

1. Agenda

Documents:

[AGENDA.PDF](#)

2. Meeting Materials

Documents:

[4TH OF JULY PARADE.PDF](#)
[5-23-19 CITY COUNCIL MEETING MINUTES.PDF](#)
[ADOPT RESOLUTION FOR SIX YEAR TIP.PDF](#)
[ART BY THE BAY.PDF](#)
[CIVIC PLUS WEBSITE REDESIGN.PDF](#)
[FINANCE COMMITTEE 2018 UNAUDITED FINANCIAL REPORT.PDF](#)
[FINANCE COMMITTEE MEETING MINUTES.PDF](#)
[OVENELL BANNERS.PDF](#)
[PLANNING COMMISSION MEETING MINUTES.PDF](#)
[STANWOOD CIVIC CAMPUS.PDF](#)
[TWIN CITY IDLERS CAR SHOW.PDF](#)
[VACATION OF STREETS AND ALLEYS.PDF](#)
[VINTAGE TRAILER SHOW.PDF](#)
[VOUCHERS.PDF](#)
[WASTE MANAGEMENT RATE INCREASES 2019.PDF](#)
[ADOPT RESOLUTION FOR CANDLE RIDGE II DETENTION FACILITY.PDF](#)
[BUSINESS RETENTION AND EXPANSION PROGRAM.PDF](#)
[WSDOT IMPROVEMENTS SR 532 AND 72ND.PDF](#)
[WSU COMMUNITY SURVEY.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, June 13, 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. Planning Commission Meeting Minutes – May 20, 2019
6. **COMMITTEE REPORTS**
 - a. Finance Committee Minutes – May 23, 2019
 - b. Finance Committee 2018 Unaudited Financial Report
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve May 23, 2019 Regular Meeting Minutes
 - c. Special Event with City Contribution-Art by the Bay
 - d. Special Event Permit-July 4th Parade/Ice Cream Social
 - e. Special Event Permit-Vintage Trailer Show
 - f. Adopt Resolution 2019-07 City of Stanwood's Six Year Transportation Improvement Plan 2020-2025.
 - g. Waste Management 2019 Rate Increases
 - h. Special Event Permit-Twin City Idlers Car Show
 - i. Ovenell Banners
8. **PUBLIC HEARING**
 - a. To Hear Public Testimony regarding Ordinance 1476 Vacation of Streets and Alleys Code Amendment, First Reading
9. **NEW BUSINESS**
 - a. Authorize the Mayor to sign three agreements for preliminary design of the Civic Campus Project
 - b. Authorize the Mayor to sign agreement with CivicPlus to Redesign the City Website
 - c. Authorize the Mayor to sign a contract with WSU for a Community Survey
 - d. Adopt a resolution approving the Stanwood Business Retention & Expansion Program
 - e. Adopt Resolution 2019-08 accepting the conveyance of the Candle Ridge II detention facility
 - f. Authorize the Mayor to sign a contract with WSDOT to install SR 532 and 72nd Avenue Pedestrian Crossing Improvements
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 27, 2019 Regular Meeting
July 11, 2019 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: June 13, 2019
SUBJECT: Special Event Permit-July 4th Parade/Ice Cream Social
CONTACT PERSON: Corinne Schakel, Permit Specialist
ATTACHMENTS: A – Special Event Permit Application
B -- Map

ISSUE

The Stanwood Area Historical Society has submitted a Special Event Permit application with the \$50 application fee and a request for City Contribution to the City for Council approval of a 4th of July Parade and Ice Cream Social scheduled on July 4, 2019.

DISCUSSION

The 4th of July Parade and Ice Cream Social is a social event to be held in the west end of Stanwood. The Stanwood Area Historical Society is asking for City Contribution of this annual event which meets the requirements. 1) the event is held in the City; 2) attracts the public to the commercial areas. The parade route starts at Josephine Sunset Home, traveling South on 99th, then turning East on 270th St., The route travels North on 102nd Ave, culminating at the Floyd for Old Fashioned Ice Cream social. The applicants are requesting to have these streets closed; (Attachment B).

Findings for City Contribution:

- i) *The event contributes to the marketing of the city.*

The event will bring families and participants to West Stanwood for a parade and social activities. Flyers and advertising for the event will include marketing for the city by distributing attractive materials incorporating the city logo.

- ii) *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.*

The parade route includes 102nd Avenue NW, 270th Street NW, and 99th Street NW through the west end of Stanwood which will attract visitors, participants, and the public to the downtown commercial area before, during, and after the events. Snacks, not meals, will be offered at the event so spectators and participants can patronize local restaurants and other food establishments.

iii) *The event provides recreation benefit to the public.*

The event provides patriotic activities involving the American Legion, followed by an old-fashioned ice cream and strawberry social, with games for children and tours of the museum and facilities for all.

iv) *The event promotes the public welfare.*

This event promotes safe, wholesome family fun while celebrating an important holiday. The event has been held for many years with no significant issues.

FINANCIAL IMPACT

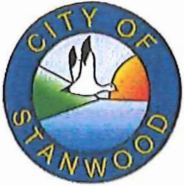
The applicant has requested the Public Works staff to install and remove the barricades. They are requesting a \$246.00 contribution from the City. This amount is the hourly rate for Public Works Staff to assist. The City will contribute 75% of the cost, \$184.50 with the applicant paying the remainder 25%, \$61.50.

CITY COUNCIL OPTIONS

- 1) Approve the Special Event Permit request including City Contribution for the 4th of July Parade on July 4, 2019;
- 2) Remove the special event permit from the consent agenda for further discussion and then approve the Special Event Permit and City Contribution request for the 4th of July Parade on July 4, 2019;
- 3) Approve the Special Event Permit request but not City Contribution of the 4th of July Parade on July 4, 2019
- 4) Do not approve the Special Event Permit and City Contribution request for the 4th of July Parade on July 4, 2019.

RECOMMENDED ACTION

I MOVE TO APPROVE THE SPECIAL EVENT PERMIT INCLUDING CITY CONTRIBUTION FOR THE 4th OF JULY PARADE ON JULY 4, 2019.



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

Permit
 Number:

2019-0218

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: Richard Hanks

Company/Organization: Stanwood Area Historical Society

Contact Person to be available at event: Richard + Robin Hanks

Mailing address: P.O. Box 69, Stanwood, WA 98292

Phone: 360-629-6110 Cell: 951-295-9552 Email: SA#SRH2@aol.com

Event Information

Name of Event: 4th of July Parade and Old Fashioned Ice Cream Social

Event Date(s): July 4, 2019

Event open time: 11:00 am Event close time: 1:00 pm

Set up date and time July 4th - 9am - 11am

Break down date and time: July 4th - 1pm - 3pm

Event Location (must include address) The Floyd, 27130 102nd Ave. NW, Stanwood

Does your event cause any street closures? Yes

Which streets will be closed? 102nd Ave, 270th St, 271st St + 99th

Attendance

Estimated Total Attendance: Over one thousand

How many registered Participants? 200 Spectators? 800 Volunteers? 20 Staff? N/A

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: In the parade and/or manning barricades

b. Fire: In the parade

c. Public Works: Setting up + Taking down detours and road closures

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection 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: We have restrooms at the SAHS Complex.

Temporary Signage (describe number and size and diagram location)

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

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

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".

Ice Cream and Strawberries and Ice Cream Sandwiches
will be distributed for free

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: Richard Hark

Organization/Title SAHS President

Date: May 8, 2019



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: Richard Hanks
Name of organization requesting contribution: Stanwood Area Historical Society
Name of event: 4th of July Parade
Event Dates: July 4, 2019

Mailing Address: P.O. Box 69
City Stanwood State WA Zip 98292
Phone: 360-629-6110 Cell: 951-295-9553
Email: SAHSRH2@aol.com

Criteria for approval of city contribution:

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

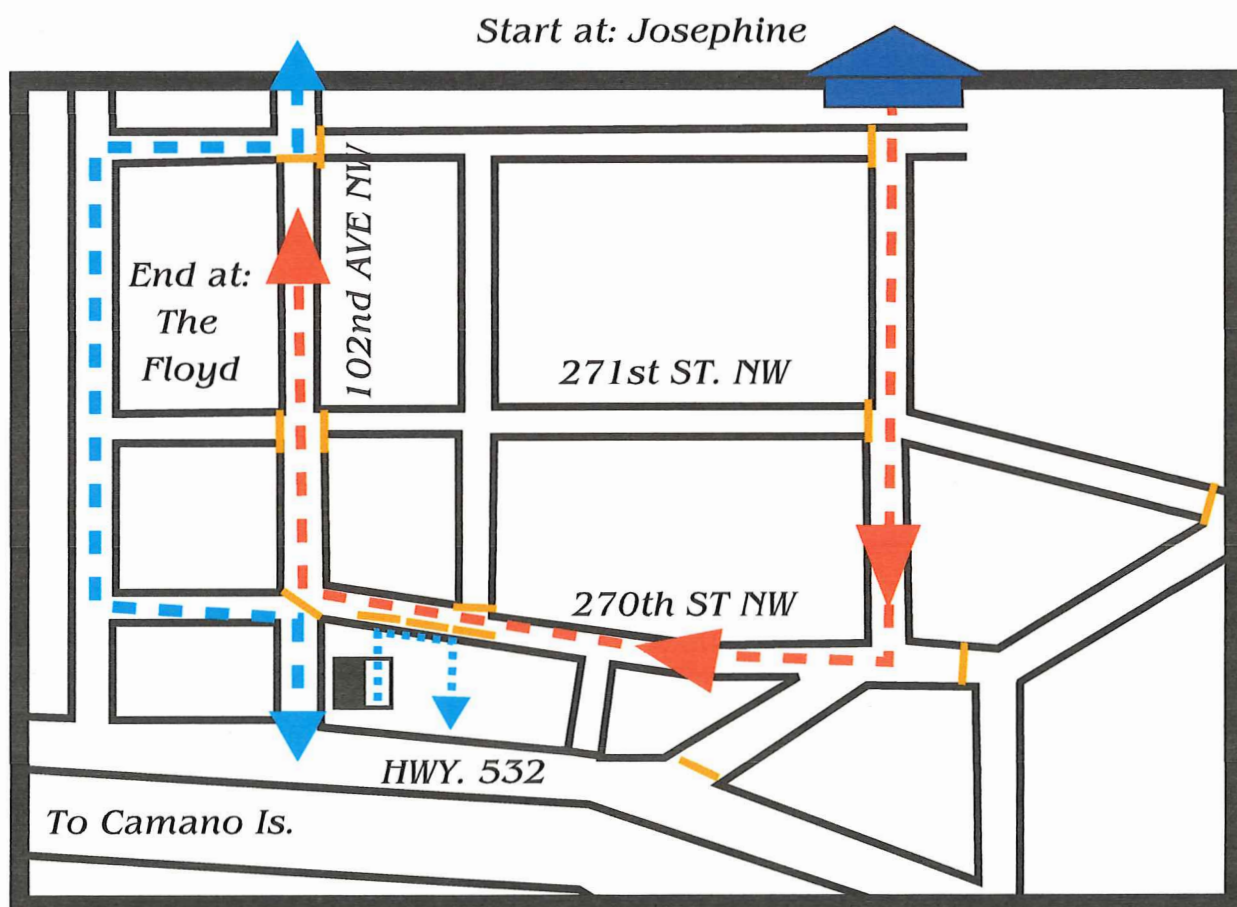
- o The event contributes to marketing of the City
- o The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- o The 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: This is the 44th year we have held this event in Stanwood and history tells us that the City has always been a sponsor on our literature and used to put on fireworks shows and other festivities like sports events, etc. as early as 1905.

Amount requested: \$ _____

City services requested for sponsorship: Public Works Set up the Detours and Closures and man them for the duration of the parade and then remove them and re-open the downtown area. Police to make sure cars are not coming through alleys and threatening people who are lined up on the city streets.





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: June 13, 2019

SUBJECT: City Council May 23, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 23, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE MAY 23, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 23, 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, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Kelly McGill and Judy Williams. The meeting was quorate.

Also present: City Engineer / Assistant Public Works Director Shawn Smith, Finance Director David Hammond, City Attorney Grant Weed, City Administrator Jennifer Ferguson, Assistant Fire Chief Bennett, Police Chief Norm Link and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember McGill to amend the agenda by removing item 7f from the consent agenda and adding that item as 9c to New Business. Motion carried unanimously.

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

4. Citizen Comments

Tim Schmitt – 27308 101st Ave, Stanwood, WA 98292

Regarding the FCS Contract approval of which one item is to create a public engagement toolkit. There are already 11 other points of communication. Email or other current sources would be sufficient.

5. Staff Reports

- a. Police Compstat Report – April 2019
- b. Planning Commission Meeting Minutes – April 22, 2019
- c. Parks and Trails Advisory Committee Meeting Minutes – April 15, 2019

6. Committee Reports

- a. Community Development Committee Meeting Minutes- 4/11/19
- b. Economic Development Committee Meeting Minutes – 3/21/19 and 4/18/19
- c. Public Works Committee Meeting Minutes – 5/6/19
- d. North County Fire / EMS Report – 1st Quarter 2019

Stanwood City Council Meeting Minutes – May 23, 2019

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve May 9, 2019 Regular Meeting Minutes
- c. Special Event Permit – Summer Arts Jam and City Contribution
- d. Special Event Permit – Stanwood Lacrosse Jamboree
- e. Special Event Permit – Port Susan Farmer's Market Permit and City Contribution

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

8. Public Hearing

- a. To hear Public Testimony regarding the Six – Year Transportation Improvement Plan 2020-2025 for later adoption of Resolution 2019-07.

Shawn Smith, Assistant Public Works Director / City Engineer, presented the proposed Six – Year Transportation Improvement Plan 2020-2025. The City is required by law to submit the plan by July of each year. There are a couple of errors on the staff report. Page 8-2 of the packet, project ID# R-13 is not an added item. It was on the list last year but we did not get the grant so we are requesting it again this year. 276th Street NW should be sidewalks not overlay. The map on page 8-5 had a small error on the positioning of the sidewalk projects. The written description is accurate. Councilmember Johnson reminded council that the projects that will be seeking grants or outside funding need to be identified on the TIP, making this process very important.

The Mayor opened the public hearing for public comment.

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

The motion will be presented at the June 13, 2019 meeting.

9. New Business

- a. Authorize the Mayor to Sign the 2019 Snohomish County Hotel / Motel grant in the amount of \$8,000.

Jennifer Ferguson, City Administrator, presented the request to authorize the mayor to sign the 2019 Snohomish County Hotel / Motel grant. The City received notice that they were awarded the grant last September, but due to staffing turnover at the County the grant contract is just now available. The funds received from the grant will help design, print and distribute two issues of the Discover Stanwood Camano Visitor Information Guide. The 2019 budget includes \$12,000 to be used for this purpose. \$8,000 will be reimbursed by the grant funds.

Motion by Councilmember Sather, second by Councilmember Williams to authorize the mayor to sign the 2019 Snohomish County Hotel / Motel grant with Snohomish County for the Discover Stanwood Camano Magazine in the amount of \$8,000. Motion carried unanimously.

- b. Authorize the Mayor to Sign the Agreement for Services with Stanwood Senior Center.

Stanwood City Council Meeting Minutes – May 23, 2019

David Hammond, Finance Director, presented the request to authorize the Mayor to sign the Agreement for Services with Stanwood Senior Center. The City previously supported the Senior Center for many years but discontinued this support approximately ten years ago. The funding will range from \$8,000 to \$10,000. The funds will expand the Senior Center's Life Enhancement Assistance Program (LEAP). This was discussed at the Finance Committee and has been recommended for council approval.

Councilmember White strongly supports this request. The Senior Center has been a part of our community since the early 70's and provides a great service to all citizens.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the mayor to sign the Agreement for Services with Stanwood Senior Center. Motion carried unanimously.

- c. Approve Mayor Kelley's appointment of Conner Lahtonen to complete the term left vacant by Commissioner Schmitt expiring in February 2020 and Nicole Gilligan to serve as salary commissioner for a 3 year term.

David Hammond, Finance Director presented the request for approval of Mayor Kelley's appointments to the Salary Commission.

Motion by Councilmember Sather, second by Councilmember Williams, to approve Mayor Kelley's appointment of Conner Lahtonen to complete the term left vacant by commissioner Schmitt expiring in February 2020 and Nicole Gilligan to serve as salary commissioners for a 3 year term. Motion carried unanimously.

9. Reports of Officers and Committees

a. Mayor's Report

Honorable Jennifer Rancourt from the District Court is in the audience today.

The first Friday in June is the first Farmers Market of the year. The Mayor would like to try to have the Market from the parking lot to the middle of the street. It would be really fun and bring people to the businesses and restaurants.

b. City Administrator's Report

There is a new refrigerator magnet that has the dates of Movies in the Park, Farmers Market and other important community events. The magnets will be available at City Hall and various other locations around Stanwood.

c. Councilmember Reports and Questions

Councilmember Johnson noted that he and Councilmember Williams are commissioners with the North County Regional Fire Authority. The Authority is working on an emergency operating plan for our area.

The next emergency planning session is in July and again in October. Assistant Fire Chief Bartlett spoke about the planning and noted that the City Administrator Jennifer Ferguson is also participating in the planning and has experience in this area from her time in the mid-west.

Councilmember Williams suggested that it would be great to change the date of the Farmers Market to a different weeknight possibly Wednesday or Thursday with hours 4-7 pm. Some people aren't able to attend due to their work schedules. She likes the idea of having the market on the main street but thinks the participants will need electricity which is not available at that location.

Stanwood City Council Meeting Minutes – May 23, 2019

10. Citizen Closing Comments –

Tim Schmitt – 27308 101st Ave, Stanwood, WA 98292
Complimented the council on the passing of the Senior Center contribution. This is a very important service to the citizens of the Stanwood.
What should a citizen do if an animal is in a hot car? Answer is to call 911. Can this be published on Facebook so that citizens will know what to do.

13. Adjourn

Mayor Leonard Kelley adjourned the meeting at 7:24 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7f

DATE: June 13, 2019

SUBJECT: Adopt Resolution 2019-07 Six Year Transportation Improvement Plan 2020 through 2025

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Resolution 2019-07 Six-Year Transportation Improvement Plan 2020-2025
B – Map of TIP 2020-2025 Projects
C – Projected Cost Spreadsheet
D – 20-year TIP Cost Estimate

ISSUE

Adoption of Resolution 2019-07 (ATT A) the City of Stanwood's Six-Year Transportation Improvement Plan 2020-2025.

SUMMARY STATEMENT

The City of Stanwood is required 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 shall be 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. The proposed TIP was discussed at the Public Works Committee meeting on March 4th, April 1st and May 6th.

The purpose of the transportation improvement plan is to insure that cities and towns 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 or hearings have been noticed and held.

FINANCIAL IMPACT

There are no budget impacts or costs for development of the City's TIP and there is no requirement to fund all projects that are listed on the TIP. 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 Public Works Committee reviewed and supports the City of Stanwood's Six-Year Transportation Improvement Plan for 2020 to 2025 and recommends Council adopt Resolution 2019-07 the City of Stanwood's Six-Year Comprehensive Transportation Improvement Plan.

CITY COUNCIL OPTIONS

1. Adopt Resolution 2019-07 the City of Stanwood's Six-Year Transportation Improvement Plan 2020-2025.
2. Do not adopt Resolution 2019-07 the City of Stanwood's Six-Year Transportation Improvement Plan 2020-2025 and send this item back to staff and the Public Works Committee for additional information, review, and revision.

RECOMMENDED ACTION

I MOVE TO ADOPT RESOLUTION 2019-07 THE CITY OF STANWOOD'S SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN.

City of Stanwood

RESOLUTION _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD
ADOPTING A COMPREHENSIVE SIX YEAR TRANSPORTATION
IMPROVEMENT PLAN FOR THE YEARS 2020 THROUGH 2025**

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Stanwood did prepare a Comprehensive Six Year Transportation Improvement Plan for 2020 through 2025; and

WHEREAS, pursuant to said law, the City Council of the City of Stanwood did hold a public hearing on the Comprehensive Six Year Transportation Improvement Plan in the Stanwood-Camano School District Administration Building Board Room at Stanwood, Washington on May 23, 2019; and

WHEREAS, notice of said hearing was published in the Stanwood Camano Newspaper on May 14, 2019.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD:

That the Comprehensive Transportation Improvement Plan, a true copy of which is attached hereto and incorporated by reference herein, is hereby adopted.

Be it further resolved that a copy of the Comprehensive Transportation Improvement Plan for the ensuing six years, together with a copy of this resolution, be filed with the Department of Transportation and the Puget Sound Regional Council of the State of Washington.

Upon the motion duly made and seconded, the foregoing resolution was unanimously passed by the City Council.

PASSED by the Stanwood City Council this 23rd day of May, 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

David A. Hammond, City Clerk

STREET PROJECTS - CIP

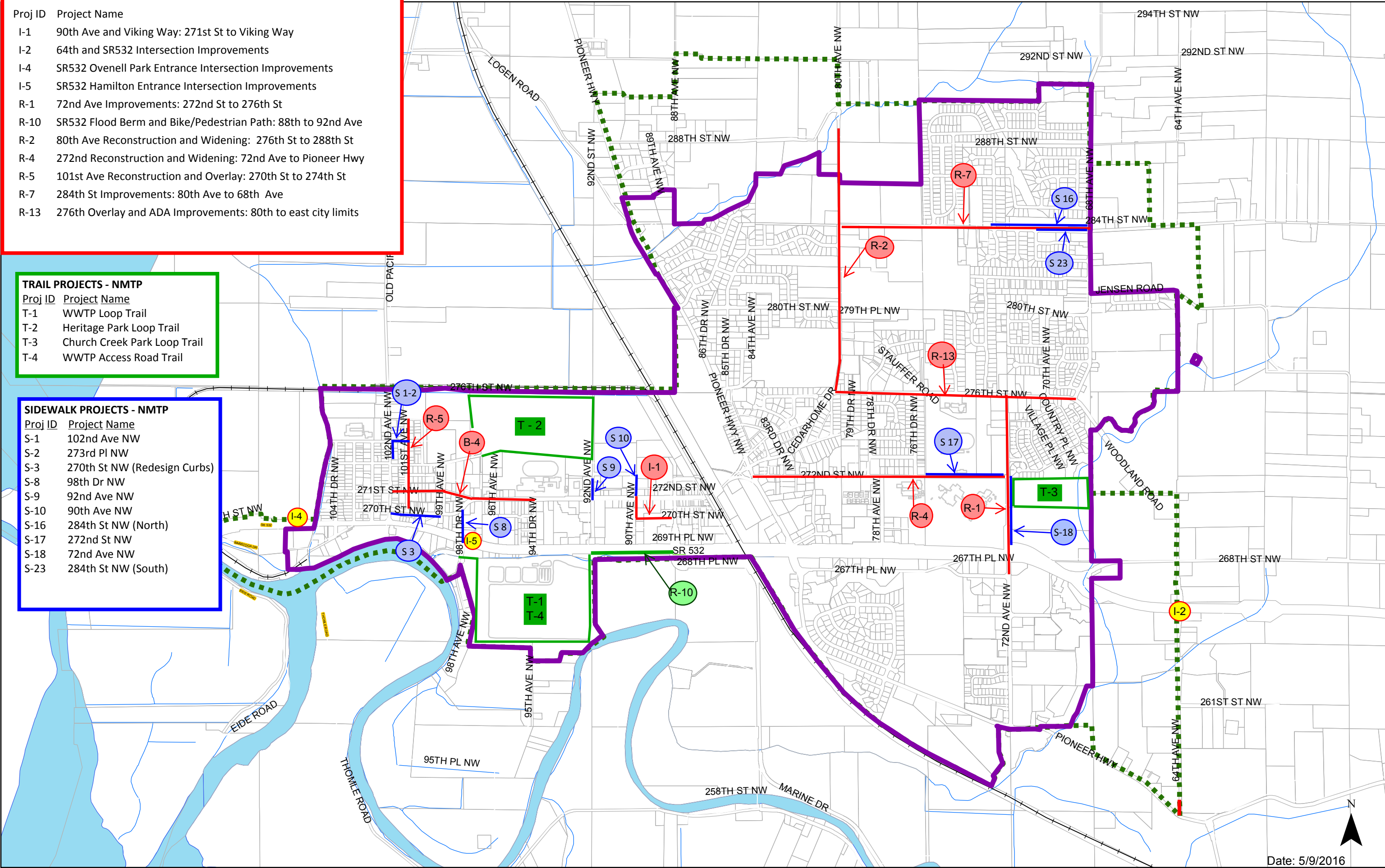
Proj ID	Project Name
I-1	90th Ave and Viking Way: 271st St to Viking Way
I-2	64th and SR532 Intersection Improvements
I-4	SR532 Ovenell Park Entrance Intersection Improvements
I-5	SR532 Hamilton Entrance Intersection Improvements
R-1	72nd Ave Improvements: 272nd St to 276th St
R-10	SR532 Flood Berm and 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 Viking Way to 271st St	Developer Funded							\$ -
		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							\$ -
	Comments: 80th to east city limits	Developer Funded							\$ -
	Local - City		\$ 30,000						\$ 30,000
	SUBTOTAL THIS PROJECT		\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000
7	SRS532 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
	Comments: SRS532 to 270th St	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							\$ -
	Comments: North side between 100th and 102nd	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							\$ -
	Comments: 101st Ave between approx. 270th St and 274th St.	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							\$ -
	Comments: Construct 72nd Ave between approx. 272nd NW and 276th St	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

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
12	SR532 Hamilton Entrance Intersection	SUBTOTAL THIS PROJECT	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 4,000,000
I-5	PE \$ 525,000	Other Grant Funding		\$ 525,000	\$ 700,000	\$ 2,275,000			\$ 3,500,000
	ROW \$ 700,000	TBD Funds							-
	CN \$ 2,275,000	WSDOT Funds							-
	TOTAL \$ 3,500,000	TIB Grant Funding							-
	Comments: SR532 to 98th Dr.	PSRC/STP Funding							-
		Developer Funded							-
		Local - City							-
13	90th Ave NW	SUBTOTAL THIS PROJECT	\$ -	\$ 525,000	\$ 700,000	\$ 2,275,000	\$ -	\$ -	\$ 3,500,000
S-10	PE \$ 20,814	Other Grant Funding							\$ -
	ROW \$ 43,820	TBD Funds							-
	CN \$ 60,250	WSDOT Funds							-
	TOTAL \$ 124,884	TIB Grant Funding							-
	Comments: West side between north of 271st and 272nd	PSRC/STP Funding							-
		Developer Funded							-
		Local - City		\$ 124,884					124,884
14	Sidewalk: 284th St NW	SUBTOTAL THIS PROJECT	\$ -	\$ 124,884	\$ -	\$ -	\$ -	\$ -	\$ 124,884
S-16	PE \$ 30,980	Other Grant Funding							\$ -
	ROW \$ 65,220	TBD Funds							-
	CN \$ 89,680	WSDOT Funds							-
	TOTAL \$ 185,880	TIB Grant Funding							-
	Comments: West side between 68th St to 69th St	PSRC/STP Funding							-
		Developer Funded							-
		Local - City		\$ 185,880	\$ -	\$ -	\$ -	\$ -	185,880
15	Sidewalk: 272nd St NW	SUBTOTAL THIS PROJECT	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ 185,880
S-17	PE \$ 88,906	Other Grant Funding		\$ 533,436					\$ 533,436
	ROW \$ 187,170	TBD Funds							-
	CN \$ 257,360	WSDOT Funds							-
	TOTAL \$ 533,436	TIB Grant Funding							-
	Comments: North side between 72nd Ave and West of 76th Dr.	PSRC/STP Funding							-
		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							\$ -
		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							\$ -
	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

ATTACHMENT D

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	\$ 5,580,000	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 <i>Intersection</i>	\$ 970,000	Partial	75%	\$727,500	0%	\$0	25%	\$242,500	High	Short
Intersection / Operations	I-2	SR 532 / 64th Ave N <i>Intersection</i>	\$ 1,160,000	Partial	50%	\$580,000	0%	\$0	50%	\$580,000	Medium	Mid
Intersection / Operations	I-3	272nd Street NW / 72nd Ave N <i>(Lindstrom Road) Intersection</i>	\$ 360,000	No	0%	\$0	0%	\$0	100%	\$360,000	High	Short
Intersection / Operations	I-4	SR 532 / 270th Street NW <i>Intersection</i>	\$ 110,000	Partial	50%	\$55,000	0%	\$0	50%	\$55,000	Medium	Mid
Intersection / Operations	I-5	SR 532 / 98th Drive NW <i>Intersection</i>	\$ 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 286th 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 92nd 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 <i>REET 1</i>	\$ 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:

DATE: June 13, 2019

SUBJECT: Special Event with City Contribution-Art by the Bay

CONTACT PERSON: Corinne Schakel, Permit Specialist/Planner

ATTACHMENTS: A – Special Event Permit Application
B – Map

Summary Statement

Art by the Bay submitted a Special Event Permit application (Attachment A) requesting City contribution with the \$50 permit fee to the City for Council approval of an Art Show on Saturday and Sunday, August 10 & 11, 2019.

Discussion

This is the 4th year for this event to be held in Downtown Stanwood. The Art by the Bay and the Summer Arts Festival separated into 2 groups in 2018.

The applicant has requested 271st Street be closed from Florence Way on the East end of 271st NW to 88th Ave, NW. Florence Way and 88th Ave NW will remain open during the event. (See Map attached)

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 approximately 40 vendors, with 75 volunteers and 20 staff members.

The Art by the Bay 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:

- This will be Art by the Bay Festival's 26th year bringing the visual arts to Stanwood. It is the 4rd year to be held in Stanwood's downtown. We expect 5000-10000 art enthusiasts to attend. We will be inviting local restaurants on 271st to participate. Our volunteers will include local citizens, civic and school groups.
- The advertising for the Art by the Bay show 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:

Art by the Bay is requesting City Contribution. The total fees for this event are \$305.00. The total fees to be collected from the applicant are \$ 76.25, and the City contribution amount is \$228.75. The City has collected the required \$50 permit fee and will collect a \$150 refundable damage deposit. The Art by the Bay 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 Art by the Bay event on August 10 & 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 Art by the Bay event on August 10 & 11, 2019.
3. Do not approve City contribution, but approve the Special Event Permit request for the Art by the Bay event on August 10 & 11, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Art by the Bay event on August 10 & 11, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Art by the Bay event on August 10 & 11, 2019.

RECEIVED

JAN 02 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:

2019-0002

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 **N/A**
- ☐ 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: VAL PAUL TAYLOR

Company/Organization: STANWOOD CAMANO ADULTS GUILD

Contact Person to be available at event: VAL PAUL TAYLOR

Mailing address: 647 BLACKTAIL WANE, CAMANO ISLAND, WA 98282
Phone: 425-770-6440 Cell: _____ Email: valpaultaylor@icloud.com

Event Information

Name of Event: ART BY THE BAY FESTIVAL
Event Date(s): AUGUST 10-11, 2019
Event open time: AUGUST 10 Event close time: AUGUST 11
Set up date and time: 6:00AM AUGUST 10
Break down date and time: 5:00PM AUGUST 11
Event Location (must include address) 8700 - 271ST STREET NW
Does your event cause any street closures? YES
Which streets will be closed? 271ST FROM 88TH AVE NW TO 84TH AVE NW

Attendance

Estimated Total Attendance: 5000 - 10,000
How many registered Participants? 50 Spectators? _____ Volunteers? 15 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: YES, SECURITY NIGHT OF AUG 10
b. Fire: _____
c. Public Works: ROAD CLOSURE SIGNAGE, BARRICADES

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: SECURITY NIGHT OF AUGUST 10 BY OFF DUTY POLICE, MED ASSISTANCE BY FIRE EXPLORERS, BARRICADES NEEDED

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:

PORTABLE TOILETS WILL BE PROVIDED BY ABBF, AS WELL AS GARBAGE
DELIVERED AUG 9 AND PICKED UP AUG. 12

Temporary Signage (describe number and size and diagram location)

LARGE CITY BANNER, VARIOUS SANDWICH BOARD SIGNS IN AREA.
UP AUG 10 - DOWN AUGUST 11.

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

If yes, How many? Local within Stanwood City Limits: 3-5 FOOD VENDORS

Outside Stanwood City Limits: NO

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".

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: VMFmmtmhm

Organization/Title SAG VICE PRESIDENT

Date: JANUARY 2, 2019



Request for City Contribution
(submit with special event application)

Name of Applicant: VAL PAUL TAYLOR
Name of organization requesting contribution: STANWOOD AMANO ARTS GUILD
Name of event: ART BY THE BAY FESTIVAL
Event Dates: AUGUST 10-11, 2019
Mailing Address: 647 BLACKTAIL LANE, #1
City AMANO ISLAND State WA Zip 98282
Phone: 425-770-6440 Cell: _____
Email: valpaultaylor@icloud.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: THE 27TH ANNUAL ABBE PROMOTES LOCAL AND REGIONAL ARTISTS AND PROVIDES THE COMMUNITY AN OPPORTUNITY TO INTERACT WITH ARTISTS. ART WILL BE FOR SALE AND EVENTS DRAWING COMMUNITY IN GENERAL. FUND RAISING FOR ART SCHOLARSHIPS IS AN IMPORTANT PART OF THE FESTIVAL THRU A AUCTION.

Amount requested: \$ AS MUCH AS YOU CAN PROVIDE ... WHAT ARE OUR OPTIONS?
\$2500.00, 5,000.00, MORE?

City services requested for sponsorship: POUCE SECURITY, NIGHT OF AUGUST 10, BARRICADES, ADVERTISING.



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: VAL PAUL TAYLOR
Address: 647 BLACKTAIL LAKE, CAMANO ISLAND, WA 98282
Phone: 425-770-6440 Email Address: valpaul.taylor@icloud.com
Organization Represented: ACT BY THE BMY FESTIVAL 2019
24-Hour Contact person and phone number: VAL PAUL TAYLOR 425-770-6440

Date of requested placement (see page 1 for placement time limits): From AUG 1 To: AUG 12

Dates of Event: AUGUST 10-11

Location of Event: DOWNTOWN STANWOOD

Draw; Attach Photo or Provide Draft of Banner Below:

SAME AS LAST YEAR WITH NEW DATES
(SAMPLE ATTACHED)

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: Val Paul Taylor Date: JANUARY 2, 2019

Print Name: VAL PAUL TAYLOR

****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
				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. F _____
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 VMTMATHM Date: JANUARY 2, 2019

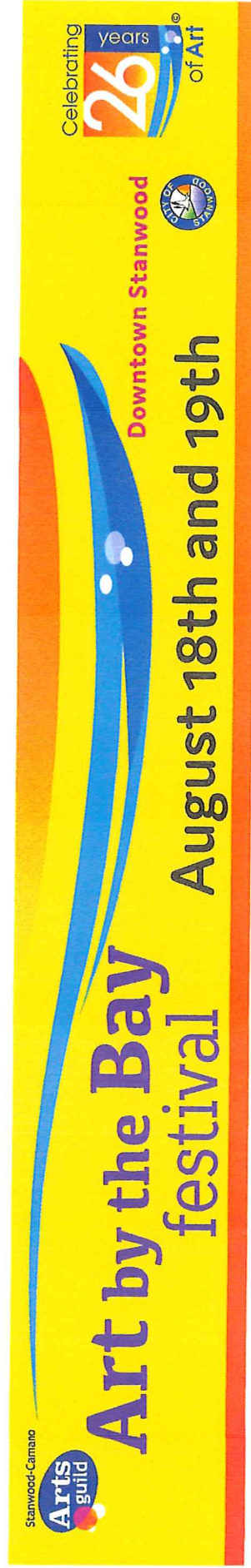
**** City Only ****

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

Staff signature _____ Date: _____

ABBF18 City Banner

6.1.2018



20' (240")w x 3' (36")t

2 Assembly Area

Registration

Amtrak Station

Food

Seating/
Tables

Downtown Stanwood

271st St NW

Un Load

84th Ave NW

Park

88th Ave NW

Childrens
Art Area

Plain Air
Area

Music

SCAG SCAG
4 SCAG 1

7 5
8 6

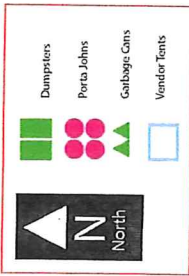
11 9
12 10

15 13
16 14

19 17
20 18

21
22

Silent
Auction
Guided
Gallery



Map 2

- 1 Ferrell Tiles and Designs
- 4 Anne and Karen Lewis
- 5 Carly Created (Carly Howard)
- 6 Sally Chang
- 7 Art by William C. Koger
- 8 Kirk Ratajesak
- 9 Pastels by Katherine
- 10 Wade Stuart Woodturning (Stuart Fountain)
- 11 Freeborn Crafts NW (Norm Kearsley)
- 12 Jacques Drapeau
- 13 Felted Fantasies (Sheila Saxon)
- 14 Treasures from Treadles (Sharon Christie)
- 15 Denise Jackson Art and Theresa Alu
- 16 JJ Studios (Jo Jones)
- 17 Roger Patterson
- 18-20 Roy Johnson Handywork
- 19 Stilly River Yarns
- 21 CAA
- 22 Roaming Artists
- Food**
- Italian Sodas (Kathy Raplee)
- Ice Cream (Lions Club)
- One-A-Chord Academy Coffee





ATTACHMENT B

Special Event Fee Schedule

Name of Event: Art By the Bay

Date of Event: August 10 & 11, 2019

Fees	No. Requested	Cost/Fee	Unit	Total	City Comments
Application Fee	1	\$50.00	Each	\$50.00	paid on 1/3/19
Personnel Services					
Public Works	0	\$37.50	Hour	\$0.00	
Banner	1	\$180.00	each	\$180.00	
Vendors 1st 10 are free, then \$2.50	50	\$2.50	Each	\$125.00	
Refundable Deposits					
Total Fees and Deposits					
Total fees				\$305.00	City Contribution is 75%
				-\$228.75	City Contribution amount is \$228.75
Applicant fees after city contribution				\$76.25	$305 \times 75\% = \$228.75$. $305 - 228.75 = \$76.25$
deposits due to the City				\$150.00	refundable deposit.
total fees and deposits owed				\$226.25	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: June 13, 2019

SUBJECT: Professional Service Agreement with CivicPlus, LLC for City Website Redesign

CONTACT PERSON: David A. Hammond, Finance Director/City Clerk

ATTACHMENTS: A – Proposed Professional Service Scope of Work with CivicPlus for website redesign services
B - Listing of CivicPlus Washington Local Government Clients

ISSUE

The issue before the committee is to review and consider whether to authorize the mayor to enter into a services agreement with CivicPlus, LLC to redesign the city website.

RECOMMENDATION

City staff recommends authorizing the Mayor to sign a Professional Services Agreement with CivicPlus, LLC.

SUMMARY

The City of Stanwood website generally functions sufficiently, however, its design, mobile responsiveness and other features are outdated. This proposal will build a mobile friendly site that is streamlined and easier for citizens, businesses and community stakeholders to obtain information and conduct city business. The redesign of the website supports many 2019-2020 work-plan items such as the implementation of an online building permit portal, community survey, enhancing public engagement efforts, and economic development initiatives such as business retention and business recruitment programs.

DISCUSSION

The City of Stanwood website was most recently redesigned in 2013 at a cost of \$10,000 by consultant AHA Consulting, which has subsequently been acquired by

Municode, Inc. The proposed website redesign will modernize the city's website to a more responsive "mobile first" display, improve administrative simplicity of site content management and also the site's accessibility to the public. The Civicplus website platform was selected largely based on the number of our peer and neighboring jurisdictions utilizing the platform, i.e., customers and citizens visiting the Stanwood website will find it convenient to navigate.

Another key factor in selecting Civicplus is the firm's strong reputation for customer support both during the design and migration of the site and their support on an ongoing basis. Two current city staff members have previous experience with this firm.

The new website will include modules specifically designed for public engagement, including a request tracker that will allow issues to be reported to the city and staff follow directly to the person who reported the problem. There is also a notifications module and an opinion poll.

