with hot-mix asphalt.*
- *Asphalt concrete pavement at the proposed exploration locations is not underlain by Portland cement concrete pavement (i.e., no concrete coring will be required).*
- *The field exploration program will be completed during daylight hours on normal business days (i.e., no weekend and/or night drilling will be required and no work hour restrictions when working with the City’s right-of-way).*

- *The CLIENT will provide a Right-of-way permit at no cost to the CONSULTANT.*
- *The planned explorations do not include an environmental site assessment, and the project site is assumed to be free of hazardous or contaminated materials.*
- *Pavement design recommendations will be provided by others, and HWA will not be requested to complete California bearing ratio (CBR) testing.*
- *Stormwater infiltration is considered infeasible. If the preliminary infiltration evaluation indicates that infiltration is feasible, an amendment will be required to develop a design infiltration rate.*
- *No retaining walls are proposed at the project site.*

Subtask 2.4 CONSULTANT Deliverables

- *Traffic control plan*
- *Right-of-way Permit application*
- *Draft geotechnical report*
- *Final geotechnical report*

Subtask 2.4 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*
- *Provide right-of-way permit.*

TASK 3 Environmental Permitting

SUBTASK 3.1 – Critical Areas Delineation and Report

The CONSULTANT will delineate wetland and water boundaries within the study area at the project site as shown in the attached Survey and Environmental Limits Exhibit and further described within this Subtask. The wetland delineation will be conducted in accordance with the methods described in the 1987 Corps of Engineers Wetland Delineation Manual (Environmental Laboratory 1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coasts (Version 2.0) (USACE 2010). Field data will be collected on standardized wetland delineation data forms. Wetland boundaries and ordinary high-water marks (OHWM) will also be flagged with flags labeled alpha-numerically to designate a specific wetland and flag location. The OHWM will be delineated following the latest guidance from the Washington State Department of Ecology (Ecology) and U.S. Army Corps of Engineers Regulatory Guidance.

A critical areas assessment report will be prepared that includes sections detailing site conditions, methods used to delineate wetlands, description of on-site soils and water, and findings that include wetland classification and ratings. Wetland ratings will be determined for each delineated wetland using the Washington State Wetland Rating System for Western Washington. This document will be prepared to document wetland / waters boundaries and associated buffers to support critical areas permitting. The assessment report will also address fish and wildlife habitat critical areas.

Subtask 3.1 Assumptions

- *Routine methodology can be used to delineate on-site wetlands.*
- *The study area will encompass the full length of the project and be restricted to the right-of-way except where right-of-way acquisition or temporary construction easements are proposed or where prudent to obtain additional data to verify permitting requirements. The study area will be confirmed with the CLIENT prior to conducting fieldwork.*
- *Fieldwork to perform the on-site wetland delineation can be completed within 2 days each for two wetland scientists.*
- *Access to the site and site conditions will not prevent work from being completed in the allotted time. Rights-of-entry will be obtained by the CLIENT and will not require any landowner coordination for CONSULTANT staff.*
- *Up to three Western Washington rating forms for onsite wetlands are included.*
- *One site visit with regulatory agencies to confirm wetland boundaries is included.*
- *No violations have occurred to on-site wetlands.*

- *Geologic hazard, cultural resource, and critical aquifer recharge area documentation is not included in this subtask.*
- *The Critical Areas Delineation Report and Mitigation Bank Use Plan will be submitted to comply with the City of Marysville Municipal Ordinance. The CLIENT will pay all review fees.*
- *The project is not located within the jurisdictional limits of shorelines of the state.*

Subtask 3.1 CONSULTANT Deliverables

- *Draft Critical Areas Assessment Report*
- *Final Critical Areas Assessment Report*
- *Electronic data for wetland boundaries as a shapefile or other acceptable format.*

Subtask 3.1 CLIENT Responsibilities

- *Provide right-of-entries.*
- *Pay review fees.*
- *Review and provide comments on the deliverables.*

SUBTASK 3.2 – SEPA Checklist

The CONSULTANT will prepare a State Environmental Policy Act (SEPA) Checklist, as required by WAC 197-11-160. The checklist is required to demonstrate compliance with SEPA and identify whether the project has any significant environmental impacts.

Subtask 3.2 Assumptions

- *A determination of non-significance is expected. Documentation required for a determination of significance is not included.*
- *Up to four hours of public comment response is included.*
- *The CLIENT will be responsible for payment of all review fees.*

Subtask 3.2 CONSULTANT Deliverables

- *Draft SEPA Checklist*
- *Final SEPA Checklist*

Subtask 3.2 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*
- *Pay review fees.*

SUBTASK 3.3 – Section 401 and 404 Clean Water Act

We expect the project to comply with nationwide permit 14 (linear transportation projects) or 23 (approved categorical exclusions) and require a Joint Aquatic Resource Permit Application (JARPA). The CONSULTANT will prepare a JARPA application. A separate Mitigation Bank Use Plan will also be prepared under Subtask 3.4. The CONSULTANT will track review of the JARPA with the Corps and other agencies.

Subtask 3.3 Assumptions

- *The project will be permitted using one or more nationwide permits (NWP 14 [Linear Transportation Projects] and/or NWP 23 [Approved Categorical Exclusion]). If project impacts exceed thresholds for nationwide permits, a contract amendment will be required.*
- *The CLIENT will submit a Pre-Application Meeting Request to Ecology; individual 401 review by Ecology is expected. Coordination with Ecology to obtain the 401 Water Quality Certification is included.*
- *A Water Quality Monitoring Protection Plan (WQMPP) is not included because in-water work is not anticipated.*

Subtask 3.3 CONSULTANT Deliverables



- *Draft JARPA*
- *Final JARPA*
- *Draft WQMP (if the project is not pre-certified by Ecology)*
- *Final WQMP (if the project is not pre-certified by Ecology)*

Subtask 3.3 CLIENT Responsibilities

- *Submit a Pre-Application Meeting Request to Ecology*
- *Review and provide comments on the deliverables.*

SUBTASK 3.4 – Mitigation Bank Use Plan

The CONSULTANT will prepare a mitigation bank use plan to support purchase of mitigation bank credits from the Terrace Mitigation Bank for offsetting impacts to wetlands. The plan will be prepared in accordance with Using Credits from Wetland Mitigation Banks: Guidance to Permit Applicants on Submittal Contents for Bank Use Plans (Interagency Review Team 2022).

Subtask 3.4 Assumptions

- *Impacts to wetlands can be mitigated by purchasing mitigation bank credits.*
- *Credits will be available for use at Snohomish Basin Mitigation Bank at the time of the JARPA submittal. An out-of-service area request is not included.*
- *A mitigation plan and permittee-responsible mitigation will not be required.*
- *No monitoring is included in this task*

Subtask 3.4 CONSULTANT Deliverables

- *Draft mitigation bank use plan*
- *Final mitigation bank use plan*

Subtask 3.4 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*

SUBTASK 3.5 – NEPA Support

A Categorical Exclusion (CE) Documentation Form and supporting documentation will be required to comply with Federal Highway Administration (FHWA) requirements under the National Environmental Policy Act (NEPA). The CONSULTANT will prepare the CE Documentation Form and supporting documents. Anticipated supporting documents included in this task include an agricultural lands memorandum, environmental justice population presence documentation, and sole source aquifer checklist. The CONSULTANT will meet with CLIENT and WSDOT staff during the outset of the project to confirm the documentation needs for the project. The reports and memoranda will be based on the wetlands and stream assessment report, stormwater discipline report, online resources, and construction plans. The CONSULTANT will provide draft copies of all documents to the CLIENT for review. Upon making any necessary changes to the draft documents, the CONSULTANT will provide the final documents to the CLIENT for submittal to WSDOT and other agencies as appropriate.

Subtask 3.5 Assumptions

- *The CLIENT will participate in up to two (virtual) meetings with the City and WSDOT to discuss the project.*
- *Environmental justice will require minimal documentation; an environmental justice memo or more stringent reporting is not included.*
- *Documents will be prepared using WSDOT templates, as appropriate.*
- *The following disciplines will not require project-specific documentation outside of a brief description in the CE Form: air quality, Coast Guard, bald eagles, floodways/floodplains, 4(f), 6(f), rivers, and tribal lands.*
- *The hydraulic report, noise, cultural, critical areas, and endangered species act documentation required for CE will be prepared in other tasks/subtasks.*

Subtask 3.5 CONSULTANT Deliverables

- Draft CE Documentation Form and supporting documents
- Final CE Documentation Form and supporting documents

Subtask 3.5 CLIENT Responsibilities

- Review and provide comments on the deliverables.

