1. Agenda

   Documents:

   AGENDA.PDF

2. Meeting Materials

   Documents:

   6A 3RD Q FIRE DEPARTMENT REPORT.PDF
   7A PUBLIC WORKS COMMITTEE MINUTES.PDF
   7B 10-24-19 FINANCE COMMITTEE.PDF
   8A VOUCHERS.PDF
   8B 10-24-19 CC REGULAR MEETING.PDF
   10A EDB APPOINTMENT.PDF
   10C COUNCIL RULES OF PROCEDURE AMENDMENTS.PDF
   10E HVAC FINAL ACCEPTANCE.PDF
   10F OVENELL FINAL ACCEPTANCE.PDF
   10G PIONEER HIGHWAY FABER FINAL ACCEPTANCE.PDF
   9A CIP PH.PDF
   9B MID BIENIUM BUDGET PUBLIC HEARING.PDF
   9C ORDINANCE 1481 PH.PDF
   10B STANWOOD CIVIC CAMPUS PROJECT.PDF
   10D CEDARHOME SQUARE PHASE 2.PDF
   10H FOX HILL SIDEWALK CONTRACT APPROVAL.PDF

AGENDA
CITY COUNCIL REGULAR MEETING

Thursday, November 14, 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. **PRESENTATION**
   a. Washington State Auditor's Audit Exit Conference
5. **CITIZEN COMMENTS**
6. **STAFF REPORTS**
   a. North County Fire and EMS Third Quarter Report
7. **COMMITTEE REPORTS**
   a. Public Works Committee Meeting Minutes – November 4, 2019
   b. Finance Committee Meeting Minutes – October 24, 2019
8. **CONSENT AGENDA**
   a. Approve Voucher and Payroll Checks
   b. Approve October 24, 2019 Regular Meeting Minutes
9. **PUBLIC HEARINGS**
   a. CIP Amendment and Comp Plan Amendment – First Reading Ordinance 1480
   b. Preliminary Budget Mid-Biennium Adjustment – First Reading Ordinance 1482
   c. Revenue Sources & Tax Levy Ordinance - First Reading Ordinance 1481
10. **NEW BUSINESS**
    a. Approve the Mayor's appointment of Chantel Keller to the Economic Development Board
    b. Civic Campus Plan – Recommended Plan
    c. Council Rules of Procedure Amendments
    d. Authorize the Mayor to sign the final Plat of Cedarhome Square Phase II.
    e. Authorize the Mayor to approve the final acceptance of the HVAC installation project with Barron Heating Air Conditioning.
    f. Authorize the Mayor to approve the final acceptance of the Ovenell Property Clean up contract with Lautenbach Recycling.
    g. Authorize the Mayor to approve the final acceptance of the Pioneer Highway Sewer contract with Faber Construction.
    h. Authorize the Mayor to sign a contract with the lowest responsive bidder for sidewalk replacement work in Fox Hill Estates.
11. **REPORTS OF OFFICERS AND COMMITTEES**
    a. Mayor's Report
    b. City Administrator's Report
    c. Councilmember Reports/Questions
12. **CITIZEN CLOSING COMMENTS**
13. **ADJOURN**

Upcoming Meetings:
November 25, 2019 (moved from November 28, 2019 due to holiday)
December 12, 2019 Regular Meeting
December 26, 2019 Regular Meeting – CANCELLED

CITY OF STANWOOD
COUNCIL AGENDA
STAFF REPORT

ITEM NUMBER:	6a
DATE:	November 21, 2019
SUBJECT:	2019 3rd Quarter Report
CONTACT PERSON:	John C Cermak
ATTACHMENTS:	3rd QUARTER REPORT- BY AC BARTLETT

ISSUE:

Report on the North County Regional Fire Authority and quarterly call synopsis for the Regional Fire Authority

FISCAL IMPACT:

None

ATTACHMENT A

North County Fire/EMS
3rd Quarter, 2019

Memo

TO: City of Stanwood & NCFE Board of Commissioners

FROM: John C. Cermak, Fire Chief

BY: Don Bartlett, Assistant Chief, Operations

DATE: October 28, 2019

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

NORTH COUNTY FIRE/EMS DEPARTMENT OVERVIEW/RECAP

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

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

- Chief Bartlett and FF Woofenden traveled to Pierce for the Pre-construction meeting. This went very well. Some issues were encountered regarding hose bed height but were taken care of. Thank you to the Commission for allowing the 30k discretionary funding as it allowed for the issue to be handled. The "Mid-build" review is to take place around the 17th of February. Currently, we are looking at a tentative delivery time of around the end of April or so.

- SWIF 2019 EOC/Disaster training class #4 was held on October 01, 2019. It was well attended and all reports indicate that it was very productive and useful. City Manager Jennifer Ferguson was very impressed as were other attendees.

- Awaiting delivery of new Brush rig RAM 5500 crew cab chassis. Updates indicate a possible delivery the week of the 7th.

- New Braun RAM 4500 ambulance in the construction process.

- Research and study pertaining to the property for a training center. Making very good progress on all preliminary information and feasibility study.

- Entering final stages of SERS dissemination of radio equipment. (*See attached at end of report*) The program is working out well thus far, and the equipment we are receiving is better than anticipated. Also, according to the latest reports we will be retaining all of our old radios. Speaking with Mr. Cabe Bartz, it was relayed that we will be allowed to have them re-programmed after they are “Wiped” so that we can utilize them for training, disaster issuance, etc.

- Multiple events, training, Officers meetings and the like have been attended jointly by both NCFE and AFD. Both agencies continue to interact and function very well together.

- Cermak, Bartlett, Smith, Johnsen, Johnson, Rice, Westerman attended FRI 2019 in Atlanta.

STATION STAFFING (SUPPRESSION & EMS) / EQUIPMENT

Station 90 Staffed 24 hrs. / 7 days (Engine 90, Tender 90 and Medic 90)
Cross-staffed Engine and Medic Unit with one Fire Officer, one Firefighter/EMT, and one Firefighter/Paramedic

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

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

Station 97 Staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)
Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, one Firefighter, and typically one Part-Paid staff member.

Station 99 Staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)
Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter
A99 staffed with 2 Firefighter/EMT’s

NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT STAFFING BREAKDOWN

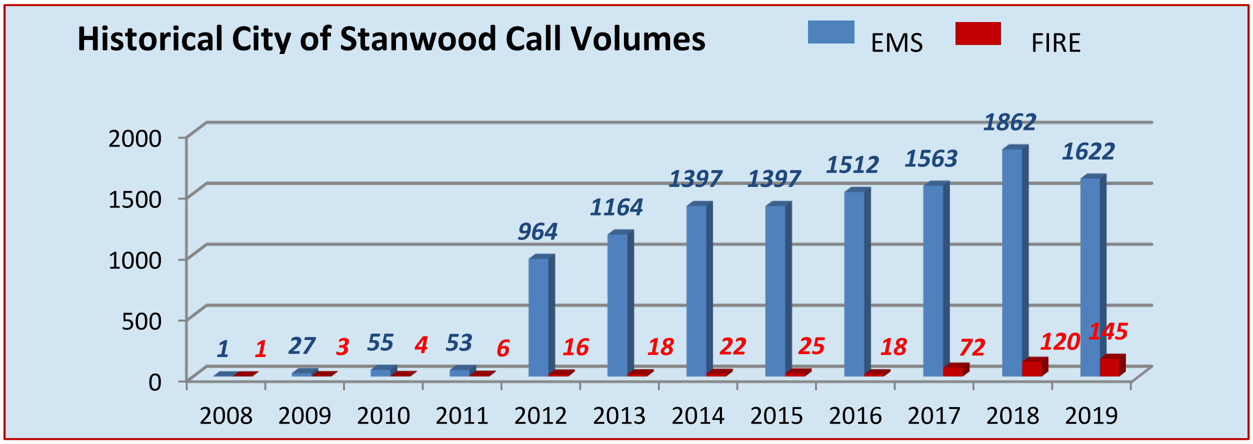
The Line or Suppression portion of the organization is comprised of members focused on providing the “Best service” possible. Of the 64 members of North County Regional Fire Authority, 24 are full-time suppression status (as of 10/28/2019), roughly (Varies) thirty (30) are part-time, eight are administrative (To include Chief, Assitant Chief, Operations, Assistant Chief, Community Risk Reduction, Finance, Human Resources, & Administrative Assistant), and two are Volunteer.

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

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

EMERGENCY CALLS FOR ASSISTANCE, COVERAGES, & RESPONSE DATA

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



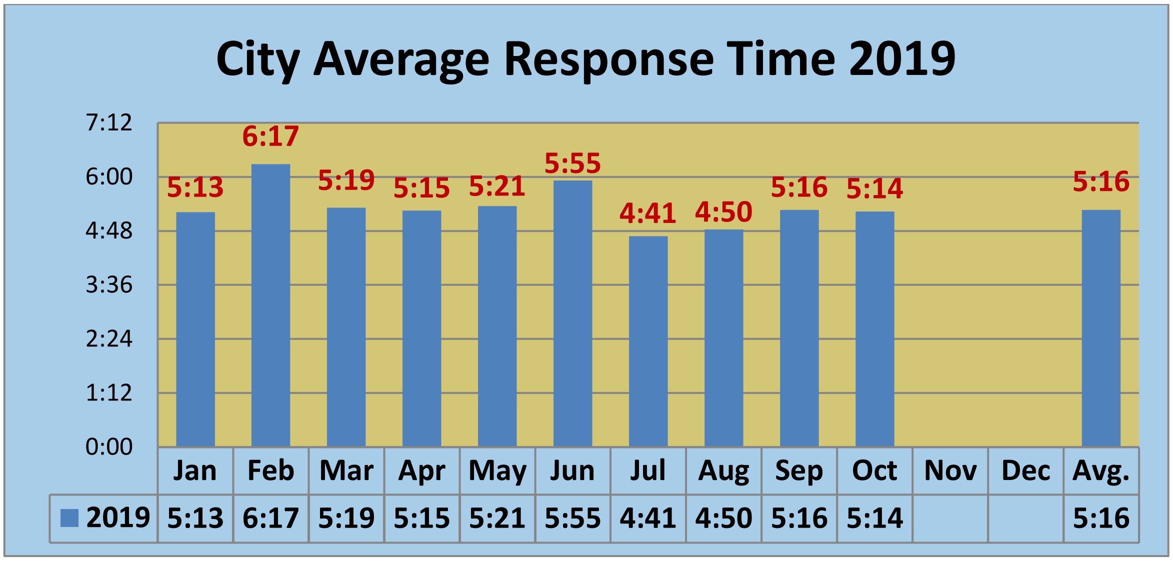
PERFORMANCE MEASURES

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

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

AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by measuring the time of dispatch to arrival on the scene. Cumulatively for 2019, the average response time for City calls is 5:40.



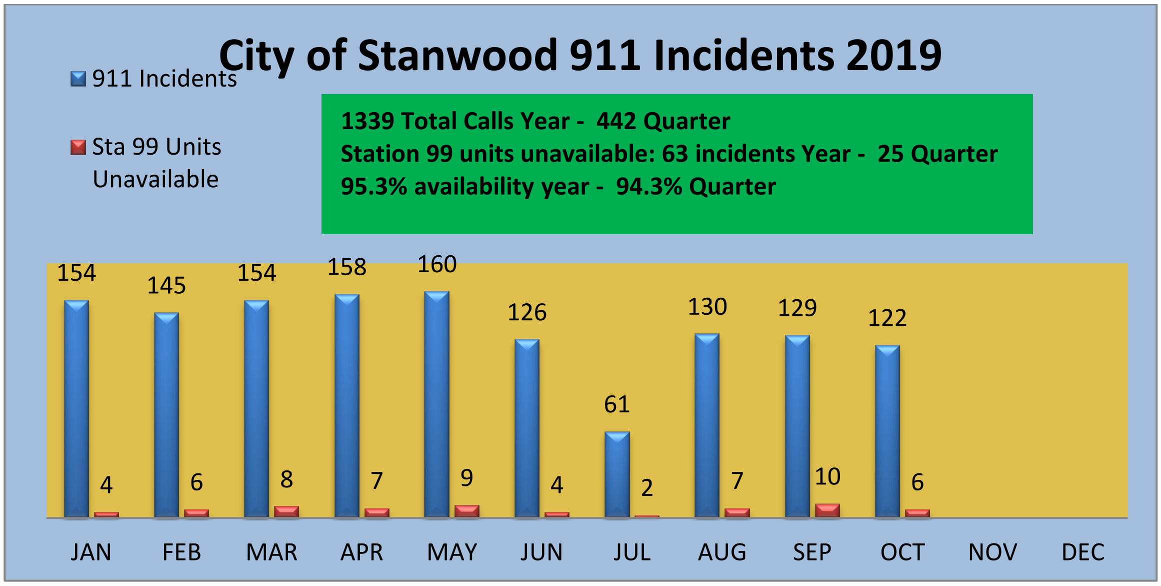
GENERAL EMERGENCY RESPONSE ACTIVITY

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

SUPPRESSION	1st QRT	2nd QRT	3rd QRT	4th QRT	2019 YTD
1. Total Other	2	0	1		3
2. Total Service Calls	35	25	57		117
3. District EMS/Rescue Calls	780	713	797		2290
4. District Fire Calls	50	54	74		178
5. City (Only) Medical	422	404	398		1224
6. City (Only) Fire	21	15	24		60
7. City ALS Calls	250	227	237		714
8. City BLS calls	172	177	161		510
Total incidents For RFA (1 - 4)	867	792	929		2588

AVAILABILITY OF SERVICE CALL PERCENTAGE

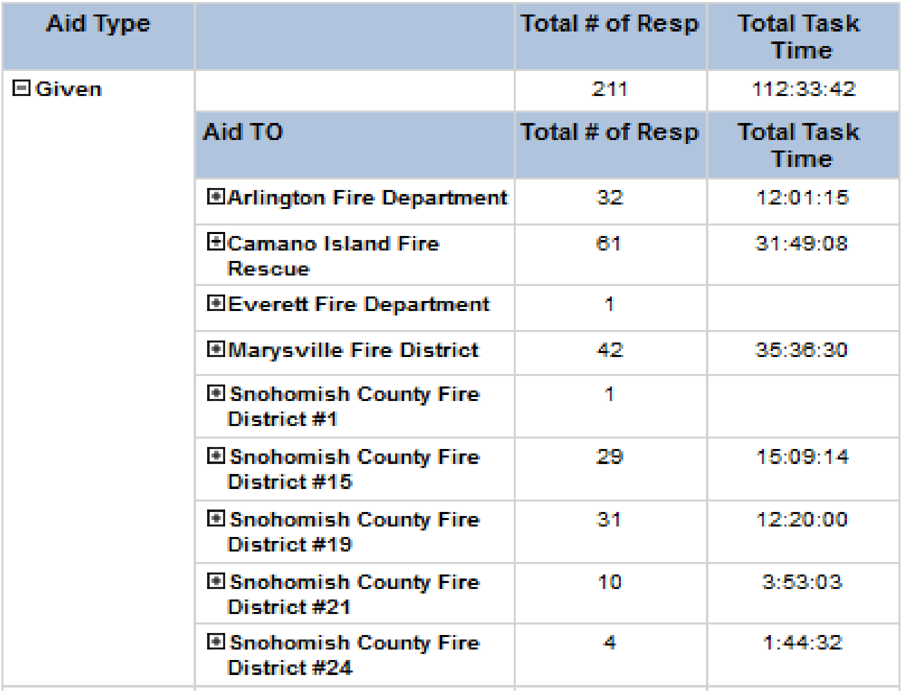
The Fire Authority shall provide sufficient manpower and equipment to maintain an out of service calls percentage for the City. The following chart shows total city calls and the number of calls a 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded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



MUTUAL AID INFORMATION

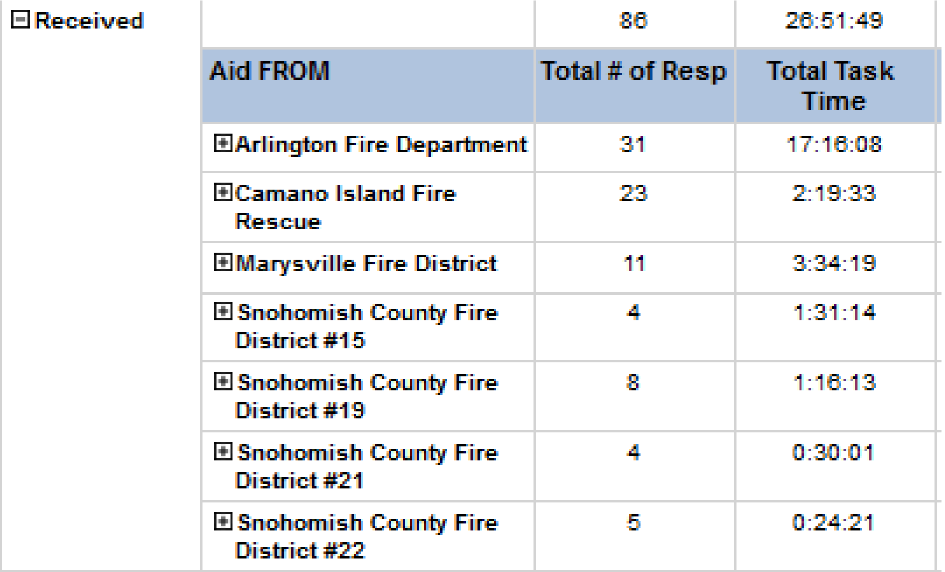
Mutual aid by definition is the rendering of services for another organization's needs, typically agreed to in advance. Mutual aid can be received or provided. This is an important area to track as it will provide information on the availability of your own response district as well as those around you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

Mutual Aid Given:



Aid Type		Total # of Resp	Total Task Time
⊟Given		211	112:33:42
	Aid TO	Total # of Resp	Total Task Time
	⊞Arlington Fire Department	32	12:01:15
	⊞Camano Island Fire Rescue	61	31:49:08
	⊞Everett Fire Department	1	
	⊞Marysville Fire District	42	35:36:30
	⊞Snohomish County Fire District #1	1	
	⊞Snohomish County Fire District #15	29	15:09:14
	⊞Snohomish County Fire District #19	31	12:20:00
	⊞Snohomish County Fire District #21	10	3:53:03
	⊞Snohomish County Fire District #24	4	1:44:32

Mutual Aid Received:



⊟Received		86	26:51:49
	Aid FROM	Total # of Resp	Total Task Time
	⊞Arlington Fire Department	31	17:16:08
	⊞Camano Island Fire Rescue	23	2:19:33
	⊞Marysville Fire District	11	3:34:19
	⊞Snohomish County Fire District #15	4	1:31:14
	⊞Snohomish County Fire District #19	8	1:16:13
	⊞Snohomish County Fire District #21	4	0:30:01
	⊞Snohomish County Fire District #22	5	0:24:21

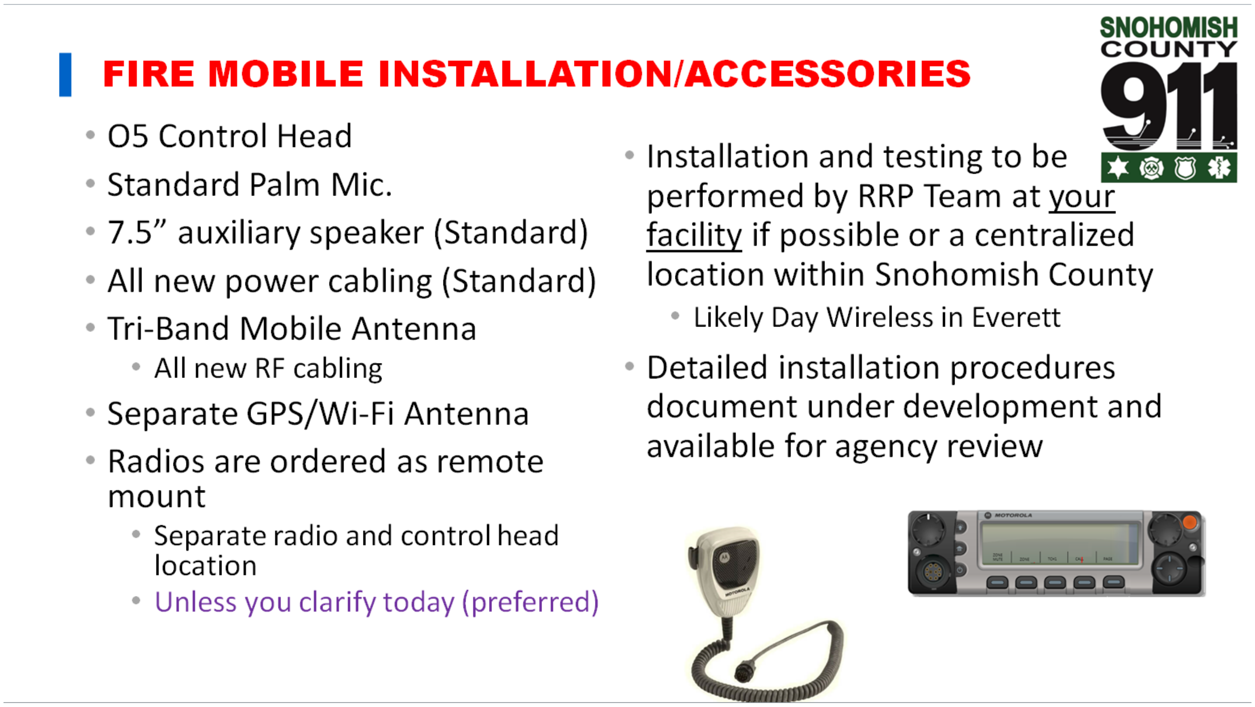
Overall as can be seen on the charts, NCFE is at about a 3 to 1 average of mutual aid given Vs. received in terms of hour count.

The largest disparate ratios are generated by Marysville Fire Department at roughly a 4 to 1 ratio, Camano Island Fire Rescue at roughly a 3 to 1 ratio, SnoCo District 15 at roughly a 7 to 1 ratio, & SnoCo District 19 at roughly a 9 to 1 ratio.

NCRFA EXPLORER POST 697

The NCFE Fire Explorer program has been busy with generalized training and preparing to conduct a promotional process for a post Lieutenant. Wintertime is typically slower for reports from the post, however, we will look forward to information that will be coming from lights of Christmas, Santa Run, and other winter scheduled events.

Below, please find the information regarding the 2019 radio distribution that was referenced in the recap section.



FIRE MOBILE INSTALLATION/ACCESSORIES

- O5 Control Head
- Standard Palm Mic.
- 7.5” auxiliary speaker (Standard)
- All new power cabling (Standard)
- Tri-Band Mobile Antenna
  - All new RF cabling
- Separate GPS/Wi-Fi Antenna
- Radios are ordered as remote mount
  - Separate radio and control head location
  - Unless you clarify today (preferred)

- Installation and testing to be performed by RRP Team at <u>your facility</u> if possible or a centralized location within Snohomish County
  - Likely Day Wireless in Everett
- Detailed installation procedures document under development and available for agency review

FIRE PORTABLE RADIO

- APX 8000HXE “Tri-Band” Radio
  - Hazardous Location 1 Rated
  - “Green” Color
  - P25 TDMA, FDMA, SmartZone Operation
  - 7/800 & VHF bands enabled
    - Hardware-ready for UHF addition
  - AES Encryption activated
  - Advanced System Key Protection (Hardware)
  - P25 Integrated Voice and Data operation
  - Motorola Enhanced Data operation
  - Over the Air Services
    - GPS Location
    - Motorola Group Services
    - Motorola Programming over P25
    - P25 Standard Re-Keying
  - Bluetooth Accessories Supported

FIRE PORTABLE ACCESSORIES

- XE500 RSM – Green Color
- 2 Motorola HAZLOC 1-Rated "Standard" APX Batteries

FIRE MOBILE PACKAGE

- APX 8000 "Tri-Band" Radio
  - Standard Color (All Black)
  - O5 Control Head, Standard Palm Mic.
  - 7.5" Auxiliary Speaker (Standard)
  - P25 TDMA, FDMA, SmartZone Operation
  - 7/800 & VHF bands enabled
    - Hardware-ready for UHF addition
  - AES Encryption activated
  - Advanced System Key Protection (Hardware)
  - P25 Integrated Voice and Data operation
  - Motorola Enhanced Data operation
  - Over the Air Services
    - GPS Location
    - Motorola Group Services
    - Motorola Programming over P25
    - P25 Standard Re-Keying

FIRE PORTABLE ACCESSORIES (CONT.)

- Leather Swivel Carry Case
  - Unless Plastic Requested Now

FIRE PORTABLE ACCESSORIES (CONT.)

- Single Unit Charger
  - Unless 6 to 1 Trade-In for Gang Charger Requested Now

I have also attached for your information the radio distribution policy below.

DATE: 7/11/2019

TO: Fire-TAC & All SNO911 Fire Agency Members

FROM: Brad Steiner (on behalf of RRP PPC Membership)

RE: Uniform Policy for Fire Subscriber Replacements provided by Radio Replacement Project

The purpose of this memo is to communicate the recommendation of the Radio Replacement Project (RRP) Project Performance Committee (PPC) with regards to the equipment and services provided to each fire agency through the RRP.

Background

In 2018 SERS requested each agency to complete a questionnaire to refine their needs with regards to mobile, portable, and station radios. This information was used to determine the scope of the fire subscriber equipment and services in our current contract. During the design review, the PPC noted that some of the quantities and agency information was inconsistent, and would likely result in certain agencies receiving less than what was needed. It was strongly desired for a uniform method to be adopted to ensure that all agencies: 1) account for their existing equipment and staff in the same manner, and 2) are provided equipment based upon this to ensure that all existing staff and apparatus are accounted for.

Confirmation of Method

The PPC determined that a formula-based approach based on staff and apparatus counts was desired to maintain flexibility should mergers or other large-scale organization changes be made. This allows a policy that should be “flexible with the times” rather than a hard-rule that may not apply years from now. In addition, the PPC requested a more detailed inventory count from each agency to allow a fact-check of the formula to ensure that all existing radio equipment is accounted for.

The combination of a formula-based approach with an inventory double-check should provide the assurance to each agency that they will be receiving the right amount of replacement equipment today, and justification for additional equipment can be provided automatically with the addition of staff or apparatus.

Proposed Agency Distributions

The PPC is recommending the following replacement policy for fire agencies under the RRP:

“Mobile” Radios:

- The RRP will provide mobile radio units to each identified agency per the quantities listed later in this document
  - Existing radio IDs will be re-used for the same apparatus/personnel assignments
  - The RRP considers “jerk and run” configurations less reliable and will replace them with a mobile installation unless requested by the agency
- The number of mobile radios provided is limited to one (1) per operational vehicle (e.g.

automobile, fire truck/apparatus, ambulance, boat/hovercraft, etc.) and that vehicle must be registered to the agency. An agency may opt. to reduce this quantity if desired.

- The RRP will supply a single multi-band antenna to be installed on the roof of the vehicle where the existing 800 MHz antenna is today
  - Marine units will have the option of deploying multiple antennas (one VHF and one 7/800) due to the additional demands of the marine environment.
- Limited customizations can be performed for other specialized vehicles as identified by the agency (assumed limited quantities)
- It is assumed that a "dual control head" configuration (i.e. two control heads, two microphones, and two speakers) is required for most specialized apparatus (ladder trucks, ambulances, etc.), and a standard remote "single control head" will be used for standard vehicles (cars, trucks, command staff vehicles, boats/hovercraft, etc.)
- The number of existing "desktop" mobile radios (a.k.a. control stations, station audio, or Fire Station Alerting – FSA - radios) provided is limited to one (1) per existing operational desktop, and the RRP-provided equipment and services are limited to the radio unit and RF-equipment only, and does not include considerations for specialized microphones, telephone desk-sets or other custom-audio distribution methods within the station.
  - Please note that station radios fall into two classes:
    - Fire station alerting audio
    - Station discretionary audio
  - For fire station alerting deployments, a single APX1500 is provided that will be capable of reaching the 800 MHz system on a clear (unencrypted) talkgroup.
  - For station discretionary audio, an APX6500 is provided that will be capable of reaching the 800 MHz system in both clear (unencrypted) and secure (encrypted) talkgroups. Multi-band operation is not provided for station radios.

Portable Radios:

- The RRP will provide portable radio units to each identified agency per the quantities listed later in this document
  - Existing radio IDs will be re-used for the same apparatus/personnel assignments
- The portables provided are the Motorola APX8000 XE model, which is "HazLoc" Div. 1-rated and includes the following additional hardware:
  - Multi-band antenna (VHF/UHF/7/800)
  - Motorola XE500 corded speaker microphone
  - Radio and XE500 Mic. will be "lime green" in color
  - One additional "standard" battery
  - Single-unit charger
    - Six can be combined/replaced with a single "gang"-charger
  - Plastic swivel-case belt attachment

Spare Radios

Based on the latest agency feedback, it is desired that SNO911 own and maintain the subscriber (mobiles and portables) equipment moving forward. While a board-approved policy has not been created yet, SNO911 is preparing to maintain a cache of mobile and portable radios for both emergency/increased demand situations as well spares for replacement during repairs.

The on-call staff at SNO911 will be available to assist and deliver additional radios should additional units be necessary.

Installations

The RRP is providing for the installation of RRP-provided equipment as a one-time effort. At no time will SNO911 take possession of any existing agency radio equipment. Existing mobiles and portables will be “blanked” and returned immediately with the new radios, as well as any associated hardware removed during installation. This is so each agency can follow its own inventory and disposal policies.

The RRP will be facilitating all installations to ensure a single-vendor quality control mechanism for the project. Agencies with staff for installation are welcome to have their staff present and provide quality oversight for the RRP-provided installation teams. All work is subject to agency inspection at any time. Agency staff will also have input on the installation practices prior to installation beginning should they desire.

Repair, Maintenance, and Installations Post-RRP

On-going repairs, maintenance, and installations/removals is currently an agency responsibility. A policy for SNO911 to provide these services to its member agencies has been requested for consideration but has not been approved by the board to date.

Additional Options

The RRP does provide additional portable communication options for consideration. In cases where multi-band is not necessary, or more economic/ergonomic options are required, agencies do have access to the full line of APX-series hardware through the contract as well. In addition, the radio system will have secure communications to cellular phones provided by the Motorola WAVE application.

It is highly encouraged by the PPC for agencies to consider these alternatives for their civilian/volunteer staff as well as staff that does not require multi-band operation. While outside of the scope of the RRP, other vendor radio equipment is also an option for agencies to consider. The staff at SNO911 are available for consultation at any time.

On-Going SNO911 Services

Based on agency feedback and SNO911 board direction, policies are being drafted to enable SNO911 staff to centrally purchase, install, maintain, repair, own, and ultimately again replace the agency subscriber equipment subject to yearly County funding appropriations for our member agencies. These policies are not yet in place but are forthcoming.

Quantities Provided by RRP

The following table is summarized from the spreadsheet calculations distributed amongst the Fire agencies by the PPC. The detailed spreadsheet can also be provided for further detail (and is a part of the Fire-TAC meeting distribution).

	Spreadsheet Totals			Mobile Types		
Agency Name	*Portables*	Stations	Total "Mobiles"	Station Audio	FSA Audio	Apparatus Mobiles
Arlington FD	28	3	16	3	3	13
Everett Fire	124	8	72	8	8	64
Marysville Fire	76	5	47	5	5	42
Mukilteo Fire	31	2	15	2	2	13
North County Fire	75	3	39	3	3	36
Paine Field Fire	15	1	11	1	1	10
South County Fire	209	14	107	14	14	93
FD4	39	4	23	4	4	19
FD5	38	2	15	2	2	13
FD7	140	9	71	9	9	62
FD8	40	3	28	3	3	25
FD10	0	0	0	0	0	0
FD15	17	1	9	1	1	8
FD16	16	1	8	1	1	7
FD17	24	2	14	2	2	12
FD19	32	2	17	2	2	15
FD21	29	1	14	1	1	13
FD22	37	2	13	2	2	11
FD24	39	2	19	2	2	17
FD25	17	1	10	1	1	9
FD26	65	3	31	3	3	28
FD27	16	1	9	1	1	8
SNOCO Fire Marshall	5	0	5	0	0	5

Green Shading indicates planned quantities to provide

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: 11-14-2019

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – November 4, 2019 Public Works Committee Minutes

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SUMMARY STATEMENT

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

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

AGENDA

1. Amtrak Train Station Maintenance

Discussion Items

- Update on Faber, Lautenbach, and Barron Contracts

ATTACHMENT A

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

Attendance:

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

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

1. Amtrak Train Station Maintenance

Staff discussed the outcome of the Amtrak's annual platform inspection. The report is attached to these minutes. The ridership numbers continue to go up every year.

DISCUSSION ITEMS:

- **Update on Faber, Lautenbach, and Barron Contracts**
  Staff will be bringing these 3 contracts to full council on November 14th for final acceptance.
  - *Lautenbach completed the Ovenell Cleanup project.*
  - *Barron installed the new HVAC in City Hall. The bid was $43,428.84 and Council approved $10,000 management reserve of which $6,366.36 was used to replace some undersized and inadequate ducts so the new system can function properly.*
  - *Faber, the contractor for the Pioneer Hwy Upgrade Phase 1 – 72nd Ave Interceptor project has submitted a Change Order for asphalt work requested by the City. Even with change order, Faber will be under the next lowest by by over $100,000. Shawn Smith said that Faber has been really good to work with.*

- **City Water Supply**
  Committee Member Johnson asked to have the topic of the City's Water Supply added as a discussion item every month to the PWC Agenda in 2020. With all the new development, Johnson would like to know the actual numbers in advance as to what the City can handle and to make sure the City is planning for this growth.

  On November 13, 2019 staff is meeting with other water purveyors to discuss any and all options.

Stanwood Train Station Annual Inspection
August 13, 2019

Attendees:

- Amtrak
- Washington State Department of Transportation
- City of Stanwood
- Highlander Landscape

The inspection started at 10:50 a.m. and concluded at 11:45 a.m.

Summary:
The station is now ten years old and is in very good condition. Portions of the platforms were pressure washed in 2018, but are in need of another wash sometime in 2019. The pavement is generally in good condition, with a few areas in need of patching. The lighting system was tested and all lamps work in high brightness mode, with the exception of the northernmost lamp. The small transit shelter placed on the station platform in 2015 by the city remains in good condition. The city did not report any issues with vandalism, crime, or any negative feedback from citizens.

The western side of the platform has poor drainage and can become slimy and unsightly during the raining season. This issue needs to be addressed. It was also determined upon further research by WSDOT that the center railing of the staircase that was damaged and removed several years ago must be replaced to comply with Washington Administrative Code 296-307-25018.

The inspection team walked the entire length of the station and developed the following list of potential station upgrades.

Station Inspection Observations and Potential Upgrades:

- Fix platform western edge drainage issue
- Canopies and hand railings need to be washed and painted
- Upgrade “no trespassing” signs to Amtrak standard
- Install BNSF suicide prevention signs
- Upgrade lights to LEDs
- Ensure lighting beneath canopies is functional
- Some yellow tactile strips loose/buckling and creating tripping hazards; needs to be repaired
- Light at the far north end of the platform burnt out
- Label light poles for easier maintenance

- Chipping concrete along platform and at top of staircase needs repair
- Seal concrete with a seal coat
- Remove white line on platform when power washing
- Ask Highlander Landscape to cut back bushes further from platform
- Bolts on the platform benches are rusting
- The Cascades train schedule in the Amtrak kiosk is sun damaged and needs to be replaced
- The padlock on the lighting system electrical cabinet was cut but all internal components are intact and functional

Other:

- The City of Stanwood would like to work with WSDOT to better promote Stanwood as a destination for Amtrak Cascades passengers

Prioritized Next Steps:

1. WSDOT will replace the broken padlock on the lighting system electrical cabinet with a new combination lock and share the combination number with Amtrak, Highlander Landscape and the City of Stanwood. **Lock replacement completed; combination to be shared in a separate email.**
2. Highlander Landscape to cut back any foliage extending over the platform
3. Amtrak to eliminate bubbles/tripping hazards on tactile strip as soon as possible
4. Amtrak will develop a proposal, including cost estimates, to replace the center railing on the staircase and patch the chipping concrete at the top of the staircase. WSDOT is requesting Amtrak share this proposal with WSDOT by mid-October.
5. Amtrak will develop a proposal, including cost estimates, to install a new drainage trench and/or drill holes to release trapped water from the western edge of the platform. WSDOT is requesting Amtrak share this proposal with WSDOT by mid-October.
6. WSDOT will provide a new Cascades schedule poster to Greg Bannish for placement in the Amtrak kiosk. WSDOT will provide this to Greg by mid-September.
7. Amtrak to work with Highlander Landscape to get an estimate on increasing the frequency of pressure washing the station platform. WSDOT is requesting Amtrak share this proposal with WSDOT by mid-October.
8. WSDOT will provide Laura Kingman’s contact information to the City of Stanwood for marketing coordination. **Completed.**
9. Station-owner WSDOT will work with Amtrak to explore repainting the entire facility in 2020 or 2021.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: November 14, 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 October 24, 2019 Finance/Personnel Meeting are attached.

ATTACHMENT A

FINANCE/PERSONNEL COMMITTEE

October 24, 2019

Finance Committee Report
(October 24, 2019 meeting summary)
Stanwood City Hall
10220 270th Street NW, Stanwood, WA 98292

<u>In attendance:</u>
Councilmember Larry Sather
Councilmember Dianne White
David Hammond, Finance Director/City Clerk

City Resident Tim Schmitt

1. Revenue Sources – 2020 Property Tax Levy
    a. The Committee discussed and recommended approval to council.

2. Mid-Biennium Budget Ammendment
    a. The Committee discussed and recommended approval to council.

3. Third Quarter Finance Report
    a. The Committee discussed and recommended approval to council.

4. Procurement Policy
    a. The Committee discussed and recommended approval to council.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8a
DATE:	November 14, 2019
SUBJECT:	Approval of Voucher and Payroll Checks
CONTACT PERSON:	Reina Barber, Accounting Specialist
ATTACHMENTS:	A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31786 through 31855 and Washington Federal electronic voucher funds transfers in the amount of $273,740.35. Approve issuance of Washington Federal electronic payroll funds transfers in the amount of $33,650.00.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31786 THROUGH 31855 AND WASHINGTON FEDERAL ELECTRONIC VOUCHER FUNDS TRANSFERS IN THE AMOUNT OF $273,740.35. APPROVE ISSUANCE OF WASHINGTON FEDERAL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF $33,650.00.

