

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, November 14, 2024



AGENDA
CITY COUNCIL REGULAR MEETING
November 14, 2024 | 7:00 p.m.

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

Members of the public may attend Stanwood City Council meetings
in-person or via Zoom. The Zoom link is posted on the City's website calendar
<https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
Lincoln Hill High School Update - Student Representative Luke Hoffman
- 5. PUBLIC COMMENTS**
 - Verbal comments may be provided in-person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting.
- 6. STAFF / DEPARTMENT REPORTS**
Police Compstat Report – October **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Parks and Trails Advisory Committee Meeting Minutes – August 19, 2024 **7.1**
 - b. Public Works Committee Meeting Minutes – November 4, 2024 **7.5**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – October 24, 2024 **8.7**
 - c. Authorize Participation in Drone Purchase **8.11**
- 9. UNFINISHED BUSINESS**
Approve Second Reading and Adopt Ordinance 1539 2025 Property Tax Levy **9.1**
- 10. PUBLIC HEARING**
 - a. First Reading of Resolution 2024-14 Capital Improvement Plan 2025-2030 **10.1**
 - i. Open the Public Hearing
 - ii. Approve First Reading of Resolution 2024-14 Capital Improvement Plan 2025-2030
 - b. First Reading of Ordinance 1540 2025-2026 Biennial Budget **10.15**
 - i. Open the Public Hearing
 - ii. Approve First Reading of Ordinance 1540 2025-2026 Biennial Budget
- 11. NEW BUSINESS**
Approve First Reading of Ordinance 1541 SMC Chapter 12 Utility Rate Adjustment **11.1**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION**
- 15. ADJOURN**

Upcoming Meetings:

Monday, Nov 25, 2024 City Council Meeting 7:00 pm

Thursday, Dec 12, 2024 City Council Meeting 7:00 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **6**

DATE: November 14, 2024

SUBJECT: Police Compstat Reports

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – October 2024 Compstat

SUMMARY STATEMENT

Attached is the October 2024 Compstat Report for Council review.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

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

October 2024

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

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

What is the benefit to the community?

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

How is data collected?

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

What data will you see in this report?

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

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

Incident data:

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

Case data:

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

October 2024

Stanwood Police Department

POLICE STAFFING



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

DIVISIONS:

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

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

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

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

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

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

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	6	0	100%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

October 2024

Stanwood Police Department

RECORDS UNIT



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

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

	2024	2023	2022	2021	Year to Date
Public Records Requests	53	39	25	26	365
Concealed Pistol License Issued	43	34	38	52	286
Pistol Transfer Checks The PD no longer processes Pistol transfer checks. As of Feb 1st they are done by WSP for the entire state	0	12	24	35	YTD total adjusted to correct entry error from January 1
Fingerprinting & Approximate Time	35 8.75 hrs	26 6.5 hrs	25 6.25 hrs	17 4.25 hrs	167 41.75 hrs

October 2024

Stanwood Police Department

Message from the Chief



As we are in the process of choosing a president, governor, and many state and local officials, I think it is important to thank those that choose to run for public office and the sacrifice they and their families make to serve. Whether it's a "Red" or "Blue" victory I will quote two presidents "If we love our country, we should also love our countrymen" Ronald Reagan. "There is not a liberal America and a conservative America, there is the United States of America" Barack Obama.

Registered Sex Offenders

I wanted to take some time to explain Stanwood PD's responsibility for checking on registered sex offenders that reside within the city limits.

Since 1990, Washington State has required persons (adults and juveniles) who have been convicted of any sex or kidnapping offense to register their address, place of employment or school, and provide a biological sample with law enforcement. Sex offender levels are determined by consideration of several factors about the offender and the nature of their offense(s). Adult and juvenile offenders are assigned risk level classification for purposes of community notification by law enforcement. Each risk level has different requirements for in-person address verifications. Law enforcement will go out to the offender's listed address and visually verify they are still there and are in compliance with their terms of release. Offenders lacking a fixed residence must report weekly, in person, to the sheriff's office where he/she is registered. Failure to report or register will result in additional charges and possible changes to risk level.

- Risk Level One: Risk assessment indicates there is a low risk to reoffend within the community at large. Offenders are not published in the WA State Sex Offender registry. Address verification every 180-365 days.
- Risk Level Two: Risk assessment indicates there is a moderate risk to reoffend within the community at large, name is published in the state registry. Address verification every 60-180 days.
- Risk Level Three: Risk assessment indicates there is a high risk to sexually reoffend, name is published in the state registry. Address verification every 60 days.

Currently the City of Stanwood has three (3) level one registered sex offenders (RSO), four (4) level two RSOs, and one RSO awaiting a risk assessment. Stanwood PD officers check at their designated times, if an RSO has failed to register their address with the Sheriff's Office or violates their conditions of release, our officers work with the prosecuting attorney to obtain a warrant for arrest or refer charges.

There are two websites that citizens can use to learn more about RSO in their communities: Washington Sex Offender Public Registry: www.wasor.org, National Sex Offender Public Website: www.nsopw.gov.

Cameras in Church Creek Park

Over the years Church Creek Park has been a victim of vandalism, whether it be graffiti in the bathrooms or damage to the playground. Typically, there has been little evidence to determine who caused the damage and the crime would go unsolved. Late this summer the city installed several cameras at the park. Since that time there has been two incidents of vandalism, and using camera footage, suspects were quickly identified and contacted the next day.

Chief Toner

October 2024

Stanwood Police Department

Detective Report



Update Stanwood Police Case 2023-6373 Theft

During the investigation, Detective Martin documented over \$50,000.00 in employee theft/ embezzlement from a local business.

Detective Martin served search warrants and is waiting on responsive records from PayPal, Chase Bank, and The Bancorp Bank.

Detective Martin will be attempting contact with the suspect for an interview.

Stanwood Police Case 2024-6544

On 08-16-2024 a Camano Island resident reported a burglary to the Island County Sheriff's Office after discovering the theft of her purse and receiving notifications of fraud on her credit card.

One of the fraudulent transactions occurred at the Stanwood Wells Fargo Bank the evening of 08-15-2024. The victim's credit card was used at the ATM for a \$1,000.00 cash advance.

The victim identified two females who were on her property on 08-15-2024. One female waited in the car while the victim gave the other female a tour of her property. The victim believes the female who was "waiting in the car" entered her home and stole her purse.

The victim received a notification her credit card was used for a purchase at a shoe store in Burlington the evening of 08-15-2024. An employee at the store sent the victim a photo of the person who used her credit card. The victim recognized the woman as one at her house on 08-15-2024.

Deputy Standish is applying for a search warrant to get video from the Stanwood Wells Fargo.

Sgt. Gilje recently investigated cases involving the same female suspects associated with theft of credit/debit card(s) from a locker at the Stanwood YMCA and from an unsecured vehicle at the Stanwood Fair.

Detective Martin is collecting evidence from other jurisdictions to include in a charging referral on this case.

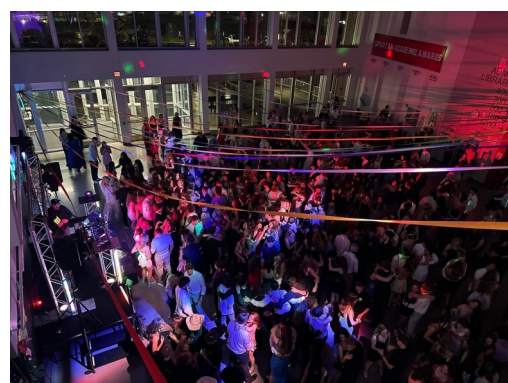
October 2024

Stanwood Camano School District SCHOOL RESOURCE OFFICER



HOMECOMING 2024

The week of October 14th through the 18th was Homecoming week for Stanwood High School. On Friday, students were out of school but attended the Homecoming Parade in downtown Stanwood. It was a great parade with many spectators in attendance. Friday night's Homecoming game vs Marysville Getchell was a blowout, with Stanwood beating Getchell 56-0. Saturday evening was the annual Homecoming dance held at Stanwood High. Staff and chaperones did a great job putting on the dance, and the kids appeared to all have a great time.



Halloween

Students and staff took part in this years costume festivities. It was a great day of costumes and candy



Statebound!



Stanwood football ended the season with a crossover game vs Meadowdale. Stanwood won big and is now moving on to State.

OCTOBER 2024

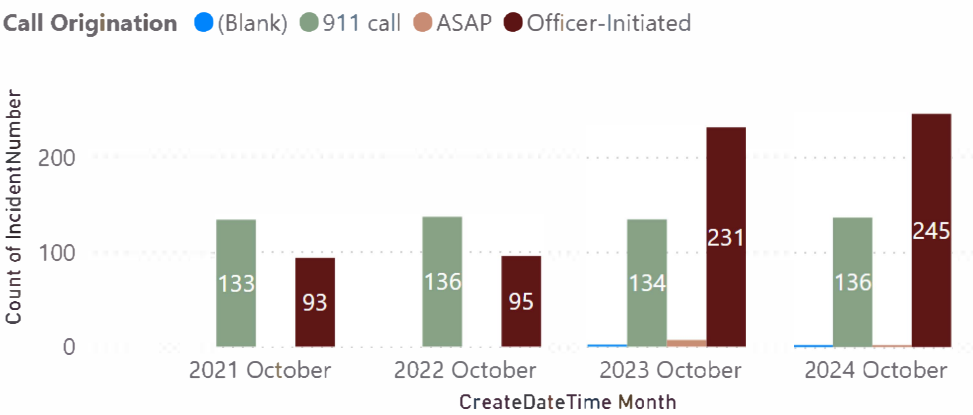


The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggen's, it counts here once.

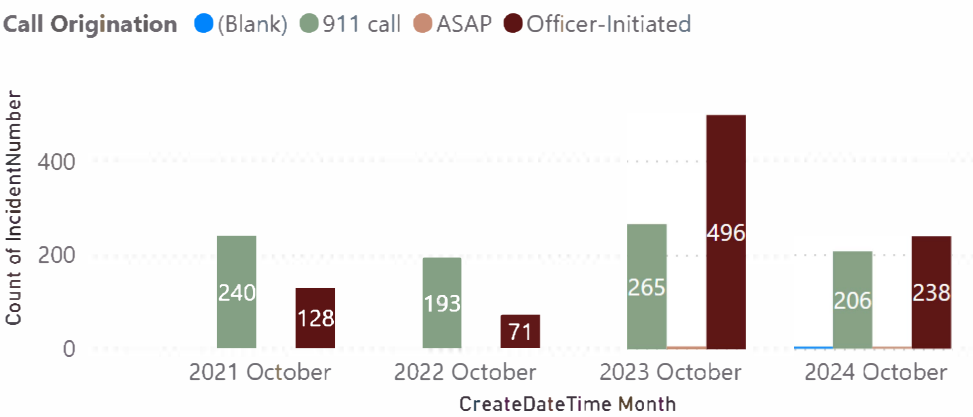


Previous Month Over Time

Stanwood West, Incidents by Origination

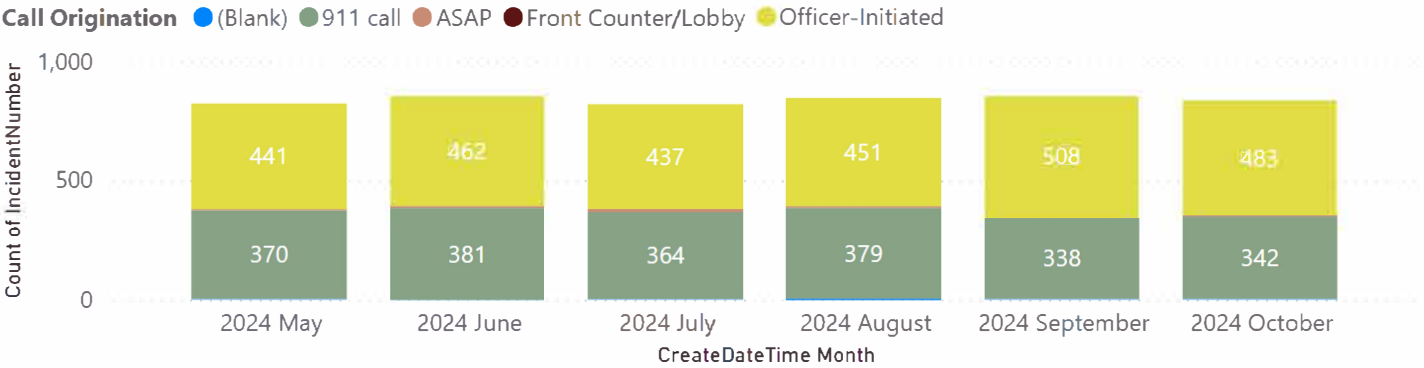


Stanwood East, Incidents by Origination

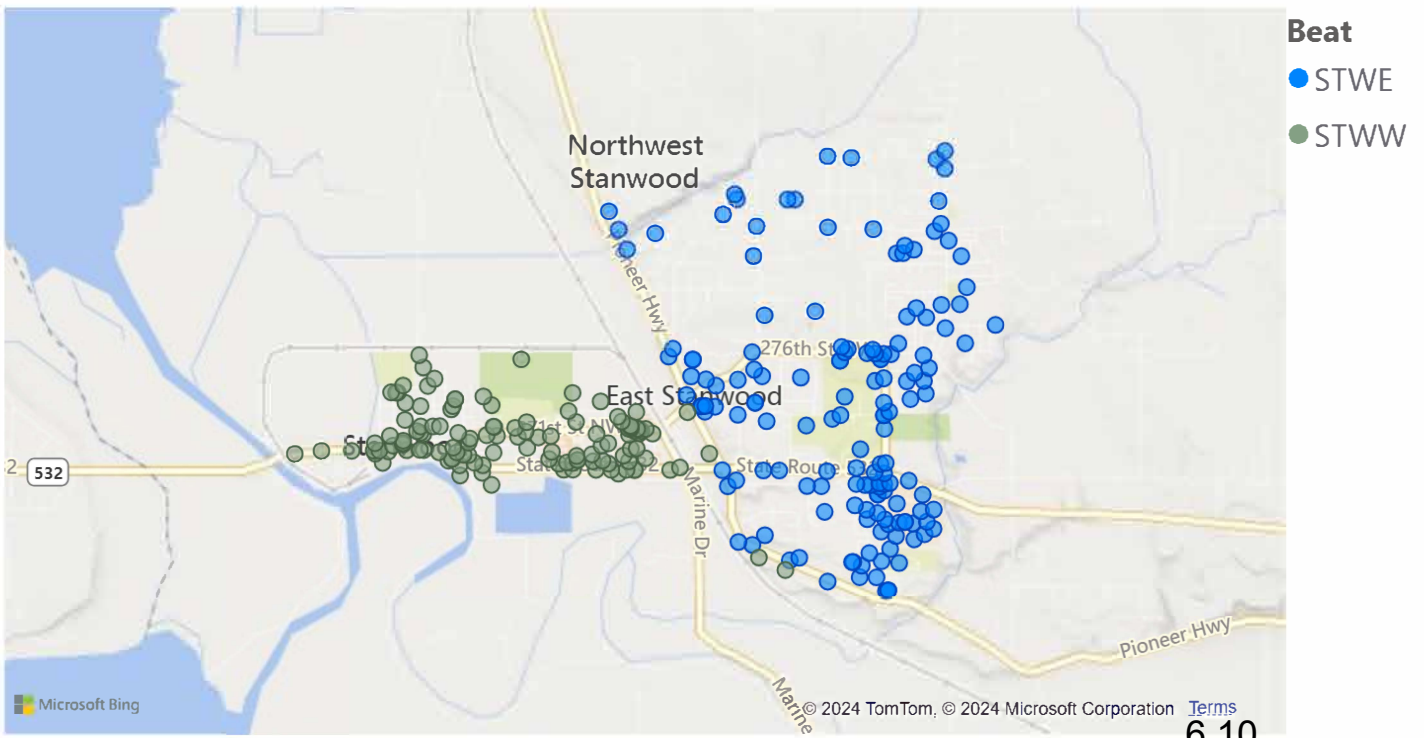


TOTAL INCIDENTS - ALL ORIS inside STW

Total Incident Counts, Past 6 Full Months by Origination Type



All incidents Past 1 Month - excludes victim privacy concerning incidents



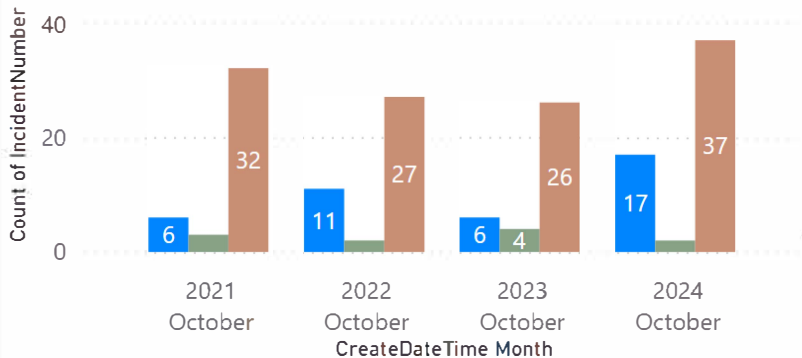


Collision, DUI, and Traffic INCIDENTS

Previous Month Over Time

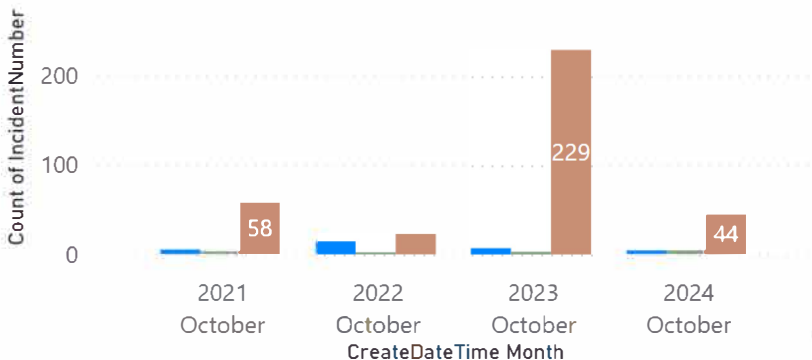
Stanwood West

IncidentType Collision DUI Traffic



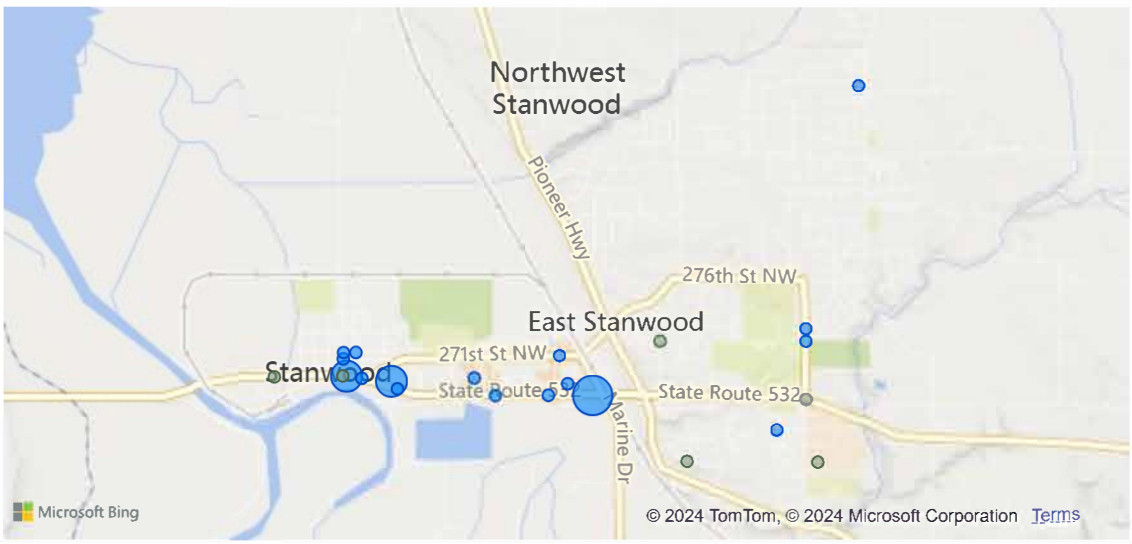
Stanwood East

IncidentType Collision DUI Traffic



Previous Month, Current Year

IncidentType Collision DUI

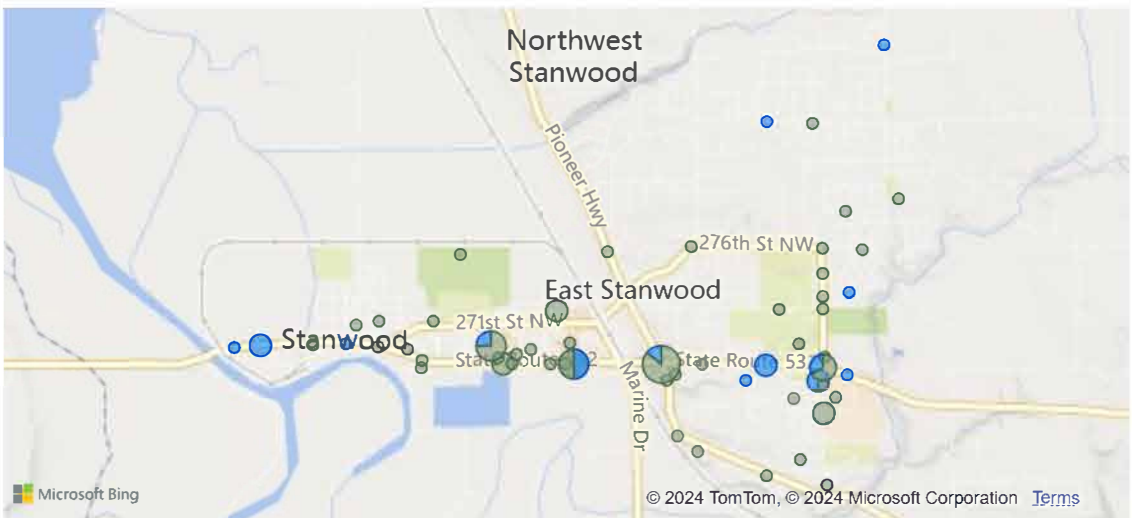


STWW & STWE

Year	Collision	DUI
2024		
May	17	9
June	22	12
July	18	10
August	14	6
September	10	8
October	21	6

