

1. Agenda

Documents:

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2. Meeting Materials

Documents:

[5A POLICE COMPSTAT REPORT APRIL 2019.PDF](#)
[5B PLANNING COMMISSION MINUTES.PDF](#)
[5C PARKS TRAILS ADVISORY COMMITTEE MINUTES.PDF](#)
[6A COMMUNITY DEVELOPMENT COMMITTEE MINUTES.PDF](#)
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City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, May 23, 2019



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, May 23, 2019 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
5. **STAFF REPORTS**
 - a. Police Compstat Report – April 2019 **5-1**
 - b. Planning Commission Meeting Minutes– April 22, 2019 **5-15**
 - c. Parks and Trails Advisory Committee Meeting Minutes- April 15, 2019 **5-19**
6. **COMMITTEE REPORTS**
 - a. Community Development Committee Meeting Minutes - 04/11/19 **6-1**
 - b. Economic Development Committee Meeting Minutes - 03/21/19 and 04/18/19 **6-5**
 - c. Public Works Committee Meeting Minutes - 5/06/19 **6-9**
 - d. North County Fire / EMS Report - 1st Quarter 2019 **6-13**
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **7-1**
 - b. Approve May 9, 2019 Regular Meeting Minutes **7-7**
 - c. Special Event Permit – Summer Arts Jam and City Contribution **7-11**
 - d. Special Event Permit – Stanwood Lacrosse Jamboree **7-23**
 - e. Special Event Permit – Port Susan Farmer's Market Permit and City Contribution **7-31**
 - f. Approve the Mayor's Salary Commission Appointments **7-41**
8. **PUBLIC HEARING**
 - a. To Hear Public Testimony regarding the 6-Year Transportation Improvement Plan 2020-2025 **8-1**
9. **NEW BUSINESS**
 - a. Authorize the Mayor to sign the 2019 Hotel/Motel Grant with Snohomish County **9-1**
 - b. Authorize the Mayor to sign the Stanwood Senior Center Service Agreement **9-17**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **CITIZEN CLOSING COMMENTS**
12. **ADJOURN**

Upcoming Meetings:

June 13, 2019 Regular Meeting
June 27, 2019 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: May 23, 2019

SUBJECT: Police April 2019 Compstat Report

CONTACT PERSON: Amanda Slattery, Police Records Clerk

ATTACHMENTS: A – April 2019 Compstat Report
B- AMENDED Jan 2019-March Compstat Reports

SUMMARY STATEMENT

Attached is the April 2019 Compstat Report for council review. Attachment B includes copies of the amended January 2019 – March 2019 Compstat reports. While auditing the reports it was discovered that the numbers were not being calculated correctly.

Stanwood Police Department

April 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Type of Crime	April 2019	Year To Date 2019	April 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	1
Robbery	1	1	0	3
Assault	3	15	1	16
Burglary	1	7	4	9
Larceny	10	53	7	41
Motor Vehicle Theft	0	5	0	8
General	April 2019	Year To Date 2019	April 2018	Year To Date 2018
Calls for Service (Incidents)	846	3241	651	2614
Case Reports	52	225	49	216
Traffic Collisions	11	37	12	45
Arrests (Adult/Juvenile)	23	68	13	74
Drug Arrests	1	6	1	9
Warrant Arrests	10	20	2	11
Impaired Driving Arrests	0	6	3	3
Infractions Issued	43	121	10	31
Public Disclosure Requests	42	132	44	170
Concealed Pistol Licenses	62	213	71	264
Pistol Transfer Checks	15	79	N/A	N/A
Fingerprinting & Approx. timeframe	42 Prints = 10.5 hrs	174 Prints = 43.5 hrs	57 prints = 13 hrs	189 prints = 47.25 hrs

City Collisions for April 2019

City Collisions for April Totals: 11					
Date	Case Number	Location	H & R	Injured	Reason
4/2/2019	19-2428	9200 Block of SR 532			Following too Close/Speed
4/2/2019	19-2435	10100 Block of SR 532	x		Driving through too narrow of a space between vehicles
4/2/2019	19-2439	9100 Block of SR532			Inattentive/Failure to Stop
4/3/2019	19-2481	7600 Block of 272nd ST NW	x		Unattended Hit and Run
4/12/2019	19-2712	7800 Block of SR532		x	Following too close/Failure to Stop
4/13/2019	19-2734	8700 Block od 271st ST NW			Driver fell asleep
4/22/2019	19-2977	7800 Block of SR532			Failure to Stop
4/22/2019	19-2982	26700 Block of 72nd AVE NW		x	Failure to yeild
4/22/2019	19-2987	26700 Block of 72nd AVE NW			Failure to yeild
4/24/2019	19-3051	10200 Block of 169th PL NW			Inattentive/Failure to Stop
4/25/2019	19-3086	8900 Block of 286th ST NW		x	Inattentive/Failure to Stop

Stanwood School District Resource Officer (SRO)
Activity Report April 2019

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	45	2	2		2			1	
Arson									
Assault								1	
Bomb Threat									
Burglary									
Collision	2								1
Counseling	1								
CPS Referral									
Crisis Planning	1								
Felony VUCSA									1
Fight									
Harassment									
Mal Mis									
Marijuana									
Mental Health	1								
MIP									
Paraphernalia									
Public Assist	3								
Runaway									
Sexual Assault									
Suspicious	6				1				1
Teaching	3			1					
Theft									
Trespass	1								
Violation of Order									1
Warrant									
Weapons									

Stanwood Camano School District Resource Officer APRIL NEWSLETTER

April 2019

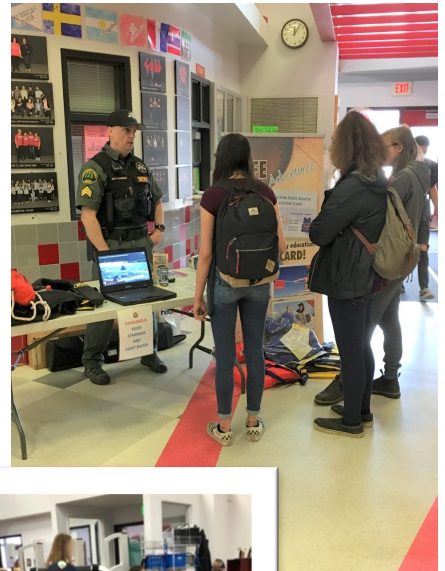


Sheriff's Office School Involvement



Baseball has come to a close on a fun season. Deputy McCurry was head coach of the JV Boys Baseball Stanwood Spartan team. He was joined by assistant coach Ramon Sepulveda - father of Senior Lucas Sepulveda. Deputy McCurry coaching was a unique experience, allowing him to spend extra time with the kids in a non-law enforcement capacity. Not only was it good interaction with the players, but it was great that the player's parents, guardians, and siblings also got to see Deputy McCurry from a different perspective.

The Snohomish County Sheriff's Office Marine & Dive Unit came to Stanwood High School on April 26th. Sgt. Greg Sanders and Special Operations Chief Nelson Beazley came to Stanwood High School to set up an information desk and presentation on summer safety in, and around the water. Students seemed to really like the interaction, and the Sheriff's Office jetskis parked near the front doors were a big attraction as well.



Stanwood Elementary School held a "Donuts with Deputy Bud" day on April 24th. Deputy McCurry greeted each student at the door as they came to school for the day. Lots of high-fives and a couple hugs were exchanged. The kids were very excited to get their share of the donuts, provided by the Stanwood Elementary PTO.



Deputy McCurry donates blood at the SHS Library on April 23rd.

Stanwood Police Department

Detective Report

APRIL Newsletter

APRIL 2019



YMCA Gas Thief's IDENTIFIED

On 04-14-19 and 04-15-19 an adult female siphoned gas from a YMCA bus. On 04-21-19 an adult female and an adult male damaged a YMCA bus gas tank to facilitate the removal of gas. Suspect images were posted on the Stanwood Police Department Facebook page. Both subjects have been identified and will be arrested when they are located.



QFC ROBBERY UPDATE

On 04-22-19 at about 4:00pm Deputy Scott responded to the report of a theft at the Stanwood QFC store. An adult male walked along the exit side the check stands and waited for one of the checkers to open a cash drawer, before grabbing money from the drawer and fleeing the store.

The male was arrested about an hour later, after he was found hiding in the bathroom at the Stanwood Library. The male advised he was visiting from Florida and had been staying in the Seattle area. The male was booked into the Snohomish County Jail.



THEFT OF WALLET INVESTIGATION UPDATE

On 03-20-19 at about 4:00pm a man left his wallet at the Starbucks counter inside the Stanwood QFC store and discovered it was missing when he returned a short time later.

The store's video showed an adult female pick up the wallet and put it in her purse. The woman was identified after her image was posted on the Stanwood Police Facebook page. Sgt. Toner interviewed the woman and she admitted to taking the wallet. The case is being referred to the Prosecutor's Office.

SOLVED

Stanwood Police Department

Detective Report

April Newsletter

April 2019



VEHICLE PROWL/IDENTITY THEFT

On 03-28-19 Deputy Lafrance contacted an adult female in response to a vehicle prowl complaint. The victim left her car unlocked when she returned home from work on 03-27-19. The victim's wallet was missing from the car and she discovered an unauthorized charge on a credit card at a Safeway store in Everett.

Video images from the Safeway store show an adult female using the victim's credit card to purchase gift cards. The woman left the store in an older, blue Toyota sport utility vehicle.

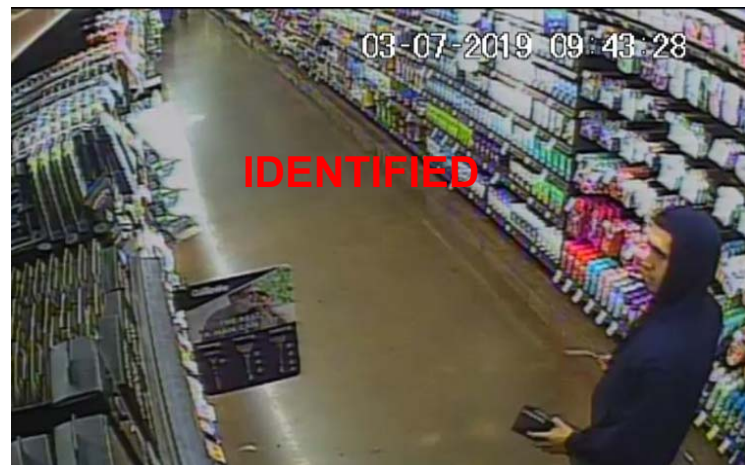
Images of the suspect have been posted on the Stanwood Police Department Facebook page.



YMCA LOCKER ROOM THEFTS INVESTIGATION UPDATE

On 03-07-19 a male entered the Stanwood YMCA men's locker room and removed items to include at least one victim's wallet. The male shown in the above image used a credit card from the victim's wallet to purchase gift cards at the Stanwood QFC store.

The male has been identified and charges are being referred to the Prosecutor's Office.



Stanwood Police Department January 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council Feb 2019

Type of Crime	January 2019	Year To Date 2019	January 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	2	2
Assault	6	6	5	5
Burglary	3	3	3	3
Larceny	12	12	14	14
Motor Vehicle Theft	2	2	3	3
General	January 2019	Year To Date 2019	January 2018	Year To Date 2018
Calls for Service (Incidents)	683	683	697	697
Case Reports	53	53	57	57
Traffic Collisions	9	9	12	12
Arrests (Adult/Juvenile)	17	17	21	21
Drug Arrests	2	2	4	4
Warrant Arrests	3	3	3	3
Impaired Driving Arrests	1	1	0	0
Infractions Issued	6	6	3	3
Public Disclosure Requests	25	25	47	47
Concealed Pistol Licenses	57	57	60	60
Pistol Transfer Checks	21	21	N/A	N/A
Fingerprints & Approx. Timeframe	50 @ 12.5 hrs	50 @ 12.5 hrs	46 @ 11.5 hrs	46 @ 11.5 hrs

City Collisions for January 2019

City Collisions for January Totals: 9					
Date	Case Number	Location	H & R	Injured	Reason
1/6/2019	2019-115	7100 Block of 267th ST NW			Failure to stop
1/7/2019	2019-132	CEDARHOME RD/TRIANGLE RD			Failure to yeild
1/14/2019	2019-273	27800 Block of 68th AVE NW		x	Following too close
1/15/2019	2019-311	1200 Block of SR 532			Road Rage
1/17/2019	2019-348	PIONEER HWY/SR 532		x	Ran a red light
1/20/2019	2019-430	9900 Block of 271st ST NW			Failure to yeild
1/22/2019	2019-475	8400 Block of CEDARHOME RD			Failure to yeild
1/28/2019	2019-605	8600 Block of SR 532			Failure to stop
1/30/2019	2019-655	9000 Block of SR 532			Failure to stop

Stanwood Police Department

February 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council March 2019

Type of Crime	February 2019	Year To Date 2019	February 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	2
Assault	2	8	5	10
Burglary	1	4	1	4
Larceny	12	24	10	24
Motor Vehicle Theft	1	3	3	6
General	February 2019	Year To Date 2019	February 2018	Year To Date 2018
Calls for Service (Incidents)	700	1383	560	1257
Case Reports	59	112	48	105
Traffic Collisions	9	18	9	21
Arrests (Adult/Juvenile)	17	34	21	42
Drug Arrests	3	5	3	7
Warrant Arrests	4	7	2	5
Impaired Driving Arrests	3	4	0	0
Infractions Issued	35	41	11	14
Public Disclosure Requests	26	51	36	83
Concealed Pistol Licenses	53	110	66	126
Pistol Transfer Checks	17	38	N/A	N/A
Fingerprinting & Approx. timeframe	45 @ 11.25 hr	95 @ 23.75	34 @ 8 ½ hrs	80 @ 20 hrs

City Collisions for February 2019

City Collisions for February Totals: 9

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

Stanwood Police Department

March 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council April 2019

Type of Crime	March 2019	Year To Date 2019	March 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	1	1
Robbery	0	0	1	3
Assault	4	12	5	15
Burglary	2	6	1	5
Larceny	19	43	10	34
Motor Vehicle Theft	2	5	2	8
General	March 2019	Year To Date 2019	March 2018	Year To Date 2018
Calls for Service (Incidents)	1012	2395	706	1963
Case Reports	61	173	62	167
Traffic Collisions	8	26	12	33
Arrests (Adult/Juvenile)	11	45	19	61
Drug Arrests	0	5	1	8
Warrant Arrests	3	10	4	9
Impaired Driving Arrests	2	6	0	0
Infractions Issued	37	78	7	21
Public Disclosure Requests	39	90	43	126
Concealed Pistol Licenses	41	151	67	193
Pistol Transfer Checks	26	64	N/A	N/A
Fingerprinting & Approx. timeframe	37 @ 9.25 hrs	132 @ 33 hrs	52 @ 13hrs	132 @ 33hrs

City Collisions for March 2019

City Collisions for March Totals: 8					
Date	Case Number	Location	H & R	Injured	Reason
3/2/2019	2019-1420	10200 Block of 270th ST NW	x		Exit from parallel parking
3/6/2019	2019-1519	8900 Block of SR 532			Speed/Too Fast for Conditions
3/7/2019	2019-1578	8100 Block of Pioneer HWY	x		Speed/Too Fast for Conditions
3/8/2019	2019-1591	8400 Block of SR 532			Following too close/Failure to Stop
3/12/2019	2019-1724	1200 Block of SR 532			Failure to Stop
3/22/2019	0019-2053	7500 Block of 272nd ST NW			Failure to yield
3/21/2019	0019-2002	7600 Block of 272nd ST NW			Scuffed bumpers exiting parallel parking spot
3/24/2019	2019-2122	27100 Block of 102nd Ave NW		x	Failure to yield



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b
DATE: May 23, 2019
SUBJECT: Minutes of the April 22, 2019 Planning Commission Meeting
CONTACT PERSON: Krista Hintz, Administrative Assistant
ATTACHMENTS: A – April 22, 2019 Planning Commission Minutes

SUMMARY STATEMENT

The minutes for the April 22, 2019 Planning Commission Meetings are attached.



STANWOOD PLANNING COMMISSION MINUTES

April 22, 2019

Call to Order

Chair Utgard called the meeting to order at 6:31 PM with the following Commissioners present: Darren Robb, Steve Shepro, Sid Roberts, Lance Dennis and Marcus Metz. Commissioners Heagle was absent. Staff present; Community Development Director Patricia Love, City Planner Amy Rusko, and Administrative Assistant Krista Hintz. Also known to be present: Mikky Barnett, Tom Kauffman, Tim Schmidt and Peggy Wendell.

Public Requests or Comments

Tim Schmidt; 27308 101st Ave NW, Stanwood, spoke about recordings and live streaming of Public Meetings. Commissioner Shepro stated that the place to have the discussion would be in front of City Council as they are the ones to set Policy.

Approval of Minutes

A motion was made Commissioner Shepro to approve the minutes of the April 8, 2019 meeting. The motion was seconded by Commissioner Robb. The Commission voted unanimously to approve the minutes as presented.

New Business

Public Meeting

Senior Planner Amy Rusko presented Public Works project-Pioneer Highway & 72nd Avenue Interceptor Sewer Line. The project will replace 1,680 linear feet of 8" sewer line with 18" sewer line. This project will be scheduled for late spring or early summer with no night work. The Traffic Control Plan will keep two lanes open. Public Works will coordinate with the contractor to work around pickup/drop-off times at the elementary school. There was discussion regarding the patch and overlay of 72nd. The city will get this information and update the Commission.

Senior Planner Amy Rusko presented Public Works project 297 Zone Reservoir-The project will remove the existing 200,000 concrete reservoir and construct a 1.5 million gallon reservoir in its place to bring us to a total capacity of 3 million gallons. Three million gallons is based on the 2035 population projection. The new steel tank will be the same as the two current tanks, 48 feet tall. The new reservoir will be funded through the Water Fund's Plant Investment Fees collection from developers, connection fees and utility bills and a twenty year loan to help spread the cost over time. There will not be an increase to utility rates as this had already been included in the rate study.

Public Hearing:

Senior Planner Amy Rusko presented Title 11, Chapter 11.48 Vacations of Streets & Alley, and Title 17 Code Amendment. Title 11 will be named Streets and Sidewalks. Under Title 11, Chapter 11.48 will be Vacation of Streets and Alleys. Chapter 11.48 will allow homeowners to petition the city for an initial Right of Way vacation review to be presented to City Council prior to the homeowner accruing costs. If City Council is interested, the petition will follow the formal process for approval.

Chapter 17 changes:

17.81A- The Classification Table Type 5 Permit name was changed from Right of Way to Vacations of Streets and Alleys.

17.81B- Notice of application removed Right of #Way Vacation portion. Under Expiration of Approval –removed everything to do with Right of Way Vacations as this is covered under the new code.

These changes were brought to the Public Works Committee and the Community Development Committee with the recommendation approval to City Council.

Commission Chair Utgard opened the floor for Public Comment. There were no public comments.

A motion was made by Sid Roberts and seconded by Steve Shepro to recommend approval of the code amendments to Title 11, Streets and Sidewalks, Chapter 11.48, Vacation of Streets and Alleys, and edits to Title 17, Zoning to the Stanwood City Council. This motion passed unanimously.

A motion was made by Sid Roberts and seconded by Marcus Metz to recommend approval of the findings of fact and conclusions for the code amendments to Title 11, Streets and Sidewalks, Chapter 11.48, Vacation of Streets and Alleys, and edits to Title 17, Zoning to the Stanwood City Council. This motion passed unanimously.

Miscellaneous Business

- Commissioner Heagle has informed the city of his intention to resign from Planning Commission
- The city is in the process of reviewing 5 proposals for the Stanwood Civic Campus and will be interviewing May 7.

Upcoming Items

- The next Planning Commission Meeting will be May 13, 2019. A Public Hearing will be held May 20, 2019, this will be a joint meeting with the City of Stanwood and the Department of Ecology.

Adjourn

The meeting adjourned at 7:26 PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5c

DATE: May 23, 2019

SUBJECT: Parks / Trail Advisory Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – April 15, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 15, 2019 Parks/Trails Advisory Committee meeting are attached to this staff report for approval as presented.

PARKS and TRAILS ADVISORY COMMITTEE
April 15, 2019 Meeting
Meeting Notes

Attendance:

Committee Members:

Steve Shepro
Gordon Bell
Lisa Bruce
Dave Hall
Marshall Will
Rick Hawkins

Staff:

Patricia Love, Community Development Director
Carly Ruacho, Senior Planner
Krista Hintz, Administrative Assistant

Public:

Gordy Holmes
Judy Williams

Absent:

Matt Withers

Call to Order and Roll Call

The April meeting of the PTAC was called to order at 3:01 pm on Monday, April 15, 2019

Welcome new PTAC member Rick Hawkins. Committee Introductions

Approval of March 18, 2019 minutes

The Committee approved the minutes of the March 18, 2019. There had been a question as to whether the discussion of a consultant for Church Creek was mentioned in that meeting and if it should be added to the minutes. Review of the recording did not produce mention of a consultant during this meeting.

Ovenell Banners

After discussion at the Community Development Committee meeting, the CDC would like to see a plain background and the addition of the city website. Additional banner options were presented for PTAC discussion.

Options-Picture with dark photo background

Picture with whitewash photo background

Banner with plain background

The committee consensus after discussion:

Whitewashed photo background

Enlarge logos and separate the spacing

Try to match font to replicate historical sign

Use "Support Stanwood Parks"

Will concede to adding website if CDC wants to move forward in that direction

Church Creek Park Discussion-

Community Development Director Patricia Love presented ideas for improving Church Creek Park

- Active and passive areas have been defined; how do we blend and encourage use
- Look at a refresh of the park for volunteer projects on what can be updated.
- Brighten the park for added safety-Increase visibility and usability to draw interest to park

- Forest Management of environmental pieces- How will we get people interested in these areas to protect these areas
- Improve Parking

Northwest Corner Improvements:

Maintain Bridge	
Wetland Restoration Project	<i>Potential Volunteer Opportunity</i>
Forest Management	<i>Potential Volunteer Opportunity</i>
Improve Trails	<i>Potential Volunteer Opportunity</i>

Perimeter Improvements:

Secure Entrance Gate	
Improve Visibility of Park Entrance	<i>Potential Volunteer Opportunity</i>
Thin Trees	
Improve/ Replace Entrance Sign	
Possibly Move Flag Pole to Entrance	
Add Security Lighting	

Active Play Area Improvements:

Expand Parking	
Re-establish Caretaker Quarters	
Replace Basketball Court	
Add Pickleball Court	
Replace Playground Equipment	<i>Potential Volunteer Opportunity (install)</i>
Replace / Improve Picnic Shelter	
Re-landscape Flag Pole Area	<i>Potential Volunteer Opportunity</i>

The Committee would like a Park Operations Plan discussion with Public Works and Police.

Focus Areas

1. *Operations*
2. *Improving Visibility*
3. *Active Areas-Mural*
4. *Possible lighting for basketball and pickleball court*
5. *Northwest Corner restoration-maintain bridge and define trail*
6. *Open Space-Forest Management, Trails, Education*

Steve Shepro has asked to see a list of needs organized by importance to help set priorities.

Other

There is a list of City Beautification projects for groups that are interested in volunteering in the community.

Next Meeting

The next meeting is scheduled for May 20, 2019 at City Hall.

The meeting was adjourned at 4:15 pm.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: May 23, 2019

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – May 9, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the May 9, 2019 Community Development Committee meeting are attached to this staff report for approval as presented.

**City Council
COMMUNITY DEVELOPMENT COMMITTEE
May 9, 2019 Meeting
Meeting Notes**

Attendance:

Council Committee Members and Staff:

Rob Johnson, Councilmember
Dianne White, Councilmember
Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director

Excused Absences:

Elizabeth Callaghan, Councilmember

1. COMMUNITY SURVEY:

City Administrator Jennifer Ferguson presented an overview of the community survey and schedule. The City has worked with Washington State University to prepare a proposed scope of work to conduct a community feedback survey for residents of Stanwood and Camano Island to assist with the City's strategic planning efforts.

The Community Development Committee supports including Camano Island as we are dependent on each other, and recommends, with full support, adding it to the Council's agenda.

2. PARK IMPACT FEES:

The City's Park Impact Fee ordinance was last updated in December of 2017. While the fee is fairly newly adopted, Council has asked staff to review the costs associated with projects and what is the fairest distribution of those costs. Staff presented the 2019-2024 Parks Capital Improvement Plan and proposed changing the formula to include a division factor to address affordability issues.

The Committee would like the fee to span a seven to ten year planning horizon and discussed setting a reasonable rate while adding an escalation clause for inflation. They would like the update to be completed before the end of the year.

3. POLICE STATION / CITY HALL CIVIC CAMPUS PROJECT

In February the City issued a Request for Proposals (RFP) for preliminary architectural design, site design, civil engineering, and permitting services for a combined Police Station/City Hall civic campus. Five firms submitted proposals for the project; three were shortlisted to be interviewed: Rolluda Architects, ARC Architects and Mackenzie. Staff provided an update to the Community Development Committee on the interview process. The Committee recommended bringing the contract to City Council once the scope of work has been finalized.

4. OVENELL BANNERS

Following review and discussion of the PTAC's revised banner design, the Committee recommended bringing the three proposed banner designs forward: Basket Weaving, Ovenell Farm, and the whitewashed background arial photo with logos and the slogan "Support Stanwood Parks". An option for a fourth banner was introduced; the Committee felt the fourth banner was not needed.

5. JOHNSON FARM LEASES

The City of Stanwood purchased a portion of the Johnson Farm property in 2018 and entered into a Grant Deed of Agricultural Conservation Easement with the PCC Farmland Trust. The farm includes a number of facilities including two houses and multiple outbuildings which are currently leased to tenants who are former owners of the Johnson Farm. Those leases are set to expire June 1, 2019 and the existing tenants are requesting to remain, as tenants, at the farm site.

The Committee agreed having tenants reside on the site, acting as caretakers of the property, is an ideal scenario to ensure that the property is secure and monitored. Draft leases have been reviewed by legal counsel and monthly lease revenues are anticipated to be \$1,000+/month. All leases will be directly with the city, no sub-leasing will be allowed. The Committee supports public access on the berm, and lease payments for park purposes. It was recommended to add the leases to the City Council's consent agenda.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: May 23, 2019

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Olson, City Administrator

ATTACHMENTS: A – March 21, 2019 Meeting Minutes
B – April 18, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 21, 2019 and April 18, 2019 Economic Development Board meeting are attached to this staff report for approval as presented.

ECONOMIC DEVELOPMENT BOARD

March 21, 2019 Meeting

Attendance:

Board Members	Staff	General Public
Les Anderson John Hanstad Ken Kettler Randy Heagle	Jennifer Ferguson, CA Patricia Love, CDD	Kelsey Rueter on behalf of David Pelletier Sally Pray George Llewellyn

Absent:

John Russell

David Pelletier

Review Minutes of December Meeting

Motion to approve the February 21, 2019 meeting minutes as presented was made by Les Anderson and seconded by John Hanstad.

Business Retention Program

Jennifer Ferguson presented an overview of the program. Board members provided feedback and would like to see a business communication page for e-networking and a “Business Testimonial Section” in the Business E-newsletter. The Board recommended a Business centric event in the spring to kick off the program.

A motion to recommend the program’s adoption by Council was made by John Hanstad and seconded by Les Anderson.

I-5 Billboard Program

Jennifer Ferguson presented an overview of the program. Board members provided feedback, costs will be added to the flyer.

Board Member Updates

Other Business

Discussion of Gateway sign. Patricia Love will provide a high level overview at the next Planning Commission meeting then bring it to the Economic Development Board.

Next Meeting

The next meeting is scheduled for Thursday, April 18, 2019 at 9:00 am at City Hall. Agenda topics include:

- Community Survey
- Beautification Projects
- Demographics Overview
- Wayfinding’s Gateway program overview

ECONOMIC DEVELOPMENT BOARD

April 18, 2019 Meeting

Attendance:

Board Members	Staff	General Public
Les Anderson John Russell David Pelletier	Jennifer Ferguson, CA Patricia Love, CDD Krista Hintz, AA	Kathy Boyd George Llewellyn

Absent:

John Hanstad
Ken Kettler
Randy Heagle

Review Minutes of March Meeting

With only three members present, a quorum was not met. The minutes of the March 21, 2019 meeting will be presented for approval at the May 16, 2019 meeting.

Wayfinding's Gateway Program

Patricia Love presented an overview of the program. Signs are currently along Hwy 532 and 271st. Businesses not located on 271st have requested business name placement on the wayfinding signs. In 2014 the local Business Association made the recommendation to not put individual business names on the signage, City Council approved that at that time. The board discussed whether it is the City's responsibility to identify and fund a way to locate individual businesses. The concern is the amount of maintenance as businesses come and go. There Board discussed signage for different shopping districts rather than individual businesses.

Mayor Kelley and Patricia Love are discussing recreation of the Velkommen sign. Dave Pelletier's firm had designed the original wayfinding signs, he will look for documentation and schedule a meeting with Patricia Love to discuss.

Jennifer Ferguson and Patricia Love will be meeting with WSDOT, Island County and Snohomish County on April 26, 2019 to discuss strategic placement of round-a-bouts; How to improve traffic flow while preserving the character of Stanwood.

Examples of Gateway signage was presented. Some possible Gateways options include an arch, an intersection span, and a round-a-bouts with an art piece from a local artist. David Pelletier would like to wait on the gateway signage until the round-a-bout locations have been decided.

Suggested beautification options include planting trees in the right-of-way along Hwy 532 approaching Pioneer Hwy, planting different color trees at strategic intersections to draw attention key spots in the city.

The consensus of the Board was to look at moving forward with the next phase.

Beautification Projects Overview

Jennifer Ferguson presented an overview of Volunteer Opportunity Program centered on beautification projects. The plan is for quick easy wins to enhance areas through beautification.

Other Business

The spring offering of the City of Stanwood Tourism Promotion Grant has opened and applications will be accepted through May 31, 2019. Working on the direction of the Economic Development Board, the grant process has been simplified to encourage more groups to apply.

Les Anderson would like the city to reevaluate event fees that are charged for various aspects of the permit, road closure signage and barriers. Discussion followed around Stanwood being an event driven City. The expected return to the city would need to quantify eliminating fees as to avoid a gift of public funds.

Business Retention and Expansion program update. The Community Development Committee has reviewed the program and has recommended bringing it to the Finance Committee to discuss the costs involved with putting forth that level. Jennifer Ferguson has reached out to the Chamber to see if they will be able to assist with business related events. The City is looking at a kick-off event in the spring to introduce businesses to the program.

The Stanwood Library has requested the Council consider early removal of the location restriction so they can start their planning measures to move out of the flood plain. The Community Development Department has reviewed the request, it will go before both the Finance Committee and the Public Works Committee before being presented to Council in May.

Viking Way extension to the west: PUD is going through an operational assessment. The City is waiting for the findings to go to the PUD Commissioner in late April or May.

There were five responses to the RFP for the new Civic Campus. The City is in the process of reviewing the proposals, interviews will be held in May then it will go to Council to award the contract.

Next Meeting

The next meeting is scheduled for Thursday, May 16, 2019 at 9:00 am at City Hall. Agenda topics include:

- Community survey
- Snohomish County Tourism-Seattle North Country Rebranding
- TPA grant wayfinding



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c
DATE: May 23, 2019
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – May 6, 2019 Public Works Committee Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, May 6, 2019 at 5:15pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

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

AGENDA

1. Library Board Request
2. Community Workforce Agreement
3. Community Survey Proposal
4. Pioneer Hwy Bid Acceptance
5. BHC Task Order
6. Johnson Farm Leases
7. Six-year TIP 2020-2025

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, May 6, 2019 – 5:15pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Rob Johnson, Tim Pearce, Judy Williams

City Staff: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

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

1. Library Board Request

The Library has not selected a new site, but they want to be out of the flood plain. The City currently pays for all the utilities, including garbage and all the facility maintenance and upkeep for the Library. The Library attracts many people, which brings a lot of people to the downtown corridor. After discussing the pros and cons of releasing the restriction, the committee is undecided.

2. Community Workforce Agreement

The Public Works Committee asked staff to gather more information about the Community Workforce Agreement:

- Are other small cities in our area are using the Community Workforce Agreement?
- Are there any legal issues we need to be aware of? Check with the City Attorney.
- Ask our local contractors for feedback on how it would affect their bid proposals; higher bid price, not bidding at all, etc.

Councilmember Williams commented that this program is good for getting young workers in so they can learn the trades.

3. Community Survey Proposal

Committee Recommendation: Approves Washington State University's scope of work to conduct a community feedback survey.

4. Pioneer Hwy Bid Acceptance

Staff presented the bid proposals for the Pioneer Hwy Upgrade Phase 1 project and let the committee know that the Bid Award to Faber will be going to full council on May 9, 2019.

5. BHC Task Order

Committee recommendation: Proceed with issuing a Task Order to BHC.

6. Johnson Farm Leases

The leases are good for one year and go month to month until a new lease is signed. Staff will be conducting a site visit on May 9th to view the facilities. The lease fees collected will be used for the Johnson Farm Park.

7. Six-year TIP 2020-2025

The Committee did not have any changes for the 6-year TIP 2020-2025 and recommended that it be taken to full council on May 23, 2019 for a public hearing and adoption. Staff did clarify that the CIP will no longer be attached to the 6-year TIP, but the Finance Director will update the CIP in November and make sure it is in line with the TIP.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6d

DATE: May 23, 2019

SUBJECT: North County Fire / EMS 1st Quarter Report 2019

CONTACT PERSON: John Cermak

ATTACHMENTS: A – 1st Quarter Report for the City of Stanwood and North County Fire/EMS

ISSUE

Provide the City Council with the 1st Quarter 2019 Report for the City of Stanwood and North County Fire/EMS.

SUMMARY STATEMENT

The NCFE provides a quarterly report as an update on systems, processes, funding, grants, responses and response metrics.

FISCAL IMPACT

None



North County Fire/EMS
1st Quarter, 2019

Memo

TO: City of Stanwood & NCFE Board of Commissioners

FROM: John C. Cermak, Fire Chief
BY: Don Bartlett, Assistant Chief

DATE: April 22, 2019

RE: Quarterly Report for the City of Stanwood and North County
Fire/EMS

NORTH COUNTY FIRE/EMS DEPARTMENT OVERVIEW/RECAP

The first quarter of 2019 has seen the following items take place:

Below are a number of things that have been taking place (and/or may still be going on) during this last quarter:

- Scott SCBA's have all arrived. Inventory, labeling, and training to begin soon. After completion of these items, units will be placed into service.
- (Still awaiting approval or denial) A.F.G. grant has been submitted for an Air, Rehab, and Light vehicle. Currently, there is only one unit (Air-94) for a good majority of the central to the North end of Snohomish County that can respond to scenes to fill SCBA's.
- Personnel evaluations nearly all completed.
- Large amounts of live fire and block training have been completed. (See training report).
- Awaiting possible (SERS/SNOCOM) radio equipment acquisition and dissemination; possibly by late half of year.

- SWIF 2019 EOC/Disaster training class held on Wednesday, April 17 with good results. Next class session is scheduled for Wednesday, July 17, 2019. This will be the last classroom section of the training. The "Live" drill is scheduled for October. Next class invitees include City staff, Police, Fire, DEM, Stanwood / Camano School, CERT team members & Ham Radio operators.
- Continued progress with new brush rig project. Still looking to go with a RAM product, but RAM factory is still behind schedule for new model year units.

STATION STAFFING (SUPPRESSION & EMS) / EQUIPMENT

Station 90 Staffed 24 hrs. / 7 days (Engine 90, Tender 90 and Medic 90)

Cross-staffed Engine and Medic Unit with one Fire Officer, one Firefighter/EMT, and one Firefighter/Paramedic

Station 92 Volunteer staffed only when dispatched for calls or drills (Engine 92)

Station 96 Staffed 24 hrs. Cross-staffed Tender and Aid Unit with two Firefighter/EMTs, or "EMT Only" personnel to maintain staffing.

Station 97 Staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)

Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, one Firefighter, and typically one Part-Paid staff member.

