1. Agenda

    Documents:

    3-28-19 AGENDA.PDF

2. Meeting Materials

    Documents:

    5A COMPSTAT REPORT.PDF
    5B LIBRARY MINUTES.PDF
    6A PW MINUTES.PDF
    6B CD MINUTES.PDF
    7A VOUCHERS.PDF
    7B CC MINUTES.PDF
    7C BIAS ASSET CONNECT.PDF
    7D RES 2019-06 SALARY AND BENEFIT.PDF
    8A DRAINAGE SYSTEMS.PDF
    9A FEE RESOLUTION.PDF
    9B RICHARDSON STREET VACATION.PDF
    9C DISC GOLF.PDF
    9D BUDGET AMENDMENT.PDF

# AGENDA
# CITY COUNCIL REGULAR MEETING
***Thursday, March 28, 2019 – 7:00 p.m.***
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
5. **STAFF REPORTS**
    a. Police Compstat Report – February 2019
    b. Library Board Meeting Minutes – March 11, 2019
6. **COMMITTEE REPORTS**
    a. Public Works
    b. Community Development
7. **CONSENT AGENDA**
    a. Approve Vouchers and Payroll Checks
    b. Approve March 14, 2019 Regular Meeting Minutes
    c. Authorize the Mayor to Subscribe to BIAS Connect Online Software
    d. Resolution 2019-06 Adoption of Amended Salary and Benefit Schedule
8. **OLD BUSINESS**
    a. Ordinance 1472 Transfer of Private Drainage Systems Code Amendment, Second Reading and Final Adoption
9. **NEW BUSINESS**
    a. Resolution 2019-05 Revised Consolidated Schedule of Fees and Charges
    b. Ordinance 1474 Richardson Street Vacation, First Reading
    c. Disc Golf Volunteer Project at Church Creek Park
    d. Ordinance 1473 2019-20 Budget Amendment No.1, First Reading
10. **REPORTS OF OFFICERS AND COMMITTEES**
    a. Mayor's Report
    b. City Administrator's Report
    c. Councilmember Reports/Questions
11. **CITIZEN CLOSING COMMENTS**
12. **ADJOURN**

**Upcoming Meetings:**
April 11, 2019 Regular Meeting
April 25, 2019 Regular Meeting

# CITY OF STANWOOD
# COUNCIL AGENDA STAFF REPORT

**ITEM NUMBER:** 5a

**DATE:** March 28, 2019

**SUBJECT:** Police February 2019 Compstat Report

**CONTACT PERSON:** Amanda Slattery, Police Records Clerk

**ATTACHMENTS:** A – February 2019 Compstat Report

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**<u>SUMMARY STATEMENT</u>**

Attached is the February 2019 Compstat Report for council review.

ATTACHMENT A

# Stanwood Police Department
## February 2019

### Administrative Personnel
Chief Norm Link
Sergeant Greg Sanders
Amanda Slattery – Stanwood City Employee
Stacey Davis – Stanwood City Employee

### Operational Personnel

| | Assigned | Vacancies | Percentage |
|---|---|---|---|
| Sergeants | 2 | 0 | 100% |
| MPD | 0 | 0 | N/A |
| Deputies | 6 | 0 | 100% |
| SRO | 1 | 0 | 100% |
| Detectives | 1 | 0 | 100% |
| Total | 10 | 0 | 100% |

### Area of Operation
**The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 6,635, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.**

# COMPSTAT REPORT

| Type of Crime | February 2019 | Year To Date 2019 | February 2018 | Year To Date 2018 |
|---|---|---|---|---|
| Homicide | 0 | **0** | 0 | **0** |
| Rape | 0 | **0** | 0 | **0** |
| Robbery | 0 | **0** | 0 | **2** |
| Assault | 1 | **6** | 5 | **10** |
| Burglary | 1 | **3** | 1 | **4** |
| Larceny | 12 | **24** | 10 | **24** |
| Motor Vehicle Theft | 1 | **2** | 3 | **6** |
| | | | | |
| **General** | **February 2019** | **Year To Date 2019** | **February 2018** | **Year To Date 2018** |
| Calls for Service (Incidents) | 700 | **1378** | 560 | **1257** |
| Case Reports | 56 | **106** | 48 | **105** |
| Traffic Collisions | 9 | **18** | 9 | **21** |
| Arrests (Adult/Juvenile) | 21 | **34** | 21 | **42** |
| Drug Arrests | 3 | **0** | 3 | **7** |
| Warrant Arrests | 5 | **8** | 2 | **5** |
| Impaired Driving Arrests | 3 | **4** | 0 | **0** |
| Infractions Issued | 35 | **41** | 11 | **14** |
| Public Disclosure Requests | 26 | **51** | 36 | **83** |
| Concealed Pistol Licenses | 53 | **110** | 66 | **126** |
| Fingerprinting & Approx. timeframe | 45 @ 11.25 hr | **95 @ 23.75** | 34 @ 8 ½ hrs | **80 @ 20 hrs** |

## City Collisions for February 2019

**City Collisions for February Totals: 9**

| Date | Case Number | Location | H & R | Injured | Reason |
|---|---|---|---|---|---|
| 2/8/2019 | 2019-873 | 7200 Block of 267th ST NW | x | | Speed/Too Fast for Conditions |
| 2/10/2019 | 2019-907 | 8600 Block of 271st ST NW | | | Speed/Too Fast for Conditions |
| 2/11/2019 | 2019-925 | 6800 Block of 281st PL NW | | | Speed/Too Fast for Conditions |
| 2/11/2019 | 2019-930 | 7800 Block of 273rd ST NW | | x | Speed/Too Fast for Conditions |
| 2/14/2019 | 2019-1004 | 7900 Block of 268th ST NW | | | Inattentive/Failure to Stop |
| 2/23/2019 | 2019-1262 | 8000 Block of SR 532 | | x | Inattentive/Failure to Stop |
| 2/23/2019 | 2019-1263 | 7500 Block of SR 532 | | | Following too close/Failure to Stop |
| 2/25/2019 | 2019-1294 | PIONEER HWY/CEDARHOME DR | | | Failure to yield |
| 2/26/2019 | 2019-1308 | 9300 Block of SR 532 | x | | Inattentive/Failure to Stop |

# Stanwood School District Resource Officer (SRO)
# Activity Report February 2019

| ACTIVITY | SHS | PSMS | SMS | CES | SES | TCE | EBE | UBE | LHHS |
|---|---|---|---|---|---|---|---|---|---|
| Administrative | 26 | 1 | | | | 1 | 1 | | |
| Arson | | | | | | | | | |
| Assault | 1 | | | | | | | | |
| Bomb Threat | | | | | | | | | |
| Burglary | | | | | | | | | |
| Collision | | | | | | | | | |
| Counseling | | | | | | | | | |
| CPS Referral | | | | | | | | | |
| Crisis Planning | 1 | | | | | | | | |
| Felony VUCSA | | | | | | | | | |
| Fight | 1 | | | | | | | | |
| Harassment | 1 | | | | | | | | |
| Mal Mis | | | | | | | | | |
| Marijuana | | | | | | | | | |
| Mental Health | 2 | | | | | | | | |
| MIP | | | | | | | | | |
| Paraphernalia | | | | | | | | | |
| Public Assist | | | | | | | | | |
| Runaway | | | | | | | | | |
| Sexual Assault | | | | | | | | | |
| Suspicious | 4 | 1 | | | 2 | 1 | | | 1 |
| Teaching | 1 | | | | | | | | |
| Theft | 2 | | | | | | | | |
| Trespass | | | | | | | | | |
| Violation of Order | | 1 | | | | | | | 1 |
| Warrant | | | | | | | | | |
| Weapons | | | | | | | | | |

# Stanwood Camano School District Resource Officer

# February Newsletter

February 2019

**The short month of February** consisted of 21 school days, of which our wintery weather cut short by 7 snow days, and add on top of that our mid-winter break / President's day weekend... that means our month of February only consisted of 12 actual school days! Not only do those snow days effect actual academic time, but it effects our after school sports and other activities as well. Both boys basketball and girls basketball had games canceled due to weather, as well as practices were hard to schedule. The boys basketball made it to state and lost to O'dea in the first round. The girls made it to Districts and lost to Shorecrest and Ferndale. Boys baseball and girls softball went forward on clear but soggy fields. Thankfully the snow had melted.


**Epidemic of underage vaping**, Stanwood High School has gone to extreme measures to try and prevent students from going into the restrooms to "hang out" and vape. Staff has directed custodians to lock the doors open . This gives staff the ability to walk by the restrooms and hear what's going on inside, and also to be able to walk into the restroom on a security check without hearing the door open. With the cold temperatures outside this also makes it less comfortable for kids to just hang out.

# Stanwood Police Department

# Detective Report

# February Newsletter

February 2019

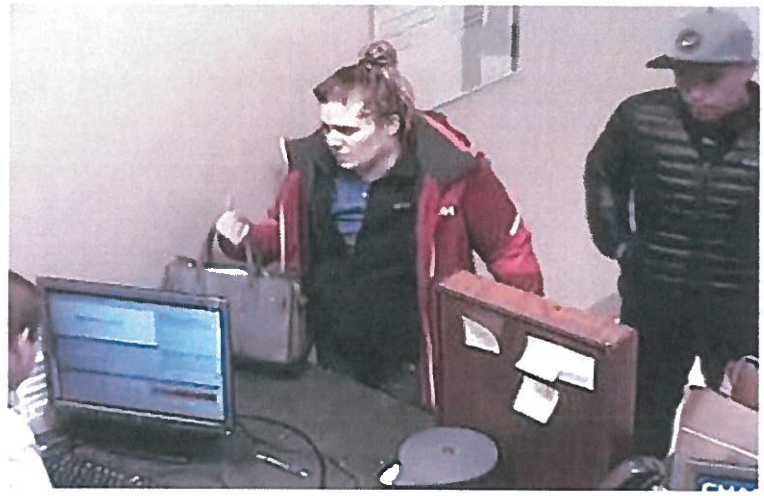
## Stanwood Case 2019-767
## Burglary and Identity Theft

On 02-05-19 Deputies Scott and McCurry responded to the report of a burglary at a local restaurant. After viewing security video of the suspect, Deputy McCurry located the male a few blocks away and placed him in custody.

Stolen items from the burglary at the restaurant and from a second business nearby were found in the suspect's possession. These items included several credit/debit cards in various names.

The suspect was booked into the Snohomish County Jail. Detective Martin obtained statements from the victim of credit/debit card theft. Additional charges have been referred to the Prosecutor's Office.

## Stanwood Case 2019-128
## Identity Theft



On 01-07-19 Deputy Scott responded to a vehicle prowl complaint in the 27000 block of 102 DR NW. The victim's purse was taken from her car after breaking a car window. On 01-08-19 two subjects attempted to withdraw cash from a bank in Seattle using the victim's identification. Detective Martin obtained an image of the male and female suspects from the bank and is attempting to identify them.

## Vehicle Prowl Suspect– IDENTIFIED

On 02-24-19 a vehicle was prowled in the Stanwood QFC parking lot. Approximately one hour later, a male and female used the victim's credit/debit cards at the Walmart store in Mt. Vernon. The male was arrested by the Mount Vernon Police Department. The female has not been identified.

## Stanwood Case 2019-1228 Theft

On 02-22-19 Deputy Willoth responded to a theft complaint at a local grocery store. A male exited the store with a shopping cart containing chicken, baby formula and diapers. Store employees saw the suspect drive away in an older (1986) brown Toyota minivan and provided the license plate to police.

Detective Martin will be attempting contact with the registered owner of the vehicle.

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 5b |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | March 11, 2019 Library Board Meeting Minutes |
| **CONTACT PERSON:** | Sue Mancer, Secretary |
| **ATTACHMENTS:** | A – Minutes of the March 11, 2019 Library Board |

## SUMMARY STATEMENT

The March 11, 2019 Library Board meeting minutes are attached for council review.

# STANWOOD LIBRARY BOARD MINUTES

March 11, 2019

Interim President Dennis Myers called the meeting to order at 2:30 p.m. Present were Sandi Evans, Sue Mancer, Dennis Myers, Jennifer Ferguson, Charles Pratt, Larry Sather, Bonnie Thielke and Patty Tingler. Becky Bolte was unable to attend.

<u>Minutes</u>

Minutes of the December 2018 meeting were read and approved.

<u>Stanwood Managing Librarian's Report - Charles Pratt</u>

The full Managing Librarian's Report follows the minutes and includes a Sno-Isle Libraries (SIL) update. Highlights are:

- Staffing: Library Page promotion and departure, and two new Pages hired.
- Upcoming Programs: Teen Girls Self-Defense, Introduction to Apprenticeships (for teens and adults), Robot Garage partnership with Museum of Flight, Spring Break Science fun.
- Facilities: Signs for Quiet Area and "new to us" audio/video equipment from Freeland Library
- SIL: Friends and Boards Forum on March 9; clean report from State Auditor; Third Grade Reading Challenge: all five Stanwood elementary schools participating.

<u>Friends of the Library (FOL) – Bonnie Thielke</u>

Bonnie reported on:

- "Friends and Boards Forum", an annual event held by SIL to bring together Board members and FOL members from the 23 district libraries. The theme was "Planting New Ideas" (flyer attached). Stanwood members came away with good ideas to pursue. Dennis mentioned that he was asked about the mural on the wall of the Library – good to have it noticed!
- Stanwood FOL meeting change. In an effort to increase membership, the FOL will now meet at 6:30 p.m. on the second Tuesdays of March, April, May, June, September and October. Meetings return to 11:00 a.m. in November through February. (No meetings in July and August.)
- The April 9 FOL meeting will be held at 6:00 p.m. It will feature desserts and recognition of Life Members and Volunteers.
- The annual FOL Book Sale will be held Friday, May 17 (2-4 p.m.) and Saturday, May 18 (10 a.m. – 4 p.m.) Book donations are always welcome!
- Third Grade Reading Challenge: Bonnie is a coach for Twin City Elementary. Her team enjoyed reading a "Frankie Pickle" book and had "pickle parties" to celebrate.

<u>City of Stanwood – Jennifer Ferguson</u>

Jennifer shared that she has a new surname (formerly Olson). She commented on the challenges the City faced during the snowstorms. Chuck mentioned that he was the envy of other librarians at the Friends and Boards Forum when describing the excellent support from the City, keeping the Library parking lot clear during the heavy snows – many thanks!

<u>New Business</u>

*New Library Building Restriction*

Dennis shared a copy of a letter proposed to send to the Mayor and City Council, asking that the restriction on building a new library outside the downtown area be reconsidered. The seven-year limitation was written into the agreement annexing the Stanwood Library into the Sno-Isle Library District in 2016 and does not expire until 2023. Bonnie moved that the Board approve the draft letter and send it to the Mayor and Council; Patty seconded. After discussion, Dennis called for a voice vote.

All Board members voted in favor of the motion. Dennis will send the letter.

*Library Grounds Improvement (Rear of Building)*
Chuck asked Jennifer about the process for requesting upgrading of the parking and empty grounds area behind the Library, and confirmed that contact with Public Works would be in order.

*Sno-Isle Administration Office Tour*
Patty shared her experience with taking a tour of the Sno-Isle Administrative & Service Center in Marysville. As a new Board member, she found it very helpful in understanding and appreciating the work it takes to manage and service the library district.

Dennis thanked everyone for attending and adjourned the meeting at 3:25 p.m.

The next Board meeting is Monday, June 10, 2019, 2:30 p.m. at the Library.

Respectfully submitted,

Sue Mancer
Board Secretary

# Stanwood Library Board Meeting
# Managing Librarian's Report – Charles Pratt, Mg. Librarian
3/11/19

## Staffing

Stanwood Library page Sam Sugars was promoted to fill the 15-hour public service assistant position left vacant by Rebekah Craig's promotion to an LA position at the Camano Island. Page Mitch Turner left his position to pursue other opportunities as well, so we hired two new pages to the library staff – Lindsey Jordan and Gina Boespflug.

## Upcoming Programs & Events

There are several upcoming programs of note in March and April:

- Teen Girls Self Defense 3-4:30p on Wed. March, 20th (next door at Resource Center, in partnership with Davis Place Teen Center)
- Tween STEAM Club Robot Garage with the Museum of Flight 3-5p on Wed. April 3rd (also at Resource Center)
- Spring Break Science Sampler with Crazy Kitchen Science, Wacky Water Science, and "Bubble-ology" during spring break on Thursday April 11th from 2-3p
- Two introduction to apprenticeship events for adults and teens on Tuesday, March 16th (First at 2p, second at 6p)

## Facility

- New signage has been installed in the Audiobook area in the Quiet Room to better highlight that collection. It is visible from the circulation desk and can assist customers who like to 'browse' the library in finding a popular area that previously had no designated signage in place.
- The library has received 'new' A/V equipment from the Freeland Library. When Freeland recently underwent it's 'refresh', as part of the project the Friends of the Freeland Library purchased new A/V for their building. This allowed them to make their old equipment available to another location, which became the Stanwood Library. While not technically 'new', the equipment represents an upgrade over what we currently owned and may allow us to provide some A/V equipment for use by library customers who reserve the meeting room in the future. Staff are currently evaluating the equipment and familiarizing themselves with how it works.

## Stanwood Library and SIL Library District News

- This past weekend, SIL hosted our annual Friends and Board forum, which was attended by many people in this room. This year it was not only an opportunity to network with other library supporters from Friends and Boards across the district, but was also an opportunity to meet new Executive Director Lois Langer-Thompson, learn about her past experience in public libraries, and hear her thoughts on the relationship between public libraries and their Friends and Boards. Managing Librarian Charles Pratt also led a breakout discussion group at the event.

- In January, Martin Munguia assumed the role of new president of the Sno-Isle Libraries Board of Trustees. He took the gavel from outgoing president Marti Anomosa, who will remain an active member of the board. Martin lives in Snohomish and works for Community Transit.
- In February, Sno-Isle Libraries received our 32nd consecutive "clean" report from the State Auditor's Office. These accountability audits are performed annually and assess whether public funds and assets are protected and accounted for, and ensure that government agencies are following laws and regulations. Financial statement audits assess whether state and local government financial reports are accurate and complete.
- Overview of "News" area of SIL website, which can be found at https://blog.sno-isle.org/news/

## Sno-Isle Libraries Hosting Annual Third Grade Reading Challenge

Once again, spring means the return of the popular Sno-Isle Libraries Third Grade Reading Challenge. This year, for the first time all 5 local elementary schools and the Saratoga homeschool program will be competing in the event at the same time. Staff members from both the Camano Island and Stanwood Libraries have hosted events in our local schools, with the Semi-Finals for our area being hosted in Arlington this week on the evening of Wednesday the 13th at the Byrnes Performing Arts Center. Stanwood Elementary is the defending overall challenge champion, and will be sending a team to defend their title on Wednesday evening.


Please RSVP by Feb. 25, 2019 to Debie Murchie
at dmurchie@sno-isle.org or 360-651-7029.

SNO-ISLE LIBRARIES

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

| | |
|---|---|
| **ITEM NUMBER:** | 6a |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Public Works Committee Meeting Minutes |
| **CONTACT PERSON:** | Kevin Hushagen, Public Works Director |
| **ATTACHMENTS:** | A – March 4, 2019 Public Works Committee Minutes |

## SUMMARY STATEMENT

The Public Works Committee met on Monday, March 4, 2019 at 5:15pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

Minutes from the meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the City's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

## AGENDA

1. Pedestrian Crossing Options for Intersection SR532 & 72nd Ave
2. Budget Amendment for Project Scheduling
3. Six-year TIP 2020-2025

**Discussion Items:**

- Community Workforce Agreement – presentation by the Northwest Building and Construction Trades Council (NWBCTC)
- Ovenell Park Access and SR532 Study Update
- Ovenell Park Demolition
- RH2 and Perteet Supplement
- Confirm Day and Time for 2019 PWC Meetings

ATTACHMENT A

**PUBLIC WORKS/PARKS COMMITTEE MEETING**
**Monday, March 4, 2019 – 5:15pm**
**Wastewater Treatment Plant – 26729 98th Drive NW**

# MINUTES

**Attendance:**

Councilmembers: Tim Pearce, Judy Williams, Kelly McGill
City Staff: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

The full meeting agenda packet with detailed information can be found on the City's website at www.ci.stanwood.wa.us

1. **Pedestrian Crossing Options for Intersection SR532 & 72nd Ave**
   The Committee discussed the options that WSDOT provided. WSDOT has $50,000 that they want to use on a corridor study, but staff would like to use some of that money to paint the ground which is laid out in option 1 – Basic Markings Revision.

   The Committee directed staff to work with WSDOT to get a cost estimate for option 1.

2. **Budget Amendment for Project Scheduling**
   Staff asked the Committee to recommend approving a budget amendment to allow for construction of a few projects to take place in 2019. Two of the projects are budgeted in 2020; the new water reservoir and a new emergency generator and transfer switch (which goes along with the new water reservoir). Moving the construction of these projects to 2019 would allow the city to keep ahead of the water demand that will come with upcoming new developments.

   A third project would be an overlay of 272nd Place. Snohomish County said we could add this street to the 2019 overlay program. Staff would like to take advantage of this offer since it is not guaranteed that the City will be selected to participate in the 2020 Overlay Program.

   This issue will go to the Finance Committee if the Public Works Committee approves.

   Committee Recommendation: Have staff bring issue to the Finance Committee.

3. **Six-year TIP 2020-2025**
   Staff asked the committee to look over the current 6-year TIP and to bring any recommended changes to the April PWC meeting. Committee member McGill asked if Cedarhome (project ID R-12) could be marked as a high priority.

Discussion Items:

- **Community workforce Agreement – Presentation by the Northwest Building and Construction Trades Council ( NWBCTC)**
  NWBCTC was unable to attend the meeting.
- **Ovenell Park Access and SR532 Study Update**
  Committee member McGill would like to see an estimate from WSDOT for a temporary light signal for a left hand turn out of park.
- **Ovenell Park Demolition**
  Committee member Williams reminded the committee and staff that the city only has 5 ½ years left to rebuild a new building on the same footprint of the barn that was demolished. Staff would like to put together a list of ideas on how to clean up Ovenell and will ask Council to approve funds to get it done.
- **RH2 and Perteet Supplement**
  Staff informed the Committee that RH2 and Perteet will be submitting a supplemental to their current contracts for a cost increase.

  RH2's supplemental will be for $54,000 to design the ShakerAlert system. Also, staff is requesting a budget amendment to move the funds budgeted for a generator at the Cedarhome Well to the new water reservoir.

  The cost of Perteet's supplemental has not been determined yet.

- **Confirm Day and Time of the 2019 PWC Meetings**
  Day and time set for the first Monday of each month at 5:15pm.
- **Select Committee Chair**
  Committee Member Rob Johnson was nominated by Committee Member Pearce and 2nd by Committee Member Williams. Johnson was absent from the meeting, but was notified on Tuesday, March 5th, he accepted the position.

Other:

Citizen Tim Schmitt attended the PWC meeting and asked the committee for their feedback to his comment regarding property owners encroaching onto public right-of-way. Mr. Schmitt made this comment to the full Council on February 28, 2019 at the council meeting.

Kevin Hushagen replied that the City Administrator, Jennifer Ferguson was planning on responding to Mr. Schmitt via email. Hushagen said that there is a difference between an old encroachment and a new one (one of the examples Mr. Schmidt supplied was a building that has been there for a number of years).

Shawn Smith said that the policy on right-of-ways allows property owners to landscape and maintain the area, but if the City needs access to the utilities, city crews will remove any landscaping that is in the way. Smith was going to look up the City's fence code to see if there was language regarding installing a fence in the right-of-way.

Committee Member Judy Williams replied that public property cannot be taken through adverse possession. Adverse possession is a legal process, it does not automatically happen at 10 years.

Committee Member Tim Pearce replied that with limited staff and funds, the city cannot spend the resources at this time to survey the entire city for encroachments, the city would have to hire a full time employee to take on this task and he would like the resources spent on safety issues.

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

**ITEM NUMBER:** 6b

**DATE:** March 28, 2019

**SUBJECT:** Community Development Committee Meeting Minutes

**CONTACT PERSON:** Patricia Love, Community Development Director

**ATTACHMENTS:** A – March 14, 2019 Meeting Minutes

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## SUMMARY STATEMENT

Minutes from the March 14, 2019 Community Development Committee meeting are attached to this staff report for approval as presented.

**ATTACHMENT A**

**City Council**
**COMMUNITY DEVELOPMENT COMMITTEE**
**March 14, 2019 Meeting**
**Meeting Notes**

***Attendance:***

| *Council Committee Members and Staff:* | *Public:* |
| --- | --- |
| Rob Johnson, Councilmember | Tim Schmitt |
| Dianne White, Councilmember | |
| Judy Williams, Councilmember | |
| Jennifer Ferguson, City Administrator | |
| Patricia Love, Community Development Director | |

*Excused Absences:*
Elizabeth Callaghan, Councilmember

### 1. *STREET VACATION ORDINANCE:*

Over the past several years, the city has received a handful of street vacation applications. The City of Stanwood currently does not have a code section that addresses the process or procedures for street vacations. The City follows Chapter 35.79 RCW for the review and approval of street vacations. In 2017 a draft street vacation ordinance was started, but never completed.

Staff is currently preparing a draft ordinance under the guidance of the City Attorney. We anticipate that a new Stanwood Municipal Code Chapter 11.48 – Street Vacation will be forwarded to the City Council in the April / May timeframe. The draft was on the Planning Commission's March 11, 2019 meeting agenda. Staff will provide an update on their recommendation at the Committee meeting.

The Community Development Committee agreed with the need to have an ordinance and supports adding it to the Council's agenda upon receipt of the Planning Commission's Recommendation.

### 2. *UPDATE TO FEE RESOLUTION:*

Staff recommends annual review and update to the consolidated schedule of fees and charges. The City most recently updated the schedule in July 2018, by Resolution 2018-15. Upon review of the current fee schedule, staff noted further opportunities to improve structure and increase clarity.

The Committee found the fee resolution to be administrative in nature, they liked seeing all the fees in one document for ease of use. They also supported adding the Park User Fees to the Resolution. The Resolution will be added to the City Council's March 28, 2019 agenda.