Traffic - Previous Month, Current Year

Call Origination 911 call Officer-Initiated



STWW & STWE

Year	Traffic
2024	
May	77
June	78
July	70
August	99
September	92
October	81



Tickets - To Current Date, Current Year

Data begins in 2021, due to lack of tickets issued in 2020 (due to covid lockdowns).

of Tickets - This CY

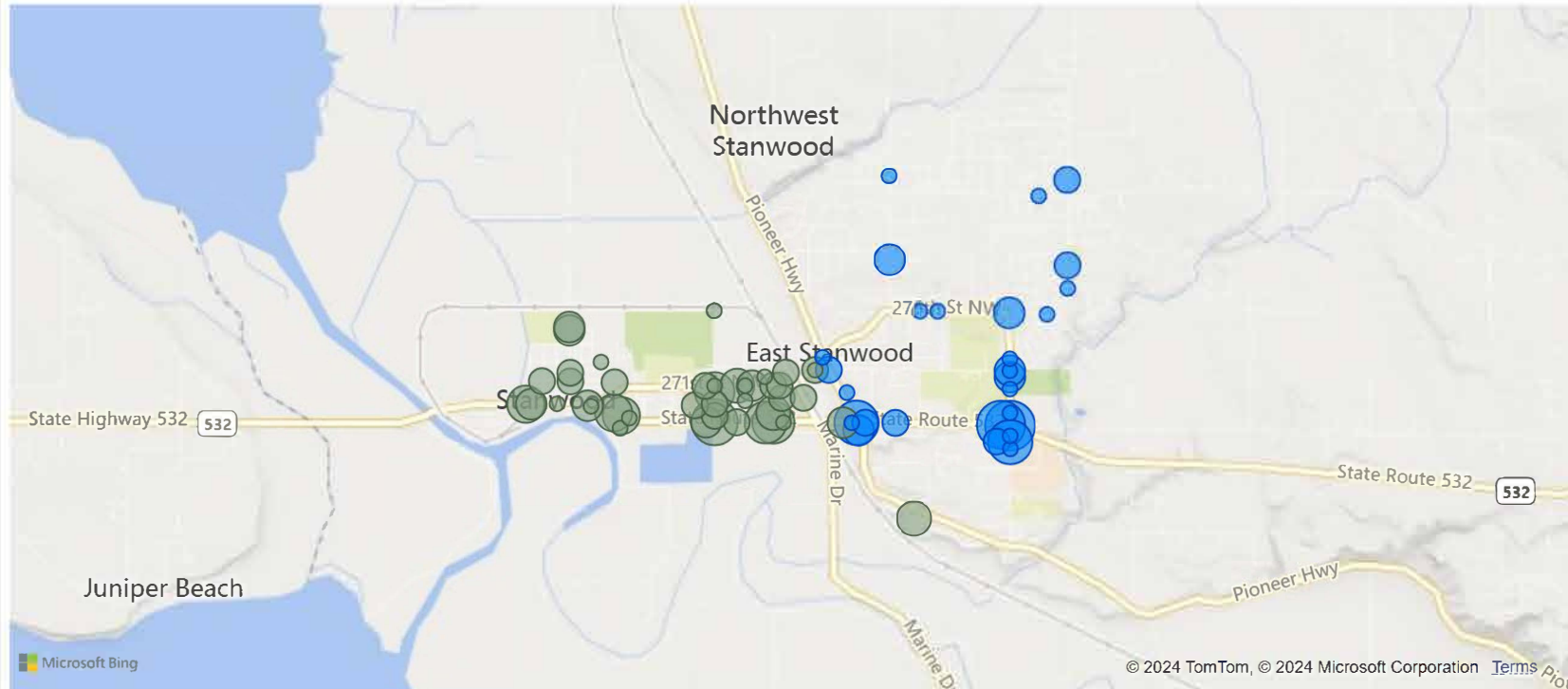
132

of Citations - This CY

198

Location of Citations this CY

Beat ● STWE ● STWW



Total Tickets

Month	2023	2024
January	18	20
February	36	16
March	16	13
April	16	24
May	23	24
June	30	20
July	9	20
August	36	10
September	38	27
October	102	24
November	26	
December	28	

