



# CITY COUNCIL REGULAR MEETING

Monday, August 26, 2024 at 7:00 PM

City Hall

## AGENDA

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1. Call to Order
2. Flag Salute
3. Roll Call
4. Presentation
5. Approval of Agenda
6. Consent Agenda

[A.](#) Minutes

B. Audit of Reports

1. Claims        #1350 - #1372    =    \$140,050.08

August 26, 2024

2. Payroll       # - #                    =    \$ 88,224.55

August 16, 2024

VOID #

7. Reports

8. Audience Participation

The City Council encourages public participation during meetings of the City Council and welcomes your comments. This time is set-aside for you to speak to the City Council on any issue. The Council ordinarily takes non-agenda matters under advisement before taking action. You are also invited to comment on action items as they are considered during the meeting. Individual speakers will be limited to three (3) minutes each in addressing the City Council. When addressing the Council, please speak clearly and audibly and state your name and address for the record.

9. Discussion

[A.](#) Ordinance 1238-24, Speed Limits

[B.](#) Resolution 1284-24, Surplus Vector Truck

[C.](#) Department of Ecology's Water Quality Combined Funding Program

**10. New Business**

**11. Old Business**

**12. Ordinances & Resolution**

[A.](#) Ordinance 1237-24, New E-Bike Regulations Chapter

**13. Next Workshop**

**14. Adjournment**



# CITY COUNCIL BUDGET RETREAT

Monday, August 12, 2024 at 6:00 PM

City Hall

## MINUTES

### 1. Call to Order

Mayor Linnell called the meeting to order at 6:00 PM

### 2. Roll Call

PRESENT

Mayor Troy Linnell

- Council Member Gordon Cook
- Council Member Timothy Fairley
- Council Member Lynda Osborn
- Council Member William Thomas
- Council Member David White

Staff Members Present: City Administrator, Jessica Griess, Chief Schrimpscher, City Clerk, Dana Parker

### 3. Approval of Agenda

Motion made by Council Member Thomas to approve the agenda, Seconded by Council Member Cook.

Voting Yea: Council Member Cook, Council Member Fairley, Council Member Osborn, Council Member Thomas, Council Member White

### 4. Presentations

### 5. Discussion

#### A. 2025 Budget Calendar

City Administrator Jessica Griess went over the 2025 Budget Calendar.

#### B. Council Budget Priorities

City Administrator, Jessica Griess asked the Council Members for a list of their priorities. The Council Members gave the following priorities

Channel 21

Streetlights

Storm Drainage

Assistant for Gary

Code Enforcement/Graffiti Cleanup

Playground upgrades -ADA

Financial System Upgrade

Sidewalk in front of Machett Park

Park Bathroom Upgrade

C. Council Top Budget Priorities (*max of 5*)

The top 5 Priorities were narrowed down to :

1. Storm System Upgrades
2. Code Enforcement/Graffiti Cleanup
3. FTE - Channel 21 / Assistant for Gary
3. Financial System Upgrade
4. Sidewalk in front of Matchett Park
4. Park Bathroom Upgrade
4. Playground Upgrades (ADA)
5. Streetlights

**6. Audience Participation**

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**7. Adjournment**

Mayor Linnell adjourned the meeting at 6.55 PM

**ATTEST:**

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Dana Parker – City Clerk

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Troy Linnell – Mayor



# CITY COUNCIL REGULAR MEETING

Monday, August 12, 2024 at 7:00 PM

City Hall

## MINUTES

### 1. Call to Order

Mayor Linnell called the meeting to order at 7:00 PM

### 2. Flag Salute

### 3. Roll Call

#### PRESENT

- Mayor Troy Linnell
- Council Member Gordon Cook
- Council Member Timothy Fairley
- Council Member Lynda Osborn
- Council Member William Thomas
- Council Member David White

Staff Members Present: City Administrator, Jessica Griess, Chief Schrimpscher, City Clerk, Dana Parker, Public Works Supervisor, Dean Wenner

### 4. Presentation

### 5. Approval of Agenda

Motion made by Council Member Fairley to approve the agenda, Seconded by Council Member Osborn.

