

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
September 10, 2015**

7:00 PM CALL TO ORDER - Pledge of Allegiance and Roll Call

CHANGES/ADDITIONS TO THE AGENDA

COMMENTS FROM THE PUBLIC: Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

COUNCILMEMBER COMMENTS

CITY ADMINISTRATOR COMMENTS

STAFF REPORTS – Written Reports Submitted

- 1) Police Report

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Minutes of the August 27, 2015 Council Meeting
- 2) Voucher Approval
- 3) Excused absence of Councilmember Neigel from the August 27, 2015 meeting
- 4) Resolution 15-10 – Surplus Equipment

ACTION ITEMS:

- 1) Purchase of Mower – Parks
- 2) Regional Aerials Project

DISCUSSION: Time Permitting

Adjournment - 10:00 PM or at the conclusion of Council business.

ADA NOTICE: City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us



Sheriff Ty Trenary

*City of Sultan
In Partnership With
Snohomish County
Sheriff's Office*



Mayor Carolyn Eslick

Notable Events of August 2015

Mission: To provide safe communities through dedication and professional service.

Vision: Snohomish County will have a Sheriff's Office that is community-minded, progressive and professional.

Values: Integrity, Dignity, Commitment and Pride in our service.

The numbers of reported crimes in Sultan remain low and continue to improve in recent months. In July of 2015 we had 2 reported burglaries in town and in August we again had just 2 burglaries reported to 911. The number of malicious mischief reports in July was 2 and in August that number fell to just 1. The number of reported robberies fell from 1 in July to 0 in August. The number of reported thefts fell from 8 to 5 reported thefts in town. We had two vehicle thefts in August and 2 vehicle recoveries or stolen vehicles found in Sultan. Collisions in July of 2015 were 15 and in August the number of reported collisions was just 8. We have been very fortunate in Sultan to have such low crime numbers. This is due to the removal of persons who would do these crimes. We appreciate the help we get from the community to identify those people and then keep us informed of their whereabouts.

Your law enforcement team had been looking for an individual recently who we had probable cause to believe was responsible for a number of vehicle thefts and burglaries in Sultan and throughout the Skykomish Valley. He was likely responsible for several vehicle thefts and the dumping of stolen vehicles in town. That subject was arrested at the end of August. That arrest will likely lead to a reduction in more of our reported crimes in town and the surrounding area. He will get out at some point and we need to remain vigilant.

In the month of August we also saw the move-out of the occupants at the residence 303 4th Street. This eviction was facilitated by the combined effort of Deputy Jeff Howerton and the Sheriff's Office Civil Unit deputies. Those subjects moved to an address out in the county northeast of Snohomish. Our Sheriff's Office team will continue to work to hold them responsible for their actions if they violate the law in the new location.

There is also action being taken on another property in town with ongoing disturbance activity related to illegal drug use. We've contacted the owner of that property in person and they are working with my team to remove those subjects from the house and get it cleaned for sale or if necessary ready for demolition.

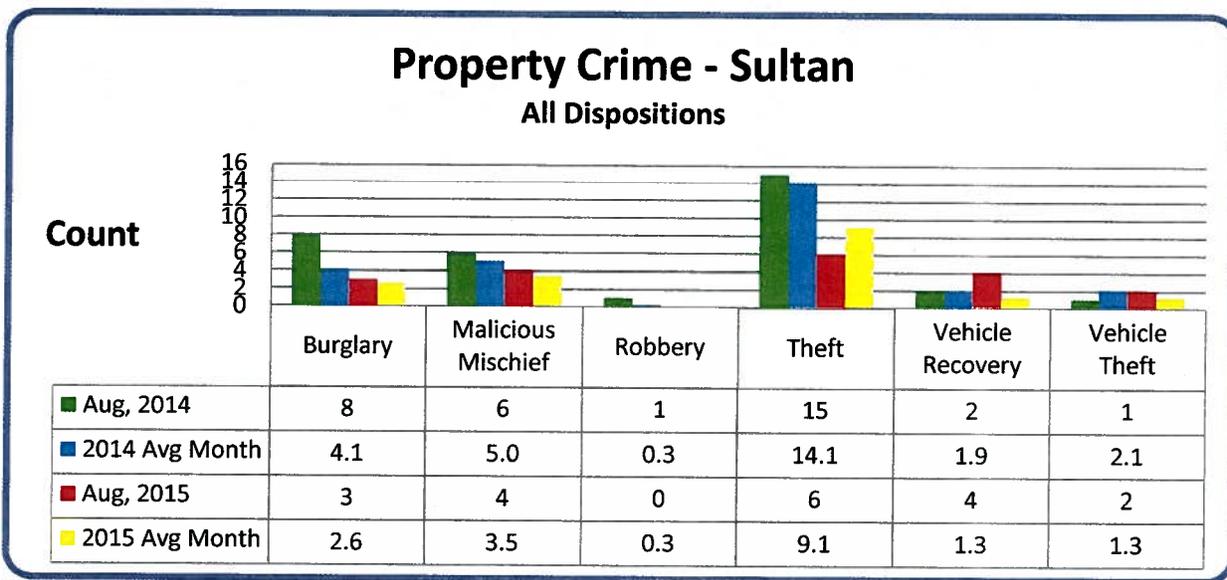
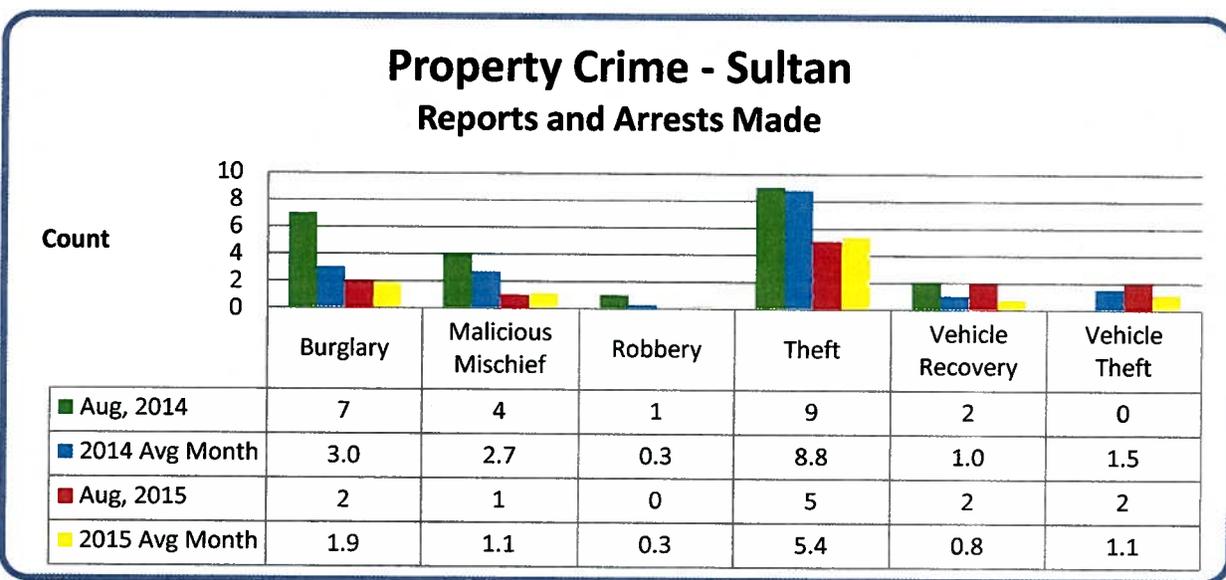
Your Sheriff's Office law enforcement team has worked hard for the last two years to clean up some of these areas in town where criminal activity has been taking place. We would not be successful without your help or without your support. I'm proud of our team and the service they provide to the people of Sultan and Snohomish County. They've worked hard to help many of you in whatever issues come up. I've not taken a credible complaint on any of my team in months. I hope you will reach out and thank the men and women who are serving you in the Sheriff's Office uniform.

As you can see in the media, there is a trend of anti-police sentiment and even homicides of police officers in some areas of the country. These events affect those of us who work very hard to serve and who care very deeply about each of you. Many of your law enforcement professionals serve because of a higher calling and an innate drive to protect others. We need your help and support to keep our communities safe.

Be good,

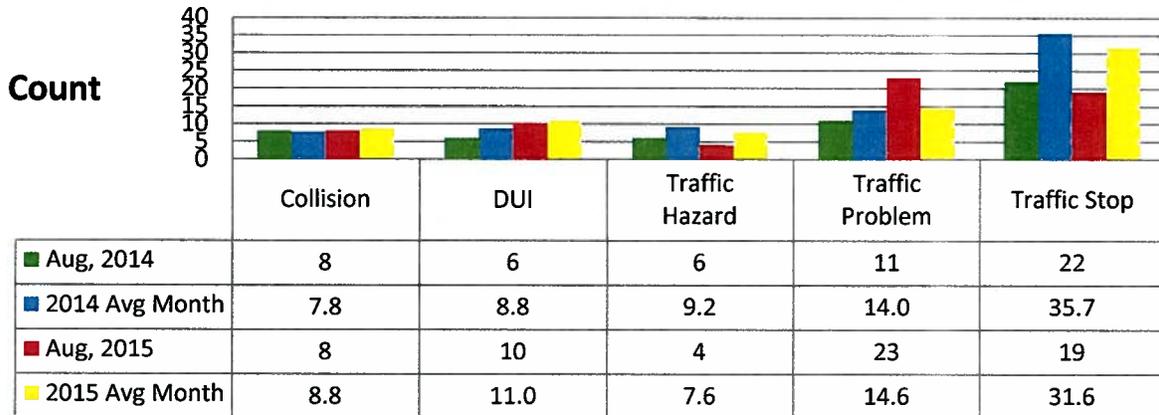
Lt. Monte Beaton
425-388-6260

The following charts compare calls for service in the reporting month to the same month in the previous year and provide a monthly average (Typical Month) in each category. Data displayed is for all dispatch groups provided service by the Sultan (PP) Police agency.



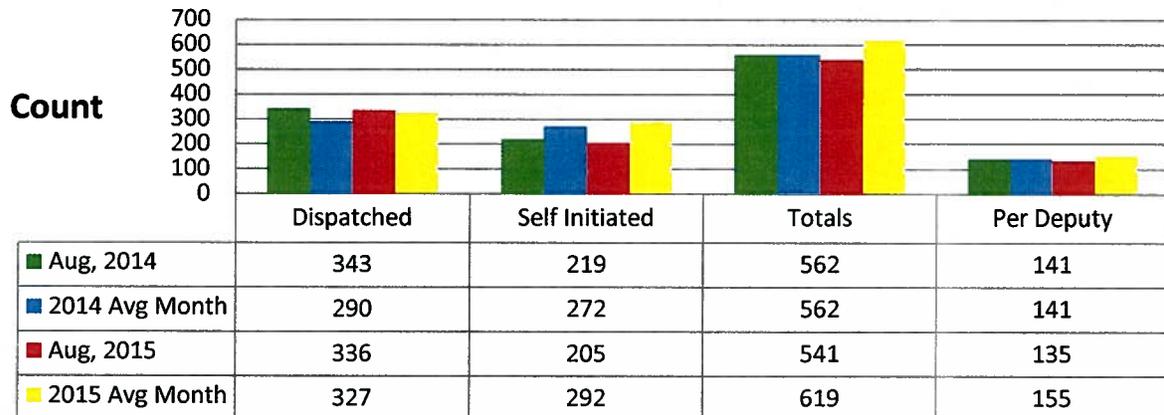
Traffic Calls - Sultan

All Dispositions



Calls By Source - Sultan

All Dispositions



Notes: Dispatched: SNOPAC or Citizen generated – dispatched calls for service
 Self-Initiated: Calls initiated by deputies
 Per Deputy: Total divided by number of assigned personnel (4 deputies)

Report presented by Sultan Chief of Police Lt. Monte Beaton
 Table and charts compiled by Volunteer Ray Coleman

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1

DATE: September 11, 2015

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the August 27, 2015 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – August 27, 2015

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: McCarty, Seehuus, Walker, Davenport-Smith, Naslund and Beeler. Absent: Neigel

PRESENTATIONS:**Business Spotlight – J.D. Slicks Bar & Eatery**

The issue before the Council is to recognize J.D. Slick's Bar and Eatery as the City of Sultan's Business Spotlight for August 2015. J.D. Slicks Bar and Eatery is located at 923 US 2 in Sultan and has one employee, the rest of the staff are 3 family members.

Joe Schlicker was born in Everett and grew up in Sultan. He met Dawn, his wife of 34 years who was raised on a farm in Snohomish and they now have 4 sons, all of whom help out at the bar when needed. J.D. Slick's Bar and Eatery is a family run business and has been since they opened their doors on June 1, 2013. They're a full bar featuring specialty cocktails, all drinks are made from scratch using real fruit, not mixes. They serve Fryer food, burgers, BLT's and salads and offer pull tabs.

J.D. Slick's sponsors poker tournaments, 9 Ball and 8 Ball Leagues, Horseshoe League, Dart League and just new this month, Arm Wrestling Contests. In 2016 they're going to sponsor the Canadian/American Arm Wrestling Championship. Joe and Dawn also provide Karaoke, DJ music and live music. Joe is the lead singer in the Joe Slick Band that performs in all the major casinos in Washington, Oregon and Idaho. They do Military Benefits and donate all the proceeds to the Injured Veterans Foundation.

"Business is great", commented Dawn Schlicker. "We just opened a beer garden and outdoor bar that has proven to be very successful", added Joe. In the next 2 – 5 years, Joe and Dawn envision expanding the building, having a bigger beer garden and expanding the menu offering a full service menu with lunch and dinner. They visualize the bar being the premier spot for entertainment, bringing more events to the area like Arm Wrestling and similar sporting events.

Joe Schlicker: This is the first time owning a bar and they are doing the best they can and are doing alright. Trying to expand the business and be bigger part of the community.

Mayor Eslick advised she was there when they opened and it is a comfortable place for everyone – good family atmosphere.

Mayor Eslick presented a Certificate of Recognition.

Volunteer Spotlight – Sultan VFW

Sultan Veterans of Foreign Wars, Post #2554 was established in 1933. The Post was very active for many years, but the membership fell dramatically in the past 10 years. In 2007, Chuck Donahue, who was an Army Specialist 5th Class and Viet Nam Veteran joined the Post which had around 33 members but hardly ever had enough members at meetings to have a quorum.

Chuck was elected the new Commander in May, 2013 and in November discovered that \$92,000 from the sale of the building in 20013 had been stolen from the post. Chuck and his wife notified that it was very important for them to be present at their monthly meeting in December. Eleven members attended and he told the Post Members what had happened. Four men stepped up and between them donated \$600 to keep the Post going. News coverage of the theft brought in donations from the public. The VFW traditionally gives a \$1,000 scholarship every year but this year they couldn't, until one person stepped up and gave them \$1,200 to cover the scholarship.

The VFW and the Auxiliary became more involved at school assemblies, taking part in the Veteran's Day ceremony, doing free face painting at the Easter Egg Hunts, participating in the Shindig parade and having a booth at the fair, and also organizing a Thanksgiving Dinner for Veterans. The VFW contributes regularly to Veterans Programs and helps local Veterans in need. Many of the VFW members are volunteers and help throughout the community. The

CITY OF SULTAN COUNCIL MEETING – August 27, 2015

effort to get American flags for our Main Street, “The American Flag Project,” begun by Christina Nelson Sivewright and Dave Sivewright, won “Project of the Year” from the National VFW. It also won \$1,000 to help complete drilling of the post holes for flags to be placed along the rest of Main Street and along Highway 2. All they need now are 106 flags at \$30 each. Members from the post along with volunteers from the community are active in raising and retiring the flags on National holidays and for the first time in many years at Shindig this year. American pride is alive in Sultan!

In 2015 the Sultan VFW Post 2554 received:

- First Place in the State and Nationals for their Post Newsletter
- Post of the Year by VFW District 1 (Snohomish County)
- All State Post – Memberships at 150%, now boasting 52 members, outstanding participation in VFW Programs and Post Project were part of the judging process.
- First Place from National VFW for the “American Flags Project.”
- All American Post - This award based on increasing membership to at least 50 members.
- Chuck personally received, “All American Post Commander of the Year,” the highest national award a Commander can achieve. This is based on all of the awards and achievements over the past year.

Judy Donahue is the President of the Ladies Auxiliary which will soon become “The Auxiliary”, welcoming men also. Both the VFW and the Auxiliary are looking for new members. Qualifying for the VFW requires only that you have served in a foreign war. The Auxiliary accepts persons who are a wife, husband, son, daughter or grandchild of a veteran who served in a foreign war. Chuck thanked all of the dedicated members of the post, his wife for being supportive and the City of Sultan for recognizing them.

Mayor Eslick presented a Certificate of Recognition.

Staff Presentation:

Laura Koenig introduced Tami Pevey, the new Utility Clerk. Tami worked for the city for three years before moving to Arizona and was available to return to work as an interim in February. She was hired full time in July.

COMMENTS FROM THE PUBLIC:

Robert Keck: Concerned about public safety for citizens because of the high bacteria levels in the river due to contaminants. Several e-mails have been sent to officials and there have been no warnings to the citizens.

Gerry Gibson: The problem started about a month ago when they notice bubbles and stuff floating down the river. In 15 years, he has not seen the issue on a daily basis – thick foaming brown stuff. He contacted the City and was referred to Craig Young. He helped get a sample tested and there are high levels of fecal chloroform in the water and other factors that were high. He contacted the DOE and they are finally going to respond to the problem. Agencies are pointing fingers at each other as to who is responsible. Trying to locate the source to determine who is responsible.

Mike Hunstad: Would like to know who is responsible and the agency should not ask the citizens to investigate and spend their own money. People are in the river and should be warned.

COUNCILMEMBER COMMENTS

Bob McCarty: May be sewage being pumped out into the river and we need to find the source.

Davenport-Smith: Attended a DOE workshop and there may be funding if this a septic issue. Need to locate the source of the problem.

Naslund: Has been appointed to the Board of the YMCA for two years starting in September.

Beeler: Need to look into the river problem and if we don't have jurisdiction what right do we have to post signs. Impacts the citizens and need to take action.

Mayor Eslick: WWTP received the Outstanding Performance Award for 2015. It is one of 128 plants that achieved full compliance with NPDES permit. Will be hosting a Business Bootcamp on September 11th. Vicki Stocking has been evicted from the property and is no longer in business – was noncompliant and the property owner evicted her. CERT program is starting up September 15 for 8 weeks.

Audit Entrance Conference: Laura Koenig advised the State Auditor has presented an option to waive the requirement for an Audit entrance conference. On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, the Council elected to waive the requirement for an Audit entrance conference. All ayes.

STAFF REPORTS – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Public Works

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Naslund, seconded by Councilmember Davenport-Smith, the consent agenda was approved as presented. McCarty – aye, abstain on all; Seehuus – aye; Walker – aye; Davenport-Smith – aye, Naslund – aye; Beeler - aye.

- 1) Minutes of the August 13, 2015 Council Meeting as on file in the Office of the City Clerk.
- 2) Approval of Vouchers in the amount of \$98,913.79 and payroll through August 14, 2015 in the amount of \$75,154.71 to be drawn and paid on the proper accounts.
- 3) Approval of Budget and Council meeting schedule for November and December 2015.

ACTION ITEMS:

Shaftless Spiral Fine Screen Replacement Contract

The issue before the City Council is to ratify the contract between the City of Sultan and Quality Controls Corporation (QCC) authorized by the Council under Resolution 15-09 and signed by Mayor Eslick on August 20, 2015. The resolution declared an emergency and waived competing bidding requirements under RCW 39.04.280 to provide necessary electrical components and repair the Main Pump Station. The contract is not to exceed \$146,327.45 including sales tax (which includes a \$7,500 contingency).

The City has recently been experiencing significant issues with the Main Pump Station, including electrical panel malfunctions that have caused the pumps to run dry, which if left unattended, could result in catastrophic failure.

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the Council ratified the contract between the City of Sultan and Quality Controls Corporation (QCC) signed by Mayor Eslick on August 20, 2015. All ayes.