How Many Tickets Had More than One Citation? 2022 to present

115



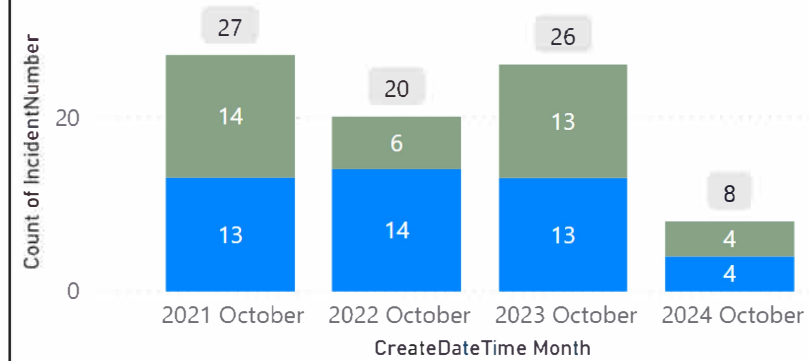
Alarms

STWW & STWE

Year	Alarm
2024	
May	9
June	18
July	19
August	15
September	10
October	8

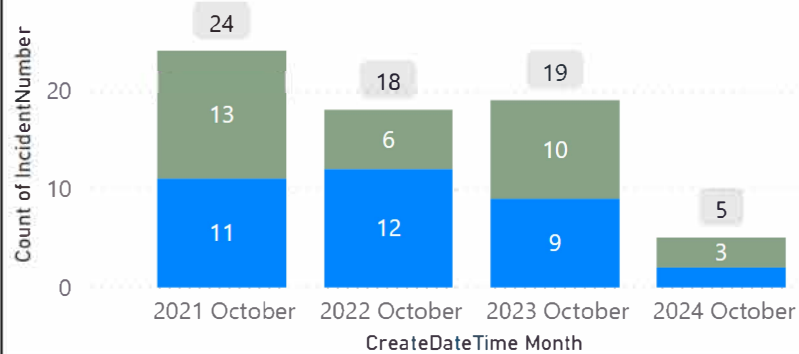
Alarms

Beat ● STWE ● STWW



Alarms that were False Alarms

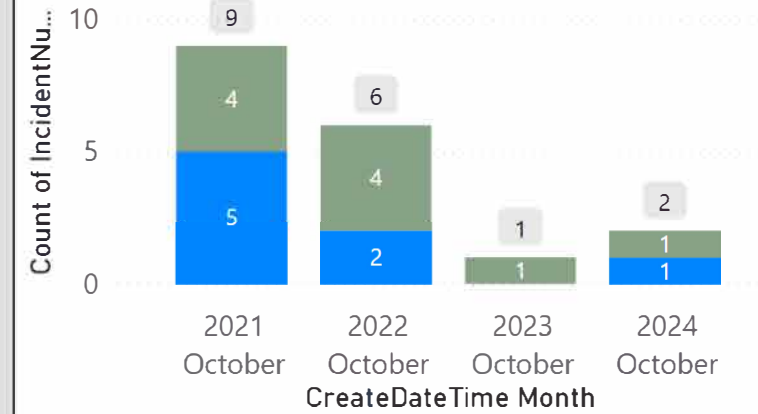
Beat ● STWE ● STWW



Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW

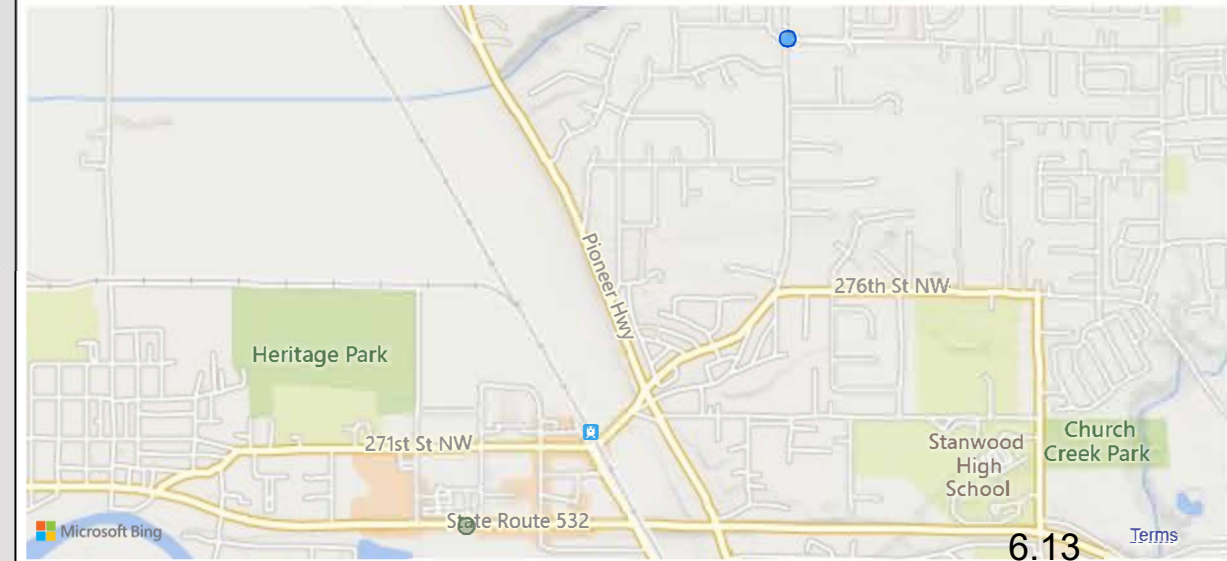


STWW & STWE

Year	Abandoned Vehicle
2024	
June	4
July	4
September	1
October	2

Abandon Vehicles Past Calendar Month, ThisYear

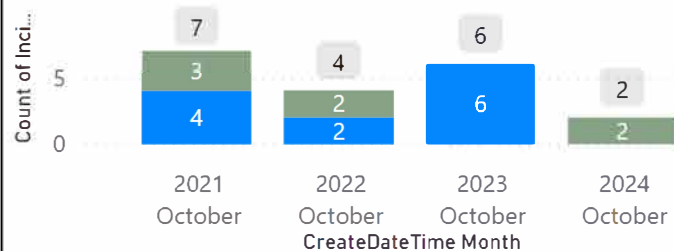
Beat ● STWE ● STWW



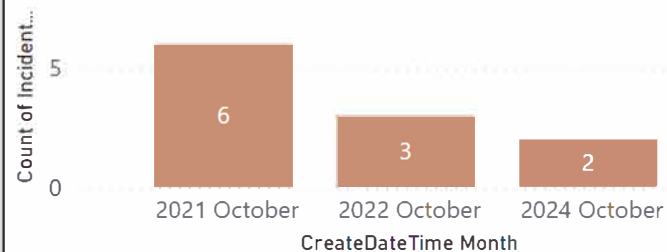


Stanwood West

IncidentType ● BHC ● Suicide



IncidentType ● Welfare Check



Death Investigations - STWW

CreateDateTime Month

Year BHC Suicide

2024		
May	6	
June	9	
July	3	
August	4	
October		2

Year Welfare Check

2024	
May	3
June	7
July	7
August	2
September	3
October	2

Stanwood East

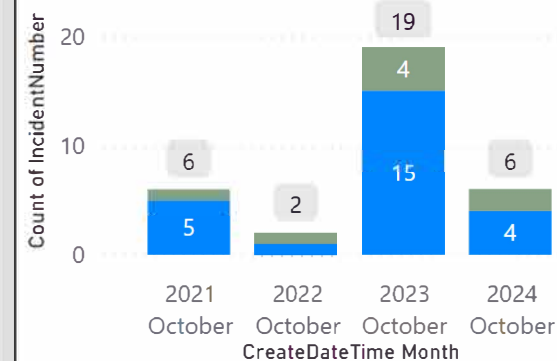
Year BHC Suicide

2024		
May	19	4
June	2	10
July	2	1
August	3	3
September	1	1
October	4	2

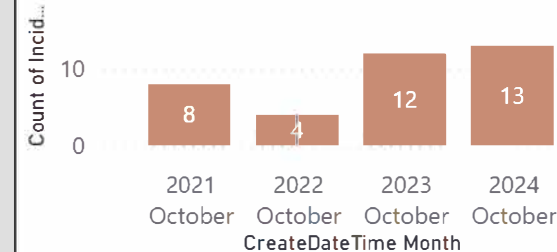
Year Welfare Check

2024	
May	13
June	9
July	13
August	5
September	8
October	13

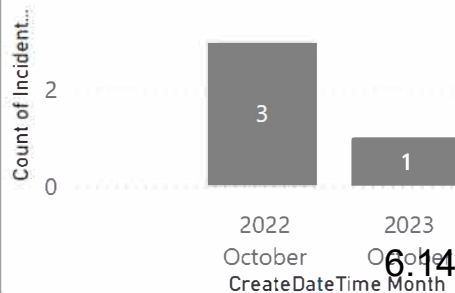
IncidentT... ● BHC ● Suicide



IncidentT... ● Welfare Check



IncidentT... ● Death



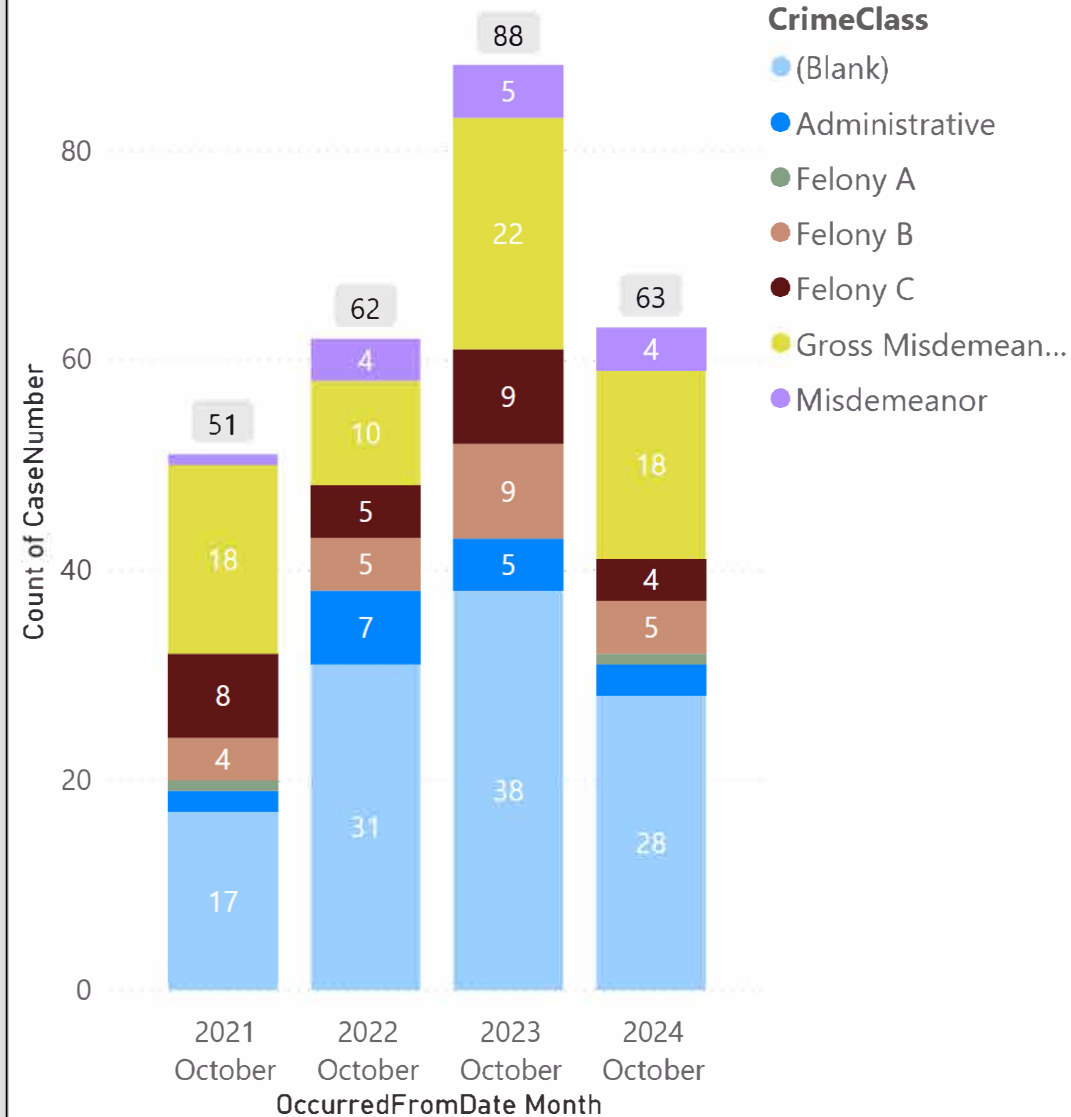


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

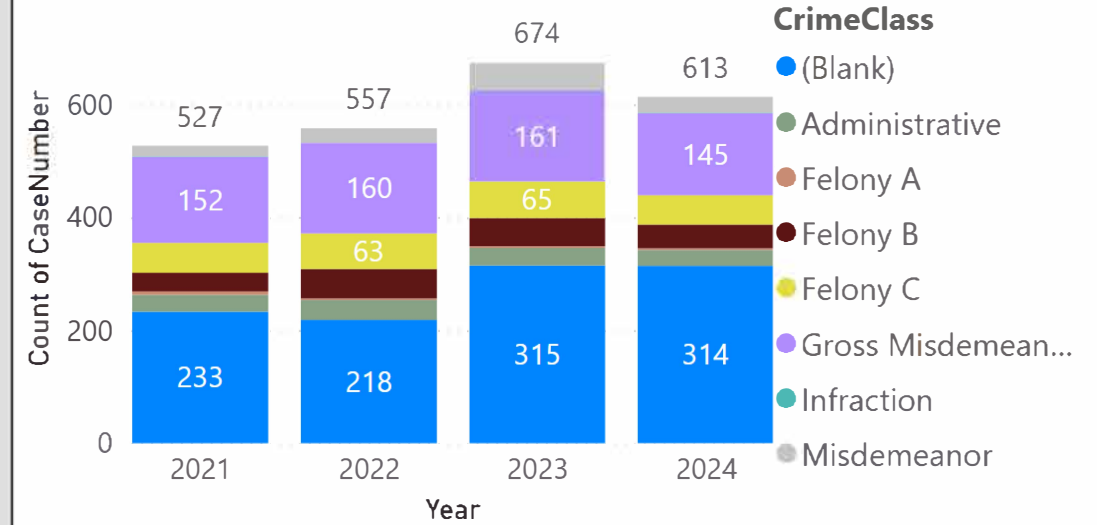
TOTAL CASES

IN THE STW BEAT

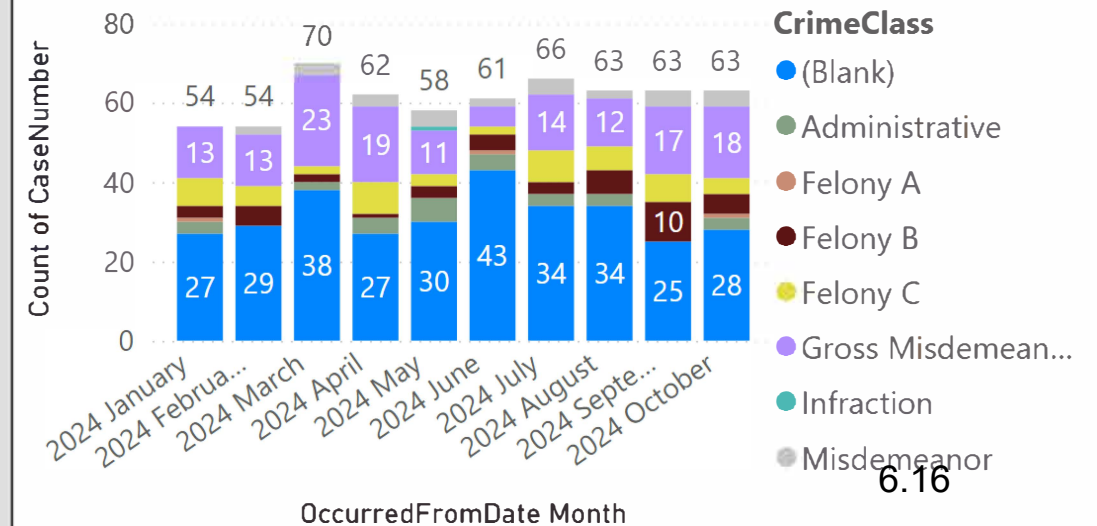
Cases, Previous Month, Yr over Yr



Case Count by Statute, Jan 1 - present, Yr over Yr

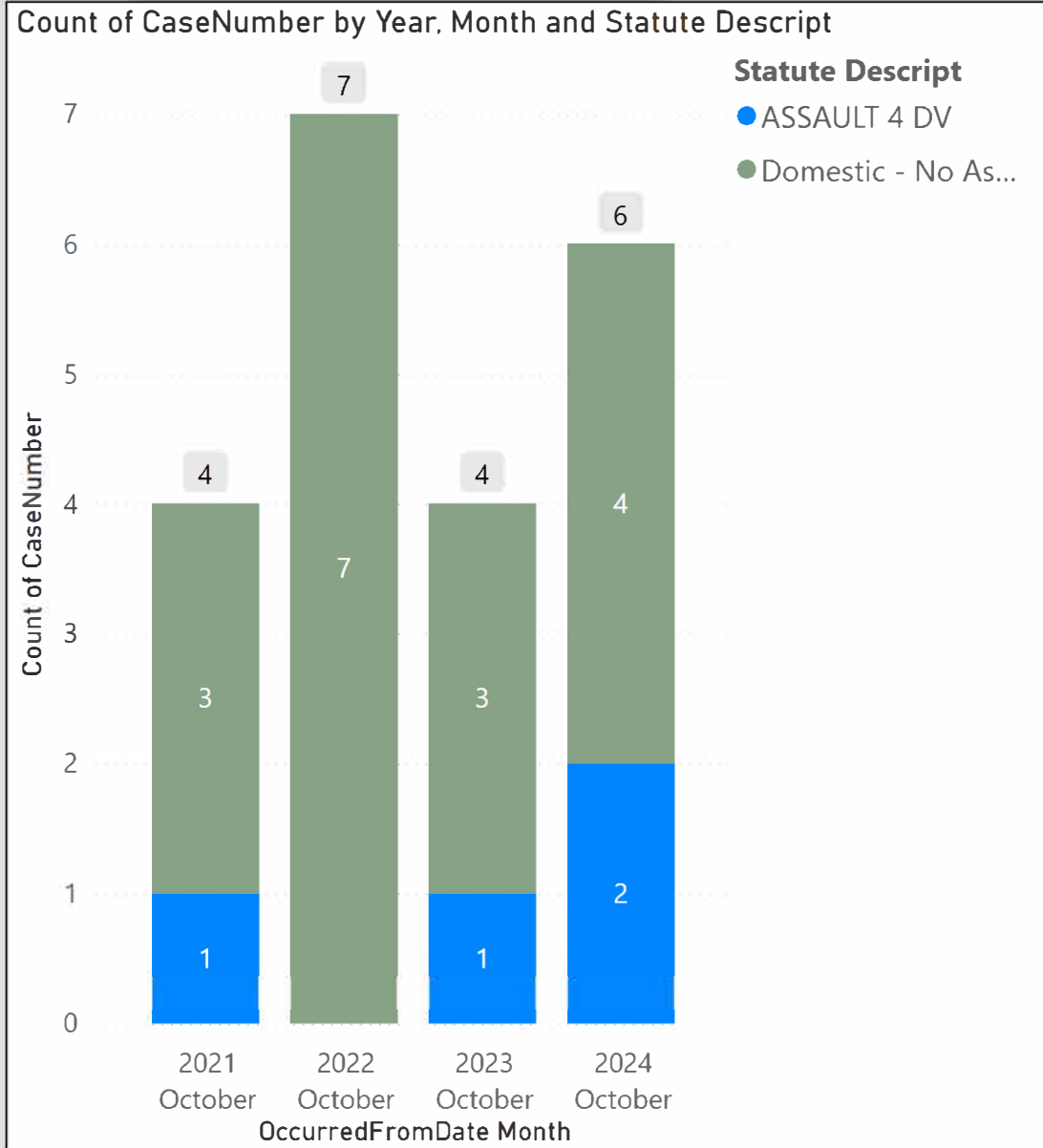


Case Count by Statute, Jan 1 - present, Current Year



Domestic Related CASES

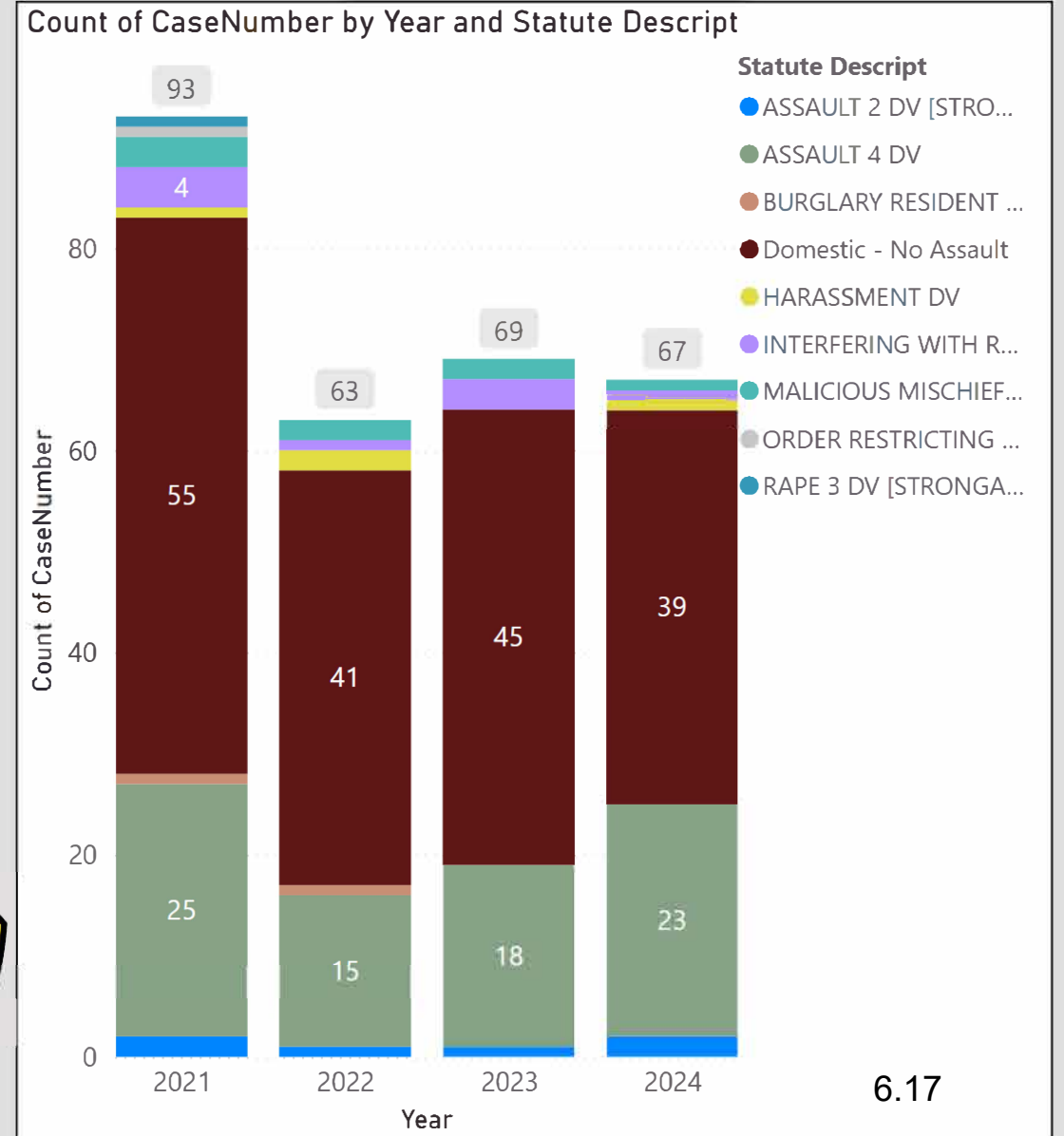
Previous Month Over Time



IN THE STW BEAT

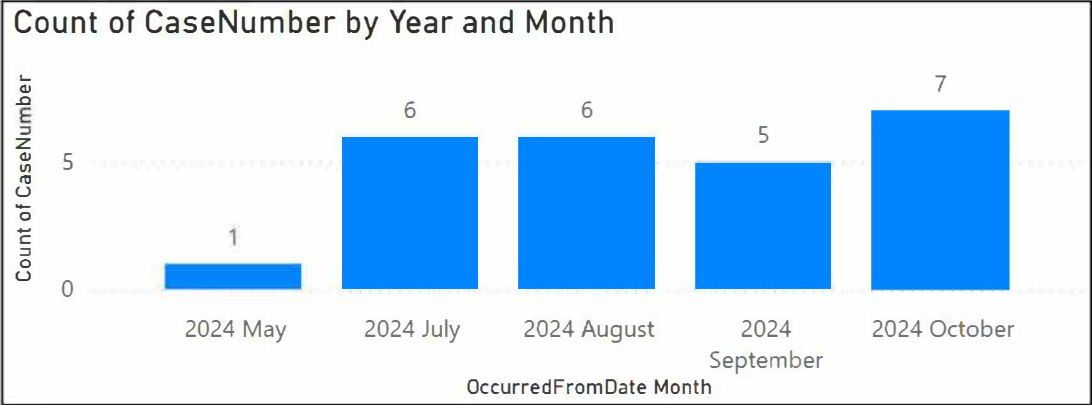
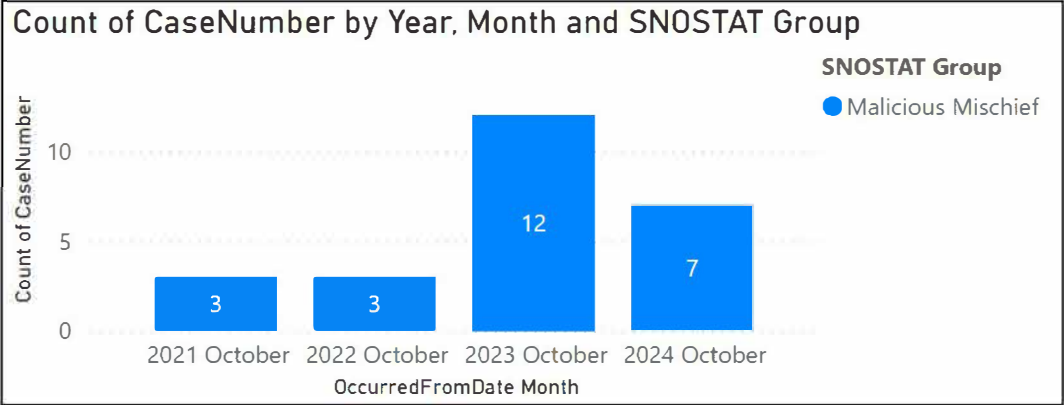


To Date By Year

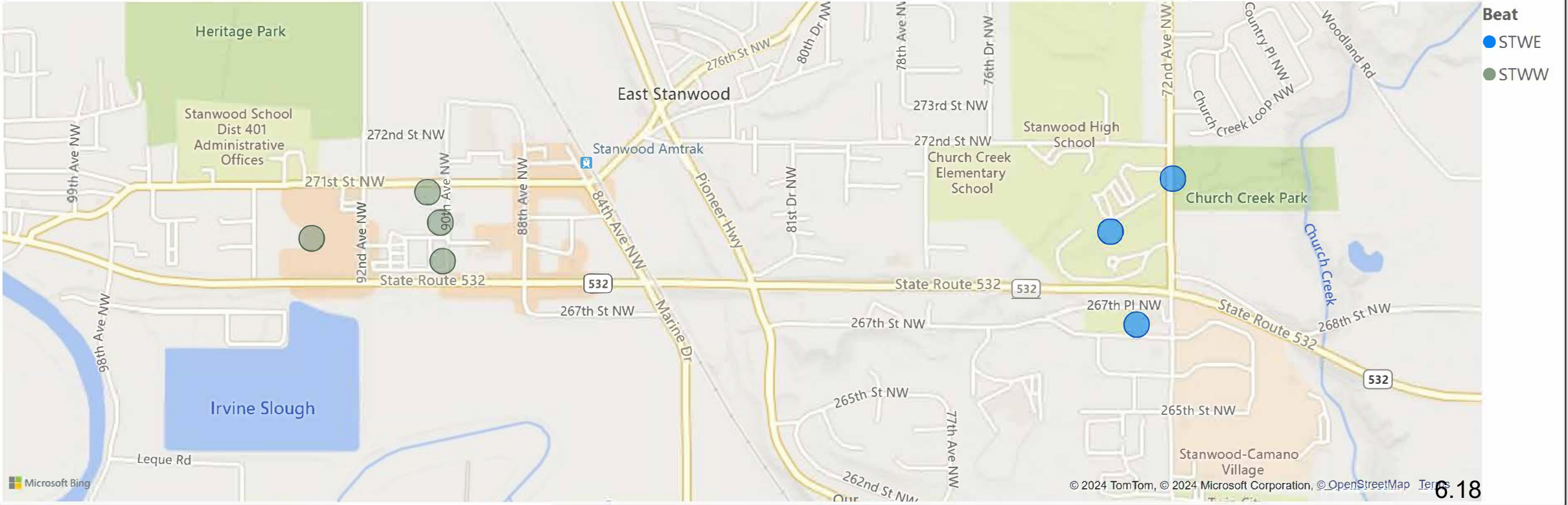




Malicious Mischief CASES



Cases in the past Calendar month, Current Year





Auto Theft CASES

Past Six Calendar Months

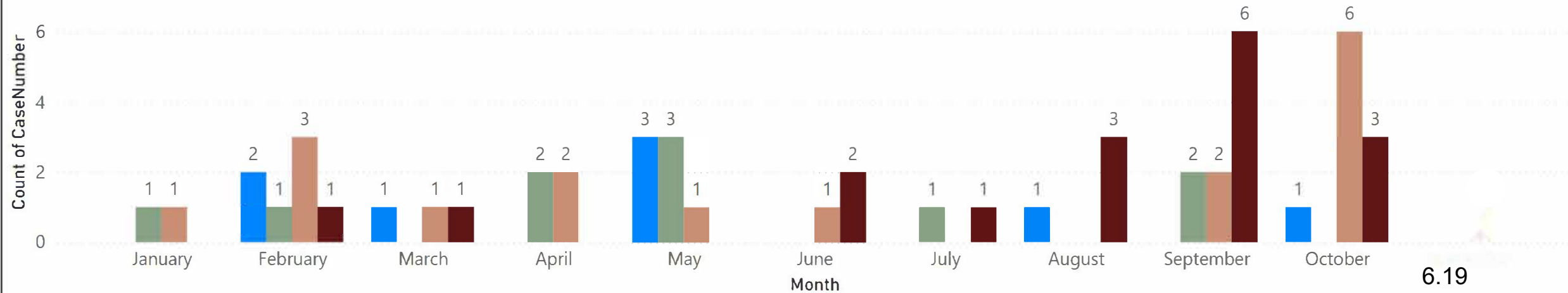
Month ● June ● July ● August ● September ● October

English Boom



Jan 1 - Present, each year

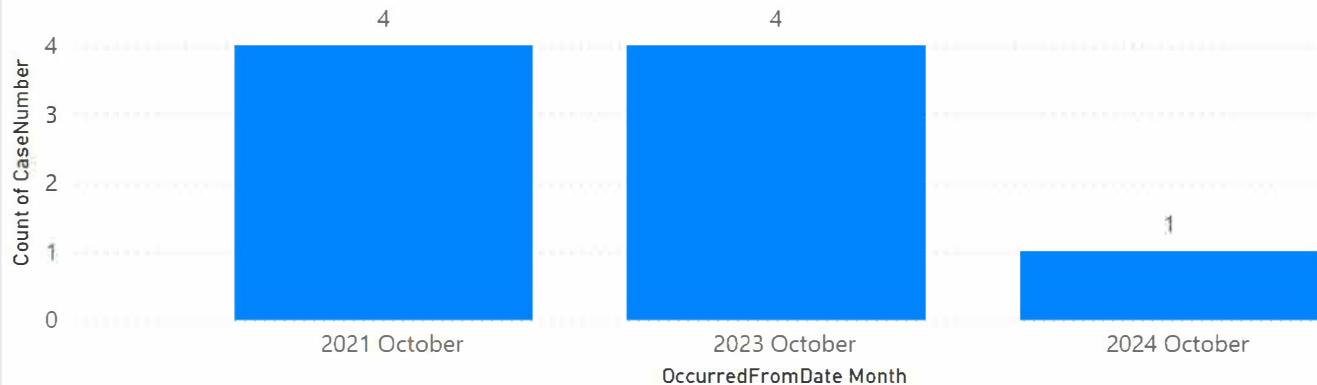
Year ● 2021 ● 2022 ● 2023 ● 2024





Vehicle Prowl CASES

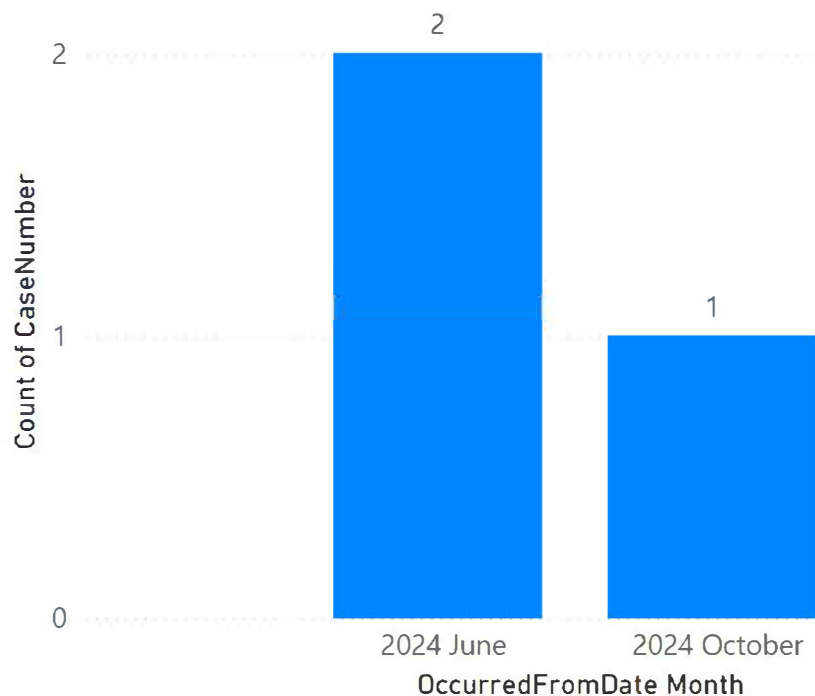
Count of CaseNumber by Year and Month



Jan 1 - Current Date, Current Year

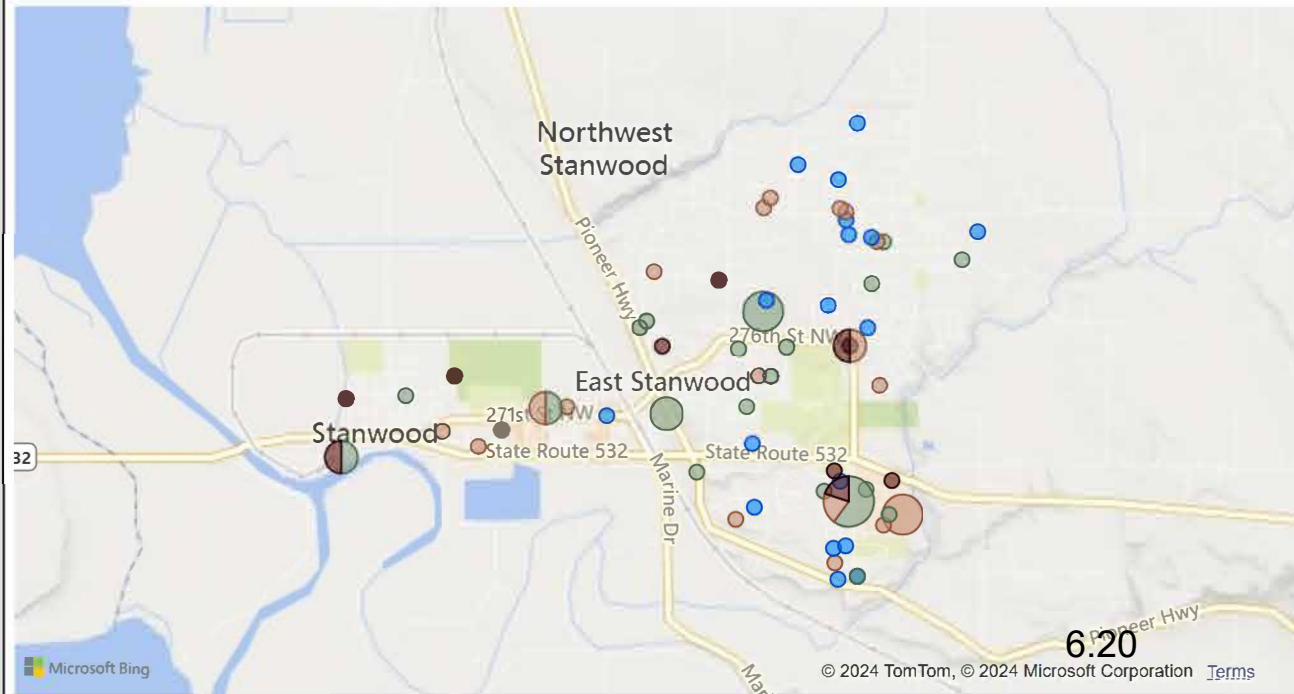
Year	Veh Prowl 1	Veh Prowl 2	Total
2021	1	19	20
2022	4	22	25
2023		20	20
2024		11	11