Voting Yea: Council Member Cook, Council Member Fairley, Council Member Osborn, Council Member Thomas, Council Member White

### 6. Consent Agenda

#### A. July 22nd Minutes

Motion made by Council Member Cook to approve the July 22nd minutes, Seconded by Council Member Fairley. Voting Yea: Council Member Cook, Council Member Fairley, Council Member Osborn, Council Member Thomas, Council Member White

#### B. Audit of Reports

1. Claims        #1297, #1299 - #1349    =    \$246,326.89

July 23, 2024 - August 12, 2024

2. Payroll = \$114,981.04

August 2, 2024

VOID # 1078, 1168, 1169, 1277, 1298

**7. Reports**

Council Member White - Since the last meeting I attended the Budget Fiscal Management Workshop. Very interesting and informative.

Council Member Cook - None

Chief Schrimpscher - We responded to 635 calls for service in the month of July. There were 424 traffic stops resulting in 211 traffic citations and infractions. National night out was a success with five events held. I extended my gratitude to all the hosts for their hard work and also acknowledge Corporal Phan for leading the the organization of the events. Two officers are undergoing field training and both are making good progress. Officer Hardnett is in phase three and Officer Mozafari is nearing completion of phase two. We are gearing up for Algona Day which will involve the entire A-Team's involvement. I have been working on the budget for 2025. We are currently at 59% of our annual budget and are projected to stay within or under budget.

City Administrator, Jessica Griess - Former Mayor Hill's celebration of life occurred on August 10th. With family present, they were invited to do an impromptu ground breaking after the ceremony. The Ellingson Overlay project is set to begin the week of the 12th. Gray and Osborn has started the geotechnical work on our NW property and has installed testing wells. They have scheduled surveying for this month. Algona Days will be on August 24th. Fun for all. Our new phone system was installed on June 17th and 19th. We are not happy with the service provided and are now moving to a different company. The ETA for the new phones is 8/15. The crew rented a street sweeper for two weeks. It has been a great asset for cleaning up the streets after working on ditches and helpful for prepping for Algona Day. Gary officially has a grandbaby. Congrats Gary.

Mayor Linnell - We are still working on the speed limits. My favorite project so far has been what to do with the Hado. We have a commitment from the owner to demolish the building. It should be done within the next six months.

**8. Audience Participation**

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Lisa Martin - 22 2nd Ave S - Now that the Supreme Court has settled Grant Pass vs Johnson I am wondering what the council is going to do now that RV's are popping up in the city.

Rick Connell- 34 Milwaukee Blvd. Fence Code. Whyd do we have a code specifically for a 4' fence height in the front yard? I would like to do something with a 7' to 8' height, whether it mesh or chain link. I would like to see a different code and maybe get some public comment.

Karen Koubele - 35 4th Ave N. I was wondering about the work on the ditch and why change the speed limit on Algona Blvd. Since getting the letter I have been going 25 mph and it is too slow. I think that it is a waste of money to spend on signs and whatever else you need. I just don't think it is right.

Amanda Turner - 218 6th Ave N - Lots of in and out traffic at a certain house. Lots of people doing who knows what. We had someone from that house do damage to our property. He had multiple warrents. This is the second time he has come on our property. He has threatened us. We are asking for more police presence in our area.

**9. Discussion**

A. Ordinance 1237-24, New E-Bike Regulations Chapter

Chief Schrimpscher went over the New E- Bike Regulations and answered questions from the council members.

B. Ordinance 1238-24, Speed Limits

Chief Schrimpscher discussed Reducing the speed limit n Algona Blvd from 35 MPH to 25 MPH and streets with no sidewalks from 25 MPH to 20 MPH.

C. Resolution 1284-24, Surplus Vactor Truck

City Administrator Jessica Griess discussed with council surplusing the Vactor Truck and using those funds towards a new Vactor Trailer.