Main Pump Station Control Replacement Contract Ratification

The issue before the City Council is to authorize the Mayor to sign a contract with TEK Construction, Inc. to furnish and install a Shaftless Spiral Fine Screening, Washing, Conveying and Dewatering unit at Sultan's Wastewater Treatment Plant for an amount not to exceed \$85,000 (not including sales tax) without prior written approval by the City Council.

CITY OF SULTAN COUNCIL MEETING – August 27, 2015

The City identified this improvement to the Wastewater Treatment Plant in 2014 and the project was included in the 2015 Capital Budget. The City publicly advertised the project in the Everett Herald and Daily Journal of Commerce and held a public bid opening on August 18, 2015. Three bids were received. Bid prices represented in the table below do not include sales tax.

Contractor	Bid Amount
TEK Construction, Inc.	\$80,509.00
WesTech	\$93,678.00
Drycake	Non-responsive*

On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, the Mayor was authorized to sign a contract with TEK Construction, Inc. to furnish and install a Shaftless Spiral Fine Screening, Washing, Conveying and Dewatering unit at Sultan's Wastewater Treatment Plant for an amount not to exceed \$85,000 (not including sales tax) without prior written approval by the City Council. All ayes.

City Phone System Replacement

The issue before the council is to authorize the expenditure to purchase a new phone system for the city and to change to one carrier - Comcast.

The City of Sultan has money budgeted for the purchase of a new phone system. The phone system in City Hall was installed in 2000 using the old phones from the other building to save money. The phones are 17 plus years old and can no longer be replaced (the Norstar phones are no longer available). Staff has been using surplus phones from the Police Department when a phone fails, however there are no more extra phones available. The ability to communicate with the public is an essential function the city must maintain.

The city is also using two phone providers – Frontier and Comcast. This was done to overcome an internet access problem. The city needs to use Comcast to receive the optimal internet access. Based on a review of our current costs, it is estimated the city will save \$7,000 per year by switching to Comcast as the sole provider. Comcast will be able to provide service at all the city facilities.

The City has worked with Advocate Telecom to review several phone systems and recommends the purchase of the Ipitomy Business Communication System for our future phone system. Advocate Telecom will oversee the installation of the system.

On a motion by Councilmember Walker, seconded by Councilmember Naslund, the Mayor was authorized to sign a purchase order for the necessary phone equipment and service and a service agreement with Comcast as the service provider. All ayes.

Adjournment: On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the meeting adjourned at 8:07 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2
DATE: September 10, 2015
SUBJECT: Voucher Approval - 2015
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$108,860.86 and payroll through August 28, 2015 in the amount of \$49,592.93 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$158,453.79

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
September 10, 2015**

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 hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

Payroll Check #30873-74	\$ 3,549.26
Direct Deposit #18	\$ 25,519.79
Benefits Check #30871-72,78-79	\$ 9,203.18
Tax Deposit #17	\$ 11,320.70
Accounts Payable Checks #30875-913	\$ 108,860.86
ACH Transactions - DOR	\$
TOTAL	\$ 158,453.79

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Sarah Davenport-Smith, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 9/4/2015 - 10:51 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30876	09/10/2015	AdvTele	Advocate Telecom	827.53	0
30877	09/10/2015	AdvTele	Advocate Telecom	9,228.33	0
30880	09/10/2015	agsupply	AG Supply Co	375.25	0
30881	09/10/2015	amtest	AM Test	465.00	0
30882	09/10/2015	APP	Associated Petroleum Products Inc	514.23	0
30883	09/10/2015	ANSW	Attorney & Notary Service of WA	500.00	0
30884	09/10/2015	Wilbert	Automatic Wilbert Vault Co.	1,801.95	0
30885	09/10/2015	Journal	Daily Journal of Commerce	230.10	0
30886	09/10/2015	DOL-2	Department of Licensing - Bus. & Pro	30.00	0
30887	09/10/2015	EvSt	Everett Steel, Inc.	38.77	0
30888	09/10/2015	EvUtil	Everett Utilities	364.98	0
30889	09/10/2015	FireProt	Fire Protection Inc.	427.88	0
30890	09/10/2015	Frontier	Frontier	343.60	0
30891	09/10/2015	GBGeek	Gold Bar Geek	895.95	0
30892	09/10/2015	Gray	Gray & Osborne Inc.	2,430.62	0
30893	09/10/2015	HoneyB	Honey Bucket	183.50	0
30894	09/10/2015	LPD	LPD Engineering PLLC	2,202.54	0
30895	09/10/2015	jminer	Jacque Miner	434.40	0
30896	09/10/2015	olympic	Olympic Elevator Company	441.45	0
30897	09/10/2015	PFS	Photo Finishers Supplies	960.04	0
30898	09/10/2015	PitneyCr	Pitney Bowes Inc	207.93	0
30899	09/10/2015	PUD 1	PUD	15.37	0
30900	09/10/2015	PSRC	Puget Sound Regional Council	1,242.00	0
30901	09/10/2015	QBS	QualityBusinesss Systems Inc	49.75	0
30902	09/10/2015	SCcorrec	Snohomish County Corrections	30.62	0
30903	09/10/2015	SChumsvc	Snohomish County Human Services	247.25	0
30904	09/10/2015	SRDTF	Snohomish County Sheriff	75,147.58	0
30905	09/10/2015	SoundPub	Sound Publishing Inc	168.56	0
30906	09/10/2015	Sul Ins	Sultan Insurance	75.00	0
30907	09/10/2015	TSI	Technical Systems, Inc.	1,670.27	0
30908	09/10/2015	trane	Trane US Inc	4,298.72	0
30909	09/10/2015	BluBook	USA Blue Book	597.02	0
30910	09/10/2015	VerizonW	Verizon Wireless	673.61	0
30911	09/10/2015	visa	Visa	32.13	0
30912	09/10/2015	WSAPT	Kim O'Hara Washington State Associa	150.00	0
30913	09/10/2015	WLJ	White Lightning Janitorial	770.00	0
				<hr/> <hr/>	
				Check Total:	108,071.93
				<hr/> <hr/>	

ACH CHECK REGISTER

User: 'julie.addington'
 Printed: 09/01/2015 - 10:33AM
 Batch: 1-9-2015
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
09/04/2015	0	001	Laura Koenig	1,981.42
09/04/2015	0	002	Tami Pevey	1,025.88
09/04/2015	0	004	Donna Murphy	930.49
09/04/2015	0	007	Julie Addington	1,556.67
09/04/2015	0	010	Cynthia Sparks	1,396.96
09/04/2015	0	011	Janice Mann	1,306.22
09/04/2015	0	015	Kenneth Walker	2,826.88
09/04/2015	0	019	Michael Matheson	2,768.82
09/04/2015	0	020	Connie Dunn	1,991.69
09/04/2015	0	025	John Harris	1,789.91
09/04/2015	0	028	Todd Strom	1,627.51
09/04/2015	0	049	Victoria Forte	1,488.93
09/04/2015	0	120	Matthew Wood	1,440.89
09/04/2015	0	121	Jason Strauss	1,831.17
09/04/2015	0	125	Riley Edwards	1,123.62
09/04/2015	0	126	Bobbie Lewis	432.73
Total Employees:			16	Total: 25,519.79

**Payroll
 Computer Check Register**

User: julie.addington
 Printed: 09/01/2015 - 10:28AM
 Batch: 00001-09-2015 Computer

PR 13



Check No	Check Date	Employee Information	Amount
30873	09/04/2015	024 Michael Williams	2,131.59
30874	09/04/2015	029 James Barns	1,417.67
Total Number of Employees: 2		Total for Payroll Check Run:	3,549.26

**Accounts Payable
 Check Register Totals Only**

User: laura.koenig
 Printed: 8/26/2015 - 3:39 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30871	08/25/2015	Retire	Department of Retirement	1,112.50	0
30872	08/25/2015	Retire	Department of Retirement	7,291.59	0
30878	08/25/2015	AFLAC	AFLAC	44.09	0
30879	08/25/2015	UNION	Teamsters Local Union #763	755.00	0
Check Total:				9,203.18	

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
30871	08/25/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.74
30871	08/25/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.50
30871	08/25/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	2.00
30871	08/25/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.38
30871	08/25/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.25
30871	08/25/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.24
30871	08/25/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.89
30871	08/25/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.00
30871	08/25/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	210.13
30871	08/25/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	74.25
30871	08/25/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.71
30871	08/25/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.87
30871	08/25/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	201.18
30871	08/25/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	296.87
30871	08/25/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	66.11
30871	08/25/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	43.38
30872	08/25/2015	GENERAL FUND	PERS Payable	Department of Retirement	233.47
30872	08/25/2015	GENERAL FUND	PERS Payable	Department of Retirement	104.41
30872	08/25/2015	GENERAL FUND	PERS Payable	Department of Retirement	386.45
30872	08/25/2015	STREET FUND	PERS Payable	Department of Retirement	170.72
30872	08/25/2015	CEMETERY FUND	PERS Payable	Department of Retirement	26.31
30872	08/25/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	28.33
30872	08/25/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	716.88
30872	08/25/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	598.90
30872	08/25/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	343.78
30872	08/25/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	188.55
30872	08/25/2015	GENERAL FUND	PERS Payable	Department of Retirement	705.92
30872	08/25/2015	STREET FUND	PERS Payable	Department of Retirement	311.89
30872	08/25/2015	CEMETERY FUND	PERS Payable	Department of Retirement	48.05
30872	08/25/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	51.75
30872	08/25/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,309.67
30872	08/25/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,093.99
30872	08/25/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	628.07
30872	08/25/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	344.45
30875	09/03/2015	UTILITY WATER FUND	Communication	USPS	236.68
30875	09/03/2015	UTILITY SEWER FUND	Communication	USPS	236.68

30875	09/03/2015	UTILITY GARBAGE FUND	Communication	USPS	236.68
30875	09/03/2015	STORMWATER UTILITY FUND	Communication	USPS	78.89
30876	09/10/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	178.10
30876	09/10/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	649.43
30877	09/10/2015	BUILDING MAINTENANCE FUND	Capital - Buildings	Advocate Telecom	9,228.33
30878	08/25/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.04
30878	08/25/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.98
30878	08/25/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.12
30878	08/25/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.91
30878	08/25/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.05
30878	08/25/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97
30878	08/25/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.10
30878	08/25/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.92
30879	08/25/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	70.65
30879	08/25/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	20.33
30879	08/25/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.41
30879	08/25/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.13
30879	08/25/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	112.69
30879	08/25/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.41
30879	08/25/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	55.58
30879	08/25/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	23.30
30879	08/25/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	70.62
30879	08/25/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	20.33
30879	08/25/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.42
30879	08/25/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.15
30879	08/25/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	112.64
30879	08/25/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.48
30879	08/25/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	55.56
30879	08/25/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	23.30
30880	09/10/2015	UTILITY GARBAGE FUND	Operating Supplies	AG Supply Co	29.93
30880	09/10/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	20.00
30880	09/10/2015	UTILITY WATER FUND	Operating Supply	AG Supply Co	7.99
30880	09/10/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	18.42
30880	09/10/2015	UTILITY GARBAGE FUND	Small Tools/Minor Equipment	AG Supply Co	78.15
30880	09/10/2015	STREET FUND	Office/Operating Supplies	AG Supply Co	32.43
30880	09/10/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	10.00
30880	09/10/2015	UTILITY SEWER FUND	Operating Supplies	AG Supply Co	70.13
30880	09/10/2015	UTILITY WATER FUND	Operating Supply	AG Supply Co	31.47
30880	09/10/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	52.12
30880	09/10/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	9.06
30880	09/10/2015	STREET FUND	Office/Operating Supplies	AG Supply Co	15.55

30881	09/10/2015	UTILITY WATER FUND	Water - Testing	AM Test	440.00
30881	09/10/2015	UTILITY WATER FUND	Water - Testing	AM Test	25.00
30882	09/10/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	307.51
30882	09/10/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	37.54
30882	09/10/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	141.41
30882	09/10/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	9.26
30882	09/10/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	9.25
30882	09/10/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	9.26
30883	09/10/2015	GENERAL FUND	Travel and Seminars	Attorney & Notary Service of WA	125.00
30883	09/10/2015	GENERAL FUND	Travel and Seminars	Attorney & Notary Service of WA	125.00
30883	09/10/2015	GENERAL FUND	Travel and Seminars	Attorney & Notary Service of WA	125.00
30883	09/10/2015	GENERAL FUND	Travel and Seminars	Attorney & Notary Service of WA	125.00
30884	09/10/2015	CEMETERY FUND	Items for Resale	Attorney & Notary Service of WA	397.47
30884	09/10/2015	CEMETERY FUND	Professional Services	Automatic Wilbert Vault Co.	1,404.48
30885	09/10/2015	CEMETERY FUND	Professional Services	Automatic Wilbert Vault Co.	230.10
30885	09/10/2015	SEWER SYSTEM IMPROVEMENT FUND	Miscellaneous Expense	Daily Journal of Commerce	30.00
30886	09/10/2015	GENERAL FUND	Miscellaneous	Department of Licensing -	12.92
30887	09/10/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Everett Steel, Inc.	12.92
30887	09/10/2015	UTILITY SEWER FUND	Vehicle Operation Maintenance	Everett Steel, Inc.	12.93
30887	09/10/2015	STORMWATER UTILITY FUND	Vehicle Operation Maintenance	Everett Steel, Inc.	364.98
30888	09/10/2015	UTILITY WATER FUND	Utilities	Everett Utilities	427.88
30889	09/10/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Fire Protection Inc.	18.20
30890	09/10/2015	GENERAL FUND	Communication	Frontier	18.19
30890	09/10/2015	STREET FUND	Communication	Frontier	18.20
30890	09/10/2015	UTILITY WATER FUND	Communication	Frontier	18.19
30890	09/10/2015	UTILITY SEWER FUND	Communication	Frontier	18.20
30890	09/10/2015	UTILITY GARBAGE FUND	Communication	Frontier	11.67
30890	09/10/2015	GENERAL FUND	Communication	Frontier	11.67
30890	09/10/2015	STREET FUND	Communication	Frontier	11.67
30890	09/10/2015	UTILITY WATER FUND	Communication	Frontier	11.67
30890	09/10/2015	UTILITY SEWER FUND	Communication	Frontier	11.67
30890	09/10/2015	UTILITY GARBAGE FUND	Communication	Frontier	11.67
30890	09/10/2015	UTILITY WATER FUND	Communication	Frontier	123.15
30890	09/10/2015	GENERAL FUND	Communication	Frontier	14.22
30890	09/10/2015	STREET FUND	Communication	Frontier	14.23
30890	09/10/2015	UTILITY WATER FUND	Communication	Frontier	14.22
30890	09/10/2015	UTILITY SEWER FUND	Communication	Frontier	14.23
30890	09/10/2015	UTILITY GARBAGE FUND	Communication	Frontier	14.22
30890	09/10/2015	INFORMATION TECHNOLOGY FUND -	Communication	Frontier	14.22
30891	09/10/2015	STREET IMPROVEMENT FUND	Professional Service	Gold Bar Geek	895.95
30892	09/10/2015	STREET IMPROVEMENT FUND	Date Avenue Project	Gray & Osborne Inc.	1,846.67
30892	09/10/2015	STREET IMPROVEMENT FUND	Date Avenue Project	Gray & Osborne Inc.	583.95
30893	09/10/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	183.50

30894	09/10/2015	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	LPD Engineering PLLC	2,202.54
30895	09/10/2015	PARK IMPROVEMENT FUND	Professional Service	Jacque Miner	434.40
30896	09/10/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Olympic Elevator Company	441.45
30897	09/10/2015	GENERAL FUND	Office/Operating Supplies	Photo Finishers Supplies	960.04
30898	09/10/2015	GENERAL FUND	Communication	Pitney Bowes Inc	49.90
30898	09/10/2015	STREET FUND	Communication	Pitney Bowes Inc	25.99
30898	09/10/2015	UTILITY WATER FUND	Communication	Pitney Bowes Inc	35.35
30898	09/10/2015	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	35.35
30898	09/10/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	35.35
30898	09/10/2015	GENERAL FUND	Communication	Pitney Bowes Inc	25.99
30899	09/10/2015	STREET FUND	Utilities	PUD	15.37
30900	09/10/2015	GENERAL FUND	Organization Dues	Puget Sound Regional Council	310.50
30900	09/10/2015	STREET FUND	Miscellaneous	Puget Sound Regional Council	310.50
30900	09/10/2015	UTILITY WATER FUND	Miscellaneous	Puget Sound Regional Council	310.50
30900	09/10/2015	UTILITY SEWER FUND	Miscellaneous	Puget Sound Regional Council	310.50
30901	09/10/2015	GENERAL FUND	Office/Operating Supplies	Quality Business Systems Inc	9.95
30901	09/10/2015	STREET FUND	Office Supplies	Quality Business Systems Inc	9.95
30901	09/10/2015	UTILITY WATER FUND	Office Supplies	Quality Business Systems Inc	9.95
30901	09/10/2015	UTILITY SEWER FUND	Office Supplies	Quality Business Systems Inc	9.95
30901	09/10/2015	UTILITY GARBAGE FUND	Office Supplies	Quality Business Systems Inc	9.95
30901	09/10/2015	GENERAL FUND	Office Supplies	Quality Business Systems Inc	9.95
30902	09/10/2015	GENERAL FUND	Miscellaneous - Jail Fees	Quality Business Systems Inc	9.95
30903	09/10/2015	GENERAL FUND	Intergovernmental	Snohomish County Corrections	30.62
30904	09/10/2015	GENERAL FUND	Professional Service - SnoCty	Snohomish County Human Services	247.25
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Snohomish County Sheriff	75,147.58
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	24.08
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	25.80
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	22.36
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	22.36
30905	09/10/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	73.96
30906	09/10/2015	GENERAL FUND	Miscellaneous	Sultan Insurance	75.00
30907	09/10/2015	UTILITY SEWER FUND	Repair and Maintenance	Technical Systems, Inc.	1,670.27
30908	09/10/2015	SEWER SYSTEM IMPROVEMENT FUND	Capital - WWTP Upgrades	Trane US Inc	4,298.72
30909	09/10/2015	GENERAL FUND	Office/Operating Supplies	USA Blue Book	43.00
30909	09/10/2015	UTILITY WATER FUND	Repair and Maintenance	USA Blue Book	554.02
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.48
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	11.10
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	11.10
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.09

30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	11.10
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	11.10
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.48
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	37.44
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	12.11
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.11
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	12.10
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	12.11
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	12.11
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.48
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	55.49
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.48
30910	09/10/2015	STREET FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	55.49
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.49
30910	09/10/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	55.49
30910	09/10/2015	GENERAL FUND	Communication	Verizon Wireless	55.49
30910	09/10/2015	UTILITY WATER FUND	Communication	Verizon Wireless	37.44
30910	09/10/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.49
30911	09/10/2015	GENERAL FUND	Travel and Seminars	Verizon Wireless	35.84
30911	09/10/2015	GENERAL FUND	Travel and Seminars	Verizon Wireless	6.00
30911	09/10/2015	GENERAL FUND	Travel and Seminars	Verizon Wireless	-9.71
30912	09/10/2015	GENERAL FUND	Travel and Seminars	Verizon Wireless	150.00
30913	09/10/2015	GENERAL FUND	Professional Services	Verizon Wireless	166.67
30913	09/10/2015	UTILITY WATER FUND	Professional Services - General	White Lightning Janitorial	55.55
30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	166.66
30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	55.55
30913	09/10/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	55.57
30913	09/10/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	30.00
30913	09/10/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	10.00

30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	30.00
30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	10.00
30913	09/10/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	10.00
30913	09/10/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	60.00
30913	09/10/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	20.00
30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	60.00
30913	09/10/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
30913	09/10/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	20.00
TOTAL					118,064.04

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent C 3
DATE: September 10, 2015
SUBJECT: Excused Absence – Councilmember Neigel
CONTACT PERSON: Laura J. Koenig, Clerk/Deputy Finance Director

ISSUE:

Councilmember Neigel was unavailable for the August 27, 2015 Council meeting and has requested an excused absence.

