

1. Agenda

Documents:

[10-10-19 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[5A SNOHOMISH COUNTY HEALTH DISTRICT UPDATE.PDF](#)

[6A PLANNING COMMISSION MINUTES.PDF](#)

[6B EDB MINUTES.PDF](#)

[7A CDC MEETING MINUTES.PDF](#)

[8A VOUCHERS.PDF](#)

[8B 9-26-19 REGULAR CC MEETING.PDF](#)

[8C YMCA.PDF](#)

[9A IMAGING.PDF](#)

[9B LODGING TAX.PDF](#)

[9C TASK ORDER RH2.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, October 10, 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. PRESENTATIONS**
 - a. Snohomish Health District Update
- 6. STAFF REPORTS**
 - a. Planning Commission Meeting Minutes-July 22, 2019 and September 9, 2019
 - b. Economic Development Board Meeting Minutes-August 16, 2019
- 7. COMMITTEE REPORTS**
 - a. Finance Committee
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve September 26, 2019 Regular Meeting Minutes
 - c. YMCA Benefit Report - 2018
- 9. NEW BUSINESS**
 - a. Authorize the Mayor to Sign the Agreement for Imaging Services with Washington Secretary of State
 - b. Approve first reading of Ordinance 1479-Imposition of Lodging Tax, Establish New Accounting Fund and Lodging Tax Advisory Committee
 - c. Authorize the Mayor to sign a Task Order with RH2 Engineering for analysis of the main lift station rehabilitation
- 10. REPORTS OF OFFICERS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 11. CITIZEN CLOSING COMMENTS**
- 12. ADJOURN**

Upcoming Meetings:

October 24, 2019 Regular Meeting
November 14, 2019 Regular Meeting
November 25, 2019 Regular Meeting (moved to Monday due to holiday)



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a

DATE: October 10, 2019

SUBJECT: Snohomish Health District–Updates, Services & Funding

CONTACT PERSON: Shawn Frederick, Interim Administrator
Snohomish County Health District

ATTACHMENTS: A - A Shared Vision for Health

SUMMARY STATEMENT

Interim Administrator Shawn Frederick will present the Snohomish Health District Update.

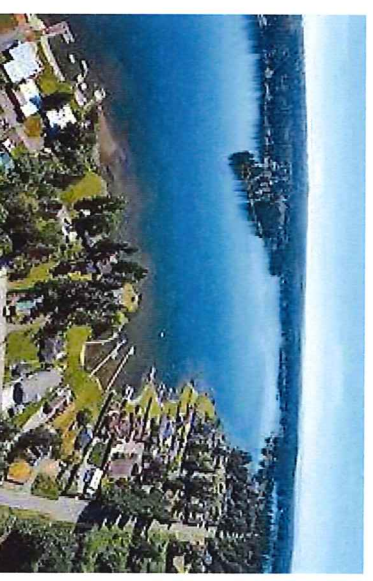
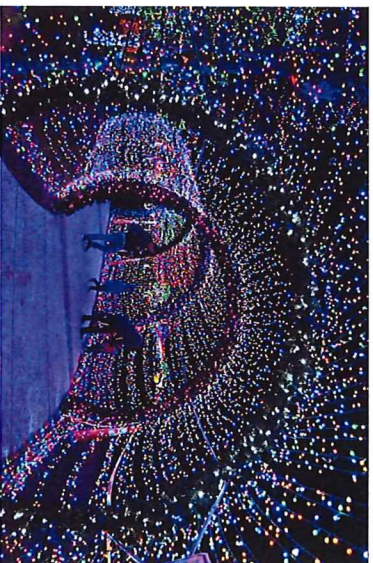
A Shared Vision for Health

City of Stanwood and Snohomish Health District

City Council Presentation

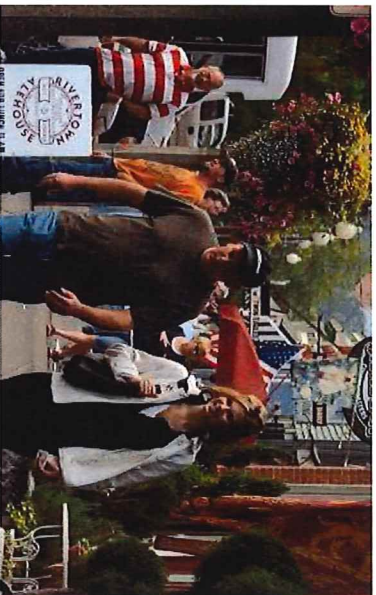
Shawn Frederick, Interim Administrator

Snohomish Health District



October 10, 2019

Working Together for Stanwood



Simpler

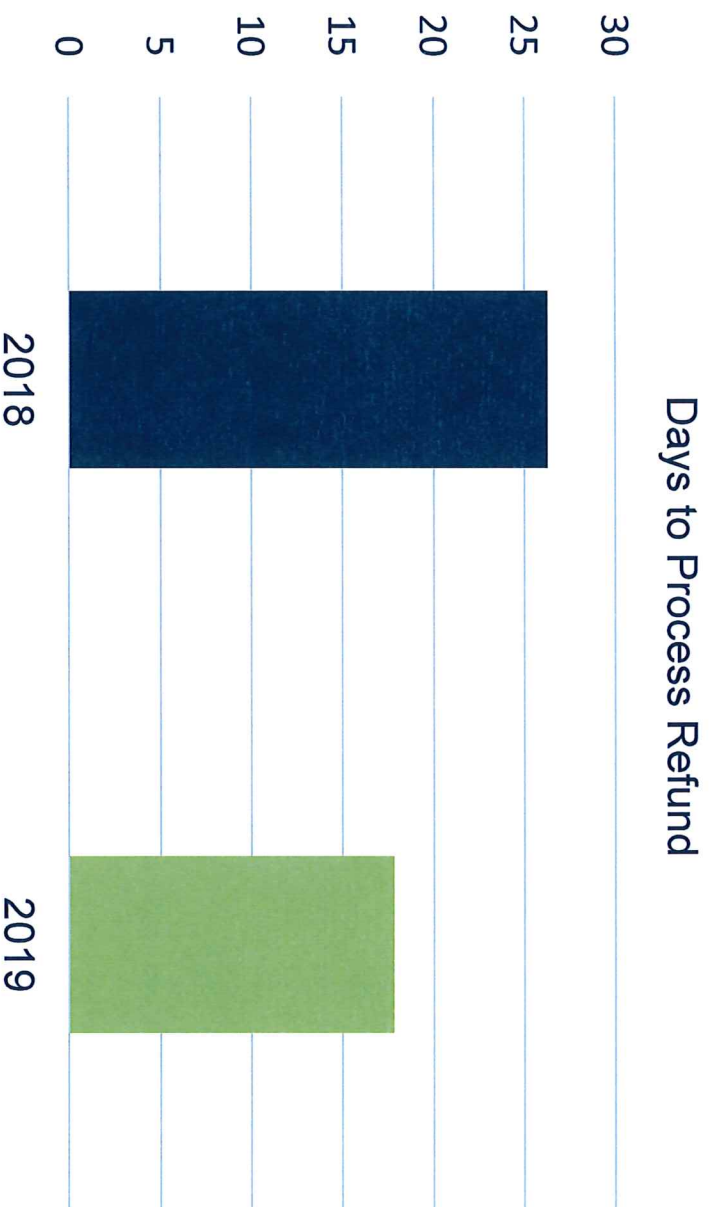
Safer

Healthier

Simpler

Faster response times

From 2018 to 2019, we reduced the number of days to process a refund from **26 to 18 days**.



Simpler

New learning options

We began offering online classes for child care workers in February 2019. **Nearly 1,100 courses** have been completed through the new system.

Learning Management System



Simpler

Customer feedback

We gather customer comments with in-person and online comment cards.



"Always outstanding service. Always able to get any questions I have answered."

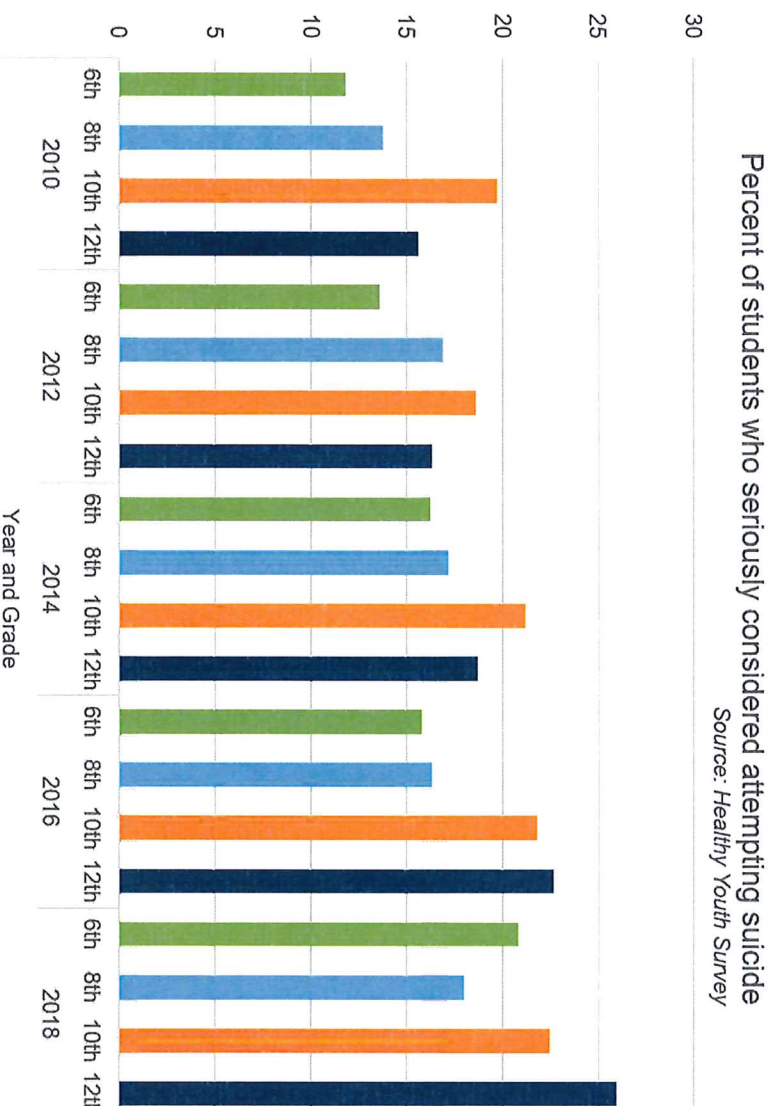
"Every time I come in to this office the staff is ALWAYS very polite and very patient. I wanted to say thank you so much for what you do and the awesome way that you do it."

"Woohoo for your efficient services!"

Safer

Suicide prevention

Suicide is an increasing concern. Our injury prevention specialist has trained about 500 community members on how to prevent suicide. 100 people have been trained in the last six months.

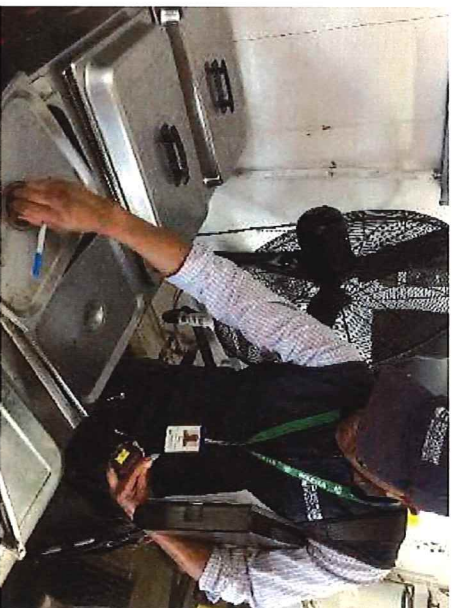


Safer

Food safety

Last year, the Health District:

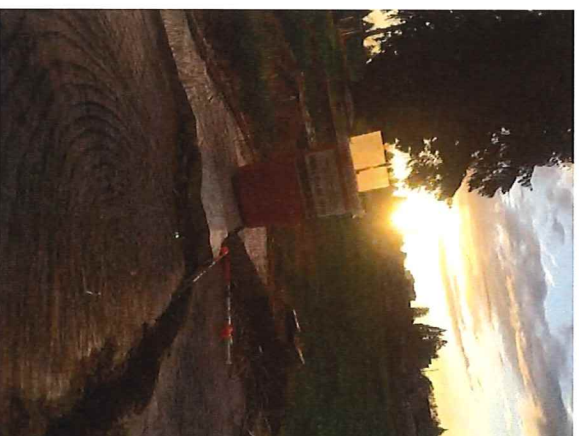
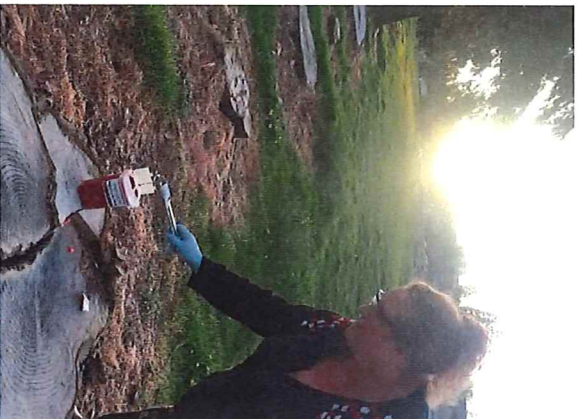
- Completed **4,510 inspections**
- Received **472 food illness complaints**
- Processed **1,217 permits** for temporary food establishments
- Reviewed **235 plans** for food businesses



Safer

Needle clean-up

Distributed **1,293 free needle clean-up kits**.
At the Health District, we've collected roughly **7,600 needles**.