### 3. *SCHMITT DEVELOPMENT AGREEMENT:*

Pat McCourt submitted a preliminary plat application to subdivide an 18.99 acre parcel of land into 98 units under the Traditional Neighborhood zoning. The TN zoning requires three different housing types; the applicant proposed a combination of single family residential, duplexes and multi-family units. Because the multi-family unit portion of the development is a standalone lot proposed for a future development phase not part of a traditional subdivision, staff recommended to the Hearing Examiner that the developer enter into a Development Agreement with the City to ensure that the property designated for multi-family is reserved for that use. The Hearing Examiner approved the preliminary plat with the condition that they enter into a Developer Agreement with the City.

The committee understood the need for the Development Agreement to ensure that the project meets the intent of the Traditional Neighborhood Zoning Requirements. They stressed the need to build flexibility into the agreement to allow modification of the Developer Agreement should there be TN zoning changes or if the market forces demand of different housing types.

### *4. CHURCH CREEK PARK – DISC GOLF:*

Church Creek Park has an existing 9-hole disc golf course that has been in use for several years. At the PTAC's January meeting, Alex Glasgow presented his proposal to expand the course to 18 holes with volunteer help. They envision holding tournament events at the site to help promote the sport. After extensive discussion regarding use, operations and maintenance of the facility, the Committee recommended that the Council approve the proposal. However there were some reservations about having non-city or non-tree specialists cut and trim some trees and/or vegetation that may need removal in order to accommodate the new course. Staff reached out to Public Works and they have noted that they can cut and trim the trees as requested. Based on the Public Works Committee's approval and an original PTAC Committee approval, Staff consensus is that the project should be moved forward after the Community Development Committee has an opportunity to review and forward a recommendation to the City Council.

Maintaining both open space and recreational uses/facilities is important. The disc golf course can work with both concepts. The committee recommends approval of the project to City Council.

### *5. OVENELL PARK CLEAN UP OPTION*

The 2019 / 2020 budget included $90,000 for 10% design of Ovenell Park (based off of the master plan) and another $30,000 for master planning of the Johnson Farm site. As an alternative to moving forward with the Ovenell Park Design project, staff has been looking at options to clean up and open Ovenell to the public for a passive park. This would allow the City to concentrate our efforts on Heritage Park and Hamilton Park as well as drafting the Parks Strategic Plan. Options include doing some of the work, fencing off others, and / or engaging limited volunteer efforts.

The committee agreed with the strategy to clean up Ovenall as much as possible and allow some passive use/access to the site. They were comforatable delaying the Master Planning on the site until after Heritage and Hamilton Parks are developed. They asked staff to look into liability concerns if Ovenell is opened for public use.

It was also requested that staff look into redevelopment phasing options to replace the barn within the next five years. An example could include building a "pole building."

________________________________________

Chair

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 7a |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Approval of Voucher and Payroll Checks |
| **CONTACT PERSON:** | Reina Barber, Accounting Specialist |
| **ATTACHMENTS:** | A - Voucher Check Detail |

## SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 30948 through 30998 and electronic funds transfers from Washington Federal Bank in the amount of $117,692.62. Approve issuance of Washington Federal Bank payroll checks 1587 through 1594 and Washington Federal Bank payroll electronic funds transfers in the amount of $250,740.03.

## RECOMMENDED MOTION

**I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 30948 THROUGH 30998 AND ELECTRONIC FUNDS TRANSFERS FROM WASHINGTON FEDERAL BANK IN THE AMOUNT OF $117,692.62. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1587 THROUGH 1594 AND WASHINGTON FEDERAL BANK PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF $250,740.03.**

**ATTACHMENT A**

# CHECK REGISTER

City Of Stanwood — Time: 09:22:20 Date: 03/21/2019

MCAG #: 0695 — 03/07/2019 To: 03/21/2019 — Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| 1295 | 03/07/2019 | Claims | 3 | EFT | WA St Dept of Licensing * | 933.00 | Gun Permit Fees |
| 1297 | 03/07/2019 | Claims | 3 | 30948 | Links Trailer Sales | 4,276.08 | City Of Stanwood |
| 1433 | 03/14/2019 | Claims | 3 | 30949 | A WorkSAFE Service, Inc | 55.00 | City Of Stanwood |
| 1434 | 03/14/2019 | Claims | 3 | 30950 | Accu-Comm Inc | 325.51 | 230006 |
| 1435 | 03/14/2019 | Claims | 3 | 30951 | Advanced Analytical Solutions | 450.00 | City Of Stanwood; City Of Stanwood |
| 1436 | 03/14/2019 | Claims | 3 | 30952 | Air Compressor Service | 565.68 | City Of Stanwood |
| 1437 | 03/14/2019 | Claims | 3 | 30953 | Cascade Natural Gas Corp | 311.39 | 608 440 0000 4 |
| 1438 | 03/14/2019 | Claims | 3 | 30954 | Databar Inc. | 1,136.00 | 8952; 8952 |
| 1439 | 03/14/2019 | Claims | 3 | 30955 | Stacey A Davis | 59.01 | City Of Stanwood |
| 1440 | 03/14/2019 | Claims | 3 | 30956 | Edge Analytical Inc | 226.00 | STA01; STA01 |
| 1441 | 03/14/2019 | Claims | 3 | 30957 | Environment Control | 1,116.22 | 257778 |
| 1442 | 03/14/2019 | Claims | 3 | 30958 | Evergreen Safety Council | 608.00 | City Of Stanwood |
| 1443 | 03/14/2019 | Claims | 3 | 30959 | Forest Land Services Inc | 280.33 | City Of Stanwood |
| 1444 | 03/14/2019 | Claims | 3 | 30960 | Frontier * | 141.39 | 360-629-4907-072497-5 |
| 1445 | 03/14/2019 | Claims | 3 | 30961 | Galt John E | 21.25 | City Of Stanwood |
| 1446 | 03/14/2019 | Claims | 3 | 30962 | HB Jaeger Company LLC | 10,642.45 | 3330 |
| 1447 | 03/14/2019 | Claims | 3 | 30963 | Hamilton Lumber LLC | 261.13 | City Of Stanwood |
| 1448 | 03/14/2019 | Claims | 3 | 30964 | Harmsen LLC | 731.25 | City Of Stanwood |
| 1449 | 03/14/2019 | Claims | 3 | 30965 | Kirby Built Quality Products | 460.65 | City Of Stanwood |
| 1450 | 03/14/2019 | Claims | 3 | 30966 | Les Schwab Tire Centers | 3,977.69 | S34-00006; S34-00006 |
| 1451 | 03/14/2019 | Claims | 3 | 30967 | Lewis Field Service & Machine LLC | 672.35 | City Of Stanwood |
| 1452 | 03/14/2019 | Claims | 3 | 30968 | Maul Foster Alongi, Inc. | 18,154.26 | City Of Stanwood |
| 1453 | 03/14/2019 | Claims | 3 | 30969 | National Safety, Inc. | 125.86 | STACIT; STACIT |
| 1454 | 03/14/2019 | Claims | 3 | 30970 | Navia Benefits | 50.00 | City Of Stanwood |
| 1455 | 03/14/2019 | Claims | 3 | 30971 | PUD Of Snohomish County * | 13,271.60 | 221854284; 200240505; 201942398; 200142180; 202882056; 202670675; 202694204; 202727285; 221041510; 202579512; 200633634; 200103539; 200738672; 200592889; 200128742; 202982351 |
| 1456 | 03/14/2019 | Claims | 3 | 30972 | PacWest Machinery | 83.47 | 29765570 |
| 1457 | 03/14/2019 | Claims | 3 | 30973 | Perteet Inc. | 24,722.85 | City Of Stanwood; City Of Stanwood |
| 1458 | 03/14/2019 | Claims | 3 | 30974 | Pitney Bowes Inc- Purchase Power * | 1,005.00 | 8000-9090-0519-5677 |
| 1459 | 03/14/2019 | Claims | 3 | 30975 | Refund - Grandview Homes | 500.00 | Ref Grandview Over Paid Sewer Hookup 2018-00552 |
| 1460 | 03/14/2019 | Claims | 3 | 30976 | Amanda Slattery | 14.00 | City Of Stanwood |
| 1461 | 03/14/2019 | Claims | 3 | 30977 | Sno Co Planning & Development Svcs | 3,250.00 | PD312579 |
| 1462 | 03/14/2019 | Claims | 3 | 30978 | Sno Co Sheriff's Office - CB | 4,020.48 | City Of Stanwood |
| 1463 | 03/14/2019 | Claims | 3 | 30979 | Sno Co Treasurer | 440.50 | 32032400413200 |
| 1464 | 03/14/2019 | Claims | 3 | 30980 | Snohomish County 911 | 6,899.07 | City Of Stanwood |
| 1465 | 03/14/2019 | Claims | 3 | 30981 | Snohomish County Public Def Association | 1,926.10 | City Of Stanwood |
| 1466 | 03/14/2019 | Claims | 3 | 30982 | Everett Daily Herald/ Sound Publishing | 120.64 | 14104597 |
| 1467 | 03/14/2019 | Claims | 3 | 30983 | Stanwood Ace Hardware/ Jks Ventures | 1,117.91 | 20013 |
| 1468 | 03/14/2019 | Claims | 3 | 30984 | Stanwood Camano News | 100.69 | 261981 |
| 1469 | 03/14/2019 | Claims | 3 | 30985 | Stanwood Hardware | 247.56 | 1414 |
| 1470 | 03/14/2019 | Claims | 3 | 30986 | Stilly Auto Parts Napa | 469.06 | 27197 |
| 1471 | 03/14/2019 | Claims | 3 | 30987 | Strategies 360 Inc | 1,500.00 | City Of Stanwood |
| 1472 | 03/14/2019 | Claims | 3 | 30988 | Twin City Lanes & Trophy | 34.91 | City Of Stanwood |

# CHECK REGISTER

City Of Stanwood  Time: 09:22:20 Date: 03/21/2019
MCAG #: 0695  03/07/2019 To: 03/21/2019  Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| 1473 | 03/14/2019 | Claims | 3 | 30989 | US Bank Na Custody/ Treas Div-Money Ctr | 40.00 | 777221717 |
| 1474 | 03/14/2019 | Claims | 3 | 30990 | US Bank | 4,975.11 | 4485 5945 5564 1495 |
| 1475 | 03/14/2019 | Claims | 3 | 30991 | Utilities Underground Loc | 32.25 | 134200 |
| 1476 | 03/14/2019 | Claims | 3 | 30992 | Verizon Wireless | 1,256.58 | 372541731-00001 |
| 1477 | 03/14/2019 | Claims | 3 | 30993 | WA St Department Of Health | 1,206.00 | City Of Stanwood |
| 1478 | 03/14/2019 | Claims | 3 | 30994 | WA St Dept of Agriculture | 58.00 | City Of Stanwood |
| 1479 | 03/14/2019 | Claims | 3 | 30995 | WA St Dept of Ecology * | 3,975.67 | City Of Stanwood; City Of Stanwood |
| 1480 | 03/14/2019 | Claims | 3 | 30996 | Washington State Patrol * | 278.25 | STA301 |
| 1481 | 03/14/2019 | Claims | 3 | 30997 | Washington Tractor Inc. | 444.17 | 111096 |
| 1482 | 03/14/2019 | Claims | 3 | 30998 | Wave Broadband | 122.25 | 8136 10 014 0036680 |

| Fund | Amount |
|---|---|
| 001 General Fund | 27,279.72 |
| 101 Street Fund | 8,053.50 |
| 103 Street Construction Fund | 24,722.85 |
| 104 Park Improvement Fund | 18,154.26 |
| 107 Equipment Reserve Fund | 2,138.04 |
| 401 Sewer Fund | 11,809.28 |
| 403 Sewer Construction Fund | 500.00 |
| 410 Drainage Fund | 1,355.33 |
| 411 Drainage Construction Fund | 209.00 |
| 421 Water Fund | 18,181.16 |
| 422 Water Construction Fund | 2,285.66 |
| 457 Sewer Equipment Reserve | 1,069.02 |
| 458 Drainage Equipment Reserve | 1,069.02 |
| 630 Agency Fund | 865.78 |
| * Transaction Has Mixed Revenue And Expense Accounts | 117,692.62 |

Claims: 117,692.62

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 ____________ Date: 3-21-19
( ) Deputy Finance Director

# CHECK REGISTER

City Of Stanwood
MCAG #: 0695

03/07/2019 To: 03/21/2019

Time: 09:22:46 Date: 03/21/2019


| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| 1157 | 03/08/2019 | Payroll | 3 | EFT | | 4,119.36 | February 2019 Payroll |
| 1158 | 03/08/2019 | Payroll | 3 | EFT | | 3,692.94 | February 2019 Payroll |
| 1159 | 03/08/2019 | Payroll | 3 | EFT | | 2,147.81 | February 2019 Payroll |
| 1160 | 03/08/2019 | Payroll | 3 | EFT | | 344.95 | February 2019 Payroll |
| 1161 | 03/08/2019 | Payroll | 3 | EFT | | 3,006.25 | February 2019 Payroll |
| 1162 | 03/08/2019 | Payroll | 3 | EFT | | 5,439.05 | February 2019 Payroll |
| 1163 | 03/08/2019 | Payroll | 3 | EFT | | 3,916.27 | February 2019 Payroll |
| 1164 | 03/08/2019 | Payroll | 3 | EFT | | 1,876.24 | February 2019 Payroll |
| 1165 | 03/08/2019 | Payroll | 3 | EFT | | 5,811.57 | February 2019 Payroll |
| 1166 | 03/08/2019 | Payroll | 3 | EFT | | 2,081.54 | February 2019 Payroll |
| 1167 | 03/08/2019 | Payroll | 3 | EFT | | 3,899.12 | February 2019 Payroll |
| 1168 | 03/08/2019 | Payroll | 3 | EFT | | 2,946.12 | February 2019 Payroll |
| 1169 | 03/08/2019 | Payroll | 3 | EFT | | 2,814.16 | February 2019 Payroll |
| 1170 | 03/08/2019 | Payroll | 3 | EFT | | 5,506.73 | February 2019 Payroll |
| 1171 | 03/08/2019 | Payroll | 3 | EFT | | 344.88 | February 2019 Payroll |
| 1172 | 03/08/2019 | Payroll | 3 | EFT | | 4,189.16 | February 2019 Payroll |
| 1173 | 03/08/2019 | Payroll | 3 | EFT | | 874.52 | February 2019 Payroll |
| 1174 | 03/08/2019 | Payroll | 3 | EFT | | 5,353.31 | February 2019 Payroll |
| 1175 | 03/08/2019 | Payroll | 3 | EFT | | 3,914.98 | February 2019 Payroll |
| 1176 | 03/08/2019 | Payroll | 3 | EFT | | 3,210.66 | February 2019 Payroll |
| 1177 | 03/08/2019 | Payroll | 3 | EFT | | 295.23 | February 2019 Payroll |
| 1178 | 03/08/2019 | Payroll | 3 | EFT | | 344.95 | February 2019 Payroll |
| 1179 | 03/08/2019 | Payroll | 3 | EFT | | 2,804.20 | February 2019 Payroll |
| 1180 | 03/08/2019 | Payroll | 3 | EFT | | 743.95 | February 2019 Payroll |
| 1181 | 03/08/2019 | Payroll | 3 | EFT | | 4,995.31 | February 2019 Payroll |
| 1182 | 03/08/2019 | Payroll | 3 | EFT | | 339.24 | February 2019 Payroll |
| 1183 | 03/08/2019 | Payroll | 3 | EFT | | 2,155.23 | February 2019 Payroll |
| 1184 | 03/08/2019 | Payroll | 3 | EFT | | 3,534.30 | February 2019 Payroll |
| 1185 | 03/08/2019 | Payroll | 3 | EFT | | 4,219.53 | February 2019 Payroll |
| 1186 | 03/08/2019 | Payroll | 3 | EFT | | 2,399.22 | February 2019 Payroll |
| 1187 | 03/08/2019 | Payroll | 3 | EFT | | 4,430.23 | February 2019 Payroll |
| 1188 | 03/08/2019 | Payroll | 3 | EFT | | 3,319.71 | February 2019 Payroll |
| 1189 | 03/08/2019 | Payroll | 3 | EFT | | 2,087.46 | February 2019 Payroll |
| 1190 | 03/08/2019 | Payroll | 3 | EFT | | 1,524.89 | February 2019 Payroll |
| 1191 | 03/08/2019 | Payroll | 3 | EFT | | 3,706.47 | February 2019 Payroll |
| 1192 | 03/08/2019 | Payroll | 3 | EFT | | 344.88 | February 2019 Payroll |
| 1193 | 03/08/2019 | Payroll | 3 | EFT | | 344.95 | February 2019 Payroll |
| 1194 | 03/08/2019 | Payroll | 3 | EFT | | 1,190.95 | February 2019 Payroll |
| 1215 | 03/08/2019 | Payroll | 3 | EFT | Department Of Retirement Systems | 40,109.33 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - PERS2; Pay Cycle(s) 03/08/2019 To 03/08/2019 - PERS 3; Pay Cycle(s) 03/08/2019 To 03/08/2019 - 457 - DRS (DCP) |
| 1216 | 03/08/2019 | Payroll | 3 | EFT | Internal Revenue Service (941) | 46,200.36 | 941 Deposit for Pay Cycle(s) 03/08/2019 - 03/08/2019 |
| 1217 | 03/08/2019 | Payroll | 3 | 1587 | AFLAC | 614.96 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - AFLAC, Pre-Tax; Pay Cycle(s) 03/08/2019 To 03/08/2019 - AFLAC, Post-Tax |
| 1218 | 03/08/2019 | Payroll | 3 | 1588 | AWC Employee Benefit Trust | 22,706.39 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - AWC - Medical; Pay Cycle(s) 03/08/2019 To 03/08/2019 - AWC- Dental; Pay Cycle(s) 03/08/2019 To 03/08/2019 - AWC - Vision; Pay Cycle(s) 03/08/2019 To 03/08/2019; |

# CHECK REGISTER

City Of Stanwood
MCAG #: 0695

03/07/2019 To: 03/21/2019

Time: 09:22:46 Date: 03/21/2019
Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| 1219 | 03/08/2019 | Payroll | 3 | 1589 | Colonial Life Insurance | 66.75 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - Colonial Life Ins |
| 1220 | 03/08/2019 | Payroll | 3 | 1590 | Hartford Retirement Plan Services | 1,708.00 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - 457 - MassMutual (Hartford); Pay Cycle(s) 03/08/2019 To 03/08/2019 - Roth 457(b)(MassMutual) |
| 1221 | 03/08/2019 | Payroll | 3 | 1591 | ICMA Retirement Trust | 2,568.26 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - 457 - ICMA |
| 1222 | 03/08/2019 | Payroll | 3 | 1592 | Navia Benefits | 311.66 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - Medical FSA- S125 |
| 1223 | 03/08/2019 | Payroll | 3 | 1593 | Teamsters Union Local 231 | 1,274.00 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - Teamsters Dues |
| 1224 | 03/08/2019 | Payroll | 3 | 1594 | Washington Teamsters Welfare Trust | 30,910.00 | Pay Cycle(s) 03/08/2019 To 03/08/2019 - Teamsters Dental; Pay Cycle(s) 03/08/2019 To 03/08/2019 - Teamsters Medical |

| | | | |
|---|---|---|---|
| 001 General Fund | 120,711.90 | | |
| 101 Street Fund | 18,654.73 | | |
| 108 Transportation Sales Tax Fund | 1,159.97 | | |
| 401 Sewer Fund | 41,972.47 | | |
| 410 Drainage Fund | 19,622.65 | | |
| 421 Water Fund | 48,618.31 | | |
| | 250,740.03 | Payroll: | 250,740.03 |

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 ______________ Date: March 21, 2019
( ) Deputy Finance Director

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 7b |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | City Council March 14, 2019 Regular Meeting Minutes |
| **CONTACT PERSON:** | Erica Schorn, Deputy Clerk |
| **ATTACHMENTS:** | A – Council Regular Meeting Minutes |

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## SUMMARY STATEMENT

Minutes of the March 14, 2019 Regular City Council Meeting are attached.

## RECOMMENDED MOTION

**I MOVE TO APPROVE THE MINUTES OF THE MARCH 14, 2019 REGULAR COUNCIL MEETING AS PRESENTED.**

# CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, March 14, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room

# MINUTES

**1. Call to Order and Pledge of Allegiance**

Mayor Leonard Kelley called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**2. Roll Call**

Deputy Clerk Erica Schorn called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Timothy Pearce, Larry Sather, Kelly McGill, and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Finance Director David Hammond, Sergeant Toner, City Attorney Grant Weed, City Administrator Jennifer Ferguson, and Deputy Clerk Erica Schorn.

*Motion by Councilmember Sather, Second by Councilmember McGill, to excuse Councilmember Callaghan. Motion carried unanimously.*

**3. Approval of the Agenda**

*Motion by Councilmember Sather to approve the agenda.*

*Motion by Councilmember White, second by Councilmember McGill, to amend the motion to approve the agenda with the elimination of Item 11. Motion carried unanimously.*

*Motion by Councilmember White, second by Councilmember McGill, to approve the agenda as amended. Motion carried unanimously.*

**4. Citizen Comments**

Sid Roberts – 28001 84th Dr NW

Mr. Roberts commented on the Josephine property purchase, and is glad to see there is plenty of due diligence in the contract, however he is concerned that the property is wetter than staff may think.

Tim Schmitt – 27308 101st Avenue

Mr. Schmitt recommended council start facebook streaming City Council meetings in an effort to bring city government closer to citizens.

Tammy Myers – 7208 267th ST NW

Mrs. Myers introduced herself as an American Behavioral Health Systems (ABHS) drug and alcohol counselor. ABHS is a drug and alcohol treatment center, with locations all over the state. She stated ABHS is available to help in any way that it can, and she is interested in determining the needs of this community.

**5. Staff Reports**

a. Economic Development Board Meeting Minutes – February 21, 2019
b. State Audit Issue Resolution

**6. Committee Reports**

a. Finance

**7. Consent Agenda**

a. Approve Vouchers and Payroll Checks
b. Approve February 28, 2019 Joint City Council/Planning Commission Meeting Minutes
c. Approve the Mayor's Appointment and Re-appointment of Economic Development Board Members
d. Authorize the Mayor to sign a Contract Extension with SCPDA for Public Defense Services
e. Final Acceptance of VFD Installation
f. Final Acceptance of Pioneer Highway Guardrail Replacement
g. Josephine Property Purchase and Sale Agreement

*Motion by Councilmember Sather, Second by Councilmember McGill, to approve the consent agenda items a through g. Motion carried unanimously.*

**8. Public Hearing**

a. To Hear Public Testimony Regarding:
   i. Ordinance 1472 Transfer of Private Drainage Systems Code Amendment, First Reading

City Attorney Grant Weed presented first reading of Ordinance 1472, amending SMC to authorize the city, at its discretion, to manage and maintain private drainage systems within the city. The purpose of this authorization is to ensure these systems are maintained properly. City Attorney Weed reviewed suggested changes to the first draft of the ordinance.

Councilmember McGill cautioned the city on taking over ownership of any systems that were previously maintained poorly.

The Mayor opened the public hearing for public comment.

Cathy Wooten - 27828 84th AVE NW

Mrs. Wooten is concerned that poorly functioning systems could be taken over by the city.

There being no further comments, the Mayor closed the public hearing.

Councilmember Johnson explained he is not recusing himself on this vote because he receives no further benefit than any other homeowner in his community. He also commented that when this topic was discussed several years ago, a study was performed to determine whether rates would be affected, and it was determined that the impact would not be significant.

*Motion by Councilmember Sather, second by Councilmember White, to approve first reading of Ordinance 1472 as set forth in Attachment A amending Title 12, Drainage System Regulations, and to proceed with the second and final reading of the Ordinance on March 28, 2019 with the understanding that the changes recommended by the city attorney be included in the final version. Motion carried unanimously.*

b. To Hear Public Testimony Regarding:
   i. Resolution 2019-04 Surplus of City Property

Finance Director David Hammond presented Resolution 2019-04 declaring certain property to be surplus to the needs of the city. Staff is requesting to surplus five vehicles and two items of equipment. There is a 1997 1 ton pickup that is not included on the surplus list because it has a snow plow that came in handy this year, and staff is requesting the city keep this vehicle indefinitely.

The Mayor opened the public hearing for public comment.

There being no public comment, the public hearing was closed.

*Motion by Councilmember Sather, second by Councilmember White, to adopt Resolution 2019-04 declaring certain property to be surplus to the needs of the City and authorizing the Finance Director to arrange for and to execute the disposal of said property. Motion carried unanimously.*

**9. New Business**

At 7:34 Councilmember Callaghan joined the meeting.

a. Adopt Resolution 2019-03 Safety & Accident Prevention Plan

Finance Director David Hammond presented Resolution 2019-03 establishing a Safety and Accident Prevention Plan. A plan was drafted in 2007, but was never adopted. This updated version incorporates requirements of the Washington State Department of Labor and Industries.

Councilmember Sather commended staff on the Safety Plan.

*Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2019-03 establishing a Safety and Accident Prevention Plan. Motion carried unanimously.*

b. Authorize the Mayor to sign Amendment No. 1 to RH2 Task Order

Public Works Director Kevin Hushagen presented an amended Task Order with RH2 to include the design of a generator and ShakeAlert advanced earthquake warning system to the design of the reservoir.

Councilmember Johnson asked about what the timeframe is for advanced notice of an earthquake with ShakeAlert.

Public Works Director Hushagen said this is a pilot project so there are some unknowns. Notice could be seconds or minutes.

Councilmember McGill applauded staff for getting in on the cutting-edge of this earthquake warning system.

*Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign Amendment Number 1 to Task Order RH2-1 with RH2 Engineering to provide generator design and ShakeAlert Pilot Program and Seismic Valve Design not to exceed $54,443. Motion carried unanimously.*

c. Authorize the Mayor to sign an agreement with Stillaguamish Outdoor Media for I-5 Billboard Advertising

City Administrator Ferguson presented an agreement with Stillaguamish Outdoor Media for a digital billboard advertisement on I-5 during the months of June, July, and August. This billboard is visible to 51,000 vehicles per day.