Station 99 Staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)

Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter A99 staffed with 2 Firefighter/EMT's

NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT STAFFING BREAKDOWN

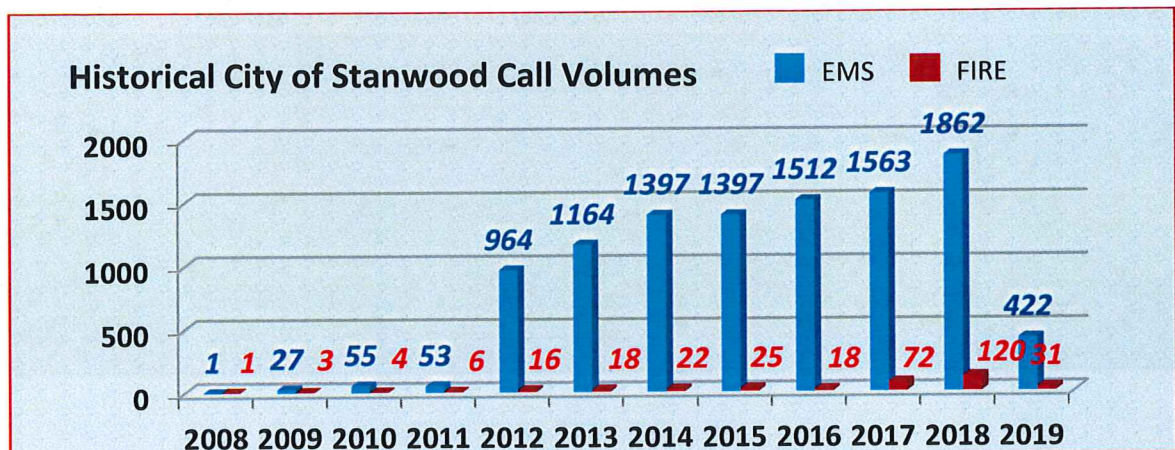
The Line or Suppression portion of the organization is comprised of members focused on providing the "Best service" possible. Of the 64 members of North County Regional Fire Authority, 24 are full-time suppression status (as of 04/22/2019), roughly (Varies) thirty-three (33) are part-time, eight are administrative (to include Finance, Human resources, and Administrative Assistant), and two are Volunteer.

North County Fire /EMS provides 24/7 Advanced Life Support (ALS) and Basic Life Support (BLS) with nine paramedics and requiring all other employees to be Washington State Certified Emergency Medical Technicians (EMTs), excluding administrative staff.

Members are managed by the Fire Chief, Assistant Chief of Operations, Assistant Chief of Community Risk Reduction / Prevention (Jointly with Arlington), Deputy Chief, Medical Services Administrator (Jointly with Arlington), a Battalion Chief of Training, three Captains, & six Lieutenants.

EMERGENCY CALLS FOR ASSISTANCE, COVERAGES, AND RESPONSE DATA

Below is a chart that displays the number of 911 Fire & EMS calls that have been taking place historically in the City of Stanwood:



PERFORMANCE MEASURES

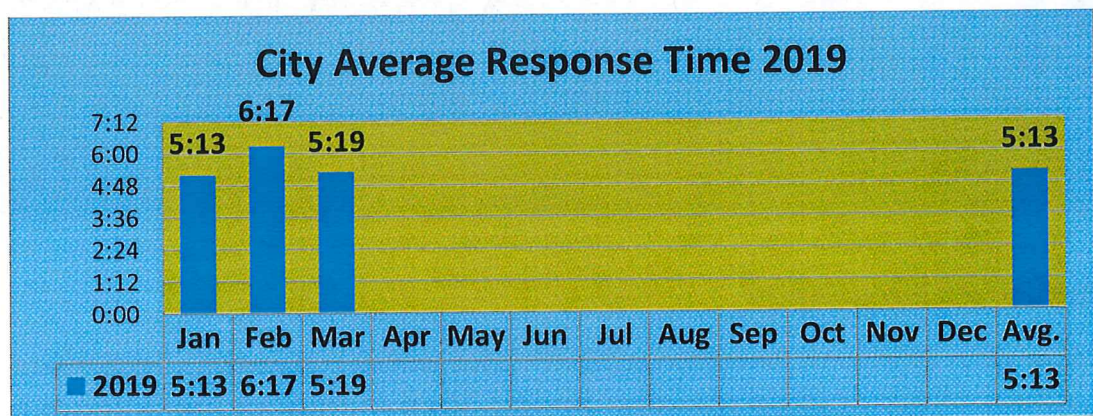
The North County Regional Fire Authority takes great pride in providing the communities it serves with excellent services in a prompt and professional manner. The following segments illustrate this care and determination in the categories of response time, training hours, response activities and fire inspections.

For later reports, it is the goal of the Operations Division to begin to include additional quantitative performance measures such as reaction times and incident based UHU's (Unit hour utilization times). These items will aid in providing a more detailed look at the performance of crews in terms of their response once dispatched to physically responding, and a view of the average call load the organization responds to. As the metrics that are the basis for the UHU's are improved at the County level, we will look into additional data as well.

AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by summing the time of dispatch to arrival on the scene. Cumulatively for 2019, the average response time for City calls is 5:13.

City:



*Note: All previous chart data based upon the latest information as provided by First Watch.

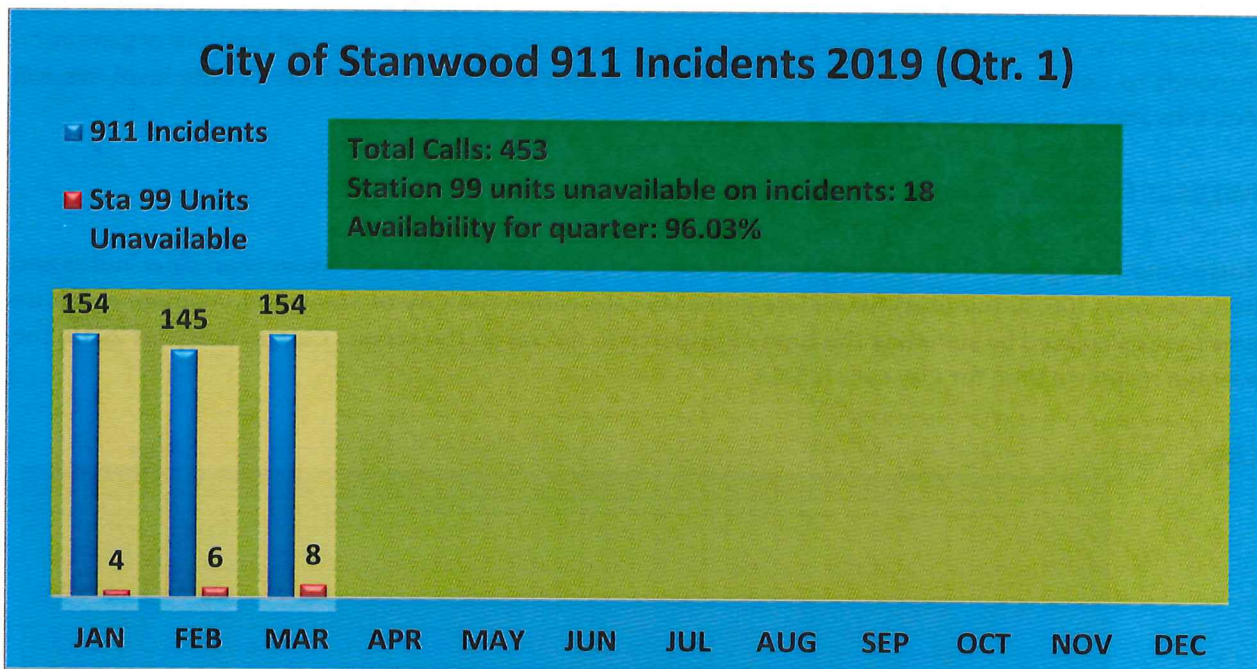
GENERAL EMERGENCY RESPONSE ACTIVITY

Below is a chart that represents the activity the RFA has conducted for this quarter.

SUPPRESSION	1st QRT	2nd QRT	3rd QRT	4th QRT	2018 YTD
1. Total Other	2				2
2. Total Service Calls	35				35
3. District EMS/Rescue Calls	780				780
4. District Fire Calls	50				50
5. City (Only) Medical	422				422
6. City (Only) Fire	21				21
7. City ALS Calls	250				250
8. City BLS calls	172				172
Total incidents For RFA (1 - 4)	867				867

AVAILABILITY OF SERVICE CALL PERCENTAGE

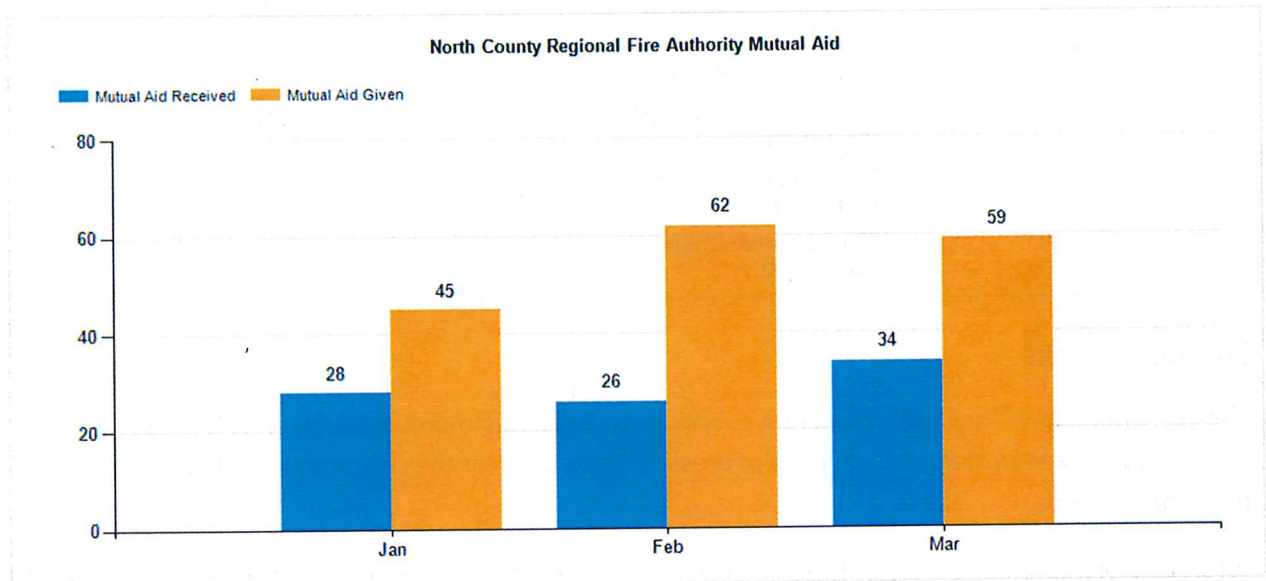
The Fire Authority shall provide sufficient manpower and equipment to maintain an out of service calls percentage for the City. The following chart shows total city calls and the number of calls a 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded to by next nearest available units. Currently & historically we are maintaining a very high availability percentage and not approaching any notable level of unit saturation, or second up issues caused by numerous and or high call loads. Refer to the chart(s) below.



MUTUAL AID INFORMATION

Mutual aid by definition is the rendering of services for another organization's needs, typically agreed to in advance. Mutual aid can be received or provided. This is an important area to track as it will provide information on the availability of your own response district as well as those around you that you have agreements with.

The charts on the following page represent the overall statistics that have been gathered over a quarters' period of time through "First Watch" who gathers the data from SNO911 and assembles it into the requested parameters.



Mutual Aid Given:

Aid Type		Total # of Resp	Total Task Time
Given		166	89:16:32
	Aid TO	Total # of Resp	Total Task Time
	☒ Arlington Fire Department	24	9:14:31
	☒ Camano Island Fire Rescue	53	32:44:00
	☒ Marysville Fire District	44	30:17:58
	☒ Snohomish County Fire District #15	11	6:45:29
	☒ Snohomish County Fire District #17	1	
	☒ Snohomish County Fire District #19	17	5:01:49
	☒ Snohomish County Fire District #21	7	1:38:12
	☒ Snohomish County Fire District #22	2	0:11:56
	☒ Snohomish County Fire District #24	5	1:37:40
	☒ Snohomish County Fire District #25	1	1:44:22
	☒ Snohomish County Fire District #4	1	0:00:35

Mutual Aid Received:

☐ Received

	88	27:09:31
Aid FROM	Total # of Resp	Total Task Time
⊕ Arlington Fire Department	20	5:30:28
⊕ Camano Island Fire Rescue	23	9:30:32
⊕ Marysville Fire District	18	4:57:52
⊕ Snohomish County Fire District #19	23	6:54:38
⊕ Snohomish County Fire District #21	3	0:16:01
⊕ Snohomish County Fire District #22	1	

FIRE INSPECTIONS

The Fire Inspection / Prevention program continues to grow and improve greatly. This is resulting in a more efficient, and professional delivery of these services both for the customer as well as the crews performing them.

With the onboarding of Chief Mike Makela, there will be increased opportunities to grow the knowledge, skills, and abilities of our crews. Another goal would be to get a number of personnel certified as Company Level inspectors to improve our scoring ability with WSRB.

As of 2019, a complete list to include 3 or more multi-family units has been acquired from Snohomish County, and has us with a far more comprehensive list of required annual fire inspections.

In addition, the total list of occupancies has been broken down to roughly 15 inspections per crew, per shift. This method of dissemination allows the Station Captain to keep track of inspections completed and crew accountability.

Below, is a brief overview chart of activities for the quarter and year to date.

Inspections: ("PAR" is 15 per month.)	1 st Quarter 2019	2 nd Quarter 2019	3 rd Quarter 2019	4 th Quarter 2019	YTD 2019
A Shift:	42				42
B-Shift	45				45
C-Shift	37				37
Re-Inspections:					
A Shift	6				6
B Shift	2				2
C Shift	0				0

PUBLIC EDUCATION/COMMUNITY OUTREACH

The first quarter of 2019 did not see any scheduled public education; however crews are making numerous contacts with the public during annual fire inspections.

There were some general public contact events that did take place:

- Touch a truck.
- Coloring contest winners received breakfast and a ride to school in a fire engine.

The NCFE Fire Explorer program logged in a total of 39 hours of training focusing on ladders, hose-work, and fire attack training.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: May 23, 2019

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Wendy Dowhower, Sr. Accountant

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31162 through 31210 and Washington Federal electronic funds transfers in the amount of \$180,520.72. Approve issuance of Washington Federal Bank payroll checks 1605 through 1613 and electronic funds transfers in the amount of \$262,413.62.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31162 THROUGH 31210 AND WASHINGTON FEDERAL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$180,520.72. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1605 THROUGH 1613 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$262,413.62.

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:14 Date: 05/15/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2681	05/07/2019	Claims	3	EFT	Land Title & Escrow Island County	15,000.00	Earnest Money Josephine Property
2735	05/09/2019	Claims	3	31162	Advanced Analytical Solutions	184.00	City Of Stanwood
2736	05/09/2019	Claims	3	31163	Edward Avila	51.00	City Of Stanwood
2737	05/09/2019	Claims	3	31164	Bruce C Allen & Associates, Inc	6,425.00	City Of Stanwood; City Of Stanwood
2738	05/09/2019	Claims	3	31165	Cascade Natural Gas Corp	470.14	608 440 0000 4; 127 540 0000 3; 953 540 0000 2; 498 440 0000 7; 839 440 0000 5; 931 607 9072 6
2739	05/09/2019	Claims	3	31166	Cascade Septic, LLC	110.00	City Of Stanwood
2740	05/09/2019	Claims	3	31167	Code Publishing Company Inc	1,949.82	3116
2741	05/09/2019	Claims	3	31168	Confluence Environmental Company, Inc	8,300.80	City Of Stanwood
2742	05/09/2019	Claims	3	31169	DMH Industrial Electric Inc	481.57	City Of Stanwood
2743	05/09/2019	Claims	3	31170	Daily Journal Of Commerce Inc	688.80	City Of Stanwood
2744	05/09/2019	Claims	3	31171	Databar Inc.	275.55	8952
2745	05/09/2019	Claims	3	31172	Stacey Davis	19.00	City Of Stanwood
2746	05/09/2019	Claims	3	31173	Environment Control	1,116.22	257778
2747	05/09/2019	Claims	3	31174	ESRI Environmental Systems Research, Inc	436.80	471802
2748	05/09/2019	Claims	3	31175	Jennifer Ferguson	70.00	City Of Stanwood
2749	05/09/2019	Claims	3	31176	Frontier *	141.05	360-629-4907-072497-5
2750	05/09/2019	Claims	3	31177	David Hammond	70.00	City Of Stanwood
2751	05/09/2019	Claims	3	31178	Krista Hintz	302.81	City Of Stanwood; City Of Stanwood
2752	05/09/2019	Claims	3	31179	Iworq Systems Inc	2,650.00	City Of Stanwood
2753	05/09/2019	Claims	3	31180	Jiffy Lube 2583	183.78	05; 05; 05
2754	05/09/2019	Claims	3	31181	Scott Justesen	51.00	City Of Stanwood
2755	05/09/2019	Claims	3	31182	KCDA Purchasing Cooperative	258.12	101453
2756	05/09/2019	Claims	3	31183	Keeney's	59.31	City Of Stanwood
2757	05/09/2019	Claims	3	31184	Navia Benefits	50.00	City Of Stanwood
2758	05/09/2019	Claims	3	31185	Office Depot	265.04	36274097; 36274097; 36274097; 36274097
2759	05/09/2019	Claims	3	31186	Outside The Box Engineering, LLC	646.90	City Of Stanwood
2760	05/09/2019	Claims	3	31187	PUD Of Snohomish County *	2,643.19	202982351; 220923312; 202423729; 200794063; 200633634
2761	05/09/2019	Claims	3	31188	Petersen Brothers, Inc.	526.57	CITYOFSTAN
2762	05/09/2019	Claims	3	31189	Pitney Bowes Inc- Purchase Power *	2,015.00	8000-9090-0519-5677
2763	05/09/2019	Claims	3	31190	Pratt Pest Management NW Inc	185.64	683591
2764	05/09/2019	Claims	3	31191	Quality Controls Corporation	114,427.41	City Of Stanwood
2765	05/09/2019	Claims	3	31192	Ricoh USA Inc- Maint	510.45	4250811
2766	05/09/2019	Claims	3	31193	Ricoh USA, Inc.	1,043.51	1316669-3660090; 1316669-3660140
2767	05/09/2019	Claims	3	31194	Amy Rusko	301.73	City Of Stanwood
2768	05/09/2019	Claims	3	31195	Sno Co District Court	1,369.20	DCT34003
2769	05/09/2019	Claims	3	31196	Sno Co Office Of Public Defense *	120.00	City Of Stanwood
2770	05/09/2019	Claims	3	31197	Sno Co Planning & Development Svcs	525.00	PDS00006
2771	05/09/2019	Claims	3	31198	Sno Co Prosecuting Attorney *	1,595.56	City Of Stanwood
2772	05/09/2019	Claims	3	31199	Sno Co Solid Waste	208.00	SOW5066
2773	05/09/2019	Claims	3	31200	Stanwood Camano News	420.66	261981; 261981; 261981

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:14 Date: 05/15/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2774	05/09/2019	Claims	3	31201	Stanwood Chamber Of Commerce	3,743.68	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
2775	05/09/2019	Claims	3	31202	Stilly Auto Parts Napa	128.99	27197
2776	05/09/2019	Claims	3	31203	Strategies 360 Inc	1,500.00	City Of Stanwood
2777	05/09/2019	Claims	3	31204	TMG Services Inc	1,566.53	1920010
2778	05/09/2019	Claims	3	31205	US Bank	4,381.35	4485 5945 5564 1495
2779	05/09/2019	Claims	3	31206	Verizon Wireless	1,184.40	372541731-00001
2780	05/09/2019	Claims	3	31207	WA St Dept of Licensing	30.00	City Of Stanwood (Amy Bergemeier)
2781	05/09/2019	Claims	3	31208	WAPRO	25.00	City Of Stanwood
2782	05/09/2019	Claims	3	31209	Wes Weld Corportion	1,687.14	City Of Stanwood; City Of Stanwood
2783	05/09/2019	Claims	3	31210	Joel Zielie	125.00	City Of Stanwood
001 General Fund						23,779.64	
101 Street Fund						357.47	
103 Street Construction Fund						6,425.00	
104 Park Improvement Fund						15,000.00	
401 Sewer Fund						2,219.86	
403 Sewer Construction Fund						115,116.21	
410 Drainage Fund						1,666.80	
411 Drainage Construction Fund						8,300.80	
421 Water Fund						7,044.88	
459 Water Equipment Reserve						43.00	
630 Agency Fund						567.06	
							Claims: 180,520.72
* Transaction Has Mixed Revenue And Expense Accounts						180,520.72	

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
() Deputy Finance Director



Date: 5/15/19

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:44 Date: 05/15/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2531	05/08/2019	Payroll	3	EFT	Erick C Aurand	4,118.10	April 2019 Payroll
2532	05/08/2019	Payroll	3	EFT	Edward A. Avila	3,667.89	April 2019 Payroll
2533	05/08/2019	Payroll	3	EFT	Reina C Barber	2,146.29	April 2019 Payroll
2534	05/08/2019	Payroll	3	EFT	Amy L Bergemeier	1,988.67	April 2019 Payroll
2535	05/08/2019	Payroll	3	EFT	Elizabeth M Callaghan	345.09	April 2019 Payroll
2536	05/08/2019	Payroll	3	EFT	Wendy R. Corder Dowhower	2,999.68	April 2019 Payroll
2537	05/08/2019	Payroll	3	EFT	Victoria Leigh Danielson	5,112.99	April 2019 Payroll
2538	05/08/2019	Payroll	3	EFT	Kevin M Davis	3,036.87	April 2019 Payroll
2539	05/08/2019	Payroll	3	EFT	Stacey A Davis	1,880.34	April 2019 Payroll
2540	05/08/2019	Payroll	3	EFT	Jennifer L Ferguson	5,857.11	April 2019 Payroll
2541	05/08/2019	Payroll	3	EFT	Devin Grohs	2,278.94	April 2019 Payroll
2542	05/08/2019	Payroll	3	EFT	David A Hammond	3,901.56	April 2019 Payroll
2543	05/08/2019	Payroll	3	EFT	Trevor M Harrison	2,754.03	April 2019 Payroll
2544	05/08/2019	Payroll	3	EFT	Krista A Hintz	2,811.24	April 2019 Payroll
2545	05/08/2019	Payroll	3	EFT	Kevin J Hushagen	5,507.35	April 2019 Payroll
2546	05/08/2019	Payroll	3	EFT	Robin C Johnson	345.02	April 2019 Payroll
2547	05/08/2019	Payroll	3	EFT	Scott R Justesen	4,221.08	April 2019 Payroll
2548	05/08/2019	Payroll	3	EFT	Bryson Mathew Kelley	843.72	April 2019 Payroll
2549	05/08/2019	Payroll	3	EFT	Henry L Kelley	874.66	April 2019 Payroll
2550	05/08/2019	Payroll	3	EFT	Keith R Kennedy	5,352.75	April 2019 Payroll
2551	05/08/2019	Payroll	3	EFT	Patricia I Love	3,911.21	April 2019 Payroll
2552	05/08/2019	Payroll	3	EFT	Marcy A Mathis	3,208.49	April 2019 Payroll
2553	05/08/2019	Payroll	3	EFT	Kelly C McGill	295.30	April 2019 Payroll
2554	05/08/2019	Payroll	3	EFT	Timothy A Pearce	345.09	April 2019 Payroll
2555	05/08/2019	Payroll	3	EFT	Kevin J Pellham	2,684.21	April 2019 Payroll
2556	05/08/2019	Payroll	3	EFT	Sara L Robinson	2,955.49	April 2019 Payroll
2557	05/08/2019	Payroll	3	EFT	Carly L Ruacho	1,179.60	April 2019 Payroll
2558	05/08/2019	Payroll	3	EFT	Amy M Rusko	4,994.19	April 2019 Payroll
2559	05/08/2019	Payroll	3	EFT	Lawrence A Sather	339.38	April 2019 Payroll
2560	05/08/2019	Payroll	3	EFT	Corinne Schakel	2,221.78	April 2019 Payroll
2561	05/08/2019	Payroll	3	EFT	Erica M Schorn	1,781.99	April 2019 Payroll
2562	05/08/2019	Payroll	3	EFT	Gina N Seegert	3,563.14	April 2019 Payroll
2563	05/08/2019	Payroll	3	EFT	Amanda B Slattery	2,397.51	April 2019 Payroll
2564	05/08/2019	Payroll	3	EFT	David Smith	3,719.17	April 2019 Payroll
2565	05/08/2019	Payroll	3	EFT	Shawn A Smith	3,318.45	April 2019 Payroll
2566	05/08/2019	Payroll	3	EFT	Lisa Sokolik	2,529.15	April 2019 Payroll
2567	05/08/2019	Payroll	3	EFT	Casey J Sousa	1,624.34	April 2019 Payroll
2568	05/08/2019	Payroll	3	EFT	Chase Strieby	808.72	April 2019 Payroll
2569	05/08/2019	Payroll	3	EFT	Nathan Towse	2,618.57	April 2019 Payroll
2570	05/08/2019	Payroll	3	EFT	Dianne W White	345.23	April 2019 Payroll
2571	05/08/2019	Payroll	3	EFT	Judith A Williams	345.30	April 2019 Payroll
2572	05/08/2019	Payroll	3	EFT	Frederick Joel Zielie	2,202.60	April 2019 Payroll
2586	05/08/2019	Payroll	3	EFT	Internal Revenue Service (941)	48,301.32	941 Deposit for Pay Cycle(s) 05/08/2019 - 05/08/2019
2587	05/08/2019	Payroll	3	EFT	WA St Department Of Retirement Systems	41,008.56	Pay Cycle(s) 05/08/2019 To 05/08/2019 - PERS2; Pay Cycle(s) 05/08/2019 To 05/08/2019 - PERS 3; Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - DRS (DCP)
2588	05/08/2019	Payroll	3	1605	AFLAC	614.96	Pay Cycle(s) 05/08/2019 To 05/08/2019 - AFLAC, Pre-Tax; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:44 Date: 05/15/2019
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2589	05/08/2019	Payroll	3	1606	AWC Employee Benefit Trust	21,960.83	Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC - Medical; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC- Dental; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC - Vision; Pay Cycle(s) 05/08/2019 To 05/08/2019;
2590	05/08/2019	Payroll	3	1607	Colonial Life Insurance	66.75	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Colonial Life Ins
2591	05/08/2019	Payroll	3	1608	Hartford Retirement Plan Services	1,708.00	Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - MassMutual (Hartford); Pay Cycle(s) 05/08/2019 To 05/08/2019 - Roth 457(b)(MassMutual)
2592	05/08/2019	Payroll	3	1609	ICMA Retirement Trust	2,601.25	Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - ICMA
2593	05/08/2019	Payroll	3	1610	Navia Benefits	311.66	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Medical FSA- S125
2594	05/08/2019	Payroll	3	1611	Teamsters Union Local 231	1,316.00	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Teamsters Dues
2595	05/08/2019	Payroll	3	1612	Washington Teamsters Welfare Trust		add May coverage for Amy and Sara
2662	05/08/2019	Payroll	3	1613	Washington Teamsters Welfare Trust	37,092.00	Pay Cycle(s) 05/01/2019 To 05/31/2019 - Teamsters Dental; Pay Cycle(s) 05/01/2019 To 05/31/2019 - Teamsters Medical
						132,808.46	001 General Fund
						17,878.34	101 Street Fund
						1,185.57	108 Transportation Sales Tax Fund
						43,447.78	401 Sewer Fund
						19,420.24	410 Drainage Fund
						47,673.23	421 Water Fund
						262,413.62	Payroll:
							262,413.62

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

() Finance Director () Auditing Officer
() Deputy Finance Director



Date: 5-15-19



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: May 23, 2019

SUBJECT: City Council May 9, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 9, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE May 9, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 9, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Elizabeth Callaghan, Timothy Pearce, Larry Sather and Kelly McGill. The meeting was quorate.

Also present: City Engineer / Assistant Public Works Director Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Police Chief Norm Link and Deputy Clerk Sara Robinson.

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

3. Approval of the Agenda

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

4. Presentation

- a. Proclamation – Kids to Parks Day May 18, 2019

The mayor read a proclamation proclaiming May 18, 2019 as Kids to Parks Day.

- b. Proclamation – National Poppy Day May 24, 2019

The mayor read a proclamation proclaiming May 18, 2019 as Kids to Parks Day.

5. Citizen Comments

None

6. Staff Reports

- a. Finance Report 1st Quarter 2019
- b. Planning Commission Minutes – May 8, 2019

7. Committee Reports

- a. Finance

Councilmember Sather noted that this committee meeting was not quorate and requested that the minutes be reviewed by the other committee members.

Stanwood City Council Meeting Minutes – April 25, 2019

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 11, 2019 Regular Meeting Minutes
- c. Plan Review & Inspection On-Call Contract

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

9. New Business

- a. Authorize the Mayor to Sign a contract with Faber Construction for the Pioneer Highway Upgrades Phase I-72nd Interceptor project.

Shawn Smith, City Engineer/Assistant Public Works Director presented the request to authorize the Mayor to Sign a contract with Faber Construction for the Pioneer Highway Upgrades Phase I-72nd Interceptor project.

The construction bids were opened on April 30, 2019. There were three bids submitted. Faber Construction was the low bidder at \$652,598.86. The Public Works Committee recommended this for Council approval at their meeting on May 6, 2019.

Motion by Councilmember Sather, second by Councilmember McGill to authorize the mayor to sign a contract with Faber Construction for the Pioneer Highway upgrade phase 1 - 72nd avenue interceptor project not to exceed \$652,598.86. Motion carried unanimously.

- b. Authorize the Mayor to Sign a contract with FCS Group for an Organizational Structure and Staffing Analysis.

David Hammond, Finance Director presented the request to authorize the Mayor to sign the Consultant Services Agreement with FCS Group for an Organizational Structure and Staffing Analysis. This assessment will evaluate the current and future service needs for our community. The study will include a community survey and organizational staffing analysis. This work is related to other current projects including an enhanced “city-centric” Discover Stanwood Camano and modernization of the City website and creation of a communications/public engagement toolkit.

The project will be completed in two phases. Phase one will include establishing level of service expectations, interviewing city staff, updating job descriptions, forecasting staffing needs, documentation and presentation to staff. Phase two includes peer/industrial comparisons and benchmarks, comparison to current and level of service needs and documentation and presentation to staff.

Upon execution of the agreement the consultant will begin the first phase immediately. The second phase will start after all reports are received from the community survey. It is expected to be completed in the of Spring 2020.

This project was discussed and recommended for Council approval at the regular Finance/Personnel Committee meeting on April 25, 2019.

Motion by Councilmember Sather, second by Councilmember Johnson, to authorize the mayor to sign a professional services agreement with FCS Group to conduct a city-wide organizational staffing analysis not to exceed \$49,660. Motion carried unanimously.

Stanwood City Council Meeting Minutes – April 25, 2019

10. Reports of Officers and Committees

a. Mayor's Report

The Touch-a-truck event was last weekend. It was a fun event that brought a huge crowd to the town.

Monday was the presentation of the grants that were awarded by the Remax Community Charity Event, Evening with the Hidden Stars. Sixteen local charities received these funds totaling \$31,000. Reminder that next week is filing week.

b. City Administrator's Report

The Clean Sweep event is this coming Saturday. This is a wonderful event available to Stanwood residents. The local Boy Scouts Troop 82 has volunteered to help.

c. Councilmember Reports and Questions

Councilmember Callaghan and Councilmember Pearce both announced that they will be running for City Council again.

11. Citizen Closing Comments –

None

12. Adjourn to Executive Session – RCW 42.30.110(1)(B) and RCW 42.30.110(1)(i)

Mayor Kelley adjourned the meeting to Executive Session at 7:17 pm for 19 minutes with action anticipated. Council reconvened at 7:39 pm.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign any and all documents to acquire the Foursquare church property for an additional \$69,000 consistent with the CR 2A Agreement. Johnson – yes, White – yes, Callaghan – yes, Pearce – yes, Sather – yes, McGill – yes. Motion carried unanimously.

13. Reconvene and Adjourn

Mayor Leonard Kelley adjourned the meeting at 7:49 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: May 23, 2019

SUBJECT: Special Event with City Contribution-Stanwood
Camano Arts Festival

CONTACT PERSON: Corinne Schakel, Permit Specialist

ATTACHMENTS: A – Special Event Permit Application
B – Map

Summary Statement

Stanwood Camano Arts Festival submitted a Special Event Permit application (Attachment A) requesting City contribution with the \$50 permit fee to the City for Council approval of The Summer Arts Jam on Friday, Saturday & Sunday, July 12, 13 & 14, 2019.

Discussion

This is the 2nd year for this event to be held in Downtown Stanwood. This event was previously known as Art by the Bay. These were split into 2 separate events in 2018.

The applicant has requested 271st Street be closed from Florence Way on the East end of 271st NW to the West end of the Country Store parking lot. 90th Ave NW will remain open to access the Country Store and other businesses. They also request for a section of 88th Ave NW. 88th Ave NW will be closed from the North Side of 270th St, across 271st including the North side of 88th Ave as well. 270th St. NW will remain open during the event. (See Map attached) They are requesting the road to be closed on Thursday, July 11th starting at 4:00pm through Sunday, July 14th ending at 9:00pm.

The Vendors will be setting up in quads down the middle of the street which will give access to Vendors and Merchants. This access will also give easy access for Emergency Vehicles if necessary. It is anticipated that there will be 125+ participants, 10,000 visitors, 20 volunteers and 15 staff members.

The Stanwood Camano Arts Festival is asking for City contribution and the event meets the requirements for large events of 1000 or more: 1) the event is held in the City. 2) It attracts the public to commercial areas.

Findings for the City Contribution:

- The event contributes to the marketing of the City.
- The advertising for the Stanwood Camano Arts Festival event will include marketing for the City by distributing attractive materials incorporating the City logo.
- The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.
- This event promotes a new safe, enjoyable and entertaining activity. It promotes an alternative shopping experience and promotes the Art community.

Financial Impact:

Stanwood Camano Arts Festival is requesting City Contribution. The total fees for this event are \$742.50 The total fees to be collected from the applicant are \$ 135.62, and the City contribution amount is \$406.88 The City has collected the required \$50 permit fee and will collect a \$150 refundable damage deposit. The Stanwood Arts Festival applicant will pay all costs associated with police staffing as determined by the Stanwood Police Chief.

City Council Options:

1. Approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July, 12, 13, & 14, 2019
2. Remove the Special Event permit from the consent agenda for further discussion and then approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.
3. Do not approve City contribution, but approve the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.

RECEIVED

JAN 07 2019

CITY OF STANWOOD
COMMUNITY DEVELOPMENT

City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
Number:

2019-0001

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☒ Completed application - submitted 60 days prior to the event for review and processing.
- ☒ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☒ Certificate of Liability Insurance
- ☒ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property **NA**
- ☒ Flyer and/or schedule of event(s)
- ☒ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Sally Pray for "Summer Arts Jam"

Company/Organization: STANWOOD CAMANO ARTS FESTIVALS

Contact Person to be available at event: Sally Pray

Mailing address: 26910 - 93rd AVE NW, Suite C5 PMB 145, STANWOOD, CA 98992
Phone: 425-773-0313 Cell: _____ Email: SALLY.PEARLY.SCAF@YAHOO.COM

Event Information

Name of Event: SUMMER ARTS JAM
Event Date(s): JULY 12th, 13th & 14th 2019
Event open time: 10:00 AM 7-12-19 Event close time: 4:00 PM 7-14-19
Set up date and time: JULY 11th 6:30 PM
Break down date and time: 7-14th 2019 4:00 PM TO 8:00 AM
Event Location (must include address) 271st SW + 88th AVE NW. STANWOOD, WA 98992
Does your event cause any street closures? Yes -
Which streets will be closed? 271st SW - 88th AVE NW - 270th BLOCKED OFF

Attendance

Estimated Total Attendance: 10,000 +++
How many registered Participants? 100-125 Spectators? TBD Volunteers? TBD Staff? 15

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

- a. Police: FOR BEER & WINE GARDEN - EXPLORES AT NIGHT FOR SECURITY
b. Fire: EXPLORES ARE VOLUNTEERS + FIRE DEPT WILL HAVE A FIRST AID STATION
c. Public Works: ROAD CLOSURES - BARRICADES - CONCRETE TO FILL WEIGHTS FULL OF WATER FOR STAGE. SET UP STREET SIGNS + HANG CITY BANNER

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: POLICE HAVE BEEN NOTIFIED.