Safer

Safe walking routes

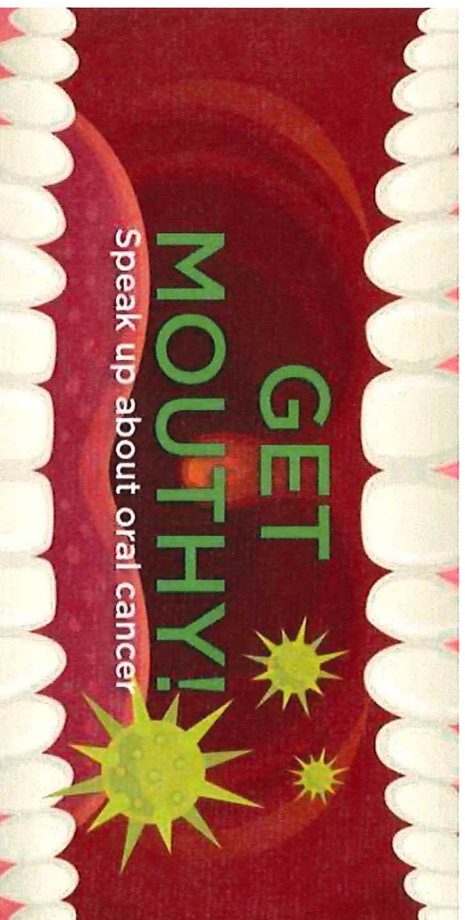
Worked with multiple cities throughout the county to bring in **more than \$1.3 million** in grant money for Complete Streets.



Healthier

Cancer prevention

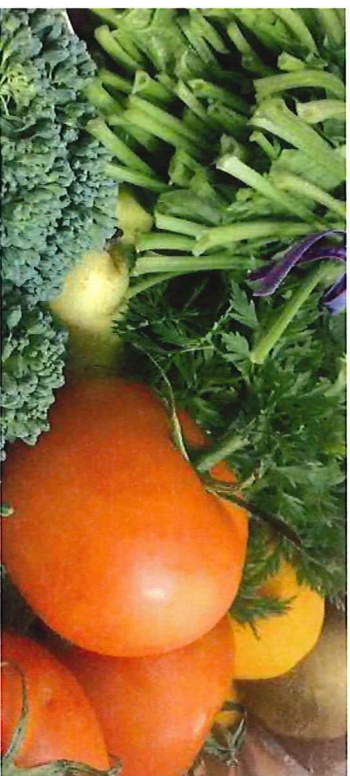
Presented to about **200 dental providers** on cancers of the mouth and throat, and shared how to prevent these cancers through HPV vaccination..



Healthier

Healthy starts

Last year, **1,090 babies** had help getting a healthy start through our WIC Nutrition Program.



Provided weekly summer programs for groups of elementary students in July and August.



Health District Program

HIGHLIGHTS



Who We Are

- ✓ Public Health Nurses
- ✓ Disease Investigators
- ✓ Outreach Workers
- ✓ Health Educators
- ✓ Epidemiologists
- ✓ Finance & IT Support
- ✓ Emergency Preparedness Specialists
- ✓ Nutritionists
- ✓ Behavioral Health Specialists
- ✓ Environmental Health Specialists
- ✓ Policy & Government Affairs
- ✓ Customer Service
- ✓ Healthy Communities Specialists



Rebuilding the Agency

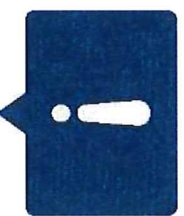
- ✓ Online Service Delivery
- ✓ IT Infrastructure
- ✓ Transparency and Accountability

Environmental Health Division



4,500+

Inspections on
restaurants,
grocery stores,
espresso stands,
caterers and
mobile food
vehicles



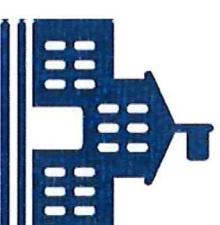
1,000+

Complaints
addressed (food,
pools, septic and
solid waste)



~500

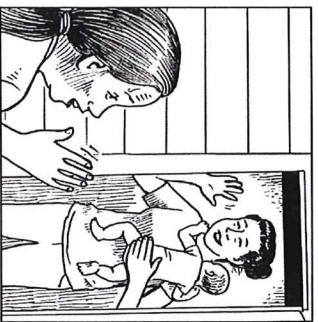
Permits for pools
and spas that we
routinely inspect



200+

Public and
private schools
with kitchen
permits and
required safety
inspections

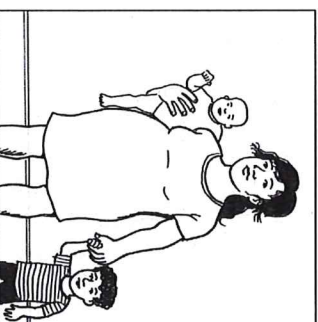
Prevention Services Division



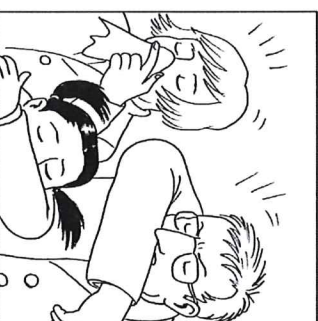
Provided services to 10 families with Children and Youth with Special Health Care Needs or children with high lead levels



Investigated 33 cases of Sexually Transmitted Diseases in 2019 so far.



Provided WIC services to multiple Stanwood residents as of August

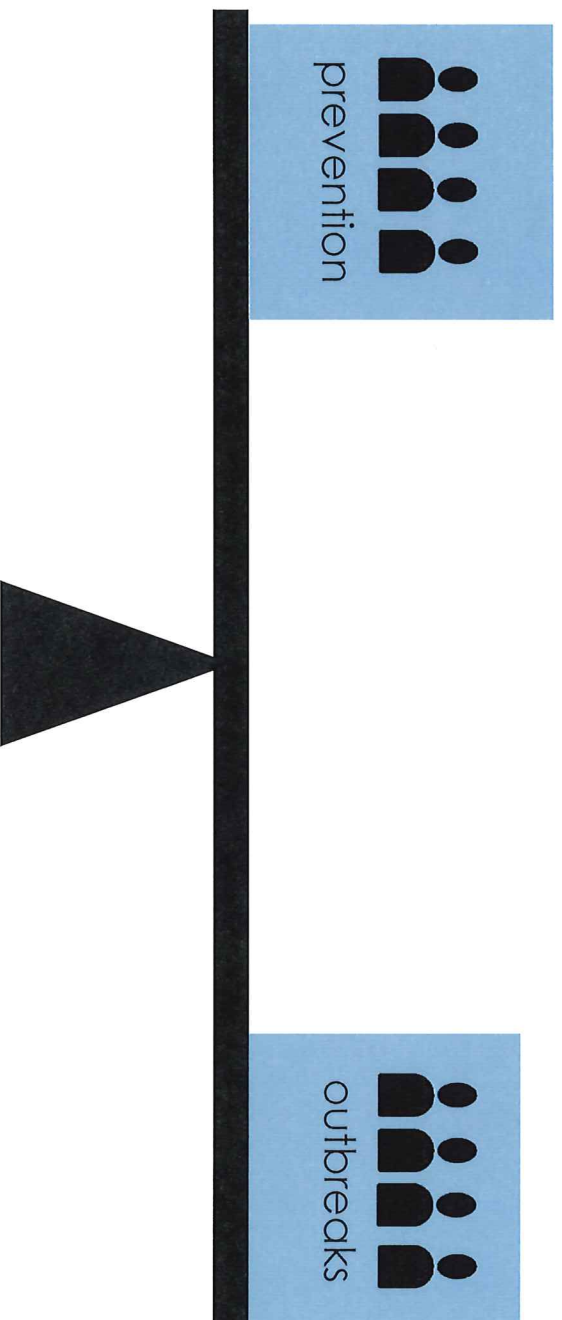


Investigated 14 communicable disease cases so far in 2019

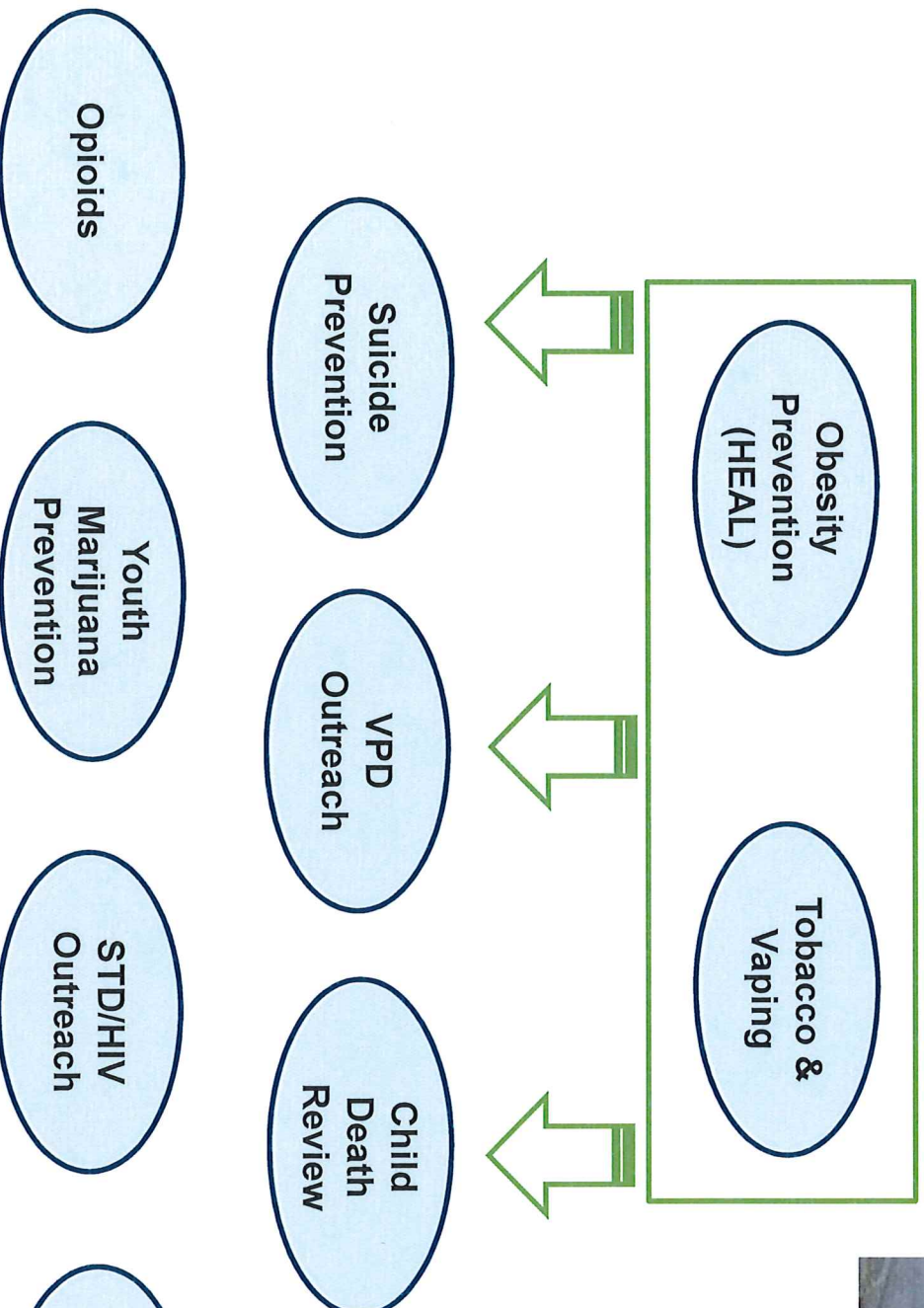


Conducted 1 vaccine for children compliance visit and 1 quality assurance site visit + follow-up work

