

1. Agenda

Documents:

[AGENDA_NUMBERED.PDF](#)

2. Meeting Materials

Documents:

[5A POLICE COMPSTAT REPORT.PDF](#)
[9-27-19 EDB MEETING MINUTES.PDF](#)
[PTAC 9-16-19 AND 10-21.19.PDF](#)
[6C 11-14-19 CDC MEETING MINUTES.PDF](#)
[6D 10-14-19 PC MEETING MINUTES.PDF](#)
[7A VOUCHERS.PDF](#)
[7B 11-14-19 REGULAR CC MEETING.PDF](#)
[7C FP CEDARHOME SQUARE PHASE 3.PDF](#)
[7D JANITORIAL CONTRACT.PDF](#)
[7E LIGHT UP YOUR HOLIDAYS.PDF](#)
[8A CIP PH.PDF](#)
[8B COUNCIL RULES OF PROCEDURE.PDF](#)
[9A MID BIENNIUM ADJUSTMENT.PDF](#)
[10A SALARY AND BENEFITS.PDF](#)



AGENDA
CITY COUNCIL SPECIAL MEETING
Monday, November 25, 2019 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
5. **STAFF REPORTS**
 - a. Police Compstat Report – October 2019 5-1
6. **COMMITTEE REPORTS**
 - a. Approve September 27, 2019 Economic Development Board Meeting Minutes 6-1
 - b. Approve September 16, 2019 and October 21, 2019 PTAC Meeting Minutes 6-5
 - c. Approve November 14, 2019 Community Development Committee Meeting Minutes 6-9
 - d. Approve October 14, 2019 Planning Commission Meeting Minutes 6-13
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 7-1
 - b. Approve November 14, 2019 Regular Meeting Minutes 7-7
 - c. Authorize the Mayor to sign the Final Plat of Cedarhome Square Phase III 7-13
 - d. Authorize the Mayor to sign a Contract for Janitorial Services 7-19
 - e. Special Event Permit – Light up Your Holidays 7-29
8. **OLD BUSINESS**
 - a. CIP Update and Comp Plan Amendment- Second Reading and Final Adoption Ordinance 1480 8-1
 - b. Adopt Resolution 2019-15 - Council Rules of Procedure Amendments 8-25
9. **PUBLIC HEARING**
 - a. Final 2019-2020 Mid-Biennium Budget Adjustment – Second Reading and Final Adoption Ordinance 1482 9-1
10. **NEW BUSINESS**
 - a. Adopt Resolution 2019-13 - 2020 Salary and Benefits Schedule 10-1
11. **REPORTS OF OFFICERS**
 - a. Mayor's Report 11-1
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
12. **CITIZEN CLOSING COMMENTS**
13. **ADJOURN**

Upcoming Meetings:

December 19, 2019 Special Meeting
December 26, 2019 Regular Meeting – CANCELLED
January 9, 2020 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a
DATE: November 25, 2019
SUBJECT: Police October 2019 Compstat Report
CONTACT PERSON: Amanda Slattery, Police Records Clerk
ATTACHMENTS: October 2019 Compstat Report

SUMMARY STATEMENT

Attached is the October 2019 Compstat Report for council review.

Stanwood Police Department
October 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	October 2019	Year To Date 2019	October 2018	Year to Date 2018
Homicide	0	0	0	1
Rape	0	0	0	2
Robbery	0	1	0	3
Assault	2	34	5	37
Burglary	5	15	2	19
Larceny	7	116	8	79
Motor Vehicle Theft	0	9	0	13
General	October 2019	Year To Date 2019	October 2018	Year To Date 2018
Calls for Service (Incidents)	857	8564	644	6281
Case Reports	42	523	58	477
Traffic Collisions	8	93	13	107
Arrests (Adult/Juvenile)	12	164	20	146
Drug Arrests	1	15	5	19
Warrant Arrests	6	48	2	22
Impaired Driving Arrests	1	14	1	6
Infractions Issued	14	276	6	78
Public Disclosure Requests	43	344	35	379
Concealed Pistol Licenses	67	463	39	486
Pistol Transfer Checks	26	219	N/A	N/A
Fingerprinting & Approx. timeframe	30 @ 7.5hrs	411 @ 202.75 hrs	49 @ 12.25 hrs	417 @ 104.25 hrs

City Collisions for October 2019

City Collisions for October Totals: 8					
Date	Case Number	Location	H & R	Injured	Reason
10/5/2019	2019-7854	7700 Block of SR 532			Deer ran into roadway
10/21/2019	2019-8299	8800 Block of SR 532			Following too close/Failure to Stop
10/21/2019	2019-8300	26500 Block of SR 532		x	Following too close/Failure to Stop
10/21/2019	2019-8301	26700 Block of SR 532			Following too close/Failure to Stop
10/23/2019	2019-8346	26800 Block of 72nd ST NW			Failure to Yield
10/27/2019	2019-8464	8600 Block of CEDARHOME DR			Following too close/Failure to Stop
10/27/2019	2019-8465	7200 Block of SR 532			Following too close/Failure to Stop
10/30/2019	2019-8529	8700 Block of Pioneer Hwy		x	Following too close/Failure to Stop

OCTOBER

STANWOOD CAMANO SCHOOL DISTRICT SRO REPORT
SRO MONTHLY TOTALS

10/31/2019

INCIDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
ADMINISTRATIVE	2	2	3	4			3	3	4	2	3			2	3	3	4	3			1	3	4						3	4	4	60
ARSON																																0
ASSAULT																																0
ASSIST PATROL																																0
BOMB THREAT																																0
BURGLARY																																0
COACHING SPORTS																																0
COLLISION								1																								1
COUNSELING																																0
CPS REFERRAL																																0
CRISIS PLANNING/DRILL																1						1										2
DISTURBANCE								1																								1
FELONY VUCSA																																0
FIGHT																																0
HARASSMENT																																0
MAL-MIS																																0
MARIJUANA																													1			1
MENTAL HEALTH																																0
MIP																														1	1	2
ORDER VIOLATION																																0
PARAPHERNALIA																																0
PARENT MEETING																																0
PARKING PROBLEM										2					2		7	1														12
PUBLIC ASSIST		1						2		1								1											2			7
RUNAWAY																																0
SEXUAL ASSAULT																																0
STUDENT MEETING																						1										1
SUSPICIOUS			2	1					1	1	1			1									1									7
TEACHING		1							1						1																	3
THEFT										1																						1
VAPING / TOBACCO																																0
TRAFFIC INCIDENT																																0
TRESPASS																																0
WARRANT																																0
WEAPONS																																0
OTHER																																0

Stanwood Camano School District Resource Officer OCTOBER NEWSLETTER

OCTOBER 2019



VEHICLE LOCKOUTS:

Most people aren't aware that the Stanwood Police Department will respond to citizens that have locked their keys in their vehicle. This includes the School Resource Officer Deputy Bud McCurry, located at Stanwood High School. Just in the month of October, Deputy McCurry helped get staff and students into their vehicles 7 times. Deputy McCurry (or another Officer) are available to respond to any school, or district office to assist with a vehicle lockout. If you find yourself away from the school, or after school hours, feel free to call the non-emergency line at (425)407-3999 and request a Stanwood Officer come assist you with your lockout.

PARKING ISSUES:

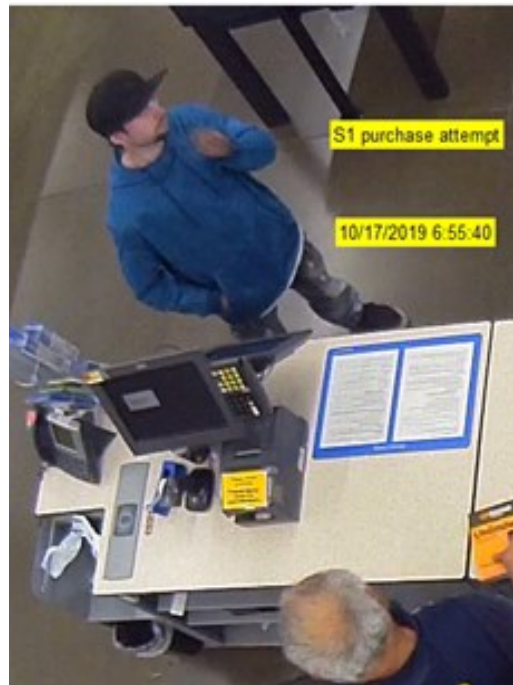
Parking problems continue to be an issue around Stanwood High School, and the Church Creek Campus. Students are complaining that there is not enough space to park, and that all the "paid parking" at both High School's are already assigned with a waiting list. Frustrated students are parking in front of fire hydrants, too close to crosswalks, and in the restricted neighborhood. These types of parking problems do generate 911 calls which either forces an Officer to respond and deal with it, or forces the School Resource Officer, Deputy McCurry, to leave campus and deal with it.



CONSTRUCTION:

A photo of the new gymnasium at Stanwood High School from October 31st. The roof will be going on soon. Interesting fact: former SHS students are employed by the construction companies and are helping build the new school.

Detective Report October Newsletter



Vehicle Prowl and Identity Theft

On 10-17-19 Deputy LaFrance responded to a vehicle prowling complaint. The victim left her purse on the front passenger seat of her car the evening of 10-16-19. The victim discovered the front passenger window of her car smashed and her purse missing the following morning.

One of the victim's credit cards was used at businesses in Stanwood and Arlington.

Detective Martin collected video from the businesses showing a male suspect associated with an older black and gold Honda Civic.

The suspect has been identified, but his current location is unknown.

Theft from Adult Care Facility

On 10-15-19 Deputy Chaney responded to the report of theft at an assisted living facility in Stanwood.

The victim first noticed prescription medication missing from a cabinet in his room sometime in August, 2019. The victim's granddaughter installed a hidden camera in his room. The camera eventually captured footage of a home care aide looking through the cabinet and placing something in her pocket, before leaving the room.



Investigation Update-Financial Exploitation of Vulnerable Adult

Adult Protective Services sent a referral to the Stanwood Police Department in April, 2019 alleging financial exploitation of a vulnerable adult. Deputy LaFrance completed an initial investigation documenting the unauthorized use of the victim's credit cards by the victim's daughter, while assigned Durable Power of Attorney over the victim's finances.

Detective Martin interviewed the subject on 10-11-19. She admitted to spending over \$100,000.00 on items that did not benefit the victim (her mother), but claimed her deceased father gave her permission to do so.

The case will be referred to the Prosecutor's Office for review.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: November 25, 2019

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – September 27, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the September 27, 2019 Economic Development Board meeting are attached to this staff report for approval as presented.

ECONOMIC DEVELOPMENT BOARD

September 27, 2019

Attendance:

Board Members	Staff	General Public
Les Anderson John Hanstad Ken Kettler Randy Heagle	Jennifer Ferguson, CA Krista Hintz, Admin Assistant	

Absent:

David Pelletier

John Russell

Review Minutes of August 16, 2019 Meeting

Motion to Approve: Les Anderson, Second: Randy Heagle. Meeting minutes were approved as presented.

Business Survey Overview

Jennifer Ferguson gave an overview of the Business Survey that will be sent to all Stanwood businesses with hopes of gaining, in short, information on business demographics, financials, and what form of support the businesses are seeking from the city. Information will go into a secured database, **not** subject to Public Disclosure Requests. Randy Heagle suggested breaking the survey down to “bite size” segments. Staff will review the survey and see how best to make modifications.

Along with the survey, information on the new *locals* version of Discover Stanwood Camano magazine, which will be mailed to every household in the 98282 and 98292 zip codes, will be sent to businesses to introduce a new advertising opportunity. The city will also inform businesses of an upcoming Business Newsletter that will be sent out by the city as part of the Business Retention and Expansion Program.

Discover Stanwood Camano LTAC/DMO

Discover Stanwood Camano is the tourism and marketing initiative for the City of Stanwood. It started out as Discover Port Susan and was rebranded to Discover Stanwood Camano. The city currently contracts with the Chamber and is bringing the governance back under the city’s umbrella. The city wants to closely mirror a destination marketing organization (DMO). The city could set up a non-profit organization for the DMO. Our goal is to continue to grow the foundation and continue to work on enhancing our tourism initiatives, get involved and become accredited with the Destination Marketing Association, and work with the county and the state tourism bureaus.

DiscoverStanwoodCamano is a tourism publication distributed along the I-5 corridor from Canada to Vancouver, WA. We are increasing distribution to include Victoria, B.C. and Amtrak. We also received a grant from the Port of Seattle to market out of state in Texas and California.

Discover Stanwood Camano-What we do

- DMO-Destination Marketing Organization – creating an online presence to promote local events and activities
- City is proposing Lodging Tax ordinance to tap into the Air B-n-B and VRBO markets
- DSC Visitors Guide-continue to expand and enhance the magazine, connecting the arts, culture and businesses in our community

- The DSC website will mirror the magazine but will be more extensive, it will be redone to update and make the website easy to manage and maintain-contracted between the city and support partner
- DSC is morphing and expanding, we will be sending a DSC Insider magazine to households in 98292 and 98282-a great place for businesses to advertise
- DSC-Places to list your business
- Behind the scenes-business to business platform for communication
- Limited graphic design services to local businesses-contracted between the city and support partner

Governance of DiscoverStanwoodCamano will require a formal advisory board to the City Council to develop long term goals and strategies. The DSC board will also serve as the LTAC advisory board to City Council. The Council is considering a Lodging Tax Ordinance and the LTAC board will collect those dollars and distribute under the DMO umbrella. For this, a new fund will be created and may also potentially include grant dollars, event sponsorship dollars, digital advertising, graphic design services, contributions and donations, and a membership fee.

The sponsorship program will be structured to allow someone to sponsor one or all events, or different aspects of an event like tables, the beer garden, etc.

Special Event Permit and Request for City Services Application Packet

The city has modified the current application packet for special events, banners, requests for city services, and the tourism grant taking the packet from 15 pages to 8. Board members reviewed the new application packet and discussed making it “bite-size”. Jennifer explained that breaking it up would increase the packet size again as event organizations would need to duplicate the event information already listed. With that understanding, John Hanstad proposed moving the new packet forward for Council approval. Randy Heagle made the motion to move forward, Les Anderson made the second. The motion passed unanimously.

Next Meeting

The next meeting is scheduled for Friday, October 18, 2019 at 7:30am at City Hall.