ATTACHMENT A

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/16/2019 To: 10/29/2019

Time: 11:43:05 Date: 10/29/2019

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6192	10/17/2019	Claims	3	EFT	US Bank	2,999.81	4485 5945 5564 1495
6193	10/17/2019	Claims	3	EFT	WA St Dept of Revenue **	1,223.27	3rd Qtr 2019 Leasehold Excise Tax
6407	10/29/2019	Claims	3	EFT	WA St Dept of Revenue **	12,225.18	B&O Excise Tax - September 2019
6194	10/17/2019	Claims	3	31786	APP- Associated Petroleum Products	2,867.18	04-0100494
6195	10/17/2019	Claims	3	31787	Associated Earth Sciences, Inc.	8,164.80	CYST02
6196	10/17/2019	Claims	3	31788	Cascade Septic, LLC	110.00	City Of Stanwood
6197	10/17/2019	Claims	3	31789	D.A .Davidson & Co.	12,900.00	City Of Stanwood
6198	10/17/2019	Claims	3	31790	Edge Analytical Inc	200.00	STA01
6199	10/17/2019	Claims	3	31791	Galt John E	896.25	City Of Stanwood
6200	10/17/2019	Claims	3	31792	Gateway Controls Inc	289.93	City Of Stanwood
6201	10/17/2019	Claims	3	31793	HB Jaeger	6,954.74	3330; 3330; 3330
6202	10/17/2019	Claims	3	31794	Krista Hintz	40.00	City Of Stanwood
6203	10/17/2019	Claims	3	31795	Iworq Systems Inc	1,272.00	City Of Stanwood
6204	10/17/2019	Claims	3	31796	J.A. Brennan Associates, PLLC	11,158.50	City Of Stanwood
6205	10/17/2019	Claims	3	31797	JP Cooke Company	55.50	City Of Stanwood
6206	10/17/2019	Claims	3	31798	Municode	200.00	70-79
6207	10/17/2019	Claims	3	31799	PUD Of Snohomish County *	6,660.66	200128742; 202694204; 202727285; 221041510; 202579512; 202882056; 202670675; 200142180; 200633634; 200738672; 200103539
6208	10/17/2019	Claims	3	31800	Pitney Bowes Inc- Purchase Power *	1,005.00	8000-9090-0519-5677
6209	10/17/2019	Claims	3	31801	Practice Development Inc	1,461.38	City Of Stanwood
6210	10/17/2019	Claims	3	31802	Pratt Pest Management NW Inc	185.64	683591
6211	10/17/2019	Claims	3	31803	Refund - Daniel & Devyn Spencer	147.54	Ref Utility 2342 Miller Laine Properties For Overpayment
6212	10/17/2019	Claims	3	31804	Carly Ruacho	21.34	City Of Stanwood
6213	10/17/2019	Claims	3	31805	Sno Co Information Services *	9,093.74	DIS1107
6214	10/17/2019	Claims	3	31806	Sno Co Public Works *	6,635.14	CR000024
6215	10/17/2019	Claims	3	31807	Snohomish Health District	6,835.00	City Of Stanwood
6216	10/17/2019	Claims	3	31808	Stanwood Camano News	149.91	261981; 261981
6217	10/17/2019	Claims	3	31809	Strategies 360 Inc	1,500.00	City Of Stanwood
6218	10/17/2019	Claims	3	31810	US Bank Na Custody/ Treas Div-Money Ctr	48.00	777221717
6219	10/17/2019	Claims	3	31811	Verizon Wireless	1,292.49	372541731-00001
6220	10/17/2019	Claims	3	31812	WA St Auditor's Office	2,330.19	City Of Stanwood
6221	10/17/2019	Claims	3	31813	Washington Tractor Inc.	6.50	111096
6222	10/17/2019	Claims	3	31814	Wave Broadband	122.25	3201-0316547-01
6223	10/17/2019	Claims	3	31815	Weed, Graafstra & Associates, Inc., P.S	11,150.50	3868-000M
6224	10/17/2019	Claims	3	31816	Xylem Water Solutions U.S.A., Inc.	465.21	129265
6225	10/17/2019	Claims	3	31817	Zumar Industries Inc	771.87	000683
6408	10/29/2019	Claims	3	31818	BHC Consultants, LLC	339.00	Project 18-10515.01
6409	10/29/2019	Claims	3	31819	Bonner Electrical Contracting LLC	11,361.17	City Of Stanwood
6410	10/29/2019	Claims	3	31820	Chicago Title Ins Company	994.98	City Of Stanwood
6411	10/29/2019	Claims	3	31821	Cratex Specialty Products	138.02	STA400
6412	10/29/2019	Claims	3	31822	Databar Inc.	1,131.09	8952; 8952
6413	10/29/2019	Claims	3	31823	Edge Analytical Inc	26.00	STA01
6414	10/29/2019	Claims	3	31824	GC Systems Inc	13,373.72	City Of Stanwood
6415	10/29/2019	Claims	3	31825	General Pacific Inc	2,103.98	101681

CHECK REGISTER

City Of Stanwood
MCAG #: 0695
10/16/2019 To: 10/29/2019
Time: 11:43:05 Date: 10/29/2019

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6416	10/29/2019	Claims	3	31826	HB Jaeger	782.27	3330; CITSTA; CITSTA; CITSTA
6417	10/29/2019	Claims	3	31827	Hach Company	691.36	113498; 113498
6418	10/29/2019	Claims	3	31828	Haggen Inc	16.22	191483
6419	10/29/2019	Claims	3	31829	Harmsen LLC	149.00	City Of Stanwood
6420	10/29/2019	Claims	3	31830	Herc Equipment Rental Corp.	1,368.19	1024925
6421	10/29/2019	Claims	3	31831	Lenz Enterprises Inc	260.50	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
6422	10/29/2019	Claims	3	31832	Lou's Gloves	1,130.00	STA629
6423	10/29/2019	Claims	3	31833	Mackenzie	41,247.95	City Of Stanwood
6424	10/29/2019	Claims	3	31834	Maul Foster Alongi, Inc.	17,024.17	City Of Stanwood
6425	10/29/2019	Claims	3	31835	Motor Trucks International	43.40	74799
6426	10/29/2019	Claims	3	31836	National Safety, Inc.	741.63	STACIT; STACIT; STACIT
6427	10/29/2019	Claims	3	31837	Northsound Refrigeration	222.77	City Of Stanwood
6428	10/29/2019	Claims	3	31838	OMWBE- Dept of Enterprise Services	100.00	23116-001
6429	10/29/2019	Claims	3	31839	Office Depot	477.29	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
6430	10/29/2019	Claims	3	31840	PUD Of Snohomish County *	11,210.64	220923312; 200794063; 222277832; 201942398; 202423729; 202982351; 200208858
6431	10/29/2019	Claims	3	31841	Pace Engineers, Inc	17,276.75	City Of Stanwood; City Of Stanwood
6432	10/29/2019	Claims	3	31842	Philips Publishing Group	10,419.82	City Of Stanwood; City Of Stanwood
6433	10/29/2019	Claims	3	31843	RH2 Engineering Inc	22,587.00	City Of Stanwood
6434	10/29/2019	Claims	3	31844	Jeffrey Ray	79.50	City Of Stanwood
6435	10/29/2019	Claims	3	31845	Refund - Daniel & Devyn Spencer	102.62	Ref Acct 3282 Daniel & Devyn Spencer For Overpayment At Time Of Final For 102.62
6436	10/29/2019	Claims	3	31846	Refund - Stanwood Farmer's Market	78.65	Ref 2019-0201 Stanwood Farmer's Market Dep Less Damages
6437	10/29/2019	Claims	3	31847	Snohomish County Treasurer	23.87	City Of Stanwood
6438	10/29/2019	Claims	3	31848	Everett Daily Herald/ Sound Publishing	64.68	14104597
6439	10/29/2019	Claims	3	31849	Special Asphalt Products	136.51	STA001
6440	10/29/2019	Claims	3	31850	Stanwood Camano News	521.35	261981; 261981; City Of Stanwood; 261981; 261981; 261981
6441	10/29/2019	Claims	3	31851	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
6442	10/29/2019	Claims	3	31852	WA St Dept of Transportation *	1,122.47	City Of Stanwood
6443	10/29/2019	Claims	3	31853	WA St Treasurer	1,824.81	City Of Stanwood
6444	10/29/2019	Claims	3	31854	Washington Tractor Inc.	86.80	111096
6445	10/29/2019	Claims	3	31855	Wave Broadband	142.65	3201-0316545-01

001 General Fund	44,908.34
101 Street Fund	19,240.63
103 Street Construction Fund	15,486.32
104 Park And Trail Improvement Fund	30,820.17
108 Transportation Sales Tax Fund	38.13
110 Building Improvement Fund	49,455.26
401 Sewer Fund	17,903.63
403 Sewer Construction Fund	847.01
410 Drainage Fund	3,307.41

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
		411 Drainage Construction Fund				14,850.86		
		421 Water Fund				38,155.48		
		422 Water Construction Fund				22,587.00		
		451 Water Bond Reserve				12,900.00		
		630 Agency Fund				3,240.11		
							Claims:	273,740.35
		* Transaction Has Mixed Revenue And Expense Accounts				273,740.35		

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

( ) Finance Director ( ) Auditing Officer ______________________ Date: 10 29 19
( ) Deputy Finance Director

CHECK REGISTER

City Of Stanwood
MCAG #: 0695
10/16/2019 To: 10/29/2019
Time: 11:43:13 Date: 10/29/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6294	10/23/2019	Payroll	3	EFT		1,000.00	Oct 2019 Draw
6295	10/23/2019	Payroll	3	EFT		1,500.00	Oct 2019 Draw
6296	10/23/2019	Payroll	3	EFT		2,000.00	Oct 2019 Draw
6297	10/23/2019	Payroll	3	EFT		1,000.00	Oct 2019 Draw
6298	10/23/2019	Payroll	3	EFT		1,600.00	Oct 2019 Draw
6299	10/23/2019	Payroll	3	EFT		2,000.00	Oct 2019 Draw
6300	10/23/2019	Payroll	3	EFT		1,350.00	Oct 2019 Draw
6301	10/23/2019	Payroll	3	EFT		3,000.00	Oct 2019 Draw
6302	10/23/2019	Payroll	3	EFT		1,600.00	Oct 2019 Draw
6303	10/23/2019	Payroll	3	EFT		1,000.00	Oct 2019 Draw
6304	10/23/2019	Payroll	3	EFT		2,000.00	Oct 2019 Draw
6305	10/23/2019	Payroll	3	EFT		2,000.00	Oct 2019 Draw
6306	10/23/2019	Payroll	3	EFT		800.00	Oct 2019 Draw
6307	10/23/2019	Payroll	3	EFT		1,000.00	Oct 2019 Draw
6308	10/23/2019	Payroll	3	EFT		800.00	Oct 2019 Draw
6309	10/23/2019	Payroll	3	EFT		2,000.00	Oct 2019 Draw
6310	10/23/2019	Payroll	3	EFT		1,600.00	Oct 2019 Draw
6311	10/23/2019	Payroll	3	EFT		500.00	Oct 2019 Draw
6312	10/23/2019	Payroll	3	EFT		2,500.00	Oct 2019 Draw
6313	10/23/2019	Payroll	3	EFT		1,500.00	Oct 2019 Draw
6314	10/23/2019	Payroll	3	EFT		1,900.00	Oct 2019 Draw
6315	10/23/2019	Payroll	3	EFT		1,000.00	Oct 2019 Draw
		001 General Fund				33,650.00	

33,650.00 Payroll: 33,650.00

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 ______________________ Date: 10 29 19
( ) Deputy Finance Director

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8b
DATE:	November 14, 2019
SUBJECT:	City Council October 10, 2019 Regular Meeting Minutes
CONTACT PERSON:	Sara Robinson, Deputy Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the October 24, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE October 24, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

ATTACHMENT A

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, October 24, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room

MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

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

Also present: Public Works Director Kevin Hushagen, Finance Director David Hammond, Community Development Director Patricia Love, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Police Sergeant Jason Toner, Senior Accountant Wendy Dowhower and Deputy City Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember McGill to remove item 11a from this agenda and move it to the next regular Council Meeting on November 14. Motion carried unanimously.

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

4. Citizen Comments

Denise Long – 28122 82nd Dr. NW Stanwood
Mrs. Long is in favor of having two citizen comment periods on the regular city council agenda. Would like to ask that council not remove the second citizen comment from the agenda.

Tim Schmitt - 27308 101st Ave NW, Stanwood
Mr. Schmitt wanted to acknowledge the service of the Council and to let them know that they are appreciated.

5. Presentation

a. Staff Achievement

Barb Mock, the Director of the Department of Planning and Development for Snohomish County presented Patricia Love, Community Development Director, with an award for 30 years of service in Planning. Congratulations Patricia!

6. Staff Reports

a. Police Compstat Report
b. Parks and Trails Advisory Committee Meeting Minutes – 09/16/19
c. Planning Commission Meeting Minutes – 09/09/19
d. Finance Report-Third Quarter

7. Committee Reports

a. Community Development Committee Meeting Minutes - 10/10/19
b. Public Works Committee Meeting Minutes – 10/07/19

8. Consent Agenda

a. Approve Vouchers and Payroll Checks
b. Approve October 10, 2019 Regular Meeting Minutes

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

9. Public Hearing

a. To Hear Public Testimony regarding the 2020 Docket - Resolution 2019-11
   i. Take public comment on the proposed 2019 Docket List

Patricia Love, Community Development Director, presented the 2020 Docket – Resolution 2019-11. The “docket” is a public participation procedure required by the Growth Management Act. The City received several docket applications this year including: Four resident rezone requests, One resident initiated code amendment, and Three City initiated requests. Ms. Love noted that this is not approval of rezoning, but this approval will allow staff to move ahead with evaluating the requests.

The mayor opened the public hearing for public comment.

Steve Wesley, Owner of Wesweld, 27210 92nd Ave NW
Would like more information about how the changes will affect him and his business. Patricia Love will contact him with further info.

Motion by Councilmember Sather, Second by Councilmember McGill to approve the 2020 Docket Resolution 2019-11. Motion carried unanimously.

b. To Hear Public Testimony regarding the VonMoos Development Agreement
   i. First Reading and Final Adoption of Resolution #2019-12

Patricia Love, Community Development Director, presented the Von Moos Development Agreement Resolution #2019-12. The Development Agreement ensures that the requirement for three housing types in the Traditional Neighborhood Zone is met. The development agreement will be put in place for the build out of Phase II which includes two single-family home lots and one multi-family lot. There was a public hearing held before the hearing examiner on 8/20/19 which resulted in recommendation for city council approval.

The Mayor opened the public hearing for public comment.

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

Motion by Councilmember Sather, Second by Councilmember McGill to approve the Von Moos Development Agreement Resolution 2019-12. Motion carried unanimously.

10. Old Business

a. Approve Second Reading and Final Adoption Ordinance 1479-Imposition of Lodging Tax, Establish New Accounting Fund and Lodging Tax Advisory Committee

David Hammond, Finance Director, presented the second reading of Ordinance 1479-Imposition of Lodging Tax creating a new fund and establishing an advisory committee. Both the Finance Committee and Community Development Committee support the proposal and recommend approval to the council.

Motion by Councilmember Sather, Second by Councilmember McGill to approve Ordinance 1479-Imposition of Lodging Tax and creating a new fund & establishing an advisory committee. Motion carried unanimously.

11. New Business

a. Removed

b. Review and discuss the proposed mid-biennium budget updates and administration requested budget amendments, provide a general economic outlook, and review the calendar for the 2019-2020 mid-biennial budget amendment.

David Hammond, Finance Director, presented the upcoming proposed 2019-2020 mid-biennial budget amendments. This is a preview of the Public Hearing to be proposed at the next Regular City Council Meeting on November 14. David gave an overview of the changes to be presented.

No motion- for information only.

c. Review and discuss the proposed list of capital improvements in the 2020-2025 Capital Improvement Plan.

Kevin Hushagen, Public Works Director, presented the upcoming proposed 2020-2025 Capital Improvement Plan, including Parks as well as capital projects. The Public Hearing for this issue will be on the agenda at the next Regular City Council Meeting on November 14. The purpose of capital improvement planning is to: Provide adequate public facilities to serve existing and new development; reduce the cost of serving new development with public facilities; and ensure that these facilities will be in place when development occurs. The capital improvement plan is a six or more year plan of capital projects with estimated costs and proposed methods of financing that are updated annually. The capital improvement plan also implements the land use element of the comprehensive plan including the financing plan within the Capital Facilities Element, which must be coordinated and consistent.

No motion – for information only.

10. Reports of Officers and Committees

a. Mayor's Report

Monday there was a ribbon cutting for the Ovenell Park. There was a great turn out to the event. The Mayor was very impressed to see the community interest.
Stanwood's Wastewater Treatment Plant received an award for Outstanding Performance. This is the fifth consecutive year that they have received the award. Great job!

b. City Administrator's Report – Jennifer Ferguson

Jennifer would like to remind everyone to follow City of Stanwood on Facebook and all other Social Media platforms. It's a great way to keep up with what is happening and to contribute via the survey. The City Staff participated in a pumpkin decorating contest for Halloween. The pumpkins are pictured and will be voted on via social media. The Association of Washington Cities gives the City a 2% discount for wellness activities. The employees participated in this activity as part of the wellness program.

c. Councilmember Reports and Questions

None

11. Citizen Closing Comments

Denise Long - 28122 82nd Dr. NW Stanwood

She is excited to hear the report about the parks and all of the positive community involvement.
Mrs. Long was wondering what happened to the High School program that involved a student councilmember. She would like to see that reinstated as she feels that it would be a great way to develop future leaders.

12. Adjourn

Mayor Kelley adjourned the meeting at 8:08 p.m.

CITY OF STANWOOD	ATTEST:
Leonard Kelley, Mayor	Sara Robinson, Deputy Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a

DATE: November 14, 2019

SUBJECT: Economic Development Board Appointment

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: None

ISSUE

The issue in front of City Council is whether or not to appoint a new member to the Economic Development Board.

RECOMMENDATION

Review and discuss the 2 year appointment of Chantel Keller, business owner of multiple businesses (Mammoth Burger, Jasmine Thai, Rockaway Bar & Grill) for a two+ year term ending December 31, 2021.

SUMMARY STATEMENT

The City Council passed Resolution 2014-04 establishing an Economic Development Board at the March 27, 2014 meeting. The Resolution provided that the Mayor would appoint seven voting members representing a cross section of the business community appointed by the Mayor with Council ratification. The initial terms were staged so that the entire Committee would not change at the same time in the future.

DISCUSSION

The Economic Development Board is made up of seven members. There is a vacant board member position that has gone unfilled for some time since the inception of the ad hoc advisory board. The Mayor would like to appoint Chantel Keller, owner of multiple Stanwood and Camano Island restaurants.

FINANCIAL IMPACT

There is no fiscal impact associated with the decision to establish the Committee. There will be staff resources needed to support the committee’s work, as well as minor supplies which have been allocated in the 2019-2020 general fund budget. Specific program recommendations may impact future City operating or capital budgets. Specific program recommendations may require Council approval.

COMMITTEE RECOMMENDATION

None

CITY COUNCIL OPTIONS

1. Ratify the Economic Development Board member appointment as recommended by Mayor Kelley. This alternative indicates the City Council supports the Mayor’s re-appointments and appointment.
2. Do not ratify Mayor Kelley’s proposed appointment and direct the Mayor to areas of concern. This alternative implies the City Council has questions regarding the proposed board members appointment. The City Council may suggest an alternative board member for the Mayor’s consideration.

RECOMMENDED ACTION

I MOVE TO RATIFY THE FOLLOWING APPOINTMENT TO THE ECONOMIC DEVELOPMENT BOARD:

Chantel Keller	**Multiple Stanwood & Camano Island Business Owner** **2 years (November 2019- December 2021)**

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	10c
DATE:	November 14, 2019
SUBJECT:	Council Rules of Procedure Amendments
CONTACT PERSON:	Jennifer Ferguson, City Administrator
ATTACHMENTS:	A – Council Rules of Procedure Draft Amendments

ISSUE

The issue before the council is to review proposed amendments to the Stanwood Council Rules of Procedure.

RECOMMENDATION

Review proposed amendments and approve Resolution 2019-xx (number to be provided) updating the Stanwood Council Rules of Procedures.

DISCUSSION

Pursuant to SMC 2.44.095, the City Council adopted Council Rules of Procedure to guide all members on general provisions, council procedures, duties and expectations of members. From time to time, rules of procedure should be reviewed and amended as determined by the City Council. Staff has provided a number of amendments for Council consideration. The primary proposed amendments include the addition of quarterly council workshops, updating the order of business, adding a new section on Council Communications, and other minor formatting edits.

FINANCIAL IMPACT

There is no financial impact other than the minimal costs associated with meals during extended Council quarterly workshops. This expenditure will be included in the biennial operating budget.

COUNCIL OPTIONS

1. Recommend approval of proposed amendments and direct staff to prepare a resolution approving amendments to be considered by the Council at its next regular meeting.
2. Do not recommend approval of proposed amendments.

RECOMMENDED MOTION

I MOVE TO RECOMMEND APPROVAL OF THE PROPOSED AMENDMENTS AND DIRECT STAFF TO PREPARE A RESOLUTION APPROVING AMENDMENTS TO BE CONSIDERED BY THE COUNCIL AT ITS NEXT REGULAR MEETING.

ATTACHMENT A

City of Stanwood, Washington

Rules of Procedure

Approved by City Council

Amended:

November 2019	Resolution 2019-xx
January 25, 2018	Resolution 2018-01
February 11, 2016	Resolution 2016-02
February 13, 2014	Resolution 2014-02
February 14, 2013	Resolution 2013-01

January 27, 2011 Resolution 2011-01

TABLE OF CONTENTS

Section I – General Provisions

Section II – Duties and Privileges of Members

Section III – Council Procedures

SECTION I
GENERAL PROVISIONS

COUNCIL MEETING – LOCATION

Rule 1. All regular meetings of the Stanwood City Council shall be held in the official proclaimed Council Chambers, unless:

(a) Notice has been given, as required by SMC 2.44.020 for a special meeting, which states an alternate location; or

(b) The meeting is convened in council chambers and moved to another location for review of city business, or for the convenience of the council.

COUNCIL MEETINGS

Rule 2. The regular meetings of the Stanwood City Council shall be held at 7:00 p.m. on the second and fourth Thursday of each month. When the date for any regular meeting of the City Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding Monday or the previous Monday, not a holiday. (SMC 2.44.035)

Cancellations. During an open public meeting a majority of the Council may agree to cancel an upcoming regular meeting, special meeting, or workshop meeting. Also, if no items of business have been submitted to the City Clerk for consideration at said upcoming meeting, the Mayor, Mayor pro tem and City Clerk may cancel the upcoming meeting, if all agree. In the case of such cancellation, payroll checks and vouchers will be approved at the next regular City Council meeting. (RCW 42.24.180/SMC 3.20.020)

COUNCIL MEETINGS - OPEN TO THE PUBLIC

Rule 3. All regular and special meetings of the Stanwood City Council shall be open to the public, except as provided for in Chapter 42.30 RCW.

PRESIDING OFFICER

Rule 4. The Mayor shall preside at all meetings of the Council, and be recognized as the Presiding Officer and Chief Executive Officer of the City. In the case of the Mayor's absence or temporary disability the Mayor pro tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor pro tempore, a Mayor pro tempore selected by members of the Council shall act as Mayor during the continuance of the absences or disabilities and shall perform the duties of the Mayor, except that he shall not have the power to appoint or remove any officer or to veto any ordinance. The Mayor or Mayor pro tempore is referred to as "Presiding Officer" from time to time in these rules of procedure. (RCW 35A.12.100 & 110)

VACANCY IN MAYOR'S OFFICE

Rule 5. Per RCW 42.12 If a vacancy occurs in the office of the Mayor, the City Council, at its next regular meeting, shall appoint a qualified person who shall serve as Mayor until a Mayor is elected and certified at the next general municipal election.

PRESIDING OFFICER – DUTIES

Rule 6. The Presiding Officer should preserve strict order and decorum at all regular meetings and special meetings of the council. He/she shall clearly state every motion brought forth by the Council, announce the decision of the Council on all subjects, and decide all questions of order, subject, however, to an appeal to the Council by a councilmember, in which event a majority vote of the Council shall govern and conclusively determine the question of order. He/she shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. RCW 35A.12.100. A duly elected Mayor pro tempore may vote in any case. The Mayor and the Mayor pro tempore shall have the power to administer oaths and affirmations, take affidavits and certify them. The Mayor, or the Mayor pro tempore when acting as Mayor, shall sign all conveyances made by the City and all instruments which require the seal of the City. (RCW 35A.12.100 & 110)

ELECTION OF MAYOR PRO TEMPORE

Rule 7. Annually, at the first meeting of the City Council, the members thereof shall choose a member from among their number who shall have the title of Mayor Pro Tempore. In addition to the powers conferred upon him/her as Mayor Pro Tempore, he/she shall continue to have all the rights, privileges and immunities of a member of the Council. If a vacancy occurs in the office of Mayor Pro Tempore, the members of the council at their next regular meeting should select a Mayor Pro Tempore from among their number for the unexpired term.

QUORUM

Rule 8. Four (4) elected members of the Council shall constitute a quorum for the transaction of business. In the absence of a quorum, the Presiding Officer may, at the insistence of any two Councilmembers present, compel the attendance of absent members. If only one member is present, he shall have the duty and authority to fix the time and place to which to adjourn and to take measures to obtain a quorum. The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council. (RCW 35A.12.120)

ATTENDANCE, EXCUSED ABSENCES

Rule 9. A Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. Councilmembers should contact the City Clerk or the Presiding Officer prior to the meeting and state the reason for his/her inability to attend the meeting. Following roll call, the Presiding Officer shall inform the Council of the member's absence, the council may request the reason for such absence, if such request is made, then the Presiding Officer shall inform Council of such reason if it is known. Council may or may not make a motion to excuse the member's absence. (This vote on motion may be a verbal yah or nay.) The City Clerk will make an appropriate notation in the minutes. (RCW 35A.12.060)

Rule 9.1. Attendance of City Staff: The City Administrator, City Attorney, City Clerk, Fire Chief, Police Chief, Public Works Director, Finance Director and Community Development Director shall attend all regular meetings of the City Council unless excused by the Mayor. Staff attendance at special meetings and/or workshops will be at the discretion of the Mayor or per contracts.

SPECIAL COUNCIL MEETINGS

Rule 10. Procedures for setting a special meeting are as follows:

(a) The Presiding officer or any 3 members of the Council may call a special meeting whenever, in their opinion; the public interest may require it. (RCW 35A.12.110)

(b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain information about the meeting: time, place, and business to be transacted.

(c) The notice shall be delivered by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the city council.

(d) Notice of a special meeting shall be:

(1) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the city council a written request to be notified of such special meeting or of all special meetings;

(2) Posted on the city's web site;

(3) Prominently displayed at the main entrance of city hall and the meeting site if it is not held at city hall;

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(e) The call and notices required in this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the city council.

(f) Written notice may be dispensed with when:

- (1) A written waiver is filed with the City Clerk by a Councilmember.
- (2) The Councilmember is present at the special meeting.
- (3)In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

COUNCIL MEETING AGENDA

Rule 11. The Clerk of the Council, under the direction of the Mayor, shall arrange a list of such matters according to the order of business and prepare an agenda for the council. A copy of the agenda and supporting materials shall be prepared for Councilmembers on or before 5:00 p.m. three working days before a regular Council meeting. The Council shall have the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Council meeting. The Presiding Officer or two Councilmembers may introduce a new item to the agenda.

WORKSHOPS

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Rule 12. Special study sessions of the City Council where no official action is contemplated may be designated as Council workshops. Council workshops shall be conducted prior to the first regular Council meeting of each month beginning at 5:00 p.m.in February, May, August, and October. Such workshops shall be considered special meetings and will comply with the notice requirements of Rule 10 above. Council workshops may be conducted informally so long as such informality is not in conflict with these rules. The City Council may set additional special study sessions of the City Council as defined within Rule 10 above. The City Clerk, under the direction of the Mayor, shall arrange a Council workshop agenda. After the proposed council workshop agenda has been approved by the Mayor, a copy of it along with any supporting materials shall be prepared for Councilmembers and the Mayor 24 hours before the Council workshop. During the Council workshop the Presiding Officer may: 1) introduce the subject and give background information; 2) identify the eventual goal of the workshop; 3) act as facilitator to keep the meeting discussion focused to the subject; 4) alert the Council when it is appropriate to call for a motion or other official direction of the Council. (RCW 35A.12.110)

CLERK OF THE COUNCIL

Rule 13. The City Clerk shall be ex-officio Clerk of the Council and shall keep minutes and shall perform such other and further duties in the meeting as may be required by the Council or Presiding Officer. In the absence of the City Clerk, the Mayor shall appoint another qualified staff member to act as Clerk of the Council. Minutes of regular Council meetings should be prepared and distributed to Councilmembers within 5 weeks following the meeting. (RCW 35.12.110)

MAIL DISTRIBUTION PROCEDURE

Rule 14. The City will provide mail receptacles for each member of the City Council. The City Clerk shall be responsible for distribution of e-mail and/or written correspondence from citizens to the City Council. Citizens wishing to have mail delivered to the City Council must provide copies for each Councilmember and deliver said copies to the City Clerk's office for distribution.

SECTION II
DUTIES AND PRIVILEGES OF MEMBERS

FORMS OF ADDRESS

Rule 15. The Mayor should be addressed as "Mayor (surname)", "Your Honor", or "Mr./Madam Mayor". The Mayor pro tempore, when acting for the Mayor, shall be addressed as "Mayor pro tem (surname)". Members of the Council shall be addressed as "Councilmember (surname)".

SEATING ARRANGEMENT

Rule 16. Councilmembers shall occupy the respective seats in the Council chamber based upon their Council position order. Position 1 at the Mayor’s extreme right.

APPEARANCE OF FAIRNESS DOCTRINE

Rule 17. State and local laws relating to the Appearance of Fairness Doctrine and Open Public Meetings Act are adopted by reference. A copy of the applicable law is available in the City Clerk's office upon request.

DISSENTS AND PROTESTS

Rule 18. Any Councilmember shall have the right to express dissent from or protest against any action of the Council and have the reason therefore entered in the minutes.

ADMINISTRATIVE INTERFERENCE BY COUNCILMEMBERS

Rule 19. Neither the Council, nor any of its committees or members shall direct or request the appointment of any person to, or removal of any person from, any office responsible to the Mayor. Except for the purpose of inquiry, the Council and its members shall deal with the administrative branch solely through the Mayor or City Administrator and neither the Council nor any committee or member thereof shall give any orders to any subordinate of the Mayor, either publicly or privately; provided, however, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the Mayor anything pertaining to appointments and removals of City officers and employees and City affairs.

SECTION III

COUNCIL PROCEDURES

RULES OF ORDER

Rule 20. Rules of order not specified by statute, ordinance, or resolution should be guided by Robert's Rules of Order Newly Revised. The City Attorney shall serve as parliamentarian and shall advise the Presiding Officer as to correct Rules of Procedure or questions of specific rule application.

MOTIONS

Rule 21. All ordinances, resolutions, contracts and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion. (RCW 35A.12.120)

ORDER OF BUSINESS

Rule 22. The business of regular meetings of the Council shall normally be transacted as follows; provided, however, that the Presiding Officer, with the concurrence of a majority of council, may, prior to or during a Council meeting, rearrange or eliminate items on the agenda to conduct the business before the Council more expeditiously.

(a) Call to order by the presiding officer and Pledge of Allegiance
The Mayor shall, precisely at the hour appointed, call the Council to order. In the absence of the Mayor or Mayor pro tempore, the City Clerk or his/her assistant shall

call the Council to order, whereupon the Council shall elect any qualified person to serve as the Mayor pro tempore in the absence or temporary disability of the Mayor. Upon the arrival of the Mayor or Mayor pro tempore, the temporary chairman shall immediately relinquish the chair upon the conclusion of the particular item of business then immediately before the Council.

(b) Roll Call

Before proceeding with the business of the Council, the City Clerk or his/her Deputy shall call the roll of the members, and the names of those present shall be entered in the minutes.

(c)Approval of the Agenda

(d) ~~(d)~~ Citizen Comments

(1) Citizens wishing to address the Council must sign in with the City Clerk or his/her Deputy before the meeting. A sign-in sheet is accessible at the entrance of the Council Chamber. ~~s~~

~~(1)~~(2) Subjects not on the current agenda. Any member of the public may request time to address the Council after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to a three (3) minute limitation per speaker, or other limitations as the Presiding Officer may deem necessary. Following such comments, if action is required or has been requested, the Presiding Officer may place the matter on the current agenda or a future agenda, or refer the matter to staff or a Council committee for investigation and report at a future meeting.

~~(2)~~(3) Subjects on the current agenda. Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Presiding Officer at the time when comments from the public are requested. The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings (e.g. proponents, opponents, adjacent owners, vested interests, etc.). All comments shall be limited to three (3) minutes per speaker, or other limitations as the Chair or Council may deem necessary.

~~(3)~~(4) Any ruling by the Presiding Officer relative to the preceding two subsections may be overruled by a vote of a majority of members present.

(e) Staff/Department ~~Announcements~~Reports

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(f) Council Committee Reports

(g) Consent Agenda

(1) The Mayor shall place matters on the consent agenda which have been:
  (a) previously discussed by the Council, or
  (b) based on the information delivered to members' of the Council by administration that can be reviewed by a Councilmember without further explanation, or
  (c) are so routine or technical in nature that passage is likely, or
  (d) as directed by the City Council.

Where possible, a Councilmember should notify the Presiding Officer prior to meeting when wanting to remove an item from the consent agenda.

(2) The suggested Council motion on the consent agenda is as follows: "I move for adoption of the consent agenda, items a through …..” This motion will have the effect of moving to adopt all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, any member of the Council may request to have an item withdrawn from the consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.

(h) Old Business

(i) Public Hearings

(j) New Business

(k) Executive/Legislative Reports

- Mayor’s Report
- City Administrator’s Report
- Councilmember Reports/Questions
- ~~Student Advisor Report~~

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(l) ~~Citizens Closing Comments~~

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(m) Recess to Executive Session:

Executive Sessions or closed meetings may be held in accordance with the provisions of the Open Public Meetings Act (Chapter 42.30.RCW). Subject to limitations in RCW 42.30.110, topics that may be discussed in executive session include but are not limited to:

- ○ ~~1.~~ Personnel matters;
- ~~2.~~ Consideration of acquisition or sale or lease of property for public purposes or sale or lease of city-owned property~~; and~~
- ~~3.~~ Potential or pending litigation in which the city has an interest, as long as legal counsel if present in person or by phone as provided in the Revised Code of Washington;

- ○ ~~4.~~ Collective bargaining.

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The Council must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. The Council may hold an executive session during a regular or special meeting. Before convening to executive session, the Mayor and/or City Attorney shall publicly announce the purpose for excluding the public from the meeting place and the length of time for the executive session.

(n) Reconvene and Adjourn

READING OF MINUTES

Rule 23. Unless a reading of the minutes of a council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk has previously furnished each member with a copy or synopsis thereof.

ACTIONS FOR A PUBLIC HEARING

Rule 24. The procedures for a public hearing will be made available as an attachment to the agenda when public hearings are scheduled to be on the agenda.

VOTING

Rule 25. The votes during all meetings of the council shall be conducted as follows:

(a) Unless otherwise provided for by statute, ordinance, or resolution, all votes should be taken by roll call and recorded by the City Clerk. The order of the roll call vote shall be staggered, so that the position voting first will be adjusted with each successive meeting. The Council attendance vote may be a voice yea or nay vote.

(b) Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

(c) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution pertaining to collective bargaining or personnel policy actions shall require the affirmative vote of at least a majority of the whole membership of the Council. (RCW 35A.12.120)

(d) The passage of any public emergency ordinance (an ordinance that takes effect immediately), require the affirmative vote of at least a majority plus one of the whole membership of the Council.

(e) The passage of any motion or resolution not subject to the provisions of state or local law, or these rules as amended, shall require the affirmative vote of at least a majority of the membership of the council who are present.

(f) The Mayor may vote only in case of a tie vote of the Council. A majority of the entire membership of the Council is required to vote for passage of any ordinance, grant, or revocation of a franchise or license, or any resolution for the payment of money (RCW 35A.12.100). Therefore, the mayor may not break a tie vote on these matters. All tie votes will result in failure of motion.

DECORUM

Rule 26. By Councilmembers: While Council is in session, members should conduct themselves in a manner consistent with Roberts Rules of Order. When actionable items are presented by Councilmembers or Staff, Councilmembers may seek from the presenter clarification or explanation of the issue. Conversation intended to persuade or dissuade can be offered only following a properly proposed motion and second for action by the Council and then only upon recognition by the Chair.

By Citizens. Any person who delays or disrupts the proceedings of the Council, or who uses language offensive to commonly accepted customs of courtesy and decency while addressing the Council, or who, in the opinion of the Council appears to be under the influence of intoxicating liquor or drugs, shall be barred from further audience before the Council unless permission to continue is granted by majority vote of the Council.

Procedures for addressing interruptions or disruption of the business of Council are found in RCW 42.30.050.

ENFORCEMENT OF DECORUM

Rule 27.

(a) The Chief Law Enforcement Officer or his/her designee shall, whenever possible, attend each council meeting and shall be sergeant-at-arms of the council meeting. They shall carry out all lawful orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the council meeting. Any person violating any part of the City Council's Rules of Decorum by making offensive, insulting, threatening, or intimidating remarks or who makes threats against any person or against public order and security while in the council meeting may be requested to leave the council chambers by either the presiding officer, the sergeant-at-arms or both.

(b) Any conduct or behavior which constitutes a criminal offense may result in arrest and/or prosecution.

(c) Any Councilmember may move to require the Presiding Officer to enforce these rules and the affirmative vote of a majority of the council shall require the Presiding Officer to do so.

(d) In the event of emergency, such as threatened violence, or other situation that is a threat to the safety and welfare of the Council, the public or staff, or where there is an inability to reasonably conduct the business of the Council or to otherwise retain good order to the meeting, the presiding officer shall declare the meeting adjourned and the City Council may temporarily adjourn and move the meeting to a location that will allow for order to be restored. In such case the public may in the discretion of the Council be excluded but the press shall be invited.

ADJOURNMENT

Rule 28. Regular City Council Meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any councilmember may call for a "point of order" to review agenda priorities.

COMMITTEES

Rule 29. The Committee structure of the council and the procedures governing all committees shall be as follows:

(a) Standing Committees. The standing committee members shall be nominated by a committee made up of the Mayor, the Mayor pro tempore, and the longest serving member of the City Council other than the Mayor pro tempore considering the following:

- Each member of council will rank his/her assignment preference from one to four on each of the standing committees.
- Generally, assignments will be made based upon councilmember preference with the longest serving assigned his/her number one preference and continuing in this manner until all assignments have been made. Any tie in length of time served will be determined by seat position. The Mayor pro tempore shall gather the Committee Assignment Preference sheets and tally the information. After doing so, he/she shall meet with the appointment committee and go over the results. Exceptions are permissible upon majority agreement by the assignment committee. The longest serving member shall be defined as the total length of continuous service.

- The committee's selection is subject to an affirmative vote of a majority of all councilmembers.

The term of each committee will be one year. Committees shall be submitted to Council by the second meeting of each calendar year. Each committee shall consist of four council members, three to serve as primary members and one to serve as an alternate member. The standing committees are:

- Public Works
- Community / Economic Development
- Finance / Personnel
- Public Safety

In the event that the Mayor or the Council perceives a need for any additional committee outside the scope of the standing committees, the Mayor shall submit recommendations to the Council for approval.

(b) Committees shall appoint a committee chair at the first committee meeting of the new calendar year. No one Councilmember shall serve as chair for more than one committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the council. A committee member may present the recommendations of the committee during the discussion of the item of business.

(c) Members may be removed from a council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.

(d) Employees may staff the various committees as directed by the mayor but no staff person shall serve as a member of a Council Committee.

(e) Standing Council Committees shall have a fixed monthly meeting. The standing committee meetings date, time and location shall be posted on the city's web-site and on the bulletin board at City Hall. Committee meetings may be cancelled or changed with the approval of the Committee Chair. A Committee Chairman has the authority to call a committee meeting. Staff shall work with Committee Chairman to arrange meeting.

(f) Minutes need not be taken of committee meetings.

ENACTED ORDINANCES, RESOLUTIONS, AND MOTIONS

Rule 30. An enacted ordinance is a legislative act having the force of law prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

An enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

ORDINANCES

Rule 32. The procedure for ordinances is as follows:

(a) With the exception of franchise ordinances as provided below, an ordinance shall generally require two readings. The first reading will consist of a staff presentation and may include council discussion. The second reading will occur at a subsequent meeting. At each reading, the title of an ordinance shall in all cases be read prior to its passage; provided, should a majority of the council members present request that the entire ordinance or certain portions of its sections be read, such requests shall be granted. Printed copies should be made available upon request to any person attending a council meeting.

The provision requiring two separate readings of an ordinance may be temporarily suspended if the mayor, mayor pro tempore, and council committee chair, or longest standing councilmember if there is no committee chair, have agreed to bring it forward for adoption as a first reading.

(b) Franchises. All ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances may be passed only at a regular meeting of the Council; and at least a majority plus one of the governing body must vote in favor of the franchise. (RCW 35.23.251)

(c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35A.33.080 and 35A.33.090.

(d) A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or schedule a Council workshop for study and consideration. The committee shall report its findings to the Council.

(e) If a Motion to pass an ordinance to second reading fails, the ordinance shall be considered lost.

(f) Any ordinance amending or repealing any portion of the Stanwood Municipal Code shall also amend or repeal the respective portions of any underlying ordinance(s).

(g) The mayor may veto an ordinance, but the mayor's veto can be overridden by a majority plus one of the entire Council membership (RCW 35A.12.100).

ORDINANCE AMENDMENT AND REPEAL PROCEDURE

Rule 33. It shall require an affirmative vote of at least a majority of the whole membership of the Council to either amend or repeal existing ordinances heretofore passed by the Council.

ORDINANCE - EFFECTIVE DATE

Rule 34. Unless specifically provided otherwise in the body of an ordinance, an ordinance shall take effect five days after the date of its passage and publication, except that an ordinance passed by a majority, plus one, of the whole membership of the Council, designated therein as a public emergency ordinance, necessary for the protection of public health, public safety, public property, or the public peace, may be made effective upon adoption (RCW 35A.12.120).

PERMISSION REQUIRED TO ADDRESS THE COUNCIL

Rule 35. Persons other than Councilmembers and staff shall be permitted to address the Council upon recognition and introduction by the Presiding Officer.

RECONSIDERATION

Rule 36. Any action of the Council, including final action on applications for changes in land use status; but excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline; shall be subject to a motion to reconsider. Such motions can only be made by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the next succeeding regular Council meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular council meeting for any action the council deems advisable.

ADDRESSING COUNCIL AFTER A MOTION IS MADE

Rule 37. After a motion is made by a member of the Council, no person, other than a member of Council or the Mayor, shall address the Council or the Mayor without first securing the permission of the Presiding Officer.

MANNER OF ADDRESSING COUNCIL

Rule 38. Each person addressing the Council shall approach the podium, give his or her name and address in an audible tone of voice for the record, and unless further time is granted by a majority vote of the Council, shall limit his or her address to three minutes. All remarks shall be addressed to the Council as a body and not to any specific member thereof. No person, other than the Presiding Officer, the Council, and person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember or City staff member except through the Presiding Officer.

COMPLAINTS AND SUGGESTIONS TO COUNCIL

Rule 39. When citizen complaints or suggestions are brought before the City Council, other than for items already on the agenda, the Presiding Officer may respond in the following manner:

(a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to a committee, Administration or the Committee of the whole for study and recommendation.

(b) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the Mayor, the Mayor will review the complaint if said complaint has not been so reviewed. The City Council may direct that the Mayor brief or report to the City Council when his/her response to any citizens inquires is made.

COUNCIL COMMUNICATIONS

Rule 40. Electronic Media and Technology, Councilmember Communications Outside of Meetings, Open Public Meetings (OPMA) and Public Records Act (PRA).

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A. It is the policy of the Stanwood City Council to adhere to the Revised code of Washington (RCW) 42.30 regarding Open Public Meetings and RCW 42.56 regarding Public Records.