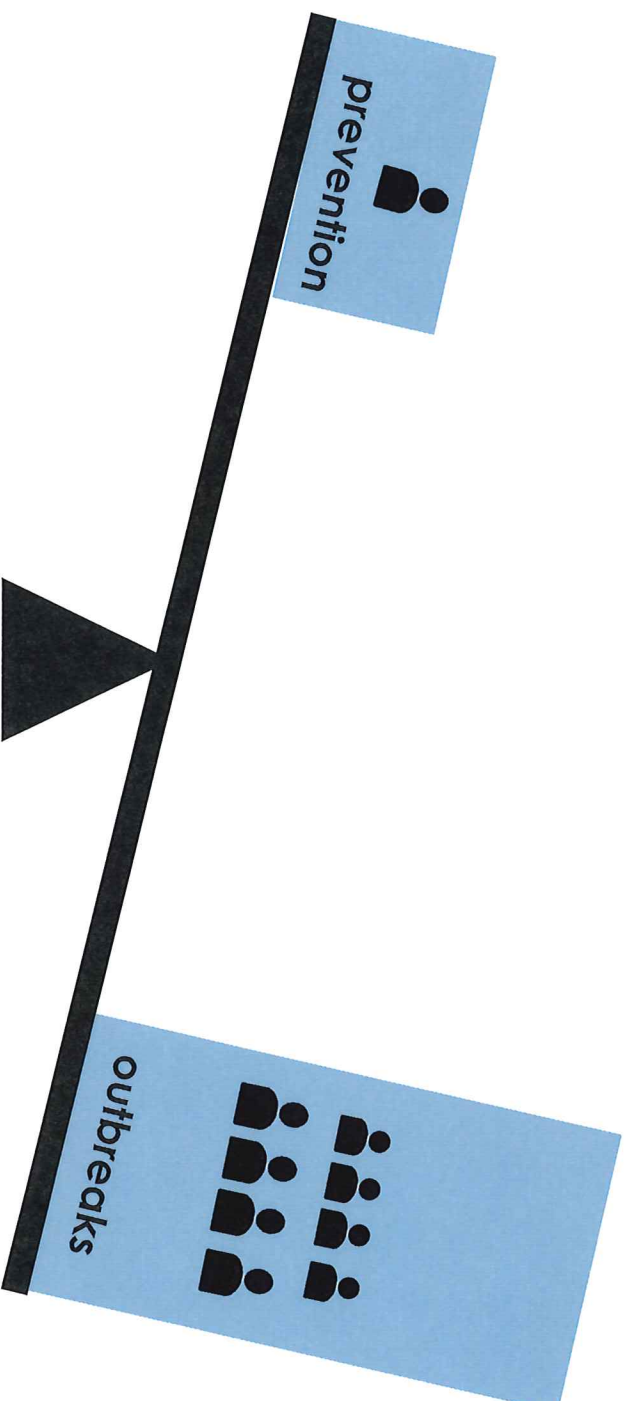
Ideal Prevention & Outbreak Response



Healthy Communities



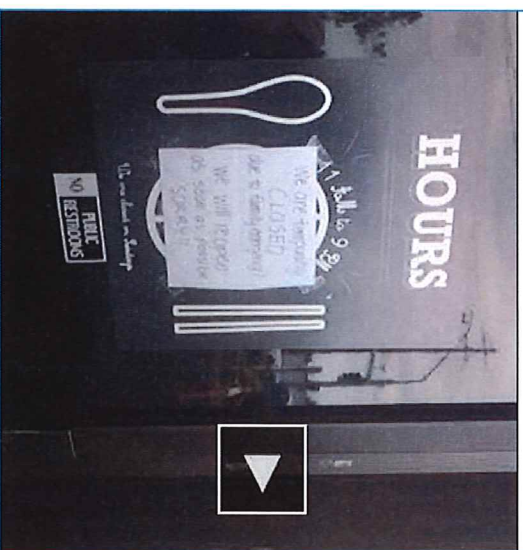
The Reality



Recent Outbreak Responses

Confirmed case of hepatitis A closes Lynnwood restaurant

by KOMO News Staff | Friday, August 16th 2019



AA

First Snohomish County measles case is Bothell-area student

Officials listed places the contagious teen visited. He is among five new cases statewide.

By **Andrea Brown** and **Noah Haglund**

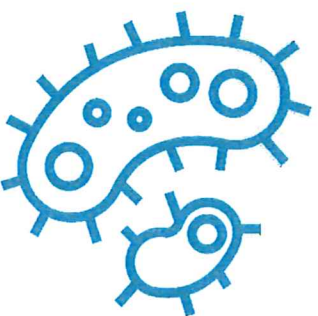
Thursday, May 16, 2019 6:13am | **LOCAL NEWS** **NORTHWEST** **BOTHELL** **MILL CREEK**



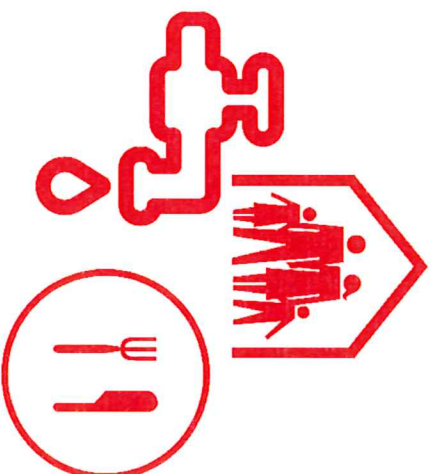
EVERETT — Snohomish County has its first confirmed case of the measles in the latest outbreak — a teenage boy who attends North Creek High School in the Bothell area.

The Snohomish Health District on Wednesday released a list of locations

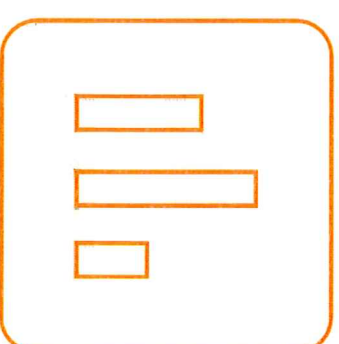
2019-2021 State Budget Priorities



**Communicable
Disease
Response**



**Environmental
Health
Response**



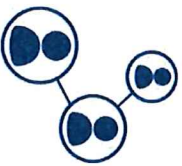
Assessment

\$100M/biennium ask → \$22M appropriated

Ways You Can Help



Spread the word out about what public health does



Connect us with other partners in the community



Get involved in policy planning or workgroups



Advocate for sustainable public health funding and key issues

Keep in touch

Blog



PUBLIC HEALTH
Essentials!

Public Health Essentials

A place to highlight the work of the Snohomish Health District as well as share health-related information and tips. Have an idea or question? Drop us a line at SHDInfo@snohd.org.

Tools

[RSS](#)

[Email Alerts](#)

[Email Archives](#)

[Blog](#)

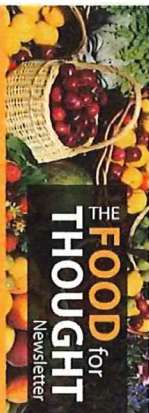
[Public Health Essentials](#)

Sign up for our blog, newsletters, alerts and more at

www.snohd.org/NotifyMe

Newsletters

4,281 total subscribers



THE FOOD for THOUGHT
Newsletter

Spring 2019

Food Donation Guide

Many restaurants would love to donate food, but worry about the liability of doing so. They don't want their good Samaritan Food Donation Act protected donors from criminal and civil liability if the food has been prepared and maintained safely throughout the process. It does not mean that donors or hunger relief organizations are not responsible for ensuring that the food is safe to eat. They need to create and follow a process that takes the food care while donating. This allows restaurants to keep those in the community safe and reduce waste.



THE CHILD CARE HEALTH
Newsletter

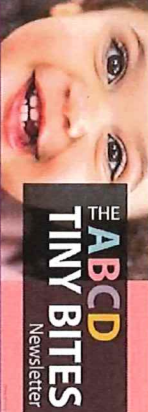
Snohomish Health District
www.snohd.org

Click here to Visit Our Website

July 2019

MMR Vaccine Exemption Law

Washington state law requires that children receive certain MMR vaccination exemption in their care centers and schools. Personal and philosophical exemptions will no longer be permitted for the MMR vaccine. Judicial and religious...



THE ABCD TINY BITES
Newsletter

Snohomish Health District
www.snohd.org

Summer 2019

Your quarterly children's health newsletter is Snohomish County's priority for the Access to Baby and Child Care (ABCC) Program. Stay informed of program updates and learn about promoting children's oral health with patients, clients, and families.



THE DIVE into SAFETY
Newsletter

Spring 2019

Snohomish Health District
www.snohd.org

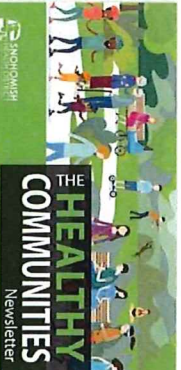


Important Safety Reminders

As the weather warms and summer approaches, it's a good time to begin preparing your pool or spa for the upcoming season.

It's a good idea to conduct a thorough inspection of your pool or spa to ensure a safe and healthy swim season. Be sure to:

- Ensure that all doors and gates to the pool enclosure self-



THE HEALTHY COMMUNITIES
Newsletter

Issue 5

Spring 2019

Helping Teens Quit JUL and Other Vapor Devices

While we can never get them to quit JUL, and other vapor devices? Teens' options are limited because of their age, but there are choices available.

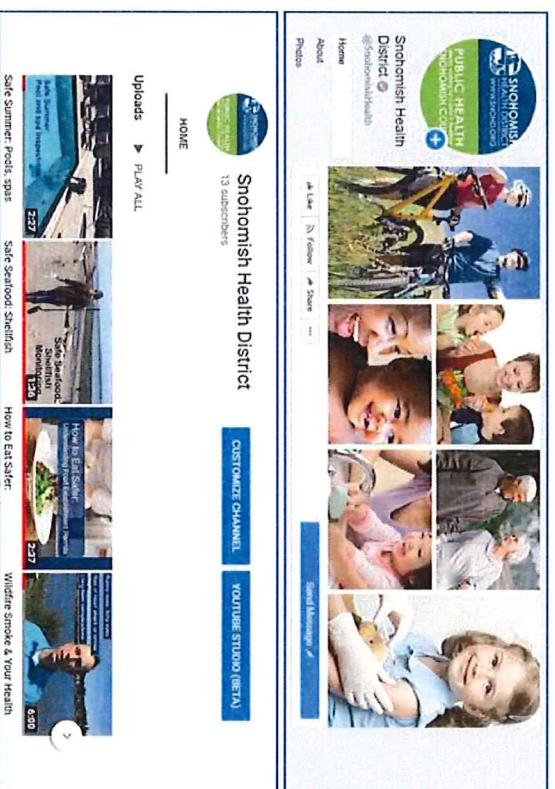
Find us at local events.

Request the Health
District at your event:

www.snohd.org/EventRequest



Follow us on
Facebook, Twitter,
YouTube or Instagram.





Thank you

contact information

For more info, please contact:

Shawn Frederick, MBA

Interim Administrator

425.339.8687

SFrederick@snohd.org

Bruce Straughn

Interim EH Director

425.339.8767

BStraughn@snohd.org



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: October 10, 2019

SUBJECT: Minutes of the July 22, 2019 and September 9, 2019
Planning Commission Meetings

CONTACT PERSON: Krista Hintz, Administrative Assistant

ATTACHMENTS: A - July 22, 2019 Planning Commission Minutes
B - September 9, 2019 Planning Commission Minutes

SUMMARY STATEMENT

The minutes for the July 22, 2019 and September 9, 2019 Planning Commission Meetings are attached.



STANWOOD PLANNING COMMISSION MINUTES July 22, 2019

Call to Order

Chair Linda Utgard called the meeting to order at 6:30PM with the following Commissioners present: Linda Utgard, Darren Robb, Steve Shepro, Sid Roberts, Marcus Metz, and Lance Dennis. Staff present; Community Development Director Patricia Love. Also known to be present, Peggy Wendel, Cathy Wooten, Denise Long, Kathrleen Shepro, Dylan Sluder.

Public Requests and Comments

Dylan Sluder from the Master Builders Association of King and Snohomish County introduced himself to the Planning Commissioners.

New Business

Park Impact Fees

Community Development Director Patricia Love presented an overview of Park Impact Fees. One of the City's 2019 / 2020 work items is to review and potentially update the City's park impact fees. The City's Park Impact Fee ordinance was last updated in December of 2017. While the fee is fairly newly adopted, Council has asked staff to review the costs associated with projects and what is the fairest distribution of those costs.

Park Impact Fee Formula:

$$PIF = \frac{C \times S \times U \times A}{P}$$

- C** = Average Development and Acquisition Cost per Acre
- S** = Level of Service Standard: 2.5 acres per 1,000 residents for each neighborhood and community parks = 5.0 acres per 1,000 residents
- P** = 1,000 (People)
- U** = Average Occupancy: 2.77 / SFR and 2.17 / MFR
- A** = Adjustment Rate of 40% (Applies a 0.60 adjustment factor to the formula)

In 2017, the City evaluated three alternative scenarios using current cost data and applying the above listed formula:

- Alternative 1: Full cost of park projects listed in the Park Plan
- Alternative 2: Park acquisition and development costs listed in the 6-year CIP
- Alternative 3: Park acquisition and development costs listed in the 6-year CIP with the exclusion of associated transportation costs which are included in the City's Transportation Improvement Plan (TIP)

Alternative 3 was selected by the City Council as the most appropriate methodology. The Council also opted to cut the resulting Alternative 3 impact fee in half.