Councilmember Pearce commented that all the events that are advertised need to say Stanwood on them.

Councilmember Johnson stated that for the sake of the city, he supports this, however he personally does not like billboards on the freeway.

Councilmember White stated that events need to be removed from the billboard once the event is over.

*Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign the interlocal agreement with Stillaguamish Outdoor Media to provide outdoor advertising display services for June, July, and August 2019. Motion carried unanimously.*

d. Accept Port of Seattle 2019 Tourism Marketing Grant

City Administrator Ferguson presented the 2019 Tourism Grant from the Port of Seattle. This grant will be used to enhance the Discover Stanwood Camano website. This will also require an amendment to the Stanwood Chamber of Commerce agreement.

*Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign the grant agreement and accept the grant award of $7,500 with the Port of Seattle as part of the funding for the enhancement of www.discoverstanwoodcamano.com website to promote the City of Stanwood as a tourist destination and attract out-of-state visitors. Motion carried unanimously.*

*Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign the amended agreement with the Stanwood Chamber of Commerce for the enhancement of the www.discoverstanwoodcamano.com website as defined by the Port of Seattle Tourism grant to promote the City of Stanwood as a tourist destination and attract out-of-state visitors. Motion carried unanimously.*

**10. Reports of Officers and Committees**

a. Mayor's Report

- With great sadness, the Mayor reported that former Councilmember Conrad Ryer passed away.
- There have been five ribbon cuttings in the last month, and there are more to come.
- The Mayor and City Administrator will be traveling to Olympia to meet with local legislators next week.

b. City Administrator's Report

- Call for 2019 AWC Board of Director's Recruitment
- Movies in the Park – 8/8, 8/15 and 8/22. The public picked the movies this year and chose *Mary Poppins*, *Brave*, and *Zootopia*.

c. Councilmember Reports and Questions

Councilmember Williams recognized that Sue Thees also passed away. She was on the PTAC and contributed greatly to our Parks and Trails Plan.

Councilmember Johnson commented on the sound judgement of former Councilmember Ryer. He was appreciated and he will be missed.

**11. Citizen Closing Comments – removed from the agenda**

**12. Adjourn**

Mayor Leonard Kelley adjourned the meeting at 7:57 p.m.

| CITY OF STANWOOD | ATTEST: |
|---|---|
| ________________________ | ________________________ |
| Leonard Kelley, Mayor | Erica Schorn, Deputy Clerk |

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 7c |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | BIAS Asset Connect |
| **CONTACT PERSON:** | David A. Hammond, Finance Director/City Clerk |
| **ATTACHMENT:** | BIAS Asset Connect Information Sheet |

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## ISSUE

The issue before the council is to authorize the Mayor to subscribe to BIAS Asset Connect online software.

## RECOMMENDATION

City staff requests that council authorize the Mayor to subscribe to BIAS Asset Connect online software.

## BACKGROUND

Currently fixed assets, maintenance and equipment replacement are tracked in three separate spreadsheets. This is a challenge for both Public Works and Finance department staff members to view and share information about a specific item and also track asset location. The charge for the online software is $1,644.00/yr. The first year is offered at $822.00/yr. (half price).

## SUMMARY STATEMENT

City staff currently tracks fixed assets, maintenance, warranty information, and equipment replacement in three separate spreadsheets. BIAS Asset Connect would allow city staff to track assets, maintenance and equipment replacement all in one shared location. This would allow city staff to more efficiently track asset locations, values and replacement schedules. BIAS Asset Connect also has a built in audit trail that meets State Auditor Office's requirements for fixed assets accountability.

## FISCAL IMPACT

The license is $822.00 for the first year, and $1,644.00 annually, thereafter.

**COMMITTEE RECOMMENDATION**

This item will be reviewed by the Finance Committee prior to tonight's meeting.

**RECOMMENDED MOTION**

**I MOVE TO AUTHORIZE THE MAYOR TO SUBSCRIBE TO BIAS ASSET CONNECT ONLINE.**

BIAS ONLINE.COM

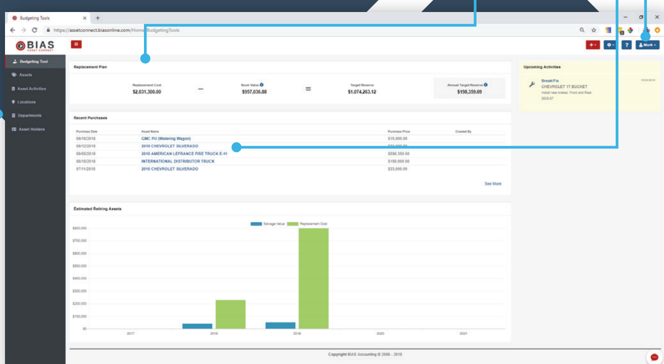
# ASSET CONNECT

Asset Connect is an intelligent budgeting platform that allows an organization to manage its assets using key components such as replacement cost, service life, book value, inventory tracking and maintenance costs.

*"Centralized, accessable, auditor friendly..."*

## BIAS Asset Connect includes:

- Cloud Based
- Single or Multi User
- Unlimited Assets
- Primary Asset Records
- Inventory Tool
- Maintenance & Insurance Documentation
- Replacement Costing Tool
- Asset Holder Tracking



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## Plans & Pricing

*BIAS Asset Connect pricing plans for individual or multi-user accounts.*

### Individual User

$47 /month (billed annually)

- Single User
- Unlimited Assets
- Primary Asset Records
- Maintenance & Insurance Documentation
- Replacement Costing Tool

### Multi-user

$137 /month (billed annually)

- Up to 5 Users
- Unlimited Assets
- Primary Asset Records
- Maintenance & Insurance Documentation
- Replacement Costing Tool
- Asset Holder Tracking

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 7d |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Resolution 2019-06 Adoption of Amended Salary and Benefit Schedule |
| **CONTACT PERSON:** | David A. Hammond, Finance Director |
| **ATTACHMENT:** | A – Resolution 2019-06 |

## ISSUE

Adoption of Resolution 2019-06 amending the City's 2019 pay and benefit schedule.

## DISCUSSION

On January 10, 2019, Council approved Resolution 2019-01, amending the City's 2019 pay and benefit schedule by revising the permit specialist position to include entry-level planner duties. The Resolution before council this evening is to further amend the pay and benefit schedule to include the updated salary scale for this position as was negotiated through collaborative bargaining.

The monthly salary range established for the Permit Specialist/Planner position as set by Resolution 2019-01 is $4,012 to $5,360. Resolution 2019-06 will amend the salary range to $4,499 to $5,502 per month.

## RECOMMENDATION

Recommend approval of Resolution 2019-06 amending the City's pay and benefit schedule for city employees for 2019.

## FINANCIAL IMPACT

The financial impacts are summarized above.

## COMMITTEE RECOMMENDATION

The Finance Committee will review this item prior to tonight's council meeting.

## CITY COUNCIL OPTIONS

1) Adopt Resolution 2019-06 formally amending the salary and benefit schedule for city employees effective March 28, 2019.

2) Do not adopt Resolution 2019-06 formally amending the salary and benefit schedule for city employees effective March 28, 2019.

3) Do not adopt Resolution 2019-06 formally amending the salary and benefit schedule for city employees effective March 28, 2019, and direct staff to address specific council concerns or provide additional information.

## RECOMMENDED MOTION

**I MOVE TO ADOPT RESOLUTION 2019-06 FORMALLY AMENDING THE SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE MARCH 28, 2019.**

**ATTACHMENT A**

# CITY OF STANWOOD
## Stanwood, Washington

## RESOLUTION 2019-06

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON ADOPTING AN AMENDED SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE MARCH 28, 2019.**

**WHEREAS**, it is necessary and appropriate to establish the salary and benefit schedule for employees and elected officials of the City of Stanwood by resolution of the city council; and

**WHEREAS**, pursuant to RCW 35A.11.020, the City Council has the power to fix the compensation and working conditions of its officers and employees; and

**WHEREAS**, on November 21, 2016 the City Council approved an agreement by and between City of Stanwood and Teamsters Local Union No. 231 (representing the public works employees) for the period from January 1, 2017 through December 31, 2019; and

**WHEREAS**, on February 24, 2017 the City Council approved an agreement by and between City of Stanwood and Teamsters Local Union No. 231 (representing the administrative employees) for the period from January 1, 2017 through December 31, 2019; and

**WHEREAS**, on October 11, 2018 the City Council adopted Resolution 2018-20 establishing a salary and benefit schedule for city employees effective January 1, 2019; and

**WHEREAS**, on January 10, 2019 the City Council adopted Resolution 2019-01, amending the Salary and Benefit schedule for city employees effective January 10, 2019,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, AS FOLLOWS**:

**Section 1:** That the monthly base compensation for the position of Permit Specialist/Planner is hereby amended;

| Position/Salary Range | Minimum | Maximum |
|---|---|---|
| **Permit Specialist/Planner** | **$4,499** | **$5,502** |

**Section 2:** **Except as provided herein all provisions of Resolution 2018-20 and Resolution 2019-01 shall remain in full force and effect, unchanged.**

**ADOPTED** by the city council and **APPROVED** by the Mayor this 28th day of March, 2019.

CITY OF STANWOOD

By______________________________
Leonard Kelley, Mayor

ATTEST:

By______________________________
David A. Hammond, City Clerk

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 8a |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Transfer of Private Drainage Systems<br>Code Amendment |
| **CONTACT PERSON:** | Kevin Hushagen, Public Works Director<br>Patricia Love, Community Development Director |
| **ATTACHMENTS:** | A – Draft Ordinance 1472<br>B – Draft Findings of Fact and Conclusions |

## ISSUE

The issue before the City Council is to hold the second reading and final adoption of Ordinance 1472, Transfer of Private Drainage Systems Code Amendment.

## RECOMMENDATION

Conduct second reading and final adoption of Ordinance 1472 amending Title 12 affecting ownership of drainage facilities in the City of Stanwood Municipal Code.

## SUMMARY

The City of Stanwood requires that new subdivisions and properties annexed into the City deed their private drainage facilities to the City; these facilities could include detention ponds, vaults and conveyance systems. This policy has been established to ensure that these facilities remain functional and operate as originally planned over time. Failure to maintain these systems properly can result in system malfunction, broken infrastructure and flooding.

Currently the City has approximately 8 older detention ponds / facilities that are in private ownership. This code amendment establishes a process allowing owners of private drainage systems to petition the City and request that their private drainage facilities be transferred to City ownership.

## DISCUSSION

The City of Stanwood has been discussing the advantages and disadvantages of taking over ownership of privately owned detention facilities since 2015. Advantages include:

City ownership ensures that the storm water ponds are maintained to City standards whereas disadvantages include potential increased labor and material costs. While these are important issues to discuss when considering taking over ownership of any facility, the current code does not allow transfer of ownership, so debate of the issue is moot.

This proposed code amendment does not set policy or require the City to accept private facilities; it does however allow owners of private facilities the option to submit a request to the City to consider transferring privately owned facilities to the City for long term ownership and maintenance. By providing this option in the code, the City can then look at each individual request and conduct a cost / benefit analysis to determine if it is in the City's best interest to own those facilities or not. On the reverse side, because the code amendment does not require transfer of facility ownership to the City, it also allows owners of private facilities to determine if they want to maintain ownership and maintenance of their facilities.

## COMPREHENSIVE PLAN CONSISTENCY

Stanwood's Comprehensive Plan envisions a strong community that balances the needs of residents and business; protects the environment; encourages economic development and preservation of the City's small town rural character. While the Comprehensive Plan does not contain specific policies regarding ownership of stormwater detection systems, the 2015 Stormwater Comprehensive Plan notes:

> "An effective operation and maintenance program aims to protect public health and safety, ensure drainage system integrity and function, reduce infrastructure repair and life cycle costs, enhance water quality and achieve future regulatory compliance."

The purpose of the proposed code amendment is to provide both property owners and the City the option to turn over and accept the maintenance responsibilities of the few remaining privately owned stormwater facilities. It will be at the City's discretion to accept or not accept the facility. If the City decides to accept the facility, Public Works will have quality control of the maintenance and assurances of long term integrity of the system as envisioned in the Stormwater Comprehensive Plan.

## FISCAL IMPACT

The code amendment itself does not require transfer of private facilities to City ownership therefore there are no direct financial impacts due to adoption of the ordinance. However once an application is received, an assessment would be conducted to determine staff capacity and resources to take ownership and long term maintenance responsibilities of the facility. Upon finalizing the assessment, staff would make a recommendation to Council to either accept or deny the transfer.

Staff has done an initial high level assessment that if all of the remaining eight detention ponds were transferred over to the City, Public Works would have the capacity to maintain them with minimal impact on City resources. It would take approximately a day of summer temporary help per pond to keep them in functioning condition. Then the ponds would go into the normal 2-year maintenance rotation schedule. Once in the system, any increased costs would be built into the rate structure and spread out to all the rate payers as what currently occurs when the City accepts a detention pond upon recording of a subdivision.

## COMMITTEE RECOMMENDATION

The Public Works Committee has reviewed this issue three times over the last few months: August 6, 2018, September 10, 2018 and January 7, 2019. The Committee is supportive of the ordinance as it provides a mechanism for owners of private facilities the option to transfer them to the city, while still providing the City the opportunity to review the merits of each application on a case by case basis.

## CITY COUNCIL OPTIONS

1. Approve second reading and final adoption of Ordinance 1472.

2. Do not adopt Ordinance 1472.

3. Delay adoption of Ordinance 1472 and direct staff to address specific council concerns or provide additional information.

## RECOMMENDED MOTION

**I MOVE TO APPROVE THE SECOND READING AND FINAL ADOPTION OF ORDINANCE 1472 AMENDING STANWOOD MUNICIPAL CODE, CHAPTER 12.14.040, PROVIDING AN OPTION TO TRANSFER OWNERSHIP OF PRIVATE DRAINAGE FACILITIES TO THE CITY OF STANWOOD.**

**ATTACHMENT A**

# CITY OF STANWOOD
## WASHINGTON

## ORDINANCE NO. 1472

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE (SMC) SECTION 12.14.040 ENTITLED "AUTHORITY" AND RELATING TO OWNERSHIP AND MAINTENANCE OF STORMWATER FACILITIES; ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, The City Council of Stanwood has authority under Title 35A, RCW to adopt plans and regulations related to development and operations within the City of Stanwood; and

**WHEREAS,** Stormwater facilities are part of the overall City drainage system which includes but is not limited to catch basins, conveyance piping and appurtenances in the public right of way; and

**WHEREAS,** SMC 12.14.040(1) requires that all newly constructed detention ponds, water quality facilities and appurtenant structures for residential plats and short plats be transferred to the City for ownership and maintenance at the time of final plat; and

**WHEREAS,** SMC 12.14.040(2) also requires that existing facilities outside of the city be transferred to City at the time of annexation; and

**WHEREAS**, There are approximately eight stormwater facilities in the City that are under private ownership; and

**WHEREAS**, The City desires to create an option to transfer private stormwater systems to the City by deed or easement consistent with current City policy; and

**WHEREAS**, the City of Stanwood SEPA Responsible Official has reviewed the amendments proposed to SMC 12.14.040 and determined that the amendments are procedural in nature and are exempt from environmental review; and

**WHEREAS,** the City Council Public Works Committee reviewed the proposed language and amendments set forth in this Ordinance at their August 6, 2018, September 10, 2018 and January 7, 2019 meetings; and

**WHEREAS,** the City Council held their first reading of the draft code amendment on March 14, 2019 and their second and final reading on March 28, 2019 and accepted public comment; and

**WHEREAS**, pursuant to RCW 36.70A.106, the City has notified the Washington

State Department of Commerce of the City's intent to adopt the proposed amendments to Title 12, Drainage System Regulations; and

**WHEREAS,** the City Council has determined that in appropriate circumstances it is in the best interest of the City to allow for the transfer of detention systems from private ownership to the City of Stanwood to ensure proper and continuous maintenance of such facilities.

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

**Section 1.** SMC 12.14.040 entitled "Authority" is hereby amended to read as follows:

**12.14.040 Authority.**

(1) Newly constructed stormwater facilities, including conveyance systems, detention and water quality facilities and their appurtenant structures, for residential plats and short plats shall be transferred to the city for ownership and maintenance at the time of final plat.

<u>**(2) Existing stormwater facilities may be transferred to the city for ownership and/or maintenance by contract, right of entry, deed or easement with agreement of the city.**</u>

(~~2~~ <u>**3**</u>) Existing <u>**publicly owned**</u> stormwater facilities included in an annexation petition shall be transferred to the city for ownership and maintenance at the time of annexation. <u>**Privately owned facilities shall be subject to SMC12.14.040(2)**</u>.

(~~3~~ <u>**4**</u>) Stormwater facilities for commercial developments and multifamily developments shall be maintained by the property owner(s); however, the facilities shall be located within easements that allow emergency maintenance by the city.

(4 <u>**5**</u>) Emergency maintenance performed by the city on private stormwater facilities shall be at the cost of the owner(s).

(~~5~~ <u>**6**</u>) The city shall own and maintain conveyance systems that serve public streets and are located in the public right-of-way or easements dedicated to and accepted by the city of Stanwood.

**Section 2.** <u>Findings of Fact and Conclusions</u>. In support of the amendment approved in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions attached hereto as Exhibit "A" and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

**Section 3.** Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 4**. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

**Section 5**. Conflict. In the event that there is a conflict between the provisions of this Ordinance and any other City ordinance, the provisions of this Ordinance shall control.

**Section 6.** Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

**PASSED AND APPROVED** by the Stanwood City Council this 28th day of March 2019.

CITY OF STANWOOD

________________________
Leonard Kelley, Mayor

ATTEST:

By: __________________________
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: __________________________
Grant Weed, City Attorney

Date of Publication: _________________
Effective Date: _____________________

**Exhibit A**
**Findings of Fact and Conclusions**

City of Stanwood, Washington
Findings of Fact and Conclusions of Law

Stanwood City Council
Transfer of Private Drainage Systems Code Amendment



## A. GENERAL INFORMATION

| | |
|---|---|
| File Number(s): | Code Amendment 2019-0015 |
| Project Summary: | The Public Hearing is to consider a code amendment to amend portions of Stanwood Municipal Code Title 12, creating a regulatory method to transfer private stormwater systems to the City of deed or easement consistent with City policy. |
| Applicant: | City of Stanwood |
| Location: | The code amendment applies city wide. |
| Public Hearing Date: | March 14, 2019 |
| Location: | Stanwood-Camano School District Administration Board Room<br>26920 Pioneer Highway, Stanwood, WA 98292 |
| Staff Contact: | Kevin Hushagen, Public Works Director<br>Patricia Love, Community Development Director |

## B. BACKGROUND AND DESCRIPTION OF PROPOSAL

In reviewing requests to transfer private detention systems over to the City for long term maintenance, it was noted that there are no municipal code provisions allowing the City to accept an application or officially take over the facility. This code amendment establishes a process allowing owners of private drainage systems to petition the City and request that their private drainage facilities be transferred to City ownership.

## C. COMPLIANCE WITH THE COMPREHENSIVE PLAN

Stanwood's Comprehensive Plan envisions a strong community that balances the needs of residents and business; protects the environment; encourages economic development and preservation of the City's small town rural character. While the Comprehensive Plan does not contain specific policies regarding ownership of stormwater detection systems, the 2015

Stormwater Comprehensive Plan notes:

> "An effective operation and maintenance program aims to protect public health and safety, ensure drainage system integrity and function, reduce infrastructure repair and life cycle costs, enhance water quality and achieve future regulatory compliance".

The purpose of the proposed code amendment is to provide both property owners and the City the option to turn over and accept the maintenance responsibilities of the few remaining privately owned stormwater facilities. It will be at the City's discretion to accept or not accept the facility. If the City decides to accept the facility, Public Works will have quality control of the maintenance and assurances of long term integrity of the system as envisioned in the Stormwater Comprehensive Plan.

## D. FINDINGS OF FACT

1. Stormwater facilities are part of the overall City drainage system which includes: catch basins, conveyance piping and appurtenances in the public right of way.

2. Stanwood Municipal Code requires that all newly constructed detention ponds, water quality facilities and appurtenant structures for residential plats and short plats be transferred to the City for ownership and maintenance at the time of final plat approval.

3. Stanwood Municipal Code also requires that existing facilities outside of the city be transferred to City at the time of annexation.

4. There are approximately eight stormwater facilities in the City that are under private ownership.

5. The City desires to create an option to transfer private stormwater systems to the City by deed or easement consistent with current City policy.

6. This proposed code amendment does not require the City to accept private facilities; it does however allow owners of private facilities the option to submit a request to the City to consider transferring their facilities to the City for long term ownership and maintenance.

7. By proving this option in the code, the City can then look at each individual request and conduct a cost / benefit analysis to determine if it is in the City's best interest to own those facilities or not.

8. Stanwood's 2015 – 2035 Comprehensive Plan envisions a strong community that balances the needs of residents and business; protects the environment; encourages economic development and preservation of the City's small town rural character. While the Comprehensive Plan does not contain specific policies regarding ownership of stormwater detection systems, the 2015 Stormwater Comprehensive Plan notes:

   > "An effective operation and maintenance program aims to protect public health and safety, ensure drainage system integrity and function, reduce

> infrastructure repair and life cycle costs, enhance water quality and achieve future regulatory compliance”.

9. The purpose of the proposed code amendment is to provide both property owners and the City the option to turn over and accept the maintenance responsibilities of the few remaining privately owned stormwater facilities; if the City decides to accept the facility, Public Works will have quality control of the maintenance and assurances of long term integrity of the system as envisioned in the Stormwater Comprehensive Plan.

10. On January 8, 2019 the proposed amendments were transmitted to the State of Washington Department of Commerce for state agency review in accordance with RCW 36.70A.106.

11. Notice of the Public hearing was published in the Stanwood Camano News on February 26, 2019.

12. The proposed code change is procedural in nature and contains no substantive changes to development standards or the environment therefore a State Environmental Policy Act (SEPA) Exemption was issued on the proposed amendment on January 9, 2019.

13. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the City Council at the public hearing on March 14, 2019 for their consideration.

## E. CONCLUSIONS OF LAW

1. The City Council of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.

2. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including the 2015 Stormwater Comprehensive Plan.

3. The City Council has determined that it is in the best interest of the City to provide property owners with the option to transfer private detention systems to the City of Stanwood.

4. The code amendment itself does not require transfer of private facilities to City ownership.

5. Once an application requesting that a facility be transferred to the City, an assessment would be completed to determine if the City has capacity to take ownership and long term maintenance responsibilities of the facility. Upon finalizing the assessment, the Council would either accept or deny the transfer.

6. Once in the system, any increased costs would be built into the rate structure and spread out to all the rate payers as what currently occurs when the City accepts a detention pond upon recording of a subdivision.

7. After considering staff comments and public testimony the Stanwood City Council determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

Now therefore the City Council of the City of Stanwood hereby **ADOPTS** the Findings of Fact and Conclusions of Law contained herein.

Dated this 28h date of March 2019.

________________________________________
Leonard Kelley, Mayor
City of Stanwood

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 9a |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Resolution 2019-05– Update Consolidated Schedule of Fees and Charges |
| **CONTACT PERSON:** | David A. Hammond, Finance Director<br>Patricia Love, Community Development Director |
| **ATTACHMENTS:** | A–Resolution 2019-05 Revised Consolidated Schedule of Fees and Charges |

## ISSUE

Should the City Council approve Resolution 2019-05 updating the City's Consolidated Schedule of Fees and Charges?

## RECOMMENDATION

Staff recommends Council approve Resolution 2019-05 updating the City's Consolidated Schedule of Fees and Charges.

## DISCUSSION

Staff recommends annual review and update to the consolidated schedule of fees and charges. The City most recently updated the schedule in July 2018, by Resolution 2018-15. Upon review of the current fee schedule, staff noted further opportunities to improve structure and increase clarity. This update has created a format categorized as follows:

***General Changes:***

- Reorganized into alphabetical order for ease of reading.
- Added an administration section noting general costs not specifically listed in the resolution such as overhead (administrative costs), outside cost recovery, deposits, reimbursable cost recovery, technology fee and refunds.
- Increased the administrative fee, commonly known as overhead costs, from 5% to 10%. The federal government has established a standard 10% overhead cost if an agency has not completed an overhead cost analysis.
- Increased the technology fee from 3% to 5% due to our technology costs for the Community Development Department equaling 4.81% and if we move to

MyBuildingPermit.com there will be an additional 2% charge totaling 6.81% in technology charges to the City.
- Added simple explanations where needed for clarification of permit type or when / how a fee is charged.
- Added the 2% convenience fee for all non-utility credit and debit card transactions to cover the City's processing costs per Resolution 2012-10.

***Rate Structure:***
- Added an hourly rate schedule for charges not specifically associated with a permit or for when the permit calls for charging by the hour.

***Land Use Permits:***
- Expanded fire permits to include sprinklers, fire alarms, commercial hoods, and re-inspections. Existing fee schedule only referred to "fire permit". The review fee of $100 was maintained, but was expanded for each permit type. The permit fee was added based on valuation.
- Included existing mitigation fees in the fee schedule. Added a note that the fee listed is informational and that applicants should verify the actual amounts.
- Added a *Site Specific Water and Sewer Availability Evaluation* fee at actual costs plus 10% to cover the cost of determining flow and infrastructure needs by the City's on-call consultant. These costs were averaging around $8,000 per analysis which the city covered for private property owners due to our fee schedule not being clear on who paid for the analysis.

***Building Permits:***
- Added an explanation of how building permit fees were calculated and added the valuation chart that the City is currently using, but was not included in the fee schedule.
- Specifically noted that the Plan Check Fee is 65% of the building permit fee.
- Further explained that the commercial and mechanical permit fee is based off of the valuation chart listed under the building permit fee section.
- Included the State Building Code Council Fee in the fee schedule.
- Included the list of miscellaneous building permit fees which was listed on the City's valuation chart but not included in the fee resolution.