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):

Applicant must provide for their own portable toilets, but explain plan: PORTA POTTIES + GARBAGE
DUMPSTERS BROUGHT IN 7-11-19 AND PICKED UP 7-16-19 - VOLUNTEERS TO
CLEAN UP AREA AFTER EVENT.

Temporary Signage (describe number and size and diagram location)

SANDWICH BOARDS - CITY BANNERS - SIGNS ON FREEWAY NORTH + SOUTH SIDES

Will there be organizations or vendors involved in the event? Yes ☒ No ☐

If yes, How many? Local within Stanwood City Limits: 5 FOOD VENDORS
Outside Stanwood City Limits: _____

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☒ No ☐ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".
LIQUOR - BEER + WINE TO BE SOLD IN BEER + WINE GARDENS ONLY

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant: 

Organization/Title PRESIDENT Date: 1-1-19



Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)
(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

Fire Department:
(360) 629-2184

Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)
(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290



Request for City Contribution
(submit with special event application)

Name of Applicant: Sally Pray For Summer Arts Jam
Name of organization requesting contribution: STANWOOD CAMANO ARTS FESTIVALS
Name of event: Summer Arts Jam
Event Dates: July 12th, 13th + 14th - 2019
Mailing Address: 26910 - 92nd AVE. NW Suite C5 BMB 145, STANWOOD, WA 98292
City STANWOOD State WA Zip 98292
Phone: 360-387-8101 Cell: 425-773-0313
Email: SallypraySCAF@YAHOO.COM

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

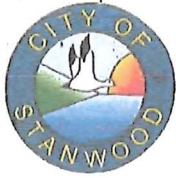
- The event contributes to marketing of the City
- The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- The event provides recreation benefit to the general public.
- The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria: HAVE STANWOOD CAMANO ARTS FESTIVALS ON MAIN ST - 221ST ST. NW + 88th AVENUE - TO INCREASE REVENUE + MARKETING FOR STANWOOD - MERCHANTS - AMTRAK - COMMUNITY

Amount requested: \$ WHATEVER CITY IS OFFERING! WE ARE ALL VOLUNTEERS AND NEED ALL THE \$\$\$ TO HELP OUT!

City services requested for sponsorship: CITY, PUBLIC WORKS, FIRE DEPT, POLICE DEPT, ANYONE WHO CAN MAKE THIS EVENT A SUCCESS! OUR ORGANIZATION IS ALL VOLUNTEERS. WE ARE ALL DOING THIS TO HELP OUR CO



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292

Phone: (360) 629-2181

Fax: (360) 629-3009

Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location at 88th Avenue NW. Coordination of banner placement is managed by the Community Development and the Public Works Departments. Additional information may be obtained by contacting the Permit Specialist.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Community Development Department based upon the date the application, payment and proof of Insurance is received. All items must be submitted prior to placement on calendar.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed 60 square feet in area.
4. Banners must contain grommets for installation.
5. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
6. Banners must be made of materials capable of withstanding a minimum of One Hundred and Ten (110) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength.
7. Applications must be received a minimum of 2 weeks prior to the requested placement of the banner.
8. Banners may be placed for up to no more than 14 days in advance of the event, and shall be removed within 3 days after the termination of the event. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
9. The Permit Specialist will notify the applicant of approval, denial and/or date change.
10. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
11. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

One million dollars (\$1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

Two million dollars (\$2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

Permit # 2018-0007

Application for Banner Installation

Applicant Name: Sally Pray - Summer Arts Jam
Address: 26910-99th AVE N.W. Suite C5 PMB 145, Stanwood, WA 98292
Phone: 425-773-0313 Email Address: Sallyprayscape@yahoo.com
Organization Represented: Stanwood Camano Arts Festivals
24-Hour Contact person and phone number: 425-773-0313

Date of requested placement (see page 1 for placement time limits): From 6-28-19 To: 7-14-19

Dates of Event: JULY 12th, 13th & 14th 2019

Location of Event: 271st St N.W. & 88th AVE NW & 270th St N.W.

Draw; Attach Photo or Provide Draft of Banner Below:

Will Turn In As Soon As We Have Design

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: Sally Pray Date: 1-1-19

Print Name: SALLY PRAY

****FOR OFFICE USE ONLY****

- ☐ Proof of Insurance
- ☐ Application Complete
- ☐ Payment received

Permit Specialist Authorization

Date

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
STANWOOD CAMINO ARTS FESTIVALS	SALLY PERRY	435-713-0313	202	2

Options:

Place Initial next to preferred option. The agreement must be signed prior to Council approval of Contribution.

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowledging that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment. SP
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at \$50.00/hour staff will transport to and from the on the day of the event, _____

** The applicant has checked out _____ signs and _____ Barricades.

Applicant initials, _____

Staff initials _____

Applicant signature Sally Perry Date: 1-1-13

***** City Only*****

of set up and break down hours _____ Cost of labor \$ _____

Staff signature _____ Date: _____



Stanwood Camano Arts Festivals Presents:

SUMMER ARTS JAM

JULY 12-14, 2019 In Downtown Stanwood, WA

www.stanwoodcamanoartsfestivals.org



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: May 23, 2019
SUBJECT: Special Event Permit-Stanwood Lacrosse Invitational
CONTACT PERSON: Krista Hintz
ATTACHMENTS: A – Special Event Permit Application
B – Map
C - Schedule

ISSUE

The Stanwood Lacrosse Club has submitted a Special Event application for having a Lacrosse Jamboree at Heritage Park on Sunday, June 2, 2019

DISCUSSION

The Stanwood Invitational invites Lacrosse clubs with children in grades K-8 to participate in a Lacrosse Jamboree to be held at Heritage Park on Sunday, June 2, 2019, from 9am to 6pm. They are renting Heritage Park from the City of Stanwood and have paid the \$50 Special Event application fee and will be responsible for all of the Park fees as designated by Lisa Sokolik in the Public Works Department.

There will be no road closures and the entire event to be held in the Heritage Park area. The children will be chaperoned by coaches and parents. They are not requesting City Contribution.

Benefits:

- i) *The event contributes to the marketing of the city.*
The event will bring spectators to Stanwood for a family friendly recreational event. This event promotes safe, wholesome family fun in Stanwood.
- ii) *The event will attract the parents, coaches and visitors into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.*

FINANCIAL IMPACT

The Stanwood Lacrosse Club paid \$50 application fee for the Special Event. They will also pay the Park fees to rent Heritage Park.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

RECEIVED

MAY 06 2019

CITY OF STANWOOD
PERMIT DEPARTMENTPermit
Number:

2019-0217

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☐ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☐ Certificate of Liability Insurance
- ☐ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☐ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Stanwood Lavoisse

Company/Organization: SCSAA

Contact Person to be available at event: Ben Haglund

Mailing address: PO BOX 863 Stanwood WA 98292
Phone: 360 770 5894 Cell: same Email: ben.hagglund@gmail.com

Event Information

Name of Event: Stanwood Invitational
Event Date(s): 6/2/19
Event open time: 8 AM Event close time: 6 PM
Set up date and time: 6/2 7am
Break down date and time: 6/2 6 PM
Event Location (must include address) Stanwood MS 9405 271st ST NW Stanwood WA 98292
Heritage Park 9800 276th ST NW Stanwood WA 98292
Does your event cause any street closures? NO
Which streets will be closed? N/A

Attendance

Estimated Total Attendance: 600
How many registered Participants? 280 Spectators? 280 Volunteers? 20 Staff? 20

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

- a. Police: NO
b. Fire: NO
c. Public Works: early open at 7am, check bathrooms mid-day

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: No police services, each player has a parent or coach, each team has a first aid kit, no street closures, no traffic control

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan: Applicant cleans up
sites during day and end of day, rents dumpster for Heritage
delivered/picked up w/ one week, porta pots rented for Heritage
and sms

Temporary Signage (describe number and size and diagram location)

NONE

Will there be organizations or vendors involved in the event? Yes ☒ No ☐

If yes, How many? Local within Stanwood City Limits: 4

Outside Stanwood City Limits: 0

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☒ No ☐ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".

Food not alcohol

Two food vendors obtain permits from Snohomish Health

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant:  

Organization/Title President

Date: 5/5/19



Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)

(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

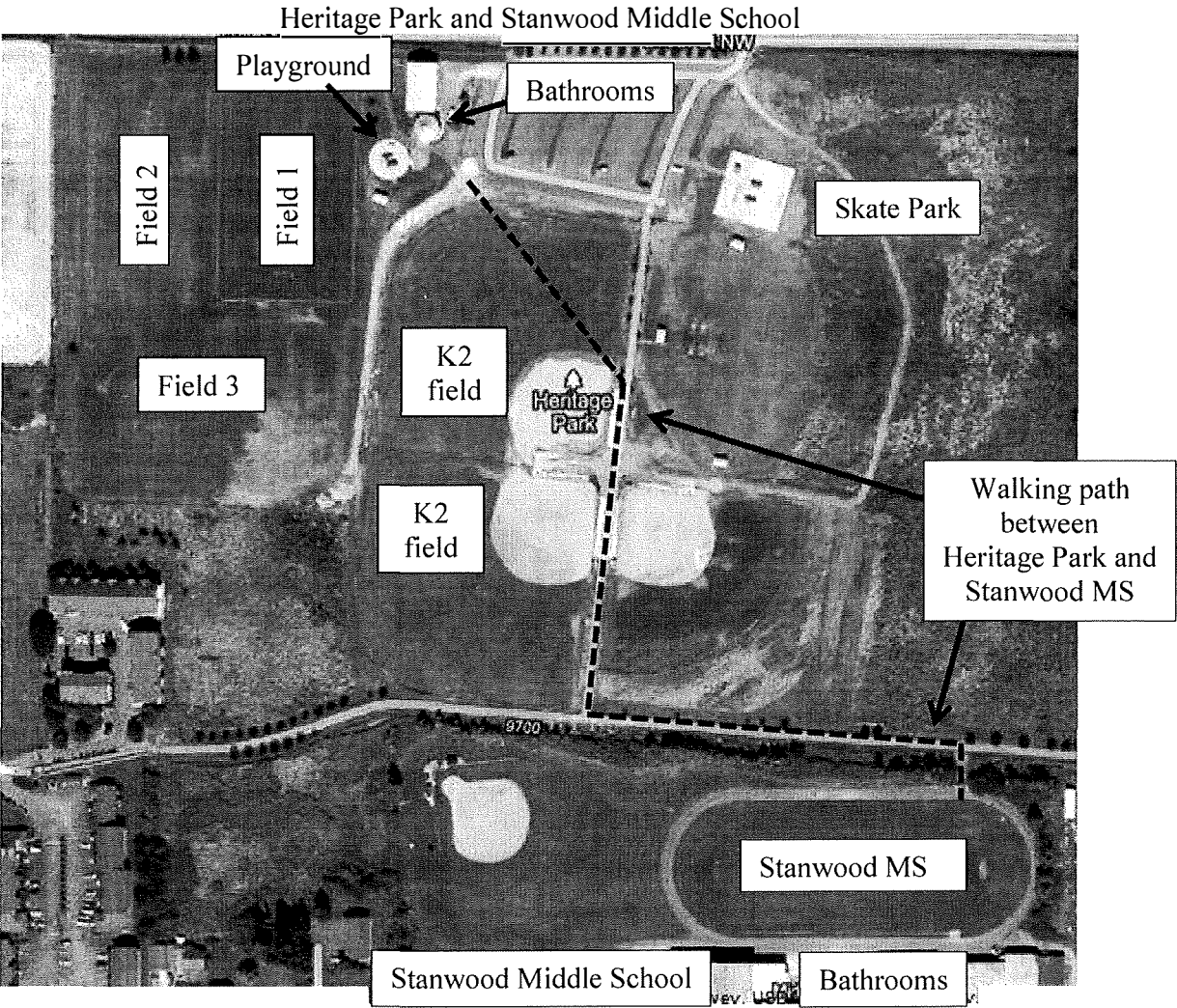
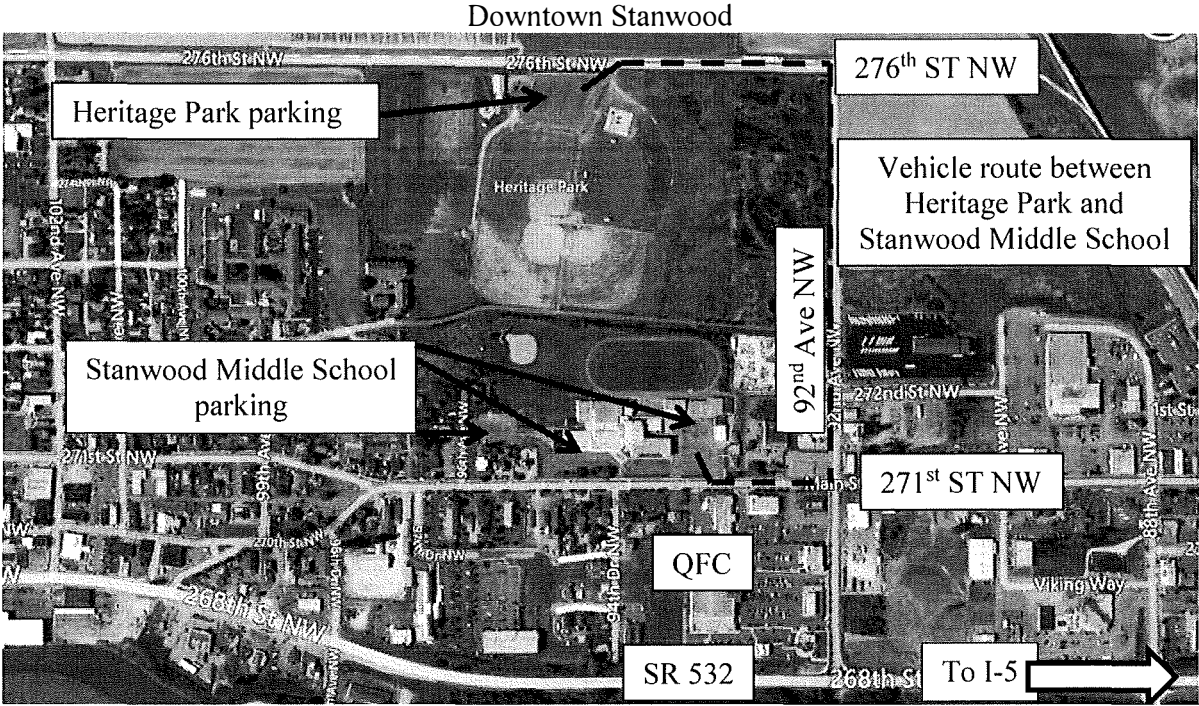
Fire Department:
(360) 629-2184

Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)

(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290



Stanwood Invitational
Sunday 6/3/18
Heritage Park (HP) and Stanwood MS

9:00am	78 Stanwood HP Field 1 78 N Sea Wht	78 Bellingham HP Field 2 78 N Sea Blk	78 SAAS HP Field 3 78 Inglemoor	78 Skagit Valley Stanwood MS 78 Bothell
10:00am	56 Stanwood HP Field 1 56 N Sea Wht	56 Bellingham HP Field 2 56 N Sea Blk	56 Mukilteo HP Field 3 56 Inglemoor	56 Skagit Valley Stanwood MS 56 LFP Shoreline
10:30am	12 Stanwood HP BB 1 12 North Creek	12 Inglemoor HP BB 2 12 Everett		
11:00am	34 Skagit Valley HP Field 1 34 N Sea Blk	34 Everett HP Field 1A 34 N Sea Wht	34 Stanwood Red Stanwood MS 34 Inglmr Blk	34 Stanwood White Stanwood MS 34 Inglmr Wht
12:00pm	78 Stanwood HP Field 1 78 Inglemoor	78 Bothell HP Field 2 78 N Sea Blk	78 Skagit Valley HP Field 3 78 N Sea Wht	78 Bellingham Stanwood MS 78 SAAS
1:00pm	56 Stanwood HP Field 1 56 Inglemoor	56 Mukilteo HP Field 2 56 N Sea Blk	56 Skagit Valley HP Field 3 56 N Sea Wht	56 Bellingham Stanwood MS 56 LFP Shoreline
1:30pm	12 Stanwood HP BB 1 12 Inglemoor	12 North Creek HP BB 2 12 Everett		
2:00pm	34 Skagit Valley HP Field 1 34 Inglmr Blk	34 Everett HP Field 1A 34 Inglmr Wht	34 Stanwood Red Stanwood MS 34 N Sea Blk	34 Stanwood White Stanwood MS 34 N Sea Wht
3:00pm	78 Stanwood HP Field 1 78 Bothell	78 Bellingham HP Field 2 78 N Sea Wht	78 N Sea Blk HP Field 3 78 Inglemoor	78 Skagit Valley Stanwood MS 78 SAAS
4:00pm	56 Stanwood HP Field 1 56 LFP Shoreline	56 Mukilteo HP Field 2 56 N Sea Wht	56 Skagit Valley HP Field 3 56 N Sea Blk	56 Bellingham Stanwood MS 56 Inglemoor
4:30pm	12 Stanwood HP BB 1 12 Everett	12 Inglemoor HP BB 2 12 North Creek		
5:00pm	34 Skagit Valley HP Field 1 34 N Sea Wht	34 Everett HP Field 1A 34 N Sea Blk	34 Stanwood Red Stanwood MS 34 Inglmr Wht	34 Stanwood White Stanwood MS 34 Inglmr Blk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e

DATE: May 23, 2019

SUBJECT: Special Event with City Contribution-Port Susan Farmer's Market

CONTACT PERSON: Corinne Schakel, Permit Specialist

ATTACHMENTS: A – Special Event Permit Application
B – Map

Summary Statement

Port Susan Farmer's Market submitted a Special Event Permit application (Attachment A) requesting City contribution with the \$50 permit fee to the City for Council approval of a Farmer's Market located in the parking lot behind the Police Station in the from June 7, 2019 through October 11, 2019.

Discussion

Port Susan Farmer's Market will be located in the parking lot behind the Stanwood Police Department. The Farmer's Market has requested to have the middle of the parking lot closed to traffic. The Vendors will be setting up in the parking spaces facing North and South with walking access in the middle. It is anticipated that there will be 1000 shoppers' average per week with 50 vendors. The Farmer's Market is asking for a City Contribution and the event meets the requirements for large events of 1000 or more: 1) the event is held in the City. 2) It attracts the public to commercial areas.

Findings for the City Contribution:

- The event contributes to the marketing of the City:
 - The advertising for the Port Susan Farmer's Market distributing attractive materials incorporating the City logo.
 - The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.
 - This event promotes a new safe, enjoyable and entertaining activity. It promotes an alternative shopping experience and promotes healthy lifestyles and tools for families and children to learn about food and nutrition.

Financial Impact:

The Port Susan Farmer's Market is requesting City Contribution. The total fees for this event are \$447.50. The total fees to be collected from the applicant are \$111.57 and the City contribution amount is \$335.63. The City has collected the required \$50 permit fee and will collect a \$150.00 refundable damage deposit. The Farmer's Market applicant will pay all costs associated with police staffing as determined by the Stanwood Police Chief.

City Council Options:

1. Approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held from June 7, 2019-October 11, 2019.
2. Remove the Special Event permit from the consent agenda for further discussion and then approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.
3. Do not approve City contribution, but approve the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019 to October 11, 2019.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
 Number:

2019-0201

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☐ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☐ Certificate of Liability Insurance
- ☐ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☐ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Sarah Dylan Jensen

Company/Organization: Stanwood Farmers Market

Contact Person to be available at event: Sarah Dylan Jensen

Mailing address: PO Box 1072, Stanwood, WA 98292

Phone: 425-280-4150 Cell: same Email: info@Stanwood
farmers market.org

Event Information

Name of Event: Stanwood Farmers Market

Event Date(s): FRIDAYS, JUNE 7th - OCT. 11th

Event open time: 2 PM Event close time: 6 PM

Set up date and time: 11:30 AM

Break down date and time: 6-7 PM

Event Location (must include address) CITY PARKING LOT

Does your event cause any street closures? yes

Which streets will be closed? Alley behind police station

Attendance

Estimated Total Attendance: 700-1200 per week

How many registered Participants? 45 Spectators? 0 Volunteers? 10 Staff? 1

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

a. Police: NO

b. Fire: NO

c. Public Works: use of barricades (10) to designate area
No parking on Fridays

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: _____



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
Phone: (360) 629-2181
Fax: (360) 629-3009

Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location at 88th Avenue NW. Coordination of banner placement is managed by the Community Development and the Public Works Departments. Additional information may be obtained by contacting the Permit Specialist.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Community Development Department based upon the date the application, payment and proof of Insurance is received. All items must be submitted prior to placement on calendar.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed 60 square feet in area.
4. Banners must contain grommets for installation.
5. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
6. Banners must be made of materials capable of withstanding a minimum of One Hundred and Ten (110) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength.
7. Applications must be received a minimum of 2 weeks prior to the requested placement of the banner.
8. Banners may be placed for up to no more than 14 days in advance of the event, and shall be removed within 3 days after the termination of the event. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
9. The Permit Specialist will notify the applicant of approval, denial and/or date change.
10. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
11. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

One million dollars (\$1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

Two million dollars (\$2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

Permit # _____

Application for Banner Installation

Applicant Name: Sarah Dylan Jensen
Address: PO Box 1072, Stanwood WA 98292
Phone: 425-280-4150 Email Address: _____
Organization Represented: Stanwood Farmers Market
24-Hour Contact person and phone number: 425-280-4150

Date of requested placement (see page 1 for placement time limits): From TBD* To: TBD*

Dates of Event: June 7th - Oct. 11th

Location of Event: City Parking lot behind Police station

Draw, Attach Photo or Provide Draft of Banner Below:

Stanwood Farmers Market
FRIDAYS - JUNE 7 - OCT 11th

* Depends on coordination with
city.

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: [Signature] Date: 4.23.19

Print Name: Sarah Dylan Jensen

****FOR OFFICE USE ONLY****

- ☐ Proof of Insurance
- ☐ Application Complete
- ☐ Payment received

Permit Specialist Authorization

Date

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
Stawood Farmers Market	Sarah Dylan	425-280-4150	10	2

Options:

Place Initial next to preferred option. The agreement must be signed prior to Council approval of Contribution.

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowledging that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment. _____
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at \$50.00/hour staff will transport to and from the on the day of the event, _____

** The applicant has checked out _____ signs and 10 Barricades. _____

Applicant initials, _____

Staff initials _____,

Applicant signature _____ Date: _____

**** City Only*****

of set up and break down hours _____ Cost of labor \$ _____

Staff signature _____ Date: _____



Request for City Contribution
(submit with special event application)

Name of Applicant: Sarah Dylan Jensen
Name of organization requesting contribution: ~~Stanwood~~ Stanwood Farmers Market
Name of event: same
Event Dates: Fridays 9/7 - 10/11
Mailing Address: PO BOX 1072
City Stanwood State WA Zip 98292
Phone: 425-~~8800~~ 280-4150 Cell: same
Email: info@stanwoodfarmersmarket.org

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

- The event contributes to marketing of the City
- The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- The event provides recreation benefit to the general public.
- The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria: SFM is a community that, in addition to providing access to healthy foods also serves as an economic engine for local Agri-based businesses. The City is a long term partner

Amount requested: \$ 2,500

City services requested for sponsorship: Use of barricades for "No parking on FRIDAYS" signs. Signage remains in place for the length of 20 weeks. SFM will be responsible for deploying & reporting any vandalism or breakage. City will also sweep parking lot as needed - To be coordinated with Public Works. Trash will be picked up from dumpster under city contract.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7f
DATE: May 23, 2019
SUBJECT: Salary Commission Appointment
CONTACT PERSON: David A. Hammond, CPA, Finance Director/City Clerk
ATTACHMENTS: A – Ordinance 1306

ISSUE

Should Council confirm Mayor Kelley's appointment of Conner Latonen and Nicole Gilligan to serve on the City's Salary Commission?

RECOMMENDATION

Confirm Mayor Kelley's appointment of Conner Latonen to a first term on the Salary Commission.

Confirm Mayor Kelley's appointment of Nicole Gilligan to a first term on the Salary Commission.

SUMMARY

The Salary Commission has two vacancies. Ordinance 1306 establishing the Salary Commission (Attachment A) requires that members of the commission shall be residents of the city. Conner Latonen and Nicole Gilligan have volunteered to fill these vacancies. The mayor appoints commissioners with the approval of council.

DISCUSSION

Ordinance 1306 (Attachment A) establishes a five member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second term by the mayor with council approval. Commissioner Foster's second term has expired and Commissioner Schmitt's term was terminated due to a conflict of interest that arose after his appointment last year. This appointment requires council approval. The mayor is requesting council confirm these two appointments.

FISCAL IMPACT

None

COMMITTEE RECOMMENDATION

N/A

CITY COUNCIL OPTIONS

- 1) Approve Mayor Kelley's appointment of Conner Latonen to fill a 3 year term on the Salary Commission.
- 2) Approve Mayor Kelley's appointment of Nicole Gilligan to fill a 3 year term on the Salary Commission.
- 3) Do not approve Mayor Kelley's appointment of Conner Latonen and Nicole Gilligan to serve 3 year terms on the Salary Commission

RECOMMENDED MOTION

I MOVE TO APPROVE MAYOR KELLEY'S APPOINTMENT OF CONNER LATONEN AND NICOLE GILLIGAN TO SERVE AS SALARY COMMISSIONERS FOR A 3 YEAR TERM.

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

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

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

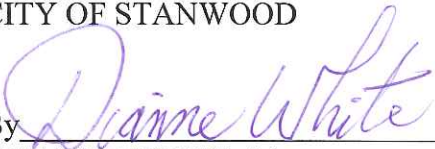
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

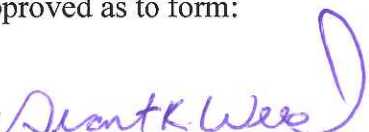
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: May 23, 2019

SUBJECT: Public Hearing to consider testimony regarding adopting the Six Year Transportation Improvement Plan (TIP) – 2020 through 2025

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – RCW 35.77.010
B – Map of Project Locations
C – Project Cost Spreadsheet
D – 20 year Comp Plan Transportation Cost Estimates

ISSUE

The issue in front of the Council is to hold a public hearing regarding the Six Year Transportation Improvement Plan (TIP) for later adoption of Resolution 2019-07.

SUMMARY STATEMENT

The City of Stanwood is required by RCW 35.77.010 (ATTACHMENT A) to prepare and adopt a transportation improvement plan by July of each year for the ensuing six calendar years. The City of Stanwood's Six-Year Transportation Improvement Plan (TIP) is required to be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

DISCUSSION

Staff reviewed the City's existing Six-Year TIP as well as future transportation improvement projects to update Stanwood's Six-Year TIP as required by RCW 35.77.010. Staff discussed the issue with the Public Works Committee at their March 4, April 1, and May 6, 2019 meetings.

The purpose of the 6-Year TIP is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

The approved plan may at any time be revised by a majority vote of the council, but only after a public hearing(s) has been noticed and held. Projects seeking grant or outside funding need to be identified on the 6-Year TIP.

Most of the projects listed on the TIP were identified previously. The following table is a summary of changes based on the committee's review and discussion, completion of projects, and changes to the project area.

SUMMARY OF CHANGES FOR 2020-2025

Project ID	STREET PROJECTS	UPDATE	REASON
R-8	102 nd Street NW Overlay	REMOVED	Project will be completed in 2019
R-7	284 th St Improvement: 284 th Street between approx. city limits & 80 th St.	UPDATE PROJECT AREA	68 th east to City Limits portion of the project will be completed in 2019
R-13	276 th Street Overlay and ADA Improvements: 80 th to east city limits	ADDED	Newly identified project. Staff will apply for funding in 2020.

	SIDEWALK PROJECTS	UPDATE	REASON
	276 th Street NW Overlay	REMOVED	Project will be completed by a Developer

	TRAIL PROJECTS	UPDATE	REASON
	No changes		

FINANCIAL IMPACT

There are no budget impacts or costs for development of the City's TIP. Council understands that it is not a requirement to fund all projects that are listed on the TIP. However, the TIP provides the City with a project list establishing the necessary foundation for the City to apply for State and Federal grant opportunities as well as analyzing and developing budget allocations sufficient to plan, engineer, permit, purchase right of way, and construct the proposed improvements as funds become available in the future.

COMMITTEE RECOMMENDATIONS

The Six-Year Transportation Improvement Plan was reviewed and discussed by the Public Works Committee on March 4, April 1 and May 6, 2019. Therefore, the recommendation is to hold a public hearing and adopt by resolution prior to the July deadline.

CITY COUNCIL OPTIONS

- Hold the public hearing to take comment on the 2020 - 2025 Six-Year Transportation Improvement Plan.
- Do not hold the public hearing. Send this item back to staff and the Public Works Committee for additional information review and revision. RCW 35.77.010 requires cities to hold a public hearing and adopt a revised and extended comprehensive transportation program before July 1st of each year. The Six Year TIP must be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this RCW is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

RECOMMENDED ACTION

HOLD THE PUBLIC HEARING TO CONSIDER TESTIMONY REGARDING ADOPTING THE SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) – 2020 THROUGH 2025.

RCW 35.77.010

Perpetual advanced six-year plans for coordinated transportation program expenditures — Non-motorized transportation — Railroad right-of-way.

(1) The legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. If the city or town has adopted a comprehensive plan pursuant to chapter [35.63](#) or [35A.63](#) RCW, the inherent authority of a first-class city derived from its charter, or chapter [36.70A](#) RCW, the program shall be consistent with this comprehensive plan. The program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW [36.70A.070](#)(6) or other applicable changes that promote non-motorized transit.

The program shall be filed with the secretary of transportation not more than thirty days after its adoption. Annually thereafter the legislative body of each city and town shall review the work accomplished under the program and determine current city transportation needs. Based on these findings each such legislative body shall prepare and after public hearings thereon adopt a revised and extended comprehensive transportation program before July 1st of each year, and each one-year extension and revision shall be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this section is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program. The program may at any time be revised by a majority of the legislative body of a city or town, but only after a public hearing.

The six-year plan for each city or town shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region.

(2) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town will expend its moneys, including funds made available pursuant to chapter [47.30](#) RCW, for non-motorized transportation purposes.

(3) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town shall act to preserve railroad right-of-way in the event the railroad ceases to operate in the city's or town's jurisdiction.

[2005 c 360 § 4. Prior: 1994 c 179 § 1; 1994 c 158 § 7; 1990 1st ex.s. c 17 § 59; 1988 c 167 § 6; 1984 c 7 § 23; 1977 ex.s. c 317 § 7; 1975 1st ex.s. c 215 § 1; 1967 ex.s. c 83 § 27; 1965 c 7 § [35.77.010](#); prior: 1961 c 195 § 2.]