Staff is proposing to apply the Council's adopted policy direction to the 2019 update. As a result, the proposed update would apply the Alternative 3 methodology to the 2019 - 2024 Park CIP project list and divide the resulting figure in half.

The following options have been prepared for consideration:

Option 1: Amend Adjustment Rate and Household Size:

Update the formula with latest house hold size numbers and construction costs:

Option 2: Amend the Discount Factor:

Use the existing formula and apply the discount factor at 50/50 versus 60/40. 50/50 is a common discount factor used by many cities.

Option 3: Apply A Division Factor:

In 2017 the City Council chose to divide the final fee in half. This is being referred to as the “division factor”. This option includes updating the household size, construction costs and discount factor and then dividing the total number in half. This division factor could be any number. For reference, the example below shows it at half the rate of Option 2.

Option 4: Maintain Existing Fee:

This is the do nothing option; leave the park impact fee as it currently stands at \$1,330.00 per single family residence and \$1,042.00 per duplex, townhouse and multifamily residence.

Maintain the existing fee but apply a construction cost escalation rate to adjust for changes in the construction industry. Staff is recommended that the escalation factor should follow the Producer Price Index, for a couple of reasons: 1) it is regional, 2) it is published by the Bureau of Labor Statistics and 3) it is readily available.

The final result of this exercise is multi-faceted:

1. Potentially update the park impact fee based on the 2019 – 2024 park CIP list,
2. Amend SMC Chapter 17.151, Impact Fees, to reflect the applied formula, and
3. Evaluate the adjustment and division factors.

No action was taken. Planning Commission will revisit this discussion in September.

Miscellaneous Business

Community Development Director Patricia Love presented “A Road Map to Washington’s Future” as an FYI to the Commission

Recent Council Action on Commission Items

Council had the first reading of the Shoreline Codes with no suggestions or changes. The second reading and final adoption will be August 8th.

Council also approved Street Vacations Ordinance and Address Code Ordinance

Upcoming Items

- The August Planning Commission Meetings have been canceled. The next meeting will be held September 9, 2019.

Adjourn

The meeting adjourned at 8:15PM.

Krista Hintz, City of Stanwood



ATTACHMENT B

STANWOOD PLANNING COMMISSION MINUTES

September 09, 2019

Call to Order

Chair Linda Utgard called the meeting to order at 6:30PM with the following Commissioners present: Steve Shepro, Sid Roberts, and Marcus Metz, Staff present; Community Development Director Patricia Love, Senior Planner Amy Rusko and Administrative Assistant Krista Hintz. Also known to be present, Peggy Wendel, Lisa Sather, Tim Schmitt, and Scott Wammack.

Public Requests and Comments

Citizen Tim Schmitt addressed zoning in relation to incineration.

New Business

2019 Docket

Community Development Director Patricia Love presented an overview of the 2019 Docket to include five (5) public items and three (3) City Initiated items:

- Stromberg Rezone Request-Rezone 6721 Pioneer Hwy from Light Industrial to Residential
- Nord/Beckner Rezone Request- Rezone property between 90th and 92nd Avenue from Light Industrial to Multifamily Residential
- Wammack/Sather Rezone Request-Rezone two vacant parcels within the Haggen Complex from General Commercial to General Commercial with Mixed Use Overlay
- Wammack/Sibert Rezone Request-Add Mixed Use Overlay to 72nd Avenue Parcel Zoned General Business
- 271st Street (Main Street) Rezone-City Initiated Rezone to consider rezoning the property along the north side of 271st Street between 90th Ave NW and 92nd Ave NW from Light Industrial to Mainstreet Business II (MBII)
- Buildable Lands and Population Allocation-City Initiated Code Amendment-Evaluate land capacity, density, and housing types in compliance with state law (Growth Management Act) as it relates to the upcoming buildable lands analysis and 2050 growth projections.
- Permitted use Table and Procedures-City Initiated Code Amendment to update the City's permitted use matrix and permitting procedures to ensure that the type of land uses are consistent with the intent of zoning districts and that the permitting process is efficient as possible while ensuring public participation
- Resident Initiated Code Amendment-Establish standards for type and quality of development materials.

Staff recommendation: Approve all of the 2019 Docket applications and place on the Planning Commission's 2020 work plan.

Commissioner Roberts made the motion to recommend that the 2019 Docket Applications be placed on the Final Docket and be included in the Planning Commissions 2020 Work Plan. The motion was seconded by Commissioner Shepro and approved unanimously

Miscellaneous Business

Community Development Director Patricia Love gave a brief overview of the Sales Tax Allocation Program that would allow a small percentage of State Sales Tax to come back to the city to be applied towards affordable housing programs. The city is considering partnering with the Community Resource Center to keep these dollars local.

Recent Council Action on Commission Items

Council approved: Shoreline Management Update
Youth Athletic Field Grant for Heritage Park
Hamilton Site Plan
Ovenell Clean Up

Upcoming Items

- Park Impact Fees will return to Planning Commission late October or early November.
- Trailside final plat to City Council on September 12, 2019
- Cedarhome Square final plat approval by November
- PRD will go to Council in October
- The next Planning Commission meeting will be held September 23, 2019.

Adjourn

The meeting adjourned at 7:33PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: October 10, 2019

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – August 16, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the August 16, 2019 Economic Development Board meeting are attached to this staff report for approval as presented.

ECONOMIC DEVELOPMENT BOARD

August 16, 2019 Meeting

Attendance:

Board Members	Staff	General Public
Les Anderson David Pelletier John Hanstad John Russell Randy Heagle	Jennifer Ferguson, CA Krista Hintz, Admin Assistant	Steve Shepro Leonard Kelley

Absent:

Ken Kettler

Community Survey

Jennifer Ferguson discussed the Random Survey which was mailed to select Stanwood residents and the Opportunity Surveys for City of Stanwood residents as well as Unincorporated Stanwood and Camano Island residents.

Review Minutes of March 21, 2019 and April 18, 2019 Meetings

Meeting minutes were approved as presented.

Rules of Procedure Review

Discussion centered on meeting times and frequency; would an earlier meeting time work better? Which day of the week is best? Should meetings be held monthly, bi-monthly or quarterly? After discussion the Board chose to move the meetings to the third Friday of each month at 7:30am.

The role of the Economic Development Board is to:

Discuss business related economic development related issues that the city is facing

Provide guidance to City Council

Provide recommendations on how to accomplish checklist items from the strategic plan

Provide a stronger discussion on economic development

Redefine "Wish list" –vs- "Do list"

Discover Stanwood Camano Updates

Jennifer Ferguson finalized two grants this week for Snohomish County Tourism Bureau and Hotel Motel Small Fund Grant. The Discover Stanwood Camano Visitors Guide is up almost 10,000 distributed copies to 30,000 total copies along the I5 corridor. We are looking into a partnership with Amtrak and will be pursuing distribution on the ferries.

Discover Stanwood Camano

- DMO-Destination Marketing Organization – marketing of the city/tourism.
- City is proposing Lodging Tax ordinance
- DSC is morphing and expanding, we will be sending a DSC Insider magazine to households in 98292 and 98282-a great place for businesses to advertise
- DSC-Places to list your business
- Behind the scenes-business to business platform for communication
- Event host partnerships with Discover Stanwood Camano to market the events

Business Retention and Expansion Program is in place, we are working on marketing. Recruitment program is coming.

Other topics mentioned in discussion:

- Amtrak-City to City train trip, Amtrak marketing
- Amtrak parking lot-identify as City parking lot, address drainage, maintenance
- Creating a “Town Square”
- Volunteer built Community Stage like Arlington, WA
- How to create partnerships between city and community to empower volunteers
- Strategic Plan-action items
- Fees surrounding special events. Jennifer Ferguson reassured the board that the city has heard the concerns and is working to address the issues.

Mayor Kelley spoke saying he values the committee because they, being out in the community, are able to give the city information and feedback that we would not normally get. Mayor Kelley is working with Commissioner St. Clair from Island County to create an advisory group to help cultivate the Stanwood-Camano Island partnership. Mayor Kelley stated that he would like someone from the Economic Development Board to participate .

Next Meeting

The next meeting is scheduled for Friday, September 27, 2019 at 7:30am at City Hall.

Agenda topics include:

- Business Survey Overview
- Discover Stanwood Camano LTAC/DMO
- Special Event Permit



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a
DATE: October 10, 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 September 26, 2019 Finance/Personnel Meeting are attached.

FINANCE/PERSONNEL COMMITTEE

September 26, 2019

Finance Committee Report (September 26, 2019 meeting summary) Stanwood City Hall 10220 270th Street NW, Stanwood, WA 98292
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In attendance:

Councilmember Larry Sather

Councilmember Dianne White

David Hammond, Finance Director/City Clerk

1. Ordinance 1478 – Finance Zone Reservoir
 - a. The Committee discussed and recommended approval to council.
2. Capital Improvement Plan – Annual Update
 - a. The Committee discussed.
3. Lodging Tax Ordinance
 - a. The Committee discussed and recommended approval to council.
4. YMCA Annual Report
 - a. The Committee discussed and recommended approval to council.
5. Secretary of State Scanning Contract
 - a. The Committee discussed and recommended approval to council.
6. Mid-Biennium Budget Amendment – Review Calendar
 - a. The Committee discussed.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: October 10, 2019

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Wendy Dowhower, Senior Accountant

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31685 through 31736 and Washington Federal electronic funds transfers in the amount of \$858,078.39. 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 31685 THROUGH 31736 and WASHINGTON FEDERAL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$858,078.39. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$32,850.

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

09/16/2019 To: 10/01/2019

Time: 13:21:01 Date: 10/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5661	09/23/2019	Claims	3	EFT	WA St Dept of Revenue **	16,572.38	B&O Excise Tax - August 2019
5662	09/23/2019	Claims	3	31685	APP- Associated Petroleum Products	2,217.73	04-0100494
5663	09/23/2019	Claims	3	31686	Ace Hardware	223.44	20013
5664	09/23/2019	Claims	3	31687	BHC Consultants, LLC	487.50	Project 18-10515.01
5665	09/23/2019	Claims	3	31688	BHL Court Reporters, Inc.	587.10	City Of Stanwood
5666	09/23/2019	Claims	3	31689	Camano Island Chamber of Commerce	2,500.00	City Of Stanwood
5667	09/23/2019	Claims	3	31690	ClaimFox, Inc.	35.00	28157
5668	09/23/2019	Claims	3	31691	Databar Inc.	921.85	8952
5669	09/23/2019	Claims	3	31692	Edge Analytical Inc	260.00	STA01; STA01
5670	09/23/2019	Claims	3	31693	HB Jaeger	1,446.47	3330
5671	09/23/2019	Claims	3	31694	Trevor Harrison	19.00	City Of Stanwood
5672	09/23/2019	Claims	3	31695	Krista Hintz	471.18	City Of Stanwood
5673	09/23/2019	Claims	3	31696	Mackenzie	26,923.78	City Of Stanwood; City Of Stanwood
5674	09/23/2019	Claims	3	31697	Maul Foster Alongi, Inc.	23,698.79	City Of Stanwood; City Of Stanwood; City Of Stanwood
5675	09/23/2019	Claims	3	31698	Municode	200.00	70-79
5676	09/23/2019	Claims	3	31699	Office Depot	106.61	36274097; 36274097; 36274097
5677	09/23/2019	Claims	3	31700	PUD Of Snohomish County *	7,605.83	200103539; 200142180; 202670675; 202694204; 202727285; 202579512; 221041510; 202882056; 200633634; 200128742; 200367373; 200738672; 201942398; 200794063
5678	09/23/2019	Claims	3	31701	Pace Engineers, Inc	28,016.25	City Of Stanwood; City Of Stanwood
5679	09/23/2019	Claims	3	31702	Perteet Inc.	945.62	City Of Stanwood
5680	09/23/2019	Claims	3	31703	RH2 Engineering Inc	14,641.89	City Of Stanwood; City Of Stanwood
5681	09/23/2019	Claims	3	31704	Rodda Paint	976.50	631460
5682	09/23/2019	Claims	3	31705	Amy Rusko	316.58	City Of Stanwood
5683	09/23/2019	Claims	3	31706	Sno Co Clerks/Finance Officers Assoc	40.00	City Of Stanwood
5684	09/23/2019	Claims	3	31707	Sno Co Dept Of Emergency Management	2,169.50	DEMSTNWD
5685	09/23/2019	Claims	3	31708	Sno Co Sheriffs Office *	147,654.58	SSH00001
5686	09/23/2019	Claims	3	31709	Snohomish County 911	6,899.07	City Of Stanwood
5687	09/23/2019	Claims	3	31710	Snohomish County Public Def Association	1,983.93	City Of Stanwood
5688	09/23/2019	Claims	3	31711	Lisa Sokolik	14.00	City Of Stanwood
5689	09/23/2019	Claims	3	31712	Stanwood Camano News	149.29	261981; 255834
5690	09/23/2019	Claims	3	31713	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
5691	09/23/2019	Claims	3	31714	Stanwood City Utility	187.25	1473
5692	09/23/2019	Claims	3	31715	Nate Towse	19.00	City Of Stanwood
5693	09/23/2019	Claims	3	31716	US Bank Na Custody/ Treas Div-Money Ctr	130.00	777221717
5694	09/23/2019	Claims	3	31717	USA Bluebook	300.30	478228
5695	09/23/2019	Claims	3	31718	Utilities Underground Loc	91.59	134200
5696	09/23/2019	Claims	3	31719	Verizon Wireless	1,086.85	372541731-00001
5697	09/23/2019	Claims	3	31720	Wave Broadband	244.50	3201-0316547-01
5698	09/23/2019	Claims	3	31721	Weed, Graafstra & Associates, Inc., P.S	13,719.51	3868-0000M
5699	09/23/2019	Claims	3	31722	Zumar Industries Inc	233.25	000683
5753	09/26/2019	Claims	3	31723	Clerk of the Court	110,000.00	City Of Stanwood

