

Marysville City Council Meeting**July 10, 2017****7:00 p.m.****City Hall****Call to Order****Invocation****Pledge of Allegiance****Roll Call****Approval of the Agenda****Committee Reports****Presentations**

A. Marysville Extended Shelter Homes (MESH) Update from Allen Creek Community Church and Everett Gospel Mission

B. Proclamation: Declaring July 2017 as National Parks and Recreation Month in Marysville

C. Fireworks Enforcement Presentation

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

1. Consider the June 5, 2017 City Council Work Session Minutes

Consent

2. Consider the June 21, 2017 Claims in the Amount of \$912,774.57; Paid by EFT Transactions and Check Numbers 117515 through 117694 with Check Numbers 116969, 117118, 117196 and 117219 Voided

3. Consider the June 20, 2017 Payroll in the Amount \$1,249,421.28; Paid by EFT Transactions and Check Numbers 30852 through 30905

4. Consider the June 28, 2017 claims in the amount of \$914,053.92 paid by EFT Transactions and Check Numbers 117695 through 117822 with Check Numbers 93671, 108078, 117373 and 117574

Review Bids**Public Hearings****New Business**

5. Consider Acceptance of the SR528 Pedestrian Signal (HAWK) Project with Totem Electric of Tacoma. Inc., Starting the 45-Day Lien Period for Project Closeout

Marysville City Council Meeting

July 10, 2017

7:00 p.m.

City Hall

6. Consider the Subrecipient Agreement for Cocoon House for the Colby Avenue Youth Center, between the City of Marysville and Cocoon House in the Amount of \$123,812.00

7 Consider the 2016 Transportation Benefit District Annual Report

8. Consider the 2018 Transportation Benefit District Projects

9. Consider the Purchase of New Toro Irrigation OSMAC G3 Network Irrigation System Controller Network for Cedarcrest Golf Course in the Amount of \$96,587.03

Legal

Mayor's Business

10. Consider the Appointments to the Community and Housing Development Citizen Advisory Committee

11. Consider Reappointment to Planning Commission: Brandon Witacker

Staff Business

Call on Councilmembers

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 days prior to the meeting date if any special accommodations are needed for this meeting.

B



PROCLAMATION

Declaring July 2017 as National Parks and Recreation Month in Marysville

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for people with disabilities, and improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs contribute to our community’s economic prosperity through increased property values, increased tourism, attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, the City of Marysville’s Parks, Culture and Recreation Department focuses on enhancing our community quality of life by providing beautiful parks, open spaces, and exceptional recreational, athletic and cultural programs; and

WHEREAS, Marysville parks provide a variety of passive and active spaces for children, families and individuals to connect with nature and recreate outdoors; and

WHEREAS, Marysville’s robust Parks, Culture and Recreation program is supported by a talented and hardworking cadre of 13 full-time and 26 seasonal employees as well as volunteers including those serving on the Parks & Recreation Advisory Board;

NOW, THEREFORE I, JON NEHRING, MAYOR, on behalf of the City Council and our community, do hereby proclaim July 2017 as

NATIONAL PARKS AND RECREATION MONTH

in the City of Marysville. I encourage all Marysville residents to recognize the contributions that our city parks facilities and programs make throughout the year to our overall health and quality of life.

Under my hand and seal this tenth day of July, 2017.

THE CITY OF MARYSVILLE

Jon Nehring, Mayor

Index #1

COUNCIL



DRAFT
MINUTES

Regular Meeting
June 5, 2017

Call to Order / Pledge of Allegiance

Mayor Nehring called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance.

Roll Call

Chief Administrative Officer Hirashima gave the roll call. The following staff and councilmembers were in attendance.

Mayor: Jon Nehring

Council: Steve Muller, Kamille Norton, Jeff Seibert, Rob Toyer, Jeff Vaughan, and Donna Wright

Absent: Michael Stevens

Also Present: Chief Administrative Officer Gloria Hirashima, Finance Director Sandy Langdon, Police Chief Rick Smith, City Attorney Jon Walker, Public Works Director Kevin Nielsen, Parks and Recreation Director Jim Ballew, Community Development Director Dave Koenig, Fire Chief Martin McFalls, and Recording Secretary Laurie Hugdahl.

Mayor Nehring commented that Councilmember Stevens had requested an excused absence from tonight's meeting.

Motion made by Council President Norton, seconded by Councilmember Muller, to excuse Councilmember Stevens. **Motion** passed unanimously (6-0).

Approval of the Agenda

Mayor Nehring asked to add a presentation by Terry Peterson, SnoCom, and Kurt Nielsen, SnoPac, regarding an update on consolidation talks.

Motion made by Councilmember Vaughan, seconded by Councilmember Toyer to approve the agenda with the addition of the SnoPac/SnoCom consolidation presentation. **Motion** passed unanimously (6-0).

Committee Reports

Donna Wright reported on the 5/24 Public Safety Committee:

- All units are very busy, and at this time we are down eight officers. There will be two entry level hires soon.
- Crime is down, but calls are up.
- Police are very busy with many events around the city.
- The WCIA audit turned out very well.

Council President Norton commented that Commander Thomas gave her and Councilmember Wright a tour of the Bearcat vehicle. This is a great addition to the Police Department to help protect the officers.

Presentations

SnoCom/SnoPac Consolidation Update

Terry Peterson, SnoCom, and Kurt Nielsen, SnoPac, gave an update on consolidation talks between SnoCom, SnoPac, and possibly SERS.

Councilmember Vaughan asked for confirmation of how many employees they expect to reduce with the consolidation. Mr. Nielsen replied that based on industry standard measurements related to the call volume they expect to reduce the number of employees by 15 full time employees. This includes reduction of eleven line staff and four supervisors. He stressed that the reduction would be done through attrition with no layoffs.

Chief Smith commended the work that Kurt and Terry have done on this complex issue.

Discussion Items

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

1. Consider the April 24, 2017 City Council Meeting Minutes
2. Consider the May 1, 2017 City Council Work Session Minutes

Consent

3. Consider the May 17, 2017 Claims in the Amount of \$888,008.96; Paid by EFT Transactions and Check Number 116763 through 116928 with Check Number 116518 Voided
4. Consider the May 19, 2017 Payroll in the Amount of \$997,555.04; Paid by EFT Transaction and Check Numbers 30751 through 30794

Review Bids

5. Consider Awarding the Marshall Elementary Safe Routes to School Project

Director Nielsen explained that they intend to award the bid to the apparent low bidder, SRV Construction. WSDOT Safe Routes to School provided \$310,000 of this project. Staff will be requesting \$265,000 from the TBD. This will pave curb, gutter, sidewalk, storm drainage and bicycle lanes on 116th from State Avenue through 47th. He expressed appreciation to WSDOT Safe Routes to School for being a funding partner.

Public Hearings

6. Consider an **Ordinance** Adopting the 2016 City of Marysville Water System Plan, Pursuant to WAC 246-290-100 (Public Hearing will be held June 12, 2017)

Director Nielsen stated that this would be a public hearing on the comprehensive plan and water use efficiency. The comprehensive plan shows that we are very robust with our water.

Councilmember Seibert asked how they factor a reduction when the City is growing. Director Nielsen explained that they look at the amount per capita.

7. Consider a **Resolution** Adopting a Six Year Transportation Improvement Program (2018-2023) in Accordance with RCW 35.77.010 (Public Hearing will be held June 12, 2017)

Director Nielsen explained the need for a public hearing for the projects the City hopes to construct in the next six years.

New Business

8. Consider the Agreement with Snohomish County Small Capital Projects Partnership Project Agreement for \$5,000.00 in Funding to Assist in the Completion of the Fencing Project

Director Ballew explained that this is a small capital project opportunity for renovation of the off-leash dog park fence. MDOG (Marysville Dog Owners Group) has agreed to partner with the City in the grant to complete a \$10,000 project. The goal is to get it done this summer.

9. Consider Acceptance of the Ebey Waterfront Trail Project with Wyser Construction Co. Inc., Starting the 45-Day Lien Period for Project Closeout

Director Nielsen stated that the project is complete, and the trail is open. This was funded with an ALEA grant with a 50% match. The City went over the contract amount by \$1,748.

10. Consider the Amendment No. 7 to the Janitorial Services Contract between the City of Marysville and Advantage Building Services for an Annual Contract Price of \$140,875.30 and Extend the Contract for a Seventh Annual Term

Director Nielsen stated that this is the seventh amendment to the contract with the same company.

11. Consider Authorizing formal notice to SCDem of its intent to withdraw from the current interlocal agreement effective 12/31/17 in order to expand the City's in-house emergency management program and negotiate a new agreement with SCDem to provide specified services, such as training, in 2018

CAO Hirashima explained that the City has been looking at its current contract with SCDem and has started developing an in-house ability to take over these services. She discussed an analysis of various city and county emergency management program options which was done by staff in Council's packet. Staff is recommending transitioning from the current SCDem agreement to an in-house program beginning in 2018. Mayor Nehring commended the analysis done by staff. He agreed with staff's recommendation.

Councilmember Vaughan asked if the City would have to have an incident command facility in Marysville. He also noted that DEM has a robust volunteer corps. CAO Hirashima explained that the City is currently in the process of building an EOC facility in the Sunnyside area. Regarding volunteers, they plan to build a volunteer corps that is Marysville based; however, there will always be cooperation between jurisdictions.

12. Consider an **Ordinance** Adopting an Update to the City's Surface Water Comprehensive Plan

Director Nielsen explained highlighted some key projects: culvert removal and bridge installation, water quality treatment facility at the downtown marina outfall, conveyance for regional pond 2, Edgecomb detention facility, Edgecomb conveyance, and Edgecomb channel realignment.

13. Consider a **Resolution** Declaring Certain Items of Personal Property to be Surplus and Authorizing the Sale or Disposal Thereof

Director Nielsen reviewed these items.

Legal

Mayor's Business

- On Saturday he visited with Sam Cheyenne and Bill Cross who do an annual cleanup at Marshall Elementary School every year.

- Congratulations to friends at Historical Society for the grand opening of the museum. This was a really neat event on Saturday.
- Healthy Communities Challenge Day was a great event. He commended Jim Ballew and his staff for that.
- There was a volunteer appreciation reception last week to recognize all the people that volunteer in the City.
- RFA Facilitator Karen Reed has put together a survey. The information has been emailed to councilmembers. The information will be compiled for the June 29 meeting.

Staff Business

Sandy Langdon commented that the audit entrance conference will be this week.

Kevin Nielsen:

- WSDOT will be prepping to pave from 55th to 83rd on 528 in July.
- Paul Kinney is leaving the City to be the street manager for the city of Post Falls, Idaho.

Chief Smith:

- Regarding emergency management, in the event of a widespread event, DEM's attention would be diverted anyway. Being prepared is essential.
- He gave an update on two events on Friday.

Chief McFalls:

- The presentation tonight was very good. He commended Mayor Nehring, Chief Smith, SERS and the others who are working on this topic.
- He spoke in support of the move away from DEM. He thinks that the time is right. He agreed that when something major happens, DEM's attention will be diverted away from Marysville. The Fire Department is ready, willing, and able to partner with other departments in the city.

Dave Koenig had no comments.

Jim Ballew:

- Challenge Day was a great event.
- Strawberry Festival starts this weekend with the Berry Run and the parade and other events the following weekend.
- He commented that Parks is trying to catch up on grass mowing in the parks.
- He enjoyed seeing Ken Cage for his birthday party.

Jon Walker stated the need for an executive session for two items regarding the acquisition of real estate. One was expected to have no action, and one may have action. Both were expected to last ten minutes.

Gloria Hirashima had no comments.

Call on Councilmembers

Steve Muller had no comments.

Donna Wright had no comments.

Jeff Seibert:

- He asked how long before the current display at the museum would be changed. Councilmember Muller thought some areas would change quarterly. Other areas might change twice a year.
- He asked Director Nielsen about the detour route for the weekend. Director Nielsen indicated he would check.
- He congratulated Mr. Kinney and noted that Post Falls is a nice community.

Jeff Vaughan had no comments.

Rob Toyer had no comments.

Kamille Norton commented that her kids had a wonderful time at Challenge Day on Saturday.

Council recessed at 8:20 p.m. for five minutes before reconvening in Executive Session.

Executive Session

- A. Litigation
- B. Personnel
- C. Real Estate – two items, RCW 42.30.110(1)(B)

Executive session was extended 15 minutes.

Executive session ended and public meeting reconvened at 8:50 p.m.

Motion made by Councilmember Muller, seconded by Councilmember Seibert, to authorize the Mayor to sign the purchase and sale agreement with Pankiewicz on TPN 00576200601501 and for the Mayor to negotiate leases with existing tenants.

Motion passed unanimously (6-0)

Adjournment

The meeting was adjourned at 8:50 p.m.

Approved this _____ day of _____, 2017.

DRAFT

Mayor
Jon Nehring

Recording Secretary
Laurie Hugdahl

Index #2

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Claims	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS: Claims Listings	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

Please see attached.

RECOMMENDED ACTION:

The Finance and Executive Departments recommend City Council approve the June 21, 2017 claims in the amount of \$912,774.57 paid by EFT transactions and Check No. 117515 through 117694 with Check No.'s 116969, 117118, 117196 & 117219 voided.

COUNCIL ACTION:

BLANKET CERTIFICATION

**CLAIMS
FOR
PERIOD-6**

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE **CLAIMS** IN THE AMOUNT OF **\$912,774.57 PAID BY EFT TRANSACTIONS AND CHECK NO.'S 117515 THROUGH 117694 WITH CHECK NO.'S 116969, 117118, 117196 & 117219 VOIDED** ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF MARYSVILLE, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND TO CERTIFY SAID CLAIMS.

AUDITING OFFICER

DATE

MAYOR

DATE

WE, THE UNDERSIGNED COUNCIL MEMBERS OF MARYSVILLE, WASHINGTON DO HEREBY APPROVE FOR PAYMENT THE ABOVE MENTIONED **CLAIMS** ON THIS **10th DAY OF JULY 2017.**

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/15/2017 TO 6/21/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117515	53RD DR NE NEIGHBORH	CLEAN UP OF STORMWATER POND-53	PROTECTIVE INSPECTIONS	5,675.00
117516	ALFYS PIZZA	SPECIAL EVENT SUPPLIES	RECREATION SERVICES	246.32
	ALFYS PIZZA		RECREATION SERVICES	261.53
117517	ALPINE PRODUCTS INC	TRAFFIC CIRCLE SUPPLIES	TRANSPORTATION MANAGEM	2,379.70
117518	ALTISOURCE SINGLE FA		WATER/SEWER OPERATION	51.90
117519	ARAMARK UNIFORM	UNIFORM SERVICE	SMALL ENGINE SHOP	6.55
	ARAMARK UNIFORM		EQUIPMENT RENTAL	76.05
117520	ATLAS FENCE COMPANY	RELEASE RETAINAGE #P1301	GMA-PARKS	581.85
	ATLAS FENCE COMPANY	FENCING MATERIALS	SOURCE OF SUPPLY	793.16
117521	AWWA	WA SHORT SCHOOL/TRADE SHOW-GES	UTIL ADMIN	230.00
117522	BACKSTROM CURB	CONCRETE SLAB	GMA-PARKS	40,503.38
117523	BANK OF AMERICA	PARKING REIMBURSEMENT	EXECUTIVE ADMIN	14.00
117524	BANK OF AMERICA		EXECUTIVE ADMIN	27.00
117525	BANK OF AMERICA	TRAVEL REIMBURSEMENT	POLICE ADMINISTRATION	50.00
117526	BANK OF AMERICA	SUPPLY REIMBURSEMENT	EXECUTIVE ADMIN	90.34
117527	BANK OF AMERICA	CASE #MP17-26408-SUPPLIES	POLICE PATROL	113.76
117528	BANK OF AMERICA	SUPPLY REIMBURSEMENT	PARK & RECREATION FAC	21.87
	BANK OF AMERICA		PARK & RECREATION FAC	22.50
	BANK OF AMERICA		UTIL ADMIN	22.50
	BANK OF AMERICA		RECREATION SERVICES	43.47
	BANK OF AMERICA		RECREATION SERVICES	43.48
117529	BANK OF AMERICA	TRAVEL/SUPPLY REIMBURSEMENT	POLICE PATROL	35.90
	BANK OF AMERICA		POLICE ADMINISTRATION	130.99
117530	BANK OF AMERICA	REGISTRATION/NOTIFICATION REIM	GMA - STREET	65.00
	BANK OF AMERICA		TRANSPORTATION MANAGEM	110.00
117531	BANK OF AMERICA	TRAVEL/TRAINING REIMBURSEMENT	LEGAL-GENL	3.00
	BANK OF AMERICA		LEGAL-GENL	120.00
	BANK OF AMERICA		LEGAL - PROSECUTION	128.11
117532	BANK OF AMERICA	SUPPLY REIMBURSEMENT/ASSET TAG	GENERAL FUND	-24.56
	BANK OF AMERICA		FINANCE-GENL	8.95
	BANK OF AMERICA		COMPUTER SERVICES	30.96
	BANK OF AMERICA		FACILITY REPLACEMENT	294.46
117533	BANK OF AMERICA	TRAINING/SUPPLY REIMBURSEMENT	COMMUNITY DEVELOPMENT-	318.78
117534	BANK OF AMERICA	SUPPLY REIMBURSEMENT	GENERAL FUND	-1.19
	BANK OF AMERICA		POLICE ADMINISTRATION	54.37
	BANK OF AMERICA		DETENTION & CORRECTION	133.64
	BANK OF AMERICA		POLICE TRAINING-FIREARMS	145.00
117535	BANK OF AMERICA	TRAINING REIMBURSEMENT	POLICE TRAINING-FIREARMS	377.00
117536	BANK OF AMERICA	TEAM BUILDING EVENT	UTIL ADMIN	544.34
117537	BANK OF AMERICA	TRAVEL REIMBURSEMENT	UTIL ADMIN	677.88
117538	BANK OF AMERICA	TRAVEL/TRAINING REIMBURSEMENT	POLICE TRAINING-FIREARMS	130.87
	BANK OF AMERICA		POLICE TRAINING-FIREARMS	590.00
	BANK OF AMERICA		YOUTH SERVICES	757.39
117539	BANK OF AMERICA	TRAVEL REIMBURSEMENT	DETENTION & CORRECTION	1,762.40
117540	BANK OF AMERICA	SUPPLY REIMBURSEMENT	GENERAL FUND	-129.56
	BANK OF AMERICA		COMMUNITY CENTER	34.58
	BANK OF AMERICA		RECREATION SERVICES	42.49
	BANK OF AMERICA		OPERA HOUSE	109.35
	BANK OF AMERICA		PARK & RECREATION FAC	320.56
	BANK OF AMERICA		RECREATION SERVICES	443.77
	BANK OF AMERICA		PARK & RECREATION FAC	729.74
	BANK OF AMERICA		COMMUNITY EVENTS	868.44
117541	BARKER, BRYCE		WATER/SEWER OPERATION	30.29
117542	BARRESE, BRENT		WATER/SEWER OPERATION	256.15
117543	BEADLES, JENNIFER		WATER/SEWER OPERATION	190.06
117544	BERGER/ABAM ENGR	PROFESSIONAL SERVICES	GMA - STREET	64,038.03
117545	BERRY, DAVID J & D		WATER/SEWER OPERATION	36.22

**CITY OF MARYSVILLE
 INVOICE LIST
 FOR INVOICES FROM 6/15/2017 TO 6/21/2017**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117546	BICKFORD FORD	DUPLICATE KEYS	EQUIPMENT RENTAL	72.01
117547	BILLIEU, JARED	REIMBURSE MEAL	UTIL ADMIN	14.00
117548	BILLING DOCUMENT SPE	TRANSACTION FEES	UTILITY BILLING	2,291.34
	BILLING DOCUMENT SPE	BILL PRINTING SERVICE	UTILITY BILLING	2,461.76
117549	BOB'S HEATING & A/C	REFUND ELECTRICAL PERMIT FEES	COMMUNITY DEVELOPMENT	50.00
117550	BOYDEN ROBINETT & AS	RECOVERY CONTRACT # 281-WATER	WATER-UTILITIES/ENVIRONM	-50.00
	BOYDEN ROBINETT & AS		WATER/SEWER OPERATION	3,983.40
117551	BROCK, TINA	REIMBURSE WELLNESS EXPENSE	GENERAL FUND	-2.64
	BROCK, TINA	REIMBURSE MILEAGE	CITY CLERK	20.01
	BROCK, TINA	REIMBURSE WELLNESS EXPENSE	PERSONNEL ADMINISTRATIOI	124.03
117552	BUD BARTON'S GLASS	WINDSHIELD	EQUIPMENT RENTAL	183.54
117553	BUTTON GEAR	STEEL TOE RUBBER BOOTS-GEIST	UTIL ADMIN	23.99
117554	CANAM FABRICATIONS	REPAIR #H008	EQUIPMENT RENTAL	1,047.36
	CANAM FABRICATIONS	REPAIR #J025	EQUIPMENT RENTAL	2,175.45
117555	CARLSON, TARAH		WATER/SEWER OPERATION	41.47
117556	CASCADE SEPTIC, LLC	PORTABLE SERVICE	SOURCE OF SUPPLY	272.25
117557	CDW GOVERNMENT INC	KEYBOARD	FACILITY REPLACEMENT	216.02
117558	CENTRAL WELDING SUPP	RESPIRATORS AND FILTER CARTRID	ER&R	46.84
	CENTRAL WELDING SUPP	SAFETY VESTS	ER&R	66.59
	CENTRAL WELDING SUPP	EAR PLUGS	ER&R	72.01
	CENTRAL WELDING SUPP	SAFETY VESTS	ER&R	91.59
	CENTRAL WELDING SUPP	EAR MUFFS AND KNEE PADS	ER&R	156.32
	CENTRAL WELDING SUPP	SAFETY GLASSES AND GLOVES	ER&R	237.87
	CENTRAL WELDING SUPP	EAR PLUGS AND GLOVES	ER&R	239.36
	CENTRAL WELDING SUPP	TSHIRTS	ER&R	242.20
	CENTRAL WELDING SUPP	SWEATSHIRTS	ER&R	549.86
117559	CHOU, HUYMENG		WATER/SEWER OPERATION	125.97
117560	CODE PUBLISHING	ELEC UPDATE	CITY CLERK	104.19
117561	CONSOLIDATED TECH	IGN MONTHLY CHARGES	OFFICE OPERATIONS	94.55
117562	CORBIN CUSTOM	SEAT REPAIR	SOLID WASTE OPERATIONS	272.75
117563	CORNWELL TOOLS	TOOL AND CREEPER	EQUIPMENT RENTAL	129.46
117564	CORRECTIONS, DEPT OF	WORK CREW-APRIL 2017	PARK & RECREATION FAC	241.46
	CORRECTIONS, DEPT OF		ROADSIDE VEGETATION	590.22
117565	CRMA INVESTMENTS LLC		WATER/SEWER OPERATION	201.73
117566	CTS LANGUAGE LINK	INTERPRETER SERVICES	LEGAL - PROSECUTION	1.55
117567	CUMMINS NORTHWEST	LIFT STATION GENERATOR REPAIR	EQUIPMENT RENTAL	976.72
	CUMMINS NORTHWEST		EQUIPMENT RENTAL	1,959.95
117568	DE-EL ENTERPRISES	BLINDS AND INSTALLATION	POLICE ADMINISTRATION	458.22
117569	DESIMONE, GERALDINE		WATER/SEWER OPERATION	142.75
117570	DICKS TOWING	TOWING EXPENSE-MP17-24286	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-24976	POLICE PATROL	43.64
	DICKS TOWING		POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-25585	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-AUD7407	POLICE PATROL	70.92
117571	DONNELSON ELECTRIC	BATHROOM HEATER REPAIR-FIRE	PUBLIC SAFETY BLDG	922.17
	DONNELSON ELECTRIC	COPIER CIRCUIT	COURT FACILITIES	1,316.94
117572	DOUGHTY, SHEREEN		WATER/SEWER OPERATION	60.73
117573	DRIVELINES NW	U-JOINTS	ER&R	76.22
117574	DRUG BUY FUND	REPLENISH INVESTIGATION FUND	POLICE INVESTIGATION	3,275.00
117575	E&E LUMBER	LUMBER AND IMPACT DRIVER SET	STORM DRAINAGE	14.62
	E&E LUMBER		SEWER MAIN COLLECTION	14.63
	E&E LUMBER	KNIFE, COMPOUND AND SPONGE	WASTE WATER TREATMENT F	20.37
	E&E LUMBER	BITS AND FASTENERS	CITY HALL	22.23
	E&E LUMBER	PRIMER, BRUSHES AND DRYWALL HA	WASTE WATER TREATMENT F	32.08
	E&E LUMBER	PAINT	PUBLIC SAFETY BLDG	34.55
	E&E LUMBER	PAINT PAILS	WATER SERVICES	41.79
	E&E LUMBER	RATCHET, METER KEY, PVC AND GL	WATER DIST MAINS	49.49

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117575	E&E LUMBER	PEST SPRAY AND LYSOL	ER&R	52.26
	E&E LUMBER	SUPPLIES FOR BEARCAT	POLICE PATROL	87.96
117576	ECOLOGY, DEPT. OF	WW OPERATOR TEMP CERT-COBB	WASTE WATER TREATMENT F	50.00
117577	ECONOMY FENCE CENTER	FENCE RENTAL	PARK & RECREATION FAC	1,080.09
117578	ELLIOT, GARY		WATER/SEWER OPERATION	66.70
117579	ENGLISH, KEVIN & LIS		WATER/SEWER OPERATION	125.73
117580	EVERETT BAYSIDE	FILTERS, OIL AND GASKETS	ER&R	241.30
117581	EVERETT, CITY TREAS	WATER FILTRATION SERVICES	SOURCE OF SUPPLY	153,157.39
	EVERETT, CITY TREAS		SOURCE OF SUPPLY	180,578.32
117582	EVIDENT, INC.	EVIDENCE SUPPLIES	GENERAL FUND	-5.74
	EVIDENT, INC.		POLICE PATROL	68.74
117583	EWING IRRIGATION	HERBICIDE SPRAY	ROADSIDE VEGETATION	1,286.73
117584	FASTENAL COMPANY	RETURN HARDWARE	TRANSPORTATION MANAGEM	-20.55
	FASTENAL COMPANY		TRANSPORTATION MANAGEM	-20.55
	FASTENAL COMPANY	HARDWARE	TRANSPORTATION MANAGEM	10.78
	FASTENAL COMPANY	HAMMER AND HARDWARE	TRANSPORTATION MANAGEM	159.41
117585	FERRELLGAS	PROPANE CHARGES	ROADWAY MAINTENANCE	24.31
	FERRELLGAS		TRAFFIC CONTROL DEVICES	24.31
	FERRELLGAS		WATER SERVICE INSTALL	24.31
	FERRELLGAS		SOLID WASTE OPERATIONS	24.32
	FERRELLGAS		TRAFFIC CONTROL DEVICES	36.01
	FERRELLGAS		SOLID WASTE OPERATIONS	36.01
	FERRELLGAS		ROADWAY MAINTENANCE	36.02
	FERRELLGAS		WATER SERVICE INSTALL	36.02
117586	FINLEY, JOSEPH	REIMBURSE MILEAGE	COMPUTER SERVICES	72.59
117587	FIRST AMERICAN TITLE	TITLE REPORT 851936-01	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-02	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-03	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-04	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-05	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-06	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-07	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-08	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-09	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-10	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-11	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-12	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-13	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-14	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-15	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-16	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-17	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-18	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-19	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-20	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-22	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-23	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-24	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-25	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-26	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-27	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-28	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-29	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-30	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-31	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-32	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-33	GMA - STREET	825.75

**CITY OF MARYSVILLE
 INVOICE LIST
 FOR INVOICES FROM 6/15/2017 TO 6/21/2017**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117587	FIRST AMERICAN TITLE	TITLE REPORT 851936-34	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-35	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-36	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-37	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-38	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-39	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-40	GMA - STREET	825.75
	FIRST AMERICAN TITLE	TITLE REPORT 851936-41	GMA - STREET	825.75
117588	FOREMOST PROMOTIONS	911 COLORING BOOKS	GENERAL FUND	-45.90
	FOREMOST PROMOTIONS		CRIME PREVENTION	550.30
117589	FRONTIER COMMUNICATI	ACCT #36065894930725005	POLICE INVESTIGATION	30.85
	FRONTIER COMMUNICATI		RECREATION SERVICES	30.86
	FRONTIER COMMUNICATI	ACCT #36065150331108105	EXECUTIVE ADMIN	32.79
	FRONTIER COMMUNICATI	ACCT #36065836350725085	COMMUNITY DEVELOPMENT-	47.55
	FRONTIER COMMUNICATI		UTIL ADMIN	47.56
	FRONTIER COMMUNICATI	ACCT #36065774950927115	STREET LIGHTING	48.97
117590	GALLS, LLC	UNIFORM-LEE	COMMUNITY SERVICES UNIT	59.71
	GALLS, LLC	FLASHLIGHT	PROPERTY TASK FORCE	151.21
117591	GC SYSTEMS INC	PRV MAINTENANCE SUPPLIES	WATER DIST MAINS	605.41
117592	GEMPLER'S	PICKUP TOOLS	CITY STREETS	-36.38
	GEMPLER'S		ROADSIDE VEGETATION	436.13
117593	GFOA	CAFR REVIEW AND AWARD	FINANCE-GENL	505.00
117594	GIGGLES ENTERTAINMEN	INSTRUCTOR SERVICES	RECREATION SERVICES	147.00
117595	GOVCONNECTION INC	UPS BATTERY	UTIL ADMIN	101.77
117596	GRACE ACADEMY	RENTAL DEPOSIT REFUND	GENERAL FUND	250.00
117597	GRAINGER	ANEMOMETER AND EYE WASH STATIO	WATER DIST MAINS	287.14
117598	GRANITE CONST	ASPHALT	ROADWAY MAINTENANCE	112.00
	GRANITE CONST		GMA - STREET	9,198.83
117599	GRAVES, JESSICA	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117600	GRIFFEN, CHRIS	PUBLIC DEFENDER	PUBLIC DEFENSE	300.00
117601	HB JAEGER COMPANY	ADAPTER	SEWER MAIN COLLECTION	118.11
	HB JAEGER COMPANY	WWTP REJECT LINE SUPPLIES	SEWER MAIN COLLECTION	122.07
	HB JAEGER COMPANY	SPILL KITS	ER&R	506.61
	HB JAEGER COMPANY	GATE VALVE, TEE, ADAPTERS, ELL	SEWER MAIN COLLECTION	2,672.02
117602	HD FOWLER COMPANY	PVC HAND PUMP AND CLAMPS	WATER SERVICES	118.74
	HD FOWLER COMPANY	PLASTIC LIDS	WATER MAINS INSTALL	378.92
117603	HEWLETT PACKARD	PRINTER MAINTENANCE	SEWER MAIN COLLECTION	5.25
	HEWLETT PACKARD		STORM DRAINAGE	5.25
	HEWLETT PACKARD		PARK & RECREATION FAC	14.39
	HEWLETT PACKARD		POLICE PATROL	17.60
	HEWLETT PACKARD		POLICE INVESTIGATION	29.52
	HEWLETT PACKARD		COMMUNITY SERVICES UNIT	33.08
	HEWLETT PACKARD		LEGAL - PROSECUTION	37.81
	HEWLETT PACKARD		CITY CLERK	55.34
	HEWLETT PACKARD		FINANCE-GENL	55.34
	HEWLETT PACKARD		MUNICIPAL COURTS	85.92
	HEWLETT PACKARD		WASTE WATER TREATMENT F	93.77
	HEWLETT PACKARD		UTILITY BILLING	142.64
	HEWLETT PACKARD		COMPUTER SERVICES	383.94
117604	HOME DEPOT	POWER FAILURE LIGHTS AND DECK	STORM DRAINAGE	318.09
117605	HORIZON FORD	PEDAL ASSEMBLY	EQUIPMENT RENTAL	85.64
117606	IRON MOUNTAIN	ROCK	ROADWAY MAINTENANCE	345.55
	IRON MOUNTAIN		ROADWAY MAINTENANCE	421.37
117607	J. THAYER COMPANY	OFFICE SUPPLIES	UTIL ADMIN	47.80
	J. THAYER COMPANY		UTIL ADMIN	49.79
	J. THAYER COMPANY		ER&R	207.77
117608	JAMES W FOWLER CO	PAY ESTIMATE #14	WATER CAPITAL PROJECTS	230,911.22

**CITY OF MARYSVILLE
 INVOICE LIST
 FOR INVOICES FROM 6/15/2017 TO 6/21/2017**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117609	JAMIESON, DR BRIAN		WATER/SEWER OPERATION	370.87
117610	K2 DATA SYSTEMS INC	SCADA SUPPORT SERVICES	UTIL ADMIN	3,045.00
117611	KING, ANGELA	INSTRUCTOR SERVICES	RECREATION SERVICES	738.00
117612	LABOR & INDUSTRIES	BOILER/PRESSURE VESSEL CERT FE	CITY HALL	21.50
	LABOR & INDUSTRIES		PUBLIC SAFETY BLDG	43.00
	LABOR & INDUSTRIES		COMMUNITY CENTER	43.00
	LABOR & INDUSTRIES		WATER FILTRATION PLANT	64.50
	LABOR & INDUSTRIES		GOLF ADMINISTRATION	129.00
	LABOR & INDUSTRIES		PARK & RECREATION FAC	136.00
117613	LAKE INDUSTRIES	ASPHALT HAULED	ROADWAY MAINTENANCE	180.00
117614	LARSEN, BETTY		WATER/SEWER OPERATION	136.68
117615	LASTING IMPRESSIONS	POLO-DREYER	OFFICE OPERATIONS	34.56
	LASTING IMPRESSIONS	TSHIRTS	RECREATION SERVICES	357.22
	LASTING IMPRESSIONS		RECREATION SERVICES	357.22
	LASTING IMPRESSIONS	HATS	ER&R	582.56
	LASTING IMPRESSIONS	YOUTH ACADEMY SHIRTS	YOUTH SERVICES	1,179.25
117616	LE, TINH VAN		WATER/SEWER OPERATION	6.87
117617	MARYSVILLE AWARDS	PADDLES	PARK & RECREATION FAC	39.28
117618	MARYSVILLE PRINTING	CODE ENFORCEMENT SUPPLIES	COMMUNITY SERVICES UNIT	12.00
	MARYSVILLE PRINTING	BUSINESS CARDS	WASTE WATER TREATMENT F	100.83
	MARYSVILLE PRINTING	ENVELOPES	UTILITY BILLING	117.10
	MARYSVILLE PRINTING	BUSINESS CARDS	COMMUNITY DEVELOPMENT-	403.32
117619	MARYSVILLE SCHOOL	FACILITY RENTAL-TMS	RECREATION SERVICES	60.00
	MARYSVILLE SCHOOL		RECREATION SERVICES	108.00
117620	MARYSVILLE, CITY OF	UTILITY SERVICE-6302 152ND ST	PARK & RECREATION FAC	66.71
	MARYSVILLE, CITY OF	UTILITY SERVICE-1635 GROVE ST	PUBLIC SAFETY BLDG	2,206.38
117621	MATCO TOOLS	HEAD LAMP, WRENCH AND PICKLE F	SMALL ENGINE SHOP	167.83
117622	MCELROY, GERTRUDE		WATER/SEWER OPERATION	22.28
117623	MENNIE, CONNIE	REIMBURSE MILEAGE	EXECUTIVE ADMIN	54.31
117624	MIZELL, TARA	REIMBURSE OPERA HOUSE EXPENSES	OPERA HOUSE	67.72
117625	MOTOR TRUCKS	CAP FLAPPER	EQUIPMENT RENTAL	21.31
	MOTOR TRUCKS	FILTER	ER&R	101.65
	MOTOR TRUCKS	BRAKE ADJUSTER	EQUIPMENT RENTAL	267.73
117626	MRS SHARON JURASIN		WATER/SEWER OPERATION	19.92
	MRS SHARON JURASIN		WATER/SEWER OPERATION	127.20
117627	NC MACHINERY COMPANY	ROAD PLATES	WATER SERVICES	728.24
	NC MACHINERY COMPANY		ROADWAY MAINTENANCE	728.24
	NC MACHINERY COMPANY		STORM DRAINAGE	728.25
117628	NELSON PETROLEUM	BULK OIL, HYDRAULIC FLUID AND	ER&R	3,153.90
117629	NEUMAN, ANNE		WATER/SEWER OPERATION	42.01
117630	NORTHWEST PLAYGROUND	SHELTER W/WOOD GABLE	GMA-PARKS	21,585.44
117631	NORTHWESTERN AUTO	REPAIR #V013	EQUIPMENT RENTAL	1,189.19
117632	NORTON, WORTH	REIMBURSE MILEAGE/SUPPLIES/CER	GENERAL FUND	-4.38
	NORTON, WORTH		COMPUTER SERVICES	22.81
	NORTON, WORTH		LEGAL-GENL	216.00
	NORTON, WORTH		COMPUTER SERVICES	235.00
	NORTON, WORTH		COMPUTER SERVICES	423.35
117633	ODVIAR, LUCITO & MAR		WATER/SEWER OPERATION	23.18
117634	OFFICE DEPOT	OFFICE SUPPLIES	COMMUNITY DEVELOPMENT-	9.84
	OFFICE DEPOT		POLICE INVESTIGATION	37.05
	OFFICE DEPOT		UTIL ADMIN	37.70
	OFFICE DEPOT		POLICE PATROL	77.56
	OFFICE DEPOT		COMMUNITY DEVELOPMENT-	98.26
	OFFICE DEPOT		POLICE PATROL	104.70
	OFFICE DEPOT		POLICE INVESTIGATION	121.72
	OFFICE DEPOT		ENGR-GENL	250.23
117635	OSCAR, MICHELLE		WATER/SEWER OPERATION	28.07