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1. All records, regardless of format, related to the conduct of City business reviewed, created or altered must be retained per the State of Washington Local Government Common Records Retention Schedule. (the CORE manual), pursuant to 42.56 RCW and 40.14 RCW, Preservation and Destruction of Public Records.

2 Per state law, all documents, files, communications and messages created, reviewed or altered that are related to the conduct of City business, regardless of format, are property of the City. As a result, these documents, files, communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington. The City reserves the right to request, access, monitor, and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of City business on City-issued or personal devices that Council members use. Council members should have no expectation of privacy in either sending or receiving electronic messages, or other information on the Internet, City network or other electronic media related to City

Business whether done on their own personal device or on a City issued device. The City may review the public records for legal exemption or redaction pursuant to the Public Records Act RCW 42.56 or other applicable state or federal laws and may provide third party notice providing affected parties the opportunity to file for a court order to prevent or limit disclosure.

3. Email Accounts:
   a. For ease of public record retention and for ease of document search, Councilmembers are strongly encouraged to utilize the City's assigned email account and information system for all City-related business.

   b. Subject to limited exceptions set forth in state law, e-mail accounts established through the City's information system for individual Councilmembers are considered public and subject to public disclosure laws.

   c. E-mails that are public records will be retained and archived according to City and State retention schedules.

   d. Non-City provided email accounts used by individual Councilmembers for the conduct of communicating City business will be subject to public disclosure laws. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

4. Text Messages: Text Messages generated or received by individual Councilmembers for conducting City business on any personal device whether issued by the City or not, are subject to public disclosure laws and records retention schedules. Text messages must be retained and archived according to City and State retention schedules. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

5. Social Media: The City of Stanwood utilizes social media sites to enhance and promote the economic development initiatives of the community and to provide information on City issues, operations and services. City of Stanwood social media sites and all content therein are subject to the State of Washington's public records laws. City and State records retention schedules apply to all social media content. Guidelines for Councilmember use of social media sites is as follows:

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a. All social media site entries should clearly indicate that any content posted is subject to public disclosure laws and records retention schedules.

b. Unless the content is pre-authorized by the City Council, Councilmembers posting to any social media site, whether owned by the City or a private individual or organization social media sites, should be clear that the individual Councilmember is speaking for themselves and not on behalf of the City or the City Council.

c. Information that has the potential to compromise the safety or security of the public or public systems should not be posted to social media sites.

d. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs will not be tolerated. This includes, but is not limited to sending threatening messages, slurs, obscenities, sexually explicit images, cartoons or messages.

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7. Non-City issued Cell phones and other devices. Non-City issued cell phones and other devices, used by individual Councilmembers, for texting or receiving texts relating to City business, will require archiving of text messages and retention of records according to records retention schedules.

8. Records Requests/Inspection/Monitoring:

a. All Council members are required to work collaboratively with the City Clerk's Office for access to a personal or City-issued electronic device when responding to a public records request.

b. The City needs to be able to respond to proper requests resulting from public records request and legal proceedings that call for electronically-stored evidence. Therefore, the City must, and does, maintain the right and the ability to access City provided electronics and City email accounts and to inspect and review any and all data recorded in those applications and files. Because the City reserves the right to obtain access to all electronic mail messages left on or transmitted over these applications, Councilmembers should not assume that such messages are private and confidential or that the City or its designated representatives will not have a need to access and review this information.

    c. The City reserves the right to regularly monitor electronic mail messages, information and all documents. The City will inspect the contents of computers or electronic mail in the course of an investigation.

  9. Executive Session. It is recommended that Councilmembers do not use electronic devices or transmit or receive electronic communications during executive sessions.

B. The following is a list of prohibited uses of City communication applications or devices:

  1. Transmitting any material or messages in violation of Federal, State, Local law, Ordinance, Regulation or City policy.

  2. Distributing sensitive or confidential information, per RCW 42.23.070, Code of Ethics for Municipal Officers, Prohibited Acts.

  3. Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters except as provided elsewhere in this policy.

  4. Accessing or distributing offensive or pornographic materials.

  5. Using City-provided electronic media and devices for personal use, to accomplish personal gain, or to manage a personal business.

  6. Downloading or distributing copyrighted materials not owned by the City, including software, photographs, or any other media except when authorized by the Mayor or City Administrator as it pertains to work related uses.

  7. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.

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8. Accessing or downloading any resource for which there is a fee without prior appropriate City Council authorization / approval and authorized by the Mayor or City Administrator.

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9. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business purpose, or vandalizing the data of another user.

10. Attempting to access any system, which Council member is not authorized to access (hacking).

11. Giving your user name and password to anyone, except the City Administrator or designee for any purpose.

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12. Inappropriate use, which is deemed by the City Council Policy or City Policies to be a violation of the intended purpose of any electronic media.

C. Councilmember Communications.

1. All written communications, including letters and electronic messages, responding to citizens should be distributed to all other Councilmembers and the City Clerk. However, to prevent a violation of the Open Public Meetings Act and a "serial Council meeting" the Council members should not reply "all" or have communications with more than two other members of the Council body.

2. The use of City letterhead by individual Councilmembers for communications to constituents or to other governmental entities shall not be allowed unless approved by Council majority.

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3. Within the text of correspondence from Councilmembers to constituents, governmental entities, and community organizations, the Councilmember should not characterize or attempt to describe the views and actions of other Councilmembers in order to ensure that those Councilmembers have an opportunity to characterize their own views and actions.

5. Letters to the editor for publication in newspapers, magazines and electronic or Internet-based publications submitted by individual Councilmembers should not represent the Councilmember's

personal views as those of the City or the City Council unless specifically directed to do so by the City Council.

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FILLING COUNCIL VACANCIES

Rule 40. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the council will widely distribute and publish a notice of the vacancy, the procedure and any application requirements for applying. The Council will draw up an application form, which contains relevant information to answer set questions posed by the Council. The application forms or resumes will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

SUSPENSION AND AMENDMENTS

Rule 41. Any provision of these rules not governed by the Stanwood Municipal Code may be temporarily suspended by a vote of the majority of the Council.

Rule 42. These rules may be amended or new rules adopted by Resolution of a majority of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

Rule 43. These Rules should be periodically reviewed every two years in January or February of even numbered years, or at such other times as the Council deems appropriate.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10e

DATE: November 14, 2019

SUBJECT: Final acceptance HVAC installation City Hall

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: None

ISSUE

The issue in front of the Council is the final acceptance of the HVAC installation at city hall to allow for the start of the retainage release period.

SUMMARY STATEMENT

At their April 25, 2019 meeting, Council awarded Barron Heating Air Conditioning a contract for $39,770 + tax to complete the HVAC installation at city hall. There was also a $10,000 management reserve approved to be used for unforeseen conditions that may arise with the project.

DISCUSSION

Barron installed the 2 new units and put them on line. There were two offices in the back of city hall that were not being supplied with air very well and so Barron was came in to see what the issue might be. Upon investigation of some duct work further in the attic, some undersized and inadequate ducts were found and replaced. This resulted in $6,366.36 of the management being spent but the system is functioning much better.

FINANCIAL IMPACT

There was $70,000 budgeted for this work and $53,428.84 approved to be spent through the Barron contract. With advertising, permitting and the Barron work, the total spent on the project will be $50,921.24.

Item	Cost	Remaining budget
Ad in DJC	$184.80	$69,815.20
Permits	$941.24	$68,873.96
Barron contract	$43,428.84	$25,445.12
Additional work	$6366.36	$19,078.76
Total	$50,921.24	$19,078.76

CITY COUNCIL OPTIONS

1) Authorize Mayor Kelley to approve final acceptance for the HVAC installation project.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE MAYOR KELLEY TO APPROVE FINAL ACCEPTANCE OF THE HVAC INSTALLATION PROJECT WITH BARRON HEATING AIR CONDITIONING.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	10f
DATE:	November 14, 2019
SUBJECT:	Final acceptance Ovenell clean-up
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	None

ISSUE

The issue in front of the Council is the final acceptance of the Ovenell clean-up project to allow for the start of the retainage release period.

SUMMARY STATEMENT

At their August 9, 2019 meeting, Council authorized a contract with Lautenbach Recycling for $93,529.80 for a cleanup and recycling effort at the Ovenell Park.

DISCUSSION

Lautenbach removed old tires, utility poles, and metal, crushed concrete and filled in an old manure pit. They leveled off the site and their work is now complete.

FINANCIAL IMPACT

There was $90,000 budgeted for a master planning effort, but Council authorized the use of the funds for the cleanup effort and delaying the planning effort until a parks priority planning was complete. However, the final costs exceeded this amount by $3,792.30 and the overage will come from the parks improvement fund.

Item	Cost	Remaining budget
Permits	$262.50	$89,737.50
Lautenbach contract	$93,529.80	<$3,792.30>
Total	$93,792.30	<$3,792.30>

CITY COUNCIL OPTIONS

1) Authorize Mayor Kelley to approve final acceptance for the Ovenell cleanup project.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE MAYOR KELLEY TO APPROVE FINAL ACCEPTANCE OF THE OVENELL CLEANUP PROJECT WITH LAUTENBACH RECYCLING.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10g

DATE: November 14, 2019

SUBJECT: Final acceptance Pioneer Highway Upgrade Phase 1-72nd Ave interceptor project

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: None

ISSUE

The issue in front of the Council is the final acceptance of the Pioneer Highway Upgrade Phase 1-72nd Avenue Interceptor Project to allow for the start of the retainage release period.

SUMMARY STATEMENT

At their May 9, 2019 meeting, Council awarded Faber Construction a contract for $652,598.86 for the Pioneer Highway Upgrade Phase 1-72nd Avenue Interceptor Project.

DISCUSSION

Faber Construction installed new upsized sewer main on 72nd Avenue continuing west on Pioneer Highway. During the project staff worked with Faber to relocate a manhole that would have required the removal of a citizens established hedge had it been placed as designed. This required the installation of an additional manhole and asphalt to realign the piping. There was also a conflict with a waterline in which the contractor had to relocate the waterline and adjust its' grade to accommodate the new sewer line. Staff also requested the contractor to "square up" the various trench lines in the intersection of 72nd and Pioneer Highway and remove and replace additional asphalt there and north on 72nd to make a clean patch. All of these items required additional work and materials and as such the contracted amount was exceeded.

FINANCIAL IMPACT

There was $900,000 budgeted for this project and even with the related work (consultant, permits, advertising etc.) and the additional work staff requested the project came in under budget.

Item	Cost	Remaining budget
BHC consultants	$44,180.22	$855,819.78
Permits	$2,523.50	$853,296.28
Ad	$1,049.63	$852,246.65
Faber contract	$652,598.86	$199,647.79
Extra work	$57,378.57	$142,269.22
Total	$757,730.78	$142,269.22

CITY COUNCIL OPTIONS

1) Authorize Mayor Kelley to approve final acceptance for the Pioneer Highway Upgrade Phase 1-72nd Avenue Interceptor project.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE MAYOR KELLEY TO APPROVE FINAL ACCEPTANCE OF THE PIONEER HIGHWAY UPGRADE PHASE 1-72ND AVENUE INTERCEPTOR PROJECT WITH FABER CONSTRUCTION.

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM:	9a
DATE:	November 14, 2019
SUBJECT:	Capital Improvement Plan (CIP) *(Capital Facilities Element Update)*
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A - Ordinance 1480 –Adopting 2020-2025 CIP Update B - 2020-2025 Capital Improvement Plan (CIP)

ISSUE

The issue in front of the City Council is to discuss the proposed list of capital improvements in the 2020-2025 Capital Improvement Plan.

RECOMMENDATION

Review and discuss the 2020-2025 Capital Improvement Plan (CIP).

SUMMARY STATEMENT

The purpose of capital improvement planning is to:

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

The capital improvement plan is a six or more year plan of capital projects with estimated costs and proposed methods of financing that are updated annually.

The Washington State Growth Management Act requires jurisdictions fully planning under the GMA to include a Capital Facilities Element in their comprehensive plans (RCW 36.70A.070 (3)). The Capital Facilities Element is required before a jurisdiction can impose GMA impact fees.

The capital improvement plan implements the land use element of the comprehensive plan, and these two elements, including the financing plan within the Capital Facilities Element, must be coordinated and consistent.

DISCUSSION

The Comprehensive Plan amendment would occur in the Capital Facilities Element and is needed to update the list of projects and projected costs for the next 6 years. The updated list identifies building improvements, drainage, impact fees, parks, sewer, streets, and water capital projects with updated funding identified for the next 6 years.

The amendment may be processed pursuant to RCW 36.70.130(2)(a)(iv) which allows the city to amend the Capital Facilities Element concurrently with the adoption of the City budget: 2(a) "… Amendments may be considered more frequently than once per year under the following circumstances…" (iv)"The amendment of the Capital Facilities Element of a comprehensive plan that occurs concurrently with the adoption or amendment of a county or city budget". The Stanwood Municipal Code 17.157.040 also allows the city to apply to amend the Capital Facilities Element when required for correlation with the budget up to December 30th each year.

While the City Council adopts a capital budget each year, the planning and actual expenditure of funds for capital projects generally occurs over a period of years. The City's Comprehensive Plan, Capital Facilities Plan, Transportation Improvement Plan, Water System Plan, General Sewer Plan, Park and Recreation Open Space Plan and Stormwater Management Plan identify the capital improvements needed to serve existing residents and maintain levels of service as new residents and businesses move into the City. The City Council also adopts a set of community improvement goals as a part of the annual budget process.

RECOMMENDATION

The Finance Committee reviewed the CIP at their regular September 26, 2019 meeting and they recommended the Council approve the plan. The Public Works Committee reviewed the CIP at their regular October 7, 2019 meeting and they also recommended the Council approve the plan. The planning commission has scheduled a public hearing on the CIP on November 12th. Their recommendation will be provided to the City Council verbally on November 14th.

COUNCIL OPTIONS

1) Approve first reading of Ordinance 1480 Capital Improvement Plan 2020-2025.

2) Do not approve first reading of Ordinance 1480 Capital Improvement Plan 2020-2025, and direct staff to make changes to the Ordinance.

RECOMMENDED MOTION

I MOVE TO APPROVE FIRST READING OF ORDINANCE 1480 CAPITAL IMPROVEMENT PLAN.

ATTACHMENT A

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1480

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING THE 2019 AMENDMENT TO THE CAPITAL FACILITIES ELEMENT OF THE COMPREHENSIVE PLAN FOR 2020-2025 CAPITAL FACILITES PLAN (CIP) AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, as one of the cities in Snohomish County, the City of Stanwood is required to update its Comprehensive Plan pursuant to the Washington State Growth Management Act (GMA), and

WHEREAS, RCW 36.70A.130(2)(a)(iv) authorizes amendments to be considered more frequently than once per year under when the amendment of the capital facilities element of a comprehensive plan occurs concurrently with the adoption or amendment of a city budget; and

WHEREAS, the City has identified changes in capital projects to be approved as part of the budget process for the mid-biennial amendment of the 2019/2020 budget; and

WHEREAS, the City Council has updated the capital project list for streets projects as part of the bi-annual budget of 2019/2020; and

WHEREAS, the City Council has identified the growth-related capital projects and listed the identified projects in the Capital Facilities Element of the Comprehensive Plan; and

WHEREAS, the Community Development Department issued a SEPA Addendum on November 6, 2019; and

WHEREAS, on November 12, 2019 a public hearing was held by the Planning Commission regarding the 2020 – 2025 Capital Improvement Plan (CIP) for the Capital Facilities Element and all persons wishing to provide public input concerning the amendments were heard; and

WHEREAS, the Planning Commission motioned to forward the proposed 2020 – 2025 Capital Improvement Plan (CIP) to the City Council and to update the Capital Facilities Element (Table CF-20) of the Comprehensive Plan to reflect the new CIP and any final adjustments made by Council; and

WHEREAS, public notice of the above-referenced public hearing was provided in accordance with and as required by law; and

WHEREAS, the City Council Public Works Committee met on October 7, 2019 to consider the proposed amendments; and

WHEREAS, the City Council Finance Committee met on September 26, 2019 to consider the proposed amendments; and

WHEREAS, City Council met on October 24, 2019 and November 14, 2019 to consider the proposed amendments, including, but not limited to the recommendation of the Planning Commission; and

WHEREAS, pursuant to RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed Comprehensive Plan Amendments;

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

Section 1. The following Findings of Fact and Conclusions of the Stanwood Planning Commission are hereby approved and are hereby incorporated by this reference and adopted as the Findings of Fact and Conclusions of the City Council of the City of Stanwood:

1. The criteria for amending the Stanwood Comprehensive Plan are contained in SMC 17.157.080 and the Council and finding are as follows:
   a. *The amendment bears a substantial relation to the public health, safety, or welfare;* The revisions to the Capital Facilities Element, provide necessary direction to guide development that implements the Growth Management Act and provides for adequate investment in public facilities and services to promote the future growth of the City.
   b. *The amendment is appropriate for reasonable development of the property.* This finding is not directly applicable because there is no specific subject property affected. The proposed amendments implement policy providing for continued and reasonable development of City infrastructure.
   c. *The subject property is suitable for development in conformance with standards under the proposed Comprehensive Plan designation.* This finding is not directly applicable because there is no specific subject property affected. The policy amendments as applied within the UGA provide for the application of the municipal code and development of public works projects, consistent with the Comprehensive Plan.
   d. *The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property.* This finding is not directly applicable because there is no specific subject property affected. Generally the amendments provide for application of policies that benefit uses and property within the City and the UGA.

e. *The proposed Comprehensive Plan amendment has merit and value for the community as a whole.* The merit and value to the community as a whole are described under criteria (1) above. The proposal would encourage use of urban lands already surrounded by development and support the growth policies of the City.

f. *The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.* The amendments refine and implement the adopted Vision Statement of the Comprehensive Plan and the amendments to the elements are internally consistent.

g. *The amendments to the Capital Facilities Elements were reviewed and adopted concurrently with the 2018 City of Stanwood budget amendment process.*

Section 2. The Capital Facilities Element of the Comprehensive Plan is amended to adopt an updated list of the 2020 - 2025 Capital Projects list (Table CF - 20) as shown on Exhibit A.

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

Section 4. 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 25th day of November 2019.

CITY OF STANWOOD

____
Leonard Kelley, Mayor

ATTEST:

By: ___________________________________
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: ______________________________
Grant Weed, City Attorney

Date of Publication: __________________________
Effective Date: ______________________________

ATTACHMENT B

City of Stanwood, Washington

2020 – 2025 Capital Improvement Plan
Parks Project Narrative

Heritage Park:

Heritage Park is a 43 acre sports field complex centrally located in the City's downtown area. The property contains a mix of baseball and soccer fields with associated recreational uses which include: a skate park, dog park, playground equipment, walking trails, bathrooms and an open lawn area for picnicking, horseshoes or kite flying. The 2020 – 2025 CIP for Heritage Park contains the following projects:

Year	Project Description	Cost Estimate	Funding Source	
2020	Ball Field 1 & 2 Renovation Project: Renovate ball field 1 & 2, install drainage, irrigation repair and improve dugouts	$1,070,000	RCO YAF City Match Donation	$350,000 $700,000 $20,000
2021	Phase 2 Design Field 3, New Field 4, Looped Trail and Parking Lot Repair Design	$133,000	City Funds	$133,000
2022	Parking Lot Repair	$1,000,000	City Funds	$1,000,000
2022	Minor Park Improvements: Pump Track / Skate Park Expansion Dog Park Expansion	 $50,000 $5,000	 City Funds (Materials)	 Volunteer Labor
2022	RCO Grant Application for Phase 2 Design	$5,000	City Funds	
2023 / 2024	Construction of Phase 2 Cost Estimate Included in Future CIP Update Based on Project Elements			

Hamilton:

Hamilton Park is a flat 2 acre parcel located on the Stillaguamish River adjacent to Stanwood's historic business district. The conceptual Master Plan for Hamilton includes water access, trails and viewing areas to enjoy the river and bird watching. In 2019 / 2020 a boat launch is expected to be built by the Department of Fish and Wildlife and the City will be finalizing the Master Plan with the help of an Integrated Planning Grant from the Department of Ecology. The 2020 – 2025 CIP for Hamilton Landing Park contains the following projects:

Year	Project Description	Cost Estimate	Funding Source	
2020	Construction of a 14 stall parking lot, hand held boat launch, viewing plat forms and open lawn play area.	$1,120,000	RCO ALEA Grant City Match Property Acquisition	$500,000 $360,000 $260,000

Ovenell Park / Johnson Farm

Ovenell Park is a 15 acre riverfront park on the south side of SR 532 adjacent to the Camano Gateway Bridge and Johnson Farm is recently purchased 15 acre farm site on the north side of SR 532 Bridge. Master Planning and preliminary design will begin on the Ovenell Park and Johnson Farm properties within the 6-year CIP period. Work will include progressing the conceptual design for the Ovenell site and while integrating the Johnson Farm property to create one larger fully connected park along the Stillaguamish River. Planning efforts will include evaluating: wetland restoration options, trails, use of the rail road spur, and use of upland farm structures for the benefit of the community and to promote tourism. The 2020 – 2025 CIP for Ovenell / Johnson Parks contains the following projects:

Year	Project Description	Cost Estimate	Funding Source	
2020	Site Access Evaluation: Evaluate access and needed improvements to the site from SR 532	$10,000	WSDOT Agreement	$10,000
2021	Site Access Improvements: Design and construction of improvements of SR 532; Costs will be determined based on the site evaluation and traffic study	$Unknown		
2022	Concept Planning: Based on the adopted Master Plan, initial site investigative work will be initiated: wetlands, cultural resources, survey, soils, building evaluation and inventory Update concept plan, prioritize development options and create a phasing plan	$200,000	City Funds	$200,000
2023/ 2024	Prepare 60% Plan Design; Using the concept plan prepared in 2022, prepare permitting and construction plans.	$160,000	City Funds	$160,000
2024	RCO Grant Application for Phase 1 Design	$5,000	City Funds	
2025	Construction of Phase 2 Cost Estimate Included in Future CIP Update Based on Project Elements			

Johnson Farm / Irving Sough Restoration

In addition to the 15 acre Johnson Farm property, a 187 acre conservation easement was purchased over the farmlands adjacent to the Johnson homestead. In 2018 the City applied for a Floodplains by Design grant to: improve drainage and reduce flooding impacts on the City of Stanwood, restore wetland ecology and implement stream enhancement projects. This work is part of a larger partnership with the Diking District 7, the Department of Fish and Wildlife and the Stillaguamish Tribe. City portion of Floodplains by Design Grant will be transferred to DD7; Unsure if City still responsible for matching funds (Grant = $750,000; City Match = $175,000).

Church Creek Park

Church Creek Park is a 15 acre community park services the residents of northeastern Stanwood. The Parks and Trails Advisory Committee has been working on proposals to renovate Church Creek Park in accordance with the adopted Park Plan. Work would include several projects that can be completed with both professional and volunteer labor. The 2020 – 2025 CIP for Church Creek Park contains the following projects:

Year	Project Description	Cost Estimate	Funding Source	
2020	Replace the playground Equipment and renovate the basketball court into a multipurpose court to accommodate pickleball.	$135,000	City PIF County Grant	$125,000 $10,000
2020	Refresh the Church Creek Master Plan. The majority of the work will be completed by staff, however some consultant work is needed for survey and graphic design.	$15,000	City Funds	$15,000
2021 /2023	Minor Park Improvements: Tree thinning to improve visibility (2021) Renovating the flag pole area (2022) Renovate Trails to Church Creek (2023)	$10,000 $5,000 $5,000	City Funds City Funds City Funds	$10,000 Volunteer Labor Volunteer

Stanwood – Port Susan Trail Phase 2

Phase 2 of the Stanwood-Port Susan Trail consists of designing a multipurpose trail from 92nd Avenue to 98th Avenue. The trail will connect berm trail section with Hamilton Landing Park and wrap around the Irvine Slough Lagoon. Design and permitting is anticipated to occur in 2020 with construction expected in 2021. The 2020 – 2025 CIP for Stanwood – Port Susan Trail Phase 2 contains the following projects:

Year	Project Description	Cost Estimate	Funding Source	
2020	Design and permit the Phase 2 section of the trail.	$250,000	City Funds	$250,000
2022	Prepare RCO Grant Application for Phase 2 Trail	$5,000	City Funds	$5,000
2024	Construct Phase 2 Trail Cost to be determined by project elements			

New Neighborhood Park

The Comprehensive Plan includes a capital improvement project to purchase land in the Downtown Area for a neighborhood park. The 2020 budget includes a request to initiate this process by working with the Parks Trails Advisory Committee to identify potential park sites and programming needs of the facility. Project budget is $30,000.

Capital Projects—Streets:

Viking Way/90th Avenue

Phase One: This project is for construction of Viking Way from 88th Ave NW to the existing Viking Way constructed by Port Susan Market Place (Petco – Grocery Outlet), and 90th Avenue from Viking Way to 271st St NW. This will include full street with curbs, planter strips, sidewalks, street lighting, and also, new water main, sewer main, and storm drainage. Currently this project is at 100% design and is planned to go to bid in 2019 for construction in the summer of 2020. The city has approximately $2,000,000 in grant funding for construction. Local funds including impact fees support the project. This project is also on the sewer, water, and drainage sections of the CIP. Due to ROW acquisition delay, the construction phase is moved from 2019 to 2020.

Phase Two: project is for the construction of Viking Way between 92nd Avenue and Petco. This will include full street with curbs, planter strips, sidewalks, street lighting, and also, new water main, sewer main, and storm drainage.

The chart below provides details of the project's sources and uses of funds by phase:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Total
Sources/Funding	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**
General Funds	$ 584,476	$ -	$ 27,000	$ 40,500	$ -	$ -	$ -	$ 651,976
WSDOT/FHA	$ 153,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 153,000
RTCC Grant	$ 350,000	$ 1,437,000	$ 173,000	$ 259,500	$ 750,000	$ -	$ -	$ 2,969,500
Grant-Direct Appropriation (DOC)		$ 500,000						$ 500,000
Mitigation-Street Impact Fee	$ 166,864	$ 63,000			$ 250,000			$ 479,864
Transportation Benefit Sales Tax	$ 136,416	$ -	$ -	$ -	$ -	$ -	$ -	$ -
								$ -
Total Sources	**$ 1,390,756**	**$ 2,000,000**	**$ 200,000**	**$ 300,000**	**$ 1,000,000**	**$ -**	**$ -**	$ 4,890,756
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**
Design	$ 391,363	$ -		$ -	$ -	$ -	$ -	$ 391,363
Right of Way Acquisition	$ 999,393	$ -	$ -	$ -	$ -	$ -	$ -	$ 999,393
Construction	$ -	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ 2,000,000
Phase Two Design	$ -	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Phase Two Right of Way				$ 300,000				$ 300,000
Phase Two Construciotn					$ 1,000,000			$ 1,000,000
Total Uses	**$ 1,390,756**	**$ 2,000,000**	**$ 200,000**	**$ 300,000**	**$ 1,000,000**	**$ -**	**$ -**	$ 4,890,756

Overlay Projects grind and overlay, stripe, and replace/add ADA ramps at crossings:

- 276th Street—80th Ave NW east to city limits ($270,000 in 2020)
- 72nd Avenue—Pioneer Highway to SR 532 ($500,000 in 2021)
- 68th Avenue—276th St NW to city limits ($500,000 in 2022)

Staff applied for a Transportation Improvement Board (TIB) grant for the 2020 276th St. project, and plans to apply for TIB funding of the 72nd Overlay in 2020 and the 68th Overlay in 2021. The TIB announces project selections in November. TIB grants fund 90 percent of construction cost, and the Transportation Benefit District Sales Tax provides the required matching funds.

SR 532 Corridor Access Study:

This is a $10,000 WSDOT-funded project scheduled for 2020.

271st Street seal coat:

This project would seal coat existing asphalt from 94th Dr NW to the Viaduct. It would also include striping. This would connect to recently paved sections of 271st St NW on each end. ($250,000 in 2020, local funds)

90th Ave NW

This project will include ROW acquisition and construct improvements on 90th Avenue from 271st Street to 272nd. ($124,884 in 2021, local funds, impact fees)

101st Ave. Reconstruction & Overlay

This project will include improving drainage, parking, installation of sidewalk and paving 101st Avenue from 271st to 273rd. ($2.64 million in 2021 to 2023, potential CDBG grant)

80th Ave. Reconstruction & Overlay

This project will include the installation of curb, gutter and sidewalk as well as new asphalt on 80th Avenue from 276th to 288th. ($7 million in 2022-2023, Developer funded)

270th St. Redesign Curbs 98th to 102nd

This project will address the wide open travel lanes on 270th (brick street). ($736,000 in 2024)

SR 532 Access Projects (Ovenell, Hamilton, & 64th St.:

These projects are each estimated at $3.5 million, occurring in 2021 to 2023 and are dependent on securing significant grant funding.

Sidewalk projects:

The timing and cost of the following projects is detailed in the chart below. These project's design is generally funded by local funds, including impact fees, however the city actively pursues grant funding each year.

- 276th Street Sidewalk—this project is at 30% design and would construct sidewalk on the north side of 276th St NW from 70th Avenue to 73rd Avenue. Funding would be for design, right of way and construction.
- 92nd Avenue—this project would connect the sidewalk from 271st St NW to the Heritage Park trail. Currently 60% design is complete and right of way acquisition is beginning.
- 72nd Avenue—this project is currently at 30% design and would construct sidewalk from 272nd St NW to 276th St NW on the west side of the street. This funding is for design, right of way, and construction.
- 273rd Place Sidewalk—this project would construct sidewalk on one side of the road from 102nd Ave NW to 100th St NW. The funding would be for design and estimate.
- 272rd St. Sidewalk—this project would construct sidewalk on one side of the road from 72nd Ave NW to Pioneer Highway. The funding would be for design and estimate.
- 284th St Sidewalk—this project would construct sidewalk on the No. side of the road between 68th and 69th Street. The funding would be for design and estimate.
- 98th Drive —this project would construct sidewalk on South side of 98th Ave NW from 268th to 270th. This is in the city's non-motorized transportation plan.
- 284th St Sidewalk—this project would construct sidewalk on the side of the So. Side of the road between 68th and 69th Street. The funding would be for design and estimate.
- Cedarhome Dr. Sidewalk—this project would construct sidewalk between 271st and 276th.

Detailed 2020 - 2025 Sidewalk Projects		**Budget 2020**	**Forecast 2021**	**Forecast 2022**	**Forecast 2023**	**Forecast 2024**	**Forecast 2025**
276th St. Sidewalk (North side 70th - 72nd)	**$250,000**	$50,000	$200,000				
92nd Ave NW -(Sidewalk in front of bowling alley)	**$150,000**	$150,000					
72nd Ave Sidewalk * (272nd to 276th)	**$270,000**	$20,000	$250,000				
273rd Pl. NW Sidewalk *	**$172,452**		$172,452				
272nd St. Sidewalk (72nd Ave. to Pioneer Hwy)*	**$1,200,000**		$200,000	$1,000,000			
284th St Sidewalk * (W. side 68th St. to 69th St.)	**$185,880**		$185,880				
98th Dr. Sidewalk 268th to 270th *	**$123,240**			$123,240			
284th St Sidewalk * (So. Side between 68th & 69th)	**$185,880**			$185,880			
Sidewalk Cedarhome Dr. 271st-276th *	**$714,612**						$714,612

Capital Projects—Building Improvement:

In 2019, the Building Improvement Fund includes completion of planning and initial design of a future City Hall/Police Station. Feedback from the City Hall/Police Station Steering Committee indicates strong support for construction of the facility in a single phase, which presents significant cost savings over a phased construction approach.

Building Improvement (Fund 110)		**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Cash & Investments		$1,350,000	$1,800,000	$6,300,000	$0	$0	$0
Revenues							
General Fund Transfer In	$1,000,000			$1,000,000			
Sales Tax - Construction	$600,000	$600,000	$0	$0	$0	$0	$0
REET 1 Transfer-In	$1,200,000		$500,000	$700,000	$0	$0	$0
Bond Proceeds / Debt	$12,000,000	$0	$12,000,000	$0	$0	$0	$0
Grant Proceeds	$0	$0	$0	$0	$0	$0	$0
Total Resources (includes 2020 BNC)	$16,150,000	**$1,950,000**	**$14,300,000**	**$8,000,000**	**$0**	**$0**	**$0**
Expenditures:	Total Proj Cost						
Police Station/City Hall Design	$150,000	$150,000					
Police Station/City Hall Construction	$16,000,000		$8,000,000	$8,000,000			
Total Expenditures	**$16,150,000**	**$150,000**	**$8,000,000**	**$8,000,000**	**$0**	**$0**	**$0**
Ending Cash & Investments		**$1,800,000**	**$6,300,000**	**$0**	**$0**	**$0**	**$0**

Capital Projects—Sewer:

Smoke Testing/Camera/flow meter basin 1:

This project will help isolate locations of Inflow/Infiltration (I/I) of ground water and illegal connection to the sewer system. This will follow the current I/I study being completed using flow monitors. ($150,000 in 2020, local funds)

Church Creek Collection System Construction (EX5B):

This project will construct a sewer main from the Church Creek Estates lift station, to 72nd Ave NW & SR 532. This will allow for the elimination of the Cedarhome and Church Creek Estates lift stations. Design will be in 2019 and construction will be in 2021. The new High School project will be installing a new sewer main under SR 532 to the existing system in 72nd Ave NW, which will allow this to happen. ($1.175 million in 2021-2022, local and bond funds)

Pioneer Highway/Cedarhome to 267th Street (EX17):

This project will replace an undersized sewer main in Pioneer Highway between Cedarhome Drive and 267th Pl NW. Funding is for design work in 2020. Sewer projects along Pioneer Highway are necessary due to the new gravity system that will replace the Cedarhome and Church Creek Estates lift stations. ($175,000 in 2024, local funds)

Lower Pioneer Hwy Interceptor (EX18):

This project will replace undersized sewer main in Pioneer Highway from Fox Hill to 267th Pl NW. This project is at 30% design and funding is for design and construction in 2020. ($1 million in 2020-2021, local and bond funds)

68th Ave. Gravity Main Replacement

This project will construct a new sewer line in 68th Avenue to accommodate growth north of Cedarhome Elementary. ($1 million in 2023, developer funded)

Telemetry System Upgrades (EX7):

This project will upgrade the existing telemetry system that connects the existing lift stations throughout the city to the SCADA system at the Waste Water Treatment Plant. The existing system is very old and no longer works at all locations. ($300,000 in 2020, local funds.)

Biosolids Processing Facility:

This project will look at options for handling the biosolids created from the Waste Water Treatment Process. This funding is for design in 2020 with construction currently proposed in 2021 to 2023. ($4 million in 2021-2022, local and bond funds)

Sewer (continued)

Grit Removal Unit Installation

This project will install a system prior to the headworks at the WWTP to remove objects and debris heavy enough to settle out that cause issue in processes downstream. ($400,000 in 2020-2021, local funds.)

Main Lift Station Upgrades:

This project will upgrade the main lift station at 270th St NW and 94th Dr NW. All of the city's sewer flows to this lift station and is pumped under SR 532 to the Waste Water Treatment Plant. Recent sewer availability analysis show capacity deficiencies for currently proposed development. ($650,000 in 2020-2021, local funds.)

Upper Pioneer Highway 85th to Cedarhome (EX16):

This project will analyze the deficiencies of the existing sewer main. The funding is for design to replace the undersized sewer main in 2020. ($86,000 in 2020, local funds.)

Capital Projects—Drainage:

85th Avenue N. Runoff

This project is to pick up storm water that flows down 85th Avenue and on to Pioneer Highway. ($738,635 in 2020-2022, local funds.)

35% local support, which would be bond-financed.)

SR 532 Berm

This project will construct a permanent earthen berm with a walking path from 88th Avenue to 92nd Avenue on the south side of SR532 for flood protection of the downtown. ($900,000 funded by low-interest Snohomish County Loan.)

101st, 102nd, 103rd Replacement:

This project will provide drainage improvements to these streets in West Stanwood. This existing system is incomplete and doesn't function properly. Funding is for design and construction beginning in 2020. ($1.5 million in 2020-2022, local and bond funds)

92nd Ave. (271st to SR532)

This project is in conjunction with IS4 and will address conveyance system issues (there is thought to be a pipe with reverse slope). ($640,000 in 2021-2022, local funds)

Drainage (continued)

Irvine Slough Stormwater Separation:

This project is to separate downtown Stanwood from the Irvine Slough, to allow it to drain during times of high water or flooding. The first phase in 2019 will provide improvements to the existing lift station including a new pump, separation wall, and pipe to SR 532. Grant funding from Flood Plains by Design applied for in 2018 will support $750,000 of Phase 1 cost. Phase 2 in 2020 will construct a new lift station at 92nd Avenue and SR 532, along with a force main and discharge structure to the Old Stillaguamish River Channel by the Waste Water Treatment Plant. Currently both phases are at 30% design. (Future IS4 phases are supported in current rate structure based on 65% grant support and 35% local funds including bond financing.) The following chart provides details regarding the sources and uses of funds for the project.

	Irvine Slough Stormwater Separation							
Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Future Years Total
Sources/Funding	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection
Local Funds -Plant Investment Fees	$ 312,920		$ -	$ -	$ -	$ -		$ 312,920
Local - Operating Transfers In		$ 150,000	$ -	$ -	$ -	$ -		$ 150,000
Debt-Bond Issue			$ 630,000	$ 350,000	$ 700,000	$ 700,000	$ 700,000	$ 3,080,000
Grant Proceeds (unidentified)			$ 1,170,000	$ 650,000	$ 1,300,000	$ 1,300,000	$ 1,300,000	$ 5,720,000
Grant-Floodplains by Design (Ph. 1)	$ 435,000	$ 750,000						$ 1,185,000
Grant-DOC (Potential grant Phase 2)		$ 1,000,000	$ -	$ -	$ -	$ -		$ 1,000,000
Total Sources	**$ 747,920**	**$ 1,900,000**	**$ 1,800,000**	**$ 1,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 11,447,920**
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection
Design	$ 737,350		$ -	$ -	$ -	$ -		$ 737,350
Permitting	$ 10,570	$ -	$ -	$ -	$ -	$ -		$ 10,570
Construction--Phase 1	$ -	$ 900,000	$ -	$ -	$ -	$ -		$ 900,000
Construction--Phase 2	$ -	$ 1,000,000	$ -	$ -	$ -	$ -		$ 1,000,000
Construction-Future Phases	$ -		$ 1,800,000	$ 1,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 8,800,000
Total Uses	**$ 747,920**	**$ 1,900,000**	**$ 1,800,000**	**$ 1,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 11,447,920**

Augusta St. Pipe Upsize

This project is to improve drainage on Augusta Street (short alley west of Home Center) in conjunction with possible work on 270th (brick street) and in conjunction with IS4. ($318,000 in 2024-2025, local funds)

271st St. NW. at Florence Road Upsize

This project is to increase a pipe size on the mainline from 271st to 270th on Florence Road. ($586,000 in 2024-2025, local funds)

276th Place Pioneer Highway Drainage Improvement

This project will address stormwater runoff from the hill across Pioneer Highway. ($58,791 in 2023, local funds)

Capital Projects—Water

Long Term Water Study:

This project will provide a study looking at long term water supply for the city. This funding will be only for the study. ($60,000 in 2020, local funds)

Telemetry System Upgrades:

This project will upgrade the existing telemetry system that connects pressure reducing valves throughout the city to the SCADA system and the Water Treatment Plant. ($200,000 in 2021, local funds.)

297 Zone Reservoir:

This project will complete construction of a new reservoir next to the existing elevated reservoir. ($1.7 million in 2020, local and bond funds)

Knittle Booster Upgrades:

This project will provide an upgrade to the Knittle Booster station to include a new building. ($945,000 in 2023-24, local and bond funds.)

Knittle Generator:

The Knittle well does not have emergency power during power outages. This project will provide backup power if ever required. ($498,000 in 2024, local funds.)

Viking Way Water Main:

This project will install new water main in the new Viking Way. ($200,000 in 2020, local funds.)

85th Drive Water Main:

This project will move an old undersized galvanized water line to ROW and upsize. ($400,000 in 2022-2023, local funds.)

Bryant Well Monitor:

This project will continue efforts to use the old Bryant Well #2 as a monitoring well for salt water intrusion and aquifer drawdown. ($30,000 in 2020, local funds.)

Cedarhome Drive Water Main:

This project will upsize and old steel 6 inch line on the brick hill. ($517,000 in 2022-2023, local funds.)

Water (continued)

Knittle Tank recoating:

This project will address any corrosion issues with the reservoir and repaint/recoat. ($540,000 in 2023, local and bond funds.)

Park Lane Water Main:

This project will upsize an old steel 2 inch water line and provide new services. ($482,000 in 2023-24, local and bond funds).