**10. New Business**

A. Natural Systems Design Consultant Agreement - Second Amendment

Motion made by Council Member Fairley to approve waiving the three touch rule and approving the Natural System Designs Consultant Agreement Second Amendment, Seconded by Council Member White. Voting Yea: Council Member Cook, Council Member Fairley, Council Member White Voting Nay: Council Member Osborn, Council Member Thomas

**11. Old Business**

**12. Ordinances & Resolution**



**13. Next Workshop**

Budget Numbers

**14. Adjournment**

Mayor Linnell adjourned the meeting at 7:59 PM

**ATTEST:**

\_\_\_\_\_  
Dana Parker – City Clerk

\_\_\_\_\_  
Troy Linnell – Mayor



**CITY COUNCIL**

**AGENDA BILL # AB24-0136**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

**ITEM INFORMATION**

<b>SUBJECT:</b>  <b>Ordinance 1238-24, Reducing Speed Limits</b>	<b>Agenda Date: August 26<sup>th</sup>, 2024</b>		
	<b>Department/Committee/Individual</b>	<b>Created</b>	<b>Reviewed</b>
	Mayor		
	City Administrator		X
	City Attorney	X	
	City Clerk		
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
	Police Dept		X
	Finance Committee		
Planning Commission			
Civil Service Committee			

**Staff Contact:** Chief James Schrimpsher  
**Attachments:** Ordinance 1238-24

**SUMMARY STATEMENT:**  
 This ordinance presents an amendment to Algona Municipal Code 10.40 reducing the speed limit on Algona Blvd from 35 MPH to 25 MPH and streets with no sidewalks from 25 MPH to 20 MPH.

**COMMITTEE REVIEW AND RECOMMENDATION:**  
**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

CITY OF ALGONA, WASHINGTON

ORDINANCE NO. 1238-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, AMENDING CHAPTER 10.40 AMC SPEED LIMITS; REDUCING THE SPEED LIMIT ON ALGONA BOULEVARD TO 30 MILES PER HOUR; REDUCING THE SPEED LIMIT ON RESIDENTIAL STREETS WITHOUT SIDEWALKS TO 20 MILES PER HOUR; REPEALING CHAPTER 10.20 AMC HAZARDOUS STREETS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City is authorized by applicable state law, including without limitation Title 46 RCW, to regulate local streets and to prescribe vehicular speed limits therefor; and

WHEREAS, in accordance with said authority, the City has established speed limits for City streets and has codified the same at Chapter 10.40 AMC; and

WHEREAS, based on recent engineering and traffic investigations and in consultation with the Manual on Uniform Traffic Control Devices as adopted by the State Department of Transportation, as applicable, City staff has recommended, and the City Council concurs, that the speed limit on Algona Boulevard should be reduced from 35 miles per hour to 25 miles per hour, and that the speed limit on all residential streets where no sidewalks are present should be reduced to 20 miles per hour; and

WHEREAS, the City Council finds and declares that the reduced speed limits established by this ordinance are reasonable and safe, and will serve the public interest by enhancing pedestrian and vehicular safety within the affected areas of the City; and

WHEREAS, the City Council also desires to repeal Chapter 10.20 AMC in order to remove the outdated and obsolete standards and procedures set forth therein;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance.

Section 2. Amendment of AMC 10.40.020. Section 10.40.020 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

{JZL2344976.DOC;1/13150.000002/ }

{JZL4895-4619-8738;1/13150.000004/ }

**10.40.020 Increases and decreases on certain streets.**

It is determined that the speed limits of twenty-five miles per hour permitted by this chapter, upon the following streets, are less and/or more than is necessary for the safe operation of vehicles thereon and it is declared that the speed limit shall be as set forth in this section on those streets or parts of streets designated in this section when signs are erected giving notice thereof:

- A. That portion of 1st Avenue lying east of the railroad tracks: thirty-five miles per hour;
- B. Ellingson Avenue: thirty-five miles per hour;
- C. Algona Boulevard: twenty ~~thirty~~-five miles per hour;
- D. Pacific Avenue: thirty-five miles per hour;
- E. Boundary Boulevard: thirty miles per hour;
- F. Seattle Boulevard: twenty miles per hour;
- G. Warde Street: fifteen miles per hour;
- H. Washington Boulevard: fifteen miles per hour;
- I. Chicago Boulevard: fifteen miles per hour;
- J. All east-west residential streets without an abutting sidewalk on at least one side: twenty miles per hour. For purposes of this subsection, “residential street” shall mean a non-arterial street within or abutting a residential zoning district under the city’s zoning code.

**Section 3. Repealer.** Chapter 10.20 of the Algona Municipal Code is hereby repealed in its entirety.

**Section 4. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 5. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

CITY OF ALGONA

Mayor Troy Linnell

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Dana Parker, City Clerk

Approved as to form:

\_\_\_\_\_  
J. Zachary Lell, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Ordinance No.:  
Date of Publication:



**CITY COUNCIL**

**AGENDA BILL # AB24-0138**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

**ITEM INFORMATION**

<b>SUBJECT:</b>  <b>Resolution 1284-24, Surplus Vector Truck</b>	<b>Agenda Date: August 26<sup>th</sup>, 2024</b>		
	<b>Department/Committee/Individual</b>	<b>Created</b>	<b>Reviewed</b>
	Mayor		X
	City Administrator	X	X
	City Attorney		
	City Clerk		
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Police Dept			
<b>Cost Impact:</b>	<b>Finance Committee</b>		
<b>Fund Source:</b>	<b>Planning Commission</b>		
<b>Timeline: 1<sup>st</sup> review – 8/12/24</b>	<b>Civil Service Committee</b>		
2 <sup>nd</sup> review – 8/26/24			
3 <sup>rd</sup> review –			

**Staff Contact:** Jessica Griess, City Administrator

**Attachments:** Resolution 1284-24

**SUMMARY STATEMENT:**

The time and money spent on making repairs to our 2005 Vector Truck, as well as the amount of time it is inoperable, is starting to have an impact on City operations. Looking at other solutions, staff has decided the best option is to utilize the funds from the current Vector Truck towards a new Vector Trailer. The trailer option will allow better mobility in the more narrow spots, it's operator friendly, and anyone will be able to bring it onsite.

**COMMITTEE REVIEW AND RECOMMENDATION:**

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

**CITY OF ALGONA  
WASHINGTON  
RESOLUTION NO. 1284-24**

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**A RESOLUTION OF THE CITY OF ALGONA,  
WASHINGTON, AUTHORIZING THE DISPOSAL OF  
SURPLUS PROPERTY**

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WHEREAS, the City has determined the items listed on Exhibit A are no longer necessary for City operations and are therefore surplus; and

WHEREAS, the City Council has authority to dispose of surplus property pursuant to RCW 35A.11.010; and

WHEREAS, the City Council desires to authorize the City Administrator or designee to dispose of surplus City property;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Surplus Property. The City Council hereby declares the property listed on Exhibit "A" attached hereto as surplus to the needs of the City.

Section 2. Disposal Method. The surplus equipment identified in Exhibit A may be disposed of to the general public by means of direct sales, sealed bid, trade-in, auction, or other reasonable method of disposal as determined by the City Administrator or designee to be in the best interests of the City.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

CITY OF ALGONA

\_\_\_\_\_  
Troy Linnell, Mayor

ATTEST/AUTHENTICATED:

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Dana Parker  
City Clerk

Filed with the City Clerk:  
Passed by the City Council:  
Resolution No.:  
Date Posted:



Exhibit "A"

## Surplus List

Item Description	Serial # / VIN	Estimated Value
2005 Vactor Truck 2100 series		\$75,000



**CITY COUNCIL**

**AGENDA BILL # AB24-0139**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

**ITEM INFORMATION**

<b>SUBJECT:</b>  <b>Resolution 1285-24, Dept. of Ecology Water Quality Combined Funding Program Agreement</b>	<b>Agenda Date: August 26<sup>th</sup>, 2024</b>		
	<b>Department/Committee/Individual</b>	<b>Created</b>	<b>Reviewed</b>
	Mayor		
	City Administrator	X	X
	City Attorney		
	City Clerk		
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Police Dept			
<b>Cost Impact:</b>	<b>Finance Committee</b>		
<b>Fund Source:</b>	<b>Planning Commission</b>		
<b>Timeline: 1<sup>st</sup> review – 8/26/24</b>	<b>Civil Service Committee</b>		
2 <sup>nd</sup> review –			
3 <sup>rd</sup> review –			

**Staff Contact:** Jessica Griess, City Administrator

**Attachments:** Resolution 1285-24

**SUMMARY STATEMENT:**

“Our Water Quality Combined Funding Program is an integrated funding program for projects that improve and protect water quality throughout the state. The program combines grants and loans from state and federal funding sources (described on the Water Quality Grants and Loans home page). We also provide technical assistance to program applicants to help them navigate this process.”

- Department of Ecology Website

Staff has engaged Gray and Osborn to create an Enhanced Maintenance Plan for our Stormwater Operations to ensure further compliance with our NPDES permit. This new permit requires more street sweeping to be completed throughout the year. Ecology’s funding supports \$20,443 of the \$23,340 for Gray & Osborn’s work on the plan. This plan will also be used in a grant application this fall for the purchase of our own street sweeper.

**COMMITTEE REVIEW AND RECOMMENDATION:**

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
of	CiAiHe-00049	Connection and Septic Systems Elimination Projects		PL	Facility-SCPPL	8							8
Airway Heights city of	WQC-2024-CiAiHe-00072	Water Reuse System and Storage Expansion	SCPPL	SCPPL	Wastewater Facility-SCPPL	\$4,403,000	\$0	20	1.2%	\$0	\$0	\$0	\$4,403,000
Airway Heights city of	WQC-2024-CiAiHe-00121	Water Reclamation Facility Improvements (Membranes & SCADA)	SCPPL	SCPPL	Wastewater Facility-SCPPL	\$1,512,900	\$0	20	1.2%	\$0	\$0	\$0	\$1,512,900
Algona city of - Public Works	WQC-2025-AlgoPW-00002	Algona Enhanced Maintenance Plan	704.5	106	Stormwater Activity	\$0	\$0			\$20,443	\$0	\$0	\$20,443
Bainbridge Island city of	WQC-2025-BainIs-00169	Wastewater Treatment Plant Outfall Extension	823.5	32	Wastewater Facility	\$742,586	\$0	20	1.2%	\$0	\$0	\$0	\$742,586
Bellevue city of	WQC-2025-Bellev-00155	Kelsey Creek Strategic Stormwater Retrofit Planning	667.5	119	Stormwater Facility	\$0	\$0			\$397,601	\$0	\$0	\$397,601
Bremerton city of - Public Works and Utilities	WQC-2025-BremPW-00030	Francis Street Outfall Stormwater Treatment	777.0	66	Stormwater Facility	\$0	\$0			\$1,390,722	\$0	\$0	\$1,390,722



July 10, 2024

Ms. Jessica Griess  
City Administrator  
City of Algona  
200 Washington Boulevard  
Algona, Washington 98001

**SUBJECT: CONTRACT FOR ENHANCED MAINTENANCE PLAN  
CITY OF ALGONA, KING COUNTY, WASHINGTON  
G&O #OH234.41**

Dear Ms. Griess:

Please find attached our Contract for providing assistance with preparing an Enhanced Maintenance Plan, which provides the preparation for applying for a Street Sweeper Grant this fall.

We are requesting a Contract in the amount of \$23,340 to complete the services. The Tasks to complete these services are outlined in our Scope of Work which is presented in Exhibit A, whereas our Cost Proposal is provided in Exhibit B.

Please contact me if you wish to discuss this Proposal or if you require additional information. If you would like us to proceed with this work, please sign where indicated on the following page and return the signed page to us. Thank you for the opportunity to provide these Engineering Services to the City. We look forward to continuing to work with you.

Sincerely,

GRAY & OSBORNE, INC.

Stacey A. Clear, P.E.

SAC/sr  
Encl.



Ms. Jessica Griess  
July 10, 2024  
Page 2

**CITY OF ALGONA – CONTRACT FOR ENHANCED MAINTENANCE PLAN**

I hereby authorize Gray & Osborne, Inc., to proceed with the Enhanced Maintenance Plan assistance as described herein under the terms and conditions of our current General Services Agreement, and for a cost not to exceed of \$23,340 without written authorization by the City.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT A**  
**SCOPE OF WORK**  
**CITY OF ALGONA**  
**ENHANCED MAINTENANCE PLAN**

**PROJECT UNDERSTANDING**

The City of Algona is interested in a future street sweeper. In order to obtain funding from the Washington State Department of Ecology (Ecology) for this equipment, Ecology requires an Enhanced Maintenance Plan (EMP). This Plan is intended to show how the City’s current operations relate to the stormwater system today and how the addition of a street sweeper will improve operations and water quality-related efforts in the future. These preliminary efforts are funded by an Ecology Stormwater Financial Assistance Program Grant. Gray & Osborne will assist the City of Algona with the compilation of the EMP. More specifically, the work will include the following.

**Task 1 – Project Management and Oversight**

- Objective: Provide overall project management and oversight of the project work by the Project Manager and senior staff members.
  - A. Provide overall project management and oversight services, to include the following.
    - 1. Manage Gray & Osborne staff assigned to the project.
    - 2. Manage and control project budget and schedule.
    - 3. Manage and provide monthly Progress Reports and invoices.

**Task 2 – Prepare Enhanced Maintenance Plan**

- Objective: Prepare an EMP to meet Ecology guidelines. Submit the EMP to Ecology to obtain approval of the Plan. The Plan is to include the following items.
  - A. Introduction: Describe the City’s current stormwater service area and receiving waters, provide an overview of the current Stormwater Plan and its context within the City’s larger Water Quality Program, and describe the increase in the benefits expected to be achieved, along with the water quality goals to be obtained by implementing the Plan.
  - B. Pre-Project (Baseline) Program: Describe the City’s current stormwater maintenance activities which may include the following.
    - 1. Geographic service area.
    - 2. Frequency of stormwater maintenance activity.
    - 3. Special event (community and/or weather) or spill capabilities.

4. Methods and tools used for tracking maintenance activities.
  5. Management and disposal of decant solids and liquids.
  6. Methods for load testing for hazardous substances, including frequency, sampling methods, and testing protocols.
  7. Facilities and equipment used to implement current program.
  8. Who currently implements each program element.
  9. Describe the methodology used to calculate the water quality benefits of the current program.
  10. Discuss short- and long-term costs of operating the current program.
- C. Post Project Program: Describe the specific changes that will be made to the Baseline Program to include the following.
1. Discussion of any additional equipment or facilities required to implement the program.
  2. Establish standards and goals that relate to improvements in water quality.
  3. Estimate the water quality benefits.
  4. Develop short- and long-term costs of operating the proposed program.
  5. Develop evaluation and adaptive management procedures.

**Task 3 – Coordination Meetings**

Objective: Attend coordination meetings with the City during the development of the EMP. This Scope assumes up to two remote meetings.

**Task 4 – Quality Assurance/Quality Control**

Objective: Oversee one in-house, quality assurance/quality control meeting at Gray & Osborne’s office during the course of the Plan. The meetings will include design team members and selected senior staff. Ensure incorporation of relevant recommendations and suggestions into the EMP resulting from quality assurance/quality control reviews.

**BUDGET**

The maximum amount payable to the Engineer for completion of work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

**DELIVERABLES**

At the conclusion of the developing the Plan and during the course of the process, as applicable, the Engineer will deliver to the City the following documents.

1. One electronic copy of the Enhanced Maintenance Plan in pdf format.

**PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES**

This Scope of Work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned Tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the Contract price.

1. This Scope of Work assumes that the City will provide overall coordination and approval of the project, including timely (1 week) review of all submittals.
2. This Scope of Work assumes that the City will provide Gray & Osborne with relevant information with regard to their stormwater system and operations.



**EXHIBIT B****ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST***City of Algona - Enhanced Maintenance Plan*

<b>Tasks</b>	<b>Project Manager Hours</b>	<b>Engineer-In- Training Hours</b>	<b>AutoCAD/ GIS Technician/ Engineer Intern Hours</b>
1 Project Management	12		
2 Prepare Enhanced Maintenance Plan	4	80	12
3 Coordination Meetings	12	12	
4 Quality Assurance/Quality Control	8	4	
Hour Estimate:	36	96	12
Fully Burdened Billing Rate Range:*	\$140 to \$245	\$100 to \$180	\$65 to \$175
Estimated Fully Burdened Billing Rate:*	\$225	\$140	\$150
Fully Burdened Labor Cost:	\$8,100	\$13,440	\$1,800

Total Fully Burdened Labor Cost: \$ 23,340

**TOTAL ESTIMATED COST: \$ 23,340**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



**CITY COUNCIL**

**AGENDA BILL # AB24-0135**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

**ITEM INFORMATION**

<b>SUBJECT:</b>  <b>Ordinance 1237-24, New E-Bike Regulations Chapter</b>	<b>Agenda Date: August 26<sup>th</sup>, 2024</b>		
	<b>Department/Committee/Individual</b>	<b>Created</b>	<b>Reviewed</b>
	Mayor		
	City Administrator		
	City Attorney	x	
	City Clerk		
	Finance Dept		
	PW/Utilities		
	Planning Dept		x
	Community Services		
<b>Cost Impact:</b>	Police Dept		x
<b>Fund Source:</b>	Finance Committee		
<b>Timeline: 1<sup>st</sup> review – 7/22/24</b>	Planning Commission		
2 <sup>nd</sup> review – 8/12/24	Civil Service Committee		
3 <sup>rd</sup> review – 8/26/24			

**Staff Contact:** Chief James Schrimpsher  
**Attachments:** Ordinance 1237-24

**SUMMARY STATEMENT:**  
 This ordinance presents a new Algona Municipal Code Chapter regulating the use of electric assisted bikes, mopeds and scooters in the city.

**COMMITTEE REVIEW AND RECOMMENDATION:**  
**RECOMMENDED ACTION:**  
**Make a motion to approve Ordinance 1237-24.**

**RECORD OF COUNCIL ACTION**

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

**CITY OF ALGONA, WASHINGTON**

**ORDINANCE NO. XXXX-XX**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, AMENDING TITLE 10 AMC BY THE ADDITION OF A NEW CHAPTER 10.46 ELECTRIC-ASSISTED BICYCLES, MOPEDS AND SCOOTERS THERETO; ADOPTING LOCAL REGULATIONS GOVERNING THE OPERATION OF MOPEDS, MOTORIZED FOOT SCOOTERS, AND ELECTRIC-ASSISTED BICYCLES WITHIN THE CITY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Algona is authorized by applicable state law, including without limitation RCW 46.61.710, to regulate the use of mopeds, motorized scooters, and electric-assisted bicycles; and

**WHEREAS**, the Algona City Council desires to adopt local regulations for such devices within the City as set forth in this ordinance; and

**WHEREAS**, the regulations adopted hereunder will serve the public interest by helping to ensure the safe and orderly use and enjoyment of streets, sidewalks, and shared use trails within the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment of Title 10 AMC—New Chapter 10.46 Adopted.** Title 10 of the Algona Municipal Code is hereby amended by the addition of new Chapter 10.46 Electric-Assisted Bicycles, Mopeds and Scooters to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This ordinance or a summary thereof shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THIS \_\_\_\_ DAY OF JULY 2024.**

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Troy Linnell, Mayor

**ATTEST:**

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Dana Parker, City Clerk

**APPROVED AS TO FORM:**

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J. Zachary Lell, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Ordinance No.: XXXX-XX  
Date of Publication:

Exhibit A

Chapter 10.46  
ELECTRIC-ASSISTED BICYCLES, MOPEDS AND SCOOTERS

Sections:

- 10.46.010 Purpose.
- 10.46.020 Definitions.
- 10.46.030 City Streets and Sidewalks.
- 10.46.040 Shared Use Trails.
- 10.46.050 Parental Responsibility.
- 10.46.060 Violation—Penalty.
- 10.46.070 Authority preserved; conflicts.

**10.46.010 Purpose.**

The purpose and intent of this chapter is to establish local regulations governing the use of electric-assisted bicycles, mopeds, and motorized foot scooters on city streets, sidewalks, and shared use trails.

**10.46.020 Definitions.**

"City street," as defined in [RCW 46.04.120](#), means every public street located within the city limits of the City of Algona. For the purpose of this chapter, city streets include the shoulder of such streets and public alleys, but not sidewalks.

"Electric-assisted bicycle," "class 1 electric-assisted bicycle," "class 2 electric-assisted bicycle," and "class 3 electric-assisted bicycle" shall have the meanings set forth in [RCW 46.04.169](#) as now adopted or hereafter amended.

"Moped" is defined as set forth in [RCW 46.04.304](#), as now adopted or hereafter amended.

"Motorized foot scooter" is defined as set forth in [RCW 46.04.336](#), as now adopted or hereafter amended.

"Shared use trail" means a paved path, track, or right-of-way built for travel and recreation by pedestrians, bicycles, and other modes of transportation other than motor vehicles, but does not include a sidewalk or walkway constructed for the exclusive use of pedestrians. Without limitation of the foregoing, "shared use trail" includes specifically includes the Interurban Trail within the City of Algona.

"Sidewalk" means the area of the public right-of-way generally reserved for pedestrian use.

**10.46.030 City Streets and Sidewalks.**

- A. Operation of a moped on a sidewalk is unlawful.
- B. Operation of a motorized foot scooter on a sidewalk is unlawful unless there is no alternative for a motorized foot scooter to travel over a sidewalk as part of a bicycle or pedestrian path.

C. Operation of class 3 electric-assisted bicycles shall be limited to City streets. Without limitation of the foregoing, operation of a class 3 electric-assisted bicycle on a sidewalk is unlawful.

**10.46.040 Shared Use Trails.**

- A. Operation of a moped or a class 3 electric-assisted bicycle on a shared use trail is unlawful.
- B. Operation of class 1 and class 2 electric-assisted bicycles and motorized foot scooters on a shared use trail in accordance with this chapter is permitted.
- C. A person who uses or travels in any manner on a shared use trail shall travel at a speed of fifteen miles per hour or less. In addition, a person shall not travel at a speed greater than what is reasonable and prudent under the conditions with regard to the actual and potential hazards then existing.
- D. A person who uses or travels in any manner on a shared use trail shall exercise due care and caution to avoid colliding with or otherwise endangering any other trail user, and shall travel in a consistent and predictable manner. Trail users should be aware of the potential for travel conflicts between different uses of the trail.

**10.46.050 Parental Responsibility.**

A parent or guardian who has custody of any child or ward under the age of eighteen (18) shall not authorize or knowingly permit any such child or ward to violate any of the provisions of this chapter.

**10.46.060 Violation—Penalty.**

- A. The city of Algona police department shall be responsible for enforcing the provisions of this chapter. Upon determining that a violation of this chapter has occurred, law enforcement officers may, at their discretion, issue a civil infraction in the amount of \$250 to any person, including a parent or guardian where applicable pursuant to AMC 14.46.050, violating any of the provisions of this chapter.
- B. Any person who has violated the provisions of this chapter on at least two prior occasions shall be guilty of a misdemeanor for the third and any subsequent violation.

**10.46.070 Authority preserved; conflicts.**

The penalties and remedies set forth in this chapter are nonexclusive and are without prejudice to any and all other applicable penalties and remedies under state law and/or this code. If any provision of this chapter irreconcilably conflicts with any provision of the Algona Municipal Code, including without limitation any provision adopted by reference thereunder, the most restrictive provision shall govern to the extent permissible under state law.