SUBTASK 3.6 – Construction Stormwater General Permit

The CONSULTANT shall prepare the Preliminary Notice of Intent for the Construction Stormwater General Permit authorization application.

Subtask 3.6 Assumptions

- All annual permit renewal fees will be the responsibility of the CLIENT.
- Up to \$300 expense is included for public notice newspaper fees.
- The SWPPP for the project including best management practices and the erosion control plan will be prepared under another task/subtask.
- A site plan to meet Ecology's NOI submittal requirements will be provided under other tasks/subtasks.
- The City of Marysville will transfer stormwater permit coverage to the contractor once the construction contract is awarded.

Subtask 3.6 CONSULTANT Deliverables

- Preliminary Notice of Intent for the Construction Stormwater General Permit authorization application

Subtask 3.6 CLIENT Responsibilities

- Review and provide comments on the deliverables.
- Transfer stormwater permit coverage to the contractor.

SUBTASK 3.7 – Stormwater Pollution Prevention Plan (SWPPP)

The CONSULTANT will prepare a Stormwater Pollution Prevention Plan for project construction. Work will entail visually examining the site to document existing conditions and then preparing the SWPPP using the Washington State Department of Ecology template. The fieldwork required for this task will be conducted in conjunction with fieldwork required for other tasks/subtasks. The CONSULTANT will communicate with the CLIENT and design engineers via email or telephone to obtain the information necessary to complete the SWPPP. Ecology requires that the SWPPP include the project Grading and Erosion Control Plans (engineering drawings) and the stormwater sampling location(s) identified. Proposed Stormwater Best Management Practices (BMPs) will follow recommendations from Ecology for the given site-specific conditions of this project.

Subtask 3.7 Assumptions

- None.

Subtask 3.7 CONSULTANT Deliverables

- Draft SWPPP
- Final SWPPP

Subtask 3.7 CLIENT Responsibilities

- Review and provide comments on the deliverables.

SUBTASK 3.8 – Biological Assessment

The CONSULTANT will prepare a biological assessment (BA) to address potential adverse effects to federally listed fish species within the project action area. The BA format will follow the WSDOT BA template. All sections will be prepared as suggested in WSDOT's Biological Assessment Preparation for Transportation Projects: Advanced Training Manual. The CONSULTANT will communicate with project engineers to accurately describe the various elements of the project, identify avoidance and minimization measures, and assess impacts to stream, riparian, and wetland habitats. The CONSULTANT will communicate with local biologists, as needed, to obtain site-specific information regarding listed species and potential adverse effects.

Subtask 3.8 Assumptions

- *The CONSULTANT will address two rounds of comments / edits from WSDOT and one round of comments / edits from FHWA.*
- *No surveys for sensitive, threatened, or endangered species will be required.*
- *The project will result in No Effect to listed terrestrial species under the jurisdiction of the US Fish and Wildlife Service.*
- *The proposed project does not include in-water work.*
- *No changes in the project design will occur once the draft BA has been submitted to the CLIENT.*
- *All information on species presence and abundance, habitat quantity and quality, and watershed conditions can be obtained from available documents.*

Subtask 3.8 CONSULTANT Deliverables

- *Endangered Species Act Stormwater Design Checklist*
- *Draft Biological Assessment*
- *Final Biological Assessment*

Subtask 3.8 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*

SUBTASK 3.9 – Cultural Resource Survey

The CONSULTANT will conduct an archaeological survey and preparation of a final report. All services will be provided in accordance with the Washington State Department of Transportation (WSDOT) and Department of Archaeology and Historic Preservation (DAHP) guidelines, and managed by the CONSULTANT's archaeologists, architectural historians, and/or historians who exceed the Secretary of the Interior's Professional Qualification Standards.

Area of Potential Effect (APE) Memorandum – The CONSULTANT will prepare an area of potential effect (APE) memo for dissemination to WSDOT and DAHP defining the project extents and proposed archaeological field methods for the project.

Records/Title Search – Prior to the initiation of fieldwork, the CONSULTANT will conduct records searches of site forms and previous cultural resources reports on file at the DAHP, as well as archival review of other existing documentation that may be useful to determine cultural resources concerns or historical properties located within 1-mile of the project area. Library and online resources will also be consulted to check historic land survey and patent maps, topographic maps, and other pertinent historical documents.

Field Survey – Fieldwork will include an intensive survey to examine all exposed ground surfaces for archaeological resources. Subsurface excavation will be conducted using a systematic method to determine if unknown significant sites are present below the ground surface. The CONSULTANT will conduct subsurface excavations at regular intervals in accessible areas. Shovel test probe (STP) excavations will be used to determine the presence, extent, and structure of subsurface deposits, and assist in the determination of the nature of any identified site boundaries. If necessary, auger probes will be excavated at the base of STPs in areas where project excavation is planned to extend greater than three feet below surface. Sediment from excavations will be screened through ¼-in. hardware mesh. will be



documented on the CONSULTANT's forms, which include provenience location, artifact inventory, information on sediment type and color, termination depth, and general observations. The locations of excavations and all identified cultural resources will be documented with submeter accuracy global positioning systems (GPS) handheld devices and included on report quality figures within the technical report.

Technical Report/Memo Preparation – The CONSULTANT will prepare a technical report containing the requisite written documentation in compliance with the WSDOT and DAHP processes. The report will include a historic overview, methodology, survey findings, identification of known historical resources, recommended mitigation and/or provide recommendations for any further work required for compliance.

Subtask 3.9 Assumptions

- *A maximum of 30 STP excavations will be conducted for the fieldwork.*
- *No cultural resources will be identified within the project APE.*
- *If cultural resources are present within the study area an additional fee per resource would be required to cover the cost of documentation.*
- *Indirect impacts analysis is not required.*
- *NRHP evaluation, data recovery, and/or on-site monitoring for any cultural resources identified will be performed under a separate contract.*

Subtask 3.9 CONSULTANT Deliverables

- *APE Memo*
- *Technical memo*

Subtask 3.9 CLIENT Responsibilities

- *Provide right-of-entries.*

SUBTASK 3.10 – Noise Analysis

The CONSULTANT will perform a traffic noise analysis at the intersection of 67th Avenue NE and 52nd Street NE. The scope assumes that the project will not meet the thresholds for requirement of an FHWA Type 1 noise analysis, and only a supporting technical memorandum will be required.

The CONSULTANT will provide an initial analysis to confirm whether the project meets or does not meet the requirements for an FHWA Type 1 noise analysis. The initial analysis will be based on the guidelines presented in the current Federal-Aid Policy Guide, Subchapter H, Part 772, Procedures for Abatement of Highway Traffic Noise and Construction Noise (FHWA 2010) and the 2020 Traffic Noise Policy and Procedures (WSDOT 2020). The project will be reviewed to determine the level of noise analysis required under the FHWA and WSDOT policy. Under FHWA and WSDOT, only projects that are determined to be a Type 1 project are required to have a detailed noise study. If the project is determined to be a Type I project, then the entire project area would be defined in the environmental document as Type I.

If no Type 1 components are identified, then a detailed noise analysis is not anticipated to be required, and a brief technical memorandum will be prepared to support those findings. If the review determines the project does meet Type 1 requirements, an amendment will be needed to develop the Type 1 analysis.

