



Agenda
City Council Regular Meeting
November 24, 2025 | 7:00 PM

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings in-person or via Zoom. The Zoom link is posted on the City's website calendar <https://www.stanwoodwa.org>.

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Presentations**
 - a. Snohomish County Department of Emergency Management Presentation
- 5. Public Comments**
 - Verbal comments may be provided in person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting
- 6. Staff/Department Reports**
- 7. Council Committee Reports**
 - a. Community Development Minutes - November 6, 2025
 - b. Parks and Trails Advisory Committee Meeting Minutes - October 20, 2025
 - c. Planning Commission Minutes - October 13, 2025
- 8. Consent Agenda**
 - a. Approve Vouchers and Payroll
 - b. Approve City Council Meeting Minutes - November 13, 2025
 - c. Approve City Council Special Workshop Minutes - November 13, 2025
 - d. Approve Economic Development Board Appointments Tobin Fekkes and Lacey Winslow
 - e. Approve Parks and Trails Advisory Committee Appointments Cody Davis, Arie de Quillettes, and Megan Heiss
 - f. Approve Second Utility Account Adjustments
 - g. Approve Diking District Seven Property Acquisition
- 9. Unfinished Business**
 - a. Approve Second Reading and Adopt Ordinance 1554 2026 Property Tax Levy
- 10. Public Hearing**
- 11. New Business**
 - a. Authorize the Mayor to Sign an AI Contract with Nebulogic Technologies for Plan and Building Permit Review
 - b. Authorize the Mayor to Sign a Rental Agreement Extension with Puget Sound Public Farms for the use of Ovenell Park

- c. Adopt Resolution 2025-08 Annex with Snohomish County Comprehensive Emergency Management Plan, Adopt Resolution 2025-09 Continuity of Government, and Adopt Resolution 2025-10 Continuity of Operation Plan
- d. Authorize the Mayor to Sign a Contract with REC Technologies for Online Sports Field Scheduling and Reservation Services
(item added to agenda after published in the Stanwood-Camano News)

12. Public Closing Comments

13. Executive/Legislative Reports

- a. Mayor's Report
- b. City Administrator's Report
- c. Councilmember's Report/Questions

14. Recess to Executive Session

15. Adjourn

Upcoming Meeting Dates

Thursday, December 11, 2025 City Council Meeting 7:00 p.m.

Thursday, January 8, 2026 City Council Meeting 7:00 p.m.



City of Stanwood City Council Staff Report

Item Number: 4.a.

Date: November 24, 2025

Subject: Snohomish County Department of Emergency Management Presentation

Contact Person: Amanda Slattery, Public Works Office Specialist Scott Black, Building Official

Attachments: 1. DEM-City of Stanwood CEMP Annex Slides

ISSUE

The Snohomish County Department of Emergency Management (DEM) will be presenting the proposed City of Stanwood Annex to the Snohomish County Comprehensive Emergency Management Plan (CEMP). The Annex outlines the City's authorities, roles, responsibilities, and coordination procedures before, during, and after an emergency or disaster. The document reflects several months of collaboration between DEM and City staff to ensure it accurately represents current City operations, partner agency roles, and FEMA Community Lifeline information-collection processes.

DEM will also provide an overview of how the proposed Continuity of Operations Plan (COOP) and Continuity of Government (COG) align with the Annex. These plans outline how the City will maintain essential services and leadership succession during an emergency or significant disruption.

Later in this meeting, City staff will request Council adoption of the CEMP Annex, COOP, and COG via resolution. Adoption is required to comply with RCW 38.52.070 and to maintain the City's eligibility for state and federal emergency management assistance.



CEMP Annex

City of Stanwood

SNOHOMISH COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT
NOVEMBER 24, 2025

Agenda

- ◆ Emergency Management Basics
- ◆ Comprehensive Emergency Management Plan (CEMP)
- ◆ City of Stanwood CEMP Annex
- ◆ City of Stanwood COOP and COG

2025 Timeline

- ◆ June – City of Stanwood workshop
- ◆ June – September
 - ◆ CEMP Annex development
 - ◆ DEM Support
- ◆ November
 - ◆ Presentation to Stanwood City Council
 - ◆ Review and approval
- ◆ December
 - ◆ CEMP submission to Washington State Emergency Management Division by DEM

Emergency Management Basics

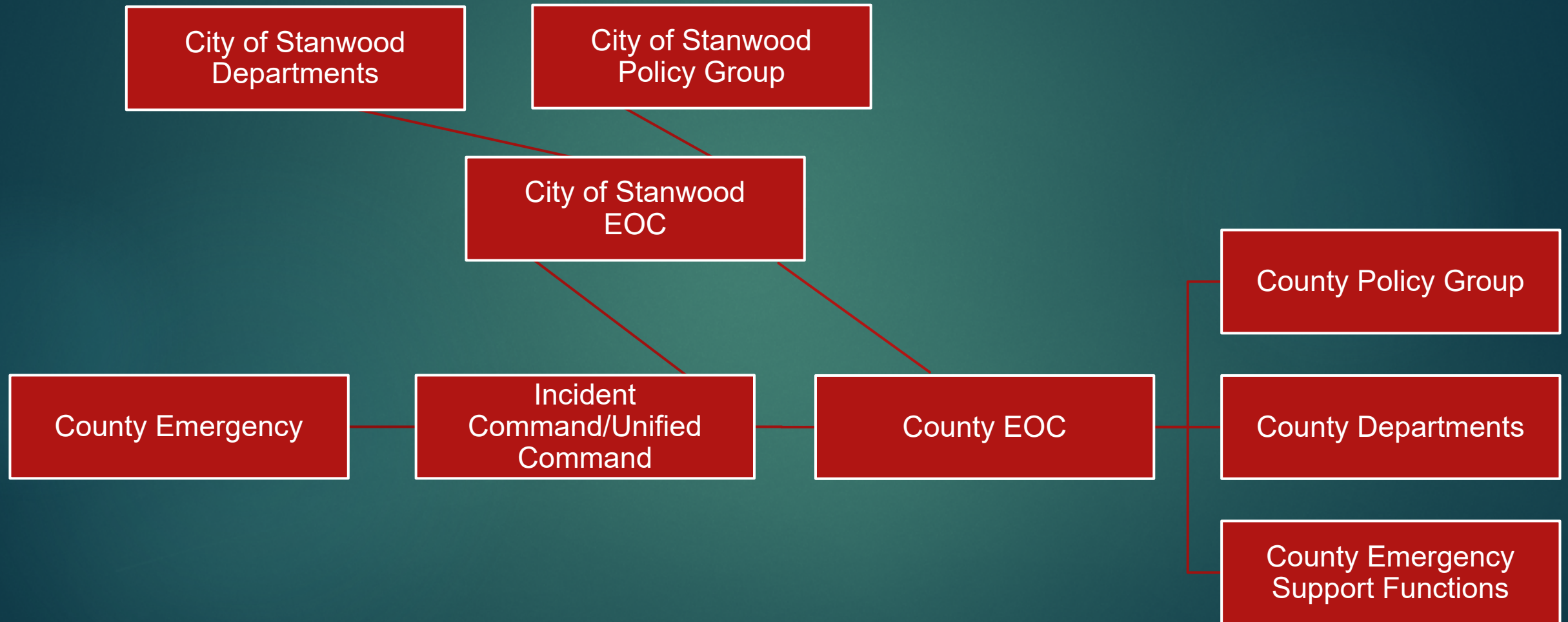
Basic
Emergency

Police/Fire/EM
S Incident
Command

Emergency Management Basics



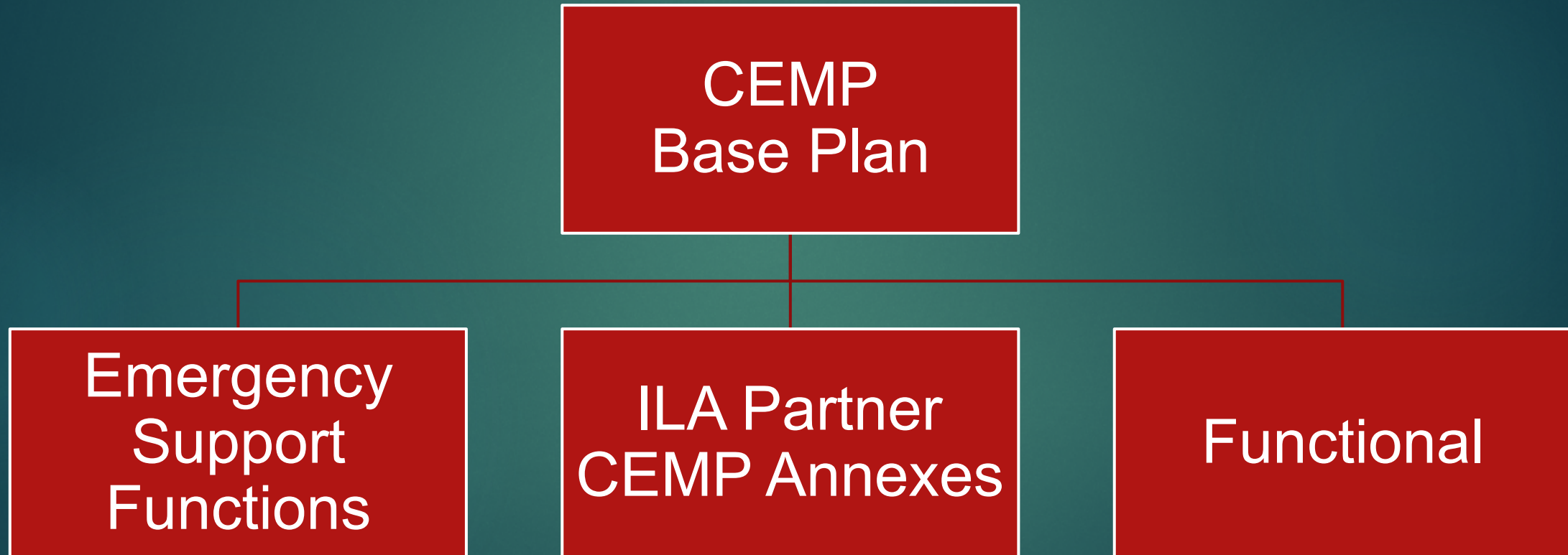
Emergency Management Basics



Comprehensive Emergency Management Plan

- ◆ Deliberate plan developed during normal operations
- ◆ Defines authorities, roles and responsibilities before, during, and after an emergency or disaster
- ◆ Updated every five years
 - ◆ Required by RCW 38.52.070

CEMP Plans



City of Stanwood CEMP Annex

◆ Critical Elements

- ◆ Roles and Responsibilities
- ◆ Information Collection
- ◆ City of Stanwood Operations and Communications

Roles and Responsibilities

- ◆ Identify who is directly responsible:
 - ◆ Mayor
 - ◆ City Administrator
 - ◆ Finance/City Clerk
 - ◆ Public Works
 - ◆ SCSO & North County Fire
- ◆ Identify support agencies:
 - ◆ DEM
 - ◆ Stanwood-Camano School District
 - ◆ Stanwood Library

Information Collection

- ◆ FEMA Community Lifelines
 - ◆ Essential services that make normal life function
- ◆ Information gathering during disaster response and recovery:
 - ◆ What is broken?
 - ◆ How long will it take to fix?
 - ◆ What do we need to fix it?
 - ◆ Where can we get it?



City of Stanwood Operations

- ◆ Day-to-day changes
- ◆ Governmental authorities
- ◆ Response coordination
- ◆ Communication procedures
- ◆ Key resources

City of Stanwood COOP and COG

◆ Critical Elements

- ◆ Prioritization of essential functions and staff
- ◆ Line of succession by position
- ◆ Vital records by department
- ◆ Identified facilities for continuity
- ◆ Communications coordination



Thank you



City of Stanwood City Council Staff Report

Item Number: 7.a.
Date: November 24, 2025
Subject: Community Development Minutes - November 6, 2025
Contact Person: Patricia Love, Community Development Director
Attachments: 1. Community Development Committee Meeting Minutes
11.06.2025

ISSUE

The minutes from the November 6, 2025, Community Development Committee meeting are attached to this staff report for Council's review.

**City of Stanwood
Community Development Committee
November 6, 2025 | 5:00 PM**

Minutes

1. Call to Order

Steve Shepro called the meeting to order at 5:00 pm.

2. Roll Call

3. Unfinished Business

4. New Business

a. Municipal Code Update: Nonconforming Uses, Structures and Land

The Committee is supportive of the proposed amendments and recommends holding one reading in December if the Planning Commission forwards a recommendation following their November public hearing. Consider removing the lot merger section, as it primarily affects the west end residential area and could be viewed as having a negative impact on those properties.

b. Permitted Use Matrix Code Amendment

The Committee agreed with the proposed approach to update the permitted use matrix portion of the municipal code. Members will review the initial draft and provide feedback to staff. A more detailed analysis will begin in January.

c. AI Contract for Plan and Building Permit Review

The Committee strongly supports the use of AI as a tool to enhance accuracy, shorten review times, and potentially reduce permit costs. AI should be used as a staff tool, not replace them or make decisions. There is also interest in exploring broader applications of the AI software to assist other City departments, including Utilities and Finance.

d. 2026 Event Schedule and City Beautification Project List

The Committee supports the events listed on the 2026 calendar and will brainstorm additional ideas for expanding community events over the next 2–5 years. Initial ideas included hosting a Founders Day or 4th of July event. Add “Troll Stroll” to the calendar (May 17). With the upcoming U.S. 250th anniversary, the Committee recommends using some of the City Beautification funds for semi-permanent street decorations, lights, and flags.

e. Art: Troll Installation Request

The Committee is strongly supportive of this effort and suggests City Hall Park, Heritage Park, or Church Creek Park as potential installation sites.

5. Adjourn: 6:30 p.m.



City of Stanwood City Council Staff Report

Item Number: 7.b.
Date: November 24, 2025
Subject: Parks and Trails Advisory Committee Meeting Minutes -
October 20, 2025
Contact Person: Alan Lytton, City Engineer
Attachments: 1. PTAC Minutes 10.20.2025

ISSUE

The minutes from the October 20, 2025, Parks and Trails Advisory Committee meeting are attached to this staff report for Council's review.



Parks and Trails Advisory Committee Meeting Minutes October 20, 2025

1. Call to Order: 3:00 PM

2. Roll Call

Members Present: Matt Withers, Dave Hall, Lisa Bruce

Members Absent: Judy Williams, Meagen Watne, Gordy Holmes

Others Present: Alan Lytton, City Engineer/CP Manager, Kevin Pellham Parks Lead/Engineering Tech

3. Citizen Comments

There were no citizen comments.

4. PTAC Priority List:

At the September meeting committee members were asked to supply their top five projects for Church Creek and Heritage Park. The October meeting members were provided with their priority list and given the opportunity to fine tune the projects. Committee members focused on their top ten projects.

Adjourned:

Meeting was adjourned at 4:20 PM



City of Stanwood City Council Staff Report

Item Number: 7.c.
Date: November 24, 2025
Subject: Planning Commission Minutes - October 13, 2025
Contact Person: Patricia Love, Community Development Director
Attachments: 1. PC Minutes 2025.10.13

City of Stanwood
Regular Meeting of the Planning Commission
October 13, 2025 | 6:30 PM

Minutes

1. Call to Order

Planning Commission Chair, Patrick Hosterman called the meeting to order at 6:30 PM.

2. Roll Call

Planning Commissioners Present:

Eric Warnat

Richard Craig

Patrick Hosterman (Commission Chair)

Cody Davis (Commission Vice Chair)

Jeff Wheatley

Planning Commissioners Absent:

Melissa Toner

Gabrielle Braley

Staff Present:

Patricia Love, Community Development Director

Ty Schroeder, Senior Planner

Audrey Rotrock, Associate Planner

Others Present:

Dan Haskins (Online)

3. Public Requests and Comments

4. Approval of Minutes

a. Planning Commission September 8, 2025 Minutes

The minutes of the September 8, 2025, Planning Commission meeting were unanimously approved as written.

5. New Business

a. Municipal Code Update: SEPA Thresholds

The purpose of this item was for the Planning Commission to review, discuss and provide feedback on potential changes to the State Environmental Policy Act (SEPA) categorical exemption levels adopted in the Stanwood Municipal Code. SEPA was adopted in 1971, at a time when Washington State did not yet have modern environmental regulations in place. Before the adoption of critical areas ordinances, shoreline regulations, stormwater standards, or

other environmental protection codes, SEPA served as the primary mechanism for evaluating and mitigating environmental impacts associated with government actions and private development proposals.

In 1990, the Growth Management Act (GMA) fundamentally changed the regulatory landscape by requiring cities and counties to adopt comprehensive land use plans, critical areas protections, and development regulations that directly addressed environmental concerns. GMA ensured that environmental protections were embedded within local development codes rather than relying solely on SEPA review. Post GMA, the function of SEPA has changed. Rather than acting as the baseline for environmental protection, SEPA is now primarily used as a supplemental review tool. It provides a city with authority to apply conditions to projects when potential impacts are identified that are not otherwise regulated or mitigated by existing local codes and standards.

The Legislature has adopted new threshold levels to support the development of infill housing as part of the state strategy to encourage urban growth in already-developed areas. By increasing these thresholds, more infill projects can qualify for exemption from detailed environmental review under SEPA. This policy reflects a deliberate effort to make housing development more efficient and to remove regulatory barriers that might otherwise slow or discourage construction within existing urban boundaries.

Commissioner Questions & Comments

- How many Mitigated Determinations of Non-Significance (MDNS's) have been issued in the last 5 years, for example?
 - About 3 MDNS's have been issued in the last 5 years.
- What is the benefit to increasing the thresholds?
 - All Type 3 permits will be noticed and given 2 comment periods, allowing everyone (Public, City, other Agencies) to view and comment on the projects.
 - The City will be reviewing all the same SEPA conditions/impacts. Many of the reviews will now be required by the Stanwood Municipal Code (SMC). SEPA is intended to cover anything the code did not, creating a thorough review.
- Commissioners want to be sure there is no way that any of the required reviews can be skirted by changing the thresholds.
- Allowing the public to comment on projects is important to the Commissioners.
- Some Commissioners feel the increase in thresholds is too much for our small Community.

b. Municipal Code Update: Nonconforming Uses, Structures and Land

Across Stanwood, many lots, structures, and uses were lawfully built or

established before current zoning standards were adopted. As laws and regulations evolve, these older properties are allowed to continue operating under special conditions and are referred to as “legally nonconforming.” More commonly, people may recognize this concept by its familiar term: “grandfathering.”

Over time, ambiguities in the City’s nonconforming zoning regulations have created challenges. Inconsistent interpretations have caused uncertainty for property owners and staff. To address these issues, the proposed amendments are intended to bring greater clarity, improve transparency, and ensure fairness in land use administration. The goal is to balance the continuation of legally established nonconformities with the City’s long-term vision of bringing properties into compliance with current zoning standards whenever feasible.

The proposed amendments reaffirm that lots, structures, or uses that were legally established under past regulations are considered legal nonconformities. These may continue, subject to the following provisions and rules:

Abandonment: Establishes a 12-month period as the standard for presumed abandonment of a nonconforming use or building. Property owners have the opportunity to demonstrate that they did not intend to abandon the property.

Nonconforming Lots: This section provides clear guidance on when and how nonconforming lots may be developed.

Lot Merger for Nonconforming Lots of Record: When two or more adjacent nonconforming lots of record are under common ownership, the amendments require that they be combined into one legal conforming lot.

Nonconforming Structures: The amendments define the conditions under which nonconforming structures may be repaired, maintained, or expanded.

Nonconforming Uses: Legally established nonconforming uses may continue until they are abandoned or expanded or intensified.

Reconstruction Due to Natural Disasters: If a nonconforming building or use is damaged or destroyed by an event beyond the owner’s control, such as an earthquake, flood, storm, landslide, mudslide, fire, or explosion, the amendments allow for reconstruction.

Variance Criteria: New provision that provides an option for property owners to apply for a variance from the nonconforming standards if necessary.

Commissioner Questions & Comments

- Commissioners like that people can keep their property and the use.
- What could a landowner build on a non-conforming lot?
 - A landowner can build whatever they choose, as long as it meets the conditions of the code (setbacks, depth, width, etc.)
- Commissioners recommend adding language that would require ADA upgrades when a building is improved over a certain percentage.

- Under the Abandonment amendment, a property would have to be "abandoned" for 12 or more months. It would not be considered abandoned if an owner was actively trying to re-open, or lease the property, for example.

c. Municipal Code Update: Permitted Uses

The current Permitted Use Matrix and Use Standards were last updated in 2020, nearly five years ago. Since that time, significant changes have occurred, including the impacts of the COVID-19 pandemic, which altered how people work, live, and use space. Additionally, the City has updated its Comprehensive Plan, creating the need to reassess allowed uses for consistency with the community's long-term vision and recent state law changes.

The update will involve:

- Reviewing all permitted uses across zones to ensure consistency with the City's Comprehensive Plan and community vision.
- Revising or consolidating use categories where appropriate for clarity and efficiency.
- Developing or refining specific use standards to mitigate potential impacts (e.g., noise, traffic, light, or compatibility issues).

Commissioner Comments & Questions

- Commissioners support a greater consolidation of the matrix. Review and refine uses, grouping categories as needed to improve clarity and efficiency.
- Commissioners would like more information on how mobile homes and manufactured homes could be of use in the Missing Middle Housing.
- Reexamine the treatment of prohibited uses - particularly manufactured home parks versus mobile home parks - identify state laws and current building industry standards.
- For Places of Worship, clearly define uses, locations where they are and are not allowed, development standards, and appropriate zoning.
- Consider whether residential uses should have occupancy limits for unrelated individuals within a household; verify if such limits are legally permissible. Commissioners expressed concern about parking impacts but support multi-generational households.
- Review the matrix for consistency and potential conflicts with state law.
- Consider reducing the number of definitions to more closely reflect the permitted use matrix.
- Clarify appropriate zoning for rehabilitation facilities and distinguish how these uses differ from homeless or transitional housing facilities.
- Summarize legal requirements for assisted living facilities, including

building and AD compliance standards.

- Identify non-discretionary uses required by state law versus those the City can regulate at its discretion.
- Prepare a policy analysis linking the Permitted Use Matrix to the Comprehensive Plan.

6. Unfinished Business

7. Miscellaneous Business

- a. Reminder: The November Planning Commission Meeting is Scheduled for November 17, 2025**

8. Recent Council Action on Commission Items

- a. Staff update on Missing Middle Housing Ordinance Package**

9. Upcoming Items

- Continue to review Permitted Uses
- Public Hearing at the November meeting for Municipal Code Updates: SEPA Thresholds, and Nonconforming Uses, Structures and Land.

10. Adjourn

8:10 p.m.



City of Stanwood City Council Staff Report

Item Number: 8.a.
Date: November 24, 2025
Subject: Approve Vouchers and Payroll
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Payroll and Vouchers

ISSUE

Approve issuance of Washington Federal Bank checks 40003 through 40078, and electronic fund transfers in the amount of \$1,261,825.79 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$382,352.79.

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40003 through 40078 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$1,261,825.79 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$382,352.79.”

CHECK REGISTER

City Of Stanwood

Time: 10:48:23 Date: 11/17/2025

11/05/2025 To: 11/16/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5705	11/07/2025	Payroll	3	EFT		4,906.66	October 2025 Payroll
5706	11/07/2025	Payroll	3	EFT		5,202.34	October 2025 Payroll
5707	11/07/2025	Payroll	3	EFT		5,817.05	October 2025 Payroll
5708	11/07/2025	Payroll	3	EFT		3,282.18	October 2025 Payroll
5709	11/07/2025	Payroll	3	EFT		549.04	October 2025 Payroll
5710	11/07/2025	Payroll	3	EFT		4,429.38	October 2025 Payroll
5711	11/07/2025	Payroll	3	EFT		6,179.76	October 2025 Payroll
5712	11/07/2025	Payroll	3	EFT		1,629.39	October 2025 Payroll
5713	11/07/2025	Payroll	3	EFT		3,584.26	October 2025 Payroll
5714	11/07/2025	Payroll	3	EFT		8,302.79	October 2025 Payroll
5715	11/07/2025	Payroll	3	EFT			October 2025 Payroll
5716	11/07/2025	Payroll	3	EFT		2,484.53	October 2025 Payroll
5717	11/07/2025	Payroll	3	EFT		4,976.06	October 2025 Payroll
5718	11/07/2025	Payroll	3	EFT		5,418.79	October 2025 Payroll
5719	11/07/2025	Payroll	3	EFT		568.94	October 2025 Payroll
5720	11/07/2025	Payroll	3	EFT		5,035.93	October 2025 Payroll
5721	11/07/2025	Payroll	3	EFT		3,929.70	October 2025 Payroll
5722	11/07/2025	Payroll	3	EFT		572.57	October 2025 Payroll
5723	11/07/2025	Payroll	3	EFT		3,665.49	October 2025 Payroll
5724	11/07/2025	Payroll	3	EFT		8,232.40	October 2025 Payroll
5725	11/07/2025	Payroll	3	EFT		6,188.50	October 2025 Payroll
5726	11/07/2025	Payroll	3	EFT		2,778.31	October 2025 Payroll
5727	11/07/2025	Payroll	3	EFT		6,793.55	October 2025 Payroll
5728	11/07/2025	Payroll	3	EFT		7,488.40	October 2025 Payroll
5729	11/07/2025	Payroll	3	EFT		4,784.49	October 2025 Payroll
5730	11/07/2025	Payroll	3	EFT		568.73	October 2025 Payroll
5731	11/07/2025	Payroll	3	EFT		8,289.01	October 2025 Payroll
5732	11/07/2025	Payroll	3	EFT		5,644.29	October 2025 Payroll
5733	11/07/2025	Payroll	3	EFT		518.94	October 2025 Payroll
5734	11/07/2025	Payroll	3	EFT		2,743.27	October 2025 Payroll
5735	11/07/2025	Payroll	3	EFT		3,698.08	October 2025 Payroll
5736	11/07/2025	Payroll	3	EFT		4,017.93	October 2025 Payroll
5737	11/07/2025	Payroll	3	EFT		4,562.56	October 2025 Payroll
5738	11/07/2025	Payroll	3	EFT		568.73	October 2025 Payroll
5739	11/07/2025	Payroll	3	EFT		3,424.30	October 2025 Payroll
5740	11/07/2025	Payroll	3	EFT		5,729.63	October 2025 Payroll
5741	11/07/2025	Payroll	3	EFT		568.73	October 2025 Payroll
5742	11/07/2025	Payroll	3	EFT		5,505.02	October 2025 Payroll
5743	11/07/2025	Payroll	3	EFT		4,897.52	October 2025 Payroll
5744	11/07/2025	Payroll	3	EFT		6,678.58	October 2025 Payroll
5745	11/07/2025	Payroll	3	EFT		4,934.40	October 2025 Payroll
5746	11/07/2025	Payroll	3	EFT		7,412.51	October 2025 Payroll
5747	11/07/2025	Payroll	3	EFT		5,256.10	October 2025 Payroll
5748	11/07/2025	Payroll	3	EFT		2,788.82	October 2025 Payroll
5755	11/07/2025	Payroll	3	EFT	AFLAC	314.10	Pay Cycle(s) 11/07/2025 To 11/07/2025 - AFLAC, Pre-Tax; Pay Cycle(s) 11/07/2025 To 11/07/2025 - AFLAC, Post-Tax
5756	11/07/2025	Payroll	3	EFT	AWC Employee Benefit Trust	25,966.04	Pay Cycle(s) 11/07/2025 To 11/07/2025 - AWC - Health First 250; Pay Cycle(s) 11/07/2025 To 11/07/2025 - AWC - Dental J; Pay Cycle(s) 11/07/2025 To 11/07/2025 - AWC - Vision; Pay Cycle(s) 11/07/2025 To
5757	11/07/2025	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 11/07/2025 To 11/07/2025 - Colonial Life Insurance