STREET PROJECTS - CIP

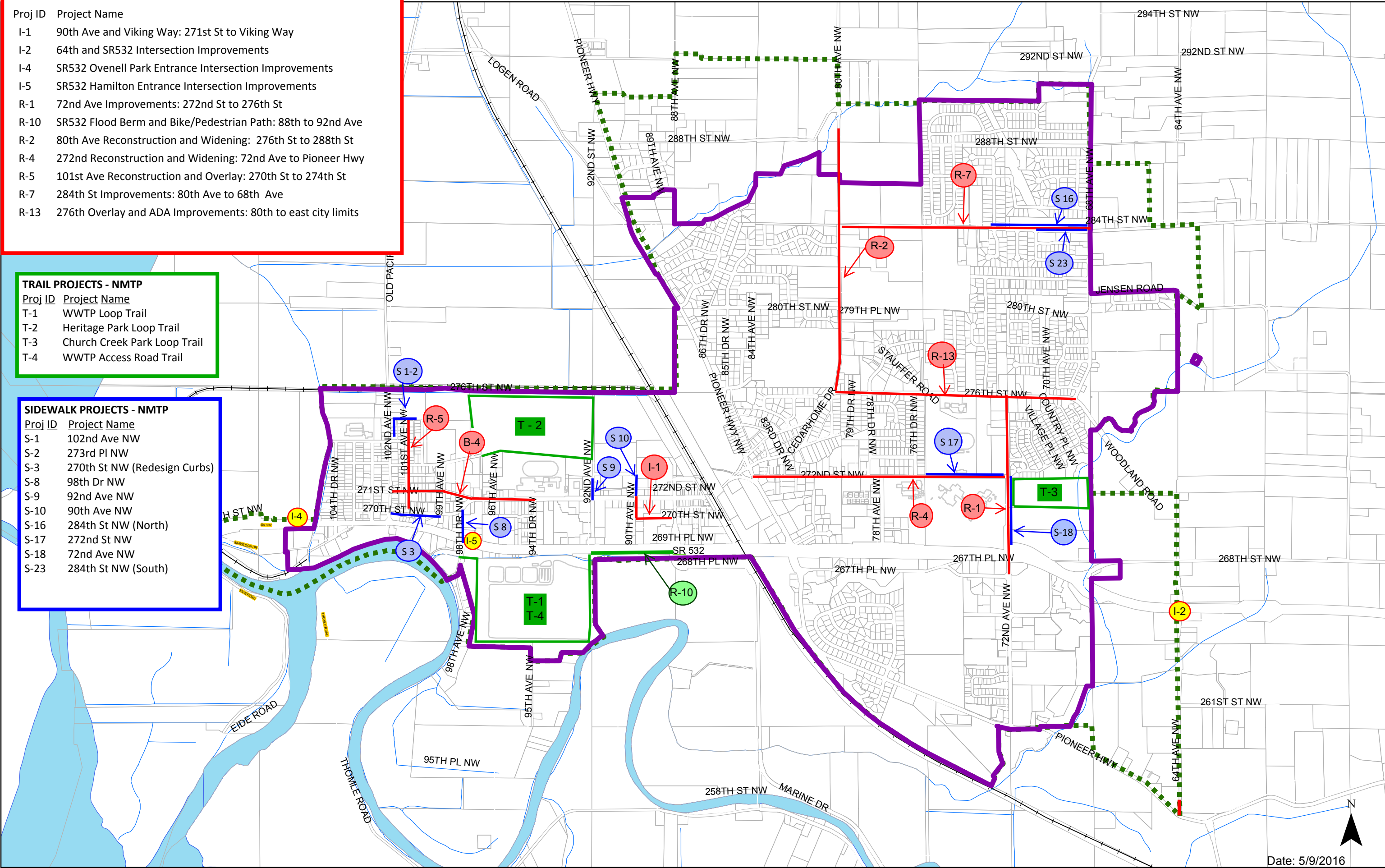
Proj ID	Project Name
I-1	90th Ave and Viking Way: 271st St to Viking Way
I-2	64th and SR532 Intersection Improvements
I-4	SR532 Ovenell Park Entrance Intersection Improvements
I-5	SR532 Hamilton Entrance Intersection Improvements
R-1	72nd Ave Improvements: 272nd St to 276th St
R-10	SR532 Flood Berm and Bike/Pedestrian Path: 88th to 92nd Ave
R-2	80th Ave Reconstruction and Widening: 276th St to 288th St
R-4	272nd Reconstruction and Widening: 72nd Ave to Pioneer Hwy
R-5	101st Ave Reconstruction and Overlay: 270th St to 274th St
R-7	284th St Improvements: 80th Ave to 68th Ave
R-13	276th Overlay and ADA Improvements: 80th to east city limits

TRAIL PROJECTS - NMTP

Proj ID	Project Name
T-1	WWTP Loop Trail
T-2	Heritage Park Loop Trail
T-3	Church Creek Park Loop Trail
T-4	WWTP Access Road Trail

SIDEWALK PROJECTS - NMTP

Proj ID	Project Name
S-1	102nd Ave NW
S-2	273rd Pl NW
S-3	270th St NW (Redesign Curbs)
S-8	98th Dr NW
S-9	92nd Ave NW
S-10	90th Ave NW
S-16	284th St NW (North)
S-17	272nd St NW
S-18	72nd Ave NW
S-23	284th St NW (South)



Date: 5/9/2016

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
1	90th Ave NW and Viking Way	Other Grant Funding	\$ 500,000						\$ 500,000
I-1	PE	TBD Funds							\$ -
	ROW	WSDOT Funds							\$ -
	CN \$ 2,000,000	TIB Grant Funding							\$ -
	TOTAL \$ 2,000,000	PSRC/STP Funding	\$ 500,000						\$ 500,000
	Comments: 90th Ave and Viking Way	Developer Funded							\$ -
	Viking Way to 271st St	Local - City	\$ 1,000,000						\$ 1,000,000
	SUBTOTAL THIS PROJECT		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
2	Sidewalk: 102nd Ave NW	Other Grant Funding							\$ -
S-1	PE \$ 11,098	TBD Funds							\$ -
	ROW \$ 40,360	WSDOT Funds							\$ -
	CN \$ 55,490	TIB Grant Funding							\$ -
	TOTAL \$ 106,948	PSRC/STP Funding							\$ -
	Comments: West side between 272nd and 276th St	Developer Funded							\$ -
		Local - City	\$ 106,948						\$ 106,948
	SUBTOTAL THIS PROJECT		\$ 106,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,948
3	284th St Improvements	Other Grant Funding			\$ 744,000	\$ 622,000			\$ 1,366,000
R-7	PE \$ 1,244,000	TBD Funds							\$ -
	ROW \$ 622,000	WSDOT Funds							\$ -
	CN \$ 4,354,000	TIB Grant Funding							\$ -
	TOTAL \$ 6,220,000	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th St between approx. 68th Ave & 80th St.	Developer Funded	\$ 500,000				\$ 3,854,000		\$ 4,354,000
		Local - City					\$ 500,000		\$ 500,000
	SUBTOTAL THIS PROJECT		\$ 500,000	\$ -	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ 6,220,000
4	92nd Ave NW	Other Grant Funding							\$ -
S-9	PE \$ -	TBD Funds							\$ -
	ROW \$ 50,000	WSDOT Funds							\$ -
	CN \$ 100,000	TIB Grant Funding							\$ -
	TOTAL \$ 150,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd	Developer Funded							\$ -
		Local - City	\$ 150,000						\$ 150,000
	SUBTOTAL THIS PROJECT		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
5	Sidewalk: 72nd Ave NW	Other Grant Funding							\$ -
S-18	PE \$ -	TBD Funds							\$ -
	ROW \$ 20,000	WSDOT Funds							\$ -
	CN \$ 250,000	TIB Grant Funding							\$ -
	TOTAL \$ 270,000	PSRC/STP Funding							\$ -
	Comments: West side between 268th St and 276th St	Developer Funded							\$ -
		Local - City	\$ 20,000	\$ 250,000					\$ 270,000
	SUBTOTAL THIS PROJECT		\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
6	276th Street Overlay and ADA Improvement	Other Grant Funding							\$ -
R-13	PE \$ -	TBD Funds							\$ -
	ROW \$ 20,000	WSDOT Funds							\$ -
	CN \$ 250,000	TIB Grant Funding	\$ 240,000						\$ 240,000
	TOTAL \$ 270,000	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City		\$ 30,000						\$ 30,000
	SUBTOTAL THIS PROJECT		\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000
7	SR532 Overnell Park Entrance Intersection	Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
I-4	PE \$ 330,000	TBD Funds							\$ -
	ROW \$ 700,000	WSDOT Funds							\$ -
	CN \$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding	\$ 330,000						\$ 330,000
	Developer Funded								\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
8	Sidewalk: 273rd Pl NW	Other Grant Funding							\$ -
S-2	PE \$ 28,742	TBD Funds							\$ -
	ROW \$ 60,510	WSDOT Funds							\$ -
	CN \$ 83,200	TIB Grant Funding							\$ -
	TOTAL \$ 172,452	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City			\$ 172,452					\$ 172,452
	SUBTOTAL THIS PROJECT		\$ -	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ 172,452
9	101st Ave Reconstruction & Overlay	Other Grant Funding - CDBG		\$ 660,000	\$ 132,000	\$ 1,848,000			\$ 2,640,000
R-5	PE \$ 660,000	TBD Funds							\$ -
	ROW \$ 132,000	WSDOT Funds							\$ -
	CN \$ 1,848,000	TIB Grant Funding							\$ -
	TOTAL \$ 2,640,000	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 660,000	\$ 132,000	\$ 1,848,000	\$ -	\$ -	\$ 2,640,000
10	72nd Ave Improvements	Other Grant Funding - SRTS				\$ 1,000,000			\$ 1,000,000
R-1	PE \$ 200,000	TBD Funds							\$ -
	ROW \$ 528,000	WSDOT Funds							\$ -
	CN \$ 1,000,000	TIB Grant Funding							\$ -
	TOTAL \$ 1,728,000	PSRC/STP Funding							\$ -
	Developer Funded		\$ 200,000	\$ 528,000					\$ 728,000
	Local - City				\$ 1,000,000				\$ 1,000,000
	SUBTOTAL THIS PROJECT		\$ -	\$ 200,000	\$ 528,000	\$ 2,000,000	\$ -	\$ -	\$ 2,728,000
	Comments: Construct 72nd Ave between approx. 272nd NW and 276th St								

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
11	272nd St Reconstruction & Widening	Other Grant Funding - SRTS/CDBG						\$ 2,000,000	\$ 2,000,000
R-4	PE \$ 800,000	TBD Funds							\$ -
	ROW \$ 400,000	WSDOT Funds							\$ -
	CN \$ 2,800,000	TIB Grant Funding							\$ -
	TOTAL \$ 4,000,000	PSRC/STP Funding							\$ -
	Comments: 272nd St from 72nd Ave to Pioneer Hwy including ROW acquisition.	Developer Funded							\$ -
	Local - City		\$ 2,000,000						\$ 2,000,000
	SUBTOTAL THIS PROJECT		\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 4,000,000
12	Sr5532 Hamilton Entrance Intersection	Other Grant Funding		\$ 525,000	\$ 700,000	\$ 2,275,000			\$ 3,500,000
I-5	PE \$ 525,000	TBD Funds							\$ -
	ROW \$ 700,000	WSDOT Funds							\$ -
	CN \$ 2,275,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr5532 to 98th Dr.	Developer Funded							\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 525,000	\$ 700,000	\$ 2,275,000	\$ -	\$ -	\$ 3,500,000
13	90th Ave NW	Other Grant Funding							\$ -
S-10	PE \$ 20,814	TBD Funds							\$ -
	ROW \$ 43,820	WSDOT Funds							\$ -
	CN \$ 60,250	TIB Grant Funding							\$ -
	TOTAL \$ 124,884	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd	Developer Funded							\$ -
	Local - City			\$ 124,884					\$ 124,884
	SUBTOTAL THIS PROJECT		\$ -	\$ 124,884	\$ -	\$ -	\$ -	\$ -	\$ 124,884
14	Sidewalk: 284th St NW	Other Grant Funding							\$ -
S-16	PE \$ 30,980	TBD Funds							\$ -
	ROW \$ 65,220	WSDOT Funds							\$ -
	CN \$ 89,680	TIB Grant Funding							\$ -
	TOTAL \$ 185,880	PSRC/STP Funding							\$ -
	Comments: West side between 68th St to 69th St	Developer Funded							\$ -
	Local - City		\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,880
	SUBTOTAL THIS PROJECT		\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ 185,880
15	Sidewalk: 272nd St NW	Other Grant Funding		\$ 533,436					\$ 533,436
S-17	PE \$ 88,906	TBD Funds							\$ -
	ROW \$ 187,170	WSDOT Funds							\$ -
	CN \$ 257,360	TIB Grant Funding							\$ -
	TOTAL \$ 533,436	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 76th Dr.	Developer Funded							\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 533,436	\$ -	\$ -	\$ -	\$ -	\$ 533,436

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
16	80th Ave Reconstruction & Widening	Other Grant Funding							\$ -
R-2	PE \$ 1,406,000	TBD Funds							\$ -
	ROW \$ 703,000	WSDOT Funds							\$ -
	CN \$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL \$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between approx. 276th St and 288th St	Developer Funded			\$ 2,109,000	\$ 4,921,000			\$ 7,030,000
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 2,109,000	\$ 4,921,000	\$ -	\$ -	\$ 7,030,000
17	64th and SR532 Intersection	Other Grant Funding							\$ -
I-2	PE \$ 525,000	TBD Funds							\$ -
	ROW \$ 2,975,000	WSDOT Funds			\$ 3,500,000				\$ 3,500,000
	CN \$ 3,500,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
18	98th Dr. NW	Other Grant Funding							\$ -
S-8	PE \$ 20,540	TBD Funds							\$ -
	ROW \$ 43,240	WSDOT Funds							\$ -
	CN \$ 59,460	TIB Grant Funding							\$ -
	TOTAL \$ 123,240	PSRC/STP Funding							\$ -
	Comments: East side between SR532 and 270th St	Developer Funded							\$ -
		Local - City			\$ 123,240				\$ 123,240
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240
19	Sidewalk: 284th St NW	Other Grant Funding							\$ -
S-23	PE \$ 30,980	TBD Funds							\$ -
	ROW \$ 65,220	WSDOT Funds							\$ -
	CN \$ 89,680	TIB Grant Funding							\$ -
	TOTAL \$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave	Developer Funded			\$ 185,880				\$ 185,880
		Local - City			\$ 185,880				\$ 185,880
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
20	270th St NW Redesign Curbs	Other Grant Funding							\$ -
S-3	PE \$ 122,638	TBD Funds					\$ 735,828		\$ 735,828
	ROW \$ 613,190	WSDOT Funds							\$ -
	CN \$ 735,828	TIB Grant Funding							\$ -
	TOTAL \$ 735,828	PSRC/STP Funding							\$ -
	Comments: East of 98th and 102nd	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ 735,828	\$ -	\$ 735,828

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
21	Sidewalk: Cedarhome Drive NW	Other Grant Funding						\$ 714,612	\$ 714,612
	PE \$ 119,102	TBD Funds						\$ -	-
	ROW \$ 250,740	WSDOT Funds						\$ -	-
	CN \$ 344,770	TIB Grant Funding						\$ -	-
	TOTAL \$ 714,612	PSRC/STP Funding						\$ -	-
	Comments: South Side between 271st St and 276th St	Developer Funded						\$ -	-
		Local - City						\$ -	-
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ 714,612
TOTAL PROJECT COST ESTIMATE			\$ 3,046,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 38,691,160
		Other Grant Funding	\$ 500,000	\$ 1,718,436	\$ 2,276,000	\$ 8,215,000	\$ 735,828	\$ 2,714,612	\$ 16,159,876
		TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		WSDOT Funds	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
		TIB Grant Funding	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
		PSRC/STP Funding	\$ 500,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 830,000
		Developer Funded	\$ 500,000	\$ 200,000	\$ 2,637,000	\$ 4,921,000	\$ 3,854,000	\$ -	\$ 12,112,000
		Local - City	\$ 1,306,948	\$ 2,733,216	\$ 309,120	\$ 1,000,000	\$ 500,000	\$ -	\$ 5,849,284
TOTAL PROJECT COST ESTIMATE			\$ 3,046,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 38,691,160

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
New Roadway	N-1	Viking Way 88th Avenue NW to 92nd Avenue NW	\$ 5,560,000	Partial	50%	\$2,790,000	50%	\$2,790,000	0%	\$0	High	Short
New Roadway	N-2	90th Avenue NW SR 532 to 271st Street NW	\$ 5,410,000	Partial	50%	\$2,705,000	50%	\$2,705,000	0%	\$0	High	Short
New Roadway	N-3	Downtown to East Residential Connectors	\$ 80,000	Yes	100%	\$80,000	0%	\$0	0%	\$0	Medium	Short
Pedestrian Network	P-1	Camano Street SR 532 to 271st Street NW	\$ 380,000	Partial	10%	\$38,000	0%	\$0	90%	\$342,000	High	Mid
Pedestrian Network	P-2	276th Street NW 76th Drive NW to 68th Avenue NW	\$ 780,000	Partial	10%	\$78,000	0%	\$0	90%	\$702,000	Medium	Long
Pedestrian Network	P-3	102nd Avenue NW 276th Street NW to SR 532	\$ 470,000	Partial	10%	\$47,000	0%	\$0	90%	\$423,000	Medium	Long
Pedestrian Network	P-4	Cedarhome South 276th Street NW to Florence Road	\$ 400,000	Partial	10%	\$40,000	0%	\$0	90%	\$360,000	Medium	Long
Pedestrian Network	P-5	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 510,000	Partial	10%	\$51,000	0%	\$0	90%	\$459,000	Medium	Long
Bicycle Network	B-1	Pioneer Highway 288th Street NW to 72nd Avenue NW (Lindstrom Road)	\$ 5,200,000	Partial	10%	\$520,000	20%	\$1,040,000	70%	\$3,640,000	Medium	Mid
Bicycle Network	B-2	267th Street NW / 268th Street NW Pioneer Highway to 72nd Avenue NW (Lindstrom Road)	\$ 6,290,000	Partial	10%	\$629,000	20%	\$1,258,000	70%	\$4,403,000	Medium	Long
Bicycle Network	B-3	Cedarhome Drive 88th Avenue NW to 276th Street NW	\$ 3,460,000	Partial	10%	\$346,000	20%	\$692,000	70%	\$2,422,000	Medium	Long
Bicycle Network	B-4	271st St NW SR 532 (270th Street NW) to 88th Avenue NW	\$ 320,000	Partial	10%	\$32,000	0%	\$0	90%	\$288,000	Medium	Long
Bicycle Network	B-5	92nd Avenue NW SR 532 to 276th Street NW	\$ 2,660,000	Partial	10%	\$266,000	20%	\$532,000	70%	\$1,862,000	Medium	Long
Bicycle Network	B-6	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 3,120,000	Partial	10%	\$312,000	0%	\$0	90%	\$2,808,000	Medium	Long
Bicycle Network	B-7	Trails to Trails Railroad line - Saratoga Dr to Lane Rd	\$ 1,110,000	Partial	10%	\$111,000	0%	\$0	90%	\$999,000	Medium	Long
Other Agency Improvements	O-1	Old Pacific Highway	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-2	Pioneer Highway North	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-3	268th Street NW	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-4	Pioneer Highway South	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-5	Marine Drive	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Citywide Programs	C-1	Small Capital Projects	\$ 2,050,000	No	0%	\$0	0%	\$0	100%	\$2,050,000	High	Ongoing
Citywide Programs	C-2	Maintenance & Operations	\$ 10,025,000	No	0%	\$0	0%	\$0	100%	\$10,025,000	High	Ongoing

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
Intersection / Operations	I-1	Viking Way / 90th Avenue NW Intersection	\$ 970,000	Partial	75%	\$727,500	0%	\$0	25%	\$242,500	High	Short
Intersection / Operations	I-2	SR 532 / 64th Ave N Intersection	\$ 1,160,000	Partial	50%	\$580,000	0%	\$0	50%	\$580,000	Medium	Mid
Intersection / Operations	I-3	272nd Street NW / 72nd Ave N (Lindstrom Road) Intersection	\$ 360,000	No	0%	\$0	0%	\$0	100%	\$360,000	High	Short
Intersection / Operations	I-4	SR 532 / 270th Street NW Intersection	\$ 110,000	Partial	50%	\$55,000	0%	\$0	50%	\$55,000	Medium	Mid
Intersection / Operations	I-5	SR 532 / 98th Drive NW Intersection	\$ 1,400,000	Partial	50%	\$700,000	0%	\$0	50%	\$700,000	Medium	Mid
Widening / Reconstruction	R-1	72nd Avenue NW Improvements 268th Street NW to 276th Street NW	\$ 5,280,000	Partial	30%	\$1,584,000	50%	\$2,640,000	20%	\$1,056,000	High	Short
Widening / Reconstruction	R-2	80th Avenue NW Improvements 276th Street NW to 288th Street NW	\$ 7,030,000	Partial	30%	\$2,109,000	50%	\$3,515,000	20%	\$1,406,000	High	Short
Widening / Reconstruction	R-3	68th Avenue Reconstruction 280th Street to 288th Street	\$ 4,300,000	Partial	30%	\$1,290,000	50%	\$2,150,000	20%	\$860,000	High	Short
Widening / Reconstruction	R-4	272nd Street NW Reconstruction 72nd Avenue NW to Pioneer Highway	\$ 8,820,000	Partial	30%	\$2,646,000	50%	\$4,410,000	20%	\$1,764,000	High	Short
Widening / Reconstruction	R-5	101st Avenue NW Reconstruction 270th Street NW to 274th Place NW	\$ 2,640,000	Partial	30%	\$792,000	0%	\$0	70%	\$1,848,000	Medium	Short
Widening / Reconstruction	R-6	270th Street NW Reconstruction 102nd Avenue NW to Camano Street	\$ 12,360,000	Partial	30%	\$3,708,000	50%	\$6,180,000	20%	\$2,472,000	Medium	Short
Widening / Reconstruction	R-7	284th Street NW Improvements 68th Avenue NW to 80th Avenue NW	\$ 6,220,000	Partial	30%	\$1,866,000	50%	\$3,110,000	20%	\$1,244,000	Medium	Short
Widening / Reconstruction	R-8	102nd Avenue NW Overlay SR 532 to 276th Street NW	\$ 310,000	Partial	30%	\$93,000	0%	\$0	70%	\$217,000	Medium	Short
Widening / Reconstruction	R-9	98th Drive NW Reconstruction 268th Street NW to 271st Street NW	\$ 1,920,000	Partial	30%	\$576,000	0%	\$0	70%	\$1,344,000	Low	Long
Widening / Reconstruction	R-10	SR 532 Flood Berm Marine Drive and 52nd Avenue NW	\$ 2,700,000	No	0%	\$0	50%	\$1,350,000	50%	\$1,350,000	High	Short
Widening / Reconstruction	R-11	Pioneer Highway Slide REET 1	\$ 50,000	No	0%	\$0	0%	\$0	100%	\$50,000	Low	Short
Widening / Reconstruction	R-12	Cedarhome Drive Improvements Triangle Drive to 276th Street NW	\$ 250,000	Partial	30%	\$75,000	30%	\$75,000	40%	\$100,000	Low	Mid
Widening / Reconstruction	R-13	288th Street NW Reconstruction 80th Avenue NW to Pioneer Highway	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-14	64th Avenue NW / Woodland Road SR 532 to 68th Ave NW	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-15	64th Avenue SR 532 to Pioneer Hwy	\$ 5,720,000	Partial	30%	\$1,716,000	0%	\$0	70%	\$4,004,000	Low	Long



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a
DATE: May 23, 2019
SUBJECT: 2019 Snohomish County Hotel / Motel Grant
CONTACT PERSON: Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director
ATTACHMENTS: A - Grant Contract with Snohomish County

ISSUE

The issue in front of the City Council is to authorize the Mayor to sign the 2019 Hotel / Motel grant with Snohomish County for \$8,000.

RECOMMENDATION

1. Review and discuss the 2019 Snohomish County Hotel / Motel grant.
2. Authorize the Mayor to sign the Hotel / Motel grant in the amount of \$8,000.

SUMMARY STATEMENT

The city submitted a grant application last fall to Snohomish County for a Hotel / Motel grant to cover a portion of the costs to design and publish the Discover Stanwood Camano Magazine. The City received notice that we were awarded the grant last September, but due to staffing turn over and transitions at the County, the grant contract is just now available for Council acceptance.

DISCUSSION

The city of Stanwood received an \$8,000 grant award from the 2019 Hotel/Motel Small Fund Grant to design, print and distribute two issues of the Discover Stanwood Camano Visitor Information Guide. The publication is designed to entice visitors to stay longer in the area in order to explore the unique, beautiful Port Susan Tourism Exploration Zone located on Puget Sound including the communities of Silvana, Seven-Lakes, Warm Beach, Kayak Point, Stanwood, Camano Island and Conway.

The Discover Stanwood Camano Magazine serves as an essential tourism marketing tool for the area; it features editorial articles, maps and advertisements showcasing the unique activities available in the region. Through the Guide, visitors can discover new activities, restaurants and accommodations outside the typical anchor attractions in other parts of Snohomish County.

13,500 copies of each issue of the magazine are distributed up and down the I-5 corridor between Bellingham and Chehalis; copies are also provided to local retailers, campgrounds and parks, visitor centers, hotels and casinos throughout the region in the May and October of each year. The magazine is a cost effective way to market the region - especially because the advertising costs offset a large portion of the production costs. This magazine has been well received by the community and those that have provided advertising within this publication.

FINANCIAL IMPACT

The 2019 budget includes \$12,000 for the Discover Stanwood Camano Magazine. Eight thousand of that will be reimbursed through the 2019 Snohomish County Hotel / Motel grant.

COMMITTEE RECOMMENDATION

The Community Development Committee was informed about the grant award in the fall of 2019 and the 2019 / 2020 tourism / marketing budget was approved by the City Council in November of 2018 with the knowledge that the City had been awarded the grant.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the 2019 Snohomish County Hotel / Motel grant in the amount of \$8,000.
2. Do not accept the 2019 Snohomish County Hotel / Motel grant in the amount of \$8,000.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE 2019 HOTEL / MOTEL GRANT WITH SNOHOMISH COUNTY FOR THE DISCOVER STANWOOD CAMANO MAGAZINE IN THE AMOUNT OF \$8,000.

CONSULTANT: City of Stanwood
 CONTACT PERSON: Patricia Love
 ADDRESS: 10220 270th Street NW
 Stanwood, WA 98292
 FEDERAL TAX ID NUMBER / U.B.I. NUMBER: 91-6001509
 TELEPHONE/FAX NUMBER: (360) 629-2181
 COUNTY DEPT.: Parks and Recreation
 DEPT. CONTACT PERSON: Rich Huebner
 TELEPHONE / FAX NUMBER: (425) 388-6626 / (425) 388-6645
 PROJECT: Discover Stanwood Camano Magazine
 AMOUNT: \$8,000
 FUND SOURCE: 116.501094105205
 CONTRACT DURATION: Contract execution through Dec. 31, 2019

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the City of Stanwood, a Washington public agency (the "Contractor").

Recitals

WHEREAS, by Section 1 of Resolution No. 79-335, adopted November 5, 1979 (and codified as SCC 4.40.010), the legislative body of the County levied a special excise tax on the sale of or charge made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property; and

WHEREAS, by Section 1 of Resolution No. 79-335, as subsequently amended (and codified as SCC 4.40.050(1)), the legislative body of the County created a fund known as the "hotel/motel tax fund"; and

WHEREAS, by Section 2 of Ordinance No. 87-062, adopted August 12, 1987 (codified as SCC 4.40.060), the County Council specified that the hotel-motel tax fund shall be used to support projects or purposes authorized under chapter 67.28 RCW; and

WHEREAS, chapter 67.28 RCW permits the distribution of money from the hotel-motel tax fund for tourism promotion, defined by RCW 67.28.180(2) (h)(ii) as "activities intended to

attract visitors for overnight stays, arts, heritage, and cultural events, and recreational, professional, and amateur sports events”; and

WHEREAS, by Section 4 of Ordinance No. 87-062 (codified as SCC 4.40.070), the County Council established an application and selection process for projects to be funded from the hotel-motel tax fund; and

WHEREAS, pursuant to the procedures established by SCC 4.40.070, the County received applications for funding assistance from various eligible public and nonprofit entities in response to a public solicitation for such applications; and

WHEREAS, the Snohomish County Lodging Tax Advisory Board evaluated the applications for eligibility and recommended funding levels for the projects, consistent with provisions of chapter 67.28 RCW; and

WHEREAS, by Motion No. 18-368, passed on December 19, 2018, the County Council authorized 2019 hotel-motel tax funding of the projects as set forth therein (or as subsequently amended by the Council) and authorized the County Executive to execute the necessary contracts.

NOW, THEREFORE, in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to establish the parameters for reimbursing the City of Stanwood in the amount up to \$8,000 for eligible expenses of Contractor’s 2019 programming (the “Project”), as set forth in Schedule A. Schedule A is attached hereto and by this reference made part of this Agreement. Schedule C is the Contractor’s Project application; it is attached hereto and by this reference made part of this Agreement.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon mutual execution (the “Effective Date”) and shall terminate on December 31, 2019. The Contractor shall complete its obligations required by this Agreement no later than December 31, 2019. The County’s obligations after December 31, 2019, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Reimbursement. The County will reimburse Contractor as set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. No claims for reimbursement of overhead or expenses will be allowed under this Agreement.

c. Invoices. Upon completion of Contractor's eligible expenses for the Project, the Contractor shall submit a properly executed invoice to the County indicating the amount of eligible expenses for reimbursement. The invoice shall include an itemization of all reimbursable expenses incurred by the Contractor, together with reasonable documentation substantiating such expenses, all in accordance with this Section 3 and Schedule A. Subject to Section 8 of this Agreement, the County will pay the invoice within thirty (30) calendar days of receipt.

d. Contract Maximum. Total reimbursable expenses under this Agreement, all fees and expenses included, shall not exceed \$8,000.

4. Independent Contractor. The Contractor agrees that it is not an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. The Contractor specifically has the right to direct and control Contractor's own activities in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint ventures.

The Contractor shall furnish, employ and have exclusive control of all persons to be engaged in performing the Contractor's obligations under this Agreement (the "Contractor personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Contractor agrees to indemnify, defend and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in completion of the Project under this Agreement. The Contractor shall assume

exclusive liability therefor, and shall meet all requirements thereunder, pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

6. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Rich Huebner
Title: Tourism Promotion Coordinator
Department: Parks and Recreation
Telephone: (425) 388-6626
Email: Rich.Huebner@snoco.org

7. County Review and Approval. If Contractor's Project includes the production of promotional materials, Contractor shall provide the County an advance copy of said promotional materials. If the content of the promotional material is objectionable to the County, the County, in its sole discretion, may determine whether to reimburse Contractor for the associated expenses.

8. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support its invoices of reimbursable expenses. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Contractor that are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

9. Indemnification. To the maximum extent permitted by law the Contractor shall indemnify and hold harmless the County its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the Project. In addition, the Contractor shall assume the defense of the County its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to the Project and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under

any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

10. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Project hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form.

By requiring the minimum insurance coverage set forth in this Section 10, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$1,000.000.00 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$1,000.000.00 aggregate limit. CG 00 01 current edition.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

11. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

12. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

13. Employment of County Employees. SCC 2.50.075, “Restrictions on future employment of County employees,” imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

14. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

15. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Contractor’s work hereunder.

16. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

17. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party’s reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a “force majeure event”), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

18. Suspension of Work. Pursuant to Section 19 of this Agreement, the County may, at any time, provide the Contractor a written notice of breach and instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County.

19. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of

those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Contractor breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Contractor only for the reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon five (5) business days' written notice to the Contractor for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the reimbursable expenses, if any, reasonably and directly incurred by the Contractor in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Contractor provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 19, waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Contractor (i) any damages, expenses or costs arising out of any such violations, breaches or non-performance and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the Agreement.

20. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County:	Snohomish County Parks and Recreation 6705 Puget Park Drive Snohomish, WA 98296 Attention: Rich Huebner Tourism Promotion Coordinator
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If to the Contractor:	City of Stanwood 10220 270 th Street NW Stanwood, WA 98292 Attention: Patricia Love Community Development Director
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The County or the Contractor may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

21. Confidentiality. The Contractor shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

22. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

23. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

24. Complete Agreement. This Agreement constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

Schedule A
Scope

CONTRACTOR: CITY OF STANWOOD
PROJECT: DISCOVER STANWOOD CAMANO MAGAZINE

The Contractor will develop editorial articles, maps and promotional materials for twice annual publication of the Discover Stanwood Camano magazine.

In addition,

- The Contractor shall work with the County contact set forth in Section 6 of the Agreement to ensure that any published materials prepared with financial assistance from County funds are consistent with the County's graphics standards as set forth in more detail in paragraph 1 below.
 - Any publications produced as a result of this Project shall prominently feature the following credit: MADE POSSIBLE IN PART BY ASSISTANCE FROM THE SNOHOMISH COUNTY HOTEL-MOTEL TAX FUND.
 - The Contractor will project the number of overnight visits the Project will generate and, as a condition to being funded in the future, report on the results.
 - If the Project will occur within a city or cities that collect their own lodging tax, the Contractor shall approach such city or cities for funding assistance for the Project. Prior to or concurrent with its invoice to the County for this Project, the Contractor shall provide a written report to the County on the results of the Contractor's approaches to that city or those cities. If such approaches were not made by the Contractor, the Contractor shall explain in detail in that report its reasons for not doing so. The provision of the report shall be a pre-condition for the County's reimbursing the Contractor for services provided under this Agreement.
1. The County pursues a long-range tourism development and marketing strategy. Part of that strategy is to foster the visual integration of published tourism materials in Snohomish County. For that purpose, the County has developed a package of design guidelines which includes a logotype, a tag line and a family of colors. If any printed materials or print medium advertisements are produced as part of the Project that is the subject of this Agreement, the following requirement will apply: (i) The Contractor will coordinate design of printed materials produced under the Agreement with the County contact set forth in Section 6 of the Agreement, with the goal of applying the design guidelines to printed materials produced hereunder. (ii) The Contractor will submit the proposed design to the County's contact for review and approval prior to printing the production run.
 2. To ensure that out-of-county visitors are attracted to the Project, the Contractor will direct more than fifty percent (50%) of any promotional materials underwritten in whole or in part by County funds at recipients outside of Snohomish County. For written materials, this goal may be accomplished by mailing written materials out of the county. At least fifty percent (50%) of any electronic advertising funded under this Agreement will be directed at audiences outside of Snohomish County.

Schedule B
Compensation

1. The Contractor will be reimbursed by the County for services provided and/or eligible expenses incurred in executing the Project pursuant to the Agreement in an amount not to exceed the Contract Maximum.
2. Expenses eligible for reimbursement under the Agreement are defined as those listed in the "COUNTY" column of the Project budget below. The Contractor shall submit an invoice to the County with itemized invoices from third parties for all eligible expenditures for which the Contractor seeks reimbursement. In-kind matching volunteer services shall be valued at a rate of \$24.69 per hour or as invoiced to the Contractor by independent third parties at a commercially reasonable rate that is customary for such work. In addition, if County funds are to be used to pay in whole or in part any printed materials, print advertising or broadcast medium advertising, the Contractor will submit with the Contractor's reimbursement request for associated costs incurred: one (1) copy of printed materials; one copy of each print advertisement as printed; and one copy of the text of each broadcast medium advertisement. The Contractor will not be reimbursed for any expenses incurred by it which provide direct promotional benefit to a specific private business entity. In order to ensure timely closeout of the Project, the Contractor shall submit its invoice to the County no later than thirty (30) calendar days after completion of the services authorized by this Agreement and, in any event, no later than December 31, 2019. The Contractor's invoice shall be accompanied by a report summarizing the Project and how funds provided for the Project under this Agreement have enhanced tourism in Snohomish County. In no event shall the Contractor's invoice be paid by the County if it is submitted after December 31, 2019, or if it is not accompanied by the required report.

PROJECT BUDGET

ITEM	COUNTY	MATCH	MATCH
		CASH	IN-KIND
Editorial Content		\$6,000	
Cross Promotion Ads		\$4,000	
Discover Stanwood Camano Magazine	\$8,000	\$26,275	
Total	\$8,000	\$36,275	

Upon request of the Contractor and approval by the County Executive as provided in SCC 4.40.065(11), the Contractor may be authorized to shift funds within the items defined in the budget shown above subject to the following conditions:

1. No funds may be shifted without **prior** written authorization from the County's contact set forth in Section 6 of the Agreement. Authorization to shift funds must be sought and approved **prior** to anticipated need.

2. Funds shifted shall aggregate no more than twenty percent (20%) of the total allocation amount.
3. Funds shifted shall be within the original allocation. Authorization to shift funds IS NOT authorization to exceed the original amount of the allocation. In no event shall payments by the County under the Agreement exceed the Contract Maximum.
4. Funds may only be shifted among items listed in the original budget. No new budget items or expenditure categories may be funded without an amendment to this Agreement.

Schedule C
Contractor's Project Application



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

ITEM NUMBER: 9b
DATE: May 23, 2019
SUBJECT: Service Agreement with Stanwood Senior Center
CONTACT PERSON: David A. Hammond, Finance Director/City Clerk
ATTACHMENTS: A – Proposed Stanwood Senior Center Service Agreement

ISSUE

The issue in front of the City Council is whether to authorize the Mayor to sign the attached service agreement with the Stanwood Senior Center, which will enable the center to expand services provided to city residents

RECOMMENDATION

City staff recommend the City Council authorize the Mayor to sign the Service Agreement with Stanwood Senior Center.

SUMMARY

This agreement would support the work of the Senior Center's Life Enhancement Assistance Program (LEAP) with a base level contribution of \$8,000 in both 2019 and 2020, and would authorize an additional \$2,000 in both 2019 and 2020 if defined performance targets are met each Year.

These measures and targets were developed based on the center's current service levels and their program targets/goals.

Performance Measure	Current Level	2019 Target Level	2020 Target Level
Meals Served	1,800	1,900	2,000
Trips Provided	245	365	490
Wellness Visits	1,500	2,250	3,000
Membership	353	373	393

DISCUSSION

The City of Stanwood has historically provided support to the Stanwood Senior Center; however, this support was withdrawn during the recent recession. The Center approached the city with a request to resume city support. This proposed agreement was developed collaboratively with the Senior Center and would enable the center to expand the level of services it provides to city residents.

FISCAL IMPACT

The Impact will range from \$8,000 to \$10,000 for each year depending on whether the performance targets are met. These amounts were included in the amended 2019-2020 General Fund budget which was reviewed and approved at the April 11, 2019 city council meeting.

COMMITTEE RECOMMENDATION

The issue is scheduled to be discussed by the Finance Committee at their regular May 23, 2019 meeting. The committee's recommendation will be provided to the City Council verbally on May 23rd, 2019.

CITY COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign the Agreement for Services with Stanwood
- 2.) Do not approve the contract and direct staff to address areas of concern.
- 3.) Direct staff to take this item back to the Finance Committee for further discussion.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT FOR SERVICES WITH STANWOOD SENIOR CENTER TO EXPAND SERVICES TO CITY RESIDENTS.

AGREEMENT FOR SERVICES

This agreement is made effective as of _____ by and between City of Stanwood, 10220 270th St. NW, Stanwood, Washington 98292, and Stanwood Senior Center 7430 276th Street NW, Stanwood, WA 98292.

In this Agreement, the party who is contracting to receive services shall be referred to as "The City", and the party who will be providing the services shall be referred to as "The Center."

The Human Services funding provided by the City will assist in making community based resources available, to the Center, for emergent needs of its residents who need help in meeting their resident's basic needs for food, shelter, health and safety.

The Center has a background in human services, and is willing to provide services to The City based on this background.

The City desires to have services provided by The Center.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** In consideration of the payment of the funds identified in Paragraph Four of this agreement, The Center will continue to provide the following Life Enhancement Assistance Program "LEAP" program services (collectively the "Services") and will use funds provided by the city to enhance and expand them:
 - a. Meals program—consisting of lunch provided every day and dinner 3 nights a week
 - b. Transportation program—offering scheduled trips to medical appointments, stores, YMCA, or personal trips to visit family.
 - c. Wellness program—offering medical visits by a Registered Nurse who also advocates for patients; helping them navigate the difficult health care system, do basic medical assessments, medication management, wound care, and basic lab testing.

The Center will submit to the City a written report by November 30, 2019 detailing the expenditures, including progress toward performance goals outlined in Paragraph Four of this agreement.

2. **PERFORMANCE OF SERVICES.** The manner in which the services are to be performed shall be determined by The Center, with the exception that the support funds provided by the city will go toward efforts to increase the levels of services and that those receiving the services shall be primarily residents of the City of Stanwood.