RECOMMENDATION:

Approve the excused absence of Councilmember Neigel from the August 27, 2015 Council meeting.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C-4

DATE: September 10, 2015

SUBJECT: Resolution 15-10 – Surplus Equipment

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is to approve Resolution 15-10 (Attachment A) to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

STAFF RECOMMENDATION:

Approve Resolution 15-10 to surplus equipment from City inventory that are functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

SUMMARY:

The City has pieces of equipment for surplus in the following list:

2015 Surplus List

Department	Item Description	Serial Number	Inventory Number	Date of Surplus
Public Works	1989 Ford F-150	1FTDF15N1KPA78615	109	9/10/2015
Public Works	Floor Scrubber for Pressure Washer	North Star 4200PSI		9/10/2015
Public Works	Concrete Grave Liners (10) 33" x 90" x 25"	NA		9/10/2015
Public Works	Concrete Grave Liners (2) 29" X 64" X 24"	NA		9/10/2015
Finance	IBM Correcting Selectric II Typewriter		#00202	9/10/2015
Finance	Sears TV LXI Stereo Monitor Mod.# 564-42818290	V2330376201634	#00173	
Finance	HP Color LaserJet 3600 Printer Part#Q5987A	CNWBB95065	0682	9/10/2015
Police	Fuji Altair Bicycle	ICF8C03255		9/10/2015
Police	Fuji Altair Bicycles	ICF8C03288		9/10/2015

In accordance with SMC 3.60, staff will advertise the surplus equipment and call for sealed bids.

RECOMMENDED ACTION:

Adoption of Resolution 15-10 to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

ATTACHMENTS: A. Resolution 15-10

ATTACHMENT A

**CITY OF SULTAN
RESOLUTION -15 – 10**

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN INVENTORY ITEMS DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF THE CITY OF SULTAN.

WHEREAS, certain items of equipment belonging to the City of Sultan are obsolete and no longer used by the City; and

WHEREAS, said items are physically worn or functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need therefore in the foreseeable future;

WHEREAS, certain items are broken and non-useable and need to be removed from inventory and disposed of in a proper manner,

NOW THEREFORE, it is resolved by the City Council of the City of Sultan, Washington as follows:

1. The following items are no longer needed by the city and are declared to be surplus equipment:

2015 Surplus List

Department	Item	Serial Number		Date of Surplus
Public Works	1989 Ford F-150	1FTDF15N1KPA78615	109	9/10/2015
Public Works	Floor Scrubber for Pressure Washer	North Star 4200PSI		9/10/2015
Public Works	Concrete Grave Liners (10) 33" x 90" x 25"	NA		9/10/2015
Public Works	Concrete Grave Liners (2) 29" X 64" X 24"	NA		9/10/2015
Finance	IBM Correcting Selectric II Typewriter		#00202	9/10/2015
Finance	Sears TV LXI Stereo Monitor Mod.# 564-42818290	V2330376201634	#00173	
Finance	HP Color LaserJet 3600 Printer Part#Q5987A	CNWBB95065	0682	9/10/2015
Police	Fuji Altair Bicycle	ICF8C03255		9/10/2015
Police	Fuji Altair Bicycles	ICF8C03288		9/10/2015

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said inventory.

ATTACHMENT A

3. That the staff is authorized to dispose of items listed in accordance with the provisions of SMC 3.60.030 to SMC 3.60.065, in a manner that will be to the best advantage to the City of Sultan.

PASSED by the City Council 10th day of September 2015.

City of Sultan

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-1
DATE: August 27, 2015
SUBJECT: Approve Lawnmower purchase from Washington Tractor
CONTACT PERSON: Matt Wood, Water Treatment Plant Operator

ISSUE:

The issue before the council is to authorize the mayor to approve the expenditure of a replacement lawnmower for the Parks Department.

STAFF RECOMMENDATION:

Authorize the Mayor to approve the purchase of a John Deere 1550 Terrain Cut Commercial Front Mower with a 72" cutting deck from Washington Tractor for an amount not to exceed \$19,041.92 plus tax.

SUMMARY:

The Current lawnmower that the Public Works Department uses has been in service over 20 years and is overdue to be replaced. This is the most heavily used mower in our parks department and is the one that we use to mow all the big fields (Osprey Park, Reese Park, Carnival Park, etc.) The new mower that we would like to purchase is the updated version of the current one, which is a John Deere 935 with a 72" deck. This is the biggest mower that we own and it is absolutely necessary to stay with the same size due to the amount of acreage we cover with it.

Time is very limited on our current mower. The deck is on its last leg and the gearbox that the drive shaft connects to is welded together. To replace the deck on the mower would cost approximately \$4000.00 and we would have to order parts from the east coast. Replacement parts are becoming very hard to find and most of them have been discontinued. This mower is budgeted to be replaced this year in 2015 and we need to strongly consider using the funds set aside.

ALTERNATIVES:

MAKE/MODEL	ENGINE	PRICE
John Deere 1550	26 HP Diesel	\$19,041.92
Kubota F2690	26 HP Diesel	\$19,085.00
Hustler 3700	37 HP Diesel	\$21,170.57

FISCAL IMPACT:

The 2015 Budget set aside \$15,000.00 in the Equipment Reserve Fund, and the remaining balance would be paid from the General Fund.

DISCUSSION:

The John Deere 1550 is the least expensive of the 3 comparable mowers. The deck is a thicker gauge steel and is classified as a stamped deck. Both the Kubota and Hustler model decks are welded, therefore they are not built as strong as the John Deere.

RECOMMENDED ACTION:

Our John Deere 935 Lawnmower has proven to be a reliable machine over the past 20 years, but it has reached the end of its service life. We recommend replacing it with the updated version and expect to receive the same outcome with a new John Deere 1550, with a long service life with minimal breakdowns. John Deere machinery has a strong reputation for building quality, long lasting equipment.

ATTACHMENTS

Attachment A	John Deere 1550 Quote
Attachment B	Kubota F2690 Quote
Attachment C	Hustler 3700 Quote

COUNCIL ACTION:

DATE:



Quote Id: 11665490

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

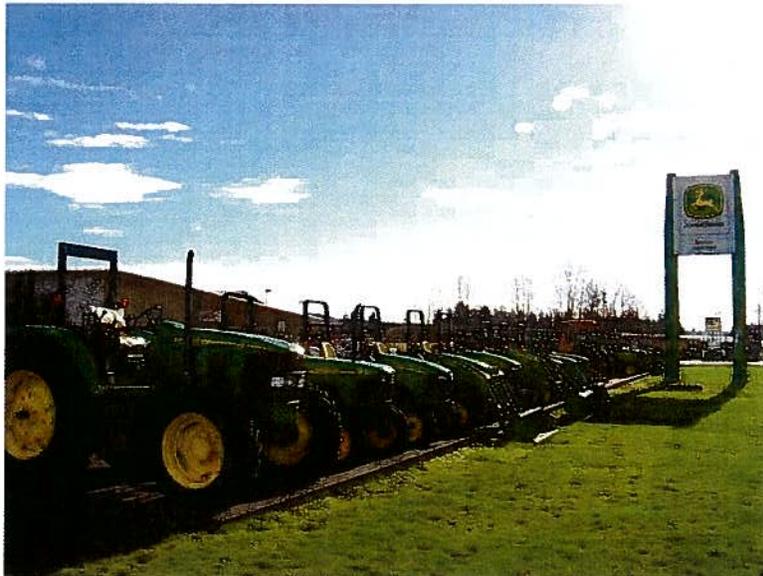
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273
360-424-7995

Prepared For:

City Of Sultan



Proposal For:

Delivering Dealer:

Ryan Ostrom

Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273

Quote Prepared By:

Ryan Ostrom

rostrom@washingtontractor.com

Date: 19 June 2015

Offer Expires: 19 July 2015

Confidential



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Washington Tractor, Inc.
 4220 Old Highway 99 So
 Mount Vernon, WA 98273
 360-424-7995

Quote Summary

Prepared For:
 City Of Sultan
 Po Box 165
 Sultan, WA 98294

Delivering Dealer:
Washington Tractor, Inc.
 Ryan Ostrom
 4220 Old Highway 99 So
 Mount Vernon, WA 98273
 Phone: 360-424-7995
 rostrom@washingtontactor.com

This quote is based on the Washington State Contract # 10212. Your purchase order must be made out to John Deere Company, 2000 John Deere Run, Cary, NC 27513. Purchase order must also indicate Washington Tractor as the delivering dealer. Reference the Washington State Contract # 10212 and this quote ID number. Please email documents to Washington Tractor at rostrom@washingtontactor.com or fax to 360-424-0403 and we will process the order with John Deere.

Quote ID: 11665490
Created On: 19 June 2015
Last Modified On: 19 June 2015
Expiration Date: 19 July 2015

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 1550 TerrainCut Commercial Front Mower (Less Mower Deck) Contract: State of WA Lawn and Grounds 10212 Price Effective Date: November 3, 2014	\$ 14,968.70 X	1 =	\$ 14,968.70
JOHN DEERE 72SD DECK (DOM) FRONT MOWER Contract: State of WA Lawn and Grounds 10212 Price Effective Date: November 3, 2014	\$ 4,073.22 X	1 =	\$ 4,073.22
Equipment Total			\$ 19,041.92

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 19,041.92
Trade In	
SubTotal	\$ 19,041.92
Sales Tax - (8.60%)	\$ 1,637.61
Total	\$ 20,679.53
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 20,679.53

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE



Selling Equipment

Quote Id: 11665490

Customer Name: CITY OF SULTAN

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273
360-424-7995**JOHN DEERE 1550 TerrainCut Commercial Front Mower (Less Mower Deck)**

Hours:

Stock Number:

Contract: State of WA Lawn and Grounds 10212

Selling Price *

Price Effective Date: November 3, 2014

\$ 14,968.70

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2400TC	1550 TerrainCut Commercial Front Mower (Less Mower Deck)	1	\$ 18,420.00	23.00	\$ 4,236.60	\$ 14,183.40	\$ 14,183.40
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1019	23x10.50-12 4PR Turf Drive Tires	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1190	Two Wheel Drive	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2011	Comfort Adjust Suspension Seat with Armrests	1	\$ 390.00	23.00	\$ 89.70	\$ 300.30	\$ 300.30
Standard Options Total			\$ 390.00		\$ 89.70	\$ 300.30	\$ 300.30
Dealer Attachments/Non-Contract/Open Market							
11037	Dealer Prep Package	1	\$ 485.00	0.00	\$ 0.00	\$ 485.00	\$ 485.00
Dealer Attachments Total			\$ 485.00		\$ 0.00	\$ 485.00	\$ 485.00
Suggested Price						\$ 14,968.70	
Total Selling Price			\$ 19,295.00		\$ 4,326.30	\$ 14,968.70	\$ 14,968.70

JOHN DEERE 72SD DECK (DOM) FRONT MOWER

Equipment Notes:

Hours:

Stock Number:

Selling Price *

Contract: State of WA Lawn and Grounds 10212

\$ 4,073.22

Price Effective Date: November 3, 2014

* Price per item - includes Fees and Non-contract items

Confidential



JOHN DEERE



Selling Equipment

Quote Id: 11665490 Customer Name: CITY OF SULTAN

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273
360-424-7995

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0347TC	72 In. 7-Iron PRO Commercial Side Discharge Mower Deck (For 1500 TerrainCut Front Mowers and 1400/1500's Series II and non Series II Front Mowers)	1	\$ 4,787.00	23.00	\$ 1,101.01	\$ 3,685.99	\$ 3,685.99
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
BTC10670	Mulch Kit 72" (7-Iron PRO)	1	\$ 331.70	23.00	\$ 76.29	\$ 255.41	\$ 255.41
R66949	Quik-Tatch Weight, 42 Lb.	1	\$ 63.13	23.00	\$ 14.52	\$ 48.61	\$ 48.61
TCB10303	Rear Weight Mounting Kit	1	\$ 108.07	23.00	\$ 24.86	\$ 83.21	\$ 83.21
Dealer Attachments Total			\$ 502.90		\$ 115.67	\$ 387.23	\$ 387.23
Suggested Price							\$ 4,073.22
Total Selling Price			\$ 5,289.90		\$ 1,216.68	\$ 4,073.22	\$ 4,073.22

NEW USED DEMO

PURCHASE ORDER

DATE 6-25-13

City of Sultan

Po Box 1199

Sultan WA 98294

PHONE: Matt 425-508-9105

SOUND TRACTOR CO.

2815 Virginia Ave.
Everett, WA 98201

Everett: (425) 252-3139

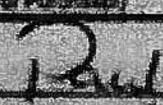
INSURANCE AGENT:

INSURANCE COMPANY:

NAME		NAME	
NUMBER AND STREET		POLICY NUMBER	
CITY STATE ZIP CODE		EFFECTIVE DATE	FROM TO
TELEPHONE NUMBER	EXTENSION	COVERAGE	<input type="checkbox"/> FIRE - THEFT <input checked="" type="checkbox"/> COLLISION <input checked="" type="checkbox"/> UPSET DEDUCTIBLE \$

I (we), the undersigned, hereby order from you the Equipment described below, to be delivered as shown above. This order is subject to your ability to obtain such Equipment from the manufacturer and you shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or any reason beyond your control. The price shown below is subject to your receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any how or increased rates imposed upon the sale of the Equipment after the date of this order.

QTY.	MODEL #	DESCRIPTION AND SERIAL NUMBER	\$ AMOUNT
1	F269C	Kubota Diesel Tractor 72" 26HP 4WD	\$15,703
1	RLK722-F36-72	72" Rear Discharge Mower Deck	\$3,124
1	F5276	Mulch Kit	\$258
			LESS TRADE:

TRADE-IN EQUIPMENT			FREIGHT AND HANDLING CHARGES	
MAKE, MODEL AND DESCRIPTION	SERIAL NO.	ALLOWANCE		
			Lee Code 3017 2.6%	SUB TOTAL \$19,089.92
				SALES TAX 1,641.31
				OTHER CHARGES
				TOTAL CASH PRICE \$20,731.23
GROSS TRADE-IN ALLOWANCE				TRADE-IN ALLOWANCE
LESS AMOUNT OWED TO:				
NET TRADE-IN ALLOWANCE				
NOTE: Complete this section when tractors are sold. Statistics show that severity of injuries is greatly reduced and fatalities practically eliminated through use of both ROPS and a seat belt if a tractor overturns. I have been advised and understand that the use of ROPS and a seat belt is recommended in almost all applications.			TOTAL CASH PRICE AFTER TRADE-IN \$	
(Signature of Purchaser) 			CASH WITH ORDER \$	
			CASH ON DELIVERY \$	
			TOTAL CASH \$	
			BALANCE TO PAY BY CASH <input type="checkbox"/> P.O. <input type="checkbox"/> \$	



Quote Id: 11895371

Prepared For:
City Of Sultan



Prepared By: **Ryan Ostrom**

Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273

Tel: 360-424-7995

Fax: 360-424-0403

Email: rostrom@washingtontractor.com

Date: 03 August 2015

Offer Expires: 03 September 2015

Confidential



Quote Summary

Prepared For:
City Of Sultan
Po Box 165
Sultan, WA 98294

Prepared By:
Ryan Ostrom
Washington Tractor, Inc.
4220 Old Highway 99 So
Mount Vernon, WA 98273
Phone: 360-424-7995
rostrom@washingtontractor.com

Quote Id: 11895371
Created On: 03 August 2015
Last Modified On: 03 August 2015
Expiration Date: 03 September 2015

Equipment Summary	Selling Price	Qty	Extended
HUSTLER 3700	\$ 17,952.00 X	1 =	\$ 17,952.00
HUSTLER 72" DECK	\$ 3,218.57 X	1 =	\$ 3,218.57
Equipment Total			\$ 21,170.57

Quote Summary	
Equipment Total	\$ 21,170.57
SubTotal	\$ 21,170.57
Sales Tax - (8.60%)	\$ 1,820.67
Total	\$ 22,991.24
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 22,991.24

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment



Quote Id: 11895371

Customer: CITY OF SULTAN

HUSTLER 3700

Hours: 0

Stock Number:

				Selling Price	
				\$ 17,952.00	
Code	Description	Qty	Unit	Extended	
MOW	37 HP FRONT MOWER	1	\$ 22,900.00	\$ 22,900.00	
Dealer Attachments					
11037	Dealer Prep Package	1	\$ 475.00	\$ 475.00	
11036	Factory Freight	1	\$ 760.00	\$ 760.00	
Dealer Attachments Total				\$ 1,235.00	
Suggested Price				\$ 24,135.00	
Customer Discounts					
Customer Discounts Total			\$ -6,183.00	\$ -6,183.00	
Total Selling Price				\$ 17,952.00	

HUSTLER 72" DECK

Hours: 0

Stock Number:

				Selling Price	
				\$ 3,218.57	
Code	Description	Qty	Unit	Extended	
928739	72" SIDE DISCHARGE DECK	1	\$ 4,409.00	\$ 4,409.00	
Suggested Price				\$ 4,409.00	
Customer Discounts					
Customer Discounts Total			\$ -1,190.43	\$ -1,190.43	
Total Selling Price				\$ 3,218.57	

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-2
DATE: September 10, 2015
SUBJECT: 2015 Regional Aerials Project
CONTACT PERSON: Ken Walker, City Administrator

SUMMARY:

Attached is an overview of the 2015 Regional Aerials Agreement and mapping service to be provided to the City of Sultan.

OVERVIEW:

In June of 2014, the City of Sultan was contacted by Snohomish County due to major changes in the Snohomish County's Aerial Imagery program. As an important partner agency to Snohomish County, we received the following message:

The County wanted to make you aware of a major change to Snohomish County's Aerial Imagery Acquisition Program that may impact your organization. Snohomish County has opted to join a program managed by King County called the Regional Aerials Imagery Project to acquire new aerial imagery in early 2015. The decision to join this effort was made because of the potential to provide Snohomish County with the following benefits: decreased costs, more frequent and predictable aerial imagery acquisitions, consistent regional approach and opportunity to acquire a product with increased resolution.

Due to the licensing structure of the agreement, Snohomish County will no longer be able to distribute imagery data to your organization for the cost of replication as was available with previous imagery purchased by Snohomish County. However, your organization has the opportunity to participate in this project as organizing efforts are currently underway. Costs to acquire imagery through this program are reasonable, area-based and decrease for areas shared between multiple organizations. Ranges presented are for 0.5" and 1.0" pixel resolution and assume cost savings from the participation of Snohomish County.

Over the last year a lot of changes and adjustments have been made to the program to fit everyone's needs. Attached you will find the current invoice and contract for review and approval.

RECOMMENDED ACTION:

Approve as submitted.

ATTACHMENT:

Attachment A: Overview, Contract, Invoice and Map Area



2015 REGIONAL AERIALS PROJECT
PARTNERING FOR A BETTER PERSPECTIVE

2015 Regional Aerials

A Brief Overview

October, 2014



2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

What is the 2015 Regional Aerials Project?

- A joint effort involving over 90 cities, private businesses, utilities, fire districts, counties, tribes, State and Federal agencies who have joined together to obtain aerial imagery and supporting data with a common, shared data baseline
- New participants are being added regularly and this trend is expected to continue for the next few weeks, potentially driving pricing down even further.



2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

Project Goals

- Gain group savings through economy of scale; better vendor pricing due to the larger overall footprint
- Achieve dramatic individual participant savings through overlapping Areas of Interest (shared tiles)
- Obtain higher resolution imagery than participants previously would have been able to afford alone
- Ultimately, to provide better service to our citizens through a higher resolution data without any data conflicts (all data is obtained in the same year, from the same source, designed as a single interwoven dataset.)



