

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 11, 2024



AGENDA
CITY COUNCIL REGULAR MEETING
January 11, 2023 | 7:00 p.m.

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person at the address above, or Via Zoom.
Instructions to join the meeting by telephone or online are posted on the
City Website <https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS: NONE**
- 5. PUBLIC COMMENTS**
Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link:
<https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>;
verbal comments may be provided in-person, or online via Zoom, call 360-454-5213 for assistance.
- 6. STAFF / DEPARTMENT REPORTS**
Police Compstat Report – December 2023 **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
Community Development Committee Meeting Minutes – December 7, 2023 **7.1**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – December 14, 2024 **8.9**
 - c. Authorize the Mayor to Sign the Everett Animal Shelter 2024 ILA **8.17**
 - d. Appoint Mayor Roberts as the Stanwood Representative for the Community **8.21**Transit Meeting
- 9. UNFINISHED BUSINESS: NONE**
- 10. PUBLIC HEARING: NONE**
- 11. NEW BUSINESS**
 - a. Elect Mayor Pro Tempore **11.1**
 - b. Adopt Council 2024 Calendar **11.3**
 - c. Authorize the Mayor to Sign a Security System Contract with VECA **11.7**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION: NONE**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, January 25, 2024, Regular City Council Meeting 7:00pm
Thursday, February 8, 2024, Special Workshop Meeting 5:00pm
Thursday, February 8, 2024, Regular City Council Meeting 7:00pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6
DATE: January 11, 2023
SUBJECT: Police Compstat
CONTACT PERSON: Reports Chief Jason Toner
ATTACHMENTS: A – December 2023 Compstat

SUMMARY STATEMENT

Attached is the December 2023 Compstat Report for council review.

Please note that the program used to generate the maps and charts was not working, the vendor was not able to resolve the issue by the time the this report was due.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

DECEMBER 2023

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

DECEMBER 2023

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	85%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

DECEMBER 2023

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2023	2022	2021	2020	Year to Date
Public Records Requests	46	33	34	28	490
Concealed Pistol License Issued	39	53	43	27	441
Pistol Transfer Checks	1	26	46	31	244
Fingerprinting & Approximate Time	10 2.5 hrs	12 3.0 hrs	15 3.75 hrs	0 closed	291 72.75 hrs

DECEMBER 2023

Stanwood Police Department

Message from the Chief



As we say goodbye to 2023 and look forward to 2024, I wanted to take a look back and do a year-end review of what your police department accomplished in 2023.

The Numbers:

Our officers responded to 10,571 calls for service in 2023. This was a 25% increase in calls for service from 2022 (7924). The big increase in calls for service can be attributed to a few things: An emphasis by our officers to be pro-active in their policing of the city, Stanwood is a growing community, and the police department only had one vacant position, compared to two vacant officer positions in 2022.

Our Officers investigated 573 disturbance/assault calls, handled 257 vehicle collisions. Additionally, there were 136 reported DUI calls, and our officers responded to 325 mental health/check the welfare calls. According to our records we dealt with 58 calls involving illegal substances, this number is not completely accurate due changes in drug laws (reduced to a misdemeanor in July) and the current limits imposed by the prosecutor as some drug cases are charged under a different crime, or no charges are filed.

Our officers investigated 34 burglaries, 140 thefts, 64 cases of vandalism, and 26 stolen vehicles. Sadly, there were 17 death investigations. I would like to thank the North County Fire and EMS Chaplains for their work in responding to these calls and providing comfort to the families.

In 2023, 167 arrests/referrals were made on criminal cases, our officers had 139 contacts where the subject had a warrant for their arrest. Due to jail restrictions in Skagit, Island, and Whatcom counties, only about 40% of these contacts resulted in an arrest. Our officers responded to 1465 traffic complaints and issued 302 tickets. Additionally, our officer responded to 391 public assistance calls.

Community Events:

In 2023, Stanwood participated in numerous community events. National Night Out in Stanwood was our biggest ever, with record attendance and record number of booths. Our little community hosts the largest NNO Event in the county and one of the largest in the state. Along with NNO our officers enjoyed attending, Touch-A-Truck, Halloween on Main Street, Trunk or Treat, Coffee with a Cop, Christmas Tree Lighting, Rotary Parade, July 4th Parade, Idlers, and several community meetings visits.

2024:

In 2024 it looks like Stanwood PD will be fully staffed as we welcome Sgt. Bill Westsik and Officers Rebecca Bonnell, Casey Klein, and Adam Goldsmith to the city. Also, in 2024 we are excited to see our building get a minor remodel with modern bathrooms and a secure front counter area.

Stanwood Police Department will continue its commitment to ensure that our city is a great and safe place to live, work, and visit, while providing a high level of professional and ethical service to the community.

I want to personally thank Mayor Roberts, City Council, our city staff, and our community for the great support our officers receive each and every day.

Chief Tower

DECEMBER 2023

Stanwood Police Department

Detective Report



UPDATE:

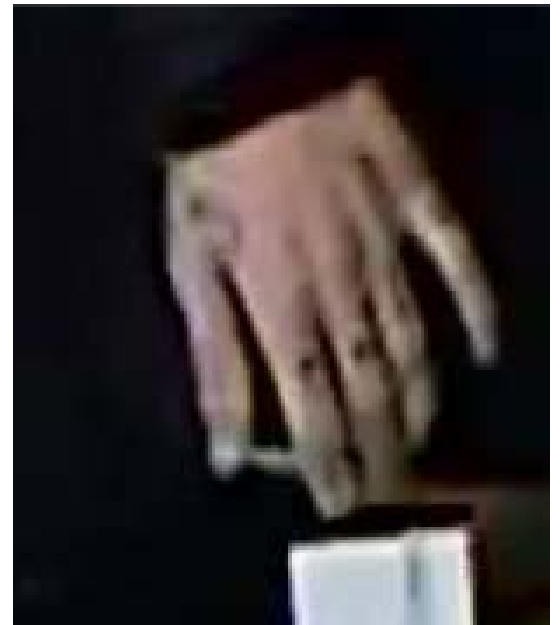
**Stanwood Police Cases-23-9408, 23-9409,
and 23-9410**

Burglary, Stolen Vehicle Recovery and Vehicle Theft

One subject from the Bob's Market burglary was positively identified. The subject is currently staying at a juvenile detention center in Idaho.

Charges from Stanwood and several other law enforcement agencies in King, Snohomish, and Island Counties have been referred to the Prosecutor's Office for review.

Additional charges on other subjects may be referred after DNA testing is completed by the WSP Crime Lab.



DECEMBER 2023

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



Fan Behavior

Due to continuing questionable behavior by some Stanwood High School students, Principal Washington has sent a reminder to families and students on the expectations at athletic events:



- 1) **Be kind and respectful to EVERYONE**
- 2) **Leave coaching to the coaches**
- 3) **The use of vulgarity, profanity, or noisemakers is prohibited**
- 4) **Be an advocate for positivity**



HOT COCOA & CIDER!

On December 13th, SHS students were treated to hot cocoa and apple cider and other treats from our own ASB. Many students enjoyed the festive morning.

CLAUS FOR A CAUSE

SHS ASB promoted Claus for a Cause and collected clothing, toys, and pet supplies for our community. Clothing and other items were donated to the Cocoon House and the pet supplies were donated to N.O.A.H. Animal Shelter.



DECEMBER 2023

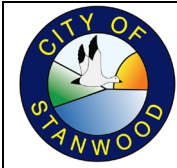


**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: January 11, 2024
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – 12/07/2023 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the December 7, 2023 Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee
Meeting Minutes
December 7, 2023 | 5:00 pm

Council Members Present: Tim Schmitt, Steve Shepro

Staff Present: Tansy Schroeder

Others Present: N/A

Steve Shepro called the meeting to order at 5:00 p.m.

1. **SMC Title 7 – Health and Sanitation & Title 8 – Animals Full Draft**

The Committee wants to see sidewalk obstructions addressed in Title 7. The Committee is supportive of allowing small, compatible livestock animals within the City.

2. **SMC Chapter 18.8 – Environment and Chapter 18.9 – Shorelines Scoping Memos**

Staff will keep the Committee updated on Chapters 18.8 and 18.9 once the consultant has drafted them.

3. **Upcoming Potential Annexation: 6713 268th Street NW**

The Committee is not supportive of annexing the entire eastern UGA at once.

4. **Traffic Impact Fee Update**

The Committee reviewed and discussed the Traffic Impact Fee Update methodology.

Adjourn: 6:30 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: January 11, 2024

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 37872 through 37965 and electronic fund transfers in the amount of \$1,299,773.41. Approve issuance of Washington Federal payroll check 2181 and electronic fund transfers in the amount of \$410,293.70.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 37872 THROUGH 37965 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$1,299,773.41. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK 2181 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$410,293.70.

CHECK REGISTER

City Of Stanwood

Time: 11:27:38 Date: 01/03/2024

12/01/2023 To: 01/03/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6114	12/08/2023	Payroll	3	EFT		4,206.18	November 2023 Payroll
6115	12/08/2023	Payroll	3	EFT		7,407.87	November 2023 Payroll
6116	12/08/2023	Payroll	3	EFT		5,407.38	November 2023 Payroll
6117	12/08/2023	Payroll	3	EFT		2,582.55	November 2023 Payroll
6118	12/08/2023	Payroll	3	EFT		3,121.57	November 2023 Payroll
6119	12/08/2023	Payroll	3	EFT		467.30	November 2023 Payroll
6120	12/08/2023	Payroll	3	EFT		3,399.17	November 2023 Payroll
6121	12/08/2023	Payroll	3	EFT		5,411.65	November 2023 Payroll
6122	12/08/2023	Payroll	3	EFT		7,771.17	November 2023 Payroll
6123	12/08/2023	Payroll	3	EFT		4,339.38	November 2023 Payroll
6124	12/08/2023	Payroll	3	EFT		3,560.51	November 2023 Payroll
6125	12/08/2023	Payroll	3	EFT		3,658.99	November 2023 Payroll
6126	12/08/2023	Payroll	3	EFT		3,597.20	November 2023 Payroll
6127	12/08/2023	Payroll	3	EFT		631.32	November 2023 Payroll
6128	12/08/2023	Payroll	3	EFT		487.58	November 2023 Payroll
6129	12/08/2023	Payroll	3	EFT		4,574.14	November 2023 Payroll
6130	12/08/2023	Payroll	3	EFT		3,812.42	November 2023 Payroll
6131	12/08/2023	Payroll	3	EFT		7,227.46	November 2023 Payroll
6132	12/08/2023	Payroll	3	EFT		8,594.74	November 2023 Payroll
6133	12/08/2023	Payroll	3	EFT		2,231.50	November 2023 Payroll
6134	12/08/2023	Payroll	3	EFT		2,350.20	November 2023 Payroll
6135	12/08/2023	Payroll	3	EFT		5,879.33	November 2023 Payroll
6136	12/08/2023	Payroll	3	EFT		5,414.37	November 2023 Payroll
6137	12/08/2023	Payroll	3	EFT		4,131.31	November 2023 Payroll
6138	12/08/2023	Payroll	3	EFT		487.11	November 2023 Payroll
6139	12/08/2023	Payroll	3	EFT		4,328.46	November 2023 Payroll
6140	12/08/2023	Payroll	3	EFT		487.20	November 2023 Payroll
6141	12/08/2023	Payroll	3	EFT		6,018.69	November 2023 Payroll
6142	12/08/2023	Payroll	3	EFT		437.11	November 2023 Payroll
6143	12/08/2023	Payroll	3	EFT		2,364.50	November 2023 Payroll
6144	12/08/2023	Payroll	3	EFT		3,186.01	November 2023 Payroll
6145	12/08/2023	Payroll	3	EFT		2,517.95	November 2023 Payroll
6146	12/08/2023	Payroll	3	EFT		1,705.21	November 2023 Payroll
6147	12/08/2023	Payroll	3	EFT		4,282.03	November 2023 Payroll
6148	12/08/2023	Payroll	3	EFT		487.11	November 2023 Payroll
6149	12/08/2023	Payroll	3	EFT		3,152.06	November 2023 Payroll
6150	12/08/2023	Payroll	3	EFT		5,051.77	November 2023 Payroll
6151	12/08/2023	Payroll	3	EFT		487.20	November 2023 Payroll
6152	12/08/2023	Payroll	3	EFT		5,107.95	November 2023 Payroll
6153	12/08/2023	Payroll	3	EFT		4,442.85	November 2023 Payroll
6154	12/08/2023	Payroll	3	EFT		5,730.70	November 2023 Payroll
6155	12/08/2023	Payroll	3	EFT		4,650.68	November 2023 Payroll
6156	12/08/2023	Payroll	3	EFT		2,333.17	November 2023 Payroll
6157	12/08/2023	Payroll	3	EFT		4,892.52	November 2023 Payroll
6160	12/08/2023	Payroll	3	EFT	AFLAC	221.39	Pay Cycle(s) 12/08/2023 To 12/08/2023 - AFLAC, Pre-Tax; Pay Cycle(s) 12/08/2023 To 12/08/2023 - AFLAC, Post-Tax
6161	12/08/2023	Payroll	3	EFT	AWC Employee Benefit Trust	22,222.96	Pay Cycle(s) 12/08/2023 To 12/08/2023 - AWC - Health First 250; Pay Cycle(s) 12/08/2023 To 12/08/2023 - AWC- Dental J; Pay Cycle(s) 12/08/2023 To 12/08/2023 - AWC - Vision; Pay Cycle(s) 12/08/2023 To;
6162	12/08/2023	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 12/08/2023 To 12/08/2023 - Colonial Life Ins