***New Sections:***
- Added three new sections incorporating the City's utility rates recently passed by Ordinance 1461:
    - Section 8 – Sewer Fees and Charges (SMC 12.04)
    - Section 9 – Water Billing Fees and Charges (SMC 12.16)
    - Section 10 – Drainage Fees and Charges (SMC 12.12)
- Fees include monthly rates and plant investment charges.
- These fees were taken directly out of the Stanwood Municipal Code and included in the fee resolution for ease of use by customers and city staff.

***Miscellaneous:***

- Added a fee for prints on plotter paper at six cents per square foot.

***Athletic Field Rental Fees and Charges:***

- Included the athletic field rental fees and charges (with 2017 update fees) from Resolution 2013-03.

## FINANCIAL IMPACT

The changes are difficult to quantify due to the variability in application volumes received, but is not expected to require an amendment to current budgeted revenues. No significant changes to the fees are proposed; this resolution consolidates fees into one resolution and clarifies how existing fees are being calculated.

## COMMITTEE RECOMMENDATION

The Finance Committee reviewed the fee resolution on February 28, 2019 and the Community Development Committee reviewed it on March 14, 2019. Both Committees support the revision as it is mostly administrative in nature consolidating various fees into one resolution, clarifying how existing fees are charged, and reformatting into a reader friendly design for ease of use by both staff and the public.

## CITY COUNCIL OPTIONS

1. Approve Resolution 2019-05 adopting a revised consolidated fee and charge schedule.

2. Request modifications to Resolution 2019-05 revising the consolidated fee and charge schedule.

3. Do not approve Resolution 2019-05 adopting a revised consolidated fee and charge schedule and direct staff to address specific questions or areas of concern.

## RECOMMENDED MOTION

**I MOVE TO APPROVE RESOLUTION 2019-05 UPDATING THE 2019 CONSOLIDATED FEE AND CHARGE SCHEDULE.**

## CITY OF STANWOOD
**Stanwood, Washington**

## RESOLUTION 2019 - 05

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING A REVISED CONSOLIDATED FEE AND CHARGE SCHEDULE AND TO REPEAL AND REPLACE RESOLUTION NO. 2018-15.**

**WHEREAS,** the City Council by Ordinance 1458 has ordained that all fees and charges shall be set by resolution; and

**WHEREAS,** on July 12, 2018 the City Council adopted Resolution 2018-15 further updating the City's consolidated fee schedule; and

**WHEREAS,** the City Council has determined that the existing fee schedule requires amending to recover reasonable cost of providing a wide array of local governmental services as well as to provide responsible cost recovery for staff and consultant time required to provide certain services; and

**WHEREAS,** the City has found that amendments are needed to update the 2018 Fee Resolution to include staff hourly rates, updated building permit fees, include recently adopted water and sewer rates as well as other minor amendments; and

**WHEREAS,** the City Council wishes to make these adjustments to fees to more closely reflect actual cost of services effective March 28, 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON AS FOLLOWS:**

**Section 1. Fees and Charges**. The schedule of fees and charges attached hereto and incorporated by this reference as Exhibit 1 in full is hereby adopted effective March 28, 2019.

**Section 2. Reasonable Costs.** The Stanwood City Council hereby finds that the fees and charges set forth in Exhibit 1 reflect the reasonable costs of providing the services set forth therein.

**Section 3. Repealer.** Resolution No. 2018-15 adopted on July 12, 2018 is hereby repealed in its entirety.

**PASSED by the City Council and Approved by the Mayor this 28th day of March 2019.**

CITY OF STANWOOD

By: ______________________________________

Leonard Kelley, Mayor

ATTEST:

By: _______________________________
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: _______________________________
Grant Weed, City Attorney

# 2019 Fee Schedule
# Resolution 2019 – 05
# Adopted March 28, 2019

## Contents

**Exhibit 1**
City of Stanwood, Washington
Fee and Charges Schedule

The following rates, fees, and charges for various services provided, actions performed, or items sold by the City and/or its contract services providers, and fines levied against code violators, are hereby adopted:

## Section 1: Administration of Fee Resolution

This fee and charges schedule is subject to the following additional fees, conditions, and administration:

| | |
|---|---|
| ADMINISTRATIVE FEE: | An administrative fee of 10% is added to all fees and charges listed herein whenever outside costs are incurred, except for outside costs incurred from a copying vendor that makes copies of documents for the City pursuant to a public records request. |
| OUTSIDE COSTS: | All outside costs shall be paid by the applicant as part of a permit application. Outside costs are generally all costs of services and materials billed to the City and shall include, but not be limited to, costs of publication and posting; attorney fees; filing fees; and reproductions costs; outside engineering, surveying and consultant services. |
| REIMBURSABLE COST RECOVERY: | The City reserve the right to recover all costs associated with corrective measures and enforcement actions taken by City staff, outside services or outside contractors hired by the City. Activities will be invoiced according to the hours of labor, equipment and materials to complete the work. |
| TECHNOLOGY FEE: | A technology fee of 5% is added to all fees and charges listed herein to cover the costs of hardware, software and maintenance agreements. |
| DEPOSITS: | All deposits required in this resolution shall be held for a period not to exceed three (3) months from the date of the completion of the project to allow for all bills related to the event to be received by the City and billed against the deposit. When costs exceed the original deposit, an additional deposit shall be required; if the actual costs are below the deposit amount the excess funds shall be refunded. |
| REFUNDS: | Except as may be noted otherwise, fees and charges are non-refundable. |
| CONVENIENCE FEE | A 2% convenience fee is added to all non-utility credit and debit card transactions to cover the City’s processing costs. |

## Section 2: Hourly Rate Schedule

Fees for administrative review, which involves City staff time in excess of normal permit processing, and for any permit, or staff time, in which a fee is not established shall be as follows:

| Department | Hourly Rate |
|---|---|
| **Community Development:** | |
| Community Development Director | $78 |
| Senior Planner | $63 |
| Construction Inspector | $53 |
| Building Official | $61 |
| Permit Specialist | $48 |
| Administrative Assistant | $47 |
| **Engineering Department:** | |
| Public Works Director | $89 |
| Assist PW Director / City Engineer | $83 |
| **Other:** | |
| Fire Marshal | $47 |
| Undesignated Staff | $47 |

## Section 3: Land Use Fees and Charges

Depending on the project, multiple fees may apply. Check with the Community Development Department for the required fees.

| Permit Type / Activity | Fee |
|---|---|
| **Adult Family Home** | $75 |
| **Administrative Decision, Modification, Adjustment** | $100 First Application<br>$125 Each Additional Application |
| **Administrative Interpretation** | $100 |
| **Administrative Review (Outside or beyond permit process)** | Refer to Hourly Rate Schedule |
| **Annexations** | $1,000 |
| **Appeals** | $500; Plus Cost of Hearing |
| **Binding Site Plans** | $3,000; Plus $300 Per Lot |
| **Building Permit Fees (Various)** | See Section 4 |
| **Civil Construction - Plan Review** | |
| Residential Developments 1-9 Units | $1,500; Plus $100 Per Lot for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time If Applicable |
| Residential Developments 10 or More Units | $1,500; Plus $150 Per Lot for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time If Applicable |
| Commercial and/or Non-Residential Developments | $5,000 for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time If Applicable |

| Permit Type / Activity | Fee |
|---|---|
| Consultant Fees | Applicants Shall Pay Actual Costs or Charges; Plus 5% Administrative Fee |
| **Civil Construction -Inspection Fees** (Based on Valuation) | |
| $0 - $500,000 | 3.50% of Estimated Engineers Construction Cost[2] |
| Greater than $500,000[1] | 2.00% of Estimated Engineers Construction Cost[2] |
| Government Facilities | Exempt[3] |
| Inspection Fee Footnotes:<br>1. Minimum Inspection Fee $19,500 and Maximum Inspection Fee $60,000<br>2. Includes Labor, Equipment, Materials, Overhead, and Profit<br>3. "Government Facility" means a facility wholly or partially funded by tax dollars including government of the United States, the governments of the State of Washington, Snohomish county, the City of Stanwood, Regional Fire Authorities, Public Schools, Colleges, and Universities. | |
| **Comprehensive Plan Amendment Request Fee** (After Final Docket Approval) | $1,500 |
| **Conditional Use and / or Amendment Fee** | |
| Conditional Use | $1,000; Plus Cost of Hearing |
| Conditional Use - Administrative | $100 |
| **Development Agreement** | $2,000; Plus Cost of Hearing |
| **Docket Application** | Free |
| **Driveway Permit** (Charged When Not Associated With a right-of-way permit) | $80 |
| **Encroachment Permit** | $50 for New Structures;<br>No Fee for Existing Structure Permitted before 2016 |
| **Engineering Deviation Request** (Administrative) | $100 First Application<br>$125 Each Additional Application |
| **Environmental Review – Critical Areas** | |
| Exemption (Non-Flood) | $25 |
| Exemption (Flood Areas) | $50 |
| Single Family / Duplex Critical Area Review | $250 |
| Multifamily / Commercial Critical Area Review | $350 |

| Permit Type / Activity | Fee |
|---|---|
| All Geotechnical Evaluations | $350 |
| Peer Review of Environmental Documents | Actual Cost Plus 5% Admin Fee |
| **Fire Permits** | |
| Sprinklers – Plan Review | $100 |
| Sprinklers – Permit Fee | Based on Valuation |
| Fire Alarm – Plan Review | $100 |
| Fire Alarm – Permit Fee | Based on Valuation |
| Commercial Hood (Type I and II) – Plan Review | $100 |
| Commercial Hood (Type I and II) – Permit Fee | Based on Valuation |
| Other Fire Safety System – Plan Review | $100 |
| Other Fire Safety System – Permit Fee | Based on Valuation |
| Re-Inspections for corrections | $50 |
| **Fire Works Permit** | $100 |
| **Fire Works Stand Inspection** | No Charge |
| **Floodplain Certificate Development Permit** | Free |
| **Forest Practice Application Waiver** | $800; Plus $100 / Acre Over 5 Acres; Plus Cost of Hearing |
| **Franchise Agreements / Renewal Fees** | Hourly Cost Based On Hourly Rate |
| **Grading Plan Review** | |
| 50 – 499 Cubic Yards | $250 |
| 500 – 1,000 Cubic Yards | $500 |
| Over 1,000 Cubic Yards | $750 |
| **Hearing Examiner Costs** | |
| Public Hearing | Actual Cost of Hearing |
| Reconsideration | $200; Plus Actual Cost of Hearing |
| **Landscape Plan** | |
| Landscape Plan Review | $400 |
| Landscape Modification | $200 |
| Landscape Inspections | $150 |
| Landscape Re-Inspections | $200 Per Re-Inspection |

| Permit Type / Activity | Fee |
|---|---|
| Consultant Peer Review (If Applicable) | Actual Cost Plus 5% |
| **Land Use Entitlement / Site Development Fee**<br><br>Major | <br><br>$2,000 for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time; Plus 5% (If Applicable) |
| **Land Use Entitlement / Site Development Fee**<br><br>Minor | Varies by Valuation:<br><br>Valuation: $0 - $5,000:<br>$125; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)<br><br>Valuation: $5,001 - $15,000:<br>$250; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)<br><br>Valuation: $15,001 - $30,000:<br>$500; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)<br><br>Valuation: Over $30,000<br>$1,000; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable) |
| **Land Use Entitlement / Site Development Fee**<br>Pre-Application<br><br>Permit Extension | <br>$300; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)<br><br>$100 |
| **Lot Line Adjustment** (Boundary Line Adjustment) | $950 |

| Permit Type / Activity | Fee |
|---|---|
| **Mitigation Fees** | |
| Impact fees listed below are information only; applicants should verify actual fee amounts listed in the Stanwood Municipal Code Chapter 17.151, Public Facilities and Chapter 17.153, School Facilities. | |
| School | School Impact Fees will not be assessed for any project approved after 5/31/2017; Any impact fees for schools noted in a Hearing Examiners Decision will still be collected. |
| Parks | |
| Single Family Residential | $1,330 / Unit |
| Duplexes and Townhomes | $1,042 / Unit |
| Apartments | $1,042 / Unit |
| Commercial and Industrial | No Fee At This Time |
| Traffic | |
| Single Family Residential | $3,523.39 / Unit |
| Duplexes and Townhomes | $2,253.20 / Unit |
| Apartments | $2,584.56 / Unit |
| Commercial and Industrial | $368.17 / Average Daily Trip or Per Traffic Study |
| Fire | |
| Single Family Residential | $200 / Unit |
| Duplexes and Townhomes | $150 / Unit |
| Apartments | $150 / Unit |
| Commercial and Industrial | $0.25 / Square Foot of Building Area |
| Deferred Impact Fee Application | $50 |
| **Public Notice / Publications** | $60 Per Required Publication; Plus Actual Costs if Greater |
| **Rezone / Amendment** | $1,000 |
| **Right-of-Way (ROW)** | |
| Underground Utilities Boring | $150 Initial 100 LF<br>$150 Each Additional 1,000 LF |

| Permit Type / Activity | Fee |
|---|---|
| **Right-of-Way Permit Continued** | |
| Street Cuts | $150; First 50 - 100 LF of Trenching<br>$40; Per Additional 100 – up to 1,000 LF; Plus $18 Per 100 LF or Portion Thereafter |
| Utilities Poles | $75 First 6 Pols; Plus $10 Per Each Additional Pole |
| Residential Driveway | $100 |
| Commercial Driveway | $150 |
| **Right to Farm** (Under 10 Acres ) | $50 |
| **Right to Farm** (10 Acres or Over) | $100 |
| **SEPA (State Environmental Policy Act)** | |
| Environmental Checklist – Non-Project Action | $275 |
| Environmental Checklist – Development Permit | $450 |
| Environmental Addendum | $75 |
| Environmental Exemption | Free |
| Environmental Impact Statement | Direct Costs, Including: Consultant and Attorney Fees, Plus 10% and Staff Time at Hourly Rate |
| **Shoreline Permits** | |
| Shoreline Substantial Development | Based on Valuation:<br>$500: Under $100,000 Val.<br>$1,000: $100K - $250 Val.<br>$2,000: Greater than $250 Val. |
| Shoreline Conditional Use | $950; Plus Cost of Hearing |
| Shoreline Variance | $950; Plus Cost of Hearing |
| **Sign Permit Plan Review** | |
| Monument* | $100 |
| Freestanding* | $100 |
| Gable* | $100 |
| Wall and Projecting* | $100 |
| Marquee, Awnings and Canopies* | $100 |

| Permit Type / Activity | Fee |
|---|---|
| A Board and Other Portable Signs | $10 |
| Temporary Promotional Display | $25 |
| Sign Permit Modification | $10 |
| Sign Permit Variance | $65 |
| *Building Permit Fees Are Also Required | |
| **Street Vacation** | $350 |
| **Subdivisions** (2-9 Lots – Short Subdivision) | $3,600 |
| **Subdivision** (10+ Lots – Formal Subdivision) | |
| Long Subdivision | $7,000; Plus Cost of Hearing |
| PRD / PUD Subdivision | $5,500; Plus $250 Per Lot and Cost of Hearing |
| **Subdivision** – Final Plat (Short & Long Subdivisions) | $700; Plus $125 Per Lot |
| **Subdivision** – Plat Amendment (Short & Long Subdivisions) | Staff Time Per Hourly Rate Plus Cost of Hearing |
| **Temporary Structures / Use** | $25 |
| **Transportation Concurrency** | |
| Concurrency Evaluation | $400; Plus Engineering and Consulting Fees; Plus 10% |
| Concurrency Reconsideration | $200; Plus Engineering and Consulting Fees; Plus 10% |
| **Unclassified Use Determination** | $100 |
| **Variances** | |
| Administrative | $600 |
| Hearing Examiner Public Hearing | $1,200; Plus Cost of Hearing |
| **Water and Sewer Availability** | |
| Site Specific Water and Sewer Availability Evaluation (Determination of Flow and Infrastructure Needs) | Actual Consultant Costs; Plus 10% |
| Water Availability Letter Only | $500 |
| Sewer Availability Letter Only | $500 |
| **Wireless Communication Facility** (WCF) | |
| WCF and / or Small Cell Facility | $2,000 |
| **Zoning Text Amendment** (After Final Docket Approval) | $800 |

## Section 4: Building Permit Fees

| Building Permit Type / Activity | Fee |
|---|---|
| **Building Permit** | Building Valuation Shall Be Based on the Building Valuation Data Sheet Released Annually in the May Issue of the Building Safety Journal Magazine Published by the International Code Council (ICC), Including the Regional Cost Modifier for Washington State.<br><br>After Determining the Building Valuation, Building Permit Fees Shall Be Determined Using the Following Chart: |
| **Building Valuation** | **Fee** |
| $1.00 - $500 | $25 |
| $501 - $2000 | $25.00 for the first $500; plus<br>$3.05 for each additional $100.00 or fraction thereof up to and including $2000.00 |
| $2,001 - $25,000 | $69.25 for the first $2,000; plus<br>$14.00 for each additional $1,000.00 or fraction thereof up to and including $25,000.00 |
| $25,001 - $50,000 | $391.75 for the first $25,000; plus<br>$10.10 for each additional $1,000.00 or fraction thereof up to and including $50,000.00 |
| $50,001 - $100,000 | $643.75 for the first $50,000; plus<br>$7.00 for each additional $1,000.00 or fraction thereof up to and including $100,000.00 |
| $100,001 - $500,000 | $993.75 for the first $100,000; plus<br>$5.60 for each additional $1,000.00 or fraction thereof up to and including $500,000.00 |
| $500,001 – 1,000,000 | $3,233.75 for the first $500,000; plus<br>$4.75 for each additional $1,000.00 or fraction thereof up to and including $1,000,000.00 |
| $1,00,001 and up | $5,608.75 for the first $1,000,000; plus |

| Building Permit Type / Activity | Fee |
|---|---|
| | $3.65 for each additional $1,000.00 or fraction thereof |
| **Plan Check Fee** | Plan Review Fees Shall Be Paid at the Time of Submitting Plans and Equal to 65% of the Building Permit Fee (Additional Fee – Not A Portion of the Building Permit Fee) |
| **Commercial Mechanical & Plumbing** | Fee is Based on Valuation of Plumbing and/or Mechanical Work; The Valuation Used for Building Permits (Shown Above) Shall Also Be Used For Determining the Fees for Commercial Mechanical & Plumbing Permits |
| **Residential Mechanical & Plumbing** | Base Fee of $25; Plus Charges Identified in the Following: |

| **Type of Fixture** | | **Type of Equipment** | |
|---|---|---|---|
| Water Closet (Toilet) | $15 | Air Conditioner Unit | $25 |
| Bathtub | $15 | Boilers | $20/$30/$40 |
| Lavatory (Wash Basin)/Sink | $15 | Forced Air System | $25 |
| Shower | $15 | Wall Heaters | $16 |
| Kitchen Sink & Disposal | $15 | Unit Heaters | $16 |
| Dishwasher | $15 | Evaporative Coolers | $15 |
| Laundry Tray | $15 | Ventilation Fans | $15 |
| Clothes Washer | $15 | Refrigeration Unit | $25 |
| Water Heater | $15 | Range Hood | $20 |
| Urinal | $15 | Air Handling Unit | $25 |
| Drinking Fountain | $15 | Stove | $40 |
| Floor Drain | $15 | Fireplace and Chimney | $25 |
| Backflow Prevention | $20 | Gas Piping | $15 |
| Roof Drains (Rail Leaders) | $15 | Above Ground Tank | $100 |
| Vacuum Breaker | $15 | Underground Tank | $75 |
| Water Service Line | $15 | | |

| **State Building Code Council Fee** | **Fee** |
|---|---|
| Residential Building Permits | $6.50 Per Permit, Plus an Additional Surcharge of $2.00 for Each Residential Unit After the First Unit |
| Commercial Building Permits | $25 Per Permit, Plus an Additional Surcharge of $2.00 for Each Residential Unit After the First Unit |

| **Building Permit Type / Activity** | **Fee** |
|---|---|
| | |
| **Miscellaneous Permits** | **Fee** |
| **Certificate Of Occupancy** or Change of Occupancy | $25; Fee May be Applied to Building Permit If Required |
| **Consultant Review** – Plan Check and /or Inspections by Outside Consultants | Actual Costs plus 5% |
| **Deck, Carports, Ramps, Unheated Sunrooms, covered Porches, and Stairs** | $15 per square foot per submittal |
| **Demolition Permits** | $50 Shed<br>$150 Per Single Facility Residential Unit<br>$250 Per Multifamily Building<br>$250 Per Commercial / Industrial Building<br>$60 Other Not Listed |
| **Inspection** - For Which No Fee is Specifically Indicated | $50 per hour; Minimum of ½ hour charge |
| **Mobile Home –** Base Fee<br>Single Wide<br>Double Wide | <br>$200<br>$300 |
| **Re-Inspection** - When Access is Not Provided or Work Not Complete | $50 |
| **Revision Fees** – For Additional Plan Review or Inspections When the Work is Authorized by Permit Changes | $50 |
| **Unfinished Basements** – no heat, insulation and or sheetrock | $20 a square foot |

## Section 5: Animal Fees and Charges

| Activity | Fee |
|---|---|
| Animal Shelters, Kennels, Pet Shops, Grooming Service License | $175 |
| Commercial Kennel License | $175 |
| Dog License – Altered Annual Fee | $10 |
| Dog License – Dangerous Annual Fee | $200 |
| Dog License – Potentially Dangerous Annual Fee | $100 |
| Dog License – Replacement Tag/License | $10 |
| Dog License – Unaltered Annual Fee | $50 |
| **Impoundment Fees** | **Fee** |
| Impoundment – Livestock (SMC 8.02.080) | $500 (to include all city costs per animal – including room and board) and double for each impoundment of the same animal during any one-year period. |
| Impoundment – Small Animals (Dogs and Cats) (SMC 8.02.170) | $160 Monday – Friday during regular business hours and $412 for after-hours (plus license fee to include all city costs per animal) and double for each impoundment of the same animal during any one-year period. |
| **Violations & Infractions** | **Fine** |
| Animal Control Civil Infraction Fine (SMC 8.02.490(2)) | $100 for first violation in 365 day period; $200 for second violation in 365 day period. |
| Animal Control – 3 or More Violations in a 365 Day Period | Third or subsequent offenses of SMC 8.02 within a 365-day period shall be: A misdemeanor subject to jail term of not more than 90 days, a fine of not more than $1,000 or both such fine and imprisonment. |

## Section 6: Code Violations - Penalties

| Class A Violations | Fine |
|---|---|
| Class A Code Violation – First Offense<br>(SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480) | $250 |
| Class A Code Violation – Second Offense<br>(SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480) | $500, Within First Year of Violation |
| Class A Code Violation – Third Offense<br>(SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480) | $1,000, Within First Year of Violation |
| **Class B Violations** | **Fine** |
| Class B Code Violation – First Offense<br>(SMC 13.01.045 & 8.02.490(1)) | $50 |
| Class B Code Violation – Second Offense<br>(SMC 13.01.045 & 8.02.490(1)) | $250, within First Year of Violation |
| Class B Code Violation – Third Offense<br>(SMC 13.01.045 & 8.02.490(1)) | $500, Within First Year of Violation |
| **Misdemeanors** | **Fine** |
| Violation Misdemeanor | A jail term of not more than 90 days, a fine of not more than $1,000, or both such fine and improvement plus costs |
| Gross Misdemeanor | A jail term of not more than 364 days, a fine of not more than $5,000 or both such fine and imprisonment plus costs |
| **Parking** | **Fine** |
| Civil Infraction Fine (SMC 10.46.135)<br>If Paid Within 10 Days | $35<br>$10 |
| Handicapped Violation (SMC 10.46.115)<br>If Paid Within 10 Days | $350<br>$175 |

## Section 7: Utility Billing Fees & Charges

| Fees for Properties With Existing Services<br>Water Disconnection | Fee |
|---|---|
| Disconnection Fee – After Hours | $150; Shut Off After 4:00 pm on Weekdays, Weekends, and Holidays |
| Disconnection Fee – Frequent | $40; Shut Off More Than Once in a 12-Month Period |
| Disconnection – Regular | $27.50 |
| Meter Removal | $150 |
| | |
| **Water Re-Connection (After Disconnection)** | **Fee** |
| Connection Fee – After Hours | $150; Turn on After 4:00 pm on Weekdays, Weekends, and Holidays |
| Connection Fee – Frequent | $40; Turn on More Than Once in a 12-Month Period |
| Connection Fee – Regular | $27.50 |
| Meter Reinstallation | $150 |
| | |
| **Other** | **Fee** |
| Irregular Check Fee | $40 |
| Lien Recording or Release | Actual Cost of Recording |
| Meter Read Outside Normal Cycle Requested by Customer | $15 |
| NSF Check Fee | $25; Post-Dated, Unsigned, or Otherwise Not Acceptable for Bank Deposit |
| Water Meter - Acts of Vandalism | Reimburse City for Actual Cost of Repairs |

## Section 8: Sewer Fees & Charges

All sewer fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.04 for all terms and conditions related to the rates.