The redesigned site will also include a business/resource directory feature. This was a \$2,000 option in our 2013 website redesign contract, but the city did not pursue the option, and it was not implemented.

The Civicplus website platform also integrates with Social Media accounts to automatically post news items. This will save staff time and will ensure consistency.

The city currently uploads numerous pdf forms on our website that our customers print, fill out, then scan or mail to the city. This is a cumbersome process. The Civicplus redesign will include conversion of up to ten forms to an online form, and the training staff will receive will enable the conversion of additional forms in-house. On-line forms will save citizens' time and also save staff time.

The project timeline to complete this project is four to seven months.

FISCAL IMPACT

The redesign will cost \$24,450 in 2019, which includes migration of data, training of staff, and first-year hosting and maintenance fees. The 2019 budget allocated \$20,000 for the redesign and \$2,400 for 2019 website hosting. This estimated amount was allocated between General Fund and the operating funds based on the number of employees in each department. The cost difference will not require a budget amendment.

The CivicPlus agreement includes annual maintenance/hosting fees that will start in year two at \$5,344, and will then increase five percent annually starting in year three.

COMMITTEE RECOMMENDATION

The issue was discussed by the Finance Committee at their regular May 23, 2019 meeting. The committee recommends City Council approval.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign a professional services agreement with CivicPlus, LLC for the city website redesign not to exceed \$24,450.
2. Direct staff to make changes to the scope of work and/or cost provided for these services.
3. Do not authorize the mayor to sign a professional services agreement with CivicPlus, LLC for the city website redesign.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH CIVICPLUS, LLC FOR THE CITY WEBSITE REDESIGN IN THE AMOUNT OF \$24,450, SUBSTANTIALLY IN A FORM AS APPROVED BY THE CITY ATTORNEY.



Stanwood, Washington

Website Redesign Services

Presented by | Jordan Cairns, Inside Sales Representative



April 15, 2019

302 South 4th Street, Suite 500

Manhattan, Kansas 66502

888-228-2233



David Hammond
Finance Director
Stanwood, Washington

RE: Website Redesign Services

Dear David:

Today's society expects instant access to news, answers, and communication and making your government work better can be a challenge when you don't have the tools and resources to get the job done right. As your partner, that's where CivicPlus can help. We are passionate about our mission to help make local government better. You won't simply be getting a website, you'll also obtain the tools to build a trusted and long-term relationship between you and your citizens.

Stanwood is unique, and your website should be too! We will help you implement a website that represents your values and meets your specific needs and goals. By partnering with CivicPlus, you'll receive:

- Responsive design that is available to your citizens from anywhere on any device
- 40+ modules with all of the features and functionality you need
- Guaranteed redesign after 48 months of service to keep your website fresh and innovative
- Hands-on migration of existing content by our team of experts
- 24/7/365 support with secure hosting and maintenance
- 100% satisfaction with your new website

Your new site will be developed on the most robust and flexible content management system (CMS) available. Our CivicEngage CMS is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your citizens and staff in more efficient ways. Easier for you, easier for them.

A Stanwood and CivicPlus partnership will save you time and money with a website for your community to find what they need, when they need it.

Sincerely,

A handwritten signature in blue ink that reads "Jordan Cairns".



Jordan Cairns
Inside Sales Representative
cairns@civicplus.com
Direct: 785-370-7764

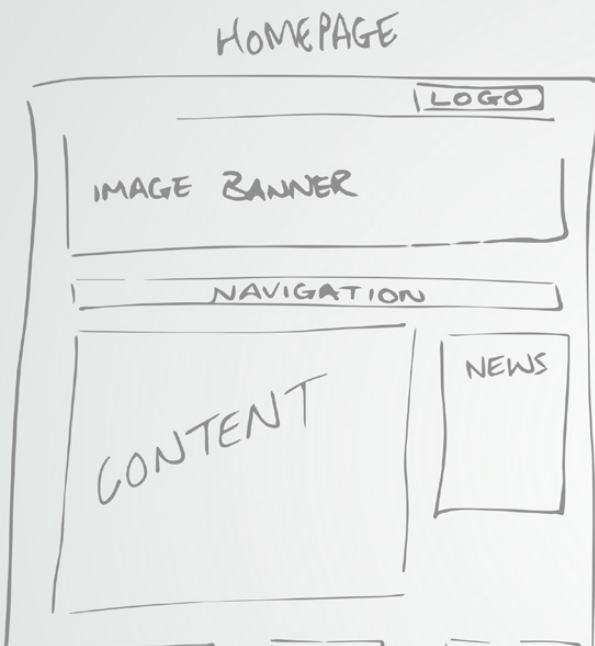


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1	Executive Summary
3	CivicPlus Company Overview
4	Project Team
5	CivicEngage CMS
10	Design
13	Project Timeline/Development
17	Continuing Services
19	Investment Proposal

Executive Summary



We propose the following approach to help you meet your goals:

Product Solution

Easy-to-Use CMS	Our CivicEngage Content Management System (CMS) is developed specifically for local government and includes modules and tools offering unique functionality to streamline your processes, self-service options to reduce call volume and walk-ins for common requests, and permission-based access for website management.
Responsive Website Display	We will use a mobile-first design approach to ensure your website is fully responsive, using design that is optimized for any device, screen size, and orientation. We also implement a mobile-friendly menu configuration for easy page navigation. A responsive design also provides centralized website maintenance, eliminating the need to update both a desktop and mobile version of your website.
Accessibility	During system development and website implementation process, our first focus is to ensure we provide you with a website compliant with accessibility standards outlined within Section 508 and WCAG Level A & AA.

Implementation Solution

Dedicated Project Team	A specialized team of experts will assist you throughout the implementation process to website launch, including a Project Manager, Art Director, and Trainer.
Design Creation	Your Art Director will collaborate with you to develop a design that best represents your community while taking advantage of the CivicEngage functionality to meet your needs.
Content Development	Our Content Development team will migrate content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.
Search Engine Optimization (SEO)	To make your site easier to find, we will provide SEO services during content migration, such as creating searchable keywords and descriptive content, and will submit this information on your behalf. During training, we will also train your staff on best practices for SEO including searchable terms and descriptors to do the same for future pages.
CivicTraining® Plan	Join in on training sessions customized to you to ensure you and your staff have the skills needed to maintain your website.

Guaranteed Redesign

To keep your website looking fresh, you will be eligible to receive a new website design with no further out-of-pocket expense after 48 months of continuous service with CivicPlus.

Hosting, Support, & Security Solution

Secure Hosting, Cloud-Based Access

Our solution is supported by an enterprise-level hosting environment with vigilant 24/7/365 monitoring and continual system updating. We guarantee a 99.9% website uptime, excluding maintenance periods. With our cloud-based solution, you can access your website from anywhere on nearly any device – no need to log into a network.

Technical Support

Our helpful in-house support team is available to ensure your complete and ongoing satisfaction with our products and services. You can contact live support via chat, phone, and email or utilize our self-service CivicPlus Help Center for tutorials and user guides. You will also receive 24/7/365 emergency support assistance.

DNS & SSL Certificate

We will aid in the setup up your current domain for your new website. Also included is one SSL Certificate to protect your new website and information through encryption of sensitive data and identify verification.

System Updates

We set high standards for government websites with our services. With CivicPlus, your content management system will be upgraded to keep pace with industry improvements and your visitors' changing needs.

Continuing Partnership

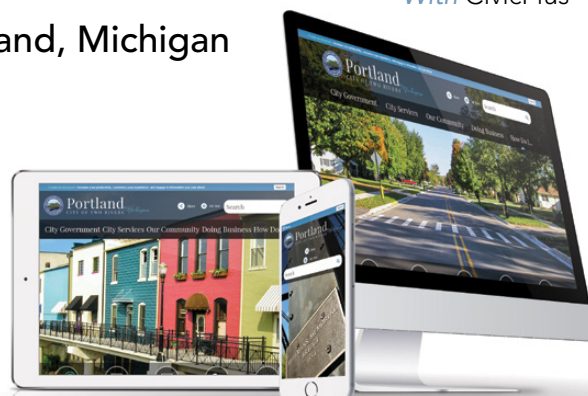
Your Client Success Manager will help find solutions for your changing needs by creating an ongoing strategy to better engage your citizens using the tools and products CivicPlus offers.

Before & After – Portland, Michigan

Before CivicPlus



With CivicPlus



After partnering with CivicPlus, Portland, Michigan was able to connect and engage their community better through their innovative, mobile, secure and interactive site.

CivicPlus Company Overview



20+

years of experience
with a focus to help
local governments

300+

employees, many with
experience in local
government

3,500+

local government clients
across the United States
and Canada



[8-time Inc. 5000 Honoree](#)



www.govtech.com/100

CivicPlus is the integrated technology platform for local government, delivering superior local government web technology, including website design & content management, human resources efficiency, mass notification communication tools, parks & recreation management functionality, and agenda & meeting management solutions.

CivicPlus began in 1994 when our founder Ward Morgan decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

Company & Contact Information

Contact Information

Jordan Cairns
Inside Sales Representative
cairns@civicplus.com
Direct: 785-370-7764

Company Website

www.CivicPlus.com

Legal Name

CivicPlus, LLC

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888-228-2233
Fax: 785-587-8951

Legal Information

Converted in State of Kansas,
January 2019
f/k/a CivicPlus, Inc. Incorporated
State of Kansas, June 1998

Project Team



From project management to design and development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Your individual, dedicated team members will be determined just prior to kickoff so we can be sure they will be available to begin your project immediately and work directly with you throughout the entire process. This ensures we deliver the attention and effort you need and deserve to create a website that achieves your vision of success.

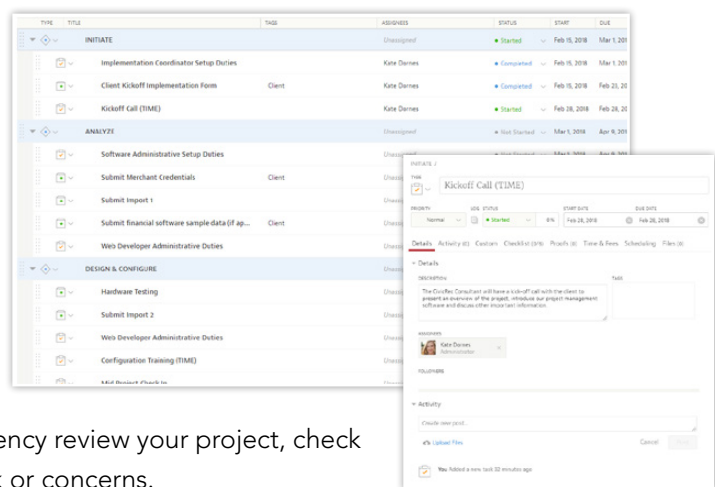
- **Project Manager** – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope
- **Art Director** – Establishes vision for website design, collaborates with graphic design team to create website design to meet your needs, coordinates design application to functioning website
- **Web Content Specialist** – Guides content development process, ensuring application of best practices for usability and accessibility
- **Trainer** – Educates your team to use the CivicEngage content management system, demonstrates effective use of tools and functionality

Communication Venues

Communication between you and your CivicEngage team will be mostly through email and Mavenlink, with some phone calls and virtual meetings to enhance your experience. Mavenlink is our project management software, which offers task management with a multi-level work breakdown structure, Gantt Chart-based project plan, and a focused communication channel.

- Centralized project communication and task management tools in a cloud-based project workspace. Conversations are linked to files and tasks for easy reference.
- Tasks, deliverables and milestones aligned to your specific scope of work.

The tools available through Mavenlink combined with regular check-ins with your Project Manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate any positive feedback or concerns.



CivicEngage CMS



The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to easily update any portion of your website with ease.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

User Interface

CivicEngage's intuitive interface empowers your staff in more efficient ways. Based on client input and extensive testing, the CivicPlus team has created a clean, crisp, updated look and feel for the administrative side of CivicEngage. It's sleek, streamlined, and designed specifically to make your job easier.

All CivicPlus Trainers and Consultants are UI/UX certified to ensure they deliver the best experience for our clients and their end users.

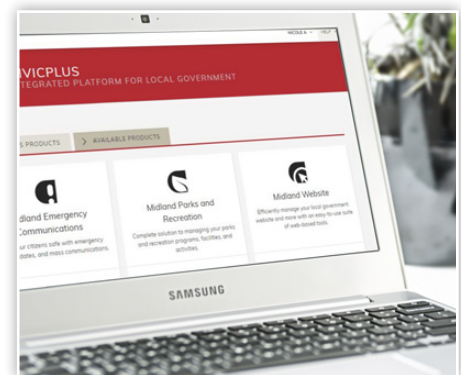


The CivicPlus Platform

The CivicPlus Platform helps municipalities streamline their processes while also enabling robust solutions and integrations. We continually add new functionality and features to the platform to further connect your solutions.

Features

- Single Sign-On (SSO) to all your CivicPlus products
- Easily access all your CivicPlus products and integrated solutions from one dashboard or toolbar
- Strengthened password and user security
- Access to a continually growing set of APIs in order to better connect your organization's processes



Features and Functionality

Modules & Tools

Activities – Create activities and accept registrations while integrating with other CMS modules.

Agenda Center – Create and display agendas and minutes for various civic organizations.

Alert Center – Post emergency or important information on your website to notify citizens via email and SMS.

Archive Center – Store and retrieve agendas, minutes, newsletters and other data-driven documents.

Bid Postings – Post your bids with this easy-to-use tool.

Blog – Post opinions/information about various community topics and allow citizen comments and subscriptions.

Business/Resource Directory – List municipal contact information and community resources.

Calendar – Create multiple calendars and events to inform citizens of upcoming activities.

Carousel Widget – Present more impactful information with easier navigation in a single page element that can hold up to 10 clickable rotating groups of 1-3 widgets.

Citizen Request Tracker™ (CRT) – Allow users to report a problem and provide follow-up communication with the point of contact. (Includes 3 User Licenses)

Community Voice™ – Interact with citizens about projects in your community.

Document Center – Organize and house documents in one central location.

ePayment Center – Create a secure, PCI-compliant payment gateway for your online services with our opt-in service, CP Pay. Additional fees apply.

Facilities & Reservations – Showcase community facilities and allow reservations online.

Form Center – Create custom online forms that can be completed and submitted online.

Frequently Asked Questions (FAQs) – Answer the most frequently asked questions from your visitors.

Job Postings – Post available jobs online and accept online applications.

My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about.

Notify Me® – Send out mass emails and SMS messages to subscribers of specific lists. (Includes 50,000 messages annually)

News Flash – Post organizational news items that are important to your citizens.

Opinion Poll – Interact with your site visitors by posting various questions and polls.

Photo Gallery – Store and display photos.

Quick Links – Place links on any page using your WYSIWYG editor that let your visitors find what they need quickly.

Spotlight (Advanced widget) – Highlight important text or widgets in a compact, easy-to-update tool.

Staff Directory – Share detailed contact information for your staff and offices.

Social Networking

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. Many CivicEngage modules can be integrated into your Facebook and/or Twitter profile to automatically post information like news items, calendar events, and more. CivicEngage can also incorporate available, compatible social media feeds and widgets into the design of your new website to create a social media hub.

Administrative Features

Automatic Alt Tags – Built-in features allow ongoing ADA compliance of your site.

Browser Based – No installation of software needed. Update the site from an internet connection and any platform (Mac or PC).

Content Creation – Easily add new content, edit old content, and keep page layout consistent through use of our What You See Is What You Get (WYSIWYG) editor.

Content Scheduling – Any material in the system can auto-publish and auto-expire.

Content Versioning – An archive of all published content to access and review previous versions.

Dynamic Breadcrumbs and Site Map – Dynamic breadcrumbs are automatically generated and used to show a visitor's location within the site. The site map is dynamically generated and automatically updates to reflect new navigation if changes are made.

Dynamic Page Components – Events Calendar, FAQs, Opinion Poll, News Flash, and other new features may be included as dynamic page components and may be placed on any page.

History Log – Track changes made to your website including items in your Page Menu, Archive Center, Document Center, and more. History Log information is searchable, sortable, and exportable.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – Quickly edit directly on the front-end with point-click-edit access to information. See where your information will be posted before you commit to any changes.

Maps – Maps can be developed by using our native Image Map Editor to create different link areas. Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your site with a single click.

MobileAdmin App – A separate app to update your admin functions (Alert Center is included. Upgrade option includes NewsFlash, Calendar, and CRT) from any location using your tablet or phone.

Pending Approval Items – Administrators have direct access to a queue of pending items to be published or reviewed upon login.

Predictive Site Search and Search Log – Powerful site search automatically indexes all content making it easy for visitors to find information. All search words are kept in a log, allowing you to update highly searched information and feature key items.

Printer Friendly – Separates critical content from the site template to provide a clean print without menu structure and banner information included.

RSS Feeds – Real Simple Syndication (RSS) allows patrons to sign up to receive email notifications.

Supported Browsers – CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Translation – Integration with Google Translate translates web pages into over 100 languages.

Website Statistics – Matomo or Google Analytics provides web statistics for analysis.

Application Programming Interfaces (APIs)

We know that each municipality has unique needs and develops individualized solutions through software, data integrations, and custom programming to meet those needs. We help you to bring these pieces together in a single location. We continue to improve and evolve our CMS to make integrations with our CivicEngage CMS and disparate applications as straightforward as possible. This open architecture approach allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs using the site itself as a sturdy platform on which to build.

- **APIs:** CivicPlus offers integration via SOAP and REST APIs. Our APIs are available within the CivicEngage system, which allow your IT staff and developers to build community-specific applications right from your website. Enabling communication between your CivicPlus software and third-party systems provides the flexibility to leverage the capabilities of both. This information exchange between systems maximizes productivity and efficiency, allowing you to do more with your available resources.
- **Integrations:** CivicPlus routinely integrates with other software to maximize the efficiency and effectiveness of our platform. Most integrations are embedded tools, allowing you to seamlessly leverage the technology with no additional steps. Common integrations that help local government organizations are our data integrations with ESRI and Google Maps within our emergency management, facilities management, and activities software. Additionally, our clients utilize analytics tracking offered through Matomo or Google Analytics. CivicPlus also utilizes the robust functionality and options available through Zapier to assist with client integrations.

Credit Card Processing with CP Pay™

Opt-in to use CP Pay, our secure, PCI-compliant, standalone payment gateway that is integrated within the CivicPlus Platform. Local governments can use CP Pay within any CivicPlus solution or third-party product. Providing flexible payment solutions, CP Pay offers integrations with commonly used payment gateways in addition to our recommended merchant account gateway partnership, CP Pay Merchant.

Our recommended payment gateway, CP Pay Merchant, will relieve your finance and IT teams of the risk of maintaining and monitoring merchant processing responsibilities and vendor relationships. Take advantage of having all your payment transaction information in a consolidated area, while having the peace of mind that all digital financial compliance requirements are met and your chargebacks and refund requests are being managed for you. Key benefits of CP Pay Merchant include:

- Next-day funding
- Support for the latest secure digital transaction technology with Europay, MasterCard, and Visa (EMV)
- Smart payment transactions (chip cards)
- Consolidated, real-time CP Pay reporting across products and third-party software



Not only does CP Pay Merchant accept online payments, you will also be able to accept secure payments in your office with the OpenEdge Hardware Program for CivicPlus. Because each device is encrypted specifically for the payment gateway, you'll need to leverage devices directly from OpenEdge available for either a one-time purchase or rent. We are happy to assist in your procurement of such devices.

To utilize our recommended merchant account, CP Pay Merchant, separate merchant account fees and 3% + \$0.30 transaction fees will apply. Additional information can be provided upon request.

Supported Gateway Providers

Providing flexible payment solutions, CP Pay also has a number of supported gateways that you can leverage for an additional set-up fee.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Design



Flexible Layout Design

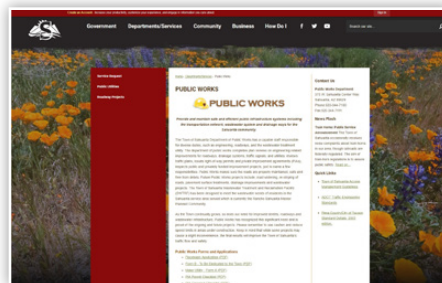
You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component– a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

One overall design concept will be created incorporating both a homepage layout and an interior page layout. Page layout options are available within the Online Page Editor content creation functionality. Unlimited pages can be created with the CivicEngage CMS following the finalized layout selection and reflecting font sizes and styles associated with the various heading levels and content types.



Home Page

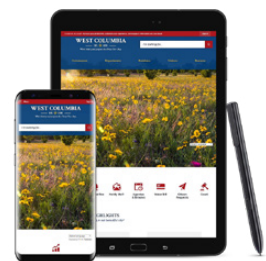


Interior Page – Public Works

Dynamic Page components such as Quick Links, Events Calendar, FAQs, Opinion Poll, News Flash, and others, may be placed on any page and will help dedicated areas of the site appear as its own website.

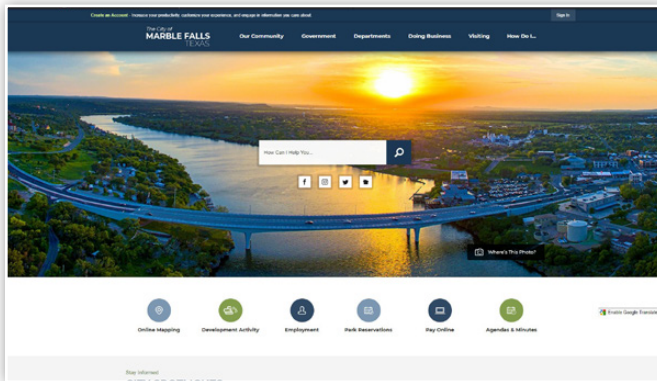
Responsive Design

As part of providing industry-leading technology, responsive design is included with your CivicPlus site. With responsive design, your site adjusts to the screen size regardless of what device is being used. CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome. This flexibility provides a seamless user experience.

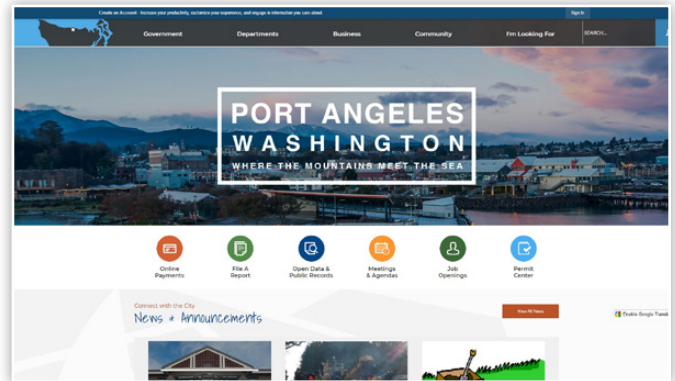


Design Portfolio

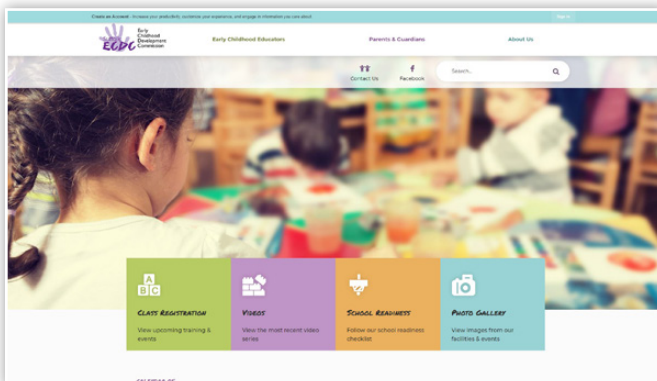
The included design portfolio will provide you an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



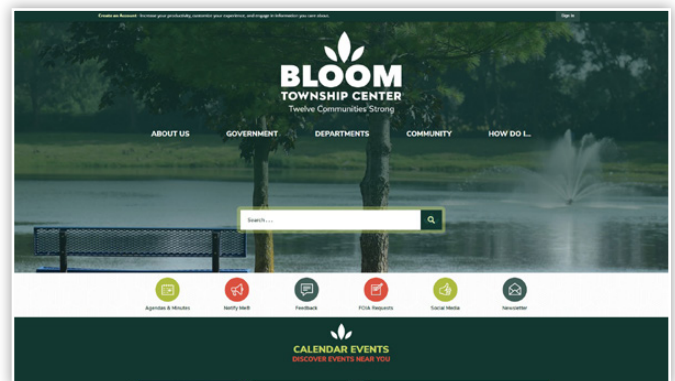
Marble Falls, Texas
www.marblefallstx.gov



Port Angeles, Washington
www.cityofpa.us



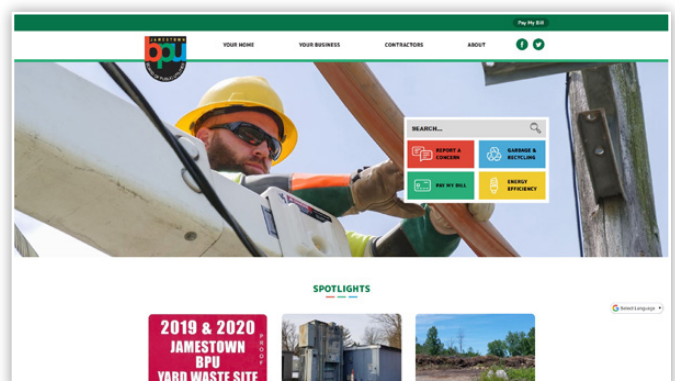
Suffolk EDCD, Virginia
www.suffolkecdc.com



Bloom Township, Illinois
www.bloomtownship.org



Muscatine, Iowa
www.muscatineiowa.gov



Jamestown Board of Public Utilities, New York
www.ny-jamestownbpu.civicplus.com

Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. Our focus is to provide a high degree of compliance with WCAG 2.0 A and AA, which maximizes accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a site that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically for you and we perform code changes quarterly with no additional effort required from you.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, blog articles, webinars, and other publications.

We will deliver a compliant website and training to provide you some tools that will help you maintain compliance after launch including:

- **Accessibility Checker** – scans content in the editor widget, NewsFlash, and FAQs for any accessibility issues so you can correct them before publishing.
- **Accessibility Checklist** – assists in reviews of your site's design and content.
- **Best Practices** – helps your team take personal responsibility and accountability for your web pages.
- **Ongoing Scans** – we think it is a best practice to occasionally scan your site to check ongoing compliance.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Project Timeline/Development



Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

A typical project timeline ranges from 16 – 28 weeks. Stanwood's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via Mavenlink project management software.



Phase 1: Initiate

Project Kickoff

During this initial meeting, your Project Manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling

Your Project Manager will create a comprehensive project timeline based on the project scope and your specific needs.

Phase 2: Analyze

Client Deliverables

Stanwood will be responsible for submitting deliverables as outlined:

- Photos for Design
- Logo(s)/Branding Material(s)
- Design Discovery Form
- DNS Form



Design Discovery Meeting

Your Project Manager and Art Director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting

Meet with your Project Manager and Web Content Specialist to detail our content development process.

Phase 3: Design & Configure

Design Concept Development

You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your Project Team on any feedback and then final approval.

Content Development

Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Online Form Conversion

The Content Development team will develop the number of pages (one page is equal to approximately one 8 ½ x 11" paper) of PDF forms as online forms within our Form Center module in the quantities as scoped and agreed upon prior to kickoff. Stanwood will have the ability to develop additional forms during training or at any time after your website's Launch at no additional cost.

Website Completion

Stanwood will receive a completed production website featuring your approved design combined with the finished content.

Phase 4: Optimize

Website Finalization

Both the CivicEngage project team and you will prepare website for launch. During this time, you will be able to make final adjustments to the content on your production site, as well as ensure overall satisfaction with your website.

Phase 5: Educate

Training Engagement

Our goal with your CivicTraining plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your Trainer will deliver virtual training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website so users are familiar with your specific configuration and you get real, hands-on learning opportunities.



In addition, your trainer will go into a deep-dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

Phase 6: Launch

Website Launch

After final confirmation, your website will be made live and available to the public.

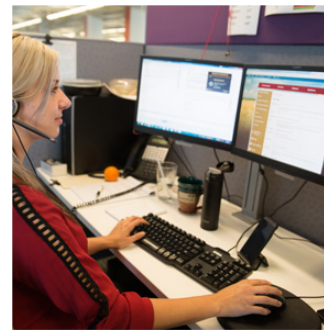
Your Role

We will need your help to create the strongest possible website for your community. We will need you to:

- ✓ Gather photos and logos that will be used in the overall branding and design of your new website
- ✓ Provide website statistics to be utilized in reorganizing your website content, navigation, and design
- ✓ Complete the Design Form to communicate design preferences
- ✓ Provide technical information in the DNS form for the set-up of your website domain name(s)
- ✓ Perform reviews and provide official approvals throughout the project
- ✓ Update the content on your current website and delete any pages you no longer need
- ✓ Track website updates to be completed during your training session
- ✓ Ensure you have the most up-to-date web browsers installed on your organization's computers
- ✓ Compile a list of your website users and desired permission levels
- ✓ Reserve training location and necessary resources (computers, conference phone, etc.)



Continuing Services



Around-the-Clock Service & Support

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

Technical Support

- Dedicated support personnel available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- 4-hour response during normal hours
- 24/7 emergency support

Maintenance

- Full backups performed daily
- Regularly scheduled upgrades, including fixes and other enhancements, and OS system patches

In February of 2019, CivicPlus Technical Support was presented with a Bronze Stevie® Award in the Front-Line Customer Service Team of the Year – Technology Industries category in the 13th annual [Stevie Awards for Sales & Customer Service](#).

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

www.civicplus.help - The CivicPlus Help Center

CivicPlus clients have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics.

Continuing Partnership

CivicPlus has a dedicated Client Success team to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon website launch, you will have a dedicated member of this team to provide you with further information on how to utilize the tools in your new website. Your Client Success Manager will keep you informed of new CivicPlus products and ways to optimize your site.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our client sites seriously. Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0m annually to enable us to adapt to the ever-changing security landscape while providing maximum availability.

You'll find that our extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance). If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Hosting & Security Features	
Data Center	Bandwidth
■ Highly reliable data center & secure facility ■ Managed network infrastructure ■ On-site power backup & generators ■ Multiple telecom/network providers ■ Fully redundant network ■ System monitoring – 24/7/365	■ Multiple network providers in place ■ Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) ■ Burst bandwidth – 55 Gb/s
Hosting	
■ Automated CivicEngage software updates ■ Server management & monitoring ■ Multi-tiered software architecture ■ Server software updates & security patches ■ Database server updates & security patches	■ Antivirus management & updates ■ Server-class hardware from nationally recognized provider ■ Redundant firewall solutions ■ High performance SAN with N+2 reliability
Disaster Recovery	
■ Emergency after-hours support, live agent (24/7) ■ On-line status monitor by Data Center ■ Event notification emails ■ 8-hour guaranteed recovery TIME objective (RTO)	■ 24-hour guaranteed recovery POINT objective (RPO) ■ Pre-emptive monitoring for disaster situations ■ Multiple, geographically diverse data centers
DDoS Mitigation	DDoS Advanced Security Coverage
■ Defined DDoS Attack Process ■ Identify attack source and type ■ Monitor attack for threshold* engagement	Not Included. Additional coverage available at time of event. Additional fees will apply.

***THRESHOLDS:** Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

Investment Proposal



All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from April 15, 2019.

Website Implementation	
CivicEngage CMS	■ CMS tools, widgets, and features plus: ■ Forms Module ■ Notify Me with 50,000 messages annually ■ CRT with 3 user licenses ■ One SSL certificate ■ 100 GB of Storage ■ ePayments with CP Pay
Design & Content	■ One website layout built using available flexible layout options ■ One custom website design built using approved layout and up to one advanced design component ■ 150 pages Content Development (migration & enhancement) from URL www.ci.stanwood.wa.us ■ Up to 200 meetings worth of Agendas and Minutes PDF/DOC Migration ■ Up to 10 pages of Online Form Conversion ■ 48-month basic website redesign
Professional Training Services	■ One day virtual Admin CivicTraining (limit two attendees/session) ■ One day virtual User CivicTraining (limit eight attendees/session) ■ One day virtual Advanced User CivicTraining (limit eight attendees/learning module)
Annual Services	
Hosting, Maintenance, & Support	■ Hosting and security ■ Software maintenance including service patches and system enhancements ■ Technical support including 24/7 emergency services and the CivicPlus Help Center ■ Dedicated Client Success Manager ■ Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond

Total Investment – Year 1 \$24,450
Annual Services (Beginning Year 2) \$5,344

CP Pay Merchant Account

CP Pay Merchant will collect and disburse all credit card monies. Merchant account fees and percentage + transaction fee (3% + \$0.30 per transaction) apply. These are separate from your Annual Services.

CivicPlus Project Pricing & Invoicing

CivicPlus has endeavored to meet Stanwood's needs and expectations for your newly designed website based on the information provided. This investment proposal is subject to change should additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand that local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs, but also your budgetary needs. CivicPlus offers:

- **Standard CivicEngage Invoicing** – 30% of your Total Investment – Year 1 fees (detailed on the previous page) will be due at contract signing and the remaining 70% will be due at completion of implementation or at the six-month mark in the implementation process – whichever date is earlier.
- **CPA Invoicing** – The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Year 1 expense of your project over the first three years of your contract. Each payment also includes your Annual Hosting/Maintenance Services and any technology fees if applicable. This option may not be available with all products offered by CivicPlus.
- **Customized Billing/Invoicing** – Although not available with all products offered by CivicPlus, we will be happy to discuss other billing options with you prior to contract signing and, if feasible, develop a plan that works for both of us. Please contact your sales representative for details.
- **Annual Services** – The annual fee for your first year is included with your Total Investment – Year 1 fees. Subsequent annual invoicing occurs on the anniversary of the contract signing date, subject to a 5% technology fee uplift each year starting in Year 3 of your contract.

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible web environment for their communities and we will work with you prior to contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

**CivicPlus Website Clients, Washington State,
January 2019**

ANACORTES, WA
ARLINGTON, WA
BAINBRIDGE ISLAND, WA
BATTLE GROUND, WA
BLAINE, WA
BOTHELL, WA
BREMERTON, WA
BURLINGTON, WA
CHENEY, WA
COLUMBIA COUNTY, WA
COVINGTON WATER DISTRICT, WA
COWLITZ COUNTY, WA
DES MOINES, WA
DUPONT, WA
DUVALL, WA
EASTSIDE FIRE AND RESCUE, WA
ELLENSBURG, WA
ENUMCLAW, WA
EVERETT, WA
FEDERAL WAY, WA
FIFE, WA
FRIDAY HARBOR, WA
GIG HARBOR, WA
ISSAQUAH, WA
JEFFERSON COUNTY, WA
KENNEWICK, WA
KING COUNTY WATER DISTRICT 54, WA
KITITAS COUNTY PUBLIC UTILITY DISTRICT
KLICKITAT COUNTY, WA
LA CONNER, WA
LAKE FOREST PARK, WA
LAKE STEVENS, WA
LAKEHAVEN UTILITY DISTRICT, WA
LIBERTY LAKE, WA
LONGVIEW, WA
MARYSVILLE, WA
MILTON, WA
MONROE, WA
MOSES LAKE, WA
MOUNT VERNON, WA

MOUNTAIN VIEW FIRE & RESCUE, WA
MOUNTLAKE TERRACE, WA
MUKILTEO, WA
NORTH BEND, WA
PASCO, WA
PIERCE COUNTY CONSERVATION DISTRICT, WA
PIERCE COUNTY, WA
PORT ANGELES, WA
PORT OF BELLINGHAM, WA
PORT OF LONGVIEW, WA
PORT OF OLYMPIA, WA
PORT OF PORT ANGELES, WA
PUGET SOUND CLEAN AIR AGENCY, WA
PUYALLUP, WA
QUINCY, WA
REDMOND, WA
SAMMAMISH PLATEAU WATER, WA
SAN JUAN COUNTY, WA
SEQUIM, WA
SNOHOMISH COUNTY, WA
SNOHOMISH HEALTH DISTRICT, WA
SNOHOMISH, WA
SNOQUALMIE, WA
SPOKANE COUNTY, WA
STEILACOOM, WA
SUNNYSIDE, WA
THURSTON REGIONAL PLANNING COUNCIL, WA
WAHAKIYAKUM COUNTY, WA
WA STATE PARKS AND RECREATION COMMISSION
WHATCOM COUNTY, WA
YAKIMA COUNTY, WA



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b
DATE: June 13, 2019
SUBJECT: 2018 Annual Financial Report – Unaudited Draft
CONTACT PERSON: David A. Hammond, CPA, Finance Director/City Clerk
ATTACHMENTS: A – Annual Financial Report - 2018 Unaudited Draft

ISSUE

The unaudited 2018 Annual Financial Report is hereby submitted to city council for review.

DISCUSSION

The Annual Report prescribed by the Washington State Auditor was submitted on May 21st. The annual report and financial statements will not be audited until late in 2019. The unaudited draft is provided for information and will be submitted to the Municipal Securities Rulemaking Board as required by bond covenants.

FISCAL IMPACT

None

COMMITTEE RECOMMENDATION

The report was discussed by the Finance Committee at their regular May 23, 2019 meeting. The committee recommends City Council review.

City of Stanwood

10220 270th St NW, Stanwood, WA 98292

Tel (360) 629-2181

ATTACHMENT A



ANNUAL FINANCIAL REPORT

2018 Unaudited Draft - May 22, 2019

General Government, Utilities and Capital Funds

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City of Stanwood

Finance Department

10220 270th Street NW

Stanwood, Washington 98292

(360) 629-2181 ext.4505 Fax: (360) 629-3009

May 21, 2019

Mayor Kelley and City Councilmembers,

I am pleased to present the unaudited 2018 City of Stanwood Annual Financial Report Draft (the Draft). The draft includes the reports, schedules, and notes required by Washington Statute in a format that is consistent with the Budgeting, Accounting, and Reporting System ("BARS") manual.

The supplemental information was developed to provide additional insight into the financial operations of the City of Stanwood (the City). The supplemental information is presented in a format that differs from the format prescribed by the BARS manual in the following ways:

Fund Presentation. The BARS manual requires that several of the City's funds be consolidated for annual reporting requiring elimination of transactions between consolidated funds. The information presented in the appendix presents funds as adopted in the budget and is not consolidated.

Comparative Presentation. The BARS manual prescribes single year presentation for financial reporting. The Revenue and Ending Fund Balance Analyses contained in the appendix are comparative, presenting 2018 and 2019. The information and analysis contained in the appendix will not be audited by the State Auditor's Office and as such will not be included with the final audited report. The audit of the annual report will begin later this year and the audited report will be issued soon thereafter. It is not unusual for minor adjustments to be made during the audit; any such adjustment will be included in the final audited report. Staff will publish the audited report for the Mayor, City Council, and community as soon as the report is issued by the State Auditor's Office.

General Fund revenues increased approximately eleven percent; approximately two-thirds of the increase resulted from planning and building fees. The remaining one-third resulted from strong retail sales tax, which was also partly driven by development and construction activity. General Fund expenditures declined by \$587,750 from 2017, which is actually due to transfer of the 2015-16 biennial budget surplus in 2017. If there had not been this large transfer, the city would have seen an increase due to increases in salaries and benefits.

The 2017-2018 biennium ended with a cumulative General Fund deficit of approximately \$900,000 due to higher than expected building and permit fees and sales taxes. The 2019 budget includes a transfer of this one-time revenue surplus to the Parks Improvement Fund for possible acquisition of parks property.

Street and capital fund revenues performed well in 2018 and exceed budgeted amounts for the 2017-2018 biennium. Real Estate Excise Tax (REET) decreased 17 percent over 2017, but was above budgeted amounts for the year.

Utility revenues increased in 2018. The revenue increase was generally consistent with the adjustment included in the budget for programmed rate increases, plus additional revenue from new connections. Utility expenditures are consistent with the budget and included all planned transfers to equipment reserves.