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

09/16/2019 To: 10/01/2019

Time: 13:21:01 Date: 10/02/2019
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5754	09/26/2019	Claims	3	31724	Wendy Corder Dowhower	74.00	City Of Stanwood
5755	09/26/2019	Claims	3	31725	Databar Inc.	545.32	8952; 8952
5756	09/26/2019	Claims	3	31726	Edge Analytical Inc	20.00	STA01
5757	09/26/2019	Claims	3	31727	Faber Construction Corp	259,639.36	City Of Stanwood
5758	09/26/2019	Claims	3	31728	Haggen Inc	16.22	191483
5759	09/26/2019	Claims	3	31729	David Hammond	74.00	City Of Stanwood
5760	09/26/2019	Claims	3	31730	Office Depot	481.81	36274097; 36274097; 36274097; 36274097
5761	09/26/2019	Claims	3	31731	Sno Co Sheriff's Office - CB	2,808.69	City Of Stanwood
5762	09/26/2019	Claims	3	31732	T-Bailey, Inc	173,102.25	City Of Stanwood
5763	09/26/2019	Claims	3	31733	Twin City Lanes & Trophy	17.47	City Of Stanwood
5764	09/26/2019	Claims	3	31734	WA St Dept of Ecology *	3,613.12	City Of Stanwood; City Of Stanwood
5765	09/26/2019	Claims	3	31735	WA St Dept of Transportation *	547.38	SW001523802
5766	09/26/2019	Claims	3	31736	Wave Broadband	142.65	3201-0316545-01
						176,640.63	001 General Fund
						6,801.88	101 Street Fund
						118,372.35	103 Street Construction Fund
						24,400.79	104 Park Improvement Fund
						26,923.78	110 Building Improvement Fund
						10,436.82	401 Sewer Fund
						272,585.56	403 Sewer Construction Fund
						3,195.21	410 Drainage Fund
						28,016.25	411 Drainage Construction Fund
						16,464.96	421 Water Fund
						193,130.87	422 Water Construction Fund
						-18,890.71	630 Agency Fund
						858,078.39	Claims:
						858,078.39	* Transaction Has Mixed Revenue And Expense Accounts

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 *Paul A. Brown* Date: 10-2-19
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

09/16/2019 To: 10/01/2019

Time: 13:21:21 Date: 10/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5523	09/23/2019	Payroll	3	EFT	Reina C Barber	1,000.00	Sept 2019 Draw
5524	09/23/2019	Payroll	3	EFT	Amy L Bergemeier	1,500.00	Sept 2019 Draw
5525	09/23/2019	Payroll	3	EFT	Wendy R. Corder Dowhower	2,000.00	Sept 2019 Draw
5526	09/23/2019	Payroll	3	EFT	Kevin M Davis	1,000.00	Sept 2019 Draw
5527	09/23/2019	Payroll	3	EFT	Stacey A Davis	1,600.00	Sept 2019 Draw
5528	09/23/2019	Payroll	3	EFT	Jennifer L Ferguson	2,000.00	Sept 2019 Draw
5529	09/23/2019	Payroll	3	EFT	Devin Grohs	1,350.00	Sept 2019 Draw
5530	09/23/2019	Payroll	3	EFT	David A Hammond	3,000.00	Sept 2019 Draw
5531	09/23/2019	Payroll	3	EFT	Trevor M Harrison	1,600.00	Sept 2019 Draw
5532	09/23/2019	Payroll	3	EFT	Krista A Hintz	1,000.00	Sept 2019 Draw
5533	09/23/2019	Payroll	3	EFT	Kevin J Hushagen	2,000.00	Sept 2019 Draw
5534	09/23/2019	Payroll	3	EFT	Patricia I Love	2,000.00	Sept 2019 Draw
5535	09/23/2019	Payroll	3	EFT	Carly L Ruacho	1,000.00	Sept 2019 Draw
5536	09/23/2019	Payroll	3	EFT	Corinne Schakel	800.00	Sept 2019 Draw
5537	09/23/2019	Payroll	3	EFT	Gina N Seegert	2,000.00	Sept 2019 Draw
5538	09/23/2019	Payroll	3	EFT	Amanda B Slattery	1,600.00	Sept 2019 Draw
5539	09/23/2019	Payroll	3	EFT	David Smith	500.00	Sept 2019 Draw
5540	09/23/2019	Payroll	3	EFT	Shawn A Smith	2,500.00	Sept 2019 Draw
5541	09/23/2019	Payroll	3	EFT	Lisa Sokolik	1,500.00	Sept 2019 Draw
5542	09/23/2019	Payroll	3	EFT	Casey J Sousa	1,900.00	Sept 2019 Draw
5543	09/23/2019	Payroll	3	EFT	Nathan Towse	1,000.00	Sept 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: 10-2-19



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b

DATE: October 10, 2019

SUBJECT: City Council September 26, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the September 26, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE SEPTEMBER 26, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, September 26, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

ATTACHMENT A

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, Timothy Pearce, Larry Sather and Judy Williams. The meeting was quorate.

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

Also present: Public Works Director Kevin Hushagen, Finance Director David Hammond, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Fire Chief John Cermak, Police Chief Norm Link, Administrative Assistant Amy Bergemeier and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

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

4. Presentation

a. Proclamation – Childhood Cancer Awareness Month

The Mayor read a proclamation proclaiming September, 2019 Childhood Cancer Awareness Month.

b. North County Fire & EMS

Chief John Cermak with the North County Regional Fire Authority (NCRFA) gave a couple of updates. Citizens will soon notice two new apparatus in Stanwood. They were able to recuperate funds from the Ground Emergency Medical Transportation Act. Half of the funds not received from Medicaid were used to purchase two new fire engines. They will be here on April 1. Another program that is being utilized is the North Sound Accountable Community Health program which is funding the Community Resource Paramedic program.

Chief Cermak introduced Darin Reid, the lead of the Community Resource Paramedic Program. Mr. Reid explained that this program will identify those people who have fallen through the cracks in the traditional health model and connect those people with health and safety resources to reduce non-emergency 911 calls. The program will also help facilitate educating our residents about other resources in our county that can help them with their needs in order to maintain and enhance their lives.

Stanwood City Council Meeting Minutes – August 8, 2019

5. Citizen Comments

Tim Schmitt – 27308 101st Ave NW, Stanwood

Mr. Schmitt would like to boost law enforcement in school zones in the City. There are a lot of careless drivers in school zones. This is a problem in all communities, not only in Stanwood. He suggested the City post a gentle reminder on social media.

6. Staff Reports

- a. Police Compstat Report – August, 2019

7. Committee Reports

- a. Community Development Committee
- b. Parks and Trails Advisory Committee

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 12, 2019 Regular Meeting Minutes

Motion by Councilmember Sather, Second by Councilmember Pearce to approve the consent agenda items a and b. Motion carried unanimously.

9. New Business

- a. Approve first and second reading and final adoption of Ordinance 1478 providing for the issuance, sale and delivery of Water and Sewer Revenue Bonds, 2019.

David Hammond, Finance Director, presented the request to approve first and second reading and final adoption of Ordinance 1478 providing for the issuance, sale and delivery of Water and Sewer Revenue Bonds, 2019. This \$3,239,000 bond issuance will finance construction of a 1.5 million gallon water reservoir and back-up generator, as well as one or more other sewer improvements included in the Capital Improvement Plan. The water reservoir is included in the city's Capital Improvement Plan for construction in 2020. In the 2019-2020 budget amendment No. 1 on April 11, 2019 the City Council approved accelerating the construction of the new water reservoir from 2020 to 2019. The reservoir construction contract was put out to bid and the low bid was responsive and within budget. Council authorized awarding the contract to T. Bailey, Inc. on June 27. The contractor was issued notice to proceed on September 3rd.

Jim Nelson from D.A. Davidson, Inc. Senior Vice President presented an outline of the bond issuance process.

Motion by Councilmember Sather, second by Councilmember White to approve the first and second reading and final adoption of Ordinance 1478 providing for the issuance, sale and delivery of Water and Sewer Revenue Bonds, 2019. Motion carried unanimously.

Stanwood City Council Meeting Minutes – August 8, 2019

10. Reports of Officers and Committees

a. Mayor's Report - Mayor Kelley

There are two weeks left of the Farmers Market. Please make sure to get out there and patronize these wonderful vendors.

b. City Administrator's Report – Jennifer Ferguson

Update on the Community Survey. The random survey post card mailers have been coming in but we would like to have more data for that one. There is now a link on the website to this survey. We would like to encourage folks to participate.

Ovenell Cleanup work is complete and it looks great! We will be going back to the WCIA (Washington Cities Insurance Agency) for additional risk assessment prior to opening the park.

The Fall and Winter Discover Stanwood Camano Magazine will be out soon.

There is a full website update underway. The new site should be live in January. Staff will be cleaning up the current content and keeping the site fresh. Photos are needed.

c. Councilmember Reports and Questions

Councilmember Sather asked if there is going to be a Special City Council Meeting on October 17. It was confirmed that there will be a meeting on that date.

Councilmember Williams wanted to let everyone know that the PTAC (Parks Trails Advisory Committee) has been working on the Banners for Ovenell. The buildings have been washed by Public Works and they look great!

11. Citizen Closing Comments – None

12. Adjourn

Mayor Leonard Kelley adjourned the meeting at 7:35 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



**CITY OF STANWOOD
COUNCIL AGENDA
STAFF REPORT**

ITEM NUMBER: 8c

DATE: October 10, 2019

SUBJECT: YMCA Community Benefit Report - 2018

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – YMCA Community Benefit Report – 2018
B – Contract 2017-47 – Supplemental Agreement No. 1, YMCA Financial Contribution

SUMMARY STATEMENT

Attached is the YMCA's 2018 Community Benefit Report, including Community Swim dates, Adult Softball League, and the breakdown of participants, staff hours and associated fees for council review.

ISSUE

The issue before the City Council is to review and consider response to the attached 2018 YMCA Community Benefit report.

RECOMMENDATION

Review the attached YMCA annual report and consider a recommendation to request from YMCA leadership a greater marketing and advertisement effort to promote and grow the summer adult league program.

BACKGROUND

The City and YMCA agreed in 2015 to offset \$50,000 of building permit fees with services to be provided by the YMCA. In 2017, the terms of the agreement were amended (see attached). The YMCA agreed to report progress on those services. This is the YMCA's second report. In 2018, in the first annual report the YMCA provided an accounting of the services in relation to the agreement. The attached Supplemental agreement describes the services to be provided and how to calculate the offset. City staff verified the YMCA reported events (one league and fourteen swims), however the city accounting differs slightly from the YMCA's accounting.

DISCUSSION

The agreement provides for flat rate offsets; \$250 for each free swim and \$6,750 for each adult league provided. In 2017, the YMCA held fourteen swims and provided one adult league, thus Table One below provides a current accounting of the \$50,000 Building Credit for year one.

<u>TABLE ONE-Year One</u> Stanwood YMCA Building Credit Accounting	
Building Credit – beginning balance	\$50,000
Less: Swim Days (14 @ \$250)	(\$3,500)
Less: Adult League	(\$6,750)
Remaining Credit as of 1/1/2018	\$39,750

This calculation places the value of 2017 services \$970.00 less than the YMCA's calculation. Further, while the services provided do comply with the agreed-upon services, the city had anticipated a larger adult league. The 2017 softball league only fielded four teams. The YMCA accounting describes their league costs of \$5,020 and does not include any marketing or advertising expense. Further, the accounting for costs does not include the participant fees collected by the YMCA, which revenue would offset their program costs. City staff will convey an expectation that the second year will experience a more successful league, that is, with more participation.