**Monthly Sewer System Rates – Year 2019 - 2021**

| | January 1, 2019 | | January 1, 2020 | | January 1, 2021 | |
|---|---|---|---|---|---|---|
| **Classification** | Base Rate | Incre-Mental Rate | Base Rate | Incre-Mental Rate | Base Rate | Incre-Mental Rate |
| Residential | | | | | | |
| Individually Metered | $44.12 | $6.16 | $47.43 | $6.62 | $50.99 | $7.12 |
| Master Metered | $44.12 X No. Units | $6.16 | $47.43 X No. Units | $6.62 | $50.99 X No. Units | $7.12 |
| Commercial | | | | | | |
| Light Commercial | $44.12 | $6.16 | $47.43 | $6.62 | $50.99 | $7.12 |
| Heavy Commercial | $50.15 | $7.17 | $53.91 | $7.71 | $57.95 | $8.29 |
| General Industrial | $56.19 | $8.17 | $60.40 | $8.78 | $64.93 | $9.44 |

**Monthly Sewer System Rates – Year 2022 - 2024**

| | January 1, 2022 | | January 1, 2023 | | January 1, 2024 | |
|---|---|---|---|---|---|---|
| **Classification** | Base Rate | Incre-Mental Rate | Base Rate | Incre-Mental Rate | Base Rate | Incre-Mental Rate |
| Residential: | | | | | | |
| Individually Metered | $54.30 | $7.58 | $57.83 | $8.07 | $58.70 | $8.20 |
| Master Metered | $54.30 X No. Units | $7.65 | $57.83 X No. Units | $8.15 | $58.70 X No. Units | $8.27 |
| Commercial: | | | | | | |
| Light Commercial | $54.30 | $7.58 | $57.83 | $8.07 | $58.70 | $8.20 |
| Heavy Commercial | $61.72 | $8.82 | $65.73 | $9.40 | $66.72 | $9.54 |
| General Industrial | $69.16 | $10.06 | $73.65 | $10.71 | $74.76 | $10.67 |

**Sewer System Plant Investment Charge**

| Service Connection Size | Equivalent Connection | Charge |
|---|---|---|
| Up to ¾ Inch | 1 | $7,719 |
| 1 Inch | 1.67 | $12,891 |
| 1 – ½ Inch | 3.33 | $25,704 |
| 2 Inch | 5.33 | $41,142 |
| 3 Inch | 10 | $77,190 |
| 4 Inch | 16.67 | $128,676 |
| 6 Inch | 33.33 | $257,274 |
| 8 Inch | 53.33 | $411,654 |

Note: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be $6,476 for each equivalent connections.

**Sewer Service Connection Charge** (New Connection Where No Service Has Been Previously Provided)

| Activity | Fee |
|---|---|
| Base Connection Fee | $50 |
| Service Connection Charge | |
| Single Family Residence (Including Mobile Homes) | $500 |
| Duplex (2- Dwelling Units) | $750 |
| Triplex (3 – Dwelling Units) | $1,000 |
| Multifamily (4 + Units) | $1,000; Plus $250 Per Unit |
| Commercial (6 Inch Service Connection) | $1,000 |
| Connections Other Than 6 Inches | Determine by Public Works Director |

**Users of High Strength Waste**

The City shall have the right to charge an additional monthly sewer service charge for a high strength waste, which is defined as one with pollutant concentrations is excess of typical domestic wastewater. A surcharge is appropriate for waste strength conditions including, but not limited to, a total five-day biochemical oxygen demand and/or suspend solids concentration in excess of 300 milligrams per liter. The Public works Director will recommend to the City Council an appropriate monthly surcharge.

**Low Income Senior and Low Income Disabled Rate**

Contact the City regarding eligibility discounts.

# Section 9: Water Billing Fees & Charges

All water fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.16 for all terms and conditions related to the rates.

**Monthly Water System Rates**

| | | Jan 1, 2019 | Jan 1, 2020 | Jan 1, 2021 | Jan 1, 2022 | Jan 1, 2023 | Jan 1, 2024 |
|---|---|---|---|---|---|---|---|
| **Meter Size (Inches)** | **Quantity Allowed (Hundreds of Cubic Feet Per Mo.)** | **Base Monthly Rate** | **Base Monthly Rate** | **Base Monthly Rate** | **Base Monthly Rate** | **Base Monthly Rate** | **Base Monthly Rate** |
| ¾ Inch | 6 | $28.21 | $29.06 | $29.93 | $30.83 | $31.75 | $32.23 |
| 1 Inch | 10 | $47.09 | $48.50 | $49.96 | $51.46 | $53.00 | $53.80 |
| 1 – ½ Inch | 20 | $93.91 | $96.73 | $99.63 | $102.62 | $105.70 | $107.28 |
| 2 Inch | 40 | $150.31 | $154.82 | $159.46 | $164.25 | $169.18 | $171.71 |
| 3 Inch | 80 | $286.99 | $290.45 | $299.16 | $308.14 | $317.38 | $322.14 |
| 4 Inch | 150 | $470.07 | $484.17 | $498.70 | $513.66 | $529.07 | $537.00 |

**Water Charges for Consumption in Excess of Quantity Allowed**
All amounts in excess of quantity allowed, unless included in the monthly minimum base charge shall be charged at the following rate per each 100 cubit fees over the base quantity allowed:

| | Jan 1, 2019 | Jan 1, 2020 | Jan 1, 2021 | Jan 1, 2022 | Jan 1, 2023 | Jan 1, 2024 |
|---|---|---|---|---|---|---|
| Incremental Rate | $3.69 | $3.80 | $3.91 | $4.03 | $4.15 | $4.22 |

**Water Service Outside City Limits**
Rates for services outside the City of Stanwood shall be city rates as adopted, plus 45 percent.

**Water System Plant Investment Charge**

| Service Connection Size | Equivalent Connection | Charge |
|---|---|---|
| Up to ¾ Inch | 1 | $6,912 |
| 1 Inch | 1.67 | $11,543 |
| 1 – ½ Inch | 3.33 | $23,017 |
| 2 Inch | 5.33 | $36,841 |
| 3 Inch | 10 | $69,120 |
| 4 Inch | 16.67 | $115,223 |
| 6 Inch | 33.33 | $230,377 |
| 8 Inch | 53.33 | $368,617 |

Note 1: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be $5,280 for each equivalent connections.

**Water System Plant Investment Charge – Additional Charge For Cedarhome Benefit Area**

| Service Connection Size | Equivalent Connection | Charge |
|---|---|---|
| Up to ¾ Inch | 1 | $2,570 |
| 1 Inch | 1.67 | $4,292 |
| 1 – ½ Inch | 3.33 | $8,558 |
| 2 Inch | 5.33 | $13,698 |
| 3 Inch | 10 | $25,700 |
| 4 Inch | 16.67 | $42,842 |
| 6 Inch | 33.33 | $85,658 |
| 8 Inch | 53.33 | $137,058 |

Note: This fee is an additional charge to the Cedarhome Benefit District and is additive to the regular Water System Plan Investment Charge noted above.

**Other Water Service Fees:**

**Hydrant Use Fee:**
Persons may request to draw water from the public works yard hydrant on a daily pay per use basis. Such use shall require a use fee of $50.00 per day and allow up to 5,000 gallons or 668.4 cubic feet of water withdrawal. Water withdrawal over 5,000 gallons or 668.4 cubic feet per day shall be charged an added $5.34 per each additional 100 cubic feet or any portion thereof.

**Water Service Connection Charge** (New Connection Where No Service Has Been Previously Provided)

| Activity | Fee |
|---|---|
| Base Connection Fee | $50 |
| Service Connection Charge | |
| ¾ Inch or Smaller (SFR) | $600 |
| 1 Inch (MF & Com) | $700 |
| 1 – ½ Inch (MF & Com) | $2,000 |
| 2 Inch (MF & Com) | $2,500 |

**Large Seasonal Users**
Large seasonal users shall pay a demand and / or consumption charge, which shall be determined by the Public Works Director at such time as a potential large seasonal user applies for water service.

**Low Income Senior and Low Income Disabled Rate**
Contact the City regarding eligibility discounts.

## Section 10: Drainage Fees & Charges

All drainage fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

**Bi - Monthly Drainage System Rates**

| Classification | Effective Jan 1, 2019 | Effective Jan 1, 2020 | Effective Jan 1, 2021 | Effective Jan 1, 2022 | Effective Jan 1, 2023 | Effective Jan 1, 2024 |
|---|---|---|---|---|---|---|
| Single Family Residence | $28.39 | $34.78 | $42.60 | $46.54 | $50.85 | $54.03 |
| Multi-Family Residential Per ERU (3,500 sf) | $28.39 | $34.78 | $42.60 | $46.54 | $50.85 | $54.03 |
| Non-Residential Per ERU (3,500 sf) | $28.39 | $34.78 | $42.60 | $46.54 | $50.85 | $54.03 |

**Drainage Plant Investment Charge**

| | |
|---|---|
| Prior to January 1, 2019, and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019: | |
| Capital Cost Per ERU | $802.00 |
| After January 1, 2019: | |
| Capital Cost Per ERU | $1,414.00 |

**Drainage Service Connection Charge** (New Connection Where No Service Has Been Previously Provided)

| Activity | Fee |
|---|---|
| Base Administration Fee | $50 |
| Base Connection Fee – All Permit Types | $200 |

**Drainage Fees and Charges for Property Outside City Limits**
When property outside of the city is served by storm sewers, drainage ditches, drainage channels, or pumping facilities, charge for such drainage services, filing of liens or other fees or charges covered in this chapter shall be payable at the rate of 150 percent of the applicable charge or rate of service within the City.

**Low Income Senior and Low Income Disabled Rate**
Contact the City regarding eligibility discounts.

## Section 11: Special Events, Banner Hanging Fee & Other Events

| Activity | Fee |
|---|---|
| Application Fee | $50 |
| Banner Hanging Fee (See Policy Below) | $180 |
| Off Duty Police When Need Is Determine by Police Chief (See Policy Below) | $50 an Hour Per Officer<br>$60 an Hour For Traffic Control |
| Overtime For Police When Need Is Determined By Police Chief (See Policy Below) | $56 an Hour For On-Duty Officer |

City Policy:

1. The event sponsor shall pay the cost of off duty police and overtime for police as determined by the Stanwood Police Chief.
2. The City will cover the cost of Public Works and Community Development employees work created by the special event if during normal work schedule, over time will be billed to the applicant.
3. For special events which request City contribution, the City will sponsor 75% of the cost of the Banner Hanging Fee when the event: 1) is held in the City and 2) attracts the general public to the commercial areas.



## Section 12: Business Licenses, Temporary Merchants & Fireworks

| General Business License | Fee |
|---|---|
| Business License | $50; City of Stanwood Business Licenses Are Administrated By the Washington State Department of Revenue (DOR) Business Licensing Services. See http://bls.dor.wa.gov/ to Obtain a License. DOR Information Line: 1-800-451-7985 |
| **Taxicabs** | **Fee** |
| Taxicab Operator License | $50 Plus Cost of Background Check |
| Per Vehicle Fee | $25 |
| Per Driver Fee | $25 |
| **Temporary Merchants Licensees** | |
| Charitable Solicitations | $45 |
| Mobile Unit Vending | $45 |
| Peddlers & Solicitors (Per Person) | $20 |
| Temporary Merchant | $35 |

## Section 13: Public Records Act – Related Fees (Copying, Faxing & Transmission)

| Activity or Item | Fee |
|---|---|
| Electronic files | Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service or other means of electronic delivery. |
| Photocopies or Printed Copies | Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records. |
| Scanning | Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records. |
| Storage Devices | The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. |
| Transmission of Electronic Files | The cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations. |

## Section 14: Miscellaneous Fees

| Activity or Item | Fee |
|---|---|
| Postage | Actual Costs |
| Copies | Fifteen Cents per Page (8.5 x 11 or 11x17)<br>Six Cents Per Square Foot for Plotter Paper |

## Section 15: Athletic Field Rental Fees and Charges

The City adopted athletic field rental fees and charges via Resolution 2013 - 03 and then subsequently updated those fees in 2017. Fees are updated annually

Church Creek Park resident = Stanwood Camano School District Boundaries
Heritage Park resident = Snohomish County Residents including Camano Island

| FIELD USE RATE: REGULAR SEASON – GAMES and PRACTICES | | |
|---|---|---|
| ATHLETIC FIELD | YOUTH | YOUTH SELECT, ADULT, NON-RESIDENT |
| Baseball/Softball Fields | $5.00 per hour | $15.00 per hour |
| Soccer Field * | $5.00 per hour | $15.00 per hour |
| Lacrosse Field* | $5.00 per hour | $15.00 per hour |

*2 teams on 1 field max for hourly rate; if scheduling 3 or more teams on 1 filed add either $5 or $15 per additional team.

| FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL | | |
|---|---|---|
| | YOUTH | YOUTH SELECT, ADULT, NON-RESIDENT |
| Reservations | $300.00 per day<br>$200 Refundable Damage Deposit | $450.00 per day<br>$200 Refundable Damage Deposit |
| Cancellation Refund | $100.00 of the Field Use Fee<br>$200 Damage Deposit | $250.00 of the Field Use Fee<br>$200 Damage Deposit |

| OTHER FEES | | |
|---|---|---|
| Energy Rate | $5.00 per hour | |
| PW Crew<br>(i.e. open park early, clean up and repairs) | $50.00 per hour with 2 hour minimum | |
| Litter – Garbage Control | $50.00 per hour<br>Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators. | |
| Church Creek Park Covered Picnic Area | Resident $30.00 ½ day<br>9:00am - 2:00pm or<br>3:00pm - Close | Non-Resident $50.00 ½ day<br>9:00am - 2:00pm or<br>3:00pm - Close |
| * To reserve the picnic shelter visit the city's website at http://www.ci.stanwood.wa.us/reservations | | |

* Fees subject to change
* City sponsored events may have all or partial fees waived

Priority for Youth Recreational Sports during the "Traditional Season" applies.

| | |
|---|---|
| Baseball/Softball<br>Lacrosse<br>Soccer<br>Football | **Mid Feb – June w/post season tournament in July Mid Feb – May w/post season tournaments in June Mid Aug – Mid November**<br>**Mid Aug – Mid November** |

**CANCELLATION FEES**

Regular Season:

- 20 days or more Full Refund
- 19 days or less No Refund

Tournament, Camps, and Commercial:

- See above for refund amount for tournaments, camps and commercial reservations

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 9b |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Richardson Street Vacation |
| **CONTACT PERSON:** | Patricia Love, Community Development Director |
| **ATTACHMENTS:** | A – Street Vacation Ordinance 1474 |

## ISSUE

The issue is whether or not to approve the final street vacation ordinance to allow for vacating an unimproved portion of 270$^{th}$ St. NW and Camano St. submitted by Carolyn Richardson on behalf of the Pusey Family Trust.

## RECOMMENDATION

Staff recommendation is to approve the final street vacation ordinance consistent with the motion approved on October 12, 2017 to approve the street vacation upon finalizing the site survey and obtaining an appraisal.

## SUMMARY STATEMENT

A petition has been filed by the adjacent property owner (Carolyn Richardson, Managing Member of the Pusey Family Trust) for the City to vacate a portion of the unopened 270$^{th}$ St. NW and Camano St. right-of-way. This right-of-way currently is being utilized for parking at the Home Center. There is no established public travel on this section of right-of-way. A driveway cut to access this portion of the right-of-way for parking exists off both 270$^{th}$ St. NW and Camano St.

## DISCUSSION

A little over a year ago, the City Council held a public hearing on a street vacation petition by Carolyn Richardson. Ms. Richardson petitioned to vacate a portion of the unopened 270th St. NW and Camano St. right-of-way which is currently being utilized for parking at the Home Center. The Council unanimously approved moving forward with the street vacation and directed staff to obtain the necessary survey, legal description and valuation. All of those items are now complete.

While obtaining the appraisal for the portion of the right-of-way to be vacated, Ms. Richardson approached the City with the idea to exchange property as an option versus paying half the cost of the appraised right-of-way value as required by the state law. Ms. Richardson owns the parking lot in front of the Stanwood House on 270th Street. This exchange would consolidate Ms. Richardson's properties closer together. The Mayor was supportive of this idea as the City desires abundant parking for commercial uses and festivals.

The concept was reviewed by the Community Development Committee twice and the overall consensus of the Committee was to recommend approval of the property exchange as the property exchange would promote economic development activities and programs in the west end of the City. Additional west end parking could benefit:

- Summer Concerts
- Summer Salsa / Festival
- Promote Arts Guild Events
- Block Parties / Events where 270th Could Be Closed Off to Vehicles (Similar to East Side Events)
- Promote Festivals / Events on Both Ends of Downtown Stanwood

Ms. Richardson would like to retain 6 parking stalls to serve her properties; a section of the street vacation ordinance reserves the right of Ms. Richardson to count 6 stalls in the lot towards meeting her parking requirements for any future development.

Richardson Street Vacation Application


Proposed Property Exchange
October 9, 2018

Property Highlighted in Blue:
Street Vacation Request
Next to Furniture Store:

Appraised Value = $41,000
½ Value Payment = $20,500

Property Highlighted in Red:

Instead of Paying ½ Value
For the ROW, Ms. Richardson
Is Proposing a Property
Exchange Reserved Use of
Approximately 6 Parking Stalls

Appraised Value = $95,000

## FISCAL IMPACT

With typical street vacations, the City is entitled to one-half the value of the right-of-way being vacated. Ms. Richardson obtained the appraisal on the property subject to the street vacation equaling $41,000. At half the value, the payment to the City would equal $20,500. However, Ms. Richardson came to the City with the idea to exchange properties in lieu of paying one-half the value.

Ms. Richardson developed the property several years ago with a fully developed parking lot: paved stalls, curb, gutter and sidewalk. An appraisal was prepared by James D. McCallum, MAI, for the parking lot in front of the Stanwood House. The appraisal for the parking lot came in at $95,000.

Since the value of the parking lot is greater than the right-of-way vacation site, no additional compensation is required. There are no costs to the City for the property exchange.

## COMMITTEE RECOMMENDATION

The Community Development Committee reviewed the issue at their November 8, 2018, December 13, 2018 and January 10, 2019 meetings and is supportive of the exchange as it will benefit those shopping in the west end of town and provide additional parking for special events. The Committee directed staff to prepare the final ordinance for approval by the City Council.

## CITY COUNCIL OPTIONS

1. Approve first reading of Ordinance 1474, vacating a portion of the unopened 270$^{th}$ St. NW and Camano St. right-of-way and exchanging properties in lieu of receiving a payment for one half the property value.

2. Do not approve the first reading of Ordinance 1474.

3. Request additional information and delay approval of the first reading of Ordinance 1474.

## RECOMMENDED MOTION

**I MOVE TO APPROVE THE FIRST READING OF ORDINANCE 1474 VACATING A PORTION OF UNOPENED 270$^{TH}$ STREET NW AND CAMANO STREET RIGHT-OF-WAY, DIRECT THE CITY ATTORNEY TO PREPARE THE NECESSARY PAPERWORK TO OBTAIN TITLE TO THE PROPERTY LOCATED AT 9921-270$^{TH}$ STREET, AND TO BRING BACK THE ORDINANCE FOR SECOND AND FINAL READING.**

**ATTACHMENT A**

**CITY OF STANWOOD**
**WASHINGTON**

**ORDINANCE 1474**

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, APPROVING THE VACATION OF RIGHT-OF-WAY ON A PORTION OF 270th ST. NW AND CAMANO ST. WITHIN THE CITY OF STANWOOD, WASHINGTON**

**WHEREAS,** the City Council has received a petition from Carolyn M. Richardson, Managing Member, Pusey Family, LLC requesting that a portion of 270th Street NW, public right-of-way, as legally described in **EXHIBIT A** and depicted on **EXHIBIT B** attached hereto and incorporated by this reference, be vacated; and

**WHEREAS,** Petitioner is the owner of the property described in Exhibit C attached hereto and incorporated by this reference; and

**WHEREAS,** the vacation petition contains the signatures of the owner(s) of more than two-thirds of the property abutting the portion of right of way requested to be vacated; and

**WHEREAS,** the action of vacating a street or roadway is categorically exempt from environmental review per WAC 197-11-800(2)(i) and is therefore not subject to SEPA rules and determinations; and

**WHEREAS,** Resolution 2017-14 calling for a public hearing regarding the vacation of the subject right of way was adopted by the City Council on October 12, 2017; and

**WHEREAS,** the City of Stanwood gave twenty days' notice of the pendency of the vacation petition and the time and place fixed for the hearing of the petition by written notice posted in three of the most public places in the City, and a like notice posted in a conspicuous place on the street sought to be vacated, and mailed notices of public hearing to adjacent property owners in accordance with the requirements of RCW 35.79.020 and SMC 17.81B.650; and

**WHEREAS,** a public hearing was held before the City Council on October 12, 2017, and all persons wishing to be heard on the matter were heard; and

**WHEREAS**, based on qualified appraisals, the City Council finds that the value of the Exhibit C property it will acquire is greater than the exhibit A property that is being vacated; and

**WHEREAS,** the petitioner has agreed to meet certain conditions as set forth herein;

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

**Section 1. Vacation**. Subject to the conditions set forth in Sections 2 and 3 of this ordinance, that portion of 270th Street N.W. right of way as legally described on attached **EXHIBIT A** and depicted on attached **EXHIBIT B**, which are incorporated herein by this reference, is hereby vacated, and the property lying in said portion of the street right of way described in Exhibit A, shall be conveyed and transfer to the petitioner who is the adjacent property owner.

**Section 2. Condition of Vacation.** The vacation of the Exhibit A property is contingent on petitioner transferring free and clear title to the attached Exhibit C property by Statutory Warranty Deed to the City of Stanwood in exchange for the City waiving the payment of one-half value of the street vacation parcel described in Exhibit A and B.

If the title transfer of the Exhibit C property has not occurred within one year from adoption of this ordinance, then this ordinance shall be void unless the one year period is extended by ordinance of the City Council.

**Section 3. Parking Reservation**. Petitioner has the intent to develop parcel 00587900300800 in a mixed-use or commercial development in accordance with Stanwood Municipal Code. Since the value of the Exhibit C property being conveyed to the City of Stanwood has been estimated to be approximately two times the value of the Exhibit A property, the owner, heirs, successors or assigns of parcel number 00587900300800, shall reserve the right on the Exhibit C property to count 6 parking stalls towards their parking requirements for future development (Exhibit D). Consistent with the provisions of SMC 17.105.060, vacation of the Exhibit A property shall also be subject to entry into a parking agreement between the City and the petitioner within one year from adoption of this ordinance setting forth the terms and conditions of the reservation of the 6 parking stalls. Said agreement shall be recorded with the Snohomish County Auditor's Office. This ordinance shall be void if such parking agreement is not entered into and recorded within one year from adoption of this ordinance.

**Section 4. Effective Date.** This ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioner and all conditions of Sections 2 and 3 of this Ordinance have been satisfied. This ordinance shall take effect five days after adoption and publication by summary. This vacation and the transfer of title to petitioner shall be effective at such time as this ordinance is recorded in the office of the County Auditor by the City The City Clerk is directed to record a certified copy of this ordinance with the Snohomish County Auditor's Office upon confirmation from the Public Works Director that all conditions set forth in this ordinance, including, but not limited to satisfaction of the conditions set forth in Sections 2 and 3 herein have been fulfilled. Costs of recording including, but not limited to payment of real estate excise tax if applicable, shall be the responsibility of the owner/petitioner. Following recording of this ordinance, a certified copy shall be sent to the Snohomish County Treasurer's Office.

**Section 5. Severability.** If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

**Section 6. Implementation.** The City Administrator or his/her designee is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this ordinance.

**PASSED** by the City Council and **APPROVED** by the Mayor this ______ day of _______, 2019.

CITY OF STANWOOD

By_____________________________
Leonard Kelley, Mayor

Attest:

By_____________________________
David A. Hammond, City Clerk

Approved as to form:

By________________________________
Grant K. Weed, City Attorney

Date of Publication: _________________________

Effective Date: _____________________________

**CITY OF STANWOOD**
**Stanwood, Washington**

**ORDINANCE NO. 1474**

**EXHIBIT 'A'**

## LEGAL DESCRIPTION:

All that portion of the Southwest quarter of the Southeast quarter of Section 24, Township 32 North, Range 3 East, W.M. more particularly described as follows:

**COMMENCING** at the Northeast corner of Lot 1, Block 1, Plat of the Town of Stanwood, thence South 0° 04' 51" East along the East line of said Lot 1 a distance of 2.30 feet to the **TRUE POINT OF BEGINNING**; thence South 88° 31' 21" East a distance of 51.88 feet to a point on tangent curve to the right with a radius of 19.13 feet; thence Southeasterly along the arc of said curve through with a central angle of 34° 58' 30" a distance of 11.68 feet to a point on a tangent curve to the right with a radius of 14.00 feet; thence Southeasterly along the arc of said curve through a central angle of 21° 17' 33" a distance of 5.20 feet to a point on a tangent curve to the right with a radius of 71.03 feet; thence Southeasterly along the arc of said curve through a central angle of 8° 33' 19" a distance of 10.61 feet to a point on a tangent curve to the right with a radius of 15.25 feet; thence Southerly along the arc of said curve through a central angle of 69° 18' 15" a distance of 18.45 feet; thence South 65° 47' 36" West a distance of 74.39 feet to the West line of the Southwest quarter of the Southeast quarter of said Section 24; thence North 0° 04' 51" West along said West line a distance of 65.75 feet to the **TRUE POINT OF BEGINNING**.

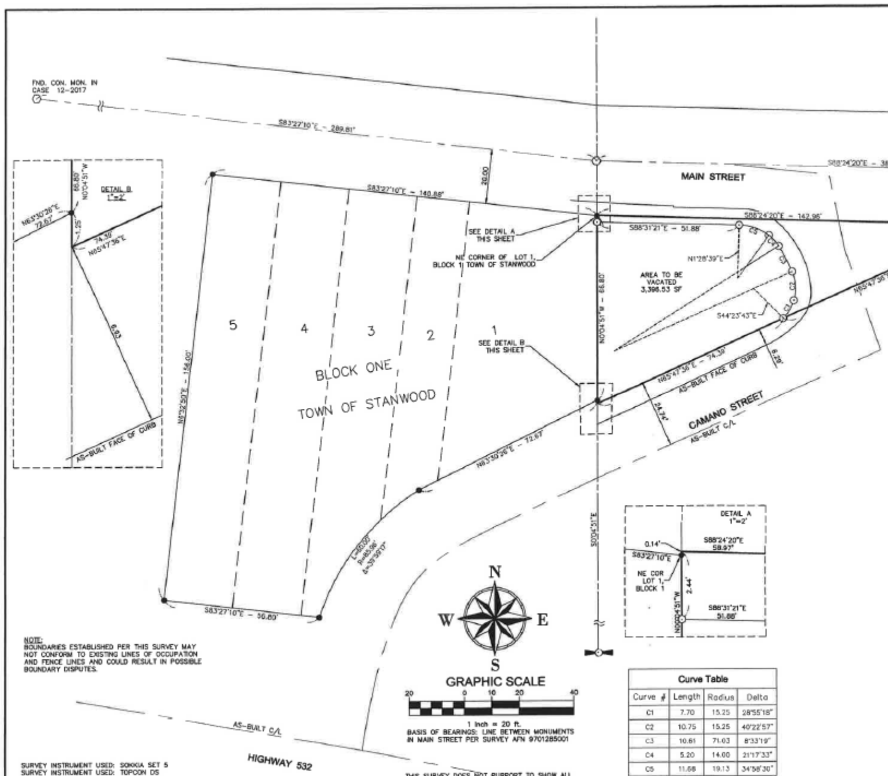
**SUBJECT TO AND TOGETHER WITH** easements, covenants, conditions, reservations, and restrictions of record.