This Annual Report demonstrates that 2018 was another great year for the City. Revenue performance was strong for all significant funding sources and departments controlled expenditure growth. Ending fund balances in each of the City's funds exceeded minimum targets positioning the City well for the future. The excellent financial state of the City speaks to the prudent stewardship of the City's resources by the Mayor, City Council, and staff, and continues to place the city on a sound footing for the future.

Respectfully,

A handwritten signature in black ink, appearing to read "David A. Hammond". The signature is stylized with a cursive script.

David A. Hammond, CPA
Finance Director/City Clerk

STATE REQUIRED SCHEDULES

City of Stanwood
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		Total for All Funds (Memo Only)	001 General Fund	101 Street Fund	102 Street Impact Fee Fund
Beginning Cash and Investments					
30810	Reserved	3,113,255	-	-	385,911
30880	Unreserved	11,565,204	4,510,572	143,818	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	6,694,247	5,472,743	202,365	-
320	Licenses and Permits	554,494	535,003	19,491	-
330	Intergovernmental Revenues	1,566,194	157,898	158,206	-
340	Charges for Goods and Services	5,546,948	587,526	180	158,681
350	Fines and Penalties	43,974	12,993	-	-
360	Miscellaneous Revenues	981,353	83,565	1,364	7,100
Total Revenues:		15,387,210	6,849,728	381,606	165,781
Expenditures					
510	General Government	740,651	740,651	-	-
520	Public Safety	3,898,710	3,898,710	-	-
530	Utilities	2,610,640	-	-	-
540	Transportation	388,370	-	374,203	-
550	Natural and Economic Environment	790,345	790,345	-	-
560	Social Services	2,182	2,182	-	-
570	Culture and Recreation	260,553	260,553	-	-
Total Expenditures:		8,691,451	5,692,441	374,203	-
Excess (Deficiency) Revenues over Expenditures:		6,695,759	1,157,287	7,402	165,781
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	1,467,723	158,156	35,000	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	80,165	-	165	-
Total Other Increases in Fund Resources:		1,547,889	158,156	35,165	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	3,101,381	751,774	-	-
591-593, 599	Debt Service	1,309,731	-	-	-
597	Transfers-Out	1,467,723	109,567	153,156	125,000
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	4,317	4,317	-	-
581	Other Uses	80,000	-	-	-
Total Other Decreases in Fund Resources:		5,963,152	865,658	153,156	125,000
Increase (Decrease) in Cash and Investments:		2,280,496	449,785	(110,589)	40,781
Ending Cash and Investments					
5081000	Reserved	3,718,625	-	-	426,692
5088000	Unreserved	13,240,330	4,960,357	33,230	-
Total Ending Cash and Investments		16,958,955	4,960,357	33,230	426,692

The accompanying notes are an integral part of this statement.

City of Stanwood
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		104 Park Improvement Fund	105 Fire Impact Fees	106 Park Impact Fees	108 Transportation Sales Tax Fund
Beginning Cash and Investments					
30810	Reserved	-	66,860	115,523	417,637
30880	Unreserved	153,708	-	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	-	-	-	363,467
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	522,497	-	-	-
340	Charges for Goods and Services	-	11,561	4,582	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	22,001	1,140	1,949	6,789
Total Revenues:		544,498	12,700	6,531	370,256
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	14,168
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	14,168
Excess (Deficiency) Revenues over Expenditures:		544,498	12,700	6,531	356,088
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	855,000	-	-	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		855,000	-	-	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	947,078	-	-	-
591-593, 599	Debt Service	-	79,201	-	-
597	Transfers-Out	-	-	-	220,000
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		947,078	79,201	-	220,000
Increase (Decrease) in Cash and Investments:		452,420	(66,501)	6,531	136,088
Ending Cash and Investments					
5081000	Reserved	576,294	360	122,054	553,725
5088000	Unreserved	29,834	-	-	-
Total Ending Cash and Investments		606,128	360	122,054	553,725

City of Stanwood
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		205 Debt Service Fund	303 Street Construction Fund	320 REET - Capital Improvements	321 REET - Growth Management
Beginning Cash and Investments					
30810	Reserved	-	-	572,933	853,364
30880	Unreserved	69,172	492,222	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	195,031	-	230,321	230,321
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	574,883	-	-
340	Charges for Goods and Services	-	-	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	2,229	9,880	6,759	10,966
Total Revenues:		197,259	584,763	237,080	241,287
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	-
Excess (Deficiency) Revenues over Expenditures:		197,260	584,763	237,080	241,287
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	345,000	-	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		-	345,000	-	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	607,862	-	-
591-593, 599	Debt Service	118,299	-	-	-
597	Transfers-Out	-	-	425,000	430,000
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		118,299	607,862	425,000	430,000
Increase (Decrease) in Cash and Investments:		78,961	321,901	(187,920)	(188,713)
Ending Cash and Investments					
5081000	Reserved	-	277,273	385,012	664,650
5088000	Unreserved	148,133	536,850	-	-
Total Ending Cash and Investments		148,133	814,123	385,012	664,650

City of Stanwood
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		401 Sewer Fund	410 Drainage Fund	421 Water Fund
Beginning Cash and Investments				
30810	Reserved	476,990	-	224,038
30880	Unreserved	4,133,842	561,194	1,500,675
388 / 588	Prior Period Adjustments, Net	28,627	10,495	(39,122)
Revenues				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	100	152,609	-
340	Charges for Goods and Services	2,131,724	629,613	2,023,080
350	Fines and Penalties	13,215	4,711	13,055
360	Miscellaneous Revenues	401,203	57,823	368,588
Total Revenues:		2,546,242	844,757	2,404,724
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	1,043,980	401,278	1,165,382
540	Transportation	-	-	-
550	Natural and Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		1,043,980	401,278	1,165,382
Excess (Deficiency) Revenues over Expenditures:		1,502,262	443,478	1,239,341
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	3,077	2,308	69,183
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 395, 398	Other Resources	80,000	-	-
Total Other Increases in Fund Resources:		83,077	2,308	69,183
Other Decreases in Fund Resources				
594-595	Capital Expenditures	326,818	245,836	222,013
591-593, 599	Debt Service	576,762	1,028	534,442
597	Transfers-Out	-	5,000	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581	Other Uses	-	80,000	-
Total Other Decreases in Fund Resources:		903,579	331,863	756,455
Increase (Decrease) in Cash and Investments:		681,760	113,923	552,069
Ending Cash and Investments				
5081000	Reserved	484,225	-	228,339
5088000	Unreserved	4,836,993	685,611	2,009,322
Total Ending Cash and Investments		5,321,218	685,611	2,237,661

City of Stanwood
Notes to the Financial Statements
For the year ended December 31, 2018

Note 1 - Summary of Significant Accounting Policies

The City of Stanwood was incorporated on October 12, 1903 and operates under the laws of the state of Washington applicable to an optional municipal code city. The City of Stanwood is a general purpose local government and provides public safety, fire prevention, street maintenance and improvement, parks, health, social services, and water, drainage and sewer utilities.

The City of Stanwood reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid. In accordance with state law the City of Stanwood also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 3, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 240 hours and is payable upon separation or retirement. Sick leave may be accumulated up to 640 hours. Upon separation or retirement employees receive up to 33% payment for unused sick leave. Payments are recognized as expenditures when paid. Compensatory time may be accumulated up to 70 hours for union administrative employees and 100 hours for union public works employees. Accumulated compensatory time is payable upon separation from employment. Payment of compensatory absences is recognized as an expenditure when paid. The total value of these accruals at December 31, 2018 was \$203,403.

F. Long-Term Debt

See Note 6, *Debt Service Requirements*.

G. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the City Council. When expenditures that meet restrictions are incurred, the City intends to use reserved resources first before using unreserved amounts.

Reservations of Ending Cash and Investments consist of:

Fund	Amount	Description
Street Impact Fees	\$ 426,692	Restricted by state statute
Park Improvement	\$ 576,294	Restricted by state statute
Fire Impact Fees	\$ 360	Restricted by state statute
Park Impact Fees	\$ 122,054	Restricted by state statute
Transportation Sales Tax	\$ 553,725	Restricted by state statute
Street Construction	\$ 277,273	Restricted by state statute
Real Estate Excise Tax	\$ 385,013	Restricted by state statute
Real Estate Excise Tax	\$ 664,650	Restricted by state statute
Water Bond Reserve	\$ 228,339	Required by bond covenant
Sewer Bond Reserve	\$ 484,225	Required by bond covenant
Total	\$3,718,625	

Note 2 – Budget Compliance

A. Budgets

The City of Stanwood adopts biennial appropriated budgets for all required funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Biennial appropriations for these funds lapse at the fiscal year end.

Biennial appropriated budgets are adopted on the same basis of accounting as used for financial reporting. The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund			
001 - General Fund	\$ 6,654,553	6,092,998	\$ 561,555
107 - Equipment Reserve Fund	\$ 241,000	154,479	\$ 86,521
109 - Contingency Fund	\$ -	-	\$ -
110 - Building Improvement Fund	\$ 670,000	600,247	\$ 69,753
Total General Fund	\$ 7,565,553	6,847,724	\$ 717,829
101 - Street Fund	\$ 527,576	527,359	\$ 217
102 - Street Impact Fee Fund	\$ 125,000	125,000	\$ -
104 - Park Improvement Fund	\$ 1,080,000	947,078	\$ 132,922
105 - Fire Impact Fees Fund	\$ 81,500	79,201	\$ 2,299
106 - Park Impact Fees Fund	\$ -	-	\$ -
108 - Transportation Sales Tax Fund	\$ 239,215	234,168	\$ 5,047
205 - Debt Service Fund	\$ 116,950	118,299	\$ (1,349)
103/303 - Street Construction Fund	\$ 2,415,085	607,862	\$ 1,807,223
120/320 - REET-Capital Improvement	\$ 425,000	425,000	\$ -
121/321 - REET-Growth Management	\$ 430,000	430,000	\$ -
Sewer Fund			
401 - Sewer Fund	\$ 2,195,657	2,146,707	\$ 48,950
403 - Sewer Construction Fund	\$ 1,152,000	283,598	\$ 868,402
405 - Sewer Plant Investment Fund	\$ 142,472	142,472	\$ -
452 - Sewer Bond Reserve	\$ -	-	\$ -
457 - Sewer Equipment Reserve	\$ 40,000	40,000	\$ -
Total Sewer Fund	\$ 3,530,129	2,612,777	\$ 917,352
Drainage Fund			
410 - Drainage Fund	\$ 662,098	653,049	\$ 9,049
411 - Drainage Construction Fund	\$ 698,500	293,946	\$ 404,554
412 - Drainage Plant Investment Fund	\$ 20,000	20,000	\$ -
458 - Drainage Equipment Reserve	\$ 81,200	32,917	\$ 48,283
Total Drainage Fund	\$ 1,461,798	999,912	\$ 461,886
Water Fund			
421 - Water Fund	\$ 1,925,487	1,878,766	\$ 46,721
422 - Water Construction Fund	\$ 182,000	177,959	\$ 4,041
423 - Cedar Home Plant Investment	\$ 10,580	10,580	\$ -
424 - Water Plant Investment Fund	\$ 116,160	116,160	\$ -
451 - Water Bond Reserve	\$ 212,200	209,200	\$ 3,000
459 - Water Equipment Reserve	\$ 107,000	40,834	\$ 66,166
Total Water Fund	\$ 2,553,427	2,433,499	\$ 119,928
Total All Funds	\$ 20,551,233	\$ 16,387,879	\$ 4,163,354

Budgeted amounts are authorized to be transferred between departments within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City of Stanwood's legislative body.

The Debt Service Fund expended an immaterial amount over budget due to an over estimation of the amount of debt service related to the construction of Fire Station 99 that would be paid by fire impact fees.

Note 3 – Deposits and Investments

It is the City's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the City of Stanwood or its agent in the government's name.

Local Government Investment Pool, WA Fed Public Fund, Opus, and Snohomish County Investment Pool are reported at fair market value while US Treasury Notes and US Agency Securities investments are reported at original cost. Investments by type at December 31, 2018 are as follows:

City Investments	
Type	Investment
Local Government Investment Pool	\$ 910,982
US Treasury Notes	\$ 1,502,295
US Agency Securities	\$ 7,984,999
Other:	
WA Fed Public Fund	\$ 4,263,730
Opus Public Interest Checking	\$ 764,030
Snohomish County Investment Pool	\$ 1,041,642
Total	\$16,467,678

Note 4 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the City of Stanwood. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2018 was \$3.01259315285 per \$1,000 on an assessed valuation of \$953,907,821 for a total regular levy of \$2,873,736.

In addition, the City levied \$0.41425665174 per \$1,000 assessed valuation of \$953,907,821 for a total additional permanent EMS levy of \$395,163.

In 2018, the City also levied \$0.21170245107 per \$1,000 assessed valuation of \$ \$945,651,376 for general obligation bond debt service (Stanwood G.O. Bond 2007) for an additional levy of \$ \$200,197.

Note 5 - Interfund Loans

The following table displays interfund loan activity during 2018:

Borrowing Fund	Lending Fund	Balance 1/1/18	New Loans	Repayments	Balance 12/31/18
411	403	\$80,000	\$0	\$80,000	\$0

Fund 411-Drainage Construction paid interest of \$1,028 to Fund 403-Sewer Construction for the \$80,000 loan.

Note 6 – Debt Service Requirements

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City of Stanwood and summarizes the City's debt transactions for year ended December 31, 2018.

The debt service requirements for general obligation bonds, revenue bonds and other debt are as follows:

	Principal	Interest	Total
2019	\$ 1,193,854	\$ 115,655	\$ 1,309,509
2020	\$ 1,208,854	\$ 101,161	\$ 1,310,015
2021	\$ 1,018,854	\$ 86,067	\$ 1,104,921
2022	\$ 1,028,854	\$ 78,573	\$ 1,107,427
2023	\$ 1,033,854	\$ 70,679	\$ 1,104,533
2024-2028	\$ 2,451,815	\$ 231,272	\$ 2,683,087
2029-2031	\$ 590,000	\$ 47,800	\$ 637,800
TOTALS	\$ 8,526,085	\$ 731,207	\$ 9,257,292

Note 7 – OPEB Plans

The city has a commitment to pay for post-employment benefits for employees that belong to LEOFF1. These benefits include medical insurance premiums and long term care premiums. One retiree received benefits during the year and \$19,772 was paid out for those benefits in 2018.

Note 8 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the City of Stanwood full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans PERS 2 and PERS 3. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov. At June 30, 2018 (the measurement date of the plans), the City of Stanwood's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 99,067	0.01482100%	\$ 661,911
PERS 2/3	\$ 145,995	0.01892100%	\$ 323,059
LEOFF 1		0.00117800%	\$ (21,387)

LEOFF Plan 1

The City also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

Note 9 – Risk Management

The City of Stanwood is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 160 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. The City of Stanwood has a \$25,000 deductible for property and a \$5,000 deductible for auto. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Note 10 - Other Disclosures

A. Snohomish County 911

Prior to January 1, 2018 the City was involved in a joint operation with other governmental entities in the establishment and operation of the Snohomish County Police Staff and Auxiliary Services Center, previously known as SNOPAC. The city, in conjunction with 37 other governmental entities, participated in this joint venture. SNOPAC was created under the Interlocal Cooperation Act, as codified in RCW 39.34, the needed statutory authority and opportunity for Snohomish County and the cities, towns, fire districts, hospital districts and miscellaneous service districts to enter into a contract and agreement to cooperatively establish, maintain and operate a support communications center. SNOPAC takes 911 calls and performs emergency dispatch services for local governmental agencies including police, fire and medical aid.

In December, 2017 the City signed the Snohomish County Regional Public Safety Communications Agency interlocal agreement. This agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW). This agreement formed the consolidation of two emergency communication services, SNOCOM (Southwest Snohomish County Public Safety Communication Agency) and SNOPAC (Snohomish County Police Staff and Auxiliary Services Center) in accordance with RCW 24.03.195 and RCW 24.06.220. Effective on January 1, 2018 SNOCOM and SNOPAC became a single nonprofit corporation known as Snohomish County 911.

The governing board consists of 10 board members from police agencies, 5 board members from fire agencies and one non-voting board member from associate agencies and single service principals. The City of Stanwood is considered an associate agency because we contract with Snohomish County for police services. There are 20 member agencies for police service and 23 member agencies for fire service. In 2018 the City of Stanwood paid Snohomish County 911 \$73,990 for dispatch services. Snohomish County Emergency Radio Systems (SERS) merged with Snohomish County 911, effective January 1, 2019. The City of Stanwood SERS Assessment was \$18,845 in 2018.

B. Joint Venture – Alliance for Housing Affordability (AHA)

In September, 2013, the cities of Edmonds, Everett, Granite Falls, Lake Stevens, Lynnwood, Marysville, Mill Creek, Mountlake Terrace, Mukilteo, and Snohomish, the Town of Woodway, and Snohomish County joined together to establish the Alliance for Housing Affordability (AHA). The agreement was amended in May, 2014 to add the City of Arlington and in June, 2014 to add the City of Stanwood.

The purpose of AHA is to cooperatively formulate affordable housing goals and policies and to foster efforts to provide affordable housing by providing expertise and information to member jurisdictions. Operating funding is provided by the member cities.

AHA is governed by a Joint Board composed of an elected official from each member. The Joint Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff housed at the Housing Authority for Snohomish County (HASCO). Fiscal agent duties were transferred to HASCO during fiscal year 2018. The values included in the table below were audited and updated by the new fiscal agent and may be different than what was reported in previous years.

Each member city is responsible for contributing operating revenues as determined from the AHA annual budget. Contributions from the member cities are based on each member's population. A grant from the Gates Foundation provided \$50,000 to assist with the first two years of organizational start-up. The City of Stanwood's equity share to date is:

Fiscal Year 7/1/XX – 6/30/XX	AHA's Total Fiscal Year Budget	Stanwood's Share of Budget	Stanwood's Share as % of Total AHA Budget
2014	\$89,850	\$ 0	0 %
2015	\$92,543	\$ 944	1.02%
2016	\$93,651	\$1,061	1.13%
2017	\$97,934	\$1,591	1.62%
2018	\$102,586	\$1,639	1.60%
2019	\$107,391	\$1,688	1.57%

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement provides for distribution of net assets among the members based on the percentage of the total annual contributions during the period of the Agreement paid by each member.

Budget monitoring information can be obtained from Pam Frost, Director of Finance, HASCO, 12711 4th Ave W, Everett WA 98204 (or email: pfrost@hasco.org) or from Chris Collier, Program Manager, Alliance for Housing Affordability, 12711 4th Ave W, Everett WA 98204.

C. Police Contract

The City has contracted with Snohomish County through the Snohomish County Sheriff's Department to provide law enforcement services since 2008. The most recent contract is for services from January 1, 2018 through December 31, 2022. This contract, like the previous contract, covers patrol services, investigative services, special services, support services, records, and evidence. Amounts reflecting the current contract are as follows:

Year	Annual Contract	Increase	Percentage Increase
2018	\$ 1,719,818	\$ 53,447	3.21%
2019	\$ 1,771,855	\$ 52,037	3.03%
2020	\$ 1,825,461	\$ 53,606	3.03%
2021	\$ 1,880,685	\$ 55,224	3.03%
2022	\$ 1,937,574	\$ 56,889	3.02%

D. Fire Contract

Effective April 1, 2012, the City contracted with North County Regional Fire Authority to provide fire protection and ambulance services. Effective January 1, 2019 the City annexed into the Authority. The City entered into an interlocal agreement with the North County Regional Fire Authority to pay for Fire Marshal services. The estimated cost for these services is \$43,713 for the year 2019.

D. Transportation Benefit District

The Stanwood Transportation Benefit District (TBD) was established as a quasi-municipal corporation, an independent taxing district on November 19, 2012. The District is a governmental special purpose entity governed by a separate board of directors made up of existing city council members. The TBD was created for the purpose of acquiring, constructing, improving, providing and funding transportation improvements within the District, which has identical boundaries as the City of Stanwood limits.

On February 12, 2013 the citizens passed a ballot measure to enact a 0.2% (two tenths of one percent) sales tax increase to be collected within the District effective July 1, 2013. Effective January 1st, 2016, the TBD was dissolved by City ordinance and the City assumed its functions. The transportation sales tax is accounted for in a new fund (#108). For 2018 this public transportation system sales tax amounted to \$363,467.

E. Health and Welfare

The City of Stanwood is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2018, 257 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2018, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Life Map, and Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers' contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns.

The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

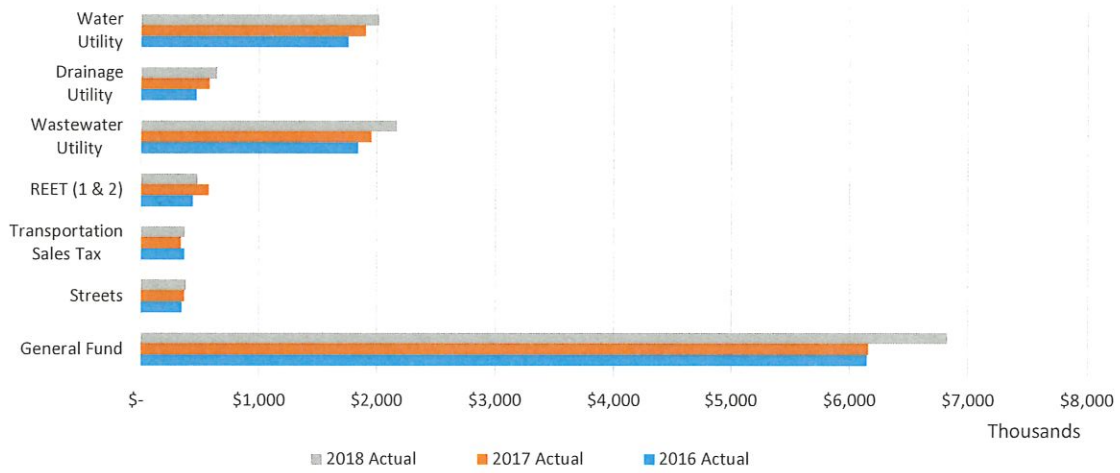
The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in this report. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

**City of Stanwood
Schedule of Liabilities
12/31/2018**

Description	Maturity/Payment Due Date	Beginning Balance 01/01/2018	Additions	Reductions	Ending Balance 12/31/2018
2007 G.O. BOND	12/1/2020	\$ 555,000	\$175,000	\$ 380,000	
2011 WATER REVENUE BONDS	12/1/2031	\$ 2,230,000	\$120,000	\$2,110,000	
2003 SRF-WW TREATMENT PLNT	8/3/2026	\$ 3,290,036	\$465,029	\$ 2,825,007	
2005 PWTF-WATER	7/1/2025	\$ 1,116,153	\$139,519	\$ 976,634	
2006 PWTF-271ST TRUNKLINE	7/1/2026	\$ 962,290	\$106,922	\$ 855,368	
2006 PWTF-BRYANT WELL	7/1/2026	\$ 1,551,461	\$172,385	\$1,379,076	
COMPENSATED ABSENCES		\$ 197,037	\$6,365	\$ 203,402	
PENSION LIABILITIES		\$1,400,712	\$415,742	\$ 984,970	

APPENDIX

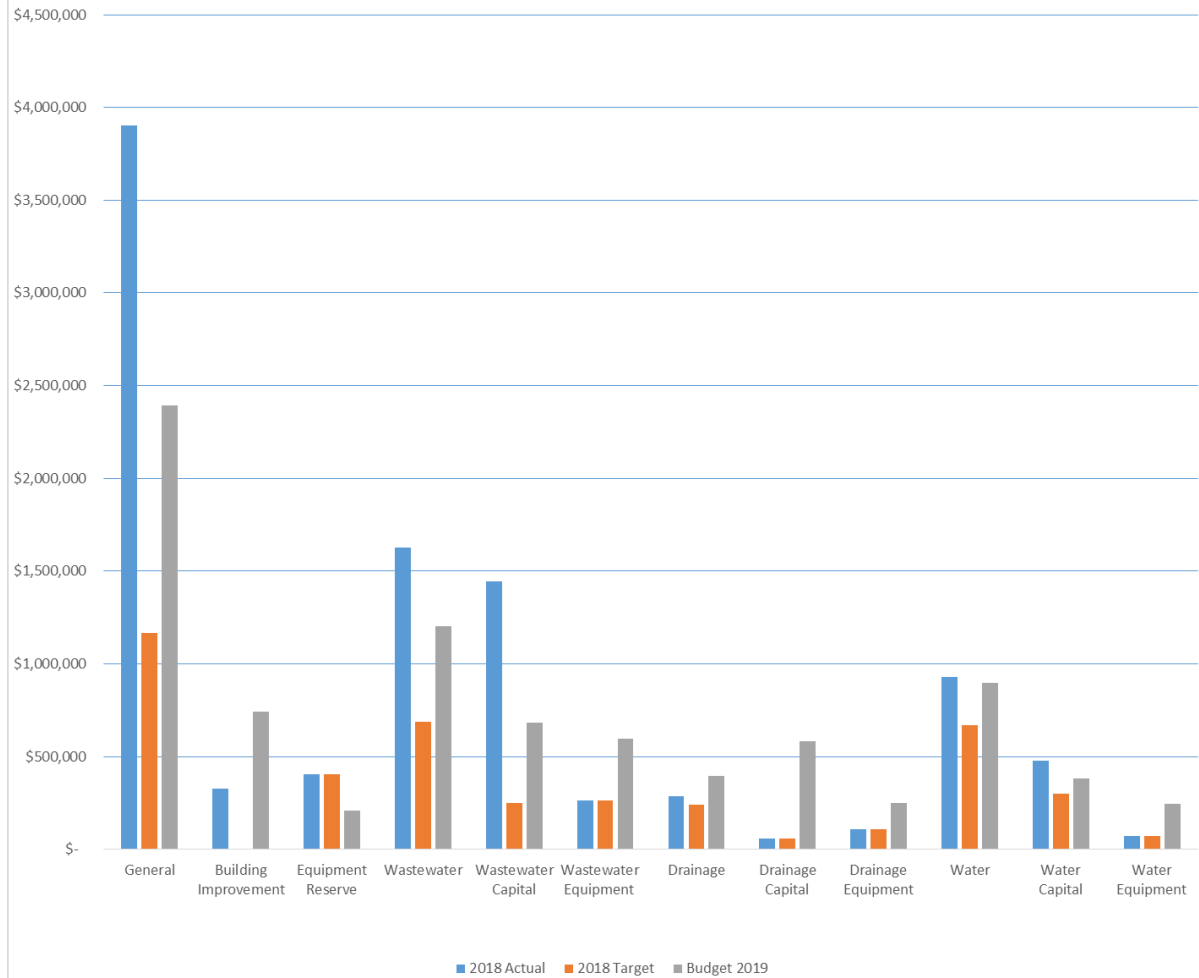
Revenue Analysis by Fund 2016 - 2018



OPERATING REVENUE ANALYSIS BY FUND - 2016 - 2018

	General Fund	Streets	Transportation Sales Tax	REET (1 & 2)	Wastewater Utility	Drainage Utility	Water Utility
2016 Actual	\$ 6,146,903	\$ 345,796	\$ 368,136	\$ 440,712	\$ 1,835,096	\$ 468,008	\$ 1,751,771
2017 Actual	\$ 6,156,876	\$ 368,977	\$ 336,979	\$ 573,250	\$ 1,949,269	\$ 577,713	\$ 1,898,445
2018 Actual	\$ 6,825,290	\$ 381,771	\$ 370,256	\$ 478,366	\$ 2,170,005	\$ 638,658	\$ 2,016,390

Ending Fund Balance - 2018 Actual vs. Budget and 2019 Budget



ENDING FUND BALANCE ANALYSIS - 2018 Actual vs. Budget and 2019 Budget												
	General	Building Improvement	Equipment Reserve	Wastewater	Wastewater Capital	Wastewater Equipment	Drainage	Drainage Capital	Drainage Equipment	Water	Water Capital	Water Equipment
2018 Actual	\$ 3,903,489	\$ 329,253	\$ 404,100	\$1,627,172	\$1,442,266	\$ 261,746	\$ 283,838	\$ 56,901	\$ 106,519	\$ 927,280	\$478,075	\$ 71,417
2018 Target	\$ 1,166,545	NA	\$ 404,100	\$ 687,504	\$ 250,000	\$ 261,746	\$ 242,352	\$ 60,000	\$ 106,519	\$ 667,721	\$300,000	\$ 71,417
Budget 2019	\$ 2,392,185	\$ 741,274	\$ 210,417	\$1,202,627	\$ 683,738	\$ 595,491	\$ 397,587	\$ 581,741	\$ 247,655	\$ 897,055	\$382,595	\$ 247,240



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a
DATE: June 13, 2019
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: David A. Hammond, Finance Director/City Clerk
ATTACHMENTS: A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the May 25, 2019 Finance/Personnel Meeting are attached.

FINANCE/PERSONNEL COMMITTEE

May 25, 2019

Finance Committee Report (May 25, 2019 meeting summary) Stanwood-Camano School District Administration Building Board Room 26920 Pioneer Highway, Stanwood
--

In attendance:

Councilmember Larry Sather
Councilmember Kelly McGill
Councilmember Dianne White
David Hammond, Finance Director/City Clerk
Jennifer Ferguson, City Administrator

Citizen Attendee

Tim Schmitt

1. Six-year Transportation Improvement Plan 2020-2025
 - a. The Committee reviewed and recommended council approval.
2. Stanwood Senior Center Service Contract
 - a. The Committee reviewed and recommended council approval.
3. Citizen Survey Proposal – WSU
 - a. The Committee reviewed and recommended council approval.
4. CivicPlus Proposal – Website Redesign
 - a. The Committee reviewed and recommended council approval.
5. 2018 Annual Financial Report
 - a. The Committee reviewed and recommended council approval.
6. Police Station/Civic Campus project status update
Staff provided a brief update on the project.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7i
DATE: June 13, 2019
SUBJECT: Ovenell Banners Proposal by FOSPAT
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: None

ISSUE

The issue in front of the City Council is to approve the installation of three decorative banners on the Ovenell Barn facing SR 532 by the Friends of Stanwood Parks and Trails (FOSPAT).

SUMMARY

FOSPAT is interested in installing three decorative banners on the barns at Ovenell Park. The banner graphics include:

- Basket Weaving by a Native American Woman from the Stillaguamish Tribe;
- Historic Picture of the Ovenell Farm; and
- Future Ovenell Park

Material costs will be paid by FOSPAT and the banners will be installed by the city's public works staff.

DISCUSSION

FOSPAT has been working on a proposal to install 3 decorative banners on the Ovenell barn facing SR 532. They held a fund raising event(s) to pay for the materials and have received permission to use the historic pictures from the Stillaguamish Tribe and the Ovenell family. The intent of the banners is to celebrate the history of the property and inform the community about the future park. Below are mock-up pictures of the banner locations and graphics.

Ovenell Barn Banner Project



Banner Locations (Graphics are Illustrative Only)



Banner Sizing and Spacing
36' wide by 8' high

Banner #1: Basket Weaving



Banner #2: Ovenell Farm



Banner #3: Future Ovenell Park



This banner will be located in the center of the barn - between the two pictures.

FISCAL IMPACT

This project is a partnership between the City and FOSPAT: material costs and the banners will be supplied by FOSPAT and city public works staff will do the installation.

Materials:

Banners would be made out of canvas and attached to 2x4 inch wood frames that would be attached to the SR 532 facing side wall of the barn.

Cost:

Each banner would cost \$250.00 plus tax; additional costs would include the 2x4's and hanging brackets. FOSPAT will cover these costs.

Installation:

Public Works will power wash the side of the barn and hang the banners.

COMMITTEE RECOMMENDATION

The PTAC reviewed the proposal on March 18 and April 15, 2019. They unanimously recommended approval of the project and felt that the banners will help promote future development of Ovenell Park and bring attention to Stanwood parks in general. The

Council Community Development Committee reviewed the proposal on April 11 and May 9, 2019. They agreed the banners were a good community message promoting parks and while also adding a beautification element along SR 532. Following review and discussion by both the PTAC and CDC, they recommended bringing the three proposed banner designs forward for final approval by the whole Council.

CITY COUNCIL OPTIONS

- 1.) Approve the proposal by FOSPAT to install three decorative banners on the Ovenell Park Barn facing SR 532.
- 2.) Do not approve the proposal in install decorate banners on the Ovenell Barn by FOSPAT.
- 3.) Request changes and send the proposal back to PTAC for further evaluation.

RECOMMENDED MOTION

I MOVE TO APPROVE THE PROPOSAL BY THE FRIENDS OF STANWOOD PARKS AND TRAILS (FOSPAT) TO INSTALL THREE DECORATIVE BANNERS ON THE OVENELL BARN WITH ALL MATERIAL COSTS TO BE PAID BY FOSPAT AND INSTALLATION BY THE CITY.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a
DATE: June 13, 2019
SUBJECT: Minutes of the May 13, 2019 Planning Commission Meeting
CONTACT PERSON: Krista Hintz, Administrative Assistant
ATTACHMENTS: A – May 13, 2019 Planning Commission Minutes

SUMMARY STATEMENT

The minutes for the May 13, 2019 Planning Commission Meetings are attached.



STANWOOD PLANNING COMMISSION MINUTES

May 13, 2019

Call to Order

Chair Utgard called the meeting to order at 6:32 PM with the following Commissioners present: Darren Robb, Steve Shepro, Sid Roberts, Lance Dennis and Marcus Metz. Staff present; Community Development Director Patricia Love, City Planner Amy Rusko, and Administrative Assistant Krista Hintz. Also known to be present: Jeremiah McKinley, Tom Berry and Peggy Wendell.

Approval of Minutes

A motion was made Commissioner Metz to approve the minutes of the April 22, 2019 meeting. The motion was seconded by Commissioner Dennis. The Commission voted unanimously to approve the minutes as presented.

New Business

Public Meeting

Plat of Creekside Pre-Application Discussion

Senior Planner Amy Rusko presented the Vine Street Group's pre-application proposal for the Plat at Creekside. The proposal includes dividing the property, which consists of 22 acres, of which approximately 13 acres are developable, into approximately 11 lots for a mix of "main-street style" development. Both developer and land owner were present to answer questions and address concerns.

TN Zone Docket Discussion

Commission Shepro recused himself from the Board. Mr. Shepro submitted the TN Zoning Docket application and cannot vote or be a part of the Commission discussion on the item.

The city began the process of reviewing the Traditional Neighborhood zoning regulations for community compatibility and meeting the city's population allocation targets. In February, a draft outline was prepared highlighting the steps moving forward with the project. This report focuses on the 2015 Comprehensive Plan, Population Growth Targets, Land Capacity, Analysis of Actual TN Developments and Density (Gross and Net).

The City received one docket application this year from Steve Shepro requesting that the Traditional Neighborhood (TN) zones be re-evaluated to determine the best mix of land uses for compatibility with adjacent properties. The basic premise behind Mr. Shepro's Docket request includes:

- Three of the five TN parcels are inappropriately zoned
- TN zones are being developed with "urban village" type housing in a semi-rural setting
- Existing streets are narrow with minimal pedestrian facilities
- Increased traffic flows in residential neighborhoods
- Multifamily developments being built in semi-rural single family residential areas

In reviewing the intent of the TN designation in the Comprehensive Plan against the actual development, the level of development being produced is significantly less than what was expected. When reviewing any potential code change, it is important to look its effect on the entire zone. In looking at the TN zone we found that any potential code change would only directly affect a few parcels because:

- Several parcels are either have currently vested development or is pending
- Other properties are owned by entities which are not expected to produce new housing units

Community Development Director Patricia Love suggested that the Commission vote to stop the docket and move to the Comprehensive Plan which will allow the City to look at:

- Properties outside the TN Zone
- Transit system
- Parks system
- Housing affordability

Commissioner Utgard asked Commissioner Shepro if he was in agreement to close the docket. Commissioner Shepro commented that he agrees with closing the docket and is excited about the 2023 Comprehensive Plan and the opportunity to look at the entire city and how it is currently zoned and where it can be improved.

A motion to close the TN Zone Docket and move to a greater analysis of the Comprehensive Plan was made by Commissioner Dennis and Seconded by Commissioners Metz and Roberts. The Commission voted unanimously to close the docket.

Old Business

Pioneer Highway & 72nd Avenue Interceptor Sewer Line – Follow up
Senior Planner Amy Rusko brought information back to the commission:

- The trench will be patched for now. Public Works is applying for a grant that will allow for a complete overlay.

297 Zone Reservoir -Follow up

Senior Planner Amy Rusko brought information back to the commission:

- The height will be the same as the current metal tank
- The tank will be drained before removal
- The two current tanks will not be retro-fitted with earthquake

Miscellaneous Business

- Interviews were held for the Stanwood Civic Campus design and permit phase. The city has narrowed the choice to two firms and will be checking references before taking a contract to City Council.
- The city has signed a contract with West Coast Code Consultants to work as backup to our Building Official.
- Street Vacation Ordinance will go before City Council at the June 13, 2019 meeting.

Upcoming Items

- 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 8:22PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: June 13, 2019

SUBJECT: Stanwood Civic Campus Scope of Work

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: Stanwood Civic Campus Project Contracts:
A: Mackenzie
B: Metron and Associates
C: Associated Earth Sciences

ISSUE

The issue in front of the City Council is to authorize the Mayor to sign the attached personal services agreements for preliminary design of the Stanwood Civic Campus project which includes the police station and city hall facilities.

SUMMARY

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 firms were shortlisted and interviewed. Following the interviews and reference checks, Mackenzie / Perteet was selected as the preferred team to lead the preliminary design phase of the Stanwood Civic Campus project.

In addition to Mackenzie as lead consultant on the project, two additional contracts are attached for supplemental survey work and geotechnical analysis which is necessary to advance the preliminary design and permitting of the civic campus.

Attached are the city's standard contracts with the proposed scope of work for the project.

- Mackenzie / Perteet Team: Preliminary Design and Permitting
- Metron and Associates: Survey
- Associated Earth Sciences: Geotechnical

DISCUSSION

Currently, the police station and city hall are located at separate ends of downtown and are located in the floodplain. Sound governance requires that these essential public facilities continue to operate during and after flood events; as such the City desires to relocate them out of the floodplain and combine uses for greater coordination and efficiency.

The City has been planning and budgeting for the construction of a new police station / city hall civic campus for several years. To date, the following actions have been taken to build a new civic campus out of the floodplain:

- Space needs assessment (2015)
- Community and stakeholder meetings to gather input on the potential pros and cons of moving both the police station and city hall out of the floodplain (2016)
- State grant to purchase property for the purpose of relocating the police station and city hall out of the floodplain (2016)
- Council direction to pursue a purchase and sale agreement to buy land outside of the floodplain (2017)
- Purchased 1.25 acres of property off of 72nd Avenue (2018)
- Prepared Preliminary Environmental Assessments: geotechnical evaluation, wetland report, phase 1 environmental assessment and preliminary cultural resources analysis (2018)

Design of the new civic campus is the next step in the process. It is anticipated that this work will be broken into two phases: 1) preliminary design and permitting and 2) final design, bidding and construction. The attached scope of work for Phase 1 consists of following work elements:

Scope Item	Tasks
Pre-Design	Establish vision, goals, design objectives, and space needs
Preliminary Design	Public engagement and conceptual design; the city envisions that a steering committee will be assembled as part of the community involvement process
60% Design	Phase 1 design including site plans, civil plans, drainage, traffic, landscaping, and preliminary building design with concept materials
Permitting	Land use entitlement and environmental permitting
Cost Estimate	Preparation of cost estimates for final design, bidding and construction
Survey	Obtain survey along 72 nd Avenue and a portion of Church Creek Park (needed for potential access & site integration with the park)
Geotechnical	Site specific design parameters, infiltration and paving recommendations

A future contract amendment will be necessary when the city moves from Phase 1 to Phase 2.

FISCAL IMPACT

The approved 2019 / 2020 budget includes \$300,000 for preliminary design and permitting work for the new civic campus project. (Line Item 594.18.62.11) This project is also included in the 2019/2020 work plan approved by Council in January of this year. It is anticipated that Phase 1 will take approximately one year to complete and span both the 2019 and 2020 budget years.