<u>TABLE ONE-Year Two</u> Stanwood YMCA Building Credit Accounting	
Building Credit – beginning balance	\$39,750
Less: Swim Days (15 @ \$250)	(\$3,750)
Less: Adult League	(\$6,750)
Remaining Credit as of 1/1/2018	\$29,250

The YMCA Community Swim is advertised as the third Saturday of each month, totaling 12 swims, while the agreement calls for a minimum of thirteen. Staff will include discussion of the difference in the response to the 2018 annual report.

FINANCIAL IMPACT

The first year of YMCA services amounted to approximately 40 percent of the \$50,000 Building Credit Balance; \$29,250 remains.

Memo

To:
From: Cameron Fry

cc: Mayor Kelley

Date: December 31, 2018

Re: 2018 YMCA Community Benefit Report

Attached, please find the YMCA's 2018 schedules for the Community Swim dates and Adult Softball League. Additionally, the following is a breakdown of participants, staff hours and associated fees per our community benefit agreement.

Community Swim:

Lifeguard: \$20/hr, 2 per session

Session Time: 2.5 hours

Number of sessions per yr: 15

Marketing: quarterly program guides, monthly schedule, social media, internal communications

Total Participants: 493 headcount (all participants)/197 families

Day Pass Fee: \$25/family

Community Benefit:

Lifeguards: \$1,500

Marketing: \$250

Participant Fee: \$4,925 (waived-value of participation)

Total: **\$6,675** (apply to \$50,000 agreement)

Adult Softball League

Staff cost: \$15.45/hr coordinating, \$11.50/hr umpire

Hours: 80 hrs, pre-season-(marketing, registration, program admin, etc.)

24 hrs, 8 week season- (umpire, program admin, set-up, field maintenance)

Equipment (bats, balls, chalk, field liner, championship t-shirts)

Teams: 6 teams of 9-15 people

Participant Fee: \$350 team

Community Benefit:

Staff: \$1,512

Equipment: \$229

Field Rental \$1,309

Participant Fee: \$2,100 (waived-value of participation)

Total: **\$5,150** (apply to \$50,000 agreement)

**SUPPLEMENTAL AGREEMENT NO. 1
TO STANWOOD YMCA AGREEMENT 2015 FOR
FINANCIAL CONTRIBUTION**

This Supplemental Agreement No. 1 is made and entered into on the 11th day of May, 2017 between the City of Stanwood, hereinafter called the "City" and YMCA of Stanwood, hereinafter called the "YMCA."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for City's reduction or waiver of up to \$50,000 in building and permit fees, hereinafter called the "Project," said Agreement being dated June 11, 2015; and

WHEREAS, both parties desire to supplement said Agreement to clarify the roles and responsibilities of both parties;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated June 11, 2015, shall remain in full force and effect, except as modified in the following sections:

1. Section 1 of the Original Agreement, "SERVICES", shall be deleted and replaced in its entirety with the following: In exchange for City's reduction or waiver of up to \$50,000.00 in building permit fees, the YMCA agrees to provide the following services up to \$50,000.00:

ITEM	SESSIONS PER YEAR	VALUE PER SESSION	TOTAL PER YEAR
90 Minute Free Open Swim for Stanwood Residents	13-18	\$250	\$3,250 - \$4,500
1 Adult Sports League (Kickball or Softball) to be located at Heritage Park	8 week League	\$6750	\$6750

1.1 90 Minute Free Open Swim

- 1.1.1 The 90 minute free open swim is available to city and non-city residents.
- 1.1.2 It is not necessary to be a YMCA member to participate in the free open swim.
- 1.1.3 The YMCA will advertise and promote the free open swim in printed material, on the Stanwood YMCA website and social media sites similar to other Stanwood YMCA sponsored activities.

1.2 Adult Sports League

- 1.2.1 It is not necessary to be a YMCA member to participate in the league.
- 1.2.2 The YMCA is responsible for the payment of field rental fees

- 1.2.3 The YMCA may offset the cost for field use fees and professional umpires through minimal team registration fees not to exceed the amount of said costs.
- 1.2.4 Non-Stanwood residents may participate in the league and may be charged additional fees as determined by the YMCA.
- 1.2.5 The YMCA will advertise and promote the Adult Sports League in printed material, on the Stanwood YMCA website and social media sites similar to other Stanwood YMCA sponsored sports leagues.
- 1.2.6 The city will provided the bases, mow the outfields as needed and deep drag the in-fields once per week during the season.
- 1.2.7 Field space is limited and subject to reservation approval through the city's parks department. The YMCA is encouraged to work closely with the field scheduler to ensure all teams have adequate practice and play time.

1.3 Reporting

- 1.3.1 The YMCA will submit quarterly reports to the city documenting service dates; staff hours to manage the program; number of program participants; and amounts expensed in the current quarter and previous quarters to provide the SERVICES described in this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

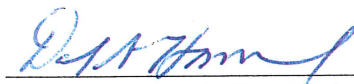
CITY OF STANWOOD


Leonard Kelley, Mayor

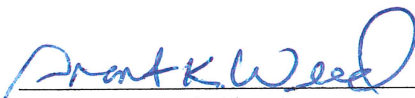
YMCA OF STANWOOD


Scott Washburn, President and CEO
YMCA of Snohomish County

Attest:


David Hammond, City Clerk

Approved as to form:


Grant K. Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: October 10, 2019

SUBJECT: Imaging services agreement with Washington State
Secretary of State, Archives and Records Management Div.

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

ATTACHMENTS: A – Service Level Agreement for Imaging Services
B – Statement of Work No. 1

ISSUE

The issue before the Council is to authorize the Mayor to sign the proposed agreement for imaging services with the State Archivist.

RECOMMENDATION

Authorize the mayor to sign the agreement for imaging services.

FINANCIAL IMPACT

The State Archivist statement of work fixes the price at \$33,353, and the umbrella agreement is not to exceed \$38,000, which includes approximately \$4,600 for contingency.

DISCUSSION

The 2019 budget included up to \$50,000 for a project to create a digital image of all building permit files. The city has applied for grant funding twice in the past two years to offset this cost, but the grant applications were not successful.

The project will create digital images of forty boxes of building permits. These records were selected for an imaging project due to their long life, and the fact that they are the most frequently requested type of document. Thus, this expenditure will save on the cost of space as well as staff time in locating and retrieving the records. These records are filed by permit number, which is a function of the year the permit was issued. However, the parties requesting the records often do not know the permit number, which requires staff time to research. This project will create an index for each file that

includes both address and permit number. Building permits are required to be maintained for the life of the building plus six years.

This project will digitize building permits from 1996 to 2013. Starting in 2019, building permits are being scanned as processed. Staff recommends applying for an imaging grant in the next application cycle (in 2020) to complete the digitization of permits issued prior to 1996 and 2014 to 2018. The feedback received from the grantor was that it wasn't clear the city could fund its share of the project, and also did not see specific details regarding indexing the files. Performing this half of the project should help make the next grant application to be more competitive.

COMMITTEE RECOMMENDATIONS

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the agreement for imaging services in a not to exceed amount of \$38,000.
2. Do not authorize the mayor to sign the agreement for imaging services in a not to exceed amount of \$38,000 and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT FOR IMAGING SERVICES IN A NOT TO EXCEED AMOUNT OF \$38,000.

**STATEMENT OF WORK NO. 1
SERVICE LEVEL AGREEMENT No. 730S-1477**

This Statement of Work (this "SOW") is made and entered into by and between the STANWOOD, CITY OF (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This SOW is incorporated into and hereto made an integral part of Service Level Agreement 730S-1477 between CUSTOMER and ARCHIVES (the "Agreement").

CUSTOMER: Stanwood, City of
10220 270th Street NW
Stanwood, WA 98292

	<u>Customer</u>	<u>Archives</u>
Contact:	David Hammond	Patrick Williams
Title:	Finance Director	Customer Service Manager
Telephone:	(360) 629-2181 ext. 5201	360-586-0108
Email:	David.hammond@ci.stanwood.wa.us	patrick.williams@sos.wa.gov

I. FEE SCHEDULE

Service	Unit	Unit Price
Wide Format Scanning (Folded)	Per Hour	\$65.00
Scan Paper Documents – Grade D	Per Image	\$0.25
Document Prep	Per Hour	\$65.00
Merge Documents	Per Image	\$0.06
File Rename	Per File	\$0.10
Digital to Microfilm – 16mm	Per Image	\$0.03
Digital to Microfilm – 35mm	Per Image	\$0.15
Digital to Microfilm – Roll	Per Roll	\$27.00
Federal Mileage Reimbursement	Per Mile	\$0.58
Per Box for all Trips	Per Box	\$1.50
External Flash Drive	Per Drive	\$50.00
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Service	# of Units	Total Unit Cost
Wide Format Scanning (Normal)	40	\$2,600.00
Scan Paper Documents – Grade D	80,000	\$20,000.00
Document Prep	20	\$1,300.00
Merge Documents	80,000	\$4,800.00
File Rename	1,200	\$120.00
Digital to Microfilm – 16mm	80,000	\$2,400.00
Digital to Microfilm – 35mm	5,000	\$750.00
Digital to Microfilm – Roll	40	\$1,080.00
Federal Mileage Reimbursement	228	\$132.24
Per Box for all Trips	80	\$120.00
External Flash Drive	1	\$50.00
All shipping or ferry prices will be charged cost + 30%		
Total		\$33,352.24

All rates and charges listed above are subject to change in accordance with the terms and conditions of the Agreement.

The ARCHIVES shall:

Summary Statement

Create a digital (scan) and microfilm of various Building Permit Files not to exceed the contract without prior approval.

Project Management

Process with the following information:

- Record Series: Building Permit Files
- Agency: City of Stanwood
- Department: Clerk
- County: Snohomish
- Date Range: various

Contact CUSTOMER with any questions regarding the project.

Provide timelines, quantities, project complexity, and cost estimates based on our original project review.

Estimates may be revised based on the condition of the records at the time they arrive in our production facility.

ARCHIVES staff will review the project prior to beginning work and notify CUSTOMER of any cost adjustments required for document preparation which exceeds the original estimate.

Pickup & Delivery

Pick-up and deliver records to:

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

Scan - Paper Documents

Provide Imaging Services for documents up to 11" x 17" on production auto-feed scanners. Count each side of two-sided documents as one page.

- Record series: Building Permit Files
- Disposition Authority Number (DAN) LU50-11-05
- This category of work consists of approximately 80,000 pages within 20 boxes.
- This category of work is given the complexity Grade D

"Imaging Services" shall include:

- Preparing documents for scanning by removing from bindings or binders, removing staples, paper clips, flattening and/or mending pages.
- Removing oversized documents (larger than 11" x 17") for wide-format scanning.
- Wide-format scanning is priced at a different rate.

- Scanning documents in bi-tonal mode at 300 dots per inch (dpi). All clearly visible markings will be captured in the image.
- Original colored documents will be scanned in color.
- Scanning removable notes both on the page and off if text is obscured.
- Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document page.
- Re-scanning poor quality images as needed.
- Providing TIFF Group IV Multi-Page image files.
- Naming images as described in the address label affixed to the map provided by the Permit Number.tif (##.##); etc.

Scan – Oversize

- Perform oversize document scanning for documents larger than 11” by 17”.
 - This category of work consists of approximately 5,000 sets of Building Plans.
- Provide imaging services for oversized documents on the wide-format scanner, not to exceed 140 hours.
- “Imaging Services” shall include:
 - Scanning documents exceeding dimension of either 47” in height or 66” in length in sections with approximately one inch of overlap and numbered sequentially starting at the left hand side of the map.
 - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document.
 - Providing image files consisting of one sheet per file.
 - Converting uncompressed TIFF Images to compressed color JPEG files when applicable. (Compression/quality level 7).
 - Providing the CUSTOMER both LZW compression TIFF files and compressed JPEG files when applicable.
 - Re-filming or re-scanning document pages as needed to ensure adequate resolution and readability.
 - Provide images within folder named by the address affixed to the map set.

Digital to 16/35mm film

Perform digital image to microfilm conversion for previously scanned paper documents.

- Record series: various
- Disposition Authority Number (DAN) LU50-11-05
- This category of work consists of approximately 80,000 images.

CITY OF STANWOOD:

OFFICE OF THE SECRETARY OF STATE

Date	Date
Director	State Archives

APPROVED AS TO FORM
Attorney General's Office

**SERVICE LEVEL AGREEMENT
FOR
DOCUMENT PREPARATION AND IMAGING SERVICES**

THIS SERVICE LEVEL AGREEMENT (this "Agreement") is made and entered into by and between STANWOOD, CITY OF (hereinafter "CUSTOMER") and the STATE of WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES").

This Agreement establishes the understanding for ARCHIVES to provide document preparation, scanning, and microfilming services as authorized by Chapter 40.14 RCW. Specific work to be performed is described in the Statement of Work (hereinafter "SOW") accompanying this Agreement and identified as Statement of Work No. 1. Any additional SOWs must be in writing and signed by CUSTOMER and ARCHIVES.