3. **EQUAL OPPORTUNITY.** The Center covenants and agrees to provide services to senior and low-income clients on an equal opportunity basis. The Center shall not discriminate against any low-income family on the basis of sex, race, religion or national origin.
4. **PAYMENT.** The City will pay a base fee to The Center of \$8,000.00 for the year 2019 for services provided by The Center. This fee shall be payable in a lump sum prior to completion of services performed in accordance with this agreement. The City will pay an additional performance fee of \$2,000.00 if The Center successfully meets the following 2019 performance goals:
 - a. Meals program—Increase meals served from 1800 meals to 1900 in 2019.
 - b. Transportation program—Increase trips from 245 trips to 365 in 2019.
 - c. Wellness program—Increase visits from 1,500 to 2,250 in 2019.
 - d. Membership—Increase from 353 in 2018 to 373 in 2019.

The City will pay a base fee to The Center of \$8,000.00 for the year 2020 for services provided by The Center. This fee shall be payable in a lump sum prior to completion of services performed in accordance with this agreement. The City will pay an additional performance fee of \$2,000.00 if The Center successfully meets the following 2019 performance goals:

- a. Meals program—Increase meals served to 2000 in 2020.
 - b. Transportation program—Increase trips to 490 in 2020.
 - c. Wellness program—Increase visits to 3,000 in 2020.
 - d. Membership—Increase to 393 in 2020.
5. **TERMINATION.** This Agreement shall terminate automatically on December 31, 2020. Provided however, this Agreement and any extension thereof is subject to funding in the City of Stanwood budget. In the event the Stanwood City Council does not approve a budget appropriation sufficient to fund the programs set forth herein, this Agreement and any extension thereof may be terminated at any time in the sole discretion of the City.

The initial term of this agreement may be extended by mutual written agreement of the parties for a period of one or two calendar years, following review and approval by Stanwood City Council. Either party shall have the right to terminate this agreement at any time upon providing thirty (30) days written notice, or shorter notice by mutual consent.

6. **RELATIONSHIP OF PARTIES.** The parties understand that The Center is an independent contractor with respect to The City, and not an employee of The City. The City will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of The Center.
7. **INDEMNIFICATION.** The Center agrees to indemnify and hold The City harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against the City that result from the acts or omissions of The Center, The Center's employees, if any and The Center's agents.
8. **ASSIGNMENT.** The Center's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation.
9. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

City:

City Clerk
CITY OF STANWOOD
10220 270th St. NW
Stanwood, WA 98292
(360) 629-2181

Service Provider:

STANWOOD SENIOR CENTER
7430 276th Street NW
Stanwood, WA 98292
(360) 629-7403

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

10. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
11. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

CITY OF STANWOOD

STANWOOD SENIOR CENTER

Leonard Kelley, Mayor

Federal Tax Status: Exempt 501C3
Secretary of State Registration # _____
Federal Tax ID __ - _____

ATTEST:

David A. Hammond, City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: May 23, 2019

SUBJECT: Police April 2019 Compstat Report

CONTACT PERSON: Amanda Slattery, Police Records Clerk

ATTACHMENTS: A – April 2019 Compstat Report
B- AMENDED Jan 2019-March Compstat Reports

SUMMARY STATEMENT

Attached is the April 2019 Compstat Report for council review. Attachment B includes copies of the amended January 2019 – March 2019 Compstat reports. While auditing the reports it was discovered that the numbers were not being calculated correctly.

Stanwood Police Department

April 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Type of Crime	April 2019	Year To Date 2019	April 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	1
Robbery	1	1	0	3
Assault	3	15	1	16
Burglary	1	7	4	9
Larceny	10	53	7	41
Motor Vehicle Theft	0	5	0	8
General	April 2019	Year To Date 2019	April 2018	Year To Date 2018
Calls for Service (Incidents)	846	3241	651	2614
Case Reports	52	225	49	216
Traffic Collisions	11	37	12	45
Arrests (Adult/Juvenile)	23	68	13	74
Drug Arrests	1	6	1	9
Warrant Arrests	10	20	2	11
Impaired Driving Arrests	0	6	3	3
Infractions Issued	43	121	10	31
Public Disclosure Requests	42	132	44	170
Concealed Pistol Licenses	62	213	71	264
Pistol Transfer Checks	15	79	N/A	N/A
Fingerprinting & Approx. timeframe	42 Prints = 10.5 hrs	174 Prints = 43.5 hrs	57 prints = 13 hrs	189 prints = 47.25 hrs

City Collisions for April 2019

City Collisions for April Totals: 11					
Date	Case Number	Location	H & R	Injured	Reason
4/2/2019	19-2428	9200 Block of SR 532			Following too Close/Speed
4/2/2019	19-2435	10100 Block of SR 532	x		Driving through too narrow of a space between vehicles
4/2/2019	19-2439	9100 Block of SR532			Inattentive/Failure to Stop
4/3/2019	19-2481	7600 Block of 272nd ST NW	x		Unattended Hit and Run
4/12/2019	19-2712	7800 Block of SR532		x	Following too close/Failure to Stop
4/13/2019	19-2734	8700 Block od 271st ST NW			Driver fell asleep
4/22/2019	19-2977	7800 Block of SR532			Failure to Stop
4/22/2019	19-2982	26700 Block of 72nd AVE NW		x	Failure to yeild
4/22/2019	19-2987	26700 Block of 72nd AVE NW			Failure to yeild
4/24/2019	19-3051	10200 Block of 169th PL NW			Inattentive/Failure to Stop
4/25/2019	19-3086	8900 Block of 286th ST NW		x	Inattentive/Failure to Stop

Stanwood School District Resource Officer (SRO)
Activity Report April 2019

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	45	2	2		2			1	
Arson									
Assault								1	
Bomb Threat									
Burglary									
Collision	2								1
Counseling	1								
CPS Referral									
Crisis Planning	1								
Felony VUCSA									1
Fight									
Harassment									
Mal Mis									
Marijuana									
Mental Health	1								
MIP									
Paraphernalia									
Public Assist	3								
Runaway									
Sexual Assault									
Suspicious	6				1				1
Teaching	3			1					
Theft									
Trespass	1								
Violation of Order									1
Warrant									
Weapons									

Stanwood Camano School District Resource Officer APRIL NEWSLETTER

April 2019

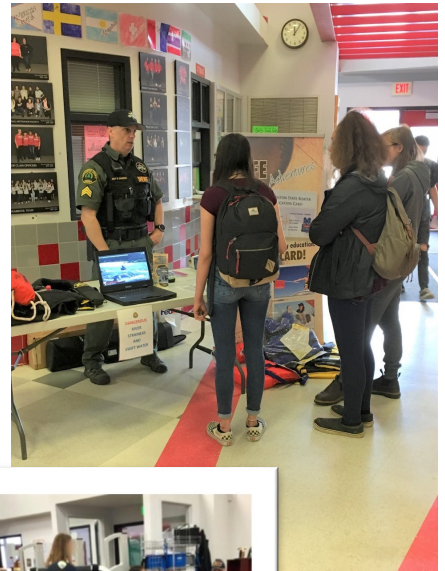


Sheriff's Office School Involvement



Baseball has come to a close on a fun season. Deputy McCurry was head coach of the JV Boys Baseball Stanwood Spartan team. He was joined by assistant coach Ramon Sepulveda - father of Senior Lucas Sepulveda. Deputy McCurry coaching was a unique experience, allowing him to spend extra time with the kids in a non-law enforcement capacity. Not only was it good interaction with the players, but it was great that the player's parents, guardians, and siblings also got to see Deputy McCurry from a different perspective.

The Snohomish County Sheriff's Office Marine & Dive Unit came to Stanwood High School on April 26th. Sgt. Greg Sanders and Special Operations Chief Nelson Beazley came to Stanwood High School to set up an information desk and presentation on summer safety in, and around the water. Students seemed to really like the interaction, and the Sheriff's Office jetskis parked near the front doors were a big attraction as well.



Stanwood Elementary School held a "Donuts with Deputy Bud" day on April 24th. Deputy McCurry greeted each student at the door as they came to school for the day. Lots of high-fives and a couple hugs were exchanged. The kids were very excited to get their share of the donuts, provided by the Stanwood Elementary PTO.



Deputy McCurry donates blood at the SHS Library on April 23rd.

Stanwood Police Department

Detective Report

APRIL Newsletter

APRIL 2019



YMCA Gas Thief's IDENTIFIED

On 04-14-19 and 04-15-19 an adult female siphoned gas from a YMCA bus. On 04-21-19 an adult female and an adult male damaged a YMCA bus gas tank to facilitate the removal of gas. Suspect images were posted on the Stanwood Police Department Facebook page. Both subjects have been identified and will be arrested when they are located.



QFC ROBBERY UPDATE

On 04-22-19 at about 4:00pm Deputy Scott responded to the report of a theft at the Stanwood QFC store. An adult male walked along the exit side the check stands and waited for one of the checkers to open a cash drawer, before grabbing money from the drawer and fleeing the store.

The male was arrested about an hour later, after he was found hiding in the bathroom at the Stanwood Library. The male advised he was visiting from Florida and had been staying in the Seattle area. The male was booked into the Snohomish County Jail.



THEFT OF WALLET INVESTIGATION UPDATE

On 03-20-19 at about 4:00pm a man left his wallet at the Starbucks counter inside the Stanwood QFC store and discovered it was missing when he returned a short time later.

The store's video showed an adult female pick up the wallet and put it in her purse. The woman was identified after her image was posted on the Stanwood Police Facebook page. Sgt. Toner interviewed the woman and she admitted to taking the wallet. The case is being referred to the Prosecutor's Office.

SOLVED

Stanwood Police Department

Detective Report

April Newsletter

April 2019



VEHICLE PROWL/IDENTITY THEFT

On 03-28-19 Deputy Lafrance contacted an adult female in response to a vehicle prowl complaint. The victim left her car unlocked when she returned home from work on 03-27-19. The victim's wallet was missing from the car and she discovered an unauthorized charge on a credit card at a Safeway store in Everett.

Video images from the Safeway store show an adult female using the victim's credit card to purchase gift cards. The woman left the store in an older, blue Toyota sport utility vehicle.

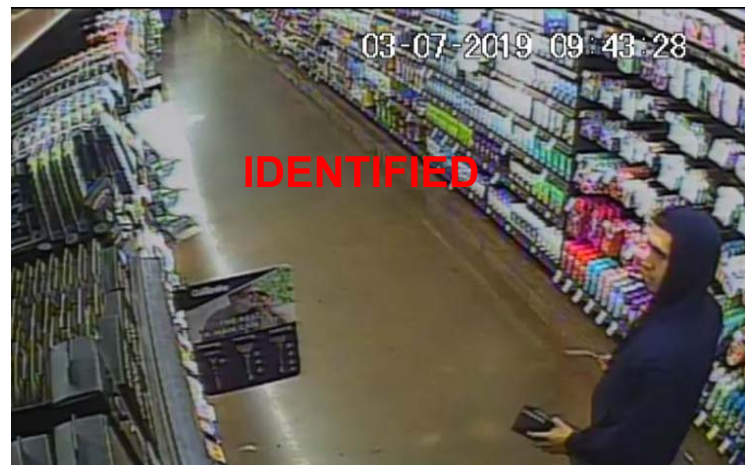
Images of the suspect have been posted on the Stanwood Police Department Facebook page.



YMCA LOCKER ROOM THEFTS INVESTIGATION UPDATE

On 03-07-19 a male entered the Stanwood YMCA men's locker room and removed items to include at least one victim's wallet. The male shown in the above image used a credit card from the victim's wallet to purchase gift cards at the Stanwood QFC store.

The male has been identified and charges are being referred to the Prosecutor's Office.



Stanwood Police Department January 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council Feb 2019

Type of Crime	January 2019	Year To Date 2019	January 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	2	2
Assault	6	6	5	5
Burglary	3	3	3	3
Larceny	12	12	14	14
Motor Vehicle Theft	2	2	3	3
General	January 2019	Year To Date 2019	January 2018	Year To Date 2018
Calls for Service (Incidents)	683	683	697	697
Case Reports	53	53	57	57
Traffic Collisions	9	9	12	12
Arrests (Adult/Juvenile)	17	17	21	21
Drug Arrests	2	2	4	4
Warrant Arrests	3	3	3	3
Impaired Driving Arrests	1	1	0	0
Infractions Issued	6	6	3	3
Public Disclosure Requests	25	25	47	47
Concealed Pistol Licenses	57	57	60	60
Pistol Transfer Checks	21	21	N/A	N/A
Fingerprints & Approx. Timeframe	50 @ 12.5 hrs	50 @ 12.5 hrs	46 @ 11.5 hrs	46 @ 11.5 hrs

City Collisions for January 2019

City Collisions for January Totals: 9					
Date	Case Number	Location	H & R	Injured	Reason
1/6/2019	2019-115	7100 Block of 267th ST NW			Failure to stop
1/7/2019	2019-132	CEDARHOME RD/TRIANGLE RD			Failure to yeild
1/14/2019	2019-273	27800 Block of 68th AVE NW		x	Following too close
1/15/2019	2019-311	1200 Block of SR 532			Road Rage
1/17/2019	2019-348	PIONEER HWY/SR 532		x	Ran a red light
1/20/2019	2019-430	9900 Block of 271st ST NW			Failure to yeild
1/22/2019	2019-475	8400 Block of CEDARHOME RD			Failure to yeild
1/28/2019	2019-605	8600 Block of SR 532			Failure to stop
1/30/2019	2019-655	9000 Block of SR 532			Failure to stop

Stanwood Police Department

February 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council March 2019

Type of Crime	February 2019	Year To Date 2019	February 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	2
Assault	2	8	5	10
Burglary	1	4	1	4
Larceny	12	24	10	24
Motor Vehicle Theft	1	3	3	6
General	February 2019	Year To Date 2019	February 2018	Year To Date 2018
Calls for Service (Incidents)	700	1383	560	1257
Case Reports	59	112	48	105
Traffic Collisions	9	18	9	21
Arrests (Adult/Juvenile)	17	34	21	42
Drug Arrests	3	5	3	7
Warrant Arrests	4	7	2	5
Impaired Driving Arrests	3	4	0	0
Infractions Issued	35	41	11	14
Public Disclosure Requests	26	51	36	83
Concealed Pistol Licenses	53	110	66	126
Pistol Transfer Checks	17	38	N/A	N/A
Fingerprinting & Approx. timeframe	45 @ 11.25 hr	95 @ 23.75	34 @ 8 ½ hrs	80 @ 20 hrs

City Collisions for February 2019

City Collisions for February Totals: 9

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

Stanwood Police Department

March 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Amended from original that went to council April 2019

Type of Crime	March 2019	Year To Date 2019	March 2018	Year To Date 2018
Homicide	0	0	0	0
Rape	0	0	1	1
Robbery	0	0	1	3
Assault	4	12	5	15
Burglary	2	6	1	5
Larceny	19	43	10	34
Motor Vehicle Theft	2	5	2	8
General	March 2019	Year To Date 2019	March 2018	Year To Date 2018
Calls for Service (Incidents)	1012	2395	706	1963
Case Reports	61	173	62	167
Traffic Collisions	8	26	12	33
Arrests (Adult/Juvenile)	11	45	19	61
Drug Arrests	0	5	1	8
Warrant Arrests	3	10	4	9
Impaired Driving Arrests	2	6	0	0
Infractions Issued	37	78	7	21
Public Disclosure Requests	39	90	43	126
Concealed Pistol Licenses	41	151	67	193
Pistol Transfer Checks	26	64	N/A	N/A
Fingerprinting & Approx. timeframe	37 @ 9.25 hrs	132 @ 33 hrs	52 @ 13hrs	132 @ 33hrs

City Collisions for March 2019

City Collisions for March Totals: 8					
Date	Case Number	Location	H & R	Injured	Reason
3/2/2019	2019-1420	10200 Block of 270th ST NW	x		Exit from parallel parking
3/6/2019	2019-1519	8900 Block of SR 532			Speed/Too Fast for Conditions
3/7/2019	2019-1578	8100 Block of Pioneer HWY	x		Speed/Too Fast for Conditions
3/8/2019	2019-1591	8400 Block of SR 532			Following too close/Failure to Stop
3/12/2019	2019-1724	1200 Block of SR 532			Failure to Stop
3/22/2019	0019-2053	7500 Block of 272nd ST NW			Failure to yield
3/21/2019	0019-2002	7600 Block of 272nd ST NW			Scuffed bumpers exiting parallel parking spot
3/24/2019	2019-2122	27100 Block of 102nd Ave NW		x	Failure to yield



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b
DATE: May 23, 2019
SUBJECT: Minutes of the April 22, 2019 Planning Commission Meeting
CONTACT PERSON: Krista Hintz, Administrative Assistant
ATTACHMENTS: A – April 22, 2019 Planning Commission Minutes

SUMMARY STATEMENT

The minutes for the April 22, 2019 Planning Commission Meetings are attached.



STANWOOD PLANNING COMMISSION MINUTES

April 22, 2019

Call to Order

Chair Utgard called the meeting to order at 6:31 PM with the following Commissioners present: Darren Robb, Steve Shepro, Sid Roberts, Lance Dennis and Marcus Metz. Commissioners Heagle was absent. Staff present; Community Development Director Patricia Love, City Planner Amy Rusko, and Administrative Assistant Krista Hintz. Also known to be present: Mikky Barnett, Tom Kauffman, Tim Schmidt and Peggy Wendell.

Public Requests or Comments

Tim Schmidt; 27308 101st Ave NW, Stanwood, spoke about recordings and live streaming of Public Meetings. Commissioner Shepro stated that the place to have the discussion would be in front of City Council as they are the ones to set Policy.

Approval of Minutes

A motion was made Commissioner Shepro to approve the minutes of the April 8, 2019 meeting. The motion was seconded by Commissioner Robb. The Commission voted unanimously to approve the minutes as presented.

New Business

Public Meeting

Senior Planner Amy Rusko presented Public Works project-Pioneer Highway & 72nd Avenue Interceptor Sewer Line. The project will replace 1,680 linear feet of 8" sewer line with 18" sewer line. This project will be scheduled for late spring or early summer with no night work. The Traffic Control Plan will keep two lanes open. Public Works will coordinate with the contractor to work around pickup/drop-off times at the elementary school. There was discussion regarding the patch and overlay of 72nd. The city will get this information and update the Commission.

Senior Planner Amy Rusko presented Public Works project 297 Zone Reservoir-The project will remove the existing 200,000 concrete reservoir and construct a 1.5 million gallon reservoir in its place to bring us to a total capacity of 3 million gallons. Three million gallons is based on the 2035 population projection. The new steel tank will be the same as the two current tanks, 48 feet tall. The new reservoir will be funded through the Water Fund's Plant Investment Fees collection from developers, connection fees and utility bills and a twenty year loan to help spread the cost over time. There will not be an increase to utility rates as this had already been included in the rate study.

Public Hearing:

Senior Planner Amy Rusko presented Title 11, Chapter 11.48 Vacations of Streets & Alley, and Title 17 Code Amendment. Title 11 will be named Streets and Sidewalks. Under Title 11, Chapter 11.48 will be Vacation of Streets and Alleys. Chapter 11.48 will allow homeowners to petition the city for an initial Right of Way vacation review to be presented to City Council prior to the homeowner accruing costs. If City Council is interested, the petition will follow the formal process for approval.

Chapter 17 changes:

17.81A- The Classification Table Type 5 Permit name was changed from Right of Way to Vacations of Streets and Alleys.

17.81B- Notice of application removed Right of #Way Vacation portion. Under Expiration of Approval –removed everything to do with Right of Way Vacations as this is covered under the new code.

These changes were brought to the Public Works Committee and the Community Development Committee with the recommendation approval to City Council.

Commission Chair Utgard opened the floor for Public Comment. There were no public comments.

A motion was made by Sid Roberts and seconded by Steve Shepro to recommend approval of the code amendments to Title 11, Streets and Sidewalks, Chapter 11.48, Vacation of Streets and Alleys, and edits to Title 17, Zoning to the Stanwood City Council. This motion passed unanimously.

A motion was made by Sid Roberts and seconded by Marcus Metz to recommend approval of the findings of fact and conclusions for the code amendments to Title 11, Streets and Sidewalks, Chapter 11.48, Vacation of Streets and Alleys, and edits to Title 17, Zoning to the Stanwood City Council. This motion passed unanimously.

Miscellaneous Business

- Commissioner Heagle has informed the city of his intention to resign from Planning Commission
- The city is in the process of reviewing 5 proposals for the Stanwood Civic Campus and will be interviewing May 7.

Upcoming Items

- The next Planning Commission Meeting will be May 13, 2019. A Public Hearing will be held May 20, 2019, this will be a joint meeting with the City of Stanwood and the Department of Ecology.

Adjourn

The meeting adjourned at 7:26 PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5c

DATE: May 23, 2019

SUBJECT: Parks / Trail Advisory Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – April 15, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 15, 2019 Parks/Trails Advisory Committee meeting are attached to this staff report for approval as presented.

PARKS and TRAILS ADVISORY COMMITTEE
April 15, 2019 Meeting
Meeting Notes

Attendance:

Committee Members:

Steve Shepro
Gordon Bell
Lisa Bruce
Dave Hall
Marshall Will
Rick Hawkins

Staff:

Patricia Love, Community Development Director
Carly Ruacho, Senior Planner
Krista Hintz, Administrative Assistant

Public:

Gordy Holmes
Judy Williams

Absent:

Matt Withers

Call to Order and Roll Call

The April meeting of the PTAC was called to order at 3:01 pm on Monday, April 15, 2019

Welcome new PTAC member Rick Hawkins. Committee Introductions

Approval of March 18, 2019 minutes

The Committee approved the minutes of the March 18, 2019. There had been a question as to whether the discussion of a consultant for Church Creek was mentioned in that meeting and if it should be added to the minutes. Review of the recording did not produce mention of a consultant during this meeting.

Ovenell Banners

After discussion at the Community Development Committee meeting, the CDC would like to see a plain background and the addition of the city website. Additional banner options were presented for PTAC discussion.

Options-Picture with dark photo background

Picture with whitewash photo background

Banner with plain background

The committee consensus after discussion:

Whitewashed photo background

Enlarge logos and separate the spacing

Try to match font to replicate historical sign

Use "Support Stanwood Parks"

Will concede to adding website if CDC wants to move forward in that direction

Church Creek Park Discussion-

Community Development Director Patricia Love presented ideas for improving Church Creek Park

- Active and passive areas have been defined; how do we blend and encourage use
- Look at a refresh of the park for volunteer projects on what can be updated.
- Brighten the park for added safety-Increase visibility and usability to draw interest to park

- Forest Management of environmental pieces- How will we get people interested in these areas to protect these areas
- Improve Parking

Northwest Corner Improvements:

Maintain Bridge	
Wetland Restoration Project	<i>Potential Volunteer Opportunity</i>
Forest Management	<i>Potential Volunteer Opportunity</i>
Improve Trails	<i>Potential Volunteer Opportunity</i>

Perimeter Improvements:

Secure Entrance Gate	
Improve Visibility of Park Entrance	<i>Potential Volunteer Opportunity</i>
Thin Trees	
Improve/ Replace Entrance Sign	
Possibly Move Flag Pole to Entrance	
Add Security Lighting	

Active Play Area Improvements:

Expand Parking	
Re-establish Caretaker Quarters	
Replace Basketball Court	
Add Pickleball Court	
Replace Playground Equipment	<i>Potential Volunteer Opportunity (install)</i>
Replace / Improve Picnic Shelter	
Re-landscape Flag Pole Area	<i>Potential Volunteer Opportunity</i>

The Committee would like a Park Operations Plan discussion with Public Works and Police.

Focus Areas

1. *Operations*
2. *Improving Visibility*
3. *Active Areas-Mural*
4. *Possible lighting for basketball and pickleball court*
5. *Northwest Corner restoration-maintain bridge and define trail*
6. *Open Space-Forest Management, Trails, Education*

Steve Shepro has asked to see a list of needs organized by importance to help set priorities.

Other

There is a list of City Beautification projects for groups that are interested in volunteering in the community.

Next Meeting

The next meeting is scheduled for May 20, 2019 at City Hall.

The meeting was adjourned at 4:15 pm.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: May 23, 2019

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – May 9, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the May 9, 2019 Community Development Committee meeting are attached to this staff report for approval as presented.

**City Council
COMMUNITY DEVELOPMENT COMMITTEE
May 9, 2019 Meeting
Meeting Notes**

Attendance:

Council Committee Members and Staff:

Rob Johnson, Councilmember
Dianne White, Councilmember
Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director

Excused Absences:

Elizabeth Callaghan, Councilmember

1. COMMUNITY SURVEY:

City Administrator Jennifer Ferguson presented an overview of the community survey and schedule. The City has worked with Washington State University to prepare a proposed scope of work to conduct a community feedback survey for residents of Stanwood and Camano Island to assist with the City's strategic planning efforts.

The Community Development Committee supports including Camano Island as we are dependent on each other, and recommends, with full support, adding it to the Council's agenda.

2. PARK IMPACT FEES:

The City's Park Impact Fee ordinance was last updated in December of 2017. While the fee is fairly newly adopted, Council has asked staff to review the costs associated with projects and what is the fairest distribution of those costs. Staff presented the 2019-2024 Parks Capital Improvement Plan and proposed changing the formula to include a division factor to address affordability issues.

The Committee would like the fee to span a seven to ten year planning horizon and discussed setting a reasonable rate while adding an escalation clause for inflation. They would like the update to be completed before the end of the year.

3. POLICE STATION / CITY HALL CIVIC CAMPUS PROJECT

In February the City issued a Request for Proposals (RFP) for preliminary architectural design, site design, civil engineering, and permitting services for a combined Police Station/City Hall civic campus. Five firms submitted proposals for the project; three were shortlisted to be interviewed: Rolluda Architects, ARC Architects and Mackenzie. Staff provided an update to the Community Development Committee on the interview process. The Committee recommended bringing the contract to City Council once the scope of work has been finalized.

4. OVENELL BANNERS

Following review and discussion of the PTAC's revised banner design, the Committee recommended bringing the three proposed banner designs forward: Basket Weaving, Ovenell Farm, and the whitewashed background arial photo with logos and the slogan "Support Stanwood Parks". An option for a fourth banner was introduced; the Committee felt the fourth banner was not needed.

5. JOHNSON FARM LEASES

The City of Stanwood purchased a portion of the Johnson Farm property in 2018 and entered into a Grant Deed of Agricultural Conservation Easement with the PCC Farmland Trust. The farm includes a number of facilities including two houses and multiple outbuildings which are currently leased to tenants who are former owners of the Johnson Farm. Those leases are set to expire June 1, 2019 and the existing tenants are requesting to remain, as tenants, at the farm site.

The Committee agreed having tenants reside on the site, acting as caretakers of the property, is an ideal scenario to ensure that the property is secure and monitored. Draft leases have been reviewed by legal counsel and monthly lease revenues are anticipated to be \$1,000+/month. All leases will be directly with the city, no sub-leasing will be allowed. The Committee supports public access on the berm, and lease payments for park purposes. It was recommended to add the leases to the City Council's consent agenda.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: May 23, 2019

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Olson, City Administrator

ATTACHMENTS: A – March 21, 2019 Meeting Minutes
B – April 18, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 21, 2019 and April 18, 2019 Economic Development Board meeting are attached to this staff report for approval as presented.

ECONOMIC DEVELOPMENT BOARD

March 21, 2019 Meeting

Attendance:

Board Members	Staff	General Public
Les Anderson John Hanstad Ken Kettler Randy Heagle	Jennifer Ferguson, CA Patricia Love, CDD	Kelsey Rueter on behalf of David Pelletier Sally Pray George Llewellyn

Absent:

John Russell

David Pelletier

Review Minutes of December Meeting

Motion to approve the February 21, 2019 meeting minutes as presented was made by Les Anderson and seconded by John Hanstad.

Business Retention Program

Jennifer Ferguson presented an overview of the program. Board members provided feedback and would like to see a business communication page for e-networking and a “Business Testimonial Section” in the Business E-newsletter. The Board recommended a Business centric event in the spring to kick off the program.

A motion to recommend the program’s adoption by Council was made by John Hanstad and seconded by Les Anderson.

I-5 Billboard Program

Jennifer Ferguson presented an overview of the program. Board members provided feedback, costs will be added to the flyer.

Board Member Updates

Other Business

Discussion of Gateway sign. Patricia Love will provide a high level overview at the next Planning Commission meeting then bring it to the Economic Development Board.

Next Meeting

The next meeting is scheduled for Thursday, April 18, 2019 at 9:00 am at City Hall. Agenda topics include:

- Community Survey
- Beautification Projects
- Demographics Overview
- Wayfinding’s Gateway program overview

ECONOMIC DEVELOPMENT BOARD

April 18, 2019 Meeting

Attendance:

Board Members	Staff	General Public
Les Anderson John Russell David Pelletier	Jennifer Ferguson, CA Patricia Love, CDD Krista Hintz, AA	Kathy Boyd George Llewellyn

Absent:

John Hanstad
Ken Kettler
Randy Heagle

Review Minutes of March Meeting

With only three members present, a quorum was not met. The minutes of the March 21, 2019 meeting will be presented for approval at the May 16, 2019 meeting.

Wayfinding's Gateway Program

Patricia Love presented an overview of the program. Signs are currently along Hwy 532 and 271st. Businesses not located on 271st have requested business name placement on the wayfinding signs. In 2014 the local Business Association made the recommendation to not put individual business names on the signage, City Council approved that at that time. The board discussed whether it is the City's responsibility to identify and fund a way to locate individual businesses. The concern is the amount of maintenance as businesses come and go. There Board discussed signage for different shopping districts rather than individual businesses.

Mayor Kelley and Patricia Love are discussing recreation of the Velkommen sign. Dave Pelletier's firm had designed the original wayfinding signs, he will look for documentation and schedule a meeting with Patricia Love to discuss.

Jennifer Ferguson and Patricia Love will be meeting with WSDOT, Island County and Snohomish County on April 26, 2019 to discuss strategic placement of round-a-bouts; How to improve traffic flow while preserving the character of Stanwood.

Examples of Gateway signage was presented. Some possible Gateways options include an arch, an intersection span, and a round-a-bouts with an art piece from a local artist. David Pelletier would like to wait on the gateway signage until the round-a-bout locations have been decided.

Suggested beautification options include planting trees in the right-of-way along Hwy 532 approaching Pioneer Hwy, planting different color trees at strategic intersections to draw attention key spots in the city.

The consensus of the Board was to look at moving forward with the next phase.

Beautification Projects Overview

Jennifer Ferguson presented an overview of Volunteer Opportunity Program centered on beautification projects. The plan is for quick easy wins to enhance areas through beautification.

Other Business

The spring offering of the City of Stanwood Tourism Promotion Grant has opened and applications will be accepted through May 31, 2019. Working on the direction of the Economic Development Board, the grant process has been simplified to encourage more groups to apply.

Les Anderson would like the city to reevaluate event fees that are charged for various aspects of the permit, road closure signage and barriers. Discussion followed around Stanwood being an event driven City. The expected return to the city would need to quantify eliminating fees as to avoid a gift of public funds.

Business Retention and Expansion program update. The Community Development Committee has reviewed the program and has recommended bringing it to the Finance Committee to discuss the costs involved with putting forth that level. Jennifer Ferguson has reached out to the Chamber to see if they will be able to assist with business related events. The City is looking at a kick-off event in the spring to introduce businesses to the program.

The Stanwood Library has requested the Council consider early removal of the location restriction so they can start their planning measures to move out of the flood plain. The Community Development Department has reviewed the request, it will go before both the Finance Committee and the Public Works Committee before being presented to Council in May.

Viking Way extension to the west: PUD is going through an operational assessment. The City is waiting for the findings to go to the PUD Commissioner in late April or May.

There were five responses to the RFP for the new Civic Campus. The City is in the process of reviewing the proposals, interviews will be held in May then it will go to Council to award the contract.

Next Meeting

The next meeting is scheduled for Thursday, May 16, 2019 at 9:00 am at City Hall. Agenda topics include:

- Community survey
- Snohomish County Tourism-Seattle North Country Rebranding
- TPA grant wayfinding



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c
DATE: May 23, 2019
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – May 6, 2019 Public Works Committee Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, May 6, 2019 at 5:15pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

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

AGENDA

1. Library Board Request
2. Community Workforce Agreement
3. Community Survey Proposal
4. Pioneer Hwy Bid Acceptance
5. BHC Task Order
6. Johnson Farm Leases
7. Six-year TIP 2020-2025

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, May 6, 2019 – 5:15pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Rob Johnson, Tim Pearce, Judy Williams

City Staff: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

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

1. Library Board Request

The Library has not selected a new site, but they want to be out of the flood plain. The City currently pays for all the utilities, including garbage and all the facility maintenance and upkeep for the Library. The Library attracts many people, which brings a lot of people to the downtown corridor. After discussing the pros and cons of releasing the restriction, the committee is undecided.

2. Community Workforce Agreement

The Public Works Committee asked staff to gather more information about the Community Workforce Agreement:

- Are other small cities in our area are using the Community Workforce Agreement?
- Are there any legal issues we need to be aware of? Check with the City Attorney.
- Ask our local contractors for feedback on how it would affect their bid proposals; higher bid price, not bidding at all, etc.

Councilmember Williams commented that this program is good for getting young workers in so they can learn the trades.

3. Community Survey Proposal

Committee Recommendation: Approves Washington State University's scope of work to conduct a community feedback survey.

4. Pioneer Hwy Bid Acceptance

Staff presented the bid proposals for the Pioneer Hwy Upgrade Phase 1 project and let the committee know that the Bid Award to Faber will be going to full council on May 9, 2019.

5. BHC Task Order

Committee recommendation: Proceed with issuing a Task Order to BHC.

6. Johnson Farm Leases

The leases are good for one year and go month to month until a new lease is signed. Staff will be conducting a site visit on May 9th to view the facilities. The lease fees collected will be used for the Johnson Farm Park.

7. Six-year TIP 2020-2025

The Committee did not have any changes for the 6-year TIP 2020-2025 and recommended that it be taken to full council on May 23, 2019 for a public hearing and adoption. Staff did clarify that the CIP will no longer be attached to the 6-year TIP, but the Finance Director will update the CIP in November and make sure it is in line with the TIP.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6d

DATE: May 23, 2019

SUBJECT: North County Fire / EMS 1st Quarter Report 2019

CONTACT PERSON: John Cermak

ATTACHMENTS: A – 1st Quarter Report for the City of Stanwood and North County Fire/EMS

ISSUE

Provide the City Council with the 1st Quarter 2019 Report for the City of Stanwood and North County Fire/EMS.

SUMMARY STATEMENT

The NCFE provides a quarterly report as an update on systems, processes, funding, grants, responses and response metrics.

FISCAL IMPACT

None



North County Fire/EMS
1st Quarter, 2019

Memo

TO: City of Stanwood & NCFE Board of Commissioners

FROM: John C. Cermak, Fire Chief
BY: Don Bartlett, Assistant Chief

DATE: April 22, 2019

RE: Quarterly Report for the City of Stanwood and North County
Fire/EMS

NORTH COUNTY FIRE/EMS DEPARTMENT OVERVIEW/RECAP

The first quarter of 2019 has seen the following items take place:

Below are a number of things that have been taking place (and/or may still be going on) during this last quarter:

- Scott SCBA's have all arrived. Inventory, labeling, and training to begin soon. After completion of these items, units will be placed into service.
- (Still awaiting approval or denial) A.F.G. grant has been submitted for an Air, Rehab, and Light vehicle. Currently, there is only one unit (Air-94) for a good majority of the central to the North end of Snohomish County that can respond to scenes to fill SCBA's.
- Personnel evaluations nearly all completed.
- Large amounts of live fire and block training have been completed. (See training report).
- Awaiting possible (SERS/SNOCOM) radio equipment acquisition and dissemination; possibly by late half of year.

- SWIF 2019 EOC/Disaster training class held on Wednesday, April 17 with good results. Next class session is scheduled for Wednesday, July 17, 2019. This will be the last classroom section of the training. The "Live" drill is scheduled for October. Next class invitees include City staff, Police, Fire, DEM, Stanwood / Camano School, CERT team members & Ham Radio operators.
- Continued progress with new brush rig project. Still looking to go with a RAM product, but RAM factory is still behind schedule for new model year units.