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/15/2017 TO 6/21/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117636	OWEN EQUIPMENT	REPAIR #H003	WASTE WATER TREATMENT F	16,980.29
117637	PACIFIC GOLF & TURF	OIL AND FUEL FILTERS	ER&R	78.81
	PACIFIC GOLF & TURF	FUEL FILTERS	ER&R	131.29
117638	PACIFIC PLUMBING	WWTP LAB SUPPLIES	WASTE WATER TREATMENT F	68.90
117639	PACIFIC POWER BATTER	BATTERIES	WATER FILTRATION PLANT	60.88
117640	PAPE MACHINERY	CAT KEY SET AND JD KEYS	WATER DIST MAINS	116.69
117641	PARADISE WEST LLC		WATER/SEWER OPERATION	180.97
117642	PARTS STORE, THE	FILTERS	ER&R	69.71
	PARTS STORE, THE	EMBLEMS	ER&R	89.29
	PARTS STORE, THE	RADIATOR	EQUIPMENT RENTAL	138.30
	PARTS STORE, THE	FILTERS	ER&R	194.53
117643	PARTSMaster	SHOP TOOLS	SMALL ENGINE SHOP	68.98
117644	PETERSHAGEN, GARY	HYDRANT METER REFUND	WATER/SEWER OPERATION	1,150.00
117645	PGC INTERBAY LLC	PROFESSIONAL SERVICES	PRO-SHOP	2.38
	PGC INTERBAY LLC		PRO-SHOP	30.12
	PGC INTERBAY LLC		MAINTENANCE	82.93
	PGC INTERBAY LLC		PRO-SHOP	144.00
	PGC INTERBAY LLC		MAINTENANCE	221.58
	PGC INTERBAY LLC		PRO-SHOP	257.22
	PGC INTERBAY LLC		MAINTENANCE	261.19
	PGC INTERBAY LLC		PRO-SHOP	304.66
	PGC INTERBAY LLC		PRO-SHOP	367.00
	PGC INTERBAY LLC		MAINTENANCE	728.76
	PGC INTERBAY LLC		MAINTENANCE	795.99
	PGC INTERBAY LLC		PRO-SHOP	1,331.29
	PGC INTERBAY LLC		GOLF COURSE	2,397.50
	PGC INTERBAY LLC		MAINTENANCE	3,115.38
	PGC INTERBAY LLC		PRO-SHOP	3,912.95
	PGC INTERBAY LLC		MAINTENANCE	3,922.59
	PGC INTERBAY LLC		GOLF COURSE	4,541.53
117646	PLATT ELECTRIC	LIGHTING SUPPLIES	FACILITY MAINTENANCE	96.59
	PLATT ELECTRIC		MAINT OF GENL PLANT	139.38
117647	PUD	ACCT #2011-4209-8	PARK & RECREATION FAC	8.10
	PUD	ACCT #2213-2916-2	GMA - STREET	16.70
	PUD	ACCT #2054-8182-3	GOLF ADMINISTRATION	17.01
	PUD	ACCT #2042-5946-9	TRAFFIC CONTROL DEVICES	18.14
	PUD	ACCT #2042-6034-3	TRAFFIC CONTROL DEVICES	18.14
	PUD	ACCT #2042-6262-0	TRAFFIC CONTROL DEVICES	18.14
	PUD	ACCT #2024-6102-6	MAINT OF GENL PLANT	19.33
	PUD	ACCT #2000-6146-3	PARK & RECREATION FAC	24.84
	PUD	ACCT #2009-7395-6	SEWER LIFT STATION	24.84
	PUD	ACCT #2005-0161-7	TRANSPORTATION MANAGEM	25.32
	PUD	ACCT #2200-2050-7	STREET LIGHTING	25.43
	PUD	ACCT #2048-2969-1	STREET LIGHTING	39.28
	PUD	ACCT #2027-9465-7	TRANSPORTATION MANAGEM	39.85
	PUD	ACCT #2004-4880-1	TRANSPORTATION MANAGEM	40.94
	PUD	ACCT #2024-2648-2	PUBLIC SAFETY BLDG	43.85
	PUD	ACCT #2035-0002-0	STREET LIGHTING	44.40
	PUD	ACCT #2022-9424-5	SEWER LIFT STATION	50.25
	PUD	ACCT #2006-6043-9	STREET LIGHTING	57.53
	PUD	ACCT #2022-8858-5	TRANSPORTATION MANAGEM	57.62
	PUD	ACCT #2039-9634-3	STREET LIGHTING	58.93
	PUD	ACCT #2023-0330-1	SEWER LIFT STATION	64.34
	PUD	ACCT #2020-1181-3	PUMPING PLANT	68.33
	PUD	ACCT #2016-2888-0	WASTE WATER TREATMENT F	70.97
	PUD	ACCT #2211-1593-4	MAINT OF GENL PLANT	71.53
	PUD	ACCT #2016-7563-4	WASTE WATER TREATMENT F	86.25

**CITY OF MARYSVILLE
 INVOICE LIST
 FOR INVOICES FROM 6/15/2017 TO 6/21/2017**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117647	PUD	ACCT #2206-8134-0	STORM DRAINAGE	87.34
	PUD	ACCT #2032-9121-6	GENERAL SERVICES - OVERH	101.59
	PUD	ACCT #2012-2506-7	PARK & RECREATION FAC	107.49
	PUD	ACCT #2019-0963-7	SEWER LIFT STATION	121.33
	PUD	ACCT #2200-2051-1	STREET LIGHTING	212.92
	PUD	ACCT #2213-2008-8	SUNNYSIDE FILTRATION PLAI	465.09
	PUD	ACCT #2021-7733-3	MAINT OF GENL PLANT	662.80
	PUD	ACCT #2015-8728-4	WASTE WATER TREATMENT F	849.91
	PUD	ACCT #2000-2187-1	COURT FACILITIES	1,022.05
	PUD	ACCT #2016-3968-9	MAINT OF GENL PLANT	1,193.29
	PUD	ACCT #2016-1747-9	CITY HALL	1,298.98
117648	RAILROAD MANAGEMENT	SEWER PIPELINE CROSSING LICENS	UTIL ADMIN	194.55
117649	RAM SPV II, LLC	MODULAR RENTALS	STORM DRAINAGE	436.40
	RAM SPV II, LLC		SEWER SERV MAINT	436.40
117650	RAPP, COLLEEN		WATER/SEWER OPERATION	20.80
117651	RAY, SCOTT		WATER/SEWER OPERATION	25.00
117652	REED, BECKY & SCOTT		WATER/SEWER OPERATION	102.21
117653	RESA POWER SOLUTIONS	TEST EVALUATION-WWTP FILTER PR	WASTE WATER TREATMENT F	90.00
117654	ROBBINS, TAMARA	INSTRUCTOR SERVICES	RECREATION SERVICES	165.40
	ROBBINS, TAMARA		RECREATION SERVICES	358.20
117655	ROBERTS, FRANK	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117656	ROY ROBINSON	EGR VALVE ASSY AND GASKET	EQUIPMENT RENTAL	266.41
117657	RPM REAL ESTATE HOLD		WATER/SEWER OPERATION	644.12
117658	SAFEWAY INC.	SUPPLIES	POLICE ADMINISTRATION	14.99
	SAFEWAY INC.		POLICE PATROL	17.49
117659	SAFEWAY INC.	MEETING SUPPLIES	PROTECTIVE INSPECTIONS	15.42
	SAFEWAY INC.		UTIL ADMIN	25.98
117660	SALVATION ARMY	RENTAL DEPOSIT REFUND	GENERAL FUND	250.00
117661	SCHOOLCRAFT, RANDY	REIMBURSE MEALS-CONFERENCE	UTIL ADMIN	24.95
117662	SCORE	INMATE MEDICAL	DETENTION & CORRECTION	9.50
	SCORE	INMATE HOUSING	DETENTION & CORRECTION	16,860.90
117663	SIMPSON SAND & GRAV	10 YARD (OVERS)	STORM DRAINAGE	30.00
117664	SIX ROBBLEES INC	SIGNAL LENS	ER&R	39.96
117665	SONITROL	SECURITY MONITORING SERVICES	UTIL ADMIN	139.00
	SONITROL		COMMUNITY CENTER	149.00
	SONITROL		PUBLIC SAFETY BLDG	168.00
	SONITROL		PARK & RECREATION FAC	276.00
	SONITROL		MAINT OF GENL PLANT	303.00
	SONITROL		CITY HALL	348.00
	SONITROL		WASTE WATER TREATMENT F	514.19
117666	SOUND PUBLISHING	CALL FOR BIDS	GMA - STREET	195.76
117667	SOUND PUBLISHING	ADVERTISING	OPERA HOUSE	135.00
	SOUND PUBLISHING		RECREATION SERVICES	175.00
117668	SOUND SAFETY	BOOTS-DOUGLAS	SOLID WASTE OPERATIONS	168.39
117669	STAPLES	OFFICE SUPPLIES	COMMUNITY DEVELOPMENT-	15.67
117670	STETNER, ANTON		WATER/SEWER OPERATION	108.69
117671	STONEWAY ELECTRIC	LIGHT CREDIT	MAINTENANCE	-2,997.04
	STONEWAY ELECTRIC	ACCESSORY CREDIT	MAINTENANCE	-22.91
	STONEWAY ELECTRIC	LIGHTS	MAINTENANCE	1,832.88
	STONEWAY ELECTRIC		MAINTENANCE	4,545.70
117672	SUEZ TREATMENT	UV ORDER	WASTE WATER TREATMENT F	4,134.68
117673	SWEET, JESSICA	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117674	SWICK-LAFAVE, JULIE	REIMBURSE JAIL SUPPLY EXPENSE	DETENTION & CORRECTION	58.88
117675	SYKES, CASSANDRA	INSTRUCTOR SERVICES	RECREATION SERVICES	140.00
	SYKES, CASSANDRA		RECREATION SERVICES	161.00
	SYKES, CASSANDRA		RECREATION SERVICES	184.00
117676	TAUTFEST, JENI	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00

**CITY OF MARYSVILLE
 INVOICE LIST
 FOR INVOICES FROM 6/15/2017 TO 6/21/2017**

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117677	TEAMSTERS PENSION	FINANCE CHARGES ON TEAMSTER PE	NON-DEPARTMENTAL	101.68
117678	THYSSENKRUPP ELEVATO	PREVENTATIVE MAINTENANCE	PUBLIC SAFETY BLDG	294.31
	THYSSENKRUPP ELEVATO		CITY HALL	294.31
117679	TRAFFIC SAFETY SUPPL	PUNCH POSTS AND ANCHORS	TRANSPORTATION MANAGEM	2,143.82
117680	TULALIP TRIBAL COURT	BAIL POSTED	GENERAL FUND	500.00
117681	ULINE	FLOOR MAT	UTIL ADMIN	218.12
117682	WARD, KEVIN	REIMBURSE MEAL	UTIL ADMIN	14.00
117683	WEST PAYMENT CENTER	WEST INFORMATION CHARGES	POLICE INVESTIGATION	246.41
	WEST PAYMENT CENTER		LEGAL - PROSECUTION	425.49
	WEST PAYMENT CENTER		LEGAL-GENL	425.50
117684	WESTERN EQUIPMENT	IGNITION KEYS	SMALL ENGINE SHOP	61.45
117685	WESTERN PETERBILT	RETURN REGULATOR	EQUIPMENT RENTAL	-247.05
	WESTERN PETERBILT	REGULATOR, SEAL, WINDOW AND HA	EQUIPMENT RENTAL	775.48
117686	WESTERN SYSTEMS	BATTERIES, SOLAR ENGINES, LIGH	CITY STREET-GENL	9,688.08
117687	WHITE CAP CONSTRUCT	MARKING WAND, BATTERIES AND PA	TRANSPORTATION MANAGEM	91.12
117688	WIDE FORMAT COMPANY	MAINTENANCE AGREEMENT KIP PRIN	UTIL ADMIN	106.92
117689	WILLIAMS, NATALIE	REFUND CLASS FEES	PARKS-RECREATION	50.00
117690	WINCO FOODS LLC	INMATE MEALS	DETENTION & CORRECTION	831.60
117691	WOOLERY, LEESHA		WATER/SEWER OPERATION	40.12
117692	WREDE, JENELLE	REFUND CLASS FEES	PARKS-RECREATION	209.00
117693	YAKIMA COUNTY DOC	INMATE HOUSING	DETENTION & CORRECTION	9,057.11
117694	ZUMAR INDUSTRIES	SIGNS AND CHEVRONS	TRANSPORTATION MANAGEM	821.20

WARRANT TOTAL: 918,706.97

CHECK #116969	INITIATOR ERROR	(3318.58)
CHECK #117118	WRONG VENDOR	(2143.82)
CHECK #117196	TRAINING CANCELLED	(90.00)
CHECK #117219	TRAINING CANCELLED	(380.00)

912,774.57

REASON FOR VOIDS:
 UNCLAIMED PROPERTY
 INITIATOR ERROR
 WRONG VENDOR
 CHECK LOST/DAMAGED IN MAIL

Index #3

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Payroll	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS: Blanket Certification	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

RECOMMENDED ACTION: The Finance and Executive Departments recommend City Council approve the June 20, 2017 payroll in the amount \$1,249,421.28, EFT Transactions and Check No.'s 30852 through 30905.
COUNCIL ACTION:

Index #4

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Claims	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS: Claims Listings	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

Please see attached.

RECOMMENDED ACTION:

The Finance and Executive Departments recommend City Council approve the June 28, 2017 claims in the amount of \$914,053.92 paid by EFT transactions and Check No. 117695 through 117822 with Check No.'s 93671, 108078, 117373 & 117574 voided.

COUNCIL ACTION:

BLANKET CERTIFICATION

CLAIMS
FOR
PERIOD-6

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE **CLAIMS** IN THE AMOUNT OF **\$914,053.92 PAID BY EFT TRANSACTIONS AND CHECK NO.'S 117695 THROUGH 117822 WITH CHECK NO.'S 93671, 108078, 117373 & 117574 VOIDED** ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF MARYSVILLE, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND TO CERTIFY SAID CLAIMS.

AUDITING OFFICER

DATE

MAYOR

DATE

WE, THE UNDERSIGNED COUNCIL MEMBERS OF MARYSVILLE, WASHINGTON DO HEREBY APPROVE FOR PAYMENT THE ABOVE MENTIONED **CLAIMS** ON THIS **10th DAY OF JULY 2017.**

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117695	REVENUE, DEPT OF	SALES & USE TAXES	GARBAGE	-379.00
	REVENUE, DEPT OF		INFORMATION SERVICES	0.01
	REVENUE, DEPT OF		INFORMATION SERVICES	0.01
	REVENUE, DEPT OF		CITY CLERK	2.22
	REVENUE, DEPT OF		COMMUNITY DEVELOPMENT-	3.53
	REVENUE, DEPT OF		RECREATION SERVICES	19.30
	REVENUE, DEPT OF		POLICE ADMINISTRATION	36.06
	REVENUE, DEPT OF		GMA-PARKS	136.05
	REVENUE, DEPT OF		GENERAL FUND	248.34
	REVENUE, DEPT OF		ER&R	387.74
	REVENUE, DEPT OF		GOLF ADMINISTRATION	446.66
	REVENUE, DEPT OF		CITY STREETS	948.63
	REVENUE, DEPT OF		WATER/SEWER OPERATION	2,173.41
	REVENUE, DEPT OF		STORM DRAINAGE	5,005.62
	REVENUE, DEPT OF		GOLF COURSE	8,801.60
	REVENUE, DEPT OF		SOLID WASTE OPERATIONS	21,215.69
	REVENUE, DEPT OF		UTIL ADMIN	50,528.61
117696	LICENSING, DEPT OF	GUN DEALERS LICENSE MARYSVILLE	GENERAL FUND	125.00
	LICENSING, DEPT OF		GENERAL FUND	125.00
117697	LICENSING, DEPT OF	CPL BATCH 6/23/17	GENERAL FUND	333.00
117698	LICENSING, DEPT OF		GENERAL FUND	372.00
117699	ARAMARK UNIFORM	UNIFORM SERVICE	SMALL ENGINE SHOP	6.55
	ARAMARK UNIFORM		EQUIPMENT RENTAL	75.17
117700	ARLINGTON, CITY OF	ARL CHRISTIAN SCHOOL	SOURCE OF SUPPLY	68.80
117701	AWWA	STANDARDS ON CD UPDATE SERVICE	UTIL ADMIN	767.00
117702	BANK OF AMERICA	SUPPLY REIMBURSEMENT	ER&R	-7.74
	BANK OF AMERICA		SMALL ENGINE SHOP	92.81
117703	BARKER, ROCHELLE	REIMBURSE POSTAGE EXPENSE	LEGAL-GENL	23.75
117704	BHC CONSULTANTS	PROFESSIONAL SERVICES	SEWER CAPITAL PROJECTS	2,484.31
117705	BICKFORD FORD	SEAT HANDLE	EQUIPMENT RENTAL	57.09
117706	BILLING DOCUMENT SPE	BILL PRINTING SERVICE	UTILITY BILLING	2,005.89
117707	BOTESCH, NASH & HALL	ARCHITECTURAL DESIGN AND PLOTS	NON-DEPARTMENTAL	4,145.50
117708	BOUFFIOU, VALERIE	PRO-TEM SERVICES	MUNICIPAL COURTS	370.00
117709	BROCK, TINA	REIMBURSE WELLNESS COMMITTEE E	GENERAL FUND	-3.96
	BROCK, TINA		PERSONNEL ADMINISTRATION	78.23
117710	CANAM FABRICATIONS	REPAIR AERATOR # M214	WASTE WATER TREATMENT F	1,134.64
117711	CAPTAIN DIZZYS EXXON	CAR WASHES	POLICE PATROL	157.50
117712	CARDWELL, IRATXE	INTERPRETER SERVICES	COURTS	100.00
	CARDWELL, IRATXE		COURTS	100.00
117713	CEMEX	ASPHALT	ROADWAY MAINTENANCE	158.26
	CEMEX		ROADWAY MAINTENANCE	196.28
117714	CENTRAL WELDING SUPP	GLOVES AND WYPALL WIPES	ER&R	582.20
117715	CHAMPION BOLT	LOCTITE, PROTECTANT, LINKS AND	WASTE WATER TREATMENT F	52.88
117716	CHEMTRADE CHEMICALS	ALUMINUM SULFATE	WASTE WATER TREATMENT F	3,714.28
	CHEMTRADE CHEMICALS		WASTE WATER TREATMENT F	4,079.81
117717	COLUMBIA FORD	2017 FORD POLICE INTERCEPTOR	EQUIPMENT RENTAL	35,470.92
	COLUMBIA FORD	2017 FORD F150	EQUIPMENT RENTAL	38,329.42
117718	COMCAST	MONTHLY BROADBAND CHARGES	COMPUTER SERVICES	131.21
117719	CONCUT, INC	BLADES	ROADWAY MAINTENANCE	737.21
117720	COOP SUPPLY	K-9 FOOD	K9 PROGRAM	123.26
	COOP SUPPLY	TOOLS	PARK & RECREATION FAC	282.47
117721	COPIERS NORTHWEST	PRINTER/COPIER CHARGES	PERSONNEL ADMINISTRATION	52.70
	COPIERS NORTHWEST		PROBATION	136.38
	COPIERS NORTHWEST		WASTE WATER TREATMENT F	150.30
	COPIERS NORTHWEST		UTILITY BILLING	171.28
	COPIERS NORTHWEST		CITY CLERK	191.05
	COPIERS NORTHWEST		FINANCE-GENL	191.05
	COPIERS NORTHWEST		LEGAL - PROSECUTION	270.36
	COPIERS NORTHWEST		EXECUTIVE ADMIN	323.06
	COPIERS NORTHWEST		POLICE INVESTIGATION	362.55
	COPIERS NORTHWEST		DETENTION & CORRECTION	492.50

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117721	COPIERS NORTHWEST	PRINTER/COPIER CHARGES	OFFICE OPERATIONS	2,410.48
117722	CORNWELL TOOLS	GRAPHIC REMOVER	EQUIPMENT RENTAL	509.61
117723	CRIMINAL INVESTIGATI	REPLENISH CRIMINAL INVESTIGATI	POLICE INVESTIGATION	3,275.00
117724	CRIMINAL JUSTICE	TRAINING-STEWART	POLICE TRAINING-FIREARMS	600.00
117725	CRYSTAL SPRINGS	WATER COOLER RENTAL AND BOTTLE	SOLID WASTE OPERATIONS	58.25
	CRYSTAL SPRINGS		WASTE WATER TREATMENT F	216.85
117726	CTS LANGUAGE LINK	INTERPRETER SERVICES	COURTS	26.04
	CTS LANGUAGE LINK		COURTS	38.50
117727	CUES	WHEEL KIT	STORM DRAINAGE	2,022.24
117728	DAVIS DOOR	ROLL UP DOOR REPLACEMENT	MAINT OF GENL PLANT	2,178.73
117729	DELL	WORKSTATION	IS REPLACEMENT ACCOUNTS	1,544.74
	DELL	SERVER WARRANTY EXTENSION	COMPUTER SERVICES	3,649.77
	DELL	WORKSTATIONS	IS REPLACEMENT ACCOUNTS	5,161.68
117730	DICKS TOWING	TOWING EXPENSE-174JKB NISSAN	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-25821	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-26408	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-26558	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-27088	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-27628	POLICE PATROL	43.64
	DICKS TOWING	TOWING EXPENSE-MP17-27730	POLICE PATROL	43.64
117731	DIGITAL DOLPHIN SUPP	TONER	GENERAL FUND	-29.35
	DIGITAL DOLPHIN SUPP		GENERAL FUND	-18.69
	DIGITAL DOLPHIN SUPP		POLICE ADMINISTRATION	224.04
	DIGITAL DOLPHIN SUPP		POLICE ADMINISTRATION	351.80
117732	DREYER, STACEY	REIMBURSE SUPPLY EXPENSES	POLICE TRAINING-FIREARMS	16.32
117733	DRUG BUY FUND	REPLENISH DRUG BUY FUND	POLICE PATROL	2,810.00
117734	DUNLAP INDUSTRIAL	GRINDING WHEELS	EQUIPMENT RENTAL	113.36
	DUNLAP INDUSTRIAL	SHOP VAC FILTERS	EQUIPMENT RENTAL	131.31
	DUNLAP INDUSTRIAL	BOOTS-CRAIN	UTIL ADMIN	200.00
117735	DUQUE-NAPIER, ANDREA	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117736	E&E LUMBER	FASTENERS	FACILITY REPLACEMENT	2.84
	E&E LUMBER	SAND CLOTH	PARK & RECREATION FAC	7.92
	E&E LUMBER	LUMBER	ROADSIDE VEGETATION	9.38
	E&E LUMBER	KEYS	WATER DIST MAINS	9.84
	E&E LUMBER	ZIP TIES	PARK & RECREATION FAC	10.45
	E&E LUMBER	MARKER AND FASTENERS	PARK & RECREATION FAC	11.12
	E&E LUMBER	BUSHINGS	WATER DIST MAINS	12.40
	E&E LUMBER	IRRIGATION REPAIR SUPPLIES	PARK & RECREATION FAC	23.39
	E&E LUMBER	MAILBOX AND FASTENERS	ROADSIDE VEGETATION	25.78
	E&E LUMBER	FIXTURE AND PRUNER	PARK & RECREATION FAC	28.78
	E&E LUMBER	HARDWARE	MAINT OF GENL PLANT	36.66
	E&E LUMBER	REDIMIX CONCRETE	ROADSIDE VEGETATION	37.05
	E&E LUMBER	OUTLETS AND SANDPAPER	WATER DIST MAINS	39.07
	E&E LUMBER	BLOCK SETS	PARK & RECREATION FAC	48.12
	E&E LUMBER	HANDLE AND SIMPLE GREEN	TRANSPORTATION MANAGEM	48.16
	E&E LUMBER	LUMBER AND NAILS	ROADSIDE VEGETATION	84.78
	E&E LUMBER	PAINT, FUNNEL AND STIR STICKS	TRAFFIC CONTROL DEVICES	88.62
	E&E LUMBER	TOOLS	PARK & RECREATION FAC	115.16
	E&E LUMBER	79TH AVE TRAFFIC CIRCLE SUPPLI	TRANSPORTATION MANAGEM	134.53
	E&E LUMBER		ROADWAY MAINTENANCE	134.54
	E&E LUMBER	TRASH CANS AND TAPE	PARK & RECREATION FAC	150.21
	E&E LUMBER	PLYWOOD	WASTE WATER TREATMENT F	150.82
	E&E LUMBER	SONOTUBES	PARK & RECREATION FAC	195.51
	E&E LUMBER	PLYWOOD AND SAW BLADES	PUBLIC SAFETY BLDG	270.83
	E&E LUMBER	TRASH CANS, CHAINS, EYE BOLTS	ROADSIDE VEGETATION	495.35
	E&E LUMBER	PAINT AND SUPPLIES	PARK & RECREATION FAC	764.10
117737	EAGLE FENCE	REMOVE AND INSTALL FENCE SLATS	STORM DRAINAGE	2,263.83
117738	EAST JORDAN IRON WOR	CATCH BASIN GRATES	STORM DRAINAGE	286.13
	EAST JORDAN IRON WOR	VALVE INSERTS AND TOPS	WATER DIST MAINS	1,484.20
117739	ERICKSON, MATTHEW	REIMBURSE CDL RENEWAL FEES	EQUIPMENT RENTAL	102.00
117740	EVERETT TIRE & AUTO	TIRES	ER&R	780.96

CITY OF MARYSVILLE
INVOICE LIST
FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117741	EVERETT, CITY OF	LAB ANALYSIS	STORM DRAINAGE	432.00
	EVERETT, CITY OF		WASTE WATER TREATMENT F	885.60
	EVERETT, CITY OF	ANIMAL SHELTER FEES	COMMUNITY SERVICES UNIT	3,690.00
117742	EVERGREEN STATE	REFUND ONLINE MECHANICAL PERMI	NON-BUS LICENSES AND PEF	13,910.00
117743	FRONTIER COMMUNICATI	ACCT #36065125170927115	STREET LIGHTING	48.97
	FRONTIER COMMUNICATI	ACCT #36065827660617105	MUNICIPAL COURTS	68.25
	FRONTIER COMMUNICATI	ACCT #36065831360617105	MUNICIPAL COURTS	68.25
	FRONTIER COMMUNICATI	ACCT #36065962121015935	MAINT OF GENL PLANT	68.25
	FRONTIER COMMUNICATI	ACCT #36065976670111075	OFFICE OPERATIONS	68.25
	FRONTIER COMMUNICATI	ACCT #25300981920624965	SEWER LIFT STATION	85.62
	FRONTIER COMMUNICATI	ACCT #36065191230801065	WATER FILTRATION PLANT	99.81
117744	GENUINE AUTO GLASS	REPLACE WINDSHIELD	EQUIPMENT RENTAL	568.48
117745	GILLINGS, FRED	REIMBURSE CONFERENCE EXPENSE	MUNICIPAL COURTS	104.05
117746	GRANITE CONST	ASPHALT	ROADWAY MAINTENANCE	329.58
117747	GRAVITY PAYMENTS	TRANSACTION FEES	UTILITY BILLING	7,855.82
117748	GREENER CARPET CLEAN	CARPET CLEANING	OPERA HOUSE	279.96
117749	GREENSHIELDS	FITTING	EQUIPMENT RENTAL	3.82
117750	GRIFFEN, CHRIS	PUBLIC DEFENDER	PUBLIC DEFENSE	225.00
117751	HACH COMPANY	SILICONE TUBING AND KIT	WASTE WATER TREATMENT F	1,032.52
	HACH COMPANY	SENSOR	WASTE WATER TREATMENT F	1,134.64
117752	HAGGEN INC.	INTERVIEW EXPENSE	GENERAL SERVICES - OVERH	32.70
117753	HARBOR FREIGHT TOOLS	AIR HOSE	WATER RESERVOIRS	19.74
117754	HARBORTECH MOBILITY	WIFI REPLACEMENT CONFIGURATION	IS REPLACEMENT ACCOUNTS	981.90
	HARBORTECH MOBILITY	WIFI ACCESS POINT REPLACEMENTS	IS REPLACEMENT ACCOUNTS	4,218.67
117755	HB JAEGER COMPANY	ADAPTER AND SETTER	WATER/SEWER OPERATION	380.32
117756	HD FOWLER COMPANY	RETURN GRATE	STORM DRAINAGE	-34.93
	HD FOWLER COMPANY	REPAIR CLAMP	WATER SERVICE INSTALL	26.88
	HD FOWLER COMPANY	PIPE	STORM DRAINAGE	47.81
	HD FOWLER COMPANY	QUICK JOINTS	WATER/SEWER OPERATION	223.61
	HD FOWLER COMPANY	HERSEY CLOCKS	WATER CROSS CNTL	462.28
	HD FOWLER COMPANY	PIPE, END CAPS, GRATE AND COUP	STORM DRAINAGE	528.29
	HD FOWLER COMPANY	RESETTERS, QUICK JOINTS AND CO	WATER/SEWER OPERATION	535.83
	HD FOWLER COMPANY	LAMPS	PUMPING PLANT	2,456.93
117757	HDR ENGINEERING	PROFESSIONAL SERVICES	GMA - STREET	35,488.11
117758	HENNIG, JEANINE TULL	INSTRUCTOR SERVICES	RECREATION SERVICES	115.20
	HENNIG, JEANINE TULL		RECREATION SERVICES	126.00
	HENNIG, JEANINE TULL		RECREATION SERVICES	268.80
	HENNIG, JEANINE TULL		RECREATION SERVICES	268.80
117759	HERITAGE BANK	RELEASE RETAINAGE PAY EST #1-T	ARTERIAL STREET-GENL	2,997.91
	HERITAGE BANK	RELEASE RETAINAGE PAY EST #6-D	SURFACE WATER CAPITAL PF	7,013.91
	HERITAGE BANK	RELEASE RETAINAGE PAY EST #1-S	SEWER CAPITAL PROJECTS	11,039.73
117760	HYLARIDES, LETTIE	INTERPRETER SERVICES	COURTS	112.50
117761	J. THAYER COMPANY	OFFICE SUPPLIES	UTIL ADMIN	156.55
117762	KENWORTH NORTHWEST	FUEL FILTERS	ER&R	81.94
117763	KIM, JAMIE S.	PUBLIC DEFENDER	PUBLIC DEFENSE	247.50
	KIM, JAMIE S.		PUBLIC DEFENSE	247.50
117764	KING, SHERRY JO	PRO-TEM SERVICES	MUNICIPAL COURTS	1,110.00
117765	LARSON, BECKY	REFUND CLASS FEES	PARKS-RECREATION	159.00
117766	LASTING IMPRESSIONS	TSHIRTS	ER&R	567.65
117767	LOOMIS	ARMORED TRUCK SERVICE	COMMUNITY DEVELOPMENT-	97.30
	LOOMIS		UTIL ADMIN	97.30
	LOOMIS		GOLF ADMINISTRATION	155.68
	LOOMIS		UTILITY BILLING	194.60
	LOOMIS		POLICE ADMINISTRATION	389.20
	LOOMIS		MUNICIPAL COURTS	389.20
117768	MARYSVILLE AWARDS	SOFTBALL PLAQUES	RECREATION SERVICES	133.10
117769	MARYSVILLE PRINTING	BUSINESS CARDS	K9 PROGRAM	146.14
	MARYSVILLE PRINTING	DOOR HANGERS	COMMUNITY SERVICES UNIT	566.77
117770	MARYSVILLE, CITY OF	UTILITY SERVICE-5300 SUNNYSIDE	SEWER LIFT STATION	57.89
	MARYSVILLE, CITY OF	UTILITY SERVICE-6915 ARMAR RD	PARK & RECREATION FAC	113.25
	MARYSVILLE, CITY OF		PARK & RECREATION FAC	165.47

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117770	MARYSVILLE, CITY OF	UTILITY SERVICE-6915 ARMAR RD	PARK & RECREATION FAC	183.75
	MARYSVILLE, CITY OF		PARK & RECREATION FAC	269.46
	MARYSVILLE, CITY OF	UTILITY SERVICE-7115 GROVE ST	GOLF ADMINISTRATION	279.22
	MARYSVILLE, CITY OF	UTILITY SERVICE-5315 64TH ST N	PARK & RECREATION FAC	303.62
	MARYSVILLE, CITY OF	UTILITY SERVICE-7007 GROVE ST	GOLF ADMINISTRATION	1,099.15
	MARYSVILLE, CITY OF	UTILITY SERVICE-6915 ARMAR RD	PARK & RECREATION FAC	2,165.03
	MARYSVILLE, CITY OF		PARK & RECREATION FAC	2,461.42
117771	MCCAIN TRAFFIC SPLY	ALDER/GROVE SIGNAL	TRANSPORTATION MANAGEM	1,559.05
117772	MODULAR SPACE	TRAILER RENTAL PAYMENT	WATER QUAL TREATMENT	97.99
	MODULAR SPACE		WASTE WATER TREATMENT F	97.99
	MODULAR SPACE		STORM DRAINAGE	98.00
117773	MOTOR TRUCKS	COOLANT	ER&R	173.15
117774	NESS & CAMPBELL CRAN	CRANE SERVICE	WASTE WATER TREATMENT F	1,719.42
117775	NORTH COAST ELECTRIC	MODULES	WATER FILTRATION PLANT	5,260.75
117776	NORTH COUNTY OUTLOOK	ADVERTISING	EXECUTIVE ADMIN	250.00
117777	NORTH SOUND HOSE	HOSE AND COUPLING	EQUIPMENT RENTAL	42.21
	NORTH SOUND HOSE	PIPE FITTINGS	SEWER MAIN COLLECTION	50.53
117778	NORTHSTAR CHEMICAL	SODIUM HYPOCHLORITE	WATER FILTRATION PLANT	702.00
	NORTHSTAR CHEMICAL		WATER QUAL TREATMENT	702.00
117779	OFFICE DEPOT	OFFICE SUPPLIES	ENGR-GENL	18.55
	OFFICE DEPOT		UTIL ADMIN	25.18
	OFFICE DEPOT	HEADPHONES	POLICE INVESTIGATION	60.21
	OFFICE DEPOT	OFFICE SUPPLIES	POLICE PATROL	63.43
	OFFICE DEPOT		FINANCE-GENL	65.44
	OFFICE DEPOT		CITY CLERK	65.44
	OFFICE DEPOT		CITY COUNCIL	65.44
	OFFICE DEPOT	AWARDS	POLICE ADMINISTRATION	69.68
	OFFICE DEPOT	OFFICE SUPPLIES	OFFICE OPERATIONS	96.40
	OFFICE DEPOT		UTILITY BILLING	121.37
	OFFICE DEPOT	CHAIR AND TABLE	POLICE INVESTIGATION	142.63
	OFFICE DEPOT	OFFICE SUPPLIES	OFFICE OPERATIONS	188.67
	OFFICE DEPOT		POLICE PATROL	222.17
	OFFICE DEPOT		EQUIPMENT RENTAL	486.02
117780	OREILLY AUTO PARTS	LOCK PINS	STORM DRAINAGE	48.53
	OREILLY AUTO PARTS		SEWER MAIN COLLECTION	48.53
117781	PACIFIC GOLF & TURF	BLADES AND ROLLERS	PARK & RECREATION FAC	1,180.64
117782	PACIFIC POWER BATTER	BATTERIES	COURT FACILITIES	14.62
	PACIFIC POWER BATTER	BATTERY PACK	POLICE PATROL	119.46
117783	PART WORKS INC, THE	HINGES	PARK & RECREATION FAC	78.70
	PART WORKS INC, THE		PARK & RECREATION FAC	98.59
117784	PARTS STORE, THE	FILTER CREDIT	ER&R	-30.05
	PARTS STORE, THE	FILTERS	ER&R	166.76
	PARTS STORE, THE		ER&R	311.12
117785	PETEK, MICHAEL	REIMBURSE WDM1 EXAM FEES	UTIL ADMIN	185.00
117786	PHAM, JOSEPH	INTERPRETER SERVICES	COURTS	125.00
117787	PICK OF THE LITTER	GRAPHIC DESIGN	EXECUTIVE ADMIN	439.85
117788	PREVIEW PROPERTIES N	UB 811411600001 5212 GROVE ST	WATER/SEWER OPERATION	96.25
	PREVIEW PROPERTIES N		WATER/SEWER OPERATION	237.42
117789	PUD	ACCT #2051-3624-5	SEWER LIFT STATION	15.90
	PUD	ACCT #2024-6103-4	UTIL ADMIN	16.20
	PUD	ACCT #2211-0009-2	GMA - STREET	18.14
	PUD	ACCT #2023-7865-9	MAINT OF GENL PLANT	18.71
	PUD	ACCT #2020-3113-4	PUMPING PLANT	19.46
	PUD	ACCT #2024-9948-9	COMMUNITY EVENTS	20.36
	PUD	ACCT #2016-7213-6	SEWER LIFT STATION	22.13
	PUD	ACCT #2016-6804-3	PARK & RECREATION FAC	22.69
	PUD	ACCT #2051-9537-3	PARK & RECREATION FAC	22.98
	PUD	ACCT #2024-7643-8	SEWER LIFT STATION	26.80
	PUD	ACCT #2035-6975-1	STORM DRAINAGE	27.21
	PUD	ACCT #2207-9273-3	STREET LIGHTING	29.18
	PUD	ACCT #2021-7815-8	SEWER LIFT STATION	30.21