Phase 1: Stanwood Civic Campus Project Budget

Scope of Work	Consultant / City	Budget
Preliminary Design & Permitting	Mackenzie / Perteet	\$271,096
Survey	Metron & Assoc.	\$6,000
Geotech	Assoc. Earth Sciences	\$11,800
Permit Fees	City of Stanwood	\$5,000
Contingency (To Be Approved by Mayor)	City of Stanwood	\$6,104
Total:		\$300,000

PRELIMINARY SCHEDULE

It is anticipated that Phase 1 will take approximately one year from the notice to proceed. Below is the tentative schedule.

Stanwood Civic Campus Project Tentative Schedule



COMMITTEE RECOMMENDATION

The City Council has been working on the civic campus project for several years now and the preliminary design project is listed in both the 2019 / 2020 budget and work plan. Status updates have been provided in the weekly update email as the RFP was advertised and firms shortlisted.

Three firms were interviewed on May 7th and while all of the firms were highly qualified, the Mackenzie / Perteet team was selected as the best fit for the project. Staff provided an update to the Community Development Committee on May 9th and the Finance Committee on May 25th; both recommended bringing the contract to the full City Council once the scope of work had been finalized.

CITY COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign the attached contracts for preliminary design and permitting of the Stanwood Civic Campus project.
- 2.) Do not authorize approval of the contracts and delay the project.
- 3.) Request changes to the contracts and scope of work and bring back to Council once changes have been made.

RECOMMENDED MOTIONS

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE ATTACHED PROFESSIONAL SERVICES AGREEMENT WITH MACKENZIE FOR PRELIMINARY DESIGN AND PERMITTING OF THE STANWOOD CIVIC CAMPUS PROJECT.

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE ATTACHED PROFESSIONAL SERVICES AGREEMENT WITH METRON AND ASSOCIATES FOR SUPPLEMENTAL SURVEY WORK ASSOCIATE WITH THE STANWOOD CIVIC CAMPUS PROJECT.

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE ATTACHED PROFESSIONAL SERVICES AGREEMENT WITH ASSOCIATED EARTH SCIENCES FOR SUPPLEMENTAL GEOTECHNICAL ANALYSIS ASSOCIATED WITH THE STANWOOD CIVIC CAMPUS PROJECT.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND MACKENZIE FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and Mackenzie, a Washington Corporation ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding Phase 1 of the Stanwood Civic Campus design project as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along

with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 **TERM.** The term of this Agreement shall commence on June 13, 2019 and shall terminate at midnight, December 31, 2020. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT.**

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant

affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is

acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

l. **Subcontractors' Insurance**
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this

nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the

City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit A:

<u>Perteet Engineers</u>
<u>BCE Engineering</u>
<u>Roen Associates</u>

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$271,096 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally

accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 NOTICES. Notices to the City shall be sent to the following address:

**Community Development Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98282**

**Attn: Patricia Love
360-629-2181
Patricia.Love@ci.stanwood.wa.us**

Notices to the Consultant shall be sent to the following address:
[INSERT NAME, TITLE AND ADDRESS OF CONSULTANT CONTACT]

**Mackenzie
Logan Building
500 Union St. Suite 410
Seattle WA 98101**

**Attn: Brett Hanson
206-749-9993
BHanson@mcknze.com**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for

and on behalf of the legal entities set forth below.

DATED this 13TH day of June, 2019.

CITY OF STANWOOD

MACKENZIE

By _____
Leonard Kelley, Mayor

By 
Rich Mitchell, Principal

Approved as to form:

Grant K. Weed, City Attorney

Exhibit A
Scope of Services

See attached Mackenzie proposal dated June 5, 2019

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

June 5, 2019

City of Stanwood
Attention: Patricia Love
10220 270th Street NW
Stanwood, WA 98292

Re: **Stanwood Civic Center**
Phase I Design Services
Project Number 2190151.00

Dear Patricia:

Mackenzie appreciates this opportunity, and we are pleased to present the City of Stanwood the following scope of services and fee proposal for your new Civic Center campus.

Mackenzie's integrated team of design professionals will provide architectural, interior design, land use planning, landscape architecture and structural engineering services for the above project. In addition, Mackenzie will retain several consultants to complete our team for civil and traffic engineering, mechanical, electrical and plumbing engineering and cost estimating. Our team has been chosen specifically for their technical knowledge and design expertise related to this project type, with a demonstrated ability to successfully deliver projects with a high level of Client service. See attached proposals from our consultants.

Our Basis of Design along with our scope of services by phase is as follows:

BASIS OF DESIGN

The following is our Basis of Design of our Scope of Services/Fee Proposal, which defines specific quantitative and qualitative information about the project representing our understanding of the City's criteria, requirements, goals, and expectations as relates to our Professional Services for the project.

It is understood that the primary Core Team for the City will be comprised of Patricia Love as the project lead and primary point of contact, along with Jennifer Ferguson, Norm Link, Kevin Hushagen, David Hammond, Jason Toner and Shawn Smith. During the course of the project, Mackenzie will communicate via 30-minute weekly conference call check-ins with Patricia Love. Specific meeting milestones for Core Team design meetings, Steering Committee meetings (consisting of City of Stanwood Citizens), City Council presentations, and Community Outreach meetings have been defined within each individual phase as outlined under the Scope of Services.

The City will not be hiring an Owner's representative to facilitate the project on the City's behalf. Patricia Love, Community Development Director, will serve as a primary contact with regards to Owner-hired vendors, procurement, and bidding.



P 206.749.9993 ■ F 206.749.5565 ■ W MCKNZE.COM ■ Logan Building, 500 Union Street, #410, Seattle, WA 98101
ARCHITECTURE ■ INTERIORS ■ STRUCTURAL ENGINEERING ■ CIVIL ENGINEERING ■ LAND USE PLANNING ■ TRANSPORTATION PLANNING ■ LANDSCAPE ARCHITECTURE
Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

We understand the following project parameters:

▪ **Budget.**

- The total project budget is established at a maximum of \$11.5 million; \$9 million to come from a general obligation bond, while the remaining \$2.5 million will come from the general fund.
 - For the purposes of this Basis of Design, the total project budget can be viewed in two general categories; hard costs and soft costs. Hard costs can be generally expected to require 65-70% of a project budget, and would include hard site/building construction costs, general conditions, bonds/insurance, general contractor overhead/markups, etc. plus sales tax. Soft costs can generally be expected to require the remaining 30-35% of the project budget, and would include design costs, specialty consultant costs, permit fees, furnishing/fixtures/equipment (FF&E), moving allowances, etc. plus associated sales tax for select items.
 - Based on the above budgeting approach, the following can be estimated; \$6,727,500 - \$7,245,000 for Hard Costs, \$3,105,000 - \$3,622,500 for Soft Costs and \$1,150,000 for Owner's contingency.
 - As a whole, the project will be designed and planned to align with the above targets for hard costs, soft costs and Owner's contingency.
- Phase 1 design services have a building improvement budget for 2019 of \$300,000.

▪ **Schedule.**

- Phase 1 services are desired to occur within one year of notice to proceed. A project pause will occur while the City secures general obligation funds set to go before voters in November 2020. Phase 2 services will commence following funding.

▪ **Construction Delivery.**

- The project delivery will follow a traditional design/bid/build construction method.

▪ **Project Goals.**

- Design and construct a civic campus reflecting Stanwood's unique character.
- Provide efficient and functional operations.
- Accommodate phased development and growth.
- Be cost effective – budget driven.
- Be responsive to community needs.

▪ **Project Program.**

- Building programming was originally assessed in 2015, which identified a need of approximately 19,430 square feet need for the building and 13,620 square feet for the site.
- Future building programming considerations may include; parks and recreation, GIS, economic development, Public Utility District office or kiosk and Snohomish County Sheriff's office space.
- Initial scope of service efforts will utilize the 2015 program assessment as a baseline and be refined to take into consideration current and newly projected needs as outlined, including input from the community survey currently underway.

- Initial project cost evaluation will examine current market costs for similar facilities and establish the baseline building square footage the budget can support. Program alignment will be established through a priority review with the City to examine and determine initial needs for the site and Police facility.
- Based on budget restraints, it is understood that the City expects the project may be phased with the following anticipated priorities; site development work and police station as first priority, city hall addition as budget allows, and inclusion of desired additional program within future planning. During the course of early pre-design and program validation, the design team will work closely with the City to determine the level of project phasing required at the onset of design to guide the process and next steps from the onset of the project. Budget and early cost examination will be developed concurrently to guide decisions.

■ **Project Site.**

- Project will be designed on a City-owned parcel on 72nd Avenue, just south of Church Creek Park and directly across from Stanwood High School. The site itself is approximately 1.25 acres in size.
- A record of survey, prepared May 2018 by Metron and Associates, reflects a future realignment of Old Stanwood Bryant Road, which will connect into 72nd Avenue NW along the south edge of the site. Site planning and driveway connectivity will need to take this future realignment into consideration. Design services for the realignment will be captured under Phase 2 design services.
- Off street improvements will occur along 72nd Avenue Improvements to include curb, sidewalk and gutter design. Improvements are anticipated to extend north along Church Creek Park.
- Improvements within Church Creek Park are known at this time and will be evaluated as a project programmatic element during the Pre-design phase.
- A transportation impact analysis of the site is understood to be required to meet the City and WSDOT's traffic concurrency requirement for intersections on SR 532.

■ **Project Building.**

- The building will likely be a single-story facility to align with cost effective goals, however, initial site studies will review site circulation, growth opportunities and parking demands to determine the most prudent strategy.
- Building design aesthetic will be will be compatible with the City's vision, character and City design regulations, which are characterized as historic small rural town and agricultural.

- The City does not plan to pursue any sustainability certifications for the project.
- Geotechnical investigations have been completed and provided for the site per Associated Earth Sciences, Inc., dated October 10, 2018. In order to verify early site stormwater design strategies, we recommend the City contract geotechnical services to determine infiltration feasibility on site.
- A Phase I Environmental Site Assessment has been completed and provided for the site per Maul Foster Alongi, dated August 28, 2018.
- A critical area evaluation has been completed and provided for the site per Confluence Environmental Company, dated September 21, 2018.
- An initial Historic and Cultural Resource Review was requested of the Department of Archaeology and Historic Preservation (DAHP) by the City prior to property acquisition. DAHP responded per a January 10, 2018 letter

indicating they concur with a Determination of No Culture Resource Impact on the site. Additional Cultural Resource Review and reporting is expected to be required for SEPA review. Coordination with tribal representative for onsite observation during field investigations is expected.

▪ **Scope of Service Phasing.**

- Design services are expected to be delivered in two phases as follows.
- Phase 1 design services as outlined within this proposal will include:
 - Program verification and update.
 - Space planning based on refined program.
 - Preliminary Design – 15% Architectural Design Development.
 - Design Development – 60% Site planning and Civil Engineering.
 - Land Use Entitlements – Type II Major Site Development Permit | SEPA Application.
 - Cost Estimating.
- Phase 2 design services are not presented in this scope, but will be added under future expanded proposals and will include:
 - Schematic Design – Architecture / Interior Design / Structural Engineering / MEP Engineering.
 - Design Development – Architecture / Interior Design / Structural Engineering / MEP Engineering.
 - Construction Document Development.
 - Permitting – Building.
 - Bidding Assistance.
 - Construction Contract Administration.
 - Cost Estimating.

The following Phase 1 services of the project are included in Basic Services. The scope of services with tasks and deliverables by phase for each of our in-house disciplines is defined in the following discipline-specific Scope of Services, and for our hired consultants per their attached proposals. Phase 2 services to be provided under a future contract amendment.

SCOPE OF SERVICES

We have organized our Scope of Services into the following phases of work, which are detailed below:

Phase 1:

1. Pre-Design.
2. Preliminary Design – 15% Architectural Design Development.
3. Design Development – 60% Site planning and Civil Engineering.
4. Permitting – Type II Major Site Development Permit | SEPA Application.

PROJECT PHASES

The following disciplines are provided by Mackenzie through outside consultants. The scope of services for each consultant is defined in their firm proposals attached at the end of this document as follows:

1. Civil/Transportation Engineering/Cultural Resources.
2. Mechanical/Electrical/Plumbing/Fire Protection Engineering.
3. Cost Estimating.

Pre-Design

Provide guidance in defining the project vision, goals and design objectives that will drive the subsequent design process.

Mackenzie will review existing conditions and the program developed by ARC, meeting with the Core Team and City identified key staff, to refine the program in preparation for conceptual design. This effort will focus on determining the specific goals for the workplace environment and interface with the public as it relates to the built environment's effect on the staff culture and community's interaction with the Police Department and City Hall. The design team and stakeholder group will discuss and explore the unique impact that a civic facility of this nature has on its users, focusing on how the City can better serve its citizens while acknowledging the rapid changes in technology, workplace culture, and the City's continual desire to attract and retain highly talented staff into the future. It is understood that the City is interested in realizing design solutions that will be flexible, adaptive, energize staff and officer wellness, and nurture a collaborative culture between departments.

1. **Meeting – Core Team:** Conduct one (1) project kickoff meeting at City Hall to initiate the Pre-Design Phase. Design team attendance will include Architectural and Civil. This meeting will also serve as:
 - A. A project initiation meeting to introduce the Core Team with point of contact, communication flow, project tasks and process.
 - B. A discovery session with the key City stakeholder group to establish a thorough understanding of the project vision, goals and objectives. We will work with the City to identify opportunities, challenges, and big picture goals for the project.
 - C. An existing facility observation. Following the kick-off meeting, the design team will tour existing facilities and make general observations surrounding the current circulation flow, functionality, operational limitations, and observable code compliance concerns. Minutes for this meeting will be prepared by Mackenzie.
2. **Meeting – Key City and Police Stakeholders:** Provide one (1) all day programming workshop with City-identified key staff for program interviews and refinement. We will issue a program questionnaire in advance of the programming workshop and facilitate review of site and building components in detail including: Confirmation/refinement of program elements and their relative size and space needs, support and shared space requirements, preliminary adjacencies, and orientation on the site. Design team attendance will include Architectural.
3. Develop updated program document and visioning summary to capture information from discovery session and programming workshop.
4. Complete an initial land use due diligence summary for the project, including the following tasks:
 - A. Review updated and/or newly provided information consisting of land survey (ALTA/Boundary/Topographic), geotechnical report, critical area evaluation report, Phase I environmental review.
 - B. Design team to investigate utility requirements associated to the project site.

- C. Coordinate with the City on the following City-provided information:
 - i. Identify planning and zoning criteria (setbacks, driveway location, building orientation issues, etc.) that may affect the site layout.
 - ii. Summarize City design guidelines and criteria associated to site and building design requirements.
 - iii. Summarize anticipated entitlement and permitting processes, procedures and schedules.
 - iv. Preliminary review of infrastructure conditions and potential improvements (i.e. site and/or building utilities, ROW improvements, etc.).
 - D. Provide initial Due Diligence summary to City and design team for review, comment and use in Preliminary Design phase.
- 5. Pre-Design Cost Summary. Based on program analysis, coordinate with our Cost Estimator to develop a preliminary total project cost summary to aid in identifying phasing of the project, right-sizing the project program to the budget and planning for future growth. This early cost summary will outline both preliminary hard cost construction cost ranges and early soft cost allowances for the project. These costs will establish the parameters of the project scope and budget alignment from the beginning and serve as the barometer for decision making, checks and balances, and program alignment throughout the design process.
 - 6. Facility Tours. Up to three facility tours of comparable police, city hall or combination facilities are recommended during pre-design to assist with program validation, prioritization and visualization of needs, flow and operational organization of existing facilities. Mackenzie would work with the City to identify, contact and arrange the tours. We recommend this task be completed as an hourly fee to allow flexibility in desired quantity of tours, tour durations and locations.
 - 7. **Meeting – Core Team:** Meet once with Core Team at City Hall to review vision/program summary. Provide one (1) revision for final City approval. In conjunction with program confirmation, the team will review the early project cost summary and discuss phasing options, prioritization and program alignment with the budget. Early phasing determinations by the City and final program confirmation will be utilized to develop conceptual adjacency diagrams for the site and building arrangement. Design team attendance will include Architectural.
 - 8. Based upon the information gathered during our discovery and program process, Mackenzie will develop a pre-design report capturing the project content through this phase and issue to the City for review and approval to move on to Preliminary Design.

Deliverables:

- 1. Project meeting minutes from Core Team meetings.
- 2. Updated project schedule.
- 3. Pre-design report to include the following:
 - A. Project goals summary.
 - B. Updated and refined space needs program.
 - C. Phasing and prioritization plan.
 - D. Preliminary adjacencies and relationships between major exterior and interior program elements.
 - E. Precedent studies and/or vision boards which establish the overall design direction for the project.
 - F. Preliminary pre-design rough order magnitude cost estimate and project budgeting summary.

Preliminary Design

Mackenzie will prepare Preliminary Design documents based on the mutually agreed-upon Pre-design report and schedule. The Preliminary Design documents generally establish the conceptual design of the project illustrating the scale and relationship of the project components. The following tasks have been outlined in a chronological order.

2. Preliminary Design phase meetings are outlined in the subsequent tasks. Mackenzie will prepare meeting minutes for each of the Core Team meetings and the pre-application meeting. The design team will include discipline attendance as outlined within each individual meeting.
3. **Meeting – Core Team / Steering Committee #1:** Conduct Core Team and Steering Committee meeting at City Hall to initiate the Preliminary Design Phase. Design team attendance will include Architectural, Landscape Architecture and Civil Engineering. This meeting will serve as:
 - A. A project summary of project progress, updated schedule and next steps.
 - B. A public outreach planning session. The meeting would include key stakeholders to develop the bond campaign messaging, opportunities, strategy and approach. Mackenzie will facilitate the meeting, which will explore the qualitative goals, messaging, challenges and opportunities anticipated during active campaigning.
 - C. A conceptual design visioning meeting to engage the citizen represented Steering Committee and solicit community centric feedback surrounding what they are searching for in a public facility. Boards will be prepared with images to solicit likes and dislikes surrounding architectural style, detail and composure. The design team will facilitate this dialogue to extract key design goals, aesthetics and qualities representative of the community vision.
4. **Meeting – City Council Presentation #1:** This initial City Council Presentation will serve as a project update and summary of next steps to inform City Council of the overall project structure. A maximum of one (1) hour presentation, including Q&A, is anticipated.
5. Develop initial conceptual design options to begin to describe the scale and relationship of project components and to begin to articulate the program, goals, and project vision established during the Pre-Design phase. Initial conceptual design options will be developed as follows throughout the Preliminary Design Phase:
 - A. Site Concepts:
 - i. A minimum three (3) and up to five (5) conceptual site plan options.
 - ii. Site concept design alternatives to include phasing option to build the Police Station and City Hall; designs should include a mix of combined or standalone building options that can be built over time in phases.
 - B. Space Planning Concepts:
 - i. Up to two (2) conceptual space planning options.
 - ii. Spatial needs assessment will lay out a cross function floor plan that serves both the Police Department and City Hall as a Civic Center. Using the refined program, the space planning options shall include: Independent Police and City Hall operational space, shared Council Chambers/Hearing space, public bathrooms, independent record rooms, parking and community space.
 - C. Building Concepts:
 - i. Up to two (2) conceptual floor plan options.
 - ii. Up to two (2) conceptual massing design options.
 - iii. Up to three (3) conceptual visioning / precedent image boards to evaluate various design themes.

6. **Meeting – Core Team:** Meet at City Hall to present initial design concept options. This meeting will engage the City and seek approval prior to the Steering Committee presentation. Based on feedback from the City, the design team will refine the initial design concepts into a preferred set of options for presentation to the Steering Committee. Design team attendance will include Architectural.
7. **Meeting – Core Team / Steering Committee #2:** Based on feedback from the City and Steering Committee, Mackenzie will develop initial design concepts and building character designs for presentation to the City and Steering Committee. Dialogue will be sought in order to refine the design options down to preferred alternatives to be advanced. Design team attendance will include Architectural.
8. Based upon feedback from the Core Team and Steering Committee, the design team will advance the conceptual design toward refined site and building character designs. Building character design to include up to two (2) conceptual sketch options illustrative of massing, preliminary exterior materials and overall building design character.
9. **Meeting – Core Team / Steering Committee #3:** Meet at City Hall to present refined conceptual design site and floor plan options, and conceptual character design options to the Core Team and Steering Committee for selection of a preferred design option for recommendation to City Council. Design team attendance will include Architectural.
10. Based upon feedback from the Core Team and third Steering Committee meeting, the design team will refine the conceptual design option for presentation to City Council for recommendation of a preferred design option. Character options will include initial exterior material selections. In addition, preliminary building mechanical, plumbing and electrical systems will be prepared for discussion with the City at the following design meeting.
11. **Meeting – Core Team:** Meet at City Hall to review Preliminary Design content with the Core Team. Review to validate included content and identify modifications prior to City Council presentation. This meeting will additionally serve as a building systems meeting, including BCE Engineering, where mechanical, plumbing and electrical systems will be discussed and preliminary systems selected for the project. Based on feedback, Mackenzie will make refinements and prepare the draft report for issuance to the Cost Estimator for pricing following City Council approval. Design team attendance will include Architectural, Civil and M.E.P.
12. **Meeting – City Council Presentation #2:** This second City Council meeting will serve to provide a project update to City Council and additionally propose the Steering Committee recommended design option for approval. Initial project costing analysis will be prepared to accompany the proposed design recommendation. This meeting will serve to update the City Council on project progress and seek approval of a preferred design option. A maximum of a two (2) hour presentation, including Q&A, is anticipated.
13. Based upon the approved conceptual design direction and Notice to Proceed by the City, Mackenzie will complete the Preliminary Design package for City review and approval prior to cost estimating. Deliverables outlined below.
14. Mackenzie will issue the updated Preliminary Design package to the Cost Estimator for preparation of the preliminary construction cost estimate. A total project cost budget, including soft costs, sales tax and recommended contingencies will be compiled concurrently to the construction cost estimate to identify all known project costs. Cost analysis will explore how phasing may impact the design and construction costs of the project.
15. **Meeting – Core Team:** Meet at City Hall to review the preliminary project cost estimate. Mackenzie and the Cost Estimator will walk the City through the cost analysis. Dependent on cost projections, discussion surrounding budget alignment and phasing recommendations will be discussed prior to moving to Design Development.

16. **Meeting – Pre-Application:** Based on approval of the project budget and Notice to Proceed by the City, we will prepare for and attend a pre-application meeting with City Planning, utilizing the Preliminary Design package as the basis for the application. The following design team disciplines will attend this meeting: Architecture, Land Use Planning and Civil Engineering. Minutes for this meeting will be prepared by Mackenzie.
17. **Meeting – Public Open House:** Upon approval from the City, Mackenzie will prepare public outreach presentation boards. This meeting will serve to engage the community under this phase and update and present the final preliminary design to the community. The City will advertise the open house and coordinate the location.
18. **Meeting – City Council Presentation #3:** Final preliminary design development will be presented to City Council for approval prior to moving into the next phase. A maximum of one (1) hour presentation, including Q&A, is anticipated.

Deliverables:

1. Project meeting minutes following Core Team meetings.
2. Updated project schedule.
3. Council Presentations.
4. Public Outreach Presentation Boards.
5. Progress Concept Design Packages to establish concept design options and establish design direction.
6. Preliminary Design package to include the following:
 - A. Conceptual Site Plan (including preliminary grading, utility connections and stormwater plan).
 - B. Conceptual Landscape Plan.
 - C. Conceptual Floor Plan.
 - D. Conceptual Building Elevations.
 - E. Exterior finish palette summary.
 - F. Interior finish palette summary.
 - G. Two exterior color renderings.
 - H. Preliminary project narrative describing:
 - i. Preliminary building energy, zoning and building codes.
 - ii. Structural systems; foundations and primary structural system.
 - iii. Mechanical/plumbing systems, electrical/technology systems and fire protection systems.
 - iv. Site grading/excavation, utility, stormwater and site design elements.
 - I. Preliminary Cost Estimate and Project Budget Summary.

Design Development – 60% Site Design

Upon approval of the Preliminary Design package and notice to proceed from the City and City Council, Mackenzie and the design team will move into Design Development. The Design Development documents will illustrate and describe the site design development of the approved Preliminary Design documents. The Design Development documents will outline pertinent site characteristics, data and information surrounding frontage/road improvements, access, critical areas, utilities, stormwater/drainage, grading, erosion control, landscaping design, lighting, parking and plaza improvements and integration with Church Creek Park. Based on the City's approval of the Preliminary Design documents, Mackenzie will prepare site related Design Development documents for the City's approval.

1. Coordinate and attend up to two (2) Design Development progress and coordination meetings City Hall during the course of Design Development. At these meetings, we will review the overall progress of the design and other

action items, including milestone reviews of the Design Development set as it is developed. Mackenzie will prepare meeting minutes for these meetings. Between subsequent meetings Mackenzie will hold standing weekly conference call check-ins with Patricia Love.

2. Mackenzie will issue the Design Development package to the Cost Estimator for updating of the Preliminary Design construction cost estimate. A total project cost budget, including soft costs, sales tax and recommended contingencies will be compiled concurrently to the updated construction cost estimate to identify all known project costs.

Deliverables:

1. Design Development set to include the following:
 - A. Civil Drawings and Reports as outlined in the attached Perteet Proposal.
 - B. Landscape Drawings:
 - i. Landscape Preliminary Planting Plan.
 - ii. Landscape Irrigation Zoning Plan.
 - C. Transportation Study as outlined in attached Perteet Proposal.
 - D. Cultural Resource Evaluation as outlined in attached Perteet Proposal.

Permitting

Mackenzie's involvement in land use entitlements of the project includes submitting for and, to the extent defined in each discipline's specific scope of services, resolving plan review (as defined below) by the City (Authority Having Jurisdiction - AHJ) for the following permits:

1. Prepare for and submit the following Land Use Entitlement applications to the City as part of the approval process:
 - A. Type II Major Site Development application, including:
 - i. Burden of proof narrative outlining and responding to specific approval criteria.
 - ii. Preliminary Design package.
 - iii. SEPA Environmental Checklist.
 - iv. Water/Sewer Availability Certificate.
 - v. Transportation Concurrency Evaluation.
 - B. No zoning changes, adjustments or variances are anticipated as part of the entitlement process. Should any be identified, these can be addressed and added to the scope of work as additional services.
 - C. Coordinate with the City during the completeness phase to respond to questions and to provide additional information as required.
 - D. Upon completeness determination, monitor the application including agency reviews, public comment and preparation of the staff report.
 - E. Review draft staff report, solicit input from City and project team, and assist with negotiations with City staff.
 - F. Attend up to one (1) meeting with City staff at City Hall for general review and coordination of the application (this would occur concurrent to the Pre-Application meeting).
 - G. Update plans/respond to plan review comments, assume up to one (1) round of revisions and resubmittal.
2. Prepare for and attend the following public hearings associated with the land use / entitlements applications described above:

- A. Prepare the presentation document for use at the Planning Commission public hearing (electronic format).
- B. Utilize Preliminary Design materials for use at the public hearing.
- C. Attend and present at one (1) Planning Commission hearing for approval. The hearing is anticipated to be up to two (2) hours in length, with no continuances, appeals, or additional hearings. The following Mackenzie staff will attend the hearing: Brett Hanson and Michael Chen.
- D. Review formally issued final conditions of approval such that they are documented and accounted for with subsequent development applications. Conditions of approval that differ from our Basis of Design, Assumptions and/or Exclusions affecting our scope of services will be assessed for potential impacts to fees and schedule at the time of review.

The permits listed above will complete the land use entitlement phase. Future phases of permitting are excluded from our scope, but can be provided at a later time.

Deliverables

1. Project narrative with supporting exhibits.
2. Permit application forms (Major Site Development Application, SEPA Checklist, Transportation Concurrency, executed copies of water/sewer availability certificates).

SCHEDULE

The proposed project schedule forms an integral part of our proposal and is herein included as Attachment A. The proposed project schedule is directly applicable to our Scope of Services and fees. Changes to the project schedule may impact our Scope of Services and/or fees which will need to be evaluated and adjusted as necessary at the time of any schedule changes or unexpected stoppages or gaps in the work outside of Mackenzie's control.

FEES, ASSUMPTIONS, AND EXCLUSIONS

The fees, assumptions, and exclusions that form an integral part of the basis of this proposal are herein included as follows:

FEE SUMMARY

Our lump sum fixed fees and hourly fees for the disciplines and related design services described above Including our hired consultants are as follows:

Pre-Design:	\$44,513
Preliminary Design:	\$114,096
60% Design Development:	\$101,926
<u>Permitting:</u>	<u>\$3,611</u>
Sub-Total: (Fixed Fee)	\$264,146
Facility Tours:	\$3,450
<u>Estimated Reimbursables:</u>	<u>\$3,500</u>
Sub-Total: (Hourly)	\$6,950
TOTAL:	\$271,096

Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost. Reimbursables are estimated to be \$3,500, and will not be exceeded without City approval. See standard Reimbursable Charges schedule (attached).

ASSUMPTIONS

Please review and notify Mackenzie if the City believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the City to fully understand these Assumptions. In addition to the scope of services outlined above, we have assumed the following:

1. City will provide current electronic files of existing building(s), Revit model of existing facilities, land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project. City's geotechnical engineer shall provide paving recommendations and related paving specifications.
2. Scope and fee are based on City not hiring a third-party City Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the City, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
3. The City will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior City approvals, including but not limited to City-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
4. City is responsible for all fees paid to public bodies having jurisdiction over the project.
5. All meetings will occur at the City Hall, other than conference calls unless specifically noted otherwise within the scope of services outlined above. We will record and distribute minutes following each meeting as outlined above.
6. Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only. Calculations of gross, net, and rentable square footages, such as BOMA calculations, are not included.
7. Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model Level of Development (LOD) of 200 - 300 as necessary for Mackenzie to facilitate design and produce Construction Documents. We anticipate that City consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and will comply with Mackenzie's expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.
8. Regardless of level of Revit Model Level of Development (LOD) and anticipated and/or non-anticipated use by the City, City's consultants, vendors, General Contractor and/or any other third party not the original author of the Revit model and data contained therein; with or without Mackenzie's knowledge, nothing in the Revit model supersedes the formally-issued, stamped, and signed hard copy Construction Documents.

9. As noted in the *Basis of Design*, we have assumed an estimated project budget value of \$11,500,000. Our estimated level of service anticipated a level of design, coordination and documentation consistent with our representative experience for executing similar projects within this budget range. Should the budget increase beyond the estimated project budget and construction value, there is the potential that the level of service to document and coordinate the design decisions may also increase. Should this become a consideration, we will review and negotiate these potential impacts at that time.
10. For additional Assumptions related to the Scope of Services of our retained consultants, refer to their attached proposals.

EXCLUSIONS

Please review and notify Mackenzie if City believes that any of the Exclusions listed here are to be included in Mackenzie's scope of services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the City to fully understand these exclusions. In addition to any exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services.

1. Reimbursable expenses.
2. Special billing requirements required by the City outside of Mackenzie's standard billing procedures.
3. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
4. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
5. Soils investigations/testing and related specifications.
6. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our scope of services above.
7. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
8. Environmental review.
9. Sensitive lands requirements.
10. Hazardous materials mitigation design.
11. Pavement design and related specifications. These specifications are typically provided by the City's Geotechnical Engineer.
12. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages is not included.)
13. Coordination of City provided consultants not identified at the date of this proposal.
14. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our scope of services above.
15. Furniture selection, specifications, requirements and all related coordination
16. Formal Building code interpretation requests and/or appeals.
17. Accessibility compliance design other than that required by Authority Having Jurisdiction (AHJ) as required for Building Permit per the 2015 International Building Code (IBC) with Washington State Amendments (Effective July 1, 2016) and the 2015 Seattle Building Code and by reference therein ANSI ICC/A117.1 for new construction. (Since compliance with the Americans with Disabilities Act – Accessibility Guidelines (ADAAG) is not required for Building Permit by AHJ, review, analysis and design for compliance therewith is specifically excluded from basic services. Client may request for expanded accessibility review and compliance design to include that of the ADAAG as an

Optional Additional Service. However, there are inherent conflicts and/or discrepancies between the codes required for Building Permit and the ADAAG and design and compliance with all of them may not be possible).

18. Sustainability certification services.
19. Permits other than those identified within the proposal identified above (e.g., phase Permitting, trade permits, separate demolition permit).
20. Special permits.
21. Marketing materials.
22. For additional exclusions related to the Scope of Services of our retained consultant(s), refer to their attached proposals.

We look forward to working with the City of Stanwood on this project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Rich Mitchell
Principal



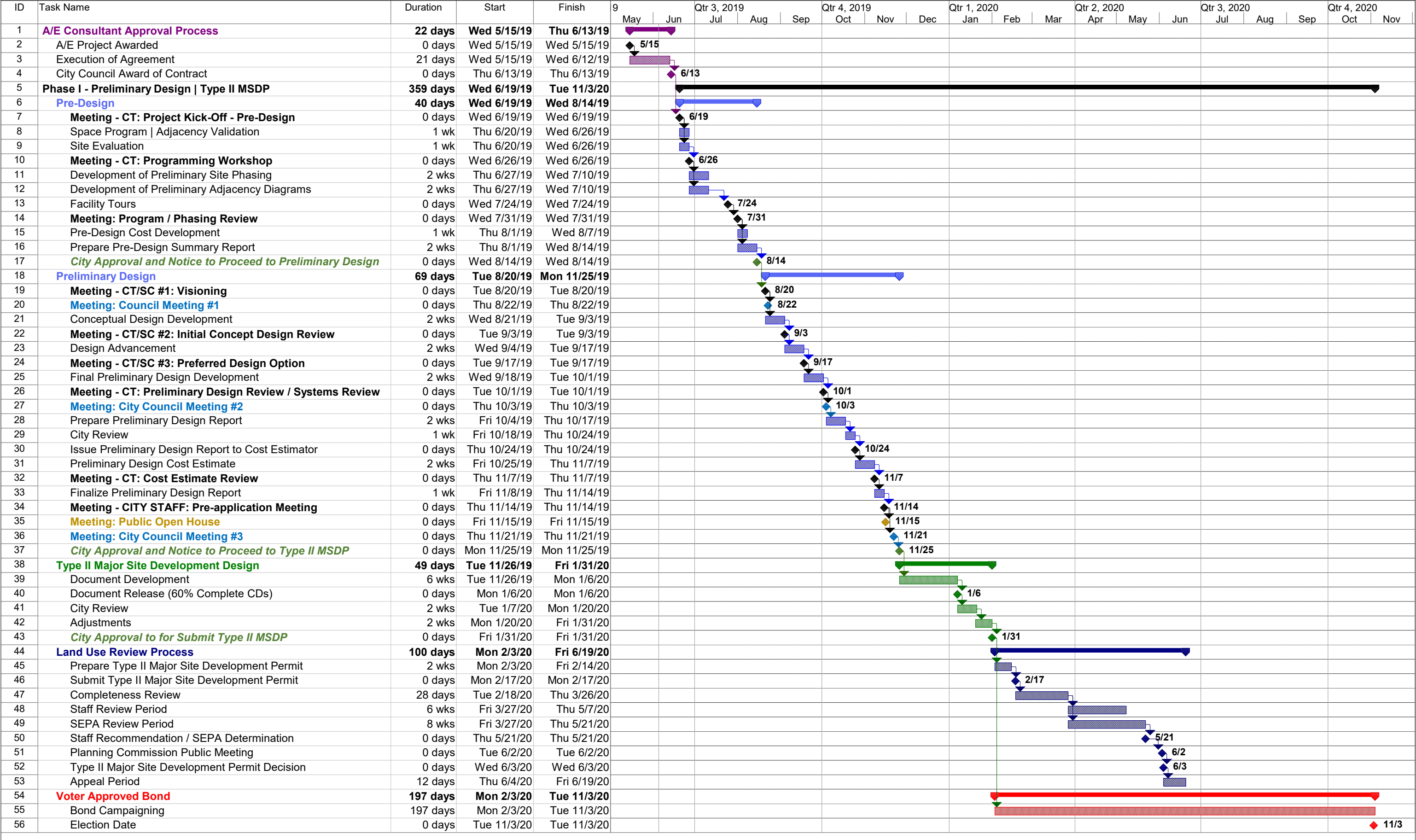
Brett Hanson
Associate Principal

Enclosures:

- Attachment A – Proposed Project Schedule
- Attachment B – Perteet Engineering – Proposal
- Attachment C – BCE Engineering – Proposal
- Attachment D – Roen Associates – Proposal
- Attachment E – Hourly Billing Rate Schedule
- Attachment F – Reimbursable Charges Schedule

c: Jennifer Ferguson – City of Stanwood

CITY OF STANWOOD CIVIC CENTER - PHASE-I SCHEDULE



INTRODUCTION

The City of Stanwood desires to construct a 19,430 square foot Civic Center along with associated site improvements such as parking and stormwater. The project site is currently undeveloped and is comprised of primarily pasture land cover.

Perteet services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Perteet shall have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

DESIGN STANDARDS

Design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, shall be developed in accordance with the latest edition and amendments to the following documents, as of the date this Agreement is signed:

- Standard Specifications for Road, Bridge, and Municipal Construction, 2018 English Edition, published by WSDOT and the Washington State Chapter APWA.
- Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT.
- 2009 Manual on Uniform Traffic Control Devices (MUTCD).
- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), July 26, 2011.
- 2012 Stormwater Management Manual for Western Washington, as amended in 2014 (SWMMWW). Even though the City has not adopted this manual we recommend that it be used in case it gets adopted during the design phase.
- City of Stanwood Municipal Code.
- City of Stanwood Street and Utility Standards.
- 2012 Low Impact Design Manual (LID Manual) may be used as guidance.
- Apply CPTED design principles.

TASKS

The following tasks will be performed under this scope of services:

Task 1 – Project Management

Task 2 – Stormwater

Task 3 – Traffic Analysis

Task 4 – Pre-Design

Task 5 – Preliminary Design

Task 6 – Design Development (60% Plans)

Task 7 – Cultural Resources

Task 1 – Project Management

As part of the Civil Design portion of the project, Perteet will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month. Perteet will submit these monthly progress reports to Mackenzie's Project Manager with the monthly invoices. The Perteet Project Manager will notify Mackenzie's Project Manager, in writing (memo format) or via email, of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Work Elements:

- Civil Engineering scope and budget management.
- Coordination of Perteet personnel.
- Coordination with Mackenzie
- Coordinate QA/QC reviews for plan and Drainage Report submittals.
- Prepare monthly progress reports/invoices.

Assumptions:

- This contract duration shall be no longer than twelve (12) months.
- Perteet will prepare its invoice and associated progress report monthly.
- A maximum of twelve (12) progress reports and invoices will be prepared.
- Perteet will coordinate with Mackenzie's Project Manager via e-mails and phone calls on an as needed basis.

Deliverables:

- Perteet Standard Monthly Progress Reports/Invoices (maximum of twelve [12], hard copy)

Task 2 – Stormwater

The stormwater task consists of the following work elements:

Design Criteria

The 2012 Stormwater Management Manual for Western Washington, as amended in 2014 (SWMMWW), the City of Stanwood Municipal Code, and the City of Stanwood Street and Utility Standards will be used as the stormwater regulatory manuals for this project. The 2012 LID

Manual may also be used as guidance. Prior to beginning project stormwater design, a stormwater design criteria matrix will be prepared summarizing all stormwater related requirements and standards. The design criteria matrix will be provided to Mackenzie and the City of Stanwood for review and concurrence prior to beginning design work.

Deliverables:

- Stormwater Design Criteria Matrix (to be included with the drainage report)

Off-Site Analysis

Perteet will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project right-of-way limits for each of the Threshold Discharge Areas (TDAs) identified. The downstream analysis will include a review of City GIS maps, recent drainage complaint documentation provided by the City (if it exists), and a visual assessment of downstream routes to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for each of the downstream drainage conveyance systems associated with the project. Representative photographs will be taken and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. Perteet will prepare a written description of the downstream system conditions and provide a map showing downstream routes.

Perteet will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation.

This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream or downstream basins.