CHECK REGISTER

City Of Stanwood

Time: 10:48:23 Date: 11/17/2025

11/05/2025 To: 11/16/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5758	11/07/2025	Payroll	3	EFT	Great-West Life & Annuity	4,438.00	Pay Cycle(s) 11/07/2025 To 11/07/2025 - 457 - Empower (Mass Mutual); Pay Cycle(s) 11/07/2025 To 11/07/2025 - Roth 457(b)Empower(MassMutual)
5759	11/07/2025	Payroll	3	EFT	HSA Bank	962.50	Pay Cycle(s) 11/07/2025 To 11/07/2025 - HSA Contributions ER; Pay Cycle(s) 11/07/2025 To 11/07/2025 - HSA Contributions EE
5760	11/07/2025	Payroll	3	EFT	Internal Revenue Service (941)	81,507.93	941 Deposit for Pay Cycle(s) 11/07/2025 - 11/07/2025
5761	11/07/2025	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 11/07/2025 To 11/07/2025 - Legal Shield
5762	11/07/2025	Payroll	3	EFT	Mission Square Retirement	3,274.58	Pay Cycle(s) 11/07/2025 To 11/07/2025 - 457 - Mission Square Ret(ICMA)
5763	11/07/2025	Payroll	3	EFT	Navia Benefits	275.00	Pay Cycle(s) 11/07/2025 To 11/07/2025 - Navia Limited FSA
5764	11/07/2025	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	2,631.26	Pay Cycle(s) 11/07/2025 To 11/07/2025 - WCTPT Contributions
5765	11/07/2025	Payroll	3	EFT	Teamsters Union Local 231	1,882.00	Pay Cycle(s) 11/07/2025 To 11/07/2025 - Teamsters Dues
5766	11/07/2025	Payroll	3	EFT	WA St Department Of Retirement Systems	38,605.12	Pay Cycle(s) 11/07/2025 To 11/07/2025 - PERS 2; Pay Cycle(s) 11/07/2025 To 11/07/2025 - PERS 3; Pay Cycle(s) 11/07/2025 To 11/07/2025 - 457 - DRS (DCP); Pay Cycle(s) 11/07/2025 To 11/07/2025 - Roth 45
5767	11/07/2025	Payroll	3	EFT	Washington Teamsters Welfare Trust	37,758.00	Pay Cycle(s) 11/07/2025 To 11/07/2025 - Teamsters Dental; Pay Cycle(s) 11/07/2025 To 11/07/2025 - Teamsters Medical
5788	11/07/2025	Claims	3	EFT	Xpress/Bill Pay	1,230.01	Xpress October Fees
5806	11/10/2025	Claims	3	EFT	Navia Benefits	100.00	October Fee
5840	11/13/2025	Claims	3	EFT	BHC Consultants, LLC	26,478.10	City of Stanwood
5841	11/13/2025	Claims	3	EFT	BHC Consultants, LLC	24,294.30	City of Stanwood
5842	11/13/2025	Claims	3	EFT	Cascade Septic Pumping, LLC	523.85	City of Stanwood
5843	11/13/2025	Claims	3	EFT	Databar Inc.	211.17	8952
5844	11/13/2025	Claims	3	EFT	Databar Inc.	1,076.45	8952
5845	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5846	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5847	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5848	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5849	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5850	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5851	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5852	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5853	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5854	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5855	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	2,600.00	4103221
5856	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	416.00	4103221
5857	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	4103221
5858	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5859	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5860	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	52.00	4103221
5861	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5862	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	70.00	4103221
5863	11/13/2025	Claims	3	EFT	Eurofins Environment Testing NW	26.00	4103221
5864	11/13/2025	Claims	3	EFT	Grainger	389.11	848089215
5865	11/13/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	1,016.16	CITSTA
5866	11/13/2025	Claims	3	EFT	Konnerup Construction Inc	349,763.65	City of Stanwood
5867	11/13/2025	Claims	3	EFT	Konnerup Construction Inc	168,086.44	City of Stanwood
5868	11/13/2025	Claims	3	EFT	Samuel E Lidgard	275.00	City of Stanwood
5869	11/13/2025	Claims	3	EFT	Lithtex NW Printing Solutions	233.90	CIOST001L
5870	11/13/2025	Claims	3	EFT	Pape' Machinery, Inc.	815.99	6109854
5871	11/13/2025	Claims	3	EFT	Perteet Inc.	1,101.25	City of Stanwood
5872	11/13/2025	Claims	3	EFT	Perteet Inc.	7,559.00	City of Stanwood
5873	11/13/2025	Claims	3	EFT	RH2 Engineering Inc	39,403.30	City of Stanwood
5874	11/13/2025	Claims	3	EFT	Steven B Schei	275.00	City of Stanwood
5875	11/13/2025	Claims	3	EFT	Gina N Seegert	110.00	City of Stanwood
5876	11/13/2025	Claims	3	EFT	Stanwood Auto Parts	43.08	56100
5877	11/13/2025	Claims	3	EFT	Stanwood Auto Parts	91.75	56100
5878	11/13/2025	Claims	3	EFT	Stanwood Auto Parts	163.58	56100
5879	11/13/2025	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
5880	11/13/2025	Claims	3	EFT	The Sherwin Williams Co	58.22	7364-4 City of Stanwood
5881	11/13/2025	Claims	3	EFT	The Sherwin Williams Co	654.71	7364-4 City of Stanwood
5882	11/13/2025	Claims	3	EFT	The Sherwin Williams Co	86.61	7364-4 City of Stanwood
5883	11/13/2025	Claims	3	EFT	The Sherwin Williams Co	693.52	City of stanwood 7364-4
5884	11/13/2025	Claims	3	EFT	The Sherwin Williams Co	235.00	City of Stanwood 7364-4
5885	11/13/2025	Claims	3	EFT	Transpo Group USA, Inc	17,201.25	City of Stanwood
5886	11/13/2025	Claims	3	EFT	Transpo Group USA, Inc	1,440.00	
5887	11/13/2025	Claims	3	EFT	Transpo Group USA, Inc	16,247.50	City of Stanwood
5888	11/13/2025	Claims	3	EFT	Vestis	52.68	937963000
5889	11/13/2025	Claims	3	EFT	Vestis	52.68	792106997
5890	11/13/2025	Claims	3	EFT	Vestis	52.68	937963000
5916	11/13/2025	Claims	3	40003	Rotary Club of Stanwood-Camano Island	2,000.00	City of Stanwood
5891	11/13/2025	Claims	3	40004	Badger Meter, Inc	223.79	460708
5892	11/13/2025	Claims	3	40005	Bud Clary Ford Hyundai	69,561.36	City of Stanwood 23116-001
5893	11/13/2025	Claims	3	40006	CPI Plumbing & Heating Inc	1,575.01	City of Stanwood
5894	11/13/2025	Claims	3	40007	Cascade Natural Gas Corp	459.27	608 440 0000 4; 127 540 0000 3; 498 440 0000 7; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2
5895	11/13/2025	Claims	3	40008	City of Everett *	705.00	STACITG
5896	11/13/2025	Claims	3	40009	Community Resources Foundation	1,256.00	City of Stanwood
5897	11/13/2025	Claims	3	40010	FastSigns Clackamas	187.30	City of Stanwood
5898	11/13/2025	Claims	3	40011	General Code, LLC	117.50	ST4659
5899	11/13/2025	Claims	3	40012	General Pacific, Inc.	54,275.86	101681
5900	11/13/2025	Claims	3	40013	Global Industrial	8,891.48	7066636
5901	11/13/2025	Claims	3	40014	Granich Engineered Products Inc	65,564.38	CSP8; CSP8
5902	11/13/2025	Claims	3	40015	Gray & Osborne Inc	9,295.65	City of Stanwood
5903	11/13/2025	Claims	3	40016	H D Fowler Company, Inc	970.02	197360
5904	11/13/2025	Claims	3	40017	Hamilton Lumber & Rentals	416.49	66; 66; 66; 66; 66
5905	11/13/2025	Claims	3	40018	Harmsen LLC	16,605.70	City of Stanwood CHRM-0322; City of Stanwood CHRM-0322; City of Stanwood; City of Stanwood
5906	11/13/2025	Claims	3	40019	Lenz Enterprises, Inc.	265.71	City of Stanwood; City of Stanwood
5907	11/13/2025	Claims	3	40020	Les Schwab Tire Centers	828.79	S34-00006; S34-00006; S34-00006
5908	11/13/2025	Claims	3	40021	Lopez Nursery & Landscaping LLC	58,927.25	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5909	11/13/2025	Claims	3	40022	ODP Business Solutions, LLC	619.15	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
5910	11/13/2025	Claims	3	40023	PSOMAS	22,943.82	City of Stanwood; City of Stanwood
5911	11/13/2025	Claims	3	40024	PUD Of Snohomish County *	14,601.83	20059289; 202423729; 200794063; 200208858; 224533513; 200367373; 200128742; 200240505; 224650291; 200633634
5912	11/13/2025	Claims	3	40025	Pacific Golf & Turf	731.16	City of Stanwood
5913	11/13/2025	Claims	3	40026	Peak Industrial	11,568.09	C1107230
5914	11/13/2025	Claims	3	40027	Ricoh USA, Inc-Maint	806.92	4250811; 4250811; 4250811; 4250811
5915	11/13/2025	Claims	3	40028	Ricoh USA, Inc.	484.49	1316669 combined inv; 1316669-3800642
5964	11/13/2025	Claims	3	40029	Safeway		Voided Check - Printer Error
5965	11/13/2025	Claims	3	40030	Shred-it US JV LLC		Voided Check - Printer Error
5966	11/13/2025	Claims	3	40031	Skagit Farmers Supply		Voided Check - Printer Error
5967	11/13/2025	Claims	3	40032	Skagit Valley Publishing		Voided Check - Printer Error
5968	11/13/2025	Claims	3	40033	Sno Co Prosecuting Attorney *		Voided Check - Printer Error
5969	11/13/2025	Claims	3	40034	Sno Co Public Works *		Voided Check - Printer Error
5970	11/13/2025	Claims	3	40035	Sno Co Sheriffs Office *		Voided Check - Printer Error
5971	11/13/2025	Claims	3	40036	Snohomish County 911		Voided Check - Printer Error
5972	11/13/2025	Claims	3	40037	Snohomish County Corrections *		Voided Check - Printer Error
5973	11/13/2025	Claims	3	40038	Stanwood Ace Hardware #14901		Voided Check - Printer Error
5974	11/13/2025	Claims	3	40039	Stanwood City Utility		Voided Check - Printer Error
5975	11/13/2025	Claims	3	40040	Stanwood Commerce Alliance		Voided Check - Printer Error
5976	11/13/2025	Claims	3	40041	Stilly Auto Parts LLC		Voided Check - Printer Error
5977	11/13/2025	Claims	3	40042	Uline		Voided Check - Printer Error
5978	11/13/2025	Claims	3	40043	Unum Life Insurance		Voided Check - Printer Error
5979	11/13/2025	Claims	3	40044	Utilities Underground Loc		Voided Check - Printer Error
5980	11/13/2025	Claims	3	40045	Verizon Wireless		Voided Check - Printer Error
5981	11/13/2025	Claims	3	40046	WA St Dept of Licensing *		Voided Check - Printer Error
5982	11/13/2025	Claims	3	40047	WM Corporate Services, Inc.		Voided Check - Printer Error
5983	11/13/2025	Claims	3	40048	Washington State Patrol *		Voided Check - Printer Error
5984	11/13/2025	Claims	3	40049	Wave Broadband		Voided Check - Printer Error
5985	11/13/2025	Claims	3	40050	Western Exterminator Company		Voided Check - Printer Error
5986	11/13/2025	Claims	3	40051	World Kinect Energy Services		Voided Check - Printer Error
5987	11/13/2025	Claims	3	40052	Zipty Fiber		Voided Check - Printer Error
5988	11/13/2025	Claims	3	40053	Zumar Industries, Inc		Voided Check - Printer Error
5941	11/13/2025	Claims	3	40054	Zumar Industries, Inc	2,768.57	000683
5917	11/13/2025	Claims	3	40055	Safeway	32.54	191483
5918	11/13/2025	Claims	3	40056	Shred-it US JV LLC	47.97	1000283524
5919	11/13/2025	Claims	3	40057	Skagit Farmers Supply	2,900.99	135052; 135052; 135052
5920	11/13/2025	Claims	3	40058	Skagit Valley Publishing	845.13	48893; 48893; 48893; 48893; 48893; 48893
5921	11/13/2025	Claims	3	40059	Sno Co Prosecuting Attorney *	2,800.88	City of Stanwood
5922	11/13/2025	Claims	3	40060	Sno Co Public Works *	540.02	CR000024
5923	11/13/2025	Claims	3	40061	Sno Co Sheriffs Office *	189,765.00	SSH00001
5924	11/13/2025	Claims	3	40062	Snohomish County 911	10,498.08	City of Stanwood
5925	11/13/2025	Claims	3	40063	Snohomish County Corrections *	7,201.62	91-6001368
5926	11/13/2025	Claims	3	40064	Stanwood Ace Hardware #14901	1,349.75	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5927	11/13/2025	Claims	3	40065	Stanwood City Utility	16,137.21	5334; 5333; 4962; 3439; 3184; 2964; 2965; 2749; 2688; 5530; 1075; 2741; 2886
5928	11/13/2025	Claims	3	40066	Stanwood Commerce Alliance	7,500.00	City of Stanwood
5929	11/13/2025	Claims	3	40067	Stilly Auto Parts LLC	60.34	27197
5930	11/13/2025	Claims	3	40068	Uline	542.94	9638073
5931	11/13/2025	Claims	3	40069	Unum Life Insurance	131.20	0220603-036 2
5932	11/13/2025	Claims	3	40070	Utilities Underground Loc	75.60	134200
5933	11/13/2025	Claims	3	40071	Verizon Wireless	2,100.99	372541731-00001; 742373248-00001
5934	11/13/2025	Claims	3	40072	WA St Dept of Licensing *	564.00	City of Stanwood
5935	11/13/2025	Claims	3	40073	WM Corporate Services, Inc.	163.81	5-61623-95009
5936	11/13/2025	Claims	3	40074	Washington State Patrol *	165.00	0000015959
5937	11/13/2025	Claims	3	40075	Wave Broadband	163.54	3201-0316545-01
5938	11/13/2025	Claims	3	40076	Western Exterminator Company	271.83	683591; 683591
5939	11/13/2025	Claims	3	40077	World Kinect Energy Services	5,261.29	AP0100494
5940	11/13/2025	Claims	3	40078	Ziply Fiber	264.53	360-939-0579-080320-5; 360-629-4907-072497-5

001 General Fund	491,072.71
101 Street Fund	45,735.91
103 Street Construction Fund	499,714.55
104 Park And Trail Improvement Fund	67,818.73
107 Equipment Reserve Fund	81,129.45
110 Building Improvement Fund	7,559.00
115 Tourism And Marketing	16,120.33
401 Sewer Fund	89,866.84
403 Sewer Construction Fund	104,967.68
410 Drainage Fund	28,631.19
411 Drainage Construction Fund	4,128.00
421 Water Fund	107,755.21
422 Water Construction Fund	98,949.98
630 Agency Fund	729.00

	Claims:	1,261,825.79
* Transaction Has Mixed Revenue And Expense Accounts	Payroll:	382,352.79
		1,644,178.58

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 Tim Niebruegge Date: 11/17/2025
 () Deputy Finance Director



City of Stanwood City Council Staff Report

Item Number: 8.b.
Date: November 24, 2025
Subject: Approve City Council Meeting Minutes - November 13, 2025
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Regular Meeting Minutes 11.13.2025

ISSUE

The City Council meeting minutes for November 13, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE NOVEMBER 13, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

**City of Stanwood
Regular Meeting of the City Council
November 13, 2025 | 7:00 PM**

Minutes

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 PM. Councilmember Gaumond led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Marcus Metz, Darren Robb, Robert Hicks, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

Councilmember Steve Shepro was absent.

*Motion by Councilmember Bergman, second by Councilmember Robb, to excuse Councilmember Shepro. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Human Resource Manager Pat Adams, City Engineer Alan Lytton, Finance Manager Tim Niebruegge, Communications & Marketing Specialist Niki Strachila, City Attorney Nikki Thompson, Fire Chief Dave Kraski, Police Chief Jason Toner, Police Sgt. Karl Gilje, Utilities Supervisor Leigh Danielson, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Mayor Roberts removed item 4.a Lincoln Hill High School Update and added item 14.b to discuss pending litigation per RCW 42.30.110(1)(i), no action.

*Motion by Councilmember Robb, second by Councilmember Metz to approve the agenda as amended. **Motion carried unanimously.***

4. Presentations

a. Lincoln Hill High School Update - Patrick Rogers

Item removed from agenda.

b. 2025 Wastewater Outstanding Performance Award

Public Works Director Kevin Hushagen presented Council with the Wastewater Outstanding Performance Award. The City has received this award for 10 years in a row. He introduced the sewer crew and thanked them for their dedication and hard work; Utility Supervisor Leigh Danielson has been with the city for 20 years, Lead Operator Michael Evans and Cole Ferguson.

5. Public Comments

Name	City	Topic
David Casseu	Camano Island	Requesting lights on baseball fields.

6. Staff/Department Reports

- a. Police Compstat Report - October 2025**

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes — October 17, 2025**

8. Consent Agenda

- a. Approve Vouchers and Payroll**
- b. Approve City Council Regular Meeting Minutes - October 23, 2025**
- c. Approve City Council Workshop Minutes - October 23, 2025**
- d. Approve Second Reading and Adoption of Resolution 2025-05 Capital Improvement Plan 2026-2031**

*Motion by Councilmember Metz, second by Councilmember Hicks to approve consent agenda items A. approval of vouchers and payroll checks, B. approve City Council Regular Meeting minutes for October 23, 2025, C. approve City Council Workshop minutes for October 23, 2025, and D. approve second reading and adoption of Resolution 2025-05 Capital Improvement Plan 2026-2031. **Motion carried unanimously.***

9. Unfinished Business

No unfinished business on agenda.

10. Public Hearing

- a. Approve First Reading of Ordinance 1554 2026 Revenue Sources Property Tax Levy**

Finance Director David Hammond presented the first reading of Ordinance 1554 2026 Revenue Sources Property Tax Levy. Hammond gave an update on the key revenue streams for the operating funds. Property tax is one of the building blocks of the City's budget.

Mayor Roberts opened the Public Hearing at 7:23 p.m.

With no public comments, Mayor Roberts closed the Public Hearing at 7:24 p.m.

Councilmembers made comments.

*Motion by Councilmember Metz, second by Councilmember Gaumond, to approve the first reading of Ordinance 1554 Levying Taxes Upon All Property Subject to Taxation within the Corporate Limits of the City of Stanwood, Washington for 2026, with one percent levy increase from 2025. **Motion carried unanimously.***

b. Approve First Reading of Ordinance 1553 Mid-Biennium Budget Adjustment

Hammond presented the first reading of Ordinance 1553 Mid-Biennium Budget Adjustment in detail.

Mayor Roberts opened the Public Hearing at 7:43 p.m.

With no public comments, Mayor Roberts closed the Public Hearing at 7:43 p.m.

Council discussed, asked questions, and made comments.

Motion by Councilmember Hicks, second by Councilmember Metz to approve the first reading of Ordinance 1553 Mid-Biennium Budget Adjustment.

Motion carried with 4 yeas (Gaumond, Metz, Hicks, Schmitt) and 2 nays (Robb, Bergman).

11. New Business

a. Adoption of 2026 Salary and Benefits Schedule and Authorization of Union Agreements (2026-2028)

*Motion by Councilmember Robb, second by Councilmember Hicks to pass Resolution 2025-07, adopting the 2026 Salary and Benefits Schedule for the city employees. **Motion carried unanimously.***

*Motion by Councilmember Robb, second by Councilmember Metz to authorize the Mayor to execute the three-year collective bargaining agreements with Teamsters Local 231, representing the Administrative and Public Works bargaining units, effective January 1, 2026 through December 31, 2028. **Motion carried unanimously.***

b. Approve First Reading Ordinance 1555 Chapter 12—Utilities Re-write, System Development Charge and Rate Updates

Motion by Councilmember Metz, second by Councilmember Robb to accept the first reading of Ordinance 1555 as set forth in attachment A.

A roll call of votes was taken. Motion carried 5 yea (Bergman, Schmitt, Gaumond, Metz, Robb) to 1 nay (Hicks)

12. Public Closing Comments

Name	City	Topic
Les Anderson	Stanwood	Thanked Councilmembers Robb, Hicks and Schmitt for being good stewards of city funds.

13. Executive/Legislative Reports

a. Mayor's Report

No Mayor's report.

b. City Administrator's Report

No City Administrator Report.

c. Councilmember's Report/Questions

Councilmember Hicks thanked Chief Kraski for taking his 7-year-old grandson for a ride and to get donuts; it made his day. This was the prize for bringing in \$500 for the Cedarhome Elementary PTO.

Councilmember Robb said the wreaths and trees on 92nd look great. The pavers on 88th and 271st look much better than the stamped concrete. After hearing comments from business owners at the workshop, can council do something to expedite putting up weight limit signs on the brick road on 271st Street? City Attorney Thompson said that something can be put together and be brought back for council approval.

Councilmember Schmitt read in the paper that the (Snohomish County) under Sheriff is dealing with a \$50 million budget hold for too much overtime. Will this affect Stanwood's operation? Chief Toner said no, Stanwood has its own contract with Snohomish County. Will the fire department do the annual Santa Claus run this year? Chief Karski answered yes, they are doing 12 nights.

14. Recess to Executive Session

a. To Discuss Potential Litigation per RCW 42.30.110(1)(i), with potential action to follow.

At 9:30 p.m., the Mayor, Council, Smith, Love, and City Attorney Thompson recessed to Executive Session for a 15-minute discussion on two matters:

- discuss potential litigation per RCW 42.30.110(1)(i), with potential action to follow, and
- discuss pending litigation per RCw 42.30.110(1)(i), with no action.

The regular city council meeting reconvened at 9:45 p.m.

*Motion by Councilmember Metz, second by Councilmember Hicks to accept the terms of the settlement agreement, in the amount of \$190,000, between the City of Stanwood and Chevron with regard to the Raplee Property and to authorize the Mayor to execute the final settlement agreement upon approval as to form by the City Attorney. **Motion carried unanimously.***

15. Adjourn

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.c.
Date: November 24, 2025
Subject: Approve City Council Special Workshop Minutes - November 13, 2025
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. Council Workshop Minutes 11.13.2025

ISSUE

The City Council Special Workshop minutes for November 13, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE NOVEMBER 13, 2025, CITY COUNCIL SPECIAL WORKSHOP MINUTES AS PRESENTED."

City of Stanwood
Special Workshop of the City Council
November 13, 2025 | 5:00 PM

Minutes

1. Call to Order

Mayor Sid Roberts called the meeting to order at 5:00 PM.

2. Attendance

Councilmembers Present: Dani Gaumond, Marcus Metz, Darren Robb, Robert Hicks, Andreena Bergman, and Tim Schmitt. Steve Shepro was absent.

Staff Present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Communications & Marketing Specialist Niki Strachila, Business & Community Relations Coordinator Aaron Weinberg, City Engineer Alan Lytton, and City Clerk Lisa Sokolik.

Business owners present: Lei Wiley-Mydske of Stanwood Tattoo Co., Carrie Richardson Stanwood Camano Arts Advocacy Commission, Joanna Sikes of Meyer Art Center, Teresa LaFleur of Hidden Treasures on the Brick Road, Mark Siegel of Hidden Treasures on the Brick Road, Les Anderson of Stanwood Area Historical Society, and Bobby Guadamuz of Vida Verde Home

3. New Business

a. Brick Road Design Discussion

City Council invited West End business owners to have an open, collaborative conversation about priorities for the brick road. The feedback will be used to guide and finalize the Brick Road project design.

Community Development Director Patricia Love led the discussion, briefly going over the project priorities;

1. Historic Preservation: keeping the character of downtown and the brick road.
2. Pedestrian accessibility.
3. Business needs; in terms of access.
4. Drainage improvements.
5. Lighting improvements.

The city has gone through four design iterations. The original concept design was taken from the Twin Cities Mile work group. Love went over a few design options, then invited business owners to give feedback, make comments and suggestions.

Discussion themes brought up by business owners:

- Preserve "Old Stanwood"
- Create Event Space
- Promote Business Visibility and Vitality.

Council asked if actions can be taken now to fix some of the issues such as weight restriction, speeding, lighting, and signage. Love will put together a phasing plan.

Mayor Roberts said staff will bring something back that will hopefully please everyone in some way, knowing it will be hard to please everyone in full.

4. Adjourn

Mayor Roberts adjourned the meeting at 6:30 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.d.
Date: November 24, 2025
Subject: Approve Economic Development Board Appointments Tobin Fekkes and Lacey Winslow
Contact Person: Niki Strachila
Attachments: 1. Tobin and Lacey LOI

ISSUE

The purpose of this agenda item is for Council consideration and appointment of Tobin Fekkes and Lacey Winslow to the Stanwood Economic Development Board (EDB).

BACKGROUND

The Economic Development Board is a seven-member advisory board that meets quarterly to support implementation of the Economic Development Element of the Comprehensive Plan and the City's economic development action strategies. The Board provides recommendations to the City Council on economic vitality initiatives, business support programs, and overall community development.

Board members must reside within the Stanwood-Camano School District and serve **two-year terms** with the possibility of reappointment by the Mayor with Council approval.

Two seats on the Board will become vacant at the conclusion of the 2024-2025 term. City staff and the Mayor reviewed applications submitted during the 2025 recruitment period to identify qualified candidates for the upcoming 2026–2027 term.

ANALYSIS

The Mayor is responsible for recommending appointments to City Council when vacancies occur or terms expire. City staff and the Mayor evaluated candidates based on eligibility, professional experience, community involvement, local residency, and interest in contributing to Stanwood's economic development priorities.

Following this review, the Mayor selected Tobin Fekkes and Lacey Windslow for appointment.

Lacey Windslow

Lacey lives within Stanwood city limits and serves as a realtor with Windermere Stanwood. In her role, she works closely with a wide range of community members, business owners, and local stakeholders. This gives her a unique and informed perspective on the needs, opportunities, and values of the community. Lacey is deeply committed to helping guide the future of Stanwood and brings strong communication and relationship-building skills to the Board.

Tobin Fekkes

Tobin is a long-time community member and business owner with businesses in both Stanwood and Camano Island. His deep local roots and experience as a business leader give him firsthand insight into the challenges and opportunities facing the local economy. Tobin is interested in enhancing the prosperity and overall well-being of Stanwood.

Both candidates bring meaningful local experience, community commitment, and perspectives that will support the Board's work over the next two years.

FINANCIAL IMPACT

No fiscal impact is associated with this action.

RECOMMENDATIONS

Staff recommend appointing Tobin Fekkes and Lacey Windslow to the Stanwood Economic Development Board for two-year terms ending December 31, 2027.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Appoint Tobin Fekkes and Lacey Windslow to the Economic Development Board.
2. Do not appoint applicants at this time and direct staff to re-advertise and recruit additional candidates.

MOTION

"I MOVE TO APPOINT TOBIN FEKKES AND LACEY WINDSLOW TO THE ECONOMIC DEVELOPMENT BOARD FOR TWO-YEAR TERMS ENDING DECEMBER 31, 2027."

October 28th, 2025

Letter of Intent to Join the Stanwood-Camano Economic Development Board

Dear Mayor and Stanwood City Council,

I am writing to express my sincere interest in joining the Stanwood Economic Development Board as a business owner and engaged member of our community. Having built, operated, and partnered with local businesses in both Stanwood and Camano, I have witnessed firsthand the challenges and opportunities facing our local economy, and I am eager to contribute my perspective and energy to support the board's mission of fostering sustainable economic growth.

I was born on Camano Island in 1989 and have lived here ever since. My high school years were spent between attending private school in Stanwood and attending Stanwood High School. Since then, my career has been focused on businesses and non-profits in the Stanwood-Camano region, as well as coaching soccer at Stanwood High School.

From 2011-2016, I worked at Camano Island Coffee Roasters, which ships boxes of organic coffee to customers all over the United States in quantities of 2lb, 3lb, and 4lb shipments. I built all the technology in-house and production systems necessary to grow the business from fulfilling 600 shipments of coffee per month to 10,000 shipments per month. We also managed our own phone system and had our own fiber optic network, in addition to growing our catalog into tea, smoothie mixes, and coffee equipment.