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117789	PUD	ACCT #2016-1018-5	TRANSPORTATION MANAGEM	30.86
	PUD	ACCT #2026-9433-7	TRANSPORTATION MANAGEM	34.20
	PUD	ACCT #2006-5074-5	TRANSPORTATION MANAGEM	35.18
	PUD	ACCT #2021-4048-9	TRANSPORTATION MANAGEM	39.47
	PUD	ACCT #2016-7089-0	TRANSPORTATION MANAGEM	41.24
	PUD	ACCT #2031-9973-2	TRANSPORTATION MANAGEM	42.06
	PUD	ACCT #2030-0516-0	STREET LIGHTING	44.49
	PUD	ACCT #2034-3089-7	STREET LIGHTING	44.77
	PUD	ACCT #2020-1258-9	PARK & RECREATION FAC	48.14
	PUD	ACCT #2021-7595-6	TRAFFIC CONTROL DEVICES	48.60
	PUD	ACCT #2005-7184-2	TRANSPORTATION MANAGEM	51.04
	PUD	ACCT #2025-2469-0	PUMPING PLANT	51.63
	PUD	ACCT #2023-6854-4	TRANSPORTATION MANAGEM	54.67
	PUD	ACCT #2035-1961-6	NON-DEPARTMENTAL	56.19
	PUD	ACCT #2008-2727-7	TRANSPORTATION MANAGEM	57.92
	PUD	ACCT #2021-4311-1	TRANSPORTATION MANAGEM	59.50
	PUD	ACCT #2023-6855-1	PARK & RECREATION FAC	60.39
	PUD	ACCT #2000-8403-6	TRANSPORTATION MANAGEM	67.69
	PUD	ACCT #2020-0032-9	PARK & RECREATION FAC	70.58
	PUD	ACCT #2006-2538-2	SEWER LIFT STATION	71.69
	PUD	ACCT #2207-6180-7	OPERA HOUSE	73.41
	PUD	ACCT #2032-3100-6	TRANSPORTATION MANAGEM	79.60
	PUD	ACCT #2007-9006-1	PARK & RECREATION FAC	79.67
	PUD	ACCT #2052-3773-8	TRAFFIC CONTROL DEVICES	80.33
	PUD	ACCT #2025-5745-0	STREET LIGHTING	81.75
	PUD	ACCT #2024-6354-3	SEWER LIFT STATION	96.16
	PUD	ACCT #2010-2169-8	PARK & RECREATION FAC	97.07
	PUD	ACCT #2052-3927-0	TRAFFIC CONTROL DEVICES	97.53
	PUD	ACCT #2207-6117-5	OPERA HOUSE	107.46
	PUD	ACCT #2208-3888-2	TRAFFIC CONTROL DEVICES	109.91
	PUD	ACCT #2048-2122-7	TRAFFIC CONTROL DEVICES	160.03
	PUD	ACCT #2032-2345-8	PARK & RECREATION FAC	170.79
	PUD	ACCT #2054-1976-5	PUBLIC SAFETY BLDG	187.16
	PUD	ACCT #2004-7954-1	COMMUNITY CENTER	191.28
	PUD	ACCT #2010-2160-7	PARK & RECREATION FAC	199.26
	PUD	ACCT #2012-4769-9	STREET LIGHTING	200.53
	PUD	ACCT #2000-7044-9	TRANSPORTATION MANAGEM	223.09
	PUD	ACCT #2023-0972-0	TRAFFIC CONTROL DEVICES	237.31
	PUD	ACCT #2010-6528-1	PARK & RECREATION FAC	239.26
	PUD	ACCT #2026-8928-7	WASTE WATER TREATMENT F	467.49
	PUD	ACCT #2208-2414-8	WASTE WATER TREATMENT F	548.84
	PUD	ACCT #2005-8648-5	SEWER LIFT STATION	771.48
	PUD	ACCT #2008-2454-8	MAINT OF GENL PLANT	1,361.14
	PUD	ACCT #2011-4725-3	PUMPING PLANT	1,620.84
	PUD	ACCT #2003-0347-7	WATER FILTRATION PLANT	1,844.92
	PUD	ACCT #2014-6303-1	PUBLIC SAFETY BLDG	3,159.28
	PUD	ACCT #2015-7792-1	PUMPING PLANT	4,251.92
	PUD	ACCT #2020-7500-8	WASTE WATER TREATMENT F	7,168.28
	PUD	ACCT #2014-2063-5	WASTE WATER TREATMENT F	9,124.98
	PUD	ACCT #2017-2118-0	WASTE WATER TREATMENT F	17,020.51
117790	PUGET SOUND SECURITY	KEYS MADE	POLICE PATROL	7.36
117791	PUGET SOUND SECURITY	SECURITY SERVICES	PROBATION	807.68
	PUGET SOUND SECURITY		MUNICIPAL COURTS	2,423.07
117792	RUSDEN, JOHN	PRO-TEM SERVICES	MUNICIPAL COURTS	370.00
	RUSDEN, JOHN		MUNICIPAL COURTS	1,110.00
117793	SHRED-IT US	MONTHLY SHREDDING SERVICE OVER	MUNICIPAL COURTS	-50.38
	SHRED-IT US		PROBATION	-16.79
	SHRED-IT US	MONTHLY SHREDDING SERVICE	PERSONNEL ADMINISTRATIO	4.56
	SHRED-IT US		CITY CLERK	9.12
	SHRED-IT US		PROBATION	16.79
	SHRED-IT US		POLICE PATROL	25.00

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117793	SHRED-IT US	MONTHLY SHREDDING SERVICE	DETENTION & CORRECTION	25.00
	SHRED-IT US		OFFICE OPERATIONS	25.00
	SHRED-IT US		POLICE INVESTIGATION	29.88
	SHRED-IT US		MUNICIPAL COURTS	50.38
117794	SMOKEY POINT CONCRET	ROCK	SEWER MAIN COLLECTION	497.92
	SMOKEY POINT CONCRET		WATER DIST MAINS	497.93
	SMOKEY POINT CONCRET		SEWER MAIN COLLECTION	765.34
	SMOKEY POINT CONCRET		WATER DIST MAINS	765.34
117795	SNO CO TREASURER	INMATE HOUSING	DETENTION & CORRECTION	46,803.27
117796	SOLID WASTE SYSTEMS	DIAGNOSE AND REPAIR #J025	EQUIPMENT RENTAL	7,744.93
117797	SOUND PUBLISHING	LEGAL ADS	CITY CLERK	226.84
117798	SOUND SAFETY	RAIN JACKETS	ER&R	145.23
117799	SOUTHERN COMPUTER	CABLE MANAGEMENT PANELS	COMPUTER SERVICES	233.53
117800	SPRINGBROOK NURSERY	TRUCK RENTAL	GMA - STREET	1,072.50
117801	SRV CONSTRUCTION	PAY ESTIMATE #1	ARTERIAL STREET-GENL	56,960.25
	SRV CONSTRUCTION	PAY ESTIMATE #6	SURFACE WATER CAPITAL PF133,264.33	
	SRV CONSTRUCTION	PAY ESTIMATE #1	SEWER CAPITAL PROJECTS	229,847.08
117802	STAPLES	OFFICE SUPPLIES	UTIL ADMIN	23.98
	STAPLES		PERSONNEL ADMINISTRATIOI	40.78
	STAPLES		PERSONNEL ADMINISTRATIOI	226.50
	STAPLES		MUNICIPAL COURTS	477.81
117803	STATE AUDITORS OFFIC	AUDIT PERIOD 16-16	NON-DEPARTMENTAL	7,548.25
	STATE AUDITORS OFFIC		UTIL ADMIN	7,548.25
117804	STATE PATROL	BACKGROUND CHECKS	PERSONNEL ADMINISTRATIOI	444.00
117805	STRATEGIES 360	PROFESSIONAL SERVICES	GENERAL SERVICES - OVERH	1,089.17
	STRATEGIES 360		WASTE WATER TREATMENT F	1,089.17
	STRATEGIES 360		UTIL ADMIN	1,452.22
117806	STRONG, KELLY	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117807	SUBURBAN PROPANE	PROPANE CHARGES	PARK & RECREATION FAC	431.46
117808	SUNSHINE PRESCHOOL	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117809	SURPLUS AMMO & ARMS	AMMUNITION	POLICE TRAINING-FIREARMS	1,208.01
117810	TAING, JANET	UB 624901000000 4901 104TH PL	WATER/SEWER OPERATION	185.94
117811	TAVARES, KELSEY	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
117812	TOWERS, LORRIE	REIMBURSE CONFERENCE EXPENSE	MUNICIPAL COURTS	456.93
117813	TRISKO, JUSTINE	REFUND CLASS FEES	PARKS-RECREATION	64.00
117814	ULINE	STEEL DRUMS	PARK & RECREATION FAC	1,136.49
117815	UNITED PARCEL SERVIC	SHIPPING EXPENSE-LATE FEE	POLICE PATROL	9.09
117816	UTILITIES UNDERGROUN	EXCAVATION NOTICES	UTILITY LOCATING	854.70
117817	VERIZON	WIRELESS CHARGES	PURCHASING/CENTRAL STOF	20.95
	VERIZON		CRIME PREVENTION	41.90
	VERIZON		UTILITY BILLING	41.90
	VERIZON		PERSONNEL ADMINISTRATIOI	55.15
	VERIZON		EQUIPMENT RENTAL	62.85
	VERIZON		PROPERTY TASK FORCE	110.30
	VERIZON		FACILITY MAINTENANCE	110.30
	VERIZON		FINANCE-GENL	120.30
	VERIZON		RECREATION SERVICES	159.90
	VERIZON		LEGAL-GENL	160.31
	VERIZON		LEGAL - PROSECUTION	165.45
	VERIZON		SOLID WASTE CUSTOMER EX	167.60
	VERIZON		PARK & RECREATION FAC	173.15
	VERIZON		OFFICE OPERATIONS	194.10
	VERIZON		YOUTH SERVICES	220.60
	VERIZON		COMMUNITY SERVICES UNIT	220.60
	VERIZON		EXECUTIVE ADMIN	230.60
	VERIZON		MUNICIPAL COURTS	245.47
	VERIZON		WATER SUPPLY MAINS	320.08
	VERIZON		WATER QUAL TREATMENT	346.44
	VERIZON		WASTE WATER TREATMENT F	392.12
	VERIZON		DETENTION & CORRECTION	401.45
	VERIZON		GENERAL SERVICES - OVERH	426.85

CITY OF MARYSVILLE
INVOICE LIST
 FOR INVOICES FROM 6/22/2017 TO 6/28/2017

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
117817	VERIZON	WIRELESS CHARGES	ENGR-GENL	434.02
	VERIZON		SOLID WASTE OPERATIONS	440.11
	VERIZON		STORM DRAINAGE	543.45
	VERIZON		COMMUNITY DEVELOPMENT-	556.64
	VERIZON		POLICE INVESTIGATION	601.93
	VERIZON		COMPUTER SERVICES	621.03
	VERIZON		POLICE ADMINISTRATION	793.72
	VERIZON		UTIL ADMIN	1,786.00
	VERIZON		POLICE PATROL	4,633.04
117818	VISCO INC	ALUMINUM BASES W/TOP ID	CITY STREETS	-699.79
	VISCO INC		STREET LIGHTING	8,389.79
117819	WATSON, KAITLIN	REFUND CLASS FEES	PARKS-RECREATION	159.00
117820	WAXIE SANITARY SUPPL	JANITORIAL SUPPLIES	PARK & RECREATION FAC	781.92
117821	WELLS, ANITA	RENTAL DEPOSIT REFUND	GENERAL FUND	500.00
117822	WFOA	2017 WFOA CONFERENCE-GRITTON	FINANCE-GENL	425.00

WARRANT TOTAL: 931,758.53

REASON FOR VOIDS:

- UNCLAIMED PROPERTY
- INITIATOR ERROR
- WRONG VENDOR
- CHECK LOST/DAMAGED IN MAIL

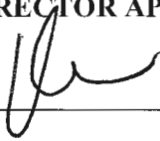
CHECK #93671	CHECK LOST IN MAIL	(333.67)
CHECK #108078	CHECK LOST IN MAIL	(185.94)
CHECK #117373	CHECK LOST IN MAIL	(13910.00)
CHECK #117574	WRONG VENDOR	(3275.00)

914,053.92

Index #5

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 7/10/2017

AGENDA ITEM:							
Project Acceptance – SR528 Pedestrian Signal							
PREPARED BY:	DIRECTOR APPROVAL:						
Jeff Laycock, City Engineer							
DEPARTMENT:							
Engineering							
ATTACHMENTS:							
Physical Completion Letter							
BUDGET CODE:	AMOUNT:						
30500030.563000, R1501	\$N/A						
SUMMARY:							
<p>The SR528 Pedestrian Signal project included a new High-Intensity Activated Crosswalk (HAWK) signal on State Route 528 between Alder Avenue and Quinn Avenue.</p> <p>The project is funded in part by City of Marysville Community Development Block Grant (CDBG) funds.</p> <p>The project was awarded to Totem Electric of Tacoma, Inc. on July 25, 2016 in the amount of \$250,559.00. The project was completed on April 21 at a total cost of \$245,837.22, which was \$4,721.78 or 1.88% lower than the original bid price.</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Construction Total:</td> <td style="text-align: right;">\$245,837.22</td> </tr> <tr> <td style="padding-left: 40px;"><u>Community Development Block Grant (CDBG):</u></td> <td style="text-align: right;"><u>-\$240,000.00</u></td> </tr> <tr> <td style="padding-left: 40px;">Total Construction Cost to the City:</td> <td style="text-align: right;">\$5,837.22</td> </tr> </table>		Construction Total:	\$245,837.22	<u>Community Development Block Grant (CDBG):</u>	<u>-\$240,000.00</u>	Total Construction Cost to the City:	\$5,837.22
Construction Total:	\$245,837.22						
<u>Community Development Block Grant (CDBG):</u>	<u>-\$240,000.00</u>						
Total Construction Cost to the City:	\$5,837.22						

RECOMMENDED ACTION:

Staff recommends that Council authorize the Mayor to accept the SR528 Pedestrian Signal (HAWK) project with Totem Electric of Tacoma, Inc., starting the 45-day lien period for project closeout.



PUBLIC WORKS
Kevin Nielsen, *Director*

80 Columbia Avenue
Marysville, Washington 98270
Phone (360) 363-8100
Fax (360) 363-8284

May 31, 2017

Totem Electric of Tacoma, Inc.
C/O Todd Prentiss, Project Manager
2332 Jefferson Avenue
Tacoma, WA 98402

Subject: SR 528 PEDESTRIAN SIGNAL (HAWK) – PHYSICAL COMPLETION

Dear Todd,

In accordance with Section 1-08.5 of the Standard Specifications, this project was considered physically complete as of Monday, May 22, 2017.

This notification does not constitute final acceptance. Recommendation for final acceptance will be sent to the City Council for approval at the first available council meeting and after the following items have been completed:

1. Affidavit of Wages Paid
2. Submit and process a final pay request

Upon obtaining all of the above documentation and acceptance by Council, a notice of completion of public works project will be sent to the following:

1. Certificate of Release from the Department of Revenue
2. Certificate of Release from the Employment Security Department
3. Certificate of Release from the Department of L&I

It has been a pleasure working with Totem Electric on this project. The City looks forward to working with you on future projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Laycock".

Jeff Laycock, P.E.
City Engineer

Index #6

CITY OF MARYSVILLE
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Subrecipient Agreement with Cocoon House awarding CDBG funds for homeless housing capital project know as Colby Avenue Youth Center.	AGENDA SECTION: Consent	
PREPARED BY: Amy Hess, Associate Planner	APPROVED BY:	
ATTACHMENT: 1. Subrecipient Agreement 2. CDBG Homeless Housing Project RFP 3. Summary of Applications 4. Cocoon House Application Packet		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On April 11, 2016, City Council approved reallocation of Community Development Block Grant (CDBG) funds from Program Years (PYs) 2014 and 2015 for an eligible Homeless Housing Project.

On April 29th, 2017, a Request for Proposals (RFP) was released for the availability of \$123,812.00 in federal funds for the development of homeless housing capital projects, including shelters, transitional housing, housing first units, and public facilities which are located with and directly support such housing, under the Community Development Block Grant.

Staff received three responses to the RFP. Attached is an Executive Summary of each of the applications received. Upon review of the applications, staff determined that, of the three, only one met the criteria outlined in the RFP. The application from Cocoon House for the Colby Avenue Youth Center is attached. The request was for the total amount available, \$123,812.00.

RECOMMENDED ACTION:

Staff recommends that Council authorize the Mayor to sign the subrecipient agreement for Cocoon House for the Colby Ave. Youth Center, between the City of Marysville and Cocoon House in the amount of \$123,812.

COUNCIL ACTION:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT AGREEMENT

AGREEMENT BETWEEN CITY OF MARYSVILLE

AND

Cocoon House

FOR

Colby Avenue Youth Center

THIS AGREEMENT (the "Agreement"), is made and entered this 1st day of July, 2017 by and between the City of Marysville, a Washington State municipal corporation (the "City") and Cocoon House, a nonprofit organization, organized under the laws of the state of Washington, located and doing business at 2929 Pine Street, Everett WA 98201 (the "Subrecipient").

WHEREAS, the City has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended ("HCD-A"), Public Law 93-383; and

WHEREAS, the City wishes to engage the Subrecipient to assist the City in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

This Agreement/grant award and the rights and obligations of both parties hereto shall be subject to and governed by the additional terms contained in Exhibits A - G, incorporation by this reference:

1. Scope of Service attached hereto or Exhibit "A",
2. General Terms and Conditions attached hereto as Exhibit "B"
3. Records to Maintain attached hereto as Exhibit "C",
4. Quarterly Program Report attached hereto as Exhibit "D",
5. Reimbursement Certification Request attached hereto as Exhibit "E",
6. Certification Regarding Debarment and Suspension attached hereto as Exhibit "F;" and
7. Certification Regarding Lobbying attached hereto as Exhibit "G."

This Agreement, and the additional terms incorporated, constitute the entire Agreement between the parties.

Either party may request a modification to the terms and conditions of this Agreement (for instance, the scope of services, project duration, performance or reporting standards, or other terms or conditions). Proposed modifications, which are mutually agreed upon, shall be incorporated by written amendment to this contract signed by both parties. The City and Subrecipient agree that this Agreement shall be modified if necessary to achieve compliance with federal, state, or local laws or regulations, requirements of the United States Department of Housing and Urban Development, or available funding amounts.

All services to be rendered or performed under this Agreement will be performed or rendered entirely at the Subrecipient's own risk. The Subrecipient expressly agrees to defend, indemnify and hold the City, its officials, officers, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Subrecipient in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of the bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Subrecipient and the City, its officials, officers, employees, agents, and volunteers, the Subrecipient's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Subrecipient's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Subrecipient's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by both parties. The provisions of this paragraph shall survive the expiration or termination of this Agreement.

IN WITNESS THEREOF the parties have executed this Agreement as of the day and year indicated below.

Mayor, City of Marysville

Date

Attest:

City Clerk

Date

Approved as to form:

City Attorney

Date



CDBG HOMELESS HOUSING PROJECT REQUEST FOR PROPOSALS

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Mon - Fri 7:30 AM - 4:00 PM

The City of Marysville is pleased to announce the availability of \$123,812 in federal funds for the development of homeless housing capital projects, including shelters, transitional housing, housing first units, and public facilities which are located with and directly support such housing, under the Community Development Block Grant (CDBG). Projects are required to meet a National Objective, a CDBG objective, and be consistent with the priorities and objectives of the City's [Annual Action Plan](#) and [Five Year Comprehensive Plan](#). Applications are due by 4:00 pm, **May 24, 2017**.

ELIGIBLE APPLICANTS:

- Private non-profit organizations that have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as non-profit corporations in the State of Washington
- Faith-based organizations in accordance with 24 CFR 570.200 (j)
- Public agencies

Technical assistance can be provided over the phone, through e-mail, or face to face with a City of Marysville Community Development Department staff member. To schedule a technical assistance meeting, please contact:

Amy Hess, Associate Planner
360.363.8215
ahess@marysvillewa.gov

Chris Holland, Planning Manager
360.363.8207
cholland@marysvillewa.gov

APPLICATION AVAILABILITY AND DEADLINE: **May 24, 2017, no later than 4 p.m.**

[Applications](#) for CDBG homeless housing capital project funds are available on the City of Marysville Community Development Department website located at: <http://marysvillewa.gov>, by navigating to the Community Development Department page. Applications are also available in alternative formats by contacting the City of Marysville Community Development Department at (360) 363-8100 (voice) or (800) 833-6399 (TDD).

Applications may be submitted in person, mailed to 80 Columbia Ave. Marysville 98270, or uploaded [here](#). **Applications must be received by May 24, 2017, no later than 4:00 pm.** No applications will be accepted after this deadline. Mailed applications must be post-marked in time to be received by the deadline.

Homeless Housing Capital Project RFP Applicant Synopses:

The City of Marysville announced the availability of \$123,812 in federal funds for the development of homeless housing capital projects, including shelters, transitional housing, and housing first units, under the Community Development Block Grant (CDBG). Projects were required to meet a National Objective, a CDBG objective, and be consistent with the priorities and objectives of the City's Annual Action Plan and Five Year Comprehensive Plan. Three applications were received in response to the request; below is an overview of the applicants.

Agency	Proposed Project Description	Meets RFP Criteria?
Cocoon House	The Colby Avenue Youth Center will be a new construction, 3-story multi-service center and permanent supportive housing program for homeless youth and young adults. The first floor will include Cocoon House service programs, a youth drop in center, and administrative offices. The second floor will be 20 units of supportive housing for youth ages 15-17, and the third floor will be 20 units of supportive housing for young adults ages 18-24.	Yes
Housing Hope	Beachwood Apartment Playground Replacement Phase II: involves the deconstruction and replacement of the play area targeting 2-5 year olds, with the play equipment, fence, and woodchips all being removed/replaced. The space will also include the installation of synthetic field turf, a surface that provides a safer playing experience.	No
Senior Services Sno. Co.	Minor Home Repair Program: Repairs are completed in the homes, trailers, or RVs of the individuals served. The typical home repair could include, plumbing, carpentry, roof repair, limited weatherization, sewer repair, furnace repair, ramps, handrails, grab bars, door/window repair, minor electrical, minor chimney repair, or security devices/locks, and would cost under \$1,500.	No

May 24, 2017

Dave Koenig
City of Marysville
Community Development Director
80 Columbia Avenue
Marysville, WA 98270

RE: Cocoon House Colby Avenue Youth Center - CDBG Homeless Housing Project Application

Cocoon House is pleased to submit our application for \$123,812 in support of the development of the Colby Ave Youth Center project, a new construction, multi-service youth center and supportive housing project for homeless youth and young adults in Everett, WA. The services provided at the new center will provide all of Cocoon House's core programs of Outreach, Prevention and Housing in one location.

The project will be a new 35,000 SF center that includes a ground floor youth drop-in center and social services for homeless youth with 40 units of housing on the second and third floors. The services provided at the new center will include a youth day center, which will include educational and employment services, hygiene services, health care and case management support.

The Marysville CDBG funds build on commitments from both private and public resources coming together to make the new Colby Avenue Youth Center a reality. I appreciate your careful consideration of our proposal. Should you have any questions, please call me at 425- 259-3184 or Beth Boram at Beacon Development Group at 206-204-1969.

Sincerely,



Cassie Franklin
CEO

**City of Marysville Community Development Block Grant
Funding Application
Homeless Housing / Shelter
Application Cover Sheet**

Date: March 24, 2017

Submitted by: Cassie Franklin

Title: Chief Executive Officer

Agency: Cocoon House

Address: 2929 Pine Street, Everett, WA 98201

Telephone: (425) 259-3184

Contact Person: Beth Boram

Amount Requested: \$123,812

Project Title: Colby Avenue Youth Center

Description of Project:

The Colby Avenue Youth Center will be a new construction, 3-story multi-service center and permanent supportive housing program for homeless youth and young adults. The first floor will include Cocoon House service programs, a youth drop in center, and administrative offices. The second floor will be 20 units of supportive housing for youth ages 15-17, and the third floor will be 20 units of supportive housing for young adults ages 18-24.

Location of Proposed Project: 3530 Colby Avenue, Everett, WA 98201

Checklist of Required Documents

- X 1. Narrative data on project and applicant
- X 2. Articles of Incorporation and Bylaws
- X 3. State and Federal Tax Exemption Determination Letters
- X 4. List of Board of Directors
- X 5. Board of Directors' authorization to request funds
- X 6. Board of Directors' designation of authorized official
- X 7. Organizational Chart
- X 8. Financial statement and most recent Audit

I. Narrative

1. Describe the work to be performed, including the activities to be undertaken or the services to be provided. Please state whether or not other agencies are providing the same or similar work. ***Because of federal regulations, no work may commence after application prior to a National Environmental Policy Act (NEPA) review has been completed.***

The Colby Avenue Youth Center will be Cocoon House's new 35,000 square feet multi-service youth center that will include 40 units of housing for homeless youth and young adults, a youth drop-in center and social service and administrative office spaces.

The 40 units of housing will include 20 SRO units of housing for 15-17 year old youth and 20 permanent supportive housing units for 18-14 year young adults who have aged out of traditional youth housing programs and who need still need additional support to become independent.

The housing will include supportive services with service plans and case management for the youth and young adults and will be designed to deal with mental and physical health issues, substance abuse, and sexual and physical trauma. Through partnerships with other agencies, CH will provide access to additional services, including primary care, individual and families counseling, drug and alcohol support and treatment, and school and job training/employment and support.

The U-Turn youth day center will be located on the first floor of the center and will include a day room, music studio, employment/training office, counseling offices, primary care clinical office, showers, laundry and kitchen. The first floor will also include CH's prevention program and the organization's main administrative spaces.

2. Describe the population to be served.

The population to be served will be youth and young adults who are homeless and at risk of becoming homeless. These will be youth and young adults, ranging in ages 13-24, who are coming from all parts of Snohomish County.

The needs of homeless and at-risk youth and young adults are growing and changing. In 2015, Snohomish County School Districts reported over 3,200 homeless students, and this number does not include the additional numbers of teens who are in unstable living environments.

Typically, Snohomish County runaway and homeless youth live in campgrounds, in their cars, on the streets, in cheap hotels and abandoned buildings, or will couch surf with friends. Homeless youth are at risk for recruitment by drug dealers, face increased risk for physical and/or sexual assault, and involvement with illegal activities due to lack of food, shelter, and other daily necessities.

3. Describe the goals and objectives. *Please include the number of households or the number of people you intend to serve with the funds you receive from this grant.*

Cocoon House's goal in creating the Colby Avenue Youth Center is to provide the increasing number of homeless at-risk youth with access to a full array of supports and enrichments, including housing, in one safe, secure location.

CH's goal is to reach young people before they become involved with law enforcement, child welfare, mental health or the juvenile justice systems. The Colby Avenue Youth Center will become the main space where CH will carry out this mission, by providing outreach, prevention and housing in one location.

Furthermore, the housing will include a new supportive housing option that fills a significant gap in the community for 18-24 year old young adults. These 20 supportive housing units will serve youth who have aged out of most youth programs, who are not ready to live independently and for whom adult homeless or at-risk programs are not appropriate. This new housing is desperately needed to continue the progress that homeless youth have made in their transition to self-sufficiency and reintegration with society.

CH anticipates serving the following number of youth within the program and housing:

Program	Annual # of Unduplicated Youth Served
U-Turn Drop in Center	710
Prevention Program	325
Housing Program	55

4. Describe the method of approach and the implementation schedule.

Note: The US Department of Housing and Urban Development is closely monitoring the spending rate of the CDBG funds it grants. Priority for CDBG funding will be given to those agencies able to use CDBG funds during program year. Marysville will be monitoring projects to maintain timely spending rates. Past spending rates will be a consideration in the allocation process.

Stage	Timeline
Purchase Property	Complete
Schematic Design	Complete
Land-Use Application	Complete
County Funding Application	May 30, 2017
FHLB Funding Application	June 30, 2017
Building Permit Application	August 2017
WA. HTF Application	September 2017
Permits Issued	December 2017
City of Everett Funding Application	December 2017
Financing Closing	February 2018
Construction Start	February 2018
50% Project Completion	September 2018
Lease-Up Start	February 2019
Construction Completion/C of O	March 2019

5. Describe the proposed budget, specifying line item costs such as personnel, supplies, equipment, travel, etc.

Uses	Housing	Non-Housing	Total
Land	1,105,016	694,984	1,800,000
Demolition	173,359	109,032	282,391
Construction	4,152,957	2,940,684	7,093,641
Sales Tax	415,202	292,911	708,113
Contingency	413,832	293,032	706,864
Furnishings	150,000	0	150,000
Architecture & Engineering	533,250	369,534	902,814
Permits & Utility Hookups	89,935	49,559	139,494
Financing & Legal Costs	336,085	193,065	529,150
Project Management	297,115	210,385	507,500
Other Soft Costs	175,494	19,305	194,799
Total	7,842,245	5,172,491	13,014,766

6. Describe the intended staffing pattern for the proposed project.

The staffing for the 15-17 youth residential program will include 24/7 staffing with a total of 10 staff positions. These will include 9 support staff, one case manager and a .5 FTE program manager. The staffing for the 18-24 young adult units will include 2 support staff, one case manager and a .5 FTE program manager.

The staff qualifications for these positions are as follows:

- Support staff: 2 years experience or BA strongly preferred.
- Case manager: BA and/or 2 years experience required
- Program Manager: BA in directly related field and two years experience required.

7. Describe other sources of funding sought and secured for the specific program.

Sources	Housing	Non-Housing	Total	Status
City of Marysville	123,812	0	123,812	Requesting
City of Everett	300,000	350,000	650,000	Portion Secured
Snohomish County HOME	1,223,434	0	1,223,434	Portion Secured
Snohomish County CDBG	0	160,912	160,912	Secured
WA. State HTF	3,000,000	0	3,000,000	Requesting
WA. State Appropriation	1,000,000	0	1,000,000	Secured
WA. YRF Grant	0	438,000	438,000	Secured
WA. BCF Grant	0	635,000	635,000	Secured
Federal Home Loan Bank	750,000	0	750,000	Requesting
Sale of Pine St./Broadway	515,000	0	515,000	In Process
Capital Campaign	929,999	3,588,609	4,518,608	In Process
Total	7,842,245	5,172,521	13,014,766	

Sources of Funding – Operating and Services

Source	Amount	Status
Project-Based Section 8	63,072	Secured
City of Everett 2060 Funds	37,500	Secured
Federal Runaway Homeless Youth	200,000	Secured

DSHS Residential Living Program	180,000	Secured
County Ending Homelessness Program	152,000	Secured
Snohomish County Consolidated Shelter	9,0000	Secured
United Way	28,875	Secured
Total	751,447	

8. Identify eligibility for funding in relation to any of the following:

(a) The list of Eligible CDBG Activities ([Attachment A](#))

The Colby Avenue Youth Center includes the following eligible CDBG activities:

- (a) Acquisition
- (c) Public Facilities Improvements
- (d) Clearance and remediation activities
- (m) Construction of housing

9. Identify how this project meets the Community Development National Objective of benefiting low and moderate income persons.

The Colby Avenue Youth Center meets objective (a) activities benefiting low and moderate income persons. All youth served by the Center will be low or moderate income persons who are also homeless.

10. State the need or problem to be addressed in relation to any of the following:

(a) The Objectives of the CDBG Program (Below)

- a. Eliminate and/or prevent slums and blight;
- b. Eliminate detrimental health and safety conditions;
- c. Conserve the housing stock;
- d. Improve community services;**
- e. Revitalize deteriorating areas;
- f. Restore deteriorated properties; and
- g. Stimulate private investment and community revitalization.

The project will address objective d. of the CDBG program objectives:

- Improve community services
The project will provide a much improved community service for Snohomish County youth who are at-risk of homelessness or already homeless. At the new Center, youth and young adults will be able to access an array fo services in one location, thereby supporting their ability recover from and exit homelessness.

b) Marysville Consolidated Plan Five Year Strategies (Attachment B)

The Colby Avenue Youth Center, as both a service center and supportive housing program for homeless youth and young adults, meets the following strategies of the Marysville Consolidated Plan:

Strategies & Objectives		Colby Avenue Youth Center
Affordable Housing Strategy 2	Preserve and increase the affordable housing stock.	The project will increase the number of affordable housing units by 40 units.
Homeless Strategy 1: Objective 1 (HMO-1)	Assist persons at risk of becoming homeless by providing support for homeless prevention programs.	The project will be the primary location from which Cocoon House will provide homelessness prevention services for families and youth in crisis.
Homeless Strategy 1: Objective 2 (HMO-2)	Assist homeless person in the transition to self-sufficiency by supporting transitional, permanent supportive, and permanent affordable housing and related services, giving priorities to families.	The project will assist homeless youth and young adults to achieve self-sufficiency through permanent supportive housing.

11. For construction, acquisition, and rehabilitation projects, an extensive National Policy Act (NEPA) review may be necessary. Areas of review will include the following: historic preservation, floodplain management, wetland protection, endangered species, air quality, farmland protection, environmental justice, noise, explosive and flammable operations, toxic chemicals and radioactive materials, and airport clear zones. Please state if the review areas listed above will affect your agency's ability to carry out the proposed project in a timely manner.

The NEPA review will not affect Cocoon House's ability to carry out the proposed project. The project has gone through a NEPA approval process through Snohomish County and no significant barriers to project completion were identified.

B. Agency Information

Background

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

Cocoon House is a nonprofit corporation that was formed in May 1990. CH's purpose is to develop and operate programs, services and housing for the benefit of homeless youth, with the goal of empowering young people, families and the community to break the cycle of homelessness through outreach, housing and prevention.

CH supports youth and young adults through three primary programs, Outreach, Prevention, and Housing, as described below.

Outreach

CH's outreach team works throughout Snohomish county, in CH's U-Turn day center and in mobile outreach teams, to provide young people ages 12-24 with basic needs, emergency supplies, and links to support services. The program also provides a 24/7 option for young people to call, and to provided transport to a safe location as needed. In 2015, CH served 675 youth in its outreach programs. A critical goal of the agency's outreach services is to reach young people before they become involved with law enforcement, child welfare, mental health or juvenile justice systems.

Prevention

CH's prevention program provides intervention, support and education to families facing conflict with their developing teens. The prevention program works to strengthen family management, communication and understanding through therapeutic phone consultations with a masters level therapist, education groups, training workshops, and parent and teen seminars. In 2015, CH served 218 youth in its prevention program in 2015.

Housing

CH offers the only licensed homes for unaccompanied teens ages 12-17 in Snohomish County. There are two emergency homes (in Everett and Monroe), and two long term homes (in Arlington

and Everett.) The Arlington home is specifically for homeless teen mothers. Each home provides extensive supportive services to help young people stabilize and successfully transition into adulthood. In 2015, CH served 200 homeless youth in its emergency homes and 40 youth in its long term homes. The Everett home, specifically for 15-17 year old homeless youth will be relocated to the Colby Avenue Youth Center. It will serve 20 youth.

CH is licensed through the Washington State Department of Social and Health Services, Responsible Living Program.

Personnel

Briefly describe the agency's existing staff positions and qualifications, and state whether or not the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

CH has 82 regular full time and on-call staff positions. The organization is led by the Chief Executive Officer and a leadership team of Directors from the organization's focus areas, Housing, Outreach and Prevention. The executive team, comprised of the CEO and three directors, have a combined experience of over 35 years in social services.

CH has a personnel policy manual which includes a grievance policy and an EEO/Affirmative action plan for the Agency.

Financial

Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe the agency's system for tracking expenditures and how that system will ensure the grant will be spent within the program year.

CH maintains an accounting, financial reporting and financial management and operations system in full compliance with and in accordance with Generally Accepted Accounting Principles (GAAP). CH's corporate governing body, officers, and management personnel exercise due vigilance and diligence to assure that all financial transactions, accounts, records, and reports comply fully with these standards. All uses of program revenue are accurately reflected in the Agency's records and are subject to review and audit by an independent auditor and agents of a granting authority.

Supporting documentation for public funding received is maintained within each contract file respectively and includes signed timesheets, third party payroll reports that tie to the general ledger, and approved invoices for which a request for reimbursement has been made. Additionally, there is a defined segregation of duties that dictates how fiscal tasks and processes are performed. This includes but not limited to the following: the opening and initial review of bank statements by a non-accounting staff person to detect any unusual activity, invoice approval and check signing by a party not responsible for the creation of checks, and

the preservation of all accounting system generated transactions to allow for an audit trail at any given time.

Audit Requirements

Annually, Cocoon House secures a comprehensive, independent audit of its operations and programs as required by and in accordance with the standards of U.S. code of Federal Regulations Part 200 Uniform Administrative Requirements and Generally Accepted Auditing Standards (GAAS). Each audit covers an accounting period of one fiscal year. The agency submits a copy of the audit report to all granting sources within six (6) months after the end of the period covered in the audit. Cocoon House's CFO oversees the preparation of monthly financial statements, monthly billing, reporting to funders, and audit preparation. In addition, the CFO monitors adherence to Cocoon House's Board-approved Internal Control Policies which specify proper segregation of duties between staff that handle each type of financial transaction within the Agency.

Insurance/Bond/Worker's Compensation

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency. Our contract requires insurance for agencies.

- Cocoon House has liability coverage in the amount of \$3,000,000 aggregate from Philadelphia Insurance.
- Cocoon House pays all payroll taxes and worker's compensation as required by Federal and State Law.
- Cocoon House has fidelity bond coverage for principal staff who handle the agency's accounts, in the amount of \$100,000 from Philadelphia Insurance.