Street Construction Fund (103)		**Budget 2020**	**Forecast 2021**	**Forecast 2022**	**Forecast 2023**	**Forecast 2024**	**Forecast 2025**
Beginning Cash & Investments		$300,000	$167,000	$199,220	$47,870	$35,688	$103,341
Revenues	**Source totals**						
Transfer in (Impact Fees 102)	**$1,350,000**	$250,000	$400,000	$400,000	$100,000	$100,000	$100,000
Transfer in (Transportation Sales Tax 108)	**$1,940,523**	$300,000	$309,000	$318,270	$327,818	$337,653	$347,782
Unidentified Grants--Sidewalk Projects	**$1,300,000**		$200,000	$300,000	$600,000	$200,000	
Unidentified Grant (284th St.)	**$1,366,000**			$744,000	$622,000		
Unidentified Grant (SR 532 Ovenell entrance)	**$2,500,000**			$1,000,000	$1,500,000		
CDBG Grant (101st Av. Reconstruction)	**$2,640,000**		$660,000	$132,000	$1,848,000		
Developer Funding (284th Improvements)	**$4,354,000**	$500,000				$3,854,000	
Developer Funded (276th Sidewalk)	**$200,000**		$200,000				
Unidentified Grant (272nd St. Sidewalk (72nd - 76th)	**$533,436**		$533,436				
Developer Funded (80th Ave Reconstruction)	**$7,030,000**			$2,109,000	$4,921,000		
WSDOT Funded (SR 532 & 64th)	**$3,500,000**			$3,500,000			
WSDOT Funded (Hamilton Roundabout)	**$3,500,000**				$3,500,000		
Unidentified Grant (270th St NW Curbs 98th - 102nd)	**$735,828**					$735,828	
Unidentified Grant (Sidewalk Cedarhome Dr. 271st-276th)	**$714,612**						$714,612
RTCC Grant (Viking Way) (secured)	**$1,869,500**	$1,437,000	$173,000	$259,500			
RTCC Grant (Viking Way) (potential)	**$1,000,000**				$1,000,000		
State Direct Apppropriation (Viking Way)	**$500,000**	$500,000					
TIB Grant (276th Overlay)	**$240,000**	$240,000					
TIB Grant (72nd Overlay)	**$450,000**		$450,000				
TIB Grant (68th Overlay)	**$450,000**			$450,000			
WSDOT grant SR532 Corridor Access Study	**$10,000**	$10,000					
Total Resources (includes 2020 BNC)	**$36,483,899**	**$3,537,000**	**$3,092,436**	**$9,411,990**	**$14,466,688**	**$5,263,169**	**$1,265,735**
Expenditures:	**Project Cost**						
SR532 Corridor Access Study	**$10,000**	$10,000					
SR532/Ovenell Access *	**$3,500,000**		$330,000	$700,000	$2,470,000		
SR532/98th Hamilton Access *	**$3,500,000**				$3,500,000		
SR532 & 64th Roundabout *	**$3,500,000**			$3,500,000			
Viking Way / 90th *	**$2,000,000**	$2,000,000					
Viking Way Phase Two	**$1,500,000**		$200,000	$300,000	$1,000,000		
284th St Improvements: 80th Ave to City Limits*	**$6,220,000**	$500,000		$744,000	$622,000	$4,354,000	
276th St.Overlay and ADA * (80th to E. city limits)	**$270,000**	$270,000					
Pavement Inventory	**$50,000**	$50,000					
271st Street (94th to Viaduct) seal coat	**$250,000**	$250,000					
90th Ave NW (271st to 272nd) *	**$124,884**		$124,884				
72nd Avenue SR532 to Pioneer Hwy Overlay	**$500,000**		$500,000				
101st Ave Reconstruction & Overlay *	**$2,640,000**		$660,000	$132,000	$1,848,000		
68th Avenue Overlay	**$500,000**			$500,000			
80th Ave Reconstruction * (276th to 288th)	**$7,030,000**			$2,109,000	$4,921,000		
270th St. Redesign Curbs 98th to 102nd *	**$735,828**					$735,828	
Summarized Sidewalk Projects*	**$3,252,064**	$220,000	$1,008,332	$1,309,120	$0	$0	$714,612
Miscellaneous Sidewalk/Trail Installation/Repairs	**$420,000**	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000
Total Expenditures	**$36,002,776**	**$3,370,000**	**$2,893,216**	**$9,364,120**	**$14,431,000**	**$5,159,828**	**$784,612**
Ending Cash & Investments		**$167,000**	**$199,220**	**$47,870**	**$35,688**	**$103,341**	**$481,123**

Detailed 2020 - 2025 Sidewalk Projects		Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025
276th St. Sidewalk (North side 70th - 72nd)	**$250,000**	$50,000	$200,000				
92nd Ave NW -(Sidewalk in front of bowling alley)	**$150,000**	$150,000					
72nd Ave Sidewalk * (272nd to 276th)	**$270,000**	$20,000	$250,000				
273rd Pl. NW Sidewalk *	**$172,452**		$172,452				
272nd St. Sidewalk (72nd Ave. to Pioneer Hwy)*	**$1,200,000**		$200,000	$1,000,000			
284th St Sidewalk * (W. side 68th St. to 69th St.)	**$185,880**		$185,880				
98th Dr. Sidewalk 268th to 270th *	**$123,240**			$123,240			
284th St Sidewalk * (So. Side between 68th & 69th)	**$185,880**			$185,880			
Sidewalk Cedarhome Dr. 271st-276th *	**$714,612**						$714,612

Parks and Trails Improvement Fund (104)		**Budget 2020**	**Projection 2021**	**Projection 2022**	**Projection 2023**	**Projection 2024**	**Projection 2025**
Beginning Cash & Investments		$900,000	$137,000	$237,000	$337,000	$117,000	$197,000
Revenues	Total by source						
General Fund Transfers In	$2,065,000	$887,000	$143,000	$715,000	$165,000	$5,000	$150,000
Impact Fee Transfers In	$100,000	$100,000					
Donations	$20,000	$20,000					
REET2 Transfers In	$640,000	$200,000	$100,000	$100,000	$80,000	$80,000	$80,000
Grant (Heritage) Youth Athletic Fields, secured	$350,000	$350,000	$0	$0	$0	$0	$0
Grant (ALEA) Hamilton, Secured	$500,000	$500,000					
Unidentified Grant (RCO) Heritage Phase Two	$500,000			$500,000			
Unidentified Grant	$1,700,000					$1,700,000	
Total Resources (includes 2020 BNC)	$6,775,000	**$2,957,000**	**$380,000**	**$1,552,000**	**$582,000**	**$1,902,000**	**$427,000**
Expenditures:	**Total Proj Cost**						
Ovenell Property	$365,000	$0	$0	$200,000	$160,000	$5,000	$0
Heritage Park	$2,208,000	$1,070,000	$133,000	$1,005,000	$0	$0	$0
Hamilton Park	$1,120,000	$1,120,000	$0	$0	$0	$0	$0
Stanwood Port Susan Trail	$2,866,750	$450,000	$0	$5,000	$300,000	$1,700,000	$411,750
Church Creek Park	$170,000	$150,000	$10,000	$5,000	$5,000	$0	$0
Johnson Farm	$0						
New Neighborhood Park	$30,000	$30,000					
Total Project Costs	**$6,759,750**	**$2,820,000**	**$143,000**	**$1,215,000**	**$465,000**	**$1,705,000**	**$411,750**
Ending Cash & Investments		**$137,000**	**$237,000**	**$337,000**	**$117,000**	**$197,000**	**$15,250**

Building Improvement (Fund 110)		**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Cash & Investments		$1,350,000	$1,800,000	$6,300,000	$0	$0	$0
Revenues							
General Fund Transfer In	$1,000,000			$1,000,000			
Sales Tax - Construction	$600,000	$600,000	$0	$0	$0	$0	$0
REET 1 Transfer-In	$1,200,000		$500,000	$700,000	$0	$0	$0
Bond Proceeds / Debt	$12,000,000	$0	$12,000,000	$0	$0	$0	$0
Grant Proceeds	$0	$0	$0	$0	$0	$0	$0
Total Resources (includes 2020 BNC)	$16,150,000	**$1,950,000**	**$14,300,000**	**$8,000,000**	**$0**	**$0**	**$0**
Expenditures:	Total Proj Cost						
Police Station/City Hall Design	$150,000	$150,000					
Police Station/City Hall Construction	$16,000,000		$8,000,000	$8,000,000			
Total Expenditures	**$16,150,000**	**$150,000**	**$8,000,000**	**$8,000,000**	**$0**	**$0**	**$0**
Ending Cash & Investments		**$1,800,000**	**$6,300,000**	**$0**	**$0**	**$0**	**$0**

		2020	2021	2022	2023	2024	2025
Sewer (403)	SFR Building Permits	**60**	**26**	**20**	**20**	**20**	**20**
Beginning Cash & Investments		$1,500,000	$503,140	$1,706,834	$86,214	$465,594	$476,974
Connection Fees	$83,000	$30,000	$13,000	$10,000	$10,000	$10,000	$10,000
Transfers-in Plant Investment Charge	$1,281,354	$463,140	$200,694	$154,380	$154,380	$154,380	$154,380
Developer Funded (68th Ave Replacement)	$1,000,000				$1,000,000		
Bond Proceeds / Debt	$5,500,000	$0	$5,500,000	$0			
Grant Proceeds	$0						
Transfer in from Operations	$1,500,000	$150,000	$250,000	$250,000	$250,000	$300,000	$300,000
Total Resources (includes 2020 BNC)	**$10,864,354**	$2,143,140	$6,466,834	$2,121,214	$1,500,594	$929,974	$941,354
Improvements	**$210,000**	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000
Flow Monitor/Smoke Test (EX 2)	**$150,000**	$150,000					
Church Creek Collection System Const (EX5A)	**$1,175,000**	$150,000	$1,025,000				
Cedarhome Collection System Construction (EX5B)	**$175,000**					$175,000	
Pioneer Highway/Cedarhome to 267th St (EX 17)	**$100,000**	$100,000					
Lower Pioneer Highway Interceptor (EX18)	**$1,000,000**	$100,000	$900,000				
72nd Ave Main Replacement 265th-267th (DF2)	**$193,000**					$193,000	
68th Ave Gravity Main Replacement (DF4)	**$1,000,000**				$1,000,000		
Telemetry System Upgrades (EX7)	**$300,000**	$300,000					
Biosolids Processing Facility(EX8A-B)	**$4,300,000**	$300,000	$2,000,000	$2,000,000			
Grit Removal Unit Installation (EX9)	**$400,000**	$100,000	$300,000				
Viking Way	**$169,000**	$169,000					
Main Lift Station Upgrades	**$650,000**	$150,000	$500,000				
Wastewater Rate Study	**$50,000**					$50,000	
Upper Pioneer Hwy 85th to Cedarhome (EX16)	**$86,000**	$86,000					
Total Expenditures	**$9,958,000**	**$1,640,000**	**$4,760,000**	**$2,035,000**	**$1,035,000**	**$453,000**	**$35,000**
Ending Cash & Investments		$503,140	$1,706,834	$86,214	$465,594	$476,974	$906,354

Drainage Construction Fund (411)		**Budget 2020**	**Projection 2021**	**Projection 2022**	**Projection 2023**	**Projection 2024**	**Projection 2025**
Beginning Cash & Investments		$600,000	$662,000	$259,700	$177,365	$372,574	$275,017
Revenues							
Connection Fees	$48,000	$12,000	$12,000	$12,000	$4,000	$4,000	$4,000
Transfer-In from Drainage Operating	$1,700,000	$400,000	$300,000	$250,000	$250,000	$250,000	$250,000
Transfer-In from Drainage PIF	$300,000	$100,000				$100,000	$100,000
Bond Proceeds-IS4	$3,080,000		$630,000	$350,000	$700,000	$700,000	$700,000
Bond Proceeds-92nd, 101st, 102nd,103rd	$1,520,000			$1,520,000			
Grant Proceeds (unidentified)	$5,720,000		$1,170,000	$650,000	$1,300,000	$1,300,000	$1,300,000
Loan - SR 532 Flood Berm	$900,000	$900,000					
DOE-Floodplains by Design (Ph. 1, secured)	$750,000	$750,000					
DOE-Floodplains by Design (Ph. 2, potential)	$1,000,000	$1,000,000					
Total Resources (includes 2020 BNC)	**$15,618,000**	**$3,762,000**	**$2,774,000**	**$3,041,700**	**$2,431,365**	**$2,726,574**	**$2,629,017**
	Total						
(CFP#) Expenditures	**Proj Cost**						
Drainage Rate Study	$25,000						$25,000
(10) 85th Ave N Runoff	$738,635	$50,000	$344,300	$344,335			
(1) Irvine Slough Stormwater Separation	$10,700,000	$1,900,000	$1,800,000	$1,000,000	$2,000,000	$2,000,000	$2,000,000
(11) SR532 Flood Berm	$900,000	$900,000					
(7) 101st, 102nd, 103rd Replacement	$1,500,000	$250,000	$250,000	$1,000,000			
(2) 92nd Ave (271st-SR532)	$640,000		$120,000	$520,000			
(4) 276th Pl Pioneer Hwy Drainage Imp	$58,791				$58,791		
(6) Augusta St. Pipe Upsize	$585,830					$292,915	$292,915
(8) 271st St NW @ Florence Rd Upsize	$317,284					$158,642	$158,642
Total Expenditures	**$15,465,540**	$3,100,000	$2,514,300	$2,864,335	$2,058,791	$2,451,557	$2,476,557
Ending Cash & Investments		**$662,000**	**$259,700**	**$177,365**	**$372,574**	**$275,017**	**$152,460**

Water Construction Fund (422)		2020	2021	2022	2023	2024	2025
	SFR Building Permits	60	26	20	20	20	20
Beginning Cash & Investments		$1,700,000	$12,720	$128,320	$318,320	$1,377,320	$265,320
Revenues and Transfers In							
Connection Fees	$99,600	$36,000	$15,600	$12,000	$12,000	$12,000	$12,000
Transfers-In from Operating Funds	$1,500,000	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000
Transfers-in Plant Investment Charge	$1,124,720	$414,720	$150,000	$140,000	$140,000	$140,000	$140,000
Bond Proceeds / Debt	$2,400,000				$2,400,000		
Grant Proceeds	$0						
Total Resources (include 2020 BNC)	**$6,824,320**	**$2,400,720**	**$428,320**	**$530,320**	**$3,120,320**	**$1,779,320**	**$667,320**
Expenditures:	**Total Proj Cost**						
Rate Study	$25,000					$25,000	
Improvements	$300,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
Long Term Water Supply Study	$60,000	$60,000					
Telemetry	$200,000		$200,000				
297 Zone Reservoir	$1,700,000	$1,700,000					
Knittle Generator (2021-2026)	$260,000					$260,000	
Knittle Booster Upgrades	$945,000				$236,000	$709,000	
Viking Way water main	$498,000	$498,000					
85th Dr water main	$400,000			$45,000	$355,000		
Bryant Well monitor	$30,000	$30,000					
Cedarhome Dr water main	$517,000			$67,000	$450,000		
Knittle tank recoating	$540,000				$540,000		
Park Lane water main	$482,000				$62,000	$420,000	
Water Meter Replacement Program	$300,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
Total Expenditures	**$6,257,000**	**$2,388,000**	**$300,000**	**$212,000**	**$1,743,000**	**$1,514,000**	$100,000
Ending Cash & Investments		**$12,720**	**$128,320**	**$318,320**	**$1,377,320**	**$265,320**	**$567,320**

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: November 14, 2019

SUBJECT: Mid-Biennium Budget Amendment

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENT: A - Ordinance 1482 - Mid-biennium Budget Amendment

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PURPOSE

The issue before council is to review mid-biennium budget updates and consider first reading of Ordinance 1482 - Mid-biennium Budget Amendment.

RECOMMENDATION

Review staff requested amendments and approve first reading of Ordinance 1482 - Mid-biennium Budget Amendment.

SUMMARY STATEMENT

This report provides staff recommended mid-biennium adjustments to the 2019-2020 budget. Overall, operating revenues and expenditures continue to track within adopted budgets. The recommended changes request authorization for relatively minor program changes, as well as changes arising from updated information and revised estimates. Finally, there are a set of recommended capital program budget changes requested that primarily relate to the timing of projects, with projects occurring either earlier or later than previously budgeted.

COMMITTEE REVIEW

The preliminary mid-biennial budget amendment was reviewed by the Finance Committee at their regular scheduled October 24th meeting, and the Committee recommended approval and to present to the City Council. Further, it was reviewed by the City Council at the regular scheduled October 24th meeting.

RECOMMENDED MOTION

I MOVE TO APPROVE FIRST READING OF ORDINANCE 1482 AMENDING THE 2019-2020 BUDGET AS PRESENTED.

Budget Amendment Topic—Tourism Fund & Related Economic Development Items

The table below summarizes changes requested in order to implement the Lodging Tax and the new Tourism Promotion Fund. Key elements include:

- Transfer all elements of Stanwood's tourism marketing initiative to a new special revenue fund. This includes expenditures for Discover-Stanwood Camano visitor guide magazine, website, events and marketing promotion, city tourism grant program for special events, and other event costs to the new fund.
- Estimated Tourism Promotion Fund new revenues and General Fund "seed money" transfer.

Fund	Department	Account	Current Budget 2020	Request Budget 2020	Budget Change 2020
Revenue Changes					
001	General	Snohomish County Grant	$ 8,000	$ -	$ (8,000)
Total Revenue Changes					$ (8,000)
Expenditure Changes					
001	Community Development	Economic Development	$ 17,500	$ -	$ (17,500)
001	Community Development	Tourism Promotion	$ 46,000	$ -	$ (46,000)
001	Parks Operations	Special Events	$ 12,586	$ -	$ (12,586)
001	GF Transfer Out	To New Tourism Fund	$ -	$ 51,000	$ 51,000
Total Expenditure Changes					$ (25,086)
Revenue Changes					
115	Tourism Promotion	Lodging Tax	$ -	$ 1,000	$ 1,000
		Grant - DSC	$ -	$ 8,000	$ 8,000
		Grant - Summer Arts Jam	$ -	$ 10,000	$ 10,000
		Advertising	$ -	$ 5,000	$ 5,000
		Donations	$ -	$ 5,000	$ 5,000
		Sponsorships	$ -	$ 40,000	$ 40,000
		General Fund Transfer	$ -	$ 51,000	$ 51,000
Total Revenue Changes					$ 120,000
Expenditure Changes					
115	Tourism Promotion	Professional Services*	$ -	$ 97,000	$ 97,000
		Advertising (billboard)	$ -	$ 7,500	$ 7,500
		Tourism Grants	$ -	$ 11,000	$ 11,000
		Supplies (event-related)	$ -	$ 1,000	$ 1,000
		Meetings, Training & Travel	$ -	$ 1,000	$ 1,000
		Dues	$ -	$ 1,000	$ 1,000
		Printing	$ -	$ 1,500	$ 1,500
Total Expenditure Changes					$ 120,000

***Professional Services Details:**		Contracts
DSC website redesign	$ 20,000	Puget Tech
DSC magazine publishing	$ 14,000	Phillips
Tourism Marketing	$ 25,000	TBD
Events Management	$ 35,000	Chamber
Graphic Design	$ 3,000	TBD
Subtotal	$ 97,000	

Budget Amendment Topic—Cost Allocation Update

The table below summarizes changes requested as the result of annual update of the General Fund Cost Allocation Model. The model is based on the methodology prescribed by the State Auditor's Office and is recalculated annually. The 2020 allocation is based on 2018 actuals, so the 2019-2020 budgeted allocation was based on an estimate. Now that staff have updated the model the following line item amendments are recommended. The 6.9% in allocated General Fund costs resulted primarily from the fact that 2018 General Fund expenditures were significantly higher than 2017. Departmental increases are highlighted below:

- Community Development increased $183,000 due to additional Senior Planner and increasing the Construction Inspector to Full Time Status.
- Parks and Administration Departments each increased expenditure by $17,000.
- Law enforcement increased $67,000 with the new contract.
- Fire Contract increased $140,000, after remaining the same for five years.

Fund	Current Budget 2020	Request Budget 2020	Increase ($)	Increase (%)
General Fund	$421,675	$452,919	$ 31,244	6.9%
Wastewater Utility	$188,155	$199,725	$ 11,570	5.8%
Stormwater Utility	$ 69,404	$ 75,231	$ 5,827	7.7%
Water Utility	$164,116	$177,963	$ 13,847	7.8%

Budget Amendment Topic—Reservoir Loan

The table below summarizes changes required to account for the issuance of the water reservoir bond. The costs of underwriting were included in the borrowing and were deposited to the Water Construction fund. The underwriter will invoice separately for these services and they will be paid from the Bond Reserve Fund.

Debt service payments were budgeted to be paid from the Water Operating fund, but they will instead be paid from the Bond Reserve Fund, so this amendment increases 2020 operating transfers to the Bond Reserve Fund and schedules the debt service payments from the Reserve Fund. Note this is the same as the flow of funds for the 2011 bonds.

Account Name	Current Budget 2019	Request Budget 2019	Change 2019	Current Budget 2020	Request Budget 2020	Change 2020
Water Operating Fund Changes						
Transfer to Bond Reserve	$209,200	$209,200	$ -	$209,200	$419,175	$209,975
Water Bond Reserve Changes						
Bond Proceeds	$ -	$199,012	$199,012	$ -	$ -	$ -
Transfer from Water Operating	$209,200	$209,200	$ -	$209,200	$419,175	$209,975
Debt Service	$209,400	$237,046	$ 27,646	$209,400	$419,175	$209,775

Budget Amendment Topic—Vehicle Purchases

The table below summarizes changes requested to the city's fleet replacement program approved in 2018.

- The estimated cost of the Vactor truck has increased, so staff requests an increase in the appropriation from $400,000 to $480,000. Staff anticipate realizing approximately $40,000 to $50,000 when the current Vactor truck is sold next year, which partially offsets the increased cost. Further, the vehicle is not anticipated to be delivered until spring of 2020, so the appropriation must be moved from 2019 to 2020.
- Similarly, the Camera Van, Dump Truck and Bucket Truck purchases will not occur until 2020, so staff requests moving the appropriation from 2019 to 2020. Staff also realize the price of the camera van will be $4,000 more than estimated in the current budget.
- Public Works staff have determined it is feasible to use the new camera van as a utility vehicle and therefore do not need to replace a 2005 utility truck in 2020 as planned, so this appropriation will be deleted from the 2020 budget.
- The Pool vehicle that was planned for City Hall will also not be purchased in 2019, and staff have reconsidered and believe a Pool Truck would be more advantageous, although the cost increases.

Fund	Vehicle	Current Budget 2019	Current Budget 2020	Request Budget 2019	Request Budget 2020
Sewer Equipment Reserve	Vactor	$400,000	$ -	$ -	$480,000
Sewer Equipment Reserve	Sewer Camera Van	$ 35,000	$ -	$ -	$ 39,000
Sewer Equipment Reserve	Sewer utility truck	$ -	$40,000	$ -	$ -
GF/Streets Equip. Reserve	Bucket Truck	$140,000	$ -	$ -	$140,000
GF/Streets Equip. Reserve	Shared Vehicle	$ 22,000	$ -	$ -	$ 30,000

Budget Amendment Topic—Snow Event, Overtime

The table below summarizes changes requested to allocate additional overtime used clearing streets during the 2019 significant snow event, and to provide a revised allocation for 2020.

Fund	Department Name	Current Budget 2019	Request Budget 2019	Budget Change 2019	Current Budget 2020	Request Budget 2020	Budget Change 2020
101	Streets	$ 688	$ 3,500	$ 2,812	$ 688	$ 2,000	$ 1,312
410	Drainage	$ 684	$ 3,000	$ 2,316	$ 684	$ 2,000	$ 1,316
	Totals	$ 1,372	$ 6,500	$ 5,128	$ 1,372	$ 4,000	$ 2,628

Budget Amendment Topic—Correct Employee Benefit Calculation Error

The table below summarizes changes requested in order to correct employee benefit calculation errors. The city's accounting software incorrectly calculated Social Security, Medicare and retirement benefits. The cause of the error appears to be an incorrect formula, but is still under investigation. The amendment is necessary to ensure expenditures are within appropriations. The tables below summarize the effect of this correction.

2019 Employee Benefit Expense Changes

	Current Budget	Proposed	Increase
General Fund	$ 505,573	$ 567,124	$ 61,551
Streets	$ 62,379	$ 67,093	$ 4,714
Wastewater Utility	$ 188,140	$ 196,314	$ 8,174
Stormwater Utility	$ 66,033	$ 70,889	$ 4,856
Water Utility	$ 176,401	$ 195,713	$ 19,312

2020 Employee Benefit Expense Changes

	Current Budget	Proposed	Increase
General Fund	$ 549,421	$ 610,277	$ 60,856
Streets	$ 66,371	$ 71,526	$ 5,155
Wastewater Utility	$ 198,635	$ 207,429	$ 8,794
Stormwater Utility	$ 70,134	$ 77,774	$ 7,640
Water Utility	$ 185,801	$ 194,792	$ 8,991

Budget Amendment Topic—Senior Planner Role

The table below summarizes changes requested in order to re-allocate the salary and benefits of the part-time Senior Planner. This employee has worked primarily in support of Public Works and utilities planning; however over the course of 2019 has increasingly worked in support of Community Development activities. Much of the first half of 2019 she worked on the Water System Security Plan update. For the remainder of 2019 and in 2020 she will work to support parks development including the parks strategic planning effort.

Fund	**Department Name**	**Current Budget 2019**	**Request Budget 2019**	**Budget Change 2019**	**Current Budget 2020**	**Request Budget 2020**	**Budget Change 2020**
001	Community Development	$ -	$ 2,522	$ 2,522	$ -	$10,128	$ 10,128
001	Buildings & Grounds	$ 6,619	$ -	$ (6,619)	$ 6,751	$ -	$ (6,751)
001	Parks Operations	$ 9,929	$27,736	$ 17,807	$10,127	$50,637	$ 40,510
	General Fund Total	$16,548	$30,258	$ 13,710	$16,878	$60,765	$ 43,887
101	Streets	$ 9,929	$ -	$ (9,929)	$10,127	$ -	$(10,127)
401	Wastewater	$13,239	$ 1,490	$(11,749)	$13,502	$ -	$(13,502)
410	Drainage	$ 9,929	$ 1,490	$ (8,439)	$10,127	$ -	$(10,127)
421	Water	$16,548	$32,955	$ 16,407	$16,883	$ 6,752	$(10,131)

Budget Amendment Topic—Miscellaneous

The table below summarizes miscellaneous changes requested that relate to various funds.

1. Add $10,000 to hire a part-time temporary intern to input business information to a database.
2. Add $20,000 for publication of the city-centric Discover Stanwood-Camano.
3. Add $50,000 to begin strategic planning effort.
4. Transfer Fire Impact fees for partial payment of fire station bond debt service.
5. Continue support for Stanwood Senior Center.
6. Snohomish County Emergency Services annual increase.
7. Add $25,000 to hire a consultant to draft/update operational standard operating procedures.
8. Annual WCIA increase: liability coverage increased 5%; and new fleet vehicles add to premium.
9. Add $2,000 to provide city logo attire.
10. Add $2,000 - fuel costs exceeding budget.
11. Add $2,000 to purchase portable devices for field staff; and $1,000 for EDB supplies.
12. Add $1,500 to provide a computer at the planning counter & $1,500 for Aerial Photography.
13. Add $25,000 Interlocal agreement w/ Snohomish County for GIS services.
14. Move $35,000 from Drainage Capital to Drainage Operating (recurring maintenance work.)
15. Add $14,000 for light pole replacement (88th Avenue).

Item No.	Fund/Department	Account	Current Budget 2020	Request Budget 2020	Budget Change 2020
Expenditure Changes					
1	General Fund	Salary & Wages	$ 510,420	$ 520,420	$ 10,000
2	General Fund	Professional Services	$ 105,000	$ 125,000	$ 20,000
3	GF & Utilities	Strategic Plan	$ -	$ 50,000	$ 50,000
4	Fire Impact Fees	Transfer to Debt Service	$ -	$ 25,000	$ 25,000
5	General Fund	Senior Center Support	$ -	$ 10,000	$ 10,000
6	General Fund	Emergency Services	$ 9,013	$ 10,110	$ 1,097
7	Streets & Utilities	Prof. Svcs-SOP Development		$ 25,000	$ 25,000
8	GF & Utilities	Insurance	$ 158,398	$ 170,500	$ 12,102
9	GF & Utilities	Wellness Program-City Attire	$ 750	$ 2,750	$ 2,000
10	GF Parks & Comm. Dev.	Fuel	$ 6,300	$ 8,300	$ 2,000
11	Comm. Development	Supplies	$ 2,000	$ 5,000	$ 3,000
12	Comm. Development	Prof. Svcs-Computer & Aerial Photo.	$ 105,000	$ 109,500	$ 3,000
13	GF & Utilities	Prof. Services-ILA w/ Snoco GIS	$ -	$ 25,000	$ 25,000
14	Drainage	Rentals, Repair & Maintenance	$ 5,228	$ 40,228	$ 35,000
15	Streets	Repair & Maintenance	$ 22,000	$ 36,000	$ 14,000
Total Expenditure Changes					$ 237,199

Budget Amendment Topic—Streets Capital Budget Changes

The following line item budget changes implement the updated CIP:

1. Viking Way construction is delayed to 2020.
2. Two Sidewalks projects moved to 2020.

2019				
Item No.	Description	Budget	Proposed Change	Amended Budget
1	RTCC - Viking Way	1,787,000	-1,437,000	350,000
1	State Grants WSDOT	500,000	-500,000	0
	Revenue Subtotal	2,287,000	-1,937,000	350,000
1	Viking Way Construction	2,000,000	-2,000,000	0
2	92nd Ave Sidewalk	150,000	-150,000	0
2	72nd Ave Sidewalk ROW	100,000	-100,000	0
	Expenditure Subtotal	2,250,000	-2,250,000	0

1. Viking Way construction is delayed to 2020.
2. The 276th overlay project estimate and TIB funding was reduced.
3. Additional Impact Fee and Trans. Sales Tax Transfers in.
4. Sidewalk repair projects schedule changes.
5. Overlay project schedule changes.
6. Berm Path moved to Parks Fund.
7. WSDOT-funded Corridor Access Study added.

Item No.	Description	Budget	Proposed Change	Amended Budget
1	RTCC - Viking Way	0	1,437,000	1,437,000
1	State Grants WSDOT	1,400,000	-890,000	510,000
2	TIB-276th Overlay	927,608	-687,608	240,000
3	Transfer In St Impact (102)	125,000	125,000	250,000
3	Transfer From TBD (108)	250,000	50,000	300,000
	Revenue Subtotal	2,702,608	34,392	2,737,000
4	Sidewalk Repair	50,000	-50,000	0
4	276th Sidewalk(north side 70th-72nd)	0	50,000	50,000
4	Misc Capital Projects	25,000	-25,000	0
1	Viking Way Construction	0	2,000,000	2,000,000
4	92nd Ave Sidewalk	0	150,000	150,000
4	72nd Ave Sidewalk ROW	0	20,000	20,000
5	276th St Overlay	530,675	-260,675	270,000
5	68th Ave Overlay	500,000	-500,000	0
4	72nd Ave Sidewalk Construction	391,359	-391,359	0
4	273rd Pl Sidewalk	175,452	-175,452	0
6	SR 532 Flood Berm/Bike Path	200,000	-200,000	0
4	90th Ave 271st To 272nd Sidewalk	124,884	-124,884	0
4	102nd Ave Sidewalk	106,498	-106,498	0
7	SR532 Corridor Access Study	0	10,000	10,000
	Expenditure Subtotal	2,103,868	396,132	2,500,000

Budget Amendment Topic—Parks Capital Budget Changes

The following line item budget changes implement the updated CIP:

1. The Heritage Park Construction phase was expected in 2019, but will be in 2020, The project is partially funded with RCO Youth Athletic Fields grant.
2. The Floodplains by Design, grant-funded project at Johnson farm will also be constructed in2020 rather than 2019 as planned.
3. The acquisition of land adjacent to Heritage was less than budgeted.

2019 Parks Improvement Fund Changes				
Item No.	Description	Budget	Proposed Change	Amended Budget
1	RCO-YAF	350,000	-350,000	0
2	DOE Floodplains by Design	375,000	-375,000	0
	Revenue Subtotal	725,000	-725,000	0
1	Heritage	850,000	-775,000	75,000
2	Johnson Farm	480,000	-480,000	0
3	Acquisition Heritage Pk	900,000	-200,000	700,000
	Expenditure Subtotal	2,230,000	-1,455,000	775,000

1. As noted this project construction phase is moved to 2020.
2. As noted this project construction phase is moved to 2020.
3. The Biennial budget anticipated this grant, but our application was not successful.
4. The Biennial budget anticipated this grant, but our application was not successful.
5. Anticipated private donations to support upgrades at Church Creek Park.
6. New Snohomish County grant to participate in upgrades at Church Creek Park.
7. Part of the low interest loan to construct the SR532 Berm will support the trail element.
8. The scope of the construction phase for Heritage and Hamilton Parks requires General Fund support.

2020 Parks Improvement Fund Changes				
Item No.	Description	Budget	Proposed Change	Amended Budget
1	RCO-YAF	0	350,000	350,000
2	DOE Floodplains by Design	375,000	-375,000	0
3	RCO-WWRP	500,000	-500,000	0
4	DOC Berm Trail	250,000	-250,000	0
5	Donations	0	20,000	20,000
6	Grant Sno Co(Church Creek)	0	10,000	10,000
7	Intergovernmental loans-SnoCo	0	73,000	73,000
8	Trnsfr from Gen Fund	0	887,000	887,000
	Revenue Subtotal	1,125,000	215,000	1,340,000
1	Heritage	625,000	445,000	1,070,000
2	Johnson Farm	475,000	-475,000	0
3	Ovenell	75,000	-75,000	0
4	Stanwood Port Susan Trail	250,000	200,000	450,000
5	Hamilton	500,000	720,000	1,220,000
6	Church Creek Park	125,000	25,000	150,000
	Expenditure Subtotal	2,050,000	840,000	2,890,000

Budget Amendment Topic—Building Improvement Fund Budget Changes

The following line item budget changes implement the updated CIP:

1. The first amendment to the 2019-2020 budget included authorization of land for expansion of Heritage Park, to be funded initially from a General Fund Transfer, with the stipulation that the $900,000 transfer would be repaid in 2019 and 2020 as sales tax attributable to construction of the new Stanwood High School. The budget was not updated to reflect these deposits so this is a correction. As of October 31, 2019, $278,253 has been received.
2. The budgeted grant reimbursement from Department of Commerce for the acquisition of the Church Creek Property for future Civic Campus was higher than expected.
3. The design and planning for the future Civic Campus is under way, but the project will not be completed in 2019, thus requiring budget transfer to 2020.

2019 Building Improvement Fund Changes				
Item No.	**Description**	**Budget**	**Proposed Change**	**Amended Budget**
1	Sales Tax Construction	0	400,000	400,000
2	DOC New CH Design	285,000	291,000	6,000
	Revenue Subtotal	285,000	691,000	406,000
3	Police/City Hall Design	300,000	-150,000	150,000
	Expenditure Subtotal	300,000	-150,000	150,000
2020 Building Improvement Fund Changes				
Item No.	**Description**	**Budget**	**Proposed Change**	**Amended Budget**
1	Sales Tax Construction	0	500,000	500,000
	Revenue Subtotal	0	500,000	500,000
3	Police/City Hall Design	0	200,000	200,000
	Expenditure Subtotal	0	200,000	200,000

Budget Amendment Topic—Sewer Construction Fund Budget Changes

The following line item budget changes implement the updated CIP:

1. The Viking Way project was delayed in Right of Way Phase, this is the sewer construction element of the project, which is not planned for 2020.
2. and 3. These projects were expected in 2019, but the design phase will now occur in 2020.

2019 Sewer Construction Fund Changes

Item No.	Description	Budget	Proposed Change	Amended Budget
	No Revenue Changes			
	Revenue Subtotal	0	0	0
1	Viking Way Sewer Improvements	169,000	-169,000	0
2	Main Lift Station Upgrades	150,000	-150,000	0
3	Church Creek Collection System (Ex5A)	150,000	-150,000	0
	Expenditure Subtotal	469,000	-469,000	0

1. When developing the biennial budget in 2018, staff anticipated a combined utility borrowing, but when the water reservoir project was escalated to 2019, and the Snohomish County loan was secured for the Berm project, it was deemed more advantageous to borrow for the Water reservoir separately and plan to borrow for the Sewer fund projects in 2021.
2. The planned transfer is reduced in 2020 due to revising the timing of projects.
3. The Viking Way project was delayed in Right of Way Phase, this is the sewer construction element of the project, which is not planned for 2020.
4. and 5. These projects were expected in 2019, but the design phase will now occur in 2020.
6. Project completed in 2019, no work necessary in 2020.
7. Miscellaneous pipe replacement projects are now budgeted in operating fund.
8. Project no longer necessary.
9. Planning only will occur in 2020.
10. Project completed in 2019, no work necessary in 2020.
11. Design cost estimate increased.
12. Project moved forward from 2022 to 2020.
13. Project cost estimate increased.

2020 Sewer Construction Fund Changes

Item No.	Description	Budget	Proposed Change	Amended Budget
1	Revenue Bond Proceeds	2,500,000	-2,500,000	0
2	Transfer in Sewer Plant Investment Fees	1,342,472	-300,472	1,042,000
	Revenue Subtotal	3,842,472	-2,800,472	1,042,000
3	Viking Way Sewer Improvements	0	169,000	169,000
4	Main Lift Station Upgrades	413,000	-263,000	150,000
5	Church Creek Collection System (Ex5A)	0	150,000	150,000
6	Collector/Int Flow Monitor & Video(Ex2)	50,000	-50,000	0
7	Misc Pipe Replacement (EX1)	25,000	-25,000	0
8	272nd/101st-99th(Ex13)	200,000	-200,000	0
9	Lower Pioneer Hwy (Ex18)	500,000	-400,000	100,000
10	UV Disinfection	48,000	-48,000	0
11	Biosolids Processing Facility	110,000	190,000	300,000
12	Grit Removal Unit Installation(EX9)	0	100,000	100,000
13	Telemetry System Upgrade	0	300,000	300,000
	Expenditure Subtotal	1,346,000	-77,000	1,269,000

Budget Amendment Topic—Drainage Construction Fund Budget Changes

The following line item budget changes implement the updated CIP:

1. The Grantor reimbursement was $100,000 greater than expected in 2019.
2. The SR 532 Berm Construction Grant was not received.
3. The Dept. of Ecology Grant (supporting Irvine Slough construction) was not received.
4. Portion of 2019 design and construction expenditure will occur in 2020.
5. Construction of the SR532 Berm Project is now planned to occur in 2020.

2019 Drainage Construction Fund Changes

Item No.	Description	Budget	Proposed Change	Amended Budget
1	DOC - Stormwater Separation Grant	385,000	100,000	485,000
2	DOC - Berm 532	911,200	-911,200	0
3	Department Of Ecology	1,000,000	-1,000,000	0
	Revenue Subtotal	2,296,200	-1,811,200	485,000
4	Irvine Slough Stormwtr Sep &Pump Station	1,000,000	-500,000	500,000
5	SR 532 Flood Berm	911,200	-911,200	0
	Expenditure Subtotal	1,911,200	-1,411,200	0

1. A grant application totaling $1,550,000 is planned for 2020.
2. The combined utility borrowing planned for 2020 is now projected for 2021.
3. The city has secured a low-interest loan from Snohomish County for the SR 532 Berm Construction project.
4. IS4 and Pump station construction planned for 2020, contingent on grant funding.
5. Construction planned for 2020.
6. This line item pertains to annual maintenance, so is correctly moved to the operating fund.

2020 Drainage Construction Fund Changes

Item No.	Description	Budget	Proposed Change	Amended Budget
1	Department Of Ecology	200,000	1,550,000	1,750,000
2	Revenue Bond Proceeds	3,250,000	-3,250,000	0
3	Intergovtl loans-SnoCo	0	900,000	900,000
	Revenue Subtotal	3,450,000	-800,000	2,650,000
4	Irvine Slough Stormwater Sep. & Pump Stn.	1,800,000	100,000	1,900,000
5	SR 532 Flood Berm	0	900,000	900,000
6	Retention Pond Improvements	25,000	-25,000	0
	Expenditure Subtotal	1,825,000	975,000	2,800,000

Budget Amendment Topic—Water Utility Construction Fund Budget Changes

The following line item budget changes implement the updated CIP:

1. The Viking Way Project is delayed to 2020.
2. The 297 Reservoir Construction will be completed in 2020.

2019 Water Construction Fund Changes				
Item No.	**Description**	**Budget**	**Proposed Change**	**Amended Budget**
	No Revenue Changes			
	Revenue Subtotal	0	0	0
1	Viking Way Water main	498,000	-498,000	0
2	297 Zone Reservoir Construction	3,157,000	-1,157,000	2,000,000
	Expenditure Subtotal	3,655,000	-1,655,000	2,000,000

3. Increased transfer from Operating to Capital to fund construction projects.
4. The Viking Way Project is delayed to 2020.
5. Added to planned Water Meter Replacement Program.
6. The 297 Reservoir Construction will be completed in 2020.
7. Additional funding for Long Term Water Supply Study.

2020 Water Construction Fund Changes				
Item No.	**Description**	**Budget**	**Proposed Change**	**Amended Budget**
3	Transfer from Water	100,000	150,000	250,000
	Revenue Subtotal	100,000	150,000	250,000
4	Viking Way Water main	0	498,000	498,000
5	Water Meter Replacement Program	0	50,000	50,000
6	297 Zone Reservoir Construction	0	1,700,000	1,700,000
7	Long Term Water Supply Study	0	60,000	60,000
	Expenditure Subtotal	0	2,308,000	2,308,000

ATTACHMENT A

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1482

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING ORDINANCE 1473 RELATING TO THE 2019-2020 BUDGET

WHEREAS, the City previously adopted the 2019 and 2020 biennial budget on November 19, 2018, pursuant to Ordinance 1465; and

WHEREAS, the City amended the 2019 and 2020 biennial budget on April 11, 2019, pursuant to Ordinance 1473; and

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

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

Section 1. Ordinance No. 1473 is hereby amended to reflect the totals of 2019 and 2020 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in Exhibit 1.