I. SCOPE OF SERVICES

1. ARCHIVES shall provide document preparation, scanning, and microfilming services to CUSTOMER upon receipt of a detailed SOW describing the services requested and the documents to be converted. The SOW shall be attached and be made an integral part of this Agreement.
2. ARCHIVES shall meet or exceed the imaging specifications and standards established by the Washington Administrative Code. It is the responsibility of CUSTOMER to verify the quality and accuracy of the service performed and to notify ARCHIVES of any discrepancies within thirty (30) calendar days after receiving the finished work product for each Statement of Work. Promptly after receiving such notice of any discrepancies from CUSTOMER, ARCHIVES will replace the deficient work product at no extra charge to CUSTOMER. Any defects or errors communicated by CUSTOMER to ARCHIVES after thirty (30) calendar days after receiving the finished work product will incur additional costs.
3. Each SOW will include an estimated completion date as agreed upon by the parties, but **ARCHIVES shall not be liable for delays in providing services to CUSTOMER under this Agreement.**
4. All records must be delivered in boxes capable of holding the contents, preferably with a lid that is closed. Boxes that are damaged **will not be accepted**. For oversized documents, please contact ARCHIVES for transportation suggestions.
5. If microfilm is being created as part of the services indicated in the SOW, the Washington State Standards for the Production and Use of Microfilm requires certain information to be present on all microfilm. To ensure compliance with the standards, ARCHIVES will add pages as needed and charge a per page and project preparation rate for this work.

II. TERMS AND TERMINATION

1. This Agreement shall take effect upon the signing of the last required signature. This Agreement shall remain in effect until June 30, 2021.

2. CUSTOMER may extend this Agreement for up to two (2) additional two-year terms by providing a written notice (via email, fax or other method) to ARCHIVES any time before the termination date. No amendment or other formal writing need be executed by CUSTOMER or ARCHIVES to render the extension effective.
3. Either party may terminate this Agreement upon a thirty (30) calendar day written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for the performance rendered prior to the effective date of termination.

III. COMPENSATION

1. CUSTOMER will pay ARCHIVES for services provided under this Agreement at the rates set forth in the SOW, unless modified by ARCHIVES and accepted by CUSTOMER as provided in Section III.2 below.
2. ARCHIVES shall maintain the right to increase or decrease the cost of rendering service(s) under this Agreement throughout its lifetime upon a thirty (30) calendar day advance notice to CUSTOMER. Changes in cost will be deemed accepted by CUSTOMER unless objected to in writing within fifteen (15) calendar days after notice of the change is given. CUSTOMER's timely objection will serve as notice to terminate this Agreement, such termination to be effective thirty (30) calendar days after the date of objection.
3. ARCHIVES will send an itemized bill to CUSTOMER not more than once a month for services provided in the previous month.
4. CUSTOMER shall make full payment by checks, journal voucher, or credit card within thirty (30) calendar days of receiving an invoice. CUSTOMER shall make checks payable to the Office of the Secretary of State and send payment to the Office of the Secretary of State, Financial and Support Services, P.O. Box 40224, Olympia, WA 98504-0224. **Payment must reference the Service Level Agreement number.**
5. Total services under this Agreement shall **not exceed \$38,000.00**. This amount can be increased by an amendment to this Agreement signed by both Parties.

IV. NOTICE

1. Any notice to be given under this Agreement shall be in writing and may be sent either by registered or certified mail, facsimile transmission, email, or personal delivery.
2. Any notice from ARCHIVES sent to CUSTOMER shall be sent or delivered to:

Customer Contact Name: David Hammond
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
Telephone Number: (360) 454-5213
Email Address: david.hammond@ci.stanwood.wa.us
3. Any notice from CUSTOMER sent to ARCHIVES shall be sent or delivered to:

Patrick Williams
Customer Service Manager

Office of the Secretary of State
Washington State Archives
1129 Washington Street SE
Olympia, WA 98504-0238
Telephone: (360) 586-0108
Email Address: patrick.williams@sos.wa.gov

4. Notice shall become effective upon delivery in person, three (3) business days after posting by prepaid registered or certified mail, receipt by the sender of a successful facsimile transmission report, or receipt by the sender of an email read receipt, whichever method is utilized.

V. RECORDS

The parties to this Agreement shall each maintain books, records, documents, and other evidence, which sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, or other personnel duly authorized by either party, the Office of the State Auditor, and federal officials authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration or termination of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

VI. GENERAL TERMS AND CONDITIONS

1. This Agreement shall not be assignable by either party without written consent of the other party.
2. The service or product provided by this Agreement shall be either available for pickup or shipped from the ARCHIVES' facility at 1129 Washington Street SE, Olympia, WA 98504.
3. Except as otherwise provided in this Agreement, when a bona fide dispute arises between ARCHIVES and CUSTOMER, and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State or the delegate authorized in writing to act on behalf of the Secretary of State.
 - A. The request for a dispute hearing must:
 - be in writing;
 - state the disputed issues(s);
 - state the relative positions of the parties;
 - state the party's name, address, and contract number; and
 - be mailed to the Secretary of State or delegate and party's (respondent's) Agreement Manager.
 - The respondent shall send a written answer to the requester's statement to both the Secretary of State or delegate and the requester within fifteen (15) business days.

- B. The Secretary of State or delegate shall review the written statements and reply in writing to both parties within ten (10) business days. The Secretary of State or delegate may extend this period if necessary by notifying the parties.
- C. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in the Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

- 4. This Agreement shall be construed and interpreted in accordance with the law of the state of Washington. The venue of any legal action brought hereunder shall be in the Superior Court for Thurston County.
- 5. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.
- 6. This Agreement may be modified only in writing by the parties executed with the same formalities required to execute this Agreement.
- 7. If any clause, phrase, sentence, or paragraph of this Agreement is declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
- 8. If any conflicts exist between the text of this Agreement and any Statement of Work, the Agreement shall prevail.

VII. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. Other than the SOW accompanying this Agreement, no other understanding, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties. This Agreement, together with the SOW, constitutes the entire Agreement between CUSTOMER and ARCHIVES.

The parties have read and agree to the terms and conditions of this Agreement.

CITY OF STANWOOD:

OFFICE OF THE SECRETARY OF STATE

Date	Date
Mayor	State Archives
APPROVED AS TO FORM	APPROVED AS TO FORM:
Attorney General's Office	City Attorney



**CITY OF STANWOOD
CITY COUNCIL
STAFF REPORT**

ITEM NUMBER: 9b

DATE: October 10, 2019

SUBJECT: Ordinance 1479 – Imposition of Lodging Tax, creating a new fund and establishing an advisory committee

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

ATTACHMENTS: A – Proposed Ordinance 1479 Imposition of Lodging Tax
B – RCW Chapters 67.28.1816

ISSUE

The issue before the council is to review Ordinance 1479 Imposition of Lodging Tax, creating a new fund and establishing an advisory committee.

RECOMMENDATION

Conduct first reading of Ordinance 1479, imposition of Lodging Tax, creating a new fund and establishing an advisory committee.

DISCUSSION

The proposed lodging tax is not expected to generate significant revenue in the immediate term, but will provide valuable information and data to support the city's efforts to encourage development of a hotel in Stanwood. The city is aware that short term lodging is offered in Stanwood, but details on this activity are not available. Imposition of the lodging tax will inform the city on the scale of the activity because these business activities will pay the lodging tax.

If a lodging tax is imposed, then a separate fund is statutorily required. Staff recommends aggregating all city tourism activities into this new fund as it will provide increased visibility to these activities.

Lodging Tax:

A lodging tax of two percent is available to the city of Stanwood. Snohomish County currently levies this tax, so instead of the proceeds going to the county, they would go to the city. It is important to note that this tax, which is paid by lodgers, is already imposed by the county, i.e., the tax will simply go to the city instead of the county.

State law requires the formation of a Lodging Tax Advisory Committee (LTAC) to oversee the spending of lodging tax revenues. Such a committee could meet frequently or annually. The city currently administers a tourism grant program and allocates funds in support of Stanwood's Destination Marketing Program, Discover Stanwood Camano. There is not data available at this time to allow an estimate of how much lodging tax might be collected. The Department of Revenue is currently developing a system that would report amounts by jurisdiction and by establishment.

FINANCIAL IMPACT

With no information on the scale of lodging in the city, an estimate of \$1,000 per year is recommended for 2020. In addition to this new revenue, staff recommends moving current economic development – tourism related budget items to the new special revenue fund as illustrated in the table below. Staff recommends an initial General Fund transfer to the fund to be designated for tourism marketing purposes.

Lodging Tax and Tourism Promotion

Current 2020 Budget (General Fund)	
Revenue	Amount
Port of Seattle Grant Discover Port Susan Website Advertising	\$ 8,000
Donations from non-govt sources	
Sponsorships	
Total revenue	\$ 8,000
Expenditures	
Tourism Promotion & Marketing	\$ 46,000
Summer Concert Series	\$ 3,150
Movies in the Park	\$ 3,868
Light Up Your Holidays	\$ 200
Touch a Truck	\$ 200
Snow Goose/Glass Quest	\$ 100
Haunted Halloween at Overall	\$ 1,568
National Nite Out	\$ 3,500
	\$ 58,586

Proposed new Special Revenue Fund #115

Proposed 2020 Budget (New Fund 115)		
Revenue	Amount	Notes
Lodging Tax	\$ 1,000	
POS Discover Stanwood Camano Website	\$ -	
SNOCO Discover Stanwood/Camano Magazine	\$ 8,000	
SNOCO Summer Arts Jam Festival	\$ 10,000	New
Advertising	\$ 5,000	
Donations from non-govt sources	\$ 5,000	DSC memberships
Sponsorships	\$ 40,000	
General Fund Transfer	\$ 61,000	
	\$ 130,000	
Expenditures		
Supplies	\$ 1,000	
Professional Services	\$ 97,000	Details Below
National Nite Out	\$ 5,000	
Movies in the Park	\$ 5,000	
Advertising (I-5 Billboard)	\$ 7,500	I-5 Billboard
Tourism Grants	\$ 11,000	
Meetings, Training, & Travel	\$ 1,000	
Dues	\$ 1,000	
Printing	\$ 1,500	
	\$ 130,000	
Professional Services Details:		
DSC website redesign	\$ 20,000	Puget Tech
DSC magazine publishing	\$ 14,000	Phillips Publishing
Tourism Marketing	\$ 25,000	TBD
Events Management	\$ 35,000	Chamber
Graphic Design	\$ 3,000	TBD
Subtotal	\$ 97,000	

CITY COUNCIL OPTIONS

1. Approve first reading of Ordinance 1479 – Imposition of Lodging Tax, creating a new fund and establishing an advisory committee.
2. Do not approve first reading of Ordinance 1479 – Imposition of Lodging Tax, creating a new fund and establishing an advisory committee.

RECOMMENDED MOTION

I MOVE TO APPROVE THE FIRST READING OF ORDINANCE 1479- IMPOSITION OF LODGING TAX, CREATING A NEW FUND AND ESTABLISHING AN ADVISORY COMMITTEE.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1479

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING A NEW CHAPTER 3.36 RELATED TO THE IMPOSITION AND COLLECTION OF A LODGING TAX, CREATING A NEW CITY FUND; AND ESTABLISHING AN ADVISORY COMMITTEE ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, State law allows for the imposition, collection, and disbursement of a lodging tax subject to the terms of Chapters 67.28 and 82.08 RCW for the purpose of tourism promotion; and

WHEREAS, the City Finance Committee has reviewed and recommended the imposition, collection, and disbursement of a lodging tax; and

WHEREAS, the Council reviewed the recommendation of the Finance Committee and the Committee at their _____ regular meeting and desires to impose, collect, and disburse a lodging tax for purposes of tourism promotion;

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

Section 1. Title 3 – Revenue and Finance – of the Stanwood Municipal Code is hereby amended to add a new chapter 3.36 entitled “Lodging Tax” to read as follows:

Chapter 3.36 LODGING TAX

Sections:

3.36.010 RCW 67.28.180 tax levied – Amount.

3.36.030 Definitions.

3.36.040 Tax deemed in addition to license fee or other taxes.

3.36.050 Fund created – Use of funds.

3.36.055 Lodging Tax Advisory Committee.

3.36.060 Administration and collection.

3.36.010 RCW 67.28.180 tax levied – Amount.

There is hereby created a special excise tax of seven percent on the sale of or charge made for the furnishing of lodging that is subject to tax under Chapters 67.28 and 82.08 RCW. Of this tax, two percent is assessed pursuant to the terms of RCW 67.28.180, two percent is assessed pursuant to the terms of RCW 67.28.181(1) and three percent is assessed pursuant to the terms of RCW 67.28.181(2). The tax imposed under this section applies to the sale of or charge made for the furnishing of lodging by a hotel, motel, rooming house, tourist court, or trailer camp, and the granting of any similar license to use real property as distinguished from the renting or leasing of real property. It shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same

3.36.030 Definitions.

The definitions in RCW 82.08.010 are adopted and apply throughout this chapter unless the context clearly requires otherwise.