Additional Information

Please see the attached architectural plans for building, included as the last document in the attachments.

II. Standard Required Documents

Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

See Attached.

Non-profit determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

See Attached.

List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must identify the principal officers of the governing body.

See Attached.

Authorization to Request Funds (for non-profit, non-governmental agencies)

See Attached.

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

See Attached.

Authorized Official

Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

See Attached.

Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of shared responsibility.

See Attached.

Financial Statement and Audit

Please provided a copy of these documents and describe any audit findings and how they have been resolved.

See Attached.

601 251 922

FILED
MAY 16 1990
SECRETARY OF STATE
STATE OF WASHINGTON

ARTICLES OF INCORPORATION
OF
COCOON HOUSE

* * * * *

I, the undersigned person, acting as the incorporator of a corporation under the provisions of the Washington Non-Profit Corporation Act (Revised Code of Washington 24.03), adopt the following Articles of Incorporation for such corporation:

ARTICLE I.

The name of this corporation shall be Cocoon House.

ARTICLE II.

The time of existence of this corporation shall be perpetual or until formal dissolution of the corporation by act of the Board of Directors.

ARTICLE III.

The registered office address of the corporation is:

P.O. Box 941, Clinton, Washington 98236.

The registered agent of the corporation is Sarri Kreisman.

ARTICLE IV.

Section 1. Purposes.

1.1 To operate exclusively for charitable, scientific, literary or educational purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code of 1954.

COPY

1.2 The purpose of Cocoon House shall be educational and motivational. To provide a shelter house for teenagers with family therapy available.

Section 2. Limitations.

2.1 The corporation shall have no capital stock, and no part of its net earnings shall inure to the benefit of any trustee, officer, or member of the corporation, or any private individual.

2.2 No member, trustee or officer of the corporation, nor any private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation, or the winding up of its affairs. Upon such dissolution or winding up, all remaining assets of the corporation shall be distributed by the Board of Trustees for identical uses and purposes to any other organization which would then qualify for exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code as now stated, or as it may be hereafter amended.

2.3 No substantial part of the activities of the corporation shall be the carrying on or propaganda, or otherwise attempting, to influence legislation except as may be permitted to pursuant to 501(c)(3) organizations by the Internal Revenue Code, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

2.4 Notwithstanding any other provisions of these articles, the corporation shall not conduct or carry on activities

not permitted to be conducted or carried on by an organization exempt under 501(c)(3) of the Internal Revenue Code as now stated, or as it may be hereafter amended, or by organization contributions to which are deductible under 170 (c)(2) amended.

Section 3. Powers.

3.1 In general, and subject to such limitations and conditions as are or may be prescribed by law, or in the incorporating Articles of Incorporation or Bylaws, the corporation shall have all the powers granted to a nonprofit corporation as provided by RCW 24.03.035; to do everything suitable necessary or proper for the accomplishment of the corporation purposes, either singularly or in association with other organizations, firms or individuals.

3.2 The corporation shall specifically have the power to indemnify any director, officer or former director or officer against expenses actually and necessarily incurred by him or her in connection with the defense of an action, suit or proceeding in which he or she is made a party by reason of being or having been such a director or officer, except in relation to matters as to which he or she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty; but such indemnification shall not be deemed exclusive of any other rights to which said director or officer may be entitled under any bylaw, agreement, or vote of Board of Directors.

ARTICLE V.

The corporation shall have members or membership.

ARTICLE VI.

The name and address of the incorporator is as follows:
Sarri Kreisman, P.O. Box 941, Clinton, Washington 98236.

ARTICLE VII.

The management of the corporation shall be vested in a board of directors. The number, qualifications, terms of office, manner of election, time and place of meeting, and powers and duties of directors shall be said as are prevailed by the bylaws of the corporation.

The number of directors of this corporation shall be fixed in the manner specified by the bylaws of this corporation. The first directors of the corporation are three (3) in number and their names and addresses are as follows:

<u>NAME</u>	<u>POST OFFICE ADDRESS</u>
SARRI KREISMAN	P.O. Box 941 Clinton, WA 98236
DOUG CORCE	1509 California St. Everett, WA 98201
KEN KREISMAN	P.O. Box 941 Clinton, WA 98236

The first directors shall serve until the first annual meeting of shareholders and until their successors are elected and qualified.

The initial officers shall be:

President:	SARRI KREISMAN
Vice President	DOUG CORCE
Secretary/Treasurer:	KEN KREISMAN

The authority to make, alter, amend or repeal bylaws shall be vested in the board of directors unless otherwise provided in the articles of incorporation or the bylaws.

IN WITNESS WHEREOF, the incorporator hereinabove named has hereunto set his hand in triplicate, this 15 day of April, 1990.

Sarri Kreisman
SARRI KREISMAN, Incorporator

STATE OF WASHINGTON)
)ss.
COUNTY OF SNOHOMISH)

On this day personally appeared before me SARRI KREISMAN, known to be the individual described in and who executed the within and foregoing Articles of Incorporation and acknowledged that she signed the same as her voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 15 day of April, 1990.

Philip E. Gales - Good
NOTARY PUBLIC in and for the State of
Washington, residing at *Gig Harbor*
My Commission Expires: *7/31/93*

Cocoon House

BYLAWS

As amended and restated
2/9/2015

ARTICLE I - NAME AND LOCATION

- 1.1 Name.** The name of the corporation shall be Cocoon House (hereinafter called CH).
- 1.2 Offices.** The administrative offices of CH shall be at such locations in the State of Washington, as the Board of Directors of CH may from time to time designate. CH may have such other offices as the Board of Directors of CH may designate or as the business of the corporation may require from time to time.

ARTICLE II - BOARD OF DIRECTORS

- 2.1 General Powers and Responsibilities.** A Board of Directors shall be accountable for the governance of the corporation and shall hold such powers and authority as provided to governing boards by the articles of incorporation, these Bylaws and applicable law.
- 2.2 Number.** CH shall be governed by a Board of Directors composed of no less than seven (7), the specific number to be set by resolution of the Board of Directors from time to time. The number of Directors may be changed from time to time by Board of Directors resolution or by amendment of these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.
- 2.3 Term.** All Directors shall be elected to serve three (3) year terms unless expressly elected to fill a vacancy in the Board of Directors created by the resignation or removal of a Director whose term had yet to expire or a shorter term is expressly established by the Board of Directors at the time of election. The term of office shall commence immediately following the meeting at which the Director is elected, or as otherwise designated at the time of election, and shall continue until the Director's successor shall have been selected and qualified, unless the Board formally acts to leave the position open at the end of a Director's term of office. The terms of the Directors shall be fixed so that the terms of approximately one-third of the Directors expire at each annual meeting of the corporation. No Director may serve more than 5 consecutive terms, subject to the provision pertaining to completion of an unexpired term as defined in ARTICLE II, Section 2.9 of these Bylaws. Directors shall again be eligible for election after one (1) year out of office.
- 2.4 Nomination and Election of Directors.** The Board may in its sole discretion appoint a Committee to nominate a number of nominees for Director equal to the number of directorships which are vacant or will become vacant at the annual meeting or whenever necessary to fill vacancies created in the Board of Directors as a result of the resignation or removal of a Director. Each directorship shall be filled by majority vote of the Directors voting (a quorum must be present).
- 2.5 Qualifications.** The Board will regularly review its current needs and recruit directors based on that assessment. Employees of the Corporation and all spouses, children, parents, and siblings (whether by blood or marriage) of employees of the Corporation are not eligible to be members of the Board of Directors.
- 2.6 Duties of the Board of Directors.** A Director shall perform the duties of a Director, ensuring financial stability and driving policy, including the duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner such Director believes to be in the best interests of the

corporation, and with such care, including a reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

One or more officers or employees of the corporation whom the Director believes to be reliable and competent in the matter presented; or

- 2.6.1 Legal counsel, public accountants, or other persons as to matters which the Director believes to be within such person's professional or expert competence; or
- 2.6.2 A committee of the Board upon which the Director does not serve, duly designated in accordance with a provision in the Articles of Incorporation or Bylaws, as to matters within its designated authority, which committee the Director believes to merit confidence;
- 2.6.3 so long as, in any such case, the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

2.7 Removal of Directors. A Director may be removed from office at any meeting of the Board of Directors, with or without cause, by a two-thirds vote of the Directors present at the meeting. Absent grant of an excused absence by the Board Chair or the Chair's designee obtained prior to a Board meeting, failure to attend three (3) consecutive regular and special Board meetings, or failure to attend three (3) out of six (6) regular and special Board meetings, shall automatically require the Board of Directors to vote on whether the Director should be removed from the Board. In any vote to remove a Director, the Director whose removal is being considered shall not be allowed to vote on such matter if in attendance at the meeting.

2.8 Resignation. Any Director may resign at any time by delivering notice to the Chair or the Secretary in writing or by electronic transmission. Notices in writing may be sent by facsimile, or delivered or mailed or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

2.9 Vacancies. A vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Directors. If the number of remaining Directors is less than the minimum quorum requirements under these Bylaws, the vote of a majority of such remaining Directors may fill existing vacancies notwithstanding the absence of a quorum of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor in office. Service by a Director of the unexpired term of a prior Director shall not be counted as a term for purposes of any limitation on the number of consecutive terms that a Director may serve if the length of time served in completion of the unexpired term is equal to or less than 6 months.

2.10 Director Compensation. No member of the Board of Directors shall be compensated for their work on the Board or loaned any funds of the Corporation, although Directors may be reimbursed for reasonable and necessary expenses incurred for the benefit of the Corporation. Reimbursement shall require the submission of expense vouchers and receipts per corporate policies.

ARTICLE III – BOARD OFFICERS

3.1 Number. The Board Officers of CH shall be elected by and from the Board of Directors. The officers shall include Board Chair, Vice Chair, Chief Executive Officer, Secretary, and Treasurer. A Director may be

elected to serve in two different Officer positions simultaneously, however that the Board Chair shall not serve in any other Officer position while also serving as Board Chair.

3.2 Election. The Board Officers shall be elected by a majority vote of the Board of Directors present at the annual or other meeting of the Board of Directors of CH at which a quorum is present.

3.3 Term. The Board Chair shall serve a two-year term. The term of office for all other officers shall be one year.

3.3.1 Duties of Officers.

3.3.2 Chair. The Chair shall preside at all meetings of the CH Board and Executive Committee and shall be Chair of the Board of Directors. The Board Chair shall appoint members to committees except as otherwise provided for in these Bylaws. The Chair shall perform other duties as assigned by the Board.

3.3.3 Vice Chair. The Vice Chair shall act for the Chair in the event of the Chair's absence or inability to serve, and shall perform such duties as are assigned by the Chair and Board.

3.3.4 Chief Executive Officer. The Chief Executive Officer (CEO) shall be appointed by the Board of Directors. He or she shall exercise the usual executive power pertaining to the office of the CEO. The CEO shall be an ex officio member of the Board of Directors without vote.

3.3.5 Secretary. The Secretary shall oversee the preparation and maintenance of minutes and shall perform other duties as may be assigned by the Chair and the Board.

3.3.6 Treasurer. The Treasurer shall serve as the Chair of the Finance Committee, oversee the preparation and maintenance of the budget, and shall perform other duties as are assigned by the Chair and the Board.

3.4 Removal of Officers. A Board Officer may be removed from office at any time by a two-thirds vote of the entire Board of Directors at meeting called.

3.5 Vacancies. A vacancy in any office created by the death, resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired portion of the term or for a new term established by the Board.

ARTICLE IV – BOARD COMMITTEES

4.1 Standing or Temporary Committees. The Board, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more standing or temporary committees in addition to those prescribed herein, each of which shall consist of two or more Directors. Such committees, except for the Executive Committee, shall act solely in an advisory capacity to the Board. No committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any Director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize the sale, lease or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the corporation; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not

operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her by law. A majority of the Committee members shall constitute a quorum for the transaction of business. The act of a majority of the Committee members at a meeting at which a quorum is present shall be the act of the Committee.

4.2 Executive Committee. The Executive Committee of the Board shall be comprised of the Board Officers (Board Chair, Vice Chair, CEO, Secretary and Treasurer), the immediate Past Board Chair and the Chair of the Nominating and Governance Committee. The Chair of the Board is the Chair of the Executive Committee. The Executive Committee will meet as necessary to fulfill its obligations to the corporation. The responsibilities of the Executive Committee include:

4.2.1 Coordinating the work of the Board;

4.2.2 Providing guidance between Board meetings to the CH Executive Director;

4.2.3 Taking action on behalf of the Board of Directors when it is necessary or in the best interests of the corporation that action be taken prior to the next Board meeting so long as all such actions are reported to the Board of Directors at the next regular or special meeting;

4.2.4 Making recommendations for amendments to the corporation's Articles of Incorporation, Bylaws and other governing documents;

4.2.5 Coordinating the performance evaluation of the Executive Director; and

4.2.6 Other responsibilities as assigned by the Board.

4.3 Finance Committee. The Finance Committee shall be appointed by the Chair of the Board. The Chair of the Finance Committee shall be the Treasurer of the Board. Meetings will be scheduled monthly or as needed. The responsibilities of the Finance Committee include:

4.3.1 Reviewing and monitoring financial statements, and reporting findings and recommendations to the Board;

4.3.2 Reviewing and recommending annual operating and capital budgets to the Board;

4.3.3 Reviewing and overseeing CH financial investments and compliance with CH investment policies; and

4.3.4 Other responsibilities as assigned by the Board.

4.4 Audit Committee. The Audit Committee may be comprised of all the members of the Finance Committee or be a subcommittee of the Finance Committee, and there shall be at least two (2) members. No CH employee shall eligible to serve as a member of the Audit Committee. This Committee and its Chair shall be appointed by the Board Chair. This Committee shall have the following responsibilities:

4.4.1 It shall oversee the periodic audit of CH's financial statements and accounting practices, and conduct its affairs considering the following guidelines:

4.4.2 It shall meet at least annually and more frequently as needed.

4.4.3 It shall select, approve, and monitor the performance of an independent accounting firm to audit CH's financial statements.

4.4.4 It shall meet with the independent accounting firm selected to audit financial statements in executive session.

4.4.5 It shall provide assistance to the Finance Committee in fulfilling its responsibilities with respect to the oversight of: a) the integrity of CH's financial reporting process, financial statements, and systems of

internal controls; and b) CH's compliance with material legal and regulatory requirements.

4.4.6 If the Audit Committee is not comprised of all members of the Finance Committee, it shall periodically provide relevant information to the Finance Committee.

4.5 Nominating and Governance Committee. working closely with the Executive Committee and reporting regularly to the Board, the Nominating and Governance Committee has an advisory capacity and provides for the Board's effectiveness and continuing development. Specific responsibilities include:

4.5.1 Recruitment, vetting, presentation and orientation of Board candidates;

4.5.2 Ensuring that the size, composition and leadership of the Board and Committees are appropriate for the mission;

4.5.3 Overseeing the agency's governance policies/structures; and

4.5.4 Regularly measuring the Board's performance and driving Board development activities.

ARTICLE V – BOARD MEETINGS

5.1 Annual Meeting. An Annual Meeting shall be held for the purpose of electing Directors and Board Officers and transacting such other business as may properly come before the meeting. The Annual Meeting will be held each year at the regularly scheduled Board meeting held in April, or as otherwise set by the Board Chair or the Board.

5.2 Regular Meetings. The regular meetings of the Board of Directors shall be held at such time and place as the Board may designate but at least 6 (six) meetings a year. Documents, contracts, and financial statements shall be provided to the Board members at least three (3) days prior to each meeting.

5.3 Special Meetings. Special meetings of the Board may be called by the Board Chair or the Executive Director, or shall be called upon the written petition of two (2) members of the Board. Notice of special Board or committee meetings shall be given to a Director in writing, by electronic transmission, or by personal communication with the Director not less than three days before the meeting. Notices in writing may be sent by facsimile, or delivered or mailed to the Director at his or her address shown on the records of the corporation. Notice sent by electronic transmission means an electronic communication: (i) not directly involving the physical transfer of a record in a tangible medium; and (ii) that may be retained, retrieved, and reviewed by the sender and the recipient thereof, and that may be directly reproduced in a tangible medium by a sender and a recipient. Electronic transmissions may only be used to provide notice to Directors who have consented to receive notice via electronic transmission. Such consent may be revoked by the Director. Neither the business to be transacted at, nor the purpose of any special meeting need be specified in the notice of such meeting except where otherwise required by law or these Bylaws. If notice is delivered by mail, the notice shall be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid. Notice provided by electronic transmission is effective when it is electronically transmitted to an address, location, or system designated by the recipient for that purpose.

5.4 Action by Consent of Board Without Meeting. Any action which is required or permitted to be taken by the Board of Directors under these Bylaws may be taken without a meeting, if the members of the Board unanimously consent in writing to such action. Such writing may be sent by regular mail, by facsimile transmission or electronic transmission as defined in Section 5.3 and shall be filed within the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a majority vote of such Directors at a regularly scheduled or special meeting of the Board of Directors.

5.5 Quorum. At any meeting of the Board of Directors a majority or six members, whichever is less, but not less than 1/3 of the Directors, shall constitute a quorum for the transaction of business.

5.6 Voting. Each Board member entitled to vote in accordance with the terms and provisions of the Articles of Incorporation and these Bylaws is entitled to one vote. All questions shall be decided by a majority of the members present except as otherwise provided by the Articles of Incorporation, Bylaws, or the laws of this state. Directors may not vote by proxy.

5.7 Participation by Telephone. Under special circumstances approved prior to the scheduled meeting by the Board Chair or the Committee Chair, a Director or other appropriate person may participate in a meeting of the Board of Directors or of any Board committee through use of a conference telephone or similar communications equipment, so long as all of the Directors participating in such meeting can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.

5.8 Waiver of Notice. Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the waiver of notice of such meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

5.9 Conflicts of Interest. If at any time during his or her tenure as a member of the Board of Directors, a Director concludes that his or her affiliation with any third party person or entity results in an actual or perceived conflict of interest with his or her duties to the corporation, the Director shall immediately notify the Board Chair or other Board officer who shall thereafter proceed in accordance with the corporation's Conflict of Interest Policy in effect at such time.

ARTICLE VI – CORPORATE OFFICERS

6.1 The Board of Directors shall hire the Chief Executive Officer of the Corporation and to have such power, duties and responsibilities as the Board of Directors or its Executive Committee may from time to time assign. The Board of Directors may terminate the CEO as necessary to serve the best interests of CH.

ARTICLE VII – RULES OF ORDER

7.1 The rules contained in the most recent edition of ROBERTS RULES OF ORDER NEWLY REVISED shall be a guideline for conducting all meetings of the Board of Directors where those rules are not inconsistent with the Articles of Incorporation, or the By-Laws, of the Corporation.

ARTICLE VIII – INDEMNIFICATION

8.1 To the full extent permitted by the Washington Nonprofit Corporation Act the corporation shall indemnify any person who was or is a party or is threatened to be made a party to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the corporation or otherwise) by reason of fact that he/she is or was a director or officer of the corporation or is or was serving at the request of the corporation as a director or officer of another corporation, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and

reasonably incurred by him/her in connection with such action, suit or proceedings; and the Board of Directors may, at any time, approve indemnification of any other person which the corporation has the power to indemnify under the Washington Nonprofit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract.

ARTICLE IX – DISSOLUTION

9.1 Upon the dissolution of the corporation, the Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, religious, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding section of any future United States Internal Revenue law) as the Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court for Snohomish County, Washington, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X – AMENDMENTS TO THE BYLAWS

10.1 These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted at any regular meeting or special meeting of the Board of Directors by a two-thirds majority vote of the Board members, provided that a Notice of Intent to Amend has been mailed to each Board member at least 15-days prior to the meeting.

These Bylaws contain all amendments approved by the Board of Directors as of this date.

Mandy Z. Scott
Board Secretary

2/9/2015
Date



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

70

In reply refer to: 0248162350
July 08, 2013 LTR 4168C 0
91-1497667 000000 00

00020775
BODC: TE

COCOON HOUSE
2929 PINE ST
EVERETT WA 98201



032714

Employer Identification Number: 91-1497667
Person to Contact: Mr Edwards
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 25, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in October 1994.

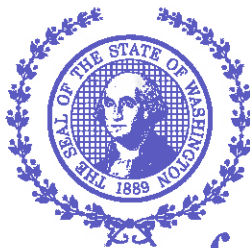
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

UNITED STATES OF AMERICA

The State of Washington



Secretary of State

I, **KIM WYMAN**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF EXISTENCE OF COCOON HOUSE

I FURTHER CERTIFY that the records on file in this office show that the above named entity was formed under the laws of the State of Washington and that its public organic record was filed in Washington and became effective on 5/16/1990.

I FURTHER CERTIFY that the entity's duration is Perpetual, and that as of the date of this certificate, the records of the Secretary of State do not reflect that this entity has been dissolved.

I FURTHER CERTIFY that all fees, interest and penalties owed to this state and collected through the Secretary of State have been paid.

I FURTHER CERTIFY that the most recent annual report has been delivered to the Secretary of State for filing and that proceedings for administrative dissolution are not pending.

Date: March 13, 2017

UBI: 601-251-922

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Kim Wyman, Secretary of State



Board of Directors 2017

Sunshine Kapus, Chair

Director of Operations
Gamut360 Holdings

Sean Straub, Vice Chair

Principal
Videri, LLC

Hedda McLendon, Secretary

Housing Services and Stability Manager

Mary Knox, Treasurer

CPA

J. Scott Suchan, Immediate Past Chair

Vice President
Coastal Community Bank

Regent Brown

Consultant
Fostering Real Opportunities

Tanya Burgess

Former Client

Rebekah Couper-Noles

COO
Providence Medical Group

Steve Erickson

Peoples Bank

Tom Johnson

Owner
TJJ Consulting, LLC

Kate Larsen

Everett Public Libraries

Michael Lee

Orthopedic Surgeon
Edmonds Orthopedic Center

LeAnne Harrington

Vice President – Customer Service/Membership
Premera Blue Cross

Cory Rein Partner / Attorney

Cogdill, Nichols, Rein, Wartelle Law Firm

Mike Tibbits

Commercial Banker
KeyBank

Scott Thomas

Owner
Thomas and Associates

Jeanne Willard

Everett School District

Advisory Board

Melissa Hammerle

Fluke Corporation

Karin Jones

Stoel Rives LLC

Christi King

Boeing

Jim and Maureen Lico

Danaher Corporation

John Middleton

Retired

Kathy Nelson

Everett Clinic

Pam Newman

Human Resources

Alan Rice

Boeing

Lyle Ryan

Coastal Community Bank

Holly Sloan-Buchanan

Retired Military

RESOLUTION
OF THE BOARD OF DIRECTORS OF
COCOON HOUSE
 A Washington nonprofit corporation
 February 28, 2017

Colby Avenue Youth Center
 Acquisition & Financing

Cocoon House, a Washington nonprofit corporation (the "Corporation"), was organized for the purpose, among others, of empowering young people, families and the community to break the cycle of homelessness through outreach, housing and prevention.

The Corporation has identified a potential site for development of a mixed use, new construction multi-service facility with 40 units for homeless youth and young adults, day/drop-in center, and program and office space for staff (the "Project") on real property located at 3530 Colby Avenue, Everett, WA 98201 (the "Property"). The Corporation has entered into a Purchase Option Agreement dated September 12, 2016, with Spirit of Grace United Methodist Church, a Washington nonprofit corporation (the "Option Agreement"). The Option Agreement grants the Corporation the option to acquire the Property pursuant to the terms of the Option Agreement with closing to occur on or before March 31, 2017. The purchase price under the Option Agreement is \$1,800,000 (the "Purchase Price").

The Corporation has obtained a commitment from Impact Capital (the "Bank") to loan \$2,100,000 (the "Bank Loan") to finance the acquisition and to provide funds for eligible predevelopment expenses. The Corporation intends to apply for permanent financing from various other funders for the development of the Project.

The Board of Directors of the Corporation deems it to be in the best interests of the Corporation to take all actions reasonably necessary to facilitate the acquisition of the Property, to close on the Bank Loan, and to apply for additional grants and loans on behalf of the Project.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Cassie Franklin, Chief Executive Officer, or Joseph Alonzo, Chief Operations Officer (each individually, the "Authorized Representative") is authorized on behalf of the Corporation, to execute and deliver such documents as may be reasonably necessary to effectuate the exercise of the Option Agreement and to close on the acquisition of the Property, which documents include but are not limited to Statutory Warranty Deed, Excise Tax Affidavit, Escrow Instructions and any other conveyance documents, instruments and agreements the Authorized Representative may approve.

The Authorized Representative, on behalf of the Corporation, is authorized to execute and deliver such documents as may be reasonably necessary to close on the Bank Loan, including but not limited to all notes, guarantees, loan agreements, draw requests, and any other security agreements, deeds of trust, mortgages, financing statements, fixture filings or other instruments, agreements and documents with respect to any security interest or encumbrance authorized to be given pursuant to these Resolutions; and any other instruments, agreements and documents as the Bank may require.

The Authorized Representative, on behalf of the Corporation, is authorized to borrow funds or apply for additional grants and loans on behalf of the Project (the “Loans”) as authorized by the finance committee for development of the Project from both public and private sources (the “Lenders”), including without limitation, the following:

1. The State of Washington Department of Commerce;
2. City of Everett;
3. Snohomish County; and
4. Private loans and grants as required for the development of the Property.

The Authorized Representative is hereby authorized to execute and deliver to any Lender providing a Loan: (a) any and all notes, guarantees, loan agreements, regulatory agreements and any other instruments, agreements and documents which evidence the obligations of the Corporation under the Loan, and/or the obligation to devote the Property to the purpose stated above; and (b) any and all security agreements, deeds of trust, mortgages, financing statements, draw requests, fixture filings or other instruments, agreements and documents with respect to any security interest or encumbrance authorized to be given pursuant to these Resolutions; and (c) any other instruments, agreements and documents as any Lender may require and the Authorized Representative may approve.

The Authorized Representative is hereby authorized to grant in favor of any Lender, a security interest in or lien on the Property or any other assets of the Corporation that the Authorized Representative shall consider necessary or expedient to secure payment and performance of liabilities and obligations of the Project to a lender of every kind and description, direct or indirect, absolute or contingent, due or to become due, now existing or hereafter arising.

The Authorized Representative is authorized on behalf of the Corporation to take such actions set forth above and to take such further actions, and to execute such additional documents and instruments, as the Authorized Representative may deem necessary or appropriate in connection with the matters authorized in the foregoing resolutions, and the signature of the Authorized Representative on any documents or instrument or the performance of any such actions shall be conclusive evidence of the Authorized Representative’s authority to take such actions or to execute such documents or instruments.

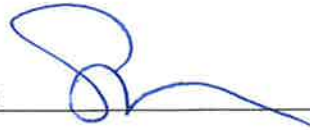
Any and all of the instruments, agreements and documents referred to in the foregoing Resolutions may contain such recitals, covenants, agreements and other provisions as any Lender may require and/or the Authorized Representative may approve.

Any and all acts heretofore taken by the Authorized Representative in connection with the matters authorized by the foregoing resolutions are hereby ratified, confirmed, adopted and approved by the Board of Directors of the Corporation.

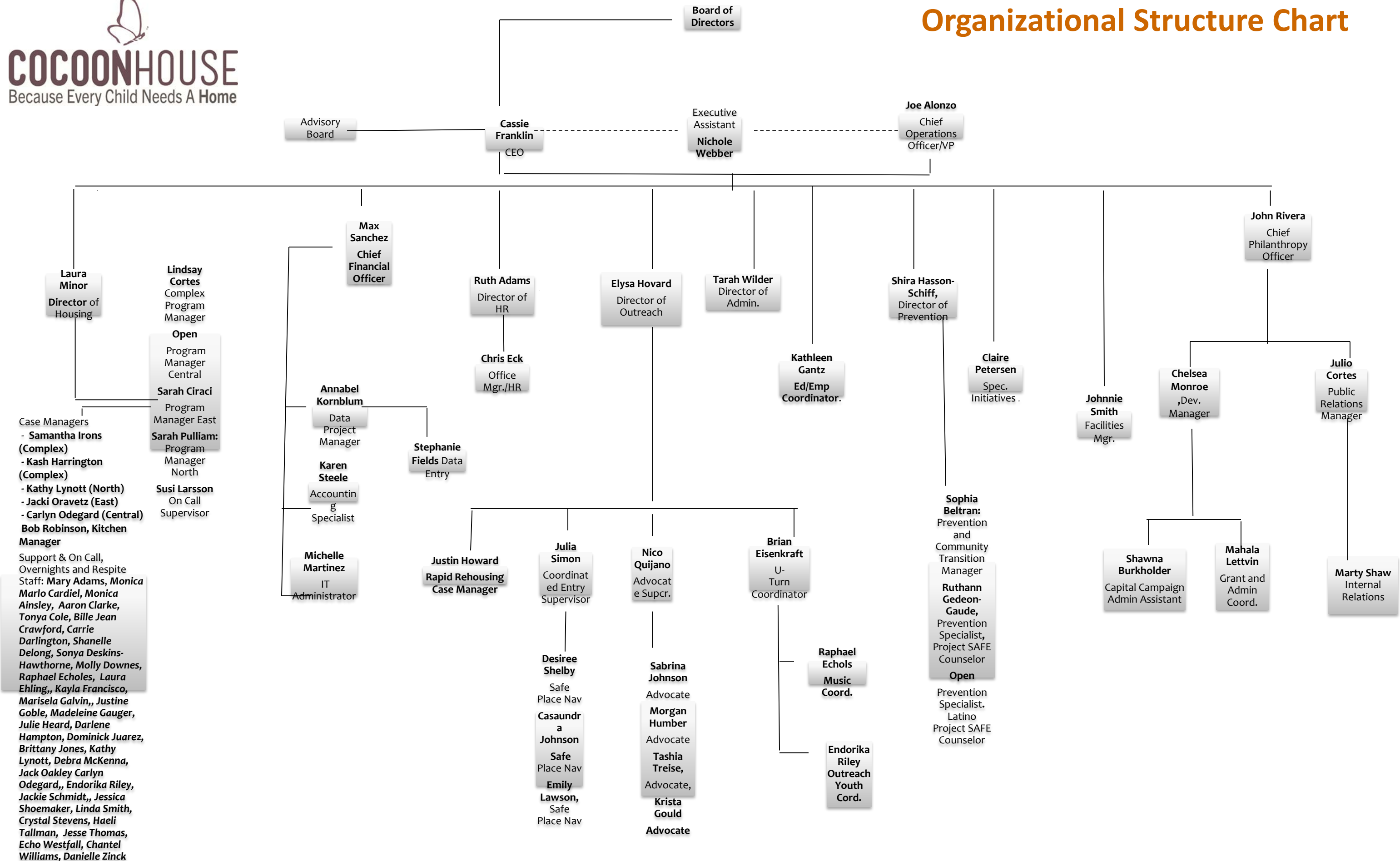
CERTIFICATION

Sunshine R. Kopas, certify that I am the Board of Directors Chair of Cocoon House, a Washington nonprofit corporation (the "Corporation"), and that the foregoing resolution was duly adopted at a meeting of the Board of Directors of the Corporation held on February 28, 2017, in accordance with the Articles and Bylaws of the Corporation upon proper notice and at which a quorum was present.

Date: March 10, 2017

Signature:  _____

Organizational Structure Chart




Statement of Financial Position

As of 4/30/2017

(In Whole Numbers)

	FY 2017	FY 2016	% Change
CURRENT ASSETS			
Cash and Cash Equivalents	620,828	255,123	143.34
Government Grants Receivable	219,462	247,778	(11.43)
Current Portion of United Way Pledge Receivable	40,333	30,833	30.81
Current Portion of Promises to Give	202,941	3,445	5,790.76
Prepaid Expenses and Other	39,969	49,794	(19.73)
Total CURRENT ASSETS	<u>1,123,534</u>	<u>586,973</u>	<u>91.41</u>
LONG-TERM ASSETS			
Promises to Give, Less Current Portion	1,505,206	54,808	2,646.32
United Way Pledge, Less Current Portion	58,738	0	100.00
Investments	661,061	693,299	(4.65)
Assets Held In Trust - Endowment	70,436	431,522	(83.68)
Property and Equipment, Net	4,708,924	2,872,404	63.94
Total LONG-TERM ASSETS	<u>7,004,365</u>	<u>4,052,033</u>	<u>72.86</u>
TOTAL ASSETS	<u><u>8,127,899</u></u>	<u><u>4,639,006</u></u>	<u><u>75.21</u></u>
CURRENT LIABILITIES			
Accounts Payable	35,402	13,951	153.76
Accrued Liabilities	222,132	151,394	46.72
Current Portion of Long-Term Debt	1,546,090	14,916	10,265.31
Current Portion of Capital Lease Obligation	(0)	1,107	(100.01)
Total CURRENT LIABILITIES	<u>1,803,623</u>	<u>181,368</u>	<u>894.45</u>
LONG-TERM LIABILITIES			
Long-Term Debt, Less Current Portion	512,644	527,560	(2.83)
Capital Lease Obligation, Less Current Portion	0	10,264	(100.00)
Forgivable Loans	1,525,349	1,586,849	(3.88)
Total LONG-TERM LIABILITIES	<u>2,037,993</u>	<u>2,124,672</u>	<u>(4.08)</u>
TOTAL LIABILITIES	<u><u>3,841,616</u></u>	<u><u>2,306,041</u></u>	<u><u>66.59</u></u>
NET ASSETS			
Net Assets (All Funds)	4,286,284	2,332,965	83.73
Total NET ASSETS	<u>4,286,284</u>	<u>2,332,965</u>	<u>83.73</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>8,127,899</u></u>	<u><u>4,639,006</u></u>	<u><u>75.21</u></u>



COCOONHOUSE
Because Every Child Needs A Home

Financial Statements
for the Year Ended June 30, 2016
(With Comparative Totals for 2015)
and Independent Auditor's Reports

COCOON HOUSE
Table of Contents

Independent Auditor’s Report.....	1
Financial Statements:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements.....	7
Supplementary Information:	
Schedule of Expenditures of Federal Awards.....	24
Notes to Schedule of Expenditures of Federal Awards	27
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	29
Independent Auditor’s Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance	31
Schedule of Findings and Questioned Costs.....	33
Status of Prior Year Audit Findings.....	34

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Cocoon House
Everett, Washington

Report on the Financial Statements

We have audited the accompanying financial statements of Cocoon House (a Washington nonprofit corporation), which comprise the statement of financial position as of June 30, 2016, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cocoon House as of June 30, 2016, and the changes in its net assets and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Report on Summarized Comparative Information

We have previously audited Cocoon House's 2015 financial statements, and in our report dated November 9, 2015, we expressed an unmodified audit opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2016, on our consideration of Cocoon House's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cocoon House's internal control over financial reporting and compliance.