From 2016 to 2020, I worked for Klesick Farms in Stanwood and rebuilt their entire ecommerce system and logistics platform to move local food around the Puget Sound efficiently. I built the systems to manage 2000 SKUs of fresh product, allowing us to integrate many local farms, food producers, and manufacturers, which allowed them to compete with much larger national brands on freshness and quality. Local food is way better! We grew the delivery of local, organic, and fresh products from 700 deliveries a week to 2,500 deliveries a week during Covid. All of this growth was possible because of the purpose-built technical systems that allowed us to increase our reach and scale overnight without buckling under the weight of that growth.

In 2020, I stepped down from Klesick Farms to start LunaTech Northwest, which helps local businesses and non-profits streamline and control the complexity of their technology stack. We rely entirely on local professional developers in the Stanwood Camano region. Our specialties are developing systems to run and streamline organizations, such as working with Astound and Ziply to get fiber optic networks to our organizations, or managing Office 365 and Google Workspace environments, or building custom software systems to manage backend operations, payment systems, document management, and scaling order volume. In 2025, every company needs to be a mini-tech company in order to do basic operations. We support or license out our streamlined technology platform to local businesses, like Farm Fresh Northwest, Moka Joe Coffee, Shambala Bakery, Box of Good, Camano Creamery, Camano Island Coffee, Del Fox Meats, Hazel

Blue Acres, Frozen Xplosion, and The Skagit Table, among others. Additionally, we have contracts with many non-profit organizations in the Stanwood Camano area as well, including the Community Resource Center of Stanwood-Camano, Camano City Schoolhouse, Camano Animal Shelter Association, Stanwood Camano Arts Advocacy Commission, Onamac Housing Association, Hope Unlimited, Pleasant View Water Association, Freeborn Lutheran Church, and Camano Chapel.

In 2024, Tristan Klesick wanted to retire from Box of Good, formerly Klesick Farms. Having spent nearly 10 years designing, building, operating, and managing Box of Good and its systems, my wife and I co-purchased the organic produce delivery business from Tristan with the owners of Camano Island Coffee Roasters.

Outside of work, I coached the Stanwood High School boys and girls soccer teams from 2012-2014, and the boys soccer team again from 2024 to present. I've been hosting adult soccer meetups all around Stanwood and Camano since 2011, growing a great community of 20 - 60 year olds who need that community connection beyond work, church, and children. I have also been teaching software development classes to anyone between the ages of 12 and 40 that wants to learn how to write code in their own homes and workplaces. Lastly, I have been a board member or vice president of the Pleasant View Water Association since 2015, managing the billing, payment and admin systems for a 40-home community.

As expressed here, my life's work has been centered around growing and connecting the Stanwood-Camano community and economy, building trust from and job opportunities from the high school level up through to

I would welcome the opportunity to serve on the Stanwood Economic Development Board and to contribute to thoughtful, actionable strategies that enhance the prosperity, walkability, and well-being of our city. Thank you for considering my application. I look forward to the possibility of working alongside the board to advance our region's economic development initiatives.

Thank you,

Tobin Fekkes

September 22, 2025

Sid Roberts, Mayor
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Dear Mayor Roberts and Members of Stanwood City Council,

I am submitting this Letter of Intent to express my commitment to serving on the Economic Development Board beginning in January 2026. As a Stanwood resident and a Realtor with Windermere Stanwood, I both live and work here, giving me daily insight into the needs, opportunities, and values of our community.

In my profession, I engage with families, businesses, and new residents, which allows me to see firsthand the challenges and strengths that impact Stanwood's growth. My role also requires strong skills in communication, negotiation, and strategic planning, all of which I would bring to the Board's work.

In addition to my professional experience, I am actively involved in community-building through the Stanwood Commerce Alliance and local events that support economic and social vitality. I believe these experiences uniquely position me to provide perspective, collaborate with other leaders, and contribute meaningfully to strategies that strengthen Stanwood's economy.

I am deeply committed to helping guide the future of Stanwood in a way that balances growth with the small-town character and community values we all treasure. It would be an honor to serve on the Economic Development Board and work alongside others to ensure a thriving future for our city.

Thank you for your consideration.

Sincerely,

Lacey Winslow
Realtor, Windermere Real Estate – Stanwood



City of Stanwood City Council Staff Report

Item Number: 8.e.

Date: November 24, 2025

Subject: Approve Parks and Trails Advisory Committee Appointments
Cody Davis, Arie de Quillettes, and Megan Heiss

Contact Person: Niki Strachila

Attachments: 1. PTAC Applications and LOI

ISSUE

The purpose of this agenda item is for Council consideration and confirmation of the Mayor's appointments of Cody Davis, Arie de Quillettes, and Megan Heiss to the Stanwood Parks and Trails Advisory Committee. These appointments fill Positions #1, #5, and #7, whose terms expire at the end of 2025. The new members will begin serving January 2026 for a new four-year term ending December 31, 2029.

BACKGROUND

The Parks and Trails Advisory Committee includes seven members who serve staggered four-year terms. Positions 1, 5, and 7 are scheduled for turnover at the end of the 2022-2025 term, creating three vacancies that begin January 1, 2026.

To prepare for these vacancies, the City solicited applications from individuals interested in serving on the Committee. City staff and the Mayor jointly reviewed all submitted applications to identify candidates who best meet the needs of the committee and city. To ensure strong local representation, priority was given to applicants residing within Stanwood city limits. After completing the review process, the Mayor identified Cody Davis, Arie de Quillettes, and Megan Heiss as the preferred candidates for appointment.

ANALYSIS

The Stanwood Mayor is responsible for recommending appointments to City Council as vacancies occur or terms expire. Working collaboratively with City staff, the Mayor evaluated each applicant based on residency, community involvement, understanding

of Stanwood's parks and trail system, and willingness to actively participate in committee activities.

The recommended candidates were selected because they:

- Reside within Stanwood city limits, ensuring strong local representation;
- Meet all eligibility requirements;
- Demonstrate clear interest in parks, trails, and community planning; and
- Bring diverse experience and perspectives valuable to the Committee's work.

Appointing these new members at the start of the year ensures the Parks and Trails Advisory Committee remains fully staffed and prepared to continue supporting the City's parks and trails initiatives.

FISCAL IMPACT

No fiscal impact is associated with this action.

RECOMMENDATION

Staff recommend the appointment of Cody Davis (Position #1), Arie de Quillettes (Position #5), and Megan Heiss (Position #7) to the Parks and Trails Advisory Committee for four-year terms ending December 31, 2029.

CITY COUNCIL OPTIONS

1. Appoint Cody Davis, Arie de Quillettes and Megan Heiss to the Parks and Trails Advisory Committee.
2. Do not appoint applicants at this time and direct staff to re-advertise and recruit additional candidates.

PROPOSED MOTION

"I MOVE TO APPOINT CODY DAVIS TO POSITION #1, ARIE DE QUILETES TO POSITION #5, AND MEGAN HEISS TO POSITION #7 OF THE STANWOOD PARKS AND TRAILS ADVISORY COMMITTEE, EACH FOR A FOUR-YEAR TERM ENDING DECEMBER 31, 2029."

[Print](#)

Parks and Trails Advisory Committee Application - Submission #3058

Date Submitted: 10/23/2025

The City of Stanwood is now accepting applications for three (3) open positions on the Parks and Trails Advisory Committee (PTAC), beginning 2026.

Application Process

We appreciate your interest in helping shape the future of Stanwood's parks and trails. Applications are due by **Friday, October 31 at 5pm**. The Mayor will review all applications, with final appointments confirmed by City Council. Applicants will be notified of a final decision by **November 28, 2025**.

Eligibility

One position must be filled by a resident who lives within Stanwood city limits and two positions may be filled by community members who live within the Stanwood-Camano school district boundaries.

Term Length

Each appointment is a four-year term, beginning January 2026.

About the Committee

PTAC is made up of seven members. The committee acts as a communication link between the community and City, advising on the planning, development and maintenance of City parks, trails and open spaces. The committee meets at least six times per year.

First Name*

Arie

Last Name*

de Quillettes

Residential Address

83rd Dr NW

City

Stanwood

State

WA

Zip Code

98292

Email Address*

ariedeq@gmail.com

Phone Number*

Please briefly describe your qualifications for the position.*

- Passionate about the future of Stanwood and the park and trail ammenities available to our citizens
- Active, licensed (for 7 years) realtor in WA state
- 7+ years of experience in new construction sales and development
- Extensive experience with customer/ public facing roles
- Strong visionary and creative thinking abilities
- Refined communication skills

Letter of Intent*

Arie de Quillettes Letter Of Intent.pdf

**Supporting
Documentation**Letter of Recommendation
1 for Arie.pdf**Supporting
Documentation**Letter of Recommendation
2 for Arie.pdf

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.

TITLE VI

The City of Stanwood assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Stanwood further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not

Dear Members of the Parks and Trails Advisory Selection Committee,

I am writing to express my sincere interest in serving on the City of Stanwood's Parks and Trails Advisory Committee. As a licensed real estate broker in Washington State for the past seven years and a current employee of a national homebuilder, I have had the privilege of helping hundreds of families find homes across 12 communities in Snohomish and King County. Two of these (Tehaleh in Bonney Lake and Ten Trails in Black Diamond) were large-scale, master-planned communities rich with amenities. These parks, trail systems, outdoor stages, community centers, dog parks, and sports courts showcased the lasting value of thoughtful design and investment in public spaces. Getting the opportunity to meet and learn from so many people deepened my understanding of how parks and trails not only enhance livability, but also foster stronger, more connected communities.

As a Stanwood resident, husband, and father of two young boys (ages one and four), my family and I are frequent visitors to parks and trails systems across the Pacific Northwest ranging from Issaquah to Bellingham and from Spokane to Port Angeles. Whether we're exploring local trails or visiting parks in other states during our travels, we're continually inspired by the role well designed public spaces play in supporting families and promoting active, outdoor lifestyles. Some of my family's favorite parks and trails include East Lake Sammamish Trail in King County, Eastrail from Renton to Bellevue, Cross Kirkland Corridor Trail in Kirkland, Centennial Trail from Bryant to Marysville, Riverfront Park in Spokane, Blue Heron Park in Moses Lake, Lewis Creek Park in Bellevue, Lake Sammamish State Park in Issaquah, Edmonds City Park in Edmonds, Waverly Beach Park in Kirkland, Luther Burbank and Mercerdale Parks on Mercer Island, SR 530 Oso Slide Memorial Park in Arlington, Forest Park in Everett, and Church Creek, Heritage, and Hamilton Landing Parks here in Stanwood. Before having children, I was an avid hiker and trail walker, and I remain passionate about nature, recreation, and encouraging others to get outside and enjoy the beauty that surrounds us. I am eager to contribute this passion, along with my professional experience in development and community planning, to help shape the future of Stanwood's parks and trail systems.

Thank you for your consideration. It would be an honor to serve and help ensure Stanwood continues to grow as a community that values connection, recreation, and the natural environment.

Sincerely,

Arie de Quilettes

Print**Parks and Trails Advisory Committee Application - Submission #3070****Date Submitted: 10/30/2025**

The City of Stanwood is now accepting applications for three (3) open positions on the Parks and Trails Advisory Committee (PTAC), beginning 2026.

Application Process

We appreciate your interest in helping shape the future of Stanwood's parks and trails. Applications are due by **Friday, October 31 at 5pm**. The Mayor will review all applications, with final appointments confirmed by City Council. Applicants will be notified of a final decision by **November 28, 2025**.

Eligibility

One position must be filled by a resident who lives within Stanwood city limits and two positions may be filled by community members who live within the Stanwood-Camano school district boundaries.

Term Length

Each appointment is a four-year term, beginning January 2026.

About the Committee

PTAC is made up of seven members. The committee acts as a communication link between the community and City, advising on the planning, development and maintenance of City parks, trails and open spaces. The committee meets at least six times per year.

First Name*

Cody

Last Name*

Davis

Residential Address

village place northwest

City

Stanwood

State

Washington

Zip Code

98292

Email Address***Phone Number***

Please briefly describe your qualifications for the position.*

My name is Cody Davis. I am currently serving on the Stanwood Planning Commission. I have enjoyed serving as a commissioner. My main interest has always been the parks, trails, and sidewalks. I think I can better serve the community by putting my focus solely towards the Parks and Trails Advisory Committee. Thank you for the opportunity.

Warm regards,
Cody Davis

Letter of Intent*

StanwoodLOI.docx

**Supporting
Documentation**

No fi...sen

**Supporting
Documentation**

No fi...sen

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.**TITLE VI**

The City of Stanwood assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Stanwood further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not

Cody Davis

Village Place Northwest
Stanwood, WA 98292

10/30/25

City of Stanwood

Attn: Parks and Trails Advisory Committee
10220 270th Street NW
Stanwood, WA 98292

Dear Members of the Selection Committee,

I am writing to express my interest in serving on the City of Stanwood Parks and Trails Advisory Committee. As a current member of the Stanwood Planning Commission since 2021, I have gained valuable insight into our city's planning processes and am eager to contribute that experience to enhancing our parks and trail systems.

Over the past few years, I have developed a strong passion for the natural spaces that make Stanwood such a vibrant and connected community. I believe our parks and trails are vital to the city's identity, health, and sense of community, and I am committed to supporting their thoughtful development and stewardship. Transitioning to the Parks and Trails Advisory Committee feels like a natural fit for my interests and experience.

I would be honored to bring my background in city planning, along with my enthusiasm for outdoor spaces, to this committee's work. Thank you for considering my application. I look forward to the opportunity to contribute to Stanwood's continued growth and quality of life.

Warm regards,

Cody Davis

[Print](#)

Parks and Trails Advisory Committee Application - Submission #2991

Date Submitted: 10/2/2025

The City of Stanwood is now accepting applications for three (3) open positions on the Parks and Trails Advisory Committee (PTAC), beginning 2026.

Application Process

We appreciate your interest in helping shape the future of Stanwood's parks and trails. Applications are due by **Friday, October 24 at 5pm**. The Mayor will review all applications, with final appointments confirmed by City Council. Applicants will be notified of a final decision by **November 28, 2025**.

Eligibility

One position must be filled by a resident who lives within Stanwood city limits and two positions may be filled by community members who live within the Stanwood-Camano school district boundaries.

Term Length

Each appointment is a four-year term, beginning January 2026.

About the Committee

PTAC is made up of seven members. The committee acts as a communication link between the community and City, advising on the planning, development and maintenance of City parks, trails and open spaces. The committee meets at least six times per year.

First Name*

Megan

Last Name*

Heiss

Residential Address

28th PL NW

City

Stanwood

State

WA

Zip Code

982092

Email Address***Phone Number***

Please briefly describe your qualifications for the position.*

I currently lead the procurement and contract development operations for a public school district, where I establish and oversee policies and procedures that ensure compliance with federal, state, and local regulations, as well as national procurement standards. My role involves managing multi-fund purchasing (including General Fund, Capital, and Transportation Vehicle Fund), auditing grant-related acquisitions, and ensuring efficient, equitable, and transparent use of public resources. I am responsible for staffing, training, and policy development, and collaborate closely with finance, payroll, and leadership teams to support district-wide goals. With a strong focus on sustainability, regulatory compliance, and equitable access, I bring a systems-level understanding of public resource management that aligns well with the mission of PTAC.

Letter of Intent*

Letter of Interest.pdf

**Supporting
Documentation**2025 MEGAN
RESUME.pdf**Supporting
Documentation** No fi...sen

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.

TITLE VI

The City of Stanwood assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Stanwood further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not

Megan Heiss

285th PL NW

Stanwood, WA, 98292

10/2/2025

Letter of Interest – Parks, Trails, and Open Space Advisory Committee (PTAC)

To whom it may concern,

I am writing to express my interest in serving on the Parks, Trails, and Open Space Advisory Committee (PTAC). With extensive experience in public procurement and a personal commitment to sustainability, equity, and community engagement, I am confident in my ability to contribute meaningfully to the committee's important work.

In my current role, I lead procurement and contract development for a public school district. I oversee all purchasing activities across multiple funds—including the General Fund, Capital Fund, Transportation Vehicle Fund, and Associated Student Body—and ensure compliance with complex federal, state, and local regulations. I've established district-wide procurement policies and competitive bidding processes that prioritize transparency, fiscal responsibility, and long-term value for the public. In addition to managing assets and inventory systems, I collaborate closely with departments such as Payroll, Budget, and Accounts Payable to align financial strategy with organizational goals.

What sets my work apart is a deep-rooted dedication to sustainable practices and equitable access. Whether implementing green purchasing policies or auditing grant acquisitions for compliance, I bring a strong values-based approach to public service. I'm particularly passionate about ensuring that public spaces—parks, trails, and playgrounds—are inclusive, well-maintained, and accessible to all members of the community. I believe these spaces are critical to public health, environmental stewardship, and civic identity.

Thank you for considering my application. I would be honored to serve on the committee and to contribute to preserving and enhancing the public spaces that make our city vibrant and livable for everyone.

Sincerely,

A handwritten signature in dark ink that reads "Megan Heiss". The signature is written in a cursive, flowing style with a large initial 'M' and a stylized 'H'.

Megan Heiss



City of Stanwood City Council Staff Report

Item Number: 8.f.
Date: November 24, 2025
Subject: Approve Second Utility Account Adjustments
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. Att A - SMC 12.20.060

ISSUE

The purpose of this agenda item is for Council consideration of a second water leak adjustment to Utility Account Number 1602 in the amount of \$2,084.51.

STAFF RECOMENDATIONS

Staff recommends Council authorize the Finance Director to approve a second utility bill adjustment in the amount of \$2,084.51.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, however, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months.

Additionally, the SMC authorizes City Council approval of a second adjustment, within a two-year period, if one or more of the following circumstances exist:

- i) The leak could not have been readily detectable with reasonable diligence;
- (ii) The customer does not occupy or use the subject property on a continuous basis;
- (iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

ANALYSIS

Staff recommends approval of these second leak adjustments, which qualifies according to SMC 12.06.020.

Fiscal Impact			
The 2024-2025 budget for utility operations is adequate to make the requested adjustment.			
Fund(s):	Utility Operating		
Amount:	\$ 2,084.51	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

COUNCIL OPTIONS

1. The City Council may authorize a second utility bill leak adjustment in the amount of \$2,084.51.
2. The City Council may choose not to authorize a second utility bill adjustment in the amount of \$2,084.51.
3. The City Council may direct staff to provide additional information.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT FOR ACCOUNT 1602 IN THE AMOUNT OF \$2,084.51.”

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days

of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord. **1295 § 2, 2011; Ord. 1189 § 4, 2006**).



City of Stanwood City Council Staff Report

Item Number: 8.g.
Date: November 24, 2025
Subject: Approve Diking District Seven Property Acquisition
Contact Person: Alan Lytton, City Engineer
Attachments:
1. Breum Family LLC Property Purchase and Sale Agreement
2. Breum Family LLC Exhibit A Legal Description

ISSUE

The issue before Council is to authorize the Mayor to sign a Real Estate Purchase and Sale contract with Breum Family LLC for the acquisition of property located at 11203 State Route 532.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the Real Estate Purchase and Sale Contract with Breum Family LLC for acquisition of the property at 11203 State Route 532 for \$80,000 and authorize the Mayor to execute the agreement.

COMMITTEE RECOMMENDATION

This item went to Public Works Committee in March of 2024. At that time the Committee was supportive of the project and acquisition.

BACKGROUND

Staff is requesting City Council's approval of a Real Estate Purchase and Sale Contract between the City of Stanwood and Breum Family LLC for the purchase of a small parcel located at 11203 State Route 532, adjacent to the City-owned Johnson Farm property. The acquisition supports the Diking District 7 Levee.

The City will acquire the property for \$80,000, with \$5,000 earnest money due upon mutual acceptance, and the balance due at closing.

This transaction is contingent upon approval and recording of a Boundary Line Adjustment (BLA) that will combine the acquired parcel with the existing Johnson Farm property.

City Council approval is required before the City may enter into a binding agreement.

FINANCIAL IMPACT

The purchase price of **\$80,000** will be funded from fund 411.

COUNCIL OPTIONS

1. **Approve the Purchase and Sale Contract** (recommended) Allows consolidation of parcels and supports future levee project.
2. **Deny approval** The City will lose the opportunity to unify its land holdings and delay the DD7 Levee Project.
3. **Modify or request changes to the agreement** Would require reopening negotiations with the seller and may delay or jeopardize the acquisition.

RECOMMENDED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE REAL ESTATE PURCHASE AND SALE CONTRACT WITH BREUM FAMILY LLC FOR ACQUISITION OF THE PROPERTY LOCATED AT 11203 STATE ROUTE 532 FOR THE PURCHASE PRICE OF \$80,000."

**REAL ESTATE PURCHASE AND SALE CONTRACT
(With Earnest Money Provision)**

DATE: _____, 2025.

The undersigned Purchaser, CITY OF STANWOOD, a municipal corporation, agrees to buy, and the undersigned Seller, BREUM FAMILY, LLC, a Washington limited liability company, agrees to sell, on the following terms, the property legally described as:

See Exhibit A

Portion of Tax Parcel Number: 32032300400100

Commonly known as: 11203 STATE ROUTE 532, STANWOOD, WA 98292

1. **PURCHASE PRICE.** The total purchase price is Eighty Thousand Dollars (\$80,000.00).

2. **EARNEST MONEY RECEIPT.** Upon mutual acceptance of this agreement, Purchaser shall deposit the sum of Five Thousand Dollars (\$5,000.00) in the trust account of Closing Agent as earnest money. For the purposes of this contract “mutual acceptance” means that all parties have signed this contract, and “the date of mutual acceptance” is the signature date of the last party to sign this agreement.

3. **METHOD OF PAYMENT.** All cash at time of closing. The earnest money deposit shall be credited against the purchase price.

4. **CONDITION OF TITLE.** Title to the property is to be free of all encumbrances or defects, including city, county or local improvement district assessments, except those acceptable to Purchaser. Encumbrances to be discharged by Seller shall be paid from the purchase money at the date of closing. Indemnification of the title company to induce it to insure over any otherwise unpermitted exceptions to title shall not be allowed except with the prior written consent of Purchaser in its sole subjective discretion after full disclosure of the nature and substance of such exception and indemnity.

5. **RIGHT TO FARM/RIGHT TO PRACTICE FORESTRY.** Seller declares that the subject property is “designated farm land” as defined in Snohomish County Code section 30.91F.140, or is situated within 1300 feet of “designated farm land”. Seller declares that the subject property is not “designated forest land” as defined in Snohomish County Code section 30.91F.460, or situated within 500 feet of “designated forest land”.

6. **DISCLOSURE UNDER RCW 64.06.** Purchaser has been advised of Purchaser’s right under RCW 64.06 to receive a statutory form disclosure statement concerning the condition of unimproved residential real property, and the right to rescind this transaction after review of

such disclosure and to receive a refund of Purchaser's earnest money deposit upon such rescission. Purchaser shall have ten (10) business days after receipt of the disclosure to accept or reject the property based upon the disclosures made by Seller. If Purchaser rejects the property, Purchaser shall give written notice to Seller of the termination of this transaction, in which event this agreement shall be null, void and unenforceable, and the earnest money deposit shall promptly be refunded to Purchaser. Seller makes the following environmental disclosures concerning the subject property:

ENVIRONMENTAL

☐ Yes ☐ No ☐ Don't Know

*A. Have there been any flooding, standing water, or drainage problems on the property that affect the property or access to the property?

☐ Yes ☐ No ☐ Don't Know

*B. Does any part of the property contain fill dirt, waste, or other fill material?

☐ Yes ☐ No ☐ Don't Know

*C. Is there any material damage to the property from fire, wind, floods, beach movements, earthquake, expansive soils, or landslides?

☐ Yes ☐ No ☐ Don't Know

D. Are there any shorelines, wetlands, floodplains, or critical areas on the property?

☐ Yes ☐ No ☐ Don't Know

*E. Are there any substances, materials, or products in or on the property that may be environmental concerns, such as asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, or contaminated soil or water?

☐ Yes ☐ No ☐ Don't Know

☐ Yes ☐ No ☐ Don't Know

*F. Has the property been used for commercial or industrial purposes?

☐ Yes ☐ No ☐ Don't Know

*G. Is there any soil or groundwater contamination?

☐ Yes ☐ No ☐ Don't Know

*H. Are there transmission poles or other electrical utility equipment installed, maintained, or buried on the property that do not provide utility service to the structures on the property?

☐ Yes ☐ No ☐ Don't Know

☐ Yes ☐ No ☐ Don't Know

*I. Has the property been used as a legal or illegal dumping site?

*J. Has the property been used as an illegal drug manufacturing site?

*K. Are there any radio towers in the area that cause interference with cellular telephone reception?

7. **TITLE INSURANCE.** Seller shall furnish to Purchaser an ALTA standard form policy of title insurance and, as soon as practical prior to closing, a preliminary commitment therefor issued by CHICAGO TITLE OF WASHINGTON, and Seller authorizes Closing Agent to apply as soon as practical for such title insurance. The title policy to be issued shall contain no exceptions other than those provided in said standard form, plus encumbrances or defects noted in paragraph 4 above. If title is not so insurable as above provided and cannot be made so insurable by termination date set forth herein, the earnest money shall be refunded and all rights of Purchaser terminated; PROVIDED, however, that Purchaser may waive defects and elect to purchase.

8. **TITLE CONVEYANCE.** Seller shall convey title to Purchaser by Statutory Warranty Deed at closing, subject only to the exceptions noted in paragraph 4 and subject to any liens or encumbrances created by Purchaser.

9. **CLOSING OF SALE.** This sale shall be closed at the office of CHICAGO TITLE OF WASHINGTON, Closing Agent, or at such licensed and bonded escrow company as PURCHASER selects, not later than thirty (30) days following the approval by Snohomish County and subsequent recording of the Boundary Line Adjustment (BLA) further described in Section 19 herein (hereinafter the “closing deadline”). Purchaser and Seller will, immediately on demand, deposit with Closing Agent all instruments and monies required to complete the purchase in accordance with this agreement.

The date of actual closing shall be the date upon which all appropriate documents are recorded and the proceeds of the sale are available for disbursement to Seller.

If this sale has not closed by the closing deadline, this transaction shall automatically terminate, and this agreement shall be null, void and unenforceable.

10. **CLOSING COSTS AND PRORATES.** Seller and Purchaser shall each pay one-half of escrow fees and recording fees. Seller shall pay the owner’s title insurance premium. The parties acknowledge that the property will become exempt from real estate taxes after closing. Real estate taxes for the current year shall be paid in full by Seller at or prior to closing. Seller shall be responsible for applying for any applicable real estate tax refund from Snohomish County.

11. **FIRPTA - TAX WITHHOLDING AT CLOSING.** The Closing Agent is instructed to prepare a certification (PSMLA Form 22E, or equivalent) that Seller is not a “foreign person” within the meaning of the Foreign Investment in Real Property Tax Act. Seller agrees to sign this certification. If Seller is a foreign person, and this transaction is not otherwise exempt from FIRPTA, Closing Agent is instructed to withhold and pay the required amount to the Internal Revenue Service.

12. **POSSESSION.** Purchaser shall be entitled to possession on closing.

13. **RISK OF LOSS.** Should the improvements on the property be materially damaged by fire or other cause prior to date of closing, this agreement shall be voidable at the option of Purchaser.

14. **DEFAULT.** In the event of default by Purchaser, Seller shall have the election to retain the earnest money as liquidated damages. In the event that either Purchaser or Seller shall institute suit to enforce any rights hereunder, the successful party shall be entitled to court costs and a reasonable attorney's fee.

Seller initials: _____

Purchaser initials: _____

Any refund or forfeiture of earnest money shall be in compliance with RCW 64.04.220.

Furthermore, in the event this transaction fails to close due to any default by Seller, Purchaser shall receive a refund of the earnest money, without interest, as Purchaser's remedy for damages. Seller may be liable for actual out-of-pocket expenses of Purchaser or damages of Purchaser up to an amount not to exceed TEN THOUSAND DOLLARS (\$10,000.00). As an alternative to refund of the earnest money, Purchaser may bring an action for specific performance due to default by Seller.

15. **NOTICE.** If notice is given pursuant to this agreement, it shall be given to the parties by personal service, by electronic (email) transmission or facsimile transmission, or by certified mail, postage prepaid, return receipt requested at the following addresses:

Seller's name and address:

Breum Family, LLC
c/o Michael L. Breum
31718 PIONEER HWY
STANWOOD, WA 98292
Office: 360-661-4542
Email: pbreum@hotmail.com

Purchaser's name and address:

City of Stanwood
c/o Thompson, Guildner & Associates
110 Cedar Avenue, Suite 102
Snohomish, WA 98290
Office: 360-568-3119
Email: nikkit@trustedguidancelaw.com

or at such other address as either party designates by written notice to the other party and to the Closing Agent. All notices shall be deemed given on the day such notice is personally served, or on the business day following the date of electronic (email) transmission or facsimile transmission, or on the third day following the day such notice is mailed in accordance with this paragraph. Telephone numbers are for contact purposes only and may not be used for notice.