Subtask 3.10 Assumptions

- *The project will not be considered Type 1.*
- *A detailed noise study will not be required.*

Subtask 3.10 CONSULTANT Deliverables

- *Draft noise technical memorandum*
- *Final noise technical memorandum*

Subtask 3.10 CLIENT Responsibilities



- *Review and provide comments on the deliverables.*
- *Provide aerial imagery of the project site.*

SUBTASK 3.11– Hazardous Materials

The CONSULTANT will provide a low-level hazardous materials analysis for the project. The low-level hazardous materials analysis will be performed in general accordance with WSDOT Environmental Procedures Manual Chapter 447 and WSDOT’s guidance titled “RIGHT SIZE” your Hazardous Materials Discipline Report, updated in April 2020. The scope of services for this study will include the following:

- Review internal project files and geotechnical reports, Phase I and Phase II Endangered Species Act (ESA) reports, or other relevant documents pertaining to environmental conditions within the project work area.
- Review readily available online geological and hydrogeological information for the Site.
- Review the Washington Department of Ecology’s online regulatory database system for information on sites adjacent to the project that may be listed on one or more environmental regulatory databases.
- Summarize the results of the research in a memorandum that will be prepared in general accordance with the outline for WSDOT hazardous material memorandum, including a discussion of geology and hydrogeology, land uses in the vicinity of the Project, the anticipated depth of excavations during construction, proposed property acquisitions (if any), the anticipated depth to groundwater beneath the Project, and a summary of research methodology and findings. The memorandum will identify potential sites of concern located within or adjacent to the Project.

Our scope of services is limited to only those items listed above. This project scope does not include completion of a site reconnaissance or windshield survey; a review of regulatory agency files for sites adjacent to the Project that may be listed on regulatory databases; a third-party vendor regulatory database report (e.g., EDR report); an asbestos survey; environmental compliance audit; an evaluation for the presence of polychlorinated biphenyls (PCBs) in light ballasts; a survey for radon gas, lead-based paint, or urea-formaldehyde insulation; a toxic mold or biological hazards survey; or a wetlands determination or delineation.

Subtask 3.11 Assumptions

- *None.*

Subtask 3.11 CONSULTANT Deliverables

- *Draft hazardous materials analysis memorandum*
- *Final hazardous materials analysis memorandum*

Subtask 3.11 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*
- *Provide previously prepared geotechnical reports, Phase I and Phase II ESA reports, and other relevant documents pertaining to environmental conditions for within and/or adjacent to the project site, if available.*

TASK 4 Right-of-Way Services

The CONSULTANT will provide the following Right-of Way services:

- Review City supplied title reports for affected parcel and provide Title Review Memo identifying all potential encumbrances to project team members.
- Prepare a ROW Funding Estimate for all impacted parcels in compliance with WSDOT standards.
- Prepare initial scheduling for ROW acquisition.

Task 4 Assumptions



- *All forms and documents shall comply with WSDOT standards and in accordance with statutory requirements.*

Task 4 CONSULTANT Deliverables

- *ROW Funding Estimate for up to four (4) parcels*
- *Initial schedule*
- *Title review memos*

Task 4 CLIENT Responsibilities

- *Provide title reports for all properties impacted by the PROJECT.*

TASK 5 Preliminary Engineering

SUBTASK 5.1 – Traffic Analysis

The CONSULTANT will analyze existing weekday PM period traffic conditions using data from the Transportation Element update at the intersection. This data will be used to provide recommended left turn lane storage lengths for each intersection approach. Synchro software will be utilized to analyze existing and future traffic operations, queue lengths, and levels-of-service at the intersection. The purpose of this analysis will be to establish baseline and future build conditions for vehicle delay and level-of-service at the intersection. The CONSULTANT will prepare a short technical memorandum summarizing the analysis and will provide the memorandum to the CLIENT for review and approval.

Subtask 5.1 Assumptions

- *Microsimulation modeling is not required.*
- *Each approach leg will consist of one left turn lane and one shared through/right lane.*
- *Traffic counts will be invoiced as a reimbursable expense.*
- *Traffic analysis for pedestrians/bicycles is not required.*
- *Traffic signal warrant analysis is not required.*

Subtask 5.1 CONSULTANT Deliverables

- *Draft traffic memorandum*
- *Final traffic memorandum*

Subtask 5.1 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*

SUBTASK 5.2 – Franchise Utility Location and Coordination

The CONSULTANT will coordinate with franchise utility providers to identify potential utility conflicts within the project area, and if feasible, the design will be modified to avoid utility conflicts. It is anticipated the franchise utilities will require relocation. Coordination with utility providers will include the following:

- Providing a copy of the survey base mapping for verification of utility locations.
- Providing a copy of the 30-percent design for review.
- Providing a copy of the 60 and 90-percent designs for review.
- Providing a copy of the final design for information only.
- Attending up to one (1) on-site coordination meetings.
- Coordinating with Snohomish PUD for electrical service for the traffic signal system.
- Coordinating with utility providers during PS&E development. The CONSULTANT will provide support up to the amount shown in the fee proposal. Additional hours, if needed, will be considered additional work to be negotiated as a supplemental agreement.

Subtask 5.2 Assumptions



- *Utility relocation design will be provided by utility providers, if needed.*
- *Right-of-way acquisition and/or easements associated with utility relocation will be provided by utility providers, if needed.*

Subtask 5.2 CONSULTANT Deliverables

- *Identify utility conflicts.*
- *Coordinate with utility providers.*
- *Attend up to one coordination meeting.*

Subtask 5.2 CLIENT Responsibilities

- *Provide list of and contact information for utility companies within the existing right-of-way.*
- *Assist with utility provider coordination.*
- *Pay fees associated with new service connections and/or any other fees levied by utility providers.*

SUBTASK 5.3 – Utility Potholing

The proposed improvements may require and/or benefit from having subsurface utility potholing performed. The CONSULTANT shall coordinate the potholing. For estimating purposes, it is assumed 4 locations will be potholed. If additional potholes are required, this will be provided as an extra service.

Subtask 5.3 Assumptions

- *Utility potholing services will be invoiced as a project expense. The fee provided at the time of contracting is an estimate only. If the actual cost is higher than estimated, the CONSULTANT will coordinate with the CLIENT to discuss options.*
- *Potholing for each location will occur under the same mobilization.*
- *Repairs for potholing will be cold mix asphalt patch, if located within concrete sidewalk or roadway.*
- *The CLIENT will not charge a permitting fee for potholing.*
- *If potholes are located within existing pavement, patching with hot-mix asphalt will not be required.*

Subtask 5.3 CONSULTANT Deliverables

- *Potholing data (up to 4 locations, if needed)*

Subtask 5.3 CLIENT Responsibilities

- *None.*

SUBTASK 5.4 – Preliminary Design

The purpose of this subtask is to develop and refine project improvements to represent an approximate 30 percent design level. The final concept will be the basis for Task 6. The CONSULTANT will prepare a conceptual figure for improvements at the 67th Avenue NE & 52nd Street NE intersection in AutoCAD. The layout will include preliminary cut and fill limits.

Preliminary construction cost estimate will also be prepared for project improvements based on recent bid tabs from City of Marysville and/or WSDOT projects.

Subtask 5.4 Assumptions

- *Construction plans, contract, and specifications are not included.*
- *Preliminary cut and fill limits will be included; detailed grading will not be included.*
- *The preliminary design will be used to support the environmental permitting process and right of way process.*
- *Two submittals are included for this subtask; a preliminary concept and a final concept which will include revisions based on comments received from the CLIENT.*
- *Multiple design vehicle types may be analyzed at the intersection; however, only one design vehicle type will be analyzed per turning maneuver*



Subtask 5.4 CONSULTANT Deliverables

- Preliminary concept figure (one figure)
- Preliminary cost estimate
- Final concept figure (one figure)
- Final cost estimate
- Design vehicle swept path analysis figures for left- and right-turn vehicle maneuvers as follows:
 - Northbound and southbound left-turn maneuvers (one figure)
 - Eastbound and westbound left-turn maneuvers (one figure)
 - Northbound, southbound, eastbound, and westbound right-turn maneuvers (one figure)

Subtask 5.4 CLIENT Responsibilities

- Review and provide comments on the deliverables.
- Provide recent bid tabs from City of Marysville projects.
- The CLIENT will identify the design vehicle type for each turning maneuver.

TASK 6 Final Engineering**SUBTASK 6.1 – Stormwater Report**

The purpose of this subtask is to ensure and provide the documentation showing that the proposed improvements comply with the relevant stormwater standards. These standards include the MMC, EDDS, and SWMM. The Drainage Report will include off-site analysis, as required in MMC, as well as complying with the Minimum Requirements in SWMM.

Subtask 6.1 Assumptions

- For the off-site analysis required in MMC, we will use the upstream drainage report for incoming flows and downstream analysis extents will be to the south fork of Jones Creek, behind 5306 67th Avenue NE.
- The CLIENT will not decrease the allowable release rate for the improvements.
- A rough estimation of impacts from future widening will be included in the Stormwater Report. This estimation will include an approximate length and width of future widening. The estimation will not include specific drainage basins or preliminary design of the stormwater collection system.