Watson & McDowell, PLLC

October 27, 2016

COCOON HOUSE
Statement of Financial Position
June 30, 2016
(With Comparative Totals for 2015)

	2016	2015
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 101,219	\$ 499,821
Accounts receivable	5,750	
Government grants receivable	249,000	175,721
Current portion of United Way contribution receivable	181,500	185,000
Current portion of other contributions receivable	317,270	101,087
Prepaid expenses and other	61,332	69,133
TOTAL CURRENT ASSETS	916,071	1,030,762
United Way contribution receivable, less current portion	58,738	
Other contributions receivable, less current portion	263,373	114,458
Promises to give, restricted for long-term assets	375,944	
Investments	702,883	702,935
Assets held in trust - endowment	439,436	471,060
Property and equipment, net	2,840,718	2,952,781
TOTAL ASSETS	\$ 5,597,163	\$ 5,271,996
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 35,280	\$ 40,790
Accrued liabilities	225,995	163,395
Current portion of long-term debt	14,916	14,916
Current portion of capital lease obligation	10,264	12,673
TOTAL CURRENT LIABILITIES	286,455	231,774
Long-term debt, less current portion	527,560	542,476
Capital lease obligation, less current portion		10,264
Forgivable loans	1,576,599	1,638,100
TOTAL LIABILITIES	2,390,614	2,422,614
NET ASSETS		
Unrestricted:		
Designated by board for long-term investment - endowment	375,311	406,975
Other unrestricted	1,461,770	1,572,984
Total unrestricted	1,837,081	1,979,959
Temporarily restricted net assets	1,315,973	815,928
Permanently restricted net assets	53,495	53,495
TOTAL NET ASSETS	3,206,549	2,849,382
TOTAL LIABILITIES AND NET ASSETS	\$ 5,597,163	\$ 5,271,996

COCOON HOUSE
Statement of Activities
For the Year Ended June 30, 2016
(With Comparative Totals for 2015)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2016	Total 2015
OPERATING ACTIVITIES					
Public support and revenue					
Contracts and grants	\$ 1,878,317			\$ 1,878,317	\$ 1,776,556
Contributions	1,286,044	\$ 682,901		1,968,945	1,296,113
In-kind contributions	57,495			57,495	64,833
Investment income	379	40		419	27,522
Other revenue	1,141			1,141	1,029
Net assets released from restriction	<u>664,040</u>	<u>(664,040)</u>			
Total public support and revenue	<u>3,887,416</u>	<u>18,901</u>		<u>3,906,317</u>	<u>3,166,053</u>
Operating expenses					
Program services					
Housing	1,989,531			1,989,531	1,767,437
Outreach	753,409			753,409	473,029
Prevention	<u>251,325</u>			<u>251,325</u>	<u>296,555</u>
Program services	2,994,265			2,994,265	2,537,021
Supporting services					
Management and general	425,347			425,347	400,877
Fundraising	500,365			500,365	370,978
Development	<u>42,551</u>			<u>42,551</u>	
Total operating expenses	<u>3,962,528</u>			<u>3,962,528</u>	<u>3,308,876</u>
CHANGE IN NET ASSETS FROM OPERATING ACTIVITIES BEFORE DEPRECIATION	(75,112)	18,901		(56,211)	(142,823)
Depreciation	<u>133,530</u>			<u>133,530</u>	<u>136,899</u>
CHANGE IN NET ASSETS FROM OPERATING ACTIVITIES	<u>(208,642)</u>	<u>18,901</u>		<u>(189,741)</u>	<u>(279,722)</u>
NONOPERATING ACTIVITIES					
Capital contributions		481,144		481,710	5,000
Amortization of forgivable debt and interest	<u>65,198</u>			<u>65,198</u>	<u>65,198</u>
CHANGE IN NET ASSETS FROM NONOPERATING ACTIVITIES	<u>65,764</u>	<u>481,144</u>		<u>546,908</u>	<u>70,198</u>
CHANGE IN NET ASSETS	(142,878)	500,045		357,167	(209,524)
NET ASSETS, BEGINNING OF YEAR	<u>1,979,959</u>	<u>815,928</u>	<u>\$ 53,495</u>	<u>2,849,382</u>	<u>3,058,906</u>
NET ASSETS, END OF YEAR	<u>\$ 1,837,081</u>	<u>\$ 1,315,973</u>	<u>\$ 53,495</u>	<u>\$ 3,206,549</u>	<u>\$ 2,849,382</u>

COCOON HOUSE
Statement of Functional Expenses
For the Year Ended June 30, 2016
(With Comparative Totals for 2015)

	Housing	Outreach	Prevention	Total Program Services	Management and General	Fundraising	Capital Development	Total 2016	Total 2015
Salaries and wages	\$ 1,350,166	\$ 495,551	\$ 184,621	\$ 2,030,338	\$ 327,537	\$ 260,607	\$ 777	\$ 2,619,259	\$ 2,149,381
Payroll taxes and benefits	308,203	114,508	37,773	460,484	59,746	41,169	65	561,464	449,490
	<u>1,658,369</u>	<u>610,059</u>	<u>222,394</u>	<u>2,490,822</u>	<u>387,283</u>	<u>301,776</u>	<u>842</u>	<u>3,180,723</u>	<u>2,598,871</u>
Supplies	31,459	12,650	1,728	45,837	9,590	28,127	270	83,824	84,264
Communications	12,645	9,608	971	23,224	1,499	5,066		29,789	28,332
Professional fees	39,797	24,173	8,073	72,043	10,202	73,155	41,439	196,839	158,947
Travel	10,442	14,835	1,574	26,851	1,316	3,124		31,291	28,819
Insurance	31,113	7,470	3,777	42,360	4,239	3,204		49,803	48,436
Occupancy	65,420	16,588	6,664	88,672	6,381	7,813		102,866	83,089
Assistance to individuals	27,838	22,822		50,660				50,660	39,455
Food and beverage	49,028	6,106	556	55,690	968	60,856		117,514	98,400
In-kind supplies and services	40,616	13,002	3,877	57,495				57,495	64,833
Staff training	6,722	3,743	168	10,633	297	1,407		12,337	21,561
Dues/Fees/Other	16,082	12,353	1,543	29,978	3,572	15,837		49,387	53,869
	<u>1,989,531</u>	<u>753,409</u>	<u>251,325</u>	<u>2,994,265</u>	<u>425,347</u>	<u>500,365</u>	<u>42,551</u>	<u>3,962,528</u>	<u>3,308,876</u>
Depreciation	117,143	13,851	692	131,686	1,037	807		133,530	136,899
Total expenses	<u>\$ 2,106,674</u>	<u>\$ 767,260</u>	<u>\$ 252,017</u>	<u>\$ 3,125,951</u>	<u>\$ 426,384</u>	<u>\$ 501,172</u>	<u>\$ 42,551</u>	<u>\$ 4,096,058</u>	<u>\$ 3,445,775</u>

COCOON HOUSE
Statement of Cash Flows
For the Year Ended June 30, 2016
(With Comparative Totals for 2015)

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Reconciliation of increase (decrease) in net assets to net cash provided (used) by operating activities		
Increase (decrease) in net assets	\$ 357,167	\$ (209,524)
Depreciation	133,530	136,899
Loss on disposal of property and equipment		6,160
Capital contributions		(5,000)
Net realized and unrealized gains on investments	19,797	(3,802)
Forgiven debt	(61,501)	(61,500)
(Increase) decrease in operating assets:		
Accounts receivable	(5,750)	
Government grants receivable	(73,279)	84,166
United Way pledge receivable	(55,238)	179,612
Contributions receivable	(741,042)	174,538
Prepaid expenses and other	7,801	(40,608)
Increase (decrease) in operating liabilities:		
Accounts payable	(5,510)	13,817
Accrued liabilities	62,600	(6,301)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(361,425)	268,457
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of investments	31,540	40,896
Purchases of investments and reinvested dividends	(19,661)	(22,449)
Purchases of property and equipment	(21,467)	(46,223)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(9,588)	(27,776)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments on long-term debt and capital lease obligation	(27,589)	(26,522)
Proceeds from capital contributions		5,000
NET CASH PROVIDED BY FINANCING ACTIVITIES	(27,589)	(21,522)
NET CHANGE IN CASH AND CASH EQUIVALENTS	(398,602)	219,159
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	499,821	280,662
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 101,219	\$ 499,821
SUPPLEMENTAL CASH FLOW INFORMATION		
Cash paid for interest	\$ 3,698	\$ 3,565
NONCASH INVESTING AND FINANCING ACTIVITIES:		
Forgiven debt and interest	\$ 65,198	\$ 65,198

NOTE 1 - NATURE OF THE AGENCY

The mission of Cocoon House (the Agency) is to empower young people, families and the community to break the cycle of homelessness through outreach, housing and prevention. To carry out this mission the Agency has developed a continuum of services to serve homeless, at-risk and highly disconnected youth and their families in Snohomish County.

Housing Services

Emergency Shelter: The Agency operates two emergency shelters for teens 13-17, one in Everett with 8 beds and one in Monroe with 6 beds.

Transitional Housing: The Agency operates a transitional housing program in Everett, providing 20 beds to teens 13-17. There is a second transitional housing program in Arlington, providing 5 beds to teen mothers 13-17 and their children and infants.

Available services at housing programs include intensive case management, drug and alcohol assessment, counseling and treatment, mental health counseling, education support, job readiness training, parenting support and education (as needed for teen parents) and life skills training as well as housing, food, and basic needs for youth who have no other housing options.

Street Outreach

Street Outreach Program: The Street Outreach Program features mobile outreach and a teen drop-in center to engage and assist youth ages 12-24 in Snohomish County. Staff conducts street outreach, street level case management, ongoing intensive case management and connect youth to a multitude of resources in the community including onsite drug and alcohol treatment and connection with WorkSource at the drop-in center.

Prevention Services for Parents and Teens

Project SAFE: Cocoon House Project SAFE is focused on helping parents develop skills to strengthen families and ultimately prevent youth from disconnecting with the family. Services include: phone consultation, parenting classes, support groups and resources and referrals for parents of teens 11-20.

WayOUT: WayOUT is an interactive workshop for teens and parents or guardians, designed specifically to serve low-risk youth offenders referred by the juvenile courts. Today the program receives referrals from a wide variety of agencies.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of financial presentation

The Agency reports information regarding its financial position and activities according to three classes of net assets based on the absence or existence and nature of donor-imposed restrictions:

- ◆ Unrestricted net assets – Net assets that are not subject to donor-imposed stipulations.
- ◆ Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that can be fulfilled by actions of the Agency pursuant to those stipulations or that expire with the passage of time and unappropriated earnings on permanently restricted net assets.
- ◆ Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be held in perpetuity, allowing only the income from the assets to be expended.

Restricted and unrestricted revenue and support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily restricted or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

Cash and cash equivalents

For the purpose of the statement of cash flows, the Agency considers as cash equivalents all highly liquid investments, which can be converted into known amounts of cash and have a maturity period of 90 days or less at the time of purchase. Excluded from this definition of cash equivalents are amounts in the investment portfolios.

At times cash deposits exceed the federally insured limits of the financial institution and expose the Agency to credit risk. At June 30, 2016, there were no balances over the federally insured limits. The Company believes it is not exposed to any significant risk of loss on these funds.

Grants receivable

Grants receivable are stated at unpaid balances. Management provides for probable uncollectible amounts through a charge to bad debt expense and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to receivables. Management has deemed all amounts to be collectable at June 30, 2016; accordingly no allowance for doubtful accounts has been recorded.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Fair value of financial assets and liabilities

Financial Accounting Standards Board Codification, Subtopic 820-10, *Fair Value Measurements and Disclosures*, establishes a hierarchy for measuring fair value utilizing a three-level valuation based on observable and unobservable inputs. Observable inputs are based on market data obtained from independent sources. Unobservable inputs reflect market assumptions based on the best information available. The fair value hierarchy prioritizes the inputs as follows:

- Level 1 inputs are based on unadjusted quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs include quoted prices in active markets for similar instruments in active markets, quoted prices for identical or similar instruments in inactive markets, and model-derived valuations whose inputs are observable.
- Level 3 inputs are based on value drivers that are unobservable.

See Note 5 for a discussion of assets measured at fair value on a recurring basis.

Government contracts and grants

The Agency recognizes revenue from cost reimbursable contracts when eligible costs are incurred. Revenue from performance-based contracts is recognized when performance is completed. When the contract revenue recognized exceeds cash advances received, a receivable is recorded. When cash advances exceed the contract revenue recognized, a liability, deferred revenue, is recorded.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Functional expense classification and allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program services benefited.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Property, equipment and building improvements

Property, equipment and building improvements purchased by the Agency are stated at cost. Assets costing more than \$5,000 with an estimated useful life of greater than one year are capitalized. Replacements and major repairs are expensed. Depreciation is provided on the straight-line method over the assets' estimated useful lives as follows:

	<u>Years</u>
Buildings and improvements	15 - 39
Furniture and equipment	3 - 7
Vehicles	5

Impairment

The Agency reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. There were no impairment losses recognized in fiscal 2016.

Donated goods and services

Donations of non-cash assets are recorded at their fair values in the period received. Donated services that create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values when received. The Agency received donated sundries and retail gift cards valued at \$57,495 and \$64,833 during the years ended June 30, 2016 and 2015, respectively.

In addition, the Agency received donated services for education and cultural programs, administration and auction that do not meet the recognition requirements for presentation in the financial statements. Approximately 780 and 850 hours were contributed by volunteers during fiscal 2016 and 2015, respectively.

Income tax

Cocoon House is a Washington nonprofit corporation, exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It has been classified as an organization that is not a private foundation under Section 509(a) of the Internal Revenue Code. The Agency's income tax filings are subject to examination by various taxing authorities.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Income tax, continued

The Agency follows the provisions of uncertain tax positions as addressed in FASB Accounting Standards Codification Subtopic 740-10, *Income Taxes*. The Agency believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Comparative amounts

For comparative purposes, the financial statements include certain prior-year summarized information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2015, from which the summarized information was derived.

NOTE 3 - INVESTMENTS AND ASSETS HELD IN TRUST

Investments and assets held in trust consisted of the following at June 30,:

	<u>2016</u>	<u>2015</u>
<u>Investments</u>		
Mutual funds	\$ 694,659	\$ 701,211
Cash	<u>8,224</u>	<u>1,724</u>
	<u>\$ 702,883</u>	<u>\$ 702,935</u>
<u>Assets held in trust:</u>		
<u>Board-designated endowment</u>		
Greater Everett Community Trust	\$ 375,311	\$ 406,975
<u>Donor-restricted endowment</u>		
Greater Everett Community Trust	<u>64,125</u>	<u>64,085</u>
	<u>\$ 439,436</u>	<u>\$ 471,060</u>

NOTE 3 - INVESTMENTS AND ASSETS HELD IN TRUST, CONTINUED

Investment return for the year ended June 30, 2016, consisted of the following:

	Non- Endowment Funds	Assets Held in Trust	Total
Dividends and interest	\$ 19,661	\$ -	\$ 19,661
Net realized and unrealized gains and losses	<u>(19,713)</u>	<u>(84)</u>	<u>(19,797)</u>
	<u>\$ (52)</u>	<u>\$ (84)</u>	<u>\$ (136)</u>

Investment return for the year ended June 30, 2015, consisted of the following:

	Non- Endowment Funds	Assets Held in Trust	Total
Dividends and interest	\$ 27,123	\$ -	\$ 27,123
Net realized and unrealized gains and losses	<u>102</u>	<u>297</u>	<u>399</u>
	<u>\$ 27,225</u>	<u>\$ 297</u>	<u>\$ 27,522</u>

Investment income is reported net of related investment expenses in the statement of activities. Investment expenses were \$13,977 and \$14,462 for the years ended June 30, 2016 and 2015, respectively.

NOTE 4 - ASSETS HELD IN TRUST

The Agency's endowment investments have been transferred to The Greater Everett Community Foundation (the Foundation) to be held in perpetuity, with the income to be used for current operations. These amounts are administered by the Foundation and are accounted for and designated by the Foundation as the Cocoon House Board-Designated Endowment Fund and Cocoon House Donor-Designated Endowment Fund.

Under the agreement between the Agency and the Foundation, the members of the Board of Directors of the Agency may make a written request for the return of these funds. The Foundation will return funds if it is deemed consistent with the mission and purposes of the Agency and the charitable and philanthropic purposes of The Foundation. However, the Foundation retains variance power over these funds.

NOTE 5 - FAIR VALUE MEASUREMENTS

The valuation methodologies used to measure fair value have been consistently applied. Assets and liabilities measured at fair value on a recurring basis have been classified in accordance with the fair value measurement hierarchy described in Note 2. As described in Note 4, the Agency has an interest in a portion of the Foundation's investment portfolio, but does not have a direct claim to a portion of each individual stock, bond or investment within the investment portfolio. FASB Accounting Standards Codification (FASC) Subtopic 820-10-20, *Fair Value Measurements and Disclosures*, notes that the unit of account determines what is being measured at fair value. The unit of account of an affiliated agency fund is at the aggregate level of the asset, not at the level of underlying investments held within the Foundation's investment portfolio.

Since the Foundation investment portfolio is comprised of many different investments with varying levels of observable inputs, the valuation of the entire portfolio cannot be directly corroborated with observable market data. Therefore, the Agency reports the funds as falling within Level 3 of the fair value measurement standards.

The following presents information for investments classified within Level 3 for the years ended June 30,:

	<u>2016</u>	<u>2015</u>
Balance, June 30, 2015	\$ 471,060	\$ 468,814
Investment income	8,375	11,059
Draws	(31,540)	
Management fees	<u>(8,459)</u>	<u>(8,813)</u>
Balance, June 30, 2016	<u>\$ 439,436</u>	<u>\$ 471,060</u>
Change in unrealized gains or losses for the period included in the change in net assets for assets held at the end of the reporting period	<u>\$ 8,375</u>	<u>\$ 11,059</u>

The market value of all other investments was based on quoted prices in active markets for identical assets and falls within level 1 of the hierarchy.

NOTE 6 –UNITED WAY AND OTHER CONTRIBUTIONS RECEIVABLE

Unconditional promises to give that are expected to be collected in one year are stated at net realizable value. Unconditional promises to give that are expected to be collected in future years are stated at the present value of their estimated future cash flows. The discounts on those amounts are computed using a discount rate applicable to the years in which the promises are received. Amortization of the discount is included in contribution revenue. During 2016, long-term receivables were discounted using a three percent annual rate. In accordance with financial accounting standards, unconditional promises to give are recognized as support in the period the promise is received and as assets, decreases of liabilities, or expenses, depending on the form of the benefits received. Conditional promises to give are not included in support until the conditions are substantially met. The Agency provides for losses on promises to give using the allowance method. The allowance is based on past experience. It is the Agency's policy to charge off uncollectible promises to give when management determines the receivable will not be collected.

The promises to give and United Way receivable balances were as follows at June 30,:

	<u>2016</u>	<u>2015</u>
Due to be collected -		
In less than one year	\$ 498,770	\$ 286,087
One to five years	<u>737,050</u>	<u>120,000</u>
	1,235,820	406,087
Less allowance	(555)	(350)
Less discount	<u>(38,440)</u>	<u>(5,192)</u>
	<u>\$ 1,196,825</u>	<u>\$ 400,545</u>

At June 30, 2016, 99 percent of the Agency's net promises to give were from four donors.

NOTE 7 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following balances at June 30,:

	<u>2016</u>	<u>2015</u>
Land	\$ 516,279	\$ 516,279
Buildings and building improvements	3,588,136	3,566,669
Furniture and equipment	219,473	219,473
Vehicles	<u>78,148</u>	<u>78,148</u>
	4,402,036	4,380,569
Less depreciation	<u>(1,561,318)</u>	<u>(1,427,788)</u>
	<u>\$ 2,840,718</u>	<u>\$ 2,952,781</u>

NOTE 8 - UNEMPLOYMENT SELF INSURANCE

The Agency is self-insured for unemployment claims. At June 30, 2016, the agency recorded a liability of \$5,992, which is the maximum amount the Agency would pay for claims that have been filed based on reports provided by the State of Washington.

NOTE 9 - ENDOWMENT FUND

Permanently restricted net assets are donations restricted by the donor to be held in perpetuity, with the income to be used to support the Agency. At June 30, 2016, the Agency had one endowment fund.

The Sarri Gilman Fund is a donor-restricted endowment that requires the Agency to maintain the corpus but allows it to spend the earnings for general purposes. The Agency's policy is to spend an appropriate investment income earned on the endowment in the year it is received.

The board-designated endowment fund consists of funds set aside for long-term purposes and placed in the custody of the Foundation, as described in Note 4.

NOTE 9 - ENDOWMENT FUND, CONTINUED

The board of directors of the Agency has interpreted the Washington State Prudent Management of Institutional Funds Act (PMIFA) as requiring the preservation of the historical dollar amount of the original gift as of the gift date of the donor restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Agency classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Agency in a manner consistent with the standard of prudence required by PMIFA. In accordance with PMIFA, the Agency considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the Agency and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Agency and
- (7) The investment policies of the Agency.

The following describes the net asset composition of the endowment funds at June 30, 2016:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Sarri Gilman Endowment Fund		\$ 10,630	\$ 53,495	\$ 64,125
Board-designated endowment fund	\$ 375,311			375,311
Total	<u>\$ 375,311</u>	<u>\$ 10,630</u>	<u>\$ 53,495</u>	<u>\$ 439,436</u>

The following describes the net asset composition of the endowment funds at June 30, 2015:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Sarri Gilman Endowment Fund		\$ 10,590	\$ 53,495	\$ 64,085
Board-designated endowment fund	\$ 406,975			406,975
Total	<u>\$ 406,975</u>	<u>\$ 10,590</u>	<u>\$ 53,495</u>	<u>\$ 471,060</u>

NOTE 9 - ENDOWMENT FUND, CONTINUED

The following describes the changes in the endowment funds for the years ended June 30, 2016 and 2015:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, July 1, 2014	\$ 405,026	\$ 10,293	\$ 53,495	\$ 468,814
Investment income (loss)	<u>1,949</u>	<u>297</u>	<u></u>	<u>2,246</u>
Endowment net assets, June 30, 2015	<u>406,975</u>	<u>10,590</u>	<u>53,495</u>	<u>471,060</u>
Amounts appropriated and expended	(31,540)			(31,540)
Investment income (loss)	<u>(124)</u>	<u>40</u>	<u></u>	<u>(84)</u>
Endowment net assets, June 30, 2016	<u>\$ 375,311</u>	<u>\$ 10,630</u>	<u>\$ 53,495</u>	<u>\$ 439,436</u>

NOTE 10 - FUNDRAISING EVENTS

The Agency conducted major fundraising events with the following activity for the years ended June 30:

	<u>2016</u>	<u>2015</u>
Gross revenue	\$ 383,976	\$ 349,340
Direct expenses	<u>(102,434)</u>	<u>(82,540)</u>
	<u>\$ 281,542</u>	<u>\$ 266,800</u>

Gross revenue is included in contributions revenue in the statement of activities. Direct expenses are included in fundraising in the statements of activities and functional expenses.

NOTE 11 - LONG-TERM DEBT

The note payable at June 30, was:

	<u>2016</u>	<u>2015</u>
Noninterest bearing note payable to State of Washington, Department of Community Development with annual principal payment of \$14,916; matures January 2049; contains a covenant running with the land limiting the use to low-income homeless youth and teen parent families for the term of the loan; any change in use, sale or refinance of the property before maturity would require repayment of the loan balance plus a pro-rata share of net proceeds/appreciation; collateralized by a deed of trust on the property with a carrying value of \$854,732	\$ 542,476	\$ 557,392
Less current portion	<u>(14,916)</u>	<u>(14,916)</u>
	<u>\$ 527,560</u>	<u>\$ 542,476</u>

Aggregate maturities of notes payable for the next five years and thereafter are as follows:

2017	\$ 14,916
2018	14,916
2019	14,916
2020	14,916
2021	14,916
Thereafter	<u>467,896</u>
	<u>\$ 542,476</u>

Interest has not been imputed on the note payable that carries below-market rate interest as it is payable to a governmental entity or carries legal restrictions. The restrictions require the Agency to use the property for low-income housing.

NOTE 12 - FORGIVABLE LOANS

The Agency has received forgivable loans to help fund various facility projects. Under terms of the agreements, the proceeds must be used for the specific purpose intended in the loan documents.

NOTE 12 - FORGIVABLE LOANS, CONTINUED

As management believes the conditions of forgiveness related to these loans are substantially met ratably over the terms of the agreements and that the Agency has the present intention and ability to maintain the conditions of forgiveness, the proceeds from these forgivable loans have been recognized as refundable advances and ratably recognized as revenue over the period of restricted use. The revenue is presented as amortization of forgivable debt and interest on the statement of activities. The original loan balance plus a possible pro-rata share of net proceeds/appreciation or accrued interest, if any, is generally due if the Agency changes the use of the facilities from the intended purpose or if the property is sold or refinanced and removed from acceptable use before the period of restricted use ends. Each forgivable loan has specific agreements and covenants surrounding the use of the property and the terms of forgiveness depend on adherence to the terms of the agreements.

Forgivable loans consisted of the following at June 30,:

	<u>2016</u>	<u>2015</u>
<u>Complex:</u>		
Note payable to Snohomish County for \$258,334; with no interest accruing and no principal payments due if Agency uses the property to provide transitional housing for youth; matures June 2035; collateralized by a deed of trust on the property with a carrying value of \$854,732	\$ 122,708	\$ 129,167
Note payable to Snohomish County Trust Fund for \$250,000; with no interest accruing and no principal payments due if Agency continuously uses the property for low-income youth transitional housing; matures April 2044; collateralized by a deed of trust on the property with a carrying value of \$854,732; subordinated to the note payable to the State of Washington (see Note 11)	140,000	145,000
<u>Central Shelter:</u>		
Note payable to Snohomish County for \$160,366; with no interest accruing and no principal payments due if the Agency continuously uses the property to provide short-term shelter and supportive services for homeless youth; matures June 2020; collateralized by a deed of trust on the property with a carrying value of \$299,426	32,073	40,092

NOTE 12 - FORGIVABLE LOANS, CONTINUED

	<u>2016</u>	<u>2015</u>
<u>North Shelter</u>		
Note payable to State of Washington Department of Community, Trade, and Economic Development for \$261,306; with no interest accruing and no principal payments due if the Agency continuously uses the property to provide emergency shelter for low-income youths between the ages of 13 and 17; matures December 2045; collateralized by a deed of trust on the property with a carrying value of \$416,878	\$ 189,447	\$ 195,979
Note payable to Snohomish County for \$284,315; with no interest accruing and no principal payments due if the Agency continuously uses the property to provide emergency shelter for pregnant teens between the ages of 13 and 17; matures December 2045; collateralized by a deed of trust on the property with a carrying value of \$416,878	206,129	213,237
<u>East Shelter</u>		
Note payable to State of Washington Department of Community, Trade, and Economic Development for \$842,349; with no interest accruing and no principal payments due if the Agency continuously uses the property to provide emergency shelter for low-income youth; matures December 2049; collateralized by a deed of trust on the property with a carrying value of \$871,005	700,791	721,852
Note payable to Snohomish County for \$95,640; with no interest accruing and no principal payments due if the Agency continuously uses the property to provide emergency shelter for low-income youth; matures September 2049; collateralized by a deed of trust on the property with a carrying value of \$871,005	80,927	83,318
<u>U-Turn Resource Drop-in Center</u>		
Note payable to City of Everett for \$63,269; bears interest at 3% per annum; with no interest and no principal payments due if the Agency continuously uses the property to provide housing for low-income youth; matures May 2037; collateralized by a deed of trust on the property with a carrying value of \$362,069	52,724	55,255

NOTE 12 - FORGIVABLE LOANS, CONTINUED

	<u>2016</u>	<u>2015</u>
<u>U-Turn Resource Drop-in Center, continued</u>		
Note payable to City of Everett for \$60,000; bears interest at 3% per annum; with no interest and no principal payments due if the Agency continuously uses the property to provide housing for low-income youth; matures January 2038; collateralized by a deed of trust on the property with a carrying value of \$362,069	\$ 51,800	\$ 54,200
	<u>\$ 1,576,599</u>	<u>\$ 1,638,100</u>

NOTE 13 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following program purposes at June 30,:

	<u>2016</u>	<u>2015</u>
Program activities	\$ 581,227	\$ 544,846
Time restricted	240,238	252,003
Capital campaign	481,144	
Other	<u>13,364</u>	<u>19,079</u>
	<u>\$ 1,315,973</u>	<u>\$ 815,928</u>

NOTE 14 - LEASE

Capital lease

The asset and liability under capital lease are recorded at the lower of the present value of the minimum lease payments or the fair value of the assets. The assets, consisting of computers, servers, and phones, are amortized over the lesser of the lease term or their estimated productive lives. Amortization of the assets under capital lease is included in depreciation expense. The carrying value of assets under the capital lease as of June 30, 2016, was \$9,605, net of accumulated depreciation of \$48,024. The lease expires in March 2017.

Future minimum payments required under the capital lease are \$10,645, of which \$381 represents interest.

NOTE 15 - CONCENTRATIONS, COMMITMENTS AND CONTINGENCIES

As discussed in Notes 11 and 12, the Agency has agreed to significant restrictions on the use of land and buildings in accordance with financing agreements.

A substantial portion of the public support of the Agency is derived from grants and contracts administered by various federal, state and local government agencies. Revenue from the government totaled 48 and 54 percent of total public support and revenue for the year ended June 30, 2016 and 2015, respectively. Receivables from government grants totaled 17 and 30 percent of total grants and promises receivable at June 30, 2016 and 2015, respectively.

Amounts received from grantor agencies are subject to audit and adjustments by the grantor agency. Any disallowed cost, including amounts already collected, may constitute a liability for the agency. The amounts, if any, of expenditures which may be disallowed by the grantor are recorded at the time that such amounts can be reasonably determined, normally on notification by the government agency. There were no such adjustments in fiscal 2016.

NOTE 16 - SUBSEQUENT EVENTS

The Agency has evaluated subsequent events through October 27, 2016, which is the date the financial statements were available to be issued, and has determined that there are no subsequent events that require disclosure.

SUPPLEMENTARY INFORMATION

COCOON HOUSE
 Schedule of Expenditures of Federal Awards
 For the Year Ended June 30, 2016

Federal Grantor / Pass-Through Grantor Program Title	Federal CFDA Number	Federal Grantor / Pass-Through Grantor Number	Expenditures
US Department of Health and Human Services			
Direct Programs			
Basic Center Grant	93.623	90CY6422/03	\$ 42,538
Basic Center Grant	93.623	90CY6756/01	<u>166,398</u>
			<u>208,936</u>
Transitional Living for Homeless Youth	93.550	90CX6886/03	40,324
Transitional Living for Homeless Youth	93.550	90CX6886/04	171,438
Transitional Living for Homeless Youth	93.550	90CX7029/03	164,501
Transitional Living for Homeless Youth	93.550	90CX7029/04	<u>31,544</u>
			<u>407,807</u>
Total US Department of Health and Human Services			<u>616,743</u>
US Department of Housing and Urban Development			
Pass-Through Programs From:			
Snohomish County			
Community Development Block Grant/Entitlement Grants			
Mortgage Loan (Complex)	14.218	HCD-1993-19	170,073
Mortgage Loan (Complex)	14.218	HCD-1993-42	54,927
Mortgage Loan (Complex)	14.218	HCD-1993-39	<u>33,334</u>
			<u>258,334</u>

COCOON HOUSE
 Schedule of Expenditures of Federal Awards, Continued
 For the Year Ended June 30, 2016

Federal Grantor / Pass-Through Grantor Program Title	Federal CFDA Number	Federal Grantor / Pass-Through Grantor Number	Expenditures
US Department of Housing and Urban Development, Continued			
Pass-Through Programs From:			
Snohomish County, Continued			
Community Development Block Grant/Entitlement Grants, Continued			
Mortgage Loan (Central Shelter)	14.218	HCD-1996-36	\$ 32,168
Mortgage Loan (Central Shelter)	14.218	HCD-1998-44	98,754
Mortgage Loan (Central Shelter)	14.218	HCD-1996-56	28,945
Mortgage Loan (Central Shelter)	14.218	HCD-1995-53	499
			<u>160,366</u>
Community Development Block Grant	14.218	HCS-12-24-1203-077	<u>41,894</u>
City of Everett			
Mortgage Loan (U-Turn)	14.218	Building Acquisition	63,269
Renovation Loan (U-Turn)	14.218	Building Renovation	<u>60,000</u>
			<u>123,269</u>
Way OUT Program	14.218	CDBG 91-1497667	<u>15,736</u>
			<u>599,599</u>

COCOON HOUSE
 Schedule of Expenditures of Federal Awards, Continued
 For the Year Ended June 30, 2016

Federal Grantor / Pass-Through Grantor Program Title	Federal CFDA Number	Federal Grantor / Pass-Through Grantor Number	Expenditures
US Department of Housing and Urban Development, Continued			
Pass-Through Programs From:			
Snohomish County			
Emergency Solutions Grant Program	14.231	HCS-16-32-1601-077	\$ 23,448
Emergency Solutions Grant Program	14.231	HCS-15-31-1504-077	<u>13,735</u>
			<u>37,183</u>
Total US Department of Housing and Urban Development			<u>636,782</u>
US Department of Homeland Security			
Emergency Food and Shelter National Board Program	97.024	LRO ID 892400-025	<u>21,885</u>
Total Expenditures of Federal Awards			<u>\$ 1,275,410</u>

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Cocoon House (the Agency), under programs of the federal government for the year ended June 30, 2016. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Agency has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE C - SUBRECIPIENTS

Of the federal expenditures presented in the Schedule, the Agency provided none of the federal awards to subrecipients.

NOTE D - LOANS WITH CONTINUING COMPLIANCE REQUIREMENTS

Loans with continuing compliance requirements presented on the schedule were passed through from the U.S. Department of Housing and Urban Development's Community Development Block Grant program, CFDA 14.218. Loans are forgivable on the maturity dates as long as Cocoon House remains in compliance with certain program regulations through maturity. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. The balance of loans outstanding at June 30, 2016, consisted of:

<u>Purpose</u>	<u>Maturity Date</u>	<u>Outstanding Balance</u>
Complex	Jun 2035	\$ 258,334
Central Shelter	Jun 2020	160,366
U-Turn Facility Acquisition	May 2037	63,269
U-Turn Facility Renovation	Jan 2038	<u>60,000</u>
		<u>\$ 541,969</u>

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Cocoon House
Seattle, Washington

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Cocoon House (the Agency), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Watson & McDowell, PLLC

October 27, 2016

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Cocoon House
Seattle, Washington

Report on Compliance for Each Major Federal Program

We have audited Cocoon House's (the Agency) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended June 30, 2016. The Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, contracts, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Internal Control Over Compliance

Management of the Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Watson & McDermott, PLLC

October 27, 2016

A. SUMMARY OF AUDITOR’S RESULTS

1. *Financial Statements*

The auditor’s report expresses an unmodified opinion on the financial statements of Cocoon House.