Agenda topics include:

- LIONS-Local Investment Opportunities Network
- Economic Data Reports



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: November 25, 2019

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – September 16, 2019 Meeting Minutes
B – October 21, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the September 16, 2019 and October 21, 2019 Parks and Trails Advisory Committee meetings are attached to this staff report for approval as presented.

PARKS and TRAILS ADVISORY COMMITTEE
September 16, 2019 Meeting
Meeting Notes

Attendance:Committee Members:

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

Staff:

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

Public:

Gordy Holmes
 Deb Bell
 Judy Williams

Call to Order and Roll Call

The September meeting of the PTAC was called to order at 3:00 pm on Monday, September 16, 2019

Approval of Minutes

A motion to approve the July 15, 2019 meeting minutes was made by Dave Hall, seconded by Steve Shepro. The minutes were approved as presented.

Hamilton Landing Park Design Discussion

Community Development Director Patricia Love presented the Hamilton Landing Park design update with the following edits:

- The Lyons Club requires a 185'-200' cable to hoist the holiday lights which will require the berm play area to split in two to allow the cable to be stretched. The parking area will be closed while the cable is in active use. Closures will be messaged out through signage, social media and website.
- The Lyons Club asked for wider sidewalks to transport the lights from storage to the stack. Widen from ten feet to twelve feet.
- The Lyons Club also asked for fencing around the stack to maintain the structural integrity. The Department of Ecology has agreed to allow us to use a portion of the innovative planning grant money towards structural integrity. Structural Engineers will their evaluation on September 20, 2019.
- Doubled the amount of picnic tables and benches

Ovenell Banner Update

The barn has been cleaned and the murals have been printed. The Public Works department is constructing frames for the canvas and will be hanging the murals on the east end of the barn, leaving potential for a second banner project in the future. The murals will be in place in time for a scheduled unveiling October 21, 2019. The committee should plan to meet at the Ovenell Barn at 3:00pm.

2020 Parks Capital Improvements Project (CIP) list of projects we hope to achieve in the next six years.

- Phase II of the Ovenell Park cleanup is underway, crews are removing concrete, rebar, old tires, and other debris.
- Heritage Park Ballfields and Trails-The City received the Youth Athletic Field grant for Heritage ballfields.
- Hamilton design has been approved, the goal is to finish the project in 2020.
- Trail Implementation project on the Berm.
- Acquisition of Heritage Park-Council made a motion to move forward with the property purchase. Heritage Park Master Plan coming soon.
- Church Creek Park- Purchase playground equipment next year and make the basketball court a multi-purpose court. The city received verbal approval from Snohomish County for \$10,000 playground equipment grant. In addition, FoSPAT has a check in the amount of \$1,300, proceeds of GivingTuesday, to present to the city for playground equipment. Patricia Love suggested a mini committee meet early November to discuss options for playground equipment.

Other topics covered:

- Fitness trail or play area for teens and adults at Church Creek Park
- A new skate park at Church Creek Park
- Expanding the Heritage Park Skate Park
- Basketball/Pickleball-multi-purpose courts
- Soccer Fields at Heritage Park
- Expanding the Dog Park at Heritage Park
- Patricia Love will be working with the Finance Director regarding budgeting to add the discussed projects to the next round of the CIP, along with adding a BMX bike track to Heritage Park.

Winter projects for the committee

- Discuss a donation program to fund various aspects of the parks.
- Look into a Memorial Dedication program to fund benches
- The committee will also be tasked with creating bi-laws and nominating a Chair and Vice Chair to formalize meeting procedures.

The New "Downtown" Park discussion will be pushed to a future meeting.

Next Meeting

The next meeting is scheduled for Monday, October 21, 2019 beginning with a ribbon cutting ceremony at Ovenell Park to unveil the banners.

The meeting was adjourned at 4:40 pm.

**PARKS and TRAILS ADVISORY COMMITTEE
October 21, 2019 Meeting
Meeting Notes**

Attendance:

Committee Members:

Steve Shepro
Gordon Bell
Dave Hall
Marshall Will
Lisa Bruce

Staff:

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

Public:

Gordy Holmes
Deb Bell

Absent

Rick Hawkins
Matt Withers (present at
Ribbon Cutting Ceremony)

3:00 – 3:30

Ribbon Cutting and Banner Unveiling held at Ovenell Park.

3:30 – 5:00 at City Hall

Deb Bell read her prepared speech for the Ribbon Cutting Ceremony.

Call to Order and Roll Call

The October meeting of the PTAC was called to order at 3:30 pm on Monday, October 21, 2019.

Ovenell Barn Update

Great News! The seven year timeline will not begin until the cleanup is complete. The County provided the funds to purchase Ovenell, typically this requires reconstruction of anything removed within 18 mo-2 years. The city has negotiated a 7 year window instead of 18 months. The contract read 7 years from date of demo, the County has now confirmed that the clock will begin once demo/cleanup is complete. This will allow the city to complete current projects before starting Ovenell.

Next step will be an environmental review and planning which is in the 2022 budget.

Ovenell Property Line Discussion

There is a considerable portion of land in question. The property line is angled and not straight as the homeowner believed. Two years ago the homeowners were notified that the fence line had encroached onto City property and any maintenance of the property could not be used under an Adverse Possession claim. The County Council made the purchase of Ovenell possible and under the Conservation rules, the Park in its' entirety needs to be available to the public. The next step is to have the property line staked. The fence was originally placed by the City prior to a land survey.

One option would be to give current homeowner a Use Agreement. Homeowner would like something more final. There are no utilities located in the area of the questioned parcel. There will be further

discussions between City, property owner and City attorney. If the city were to lose the triangle, it will not effect the overall plan of Ovenell Park.

Labyrinth Committee Funding Request

The Labyrinth Committee has submitted a funding request, for the amount of \$5,000, to help with placement of a labyrinth at the Stanwood Community Resource Center. The plan is to install a mini-park at the front of the Resource Center with a painted labyrinth and some sitting boulders. The Starter Labyrinth is located at City Hall. There are also plans to install one at Heritage and Hamilton Parks. FoSPAT has the impression that the Labyrinth Committee will maintain the project. One benefit of the painted labyrinth is the ability to change the pattern out every 5 years or so.

The PTAC committee is supportive of the project but would like to look into options to make the project more permanent. A nice, well-thought out labyrinth at the Center would be a nice addition to the city.

Gordon Bell made the motion to support the project but would like to see a more permanent design and what that cost estimate would be, Lisa Bruce seconded. Vote was unanimous to continue the conversation but would like to see the budget/cost estimates and a design that promotes more permanency. With an approved vote, we will be able to take it to the Council Committees.

Future Items

- Grant Program to fund projects in the City
- FoSPAT is able to take donations under \$50,000 in a year
- Bi-laws and Procedures

Next Meeting

- Monday, November 18, 2019

Adjourn: 4:54pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c

DATE: November 25, 2019

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – November 14, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the November 14, 2019 Community Development Committee meeting are attached to this staff report for approval as presented.

**City Council
COMMUNITY DEVELOPMENT COMMITTEE
November 14, 2019 Meeting
Meeting Notes**

Attendance:Council Committee Members and Staff:

Rob Johnson, Councilmember
Dianne White, Councilmember
Elizabeth Callaghan, Councilmember
Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director
Amy Rusko, Senior Planner

Citizens

Tim Schmitt
Anna Nelson, Landed Gentry-Cedarhome Square

1. PTAC Resolution

The Parks and Trails Advisory Committee (PTAC) has been meeting regularly since November 2016. This group was originally established to prepare a master plan for the newly acquired Ovenell and Hamilton Landing parks. They also were instrumental in developing the 2018 Parks Plan. Staff is proposing to formally establish the PTAC, as a recommending body to the City Council. To formally establish the committee, the Council would need to adopt a resolution establishing their roles and responsibilities. The PTAC would then adopt bylaws and rules of procedure similarly to other formal boards and commissions.

Staff is proposing that a resolution be drafted with the following general parameters:

- The PTAC would become a formal commission of the City of Stanwood
- The Committee would consist of 7 voting members representing a cross section of the Stanwood/Camano community
- The Community Development Department would staff the commission
- The PTAC would be an advisory committee to the Mayor and City Council
- Members of the Committee would also provide a communication link between the City and the community at large

The Community Development Committee would like staff to ask the PTAC members if they would reapply for the committee. The CDC would also like four members to be residents of the City of Stanwood but would accept a minimum of three. The CDC approved moving the PTAC Resolution forward to City Council.

2. Ovenell Boundary

In 2018 the City identified an encroachment problem between the Ovenell park property and the adjacent property to the east. Evidence indicates the encroachment began sometime after December 2009. A survey was prepared showing the encroachment, but the property has not been staked to provide an on the ground visual of where the line physically exists. To move forward with the encroachment conversation with the adjacent property owners, the city has obtained a quote to stake the property line based on the original survey. Staff is proposing to bring a \$4,000 contract with David Evens and Associates to the November 25 City Council meeting. This would be paid out of the Community Development Department's professional services budget.

Once the property is formally staked, staff will continue the conversation with the adjacent property owner on a potential resolution of the encroachment issue. Resolution options will be brought back to the Council for formal action.

The Community Development Committee approved bring the \$4,000 contract with David Evens and Associates to the November 25, 2019 City Council meeting.

3. *Planning Café Open House Summary*

City staff have been actively engaged in the Puget Sound Regional Council's Vision 2050 process which is planning for the influx of approximately 1.8 million people into the Puget Sound Region. Very rough estimates show that Stanwood may need to plan for approximately 400 to 500 new housing units over that envisioned in the 2015 Comprehensive Plan. On October 28th the Planning Commission hosted a "Planning Café" open house to obtain public input into how to accommodate future growth in Stanwood. Three stations were set up with maps and citizens made notes where they would like to see the density.

The Community Development Committee was supportive of staff in their efforts to include the community in the discussion of density planning.

4. *Special Events Permit and Process Update*

City Administrator Jennifer Ferguson has been working with the Economic Development Board on simplifying the Special Event Permit and Grant Application process. After managing this process for the last year and a half, there are some lessons learned: mostly that the process is long and cumbersome for applicants. The new process eliminated redundancy in the application process and eliminated 7 pages from the packet.

The Community Development Committee was supportive of staff in their efforts to streamline the Special Events Permit and Request for City Services process.

5. *Final Plat of Cedarhome Square Phase III*

Landed Gentry Development submitted a preliminary plat application for 125 residential dwelling units/lots in early 2018. The project was reviewed per the City's permitting process and was approved after a public hearing with the Hearing Examiner. A minor amendment was approved on August 16, 2018 and added four lots to the plat with the acquisition of a neighboring property. There are a total of 129 residential dwelling units/lots included in the project. City Council approved the Final Plat of Phase 1 on February 14, 2019 for 51 single family residential dwelling units, Final Plat of Phase 2 is going before council on November 14, 2019 for 54 residential dwelling units.

Final Plat of Cedarhome Square Phase 3 consists of 24 townhouse duplex lots and 3 Open Space Tracts (Tract O, P & Q). Construction of Phase 3 is almost complete and they have submitted for Final Plat approval. We anticipate that the final plat will be forwarded to the City Council on November 25th.

The Community Development Committee was approved moving the Final Plat of Cedarhome Square Phase III forward to the November 25, 2019 City Council Meeting.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6d

DATE: November 25, 2019

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – October 14, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the October 14, 2019 Planning Commission Meeting are attached to this staff report for approval as presented.



STANWOOD PLANNING COMMISSION MINUTES

October 14, 2019

Call to Order

Chair Linda Utgard called the meeting to order at 6:30PM with the following Commissioners present: Steve Shepro, Sid Roberts, and Darren Robb. Commissioners Dennis and Metz were absent. Staff present; Community Development Director Patricia Love, Senior Planner Amy Rusko and Administrative Assistant Krista Hintz. Also known to be present, Peggy Wendel.

Approval of Minutes

The minutes of the September 9, 2019 minutes were approved as presented.

New Business

State Route 532 Flood Berm and Bike/Pedestrian Path

The City of Stanwood Public Works Department is requesting major site development approval for the installation of a flood berm and bike/pedestrian path on the south side of State Route 532. The project installs a permanent flood berm to protect the highway and the downtown area of Stanwood from flood events. A ten foot paved bike and pedestrian path will be installed on the top of the berm which will connect at 88th Avenue on the east end and 92nd Avenue on the west end of the path. The project will take place on the south side of State Route 532 between 88th Avenue NW and 92nd Avenue NW. Currently the Public Works Department constructs temporary berms during flood season at the cost of \$85,000. The City received an \$85,000 design grant from the Washington State Department of Commerce. The remaining \$911,200 cost will be funded by a Public Works Assistance of Snohomish County loan, payments will be made through the Drainage Fund.

The project will go to bid in November 2019, construction will begin spring of 2020 and should be done summer of 2020.

Vacant Lands, Land Uses and Housing Types Discussion

The October 28, 2019 Planning Commission meeting will be a café style public forum to allow citizens the opportunity to give their input on where the city places the projected growth. The data collected will be presented to the Planning Commission to assist with the 2023 Comprehensive Plan update.

Upcoming Items

There will be a Public Hearing at City Council October 24, 2019 to discuss the 2019-2020 Docket and VonMoos Development Agreement.