Situate in the County of Snohomish, State of Washington.

Containing 0.0780 acres of land.

6-20-18

FREDERICK F. POYNER
STATE OF WASHINGTON
12716
REGISTERED
PROFESSIONAL LAND SURVEYOR




NOTE:
BOUNDARIES ESTABLISHED PER THIS SURVEY MAY NOT CONFORM TO EXISTING LINES OF OCCUPATION AND FENCE LINES AND COULD RESULT IN POSSIBLE BOUNDARY DISPUTES.

BASIS OF BEARINGS: LINE BETWEEN MONUMENTS IN MAIN STREET PER SURVEY AFN 9701285001

SURVEY INSTRUMENT USED: SOKKIA SET 5
SURVEY INSTRUMENT USED: TOPCON DS
SURVEY PROCEDURE: CLOSED TRAVERSE
SURVEY PRECISION: THIS SURVEY EXCEEDS FIELD TRAVERSE REQUIREMENTS OF WAC 332-130-090

THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD OR OTHERWISE.

**Curve Table**

| Curve # | Length | Radius | Delta |
|---|---|---|---|
| C1 | 7.70 | 15.25 | 28°55'18" |
| C2 | 10.75 | 15.25 | 40°22'57" |
| C3 | 10.61 | 71.03 | 8°33'19" |
| C4 | 5.20 | 14.00 | 21°17'33" |
| C5 | 11.68 | 19.13 | 34°58'30" |

## TOTAL PARCEL LEGAL DESCRIPTION:

BEGINNING AT THE NORTHEAST CORNER OF LOT 1, BLOCK 1, PLAT OF THE TOWN OF STANWOOD;
THENCE SOUTH ALONG THE EAST LINE OF BLOCK 1, A DISTANCE OF 66.80 FEET MORE OR LESS TO THE NORTH LINE OF JOHN HALL RAILROAD RIGHT OF WAY;
THENCE NORTHEASTERLY ALONG THE NORTH LINE OF SAID RAILROAD RIGHT OF WAY A DISTANCE OF 140 FEET MORE OR LESS TO THE INTERSECTION WITH THE SOUTH LINE OF MAIN STREET;
THENCE WEST ALONG THE SOUTH LINE OF MAIN STREET TO THE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

## AREA TO BE VACATED:

ALL THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 32 NORTH, RANGE 3 EAST, W.M. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 1, BLOCK 1, PLAT OF THE TOWN OF STANWOOD, THENCE SOUTH 0° 04'51"EAST ALONG THE EAST LINE OF SAID LOT 1 A DISTANCE OF 2.30 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 88° 31'21"EAST A DISTANCE OF 51.88 FEET TO A POINT ON TANGENT CURVE TO THE RIGHT WITH A RADIUS OF 19.13 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH WITH A CENTRAL ANGLE OF 34° 58'30"A DISTANCE OF 11.68 FEET TO A POINT ON A TANGENT CURVE TO THE RIGHT WITH A RADIUS OF 14.00 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 21° 17'33"A DISTANCE OF 5.20 FEET TO A POINT ON A TANGENT CURVE TO THE RIGHT WITH A RADIUS OF 71.03 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 8° 33'19"A DISTANCE OF 10.61 FEET TO A POINT ON A TANGENT CURVE TO THE RIGHT WITH A RADIUS OF 15.25 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 69° 18'15"A DISTANCE OF 18.45 FEET; THENCE SOUTH 65° 47'38"WEST A DISTANCE OF 74.39 FEET TO THE WEST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 24; THENCE NORTH 0° 04'51"WEST ALONG SAID WEST LINE A DISTANCE OF 65.75 FEET TO THE TRUE POINT OF BEGINNING.

SUBJECT TO AND TOGETHER WITH EASEMENTS, COVENANTS, CONDITIONS, RESERVATIONS, AND RESTRICTIONS OF RECORD.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

CONTAINING 0.0780 ACRES OF LAND.

## LEGEND:

⊙ ~ DENOTES MAG NAIL & WASHER L.S. 12716 SET THIS SURVEY UNLESS OTHERWISE NOTED

● ~ DENOTES CORNERS SET PER SURVEY AFN 9701285001

⊙ ~ DENOTES FOUND PLAT MONUMENT

AUDITOR'S FILE #__________

Survey For: PORT'N SW1/4, SE1/4, SEC.24, TWP.32N, RGE.3E, W.M.
CARRIE RICHARDSON

Survey By: (360)-435-5551 V:\21637\DWG\21637-ROS 041318.DWG (ROS) 6/19/2018 1:45 PM
Cascade Surveying & Engineering, Inc.
P.O. BOX 326, ARLINGTON, WASHINGTON, 98223 (105 EAST DIVISION STREET)

6-20-18
FREDERICK F. POYNER — STATE OF WASHINGTON — 12716 — REGISTERED PROFESSIONAL LAND SURVEYOR

**AUDITOR'S CERTIFICATE**
FILED FOR RECORD THIS ____ DAY OF ________, 2018, AT ______ M. IN BOOK _____ OF ______, AT PAGE ______ AT THE REQUEST OF CASCADE SURVEYING & ENGINEERING, INC.
COUNTY AUDITOR DEPUTY AUDITOR

**SURVEYOR'S CERTIFICATE**
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AT THE REQUEST OF CARRIE RICHARDSON IN NOVEMBER, 2017.
REGISTERED LAND SURVEYOR L.S. NO 12716

SCALE: 1"=20'
DRAWN BY: TAA 04/13/2018
CHECKED BY: FFP
FIELD SURVEY: 12/7/2017
JOB #: 21637
F.B. #: SN. 921

**CITY OF STANWOOD**
**Stanwood, Washington**

**ORDINANCE NO. 1474**

**EXHIBIT 'B'**

**MAP OF PROPERTY TO BE VACATED:**

**CITY OF STANWOOD**
**Stanwood, Washington**

**ORDINANCE NO. 1474**

**EXHIBIT ‘C’**

**PROPERTY TO BE TRANSFERRED TO THE CITY OF STANWOOD:**

**Address:** 9921 – 270th Street NW, Stanwood, WA 98292

**Parcel Number:** 32032400415700

**Legal Description:** Section 24 Township 32 Range 3 Quarter SE- LOT 2 OF SP A00-018 REC AFN 200102145007 BEING A PTN OF SW1/4 SE1/4

**CITY OF STANWOOD**
**Stanwood, Washington**

**ORDINANCE NO. 1474**

**EXHIBIT ‘D’**

**PROPERTY SUBJECT TO PARKING AGREEMENT:**

**Address:** 99xx – 270th Street NW, Stanwood, WA 98292 (Unaddressed Property)
**Parcel Number:** 00587900300800

**Legal Description (From Snohomish County Assessor Office):**
Section 24 Township 32 Range 03 Quarter SW/SE STOCKBRIDGES 4TH ADD TO STANWOOD BLK 003 D-00 - TH PTN NE1/4 SW1/4 DAF: LOTS 8 & 9 BLK 3 TGW TH PTN GOVT LOT 1 IN SW1/4 SE1/4 SEC 24 DAF: BEG AT NWCOR OF MAIN & STILL AVE, TOWN OF STAN TH W ALG N BDRY OF MAIN ST TO SE COR LOT 8 BLK 3 SD PLAT TH NLY ALG SD LOT LN TO SLY MGN OF ALLEY TH ELY ALG SD ALLEY TO WLY MGN STILL AVE TH SLY ALG WLY MGNSTILL AVE TO TPB: LY W OF FDL: COM AT NW COR OF ABV DESC TR BEING NE COR LOT 8 BLK 3 SD PLAT TH S88* 24 20E PLW MAIN ST 38.83FT TO TPB OF HEREIN DESC LN TH S0* 04 51E PLW E LN SD LOT 8 144.66FT TO NMGN OF MAIN ST & TERM OF HEREIN DESC LN AS DISCLOSED IN CITY OF STAN BLA REC AFN 9406210273 EXC TH PTN LOT 9 SD PLAT DAF: BEG AT NW COR SD LOT 9 TH S87* 25 48E ALG N LN SD LOT 9 14.52FT TH S1* 19 31EPLT W LN SD LOT 9 66.88FT TH S5* 00 04W 74.34FT TO S LN SD LOT 9 TH N83* 27 10W ALG SD S LN 6.46FT TO SW COR SD LOT 9 TH N1* 19 31W ALG W LN SD LOT 9 140.88FT TO TPB AKA PAR C OF SURV REC AFN9701285001

**Site Location:**

**CITY OF STANWOOD**
**COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 9c |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Disc Golf Volunteer Project at Church Creek Park |
| **CONTACT PERSON:** | Patricia Love, Community Development Director |
| **ATTACHMENTS:** | A – Project Request |

## ISSUE

The issue is whether or not to approve expansion of the disc golf course at Church Creek Park.

## RECOMMENDATION

Staff recommendation is to approve the expansion of the existing 9-hole disc golf course to 18-holes at Church Creek Park. The course will be built and maintained by volunteers.

## SUMMARY STATEMENT

Alex Glasgow submitted a request to expand the existing 9-hole disc golf course at Church Creek Park. Volunteers will clear the fairways of brush and install the equipment for the course. Staff will assist with selective tree trimming and removal. By making the Church Creek Disc Golf Course an 18-hole course, the course could be used for tournaments which would draw many people to Stanwood helping the business community.

## DISCUSSION

Disc golf is a sport in which players throw a disc at a target similar to golf. It is often played on a course of 9 or 18 holes. Players complete a hole by throwing a disc from a tee area toward a target, throwing again from the landing position of the disc until the target is reached. Similarly to golf, the number of throws a player uses to reach each target are tallied. The lowest score at the end of the course wins the round. In 2015, volunteers installed a 9-hole disc golf course at Church Creek Park.

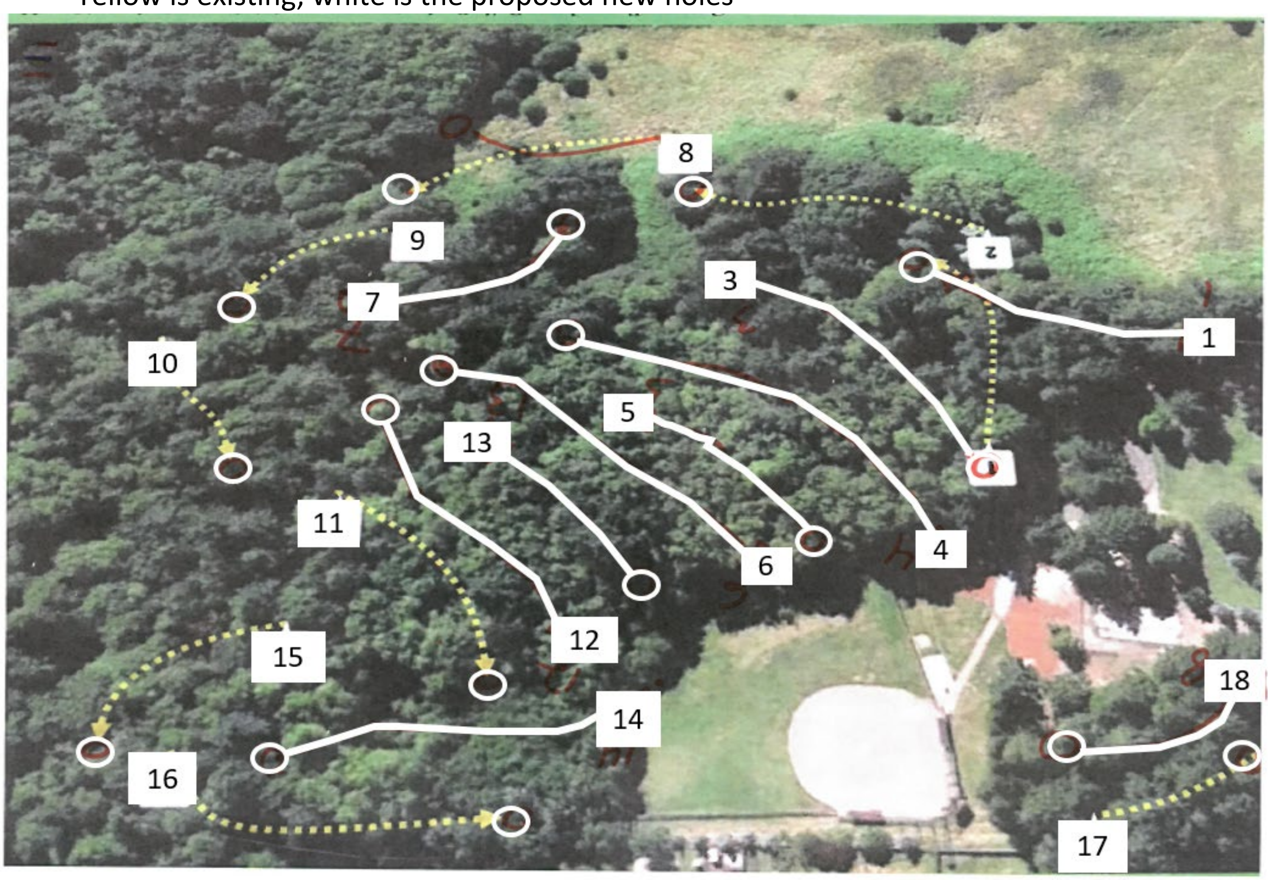
Mr. Alex Glasgow submitted a request to the City to expand the course to 18 holes with volunteer help. Alex's proposal was to raise the funds needed to purchase the baskets and signs, and to get donations from businesses for other materials. Volunteers from the disc golf community would provide the labor.

Example of Disc Golf

In Mr. Glasgow's proposal, he requested that the city match 50% of the money raised for this project.

***Schematic Layout of Disc Course:***

Yellow is existing; white is the proposed new holes



## FISCAL IMPACT

The request is for the City to match 50% of the cost, not to exceed $3,000.00. The funds could come out the Field User Fees that have been collected in 2018. If approved, a contract would be prepared for use and distribution of the funds.

## COMMITTEE RECOMMENDATION

The Public Works Committee reviewed and recommended approval of the request in August 2018 with a funding cap of $3,000. The Committee also recommended that the course signage for the new holes be uniform with the existing 9-holes and that they contact the Friends of Stanwood Parks and Trails group to make sure the project did not interfere with plans that they recommend for Church Creek Park.

The Parks and Trails Advisory Committee reviewed the proposal in January and after extensive discussion regarding use, operations and maintenance of the facility, the Committee recommended that the Council approve the proposal. However there were some reservations about having non-city or non-tree specialists cut and trim trees and/or vegetation that may need removal in order to accommodate the new course. Staff reached out to Public Works and they noted that they can cut and trim the trees as requested.

After updating the PTAC Committee on the tree removal issue at their February meeting, the Committee reversed their January recommendation and voted to delay moving forward on the project due to several reasons, but mostly due to the Committee not having a clear vision or plan for Church Creek Park.

Based on the Public Works Committee's approval and an original PTAC approval, Alex purchased the materials to install the course and is waiting on final approval of the City Council.

The Community Development Committee reviewed the proposal at their March 14th meeting and agreed with the recommendation to move forward with the project. Staff consensus is also that the project should be moved forward.

## CITY COUNCIL OPTIONS

1. Approve the request by Alex Glasgow to expand the Church Creek Disc Golf Course to 18 holes and support the project with a donation of half the equipment costs up to $3,000.

2. Do not approve the request.

3. Request that Mr. Glasgow bring additional information for Council's further consideration.

**RECOMMENDED MOTION**

**I MOVE TO APPROVE THE REQUEST BY ALEX GLASGOW TO EXPAND THE CHURCH CREEK DISC GOLF COURSE TO 18 HOLES AND SUPPORT THE PROJECT WITH A DONATION OF HALF THE EQUIPMENT COST UP TO $3,000.**

**ATTACHMENT - A**

# Church Creek Disc Golf Project

To Whom It May Concern,

Washington's disc golf community would like to volunteer our time and manpower to expand the disc golf course from a 9 hole to an 18 hole course. We will be gathering donations from local businesses to help make this community project successful. We would like to ask if the city would match 50% of the money raised for this project.

In this project, the following tasks will need to be accomplished:

1. Purchase of the additional 9 baskets (which will match the current 9 minus the top band.)
2. Purchase and installation of 9 tee-pads.
3. Purchase and installation of tee signs and posts.
4. Clearing fairways of brush and selective trees (as agreed to by the City).
5. New course map to match the final layout.

The estimated cost of this project is $6,000 with all the donations and logistics. Our estimated time for completion is having the course playable by late spring, early summer.

Please confirm if the city could help support this project by matching the $3,000 that we will be raising.

**CITY OF STANWOOD**
**CITY COUNCIL AGENDA STAFF REPORT**

| | |
|---|---|
| **ITEM NUMBER:** | 9d |
| **DATE:** | March 28, 2019 |
| **SUBJECT:** | Ordinance 1473 – 2019-20 Budget Amendment No. 1, First Reading |
| **CONTACT PERSON:** | David A. Hammond, Finance Director/City Clerk |
| **ATTACHMENTS:** | A – Proposed Ordinance 1473<br>B – Six Year Outlook Scenarios |

## ISSUE

Should the City Council adopt an ordinance to amend the 2019-20 budget?

## RECOMMENDATION

City Council consideration of Ordinance 1473 and approve the first reading.

## FINANCIAL IMPACT

The financial impacts are outlined below.

## COMMITTEE REVIEW

The Finance Committee reviewed the proposed budget amendment at the regular committee meeting March 28, 2019; staff will provide verbal briefing regarding committee recommendation.

## CITY COUNCIL OPTIONS

1. Approve first reading of Ordinance 1473 amending the 2019-20 budget.

2. Do not approve first reading of Ordinance 1473 amending the 2019-20 budget and direct staff to areas of concern. The City Council may want to direct the Finance Committee to review the proposed amendment further before taking action.

## RECOMMENDED MOTION

**I MOVE TO APPROVE FIRST READING OF ORDINANCE 1473 AMENDING THE 2019-20 BUDGET AS PRESENTED.**

## DISCUSSION

During budget preparation, discussion and adoption, it is difficult to anticipate every possible financial scenario affecting the upcoming fiscal year. For example, completion dates of capital projects may change due to circumstances outside of the City's control, information used for budget projections may require revision, and sometimes it can just be an oversight of a necessary expenditure or source of revenue. Each of these situations is different and must be evaluated by the Administration and brought forward for Council consideration. In addition to the necessary year-end true up of cash balances, this proposed amendment primarily concerns five issues:

- General Fund
    - A 2018 year end surplus will allow for a transfer of one-time revenue to capital funds due to unanticipated strong sales tax receipts.
    - Attachment B presents a graphical depiction of six year forecast scenarios including no budget amendment and incorporating the effects of the proposed amendment.
- Street Operating Fund
    - The original budget included REET fund transfers to finance planned vehicle reserve fund contributions. These transfers are not allowable due to an earlier misinterpretation by city staff. To address a potential ending fund balance deficit, staff recommends transferring surplus funds from the General Fund, in 2019 and 2020, to fund vehicle replacement expenditures.
- Park Improvement Fund
    - The Heritage Park land acquisition was not included in the original 2019-2020 budget. The Capital Improvement Plain anticipated it to be funded in future years from sales tax related to construction of the new high school. Moving the acquisition forward necessitates temporary use of General Fund surplus. When the high school construction related sales tax is received it will be deposited to the Building Improvement Fund.
- Water Construction Fund
    - Accelerating the Water Reservoir project forward necessitates borrowing in 2019 rather than 2020 as anticipated.
- Street Capital Construction Fund project changes
    - Based on Transportation Improvement Board grant awards, the timing of three projects were reprogrammed and construction expenditures require a budget amendment, along with anticipated grant revenues.

## ANALYSIS – 2019 Changes

### 1. All Funds – Adjust Beginning Net Cash to Actual

During budget development, beginning net cash is based on a conservative estimate prior to year end and the adoption of the budget. This amendment adjusts beginning net cash to actual cash per bank. While not required by law or the State Auditor, it is the city's practice to amend the budget early in the year to match budgeted beginning net cash (BNC) to actual.

As the 2019-20 budget was nearing final form in October 2018, the city had to project the 2019 beginning net cash as part of the biennial budget process. The following adjustment "trues up" beginning net cash, setting budgeted amounts to actual in order to give the city a clear picture of available funds as of January 1, 2019. Each of the City's funds beginning cash balance is adjusted by this amendment. Exhibit 1 to the attached ordinance provides the amount each fund was adjusted.

### 2. General Fund Surplus—Transfers to Parks & Building Improvement Funds

Sales tax directly attributed to construction activity in the amount of $512,000 was received during the 2017–2018 biennium, which contributed to a General Fund Surplus. City Finance Policy requires biennial General Fund surplus to be used for one-time operations or capital expenditures. The surplus is defined as the difference between actual beginning fund balance and budgeted beginning fund balance.

The 2019-2020 budget included a transfer of $520,000 (estimated sales tax from construction). When the 2018 books were closed, the beginning balance exceeded budget by $583,417. The general fund is able to transfer this additional amount and still comply with reserve requirements. This amendment proposes transfer of $900,000 to the Parks Improvement fund, and $480,221 to the building fund. Transfer of the surplus to Fund 110 provides future City Council's options while ensuring these one-time revenues go toward one-time or capital needs. The Capital Improvement Plan included acquisition of land for Heritage Park in 2021, with the sales tax from the new high school as a funding source. As sales tax from the high school is received it will be deposited to the Building Improvement Fund.

This amendment also includes reimbursement in 2019 from a Department of Commerce grant for approximately half the cost of the new city hall land acquired in 2018.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Transfer to Building Fund | $ 796,804 | $ (316,583) | $ 480,221 |
| 110 | Building Improvement | Transfer in from GF | $ 796,804 | $ (316,583) | $ 480,221 |
| 001 | General Fund | Transfer to Parks Improvement | $ - | $ 900,000 | $ 900,000 |
| 104 | Parks Improvement | Transfer from General Fund | $ - | $ 900,000 | $ 900,000 |
| 104 | Parks Improvement | Heritage Park Acquisition | $ - | $ 900,000 | $ 900,000 |
| 110 | Building Improvement | DOC grant for CH Land Acquis. | $ - | $ 285,000 | $ 285,000 |

3. **Professional Services—City Resident Survey and City Staffing Study**

This amendment proposes an increase in budgeted professional services to execute two work plan items; a community survey to prepare for our strategic plan goal in 2020 and a consultant agreement to evaluate current staffing levels relative to desired levels of service delivery. These two projects are under development and initial estimates indicate $80,000 for both (Note: half the cost is allocated to general fund and half to the utility funds based on FTEs). Further, staff recommends allocating $20,000 to conduct a survey in 2020. Results from surveys conducted in 2020 and beyond will provide data to measure the impact of the city's efforts; as in 2019, half the cost is allocated to General Fund.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Professional services | $ 63,000 | $ 40,000 | $ 103,000 |
| 401 | Sewer | Professional services | $ 61,200 | $ 16,800 | $ 78,000 |
| 410 | Stormwater | Professional services | $ 25,000 | $ 6,400 | $ 31,400 |
| 421 | Water | Professional services | $ 50,000 | $ 16,800 | $ 66,800 |

4. **General Fund Programs:**
   a. **City Resident-Centric Discover Stanwood Camano**
   b. **Port of Seattle Discover Stanwood Camano website improvement grant**
   c. **Senior Center Support**

a) To build on the success of the semiannual edition of the Discover Stanwood Camano print publication, staff proposes adding two additional publications of a City Resident Centric version of the publication. This will replace the Mayor's Newsletter. After the contributions from advertising, the additional publications are expected to cost approximately $5,000 each year.

b) The City Council recently accepted a $7,500 grant from the Port of Seattle to support improvement of the website. The overall cost of the POS grant will be $11,750 but be partially covered by grant proceeds with a net cost to the city of $3,750.

c) The Stanwood Camano Senior Center contacted city staff and requested support for their Life Enhancement Assistance Program, which provides transportation, Meals and Wellness support to the community. Staff recommends annual support of $8,000 with an additional incentive amount of $2,000 if the center exceeds its membership and service delivery goals for 2019.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | GF Mayor's Newsletter | Replace with DSC City Centric | $ 2,500 | $ (2,500) | $ - |
| 001 | GF Econ. Dev. DSC | Upgrad to DSC City Centric | $ 12,500 | $ 7,500 | $ 20,000 |
| 001 | General Fund | Grant - Port of Seattle | $ - | $ 7,500 | $ 7,500 |
| 001 | General Fund | Tourism-DSC Website update | $ 49,500 | $ 11,250 | $ 60,750 |
| 001 | General Fund | Senior Center Support ILA | $ - | $ 10,000 | $ 10,000 |
| 001 | General Fund | Gen. Communications | $ 15,000 | $ (10,000) | $ 5,000 |

## 5. Street Fund

This amendment addresses three areas in the street fund 2019 budget.