Count of CaseNumber by Year and Month



Count of CaseNumber by Year, Lat and Lon

Year ● 2021 ● 2022 ● 2023 ● 2024

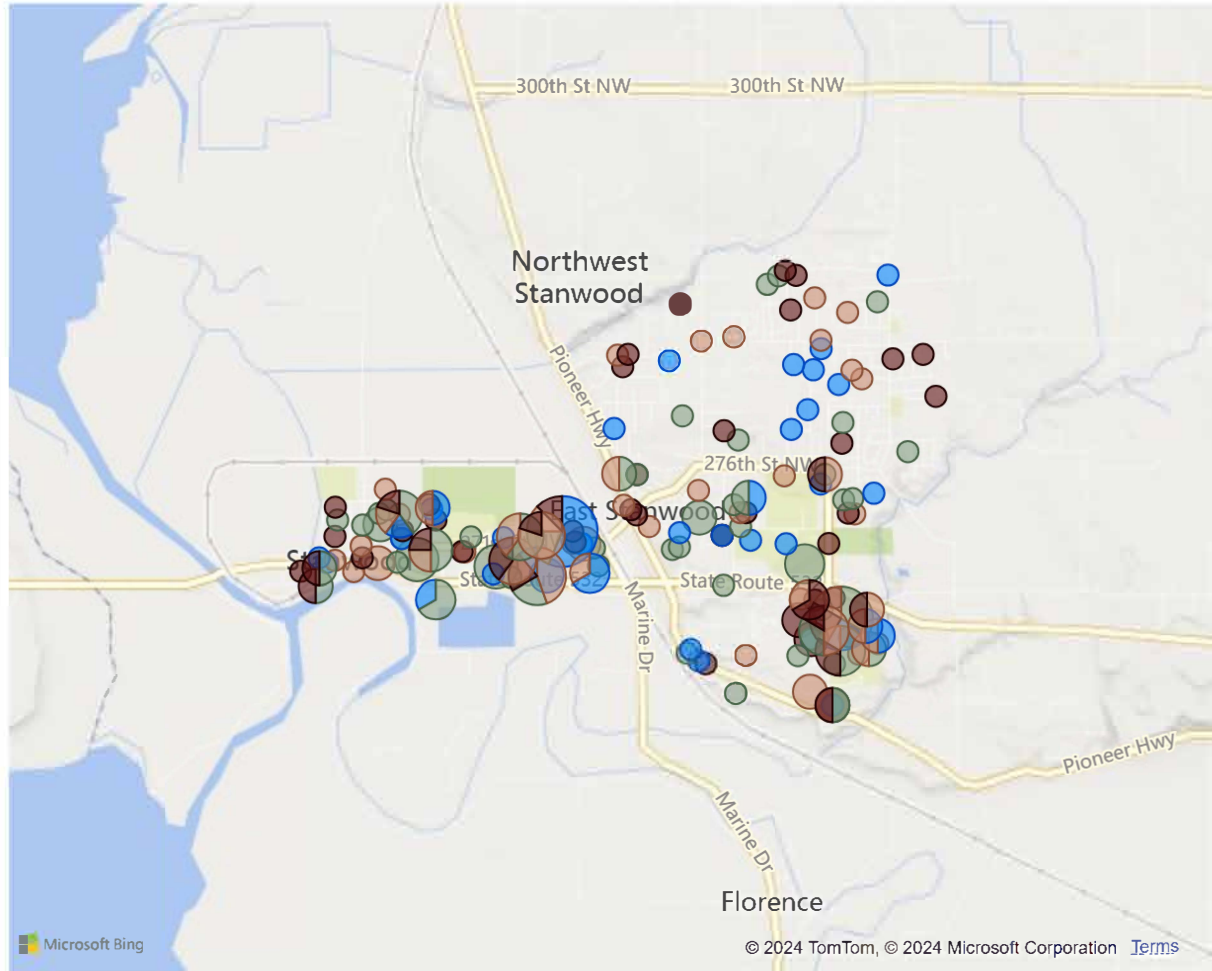




Theft CASES

Count of CaseNumber by Year, Lat and Lon

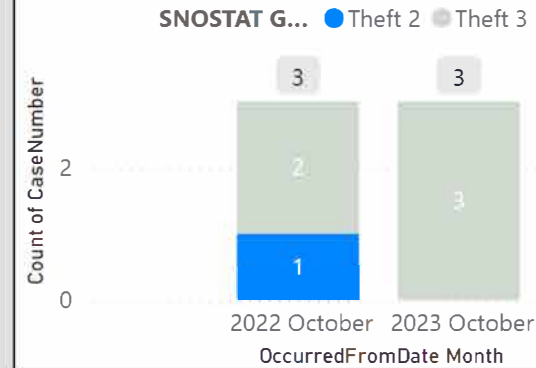
Year ● 2021 ● 2022 ● 2023 ● 2024



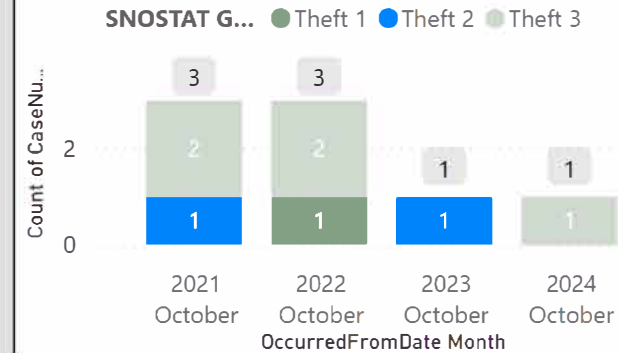
Jan 1 - Current Date

Beat	2021	2022	2023	2024
STWE	24	38	27	29
STWW	23	36	27	20
Total	47	74	54	49

Stanwood West



Stanwood East



Current YTD

Year	STWE	STWW
▲		
☐ 2024		
January	3	3
February	2	2
March	4	2
April	5	4
May		3
June		2
July	4	1
August	3	1
September	6	2
October	2	



Burglary CASES

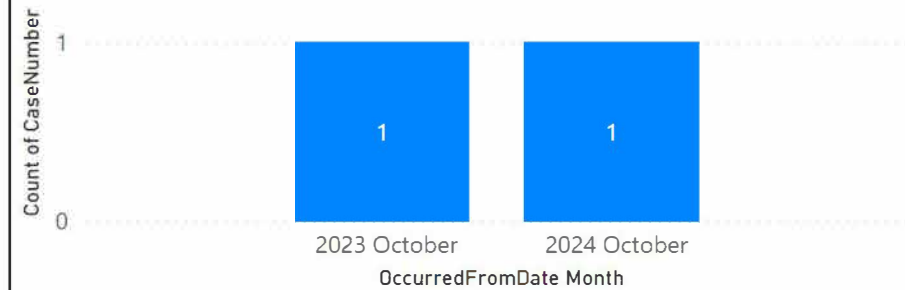
Jan 1 - Current Date

Year STWE STWW

2021	6	7
2022	12	5
2023	7	8
2024	2	5

Stanwood West

SNOSTAT Group ● Burg 2 - Commercial

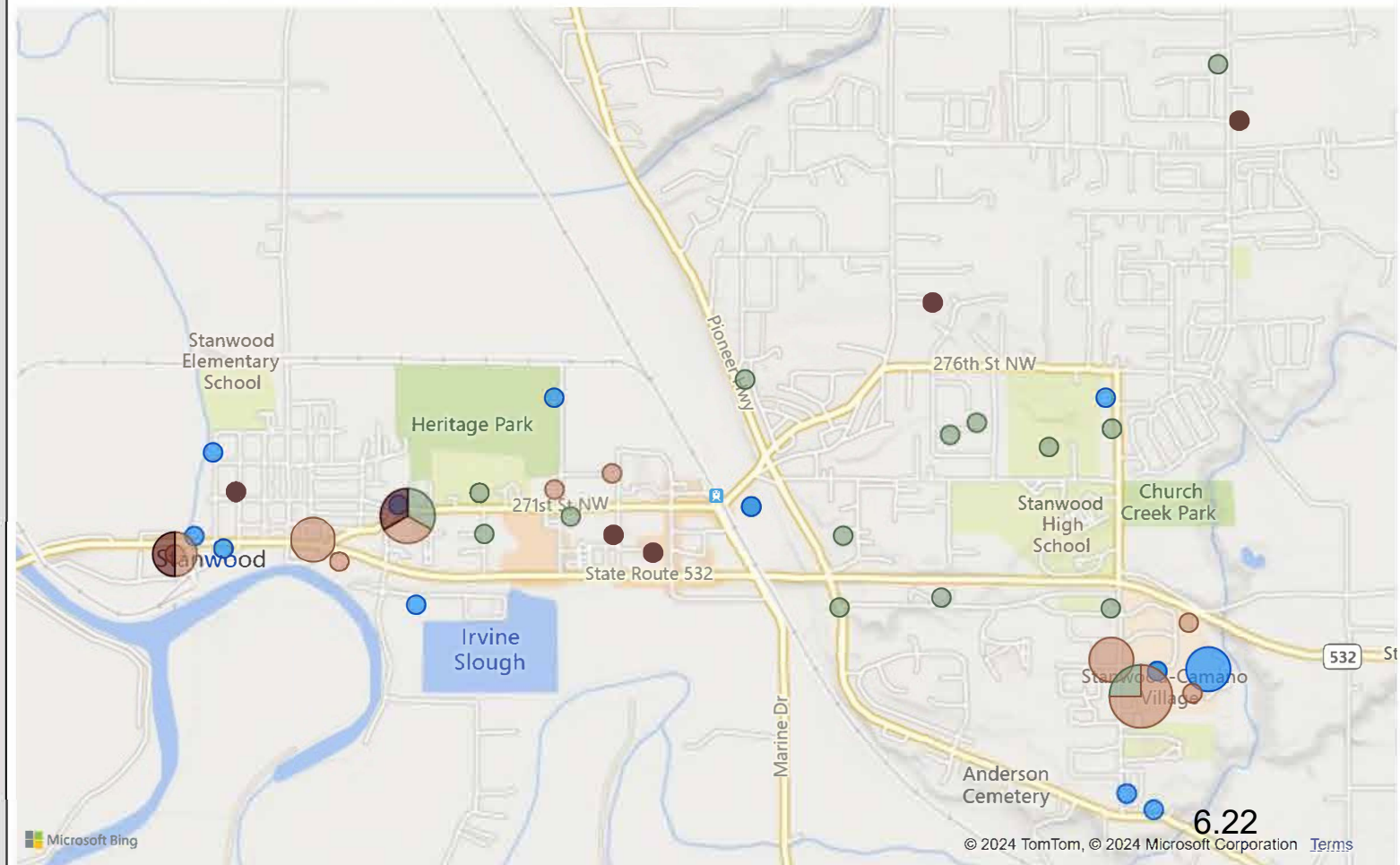


Stanwood East

OccurredFromDate Month

Count of CaseNumber by Year, Lat and Lon

Year ● 2021 ● 2022 ● 2023 ● 2024





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: November 14, 2024

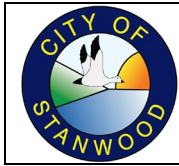
SUBJECT: Parks and Trails Advisory Committee Meeting Minutes – August 19, 2024

CONTACT PERSON: Carly Ruacho, Parks Manager

ATTACHMENTS: A – Meeting Minutes

SUMMARY STATEMENT

Minutes from the August 19, 2024, Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the October 21, 2024, Parks and Trails Advisory Committee Meeting.



Parks and Trails Advisory Committee Meeting Minutes August 19, 2024

1. Call to Order/Roll Call: 3:09 PM

Members Present:

Matt Withers
Gordy Holmes
Peter Kamb
Meagen Watne
Lisa Bruce
Judy Williams

Members Absent:

Dave Hall

Others Present:

Carly Ruacho, Parks Planning Manager
Alan Lytton, City Engineer/CP Manager

Call to Order & Roll Call

The meeting was called to order by Gordy Holmes at 3:11 PM.

2. Citizen Comments

Nathan Slattery from Stanwood Youth Football addressed the committee regarding the proposed fields at Heritage Park. He requested that the City consider making the fields multi-purpose to accommodate the youth football program. He also emphasized the need for turf fields. No action was taken.

3. Approval of June 2024 Meeting Minutes

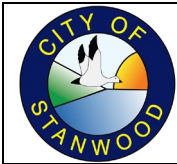
The minutes from the June 2024 meeting were unanimously approved as written.

4. Church Creek Park Trail Design/Management Plan

Carly Ruacho presented the final design for the Church Creek Park Trail Design/Management Plan. The committee reviewed and discussed the plan.

5. Park/Trail Updates

- **Heritage Park:** The committee discussed the RCO grant that is currently under review. The City has not yet received a decision and expects to know by the next meeting. It was noted that the park's restrooms require upgrades. An AED was donated and is located near the pickleball courts. The committee discussed the need for AEDs at all fields.
- **Stanwood Port Susan Trail:** The trail project is currently in progress. The committee discussed the possibility of hosting an event for the trail's opening.



Parks and Trails Advisory Committee Meeting Minutes August 19, 2024

- **Church Creek Park:** Staff have cleaned the roof of the picnic shelter. Carly Ruacho informed the committee that they have requested funding for the design of a new picnic shelter. Bids have been solicited for the installation of a new roof on the dugouts.
- **Ovenell Park** The new banner for the SR532 side of the red barn has been printed and delivered. The new banner will replace the current middle “Ovenell Park” banner and should be installed by the end of the month. Puget Sound Public Farms seems to be doing well with their pilot year of community farming. They will likely extend their contract for one more year as allowed.

6. Committee Member Comments

Committee members expressed their satisfaction with the appearance of the parks and the success of the Movies in the Park events. Generally, members expressed happiness with the progress of current projects. A member suggested focusing more on park programs moving forward and less on facilities. Another member requested more attention be given to making the landscaping around city facilities, signs and entryways, etc., more aesthetic.

7. Adjournment

The meeting was adjourned at 4:56 PM

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **7b**

DATE: November 14, 2024

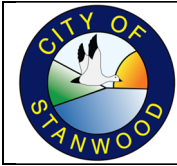
SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – November 4, 2024 , Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the November 4, 2024, Public Works Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
November 04, 2024

Attendance:

Councilmembers: Darren Robb, Steve Shepro, Marcus Metz
Councilmembers Absent: Timothy Schmitt
City Staff: City Engineer Alan Lytton,
Citizen: Peter Kamb

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website at [Agenda Center](#).

Call to order at 5:30 pm

Agenda-**1. Port Susan Trail Update and Cost Projection**

Alan Lytton provided the committee with an update on the status and budget for the Port Susan Trail. This was a discussion item only, with no action taken.

2. 88th Ave Outlet Retrofit

The committee discussed the project scope and cost for the 88th Ave Outlet Retrofit the committee did not support moving forward with the project. This was a discussion item only, with no action taken.

Adjourn: 6:45 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: November 14, 2024

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 38924 through 39002 and electronic fund transfers in the amount of \$967,247.69 Approve issuance of Washington Federal payroll electronic fund transfers in the amount of \$70,672.14.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 38924 THROUGH 39002 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$967,247.69 AND ISSUANCE OF WASHINGTON FEDERAL PAYROLL ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF 70,672.14.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:35:24 Date: 11/06/2024

10/11/2024 To: 11/06/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5133	10/15/2024	Payroll	3	EFT	Dept of Labor and Industries	10,467.87	3RD Quarter L&I: 07/01/2024 - 09/30/2024
5134	10/15/2024	Payroll	3	EFT	ESD - PFMLA	8,465.20	Pay Cycle(s) 07/01/2024 To 09/30/2024 - LTC; Pay Cycle(s) 07/01/2024 To 09/30/2024 - PFMLA
5135	10/15/2024	Payroll	3	EFT	Employment Security Dept	1,989.07	3rd Quarter Unemployment: 07/01/2024 - 09/30/2024
5138	10/23/2024	Payroll	3	EFT		3,350.00	October 2024 Draw
5139	10/23/2024	Payroll	3	EFT		1,800.00	October 2024 Draw
5140	10/23/2024	Payroll	3	EFT		2,500.00	October 2024 Draw
5141	10/23/2024	Payroll	3	EFT		2,500.00	October 2024 Draw
5142	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5143	10/23/2024	Payroll	3	EFT		1,000.00	October 2024 Draw
5144	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5145	10/23/2024	Payroll	3	EFT		3,000.00	October 2024 Draw
5146	10/23/2024	Payroll	3	EFT		4,000.00	October 2024 Draw
5147	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5148	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5149	10/23/2024	Payroll	3	EFT		2,200.00	October 2024 Draw
5150	10/23/2024	Payroll	3	EFT		1,800.00	October 2024 Draw
5151	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5152	10/23/2024	Payroll	3	EFT		1,500.00	October 2024 Draw
5153	10/23/2024	Payroll	3	EFT		1,800.00	October 2024 Draw
5154	10/23/2024	Payroll	3	EFT		1,000.00	October 2024 Draw
5155	10/23/2024	Payroll	3	EFT		2,800.00	October 2024 Draw
5156	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5157	10/23/2024	Payroll	3	EFT		500.00	October 2024 Draw
5158	10/23/2024	Payroll	3	EFT		4,500.00	October 2024 Draw
5159	10/23/2024	Payroll	3	EFT		1,500.00	October 2024 Draw
5160	10/23/2024	Payroll	3	EFT		2,000.00	October 2024 Draw
5184	10/15/2024	Claims	3	EFT	Washington Federal Bank	417.94	analysis service charge for Sept 24
5254	10/24/2024	Claims	3	EFT	Databar Inc.	1,772.56	8952; 8952; 8952
5255	10/24/2024	Claims	3	EFT	Edge Analytical, Inc	1,128.00	STA01; STA23; STA23; STA01
5256	10/24/2024	Claims	3	EFT	Kevin J Hushagen	110.00	City of Stanwood
5257	10/24/2024	Claims	3	EFT	ICONIX Waterworks (US) Inc.	505.78	CISTA
5258	10/24/2024	Claims	3	EFT	Lakeside Industries, Inc.	1,523.29	108469
5259	10/24/2024	Claims	3	EFT	Lithtex NW Printing Solutions	90.72	CIOST001L
5260	10/24/2024	Claims	3	EFT	PACE Engineers, Inc	7,769.50	City of Stanwood; City of Stanwood; City of Stanwood
5261	10/24/2024	Claims	3	EFT	Perteet Inc.	27,907.00	City of Stanwood; City of Stanwood
5262	10/24/2024	Claims	3	EFT	RH2 Engineering Inc	20,392.01	City of Stanwood
5263	10/24/2024	Claims	3	EFT	Stanwood Auto Parts	97.32	56100
5264	10/24/2024	Claims	3	EFT	Stanwood Auto Parts	20.14	56100
5265	10/24/2024	Claims	3	EFT	Stanwood Auto Parts	13.26	56100
5266	10/24/2024	Claims	3	EFT	Sultini LLC	19,493.42	City of Stanwood
5267	10/24/2024	Claims	3	EFT	TMG Services Inc	2,448.87	1920010
5268	10/24/2024	Claims	3	EFT	TMG Services Inc	4,180.18	1920010
5269	10/24/2024	Claims	3	EFT	TMG Services Inc	3,194.84	1920010
5270	10/24/2024	Claims	3	EFT	US Bank	4,760.47	4485 5945 5564 1495
5271	10/24/2024	Claims	3	EFT	Vestis	52.68	937963000
5341	10/23/2024	Claims	3	EFT	Harland Clarke	536.04	checks for main WAFD checking account
5382	10/28/2024	Claims	3	EFT	WA St Dept of Revenue **	15,885.97	Sept Excise Tax due October 24
5383	10/28/2024	Claims	3	EFT	HSA Bank	5.00	Oct fee
5432	10/31/2024	Claims	3	EFT	WA St Dept of Revenue **	1,110.34	Leasehold Excise Tax 3rd Qtr 2024
5466	11/05/2024	Claims	3	EFT	BHC Consultants, LLC	12,776.24	City of Stanwood
5467	11/05/2024	Claims	3	EFT	Leland W Bartlett	136.00	City of Stanwood

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:35:24 Date: 11/06/2024

10/11/2024 To: 11/06/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5468	11/05/2024	Claims	3	EFT	Cascade Septic Pumping, LLC	523.85	City of Stanwood
5469	11/05/2024	Claims	3	EFT	Edge Analytical, Inc	75.00	STA01
5470	11/05/2024	Claims	3	EFT	Edge Analytical, Inc	1,407.00	STA23
5471	11/05/2024	Claims	3	EFT	ICONIX Waterworks (US) Inc.	802.27	CITSTA
5472	11/05/2024	Claims	3	EFT	RH2 Engineering Inc	303.40	City of Stanwood
5473	11/05/2024	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood
5474	11/05/2024	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood
5475	11/05/2024	Claims	3	EFT	Stanwood Auto Parts	48.20	56100
5476	11/05/2024	Claims	3	EFT	Stanwood Auto Parts	24.58	56100
5477	11/05/2024	Claims	3	EFT	Sultini LLC	2,253.93	City of Stanwood
5478	11/05/2024	Claims	3	EFT	TMG Services Inc	62.43	1920010
5479	11/05/2024	Claims	3	EFT	TMG Services Inc	2,440.12	1920010
5480	11/05/2024	Claims	3	EFT	Vestis	52.68	937963000
5481	11/05/2024	Claims	3	EFT	Vestis	52.68	792106997
5272	10/24/2024	Claims	3	38924	World Kinect Energy Services	3,685.27	AP0100494
5273	10/24/2024	Claims	3	38925	Builders Exchange of Washington Inc	145.50	City of Stanwood
5274	10/24/2024	Claims	3	38926	General Pacific, Inc.	5,213.61	101681
5275	10/24/2024	Claims	3	38927	Grainger, Inc	356.95	848089215
5276	10/24/2024	Claims	3	38928	Gray & Osborne Inc	16,742.44	City of Stanwood; City of Stanwood
5277	10/24/2024	Claims	3	38929	H D Fowler Company, Inc	1,191.93	City of Stanwood; City of Stanwood
5278	10/24/2024	Claims	3	38930	Hach Company	24,585.94	113498
5279	10/24/2024	Claims	3	38931	Hamilton Lumber & Rentals	182.70	66; 66; 66
5280	10/24/2024	Claims	3	38932	Lenz Enterprises, Inc.	496.07	City of stanwood; City of Stanwood; City of Stanwood; City of Stanwood
5281	10/24/2024	Claims	3	38933	O'Reilly Auto Parts	13.92	1872464
5282	10/24/2024	Claims	3	38934	ODP Business Solutions, LLC	822.80	333749; 36274097; 36274097; 36274097; 36274097; 36274097
5283	10/24/2024	Claims	3	38935	PUD Of Snohomish County *	948.44	200103539; 201942398; 202423729; 200794063
5284	10/24/2024	Claims	3	38936	Pape' Machinery, Inc.	706.11	6109854
5285	10/24/2024	Claims	3	38937	Northwest Travel and Life Premier Media Group	9,196.00	City of Stanwood; City of Stanwood; City of Stanwood
5286	10/24/2024	Claims	3	38938	Puget Tech LLC	894.00	City of stanwood
5287	10/24/2024	Claims	3	38939	Pumptech, LLC	4,923.52	0148600
5288	10/24/2024	Claims	3	38940	Refund - Fast Water Heater	43.05	Fast Water Heater-Refund for Permit (outside city limits)
5289	10/24/2024	Claims	3	38941	Refund- Stanwood La Crosse	700.00	Stanwood La Crosse-Refund original check 5-23-24 Lost in mail
5290	10/24/2024	Claims	3	38942	Ricoh USA, Inc-Maint	11.26	4250811
5291	10/24/2024	Claims	3	38943	Ricoh USA, Inc.	442.50	1316669-3800326; 1316669-3816549
5292	10/24/2024	Claims	3	38944	Safeway	61.79	191483
5293	10/24/2024	Claims	3	38945	Skagit Farmers Supply	3,835.19	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
5294	10/24/2024	Claims	3	38946	Sno Co District Court	422.45	DCT34003
5295	10/24/2024	Claims	3	38947	Snohomish County Treasurer	3,840.45	91-6001368
5296	10/24/2024	Claims	3	38948	Snohomish County Treasurer	17.73	City of Stanwood; City of Stanwood
5297	10/24/2024	Claims	3	38949	Everett Daily Herald/ Sound Publishing, Inc.	295.84	14104597