Adjourn

The meeting adjourned at 7:19PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: November 25, 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 31856 through 31950 and Washington Federal electronic voucher funds transfers in the amount of \$1,952,015.92. Approve issuance of Washington Federal payroll checks 1661 through 1668 and Washington Federal Bank electronic payroll funds transfers in the amount of \$262,826.23.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31856 THROUGH 31950 AND WASHINGTON FEDERAL ELECTRONIC VOUCHER FUNDS TRANSFERS IN THE AMOUNT OF \$1,952,015.92. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECKS 1661 THROUGH 1668 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$262,826.23.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/30/2019 To: 11/20/2019

Time: 08:49:47 Date: 11/20/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6472	10/30/2019	Claims	3	EFT	Land Title & Escrow Island County	668,884.31	Purchase Land For Heritage Park From Josephine Caring Community
6611	11/07/2019	Claims	3	EFT	US Bank	3,228.30	4485 5945 5564 1495
6704	11/01/2019	Claims	3	EFT	Heartland Payment Systems	5,211.80	October Merchant CC Charges
6705	11/05/2019	Claims	3	EFT	Xpress/Bill Pay	559.20	10290 Monthly Maintenance October 2019
6707	11/05/2019	Claims	3	EFT	Chase Paymentech	1,709.66	October Merchant Fees
6710	11/12/2019	Claims	3	EFT	WA St Dept of Licensing *	1,155.00	Oct Gun Permit Fees
6867	11/20/2019	Claims	3	EFT	WA St Dept of Revenue **	15,016.77	B&O Excise Tax - October 2019
6612	11/07/2019	Claims	3	31856	APP- Associated Petroleum Products	3,283.04	04-0100494
6613	11/07/2019	Claims	3	31857	APSCO, LLC	24,397.97	City Of Stanwood
6614	11/07/2019	Claims	3	31858	Advanced Analytical Solutions	501.00	City Of Stanwood
6615	11/07/2019	Claims	3	31859	All Phase Electric Supply Co	99.41	City Of Stanwood
6616	11/07/2019	Claims	3	31860	Aramark Uniform Services Inc	499.91	937963000
6617	11/07/2019	Claims	3	31861	Barron Heating & Air Conditioning Inc.	3,454.54	0084155
6618	11/07/2019	Claims	3	31862	Cascade Lumber, Inc	60.00	S158; S158
6619	11/07/2019	Claims	3	31863	Cascade Natural Gas Corp	306.87	953 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 608 440 0000 4
6620	11/07/2019	Claims	3	31864	City of Everett *	390.00	STACITG
6621	11/07/2019	Claims	3	31865	Confluence Environmental Company, Inc	17,130.75	City Of Stanwood
6622	11/07/2019	Claims	3	31866	Core & Main	358.68	110855
6623	11/07/2019	Claims	3	31867	Edge Analytical Inc	20.00	STA01
6624	11/07/2019	Claims	3	31868	Faber Construction Corp	126,382.44	City Of Stanwood
6625	11/07/2019	Claims	3	31869	Frontier *	1,381.89	206-188-0411-053105-5; 360-629-4907-072497-5
6626	11/07/2019	Claims	3	31870	Krista Hintz	81.10	City Of Stanwood
6627	11/07/2019	Claims	3	31871	Keith Kennedy	1,062.89	City Of Stanwood
6628	11/07/2019	Claims	3	31872	NC Machinery	1,564.00	0271520
6629	11/07/2019	Claims	3	31873	Office Depot	93.90	36274097
6630	11/07/2019	Claims	3	31874	PUD Of Snohomish County *	3,852.94	200240505; 221854284; 200592889; 200367373; 200128742; 200633634
6631	11/07/2019	Claims	3	31875	Pape' Machinery	524.22	314673; 314673
6632	11/07/2019	Claims	3	31876	Pitney Bowes Inc- Global Financial Svc	80.74	0013214658
6633	11/07/2019	Claims	3	31877	Platt Electric Supply Inc	311.88	24127
6634	11/07/2019	Claims	3	31878	Ricoh USA Inc- Maint	358.44	4250811; 4250811
6635	11/07/2019	Claims	3	31879	Ricoh USA, Inc.	1,764.02	1316669-3660090; 1316669-3660140; 1316669-3659652; 1316669-3660142; 1316669-3660143
6636	11/07/2019	Claims	3	31880	Sno Co District Court	536.80	DCT34003
6637	11/07/2019	Claims	3	31881	Sno Co Office Of Public Defense *	120.00	City Of Stanwood
6638	11/07/2019	Claims	3	31882	Sno Co Prosecuting Attorney *	1,813.10	City Of Stanwood
6639	11/07/2019	Claims	3	31883	Sno Co Public Works *	312,309.65	CR000024; CR000024; CR000024
6640	11/07/2019	Claims	3	31884	Sno Co Sheriff's Office - CB	3,446.28	City Of Stanwood
6641	11/07/2019	Claims	3	31885	Snohomish County Public Def Association	1,983.93	City Of Stanwood
6642	11/07/2019	Claims	3	31886	Stanwood Camano News	91.74	261981

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/30/2019 To: 11/20/2019

Time: 08:49:47 Date: 11/20/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6643	11/07/2019	Claims	3	31887	Strategies 360 Inc	1,500.00	City Of Stanwood
6644	11/07/2019	Claims	3	31888	Unum Life Insurance	88.40	City Of Stanwood
6645	11/07/2019	Claims	3	31889	Utilities Underground Loc	103.20	134200
6646	11/07/2019	Claims	3	31890	Verizon Wireless	1,071.16	372541731-00001
6647	11/07/2019	Claims	3	31891	Waste Management Skagit	154.18	8-34465-95001
6714	11/13/2019	Claims	3	31892	A WorkSAFE Service, Inc	55.00	City Of Stanwood
6715	11/13/2019	Claims	3	31893	Ace Hardware	190.97	20013
6716	11/13/2019	Claims	3	31894	Archive Social, Inc.	588.00	City Of Stanwood
6717	11/13/2019	Claims	3	31895	Badger Meter Inc	4,800.00	460708
6718	11/13/2019	Claims	3	31896	Gaylynn Brien	60.00	City Of Stanwood
6719	11/13/2019	Claims	3	31897	Edge Analytical Inc	240.00	STA01
6720	11/13/2019	Claims	3	31898	Forest Land Services Inc	2,151.35	City Of Stanwood
6721	11/13/2019	Claims	3	31899	Grainger Inc	55.61	848089215
6722	11/13/2019	Claims	3	31900	Hamilton Lumber LLC	529.80	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
6723	11/13/2019	Claims	3	31901	J.A. Brennan Associates, PLLC	11,140.36	City Of Stanwood
6724	11/13/2019	Claims	3	31902	Lautenbach Industries, Inc	88,853.31	City Of Stanwood
6725	11/13/2019	Claims	3	31903	Municode	200.00	70-79
6726	11/13/2019	Claims	3	31904	Navia Benefits	50.00	City Of Stanwood
6727	11/13/2019	Claims	3	31905	Office Depot	553.72	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
6728	11/13/2019	Claims	3	31906	PUD Of Snohomish County *	5,056.98	202727285; 202694204; 200142180; 202670675; 221041510; 202882056; 202579512
6729	11/13/2019	Claims	3	31907	Shred-it US JV LLC	41.91	14668765
6730	11/13/2019	Claims	3	31908	Skagit Farmers Supply	1,134.57	135052; 135052
6731	11/13/2019	Claims	3	31909	Sno Co Clerks/Finance Officers Assoc	40.00	City Of Stanwood
6732	11/13/2019	Claims	3	31910	Sno Co Dept Of Emergency Management	2,169.50	DEMSTNWD
6733	11/13/2019	Claims	3	31911	Sno Co Information Services *	9,763.52	DIS1107
6734	11/13/2019	Claims	3	31912	Stanwood Auto Parts	381.13	56100; 56100; 56100
6735	11/13/2019	Claims	3	31913	Stanwood Hardware	456.39	1414; 1414; 1414; 1414; 1414; 1414; 1414; 1414; 1414; 1414
6736	11/13/2019	Claims	3	31914	T-Bailey, Inc	425,176.51	City Of Stanwood
6737	11/13/2019	Claims	3	31915	Transpogroup Inc	3,693.15	City Of Stanwood
6738	11/13/2019	Claims	3	31916	UPS Store #4798	41.34	City Of Stanwood
6739	11/13/2019	Claims	3	31917	USA Bluebook	1,497.75	478228; 478228; 478228
6740	11/13/2019	Claims	3	31918	Washington State Patrol *	185.50	STA301
6741	11/13/2019	Claims	3	31919	Weed, Graafstra & Associates, Inc., P.S	18,518.00	3868-000M
6742	11/13/2019	Claims	3	31920	West Coast Code Consultants, Inc.	2,330.12	City Of Stanwood
6868	11/20/2019	Claims	3	31921	Reina Barber	15.77	City Of Stanwood
6869	11/20/2019	Claims	3	31922	Bonner Electrical Contracting LLC	2,757.52	City Of Stanwood
6870	11/20/2019	Claims	3	31923	Cascade Septic, LLC	110.00	City Of Stanwood
6871	11/20/2019	Claims	3	31924	Databar Inc.	932.34	8952
6872	11/20/2019	Claims	3	31925	HB Jaeger	1,573.13	CITSTA; CITSTA
6873	11/20/2019	Claims	3	31926	Lenz Enterprises Inc	422.71	City Of Stanwood; City Of Stanwood
6874	11/20/2019	Claims	3	31927	Mackenzie	29,055.45	City Of Stanwood
6875	11/20/2019	Claims	3	31928	Maul Foster Alongi, Inc.	15,590.06	City Of Stanwood
6876	11/20/2019	Claims	3	31929	Office Depot	644.35	36274097; 36274097; 36274097; 36274097

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/30/2019 To: 11/20/2019

Time: 08:49:47 Date: 11/20/2019

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6877	11/20/2019	Claims	3	31930	PUD Of Snohomish County *	692.20	201942398; 200738672; 200103539; 200794063
6878	11/20/2019	Claims	3	31931	Pace Engineers, Inc	31,563.98	City Of Stanwood; City Of Stanwood
6879	11/20/2019	Claims	3	31932	Pape' Machinery	1,376.66	314673
6880	11/20/2019	Claims	3	31933	Pollardwater	695.36	37807
6881	11/20/2019	Claims	3	31934	RH2 Engineering Inc	14,060.38	City Of Stanwood; City Of Stanwood; City Of Stanwood
6882	11/20/2019	Claims	3	31935	Carly Ruacho	540.04	City Of Stanwood
6883	11/20/2019	Claims	3	31936	Seegert, Gina	92.00	City Of Stanwood
6884	11/20/2019	Claims	3	31937	Snohomish County Treasurer	25.59	City Of Stanwood
6885	11/20/2019	Claims	3	31938	Stanwood Camano News	190.19	261981; 261981; 261981
6886	11/20/2019	Claims	3	31939	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
6887	11/20/2019	Claims	3	31940	Stanwood City Utility	1,952.48	4252; 1241; 1271; 1328; 1332; 1348; 1573; 1587; 1674; 1675; 2416
6888	11/20/2019	Claims	3	31941	Stanwood Senior Center	2,000.00	City Of Stanwood
6889	11/20/2019	Claims	3	31942	Stilly Auto Parts Napa	449.51	27197; 27197; 27197; 27197; 27197
6890	11/20/2019	Claims	3	31943	US Bank Na Custody/ Treas Div-Money Ctr	172.00	777221717
6891	11/20/2019	Claims	3	31944	WA St Auditor's Office	7,225.92	City Of Stanwood
6892	11/20/2019	Claims	3	31945	WA St Dept of Ecology *	295.00	City Of Stanwood
6893	11/20/2019	Claims	3	31946	WA St Treasurer	1,970.11	City Of Stanwood
6894	11/20/2019	Claims	3	31947	Wave Broadband	264.90	3201-0316547-01; 3201-0316545-01
6895	11/20/2019	Claims	3	31948	Whitney Equipment Co Inc	446.63	STANWOOD
6896	11/20/2019	Claims	3	31949	Xylem Water Solutions U.S.A., Inc.	46,911.00	129265
6897	11/20/2019	Claims	3	31950	Zumar Industries Inc	192.04	000683

001 General Fund	70,845.44
101 Street Fund	17,698.80
103 Street Construction Fund	304,172.41
104 Park And Trail Improvement Fund	790,157.78
108 Transportation Sales Tax Fund	38.13
110 Building Improvement Fund	32,691.81
401 Sewer Fund	45,444.44
403 Sewer Construction Fund	182,075.82
410 Drainage Fund	3,929.68
411 Drainage Construction Fund	50,009.04
421 Water Fund	28,158.23
422 Water Construction Fund	457,350.26
630 Agency Fund	-30,555.92

* Transaction Has Mixed Revenue And Expense Accounts Claims: 1,952,015.92
1,952,015.92

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

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



Date: 11/20/19

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/30/2019 To: 11/20/2019

Time: 08:49:56 Date: 11/20/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6514	11/08/2019	Payroll	3	EFT		4,091.52	October 2019 Payroll
6515	11/08/2019	Payroll	3	EFT		3,442.63	October 2019 Payroll
6516	11/08/2019	Payroll	3	EFT		2,234.92	October 2019 Payroll
6517	11/08/2019	Payroll	3	EFT		1,910.93	October 2019 Payroll
6518	11/08/2019	Payroll	3	EFT		345.01	October 2019 Payroll
6519	11/08/2019	Payroll	3	EFT		2,993.31	October 2019 Payroll
6520	11/08/2019	Payroll	3	EFT		5,490.43	October 2019 Payroll
6521	11/08/2019	Payroll	3	EFT		3,591.19	October 2019 Payroll
6522	11/08/2019	Payroll	3	EFT		2,236.06	October 2019 Payroll
6523	11/08/2019	Payroll	3	EFT		8,201.54	October 2019 Payroll
6524	11/08/2019	Payroll	3	EFT		2,363.29	October 2019 Payroll
6525	11/08/2019	Payroll	3	EFT		3,855.06	October 2019 Payroll
6526	11/08/2019	Payroll	3	EFT		3,189.77	October 2019 Payroll
6527	11/08/2019	Payroll	3	EFT		2,788.96	October 2019 Payroll
6528	11/08/2019	Payroll	3	EFT		5,456.30	October 2019 Payroll
6529	11/08/2019	Payroll	3	EFT		345.01	October 2019 Payroll
6530	11/08/2019	Payroll	3	EFT		3,940.52	October 2019 Payroll
6531	11/08/2019	Payroll	3	EFT		824.18	October 2019 Payroll
6532	11/08/2019	Payroll	3	EFT		5,316.48	October 2019 Payroll
6533	11/08/2019	Payroll	3	EFT		4,044.56	October 2019 Payroll
6534	11/08/2019	Payroll	3	EFT		3,191.68	October 2019 Payroll
6535	11/08/2019	Payroll	3	EFT		295.15	October 2019 Payroll
6536	11/08/2019	Payroll	3	EFT		345.15	October 2019 Payroll
6537	11/08/2019	Payroll	3	EFT		2,942.06	October 2019 Payroll
6538	11/08/2019	Payroll	3	EFT		1,958.99	October 2019 Payroll
6539	11/08/2019	Payroll	3	EFT		3,062.07	October 2019 Payroll
6540	11/08/2019	Payroll	3	EFT		1,129.00	October 2019 Payroll
6541	11/08/2019	Payroll	3	EFT		4,960.67	October 2019 Payroll
6542	11/08/2019	Payroll	3	EFT		339.21	October 2019 Payroll
6543	11/08/2019	Payroll	3	EFT		2,015.63	October 2019 Payroll
6544	11/08/2019	Payroll	3	EFT		3,268.94	October 2019 Payroll
6545	11/08/2019	Payroll	3	EFT		2,378.04	October 2019 Payroll
6546	11/08/2019	Payroll	3	EFT		3,562.07	October 2019 Payroll
6547	11/08/2019	Payroll	3	EFT		3,272.36	October 2019 Payroll
6548	11/08/2019	Payroll	3	EFT		2,065.75	October 2019 Payroll
6549	11/08/2019	Payroll	3	EFT		2,079.05	October 2019 Payroll
6550	11/08/2019	Payroll	3	EFT		2,821.90	October 2019 Payroll
6551	11/08/2019	Payroll	3	EFT		345.01	October 2019 Payroll
6552	11/08/2019	Payroll	3	EFT		345.01	October 2019 Payroll
6587	11/08/2019	Payroll	3	EFT	Internal Revenue Service (941)	49,834.37	941 Deposit for Pay Cycle(s) 11/08/2019 - 11/08/2019
6588	11/08/2019	Payroll	3	EFT	WA St Department Of Retirement Systems	43,995.63	Pay Cycle(s) 11/08/2019 To 11/08/2019 - PERS2; Pay Cycle(s) 11/08/2019 To 11/08/2019 - PERS 3; Pay Cycle(s) 11/08/2019 To 11/08/2019 - 457 - DRS (DCP)
6589	11/08/2019	Payroll	3	1661	AFLAC	495.62	Pay Cycle(s) 11/08/2019 To 11/08/2019 - AFLAC, Pre-Tax; Pay Cycle(s) 11/08/2019 To 11/08/2019 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/30/2019 To: 11/20/2019