Section 2. Except as provided herein and any prior amendments, all provisions of Ordinance 1465 and 1473 shall remain in full force and effect unchanged.

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

CITY OF STANWOOD

____
Leonard Kelley, Mayor

ATTEST:

____
David A. Hammond, City Clerk

APPROVED AS TO FORM:

____
Grant Weed, City Attorney

EXHIBIT 1

Fund Title	Fund No.	Description	2019 Current Budget Amendment #1 adopted 4/11/19	2019 Proposed Budget Amd. No. 2	Increase (Decrease)
General Fund	001	Beginning Fund Balance	$ 3,903,489	$ 3,903,489	$ -
General Fund	001	Revenue	$ 6,414,389	$ 6,414,389	$ -
General Fund	001	Expenditures	$ 7,925,693	$ 8,000,954	$ 75,261
General Fund	001	Ending Fund Balance	$ 2,392,185	$ 2,316,924	$ (75,261)
Street Fund	101	Beginning Fund Balance	$ 33,230	$ 33,230	$ -
Street Fund	101	Revenue	$ 499,331	$ 499,331	$ -
Street Fund	101	Expenditures	$ 419,049	$ 416,646	$ (2,403)
Street Fund	101	Ending Fund Balance	$ 113,512	$ 115,915	$ 2,403
Street Impact Fee Fund	102	Beginning Fund Balance	$ 426,692	$ 426,692	$ -
Street Impact Fee Fund	102	Revenue	$ 220,403	$ 220,403	$ -
Street Impact Fee Fund	102	Expenditures	$ 125,000	$ 125,000	$ -
Street Impact Fee Fund	102	Ending Fund Balance	$ 522,095	$ 522,095	$ -
Street Construction	103	Beginning Fund Balance	$ 814,123	$ 814,123	$ -
Street Construction	103	Revenue	$ 3,345,212	$ 1,408,212	$ (1,937,000)
Street Construction	103	Expenditures	$ 3,956,458	$ 1,706,458	$ (2,250,000)
Street Construction	103	Ending Fund Balance	$ 202,877	$ 515,877	$ 313,000
Park Improvement	104	Beginning Fund Balance	$ 606,128	$ 606,128	$ -
Park Improvement	104	Revenue	$ 2,325,400	$ 1,600,400	$ (725,000)
Park Improvement	104	Expenditures	$ 2,580,000	$ 1,125,000	$ (1,455,000)
Park Improvement	104	Ending Fund Balance	$ 351,528	$ 1,081,528	$ 730,000
Fire Impact Fees Fund	105	Beginning Fund Balance	$ 360	$ 360	$ -
Fire Impact Fees Fund	105	Revenue	$ 13,400	$ 13,400	$ -
Fire Impact Fees Fund	105	Expenditures	$ -	$ -	$ -
Fire Impact Fees Fund	105	Ending Fund Balance	$ 13,760	$ 13,760	$ -
Park Impact Fees Fund	106	Beginning Fund Balance	$ 122,054	$ 122,054	$ -
Park Impact Fees Fund	106	Revenue	$ 40,948	$ 40,948	$ -
Park Impact Fees Fund	106	Expenditures	$ 100,000	$ 100,000	
Park Impact Fees Fund	106	Ending Fund Balance	$ 63,002	$ 63,002	$ -
Equipment Reserve Fund	107	Beginning Fund Balance	$ 404,100	$ 404,100	$ -
Equipment Reserve Fund	107	Revenue	$ 314,943	$ 314,943	$ -
Equipment Reserve Fund	107	Expenditures	$ 508,626	$ 346,626	$ (162,000)
Equipment Reserve Fund	107	Ending Fund Balance	$ 210,417	$ 372,417	$ 162,000
Transportation Sales Tax	108	Beginning Fund Balance	$ 553,725	$ 553,725	$ -
Transportation Sales Tax	108	Revenue	$ 332,500	$ 332,500	$ -
Transportation Sales Tax	108	Expenditures	$ 664,442	$ 664,442	$ -
Transportation Sales Tax	108	Ending Fund Balance	$ 221,783	$ 221,783	$ -
Contingency Fund	109	Beginning Fund Balance	$ 323,515	$ 323,515	$ -
Contingency Fund	109	Revenue	$ 32,400	$ 32,400	$ -
Contingency Fund	109	Expenditures	$ -	$ -	$ -
Contingency Fund	109	Ending Fund Balance	$ 355,915	$ 355,915	$ -

EXHIBIT 1

Fund Title	Fund No.	Description	2019 Current Budget Amendment #1 adopted 4/11/19	2019 Proposed Budget Amd. No. 2	Increase (Decrease)
Building Improvement	110	Beginning Fund Balance	$ 329,253	$ 329,253	$ -
Building Improvement	110	Revenue	$ 782,021	$ 1,188,021	$ 406,000
Building Improvement	110	Expenditures	$ 370,000	$ 220,000	$ (150,000)
Building Improvement	110	Ending Fund Balance	$ 741,274	$ 1,297,274	$ 556,000
REET 1 - Capital Improvements	120	Beginning Fund Balance	$ 385,013	$ 385,013	$ -
REET 1 - Capital Improvements	120	Revenue	$ 169,300	$ 169,300	$ -
REET 1 - Capital Improvements	120	Expenditures	$ 200,000	$ 200,000	$ -
REET 1 - Capital Improvements	120	Ending Fund Balance	$ 354,313	$ 354,313	$ -
REET 2 - Growth Management	121	Beginning Fund Balance	$ 664,650	$ 664,650	$ -
REET 2 - Growth Management	121	Revenue	$ 174,500	$ 174,500	$ -
REET 2 - Growth Management	121	Expenditures	$ 120,000	$ 120,000	$ -
REET 2 - Growth Management	121	Ending Fund Balance	$ 719,150	$ 719,150	$ -
Debt Service Fund	205	Beginning Fund Balance	$ 148,133	$ 148,133	$ -
Debt Service Fund	205	Revenue	$ 202,500	$ 202,500	$ -
Debt Service Fund	205	Expenditures	$ 201,450	$ 201,450	$ -
Debt Service Fund	205	Ending Fund Balance	$ 149,183	$ 149,183	$ -
Sewer Fund	401	Beginning Fund Balance	$ 1,627,172	$ 1,627,172	$ -
Sewer Fund	401	Revenue	$ 1,945,356	$ 1,945,356	$ -
Sewer Fund	401	Expenditures	$ 2,708,955	$ 2,705,381	$ (3,574)
Sewer Fund	401	Ending Fund Balance	$ 863,573	$ 867,147	$ 3,574
Sewer Construction Fund	403	Beginning Fund Balance	$ 1,580,468	$ 1,580,468	$ -
Sewer Construction Fund	403	Revenue	$ 1,072,440	$ 1,072,440	$ -
Sewer Construction Fund	403	Expenditures	$ 1,862,000	$ 1,393,000	$ (469,000)
Sewer Construction Fund	403	Ending Fund Balance	$ 790,908	$ 1,259,908	$ 469,000
Sewer Plant Investment Fund	405	Beginning Fund Balance	$ 1,024,843	$ 1,024,843	$ -
Sewer Plant Investment Fund	405	Revenue	$ 482,040	$ 482,040	$ -
Sewer Plant Investment Fund	405	Expenditures	$ 463,140	$ 463,140	$ -
Sewer Plant Investment Fund	405	Ending Fund Balance	$ 1,043,743	$ 1,043,743	$ -
Drainage Fund	410	Beginning Fund Balance	$ 283,838	$ 283,838	$ -
Drainage Fund	410	Revenue	$ 707,873	$ 707,873	$ -
Drainage Fund	410	Expenditures	$ 594,124	$ 592,857	$ (1,267)
Drainage Fund	410	Ending Fund Balance	$ 397,587	$ 398,854	$ 1,267
					$ -
Drainage Construction Fund	411	Beginning Fund Balance	$ 56,901	$ 56,901	$ -
Drainage Construction Fund	411	Revenue	$ 2,476,040	$ 664,840	$ (1,811,200)
Drainage Construction Fund	411	Expenditures	$ 1,951,200	$ 540,000	$ (1,411,200)
Drainage Construction Fund	411	Ending Fund Balance	$ 581,741	$ 181,741	$ (400,000)
					$ -
Drainage Plant Invest Fund	412	Beginning Fund Balance	$ 43,092	$ 43,092	$ -
Drainage Plant Invest Fund	412	Revenue	$ 85,540	$ 85,540	$ -
Drainage Plant Invest Fund	412	Expenditures	$ 84,840	$ 84,840	$ -
Drainage Plant Invest Fund	412	Ending Fund Balance	$ 43,792	$ 43,792	$ -

EXHIBIT 1

Fund Title	Fund No.	Description	2019 Current Budget Amendment #1 adopted 4/11/19	2019 Proposed Budget Amd. No. 2	Increase (Decrease)
Water Fund	421	Beginning Fund Balance	$ 927,280	$ 927,280	$ -
Water Fund	421	Revenue	$ 2,009,697	$ 2,009,697	$ -
Water Fund	421	Expenditures	$ 2,039,922	$ 2,075,641	$ 35,719
Water Fund	421	Ending Fund Balance	$ 897,055	$ 861,336	$ (35,719)
Water Construction Fund	422	Beginning Fund Balance	$ 478,075	$ 478,075	$ -
Water Construction Fund	422	Revenue	$ 3,659,520	$ 3,659,520	$ -
Water Construction Fund	422	Expenditures	$ 3,755,000	$ 2,100,000	$ (1,655,000)
Water Construction Fund	422	Ending Fund Balance	$ 382,595	$ 2,037,595	$ 1,655,000
Cedarhome Plant Investment	423	Beginning Fund Balance	$ 96,324	$ 96,324	$ -
Cedarhome Plant Investment	423	Revenue	$ 12,680	$ 12,680	$ -
Cedarhome Plant Investment	423	Expenditures	$ 10,580	$ 10,580	$ -
Cedarhome Plant Investment	423	Ending Fund Balance	$ 98,424	$ 98,424	$ -
Water Plant Investment Fund	424	Beginning Fund Balance	$ 295,015	$ 295,015	$ -
Water Plant Investment Fund	424	Revenue	$ 419,920	$ 419,920	$ -
Water Plant Investment Fund	424	Expenditures	$ 414,720	$ 414,720	$ -
Water Plant Investment Fund	424	Ending Fund Balance	$ 300,215	$ 300,215	$ -
Water Bond Reserve Fund	451	Beginning Fund Balance	$ 228,339	$ 228,339	$ -
Water Bond Reserve Fund	451	Revenue	$ 214,100	$ 413,112	$ 199,012
Water Bond Reserve Fund	451	Expenditures	$ 209,400	$ 237,046	$ 27,646
Water Bond Reserve Fund	451	Ending Fund Balance	$ 233,039	$ 404,405	$ 171,366
Sewer Bond Reserve Fund	452	Beginning Fund Balance	$ 484,225	$ 484,225	$ -
Sewer Bond Reserve Fund	452	Revenue	$ 8,900	$ 8,900	$ -
Sewer Bond Reserve Fund	452	Expenditures	$ -	$ -	$ -
Sewer Bond Reserve Fund	452	Ending Fund Balance	$ 493,125	$ 493,125	$ -
Sewer Equipment Reserve	457	Beginning Fund Balance	$ 604,509	$ 604,509	$ -
Sewer Equipment Reserve	457	Revenue	$ 341,862	$ 341,862	$ -
Sewer Equipment Reserve	457	Expenditures	$ 509,750	$ 74,750	$ (435,000)
Sewer Equipment Reserve	457	Ending Fund Balance	$ 436,621	$ 871,621	$ 435,000
Drainage Equipment Reserve	458	Beginning Fund Balance	$ 301,781	$ 301,781	$ -
Drainage Equipment Reserve	458	Revenue	$ 117,853	$ 117,853	$ -
Drainage Equipment Reserve	458	Expenditures	$ 224,750	$ 224,750	$ -
Drainage Equipment Reserve	458	Ending Fund Balance	$ 194,884	$ 194,884	$ -
Water Equipment Reserve	459	Beginning Fund Balance	$ 212,627	$ 212,627	$ -
Water Equipment Reserve	459	Revenue	$ 72,641	$ 72,641	$ -
Water Equipment Reserve	459	Expenditures	$ 81,100	$ 81,100	$ -
Water Equipment Reserve	459	Ending Fund Balance	$ 204,168	$ 204,168	$ -
All Funds		Beginning Fund Balance	$ 16,968,372	$ 16,968,372	$ -
All Funds		Revenue	$ 28,493,709	$ 24,625,521	$ (3,868,188)
All Funds		Expenditures	$ 32,080,199	$ 24,224,381	$ (7,855,818)
All Funds		Ending Fund Balance	$ 13,381,882	$ 17,369,512	$ 3,987,630

EXHIBIT 1

Fund Title	Fund No.	Description	2020 Current Budget Amendment #1 adopted 4/11/19	2020 Proposed Budget Amd. No. 2	Increase (Decrease)
General Fund	001	Beginning Fund Balance	$ 2,392,185	$ 2,316,924	$ (75,261)
General Fund	001	Revenue	$ 4,878,958	$ 4,870,958	$ (8,000)
General Fund	001	Expenditures	$ 4,861,833	$ 5,912,843	$ 1,051,010
General Fund	001	Ending Fund Balance	$ 2,409,310	$ 1,275,039	$ (1,134,271)
Street Fund	101	Beginning Fund Balance	$ 113,512	$ 115,915	$ 2,403
Street Fund	101	Revenue	$ 360,172	$ 360,172	$ -
Street Fund	101	Expenditures	$ 417,903	$ 436,501	$ 18,598
Street Fund	101	Ending Fund Balance	$ 55,781	$ 39,586	$ (16,195)
Street Impact Fee Fund	102	Beginning Fund Balance	$ 522,095	$ 522,095	$ -
Street Impact Fee Fund	102	Revenue	$ 220,403	$ 220,403	$ -
Street Impact Fee Fund	102	Expenditures	$ 125,000	$ 250,000	$ 125,000
Street Impact Fee Fund	102	Ending Fund Balance	$ 617,498	$ 492,498	$ (125,000)
Street Construction	103	Beginning Fund Balance	$ 202,877	$ 515,877	$ 313,000
Street Construction	103	Revenue	$ 2,714,508	$ 2,748,900	$ 34,392
Street Construction	103	Expenditures	$ 2,473,868	$ 2,870,000	$ 396,132
Street Construction	103	Ending Fund Balance	$ 443,517	$ 394,777	$ (48,740)
Park Improvement	104	Beginning Fund Balance	$ 351,528	$ 1,081,528	$ 730,000
Park Improvement	104	Revenue	$ 1,930,400	$ 2,145,400	$ 215,000
Park Improvement	104	Expenditures	$ 2,080,000	$ 2,920,000	$ 840,000
Park Improvement	104	Ending Fund Balance	$ 201,928	$ 306,928	$ 105,000
Fire Impact Fees Fund	105	Beginning Fund Balance	$ 13,760	$ 13,760	$ -
Fire Impact Fees Fund	105	Revenue	$ 13,400	$ 13,400	$ -
Fire Impact Fees Fund	105	Expenditures	$ -	$ 25,000	$ 25,000
Fire Impact Fees Fund	105	Ending Fund Balance	$ 27,160	$ 2,160	$ (25,000)
Park Impact Fees Fund	106	Beginning Fund Balance	$ 63,002	$ 63,002	$ -
Park Impact Fees Fund	106	Revenue	$ 40,948	$ 40,948	$ -
Park Impact Fees Fund	106	Expenditures	$ 100,000	$ 100,000	$ -
Park Impact Fees Fund	106	Ending Fund Balance	$ 3,950	$ 3,950	$ -
Equipment Reserve Fund	107	Beginning Fund Balance	$ 210,417	$ 372,417	$ 162,000
Equipment Reserve Fund	107	Revenue	$ 180,192	$ 180,192	$ -
Equipment Reserve Fund	107	Expenditures	$ 188,000	$ 358,000	$ 170,000
Equipment Reserve Fund	107	Ending Fund Balance	$ 202,609	$ 194,609	$ (8,000)
Transportation Sales Tax	108	Beginning Fund Balance	$ 221,783	$ 221,783	$ -
Transportation Sales Tax	108	Revenue	$ 307,500	$ 307,500	$ -
Transportation Sales Tax	108	Expenditures	$ 265,854	$ 315,854	$ 50,000
Transportation Sales Tax	108	Ending Fund Balance	$ 263,429	$ 213,429	$ (50,000)
Contingency Fund	109	Beginning Fund Balance	$ 355,915	$ 355,915	$ -
Contingency Fund	109	Revenue	$ 32,400	$ 32,400	$ -
Contingency Fund	109	Expenditures	$ -	$ -	$ -
Contingency Fund	109	Ending Fund Balance	$ 388,315	$ 388,315	$ -

EXHIBIT 1

Fund Title	Fund No.	Description	2020 Current Budget Amendment #1 adopted 4/11/19	2020 Proposed Budget Amd. No. 2	Increase (Decrease)
Building Improvement	110	Beginning Fund Balance	$ 741,274	$ 1,297,274	$ 556,000
Building Improvement	110	Revenue	$ 16,800	$ 516,800	$ 500,000
Building Improvement	110	Expenditures		$ 200,000	$ 200,000
Building Improvement	110	Ending Fund Balance	$ 758,074	$ 1,614,074	$ 856,000
Tourism & Promotion DSC	115	Beginning Fund Balance		$ -	$ -
Tourism & Promotion DSC	115	Revenue		$ 120,000	$ 120,000
Tourism & Promotion DSC	115	Expenditures		$ 120,000	$ 120,000
Tourism & Promotion DSC	115	Ending Fund Balance		$ -	$ -
REET 1 - Capital Improvements	120	Beginning Fund Balance	$ 354,313	$ 354,313	$ -
REET 1 - Capital Improvements	120	Revenue	$ 109,300	$ 109,300	$ -
REET 1 - Capital Improvements	120	Expenditures	$ -	$ -	$ -
REET 1 - Capital Improvements	120	Ending Fund Balance	$ 463,613	$ 463,613	$ -
REET 2 - Growth Management	121	Beginning Fund Balance	$ 719,150	$ 719,150	$ -
REET 2 - Growth Management	121	Revenue	$ 114,500	$ 114,500	$ -
REET 2 - Growth Management	121	Expenditures	$ 200,000	$ 200,000	$ -
REET 2 - Growth Management	121	Ending Fund Balance	$ 633,650	$ 633,650	$ -
Debt Service Fund	205	Beginning Fund Balance	$ 149,183	$ 149,183	$ -
Debt Service Fund	205	Revenue	$ 197,700	$ 222,700	$ 25,000
Debt Service Fund	205	Expenditures	$ 204,050	$ 204,050	$ -
Debt Service Fund	205	Ending Fund Balance	$ 142,833	$ 167,833	$ 25,000
Sewer Fund	401	Beginning Fund Balance	$ 863,573	$ 867,147	$ 3,574
Sewer Fund	401	Revenue	$ 2,089,221	$ 2,089,221	$ -
Sewer Fund	401	Expenditures	$ 2,297,649	$ 2,327,086	$ 29,437
Sewer Fund	401	Ending Fund Balance	$ 655,145	$ 629,282	$ (25,863)
Sewer Construction Fund	403	Beginning Fund Balance	$ 790,908	$ 1,259,908	$ 469,000
Sewer Construction Fund	403	Revenue	$ 4,051,772	$ 1,251,300	$ (2,800,472)
Sewer Construction Fund	403	Expenditures	$ 1,717,000	$ 1,640,000	$ (77,000)
Sewer Construction Fund	403	Ending Fund Balance	$ 3,125,680	$ 871,208	$ (2,254,472)
Sewer Plant Investment Fund	405	Beginning Fund Balance	$ 1,043,743	$ 1,043,743	$ -
Sewer Plant Investment Fund	405	Revenue	$ 482,040	$ 482,040	$ -
Sewer Plant Investment Fund	405	Expenditures	$ 1,342,472	$ 1,042,000	$ (300,472)
Sewer Plant Investment Fund	405	Ending Fund Balance	$ 183,311	$ 483,783	$ 300,472
Drainage Fund	410	Beginning Fund Balance	$ 397,587	$ 398,854	$ 1,267
Drainage Fund	410	Revenue	$ 865,951	$ 865,951	$ -
Drainage Fund	410	Expenditures	$ 1,007,923	$ 1,059,698	$ 51,775
Drainage Fund	410	Ending Fund Balance	$ 255,615	$ 205,107	$ (50,508)
					$ -
Drainage Construction Fund	411	Beginning Fund Balance	$ 581,741	$ 181,741	$ (400,000)
Drainage Construction Fund	411	Revenue	$ 3,965,000	$ 3,165,000	$ (800,000)
Drainage Construction Fund	411	Expenditures	$ 2,141,500	$ 3,115,000	$ 973,500
Drainage Construction Fund	411	Ending Fund Balance	$ 2,405,241	$ 231,741	$ (2,173,500)

EXHIBIT 1

Fund Title	Fund No.	Description	2020 Current Budget Amendment #1 adopted 4/11/19	2020 Proposed Budget Amd. No. 2	Increase (Decrease)
Drainage Plant Invest Fund	412	Beginning Fund Balance	$ 43,792	$ 43,792	$ -
Drainage Plant Invest Fund	412	Revenue	$ 85,540	$ 85,540	$ -
Drainage Plant Invest Fund	412	Expenditures	$ 100,000	$ 100,000	$ -
Drainage Plant Invest Fund	412	Ending Fund Balance	$ 29,332	$ 29,332	$ -
Water Fund	421	Beginning Fund Balance	$ 897,055	$ 861,336	$ (35,719)
Water Fund	421	Revenue	$ 2,058,017	$ 2,058,017	$ -
Water Fund	421	Expenditures	$ 2,173,842	$ 2,569,924	$ 396,082
Water Fund	421	Ending Fund Balance	$ 781,230	$ 349,429	$ (431,801)
Water Construction Fund	422	Beginning Fund Balance	$ 382,595	$ 2,037,595	$ 1,655,000
Water Construction Fund	422	Revenue	$ 744,800	$ 894,800	$ 150,000
Water Construction Fund	422	Expenditures	$ 80,000	$ 2,388,000	$ 2,308,000
Water Construction Fund	422	Ending Fund Balance	$ 1,047,395	$ 544,395	$ (503,000)
Cedarhome Plant Investment	423	Beginning Fund Balance	$ 98,424	$ 98,424	$ -
Cedarhome Plant Investment	423	Revenue	$ 12,680	$ 12,680	$ -
Cedarhome Plant Investment	423	Expenditures	$ 10,580	$ 10,580	$ -
Cedarhome Plant Investment	423	Ending Fund Balance	$ 100,524	$ 100,524	$ -
Water Plant Investment Fund	424	Beginning Fund Balance	$ 300,215	$ 300,215	$ -
Water Plant Investment Fund	424	Revenue	$ 419,920	$ 419,920	$ -
Water Plant Investment Fund	424	Expenditures	$ 600,000	$ 600,000	$ -
Water Plant Investment Fund	424	Ending Fund Balance	$ 120,135	$ 120,135	$ -
Water Bond Reserve Fund	451	Beginning Fund Balance	$ 233,039	$ 404,405	$ 171,366
Water Bond Reserve Fund	451	Revenue	$ 214,100	$ 423,875	$ 209,775
Water Bond Reserve Fund	451	Expenditures	$ 209,400	$ 419,175	$ 209,775
Water Bond Reserve Fund	451	Ending Fund Balance	$ 237,739	$ 409,105	$ 171,366
Sewer Bond Reserve Fund	452	Beginning Fund Balance	$ 493,125	$ 493,125	$ -
Sewer Bond Reserve Fund	452	Revenue	$ 8,900	$ 8,900	$ -
Sewer Bond Reserve Fund	452	Expenditures	$ -	$ -	$ -
Sewer Bond Reserve Fund	452	Ending Fund Balance	$ 502,025	$ 502,025	$ -
Sewer Equipment Reserve	457	Beginning Fund Balance	$ 436,621	$ 871,621	$ 435,000
Sewer Equipment Reserve	457	Revenue	$ 141,426	$ 141,426	$ -
Sewer Equipment Reserve	457	Expenditures	$ 77,500	$ 556,500	$ 479,000
Sewer Equipment Reserve	457	Ending Fund Balance	$ 500,547	$ 456,547	$ (44,000)
Drainage Equipment Reserve	458	Beginning Fund Balance	$ 194,884	$ 194,884	$ -
Drainage Equipment Reserve	458	Revenue	$ 56,165	$ 56,165	$ -
Drainage Equipment Reserve	458	Expenditures	$ 37,500	$ 37,500	$ -
Drainage Equipment Reserve	458	Ending Fund Balance	$ 213,549	$ 213,549	$ -
Water Equipment Reserve	459	Beginning Fund Balance	$ 204,168	$ 204,168	$ -
Water Equipment Reserve	459	Revenue	$ 65,892	$ 65,892	$ -
Water Equipment Reserve	459	Expenditures	$ 65,000	$ 65,000	$ -
Water Equipment Reserve	459	Ending Fund Balance	$ 205,060	$ 205,060	$ -
All Funds		Beginning Fund Balance	$ 13,381,882	$ 17,369,512	$ 3,987,630
All Funds		Revenue	$ 26,378,605	$ 24,014,300	$ (2,364,305)
All Funds		Expenditures	$ 22,776,874	$ 29,842,711	$ 7,065,837
All Funds		Ending Fund Balance	$ 16,983,613	$ 11,541,101	$ (5,442,512)

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9c

DATE: November 14, 2019

SUBJECT: Revenue Sources and 2020 Property Tax Levy, First Reading, Second Reading & Final Adoption Resolution 1481

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENT: A - Ordinance 1481

SUMMARY STATEMENT

A public hearing on property taxes and revenues for the 2020 budget is required by RCW 84.55.120. Ordinance 1481 establishes the 2020 property tax levy.

ECONOMIC OUTLOOK

Our forecast for revenue, in all funds, will continue to remain conservative during the upcoming biennium as the overall economy is stable and viewed as positive, but slowing. Any budget “surplus” is proposed to go into reserve accounts in order to be prepared for a potential economic downturn. A few indicators include the most current inflation rate (CPI-U, West States Region), was 2.3% for the year ending September 2019, which is a decline from 2.5% the prior month. Bankrate’s October 2019 mortgage lender survey comparing 2018 rates was a full point lower. Gasoline prices also decreased approximately $0.20 per gallon over the past twelve months.

City staff considers the Puget Sound Economic Forecast provided by the WWU Center of Economic and Business Research, which predicts continued low unemployment, declining Consumer prices, and gradually declining housing permits. In short, a shallow recession in the coming year with a soft landing. In the long term, the city continues to face the structural deficit, in that property tax increases are limited to a one percent annual increase while city expenditures - primarily labor and benefits, typically increase at more than a one percent rate.

We continually monitor the city financial picture and strategize on how to balance the multiple competing expenditures such as staffing vs. capital project outlay vs. new program implementation.

COMMITTEE REVIEW

The revenue sources and 2020 property tax levy were reviewed by the Finance Committee at their regular scheduled October 24th meeting, and the Committee recommended approval and to present to the City Council November 14th.

DISCUSSION

General Fund

Chart 1 below provides a general fund outlook to 2024. The key points to note on this chart are the large expenditure vs. revenue in 2019, and the estimated decline in both revenue and expenditure after 2019. The large 2019 expenditures are due to the Josephine acquisition and surplus transfer for the new civic campus. After 2019, the decline in revenue is due to our conservative forecasting practice, as well as the revenue decline due to the shift of property tax revenues for the annexation into the Regional Fire Authority (RFA). Note: the city offsetting expenditure for fire service balances out the reduction in revenues. The data supporting Chart One is provided below in Table One.

Chart 1—General Fund Six Year Outlook (see data in table on following page):

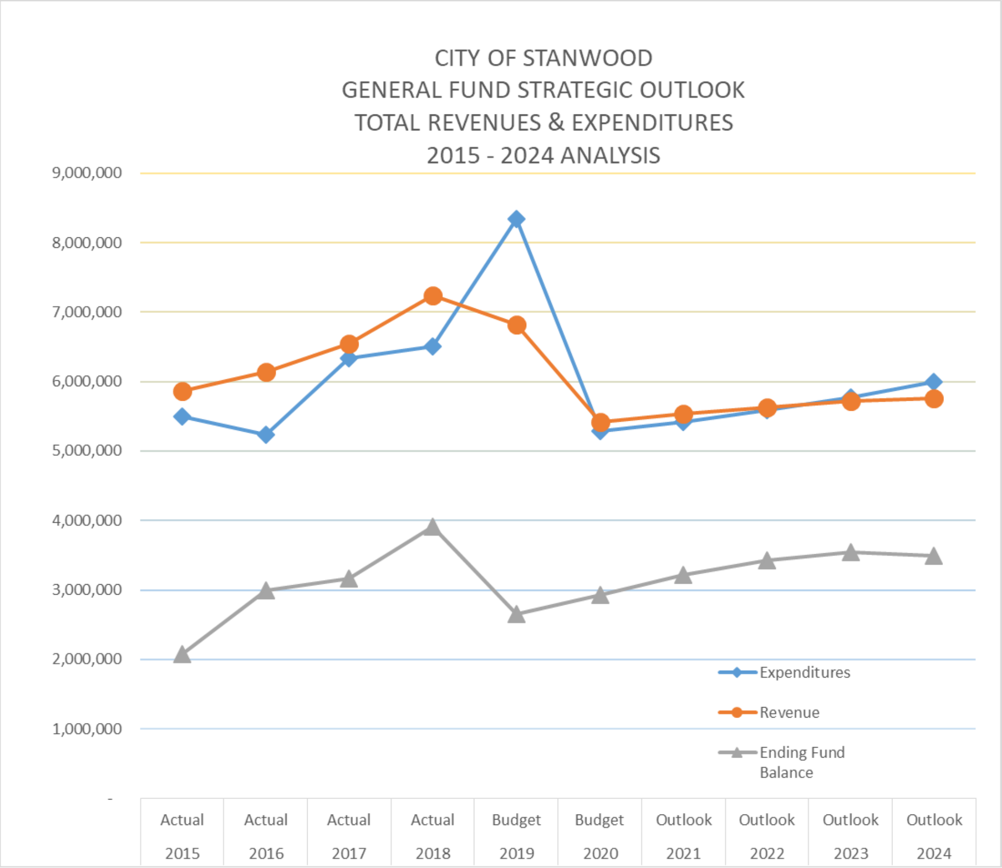
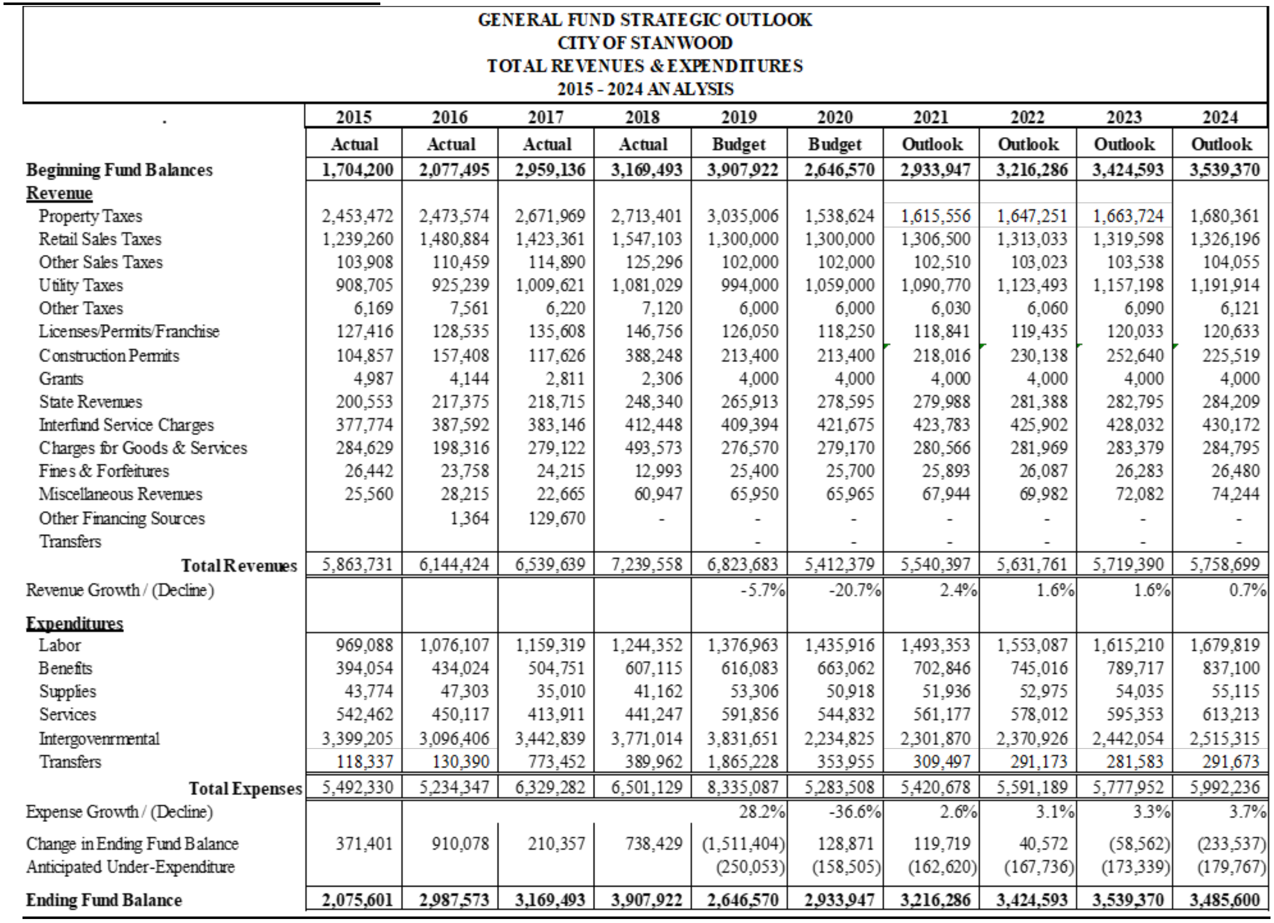


Table 1—General Fund Data



GENERAL FUND STRATEGIC OUTLOOK
CITY OF STANWOOD
TOTAL REVENUES & EXPENDITURES
2015 - 2024 ANALYSIS

.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Actual	**Actual**	**Actual**	**Actual**	**Budget**	**Budget**	**Outlook**	**Outlook**	**Outlook**	**Outlook**
Beginning Fund Balances	**1,704,200**	**2,077,495**	**2,959,136**	**3,169,493**	**3,907,922**	**2,646,570**	**2,933,947**	**3,216,286**	**3,424,593**	**3,539,370**
Revenue										
Property Taxes	2,453,472	2,473,574	2,671,969	2,713,401	3,035,006	1,538,624	1,615,556	1,647,251	1,663,724	1,680,361
Retail Sales Taxes	1,239,260	1,480,884	1,423,361	1,547,103	1,300,000	1,300,000	1,306,500	1,313,033	1,319,598	1,326,196
Other Sales Taxes	103,908	110,459	114,890	125,296	102,000	102,000	102,510	103,023	103,538	104,055
Utility Taxes	908,705	925,239	1,009,621	1,081,029	994,000	1,059,000	1,090,770	1,123,493	1,157,198	1,191,914
Other Taxes	6,169	7,561	6,220	7,120	6,000	6,000	6,030	6,060	6,090	6,121
Licenses/Permits/Franchise	127,416	128,535	135,608	146,756	126,050	118,250	118,841	119,435	120,033	120,633
Construction Permits	104,857	157,408	117,626	388,248	213,400	213,400	218,016	230,138	252,640	225,519
Grants	4,987	4,144	2,811	2,306	4,000	4,000	4,000	4,000	4,000	4,000
State Revenues	200,553	217,375	218,715	248,340	265,913	278,595	279,988	281,388	282,795	284,209
Interfund Service Charges	377,774	387,592	383,146	412,448	409,394	421,675	423,783	425,902	428,032	430,172
Charges for Goods & Services	284,629	198,316	279,122	493,573	276,570	279,170	280,566	281,969	283,379	284,795
Fines & Forfeitures	26,442	23,758	24,215	12,993	25,400	25,700	25,893	26,087	26,283	26,480
Miscellaneous Revenues	25,560	28,215	22,665	60,947	65,950	65,965	67,944	69,982	72,082	74,244
Other Financing Sources		1,364	129,670	-	-	-	-	-	-	-
Transfers					-	-	-	-	-	-
Total Revenues	5,863,731	6,144,424	6,539,639	7,239,558	6,823,683	5,412,379	5,540,397	5,631,761	5,719,390	5,758,699
Revenue Growth / (Decline)					-5.7%	-20.7%	2.4%	1.6%	1.6%	0.7%
Expenditures										
Labor	969,088	1,076,107	1,159,319	1,244,352	1,376,963	1,435,916	1,493,353	1,553,087	1,615,210	1,679,819
Benefits	394,054	434,024	504,751	607,115	616,083	663,062	702,846	745,016	789,717	837,100
Supplies	43,774	47,303	35,010	41,162	53,306	50,918	51,936	52,975	54,035	55,115
Services	542,462	450,117	413,911	441,247	591,856	544,832	561,177	578,012	595,353	613,213
Intergovenrmental	3,399,205	3,096,406	3,442,839	3,771,014	3,831,651	2,234,825	2,301,870	2,370,926	2,442,054	2,515,315
Transfers	118,337	130,390	773,452	389,962	1,865,228	353,955	309,497	291,173	281,583	291,673
Total Expenses	5,492,330	5,234,347	6,329,282	6,501,129	8,335,087	5,283,508	5,420,678	5,591,189	5,777,952	5,992,236
Expense Growth / (Decline)					28.2%	-36.6%	2.6%	3.1%	3.3%	3.7%
Change in Ending Fund Balance	371,401	910,078	210,357	738,429	(1,511,404)	128,871	119,719	40,572	(58,562)	(233,537)
Anticipated Under-Expenditure					(250,053)	(158,505)	(162,620)	(167,736)	(173,339)	(179,767)
Ending Fund Balance	**2,075,601**	**2,987,573**	**3,169,493**	**3,907,922**	**2,646,570**	**2,933,947**	**3,216,286**	**3,424,593**	**3,539,370**	**3,485,600**

Revenue Discussion

Growth assumptions that affect revenues include an increase in city population that assists to alleviate any potential reductions in state-shared revenues based on per capita allocations. The 2019 population estimate is 7,070 which is an increase of 235 over the prior year. For Utility Funds, rate increases of 3% (Water) and 7.5% (Wastewater) and 22.5% for the Stormwater Utility, were identified in the utility rate study. As a result of the Utility revenues, the budgeted 2020 utility tax revenue source in the General Fund are based on a percentage of gross utility service charges and have also been increased.

Property tax:

The regular property tax levy is split, eight percent will be allocated directly to the street fund for operations and maintenance, while the remaining ninety-two percent will be allocated to the general fund.

The 2020 levy rate is provided as a range because the levy rate is dependent on the 2019 North County Regional Fire Authority levy lid lift vote results, which were not available at the time staff report was due.

Table Two – *2020 Property Tax Levy*

Item	Amount
2019 Total Regular Levy	$ 2,873,736
1% Levy Increase	N/A in 2020
Est. New Construction ($22.3 million)	$ 67,210
Refunds	$ 3,362
Effect of Levy Lid Lift	N/A in 2020
Banked Capacity	N/A in 2020
Estimated 2020 Levy cap*, includes new construction and refunds	$1,802,300 to $1,990,000
Estimated 2020 Levy Rate*	$1.66 to 1.84

*Amounts per Sept. 16, 2019 Preliminary Assessed Valuation $1,045,261,043.

Building Permits and Development Related Charges:

Development-related revenues are based on the number of permits the city expects to issue. The 2019-2020 budget estimated all building activity revenues on issuing sixty permits in both 2019 and 2020. Through Sept. 30, the city has received $289,300 (58 permits year-to-date). In reviewing activity in the permit process, staff considers the 2020 estimate reasonable and does not recommend changing it.

The city anticipates significant residential building activity to continue into the next biennium, ending 2022, and has estimated revenues due to other growth related activities (zoning fees, engineering fees, plan checking fees, environmental fees etc.) to generate approximately $270,000 in general fund revenue per year. These fees are used to offset the actual costs of providing community development services (matching one-time revenues to one-time expenditures).

Sales Tax:

In the 2017-18 biennium, Sales tax exceeded budget significantly and contributed to a $512,000 general fund surplus; $480,221 of this was transferred to the Building Improvement Fund, and the balance was transferred to the Parks Fund to support acquisition of land for expansion of Heritage Park. Sales tax reacts quickly to economic downturns, so city policy is to budget it conservatively. Nevertheless, at this point in the biennium, the city expects sales tax from construction for the 2019-2020 period to be approximately $500,000, and again, city fiscal policy will direct this to be transferred to a one-time (capital) use.

The sales tax budgets for 2019 and 2020 are $1,300,000/year ($1,100,000 + $200,000 construction sales), note this is exclusive of sales tax related to the new high school, , and which has been budgeted for allocation to the Park Improvement Fund.

Sales tax received through September 2019 was $1,180,790, which was 5.3 percent higher than the $1,121,348.21, collected through September 2018. The city budgeted $1,300,000 for sales tax revenues in 2019 in anticipation of continued strength in the economy and new construction. Sales tax from construction was 25.7 percent, which is slightly higher than 2018, when 19 percent was from construction.