CHECK REGISTER

City Of Stanwood

Time: 11:27:38 Date: 01/03/2024

12/01/2023 To: 01/03/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6163	12/08/2023	Payroll	3	EFT	Great-West Life & Annuity	4,920.00	Pay Cycle(s) 12/08/2023 To 12/08/2023 - 457 - Empower (Mass Mutual); Pay Cycle(s) 12/08/2023 To 12/08/2023 - Roth 457(b)Empower(MassMutual)
6164	12/08/2023	Payroll	3	EFT	HSA Bank	649.00	Pay Cycle(s) 12/08/2023 To 12/08/2023 - HSA Contributions ER; Pay Cycle(s) 12/08/2023 To 12/08/2023 - HSA Contr EE
6165	12/08/2023	Payroll	3	EFT	Internal Revenue Service (941)	76,127.05	941 Deposit for Pay Cycle(s) 12/08/2023 - 12/08/2023
6166	12/08/2023	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 12/08/2023 To 12/08/2023 - Legal Shield
6167	12/08/2023	Payroll	3	EFT	Mission Square Retirement	3,418.83	Pay Cycle(s) 12/08/2023 To 12/08/2023 - 457 - Mission Square Ret(ICMA)
6168	12/08/2023	Payroll	3	EFT	Navia Benefits	200.00	Pay Cycle(s) 12/08/2023 To 12/08/2023 - Navia Limited FSA
6169	12/08/2023	Payroll	3	EFT	Teamsters Union Local 231	1,786.00	Pay Cycle(s) 12/08/2023 To 12/08/2023 - Teamsters Dues
6170	12/08/2023	Payroll	3	EFT	WA St Department Of Retirement Systems	48,232.22	Pay Cycle(s) 12/08/2023 To 12/08/2023 - PERS2; Pay Cycle(s) 12/08/2023 To 12/08/2023 - PERS 3; Pay Cycle(s) 12/08/2023 To 12/08/2023 - 457 - DRS (DCP)
6171	12/08/2023	Payroll	3	EFT	Washington Teamsters Welfare Trust	38,826.30	Pay Cycle(s) 12/08/2023 To 12/08/2023 - Teamsters Dental; Pay Cycle(s) 12/08/2023 To 12/08/2023 - Teamsters Medical
6180	12/07/2023	Claims	3	EFT	Edge Analytical, Inc	372.00	STA23
6181	12/07/2023	Claims	3	EFT	Edge Analytical, Inc	245.00	STA23
6182	12/07/2023	Claims	3	EFT	ICONIX Waterworks (US) Inc.	21.67	CITSTA
6183	12/07/2023	Claims	3	EFT	Perteet Inc.	1,848.75	City of Stanwood
6184	12/07/2023	Claims	3	EFT	Pitney Bowes Inc- Global Financial Svc	240.88	0013214658
6185	12/07/2023	Claims	3	EFT	Snohomish County Public Def Association	2,385.00	City of Stanwood
6186	12/07/2023	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	6,277.40	City of Stanwood
6282	12/01/2023	Claims	3	EFT	US Bank St Paul	528,875.85	2019 Rev Bond and 2021 Rev & Refund Bond
6283	12/01/2023	Claims	3	EFT	Heartland Payment Systems	221.40	November Merchant Fees
6284	12/05/2023	Claims	3	EFT	Chase Paymentech	4,235.32	Nov Paymentech Fees
6286	12/06/2023	Claims	3	EFT	Xpress/Bill Pay	821.28	Nov Xpress fees
6291	12/08/2023	Claims	3	EFT	Navia Benefits	50.00	November auto withheld monthly fee
6313	12/14/2023	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
6314	12/14/2023	Claims	3	EFT	Edge Analytical, Inc	48.00	STA01
6315	12/14/2023	Claims	3	EFT	ICONIX Waterworks (US) Inc.	464.45	CITSTA
6316	12/14/2023	Claims	3	EFT	Perteet Inc.	18,220.87	City of Stanwood
6317	12/14/2023	Claims	3	EFT	Perteet Inc.	3,928.75	City of Stanwood
6318	12/14/2023	Claims	3	EFT	Perteet Inc.	1,627.50	City of Stanwood
6319	12/14/2023	Claims	3	EFT	RH2 Engineering Inc	14,796.94	City of Stanwood
6320	12/14/2023	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
6389	12/15/2023	Claims	3	EFT	Washington Federal Bank	385.08	Dec Service Charge WAFD
6419	12/22/2023	Payroll	3	EFT		3,350.00	December 2023 Draw
6420	12/22/2023	Payroll	3	EFT		1,800.00	December 2023 Draw

CHECK REGISTER

City Of Stanwood

Time: 11:27:38 Date: 01/03/2024

12/01/2023 To: 01/03/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6421	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6422	12/22/2023	Payroll	3	EFT		2,500.00	December 2023 Draw
6423	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6424	12/22/2023	Payroll	3	EFT		1,000.00	December 2023 Draw
6425	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6426	12/22/2023	Payroll	3	EFT		2,700.00	December 2023 Draw
6427	12/22/2023	Payroll	3	EFT		4,000.00	December 2023 Draw
6428	12/22/2023	Payroll	3	EFT		1,600.00	December 2023 Draw
6429	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6430	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6431	12/22/2023	Payroll	3	EFT		1,600.00	December 2023 Draw
6432	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6433	12/22/2023	Payroll	3	EFT		500.00	December 2023 Draw
6434	12/22/2023	Payroll	3	EFT		1,500.00	December 2023 Draw
6435	12/22/2023	Payroll	3	EFT		1,800.00	December 2023 Draw
6436	12/22/2023	Payroll	3	EFT		1,000.00	December 2023 Draw
6437	12/22/2023	Payroll	3	EFT		2,500.00	December 2023 Draw
6438	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6439	12/22/2023	Payroll	3	EFT		500.00	December 2023 Draw
6440	12/22/2023	Payroll	3	EFT		4,500.00	December 2023 Draw
6441	12/22/2023	Payroll	3	EFT		1,500.00	December 2023 Draw
6442	12/22/2023	Payroll	3	EFT		2,000.00	December 2023 Draw
6454	12/21/2023	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
6455	12/21/2023	Claims	3	EFT	FCS Group- Solutions- Oriented Consult.	2,962.50	City of Stanwood
6456	12/21/2023	Claims	3	EFT	RH2 Engineering Inc	638.57	City of Stanwood
6457	12/21/2023	Claims	3	EFT	RH2 Engineering Inc	225.50	City of Stanwood
6458	12/21/2023	Claims	3	EFT	US Bank	8,005.43	4485 5945 5564 1495
6459	12/21/2023	Claims	3	EFT	WA St Dept of Revenue **	16,029.45	City of Stanwood
6172	12/08/2023	Payroll	3	2181	Western Conference of Teamsters Pension Trust	2,793.78	Pay Cycle(s) 12/08/2023 To 12/08/2023 - WCTPP Contributions
6187	12/07/2023	Claims	3	37872	Badger Meter, Inc	1,355.00	460708
6188	12/07/2023	Claims	3	37873	Leland W Bartlett	92.00	City of Stanwood
6189	12/07/2023	Claims	3	37874	Code Publishing Company, Inc	128.43	ST4659
6190	12/07/2023	Claims	3	37875	Databar Inc.	1,126.31	8952; 8952
6191	12/07/2023	Claims	3	37876	Dataquest, LLC	215.54	CITYSTA
6192	12/07/2023	Claims	3	37877	Attn: cashiering Unit Dept of Ecology	85.00	City of Stanwood
6193	12/07/2023	Claims	3	37878	Iron Clad Company	759.64	City of stanwood
6194	12/07/2023	Claims	3	37879	Lenz Enterprises Inc	74.50	City of stanwood; City of stanwood; City of stanwood
6195	12/07/2023	Claims	3	37880	ODP Business Solutions, LLC	543.83	36274097; 36274097; 36274097; 36274097
6196	12/07/2023	Claims	3	37881	PNW Realty Services	123.29	City of Stanwood
6197	12/07/2023	Claims	3	37882	Pace Engineers, Inc	29,539.50	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
6198	12/07/2023	Claims	3	37883	Petty Cash/ Marcy Mathis -Custodian	25.97	City of stanwood
6199	12/07/2023	Claims	3	37884	Ricoh USA, Inc-Maint	374.19	4250811; 4250811; 4250811; 4250811
6200	12/07/2023	Claims	3	37885	Ricoh USA, Inc.	277.74	1316669-3800642
6201	12/07/2023	Claims	3	37886	Shred-it US JV LLC	44.74	1000283524
6202	12/07/2023	Claims	3	37887	Skagit Farmers Supply	19.66	135052
6203	12/07/2023	Claims	3	37888	Skagit Valley Publishing	51.48	48893
6204	12/07/2023	Claims	3	37889	David S Smith	58.16	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6205	12/07/2023	Claims	3	37890	Snohomish County 911	9,153.42	City of Stanwood
6206	12/07/2023	Claims	3	37891	Snohomish County PUD No.1	247,000.00	City of Stanwood
6207	12/07/2023	Claims	3	37892	Snohomish County Treasurer	17.84	city of stanwood
6208	12/07/2023	Claims	3	37893	Stanwood Ace Hardware #14901	651.02	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
6209	12/07/2023	Claims	3	37894	TMG Services Inc	19,873.30	1920010
6210	12/07/2023	Claims	3	37895	Truck Toys, Inc.	546.84	City of Stanwood
6211	12/07/2023	Claims	3	37896	Verizon Wireless	1,555.29	372541731-00001
6212	12/07/2023	Claims	3	37897	WA St Treasurer	1,517.59	City of stanwood
6321	12/14/2023	Claims	3	37898	ARG Industrial	2,888.08	001186N
6322	12/14/2023	Claims	3	37899	Advanced Analytical Solutions	858.42	001204; 001204
6323	12/14/2023	Claims	3	37900	Advantage Building Services	1,565.00	City of Stanwood
6324	12/14/2023	Claims	3	37901	BHC Consultants, LLC	5,993.83	City of Stanwood
6325	12/14/2023	Claims	3	37902	Amy L Bergemeier	32.88	City of Stanwood
6326	12/14/2023	Claims	3	37903	Camano Island Chamber of Commerce	1,100.00	City of Stanwood
6327	12/14/2023	Claims	3	37904	Cascade Fabrication, LLC	491.85	City of stanwood
6328	12/14/2023	Claims	3	37905	Cascade Septic Pumping, LLC	751.80	City of Stanwood
6329	12/14/2023	Claims	3	37906	Chicago Title Company	1,434.15	City of Stanwood
6330	12/14/2023	Claims	3	37907	Michael B Evans	92.00	City of Stanwood
6331	12/14/2023	Claims	3	37908	Glass Tech Stanwood Inc	409.88	City of Stanwood
6332	12/14/2023	Claims	3	37909	Hamilton Lumber LLC	40.41	66
6333	12/14/2023	Claims	3	37910	Lenz Enterprises Inc	81.30	City of Stanwood
6334	12/14/2023	Claims	3	37911	Les Schwab Tire Centers	1,809.19	S34-00006; S34-00006
6335	12/14/2023	Claims	3	37912	Mackenzie	423.75	City of Stanwood
6336	12/14/2023	Claims	3	37913	Marcy A Mathis	32.88	City of Stanwood
6337	12/14/2023	Claims	3	37914	Maul Foster Alongi, Inc.	5,107.83	City of Stanwood; City of stanwood
6338	12/14/2023	Claims	3	37915	O'Reilly Auto Parts	96.99	1872464
6339	12/14/2023	Claims	3	37916	PUD Of Snohomish County *	15,559.62	200240505; 200592889; 200633634; 200367373; 200367373; 200128742; 200142180; 200738672; 200103539
6340	12/14/2023	Claims	3	37917	Platt Electric Supply, Inc	120.55	24127
6341	12/14/2023	Claims	3	37918	Puget Tech LLC	894.00	City of Stanwood
6342	12/14/2023	Claims	3	37919	Ricoh USA, Inc.	452.46	1316669-3800327
6343	12/14/2023	Claims	3	37920	Ronk Brothers Heating and Cooling	52.50	City of Stanwood
6344	12/14/2023	Claims	3	37921	Safeway	77.69	191483
6345	12/14/2023	Claims	3	37922	Skagit Farmers Supply	610.50	135052; 135052
6346	12/14/2023	Claims	3	37923	Skagit Valley Publishing	261.69	48893; 48893
6347	12/14/2023	Claims	3	37924	Sno Co Human Services Dept *	598.82	HSALC088
6348	12/14/2023	Claims	3	37925	Sno Co Public Works *	10,331.24	CR000024
6349	12/14/2023	Claims	3	37926	Snohomish County 911	18,306.84	City of Stanwood; City of stanwood
6350	12/14/2023	Claims	3	37927	Specialty Mining & Infield Supplies	13,850.50	City of Stanwood
6351	12/14/2023	Claims	3	37928	Stanwood Ace Hardware #14901	765.51	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
6352	12/14/2023	Claims	3	37929	Stanwood Auto Parts	254.52	56100; 56100
6353	12/14/2023	Claims	3	37930	Stanwood City Utility	4,460.65	1075; 2688; 2741; 2749; 2886; 2964; 2965; 3184; 3439; 4962
6354	12/14/2023	Claims	3	37931	Stanwood Commerce Alliance	4,282.93	City of Stanwood
6355	12/14/2023	Claims	3	37932	US Bank Na Custody/ Treas Div- Money Ctr	72.00	City of Stanwood
6356	12/14/2023	Claims	3	37933	Utilities Underground Loc	99.33	134200