16. **OFAC.** Purchaser and Seller represent and warrant each to the other that neither is a person or entity with whom the other is restricted from doing business under any current regulations of the Office of Foreign Asset Control (“OFAC”) of the Department of the Treasury (including, but not limited to, those named on OFAC’s Specially Designated and Blocked Persons list) or under any current executive order (including, but not limited to, the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism), or other governmental action and is not engaged in any dealings or transaction or otherwise associated with such persons or entities.

17. **ENTIRE AGREEMENT; TIME; BINDING AGREEMENT; ASSIGNMENT.** This agreement, with the attachments incorporated herein by reference, constitutes the entire agreement between the parties and there are no verbal agreements, nor will there be any verbal agreements, which modify or amend this agreement. Time is of the essence in this agreement. If any deadline or the time for performance hereunder falls on a Saturday, Sunday or a day that is recognized as a holiday by the State of Washington, then such time shall be deemed extended to the next day that is not a Saturday, Sunday or holiday. This agreement is binding on the parties, their personal representatives and heirs. Purchaser shall not assign this agreement without the prior written consent of Seller.

18. **FEASIBILITY CONTINGENCY.** This offer is contingent upon Purchaser’s determination of the feasibility of the property for Purchaser’s intended use. Within Two (2) days of Mutual Acceptance, Seller shall provide to Purchaser copies of all non-privileged contacts, documents, and studies of material significance to the Property that are currently in Seller’s possession as of the date of mutual acceptance. Purchaser shall have thirty (30) days from the date of mutual acceptance to test, inspect and review the condition of the property and the condition of the improvements upon the property. If Purchaser, in its sole subjective discretion, determines that the property will not serve its purpose, Purchaser shall give the Closing Agent written notice of Purchaser’s desire to terminate within 30 days of the date of mutual acceptance, in which event this agreement will terminate, and the earnest money shall be promptly refunded.

Purchaser may waive this contingency at any time by written notice to Seller and Closing Agent. This contingency shall be deemed satisfied or waived if the Purchaser does not give written notice of termination of this purchase based upon the failure of this contingency within 30 days of the date of mutual acceptance.

19. **BOUNDARY LINE ADJUSTMENT CONTINGENCY.** This offer is contingent upon approval by Snohomish County of a boundary line adjustment (BLA) that aggregates the subject of this Purchase and Sale Agreement with the City’s existing adjacent property, formerly known as the Johnson Farm, Snohomish County Parcel No. 32032300401100. The approved BLA

will be recorded and then utilized by Closing Agent to prepare a deed that reflects an updated legal description using the BLA recording number as reference for the new legal description.

20. **REAL ESTATE BROKER OR AGENT COMMISSIONS.** Purchaser represents to Seller that it has engaged no broker or real estate agent in connection with the negotiations leading to this Agreement. Seller shall be solely responsible for any fees to any broker or real estate agent in connection with the negotiations leading to this Agreement and shall indemnify and hold harmless the Purchaser from any such broker's fee or real estate commissions.

21. **NO MERGER.** The terms, representations, warranties and attorney's fee provisions of this contract shall not merge in the deed or other conveyance instrument transferring the property to Purchaser at closing. The terms, representations, warranties and attorney's fee provisions of this contract shall survive closing.

20. **NO NEW LEASES OR CONTRACTS.** Prior to Closing, SELLER shall not enter into any new leases, contracts or agreements affecting the Property without the prior written consent of CITY, except the SELLER may enter into interim contracts or agreements in connection with the management, maintenance, repair or preservation of the Property in the normal course of business if each such contract or agreement expires or is terminated at or prior to Closing.

21. **RIGHTS OF ENTRY.** CITY, and its agents and consultants, at CITY's sole expense and risk, may enter the Property during the term of this Agreement at reasonable times scheduled in advance with SELLER for the purpose of CITY's due diligence study of the Property.

22. **RESERVATION OF POLICE POWER.** Notwithstanding anything to the contrary set forth herein, Seller understands and acknowledges that the Purchaser's authority to exercise its police (regulatory) powers in accordance with applicable law shall not be deemed limited by the provisions of this agreement.

23. **CITY COUNCIL APPROVAL.** The Seller acknowledges that this agreement does not bind the Purchaser until the City Council approves this Real Estate Purchase and Sale Contract and the Mayor executes the agreement.

24. **FACSIMILE / ELECTRONIC TRANSMISSION.** Facsimile transmission or electronic (email) transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. The parties acknowledge that a signature in electronic form has the same legal effect and validity as a handwritten signature. At the request of either party, or the closing agent, the parties will confirm facsimile or electronically transmitted signatures by signing an original document.

25. **COUNTERPARTS.** This agreement or any other instrument for this transaction may be executed in identical counterparts with like effect as if all signatures appeared on a single copy.

26. **DEADLINE.** This agreement is void unless executed by both parties by 5:00 p.m. on November 26, 2025.

DATED this _____ day of _____, 2025.

City of Stanwood, Mayor Sid Roberts, Purchaser

DATED this _____ day of _____, 2025.

Michael L. Breum, Registered Agent
Breum Family, LLC

DATED this _____ day of _____, 2025.

Thompson, Guildner & Associates, Inc.

By _____
Nikki Thompson, City Attorney

EXHIBIT A
LEGAL DESCRIPTION OF THE BREUM PROPERTY TO BE ACQUIRED BY THE CITY OF
STANWOOD

THAT PORTION OF PARCEL B OF SNOHOMISH COUNTY BOUNDARY LINE ADJUSTMENT FILE NUMBER 18-100319-BLA, RECORDED UNDER AUDITOR'S FILE NUMBER 201805160220 AND SHOWN ON A RECORD OF SURVEY RECORDED UNDER AUDITOR'S FILE NUMBER 201805165001, LYING WESTERLY AND SOUTHERLY OF THE FOLLOWING DESCRIBED LINE;

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL B;

THENCE S25°21'55"W 121.34 FEET ALONG THE WESTERLY LINE OF SAID PARCEL B TO THE **POINT OF BEGINNING**;

THENCE S02°04'38"E A DISTANCE OF 5.15 FEET;

THENCE S30°06'45"W A DISTANCE OF 129.98 FEET;

THENCE S22°10'22"W A DISTANCE OF 136.03 FEET;

THENCE S03°19'00"W A DISTANCE OF 16.77 FEET;

THENCE 08°19'01"E A DISTANCE OF 200.36 FEET;

THENCE 09°19'01"E A DISTANCE OF 91.83 FEET;

THENCE S45°00'00"E A DISTANCE OF 20.44 FEET;

THENCE S67°15'02"E A DISTANCE OF 176.24 FEET;

THENCE S64°53'24"E A DISTANCE OF 611.61 FEET;

THENCE S50°44'40"E A DISTANCE OF 15.94 FEET;

THENCE S59°44'29"E A DISTANCE OF 64.14 FEET;

THENCE S64°12'44"E A DISTANCE OF 424.63 FEET TO THE BEGINNING OF A CURVE

CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 115.00 FEET;

THENCE SOUTHEASTERLY 131.49 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 65°30'48";

THENCE S01°18'04"W A DISTANCE OF 130.54 FEET TO THE SOUTH LINE OF SAID PARCEL B AND THE **TERMINUS** OF THIS LINE DESCRIPTION.

CONTAINING 404,740 SF (9.29 AC), MORE OR LESS.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

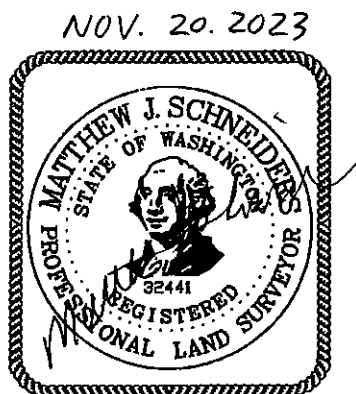
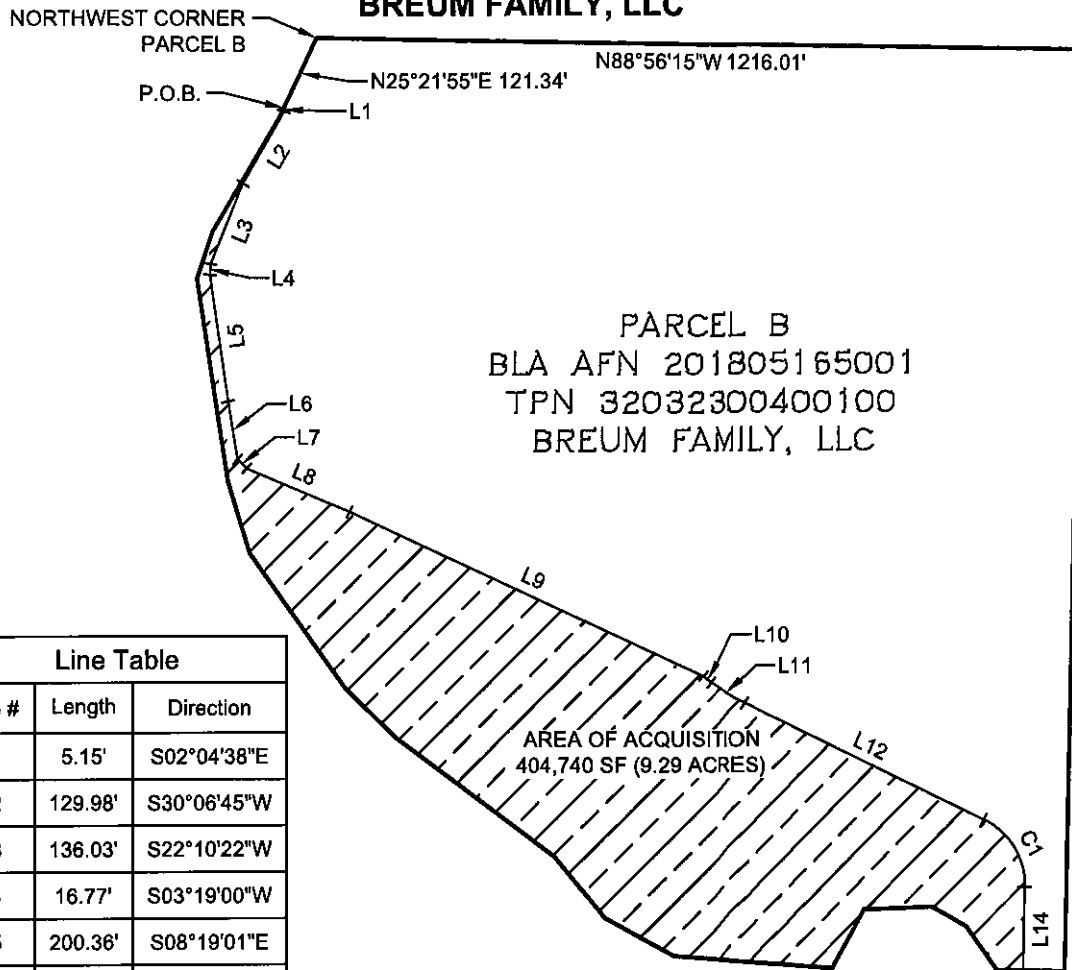


EXHIBIT "B"
STANWOOD ACQUISITION FROM
BREUM FAMILY, LLC



Line Table		
Line #	Length	Direction
L1	5.15'	S02°04'38"E
L2	129.98'	S30°06'45"W
L3	136.03'	S22°10'22"W
L4	16.77'	S03°19'00"W
L5	200.36'	S08°19'01"E
L6	91.83'	S09°28'27"E
L7	20.44'	S45°00'00"E
L8	176.24'	S67°15'02"E
L9	611.61'	S64°53'24"E
L10	15.94'	S50°44'40"E
L11	64.14'	S59°44'29"E
L12	424.63'	S64°12'44"E
L14	130.54'	S01°18'04"W

Curve Table			
Curve #	Length	Radius	Delta
C1	131.49'	115.00'	65°30'48"



SCALE: 1" = 300'



2822 COLBY AVE. (360) 794-7811
 SUITE 300 (425) 252-1884
 EVERETT, WA 98201 FAX: (360) 805-9732

SITE ADDRESS
 11203 STATE ROUTE 532
 STANWOOD, WA 98292

PARCEL NUMBER
 32032300400100

11/17/2023

CBS

23-359



City of Stanwood City Council Staff Report

Item Number: 9.a.
Date: November 24, 2025
Subject: Approve Second Reading and Adopt Ordinance 1554 2026 Property Tax Levy
Contact Person: David Hammond, Finance Director
Attachments: 1. Ordinance 1554 - 2026 Property Tax Levy

ISSUE

The purpose of this agenda item is to consider second reading and adoption of Ordinance 1554, establishing the 2026 property tax levy.

Reference: [2025-2026 Digital Budget Book](#)

STAFF RECOMMENDATION

Staff recommends approving second reading of Ordinance 1554, which increases the 2026 Property Tax Levy by the statutorily allowed one percent over the 2025 Levy Amount. The decision whether to levy some or all available banked capacity is available to the City Council, which could be set aside in capital funds to provide reserves for future projects, such as funding bonded debt for park or street improvement projects. Such reserves contribute to the city's bond rating, which in turn lead to lower long-term borrowing costs.

COMMITTEE RECOMMENDATION

N/A, the budget and property tax levy are reviewed by the full City Council.

BACKGROUND

First Reading of the 2026 property tax levy was approved at the council's Nov. 13th

Regular meeting after a review of the city's operating revenue outlook for 2026. The 2025-2026 Operating Budget was discussed at the council's May and September workshops and the Capital Improvement Plan 2025-2030 update was discussed by the City Council during workshop in August and October.

As reference, see the link above to review the Mayor's proposed budget.

As part of the mid-biennial budget review process, revenues for the current expense (General Fund) are forecast. The economy remains relatively stable in the midst of uncertainty around federal tariff policy and other administrative changes (real GDP was 3.84 percent in the second quarter). This growth is attributed to consumer spending. The real estate market remains solid in Stanwood primarily due to new construction, which affects impact fees, real estate excise taxes (REET) and utility plant investment fees (PIF). The economic outlook must consider the possibility of a recession in the upcoming year. It is impossible to predict the depth or the duration of a recession, and although a recession is possible, it may not significantly impact the city's operating funding sources. The city's forecast for sales tax is most threatened by a recession, so the forecast is appropriately conservative. Year-to-date, the city's sales tax receipts are trending ahead of budget by 7.6 percent, and can be attributed to the significant construction activity in the city.

One source of revenue within the General Fund is property taxes and the City Council must take final action on a property tax levy no later than November 28th.

The 2025-2026 Biennial General Fund Budget anticipated revenue of \$7,627,401 in 2025 and \$7,782,147 in 2026. The city's biennial budget was estimated to begin 2025 with a fund balance of \$4.6 million and a forecast ending 2026 Fund Balance of \$2.4 million, however the actual beginning balance was approximately \$400,000 higher, due to building permit activity occurring late in the year that was expected to occur in 2025.

ECONOMIC OUTLOOK

The city's Financial Management Policy requires a conservative revenue forecast.

- The federal government's changing tariff policies have created significant uncertainty, although the economy has not shown signs of decreasing. The Federal Reserve has successfully managed their responsibility to both maintain employment while keeping down inflation. It appears likely they will continue to lower their target rates this year once or twice.
- Mortgage rates remain slightly above 6 percent.
- As of August, unemployment in Washington averages 4.5% statewide, which is higher than the national average of 4.2%. Snohomish County is 4.6%.
- Housing prices have decreased about 5% year-to-date with sales slowing, according to Redfin.
- The US Conference Board *Expectations Index*—based on consumers' short-term outlook for income, business, and labor market conditions—decreased by 1.3

points to 73.4 in September. Expectations have been below the threshold of 80, which typically signals a recession ahead, since February 2025.

ANALYSIS

The General Fund is the main operating fund of the City, funded by six revenue categories: Taxes, Licenses & Permits, State Shared sources, Charges for Services, Fines & Forfeitures, and Miscellaneous. Each of these sources is discussed in more detail below. The only change in assumptions for this revenue update is to reflect an increase in property tax due to the addition of New Construction to the city tax rolls.

Chart 1 below provides an extended General Fund outlook to 2031. The data supporting Chart One is provided on the following page.

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

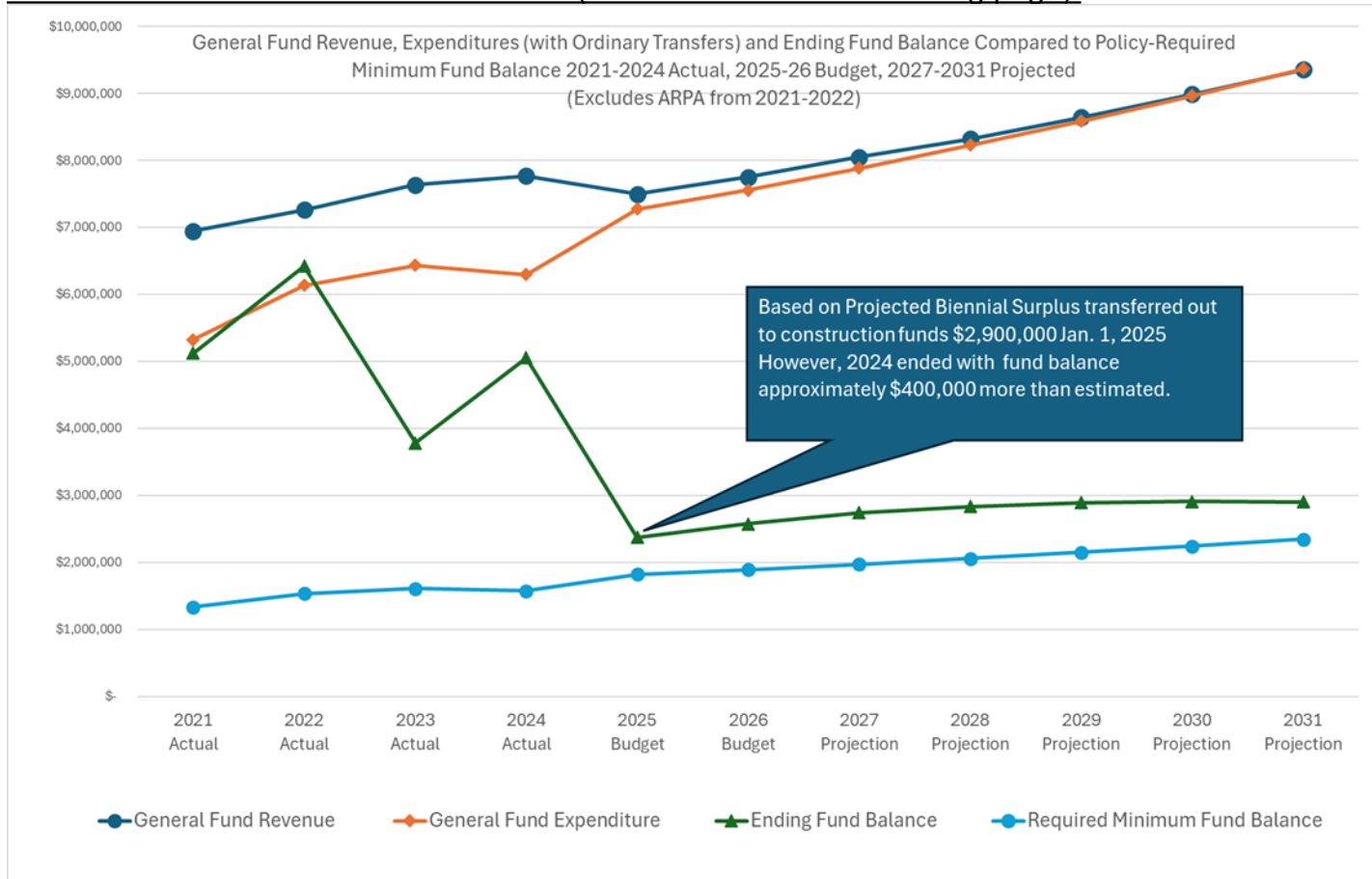
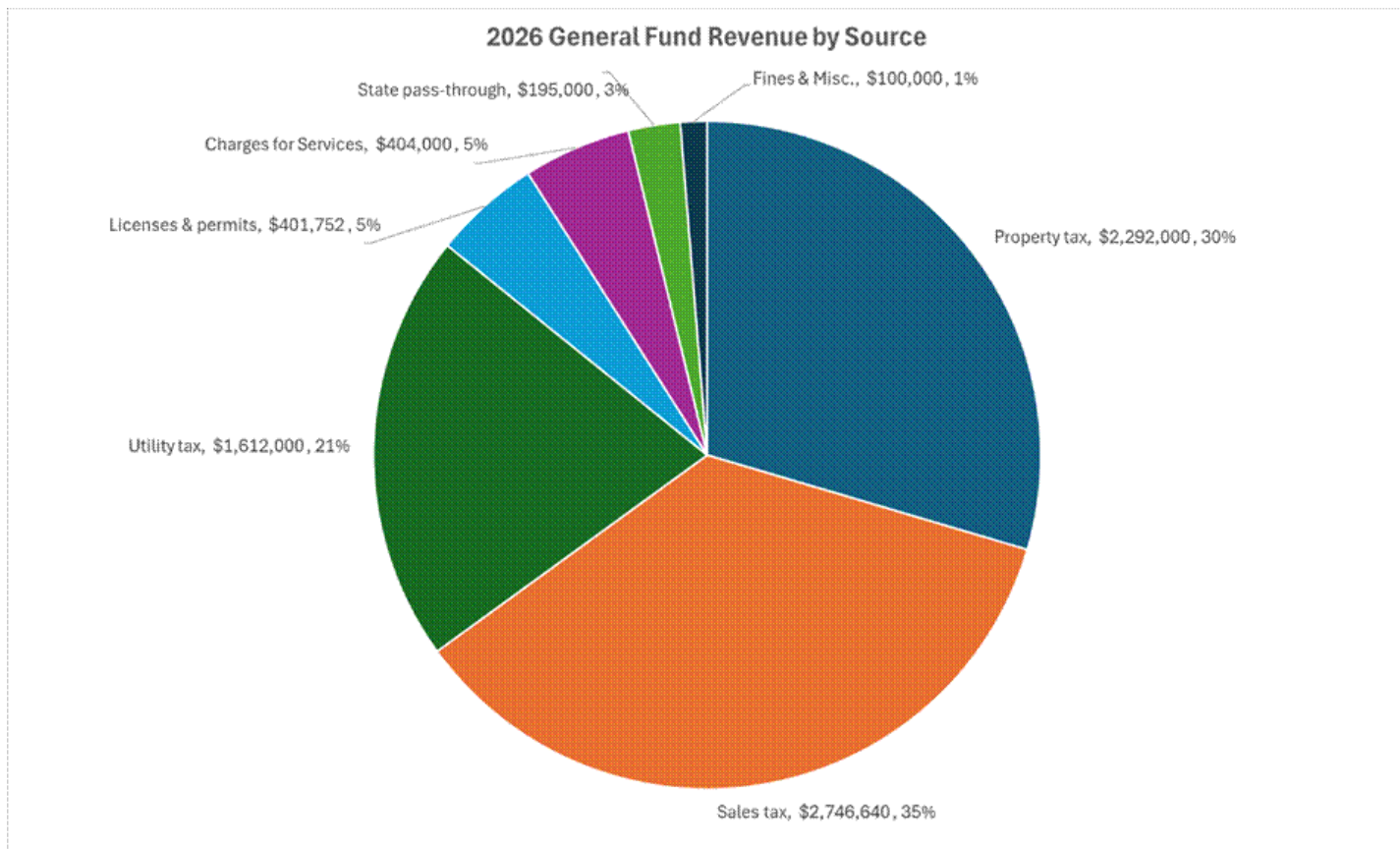


Table 1—General Fund Data- 2021-24 Actual/Projected, 2025-26 Proposed Mid-Biennium Budget Amendment, 2027-2030 Forecast

	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projection	2028 Projection	2029 Projection	2030 Projection	2031 Projection
Beginning Fund Balance	\$4,428,700	\$5,123,512	\$6,420,478	\$3,779,433	\$5,052,025	\$2,371,582	\$2,571,788	\$2,739,761	\$2,831,852	\$2,887,488	\$2,909,929
General Fund Revenue											
Property tax	\$1,826,734	\$1,939,484	\$2,041,200	\$2,115,448	\$2,196,286	\$2,292,000	\$2,360,760	\$2,506,471	\$2,581,665	\$2,659,115	\$2,738,889
Sales tax	\$2,523,757	\$2,582,845	\$2,646,459	\$2,631,627	\$2,641,000	\$2,746,640	\$2,883,972	\$3,028,171	\$3,179,579	\$3,338,558	\$3,505,486
Utility tax	\$1,176,351	\$1,383,659	\$1,412,330	\$1,452,965	\$1,550,000	\$1,612,000	\$1,708,720	\$1,811,243	\$1,919,918	\$2,035,113	\$2,157,220
Licenses & permits	\$510,985	\$438,551	\$521,597	\$461,447	\$397,774	\$401,752	\$405,769	\$350,000	\$350,000	\$350,000	\$350,000
Charges for Services	\$388,009	\$508,862	\$553,403	\$615,510	\$400,000	\$404,000	\$408,040	\$350,000	\$350,000	\$350,000	\$350,000
State pass-through	\$1,398,640	\$1,364,795	\$312,524	\$278,153	\$199,000	\$195,000	\$190,000	\$185,000	\$180,000	\$175,000	\$175,000
Fines & Misc.	\$139,941	\$58,890	\$144,151	\$210,535	\$110,000	\$100,000	\$90,000	\$85,000	\$80,000	\$80,000	\$80,000
	\$7,964,417	\$8,277,086	\$7,631,664	\$7,765,685	\$7,494,060	\$7,751,392	\$8,047,261	\$8,315,885	\$8,641,162	\$8,987,786	\$9,356,594
Less: ARPA	\$1,018,070	\$1,018,070									
	\$6,946,347	\$7,259,016	\$7,631,664	\$7,765,685	\$7,494,060	\$7,751,392	\$8,047,261	\$8,315,885	\$8,641,162	\$8,987,786	\$9,356,594
General Fund Expenditure											
Operating Expenditures:											
Salaries and Wages	\$1,352,689	\$1,444,022	\$1,662,890	\$1,716,077	\$1,695,734	\$1,774,191					
Personnel Benefits	\$520,807	\$563,665	\$623,415	\$630,172	\$676,297	\$653,417					
Supplies	\$39,088	\$69,859	\$77,885	\$59,705	\$95,546	\$78,890					
Services	\$375,417	\$698,077	\$566,222	\$589,107	\$705,923	\$722,977					
Professional Services	\$447,904	\$659,508	\$520,887	\$180,568	\$568,094	\$441,894					
Public Safety Services Contracts	\$1,982,424	\$2,000,246	\$2,228,961	\$2,464,314	\$2,650,459	\$2,864,415					
Capital	\$13,500	\$10,400	\$1,284	\$16,450	\$26,250	\$26,250					
Operating Subtotal	\$4,731,829	\$5,445,777	\$5,681,544	\$5,656,393	\$6,418,303	\$6,562,034	\$6,890,136	\$7,234,642	\$7,596,375	\$7,976,193	\$8,375,003
Transfers Out:											
Streets	\$300,000	\$340,000	\$370,000	\$400,000	\$400,000	\$400,000					
Equipment	\$110,710	\$90,343	\$80,165	\$47,500	\$153,060	\$152,992					
Tourism	\$43,750	\$105,000	\$80,000	\$80,000	\$160,000	\$291,282					
Rainy Day Fund	\$34,313	\$50,000	\$111,000	\$-	\$24,000	\$24,000					
Water (Hydrant Reimb.)	\$100,000	\$100,000	\$110,000	\$109,200	\$119,140	\$120,878					
Ordinary Transfers Out Subtotal	\$588,773	\$685,343	\$751,165	\$636,700	\$856,200	\$989,152					
Operating and Ordinary Transfers	\$5,320,602	\$6,131,120	\$6,432,709	\$6,293,093	\$7,274,503	\$7,551,186	\$7,879,288	\$8,223,794	\$8,585,527	\$8,965,345	\$9,364,155
Extraordinary Transfers											
Floodwall		\$564,000	\$150,000								
Street Construction		\$285,000	\$1,190,000	\$200,000	\$250,000						
Parks Construction	\$449,003		\$1,500,000		\$250,000						
Facilities Capital	\$1,500,000		\$1,000,000		\$2,400,000						
Total Transfers Out	\$2,537,776	\$1,534,343	\$4,591,165	\$836,700	\$3,756,200	\$989,152					
Total Expenditures	\$7,269,605	\$6,980,120	\$10,272,709	\$6,493,093	\$10,174,503	\$7,551,186					
Ending Fund Balance	\$5,123,512	\$6,420,478	\$3,779,433	\$5,052,025	\$2,371,582	\$2,571,788	\$2,739,761	\$2,831,852	\$2,887,488	\$2,909,929	\$2,902,368
Required Minimum Fund Balance	\$1,330,151	\$1,532,780	\$1,608,177	\$1,573,273	\$1,818,626	\$1,887,797	\$1,969,822	\$2,055,949	\$2,146,382	\$2,241,336	\$2,341,039

The chart below illustrates the composition of General Fund Revenue sources, with utility taxes, sales taxes and property taxes comprising the majority.