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:35:24 Date: 11/06/2024

10/11/2024 To: 11/06/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5298	10/24/2024	Claims	3	38950	Stanwood Ace Hardware #14901	463.69	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
5299	10/24/2024	Claims	3	38951	Stanwood Camano Arts Advocacy Commission	2,000.00	City of Stanwood
5300	10/24/2024	Claims	3	38952	Stanwood Commerce Alliance	5,000.00	City of Stanwood
5301	10/24/2024	Claims	3	38953	The Sherwin Williams Co	1,512.26	City of Stanwood; City of Stanwood
5302	10/24/2024	Claims	3	38954	US Bank Na Custody/ Treas Div-Money Ctr	159.00	XXXXXXX717
5303	10/24/2024	Claims	3	38955	US Postal Service-Stanwood *	4.00	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
5304	10/24/2024	Claims	3	38956	USA Bluebook	726.79	478228; 478228
5305	10/24/2024	Claims	3	38957	Uline	124.95	9638073
5306	10/24/2024	Claims	3	38958	VECA Electric & Technologies, LLC	7,360.09	City of stanwood
5307	10/24/2024	Claims	3	38959	Verizon Wireless	712.18	742373248-00001
5308	10/24/2024	Claims	3	38960	%Financial Mngmt Services WA Dept of Natural Resources	131.00	1025983
5309	10/24/2024	Claims	3	38961	WA St Dept of Licensing *	582.00	City of Stanwood
5310	10/24/2024	Claims	3	38962	WA St Treasurer	1,671.51	City of Stanwood; City of Stanwood
5311	10/24/2024	Claims	3	38963	WM Corporate Services, Inc.	611.21	8-58270-85007
5312	10/24/2024	Claims	3	38964	Washington State Patrol *	132.50	91-6001127
5313	10/24/2024	Claims	3	38965	Wave Broadband	139.18	3201-0316547-01
5314	10/24/2024	Claims	3	38966	Zipty Fiber	93.12	360-939-0579-080320-5
5482	11/05/2024	Claims	3	38967	Badger Meter, Inc	187.56	460708
5483	11/05/2024	Claims	3	38968	Cascade Natural Gas Corp	263.53	839 440 0000 5; 127 540 0000 3; 498 440 0000 7; 953 540 0000 2; 931 607 9072 6
5484	11/05/2024	Claims	3	38969	CivicPlus, LLC	4,797.56	City of Stanwood
5485	11/05/2024	Claims	3	38970	Dataquest, LLC	82.00	CITYSTA
5486	11/05/2024	Claims	3	38971	Dept. of L&I - Boiler Section	318.00	City of Stanwood
5487	11/05/2024	Claims	3	38972	Ewing Irrigation Products Inc.	60.36	City of Stanwood
5488	11/05/2024	Claims	3	38973	Excavation West Inc.	241,180.12	City of Stanwood
5489	11/05/2024	Claims	3	38974	Grainger, Inc	3,052.91	848089215
5490	11/05/2024	Claims	3	38975	H D Fowler Company, Inc	29,779.55	City of Stanwood; City of Stanwood; City of Stanwood
5491	11/05/2024	Claims	3	38976	Hamilton Lumber & Rentals	12.00	66
5492	11/05/2024	Claims	3	38977	Lenz Enterprises, Inc.	33.80	City of Stanwood
5493	11/05/2024	Claims	3	38978	National Barricade Co LLC	70.64	City of Stanwood
5494	11/05/2024	Claims	3	38979	O'Reilly Auto Parts	76.84	1872464
5495	11/05/2024	Claims	3	38980	ODP Business Solutions, LLC	193.91	36274097; 36274097; 36274097
5496	11/05/2024	Claims	3	38981	Owen Equipment Company	6,372.24	36577; 36577
5497	11/05/2024	Claims	3	38982	PUD Of Snohomish County *	16,129.84	200208858; 200592889; 200240505; 200367373; 200633634
5498	11/05/2024	Claims	3	38983	Platt Electric Supply, Inc	76.00	24127; 24127
5499	11/05/2024	Claims	3	38984	Refund-Paul Woods	14.41	Refund-Paul woods for PRR 2024-92, balance of \$25.00 deposit
5500	11/05/2024	Claims	3	38985	Refund-Stanwood Lacrosse	400.00	Stanwood Lacrosse- Refund for 2022-2023 tournaments
5501	11/05/2024	Claims	3	38986	Ricoh USA, Inc-Maint	81.61	4250811; 4250811
5502	11/05/2024	Claims	3	38987	Safeway	36.68	191483
5503	11/05/2024	Claims	3	38988	Skagit Farmers Supply	235.51	135052; 135052
5504	11/05/2024	Claims	3	38989	Skagit Valley Publishing	913.77	48893; 49306; 48893; 48893; 48893; 48893; 48893; 48893

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:35:24 Date: 11/06/2024

10/11/2024 To: 11/06/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5505	11/05/2024	Claims	3	38990	Sno Co Dept Of Emergency Management	2,909.25	DEMSTNWD
5506	11/05/2024	Claims	3	38991	Sno Co Public Works *	373.70	CR000024
5507	11/05/2024	Claims	3	38992	Sno Co Sheriffs Office *	392,927.84	SSH00001; SSH00001
5508	11/05/2024	Claims	3	38993	Stanwood Ace Hardware #14901	394.90	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
5509	11/05/2024	Claims	3	38994	Stilly Auto Parts LLC	343.09	27197; 27197; 27197
5510	11/05/2024	Claims	3	38995	USA Bluebook	476.12	478228; 478228; 478228
5511	11/05/2024	Claims	3	38996	Unum Life Insurance	176.80	0220603-036 2
5512	11/05/2024	Claims	3	38997	VECA Electric & Technologies, LLC	21,725.56	City of Stanwood
5513	11/05/2024	Claims	3	38998	WA St Dept of Ecology *	500.00	176-WWD-02-86-000196
5514	11/05/2024	Claims	3	38999	WA St Dept of Transportation *	299.78	City of Stanwood
5515	11/05/2024	Claims	3	39000	Washington Audiology Service Inc	1,290.30	180900
5516	11/05/2024	Claims	3	39001	Wave Broadband	159.58	3201-0316545-01
5517	11/05/2024	Claims	3	39002	Western Exterminator Company	535.12	683591; 683591; 683591
5393	10/15/2024	Claims	8	EFT	US Bank St Paul	46.16	analysis service charge fee US Bank Muni

001 General Fund	508,280.81
101 Street Fund	7,619.39
103 Street Construction Fund	28,042.15
104 Park And Trail Improvement Fund	243,792.84
110 Building Improvement Fund	32,448.02
115 Tourism And Promotion	18,484.22
401 Sewer Fund	41,446.63
403 Sewer Construction Fund	25,174.17
410 Drainage Fund	11,094.76
411 Drainage Construction Fund	28,217.01
421 Water Fund	58,454.22
422 Water Construction Fund	32,497.84
630 Agency Fund	2,367.77

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	967,247.69
Payroll:	70,672.14
	1,037,919.83

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

() Finance Director () Auditing Officer Wendy Dowhower Date: 11-06-2024
 (x) Deputy Finance Director

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b

DATE: November 14, 2024

SUBJECT: City Council Meeting Minutes – October 24, 2024

CONTACT PERSON: Lisa Sokolik, City Clerk

ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for October 24, 2024, is attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE OCTOBER 24, 2024, CITY COUNCIL MEETING MINUTES AS PRESENTED".

CITY OF STANWOOD
Regular Meeting of the City Council
October 24, 2024 | 7:00 p.m.

MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

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

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, City Attorney Nikki Thompson, Police Chief Jason Toner, Sgt. Karl Gilje, Sgt. Kore Oyetuga and City Clerk Lisa Sokolik.

3. Approval of the Agenda

*Motion by Councilmember Robb, second by Councilmember Metz to approve the agenda as amended. **Motion carried unanimously.***

4. Presentation

Wastewater Treatment Plant Outstanding Performance Award for 2023

Mayor Roberts presented the Wastewater Treatment Plant Outstanding Performance Award for the year 2023 to WWTP Operators Michael Evans-Lead, Leland Bartlett, and Matt Kallicott. The City has received this recognition from Washington State Dept. of Ecology nine years in a row. Out of 300 wastewater treatment plants statewide, only 118 received the award.

5. Public Comment

No public comments.

6. Staff / Department Report

Finance Third Quarter Report

Councilmember Shepro asked if the park fees collected (pg 6.10) covered the cost to maintain those rental areas. Hammond answered no, the cost to maintain those areas is more than fees collected, but indirectly having the athletic fields tournament ready will help the City by drawing people to town where they can also shop and dine.

7. Council Committee Reports

- a. Community Development Committee Meeting Minutes – Oct. 3, 2024
- b. Planning Commission Meeting Minutes – Sept. 9, 2024
- c. Public Works Committee Meeting Minutes – Sept. 9 and Oct. 7, 2024

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – October 10, 2024
- c. Approve City Council Workshop Minutes – October 10, 2024

Motion by Councilmember Metz, second by Councilmember Shepro to approve consent agenda items A. approval of vouchers and payroll checks, B. approve City Council Regular meeting minutes for October 10, 2024, and C. approve City Council Workshop minutes for October 10, 2024. Motion carried unanimously.

9. Unfinished Business

No unfinished business.

10. Public Hearing

First Reading of Ordinance 1539: 2025 Property Tax Levy

Mayor Roberts opened the Public Hearing at 7:13 p.m.

Hammond discussed the property tax levy with Council. Property tax is a big supporter of the general operations of the City and is a serious decision of the Council. Council has reviewed and discussed the proposed 2025-2026 budget and capital plan at four Council Workshops earlier this year.

With no public comments, Mayor Roberts closed the Public Hearing at 7:26 p.m.

Councilmembers asked questions and made comments.

Motion by Councilmember Robb, second by Councilmember Hicks to approve the first reading of Ordinance 1539 Levying Taxes upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for 2025, with one percent levy increase from 2024. Motion carried unanimously.

11. New Business

- a. Adopt Resolution 2024-12 Salary and Benefit Schedule

Motion by Councilmember Metz, second by Councilmember Shepro to pass Resolution 2024-12 adopting the Salary and Benefits Schedule for the City Employees effective January 1, 2025. Motion carried unanimously.

- b. Authorize the Mayor to Sign a Contract with Merrell Bros, Inc. for Biosolids Removal

Motion by Councilmember Gaumond, second by Councilmember Bergman to authorize the Mayor to sign a contract with Merrell Bros, LLC in the amount of \$1,293,000.00 with a project contingency of \$140,000.00 for total project authorization of \$1,433,000.00. Motion carried unanimously.

12. Public Closing Comments

No closing comments.

13. Executive/Legislative Reports

- a. Mayor's Report
- b. City Administrator Report
- c. Councilmember's Report/Questions

14. Recess to Executive Session

No executive session scheduled for this meeting.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:10 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD CITY AGENDA STAFF REPORT

ITEM: 8c

DATE: November 14, 2024

SUBJECT: Stanwood Police Drone Purchase

CONTACT PERSON: Alan Lytton, City Engineer

ATTACHMENT:

ISSUE

The issue in front of Council is whether or not to authorize the Mayor to partner with the Police Department in purchasing a drone.

SUMMARY STATEMENT

The Stanwood Police Department approached City Staff asking to partner on the purchase of a new drone, as it is a mutual benefit to the Police and City. The City currently does not have a drone. Staff plans to use the drone to document existing site conditions prior to projects and for newsletters and community engagement.

BACKGROUND

In November of 2021, Stanwood PD purchased an entry level drone for \$2,300. At the time of purchase this drone was being discontinued and we were able to get a “deal”. Over the last three years this drone has served our patrol officers well, helping with finding wanted suspects and missing elderly people. Additionally, the drone has been used at Stanwood Community events, to take aerial photos of the city, and to document water levels/damage from last year’s flood.

The Stanwood PD drone is no longer FAA approved and we must apply for a waiver every year. The drone is prone to malfunctions, for example, it has lost connectivity with the drone operator several times, most notably when it crashed at National Night Out, thankfully no one was hurt.

Our current drone is not outfitted to meet the needs for the police department. It does not have the ability to fly in the rain, has limited range (2.48 miles), low flight time (25 minutes), does not have a spotlight, or speaker.

The Police Department is asking the City to partner in the purchase a new drone, DJI Matrice 300T. The cost of this drone is \$12,865.47. PD is asking the City for \$6,000 towards this purchase. The reminder \$6,865.57 will come out of the police department’s supply budget via the Sheriff’s Office. Once purchased, the drone will be the sole property of the City of Stanwood.

The City’s portion of the purchase will be allocated to the Public Works and Community Development Department’s equipment budgets.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO PARTNER WITH THE SNOHOMISH COUNTY SHERIFF IN PURCHASING A DRONE NOT TO EXCEED \$6,000.00”.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9

DATE: November 14, 2024

SUBJECT: Second Reading and adoption of Ordinance 1539 -
2025 Property Tax Levy

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENT: A - Ordinance 1539, 2025 Property Tax Levy

Reference: [Link to 2025-2026 Preliminary Digital Operating and Capital Budgets](#)

PURPOSE

The purpose of this agenda item is to consider Second Reading and adoption of Ordinance 1539, establishing the 2025 property tax levy.

BACKGROUND

The city held a public hearing to allow testimony from residents on October 24, 2024, at which none was submitted. The Council was briefed on the general state of the economy, estimated revenues for the biennium and six-year outlook for the General Fund and Street. Council discussed and approved first reading of the tax levy ordinance including the statutory 1% increase in the levy amount.

The Mayor's proposed 2025-2026 Biennial General Fund Budget anticipates revenue of \$7,265,797 in 2025 and \$7,500,128 in 2026. The city's biennial budget is estimated to begin 2025 with a fund balance of \$4.5 million and a forecast ending 2026 Fund Balance of \$1.9 million. The 2024 ending fund balance represents approximately 63% of preliminary budgeted 2024 General Fund expenditures, which is well above the 25% reserve level required by the city's Financial Management Policy (Section 2.a.). This surplus arose due to taxes and fees greater than estimates, and expenditures running under budget, primarily due to less than 100 percent staffing and professional services engagements carrying over to the next biennium (Municipal Code Update and Records Digitization). The biennial surplus must be transferred to capital funds according to the Financial Management Policy. The 2025 transfers out of the General Fund will largely go to funding the new police station construction.

DISCUSSION

Property Tax Levy for 2025

Property taxes and the amount that a taxing jurisdiction, the City, may levy each year is subject to strict limitations. The Levy amount is a set dollar amount that the City may levy and is based on the value of property assessed by the Snohomish County Assessor. One limitation is the levy cannot increase more than 1% from the prior year levy, unless the City has available capacity to levy more; however, this additional amount is subject to further limitations.

For 2025, the proposed tax levy is calculated by taking the 2024 levy of \$2,101,358 and increasing it 1% or \$21,014, to \$2,122,372. Additionally, the levy is also allowed to increase by the value of new construction, state utility changes, refunds and annexations that occurred in the prior year. For the 2025 levy, new construction value is estimated at \$66,758 in levy dollars. Based on a 1% increase for the 2025 levy, the city tax rate would be \$1.2383 per \$1,000 of AV; a decrease of \$0.08 per \$1,000 of AV from the 2024 tax rate. The total levy, including the value from new construction, state utilities and refunds from prior years is \$2,199,130.

In addition to the 1% annual increase limitation is the \$3.60 District Aggregate Limitation. This means that the total amount of the city tax rate, the Regional Fire Authority rate and the Sno-Isle Library rates cannot cumulatively exceed \$3.60 per \$1,000 of AV. For 2025, we meet this limitation as the proposed city rate is \$1.316, the RFA is estimated to be \$1.50, and the Library is estimated to be \$0.38 for a total of \$3.196. The City Council may choose to levy banked capacity, estimated to be no more than \$642,356 in additional levy with a tax rate of no higher than \$1.60. This additional levy amount would increase the levy over the 1% limitation but is allowed by law.

The preliminary budget for 2025-2026 Proposed budget does not include the levy of banked capacity but does include one percent increase. Table One below summarizes a 2025 levy with a one percent increase to remain consistent with the biennial budget, however council may elect to not increase the levy and bank the capacity for future needs. Table Two below provides examples of the impact of these options on a typical residence, including an example demonstrating the effect of a levy of \$200,000 of available banked capacity, for illustrative purposes.

Table One – 2025 Property Tax Levy Summary- With 1% Increase

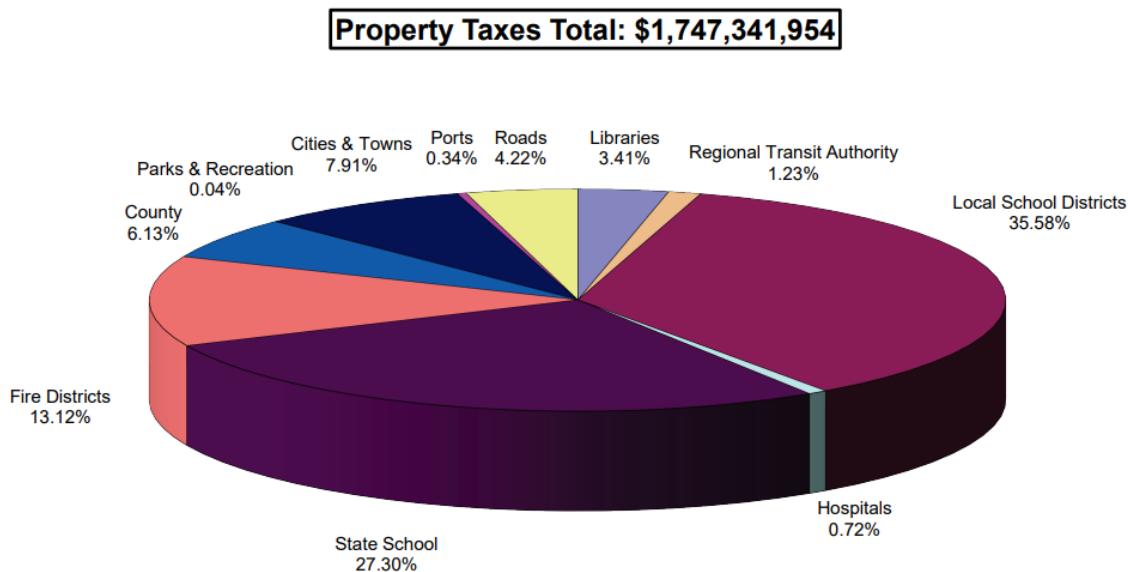
Item	Amount
2024 Total Regular Levy	\$ 2,101,358
1% Levy Increase	21,014
Est. New Construction (\$36.0 million)	66,758
Refunds	0
Annexation	0
Utilities (estimated)	10,000
Banked Capacity (within \$1.60 statutory limit)	642,356
Additional Banked Capacity Estimate	319,667
Estimated 2025 Levy cap*, includes new construction and refunds, without Banked Capacity	\$2,199,130
Estimated 2025 Levy Rate, without banked capacity*	\$1.2383
*Amounts per Sept. 2024 Preliminary Assessed Valuation \$1,775,928,722.	

Table Two – Example impact of levy options

Estimated 2025 Tax On Typical Residence*		Levy Rates
With no increase	\$ 656.98	\$ 1.2265
With 1% increase	\$ 663.32	\$ 1.2383
With 1% increase, and levy \$100,000 banked capacity	\$ 723.65	\$ 1.3509
For reference, 2024 tax on typical residence*	\$ 633.83	\$ 1.3139
*Typical 2024 residence value \$482,400		

The chart below illustrates the portion of a property owner’s annual property tax that was levied by Snohomish County cities in 2024, 7.91 percent.

Snohomish County Distribution of Taxes 2024



Staff Recommendation: Staff recommends approving Second Reading and adoption of Ordinance 1539 which increases the 2025 Property Tax Levy by the statutorily allowed one percent over the 2024 Levy Amount. The decision whether to levy some or all available banked capacity is available to the City Council, which could be set aside in capital funds to provide reserves for future projects, such as funding bonded debt for parks or streets improvement projects. Such reserves contribute to the city’s bond rating, which in turn lead to lower long-term borrowing costs.

Committee/Board Recommendation: N/A. The budget and property tax levy are reviewed by the full City Council.

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve Second Reading and adoption of ordinance 1539 to increase the 2025 Property Levy 1%.
2. Approve Second Reading and adoption of ordinance 1539 to increase the 2025 Property Tax Levy an additional % that is within the \$3.60 limitation, utilizing a portion of banked capacity; which can be no more than \$652,356.
3. Approve the Second Reading and adoption of ordinance 1539 that does not increase the Levy and remain at 2024 levy amount adding to future banked capacity.
4. Do not approve ordinance 1539 and direct staff to prepare other analysis and make further adjustments and set another adoption date for the 2025 Levy no later than November 27, 2024.

PROPOSED MOTION

“I MOVE TO APPROVE THE SECOND READING AND ADOPTIOIN OF ORDINANCE 1539 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR 2025, WITH ONE PERCENT LEVY INCREASE FROM 2024.”

Note that the council must take final action on a property tax levy by November 27, as levy certifications must be prepared and submitted to the Snohomish County Assessor’s Office by their 2024 deadline.

Ordinance / Resolution No. 1539
RCW 84.55.120

WHEREAS, the City Council of the City of Stanwood has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2025; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 2,101,358.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2025 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 21,014.00
which is a percentage increase of 1% from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 14 day of November, 2024.

_____	_____
_____	_____
_____	_____

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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

ITEM: 10a

DATE: November 14, 2024

SUBJECT: Capital Improvement Plan (CIP)

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Resolution 2024-14 Adopting 2025-2030 CIP
B – 2025-2030 Capital Improvement Plan (CIP)
C – [Digital Capital Improvement Plan \(CIP\)](#)

ISSUE

The issue in front of the City Council is to discuss the proposed list of capital improvements in the 2025-2030 Capital Improvement Plan and accept the first reading of Resolution 2024-14 Six Year Capital Improvement Plan.