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6357	12/14/2023	Claims	3	37934	Verizon Wireless	4.99	742373248-00001
6358	12/14/2023	Claims	3	37935	Wave Broadband	114.82	3201-0316547-01
6359	12/14/2023	Claims	3	37936	Ziply Fiber	1,523.45	206-188-0411-053105-5; 360-629-4907-072497-5
6460	12/21/2023	Claims	3	37937	APP- Associated Petroleum Products	4,974.63	AP0100494
6461	12/21/2023	Claims	3	37938	Archive Social, Inc.	2,988.00	City of Stanwood
6462	12/21/2023	Claims	3	37939	Atwell, LLC	4,293.86	City of Stanwood
6463	12/21/2023	Claims	3	37940	Andreena Bergman	64.24	City of stanwood
6464	12/21/2023	Claims	3	37941	Bonner Electrical Contracting LLC	4,234.57	City of Stanwood
6465	12/21/2023	Claims	3	37942	Chicago Title Company	384.65	City of Stanwood
6466	12/21/2023	Claims	3	37943	Governmentjobs.com Inc DBA NEOGOV	12,843.57	City of Stanwood
6467	12/21/2023	Claims	3	37944	Databar Inc.	1,171.58	8952; 8952
6468	12/21/2023	Claims	3	37945	General Pacific, Inc.	33,171.46	101681; 101681
6469	12/21/2023	Claims	3	37946	Hamilton Lumber LLC	640.10	66
6470	12/21/2023	Claims	3	37947	Lenz Enterprises Inc	373.19	City of stanwood; City of Stanwood
6471	12/21/2023	Claims	3	37948	Les Schwab Tire Centers	56.82	S34-00006
6472	12/21/2023	Claims	3	37949	Lopez Nursery & Landscaping LLC	2,349.08	City of Stanwood
6473	12/21/2023	Claims	3	37950	Meyer Sign & Advertising Co. Inc	6,831.25	City of Stanwood
6474	12/21/2023	Claims	3	37951	Milne Electric Inc	2,096.37	City of stanwood
6475	12/21/2023	Claims	3	37952	ODP Business Solutions, LLC	369.42	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
6476	12/21/2023	Claims	3	37953	PUD Of Snohomish County *	667.63	201942398; 200794063
6477	12/21/2023	Claims	3	37954	Pace Engineers, Inc	6,879.50	City of Stanwood; City of Stanwood; City of stanwood
6478	12/21/2023	Claims	3	37955	Pape' Machinery	1,956.64	314673
6479	12/21/2023	Claims	3	37956	Pitney Bowes Inc- Purchase Power	653.39	8000-9090-0519-5677
6480	12/21/2023	Claims	3	37957	Ricoh USA, Inc.	124.27	1316669-3800326
6481	12/21/2023	Claims	3	37958	Skagit Farmers Supply	3,059.96	135052; 135052; 135052; 135052; 135052; 135052; 135052
6482	12/21/2023	Claims	3	37959	Skagit Valley Publishing	531.96	48893; 48893; 48893
6483	12/21/2023	Claims	3	37960	Sno Co Sheriffs Office *	175,952.50	SSH00001
6484	12/21/2023	Claims	3	37961	Stanwood Ace Hardware #14901	3,129.37	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
6485	12/21/2023	Claims	3	37962	Stanwood Auto Parts	62.64	56100; 56100
6486	12/21/2023	Claims	3	37963	US Postal Service-Stanwood *	0.78	3317 City of Stanwood
6487	12/21/2023	Claims	3	37964	WA St Auditor's Office	3,673.97	City of stanwood
6488	12/21/2023	Claims	3	37965	Ziply Fiber	85.93	360-939-0579-080320-5

001 General Fund	474,357.20
101 Street Fund	51,674.13
103 Street Construction Fund	282,279.81
104 Park And Trail Improvement Fund	30,597.51
107 Equipment Reserve Fund	364.56
110 Building Improvement Fund	423.75
115 Tourism And Promotion	6,389.64
401 Sewer Fund	289,451.53
403 Sewer Construction Fund	5,866.12
410 Drainage Fund	34,884.97
411 Drainage Construction Fund	29,635.45
421 Water Fund	486,816.28
422 Water Construction Fund	17,053.72
458 Drainage Equipment Reserve	182.28
630 Agency Fund	90.16

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	1,299,773.41
Payroll:	410,293.70
	1,710,067.11

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

☐ Finance Director ☐ Auditing Officer

Wendy Corder Bonham

Date: 1/3/2024

☒ Deputy Finance Director

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b
DATE: January 11, 2024
SUBJECT: City Council Meeting Minutes – December 14, 2023
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

Regular City Council Meeting minutes are attached to this staff report.

RECOMMENDED MOTION

I MOVE TO APPROVE THE DECEMBER 14, 2023, CITY COUNCIL MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
December 14, 2023 – 7:00 p.m.
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Pearce led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Darren Robb, Timothy Pearce, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

*Motion by Councilmember Pearce, second by Councilmember Shepro, to excuse Councilmember Marcus Metz. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Attorney Nikki Thompson, Police Chief Jason Toner, Deputy Fire Chief Doug Ten Hoopen, Associate Engineer Alan Lytton, City Clerk Lisa Sokolik, and Public Works Supervisor Leigh Danielson attended online.

3. Approval of the Agenda

*Motion by Councilmember Pearce, second by Councilmember Gaumond to approve the agenda as published. **Motion carried unanimously.***

4. Presentation

a. Stanwood High School

Student Body Representative Aiden Hagglund gave a report on Stanwood High School activities. The student leadership team is working hard to make a festive and enjoyable atmosphere for all.

b. Councilmembers Oath of Office

City Clerk Sokolik administered the Oath of Office to Andreena Bergman, Darren Robb, Steve Shepro, and Robert Hicks for terms January 1, 2024 through December 31, 2027.

c. Service Award for Councilmember Timothy Pearce

Mayor Roberts presented a plaque to Councilmember Pearce for his service to the city; nine years on the Planning Commission and twelve years as a Councilmember.

5. Public Comments:

Verbal Comment:

Cathy Wooten, Stanwood

Topic:

Thanked Council for their commitment to Church Creek Park

6. Staff / Department Report:

Police Compstat Report – November

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes – June 16, 2023
- b. Parks and Trails Advisory Committee – October 16, 2023
- c. Public Works Committee Meeting Minutes – December 4, 2023

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – November 20, 2023
- c. Approve City Council Special Meeting Minutes – November 30, 2023
- d. Approve Mayor's Park and Trail Advisory Committee Members Reappointments
- e. Authorize the Mayor to Extend the Term of Expiring On-Call PSA's
- f. Authorize the Mayor to Sign On-Call Contracts for Utilities, Facilities, and Street Repairs, and On-Call Contracts for Asphalt and Concrete Repairs
- g. Authorize the Mayor to Sign a Service Agreement with Republic Services for Disposal of Wastewater Treatment Plant Screenings
- h. Authorize the Mayor to Renew Stanwood Amtrak Station Shelter Maintenance Agreement with WSDOT

*Motion by Councilmember Shepro, second by Councilmember Pearce to approve the consent agenda items A through H. **Motion carried unanimously.***

9. Unfinished Business:

- a. Second Reading and Adoption of Ordinance 1526 – Mid-Biennial Budget Adjustment

Hammond noted this item was properly noticed in the Stanwood Camano News on December 12th as a Public Hearing, but incorrectly placed under Unfinished Business on the agenda, so a Public Hearing should be conducted.

Mayor Roberts opened the Public Hearing at 7:27 p.m. to take public comments. With no public comments, Mayor Roberts closed the Public Hearing at 7:28 p.m.

Motion by Councilmember Robb, second by Councilmember Shepro to approve the second reading and adoption of Ordinance 1526 Amending the 2023-2024 Budget as presented.

Motion carried unanimously.

- b. Third Reading and Adoption of Ordinance 1520 SMC Title 3 - Revenue & Finance

Love discussed six changes to SMC Title 3 based on Council's questions and comments during the second reading.

1. Added biking and pedestrian facilities to the definition for impact fees.
2. Added language to the impact fees section so it's clear the CIP is linked to the budget and added council has some authority to impose a cap on impact fees.
3. Provide language for equitably distributed school impact fees between the city, Snohomish, and Camano Island counties. Love said there have been meetings with the school district about language, this is still being discussed, so she suggests leaving the language as currently written and bring back new language as an amendment.
4. Added the impact fees for Accessory Dwelling Units shall not exceed 50% of the impact fee that would be imposed on the primary dwelling unit.
5. Added minor clarification edits to the Transportation Impact Fee section made by the City's Transportation consultant, Transpo Group.
6. Updated the Park Impact Fee formula.

Council asked questions and made comments.

Motion by Councilmember Robb, second by Councilmember Shepro to accept the third and final reading and adoption of Ordinance 1520 as set forth in attachment A, except deleting 3.24.130 subsection 3.

Roll call of votes was taken. Motion carried unanimously.

c. Third Reading and Adoption of Ordinance 1521 SMC Title 5 - Business Licenses

Love discussed the three minor changes made to SMC Title 5 based on Council's questions and comments during the second reading.

1. Extended the time for temporary merchants from 15 days to 30 days.
2. Added two definitions related to food courts: food court for mobile food vendors and mobile food vendors.
3. No additional changes to the code were necessary to address Council's concern about food trucks being located in front of a business. Section 5.08.060(4) restricts a mobile unit from being within 200 feet of a similar existing and stationary business.

Council asked questions and made comments.

Motion by Councilmember Shepro, second by Councilmember Gaumond to accept the third and final reading and adoption of Ordinance 1521 as set forth in attachment A.

Roll call of votes was taken. Motion carried unanimously.

10. Public Hearing

*see item 9a.

11. New Business

- a. Adopt Resolution 2023-16 Updated Consolidated Fee Schedule

Love said the Fee Schedule is updated every two years and highlighted five changes.

1. Section 2 Hourly Rate Schedule: Subsection Hourly Rates.
2. Section 6 Code Violation Penalties: Subsection Infractions.
3. Section 15 Athletic Field Rental Fees and Charges: Subsection Rental Fees.
4. Park Impact Fees
5. Transportation Impact Fees

Changes have not been made to the Utility Rate section. Changes to the utility rate structure will be brought back to Council in 2024 when the utility rate study is completed. In addition, in 2024 staff will be preparing an evaluation of the land use fees to verify that the fees charged cover city costs.

Council asked questions and made comments.

Motion by Councilmember Robb, second by Councilmember Shepro to adopt Resolution 2023-16 updating the Consolidated Fee Schedule effective January 2, 2024.