Subtask 6.1 CONSULTANT Deliverables

- Drainage Plan consistent with Chapter 4 of the EDDS, Chapter 14 of the MMC, the SWMM, and the Low Impact Development (LID) Manual.
- Comprehensive Drainage Report consistent with Volume 1 of the SWMM and forward compatible with future widening and sidewalk extensions.

Subtask 6.1 CLIENT Responsibilities

- Provide limits/extents and dimensions for future widening.
- Review and provide comments on the deliverables.

SUBTASK 6.2 – 60% Submittal

The CONSULTANT's 60% submittal shall include plans, outline (titles) of anticipated special provisions, quantities, and cost estimate. The design submittal is anticipated to include the following plan sheets:

- Cover sheet (Transpo)
- Existing conditions (MacKay)
- Right of way plan (MacKay)
- TESC plans (MacKay)
- Site prep/demolition plan (Transpo)
- Paving plans (Transpo)



- Stormwater plan (MacKay)
- Channelization plans (Transpo)
- Traffic signal plan (Transpo)
- Streetlighting plan (Transpo)
- Maintenance of traffic (Transpo)

Subtask 6.2 Assumptions

- *Construction contract and specifications are not included.*
- *Streetlighting improvements will be provided along new frontages as needed to supplement existing streetlighting along frontages on the opposite sides of the street.*
- *The make/model of existing SnoPUD streetlight fixtures will be provided by SnoPUD. If SnoPUD is unable to provide this information, the CONSULTANT will make an assumption(s) on the existing fixture type(s) based on information collected during the site visit.*
- *Improvements will be provided to wirelessly interconnect the proposed traffic signal to the existing traffic signal at 52nd Avenue NE and Sunnyside Boulevard intersection. Traffic signal plans and/or supporting calculations for the 52nd Avenue NE and Sunnyside Boulevard intersection will not be required.*

Subtask 6.2 CONSULTANT Deliverables

- 60% plans
- 60% cost estimate
- Outline (titles) of anticipated special provisions

Subtask 6.2 CLIENT Responsibilities

- *Review and provide comments on the deliverables.*
- *Provide work hour and/or lane closure restrictions, if any.*
- *Provide calculated liquidated damages amount for inclusion within the contract.*
- *Lump sum traffic control bid item payment will not be used.*

SUBTASK 6.3 – 90% Submittal

The CONSULTANT's 90% submittal shall include plans, quantities, cost estimate, contract document, specifications, and special provisions. The CONSULTANT shall coordinate with WSDOT Local Programs to obtain the latest PS&E checklist for preparation of the specifications and special provisions. All 60% submittal comments received shall be incorporated into the submittal. The design submittal is anticipated to include the following plan sheets:

- Cover sheet (Transpo)
- Notes, legend, and abbreviations (Transpo)
- Existing conditions (MacKay)
- Alignment control (Transpo)
- Right of way plan (MacKay)
- TESC notes (MacKay)
- TESC plans (MacKay)
- Site prep/demolition plan (Transpo)
- Paving plans (Transpo)
- ADA curb ramp details (Transpo)
- Stormwater plans (MacKay)
- Stormwater profiles and details (MacKay)
- Channelization plans (Transpo)
- Traffic signal plans (Transpo)
- Traffic signal wiring diagram (Transpo)
- Traffic signal pole schedule (Transpo)
- Streetlighting plan (Transpo)
- Maintenance of traffic (Transpo)



Subtask 6.3 Assumptions

- *Temporary pavement marking plans and/or temporary barriers will not be required.*
- *Retaining walls will not be required.*
- *Detour plans for pedestrians during construction are not anticipated to be required. A general note(s) and standard detail(s) to provide guidance to the contractor for maintaining pedestrian access will be provided.*
- *Streetlighting will be owned and operated by the City of Marysville.*
- *Streetlighting and traffic signal service will be shared in a single cabinet located adjacent to the new traffic signal controller cabinet.*
- *SnoPUD will provide electrical transformer design, if needed.*
- *Custom designed traffic signal and/or streetlight pole foundations will not be required.*

Subtask 6.3 CONSULTANT Deliverables

- *Responses to 60% comments*
- *90% plans*
- *90% cost estimate*
- *90% contract document, specifications, and special provisions*
- *Maximum Extent Feasible (MEF) documentation, if needed*
- *Patented/Proprietary Item Certification documentation, if needed for traffic signal equipment*
- *Traffic signal calculations*
- *Intersection and roadway illumination calculations*

Subtask 6.3 CLIENT Responsibilities

- *Provide current version of City of Marysville contract documents and special provisions.*
- *Review and provide comments on the deliverables.*

SUBTASK 6.4 – WSDOT Submittal

The WSDOT submittal shall be the complete PS&E package submittal for obtaining Disadvantaged Business Enterprise (DBE) and training goals, and WSDOT Local Programs review for approval to advertise. The 90% Design Plan submittal comments shall be incorporated into the WSDOT submittal. The WSDOT submittal shall be used for the CLIENT to advertise for bid. The CONSULTANT anticipates completing Subtask 6.4 by 09/15/2026 following contract execution no later than 03/20/2024. This schedule is an estimate only and assumes timely agency review, permitting, and right of way processes. This schedule can be impacted by factors outside the control of the CONSULTANT. Should the scope of services or project information change following contract execution, the CONSULTANT will notify the CLIENT if these changes will affect the schedule.

Subtask 6.4 Assumptions

- *WSDOT review will primarily focus on the Division 1 specifications and special provisions.*
- *Revisions to the plans, cost estimate, Divisions 2 through 9 specifications and special provisions, and City of Marysville contract documentation will not be required.*
- *The submittal to WSDOT will be used as the bid-ready submittal, except Division 1 specifications and special provisions comments from WSDOT will be addressed, as needed.*

Subtask 6.4 CONSULTANT Deliverables

- *Responses to 90% comments*
- *Plans, cost estimate, contract document, specifications, and special provisions*
- *Supporting documentation as needed*

Subtask 6.4 CLIENT Responsibilities

- *Advertise and bid PROJECT.*



Exhibit B ***DBE Participation***

This project has a voluntary 10 percent Small Business Enterprise (SBE) goal.

Agreement Number: R2305

Exhibit D
Prime Consultant Cost Computations

see attached

Agreement Number: R2305

Transpo Group USA, Inc.
Cost Estimate Worksheet

transpogroup

7T

Number / Project Name

1.23256.00 / 67th Ave & 52nd St Int Imp

Rate schedule is effective from July 1, 2023 through June 28, 2024

Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	Principal Charge	Proj. Eng./Traffic Lead	Civil Lead	Staff Engineer L3	Staff Engineer L2	Staff Engineer L1	Project Admin	Project Admin
labor category	PM	PE	Eng L4	Eng L4	Eng L3	Any L2	Any L1	PA L5	PA L4
cost rate	\$79.33	\$96.15	\$60.10	\$57.69	\$52.88	\$46.63	\$42.31	\$62.50	\$48.08

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Task 1 - Project Management / Meetings

- 34 months (assume on hold for 20 months due to permitting)

- Schedule updates x 2

- Subconsultant Coord

- 34 months (assume on hold for 20 months due to permitting)

- Monthly Progress Reports and Invoices

- 34 months (assume on hold for 20 months due to permitting)