Time: 08:49:56 Date: 11/20/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6590	11/08/2019	Payroll	3	1662	AWC Employee Benefit Trust	21,910.63	Pay Cycle(s) 11/08/2019 To 11/08/2019 - AWC - Medical; Pay Cycle(s) 11/08/2019 To 11/08/2019 - AWC- Dental; Pay Cycle(s) 11/08/2019 To 11/08/2019 - AWC - Vision; Pay Cycle(s) 11/08/2019 To 11/08/2019;
6591	11/08/2019	Payroll	3	1663	Colonial Life Insurance	66.75	Pay Cycle(s) 11/08/2019 To 11/08/2019 - Colonial Life Ins
6592	11/08/2019	Payroll	3	1664	Hartford Retirement Plan Services	2,576.03	Pay Cycle(s) 11/08/2019 To 11/08/2019 - 457 - MassMutual (Hartford); Pay Cycle(s) 11/08/2019 To 11/08/2019 - Roth 457(b)(MassMutual)
6593	11/08/2019	Payroll	3	1665	ICMA Retirement Trust	2,818.63	Pay Cycle(s) 11/08/2019 To 11/08/2019 - 457 - ICMA
6594	11/08/2019	Payroll	3	1666	Navia Benefits	311.66	Pay Cycle(s) 11/08/2019 To 11/08/2019 - Medical FSA- S125
6595	11/08/2019	Payroll	3	1667	Teamsters Union Local 231	1,322.00	Pay Cycle(s) 11/08/2019 To 11/08/2019 - Teamsters Dues
6596	11/08/2019	Payroll	3	1668	Washington Teamsters Welfare Trust	32,455.50	Pay Cycle(s) 11/08/2019 To 11/08/2019 - Teamsters Dental; Pay Cycle(s) 11/08/2019 To 11/08/2019 - Teamsters Medical

001 General Fund	133,632.86
101 Street Fund	17,386.52
108 Transportation Sales Tax Fund	1,296.76
401 Sewer Fund	43,809.89
410 Drainage Fund	18,524.41
421 Water Fund	48,175.79

262,826.23 Payroll: 262,826.23

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

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



Date: 11/20/19



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: November 25, 2019

SUBJECT: City Council November 14, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the November 14, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE NOVEMBER 14, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council

Thursday, November 14, 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, Assistant Fire Chief Mike Mackel, City Attorney Grant Weed, City Administrator Jennifer Ferguson, Police Sergeant Jason Toner, Senior Planner Amy Rusko and Deputy City Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember Callaghan, second by Councilmember Pearce to remove items 10 a, d, e, f, g, h from New Business and move them to the Consent Agenda. Motion carried unanimously.

Motion by Councilmember Pearce, seconded by Councilmember Callaghan to remove item 10 b from this meeting agenda and move it to a Council Workshop on December 19 prior to the Regular Meeting. Motion carried unanimously.

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

4. Presentation

Washington State Auditor's Audit Exit Conference

Karyna Orcutt, Assistant Audit Manager and Travis Jones, Audit Lead with the Office of the Washington State Auditor gave an overview of the City's Audit of the financial statements for January 1, 2018 through December 31, 2018.

Wendy Dowhower and David Hammond did a great job. They were prompt and provided all documents requested.

The Auditor's Report found that all controls look great for the city. This is a clean report. The results of the audit did not find any instances of noncompliance or other deficiencies. Great job. The final report will publish in about a week.

The next audit will be in 2020 and will include Accountability. It was noted that the cost of the audit will be increasing due to the need for more staffing and an increase of general costs.

Stanwood City Council Meeting Minutes – November 14, 2019

5. Citizen Comments

Tim Schmitt - 27308 101st Ave NW, Stanwood

Would like to request that council retain the second citizen comment section on the meeting agendas. It will allow for comments on what has transpired during the meeting.

6. Staff Reports

- a. North County Fire and EMS Third Quarter Report

Councilmember Johnson wanted to point out page 5 of this report which provides the amount Mutual Aid given vs. received throughout the district and/or other districts that NCFD has agreements with.

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
- c. Approve the Mayor's appointment of Chantel Keller to the Economic Development Board
- 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 and 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.

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

9. Public Hearing

- a. CIP Amendment and Comp Plan Amendment – First Reading Ordinance 1480

Kevin Hushagen, Public Works Director, presented the proposed Ordinance 1480, discussing the proposed list of capital improvements in the 2020 – 2025 CIP. There was a full presentation of the Ordinance at the last meeting and there has not been any changes. Patricia Love, Community Development Director added that there was a Public Hearing at the Planning Commission meeting on Tuesday regarding the CIP and Comp Plan Amendment. The feedback from the community was positive and included the

Stanwood City Council Meeting Minutes – November 14, 2019

following: there was some concern about the lack of parks in the Cedarhome neighborhood, they are happy to see projects and renovation happening in the Church Creek Park, excited that the sidewalk infill program is going great and they are pleased that the city is working on a long term water study.

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 CIP and Comp Plan Amendment. Motion carried unanimously.

b. Preliminary Budget Mid-Biennium Adjustment – First Reading Ordinance 1482

David Hammond, Finance Director, presented the proposed Ordinance 1482.

The recommended changes request authorization for minor adjustments and changes arising from updated information and revised estimates. Also relative to the timing of projects with some projects occurring either earlier or later than expected.

The Finance Committee reviewed the amendment at their regular meeting on October 24 and the committee recommends 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 first reading of Ordinance 1482 Preliminary Budget Mid-Biennium Adjustment. Motion carried unanimously.

c. Revenue Sources & Tax Levy Ordinance - First Reading, Second Reading & Final Adoption Ordinance 1481

David Hammond Finance Director, presented the proposed Ordinance 1481. This is a public hearing on property taxes and revenues for the 2020 budget as required by RCW 84.55.120. Ordinance 1481 establishes the 2020 property tax levy. Due to the Thanksgiving holiday the week of the second November City Council Meeting, staff request authority for first, second and final reading in one meeting from the Mayor and all finance committee members as the certification is due by November 27th to the County Assessor.

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 Johnson to approve the First Reading, Second Reading & Final Adoption of Ordinance 1481. Motion carried unanimously.

Stanwood City Council Meeting Minutes – November 14, 2019

10. New Business

- a. Moved to Consent Agenda
Approve the Mayor's appointment of Chantel Keller to the Economic Development Board.
- b. Moved to Council Workshop
Civic Campus Plan – Recommended Plan
- c. Council Rules of Procedure Amendments

Jennifer Ferguson, City Administrator, presented the possible changes to the Council Rules of Procedure. It is always a good idea to keep policies and procedures up to date. This is a discussion of possible amendments and changes. The final amendments will be brought back to council at the November 25 meeting in a Resolution. The packet includes a redlined version of the rules and procedures.

There was a discussion among the councilmembers regarding several changes to the Rules, which will be finalized and approved at the next council meeting.

Motion by councilmember Sather second by Councilmember McGill to recommend approval of the proposed Council Rules of Procedure amendments incorporating the suggestions by City Council and direct staff to prepare a resolution approving amendments to be approved by the council at its next regular meeting. Motion carried unanimously.

- d. Moved to Consent Agenda
Authorize the Mayor to sign the final plat of Cedarhome Square Phase II.
- e. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the HVAC installation project with Barron Heating and Air Conditioning.
- f. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the Ovenell property clean up contract with Lautenbach Recycling.
- g. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the Pioneer Highway sewer contract with Faber Construction.
- h. Moved to Consent Agenda
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

Stanwood City Council Meeting Minutes – November 14, 2019

a. Mayor's Report

The next meeting on the 25th will be Councilmember McGill's last meeting. Thank you for your service on the Council. Sid Roberts will be sworn in and will take over this position in December.

b. City Administrator's Report – Jennifer Ferguson

She would like to make sure all Councilmembers are aware of the AWC elected official essentials training. This is a training for both newly elected and current Councilmembers. It is required that all Councilmembers receive open public meeting act and public records act training every four years and this would satisfy that requirement. But it's a great refresher for everyone. There is a training in Arlington on December 7.

c. Councilmember Reports and Questions

Councilmember Callaghan asked about the workshop time for the December 19 meeting. Jennifer Ferguson noted that the workshop will start at 5:00 pm and will include a lite dinner.

Councilmember McGill spoke regarding the last election. Would like to recognize and thank Councilman Sather, Sid Roberts, Markus Metz and Steve Shepro ran clean campaigns

Councilmember Johnson wanted to remind the community - now that the election is over the campaign signs need to be taken down. He is still seeing some on the street corners.

12. Citizen Closing Comments

Tim Schmitt – 27308 101st Ave NW, Stanwood

There is a collection box at City Hall for the food bank's Christmas House donations. This is huge help to the community and is much appreciated.

Mr. Schmitt wants to thank the Mayor for the great season of walks over the summer.

Also would like to thank staff for the recent planning café, great ideas came out of this and he was glad to be a part of it.

He wanted to remind everyone that there will be warming stations around town for those in need since the weather is getting cold.

13. Adjourn

Mayor Kelley adjourned the meeting at 8:23 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: November 25, 2019
SUBJECT: Cedarhome Square Phase 3 – Final Plat
CONTACT PERSON: Amy Rusko, Senior Planner
ATTACHMENTS: A – Cedarhome Square Phase 3 – Final Plat

ISSUE

The City Council is being asked to review the final plat of Cedarhome Square Phase 3 and allow the applicant to record the Plat of Cedarhome Square Phase 3.

RECOMMENDATION

1. Discuss the final plat of Cedarhome Square Phase 3 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 (54 lots) was recorded on November 15, 2019. The Final Plat of Cedarhome Square Phase 3 encompasses construction phase four. Phase 3 consists of 24 duplex/townhouse building lots, along with various open space tracts to be owned and maintained by the Cedarhome Square HOA. An access tract (Tract P) will also be owned and maintained by the Cedarhome Square HOA.

DISCUSSION

City staff has reviewed and approved the final plat for Cedarhome Square Phase 3 (24 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 November 14, 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 3 as presented.
2. Return the final plat of Cedarhome Square Phase 3 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 3 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 3 PFN NO. 2019-0510, 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 M, N, O, P, AND Q 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 3, 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. _____, AND SNOHOMISH COUNTY AUDITOR'S FILE NO. _____.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

BRIAN GENTRY, STANWOOD PROPERTY INVESTMENTS, LLC.

ASCENT CAPITAL FUND III, LLC TITLE

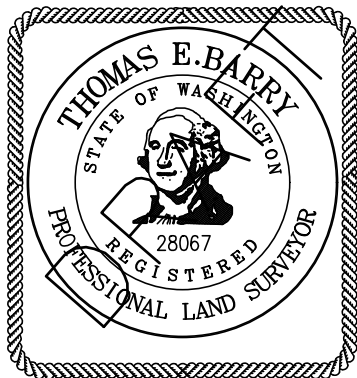
KENDALL D. GENTRY

NANCY F. GENTRY

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 OCTOBER, 2019. I HEREBY CERTIFY THAT THIS MAP FOR CEDARHOME SQUARE PHASE 3 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



STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 3
FILE NO. 2019-0510

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 _____)

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

(NOTARY NAME TO BE PRINTED)

RESIDING AT: _____

MY APPOINTMENT EXPIRES _____

STATE OF WASHINGTON)
)SS.
COUNTY OF _____)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____ 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 _____ OF ASCENT CAPITAL FUND III 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

(NOTARY NAME TO BE PRINTED)

RESIDING AT: _____

MY APPOINTMENT EXPIRES _____

STATE OF WASHINGTON)
)SS.
COUNTY OF _____)

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

(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 3 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 3 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.: 32042000100500

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 - LOTS 102 - 125, AND TRACTS M, N, O, P, AND Q (OPEN SPACE)

A.F.N.

REV 03 VSW 11-13-2019

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
Copyright reserved 2019 © Metron and Associates, Inc.

DATE: OCT. 2019

BY: V.S.W.

SCALE: --

PROJECT NO. 19019

F.B. 4-32-

PLAT OF CEDARHOME SQUARE PHASE 3

CITY OF STANWOOD FILE NO. 2019-0510
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

LEGAL DESCRIPTION

TRACT 999, 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 500092088, DATED OCTOBER 18, 2019.)

STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 3
FILE NO. 2019–0510

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

CONDITIONS. COVENANTS. AND RESTRICTIONS:

1. NO FURTHER DIVISION OF ANY LOT IS ALLOWED WITHOUT SUBMITTING FOR A NEW SUBDIVISION OR SHORT SUBDIVISION.
2. LOTS 102 THROUGH 125 SHALL BE DUPLEX 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 \$ 16,500.00 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. AN ADDITIONAL SEWER PLANT INVESTMENT CHARGE CREDIT OF \$18,001.50 WAS GRANTED ON THE RECORDED PLAT OF CEDARHOME SQUARE PHASE 2, AFN_____. CEDARHOME SQUARE PHASE 3 LOTS SHOWN ON THIS PLAT SHALL RECEIVE THE UNUSED BALANCE OF THESE CREDITS AFTER ALL CEDARHOME SQUARE PHASE 1 AND CEDARHOME SQUARE PHASE 2 BUILDING PERMITS HAVE BEEN ISSUED.
9. PURSUANT TO SMC 17.151.055, A TRANSPORTATION IMPACT FEE CREDIT OF \$_____ IS GRANTED FOR THE COST OF DESIGNING AND CONSTRUCTING THE 284TH ST. NW IMPROVEMENTS.
10. SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS FOR CEDARHOME SQUARE AS SET FORTH UNDER AUDITOR’S FILE NO. 201902150496.
11. SUBJECT TO FIRST AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS FOR CEDARHOME SQUARE AS SET FORTH UNDER AUDITOR’S FILE NO. _____.
12. SUBJECT TO SECOND AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS FOR CEDARHOME SQUARE AS SET FORTH UNDER AUDITOR’S FILE NO. _____.
13. THE HEREIN DESCRIBED PLAT OF CEDARHOME SQUARE PHASE 3, WAS FORMERLY KNOWN AS PHASE 4, AS SHOWN ON CEDARHOME SQUARE PHASE 1, AFN 201902155008.
14. 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.
15. 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.
16. SUBJECT TO THE TERMS AND PROVISIONS OF EXTINGUISHMENT OF EASEMENT RECORDED UNDER AUDITOR’S FILE NO. 201808200079.
17. SUBJECT TO CITY OF STANWOOD ORDINANCE NO. 1422 AND THE TERMS AND CONDITIONS THEREOF, RECORDED UNDER AUDITOR’S FILE NO. 201607220255.
18. SUBJECT TO 1446–ANNEXATION OF CERTAIN UNINCORPORATED AREA AND THE TERMS AND CONDITIONS THEREOF, RECORDED UNDER AUDITOR’S FILE NO. 201706130715.
19. SUBJECT TO TERMS AND CONDITIONS OF BOUNDARY LINE ADJUSTMENT, RECORDED UNDER AUDITOR’S FILE NO. 201808285001.
20. SUBJECT TO TERMS AND CONDITIONS OF EASEMENT GRANTED TO PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, RECORDED UNDER AUDITOR’S FILE NO. 201809120340.
21. SUBJECT TO TERMS AND CONDITIONS OF INSTRUMENT RECORDED UNDER AUDITOR’S FILE NO. 201902150496.
22. SUBJECT TO TERMS AND CONDITIONS OF THE PLAT OF CEDARHOME SQUARE PHASE 1, RECORDED UNDER AUDITOR’S FILE NO. 201902155008.
23. SUBJECT TO TERMS AND CONDITIONS OF EASEMENT GRANTED TO PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, AND FRONTIER COMMUNICATIONS NW INC., RECORDED UNDER AUDITOR’S FILE NO. 201910160530.

EASEMENT PROVISIONS:

PUBLIC UTILITY EASEMENT

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF STANWOOD AND ALL UTILITIES SERVING SUBJECT PLAT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON TRACT P, TRACT Q, AND THE EXTERIOR 10 FEET 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 DRAINAGE AND UTILITY EASEMENT

1. A PRIVATE STORM DRAINAGE EASEMENT UNDER AND ACROSS THE EXTERIOR 10 FEET 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. 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

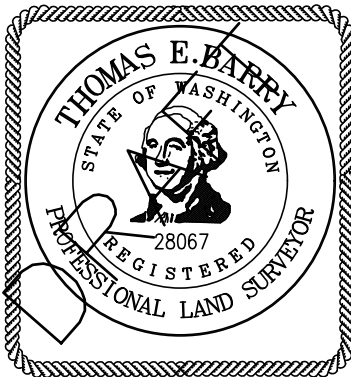
1. A JOINT USE DRIVEWAY EASEMENT IS HEREBY RESERVED OVER AND ACROSS TRACT P TO BENEFIT LOTS 112, 113, 114, AND 115 FOR THE PURPOSE OF INGRESS AND EGRESS, AS WELL AS FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF UTILITIES SERVING SAID LOTS. THE CEDARHOME SQUARE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF TRACT P.

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.

A.F.N. _____ REV 03 VSW 11–13–2019



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
Copyright reserved 2019 © Metron and Associates, Inc.

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

PLAT OF CEDARHOME SQUARE PHASE 3

CITY OF STANWOOD FILE NO. 2019–0510
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

SHEET 2 OF 3

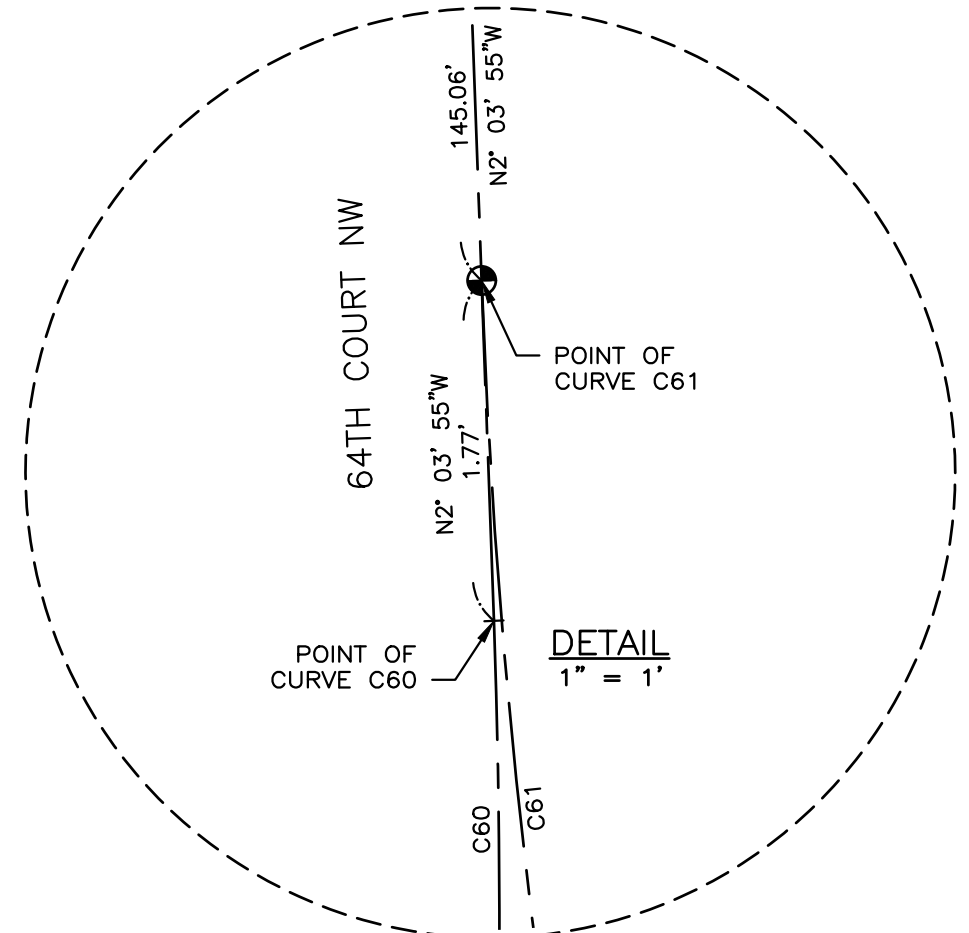
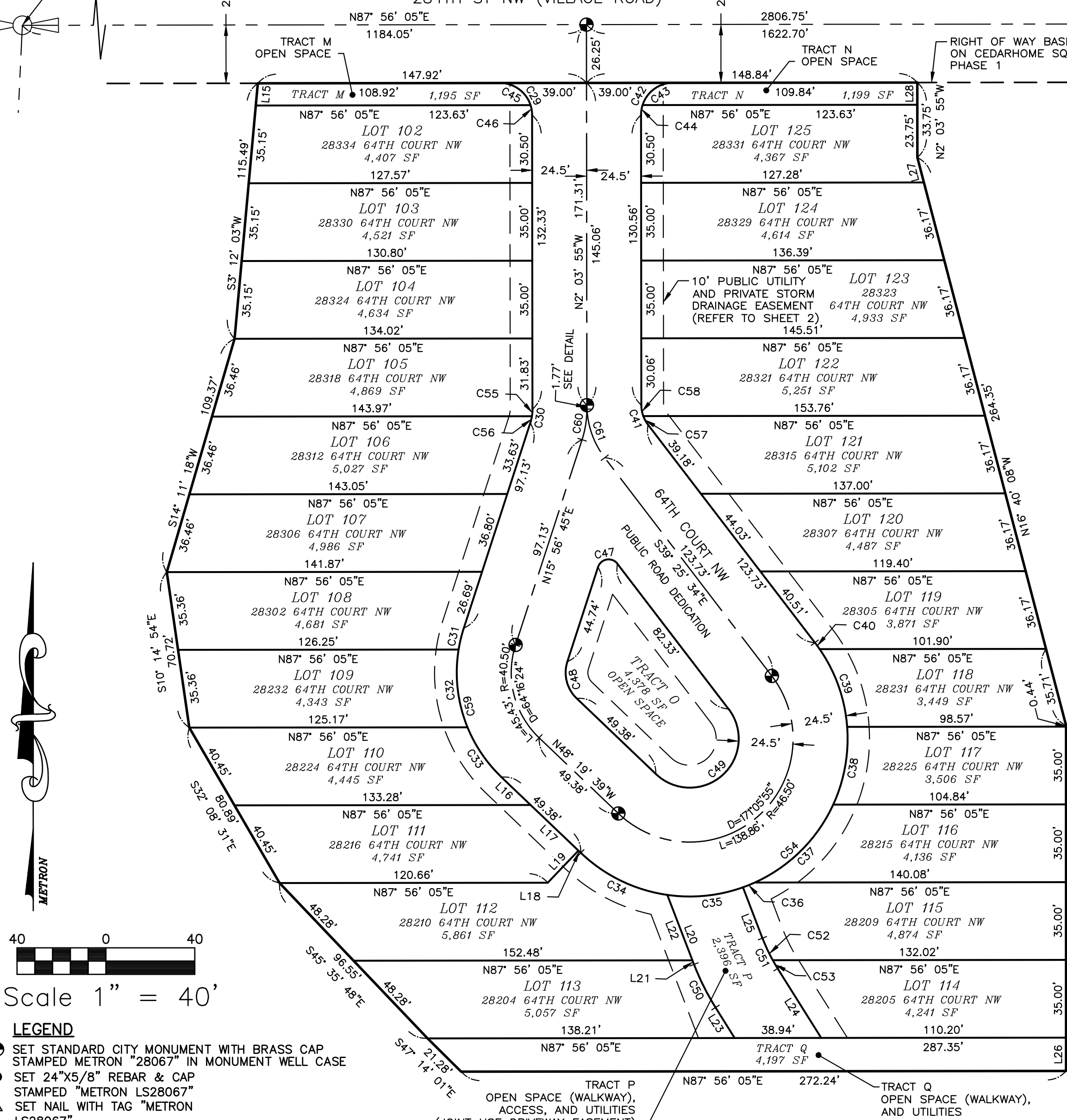
STANWOOD PROPERTY INVESTMENTS, LLC
PLAT OF CEDARHOME SQUARE PHASE 3
FILE NO. 2019-0510

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

NORTHEAST CORNER OF SECTION 20,
BASED ON RECORD OF SURVEY, AFN
201808285001

NORTH QUARTER CORNER OF SECTION
20, BASED ON RECORD OF SURVEY,
AFN 201808285001

284TH ST NW (VILLAGE ROAD)



CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C29	22.78	14.50	90°00'00"
C30	6.29	20.00	18°00'40"
C31	9.90	65.00	8°43'50"
C32	35.67	65.00	31°26'26"
C33	27.34	65.00	24°06'09"
C34	44.00	71.00	35°30'32"
C35	34.53	71.00	27°52'06"
C36	5.76	71.00	4°38'58"
C37	50.77	71.00	40°58'11"
C38	35.95	71.00	29°00'36"
C39	37.55	71.00	30°17'59"
C40	3.46	71.00	2°47'33"
C41	9.46	14.50	37°21'39"
C42	22.78	14.50	90°00'00"
C43	18.20	14.50	71°55'12"
C44	4.58	14.50	18°04'48"
C45	18.20	14.50	71°55'12"
C46	4.58	14.50	18°04'48"
C47	10.88	5.00	124°37'40"
C48	17.95	16.00	64°16'24"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C49	65.70	22.00	171°05'55"
C50	21.72	111.50	11°09'34"
C51	15.29	78.50	11°09'34"
C52	10.96	78.50	7°59'51"
C53	4.33	78.50	3°09'43"
C54	212.02	71.00	171°05'55"
C55	3.18	20.00	9°07'08"
C56	3.10	20.00	8°53'32"
C57	4.41	14.50	17°25'46"
C58	5.04	14.50	19°55'53"
C59	72.92	65.00	64°16'24"
C60	13.99	44.50	18°00'40"
C61	25.43	39.00	37°21'39"

LINE TABLE		
LINE #	LENGTH	DIRECTION
L15	10.04	S3° 12' 03"W
L16	18.16	N48° 19' 39"W
L17	29.72	N48° 19' 39"W
L18	1.49	N48° 19' 39"W
L19	20.00	N41° 40' 21"E
L20	33.49	N22° 57' 33"W
L21	1.97	N22° 57' 33"W
L22	31.52	N22° 57' 33"W
L23	16.23	N34° 07' 07"W
L24	36.89	N34° 07' 07"W
L25	24.53	N22° 57' 33"W
L26	15.00	N1° 59' 44"W
L27	11.63	N16° 40' 08"W
L28	10.00	N2° 03' 55"W

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.



Scale 1" = 40'

LEGEND

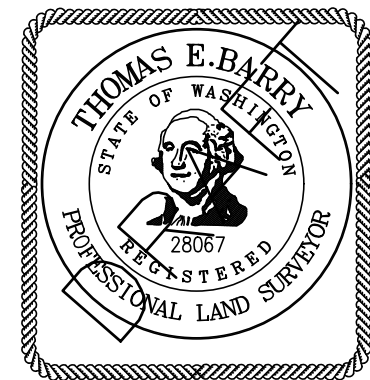
- SET STANDARD CITY MONUMENT WITH BRASS CAP
STAMPED METRON "28067" IN MONUMENT WELL CASE
- SET 24"x5/8" REBAR & CAP
STAMPED "METRON LS28067"
- ▲ SET NAIL WITH TAG "METRON
LS28067"

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.