Roll call of votes was taken. Motion carried unanimously.

- b. Adopt Resolution 2023-18 Declaration of Emergency

Smith said with the anticipation of a flood, steps were taken to be prepared to build a flood wall over the railroad tracks at a moment's notice; Taylor's Excavators was hired and sand was purchased.

Motion by Councilmember Pearce, second by Councilmember Bergman to adopt Resolution 2023-18 confirming Mayor Roberts' Emergency Proclamation of December 6, 2023, authorizing the use of emergency procurement procedures consistent with state law. Motion carried unanimously.

- c. Authorize Final Acceptance of the Johnson Farm Site Demolition Project Completed by Swofford Excavating, LLC

Lytton explained that this is the second of three projects that need to be completed at the Johnson Farm before the setback levee can be built. The project is now complete, there were no change orders. The final project cost is \$116,719.28, which will be reimbursed by the Stillaguamish Tribe.

Motion by Councilmember Gaumond, second by Councilmember Pearce to authorize the final acceptance of the Johnson Farm Demo project with Swafford Excavating, LLC. Motion carried unanimously.

- d. Authorize the Mayor to Sign a Professional Services Agreement with Atwell, LLC for the 103rd Dr. Improvements Project

Lytton said the water crew has repaired water leaks on this line 31 times, totaling over 200 hours; it has come to the end of its service life. Atwell, LLC, formerly Blueline Group, has designed other projects for the city. Construction will be completed in two phases.

Council discussed and asked questions.

Motion by Councilmember Pearce, second by Councilmember Gaumond to authorize the Mayor to sign a Task Order with Atwell, LLC for the 103rd Dr NW Improvements not to exceed \$198,320. Motion carried unanimously.

- e. Authorize the Mayor to Sign a Grant Agreement with Transportation Improvement Board for 2024 Overlay Projects

Lytton said the city was not successful in receiving TIB overlay funds for 2023, so it was very good news to receive funds for two projects for 2024 in the amount of \$632,123.00.

Motion by Councilmember Gaumond, second by Councilmember Pearce to authorize the Mayor to execute the grant agreement with the Transportation Improvement Board for the 284th and 72nd Avenue Overlay projects. Motion carried unanimously.

12. Public Closing Comments

<u>Verbal Comment:</u>	<u>Topic:</u>
Elizabeth Callaghan Stanwood	Thanked Councilmember Pearce for his service and the impact that he has had on the community, it was a joy to serve on council alongside him.

13. Executive/Legislative Reports

a. Mayor's Report

- This is the last council meeting of 2023.
- Thanked Councilmember Bergman for Councilmember Pearce's delicious cake.
- Had a great experience sitting on the panel for the Building Bridges Tour in Everett with Snohomish County Councilmembers Nate Nehring and Jared Mead. Lots of people from both sides of the political isle participated. Keynote speaker was Lt. Governor Danny Heck.
- Had a lot of fun being part of the Be Legendary Anti-bullying event held at the Stanwood High School football field.
- Thanked Councilmember Pearce for his wise mind and his 21-years of service to the city. He also thanked Pearce's wife Kathleen for her support of Pearce, it's not always easy for the spouse who is home taking care of things with all the evening meetings.

b. City Administrator Report

- A big thank you to Chief Toner and staff, Assistant Fire Chief Ten Hoopen, Fire Dept. cadets, Public Works crew, Harry Taylor, and Taylor's Excavators for all the work they did during the flood.

- Thanked Councilmember Pearce for his long service to the city, he will be missed.
- The 2024 Council Committee selection letters will be going out soon.
- Thanked Council for all the great questions tonight.

c. Councilmember's Report/Questions

- Councilmember Gaumond wished everyone a Merry Christmas and safe New Year's Eve. Wished good luck to Councilmember Pearce in his future endeavors.
- Councilmember Robb thanked Lenz, Taylor's Excavators, North County Fire, Chief Toner, and public works staff for their timely response and hard work to fight the record setting flood waters. It was an honor working with Councilmember Pearce, his voice will be missed on council.
- Councilmember Pearce thanked everyone for all the support over the years. This is not a job that you do so people know what you did, because that will never happen, and if they do know what you did, they got it wrong. It's been a blessing to work with everyone over the years, he has worked with a lot of different city staff, Hushagen is the only one that's been here for the entirety of his service. The past two years have been amazing, there's been a lot of hard work going on and it's been a pleasure to work with everyone, the current city staff, they are a well-oiled machine.
- Councilmember Shepro said 2023 has been a great year, kind of sorry it is coming to an end. It was great that council did not have to hold a single meeting over zoom! He thanked Kathy Wooten for being a stellar citizen commenter and for attending more city council meetings than anyone else.
- Councilmember Bergman thanked Tansy Schroeder for the construction of the photo used for Councilmember Pearce's cake. She thanked city staff for a great job on the flood, she has lived here through several floods, so she knows you cannot fight it 100% perfectly every time. She thanked Pearce for his time and dedication serving the city.
- Councilmember Schmitt hopes everyone can take the time to appreciate the lights on the Hamilton Smokestack, it's a wonderful Stanwood tradition. He will miss Pearce but looks forward to seeing him in the Stanwood parade dressed up in colonial garb carrying a 'don't tread on me' flag.

14. Recess to Executive Session - None

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:46 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11c

DATE: January 11, 2024

SUBJECT: Interlocal Agreement with City of Everett regarding Animal Shelter Use

CONTACT PERSON: Jason Toner, Police Chief

ATTACHMENTS: A – Everett Animal Shelter Letter

PURPOSE

To authorize the Mayor to sign an Interlocal Agreement with the City of Everett for animal shelter use.

BACKGROUND

The City of Stanwood has had an Interlocal Agreement to use the Everett Animal Shelter since 2009. We currently contract with Snohomish County for Animal Control Transport Services who at times need to transport animals to a shelter. The Interlocal Agreement (ILA) allows for the City of Stanwood, through its contracted animal control transport services, to house animals at the City of Everett's licensed and secure facility. The ILA is consistent with the other municipalities within Snohomish County who also use Everett's Animal Control Shelter.

The current ILA expired on December 31, 2023. The proposed ILA has a one year term which will automatically extend annually. This agreement allows the City of Stanwood to maintain animal control services and provide safe housing for animals that may be impounded through the Stanwood Police Department. This agreement will also allow citizens in the City of Stanwood to use Everett Animal Shelter.

A summary of changes:

- Holding time for animals with known owners is reduced from 10 days to 6 days to help move animals through the shelter system more quickly.
- Lower 'per-animal fee' from \$250 in 2023 to \$215 for 2024 for dogs and cats.
- New \$50 'per-animal fee' for all small animal intakes, and dogs and cats released to the shelter by their owners.
- The lower impound and surrender fees charged to pet owners will be retained by Everett.

- All stray, impounded and surrendered animal intakes will be billed to cities at the new rates.
- New, lower \$45 disposal fee for DOA animals brought to the shelter by officers.
- We encourage partner jurisdictions to provide any urgent veterinary care needed prior to an animal's arrival. If urgent veterinary services are required upon the animal's intake, cities will be billed up to \$250 for these services provided by EAS. If the animal is reclaimed, these veterinary fees will be paid by the owner and not billed to the city.
- Boarding fees have increased from \$20 to \$25/night for extended hold time at the written request of a city officer.
- Animal remains may be held upon request by city in EAS cooler or freezer for \$50/month or portion of month.

ANAYLYSIS

The primary costs for using Everett's animal shelter are for impound fees and they have actually declined. Impound fees per animal will decrease from \$250 in 2023 to \$215 per animal in 2024. The city has budgeted \$4,000 for animal control in 2024.

Unfortunately, there are no other in-county facilities to examine as alternatives.

Fiscal Impact			
The biennial budget includes a small allocation for animal control transport services			
Fund(s):	General Fund		
Amount:	\$ 215.00 per animal intake	Project Estimate:	\$ N/A
Budget Authorized	[x] Yes [] No	Amendment Required	[] Yes [x] No [] Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends approval of the ILA with the City of Everett for animal sheltering services.

Committee/Board Recommendation: The Public Safety Committee has not reviewed the ILA.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to execute the ILA with the City of Everett.
2. Do not authorize the Mayor to execute the ILA with City of Everett and direct staff to bring back other options for this service.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO EXECUTE THE INTERLOCAL AGREEMENT WITH THE CITY OF EVERETT FOR ANIMAL SHELTERING SERVICES.

September 27, 2023

City of Stanwood
Mayor Sid Roberts
10220 270th Street NW
Stanwood, WA 98292-8022

Dear Mayor Roberts:

Thank you for being a valued partner with the Everett Animal Shelter (EAS). Please be aware that this is notification that the current interlocal agreement for animal sheltering will expire on December 31, 2023. It will be replaced with a new agreement, enclosed, effective January 1, 2024.

While the number of stray and impounded animals entering the Everett Animal Shelter has decreased in recent years, as in all areas, operational costs continue to rise. Our partner cities are currently charged a 'per-animal fee' that is based on cost of shelter operations divided by the number of animal intakes.

Increases to the 'per-animal fee' have made it harder and harder for families to reclaim their lost pets, and EAS staff are increasingly confronted by angry and emotional people who can't afford the fees. Staff are faced with either turning families away or seeking approval to reduce fees. Nationally, most animal shelters charge much lower reclaim and surrender fees to pet owners and charge contracted jurisdictions separate fees for animal sheltering service.

We have restructured our animal sheltering agreement and lowered fees charged to pet owners and our city partners, and we have incorporated several suggestions from our cities. We feel that this new structure is fair and cost-effective for all parties, and it is more consistent with how most animal sheltering contracts are structured.

Please see the enclosed updated agreement for your review. A summary of changes include:

- Holding time for animals with known owners is reduced from 10 days to 6 days, consistent with Everett municipal code. We encourage our partner jurisdictions to amend their municipal code for consistency, and to help move animals through the shelter system more quickly.
- Lower 'per-animal fee' from \$250 in 2023 to \$215 for 2024 for dogs and cats.
- New \$50 'per-animal fee' for all small animal intakes, and dogs and cats released to the shelter by their owners.
- The lower impound and surrender fees charged to pet owners will be retained by Everett.
- All stray, impounded and surrendered animal intakes will be billed to cities at the new rates.
- New, lower \$45 disposal fee for DOA animals brought to the shelter by officers.
- We encourage partner jurisdictions to provide any urgent veterinary care needed prior to an animal's arrival. If urgent veterinary services are required upon the animal's intake, cities will be



333 Smith Island Rd.
Everett, WA 98201



425.257.6013
425.257.6018 fax



gfrederiksen@everettwa.gov
everettwa.gov/animals

billed up to \$250 for these services provided by EAS. If the animal is reclaimed, these veterinary fees will be paid by the owner and not billed to the city.

- Boarding fees have increased from \$20 to \$25/night for extended hold time at the written request of a city officer.
- Animal remains may be held upon request by city in EAS cooler or freezer for \$50/month or portion of month.

A template of the new interlocal agreement is enclosed for your review. We now use Everett's AdobeSign system to sign contracts electronically. Please notify me by email at your earliest convenience of your city's intent to sign the agreement, so that we may collect the required contact information and prepare the document for signature routing.

If you have any questions regarding this matter please call me at 425-257-6013 or email gfrederiksen@everettwa.gov.

Sincerely,



Glynis Frederiksen
Animal Services Manager

Cc: Kimberly Moore, Assistant Parks Director



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: January 11, 2024

SUBJECT: Appoint Mayor Roberts to represent Stanwood at Community Transit Meeting to Determine Board Composition and to Select a New Board of Directors

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Community Transit Letter

ISSUE

Community Transit has requested the City Council appoint an elected official to represent the City at its January meeting to select a new Community Transit Board of Directors.

RECOMMENDATION

Mayor Roberts has served as the Community Transit representative since appointment in 2020. It is recommended that Council reappoint him for a two-year term as the City's representative.

DISCUSSION

At the January Community Transit meeting, cities and towns within Community Transit's service area will determine the composition of the agency's board and elect their representatives to the Board of Directors. The city's appointment will ensure the city has a representative at the first Board meeting.

FINANCIAL IMPACT

There is no financial impact.

CITY COUNCIL OPTIONS

- 1) Appoint Mayor Roberts to represent the City at the Community Transit meetings.
- 2) Appoint a different elected official to represent the City at the Community Transit meetings.
- 3) Do not appoint a representative to the Community Transit Board and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO APPOINT MAYOR ROBERTS TO REPRESENT THE CITY OF STANWOOD AT THE COMMUNITY TRANSIT MEETING TO DETERMINE BOARD COMPOSITION AND TO SELECT A NEW BOARD OF DIRECTORS.