- Coordination Meetings

- Kick off meeting x 1

- General meetings x 14

- Meeting agendas x 15

- Meeting notes/minutes x 15

Task 2 - Data Collection and Analysis

- Subtask 2.1 - Site Visit

- Subtask 2.2 - Topographic Survey

- Subtask 2.3 - RCOP Plan, Corbel, and Legal

- Subtask 2.4 - Geotech Field Investigation and Analysis

Task 3 - Environmental Permitting

- Subtask 3.1 - Critical Areas Delineation and Report

- Subtask 3.2 - SEPA Checklist

- Subtask 3.3 - Section 401 and 404 Clean Water Act

- Subtask 3.4 - Mitigation Bank Use Plan

- Subtask 3.5 - NEPA Support

- Subtask 3.6 - Construction Stormwater General Permit

- Subtask 3.7 - SWPPP

- Subtask 3.8 - Biological Assessment

- Subtask 3.9 - Cultural Resource Survey

- Subtask 3.10 - Noise Analysis

- Subtask 3.11 - Hazardous Materials

Task 4 - Right-of-Way Services

Task 5 - Preliminary Engineering

- Subtask 5.1 - Traffic Analysis

- Existing traffic volume

- Future demand

- Traffic Ops and Level-of-Service

- Memo

- Subtask 5.2 - Franchise Utility Location and Coordination

- Survey count

- 30% design submittal

- 60% design submittal

- 90% design submittal

- Final design submittal

- Site and utility

- Electrical service application and coord

- General coordination

- Subtask 5.3 - Utility Relocation

- Subtask 5.4 - Preliminary Design

- Horizontal layout, signal layout, lighting layout

- C/D modeling

- Prelim concept figures (x1)

- Prelim cost estimate

- Sweep path analysis figures (x1)

- Final concept figures (x1)

- Final cost estimate

Task 6 - Final Engineering

- Subtask 6.1 - Stormwater Report

- Subtask 6.2 - 60% Submittal

- C/D modeling

- Plans (x1)

- Cost estimate

- Special provisions outline

- Subtask 6.3 - 90% Submittal

- 60% comment responses

- C/D modeling

- Plans (x2)

- Cost estimate

- Contract/Special provisions packet

- NEPA documentation

- Payment/Provisionary Item Cost documentation

- Signal call package

- Illumination call package

- Subtask 6.4 - WSDOT Submittal

- 60% comment responses

- Plans (x2)

- Cost estimate

- Contract/Special provisions packet

- Signal call package

- Illumination call package

Total Hours

126.5

2

148.5

194

123

233

131

2

8

Labor Costs

\$10,194

\$192

\$8,925

\$6,000

\$5,504

\$10,885

\$5,543

\$125

\$385

\$43,732.10

Overhead

Rate

176.75%

\$86,133.98

Fee (as a % of labor)

30.00%

\$14,619.63

Task 09 - Reimbursable Expenses:

	Item	Reimbursable Cost
1	Travel expenses (mileage)	\$330
2	Utility porting	\$8,000
3		\$0
4		\$0
5		\$0
6		\$0
7		\$0
8		\$0
9		\$0
10		\$0
11		\$0
12		\$0

Total Reimbursable Expenses\$8,330

Subconsultants:

	Firm	Subs Cost
TASK 09 -	transpo	\$185,645.74
TASK 91 -	transpo	\$27,714.90
TASK 92 -	transpo	\$3,059.71
Total Subconsultants		\$216,420.35

TOTAL ESTIMATE

\$374,256.05

Cost Estimate Prepared on: 1/22/2024

384

Exhibit E

Sub-consultant Cost Computations

~~If no sub-consultant participation at this time.~~ The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

See Exhibit D and attached

Agreement Number: R2305

MacKay Sposito
Cost Estimate Worksheet

City of Marysville: 67th Ave and 52nd St
Intersection Improvement Project

Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Engineering Manager	Project Engineer	Engineer II	Engineer I	Design Tech III	Survey Manager	Surveyor IV	Survey Tech IV	Senior Party Chief	Survey Inst. Person	Enviro Manager III	Enviro Manager II	Enviro Manager II	Natural Resource Specialist III	Natural Resource Specialist III	GIS Mapping Specialist II
initial:	PS	JG	JD	AH	CB	SB	PK	LO	MG	JL	KC	CM	AC	AK	KT	JD
labor category:																
cost rate:	\$64.90	\$47.60	\$35.50	\$33.50	\$36.00	\$64.90	\$56.54	\$37.00	\$59.36	\$36.00	\$66.35	\$48.50	\$48.50	\$45.00	\$45.00	\$43.50
Labor:																
	Work Task															Hours
1	Task 1 PM / Meetings	4	8				2				4		26			44
2	Task 2.1 Site Visit	4														4
3	Task 2.2 Topo Survey					8	16	20	30	30						104
4	Task 2.3 ROW Plan, Exhibits, and Legal Descriptions					14	32	52	0	0						98
5	Task 3.1 Critical Areas Delineation and Report										6		12	42	78	27
6	Task 3.2 SEPA										4		8	20		32
7	Task 3.3 Section 401/404 CWA										6		56		36	24
8	Task 3.4 Mitigation Bank Use Plan										2		4		24	8
9	Task 4 NEPA Support										8		30		8	46
10	Task 3.6 CSCP										2	8		14		24
11	Task 3.7 SWPPP										2		4	20		26
12	Task 3.8 BA										10	6	120			12
13	Task 6.1 Stormwater Report	4	16	40	16	16										92
14	Task 6.2 60% Submittal	4	40	40	60	60										204
15	Task 6.3 90% Submittal	1	8	8	24	8										49
	Total Hours	17	72	88	100	84	24	48	72	30	30	44	14	260	96	1196
	Labor Costs	\$1,103	\$3,427	\$3,124	\$3,350	\$3,024	\$1,558	\$2,714	\$2,664	\$1,781	\$1,080	\$2,919	\$679	\$12,610	\$4,320	\$54,011.72
	Overhead															
	Rate															167.63%
	Fee (as a % of labor)															30.00%
																\$16,203.52
Miscellaneous Expenses:																
	Item															Reimbursable Cost
1	Hotel															\$1,096
2	Per Diem															\$778
3	Travel Expense (Mileage)															\$1,651
4	Newspaper Public Notice															\$300
5																
6																
7																
8																
9																
10																
11																
12																
	Total Reimbursable Expenses															\$3,825
Subconsultants:																
	Firm															Subs Cost
1	Subconsultant A: ASM Affiliates (Cultural Resources)															\$11,930
2	Subconsultant B: Michael Minor (Noise)															\$1,780
3	Subconsultant C: NVS (HazMat)															\$7,356
	Total Subconsultants															\$21,066
TOTAL ESTIMATE																
																\$185,645.74

Table 1
Fee Determination Summary Sheet

Project: 67th Ave NE & 52nd St NE Intersection Improvements - Subtask 2.4

Subconsultant: HWA Geosciences, Inc.

Direct Salary Cost (DSC):

<u>Classification (b)</u>	<u>Hours</u>	=	<u>Typical Rate (a)</u>	=	<u>Cost</u>
Principal IX		X	\$104.00		\$0.00
Geotechnical Engineer VIII	3	X	\$94.00		\$282.00
Geotechnical Engineer VII		X	\$85.00		\$0.00
Geotechnical Engineer V	21	X	\$61.50		\$1,291.50
Geotechnical Engineer IV		X	\$53.00		\$0.00
Geotechnical Engineer II	61	X	\$43.50		\$2,653.50
Geotechnical Engineer I		X	\$40.00		\$0.00
Geologist VI		X	\$63.00		\$0.00
Geologist III		X	\$45.00		\$0.00
Geologist II		X	\$37.00		\$0.00
CAD Designer	3	X	\$45.00		\$135.00
Contracts Administrator	10	X	\$50.00		\$500.00
Administrative Support		X	\$35.00		\$0.00
Total Direct Salary				=	\$4,862.00

Overhead Cost @ 190.07% of Direct Labor Cost (b) = \$9,241.20

Fixed Fee @ 30% of Direct labor Cost = \$1,458.60

Total Direct Labor = \$15,561.80

Reimbursables:

Mileage (120 miles x \$0.655/mile)	\$78.60
Drilling Subcontractor	\$8,424.50
Traffic Control Subcontractor	\$2,225.00
Geotechnical Laboratory Testing (5 MC x \$25 ea, 5 Index Tests @ \$260 ea)	\$1,425.00

Subconsultant Total = \$27,714.90

Prepared By: SMG Date: 1/17/2024

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each category may have multiple employees assigned to that billing category and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.

(b) Per WSDOT analytical review of HWA Geosciences' financial statements for the year ended 12/31/22.