- The recent Guardrail Replacement depleted much of the repair and maintenance budget. This amendment also includes a conservatively estimated $10,000 insurance recovery to partially pay for the guardrail.
- The original budget included REET fund transfers in order to fund the acquisition of vehicles as approved in the 2018 replacement schedule, however, this is no longer an allowable use of REET funds. Instead, staff recommends funding the vehicle reserve fund contributions directly from the General Fund. The required annual contribution will decrease from $161,000 in 2019 to $50,000 in 2022, so this expenditure requirement will decline.
- Beginning in 2016, the City Council approved annual transfer of eight percent of property tax received to the Street Fund to wean the fund from reliance on REET funding. One impact of the annexation into the RFA is that the eight percent transfer will decrease by approximately $100,000/year beginning in 2020. This amendment partially fills this gap by increasing the annual transfer from General Fund to Street fund to pay for street lights. The annual transfer has historically been approximately fifty percent of the cost, but this amendment increases to pay the full costs of street lighting. This policy change keeps the Street Fund solvent for the biennium, and staff will continue to analyze options for council to address potential long term solutions.
- This amendment also removes a transfer from Building Improvement REET, which was included in the budget by error.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Trsfr to Streets-Lights | $ 38,006 | $ 23,194 | $ 61,200 |
| 101 | Street Fund | Trsfr from GF-Lights | $ 38,006 | $ 23,194 | $ 61,200 |
| 101 | Street Fund | Insurance Recovery | $ 10,000 | $ 10,000 | $ 20,000 |
| 101 | Street Fund | Transfer in from REET 1 | $ 140,000 | $ (140,000) | $ - |
| 120 | REET 1 | Transfer out to Streets | $ 140,000 | $ (140,000) | $ - |
| 101 | Street Fund | Repair & Maintenance | $ 42,572 | $ 11,075 | $ 53,647 |
| 101 | Street Fund | Transfer to Equip Repl. | $ 160,972 | $ (160,972) | $ - |
| 001 | General Fund | Transfer to Equip Repl. | $ - | $ 160,972 | $ 160,972 |
| 107 | Equipment Reserve | Transfer in from Strts | $ 160,972 | $ (160,972) | $ - |
| 107 | Equipment Reserve | Transfer in from GF | $ - | $ 160,972 | $ 160,972 |
| 121 | REET 2 | Trnsfr in from Building Imp. | $ 86,764 | $ (86,764) | $ - |

## 6. Street Construction

The street construction fund has two budgeted projects that require budget adjustment.

- Only one of the two overlay projects submitted for Transportation Improvement Board funding was approved. Thus, Staff recommends deferring the 276th Street Overly project and resubmitting for funding in 2020. This proposed amendment moves the project and associated grant funding to 2020.
- As an alternative project, staff recommends brining the planned 272nd street overlay project from 2020 to 2019. The work can be performed via the County Roads contractor, which is very cost effective for the city. The project can be paid for with the transportation sales tax fund, thus this proposal transfers $300,000 from fund 108 to fund 103.
- This proposal also corrects an error in the original budget. The grant funding the Viking Way Right of Way acquisition was inadvertently not carried over from 2018.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 103 | Streets Construction | TIB Grant | $ 720,000 | $ (448,688) | $ 271,312 |
| 103 | Streets Construction | 276th Street Overlay | $ 530,675 | $ (530,675) | $ - |
| 103 | Streets Construction | 272nd Street Overlay | $ - | $ 250,000 | $ 250,000 |
| 103 | Streets Construction | Xfr from Trans Sales Tax | $ 350,000 | $ 300,000 | $ 650,000 |
| 108 | Transportation Sales Tax | Trans to Fund 103 | $ 350,000 | $ 300,000 | $ 650,000 |
| 103 | Streets Construction | Viking Way ROW grant | $ - | $ 350,000 | $ 350,000 |
| 103 | Streets Construction | ROW Acquisition | $ - | $ 660,000 | $ 660,000 |

## 7. Indirect Cost Allocation

The 2019-2020 budget included allocation of indirect costs based on estimated 2018 costs; this amendment updates the allocation to utility funds based on actual costs. The adjustment does not significantly change the amount of general fund overhead allocated, but rather the allocation between utilities is updated.

| Number | Name | Description | Budget | Change | Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Indirect Cost | $ (413,905) | $ 4,511 | $ (409,394) |
| 401 | Sewer | Indirect Cost | $ 153,476 | $ 29,199 | $ 182,675 |
| 410 | Drainage | Indirect Cost | $ 74,294 | $ (6,911) | $ 67,383 |
| 421 | Water | Indirect Cost | $ 186,135 | $ (26,799) | $ 159,336 |

8. **Drainage Construction Fund**

This amendment carries forward the IS4 reimbursement grant that was expected in 2018, but which is now expected in 2019.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 411 | Drainage Construction | DOC Reimb. IS4 Design | $ - | $ 385,000 | $ 385,000 |

9. **Water Construction Fund**

This amendment accelerates construction of the new water reservoir from 2020 to 2019. This was discussed by council at their February 7th retreat and also was approved by the Public Works Committee at their regular meeting March 4th. This amendment includes three components:

- Increasing design budget from $200,000 to $262,869 (the design contract amendment was approved by council March 14th, to include design of backup generator system and early earthquake warning system).
- Increase in budgeted construction cost from $2,000,000 to $2,894,000, based on updated cost estimates at sixty percent design completion. This estimate includes a ten percent contingency.
- The original budget included bond proceeds of $1,300,000 in 2019. This amendment moves the bond sale forward to 2020 and increases the amount to $3,000,000.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 422 | Water Construction | 297 Zone Reservoir | $ 200,000 | $ 2,957,000 | $ 3,157,000 |
| 422 | Water Construction | Revenue Bond Proceeds | $ - | $ 3,000,000 | $ 3,000,000 |

## 2020 Changes

### 1. All Funds – Adjust Beginning Net Cash to Actual

Beginning net cash is based on a conservative estimate prior to year end. This amendment adjusts beginning net cash to actual cash per bank. While not required by law or the State Auditor, it is the city's practice to amend the budget early in the year to match budgeted beginning net cash (BNC) to actual.

### 2. Professional Services—City Resident Survey

This amendment proposes an increase in budgeted professional services to execute a second, follow-on citizen survey; the results will provide data upon which to measure the impact of the city's efforts; as in 2019, half is allocated to General Fund.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Professional services | $ 63,000 | $ 10,000 | $ 73,000 |
| 401 | Sewer | Professional services | $ 66,897 | $ 4,200 | $ 71,097 |
| 410 | Stormwater | Professional services | $ 29,167 | $ 1,600 | $ 30,767 |
| 421 | Water | Professional services | $ 54,167 | $ 4,200 | $ 58,367 |

### 3. City Resident-Centric Discover Stanwood

This proposed change will build on the success of the semiannual edition of the Discover Stanwood Camano print publication, by adding two additional publications of a City Resident Centric version of the publication. This will replace the Mayor's Newsletter. After the contributions from advertising, the additional publications are expected to cost approximately $5,000 in 2020.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | GF Mayor's Newsletter | Replace with DSC City Centric | $ 2,500 | $ (2,500) | $ - |
| 001 | GF Econ. Dev. DSC | Upgrad to DSC City Centric | $ 10,000 | $ 7,500 | $ 17,500 |
| 001 | General Fund | Gen. Communications | $ 15,000 | $ (10,000) | $ 5,000 |

### 4. North County Regional Fire Authority—ILA Fire Marshal Services

This proposed change will provide funding for the interlocal agreement for fire marshal services approved by City Council on December 13, 2018.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Professional Services | $ - | $ 41,000 | $ 41,000 |

## 5. Street Fund

This amendment addresses three areas in the street fund 2019 budget.

- The original budget included REET fund transfers in order to fund the acquisition of vehicles as approved in the 2018 replacement schedule, however, this is no longer an allowable use of REET funds. Instead, staff recommends funding the vehicle reserve fund contributions directly from the General Fund. The required annual contribution will decrease from $161,000 in 2019 to $50,000 in 2022, so this burden will decline.
- Beginning in 2016, the City Council approved annual transfer of eight percent of property tax received to the Street Fund to wean the fund from reliance on REET funding. One impact of the annexation into the RFA is that the eight percent transfer will decrease by approximately $100,000/year beginning in 2020. This amendment partially fills this gap by increasing the annual transfer from General Fund to Street fund to pay for street lights. The annual transfer has historically been approximately fifty percent of the cost, but this amendment increases to pay the full costs of street lighting. This policy change keeps the Street Fund solvent for the biennium, and staff will continue to analyze options for council to address potential long term solutions.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Trsfr to Streets-Lights | $ 38,006 | $ 24,724 | $ 62,730 |
| 101 | Street Fund | Trsfr from GF-Lights | $ 38,006 | $ 24,724 | $ 62,730 |
| 101 | Street Fund | Transfer in from REET 1 | $ 140,000 | $ (140,000) | $ - |
| 120 | REET 1 | Transfer out to Streets | $ 140,000 | $ (140,000) | $ - |
| 101 | Street Fund | Transfer to Equip Repl. | $ 73,837 | $ (73,837) | $ - |
| 001 | General Fund | Transfer to Equip Repl. | $ 101,455 | $ 73,837 | $ 175,292 |
| 107 | Equipment Reserve | Transfer in from Strts | $ 73,837 | $ (73,837) | $ - |
| 107 | Equipment Reserve | Transfer in from GF | $ 101,455 | $ 73,837 | $ 175,292 |

### 6. Street Construction

The street construction fund has two budgeted projects that require budget adjustment.

- One of the two overlay projects submitted for Transportation Improvement Board funding in 2019 was approved, and staff recommends deferring the 276th Street Overly project and resubmitting for funding in 2020. This proposed amendment moves the project and associated grant funding to 2020.

- The city is only able to propose two overly projects for TIB funding each year, so with the move of 276th St. to 2020, staff recommends deferring the 72nd Avenue (SR532 to Pioneer Highway) overlay project to 2021.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 103 | Streets Construction | TIB Grant | $ 900,000 | $ 27,608 | $ 927,608 |
| 103 | Streets Construction | 276th Street Overlay | $ - | $ 530,675 | $ 530,675 |
| 103 | Streets Construction | 272nd Street Overlay | $ 250,000 | $ (250,000) | $ - |
| 103 | Streets Construction | 72nd Ave SR532 to Pionee | $ 500,000 | $ (500,000) | $ - |

### 7. Combined Utility Fund Loan Proceeds—Reservoir Project Move to 2019

This amendment is required to accelerate construction of the new water reservoir in 2019 instead of 2020. The associated Sewer Utility and Drainage Utility Projects will be constructed in late 2020 and 2021. Combining the bond sale for the three utility projects is advantageous in terms of borrowing costs. Borrowing a year earlier than planned is also considered advantageous given the current interest rate environment.

| Fund Number | Fund Name | Description | Current Budget | Proposed Change | Amended Budget |
|---|---|---|---|---|---|
| 403 | Sewer Construction | Revenue Bond Proceeds | $ - | $ 2,000,000 | $ 2,000,000 |
| 411 | Drainage Construction | Revenue Bond Proceeds | $ - | $ 2,000,000 | $ 2,000,000 |
| 422 | Water Construction | Revenue Bond Proceeds | $ 1,300,000 | $ (1,300,000) | $ - |
| 401 | Sewer Operating | Loan Principal | $ - | $ 125,000 | $ 125,000 |
| 401 | Sewer Operating | Loan Interest | $ - | $ 5,000 | $ 5,000 |
| 410 | Drainage Operating | Loan Principal | $ - | $ 125,000 | $ 125,000 |
| 410 | Drainage Operating | Loan Interest | $ - | $ 5,000 | $ 5,000 |
| 421 | Water Operating | Loan Principal | $ - | $ 190,000 | $ 190,000 |
| 421 | Water Operating | Loan Interest | $ - | $ 9,000 | $ 9,000 |
| 422 | Water Construction | 297 Zone Reservoir | $ 1,800,000 | $ (1,800,000) | $ - |
| 422 | Water Construction | Cedarhome Generator | $ 250,000 | $ (250,000) | $ - |

## 8. Indirect Cost Allocation

The 2019-2020 budget included allocation of indirect costs based on estimated 2018 costs; this amendment updates the allocation to utility funds based on actual costs. The adjustment does not significantly change the amount of general fund overhead allocated, but rather the allocation between utilities is updated.

| Number | Name | Description | Budget | Change | Budget |
|---|---|---|---|---|---|
| 001 | General Fund | Indirect Cost | $ (422,745) | $ 1,070 | $ (421,675) |
| 401 | Sewer | Indirect Cost | $ 160,459 | $ 27,696 | $ 188,155 |
| 410 | Drainage | Indirect Cost | $ 76,151 | $ (6,747) | $ 69,404 |
| 421 | Water | Indirect Cost | $ 186,135.0 | $ (22,019.00) | $ 164,116 |

ATTACHMENT A

# CITY OF STANWOOD
## Stanwood, Washington

## ORDINANCE 1473

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING ORDINANCE 1465 RELATING TO THE 2019-2020 BUDGET**

**WHEREAS**, the City previously adopted the 2019 and 2020 biennial budget pursuant to Ordinance 1465; and

**WHEREAS**, by law the City may not have expenditures in excess of budgeted appropriations for an individual fund;

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

**Section 1.** Ordinance No. 1465 is hereby amended to reflect the totals of 2019 and 2020 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in Exhibit 1.

**Section 2.** Except as provided herein and any prior amendments, all provisions of Ordinance 1465 shall remain in full force and effect unchanged.

ADOPTED by the City Council and APPROVED by the Mayor this ____ day of ______________ 2019.

CITY OF STANWOOD

______________________________
Leonard Kelley, Mayor

ATTEST:

______________________________
David A. Hammond, City Clerk

APPROVED AS TO FORM:

______________________________
Grant Weed, City Attorney

**EXHIBIT 1** - *2019 Amended Budgeted Revenues and Expenditures in Summary Form*

| Fund Title | Fund No. | Description | 2019 Current Budget adopted 11/19/18 | 2019 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| General Fund | 001 | Beginning Fund Balance | $ 3,320,590 | $ 3,903,489 | $ 582,899 |
| General Fund | 001 | Revenue | $ 6,406,889 | $ 6,414,389 | $ 7,500 |
| General Fund | 001 | Expenditures | $ 7,097,349 | $ 7,925,693 | $ 828,344 |
| General Fund | 001 | Ending Fund Balance | $ 2,630,130 | $ 2,392,185 | $ (237,945) |
| | | | | | |
| Street Fund | 101 | Beginning Fund Balance | $ 10,000 | $ 33,230 | $ 23,230 |
| Street Fund | 101 | Revenue | $ 606,137 | $ 499,331 | $ (106,806) |
| Street Fund | 101 | Expenditures | $ 568,946 | $ 419,049 | $ (149,897) |
| Street Fund | 101 | Ending Fund Balance | $ 47,191 | $ 113,512 | $ 66,321 |
| | | | | | |
| Street Impact Fee Fund | 102 | Beginning Fund Balance | $ 385,000 | $ 426,692 | $ 41,692 |
| Street Impact Fee Fund | 102 | Revenue | $ 220,403 | $ 220,403 | $ - |
| Street Impact Fee Fund | 102 | Expenditures | $ 125,000 | $ 125,000 | $ - |
| Street Impact Fee Fund | 102 | Ending Fund Balance | $ 480,403 | $ 522,095 | $ 41,692 |
| | | | | | |
| Street Construction | 103 | Beginning Fund Balance | $ 492,222 | $ 814,123 | $ 321,901 |
| Street Construction | 103 | Revenue | $ 3,143,900 | $ 3,345,212 | $ 201,312 |
| Street Construction | 103 | Expenditures | $ 3,577,133 | $ 3,956,458 | $ 379,325 |
| Street Construction | 103 | Ending Fund Balance | $ 58,989 | $ 202,877 | $ 143,888 |
| | | | | | |
| Park Improvement | 104 | Beginning Fund Balance | $ 500,000 | $ 606,128 | $ 106,128 |
| Park Improvement | 104 | Revenue | $ 1,425,400 | $ 2,325,400 | $ 900,000 |
| Park Improvement | 104 | Expenditures | $ 1,680,000 | $ 2,580,000 | $ 900,000 |
| Park Improvement | 104 | Ending Fund Balance | $ 245,400 | $ 351,528 | $ 106,128 |
| | | | | | |
| Fire Impact Fees Fund | 105 | Beginning Fund Balance | $ 78,000 | $ 360 | $ (77,640) |
| Fire Impact Fees Fund | 105 | Revenue | $ 13,400 | $ 13,400 | $ - |
| Fire Impact Fees Fund | 105 | Expenditures | $ - | $ - | $ - |
| Fire Impact Fees Fund | 105 | Ending Fund Balance | $ 91,400 | $ 13,760 | $ (77,640) |
| | | | | | |
| Park Impact Fees Fund | 106 | Beginning Fund Balance | $ 120,000 | $ 122,054 | $ 2,054 |
| Park Impact Fees Fund | 106 | Revenue | $ 40,948 | $ 40,948 | $ - |
| Park Impact Fees Fund | 106 | Expenditures | $ 100,000 | $ 100,000 | $ - |
| Park Impact Fees Fund | 106 | Ending Fund Balance | $ 60,948 | $ 63,002 | $ 2,054 |
| | | | | | |
| Equipment Reserve Fund | 107 | Beginning Fund Balance | $ 440,000 | $ 404,100 | $ (35,900) |
| Equipment Reserve Fund | 107 | Revenue | $ 314,943 | $ 314,943 | $ - |
| Equipment Reserve Fund | 107 | Expenditures | $ 508,626 | $ 508,626 | $ - |
| Equipment Reserve Fund | 107 | Ending Fund Balance | $ 246,317 | $ 210,417 | $ (35,900) |
| | | | | | |
| Transportation Sales Tax | 108 | Beginning Fund Balance | $ 490,000 | $ 553,725 | $ 63,725 |
| Transportation Sales Tax | 108 | Revenue | $ 332,500 | $ 332,500 | $ - |
| Transportation Sales Tax | 108 | Expenditures | $ 364,442 | $ 664,442 | $ 300,000 |
| Transportation Sales Tax | 108 | Ending Fund Balance | $ 458,058 | $ 221,783 | $ (236,275) |
| | | | | | |
| Contingency Fund | 109 | Beginning Fund Balance | $ 320,500 | $ 323,515 | $ 3,015 |
| Contingency Fund | 109 | Revenue | $ 32,400 | $ 32,400 | $ - |
| Contingency Fund | 109 | Expenditures | $ - | $ - | $ - |
| Contingency Fund | 109 | Ending Fund Balance | $ 352,900 | $ 355,915 | $ 3,015 |

## 2019 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)

| Fund Title | Fund No. | Description | 2019 Current Budget adopted 11/19/18 | 2019 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| Building Improvement | 110 | Beginning Fund Balance | $ 580,000 | $ 329,253 | $ (250,747) |
| Building Improvement | 110 | Revenue | $ 813,604 | $ 782,021 | $ (31,583) |
| Building Improvement | 110 | Expenditures | $ 370,000 | $ 370,000 | $ - |
| Building Improvement | 110 | Ending Fund Balance | $ 1,023,604 | $ 741,274 | $ (282,330) |
| | | | | | |
| REET 1 - Capital Improvements | 120 | Beginning Fund Balance | $ 310,000 | $ 385,013 | $ 75,013 |
| REET 1 - Capital Improvements | 120 | Revenue | $ 169,300 | $ 169,300 | $ - |
| REET 1 - Capital Improvements | 120 | Expenditures | $ 340,000 | $ 200,000 | $ (140,000) |
| REET 1 - Capital Improvements | 120 | Ending Fund Balance | $ 139,300 | $ 354,313 | $ 215,013 |
| | | | | | |
| REET 2 - Growth Management | 121 | Beginning Fund Balance | $ 600,000 | $ 664,650 | $ 64,650 |
| REET 2 - Growth Management | 121 | Revenue | $ 261,264 | $ 174,500 | $ (86,764) |
| REET 2 - Growth Management | 121 | Expenditures | $ 120,000 | $ 120,000 | $ - |
| REET 2 - Growth Management | 121 | Ending Fund Balance | $ 741,264 | $ 719,150 | $ (22,114) |
| | | | | | |
| Debt Service Fund | 205 | Beginning Fund Balance | $ 67,000 | $ 148,133 | $ 81,133 |
| Debt Service Fund | 205 | Revenue | $ 202,500 | $ 202,500 | $ - |
| Debt Service Fund | 205 | Expenditures | $ 201,450 | $ 201,450 | $ - |
| Debt Service Fund | 205 | Ending Fund Balance | $ 68,050 | $ 149,183 | $ 81,133 |
| | | | | | |
| Sewer Fund | 401 | Beginning Fund Balance | $ 1,200,000 | $ 1,627,172 | $ 427,172 |
| Sewer Fund | 401 | Revenue | $ 1,945,356 | $ 1,945,356 | $ - |
| Sewer Fund | 401 | Expenditures | $ 2,662,956 | $ 2,708,955 | $ 45,999 |
| Sewer Fund | 401 | Ending Fund Balance | $ 482,400 | $ 863,573 | $ 381,173 |
| | | | | | |
| Sewer Construction Fund | 403 | Beginning Fund Balance | $ 1,280,000 | $ 1,580,468 | $ 300,468 |
| Sewer Construction Fund | 403 | Revenue | $ 1,072,440 | $ 1,072,440 | $ - |
| Sewer Construction Fund | 403 | Expenditures | $ 1,862,000 | $ 1,862,000 | $ - |
| Sewer Construction Fund | 403 | Ending Fund Balance | $ 490,440 | $ 790,908 | $ 300,468 |
| | | | | | |
| Sewer Plant Investment Fund | 405 | Beginning Fund Balance | $ 975,000 | $ 1,024,843 | $ 49,843 |
| Sewer Plant Investment Fund | 405 | Revenue | $ 482,040 | $ 482,040 | $ - |
| Sewer Plant Investment Fund | 405 | Expenditures | $ 463,140 | $ 463,140 | $ - |
| Sewer Plant Investment Fund | 405 | Ending Fund Balance | $ 993,900 | $ 1,043,743 | $ 49,843 |
| | | | | | |
| Drainage Fund | 410 | Beginning Fund Balance | $ 180,000 | $ 283,838 | $ 103,838 |
| Drainage Fund | 410 | Revenue | $ 707,873 | $ 707,873 | $ - |
| Drainage Fund | 410 | Expenditures | $ 594,635 | $ 594,124 | $ (511) |
| Drainage Fund | 410 | Ending Fund Balance | $ 293,238 | $ 397,587 | $ 104,349 |
| | | | | | $ - |
| Drainage Construction Fund | 411 | Beginning Fund Balance | $ 400,000 | $ 56,901 | $ (343,099) |
| Drainage Construction Fund | 411 | Revenue | $ 2,091,040 | $ 2,476,040 | $ 385,000 |
| Drainage Construction Fund | 411 | Expenditures | $ 1,951,200 | $ 1,951,200 | $ - |
| Drainage Construction Fund | 411 | Ending Fund Balance | $ 539,840 | $ 581,741 | $ 41,901 |
| | | | | | $ - |
| Drainage Plant Invest Fund | 412 | Beginning Fund Balance | $ 25,000 | $ 43,092 | $ 18,092 |
| Drainage Plant Invest Fund | 412 | Revenue | $ 85,540 | $ 85,540 | $ - |
| Drainage Plant Invest Fund | 412 | Expenditures | $ 84,840 | $ 84,840 | $ - |
| Drainage Plant Invest Fund | 412 | Ending Fund Balance | $ 25,700 | $ 43,792 | $ 18,092 |

## 2019 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)

| Fund Title | Fund No. | Description | 2019 Current Budget adopted 11/19/18 | 2019 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| Water Fund | 421 | Beginning Fund Balance | $ 675,000 | $ 927,280 | $ 252,280 |
| Water Fund | 421 | Revenue | $ 2,009,697 | $ 2,009,697 | $ - |
| Water Fund | 421 | Expenditures | $ 2,049,921 | $ 2,039,922 | $ (9,999) |
| Water Fund | 421 | Ending Fund Balance | $ 634,776 | $ 897,055 | $ 262,279 |
| | | | | | |
| Water Construction Fund | 422 | Beginning Fund Balance | $ 460,000 | $ 478,075 | $ 18,075 |
| Water Construction Fund | 422 | Revenue | $ 659,520 | $ 3,659,520 | $ 3,000,000 |
| Water Construction Fund | 422 | Expenditures | $ 798,000 | $ 3,755,000 | $ 2,957,000 |
| Water Construction Fund | 422 | Ending Fund Balance | $ 321,520 | $ 382,595 | $ 61,075 |
| | | | | | |
| Cedarhome Plant Investment | 423 | Beginning Fund Balance | $ 95,000 | $ 96,324 | $ 1,324 |
| Cedarhome Plant Investment | 423 | Revenue | $ 12,680 | $ 12,680 | $ - |
| Cedarhome Plant Investment | 423 | Expenditures | $ 10,580 | $ 10,580 | $ - |
| Cedarhome Plant Investment | 423 | Ending Fund Balance | $ 97,100 | $ 98,424 | $ 1,324 |
| | | | | | |
| Water Plant Investment Fund | 424 | Beginning Fund Balance | $ 250,000 | $ 295,015 | $ 45,015 |
| Water Plant Investment Fund | 424 | Revenue | $ 419,920 | $ 419,920 | $ - |
| Water Plant Investment Fund | 424 | Expenditures | $ 414,720 | $ 414,720 | $ - |
| Water Plant Investment Fund | 424 | Ending Fund Balance | $ 255,200 | $ 300,215 | $ 45,015 |
| | | | | | |
| Water Bond Reserve Fund | 451 | Beginning Fund Balance | $ 220,000 | $ 228,339 | $ 8,339 |
| Water Bond Reserve Fund | 451 | Revenue | $ 214,100 | $ 214,100 | $ - |
| Water Bond Reserve Fund | 451 | Expenditures | $ 209,400 | $ 209,400 | $ - |
| Water Bond Reserve Fund | 451 | Ending Fund Balance | $ 224,700 | $ 233,039 | $ 8,339 |
| | | | | | |
| Sewer Bond Reserve Fund | 452 | Beginning Fund Balance | $ 477,000 | $ 484,225 | $ 7,225 |
| Sewer Bond Reserve Fund | 452 | Revenue | $ 8,900 | $ 8,900 | $ - |
| Sewer Bond Reserve Fund | 452 | Expenditures | $ - | $ - | $ - |
| Sewer Bond Reserve Fund | 452 | Ending Fund Balance | $ 485,900 | $ 493,125 | $ 7,225 |
| | | | | | |
| Sewer Equipment Reserve | 457 | Beginning Fund Balance | $ 597,000 | $ 604,509 | $ 7,509 |
| Sewer Equipment Reserve | 457 | Revenue | $ 341,862 | $ 341,862 | $ - |
| Sewer Equipment Reserve | 457 | Expenditures | $ 509,750 | $ 509,750 | $ - |
| Sewer Equipment Reserve | 457 | Ending Fund Balance | $ 429,112 | $ 436,621 | $ 7,509 |
| | | | | | |
| Drainage Equipment Reserve | 458 | Beginning Fund Balance | $ 275,000 | $ 301,781 | $ 26,781 |
| Drainage Equipment Reserve | 458 | Revenue | $ 117,853 | $ 117,853 | $ - |
| Drainage Equipment Reserve | 458 | Expenditures | $ 224,750 | $ 224,750 | $ - |
| Drainage Equipment Reserve | 458 | Ending Fund Balance | $ 168,103 | $ 194,884 | $ 26,781 |
| | | | | | |
| Water Equipment Reserve | 459 | Beginning Fund Balance | $ 175,000 | $ 212,627 | $ 37,627 |
| Water Equipment Reserve | 459 | Revenue | $ 72,641 | $ 72,641 | $ - |
| Water Equipment Reserve | 459 | Expenditures | $ 81,100 | $ 81,100 | $ - |
| Water Equipment Reserve | 459 | Ending Fund Balance | $ 166,541 | $ 204,168 | $ 37,627 |
| | | | | | |
| Suspense Fund | 630 | Beginning Fund Balance | $ 46,581 | $ 9,418 | $ (37,163) |
| Suspense Fund | 630 | Revenue | $ - | $ - | $ - |
| Suspense Fund | 630 | Expenditures | $ - | $ - | $ - |
| Suspense Fund | 630 | Ending Fund Balance | $ 46,581 | $ 9,418 | $ (37,163) |
| | | | | | |
| All Funds | | Beginning Fund Balance | $ 15,043,893 | $ 16,968,372 | $ 1,924,479 |
| All Funds | | Revenue | $ 24,225,050 | $ 28,493,709 | $ 4,268,659 |
| All Funds | | Expenditures | $ 26,969,938 | $ 32,080,199 | $ 5,110,261 |
| All Funds | | Ending Fund Balance | $ 12,299,005 | $ 13,381,882 | $ 1,082,877 |