November 13, 2023

Mayor Roberts and City Council Members
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Dear Mayor Roberts and City Council Members:

Community Transit's Board of Directors is the governing body for the agency, establishing policy, funding authority, and legislative direction. Community Transit bylaws require the cities of the Snohomish County Public Transit Benefit Area to meet every four years to review the composition of the Community Transit Board and every two years to select the Community Transit Board of Directors. This letter explains the board composition review and selection process and invites your city to send one elected official representative to participate in this meeting.

Community Transit Board Composition Review and Selection Meeting

Thursday, January 18, 2024 at 3:00 p.m.

Community Transit Board Room

2312 West Casino Road | Everett, WA 98204

(in-person only, no remote option will be provided)

Each city in the Community Transit's Public Transportation Benefit Area and the Snohomish County Council may appoint an elected official to represent it at the Composition Review. The representatives from the cities will also be involved in the selection process. Please place this item on an upcoming City Council meeting agenda.

Contact Rachel Woods, Executive Programs Manager, at executiveoffice@commtrans.org or 425-521-6158 by **January 11, 2024**, with the name, email, and phone number of the selected elected official who will attend this meeting on behalf of your city. Your representative will then receive participation details.

MEETING AGENDA

I. Board Composition Review

The Board of Directors consists of 10 members, 9 of whom are elected officials and voting members of the Board. The composition of the Board of Directors is reviewed every four years per RCW 36.57A.055.

During the composition review, attendees will determine the Board composition. The Board of Directors is currently composed based on a population classification as follows:

- (2) members and (1) alternate from the component cities with population of 35,000 or more;
- (3) members and (2) alternates from the component cities with population between 15,000 and 35,000;
- (2) members and an (1) alternate from the component cities with population less than 15,000;
- (2) members and their alternate from the Snohomish County Council; and
- (1) non-voting labor representative.

New population figures are provided by the state [Office of Financial Management's official figures](#).

Representatives attending the meeting will determine the Board's composition for the next four years. Each elected official representative attending the meeting is a voting member and will represent their city with one vote. Those present shall be deemed a quorum.

II. Board Selection

Immediately following the Board composition review, an election will be held to determine the 2024-2025 Board of Directors and Board alternates. Representatives within the city population classification adopted at the meeting will meet as a group and select their Board member(s) and alternate(s).

ENCLOSURES

To further understand Community Transit and the Board's role, please reference the enclosed Board member roles and responsibilities, strategic priorities and Board bylaws. Our agency is guided by our [vision, mission and core values](#). We value and encourage diversity in our workforce as well as our Board of Directors. Those being considered for the Board member role must disclose any personal situation which may have or give the appearance of a conflict of interest, as stated in the agency bylaws (section 3.1.i).

Thank you in advance for participating in the composition review and selection of the Community Transit Board of Directors. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric Ilgenfritz".

Ric Ilgenfritz
Chief Executive Officer

Enclosures:

Board Member Roles & Responsibilities

Strategic Priorities

Bylaws

Board Member Roles & Responsibilities

The Board of Directors is the governing body of the Snohomish County Public Transportation Benefit Area Corporation, Community Transit. There are nine voting members and one non-voting member of the Board who provide policy, fiduciary, and legislative direction for the corporation.

Term: February 2024—January 2025.

Qualifications

- Elected official selected by and serving on behalf of respective governing bodies of the component cities and county within the area OR (1) non-voting member representing the collective bargaining units
- Current Open Public Meetings Act training (can be obtained after being selected to the Board)
- No conflict of interest or appearance of a conflict of interest

Summary Responsibilities¹

- Acting in the best interests of Community Transit, advocating issues that promote the corporation's financial, operational, and organizational well-being
- Abiding by state and local laws regarding Board member conduct and protocol and the corporation's bylaws, procedures, and board resolutions
- Regularly attending all scheduled Board meetings, workshops, and retreats
- Representing Community Transit's position to the public, in the Legislature and the community
- Selecting and evaluating the performance of the chief executive officer
- Ensuring strong fiduciary oversight and financial management, approving expenditures over \$150,000
- Approving the annual budget, 6-year Transit Development Plan, service network, and agency fare policy

Meetings

- New Board Member Orientation (mutually agreeable date; 1 hour)
- 12 Regular Board Meetings per year
 - First Thursday of the month, 3-5 p.m.
- 4 Quarterly Board Workshops per year
 - Third Thursday of January, April, July and fourth Thursday of October 3-5 p.m.
- Monthly Board Standing Committee Meetings
 - Serve on 1 or up to 2 Committees (determined by Chair)
 - Executive Committee (Chair, Vice-Chair, Secretary, immediate Past Chair)
 - Strategic Alignment and Capital Development Committee
 - Finance, Performance and Oversight Committee
- Board Retreat/Planning Meeting as determined by Chair
- Special meetings may be called from time to time as necessary

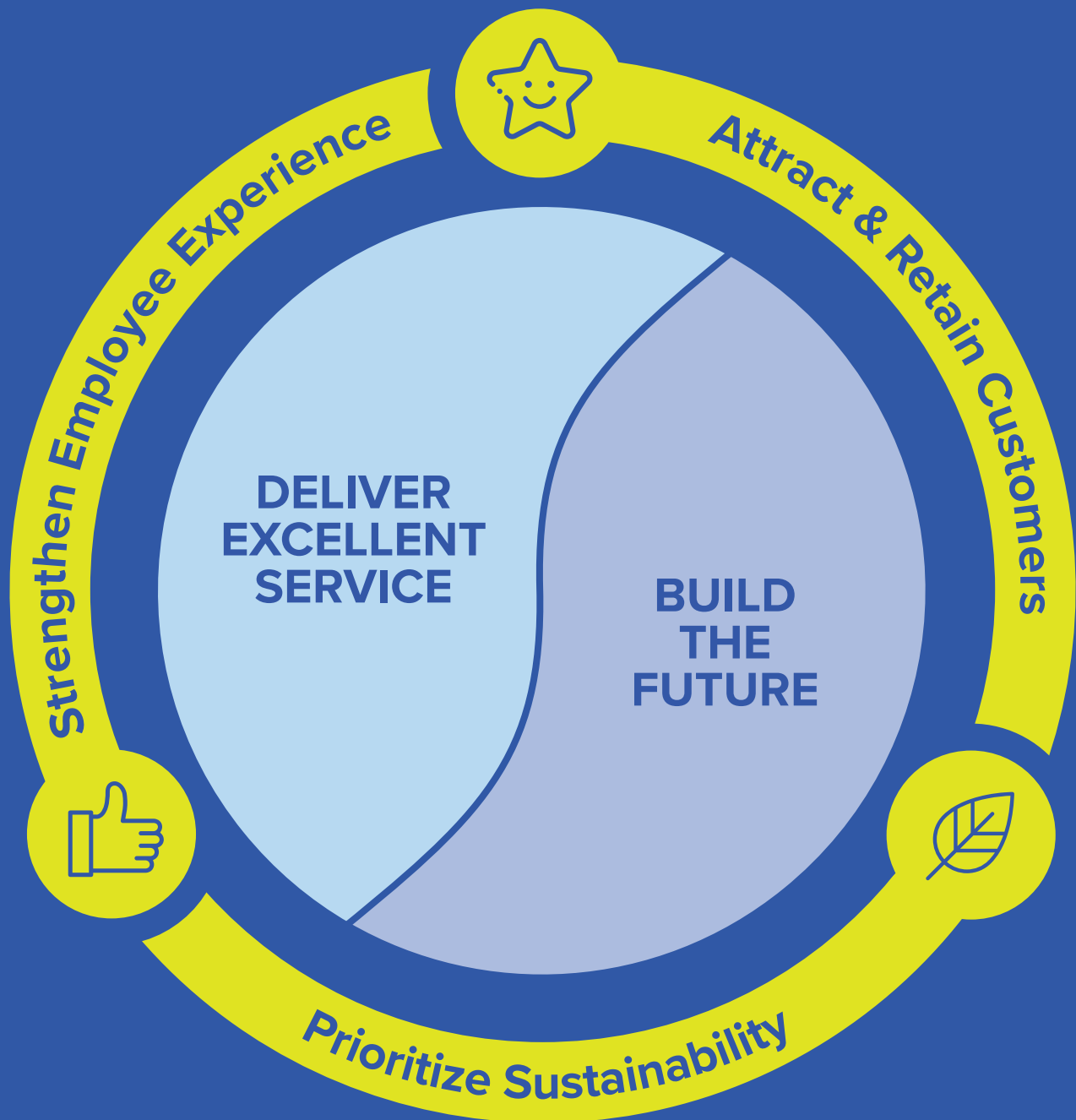
Compensation

- Each Board member is eligible to receive mileage and meal reimbursement.
- Board members who are not full-time elected officials are eligible to receive [\\$90 per diem](#).

Our agency is guided by our [vision, mission and core values](#). We value and encourage diversity in our workforce as well as our Board of Directors.

¹ See sec. 3.1 of Community Transit's Board Bylaws

Strategic Themes & Priorities



Adopted Feb. 11, 1976
Amended Dec. 14, 1983
Amended September 13, 1989
Amended February 1, 1996
Amended September 11, 2003
Amended February 3, 2005

Amended August 7, 2008
Amended September 2, 2010
Amended September 1, 2011
Amended March 6, 2014
Amended January 21, 2016

Bylaws of the
Snohomish County Public Transportation
Benefit Area Corporation

Article I. Name, Powers, Rights and Liabilities

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to laws of the State of Washington shall be "Snohomish County Public Transportation Benefit Area Corporation" hereinafter referred to as the "Corporation" or as Community Transit.

Sec. 1.2 Powers, Rights and Liabilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inhere in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the Constitution and laws of this state.

Article II. The Governing Body - Board Composition

Sec. 2.1 Voting Members. The governing body of the Corporation shall be a Board that includes nine voting members, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area. The voting membership of the Board shall be composed of the following members:

- a. Two (2) members and their alternate who are elected officials of the governing body of the County.
- b. The remaining seven (7) voting members of the Board shall be selected as follows:
 - i. Two (2) members and one (1) alternate from the component cities with populations of 35,000 or more.

- ii. Three (3) members and two (2) alternates from the component cities with populations between 15,000 and 35,000.
- iii. Two (2) members and an alternate from the component cities with populations less than 15,000.
- iv. Such voting representatives to the Board shall be elected officials selected by the governing body of the respective representative cities. The selection of such members shall be elected by the elective representatives of the same size cities the Board member is to represent. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson. Such selected members of the Board shall begin their term of office as a Board member at the first meeting following their selection.

At the aforementioned January or February meeting, alternate Board members shall be selected to serve on the Board in the event of a vacancy on the Board or the absence of one of the regular Board members selected pursuant to this subsection.

In the event of a vacancy on the Board created by one of the members selected pursuant to this subsection, the representatives of cities which were so represented on the Board by the vacant position on the Board shall meet as soon as it is feasible and select a representative to fill the vacancy. In the interim, an alternate selected pursuant to this subsection may fill the vacancy until a regular Board member is selected. Each such member of the Board shall hold office until his successor has been selected as provided herein unless such person has been ineligible to hold such position.

c. **Cities Excluded from Direct Membership.** Those cities within the boundaries of the Corporation and excluded from direct membership on the Board are authorized to designate a member of the Board who shall be entitled to represent the interest of such city which is excluded from direct membership on the Board. The legislative body of such city shall notify the Board as to the determination of its authorized representative on the Board.

Sec. 2.2 Non-voting Board Member. There shall be one (1) non-voting member who shall represent the collective bargaining units representing the public employees of the Corporation. The bargaining units shall select the non-voting member as prescribed in RCW 36.57A.050. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson: provided however the

selection of the initial non-voting member shall take place as soon as possible after the effective date of the statutes providing for such non-voting member. Such selected non-voting member of the Board shall begin their term of office at the first meeting following their selection.

In the event of a vacancy on the Board created by the aforementioned non-voting member, the aforementioned procedure for selecting the non-voting member shall be followed to fill the vacancy as soon as it is feasible.

Article III. Duties of the Board and Board Meetings

Sec. 3.1 Duties of the Board.

i. Duties of Voting Members of the Board

The voting members of the Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The voting Board Members shall also abide by the following performance standards:

- a. Voting members shall exercise their fiduciary duties through responsible use of the Corporation's assets. Voting members shall transact the Corporation's business promoting wise expenditures, prompt payment of debts, and in other ways safeguarding the Corporation's assets from waste, abuse, theft, or other physical loss.
- b. Voting members shall attend all scheduled Board meetings, workshops, and retreats, unless excused. Three consecutive unexcused absences constitutes removal from the Board. Voting members shall be informed and aware of issues affecting the Corporation.
- c. Voting members shall effectively represent the Corporation's position to the public, in the Legislature, and in the community. Voting members should not represent their own opinion as the official position of the Corporation.
- d. Voting members shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Voting members shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Voting members shall abide by all state and local laws with regard to Board member conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. All voting member requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Voting members should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or

require substantial time or resources, the item shall be brought to the Executive Committee.