RES Group Northwest
Cost Estimate Worksheet

City of Marysville: 67th Ave and 52nd St
Intersection Improvement Project

Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Sr. Acquisition/ Relocation Agent	Sr. Acquisition/ Relocation Agent	Technician / Jr. Right of Way Agent	Technician / Jr. Right of Way Agent							
initials	SYD	KG	LR	LG							
labor category/ cost rate	\$72.00	\$72.00	\$28.50	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Labor:

	Work Task											Hours	Cost
1												0	\$0
2												0	\$0
3	Task 4: RightofWay Services		20									20	\$1,440
4												0	\$0
5												0	\$0
6												0	\$0
7												0	\$0
8												0	\$0
9												0	\$0
10												0	\$0
11												0	\$0
12												0	\$0
13												0	\$0
14												0	\$0
15												0	\$0
16												0	\$0
17												0	\$0
18												0	\$0
19												0	\$0
20												0	\$0
21												0	\$0

Total Hours	0	20	0	0	0	0	0	0	0	0	0	20	
Labor Costs	\$0	\$1,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$1,440.00

Overhead	Rate	83.48%											\$1,202.11
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Fee (as a % of labor)	29.00%												\$417.60
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Miscellaneous Expenses:	Item	Reimbursable Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
Total Reimbursable Expenses		\$0

Subconsultants:	Firm	Subs Cost
1		
2		
3		
4		
5		
Total Subconsultants		\$0

TOTAL ESTIMATE	\$3,059.71
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Exhibit F - Title VI Assurances Appendix A & E

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *(Title of Modal Operating Administration)*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
[Include Modal Operating Administration specific program requirements.]
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Modal Operating Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *(Title of Modal Operating Administration)* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *(Title of Modal Operating Administration)*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *(Title of Modal Operating Administration)* may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *(Title of Modal Operating Administration)* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Exhibit F - Title VI Assurances Appendix A & E

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Exhibit G Certification Documents

- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of _____
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters -
Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

Agreement Number: R2305

Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of
Transpo Group USA, Inc.
whose address is
12131 113th Ave NE, Suite 203, Kirkland, WA 98034
and that neither the above firm nor I have:

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the City of Marysville
and the Federal Highway Administration, U.S. Department of Transportation in connection with this
AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and
Federal laws, both criminal and civil.

Transpo Group USA, Inc.

Consultant (Firm Name)

DocuSigned by:

Ryan Peterson

E47EEC04B0B546C...

Signature (Authorized Official of Consultant)

2/29/2024

Date

Agreement Number: R2305

Exhibit G-1(b) Certification of City of Marysville

I hereby certify that I am the:



☐ Other

of the _____, and
or its representative has not been required, directly or indirectly as an express or implied condition in connection
with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; or
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration
of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the
and the Federal Highway Administration, U.S. Department of Transportation, in connection with this
AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and
Federal laws, both criminal and civil.

DocuSigned by:

Ryan Peterson

E47EEC04B0B546C...

Signature

2/29/2024

Date

Agreement Number: R2305

Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Transpo Group USA, Inc.

Consultant (Firm Name)

DocuSigned by:

Ryan Peterson

E47EEC04B0B546C...

Signature (Authorized Official of Consultant)

2/29/2024

Date

Agreement Number: R2305

Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00, for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

Transpo Group USA, Inc.

Consultant (Firm Name)

DocuSigned by:

Ryan Peterson

E47EEC04B0B546C...

Signature (Authorized Official of Consultant)

2/29/2024

Date

Agreement Number: R2305

Exhibit G-4 Certificate of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 2.101 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer’s representative in support of 67th Ave NE & 52nd St NE Intersection Improvements * are accurate, complete, and current as of **.

This certification includes the cost or pricing data supporting any advance AGREEMENT’s and forward pricing rate AGREEMENT’s between the offer or and the Government that are part of the proposal.

Firm: Transpo Group USA, Inc.

DocuSigned by:
Ryan Peterson
E47EEC04B0B546C...
Signature

Principal
Title

Date of Execution***:

*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)
**Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.
***Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Agreement Number: R2305

Exhibit I

Alleged Consultant Design Error Procedures

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

Step 2 Project Manager Documents the Alleged Consultant Design Error(s)

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

Step 3 Contact the Consultant Regarding the Alleged Design Error(s)

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

Step 4 Attempt to Resolve Alleged Design Error with Consultant

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Agreement Number: R2305

Step 5 Forward Documents to Local Programs

For federally funded projects all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

Agreement Number: R2305

Exhibit J

Consultant Claim Procedures

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) are a total of \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

Step 1 Consultant Files a Claim with the Agency Project Manager

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Agreement Number: R2305

Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

Step 5 Informing Consultant of Decision Regarding the Claim

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.



Agenda Bill

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 28, 2024

SUBMITTED BY: Executive Services Coordinator Sarah Calvin, Executive

ITEM TYPE: Mayor's Business

AGENDA SECTION: **Mayor's Business**

SUBJECT: 2025 State and Legislative Priorities Packets

SUGGESTED ACTION:

SUMMARY: The State and Federal Legislative Priorities will be shared with the elected officials representing the City in Olympia, WA and Washington D.C. to guide our requests for state and federal funding.

ATTACHMENTS:

[2025 Federal Legislative Packet_Final_2024OCT03.pdf](#)
[2025 State Legislative Packet_Final_2024OCT21.pdf](#)

City of Marysville

Federal Legislative Priorities 2025



MARYSVILLE
WASHINGTON

Contact: Mayor Jon Nehring

Email: jnehring@marysvillewa.gov

Phone: (360) 363-8089



Prioritized Project Funding Needs

- **156th Street NE Railroad Overcrossing** **\$24.5M**
The 156th Street NE Railroad Overcrossing proposes to reinstate a public railroad crossing with an overcrossing at the BNSF mainline. A future interchange at Interstate 5 and 156th Street NE is funded under Connecting Washington. This overcrossing would allow neighborhoods to the west of I-5 access to the new interchange. The City's request of \$23.5M will fully fund design, permitting, right-of-way and construction.
- **88th Street NE Corridor Improvement (State Ave to 55th Ave NE)** **\$22M**
The corridor improvements of this critical east-west arterial will widen the road to 3 lanes, including curb, gutter, and multi-use paths. It will include storm water facilities to collect and treat runoff, utility replacement, street lighting, ADA compliant ramps, and pavement rehabilitation. The City's request of \$11.5M will fully fund construction.
- **Mother Nature's Window Park Improvement** **\$2M**
The Mother Nature's Window Park Improvement proposes to reestablish park access to this 34.2 acre, heavily forested, natural enclave located centrally within the City. While Phase 1 improvements are currently in design with planned construction in 2025, Phase 2 elements of the master plan will compete the City's vision for the park and include trail improvements with wayfinding signage, forest restoration and planting, picnic area, nature play area and a public restroom. The City's request of \$2M will fully fund design, permitting and construction of Phase 2 improvements.

Project Background

The 156th Street NE Railroad Overcrossing project in Marysville proposes to reinstate the public railroad crossing with an overcrossing at the Burlington Northern Santa Fe (BNSF) mainline track at 156th Street NE just west of Interstate 5. This crossing was once a public at-grade crossing that was closed by BNSF and the WUTC in the early 2000s without recognition of the future growth needs west of I-5. Reinstating this crossing will support future development and provide much needed expanded public access to and from I-5 for north Snohomish County.



Access

Current access to and from the freeway in this vicinity occurs at the interchange of I-5 and State Route 531 (172nd Street NE). A future I-5 interchange at 156th Street NE is funded under Connecting Washington (\$42M, 2025-31). Once the interchange is complete, the west leg will not fully function as traffic west of I-5 will essentially be landlocked by the parallel railroad line. While the City has planned connections through the developing Lakewood neighborhood, a railroad crossing at 156th Street NE will better accommodate traffic circulation and growth in the region.

Development

The City of Marysville, in partnership with the adjacent property owners, constructed the overcrossing at 156th and I-5 in 2013 to spur development and provide access to the newly designated Cascade Industrial Center and the Lakewood neighborhood. With full buildout expected within the next 20 years and continued growth in unincorporated Snohomish County west of I-5, the area will see increased congestion and significant daily traffic impacts along SR 531 (172nd Street NE) and I-5.

Improvements

The 156th Street NE Railroad Overcrossing project is estimated at \$24.5M including design, permitting, right-of-way and construction. The City received \$500,000 in Move Ahead WA funds to fund 30% design of the project. This design effort, matched with \$500,000 from the City, is currently underway.

The City received \$3M in Federal appropriations in FY2023 for its Grove Street Overcrossing Project. This project has since been cancelled and the City is requesting transfer of those funds to the 156th Street NE Railroad Overcrossing, which would lower the amount needed to fully fund the project to \$20.5M.