Assumptions:

- The site lies within one (1) distinct TDA. Therefore, only one (1) downstream analysis is assumed.
- Any necessary access onto private property will be coordinated by the City of Stanwood.
- The City of Stanwood will provide Perteet with a copy of the Stanwood High School drainage report. Perteet will use this report in helping to assess the offsite drainage system.

Deliverables:

- Off-site analysis write-up: To be included in the drainage report

Site Assessment and Mapping

Perteet will prepare site assessment maps showing existing drainage features within the project site. Mapping will be assembled based upon existing topographic maps and any updated survey. Offsite information will be acquired from GIS mapping, City records, and City maps. The assessment maps, produced by Perteet, will show existing contours, existing drainage elements, and any critical areas such as wetlands and streams. This information will be used for appropriate documentation in the Drainage Report. These site assessment maps and exhibits will include:

- Land use types and areas.
- Topographic plans within the project site, including enclosed drainage.
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS).
- Wetlands, streams and other critical areas (if applicable).
- Soil types, depth, and slope – Natural Resources Conservation Service (NRCS).
- Soil subsurface information, as available.

Deliverables:

- Site Assessment Maps in 11" x 17" sheet size with a scale of 1:50 (to be included in the Drainage Report)

Change in Land Use Area Map

Perteet will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to verify mitigation needs for flow control and stormwater quality treatment are being met. TDA boundaries, based on high points and conveyance system configuration, will be identified on these maps. Perteet will also prepare a summary of area tables for pre-project and post-project conditions.

Deliverables:

- One (1) electronic PDF copy of the Change in Land Use Maps and corresponding table of change in land use areas. To be included in the Drainage Report. These maps will include:
 - Existing Impervious Area Map (one [1] sheet)
 - Proposed Impervious Area Map (one [1] sheet)
 - Tables identifying the different types of impervious surfaces

Stormwater Flow Control and Water Quality Treatment Calculations

Perteet will prepare preliminary calculations for flow control and water quality treatment facilities. Budget will be for the design of one (1) flow control facility and one (1) water quality facility.

Deliverables:

- Preliminary flow control and water quality treatment calculations (to be included in the Drainage Report)

Pipe Conveyance Calculations

Perteet will prepare storm pipe conveyance capacity calculations for new pipe segments associated with the project site:

- Design Development (60%): Prepare preliminary pipe sizing calculations, using full-flow conditions with the Manning equation and SBUH Method.

Deliverables:

- Conveyance Calculations (to be included in Drainage Report)

Drainage Report

Perteet will assemble a draft (Design Development [60% PS&E]). The drainage report will include a written assessment and summary of the surface water design features on the project, summary of tables, flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, backwater analysis (Hydraulic Grade Line), and supporting exhibits.

Assumptions:

- Final Drainage Report to be prepared during Phase 2.

Deliverables:

- Draft Drainage Report at Design Development phase (60% PS&E) (two [2] comb bound hard copies one [1] electronic PDF copy)

Task 3 – Traffic Impact Analysis

The intent of this task is to develop a traffic impact analysis to determine the necessary improvements to the surrounding roadway network (if necessary) to meet the traffic concurrency required by the City of Stanwood and WSDOT for intersections on SR 532.

Work Elements:

- Data gathering efforts, including:
 - Obtain traffic movement counts in both the AM peak and PM peak periods for up to six (6) intersections.
 - Obtain collision history at up to six (6) intersections to determine if additional traffic will result in potential roadway safety issues.
 - Obtain traffic signal timing for intersection analysis.

- Conduct existing site analysis, including the following:
 - Level of Service (LOS) analyses of impacted intersections per the HCM 6 using Synchro software.
 - Review collision history for a qualitative analysis of any potential safety concerns.
- Develop number of trips generated in a weekday and in both the AM and PM peak hours using the ITE Trip Generation Manual.
- Develop trip distribution based on existing travel patterns.
- Develop traffic volumes for the AM and PM peak periods utilizing City provided trip growth to the projected opening year (horizon year) for the development.
- Conduct traffic analysis for the horizon year assuming no development for the impacted intersections.
 - LOS analyses of impacted intersections per the HCM 6 using Synchro software.
- Conduct traffic analysis for the horizon year incorporating development trips for the impacted intersections. Note this task will also include the proposed access points from the development to the roadway network. It is assumed that two (2) access points will be provided.
 - LOS analyses of impacted intersections per the HCM 6 using Synchro software.
- Development of alternatives to meet the LOS concurrency requirements (if necessary).
- Develop a draft and final traffic impact report. The final report will include responses to the City and WSDOT comments as necessary.
- Conduct a site visit to determine existing traffic conditions and document sight distances at the proposed access points.

Assumptions:

- City will provide information on type of land uses for the development to develop trip generation numbers.
- All uses will be standard land uses available in the Trip Generation Manual. Other land uses may require additional study and are considered out of scope.
- Traffic counts will be obtained by Perteet by a separate vendor.
- A total of six (6) intersections will be analyzed including four (4) signalized intersections and two (2) stop controlled intersections. All analysis will be done using Synchro software. Intersections must be defined prior to beginning of the analysis.

Deliverables:

- Draft Traffic Impact Analysis
- Final Traffic Impact Analysis

Task 4 – Pre-Design

This task will include the following work elements:

- Attendance by the Perteet Project Manager and Lead Design Engineer at one (1) kickoff meeting to be held at Stanwood City Hall.
- Review of updated or newly provided land survey, geotechnical reports, critical area evaluations, and Phase 1 environmental review as they pertain to civil and site development. Provide Mackenzie with site/civil related language in support of their Pre-Design Report preparation. The level of effort associated with this work element is limited to the hours provided in the fee.

Assumptions:

- Mackenzie to prepare meeting minutes

Deliverables:

- Site/Civil summary language in Word format (up to three [3] pages)

Task 5 – Preliminary Design

The intent of this task is to provide limited support to Mackenzie as they develop the Preliminary Design documents.

Work Elements:

- Attendance of the Perteet project manager and lead design engineer at up to two (2) design meetings and up to one (1) Pre-Application meeting. Design meetings to be held at Stanwood City Hall.
- Support the completion of conceptual-level, plan-view layouts of up to five (5) alternative site configurations. This effort will include planning level parking lot linework, preliminary grading, utility connections, and stormwater facility type, size, and location.
- Perteet will provide minimal assistance with cost estimating as it relates to site/civil components. Level of effort is limited to the hours provided in the fee.

Assumptions:

- Perteet's involvement in this phase will be minimal and limited to the fee hours included for this task.
- No one from Perteet will be attending the City Council meetings or the Public Open House meetings as a part of this design phase.
- The City of Stanwood will finalize a site layout configuration through this process that shall not be substantially modified in a later design phase. A substantial change in site

configuration will constitute a change in scope and will allow Perteet to negotiate additional compensation for the change.

- Mackenzie will be providing a cost estimator who will be preparing the Preliminary Design cost estimate.
- An electronic AutoCAD basemap will be provided to Perteet.

Deliverables:

- Up to five (5) plan-view site configuration exhibits (hard copy, PDF)

Task 6 – Design Development (60% Plans)

The Design Development phase will incorporate ideas captured during the Preliminary Design phase. At the 60% level, all site civil elements of the project will be incorporated into the documents to produce a full preliminary set of Plans.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 60% design phase.

- Review and address Preliminary Design comments and incorporate into the 60% design. A summary of comments and actions taken/responses will be provided with the 60% submittal.
- **Site Preparation**
Identify work which must be conducted prior to beginning construction of the proposed facilities. This work generally includes elements like tree removal/protection, onsite infrastructure to be removed/protected/reused, pavement removal, and temporary security measures.
- **Erosion Control**
Prepare erosion control design to minimize the discharge of sediment from the site. Erosion control measures will be designed in accordance with the current version of the Washington State Department of Ecology's Stormwater Management Manual, Volume II.
- **Grading and Earthwork**
Identify proposed finished grades throughout the site which provide both surface drainage and user comfort. Grading will be based on the recommendations of the geotechnical report and the City of Stanwood grading requirements. Finished grades will be identified by contours at 1' intervals with spot elevations given at critical locations to ensure that the design is adequately conveyed to a contractor. Up to two (2) site cross sections will be prepared. Earthwork design and calculations will be performed using Civil 3D software.

- **Drainage**
Drainage plans showing the collection, conveyance and treatment of stormwater runoff from the site. Conveyance systems will be shown in plan and profile.
- **Composite Utility Plans**
Water and sewer service connections will be provided to the proposed buildings. Water service for irrigation flows will also be provided. Plans will show the layout of proposed services, as well as the location of underground utilities designed by other disciplines (such as electrical systems and video cameras) for cross checking. Fire hydrants and fire suppression components will also be shown on the plans. The utility plans will also be used to show all utilities in a single location, including power, data, and storm drainage systems in order to help identify potential conflicts.
- **Paving**
Identify surfacing and surface features. It is anticipated that the majority of the site will be constructed using asphalt pavement. The paving plans will also identify surfacing materials for pedestrian areas. Perteet is responsible for site paving/flatwork up to the building, including the entry plaza.
- **Signage, Striping, and Site Amenities**
Identify striping, traffic signage, and site features necessary for the operation of the project site. Signage will be limited to standard signage available in the MUTCD or other sources, except for the site monument signs. Design of site identification signs and other Police specific signage will be provided by the City of Stanwood.
- **Horizontal Control Plan**
Identify the locations and dimensions of proposed site features in a manner that allows the contractor to correctly locate the facilities. Location information will be a combination of coordinates, Station/Offset callouts and measured dimensions as best conveys the intent of the design.
- **Frontage Improvement Plan and Profile**
Provide plan and profile for frontage improvements along 72nd Avenue NW. Frontage improvements will be designed for the project's frontage as well as the Church Creek Park's frontage. Frontage improvements, consistent with those required for this street's classification, will include necessary roadway widening and the installation of curb, gutter and sidewalk.
- **Opinion of Probable Cost**
This work element will be limited to support only. Perteet will provide supporting information as necessary to a third party estimator. Perteet will also provide a cursory review, as needed, of the estimate for those elements that Perteet is responsible for.
- **Document Assembly**
Assemble all deliverables into a cohesive package for delivery to the Mackenzie Team.
- A maximum of twenty-four (24) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17").

This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:

- Legend and Abbreviations (1 plan sheet)
- Site Plan (1 plan sheet)
- Horizontal Control Plan and Points Table (3 plan sheets)
- Site Preparation and Erosion Control (2 plan sheets)
- Site Preparation and Erosion Control Details (1 sheet)
- Grading Plan (2 plan sheets)
- Grading Details and Sections (2 plan sheets)
- Drainage Plan (2 plan sheets)
- Drainage Details (1 plan sheet)
- Composite Utility Plan (2 plan sheets)
- Utility Details (1 plan sheet)
- Paving, Signing and Channelization Plan (2 plan sheets)
- Paving, Signing and Channelization Details (1 plan sheet)
- Frontage Improvement Plan and Profile (3 sheets)

Assumptions:

- Survey Control Plan to be prepared by others.
- Comments on conceptual plans will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- The project configuration and design elements selected in the conceptual design phase will not be substantially revised during the course of the design efforts.
- Security system design is excluded from this scope of work.
- Site illumination design is excluded from this scope of work.
- Design will be in accordance with City of Stanwood Street and Utility Standards.
- No utility main extensions will be provided.
- Utility coordination will be minimal.
- A Stormwater Pollution Prevention Plan (SWPPP) will not be prepared during this phase.
- Project specifications will not be prepared during this phase.
- If retaining walls are required, then WSDOT Standard CIP walls or MSE walls will be specified.
- Landscape and Irrigation plans will be prepared by Mackenzie. Perteet to assist with locating the irrigation water meter and controllers.
- Site fencing design to be prepared by Mackenzie.
- City of Stanwood will provide Perteet with the Geotechnical Report that has already been prepared for the project site. This report will be used to assist with the site design.

Deliverables:

- Responses to conceptual design comments
- 60% Plans (four [4] copies, half-size – 11" x 17")
- Electronic version of submittal documents (PDF)

Task 7 – Cultural Resources

This task includes the following work elements:

- **Background Research**
Perteet will check the Department of Archaeology and Historic Preservation's (DAHP's) Washington Information System for Architectural and Archaeological Records Data (WISAARD) for information about previous cultural resources assessments in the project vicinity and identified archaeological sites. Other background information may be collected from local historical societies, libraries, ethnographic accounts, and Tribal members.
- **Field Visit**
A Perteet archaeologist will conduct a survey of the parcel. The fieldwork will include pedestrian survey of the entire project site and excavation of up to six (6) shovel probes in areas that are free of impervious surface. Spoils from the shovel probes will be screened through ¼ inch mesh to identify buried cultural material. Any identified artifacts will be described, photographed, and reburied in their probe of origin. Each shovel probe will be recorded with a Global Positioning System (GPS) unit with submeter accuracy. The sediments and cultural material from each probe will be described on standard forms. Prior to the field visit Perteet will contact the Stillaguamish Tribe to inform them of the field visit and invite them to attend if they so choose.
- **Report Preparation**
Perteet will prepare a report that will include a brief description of the project, a summary of the background research, and an assessment of the project's potential for affecting buried pre-contact or historical archaeological sites. The report may include recommendations for ways to complete identification of archaeological sites, like archaeological subsurface testing or archaeological monitoring during construction. The report will be suitable for submission to DAHP and affected Tribes. The report can be completed within 45 days of notice to proceed. Completion dates may be adjusted to meet project schedules. After one round of review, Perteet will upload the report to the DAHP database.

Assumptions:

- If at any time human remains are encountered, work will cease, and notification of DAHP and affected tribes will proceed as directed by RCW 27-44.

- No historical buildings will be recorded.
- No artifacts will be collected.
- The report will go through one (1) round of review.
- If potentially significant archaeological material is identified, then a scope and budget adjustment may be required to conduct any additional studies to evaluate significance.
- Treatment of any identified archaeological resources would be determined through consultation with DAHP, the City of Stanwood, and the affected Tribes, and may require a DAHP-issued excavation permit.

Deliverables:

- Draft report, one (1) PDF by email
- Final report, one (1) PDF by email, submitted to DAHP by Perteet



Project

Stanwood Police Station-City Hall Campus - Civil

Contract Start Date

6/3/2019

Last Update date

6/5/2019

Client

Mackenzie

Contract End Date

6/30/2020

Perteet Project No.

20190095.000

PM

Brian Caferro

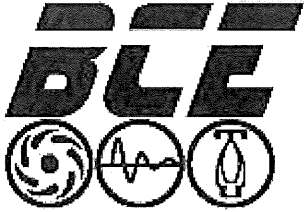
Contract Duration:

12 Months

		Sr. Associate	Sr. Associate	Sr. Engineer / Mgr	Sr. Engineer / Mgr	Engineer II	Engineer II	Lead Technician/ Designer	Sr Planner/Cult ural Resources Manager	Planner II	Accountant	Clerical	Clerical	Cultural Resources Specialist II	Cultural Resources Specialist II	Total Hours	Labor Dollars
Task	Billing Rate	\$205.00	\$205.00	\$190.00	\$190.00	\$125.00	\$125.00	\$125.00	\$165.00	\$115.00	\$95.00	\$85.00	\$85.00	\$110.00	\$110.00		
Task 1 - Project Management		34.00									6.00					40.00	\$7,540.00
Total Task 1 - Project Management		34.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	40.00	\$7,540.00
Task 2 - Stormwater		10.00		4.00		82.00		18.00		6.00		4.00				124.00	\$16,340.00
Total Task 2 - Stormwater		10.00	0.00	4.00	0.00	82.00	0.00	18.00	0.00	6.00	0.00	4.00	0.00	0.00	0.00	124.00	\$16,340.00
Task 3 - Traffic Analysis			10.00		23.00		84.00						4.00			121.00	\$17,260.00
Total Task 3 - Traffic Analysis		0.00	10.00	0.00	23.00	0.00	84.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	121.00	\$17,260.00
Task 4 - Pre-Design		6.00				12.00										18.00	\$2,730.00
Total Task 4 - Pre-Design		6.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	\$2,730.00
Task 5 - Preliminary Design		15.00				40.00		20.00								75.00	\$10,575.00
Total Task 5 - Preliminary Design		15.00	0.00	0.00	0.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	\$10,575.00
Task 6 - Design Development (60% Plans)		10.00		8.00		146.00		132.00								296.00	\$38,320.00
Total Task 6 - Design Development (60% Plans)		10.00	0.00	8.00	0.00	146.00	0.00	132.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	296.00	\$38,320.00
Task 7 - Cultural Resources									5.00			1.00		44.00	10.00	60.00	\$6,850.00
Total Task 7 - Cultural Resources		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	1.00	0.00	44.00	10.00	60.00	\$6,850.00
Total Hours		75.00	10.00	12.00	23.00	280.00	84.00	170.00	5.00	6.00	6.00	5.00	4.00	44.00	10.00	734.00	
Total Dollars		\$15,375.00	\$2,050.00	\$2,280.00	\$4,370.00	\$35,000.00	\$10,500.00	\$21,250.00	\$825.00	\$690.00	\$570.00	\$425.00	\$340.00	\$4,840.00	\$1,100.00		\$99,615.00

Expenses:		
Mileage - \$.58	111	
Totals:	111	

SUMMARY		
Labor		\$99,615.00
Expenses		\$111.00
Subconsultants		\$0.00
CONTRACT TOTAL		\$99,726.00



May 31, 2019

Mackenzie
Logan Building
500 Union St. Suite 545
Seattle WA 98101

Attn: Brett Hanson

RE: Stanwood Police Station – PreDesign Services

Dear Brett,

Thank you again for including BCE Engineers, Inc. on your design team. The scope of work, as we understand it, is to provide MEP support for a new 15,000 square foot facility in Stanwood, WA.

Engineering Scope:

- Predesign Narrative for Mechanical/Plumbing, Fire Sprinkler, Electrical and Low Voltage Scopes
- Basic Cost estimating for MEP systems
- (1) Meeting with the Architect and Users in Stanwood to review MEP scope and to propose system options (both Mechanical and Electrical engineers present)
- Teleconferences as required to clarify systems and costing

Excluded items:

- 3D Modeling
- Plans and Specifications
- LEED or similar sustainability documentation
- Additional site visits

We propose to accomplish the above scope of work for a fixed fee of **\$4,800**.

Again, thank you for considering BCE Engineers, Inc. for your electrical design team. If you have any questions, please don't hesitate to give me a call.

Sincerely,

BCE ENGINEERS, INC.

A handwritten signature in black ink, appearing to read "Ben Hedin".

Ben Hedin, PE
Principal

500 Union Street, Suite 927
 Seattle, WA 98101
 121 S. Wall Street
 Spokane, WA 99201

Fee Quote Estimating Services

Attachment D



Stanwood Police ROM, SD & Sitework Progress Set Estimates Mackenzie

	Divisions 1 - 14, 31-33				Divisions 21-23, 26-28				Total
	Estimator	Hours	Hourly Rate	Extension	Estimator	Hours	Hourly Rate	Extension	
ROM Program Estimate	Roger Roen (Principal)	2	\$ 150	\$ 300	Wade Botting (Mechanical)	1	\$ 125	\$ 125	
	Matt Wiggins	12	\$ 135	\$ 1,620	Jerod Gummer (Electrical)	1	\$ 125	\$ 125	
	Andreas Kleidouhakis		\$ 135	\$ -					
			\$ 135	\$ -					
Subtotal Fee - Schematic Design Estimate				\$ 1,920	\$ 250				\$ 2,170
Schematic Design Estimate	Roger Roen (Principal)	8	\$ 150	\$ 1,200	Wade Botting (Mechanical)	8	\$ 135	\$ 1,080	
	Matt Wiggins	24	\$ 135	\$ 3,240	Jerod Gummer (Electrical)	4	\$ 135	\$ 540	
	Andreas Kleidouhakis	16	\$ 135	\$ 2,160					
			\$ 135	\$ -					
Subtotal Fee - Schematic Design Estimate				\$ 6,600	\$ 1,620				\$ 8,220
Sitework Progress Set Estimate	Roger Roen (Principal)	2	\$ 150	\$ 300	Wade Botting (Mechanical)		\$ 135	\$ -	
	Matt Wiggins	16	\$ 135	\$ 2,160	Jerod Gummer (Electrical)	2	\$ 135	\$ 270	
	Andreas Kleidouhakis	4	\$ 135	\$ 540					
			\$ 135	\$ -					
Subtotal Fee - Sitework Progress Set Estimate				\$ 3,000	\$ 270				\$ 3,270
Total Fee Quote									\$ 13,660

1. Fees include one round of design team / owner driven adjustments per estimate

MACKENZIE.

P 206.749.9993 ■ F 206.749.5565 ■ W MCKNZE.COM
Logan Building, 500 Union Street, #410, Seattle, WA 98101

Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 145 – \$ 240

ARCHITECTURE/LANDSCAPE

Senior Project Architect	\$ 140 – \$ 225
Project Architect I – III	\$ 85 – \$ 180
Architectural Designer II-III	\$ 75 – \$ 145
Architectural Designer I	\$ 60 – \$ 80
Designer/Drafter	\$ 50 – \$ 70
Intern	\$ 50 – \$ 65

ENGINEERING

Senior Project Engineer	\$ 150 – \$ 225
Project Engineer I – III	\$ 100 – \$ 185
Designer I – II	\$ 70 – \$ 125
Transportation Analyst I – II	\$ 65 – \$ 105
Designer/Drafter	\$ 60 – \$ 100
Intern	\$ 50 – \$ 65

PLANNING

Senior Project Planner	\$ 135 – \$ 225
Project Planner I – IV	\$ 85 – \$ 180
Permit Coordinator	\$ 55 – \$ 85
Assistant Planner	\$ 65 – \$ 90

INTERIOR DESIGN

Senior Project Interior Designer	\$ 135 – \$ 220
Interior Designer III – V	\$ 100 – \$ 165
Interior Designer I – II	\$ 60 – \$ 125
Intern	\$ 50 – \$ 65

ADMINISTRATION

Administrator	\$ 60 – \$ 155
Word Processor	\$ 70 – \$ 95
Graphic Artist	\$ 100 – \$ 120

*Subject to change November 1, 2019

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

METRON

A N D A S S O C I A T E S , I N C . LAND SURVEYING, MAPPING AND LAND-USE PLANNING

307 N. Olympic, Suite 205 / Arlington, Washington 98223 / Phone: 360-435-3777 / Fax: 360-435-4822 / www.metrongis.com

Letter of Proposal

June 6, 2019

Patricia Love
Community Development Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Subject: City of Stanwood Civic Campus Engineering Survey Map

Our Introduction

Dear Patricia:

We are pleased to provide our Letter of Proposal for your review. We look forward to serving you and working together as a team. In order to achieve the goals and objectives of your project, we perform the following steps:

1. Research
2. Analyze and Assess
3. Determine a Scope of Service
4. Determine an Estimated Project Budget

Our Research

In order to determine a “scope of service” and identify the service items, we may include a review of the following information:

- Public and company records
- Land planning maps and regulations
- Adopted engineering standards
- Aerial photographs and topographic maps
- Metrons' “Request of Service” assessment forms
- Information provided by client or their agents
- Visual inspection of the project area

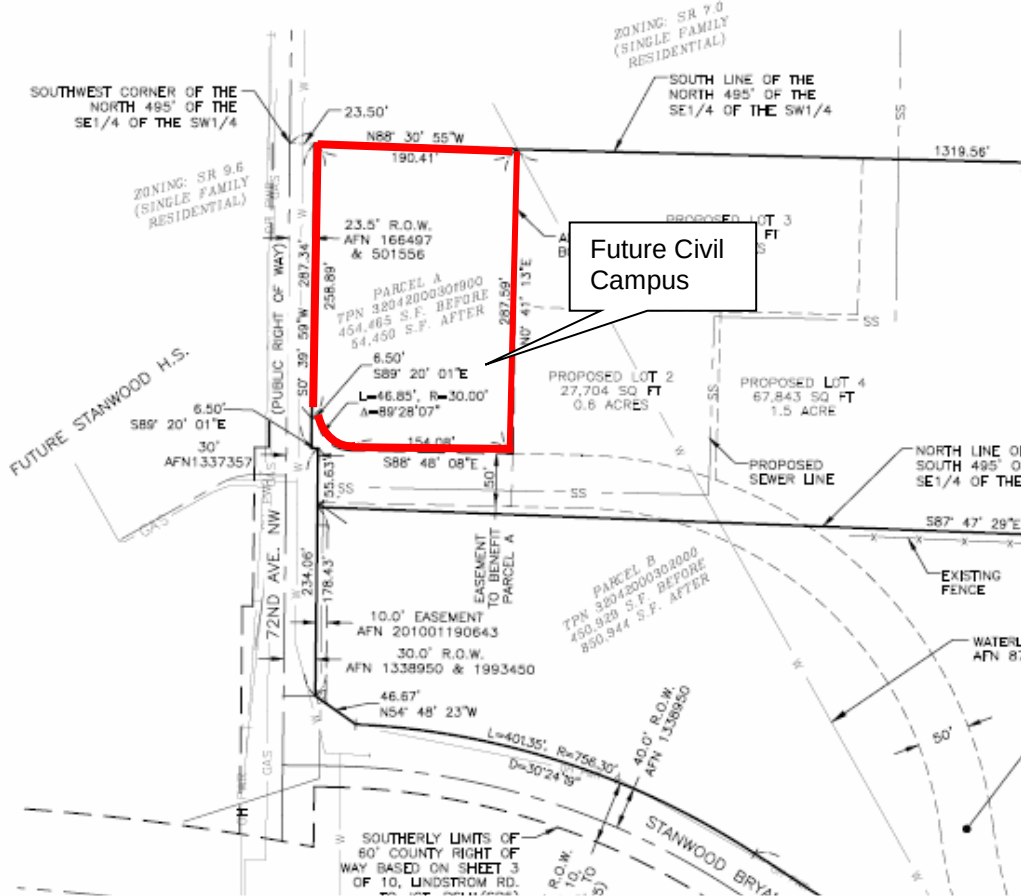
Our Analysis and Assessment

Our analysis and assessment of this project is based on the current information only. The following statement(s) summarizes our analysis and assessment of your project:

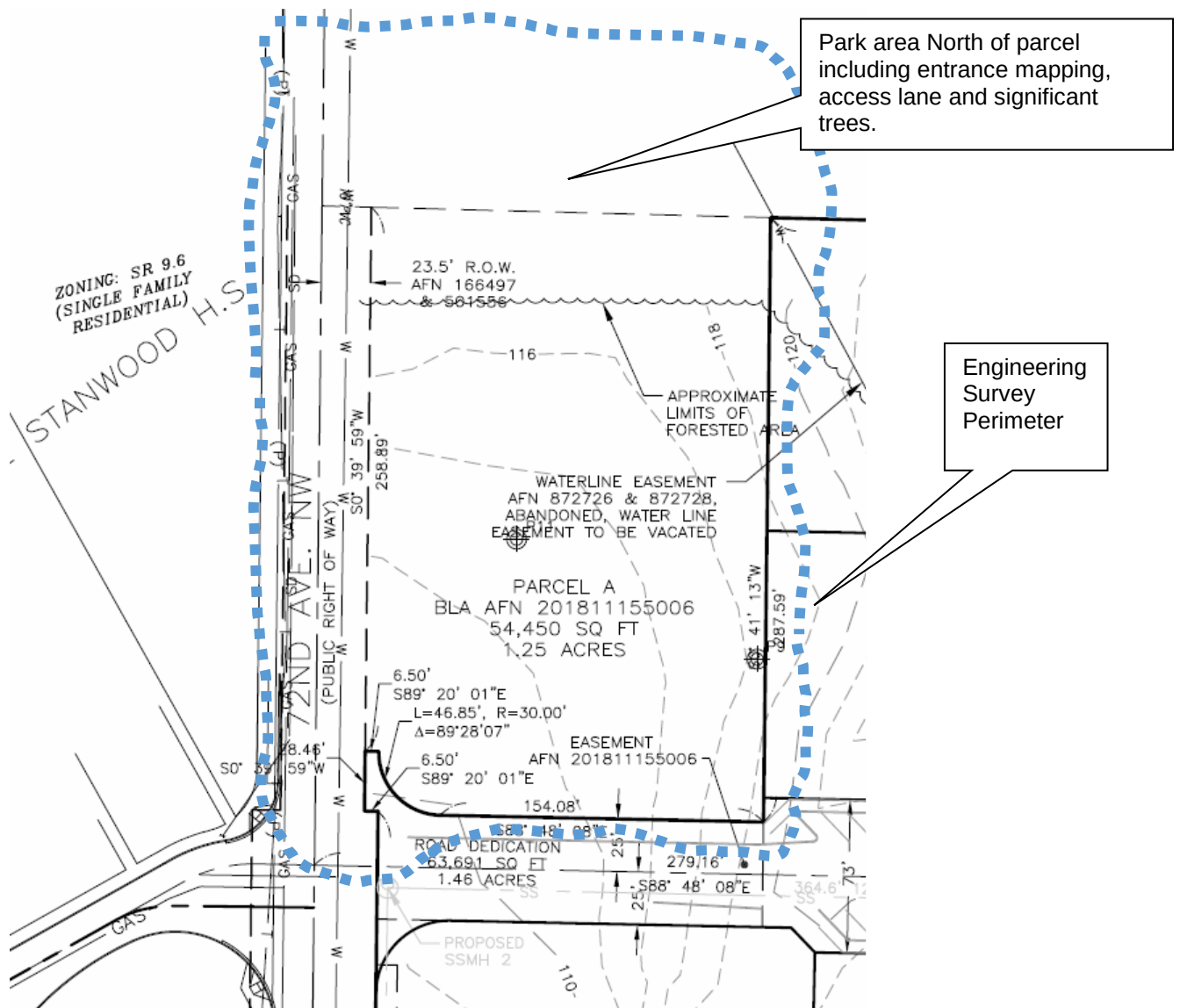
The city intends on developing a civic campus at the subject location. This will include a new city hall and police station facility.

We had prepared the BLA application for the city parcel. We have limited topographic survey data on the parcel. The city has requested an engineering survey for the design of the campus. The areas of concern are the 72nd Ave. NW., the Church Creek park entrance and park access lane. We will merge our existing mapping data to provide sufficient mapping coverage of the entire parcel. The city is also considering a frontage improvement along the east side of 72nd Ave for pedestrian improvements. This will extend to connect with the existing walk to north of park property.

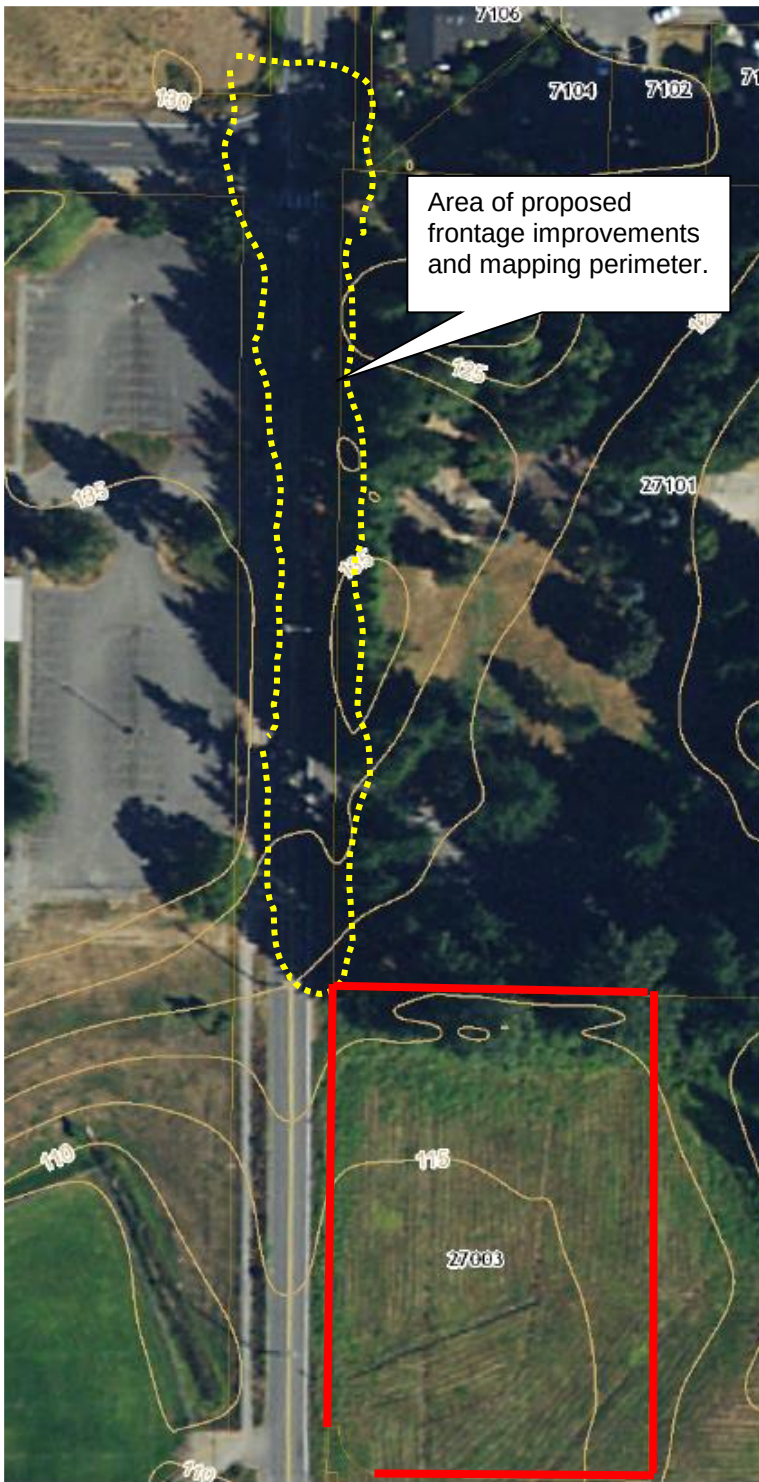
The engineering map will include all existing features in the right of way areas as described. The engineering survey will provide utility locates for the area of influence. The engineering survey will be prepared at a scale of 1" = 20', using a 1/2 foot contour surface model.



Parcel A-Civic Campus Site



Civic Campus Site Existing Conditions



Our Scope of Service

In consideration of your project, we have assigned the following service items:

Service Item: Engineering Map (EM)

Description: This item provides the proprietary information for a civil engineering, architectural design, geotechnical engineering and environmental engineering. It is a detailed map that provides precise measurements for certainty of decision making. It includes topography, utility as-builts, easement locations and property lines. It is the most technical map a land surveyor and cartographer will prepare. This map provides the foundation of a development plan.

Right of Way Survey

- | | |
|------|---|
| EM 1 | Provide research of public and quasi-public land records to identify land title evidence that is associated with public right of way limits. |
| EM 2 | Provide compilation, analysis and computations using the field evidence and research to determine a solution for the location of the right of way limits. |

Topographic Survey

- | | |
|-------|---|
| EM 6 | Provide records research and GIS databases to determine horizontal and elevation datum's as specified by client or agency. |
| EM 7 | Provide survey control network to establish horizontal and elevation datum's as specified by client or agency. |
| EM 8 | Provide field mapping of data points for surface model in compliance with the National Mapping Accuracy Standards. |
| EM 9 | Provide field mapping of land improvements and land features (i.e., riparian shorelines, springs, buildings, roads, drain fields, landscaping, etc...) for design purposes. |
| EM 10 | Provide field mapping of trees, tree drip line and forested area limits as specified by client. |
| EM 12 | Provide field survey data quality control. |
| EM 13 | Provide AutoCAD drafting incorporating layer and cartography standards. |
| EM 14 | Provide AutoCAD drafting and data processing to determine the surface model and elevation contours. |
| EM 15 | Provide data processing for publication of AutoCAD drawing file, PDF Map and inkjet plotter map if requested. |
| EM 16 | Provide professional review and certification. |

As-Built Survey

- | | |
|-------|--|
| EM 17 | Provide field survey mapping to determine the horizontal location of subsurface utilities. |
| EM 18 | Provide field survey mapping to determine the attributes of utilities (i.e., pipe sizes, pipe depths, material types, conditions, etc...) where necessary. |
| EM 20 | Provide the scope of work and coordination of the utility locate service as necessary. |

The task items associated with these service items represent our work flow to accomplish the scope of service. Please review them carefully and call if you have questions.

Our Estimate

Based on the assigned service items and associated task items the following estimate is provided:

Estimated Cost: \$6,000.00

Your Steps to Proceed

If the assessment, scope of service, estimated budget and task items stated in this Letter of Proposal are acceptable and you are in agreement, please sign below for acceptance:

- Sign below for acceptance of Letter of Proposal

Client signature

Date

Once we receive this signed document, we will complete the project setup and provide you with a proposed project schedule.

Thank you for allowing us to present our Letter of Proposal. We look forward to working with you.

Sincerely,
Metron and Associates, Inc.



associated
earth sciences
incorporated

ATTACHMENT C

June 5, 2019
Project No. 170118E002

City of Stanwood
10220 270th Street NW
Stanwood, Washington 98292

Attention: Ms. Patricia Love

Subject: Scope of Work and Cost Proposal
Additional Geotechnical Services
Proposed Stanwood City Hall and Police Station
27003 72nd Avenue NW
Stanwood, Washington

Dear Ms. Love:

This letter provides Associated Earth Sciences Inc.'s (AESI) proposed scope of work and cost for providing additional geotechnical services for the subject project. AESI is familiar with the project site through our initial subsurface investigation and geotechnical report titled "Subsurface Exploration, Geologic Hazard, and Geotechnical Engineering Report," dated October 10, 2018. This proposal is based on our conversations with yourself and the Project Architect, and on our experience working at the project site. The proposed project includes the construction of new City Hall and Police Station buildings for the City of Stanwood.

SCOPE OF GEOTECHNICAL ENGINEERING SERVICES

As requested, our proposed scope of work consists of: (1) providing supplementary recommendations for stormwater infiltration, (2) providing pavement design, and (3) providing input and conducting a review of earthwork specifications.

Stormwater Infiltration

We understand that the design team would like to pursue stormwater infiltration for the project site, if feasible. Our initial explorations at the project site encountered subsurface sediments consisting of fine-grained silt and clay. These sediments exhibit very low permeability and are generally considered a very poor infiltration receptor. To confirm an infiltration rate, or confirm that infiltration is not feasible, we propose to complete one Pilot Infiltration Test (PIT).

The duration of the PIT will be approximately 7 hours, and will include a 6-hour soaking period followed by a 1-hour test period, after steady-state constant-head conditions are achieved. Following the test period, the discharge will be discontinued, and the level in the pit will be monitored at timed intervals to determine the falling-head rate. This rate will be compared with the constant-head rate to assist in determining a suitable design infiltration rate. The volume of water required for this test may be in the range of several hundreds of gallons. AESI will schedule a water truck to provide water for infiltration testing.

Upon completion of the infiltration test, the infiltration test pit will be overexcavated to: (1) document the types of soils the water infiltrated through, and (2) identify any soil layers that will restrict the downward flow of infiltrating water.

Based on our findings, we will prepare an infiltration letter-report per the requirements of the adopted stormwater manual that will present the following:

- Project and site description, including a site plan showing the approximate exploration locations.
- Subsurface soil and shallow groundwater conditions, including interpretive logs of our explorations.
- Recommended design infiltration rate, if appropriate.
- Our conclusions regarding the suitability of the subject site for the on-site infiltration of stormwater.
- Recommendations for additional exploration or testing, if needed.

Pavement Design

AESI will provide additional pavement design support for the project. Our previously referenced report provided recommended pavement sections for lightly and heavily loaded, on-site, asphaltic concrete pavement (ACP) sections. Additional pavement design may include, pervious pavement sections, concrete pavement sections, or ACP sections for right-of-way improvements.

Earthwork Specification

AESI will provide input to the design team for creating the earthwork-related specifications. We will also provide a final review of the earthwork specifications to confirm that they comply with our geotechnical recommendations.