## *2020 Amended Budgeted Revenues and Expenditures in Summary Form*

| Fund Title | Fund No. | Description | 2020 Current Budget adopted 11/19/18 | 2020 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| General Fund | 001 | Beginning Fund Balance | $ 2,630,130 | $ 2,392,185 | $ (237,945) |
| General Fund | 001 | Revenue | $ 4,878,958 | $ 4,878,958 | $ - |
| General Fund | 001 | Expenditures | $ 4,712,202 | $ 4,857,833 | $ 145,631 |
| General Fund | 001 | Ending Fund Balance | $ 2,796,886 | $ 2,413,310 | $ (383,576) |
| | | | | | |
| Street Fund | 101 | Beginning Fund Balance | $ 47,191 | $ 113,512 | $ 66,321 |
| Street Fund | 101 | Revenue | $ 475,448 | $ 360,172 | $ (115,276) |
| Street Fund | 101 | Expenditures | $ 491,740 | $ 417,903 | $ (73,837) |
| Street Fund | 101 | Ending Fund Balance | $ 30,899 | $ 55,781 | $ 24,882 |
| | | | | | |
| Street Impact Fee Fund | 102 | Beginning Fund Balance | $ 480,403 | $ 522,095 | $ 41,692 |
| Street Impact Fee Fund | 102 | Revenue | $ 220,403 | $ 220,403 | $ - |
| Street Impact Fee Fund | 102 | Expenditures | $ 125,000 | $ 125,000 | $ - |
| Street Impact Fee Fund | 102 | Ending Fund Balance | $ 575,806 | $ 617,498 | $ 41,692 |
| | | | | | |
| Street Construction | 103 | Beginning Fund Balance | $ 58,989 | $ 202,877 | $ 143,888 |
| Street Construction | 103 | Revenue | $ 2,686,900 | $ 2,888,212 | $ 201,312 |
| Street Construction | 103 | Expenditures | $ 2,693,193 | $ 2,473,868 | $ (219,325) |
| Street Construction | 103 | Ending Fund Balance | $ 52,696 | $ 617,221 | $ 564,525 |
| | | | | | |
| Park Improvement | 104 | Beginning Fund Balance | $ 245,400 | $ 351,528 | $ 106,128 |
| Park Improvement | 104 | Revenue | $ 1,930,400 | $ 1,930,400 | $ - |
| Park Improvement | 104 | Expenditures | $ 2,080,000 | $ 2,080,000 | $ - |
| Park Improvement | 104 | Ending Fund Balance | $ 95,800 | $ 201,928 | $ 106,128 |
| | | | | | |
| Fire Impact Fees Fund | 105 | Beginning Fund Balance | $ 91,400 | $ 13,760 | $ (77,640) |
| Fire Impact Fees Fund | 105 | Revenue | $ 13,400 | $ 13,400 | $ - |
| Fire Impact Fees Fund | 105 | Expenditures | $ - | $ - | $ - |
| Fire Impact Fees Fund | 105 | Ending Fund Balance | $ 104,800 | $ 27,160 | $ (77,640) |
| | | | | | |
| Park Impact Fees Fund | 106 | Beginning Fund Balance | $ 60,948 | $ 63,002 | $ 2,054 |
| Park Impact Fees Fund | 106 | Revenue | $ 40,948 | $ 40,948 | $ - |
| Park Impact Fees Fund | 106 | Expenditures | $ 100,000 | $ 100,000 | $ - |
| Park Impact Fees Fund | 106 | Ending Fund Balance | $ 1,896 | $ 3,950 | $ 2,054 |
| | | | | | |
| Equipment Reserve Fund | 107 | Beginning Fund Balance | $ 246,317 | $ 210,417 | $ (35,900) |
| Equipment Reserve Fund | 107 | Revenue | $ 180,192 | $ 180,192 | $ - |
| Equipment Reserve Fund | 107 | Expenditures | $ 188,000 | $ 188,000 | $ - |
| Equipment Reserve Fund | 107 | Ending Fund Balance | $ 238,509 | $ 202,609 | $ (35,900) |
| | | | | | |
| Transportation Sales Tax | 108 | Beginning Fund Balance | $ 458,058 | $ 221,783 | $ (236,275) |
| Transportation Sales Tax | 108 | Revenue | $ 307,500 | $ 307,500 | $ - |
| Transportation Sales Tax | 108 | Expenditures | $ 265,854 | $ 265,854 | $ - |
| Transportation Sales Tax | 108 | Ending Fund Balance | $ 499,704 | $ 263,429 | $ (236,275) |
| | | | | | |
| Contingency Fund | 109 | Beginning Fund Balance | $ 352,900 | $ 355,915 | $ 3,015 |
| Contingency Fund | 109 | Revenue | $ 32,400 | $ 32,400 | $ - |
| Contingency Fund | 109 | Expenditures | $ - | $ - | $ - |
| Contingency Fund | 109 | Ending Fund Balance | $ 385,300 | $ 388,315 | $ 3,015 |

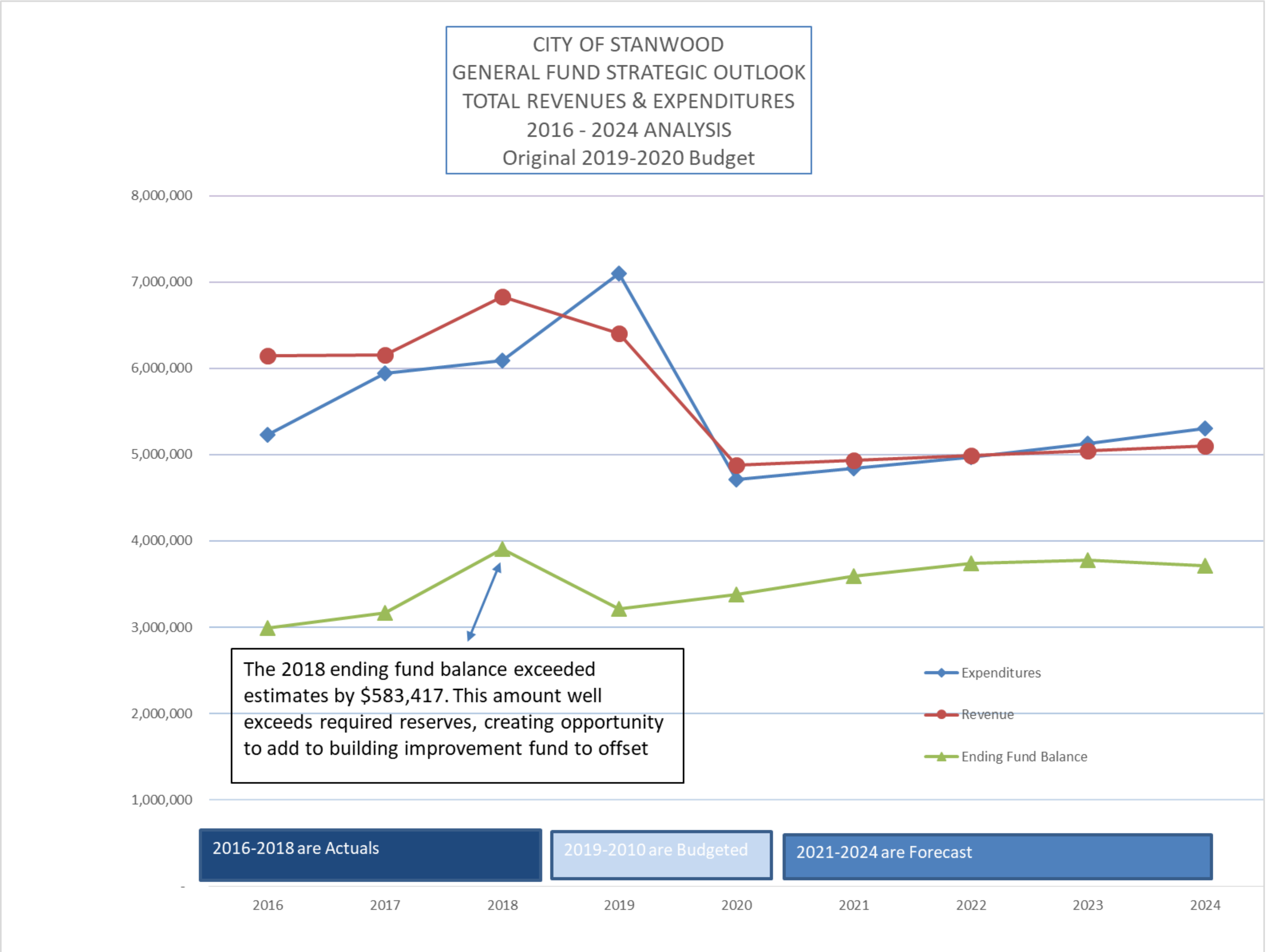
*2020 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)*

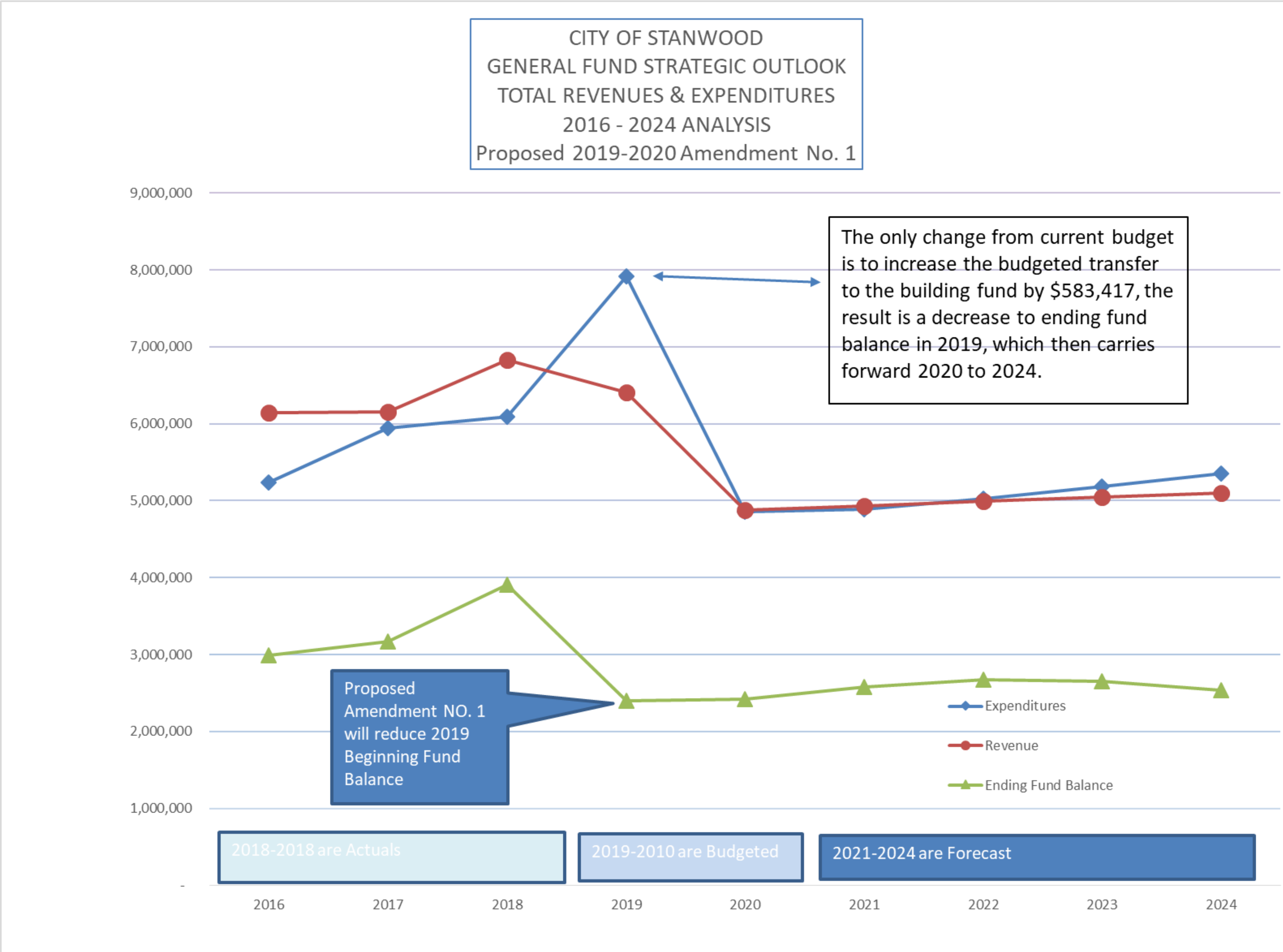
| Fund Title | Fund No. | Description | 2020 Current Budget adopted 11/19/18 | 2020 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| Building Improvement | 110 | Beginning Fund Balance | $ 1,023,604 | $ 741,274 | $ (282,330) |
| Building Improvement | 110 | Revenue | $ 16,800 | $ 16,800 | $ - |
| Building Improvement | 110 | Expenditures | | $ - | $ - |
| Building Improvement | 110 | Ending Fund Balance | $ 1,040,404 | $ 758,074 | $ (282,330) |
| | | | | | |
| REET 1 - Capital Improvements | 120 | Beginning Fund Balance | $ 139,300 | $ 354,313 | $ 215,013 |
| REET 1 - Capital Improvements | 120 | Revenue | $ 109,300 | $ 109,300 | $ - |
| REET 1 - Capital Improvements | 120 | Expenditures | $ 140,000 | $ - | $ (140,000) |
| REET 1 - Capital Improvements | 120 | Ending Fund Balance | $ 108,600 | $ 463,613 | $ 355,013 |
| | | | | | |
| REET 2 - Growth Management | 121 | Beginning Fund Balance | $ 741,264 | $ 719,150 | $ (22,114) |
| REET 2 - Growth Management | 121 | Revenue | $ 114,500 | $ 114,500 | $ - |
| REET 2 - Growth Management | 121 | Expenditures | $ 200,000 | $ 200,000 | $ - |
| REET 2 - Growth Management | 121 | Ending Fund Balance | $ 655,764 | $ 633,650 | $ (22,114) |
| | | | | | |
| Debt Service Fund | 205 | Beginning Fund Balance | $ 68,050 | $ 149,183 | $ 81,133 |
| Debt Service Fund | 205 | Revenue | $ 197,700 | $ 197,700 | $ - |
| Debt Service Fund | 205 | Expenditures | $ 204,050 | $ 204,050 | $ - |
| Debt Service Fund | 205 | Ending Fund Balance | $ 61,700 | $ 142,833 | $ 81,133 |
| | | | | | |
| Sewer Fund | 401 | Beginning Fund Balance | $ 482,400 | $ 863,573 | $ 381,173 |
| Sewer Fund | 401 | Revenue | $ 2,089,221 | $ 2,089,221 | $ - |
| Sewer Fund | 401 | Expenditures | $ 2,135,753 | $ 2,297,649 | $ 161,896 |
| Sewer Fund | 401 | Ending Fund Balance | $ 435,868 | $ 655,145 | $ 219,277 |
| | | | | | |
| Sewer Construction Fund | 403 | Beginning Fund Balance | $ 490,440 | $ 790,908 | $ 300,468 |
| Sewer Construction Fund | 403 | Revenue | $ 2,051,772 | $ 4,051,772 | $ 2,000,000 |
| Sewer Construction Fund | 403 | Expenditures | $ 1,717,000 | $ 1,717,000 | $ - |
| Sewer Construction Fund | 403 | Ending Fund Balance | $ 825,212 | $ 3,125,680 | $ 2,300,468 |
| | | | | | |
| Sewer Plant Investment Fund | 405 | Beginning Fund Balance | $ 993,900 | $ 1,043,743 | $ 49,843 |
| Sewer Plant Investment Fund | 405 | Revenue | $ 482,040 | $ 482,040 | $ - |
| Sewer Plant Investment Fund | 405 | Expenditures | $ 1,342,472 | $ 1,342,472 | $ - |
| Sewer Plant Investment Fund | 405 | Ending Fund Balance | $ 133,468 | $ 183,311 | $ 49,843 |
| | | | | | |
| Drainage Fund | 410 | Beginning Fund Balance | $ 293,238 | $ 397,587 | $ 104,349 |
| Drainage Fund | 410 | Revenue | $ 865,951 | $ 865,951 | $ - |
| Drainage Fund | 410 | Expenditures | $ 883,070 | $ 1,007,923 | $ 124,853 |
| Drainage Fund | 410 | Ending Fund Balance | $ 276,119 | $ 255,615 | $ (20,504) |
| | | | | | $ - |
| Drainage Construction Fund | 411 | Beginning Fund Balance | $ 539,840 | $ 581,741 | $ 41,901 |
| Drainage Construction Fund | 411 | Revenue | $ 1,965,000 | $ 3,965,000 | $ 2,000,000 |
| Drainage Construction Fund | 411 | Expenditures | $ 2,141,500 | $ 2,141,500 | $ - |
| Drainage Construction Fund | 411 | Ending Fund Balance | $ 363,340 | $ 2,405,241 | $ 2,041,901 |
| | | | | | $ - |
| Drainage Plant Invest Fund | 412 | Beginning Fund Balance | $ 25,700 | $ 43,792 | $ 18,092 |
| Drainage Plant Invest Fund | 412 | Revenue | $ 85,540 | $ 85,540 | $ - |
| Drainage Plant Invest Fund | 412 | Expenditures | $ 100,000 | $ 100,000 | $ - |
| Drainage Plant Invest Fund | 412 | Ending Fund Balance | $ 11,240 | $ 29,332 | $ 18,092 |

*2020 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)*

| Fund Title | Fund No. | Description | 2020 Current Budget adopted 11/19/18 | 2020 Proposed Amd. No. 1 | Increase (Decrease) |
|---|---|---|---|---|---|
| Water Fund | 421 | Beginning Fund Balance | $ 634,776 | $ 897,055 | $ 262,279 |
| Water Fund | 421 | Revenue | $ 2,058,017 | $ 2,058,017 | $ - |
| Water Fund | 421 | Expenditures | $ 1,992,661 | $ 2,173,842 | $ 181,181 |
| Water Fund | 421 | Ending Fund Balance | $ 700,132 | $ 781,230 | $ 81,098 |
| | | | | | |
| Water Construction Fund | 422 | Beginning Fund Balance | $ 321,520 | $ 382,595 | $ 61,075 |
| Water Construction Fund | 422 | Revenue | $ 2,044,800 | $ 744,800 | $ (1,300,000) |
| Water Construction Fund | 422 | Expenditures | $ 2,130,000 | $ 80,000 | $ (2,050,000) |
| Water Construction Fund | 422 | Ending Fund Balance | $ 236,320 | $ 1,047,395 | $ 811,075 |
| | | | | | |
| Cedarhome Plant Investment | 423 | Beginning Fund Balance | $ 97,100 | $ 98,424 | $ 1,324 |
| Cedarhome Plant Investment | 423 | Revenue | $ 12,680 | $ 12,680 | $ - |
| Cedarhome Plant Investment | 423 | Expenditures | $ 10,580 | $ 10,580 | $ - |
| Cedarhome Plant Investment | 423 | Ending Fund Balance | $ 99,200 | $ 100,524 | $ 1,324 |
| | | | | | |
| Water Plant Investment Fund | 424 | Beginning Fund Balance | $ 255,200 | $ 300,215 | $ 45,015 |
| Water Plant Investment Fund | 424 | Revenue | $ 419,920 | $ 419,920 | $ - |
| Water Plant Investment Fund | 424 | Expenditures | $ 600,000 | $ 600,000 | $ - |
| Water Plant Investment Fund | 424 | Ending Fund Balance | $ 75,120 | $ 120,135 | $ 45,015 |
| | | | | | |
| Water Bond Reserve Fund | 451 | Beginning Fund Balance | $ 224,700 | $ 233,039 | $ 8,339 |
| Water Bond Reserve Fund | 451 | Revenue | $ 214,100 | $ 214,100 | $ - |
| Water Bond Reserve Fund | 451 | Expenditures | $ 209,400 | $ 209,400 | $ - |
| Water Bond Reserve Fund | 451 | Ending Fund Balance | $ 229,400 | $ 237,739 | $ 8,339 |
| | | | | | |
| Sewer Bond Reserve Fund | 452 | Beginning Fund Balance | $ 485,900 | $ 493,125 | $ 7,225 |
| Sewer Bond Reserve Fund | 452 | Revenue | $ 8,900 | $ 8,900 | $ - |
| Sewer Bond Reserve Fund | 452 | Expenditures | $ - | $ - | $ - |
| Sewer Bond Reserve Fund | 452 | Ending Fund Balance | $ 494,800 | $ 502,025 | $ 7,225 |
| | | | | | |
| Sewer Equipment Reserve | 457 | Beginning Fund Balance | $ 429,112 | $ 436,621 | $ 7,509 |
| Sewer Equipment Reserve | 457 | Revenue | $ 141,426 | $ 141,426 | $ - |
| Sewer Equipment Reserve | 457 | Expenditures | $ 77,500 | $ 77,500 | $ - |
| Sewer Equipment Reserve | 457 | Ending Fund Balance | $ 493,038 | $ 500,547 | $ 7,509 |
| | | | | | |
| Drainage Equipment Reserve | 458 | Beginning Fund Balance | $ 168,103 | $ 194,884 | $ 26,781 |
| Drainage Equipment Reserve | 458 | Revenue | $ 56,165 | $ 56,165 | $ - |
| Drainage Equipment Reserve | 458 | Expenditures | $ 37,500 | $ 37,500 | $ - |
| Drainage Equipment Reserve | 458 | Ending Fund Balance | $ 186,768 | $ 213,549 | $ 26,781 |
| | | | | | |
| Water Equipment Reserve | 459 | Beginning Fund Balance | $ 166,541 | $ 204,168 | $ 37,627 |
| Water Equipment Reserve | 459 | Revenue | $ 65,892 | $ 65,892 | $ - |
| Water Equipment Reserve | 459 | Expenditures | $ 65,000 | $ 65,000 | $ - |
| Water Equipment Reserve | 459 | Ending Fund Balance | $ 167,433 | $ 205,060 | $ 37,627 |
| | | | | | |
| Suspense Fund | 630 | Beginning Fund Balance | $ 46,581 | $ 9,418 | $ (37,163) |
| Suspense Fund | 630 | Revenue | $ - | $ - | $ - |
| Suspense Fund | 630 | Expenditures | $ - | $ - | $ - |
| Suspense Fund | 630 | Ending Fund Balance | $ 46,581 | $ 9,418 | $ (37,163) |
| | | | | | |
| All Funds | | Beginning Fund Balance | $ 12,299,005 | $ 13,381,882 | $ 1,082,877 |
| All Funds | | Revenue | $ 23,766,273 | $ 26,552,309 | $ 2,786,036 |
| All Funds | | Expenditures | $ 24,642,475 | $ 22,772,874 | $ (1,869,601) |
| All Funds | | Ending Fund Balance | $ 11,422,803 | $ 17,161,317 | $ 5,738,514 |

**ATTACHMENT B**





CITY OF STANWOOD
GENERAL FUND STRATEGIC OUTLOOK
TOTAL REVENUES & EXPENDITURES
2016 - 2024 ANALYSIS
Proposed 2019-2020 Amendment No. 1
9,000,000
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
The only change from current budget is to increase the budgeted transfer to the building fund by $583,417, the result is a decrease to ending fund balance in 2019, which then carries forward 2020 to 2024.
Proposed Amendment NO. 1 will reduce 2019 Beginning Fund Balance
Expenditures
Revenue
Ending Fund Balance
2018-2018 are Actuals
2019-2010 are Budgeted
2021-2024 are Forecast
2016
2017
2018
2019
2020
2021
2022
2023
2024