Total Project Cost: \$24,500,000

Requested Funding: \$23,500,000 to fully fund construction

88TH ST NE CORRIDOR IMPROVEMENT (STATE AVE TO 55TH AVE NE)

Project Background

The 88th St NE corridor is one of Marysville's primary east-west arterials with direct access to Interstate 5 and State Route 9. The existing road section, from State Avenue to 67th Ave NE, consists primarily of two travel lanes and shoulders. Most of the corridor runs parallel to residential housing with close proximity to two elementary schools, one middle school and one high school. The corridor is also a Community Transit route and bicycle corridor. As the city and surrounding communities have become more urbanized, traffic volumes and accidents have increased. The corridor's rural road section is no longer compatible to accommodate the needs of today's motorized and non-motorized travel.

The project is currently at 60% design, NEPA is approved, and right-of-way acquisition is underway. The corridor will be improved in two phases as shown below. Phase 1 of the 88th St NE Corridor Improvements begins east of State Ave to 55th Ave NE. Phase 1 is on-track to be shovel-ready for construction in 2026, coinciding with the obligation dates of already secured funding.



Improvements

The 88th St NE Corridor Improvement (State Ave to 55th Ave NE) project proposes to widen the corridor to three lanes, including curb, gutter and multi-use paths to accommodate pedestrians and bicyclists. These improvements will improve overall congestion, safety and mobility along the corridor. Other benefits of the project will include storm water facilities to collect and treat runoff, utility replacements, street lighting, ADA compliant ramps and pavement rehabilitation. Total project cost is \$22.4M. The City has secured \$7.4M in Federal, \$170,000 in State, \$1.5M in County and \$1.8M in City funds for the project. This leaves \$11.5M in funds needed to fully fund the project through construction.



Total Project Cost: \$22,400,000

Requested Funding: \$11,500,000 to fully fund construction

MOTHER NATURE'S WINDOW PARK IMPROVEMENTS

PROJECT BACKGROUND

Mother Nature's Window Park, located at 9623 55th Ave NE, is approximately 34.2 acres in size and is heavily forested with second-growth timber. This natural enclave, located centrally in Marysville's urban environment, has not been accessible to the public for over 20 years. The property was privately owned up until 1999, when it was purchased by Snohomish County Parks through Conservation Futures. In 2010, it was annexed into the City of Marysville. Efforts are currently underway by the City to advance limited work to reestablish park access in 2025 with plans for additional master planned improvements to follow.



PROJECT DESCRIPTION

The City intends to develop the park in a phased approach. Phase 1 will focus on establishing safe, public access to and within the park while preserving the existing natural site conditions to the maximum extent practical. This work is funded in part by the City and Community Project Funds. Phase 1 work is estimated to be complete in 2025.

Phase 2 will focus on master planned improvements including expanding public facilities, passive recreation, environmental education, interpretative signage, and community volunteering opportunities within the park. This includes trail improvements with wayfinding signage, forest restoration and plantings, picnic area, nature play area and public restroom. Phase 2 is estimated at a cost of \$2M and includes design, permitting and construction.



Total Project Cost (Phase 2): \$2M

Requested Funding: \$2,000,000 to fully fund design, permitting and construction

City of Marysville

State Legislative Priorities 2025



MARYSVILLE
WASHINGTON

Contact: Mayor Jon Nehring

Email: jnehring@marysvillewa.gov

Phone: (360) 363-8089

Prioritized Project Funding Needs

- **156th Street NE Railroad Overcrossing** **\$24.5M**

The 156th Street NE Railroad Overcrossing proposes to reinstate a public railroad crossing with an overcrossing at the BNSF mainline. A future interchange at Interstate 5 and 156th Street NE is funded under Connecting Washington. This overcrossing would allow neighborhoods to the west of I-5 access to the new interchange. The City is requesting the transfer of \$5M in Move Ahead Washington (MAWA) funds from the Grove St Overcrossing project, which has been canceled, to be used towards design, permitting, right-of-way and a portion of construction match on the 156th Street NE Railroad Overcrossing project. If the transfer of MAWA funds is not obtainable, then the City's request remains at \$5M.
- **SR9/SR92 Intersection Improvement Project** **\$5.5 M**

The SR9/SR92 Intersection Improvement Project would replace the signalized intersection with a roundabout. The City received break-in-access approval in 2010 from WSDOT to accommodate a fourth leg (35th St NE) at this intersection with additional signal improvements. As part of recent work to advance design and construct the intersection improvements, the City was required by WSDOT to perform an Intersection Control Evaluation (I.C.E.) study. As a result of the study, it was determined that signal improvements would work in the short-term. Long-term, the intersection would be best served by a roundabout, both from a traffic congestion and safety perspective. The City's request of \$4M would fully fund construction of the roundabout.
- **88th Street NE Corridor Improvement (State Ave to 55th Ave NE)** **\$22M**

The corridor improvements of this critical east-west arterial will widen the road to 3 lanes, including curb, gutter, and multi-use paths. It will include storm water facilities to collect and treat runoff, utility replacement, street lighting, ADA compliant ramps, and pavement rehabilitation. The City's request of \$1.5M will be used towards construction.
- **Bayview Trail – Phase 1** **\$3.25M**

The City of Marysville and City of Lake Stevens have partnered together on the Bayview Trail project, identifying the Phase 1 improvements that both cities aim to advance as the next phase in this 9.28-mile trail that connects to the regional Centennial Trail. This request of \$610,000 will be used to advance design, permitting and trail easement acquisition for Phase 1 improvements in both Marysville and Lake Stevens jurisdictions.

Project Background

The 156th Street NE Railroad Overcrossing project in Marysville proposes to reinstate the public railroad crossing with an overcrossing at the Burlington Northern Santa Fe (BNSF) mainline track at 156th Street NE just west of Interstate 5. This crossing was once a public at-grade crossing that was closed by BNSF and the WUTC in the early 2000s without recognition of the future growth needs west of I-5. Reinstating this crossing will support future development and provide much needed expanded public access to and from I-5 for north Snohomish County.



Access

Current access to and from the freeway in this vicinity occurs at the interchange of I-5 and State Route 531 (172nd Street NE). A future I-5 interchange at 156th Street NE is funded under Connecting Washington (\$42M, 2025-31). Once the interchange is complete, the west leg will not fully function as traffic west of I-5 will essentially be landlocked by the parallel railroad line. While the City has planned connections through the developing Lakewood neighborhood, a railroad crossing at 156th Street NE will better accommodate traffic circulation and growth in the region.



Development

The City of Marysville, in partnership with the adjacent property owners, constructed the overcrossing at 156th and I-5 in 2013 to spur development and provide access to the newly designated Cascade Industrial Center and the Lakewood neighborhood. With full buildout expected within the next 20 years and continued growth in unincorporated Snohomish County west of I-5, the area will see increased congestion and significant daily traffic impacts along SR 531 (172nd Street NE) and I-5.

Improvements

The 156th Street NE Railroad Overcrossing project is estimated at \$24.5M. The City received \$500,000 in Move Ahead WA funds to fund 30% design of the project. This design effort, matched with \$500,000 from the City, is currently underway. The City received \$5M through Move Ahead WA for its Grove St Overcrossing project. This project has since been cancelled and the City is requesting transfer of those funds to the 156th Street NE Railroad Overcrossing. Combined with the current design efforts, the \$5M will fully fund design, permitting and right-of-way, as well as a portion of match towards construction.