PROPOSED FEES

We have included costs for the requested scope of work below. Our cost estimates are based on a **time-and-expenses basis** in accordance with our "Schedule of Charges" and "General Conditions" attachments. A line-item breakdown of our proposed tasks are provided below. If adverse or unforeseen conditions are encountered, we will notify the client immediately and perform no work beyond our authorized scope without the client's approval.

Infiltration Cost Estimate

Private Locate	\$300
Digging Subcontractor (1 day)	\$2,000
Field Engineering.....	\$1,400
Laboratory Testing (2 sieves and 2 hydrometers)	\$400
Report Preparation	\$2,000
Water Truck Rental	<u>\$1,700</u>

Estimated Infiltration Testing Total..... \$7,800

Pavement Design

Pavement Design Support	<u>\$2,000</u>
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Estimated Pavement Design Total \$2,000

Earthwork Specification Support

Design Team Consultation and Spec Review	<u>\$2,000</u>
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Estimated Earthwork Specification Support Total \$2,000

Estimated Grand Total \$11,800

CONDITIONS AND SCHEDULE

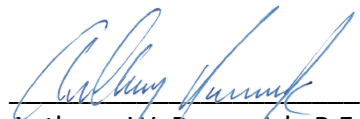
All of our work will be billed on a time and materials basis in accordance with our Schedule of Charges, a copy of which is attached. We will not complete work beyond our approved scope of work and the above cost estimate without your prior approval. We can typically schedule our on-site work within 2 to 3 weeks of authorization to proceed, depending on subcontractor availability. We can provide preliminary verbal recommendations regarding our observations the day after our site work is complete. We can provide a draft report within 2 weeks after completion of our laboratory testing. All services will be completed in accordance with our General Conditions, a copy which is also attached.

CLOSURE

We appreciate the opportunity to submit this proposal and hope that it meets your needs. If this agreement meets with your approval, please sign in the space provided below, and send one copy to our Kirkland office address: AESI, 911 5th Avenue, Kirkland, Washington 98033, to serve as formal authorization to proceed. If you have any questions, please do not hesitate to call.

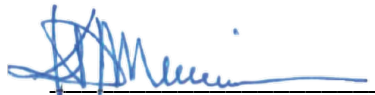
Sincerely,
ASSOCIATED EARTH SCIENCES, INC.
Kirkland, Washington

**The undersigned has reviewed and accepts the
attached General Conditions.**



Anthony W. Romanick, P.E.
Senior Project Engineer

Client Date
Authorized Representative Signature



Kurt D. Merriman, P.E.
Senior Principal Engineer

Client (please print name)

Attachments: Schedule of Charges/General Conditions

AESI offers paperless invoicing as an emailed PDF document to your accounts payable department/representative. By providing an email address, you will receive emailed PDF versions of your invoices (no copies will be mailed).
Please provide the appropriate email address here:

ASSOCIATED EARTH SCIENCES, INC.
SCHEDULE OF CHARGES

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are as follows:

Personnel Charges - Engineers, Hydrogeologists, Geologists, Scientists, and Technicians

Sr. Principal.....	\$230.00/hour
Principal.....	\$200.00/hour
Sr. Associate	\$175.00/hour
Associate	\$165.00/hour
Senior	\$155.00/hour
Sr. Project	\$145.00/hour
Project	\$130.00/hour
Sr. Staff	\$110.00/hour
Staff	\$90.00/hour
Legal Testimony (4 hour minimum).....	\$400.00/hour

Other Personnel and Disbursement Charges

CAD Operator and Workstation	\$100.00/hour
Geographic Information Services (GIS).....	\$100.00/hour
Prints – Sizes A and B.....	\$2.00/each
Prints – Sizes C, D, E, and F	\$5.00/each
Project Assistant.....	\$75.00/hour
Laboratory Technician.....	\$90.00/hour
Clerical, Word Processing, etc.	\$60.00/hour
Mileage.....	Federal Reimbursable Rate + 15%
Per Diem	To be established on a project basis
Subcontractors and Miscellaneous Expenses.....	cost plus 15%
Water Level Data Logger	\$50.00/month
Barometer Data Logger	\$40.00/month

Laboratory Charges

Atterberg Limit	\$110.00/test
Consolidation.....	\$385.00/test
Constant Head Permeability (ASTM:D2434-68)	\$385.00/test
Direct Shear	\$385.00/3 point test
Ethylene Glycol Test (3 rock minimum).....	\$115.00
Fractured Face Count (AASHTO T-335).....	\$80.00/test
Hydrometer	\$200.00/test
Moisture Content	\$25.00/test
Organic Content	\$70.00/test
Percent Passing #200.....	\$100.00/test
Permeability (Falling Head)	\$225.00/test
Proctor ASTM:D-1557 and ASTM:D-698.....	\$250.00/test
Sand Equivalent	\$110.00/test
Sieve with Wash #200	\$200.00/test
Specific Gravity + #4	\$65.00/test
Specific Gravity - #4	\$70.00/test

Other laboratory tests and equipment rental will be provided on a per job basis.

**ASSOCIATED EARTH SCIENCES, INC.
GENERAL CONDITIONS**

911 - 5th Avenue
Kirkland, Washington 98033
(425) 827-7701

508 S. Second Street, Suite 101
Mount Vernon, Washington 98273
(425) 827-7701

1552 Commerce Street, Suite 102
Tacoma, Washington 98402
(253) 722-2992

Right of Entry

The Client shall provide AESI legal access to and/or obtain permission for AESI to enter on all property, whether or not owned by Client, as necessary for AESI to perform and complete its work. Client is responsible to provide, by map or drawing, a description of the property, its location and the location of any buried utilities or structures, including but not limited to, underground storage tanks. Any damage that results to a buried utility, or to Associated Earth Sciences, Inc. (AESI) or subcontractor equipment, will be the responsibility of the client. Also, any additional charges for exploratory work, due to encountering the utility, will be the responsibility of the client. We will take reasonable precautions to minimize damage from use of equipment, but have not included in our fee the cost for restoration of damage which may result from our operations.

Hazardous Substances & Drill Cuttings

Client warrants that, prior to AESI beginning work, it will provide AESI with all information known, or which reasonably could be known by Client concerning the past or present use of the property and the nature and existence of any hazardous conditions or materials, on, in, under, adjacent to or near the property. When hazardous substances are known, assumed or suspected to exist at a site, AESI is required to take appropriate precautions to protect the health and safety of its personnel, to comply with applicable laws and regulations, and to follow procedures that AESI deems prudent to minimize physical risks to its personnel and the public. Hazardous substances may exist at a site where there is no reason to believe they could or should be present. AESI and Client agree that the discovery of unanticipated hazardous substances constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. AESI and Client also agree that the discovery of unanticipated hazardous substances may make it necessary for AESI to take immediate measures to protect human health and safety, and/or the environment. AESI agrees to notify Client as soon as practically possible should unanticipated hazardous substances or suspected hazardous substances be encountered. Client encourages AESI to take any and all measures that in AESI's professional opinion are justified to preserve and protect the health and safety of AESI's personnel and the public, and/or the environment, and Client agrees to compensate AESI for the additional cost of such work. In addition, Client waives any claim against AESI, and agrees to indemnify, defend and hold AESI harmless from any claim or liability for injury or loss arising from AESI's encountering of unanticipated hazardous substances or suspected hazardous substances. Client also agrees to compensate AESI for work performed in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Client recognizes that, when it is known, assumed or suspected that hazardous substances exist beneath the surface of the project site, certain waste materials, such as drill cuttings and drilling fluids, should be handled as if contaminated. Accordingly, to protect human health and safety as well as the environment, AESI will appropriately contain and label such materials; will promptly inform Client that such containerization and labeling has been performed, and will leave the containers on site for proper, lawful removal, transport and disposal by Client. Client waives any claim against AESI and/or its professional staff, and agrees to defend, indemnify and hold AESI and/or its professional staff harmless from any claim or liability for injury or loss which may arise as a result of the drill cuttings, drilling fluids or other assumed hazardous substances being left on site after their containerization by AESI. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances and potentially contaminated drill cuttings, drilling fluids and wash water, if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Soil, rock, water and/or other samples obtained from the project site are held by AESI for no longer than 30 calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from AESI's custody and transporting them to an authorized disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Due to the risks to which AESI is exposed, Client agrees to waive any claim against AESI and/or its personnel, and to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss arising from AESI's containing, labeling, transporting, testing, storing or other handling of contaminated samples. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Aquifer Contamination

Subsurface drilling and sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream, or other hydrous body not previously contaminated and capable of spreading hazardous substances off-site. Because subsurface sampling is a necessary aspect of the work which AESI will perform on Client's behalf, Client waives any claim against AESI and/or its personnel, and agrees to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss which may arise as a result of alleged cross-contamination caused by drilling or sampling. Client further agrees to compensate AESI for any time spent or expenses incurred by AESI in defense of any such claim, in accordance with AESI's prevailing fee schedule and expense reimbursement policy.

Ownership of Documents

All designs, drawings, specifications, notes, data, sample materials (exclusive of hazardous substances), report reproducibles and other work developed by AESI are instruments of service and as such remain the property of Associated Earth Sciences, Inc.

Third Parties

All services performed by AESI and/or its personnel under this agreement are intended solely for the benefit of the client. Nothing contained herein shall confer any rights upon or create any duties on the part of AESI and/or its personnel toward any person or persons not a party to this agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of the above.

AESI shall not be responsible for the means, methods, or procedures of construction, nor for safety on the job site, nor for the contractor's failure to carry out the work in accordance with the contract documents.

Insurance

Associated Earth Sciences, Inc. maintains General Liability Insurance for bodily injury and property damage with an aggregate limit of \$1,000,000 per occurrence and we will furnish certificates of such insurance upon written request. Our liability to the Client for bodily injury or property damage arising out of work performed for the Client for which legal liability may be found to rest upon us, other than for professional errors and omissions, will be limited to our General Liability Insurance coverage. AESI also maintains professional errors and omissions insurance. We will furnish certificates of such insurance upon written request. No provision contained in the agreement between AESI and Client shall be construed to void, vitiate or adversely affect any insurance coverage held by AESI.

Standard of Care

Services performed by AESI under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement or in any report, opinion, and document or otherwise.

Limitation of Liability

To the fullest extent permitted by law, the total liability of AESI and its principals, personnel and employees, to Client and anyone claiming by, through or under Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or breach of warranty express or implied of AESI or its principals, employees or personnel shall not exceed \$50,000 or the total compensation received by AESI under this Agreement, whichever is less.

The Client further agrees to require the contractor and its subcontractors to execute an identical limitation of AESI's and/or its personnel's liability for damages suffered by the contractor or subcontractors arising from the professional acts, errors, or omissions of AESI and/or its personnel. Increased liability limits may be negotiated upon Client's written request, prior to commencement of services, and upon Client's agreement to pay an additional fee commensurate with the increased risk. Any such increased limit of liability shall be established by written agreement signed by Client and AESI. As used in this section, the term "liability" means liability of any kind, whether in contract, tort, strict liability or otherwise, for any and all injuries, claims, losses, expenses, or damages arising out of or in any way related to services provided by or through AESI.

Waiver of Consequential Damages

Client expressly waives as to AESI all claims for lost profit or any other indirect, incidental or consequential damages of any nature.

Indemnification

Client shall indemnify, defend, and hold AESI and/or its personnel harmless against all claims, damages, losses, and expenses, including but not limited to attorney's fees and court costs arising out of or in any way related to the services provided by or through AESI; provided that such defense and indemnification obligations shall not apply to claims, damages, losses or expenses that arise out of bodily injury to persons or damage to property to the extent caused by AESI's sole negligence; provided further that Client shall indemnify AESI against liability for damages, losses, or expenses arising out of bodily injury to persons or damage to property and caused by or resulting from the concurrent negligence of Client, its agents or employees and AESI, only to the extent of the negligence of parties other than AESI.

CLIENT AND AESI AGREE THAT THE PRECEDING PARAGRAPHS RELATING TO LIMITATIONS OF LIABILITY, WAIVER OF CONSEQUENTIAL DAMAGES AND INDEMNIFICATION WERE MUTUALLY NEGOTIATED AND THAT BUT FOR THE INCLUSION OF THOSE PROVISIONS AESI WOULD NOT HAVE ENTERED INTO THIS AGREEMENT, OR AESI'S COMPENSATION UNDER THIS AGREEMENT WOULD HAVE BEEN HIGHER.

Stability of Slopes

The Client also recognizes that risk is inherent with any site involving slopes and Client agrees to accept full responsibility for these risks. Client states that he understands that the information obtained or recommendations made may help to reduce the Client's risks and that no amount of engineering or geologic analysis can yield a guarantee of stable slopes. Therefore, in cases where there is no fault (i.e. no professional errors, omissions or negligence), Client agrees to hold harmless, defend, and indemnify AESI and/or its professional staff for claims from any source in the event of slope movement and any damage resulting.

Billing

Invoices will be submitted once per month and are payable upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be added to any account not paid within 30 days.

Termination

In the event that the Client requests termination of the work prior to completion, we reserve the right to complete such analyses and records as required to place our files in order as we consider necessary to protect our professional reputation. At our discretion, a termination charge may also be made to cover our proposal and administrative costs relating to the project.

Integration

These General Conditions along with AESI's proposal letter constitute the agreement between AESI and Client, contain the entire understanding between the parties in connection with the subject matter, and supersede and replace all prior negotiations, agreements or representations, whether oral or written. These General Conditions take priority over any conflicting provisions contained within AESI's proposal. No modifications or changes to the agreement shall be effective or binding unless affirmed in writing by the party sought to be bound by the change or modification.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7h

DATE: June 13, 2019

SUBJECT: Special Event with City Contribution-Twin City Idler's Car Show

CONTACT PERSON: Krista Hintz, Administrative Assistant

ATTACHMENTS: A-Special event application and map including request for City contribution.
B-fee worksheet

Summary Statement

Twin City Idler's Car Club submitted a Special Event Application (attachment A) requesting City Contribution with the \$50 permit fee to the City Council approval of a classic car show on June 30, 2019 located from the Intersection of Florence Way to the East to the 9400 Block of 271st Street to the West.

Discussion

The Twin City Idler's Car Show will be located from the intersection of Florence Way down 271st St., ending in the center of the Stanwood Middle School. The participants park their vehicles on both sides of the street with vendors located near the intersections. It is anticipated that there will be 500 participants, approximately 6000-10,000 Spectators and 75 staff and volunteers. The club 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 Twin City Idler's Car Show event will include marketing for the City by distributing attractive advertising 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.

- It gives the chance for citizens to check out the new businesses in the downtown area. It also promotes the opportunity to advertise for current and upcoming events, i.e. the Port Susan Farmer's Market, the Concert Series, The Stanwood Camano Arts Festival and Art by the Bay.
- This event promotes a safe, enjoyable and entertaining activity. It is opportunity for families to enjoy the day together looking at cars, shopping and dining in the downtown area.

The Twin City Idler's have held this event in downtown Stanwood for the past 15 years. It continues to grow in participants, vendors and visitors.

Financial Impact:

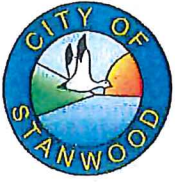
The Twin City Idler's Car Show is requesting City Contribution. The total fees for this event are \$580.00 (Attachment B). The total fees to be collected from the applicant are \$145.00 and the City contribution amount is \$435.00. The City has collected the required \$50 permit fee and will collect a \$150.00 refundable deposit for damage and signs. The Twin City Idler's Car Club 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 Twin City Idler's Car Show to be held on Sunday, June 30, 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 Twin City Idler's Car Show to be held on Sunday, June 30, 2019
3. Do not approve City contribution, but approve the Special Event Permit request for the Twin City Idler's Car Show to be held on Sunday, June 30, 2019.
4. Do not approve City contribution of the Special Event Permit request for the Twin City Idler's Car Show to be held on Sunday, June 30, 2019.

RECOMMENDED ACTION

I move to approve City Contribution and the Special Event Permit request for the Twin City Idler's Car Show to be held on Sunday, June 30, 2019.



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

Permit
 Number:

2019-0167

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: Gary Goebel

Company/Organization: Twin City Idlers

Contact Person to be available at event: Gary Goebel

Mailing address: PO Box 906 Stanwood, WA 98292
Phone: 360.387.2985 Cell: 425.210.4486 Email: gbg2009@aol.com

Event Information

Name of Event: 17th Annual Twin City Idlers Car Show
Event Date(s): June 30, 2019
Event open time: 9:00 am Event close time: 3:00 p.m.
Set up date and time: June 30, 2019 5 a.m.
Break down date and time: June 30, 2019 4 p.m.
Event Location (must include address) 271st Street from 84th St to 97th St
Does your event cause any street closures? Yes
Which streets will be closed? Same as event location

Attendance

Estimated Total Attendance: 7,000
How many registered Participants? 600 Spectators? 3,000 Volunteers? 40 Staff? 40

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: _____
b. Fire: _____
c. Public Works: Set up barricades

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



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

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: 6-29 Delivery date
7-1 pick up date

Temporary Signage (describe number and size and diagram location)
No

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

If yes, How many? Local within Stanwood City Limits: 10 to 15

Outside Stanwood City Limits: None

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".

No liquor

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: Amy Dadd

Organization/Title TCT

Date: 4/16/19



Request for City Contribution
(submit with special event application)

Name of Applicant: Gary Boebel
Name of organization requesting contribution: Twin City Traders
Name of event: TCI Car Show
Event Dates: 6/30/2019
Mailing Address: P.O. Box 986
City Stanwood State WA Zip _____
Phone: 425 418 4447 Cell: _____
Email: _____

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: _____

Car Show in Downtown on 27th
500+ cars, 1,000+ attendees

Amount requested: \$ 1,000

City services requested for sponsorship: _____

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
				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, 2/13/19.

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

Applicant initials, RB

Staff initials _____ Date: 2/12/19

Applicant signature [Signature]

**** City Only ****

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

Staff signature _____ Date: _____

RECEIVED
APR 16 2019
CITY OF STANWOOD
COMMUNITY DEVELOPMENT

Permit # _____

Application for Banner Installation

Applicant Name: Twin City Idlers
Address: PO Box 906 Stanwood, WA 98292
Phone: _____ Email Address: _____
Organization Represented: _____
24-Hour Contact person and phone number: Gary Goebel 360-387-2985
Date of requested placement (see page 1 for placement time limits): From _____ To: _____
Dates of Event: 6-30-19
Location of Event: 271st Stanwood, WA

Draw, Attach Photo or Provide Draft of Banner Below:

Same as last year

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: Gary Goebel Date: 4/16/19

Print Name: Gary Goebel

****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
				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 _____ Barricades. _____

Applicant initials, _____

Staff initials _____,

Applicant signature _____ Date: _____

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

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

Staff signature _____ Date: _____

1 - Boy Scouts

2. ESPRESSO

3. MAËPA HILLZ EDORU

4 BAY CITY ICE CREAM CO.

5. ROTARY CLUB OF LYNNWOOD ("65 MUSTANG" RAFFLE)
1-206 276 5369

6 CASA

7. SPANE BUILDING

8. HILLMAN AGENCY - FARMERS INS.

9 DWAYNE LAKE (5 CARS)

0. ROTARY CLUB ("56 CHEV" RAFFLE)

1. WINDMEIRE

2 SOAP BOX DERBY CAR & TRAILER



ATTACHMENT B

Special Event Fee Schedule

Name of Event: Twin City Idler's 6/30/2019

Fees	No. Requested	Cost/Fee	Unit	Total	City Comments
Application Fee	1	\$50.00	Each	\$50.00	paid on 4/16/19
Additional Vendors not local	10	first 10 free	Each	\$0.00	
Additional Vendors local	0	first 10 free	each	\$0.00	
Banner	1	\$180.00	each	\$180.00	eligible for City Contribution
Other					
Personnel Services					
Public Works	8	\$50.00	hourly rate	\$400.00	eligible for City Contribution
Police Services					arrangements to be made directly with Police
Other					
Refundable Deposits					
Total fees				\$580.00	
City Contribution				(\$435.00)	$580 \times 75\% = 435$
Applicants fees				\$145.00	$580 - 435 = 145$
Refundable Deposits	1	\$150.00	flat rate	\$150.00	
Total deposits				\$150.00	not elible for city contribution
Applicants total fees				\$295.00	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: June 13, 2019

SUBJECT: Title 11 Streets and Sidewalks and Title 17 Zoning Code Amendments

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENT: A. Proposed Draft Code Amendment
B. Findings of Fact and Conclusions

ISSUE:

The issue before City Council is to review code changes to adopt new procedures for processing vacations of streets and alleys.

SUMMARY:

Implement new code and edit code sections to the Stanwood Municipal Code for the proposed language regarding the vacation of streets and alleys ordinance. The draft ordinance for Chapter 11.48 Vacation of Streets and Alleys establishes procedures to process a vacation of streets and alleys. The changes to Chapter 17 include text edits to three areas of the code that mentioned right-of-way vacations.

BACKGROUND:

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

In December of 2017, staff took the draft street vacation ordinance to the Public Works Committee where discussion items included: concerns with the current process, assessing property valuation, creating a new title in the Stanwood Municipal Code and a new chapter for street vacation. Committee recommendation at that time was to take to full council with the recommendation to approve the proposed language for the street vacation ordinance. For unknown reasons, work on the ordinance was delayed.

Currently the City does not have a Vacation of Streets and Alleys chapter in the Stanwood Municipal Code and follows the standards set forth by Chapter 35.79 RCW. The draft code amendment combines the procedures of Chapter 35.79 RCW with new language specific for the City of Stanwood.

The city has developed a new code section and new chapter to address the vacation of streets and alleys and edits to three chapters of the zoning code. The following are a list of the proposed changes to the Stanwood Municipal Code.

New Title and Chapter:

- Title 11, Streets and Sidewalks
- Chapter 11.48, Vacations of Streets and Alleys

Edits to Title 17:

- Chapter 17.81A – Table 17.81A-I Classification of Permit Decisions
- Chapter 17.81B.515, Notice of Application
- Chapter 17.81B.555, Expiration of Approval

Vacation of Streets and Alleys Amendments

- Title 11, Streets and Sidewalks is a new Title to the Stanwood Municipal Code.
- Chapter 11.48, Vacation of Streets and Alleys is a new Chapter to the Stanwood Municipal Code. Chapter 11.48 established procedures for processing vacations of streets and alleys within the city.
- Chapter 17.81A Edits. Table 17.81A-I: Classifications of Permits and Decisions has been edited to read “Vacations of Streets and Alleys” instead of Right-of-Way Vacation to have the same name as the new chapter.
- Chapter 17.81B.515 Edits. Remove the language that discusses the Notice of Application requirements listed in (4). The new code regulates the noticing procedures.
- Chapter 17.81B.555 Edits. Remove the language within the Expiration of Approval section that references right-of-way vacations. The new code address proposed timelines throughout the vacation process.

COMPREHENSIVE PLAN GUIDANCE:

Stanwood’s Comprehensive Plan notes that improvements to transportation, parks, bicycle paths, and trail systems are an integral part of the city. The proposed chapter provides clear procedures and criteria enabling the city can make strategic decisions regarding the needs of public right-of-way.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.

EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.

TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.

TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.

FINANCIAL IMPACT:

There are no direct financial impacts to the City except the staff and attorney time to review any subsequent permit applications.

COMMITTEE RECOMMENDATION:

City Council Public Works Committee Recommendation:

The Council Public Works Committee's April meeting included a briefing on the proposed vacation of street and alley code amendment. At that meeting the Committee recommended to proceed with the proposed edits.

City Council Community and Economic Development Committee Recommendation:

The Council Community Development Committee's March meeting included a briefing on the proposed vacation of street and alley code amendment. At that meeting the Committee agreed with the need to have an ordinance and supports adding it to the Council's agenda upon receipt of the Planning Commission's Recommendation.

Planning Commission Recommendation:

The Planning Commission held a Public Hearing on April 22, 2019. The Public Hearing included a presentation of the proposed vacation of street and alley code amendment. No public comments were made at the hearing. The Planning Commission voted unanimously to adopt the Findings of Fact and Conclusions of Law (Attachment B) and recommend approval of the code amendments to Title 11 Streets and Sidewalks and Title 17 Zoning to City Council.

CITY COUNCIL OPTIONS:

1. Accept the first reading of Ordinance 1476 making changes to Title 11 Streets and Sidewalks and Title 17 Zoning Code Amendments relating to establishing procedures to process vacations of streets and alleys within the City of Stanwood and proceed with the second and final reading on June 27, 2019.
2. Request changes to Ordinance 1476 making changes to Title 11 Streets and Sidewalks and Title 17 Zoning Code Amendments relating to establishing procedures to process vacations of streets and alleys within the City of Stanwood and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

RECOMMENDED MOTION:

"I MOVE TO APPROVE FIRST READING OF ORDINANCE 1476 AS SET FORTH IN ATTACHMENT "A" AMENDING TITLE 11 STREETS AND SIDEWALKS AND TITLE 17 ZONING CODE AMENDMENTS AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JUNE 27, 2019."

Or

"I MOVE TO AMEND ORDINANCE 1476 AS DISCUSSED AND TO HAVE STAFF BRING BACK CHANGES FOR THE SECOND READING AMENDING TITLE 11 STREETS AND SIDEWALKS AND TITLE 17 ZONING CODE AMENDMENTS AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JUNE 27, 2019."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1476

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON,
ADOPTING STANWOOD MUNICIPAL CODE TITLE 11, ENTITLED
STREET AND SIDEWALKS, CHAPTER 11.48 VACATION OF STREETS
AND ALLEYS, CHAPTER 17.81A, AND CHAPTER 17.81B, RELATING TO
PROCEDURES TO VACATE STREETS AND ALLEYS.**

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

WHEREAS, there is a need to establish procedures for vacating streets and alleys. The vacation procedures provide a consistent process that evaluates all vacations using the same criteria; and

WHEREAS, the City does not have a vacation of streets and alleys chapter in the Stanwood Municipal Code and follows the standards set forth by Chapter 35.79 RCW; and

WHEREAS, the intent of the new chapter is to develop consistent regulations in regards to: petition, compensation, analysis, hearings, and granting criteria to process a vacation of street or alley within the City; and

WHEREAS, the code amendments are consistent with the Comprehensive Plan and meet the requirements and intent of the Plan, including Land Use Goal 1, Economic Development Policies 6.1 and 8.11, Transportation Goal 1, and Transportation Policies 1.8, 1.9 and 5.9; and

WHEREAS, the code amendment was circulated for public review on March 21, 2019; and

WHEREAS, the City Council Public Works Committee reviewed the proposed language and amendments set forth in this Ordinance at their April 1, 2019 meeting; and

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their March 14, 2019 meeting; and

WHEREAS, the Planning Commission held a Public Hearing April 22, 2019 and _____ of the code amendments to the City Council; and

WHEREAS, the City Council held their first reading of the draft code amendments on June 13, 2019 and their second reading on June 27, 2019 and _____; and

WHEREAS, pursuant to RCW 36.70A.106, the City notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the Stanwood Municipal Code; and

WHEREAS, the amendments are beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent rules and procedures for street vacation applications; and

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

Section 1. SMC 11.48 entitled "Vacations of Streets and Alleys" is hereby amended to read as follows:

Chapter 11.48

VACATIONS OF STREETS AND ALLEYS

Sections:

<u>11.48.010</u>	Statement of Purpose
<u>11.48.020</u>	Petition – Fee – Subdivision Vacation.
<u>11.48.030</u>	Pre-application Procedure.
<u>11.48.040</u>	Petition – Procedure – Investigation.
<u>11.48.050</u>	Resolution Setting Public Hearing.
<u>11.48.060</u>	Compensation.
<u>11.48.070</u>	Nonuser Statute
<u>11.48.080</u>	Public Hearing Notice – Fifty Percent Objection.
<u>11.48.090</u>	Appraisal – Survey – Fees.
<u>11.48.100</u>	Granting Criteria.
<u>11.48.110</u>	Right to Reserve Easements.
<u>11.48.120</u>	Vacation Ordinance.
<u>11.48.130</u>	Notice of Action to Auditor and Appraiser.
<u>11.48.140</u>	Use of Proceeds of Vacation.
<u>11.48.150</u>	Title to Vacated Street or Alley.

11.48.010 Statement of Purpose

This chapter establishes the procedures and criteria that the city will use to decide upon vacation of streets, alleys and other types of public easements relating to street, pedestrian or travel purposes.

11.48.020 Petition – Fee – Subdivision Vacation.

(1) The owner of an interest in any real estate abutting on any street or alley who may desire to vacate any street or alley, or any part thereof, shall petition the City Council for the vacation of such street or alley or any part thereof in the manner hereinafter provided in this chapter and pursuant to Chapter 35.79 RCW. Such petition shall be on such form as may be prescribed by the City, shall contain a full and correct legal description and map of the property sought to be vacated, and shall be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated.

(2) Fees to be paid on the filing of a petition shall be established by resolution of the City Council. Until all fees have been paid in full, no action shall be taken on the petition.

(3) If a proposed street vacation is part of a proposed vacation of a subdivision or short subdivision, then the procedure for vacation of subdivisions under RCW 58.17.212 shall be used and complied with, and the street vacation procedure under this chapter shall not be used.

11.48.030 Pre-application Procedure.

(1) Prior to submitting a petition for the vacation of any street or alley, any abutting property owner may submit a written request to the Public Works Director for a pre-application meeting to discuss the proposal. The request shall include a description of the right-of-way for which vacation is intended to be sought, a statement of the applicant's reasons for requesting vacation, and a statement as to how the requested vacation meets the criteria for granting a vacation as set forth in SMC 11.48.100. No fee shall be required in connection with the pre-application meeting request.

(2) Upon receipt of a request for a pre-application meeting, the Public Works Director shall schedule the meeting. The Public Works Director may preliminarily determine if there are any of the granting criteria that the proposal appears incapable of complying with. This preliminary determination shall not be final or binding in any respect. If the applicant thereafter decides to proceed with a street vacation petition, all provisions of this chapter shall apply.

11.48.040 Petition – Procedure – Investigation.

(1) Upon receiving a petition, and payment of fees for the vacation of a City street or alley, and upon completion of the report referenced in Subsection 3 below, from the Public Works Director or designee (hereafter "Public Works Director"), will place the matter upon the agenda of a meeting of the City Council. The Petitioners shall be notified in writing of the date the matter shall come before the City Council.

(2) The City Clerk shall notify the Public Works Director of all proposed vacations. It shall be the duty of the Public Works Director to investigate and report on the matters set forth in SMC 11.48.040(3).

(3) Prior to the presentation of the petition to the City Council, the Public Works Director shall investigate and report on the following:

- (a) Ownership of the property abutting on the street or portion sought to be vacated. Proof of ownership of abutting property by the title insurance or certificates may be required, such proof to be furnished by, and at the expense of, the petitioners;
- (b) Whether and in what respect the public may be benefited or harmed by the vacation;
- (c) Whether the public benefit of the area's use is insufficient to justify the cost of maintenance;
- (d) Which property or properties will be directly benefited or adversely affected by the vacation, and in what way;
- (e) What effect the vacation will or may have upon property served or which might be served by said vacated street, and whether said street has been opened or constructed, and if so, to what standard;
- (f) How said street relates to other streets and highways, and whether other portions of the subject street or alley have already been vacated;
- (g) Whether the substitution of an alternate way would be more useful to the public;
- (h) Whether future changes in conditions may increase public use or need;
- (i) How and when the street or alley sought to be vacated became a public right-of-way;
- (j) Whether any utilities now exist in said street, or whether such street may be reasonably necessary for future utility uses;
- (k) The necessity or desirability of the City retaining an easement or the right to exercise and grant easements for emergency vehicle access and construction, repair, and maintenance of public utilities and services over the land sought to be vacated;
- (l) Whether any abutting owner would become landlocked or its access substantially impaired; i.e., whether there is an alternative motive ingress and egress, even if less convenient;
- (m) If the right-of-way abuts a body of water, how the proposed vacation would or would not comply with the requirements set forth in RCW 35.79.035;
- (n) Whether there is compliance with the Comprehensive Plan, Transportation Plan and future road alignments; and
- (o) Any other matters relevant to the vacation of the street or alley.

(4) The Public Works Director shall determine the location and general legal description of the street or alley proposed for vacation and sufficiently known to the City.

11.48.050 Resolution Setting Public Hearing.

(1) The City Council shall consider the report of the Public Works Director, shall consider whether the Council will require that the City be compensated as a condition of the vacation, and shall determine whether to adopt a resolution setting a public hearing on the proposed vacation. The Council will generally make its determination regarding compensation before it adopts the resolution, but the Council shall retain the discretion to review its determination following the public hearing.

(2) For both petition and Council-initiated vacations proposed for public hearing, the City Council shall adopt a resolution setting a time for the hearing, which is not less than 20 nor more than 60 days from the date of passage of the resolution.

11.48.060 Compensation.

The City Council may require the petitioners to compensate the City of Stanwood, prior to the vacation becoming effective, in accordance with the following criteria:

(1) If the City Council determines in its discretion to grant the petition for vacation or any part thereof, the Council may by ordinance vacate such street or alley. Except as otherwise provided herein, such ordinance shall not become effective until the City is compensated in an amount which does not exceed one-half the appraised value of the area to be vacated;

(2) Notwithstanding (1) above, when the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or when the street or alley or portions thereof were acquired at public expense, an amount that does not exceed the full appraised value of the area vacated;

(3) Compensation may be waived or reduced either when the vacation is initiated by the City of Stanwood or when the City Council deems it to be in the best interest of the City in accordance with the following criteria:

(a) When the abutting property is owned by a governmental entity or by a non-profit corporation whose purpose is for the necessary support of the poor or infirm; or

(b) When the street or alley was vacated by the provisions of Section 32, Chapter 19, Laws of 1889-90 (as described in SMC 11.48.050).

(c) When the street or alley (right-of-way) vacated is traded for property of greater or approximately equal value;

(d) When the street or alley (right-of-way) vacated is abutting residential properties and is 1500 square feet or less, the appraisal required under SMC section 11.48.090 may be waived and the value calculated as a percentage of the average Snohomish County Assessor assessed value of the abutting properties.

(e) When the street or alley (right-of-way) vacated is de Minimis, under 500 square feet, or otherwise has little to no assessed value.

11.48.070 Nonuser Statute

(1) Section 32, Chapter 19, Laws 1889-90, is known as the “nonuser” statute and reads as follows: “Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time.”

(2) The nonuser statute was amended in 1909 by adding a significant proviso, which is set forth in the current, codified version of the statute, which reads as follows:

RCW 36.87.090 Vacation of road unopened for five years -- Exceptions.

Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time: PROVIDED, That this section shall not apply to any highway, road, street, alley, or other public place dedicated as such in any plat, whether the land included in such plat is within or without the limits of an incorporated city or town, or to any land conveyed by deed to the state or to any county, city or town for highways, roads, streets, alleys, or other public places.

(3) The proviso in RCW [36.87.090](#) exempts streets dedicated in a plat from the nonuser statute. In applying this proviso, the statute cannot have a retroactive effect, if it would interfere with vested rights. Thus, where a county road was dedicated and unopened for five years prior to the 1909 proviso and was not annexed into a city during said five year period, the right of abutting property owners to the vacated road vested and is unaffected by the proviso. On the other hand, where the five-year period had not run by the time of the 1909 proviso, the abutting property owner did not have a vested right and the proviso “saved” the unopened road from automatic vacation.

(4) Although the nonuser statute applies without regard to the City’s street vacation process under Ch. 35.79 RCW, property owners who abut a street vacated under the nonuser statute may nonetheless apply to the City to “formally” vacate the street by ordinance. Abutting property owners may use this method to clear title to right-of-way vacated under the nonuser statute rather than filing a quiet title action in Superior Court, which can be more costly and cumbersome than the street vacation ordinance process. Accordingly, the City will consider petitions to formally vacate streets or alleys that have been vacated by operation of the nonuser statute, if said streets or alleys were dedicated and unopened as county roads for five years prior to the 1909 proviso and if the City has not acquired said streets or alleys by prescription /adverse possession, purchase, eminent domain, or other means. The burden shall be on the property owner requesting vacation to provide all necessary title and historical information to the City to demonstrate that the nonuser statute operates to vacate the subject property.

11.48.080 Public Hearing Notice – Fifty Percent Objection.

(1) Upon the passage of the resolution referenced in SMC 11.48.050 the City Clerk shall give twenty days’ notice of the pendency of the petition by a written notice posted in three of the most public places in the City and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. In all cases

where the proceeding is initiated by resolution of the City without a petition having been signed by the owners of more than two-thirds of the property abutting upon the part of the street or alley sought to be vacated, in addition to notice hereinabove required, there shall be given by mail at least fifteen days before the date fixed for the hearing, a similar notice to the owners or reputed owners of all lots, tracts, or parcels of land or other property abutting upon any street or alley or any part thereof sought to be vacated, or within 300 feet thereof, as shown on the rolls of the County Treasurer, directed to the addresses thereon shown. Failure to send notice by mail to any such property owner where the current address of such property owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed street vacation. The costs of the notice shall be borne by the applicant.

(2) In all cases, the City shall be prohibited from proceeding further with the street vacation process, if fifty percent or more of the abutting property owners file written objection to the proposed vacation with the City Clerk prior to the time of hearing.

11.48.090 Appraisal – Survey – Fees.

(1) In all cases where the City Council requires compensation for the vacated right-of-way, except for those cases where compensation is waived pursuant to SMC 11.48.040(3), an appraisal of the right-of-way proposed for vacation shall be made. Said appraisal shall be by a professional appraiser selected by the City unless otherwise determined by the Public Works Director. The cost of the appraisal shall be borne by the applicant.

The petitioner may select the appraiser of their choice as follows:

- (a) either from a list of appraisers approved by the City, or
- (b) by selecting a Washington State Certified and licensed Real Estate Appraiser who is familiar with the local market conditions and with a reputation for respecting the rules and regulations applicable to appraisers. The petitioner must submit the Appraisers name and credentials to the City and receive prior written approval by the Public Works Director.

(2) Petition Denial for nonpayment of fee or Failure to submit appraisal.

(3) The petitioners shall provide to the City an accurate professional survey of the property proposed for vacation with the boundaries of the proposed vacation marked upon the ground and an accurate legal description by a licensed surveyor at the applicant's expense.

Pursuant to SMC 11.48.020(2), no action shall take place on the Petition until fees have been paid in full. Therefore, if the application fee is not paid by the petitioner, the professional survey, legal description, and the appraisal is not received by the City within twelve (12) months of the petition filing date, the petition will be denied and the petitioner/applicant/ owner will be required to re-apply and pay a new filing fee.

11.48.100 Granting Criteria.

(1) The City Council shall not vacate any street, alley, or any parts thereof, if any portion thereof abuts a body of saltwater or freshwater, unless such vacation is sought to enable the City or State to acquire the property for port purposes, boat moorage or launching sites, park, viewpoint, recreational, or educational purposes, or other public uses and unless the requirements of RCW 35.79.030 and this chapter are complied with.

(2) The City Council shall use the following criteria for deciding upon all street vacation petitions:

- (a) That the vacation will provide a public benefit, and/or will be for a public purpose, which public benefit may consist of economic and business support derived by the community from the petitioners;
- (b) That the right-of-way vacation shall not adversely affect the street pattern or circulation of the immediate area or the community as a whole;
- (c) That the public need shall not be adversely affected;
- (d) That the right-of-way is not contemplated or needed for future public use;
- (e) That no abutting owner becomes landlocked or its access will not be substantially impaired; i.e., there must be an alternative motive ingress and egress, even if less convenient; and
- (f) That provision has been made for utility easements, when needed for the right to construct, repair, and maintain public utility facilities.

11.48.110 Right to Reserve Easements.

(1) The City Council may, at the time of its public hearing, determine that the City may retain an easement or right to exercise and grant easements in respect to the vacated land for:

- (a) The construction, repair, and maintenance of public utilities and services;
- (b) Public utilities and services;
- (c) Pedestrian trail purposes; and
- (d) Any other type of easement relating to the city's right to control, use and manage rights-of-way.