Utility Tax:

The 2019 and 2020 budgets included utility rate increases, which will increase utility tax revenue, in the General Fund, by approximately $15,000 per year.

Streets Fund

Chart Two below illustrates the six year outlook for the Streets Fund. The primary revenue sources for Streets are Motor Vehicle Fuel Tax (Mvft) and an allocation of 8% of General Fund property taxes. The General Fund allocation will decrease by approximately $100,000 beginning in 2020 due to the RFA annexation. Further complicating the Street fund budget is the fact that Mvft is not expected to increase over time, and may even decline because it is based on gallons of gas sold, and consumers are increasingly using hybrid or electric vehicles. At the same time street maintenance costs, such as electricity for streetlights and labor continue to increase. In the 2021-2022 expenditure forecast, the city will need to explore long term solutions to address a gap of approximately $50,000 at current service levels. One alternative is to consider an allocation of the Transportation Benefit District Sales Tax for maintenance and operational staffing costs.

Chart Two—Streets Fund Six Year Outlook (see chart on following page):

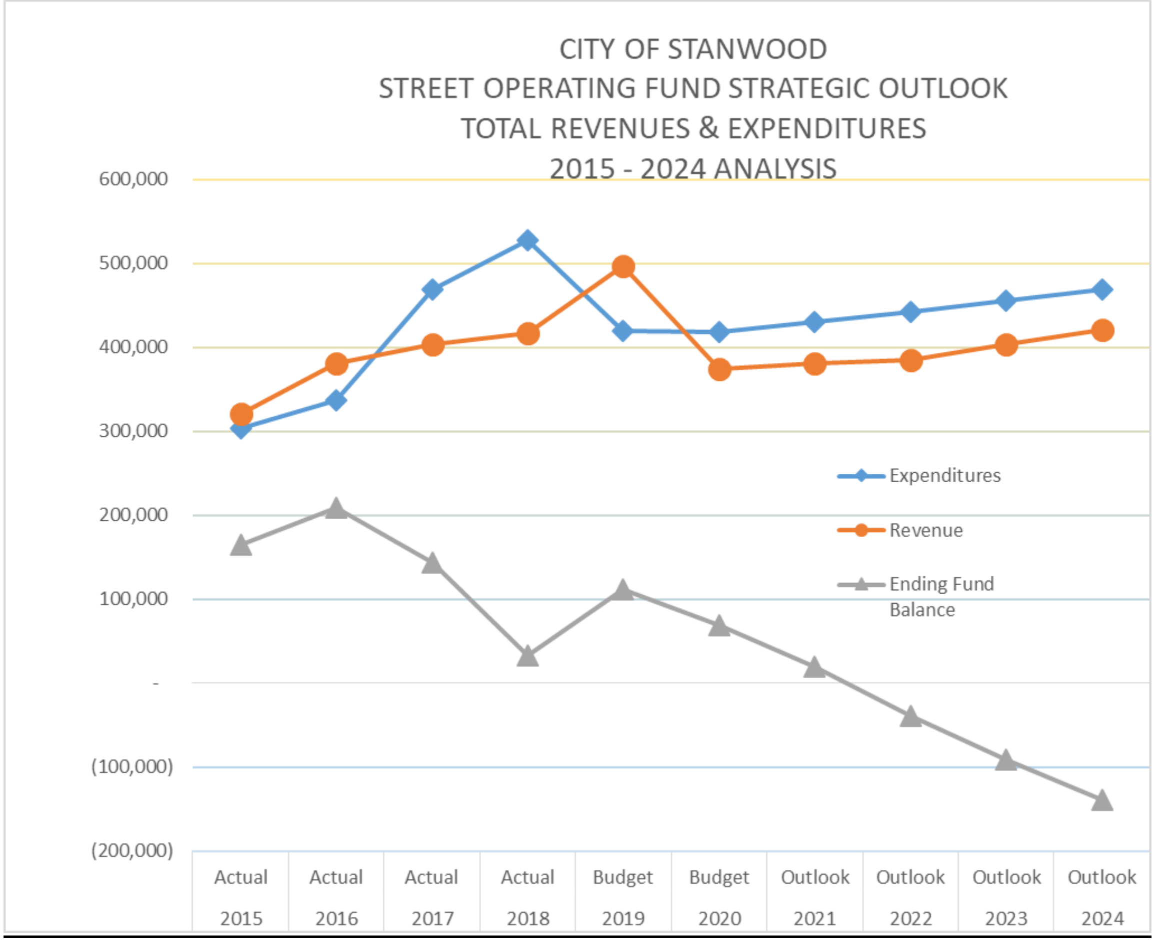


Table Three—Streets Fund Data

STRATEGIC OUTLOOK
CITY OF STANWOOD
TOTAL REVENUES & EXPENDITURES
2015 - 2024 ANALYSIS
STREET FUND

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Actual	Actual	Actual	Actual	Budget	Budget	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balances	**149,116**	**165,352**	**209,222**	**143,819**	**33,233**	**111,555**	**68,275**	**19,176**	**(39,260)**	**(91,176)**
Revenue										
Property Taxes	-	178,421	199,601	202,365	229,599	133,793	140,483	143,239	162,258	178,484
Street Maintenance Fee (WM)	18,155	16,833	17,241	19,491	18,400	18,500	18,963	19,437	19,922	20,421
Multimodal Transportation	-	6,738	6,980	9,555	9,400	9,400	9,447	9,494	9,542	9,589
Mvft Unrestricted Fuel Tax	137,600	142,152	143,767	148,652	148,200	148,200	148,200	148,200	148,200	148,200
Charges for Services	10,060	570	405	180	-	-	-	-	-	-
Miscellaneous Revenues	14,429	1,082	983	1,529	30,572	2,000	1,200	1,206	1,212	1,218
Transfers	140,019	35,000	35,000	35,000	61,200	62,730	62,730	62,730	62,730	62,730
Total Revenues	320,263	380,796	403,977	416,772	497,371	374,623	381,023	384,306	403,864	420,642
Revenue Growth / (Decline)					19.3%	-24.7%	1.7%	0.9%	5.1%	4.2%
Expenditures										
Labor	104,729	130,569	144,601	148,497	157,403	175,641	180,910	186,338	191,928	197,685
Benefits	44,222	60,394	62,243	63,851	66,073	70,138	73,645	77,327	81,194	85,253
Supplies	30,651	24,667	27,108	32,242	25,308	26,473	27,002	27,543	28,093	28,655
Services	118,128	121,296	126,883	129,612	170,265	145,651	148,564	151,535	154,566	157,657
Capital/debt service	6,297	-	-	-	-	-	-	-	-	-
Transfers	-	-	108,545	153,156	-	-	-	-	-	-
Total Expenses	304,027	336,926	469,380	527,358	419,049	417,903	430,122	442,742	455,781	469,251
Expense Growth / (Decline)					-20.5%	-0.3%	2.9%	2.9%	2.9%	3.0%
Change in Ending Fund Balance	16,236	43,870	(65,403)	(110,586)	78,322	(43,280)	(49,099)	(58,436)	(51,916)	(48,609)
Ending Fund Balance	**165,352**	**209,222**	**143,819**	**33,233**	**111,555**	**68,275**	**19,176**	**(39,260)**	**(91,176)**	**(139,786)**

Fund 101 - Street operations:

The street fund accounts for operating revenues and expenditures associated with the maintenance and repair of city streets. As of September 30, 2019, this fund had a cash operating reserve of $56,423. The motor vehicle fuel tax (MVFT) can be used for operations and is estimated at $148,000 in 2019. This conservative estimate is based on an analysis of previous year results.

A portion of the electricity utility tax ($61,200) will be transferred from the General Fund to cover the city’s street lighting expenses. In 2016, the city began dedicating 8% of property taxes to the street fund, which in 2020 will generate approximately $139,229 ($1,740,360 X 8%). This amount is approximately $90,000 less than 2019, as a result of the transfer of taxing authority to the Regional Fire Authority. Long term, the city must determine additional funding to support the street fund.

Fund 102 - Street Impact Fee:

Traffic impact fees are paid by new development to mitigate the impacts of new development on the city’s existing transportation network. Impact fees cannot be used for operating expenses. For 2019, Street Impact Fee revenue was budgeted at $211,403 based on the current transportation impact fee rate of $3,523.39 per single family unit. Year-to-date transportation impact fees were 318,186 from a combination of single family, multi-family and commercial building permit activity. In both 2019 and 2020, $125,000 was budgeted to be transferred to Fund 103, Street Construction, for various sidewalk projects.

In both 2019 and 2020, street impact fees are estimated to be $211,403 based on the assumption of sixty single family residential permits (street impact fees are $3,523).

Fund 103 Street Construction:

In 2019, the city expects to receive a Transportation Improvement Board (TIB) grant of $271,312 for the 102nd St. overlay project. In 2020 a TIB grant application for the 276th ST. overlay project is planned in the amount of $240,000. Also in 2020, grants have been secured in the amount of $1,937,000 for construction of Viking Way/90th St. As shown below, the Viking Way ROW phase is over budget. The delay in right of way acquisition also delayed construction, which will now be budgeted for in 2020.

Table Four – Street and Construction Fund Projects

Project	2019 Budget	YTD 9/30/2019	Remaining
New Sidewalk/ Trail Installation	$ 70,000		$ 70,000
Sidewalk Repair	$ 50,000		$ 50,000
276th St Sidewalk	$ 150,000	$ 14,539	$ 135,461
Viking Way ROW	$ 660,000	$ 917,202	$ (257,202)
Misc. Capital Projects	$ 25,000	$ 19,679	$ 5,321
Viking Way Construction	$ 2,000,000	$ 2,524	$ 1,997,476
Cedarhome Dr. Overlay		$ 2,299	$ (2,299)
92nd Ave. Overlay		$ 2,299	$ (2,299)
102nd Ave. Overlay	$ 301,458	$ 19,861	$ 281,597
92nd Ave. Sidewalk	$ 150,000		$ 150,000
72nd Ave. Sidewalk ROW	$ 100,000		$ 100,000
276th St. (Lover’s Lane) chip Seal	$ 200,000		$ 200,000
272nd Pl 99th to 102nd Overlay	$ 250,000	$ 19,212	$ 230,788
	$ 3,956,458	$ 997,615	$ 2,958,843

104 Park Improvement:

The Park Improvement Fund accounts for revenues and expenditures associated with city park capital improvements. As of September 30, 2019 this fund had a balance of $1,641,147.

This fund received a $900,000 in 2019 to fund a land acquisition for expansion of Heritage Park. Expenditure of $90,000 was also approved for Ovenell cleanup. Planning for future improvements at Heritage Park continues; Hamilton Park planning is also underway and funded by a department of Ecology grant of $275,000, expected to be completed in early 2020. Construction at Hamilton Park will commence in 2020, to be partially funded by a $500,000 Aquatic Lands Enhancement grant from WA Dept. of Natural Resources.

105 Fire Impact:

The fire impact fund accounts for revenues (including fire impact fees) and expenditures associated with fire capital improvements and equipment. As of this fund had a balance of $22,024.

Based on accepting 60 residential building permits in 2019 and 2020, fire impact fees are budgeted at $12,000 in 2019 and 2020. The current fire impact fee is $200.00 per equivalent residential unit (ERU).

106 Park Impact Fees:

The park impact fee fund was established in 2015 to segregate park impact fee activity. Park impact fees were previously reported in fund 104, Park Improvement. As of September 30, 2019 this fund had a balance of $126,251, and has received park impact fee revenue of $77,480.

The current park impact fee is $1,330.00 per equivalent residential unit (ERU), and staff expects 60 building permits in both 2019 and 2020 ($38,448).

107 Equipment Reserve:

The equipment reserve fund accounts for revenues and expenditures associated with machinery and equipment used to support city operations. As of September 30, 2019 this fund had a balance of $632,735.

The 2019 and 2020 budgets include transfers from the General Fund as directed in the vehicle and equipment replacement plan approved by council in 2018. The expenditure budget provides for $508,626 in 2019 and $188,000 in 2020.

108 Transportation Sales Tax

The Transportation Sales Tax fund was established to account for the 0.2% sales tax authorized by the Transportation Benefit District in 2013. As of September 30, 2019 this fund had a balance of $391,224. The city budgeted Transportation sales tax of $325,000 in 2019 and $320,000 in 2020. Year-to-date Transportation Sales Taxes are $328,264; already exceeding the conservative estimate used in budgeting. These funds are used to support street maintenance and repair projects.

109 Contingency Fund:

The contingency fund was established as a “rainy day” fund to provide for unforeseen expenditures and emergencies. As of September 30, 2019 this fund had a balance of $348,122. The only budgeted revenue sources for the Contingency Fund are $27,000 annual transfers from the general fund and $5,400 interest.

Based on the current preliminary assessed valuation (2019 for 2020 levy) of $1,045.2 million, the city Rainy Day Fund is statutorily limited to not exceed $391,972 in its ($1,045,200 X $0.375). The 2019 & 2020 budgeted transfers from the General Fund to the Contingency Fund, plus interest earnings, will maintain the contingency fund close to its maximum statutory level.

110 Building Improvement Fund:

The building improvement fund accounts for revenues and expenditures associated with the construction and improvement of city facilities. As of September 30, 2019 this fund had a balance of $1,104,625.

Table Five – Building Improvement Fund

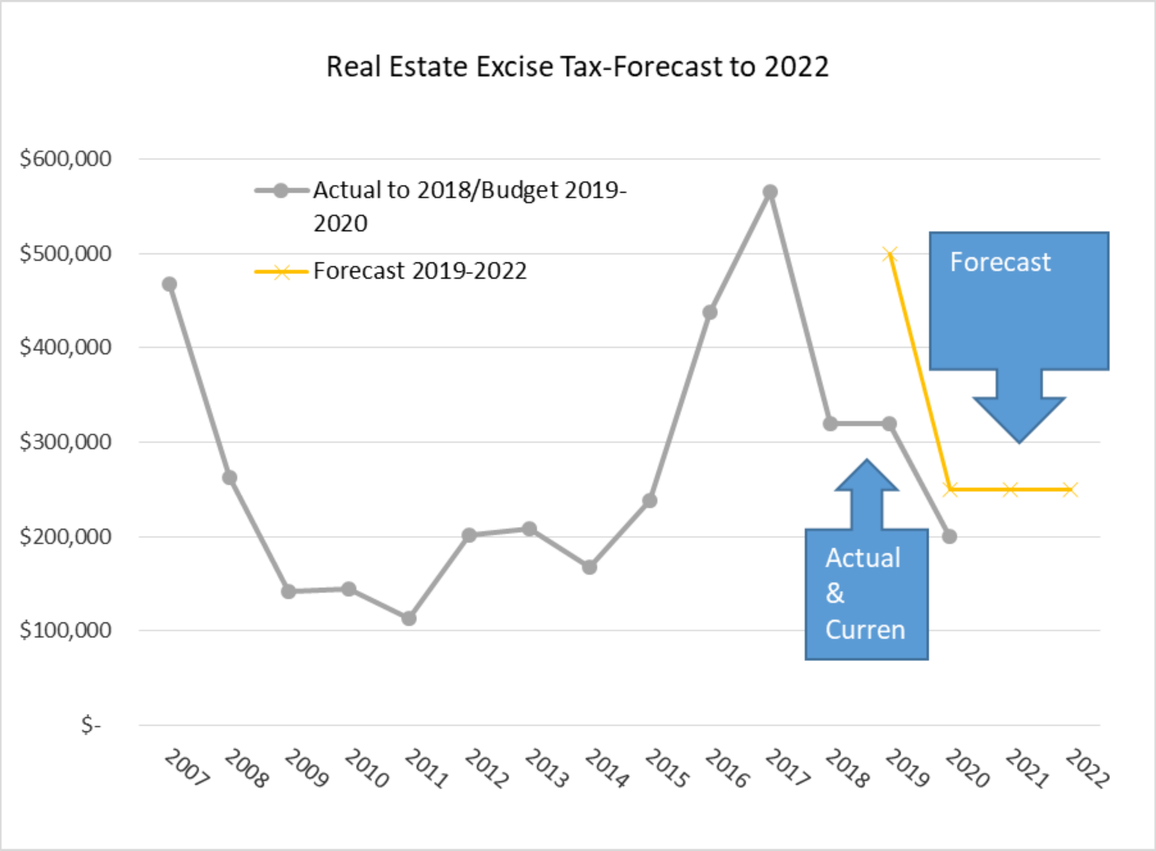
Description	2018 Actual	2019 YTD	2019 Budget	2020 Budget
Beginning Find Balance (Operating Reserve)	$ 916,006	$ 329,253	$ 329,253	$ 741,274
Revenue:				
Dept. of Comm. - New CH Design	$ -	$ 291,000	$ 285,000	$ -
Interest/miscellaneous	$ 13,495	$ 8,465	$ 16,800	$ 16,800
Transfer in from GF	$ -	$ 360,165	$ 480,221	$ -
Sales Tax Construction	$ -	$ 214,237	$ -	$ -
Contributions & Donations	$ -	$ -	$ -	$ -
Total Resources	$ 929,501	$ 1,203,120	$ 1,111,274	$ 758,074
Expenditure:				
Police/City Hall Design	$ 579,260	$ 51,210	$ 300,000	$ -
Library Improvements	$ -	$ -	$ -	$ -
Fire Station Improvements	$ 20,988	$ -	$ -	$ -
City Hall HVAC	$ -	$ 47,285	$ 70,000	$ -
Building Improvements	$ -	$ -	$ -	$ -
Total Capital Projects	$ 600,248	$ 98,495	$ 370,000	$ -
Ending Balance	$ 329,253	$ 1,104,625	$ 741,274	$ 758,074

120/121 - Real Estate Excise Tax:

RCW 82.46 authorizes cities to collect a real estate excise tax levy of one quarter of one percent (0.25%) of the purchase price of real estate within city limits. The Growth Management Act authorizes the collection of another one quarter of one percent (0.25%). Both the first (REET 1) and second (REET 2) 0.25% are required to be used for financing capital facilities specified in local government capital facilities plans. As of September 30, 2019 these funds had balances of $446,010 and $789,657, respectively. Year to date in 2019, each fund has received $204,890. In 2019, $320,000 was budgeted from the REET Funds to the Parks Improvement Fund and $200,000 in 2020, to support Heritage Park Improvements.

Chart Three provides a ten-year history of REET, and the outlook for 2019-2020.

<u>CHART Three — Real Estate Excise Tax history and forecast to 2022</u>



205 Debt Service:

The Debt Service Fund provides for payment of the city's general obligation debt. As of September 30, 2019 this fund had a balance of $249,983. Per the 2019 property tax calculations, the levies for voted debt, which is posted as revenue to this fund, is $200,200 for the fire station, and in 2020, the last year of debt service, this amount will be approximately $67,000, which results in a decrease in the voter-approved excess levy- from $0.212/$1,000 to $0.063/$1,000.

Utility Operations

Fund 401 Sewer:

Table Six– Sewer Operating Fund

Description	2018 Actual	2019 YTD	2019 Budget	2020 Budget
Beginning Fund Balance (Operating Reserve)	$1,603,873	$1,627,172	$1,627,172	$863,573
Revenues				
Sewer ServiceCharges	$2,106,224	$1,573,208	$1,917,806	$2,061,666
Interest and Misc.	$63,782	$27,451	$27,550	$27,555
Total Revenues	$2,170,006	$1,600,659	$1,945,356	$2,089,221
Total Resources	$3,773,879	$3,227,831	$3,572,528	$2,952,794
Expenditures				
Salaries*	$303,877	$233,375	$396,198	$436,623
Benefits*	$150,880	$116,145	$199,793	$210,419
Supplies*	$30,319	$32,163	$44,880	$46,002
Charges for Services*	$405,432	$241,363	$399,520	$401,532
Interfund Payments*	$153,472	$137,007	$182,675	$188,155
Debt Service	$576,762	$576,227	$576,227	$705,692
Equipment	$3,220	$0	$25,000	$25,000
Transfer to Capital	$150,000	$412,500	$550,000	$150,000
Equipment reserve	$372,745	$250,998	$334,662	$134,226
Total Expenditures	$2,146,707	$1,999,778	$2,708,955	$2,297,649
Ending Balance	$1,627,172	$1,228,053	$863,573	$655,145

Fund 401, Sewer, accounts for operating revenues and expenses of this utility. As of September 30, 2019 this fund had an operating cash reserve of $1,228,053. Service revenues are budgeted at $1,917,806 in 2019 and $2,061,666 in 2020 based on a 3.5% rate increase effective January 1st, 2019, and 7.5% on January 1st of 2020.

*Note that the Accounting for Interfund transfers to the utility funds (overhead allocation), was different in 2017. This change was required by the State Auditor's Office, essentially the instruction was to reduce expense line items by the amount of the overhead allocation. During this year's audit we determined it was more transparent to readers of the financial statements to go back to the prior accounting treatment and record this expense as a single line item.

410 Drainage:

Table Seven – Drainage Operating Fund

Description	2018 Actual	2019 YTD	2019 Budget	2020 Budget
Beginning Fund Balance (Operating Reserve)	$298,228.00	$283,838.00	$283,838.00	$397,587.00
Revenues				
Drainage Service Charges	$619,413.00	$554,566.00	$702,773.00	$860,851.00
Interest and Misc.	$19,246.00	$7,909.00	$5,100.00	$5,100.00
Total Revenues	$638,659.00	$562,475.00	$707,873.00	$865,951.00
Total Resources	$936,887.00	$846,313.00	$991,711.00	$1,263,538.00
Expenditures				
Salaries	$156,958.00	$128,474.00	$166,048.00	$184,537.00
Benefits	$67,706.00	$52,533.00	$69,947.00	$74,121.00
Supplies	$12,100.00	$6,666.00	$11,720.00	$12,021.00
Charges for Services	$91,675.00	$73,585.00	$84,773.00	$85,275.00
Interfund Payments	$72,839.00	$50,538.00	$67,383.00	$69,404.00
Debt Service	$0.00	$0.00	$0.00	$130,000.00
Equipment	$0.00	$0.00	$0.00	$0.00
Transfer to Capital Fund	$24,435.00	$60,000.00	$80,000.00	$400,000.00
Transfer to Equip reserve	$227,336.00	$85,689.00	$114,253.00	$52,565.00
Total Expenditures	$653,049.00	$457,485.00	$594,124.00	$1,007,923.00
Ending Balance	$283,838.00	$388,828.00	$397,587.00	$255,615.00

Fund 410, Drainage, accounts for operating revenues and expenditures of this utility. As of September 30, 2019 this fund had a cash operating reserve of $388,828. Service revenues are budgeted at $702,573 in 2019, and $860,651 in 2020, with combined budgeted transfers to equipment replacement reserves of $166,818 and to the drainage construction fund of $480,000 during the next biennium.

421 Water:

Table Eight – Water Operating Fund

Description	2019 Actual	2019 YTD	2019 Budget	2020 Budget
Beginning Fund Balance (Operating Reserve)	$752,860	$927,280	$927,280	$897,055
Revenues				
Water Service Charges	$1,988,480	$1,491,026	$1,853,053	$1,899,204
Interest and Misc.	$27,910	$22,042	$59,300	$59,300
Transfers In	$75,917	$73,008	$97,344	$99,513
Total Revenues	$2,092,307	$1,586,076	$2,009,697	$2,058,017
Total Resources	$2,845,167	$2,513,356	$2,936,977	$2,955,072
Expenditures				
Salaries	$346,693	$313,363	$408,053	$445,397
Benefits	$159,056	$146,787	$187,110	$196,647
Supplies	$111,900	$74,711	$75,000	$95,000
Charges for Services	$361,596	$248,460	$382,500	$354,067
Interfund Payments	$186,137	$119,502	$159,336	$164,116
Debt Service	$364,363	$323,682	$323,682	$521,123
Equipment	$3,220	$0	$25,000	$25,000
Transfer to Water Bond	$209,200	$192,900	$209,200	$209,200
Transfer to Equip. reserve & Capital Fund	$175,723	$202,530	$270,041	$163,292
Total Expenditures	$1,917,888	$1,621,935	$2,039,922	$2,173,842
Ending Balance	$927,279	$891,421	$897,055	$781,230

Fund 421, Water, accounts for operating revenues and expenditures for this utility. As of September 30, 2019 this fund had a cash operating reserve of $891,421. Budgeted service revenue for 2019 and 2020 are $1,853,053 and $1,899,204, respectively, based on a water utility rate increase of 5% on January 1, 2019 and 3% on January 1, 2020.

FINANCIAL IMPACT

Property Taxes

In 2020, the City of Stanwood's regular property taxes are subject to statutory limit equal to the $3.60 per $1,000 of Assessed Valuation, less the amounts levied by the Library District and the North County Regional Fire Authority (NCRFA). The library district is authorized to levy $0.50 per $1,000, but is expected to levy less, approximately $0.44. The NCRFA is authorized to levy up to $1.50, and has place a levy lid lift measure on the Nov. 6th general election ballot, the results of which are not yet known. If it does not succeed, the RFA levy is estimated to be $1.32/$1,000. Thus, the city levy is estimated to be limited to a rate between $1.66 and $1.84, which would result in a property tax levy between $1,735,100, and $1,923,280, plus estimated new construction, to support general government functions, public safety, emergency management, parks and street maintenance/operations and economic development initiatives.

Public Safety costs (Police Dept., Court and Emergency Management) have historically averaged annual expenditure increases of 4.3%, and currently account for approximately 51% of general fund operating budget. The city faces future public safety increases, and a deficit projected for the Street Operations fund. The difference between the levy rate range of $1.66/$1,000 and $1.84/$1,000 is $188,180 in property tax. Recommended uses include (1) minimizing the general fund public safety operating cost increases so that other general fund functions are not reduced; (2) transferring the one-time amount to the Building Improvement Fund for support of the new Civic Campus project; (3) transferring the one-time amount to the Park Improvement Fund for support of waterfront park development.

COUNCIL OPTIONS

Council alternatives include levy of the statutory limit or a lesser amount.

Due to the Thanksgiving holiday the week of the second November City Council Meeting, administrative staff request authority for First and Second Reading in one meeting from the Mayor, Mayor Pro Tem and all Finance Committee members as the Property Tax Levy Certification is due to the County Assessor's Office Nov. 27th, which does not provide a margin of error in the event the City Council lacks a quorum on November 25th.

1. Approve first, second and final reading of Ordinance 1481 levying taxes upon all property subject to taxation within the corporate limits if the City of Stanwood, Washington for 2020.
2. Approve first, second and final reading of Ordinance 1481 with Council changes.
3. Return to staff for further analysis and/or adjustments, and schedule an adoption date prior to the end of November 2019.
4. Take no action.

Note that the council must take final action on a property tax levy by November 27, as levy certifications must be prepared and submitted to the Snohomish County Assessor's Office by their 2019 deadline.

RECOMMENDED MOTION:

I MOVE TO APPROVE FIRST, SECOND AND FINAL READING OF ORDINANCE 1481 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD FOR THE YEAR 2020.

ATTACHMENT A

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1481

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR THE YEAR 2020

WHEREAS, the City Council of the City of Stanwood properly gave notice and conducted a public hearing pursuant to RCW 84.55.120 on November 14, 2019 to consider the current revenue sources and property tax levies for 2020 tax year; and,

WHEREAS, on February 8, 2018, the City of Stanwood adopted Resolution 2018-02 stating the City's intent to annex into the North County Regional Fire Authority (NCRFA), and

WHEREAS, on November 6 2018, the voters within the proposed annexation area approved Ballot Proposition 1 authorizing and approving the annexation into the NCFRA; and

WHEREAS, the NCRFA is now authorized by RCW 84.52.044 to levy up to $1.50 per $1,000.00 of assessed value in 2020, and

Therefore, the City of Stanwood 2020 property tax will not increase over the levy amount authorized for the 2019 tax year, and

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

The regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year in the amount of $1,990,490, which includes new construction, and which is not an increase from the 2019 tax year.

ADOPTED by the City Council and **APPROVED** by the Mayor this __th day of November, 2019.

CITY OF STANWOOD

By:___________________
Leonard Kelley, Mayor

ATTEST:

By: __________________________ David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: __________________________ Grant K. Weed, City Attorney

Publication Date: ___________________

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: October 24, 2019

SUBJECT: Stanwood Civic Campus Update

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS:
A. Alternative Design Scenarios
B. Stanwood Civic Campus Project Vision Boards
C. Steering Committee Notes 10-23-19
D. Steering Committee Notes 10-30-19

ISSUE

The issue in front of the City Council is twofold: 1) select a preferred alternative site plan design for the Stanwood Civic Campus project and 2) authorize staff to proceed with forwarding the design concepts for the selected alternative.

SUMMARY

An eight member Steering Committee was formed at the onset of the project to help provide local expertise and guidance on the design of the building and grounds. Members include a range of people representing the City Council, Planning Commission, Economic Development Board, Local Architects, Historical Society, Real Estate and general community members.

The Steering Committee has met a total of three times to review site layout configurations, initial building "blocking" designs and high level cost estimates. They are unanimously recommending that the City Council:

- Progress the "Community Porch" option forward through project design, and
- Build the project in a single phase to save on future escalation costs and reduce site disruptions to building operations.

BACKGROUND

In February the City issued a Request for Proposals (RFP) for preliminary architectural design, site design, civil engineering, and permitting services for a combined Police Station/City Hall civic campus. Five firms submitted proposals for the project and after interviews and background checks, the Mackenzie was selected as the consultant team to lead the preliminary design phase of the Stanwood Civic Campus project. A formal contract was signed with Mackenzie in June of this year.

In preparation for the concept design discussions, the following work has been completed:

- Survey along 72nd Avenue and Church Creek Park
- Soil analysis to determine infiltration rates for drainage
- Cultural Resources analysis
- Updated the space needs assessment
- Site tours of other similar facilities

DISCUSSION

One of the first tasks was to refresh space needs assessment. The original space needs study estimated a need for 17,000 to 19,430 square feet of combined office space. Through the programming process with Mackenzie, the collective City and Design Team discussed operational driven requirements, current best practices and design strategies for efficiently planning for current and future needs. This analysis reduced the overall space needs down to a maximum of 16,000 square feet. Most of the space savings came out of employing share use areas:

Using this information, the consultants led city staff and the Steering Committee through a visioning and preliminary design session to create three different design scenarios. A significant component of the discussion focused on both the design approach and project costs: ensuring that the project is equally budget driven along with design considerations.

A public open house was then held on October 16th between 5 and 7:30 pm to obtain public comments on the building elements and site designs. A representative from Mackenzie and the City was on hand during the open house to facilitate conversation and discuss questions or comments surrounding the project. The overall organization of the open house surrounding visioning boards and early design options to solicit input from the community on desired attributes, characteristics and overall expectation of what a new civic facility would represent to them.

After the open house and a tour of the Union Gap shared police / city hall facility by the City Administrator, a fourth design was drafted. This design reflected the Steering Committee's recommendation to build the facility in one phase as a single building, included shared kitchen, bathrooms and work spaces to reduce building costs, and reduced the scale and massing of the building.

In summary:

- Four design scenarios were prepared based off of early budget discussions to ensure that any future plans were equally budget driven and design aligned.
- Mackenzie prepared two cost scenarios: 1) one showing full build out in one development cycle, and 2) another showing costs associated with a phased construction plan.
- The Steering Committee unanimously recommended moving forward with the "Community Porch" design option as their preferred option and strongly recommends that the site be built in one phase.

- Nine people attended the open house and their responses were mixed, but overall people liked exposed wood features, plaza / seating areas, landscaping that consists of a mix of rain gardens and trees, lighting, sun exposure and historical agricultural context.

Below is the recommended “Community Porch” design concept. The proposal includes two site layout options: 1) compact building consolidated near the north property line adjacent to Church Creek Park and 2) linear design along 72nd Avenue.

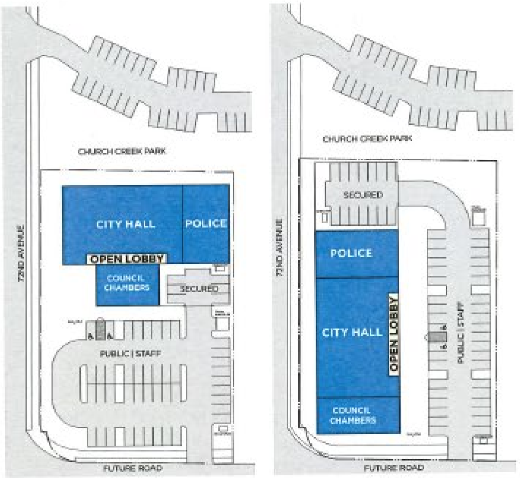
Compact Design Highlights Adjacent to Church Creek Park	Linear Design Highlights Facing 72nd Avenue
• Design takes advantage of topographic grades which reduces site grading • Police Department has a view into the park to help with security issues • Council chambers portion of the building becomes a focal point • Simpler drainage design	• Single long roof line which reduces costs • Vehicle access to the park is provided for overflow parking • Secured Police Department parking is in the rear of the building

The Steering Committee has unanimously recommended that the Council move forward with the “compact” version of the “community porch” option with the following site modifications:

- Include a pedestrian walkway to Church Creek Park
- Create an plaza area next to the Council Chambers so that the chamber doors can be opened to “spill out” onto the plaza
- Create a feature wall celebrating the uniqueness of Stanwood near the building entrance
- Accent the building with wood features and soft lighting; potentially add solar panels
- Consider other materials besides chain link fencing for the secured parking area
- Incorporate natural lighting
- Like green landscaping over hard surfaces
- Landscaping should be low maintenance
- Plaza areas should include seating

Steering Committee Design Recommendation

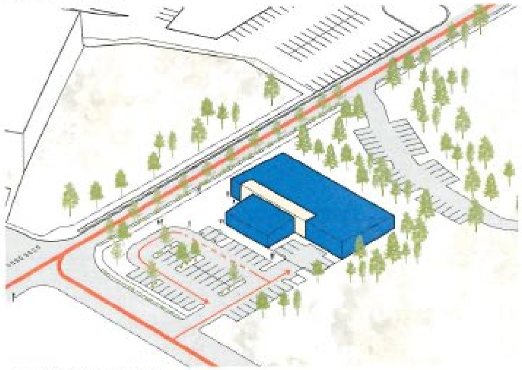
Community Porch



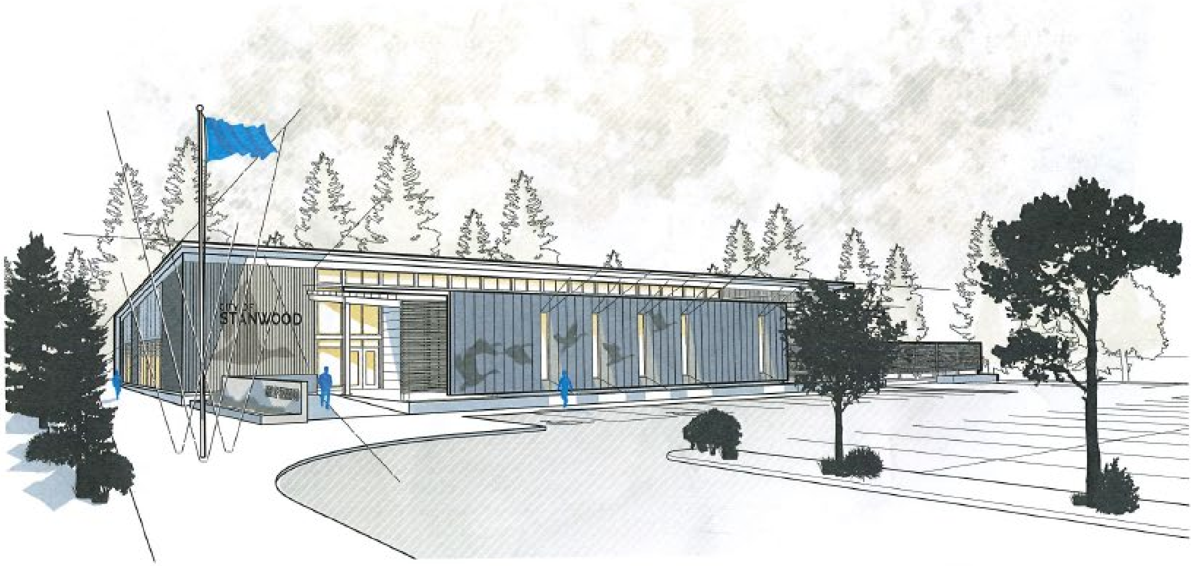
Option 1: As shown

Option 2: Not shown

SITE PLAN



AERIAL VIEW



PERSPECTIVE

Parking Count	
Public | Staff:	44 | 39
Secured:	06 | 14
Overflow:	28

PERSPECTIVE CHURCH CREEK PARK

ELEVATION

STANWOOD CITY HALL/POLICE PLANNING
City of Stanwood

Design Concept Meeting
October 30, 2019

FISCAL IMPACT

Preliminary high level estimates bring the “Community Porch” concept in around $13,400,000 versus the other three options ranging between $16 and $18 million due to a phased building design. Cost estimates include: construction, design, and permitting.

Community Porch
Preliminary Cost Estimates
14,400 Square Foot Civic Campus

Work Element	Cost Element
Construction Costs	$11,084,000
Design and Environmental	$1,158,000
Permitting, Moving and Furnishings	$1,130,000
Total Project Costs:	$13,372,000

Note: Cost estimates are rounded to nearest thousand

Other Three Design Concepts with Single and Phased Designs
15,625 Square Foot Civic Campus

Work Element	Single Phase Project	Two Phase Project: Police/Council Chambers first and City Hall at a later date
Construction Costs	$13,658,000	$15,020,000
Design and Environmental	$1,255,000	$1,924,000
Permitting, Moving and Furnishings	$1,129,000	$1,146,000
Total Project Costs:	$16,042,000	$18,090,000

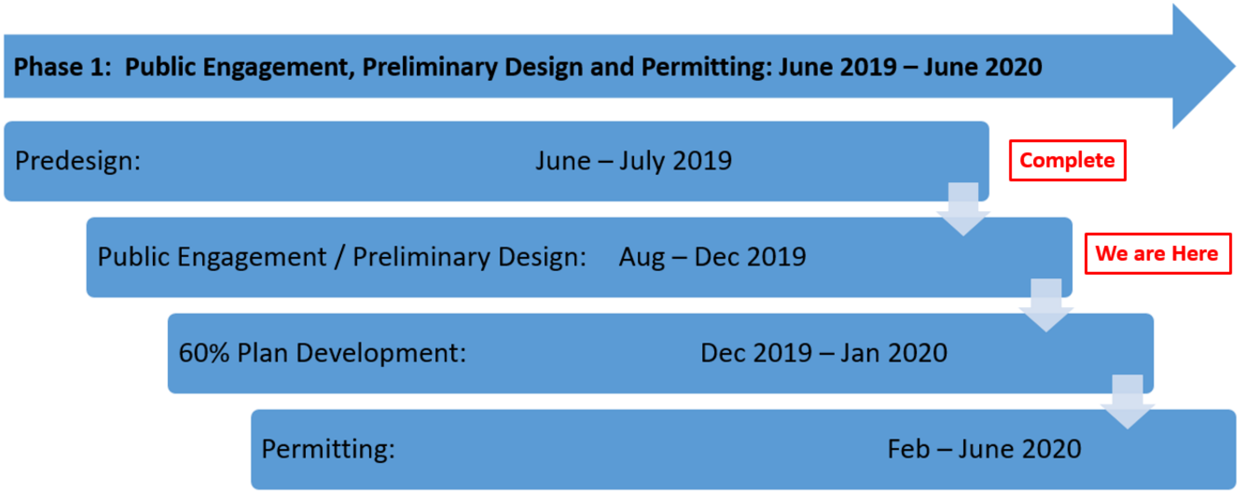
Note: Cost estimates are rounded to nearest thousand

These costs will continue to be refined as the project moves forward. The Steering Committee is strongly recommending that the City build the entire project at one time: no phasing. This reduces costs over the long run by avoiding escalation costs, two design efforts and the construction disruption caused while using the site for the police and council chamber operations.

SCHEDULE UPDATE

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

Stanwood Civic Campus Project
Tentative Schedule



Phase 1: Public Engagement, Preliminary Design and Permitting: June 2019 – June 2020

Predesign: June – July 2019 **Complete**

Public Engagement / Preliminary Design: Aug – Dec 2019 **We are Here**

60% Plan Development: Dec 2019 – Jan 2020

Permitting: Feb – June 2020

STEERING COMMITTEE RECOMMENDATION

The Steering Committee has met three times: September 10th, October 9th, and October 30th. Their first meeting consisted of a visioning exercise and their second meeting evaluated the initial three design schemes shown above. On October 30th they reviewed the "Community Porch" design and unanimously recommended that the Council forward that design to permitting. Their next meeting is scheduled for November 20th where they will review council's comments and forward a final recommendation on site design, building materials and public amenities.

OPEN HOUSE COMMENTS:

Along with the design boards and site plan schematics, four general questions were asked of the public. Their responses are consistent with the Steering Committees and are shown below.

Q: Are there any special features that are important to you as a Stanwood Citizen?

Responses:

- Ease of access
- Accessibility
- Would like more formal buildings. More trees and benches
- Practical and well apportioned for the uses it houses
- Solar and Access
- Solar (energy savings)
- Lots of trees in parking area

Q: How can the civic campus project be designed to reflect your vision of Stanwood?