- g. There shall be no communication between voting members and Corporation employees or the non-voting member regarding negotiations or other personnel issues, except for the staff of the Corporation who are responsible to represent the Corporation and the Board in labor relations. If a Board Member is approached by an employee, the Board member shall refer the individual to the CEO. There shall also be no contact between Board Members and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A Board Member shall direct any allegation that another Board Member or the non-voting member has violated these performance standards to the Chairperson of the Board of Directors who shall direct the investigation of the allegation. The Chairperson of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chairperson of the Board, the Vice-Chairperson shall direct the investigation as provided above. If the allegation is against a member of the Executive Committee, the Executive Committee member shall be excused from the Executive Committee's deliberations to determine whether the issue is submitted to the full Board of Directors.
- i. A Board member, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest. A conflict of interest may include, but is not limited to, having a family member working for Community Transit, past employment with Community Transit or contracting with Community Transit.

ii. Duties of The Non-Voting Member of the Board

The non-voting member shall abide by the following performance standards:

- a. The non-voting member shall exercise their fiduciary duties through responsible use of the Corporation's assets.
- b. The non-voting member shall effectively represent the Corporation's position to the public, in the Legislature and in the community. The non-voting member should not represent their own opinion as the official position of the Corporation.

- c. The non-voting member shall attend all scheduled Board meetings, workshops, and retreats unless excused. Three consecutive unexcused absences constitutes removal from the Board. The non-voting member shall be informed and aware of issues affecting the Corporation as provided in these Bylaws.
- d. Such non-voting member shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Such non-voting member shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Such non-voting member shall abide by all state and local laws with regard to the representative's conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. Such non-voting member's requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Such non-voting member should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between voting members and the non-voting member regarding negotiations or other personnel issues. There shall also be no contact between the non-voting member and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A voting member or non-voting member of the board shall direct any allegation that another voting member or non-voting member has violated these performance standards to the Chairperson of the Board of Directors who shall direct the investigation of the allegation. The Chairperson of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chairperson of the Board, the Vice-Chairperson shall direct the investigation as provided above.
- i. A non-voting member of the board, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest.

Sec. 3.2 Board Offices. The majority of the whole voting membership of the Board shall select a Chairperson, a Vice Chairperson, and a Secretary from the voting members. The officers shall hold office until the first Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term.

Sec. 3.3 Meetings and Meeting Notice.

- a. Regular Meetings. The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.
- b. Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the voting members of the whole Board. The notification of such meetings must be delivered to each Board member and others requiring notification under the State Statute (RCW 42.30.080) at least twenty-four (24) hours before the time of such meeting unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080 now and as hereafter amended shall be adhered to regarding such meetings.
- c. Executive Sessions (Meetings). The Board may hold executive sessions if such sessions are not otherwise prohibited by State Statutes.

The Chairperson or the Acting Chairperson shall exclude the nonvoting member of the Board from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chairperson or the Acting Chairperson may allow the nonvoting member to attend any other executive session. The decision of the Chairperson or Acting Chairperson shall be final and binding. If the non-voting member attends an executive session of the Board of Directors, such non-voting member shall not disclose any information obtained in such executive session to anyone and shall not use such information to further the interest, either directly or indirectly, of any collective bargaining unit or employee(s) of the Corporation.

Sec. 3.4 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business.

Sec. 3.5 Parliamentary Procedure. All Board meetings shall be conducted pursuant to the Rules of Order established by the presiding officer; provided that a majority of the quorum may require that "Roberts Rules of Parliamentary Procedure" be applied to the meeting procedures unless other procedures are required by these Bylaws or the laws of the State of Washington.

Sec. 3.6 Board Acting as a Body. The Board shall take official action as a body in making its decisions and announcing them. No member shall represent or act for the Board without prior authorization of the Chairperson, the Executive Committee, or the Board except as otherwise provided for in these Bylaws.

Sec. 3.7 Records of Board Meetings.

- a. **Minutes.** The proceedings of the Board meetings shall be recorded and maintained. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections. A recording secretary will be present at all open Board meetings unless otherwise directed by the Chairperson, in which event the Chairperson shall designate another Board or staff member to keep a record of the meeting. Copies of the adopted minutes shall be forwarded to all Board members and to the component cities and county.
- b. **Resolution.** Every action of the Board of a general permanent nature and every action otherwise required by State Statute shall be by Resolution or Ordinance.

Sec. 3.8 Committees. The Chairperson, from time to time, shall appoint Board members to serve on standing or special committees. If a non-voting member is appointed to a committee, that non-voting member shall also be a non-voting member of the committee. At the time of the appointment of such Board members, the Chairperson shall state the objective of the committee and the date upon which a report shall be issued to the Board. The Chairperson shall be an ex-officio member of all such committees. There shall be one permanent standing committee, that committee to be the Executive Committee. The membership of the Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Secretary, and the immediate past Chairperson. In the event there is no immediate past Chairperson, the Chairperson shall select another Board member to be on the Executive Committee.

Article IV. Duties of the Chairperson, Vice Chairperson, and Secretary

Sec. 4.1 Duties of the Chairperson. The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice Chairperson shall assume the duties of presiding over the meetings of the Board;

provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. The Chairperson shall also exercise the duties set forth in Article III, Sections 3.1.i.h and 3.1.ii.g above.

Sec. 4.2 Chairperson as Spokesperson. The Chairperson shall act as spokesperson for the Board and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representative shall otherwise be authorized by the Board; provided, however the Chairperson may delegate to any voting Board member the duty of being a spokesperson or representative for the Board. The Chairperson or his/her designated Board member acting as a spokesperson or representative shall make no pronouncements that will obligate or commit the Board except as provided by these Bylaws or pursuant to the authorization of the Board.

Sec. 4.3 Vacancy of Chief Executive Officer. In the event the position of Chief Executive Officer is vacant, the Chairperson shall select an interim replacement subject to approval by the voting members of the Board. Such interim replacement shall not be a Board member and may or may not be a current employee. As soon as practicable following the vacancy, the voting Board members shall initiate a recruitment process to select a new Chief Executive Officer.

Sec. 4.4 Duties of Vice Chairperson. The Vice Chairperson shall perform the duties and have the power of the Chairperson during the absence of the Chairperson. The Vice Chairperson shall perform other duties and have other powers as might be delegated to him or her by the Chairperson. The Vice Chairperson shall be a member of the Executive Committee of the Board. The Vice Chairperson shall also exercise the duties set forth in Article III, Section 3.1.i.h and 3.1.ii.g above.

Sec. 4.5 Duties of Secretary. The Secretary shall cause a record to be made of all open meetings and to sign all documents requiring the Secretary's signature. The Secretary shall be a member of the Executive Committee.

Article V. Chief Executive Officer

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint and remove the Chief Executive Officer with the affirmative vote of sixty percent (60%) of the whole voting membership of the Board of Directors. The Chief Executive Officer shall perform such administrative duties specified in these Bylaws and such other administrative duties as may be designated from time to time by the Chairperson.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

- a. To have general supervision over the administrative affairs of the Corporation.
- b. To appoint and remove all department heads.
- c. To appoint and remove all other employees of the Corporation. However, the voting Board members may cause an audit to be made of any department or office of the Corporation and may select the persons to make it, without the advice and consent of the Chief Executive Officer.
- d. To attend all meetings of the Board at which his/her attendance may be required by that body.
- e. To recommend for adoption by the Board such measures as he/she may deem necessary or expedient.
- f. To prepare and submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to the Board.
- g. To keep the Board fully advised of the financial condition of the Corporation and its future needs.
- h. To prepare and submit to the Board a proposed budget for the fiscal year and to be responsible for its administrative adoption.
- i. To develop and implement policies and procedures to ensure compliance with State public disclosure laws. Due to the size of Community Transit it would be unduly burdensome to maintain an index as provided in RCW 42.17.260.
- j. To perform such other duties as the Chairperson or Board may determine.
- k. To determine conjointly with the Board appropriate performance measurements/standards by which said Chief Executive Officer is to be evaluated at least on an annual basis.

Article V1. Attorney. The Board shall make provision for legal counsel to the Board and the Corporation by any reasonable contracted arrangement for such professional services.

Article VII. Severability. If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances, is not affected.

Article VIII. Amendments. These amended Bylaws, as adopted by the Board of the Snohomish County Public Transportation Benefit Area Corporation, may be revised or amended at any regular or special meeting of the Board by a vote of a two thirds (2/3rds) of the whole voting membership of the Board; provided that copies of proposed revisions or amendments shall be available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

The foregoing amended Bylaws of the Snohomish County Public Transportation Benefit Area Corporation, consisting of 10 pages, have been adopted and approved by the majority of the whole voting Board on the ____ day of _____, 2016, and shall supersede all past Bylaws or amended Bylaws of the Corporation.

Approved and passed this ____ day of _____, 2016 .

Councilmember Mike Todd, Chair

ATTEST:

Councilmember Stephanie Wright, Secretary

APPROVED AS TO FORM:

Allen J. Hendricks, Attorney

ATTACHMENT ' A '

Governing Body - Board Composition:

- A. **Voting Members** - Nine (9) voting members - all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area composed as follows:

Two (2) council members and their alternate from Snohomish County;

Two (2) members and one (1) alternate from component cities with population of 35,000 or more - Edmonds, Lynnwood and Marysville.

Three (3) members and two (2) alternates from component cities with population between 15,000 and 35,000 - Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo)

Two (2) members and an alternate from component cities with population less than 15,000 - Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan, and Woodway.

- B. **Non-voting Members** - One (1) non-voting member of the Board of Directors selected by the bargaining units pursuant to RCW 36.57A.050.

Revised 1/21/16



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a
DATE: January 11, 2024
SUBJECT: Selection of Mayor Pro Tempore
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A - Council Rules of Procedure Rule 7

ISSUE

The City Council Rules of Procedure (Attachment A) require councilmembers to choose a mayor pro tempore to serve for the year.

SUMMARY STATEMENT

At the first meeting of the City Council in the new year (2024), as required by the City Council Rules of Procedure, councilmembers must choose a member to serve as mayor pro tempore for the year.

DISCUSSION

The mayor pro tempore serves in the absence or temporary disability of the mayor. The "term" of the pro tempore appointment, according to the City Council Rules of Procedure is one year, and the mayor pro tempore must be chosen at the first meeting of the year. The councilmember serving as mayor pro tempore will continue to have all of the rights, privileges, and immunities of a member of the council.

FINANCIAL IMPACT

There is no financial impact.

CITY COUNCIL OPTIONS

Council must choose a member to serve as mayor pro tempore at their first meeting in 2024.

RECOMMENDED MOTION

**I MOVE TO APPOINT COUNCILMEMBER _____ AS MAYOR PRO
TEMPORE TO SERVE A ONE YEAR TERM IN 2024.**

ATTACHMENT A

ELECTION OF MAYOR PRO TEMPORE

Rule 7. Annually, at the first meeting of the City Council, the members thereof shall choose a member from among their number who shall have the title of Mayor Pro Tempore. In addition to the powers conferred upon him/her as Mayor Pro Tempore, he/she shall continue to have all the rights, privileges and immunities of a member of the Council. If a vacancy occurs in the office of Mayor Pro Tempore, the members of the council at their next regular meeting should select a Mayor Pro Tempore from among their number for the unexpired term.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: January 11, 2024

SUBJECT: Set 2024 City Council Meeting Calendar

CONTACT PERSON: Shawn Smith, City Administrator

ATTACHMENTS: A – Rules of Procedure Rule No. 2
B – Proposed 2024 City Council Meeting Calendar

Resource Link:

<https://stanwoodwa.org/DocumentCenter/View/6769/Rules-of-Procedure?bidId=>

PURPOSE

The purpose of this agenda item is for Council consideration and approval of 2024 City Council Meeting Calendar

BACKGROUND

Council's Rules of Procedure (See Resource link above) Rule 2 states that the Stanwood City Council shall hold regular meetings on the second and fourth Thursday of each month and shall hold four (4) quarterly special meetings, commonly known as Council Workshops.

ANALYSIS

The 2024 calendar prepared for council approval includes setting all regular city council meetings, setting four special meetings, moving meetings that may fall on a holiday, and cancellation of two meetings.