STATION STAFFING (SUPPRESSION & EMS) / EQUIPMENT

Station 90 Staffed 24 hrs. / 7 days (Engine 90, Tender 90 and Medic 90)

Cross-staffed Engine and Medic Unit with one Fire Officer, one Firefighter/EMT, and one Firefighter/Paramedic

Station 92 Volunteer staffed only when dispatched for calls or drills (Engine 92)

Station 96 Staffed 24 hrs. Cross-staffed Tender and Aid Unit with two Firefighter/EMTs, or "EMT Only" personnel to maintain staffing.

Station 97 Staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)

Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, one Firefighter, and typically one Part-Paid staff member.

Station 99 Staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)

Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter A99 staffed with 2 Firefighter/EMT's

NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT STAFFING BREAKDOWN

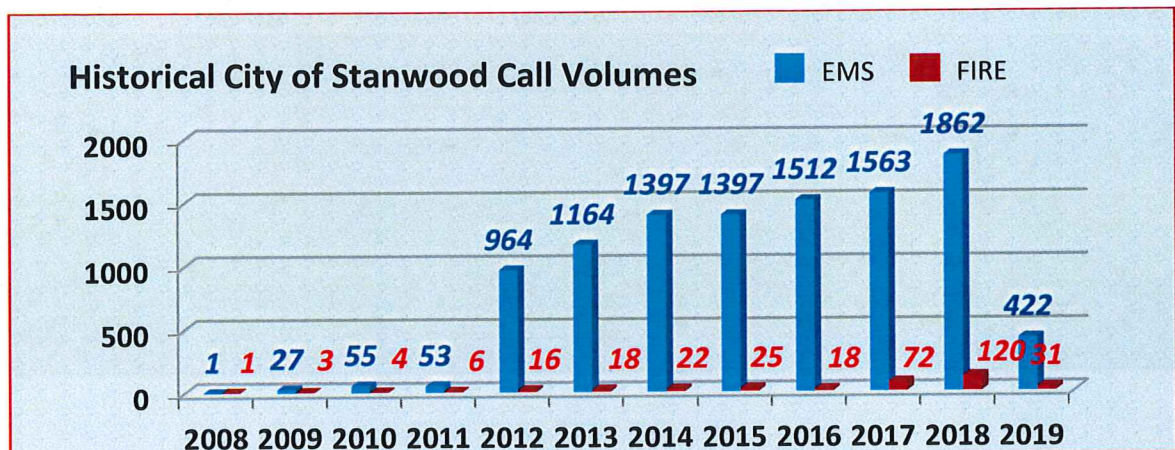
The Line or Suppression portion of the organization is comprised of members focused on providing the "Best service" possible. Of the 64 members of North County Regional Fire Authority, 24 are full-time suppression status (as of 04/22/2019), roughly (Varies) thirty-three (33) are part-time, eight are administrative (to include Finance, Human resources, and Administrative Assistant), and two are Volunteer.

North County Fire /EMS provides 24/7 Advanced Life Support (ALS) and Basic Life Support (BLS) with nine paramedics and requiring all other employees to be Washington State Certified Emergency Medical Technicians (EMTs), excluding administrative staff.

Members are managed by the Fire Chief, Assistant Chief of Operations, Assistant Chief of Community Risk Reduction / Prevention (Jointly with Arlington), Deputy Chief, Medical Services Administrator (Jointly with Arlington), a Battalion Chief of Training, three Captains, & six Lieutenants.

EMERGENCY CALLS FOR ASSISTANCE, COVERAGES, AND RESPONSE DATA

Below is a chart that displays the number of 911 Fire & EMS calls that have been taking place historically in the City of Stanwood:



PERFORMANCE MEASURES

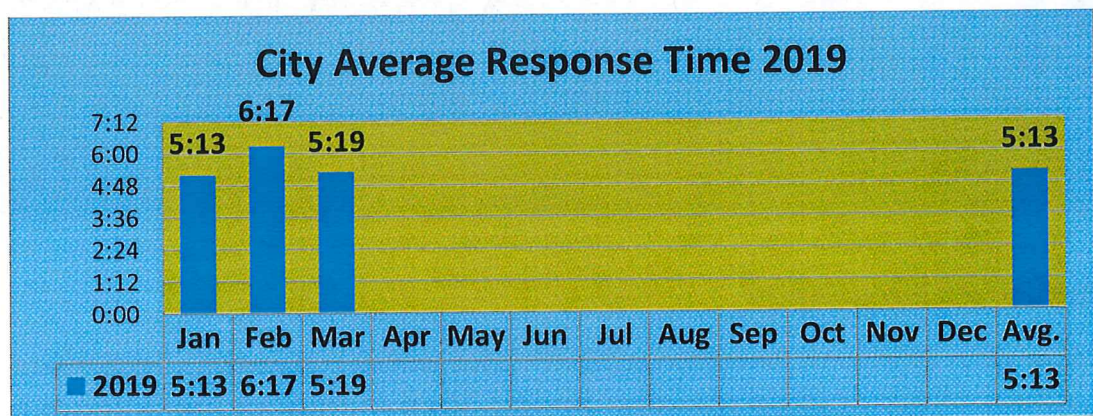
The North County Regional Fire Authority takes great pride in providing the communities it serves with excellent services in a prompt and professional manner. The following segments illustrate this care and determination in the categories of response time, training hours, response activities and fire inspections.

For later reports, it is the goal of the Operations Division to begin to include additional quantitative performance measures such as reaction times and incident based UHU's (Unit hour utilization times). These items will aid in providing a more detailed look at the performance of crews in terms of their response once dispatched to physically responding, and a view of the average call load the organization responds to. As the metrics that are the basis for the UHU's are improved at the County level, we will look into additional data as well.

AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by summing the time of dispatch to arrival on the scene. Cumulatively for 2019, the average response time for City calls is 5:13.

City:



*Note: All previous chart data based upon the latest information as provided by First Watch.

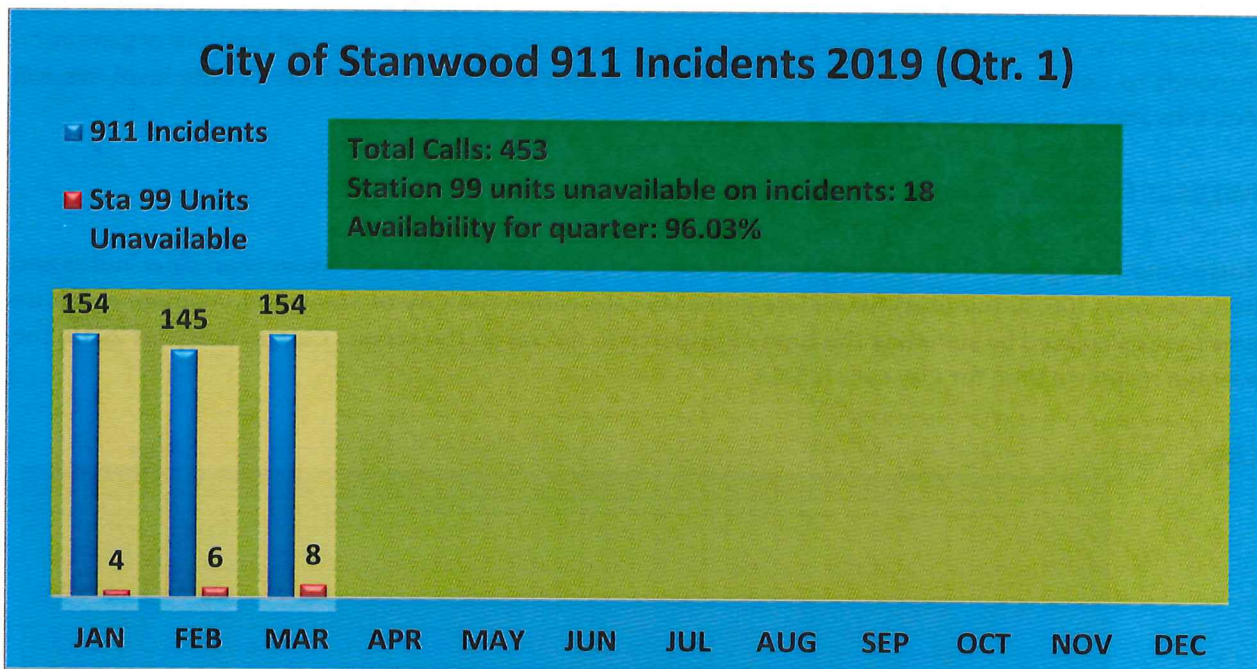
GENERAL EMERGENCY RESPONSE ACTIVITY

Below is a chart that represents the activity the RFA has conducted for this quarter.

SUPPRESSION	1st QRT	2nd QRT	3rd QRT	4th QRT	2018 YTD
1. Total Other	2				2
2. Total Service Calls	35				35
3. District EMS/Rescue Calls	780				780
4. District Fire Calls	50				50
5. City (Only) Medical	422				422
6. City (Only) Fire	21				21
7. City ALS Calls	250				250
8. City BLS calls	172				172
Total incidents For RFA (1 - 4)	867				867

AVAILABILITY OF SERVICE CALL PERCENTAGE

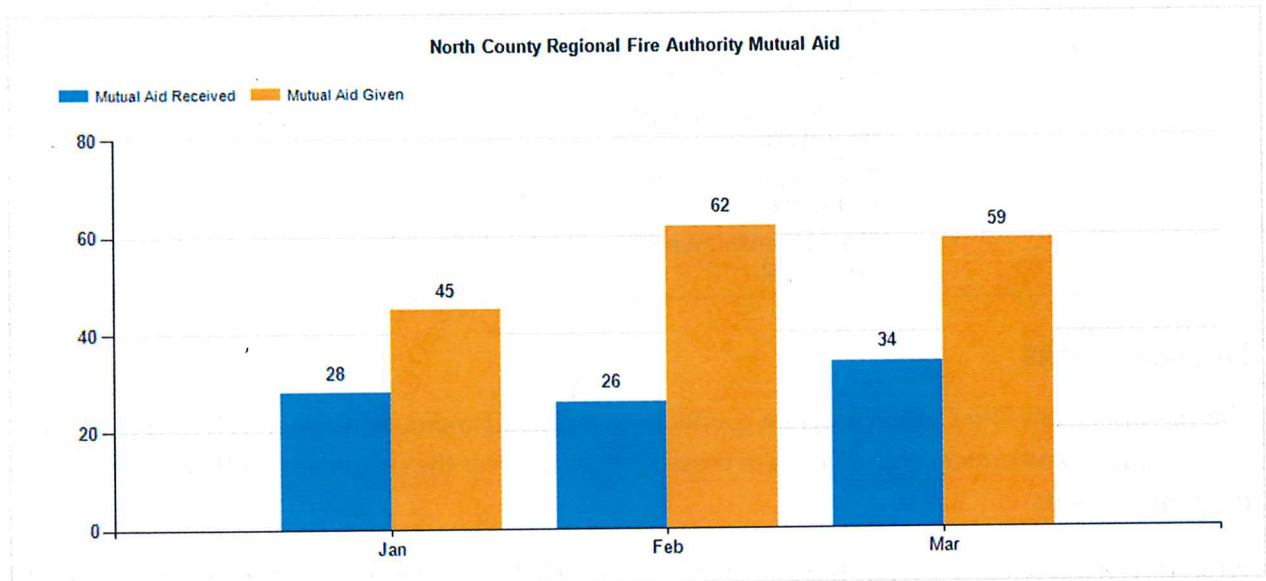
The Fire Authority shall provide sufficient manpower and equipment to maintain an out of service calls percentage for the City. The following chart shows total city calls and the number of calls a 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded to by next nearest available units. Currently & historically we are maintaining a very high availability percentage and not approaching any notable level of unit saturation, or second up issues caused by numerous and or high call loads. Refer to the chart(s) below.



MUTUAL AID INFORMATION

Mutual aid by definition is the rendering of services for another organization's needs, typically agreed to in advance. Mutual aid can be received or provided. This is an important area to track as it will provide information on the availability of your own response district as well as those around you that you have agreements with.

The charts on the following page represent the overall statistics that have been gathered over a quarters' period of time through "First Watch" who gathers the data from SNO911 and assembles it into the requested parameters.



Mutual Aid Given:

Aid Type		Total # of Resp	Total Task Time
Given		166	89:16:32
	Aid TO	Total # of Resp	Total Task Time
	Arlington Fire Department	24	9:14:31
	Camano Island Fire Rescue	53	32:44:00
	Marysville Fire District	44	30:17:58
	Snohomish County Fire District #15	11	6:45:29
	Snohomish County Fire District #17	1	
	Snohomish County Fire District #19	17	5:01:49
	Snohomish County Fire District #21	7	1:38:12
	Snohomish County Fire District #22	2	0:11:56
	Snohomish County Fire District #24	5	1:37:40
	Snohomish County Fire District #25	1	1:44:22
	Snohomish County Fire District #4	1	0:00:35

Mutual Aid Received:

☐ Received

	88	27:09:31
Aid FROM	Total # of Resp	Total Task Time
⊕ Arlington Fire Department	20	5:30:28
⊕ Camano Island Fire Rescue	23	9:30:32
⊕ Marysville Fire District	18	4:57:52
⊕ Snohomish County Fire District #19	23	6:54:38
⊕ Snohomish County Fire District #21	3	0:16:01
⊕ Snohomish County Fire District #22	1	

FIRE INSPECTIONS

The Fire Inspection / Prevention program continues to grow and improve greatly. This is resulting in a more efficient, and professional delivery of these services both for the customer as well as the crews performing them.

With the onboarding of Chief Mike Makela, there will be increased opportunities to grow the knowledge, skills, and abilities of our crews. Another goal would be to get a number of personnel certified as Company Level inspectors to improve our scoring ability with WSRB.

As of 2019, a complete list to include 3 or more multi-family units has been acquired from Snohomish County, and has us with a far more comprehensive list of required annual fire inspections.

In addition, the total list of occupancies has been broken down to roughly 15 inspections per crew, per shift. This method of dissemination allows the Station Captain to keep track of inspections completed and crew accountability.

Below, is a brief overview chart of activities for the quarter and year to date.

Inspections: ("PAR" is 15 per month.)	1 st Quarter 2019	2 nd Quarter 2019	3 rd Quarter 2019	4 th Quarter 2019	YTD 2019
A Shift:	42				42
B-Shift	45				45
C-Shift	37				37
Re-Inspections:					
A Shift	6				6
B Shift	2				2
C Shift	0				0

PUBLIC EDUCATION/COMMUNITY OUTREACH

The first quarter of 2019 did not see any scheduled public education; however crews are making numerous contacts with the public during annual fire inspections.

There were some general public contact events that did take place:

- Touch a truck.
- Coloring contest winners received breakfast and a ride to school in a fire engine.

The NCFE Fire Explorer program logged in a total of 39 hours of training focusing on ladders, hose-work, and fire attack training.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: May 23, 2019

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Wendy Dowhower, Sr. Accountant

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31162 through 31210 and Washington Federal electronic funds transfers in the amount of \$180,520.72. Approve issuance of Washington Federal Bank payroll checks 1605 through 1613 and electronic funds transfers in the amount of \$262,413.62.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31162 THROUGH 31210 AND WASHINGTON FEDERAL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$180,520.72. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1605 THROUGH 1613 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$262,413.62.

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:14 Date: 05/15/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2681	05/07/2019	Claims	3	EFT	Land Title & Escrow Island County	15,000.00	Earnest Money Josephine Property
2735	05/09/2019	Claims	3	31162	Advanced Analytical Solutions	184.00	City Of Stanwood
2736	05/09/2019	Claims	3	31163	Edward Avila	51.00	City Of Stanwood
2737	05/09/2019	Claims	3	31164	Bruce C Allen & Associates, Inc	6,425.00	City Of Stanwood; City Of Stanwood
2738	05/09/2019	Claims	3	31165	Cascade Natural Gas Corp	470.14	608 440 0000 4; 127 540 0000 3; 953 540 0000 2; 498 440 0000 7; 839 440 0000 5; 931 607 9072 6
2739	05/09/2019	Claims	3	31166	Cascade Septic, LLC	110.00	City Of Stanwood
2740	05/09/2019	Claims	3	31167	Code Publishing Company Inc	1,949.82	3116
2741	05/09/2019	Claims	3	31168	Confluence Environmental Company, Inc	8,300.80	City Of Stanwood
2742	05/09/2019	Claims	3	31169	DMH Industrial Electric Inc	481.57	City Of Stanwood
2743	05/09/2019	Claims	3	31170	Daily Journal Of Commerce Inc	688.80	City Of Stanwood
2744	05/09/2019	Claims	3	31171	Databar Inc.	275.55	8952
2745	05/09/2019	Claims	3	31172	Stacey Davis	19.00	City Of Stanwood
2746	05/09/2019	Claims	3	31173	Environment Control	1,116.22	257778
2747	05/09/2019	Claims	3	31174	ESRI Environmental Systems Research, Inc	436.80	471802
2748	05/09/2019	Claims	3	31175	Jennifer Ferguson	70.00	City Of Stanwood
2749	05/09/2019	Claims	3	31176	Frontier *	141.05	360-629-4907-072497-5
2750	05/09/2019	Claims	3	31177	David Hammond	70.00	City Of Stanwood
2751	05/09/2019	Claims	3	31178	Krista Hintz	302.81	City Of Stanwood; City Of Stanwood
2752	05/09/2019	Claims	3	31179	Iworq Systems Inc	2,650.00	City Of Stanwood
2753	05/09/2019	Claims	3	31180	Jiffy Lube 2583	183.78	05; 05; 05
2754	05/09/2019	Claims	3	31181	Scott Justesen	51.00	City Of Stanwood
2755	05/09/2019	Claims	3	31182	KCDA Purchasing Cooperative	258.12	101453
2756	05/09/2019	Claims	3	31183	Keeney's	59.31	City Of Stanwood
2757	05/09/2019	Claims	3	31184	Navia Benefits	50.00	City Of Stanwood
2758	05/09/2019	Claims	3	31185	Office Depot	265.04	36274097; 36274097; 36274097; 36274097
2759	05/09/2019	Claims	3	31186	Outside The Box Engineering, LLC	646.90	City Of Stanwood
2760	05/09/2019	Claims	3	31187	PUD Of Snohomish County *	2,643.19	202982351; 220923312; 202423729; 200794063; 200633634
2761	05/09/2019	Claims	3	31188	Petersen Brothers, Inc.	526.57	CITYOFSTAN
2762	05/09/2019	Claims	3	31189	Pitney Bowes Inc- Purchase Power *	2,015.00	8000-9090-0519-5677
2763	05/09/2019	Claims	3	31190	Pratt Pest Management NW Inc	185.64	683591
2764	05/09/2019	Claims	3	31191	Quality Controls Corporation	114,427.41	City Of Stanwood
2765	05/09/2019	Claims	3	31192	Ricoh USA Inc- Maint	510.45	4250811
2766	05/09/2019	Claims	3	31193	Ricoh USA, Inc.	1,043.51	1316669-3660090; 1316669-3660140
2767	05/09/2019	Claims	3	31194	Amy Rusko	301.73	City Of Stanwood
2768	05/09/2019	Claims	3	31195	Sno Co District Court	1,369.20	DCT34003
2769	05/09/2019	Claims	3	31196	Sno Co Office Of Public Defense *	120.00	City Of Stanwood
2770	05/09/2019	Claims	3	31197	Sno Co Planning & Development Svcs	525.00	PDS00006
2771	05/09/2019	Claims	3	31198	Sno Co Prosecuting Attorney *	1,595.56	City Of Stanwood
2772	05/09/2019	Claims	3	31199	Sno Co Solid Waste	208.00	SOW5066
2773	05/09/2019	Claims	3	31200	Stanwood Camano News	420.66	261981; 261981; 261981

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:14 Date: 05/15/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2774	05/09/2019	Claims	3	31201	Stanwood Chamber Of Commerce	3,743.68	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
2775	05/09/2019	Claims	3	31202	Stilly Auto Parts Napa	128.99	27197
2776	05/09/2019	Claims	3	31203	Strategies 360 Inc	1,500.00	City Of Stanwood
2777	05/09/2019	Claims	3	31204	TMG Services Inc	1,566.53	1920010
2778	05/09/2019	Claims	3	31205	US Bank	4,381.35	4485 5945 5564 1495
2779	05/09/2019	Claims	3	31206	Verizon Wireless	1,184.40	372541731-00001
2780	05/09/2019	Claims	3	31207	WA St Dept of Licensing	30.00	City Of Stanwood (Amy Bergemeier)
2781	05/09/2019	Claims	3	31208	WAPRO	25.00	City Of Stanwood
2782	05/09/2019	Claims	3	31209	Wes Weld Corportion	1,687.14	City Of Stanwood; City Of Stanwood
2783	05/09/2019	Claims	3	31210	Joel Zielie	125.00	City Of Stanwood
001 General Fund						23,779.64	
101 Street Fund						357.47	
103 Street Construction Fund						6,425.00	
104 Park Improvement Fund						15,000.00	
401 Sewer Fund						2,219.86	
403 Sewer Construction Fund						115,116.21	
410 Drainage Fund						1,666.80	
411 Drainage Construction Fund						8,300.80	
421 Water Fund						7,044.88	
459 Water Equipment Reserve						43.00	
630 Agency Fund						567.06	
							Claims: 180,520.72
* Transaction Has Mixed Revenue And Expense Accounts						180,520.72	

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
() Deputy Finance Director

Paul A. Brown

Date: 5/15/19

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

05/07/2019 To: 05/15/2019

Time: 16:22:44 Date: 05/15/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2531	05/08/2019	Payroll	3	EFT	Erick C Aurand	4,118.10	April 2019 Payroll
2532	05/08/2019	Payroll	3	EFT	Edward A. Avila	3,667.89	April 2019 Payroll
2533	05/08/2019	Payroll	3	EFT	Reina C Barber	2,146.29	April 2019 Payroll
2534	05/08/2019	Payroll	3	EFT	Amy L Bergemeier	1,988.67	April 2019 Payroll
2535	05/08/2019	Payroll	3	EFT	Elizabeth M Callaghan	345.09	April 2019 Payroll
2536	05/08/2019	Payroll	3	EFT	Wendy R. Corder Dowhower	2,999.68	April 2019 Payroll
2537	05/08/2019	Payroll	3	EFT	Victoria Leigh Danielson	5,112.99	April 2019 Payroll
2538	05/08/2019	Payroll	3	EFT	Kevin M Davis	3,036.87	April 2019 Payroll
2539	05/08/2019	Payroll	3	EFT	Stacey A Davis	1,880.34	April 2019 Payroll
2540	05/08/2019	Payroll	3	EFT	Jennifer L Ferguson	5,857.11	April 2019 Payroll
2541	05/08/2019	Payroll	3	EFT	Devin Grohs	2,278.94	April 2019 Payroll
2542	05/08/2019	Payroll	3	EFT	David A Hammond	3,901.56	April 2019 Payroll
2543	05/08/2019	Payroll	3	EFT	Trevor M Harrison	2,754.03	April 2019 Payroll
2544	05/08/2019	Payroll	3	EFT	Krista A Hintz	2,811.24	April 2019 Payroll
2545	05/08/2019	Payroll	3	EFT	Kevin J Hushagen	5,507.35	April 2019 Payroll
2546	05/08/2019	Payroll	3	EFT	Robin C Johnson	345.02	April 2019 Payroll
2547	05/08/2019	Payroll	3	EFT	Scott R Justesen	4,221.08	April 2019 Payroll
2548	05/08/2019	Payroll	3	EFT	Bryson Mathew Kelley	843.72	April 2019 Payroll
2549	05/08/2019	Payroll	3	EFT	Henry L Kelley	874.66	April 2019 Payroll
2550	05/08/2019	Payroll	3	EFT	Keith R Kennedy	5,352.75	April 2019 Payroll
2551	05/08/2019	Payroll	3	EFT	Patricia I Love	3,911.21	April 2019 Payroll
2552	05/08/2019	Payroll	3	EFT	Marcy A Mathis	3,208.49	April 2019 Payroll
2553	05/08/2019	Payroll	3	EFT	Kelly C McGill	295.30	April 2019 Payroll
2554	05/08/2019	Payroll	3	EFT	Timothy A Pearce	345.09	April 2019 Payroll
2555	05/08/2019	Payroll	3	EFT	Kevin J Pellham	2,684.21	April 2019 Payroll
2556	05/08/2019	Payroll	3	EFT	Sara L Robinson	2,955.49	April 2019 Payroll
2557	05/08/2019	Payroll	3	EFT	Carly L Ruacho	1,179.60	April 2019 Payroll
2558	05/08/2019	Payroll	3	EFT	Amy M Rusko	4,994.19	April 2019 Payroll
2559	05/08/2019	Payroll	3	EFT	Lawrence A Sather	339.38	April 2019 Payroll
2560	05/08/2019	Payroll	3	EFT	Corinne Schakel	2,221.78	April 2019 Payroll
2561	05/08/2019	Payroll	3	EFT	Erica M Schorn	1,781.99	April 2019 Payroll
2562	05/08/2019	Payroll	3	EFT	Gina N Seegert	3,563.14	April 2019 Payroll
2563	05/08/2019	Payroll	3	EFT	Amanda B Slattery	2,397.51	April 2019 Payroll
2564	05/08/2019	Payroll	3	EFT	David Smith	3,719.17	April 2019 Payroll
2565	05/08/2019	Payroll	3	EFT	Shawn A Smith	3,318.45	April 2019 Payroll
2566	05/08/2019	Payroll	3	EFT	Lisa Sokolik	2,529.15	April 2019 Payroll
2567	05/08/2019	Payroll	3	EFT	Casey J Sousa	1,624.34	April 2019 Payroll
2568	05/08/2019	Payroll	3	EFT	Chase Strieby	808.72	April 2019 Payroll
2569	05/08/2019	Payroll	3	EFT	Nathan Towse	2,618.57	April 2019 Payroll
2570	05/08/2019	Payroll	3	EFT	Dianne W White	345.23	April 2019 Payroll
2571	05/08/2019	Payroll	3	EFT	Judith A Williams	345.30	April 2019 Payroll
2572	05/08/2019	Payroll	3	EFT	Frederick Joel Zielie	2,202.60	April 2019 Payroll
2586	05/08/2019	Payroll	3	EFT	Internal Revenue Service (941)	48,301.32	941 Deposit for Pay Cycle(s) 05/08/2019 - 05/08/2019
2587	05/08/2019	Payroll	3	EFT	WA St Department Of Retirement Systems	41,008.56	Pay Cycle(s) 05/08/2019 To 05/08/2019 - PERS2; Pay Cycle(s) 05/08/2019 To 05/08/2019 - PERS 3; Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - DRS (DCP)
2588	05/08/2019	Payroll	3	1605	AFLAC	614.96	Pay Cycle(s) 05/08/2019 To 05/08/2019 - AFLAC, Pre-Tax; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AFLAC, Post-Tax

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City Of Stanwood
MCAG #: 0695

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2589	05/08/2019	Payroll	3	1606	AWC Employee Benefit Trust	21,960.83	Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC - Medical; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC- Dental; Pay Cycle(s) 05/08/2019 To 05/08/2019 - AWC - Vision; Pay Cycle(s) 05/08/2019 To 05/08/2019;
2590	05/08/2019	Payroll	3	1607	Colonial Life Insurance	66.75	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Colonial Life Ins
2591	05/08/2019	Payroll	3	1608	Hartford Retirement Plan Services	1,708.00	Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - MassMutual (Hartford); Pay Cycle(s) 05/08/2019 To 05/08/2019 - Roth 457(b)(MassMutual)
2592	05/08/2019	Payroll	3	1609	ICMA Retirement Trust	2,601.25	Pay Cycle(s) 05/08/2019 To 05/08/2019 - 457 - ICMA
2593	05/08/2019	Payroll	3	1610	Navia Benefits	311.66	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Medical FSA- S125
2594	05/08/2019	Payroll	3	1611	Teamsters Union Local 231	1,316.00	Pay Cycle(s) 05/08/2019 To 05/08/2019 - Teamsters Dues
2595	05/08/2019	Payroll	3	1612	Washington Teamsters Welfare Trust		add May coverage for Amy and Sara
2662	05/08/2019	Payroll	3	1613	Washington Teamsters Welfare Trust	37,092.00	Pay Cycle(s) 05/01/2019 To 05/31/2019 - Teamsters Dental; Pay Cycle(s) 05/01/2019 To 05/31/2019 - Teamsters Medical
						132,808.46	001 General Fund
						17,878.34	101 Street Fund
						1,185.57	108 Transportation Sales Tax Fund
						43,447.78	401 Sewer Fund
						19,420.24	410 Drainage Fund
						47,673.23	421 Water Fund
						262,413.62	Payroll:
							262,413.62

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

() Finance Director () Auditing Officer
() Deputy Finance Director



Date: 5-15-19



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: May 23, 2019

SUBJECT: City Council May 9, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 9, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE May 9, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 9, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Elizabeth Callaghan, Timothy Pearce, Larry Sather and Kelly McGill. The meeting was quorate.

Also present: City Engineer / Assistant Public Works Director Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Police Chief Norm Link and Deputy Clerk Sara Robinson.

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

3. Approval of the Agenda

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

4. Presentation

- a. Proclamation – Kids to Parks Day May 18, 2019

The mayor read a proclamation proclaiming May 18, 2019 as Kids to Parks Day.

- b. Proclamation – National Poppy Day May 24, 2019

The mayor read a proclamation proclaiming May 18, 2019 as Kids to Parks Day.

5. Citizen Comments

None

6. Staff Reports

- a. Finance Report 1st Quarter 2019
- b. Planning Commission Minutes – May 8, 2019

7. Committee Reports

- a. Finance

Councilmember Sather noted that this committee meeting was not quorate and requested that the minutes be reviewed by the other committee members.

Stanwood City Council Meeting Minutes – April 25, 2019

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 11, 2019 Regular Meeting Minutes
- c. Plan Review & Inspection On-Call Contract

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

9. New Business

- a. Authorize the Mayor to Sign a contract with Faber Construction for the Pioneer Highway Upgrades Phase I-72nd Interceptor project.

Shawn Smith, City Engineer/Assistant Public Works Director presented the request to authorize the Mayor to Sign a contract with Faber Construction for the Pioneer Highway Upgrades Phase I-72nd Interceptor project.

The construction bids were opened on April 30, 2019. There were three bids submitted. Faber Construction was the low bidder at \$652,598.86. The Public Works Committee recommended this for Council approval at their meeting on May 6, 2019.

Motion by Councilmember Sather, second by Councilmember McGill to authorize the mayor to sign a contract with Faber Construction for the Pioneer Highway upgrade phase 1 - 72nd avenue interceptor project not to exceed \$652,598.86. Motion carried unanimously.

- b. Authorize the Mayor to Sign a contract with FCS Group for an Organizational Structure and Staffing Analysis.

David Hammond, Finance Director presented the request to authorize the Mayor to sign the Consultant Services Agreement with FCS Group for an Organizational Structure and Staffing Analysis. This assessment will evaluate the current and future service needs for our community. The study will include a community survey and organizational staffing analysis. This work is related to other current projects including an enhanced “city-centric” Discover Stanwood Camano and modernization of the City website and creation of a communications/public engagement toolkit.

The project will be completed in two phases. Phase one will include establishing level of service expectations, interviewing city staff, updating job descriptions, forecasting staffing needs, documentation and presentation to staff. Phase two includes peer/industrial comparisons and benchmarks, comparison to current and level of service needs and documentation and presentation to staff.

Upon execution of the agreement the consultant will begin the first phase immediately. The second phase will start after all reports are received from the community survey. It is expected to be completed in the of Spring 2020.

This project was discussed and recommended for Council approval at the regular Finance/Personnel Committee meeting on April 25, 2019.

Motion by Councilmember Sather, second by Councilmember Johnson, to authorize the mayor to sign a professional services agreement with FCS Group to conduct a city-wide organizational staffing analysis not to exceed \$49,660. Motion carried unanimously.

Stanwood City Council Meeting Minutes – April 25, 2019

10. Reports of Officers and Committees

a. Mayor's Report

The Touch-a-truck event was last weekend. It was a fun event that brought a huge crowd to the town.

Monday was the presentation of the grants that were awarded by the Remax Community Charity Event, Evening with the Hidden Stars. Sixteen local charities received these funds totaling \$31,000. Reminder that next week is filing week.

b. City Administrator's Report

The Clean Sweep event is this coming Saturday. This is a wonderful event available to Stanwood residents. The local Boy Scouts Troop 82 has volunteered to help.

c. Councilmember Reports and Questions

Councilmember Callaghan and Councilmember Pearce both announced that they will be running for City Council again.

11. Citizen Closing Comments –

None

12. Adjourn to Executive Session – RCW 42.30.110(1)(B) and RCW 42.30.110(1)(i)

Mayor Kelley adjourned the meeting to Executive Session at 7:17 pm for 19 minutes with action anticipated. Council reconvened at 7:39 pm.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign any and all documents to acquire the Foursquare church property for an additional \$69,000 consistent with the CR 2A Agreement. Johnson – yes, White – yes, Callaghan – yes, Pearce – yes, Sather – yes, McGill – yes. Motion carried unanimously.

13. Reconvene and Adjourn

Mayor Leonard Kelley adjourned the meeting at 7:49 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: May 23, 2019

SUBJECT: Special Event with City Contribution-Stanwood
Camano Arts Festival

CONTACT PERSON: Corinne Schakel, Permit Specialist

ATTACHMENTS: A – Special Event Permit Application
B – Map

Summary Statement

Stanwood Camano Arts Festival submitted a Special Event Permit application (Attachment A) requesting City contribution with the \$50 permit fee to the City for Council approval of The Summer Arts Jam on Friday, Saturday & Sunday, July 12, 13 & 14, 2019.

Discussion

This is the 2nd year for this event to be held in Downtown Stanwood. This event was previously known as Art by the Bay. These were split into 2 separate events in 2018.

The applicant has requested 271st Street be closed from Florence Way on the East end of 271st NW to the West end of the Country Store parking lot. 90th Ave NW will remain open to access the Country Store and other businesses. They also request for a section of 88th Ave NW. 88th Ave NW will be closed from the North Side of 270th St, across 271st including the North side of 88th Ave as well. 270th St. NW will remain open during the event. (See Map attached) They are requesting the road to be closed on Thursday, July 11th starting at 4:00pm through Sunday, July 14th ending at 9:00pm.

The Vendors will be setting up in quads down the middle of the street which will give access to Vendors and Merchants. This access will also give easy access for Emergency Vehicles if necessary. It is anticipated that there will be 125+ participants, 10,000 visitors, 20 volunteers and 15 staff members.

The Stanwood Camano Arts Festival is asking for City contribution and the event meets the requirements for large events of 1000 or more: 1) the event is held in the City. 2) It attracts the public to commercial areas.

Findings for the City Contribution:

- The event contributes to the marketing of the City.
- The advertising for the Stanwood Camano Arts Festival event will include marketing for the City by distributing attractive materials incorporating the City logo.
- The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.
- This event promotes a new safe, enjoyable and entertaining activity. It promotes an alternative shopping experience and promotes the Art community.

Financial Impact:

Stanwood Camano Arts Festival is requesting City Contribution. The total fees for this event are \$742.50 The total fees to be collected from the applicant are \$ 135.62, and the City contribution amount is \$406.88 The City has collected the required \$50 permit fee and will collect a \$150 refundable damage deposit. The Stanwood Arts Festival applicant will pay all costs associated with police staffing as determined by the Stanwood Police Chief.

City Council Options:

1. Approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July, 12, 13, & 14, 2019
2. Remove the Special Event permit from the consent agenda for further discussion and then approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.
3. Do not approve City contribution, but approve the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Stanwood Camano Arts Festival on July 12, 13, & 14, 2019.