Internal control over financial reporting:

Material weaknesses identified: _____ Yes X No

Significant deficiencies identified that are not considered to be material weaknesses: _____ Yes X None reported

Noncompliance material to financial statements noted: _____ Yes X No

2. *Federal Awards*

Internal control over major programs:

Material weaknesses identified: _____ Yes X No

Significant deficiencies identified that are not considered to be material weaknesses: _____ Yes X None reported

3. Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)? _____ Yes X No

4. The programs tested as major programs were:

<u>CFDA</u>	<u>Name of Federal program</u>	<u>Compliance Opinion</u>
#93.550	Transitional Living for Homeless Youth	Unmodified

5. The threshold for distinguishing type A and B programs was \$750,000.

6. Cocoon House was determined to be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT - None

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT - None

D. PRIOR AUDIT FINDINGS - None

COCOON HOUSE

Because Every Child Needs a **Home**



existing site overview



exterior concept

Schematic Rendering



36th Street



exterior concept

Schematic Rendering



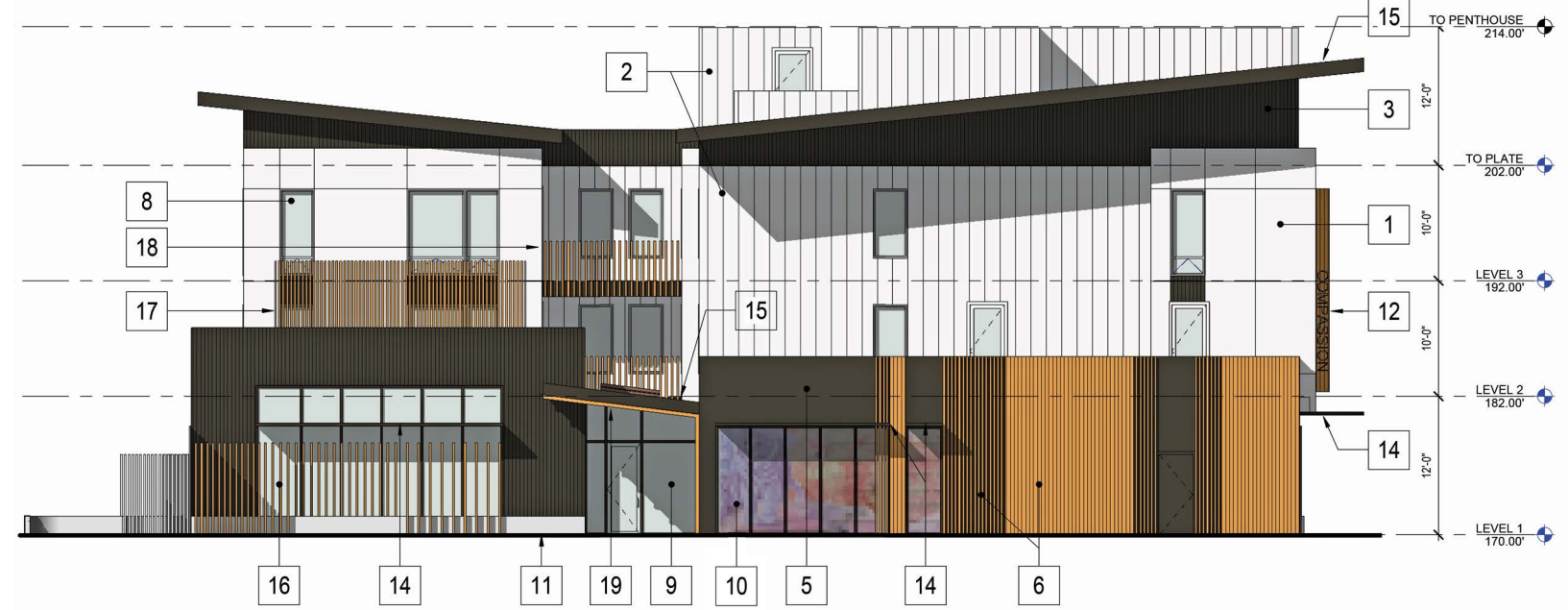
Colby Avenue

exterior concept

Exterior Elevations



East Elevation scale: 1" = 16'-0"



South Elevation scale: 1" = 16'-0"

Keynote Legend

- 1. Fiber Cement Panel Siding
Metal Reveals, Exposed Fasteners
Color: Arctic White
Suggested MFG: James Hardie
- 2. Fiber Cement Board and Batten Siding
Color: Arctic White
Suggested MFG: James Hardie
- 3. Fiber Cement Board and Batten Siding
Color: Rich Espresso
Suggested MFG: James Hardie
- 4. Ribbed Metal Profile Panel
Concealed Fastener
Color: Dark Bronze
Suggested MFG: AEP Span (Flex Series)
- 5. Flush Metal Profile Panel
Concealed Fastener
Color: Dark Bronze
Suggested MFG: AEP Span
- 6. Treated Wood Rainscreen Siding System
Suggested MFG: Accoya
- 7. T&G Clear Cedar Soffit
- 8. Vinyl Windows and Doors
Typ. 2nd and 3rd Floors
Recessed at Openings
Color: White
- 9. Storefront Windows and Doors
Typ. 1st Floor
Recessed at Openings
Color: Anodized Dark Bronze
- 10. Graphic Window Film/Coating
Featuring Resident Art
- 11. Cast in Place Concrete Bench Walls
- 12. Custom Aluminum Composite Shade
Fins Featuring Cocoon House 7 Core Values
- 13. Glulam Columns
- 14. Metal Canopy / Sunshade
Color: Dark Bronze
- 15. Aluminum Sheet Metal Fascia
Color: Dark Bronze
- 16. Slatted Screen Wall to Match Wood
Rainscreen System
- 17. Mechanical Screen Wall to Match
Wood Rainscreen System
- 18. Balcony Railing to Match Wood
Rainscreen System
- 19. Wood Slatted Soffit @ U-Turn Entry
- 20. Roof beyond
- 21. Custom Signage

exterior concept

Exterior Elevations



West Elevation scale: 1" = 16'-0"



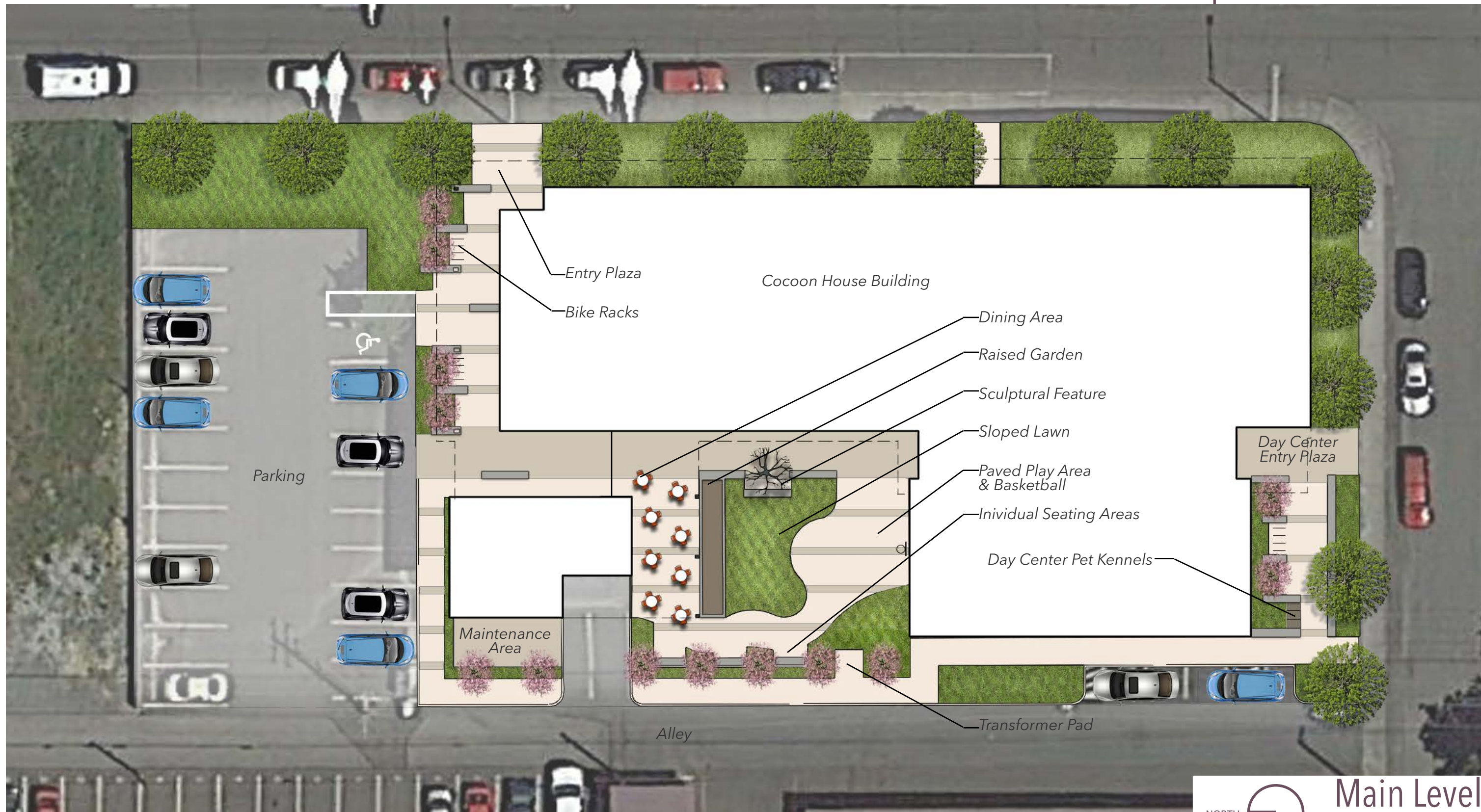
North Elevation scale: 1" = 16'-0"

Keynote Legend

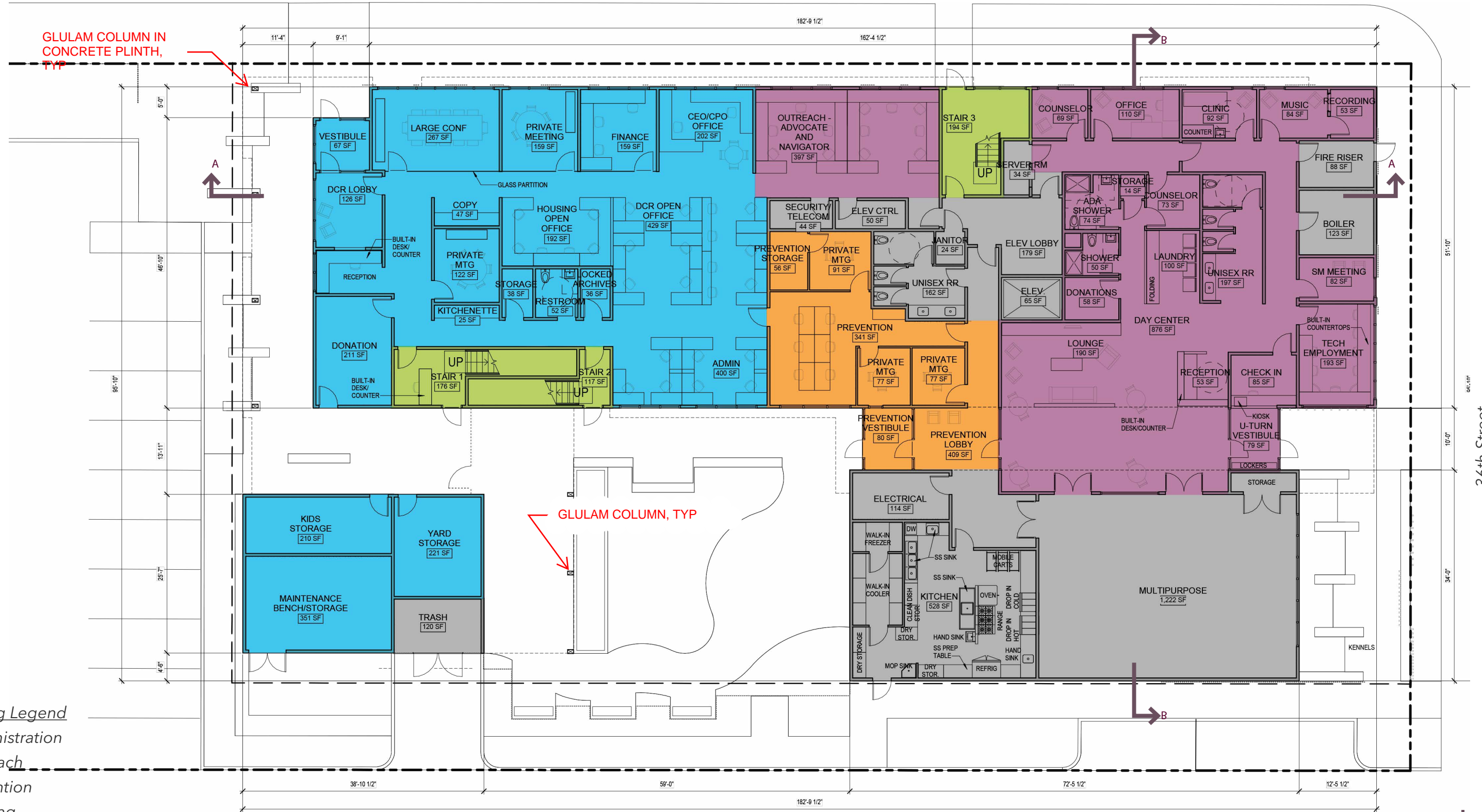
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- 17. Mechanical Screen Wall to Match
Wood Rainscreen System
- 18. Balcony Railing to Match Wood
Rainscreen System
- 19. Wood Slatted Soffit @ U-Turn Entry
- 20. Roof beyond
- 21. Custom Signage

Colby Ave

site plan



Colby Ave



Programming Legend

- Administration
- Outreach
- Prevention
- Housing
- Common Area
- - - Line of Security

NORTH **Main Level**
scale: 1" = 16'-0"

floor plans



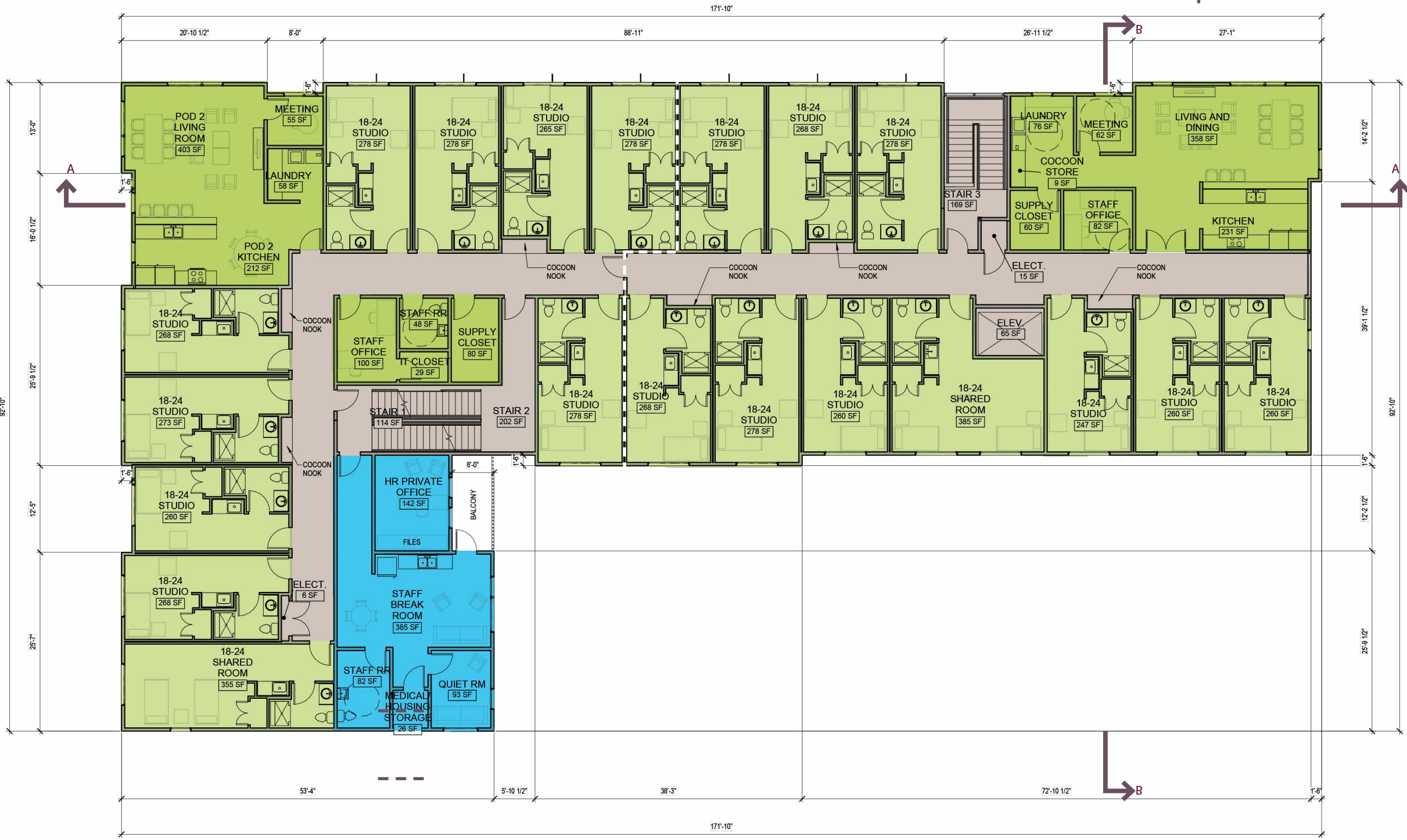
Programming Legend

- Administration
- Residential Units
- Circulation
- Common Area
- Line of Security



Level Two
 scale: 1" = 16'-0"

floor plans



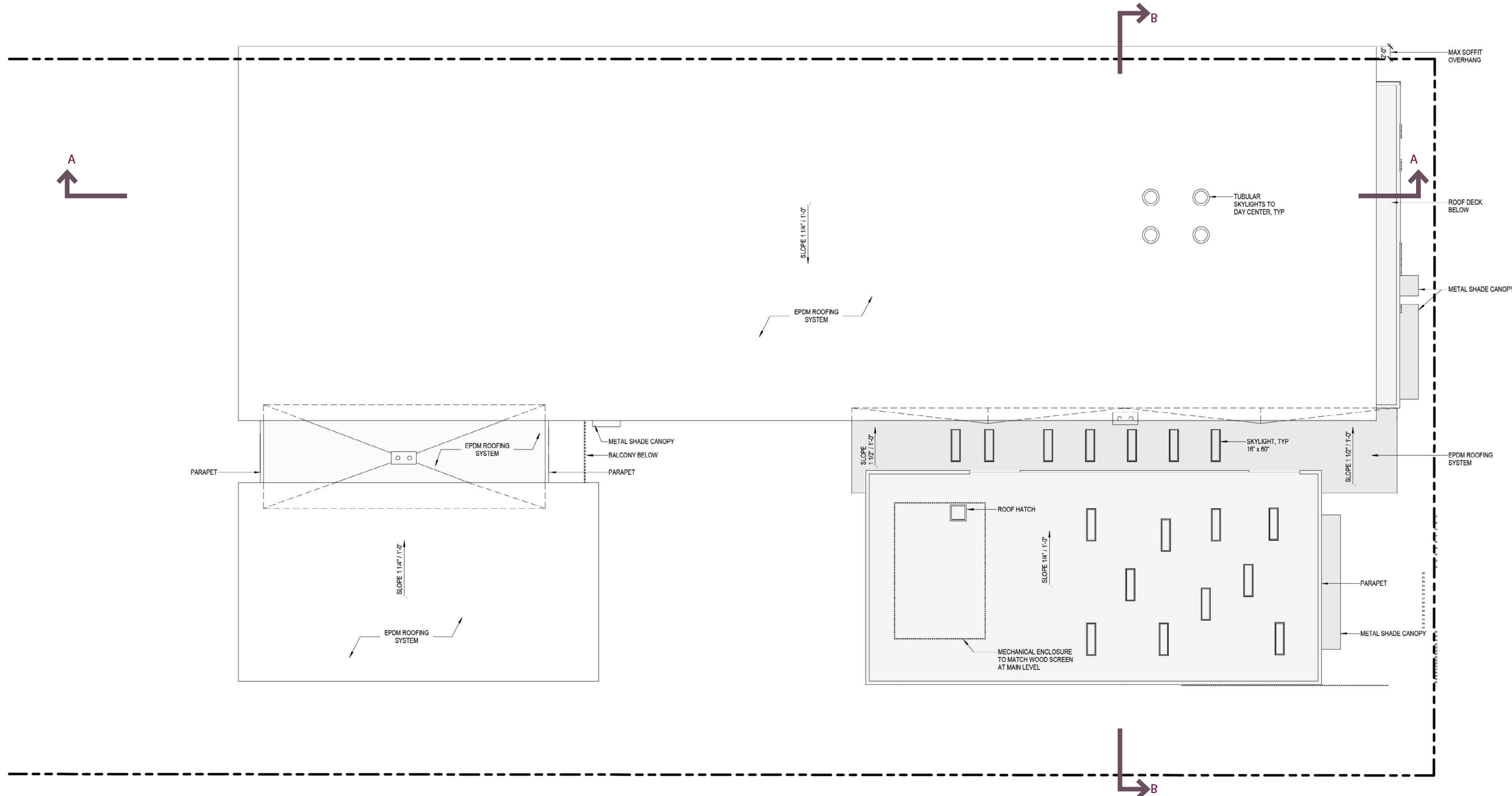
Programming Legend

- Administration
- Residential Units
- Circulation
- Common Area
- Line of Security



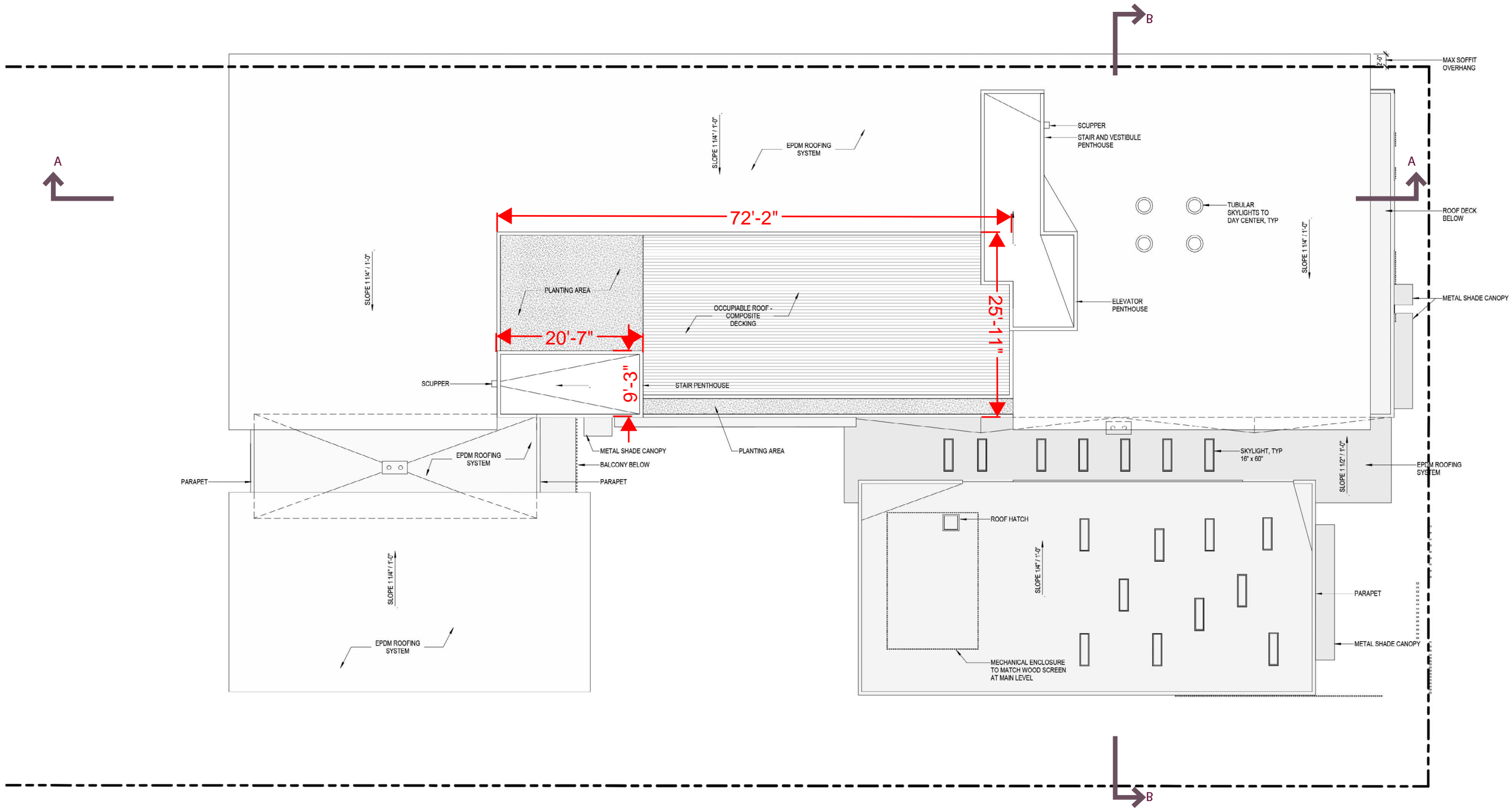
Level Three
scale: 1" = 16'-0"

floor plans



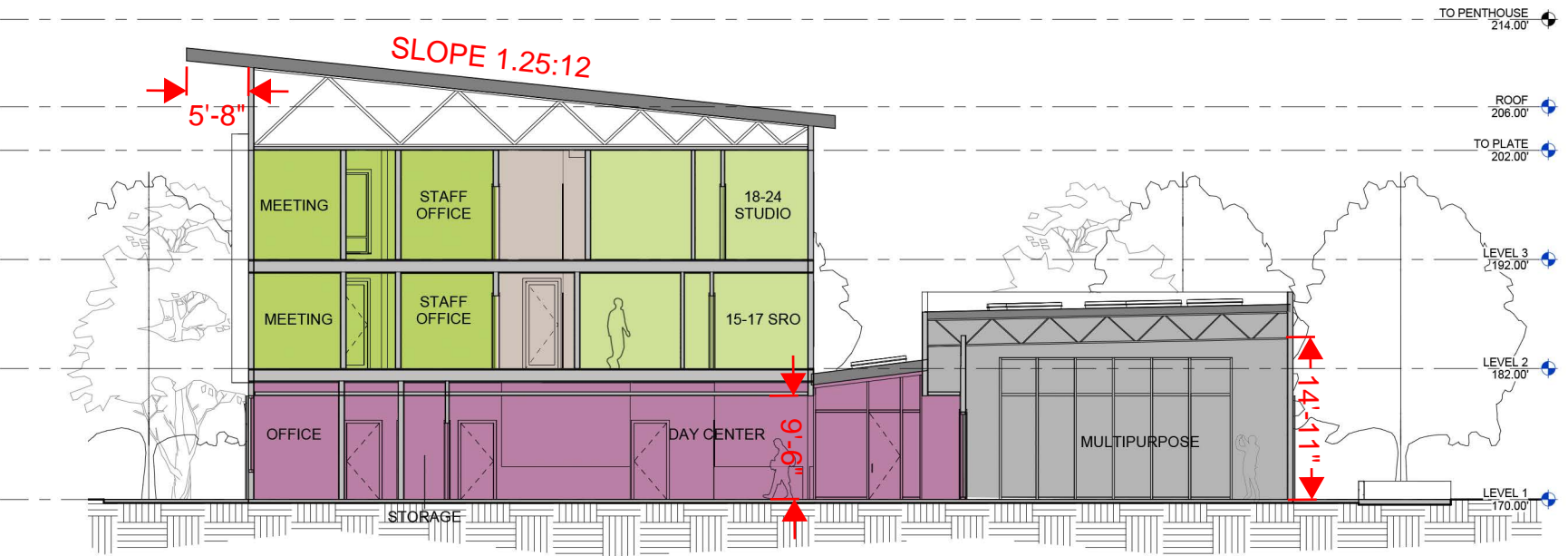
Roof Level
scale: 1" = 16'-0"

floor plans

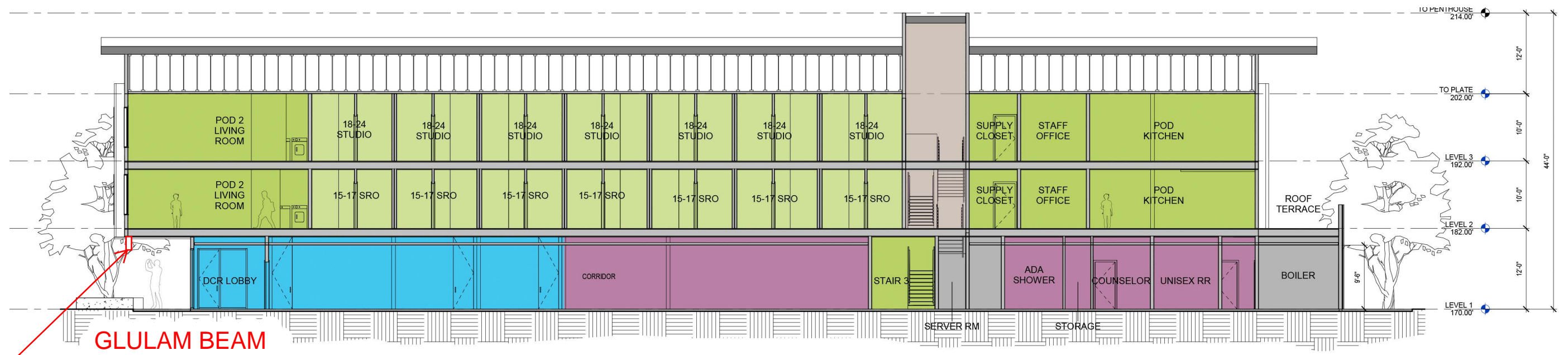


NORTH  **Roof Level - Alt with Roof Deck**
 scale: 1" = 16'-0"

building sections



Section B
scale: 1" = 16'-0"



Section A
scale: 1" = 16'-0"

Colby Ave

finish plans

NOTE: REFER TO FINISH LEGEND FOR MATERIAL CALL OUTS

WM-01/WDB-01

CPT-01/WDB-01

TL-02/TLB-02

CPT-02/WDB-02

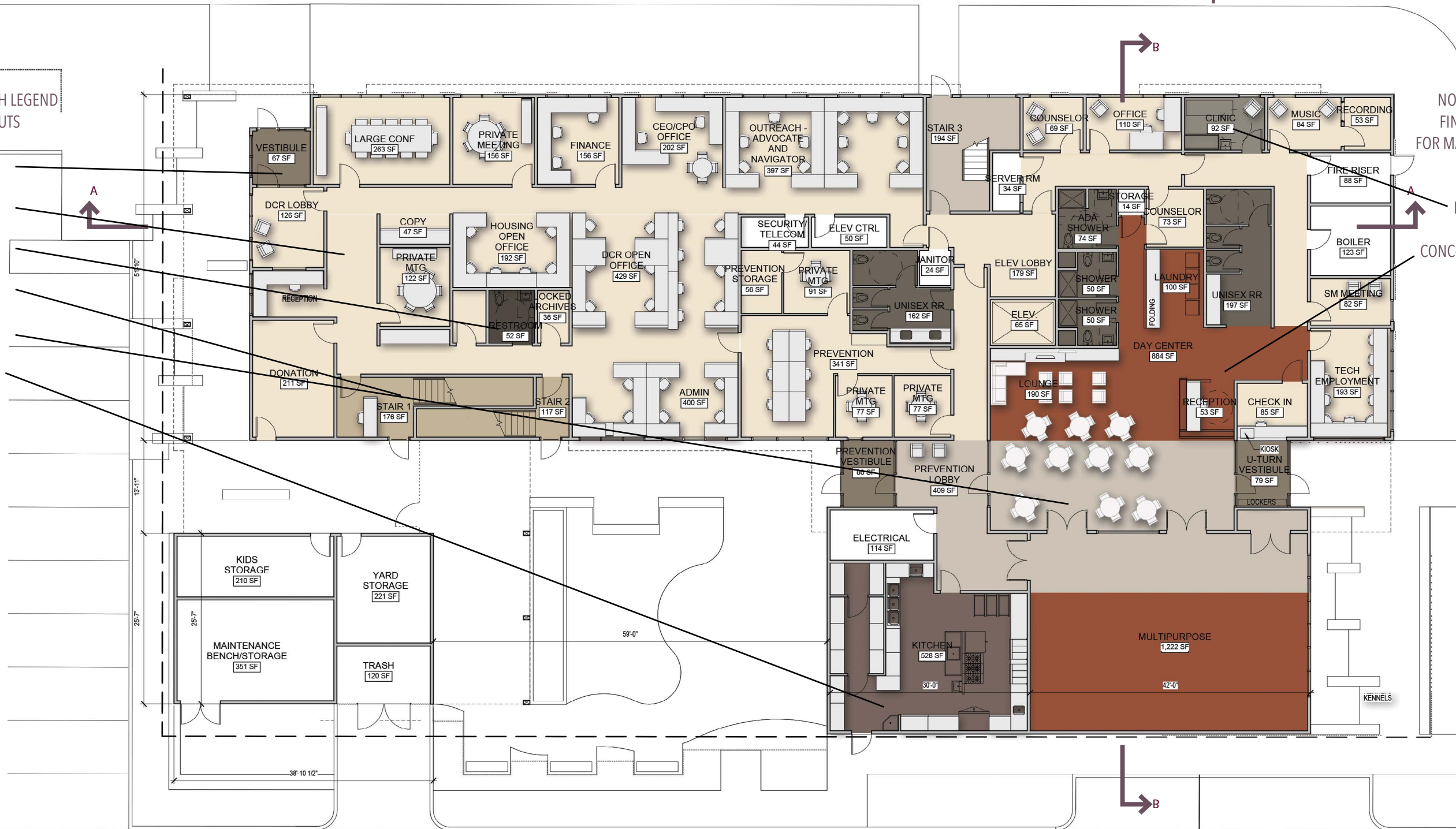
TR-01/WDB-01

TL-01/TLB-01

NOTE: REFER TO FINISH LEGEND FOR MATERIAL CALL OUTS

RF-01/RB-02

CONC-01/WDB-01



36th Street



Main Level
scale: 1" = 16'-0"

interior concept

Schematic Rendering



U-Turn Entry

interior concept

Finish Legend - Main Level

MAIN LEVEL FINISH LEGEND

MARK	TYPE	FINISH	SIZE	REMARKS	SUSTAINABILITY (GENERAL)	LOCATION (GENERAL)
AWT-01	ACOUSTIC WALL TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	FIELD-FABRICATION ACCOUSTIC WALL PANELS		MULTI-PURPOSE; DAY CENTER.
ACT-01	ACOUSTIC CEILING TILE & SUSPENSION GRID	TBD	REFER TO PLANS	9/16" BEVELED TEGULAR WITH 9/16" SUPRAFINE SUSPENSION SYSTEM		MULTI-PURPOSE; DAY CENTER.
ACT-02	ACOUSTIC CEILING TILE & SUSPENSION GRID	TBD	REFER TO PLANS	KITCHEN ZONE WITH 15/16" SQUARE LAY-IN SUSPENSION SYSTEM		MULTI-PURPOSE; DAY CENTER.
CLG-01	CEILING SYSTEM	TBD	REFER TO PLANS	CEILING BAFFELS & SUSPENSION GRID		MULTIPURPOSE AND DAY CENTER
CPT-01	CARPET [TILE]	TBD	REFER TO PLANS	DIRECT GLUE DOWN		OPEN OFFICES THROUGHOUT DCR, HOUSING, PREVENTION, HOUSING AND RELATED MTG. ROOMS
CPT-02	CARPET [BROADLOOM]	TBD	TBD	ASTM E 648 CLASS 1 (GLUE DOWN) INTEGRAL CARPET PAD FOR GLUE DOWN INSTALLATION		STAIRWELLS THROUGHOUT; ELEVATOR
CONC-01	CONCRETE	SMOOTH	REFER TO PLANS	ASTM E 648 CLASS 1 (GLUE DOWN) INTEGRAL STAINED CONCRETE; SEALED		MULTI-PURPOSE; DAY CENTER AND LAUNDRY.
CONC-02	CONCRETE	SMOOTH	REFER TO PLANS	CONCRETE; SEALED		FIRE-RISER; BOILER; SERVER; ELEV CNL; AND SECURITY TELECOM ROOMS
DRP-01	CURTAINS & DRAPES	TBD	REFER TO INTERIOR ELEVATIONS			MULTIPURPOSE AND DAY CENTER
GL-01	GLASS	TBD	REFER TO INTERIOR ELEVATIONS			MULTIPURPOSE AND DAY CENTER; STAIRWELLS THROUGHOUT
MTL-01	METAL	TBD	REFER TO INTERIOR ELEVATIONS			MULTIPURPOSE AND DAY CENTER; STAIRWELLS THROUGHOUT
PLAM-01	PLASTIC LAMINATE	TBD	REFER TO INTERIOR ELEVATIONS	CLASS 1-HORIZONTAL APPLICATION / CLASS 2-VERTICAL APPLICATION		UPPER CABINET DOORS THROUGHOUT; APPLE PLY BOXES
PLAM-02	PLASTIC LAMINATE	TBD	REFER TO INTERIOR ELEVATIONS	CLASS 1-HORIZONTAL APPLICATION / CLASS 2-VERTICAL APPLICATION		LOWER CABINET DOORS THROUGHOUT; APPLE PLY BOXES
PNL-01	RIGID SHEET WALL PANEL	TBD	REFER TO INTERIOR ELEVATIONS	ACROVYN, INPRO OR SIMILAR		DONATION, KITCHEN.
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		MAIN WALL COLOR THROUGHOUT
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SMEI-GLOSS	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		WALLS AND CEILINGS AT BATHROOMS, LAUNDRY AND KITCHEN.
RB-01	RESILIENT BASE	TBD	REFER TO INTERIOR ELEVATIONS	6" THERMOSET RUBBER WALL BASE - COVERED (WITH TOE)	PVC FREE	OPEN OFFICES THROUGHOUT DCR, HOUSING, PREVENTION, HOUSING AND RELATED MTG. ROOMS
RB-02	RESILIENT BASE	TBD	REFER TO INTERIOR ELEVATIONS	6" THERMOSET RUBBER WALL BASE - COVERED (WITH TOE)	PVC FREE	CLINIC
RF-01	RESILIENT FLOORING	TBD	REFER TO PLANS	HETEROGENEOUS COMMERCIAL BOTANOL FLOOR COVERING CONSISTING OF BIO-POLYURETHANE, GLASS FIBER REINFORCEMENT, PAPER PRINT AND PU TOP LAYER HEAT WELT SEAMS	PVC FREE	CLINIC
RG-01	RESILIENT CORNER GUARD	TBD	1-1/2" LEGS X 8" LENGTHS		PVC FREE	EXTERIOR CORNERS THROUGHOUT
SSC-01	SIMULATED STONE COUNTERTOP	TBD	REFER TO INTERIOR ELEVATIONS	QUARTZ CMPOSIT, 2CM SLABS APPROX 56.5" X 120"		COUNTERTOPS THROUGHOUT
STN-01	STAIN	TBD	REFER TO INTERIOR ELEVATIONS			DAY CENTER

MARK	TYPE	FINISH	SIZE	REMARKS	SUSTAINABILITY (GENERAL)	LOCATION (GENERAL)
TR-01	TERRAZZO	GROUND AND POLISHED	REFER TO PLANS	CUSTOM POUR-IN-PLACE TERRAZZO FLOORING W/ SCHLUTER DECO JOINT, EDGE AND TERMINATION STRIPS. USE SALVAGED STAIN GLASS FROM EXISTING STRUCTURES CHAPEL WINDOWS AS GLASS AGGREGATE.		U-TURN AND PREVENTION LOBBY; EXTERIOR COURTYARD AND MAIN ENTRY'S.
TL-01	TILE [QUARRY]	TBD	REFER TO PLANS	QUARRY TILE WITH ANTIMICORBIAL TECHNOLOGY AND RECYLED CONTENT.		KITCHEN
TL-02	TILE	TBD	REFER TO PLANS	PORCELAIN FLOOR TILE WITH THROUGHBODY COLOR.		UNISEX RR; ADA SHOWER AND SHOWERS; DCR RESTROOM
TL-03	TILE	TBD	REFER TO INTERIOR ELEVATIONS	GLASS ACCENT TILE		UNISEX RR; ADA SHOWER AND SHOWERS; DCR RESTROOM
TL-04	TILE	TBD	REFER TO INTERIOR ELEVATIONS	GLAZED, PORCELAIN WALL TILE		KITCHEN
TLB-01	TILE BASE [QUARRY]	TBD	REFER TO PLANS	6" COVE BASE AND CORNERS AS NECESSARY; QUARRY TILE WITH ANTIMICORBIAL TECHNOLOGY AND RECYLED CONTENT.		KITCHEN
TLB-02	TILE BASE	TBD	REFER TO PLANS	6" COVE BASE WITH THROUGHBODY COLOR.		UNISEX RR; ADA SHOWER AND SHOWERS; DCR RESTROOM
WC-01	WALL COVERING	TBD	REFER TO INTERIOR ELEVATIONS	WALL COVERING TO PASS NFPA 260, CLASS 1		DAY CENTER LOUNGE
WD-01	WOOD	STAIN GRADE	REFER TO INTERIOR ELEVATIONS	APPLY PLY CUSTOM, BUILT-IN CASEWORK		DAY CENTER LOUNGE
WDB-01	WOOD BASE & TRIM	PAINT GRADE		6" WOOD BASE;		THROUGHOUT UNO
WM-01	WALK OFF MAT	TBD	REFER TO PLANS	WALK OFF MATT; TILE		VESTIBULES THROUGHOUT
WT-01	WINDOW TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	DM-OUT INSIDE FABRIC, TRANSLUCENT WITH 5% OPENNESS FACTOR; DOUBLE ROLL, MANUAL OPERATING ROLLER SHADE W/ CONTINUOUS LOOP METAL CHAIN AND 3" METAL FASCIA FABRIC TO PASS NFPA 101		EXTERIOR WINDOWS THROUGHOUT
WT-02	WINDOW TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	OPAQUE OUTSIDE FABRIC, DOUBLE ROLL, MANUAL OPERATING ROLLER SHADE W/ CONTINUOUS LOOP METAL CHAIN AND 3" METAL FASCIA FABRIC TO PASS NFPA 101		EXTERIOR WINDOWS THROUGHOUT

Colby Ave

finish plans

NOTE: REFER TO FINISH LEGEND FOR MATERIAL CALL OUTS

- RF-02/WDB-01
- CPT-04/WDB-01
- CPT-03/WDB-01
- CPT-02/WDB-01
- RF-01/WDB-01
- TL-05/TLB-02



36th Street



Level Two
scale: 1" = 16'-0"