Fiscal Impact			
There is no fiscal impact			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends setting the 2024 City Council Meeting Calendar as proposed.

Committee/Board Recommendation: The full City Council considers and approves the annual meeting calendar.

CITY COUNCIL OPTIONS

1. The Council may approve the 2024 City Council Meeting Calendar as presented.
2. The Council may direct changes to the proposed 2024 City Council Meeting Calendar and approve an amended version.
3. The Council may direct staff to bring back alternative meeting dates and a revised 2024 Meeting Calendar at a later date.

PROPOSED MOTION

I MOVE TO APPROVE AND SET THE 2024 CITY COUNCIL MEETING CALENDAR AS PRESENTED AND TO PUBLISH ALL DATES ON THE CITY WEBSITE.

ATTACHMENT A

COUNCIL MEETINGS

Rule 2. The regular meetings of the Stanwood City Council shall be held at 7:00 p.m. on the second and fourth Thursday of each month. When the date for any regular meeting of the City Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding Monday or the previous Monday, not a holiday. (SMC 2.44.035)

Cancellations. During an open public meeting a majority of the Council may agree to cancel an upcoming regular meeting, special meeting, or workshop meeting. Also, if no items of business have been submitted to the City Clerk for consideration at said upcoming meeting, the Mayor, Mayor pro tem and City Clerk may cancel the upcoming meeting, if all agree. In the case of such cancellation, payroll checks and vouchers will be approved at the next regular City Council meeting. (RCW 42.24.180/SMC 3.20.020)

Proposed 2024 City Council Calendar**January 2024**

Thursday, January 11 Regular City Council Meeting 7:00 pm

Thursday, January 25 Regular City Council Meeting 7:00 pm

February 2024

Thursday, February 8 Special Workshop Meeting 5:00 pm

Thursday, February 8 Regular City Council Meeting 7:00 pm

Thursday, February 22 Regular City Council Meeting 7:00 pm

March 2024

Thursday, March 14 Regular City Council Meeting 7:00 pm

Thursday, March 28 Regular City Council Meeting 7:00 pm

April 2024

Thursday, April 11 Regular City Council Meeting 7:00 pm

Thursday, April 25 Regular City Council Meeting 7:00 pm

May 2024

Thursday, May 9 Special Workshop Meeting 5:00 pm

Thursday, May 9 Regular City Council Meeting 7:00 pm

Thursday, May 23 Regular City Council Meeting 7:00 pm

June 2024

Thursday, June 13 Regular City Council Meeting 7:00 pm

Thursday, June 27 Regular City Council Meeting 7:00 pm

July 2024

Thursday, July 11 Regular City Council Meeting 7:00 pm

Thursday, July 25 Regular City Council Meeting 7:00 pm

August 2024

Thursday, August 8 Special Workshop Meeting 5:00 pm

Thursday, August 8 Regular City Council Meeting 7:00 pm

Thursday, August 22 Regular City Council Meeting 7:00 pm ** CANCELLED

September 2024

Thursday, September 12 Regular City Council Meeting 7:00 pm

Thursday, September 26 Regular City Council Meeting 7:00 pm

October 2024

Thursday, October 10 Special Workshop Meeting 5:00 pm

Thursday, October 10 Regular City Council Meeting 7:00 pm

Thursday, October 24 Regular City Council Meeting 7:00 pm

November 2024

Thursday, November 14 Regular City Council Meeting 7:00 pm

Monday, November 25 Regular City Council Meeting 7:00 pm ** Moved due to holiday

December 2024

Thursday, December 12 Regular City Council Meeting 7:00 pm

Thursday, December 26 Regular City Council Meeting 7:00 pm **CANCELLED



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11c

DATE: January 11, 2024

SUBJECT: Authorize the Mayor to Sign a Contract for Security System, Cloud-based Software Licensing, and Installation with VECA

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A: Quote from VECA

PURPOSE

The purpose of this agenda item is to authorize the mayor to sign a contract for upgrading the city security system, cloud-based software licensing and installation with VECA.

BACKGROUND

The City has had a positive experience with the Verkada security equipment since its purchase in 2022. The improved clarity of the cameras and ease of navigation for video retrieval has significantly enhance security infrastructure at the Public Works building and Heritage Park. The existing security systems at City hall and the Police Department face challenges such as outdated equipment, difficulty in retrieving clear footage, and complications in managing employee access through key fobs at City Hall. The difference between the old and new Verkada systems highlights the importance of the City investing in modern and user-friendly security solutions. The ability to quickly access and download clear video footage is crucial for security purposes, especially for law enforcement. The ease of adding or removing employees from the system further streamlines administrative tasks. Considering the success with the Verkada system, the proposal to upgrade the security equipment at City Hall and the Police Department, as well as adding cameras to cover new areas like the skate park, dog park, baseball fields at Heritage Park, and Church Creek Park, is a proactive approach to fortifying security measures. The proposal also includes adding environmental sensors to the restrooms (detection of smoke from things like tabaco or marijuana) that will send an alarm when detected. This expansion of coverage to high-traffic or vulnerable areas could significantly deter vandalism and aid law enforcement in investigating and preventing such incidents. Overall, the initiative to update technology for better security and operational efficiency demonstrates a commitment to the safety and well-being of the city's facilities and community and contributes to creating a safer environment for employees, residents, and visitors.

Staff members have worked with VECA and a representative from Verkada to design the systems and have received quotes for the equipment, labor, and cloud licensing. See Attachment A for price breakdown by site. Including tax, the contracts total \$153,013.87.

Staff did not complete the competitive procurement process, instead relying on the competitive process performed by PEPPM. PEPPM is a technology cooperative purchasing program established in 1982. It is a program and service of the Central Susquehanna Intermediate Unit (CSIU) also known as IU 16. Offices are located in Central Pennsylvania, in the borough of Milton. This “piggyback” contract allows the city to receive the benefit of competitive pricing obtained by a comprehensive comparison of solutions and ensures compliance with state laws.

VECA is a Verkada equipment certified dealer by PEPPM. Staff recommends entering into a contract with VECA to install updated technology for better security and operational efficiency at city facilities.

In addition to the project purchase and install cost, staff estimates ongoing operating costs. The software license price includes five years of licensing, after which annual licensing is estimated to be approximately \$5,200 per year. Additional costs will include a monthly internet connection at Church Creek Park, approximately \$2,400 per year, which will be a General fund cost.

Fiscal Impact			
Fund(s): 110, 401, 410, 421, and 001	Cost is allocated between the building fund, general fund and operating utility funds.		
Contract Amount:	\$153,013.87	Project Estimate:	\$153,013.87
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends authorizing the mayor to execute the equipment purchase, cloud based software subscription, and installation contract with VECA

Committee/Board Recommendation:

The Public Works Committee has not reviewed this proposal prior to the January 11, 2024, City Council Meeting.

CITY COUNCIL OPTIONS

1. Authorizing the mayor to execute the equipment purchase, cloud base software, and installation contract with VECA.
2. Send to Public Works Committee for discussion.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH VECA FOR ACQUISITION OF SECURITY SYSTEM, CLOUD-BASED SOFTWARE SUBSCRIPTION, AND INSTALLATION NOT TO EXCEED \$153,013.87.



ATTACHMENT A

5614 7th Avenue South
Seattle, WA 98108
P: (206) 436-5200
F: (866) 574-7416
www.veca.com

January 3, 2024

Attn: Amanda Slattery – City of Stanwood

Re: Police Department, City Hall, Heritage Park, and Church Creek Park

Pricing

Thank you for the opportunity to participate in the above-referenced project. Pricing As per PEPPM #533902-155

Police Department

VECA Prevailing Wage Labor..... **\$11,400.50**

Verkada Material Pricing..... **\$16,818.64**

City of Stanwood PEPPM Pricing							
Stanwood PD							
qty	Part Number	Category	Part Description	MSRP	Total	PEPPM Price EA.	PEPPM Price Total
1	CD52-256-HW	Verkada	CD52 Indoor dome camera, 256GB, 30 day retention	\$1,199.00	\$1,199.00	\$863.28	\$863.28
2	CB62-512E-HW	Verkada	CB62-E Outdoor bullet camera, 512GB, 30 day retention	\$1,799.00	\$3,598.00	\$1,295.28	\$2,590.56
1	CB62TE-512TE-HW	Verkada	CB62-TE Outdoor bullet camera, 512GB, 30 day retention	\$1,899.00	\$1,899.00	\$1,367.28	\$1,367.28
1	CD62E-30E-HW	Verkada	CD62-E Outdoor dome camera, 512GB, 30 day retention	\$1,699.00	\$1,699.00	\$1,223.28	\$1,223.28
1	CH52-1TBE-HW	Verkada	CH52-1TBE-HW Outdoor Multisensor camera, 1TB, 30 day.	\$3,599.00	\$3,599.00	\$2,591.28	\$2,591.28
1	ACC-MNT- 3	Verkada	L-Bracket Mount	\$129.00	\$129.00	\$92.88	\$92.88
3	ACC-MNT-11	Verkada	Square Junction box mount	\$89.00	\$267.00	\$64.08	\$192.24
1	ACC-MNT-10	Verkada	Corner Mount	\$199.00	\$199.00	\$143.28	\$143.28
1	ACC-MNT-2	Verkada	Arm Mount	\$89.00	\$89.00	\$64.08	\$64.08
1	ACC-MNT- 8	Verkada	Pendant Cap Mount	\$69.00	\$69.00	\$49.68	\$49.68
1	LIC-CH52-5Y	Verkada	5-year CH52 Multisensor Camera License	\$2,699.00	\$2,699.00	\$1,943.28	\$1,943.28
5	LIC-5Y	Verkada	5-year camera license	\$899.00	\$4,495.00	\$647.28	\$3,236.40
1	VX52-HW	Verkada	VX52 Viewing station	\$499.00	\$499.00	\$359.28	\$359.28
1	LIC-VX- 5Y	Verkada	5-year viewing station license	\$1,999.00	\$1,999.00	\$1,439.28	\$1,439.28
1	ACC_POE-60W	Verkada	PoE++ (802.3bt-2018) Injector, GigE	\$149.00	\$149.00	\$107.28	\$107.28
1	ACCX-HUB-GWE	Verkada	Wireless Lock Hub - Allegion GWE Engage	\$374.00	\$374.00	\$269.28	\$269.28
1	CS34P	Ancillary	Uniprise CAT6 Cable	\$325.00	\$325.00	\$286.00	\$286.00
						Total	\$16,818.64

Police Department Grand Total \$28,219.14

City Hall

VECA Prevailing Wage Labor Total **\$10,199.51**

Verkada Material Pricing..... **\$17,983.36**

City of Stanwood PEPPM Pricing							
Stanwood City Hall							
qty	Part Number	Category	Part Description	MSRP	Total	PEPPM Price EA.	PEPPM Price Total
1	AC41-HW	Verkada	AC41 4-door controller	\$1,799.00	\$1,799.00	\$1,295.28	\$1,295.28
1	LIC-AC-5Y	Verkada	5-year door license	\$999.00	\$999.00	\$719.28	\$719.28
1	AD33-HW	Verkada	AD33 Multi Format Card Reader	\$349.00	\$349.00	\$251.28	\$251.28
2	CD42-256-HW	Verkada	CD42 Indoor dome camera, 256GB, 30 day retention	\$999.00	\$1,998.00	\$719.28	\$1,438.56
2	CD42-256E-HW	Verkada	CD42 Outdoor dome camera, 256GB, 30 day retention	\$1,199.00	\$2,398.00	\$863.28	\$1,726.56
1	CB62TE-512TE-HW	Verkada	CB62-TE Outdoor bullet camera, 512GB, 30 day retention	\$1,899.00	\$1,899.00	\$1,367.28	\$1,367.28
1	CH52-1TBE-HW	Verkada	CH52-1TBE-HW Outdoor Multisensor camera, 1TB, 30 day.	\$3,599.00	\$3,599.00	\$2,591.28	\$2,591.28
1	ACC-MNT-2	Verkada	Arm Mount	\$89.00	\$89.00	\$64.08	\$64.08
1	ACC-MNT-8	Verkada	Pendant Cap mount	\$69.00	\$69.00	\$49.68	\$49.68
1	ACC_POE-60W	Verkada	PoE++ (802.3bt-2018) Injector, GigE	\$149.00	\$149.00	\$107.28	\$107.28
1	LIC-CH52-5Y	Verkada	5-year CH52 Multisensor Camera License	\$2,699.00	\$2,699.00	\$1,943.28	\$1,943.28
5	LIC-5Y	Verkada	5-year camera license	\$899.00	\$4,495.00	\$647.28	\$3,236.40
1	ACCX-HUB-GWE	Verkada	Wireless Lock Hub - Allegion GWE Engage	\$374.00	\$374.00	\$269.28	\$269.28
1	LIC-BB-5Y	Verkada	5-Year Basic Alarm	\$3,000.00	\$3,000.00	\$2,160.00	\$2,160.00
1	CCM-288X3-CA24AXIS	Ancillary	Corner Camera Rooftop Mount	\$543.00	\$543.00	\$477.84	\$477.84
1	CS34P	Ancillary	Uniprise CAT6 Cable	\$325.00	\$325.00	\$286.00	\$286.00
						Total	\$17,983.36