Responses:

- Country – modern feel
- Natural material
- Buy more property for future expansion now

- Tying the local agricultural to the project is interesting. Barns / Silos / Pastures, etc.
- Rural/ Farming Community; Keep it warm
- Energy efficient solar panels; easy space to heat and cool

Q: What word(s) represent the City of Stanwood?

Responses:

- Community
- Mix of Old and New
- Heritage
- Inclusive

Q: What word(s) would you use to describe your civic building?

Responses:

- Natural materials
- An updated look at a historic civil building – not a barn or shed
- Take off on Craftsman Style
- I like the warm natural look and materials vs cold modern industrial materials

CITY COUNCIL OPTIONS

Next steps include selecting a site layout option and progressing with the design to incorporate building orientation, form, materials, lighting, landscaping, parking, access, and drainage.

1.) Select the Community Porch site design layout and continue to progress the design through the Steering Committee with additional public involvement.

2.) Request changes to the Community Porch site design layout and continue to progress the design through the Steering Committee with additional public involvement.

3.) Select one of the other site designs and continue to progress the design through the Steering Committee with additional public involvement.

4.) Request additional information on the designs and bring back to a future Council meeting.

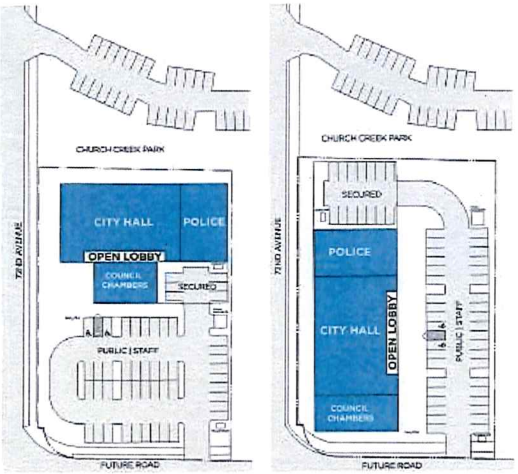
RECOMMENDED MOTIONS

I MOVE TO FORMALIZE THE SELECTION OF THE COMMUNITY PORCH SCHEMATIC AS THE PREFERRED ALTERNATIVE SITE DESIGN FOR THE STANWOOD CIVIC CAMPUS PROJECT AND TO CONTINUE WITH THE PROGRESSION OF THE DESIGN THROUGH THE STEERING COMMITTEE WITH ADDITIONAL PUBLIC INVOLVEMENT.

ATTACHMENT A

Steering Committee Design Recommendation

Community Porch



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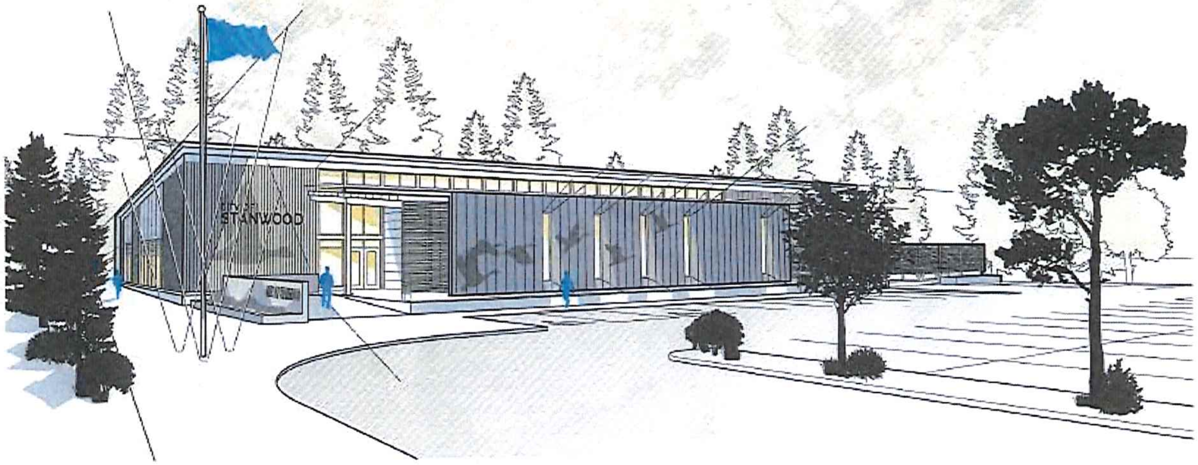

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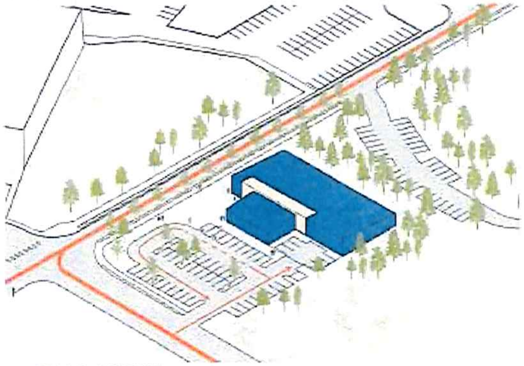

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CITY COUNCIL OPTIONS

Next steps include selecting a site layout option and progressing with the design to incorporate building orientation, form, materials, lighting, landscaping, parking, access, and drainage.

1.) Select the Community Porch site design layout and continue to progress the design through the Steering Committee with additional public involvement.

2.) Request changes to the Community Porch site design layout and continue to progress the design through the Steering Committee with additional public involvement.

3.) Select one of the other site designs and continue to progress the design through the Steering Committee with additional public involvement.

4.) Request additional information on the designs and bring back to a future Council meeting.

RECOMMENDED MOTIONS

I MOVE TO FORMALIZE THE SELECTION OF THE COMMUNITY PORCH SCHEMATIC AS THE PREFERRED ALTERNATIVE SITE DESIGN FOR THE STANWOOD CIVIC CAMPUS PROJECT AND TO CONTINUE WITH THE PROGRESSION OF THE DESIGN THROUGH THE STEERING COMMITTEE WITH ADDITIONAL PUBLIC INVOLVEMENT.

Stanwood Civic Campus Alternative Design Scenarios

Option 1: Inward Courtyard Design – Steering Committee's Preferred Option

This design option orients the building towards the primary approach into the site and creates and inward facing community courtyard.

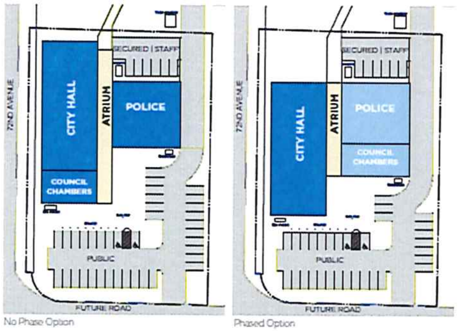
Design Pro's:

1. Presence from intersection
2. Ideal sun orientation
3. Overall simplified building form
4. Building signage and wayfinding at corner
5. Potential lower construction cost
6. Connection to Church Creek Park

Design Con's:

1. Reduced Street presence along 72nd Avenue

Inward Courtyard



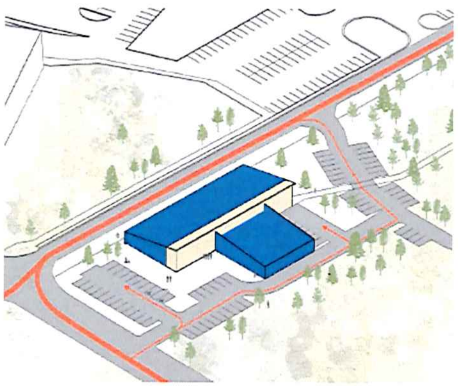
No Phase Option

Phased Option

SITE PLAN

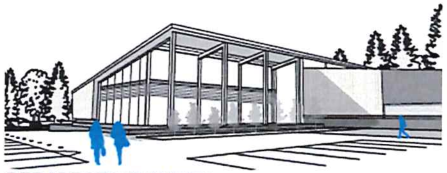
Parking Count	
Public:	37
Secured | Staff:	06
Overflow:	28

PERSPECTIVE



AERIAL VIEW

ELEVATION



PERSPECTIVE ENTRY

STANWOOD CITY HALL/POLICE PLANNING
City of Stanwood

Public Open House
October 16, 2019

Option 2: West Facing Design

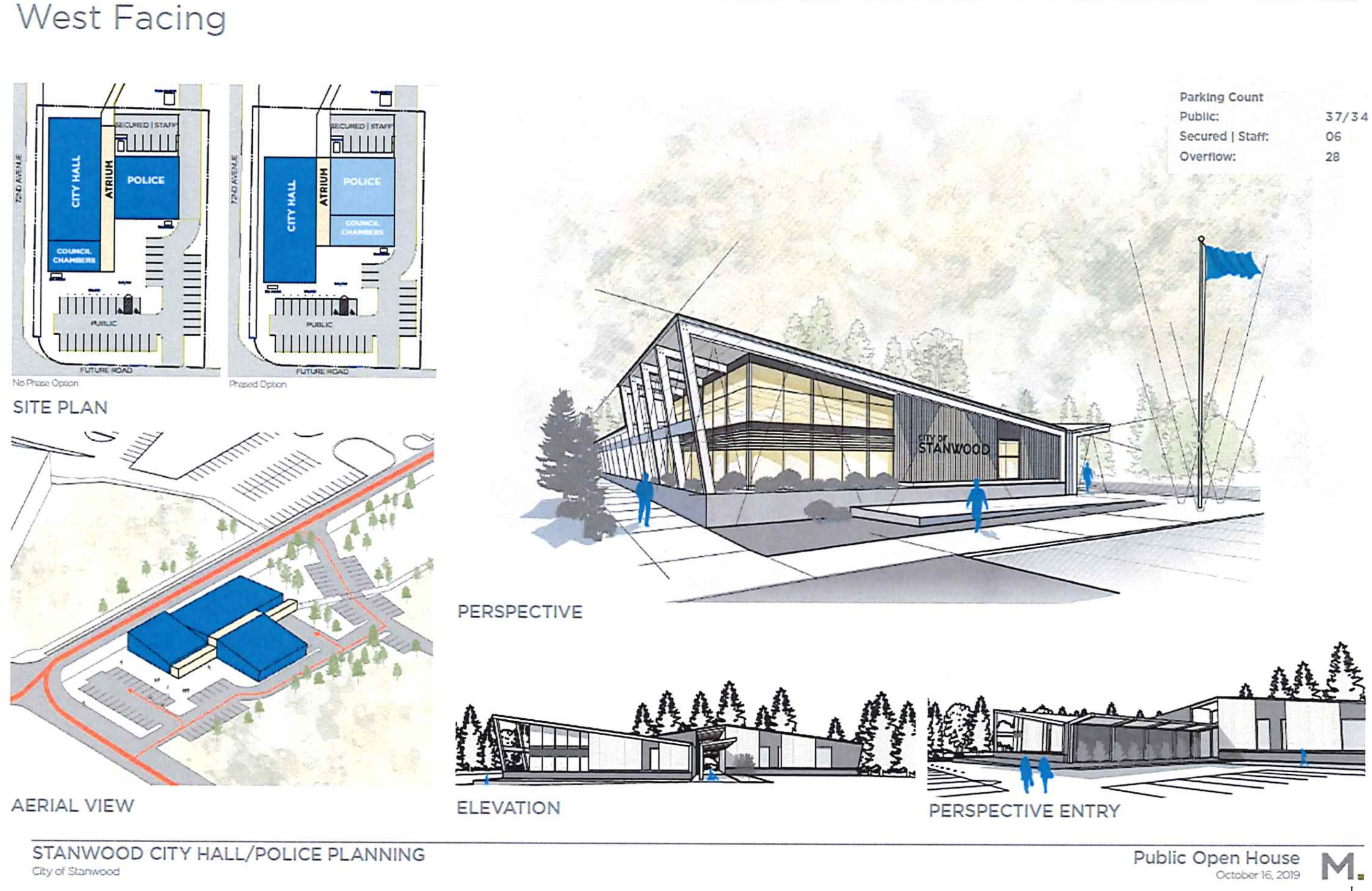
While the structure orientation is similar to option 1, this design option orientates the building in an outward facing expression of the Council Chambers towards the main entrance facing 72nd Avenue.

Design Pro's:

1. Pronounced public activity from street
2. Increased volume response of high school
3. Connection to Church Creek Park

Design Con's:

1. High level of sun exposure
2. Complex building form and roof line
3. Potential higher construction costs



West Facing

Parking Count	
Public:	37/34
Secured | Staff:	06
Overflow:	28

SITE PLAN

AERIAL VIEW

PERSPECTIVE

ELEVATION

PERSPECTIVE ENTRY

STANWOOD CITY HALL/POLICE PLANNING
City of Stanwood

Public Open House
October 16, 2019

M.

Option 3: Double Gable Design

This design option offers an agricultural aesthetic that contextually relates to Stanwood's history.

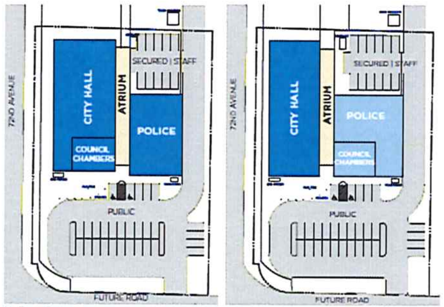
Design Pro's:

1. Equilibrium between City Hall and Police building
2. Simplified building form
3. Potential lower construction cost
4. Connection to Church Creek Park

Design Con's:

1. Reduced presence at corner
2. Less defined entrance
3. Lower central corridor

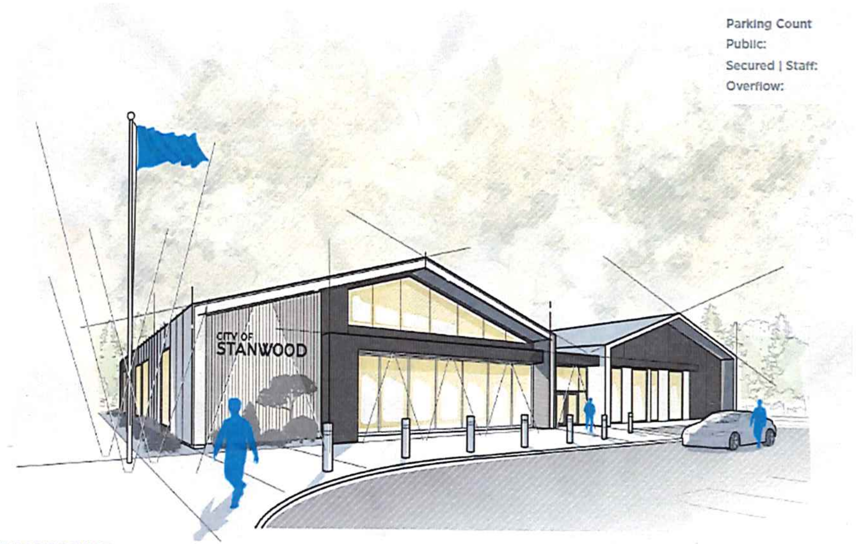
Double Gable



No Phase Option

Phased Option

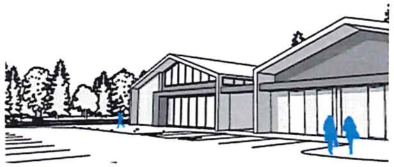
SITE PLAN



PERSPECTIVE

AERIAL VIEW

ELEVATION



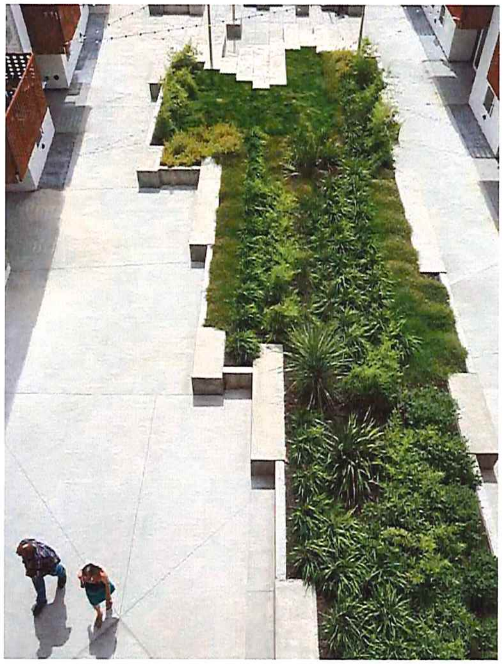
PERSPECTIVE ENTRY

STANWOOD CITY HALL/POLICE PLANNING
City of Stanwood

Public Open House
October 16, 2019

ATTACHMENT B

Landscape Character Visioning Board



STANWOOD CITY HALL/POLICE PLANNING
City of Stanwood

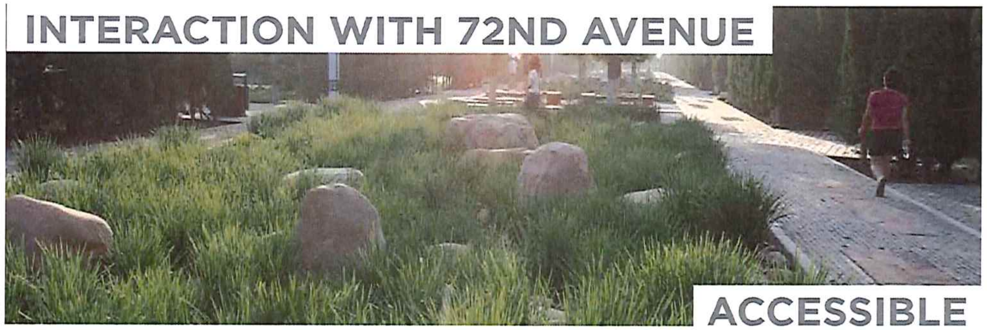
Public Open House
October 16, 2019

M.

Landscape Character Visioning Board

CONNECTIONS TO CHURCH CREEK PARK

INTERACTION WITH 72ND AVENUE



ACCESSIBLE

WATER

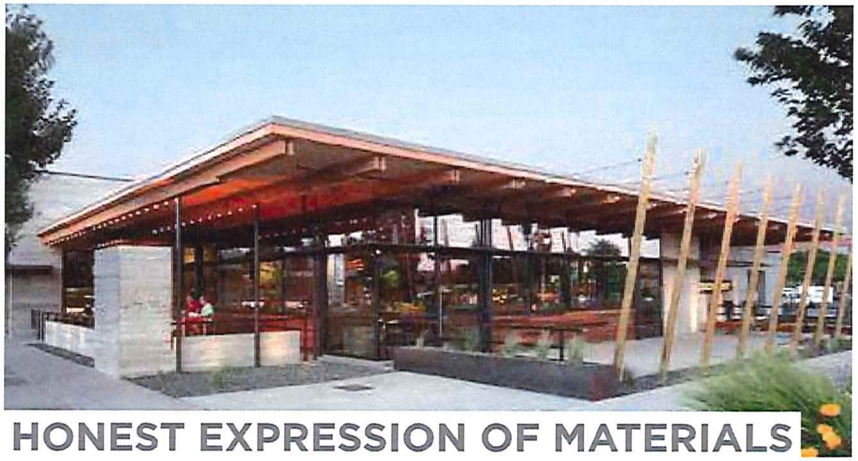
DRAINAGE

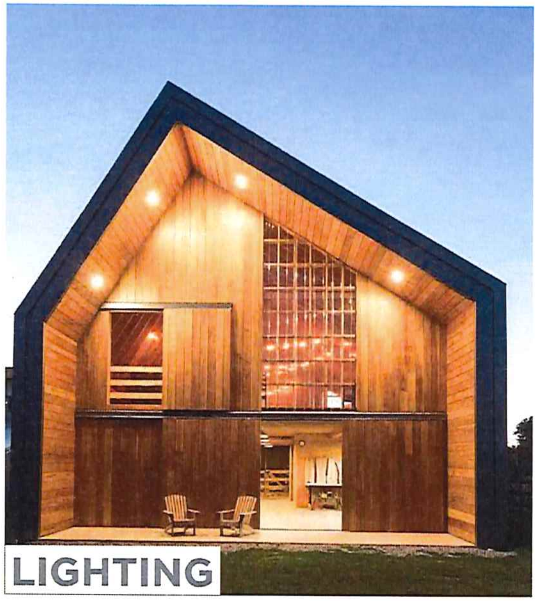
GATHERING

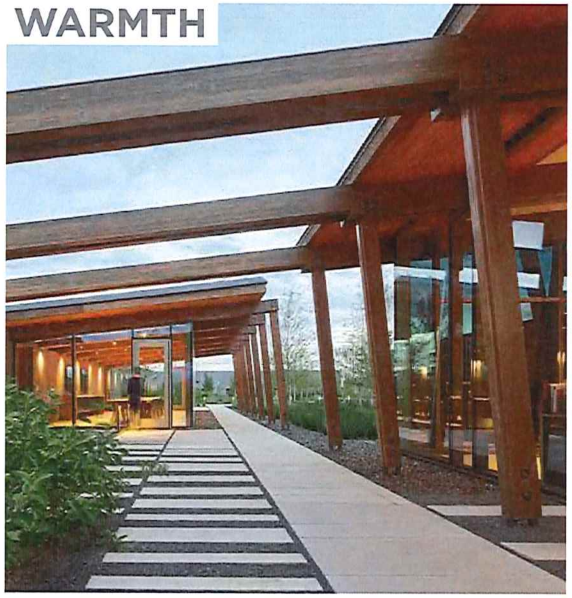
OPEN PLAZA SPACE

Building Character Visioning Board


PARKING


HONEST EXPRESSION OF MATERIALS


LIGHTING


WARMTH


RURAL SCALE

Map Title

Snohomish County Assessor Washington

0 225 450 Feet

11/6/2019

Legend

- Parcel
- Recent Sales 2017
- Recent Sales 2018
- Recent Sales 2019
- City Boundary
- County Park
- National Forest
- Water

Street Types

- Interstate
- State Route
- Local Road

Map Title

Snohomish County Assessor Washington

0 225 450 Feet

11/6/2019

Legend

- ▭ Parcel
- 🟦 Recent Sales 2017
- 🟨 Recent Sales 2018
- 🟩 Recent Sales 2019
- ▨ City Boundary
- 🟩 County Park
- 🟩 National Forest
- 🟦 Water

Street Types

- ━ Interstate
- ━ State Route
- ━ Local Road

Map Title

Snohomish County Assessor Washington

0 225 450 Feet

11/6/2019

Legend

- ▭ Parcel
- 🟦 Recent Sales 2017
- 🟨 Recent Sales 2018
- 🟩 Recent Sales 2019
- ▨ City Boundary
- 🟩 County Park
- 🟩 National Forest
- 🟦 Water

Street Types

- ━ Interstate
- ━ State Route
- ━ Local Road

Map Title

Snohomish County Assessor
Washington

11/6/2019

Legend

- ▭ Parcel
- 🟦 Recent Sales 2017
- 🟨 Recent Sales 2018
- 🟩 Recent Sales 2019
- ▨ City Boundary
- 🟩 County Park
- 🟩 National Forest
- 🟦 Water

Street Types

- — Interstate
- — State Route
- — Local Road

ATTACHMENT C

MACKENZIE.
P 206.749.9993 ▪ F 206.749.5565 ▪ W MCKNZE.COM
Logan Building, 500 Union Street, #410, Seattle, WA 98101
Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

MEETING MINUTES

PROJECT NUMBER:	2190151.00	ISSUE DATE:	September 23, 2019
PROJECT NAME:	Stanwood Civic Center		

RECORDED BY: Rachel Hedlof, Architect

TO: FILE

PRESENT:
Patricia Love, Jennifer Ferguson, Kevin Hushagen, Shawn Smith – City of Stanwood (COS)
Norm Link, Jason – Stanwood Police
Steering Committee members:
  Dianne White – City Council
  Sid Roberts – Planning Commission
  John Hanstad – Economic Development Board
  Dave Pelletier – Local Expertise
  Dan Nelson – Local Expertise
  Robin and Richard Hanks – Historical Society
  Shaina Holbeck – Real Estate
  Chuck Pratt – Stanwood Library
Brett Hanson, Rachel Hedlof, Chauncey Drinon, Steven Tuttle – Mackenzie

SUBJECT: **Meeting Minutes #3** (September 10, 2019)

ACTION ITEMS

3.1 Mackenzie (Rachel Hedlof), by 9/16/19, will update the schedule for the next meeting date of 10/10/19.

UNRESOLVED ITEMS

None at this time.

RESOLVED ITEMS

2.1 Mackenzie (Rachel), by 09/10/19, will provide an abbreviated report for the stakeholders meeting. **9/10/19: Resolved.**

2.2 City of Stanwood (Patricia Love), by 8/30/2019, will forward comments on the police program from Norm. **8/30/19: Resolved.**

2.3 City of Stanwood (Patricia Love / Norm Link), by 09/06/19, confirm number of parking spaces need to be secured (fenced in) for patrol cars. **9/6/19: Resolved.**

INFORMATION ITEMS

1. Site plan design was presented in three different layout schemes.
    - A. The nearly unanimous selection was Scheme #2.
        - I. Flow of pedestrians and traffic is preferred in Scheme #2.
        - II. The massing differentiation of two buildings connected as one is preferred in Scheme #2.
        - III. Having two entrances to parking (north and south) is preferred, also provides the best access for emergency vehicles. It is important to maintain two publicly open access points to the site that flows through from the south road to Church Creek Park. Having access only from the park, or no flow-through access, was not acceptable in the other schemes.
        - IV. Gathering space at north where it can flow into park, as shown in Scheme #2, is preferred.
    - B. Suggestions:
        - I. Make sure that the public gathering space for City Hall is large enough.
        - II. Having City Council facing out to the south is preferred as the most prominent face out to SR 532.
        - III. Doors to City Hall should be secure.
        - IV. There is the possibility for future improvements to the parking lot in Church Creek Park. Make sure that the number of parking spaces is accurately shown.
        - V. Secure parking could be improved. If buildings are shifted, secure parking could be better configured; and the gathering space could be made larger.
        - VI. Because it is not necessary to have Police and Council chambers adjacent for phasing, the Council chambers can be moved to be adjacent to City Hall on the south side.
        - VII. Discussed moving building north of the north property line. Per Patricia, because there was funding from RCO (Recreation Conservation Office), it would not be allowable to have the building in the Church Creek Park property. It is acceptable to have parking and green space for the building overlap with the park.
2. Phasing and cost:
    - A. Phasing options were presented that showed options for (1) Phasing Police and Council chambers first, then city hall or (2) Build all at once. Costs were presented for all schemes in both phasing options.
    - B. It was unanimously agreed that there should not be phasing for the project and that the entirety of the project should be built all at once.
3. Visioning preferences based on images presented:
    - A. Integrate wood and water as a representation of historic people and river
    - B. Openness, light from above
    - C. Bring outside in

   D. Wood structure with modern tectonic. Keep wood sheltered for less maintenance
   E. Mixed materials—metal, wood, concrete
   F. Interesting roof lines
   G. Transparency
   H. Rural modern that gestures historical architecture in an updated style
   I. Larger ratio of green landscaping to hardscape
   J. Evoke wetlands with modern language
   K. Consider connection of trail to Church Creek River
   L. Changes in paving textures

4. Schedule:
   A. Meeting schedule distributed. Next meeting scheduled for October 10 to discuss refined options.

5. Next Steps:
   A. Mackenzie will incorporate suggestions that came out of design discussions with the Steering Committee. Based on the site plan that was chosen, three massing studies will be designed and presented at the next concept meeting.

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

Enclosure(s): Visioning Presentation, Meeting Schedule Planner

c: Patricia Love – City of Stanwood
Brian Caferro – Perteet
Chuck Heaton – BCE Engineers
Matt Wiggins – Roen Associates
Brett Hanson, Rachel Hedlof, Chauncey Drinon – Mackenzie (Architecture)
Michael Chen – Mackenzie (Land Use Planning)
Josh McDowell – Mackenzie (Structural Engineering)
Steven Tuttle, Tim Bono – Mackenzie (Landscape Architecture)
Kim Doyle – Mackenzie (Interior Design)

Attachment D

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

Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

MEETING MINUTES

PROJECT NUMBER:	2190151.00	ISSUE DATE:	November 6, 2019
PROJECT NAME:	Stanwood Civic Center		

RECORDED BY: Rachel Hedlof, Architect

TO: FILE

PRESENT:

Core members:
  Patricia Love, Jennifer Ferguson, Kevin Hushagen – City of Stanwood (COS)
Steering Committee members:
  Dianne White – City Council
  Dan Nelson – Local Expertise
  Dave Pelletier – Local Expertise
  Robin Hanks, Richard Hanks – Historical Society
  Shaina Holbeck – Real Estate
  Chuck Pratt – Stanwood Library
Erick Aurand – Construction Inspector
Keith Kennedy – Building Official
Brian Caferro – Perteet, Inc.
Chris Caffee, Chuck Heaton – BCE Engineers
Brett Hanson, Rachel Hedlof, Chauncey Drinon – Mackenzie

SUBJECT: **Meeting Minutes #**5 **(**October 30, 2019**)**

ACTION ITEMS

5.1 City of Stanwood (Erick Aurand), by 11/1/19, will send the new road improvements requirements.

UNRESOLVED ITEMS

None at this time.

RESOLVED ITEMS

4.1 Mackenzie (Rachel Hedlof), by 10/11/19, will send the 09/10/19 meeting minutes to Patricia. **10/30/19: Resolved.**

INFORMATION ITEMS

I. SITE LAYOUT AND BUILDING CONCEPT OPTIONS

A. The core team and steering committee approved of the new option that was presented. The new option features a south facing council chamber, park facing police and city hall, and a plaza. The floor plan shows shared restrooms, breakroom, and lobby to have efficient use of the space.

1. The team appreciated the south facing plaza and larger parking area.
2. It was mentioned that a drop-off space is needed.
3. The pedestrian connection to the park is located on the west of the building from the plaza to the park and will be further developed.
4. The team appreciated that the police secure parking is on the south rather than adjacent to the park.
5. The square footage was reduced from 15,600 sf to 14,400 sf from the prior scheme.
6. Sizing for future growth was discussed: The building program is based on interviews with Stanwood staff and includes a 20-year growth projection. If expansion of the building was needed in the future, more land would be required.
7. It was agreed by the team that the project will be presented as a one-phase project, no construction phasing.
8. The CCR requirements for parking will be met.

II. COST ESTIMATE UPDATE

A. The cost estimated was updated to reduce the cost by finding efficiencies in construction:

1. It eliminates the two-phase option, with a proposal for one phase.
2. Efficiencies in site use, reduced square footage, and materials economy help to reduce cost.

III. CIVIL DESIGN DISCUSSION

A. Grading

1. Options to level out the site with a northwest retaining wall will be considered.
2. The revised option configuration is optimal because it places the building at the high portion of the site.
3. The east portion of the site is expected to match the adjacent property grading.

B. Park improvements were discussed.

1. The scope of work for the project includes extending the sidewalk up to the existing park drive entrance.
2. The City will consider options for how to finish the walkway along 72nd that continues north of the park drive entrance. Options included a paved path or gravel path. The least amount of disturbance will reduce the amount of storm management required.

C. Stormwater management

1. Pre-detention bioretention facilities are not required. However, water features may be provided for enhanced design appearance of the site.
2. As far as maintenance related to the detention facility, the City likes the following order of preference:

    a) Concrete detention vault (Erick realizes that this is the most expensive option).

---

        b) Detention pipe gallery (as we showed on the preliminary grading and drainage exhibit in the meeting). However, pipe sizes less than 5’ in diameter will likely get pushback from the City.

        c) ChamberMaxx or similar system.

    3. The City would not want a StormTank system (plastic module system that has very limited access available).

    4. For the new road extension, our project would be responsible for detaining and treating runoff associated with the new roadway portion from the crown northward. The runoff from the crown southward would be allowed to sheet flow and would eventually be the responsibility of the one who develops the property on the south side.

    5. Erick is good with the Modular Wetland as the means for providing water quality treatment.

IV. MECHANICAL/ELECTRICAL DESIGN DISCUSSION

A. Mechanical system for comfort and efficiency

1. A matrix of options for mechanical systems was discussed. The team found that the VRF (variant refrigerant flow) was the most appropriate:
    - a) Zone control for all offices and areas
    - b) Lowest annual energy cost
    - c) Comparably economic first cost
    - d) Equipment in mezzanine and condenser on ground, no rooftop equipment
    - e) Ventilation is separated from the heating/cooling system with a DOAS air-to-air heat recovery system
    - f) Quietest operation
    - g) Heating/cooling delivered through pipes to individual cassettes in each zone

B. Electrical requirements

1. CCTV required for police
2. Card access required
3. Street lighting requirements to be evaluated

C. Emergency operations center

1. Generator will be provided for entire building to service all of police station and selective elements of city hall (like emergency lights)
2. 72 hours of operation required on generator
3. For city hall, an emergency level of operations, rather than critical level of operations, will be provided. This includes communications stations but does not include the HVAC system. Additional discussion about the level of emergency power will continue when the building electrical systems are designed.

V. FLOOR PLAN DETAIL

- A. A schematic floor plan was presented.
    1. The view through the building from the permit counter to the windows facing the park was appreciated.
    2. The permit counter area should be enlarged/lengthened for future growth.
    3. A mezzanine for storage may be considered for the building.
    4. The council chambers should have a strong connection to the plaza.

VI. Other items:

- A. Jennifer discussed her visit to the Union Gap city hall and her impressions of the building.

VII. Next Steps:

- A. The updated design scheme will be presented to city council on November 14 to get feedback.
- B. The next steering committee meeting on November 20 will discuss landscape design, the plaza, and building materials.

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

Enclosures: Revised Design Concept Presentation
Meeting Schedule Planner

c: Matt Wiggins – Roen Associates
Michael Chen – Mackenzie (Land Use Planning)
Josh McDowell – Mackenzie (Structural Engineering)
Steven Tuttle, Tim Bono – Mackenzie (Landscape Architecture)
Kim Doyle – Mackenzie (Interior Design)

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10d

DATE: November 14, 2019

SUBJECT: Cedarhome Square Phase 2 – Final Plat

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENTS: A – Cedarhome Square Phase 2 – Final Plat

ISSUE

The City Council is being asked to review the final plat of Cedarhome Square Phase 2 and allow the applicant to record the Plat of Cedarhome Square Phase 2.

RECOMMENDATION

1. Discuss the final plat of Cedarhome Square Phase 2 and make a recommendation of approval.

SUMMARY STATEMENT

The plat of Cedarhome Square was preliminarily approved for 125 new residential lots on approximately 37.9 acres. A minor plat amendment was approved for an additional 4 lots with the purchase of the property located at 28215 68th Avenue NW (Knowles Residence). After the minor amendment the total is 129 new residential lots on approximately 38.3 acres. The plat was divided into four phases for construction. The final plat for Phase I (51 lots) was recorded on February 15, 2019. The Final Plat of Cedarhome Square Phase 2 combines construction phases two and three together. Phase 2 consists of 54 lots, along with various open space tracts to be owned and maintained by the Cedarhome Square HOA.

DISCUSSION

City staff has reviewed and approved the final plat for Cedarhome Square Phase 2 (54 lots). The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments have approved the final punch list items for the final plat. The following is a list of items the City has received from the applicant:

- Bill of Sale for on-site sewer, water and storm.
- Civil Maintenance Bond
- Landscape Maintenance Bond

Based on staff review, the applicant has completed all applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

SMC 16.20.060(3) states:

> *After being approved as required above, the final plat shall be presented to the city council. After finding that the final plat has been completed in accordance with the provisions of this code, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected, the mayor shall sign the final plat accepting such dedications and easements as may be included thereon, and the final plat shall be returned to the applicant for filing for record with the auditor.*

Upon approval by the City Council, the Mayor will sign the final plat along with city staff. The final plat will be returned to the applicant to record with the Snohomish County Auditor Office.

FINANCIAL IMPACT

Upon recording of the final plat, each lot will contribute by paying city property taxes.

COMMITTEE RECOMMENDATIONS

Discussed at the October 10, 2019 Community Development Committee Meeting. The Committee was supportive of moving forward with the final plat.

CITY COUNCIL OPTIONS

1. Approve the final plat of Cedarhome Square Phase 2 as presented.
2. Return the final plat of Cedarhome Square Phase 2 to the applicant to make final correction or edits to the final plat.

RECOMMENDED ACTION

I MOVE TO APPROVE THE FINAL PLAT OF CEDARHOME SQUARE PHASE 2 AND TO ALLOW THE MAYOR TO SIGN THE FINAL PLAT IN ACCORDANCE WITH SMC 16.020.060(3).

DEDICATION:

KNOW ALL PERSONS BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS OF THE LAND HEREBY SUBDIVIDED, BEING THE PLAT OF CEDARHOME SQUARE PHASE 2 PFN NO. 2019–0449, HEREBY DECLARE THIS PLAT AND DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, AVENUES, PLACES AND EASEMENTS OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THE PLAT, AND THE USE FOR ANY AND ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES. ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON LOTS, BLOCKS, TRACTS, ETC., SHOWN ON THIS PLAT IN THE REASONABLE ORIGINAL GRADING OF ALL THE STREETS, AVENUES, PLACES, ETC., SHOWN HEREON. ALSO, THE RIGHT TO DRAIN ALL STREETS OVER AND ACROSS ANY LOT OR LOTS WHERE WATER MIGHT TAKE A NATURAL COURSE AFTER THE STREET OR STREETS ARE GRADED. ALSO, ALL CLAIMS FOR DAMAGE AGAINST ANY GOVERNMENTAL AUTHORITY ARE WAIVED, WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHMENT, CONSTRUCTION, DRAINAGE, AND MAINTENANCE OF SAID ROADS. FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHTS–OF–WAY TO HAMPER PROPER ROAD DRAINAGE. THE OWNER OF ANY LOT OR LOTS, PRIOR TO MAKING AN ALTERATION IN THE DRAINAGE SYSTEM AFTER THE RECORDING OF THE PLAT, MUST MAKE APPLICATION TO AND RECEIVE APPROVAL FROM THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR SAID ALTERATION. ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER, AFTER ACQUIRING A CULVERT PERMIT FROM THE CITY OF STANWOOD COMMUNITY DEVELOPMENT, IF REQUIRED, AND SUBJECT TO ANY OTHER EXISTING PERMITTING REQUIREMENTS THEREFORE.

TRACTS I, J, K, AND L ARE HEREBY GRANTED AND CONVEYED TO THE CEDARHOME SQUARE HOMEOWNERS ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT, OWNERSHIP AND MAINTENANCE OF SAID TRACTS CONSISTENT WITH CITY CODE SHALL BE THE RESPONSIBILITY OF THE HOA UNLESS AND UNTIL TRACT OWNERSHIP BY ALL LOTS WITHIN THIS SUBDIVISION IS AUTHORIZED PURSUANT TO A FINAL PLAT ALTERATION. USE OF SAID TRACTS IS RESTRICTED TO THAT SPECIFIED IN THE APPROVED FINAL PLAT. THE HOA AND THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION SHALL COMPLY WITH THOSE CITY REGULATIONS AND CONDITIONS OF FINAL SUBDIVISION APPROVAL SPECIFIED ON THE PLAT. THE HOA SHALL REMAIN IN EXISTENCE UNLESS AND UNTIL ALL LOTS WITHIN THIS SUBDIVISION HAVE ASSUMED COMMON OWNERSHIP OF SAID TRACTS. IN THE EVENT THAT THE HOA SHOULD BE DISSOLVED. THEN EACH LOT SHALL HAVE AN EQUAL AND UNDIVIDED OWNERSHIP INTEREST IN THE TRACTS PREVIOUSLY OWNED BY THE HOA AS WELL AS RESPONSIBILITY FOR MAINTAINING THE TRACTS. MEMBERSHIP IN THE HOA AND PAYMENT OF DUES OR OTHER ASSESSMENTS FOR MAINTENANCE PURPOSES SHALL BE A REQUIREMENT OF LOT OWNERSHIP AND SHALL REMAIN AN APPURTENANCE TO AND INSEPARABLE FROM EACH LOT. THIS COVENANT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HOA, THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION AND ALL OTHERS HAVING ANY INTEREST IN THE TRACTS OR LOTS.

THE UNDERSIGNED OWNERS OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED CEDARHOME SQUARE PHASE 2, A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS, AND RESTRICTIONS FOR CEDARHOME SQUARE, RECORDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. 201902150496, AS AMENDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. _____________.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

____
BRIAN GENTRY, STANWOOD PROPERTY INVESTMENTS, LLC.

__________ ____________________________
KENDALL D. GENTRY

____
NANCY F. GENTRY

STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 2
FILE NO. 2019–0449

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.
CITY OF STANWOOD, WASHINGTON

ACKNOWLEDGMENTS

STATE OF WASHINGTON)
)SS.
COUNTY OF SNOHOMISH)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT BRIAN GENTRY IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT, ON OATH STATED THAT (HE/SHE) WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AS THE MANAGER OF STANWOOD PROPERTY INVESTMENTS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY, AND ACKNOWLEDGED IT TO BE (HIS/HER) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED_________________, 2019.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

(SEAL)

(NOTARY NAME TO BE PRINTED)

RESIDING AT: __________________

MY APPOINTMENT EXPIRES______________

STATE OF WASHINGTON)
)SS.
COUNTY OF SNOHOMISH)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT KENDALL D. GENTRY, AND NANCY F. GENTRY ARE THE PERSONS WHO APPEARED BEFORE ME, AND SAID PERSONS ACKNOWLEDGED THAT THEY SIGNED THIS INSTRUMENT, ON OATH STATED THAT THEY WERE AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THEIR FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED_________________, 2019.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

(SEAL)

(NOTARY NAME TO BE PRINTED)

RESIDING AT: __________________

MY APPOINTMENT EXPIRES______________

APPROVALS

CITY OF STANWOOD PLANNING DIRECTOR

I HEREBY CERTIFY THAT THE PLAT OF CEDARHOME SQUARE PHASE 2 HAS BEEN EXAMINED BY THE CITY OF STANWOOD PLANNING AGENCY AND RECOMMENDATIONS FOR APPROVAL HAVE BEEN TRANSMITTED TO THE CITY COUNCIL.