RECOMMENDATION

Review and discuss the 2025-2030 Capital Improvement Plan (CIP) and accept the first reading of Resolution 2024-14 Six-Year Capital Improvement Plan.

SUMMARY STATEMENT

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development.
- Reduce the cost of serving new development with public facilities.
- Ensure that these facilities will be in place when development occurs.

The capital improvement plan is a six-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually. An update to the City's Six-Year CIP does not require an amendment to the City's Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157.

City Council reviewed and discussed the Six-Year CIP for Fiscal Years 2025-2030 at their August and October Special Workshops and considered what capital improvements are in the best interest of the health, safety, and welfare of the citizens of Stanwood.

DISCUSSION

The following are brief descriptions of projects proposed and amounts included in the 2025-2026 biennial budget:

Parks Capital:

Cedarhome Area Park 2025 \$70,000

The City Council has directed staff to explore properties to develop a park in the Cedarhome neighborhood.

Raplee Property Evaluation 2025 \$600,000

The city received a grant to design remediation requirements on the property. Based on the results of this work, the city may proceed with acquisition and cleanup of the parcel, dependent on availability of grant funding.

Johnson Farm Park 2025 \$315,000

Johnson Farm Park was purchased with Conservation Futures funds, which limits future uses as follows: Passive Recreation: trails, interpretive centers, viewpoints, picnic facilities, access, restrooms, restoration projects, associated parking. The project includes demolition of the existing buildings and building a parking lot and restrooms.

Estimated project costs relate to:

2025: Complete demolition and Environmental Cleanup.

2026: Parking lot and restroom construction

Church Creek Park 2025 \$465,000 2026 \$65,000

Church Creek Park is a 15.4-acre community park in the uptown area of the city. It serves the main residential area of the city and is located across the street (72nd Avenue) from Stanwood High School. Park facilities include a baseball field, sports court, disc golf, covered group picnic shelter and individual picnic facilities, playground equipment, paved parking lot, and large wooded areas with a walking trail to Church Creek. In 2020, the City adopted an updated master plan for the Park with expanded recreational features. Full development of the master plan concepts will take 20 years to fully implement. The current six-year plan follows the priority projects:

2025/2026: Baseball field irrigation Upgrade \$40,000, Design/Permit new picnic shelter \$65,000, Build upper trail \$200,000, misc. park improvements \$45,000 (seating along paths, additional picnic tables, disc golf course realignment)

2027 / 2028: Construct new picnic shelter \$250,000. Construction of Upper Frontage Trail \$300,000

Depot Park 2025 \$1,100,000

Finalize design and construction of Depot Park, which includes hard pavement surface, band stand, holiday tree, open and covered seating, wayfinding signs and options for art installation.

Heritage Park 2025 850,000 2026 \$550,000

2025: Construct new Depot Park \$1.1million; Ballfield lighting assessment \$50,000; Remodel Bathroom \$50,000; Construct Pump track \$500,000; Design ADA Accessible Playground \$50,000; Improve loop trail \$200,000

2026: Construct ADA Playground \$450,000

Port Susan Trail 2025 \$250,000 2026 \$250,000

2025: Construction of the trail segment around the city's Public Works facilities required construction of a boardwalk to connect to Hamilton Landing, which requires tree planting as mitigation. A portion of this planting is related to work on the IS4 project so that portion will be funded with Stormwater Utility funds.

2026: Design Phase 3 which will continue the 10-foot-wide multi-purpose trail around the eastern perimeter of downtown Stanwood from Heritage Park towards the train tracks and then south along 84th Avenue to the park and ride lot on 267th Street SW \$25,000. Design and permitting of Phase 2B \$75,000 (using the existing 98th bridge). Construction of first half of new Phase 3 \$300,000 (using existing sidewalks - fill in gaps). boardwalk to connect to Hamilton Park. Future phases will include crossing Irvine Sough. The 2025 segments are dependent on receiving grant funding.

Total Parks Capital 2025 \$3,650,000 2026 \$865,000

Buildings Capital:

Flock Camera System – Installation 2025 \$50,000

Install and operation of Flock Security camera system.

City Hall Landscaping 2025 \$30,000

Permanent landscaping work to be completed around City Hall building.

New Police Station Design and Construction 2025 \$600,000 2026 \$6,600,000

Design and construct new police station, council chambers and archives room.

Total Buildings Capital: 2025 \$680,000 2026 \$6,600,000

Street Construction Projects:

City Beautification Projects 2025 \$100,000 2026 \$85,000

The City adopted the City Beautification Action Plan in December of 2020 as an implementation of several city visioning and economic development plans. The City Beautification Action Plan includes six key program elements that focus on improving city infrastructure and promoting the city as the cultural and economic hub of greater Snohomish County. These elements include:

- 72nd Avenue Gateway Signage and Landscaping.
- Main Street Revitalization.
- Downtown Gateway Features.
- SR 532 Beautification.
- Wayfinding Signage.
- Public Art.

Achieving full build-out of the Beautification Action Plan will take time, phased implementation, and significant resources. This capital budget item is intended to annually fund the gateway, wayfinding, and landscaping components of the City Beautification Action Plan.

272nd & 2nd Sidewalk 2025 \$150,000 2026 \$650,000

This project will add roughly 1200 feet of sidewalk, curb ramps, storm drains, and planter strip from the end of existing sidewalk on 272nd adjacent to the School District Maintenance building connecting to existing sidewalk on 72nd south of Upper Left apartments.

Overlay and ADA Improvements 2025 \$510,000 2026 \$428,000

Asphalt overlay and ADA upgrades on federally classified routes. This will be TIB grant dependent each year.

Viking Way- 90th Ave Phase 2 2025 \$1,800,000

Project will construct a continuation of Viking Way from where the previous phase ended in 2020 to 92nd Ave, ultimately connecting 88th to 92nd eliminating an existing misalignment on 92nd. This new roadway will include curb, gutter, sidewalks, landscaping, street lighting, and underground utilities.

Twin City Mile Downtown Renovation Project 2025 \$1,744,552 2026 \$575,000

The Twin City Mile revitalization project reimagines how the City's main downtown commercial corridor, 271st and 270th Streets, could look and function by connecting City Hall Park to the Train Station. Project elements include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, constructing park areas, and installing street trees, art, and other curb appeal amenities. Using policy guidance from the City Beautification Plan, the City initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure by:

- Creating Pedestrian-Friendly Streets.

- Actively Engage Storefronts with Walkable Sidewalks.
- Encourage Use of Streets for Community Festivals.
- Create Usable Urban Park Spaces; and
- Promote the Concept of Buying Local.

Over the next six years, the project will be broken into multiple phases, first year:

2025: Construct safety improvements at 88th St. and mid-block crossing of Main St. West End Brick Road 100% Design, West End Gateway, East End 100% design and construction

2026: 84th traffic calming and Cedarhome circle.

2027: West End Brick Road and Camano Street Construction (TIB Dependent)

2028: West End Construction continued; 271st St Middle School Mid-Block Crossing Design

2029: 271st St Middle School Mid-Block Crossing Construction

2030: 271st St Middle School Mid-Block Crossing Construction

80th & 284th Sidewalk Connection 2025 \$150,000

The project will construct a new section of sidewalk to connect 283rd and the new Chandler's Reserve development on 284th.

SR 532 Intersection Control Evaluations - 72nd and 102nd 2025 \$80,000

Intersection evaluation

SR532 & 72nd Crosswalk and Signalization 2025 \$50,000 2026 \$150,000

This project would add a North/South crossing on the East side of the SR532 and 72nd intersection. The new crosswalk would require channelization revisions, new ADA ramps, and new signal equipment consisting of right-turn flashing yellow arrows (FYAs) and APS upgrades.

Westside Overlays 2025 \$50,000 2026 \$400,000

Overlays on 104th DR NW, 102nd DR NW, 273rd PL NW, 272nd PL NW, and 271st ST NW.

Sidewalk: 272nd St NW 2025 \$430,000

North side between 72nd Ave and West of 78th Ave. Add curbing, gutter, sidewalk, and ADA requirements to the north side of 272nd St NW. This project would connect the sidewalk installed by the Highschool and Brandt short plat. There is an old existing sidewalk in portions of the project that would get removed to accommodate curbing. The existing sidewalk sits at road grade.

Total street construction projects 2025 \$5,064,552 2026 \$2,288,000

Sewer Capital:

Sewer Project Inventory 2025 \$225,000

Sewer Project Inventory

Biosolids Removal 2025 1,400,000

Periodically, the utility must contract for biosolids removal. As the city grows the frequency will increase, and the cost continues to increase. The utility's capital improvement plan includes a plant upgrade that will process biosolids on an ongoing basis and eliminate one of the settling ponds, however this plan includes one additional biosolids removal contract in 2030.

Wastewater Treatment Plant Upgrades 2025 \$1,100,000 2026 \$1,597,000

The City's utility engineering consultant, RH2, has looked at three alternatives to upgrade the capacity of the WWTP. From their liquid stream analysis, the plant will need to be upgraded in our current planning period by 2034.

SR532 and Pioneer Hwy Sewer Crossing 2025 \$800,000

SR532 and Pioneer Hwy Sewer Crossing

Pioneer Hills Lift Station Upgrade 2025 \$350,000

Upgrading Pioneer Hills Lift Station equipment includes two new pumps with a new control system. Full integration to SCADA and adding a backup power source. A new metal roof is also needed for the building.

272nd St / 76th Dr Main Replacement 2026 \$150,000

Replace approximately 2,200 LF of existing 8-inch and 12-inch gravity pipe with sewer main between 79th Drive NW and 76th Drive NW and along 76th Drive NW between 272nd Street NW and 276th Street NW

Pioneer Hwy and SR532 Sewer Main 2025 \$600,000

Upsize existing pipe to 15" to mitigate existing capacity issues. Approx 1000 feet of pipe south of 77th AVE NW (Taylors Landing)

GIS Equipment and Setup (Sewer) 2025 \$100,000 2026 \$100,000

Annual investment for sewer element for building a complete GIS system. The GIS system will provide an accurate inventory and location of City sewer system.

Decommission Church Creek Lift Station 2025 \$40,000 2026 \$40,000

Decommissioning of Church Creek Lift Station.

274th Sewer Main Replacement 2025 \$700,000

Replace approximately 980lf of existing gravity main with 15-inch diameter gravity pipe.

Cedarhome Collection System 2025 \$275,000

To eliminate the Cedarhome Lift Station, a connection will need to be made to Church Creek Estates. This will be complete after all other downstream improvements have been completed.

Twin City Mile Project 271st & 94th Main Replacement 2025 \$200,000 2026 \$850,000

Begin design and construction to replace existing gravity sewer pipes in 94th Drive NW from the main pump station and 271st Street. Also replacing pipe in 271st Street NW between 94th Drive NW and 99th Avenue NW and 271st Street and Camano Street.

Cedarhome Dr Sewer Main Replacement 2025 \$1,285,000

Phase I replaces approximately 1080 LF of existing gravity pipe with 24/12-inch diameter gravity pipe per City standards along Cedar Home Dr. and 84th Ave NW. Phase II Replace approximately 660 LF of existing gravity pipe with 24-inch diameter gravity pipe per City standards along Cedar Home Dr. between Pioneer Hwy and 84th Ave NW.

72nd Ave Sewer Main Replacement 2025 \$1,925,000

Replace approximately 2,000lf of existing gravity pipe with 15-inch diameter gravity pipe along 72nd Avenue between Pioneer Highway and SR532.- due to High School putting their sewer under SR532, this has resulted in undersized pipes on 72nd AVE. This project will upsize these pipes.

68th Sewer Main Replacement 2025 \$1,000,000

Replace the sewer main in 68th Ave. between 284th St. and the Cedarhome Lift Station. The existing pipe was shown to be undersized in a sewer availability analysis for Josephine Sunset Homes.

Total Sewer Capital 2025 \$10,000,000 2026 \$2,737,000

Stormwater Capital:

Larson Dam Replacement 2025 \$200,000

Replace Larson Dam

Cedarhome Dr Collection System 2026 \$100,000

Cedarhome Drive Collection System

Irvine Slough Dredge 2026 \$60,000

We have a 5-year HPA to dredge Irvine Slough. It should be done every other year to improve storm conveyance.

Viking Way Drainage Element 2025 \$216,000

Viking Way Drainage Element

Floodwall- Florence Rd. 2025 \$400,000 2026 \$200,000

Construct a removable floodwall on Florence Road to prevent flooding of downtown Stanwood during flood events. Design, permit and build a removable wall on Florence Road on BNSF rail right of way to help prevent flooding into the City's downtown during high tides and flood events. City will design and install the wall on city right of way; BNSF staff will install the pilings needed on BNSF right of way. Flood walls will be owned and maintained by the city. Design is wrapping up with construction coordination with the BNSF ongoing.

Irvine Slough Drainage 2025 \$3,700,000 2026 \$2,200,000

Phase 4, construction 2025, will provide conveyance to the pump house constructed during phase 2. This conveyance will head East to Marine View Drive then under the railroad tracks to allow the removal of gravity connections to the East end of Irvine Slough. These pipes are currently proposed to be within the existing SR 532 right of way corridor and will have large catch basins placed on the existing drainage connections that currently flow South under SR 532 to Irvine Slough. These flows will now be connected to the Phase 2 lift stations, treated and discharged into the old Stillaguamish River. The project phase will require design costs and permitting costs associated with WSDOT and BNSF right of way. Phase four has an estimated cost of \$4,000,000 Phase 5, construction funded for 2025 will replace/repair the existing undersized and improperly sloped drainage conveyance system along 92nd Ave NW. Phase 5 has an estimated cost of \$500,000 Phase 6, construction planned for 2026+, will continue the Phase 3 system improvements North and West through the old town portions of downtown Stanwood. This phase will terminate with an inlet structure at Douglas Slough. This inlet structure will not be placed to drain Douglas Slough, but to eliminate the need for the slough gravity outlet to the old Stillaguamish. Phase 6 has an estimated cost of \$4,000,000.

GIS Equipment and Setup (Stormwater) 2025 \$100,000 2026 \$100,000

Annual investment for sewer element for building a complete GIS system. The GIS system will provide an accurate inventory and location of City storm sewer system.

Skagit Bay Dike Repair 2026 \$6,000,000

Skagit Bay Dike Repair will be completed.

Irvine Slough Pump Station 2025 \$100,000 2026 \$150,000

This cost is to implement repairs and upgrades to the Irvine Slough Pump station.

Total Stormwater Capital 2025 \$4,716,000 2026 \$8,810,000

Water Capital:

Annual Water Main Improvements 2025 \$100,000 2026 \$100,000

Annual replacement of water mains and other improvements to correct deficiencies. Several projects have been identified.

Water Treatment Plant/Cedarhome Well Upgrades Phase 2 2025 \$150,000

Water Treatment Plant/Cedarhome Well Upgrades Phase 2 projects to be completed. Including replacing chlorine analyzers and brine pumps, rectifiers, and control panels.

Meter Replacement 2025 \$80,000 2026 \$80,000

Annual meter replacement program.

103rd Water Upgrade Phase 2 2025 \$450,000

Replace existing 2-inch galvanized water main with new 8-inch PVC pipe in coordination with street and sewer projects.

Cedarhome Well Generator 2025 \$250,000

Implementation and install of Cedarhome Well Generator.

271st Camano Street to 94th Main Replacement (TCM Project) 2025 \$200,000

Replacement of water main in coordination with sewer and street projects ahead of Twin City mile Project.

72nd from 272nd to 27408 72nd Main 2025 \$150,000

Install new water main to create a loop in the system, providing better water quality.

272nd from 78th St to 72nd St Main Replacement 2026 \$120,000

272nd ST from 78th ST to 72nd ST water Main Replacement. Replacing approximately 2,250 ft of 6-inch and 10-inch PVC water main with 12-inch PVC. Currently, there are 15 services and 3 hydrants.

Cedarhome Dr Main and Park Drive Replacement 2025 \$164,000 2026 \$1,500,000

The project area now includes Pioneer Highway up to 276th Street. Park Lane Cedarhome Drive to 276th Place, including looping in Park Drive. The new project now consists of replacing 6-inch steel and 2-inch galvanized water main with approximately 3,250 ft of 8-inch PVC pipe.

Knittle Booster Station Improvement 2025 \$236,000 2026 \$850,800

Knittle Booster Station is approximately 25 years old and near the end of its life. The facility has many issues, including a rusting steel floor and piping. Pump efficiency concerns. This project includes replacing the existing structure with a concrete masonry unit (CMU) building with adequate ventilation. Replace existing piping and flow meter. Perform pump efficiency testing on existing pumps and replacement if necessary.

76th Dr Main/Service Relocation 2026 \$90,000

Replace the approximately 6-inch AC and 4-inch PVC water main with an approximately 1,350 feet 12-inch PVC. Relocate water services from alley to new main. Currently, 20 services to relocate and 3 fire hydrants.

GIS Equipment and Setup (Water) 2025 \$100,000 2026 \$100,000

Annual investment for Water element to build a complete GIS system. This GIS system will provide an accurate inventory and location of City water system.

Total Water Capital 2025 \$1,880,000 2026 \$2,840,800

Total All Departments 2025 \$25,990,552 - 2026 \$24,140,800

COUNCIL OPTIONS

Consider accepting the first reading of Resolution 2024-14 Six Year Capital Improvement Plan 2025-2030.

MOTION:

"I MOVE TO ACCEPT THE FIRST READING OF RESOLUTION 2024-14 - SIX YEAR CAPITAL IMPROVEMENT PLAN 2025-2030."

**RESOLUTION NO. 2024-14
CITY OF STANWOOD, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD,
WASHINGTON, APPROVING AND ADOPTING THE CITY'S SIX-YEAR
CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2025 – 2030.**

WHEREAS, pursuant to the City's Comprehensive Plan, an update to the City's Six-Year CIP does not require an amendment to the Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157; and

WHEREAS, the City would like approve and adopt its Six-Year CIP; and

WHEREAS, the City Council has reviewed the Six-Year Capital Improvement Plan for Fiscal Years 2025 – 2030 and has determined that it is in the interest of the health, safety, and welfare of the citizens of Stanwood to adopt the CIP.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON

Section 1. That the Six-Year Capital Improvement Plan for Fiscal Years 2025 – 2030, attached as Exhibit A and incorporated herein by this reference, is hereby **Approved and Adopted**.

APPROVED AND ADOPTED this ____ day of November 2024.

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT A

Department	Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Buildings	Flock Camera System - Installation	\$50,000						\$50,000
	City Hall Landscaping	\$30,000						\$30,000
	New Police Station Design and Construction	\$600,000	\$6,600,000					\$7,200,000
Total Buildings		\$680,000	\$6,600,000	\$0	\$0	\$0	\$0	\$7,280,000
Park Facilities	Raplee Property Environmental Cleanup (271st/270th Street Tr	\$600,000						\$600,000
	Cedarhome Area Park	\$70,000						\$70,000
	Johnson Farm Park (Skagit Bay Dike)	\$315,000		\$500,000				\$815,000
	Church Creek Park	\$465,000	\$65,000	\$350,000	\$250,000			\$1,130,000
	Depot Park	\$1,100,000						\$1,100,000
	Heritage Park	\$850,000	\$550,000	\$2,185,000	\$450,000	\$1,200,000		\$5,235,000
	Port Susan Trail	\$250,000	\$250,000	\$900,000	\$300,000	\$100,000	\$750,000	\$2,550,000
	Ovenell Park			\$70,000				\$70,000
Total Park Facilities		\$3,650,000	\$865,000	\$4,005,000	\$1,000,000	\$1,300,000	\$750,000	\$11,570,000
Street Capital	SR 532 Intersection Control Evaluations - 72nd and 102nd	\$80,000						\$80,000
	SR532 & 72nd Crosswalk and Signalization	\$50,000	\$150,000					\$200,000
	Viking Way - 90th Ave Phase 2	\$1,800,000						\$1,800,000
	80th & 284th Sidewalk Connection (Southwest Corner)	\$150,000						\$150,000
	272nd & 72nd Sidewalk	\$150,000	\$650,000					\$800,000
	Sidewalk Repair and Maintance		\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
	Westside Overlays	\$50,000	\$400,000	\$400,000	\$400,000			\$1,250,000
	101st Ave Reconstruction & Overlay						\$2,856,368	\$2,856,368
	80th Ave Reconstruction Phase 2 Widening with Calming Device				\$5,000,000			\$5,000,000
	SR532 Hamilton Entrance Intersection				\$800,000	\$2,700,000		\$3,500,000
	Sidewalk: 272nd St NW	\$430,000						\$430,000
	Overlay and ADA Improvements	\$510,000	\$428,000	\$450,000	\$450,000	\$450,000		\$2,288,000
	284th Street NW Improvements			\$1,000,000				\$1,000,000
	City Beautification Projects	\$100,000	\$85,000	\$45,000	\$45,000	\$45,000	\$45,000	\$365,000
	Twin City Mile Downtown Renovation Project	\$1,744,552	\$575,000	\$1,500,000	\$1,150,000	\$500,000	\$500,000	\$5,969,552
Total Street Capital		\$5,064,552	\$2,288,000	\$3,895,000	\$8,345,000	\$4,195,000	\$3,901,368	\$27,688,920
Stormwater	Larson Dam Replacement	\$200,000						\$200,000
	Cedarhome Drive Collection System		\$100,000	\$1,500,000				\$1,600,000
	Irvine Slough Dredge		\$60,000		\$80,000		\$150,000	\$290,000
	Viking Way Drainage Element	\$216,000						\$216,000
	Floodwall - Florence Rd	\$400,000	\$200,000					\$600,000
	South Douglas Slough Outfall Rehabilitation				\$350,000			\$350,000
	85th Drive Drainage Improvements						\$1,180,000	\$1,180,000
	276th Pl and Pioneer Hwy Drainage Improvements (Ditch Work)					\$80,000		\$80,000
	Lover's Lane and 92nd Ditch Improvements				\$690,000			\$690,000
	GIS Equipment and Set-Up (Drainage)	\$100,000	\$100,000					\$200,000
	Skagit Bay Dike Repair		\$6,000,000					\$6,000,000
	Irvine Slough Pump Station Building	\$100,000	\$150,000	\$250,000				\$500,000
	Drainage System Receiving Station				\$400,000			\$400,000
	Drainage Rate Updates					\$45,000		\$45,000
	Irvine Slough Drainage	\$3,700,000	\$2,200,000					\$5,900,000
Total Stormwater		\$4,716,000	\$8,810,000	\$1,750,000	\$1,520,000	\$125,000	\$1,330,000	\$18,251,000