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
Copyright reserved 2019 © Metron and Associates, Inc.

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

PLAT OF CEDARHOME SQUARE PHASE 3

CITY OF STANWOOD FILE NO. 2019-0510
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

REV 03 VSW 11-13-2019



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

ITEM NUMBER: 7d
DATE: November 25, 2019
SUBJECT: Bid Award for Janitorial Services
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – Janitorial proposal
B – Contract

ISSUE

The issue before the City Council is whether or not to authorize the mayor to sign a contract with 5 Star Services, Inc. for janitorial services.

SUMMARY STATEMENT

The current janitorial service has had trouble getting and keeping employees able to clean the City's facilities. They recently discontinued service completely, so the City went out to bid for Janitorial Services for the city hall, police station, public works shop, and the wastewater treatment plant facilities on September 25th and received no bids by the October 21st deadline.

DISCUSSION

5 Star Services is on the MRSC small works roster for the City of Stanwood and provided a proposal (attached) on October 25th.

FISCAL IMPACT

The contracted work with 5 Star will replace the budgeted janitorial work with the previous company.

		Optional Costs		
Facility	Fixed monthly Fee	Window clean inside and out	Carpet clean	Floors-strip and re-wax
City hall	\$1,280	\$280	\$600	\$450
Police station	\$1,040	\$175	\$450	\$250
Public works shop	\$600	\$120	\$100	\$110
Wastewater plant	\$880	\$150	\$300	\$180
Total	\$3,800	\$725	\$1,450	\$990

CITY COUNCIL OPTIONS

- 1) Authorize the mayor to sign 5 Star Services, Inc. contract for janitorial services.
- 2) Do not authorize the mayor to sign 5 Star Services, Inc. contract and direct staff to areas of concern.

RECOMMENDED ACTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT FOR JANITORIAL SERVICES WITH 5 STAR SERVICES, INC.

5 Star Services, Inc.
22205 Grip Rd.
Sedro-Woolley, WA 98284
360-395-8508

5 STAR SERVICES, INC.

PROPOSAL TO PROVIDE JANITORIAL SERVICES

City of Stanwood

Submitted to:

Janitorial Services for City of Stanwood Facilities

October 25, 2019

5 Star Services, Inc.
22205 Grip Rd.
Sedro-Woolley, WA 98284
360-395-8508

October 25, 2019

ATTN: Lisa Sokolik
City of Stanwood
10220 270th st NW

Re: Request for Proposal – Janitorial Services for Facilities

Ms. Sokolik

Thank you for the opportunity to submit this proposal to provide janitorial services at the City of Stanwood facilities. As the president of 5 Star Services, I am eager at the prospect of partnering with the city of Stanwood in order to deliver the high-quality, honest, and efficient janitorial services the City of Stanwoods is requesting.

At 5 Star, we look beyond written specifications to fully understand the nature and complexities of our clients' businesses in order to be properly effective in meeting the day-to-day needs of the organizations. Our goal is to create a partnership with our clients, so that our contracts becomes long-term, highly beneficial professional relationships.

5 Star Services is a family owned and operated company providing janitorial services throughout the state of Washington since 2009. We focus our efforts in the upper western region of the state as our organization continues to grow. Our primary goals as an organization are to provide efficient and environmentally-friendly cleaning services while providing the highest level of professional customer service to our clients.

5 Star Services is proud to be considered as one of the companies that contribute to the satisfaction their overall positive experience of the facilities. As such, our custodians own their responsibilities in cleaning your facilities at a level that complies with industry standards and practices, and goes above and beyond to provide unparalleled professionalism, intense attention to detail, and concern for the experience of the city's visitors and employees.

Though we are a rather moderately-scaled operation, our ability to provide friendly, efficient, and detailed janitorial services is derived from our ability to personally oversee the quality of each of our jobs and ensure proper training of our employees.

Over the past 10 years, we have worked with a number of commercial and government organizations including state agency administrative buildings in Whatcom, Skagit and Snohomish Counties. All of our previous clients are highly satisfied with our services and have continued to serve as references beyond our contracts.

Aside from our normal offerings, we also offer emergency services in the event that your facility has an unexpected issue outside of the regular evening and weekend janitorial hours. You can rest assured that when you work with us, we will be ready around the clock in the event that you need our services. Our quick response time and ability to act appropriately in unexpected situations will ensure your employees and visitors continue to enjoy their experience while your facilities remain safe and clean.

Overall, we believe that our organization is the perfect match for the city of Stanwood janitorial needs. Not only are we highly qualified and able to perform the entire scope of work as needed, we are also efficient, professional, quality-centric, and available for on-call and emergency needs. Our customer service is un-paralleled in the industry; we will strive to ensure that your visitors and employees enjoy the clean facilities at the highest level every day.

Thank you, kindly, for your time and consideration.

Sincerely,

Anna Ostapchuk
President, Manager – 5 Star Services, Inc.

Attachment I

COST PROPOSAL & SIGNATURE SHEET

Contractors must have a valid Washington State Business License at the time of Proposal submittal as required by State law.

Proposal of: 5 Star Services inc Date: 10/23/19

Proposer offers to provide the following janitorial services per the specifications contained herein:

DESCRIPTION:

The City of Stanwood is requesting Quote Proposals to hire a janitorial firm to clean City facilities noted under General Information, section III (E), per the specifications of this request for proposals. Materials used for cleaning must meet the approval of the Public Works Director.

The successful contractor shall furnish all labor, materials, and cleaning equipment described in section IV (B).

Quote proposal shall be based on cleaning frequency established under section IV (F) of this proposal.

The square footage of City facilities as noted in the Scope of Work, section IV (F) pages 5 – 12 of this proposal.

Facility	Fixed Monthly Fee	1/8 of Mo. Fee credit used for <u>each</u> 'No Show'
City Hall	1,280.00	160.00
Police Station	1,040.00	130.00
Public Works Shop	600.00	75.00
Wastewater Plant	880.00	110.00
TOTAL	\$ 3,800.00	\$ 475.00

Optional Costs

Facility	Window Cleaning Inside & out	Carpet Cleaning	Floors Strip & Re-wax
City Hall	280.00	600.00	450.00
Police Station	175.00	450.00	250.00
Public Works Shop	120.00	100.00	110.00
Wastewater Plant	150.00	300.00	180.00
TOTAL	\$725.00	\$1,450.00	\$ 990.00

The Contractor will bill the City monthly.

In the event the janitorial crew misses a scheduled cleaning day, the Contractor will deduct 1/8 of the monthly fee for each missed cleaning day per facility. Task check off sheets will be posted in the janitorial closet at each building; if janitorial crew misses tasks on the cleaning sheet they will return the following day to perform task, if more than 5 tasks are missed at one facility - that will result in a missed cleaning day for that facility.

CONTRACTOR

Anna Ostapchuk - president

10/23/19

Owner/Manager

Date

Contacts.

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

Lisa Sokolik 360-629-9781 ext. 0
lisa.sokolik@ci.stanwood.wa.us

Contractor: 5 Star Services inc

Address: 22208 Grip Rd

Sedro-Woolley WA 98284

Owner: Anna Ostapchuk

Phone: 360-395-8508

Email: 5starservicesinc2009@gmail.com

Contractor Licensing / UBI #: 603-300-905

Attachment II

CONTRACTOR QUALIFICATION STATEMENT

Contractor must complete all portions of this statement before Proposal will be considered.

The following statements as to experience, equipment and general qualifications of the Contractor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Proposer and included in Proposal evaluation.

I. Number of years Contractor has been engaged in custodial services business: 10 years

II. The Proposer as a Contractor has never failed to satisfactorily perform a contract awarded to him except as follows: (name of any and all exceptions and reasons thereof)

5 Star Services, whether performing as a primary contractor or subcontractor, has never, under any circumstances, failed to satisfactorily perform the obligations of any contract. To the contrary, the contractor maintains a long list of fully satisfied clients for every job performed.

Since I, Anna Ostapchuk will be supervising / performing contract myself, I personally guarantees the full compliance of contractual obligations and the satisfaction of the City of Stanwood. Ed And Vlad will perform floor care, carpet cleaning and window washing as part of this contract, if awarded. They has over 10 years of experience in this specific department and has also never, under any circumstances, failed to comply with any contractual obligations.

III. Contractor must have at least three (3) years experience as a Contractor in this field of work and have satisfactorily completed three (3) projects of this nature in the last three (3) years.

1. Business Name: Port of Bellingham -1801 Roeder Ave Bellingham WA How Long: 4 years

Contact: Joe Spencer Phone: _____

Address: 1801 Roeder Ave City Bellingham Zip: 98255

2. Business Name: International Trade bld Homeland Security Office How Long: 4 years

Contact: NEIL VANDENHEUVEL Phone: +1 (360) 305-9384

Address: 3873 Airport way City Bellingham Zip: 98226

3. Business Name: Housing Authority of Snohomish County - How Long: 8Years

Contact: Gregg B. Phone: +1 (425) 418-1616

Address: 12711 4th Ave W. City Everett WA Zip: _____

Attachment III

City of Arlington

NON-COLLUSION CERTIFICATE

STATE OF Washington }
COUNTY OF Skagit } SS.

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City of Arlington for consideration in the award of a contract on the improvement described as follows;

Janitorial Services for City Facilities

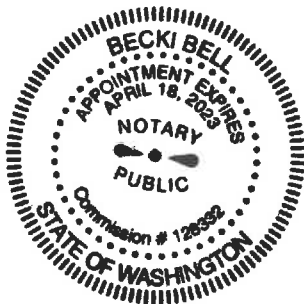
(Name of Project)

5Star Services Inc
(Name of Firm)

By: Olga Ostapchuk
(Authorized Signature)

Title: president

Sworn to me this 25th day of October, 2019



Becki Bell
(Signed)

Becki Bell
(Printed)
Notary Public in and for Washington
My commission expires: 04/18/2023

Corporate Seal:

NOTE: THIS FORM MUST BE USED – NO SUBSTITUTE IS ACCEPTABLE.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e
DATE: November 25, 2019
SUBJECT: Special Event Permit-Light up Your Holidays
CONTACT PERSON: Corinne Schakel, Permit Specialist
ATTACHMENTS: A – Special Event Permit Application

ISSUE

Elaine Traversi from the Stanwood Chamber of Commerce has submitted a Special Event Permit application along with a request for City contribution to the City for Council approval of the Light up Your Holidays events on Saturday, December 7, 2019.

The applicant is requesting to close 271st from Florence Way to 88th Ave NW on Saturday, December 7th from 1:00pm to 5:30pm. Both Florence Way and 88th Ave to remain open.

DISCUSSION

This is a Holiday festival that includes the following:

- Tree Lighting on the corner of 271st and Florence Way.
- Christmas Caroling from local elementary schools.
- Santa entering the festival area on the back of a Stanwood Fire Engine
- Pictures with Santa
- Horse Carriage Rides
- Vendors giving away food, drinks and Children's activities.
- Vendors giving away coffee
- Holiday promotions with prizes

Findings for City Sponsorship:

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

The event will bring families and participants to Stanwood for a unique event featuring colorfully decorated trailers from bygone eras. Flyers and advertising for the event will include marketing for the city by distributing attractive materials incorporating the city logo.

- ii) *The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.*

The event will be held in the heart of the downtown East Stanwood district which will attract visitors, participants, and the public to the downtown commercial area before, during and after the activities.

- iii) *The event promotes the general public welfare.* This event promotes safe, wholesome family fun in Stanwood.

FINANCIAL IMPACT

City of Stanwood staff time to assist with street closure. Staff time to hang banner at Stanwood Police Station.

CITY COUNCIL OPTIONS

- 1) Approve the Special Event Permit request including City contribution for the Light up Your Holidays for December 7, 2019
- 2) Approve the Special Event Permit request but not City contribution of the Light up your Holidays on December 7, 2019
- 3) Do not approve the Special Event Permit and City contribution request for the Light up your Holidays on December 7, 2019

RECOMMENDED ACTION

I MOVE TO APPROVE THE SPECIAL EVENT PERMIT INCLUDING CITY CONTRIBUTION FOR THE LIGHT UP YOUR HOLIDAY EVENT ON DECEMBER 7, 2019.



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

Permit Number: 2019-0492

SPECIAL EVENT PERMIT APPLICATION

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

The following items are required for all special event applications:

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

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

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

City Contribution

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

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

Applicant Information

Applicant's Name: ELAINE TRAVERSI
Company/Organization: STANWOOD CHAMBER OF COMMERCE
Contact Person to be available at event: JESSICA M'CREADY

Phone: 360.629.0562 Cell: 425.829.6256 Email: elaine@stanwoodchamber.org

- c. Public Works: need road closure signs, barricades on each end of street
Road closure signs week of event for notification to public.
 Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: Streets closed at 1:00 PM - cars can detour over to SR532.
Will notify Community Transit of road closure.
Road closure signs put through downtown for notifying public

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan: vendors bring their own garbage cans if needed. Chamber office is used for public during event. Businesses will offer public bathrooms.

Temporary Signage (describe number and size and diagram location)

4x8 / 3 banners will be placed around town. Day of event banners will be displayed. A-Boards placed on sidewalk and by tree.

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

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

Outside Stanwood City Limits: _____

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

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

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

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

AGREEMENT

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

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

Signature of Applicant: Elaine S. Traversi

Organization/Title Executive Director

Date: 10.3.19



Request for City Contribution
(submit with special event application)

Name of Applicant: Elaine Traversi
Name of organization requesting contribution: Stanwood Chamber of Commerce
Name of event: Light Up Your Holidays
Event Dates: Dec. 7, 2019

Mailing Address: PMB 176 26910 92nd Ave NW C5
City Stanwood State WA Zip 98292
Phone: 360.629.0562 Cell: _____
Email: elaine@stanwoodchamber.org

Criteria for approval of city contribution:

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

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

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

Briefly describe how your event will meet the above listed criteria: Stanwood Chamber partners with the City for the annual Tree Lighting. This event draws hundreds of visitors to downtown Stanwood businesses for shopping and dining. This event also promotes family activities and positive holiday experience.

Amount requested: \$ _____

City services requested for sponsorship: Public Works help w/ road closed Notification Signs week of event. Day of event - road barricades placed at each end of road closure at 1PM. Removed at 5:00 PM

Please waive any event fees.