Building Permits and Development Related Charges:

Development-related revenues are based on the number of permits the city expects to issue. The 2025-26 budget estimated revenues associated with building activity with an assumption of issuing 50 residential permits in 2025 and 70 in 2026. With additional commercial activity and associated revenue, the forecast is for License & permit revenue of \$415,000 and Charges for services of \$500,000, per year.

2025 Update: As of October 31, these fees have exceeded budget by \$350,000. This appears to be due to Cedarside and Bakerview developments proceeding faster than anticipated, therefore fees coming in 2025 are likely to be fees we estimated for the biennium, so staff do not recommend revising forecast.

Sales Tax:

General Fund retail sales tax received through October 2025 was \$2,237,135, which was 7.6 percent more than received through October 2024. Currently, the city's sales tax received is \$157,968 ahead of budget, or 5.3%; if this trend holds true for the remainder of the year, then 2024 General Fund Sales Tax will be \$2,609,562. The city also receives approximately \$200,000 of sales tax passed through from the state on a per capita basis for support of criminal justice programs. Total of all sales tax is estimated to be \$2.8 million in 2025.

Sales tax from construction year-to-date is 24.25 percent, which is higher than in 2024 (through October), but this is comparable to recent years, which have tended to be approximately 23 to 25%. Staff does not recommend revision to 2026 estimates due to the uncertainty in the economic outlook.

Utility Tax

The 2025–2026 budget included utility rate increases, as well as additional utility connections, which will result in increased utility tax revenue in the General Fund, depending on the weather. 2025 utility tax is estimated to total \$1,550,000, compared to \$1,452,965 in 2024. 2026 is expected to increase 6% to 1,612,000. Staff does not recommend changes to 2026 estimate.

State-Shared Revenues

State distributed revenues, such as liquor excise taxes and the criminal justice sales taxes are allocated based on population. The 2025 population estimate is 8,950 which is an increase of 125 over the prior year. Although the city population is higher, estimates from the State indicate the 2026 state-shared revenue be only slightly higher than 2025, very close to current estimate of \$215,000. Staff does not recommend changes to 2026 estimate.

Streets Fund

The street fund accounts for operating revenues and expenditures associated with the maintenance and repair of city streets. The motor vehicle fuel tax (MvFT) can be used for Streets operations and maintenance and is estimated at \$151,326 in 2025 as budgeted. This estimate appears reasonable after three quarters of 2024. The 2026 estimate from the state based on population is a small increase to \$154,209, compared to current budget estimate of \$150,000. Staff does not recommend changes to 2026 estimate.

The other revenue sources for Streets are MvFT and transfers from the General Fund and Transportation Benefit Fund. Complicating the Street fund budget is the fact that MvFT has not significantly increased over time and may even decline because it is based on gallons sold, while drivers are increasingly choosing hybrid or electric vehicles. At the same time, street maintenance costs, such as labor and electricity for streetlights continue to increase. Staff recommend to continue to hold the General Fund subsidy steady at \$400,000 per year, and gradually increase support from the TBF, which was \$60,000 in 2024, \$81,000 in 2025, and \$101,250 in 2026.

Property Tax Levy for 2026

Property tax and the amount that a taxing jurisdiction may levy each year is subject to strict limitations. The levy amount is a set dollar amount and is levied upon the value of

property assessed by the Snohomish County Assessor. One limitation is the levy cannot increase more than 1% from the prior year's levy, unless the City has available capacity to levy more. However, this additional amount is subject to further limitations.

For 2026, the proposed tax levy is calculated by taking the 2025 levy of \$2,189,898 and increasing it 1%, \$21,899 to \$2,211,797. The 1% increase was anticipated in the approved 2025-2026 budget. Additionally, the levy will increase by the value of new construction, state utility changes, refunds and annexations. For the 2026 levy, new construction value is estimated at \$61,053. Based on a 1% increase for the 2026 levy, the city tax rate would be \$1.1733 per \$1,000 of AV; a decrease of \$0.06 per \$1,000 of AV from the 2025 tax rate. The total levy, including the value of new construction, state utilities and refunds from prior years, is \$2,292,641.

In addition to the 1% annual increase limitation, there is a \$3.60 District Aggregate Limitation. This means that the total amount of the city tax rate. The Regional Fire Authority rate and the Sno-Isle Library rates cannot cumulatively exceed \$3.60 per \$1,000 of AV. For 2026, we meet this limitation as the proposed city rate is \$1.1733. The RFA is estimated to be \$1.50, and the Library is estimated to be \$0.31 for a total of \$2.980. The City Council may choose to levy banked capacity, estimated to be no more than \$804,443 in additional levy with a tax rate of no higher than \$1.60. This additional levy amount would increase the levy over the 1% limitation but is allowed by law.

The preliminary budget for 2025-2026 proposed budget does not include the levy of banked capacity but does include a one percent increase. Table Three below summarizes the 2026 levy with a one percent increase to remain consistent with the biennial budget. However, council may elect not to increase the levy and bank the capacity for future needs. Table Four below provides examples of the impact of these options on a typical residence, including an example demonstrating the effect of a levy of \$200,000 of available banked capacity, for illustrative purposes. Staff does not recommend levying banked capacity at this time, instead, recommending the city council save this option for a specific need in the future.

Table Three – 2026 Property Tax Levy Summary- With 1% Increase

Item	Amount
2025 Total Regular Levy	\$ 2,189,898
1% Levy Increase	21,899
Est. New Construction (\$49,401,899)	61,053
Refunds	9,7910
Annexation	0
Utilities (estimated)	10,000
Banked Capacity (within \$1.60 statutory limit)	804,443
Additional Banked Capacity Estimate	358,178
Estimated 2026 Levy*, includes new construction and refunds, without Banked Capacity	\$2,292,641

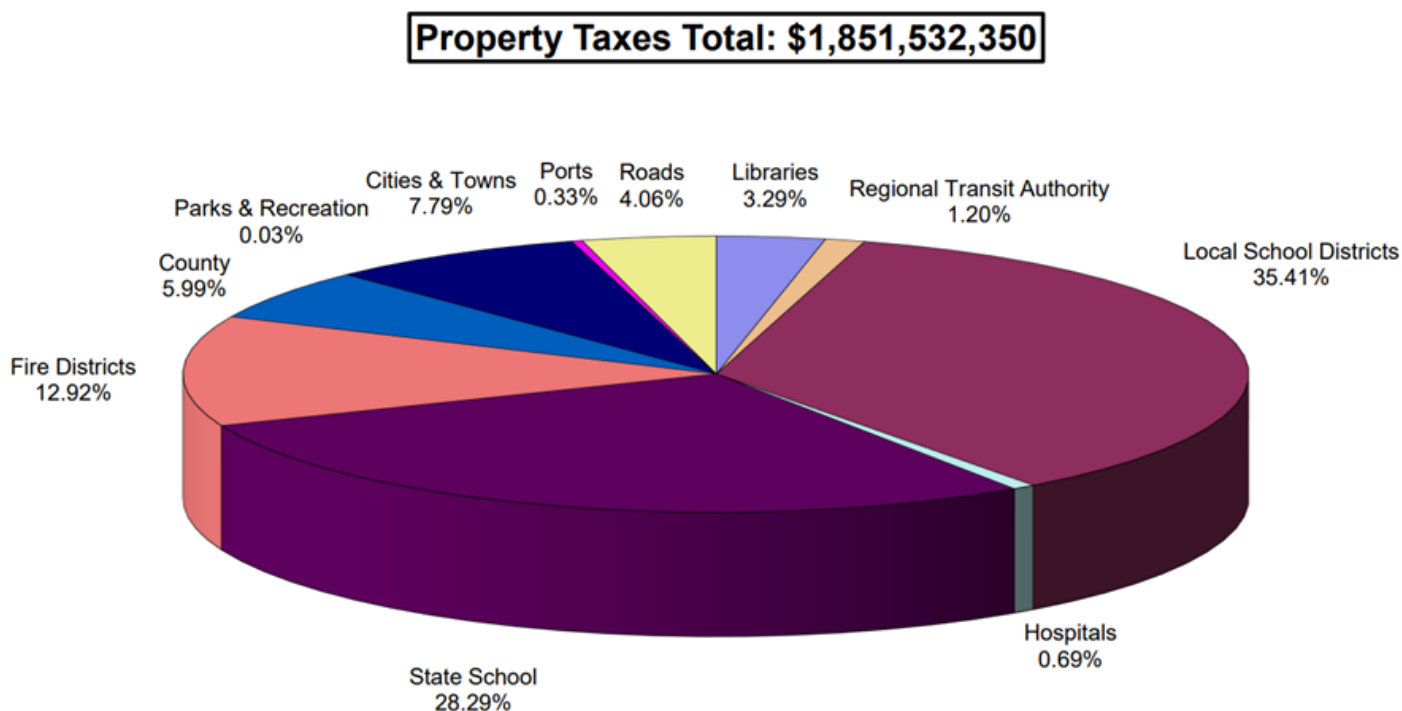
Estimated 2026 Levy Rate, without banked capacity*	\$1.1733
*Amounts per Sept. 2025 Preliminary Assessed Valuation \$1,885,149,883.	

Table Four – Example impact of levy options

Estimated 2026 Tax On Typical Residence*		Levy Rates
With no increase	\$ 656.73	\$ 1.1617
With 1% increase	\$ 663.30	\$ 1.1733
With 1% increase, and levy \$200,000 banked capacity	\$ 723.27	\$ 1.2794
For reference, 2025 tax on typical residence*	\$ 656.73	\$ 1.3139
*Typical 2025 residence value \$531,400		
Typical 2026 residence value \$565,338		

The chart below illustrates the portion of a property owner's annual property tax that was levied by Snohomish County cities in 2025, 7.78 percent. Note this is a county-wide distribution, individual city distributions will differ depending on the make-up of districts and their particular tax rates.

Snohomish County Distribution of Taxes 2025



COUNCIL OPTIONS

The City Council options include:

1. Approve second reading of ordinance 1554 to increase the 2026 Property Levy 1%.
2. Approve second reading of ordinance 1554 to increase the 2025 Property Tax Levy an additional % that is within the \$3.60 limitation, utilizing a portion of banked capacity; which can be no more than \$804,443.
3. Approve the second reading of ordinance 1554 that does not increase the Levy and remain at 2025 levy amount adding to future banked capacity.
4. Do not approve ordinance 1554 and direct staff to prepare other analysis and make further adjustments and set another adoption date for the 2026 Levy no later than November 28, 2025.

RECOMMENDED MOTION

I MOVE TO APPROVE THE SECOND READING AND ADOPT ORDINANCE 1554 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR 2026, WITH ONE PERCENT LEVY INCREASE FROM 2025.

Note that the council must take final action on a property tax levy by November 28, as levy certifications must be prepared and submitted to the Snohomish County Assessor's Office by their 2025 deadline.

Ordinance / Resolution No. 1554
RCW 84.55.120

WHEREAS the City Council of Stanwood, WA has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 2,189,898; and
(Previous year's levy amount)

WHEREAS the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 21,899
which is a percentage increase of one % from the previous year. This increase is exclusive of
(Percentage increase)
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any
annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



City of Stanwood City Council Staff Report

Item Number: 11.a.

Date: November 24, 2025

Subject: Authorize the Mayor to Sign an AI Contract with Nebulogic Technologies for Plan and Building Permit Review

Contact Person: Patricia Love, Community Development Director

Attachments:

1. Staff Report Supplemental Images
2. Stanwood NebuLogic PSA Final
3. SOW Preliminary Outline- v3

ISSUE

The purpose of this agenda item is for Council to authorize the Mayor to sign a Professional Services Agreement contract with NebuLogic to build an artificial intelligence (AI) software tool for City staff to use in the review and approval process of planning, building and civil construction plans and permits.

RECOMMENDATION

The contract for the AI permit review software was forwarded to the Public Works Committee on November 3, 2025, and to the Community Development Committee on November 6, 2025. The Public Works Committee meeting was canceled; however, a written comment in support of the contract was received. The Community Development Committee reviewed the proposal and recommended approval, agreeing that AI technology could serve as a valuable tool to assist with plan review but emphasizing that it should not be used as a replacement for staff review.

BACKGROUND

The City initiated the AI plan review Request for Qualifications (RFQ) in response to increasing demands on its limited staff resources and new state-mandated plan review timelines. With a small team responsible for the City's permit review process and implementation of an ambitious capital improvement program, the City sought innovative solutions to maintain high-quality, detailed reviews while meeting its mandated deadlines. By exploring the use of AI technology, the City aims to streamline routine plan review tasks, allowing staff to focus their expertise on more complex projects and customer service needs, ultimately improving both efficiency and service

delivery. Attached is a copy of the proposed scope of work and contract language.

DISCUSSION

The City of Stanwood issued an RFQ with the intent to purchase an AI-powered permit review software system aimed at enhancing the efficiency and accuracy of the City's development review process. The primary goals of implementing this technology is to significantly reduce permit turnaround times by automating routine and repetitive tasks, such as code compliance checks, while also minimizing human error and addressing permit backlogs. Importantly, the City views this software as a support tool to augment, not replace, the expertise of its professional staff.

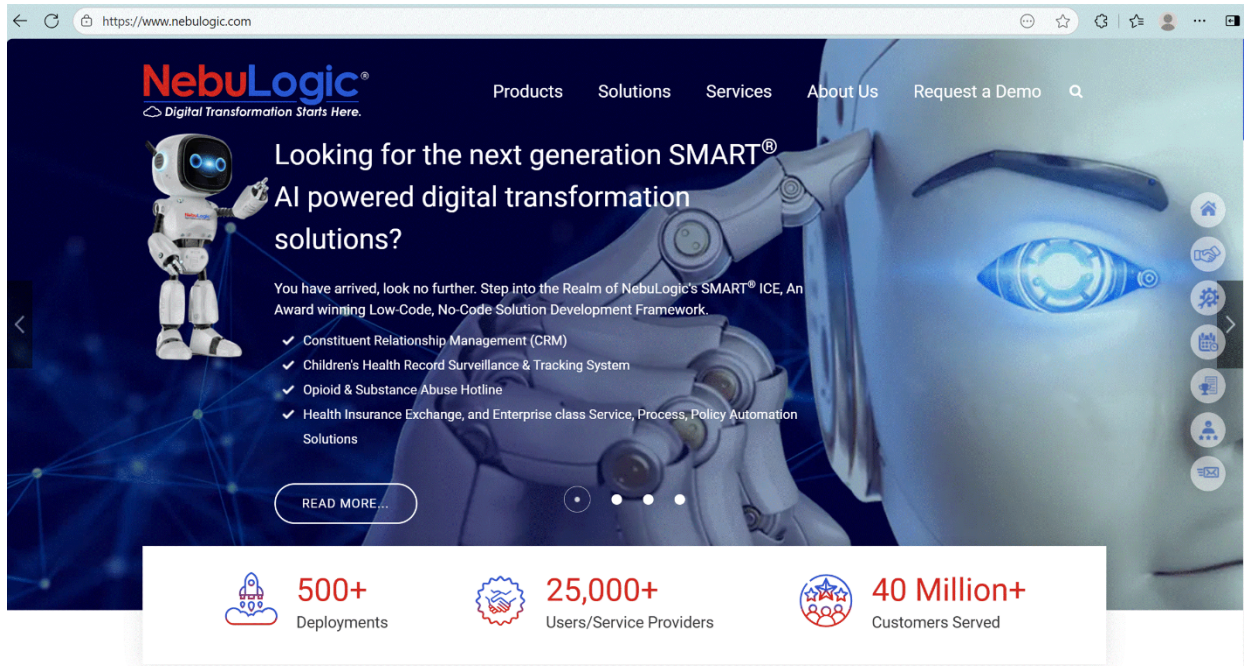
The tool will serve as a resource for plan reviewers, helping them identify potential issues more quickly and accurately, allowing staff to focus on higher-level planning considerations, nuanced code interpretations, and complex project evaluations. The selected system includes plan review capabilities across building, zoning, and engineering codes, integrating seamlessly into Stanwood's existing permit review workflows while improving overall customer service and project transparency.

ANALYSIS

The RFQ was publicly advertised for a three-week period, from July 14 through August 4, 2025. During this time, the City received proposals from seven qualified firms. Following an initial review, four firms were shortlisted and invited to participate in interviews with the selection committee. After careful evaluation, NebuLogic was chosen as the preferred firm. Their proposal stood out because it offered a custom-built software solution specifically designed to align with the City's codes and standards. In contrast, most of the other firms proposed standard, off-the-shelf software packages with unknown flexibility.

NebuLogic's approach integrates artificial intelligence (AI) technologies to automate routine administrative and data management tasks. By using an AI plan review tool, it is expected to increase staff efficiency and reduce workload, allowing permit and plan reviewers to focus on higher-level, strategic, and complex issues.

Below is a screenshot from NebuLogic's website for easy reference. Also attached is a sample project analysis with screenshots and associated text describing how AI would be used to review a building permit application.



General Scope of Services:

The scope of work will be broken into four phases as follows. The attached scope of work includes greater details on each step.

Phase 1 (Kickoff and Discovery):

Task 1 – Kick Off Meeting with City Staff

Task 2 – Discovery and Access Mapping (Information Gathering)

Phase 2 (Pilot):

Task 3: Pilot Project

Phase 3 (UAT, Training & Support):

Task 4 – Building and Fire Codes UAT (Stanwood Municipal Code Title 14)

Task 5 – Zoning Codes UAT (Stanwood Municipal Code Titles 17 and 18)

Task 6 – Civil Plan Review Codes UAT (Street and Utility Standards)

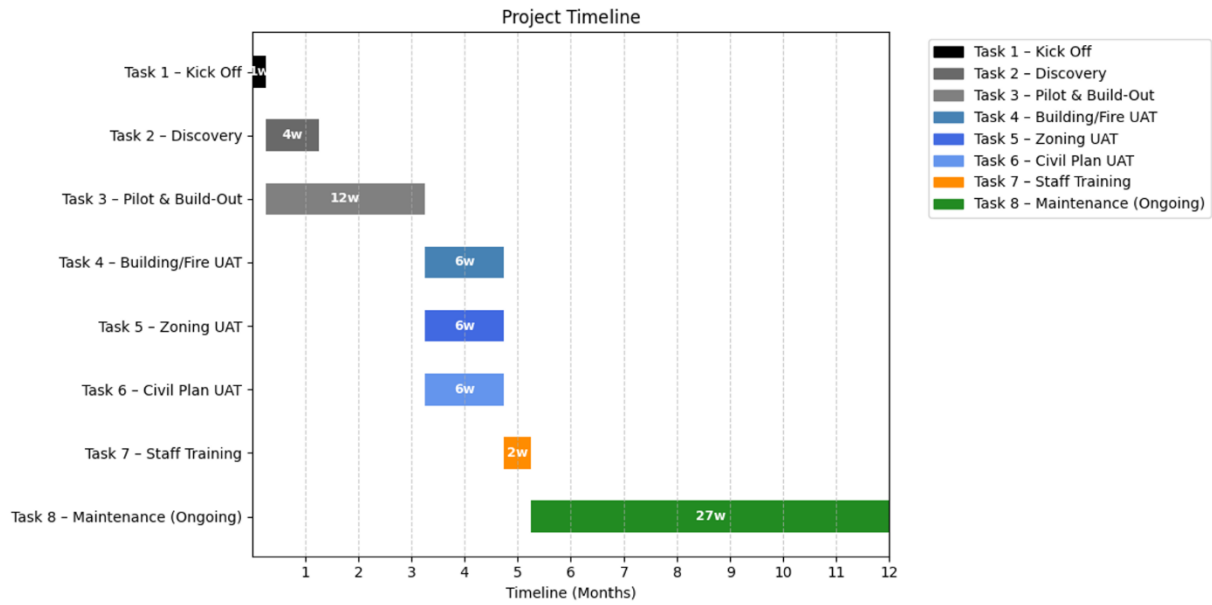
Task 7 – Staff Training

Phase 4 (On-Going Support and Maintenance):

Task 8 – Support and Maintenance

Anticipated Schedule:

It is anticipated that full implementation will take approximately a year to complete. Below shows the proposed project schedule by phase and month.



FISCAL ANALYSIS

The financial impact of the contract with NebuLogic is minimal, as the agreement establishes a flat fee of \$1.00 per permit review. In exchange for this nominal cost, City staff will contribute their professional expertise to assist NebuLogic in developing a customized AI plan review system tailored to the City's needs. This collaborative approach creates a "win-win" partnership, providing the City with access to innovative technology at a very low cost while enabling NebuLogic to refine and enhance its AI system using real-world input and feedback.

COUNCIL OPTIONS

1. Approve the Contract with NebuLogic.
2. Request changes to the scope of work or contract language.
3. Do not approve the contract.

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH NEBULOGIC FOR THE AI PLAN REVIEW SOFTWARE PROGRAM IN THE AMOUNT OF \$1.00 PER PERMIT REVIEW ON AN ONGOING BASIS."

NebuLogic Sample Analysis – Supplemental Images

Back to Cases

Case #20240067

Created: 3/6/2024, 12:00:00 AM • Status: COMPLETED

Connect Bluebeam

CASE NUMBER

20240067

CREATED

3/6/2024, 12:00:00 AM

FILES

3

BLUEBEAM

Not Connected

Permit Details

Basic Information

PERMIT NUMBER

20240067

PERMIT DATE

3/6/2024, 12:00:00 AM

PERMIT TYPE

Mech - Res

CONSTRUCTION TYPE

Remodel

Project Information

PROJECT NAME

Goodman 2-stage gas furnace installation

SITE ADDRESS

28207 82ND DR NW,
Stanwood, WA 98292

USE

Residential

NUMBER OF STORIES

N/A

TOTAL SQUARE FOOTAGE

0 sq ft

Applicant Information

BUSINESS NAME

CM Air Pros LLC

CONTACT NAME

Daniel Glenn

CONTRACTOR

CM Air Pros LLC

Financial Information

VALUATION

\$5,173.85

Figure 1: This screen displays metadata automatically extracted, parsed, and analyzed by our AI-powered Permit Review System. The system intelligently retrieves permit, project, applicant, and financial details directly from submitted documents and case records

2 of 12 pages

Page 2 of 12

144%

0"

Chunk Information

LOCATION:

top center

CHUNK TYPE:

drawing

CONTENT:

Top view of DAF system with dimensions and component labels such as rake drive, AC unit, and effluent side.

PAGE:

2

SOURCE:

mechanical DAF drawings.pdf

Yes

Orig

AI Correction Items

Does the DAF system installation comply with occupancy classification and use requirements for the building under IBC §302 and §307 (hazardous materials/processes)?

1

Code:

302, 307

Status:

NEEDS REVIEW

Rationale:

The provided drawing gives a detailed layout of the DAF (Dissolved Air Flootation) system, including dimensions and labeled components. However, there is no explicit information in the drawing or the referenced documents regarding the occupancy classification of the building, the specific use of the DAF system within the building, or the quantities and types of hazardous materials involved (as required by IBC §302 and §307). While the drawing shows mechanical and process equipment, compliance with occupancy and hazardous use requirements depends on the building's overall classification, the DAF system's process details, and whether hazardous materials thresholds are exceeded. The referenced IBC sections and tables (e.g., Table 307.1(1)) require this contextual information for a definitive compliance determination.

Suggestion:

Review the building's occupancy classification, the intended use of the DAF system, and the types/quantities of materials processed or stored. Cross-check with IBC §302 and §307 to confirm if the installation is within allowable limits for the building's occupancy group or if Group H (hazardous) requirements apply. Provide documentation of hazardous materials inventory and process description for a full compliance assessment.

Approve

Discard

Dispute

Are fire protection and suppression systems provided or upgraded as required by Addition §703.2 for new equipment installations or significant reconstruction?

1

Code:

703.2

Status:

NEEDS REVIEW

Rationale:

The provided drawing is a mechanical layout of a DAF (Dissolved Air Flootation) system, showing equipment such as pumps, AC unit, and control panels. However, there is no visible indication or labeling of fire protection or suppression systems (e.g., sprinklers, fire extinguishers, or related piping) on the drawing. According to Addition §703.2 and related local amendments, new equipment installations or significant reconstruction require fire protection and suppression systems to be provided or upgraded as specified. Without explicit evidence of such systems in the drawing or supporting documentation, compliance cannot be confirmed.

Suggestion:

Review the design documents and mechanical drawings to ensure that fire protection and suppression systems are included and clearly indicated as required by Addition §703.2. If not present, update the design to include compliant fire protection measures and resubmit for review.

Approve

Discard

Dispute

Does the DAF system layout maintain required clearances for means of egress and access to equipment per IBC §1006 (number of exits) and §1010 (door hardware/clear width)?

1

Code:

1006, 1010

Status:

NEEDS REVIEW

Rationale:

The provided DAF system layout drawing includes dimensions and component labels, but it does not clearly indicate the means of egress, exit routes, or door hardware details required for a full compliance assessment per IBC §1006 (number of exits) and §1010 (door hardware/clear width). While the drawing shows equipment placement and some clearances, it does not explicitly show egress paths, exit doors, or confirm that required clear widths and maneuvering clearances are maintained. Additionally, there is no information about the number of exits or door hardware types. Therefore, a detailed review against the specific IBC requirements is not possible based solely on the provided drawing.

Suggestion:

Provide a dedicated life safety or egress plan that clearly marks all means of egress, exit doors, door hardware, and clear widths. Ensure that all egress paths and access to equipment meet the minimum clearance requirements per IBC §1006 and §1010. Include annotations or a compliance matrix referencing the relevant code sections.

Approve

Discard

Dispute

Is a permit required for the installation or modification of the DAF system and associated mechanical/electrical components under Addition [A] 105.1 and [A] 105.2?

1

Code:

105.1, 105.2

Status:

NEEDS REVIEW

Rationale:

Based on the provided compliance information, Section [A] 105.1 of the IBC (as adopted by Addition) requires a permit for the installation or modification of any mechanical or electrical system regulated by the code. The DAF system drawing clearly shows mechanical (e.g., pumps, AC unit) and electrical components, which are not listed as exempt from permit requirements under [A] 105.2. However, final determination of permit requirements may depend on the specific scope of work, local amendments, and the building official's interpretation. The drawing provides sufficient detail to indicate that the work is not minor or exempt, but a formal application and review by the building department is necessary to confirm compliance.

Suggestion:

Submit permit application and construction drawings to the Town of Addison building department for review and approval prior to installation or modification of the DAF system and associated components.

Approve

Discard

Dispute

Figure 2: Highlighted regions represent document “chunks” automatically extracted by the AI Permit Review System. For each extracted section, the system dynamically generates relevant compliance questions, evaluates them against applicable building codes, and provides a reasoned compliance judgment. Reviewers can then approve, deny, or dispute each AI-generated determination, creating a transparent, human-in-the-loop workflow that accelerates code compliance verification while maintaining expert oversight.

e 2 of 12

144%

AI Correction Items

Chat - Item 634

R-75-0G DAF

chunk information

ION:

top center

PAGE:

2

K TYPE:

drawing

SOURCE:

mechanical DAF drawings.pdf

ENT:

view of DAF system with dimensions and component labels such as rake drive, AC unit, and effluent side.