City Hall Grand Total \$28,182.87

City Hall optional ADDED Materials

Verkada Material Pricing..... \$2,516.64

City of Stanwood PEPPM Pricing							
City Hall Add							
qty	Part Number	Category	Part Description	MSRP	Total	PEPPM Price EA.	PEPPM Price Total
2	BR33-HW	Verkada	BR33 Wireless Panic Button	\$99.00	\$198.00	\$71.28	\$142.56
1	BK21-HW	Verkada	BK21 Alarm Keypad with Wireless Hub	\$799.00	\$799.00	\$575.28	\$575.28
1	LIC-CEL-5Y	Verkada	5-Year Cellular backup License	\$2,499.00	\$2,499.00	\$1,798.80	\$1,798.80
						Total	\$2,516.64

Church Creek Park

VECA Prevailing Wage Labor..... \$13,428.75

Verkada Material Pricing..... \$28,808.58

City of Stanwood PEPPM Pricing							
Church Creek Park							
qty	Part Number	Category	Part Description	MSRP	Total	PEPPM Price EA.	PEPPM Price Total
1	CD42-256-HW	Verkada	CD42 Outdoor dome camera, 256GB, 30 day retention	\$1,199.00	\$1,199.00	\$863.28	\$863.28
1	CH52-1TBE-HW	Verkada	CH52-1TBE-HW Outdoor Multisensor camera, 1TB, 30 day.	\$3,599.00	\$3,599.00	\$2,591.28	\$2,591.28
2	CB62-512TE-HW	Verkada	CB62-TE Outdoor bullet camera, 512GB, 30 day retention	\$1,899.00	\$3,798.00	\$1,367.28	\$2,734.56
3	LIC-5Y	Verkada	5-year camera license	\$899.00	\$2,697.00	\$647.28	\$1,941.84
1	LIC-CH52-5Y	Verkada	5-year CH52 Multisensor Camera License	\$2,699.00	\$2,699.00	\$1,943.28	\$1,943.28
1	ACC_POE-60W	Verkada	PoE++ (802.3bt-2018) Injector, GigE	\$149.00	\$149.00	\$107.28	\$107.28
2	ACC-MNT-8	Verkada	Pendant Cap mount	\$69.00	\$138.00	\$49.68	\$99.36
1	ACC-MNT-9	Verkada	Pole Mount 2nd generation	\$209.00	\$209.00	\$150.48	\$150.48
1	ACC-MNT-8	Verkada	Pendant Cap mount	\$69.00	\$69.00	\$49.68	\$49.68
2	SV23-HW	Verkada	SV23 Environmental sensor	\$999.00	\$1,998.00	\$719.28	\$1,438.56
2	LIC-SV-5Y	Verkada	5-Year SV Sensor License	\$999.00	\$1,998.00	\$719.28	\$1,438.56
1	CS34P	Ancillary	Uniprise CAT6 Cable	\$325.00	\$325.00	\$286.00	\$286.00
1	VECA	Ancillary	Light pole for Camera and power	\$3,057.29	\$3,057.29	\$2,690.42	\$2,690.42
81	VECA	Installation	Pole Installation Labor at \$154 per hour	\$154.00	\$12,474.00	\$154.00	\$12,474.00
						Total	\$28,808.58

Church Creek Park Grand Total..... \$42,237.33

Heritage Park

VECA Prevailing Wage Labor..... \$15,137.67

Verkada Material Pricing..... \$24,937.86

City of Stanwood PEPPM Pricing							
Heritage Park							
qty	Part Number	Category	Part Description	MSRP	Total	PEPPM Price EA.	PEPPM Price Total
3	CD42-256-HW	Verkada	CD42 Outdoor dome camera, 256GB, 30 day retention	\$1,199.00	\$3,597.00	\$863.28	\$2,589.84
1	CH52-1TBE-HW	Verkada	CH52-1TBE-HW Outdoor Multisensor camera, 1TB, 30 day.	\$3,599.00	\$3,599.00	\$2,591.28	\$2,591.28
3	LIC-5Y	Verkada	5-year camera license	\$899.00	\$2,697.00	\$647.28	\$1,941.84
1	LIC-CH52-5Y	Verkada	5-year CH52 Multisensor Camera License	\$2,699.00	\$2,699.00	\$1,943.28	\$1,943.28
1	ACC_POE-60W	Verkada	PoE++ (802.3bt-2018) Injector, GigE	\$149.00	\$149.00	\$107.28	\$107.28
1	ACC-MNT-2	Verkada	Arm Mount	\$89.00	\$89.00	\$64.08	\$64.08
2	ACC-MNT-8	Verkada	Pendant Cap mount	\$69.00	\$138.00	\$49.68	\$99.36
1	ACC-MNT-9	Verkada	Pole Mount 2nd generation	\$209.00	\$209.00	\$150.48	\$150.48
1	CS34P	Ancillary	Uniprise CAT6 Cable	\$325.00	\$325.00	\$286.00	\$286.00
1	VECA	Ancillary	Light pole for Camera and power	\$3,057.29	\$3,057.29	\$2,690.42	\$2,690.42
81	VECA	Installation	Pole Installation Labor at \$154 per hour	\$154.00	\$12,474.00	\$154.00	\$12,474.00
						Total	\$24,937.86

Heritage Park Grand Total..... \$40,075.53

Public Works

VECA Prevailing Wage Labor..... \$1,010.24

Verkada Material Pricing..... \$269.28

City of Stanwood PEPPM Pricing							
Public Works							
1	ACCX-HUB-GWE	Verkada	Wireless Lock Hub - Allegion GWE Engage	\$374.00	\$374.00	\$269.28	\$269.28
						Total	\$269.28

Public Works Grand Total..... \$1,279.52

Project Sales Tax..... \$13,019.48

Project Grand Total..... \$153,013.87

Pricing Basis

This proposal is based on the following documentation and as indicated in the scope of work below.

- Manufactures will include Verkada

Scope of Work

Project Management – Provide the following

- Project Manager with an RCDD certification for pre-construction and project support
- Project Manager & Labor to be Verkada Certified Engineers
- Design assistance for the duration of the project including recommendations following BICSI & NEC standards & codes
- Certified test results for Copper Cabling utilizing a Fluke DTX cable analyzer
-

Police Department– Provide and install the following:

- (1) Verkada CD52 Indoor Domes
- (1) Verkada CH52 Multi Sensor Camera
- (1) Verkada CB62TE Bullet
- (2) Verkada CB62E Bullets
- (1) Verkada CD62E Dome camera
- (2) Verkada VX52 Viewing Stations
- (1) Verkada AC41 4-door controller

- (3) Verkada AD33 Multi Format card readers
- (1) Verkada PoE++ Injector
- 5-Year Verkada Licensing on all Verkada hardware
- All mounts needed to complete camera installation
- (6) CAT6 cables for new camera locations
- Focus & verify all camera FOV's with client
- VECA to program all cameras into Verkada Command
- VECA to create Verkada Command platform for client
- VECA to provide 2 hour training of Verkada Command platform
- Provide lift for outdoor cameras if needed

City Hall – Provide and install the following:

- (1) Verkada CD52 Indoor Dome
- (2) Verkada CD42 Indoor Dome
- (2) Verkada CD42E Outdoor Dome
- (1) Verkada CH52 Multi Sensor Camera
- (1) CB62E Outdoor bullet camera
- All mounts needed to complete camera installation
- (7) CAT6 cables for new camera locations
- (1) Verkada PoE++ Injector
- Focus & verify all camera FOV's with client
- VECA to program all cameras into Verkada Command
- VECA to create Verkada Command platform for client
- VECA to provide 2 hour training of Verkada Command platform
- Provide lift for outdoor cameras if needed
- (1) Verkada AC41 Controller
- (1) Allegion Lock Hub
- (1) Baird corner rooftop sled for camera mounting
- 5-Year Verkada Licensing on all Verkada hardware
- VECA to program all doors and schedules into Verkada Command
- VECA to provide labor to create 25 users via client filled out CSV file

Church Creek Park– Provide and install the following:

- (1) Verkada CD42E Outdoor Dome
- (2) Verkada CB62TE Bullett cameras
- (1) Verkada CH52 Multi Sensor Camera
- (2) Verkada SV23 Environmental sensors. (1) In men's restroom (1) In women's restroom
- All mounts needed to complete camera installation
- (6) CAT6 cables for new camera and sensor locations
- (1) New utility pole W/power at North end of Baseball fields for parking lot camera
- 5-Year Verkada Licensing on all Verkada hardware
- Focus & verify all camera FOV's with client
- VECA to program all cameras into Verkada Command
- VECA to create Verkada Command platform for client

- VECA to provide 2 hour training of Verkada Command platform
- Provide lift for outdoor cameras if needed

Heritage Park– Provide and install the following:

- (3) Verkada CD42E Outdoor Dome
- (1) Verkada CH52 Multi Sensor Camera
- All mounts needed to complete camera installation
- (4) CAT6 cables for new camera locations
- (1) New utility pole W/power at North end of Baseball fields for parking lot camera
- 5-Year Verkada Licensing on all Verkada hardware
- Focus & verify all camera FOV's with client
- VECA to program all cameras into Verkada Command
- VECA to create Verkada Command platform for client
- VECA to provide 2 hour training of Verkada Command platform
- Provide lift for outdoor cameras if needed

Misc. Installation Items – Provide and install the following:

- Low Voltage permit
- J-Hook Pathway Support

Clarifications

The following is for clarification purposes:

1. Pricing valid for 30 days from **1/3/24**.
2. Pricing is based on working during normal business hours between 6AM – 2:30PM.
3. Payment Terms: Net 30 Days

Exclusions

1. Costs associated with the CDC or other Government Health Related protocols
2. Active components
 - a. Network equipment
 - b. AV Equipment
 - c. Telecommunication Equipment
 - d. Servers & accessories
 - e. Temporary Services
 - f. UPS & Battery
3. Electrical Scope(s) of Work
 - a. Electrical outlets
 - b. Conduits, mud rings, junction boxes and flexible tubing
 - c. Poke-thru devices, Hilti speed sleeves, conduit waterfalls and misc. pathway accessories
 - d. Power distribution units and power strips
 - e. Power supplies
 - f. Extending telecommunication ground system to building ground support systems
4. Other Scope(s) of Work
 - a. Audio-Visual
 - b. DAS
 - c. CATV
 - d. Paging

- e. Service Provider Scopes
- f. WAP Cabling/Mounting
- 5. Copper/Fiber Patch Cords
- 6. Copper/Fiber Backbone Cabling
- 7. Ladder Rack and/or Basket Tray
- 8. Innerduct/Maxcell
- 9. Demolition and make safe
- 10. Fire Rated Plywood Backboard
- 11. Core holes and X-ray services
- 12. Any make-ready work for the customer provided materials & equipment
- 13. Code updates or replacement of defective equipment associated with existing systems.
- 14. Patching or painting because of demolition or installation activities
- 15. Unforeseen or hidden conditions
- 16. Contract retention
- 17. Any construction activities not clearly defined in our scope of work
- 18. Bid Bond
- 19. Washington State Sales Tax

We wish to thank you again for the opportunity to participate in this proposal. If you have any questions, please feel free to contact me.

Sincerely,

Jay McArthur

Jay McArthur
(206) 472-5514
Group Manager
Special Projects and Service
VECA Electric & Technologies
jmcarthur@veca.com

If this proposal including the Clarifications and Exclusions are acceptable, please sign and date on the space indicated below. Upon acceptance of this proposal, VECA Electric & Technologies will proceed with the above referenced work and shall provide a Certificate of Insurance per the customer provided Insurance Requirements.

Accepted By (Company Name): _____

Signature (Authorized Representative): _____

Name/Title (Authorized Representative): _____

Date: _____

New Customer Information:



Name_____

Dbal(if different)_____

Address_____

Billing Contact Name_____

Billing E-Mail_____

Billing Number_____

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