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
UGHT UP YOUR HOLIDAYS	ELAINE TRANESE	425-829-6256	8	2

Options:

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

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowledging that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment. _____
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at \$50.00/hour staff will transport to and from the on the day of the event, DEC 7, 2019 - Please waive

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

Applicant initials, ET

Staff initials _____

Applicant signature Elaine S. Trane Date: 10.3.19

**** City Only****

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

Staff signature _____ Date: _____

ROAD CLOSURE BEGIN @ 1:00PM
ROAD OPEN BACK UP @ 5:30PM

WAYNE'S

SANTA DROPPED
THERE

(LEAVE
ROOM FOR
HORSE
ROUTE)

ROAD BLOCKS
HERE

88th
ST.

ROAD CLOSED

271st ST.

HORSE

HORSE ROUTE

TREE
LIGHTING

P.D.

AMTRAK

HORSE ROUTE

PARKING
PARKING

FIRE TRUCK ENTER

ROAD BLOCKS
HERE



Light Up Your Holidays

IN DOWNTOWN STANWOOD

SATURDAY DECEMBER 7, 2019



OLD FASHIONED CHRISTMAS 10AM-2PM FLOYD NORGAARD

Celebrate the holidays at the Floyd with a family favorite Pictures with Santa, cookies & crafts.

TREE LIGHTING & ACTIVITIES 3PM-5PM BY THE TRAIN STATION

Join us in downtown Stanwood for exciting activities leading up to the tree lighting at 4:30. Caroling, Horse Drawn Wagon Rides, Live Reindeer and activities at businesses!



UGLY SWEATER PUB CRAWL 5PM-10PM DOWNTOWN STANWOOD

Put on that Ugly Sweater and join us for a 21+ Event as we Pub Crawl through Stanwood. Participating venues will have specialty drinks. Pre-purchase tickets on Eventbrite.



DISCOVER
STANWOOD
CAMANO





PUBLIC WORKS DEPARTMENT REQUEST FOR SERVICE

No.

Back to Reina & Marcy
Mathis Date:REQUESTED BY: ☒ Citizen☐ Internal☐ PWDate November 21,
2019Fee Paid: City eventName of Person Reporting: Elaine Traversi (Stanwood
Chamber)Phone: 425-829-6256 (cell)
elaine@stanwoodchamber.org

Department Head/Supervisor Approval: Patricia Love

Address or Specific location of occurrence:Corner of 271st & Florence Way**Describe the request/concern:**

Friday, December 6th

- Sweep 271st St.
- Set out road closure signs to remind citizens to remove cars for Saturday from 12:00pm to 6:00pm.

Saturday, December 7th:

- Close 271st from Florence Way to 88th Ave NW. Both Florence Way and 88th to remain open. Road to be closed from 1:00pm to 5:30pm
- Open the road at 5:30pm or when participants have cleared the area. Be sure everyone is out of the roadway when the signs are removed.

Thanks

For Public Works Use Only☐ Facilities ☐ Parks ☐ Streets ☐ Drainage ☐ Sewer ☐ Water

Date PW received:

Time:

Received by:

Employee(s)	Date	Start Time	Total Time spent on Job	Truck #	Equipment Used	Hrs	Cost of Material Purchased	Vendor
1.							\$	
2.							\$	
3.							\$	
4.								

Details of Action Taken:

Completed by:	Date:

PW Lead Approval

Date

MATERIAL	QTY USED
1 inch 45 Brass	
1 inch 90 Brass	
1 inch Cap Brass	
1 inch Corp Stop	
1 inch Coupling Brass	
1 inch Plug Brass	
1 inch Poly Adapter Brass	
1 inch Poly Pipe	
1 inch Street L Brass	
1 inch Tee Brass	
1 X 12 Brass Nip	
1 X 2 Brass Nip	
1 X 3/4 Bell Reducer Brass	
1 X 3/4 Bushing Brass	
1 X 4 Brass Nip	
1 X 6 Brass Nip	
1 X 8 Brass Nip	
1 X Close Brass Nip	
2 inch 45 Brass	
2 inch 90 Brass	
2 inch Coupling Brass	
2 inch PVC 45	
2 inch PVC 90	
2 inch PVC Coupling	
2 inch PVC Pipe	
2 inch PVC Tee	
2 inch Street L Brass	
2 inch Tee Brass	
2 X 1 Bell Reducer Brass	
2 X 1 Bushing Brass	
2 X 1 or 3/4 inch PVC Adapter	
2 X 12 Brass Nip	
2 X 3/4 Bell Reducer Brass	
2 X 3/4 Bushing Brass	
2 X 4 Brass Nip	
2 X 6 Brass Nip	
2 X 8 Brass Nip	
2 X Close Brass Nip	
3/4 inch 45 Brass	
3/4 inch 90 Brass	
3/4 inch Cap Brass	
3/4 inch Corp Stop	
3/4 inch Coupling Brass	
3/4 inch Plug Brass	
3/4 inch Poly Adapter Brass	
3/4 inch Poly Pipe	
3/4 inch Street L	
3/4 inch Tee Brass	

[illegible][illegible]



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

ITEM: 8a

DATE: November 25, 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 held a public hearing on the CIP on November 12th. Their positive recommendation was provided to the City Council on November 14th.

COUNCIL OPTIONS

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

RECOMMENDED MOTION

I MOVE TO APPROVE SECOND READING AND FINAL ADOPTION OF ORDINANCE 1480 CAPITAL IMPROVEMENT PLAN.

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
FACILITIES 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: _____

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	Forecast	Forecast	Forecast	Forecast	Forecast
		2020	2021	2022	2023	2024	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 PI 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 PI 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 Appropriation (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 PI 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: 8b

DATE: November 25, 2019

SUBJECT: Council Rules of Procedure Amendments

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A - Resolution 2019-15
B - Council Rules of Procedure (Amended Version)

ISSUE

The issue before the City Council is to review proposed amendments to the Stanwood Council Rules of Procedure and consider approval of Resolution 2019-15

RECOMMENDATION

Approve Resolution 2019-15 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 proposed amendments for Council consideration during the November 14, 2019 regular City Council meeting. The Council discussed and directed staff to make changes to the proposed amendments and approved a motion for staff to prepare a resolution to amend the procedures. 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. Approve Resolution 2019-15 amending the Council Rules of Procedure.
2. Do not approve Resolution 2019-15 and direct staff to continue review of procedures.

RECOMMENDED MOTION

I MOVE TO APPROVE ADOPTION OF RESOLUTION 2019-15 AMENDING THE COUNCIL RULES OF PROCEDURE.

Stanwood, Washington

RESOLUTION 2019-15

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON
AMENDING COUNCIL RULES OF PROCEDURES

WHEREAS, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

WHEREAS, the City Council has reviewed its rules of procedures and wishes to amend certain provisions; and

WHEREAS, the changes will provide more consistency for the City Council and general public; and

WHEREAS, the City Council wishes to make these changes effective November 25, 2019; now therefore

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON HEREBY RESOLVES:

Section 1. Amendments

ATTENDANCE, EXCUSED ABSENCES

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.

WORKSHOPS

Rule 12. Special study sessions of the City Council where no official action is contemplated may be designated as Council workshops. Council workshops may 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); 5) citizen comments are generally not allowed during special study sessions unless allowed by the Presiding Officer.

ORDER OF BUSINESS

Rule 22.

(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.

(e) Staff/Department Announcements/Reports

(k) Citizens Closing Comments

(l) ~~(k)~~ Executive/Legislative Reports

- Mayor's Report
- City Administrator's Report
- Councilmember Reports/Questions
- ~~1.~~ Student Advisor Report

(l) ~~Citizens Closing Comments~~

NEW SECTION: COUNCIL COMMUNICATIONS

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

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.

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,

Formatted: List Paragraph, Indent: Left: 0.25"

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: List Paragraph, Indent: Left: 0.25", First line: 0.25"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.5"

Commented [FJ1]: Move second citizen comment period to be after new business items

Formatted: Justified, Indent: Left: 0", First line: 0", Tab stops: Not at 0.5"

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:

- 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.
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-

Formatted: Indent: Left: 1.5"

Formatted: Font: (Default) +Body (Calibri), 11 pt

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.
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.
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.
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.

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.

Section 2. Best Efforts. These Rules of Procedure are designed to assist in the orderly conduct of City Council business. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, its agents and employees nor shall the same result in any invalidation of City Council action.

PASSED AND APPROVED BY THE CITY COUNCIL ON THIS 25TH DAY OF NOVEMBER, 2019.

City of Stanwood

Mayor Leonard Kelley

ATTEST:

David A. Hammond, City Clerk



City of Stanwood, Washington

Rules of Procedure

Approved by City Council

Amended:

November 25, 2019 Resolution 2019-15
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

Council Meeting Location - Rule 1	Page 1
Council Meetings – Rule 2	Page 1
Council Meetings Open to the Public – Rule 3	Page 1
Presiding Officer – Rule 4	Page 1
Vacancy in Mayor’s Office – Rule 5	Page 2
Presiding Officer – Duties – Rule 6	Page 2
Election of Mayor Pro Tempore – Rule 7	Page 2
Quorum – Rule 8	Page 2
Attendance, Excused Absences – Rule 9, Rule 9.1	Page 3
Special Council Meetings – Rule 10	Page 3
Council Meeting Agenda – Rule 11	Page 4
Workshops – Rule 12	Page 4
Clerk of the Council Rule 13	Page 4
Mail Distribution Procedure – Rule 14	Page 4

Section II – Duties and Privileges of Members

Forms of Address – Rule 15	Page 5
Seating Arrangement – Rule 16	Page 5
Appearance of Fairness Doctrine – Rule 17	Page 5
Dissents and Protests – Rule 18	Page 5
Administrative Interference by Councilmembers – Rule 19	Page 5

Section III – Council Procedures

Rules of Order – Rule 20	Page 6
Motions – Rule 21	Page 6
Order of Business – Rule 22	Page 6
Reading of Minutes – Rule 23	Page 9
Actions for a Public Hearing – Rule 24	Page 9
Voting - Rule 25	Page 9
Decorum – Rule 26	Page 10
Enforcement of Decorum – Rule 27	Page 10
Adjournment – Rule 28	Page 11
Committees – Rule 29	Page 11
Enacted Ordinances, Resolutions, and Motions – Rule 30	Page 12
Resolutions – Rule 31	Page 13
Ordinances – Rule 32	Page 13
Ordinance Amendment and Repeal Procedure – Rule 33	Page 14
Ordinance Effective Date – Rule 34	Page 14
Permission Required to Address the Council – Rule 35	Page 15
Reconsideration – Rule 36	Page 15
Addressing Council After a Motion is Made – Rule 37	Page 15
Manner of Addressing Council – Rule 38	Page 15
Complaints and Suggestions to Council – Rule 39	Page 16
Council Communications – Rule 40	Page 16
Filling Council Vacancies – Rule 41	Page 21
Suspension and Amendments – Rule 42, Rule 43	Page 21

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

Rule 12. Special study sessions of the City Council where no official action is contemplated may be designated as Council workshops. Council workshops may 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); 5) citizen comments are generally not allowed during special study sessions unless allowed by the Presiding Officer.

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) 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.

(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.

(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.

(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 Reports

(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) Citizens Closing Comments

(l) Executive/Legislative Reports

- Mayor's Report
- City Administrator's Report
- Councilmember Reports/Questions

(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:

- Personnel matters;
- Consideration of acquisition or sale or lease of property for public purposes or sale or lease of city-owned property
- Potential or pending litigation in which the city has an interest, as long as legal counsel is present in person or by phone as provided in the Revised Code of Washington;
- Collective bargaining

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).

- 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.
 - 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:

- 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.
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.
 - 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.

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.
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.
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.

FILLING COUNCIL VACANCIES

Rule 41. 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 42. 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 43. 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 44. 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: 9a
DATE: November 25, 2019
SUBJECT: Mid-Biennium Budget Amendment
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENT: A - Ordinance 1482 - Mid-biennium Budget Amendment
B – Organization Chart-Authorized FTE's

PURPOSE

The issue before council is to hold a public hearing on the final mid-biennium budget amendment and consider second reading and adoption of Ordinance 1482-Mid-biennium Budget Amendment.

RECOMMENDATION

Review staff requested amendments, hold a public hearing, and approve second 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. First reading passed unanimously on November 14th.

RECOMMENDED MOTION

I MOVE TO APPROVE SECOND READING AND FINAL ADOPTION 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 in 2020 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

**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

<u>Fund Title</u>	<u>Fund No.</u>	<u>Description</u>	2019 Current Budget Amendment #1 <u>adopted 4/11/19</u>	2019 Proposed Budget <u>Amd. No. 2</u>	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	\$ -

Fund Title	Fund No.	Description	2019	2019	Increase (Decrease)
			Current Budget Amendment #1 adopted 4/11/19	Proposed Budget Amd. No. 2	
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	\$ -