11.48.120 Vacation Ordinance.

If the City Council determines to grant such petition, or any part thereof, the Council shall authorize by ordinance the vacation of such street or alley, or any part thereof. Such ordinance may provide for the retention by the City of all easements or rights in respect to the vacated land for the construction or repair

and maintenance of public utilities and services. If the City Council determines that compensation shall be paid as a condition of the vacation, then the ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioners and all conditions imposed by the City Council have been complied with. When there are multiple properties which are adjacent to right-of-way which is petitioned for vacation, any one or more of the applicants may pay the total compensation, fees and costs in order to complete the vacation and to cause the ordinance to be published and become effective. Such payment shall not affect the vacated right-of-way vesting to the adjacent property owner. If the compensation is not paid and the conditions are not complied with within one year from adoption of the ordinance, then the ordinance shall be void unless the one year period is extended by ordinance of the City Council.

11.48.130 Notice of Action to Auditor and Appraiser.

A certified copy of the ordinance vacating any such street or alley, or part thereof, shall be filed with the Snohomish County Auditor's Office. Following the recording of the ordinance, a certified copy shall be sent to the Snohomish County Treasurer's Office.

11.48.140 Use of Proceeds of Vacation.

One-half of the revenue received by the City as compensation for area vacated under this chapter shall be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the City.

11.48.150 Title to Vacated Street or Alley.

(1) Pursuant to RCW 35.79.040, and regardless of who pays the compensation, fees and expenses of vacation, vacated streets, or alleys shall belong to the abutting property owners, one-half to each, provided that:

- (a) When only part of the street or alley is requested to be vacated, only that portion of the adjacent right-of-way up to the center line shall belong to the abutting owner; or
- (b) When the street or alley requested to be vacated is wholly contained within a subdivision and is part of the boundary of the subdivision, the entire street shall belong to the owner or owners of the property within the vacated subdivision, in compliance with RCW 58.17.212; or
- (c) When dictated by the particular circumstances of the situation, ownership of the underlying fee of a street or alley may be allocated by the City as equally and fairly as possible.

(2) The ownership of the vacated street or alley shall be set forth in the street vacation ordinance in accordance with SMC 11.48.150(1).

Section 2. SMC 17.81A and 17.81B is hereby amended to read as follows:

SMC 17.81A – Procedures

Table 17.81A-I: Classification of Permit and Decisions

Type of Application	Public Comment Notice Period	Pre-Application Meeting	Public Meeting/ Recommendation	Open Record Hearing	Decision	Open Record Appeal	Closed Record Appeal	Non-City or Judicial Appeal
Type V:								
Comprehensive plan amendment	NOA 10-day NOH	None	Yes	PC++	PC Recommendation **10-day NOH	No	No	Yes
Development regulations amendments	10-day NOH	None	No	PC++	PC recommendation** CC decision**	No	No	Yes
Annexation	15-day NOA 10-day NOH	CDD, CE	No	CC/SC BRB	CC/SCBRB	No	No	Yes
Final plat	No	No	No	No	CC	No	No	Yes
Right of Way Vacation Vacations of Streets and Alleys	10-day NOH	CE	No	CC	CC Committee recommendation CC decision	No	No	Yes
Zoning map amendment	10-day NOH	CDD	No	PC	CC	No	No	Yes

SMC 17.81B – Types of Land Use Review

17.81B.515 Notice of Application.

~~(4) (d) Additional Requirements – Right of Way Vacation. A written notice giving 20 days' notice of the pendency of the petition for vacation shall be posted in conspicuous place on the street or alley sought to be vacated.~~

17.81B.555 Expiration of Approval.

Approval of the Type IV application, ~~except for right of way vacations,~~ shall expire five years from the date approval was final unless significant action proposed in the application has been physically commenced and remains in progress pursuant to SMC 17.81A.250. ~~Right of way shall expire one year from the date approved, if compensation has not been provided to the city or other conditions have not been met as required in the vacation decision or ordinance.~~

Section 3. Findings of Fact and Conclusions. In support of the amendment approved in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions attached hereto as Exhibit "A" and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

Section 4. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 5. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 6. Conflict. In the event that there is a conflict between the provision of this Ordinance and any other City ordinance, the provision of this Ordinance shall control.

Section 7. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of ____ 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By: _____
David Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

Date of Publication: _____
Effective Date: _____



City of Stanwood Findings of Fact and Conclusions of Law Planning Commission Recommendation

A. GENERAL INFORMATION

File Number(s): 2019-0053

Project Summary: Title 11 Streets and Sidewalks, Chapter 11.48 Vacation of Streets and Alleys, and Title 17 Code Amendments

Applicant: City of Stanwood

Location: City of Stanwood

Public Hearing Date: April 22, 2019

Staff Contact: Amy Rusko, Senior Planner

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

Implement new and edit code sections to the Stanwood Municipal Code for the proposed language regarding the vacation of streets and alleys ordinance. The draft ordinance for Chapter 11.48 Vacation of Streets and Alleys establishes procedures to process a vacation of streets and alleys. The changes to Chapter 17 include text edits to three areas of the code that mentioned right-of-way vacations.

Over the past several years, the city has received a handful of street vacation applications. The City of Stanwood currently does not have a code section that addresses the process or procedures for street vacations. The City follows Chapter 35.79 RCW for the review and approval of street vacations. In 2017 a draft street vacation ordinance was started, but never completed. In December of 2017, staff took the draft street vacation ordinance to the Public Works Committee where discussion items included: concerns with the current process, assessing property valuation, creating a new title in the Stanwood Municipal Code and a new chapter for street vacation. Committee recommendation at that time was to take to full council with the recommendation to approve the proposed language for the street vacation ordinance. For unknown reasons, work on the ordinance was delayed.

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

Currently the City does not have a Vacation of Streets and Alleys chapter in the Stanwood Municipal Code and follows the standards set forth by Chapter 35.79 RCW. The draft code amendment combines the procedures of Chapter 35.79 RCW with new language specific for the City of Stanwood.

The city has developed a new code section and new chapter to address the vacation of streets and alleys and edits to three chapters of the zoning code. The following are a list of the proposed changes to the Stanwood Municipal Code.

New Title and Chapter:

- Title 11, Streets and Sidewalks
- Chapter 11.48, Vacations of Streets and Alleys

Edits to Title 17:

- Chapter 17.81A – Table 17.81A-I Classification of Permit Decisions
- Chapter 17.81B.515, Notice of Application
- Chapter 17.81B.555, Expiration of Approval

(b) There is a positive relationship to the public health, safety and welfare of the community; and

The intent of the new chapter is to develop consistent regulations in regards to: petition, compensation, analysis, hearings, and granting criteria to process a vacation of street or alley within the city.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

Stanwood's Comprehensive Plan notes that improvements to transportation, parks, bicycle paths, and trail systems are an integral part of the city. The proposed chapter provides clear procedures and criteria enabling the city to make informed and strategic decisions regarding the needs of public right-of-way.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.

EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.

TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.

TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.

D. FINDINGS OF FACT

1. It is necessary and beneficial for the health, safety and welfare of the community to establish regulations for the process of vacating streets and alleys within the city.
2. There is a need to establish procedures for vacating streets and alleys. The vacation procedures provides a consistent process that evaluates all vacations using the same criteria.
3. Stanwood's 2015 – 2035 Comprehensive Plan addresses the need to provide necessary regulations regarding transportation systems that encourages and supports efficient and reliable movements:
 - LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.
 - EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.
 - EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.
 - TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.
 - TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

- TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.
 - TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.
4. Pursuant to RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the zoning code.
 5. The Planning Commission held a public hearing on April 22, 2019 considered all relevant matters, and heard all parties in support or opposition, and subsequently forwarded a recommendation to the City Council.
 6. The City of Stanwood SEPA Responsible Official reviewed the amendments and issued a SEPA Exemption on March 6, 2019.
 7. The code amendment was circulated for public review on March 21, 2019. No comments were received on the amendments.
 8. The City Council Public Works Committee reviewed the proposed amendments set forth in this Ordinance at their April 1, 2019 meeting.
 9. The City Council Community Development Committee reviewed the proposed amendments set forth in this Ordinance at their March 14, 2019 meeting.
 10. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on April 22, 2019 for their consideration.

E. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.
3. Planning Commission briefings to discuss the proposed code amendment was held on February 19, 2019.

4. On April 16, 2019, the public hearing notice was printed in the Stanwood Camano News as required by law that a public hearing was to be held by the Planning Commission and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard.
5. SEPA review was conducted on the proposal and a SEPA Exemption was issued on March 6, 2019 under WAC 197-11-800(19).
6. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including Land Use Goals 1, Economic Development Policies 6.1 and 8.11, Transportation Goal 1, and Transportation Policies 1.8, 1.9 and 5.9.
7. The proposal is beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent rules and procedures for street vacation applications.
8. After considering staff comments and public testimony the Stanwood Planning Commission determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

F. STAFF RECOMMENDATION

Move that the Planning Commission **ADOPT** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to Title 11 and Title 17 of the Stanwood Municipal Code.

Dated this 22nd of April 2019.

A handwritten signature in blue ink, reading "Linda M. Utgard", is written over a horizontal line.

Linda Utgard, Planning Commission Chair

City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e
DATE: June 13, 2019
SUBJECT: Special Event Permit-Vintage Trailer Show
CONTACT PERSON: Corinne Schakel, Permit Specialist
ATTACHMENTS: A – Special Event Permit Application
B --Map

ISSUE

Vicki Tanner has submitted a Special Event Permit application with the \$50 application fee and a request for City contribution to the City for Council approval of a Vintage Trailer Show on July 20, 2019.

DISCUSSION

This is the 7th annual vintage trailer show sponsored by Ms. Tanner's business, Starlight Vintage Emporium. The show features 10 trailers from the 50's, 60's and 70's on exhibit in east Stanwood. Many are colorfully decorated in keeping with the era and others have unique and imaginative themes. Ms. Tanner is asking for City contribution of this annual event which meets the requirements. 1) the event is held in the City; 2) attracts the public to the commercial areas. Total sponsorship requested is \$135.00 for 75% of the Banner installation. The applicant will pay the remainder 25%, \$45.00.

The Public Works will be delivering the barricades the night before the event and the Vintage Trailer participants will close the road. There is a Concert series the same day, so the Public Works staff will pick up the signs for the Vintage Trailer street closure at the end of the Concert.

Findings for City Sponsorship:

- i) *The event contributes to the marketing of the city.*

The event will bring families and participants to Stanwood for a unique event featuring colorfully decorated trailers from bygone eras. Flyers and advertising for the event will include marketing for the city by distributing attractive materials incorporating the city logo.

- ii) *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.*

The event will be held in the heart of the downtown East Stanwood district which will attract visitors, participants, and the public to the downtown commercial area before, during and after the activities. No meals or snacks will be offered at the event so spectators and participants can patronize local restaurants and other food establishments for breakfast and/or lunch in the downtown areas.

- iii) *The event provides recreation benefit to the public.*

The event provides an enjoyable, unique viewing opportunity for spectators.

- iv) *The event promotes the general public welfare.*

This event promotes safe, wholesome family fun in Stanwood.

FINANCIAL IMPACT

The \$50 permit fee has been paid to the City. The total amount of Contribution requested is \$135.00, which is 75% of the banner installation cost.

CITY COUNCIL OPTIONS

- 1) Approve the Special Event Permit request including City contribution for the Vintage Trailer Show on July 20, 2019
- 2) Remove the special event permit from the consent agenda for further discussion and then approve the Special Event Permit and City contribution request for the Vintage Trailer Show on July 20, 2019
- 3) Approve the Special Event Permit request but not City contribution of the Vintage Trailer Show on July 20, 2019
- 4) Do not approve the Special Event Permit and City contribution request for the Vintage Trailer Show on July 20, 2019

RECOMMENDED ACTION

I MOVE TO APPROVE THE SPECIAL EVENT PERMIT INCLUDING CITY CONTRIBUTION FOR THE VINTAGE TRAILER SHOW ON JULY 20, 2019.

MAY 15 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:

2019-0220

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: Vicki Tanner

Company/Organization: STARLIGHT EMPORIUM

Contact Person to be available at event: Vicki Tanner

Mailing address: 200 Glacier Peak Camano 98282

Phone: 3606294414 Cell: 425-426-7142 Email: STARLIGHTVINTAGEMADRIDM
at GMAIL.COM

Event Information

Name of Event: Vintage Trailer Show

Event Date(s): July 20 2019

Event open time: 9:00 Event close time: 6:00

Set up date and time July 20 7:00

Break down date and time: July 20 6:00

Event Location (must include address) 8705 27th St NW

Does your event cause any street closures? YES

Which streets will be closed? 27th Florence Road
1 BLOCK 88th ST NW

Attendance

Estimated Total Attendance: 750

How many registered Participants? _____ Spectators? _____ Volunteers? 3 Staff? 3

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: YES NEED SIGNS TO CLOSE ROAD

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

Have bathrooms in our businesses
Will provide garbage cans

Temporary Signage (describe number and size and diagram location)

A BOARD AT 88th & 532

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

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

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".

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: Rich A. Hanner

Organization/Title _____

Date: 05-16-19



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: Vicki Tanner

Name of organization requesting contribution: STARLIGHT EMPORIUM

Name of event: TRAILER SHOW

Event Dates: July 20, 2019

Mailing Address: 200 GLACIER PEAK

City CAMANO State WA Zip 98282

Phone: 3606294414 Cell: _____

Email: STARLIGHTVINTAGEEMPORIUM@GMAIL.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: Draws people to downtown area.

Amount requested: \$ BANNER FEE SETUP FEE

City services requested for sponsorship: Signs for Street closure



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 # 2019-

Application for Banner Installation

Applicant Name: Vicki Tanner

Address: _____

Phone: 360 629 4414

Email Address: STRAIGHT VINTAGE MONUM

Organization Represented: STRAIGHT VINTAGE

24-Hour Contact person and phone number: Vicki Tanner 360 629 4414
360 387 3964

Date of requested placement (see page 1 for placement time limits): From 07-14 To: 07-21

Dates of Event: July 20

Location of Event: 8705 27th NW

Draw, Attach Photo or Provide Draft of Banner Below:

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: Vicki Tanner Date: 05-13-19

Print Name: Vicki Tanner

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

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

Permit Specialist Authorization

Date

Name of Event	Contact Name	Contact number	# of barricades	# of signs
Trailer Show	Vicki Tenner	3606297474		2

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 _____ Barricades. _____

Applicant initials, 51

Staff initials

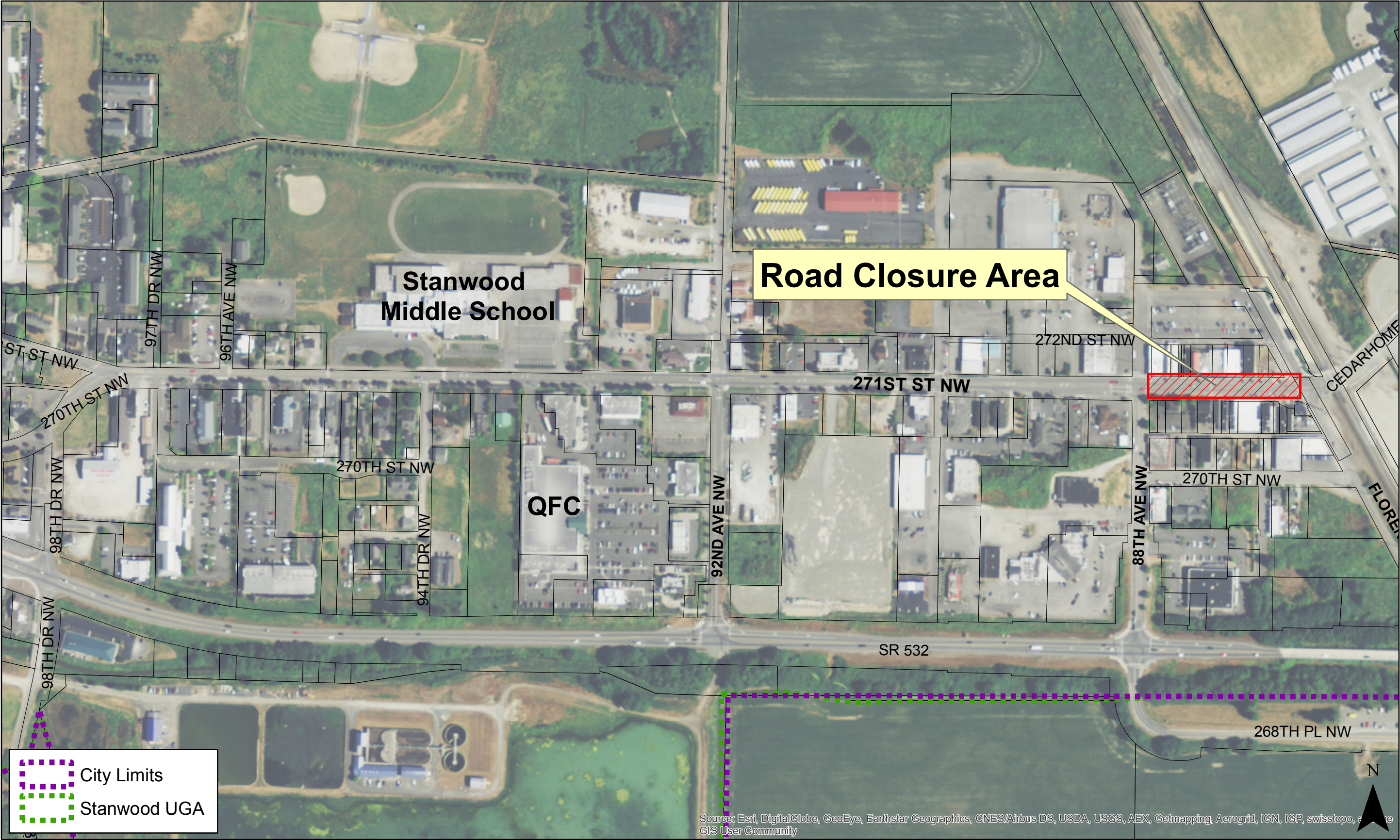
Applicant signature: _____

*** City Only ***

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

Staff signature _____ Date: _____

ATTACHMENT B





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: June 13, 2019

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31211 through 31278 and Washington Federal electronic funds transfers in the amount of \$880,229.79. Approve issuance of Washington Federal Bank payroll electronic funds transfers in the amount of \$32,850.00.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31211 THROUGH 31278 AND WASHINGTON FEDERAL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$880,229.79. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$32,850.00.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

05/16/2019 To: 06/05/2019

Time: 12:31:38 Date: 06/05/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3117	05/29/2019	Claims	3	EFT	US Bank St Paul		Will pay by check
3118	05/29/2019	Claims	3	EFT	WA St Dept of Revenue **	14,487.65	B&O Excise Tax - April 2019
3119	05/29/2019	Claims	3	31211	APP- Associated Petroleum Products	2,534.90	04-0100494
3120	05/29/2019	Claims	3	31212	Aramark Uniform Services Inc	629.02	937963000
3121	05/29/2019	Claims	3	31213	Arlington Recycle Warehouse	360.00	City Of Stanwood
3122	05/29/2019	Claims	3	31214	BHC Consultants, LLC	1,421.20	Project 18-10515.01
3123	05/29/2019	Claims	3	31215	Bonner Electrical Contracting LLC	3,355.62	City Of Stanwood; City Of Stanwood
3124	05/29/2019	Claims	3	31216	Gaylynn Brien	60.00	City Of Stanwood
3125	05/29/2019	Claims	3	31217	Builders Exchange of Washington Inc	74.85	City Of Stanwood
3126	05/29/2019	Claims	3	31218	City of Everett *	195.00	STACITG
3127	05/29/2019	Claims	3	31219	Databar Inc.	1,235.05	8952; 8952
3128	05/29/2019	Claims	3	31220	Department Of Commerce - Pwtfll	434,880.05	SWV0015238-00; SWV0015238-00; SWV0015238-00
3129	05/29/2019	Claims	3	31221	Evergreen Safety Council	905.10	City Of Stanwood
3130	05/29/2019	Claims	3	31222	Frontier *	1,211.75	206-188-0411-053105-5
3131	05/29/2019	Claims	3	31223	Grainger Inc	88.73	848089215
3132	05/29/2019	Claims	3	31224	HB Jaeger Company LLC	2,320.37	3330
3133	05/29/2019	Claims	3	31225	Hamilton Lumber LLC	373.61	City Of Stanwood
3134	05/29/2019	Claims	3	31226	Harmsen LLC	334.00	City Of Stanwood
3135	05/29/2019	Claims	3	31227	Housing Authority of Snohomish County	1,738.00	City Of Stanwood
3136	05/29/2019	Claims	3	31228	J.A. Brennan Associates, PLLC	598.00	City Of Stanwood; City Of Stanwood
3137	05/29/2019	Claims	3	31229	Keller Supply Company	360.42	22832
3138	05/29/2019	Claims	3	31230	Maul Foster Alongi, Inc.	27,872.97	City Of Stanwood; City Of Stanwood
3139	05/29/2019	Claims	3	31231	Motor Trucks International	4,585.29	City Of Stanwood
3140	05/29/2019	Claims	3	31232	Municode	218.40	70-79
3141	05/29/2019	Claims	3	31233	Office Depot	384.45	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
3142	05/29/2019	Claims	3	31234	PUD Of Snohomish County *	12,009.32	200367373; 200592889; 200208858; 200633634; 200240505
3143	05/29/2019	Claims	3	31235	Pace Engineers, Inc	38,067.37	City Of Stanwood
3144	05/29/2019	Claims	3	31236	Perteet Inc.	23,866.58	City Of Stanwood
3145	05/29/2019	Claims	3	31237	Practice Development Inc	1,623.75	City Of Stanwood
3146	05/29/2019	Claims	3	31238	QFC Customer Charges	10.45	City Of Stanwood
3147	05/29/2019	Claims	3	31239	RH2 Engineering Inc	61,062.88	City Of Stanwood; City Of Stanwood; City Of Stanwood
3148	05/29/2019	Claims	3	31240	Refund - James Wendell White	6,476.00	Ref - DR Horton Plant
3149	05/29/2019	Claims	3	31241	Refund - Sterling Bank C/O Ecova	284.03	Investment Fee For 93 Lots Ref Utility #2736 - Sterling Bank C/O Ecova For Overpayment At Closing
3150	05/29/2019	Claims	3	31242	Ricoh USA, Inc.	785.88	1316669-3660142; 1316669-3660143; 1316669-3659652
3151	05/29/2019	Claims	3	31243	Sara Robinson	41.76	City Of Stanwood
3152	05/29/2019	Claims	3	31244	Sherwin- Williams Co- # 8534	9,893.52	6321-3380-7
3153	05/29/2019	Claims	3	31245	Shred-it US JV LLC	41.91	14668765
3154	05/29/2019	Claims	3	31246	Sno Co Clerks/Finance Officers Assoc	20.00	City Of Stanwood
3155	05/29/2019	Claims	3	31247	Sno Co Dept Of Emergency Management	2,169.50	DEMSTNWD

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City Of Stanwood
MCAG #: 0695

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3156	05/29/2019	Claims	3	31248	Sno Co Information Services *	10,156.13	DIS1107
3157	05/29/2019	Claims	3	31249	Sno Co Planning & Development Svcs	275.00	PDS00006
3158	05/29/2019	Claims	3	31250	Sno Co Public Works *	6,890.65	CR000024; CR000024
3159	05/29/2019	Claims	3	31251	Sno Co Sheriff's Office - CB	5,085.53	City Of Stanwood; City Of Stanwood
3160	05/29/2019	Claims	3	31252	Sno Co Sheriffs Office *	147,654.58	SSH00001
3161	05/29/2019	Claims	3	31253	Snohomish County 911	6,899.07	City Of Stanwood
3162	05/29/2019	Claims	3	31254	Snohomish County Public Def Association	1,983.93	City Of Stanwood
3163	05/29/2019	Claims	3	31255	Snohomish County Treasurer	33.14	City Of Stanwood
3164	05/29/2019	Claims	3	31256	Stanwood Ace Hardware/ Jks Ventures	26.83	20013
3165	05/29/2019	Claims	3	31257	Stanwood Auto Parts	322.67	56100
3166	05/29/2019	Claims	3	31258	Stanwood Camano News	918.46	261981; 261981; 261981; 261981; 261981; 8456444; 261981
3167	05/29/2019	Claims	3	31259	Stilly Auto Parts Napa	13.73	27197
3168	05/29/2019	Claims	3	31260	TMG Services Inc	1,818.48	1920010; City Of Stanwood; 1920010
3169	05/29/2019	Claims	3	31261	Twin City Idlers	1,000.00	City Of Stanwood
3170	05/29/2019	Claims	3	31262	US Bank Na Custody/ Treas Div-Money Ctr	40.00	777221717
3171	05/29/2019	Claims	3	31263	USA Bluebook	2,494.23	478228; 478228
3172	05/29/2019	Claims	3	31264	Unum Life Insurance	88.40	City Of Stanwood
3173	05/29/2019	Claims	3	31265	Utilities Underground Loc	147.06	134200
3174	05/29/2019	Claims	3	31266	WA St Dept of Transportation *	82.94	SW001523800
3175	05/29/2019	Claims	3	31267	WA St Treasurer	2,652.96	City Of Stanwood
3176	05/29/2019	Claims	3	31268	Washington State Patrol *	656.00	STA301; STA301
3177	05/29/2019	Claims	3	31269	Washington Tractor Inc.	4,527.05	111096; 111096; 111096; 111096; 111096; 111096
3178	05/29/2019	Claims	3	31270	Waste Management Skagit	155.72	8-34465-95001
3179	05/29/2019	Claims	3	31271	Wave Broadband	264.90	8136 10 014 0036680; 8136 10 015 0064630
3180	05/29/2019	Claims	3	31272	Weed, Graafstra & Associates, Inc., P.S	23,636.74	3868-0000M
3181	05/29/2019	Claims	3	31273	Xpress/Bill Pay	515.09	10290
3182	05/29/2019	Claims	3	31274	Zumar Industries Inc	1,124.79	000683
3197	05/30/2019	Claims	3	31275	Bonner Electrical Contracting LLC	2,453.33	City Of Stanwood
3198	05/30/2019	Claims	3	31276	Refund - James Wendell White	25.00	Ref. James Wendell White \$25 Penalty Pymt Taken In Error.
3199	05/30/2019	Claims	3	31277	US Bank St Paul	600.00	STAUTOREF07; STAWATSEW11
3297	06/05/2019	Claims	3	31278	SHS Horticulture	1,110.00	City Of Stanwood
						186,957.66	001 General Fund
						4,671.84	101 Street Fund
						48,131.58	103 Street Construction Fund
						28,470.97	104 Park Improvement Fund
						12,808.04	107 Equipment Reserve Fund
						35.75	108 Transportation Sales Tax Fund
						300.00	205 Debt Service Fund
						132,264.18	401 Sewer Fund
						7,132.34	403 Sewer Construction Fund
						6,476.00	405 Sewer Plant Investment Fund
						4,385.28	410 Drainage Fund
						38,067.37	411 Drainage Construction Fund
						347,797.76	421 Water Fund
						54,965.34	422 Water Construction Fund

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City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		457 Sewer Equipment Reserve				1,569.36	
		630 Agency Fund				6,196.32	
							Claims: 880,229.79
		* Transaction Has Mixed Revenue And Expense Accounts				880,229.79	

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: 6-5-19

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

05/16/2019 To: 06/05/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2975	05/23/2019	Payroll	3	EFT		1,000.00	May 2019 Draw
2976	05/23/2019	Payroll	3	EFT		1,500.00	May 2019 Draw
2977	05/23/2019	Payroll	3	EFT		2,000.00	May 2019 Draw
2978	05/23/2019	Payroll	3	EFT		1,000.00	May 2019 Draw
2979	05/23/2019	Payroll	3	EFT		1,600.00	May 2019 Draw
2980	05/23/2019	Payroll	3	EFT		2,000.00	May 2019 Draw
2981	05/23/2019	Payroll	3	EFT		1,350.00	May 2019 Draw
2982	05/23/2019	Payroll	3	EFT		3,000.00	May 2019 Draw
2983	05/23/2019	Payroll	3	EFT		1,600.00	May 2019 Draw
2984	05/23/2019	Payroll	3	EFT		1,000.00	May 2019 Draw
2985	05/23/2019	Payroll	3	EFT		2,000.00	May 2019 Draw
2986	05/23/2019	Payroll	3	EFT		2,000.00	May 2019 Draw
2987	05/23/2019	Payroll	3	EFT		1,000.00	May 2019 Draw
2988	05/23/2019	Payroll	3	EFT		800.00	May 2019 Draw
2989	05/23/2019	Payroll	3	EFT		2,000.00	May 2019 Draw
2990	05/23/2019	Payroll	3	EFT		1,600.00	May 2019 Draw
2991	05/23/2019	Payroll	3	EFT		500.00	May 2019 Draw
2992	05/23/2019	Payroll	3	EFT		2,500.00	May 2019 Draw
2993	05/23/2019	Payroll	3	EFT		1,500.00	May 2019 Draw
2994	05/23/2019	Payroll	3	EFT		1,900.00	May 2019 Draw
2995	05/23/2019	Payroll	3	EFT		1,000.00	May 2019 Draw
001 General Fund						32,850.00	
						32,850.00	Payroll:
							32,850.00

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: 6-5-19



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7g
DATE: June 13, 2019
SUBJECT: Waste Management 2018 Rates-adjusted for inflation
CONTACT PERSON: Sara Robinson, Deputy Clerk
ATTACHMENTS: A – Waste Management Rate Adjustment

SUMMARY STATEMENT

Waste Management has notified the City of the 2019 rate schedule for solid waste services adjusted for inflation (Attachment A). The rates become effective on September 1, 2019 and the City is publishing notification of the rate change in the Stanwood Camano News as required by RCW 35A.21.157.



WASTE MANAGEMENT

720 4th Ave, Suite 400
Kirkland WA 98033

May 20, 2019

City of Stanwood

Attention: Kevin Hushagen, Public Works Director

Re: 2019 Inflation Adjustment

Please find the enclosed 2019 rate schedule for solid waste services provided by Waste Management to the residents and businesses of the City of Stanwood.

These rates are based upon the published Consumer Price Index, for All Urban Consumers for the Seattle-Tacoma-Bellevue Metropolitan area, as prepared by The United States Department of Labor, Bureau of Labor Statistics from April of 2018 to April 2019. This year's CPI index was 276.765, up from 270.309 in April of 2018, which was an annual change of 2.39%. Based on these numbers and the annual change percentage is a 2.39% increase.

Please review this schedule and let me know of any discrepancies, as Waste Management will adjust our billing system to reflect these changes. Implementation of these rates will take effect on September 1st, 2019.

Waste Management looks forward to providing quality solid waste services to the City of Stanwood in the year ahead.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Alan Schaible', written over a light blue horizontal line.

Alan Schaible
District Manager, Skagit
Waste Management of Washington, Inc.

City of Stanwood

Exhibit B - Rate Schedule

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		Rates Effective 01/01/2019			Rates Effective 09/01/2019		
	Service Level	Disposal Fee	Collection Fee	Total Service Fee	Disposal Fee	Collection Fee	Total Service Fee
Section A							
Monthly	1 32 gallon Garbage Can	\$ 1.96	\$ 11.86	\$ 13.82	\$ 1.96	\$ 12.14	\$ 14.10
Weekly	1 20 gallon Mini-Can	\$ 3.87	\$ 18.52	\$ 22.39	\$ 3.87	\$ 18.96	\$ 22.83
Residential Curbside Service (includes recycling)	1 32 gallon Garbage Can	\$ 6.78	\$ 17.45	\$ 24.23	\$ 6.78	\$ 17.86	\$ 24.64
	2 32 gallon Garbage Cans	\$ 13.56	\$ 18.41	\$ 31.97	\$ 13.56	\$ 18.84	\$ 32.40
	3 32 gallon Garbage Cans	\$ 20.34	\$ 19.36	\$ 39.70	\$ 20.34	\$ 19.82	\$ 40.16
	1 20-gallon Garbage Cart	\$ 3.87	\$ 20.26	\$ 24.13	\$ 3.87	\$ 20.74	\$ 24.61
	1 35-gallon Garbage Cart	\$ 6.78	\$ 18.75	\$ 25.53	\$ 6.78	\$ 19.19	\$ 25.97
	1 64-gallon Garbage Cart	\$ 13.56	\$ 19.81	\$ 33.37	\$ 13.56	\$ 20.28	\$ 33.84
	1 96-gallon Garbage Cart	\$ 20.34	\$ 20.66	\$ 41.00	\$ 20.34	\$ 21.15	\$ 41.49
	Additional 32 Gallon Cans (weekly service)	\$ 6.78	\$ 0.94	\$ 7.72	\$ 6.78	\$ 0.96	\$ 7.74
	Extras (32 gallon equivalent)	\$ 1.56	\$ 2.94	\$ 4.50	\$ 1.56	\$ 3.01	\$ 4.57
	Contaminated Recycling - Cart		\$ 25.00	\$ 25.00		\$ 25.59	\$ 25.59
	Subscription Yard Waste service		\$ 8.74	\$ 8.74		\$ 8.94	\$ 8.94
Section B							
Weekly Commercial Can	1 32 gallon Garbage Can/Garbage Cart	\$ 6.78	\$ 11.79	\$ 18.57	\$ 6.78	\$ 12.07	\$ 18.85
Weekly Commercial Detachable Container (compacted)	2 Cubic Yard Container	\$ 135.13	\$ 196.01	\$ 331.14	\$ 135.13	\$ 200.69	\$ 335.82
	3 Cubic Yard Container	\$ 202.70	\$ 274.27	\$ 476.97	\$ 202.70	\$ 280.82	\$ 483.52
	4 Cubic Yard Container	\$ 270.27	\$ 339.65	\$ 609.92	\$ 270.27	\$ 347.76	\$ 618.03
	6 Cubic Yard Container	\$ 405.40	\$ 470.13	\$ 875.53	\$ 405.40	\$ 481.35	\$ 886.75
Weekly Commercial Detachable Container (loose)	1 Cubic Yard, 1 pickup/week	\$ 22.52	\$ 71.76	\$ 94.28	\$ 22.52	\$ 73.47	\$ 95.99
	1 Cubic Yard, 2 pickups/week	\$ 45.04	\$ 133.05	\$ 178.09	\$ 45.04	\$ 136.22	\$ 181.26
	1 Cubic Yard, 3 pickups/week	\$ 67.56	\$ 194.34	\$ 261.90	\$ 67.56	\$ 198.98	\$ 266.54
	1 Cubic Yard, 4 pickups/week	\$ 90.08	\$ 255.62	\$ 345.70	\$ 90.08	\$ 261.72	\$ 351.80
	1 Cubic Yard, 5 pickups/week	\$ 112.60	\$ 316.92	\$ 429.52	\$ 112.60	\$ 324.48	\$ 437.08
	1.5 Cubic Yard, 1 pickup/week	\$ 33.78	\$ 83.57	\$ 117.35	\$ 33.78	\$ 85.56	\$ 119.34
	1.5 Cubic Yard, 2 pickups/week	\$ 67.56	\$ 155.51	\$ 223.07	\$ 67.56	\$ 159.22	\$ 226.78
	1.5 Cubic Yard, 3 pickups/week	\$ 101.34	\$ 227.44	\$ 328.78	\$ 101.34	\$ 232.87	\$ 334.21
	1.5 Cubic Yard, 4 pickups/week	\$ 135.12	\$ 299.36	\$ 434.48	\$ 135.12	\$ 306.50	\$ 441.62
	1.5 Cubic Yard, 5 pickups/week	\$ 168.90	\$ 371.28	\$ 540.18	\$ 168.90	\$ 380.14	\$ 549.04
	2 Cubic Yard, 1 pickups/week	\$ 45.04	\$ 97.06	\$ 142.10	\$ 45.04	\$ 99.37	\$ 144.41
	2 Cubic Yard, 2 pickups/week	\$ 90.08	\$ 180.15	\$ 270.23	\$ 90.08	\$ 184.45	\$ 274.53
	2 Cubic Yard, 3 pickups/week	\$ 135.12	\$ 263.22	\$ 398.34	\$ 135.12	\$ 269.50	\$ 404.62
	2 Cubic Yard, 4 pickups/week	\$ 180.16	\$ 346.29	\$ 526.45	\$ 180.16	\$ 354.56	\$ 534.72
	2 Cubic Yard, 5 pickups/week	\$ 225.20	\$ 429.38	\$ 654.58	\$ 225.20	\$ 439.63	\$ 664.83
	3 Cubic Yard, 1 pickup/week	\$ 67.57	\$ 121.18	\$ 188.75	\$ 67.57	\$ 124.07	\$ 191.64
	3 Cubic Yard, 2 pickups/week	\$ 135.14	\$ 226.03	\$ 361.17	\$ 135.14	\$ 231.42	\$ 366.56
	3 Cubic Yard, 3 pickups/week	\$ 202.71	\$ 330.91	\$ 533.62	\$ 202.71	\$ 338.81	\$ 541.52
	3 Cubic Yard, 4 pickups/week	\$ 270.28	\$ 435.75	\$ 706.03	\$ 270.28	\$ 446.15	\$ 716.43
	3 Cubic Yard, 5 pickups/week	\$ 337.85	\$ 540.58	\$ 878.43	\$ 337.85	\$ 553.49	\$ 891.34
	4 Cubic Yard, 1 pickup/week	\$ 90.09	\$ 147.49	\$ 237.58	\$ 90.09	\$ 151.01	\$ 241.10
	4 Cubic Yard, 2 pickups/week	\$ 180.18	\$ 275.14	\$ 455.32	\$ 180.18	\$ 281.71	\$ 461.89
	4 Cubic Yard, 3 pickups/week	\$ 270.27	\$ 402.81	\$ 673.08	\$ 270.27	\$ 412.43	\$ 682.70
	4 Cubic Yard, 4 pickups/week	\$ 360.36	\$ 530.45	\$ 890.81	\$ 360.36	\$ 543.11	\$ 903.47
	4 Cubic Yard, 5 pickups/week	\$ 450.45	\$ 658.13	\$ 1,108.58	\$ 450.45	\$ 673.84	\$ 1,124.29

City of Stanwood

Exhibit B - Rate Schedule

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		Rates Effective 01/01/2019			Rates Effective 09/01/2019		
	Service Level	Disposal Fee	Collection Fee	Total Service Fee	Disposal Fee	Collection Fee	Total Service Fee
Weekly Commercial Detachable Container (loose)	6 Cubic Yard, 1 pickup/week	\$ 135.13	\$ 187.49	\$ 322.62	\$ 135.13	\$ 191.96	\$ 327.09
	6 Cubic Yard, 2 pickups/week	\$ 270.26	\$ 351.64	\$ 621.90	\$ 270.26	\$ 360.03	\$ 630.29
	6 Cubic Yard, 3 pickups/week	\$ 405.39	\$ 515.76	\$ 921.15	\$ 405.39	\$ 528.07	\$ 933.46
	6 Cubic Yard, 4 pickups/week	\$ 540.52	\$ 679.93	\$ 1,220.45	\$ 540.52	\$ 696.16	\$ 1,236.68
	6 Cubic Yard, 5 pickups/week	\$ 675.65	\$ 844.09	\$ 1,519.74	\$ 675.65	\$ 864.25	\$ 1,539.90
	8 Cubic Yard, 1 pickup/week	\$ 180.18	\$ 227.97	\$ 408.15	\$ 180.18	\$ 233.41	\$ 413.59
	8 Cubic Yard, 2 pickups/week	\$ 360.36	\$ 429.09	\$ 789.45	\$ 360.36	\$ 439.33	\$ 799.69
	8 Cubic Yard, 3 pickups/week	\$ 540.54	\$ 630.22	\$ 1,170.76	\$ 540.54	\$ 645.27	\$ 1,185.81
	8 Cubic Yard, 4 pickups/week	\$ 720.72	\$ 831.38	\$ 1,552.10	\$ 720.72	\$ 851.23	\$ 1,571.95
	8 Cubic Yard, 5 pickups/week	\$ 900.90	\$ 1,032.50	\$ 1,933.40	\$ 900.90	\$ 1,057.16	\$ 1,958.06
	Extra loose cubic yard, per pickup	\$ 5.20	\$ 10.71	\$ 15.91	\$ 5.20	\$ 10.96	\$ 16.16
Temporary Collection Service (per pickup)	1 Cubic Yard Container	\$ 5.20	\$ 25.79	\$ 30.99	\$ 5.20	\$ 26.40	\$ 31.60
	1.5 Cubic Yard Container	\$ 7.80	\$ 28.24	\$ 36.04	\$ 7.80	\$ 28.91	\$ 36.71
	2 Cubic Yard Container	\$ 10.40	\$ 30.82	\$ 41.22	\$ 10.40	\$ 31.55	\$ 41.95
	3 Cubic Yard Container	\$ 15.59	\$ 35.85	\$ 51.44	\$ 15.59	\$ 36.70	\$ 52.29
	4 Cubic Yard Container	\$ 20.79	\$ 41.12	\$ 61.91	\$ 20.79	\$ 42.10	\$ 62.89
	6 Cubic Yard Container	\$ 31.19	\$ 49.53	\$ 80.72	\$ 31.19	\$ 50.71	\$ 81.90
	8 Cubic Yard Container	\$ 41.58	\$ 58.07	\$ 99.65	\$ 41.58	\$ 59.45	\$ 101.03
Temporary Collection Daily Rent	Initial Delivery		\$ 32.21	\$ 32.21		\$ 32.97	\$ 32.97
	1 Cubic Yard Container		\$ 1.13	\$ 1.13		\$ 1.15	\$ 1.15
	1.5 Cubic Yard Container		\$ 1.25	\$ 1.25		\$ 1.27	\$ 1.27
	2 Cubic Yard Container		\$ 1.48	\$ 1.48		\$ 1.51	\$ 1.51
	3 Cubic Yard Container		\$ 1.60	\$ 1.60		\$ 1.63	\$ 1.63
	4 Cubic Yard Container		\$ 1.95	\$ 1.95		\$ 1.99	\$ 1.99
	6 Cubic Yard Container		\$ 2.29	\$ 2.29		\$ 2.34	\$ 2.34
	8 Cubic Yard Container		\$ 2.64	\$ 2.64		\$ 2.70	\$ 2.70
Section C	Service Level (based on pick ups)	Daily Rent	Monthly Rent	Haul Charge	Daily Rent	Monthly Rent	Haul Charge
Commercial Drop Box Collection	Permanent Service						
	Non-compacted 10 cubic yard Drop-box	\$	44.37	\$ 129.92	\$	45.42	\$ 133.02
	Non-compacted 20 cubic yard Drop-box	\$	60.74	\$ 129.92	\$	62.19	\$ 133.02
	Non-compacted 25 cubic yard Drop-box	\$	67.74	\$ 129.92	\$	69.35	\$ 133.02
	Non-compacted 30 cubic yard Drop-box	\$	73.58	\$ 129.92	\$	75.33	\$ 133.02
	Non-compacted 40 cubic yard Drop-box	\$	86.43	\$ 129.92	\$	88.49	\$ 133.02
	Non-compacted 50 cubic yard Drop-box	\$	98.14	\$ 129.92	\$	100.48	\$ 133.02
	Compacted 10 - 40 cubic yard Drop-box			\$ 156.25			\$ 159.98
		Daily Rent	Delivery Fee	Haul Charge	Daily Rent	Delivery Fee	Haul Charge
	Temporary Service						
	Non-compacted 10 cubic yard Drop-box	\$ 3.18	\$ 58.05	\$ 129.92	\$ 3.25	\$ 59.43	\$ 133.02
	Non-compacted 20 cubic yard Drop-box	\$ 3.77	\$ 58.05	\$ 129.92	\$ 3.86	\$ 59.43	\$ 133.02
	Non-compacted 25 cubic yard Drop-box	\$ 4.11	\$ 58.05	\$ 129.92	\$ 4.20	\$ 59.43	\$ 133.02
	Non-compacted 30 cubic yard Drop-box	\$ 5.09	\$ 58.05	\$ 129.92	\$ 5.21	\$ 59.43	\$ 133.02
	Non-compacted 40 cubic yard Drop-box	\$ 6.03	\$ 58.05	\$ 129.92	\$ 6.17	\$ 59.43	\$ 133.02
	Non-compacted 50 cubic yard Drop-box	\$ 6.03	\$ 58.05	\$ 129.92	\$ 6.17	\$ 59.43	\$ 133.02
	Miscellaneous Fees:			Service Fee			Service Fee
	Additional Mileage Charge for hauls to other sites, per mile			\$ 3.25			\$ 3.32

Note: If the customer requires services that are not listed above and are available in our current WUTC tariff; we will charge the rates in our currently approved WUTC tariff

9.1 .1 CPI Adjustments to Service Component

Commencing on September 1, 2012 and on the same date annually thereafter (the "Adjustment Date"), the Collection Fee component of Contractor's rates set forth in Exhibit B, as adjusted hereunder, shall be automatically increased by a percentage equal to the annual percent increase in the Consumer Price Index ("CPI") - for Seattle, Tacoma, Bremerton (1982-84 = 100) for All Urban Consumers (CPI-U) as published by the Bureau of Labor Statistics for the twelve month period ending the nearest, but at least 120 days prior to, the Adjustment Date. At least ninety (90) days prior to the Adjustment Date, Contractor shall notify the City of the CPI adjustment to take effect on the Adjustment Date and shall provide the City with its computations therefor. Adjustments to the Contractor's rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.