3.36.040 Tax deemed in addition to license fee or other taxes.

The taxes levied herein shall be in addition to any license fee or any tax imposed or levied under any law or any other ordinance of the City; provided, however, that pursuant to Chapter 67.28 RCW, such tax shall be deducted from the amount of tax the seller would otherwise be required to collect and to pay to the State Tax Commission under the provisions of Chapter 82.08 RCW.

3.36.050 Fund created – Use of funds.

There is created a special revenue fund 115 – Tourism Promotion Fund in the City and all taxes collected under this chapter shall be placed in this fund to be used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities or to pay for any other uses as authorized in Chapter 67.28 RCW, as now or hereafter amended.

3.36.055 Lodging Tax Advisory Committee.

A. There is hereby created a Lodging Tax Advisory Committee which shall be composed as follows:

1. At least five members, appointed by the legislative body of the municipality, unless the municipality has a charter providing for a different appointment authority. The Committee membership shall include:

- a. At least two members who are representatives of businesses required to collect tax under this chapter; and

- b. At least two members who are persons involved in activities authorized to be funded by revenue received under this chapter.

Persons who are eligible for appointment under subsection (A)(1)(a) of this section are not eligible for appointment under subsection (A)(1)(b) of this section. Persons who are eligible for appointment under subsection (A)(1)(b) of this section are not eligible for appointment under subsection (A)(1)(a) of this section. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the Committee. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the Committee. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the Advisory Committee annually and make changes as appropriate.

2. Any proposals for the imposition or expenditure of hotel-motel/lodging tax funds, whether it involves the imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or a change in the use of revenue received, shall be submitted to the Lodging Tax Advisory Committee for review and comment. The submission shall occur at least 45 days before final action on or passage of the proposal by the municipality. The Advisory Committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815. Failure of the Advisory Committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal. A municipality is not required to submit an amended proposal to an Advisory Committee under this section

3.36.060 Administration and collection.

For the purpose of the taxes levied herein pursuant to this chapter:

- A. The Department of Revenue of the state is designated as the agent of the City for the purpose of collection and administration;
- B. The administrative provisions contained in RCW 82.08.050 through 82.08.070, and as contained in Chapter 82.32 RCW, shall apply with respect to the administration and collection by said Department;
- C. All rules and regulations adopted by the Department of Revenue for the administration of Chapter 82.08 RCW, are adopted;
- D. The Department of Revenue is authorized to prescribe and utilize such special forms and procedures as the Department may deem necessary and appropriate.

Section 2. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3. Effective Date. This Ordinance shall 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: _____

ATTACHMENT B

RCW 67.28.1816**Lodging tax—Tourism promotion.**

(1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- (a) Tourism marketing;
- (b) The marketing and operations of special events and festivals designed to attract tourists;
- (c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters **35.57** and **36.100** RCW; or
- (d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

(2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- (i) Away from their place of residence or business and staying overnight in paid accommodations;
- (ii) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- (iii) From another country or state outside of their place of residence or their business.

(b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.

(ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.

(c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- (A) Away from their place of residence or business and staying overnight in paid accommodations;
- (B) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- (C) From another country or state outside of their place of residence or their business.

A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.

(ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.

(d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.

[2013 c 196 § 1; 2008 c 28 § 1; 2007 c 497 § 2.]

NOTES:

Effective date—2013 c 196: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect July 1, 2013." [2013 c 196 § 3.]



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9c
DATE: October 10, 2019
SUBJECT: Approve a task order with RH2 for rehabilitation predesign work at the sewer main pump station
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A) Scope and Fee

ISSUE

The issue in front of the Council is to authorize the Mayor to approve a task order with RH2, under their current PSA, for rehabilitation predesign at the sewer main pump station.

RECOMMENDATION

Staff recommends approval of the task order.

SUMMARY STATEMENT

The main pump station was rebuilt in 1999 and is in need of an evaluation of its capacity to accommodate future needs.

DISCUSSION

When new developments are being proposed and water and sewer availability is being considered one of the potentially limiting factors is the capacity and design of the sewer main pump station. The need to identify upgrades and/or repairs has been included in the CIP, budget and work plan.

COMMITTEE RECOMMENDATION

This was discussed with the Public Works Committee earlier this week and will be reported on at this meeting.

FINANCIAL IMPACT

There is \$150,000 in the current budget for this work with an additional \$413,000 next year for upgrade work.

COUNCIL OPTIONS

- 1) Authorize the Mayor to sign the task order
- 2) Direct staff to areas of concern

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH RH2 FOR REHABILITATION PREDESIGN WORK AT THE SEWER MAIN PUMP STATION NOT TO EXCEED \$66,181.

EXHIBIT A
Scope of Work
City of Stanwood
Main Lift Station Rehabilitation Predesign
September 2019

Background

The Main Lift Station in the City of Stanwood (City) is located one block west of the QFC grocery store. It was originally built in the 1960s and was rehabilitated in 1999. The pumps are now 20 years old and have reached the end of their design life. The station is undersized to meet long range capacity as identified in the 2015 *Comprehensive Sewer System Plan*. The 2035 peak hour demand is estimated at 3,200 gallons per minute (gpm). The existing capacity is approximately 1,900 gpm; although this value may be less due to the force main being sliplined in response to a leak. The pumps are in a dry well that is difficult to access and requires winching and hoisting in three runs before the pumps can be loaded to a truck for maintenance. The wet well is difficult to access to remove solids and floating debris. The City would like a lift station that is easy to access and maintain, in addition to meeting the expected increase in long range capacity.

The City would like an alternatives analysis performed to determine necessary and desired improvements to meet 20-year capacity, improve pump and wet well accessibility, protect electrical equipment from a flooding event, and improve the operations and maintenance of the station.

In addition, a force main analysis will be completed to determine existing capacity. An alternatives analysis will evaluate whether to accommodate 3,200 gpm with a second new force main to be used in parallel with the existing force main, or by the addition of a redundant force main adjacent to the existing 14-inch high-density polyethylene (HDPE) main capable of accommodating 3,200 gpm.

Since the 2015 *Comprehensive Sewer System Plan* was based on 2015 data, flows will be checked with recent data to confirm 20-year projections, including new developments the City is aware of in the sewer basin.

RH2 will rely on the accuracy and completeness of data, materials, and information provided by the City and others in relation to this Scope of Work.

Task 1 – Project Management

Objective: Organize, manage, and coordinate disciplines and provide quality assurance and control to complete the Scope of Work on schedule for bidding in 2021 and in close coordination with City staff.

Approach:

- 1.1 Prepare meeting agendas for meetings with City staff described in this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with City staff described in this Scope of Work.
- 1.3 Prepare monthly invoices and provide ongoing progress and scheduling updates.

Task 2 – Planning Review

Objective: Document the last 4 years of sewer flows through the station and estimate future flows to the 20-year planning horizon and compare them to the 2015 *Comprehensive Sewer System Plan*. Identify pump and force main improvements required to meet future flows, as well as staging of improvements to be installed as needed to save initial capital cost.

Approach:

- 2.1 Review flow data from 2015 to September 2019. Determine flow rates for average annual, peak day, and peak hour flows for each year.
- 2.2 Review known developments in the sewer basin and estimate future flows to 2039.
- 2.3 Determine a pump sizing and staging plan, if needed, to efficiently pump sewage to meet rising flow rates.
- 2.4 Determine the hydraulic capacity of the 14-inch HDPE slip lined force main pipe. Develop a proposed plan to design and install a parallel force main and determine size to accommodate flows up to 3,200 gpm.
- 2.5 Document peak flows, average day flows, and historical growth rates from available City data (pump run times and the 2015 *Comprehensive Sewer System Plan*).
- 2.6 Complete drawdown testing to document influent flow and discharge capacity.
- 2.7 Review basins and percentage of developed and undeveloped parcels to determine growth rates within the lift station basin and identify appropriate assumptions for future connections. *GIS data will be provided by the City.*
- 2.8 Compare peak and average flow rates to determine infiltration and inflow flows for the sewer basin.

Assumptions:

- *The City can provide flow data via email PDF scan or hard copy mailing to RH2.*

Task 3 – Predesign Technical Memorandum

Objective: Provide written documentation of existing conditions, alternatives, costs, and chosen alternative based on design criteria, City, and neighborhood involvement. Review proposed temporary forcemain bypass locations, develop alternatives and chose the best alternative.

Approach:

- 3.1 Provide project background and describe each of the three (3) alternatives.
 - (1) Replace pumps, mechanical, and electrical reusing existing building in a dry well, wet well configuration as currently exists. *It is assumed a new generator will be placed on a raised platform adjacent to the existing structure for this alternative.*
 - (2) Convert dry well to wet well, improve access with crane hatch, replace pumps, mechanical, and electrical, and separate Class 1 Division 1 area from electrical. *It is assumed a new*

generator will be placed on a raised platform adjacent to the existing structure for this alternative.

- (3) Install a new wet well east of the existing building, convert existing dry well to storage, and replace pumps, mechanical, and electrical in new raised structure. Partially demolish existing structure.
- 3.2 Develop permit criteria to present to the City for the alternatives. *It is assumed a Revocable Encroachment Permit and Building Permit will be required for the alternative chosen.*
- 3.3 Develop design criteria checklist to evaluate alternatives.
- 3.4 Meet with City staff to develop the three (3) alternatives from subtask 3.1 and choose the preferred alternative to pursue to design.
- 3.5 Provide a preliminary construction cost estimate for each of the alternatives, including electrical and telemetry equipment upgrades.
- 3.6 Prepare schematic figures of the improvement alternatives.
- 3.7 Develop preferred alternative, including ranking system to include cost, neighborhood input, and City staff input.
- 3.8 Develop wetwell bypass plan and forcemain plan and staging.
- 3.9 Prepare draft predesign technical memorandum and deliver to City for review.
- 3.10 Finalize the predesign technical memorandum with comments provided by City staff.

Assumptions:

- *Technical memorandum finalization will be minor, with effort as described in the Fee Estimate.*

City Responsibilities and Deliverables:

1. Provide as-built drawings for the lift station and force main in PDF format. 1960s and 1999 plan set and all force main design information, including HDPE sliplining and photos of repairs completed near the station.
2. Provide all flow meter and pump run and stop data available for the lift station (last 4 years). Information shall include previous drawdown testing information if available.
3. Provide GIS data of lift station basins, piping and manholes, force mains, customers presently connected to the system, known future developments, and lots presently vacant.
4. Provide all equipment and maintenance personnel necessary to perform the drawdown test.
5. Attendance at the following:
 - a. Alternative Development Meeting.
 - b. Site Visits.
6. Review of draft predesign technical memorandum.

RH2 Deliverables:

1. Meeting agendas for above listed meetings (a-b) as pdfs emailed to the City and hard copies produced for attendees.
2. Meeting minutes for above listed meetings as pdfs emailed to the City.
3. Monthly invoices.
4. Summary of historic flow and pump run times and average day flows incorporating growth rates, design and permitting criteria, and preliminary construction cost estimate all in PDF format.
5. Draft predesign technical memorandum (two (2) paper copies, one (1) additional paper copy for RH2 files, one (1) PDF sent via email).
6. Final predesign technical memorandum (one (1) paper copy, one (1) additional for RH2 files, one (1) PDF via email). All figures will be 11-inch by 17-inch format (ANSI B).

EXHIBIT B
Fee Estimate
City of Stanwood
Main Lift Station Rehabilitation Predesign
Sep-19

Description		Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Project Management	18	\$ 3,438	\$ 196	\$ 3,634
Task 2	Planning Review	95	\$ 17,070	\$ 2,134	\$ 19,204
Task 3	Predesign Technical Memorandum	220	\$ 39,041	\$ 4,302	\$ 43,343
PROJECT TOTAL		333	\$ 59,549	\$ 6,632	\$ 66,181

EXHIBIT C RH2 ENGINEERING, INC. 2019 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$142	\$/hr
Professional II	\$157	\$/hr
Professional III	\$168	\$/hr
Professional IV	\$180	\$/hr
Professional V	\$194	\$/hr
Professional VI	\$206	\$/hr
Professional VII	\$223	\$/hr
Professional VIII	\$234	\$/hr
Professional IX	\$234	\$/hr
Control Specialist I	\$130	\$/hr
Control Specialist II	\$141	\$/hr
Control Specialist III	\$154	\$/hr
Control Specialist IV	\$164	\$/hr
Control Specialist V	\$175	\$/hr
Control Specialist VI	\$187	\$/hr
Control Specialist VII	\$202	\$/hr
Control Specialist VIII	\$210	\$/hr
Technician I	\$106	\$/hr
Technician II	\$116	\$/hr
Technician III	\$133	\$/hr
Technician IV	\$141	\$/hr
Technician V	\$155	\$/hr
Technician VI	\$170	\$/hr
Technician VII	\$185	\$/hr
Technician VIII	\$195	\$/hr
Administrative I	\$70	\$/hr
Administrative II	\$82	\$/hr
Administrative III	\$98	\$/hr
Administrative IV	\$116	\$/hr
Administrative V	\$133	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.580	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.