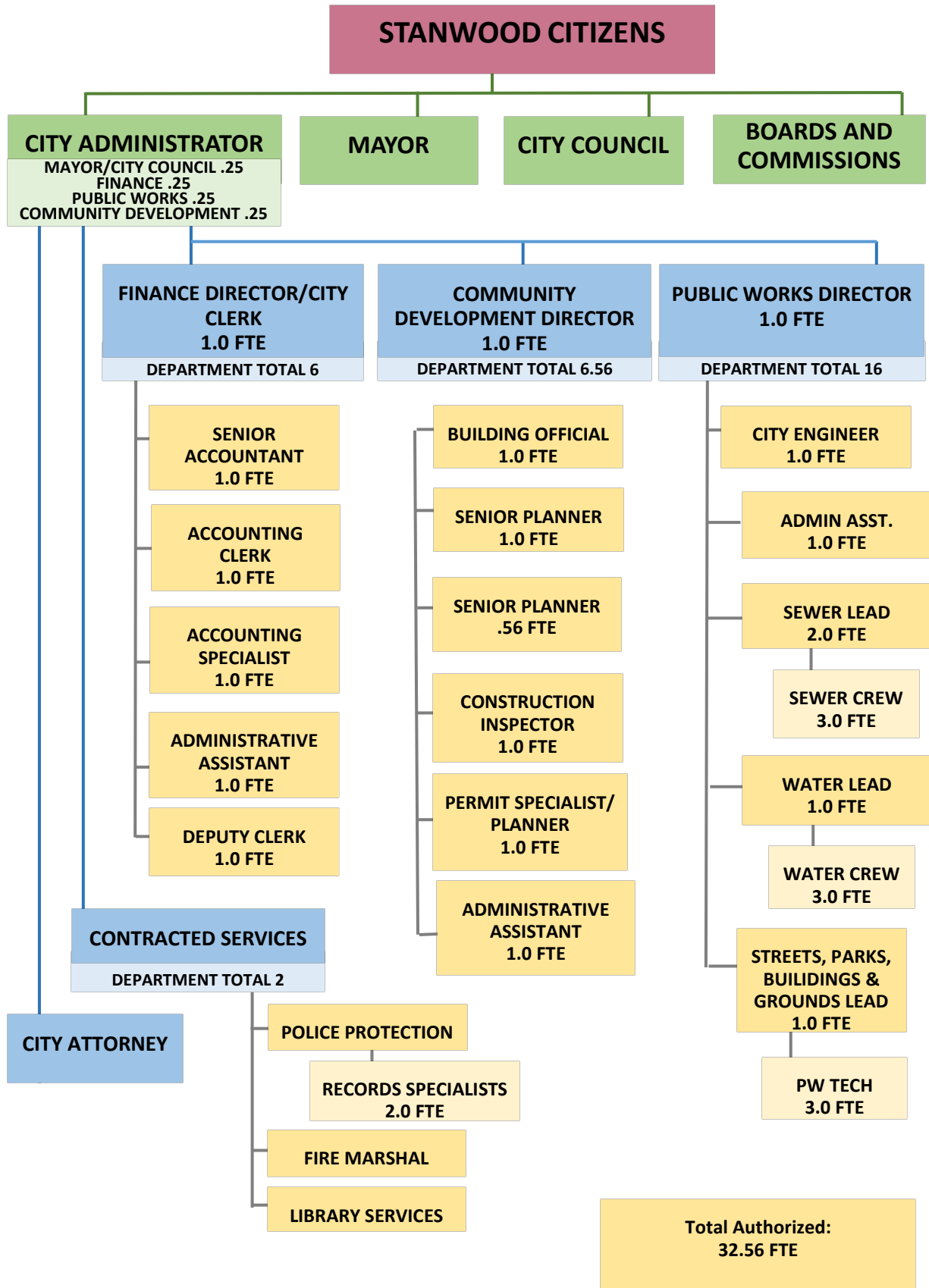
Fund Title	Fund No.	Description	2019	2019	Increase (Decrease)
			Current Budget Amendment #1 adopted 4/11/19	Proposed Budget Amd. No. 2	
Water Fund	421	Beginning Fund Balance	\$ 927,280	\$ 927,280	\$ -
Water Fund	421	Revenue	\$ 2,009,697	\$ 2,009,697	\$ -
Water Fund	421	Expenditures	\$ 2,039,922	\$ 2,075,641	\$ 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

Fund Title	Fund No.	Description	2020	2020	Increase (Decrease)
			Current Budget	Proposed	
			Amendment #1 adopted 4/11/19	Budget Amd. No. 2	
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	\$ -

Fund Title	Fund No.	Description	2020	2020	Increase (Decrease)
			Current Budget Amendment #1 adopted 4/11/19	Proposed Budget Amd. No. 2	
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)

Fund Title	Fund No.	Description	2020 Current Budget Amendment #1	2020 Proposed Budget	Increase
			adopted 4/11/19	Amd. No. 2	(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	\$ 24,024,300	\$ (2,354,305)
All Funds		Expenditures	\$ 22,776,874	\$ 29,842,711	\$ 7,065,837
All Funds		Ending Fund Balance	\$ 16,983,613	\$ 11,551,101	\$ (5,432,512)

Supplemental Budget Info: 2020 Organization Chart





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

ITEM NUMBER: 10a

DATE: November 25, 2019

SUBJECT: Proposed Resolution to Adopt the City's Salary and Benefits Schedule for 2020

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Resolution 2019-13

ISSUE

The issue before the committee is to review a resolution establishing the city's 2020 compensation and benefits schedule for its employees.

RECOMMENDATION

Recommend approval of Resolution 2019-13 establishing the city's compensation and benefits schedule for city employees for 2020.

DISCUSSION

This resolution implements employee compensation and benefits for 2020.

Represented Employees

There are two bargaining groups in the city: Teamsters – Public Works and Teamsters – Administrative (hereinafter referred to collectively as "Teamsters"). The Teamster's employees are currently working under 3-year contracts that expire on December 31, 2019. Collective bargaining is currently under way, so no changes to salary and benefits are proposed for represented employees at this time. Staff expects that negotiations will conclude toward the end of 2019. After Council review and authorization of collective bargaining agreements, a revised salary and benefit resolution will be required.

Non-represented Employees

All city employees not represented by the Teamsters are considered non-represented employees (hereinafter referred to as "non-represented"). Staff proposes the non-represented employees continue to be offered health benefits from the Association of Washington Cities (AWC) Benefit Trust in 2020, including a High Deductible plan. Premiums, for all AWC Benefit plans offered did not have a premium increase over 2019 premiums, so the proposed 2020 salary and benefit schedule is within budget.

Staff have evaluated opportunities to offer revised salary and benefits, in 2020, in the following four areas:

1. Salary Schedule Adjustment – provide a 2.3 percent cost of living adjustment (COLA), for non-represented employees, based on the most current measurement from the Department of Labor.
2. Dental Plan Coverage - change the Delta Dental Plan offered from Plan F to Plan J. In Plan J, the primary difference is that diagnostic and preventive care costs do not count against the annual plan maximums, the premium cost increase in total would be approximately \$570. The second dental plan offered (Willamette Dental, \$15 copay plan) does not have an annual maximum, but has increased 2020 premiums by approximately 9%. Changing from Delta Plan F to Delta Plan J would also remain less expensive for the City than the Willamette \$15 co-pay plan.
3. Regence High Deductible Plan - A high-deductible plan is a lower premium cost plan offered by AWC and is combined with a Health Savings Account (HSA). Over the past two years this plan has been offered to employees; however, no employee has selected the plan due to the risk of significant out-of-pocket costs in the event an employee or dependent experienced extreme health issues. Given the potential for medical plan cost savings to the City, staff recommends providing a two-year incentive to encourage non-represented employees to select the Regence High Deductible Plan (HDHP) and receive an annual employer contribution to the HSA.

The HDHP plan has an out of pocket maximum of \$5,000 for a single person and \$10,000 for a family. To incentivize employees, a multi-year approach may address this risk. It would provide employees two years to establish a balance in the health savings account, so employees will be more confident with this type of coverage.

Staff prepared the table below, which compares the three year estimated cost of the current medical plan to the HDHP:

- a. The current Regence Healthfirst \$250 deductible plan with employee paying 9% of dependent's premiums.
- b. The Regence HDHP, with no employee premium contribution, and an HSA contribution equal to the IRS maximum for two years, reverting in the third year to \$3,600 with dependents and \$1,800 with no dependents.

The table shows the estimated effect of the three-year strategy, based on an assumed annual medical premium increase of 5% for all plans offered.

Option	Description	Total Premium Cost by Year		
		2020	2021	2022
a	Regence HF \$250-9% Employee Share	\$ 188,031	\$ 197,433	\$ 207,305
b	Regence (or Kaiser) HDHP-2 yrs incentive	\$ 202,216	\$ 209,132	\$ 184,894

4. New Premium Opt-Out - this new program would allow employees with dual medical coverage to have the option to opt-out from city medical insurance for themselves and/or eligible spouses and dependents if they are covered under another policy, and receive a financial incentive for doing so. The premium opt-out incentive will only apply to non-represented employees enrolled in the AWC benefit plans. Program and premium savings would be shared equally. It is difficult to estimate in any given year how many employees might avail themselves of the program, but the city would save money regardless of the number of employees who request participation.

	Employee payment	City Savings
Employee	\$ 4,548	\$ 4,548
Spouse	\$ 4,584	\$ 4,584
Dependent	\$ 2,256	\$ 2,256
Dependent	\$ 1,734	\$ 1,734
*Example using the HF \$250 deductible plan		

FINANCIAL IMPACT

The financial impact to the city for a 2.3 percent cost of living increase for non-represented employees is \$24,396. The 2020 budget includes inflators for the annual COLA as well as a performance adjustment pool, so these increases will be within budget.

The 2020 medical premiums did not increase, although the budget anticipated increases of 5.5 percent. The 2020 health care premium cost will be approximately \$630,000, regardless of which of the options outlined above are offered to employees.

Committee Options

- 1) Recommend adoption of Resolution 2019-13 formally adopting a salary and benefit schedule for city employees effective January 1, 2020.
- 2) Do not recommend adoption of Resolution 2019-13 formally adopting a salary and benefit schedule for city employees effective January 1, 2020, and direct staff to address specific council concerns or provide additional information.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2019-13 FORMALLY ADOPTING A SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE JANUARY 1, 2020.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2019-13

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON
ADOPTING A SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES
EFFECTIVE January 1, 2020.**

WHEREAS, it is necessary and appropriate to establish the salary and benefits schedule for employees and elected officials of the City of Stanwood by resolution of the city council; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to fix the compensation and working conditions of its officers and employees; and

WHEREAS, on November 21, 2016 the City Council approved an agreement by and between City of Stanwood and Teamsters Local Union No. 231 (representing the public works employees) for the period from January 1, 2017 through December 31, 2019; and

WHEREAS, on February 24, 2017 the City Council approved an agreement by and between City of Stanwood and Teamsters Local Union No. 231 (representing the administrative employees) for the period from January 1, 2017 through December 31, 2019; and

WHEREAS, the city and Teamster's Local Union No. 231 have not reached agreement on terms for collective bargaining agreements to cover the period beginning January 1, 2020;

WHEREAS, on November 13, 2019, the Bureau of Labor Statistics most recent consumer price index for urban wage earners in the West, for cities of population less than 2.5 million, reported the rate for the period ending October 31, 2019 was 2.3%, and

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

Section 1: Adopting Pay and Benefits for Teamsters Administrative Employees

That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Administrative Employees), shall be as set forth below:

Classification	Minimum	Maximum
Accounting Clerk	\$ 3,714	\$ 4,556
Accounting Specialist	\$ 4,592	\$ 5,632
Administrative Asst.	\$ 4,481	\$ 5,496
Deputy City Clerk	\$ 4,481	\$ 5,496
Permit Specialist	\$ 4,235	\$ 5,195
Permit Specialist/Planner	\$ 4,499	\$ 5,502
as of 4-1-19 (Interim classification)		
Police Records Clerk	\$ 4,481	\$ 5,496

Other compensation and benefits for City Teamsters Administrative Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long-Term Disability insurance, Option 1.

The compensation and benefits referenced in section 1 above may be revised based on the terms of any final ratified collective bargaining agreement that becomes effective during 2020.

Section 2: Adopting Pay and Benefits for Teamsters Public Works Employees

That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Public Works Employees), shall be as set forth below:

	Minimum	Maximum
Public Works Tech 1	3,773	4,875
Public Works Tech 2	4,007	5,178
Public Works Tech Lead	4,934	6,376
Water Treatment Plant Operator I	4,061	5,250
Water Treatment Plant Operator 2	4,318	5,579
Wastewater Treatment Plant Operator I	4,306	5,565
Wastewater Treatment Plant Operator 2	4,622	5,973
Wastewater Treatment Plant Operator Lead	5,132	6,631

Other pay and benefits for City Teamsters Public Works Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long Term Disability Insurance, Option 1, and the Vision Service Plan (VSP) \$0 Copay plan.

The compensation and benefits referenced in section 2 above may be revised based on the terms of any final ratified collective bargaining agreement that becomes effective during 2020.

Section 3: Adopting Pay and Benefits for Non-Represented Employees

That the monthly base compensation for City employees and elected officials who are not represented by a union or bargaining group subject to adjustments as contained herein as

set forth below, which represents a 2.3% cost-of-living adjustment from 2019.

a) Salary Increases Based on Performance

In addition to the 2.3% cost-of-living adjustments incorporated in the salary schedule below, full-time non-represented employees may receive an annual salary increase based on individual performance as determined by the Mayor. The total amount of performance increases shall not exceed the salary adjustment pool, which is calculated by the finance director and authorized by the City Council as a percentage share of annual full-time, non-represented salaries. For the 2020 budget year, the performance pool will be \$35,265, which is based on a 3% performance step increase.

Classification	Min	Max
City Administrator	11,043	12,429
Public Works Director	9,629	10,839
Community Development Director	9,280	10,445
Finance Director/City Clerk	9,280	10,445
Asst. PW Director/City Engineer	8,363	10,229
Building Official	7,296	8,211
Senior Accountant	6,691	7,531
Senior Planner	6,691	7,531
Construction Inspector	5,240	6,075

Health Insurance and Retirement Benefits

The City of Stanwood currently provides the following benefits for full-time non-represented employees:

- Medical –
 1. Regence Health First 250 Plan—The City pays 100% of the employee share, and 91% of spouse and dependent premiums and the employee shall pay 9%.
 2. Kaiser Permanente \$200 deductible— The City pays 100% of the employee, spouse and dependent premiums.
 3. Health First High Deductible Plan, or Kaiser Permanente High Deductible Plan. The City pays 100% of the employee, spouse and dependent premiums and will make the following Health Savings Account contributions. The initial incentive amounts will be paid in January of each year, and the regular H.S.A. contribution will be paid in 1/12th installments monthly.

	2020		2021		2022
	H.S.A.	Incentive	H.S.A.	Incentive	H.S.A.
Family	\$3,000	\$ 4,100	\$3,000	\$ 4,100	\$3,600
Single	\$1,500	\$ 2,050	\$1,500	\$ 2,050	\$1,800

- Regular, full-time employees are able to voluntarily decline medical insurance coverage for themselves or their eligible family members and receive a monthly financial incentive for doing so. The incentive amount is to be half the savings

from the employee, spouse or dependent not included in the monthly medical premium.

- The City pays 100% of the dental and vision premiums for employee, spouse and dependent.
- \$10,000 life insurance paid by the city.
- Public Employees Retirement System (PERS). Benefit levels and contributions are set by the State of Washington.
- Deferred Compensation Plan. The City is a member of the State Deferred Compensation Plan which allows employees to make tax deferred deposits up to dollar limits defined by the IRS.
- Delta Dental Plan J
- Willamette Dental \$15 Copay Plan
- Vision Service Plan (VSP) \$0 Copay Plan
- AWC Standard Long Term Disability insurance, Option 1

b) Other Benefits as Provided in the Personnel Policy Manual

The City of Stanwood provides other benefits to its employees as set forth in the Personnel Policy Manual as approved by City Council.

ADOPTED by the city council and **APPROVED** by the mayor this ____th day of _____, 2019.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

ATTEST:

By _____
David A. Hammond, City Clerk