EXHIBIT A

Department	Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Water	103rd Water Upgrade Phase 2	\$450,000						\$450,000
	72nd AVE from 272nd ST to 27408 72nd Main (loop system)	\$150,000						\$150,000
	Cedarhome Well Generator	\$250,000						\$250,000
	271st St at Florence Pipe Upsize					\$205,000		\$205,000
	Decommission Sill Well			\$15,000				\$15,000
	(89th) Northern UGA Main Improvements						\$720,000	\$720,000
	(Skrinde Rd) Northern UGA Main Improvements					\$1,150,000		\$1,150,000
	(288th to Pioneer HWY) Northern UGA Main Improvements				\$950,000			\$950,000
	272nd ST from 78th ST to 72nd ST Main Replacement		\$120,000	\$1,030,000				\$1,150,000
	271st Camano Street to 94th Main Repl. (TCM Project)	\$200,000		\$610,000				\$810,000
	Cedarhome Drive Main and Park Drive Replacement	\$164,000	\$1,500,000					\$1,664,000
	Leque Road Main Replacement					\$100,000	\$1,000,000	\$1,100,000
	Knittle Booster Station Improvements	\$236,000	\$850,800					\$1,086,800
	76th Drive Main/Service Relocation		\$90,000	\$700,000				\$790,000
	Water Treatment Plant/Cedarhome Well Upgrades Phase 2	\$150,000						\$150,000
	101st AVE from 272nd PL to 274th Main Replacement						\$506,791	\$506,791
	GIS Equipment and Set-Up (Water)	\$100,000	\$100,000					\$200,000
	Water Rate Study					\$45,000		\$45,000
	Annual Water Main Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000
	Meter Replacement	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000		\$400,000
	Total Water	\$1,880,000	\$2,840,800	\$2,535,000	\$1,130,000	\$1,680,000	\$2,226,791	\$12,292,591
Sewer	Sewer Project Inventory	\$225,000						\$225,000
	Biosolids Removal	\$1,400,000					\$2,000,000	\$3,400,000
	WWTP Plant Upgrades	\$1,100,000	\$1,597,000	\$6,597,000	\$8,770,000	\$8,770,000		\$26,834,000
	Cedarhome Collection System	\$275,000						\$275,000
	SR532 and Pioneer Hwy Sewer Crossing	\$800,000						\$800,000
	Pioneer Hwy and SR532 Sewer Main	\$600,000						\$600,000
	WWTP Telemetry Upgrades			\$104,000				\$104,000
	WWTP Generator Replacement					\$202,000	\$1,009,000	\$1,211,000
	Existing Secondary Clarifier No. 2 Replacement					\$195,000	\$971,000	\$1,166,000
	Existing Secondary Clarifier No. 1 Replacement					\$195,000	\$971,000	\$1,166,000
	272nd St / 76th Dr Main Replacement	\$150,000						\$150,000
	UV System Replacement and Expansion					\$182,000	\$725,000	\$907,000
	Twin City Mile Project-- 271st Camano Street to 94th Main Rep	\$200,000	\$850,000	\$850,000				\$1,900,000
	99th/272nd Pl Main Replacement				\$110,000	\$665,000		\$775,000
	GIS Equipment and Set-Up (Sewer)	\$100,000	\$100,000					\$200,000
	Decommission Church Creek Lift Station	\$40,000	\$40,000					\$80,000
	Grit Removal Unit and Classifier Installation Concrete Chamber			\$409,000	\$1,635,000			\$2,044,000
	Headworks Screen Replacement/Addition			\$228,000	\$1,137,000			\$1,365,000
	274th Sewer Main Replacement (Developer)	\$700,000						\$700,000
	Sewer Rate Study					\$45,000		\$45,000
	Inflow and Infiltration Study				\$125,000			\$125,000
	Pioneer Hills Lift Station Upgrade	\$350,000						\$350,000
	Cedarhome Dr. Sewer Main Replacement (Developer)	\$1,285,000						\$1,285,000
	72nd Ave Sewer Main Replacement (Developer)	\$1,925,000						\$1,925,000
	68th Sewer Main Replacement (Developer)	\$1,000,000						\$1,000,000
	Total Sewer	\$10,150,000	\$2,587,000	\$8,188,000	\$11,777,000	\$10,254,000	\$5,676,000	\$48,632,000
Total All Departments		\$26,140,552	\$23,990,800	\$20,373,000	\$23,772,000	\$17,554,000	\$13,884,159	\$125,714,511

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: November 14, 2024

SUBJECT: First Reading of Ordinance 1540 2025-2026 Biennial Budget

CONTACT PERSON: David A. Hammond

ATTACHMENTS: A – Ordinance 1540 2025-2026 Biennial Budget

Reference: [Link to 2025-2026 Preliminary Operating and Capital Budgets](#)

PURPOSE

The purpose of this agenda item is to conduct a public hearing on the Preliminary 2025-2026 Biennial Budget and consider the First Reading of Ordinance 1540 2025-2026 Biennial Budget and, which is required by State Law, Ch, 35A.34 RCW. The City Council will consider the first reading of Ordinance 1540.

BACKGROUND

The Preliminary 2025-2026 Biennial Budget was published online November 1, 2024, to the city website which is referenced above. Budget workshops included the May 9th Long-Range Financial Planning workshop discussion, the August 8th Capital Improvement Initial Planning Workshop, the September 26th Mayor's Proposed Budget Workshop, and a second Capital Improvement Planning Workshop on October 10th. The City Council discussed the 2025 Property Tax Levy after a public hearing October 26th.

ANALYSIS

The 2025-2026 Biennial Budget is comprised of 26 funds with a total budgeted revenue forecast of \$56,991,122 matched to budgeted expenditure appropriations of \$67,365,291. The city is projected to begin the 2025-2026 biennium with a beginning fund balance of \$32,384,296 for all funds and an estimated biennium ending fund balance of \$15,232,620. The city's capital program is extensive, authorizing \$26 million in 2025 and \$24 million in 2026, across utilities, parks, streets and construction of a new police station. Ordinance 1540 sets forth the Summary Revenues, Expenditures and Fund Balances for all funds, and is also shown in the Budget Overview section of the 2025-2026 Digital Budget Book.

City of Stanwood Strategic Plan

The City of Stanwood Strategic Plan was developed through an extensive public engagement process, soliciting input from residents, businesses, community organizations, and other stakeholders. This input was synthesized into seven strategic goals spanning areas such as community livability, economic vitality, infrastructure, sustainability, and organizational excellence.

For each goal, the plan outlines specific initiatives and steps to achieve the desired outcomes. The Strategic Plan is designed to be flexible, allowing the City to review, update, and adapt the goals and initiatives as community needs and priorities evolve over time.

This document helped guide development of the 2025-2026 budget. The Plan contains seven goals and associated initiatives derived from the extensive public outreach. Each goal is based on a recurring theme that was important to the community while the initiatives provide strategies on how to achieve that goal.

Goal	Theme
Strengthen our Foundations for Connecting Neighbors and Enhancing Neighborhoods.	<i>Building Strong Communities</i>
Cultivate an Outstanding Quality of Life for All Residents.	<i>Quality of Life</i>
Maintain Financial Stability, Efficiency and Accountability.	<i>Financial Accountability</i>
Deliver High Quality Public Safety and Other City Services to Ensure that Stanwood is a Safe and Healthy Place to Live, Work and Play.	<i>Public Safety</i>
Set Clear Targets for Growth and Implement Measures to Ensure that Growth Occurs in a Sustainable and Controlled Manner.	<i>Managing Growth</i>
Promote Local Businesses and the City as a Great Place to Do Business.	<i>Economic Development</i>
Establish a Sustainable Model for Strengthening and Expanding our Parks, Trails, and Public Spaces.	<i>Parks and Recreation</i>

Major Initiatives in the 2025-2026 Budget

The 2025-2026 Budget works to achieve Council and community priorities by:

- \$4.65 million in Park Development Projects, including:
 - \$1.1 million to construct the new Depot Park on Main Street
 - \$250,000 to advance the Port Susan Trail
 - \$2 million for improvements at Heritage Park
 - \$530,000 for improvements at Church Creek
 - \$600,000 for environmental cleanup of new West End triangle property
 - \$200,000 Clean up at Johnson Farm Property
- Nearly \$9 million in Street Improvements, including:
 - \$1.8 million to complete construction of Viking Way Phase Two
 - \$2.3 million to continue the Twin City Mile Downtown Renovation Project
 - \$1.4 million for Phase One of the 80th Ave. NW Reconstruction Project
 - \$1.7 million for Sidewalk and City Beautification Projects
 - \$1.4 million for Street Overlay Projects
 - \$280,000 for safety improvements at SR 532 crossings
 - \$1 million to improve 284th St NW
- \$7 million to construct a new Police Station and Council Meeting Chambers and City Records Archive Room on Pioneer Highway
- \$6 million to Repair the Skagit Bay Dike (delayed from 2024)
- \$5.9 million for Phases Two, Four and Five of the Irvine Slough drainage improvement project.
- \$2.7 million for Design of Improvements at the Wastewater Treatment Plant and Bioprocessing Capability
- Complete the project to rewrite of the Stanwood Municipal Code
- Continue initiatives to transition to paperless work processes
- Continue work with WSDOT on SR532 Intersection Improvements

General Fund Overview

The general fund is the main operating fund of the City and includes revenue and expenditure allocations for general government activities that include legislative, public safety, community planning and development, economic development, street maintenance, park maintenance, facility maintenance; along with general administration divisions of finance, human resources, information technology and communications.

Overall general fund revenues are projected at \$14.8 million for 2025-2026; this represents a decrease of 1.6% from 2023-2024 sources. The general fund expenditures budget is \$17.3 million, an increase of 2.2% from the prior budget. Significantly, this expenditure includes \$2.7 million of transfers to capital funds, which will result in a decrease in the ending fund balance of approximately \$2.5 million to \$1.93 million. This ending fund balance will be approximately 26% of operating expenditures, so is in compliance with the required minimum reserve of \$1.85 million established by the city council.

Street Operating Fund Overview

The street operating fund is a sub-fund of the General Fund and used to track street maintenance and operations. Street operating costs are increasing due to the added staffing resources necessary to support enhanced service delivery. This fund is supported by the General Fund and this budget also includes funding of \$81,000 in 2025 from the transportation benefit district. The City is projecting approximately \$1.38 million of revenue in 2025-2026, which represents a 10.4% decrease from the prior biennium. Budgeted expenditures are projected to increase by 9.5% or \$127,810 to \$1.48 million in 2025-2026. These increases are basically the rate of inflation.

Special Revenue Funds Overview

Special Revenue Funds are established to account for a specific revenue source mandated by the City Council, State of Washington or other regulatory authority. These sources then support special programs and capital projects by transferring out funds to other funds. In the case of special revenue funds that primarily support capital investments, longer term cash flow analysis is prepared to not only support the biennial budget allocations for a two-year period but to assess the longer-term impacts on important sources. Special Revenue Fund sources and uses are included by fund in the Fund Summaries chapter of the budget.

Capital Project Funds Overview

As part of the biennial budget, the Capital Improvement Plan (CIP) is updated, and the budget includes sources and uses in the two-year budget for capital investments that are key to achieving community priorities. Capital project allocations are major expenditures and the 2025-2026 budget includes \$50.1 million in capital investments. Note that \$5.5 million of this work will be funded by developers and \$12.3 million will be funded by state, federal and Snohomish County grants. See the Capital improvement sections of the budget book for detailed descriptions of the projects and funding sources.

Utility Funds Overview

The City of Stanwood operates wastewater, water and stormwater utilities.

- Water Operating Fund, the city is projecting \$6.6M of revenue in FY2025-2026, which represents a 21% increase over the prior biennium. Budgeted expenditures are projected to increase by 13% or \$728,800 to \$6.34 million in FY2025-2026. These increases reflect a growing population, higher costs and a significant capital and major maintenance plan.
- Sewer Operating Fund, the City is projecting \$7.3 million of revenue in FY2025-2026, which represents a 10.3% increase over the prior biennium. Budgeted expenditures are projected to increase by 4.8% or \$298,700 to \$6.5 million in FY2025-2026.
- Stormwater (or Drainage) Operating Fund, the City is projecting \$3.5M of revenue in FY2025-2026, which represents an 8.9% increase over the prior year. Budgeted expenditures are projected to increase by 9.9% or \$289,665 to \$3.2 million in FY2025-2026.

These increases reflect a growing population, higher costs and a significant capital and major maintenance plan. The city's rate consultant has evaluated the operating and capital budgets and recommends annual rate increases of 5.75% for Sewer and 3% for Water and Drainage.

	2025-2030 increases
Water	3.0%
Sewer	5.75%
Stormwater	3.0%

City Staffing Overview

City services are provided to the community through the allocation of people and tools. In 2024, the city added one position, Finance Analyst. This preliminary budget plans to not fill two previous full-time positions in effort to offset rising costs:

The Mayor's proposed 2025-2026 budget leaving two positions unfilled:

- Senior Planner
- Assdociate Engineer

In 2025, the mayor has proposed increasing the Parks Planning Manager position from Part time to Full time.

Approximately two-thirds of the city's employees are union represented. The current collective bargaining agreements expire at the end of 2025.

RECOMMENDATIONS

Staff Recommendation: Staff recommends approval of the first reading of Ordinance 1540 and conducting the public hearing to receive public testimony.

Committee/Board Recommendation: N/A. The budget is reviewed by the full City Council

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve the first reading of Ordinance 1540, 2025-2026 Biennial Budget.
2. Do not approve first reading of Ordinance 1540 and direct staff to prepare other budget analysis, and/or make further adjustments. Note: the budget is required to be adopted by December 31, 2024.

PROPOSED MOTION

"I MOVE TO APPROVE THE FIRST READING OF ORDINANCE 1540 2025-2026 BIENNIAL BUDGET."

ATTACHMENT A

CITY OF STANWOOD Stanwood, Washington

ORDINANCE 1540

AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF STANWOOD, WASHINGTON, FOR THE YEARS 2025 AND 2026, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED REVENUES AND APPROPRIATIONS FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED.

WHEREAS, State Law, Chapter 35A.34 RCW has provided that the legislative body of any city of the first and second classes and all towns may, by ordinance elect to have a two-year fiscal biennial budget in lieu of the annual budget which is otherwise provided for; and

WHEREAS, State Law, Chapter 35A.11.020 RCW has provided that the legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law; and

WHEREAS, pursuant to State Law, Chapter 35A.34 RCW, the City of Stanwood, as a code city, is authorized to adopt a two year biennial budget; and

WHEREAS, on July 25, 2013 the City Council adopted Ordinance 1348 establishing a two-year biennial budget for the City of Stanwood for the first two-year budget period beginning January 1, 2015.

WHEREAS, State law requires that the City adopt a biennial budget before the end of the preceding calendar year; and

WHEREAS, the Mayor proposed the 2025-2026 Biennial Budget, on September 26, 2024 to the Stanwood City Council as provided by law; and

WHEREAS, the City Council held public budget and capital workshops on August 8, 2024, September 26, 2024, October 10, 2024, and November 3, 2022, in preparation for the budget for the years 2025 and 2026; and

WHEREAS, as required by law, on November 14, 2024 and November 25, 2024, the City Council has held public hearings and provided opportunity for public comment on the preliminary 2025-2026 Biennial Budget;

NOW THEREFORE, the City Council of the City of Stanwood, Washington do ordain as follows:

Section 1. In accordance with the provisions of Chapter 35A.34 RCW the budget of the City of Stanwood for the years 2025 and 2026 in the aggregate amount of \$48,265,720. is hereby adopted.

Section 2. The totals of budgeted revenues and appropriations for each separate fund are set forth in summary form for 2025 and 2026 and attached as Exhibit A to Ordinance 1540. The Finance Director is hereby authorized to include year-end actual

cash balances in the final budget document as determined at the close of the current fiscal year.

Section 3. Following adoption of this ordinance a copy shall be transmitted to the Office of the State Auditor, the Association of Washington Cities and the Municipal Research Services Center.

Section 4. Effective Date. This ordinance shall take effect and be in force January 1, 2025.

ADOPTED by the City Council and **APPROVED** by the Mayor this 25th day of November 2024.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Fund Name	Beginning 2025 Fund Balance	Budget Revenues	Budget Expenditures	2026 Budget Beginning Fund Balance	Budget Revenues	Budget Expenditures	Estimated 2026 Ending Fund Balance
		2025	2025		2026	2026	
General Fund	\$ 4,485,322	\$ 7,263,459	\$ 9,917,116	\$ 1,831,665	\$ 7,500,556	\$ 7,399,320	\$ 1,932,901
Street Operating	\$ 209,171	\$ 678,605	\$ 716,469	\$ 171,307	\$ 698,535	\$ 760,608	\$ 109,234
Street Impact Fees	\$ 179,093	\$ 277,000	\$ 350,000	\$ 106,093	\$ 360,525	\$ 400,000	\$ 66,618
Street Construction	\$ 2,565,306	\$ 3,559,000	\$ 5,064,552	\$ 1,059,754	\$ 1,723,750	\$ 2,288,000	\$ 495,504
Park & Trail Improvement	\$ 1,902,530	\$ 2,215,000	\$ 3,650,000	\$ 467,530	\$ 575,000	\$ 865,000	\$ 177,530
Park Impact Fees	\$ 177,440	\$ 241,000	\$ 100,000	\$ 318,440	\$ 277,000	\$ 250,000	\$ 345,440
Equipment Reserve-General	\$ 543,495	\$ 257,638	\$ 116,257	\$ 684,876	\$ 257,537	\$ 15,435	\$ 926,978
Transportation Benefit Fund	\$ 104,955	\$ 566,500	\$ 600,000	\$ 71,455	\$ 566,500	\$ 500,000	\$ 137,955
Contingency	\$ 620,063	\$ 44,000	\$ -	\$ 664,063	\$ 44,000	\$ -	\$ 708,063
Building Improvement Fund	\$ 3,381,340	\$ 2,875,000	\$ 680,000	\$ 5,576,340	\$ 1,275,000	\$ 6,600,000	\$ 251,340
Tourism And Promotion	\$ 55,882	\$ 166,030	\$ 181,655	\$ 40,257	\$ 167,030	\$ 183,431	\$ 23,856
REET 1: Capital Improvements	\$ 371,684	\$ 160,300	\$ 400,000	\$ 131,984	\$ 160,300	\$ 200,000	\$ 92,284
REET 2 - Growth Management	\$ 274,788	\$ 156,180	\$ -	\$ 430,968	\$ 156,180	\$ 100,000	\$ 487,148
Sewer Operating	\$ 1,878,657	\$ 3,544,698	\$ 3,216,531	\$ 2,206,824	\$ 3,745,359	\$ 3,324,478	\$ 2,627,705
Sewer Construction	\$ 4,328,801	\$ 1,998,750	\$ 5,240,000	\$ 1,087,551	\$ 2,628,750	\$ 2,587,000	\$ 1,129,301
Sewer Plant Investment	\$ 278,360	\$ 545,655	\$ 750,000	\$ 74,015	\$ 190,406	\$ 200,000	\$ 64,421
Sewer Equipment Reserve	\$ 795,000	\$ 137,221	\$ 125,000	\$ 807,221	\$ 133,496	\$ 150,418	\$ 790,299
Drainage Operating	\$ 794,944	\$ 1,719,800	\$ 1,498,435	\$ 1,016,309	\$ 1,770,785	\$ 1,707,856	\$ 1,079,238
Drainage Construction	\$ 3,913,090	\$ 1,650,000	\$ 4,716,000	\$ 847,090	\$ 8,976,000	\$ 8,810,000	\$ 1,013,090
Drainage Plant Investment	\$ 71,353	\$ 142,100	\$ 200,000	\$ 13,453	\$ 142,100	\$ 150,000	\$ 5,553
Drainage Equipment Reserve	\$ 465,900	\$ 77,263	\$ 39,375	\$ 503,788	\$ 77,263	\$ -	\$ 581,051
Water Operating	\$ 965,080	\$ 3,385,672	\$ 3,371,329	\$ 979,423	\$ 3,208,215	\$ 2,977,028	\$ 1,210,610
Water Construction	\$ 2,302,978	\$ 1,857,750	\$ 1,880,000	\$ 2,280,728	\$ 894,250	\$ 2,840,800	\$ 334,178
Cedar Home Plant Investment Fees	\$ 395,807	\$ 138,500	\$ 475,000	\$ 59,307	\$ 189,900	\$ 200,000	\$ 49,207
Water Plant Investment Fees	\$ 867,236	\$ 508,000	\$ 1,250,000	\$ 125,236	\$ 475,000	\$ 550,000	\$ 50,236
Water Equipment Reserve	\$ 456,021	\$ 88,429	\$ 90,000	\$ 454,450	\$ 88,430	\$ -	\$ 542,880
Total Funds	32,384,296	\$34,253,550	\$44,627,719	\$ 22,010,127	\$36,281,867	\$43,059,374	\$15,232,620



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11

DATE: November 14, 2024

SUBJECT: Approve Ordinance 1541 Updating Water, Sewer, and Drainage Utility Rates 2025-2030

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A — Ordinance 1541

ISSUE

The issue before council is the approval of the first reading of Ordinance 1541 to update water, sewer, and drainage utility rates.

RECOMMENDATION

Conduct first reading of Ordinance 1541 to set water, sewer, and drainage utility rates.