CPI-All Urban Consumers (Current Series) Original Data Value

Series Id: CUURS49DSA0,CUUSS49DSA0

Not Seasonally Adjusted

Series Title: All items in Seattle-Tacoma-Bellevue, WA, all

Area: Seattle-Tacoma-Bellevue WA

Item: All items

Base Period: 1982-84=100

Years: 2008 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	% Change IN CPI
2008		221.728		223.196		228.068		227.745		225.915		222.580	224.719	223.569	225.869	
2009		224.737		225.918		227.257		227.138		226.277		225.596	226.028	225.580	226.475	
2010		226.085		226.513		226.118		227.645		227.251		226.862	226.693	226.195	227.190	
2011		229.482		231.314		233.250		233.810		235.916		234.812	232.765	230.815	234.715	
2012		235.744		237.931		239.540		240.213		241.355		237.993	238.663	237.344	239.981	
2013		239.898		240.823		242.820		242.767		242.787		241.055	241.563	240.777	242.350	
2014		242.770		246.616		247.642		247.185		247.854		245.050	246.018	245.125	246.912	
2015		245.496		247.611		251.622		251.617		250.831		250.385	249.364	247.614	251.115	
2016		250.942		253.815		256.098		256.907		256.941		256.821	254.886	253.122	256.651	
2017		259.503		261.560		263.756		263.333		264.653		265.850	262.668	260.656	264.680	
2018		268.031		270.309		272.395		271.625		272.805		273.293	271.089	269.527	272.652	3.34%
2019		275.304		276.765												2.39%

9.2 City Road Maintenance Fee

Contractor shall pay the City \$17,000 for each complete year of this Contract, which the City presently intends to use for road maintenance purposes. A pro rata portion of such annual fee shall be paid monthly. Such fee shall be increased each year by the most recent published percentage change in CPI.

City Road Maintenance Fee

City of Stanwood

<u>Year</u>	<u>Maintenance Fee</u>	<u>% Change In Index</u>			
2012	\$ 17,000.00		May 2012 Start of Contract	\$ 1,416.67	May to August
2012	\$ 17,486.30	2.86%	September 2012 CPI	\$ 1,457.19	Sept forward
2013	\$ 17,698.84	1.22%	September 2013 CPI	\$ 1,474.90	Sept forward
2014	\$ 18,124.58	2.41%	September 2014 CPI	\$ 1,510.38	Sept forward
2015	\$ 18,197.70	0.40%	September 2015 CPI	\$ 1,516.48	Sept forward
2016	\$ 18,653.65	2.51%	September 2016 CPI	\$ 1,554.47	Sept forward
2017	\$ 19,222.85	3.05%	September 2017 CPI	\$ 1,601.90	Sept forward
2018	\$ 19,865.84	3.34%	September 2018 CPI	\$ 1,655.49	Sept forward
2019	\$ 20,340.31	2.39%	September 2019 CPI	\$ 1,695.03	Sept forward

9.1.1 CPI Adjustments to Service Component

Commencing on September 1, 2012 and on the same date annually thereafter (the “**Adjustment Date**”), the Collection Fee component of Contractor’s rates set forth in Exhibit B, as adjusted hereunder, shall be automatically increased by a percentage equal to the annual percent increase in the Consumer Price Index (“CPI”) - for Seattle, Tacoma, Bremerton (1982-84 = 100) for All Urban Consumers (CPI-U) as published by the Bureau of Labor Statistics for the twelve month period ending the nearest, but at least 120 days prior to, the Adjustment Date. At least ninety (90) days prior to the Adjustment Date, Contractor shall notify the City of the CPI adjustment to take effect on the Adjustment Date and shall provide the City with its computations therefor. Adjustments to the Contractor’s rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9e

DATE: June 13, 2019

SUBJECT: Adopt resolution 2019-08 authorizing the Mayor to accept conveyance of the detention facilities in Candle Ridge II

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A) Resolution 2019-08

ISSUE

The issue in front of the Council is whether or not to authorize the Mayor to accept conveyance of the Candle Ridge II detention facility.

SUMMARY STATEMENT

In conjunction with the recently adopted ordinance the property owners in the Candle Ridge II development have requested to deed ownership of their detention pond to the City.

DISCUSSION

At their March 14, 2019 meeting, Council adopted Ordinance 1472 allowing for the transfer of ownership and/or maintenance of privately owned detention/retention facilities to the City by HOA's or property owners. The Candle Ridge II HOA has approached the City with quit claim deeds, which will need to be recorded if the conveyance is accepted, from all the affected property owners.

Staff has worked with the HOA and our attorney's office to make sure all necessary paperwork is in order to allow for the transfer in ownership.

FINANCIAL IMPACT

There will be a \$366 fee to record the deeds, if recorded before July 1, or \$376.50 if after July 1. This will be paid out of the drainage professional services fund which has a current balance of \$16,713.78.

COMMITTEE RECOMMENDATIONS

The committee, as well as the full Council adopted Ordinance 1472 to allow for these transfers to take place and support this item.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION NO 2019-08 AUTHORIZING THE MAYOR TO EXECUTE THE ACCEPTANCE OF THE CONVEYANCE OF THE DETENTION FACILITIES FOR TRACT 4 OF CANDLE RIDGE DIVISION 2 AND TO CAUSE THE DEEDS RELATING THERETO TO BE RECORDED.

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD
AUTHORIZING ACCEPTANCE OF THE STORMWATER DETENTION
FACILITIES OF CANDLE RIDGE DIVISION 2**

WHEREAS, properly functioning stormwater detention facilities are essential for flood control, the protection of public and private property, to comply with State and Federal stormwater regulations, and to prevent the pollution of waterways and bodies of water; and

WHEREAS, the proper function of stormwater detention facilities is dependent upon the proper maintenance of such facilities; and

WHEREAS, the City of Stanwood has adopted a comprehensive stormwater plan which includes provision for City maintenance of stormwater detention facilities; and

WHEREAS, pursuant to Chapter 12.12 of the Stanwood Municipal Code, the City of Stanwood has adopted a schedule of drainage system fees and charges which are, in part, for the purpose of managing and maintaining stormwater facilities within the City; and

WHEREAS, the City Council has deemed it in the public interest to acquire stormwater detention facilities in order to have authority to maintain such facilities and to protect other downstream facilities which are already owned and maintained by the City; and

WHEREAS, the Plat of Candle Ridge Division 2 includes Tract 4 which is dedicated as a stormwater detention facility; and

WHEREAS, each of the lot owners of Candle Ridge Division 2 is the owner of a 1/34th undivided interest in Tract 4, each owner desires to convey Tract 4 to the City of Stanwood, and each owner has executed a deed for said purpose;

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

The City Council hereby accepts and authorizes the Mayor to execute City's acceptance and record the deeds conveying to the City of the following-described property:

Tract 4 Detention Facility, Candle Ridge Division 2, according to the plat thereof recorded under Snohomish County Auditor's file number 200001255008, records of Snohomish County, Washington.

which conveyance is subject to the following provision:

SUBJECT TO: Drainage facility maintenance obligations stated on the face of the Plat of Candle Ridge Division 2, recorded under Snohomish County Auditor's file no. 200001255008. Grantee's obligation to maintain shall be strictly limited to the portion of the Candle Ridge Division 2 storm water drainage system located upon Tract 4. Grantee shall have no obligation to maintain any portion of the Candle Ridge Division 2 storm water drainage system located outside of said Tract 4.

PASSED by the City Council and APPROVED by the Mayor this ____ day of June, 2019.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
City Clerk

By _____
Grant Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9d

DATE: June 13, 2019

SUBJECT: Business Retention and Expansion Program (BR&E)

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – Resolution 2019-09 Authorizing BR&E
B – Business Retention and Expansion Program Summary

PURPOSE

The purpose of this agenda item is for Council consideration of the proposed Stanwood Business Retention and Expansion Program and approval of Resolution 2019-09 implementing the business development initiative.

RECOMMENDATION

The Business Retention and Expansion Program has been recommended for approval by the Economic Development Board, the Community Development Committee and Finance/Personnel Committee; therefore, staff recommends approval of the resolution to implement the program.

SUMMARY

Business retention and expansion is the foundation of effective economic development along with programs that are focused on the support of a community's existing businesses through on-going engagement and information-sharing between the city's economic development professionals and local business owners. Our existing businesses form the foundation for local employment opportunities, stabilize our tax base, and serve as key engines for overall economic growth.

DISCUSSION

Staff has developed a BR&E program that endeavors to foster the retention and expansion of existing local businesses. Our objectives of the program include:

- Ensuring that the City has accurate knowledge of the business community and maintains constant communication.

- Developing a city/business collaboration framework that supports city understanding of existing business needs.
- Address business needs through development of initiatives that coordinate resources, build partnerships, and provide tools for business to be successful.
- Identify early and often new business and align them with opportunities that support their stability, growth and development.
- Align the Stanwood organizational structure and allocate staffing resources that support economic development initiatives and business development programs.

An active BR&E is time and labor intensive, and requires building and maintaining good relationships with existing businesses. The key is responsiveness. The proposed BR&E Program sets city council policy for business development initiatives and lays the guidelines for staff that we are listening to business issues and problems and considering actions to address those problems. The City genuinely appreciate the business community and its contribution to the economic viability of the community. Existing businesses have the most significant impact on job opportunities and future job growth and the City will seek to remove the bureaucratic barriers to doing business.

FISCAL IMPACT

Because of the time involved with supporting local businesses, staff will be including economic development initiatives and the levels of services needed for supporting the BR&E program as we work on our organizational assessment and staffing analysis study.

There is no direct budget line item associated with the implementation of the BR&E program as the work is provided internally and retrospective costs for staff salary and benefits are built into the budget. At times, when there are specific costs associated with the BR&E Program, staff will highlight the expenditures. The BR&E Program implementation supports the City Council 2019-2020 Budget Theme – Economic Development.

CITY COUNCIL OPTIONS

1. Approval of the resolution, which implements the BR&E Program, would be setting economic development policy and directing staff to initiate business development activities.
2. No approval of the resolution and direct staff to provide additional information

RECOMMENDED MOTION

I MOVE TO APPROVE RESOLUTION 2019-09 ADOPTING THE STANWOOD BUSINESS RETENTION AND EXPANSION PROGRAM.

City of Stanwood

RESOLUTION 2019-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD
ADOPTING THE STANWOOD BUSINESS RETENTION AND EXPANSION
PROGRAM**

WHEREAS, pursuant to Stanwood Ordinance 1465, adopted by the City Council setting the 2019-2020 biennial budget which included the budget theme for Economic Development initiatives that support the local economy; and

WHEREAS, the City Council desires to have accurate knowledge of the business community and maintain constant communication; and

WHEREAS, the City Council desires to develop a city/business collaboration framework that supports the City understanding of existing business needs; and

WHEREAS, the City Council plans to develop business initiatives that coordinate resources, build partnerships and provide tools for business to be successful; and

WHEREAS, the City Council will endeavor to align the city organization and staffing resources that support economic development initiatives and business development programs.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD:

That the Stanwood Business Retention and Expansion Program, a true copy of which is attached hereto and incorporated by reference herein, is hereby adopted.

Upon the motion duly made and seconded, the foregoing resolution was unanimously passed by the City Council.

PASSED by the Stanwood City Council this 13th day of June, 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

David A. Hammond, City Clerk



City of Stanwood

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

Business Retention & Expansion Program

June 2019

Business Retention and Expansion (BRE) programs are focused on the support of a community's existing businesses through on-going engagement and information-sharing between the city's economic development professionals and local business owners. The City of Stanwood businesses, as well as, Camano Island businesses form a foundation for local employment opportunities, stabilization of its tax base, and serve as key engines for the City's overall economic growth. As such, the City has established an economic development program that fosters the retention and expansion of existing local businesses. This program will be known as the Stanwood Business Retention and Expansion Program (BREP).

Program Objectives

The key objectives of the Stanwood Business Retention and Expansion Program are to:

1. Ensure that the City has accurate knowledge of the business community and maintains constant communication.
2. Develop a city/business collaboration framework that supports city understanding of existing business needs.
3. Address business needs through development of initiatives that coordinate resources, build partnerships, and provide tools for business to be successful.
4. Identify early and often new business and align them with opportunities that support their stability, growth and development.
5. Align the Stanwood organizational structure and allocate staffing resources that support economic development initiatives and business development programs.

Program Initiatives

Business Surveys

- A major business survey will be conducted to understand existing business issues, needs and opportunities and to collect information for the business inventory
 - Follow up or mini surveys may be conducted every two years and visitation surveys are conducted during BR&E Ambassador visits

Business Inventory

- A database of local businesses information will be maintained with accurate business information from surveys and visitations. Business financial, commercial, and proprietary information is kept confidential per RCW 42.56.270

Stanwood Business Webpage

- Located on the City Website – “Doing Business” webpages will be created and maintained and will serve as the primary location for the all business resources, information and a business events calendar
 - City Hall will host Business kiosk where resources for business will be available in print form
- As part of the Stanwood Tourism and Destination Marketing Initiatives, the Discover Stanwood Camano website offers a “Places” feature for businesses to register business directory information.
 - The city will include “Google My Business” training for business to be found on the DSC website.

Business newsletter

- The City will provide a business newsletter on a bi-monthly cycle and include business related topics, resource information, and notice of business events

BR&E Ambassadors & Visitation

- Ambassadors will be a select group of community business members or economic development board members, who are trained or certified in BR&E best practices and city business retention practices.
 - Business visitation schedule will encourage a three-year cycle and conduct a physical business visits
 - All businesses will be included: Corporate, retail, restaurants, industry and service
 - BR&E Ambassador will be required to attend routine training and adhere to confidential reporting and adherence to RCW 42.56.270. Certification may be required.
- Visits are centered on an interview with the business owner, president or other lead staff to learn how the city might assist. Visits are conducted using questions similar to business surveys and the discussion will seek to understand and identify issues of importance to the business, obstacles to their success and opportunities for assistance.
 - Follow up and documentation of the visit and update to the business database are required.

Financial Resources

- A consortium of local banks who commit to support of the BR&E program will be listed on the City’s website and included as a resource in the Stanwood Business Newsletter
- Local Investment Opportunities Network (LIONS)
 - A LION connects local investors with local business owners who need capital. It is not a bank, investment club or financial institution. *Further discovery is in progress to determine the city’s ability to start a LION. This*

section of the retention program is reserved for future initiatives associated with the development of a LION

- Profit Mastery Program is a financial and management training program to assist business owners with overcoming the greatest business knowledge gap. *Further discovery is in progress to determine the city's ability to offer Profit Mastery workshops to business owners.*

Zoning, Sites & Permitting Resources

- Business development related services are available to help businesses with expansion of current sites and facilities, assistance in identifying and preparing sites for expansion that requires relocation, and assistance with regulations and permits related to planning, zoning and building.
 - A member of the Economic Development staff is assigned as liaison for every major development project, ensuring a single point of contact to deal with all municipal and developmental issues.

Workshops and Events

The City may host a variety of business workshops and events to connect with business owners. Those events may include, but not be limited to:

Business Fairs

- Full or half day workshops may be planned and include regional resource providers, lenders, business guest speakers, training and educational topics. Business workshops will provide face-to-face connections with business owners and provide them with resources and opportunities to succeed.
 - Frequency of workshops and special events will be at times/dates are flexible to all types of businesses

Business roundtables

- The Stanwood Mayor may host periodic Business Breakfast meetings or other roundtable events at alternate times of the year so as to reach as many business owners as possible.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9e

DATE: June 13, 2019

SUBJECT: Authorize Mayor to enter into agreement with WSDOT to install pedestrian improvements at SR532 and 72nd Ave

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A) WSDOT plan

ISSUE

The issue in front of the council is to authorize the Mayor to enter into an agreement with WSDOT establishing a JZ account for the installation of pedestrian improvements at the intersection of SR532 and 72nd Avenue.

SUMMARY STATEMENT

Staff has met with WSDOT to discuss ways to make the intersection at SR532 and 72nd Avenue safer for pedestrian travel. The installation of additional signage, pavement markings and modifications to the vehicle travel is the recommended approach.

DISCUSSION

Pedestrian improvements at the intersection of SR532 and 72nd Avenue were discussed at the planning commission and the item brought to the public works committee. The concept brought to the PWC was a pedestrian overpass/bridge that would span SR532 north to south from near the new high school to near the former Burger King. The planning effort and ultimate construction costs were determined to be cost prohibitive.

Staff then met with WSDOT to see what could be done that would have immediate affect and still be used if there are future upgrades or changes.

FINANCIAL IMPACT

WSDOT has given us an initial estimated cost of \$22,000. Staff recommends using Transportation Sales Tax Fund for this project. The Transportation Sales Tax Fund, which is anticipated to have a \$221,783 balance at year-end.

COMMITTEE RECOMMENDATIONS

The public works committee recommended authorizing the agreement and work being done with WSDOT.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO ESTABLISH A JZ ACCOUNT AND ENTER INTO AN AGREEMENT WITH WSDOT TO INSTALL THE PEDESTRIAN IMPROVEMENTS AT SR532 AND 72ND AVENUE.

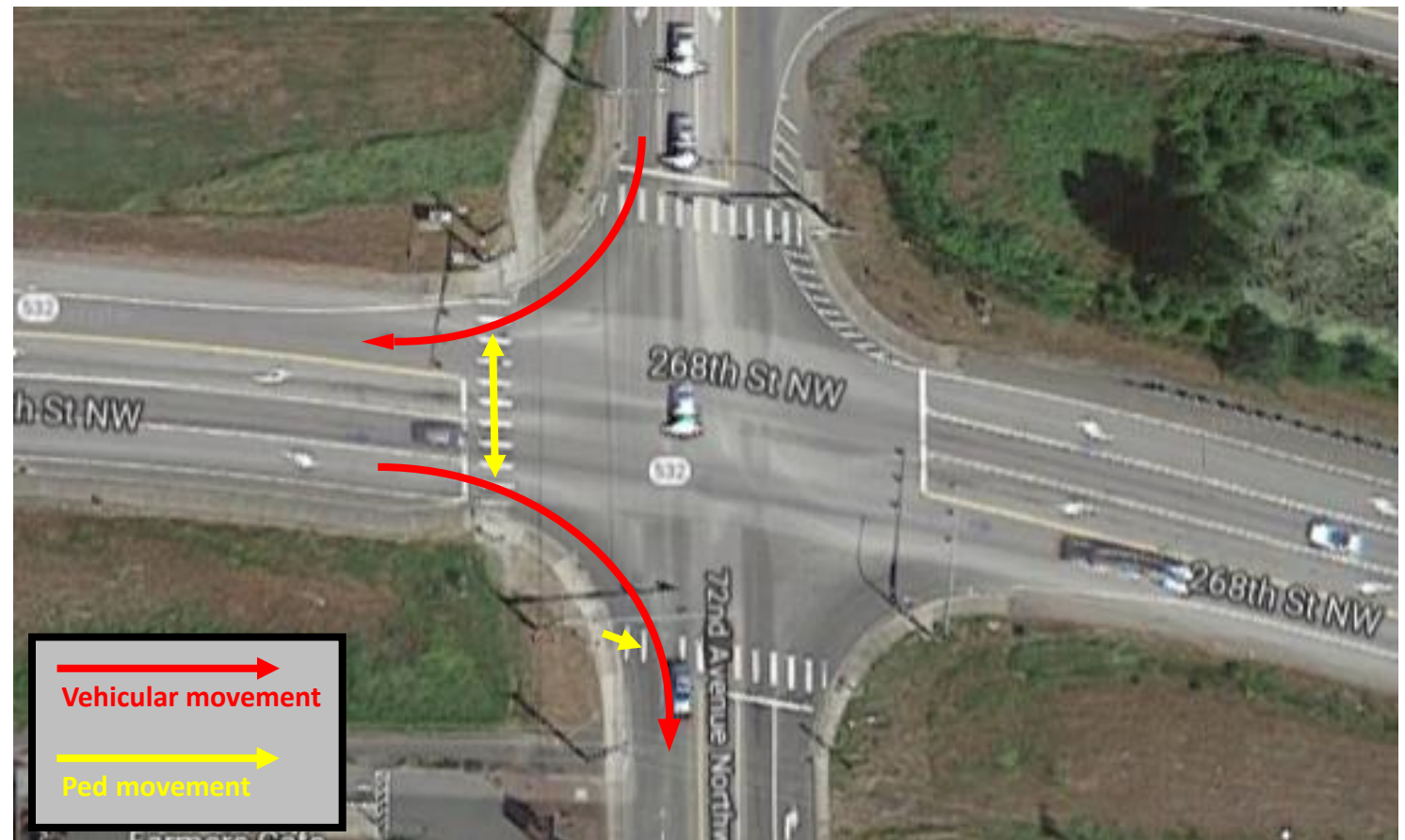
SR 532 & 72nd Ave

ATTACHMENT A

Stanwood ped crossing improvements

Observations:

- EB vehicles turning right on red from SR 532 to 72nd Ave do not tend to yield to pedestrians traveling N-S in crosswalk
- Visibility from RT lane of N-S crosswalk appears to be poor due to stopped traffic in through lane
- RT drivers pick up speed (or maintain speed during green signal), come to a sudden stop (or do not stop) for peds traveling E-W across 72nd Ave.
- SB vehicles turning right on red from 72nd Ave to SR 532 WB have close calls with N-S traveling pedestrians in crosswalk



Proposed Implementation

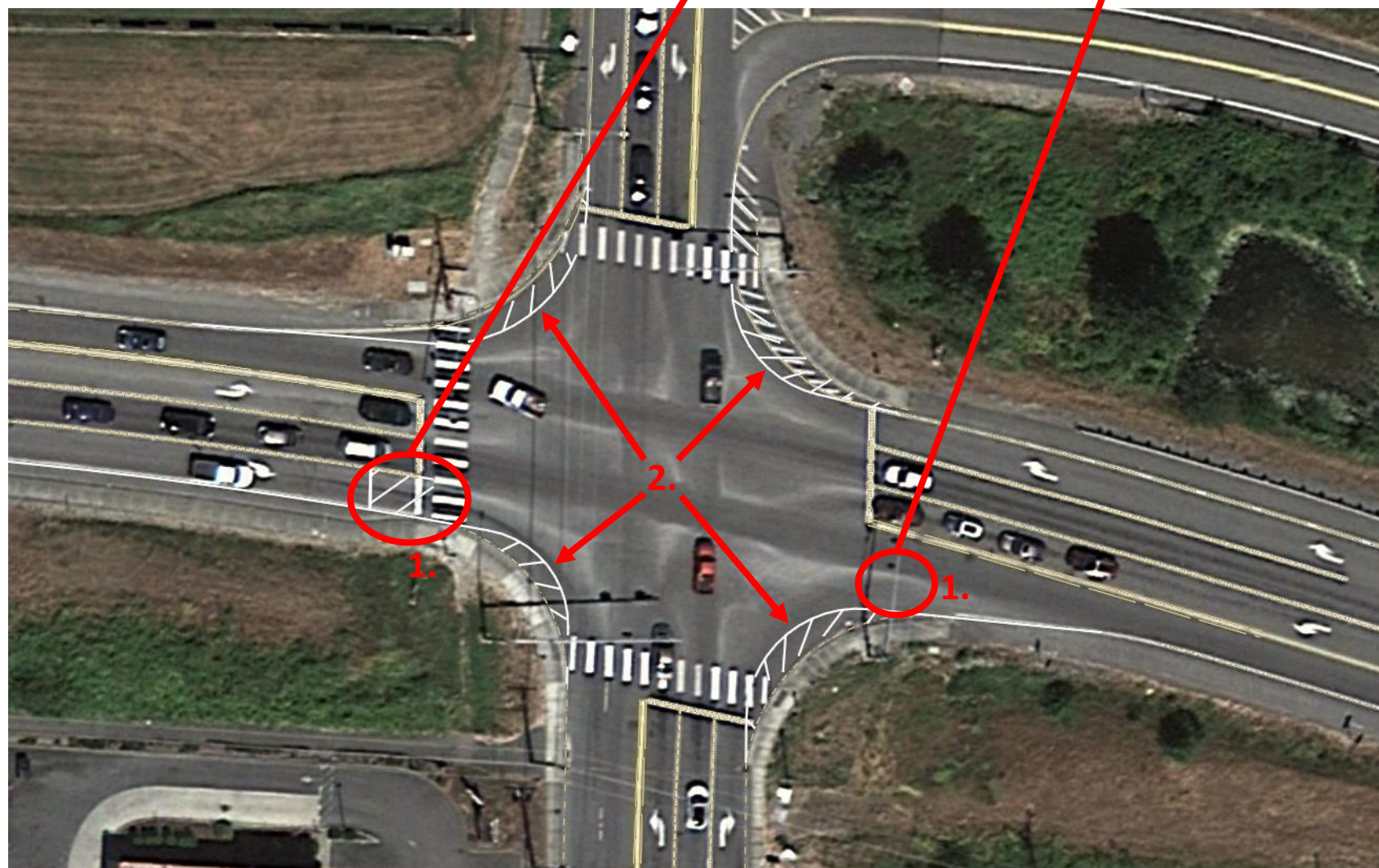
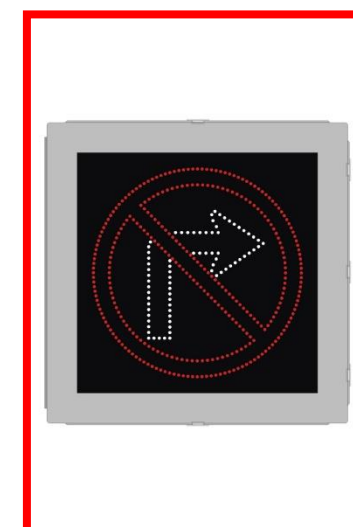
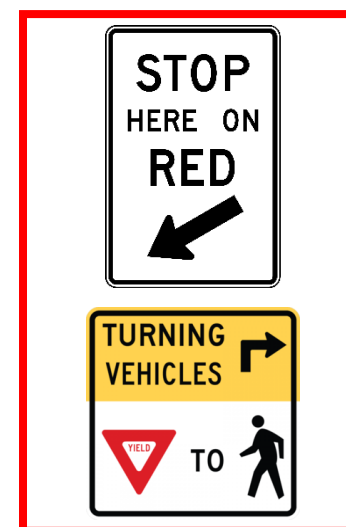
Basic Markings Revision with Signage

1. RT Lane (EB) stop bar offset back 15'
 - Channelized for clarity
 - Signed “Stop Here on Red” & “Turning Vehicles Yield to Peds”
 - “No Right Turn on Red” blankout sign
2. Curve radii reduced at all four corners, reducing turning speeds and effective crossing distance
 - Texturized with profile plastic paint, RPMs to discourage vehicular encroachment
 - Accommodates large truck swept paths

Initial Cost Estimate:

(full estimate forthcoming)

- Markings: \$10,200
 - Installation: \$4,000
 - Removal: \$1,300
 - TC: \$5,000
- Signage: \$1,200
 - Equipment: \$700
 - Labor (incl TC): \$500
- Signal (blank-out sign): \$7,500
- **SubTotal (WSDOT): \$19,000**
- -----
- *Electrical design (blank-out): \$3,000*
- **SubTotal (Stanwood): \$3,000**
- **Grand Total: \$22,000**





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9c

DATE: June 13, 2019

SUBJECT: Contract with Washington State University for the Community Survey

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – WSU Proposal for Community Survey
B – Contract with WSU

ISSUE

The issue in front of the City Council is to authorize the Mayor to sign a contract with Washington State University for the Stanwood and Camano Island community survey.

RECOMMENDATION

1. Review and discuss the contract with Washington State University.
2. Authorize the Mayor to sign the contract in the amount of \$30,900.

SUMMARY

The City of Stanwood has grown in recent years and is transforming into an established community. The City also serves residents living on Camano Island. Most Stanwood residents are commuters to employment centers in the greater Puget Sound core. With Stanwood's recent and rapid growth, 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.

DISCUSSION

This project is one of six inter-related work-plan items all of which are focused on evaluation of the community's desired levels of service, how to best align our resources to meet them, and how to enhance communications both to our citizens and to hear back from them on their satisfaction. The inter-related 2019-2020 work plan items include:

- Community Survey
- Organization Assessment and Staffing Analysis
- Enhanced “city-centric” Discover Stanwood Camano
- Modernize/improve city website
- Create Communications/Public Engagement Toolkit
- Strategic Plan

The approach to the community survey includes:

1. One random sample survey to Stanwood households
2. Two opportunity sample surveys – one to Stanwood residents and one to Camano Island residents
3. Paper versions of the random sample survey for Stanwood households

The community survey is planned for completion over the next six months, after a contract is executed.

FISCAL IMPACT

The Washington State University proposal budget is \$30,900 and is included in the general and utility fund budgets.

COMMITTEE RECOMMENDATION

The issue was discussed by the Finance Committee at their regular May 23, 2019 meeting. The committee recommends City Council approval.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign a contract with Washington State University in the amount of \$30,900.
2. Do not approve the contract and direct staff to address areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH WASHINGTON STATE UNIVERSITY FOR THE STANWOOD AND CAMANO ISLAND COMMUNITY SURVEY IN THE AMOUNT OF \$30,900 SUBSTANTIALLY IN A FORM AS APPROVED BY THE CITY ATTORNEY.



Metropolitan Center for Applied Research & Extension

WASHINGTON STATE UNIVERSITY
EXTENSION

Date: April 25, 2019

To: Jennifer Ferguson, City of Stanwood

From: Martha Aitken and Brad Gaolach, WSU Metropolitan Center

Subject: Proposal for a Community Survey for Stanwood and Camano Island, Washington

Proposal Background

On February 26, 2019, Metropolitan Center for Applied Research and Extension (Metro Center) Assistant Director, Martha Aitken, along with WSU faculty members Season Hoard and Justin Smith, met by phone with City of Stanwood (City) leaders to discuss options for implementing a community feedback survey for residents of Stanwood and Camano, Washington, to assist with the City's strategic planning efforts. At the City's request, we developed a 'menu' of four options encompassing different approaches for conducting the survey with the strengths and weaknesses of each approach noted, plus additional information and options for visualizing the results of the survey. On April 22, we were informed of the City's preferred approach for conducting the survey. This approach is described in the following proposal.

About the Metro Center

The Metro Center helps Washington's cities and metropolitan communities create vibrant economies, healthy communities, and sustainable environments by connecting decision-makers with the expertise of Washington State University. Using a project-based and client centered approach, we produce practical solutions to the challenges that cities face, helping them build capacity to create sustainable solutions for the future.

For each project, we assemble a unique team with the necessary expertise and attributes to successfully complete all project goals. Potential team members were contacted during the creation of this proposal to ensure that we are able to undertake and fulfill the proposed actions. They include:

- Season Hoard, Ph.D., a Project Manager with WSU's Division of Governmental Studies and Services (DGSS) who specializes in developing applied research design and conducting evaluation research, and has expertise in survey sampling, design, implementation and analysis.
- Justin Smith, Ph.D., is a data scientist with the Metro Center whose expertise includes developing technology solutions to support research and adaptive decision making, data visualization, data collection, spatial analysis, and developing novel technologies to support community engagement and data collection networks, resilience investment, and regional planning.

Survey Sampling Definitions

- **Random Sampling** – every person has an equal chance of being selected for the survey. It is statistically more robust and allows for generalization to the entire population with a greater level of confidence. If response rates are high enough, random sampling may allow for comparisons of subgroups of respondents (e.g. age, sex, race).
- **Opportunity Sampling** – people who are easy to reach, or who self-select, participate in the survey. Opportunity sampling contains a range of sampling techniques including convenience sampling (inviting participants to the survey who are easy to reach, e.g. at community meetings, etc.) and self-selection sampling (advertising the survey in a variety of forums and allowing participants to voluntarily take the survey).

Scope of Work

The Metro Center will conduct two types of surveys:

- One **random sample** survey of households in Stanwood
- Two **opportunity sample** surveys - one of Stanwood residents and one of Camano Island residents.

Random Sample Survey

A random sample of 1,500 Stanwood households will receive a mailed, postcard invitation to participate in an online survey. Two follow-up postcard reminders will be sent to encourage participation. The City will provide the Metro Center with mailing addresses, in Word or Excel, for a sufficient number of contacts to develop a random sample. The Metro Center will design (with input from the City), print and mail the postcards.

Opportunity Sample Survey

The Metro Center will work with the City to develop a plan to distribute an online survey link through multiple channels such as online advertising, local newspapers, community events, and through Stanwood businesses. The City will be responsible for implementing the distribution of the online link.

Survey Content

One survey will be created for each community. Survey questions will be developed by the Metro Center's project team in consultation with the City.

- **Stanwood survey:** will ask questions related to community member attitudes toward city government, services, programs and activities, and socio-demographic items, permitting statistical comparisons of segments of the population to make valid comparisons of subgroups of respondents (e.g. age, sex, race). The same survey will be used for both the Stanwood random sample and the opportunity sample. Maximum survey length: 35 questions.
- **Camano Island survey:** will be a shorter version of the Stanwood survey focused on garnering data on businesses and city services, etc. in Stanwood used by Camano Island residents. Maximum length: 25 questions.

Paper Surveys

Although the surveys will be filled out primarily online, the Metro Center will print 100 copies of the Stanwood survey which may be distributed to residents as the City chooses. The City will provide all resources for distributing the printed surveys and returning them for analysis in Pullman. The Metro Center will provide guidance on how to distribute the printed surveys to ensure confidentiality.

Metro Center Deliverables

- Analysis and appropriate statistical tests for data collected
- Final report
- Cut-sheets for presenting results

Budget: \$30,900

Budget includes staff time, in-state travel as needed, postcard printing and postage, paper survey printing, and WSU's federally negotiated indirect rate. The City will be responsible for costs related to advertising the online survey for the opportunity sample, distributing and returning paper surveys, and for any costs associated with providing a sufficient number of mailing addresses to the Metro Center in an acceptable format.

Timeline:

Six-month performance period once a contractual agreement has been reached. Estimated timeline:

- Develop and finalize survey instrument (month 1)
- Implement the survey (months 2-4)
- Clean and analyze data (month 5)
- Draft survey report (months 5-6)
- Draft cut-sheets and other data visualization as applicable (month 6)
- Present final survey report and cut-sheets (month 6)

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NOTE: This proposal has not been reviewed by WSU contracting or finance offices. As such, it is subject to modification as part of the formal contracting process. Any budget estimates include a good faith assessment of the appropriate Facilities and Administration (F & A or Indirect Cost) recovery rates (26% for most activities herein), which may also be changed after formal review. This proposal is provided to facilitate discussion and negotiation, but does not constitute a formal offer or the basis of a formal contract – which may only be executed by the WSU Office of Research Support and Operations.