2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

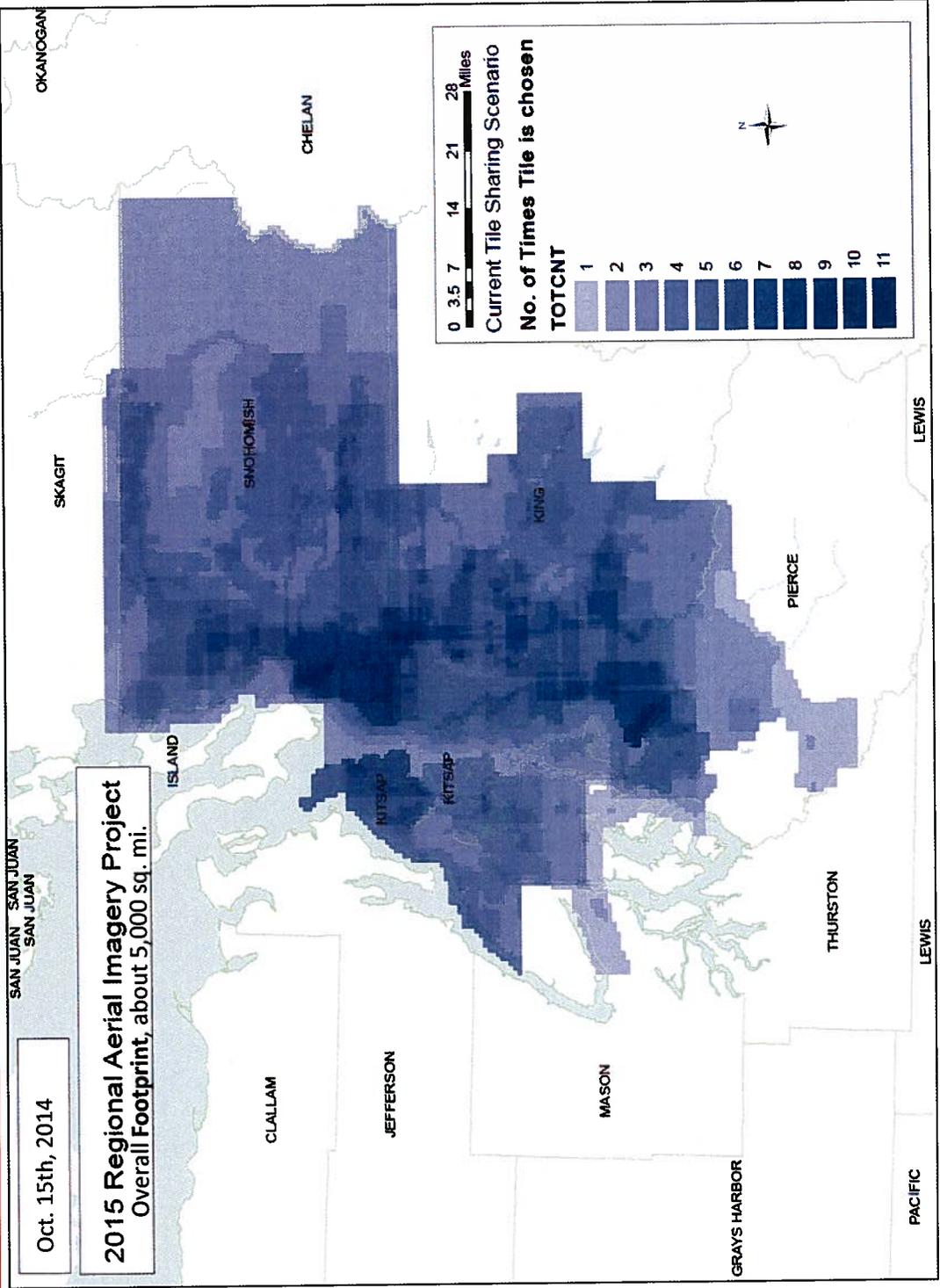
Project Scope

- Area: The project is significant in size, spanning nearly 5,000 square miles
- Participants include over 90 participating agencies, including cities, private businesses, fire districts, State, Federal and Tribal entities
- Location: includes notable portions of King, Snohomish, Kitsap, Peirce and Mason Counties.
- Data to be captured: includes high-resolution ortho-imagery (4-band), as well as Digital Elevation Modeling, stereo imagery, etc.
- Optional data: participants may also elect to obtain added vector data and related categorization for surface types including transportation impervious, structure rooflines and other impervious surfaces, as well as detailed contours
- Validation: All imagery will be validated again survey-verified Ground Control Points (GCPs) to ensure quality and accuracy
- Added Professional Services: a professional GIS Aerial Mapping firm has been retained to provide 3rd-party QA validation at every step of the way, from pre-flight planning and staging through final production processing. Additionally professional PM services are also included in the pricing.



2015 REGIONAL AERIALS PROJECT

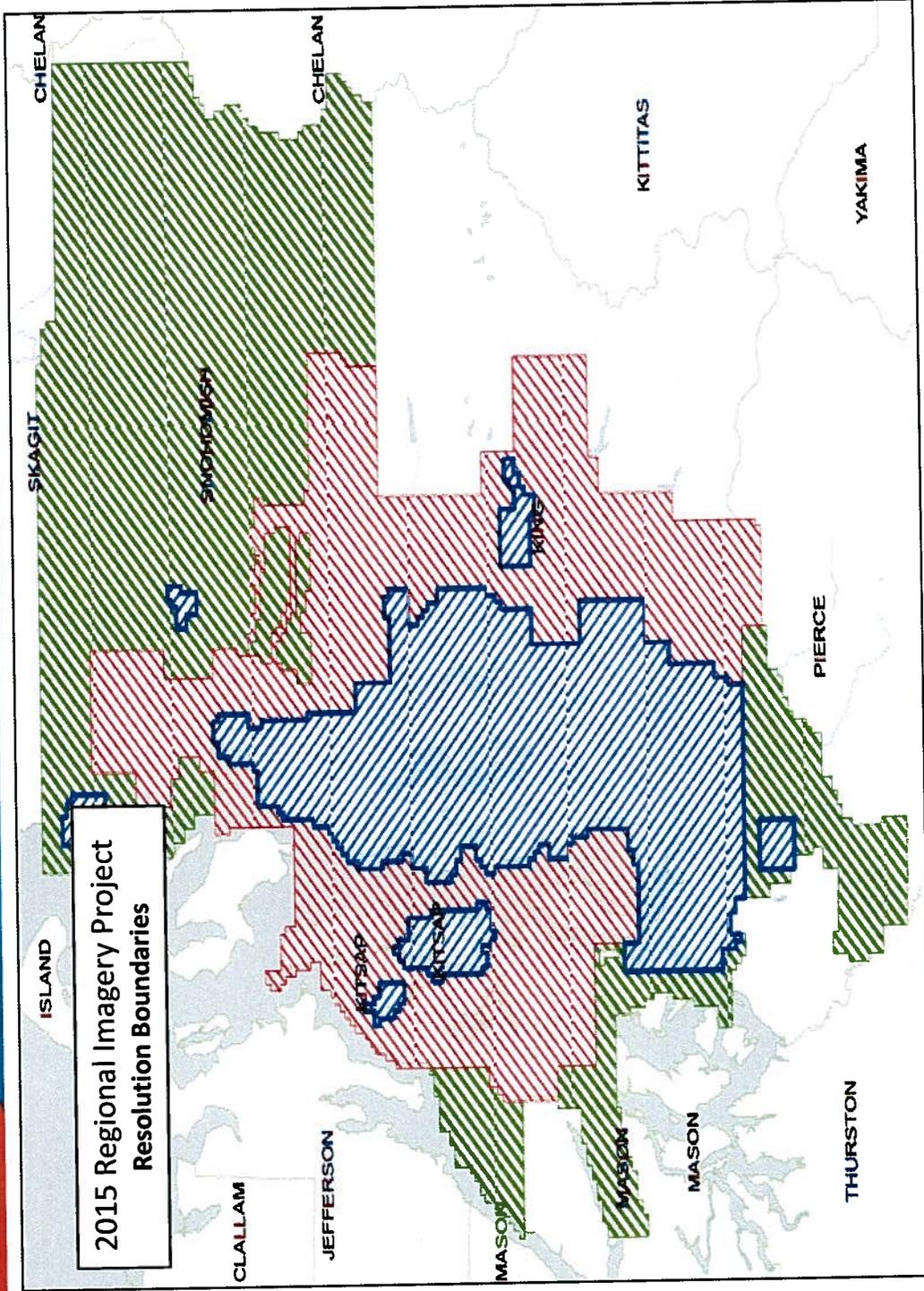
PARTNERING FOR A BETTER PERSPECTIVE





2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE





2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

How does the pricing model work?

- 2 cost categories
 - **Imagery Costs**
 - Aerial imagery and related data acquisition and production processing
 - Imagery costs are proportional to each parties Area of Interest vs. all other participants areas
 - **Shared Costs across all participants**
 - QA
 - PM



2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

How does the pricing model work? (continued)

- **Imagery costs** are calculated based on:
 - Desired resolutions determine costs / sq. mi.
 - Each tile's cost is shared (divided) with multiple other parties (any who requested that same 3000x3000 ft. tile)
 - Tile costs may be divided by as many as 10 or more parties!
 - Their final price is the sum of the costs for their total AOI.
- **Shared costs**
 - Shared costs for each party are set according to the following simple ratio: Their requested AOI square mileage as a percent of the overall total aggregate square mileage.



2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

• Example Pricing

– Mid-sized participant:

- Pricing as estimated in summer 2014 based on a go-it-alone approach: **\$35,831**
- New Pricing (as of 10/2014): **\$ 5,250**
- Project savings dollars/percent: **\$30,205 or 85.4%!**
- **Note 1:** This “new pricing” is a *worst case* projection; *actual savings are likely to be higher than shown above.*
- **Note 2:** The \$35,831 price listed also does *not* include the professional QA, PM and vendor management services included in the new pricing above.

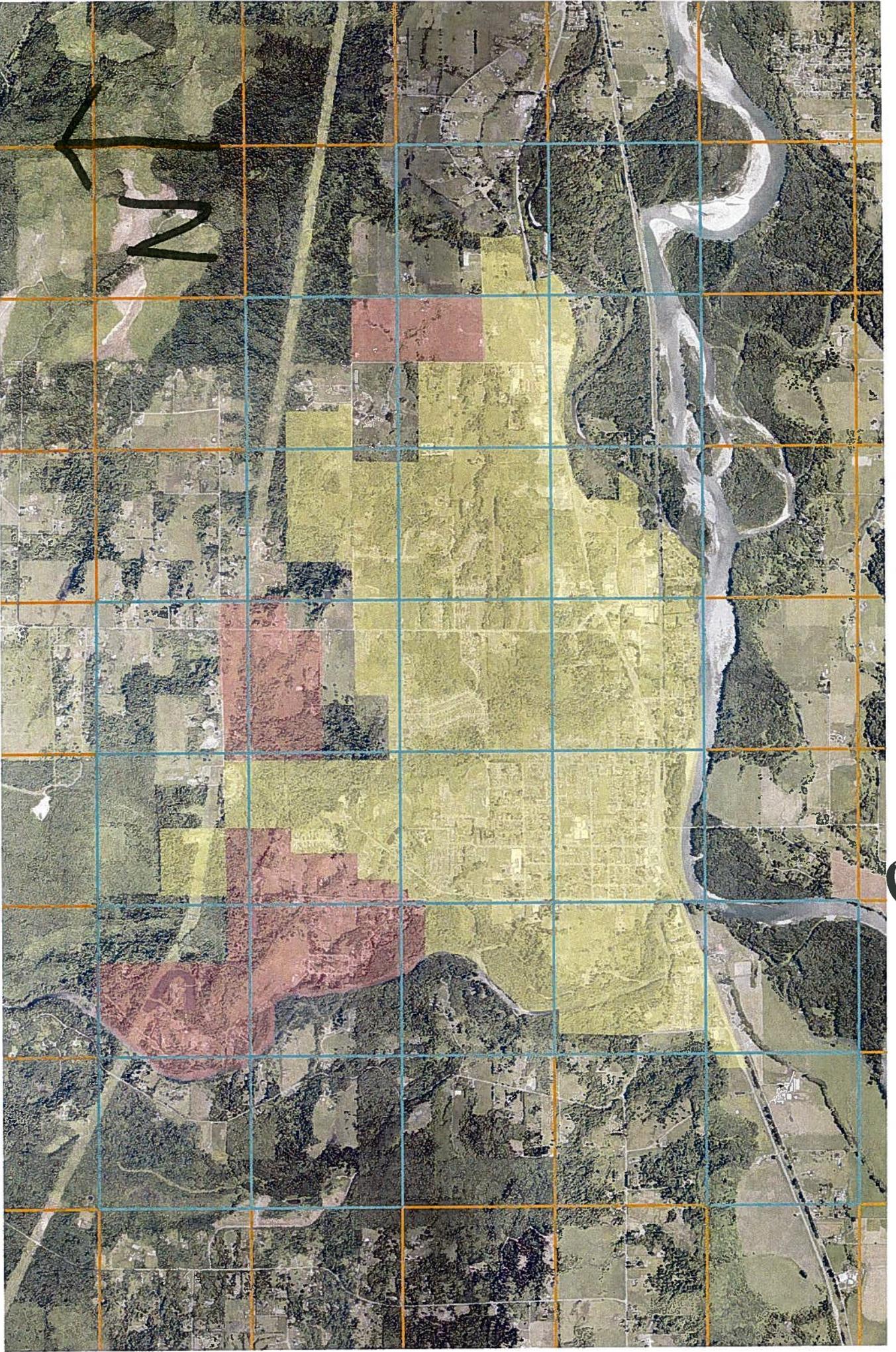


2015 REGIONAL AERIALS PROJECT

PARTNERING FOR A BETTER PERSPECTIVE

In Conclusion:

- Currently the project has approached 100 participants
- Members are saving an average of well over 80%!
- Members are also frequently getting higher resolution and higher *quality* data than they could afford alone
- They also avoid numerous challenges and difficulties from data which does not mesh with the data captured in overlapping or neighboring areas
- In conclusion, Aerials 2015 enables project participants to provide better service to their citizens and customers by using higher resolution data, without the data conflicts seen in prior data sets – at well over 80% savings.



- SULTAN -

2015 Regional Aerials Funding Agreement

This Funding Agreement (Funding Agreement) is entered into by and among the various signatory parties (hereinafter "Participant" or "Participants") who shall sign this agreement, including King County, who shall be acting as Fiscal Agent on the project's behalf.

RECITALS

WHEREAS, the Participants to this Funding Agreement consist of a group of local governmental entities, including counties, cities; State and/or Federal Governmental services agencies; tribes; utilities; and private corporations; and

WHEREAS, this Funding Agreement (hereinafter "Agreement"), by authorization of the signing authorities within each respective agency, tribe or private corporation, shall allow governmental, tribal and private entities to make efficient use of their resources by cooperating with each other on a basis of mutual advantage to meet the needs of local communities; and

WHEREAS, the purpose of this Funding Agreement is to permit the Participants to cooperate on the funding of a regional orthoimagery project referred to as the 2015 Regional Aerials Project (hereinafter "Project"); and

WHEREAS, the Project will include a structure for funding, governance, technical and administrative management of the contracted vendors; will utilize vendor services for the acquisition and production processing of orthoimagery and related aerial mapping; and will utilize separate vendor services for quality assurance / quality control (QA / QC) of sampled deliverables from the selected acquisition/production processing vendor; and

WHEREAS, agencies throughout the Pacific Northwest region regularly engage in joint operations and provide mutual assistance through effective interagency cooperation, jointly funding the Project will optimize the Participants' powers and resources as well as ensure a standardized product for all Participants; and

WHEREAS, the Project will provide substantial benefit to the citizens of the participating governmental agencies;

NOW THEREFORE, it is hereby agreed and covenanted among the undersigned as follows:

1. Agreement Definitions

As a precursor to being able to accurately define and describe the work to be accomplished as part of the Project, the following definitions are provided relative to this Agreement:

- 1.1. Acceptance or Accepted**
Mutually accepted and approved by all parties, including the County, the Contractor, the Third Party QA Vendor and (for imagery, related data or supplemental data) the Participant/s receiving the deliverable
- 1.2. Acquisition Vendor**
The contractor that acquires, processes, and delivers the Orthophotography and related deliverables under the 2015 Regional Aerials Acquisition Vendor contract
- 1.3. Acquisition Window**
The period of time, defined by calendar dates, during which all flights and necessary re-flights should occur. Any additional flights and imagery acquisition outside of this window of time will be allowed only through the conditions stated elsewhere in this Agreement
- 1.4. Aerial Triangulation (aka Aero-triangulation, AT)**
Process using the Project's processed imagery, ground control, and airborne GPS data with specialized software to create a block adjustment solution
- 1.5. Agreement**
This contract (the Funding Agreement), including the recitals, main contract body, as well as all reviewed, approved and mutually executed addendums, amendments and Counterparts.
- 1.6. Airborne GPS**
Global Position Satellite hardware and software used in aircraft for determining the aircraft's position in space
- 1.7. Area of Interest (AOI)**
A polygon defining the area for which deliverables will be produced and a corresponding Esri-shapefile polygon for each deliverable
- 1.8. American Society for Photogrammetry and Remote Sensing (aka ASPRS)**
Also known as The Geospatial Information Society, ASPRS goals include promoting: the ethical application of active and passive sensors, the disciplines of photogrammetry, remote sensing, geographic information systems, and other supporting geospatial technologies. ASPRS also sets some of the more commonly used aerial mapping accuracy standards in the United States
- 1.9. CSDGM**
Content Standard for Digital Geospatial Metadata – Documentation used to construct metadata as established by the Federal Geographic Data Committee
- 1.10. Data Acceptance Testing (aka DAT)**
Includes a range of defined workflows to perform Quality Assessment and Quality Control (QA/QC) evaluation of processes and deliverables. These may be created, documented, updated and/or performed by the County, the Contractor, the Third Party QA Vendor and/or the Participants

- 1.11. Digital Elevation Model (aka DEM)**
A digital model or 3D representation of the earth's surface in a format useable for orthorectification of imagery.
- 1.12. Digital Terrain Model (DTM)**
An enhanced version of a DEM in the same format, but with greater detail to support the maximum contour interval possible for the flight height, resolution etc.
- 1.13. Esri (aka ESRI)**
GIS software firm who produces an open source spatial data format called a shapefile. This file format is one of the most common GIS-related file formats in use currently.
- 1.14. Federal Aviation Administration (aka FAA)**
The Federal Aviation Administration is the division of the Department of Transportation that inspects and/or certifies civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air-navigation and air traffic control infrastructure.
- 1.15. Federal Geographic Data Committee (aka FGDC)**
A division of the US government that promotes the coordinated development, use, sharing, and dissemination of geospatial data on a national basis.
- 1.16. Final Orthophotography**
Final Orthorectified, DAT- and County-approved imagery tiles.
- 1.17. Global Positioning System (aka GPS)**
A means of providing location and time information, typically regardless of weather, based on satellite-derived data.
- 1.18. Ground Sample Distance (aka GSD)**
The distance between pixel centers as measured on the ground.
- 1.19. Inertial Measurement Unit (aka IMU)**
An electronic device that measures and records an aircraft's velocity, orientation and gravitational forces.
- 1.20. Infra-Red (aka IR or Ir)**
The band comprising the Infrared spectrum, which unless colorized into a light spectrum visible to the human eye, normally would be beyond the light range visible to humans due to its long wave length.
- 1.21. Issue Report**
A report to be filed related to the acquired and/or processed imagery and related data, which alleges a defect, concern shortfall, as compared to either the published specifications or the accepted pilot test flight quality baselines for imagery and/or supplemental data.
- 1.22. Metadata**
Data describing data. A record containing information about a spatial data set or discrete unit of spatial data. The Federal Geographic Data Committee (FGDC) has published Geospatial Metadata Standards that will define the metadata to be collected.