Correction Item Details:

Question: Does the DAF system installation comply with occupancy classification and use requirements for the building under IBC §302 and §307 (hazardous materials/processes)?

Compliance Status: NEEDS REVIEW

Relevant Code Sections: 302, 307

Suggested Action: Review the building's occupancy classification, the intended use of the DAF system, and the types/quantities of materials processed or stored. Cross-check with IBC §302 and §307 to confirm if the installation is within allowable limits for the building's occupancy group or if Group H (hazardous) requirements apply. Provide documentation of hazardous materials inventory and process description for a full compliance assessment.

Rationale: The provided drawing gives a detailed layout of the DAF (Dissolved Air Flotation) system, including dimensions and labeled components. However, there is no explicit information in the drawing or the referenced documents regarding the occupancy classification of the building, the specific use of the DAF system within the building, or the quantities and types of hazardous materials involved (as required by IBC §302 and §307). While the drawing shows mechanical and process equipment, compliance with occupancy and hazardous use requirements depends on the building's overall classification, the DAF system's process details, and whether hazardous materials thresholds are exceeded. The referenced IBC sections and tables (e.g., Table 307.1(1)) require this contextual information for a definitive compliance determination.

Explain your decision regarding this chunk's compliance?

10/28/25, 2:06 PM

Decision Explanation for Compliance of Chunk 505 (DAF System Drawing)

Summary of Compliance Question:

Does the DAF system installation comply with occupancy classification and use requirements for the building under IBC §302 and §307 (hazardous materials/processes)?

Analysis:

1. Chunk Content Review

- The chunk is a top-view drawing of the DAF (Dissolved Air Flotation) system, showing dimensions and labeled components (rake drive, AC unit, effluent side).
- The drawing provides mechanical/process layout information but does not specify the building's occupancy classification, the DAF system's process details, or the types/quantities of materials involved.

Explain your decision regarding this chunk's compliance?

Send

Figure 3: This interface enables human reviewers to analyze AI-generated compliance determinations in depth. Each extracted drawing chunk is paired with a detailed rationale, relevant code sections, and suggested actions. Reviewers can add context, explain their reasoning, and dispute the AI's decision where necessary, ensuring transparency, accountability, and continuous learning within the automated permit review workflow.

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Compliance Analysis Report

Case Information

Case Number: CASE-1758145597030
Title: Live Demo Test
Description:
Status: COMPLETED
Created: 2025-09-17 16:46
Updated: 2025-09-17 16:49

Analysis Summary

Total feedback items: 7 across 4 categories. Generated on 2025-09-30 14:20.

Generated by Compliance Review System - 2025-09-30 14:20

Figure 4: Front page of the automatically generated Compliance Analysis Report. This report is produced by the AI Permit Review System at the end of each review cycle, summarizing case information, status, and analytical insights. It consolidates all compliance feedback items across multiple categories, providing a clear, audit-ready snapshot of the system's automated assessment and human review activity for each case.

Detailed Feedback

1. structural

Update all structural calculations and plan notes to reference the 2021 International Building Code (IBC) and 2021 International Residential Code (IRC) as adopted by Washington State, not the 2018 IBC or generic ASCE 7-10/16. All code references must match the currently adopted codes for Stanwood, WA.

Confidence: 95%

Notes:

The engineering letter and calculations reference the 2018 IBC and ASCE 7-16. Washington State has adopted the 2021 IBC/IRC. All code references and calculations must be updated to reflect the current code cycle.

Plan Reference:

File: 15019SRReegStanwoodWALetterSS645f2a83b6691.pdf, Page: 1, Line: 8
"Code: International Building Code 2018 (IBC 2018)"

Code Reference:

Washington State Building Code Council (Adopted Codes & Amendments) - 2021 IBC/IRC Adoption
Washington State has adopted the 2021 IBC and IRC, effective March 15, 2024. All structural calculations and references must use the current adopted code.

2. structural

Provide a detailed load path verification for the new solar array, including explicit confirmation that the existing 2x4 rafters at 24" o.c. are adequate for the combined dead, live, and snow loads per 2021 IBC/IRC and ASCE 7-16. Calculations must show both gravity and uplift (wind) load checks for rafters and connections.

Confidence: 90%

Notes:

While the engineering letter states adequacy, it does not provide explicit calculations for the existing rafter size and spacing under the combined new and existing loads per the current code. Provide calculations for both gravity (dead + live + snow + PV) and uplift (wind) for the rafters and their connections.

Plan Reference:

File: Approved ReegStanwoodWA.pdf, Page: 3, Line: 40
"ROOF PLAN WITH MODULES: (E) 2"X4" RAFTERS @ 24" O.C. (TYP.)"

Code Reference:

2021 International Building Code (IBC) - 1603, 1604, 1607, 1609, 1613
Structural design loads, including gravity, wind, and snow, must be verified for all affected structural members.

Figure 5: Detailed Feedback section of the AI-generated Compliance Analysis Report. Each item highlights specific code issues detected during automated review — including confidence scores, plan and code references, and contextual engineering notes. The system cross-references project documents with the latest adopted building codes to produce precise, citation-backed feedback that helps reviewers and applicants quickly identify and resolve compliance gaps.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD, WASHINGTON
AND NEBULOGIC TECHNOLOGIES, LLC FOR CONSULTANT
SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation (“City”), and NebuLogic Technologies, LLC, a Texas Limited Liability Company licensed to do business in Washington State (“Consultant”).

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding creation of an artificial intelligence (AI) software tool for city staff to use in the review and approval process of planning, building, and civil construction plans and permits, as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, at the request of the City, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

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

III.3 TERM. The term of this Agreement shall commence on November 1, 2025 and shall terminate at midnight, November 1, 2035. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

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

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

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

 X No employees supplying work have ever been retired from a Washington

state retirement system.

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

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

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

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

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

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

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

III.7 INSURANCE.

a. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

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

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

(1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

(2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

(3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

(4) Professional Liability insurance appropriate to the Consultant's profession.

(5) Technology Errors & Omissions (E&O)

(6) Network Security (Cyber) and Privacy Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:

Liability arising from theft, dissemination, and/or use of Stanwood confidential and personally identifiable information, including but not limited to, any information about an individual maintained by the city of Stanwood, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden

name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted.

Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized third party to gain access to supplier systems and/or Stanwood data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the Stanwood or any other third party data.

Lawfully insurable fines and penalties resulting or alleging from a data breach.

Event management services and first-party loss expenses for a data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore data or systems.

d. Minimum Insurance Limits. Consultant shall maintain the following insurance limits:

(1) Comprehensive General Liability. \$2,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

(5) Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

(6) Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$2,000,000 per claim \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services.

e. Notice of Cancellation. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being

cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. Acceptability of Insurers. Insurance to be provided by Consultant shall be with insurers with a current A.M.Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

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

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

i. Claims-Made Basis. Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

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

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

l. Subcontractors' Insurance. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each

and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

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

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

III.11 INDEPENDENT CONTRACTOR.

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

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income

which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

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

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

e. The Consultant shall provide the City with a W-9 prior to commencement of work.

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

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City. It is understood that during the course of the development of the Tool, the Consultant may have access to information not available to the general public. Consultant expressly agrees that it will treat the City's information and data as confidential, unless advised to the contrary.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

NONE

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY.

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. Consultant shall be compensated a flat fee of \$1.00 per permit reviewed using the Tool developed by Consultant. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The City will review its permit submittals monthly and remit the required review fee. Documentation will be provided to the Consultant that illustrates the basis of the payment .

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

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

ARTICLE V. GENERAL.

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

Patricia Love
Community Development Director
10220 270th St. NW
Stanwood, WA 98292-8022
360-454-5206
Patricia.Love@ci.stanwood.wa.us

Notices to the Consultant shall be sent to the following address:

Nivas Nallanthi, CEO
NebuLogic Technologies, LLC
7912 Preston Rd, Suite# 1004
Frisco, TX 75034
Tel: 972-335-0699 / 214-929-7638
Email: Nivas.Nallanthi@NebuLogic.com

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

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

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

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

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

V.5 SEVERABILITY.

- a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining

provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

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

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

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

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

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

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

V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

Signature page to follow.

DATED this _____ day of _____, 2025.

CITY OF STANWOOD

NEBULOGIC TECHNOLOGIES, LLC.

By _____
Sid Roberts, Mayor

By N. Srinivasulu
Nivas Nallanthi, CEO

APPROVED AS TO FORM:

By _____
Nikki Thompson, City Attorney

Exhibit A
Scope of Services

Attachment

Exhibit A: Scope of Work

City of Stanwood AI Permit and Plan Review System

The City of Stanwood has initiated a project to build an artificial intelligence (AI) software tool for city staff to use in the review and approval process of planning, building, and civil construction plans and permits. The project will be delivered in four phases, beginning with a pilot and build-out, followed by user acceptance testing, training, and concluding with long-term support.

Services provided by the Consultant will consist of tasks as outlined in this scope of services.

General Scope of Services:

Phase 1 (Kickoff and Discovery):

Task 1 – Kick Off Meeting with City Staff

Task 2 – Discovery and Access Mapping (Information Gathering)

Phase 2 (Pilot):

Task 3: Pilot Project

Phase 3 (UAT, Training & Support):

Task 4 – Building and Fire Codes UAT (Stanwood Municipal Code Title 14)

Task 5 – Zoning Codes UAT (Stanwood Municipal Code Titles 17 and 18)

Task 6 – Civil Plan Review Codes UAT (Street and Utility Standards)

Task 7 – Staff Training

Phase 4 (On-Going Support and Maintenance):

Task 8 – Support and Maintenance

Scope of Services Defined:

Task 1: Kick Off Meeting with City Staff (1 Week)

Objective: Align on project goals, identify key staff, and establish a timeline.

Key Activities:

- Introductions and planning.
- Identify project leads for each code type.
- Identify Snohomish County IT representative.

Deliverables:

- Kickoff agenda and summary notes.
- Confirmed project roles and meeting schedule.

Task 2 – Discovery and Access Mapping (4 Weeks, Parallel with Task 3)

Objective: Lay the groundwork for successful deployment by fully understanding Stanwood’s workflows, users, and integration needs.

Key Activities:

- Interview all relevant stakeholders (Building, Planning, Engineering, Fire)
- Document review criteria, decision points, and expectations per department
- Identify all end users of the system (reviewers, admins, supervisors, etc.) and their access levels
- Review document formats and intake types (PDFs, forms, drawings, etc.)
- Meet with Snohomish County IT to evaluate iWorQ environment and integration approach
- Inventory all applicable regulatory codes, standards, and internal review guidelines

Deliverables:

- System Access and Role Matrix
- Review Decision Logic Map per Department
- Annotated Source and Code Reference Inventory
- iWorQ Integration Readiness Summary
- Discovery Report and Approval Sign-Off
- Understanding of types of reports needed per department
- Understanding of desired metrics to track
- Business Requirements Document (To be completed after the conclusion of all staff interviews)
- Defined Scope for Pilot Project

Task 3 – Pilot Project (12 Weeks, Parallel with Task 2)

Objective: Design, build, and validate the AI permit and plan review system.

Key Activities:

- Build prototype modules.
- Expand the prototype into a full system covering Building, Fire, Zoning, and Civil Codes.
- Deploy reports, metrics, and role-based access control.

Deliverables:

- Pilot AI tool with department-specific logic.
- Infrastructure readiness (99.99% uptime).
- File CRM for source code and rule modifications.
- Reports and metrics for each department.
- Pilot evaluation analysis and survey.

Tasks 4,5, and 6 – User Acceptance Testing & Adjustments (6 Weeks, Parallel)

Objective: Validate the system against department-specific standards and refine based on user input.

Key Activities:

- Conduct UAT sessions for each code type.
- Collect staff feedback.
- Adjust pipelines and decision logic.

Deliverables:

- UAT feedback report.
- Adjusted AI modules ready for production.
- Department approval sign-off.

Task 4 – Building & Fire Codes UAT (SMC Title 14)

Task 5 – Zoning & Land Use Codes UAT (SMC Titles 17 & 18)

Task 6 – Civil Plan Review UAT (Street & Utility Standards)

Task 7 – Staff Training (2 weeks)

Objective: Ensure staff are confident in using the system.

Key Activities:

- Conduct seminar-style training sessions.
- Provide role-specific training materials.
- Collect adoption feedback.

Deliverables:

- Training materials and recordings.
- Quick-reference user guides.
- Staff adoption report.

Task 8 – Support and Maintenance (Post-Go-Live)

Objective: Ensure long-term system reliability, compliance, and responsiveness to City needs system performance and adaptability over time.

Key Activities:

- Provide Pacific Time Zone technical support.
- Monitor performance and integration stability.
- Update regulatory sources as needed.
- Implement enhancement requests.
- Deliver ongoing training refreshers.

Service Levels:

- Critical issues: <4-hour response.
- High priority: <1 business day.
- Standard requests: <3 business days.

Issue Severity Definitions

- Critical Issue (Priority 1)
 - Definition: A complete system outage, or a failure that prevents all staff from using the permit review system. No workaround exists.
 - Examples: System down, login failure for all users, iWorQ integration completely non-functional.
 - Response Time: <4 hours during business hours.
- High Priority Issue (Priority 2)
 - Definition: Major functionality impaired, but the system remains partially usable. A workaround may exist, but productivity is significantly impacted.
 - Examples: Inability to process a specific permit type, severe errors in AI review logic for a code set, role permissions failing for a department.
 - Response Time: <1 business day.

- Standard Issue (Priority 3)

- Definition: Minor errors, usability problems, or enhancement requests that do not block day-to-day operations.
- Examples: Formatting issues in reports, small errors in metrics display, requests for new training sessions or feature adjustments.
- Response Time: <3 business days.

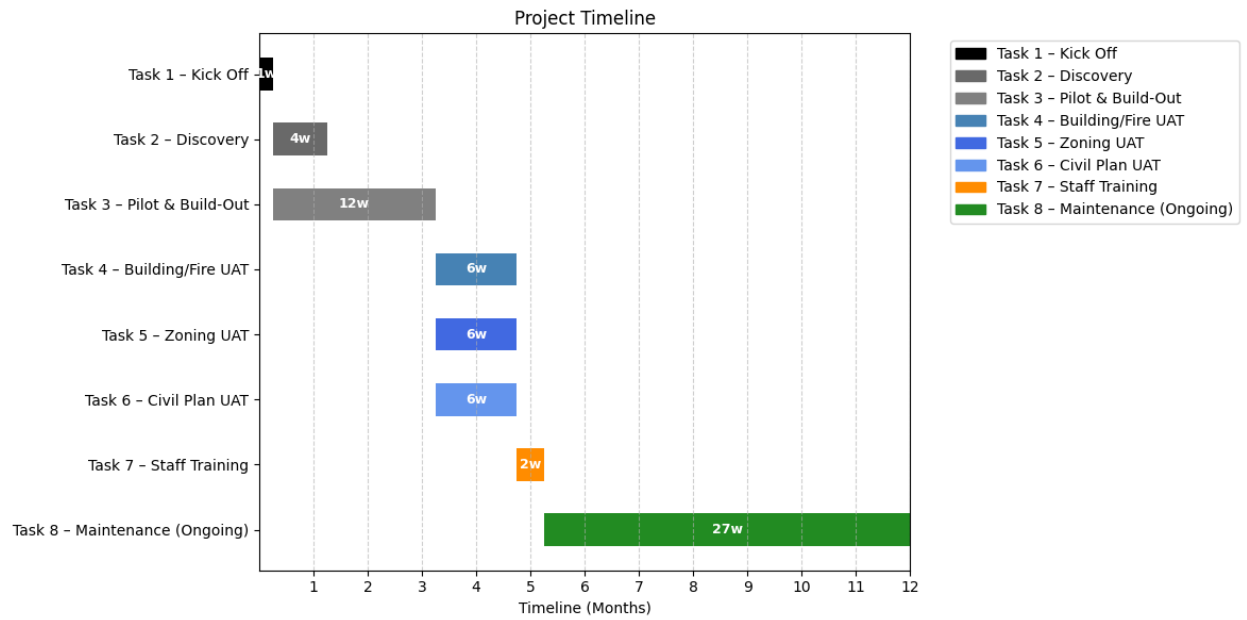
- Enhancement Request (Priority 4)

- Definition: New feature requests, regulatory code updates, or workflow optimizations. These are planned and scheduled with the City.
- Examples: Adding new report templates, updating system to reflect changes in municipal code, adding a new user role.
- Response Time: To be scheduled in coordination with City staff.

Deliverables:

- Training Manual.
- Enhancement & Feedback Summary.
- Change Log & Update Tracker.
- Dedicated support contact & escalation protocol.

Schedule:





City of Stanwood City Council Staff Report

Item Number: 11.b.

Date: November 24, 2025

Subject: Authorize the Mayor to Sign a Rental Agreement Extension with Puget Sound Public Farms for the use of Ovenell Park

Contact Person: Patricia Love, Community Development Director

Attachments:

1. A. Ovenell_RestorationDetails
2. B. Orca Recovery Day Map
3. C. 2025-011 Puget Sound Public Farms

ISSUE

The issue in front of council is whether to authorize the Mayor to sign a 5-year rental agreement extension with Puget Sound Public Farms at Ovenell Park.

RECOMMENDATION

The Community Development Committee reviewed the request on October 2, 2025, followed by the Public Works Committee on October 6, 2025. Both Committees expressed strong support for extending the existing rental agreement, as well as for the proposed wetland restoration project, construction of a new greenhouse, and continued use of the site to promote agricultural education and local food production in support of the Stanwood Food Bank.

BACKGROUND

In 2022, Mr. Davis approached the City with a proposal to create a public farm at the Ovenell Park property. Following this proposal, the City entered into a rental agreement with Puget Sound Public Farms in 2023. Since then, the farm has been actively cultivated, producing thousands of pounds of food that have been donated to the Stanwood Camano Food Bank.

In 2025, the rental agreement was renewed for a three-year term which is set to expire at the end of 2028. The agreement grants non-exclusive use of the property for the cultivation, maintenance, and harvest of fruits, vegetables, and other plants. It also authorizes Puget Sound Public Farms (PSPF)

to construct sheds, build a greenhouse, and carry out wetland restoration activities. Before committing additional funds and resources to construction and restoration, PSPF has requested consideration of a longer lease term. Furthermore, the wetland restoration efforts will require the City's long-term commitment to preserving the restored area.

DISCUSSION

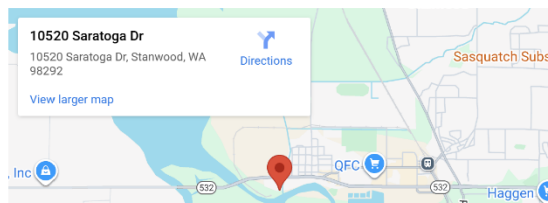
The mission of Puget Sound Public Farms (PSPF) is to partner with local landowners in order to create opportunities for agricultural education. A core part of their work is offering free classes to the public on basic gardening techniques, empowering residents with the knowledge and skills to grow their own food and foster sustainable practices. In addition to education, PSPF donates the fruits and vegetables they grow directly back to the community, ensuring that the benefits of their efforts reach those most in need.

PSPF remains dedicated to continuing their work at Ovenell Park, where they have already established a strong presence. By maintaining this partnership, they aim to strengthen community connections, promote healthy living, and support local families through both education and access to fresh, locally grown produce. The following is a copy of their website regarding Ovenell Park.

Ovenell Park Public Farm

The Ovenell Park Public Farm is an in ground vegetable garden and orchard situated at 10521 Saratoga Dr, Stanwood, WA 98292. The property is a former dairy farm that was purchased by the City of Stanwood in 2014. Puget Sound Public farms leases the property from the City of Stanwood to teach Stanwood and Camano Community Members how to grow their own food from seed to harvest. In 2024 Ovenell Park grew and donated over 2000lb of food for the Stanwood Camano Food Bank.

If you are interested in volunteering to help us grow food and learning scalable and sustainable agriculture techniques, please join us during our open hours on Wednesday from 9:00-12:00 starting March 12th. Please enter via Saratoga dr. which passes in front of Advanced Automotive.



PSPF has expressed interest in constructing a greenhouse and initiating wetland restoration projects in collaboration with the Snohomish Conservation District. Both activities are permitted under the existing rental agreement. Before moving forward, however, PSPF is requesting that the City Council consider extending the rental term. Specifically, they are seeking a minimum five-year rental term with the option to extend

up to ten years. This additional time is essential to ensure the long-term success of the proposed projects. PSPF would assume full responsibility for coordinating the projects as well as maintaining the site following completion. Given the scope and nature of the greenhouse construction and wetland restoration, a longer term is critical to securing the investments of time, resources, and community partnerships needed to make the projects sustainable.

ANALYSIS

Ovenell Park was originally acquired using Conservation Futures funding, which requires that the property be maintained primarily for passive recreation and environmental preservation. Any activities on the site must therefore be consistent with the conservation easement placed on the property. The projects proposed by PSPF, construction of a greenhouse and the initiation of wetland restoration in partnership with the Snohomish Conservation District, are consistent with the requirements of the conservation easement. The greenhouse would support sustainable food production and community education, while the wetland restoration project would enhance natural habitat, promote biodiversity, and improve environmental resiliency. In addition to compliance with the conservation easement, these projects provide meaningful public benefits. They strengthen environmental partnerships, promote stewardship of public lands, and create opportunities for educational awareness around conservation and sustainable practices. Extending the rental term to a minimum of five years, with the option of up to ten years, would provide the stability necessary for PSPF to make significant investments in these projects. Given the time and resources required for both greenhouse construction and wetland restoration, a longer rental term is requested to ensure their success. Attached is a copy of their request and planting plan for the wetland area. Staff recommends that the City Council approve Puget Sound Public Farms' request to extend the term of the agreement. The proposed greenhouse and wetland restoration projects are consistent with the terms of the conservation easement and the intent of the Conservation Futures funding used to acquire Ovenell Park. These projects not only comply with the requirements for passive recreation and environmental preservation but also enhance the community's connection to the park through education, food donation, and environmental stewardship. By partnering with the Snohomish Conservation District, PSPF brings additional expertise and resources that strengthen the City's commitment to conservation and sustainable land management.

FISCAL ANALYSIS

There are no city costs associated with this project. Puget Sound Public Farms is responsible for all costs associated with managing the farm production activities and if they are successful in obtaining the wetland restoration grant, they will manage that work as well.

COUNCIL OPTIONS

1. Extend the Ovenell Park Rental Agreement with Puget Sound Public Farms for an additional 5 years with the option to extend to 10 years.
2. Do not extend the rental agreement at this time.

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE RENTAL AGREEMENT EXTENSION WITH PUGET SOUND PUBLIC FARMS FOR USE OF THE OVENELL PARK SITE AS PROVIDED IN EXHIBIT A."

Ovenell Park Proposed Restoration Plan

Developed for the City of Stanwood

Created by: Sara Rocero, Habitat Restoration Project Manager at Snohomish Conservation District

Snohomish Conservation District (SCD) is seeking funding to conduct wetland and riparian restoration at Ovenell Park. Restoration activities will include: Site preparation and maintenance, native shrub and tree planting, agroforestry planting, and noxious weed removal. Below is a list of native trees and shrubs that can be used in the project. This list can be altered by quantity and species, but every funding source for these types of projects requires the planting of conifer trees as they provide the most benefits in terms of water quality and benefits to salmon.

The agroforestry plant list is not included here. However, our agroforester can work with City staff and Andrew to create a list of trees and shrubs that will work on this site.

If this project is approved and funded by the Dept. of Ecology, SCD makes a 10 year commitment to maintain the project site for 10 years after the project is implemented. SCD will utilize grant funding to cover staff time, crew time (for project implementation and maintenance), plants and supplies, all at no cost to the City of Stanwood.

Common Name	Scientific Name	Form	Quantity	Spacing
Douglas fir	<i>Pseudotsuga menziesii</i>	Bareroot	200	12 feet
Shore pine	<i>Pinus contorta</i>	Bareroot	200	12 feet
Sitka spruce	<i>Picea sitchensis</i>	Bareroot	200	12 feet
Western redcedar	<i>Thuja plicata</i>	Bareroot	200	12 feet
Grand fir	<i>Abies grandis</i>	Bareroot	200	12 feet
Cascara	<i>Frangula purshiana</i>	Bareroot	200	10 feet
Beaked hazelnut	<i>Corylus cornuta</i>	Bareroot	200	10 feet
Serviceberry	<i>Amelanchier alnifolia</i>	Bareroot	200	10 feet
Black twinberry	<i>Lonicera involucrata</i>	Livestake/ bareroot	150	6 feet
Willow species	<i>Salix</i> spp. <i>Vaccinium ovatum</i>	Livestake	400	10 feet
Red-osier dogwood	<i>Cornus sericea</i>	Livestake	200	6 feet
Snowberry	<i>Symphoricarpos albus</i>	Bareroot	200	6 feet
Evergreen huckleberry	<i>Vaccinium ovatum</i>	Potted	200	6 feet
Tall Oregon grape	<i>Mahonia aquifolium</i>	Potted/ bareroot	150	6 feet
Nootka rose	<i>Rosa nutkana</i>	Bareroot	200	6 feet
Pacific crabapple	<i>Malus fusca</i>	Bareroot	150	10 feet
Vine maple	<i>Acer circinatum</i>	Bareroot	150	10 feet
Thimbleberry	<i>Rubus parviflorus</i>	Bareroot	150	6 feet
Salmonberry	<i>Rubus spectabilis</i>	Bareroot	150	6 feet
Osoberry	<i>Oemleria cerasiformis</i>		150	

Orca Recovery Day Restoration Area

Untitled layer

Untitled layer

Vegetable Garden

Orca Recovery Day Restoration Area



RENTAL AGREEMENT

THIS RENTAL AGREEMENT, is made by and between the CITY OF STANWOOD, a municipal corporation of the State of Washington, hereinafter "City," and Puget Sound Public Farms, a Nonprofit Corporation recognized by the State of Washington, hereinafter "Tenant."

1. DESCRIPTION OF PREMISES.

City hereby rents to Tenant and Tenant rents from City based on the terms, covenants and conditions set forth herein, the following-described premises:

A portion of that property described commonly as Ovenell Park located south of SR-532 south from Orchards Nursery and west from Twin City Foods building. Referred to in the Snohomish County Assessor SCOP1 as Parcel ID: 32032300401200 and Tax Code Area 00758. Described in property account summary as:

Section 23 Township 32 Range hub 03 Quarter SE & 26-32-03 NE - TH PTN OF FDP LY SLY OF SLY R/W BDY OF ST HWY 1-Y (SR 532): GOVT LOT 4 OF SD SEC 23 EXC TH PTN CONVDYD TOHAYLAND MILL CO INC BY DEED REC VOL 173 PG 358 DEEDS AFN 229933 DAF BEG AT SE COR OF SD LOT 4 TH N78W 211.2FT TH N73W 429FT TH N63W 581FT TO OLD CO RD R/W TH N34E 20FT TH S68E 167.8FT TH N22E 36FT THS61E 57FT TH S66 30E 258FT TH S67 15E 726FT TH S5.2FT TO POB & EXC TH PTN OF SD GOVT LOT 4 LY S OF N 420.38FT & SWLY OF RR R/W INDUSTRIAL SPUR & EXC TH PTN THROF LY WTHN BN INDUSTRIAL R/W SPUR TGWANY ACCRETED PROP ADJ THRTO & N OF NORTHERN LN OF ORD HIGH WATER OF STILLI RIVER (INCL LANDS IN SEC 26 N OF RIVER) PER QT ACT SCC 07-2-01934-9 FILED 3-2-07 SEG'D PER SWD REC AFN 201410060443

Snohomish County Tax Parcel ID 32032300401200 hereinafter the "Rental Premises."

Tenant shall have the non-exclusive right to use the Rental Premises for purposes of establishing, maintaining, and harvesting fruits, vegetables and plants grown on the Rental Premises in the areas shown in Attachment A. Tenant shall have the right to install, at its sole risk and expense, in a location approved by the City, a potting shed which may contain items associated with growing vegetables including but not limited to tools, soil, and fertilizer. Tenant shall not store any of its equipment or property outside the area designated on Attachment A and shall be solely responsible for the security and safekeeping thereof.