EXAMINED AND APPROVED THIS ____ DAY OF _________________, 2019.

____
CITY OF STANWOOD PLANNING DIRECTOR

CITY OF STANWOOD PUBLIC WORKS DIRECTOR

I HEREBY APPROVE THE SURVEY DATA, LAYOUT OF THE STREETS, ALLEYS AND OTHER RIGHTS–OF–WAY, DESIGN OF BRIDGES, AND UTILITY SYSTEMS INCLUDING STORM DRAINAGE, WATER AND SANITARY SEWER.

EXAMINED AND APPROVED THIS ____ DAY OF _________________, 2019.

____
CITY OF STANWOOD PUBLIC WORKS DIRECTOR

CITY COUNCIL & CITY TREASURER

THE CITY COUNCIL OF THE CITY OF STANWOOD, MEETING IN REGULAR SESSION ON THE ____ DAY OF _________________, 2019, DID FIND THAT THE PLAT OF CEDARHOME SQUARE PHASE 2 SERVES THE PUBLIC USE AND INTEREST AND HAS AUTHORIZED THE MAYOR TO EXECUTE WRITTEN APPROVAL.

____
MAYOR

ATTEST:__________________________________
CITY CLERK TREASURER

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVIED AGAINST THE PROPERTY DESCRIBED HEREIN, ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN FULLY PAID AND DISCHARGED, INCLUDING ________ TAXES.

____
TREASURER, SNOHOMISH COUNTY

BY:______________________________________
DEPUTY COUNTY TREASURER

TAX PARCEL NO.: 32042000100700

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS ____ DAY OF _____________, 2019, AT ____M. IN BOOK ____ OF PLATS AT PAGE ____ AT THE REQUEST OF STANWOOD PROPERTY INVESTMENTS, LLC.

___________________________ ___________________________
SNOHOMISH COUNTY AUDITOR DEPUTY

SHEET INDEX

SHEET 1 – DEDICATION, ACKNOWLEDGMENTS, SURVEYOR'S CERTIFICATE, & APPROVALS
SHEET 2 – LEGAL DESCRIPTION, CONDITIONS COVENANTS AND RESTRICTIONS, & EASEMENT PROVISIONS
SHEET 3 – OVERALL BOUNDARY SURVEY FOR TRACT 997, TRACT 998, & TRACT 999
SHEET 4 – LOTS 60 – 83, AND TRACTS I, J, K, AND L (OPEN SPACE)
SHEET 5 – LOTS 39, 46, 48, 50 – 59, LOTS 126 – 129
SHEET 6 – LOTS 84 – 96

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF STANWOOD PROPERTY INVESTMENTS, LLC IN MAY, 2019. I HEREBY CERTIFY THAT THIS MAP FOR CEDARHOME SQUARE PHASE 2 IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREIN DESCRIBED; THAT THE BEARINGS AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL INFORMATION REQUIRED BY THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT IS SUPPLIED HEREIN; AND THAT ALL HORIZONTAL AND VERTICAL BOUNDARIES OF THE UNITS, (1) TO THE EXTENT DETERMINED BY THE WALLS, FLOORS, OR CEILINGS THEREOF, OR OTHER PHYSICAL MONUMENTS, ARE SUBSTANTIALLY COMPLETED IN ACCORDANCE WITH SAID MAP, OR (2) TO THE EXTENT SUCH BOUNDARIES ARE NOT DEFINED BY PHYSICAL MONUMENTS, SUCH BOUNDARIES ARE SHOWN ON THE MAP.

____ DATE:_________
THOMAS E. BARRY, P.L.S.
REGISTERED PROFESSIONAL LAND SURVEYOR
CERTIFICATE NO. 28067

THOMAS E. BARRY
28067

A.F.N. ________________

REV 06 TEB 10–28–2019

METRON
and ASSOCIATES INC.
LAND SURVEYS, MAPS, AND LAND USE PLANNING
307 N. OLYMPIC, SUITE 205
ARLINGTON, WASHINGTON 98223
(360) 435–3777 FAX (360) 435–4822

DATE: MAY, 2019 BY: V.S.W.
SCALE: ––
PROJECT NO. 19019
F.B. 4–32–

PLAT OF CEDARHOME SQUARE PHASE 2

CITY OF STANWOOD FILE NO. 2019–0449
FOR
STANWOOD PROPERTY INVESTMENTS, LLC

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.,
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 2
FILE NO. 2019–0449

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.
CITY OF STANWOOD, WASHINGTON

EASEMENT PROVISIONS:

PUBLIC UTILITY EASEMENT

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO ALL UTILITIES SERVING SUBJECT PLAT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON THE EXTERIOR 10 FEET, EXCEPT WHERE REDUCED TO 5 FEET, AS SHOWN ON SHEETS 4, 5, AND 6, PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS, TRACTS AND COMMON AREAS IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND CONDUITS, CABLES, PIPE AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, TELEVISION CABLE AND OTHER UTILITY SERVICES TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS AND COMMON AREAS AT ALL TIMES FOR THE PURPOSES HEREIN STATED.

PUBLIC SEWER AND STORM DRAINAGE EASEMENT

PUBLIC SEWER AND STORM DRAINAGE EASEMENTS DESIGNATED ON THE PLAT ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF STANWOOD, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS AND THE RIGHT TO EXCAVATE, CONSTRUCT, OPERATE, MAINTAIN, REPAIR AND/OR REBUILD AN ENCLOSED OR OPEN CHANNEL STORM WATER CONVEYANCE SYSTEM AND/OR OTHER DRAINAGE FACILITIES OR SEWER UTILITIES UNDER, UPON, OR THROUGH THE EASEMENT.

PRIVATE SANITARY SEWER EASEMENT

A 10' PRIVATE SANITARY SEWER EASEMENT IS HEREBY RESERVED ACROSS TRACT I, AS SHOWN ON SHEET 4, TO BENEFIT TAX PARCEL 32042000100600.
THE OWNER(S) OF SAID PARCEL SHALL HAVE THE RIGHT OF ACCESS SOLELY TO MAINTAIN, REPAIR, AND/OR RECONSTRUCT A PRIVATE SANITARY SEWER CONNECTION AT THEIR OWN EXPENSE, AND SHALL BE RESPONSIBLE FOR THE COSTS TO PROMPTLY RESTORE SURFACE IMPROVEMENTS ON TRACT I TO THE PRE–EXISTING CONDITION.

PRIVATE DRAINAGE AND UTILITY EASEMENT

1. A PRIVATE STORM DRAINAGE EASEMENT UNDER AND ACROSS THE EXTERIOR 10 FEET, EXCEPT WHERE REDUCED TO 5 FEET, AS SHOWN ON SHEETS 4, 5, 6, AND 7, PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS IS HEREBY GRANTED AND CONVEYED TO THE OWNERS OF ALL LOTS WITHIN THIS PLAT THAT SHARE A COMMON STORM DRAINAGE CONNECTION.

2. A 10' PRIVATE STORM DRAINAGE EASEMENT IS HEREBY RESERVED AS SHOWN ON THIS PLAT FOR LOTS 39, 46, 48, AND 50 THROUGH 57 THAT SHARE A COMMON STORM DRAINAGE CONNECTION.

3. A 10' PRIVATE UTILITY EASEMENT IS HEREBY RESERVED AS SHOWN ON THIS PLAT FOR LOTS 126 AND 127 THAT SHARE A COMMON STORM DRAINAGE AND SANITARY SEWER CONNECTION.

4. A 20' PRIVATE UTILITY EASEMENT IS HEREBY RESERVED ACROSS THE EAST 20' OF LOT 73 TO BENEFIT LOT 73 AND LOT 74.

5. THE OWNERS OF SAID LOTS THAT SHARE A COMMON UTILITY CONNECTION SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE UTILITY FACILITIES THEY BENEFIT FROM. EXCEPT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED UTILITY LOCATED UPSTREAM FROM THE POINT OF CONNECTION.

JOINT USE DRIVEWAY EASEMENT

1. A JOINT USE DRIVEWAY EASEMENT IS HEREBY RESERVED OVER AND ACROSS THE EAST 20' OF LOT 73, AS SHOWN ON THIS PLAT, TO BENEFIT LOT 73 AND LOT 74.

2. LOT 126 OF THIS PLAT AND LOT 35 OF THE PLAT OF CEDARHOME SQUARE PHASE 1 ARE SUBJECT TO A JOINT USE DRIVEWAY EASEMENT ESTABLISHED ON THE PLAT OF CEDARHOME SQUARE PHASE 1, RECORDED UNDER AUDITOR'S FILE NO. 201902155008.

3. THE OWNERS OF ADJACENT LOTS THAT ARE SUBJECT TO (OR BENEFIT FROM) A JOINT USE DRIVEWAY EASEMENT SHALL EACH HAVE A RIGHT OF INGRESS AND EGRESS OVER THE EASEMENT. EXCEPT AS STATED OTHERWISE ON THIS PLAT, SAID OWNERS SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THE JOINT DRIVEWAY WITHIN THE EASEMENT.

PRIVATE RETAINING WALL & ROCKERY AND STORM DRAINAGE EASEMENT

1. ANY LOT THAT INCLUDES OR IS ADJACENT TO A RETAINING WALL OR ROCKERY INSTALLED BY THE DEVELOPER THAT CROSSES, IS ADJACENT TO, OR STRADDLES ONE OR MORE PROPERTY LINES SHALL BE SUBJECT TO A PERMANENT EASEMENT GRANTED TO THE LOT OWNER ON THE OTHER SIDE OF SUCH PROPERTY LINE FOR PURPOSES OF MAINTAINING AND REPAIRING SUCH RETAINING WALL OR ROCKERY. REPAIR AND MAINTENANCE OF SUCH RETAINING WALL OR ROCKERY SHALL BE THE SHARED RESPONSIBILITY OF THE LOT OWNERS ON BOTH SIDES OF SUCH PROPERTY LINE.

2. THE OWNERS OF LOTS THAT BENEFIT FROM WALL DRAINAGE FACILITIES SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE WALL DRAINAGE FACILITIES THE BENEFIT FROM, EXCEPT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED STORM SYSTEM LOCATED UPSTREAM FROM THE POINT OF CONNECTION OF THAT RESPECTIVE LOT OWNER.

LEGAL DESCRIPTION

TRACTS 997 AND 998, PLAT OF CEDARHOME SQUARE PHASE 1, ACCORDING TO THE PLAT THEREOF RECORDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. 201902155008, RECORDS OF SNOHOMISH COUNTY.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

(LEGAL DESCRIPTION FROM EXHIBIT "A", CHICAGO TITLE INSURANCE COMPANY GUARANTEE NUMBER 500082233, DATED SEPTEMBER 19, 2019.)

CONDITIONS, COVENANTS, AND RESTRICTIONS:

1. NO FURTHER DIVISION OF ANY LOT IS ALLOWED WITHOUT SUBMITTING FOR A NEW SUBDIVISION OR SHORT SUBDIVISION.
2. LOTS 65, 66, 67, 69, 70, 71, 76, AND 77 SHALL BE COTTAGE HOUSING LOTS.
3. THIS SUBDIVISION IS SUBJECT TO SCHOOL IMPACT FEES IF, AT THE TIME SUCH FEES ARE TO BE ASSESSED UNDER APPLICABLE CITY CODE, THE STANWOOD–CAMANO SCHOOL DISTRICT HAS BEEN QUALIFIED TO RECEIVE SUCH FEES.
4. THE WATER PLANT INVESTMENT CHARGE FOR EACH THREE–QUARTER–INCH WATER METER FOR ALL PHASES OF THE PLAT OF CEDARHOME SQUARE IS $5,280, PURSUANT TO SMC 12.16.012 AND ORDINANCE 1461.
5. THE SEWER SYSTEM PLANT INVESTMENT CHARGE FOR EACH CONNECTION FOR ALL PHASES OF THE PLAT OF CEDARHOME SQUARE IS $6,476, PURSUANT TO SMC 12.04.040 AND ORDINANCE 1461.
6. PURSUANT TO SMC 12.12.050 AND ORDINANCE 1461, THE DRAINAGE PLANT INVESTMENT CHARGES SHALL BE ESTABLISHED AND CALCULATED AS FOLLOWS: (i) DRAINAGE SYSTEM VALUATION: $3,730,204.(ii) CAPITAL COST PER EQUIVALENT RESIDENTIAL UNIT (ERU): $802.00
7. PURSUANT TO SMC 12.40.060, A SEWER SYSTEM PLANT INVESTMENT CHARGE CREDIT OF $ 18,001.50 IS GRANTED FOR THE COST OF DESIGNING AND CONSTRUCTING THE CHURCH CREEK SANITARY SEWER IMPROVEMENTS.
8. A SEWER PLANT INVESTMENT CHARGE CREDIT OF $605,022.37 WAS GRANTED ON THE RECORDED PLAT OF CEDARHOME SQUARE PHASE 1, AFN 201902155008. CEDARHOME SQUARE PHASE 2 LOTS SHOWN ON THIS PLAT SHALL RECEIVE THE UNUSED BALANCE OF THIS CREDIT AFTER ALL CEDARHOME SQUARE PHASE 1 BUILDING PERMITS HAVE BEEN ISSUED.
9. SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS FOR CEDARHOME SQUARE AS SET FORTH UNDER AUDITOR'S FILE NO. 201902150496.
10. SUBJECT TO FIRST AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS FOR CEDARHOME SQUARE AS SET FORTH UNDER AUDITOR'S FILE NO. ________________.
11. THE HEREIN DESCRIBED PLAT OF CEDARHOME SQUARE PHASE 2, IS ALL OF TRACTS 997 AND 998 AS SHOWN ON CEDARHOME SQUARE PHASE 1, AFN 201902155008. TRACT 999 SHALL BE CEDARHOME SQUARE PHASE 3, WHICH WILL BE RECORDED SEPARATELY FROM PHASE 2.
12. ALL LANDSCAPED AREAS IN PUBLIC RIGHTS OF WAY SHALL BE MAINTAINED BY THE HOA OR THEIR ASSIGNS AND MAY BE REDUCED OR ELIMINATED IF DEEMED NECESSARY FOR OR DETRIMENTAL FOR CITY ROAD PURPOSES.
13. SUBJECT TO THE TERMS AND PROVISIONS OF EASEMENT IN FAVOR OF PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY AND FRONTIER COMMUNICATIONS NORTHWEST INC. RECORDED UNDER AUDITOR'S FILE NO. 201809120340.
14. SUBJECT TO THE TERMS AND PROVISIONS OF EXTINGUISHMENT OF EASEMENT RECORDED UNDER AUDITOR'S FILE NO. 201808200079.
15. SUBJECT TO CITY OF STANWOOD ORDINANCE NO. 1422 AND THE TERMS AND CONDITIONS THEREOF, RECORDED UNDER AUDITOR'S FILE NO. 201607220255.
16. SUBJECT TO 1446–ANNEXATION OF CERTAIN UNINCORPORATED AREA AND THE TERMS AND CONDITIONS THEREOF, RECORDED UNDER AUDITOR'S FILE NO. 201706130715.
17. SUBJECT TO TERMS AND CONDITIONS OF BOUNDARY LINE ADJUSTMENT, RECORDED UNDER AUDITOR'S FILE NO. 201808285001.
18. SUBJECT TO TERMS AND CONDITIONS OF THE PLAT OF CEDARHOME SQUARE PHASE 1, RECORDED UNDER AUDITOR'S FILE NO. 201902155008.
19. SUBJECT TO THE TERMS AND PROVISIONS OF EASEMENT IN FAVOR OF PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY AND FRONTIER COMMUNICATIONS NORTHWEST INC. RECORDED UNDER AUDITOR'S FILE NO. 201909110408.

A.F.N. ________________

REV 06 TEB 10–28–2019

THOMAS E. BARRY
28067

METRON
and ASSOCIATES INC.
LAND SURVEYS, MAPS, AND LAND USE PLANNING

307 N. OLYMPIC, SUITE 205
ARLINGTON, WASHINGTON 98223
(360) 435–3777 FAX (360) 435–4822

DATE: MAY, 2019 BY: V.S.W.
SCALE: ––
PROJECT NO. 19019
F.B. 4–32–

PLAT OF CEDARHOME SQUARE PHASE 2

CITY OF STANWOOD FILE NO. 2019–0449
FOR
STANWOOD PROPERTY INVESTMENTS, LLC

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.,
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

STANWOOD PROPERTY INVESTMENTS, LLC
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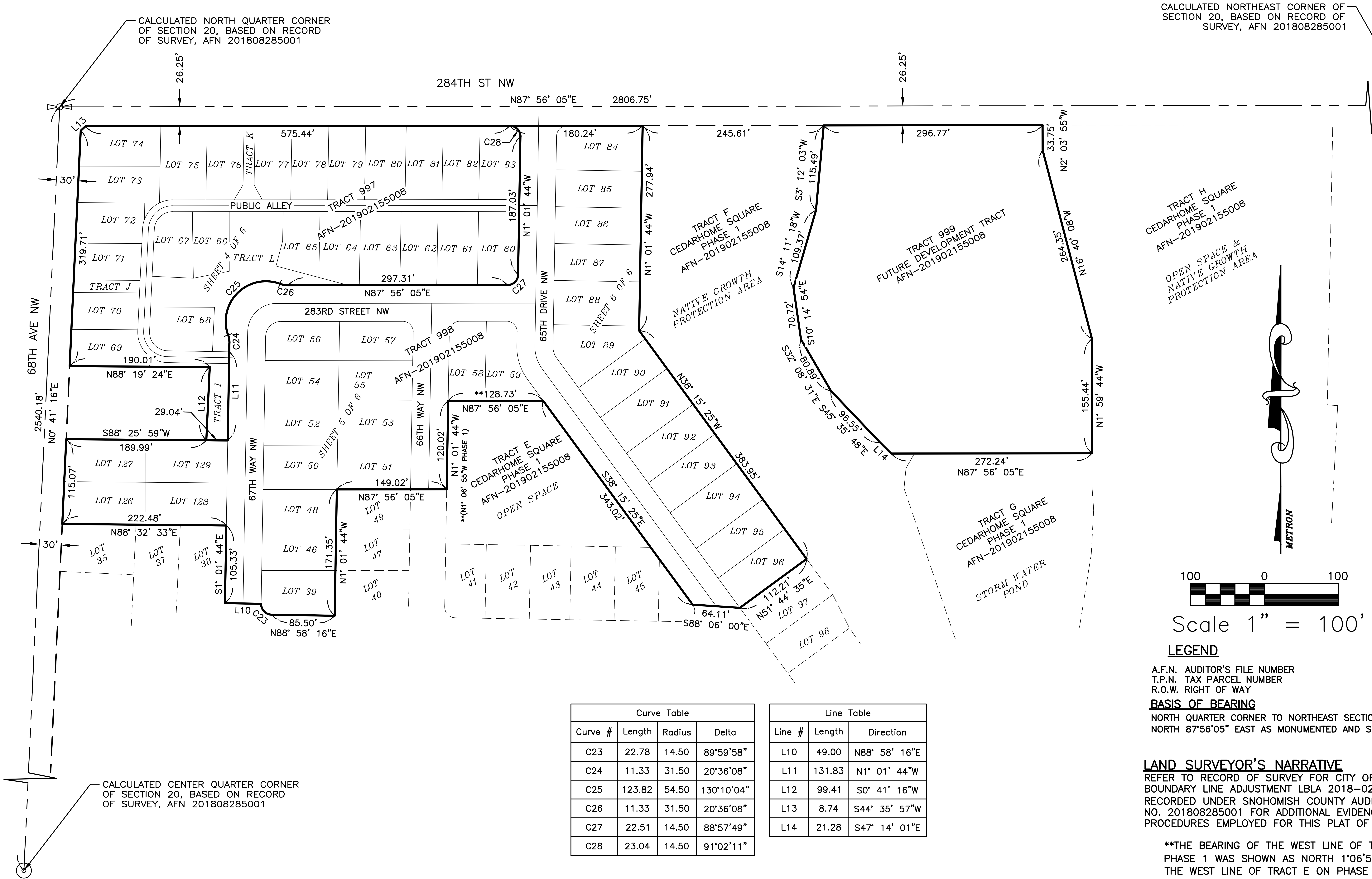

Scale 1" = 100'

Curve Table			
Curve #	Length	Radius	Delta
C23	22.78	14.50	89°59'58"
C24	11.33	31.50	20°36'08"
C25	123.82	54.50	130°10'04"
C26	11.33	31.50	20°36'08"
C27	22.51	14.50	88°57'49"
C28	23.04	14.50	91°02'11"

Line Table		
Line #	Length	Direction
L10	49.00	N88° 58' 16"E
L11	131.83	N1° 01' 44"W
L12	99.41	S0° 41' 16"W
L13	8.74	S44° 35' 57"W
L14	21.28	S47° 14' 01"E

LEGEND

A.F.N. AUDITOR'S FILE NUMBER
T.P.N. TAX PARCEL NUMBER
R.O.W. RIGHT OF WAY

BASIS OF BEARING

NORTH QUARTER CORNER TO NORTHEAST SECTION CORNER BEARS NORTH 87°56'05" EAST AS MONUMENTED AND SHOWN HEREON.

LAND SURVEYOR'S NARRATIVE

REFER TO RECORD OF SURVEY FOR CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT LBLA 2018–0264, RECORDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. 201808285001 FOR ADDITIONAL EVIDENCE AND PROCEDURES EMPLOYED FOR THIS PLAT OF SURVEY.

**THE BEARING OF THE WEST LINE OF TRACT E IN PHASE 1 WAS SHOWN AS NORTH 1°06'55 WEST. THE WEST LINE OF TRACT E ON PHASE 2 IS SHOWN AS NORTH 1°01'44" WEST. THE DIMENSION OF THE NORTH LINE OF TRACT E PHASE 2 WAS REVISED TO 128.73 FEET AS A RESULT OF THIS BEARING REVISION.

FIELD PROCEDURES AND INSTRUMENTATION

WAC 332–130–090 FIELD TRAVERSE STANDARDS FOR LAND BOUNDARY SURVEYS: THIS LAND BOUNDARY SURVEY WAS CONDUCTED USING FIELD TRAVERSE TECHNIQUES INCORPORATING DIRECT, INDIRECT AND INVERSE MEASUREMENTS THAT MEET THE MINIMUM STANDARDS OF LINEAR AND ANGULAR CLOSURES AS SET FORTH WAC 332–130–090.

WAC 332–130–100 EQUIPMENT AND PROCEDURES: THE EQUIPMENT THAT WAS USED TO CONDUCT THIS LAND BOUNDARY SURVEY INCLUDED A COMBINATION OF TOTAL STATION POSITIONING SYSTEM (TSP) AND GLOBAL POSITIONING SYSTEM (GPS). BASED ON MANUFACTURERS SPECIFICATIONS THE TSP STANDARD LINEAR ACCURACY IS 2MM+2 PPM AND TSP STANDARD ANGULAR ACCURACY IS 3 SECONDS. BASED ON MANUFACTURERS SPECIFICATIONS THE STATIC SURVEY ACCURACY OF THE GPS SYSTEM HAS A HORIZONTAL ACCURACY OF 5MM+(1PPM*BASELINE LENGTH) AND AN AZIMUTH ACCURACY OF 1 ARC SECOND + (5/BASELINE LENGTH IN KM).

PROCEDURES USED TO ACCOMPLISH THIS SURVEY INCLUDED A COMBINATION OF RADIAL MEASUREMENTS, OPEN TRAVERSE AND CLOSED TRAVERSE METHODS.

THOMAS E. BARRY
28067

REV 06 TEB 10–28–2019

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CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

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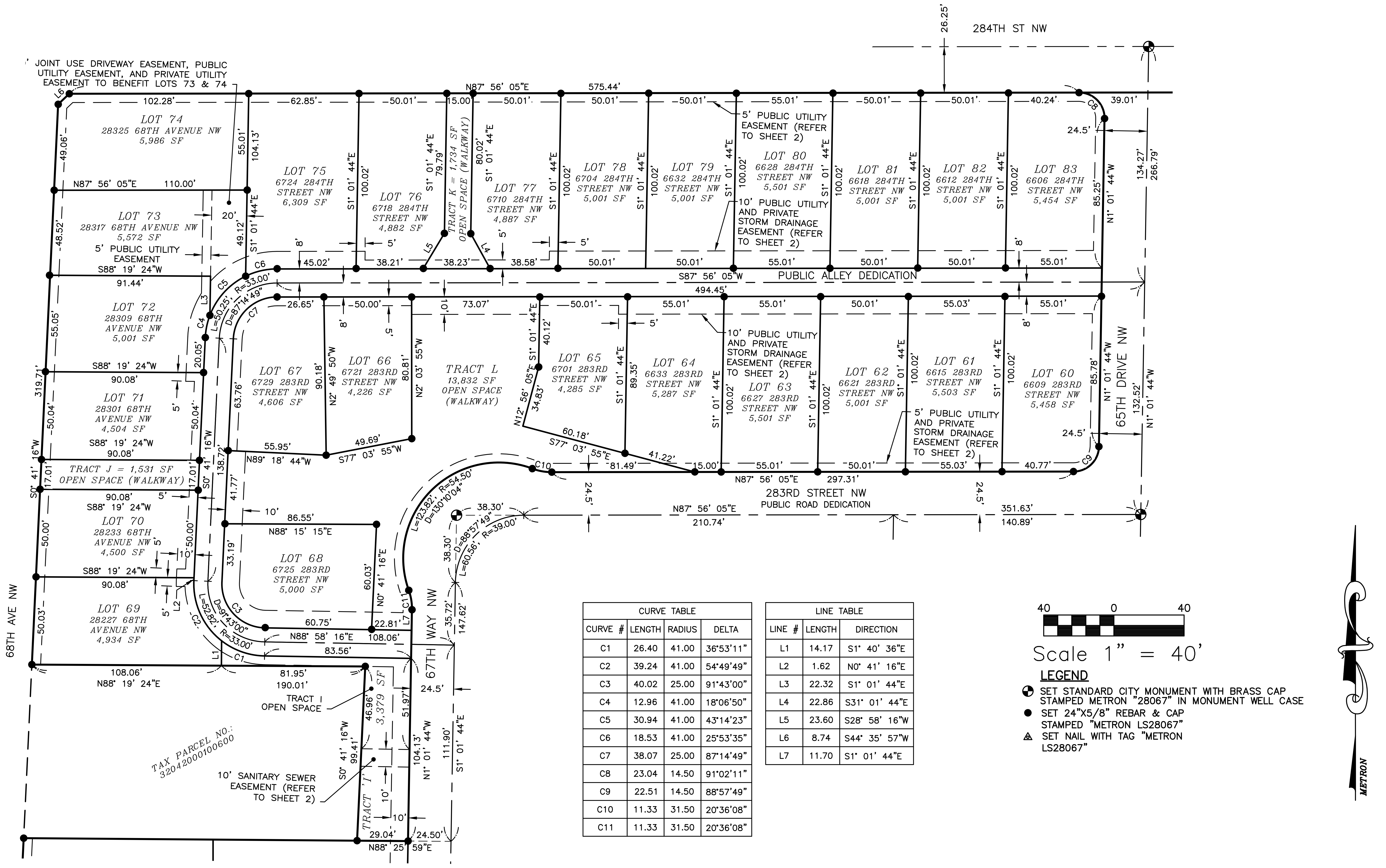

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C1	26.40	41.00	36°53'11"
C2	39.24	41.00	54°49'49"
C3	40.02	25.00	91°43'00"
C4	12.96	41.00	18°06'50"
C5	30.94	41.00	43°14'23"
C6	18.53	41.00	25°53'35"
C7	38.07	25.00	87°14'49"
C8	23.04	14.50	91°02'11"
C9	22.51	14.50	88°57'49"
C10	11.33	31.50	20°36'08"
C11	11.33	31.50	20°36'08"

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	14.17	S1° 40' 36"E
L2	1.62	N0° 41' 16"E
L3	22.32	S1° 01' 44"E
L4	22.86	S31° 01' 44"E
L5	23.60	S28° 58' 16"W
L6	8.74	S44° 35' 57"W
L7	11.70	S1° 01' 44"E

Scale 1" = 40'

LEGEND

- SET STANDARD CITY MONUMENT WITH BRASS CAP STAMPED METRON "28067" IN MONUMENT WELL CASE
- ● SET 24"X5/8" REBAR & CAP STAMPED "METRON LS28067"
- SET NAIL WITH TAG "METRON LS28067"

LAND SURVEYOR'S NARRATIVE

REFER TO RECORD OF SURVEY FOR CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT LBLA 2018–0264, RECORDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. 201808285001 FOR ADDITIONAL EVIDENCE AND PROCEDURES EMPLOYED FOR THIS PLAT OF SURVEY.

**THE BEARING OF THE WEST LINE OF TRACT E IN PHASE 1 WAS SHOWN AS NORTH 1°06'55 WEST. THE WEST LINE OF TRACT E ON PHASE 2 IS SHOWN AS NORTH 1°01'44"' WEST. THE DIMENSION OF THE NORTH LINE OF TRACT E PHASE 2 WAS REVISED TO 128.73 FEET AS A RESULT OF THIS BEARING REVISION.

REV 05 VSW 10–22–2019

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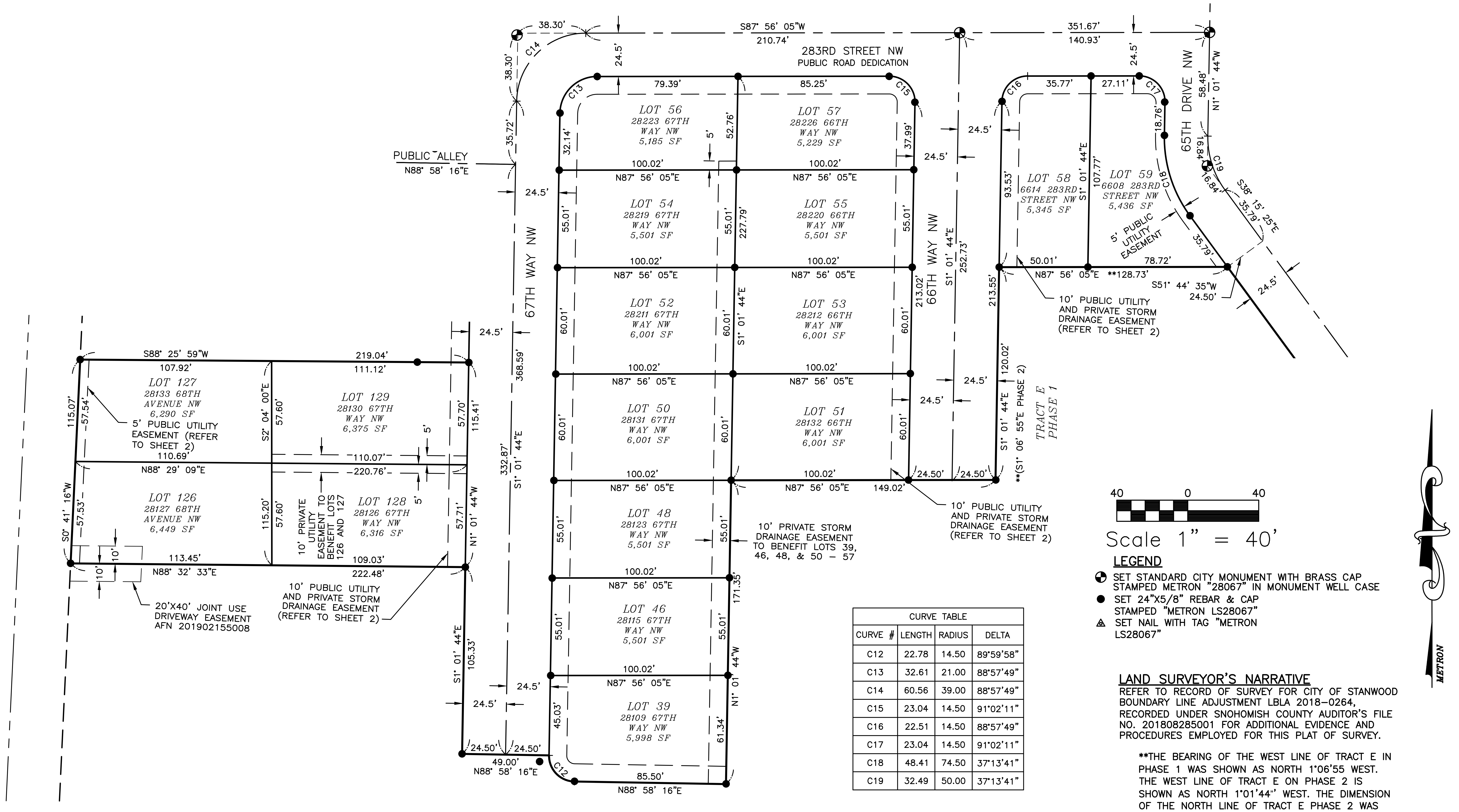


LEGEND

- ⊕ SET STANDARD CITY MONUMENT WITH BRASS CAP STAMPED METRON "28067" IN MONUMENT WELL CASE
- ● SET 24"X5/8" REBAR & CAP STAMPED "METRON LS28067"
- ⚠ SET NAIL WITH TAG "METRON LS28067"

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C12	22.78	14.50	89°59'58"
C13	32.61	21.00	88°57'49"
C14	60.56	39.00	88°57'49"
C15	23.04	14.50	91°02'11"
C16	22.51	14.50	88°57'49"
C17	23.04	14.50	91°02'11"
C18	48.41	74.50	37°13'41"
C19	32.49	50.00	37°13'41"

LAND SURVEYOR'S NARRATIVE

REFER TO RECORD OF SURVEY FOR CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT LBLA 2018-0264, RECORDED UNDER SNOHOMISH COUNTY AUDITOR'S FILE NO. 201808285001 FOR ADDITIONAL EVIDENCE AND PROCEDURES EMPLOYED FOR THIS PLAT OF SURVEY.

**THE BEARING OF THE WEST LINE OF TRACT E IN PHASE 1 WAS SHOWN AS NORTH 1°06'55 WEST. THE WEST LINE OF TRACT E ON PHASE 2 IS SHOWN AS NORTH 1°01'44" WEST. THE DIMENSION OF THE NORTH LINE OF TRACT E PHASE 2 WAS REVISED TO 128.73 FEET AS A RESULT OF THIS BEARING REVISION.

REV 06 TEB 10-28-2019

THOMAS E. BARRY
28067

METRON
and ASSOCIATES INC.
LAND SURVEYS, MAPS, AND LAND USE PLANNING
307 N. OLYMPIC, SUITE 205
ARLINGTON, WASHINGTON 98223
(360) 435-3777 FAX (360) 435-4822

DATE: MAY, 2019 BY: V.S.W.	SCALE: 1" = 40'
PROJECT NO. 19019	F.B. 4-32-

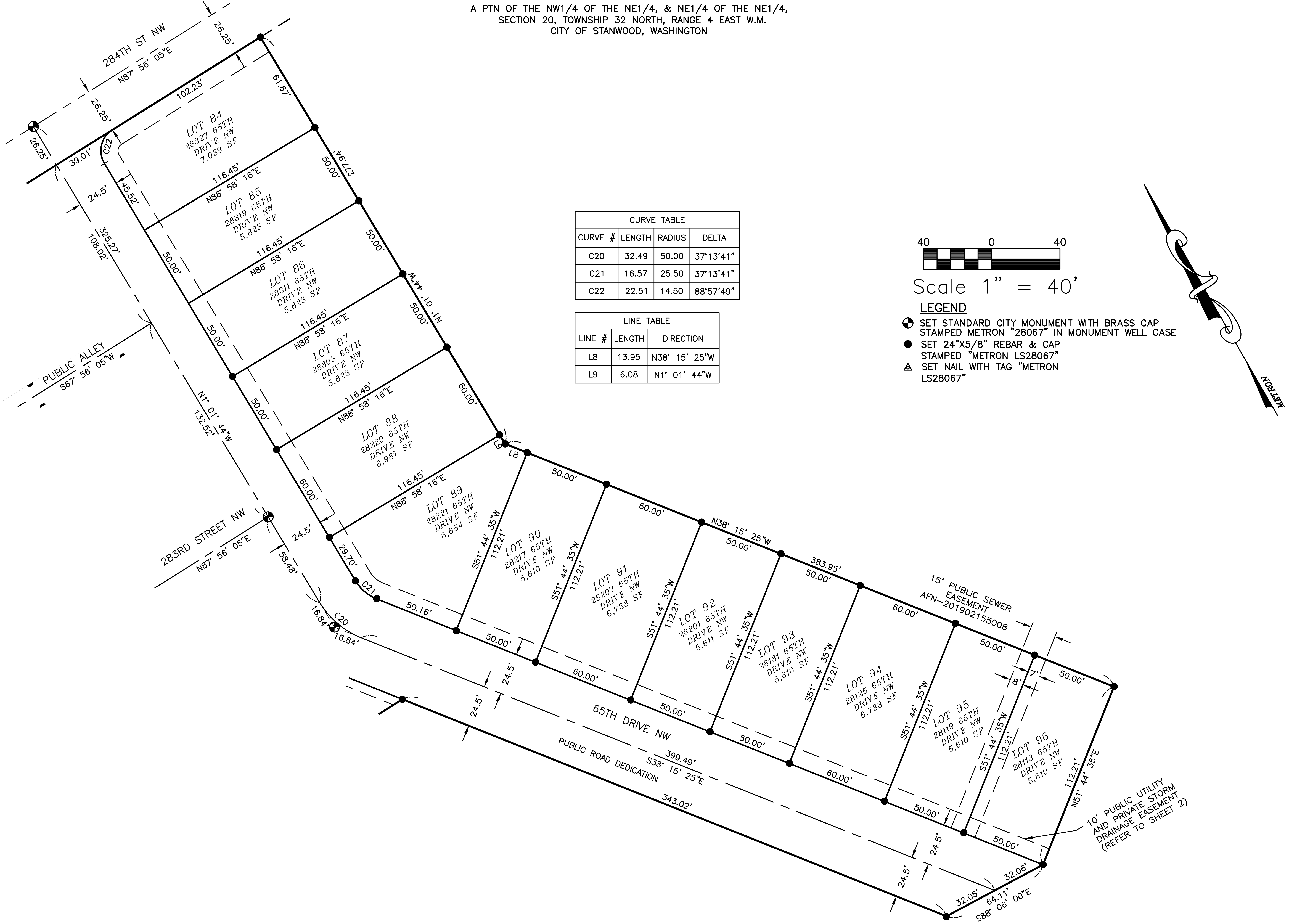
PLAT OF CEDARHOME SQUARE PHASE 2

CITY OF STANWOOD FILE NO. 2019-0449
FOR
STANWOOD PROPERTY INVESTMENTS, LLC

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.,
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 2
FILE NO. 2019–0449

A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST W.M.
CITY OF STANWOOD, WASHINGTON



CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C20	32.49	50.00	37°13'41"
C21	16.57	25.50	37°13'41"
C22	22.51	14.50	88°57'49"

LINE TABLE		
LINE #	LENGTH	DIRECTION
L8	13.95	N38° 15' 25"W
L9	6.08	N1° 01' 44"W

LEGEND

◐	SET STANDARD CITY MONUMENT WITH BRASS CAP STAMPED METRON "28067" IN MONUMENT WELL CASE
●	SET 24"X5/8" REBAR & CAP STAMPED "METRON LS28067"
⚠	SET NAIL WITH TAG "METRON LS28067"

REV 05 VSW 10–22–2019

THOMAS E. BARRY
28067

METRON
and ASSOCIATES INC.
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ARLINGTON, WASHINGTON 98223
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A PTN OF THE NW1/4 OF THE NE1/4, & NE1/4 OF THE NE1/4,
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CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	10h
DATE:	November 14, 2019
SUBJECT:	Authorize Mayor to sign a contract with the low bidder for sidewalk replacement in Fox Hill Estates
CONTACT PERSON:	Kevin Hushagen

ISSUE

The issue in front of the council is to authorize the Mayor to sign a contract with the low bidder for sidewalk replacement in Fox Hill Estates.

SUMMARY STATEMENT

At their April 11, 2019 meeting Council authorized the acceptance of grant through the Washington Cities Insurance Authority Risk Mitigation for the removal and replacement of defective sidewalk in Fox Hill Estates.

DISCUSSION

City staff have removed the affected sidewalk sections and have advertised for a company to frame, pour and finish the new sidewalk panels. The project is to be completed this year and bids are not due back until the day of this Council meeting, so the low bidder has not been identified but time is of the essence.

FINANCIAL IMPACT

The WCIA grant was for $22,500 with an equal match from the City. The staff and equipment time for removal and disposal of the sidewalk is being considered for the City's portion. The replacement portion and subsequent bid will be known prior to the Council meeting and will be presented at the meeting.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH THE LOWEST RESPONSIVE BIDDER FOR THE SIDEWALK REPLACEMENT IN FOX HILL ESTATES.