Total Project Cost: \$24,500,000

Requested Funding: Transfer \$5,000,000 from Grove St

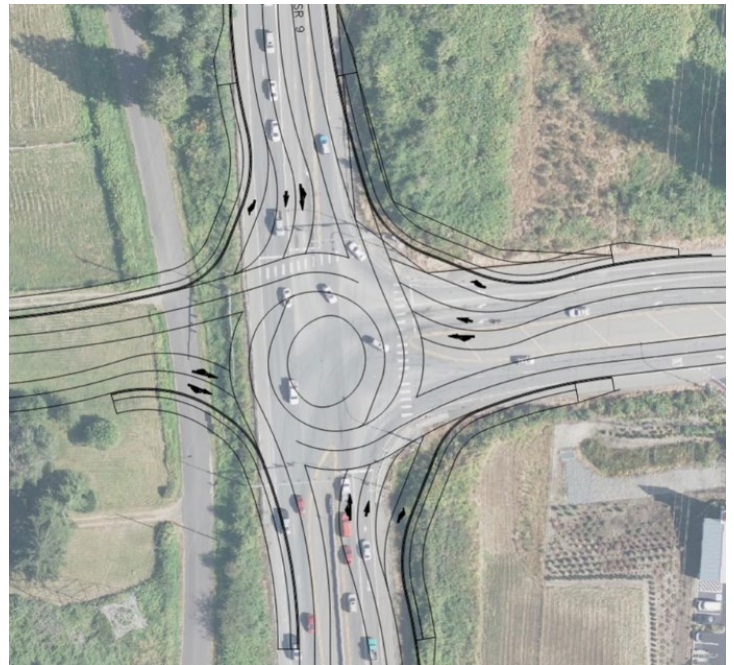
Project Background

The SR9/SR92 Intersection Improvement project, located in Marysville, WA proposes to replace the signalized intersection with a roundabout. In 2010, the City received a break-in-access (BIA) approval from WSDOT for a fourth leg (35th St NE) at the intersection. The analysis supporting the BIA approval evaluated both a roundabout and signalized intersection control, with the signal being the preferred option. In 2012, WSDOT constructed corridor improvements on SR9 and SR 92. As part of WSDOT's project, the City contributed \$4.5M in local funds towards additional widening and signal improvements to accommodate the future 35th St NE leg. Having secured the BIA and setting the intersection up to accommodate the future leg, the overall project was put on hold pending development interest and the construction of utilities to serve the growing Whiskey Ridge Master Planned Subarea of Marysville. Now, over a decade later, the City is looking to advance the intersection improvements along with development interest to construct 35th St NE.



Improvements

As part of recent work to advance design and construct the intersection improvements, the City was required by WSDOT to perform an Intersection Control Evaluation (I.C.E.) study of the SR9/SR92 Intersection. As a result of the I.C.E., the intersection as a signal was determined to be an acceptable short-term solution. However, the intersection for the long-term is best served by a roundabout, both from a traffic congestion and safety perspective. The cost of the signal improvement is estimated at \$1.5M, whereas the cost of the roundabout is \$5.5M. Combined with the City's prior investment of \$4.5, a total investment of \$6M from local funds will go towards WSDOT's infrastructure. In order to move forward with the roundabout and implement the long-term solution to the intersection, the City is seeking \$4M in state funds, or the difference between the cost of the roundabout and the signal.



Total Project Cost: \$5,500,000

Requested Funding: \$4,000,000 to fully fund construction

88TH ST NE CORRIDOR IMPROVEMENT (STATE AVE TO 55TH AVE NE)

Project Background

The 88th St NE corridor is one of Marysville's primary east-west arterials with direct access to Interstate 5 and State Route 9. The existing road section, from State Avenue to 67th Ave NE, consists primarily of two travel lanes and shoulders. Most of the corridor runs parallel to residential housing with close proximity to two elementary schools, one middle school and one high school. The corridor is also a Community Transit route and bicycle corridor. As the city and surrounding communities have become more urbanized, traffic volumes and accidents have increased. The corridor's rural road section is no longer compatible to accommodate the needs of today's motorized and non-motorized travel.

The project is currently at 60% design, NEPA is approved, and right-of-way acquisition is underway. The corridor will be improved in two phases as shown below. Phase 1 of the 88th St NE Corridor Improvements begins east of State Ave to 55th Ave NE. Phase 1 is on-track to be shovel-ready for construction in 2026, coinciding with the obligation dates of already secured funding.



Improvements

The 88th St NE Corridor Improvement (State Ave to 55th Ave NE) project proposes to widen the corridor to three lanes, including curb, gutter and multi-use paths to accommodate pedestrians and bicyclists. These improvements will improve overall congestion, safety and mobility along the corridor. Other benefits of the project will include storm water facilities to collect and treat runoff, utility replacements, street lighting, ADA compliant ramps and pavement rehabilitation. Total construction cost is estimated at \$17.6M. The City has secured \$7.4M in Federal funds towards construction. This leaves \$10.2M in funds needed to fully fund the project through construction. The City anticipates up to \$6M in funds from future grants through TIB and DOE, \$2.4M in City match, leaving a need of \$1.5M in construction funds.



Total Project Cost: \$22,400,000

Requested Funding: \$1,500,000 towards construction

BAYVIEW TRAIL EXTENSION

PHASE 1 – MARYSVILLE JURISDICTION

Project Background

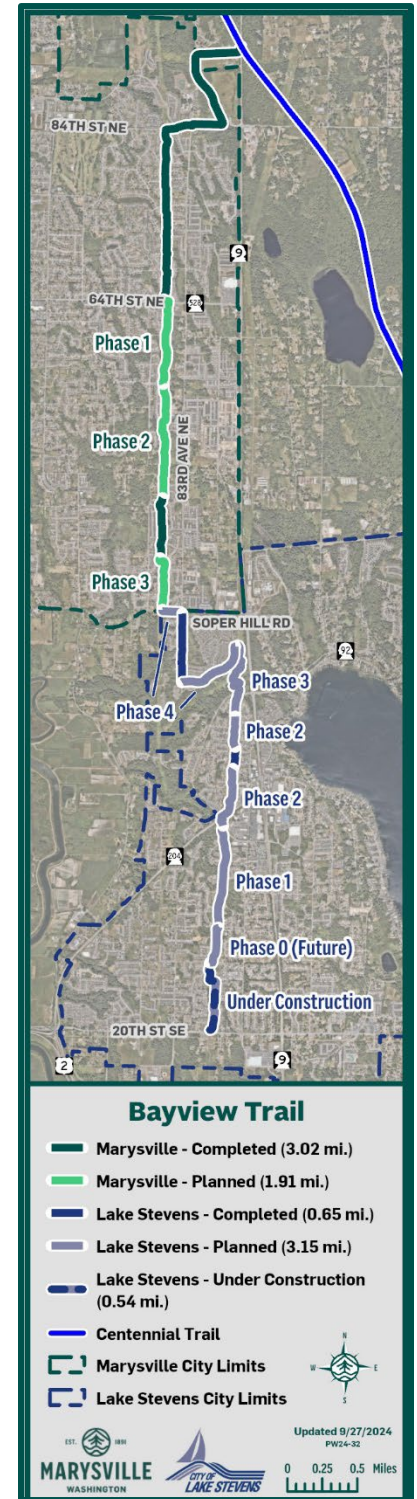
The Bayview Trail, is a planned 9.28-mile, 12-foot-wide multi-use trail located in the City of Marysville and the City of Lake Stevens. The trail begins at the intersection with the regional Centennial Trail and extends south into Lake Stevens, terminating at 20th St NE (see map right). Portions of the trail have been constructed within Marysville's jurisdiction, from the Centennial Trail to 64th St NE (State Route 528). The section of trail between 20th St SE and 12th St SE, within Lake Stevens' jurisdiction, is currently under construction. In 2019, Marysville and Lake Stevens entered into an interlocal agreement (ILA) in order to support and advance each City's trail efforts. Following that agreement, and with support from \$500,000 in State Capital funds that Marysville received in 2022, a trail plan for the remaining sections was developed. Final deliverables from this effort included preliminary plan development, cost estimates, evaluation of property impacts and project phasing recommendations.

Improvements

Bayview Trail – Phase 1 represents the next phase in the trail that Marysville and Lake Stevens will advance. Within Marysville, Phase 1 is a 0.6-mile-long trail segment, extending the existing trail across 64th St NE (SR 528) and south to 55th Pl NE. Total estimated cost for Phase 1 within Marysville's jurisdiction is \$3.25M.

Both cities desire to advance the design, permitting and trail easement acquisition. The total estimated cost for this level of effort for Phase 1 of the trail within Marysville's jurisdiction is \$610,000. The City's request of \$610,000 would fully fund Phase 1 so that it is "shovel-ready" for construction.

The City of Lake Stevens will be submitting a similar request to fund their portion of Phase 1.



Total Project Cost (Phase 1-Marysville): \$3.25M

Requested Funding: \$610,000 to fully fund Design, Permitting and Trail Easements