2. TERM.

- a. This rental agreement shall be effective from February 28, 2025 to February 28, 2028.
- b. This agreement may be renewed by the parties for additional one-to-three-year terms if approved by the City. Any such renewal shall be reduced to a written addendum and shall be signed by both parties. The tenancy may be terminated by either City or Tenant giving the other party written notice of intent to terminate, which notice must be given at least sixty (60) days prior to the intended date of vacation.

City of Stanwood
2025-011

3. RENT.

- a. Tenant shall pay rent in the amount of \$1.00 (one dollar) per year for the use of the Rental Premises, in advance of the first day of the start of the rental term year.
- b. The City may increase or decrease the rent annually upon at least sixty (60) days written notice to Tenant. Rent shall be paid at: Stanwood City Hall or at such other place as may be designated by City.

4. NON-PAYMENT.

In the event Tenant should fail to pay any installment of rent or any sum due hereunder by the date it is due, the City shall have the right to terminate this Rental Agreement.

5. NSF CHECK CHARGE.

A \$35.00 fee will be charged for each check returned for insufficient funds or that cannot be cashed on the day it is received or presented for payment. Said NSF charge shall be in addition to any applicable late charge and shall constitute additional rent due hereunder. No postdated checks will be accepted as rental payment.

6. USE OF PREMISES.

- a. Planting, maintaining, and harvesting fruits, vegetables and plants grown on the Rental Premises including the orchard area as well as the area designated for planting on the map including all activities that aid in the aforementioned activities including but not limited to:
 - i. Modifying the soil to make it suitable for planting
 - ii. Amending the soil with additives that increase the favorability of conditions for plant growth,
 - iii. Incorporating amendments,
 - iv. Removal and prevention of undesirable plants, insects, and diseases through mechanical, chemical, and biologic controls,
 - v. Irrigation.
- b. Providing members of the public hands-on learning experiences on how to grow, maintain, and harvest fruits and vegetables.
- c. Providing members of the public hands-on learning experiences on wetland function and restoration.
- d. Creating a wetland restoration plan in conjunction with organization(s) with professional experience in creating wetland restoration plans in Snohomish County for presentation to the City.
- e. Parking on impervious surfaces on the property.
 - i. Parking shall be limited to a maximum of twenty (20) passenger-size vehicles and one box truck at a time unless prior written consent is given by the City.
- f. Tool and equipment storage in a location designated by the map of the Rental Premises.
- g. Placement, maintenance and use of a portable bathroom which may be kept at the Rental Premises for use by Tenant and affiliates.
- h. Installation of up to eight (8) raised beds for use for growing plants, fruits and vegetables.

- i. Creation of a compost pile for organic matter disposal that shall not exceed in volume fifteen (15) cubic yards.
- j. Tenant shall have the option to pursue a building permit for the construction of a greenhouse, a structure which is defined as a building whose entire structure is coated in clear or semitransparent plastic sheeting and whose purpose is principally to aid in the growing of plants, on the rental property. Should Tenant successfully obtain a building permit for construction of a greenhouse on the rental property, the City shall have the option to approve the construction of a greenhouse. If the City and the Tenant agree upon the construction of said greenhouse, Tenant shall have the right to construct the greenhouse in a safe manner in accordance with the approved building permit. If constructed, it shall be made available for use by Tenant for the duration of this lease agreement.
- k. Tenant will not perform any act or carry on any practices that may damage the Rental Premises or be a nuisance to or menace or injure the public.
- l. Tenant shall exercise all necessary precautions in the use of the Rental Premises to protect the public from injury to persons or property.
- m. This Agreement is for non-exclusive use. Tenant shall have no preference or priority over the public in Tenant's use of the Rental Premises.
- n. Tenant shall treat members of the public with courtesy and respect when using the Rental Premises.
- o. Tenant shall keep all odors produced to a minimum.
- p. Tenant's use of the Rental Premises shall not inconvenience members of the public making joint use thereof.
- q. Tenant shall promptly comply with all state and federal laws and local, ordinances, orders, and regulations now in effect, or as hereafter amended, affecting use of the Rental Premises and their cleanliness, safety, occupation and use.
- r. Tenant shall protect water resources and streams from pollution and/or contamination by properly using agriculturally approved pesticides or herbicides applied by licensed personnel in accordance with all rules and regulations.
- s. Tenant is responsible for cleanup of any pollution caused by any of the activities commenced on the property. An environmental clean-up charge will be assessed for any pollution which must be cleaned up by the City.
- t. Tenant is responsible for appropriate disposal of trash/garbage.
- u. Tenant will have permission to bring partners of the project including but not limited to representatives of partner organizations, board members of the Puget Sound Public Farms (a nonprofit organization created in part to handle the administrative burden of maintaining the project operating at the Premises), and potential partners for purposes of viewing the property in order to aid with decision making for the project. Visits may be conducted at any time during the lease agreement between dawn and dusk and will last no longer than four hours.
- v. All operations under this lease shall be conducted in a manner that will not unreasonably interfere with public use and enjoyment of adjoining lands under the ownership and/or jurisdiction of the City. Necessary precautions will be taken by the tenant to ensure the safety of the public in all phases of operation under this lease.
- w. Upon termination of the Rental Agreement, Tenant shall remove its storage facility and all of its personal property and quit and surrender the Rental Premises in as good a state and condition as it was at the commencement of the Rental Agreement,

- reasonable wear and tear or actions not caused by Tenant and its employees excepted.
- x. Tenant shall keep no more than 5 gallons of fuel at Ovenell Park. A fuel spill kit rated to clean up the fuel shall also be kept on site. User shall be responsible for cleaning up any and all fuel related spills that occur after the start of the lease date and will pay for any costs associated with fuel spills which occur on site. Tenant shall keep no more than one gallon total of pesticides, fungicides, and herbicides on site. All pesticides, fungicides, and herbicides shall be certified for use in organic farming operations and used in accordance with their label. All pesticides, fungicides, and herbicides shall be applied only with a backpack sprayer or other handheld spray device to mitigate pesticide drift. Pesticides, fungicides, and herbicides shall not be applied by Tenant to any area inside a critical area or wetland area as designated by the most recent environmental assessment. Tenant shall develop an integrated pest management strategy (IPM) and shall follow the strategy to minimize the need for the use of pesticides.
 - y. Tenant shall keep a record of all pesticides, fungicides, and herbicides applied pursuant to this Agreement, a copy of which shall be provided to the Landlord on an annual basis if requested.

7. CONSERVATION EASEMENT.

Tenant acknowledges that the Rental Premises are subject to a Grant of Conservation Easement from City to Snohomish County governing the use of the property for the purpose of retaining the Rental Premises for open space and passive recreation. Tenant acknowledges receipt of a copy of the easement. Tenant agrees to strictly conform to the terms of said easement, which are incorporated by this reference.

8. UTILITIES.

Tenant shall have the use of water and electric services located at the property at their expense for purposes of cultivating fruits and vegetables. Costs shall be at the rate billed by the City or other provider.

9. ACCEPTANCE OF PREMISES.

Tenant acknowledges that Tenant has examined the Rental Premises and accepts the same in their condition on the date of Tenant's execution of this Rental Agreement.

10. CONDITION OF PREMISES UPON.

- a. Except as provided above, no alterations shall be made to the Rental Premises without prior written consent of the City. Any alterations to the Rental Premises shall, at City's option, become part of the realty and belong to City.
- b. Should Tenant desire to alter the Rental Premises and if City consents to such alterations, then at City's option, such improvements shall be performed by City's employees, or Tenant shall contract with a licensed, bonded and insured contractor approved by City for the construction of such alterations.
- c. All work approved by City shall be done at such times and in such manner as City may from time to time designate. Tenant shall give City written notice five (5) days prior to employing any laborer or contractor to perform work resulting in an alteration of the Rental Premises so that City may post a notice of no responsibility.

- d. In the event the Rental Premises shall at any time during the term of this Rental Agreement become subject to any suit brought to enforce a lien, or any statement or claim of lien is filed to enforce a lien resulting from the furnishing of materials or labor to the Rental Premises contracted for or agreed to by Tenant, Tenant may contest such lien by legal proceedings, but shall nevertheless cause such lien, at its sole cost, to be discharged within thirty (30) days after notice thereof by the substitution therefor of a mechanic's lien release bond, by posting of adequate security for the payment thereof (including all expenses incident thereto), or by such other method as shall be reasonably satisfactory to City.
- e. The equipment stored by Tenant shall be removed by Tenant at the termination of the Rental Agreement, provided that the premises are returned to as good condition as they were prior to the installation of the same. Tenant shall bear the full cost of removing all equipment, tools, and property and shall repair any damage to the Rental Premise. Tenant's obligations to observe or perform this covenant shall survive the expiration or termination of this Rental Agreement. In the event Tenant, with City's permission, does not remove the equipment, tools, and property upon expiration or termination of this Rental Agreement, the equipment, tools, and property shall become the property of the City.

11. INSURANCE/CASUALTY.

- a. Insurance Term

The Tenant shall procure and maintain for the duration of the Lease, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Tenant's operation and use of the leased Premises.

- b. No Limitation

The Tenant's maintenance of insurance as required by the Lease shall not be construed to limit the liability of the Tenant to the coverage provided by such insurance, or otherwise limit the Landlord's recourse to any remedy available at law or in equity.

- c. Minimum Scope of Insurance

The Tenant shall obtain insurance of the types and coverage described below:

- i. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The Landlord shall be named as additional insured on Tenant's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Landlords of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.

- ii. Property insurance shall be written on an all-risk basis.

- d. Minimum Amounts of Insurance

The Tenant shall maintain the following insurance limits:

- i. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.
- ii. Property insurance shall be written covering the full value of Tenant's property and improvements with no coinsurance provisions.

e. Other Insurance Provisions

The Tenant's Commercial General Liability insurance policy or policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Landlord. Any insurance, self-insurance, or self-insured pool coverage maintained by the Landlord shall be excess of the Tenant's insurance and shall not contribute with it.

f. Acceptability of Insurers

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

g. Verification of Coverage

The Tenant shall furnish the Landlord with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Tenant.

h. Waiver of Subrogation

Tenant and Landlord hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the Premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

i. Landlord's Property Insurance

Landlord shall maintain during the term of the Lease all-risk property insurance covering the land and buildings.

j. Notice of Cancellation

The Tenant shall provide the Landlord with written notice of any policy cancellation within two business days of their receipt of such notice.

k. Failure to Maintain Insurance

Failure on the part of the Tenant to maintain the insurance as required shall constitute a material breach of lease, upon which the Landlord may, after giving five business days notice to the Tenant to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Landlord on demand.

I. Landlord Full Availability of Tenant Limits

If the Tenant maintains higher insurance limits than the minimums shown above, the Landlord shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Tenant, irrespective of whether such limits maintained by the Tenant are greater than those required by this Lease or whether any certificate of insurance furnished to the Landlord evidences limits of liability lower than those maintained by the Tenant.

13. RISK OF LOSS.

All personal property of Tenant kept or maintained at the Rental Premises shall be at the risk of Tenant.

14. INDEMNIFICATION.

- a. City shall protect, hold harmless, indemnify, and defend, at its own expense, Tenant, from any loss or claim for damages of any nature whatsoever, including claims by third parties or by City's employees from which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission on or about the Rental Premises or relating to this Rental Agreement by City, its appointed or elected officials, officers, assignees, agents, employees, invitees, contractors or subcontractors. If a loss or claim is caused by or results from the concurrent negligence of City, its appointed or elected officials, officers, employees, or agents and the Tenant, this clause shall be valid and enforceable only to the extent of the negligence of the City, its appointed or elected officials, officers, employees, or agents.
- b. Tenant shall protect, hold harmless, indemnify, and defend, at its own expense, the City, its appointed or elected officials, officers, employees, and agents from any loss or claim for damages of any nature whatsoever, including claims by third parties or by the volunteers of the Stanwood Camano Food Bank from which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission on or about the Rental Premises or relating to this Rental Agreement by the Tenant. If a loss or claim is caused by or results from the concurrent negligence of the Tenant and the City, its appointed or elected officials, officers, employees, or agents, this clause shall be valid and enforceable only to the extent of the negligence of the Tenant, its officers, employees, or agents.
- c. The parties acknowledge that the foregoing indemnity provisions were mutually negotiated and survive the termination of this Rental Agreement.

15. MAINTENANCE AND REPAIRS.

- a. City shall be responsible for the maintenance and repair of the Rental Premises excluding all activities directly in service of growing fruits and vegetables or restoring wetlands; provided Tenant shall be responsible for repairing any damage occasioned by Tenant's use of the Rental Premises. If Tenant refuses or neglects to repair any damage occasioned by Tenant's use of the Rental Premises to the reasonable satisfaction of City as soon as reasonably possible after written demand, City may make such repairs and do required maintenance without liability to Tenant for any loss or damage that may accrue to Tenant's fixtures or other property, and upon completion

thereof, Tenant shall pay City's costs for such work, plus 15% for overhead, together with 12% per annum interest from the date City tenders Tenant an invoice for such work to the date of payment.

- b. No compensation shall be made to or claimed by Tenant from City by reasons of inconvenience, annoyance or other concerns arising from the making of repairs to or maintenance or alteration of the Rental Premises. City reserves the right to perform maintenance and make repairs and alterations when and where the same may be deemed by City to be necessary. Nothing herein contained shall be construed as an agreement on the part of the City to make any repairs or alterations becoming necessary, in the reasonable opinion of City, due to negligence of Tenant, its officers, employees, or agents.

16. SIGNS.

Tenant shall have the option to apply for permits to erect signs advertising the Puget Sound Public Farms on the Rental Premises of a size and design acceptable to City at its sole discretion. Any signs not in conformity with this Rental Agreement may be removed and destroyed by City.

17. ENTRY BY CITY.

City and its employees, elected officials, agents and contractors shall have the right to enter the Rental Premises at any time for any purpose including, but not limited to, inspecting the same and maintaining the Rental Premises, or for the purpose of making repairs, alterations, or additions to any portion of the Rental Premises, including the erection and maintenance of such scaffolding, canopies, fences and props as may be required, or for the purpose of posting notices of no responsibility for alterations, additions or repairs, without any rebate of rent and without any liability to Tenant for any loss of occupation or quiet enjoyment of the Rental Premises thereby occasioned. Upon request Tenant shall permit City entry to its storage facility for purposes of inspecting the same.

18. TAXES.

- a. City shall be responsible for all real property taxes and assessments levied or assessed against the Rental Premises by any governmental entity, including any special assessments imposed on or against the Rental Premises for the construction or improvement of public works in, on or about the Rental Premises; provided, however, that Tenant shall conduct no activity on the Rental Premises nor place any articles on the Rental Premises that will increase the real property taxes levied or assessed against the Rental Premises.
- b. Tenant shall pay before delinquency any and all taxes, assessments, license fees, and public charges levied, assessed or imposed and which become payable during the Rental Agreement upon Tenant's fixtures and personal property installed on or located in the Rental Premises.
- c. Tenant agrees to pay the amount of all taxes levied upon or measured by the rent payable hereunder, whether as a sales tax, transaction privilege tax, leasehold excise tax, or otherwise. Except as provided in paragraph 3 above, such taxes shall be due and payable at the time the same are levied or assessed.

19. ABANDONMENT.

If Tenant shall abandon, vacate or surrender the Rental Premises, or be dispossessed by

process of law, or otherwise, any personal property belonging to Tenant and left on the Rental Premises shall, at the option of the City, be deemed abandoned.

20. CASUALTY; REBUILDING; CONDEMNATION.

- a. In the event of damage to the Rental Premises other than under the circumstances described in the preceding section, the City may or may not repair the Rental Premises at their sole discretion. Until the Rental Premises are repaired and put in a good and tenantable order, the rents herein provided for, or a fair and just proportion thereof according to the nature and extent of the damage sustained, shall be abated until the Rental Premises have been restored to a good and tenantable condition as they were before such damage or destruction.
- b. In the event that the Rental Premises are not usable as contemplated in this agreement for over ninety (60) days due to the damage, either the City or Tenant shall have the right to terminate this Rental Agreement.
- c. If any part of the Rental Premises shall be taken by public or quasi-public authority under any power of eminent domain or condemnation, Tenant shall have no claim or interest in or to any award of damages for such taking. If such taking materially reduces the usefulness of the Rental Premises for the purposes for which it is rented, then Tenant shall have the option of terminating this Rental Agreement.

21. ASSIGNMENT AND SUBLETTING.

Tenant shall not sublease, sublet or assign the Rental Premises, or any portion thereof, except by the written permission and consent of City, in City's sole discretion. This Rental Agreement shall not be assignable by operation of law.

22. INSOLVENCY OF TENANT.

The (a) appointment of a receiver to take possession of all or substantially all of the assets of Tenant, or (b) a general assignment by Tenant for the benefit of creditors, or (c) any action taken or suffered by Tenant under any insolvency or bankruptcy act shall, if any such appointments, assignments or action continues for a period of thirty (30) days, constitutes a breach of this Rental Agreement by Tenant, and City may at its election without notice, terminate this Rental Agreement, and in that event be entitled to immediate possession of the Rental Premises and damages as provided below.

23. TENANT DEFAULT.

- a. If Tenant shall fail to perform any of the covenants and agreements herein contained (and regardless of the pendency of any bankruptcy, reorganization, receivership, insolvency, or other legal or equitable proceedings that have or might have the effect of preventing the Tenant from complying with the terms of this Rental Agreement), then City may cancel this Rental Agreement upon giving the notice required by law, and re-enter said premises. Notwithstanding anything contained herein to the contrary, City shall provide written notice of default and allow Tenant a ten (10) day period to cure.
- b. If City must commence an unlawful detainer action to seek restitution of the rental premises as a result of Tenant's default in the payment of rent, City shall be entitled to judgment in the amount of double the rent due at the time of judgment pursuant to RCW 59.12.170.
- c. In the event of any entry in, or taking possession of, the Rental Premises, City shall have the right, but not the obligation, to remove from the Rental Premises all personal

property located thereon and may place the same in storage at a public warehouse, at the expense and risk of the owners.

- d. If at any time City waives any breach or default, or any right or option, such waiver shall not be construed to be a waiver of any other right or option, or any other past, existing or future breach or default.
- e. In the event Tenant is in default on any provision of this Rental Agreement and City seeks the services of an attorney to enforce such provision in default, City shall be entitled to recover all attorney's fees and costs expended in such enforcement, including the cost of preparation and service of all notices, and such fees, costs and expenses shall constitute additional rent due hereunder.

24. CITY DEFAULT.

In the event City shall neglect or fail to perform or observe any of the covenants, provisions or conditions contained in this Rental Agreement on its part to be performed or observed within 30 days after Tenant's written notice to City (or if more than 30 days shall be required because of the nature of the breach, if City shall fail to proceed diligently to cure such breach after notice), then, in that event, Tenant shall have the right to cure any such default at Tenant's expense. In the event City fails and refuses to cure its default and Tenant is unable to remedy City's default, Tenant shall have the option of terminating this Rental Agreement upon 30 days written notice to City.

25. ATTORNEY FEES.

In the event of any legal action or proceeding between the parties hereto, each party shall be responsible for its own attorney fees. This Rental Agreement shall be governed by the laws of the State of Washington. The venue for any dispute related to this Rental Agreement shall be Snohomish County, Washington. Should City be named as a defendant in any suit brought against Tenant in connection with or arising out of Tenant's occupancy hereunder, Tenant shall pay to City its cost and expenses incurred in such suit, including reasonable legal fees.

26. NOTICES.

All notices, statements, demands, requests, consents, approvals, authorizations, offers, agreements, appointments, or designations under this Rental Agreement by either party to the other shall be in writing and shall be sufficiently given and served upon the other party, if sent by certified mail, return receipt requested, postage prepaid, and addressed as follows:

TENANT:

Puget Sound Public Farms, Andrew Davis
2221 145th NW
Marysville, WA 98271
Telephone: (425)512-6885
Email: Andrewd.pspf@gmail.com

CITY:

City Administrator
City of Stanwood
10220 270th Ave NW
Stanwood, WA 98292

or at such other address as either party designates by written notice to the other party.
All notices shall be effective upon the earlier of personal delivery or three (3) days after being mailed.

27. NO WAIVER OF COVENANTS.

No waiver shall be implied from an omission by either party to take any action related to breach of any covenant, term, or condition of this Rental Agreement. The acceptance by City of rent with knowledge of the breach of any of the terms, conditions, or covenants of this Rental Agreement by Tenant shall not be deemed a waiver of any such breach. One or more waivers of any breach of any covenant, term, or condition of this Rental Agreement shall not be construed as a waiver of any subsequent breach of the same covenant, term, or condition.

28. DELAYED POSSESSION.

In the event of the inability of City to deliver possession of the Rental Premises for any reason whatsoever at the time of the commencement of the term of this Rental Agreement, neither City nor its agents shall be liable for any damage caused thereby, nor shall this Rental Agreement thereby become void or voidable, nor shall the term herein specified be in any way extended, but in such event Tenant shall not be liable for any rent until such time as City can deliver possession, and in the event that possession is delayed over ninety (90) days, Tenant shall have the right to terminate this Rental Agreement.

29. SUCCESSORS AND ASSIGNS.

The rights, liabilities, and remedies provided for herein shall extend to the heirs, legal representatives, successors and, so far as the terms of this Rental Agreement permit, assigns of the parties hereto. The words "City" and "Tenant" and their accompanying verbs or pronouns, wherever used in this Rental Agreement, shall apply equally to all persons, firms or corporations which may be or become parties to this Rental Agreement.

30. RULES.

Tenant agrees to abide by the rules and regulations governing the operation of the Rental Premises which may be made by City from time to time, and will use reasonable methods to induce its employees, contractors and agents to observe the same.

31. SUBORDINATION.

Tenant agrees that this Rental Agreement shall be subordinate to any mortgages or deeds of trust that are now or may hereinafter be placed upon the Rental Premises, and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements and extensions thereof: provided the mortgagee or beneficiary named in said mortgages or deeds of trust shall agree to recognize this Rental Agreement in the event of foreclosure if Tenant is not in default. Within fifteen (15) days after written request from City, Tenant shall execute any documents that may be necessary or desirable to effectuate the subordination of this Rental Agreement to any such mortgages or deeds of trust.

32. TIME.

Time is of the essence for this Rental Agreement.

33. ENTIRE AGREEMENT AND AMENDMENTS.

This Rental Agreement contains all of the agreements between the parties with respect to any matter covered or mentioned in the Rental Agreement, and no prior agreement, letter of intent, or understanding relating to any such matter will be effective for any purpose. No provision in this Rental Agreement may be amended or added to except by an agreement in writing signed by the parties or their respective successors in interest and using the same formalities as are required by the execution of this Rental Agreement.

IN WITNESS WHEREOF City and Tenant have executed this Rental Agreement.
Individuals signing on behalf of a principal warrant that they have the authority to bind their principals.

DATED February 27, 2025

CITY OF STANWOOD, Landlord

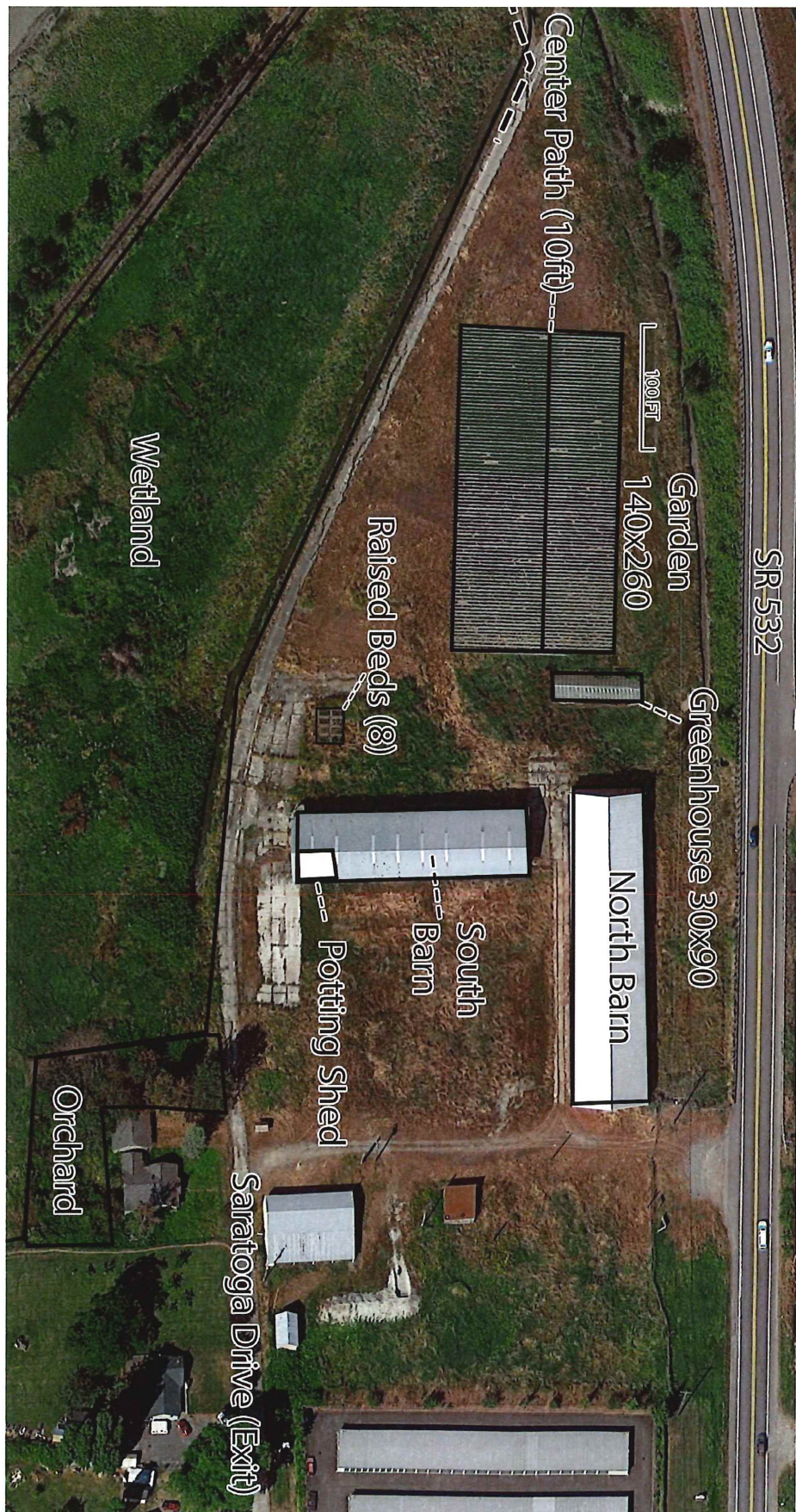
By 
SID ROBERTS, Mayor

DATED 2/3/2025

PUGET SOUND PUBLIC FARMS, Tenant

By 

ANDREW DAVIS, Board of Directors
President





City of Stanwood City Council Staff Report

Item Number: 11.c.

Date: November 24, 2025

Subject: Adopt Resolution 2025-08 Annex with Snohomish County Comprehensive Emergency Management Plan, Adopt Resolution 2025-09 Continuity of Government, and Adopt Resolution 2025-10 Continuity of Operation Plan

Contact Person: Scott Black, Building Official
Amanda Slattery, Public Works Office Specialist

Attachments:

1. 2025 CEMP Annex and Resolution 2025.08
2. Resolution 2025.09 COOP
3. COOP_Plan_2025
4. Resolution 2025.10 COG
5. COG_Plan_2025

ISSUE

The purpose of this agenda item is for Council to review and adopt Resolution 2025-08 Adopting the City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex, Resolution 2025-09 Adopting the City of Stanwood Continuity of Operations Plan (COOP), and Resolution 2025-10 Adopting the City of Stanwood Continuity of Government (COG) Plan.

DISCUSSION

The City of Stanwood, in coordination with the Snohomish County Department of Emergency Management (DEM), has completed the update of its Comprehensive Emergency Management Plan (CEMP) Annex. The Annex serves as the City's supplement to the Snohomish County Comprehensive Emergency Management Plan, outlining how the City prepares for, responds to, and recovers from emergencies and disasters within its jurisdiction. The updated Annex ensures the City maintains eligibility for State and Federal disaster assistance and remains compliant with current emergency management standards.