- 1.23. Nadir**
The point vertically beneath the camera center at the time of exposure, relative to the gravitational pull. Note that this may or may not be equivalent to the center of the camera's field of view depending on such factors as the aircraft's orientation.
- 1.24. Orthomosaic**
The seamless collection of final Orthophotography that is tiled for delivery.
- 1.25. Orthophotography (aka Orthophotographic Imagery, Orthorectified Imagery, Ortho Imagery)**
Digital image that has the properties of an orthographic projection. It is developed from a perspective aerial photograph by differential rectification to remove image displacements caused by camera tilt and terrain relief.
- 1.26. Participant(s) or Project Participant(s)**
Any town, city, County, public utility, tribe, or agency (at any governmental level), or private company or private utility who has joined in this collaborative project, for which King County is the Fiscal Agent. Joining of the project as a Project Participant is finalized only upon signing of the participation contract (known as the Funding Agreement, which provides the formal contractual relationship between King County and the Participant.
- 1.27. Parties**
The parties to this agreement shall consist of King County, acting as Fiscal Agent, and the Participant organization who signs this agreement.
- 1.28. Photogrammetric**
Refers to the science of extracting map and surface-related information from photography collected in a stereo geometric manner.
- 1.29. Pilot Area (in the context of Orthophotography)**
Selected areas of Orthorectified imagery that must undergo and pass Data Acceptance Testing before the remaining areas are processed into final Orthophotography.
- 1.30. Pilot Area (in the context of supplemental deliverables)**
Selected areas of completed supplemental deliverable that must undergo and pass Data Acceptance Testing before the remaining areas are processed into final deliverables.
- 1.31. RGBir Orthophotography (aka 4-Band Orthophotography)**
Orthorectified imagery that contains 4 bands of spectral information at 16-bit.
- 1.32. Stereo Scans**
Stereo Scans are raw imagery. Additionally all references to Scans or Stereo Scans shall be understood to include the associated oriented world file. All preliminary Stereo Scans are not required to be fully orthorectified but instead represent auto-correlated imagery prior to any manual corrections, including such items as DEM reviews or updates; AT corrections; manual production edits; insertion of break lines; etc.
- 1.33. Preliminary Orthophotos (Pre-ortho)**
Draft, preliminary orthophotographs that are 'roughly' rectified with no additional processing delivered for use by client prior to later delivery of final Orthophotography, and are not required to pass Data Acceptance Testing

1.34. Project Participant (aka Participant)

A Project Participant is any town, city, County, utility, private company, tribe, or agency (at any governmental level) who has joined in this collaborative project for which King County is the Fiscal Agent. Joining of the project as a Project Participant is finalized only upon signing of the participation contract (known as the Funding Agreement, which provides the formal contractual relationship between King County and the Participant. See also, "Participant"

1.35. QA/QC (Quality Assurance / Quality Control)

Processes and methodologies used in Data Acceptance Testing to determine whether products or processes meet sufficient quality standards

1.36. Resolution

The native acquisition or final resampled pixel size of final Orthophotography, expressed either in inches or feet

1.37. RGB (Red, Green, Blue)

The 3 color bands in an additive color model generally used for 3-band natural color Orthophotography

1.38. RGBI_r (aka CIR)

4-band color Orthophotography including both the standard RGB values as well as Infra-Red

1.39. Request for Proposal (aka RFP)

A solicitation for proposals, issued by an agency or company interested in a product or service, to potential suppliers. The RFP generally will contain at a minimum a description of work to be performed or product to be delivered and may also contain an initial list of potential business, functional and / or technical constraints to be followed or other criteria to be met (requirements.) Responding parties are generally requested to provide all required information within the RFP and may also be allowed to provide additional information. The RFP will often, though not always, result in one or more parties being awarded a contract related to the RFP which contracts the party to deliver the services, products or other commodity to the agency or company who issued the RFP

1.40. Shapefile

An open source geospatial vector data format for GIS software. It was developed by Esri, for storing spatial and attribute data and allowing interoperability between Esri and other parties GIS software products

1.41. Standard Imagery (aka "Standard Imagery and Related Data")

Standard Imagery refers to the developed and finalized Orthophotography delivered as part of this project. The "and Related Data" in the context of Standard Imagery includes the Ground and Airborne Control Plan, the Final Acquisition Report, the Seamline file, the Block Adjustment Plan, the stereo scans (with World file), the developed and finalized DEM and any other data created or produced during the production of the Standard Imagery

1.42. Statement of Work (aka SOW)

Formal documentation that defines and/or describes required deliverables, requirements, work activities and processes of the project, along with the required timeline for key items associated with a given project or contract

1.43. Supplemental Deliverable

Photogrammetric mapping products derived from final Orthophotography

1.44. Third Party QA/QC Vendor

The Contractor that receives various deliverables in conjunction with or on behalf of the County and Participants and performs detailed QA/QC DAT reviews of deliverables from the image acquisition Contractor

2. PROJECT DESCRIPTION

The Project is an effort to bring together regional partners in and around King, Snohomish, Kitsap and northern Pierce Counties in order to acquire high-resolution aerial imagery and related GIS data for Participants at a significantly reduced cost. Further, by obtaining all imagery and related data from a single vendor during a single acquisition window, the project will create a single common, regional data baseline for future collaborative, planning, disaster response and economic development purposes, etc.

3. GEOGRAPHIC SCOPE

This project encompasses an area of western Washington spanning approximately 3,876 square miles. Participating entities include approximately 100 cities, counties, tribes, state/federal agencies, first responders, utility districts and private businesses, all participating in this regional cost-sharing GIS collaboration. Geographically the Project area includes all or portions of King, Snohomish, Kitsap and Pierce Counties.

4. GOALS AND ANTICIPATED BENEFITS

The following goals and benefits are anticipated for the project:

4.1. Cost Savings

By leveraging regional collaboration, the Project expects to have a better overall negotiating strength with vendors due to the Project area's overall budget, geographic size and number of Participants. Also, duplicative costs (costs where 2 or more Participants previously would have paid full vendor pricing for the same tile, expense or deliverable) are expected to be substantially reduced. Further, in such a case where Area of Interest (AOI) overlaps exist between 2 or more Participants, under the Project's Cost Allocation Model (CAM), only a proportional fraction of the normal vendor cost of an overlapping tile will be borne by each Participant requesting that tile – thus creating further individual Participant savings. Through the stronger negotiating position with vendors, the elimination of duplicative costs and through the cost sharing mechanisms employed when possible, a significant reduction is expected in each Participant's overall cost for obtaining such imagery and associated supplemental data.

4.2. Data Sharing

Additionally, through this Project all Participants will have obtained imagery and related data from the same source, during the same overall 2015 Acquisition Window. Because of this, Participants across the region will be able to more easily share data with other Participants.

5. PROJECT DELIVERABLES

The Project is being undertaken to obtain the following deliverables:

5.1. Standard Imagery and Related Deliverables

The primary Project goal is to obtain Standard Imagery deliverables. This refers to high-resolution orthoimagery (may include both natural color and near-infrared), as well as stereo imagery models and supporting data.

Note: Project costs for Standard Imagery deliverables listed above will be shared proportionally where two or more Participants' Areas of Interest (AOIs) overlap, in turn reducing each Participant's financial commitment for these deliverables.

5.2. Supplemental Data Deliverables

The secondary Project goal is to obtain the ancillary data referred to herein as the Supplemental Deliverables. Supplemental Deliverables include such items as data related to impervious surface identification and categorization (transportation impervious, structure rooflines, other impervious surfaces) as well as detailed contours and digital terrain models (DTM.) These deliverables will be derived from the same industry best practices as used in creating the Standard Imagery and Related Deliverables.

Note: Project costs for the optional Supplemental Deliverables will be borne solely by those Participants choosing these optional products.

6. VENDORS TO BE HIRED

The following external resources are to be hired, at a minimum, to support successful execution of the Project and to help minimize any risks related to the successful delivery of project deliverables:

6.1. Primary Vendor (aka Acquisition Vendor)

One vendor, hereafter described as the Primary Vendor, will be responsible for the aerial imagery acquisition and related data, as well as production processing and delivery of orthoimagery and related products. This vendor also will be responsible for the optional Supplemental Data processing and development into final deliverables.

6.2. Secondary Vendor (aka QA/QC Vendor)

One vendor hereafter referred to as the Secondary Vendor, shall hold primary responsibility for performing quality assurance (QA) tasks, including quality control (QC) and related quality validation of the submitted imagery, data and supplemental deliverables submitted by the Primary Vendor. The quality control checks shall be performed by this vendor using a random or similar sampling method. These efforts will be supported by and coordinated with any supplemental testing performed by the Participant organizations.

7. PROJECT PROCESSES AND PROCEDURES

The following section outlines the processes and procedures to be followed by the Project for selection of the relevant vendors, definition of participant Areas of Interest (AOIs), date estimation, project execution, tracking of defects, etc.:

7.1. Pre-Vendor Selection Documentation of Requirements and Specifications

The Project will develop a documented scope, technical specifications, and detailed descriptions of vendor deliverables. This information will appear in the Request for Proposal (RFP) documents to be published to perspective vendors as part of the vendor selection process.

7.2. Requirements and Specification Explicitly Included in Vendor Contracts

The Project will include the documented scope, technical specifications, and detailed task descriptions appearing in the RFP, or amended during vendor negotiations, within the Statement of Work (SOW) of any subsequent contract.

7.3. RFP Process to be Utilized

Based upon 2012 participant feedback and lessons learned, this Project will utilize a Request for Proposal (RFP) process rather than the previously-used Invitation to Bid (ITB) process. This procedural change allows evaluation and selection of vendors based on qualifications rather than strictly on pricing. It is believed that this should improve the quality of deliverables; reduce schedule risk; reduce the overall project risk; etc. as compared to the 2012 Project.

Once the RFPs are published and vendor responses received, the vendor responses will be reviewed and scored. Scoring criteria include a number of factors such as:

7.3.1. Ability to Deliver

Vendor's ability to deliver on the full project scope as defined in the RFP, Technical Specs, etc.

7.3.2. Track Record

Industry track record with other large-scaled projects such as this Project.

7.3.3. References

References relevant to the project work to be done, with particular weight placed on projects of similar scope, design, requirements, etc.

7.3.4. Available Resources

Available staffing, materials and equipment (including such items as aircraft, sensors, staff, software, detailed sensor capabilities, etc.)

7.3.5. Agreeability to the proposed flight window

Availability for and agreeability to the requested flight window.

7.3.6. Experience level

Amount of organization and staff industry experience (both lead and line staff.)

7.3.7. Expertise

Perceived and documented expertise in this area.

7.3.8. Experience with other large collaborative projects

Experience with projects of similar size, number of participants and scope.

7.3.9. Overall pricing and value.

Pricing and perceived overall value will also play a role, albeit a smaller factor than in the 2012 project's "Invitation to Bid" process.

7.4. Vendor Selection and Negotiations

Once ranked, negotiations with the top two to three vendors will follow, with the goal of leading to a successful contract(s) between King County (representing the Participants as the Project Fiscal Agent) and both the Primary (Acquisition) Vendor and Secondary (QA/QC) Vendors.

7.5. Shared QA Process for the Evaluation of All Deliverable Types

Based upon the issues encountered in the 2012 effort, the 2015 project will instead utilize the services of a competent, third-party vendor to take lead responsibility for sample-based testing of all primary photogrammetric data elements (adequacy of survey control network, raw imagery capture, analytical aero-triangulation solution, etc.) and standard imagery deliverables. Due to cost, it was deemed that this vendor would not test every image but would test a representative sampling of all deliverable types and general areas, with the test sample percentage rate dynamically being determined throughout the project life cycles according to the error rate detected. The Secondary Vendor will be responsible for testing and reporting the Primary Vendor's Project deliverables against contract specifications. Additionally where feasible they will assist in evaluating the key processes to be used by the Primary (Acquisition) Vendor during the performance of their services, also to be performed using a general sample test rate approach.

7.6. Participant's Imagery AOI by Tile Definitions

The Area of Interest (AOI) for each Participant is defined according to a predefined grid, by full 3000 x 3000-foot grid cells (tiles) represented by the shape file "idxp3000_2015.shp." This grid applies uniformly to all Participants. These tiles are intended to be used for determining each Participant's AOI and overlap calculations with other entities. However, all Project unit costs will be stated as dollars per square mile. Each tile is approximately one-third square mile. The exact conversion is 1 tile = 0.32238 square mile.

7.7. Participant Eligibility for Imagery Tiles

All Project Participants are eligible to identify as their AOI any tiles within the project's defined subareas. At a minimum, all Participants will receive for their identified AOIs, primary photogrammetric data elements (survey control network, raw imagery, analytical aero-triangulation solution, etc.) and further eligible to include in their AOI any and all types of Supplementary Deliverables as defined in the vendor Scope of Work (SOW) and included in the vendor contract.

7.8. Smoothing of AOI Definitions

Prior to completion of flight planning, at the discretion of the TWG Chair, some adjustments may be made to a Participant's proposed AOI if some 'smoothing' is required to adjust the edge of a resolution area. For example, small gaps and irregular borders could be eliminated in order to

present a logical, cost-effective flying pattern. All resolution areas will be contiguous blocks wherever possible and will be of sufficient size and appropriate geometry to meet practical industry acquisition standards.

7.9. AOI Confirmation Required in Writing Prior to Signing Funding Agreement

Prior to a Participant's signing of the Funding Agreement, the Participant will be required to confirm acceptance of their AOI in writing. If the party signs and submits the Funding Agreement without first sending documented confirmation of their defined AOI, their signature of the Funding Agreement shall be deemed as inclusive of their formal acceptance of their previously defined or described draft AOI as final. If such a party has not previously submitted a draft AOI prior to the deadline for the signing of the Funding Agreement, their subsequent imagery request shall need to be finalized at the earliest possible time, no later than 2 business days after the deadline for signing the Funding Agreement (Note: no late participants are allowed as part of the 2015 project – thus there is no option as occurred in 2012 for participants to be treated as "Late Participants.")

7.10. AOI Adjustments Following the Start of the Flight Window

After the beginning of final flight planning, no increase in a Participant's AOI will be allowed if it would change any Project Area resolution boundary.

Note: Participants may increase their AOI at any time during the Project so long as the change does not modify any defined resolution boundaries.

7.11. No AOI Reduction Following Signature of the Funding Agreement

Once a Participant signs this Funding Agreement, no reduction in its AOI is allowed. Following their Funding Agreement contract signature, a Participant may opt out of receiving any given deliverable, but is still responsible for the cost of the deliverable.

7.12. Other Deliverables: Change Orders not Outlined Above

It shall be noted that any Change Orders which are not outlined above and which are issued on behalf of a sole Participant or on behalf of a group of Participants not representing the whole of all Participants, shall be priced separately within the respective Change Orders and all associated costs specific to such Change Orders shall be borne only by the requesting Participant or Participants.

7.13. Milestone Dates – General Provisions

All project milestone dates shall not be formalized until the acceptance by the PSG of the Master Project Plan baselining. The baselined Master Project Plan shall encompass integration and mutual formal acceptance and sign off by all vendors and the County (as Fiscal Agent for the Project) of the final integration of the individual respective vendor project plans into the County project plan, to create the baselined 2015 Regional Aerials Master Project Plan. Such formalized dates shall be also subject to project re-baselining, pursuant to formal approvals by the Project Steering Committee and Project Sponsor.

7.14. Milestone Dates – Purposes within this Agreement

Milestone dates will be used as described below as part of the cost calculations for all Participants. If any milestone date ambiguity exists, the formal determination of the milestone date in question shall, at the request of any Participant, be determined by a simple majority vote of the PSG (or Project Steering Group.).

7.15. One Resolution per Tile

The Primary Vendor will create imagery of only one resolution for any given tile. Each tile shall be defined as 0.25-foot, 0.50-foot or 1.00-foot resolution imagery. The Primary Vendor will fly and create orthoimagery at that resolution to conform to boundaries provided by King County.

7.16. Determination of Resolution for a Given Tile

The resolution assigned to a tile is the highest resolution imagery requested by any Participant whose AOI includes that tile. All Participants 'buy in' to a tile at this resolution.

SPECIAL NOTE: It is critical that Participants are aware of edge effects along resolution boundaries and plan their processes for AOI definition, testing and acceptance criteria accordingly.

7.17. Determination of Deliverables – Geographic Scope

Participants will receive deliverables for solely those tiles included in their defined AOI and/or Supplemental Deliverables request, and as fully paid for according per this Funding Agreement.

7.18. Payment adjustments

Every reasonable effort will be made by the Project to bill every invoice accurately and completely to the best of its ability. It should be noted however, given the number of Participants in this cost-sharing regional collaboration, that late-breaking decisions regarding changes in participation by one or more parties may ultimately result in adjustments (usually very minor) to the final costing of other Participants. The Project team agrees to make every reasonable attempt to mitigate the risk of this happening; however it asks that Participants be flexible should minor, last-minute changes occur in either the Project Participant's list or in AOI definitions.

8. PROJECT ROLES

The following roles are planned for the Project team:

8.1. PROJECT MANAGER, or PM

A PM shall be appointed by King County to manage the project.

8.1.1. PM Selection

King County shall appoint a King County Project Manager (PM), whose role shall be to manage the overall project as well the vendors and contract(s) on an ongoing basis.

8.1.2. Reports to the Project Sponsor

The PM shall report to the Project Sponsor regarding all applicable matters, plans, risks, issues, mitigations, votes, decisions, status and overall direction of the project.

8.1.3. Recommendations to the Project Steering Group (PSG)

The PM shall make recommendations to the Project Steering Group (PSG) on the matters described in the associated PSG section below.

Note: The description, composition and duties of the PSG will be described in the relevant PSG section below.

8.1.4. Accessible by Participants

The PM shall be as readily accessible as possible (based on meetings, tasks and prioritization of work) via phone and e-mail to all Participants.

8.1.5. Employee of King County

The PM shall remain an employee of King County at all times, and King County shall retain the right and duty to supervise the PM at all times.

8.1.6. PM Duties

The duties of the PM shall include:

8.1.6.1 Form Subcommittees and Workgroups.

Form subcommittees and workgroups as needed by the Project and as directed by the PSG, including a Technical Work Group (TWG), working with Mike Leathers, King County GIS Data Administrator and Project technical lead.

8.1.6.2 Facilitate Communication between the PSG and TWG

Coordinate with the King County GIS Center Data Coordinator and the TWG on any technical issues requiring input/consultation between the PSG and TWG.

8.1.6.3 Funding Agreement

Work with the TWG Chair to prepare the Funding Agreement.

8.1.6.4 Facilitate the RFP Creation and Advertisement Process

Coordinate with King County Procurement to 1) incorporate the SOW into a RFP; 2) advertise the RFP in compliance with statutory and local requirements; 3) address any RFP addenda and 4) summarize applicable decisions related to the RFP for review and approval by the PSG

- 8.1.6.5 **Facilitate and Record the Ranking of RFP Respondents**
Submit a written summary of review and ranking of RFP results to King County Procurement to initiate contract negotiations with vendor finalists.
- 8.1.6.6 **Facilitate Final Selection of Vendor/s and Subsequent Negotiations**
Lead the project to conclude negotiations with a successful contract(s), working with the PSG and King County Procurement.
- 8.1.6.7 **Vendor Management**
Manage the Primary and Secondary Vendor contract(s) on a regular basis as required and provide direction and guidance to the Vendor(s) as requested by the PSG. This is anticipated to involve management of the Primary and Secondary Vendor to assist in ensuring all relevant contract specifications and requirements are met.
- 8.1.6.8 **Vendor Status Reporting**
Report to the PSG and the TWG as necessary on Vendor progress.
- 8.1.6.9 **Facilitate Tracking and Recording of Deliverables to Participants**
Work with GIS Center Data Coordinator (Mike Leathers) and all Participants to track and record delivery of all Standard and Supplemental Deliverables ordered by Participants.
- 8.1.6.10 **Facilitate QA Defect Triage Meetings**
Facilitate detailed QA/QC overall defect reviews and/or new defect triage meetings as needed for accurate QA audit, remediation and reporting purposes.
- 8.1.6.11 **Facilitate the Change Order Process**
Submit change order requests to the PSG for approval and submission to the Vendor(s).
- 8.1.6.12 **Facilitate Vendor Invoice Approvals and Disbursements**
Submit Vendor invoices to the PSG and County, and direct payment of invoices by the Fiscal Agent upon approval of invoices by the PSG.
- 8.1.6.13 **Coordinate PSG Meetings**
The PM will provide support for and participate in PSG meetings.
- 8.1.6.14 **Coordination meetings between the PSG, TWG and Vendors**
The PM, as a non-voting member of the Project Steering Group (PSG), will provide coordination among the PSG, the TWG, and the both the Primary and Secondary Vendors.

8.2. PROJECT STEERING GROUP

The Project Steering Group (PSG) shall be formed to assist in the leadership and decision making processes of the Project.

8.2.1. PSG Composition

The PSG shall be comprised of no less than 5 and no more than 10 members. For the 2015 Project, the PSG shall consist of a voting representative from each of the following participating organizations: the City of Auburn, the City of Bellevue, the City

of Bothell, the City of Issaquah, the City of Kirkland, the County of King, the County of Kitsap, the City of SeaTac, the City of Seattle, and the County of Snohomish.

8.2.2. **PSG Chair**

The King County GIS Center Manager, as the King County business representative, will serve as the Chair of the PSG.

Note: as defined in the Project Charter, the Project Sponsor will oversee the PSG and shall hold final approval authority on matters referred to the PSG for votes.

8.2.3. **PSG Member Duties**

The duties of PSG Members shall include:

8.2.3.1 **Direct Substantive Decisions**

The PSG shall direct the PM on all substantive decisions concerning the work and shall review and take final action on the following specific items:

8.2.3.2 **Approve the Funding Agreement**

Approve the Project methodology and calculations of the Funding Agreement (including applicable addenda and counterparts) developed by the PM and TWG Chair.

8.2.3.3 **Approve the Statement of Work**

Approve the preliminary SOW jointly developed by the TWG and the PM prior to issuance of the RFP.

8.2.3.4 **Review and Approve the Vendor Selection Recommendations**

Review and approve the final vendor recommendation/s published by the King County project team regarding the most advantageous RFP response that meets requirements of the SOW.

8.2.3.5 **Receive and Review Status Reports regarding vendor performance**

Review all reports from the PM for management of the respective vendors and deliverables and provide applicable direction where deemed necessary by the PSG.

8.2.3.6 **Review and Approve the QA Plans**

Approve the Quality Control/Quality Assurance (QA/QC) Work Plan developed jointly by King County, the Secondary Vendor and the TWG.

8.2.3.7 **Approve the sample QA/QC rates**

Approve the sample QA/QC rates for upcoming testing which are proposed by the QA/QC Secondary vendor based on current error detection rates.

8.2.3.8 **Review and approve QA/QC reporting**

Review and approve QA/QC results developed and submitted by the Secondary Vendor, including oversight of rejected deliverables and approving the Primary and Secondary Vendor's timeline for redelivery.

8.2.3.9 **Review and Approve Change Orders**

Review and Approve Change Order requests, whether initiated by the Vendor or by Participants.

- 8.2.3.10 **Review and Approve Vendor Invoices**
Review and authorize Vendor payments as submitted to the PSG by the PM.
 - 8.2.3.11 **Develop Administrative Policies**
Develop administrative policies necessary for proper functioning of the PSG, and provide direction for the TWG and other ad hoc groups as may be necessary.
 - 8.2.3.12 **Provide Project Assistance**
Provide assistance as a group with tasks, activities or deliverables for the Project as outlined in the Project Charter. These activities and deliverables shall relate to tasks which contribute to the successful delivery of the Project but which currently allocated staff do not have available bandwidth to deliver. Alternately, the PSG may authorize (subject to approval by the Project Sponsor) the hiring of additional staff to perform these activities, or assign staff from their organizations on a temporary support basis.
- 8.2.4. **Appointment of an Alternate / Back Up PSG Member**
Each representative of the PSG may appoint an alternate representative who shall be empowered to act on behalf of the primary representative in their absence
- 8.2.4.1 **Meeting Attendance by the Alternate PSG Member**
Such an alternate may attend any applicable meetings on behalf of the primary PSG member who appointed them and shall be deemed attendance of all such meetings by the relevant organization.
 - 8.2.4.2 **Voting by the Alternate PSG Member**
Such an alternate may also cast a vote or votes on behalf of the PSG member in their absence, unless previously restricted by the Primary PSG member who appointed them and as recorded in an email to the PM in advance of any such vote.
 - 8.2.4.3 **Other Rights and Privileges of the Alternate PSG Member**
Additionally, the PSG Alternate may act with all other rights and privileges of a PSG member, subject to any restrictions placed on their role by the Primary PSG member who appointed them, and as recorded in advance in an email to the PM.
- 8.2.5. **PSG Voting**
The PSG will strive to make decisions by unanimous consensus. However, if unanimous consensus cannot be reached, any PSG member may call for a vote.
- 8.2.6. **PSG Meeting Votes**
The following rules govern votes held during the monthly and/or ad hoc PSG meetings; any joint PSG/TWG meetings; or by email:
- 8.2.6.1 **Quorum required**

No PSG meeting vote shall be held unless a quorum of PSG members are present at that meeting.

8.2.6.2 **Definition of Quorum**

For the purposes of this project, a PSG quorum shall be defined as the simple majority of all PSG members.

8.2.6.3 **Majority Votes – Meetings held by Members in Attendance**

For all PSG votes held in-person, PSG votes will be approved by a simple majority of the total number of all PSG members, or their formally recorded alternates, who are in attendance.

8.2.6.4 **Majority Votes – Meetings held by Members through Email**

PSG votes shall be held by email for all instances wherein the required number of PSG Members (or their designated and recorded Alternates) needed to establish a quorum are not in attendance. Additionally, any vote may be called by any PSG member to be held via email during the discussion related to any pending PSG vote or motion. As with in-person PSG Votes, all such votes shall be decided by a simple majority of email votes cast and sent to the project PM prior to any stated deadline which was provided in the email describing the issues related to the vote and calling for PSG members to cast their votes.

8.2.6.5 **All PSG Members Invited to Votes**

No PSG meeting vote or email vote shall be held unless the meeting invitation or related invitation to cast a vote by email was sent to all current PSG members prior to the vote.

8.2.6.5.1. **Missed PSG Member Invitations**

In the event that any members were missed in the invitation, the formal result of any such vote shall not be determined – or shall be formally recalculated, once all members have been invited to cast their votes.

8.2.6.6 **Recording of Votes**

Any vote held during the course of a PSG meeting shall be recorded in the Meeting Minutes.

8.2.6.7 **Votes generally to be reiterated in email for tracking purposes**

The preferred method for decisions made by vote during meeting sessions shall be that the vote shall be formally repeated via email for the purpose of records retention and tracking.

8.2.6.8 **Record of votes retained**

These email responses will be retained by the PM, initially in Outlook and upon project completion, as part of the King County Electronic Records Management System.

8.2.6.9 **Voting records**

Any vote responses not sent by a given PSG member to all other members shall not generally be redistributed to all other PSG members by the PM or other party unless a subsequent vote by the PSG members has passed specifically requesting an full disclosure vote summary report,

which shall summarize the issue, any related context summary and all votes cast and by whom.

8.2.6.10 PSG Vote Results Published

All PSG vote outcomes, once decided, shall be distributed via email to the PSG; the PSG and TWG or the full Stakeholder Members Group as applicable.

8.2.7. PSG Meeting Schedule

Meetings of the PSG shall generally be held per a regular, recurring monthly meeting. Additional PSG meetings may be held on an as-needed basis. Meetings may be scheduled at the request of the Project Sponsor, the Chair of the PSG, the PM, or by a majority of the PSG members. The Chair shall be responsible for the logistics of scheduling PSG meetings. Attendance may be in person or via teleconference.

8.2.8. PSG Meeting Attendance

The following shall define PSG members' attendance requirements for PSG meetings:

8.2.8.1 Scheduled Recurring Meetings

PSG Members attendance shall be mandatory (either directly or through their appointed alternate member) at the regularly scheduled monthly meetings which have been scheduled no less than 2 weeks in advance. No more than 3 meetings may be missed by any PSG member in any 12-month meeting period.

8.2.8.2 PSG Meeting Attendance – Ad Hoc Meetings

Attendance by PSG Members at all other non-monthly meetings is highly encouraged but shall be considered optional, and shall not count against the "3 missed meetings" clause above.

8.3. PROJECT SPONSOR

The Project Sponsor (aka "Sponsor") shall provide a variety of key duties to the project:

8.3.1. Initial Project Definition

The Sponsor also shall provide high level direction, definition and business input to the Project throughout the project, but in particular during the initiation and planning steps performed at the Project's inception

8.3.2. Ongoing Oversight of the Project

The Sponsor shall also provide ongoing high level oversight of the project throughout its life cycle, using sources such as status reports, Project Manager-supplied interim updates, PSG vote results, etc. Additionally based on these and any other data points received, the Sponsor will continue to provide direction as required with regards to key Project decisions, scope and direction

8.3.3. High Level Coordination

The Sponsor coordinates all departments of the Fiscal Agent organization and engages on the project related to issues of external stakeholder resource and role management

8.3.4. General Engagement with Primary Stakeholders for Escalated Issues

As deemed necessary by the Sponsor, the Sponsor while associated stakeholders so as to integrate the delivered project into the client organization and take full benefits from it such that the business case is fulfilled.¹

8.4. TECHNICAL WORK GROUP

A Technical Work Group (TWG) shall be formed to provide input and recommendations on key project decisions which have a technical component or key technical information involved as an input to the decision.

8.4.1. TWG Group Open

TWG shall be an open group, with members joining or leaving at will as their scheduled availability permits.

8.4.2. TWG Composition

The TWG shall consist of one or more representatives from each Participant. Any PSG representative may also be a member of the TWG

8.4.3. TWG Duties

The duties of the Technical Work Group (TWG) shall include:

8.4.3.1 SOW creation

Create SOWs for both the Primary and Secondary Vendors, and submit these SOWs to the PSG for its approval.

8.4.3.2 Participation in vendor selection

Provide the necessary members, as chosen by the PSG, to participate in the RFP vendor response review group. This group will review and score proposals, summarizing their results for presentation by the PM to the PSG.

8.4.3.3 Review and assessment of defect reports

Review quality assessment reports generated by the Project technical assistance / Quality Assurance Vendor.

8.4.3.4 Tasks as directed by the PSG

Execute any other tasks as may be required by the PSG.

8.4.4. Calls for TWG Votes

The TWG will strive to make decisions and /or recommendations by unanimous consensus. However, if unanimous consensus cannot be reached, any TWG member may call for a vote. If seconded, the vote will go forward.

8.4.5. TWG voting majority defined

Voting matters must be approved either by a simple majority of all members present at a meeting, or if the matter is proposed by email, by a simple email majority of the TWG members.

- 8.4.6. **TWG Meeting Schedule**
Meetings of the TWG shall be held on an as-needed basis with a non-binding attendance by members. Meetings may be scheduled at the request of the chair of the PSG, the PM, or by a majority of the TWG members. The PM shall be responsible for the logistics of scheduling TWG meetings. Attendance may be in person or via teleconference.
- 8.4.7. **TWG Chair**
The initial Chair of the TWG shall be the King County GIS Center Data Coordinator.
- 8.4.8. **TWG Chair to Provide Pricing**
Following initial acceptance of the Funding Agreement by the PSG, the Chair of the TWG shall populate the cost allocation model with required data to provide each Participant with periodic cost estimates and final pricing per the methods and formulas outlined in the description of the Cost Allocation Model outlined in Addendum A of this document.

8.5. SUPPLEMENTAL RESOURCES

Supplemental resources shall include any additional staff not provided for elsewhere in this document, but who are hired to assist with the successful delivery of the Project. All staff that may be hired to supplement existing resources must first be approved by the PSG and/or Project Sponsor and all Participants shall be readily notified should there be any impact to the Participant pricing due to such a change.

- 8.5.1. **Supplemental Resources – Potential Roles**
Supplemental resources shall include but not be limited to any GIS experts, photogrammetric experts, or project administrative staff that may be contracted or otherwise engaged to assist the project on an as-needed basis.
- 8.5.2. **Supplemental Resources – Activities and Oversight**
The PM, in consultation with the TWG and/or PSG, may work with these supplemental staff resources in order to meet any and all goals related to the Project.

9. FISCAL AGENT

King County, acting as fiscal agent for the Project, shall assume the following responsibilities. These tasks may be performed by any applicable staff within the County:

9.1. Fiscal Agent Duties - General

King County shall perform the following general fiscal agent tasks, to be executed by any applicable staff appointed by the County:

- 9.1.1. **Vendor Contract Management**
Manage the vendor contract.

9.1.2. Maintain Project Funds

Maintain Project funds in the King County Imagery Reserve, a separate, non-interest-bearing fund managed by King County GIS Fund 5481, to be disbursed as provided in this Funding Agreement.

9.2. Vendor-facing Fiscal Agent Responsibilities – General

King County shall also perform the following duties related to vendors:

9.2.1. Vendor Invoice Payment

Pay vendor invoices which have been formally approved by the PSG.

9.2.2. Accounting and Tracking of Vendor Invoices and Payments

King County shall maintain an accounting of payments related to the vendors, including:

9.2.2.1 Billing / invoices received from the Primary Vendor and Secondary Vendor

9.2.2.2 Payments made to any vendor

9.2.2.3 Outstanding amounts still owed, if any

9.2.2.4 Unspent funds

9.2.2.5 King County shall provide a statement of this accounting to all Participants at Project closure.

9.3. Participant-facing Fiscal Agent Duties – General

King County shall also perform the following duties related to Participants:

9.3.1. Participant Invoicing

Invoice each Participant in accordance with this Funding Agreement.

9.3.2. Calculation and Validation of Participant Pricing

Calculate and perform reasonable validation of the cost for each Participant.

9.3.3. Billing / invoices issued to each participant

A record of all participant invoices shall be documented, maintained and reported

9.3.4. Payments made by each participant

A record of all participant payments shall be documented, maintained and reported

9.3.5. Outstanding amounts still owed, if any

A record of all unspent funds shall be documented, maintained and reported

9.3.6. Unspent funds

A record of all unspent funds shall be documented, maintained and reported

9.3.7. Applicable Participant Refunds

A refund of any excess amounts paid shall be made to Participants at project closure, as necessary.

9.3.8. Reporting

King County shall provide a statement of this accounting to each Participant.

9.3.9. Disputes

Upon receipt of a notice of any record-keeping dispute related to Section IV, items 8 or 9 above, King County shall notify all relevant Participants and meet jointly with all interested parties and the PSG members within two (2) weeks to resolve any record-keeping dispute.

10. FINANCIAL CONTRIBUTIONS BY PARTICIPANTS

The following section describes the general principle which directly relate to the financial contributions of Participants taking part in the Project.

10.1. Participant Pricing – Initial Estimates

The initial pricing estimate for each Participant (exclusive of grant funds) shall be provided once the Primary and Secondary Vendor contract prices plus any additional consultant fees are set, employing the cost allocation model for Project deliverables as found in Addendum A. Initial pricing estimates are provided for informational purposes only throughout the initial Project period leading up to final execution of the Funding Agreement by all Participants, to assist Participants with cost estimation purposes. Each pricing estimate iteration will be a best effort attempt by the Chair of the TWG based on currently available information and shall be considered non-binding with regards to final pricing.

10.2. Preliminary 2014 Cost Estimates – 2014 Invoices

For the primary purpose of those participants requiring invoicing in 2014, one or more Preliminary Final Pricing Estimates shall be generated during Q4 2014, depending on each individual Participant's required invoicing deadline. Each such estimate shall be considered non-binding with regards to final pricing (as the finalized list of participants and AOs will not be determined until 2015), but shall also be a best-effort attempt by the TWG Chair to provide pricing based on the latest available information available at the time the pricing estimate is generated. An additional set of Secondary Final Pricing Estimates shall be generated during 2015, also to be based on a best effort attempt by the TWG Chair, utilizing the latest available information.

10.3. Participant Pricing – QA Pricing Variable

As the QA vendor may be contracted according to a sliding scale, to be adjusted in accordance with the error detection rate and related PSG approvals, the final Participant pricing may not be known until Project completion. However, since a maximum expense cap would be established in such a QA pricing scenario, the maximum QA inspection rate is not anticipated to exceed the pricing estimates provided at the time of 2015 Participant invoicing.

10.4. Signature Indicates Agreement to Pricing

By executing the "2015 Regional Aerials Agreement Acceptance" section of this Funding Agreement, each Participant agrees to pay its required monetary contribution, as stated in the

Participant invoice Counterpart, for all Standard and Supplemental Deliverables for which they have contracted. By signing this Funding Agreement, each Participant commits to paying its full contribution to the King County Imagery Reserve Fund.

10.5. Funding Agreement and Related Invoice Milestones

The Funding Agreement, execution and Participant invoicing shall occur according to the following process and milestones:

10.5.1. Funding Agreement Publication

The Funding Agreement will be distributed in email to all potential stakeholders / Participants who have indicated their intent to join the Project.

10.5.2. Participant Review Period – Standard Deliverables

From the date that the initial Funding Agreement is published to all stakeholders, the prospective Participants shall have no less than forty-five (45) calendar days for review, feedback and the potential joint creation with the County and Vendors of Participant-specific Funding Agreement Counterparts related to the Standard Imagery and related data deliverables.

Note: such Counterparts shall not cover the Optional Supplemental Data deliverables, which shall always be defined through the Change Order process for Supplemental Data as outlined in Addendum A.

10.5.3. Funding Agreement Counterparts due date

The completion date for the initial draft of Funding Agreement-related Counterparts related to the Funding Agreement shall be 30 calendar days after the publication and distribution of the Funding Agreement to all Stakeholders, or no less than 15 days following any subsequent iteration of the Agreement which has been published to encompass Participant-requested changes. All Funding Agreement Counterparts shall be finalized with the County and Vendors no less than forty-five calendar days following publication of the Funding Agreement to all Participants.

10.5.4. Invoice Payment Period – Standard Deliverables

The invoice remediation period shall begin following the publication of the Participant-specific invoices. The invoice payment period end date shall be published and shall be no less than sixty (60) days following publication of Participant-specific invoices. Any qualifications or extensions to this date will be stated in a Participant—specific, Counterparts to this Agreement found mutually acceptable to both Parties to this Agreement and shall be specific to the Participant requesting and executing that Counterpart.

10.5.5. Optional Supplemental Data deliverables invoiced and paid separately

For Supplemental Deliverables (whether new work or built upon an existing baseline): the Project milestone representing the start of the development phase for their Supplemental Deliverables (new work.) The specific dates for these payment-related milestones shall be determined and agreed to by all parties (the primary and secondary vendor, King County and the Participant requesting this work) prior to the start of execution of such work.

10.6. Participant Payments – Directed To

All payments to the King County Imagery Reserve Fund shall be made by check payable to King County Finance, and sent to King County GIS Center, 201 S Jackson St, Suite 706, Seattle, WA 98104, Attn: Katy Cressey.

10.7. Participant Payments – General Limits

Except for a contingency amount, as determined by the PSG, King County shall not collect funds in excess of the amounts contracted with the Primary Vendor, Secondary Vendor and any contracted orthophotographic consultant, unless the contract price has been amended with a PSG-approved change order. All funds collected by King County shall be used solely to pay project costs.

10.8. Criteria for Refunds to Participants

Should there be an excess of funds, King County will notify the Participants and refund any excess if greater than \$10 if the affected Participant specifically requests the refund. Any excess not refunded shall remain in the Imagery Reserve Fund for use in subsequent regional imagery acquisitions, until this Funding Agreement (or as amended) expires, at which time all remaining funds will be refunded to the affected Participants.

10.9. Grant Funding Notifications to Fiscal Agent

If a Participant's contribution is made up in whole or in part of grant funds, the Participant agrees to provide King County with a copy of the contract between itself and the grant funding agency in order to assist King County and the PSG in complying with the requirements of any such grant. The grant contract shall be provided as soon as possible, and no later than upon signature of the Participant indicating acceptance of this Funding Agreement.

10.10. Other Participant Contributions

In addition to the fiscal commitment for purchasing the Standard Deliverables and/or optional Supplemental Deliverables, Participants may, but are not required to, actively participate in the Project as follows:

10.10.1. Become a TWG member

Participate as a member of the TWG. This may include assisting with any technical tasks or activities which assist in the successful completion of the Project.

10.10.2. Ad hoc participation in project tasks

Assist in any other ad hoc or planned work group.

10.10.3. Assist in QA/QC work

Perform any supplemental QA/QC of their own deliverables, either in conjunction with or in addition to the work being performed by the QA vendor.

10.11. Hardship or other Potential Discounts

At the discretion of the PSG, a hardship or other discount may be offered to certain parties under certain scenarios, when it is deemed in the best interest of participants as a whole and/or when it is deemed to be to the general benefit of citizens across the region. All such discounts

would be allowed on a case-by-case basis and any such discount must be voted on and approved by the majority of the PSG membership. These discounts shall be limited in nature and are only intended to be only applied to a small percentage of participants.

As with all such votes, the result of such votes shall be recorded and retained by the PM.

10.12. No Sales Tax Applied

No sales tax will be applied to any Project deliverable or service unless required by law.

11. LICENSING OF IMAGERY AND DATA

The following license rights, restrictions and terms shall apply to all Participants.

11.1. Common Terms and Conditions

The following terms and conditions apply to both the "Standard Default Licensing" as well as the "Joint Ownership with the Acquisition Vendor" licensing:

11.1.1. License Scope

The license shall extend on a per-participant basis to all Standard Imagery and Related Data within each respective party's individually defined and contracted AOI which was acquired and/or developed as part of this Project. The licensed data for each party's AOI shall also include but not be limited to all imagery, control, calculations, planning and reporting documents which were develop and/or used specifically during the course of this project.

11.1.2. Licensed Duration

Each Project Participant shall hold a perpetual, irrevocable license from the acquisition vendor to the Standard Imagery and Related Data, subject to the terms and conditions listed below.

11.1.3. Parties to Receive Licensing

The vendor shall grant such a license as defined in this section, to each Participating organization to this Agreement for imagery and data within their AOI.

11.1.4. Orthomosaics

The sole exception to the limitation on the use of data by each party to solely the imagery and data within their own AOI shall be Orthomosaics.

11.1.4.1 Contiguous Cartographic Exception

For orthomosaics, if required and requested to achieve a contiguous, aesthetically pleasing orthomosaic, parties may request in writing in email that their custom orthomosaic include tiles or portions of tiles (defined by shapefile) which are outside of their originally submitted and approved AOI.

11.1.4.2 Such Exception Requests Shall be Subject to PSG Approval

All such requests will be subject to approval through a vote by the PSG. If such a request is approved by the PSG, the requested tiles or portions of tiles shall be included solely in the requesting party's orthomosaic.

11.1.4.3 **Cartographic use only**

Any such tiled imagery not a part of their approved and recorded AOI shall be used solely for internal cartographic base map or similar purposes and the deliverable for such tiles shall not contain or include DEM, DTM, raster data or other data-related deliverables.

11.2. **Standard Default Licensing**

The Standard Default Licensing rights, restrictions, allowed use and terms shall apply to all Participants who are not specifically excluded under the "Joint Ownership with the Acquisition Vendor (Group Grandfathered from 2012)" listed below. Unless specifically excluded, all Participants shall be subject to the Standard Default Licensing terms as defined in the Vendor Agreements.

The following rights and restrictions shall apply to all participants not previously exempted in the 2012 project and recorded in the "Joint Ownership with the Acquisition Vendor (Group Grandfathered from 2012)" section:

11.2.1. **Acceptable Use**

The Standard Default License shall allow the following acceptable uses:

11.2.1.1 **Agencies, Departments, Divisions, etc.**

All parties shall have the right to distributed the all deliverables for which they have paid to all individuals, agencies, departments or teams within their own Organization

11.2.1.2 **Contracted Parties**

Under the Standard Default Licensing Terms a Participant to this agreement may provide those portions of the Standard Imagery and Related Data deliverables with to any entity with whom the Agreement Participant is under contract, or memorandum of agreement with, provided the Product Set Imagery and Related Deliverables are used solely for the purposes of performing the work agreed to in the contract or memorandum.

11.2.1.2.1. **Duration of Use by Contracted Parties**

The right of use for the data by such externally contracted parties shall be restricted to the duration of said contract, and external parties shall be required to erase, destroy and otherwise remove all instances of that data upon termination of the contract or completion of rendering the contracted service or services to the Participant.

11.2.1.3 **Private Citizens for Non-Commercial Purposes Only**

Other acceptable use shall include the redistribution of any purchased products under this agreement to private citizens, provided that the private individual must be advised that use must be restricted solely to non-commercial, not-for-profit uses.

11.2.1.4 Standard Imagery and Related Data Defined

Standard Imagery and Related Data shall include the standard, full resolution imagery, the orthomosaics, as well as the intermediate data such as raw imagery, survey control, AGPS coordinates, elevation data, etc. which has been acquired for or developed during this project.

11.2.2 Licensed Display of Imagery from the Participants AOI through Portals

All delivered Standard Imagery which is purchased under the Default Licensing Terms shall allow for the display of Standard Imagery on the web by means of both internally-facing and public-facing web-based mapping applications (portals), subject to the following restrictions below.

11.2.2.1 Internal-facing Portals Shall Allow Full Use and Download

All internally-facing interfaces (including but not limited to applications, portals, web service interfaces, APIs, platforms, services, FTP or other download repositories, etc.) and all other internet sites may allow viewing as well as downloading of the Imagery and all Related Data deliverables, including all coordinate or other delivered source data.

11.2.2.2 Public-facing Portals Shall not Allow Download

All public-facing interfaces (including but not limited to applications, portals, web service interfaces, APIs, platforms, services, FTP or other download repositories, etc.) and all other internet sites may allow viewing but shall not allow downloading of the Imagery or any Related Data deliverables.

11.2.2.3 Cartographic Imagery only

For public-facing interfaces as defined above, only cartographic imagery (including cartographic representations of purchased optional supplemental data such as optional contours and impervious surface polygons) shall be allowed to be displayed under the default licensing terms. This imagery may be full resolution, allow for zooming in and out; etc. However coordinate data (including z-axis elevations) or any other source or point data shall not be included.

11.3. Joint Ownership Licensing with the Acquisition Vendor (Group Grandfathered from 2012)

A very limited list of eleven (11) Participants shall be allowed joint ownership, solely of their purchased 2015 deliverables. This list consists strictly of those parties grandfathered from 2012, wherein they were previously allowed such rights under the 2012 Agreement. This group has been grandfathered for 2015 to allow joint ownership of the Standard Imagery and Related Data, with ownership being shared equally with the Acquisition Vendor. Under these terms, the Participant shall own the data and have full usage rights, jointly and severally owned and useable for all purposes by both the Participant and the Acquisition Vendor.

11.3.1. List of Parties Grandfathered for Joint Ownership

The eleven (11) parties grandfathered into the Joint Ownership licensing option are:

- 11.3.1.1 The city of Bellevue,
- 11.3.1.2 The city of Burien,
- 11.3.1.3 The city of Shoreline,
- 11.3.1.4 The city of Bothell,
- 11.3.1.5 The city of Kirkland,
- 11.3.1.6 The city of Issaquah,
- 11.3.1.7 The city of Snoqualmie,
- 11.3.1.8 The city of Sammamish,
- 11.3.1.9 The city of Mercer Island,
- 11.3.1.10 The city of Tukwila, and
- 11.3.1.11 The Lakehaven Utility District.

11.3.2. Joint Ownership – Allowable Uses

Under Joint Ownership, the Agreement participants listed immediately above may exercise full use of the Standard Imagery and Related Data within their own respective AOIs. “Full use” shall include but not be restricted to publishing, copying and distribution.

11.3.3. Public Disclosure where applicable

Additionally, under these terms such ownership may require the Participant to support the requirement for redistribution at cost under relevant Public Disclosure laws.

11.3.4. No Sales or Redistribution beyond the Stipulations in this Section

The standard default license shall not allow a Participant to this agreement to sell or redistribute the Product Set Imagery and Related Deliverables to any entity that is not an Agreement participant, except as defined in the Acceptable Use section above.

11.4. All Supplemental Deliverables

The following licensing stipulations shall apply with regards to Supplemental Data licensing:

11.4.1. License terms to be Negotiated in Change Orders for Supplemental Data Only

Regarding the licensing or ownership of all optional Supplemental Data deliverables optionally purchased by each Participant, such terms shall be subject to whatever licensing rights are agreed to by the Participant, King County as Fiscal Agent, and the Acquisition Vendor and documented as a part of the Change Order. All such terms shall be explicitly documented in the relevant Change Order describing and authorizing the development and delivery of the relevant Supplemental Data on behalf of the requesting Participant. If such terms are not identified within the Change Order, the Supplemental Data shall have all standard default licensing terms applied as outlined previously in this document.

11.5. Vendor Ownership and Re-Use

Under both the Default and Jointly-held Ownership licensing terms above for all deliverable types, the Acquisition Vendor shall retain full or joint several ownership for all project deliverables and data, including but not limited to the full right for re-use, resale and/or development without chargeback or any other cost to the vendor, by any or all participants, for any and all purposes, including for resale to any other clients, including other Participants.

11.6. ADDITION OF PARTICIPANTS

No new Participants may be added to the Project following execution of the contract with the Acquisition Vendor, which occurred on March 11th, 2015. Any parties interested in obtaining the imagery, vector, or other project-related data deliverables shall be referred to the Project's Acquisition Vendor for potential purchase, at a price which they shall separately negotiate with the vendor independent of the Project.

11.7. FINALIZATION OF PROJECT EXTENTS, RESOLUTION AREAS

The following terms, dates and milestones shall apply to the setting of both overall project extents and the setting of resolution boundaries.

11.7.1. Requests to Expanding Project Extents

Prior to the Project milestone marking the initial freeze of the overall Project area extents and resolutions boundaries, potential Participants may request of the PSG that their AOI be included in the Project extents even if some or all of the AOI would result in an expansion of the initially planned Project area. Any such Project area expansions however must be approved by the County and the PSG.

11.7.2. Requesting Tiles by Resolution

Further, they may request any resolution boundaries they wish, with the caveat that the final captured and billed resolution will be based on the highest resolution for any given tile requested by any participant as outlined elsewhere in this agreement.

11.7.3. Timeline for the Freeze of both the Project Extents and Resolutions Boundaries

The following terms shall apply to the freezing of the Project extents and resolution boundaries:

11.7.4. Date for Freeze of Project Extents and Resolutions

The date for finalization of the Project extents and resolution boundaries will be published in email to all Participants no less than thirty (30) calendar days before the extents and resolution boundaries are finalized.

11.7.5. Participation After Finalization of Extents and Resolution Boundaries

Once the freeze of the Project extents and resolution boundaries occurs, any new potential Participants' AOIs and resolution definitions must both fall fully within the existing areas established for the Project and be congruent with the existing resolution boundaries.

11.7.6. Exceptions to these Rules Solely Allowed per Vote of the PSG

Any requests for exceptions to these restrictions must be passed by a majority vote of the PSG and will be based on various factors, including but not limited to the benefits

to other Participants with regard to pricing, etc. gained from the additional revenue for the new Participant joining the Project. The PSG holds all approval or rejection rights in this regard, subject to the standard final decision authority of the Project Sponsor.

11.8. INDEPENDENT CONTRACTOR

Services provided by King County under this Funding Agreement are those of an independent contractor. Employees of King County are and will remain employees of King County. Employees of the other Participants are and will remain employees of their respective Participants. Nothing in this Funding Agreement shall be construed to render the Participants partners or joint venture members.

11.9. INDEMNIFICATION

Each Participant shall defend, protect and hold harmless the other Participants from and against all claims, suits and/or other actions arising from any negligent or intentional act or omission of that Participant's employees, agents and/or authorized subcontractor(s) while performing this this Funding Agreement.

11.10. AMENDMENT

The Participants may amend this Funding Agreement by means of a mutually accepted Counterpart or Counterparts. Such amendments shall not be binding unless in writing and signed by personnel authorized to bind each of the Participants.

11.11. CHOICE OF LAW AND VENUE

This Funding Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity or other judicial proceeding for the enforcement of this Funding Agreement shall be instituted only in a court of competent jurisdiction in King County.

11.12. INTEGRATION CLAUSE

This instrument, along with the associated Appendices, embodies the entire agreement of the Participants with respect to funding of the relevant Project contracts and share costs. There are no promises, terms, conditions or obligations other than those contained in this Agreement. This Agreement supersedes all previous communications, representations or agreements, either oral or written, between any Participant and King County.

11.13. TERMINATION CLAUSE

In the event that King County decides not to hire a vendor, this Funding Agreement will terminate and all Participants will receive a full refund of their contributed funds.

11.14. NO ASSIGNMENT

The Participants shall not subcontract, assign, or delegate any of their rights, duties or obligations under this Agreement without the express prior written approval of King County.

11.15. DISPUTES

In the event that a dispute arises under this Agreement, the Participants shall endeavor to resolve the dispute in an amicable manner by direct discussions. The Participants may elevate the dispute to the PSG for resolution. If not resolved by the PSG by mutual agreement, then the Participants may engage in alternative dispute resolution by mutual agreement. No Participant waives its rights to seek legal remedy in the jurisdiction and venue stated in Section 17.

11.16. NOTICES

All notices and other communications shall be given to the PM and all notices and other communications to the other Participants shall be given to the PSG member for each Participant. Notices shall be given in writing and shall be sufficiently given and shall be deemed given three (3) calendar days after the date by which the same has been (a) mailed by certified mail, return receipt requested, postage prepaid, to the mailing address shown adjacent to the signatures of the Participant to whom it is addressed or (b) sent by email, with adequate proof of receipt retained by the sender, to the email address shown adjacent to the signatures of the Participant to whom it is addressed. Any of the Participants may, by notice to all other Participants, designate any further or different addresses to which subsequent notices or other communications shall be sent.

11.17. EFFECTIVE DATE; TERM

This Agreement shall take effect immediately following its execution by each Participant, notwithstanding the fact that not all Participants may have executed their agreements, and shall expire at the end of December 31, 2016, unless terminated sooner. PROVIDED, however, that a Participant's obligations after December 31, 2014, are contingent upon local legislative appropriation of the necessary funds for this specific purpose. This Agreement may be amended to allow it to be used for subsequent coordinated data collection efforts, including, but not limited to, future orthoimagery acquisitions.

11.18. SEVERABILITY

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

11.19. COUNTERPARTS

This Agreement may be signed in its original form, to include one or more counterparts, each of which shall be an original, but all of which together shall constitute the same instrument.

11.20. FINAL PRICING

With regards to final pricing for all Standard Deliverables and Related Data, please refer to your unique Funding Agreement Counterpart, which has been included below in Section 11.21.

11.21. The Counterpart or Counterparts

The Counterpart or Counterparts shall contain the fully itemized actual Funding Agreement, which shall be emailed to all Participant agencies no later than June 30th, 2015, along with a 5-point enumerated list describing how the pricing in the table found in the Counterpart was established.

- 11.21.1. **Item 1 “Funding Commitment: Standard Deliverables (imagery)” shall include the Participant’s Standard Deliverables (base cost), plus the applicable Project contingency fee based on invoicing date (15% total if invoiced partially or fully in 2015; 25% for those parties who require projected full invoicing in 2014.)**
- 11.21.2. **Item 2 “Funding Commitment Supplemental Deliverables” shall include the Participant’s Supplemental Deliverables (base cost plus the 15% project contingency fee.)**
- 11.21.3. **Item 3 “Shared Participant Costs” shall include all Shared Participant costs.**
- 11.21.4. **Item 4 “Individual Participant Costs” shall include all individual Participant (non-shared) costs specific to that Participant, such as media or other shipping or transport charges.**
- 11.21.5. **Item 5 “Funding Commitment TOTAL” shall be the sum of Items 1 through 4 as defined above.**
- 11.21.6. **The Counterpart shall also document any specific document approval dates or payment terms for those Participants who have requested and obtained mutual consent of the Parties for variances from the standard dates and/or time frames set forth in this Agreement.**
- 11.21.7. **The Funding Commitment information from each Participant will be summarized in a report distributed to all members of the PSG.**

Name of Participant	1. Funding Commitment: Standard Deliverables (imagery)	2. Funding Commitment: Supplemental Deliverables	3. Shared Participant Costs	4. Individual Participant costs	5. Funding Commitment: TOTAL
City of Sultan	\$345.84	\$0.00	\$646.31	\$50.47	\$1,042.62

11.22. Additional Counterpart or Counterparts

In addition to the Counterpart or Counterparts, other Participant-specific Counterparts may be crafted and approved by the Participant, working in cooperation with, and subject to final approval of, King County and the PSG. Such Counterparts shall include any other terms to be included, modified or amended as required by the Participant’s policies, applicable ordinances or laws within their jurisdiction or geographic area.

12. 2015 Regional Aerials Agreement Acceptance

(NOTE: Executing this section commits party to acceptance of all terms and conditions within this contract, including its Addendums. Additionally, a similar signature execution page is present in any or all Counterparts which are a part of this agreement, to execute any terms which supersede all prior signings of the original Agreement.)

Participating Organization Signature

PARTICIPANT ORGANIZATION

PARTICIPANT ADDRESS

PARTICIPANT SIGNATURE

DATE

PARTICIPANT PRINT NAME

PRINT PARTICIPANT TITLE

King County Signature

ORGANIZATION

PARTICIPANT ADDRESS

AUTHORIZED SIGNING AUTHORITY - SIGNATURE

DATE

AUTHORIZED SIGNING AUTHORITY - PRINTED NAME

AUTHORIZED SIGNING AUTHORITY - TITLE

Optional Form - Approvals by Board, Agency or Other Authority

(Note: This additional signature section was requested by certain entities who wished their copy of the contractual agreement to contain relevant internal approval process tracking information so that all required approval information would be contained within this agreement. This section is **optional** and is provided for each Participant should the Participant's specific agency require it. Completion of this section is not necessary for the purposes of formally committing to this agreement.

Approval Party Organization

Approval Party Address

Approval Party Signature Date

Approval Party Print Name

Approval Party Print Title

Addendum A

2015 Regional Aerials Project Cost Allocation Model - Overview

Two Types of Deliverables

There are 2 types of deliverable components for the 2015 Regional Aerials Project Cost Allocation Model, as follows:

Component 1 deliverables are the Imagery and its supporting deliverables. This component affects all Participants.

Component 2 deliverables are the Supplemental Data deliverables (digital terrain model (DTM), contours, impervious surface layers and others.) **This component affects the costs for only those Participants who decide to also request these optional products.**

The costs for both deliverable component types listed above may be affected by cost-sharing, either directly or indirectly. Cost sharing is determined by overlaps in each Participant's Area of Interest (AOI) and other factors. The cost-sharing impact is generally much more significant for the imagery component than for the Supplemental Data component due to the way that AOIs and deliverable footprints are defined for each, the unique specifications and requirements typically provided for each Supplemental Data Change Order; and the fact that few Participants request the optional Supplemental Data deliverables.

Six Project Stages Defined

The Project will be executed in six stages. While these stages in some cases may have some degree of overlap based on resources and general vendor resources, they are organized in this Agreement as follows:

Stage 1 – Planning and Preparation

Stage 1 consists of all preparatory Project work related to the initial flight window as well as high level planning for all later stages. Stage 1 deliverables are required for the development and delivery of all Standard Imagery and Related Data being requested by all Participants and as such, Stage 1 costs shall be borne by all Participants based in proportion to their AOI and any related cost sharing factors.

Stage 2 – Imagery and Data Acquisition – Flights

Stage 2 begins with the start of the flight window and includes the full flight window as well as the post-flight-window Preliminary Deliverables work, QA validation and any other required re-work related specifically to "Component 1: Imagery and Related Deliverables. Stage 2 deliverables are required for the development and delivery of all Standard Imagery and Related Data being requested by all Participants and as such, Stage 2 costs shall be borne by all Participants based in proportion to their AOI and any related cost sharing factors.

Stage 3 – Development, QC and Delivery of all Standard Deliverables

Stage 3 consists of the analytical aero-triangulation and other production processing work which shall be done by the vendor to provide all standard imagery and related deliverables. Stage 3 deliverables are required for the development and delivery of all Standard Imagery and Related Data being requested by all Participants and as such, Stage 3 costs shall be borne by all Participants based in proportion to their AOI and any related cost sharing factors.

Stage 4 – Supplemental Data – New Data (not built upon an existing baseline)

Stage 4 consists of the period in which work is being done for any Participants related to New Supplemental Data and Deliverables. All such Stage 4 Supplemental Data work shall be outlined in Participant-specific Change Orders, with each Change Order having its own pricing. As such, the costs related to work in this stage shall be borne by each Participant requesting such work.

Stage 5 – Supplemental Data Built Upon an Existing Baseline; DTM and Contours

Stage 5 consists of the period in which work is being performed related to deliverables for Supplemental Data built upon an existing baseline. This stage also shall include all work related to DTM and contours. All such Stage 5 Supplemental Data work shall be outlined in Participant-specific Change Orders, with each Change Order having its own pricing. As such, the costs related to work in this stage shall be borne by each Participant requesting such work. At the discretion of the County (as Project Fiscal Agent), the Acquisition and QA vendors, the work in Stage 5 may be done concurrently with Stage 4.

Stage 6 – Project Closure

Stage 6 shall consist of all project closure activities, including such work by the County and vendors to ensure all final deliverables have been received; final data archived and indexed for future access; vendor invoices processed; post-project “Lessons Learned” and similar analyses completed; and final status reporting to all Participants done.

Costs, Milestones, Contingencies and Commitment Dates for Participation

Total Cost

As you will see in the sections below, there are a number of more detailed scenarios and factors such as type of data; whether the work is “new work” or “based on previous baseline”; etc. which can influence a Participant’s final cost. However, the following *general principles*, which apply to all Participants, are outlined below to provide clarity on the overall milestones, required steps, deliverables and financial commitment that apply to the majority of Participants.

Please note that a Participant’s Total Project Cost will be the total of all Shared Costs for all phases, plus the specific costs related to:

Component 1 (the Imagery and Related Deliverables) section plus, where applicable, **Component 2** (the Supplemental Data and Deliverables.)

Note: It is expected that not all Participants will choose to request Component 2: Supplemental Data Deliverables and some Participants therefore may have no costs associated with Component 2.

General Pricing Principles:

The following general cost principles shall be applied within the context of this regional project:

Calculation of Shared Costs

All Shared Costs Calculated by Phase

All shared costs will be calculated by Project stage as defined above and as applicable to only those Participants to whom each stage applies.

“Stage Multiplier” Calculation

For the purposes of cost calculations of individual Participants, each stage shall have a proportional “Stage Multiplier” percentage calculation applied to it, determined by the amount of calendar time spent on that phase as a percentage of the overall projected project schedule. This ratio will then be used to calculate costing factor related to each of the phases. These 3 percentages shall total 100% of the overall project schedule (first decimal precision.)

“Participant Proportional Ratio”

For the purposes of cost calculations of individual Participants, each Participant will have a proportional “Participant Proportional Ratio by Stage” determined. This value shall be set per stage.

Stages 1 and 2 Costing

For Stages 1 and 2 the Participant Proportional Ratio shall be set according to tiles defined in each Participant’s AOI, with shared tiles being divided according to the number of Participants desiring the same deliverable for that tile.

Stage 3 Costing

Stage 3 costing is measured by the AOI square mileage.

Stage 4, “New Work” Only Costing

The only cost sharing for AOIs for Supplemental Data and Deliverables (the deliverables in Stage 4 is related to identical deliverables for specifically overlapping square mileage as defined in 2 or more parties’ AOIs and only when that work is not based upon any existing baseline data..

Stage 5 “Build Upon and Existing Baseline” Costing

For Stage 2 Supplemental Deliverables and Data which are based upon an existing baseline, there are no cost sharing methods employed due to the nature of the work.

Stage 6 Project Close Out Costing

Stage 6 costs apply to all Participants and as such, Stage 6 costs will be borne identically to Stages 1 and 2, according to tiles defined in each Participant’s AOI, with shared tiles being divided according to the number of Participants desiring the same deliverable for that tile.

NOTE: Only stages applicable to each Participant will be invoiced. Participants will only be invoiced for those stages in which they have requested relevant deliverables.

Shared Cost Determination

For each Shared Cost, the value is determined by:

1. Stage Multiplier (defined above) for each applicable phase, multiplied by
2. Participant Proportion by Stage
3. The sum of all Project costs for that Shared Cost category

Note: the final Shared cost is the sum of the individual Shared Cost categories for all applicable stages, according to the deliverables chosen by the Participant.

Shared Cost Categories

Shared Cost Categories include:

1. PM Costs
PM costs include all PM staffing costs associated with performing the PM duties outlined earlier in this Agreement
2. Shared Primary Vendor Costs
3. Shared Secondary Vendor Costs
4. Supplemental Staffing Costs (as stated in Section III, to include such support as orthophotographic project consultant, GIS expert, project administrator or other supplemental staff, if contracted or otherwise hired for a portion or the duration of the Project, as required to meet the Project goals.) Any such staff must be authorized by the PSG and the Project Sponsor.

Other Potential Shared Costs

Water-based Tiles (Puget Sound)

Tiles within Puget Sound, not included in any Participant's AOI, will be acquired as standard orthoimagery deliverables to ensure continuity of data. This additional cost will, similar to PM costs, QA costs, etc., be added as overhead proportionally to each Participant's imagery AOI costing.

Tiles Including Partial Water within a Requested AOI

Water areas are treated the same as land areas. There is no discount for a Participant if its AOI includes tiles or a shape file definition that contains water areas, regardless of what percent is water.

Partial Tiles Not Allowed

Partial tiles are not allowed in the definition of a Participant's AOI for Imagery and Related Deliverables.

Tiles Which Have Existing Supporting Ground Control Data

All tiles, regardless of any pre-existing DEM and Control (GCP), are assigned the same deliverable and overhead costs. There is no mitigation or weighting due to variation in the extent or quality of supporting data.

11.6.1.1

Individual Participant Costs

The following items are costs which would be borne by the specific Participant requesting such work:

1. Change Order Costs – Acquisition and QA Vendor Expenses

All costs for any third-party assistance which has been contracted by a single Participant or group of Participants to assist with their own Project goals or deliverables, typically done by way of a Change Order, will be borne solely by the applicable Participant or Participants involved.

2. Individual Participants' Administrative Costs

All non-personnel administrative costs incurred, including but not limited to shipping, post-processing, custom products, etc., will be deducted from a Participant's contingency on an as-needed basis.

3. Project – Other Administrative Costs

Costs for any general administrative work as assigned to King County (apart from PM services) will be borne solely by King County. Likewise, all administrative or technical work performed by any Participant or its own contractors will be borne by that Participant. This includes but is not limited to any supplemental field or ground control work done by the Participant, beyond that defined in this Agreement.

Final Pricing

As the Secondary (QA/QC) Vendor has been hired on a capped, sliding scale Agreement rather than a fixed fee basis (wherein their sample QA rate shall be determined based on the severity and frequency of defects found in their most recent test pass), the final pricing will not be known until the Project completion. As a cost cap was established however for this contract, the cap shall be used to generate the "worst case" pricing estimates as well as invoices generated for each Participant.

Upon Project completion of deliverables for all Participants for the Imagery and Standard Deliverables stage, a calculation shall be done to determine any overpayment by all Participants.

Contingency Percentages to be Applied**2015 Invoicing Only – Contingency Amount**

For those parties who wish to be billed solely in 2015 or for those parties who wish to be partially billed in 2014 and the remaining amount in 2015, a standard contingency percentage of fifteen percent (15%) shall be applied to their total Standard Deliverables pricing.

2014 Invoicing Only - Contingency Amount

For those parties who wish to be billed entirely 2014, a standard contingency percentage of twenty five percent (25%) shall be applied to their total Standard Deliverables pricing. This higher contingency percentage is designed to offset the greater number of unknowns to be present at the earlier invoice date than would be known later in the Project.

Contingency Added to Estimate

The contingency amount will be added to the base costs for the calculation of their total invoice amounts. This contingency will be included in all initial pricing estimates distributed, as well as the final invoice.

Unused Contingency to be Refunded

All unused portions of the contingency are refundable at the conclusion of the Project.

Contingency Purpose

Contingency fund collection is intended to ensure that Project cost changes due to unforeseen Project circumstances will not cause undue risk of parties withdrawing from the Project related to escalating pricing late in the Project.

The Two Component Categories

Note: These descriptions are intended to provide clarification of these costs and mechanisms specific to Component 1 deliverables and should not be considered a comprehensive description.

Component 1: Imagery and Related Deliverables

Each Participant will receive a standard set of imagery and related data deliverables as the default, non-optional deliverables for the Project. These deliverables include such items as the raw imagery, coordinates for photo centers, standard orthoimagery, orthomosaics, ground control, and analytical aero-triangulation solution.

Component 2: Supplemental Data Deliverables

Each Participant has the option to request additional (supplemental) deliverables. Such supplemental data deliverables may include:

1. Additional work on the DEM used for orthorectification in order to create a Digital Terrain Model (DTM) suitable for detailed contours. This includes creation of contours.
2. Polygons defining building roof outlines (building impervious)
3. Polygons defining transportation surfaces (transportation impervious)
4. Polygons defining other impervious surfaces (not building impervious or transportation impervious)
5. Other deliverable options as defined by the approved SOW.

Supplemental Data Deliverables – General Cost Descriptions, Factors and Mechanics

The following definitions, factors and mechanics apply to all Supplemental Deliverables activities for this Project, regardless of whether the work is “New Work” (no existing data baseline to be reconciled) or “Build Upon an Existing Baseline” (data to be correlated with an existing baseline dataset.)

Note: These descriptions are intended to provide clarification of these costs and mechanisms and

should not be considered a comprehensive description.

1. Supplemental Data Deliverables - Total Cost

Total Supplemental Data deliverables costs will be the sum of each of the “general” individual deliverable costs related to Supplemental Deliverables as described below, *in addition to* those expenses outlined and described in the applicable section/s for “New Work” and “Build Upon and Existing Baseline” as applicable.

2. Adjustments to the Participant’s Supplemental Deliverables Request

Unlike imagery, most Supplemental Deliverables requests can, if needed, be adjusted without changing flight plans or other related flight window tasks. However it is agreed that should a Participant’s original Supplemental Deliverables area decrease significantly or require cancellation altogether, solely in the case of “New Work”, some charges may still apply (see “Supplemental Deliverables – New Work, Reduction of AOI After Start of Work” section below for details.) Any such charges still charged to the Participant will be at the sole discretion of a majority vote of the PSG, using as a guideline whether a reduction in “New Work” AOI by a Participant would result in a notable cost being passed onto the remaining Participants requesting “New Work” Supplemental Deliverables.

3. Timing of Supplemental Data Change Orders

As all Supplemental Deliverables work is anticipated to occur following the closure of the imagery acquisition flight window, Participants requesting Supplemental Deliverables do not need to formalize their requests prior to the start of the flight window, as is required for imagery deliverables. Instead, for Supplemental Deliverables Participants will have the opportunity to freely adjust their AOI for Supplemental Deliverables until the start of work by the vendors on the Supplemental Data activities. In most cases, with the exception of “New Work” AOI reduction, adjustments to such AOIs will be allowed during the Supplemental Deliverables work, up until such a time as that area’s production work commences. Such adjustments will be generally be accepted to the extent possible, at the discretion of the PSG.

4. Supplemental Deliverables – New Work, Reduction of AIO After Start of Work”

As outlined elsewhere in this section, for supplemental deliverables which do not need to be correlated to an existing baseline, Participants may see potential savings due to shared costs with other Participants for those areas which have overlapping AOIs. As parties may have been notified of the pricing estimates for their AOIs (including such shared savings), prior to the start of work for Supplemental Deliverables for a given area. Should any Participant significantly reduce their AOI in areas that include areas shared with other Participants after work on that area commences, such a change could cause an increase in the pricing for other Participants. To prevent this issue, any Participant that requests Supplemental Deliverables – New Work, and who reduces their AOI in areas shared with other current Participants, shall remain liable for their proportional costs of any such shared areas, at the discretion of a majority PSG vote based on such items as level of pricing impact to other Participants, as outlined elsewhere in this document. This stipulation is designed to protect, to the greatest degree possible, the pricing expectations set by the project with all Participants requesting Supplemental Deliverables – New Work.

Note: Final determination regarding remaining liability costs being applied to a given Participant shall be made by a majority vote of the PSG.

Supplemental Deliverables – Two Cost Allocation Models as Listed Below

There are two potential models which may be applied by the Project for Supplemental Data Deliverables, determined by whether the deliverables are “**new work**” or “**build upon an existing baseline**.” New work is much simpler and more easily/quickly executed by the Primary Vendor - and QA'd by the Secondary Vendor. Updates based on building upon an existing baseline must be correlated to an existing baseline dataset and are both more complex and more time consuming, and therefore may cost more than “new work.” The following costing models reflect this reality.

Note: If necessary, each Supplemental Deliverable type requested may have its own unique AOI definition.

1. Supplemental Deliverables Cost – New Work

The Supplemental Deliverables – “New Work” cost allocation model shall be considered the correct approach when no existing baseline must be accommodated by the Primary and Secondary vendors. For such deliverables, the following model applies.

a) **“New Work” AOI definition**

Each Participant defines its AOI based on its business needs, **including an adequate buffer**. No additional buffer will be applied by the Project. The AOI may be the same or smaller than the Imagery AOI. It does not need to conform to the 3000-ft grid used to define the Imagery AOI.

b) **“New Work” Unit Costing by Deliverable Type**

Each Supplemental deliverable type is assigned a per square mile unit cost unique to that deliverable type specifically for “New Work.”

c) **“New Work” Supplemental Deliverables AOI Calculation**

Each Supplemental Data deliverable’s AOI is calculated per square mile, irrespective of alignment to the predefined imagery tile grid.

d) **“New Work” Supplemental Deliverables Cost Calculation Method**

The cost calculation method for each Supplemental Deliverables product is: square miles of a Participant’s Supplemental Deliverable AOI multiplied by the unit cost for the applicable deliverable type, divided by the actual area of overlap with other participants (if any) for that specific deliverable type and area.

NOTE: For “New Work” Supplemental Deliverables in areas with overlap, the cost of each deliverable will be divided equally among affected Participants on the basis of the **actual** overlap

area for that specific deliverable type.

e) **Same Standard, All Participants**

All deliverable types for all Participants will be delivered according to the same specifications as defined in the SOW.

NOTE: If additional work (usually an additional attribute) is required for a given deliverable for a specific Participant or a non-majority group of Participants, such a request or requests will be considered data updates, as such, costs will be calculated as documented in the “Supplemental Deliverables - Build Upon an Existing Baseline” section

f) **Additional “New Work” Participants**

“New Work” AOs for additional Participants may be added so long as the extent required by the new AOs fall within the combined extent of the existing Participants’ AOs, the work can be completed within the existing Project schedule, and the new Participants adopt all other existing Project specifications as outlined in the SOW.

g) **All Applicable Costs Apply**

All other Supplemental Deliverables costs for “New Work” work shall apply, as documented in the “Supplemental Data Deliverables – General Descriptions, Factors and Mechanics” section above.

2. Supplemental Deliverables – Build Upon an Existing Baseline

For Participants who are receiving updated deliverables (i.e., data exists and is supplied to the vendor), the Supplemental Deliverables – “Build Upon an Existing Baseline” option may be selected by the Participant as the desired approach. For such deliverables, the cost allocation model for “Build Upon and Existing Baseline” would apply:

a) **Total Price is the Sum of All Costs**

A Participant’s total Supplemental Cost is comprised of the sum of all applicable line item Supplemental deliverable costs, *where each deliverable is uniquely defined for that Participant.*

b) **Various Standards May Be Utilized in Change Orders By Individual Participants**

Supplemental Data Change Order/s for a specific Participant may be specified utilizing unique specifications to that Participant, due to the fact that such “Build Upon Existing Baseline” deliverable are generally negotiated on a unique, individual basis, apart from other Participants’ deliverables and contracted Change Orders.

c) **Separate Pricing Model Applied**

The cost of each line item is also uniquely negotiated based on various factors, including but not limited to such items as the state of the existing data, the area the update entails, and other, potentially unique requirements and specifications, as outlined by the Participant requesting that deliverable within their Change Order.

d) **Additional “Build Upon an Existing Baseline” Participants AOs – Same Change Order**

Under certain circumstances (listed below) the AOIs for additional Participants may be added to a previously negotiated, documented and mutually accepted Change Order (a Change Order already accepted by the County, requesting Participant, QA Vendor and Acquisition Vendor.) Such an addition shall be acceptable only if all aforementioned parties, as well as the new requesting party, agree to the following conditions, along with any other specific conditions the parties may believe are relevant to the specific Change Order:

- i) The requested deliverables are the same or substantively the same, such that the nature and timing of already-negotiated deliverables would remain unchanged for existing Change Order Participant/s
 - ii) The existing baseline Participant data to be added is of the same or higher quality than that baseline data already included in the existing Change Order's accepted AOI
 - iii) The pricing model already negotiated in the mutually accepted Change Order would not be required to change on a per-unit or per-deliverables basis
 - iv) No undue risk to scope, schedule or budget are incurred by the addition of the new deliverables, geographic scope or other changes required for the additional
 - v) All existing specifications, acceptance criteria and other requirements already documented in the Change Order would remain unchanged – or that any change incurred by the additional Participant/s are acceptable to all Parties
 - vi) Participant/s to be included in the existing Change order
- e) **All Applicable Costs Apply**
All other Supplemental Deliverables costs for "Build Upon and Existing Baseline" work also apply, as documented in the "Supplemental Data Deliverables – General Descriptions, Factors and Mechanics" section above.

<End of Agreement>

KING COUNTY GIS CENTER
201 South Jackson Street
MS: KSC-IT-0706
Seattle WA 98104
Attn: Katy Cressey
Voice: 206-477-4400 Fax: 206-263-3145
2015 Regional Aerials Project

INVOICE

Customer Information:

Stacy MacGregor

City of Sultan

stacy.macgregor@ci.sultan.wa.us

Project Information:

KCGIS Project Number: 15A-115
Invoice Number: 15A-115B

Invoice Date: 8/28/2015

Payment Due: 10/2/2015

Description of Services	Amount
Imagery and Related Deliverables	\$1,042.62
TOTAL:	\$1,042.62

All payments to the King County Imagery Reserve Fund shall be made by check or other approved means.

Payments shall be payable to: King County Finance
Payments must be sent to King County GIS at the above address

**KING COUNTY GIS CENTER
 201 South Jackson Street
 MS: KSC-IT-0706
 Seattle WA 98104
 Attn: Mike Leathers
 Voice: 206-477-4403 Fax: 206-263-3145**

STATEMENT OF ACCOUNT

(This is not an invoice)

Customer Information:

Stacy MacGregor

City of Sultan

Project Information:

KCGIS Project Number: 15A-115 Sultan

Project Name: 2015 Regional Aerial Mapping Project
 Project Manager: Scott Lackey

Statement Date: 8/28/2015

stacy.macgregor@ci.sultan.wa.u

Date	Description	Charges	Contingency	Payments	Balance
8/28/2015	Imagery and Related Deliverables	\$300.73			(\$300.73)
8/28/2015	Project Management - Phase 0	\$178.31			(\$479.04)
8/28/2015	Project Management - Phase 1	\$108.54			(\$587.58)
8/28/2015	Quality Assessment - Phase 0	\$31.64			(\$619.22)
8/28/2015	Quality Assessment - Phase 1	\$242.12			(\$861.34)
8/28/2015	All Water Areas	\$1.40			(\$862.74)
8/28/2015	Enhanced Acquisition Areas	\$0.00			(\$862.74)
8/28/2015	Contingency 15.00%	\$129.41	(\$129.41)		(\$862.74)
8/28/2015	Other Costs (See footnote)	\$0.47			(\$863.21)
8/28/2015	Administrative Costs	\$50.00			(\$913.21)
					(\$913.21)
					(\$913.21)
					(\$913.21)
	2014 Payment against invoice: 15A-115A			\$0.00	(\$913.21)
	2015 Payment against invoice: 15A-115B			\$0.00	(\$913.21)
	Refund from King County: 15A-115C			\$0.00	(\$913.21)
	Total:	\$1,042.62	(\$129.41)	\$0.00	(\$913.21)

Funds collected for contingency are recorded as negative credit. Adjustments are recorded as negative credits or positive charges to contingency.

Payments from Participant shown as Positive Amount. Payments are billing amounts until receipt of payment date is recorded in Date column.

Refunds to Participants shown as Negative Amount. Refund Date reflects when refund check is issued by King County.

Positive Balance to be credited (refunded) at end of Project.
 Negative Balance will be invoiced.

Footnote: This cost is participant's contribution to cover the difference between actual costs and maximum allowable costs for a limited number of 'hardship' participants whose financial commitment is capped.