RECEIVED

JAN 07 2019

CITY OF STANWOOD
COMMUNITY DEVELOPMENT

City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
Number:

2019-0001

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☒ Completed application - submitted 60 days prior to the event for review and processing.
- ☒ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☒ Certificate of Liability Insurance
- ☒ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property **NA**
- ☒ Flyer and/or schedule of event(s)
- ☒ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Sally Pray for "Summer Arts Jam"

Company/Organization: STANWOOD CAMANO ARTS FESTIVALS

Contact Person to be available at event: Sally Pray

Mailing address: 26910 - 93rd AVE NW, Suite C5 PMB 145, STANWOOD, CA 98992
Phone: 425-773-0313 Cell: _____ Email: SALLY.PEARLY.SCAF@YAHOO.COM

Event Information

Name of Event: SUMMER ARTS JAM
Event Date(s): JULY 12th, 13th & 14th 2019
Event open time: 10:00 AM 7-12-19 Event close time: 4:00 PM 7-14-19
Set up date and time: JULY 11th 6:30 PM
Break down date and time: 7-14th 2019 4:00 PM TO 8:00 AM
Event Location (must include address) 271st SW + 88th AVE NW. STANWOOD, WA 98992
Does your event cause any street closures? Yes -
Which streets will be closed? 271st SW - 88th AVE NW - 270th BLOCKED OFF

Attendance

Estimated Total Attendance: 10,000 +++
How many registered Participants? 100-125 Spectators? TBD Volunteers? TBD Staff? 15

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

- a. Police: FOR BEER & WINE GARDEN - EXPLORES AT NIGHT FOR SECURITY
b. Fire: EXPLORES ARE VOLUNTEERS + FIRE DEPT WILL HAVE A FIRST AID STATION
c. Public Works: ROAD CLOSURES - BARRICADES - CONCRETE TO FILL WEIGHTS FULL OF WATER FOR STAGE. SET UP STREET SIGNS + HANG CITY BANNER

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: POLICE HAVE BEEN NOTIFIED.

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):

Applicant must provide for their own portable toilets, but explain plan: PORTA POTTIES + GARBAGE
DUMPSTERS BROUGHT IN 7-11-19 AND PICKED UP 7-16-19 - VOLUNTEERS TO
CLEAN UP AREA AFTER EVENT.

Temporary Signage (describe number and size and diagram location)

SANDWICH BOARDS - CITY BANNERS - SIGNS ON FREEWAY NORTH + SOUTH SIDES

Will there be organizations or vendors involved in the event? Yes ☒ No ☐

If yes, How many? Local within Stanwood City Limits: 5 FOOD VENDORS
Outside Stanwood City Limits: _____

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☒ No ☐ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".
LIQUOR - BEER + WINE TO BE SOLD IN BEER + WINE GARDENS ONLY

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant: 

Organization/Title PRESIDENT Date: 1-1-19



Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)
(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

Fire Department:
(360) 629-2184

Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)
(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290



Request for City Contribution
(submit with special event application)

Name of Applicant: Sally Pray For Summer Arts Jam
Name of organization requesting contribution: STANWOOD CAMANO ARTS FESTIVALS
Name of event: Summer Arts Jam
Event Dates: July 12th, 13th + 14th - 2019
Mailing Address: 26910 - 92nd AVE. NW Suite C5 BMB 145, STANWOOD, WA 98292
City STANWOOD State WA Zip 98292
Phone: 360-387-8101 Cell: 425-773-0313
Email: SallypraySCAF@YAHOO.COM

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

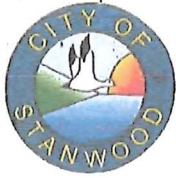
- o The event contributes to marketing of the City
- o The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- o The event provides recreation benefit to the general public.
- o The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria: HAVE STANWOOD CAMANO ARTS FESTIVALS ON MAIN ST - 221ST ST. NW + 88th AVENUE - TO INCREASE REVENUE + MARKETING FOR STANWOOD - MERCHANTS - AMTRAK - COMMUNITY

Amount requested: \$ WHATEVER CITY IS OFFERING! WE ARE ALL VOLUNTEERS AND NEED ALL THE \$\$\$ TO HELP OUT!

City services requested for sponsorship: CITY, PUBLIC WORKS, FIRE DEPT, POLICE DEPT, ANYONE WHO CAN MAKE THIS EVENT A SUCCESS! OUR ORGANIZATION IS ALL VOLUNTEERS. WE ARE ALL DOING THIS TO HELP OUR CO



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292

Phone: (360) 629-2181

Fax: (360) 629-3009

Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location at 88th Avenue NW. Coordination of banner placement is managed by the Community Development and the Public Works Departments. Additional information may be obtained by contacting the Permit Specialist.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Community Development Department based upon the date the application, payment and proof of Insurance is received. All items must be submitted prior to placement on calendar.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed 60 square feet in area.
4. Banners must contain grommets for installation.
5. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
6. Banners must be made of materials capable of withstanding a minimum of One Hundred and Ten (110) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength.
7. Applications must be received a minimum of 2 weeks prior to the requested placement of the banner.
8. Banners may be placed for up to no more than 14 days in advance of the event, and shall be removed within 3 days after the termination of the event. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
9. The Permit Specialist will notify the applicant of approval, denial and/or date change.
10. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
11. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

One million dollars (\$1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

Two million dollars (\$2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

Permit # 2018-0007

Application for Banner Installation

Applicant Name: Sally Pray - Summer Arts Jam

Address: 26910-99th AVE N.W. Suite C5 PMB 145, Stanwood, WA 98292

Phone: 425-773-0313

Email Address: Sallyprayscape@yahoo.com

Organization Represented: Stanwood Camano Arts Festivals

24-Hour Contact person and phone number: 425-773-0313

Date of requested placement (see page 1 for placement time limits): From 6-28-19 To: 7-14-19

Dates of Event: JULY 12th, 13th & 14th 2019

Location of Event: 271st St N.W. & 88th AVE N.W. & 270th St N.W.

Draw; Attach Photo or Provide Draft of Banner Below:

Will Turn In As Soon As We Have Design

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: Sally Pray Date: 1-1-19

Print Name: SALLY PRAY

****FOR OFFICE USE ONLY****

- ☐ Proof of Insurance
- ☐ Application Complete
- ☐ Payment received

Permit Specialist Authorization

Date

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
STANWOOD CAMINO ARTS FESTIVALS	SALLY PERRY	435-713-0313	202	2

Options:

Place Initial next to preferred option. The agreement must be signed prior to Council approval of Contribution.

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowledging that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment. SP
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at \$50.00/hour staff will transport to and from the on the day of the event, _____

** The applicant has checked out _____ signs and _____ Barricades.

Applicant initials, _____

Staff initials _____

Applicant signature Sally Perry Date: 1-1-13

***** City Only*****

of set up and break down hours _____ Cost of labor \$ _____

Staff signature _____ Date: _____



Stanwood Camano Arts Festivals Presents:

SUMMER ARTS JAM

JULY 12-14, 2019 In Downtown Stanwood, WA

www.stanwoodcamanoartsfestivals.org



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: May 23, 2019
SUBJECT: Special Event Permit-Stanwood Lacrosse Invitational
CONTACT PERSON: Krista Hintz
ATTACHMENTS: A – Special Event Permit Application
B – Map
C - Schedule

ISSUE

The Stanwood Lacrosse Club has submitted a Special Event application for having a Lacrosse Jamboree at Heritage Park on Sunday, June 2, 2019

DISCUSSION

The Stanwood Invitational invites Lacrosse clubs with children in grades K-8 to participate in a Lacrosse Jamboree to be held at Heritage Park on Sunday, June 2, 2019, from 9am to 6pm. They are renting Heritage Park from the City of Stanwood and have paid the \$50 Special Event application fee and will be responsible for all of the Park fees as designated by Lisa Sokolik in the Public Works Department.

There will be no road closures and the entire event to be held in the Heritage Park area. The children will be chaperoned by coaches and parents. They are not requesting City Contribution.

Benefits:

- i) *The event contributes to the marketing of the city.*
The event will bring spectators to Stanwood for a family friendly recreational event. This event promotes safe, wholesome family fun in Stanwood.
- ii) *The event will attract the parents, coaches and visitors into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.*

FINANCIAL IMPACT

The Stanwood Lacrosse Club paid \$50 application fee for the Special Event. They will also pay the Park fees to rent Heritage Park.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

RECEIVED

MAY 06 2019

CITY OF STANWOOD
PERMIT DEPARTMENTPermit
Number:

2019-0217

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☐ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☐ Certificate of Liability Insurance
- ☐ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☐ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Stanwood Lavoisse

Company/Organization: SCSAA

Contact Person to be available at event: Ben Haglund

Mailing address: PO BOX 863 Stanwood WA 98292
Phone: 360 770 5894 Cell: same Email: ben.hagglund@gmail.com

Event Information

Name of Event: Stanwood Invitational
Event Date(s): 6/2/19
Event open time: 8 AM Event close time: 6 PM
Set up date and time: 6/2 7am
Break down date and time: 6/2 6 PM
Event Location (must include address) Stanwood MS 9405 271st ST NW Stanwood WA 98292
Heritage Park 9800 276th ST NW Stanwood WA 98292
Does your event cause any street closures? NO
Which streets will be closed? N/A

Attendance

Estimated Total Attendance: 600
How many registered Participants? 280 Spectators? 280 Volunteers? 20 Staff? 20

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

- a. Police: NO
b. Fire: NO
c. Public Works: early open at 7am, check bathrooms mid-day

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: No police services, each player has a parent or coach, each team has a first aid kit, no street closures, no traffic control

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan: Applicant cleans up
sites during day and end of day, rents dumpster for Heritage
delivered/picked up w/ one week, porta pots rented for Heritage
and sms

Temporary Signage (describe number and size and diagram location)

NONE

Will there be organizations or vendors involved in the event? Yes ☒ No ☐

If yes, How many? Local within Stanwood City Limits: 4

Outside Stanwood City Limits: 0

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☒ No ☐ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".

Food not alcohol

Two food vendors obtain permits from Snohomish Health

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant:  

Organization/Title President

Date: 5/5/19



Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)

(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

Fire Department:
(360) 629-2184

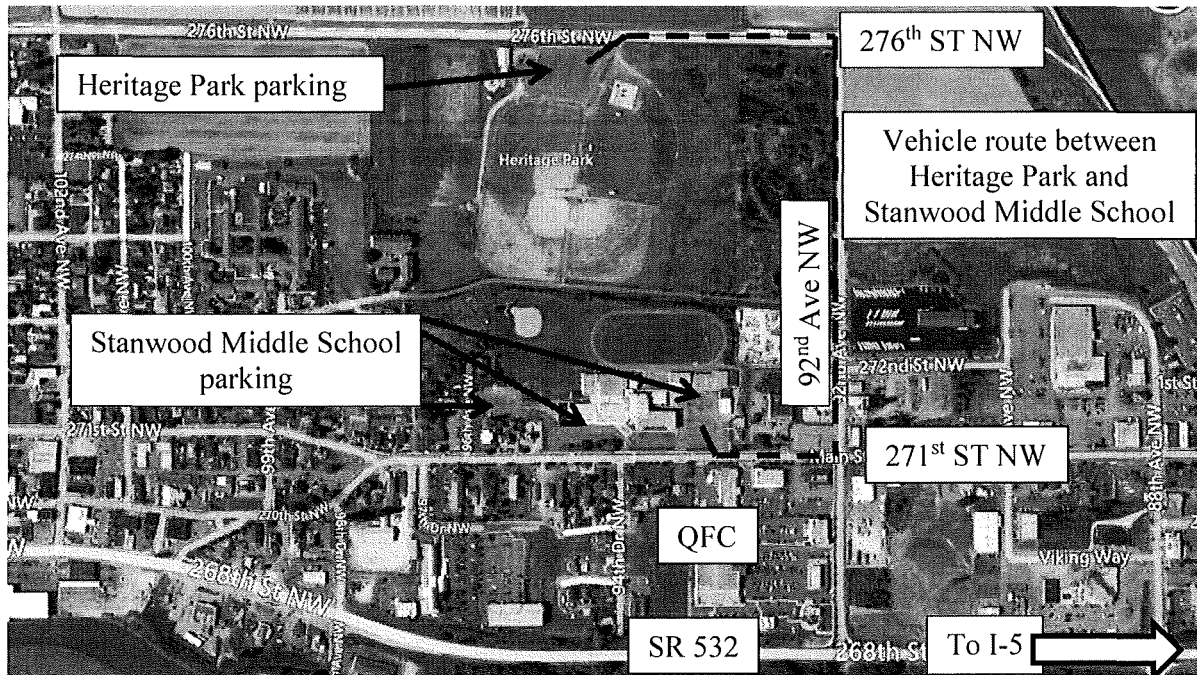
Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)

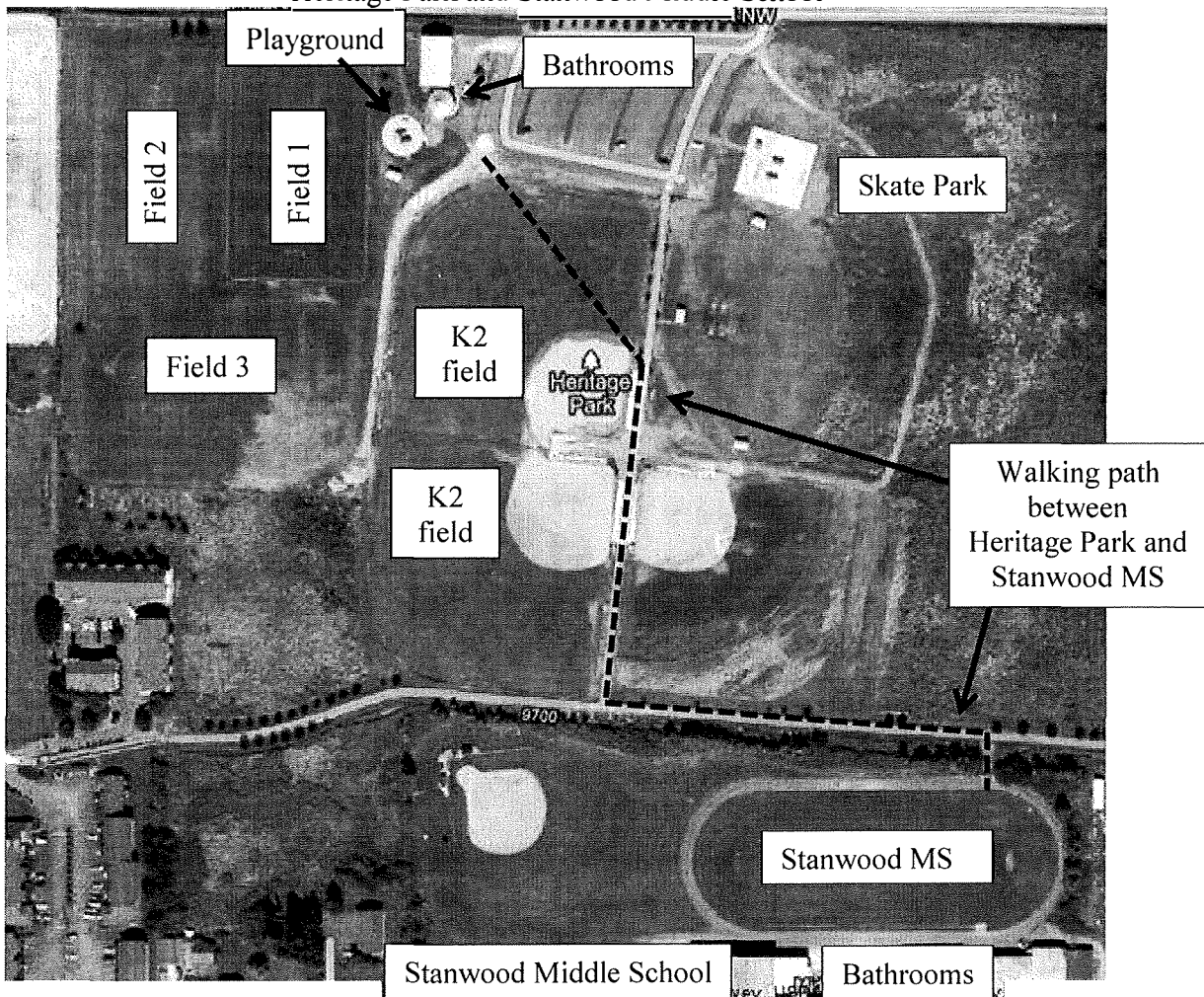
(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290

Downtown Stanwood



Heritage Park and Stanwood Middle School



Stanwood Invitational
Sunday 6/3/18
Heritage Park (HP) and Stanwood MS

9:00am	78 Stanwood HP Field 1 78 N Sea Wht	78 Bellingham HP Field 2 78 N Sea Blk	78 SAAS HP Field 3 78 Inglemoor	78 Skagit Valley Stanwood MS 78 Bothell
10:00am	56 Stanwood HP Field 1 56 N Sea Wht	56 Bellingham HP Field 2 56 N Sea Blk	56 Mukilteo HP Field 3 56 Inglemoor	56 Skagit Valley Stanwood MS 56 LFP Shoreline
10:30am	12 Stanwood HP BB 1 12 North Creek	12 Inglemoor HP BB 2 12 Everett		
11:00am	34 Skagit Valley HP Field 1 34 N Sea Blk	34 Everett HP Field 1A 34 N Sea Wht	34 Stanwood Red Stanwood MS 34 Inglmr Blk	34 Stanwood White Stanwood MS 34 Inglmr Wht
12:00pm	78 Stanwood HP Field 1 78 Inglemoor	78 Bothell HP Field 2 78 N Sea Blk	78 Skagit Valley HP Field 3 78 N Sea Wht	78 Bellingham Stanwood MS 78 SAAS
1:00pm	56 Stanwood HP Field 1 56 Inglemoor	56 Mukilteo HP Field 2 56 N Sea Blk	56 Skagit Valley HP Field 3 56 N Sea Wht	56 Bellingham Stanwood MS 56 LFP Shoreline
1:30pm	12 Stanwood HP BB 1 12 Inglemoor	12 North Creek HP BB 2 12 Everett		
2:00pm	34 Skagit Valley HP Field 1 34 Inglmr Blk	34 Everett HP Field 1A 34 Inglmr Wht	34 Stanwood Red Stanwood MS 34 N Sea Blk	34 Stanwood White Stanwood MS 34 N Sea Wht
3:00pm	78 Stanwood HP Field 1 78 Bothell	78 Bellingham HP Field 2 78 N Sea Wht	78 N Sea Blk HP Field 3 78 Inglemoor	78 Skagit Valley Stanwood MS 78 SAAS
4:00pm	56 Stanwood HP Field 1 56 LFP Shoreline	56 Mukilteo HP Field 2 56 N Sea Wht	56 Skagit Valley HP Field 3 56 N Sea Blk	56 Bellingham Stanwood MS 56 Inglemoor
4:30pm	12 Stanwood HP BB 1 12 Everett	12 Inglemoor HP BB 2 12 North Creek		
5:00pm	34 Skagit Valley HP Field 1 34 N Sea Wht	34 Everett HP Field 1A 34 N Sea Blk	34 Stanwood Red Stanwood MS 34 Inglmr Wht	34 Stanwood White Stanwood MS 34 Inglmr Blk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e
DATE: May 23, 2019
SUBJECT: Special Event with City Contribution-Port Susan Farmer's Market
CONTACT PERSON: Corinne Schakel, Permit Specialist
ATTACHMENTS: A – Special Event Permit Application
B – Map

Summary Statement

Port Susan Farmer's Market submitted a Special Event Permit application (Attachment A) requesting City contribution with the \$50 permit fee to the City for Council approval of a Farmer's Market located in the parking lot behind the Police Station in the from June 7, 2019 through October 11, 2019.

Discussion

Port Susan Farmer's Market will be located in the parking lot behind the Stanwood Police Department. The Farmer's Market has requested to have the middle of the parking lot closed to traffic. The Vendors will be setting up in the parking spaces facing North and South with walking access in the middle. It is anticipated that there will be 1000 shoppers' average per week with 50 vendors. The Farmer's Market is asking for a City Contribution and the event meets the requirements for large events of 1000 or more: 1) the event is held in the City. 2) It attracts the public to commercial areas.

Findings for the City Contribution:

- The event contributes to the marketing of the City:
 - The advertising for the Port Susan Farmer's Market distributing attractive materials incorporating the City logo.
 - The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.
 - This event promotes a new safe, enjoyable and entertaining activity. It promotes an alternative shopping experience and promotes healthy lifestyles and tools for families and children to learn about food and nutrition.

Financial Impact:

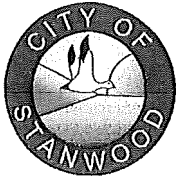
The Port Susan Farmer's Market is requesting City Contribution. The total fees for this event are \$447.50. The total fees to be collected from the applicant are \$111.57 and the City contribution amount is \$335.63. The City has collected the required \$50 permit fee and will collect a \$150.00 refundable damage deposit. The Farmer's Market applicant will pay all costs associated with police staffing as determined by the Stanwood Police Chief.

City Council Options:

1. Approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held from June 7, 2019-October 11, 2019.
2. Remove the Special Event permit from the consent agenda for further discussion and then approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.
3. Do not approve City contribution, but approve the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019-October 11, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Port Susan Farmer's Market to be held on June 7, 2019 to October 11, 2019.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
 Number:

2019-0201

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☐ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☐ Certificate of Liability Insurance
- ☐ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☐ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Sarah Dylan Jensen

Company/Organization: Stanwood Farmers Market

Contact Person to be available at event: Sarah Dylan Jensen

Mailing address: PO Box 1072, Stanwood, WA 98292

Phone: 425-280-4150 Cell: same Email: info@Stanwood
farmers market.org

Event Information

Name of Event: Stanwood Farmers Market

Event Date(s): FRIDAYS, JUNE 7th - OCT. 11th

Event open time: 2 PM Event close time: 6 PM

Set up date and time: 11:30 AM

Break down date and time: 6-7 PM

Event Location (must include address) CITY PARKING LOT

Does your event cause any street closures? yes

Which streets will be closed? Alley behind police station

Attendance

Estimated Total Attendance: 700-1200 per week

How many registered Participants? 45 Spectators? 0 Volunteers? 10 Staff? 1

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

a. Police: NO

b. Fire: NO

c. Public Works: use of barricades (10) to designate area
No parking on Fridays

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: _____



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
Phone: (360) 629-2181
Fax: (360) 629-3009

Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location at 88th Avenue NW. Coordination of banner placement is managed by the Community Development and the Public Works Departments. Additional information may be obtained by contacting the Permit Specialist.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Community Development Department based upon the date the application, payment and proof of Insurance is received. All items must be submitted prior to placement on calendar.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed 60 square feet in area.
4. Banners must contain grommets for installation.
5. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
6. Banners must be made of materials capable of withstanding a minimum of One Hundred and Ten (110) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength.
7. Applications must be received a minimum of 2 weeks prior to the requested placement of the banner.
8. Banners may be placed for up to no more than 14 days in advance of the event, and shall be removed within 3 days after the termination of the event. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
9. The Permit Specialist will notify the applicant of approval, denial and/or date change.
10. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
11. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

One million dollars (\$1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

Two million dollars (\$2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

Permit # _____

Application for Banner Installation

Applicant Name: Sarah Dylan Jensen
Address: PO Box 1072, Stanwood WA 98292
Phone: 425-280-4150 Email Address: _____
Organization Represented: Stanwood Farmers Market
24-Hour Contact person and phone number: 425-280-4150

Date of requested placement (see page 1 for placement time limits): From TBD* To: TBD*

Dates of Event: June 7th - Oct. 11th

Location of Event: City Parking lot behind Police station

Draw, Attach Photo or Provide Draft of Banner Below:

Stanwood Farmers Market
FRIDAYS - JUNE 7 - OCT 11th

* Depends on coordination with city.

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: [Signature] Date: 4.23.19

Print Name: Sarah Dylan Jensen

****FOR OFFICE USE ONLY****

- ☐ Proof of Insurance
- ☐ Application Complete
- ☐ Payment received

Permit Specialist Authorization

Date

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
Stawood Farmers Market	Sarah Dylan	425-280-4150	10	2

Options:

Place Initial next to preferred option. The agreement must be signed prior to Council approval of Contribution.

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowledging that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment. _____
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at \$50.00/hour staff will transport to and from the on the day of the event, _____

** The applicant has checked out _____ signs and 10 Barricades. _____

Applicant initials, _____

Staff initials _____,

Applicant signature _____ Date: _____

**** City Only*****

of set up and break down hours _____ Cost of labor \$ _____

Staff signature _____ Date: _____



Request for City Contribution
(submit with special event application)

Name of Applicant: Sarah Dylan Jensen
Name of organization requesting contribution: ~~Stanwood~~ Stanwood Farmers Market
Name of event: same
Event Dates: Fridays 9/7 - 10/11
Mailing Address: PO BOX 1072
City Stanwood State WA Zip 98292
Phone: 425-~~8800~~ 280-4150 Cell: same
Email: info@stanwoodfarmersmarket.org

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

- The event contributes to marketing of the City
- The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- The event provides recreation benefit to the general public.
- The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria: SFM is a community that, in addition to providing access to healthy foods also serves as an economic engine for local Agri-based businesses. The City is a long term partner

Amount requested: \$ 2,500

City services requested for sponsorship: Use of barricades for "No parking on FRIDAYS" signs. Signage remains in place for the length of 20 weeks. SFM will be responsible for deploying & reporting any vandalism or breakage. City will also sweep parking lot as needed - To be coordinated with Public Works. Trash will be picked up from dumpster under city contract.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7f
DATE: May 23, 2019
SUBJECT: Salary Commission Appointment
CONTACT PERSON: David A. Hammond, CPA, Finance Director/City Clerk
ATTACHMENTS: A – Ordinance 1306

ISSUE

Should Council confirm Mayor Kelley's appointment of Conner Latonen and Nicole Gilligan to serve on the City's Salary Commission?

RECOMMENDATION

Confirm Mayor Kelley's appointment of Conner Latonen to a first term on the Salary Commission.

Confirm Mayor Kelley's appointment of Nicole Gilligan to a first term on the Salary Commission.

SUMMARY

The Salary Commission has two vacancies. Ordinance 1306 establishing the Salary Commission (Attachment A) requires that members of the commission shall be residents of the city. Conner Latonen and Nicole Gilligan have volunteered to fill these vacancies. The mayor appoints commissioners with the approval of council.

DISCUSSION

Ordinance 1306 (Attachment A) establishes a five member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second term by the mayor with council approval. Commissioner Foster's second term has expired and Commissioner Schmitt's term was terminated due to a conflict of interest that arose after his appointment last year. This appointment requires council approval. The mayor is requesting council confirm these two appointments.

FISCAL IMPACT

None

COMMITTEE RECOMMENDATION

N/A

CITY COUNCIL OPTIONS

- 1) Approve Mayor Kelley's appointment of Conner Latonen to fill a 3 year term on the Salary Commission.
- 2) Approve Mayor Kelley's appointment of Nicole Gilligan to fill a 3 year term on the Salary Commission.
- 3) Do not approve Mayor Kelley's appointment of Conner Latonen and Nicole Gilligan to serve 3 year terms on the Salary Commission

RECOMMENDED MOTION

I MOVE TO APPROVE MAYOR KELLEY'S APPOINTMENT OF CONNER LATONEN AND NICOLE GILLIGAN TO SERVE AS SALARY COMMISSIONERS FOR A 3 YEAR TERM.

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

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

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

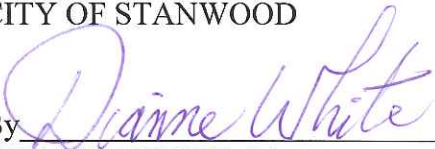
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

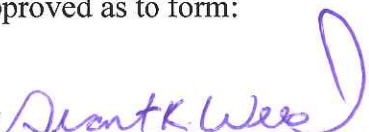
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: May 23, 2019

SUBJECT: Public Hearing to consider testimony regarding adopting the Six Year Transportation Improvement Plan (TIP) – 2020 through 2025

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – RCW 35.77.010
B – Map of Project Locations
C – Project Cost Spreadsheet
D – 20 year Comp Plan Transportation Cost Estimates

ISSUE

The issue in front of the Council is to hold a public hearing regarding the Six Year Transportation Improvement Plan (TIP) for later adoption of Resolution 2019-07.

SUMMARY STATEMENT

The City of Stanwood is required by RCW 35.77.010 (ATTACHMENT A) to prepare and adopt a transportation improvement plan by July of each year for the ensuing six calendar years. The City of Stanwood's Six-Year Transportation Improvement Plan (TIP) is required to be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

DISCUSSION

Staff reviewed the City's existing Six-Year TIP as well as future transportation improvement projects to update Stanwood's Six-Year TIP as required by RCW 35.77.010. Staff discussed the issue with the Public Works Committee at their March 4, April 1, and May 6, 2019 meetings.

The purpose of the 6-Year TIP is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

The approved plan may at any time be revised by a majority vote of the council, but only after a public hearing(s) has been noticed and held. Projects seeking grant or outside funding need to be identified on the 6-Year TIP.

Most of the projects listed on the TIP were identified previously. The following table is a summary of changes based on the committee's review and discussion, completion of projects, and changes to the project area.

SUMMARY OF CHANGES FOR 2020-2025

Project ID	STREET PROJECTS	UPDATE	REASON
R-8	102 nd Street NW Overlay	REMOVED	Project will be completed in 2019
R-7	284 th St Improvement: 284 th Street between approx. city limits & 80 th St.	UPDATE PROJECT AREA	68 th east to City Limits portion of the project will be completed in 2019
R-13	276 th Street Overlay and ADA Improvements: 80 th to east city limits	ADDED	Newly identified project. Staff will apply for funding in 2020.

	SIDEWALK PROJECTS	UPDATE	REASON
	276 th Street NW Overlay	REMOVED	Project will be completed by a Developer

	TRAIL PROJECTS	UPDATE	REASON
	No changes		

FINANCIAL IMPACT

There are no budget impacts or costs for development of the City's TIP. Council understands that it is not a requirement to fund all projects that are listed on the TIP. However, the TIP provides the City with a project list establishing the necessary foundation for the City to apply for State and Federal grant opportunities as well as analyzing and developing budget allocations sufficient to plan, engineer, permit, purchase right of way, and construct the proposed improvements as funds become available in the future.

COMMITTEE RECOMMENDATIONS

The Six-Year Transportation Improvement Plan was reviewed and discussed by the Public Works Committee on March 4, April 1 and May 6, 2019. Therefore, the recommendation is to hold a public hearing and adopt by resolution prior to the July deadline.

CITY COUNCIL OPTIONS

- Hold the public hearing to take comment on the 2020 - 2025 Six-Year Transportation Improvement Plan.
- Do not hold the public hearing. Send this item back to staff and the Public Works Committee for additional information review and revision. RCW 35.77.010 requires cities to hold a public hearing and adopt a revised and extended comprehensive transportation program before July 1st of each year. The Six Year TIP must be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this RCW is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

RECOMMENDED ACTION

HOLD THE PUBLIC HEARING TO CONSIDER TESTIMONY REGARDING ADOPTING THE SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) – 2020 THROUGH 2025.

RCW 35.77.010

Perpetual advanced six-year plans for coordinated transportation program expenditures — Non-motorized transportation — Railroad right-of-way.

(1) The legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. If the city or town has adopted a comprehensive plan pursuant to chapter [35.63](#) or [35A.63](#) RCW, the inherent authority of a first-class city derived from its charter, or chapter [36.70A](#) RCW, the program shall be consistent with this comprehensive plan. The program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW [36.70A.070](#)(6) or other applicable changes that promote non-motorized transit.

The program shall be filed with the secretary of transportation not more than thirty days after its adoption. Annually thereafter the legislative body of each city and town shall review the work accomplished under the program and determine current city transportation needs. Based on these findings each such legislative body shall prepare and after public hearings thereon adopt a revised and extended comprehensive transportation program before July 1st of each year, and each one-year extension and revision shall be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this section is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program. The program may at any time be revised by a majority of the legislative body of a city or town, but only after a public hearing.

The six-year plan for each city or town shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region.

(2) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town will expend its moneys, including funds made available pursuant to chapter [47.30](#) RCW, for non-motorized transportation purposes.

(3) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town shall act to preserve railroad right-of-way in the event the railroad ceases to operate in the city's or town's jurisdiction.

[2005 c 360 § 4. Prior: 1994 c 179 § 1; 1994 c 158 § 7; 1990 1st ex.s. c 17 § 59; 1988 c 167 § 6; 1984 c 7 § 23; 1977 ex.s. c 317 § 7; 1975 1st ex.s. c 215 § 1; 1967 ex.s. c 83 § 27; 1965 c 7 § [35.77.010](#); prior: 1961 c 195 § 2.]