BACKGROUND

The city has undertaken a significant capital improvement program, and the costs of operating utilities continue to rise like any other good or service. The most significant project is an upgrade to the Wastewater Treatment Plant. This project will be nearly \$30 million dollars and is necessary for three reasons: the plant is aging with significant components requiring replacement, the city needs to plan for capacity for the No Meat Factory and capacity for the growth expected over the next five or six years, and finally because regulatory requirement have changed and require different processing. This project also includes construction of a biosolids processing facility and reclamation of the land where the two ponds are located. Given the capital programs underway, the rate increases are reasonable, and it is worth noting that if the city did not have this many new residents/customers coming on-line, then the increases would be much more significant.

Staff are working with the rate consultant to calculate changes to the Plant Investment Fees and expect to present these to council at the second, or possibly a third reading of this ordinance. The next chapter in the city's program of re-writing the municipal code is Chapter 12-Utilities, and staff plan to present this re-write on November 25th, at the second reading of this ordinance. Thus, at this first reading, staff only presents the proposed rate increases, to coincide with approval of the biennial budget. A third reading and adoption of Chapter 12 is planned for the Regular Council meeting December 12th.

DISCUSSION

The city's consolidated financial management policy establishes principles upon which utility rates shall be established. These policies include:

- The city will set fees and user charges for each enterprise fund, such as water, sanitary sewer and storm drainage, at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets. Additionally, for analysis and rate modeling purposes, the proposed rates shall also take into account debt service coverage commitments made by the city of 1.25 times annual debt service (minimum). The rates proposed in Ordinance 1540 are forecast to keep the ratio over 1.5 times, which will reduce borrowing costs.
- The city will maintain 60 days operating reserves in each of the utility funds.
- The city will establish a revenue stabilization reserve for the water, sanitary sewer and storm drainage utilities. The required fund balance shall be set at 25% of revenues from rates.
- The city will establish capital contingency reserve for each utility in the amount of 1% of system fixed assets.
- Bond reserves will be maintained in accordance with debt covenants.
- Equipment replacement reserves will be established for each utility.

The rate study incorporated each of these principles and the discussion below describes the degree the proposed rate changes comply. The utility rate and fee updates are incorporated in the preliminary 2025-2026 operating and capital budget and in the 2025-2030 Capital Improvement Plan.

FINANCIAL IMPACT

Utility Rates—The proposed rate increases a typical residential customer's bi-monthly utility bill \$4.75 from \$118.36 to \$123.11, an increase of four percent, in comparison with neighboring cities. If the proposed rates are adopted by council, Stanwood residential rates will remain comparable to neighboring cities.

2024 Residential **Monthly** Utility Rate Comparison for Nearby Cities

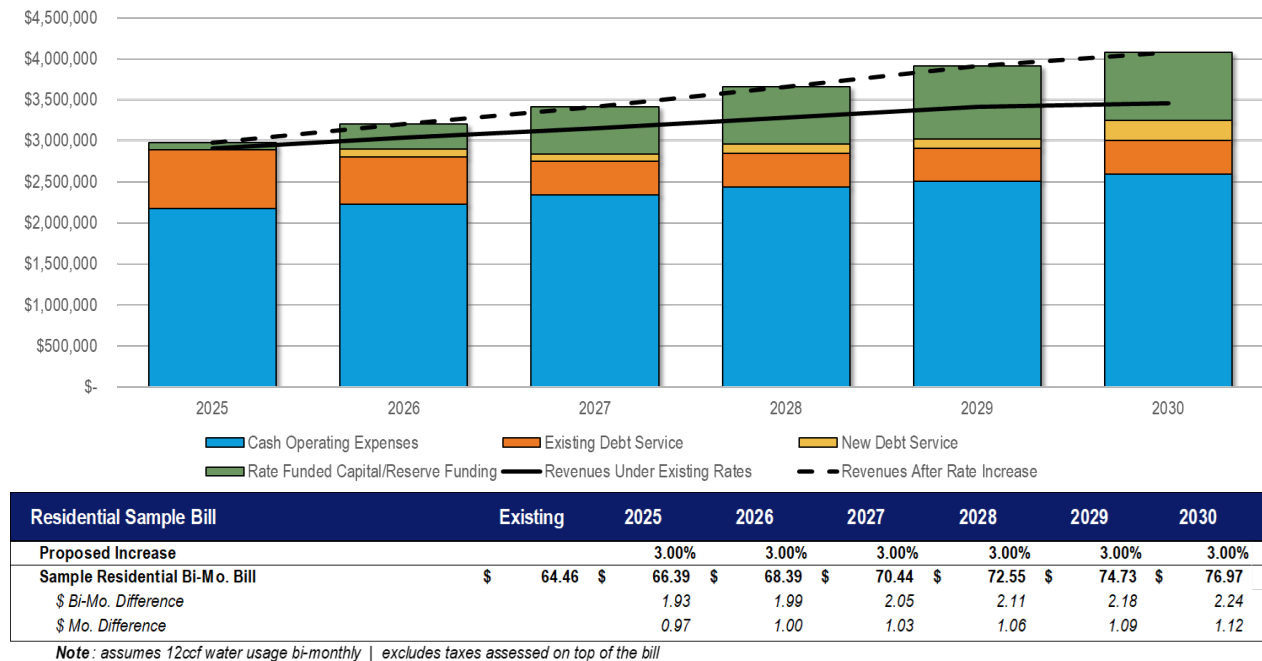
City	Water Base Rate (how city bills)	Water Base Rate-if all billed @ 600 cubic feet per month	Water Excess Rate per 100 cubic feet	Sewer Base Rate	Sewer Excess Rate per 100 cubic feet	Stormwater Base Rate	Total w/o tax with same usage as Stanwood
Stanwood	\$32.23 (600cf)	\$32.23	\$4.22	\$59.11	\$8.25	\$27.02	\$118.36
Arlington	\$34.19 (300cf)	\$34.19	\$3.13-3.30	\$72.25	Commercial Only	\$ 7.56	\$114.00
Everett	\$27.02 (500cf)	\$27.02	\$5.40	\$87.53	\$9.73	In Sewer rate	\$114.55
Marysville	\$38.30	\$19.15	Commercial Only	\$47.57	Commercial Only	\$12.93	\$79.65
Mount Vernon	\$69.67 (600cf)	\$69.67	Block Charge	\$36.50	\$3.39	\$14.22	\$120.39
Skagit PUD- Water only	\$69.67 (600cf)	\$69.67	Block Charge				

Rate and fee increases for each utility are discussed below.

Water Utility—In 2018, the City Council set rates for 2019 to 2024. Staff has worked with an external consultant (FCS Group) to determine rates necessary to finance future system operating costs and capital investments. The consultant recommendation is for 3% annual rate increases in 2025 to 2030, which is essentially an inflation adjustment level. This rate includes operating expenses, existing and new debt service, a portion of capital investment, as well as fully funding required system cash reserves.

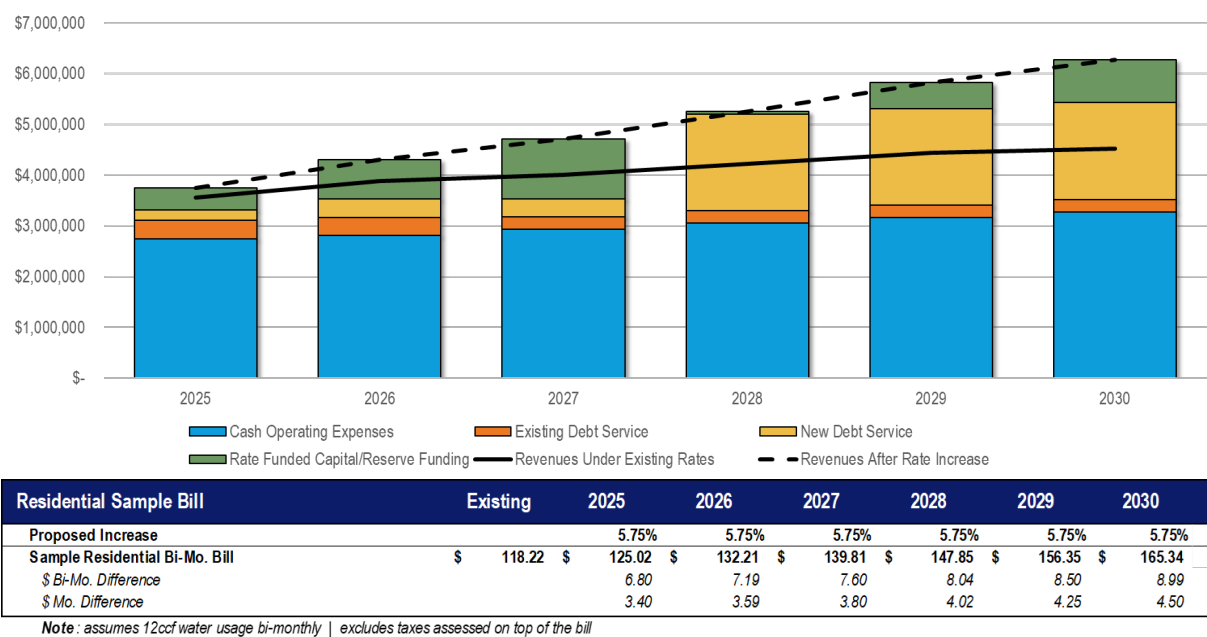
Further, the rate proposal provides system reinvestment at an average rate of 59% of annual system depreciation. This amount is less than city policy (100% of depreciation), but is considered equitable given the level of debt service. The following table provides a graphical depiction of the revenue requirement, as well as the effect on a typical residential customer over the next six years.

CHART ONE



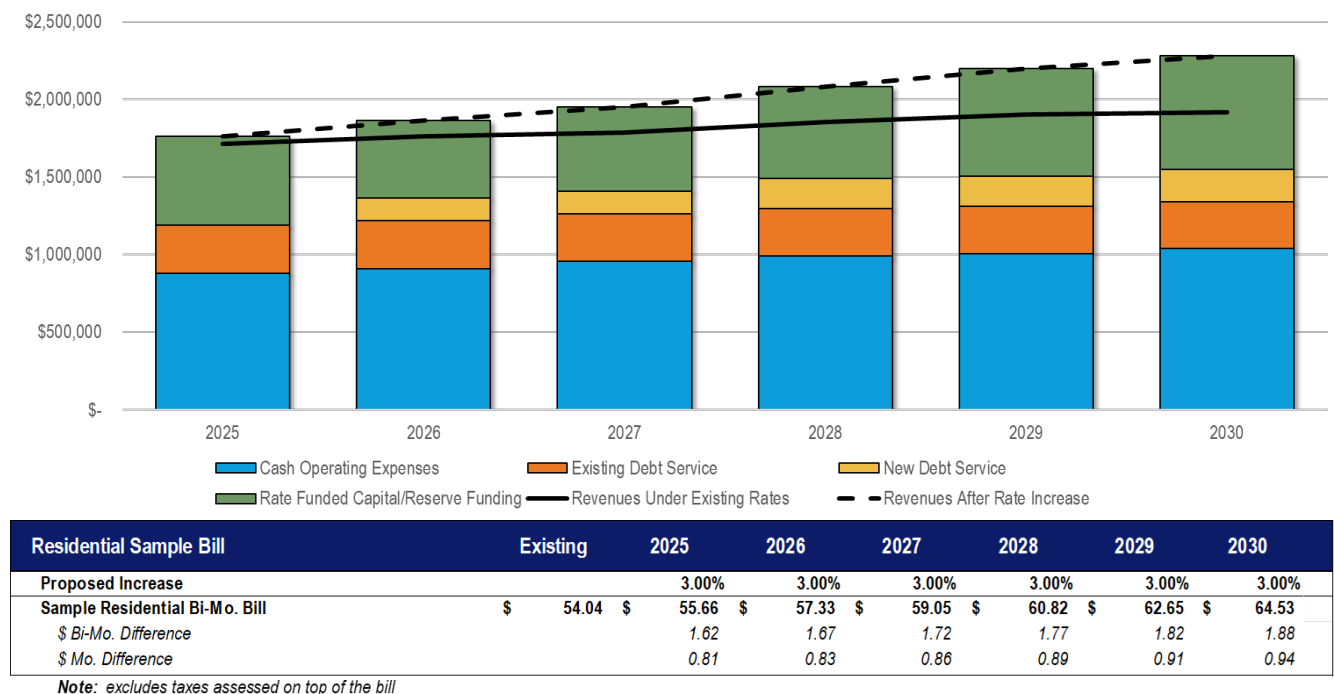
Sewer Utility—Council previously adopted a 2.2% rate increase effective March 1st. The consultant recommendation is for 5.75% annual rate increases. This rate includes operating expenses, existing and new debt service, a portion of capital investment, as well as fully funding required system cash reserves. Further, the rate proposal provides system reinvestment at an average rate of 41% of annual system depreciation. This amount is less than city policy (100% of depreciation), but is considered reasonable and equitable given the level of debt service and the size of proposed rate increases over the next five years. The following table provides a graphical depiction of the revenue requirement, as well as an estimate of the effect on a typical residential customer over the next six years.

CHART TWO



Drainage Utility—The consultant and staff recommendation is for 3% annual rate increases. This rate includes operating expenses, new debt service, a portion of capital investment, as well as fully funding required system cash reserves. Further, the rate proposal provides system reinvestment at an average rate of 93% of annual system depreciation. This amount is less than city policy (100% of depreciation), but is considered reasonable and equitable given the level of debt service and the size of proposed rate increases over the next five years. The following table provides a graphical depiction of the revenue requirement, as well as an estimate of the effect on a typical residential customer over the next six years.

CHART THREE



RECOMMENDED MOTION

“I MOVE TO APPROVE THE FIRST READING OF ORDINANCE 1541 UPDATING WATER, SEWER, AND DRAINAGE UTILITY RATES 2025-2030”.

ATTACHMENT A

CITY OF STANWOOD WASHINGTON

ORDINANCE 1541

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE CHAPTERS 12.04 SEWER SYSTEM RATES AND CHARGES, 12.12 DRAINAGE UTILITY SYSTEM FEES AND FUND, 12.16 WATER UTILITY SYSTEM RATES AND CHARGES; ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City has considered amendments to Stanwood Municipal Code (SMC) Chapters 12.04-12.16 affecting utility rates; and

WHEREAS, by amending Chapters 12.04-12.16 the regulations and responsibilities regarding the City's utility systems including water, sewer, and drainage will be clarified; and

WHEREAS, the City Council reviewed the recommendations from staff; and

WHEREAS, the City Council has determined that it is in the best interests of the City to amend SMC Chapters 12.04.020, 12.12.020 and 12.16.010, relating to the City's utility systems including water, sewer, and drainage.

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

Section 1. Stanwood Municipal Code Chapters 12.04-12.16 are hereby amended as shown in Exhibit 1.

Section 2. 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 3. Effective Date. This Ordinance shall become effective five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this 12th Day of December 2024.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

Chapter 12.04 SEWER SYSTEM RATES AND CHARGES

Sections:

[12.04.020](#) Sewer system rates.

12.04.020 Sewer system rates.

For the furnishing of service to the users and potential users of the city sanitary sewage system, the rates and charges per month are established for the classifications indicated below:

(1) Definitions.

- (a) "Base monthly charge" means the minimum charge to a user per month. For those users whose sewer charge is calculated based on water use, the base monthly charge includes water use up to the base monthly allowance.
- (b) "Units" means the number of dwelling units in a multifamily residence such as a duplex, apartment or condominium; or the number of separate rooms or living units in a nursing home, congregate care or assisted living facility; each having separate bathroom and/or kitchen facilities.
- (c) "Incremental rate" means the dollar amount charged per 100 cubic feet of water use above the base monthly allowance and applies to those users whose sewer fee is calculated based on water use.
- (d) "Sewer charge" means the dollar amount a user is charged for sewer service, calculated based on the sewer rates.
- (e) "Sewer rate" means the dollar amount a user is charged for sewer service per unit of measure. For example, a sewer rate may be in terms of dollars per 100 cubic feet of water used, dollars per student, or other units.
- (f) "Customer" means the legal property owner at time of meter reading.
- (g) "Account" means customer.
- (h) "Low-income household" means a household in which the total annual income is below the very low-income level for the Seattle/Everett area as established and amended by survey from time to time by the United States Department of Housing and Urban Development.
- (i) "Senior citizen" means a person of 62 years of age or older.
- (j) "Disabled person" means a person who qualifies for special parking privileges under RCW [46.16.381](#)(1)(a) through (f), or a blind person as defined in RCW [74.18.020](#), or a person who qualifies for supplemental Social Security benefits due to a disability.

(2) Rates and Charges.

(a) Basis of Rates and Charges. Sewer charges shall be based on the monthly water use as recorded by the city water meters unless indicated otherwise in this section. The charge for residential uses for the summer months, defined herein as May, June, July, and August for accounts in Cycle 1, and June, July, August, and September for accounts in Cycle 2, shall be based on the lesser of the water use for the billing period or the average monthly water use for the preceding September through April, or October through May, period, respectively. If data for the full September through April, or October through May, period are not available, the data will be averaged over the period for which data are available. For new accounts that begin in the defined summer months, the month's charge shall be based on the water use for that month. The charge for nonresidential uses for the months of June, July, August and September shall be based on the water use for that month unless indicated otherwise in this section. Routes included in each cycle shall be determined by the city. A user may elect, at his/her own expense, to install a separate water meter to measure water used for irrigation. An irrigation-only account will then be established and billed separately by the city.

(b)

Classification	Sewer System Rates and Charges Effective Date											
	January 1, 2025	January 1, 2026	January 1, 2027	January 1, 2028	January 1, 2029	January 1, 2030						
	Base Monthly	Incremental Rate (per 100 cft)	Base Monthly	Incremental Rate (per 100 cft)	Base Monthly	Incremental Rate (per 100 cft)	Base Monthly	Incremental Rate (per 100 cft)	Base Monthly	Incremental Rate (per 100 cft)	Base Monthly	Incremental Rate (per 100 cft)
Residential:												
Individually metered	\$ 62.08	\$ 8.67	\$ 65.64	\$ 9.17	\$ 69.42	\$ 9.70	\$ 73.41	\$ 10.25	\$ 77.63	\$ 10.84	\$ 82.10	\$ 11.47
Master metered (Multiplied by Number of Units)	\$ 62.08	\$ 8.75	\$ 65.64	\$ 9.25	\$ 69.42	\$ 9.78	\$ 73.41	\$ 10.34	\$ 77.63	\$ 10.94	\$ 82.10	\$ 11.57
Commercial:												
Light Commercial	\$ 62.08	\$ 8.67	\$ 65.64	\$ 9.17	\$ 69.42	\$ 9.70	\$ 73.41	\$ 10.25	\$ 77.63	\$ 10.84	\$ 82.10	\$ 11.47
Heavy Commercial	\$ 70.56	\$ 10.09	\$ 74.61	\$ 10.67	\$ 78.90	\$ 11.28	\$ 83.44	\$ 11.95	\$ 88.24	\$ 12.62	\$ 93.31	\$ 13.34
General Industrial	\$ 79.06	\$ 11.50	\$ 83.60	\$ 12.16	\$ 88.41	\$ 12.85	\$ 93.50	\$ 13.59	\$ 98.87	\$ 14.38	\$ 104.56	\$ 15.20

Chapter 12.12 DRAINAGE SYSTEM FEES AND FUND

Section:

[12.12.020](#) Drainage system rates and charges.

For the furnishing of the service to the users and potential users of the city drainage system, the rates and charges per month are established for the classifications indicated below:

(2) Classifications, Rates and Charges.

(a) Classifications.

(i) Residential Uses.

(A) Single-family residences

(B) Multifamily residences means a multifamily residence such as a duplex, apartment or condominium; with separate rooms or living units in a nursing home, congregate care or assisted living facility; each having separate bathroom and/or kitchen facilities.

(ii) Non-residential Uses.

(A) Commercial structure.

(AB) Improved Land areas not provided for in subsection (2)(a)(i)(A) or (2)(a)(i)(B)

(b) Rates and charges effective dates:

Bi-Monthly Rates						
Classification	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Single Family Residential	\$ 55.65	\$ 57.32	\$ 59.04	\$ 60.81	\$ 62.64	\$ 64.51
Multi-Family Residential Per	\$ 55.65	\$ 57.32	\$ 59.04	\$ 60.81	\$ 62.64	\$ 64.51
Non Residential Per ERU (3,500 Sq Ft)	\$ 55.65	\$ 57.32	\$ 59.04	\$ 60.81	\$ 62.64	\$ 64.51

Chapter 12.16 WATER SYSTEM RATES AND CHARGES

Sections:

[12.16.010](#) Water service rates.

12.16.010 Water service rates.

(1) For the furnishing of service to users and potential users of the city water system, the rates and charges per month are established for the classifications indicated below.

(2) Water Service Rates – Metered Water. The following rates will be applied for monthly water service:

(a) Water System Monthly Charges Effective Date:

Water System Monthly Rates Effective Date							
		Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Meter Size (inches)	Quantity Allowed (hundreds of cubic feet per mo.)	Base Monthly	Base Monthly	Base Monthly	Base Monthly	Base Monthly	Base Monthly
3/4"	6	\$ 33.20	\$ 34.19	\$ 35.22	\$ 36.28	\$ 37.36	\$ 38.48
1"	10	\$ 55.41	\$ 57.08	\$ 58.79	\$ 60.55	\$ 62.37	\$ 64.24
1-1/2"	20	\$ 110.50	\$ 113.81	\$ 117.23	\$ 120.74	\$ 124.37	\$ 128.10
2"	40	\$ 176.86	\$ 182.17	\$ 187.63	\$ 193.26	\$ 199.06	\$ 205.03
3"	80	\$ 331.80	\$ 341.76	\$ 352.01	\$ 362.57	\$ 373.45	\$ 384.65
4"	150	\$ 553.11	\$ 569.70	\$ 586.79	\$ 604.40	\$ 622.53	\$ 641.21

(b) Charges for Consumption in Excess of the Quantity Allowed (by Hundreds of Cubic Feet). 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 cubic feet over the base quantity allowed:

Water System Incremental Rates Effective Date						
	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Incremental Rate per 100 Cubic Feet	\$ 4.35	\$ 4.48	\$ 4.61	\$ 4.75	\$ 4.89	\$ 5.04

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