Colby Ave

finish plans



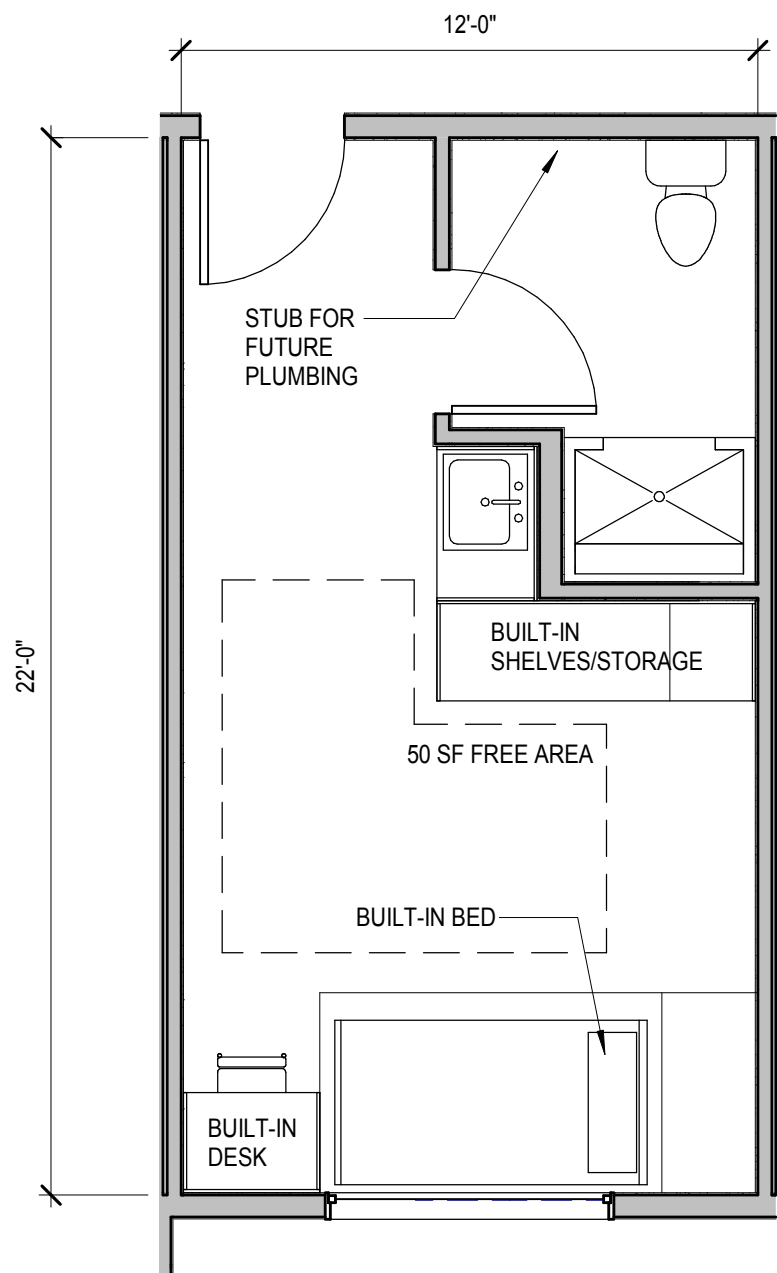
36th Street



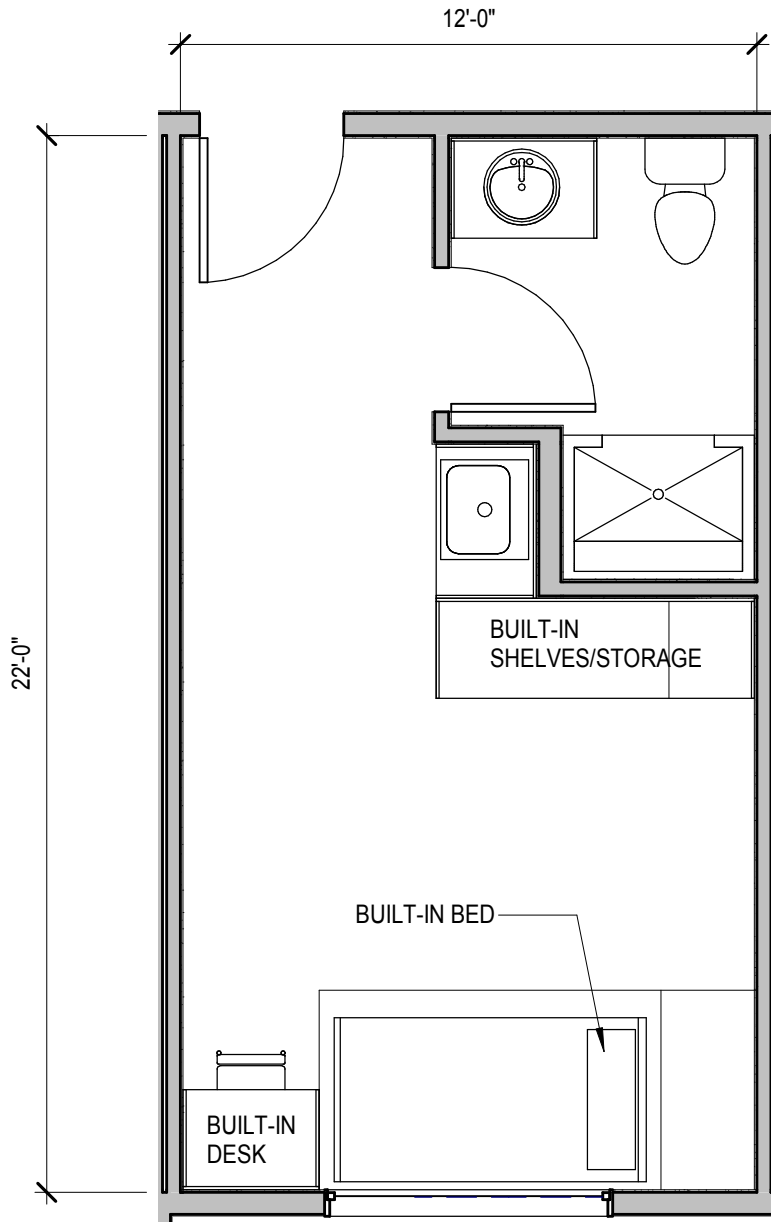
Level Three
 scale: 1" = 16'-0"

interior concept

Unit Plans



SRO Units: 260 sf
15-17 year olds

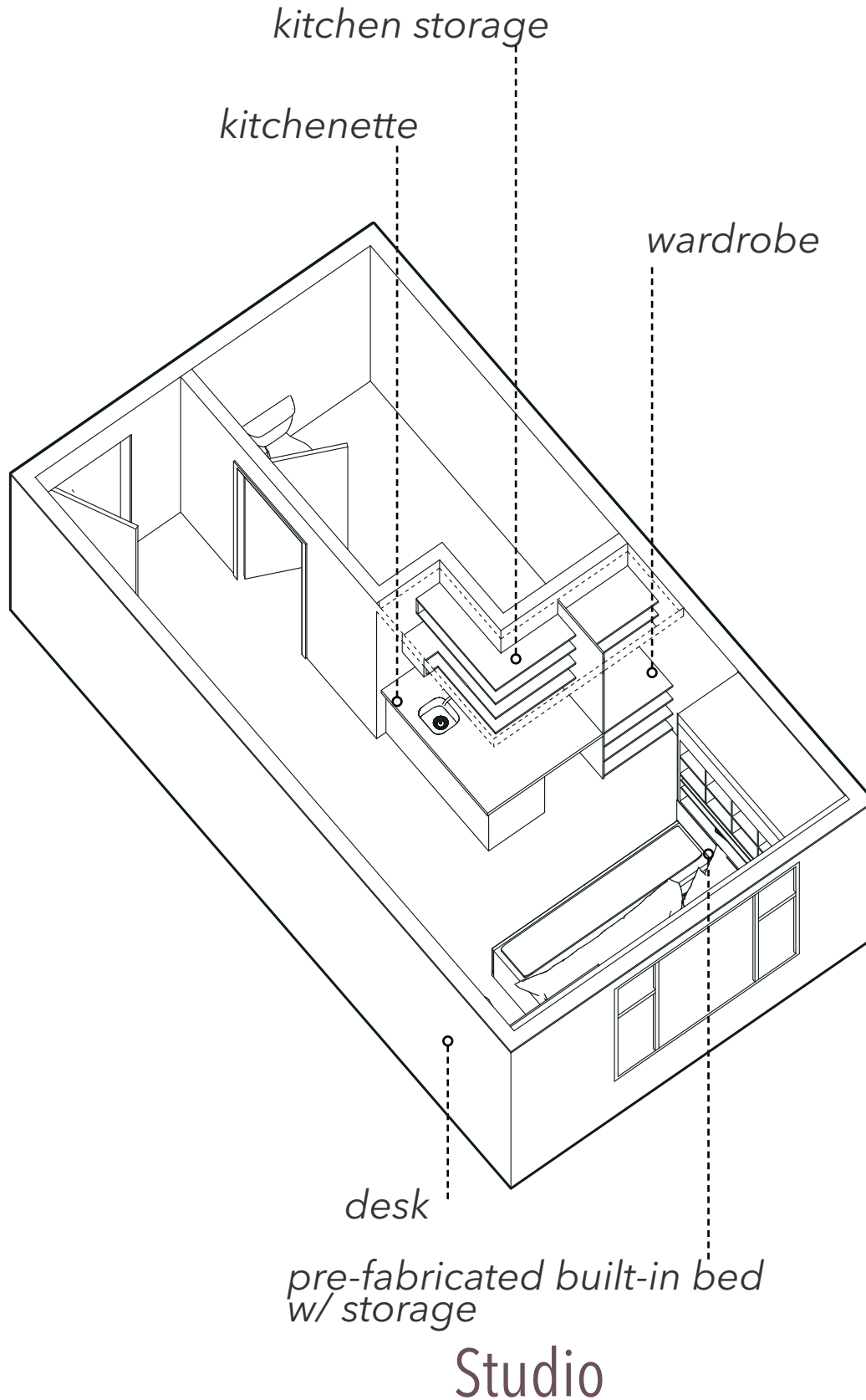
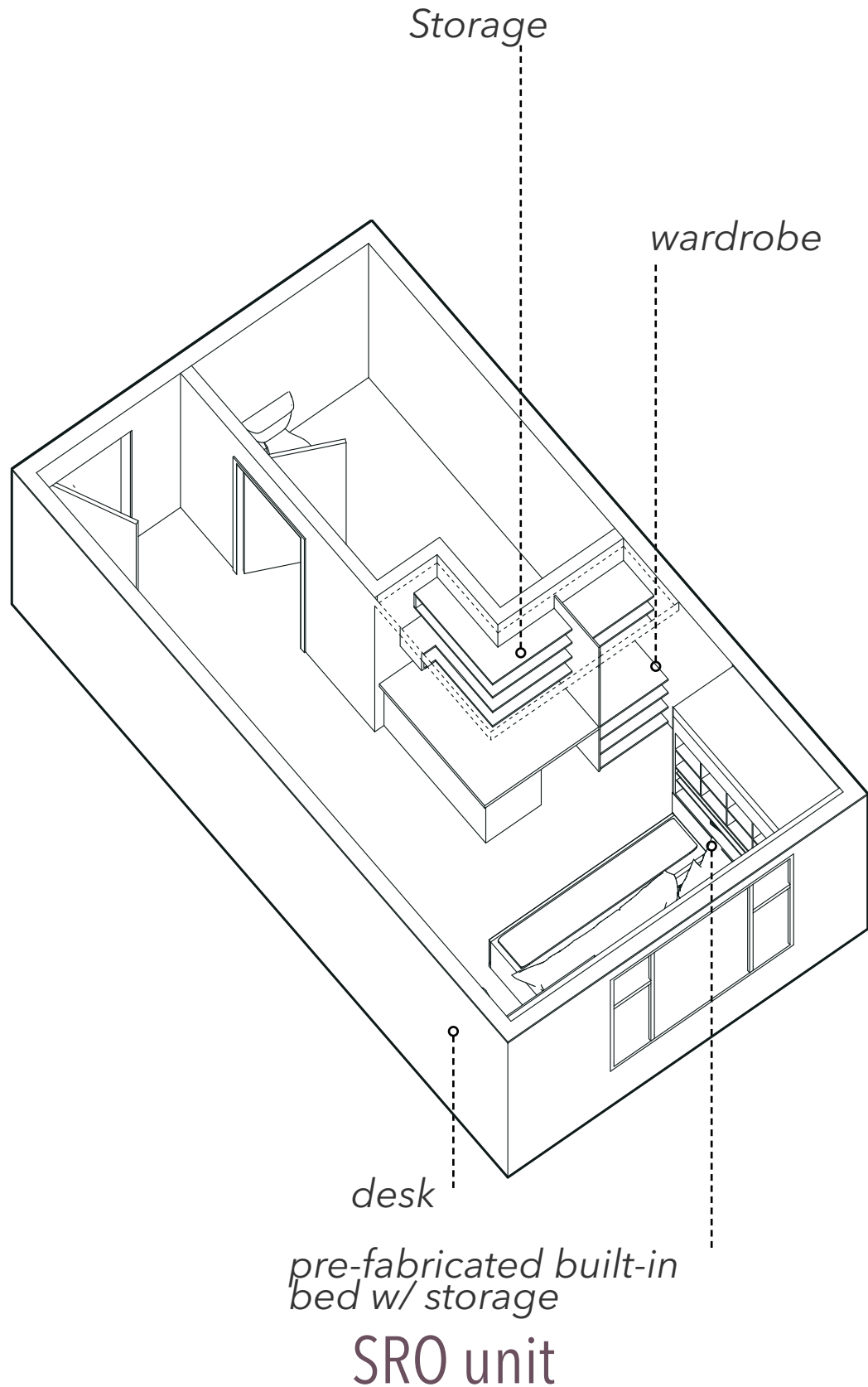


Studio Units: 260 sf
18-24 year olds



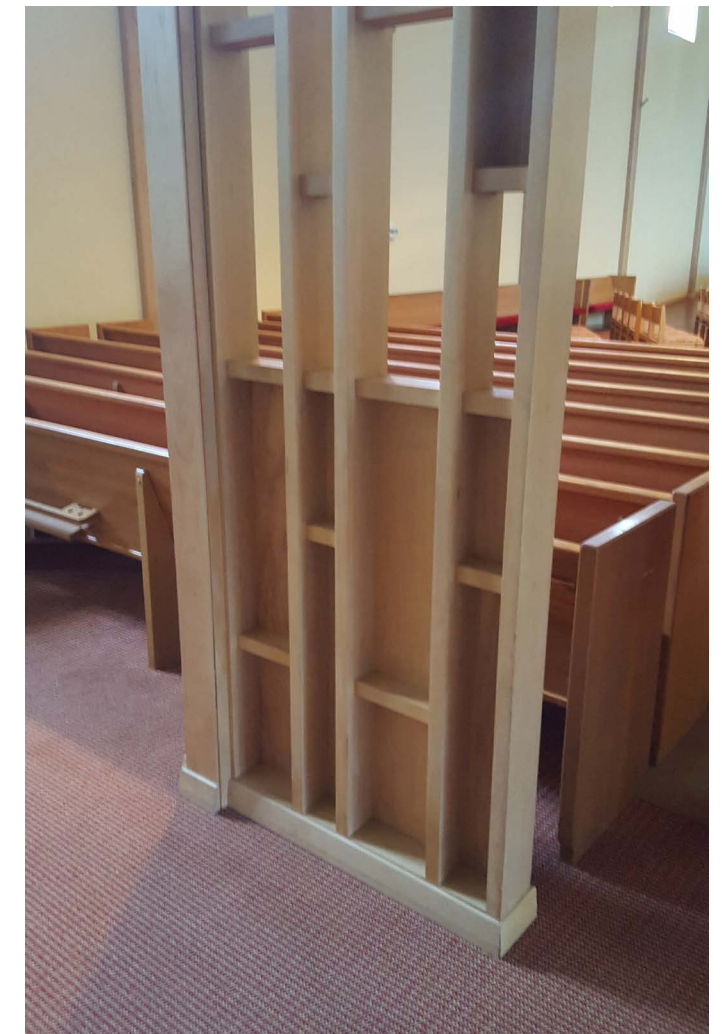
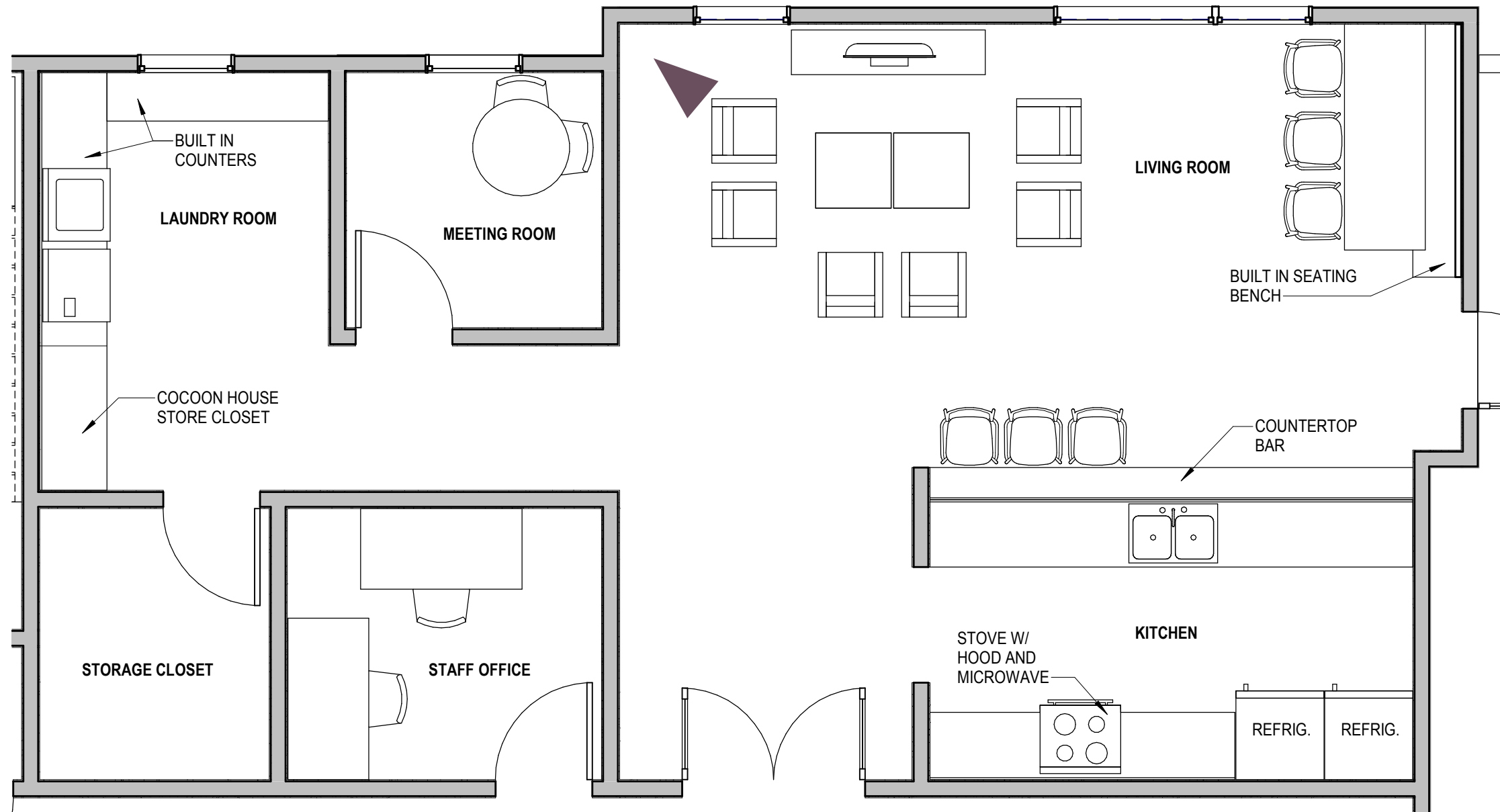
interior concept

Unit Concepts



interior concept

Schematic Pod Living Room Plan



interior concept

Schematic Pod Living Room Rendering



Pod Living Room

interior concept

Finish Legend - Residential Levels

RESIDENTIAL FINISH LEGEND

MARK	TYPE	FINISH	SIZE	REMARKS	SUSTAINABILITY (GENERAL)	LOCATION (GENERAL)
AWT-01	ACOUSTIC WALL TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	FIELD-FABRICATION ACOUSTIC WALL PANELS		POD LIVING ROOMS
APC-01	CEILING PANEL SYSTEM AND SUSPENSION GRID	TBD	REFER TO PLANS	NINE WOOD, PLYBOO OR APPROVED EQUAL; BAMBOO WITH PRE-CATALYZED LACQUER, SATIN SHEEN AND STAIN TBD.		POD LIVING ROOMS
CLG-01	CEILING SYSTEM	TBD	REFER TO PLANS	CEILING BAFFELS & SUSPENSION GRID		POD LIVING ROOMS - 3RD FLOOR ONLY
CPT-02	CARPET [BROADLOOM]	TBD	TBD	INTEGRAL CARPET PAD FOR GLUE DOWN INSTALLATION ASTM E 648 CLASS 1 (GLUE DOWN)		STAIRWELLS THROUGHOUT; ELEVATOR
CPT-03	CARPET [TILE]	TBD	REFER TO PLANS	DIRECT GLUE DOWN ASTM E 648 CLASS 1 (GLUE DOWN)		CORRIDORS; STAFF OFFICES
CPT-04	CARPET [TILE]	TBD	REFER TO PLANS	DIRECT GLUE DOWN		COCOON NOOK DROPS AND POD LIVING ROOM ENTRIES
CONC-02	CONCRETE	SMOOTH	REFER TO PLANS	ASTM E 648 CLASS 1 (GLUE DOWN) CONCRETE; SEALED		SUPPLY CLOSET
DRP-02	CURTAINS & DRAPES	TBD	REFER TO INTERIOR ELEVATIONS			SRO UNITS THROUGHOUT
MTL-01	METAL	TBD	REFER TO INTERIOR ELEVATIONS			STAIRWELLS THROUGHOUT
PLAM-03	PLASTIC LAMINATE	TBD	REFER TO INTERIOR ELEVATIONS	CLASS 1-HORIZONTAL APPLICATION / CLASS 2-VERTICAL APPLICATION		UPPER CABINET DOORS THROUGHOUT; APPLE PLY BOXES
PLAM-04	PLASTIC LAMINATE	TBD	REFER TO INTERIOR ELEVATIONS	CLASS 1-HORIZONTAL APPLICATION / CLASS 2-VERTICAL APPLICATION		LOWER CABINET DOORS THROUGHOUT; APPLE PLY BOXES
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		MAIN WALL COLOR THROUGHOUT
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SATIN / EG-SHEL	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		ACCENT COLOR, 4 WALLS
PT-0X	PAINT	SMEI-GLOSS	REFER TO INTERIOR ELEVATIONS	ASSUME L4 DRYWALL FINISH		WALLS AND CEILINGS AT BATHROOMS, LAUNDRY AND POD LIVING ROOMS.
RB-03	RESILIENT BASE	TBD	REFER TO INTERIOR ELEVATIONS	6" THERMOSET RUBBER WALL BASE - COVED (WITH TOE)	PVC FREE	CORRIDORS; STAFF OFFICES
RB-04	RESILIENT BASE	TBD	REFER TO INTERIOR ELEVATIONS	6" THERMOSET RUBBER WALL BASE - COVED (WITH TOE)	PVC FREE	
RF-01	RESILIENT FLOORING	TBD	REFER TO PLANS	HETEROGENEOUS COMMERCIAL BOTANOL FLOOR COVERING CONSISTING OF BIO-POLYURETHANE, GLASS FIBER REINFORCEMENT, PAPER PRINT AND PU TOP LAYER HEAT WELT SEAMS	PVC FREE	SRO UNITS
RF-02	RESILIENT FLOORING	TBD	REFER TO PLANS	HETEROGENEOUS COMMERCIAL BOTANOL FLOOR COVERING CONSISTING OF BIO-POLYURETHANE, GLASS FIBER REINFORCEMENT, PAPER PRINT AND PU TOP LAYER HEAT WELT SEAMS	PVC FREE	POD LIVING ROOMS; LAUNDRY, MEETING ROOMS, SUPPLY CLOSET AND COCOON STORE.
RG-01	RESILIENT CORNER GUARD	TBD	1-1/2" LEGS X 8" LENGTHS		PVC FREE	EXTERIOR CORNERS THROUGHOUT
SSC-0X	SIMULATED STONE COUNTERTOP	TBD	REFER TO INTERIOR ELEVATIONS	QUARTZ CMPOSIT, 2CM SLABS APPROX 56.5" X 120"		COUNTERTOPS THROUGHOUT
STN-0X	STAIN	TBD	REFER TO INTERIOR ELEVATIONS			POD LIVING ROOMS
TL-05	TILE	TBD	REFER TO PLANS	PORCELAIN FLOOR TILE WITH THROUGHBODY COLOR.		SRO UNITS
TL-06	TILE	TBD	REFER TO INTERIOR ELEVATIONS	GLASS ACCENT TILE		SRO UNITS
TL-07	TILE	TBD	REFER TO INTERIOR ELEVATIONS	GLAZED, PORCELAIN WALL TILE		SRO UNITS
TL-08	TILE	TBD	REFER TO INTERIOR ELEVATIONS	GLAZED, PORCELAIN WALL TILE		LIVING ROOM PODS
TLB-02	TILE BASE	TBD	REFER TO PLANS	6" COVE BASE WITH THROUGHBODY COLOR.		SRO UNITS

MARK	TYPE	FINISH	SIZE	REMARKS	SUSTAINABILITY (GENERAL)	LOCATION (GENERAL)
WC-02	WALL COVERING	TBD	REFER TO INTERIOR ELEVATIONS	WALL COVERING TO PASS NFPA 260, CLASS 1		LIVING ROOM PODS
WD-01	WOOD	STAIN GRADE	REFER TO INTERIOR ELEVATIONS	APPLE PLY CUSTOM, BUILT-IN CASEWORK		POD LIVING ROOMS; SRO UNITS THROUGHOUT
WDB-01	WOOD BASE & TRIM	PAINT GRADE		6" WOOD BASE;		THROUGHOUT UNO
WT-01	WINDOW TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	DIM-OUT INSIDE FABRC, TRANSLUCENT WITH 5% OPENNESS FACTOR; DOUBLE ROLL, MANUAL OPERATING ROLLER SHADE W/ CONTINUOUS LOOP METAL CHAIN AND 3" METAL FASCIA FABRIC TO PASS NFPA 101		EXTERIOR WINDOWS THROUGHOUT
WT-02	WINDOW TREATMENT	TBD	REFER TO INTERIOR ELEVATIONS	OPAQUE OUTSIDE FABRIC; DOUBLE ROLL, MANUAL OPERATING ROLLER SHADE W/ CONTINUOUS LOOP METAL CHAIN AND 3" METAL FASCIA FABRIC TO PASS NFPA 101		EXTERIOR WINDOWS THROUGHOUT

building program areas

Cocoon House Schematic Design

Area Schedule

Level 1	
Administration	4234
Outreach	3780
Prevention	1175
Housing	568
Common Areas	3245
Total	13002

Level 2	
SRO Units	6092
Circulation	2014
Common Areas	3009
Total	11115

Level 3	
Studio Units	6167
Administration	821
Circulation	1996
Common Areas	2132
Total	11116

Building Total Area 35233

Terrace and Balconies - Base Bid

L2	710
L3	82
Total	792

Roof Deck Alternate

Roof Deck	1851
Elevators and Stair to Roof	674
Total	2525

Unit Count

Level 2	
SRO Units	20
Level 3	
Studio Units	20
Total Units	40

ZONING CODE SUMMARY

PROJECT: COCOON HOUSE YOUTH CENTER
CODE: CITY OF EVERETT TITLE 19 LAND USE CODE
ZONE: R-5: EXISTING PARKING LOT TO REMAIN
 B-1: EXISTING CHURCH SITE TO BE REDEVELOPED
SEPA: Exemption # EXSEPA16-002: See letter from Allan Giffen, Planning Director, dated November 9, 2016
SPECIAL/ OVERLAY DISTRICT: CORE RESIDENTIAL AREA

building zoning summary

SECTION	TOPIC: REQUIRED / ALLOWED	PROPOSED
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19.05 USE TABLES

Table 5.1	ALLOWED RESIDENTIAL USES IN B-1 ZONE	PROPOSED:
	ALLOWED USE SUPPORTIVE HOUSING REVIEW PROCESS II (10)	40 UNITS OF SUPPORTIVE HOUSING
Special Regulations	Proposed as Mixed-Use where 90% ground floor is nonresidential. Supportive Housing requirements per 19.39.155, including Management Plan as described.	

Table 5.2	ALLOWED NONRESIDENTIAL USES IN B-1 ZONE	PROPOSED:
	ALLOWED USE SOCIAL SERVICE FACILITY (REVIEW PROCESS III)	OFFICES & YOUTH DAY CENTER

19.06 DEVELOPMENT STANDARDS

Table 6.1	DEVELOPMENT STANDARDS FOR B-1 ZONE (39)
	(39) For projects in the Core Residential Area, see Chapter 19.33G

19.33G CORE RESIDENTIAL AREA

19.33G.020	ZONING	PROPOSED HEIGHT:
B.	MAXIMUM BUILDING HEIGHT	~44 feet to top of elevator penthouse
Table 33G-1	65 feet per Figure 7	
	MINIMUM LOT SIZE	PROPOSED LOT SIZE:
	5,000 SF	29,956 SF
	MINIMUM SETBACKS (3):	PROPOSED SETBACKS:
	FRONT = 0 (2, 16) REAR = 0 SIDE (STREET)= 0 (2, 22) SIDE (INTERIOR)= 0 (4)	FRONT (EAST) = 0 REAR (ALLEY) = 14 FT (HV POWER LINE) SIDE (SOUTH) = 0 SIDE (NORTH) = 0
Special Regulations	(2) For mixed-use buildings, nonresidential table 6.1 applies Table 6.1 (16) Minimum 50% of façade shall be on property line Table 6.1 (22) No setback required when there is a public alley. (5) Five feet when abutting residential zone (5b) Transparent windows shall occupy no more than 10% of any façade within 15 feet of a property line	More than 50% of façade is on front property line. There is an alley Fifteen feet proposed from R-5 zone propertyline.
	MINIMUM LOT DIMENSIONS	PROPOSED LOT DIMENSIONS
	50' WIDTH 80' DEPTH	COMBINE 2 LOTS FOR 255' WIDTH 120' DEPTH
	MAXIMUM RESIDENTIAL DENSITY	PROPOSED DENSITY
	NONE	N/A
	MAXIMUM LOT COVERAGE:	PROPOSED LOT COVERAGE:
	N/A	100%

19.33G.030	PEDESTRIAN ACCESS	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
a.	Pathways between dwelling units and the street are required	Pathways are provided
b.	Connecting all entrances	Entrances are connected by pathways
3	Materials Standards for Pathways	
a	Hard surface at least 5 feet wide	
4	Lighting Such that faces can be recognizable from a distance Shielded to avoid spillage on adjacent properties	Exterior lighting will be provided. Not shown at this

19.33G.040	PARKING	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
a	Parking shall be provided on same lot Parking may be in side yard setback if screened	Parking is in an existing parking lot. Existing wood fence screens parking on north and at Colby Additional parallel space provided adjacent to alley
6a	Parking Screening All surface lots shall be screened with solid wood fence	Existing solid wood fence will be removed. 5-foot tall fence proposed consistent with other site

19.33G.050	VEHICULAR ACCESS	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
1.	Sites abutting an alley shall be required to have access from the alley. No vehicular access from the public street shall be allowed.	Existing parking lot is accessed from the alley

19.33G.060	OPEN SPACE	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
1.	Multi-family Uses shall provide 100 sf per dwelling unit	Required: 40 units x 100 = 4,000 sf of Open Space Provided: 6,407 sf of Common Open Space
a.	Common Open Space=100%	
(2)	Minimum Dimension: 15 feet	
(9a)	Front Porches Qualify if minimum 8 feet dimension	
(9b)	"Cave" porches do not qualify	

19.33G.070	BUILDING DESIGN	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
1.	Building Entrance	
a(2)	For Buildings with Multiple Entrances, one must face the street	Main Public Entrance is located at NE corner on Colby
b.	Main Entrances must have weather protection, at least 36 sf of cover minimum 6 feet deep	
2	Windows	
c	Minimum 15% of residential shall be transparent	Windows are grouped vertically
d	Vertically oriented Windows are Encouraged	
4	Shall project 2-inches or have trim or other distinctive treatment	
4	Modulation and Articulation	
	Shall include at least three of the following:	Modulation and articulation is being provided via the big roof overhangs, varying siding materials and articulation of a top, middle and base.
a.	Repeating patterns at less than 25 feet	
b.	Minimum width is 18 inches and minimum depth is 4 feet	
c.	Minimum horizontal modulation is 5 feet at upper levels	
d.	Articulation of the top, middle and bottom with distinctive ground floor	
e.	Change of roofline, maximum 25 feet lengths	
e(1)	Vertical roofline modulations of minimum 2 feet or 1/10th of wall	
e(2)	For sloped roofs: minimum 3 in 12	
e(3)	other roof forms less than 25 feet wide	
f.	Change in building siding or materials	
g.	Alternative methods approved by the Director	
12	Roof Mechanical	
	Shall be organized, proportioned, detailed, landscaped and/or colored to be an integral element of the building	Visible Mechanical will be screened

19.33G.080	LANDSCAPE & SCREENING	STANDARDS & GUIDELINES
B.	STANDARDS & GUIDELINES	
1.	Minimum Landscaped Area	
	Shall be 15% of site in R-5 and B-1 Zones	Required: 25,956 x 15% = 3,893 sf Proposed: 3,926 sf.
1b	Up to 1/3 may be for active or passive recreation including walkways, play areas, plazas and open recreation areas	
c(2)	One street tree every 30 feet	

building zoning summary

2 No exposed foundations
2a Minimum 3 feet wide

19.33G.090 SERVICE AREAS

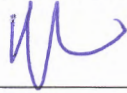
B. STANDARDS & GUIDELINES

- | | | |
|------|---|--|
| 1. | All multiple-family developments shall provide a designated spot for service elements (refuse and disposal). Such elements shall meet the following requirements: | |
| a. | Service elements shall be sited off of the alley, where available. Where there is no alley, service elements shall be located to minimize the negative visual, noise, odor, and physical impacts to the street environment, adjacent (on and off-site) residents or other uses, and | Proposed: Trash and Recycling area is located off the alley |
| b. | Service elements shall be sited and designed to provide sufficient visibility to prevent hiding places for unwanted persons. | Proposed: Intergrated into the building |
| c. | The designated spot for service elements shall be paved. | Proposed: paved |
| d. | Appropriate enclosure of the service elements shall be required, as determined by the planning director. Preferences and considerations: | |
| d(1) | Enclosures are particularly important for corner lots, where that portion of the alley is more visible from the adjacent street. | Proposed: set back to the north away from the corner |
| d(2) | Proximity to adjacent residential units will be a key factor in determining appropriate service element treatment. | Proposed: Intergrated into the building |
| d(3) | Preferably, service enclosures are integrated into the building itself. | Proposed: Intergrated into the building |
| d(4) | The design of any detached service enclosure should be compatible with the design of the primary structure or structures on the site. This could include similar building materials and/or detailing. | Proposed: Intergrated into the building |
| 2. | Utility meters, electrical conduit, and other service utility apparatus shall be located and/or designed to minimize their visibility from the street. If such elements are mounted in a location visible from the street, pedestrian pathway, common open space, or shared auto courtyards, they shall be screened with vegetation or by architectural features. | Transformer pad is located off the alley and surrounded by landscaping |

Index #7

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM:	
2016 Transportation Benefit District Annual Report	
PREPARED BY:	DIRECTOR APPROVAL:
Jeff Laycock, City Engineer	
DEPARTMENT:	
Engineering	
ATTACHMENTS:	
2016 Transportation District Annual Report	
BUDGET CODE:	AMOUNT:
N/A	N/A
SUMMARY:	
Per RCW 36.73.160(2), the Marysville Transportation Benefit District is required to issue an annual report detailing the District's revenues, expenditures and status of all projects, including cost and construction schedules. The report is to be distributed to the public and newspaper of record. Attached is the 2016 annual report for review and approval.	

RECOMMENDED ACTION:

Staff recommends that Council approve the 2016 Transportation Benefit District annual report as attached.

2016 Transportation Benefit District Annual Report



The Transportation Benefit District (TBD) is pleased to present its 2016 Annual Report. This report is designed to provide information to the citizens of Marysville about how their TBD dollars were spent.

Background

Why the TBD was Established?

The TBD was formed by the Marysville City Council in 2013 to replace the transportation funding used to preserve, maintain and expand the City's transportation infrastructure.

What is a TBD?

The TBD is a separate and independent taxing district authorized by state law and created for the sole purpose of repairing, building, improving, preserving and funding transportation improvements within the district. Due to recent changes in State Law, the City has assumed all rights, powers, immunities, functions and obligations of the TBD. (see Ordinance No. 3006)

What is the Funding Source?

On April 2014, Marysville voters approved a 0.2% sales and use tax increase. The tax increase went into effect on October 1, 2014. The revenue from the sales tax is estimated to generate \$1.6 million per year over a 10-year period towards TED-designated projects.

Additional Information is available on the City's Website at:

<http://marysvillewa.gov/index.aspx?NID=585>



TBD Oversight

The Marysville City Council oversees the Transportation Benefit District. TBD business will be conducted with regular City Council business at City Council meetings held on the second and third Monday's of the month. Meetings are held at the Marysville City Hall, Council Chambers, 1049 State Avenue.

Board Members

Jeff Vaughan, Chair
 Steve Muller
 Kamille Norton
 Jeff Seibert
 Michael Stevens
 Rob Toyer
 Donna Wright

Questions or Comments:

Please contact the City of Marysville Public Works Department at (360) 363-8100.

2014 Completed Projects Reimbursement

In order to begin implementing Transportation Benefit District (TBD) projects in 2014, and prior to the sales tax increase effective October 1, 2014, the City of Marysville provided the TBD with short-term funding in the amount of \$600,000. The amount of reimbursement that occurred in 2016 was \$400,000.



2016 Pavement Preservation

The 2016 Pavement Preservation Program included pavement repair, pavement overlay, and replacement of sidewalks ramps as required under ADA at locations per below. The program was nearly complete in 2016 with the exception of installation of pavement markings which was delayed until 2017 due to weather.

Total Project Cost: \$1,177,680

TBD funded in 2016: \$1,088,943

- 88th St NE (w/of 36th Ave NE to State Ave)
- Grove Street (Ash Ave to Cedar Ave)
- Beach Ave (Grove St to Short St)
- 136th St NE (I5 to State Ave)
- 128th St NE (State Ave to 43rd Ave NE)
- 122nd St NE (State Ave to 38th Dr NE)
- 60th Dr NE (70th St NE south)
- Pavement Repair (51st Ave NE, 88th St NE)



Grove Street Pedestrian and Bicycle Improvements

The City received a grant from the WSDOT Pedestrian and Bicycle Program and the Transportation Improvement Board to construct new sidewalks and bicycle lanes on Grove Street from Cedar Avenue to State Avenue. Construction was completed in 2016. The total project cost was \$453,831, of which the WSDOT grant covered \$260,962 and the TIB grant covered \$121,770. The remaining \$71,099 was covered by the TBD.



Sunnyside Elementary Safe Routes to School

The City received a grant from the WSDOT Pedestrian and Bicycle program to construct new sidewalks and bicycle lanes on Sunnyside Blvd near Sunnyside Elementary School. TBD Board authorized staff to move forward with the project in 2016. The estimated project cost was \$310,000 of which the grant will fund \$205,000 with the remaining \$105,000 to be funded by the TBD. Design and right-of-way acquisition were completed in 2016. Construction commenced late 2016 and has extended into 2017. The City expended \$227,061 in 2016, with \$82,939 remaining for 2017.



Marshall Elementary Safe Routes to School

The City received a grant from the WSDOT Safe Routes to School program to construct new sidewalks and bicycle lanes on 116th St NE near Marshall Elementary. The TBD Board authorized staff to move forward with design and right-of-way acquisition in 2015. The revised estimated project cost is \$650,000, of which the grant will fund \$315,000 with the remaining \$335,000 to be funded by the TBD. The City expended \$46,638 in 2015 and \$110,671 in 2016 towards design and right-of-way acquisition.





Marysville Transportation Benefit District

Official Notice of 2016 Annual Report

NOTICE IS HEREBY GIVEN that the City Council is issuing the Marysville Transportation Benefit District 2016 Annual Report to the Marysville residents.

The Marysville Transportation Benefit District (MTBD) was created on January 13, 2014. The creation of the MTBD established the boundaries as the entire City of Marysville as it currently exists or any adjustment to the boundaries in the future. In April, 2014 the citizens of Marysville approved a ballot measure authorizing the MTBD to collect two tenths of one percent sales tax for a period of 10 years.

Revenues from this tax are to be dedicated for the purposes of ongoing transportation improvements that preserve, maintain and as appropriate, construct or reconstruct the transportation infrastructure of the City of Marysville.

The MTBD is governed by the City of Marysville Council. The MTBD began receiving sales tax receipts in December, 2014.

2016 Report

2016 Financial Summary of the MTBD activity (as of 12/31/2016):

Sales Tax & investment Income	2,121,450
TOTAL REVENUES	\$ 2,121,450
2015 Overlay Projects	223
2016 Overlay Projects	1,088,943
Marshall Elementary Safe Routes to School	102,637
Grove Street Pedestrian & Bicycle Improvements	3,949
Audit Costs	3,797
Loan Principal & Interest	400,818
TOTAL EXPENDITURES	\$ 1,600,367

Please visit <http://www.marysvillewa.gov> for additional information.

CITY OF MARYSVILLE


Sandy Langdon, Finance Director

Dated December 31, 2016

Index #8

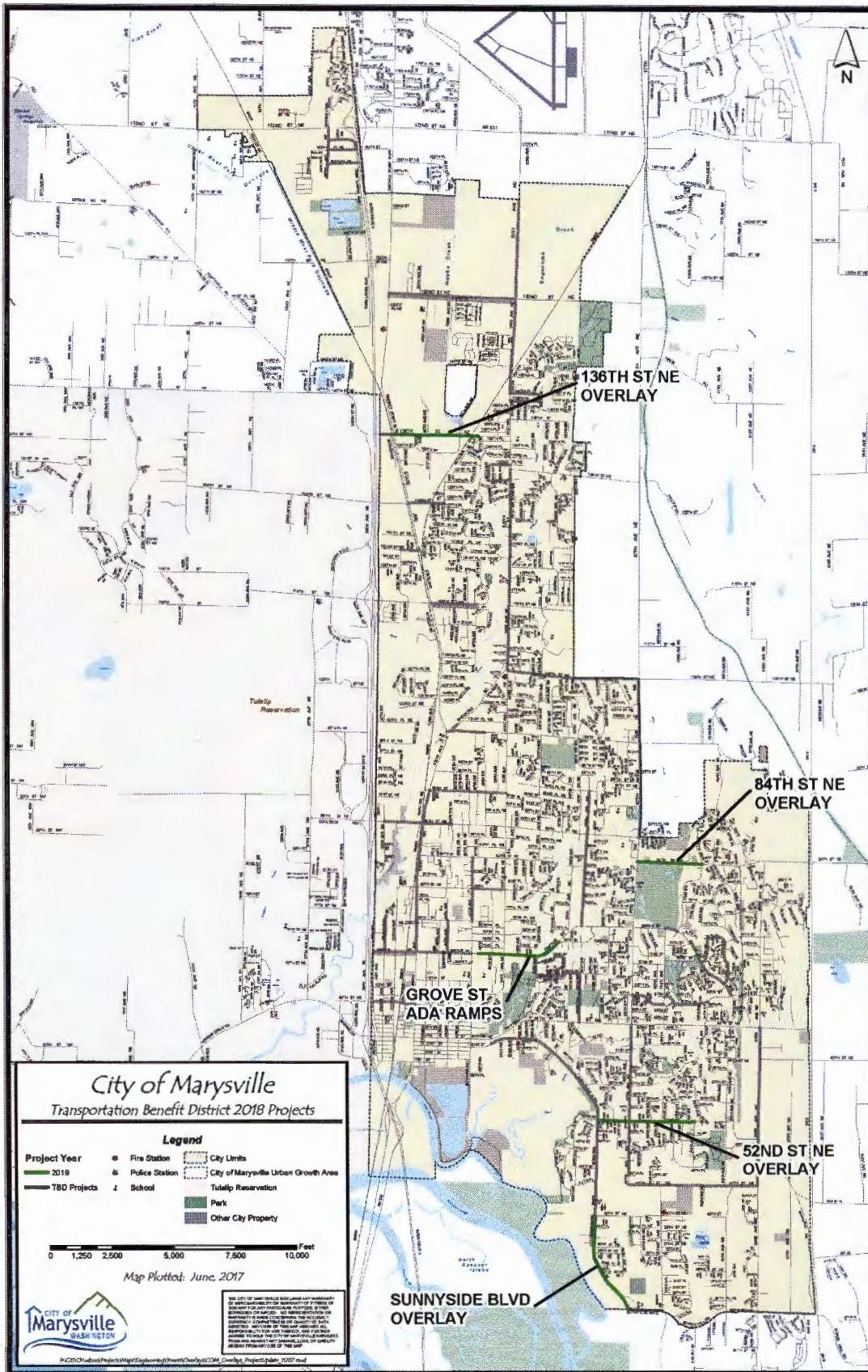
CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM:	
2018 Transportation Benefit District Projects	
PREPARED BY:	DIRECTOR APPROVAL:
Jeff Laycock, City Engineer	
DEPARTMENT:	
Engineering	
ATTACHMENTS:	
2018 Project Map 2018 Project Summary	
BUDGET CODE:	AMOUNT:
N/A	N/A
SUMMARY:	
Attached for your review and approval are the 2018 Transportation Benefit District projects as recommended by staff. Staff has requested approval of the projects so we can start design beginning in 2017. The attachments include a project breakdown with a description of estimated expenditures, project photos and a project map.	

RECOMMENDED ACTION:

Staff recommends that Council approve the 2018 Transportation Benefit District projects as attached.



2018 Transportation Benefit District

- Estimated year end TBD revenue for 2017 - \$1,167,661
- Estimated monthly TBD revenue is approximately \$185,000. Staff have projected that by June 2018, the TBD revenue is estimated at \$2,277,661. This is when the majority of the TBD projects will be under construction. Therefore, staff have proposed a 2018 TBD program total of \$2,250,000.
- The 2018 projects are as follows:
 - \$650,000 for Sunnyside Blvd (40th St NE to Soper Hill Rd)
 - Federal grant - \$500,000 (reimbursement delayed until 2019)
 - TBD share - \$150,000
 - \$1,600,000 for overlay projects (including ADA ramp upgrades)
 - 136th St NE (Smokey Pt Blvd to e/o Spur Track) - \$600,000
 - 84th St NE (67th Ave NE to 74th Dr NE) - \$300,000
 - 52nd St NE (Sunnyside Blvd to 75th Ave NE) - \$500,000
 - Grove Street (47th Ave NE to 67th Ave NE) ADA Ramps only - \$200,000





Sunnyside Blvd (40th St NE to Soper Hill Rd)

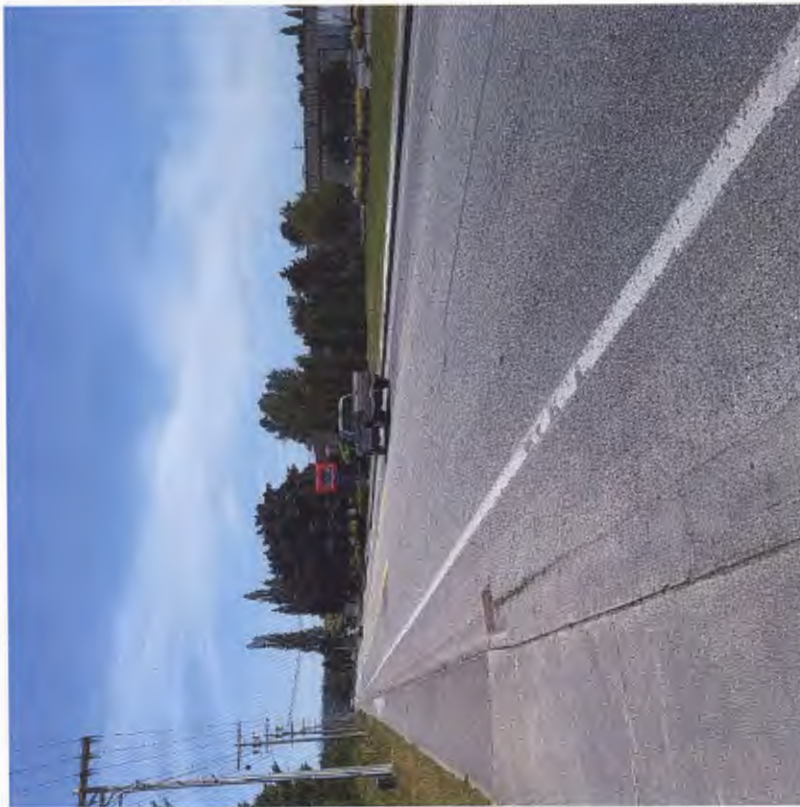
Project Cost Est. \$650,000

\$500,000 STP Grant*

\$ 150,000 TBD Funds

* Grant reimbursement will be delayed until 2019





136th St NE
(Smokey Pt Blvd to e/o Spur Track)

Project Cost Est. \$600,000





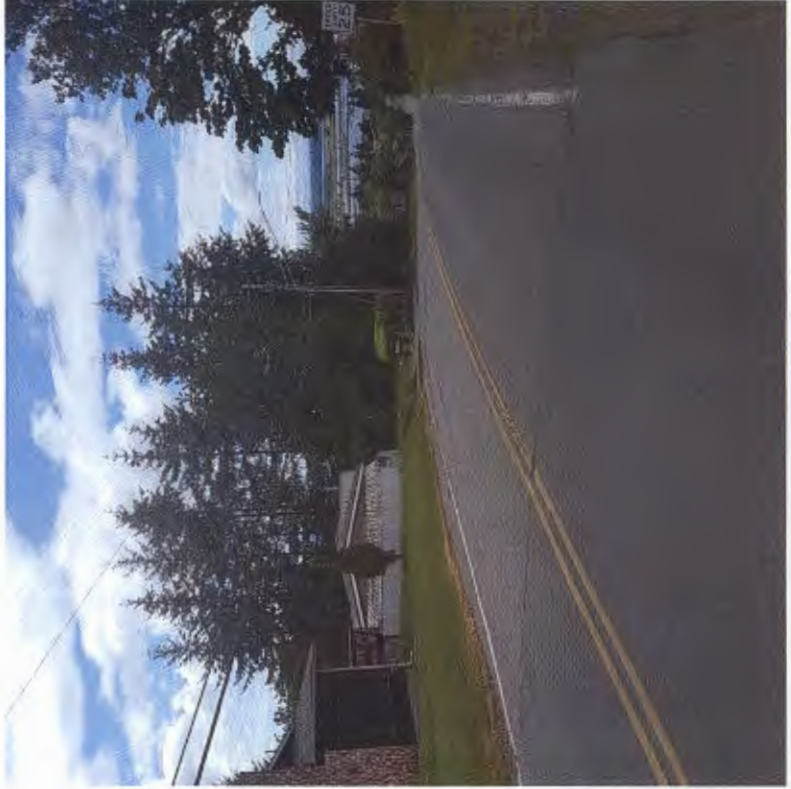
84th St NE
(67th Ave NE to 74th Dr NE)

Project Cost Est. \$300,000



**52nd St NE
(Sunnyside Blvd to 75th Ave NE)**

Project Cost Est. \$500,000





**Grove Street
(47th Ave NE to 67th Ave NE)**

ADA RAMP UPGRADES

Project Cost Est. \$200,000



Replace curb ramps to meet ADA



Index #9

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM:	
Purchase of Toro Controller OSMAC G3 Network Irrigation System at Cedarcrest Golf Course	
PREPARED BY:	DIRECTOR APPROVAL:
Jim Ballew	
DEPARTMENT:	
Parks, Culture and Recreation	
ATTACHMENTS:	
Purchase Quotation	
BUDGET CODE:	AMOUNT:
	\$96,587.03
SUMMARY:	

The irrigation system at Cedarcrest Golf Course has recently failed. The equipment is an outdated automated system managed by software that is no longer supported and controllers that are no longer available or repairable. Staff has admirably managed to obtain parts for several years but those options have expired.

The irrigation controller system is vital towards daily management of the golf course irrigation system and if the system is not replaced, the results could be catastrophic to golf course operations. This system will integrate with all in ground features of the irrigation.

Staff is requesting the City consider the purchase of the Toro Irrigation Controller OSMAC G3 Network System, which will be a new radio controlled irrigation controller network system that will integrate with existing infrastructure. This is a sole source quote due to the need to stay with a network controller that can function with current infrastructure. Total cost of the system is \$96,587.03.

RECOMMENDED ACTION: Staff recommends the City Council consider authorize the purchase of new Toro Irrigation OSMAC G3 Network Irrigation System controller network for Cedarcrest Golf Course. The Purchase price is \$96,587.03.



Date: June 27, 2017¹⁶¹

Quotation for Cedarcrest Golf Course Maint
 Quote No:8024849-00

Prepared For: Jim Ballew	Quote No: 8024849-00
Cedarcrest Golf Course Maint 6915 Armar Road Marysville, Wa 98270	iQuote No: TS0607060727 Sales Person: Carl Taylor doug.dahl@turfstar.com (760) 597-6045

Model	Product Description	Qty	Unit Price	Subtotal	Sales Tax	Total
G3-40P6R3	Osmac G3 40 Station Green LVL3	18	\$3,591.00	\$64,638.00	\$5,882.06	\$70,520.06
RIU-02	Radio Interface Unit Dual Radio	1	\$7,722.12	\$7,722.12	\$702.72	\$8,424.84
LX-SW	Software Lynx Client/Server	1	\$3,276.00	\$3,276.00	\$298.12	\$3,574.12
SITE-SURVEY	Site Survey	1	\$600.00	\$ 600.00	\$0.00	\$600.00
NSN-ULTIMATE-L	NSN-R-Pkg:Ultimate 5N1 Lump	1	\$13,360.00	\$13,360.00	\$0.00	\$13,360.00
LYNXAPPS	Lynx Apps Application	1	\$99.00	\$ 99.00	\$9.01	\$108.01
Totals:				\$89,695.12	\$6,891.91	\$96,587.03



Date: June 27, 2017¹⁶²

Quotation for Cedarcrest Golf Course Maint
Quote No:8024849-00

Standard Terms and Conditions

Prices, including all finance options, are valid for 30 days from date of quotation. Open Account Terms are N30, subject to credit approval. Irrigation Products are sold in case quantity. Freight charges may apply.

Products not covered by Turf Star Support or Warranty

Motorola Radios and Otterbine Products are serviced your local authorized service dealer.

Office Locations

Northern California:

5646 W Barstow Ave Ste 104
Fresno, CA 93722
Fax: (559) 277-7123

2438 Radley Court
Hayward, CA 94545
Fax: (510) 785-3576

11373 Sunrise Gold Circle
Rancho Cordova, CA 95742
Fax: (800) 241-1997

Southern California:

79-253 Country Club Drive
Bermuda Dunes, CA 92203
Fax: (760) 345-4297

955 Beacon Street
Brea, CA 92821
Fax: (800) 775-8873

2110 La Mirada Ste 100
Vista, CA 92083
Fax: (760) 734-4285

Pacific Northwest:

11175 SW Elligsen Way
Sherwood, OR 97140
Ph: (503) 691-0250

20224 80th Ave South
Kent, WA 98032
Fax: (253) 872-6942

2824 East Garland
Spokane, WA 99207
Fax: (509) 483-7563



The OSMAC G3 satellite is easy to install, troubleshoot and maintain. Economical because you buy only what you need and can expand as your site conditions change. They utilize paging technology to create one of the most convenient, dependable, and flexible satellites on the market. Employing wireless communication, these satellites are great for retrofit projects. Available as complete satellites or upgrade kit for existing E-OSMAC satellites. Upgrade kit includes OSMAC G3 faceplate, interface cable and hardware.

FEATURES & BENEFITS

✓ Low Cost Wireless Communication

Ideal choice for upgrading existing systems. No communication wires are needed. Mounts to many existing pedestal bolt patterns.

✓ Easily Expandable

OSMAC G3 offers up to 64 stations in eight-station increments.

✓ Lower Operating Costs

The enhanced surge protection on OSMAC G3 provides lower operating costs. Ideal for high lightning areas.

✓ Enhanced Diagnostics

Page log and radio signal strength readings provide local troubleshooting capabilities.





Additional Features:

- ✓ Stand-alone capabilities include scheduled irrigation programs, manual program start and station multi-manual
- ✓ Received Signal Strength Indication (RSSI) at the satellite faceplate aids in system installation and troubleshooting
- ✓ Page Log records the last 100 commands received by each satellite
- ✓ Improved radio performance helps overcome difficult environmental conditions
- ✓ Available as complete satellites and an upgrade kit for existing E-OSMAC units

SATELLITE SPECIFICATIONS

Operational

OSMAC G3:

- Colored LED indicators to confirm 24-, 9-, and 5-volt power to various boards within the cabinet
- LED's for each station output
- Internal antenna allows for smaller profile cabinet
- Patented Hot Post for each eight-station module

Electrical

- Input power: 120/240 V ac, 50/60 Hz

OSMAC G3:

- 0.20 amps, 110-120 V ac, 60 Hz (no load)
- 0.96 amps, 110-120 V ac, 60 Hz (max load)
- 0.10 amps, 220-240 V ac, 50/60 Hz (no load)
- 0.47 amps, 220-240 V ac, 50/60 Hz (max load)

Dimensions

- Plastic Cabinet: 17" W x 40" H x 16" D

Options

- Surge protection

Specifying Information – OSMAC G3 Upgrade Kit

118-2987
<i>Kit Contains</i>
OSMAC G3 Faceplate, Interface Cable and Hardware

Specifying Information—OSMAC G3 Satellites

G-X XX 6ANMX					
Description	Configuration	Cabinet	Output	Communication	Options
E	XX	X	6A	X	MX
G – OSMAC G3	16 – 16 Stations 24 – 24 Stations 32 – 32 Stations 40 – 40 Stations 48 – 48 Stations 56 – 56 Stations 64 – 64 Stations	P – Plastic Green B – Plastic Tree Bark T – Plastic Desert Sand	6A – 24VAC	N – Narrowband Radio	3 – Large Terminal Blocks, Switches 4 – Large Terminal Block, Switches, Premium Surge
Example: When specifying a 40-station, satellite in a green plastic cabinet with large terminal block, switches and premium surge you would specify:G-40P6ANM4					



Count on it.

LYNX® CENTRAL CONTROL SYSTEM



The Toro® Lync® Control System was developed specifically to help you address the unique challenges and changing priorities you face everyday. With the Lync System, you can now have all of your essential irrigation information readily available in one place, conveniently combined into a single, intuitive interface.

Features & Benefits

Lync 3.0 Adds More Flexibility And More Control

Station Percent Adjust for duration allows you to set temporary adjustments that automatically returns to normal after a set number of days. The new Sequential Instant Program allows you to pick the order stations water automatically. GDC system diagnostics can now be selected by Hole or Area to make pin pointing a problem even easier, and you can now chose to have Lync automatically upload station changes into the Watering Plan.

Simplified Decision Making With Dynamic Drilldown

Guides you to where you need to go. Follow the water drop in the Watering Plan to find stations, holes or entire areas that are disabled, on hold or otherwise not programmed to irrigate. Quickly find any stations in Course Report that did not operate as intended.

Flexible and Editable Map

Easily add, drag, drop and assign sprinklers, satellites, sensors and switches to their exact locations. You can effortlessly make edits as your field hardware changes. Fully supports CAD-generated maps.

Power Guard Helps Prevent Wasted Energy

Integration with a Flowtronex® pump station with PACE™ enables the exclusive Lync Power Guard feature to track and control electricity usage of the system.



Integrated Turf Guard® Soil Sensor
Helps you determine when to irrigate and how much which helps you save water.



Lync Mobile
Enables remote access and control from any mobile device connected to the Internet. Screens are specifically designed and optimized for smaller devices.

SPECIFICATIONS – Lynx® Levels Comparison

SYSTEM CAPACITY	Lynx CE	Lynx PE	Lynx SE
Satellites	500	500	500
Satellites Stations	32,000	1344	512
GDC Stations	6400	1000	500
Weather Stations	10	10	10
Pump Stations	10	3	2
Courses	3	2	1
Holes	84	56	28
Hydraulic Branches	1024	300	100

HARDWARE SUPPORTED

OSMAC®	Yes	Yes	Yes
Network GDC	Yes	Yes	Yes
Network VP®	Yes	No	No

PROGRAMMING

VP Current Sensing	Yes	No	No
VP Station Adjust Upload	Yes	No	No
Site Code Categories	7	3	No
Precip. Mgmt. Groups (PMG)	Yes	Yes	No
Max. Stations/Hole Control	Yes	Yes	No
Instant Program Creation	Yes	Yes	Yes
Program Priority	Yes	Yes	No
Pump Profiling	Yes	No	No
Station Group Multi-Manual	Yes	No	No
Master Group Multi-Manual	Yes	No	No
Pump Integration	Yes	Yes	Optional
Weather Station Alarms	Yes	Yes	Optional
ET Auto Calc. RT Method	Yes	Yes	Optional



NSN® Connect
Remote access so
that you can control
irrigation anytime,
anywhere.

ADDITIONAL FEATURES

Runtimes:

- Runtimes are executed to the second rather than rounding to the whole minute, resulting in more precise irrigation and water savings (Network VP® & OSMAC® only)
- Control your irrigation by setting runtime minutes or application inches and let the system calculate the other. See exactly how much water you will apply and how long you will irrigate each area.
- Runtime synchronization with Network VP satellites prevents irrigation outages if the central goes offline.
- Integrated runtime display shows past and planned irrigation activity so you can easily determine what action to take.

Quick Start:

- With Quick Start, you create station, hardware and area associations, and control the definition of greens, tees, fairways and sprinklers based on their locations.
- A basic hydraulic tree is auto-generated for you during Quick Start.

Views and Reports:

- Course Report provides both real time and daily summaries of both scheduled and manual watering events.
- Area and Hole orientation allows you to control your irrigation system the same way you think about the course.
- Instant Program has simple check-box selection and Dynamic Drilldown to you can instantly create and personalize new irrigation programs
- Projected Flow View shows you areas that will be watered and how much will be applied.

Communication:

- Current-sensing capabilities notify you of wire cuts and sprinklers unintentionally turned off (Network VP Only).
- Constant communication with Network VP satellites lets you take action if a power outage threatens irrigation.
- Toro GDC communication and solenoid diagnostics help identify shorts, low voltage and other issues.
- Weather station integration and Hand-held Remote Interface support are included as standard features

Operating System:

- Windows 7

Specifying Information—Lynx Central

LX-0X-X-XX			
Computer Hardware	Service	Levels	Field Hardware
0X	X	X	X
1—Standard Computer 4—Premium Computer	1—1-year NSN 5—5-years NSN	0—CE 1—SE 2—PE	1—For OSMAC 7—For Network VP 8—For Network GDC
Example: When ordering a LYNX Central standard computer with one year of NSN and CE Level with Network VP field hardware, you would order: LX-01-1-07			

Specifying Information—Lynx CE Central Upgrade for SitePro®

Model	Description
LYNX-NSN-STAN	Lynx Upgrade - NSN - Standard Toro Computer
LYNX-NSN-PREM	Lynx Upgrade - NSN - Premium Toro Computer
LYNX-NONNSN-STAN	Lynx Upgrade-NSN-Standard Computer and 1-year NSN Support
LYNX-NONNSN-PREM	Lynx Upgrade-NSN-Premium Computer and 1-year NSN Support
LX-SW	Software, Lynx, Client/Server

Item 9 - 7



Network LTC Plus to Network VP

Available as an upgrade kit for existing LTC Plus satellites. Upgrade kit includes Network VP Faceplate, Network LTC Plus To Network VP Power Distribution Board, Cable and Hardware.

FEATURES & BENEFITS

- ✓ Station based flow management shortens watering window
- ✓ Intuitive user interface simplifies manual irrigation
- ✓ Station runtimes executed to the second helps save water
- ✓ Upgrade to Lynx for enhanced central capabilities



Specifying Information—Network LTC Plus Upgrade Kit

118-0038
<i>Kit Contains</i>
Network VP Faceplate, Network LTC Plus To Network VP Power Distribution Board, Cable and Hardware

Network LTC Plus to LTC Pro

Available as complete satellites or upgrade kit for existing LTC Plus satellites. Upgrade kit includes LTC Pro Faceplate, Power Distribution Board, Cable and Hardware.

FEATURES & BENEFITS

- ✓ Intuitive user interface simplifies faceplate functions
- ✓ Enhanced manual operations
 - Runtimes to the second
 - Stackable multi-manuals
 - Start/Pause/Stop
- ✓ Backwards compatible with SitePro®



Specifying Information—LTC Pro Satellites

LTCRXXX6XX					
Description	Configuration	Cabinet	Output	Comm.	Options
LTCR	XX	X	6	X	X
LTCR - LTC Pro	16 – 16 Stations 40 – 40 Stations	P – Plastic Green	6 – 24VAC	M – Wire – Radio	4 – Large Terminal Block, Switches, Premium Surge
<p>Example: When specifying a 40-station, wire communication satellite, you would specify: LTCR40P6M4</p>					

Specifying Information—LTC Pro Upgrade Kit

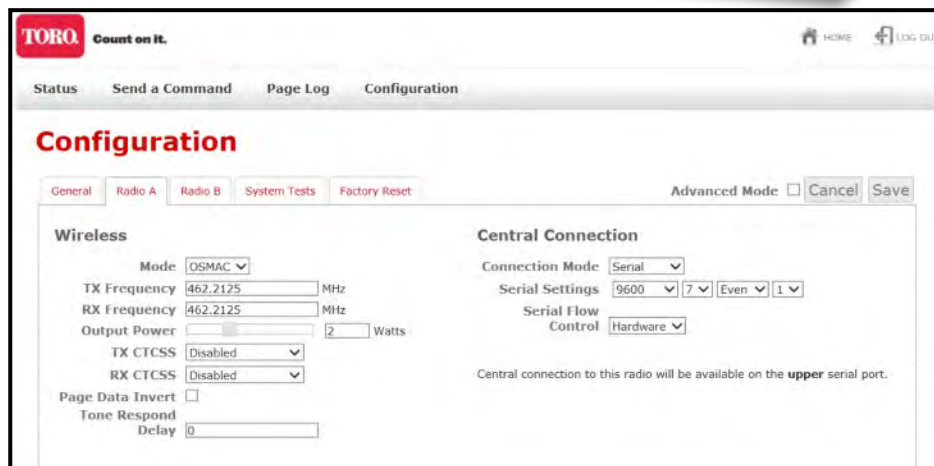
118-4838
<i>Kit Contains</i>
LTC Pro Faceplate, Power Distribution Board, Cable and Hardware

Radio Interface Unit (RIU)

The Toro® Radio Interface Unit combines the functions of the OSMAC® Base Station and Hand-held Remote Interface (HHRI) in a single unit. Available in a dual radio configuration that performs both Base Station and HHRI functions, a single radio configuration that's programmable for either function, and a radio-less configuration that's programmable for either function and utilizes a user-supplied

FEATURES & BENEFITS

- ✓ Provides control of your system while you're on-the-go
- ✓ Provides both hand-held control and central-to-satellite communication
- ✓ Designed to operate continuously, 24/7
- ✓ Interfaces with your Lynx® or SitePro® central without the burden of recurring network costs
- ✓ Tailored to fit your application with programmable selections for: OSMAC Base Station and hand-held remote interface modes, independent transmit/receive UHF frequencies, independent transmit/receive private line settings (CTCSS) and transmit power.



Radio Interface Unit (RIU) Graphical User Interface.

Specifying Information—Radio Interface Unit (RIU)

Model	Description
RIU-00	Radio Interface Unit – External Radio
RIU-01	Radio Interface Unit – Single Radio
RIU-02	Radio Interface Unit – Dual Radio

Note: FCC license required.

Index #10

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Community and Housing Development Citizen Advisory Committee Appointments	AGENDA SECTION:	
PREPARED BY: Amy Hess, Associate Planner	APPROVED BY:	
ATTACHMENTS: Ordinance 2897		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On July 25, 2016 Marysville City Council confirmed the appointments of the youth, parks board, planning commission and council members to serve on the Community and Housing Development Citizen Advisory Committee (CAC). The CAC makes recommendations to City Council related to the City’s Community Development Block Grant (CDBG) program.

The youth, parks board, planning commission and council member terms are for 1 year and expired on July 9, 2017. Mayor Nehring is requesting the following appointments to the CAC:

First	Last	Representing	Term
Cassnadra	Kunselman	Youth	1 year (maximum of 3-terms)
Tom	King	Parks Board	1- year
Roger	Hoen	Planning Commission	1-year
Kamille	Norton	Council	1-year
Donna	Wright	Council	1-year

<p>RECOMMENDED ACTION:</p> <p>Mayor Nehring recommends City Council confirm the appointments to the Community and Housing Development Citizen Advisory Committee.</p>
<p>COUNCIL ACTION:</p>

CITY OF MARYSVILLE
Marysville, Washington

ORDINANCE NO. 2897

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON,
 ESTABLISHING A CITIZEN ADVISORY COMMITTEE FOR HOUSING AND
 COMMUNITY DEVELOPMENT; AND ADDING A NEW CHAPTER 2.92 TO
 THE MARYSVILLE MUNICIPAL CODE.**

THE CITY COUNCIL OF THE CITY OF MARYSVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.92 of the Marysville Municipal Code, entitled Citizen Advisory Committee for Housing and Community Development, is hereby adopted to read as follows:

2.92.010 Advisory committee established.

The citizen advisory committee for housing and community development is hereby established. The purpose of the committee is to act as an advisory board to city staff, the mayor and city council related to Community Development Block Grant (CDBG) plans and funding.

2.92.020 Membership and terms of office.

(1) Membership. The citizen advisory committee for housing and community development shall consist of nine (9) members who shall serve without compensation, each of whom shall be appointed by the mayor, subject to confirmation by the city council.

(2) Terms of appointment. With respect to the members appointed and confirmed to serve on the committee, the following provisions shall apply:

(a) All members shall reside within the corporate limits of the city.

(b) Appointments shall reflect a balance of interests and should be equally proportionate and contain no more than:

(i) Four (4) members shall represent the following communities, entities, or interests: business, educational, faith, charity, civic, low- and moderate-income persons, persons with disabilities, senior citizens, racially and ethnically diverse populations.

(ii) One (1) member shall be a youth representative of high school age.

(iii) Two (2) members shall be city council members.

(iv) One (1) member shall be a representative of the Marysville planning commission.

(v) One (1) member shall be a representative of the parks and recreation board.

(c) The terms of the members shall be as follows:

(i) Members appointed under subsection 2(b)(i) shall serve three (3) year terms.

(ii) The youth representative shall be appointed to at least a one (1) year term, but may be appointed to as much as a three (3) year term; and

(iii) The council, planning commission and parks and recreation board representatives shall be appointed to a one (1) year term.

(d) If a vacancy is created prior to the expiration of any member's term, the vacancy shall be filled by a person appointed by the mayor, subject to council confirmation. A person so appointed shall serve the remainder of the unexpired term.

(e) The mayor may remove any committee member from office whenever it is deemed to be in the public interest.

2.92.030 Committee organization.

The citizen advisory committee for housing and community development shall annually elect one of its members to serve as chairperson. Each of the members shall have one vote in all business coming before the committee. Five (5) members shall constitute a quorum for the transaction of business. A majority vote of those members present shall be necessary for the adoption or approval of any recommendation. The mayor shall appoint staff to assist the committee in the preparation of those reports and records as are necessary for the proper operation of the committee. The committee shall hold public meetings as necessary, and the notice of the time and place thereof shall be published as required by law and kept in the office of the city clerk.

2.92.040 Advisory duties and responsibilities.

The citizen advisory committee for housing and community development shall have the following advisory duties and responsibilities:

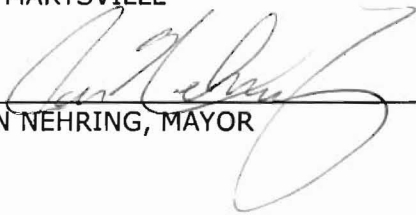
- (1) Evaluation and recommendation of a consolidated plan, and amendments thereto;
- (2) Evaluation and recommendation of an annual action plan, and amendments thereto;
- (3) Evaluation and recommendation on funding requests submitted to the city;
- (4) Review of program performance reports; and
- (5) Perform such other duties as may be requested by the mayor and city council.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 3. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication as provided by law.

PASSED by the City Council and APPROVED by the Mayor this 14th day of May, 2012.

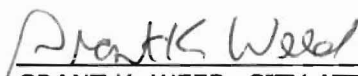
CITY OF MARYSVILLE

By: 
JON NEHRING, MAYOR

Attest:

By: 
SANDY LANGDON, CITY CLERK

Approved as to form:

By: 
GRANT K. WEED, CITY ATTORNEY

Date of Publication: 5/16/12

Effective Date: 5/21/12

Index #11

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 10, 2017

AGENDA ITEM: Reappointment to the Planning Commission	AGENDA SECTION: Mayor’s Business	
PREPARED BY: April O’Brien, Deputy City Clerk	AGENDA NUMBER:	
ATTACHMENTS: Reappointment Form	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

Summary:

Mayor Nehring is requesting the reappointment of Brandon Whitaker to the Planning Commission, serving until August 2, 2023.

RECOMMENDED ACTION: Mayor Nehring recommends the City Council confirm the reappointment of Brandon Whitaker to the Planning Commission.
COUNCIL ACTION:

Office of the Mayor
Jon Nehring
1049 State Avenue
Marysville, WA 98020
Phone: 360-363-8000
Fax: 360-651-5033
marysvillewa.gov

APPOINTMENT

I, Jon Nehring, duly elected and acting Mayor of the City of Marysville, do hereby reappoint Brandon Whitaker as a member of the PLANNING COMMISSION of the City of Marysville, pursuant to the provisions of the Marysville Municipal Code 22G.050.020; dated this 10 day of July, 2017.

M A Y O R

I do swear and affirm I will perform the duties assigned to me as a member of the PLANNING COMMISSION of the City of Marysville in the manner required by law.

Dated this 10 day of July, 2017

BRANDON WHITAKER

This term of appointment expires the 2 day of August, 2023.