STREET PROJECTS - CIP	
Proj ID	Project Name
I-1	90th Ave and Viking Way: 271st St to Viking Way
I-2	64th and SR532 Intersection Improvements
I-4	SR532 Ovenell Park Entrance Intersection Improvements
I-5	SR532 Hamilton Entrance Intersection Improvements
R-1	72nd Ave Improvements: 272nd St to 276th St
R-10	SR532 Flood Berm and Bike/Pedestrian Path: 88th to 92nd Ave
R-2	80th Ave Reconstruction and Widening: 276th St to 288th St
R-4	272nd Reconstruction and Widening: 72nd Ave to Pioneer Hwy
R-5	101st Ave Reconstruction and Overlay: 270th St to 274th St
R-7	284th St Improvements: 80th Ave to 68th Ave
R-13	276th Overlay and ADA Improvements: 80th to east city limits

TRAIL PROJECTS - NMTP	
Proj ID	Project Name
T-1	WWTP Loop Trail
T-2	Heritage Park Loop Trail
T-3	Church Creek Park Loop Trail
T-4	WWTP Access Road Trail

SIDEWALK PROJECTS - NMTP	
Proj ID	Project Name
S-1	102nd Ave NW
S-2	273rd Pl NW
S-3	270th St NW (Redesign Curbs)
S-8	98th Dr NW
S-9	92nd Ave NW
S-10	90th Ave NW
S-16	284th St NW (North)
S-17	272nd St NW
S-18	72nd Ave NW
S-23	284th St NW (South)

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
1	90th Ave NW and Viking Way	Other Grant Funding	\$ 500,000						\$ 500,000
I-1	PE	TBD Funds							\$ -
	ROW	WSDOT Funds							\$ -
	CN \$	TIB Grant Funding							\$ -
	TOTAL \$	PSRC/STP Funding	\$ 500,000						\$ 500,000
	Comments: 90th Ave and Viking Way	Developer Funded							\$ -
	Viking Way to 271st St	Local - City	\$ 1,000,000						\$ 1,000,000
	SUBTOTAL THIS PROJECT		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
2	Sidewalk: 102nd Ave NW	Other Grant Funding							\$ -
S-1	PE \$	TBD Funds							\$ -
	ROW \$	WSDOT Funds							\$ -
	CN \$	TIB Grant Funding							\$ -
	TOTAL \$	PSRC/STP Funding							\$ -
	Comments: West side between 272nd and 276th St	Developer Funded							\$ -
		Local - City	\$ 106,948						\$ 106,948
	SUBTOTAL THIS PROJECT		\$ 106,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,948
3	284th St Improvements	Other Grant Funding			\$ 744,000	\$ 622,000			\$ 1,366,000
R-7	PE \$	TBD Funds							\$ -
	ROW \$	WSDOT Funds							\$ -
	CN \$	TIB Grant Funding							\$ -
	TOTAL \$	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th St between approx. 68th Ave & 80th St.	Developer Funded	\$ 500,000				\$ 3,854,000		\$ 4,354,000
		Local - City					\$ 500,000		\$ 500,000
	SUBTOTAL THIS PROJECT		\$ 500,000	\$ -	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ 6,220,000
4	92nd Ave NW	Other Grant Funding							\$ -
S-9	PE \$	TBD Funds							\$ -
	ROW \$	WSDOT Funds							\$ -
	CN \$	TIB Grant Funding							\$ -
	TOTAL \$	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd	Developer Funded							\$ -
		Local - City	\$ 150,000						\$ 150,000
	SUBTOTAL THIS PROJECT		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
5	Sidewalk: 72nd Ave NW	Other Grant Funding							\$ -
S-18	PE \$	TBD Funds							\$ -
	ROW \$	WSDOT Funds							\$ -
	CN \$	TIB Grant Funding							\$ -
	TOTAL \$	PSRC/STP Funding							\$ -
	Comments: West side between 268th St and 276th St	Developer Funded							\$ -
		Local - City	\$ 20,000	\$ 250,000					\$ 270,000
	SUBTOTAL THIS PROJECT		\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
6	276th Street Overlay and ADA Improvement	Other Grant Funding							\$ -
R-13	PE \$ -	TBD Funds							\$ -
	ROW \$ 20,000	WSDOT Funds							\$ -
	CN \$ 250,000	TIB Grant Funding	\$ 240,000						\$ 240,000
	TOTAL \$ 270,000	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City		\$ 30,000						\$ 30,000
	SUBTOTAL THIS PROJECT		\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000
7	SR532 Overnell Park Entrance Intersection	Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
I-4	PE \$ 330,000	TBD Funds							\$ -
	ROW \$ 700,000	WSDOT Funds							\$ -
	CN \$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding	\$ 330,000						\$ 330,000
	Developer Funded								\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
8	Sidewalk: 273rd Pl NW	Other Grant Funding							\$ -
S-2	PE \$ 28,742	TBD Funds							\$ -
	ROW \$ 60,510	WSDOT Funds							\$ -
	CN \$ 83,200	TIB Grant Funding							\$ -
	TOTAL \$ 172,452	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City			\$ 172,452					\$ 172,452
	SUBTOTAL THIS PROJECT		\$ -	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ 172,452
9	101st Ave Reconstruction & Overlay	Other Grant Funding - CDBG		\$ 660,000	\$ 132,000	\$ 1,848,000			\$ 2,640,000
R-5	PE \$ 660,000	TBD Funds							\$ -
	ROW \$ 132,000	WSDOT Funds							\$ -
	CN \$ 1,848,000	TIB Grant Funding							\$ -
	TOTAL \$ 2,640,000	PSRC/STP Funding							\$ -
	Developer Funded								\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 660,000	\$ 132,000	\$ 1,848,000	\$ -	\$ -	\$ 2,640,000
10	72nd Ave Improvements	Other Grant Funding - SRTS				\$ 1,000,000			\$ 1,000,000
R-1	PE \$ 200,000	TBD Funds							\$ -
	ROW \$ 528,000	WSDOT Funds							\$ -
	CN \$ 1,000,000	TIB Grant Funding							\$ -
	TOTAL \$ 1,728,000	PSRC/STP Funding							\$ -
	Developer Funded		\$ 200,000	\$ 528,000					\$ 728,000
	Local - City				\$ 1,000,000				\$ 1,000,000
	SUBTOTAL THIS PROJECT		\$ -	\$ 200,000	\$ 528,000	\$ 2,000,000	\$ -	\$ -	\$ 2,728,000
	Comments: Construct 72nd Ave between approx. 272nd NW and 276th St								

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
11	272nd St Reconstruction & Widening	Other Grant Funding - SRTS/CDBG						\$ 2,000,000	\$ 2,000,000
R-4	PE \$ 800,000	TBD Funds							\$ -
	ROW \$ 400,000	WSDOT Funds							\$ -
	CN \$ 2,800,000	TIB Grant Funding							\$ -
	TOTAL \$ 4,000,000	PSRC/STP Funding							\$ -
	Comments: 272nd St from 72nd Ave to Pioneer Hwy including ROW acquisition.	Developer Funded							\$ -
	Local - City		\$ 2,000,000						\$ 2,000,000
	SUBTOTAL THIS PROJECT		\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 4,000,000
12	Sr532 Hamilton Entrance Intersection	Other Grant Funding		\$ 525,000	\$ 700,000	\$ 2,275,000			\$ 3,500,000
I-5	PE \$ 525,000	TBD Funds							\$ -
	ROW \$ 700,000	WSDOT Funds							\$ -
	CN \$ 2,275,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.	Developer Funded							\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 525,000	\$ 700,000	\$ 2,275,000	\$ -	\$ -	\$ 3,500,000
13	90th Ave NW	Other Grant Funding							\$ -
S-10	PE \$ 20,814	TBD Funds							\$ -
	ROW \$ 43,820	WSDOT Funds							\$ -
	CN \$ 60,250	TIB Grant Funding							\$ -
	TOTAL \$ 124,884	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd	Developer Funded							\$ -
	Local - City			\$ 124,884					\$ 124,884
	SUBTOTAL THIS PROJECT		\$ -	\$ 124,884	\$ -	\$ -	\$ -	\$ -	\$ 124,884
14	Sidewalk: 284th St NW	Other Grant Funding							\$ -
S-16	PE \$ 30,980	TBD Funds							\$ -
	ROW \$ 65,220	WSDOT Funds							\$ -
	CN \$ 89,680	TIB Grant Funding							\$ -
	TOTAL \$ 185,880	PSRC/STP Funding							\$ -
	Comments: West side between 68th St to 69th St	Developer Funded							\$ -
	Local - City		\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,880
	SUBTOTAL THIS PROJECT		\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ 185,880
15	Sidewalk: 272nd St NW	Other Grant Funding		\$ 533,436					\$ 533,436
S-17	PE \$ 88,906	TBD Funds							\$ -
	ROW \$ 187,170	WSDOT Funds							\$ -
	CN \$ 257,360	TIB Grant Funding							\$ -
	TOTAL \$ 533,436	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 76th Dr.	Developer Funded							\$ -
	Local - City								\$ -
	SUBTOTAL THIS PROJECT		\$ -	\$ 533,436	\$ -	\$ -	\$ -	\$ -	\$ 533,436

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
16	80th Ave Reconstruction & Widening	Other Grant Funding							\$ -
R-2	PE \$ 1,406,000	TBD Funds							\$ -
	ROW \$ 703,000	WSDOT Funds							\$ -
	CN \$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL \$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between approx. 276th St and 288th St	Developer Funded			\$ 2,109,000	\$ 4,921,000			\$ 7,030,000
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 2,109,000	\$ 4,921,000	\$ -	\$ -	\$ 7,030,000
17	64th and SR532 Intersection	Other Grant Funding							\$ -
I-2	PE \$ 525,000	TBD Funds							\$ -
	ROW \$ 2,975,000	WSDOT Funds			\$ 3,500,000				\$ 3,500,000
	CN \$ 3,500,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
18	98th Dr. NW	Other Grant Funding							\$ -
S-8	PE \$ 20,540	TBD Funds							\$ -
	ROW \$ 43,240	WSDOT Funds							\$ -
	CN \$ 59,460	TIB Grant Funding							\$ -
	TOTAL \$ 123,240	PSRC/STP Funding							\$ -
	Comments: East side between SR532 and 270th St	Developer Funded							\$ -
		Local - City			\$ 123,240				\$ 123,240
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240
19	Sidewalk: 284th St NW	Other Grant Funding							\$ -
S-23	PE \$ 30,980	TBD Funds							\$ -
	ROW \$ 65,220	WSDOT Funds							\$ -
	CN \$ 89,680	TIB Grant Funding							\$ -
	TOTAL \$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave	Developer Funded			\$ 185,880				\$ 185,880
		Local - City			\$ 185,880				\$ 185,880
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
20	270th St NW Redesign Curbs	Other Grant Funding							\$ 735,828
S-3	PE \$ 122,638	TBD Funds					\$ 735,828		\$ 735,828
	ROW \$ 613,190	WSDOT Funds							\$ -
	CN \$ 735,828	TIB Grant Funding							\$ -
	TOTAL \$ 735,828	PSRC/STP Funding							\$ -
	Comments: East of 98th and 102nd	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ 735,828	\$ -	\$ 735,828

City of Stanwood Six Year Transportation Improvement Plan (2020-2025)

Priority No. / Proj No.	Transportation Capital Project	Funding	2020	2021	2022	2023	2024	2025	Fund Total
21	Sidewalk: Cedarhome Drive NW	Other Grant Funding						\$ 714,612	\$ 714,612
	PE \$	TBD Funds						\$	-
	ROW \$	WSDOT Funds						\$	-
	CN \$	TIB Grant Funding						\$	-
	TOTAL \$	PSRC/STP Funding						\$	-
	Comments: South Side between 271st St and 276th St	Developer Funded						\$	-
		Local - City						\$	-
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ 714,612
TOTAL PROJECT COST ESTIMATE			\$ 3,046,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 38,691,160
		Other Grant Funding	\$ 500,000	\$ 1,718,436	\$ 2,276,000	\$ 8,215,000	\$ 735,828	\$ 2,714,612	\$ 16,159,876
		TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		WSDOT Funds	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
		TIB Grant Funding	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
		PSRC/STP Funding	\$ 500,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 830,000
		Developer Funded	\$ 500,000	\$ 200,000	\$ 2,637,000	\$ 4,921,000	\$ 3,854,000	\$ -	\$ 12,112,000
		Local - City	\$ 1,306,948	\$ 2,733,216	\$ 309,120	\$ 1,000,000	\$ 500,000	\$ -	\$ 5,849,284
TOTAL PROJECT COST ESTIMATE			\$ 3,046,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 38,691,160

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
New Roadway	N-1	Viking Way 88th Avenue NW to 92nd Avenue NW	\$ 5,560,000	Partial	50%	\$2,790,000	50%	\$2,790,000	0%	\$0	High	Short
New Roadway	N-2	90th Avenue NW SR 532 to 271st Street NW	\$ 5,410,000	Partial	50%	\$2,705,000	50%	\$2,705,000	0%	\$0	High	Short
New Roadway	N-3	Downtown to East Residential Connectors	\$ 80,000	Yes	100%	\$80,000	0%	\$0	0%	\$0	Medium	Short
Pedestrian Network	P-1	Camano Street SR 532 to 271st Street NW	\$ 380,000	Partial	10%	\$38,000	0%	\$0	90%	\$342,000	High	Mid
Pedestrian Network	P-2	276th Street NW 76th Drive NW to 68th Avenue NW	\$ 780,000	Partial	10%	\$78,000	0%	\$0	90%	\$702,000	Medium	Long
Pedestrian Network	P-3	102nd Avenue NW 276th Street NW to SR 532	\$ 470,000	Partial	10%	\$47,000	0%	\$0	90%	\$423,000	Medium	Long
Pedestrian Network	P-4	Cedarhome South 276th Street NW to Florence Road	\$ 400,000	Partial	10%	\$40,000	0%	\$0	90%	\$360,000	Medium	Long
Pedestrian Network	P-5	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 510,000	Partial	10%	\$51,000	0%	\$0	90%	\$459,000	Medium	Long
Bicycle Network	B-1	Pioneer Highway 288th Street NW to 72nd Avenue NW (Lindstrom Road)	\$ 5,200,000	Partial	10%	\$520,000	20%	\$1,040,000	70%	\$3,640,000	Medium	Mid
Bicycle Network	B-2	267th Street NW / 268th Street NW Pioneer Highway to 72nd Avenue NW (Lindstrom Road)	\$ 6,290,000	Partial	10%	\$629,000	20%	\$1,258,000	70%	\$4,403,000	Medium	Long
Bicycle Network	B-3	Cedarhome Drive 88th Avenue NW to 276th Street NW	\$ 3,460,000	Partial	10%	\$346,000	20%	\$692,000	70%	\$2,422,000	Medium	Long
Bicycle Network	B-4	271st St NW SR 532 (270th Street NW) to 88th Avenue NW	\$ 320,000	Partial	10%	\$32,000	0%	\$0	90%	\$288,000	Medium	Long
Bicycle Network	B-5	92nd Avenue NW SR 532 to 276th Street NW	\$ 2,660,000	Partial	10%	\$266,000	20%	\$532,000	70%	\$1,862,000	Medium	Long
Bicycle Network	B-6	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 3,120,000	Partial	10%	\$312,000	0%	\$0	90%	\$2,808,000	Medium	Long
Bicycle Network	B-7	Trails to Trails Railroad line - Saratoga Dr to Lane Rd	\$ 1,110,000	Partial	10%	\$111,000	0%	\$0	90%	\$999,000	Medium	Long
Other Agency Improvements	O-1	Old Pacific Highway	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-2	Pioneer Highway North	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-3	268th Street NW	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-4	Pioneer Highway South	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Other Agency Improvements	O-5	Marine Drive	n/a	No	0%	-	0%	-	0%	-	n/a	n/a
Citywide Programs	C-1	Small Capital Projects	\$ 2,050,000	No	0%	\$0	0%	\$0	100%	\$2,050,000	High	Ongoing
Citywide Programs	C-2	Maintenance & Operations	\$ 10,025,000	No	0%	\$0	0%	\$0	100%	\$10,025,000	High	Ongoing

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
Intersection / Operations	I-1	Viking Way / 90th Avenue NW Intersection	\$ 970,000	Partial	75%	\$727,500	0%	\$0	25%	\$242,500	High	Short
Intersection / Operations	I-2	SR 532 / 64th Ave N Intersection	\$ 1,160,000	Partial	50%	\$580,000	0%	\$0	50%	\$580,000	Medium	Mid
Intersection / Operations	I-3	272nd Street NW / 72nd Ave N (Lindstrom Road) Intersection	\$ 360,000	No	0%	\$0	0%	\$0	100%	\$360,000	High	Short
Intersection / Operations	I-4	SR 532 / 270th Street NW Intersection	\$ 110,000	Partial	50%	\$55,000	0%	\$0	50%	\$55,000	Medium	Mid
Intersection / Operations	I-5	SR 532 / 98th Drive NW Intersection	\$ 1,400,000	Partial	50%	\$700,000	0%	\$0	50%	\$700,000	Medium	Mid
Widening / Reconstruction	R-1	72nd Avenue NW Improvements 268th Street NW to 276th Street NW	\$ 5,280,000	Partial	30%	\$1,584,000	50%	\$2,640,000	20%	\$1,056,000	High	Short
Widening / Reconstruction	R-2	80th Avenue NW Improvements 276th Street NW to 288th Street NW	\$ 7,030,000	Partial	30%	\$2,109,000	50%	\$3,515,000	20%	\$1,406,000	High	Short
Widening / Reconstruction	R-3	68th Avenue Reconstruction 280th Street to 288th Street	\$ 4,300,000	Partial	30%	\$1,290,000	50%	\$2,150,000	20%	\$660,000	High	Short
Widening / Reconstruction	R-4	272nd Street NW Reconstruction 72nd Avenue NW to Pioneer Highway	\$ 8,820,000	Partial	30%	\$2,646,000	50%	\$4,410,000	20%	\$1,764,000	High	Short
Widening / Reconstruction	R-5	101st Avenue NW Reconstruction 270th Street NW to 274th Place NW	\$ 2,640,000	Partial	30%	\$792,000	0%	\$0	70%	\$1,848,000	Medium	Short
Widening / Reconstruction	R-6	270th Street NW Reconstruction 102nd Avenue NW to Camano Street	\$ 12,360,000	Partial	30%	\$3,708,000	50%	\$6,180,000	20%	\$2,472,000	Medium	Short
Widening / Reconstruction	R-7	284th Street NW Improvements 68th Avenue NW to 80th Avenue NW	\$ 6,220,000	Partial	30%	\$1,866,000	50%	\$3,110,000	20%	\$1,244,000	Medium	Short
Widening / Reconstruction	R-8	102nd Avenue NW Overlay SR 532 to 276th Street NW	\$ 310,000	Partial	30%	\$93,000	0%	\$0	70%	\$217,000	Medium	Short
Widening / Reconstruction	R-9	98th Drive NW Reconstruction 268th Street NW to 271st Street NW	\$ 1,920,000	Partial	30%	\$576,000	0%	\$0	70%	\$1,344,000	Low	Long
Widening / Reconstruction	R-10	SR 532 Flood Berm Marine Drive and 52nd Avenue NW	\$ 2,700,000	No	0%	\$0	50%	\$1,350,000	50%	\$1,350,000	High	Short
Widening / Reconstruction	R-11	Pioneer Highway Slide REET 1	\$ 50,000	No	0%	\$0	0%	\$0	100%	\$50,000	Low	Short
Widening / Reconstruction	R-12	Cedarhome Drive Improvements Triangle Drive to 276th Street NW	\$ 250,000	Partial	30%	\$75,000	30%	\$75,000	40%	\$100,000	Low	Mid
Widening / Reconstruction	R-13	288th Street NW Reconstruction 80th Avenue NW to Pioneer Highway	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-14	64th Avenue NW / Woodland Road SR 532 to 68th Ave NW	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-15	64th Avenue SR 532 to Pioneer Hwy	\$ 5,720,000	Partial	30%	\$1,716,000	0%	\$0	70%	\$4,004,000	Low	Long



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a
DATE: May 23, 2019
SUBJECT: 2019 Snohomish County Hotel / Motel Grant
CONTACT PERSON: Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director
ATTACHMENTS: A - Grant Contract with Snohomish County

ISSUE

The issue in front of the City Council is to authorize the Mayor to sign the 2019 Hotel / Motel grant with Snohomish County for \$8,000.

RECOMMENDATION

1. Review and discuss the 2019 Snohomish County Hotel / Motel grant.
2. Authorize the Mayor to sign the Hotel / Motel grant in the amount of \$8,000.

SUMMARY STATEMENT

The city submitted a grant application last fall to Snohomish County for a Hotel / Motel grant to cover a portion of the costs to design and publish the Discover Stanwood Camano Magazine. The City received notice that we were awarded the grant last September, but due to staffing turn over and transitions at the County, the grant contract is just now available for Council acceptance.

DISCUSSION

The city of Stanwood received an \$8,000 grant award from the 2019 Hotel/Motel Small Fund Grant to design, print and distribute two issues of the Discover Stanwood Camano Visitor Information Guide. The publication is designed to entice visitors to stay longer in the area in order to explore the unique, beautiful Port Susan Tourism Exploration Zone located on Puget Sound including the communities of Silvana, Seven-Lakes, Warm Beach, Kayak Point, Stanwood, Camano Island and Conway.

The Discover Stanwood Camano Magazine serves as an essential tourism marketing tool for the area; it features editorial articles, maps and advertisements showcasing the unique activities available in the region. Through the Guide, visitors can discover new activities, restaurants and accommodations outside the typical anchor attractions in other parts of Snohomish County.

13,500 copies of each issue of the magazine are distributed up and down the I-5 corridor between Bellingham and Chehalis; copies are also provided to local retailers, campgrounds and parks, visitor centers, hotels and casinos throughout the region in the May and October of each year. The magazine is a cost effective way to market the region - especially because the advertising costs offset a large portion of the production costs. This magazine has been well received by the community and those that have provided advertising within this publication.

FINANCIAL IMPACT

The 2019 budget includes \$12,000 for the Discover Stanwood Camano Magazine. Eight thousand of that will be reimbursed through the 2019 Snohomish County Hotel / Motel grant.

COMMITTEE RECOMMENDATION

The Community Development Committee was informed about the grant award in the fall of 2019 and the 2019 / 2020 tourism / marketing budget was approved by the City Council in November of 2018 with the knowledge that the City had been awarded the grant.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the 2019 Snohomish County Hotel / Motel grant in the amount of \$8,000.
2. Do not accept the 2019 Snohomish County Hotel / Motel grant in the amount of \$8,000.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE 2019 HOTEL / MOTEL GRANT WITH SNOHOMISH COUNTY FOR THE DISCOVER STANWOOD CAMANO MAGAZINE IN THE AMOUNT OF \$8,000.

CONSULTANT: City of Stanwood
 CONTACT PERSON: Patricia Love
 ADDRESS: 10220 270th Street NW
 Stanwood, WA 98292
 FEDERAL TAX ID NUMBER / U.B.I. NUMBER: 91-6001509
 TELEPHONE/FAX NUMBER: (360) 629-2181
 COUNTY DEPT.: Parks and Recreation
 DEPT. CONTACT PERSON: Rich Huebner
 TELEPHONE / FAX NUMBER: (425) 388-6626 / (425) 388-6645
 PROJECT: Discover Stanwood Camano Magazine
 AMOUNT: \$8,000
 FUND SOURCE: 116.501094105205
 CONTRACT DURATION: Contract execution through Dec. 31, 2019

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the City of Stanwood, a Washington public agency (the "Contractor").

Recitals

WHEREAS, by Section 1 of Resolution No. 79-335, adopted November 5, 1979 (and codified as SCC 4.40.010), the legislative body of the County levied a special excise tax on the sale of or charge made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property; and

WHEREAS, by Section 1 of Resolution No. 79-335, as subsequently amended (and codified as SCC 4.40.050(1)), the legislative body of the County created a fund known as the "hotel/motel tax fund"; and

WHEREAS, by Section 2 of Ordinance No. 87-062, adopted August 12, 1987 (codified as SCC 4.40.060), the County Council specified that the hotel-motel tax fund shall be used to support projects or purposes authorized under chapter 67.28 RCW; and

WHEREAS, chapter 67.28 RCW permits the distribution of money from the hotel-motel tax fund for tourism promotion, defined by RCW 67.28.180(2) (h)(ii) as "activities intended to

attract visitors for overnight stays, arts, heritage, and cultural events, and recreational, professional, and amateur sports events”; and

WHEREAS, by Section 4 of Ordinance No. 87-062 (codified as SCC 4.40.070), the County Council established an application and selection process for projects to be funded from the hotel-motel tax fund; and

WHEREAS, pursuant to the procedures established by SCC 4.40.070, the County received applications for funding assistance from various eligible public and nonprofit entities in response to a public solicitation for such applications; and

WHEREAS, the Snohomish County Lodging Tax Advisory Board evaluated the applications for eligibility and recommended funding levels for the projects, consistent with provisions of chapter 67.28 RCW; and

WHEREAS, by Motion No. 18-368, passed on December 19, 2018, the County Council authorized 2019 hotel-motel tax funding of the projects as set forth therein (or as subsequently amended by the Council) and authorized the County Executive to execute the necessary contracts.

NOW, THEREFORE, in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to establish the parameters for reimbursing the City of Stanwood in the amount up to \$8,000 for eligible expenses of Contractor’s 2019 programming (the “Project”), as set forth in Schedule A. Schedule A is attached hereto and by this reference made part of this Agreement. Schedule C is the Contractor’s Project application; it is attached hereto and by this reference made part of this Agreement.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon mutual execution (the “Effective Date”) and shall terminate on December 31, 2019. The Contractor shall complete its obligations required by this Agreement no later than December 31, 2019. The County’s obligations after December 31, 2019, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Reimbursement. The County will reimburse Contractor as set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. No claims for reimbursement of overhead or expenses will be allowed under this Agreement.

c. Invoices. Upon completion of Contractor's eligible expenses for the Project, the Contractor shall submit a properly executed invoice to the County indicating the amount of eligible expenses for reimbursement. The invoice shall include an itemization of all reimbursable expenses incurred by the Contractor, together with reasonable documentation substantiating such expenses, all in accordance with this Section 3 and Schedule A. Subject to Section 8 of this Agreement, the County will pay the invoice within thirty (30) calendar days of receipt.

d. Contract Maximum. Total reimbursable expenses under this Agreement, all fees and expenses included, shall not exceed \$8,000.

4. Independent Contractor. The Contractor agrees that it is not an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. The Contractor specifically has the right to direct and control Contractor's own activities in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint ventures.

The Contractor shall furnish, employ and have exclusive control of all persons to be engaged in performing the Contractor's obligations under this Agreement (the "Contractor personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Contractor agrees to indemnify, defend and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in completion of the Project under this Agreement. The Contractor shall assume

exclusive liability therefor, and shall meet all requirements thereunder, pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

6. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Rich Huebner
Title: Tourism Promotion Coordinator
Department: Parks and Recreation
Telephone: (425) 388-6626
Email: Rich.Huebner@snoco.org

7. County Review and Approval. If Contractor's Project includes the production of promotional materials, Contractor shall provide the County an advance copy of said promotional materials. If the content of the promotional material is objectionable to the County, the County, in its sole discretion, may determine whether to reimburse Contractor for the associated expenses.

8. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support its invoices of reimbursable expenses. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Contractor that are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

9. Indemnification. To the maximum extent permitted by law the Contractor shall indemnify and hold harmless the County its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the Project. In addition, the Contractor shall assume the defense of the County its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to the Project and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under

any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

10. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Project hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form.

By requiring the minimum insurance coverage set forth in this Section 10, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$1,000.000.00 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$1,000.000.00 aggregate limit. CG 00 01 current edition.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

11. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

12. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

13. Employment of County Employees. SCC 2.50.075, “Restrictions on future employment of County employees,” imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

14. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

15. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Contractor’s work hereunder.

16. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

17. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party’s reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a “force majeure event”), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

18. Suspension of Work. Pursuant to Section 19 of this Agreement, the County may, at any time, provide the Contractor a written notice of breach and instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County.

19. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of

those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Contractor breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Contractor only for the reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon five (5) business days' written notice to the Contractor for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the reimbursable expenses, if any, reasonably and directly incurred by the Contractor in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Contractor provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 19, waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Contractor (i) any damages, expenses or costs arising out of any such violations, breaches or non-performance and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the Agreement.

20. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County:	Snohomish County Parks and Recreation 6705 Puget Park Drive Snohomish, WA 98296 Attention: Rich Huebner Tourism Promotion Coordinator
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If to the Contractor:	City of Stanwood 10220 270 th Street NW Stanwood, WA 98292 Attention: Patricia Love Community Development Director
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The County or the Contractor may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

21. Confidentiality. The Contractor shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

22. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

23. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

24. Complete Agreement. This Agreement constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

Schedule A
Scope

CONTRACTOR: CITY OF STANWOOD
PROJECT: DISCOVER STANWOOD CAMANO MAGAZINE

The Contractor will develop editorial articles, maps and promotional materials for twice annual publication of the Discover Stanwood Camano magazine.

In addition,

- The Contractor shall work with the County contact set forth in Section 6 of the Agreement to ensure that any published materials prepared with financial assistance from County funds are consistent with the County's graphics standards as set forth in more detail in paragraph 1 below.
 - Any publications produced as a result of this Project shall prominently feature the following credit: MADE POSSIBLE IN PART BY ASSISTANCE FROM THE SNOHOMISH COUNTY HOTEL-MOTEL TAX FUND.
 - The Contractor will project the number of overnight visits the Project will generate and, as a condition to being funded in the future, report on the results.
 - If the Project will occur within a city or cities that collect their own lodging tax, the Contractor shall approach such city or cities for funding assistance for the Project. Prior to or concurrent with its invoice to the County for this Project, the Contractor shall provide a written report to the County on the results of the Contractor's approaches to that city or those cities. If such approaches were not made by the Contractor, the Contractor shall explain in detail in that report its reasons for not doing so. The provision of the report shall be a pre-condition for the County's reimbursing the Contractor for services provided under this Agreement.
1. The County pursues a long-range tourism development and marketing strategy. Part of that strategy is to foster the visual integration of published tourism materials in Snohomish County. For that purpose, the County has developed a package of design guidelines which includes a logotype, a tag line and a family of colors. If any printed materials or print medium advertisements are produced as part of the Project that is the subject of this Agreement, the following requirement will apply: (i) The Contractor will coordinate design of printed materials produced under the Agreement with the County contact set forth in Section 6 of the Agreement, with the goal of applying the design guidelines to printed materials produced hereunder. (ii) The Contractor will submit the proposed design to the County's contact for review and approval prior to printing the production run.
 2. To ensure that out-of-county visitors are attracted to the Project, the Contractor will direct more than fifty percent (50%) of any promotional materials underwritten in whole or in part by County funds at recipients outside of Snohomish County. For written materials, this goal may be accomplished by mailing written materials out of the county. At least fifty percent (50%) of any electronic advertising funded under this Agreement will be directed at audiences outside of Snohomish County.

Schedule B
Compensation

1. The Contractor will be reimbursed by the County for services provided and/or eligible expenses incurred in executing the Project pursuant to the Agreement in an amount not to exceed the Contract Maximum.
2. Expenses eligible for reimbursement under the Agreement are defined as those listed in the "COUNTY" column of the Project budget below. The Contractor shall submit an invoice to the County with itemized invoices from third parties for all eligible expenditures for which the Contractor seeks reimbursement. In-kind matching volunteer services shall be valued at a rate of \$24.69 per hour or as invoiced to the Contractor by independent third parties at a commercially reasonable rate that is customary for such work. In addition, if County funds are to be used to pay in whole or in part any printed materials, print advertising or broadcast medium advertising, the Contractor will submit with the Contractor's reimbursement request for associated costs incurred: one (1) copy of printed materials; one copy of each print advertisement as printed; and one copy of the text of each broadcast medium advertisement. The Contractor will not be reimbursed for any expenses incurred by it which provide direct promotional benefit to a specific private business entity. In order to ensure timely closeout of the Project, the Contractor shall submit its invoice to the County no later than thirty (30) calendar days after completion of the services authorized by this Agreement and, in any event, no later than December 31, 2019. The Contractor's invoice shall be accompanied by a report summarizing the Project and how funds provided for the Project under this Agreement have enhanced tourism in Snohomish County. In no event shall the Contractor's invoice be paid by the County if it is submitted after December 31, 2019, or if it is not accompanied by the required report.

PROJECT BUDGET

ITEM	COUNTY	MATCH	MATCH
		CASH	IN-KIND
Editorial Content		\$6,000	
Cross Promotion Ads		\$4,000	
Discover Stanwood Camano Magazine	\$8,000	\$26,275	
Total	\$8,000	\$36,275	

Upon request of the Contractor and approval by the County Executive as provided in SCC 4.40.065(11), the Contractor may be authorized to shift funds within the items defined in the budget shown above subject to the following conditions:

1. No funds may be shifted without **prior** written authorization from the County's contact set forth in Section 6 of the Agreement. Authorization to shift funds must be sought and approved **prior** to anticipated need.

2. Funds shifted shall aggregate no more than twenty percent (20%) of the total allocation amount.
3. Funds shifted shall be within the original allocation. Authorization to shift funds IS NOT authorization to exceed the original amount of the allocation. In no event shall payments by the County under the Agreement exceed the Contract Maximum.
4. Funds may only be shifted among items listed in the original budget. No new budget items or expenditure categories may be funded without an amendment to this Agreement.

Schedule C
Contractor's Project Application



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

ITEM NUMBER: 9b
DATE: May 23, 2019
SUBJECT: Service Agreement with Stanwood Senior Center
CONTACT PERSON: David A. Hammond, Finance Director/City Clerk
ATTACHMENTS: A – Proposed Stanwood Senior Center Service Agreement

ISSUE

The issue in front of the City Council is whether to authorize the Mayor to sign the attached service agreement with the Stanwood Senior Center, which will enable the center to expand services provided to city residents

RECOMMENDATION

City staff recommend the City Council authorize the Mayor to sign the Service Agreement with Stanwood Senior Center.

SUMMARY

This agreement would support the work of the Senior Center's Life Enhancement Assistance Program (LEAP) with a base level contribution of \$8,000 in both 2019 and 2020, and would authorize an additional \$2,000 in both 2019 and 2020 if defined performance targets are met each Year.

These measures and targets were developed based on the center's current service levels and their program targets/goals.

Performance Measure	Current Level	2019 Target Level	2020 Target Level
Meals Served	1,800	1,900	2,000
Trips Provided	245	365	490
Wellness Visits	1,500	2,250	3,000
Membership	353	373	393

DISCUSSION

The City of Stanwood has historically provided support to the Stanwood Senior Center; however, this support was withdrawn during the recent recession. The Center approached the city with a request to resume city support. This proposed agreement was developed collaboratively with the Senior Center and would enable the center to expand the level of services it provides to city residents.

FISCAL IMPACT

The Impact will range from \$8,000 to \$10,000 for each year depending on whether the performance targets are met. These amounts were included in the amended 2019-2020 General Fund budget which was reviewed and approved at the April 11, 2019 city council meeting.

COMMITTEE RECOMMENDATION

The issue is scheduled to be discussed by the Finance Committee at their regular May 23, 2019 meeting. The committee's recommendation will be provided to the City Council verbally on May 23rd, 2019.

CITY COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign the Agreement for Services with Stanwood
- 2.) Do not approve the contract and direct staff to address areas of concern.
- 3.) Direct staff to take this item back to the Finance Committee for further discussion.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT FOR SERVICES WITH STANWOOD SENIOR CENTER TO EXPAND SERVICES TO CITY RESIDENTS.

AGREEMENT FOR SERVICES

This agreement is made effective as of _____ by and between City of Stanwood, 10220 270th St. NW, Stanwood, Washington 98292, and Stanwood Senior Center 7430 276th Street NW, Stanwood, WA 98292.

In this Agreement, the party who is contracting to receive services shall be referred to as "The City", and the party who will be providing the services shall be referred to as "The Center."

The Human Services funding provided by the City will assist in making community based resources available, to the Center, for emergent needs of its residents who need help in meeting their resident's basic needs for food, shelter, health and safety.

The Center has a background in human services, and is willing to provide services to The City based on this background.

The City desires to have services provided by The Center.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** In consideration of the payment of the funds identified in Paragraph Four of this agreement, The Center will continue to provide the following Life Enhancement Assistance Program "LEAP" program services (collectively the "Services") and will use funds provided by the city to enhance and expand them:
 - a. Meals program—consisting of lunch provided every day and dinner 3 nights a week
 - b. Transportation program—offering scheduled trips to medical appointments, stores, YMCA, or personal trips to visit family.
 - c. Wellness program—offering medical visits by a Registered Nurse who also advocates for patients; helping them navigate the difficult health care system, do basic medical assessments, medication management, wound care, and basic lab testing.

The Center will submit to the City a written report by November 30, 2019 detailing the expenditures, including progress toward performance goals outlined in Paragraph Four of this agreement.

2. **PERFORMANCE OF SERVICES.** The manner in which the services are to be performed shall be determined by The Center, with the exception that the support funds provided by the city will go toward efforts to increase the levels of services and that those receiving the services shall be primarily residents of the City of Stanwood.

3. **EQUAL OPPORTUNITY.** The Center covenants and agrees to provide services to senior and low-income clients on an equal opportunity basis. The Center shall not discriminate against any low-income family on the basis of sex, race, religion or national origin.
4. **PAYMENT.** The City will pay a base fee to The Center of \$8,000.00 for the year 2019 for services provided by The Center. This fee shall be payable in a lump sum prior to completion of services performed in accordance with this agreement. The City will pay an additional performance fee of \$2,000.00 if The Center successfully meets the following 2019 performance goals:
 - a. Meals program—Increase meals served from 1800 meals to 1900 in 2019.
 - b. Transportation program—Increase trips from 245 trips to 365 in 2019.
 - c. Wellness program—Increase visits from 1,500 to 2,250 in 2019.
 - d. Membership—Increase from 353 in 2018 to 373 in 2019.

The City will pay a base fee to The Center of \$8,000.00 for the year 2020 for services provided by The Center. This fee shall be payable in a lump sum prior to completion of services performed in accordance with this agreement. The City will pay an additional performance fee of \$2,000.00 if The Center successfully meets the following 2019 performance goals:

- a. Meals program—Increase meals served to 2000 in 2020.
 - b. Transportation program—Increase trips to 490 in 2020.
 - c. Wellness program—Increase visits to 3,000 in 2020.
 - d. Membership—Increase to 393 in 2020.
5. **TERMINATION.** This Agreement shall terminate automatically on December 31, 2020. Provided however, this Agreement and any extension thereof is subject to funding in the City of Stanwood budget. In the event the Stanwood City Council does not approve a budget appropriation sufficient to fund the programs set forth herein, this Agreement and any extension thereof may be terminated at any time in the sole discretion of the City.

The initial term of this agreement may be extended by mutual written agreement of the parties for a period of one or two calendar years, following review and approval by Stanwood City Council. Either party shall have the right to terminate this agreement at any time upon providing thirty (30) days written notice, or shorter notice by mutual consent.

6. **RELATIONSHIP OF PARTIES.** The parties understand that The Center is an independent contractor with respect to The City, and not an employee of The City. The City will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of The Center.
7. **INDEMNIFICATION.** The Center agrees to indemnify and hold The City harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against the City that result from the acts or omissions of The Center, The Center's employees, if any and The Center's agents.
8. **ASSIGNMENT.** The Center's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation.
9. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

City:

City Clerk
CITY OF STANWOOD
10220 270th St. NW
Stanwood, WA 98292
(360) 629-2181

Service Provider:

STANWOOD SENIOR CENTER
7430 276th Street NW
Stanwood, WA 98292
(360) 629-7403

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

10. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
11. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

CITY OF STANWOOD

STANWOOD SENIOR CENTER

Leonard Kelley, Mayor

Federal Tax Status: Exempt 501C3
Secretary of State Registration # _____
Federal Tax ID __ - _____

ATTEST:

David A. Hammond, City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney