

LETTER OF UNDERSTANDING

This Letter of Understanding is executed pursuant to the 2003 Interlocal Agreement between the City of Everett and the Port of Everett regarding the Cooperative Use of Facilities, Equipment and Resources.

The Port of Everett agrees to allow:

1. the Everett Parks and Recreation Department to use Jetty Island for the Jetty Island Days recreation program July 5th, 2015 through September 7th, 2015.
2. a portion of the Jetty Landing and Boat Launch visitor dock at a mutually agreed upon location for the Jetty Island Ferry, that shall be reserved and signed for the Jetty Island Ferry from July 5th, 2015 through September 7th, 2015.
3. a portion of Jetty Island Landing dock for the Jetty Island Ferry at a mutually agreed upon location that shall be reserved and signed for the Jetty Island Ferry from July 5th, 2015 through September 7th, 2015.
4. use of the Jetty Landing and Boat Launch kiosk from June 22nd, 2015 through September 11th, 2015.
5. use of a Port of Everett Marina slip with moorage fees waived for the Jetty Island staff boat from May 15th, 2015 through September 25th, 2015 and staff boat reservation space on the Jetty Landing dock from June 22nd, 2015 through September 7th, 2015.
6. park rangers to enforce all park codes on jetty island during Jetty Island Days July 5th, 2015 to September 7th, 2015.

The City of Everett agrees to:

1. operate the Jetty Island Days program, seven days per week from July 5th, 2015 through September 7th, 2015.
2. provide and conduct programs on Jetty Island in accordance with the Port of Everett Jetty Island Management Plan from July 5th, 2015 through September 7th, 2015.
3. accept responsibility for daily cleaning of the Jetty Island Landing restrooms during Jetty Island Days from July 5th, 2015 through September 7th, 2015.
4. pay for the marine sewage pumping services associated with use of the Jetty floating restrooms during the Jetty Island Days program July 5th, 2015 through September 7th, 2015.
5. post and maintain directional and parking signage for visitors to Jetty Island at the Jetty Landing and Boat Launch.
6. provide a staff person to assist with parking direction for jetty visitors on high use days as parking conditions dictate. Parking assistance will be scheduled one (1) hour before jetty program opening hours.

7. provide directional signage for overflow parking at Jetty Landing and Boat Launch.
8. accept responsibility for all Jetty Island Days program costs associated with ferry service, city staffing, supplies, equipment or other direct program costs.
9. organize and coordinate a minimum of five (5) clean-up efforts on Jetty Island for the 2015 year.
10. remove garbage from Jetty Island and the garbage receptacle at the ticket kiosk on a daily basis and dispose of at a Parks and Recreation Department provided dumpster during Jetty Island Days.
11. offer up to five (5) 'Working Waterfront Tours' at no additional cost to the Port of Everett to be scheduled between Port of Everett and City of Everett staff.
12. request additional police patrols of the parking lots at Jetty Landing and Boat Launch.

Dated this 9th Day of March, 2015

City of Everett

Ray Stephanson
Ray Stephanson, Mayor

Port of Everett

Les Reardanz
Les Reardanz, Port Director

Approved as to Form:

James D. Iles
Jim Iles
City Attorney

Attest:

Sharon Fuller
Sharon Fuller, City Clerk

Approved as to form:
[Signature] 2/11/15
Port Attorney

PROPERTIES AGREEMENT ROUTING SLIP

PRIORITY LEVEL

PLEASE RUSH

Need by _____

Routine

Rental Lease Amendment TUA Purchase & Sale Other

LETTER OF UNDERSTANDING.

Agreement Between:	City of Everett & Port of Everett		
Agreement Name:	Jetty Island Days Letter of Understanding		
Amendment Number:			
Properties Contact:	Kristelle		
Commission Approval Required:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date Approved by Commission:	

Approval	Routing Path <i>(two originals required)</i>	Date		Comments
		Initial		
Admin	Step 1: Affirm terms with originator; prep agreement per term sheet/work scope on approved template	<i>2/10</i>	<i>[Signature]</i>	
CBD	Step 2: CBD reviews and recommends agreement	<i>2/10</i>	<i>[Signature]</i>	
CFO	Step 3: Circulate to the Chief Financial Officer (CFO) to assure financial terms are clear and consistent with approved guidelines	<i>2/11</i>	<i>[Signature]</i>	
CAO	Step 4: Circulate to the Chief Administrative Officer (CAO) or, at his discretion, Port Legal Counsel, to approve legal form of the agreement	<i>2/11</i>	<i>[Signature]</i>	
Admin	Step 5: Admin forward with transmittal to signing party(ies) for signatures (and notary if applicable)			
Admin	Step 6: Receive signed (& notarized) copies from party(ies)			
CBD	Step 7: CBD forward memo requesting approval and both signed originals to Executive Director (ED)	<i>2-11</i>	<i>TB</i>	
ED/OM	Step 8: Consideration for approval and signature by ED; notarized by Office Manager (OM) (if applicable)	<i>2-11</i>	<i>[Signature]</i>	<i>2/12</i>
OM	Step 9: <i>SENT TO BARRY MARTIN TO FWD TO MYNOR</i> If recording required, OM follow steps below	<i>2-13</i>	<i>[Signature]</i>	
OM	Step 10: OM forward fully executed originals to Admin (or, if applicable, fully executed recorded copies)	<i>2/13</i>	<i>[Signature]</i>	
Admin	Step 11: Admin make file copy and scan to HB# _____; add to Master Lease Index and Properties Database; email originator when complete			
Admin	Step 12: Admin transmit 1 original copy to signing party(ies); transmit 1 original copy to OM for vault file process (keep route slip)			
Admin	Step 13: Admin give file copy, admin docs and route slip to Accounting Clerk			
Acct	Step 14: Accounting Clerk set up and/or update account; file provided file copy, admin/financial docs in appropriate Properties file			

Check if document is to be recorded

STEP 9: OM to work with Port Legal Council to facilitate recording with county; once complete return two recorded copies to Properties Admin

NOTES: An overcracking agent is being prepared and will replace this agent in the future. Due to delays in getting that done, its best to process this to avoid impact to Jetty Days. TB



**PARKS &
RECREATION**

Jeff Lindhout
Marina Director
Port of Everett
P O Box 538
Everett WA 98206

Dear Jeff:

Enclosed are two copies of the 2015 City of Everett/Port of Everett letter of understanding for use of Jetty Island and Port of Everett facilities. Please forward them to Director Reardanz for his signature.

Please return them to me after signature and I will forward them to the Mayor for his signature and send you a signed copy.

Thank you,

Barry Martin
Recreation Coordinator
City of Everett Parks and Recreation
425-257-8355

Jeff - Just gettin' a jump on
this before we really get
busy

TRANSMITTAL

To: Barry Martin
Recreation Coordinator
City of Everett, Parks & Rec
802 E Mukilteo Blvd
Everett WA 98203

From: Kristelle Hezel

Date: February 13, 2015

Re: Jetty Island Days LOU

Please find enclosed the following:

Qty.	Description
2	Original , signed copies from Les Reardanz

Per your request....please just forward us an original when they are signed all around~

Thank you