During this meeting, representatives from the Snohomish County Department of Emergency Management (DEM) presented an overview of the updated CEMP Annex, highlighting the City's role within the regional emergency management structure. Following the presentation, staff is requesting Council's consideration of Resolution 2025-08 to adopt the updated CEMP Annex.

Additionally, staff is requesting Council consideration of Resolution 2025-09 adopting the City's Continuity of Operations Plan (COOP) and Resolution 2025-10 adopting the Continuity of Government (COG) Plan. These two companion plans are directly connected to the CEMP and provide detailed guidance on maintaining essential City functions and leadership during and after an emergency or disaster.

The COOP identifies how essential City operations will continue if normal facilities or staffing are disrupted, ensuring that critical services such as water, sewer, streets, and administrative functions remain operational. The COG plan ensures that government leadership and legal authority remain intact during an emergency, defining lines of succession, delegation of authority, and preservation of essential records.

Together, the CEMP Annex, COOP, and COG provide a complete framework for preparedness, response, continuity, and recovery, ensuring the City of Stanwood can continue serving the community during any emergency or disaster.

STAFF RECOMMENDATION

Following the presentation from the Snohomish County Department of Emergency Management (DEM) on the City of Stanwood's updated Comprehensive Emergency Management Plan (CEMP) Annex, staff recommends that the City Council adopt the following resolutions:

- Resolution 2025-08 – Adopting the City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex
- Resolution 2025-09 – Adopting the City of Stanwood Continuity of Operations Plan (COOP)
- Resolution 2025-10 – Adopting the City of Stanwood Continuity of Government (COG) Plan

These plans align with current State and Federal emergency management standards, incorporate coordination with Snohomish County DEM and partner agencies, and ensure the City maintains eligibility for State and Federal disaster assistance programs.

The City Council may choose to approve all three resolutions together or individually, depending on their review and discussion.

A review group consisting of Scott Black, City of Stanwood Code Enforcement; Kevin Hushagen, Public Works Director; Doug Tanhopen, North County Fire; and Amanda Slattery, Public Works Office Specialist, participated in the review and development of the updated plans, along with representatives from the Snohomish County Department of Emergency Management (DEM). The documents were also reviewed by all City management staff and the Mayor prior to final submission.

BACKGROUND

The City of Stanwood participates in a regional approach to emergency management through the Snohomish County Department of Emergency Management (DEM). The City's Comprehensive Emergency Management Plan (CEMP) Annex serves as the City's supplement to the Snohomish County Comprehensive Emergency Management Plan, outlining how the City prepares for, responds to, and recovers from emergencies and disasters within its jurisdiction.

The City's previous CEMP was adopted in April 2012. Since that time, both the City and Snohomish County have experienced organizational changes, population growth, and updates to State and Federal emergency management standards. In partnership with Snohomish County DEM, North County Regional Fire Authority, and other regional stakeholders, the City has completed an update to its CEMP Annex to ensure continued compliance with RCW 38.52 and WAC 118-30 requirements.

The updated Annex integrates FEMA's National Incident Management System (NIMS) and aligns with the Snohomish County CEMP structure. It reflects the City's current operational framework, essential services, and critical facilities, and enhances coordination among City departments and partner agencies. The updated Annex also improves the City's continuity of operations and recovery planning, ensuring Stanwood remains prepared for a wide range of natural and human-caused hazards.

In conjunction with the CEMP Annex, the City developed two companion documents: the Continuity of Operations Plan (COOP) and the Continuity of Government Plan (COG). These plans provide the structure for maintaining essential services and leadership authority during emergencies that disrupt normal operations. The COOP identifies how critical City functions—such as water, sewer, streets, and administration—will continue if facilities or staff are unavailable. The COG establishes lines of succession, delegations of authority, and alternate governing locations to preserve lawful governance and decision-making authority during an emergency. Both plans were developed in coordination with Snohomish County DEM and reviewed by City management and the Mayor to ensure alignment with State and Federal continuity standards.

FISCAL IMPACT

No Fiscal Impact

COUNCIL OPTIONS

1. Approve Resolution 2025-08 adopting the Comprehensive Emergency Management Plan (CEMP) Annex; approve Resolution 2025-09 adopting the Continuity of Operations Plan (COOP); and approve Resolution 2025-10 adopting the Continuity of Government (COG) Plan.
2. Approve Resolution 2025-08 only and provide direction to staff regarding Resolutions 2025-09 and 2025-10.
3. Approve Resolution 2025-09 only and provide direction to staff regarding Resolutions 2025-08 and 2025-10.
4. Approve Resolution 2025-10 only and provide direction to staff regarding Resolutions 2025-08 and 2025-09.
5. Do not approve one or more of the resolutions and direct staff on how to proceed.

RECOMMENDED MOTIONS

“I MOVE TO ADOPT RESOLUTION 2025-08 ADOPTING THE CITY OF STANWOOD COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) ANNEX.”

“I MOVE TO ADOPT RESOLUTION 2025-09 ADOPTING THE CITY OF STANWOOD CONTINUITY OF OPERATIONS PLAN (COOP).”

“I MOVE TO ADOPT RESOLUTION 2025-10 ADOPTING THE CITY OF STANWOOD CONTINUITY OF GOVERNMENT (COG) PLAN.”

CITY OF STANWOOD CEMP ANNEX

This Annex is a part of the Snohomish County Comprehensive Emergency Management Plan (CEMP) and provides specific information for City of Stanwood.

Resolution Date:
November 24, 2025

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1. RESOLUTION NO. 2025-08

CITY OF STANWOOD
Stanwood, Washington

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING THE CITY OF STANWOOD COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) ANNEX TO THE SNOHOMISH COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND AUTHORIZING ITS IMPLEMENTATION.

WHEREAS, the Revised Code of Washington (RCW 38.52) and the Washington Administrative Code (WAC 118-30) require that all political subdivisions of the State of Washington prepare and maintain a Comprehensive Emergency Management Plan (CEMP) to provide for the effective management and coordination of emergency operations within their jurisdiction; and

WHEREAS, the City of Stanwood recognizes that all people and property within its jurisdiction are subject to a wide range of natural, technological, and human-caused hazards that may threaten life, property, and the environment; and

WHEREAS, the City of Stanwood participates in a regional approach to emergency management through the Snohomish County Department of Emergency Management (DEM), and has developed a City of Stanwood Comprehensive Emergency Management Plan Annex ("Annex") consistent with the County's CEMP; and

WHEREAS, the City of Stanwood's CEMP Annex defines the organization, responsibilities, and procedures to be followed by City departments, supporting agencies, and partner organizations in preparing for, responding to, and recovering from emergencies and disasters; and

WHEREAS, the Annex has been reviewed and coordinated with the Snohomish County Department of Emergency Management, North County Regional Fire Authority, the Stanwood-Camano School District, and other local and regional partners; and

WHEREAS, adoption of this Annex ensures the City's emergency management structure aligns with the National Incident Management System (NIMS) and the Incident Command System (ICS) for coordinated response and recovery operations; and

WHEREAS, the City Council of the City of Stanwood finds that adopting the updated CEMP Annex is in the best interest of public health, safety, and welfare.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex, attached hereto as Exhibit A, is hereby adopted as the official emergency management plan of the City of Stanwood.

Section 2. The Mayor, City Administrator, and designated Emergency Management Coordinator are hereby authorized to implement, maintain, and update the CEMP Annex as necessary, in coordination with the Snohomish County Department of Emergency Management, consistent with RCW 38.52.

Section 3. This resolution supersedes any prior emergency management proclamations or annex adoptions related to previous editions of the City's CEMP.

Section 4. This resolution shall take effect immediately upon passage.

PASSED AND APPROVED by the City Council of the City of Stanwood this 24 day of November 2025.

CITY OF STANWOOD

By: _____
Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

2. Foreword

2.1 Approval and Implementation

The City of Stanwood’s CEMP Annex establishes an all-hazards approach to enhance the City of Stanwood’s ability to manage emergencies and disasters. It defines how emergency management will be coordinated within the City of Stanwood in order to save lives; protect public health, property, the economy, and the environment; promote safety; and foster a return to a normal way of life. It does this by:

- Identifying how organizations within the City of Stanwood coordinate to prepare for and mitigate against hazards of all kinds.
- Assigning responsibilities to organizations and individuals during emergencies that exceed the routine capability of any one agency.
- Setting forth lines of authority and organizational relationships.
- Describing how multi-agency actions will be coordinated.
- Identifying personnel, equipment, facilities, supplies, and other resources available within the City of Stanwood or by agreement with other jurisdictions.

This Annex was developed through collaborative efforts of the City of Stanwood’s departments, public safety agencies, the Stanwood-Camano School District, and Snohomish County Department of Emergency Management (DEM). This Annex applies to emergency management activities coordinated by the City of Stanwood.

This version dated November 24, 2025, supersedes all previous editions.

3. Introduction

3.1 Purpose

This Annex (“Annex”) is an all-hazards annex to the Snohomish County (“County”) Comprehensive Emergency Management Plan (CEMP) for the City of Stanwood. The Annex describes how the City of Stanwood’s preparedness, response, and recovery activities are coordinated. The Annex may be applied to any incident, natural or human caused, that involves the response of multiple departments or agencies outside the scope of normal operations, or has the potential to exceed normal capabilities.

The Annex describes how the City of Stanwood:

- Plans, trains, and exercises in preparation for disasters and emergencies.

- Partners with external stakeholders and community members to take an all-hazards, whole community approach to disaster preparedness, mitigation, response, and recovery.
- Identifies and implements mitigation strategies that reduce vulnerability to hazards.
- Establishes and enacts lines of authority and partnerships to execute tasks and responsibilities.
- Clarifies functions and responsibilities of participating and cooperating departments, agencies, municipalities, organizations, and individuals.
- Develops processes to effectively return the City of Stanwood to normal as soon as possible.

3.2 Scope

This Annex coordinates prevention, response, and recovery efforts to disasters and emergencies impacting the incorporated area of the City of Stanwood. As an annex to Snohomish County's CEMP, this Annex also describes the coordination between the City of Stanwood and Snohomish County through the Department of Emergency Management (DEM) and the County's Emergency Operations Center (EOC).

Each department and responsible entity identified in this Annex will use the annex and the County's CEMP as the basis for development and implementation of plans, policies, procedures, and guides to direct response and recovery in the event of a disaster or emergency in the City of Stanwood.

4. Situation

4.1 Jurisdiction Profile and Demographics

The City of Stanwood is located in the northwestern portion of Snohomish County, Washington, near the confluence of the Stillaguamish River and Port Susan Bay. Stanwood serves as a gateway between the mainland and Camano Island via State Route 532, a critical transportation corridor. It is bordered by unincorporated Snohomish County to the east and south, Skagit County to the north, and the community of Camano Island to the west.

According to the Washington State Office of Financial Management 2024 estimates, Stanwood has a population of approximately 8,370 residents. Stanwood continues to experience moderate population growth, driven in part by its scenic environment, historic downtown, and proximity to employment centers in Everett and the greater Puget Sound region. The city is characterized by a mix of residential neighborhoods, commercial areas, and agricultural lands. Vulnerable populations include older adults, youth, low-income residents, individuals with access and functional needs, and households with limited English proficiency.

Major infrastructure includes State Route 532, BNSF rail lines, water and wastewater utilities, and schools operated by the Stanwood-Camano School District. The city is exposed to risks from

flooding, seismic activity, and transportation disruption, due to its location near rivers, fault zones, and the regional highway system.

4.2 Hazard Identification and Risk Assessment (HIRA)

The Snohomish County Hazard Mitigation Plan (HMP) is published separately, and the accompanying risk assessment provides information on potential natural, technological, and human caused hazards throughout the County. The dynamic and cascading variables of a disaster may alter this assessment.

The Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment.) The HIRA identifies those hazards the County is at risk from as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery. The table below is the ranking of the 14 hazards, from highest to lowest, that City of Stanwood faces. For more information on each hazard, please refer to the City of Stanwood's Annex in the Snohomish County Hazard Mitigation Plan.

Ranked Hazards	Local Description of Exposure and Vulnerability
Flood	Stanwood lies at the confluence of the Stillaguamish River and Port Susan Bay and is highly vulnerable to flooding, especially in low-lying areas near downtown and the floodplain. Repeated flooding events can damage roads, homes, public facilities, and utilities. Key infrastructure such as lift stations, wastewater facilities, and bridges are exposed. Vulnerable populations include seniors, and those with limited mobility.
Dam Failure	While Stanwood is not directly downstream of a major dam, a catastrophic failure of upstream dams could lead to increased water flow and exacerbate flood conditions. Cascading impacts may include the need to provide shelter to neighboring displaced populations, economic disruption, and strain on emergency services.
Earthquake & Tsunami	Stanwood is within the Cascadia Subduction Zone risk area. A major earthquake could damage homes, bridges, utilities, and critical facilities, including schools and City Facilities. Though Stanwood is not on the outer coast, tsunami surges through Skagit Bay and Port Susan could potentially impact waterfront infrastructure and homes. Long-term disruptions to power, water, and communications are likely.

Disease Outbreak	Stanwood has a large senior population and limited local healthcare capacity increase vulnerability to disease outbreaks. Schools and congregate care facilities are points of concern. Economic impacts, workforce shortages, and supply chain disruptions would significantly affect residents and local businesses, as experienced during COVID-19.
Cybersecurity	The City of Stanwood relies on digital systems for utility services, communications, and municipal operations. A cyberattack could disrupt water/sewer services, emergency communication, payroll, and financial operations. Residents dependent on digital health or banking services would also be affected. Vulnerabilities include outdated technology infrastructure and a lack of dedicated cybersecurity personnel to monitor, prevent, and respond to threats.
Extreme Heat & Drought	Stanwood experiences longer periods of extreme heat and summer droughts. Vulnerable populations include the elderly, and children. Drought conditions can impact landscaping, water supply levels, and increase wildfire risk. Heat stress can damage pavement and create strain on electrical systems during high-demand periods.
Wildfire	While Stanwood is not in a heavily forested area, wildfires in surrounding communities can cause smoke hazards, affect air quality, and create public health emergencies. The city may also need to shelter evacuees from neighboring jurisdictions. Infrastructure like HVAC systems and outdoor public spaces may be impacted by smoke exposure and ash fall.
Hazardous Materials	Highway 532, the BNSF railroad corridor, and several industrial businesses operating within Stanwood present ongoing risks related to the transportation and use of hazardous materials. A significant spill or release—whether during transport or at a facility—could lead to shelter-in-place orders, evacuations, environmental contamination, and impacts to groundwater and public health.
Aircraft Accident	Stanwood is located under several small aircraft flight paths and near Arlington Municipal Airport and Paine Field. While the risk is low, a crash near residential or school areas would have severe impacts on life safety and property. Emergency response may be limited by road access and debris.
Mass Earth Movement	Stanwood is at moderate risk of localized landslides, particularly in areas with steep slopes or unstable soils. These events can block roads, damage utility lines, and

	isolate neighborhoods. Heavy rain or seismic activity could trigger these movements.
Severe Weather Events	Stanwood regularly experiences windstorms, snow, and freezing rain, which can down trees, damage power lines, and create hazardous travel conditions. Prolonged power outages and blocked roadways can isolate vulnerable residents.
Volcano	Though not directly in a volcanic hazard zone, ash fall from Mount Rainier, Glacier Peak, or Mount St. Helens could affect air quality, and damage electronics. Cascading impacts include economic disruption and potential for sheltering displaced residents from nearby jurisdictions.
Active Assailant	Schools, city offices, and public gathering spaces like parks and festivals are vulnerable to active assailant threats. Psychological impacts, and increased public fear are likely.
Stanwood Specific Hazards	
Ranked Hazards	Local Description of Exposure and Vulnerability
Rail Accident / Mass Casualty Incident	The BNSF rail line running through Stanwood carries both freight and passengers. A derailment involving hazardous materials or a collision with mass casualties could overwhelm local medical and emergency services. Evacuation, road closures, and environmental contamination are possible cascading impacts.

4.3 Economy

Stanwood's economy is supported by a diverse mix of sectors, including agriculture, retail, small business, education, construction, and public services. As a regional hub for nearby rural communities and Camano Island, the city plays a key role in providing goods and services, to a broader population beyond its borders.

The city's historic downtown, commercial corridors along SR 532, and nearby agricultural lands create a unique blend of economic activity. Seasonal tourism, fueled by community events, festivals, and access to Port Susan Bay and other natural amenities, provides an additional boost to local businesses.

A significant portion of Stanwood's working population commutes to employment centers in surrounding cities, especially in education, healthcare, professional services, and manufacturing sectors. According to current workforce data, 2,742 individuals commute into Stanwood for work

from outside the city, 3,164 residents commute to jobs elsewhere, and only 381 both live and work within Stanwood.

Looking ahead, economic development goals outlined in the 2024–2044 Comprehensive Plan focus on attracting family-wage jobs, supporting small business growth, and promoting sustainable land use to preserve the city’s character. Disruptions to critical infrastructure—such as transportation corridors, utilities, or broadband—could significantly impact local employment, commerce, and regional supply chains.

4.4 Government Structure

The City of Stanwood is governed by a mayor-council system. The elected Mayor serves as the chief executive and oversees the city’s administration. The seven-member City Council sets policy and adopts the city’s budget.

City departments include:

- Administration
- Community Development
- Finance
- Parks & Public Works (including Utilities)
- Human Resources
- Emergency Management (within Administration)
- Police (contracted through the Snohomish County Sheriff’s)
- Fire/EMS (provided by North County Regional Fire Authority)

The City of Stanwood partners regularly with North County Regional Fire, Stanwood-Camano School District, Snohomish County Sheriff’s Office, Snohomish County DEM, and other local agencies and organizations including the Sno-Isle Regional Library District’s Stanwood Library, Snohomish County Dike and Drainage Improvement District No. 7, Stillaguamish Flood Control District, and Taylor’s Excavators.

4.5 Operations

The City of Stanwood follows the National Incident Management System (NIMS) and Incident Command System (ICS) to guide emergency operations. During a significant incident, the city may activate its Emergency Operations Center (EOC) to coordinate response and recovery activities. The EOC is typically activated by the Mayor, City Administrator, Fire Chief, or Public Works Director, depending on the nature of the event. Stanwood’s EOC structure operates off an Incident Support Based model.

The primary EOC is located at North County Regional Fire Authority (NCRFA) Station 99. If this location is unavailable, alternate EOC sites may include modular classrooms at the Stanwood-Camano School District, NCRFA’s Training Center Classroom, or the new police station once it is constructed and operational (anticipated 2027). When activated, the EOC is staffed by city leadership and departmental representatives, including staff from Public Works, Finance, Community Development, Human Resources, Administration, and Communications. The

Communications staff member is responsible for coordinating public messaging and sharing timely information with residents.

Public Works leads infrastructure-related response activities such as deploying flood barriers, clearing debris, performing initial damage assessments, and coordinating contractor support. Building assessments may be conducted by trained city staff using ATC-20 procedures when appropriate. The Finance Department manages procurement and documentation related to emergency expenditures. The Human Resources Department is responsible for ensuring appropriate training is completed by city personnel, including ICS, EOC operations, and emergency response functions. The City Administrator, or designee, is responsible for maintaining and updating the City's Comprehensive Emergency Management Plan (CEMP)Annex.

Stanwood coordinates closely with the Snohomish County Department of Emergency Management (DEM) for regional support, including mass notification systems, mutual aid resources, and technical assistance. Communication with county partners may occur via WebEOC, virtual coordination platforms, or direct contact with the DEM Duty Officer.

4.6 Whole Community

The whole community approach to emergency management refers to a commitment to incorporate participation and input from partners in the private and nonprofit sectors, including nongovernmental organizations and the public, into emergency preparedness activities. The importance of the whole community in emergency management planning is that individuals, families, businesses, government, nonprofit, and faith-based organizations come together to prepare for disasters and represent the needs of their respective communities. This includes those with limited English proficiency, access and functional needs, aging populations, children, and those from culturally diverse backgrounds. This Annex endeavors to engage the whole community during the planning process. Whole community also includes a determination of the best ways to organize and strengthen resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This Annex supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle, including those who do not speak English as a primary or native language.
- Strengthen activities that work well daily to be leveraged in a disaster response.

In keeping with the whole community approach, this Annex was developed with the guidance of representatives from the Stanwood-Camano School District, Sno-Isle Regional Library District's Stanwood Library, Snohomish County Dike and Drainage Improvement District No. 7, and from the City of Stanwood's departments, law

enforcement, fire services, emergency management, the access and functional needs communities, and various other stakeholders.

4.7 Planning Assumptions

The following assumptions apply to this Annex:

- Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or delegation of authority.
- Some emergencies or disasters will occur with enough warning that appropriate notification can be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.
- Priority of response and recovery will be to protect life, property, the environment, and the economy.
- An incident may overwhelm the capabilities of the jurisdiction or the County to provide prompt and effective emergency response and recovery.
- If the situation is beyond the response or recovery capabilities of the jurisdiction or county department, then the jurisdiction, county department, or outside agency will request activation of the County's Emergency Operations Center (EOC) which, as available and appropriate, will coordinate with other city, town, tribal, county, State, and Federal emergency management agencies and responders.
- Response and recovery are best coordinated at the lowest level of government.
- Infrastructure damage after a major disaster could cut parts of the county off from assistance. County residents, businesses, and industries need to be prepared to be self-sufficient following a disaster for a minimum of 14 days.
- Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
- Emergency personnel may be casualties of the incident, preventing them from performing their assigned emergency duties.
- Separate or cascading incidents may complicate response and recovery operations.
- Survivors may be in life-threatening situations requiring immediate rescue and medical care. Resources for these rescues may not be available.
- Damage to lifeline infrastructure such as roads, rail, air transportation facilities, ports, seaport terminals, communications systems, and utilities (water, power, gas) may hinder emergency response efforts, as well as impact normal distribution of public/private resources (food, fuel, water, etc.).
- The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of State and/or Federal assistance may be delayed dependent upon the magnitude of the disaster.

- Emergency management activities are accomplished using the National Incident Management System (NIMS).
- Before requesting EOC resources, normal operational and mutual aid requests must be exhausted or are forecasted to be exhausted.
- The Annex and activities will align with State and Federal plans unless they inhibit the response and recovery efforts of activities at the local level.
- Department and agency supporting plans and procedures are updated and maintained by responsible parties but align with this Annex.
- The Annex may not cover all aspects of every disaster but provides a framework response to all hazards.
- Vulnerable populations (including but not limited to those who may have special health or medical conditions, disabilities, access and functional needs, limited English proficiency, children, or those who may be experiencing homelessness) have unique needs and may require additional assistance before, during, and after disaster.
- Mitigation activities conducted prior to an emergency or disaster may reduce loss of life, injuries, and damage.

5. Organization, Roles, and Responsibilities

5.1 Responsibilities and Tasks by Phase

Phase of Emergency Management	City of Stanwood Chief Elected Official (Mayor)
Preparedness	• Participate in emergency management training and preparedness activities.
Response	• Proclaim local emergency. • Provide visible leadership to the community and interact with the media through the Joint Information System. • Request assistance from Snohomish County DEM, including the Joint Information Center, if necessary. • Execute emergency activities authorized by City Code. • Carry out the duties of the Office of the Mayor. • Maintain continuity of government. • Request activation of, attend, or assign designee to, and coordinate with the Countywide Policy Group, to discuss multi-jurisdictional coordination of policy changes during a disaster that require broad input and coordination.

	• Authorize emergency expenditures and policy decisions • Maintain local operational coordination of disaster response. • Activate the EOC or delegate its activation. • Ensure the EOC is appropriately staffed or delegate this task to department leads.
Recovery	• Provide leadership during disaster recovery and coordinate with City Council on post-disaster legislative actions.
Emergency Operations Center	• Provide executive-level direction and decision-making for EOC operations. • Staff the EOC accordingly.
Phase of Emergency Management	City of Stanwood Council
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations.
Response	• Maintain continuity of government.
Recovery	• Approve post-emergency funding, policy, or recovery programs.
Emergency Operations Center	• Monitor disaster impacts and legislative implications as needed.
Phase of Emergency Management	City of Stanwood City Administrator, serving as the Emergency Management Coordinator (EMC)
Preparedness	• Designate local responsibility for updating this Annex. • Coordinate emergency management program. • Coordinate activities of local agencies in preparing and responding to disasters. • Participate in training related to emergency response, recovery, or emergency operations. • Attend DEM quarterly EOC trainings to maintain EOC skills. • Develop plans for emergency sheltering and/or feeding following a disaster. • Ensure EOC is functional and maintains its capabilities. • In coordination with DEM solicit input and conduct an AAR.

	• <u>Designates</u> local responsibility for updating the annex. • In conjunction with DEM, is responsible for soliciting input and conducting an after-action review with each department involved in the disaster. The City Administrator, or designee, is responsible for ensuring completion of the after-action review items.
Response	• Coordinate communications and warnings with City PIO, Law Enforcement, and Fire/Emergency Medical Services. • Collect and share damage observations, incident reports, or other disaster analysis reports with the County EOC, if activated. • Coordinate with SOAR4 (via County Human Services) for provision of basic human needs such as temporary housing, clothing, food, etc. • Work with State and Federal agencies during response and recovery to fulfill unmet community needs. • Recommend EOC activation as necessary. • Respond to EOC, as needed.
Recovery	• Act as liaison for disaster recovery and assistance requests; submit damage assessments to DEM.
Emergency Operations Center	• Coordinate facilities, staff, and equipment availability and use. • Coordinate with the Snohomish County EOC. • Maintain communication with the Mayor, Police Chief, and Fire Chief as necessary. • Activate CERT if necessary.
Phase of Emergency Management	City of Stanwood Human Resources
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations. • Identify essential personnel • Develop emergency staffing plans. • Communicate training needs of the jurisdiction DEM for inclusion in the countywide Integrated Preparedness Plan. • Develop emergency evacuation plans for municipal buildings.

Response	Support employee accountability and staffing logistics; assist with reassignment of staff.
Recovery	Support recovery staffing needs.
Emergency Operations Center	Assist with EOC staffing needs.
Phase of Emergency Management	City of Stanwood Finance/City Clerk
Preparedness	- Prepare disaster financial policies. - Train in disaster accounting. - Retain internal succession plan information for each department. - Retain departmental operations plan.
Response	- Track and validate emergency expenditures. - Protect public records. - Report to EOC as necessary.
Recovery	- Participate in public/individual assistance programs - Manage reimbursement documentation.
Emergency Operations Center	Support documentation and finance tracking in EOC.
Phase of Emergency Management	City of Stanwood Public Works
Preparedness	- Train in emergency response. - Participate in training related to emergency response, recovery, or emergency operations. - Maintain operational readiness of the Flood Wall. - Maintain equipment readiness. - Maintain On-Call Contracting for Utilities, Facilities, Streets Contractor.
Response	- Provide information on current road conditions. - Keep storm, sewer, and water systems sanitary and operational. - Provide barricades and other traffic control equipment as needed.

	• Provide equipment and operators to assist in emergency situations. • Collect damage observation information. • Maintain transportation infrastructure. • Debris removal. • Assess and repair utility systems. • Work with the Emergency Management Coordinator to contact DEM for any cleanup or assistance needs that exceed the capabilities of our staff or equipment. • Carry out rapid visual assessments (“windshield surveys”) to quickly assess visible damage, safety hazards, and infrastructure impacts.
Recovery	• Restore public infrastructure. • Support damage assessments. •
Emergency Operations Center	• Provide situational reports and resource status updates. • Staff EOC as necessary.
Phase of Emergency Management	Law Enforcement - Snohomish County Sheriff’s Office
Preparedness	• Snohomish County Sheriff’s Office provides law enforcement services for City of Stanwood. • Participate in training related to emergency response, recovery, or emergency operations. • Attend in-person County EOC quarterly trainings. • Coordinate with the Emergency Management Coordinator and Public Information Officer during preparedness activities and exercises to ensure effective information flow.
Response	• Provide command and control for law enforcement field operations through established Incident Command Posts. • Provide guidance for emergency traffic control. • Direct or support evacuation efforts as appropriate. • Provide support to the Snohomish County Medical Examiner for identification of the deceased. • Coordinate with the Emergency Management Coordinator and the Public Information Officer regarding the dissemination of emergency warning information to the public. Participate in initial jurisdiction-wide damage observation as appropriate.

	• Provide support to other departments in traffic control, emergency warnings, road closure, perimeter control, and protection of property as appropriate. • Ensure public safety, law enforcement, and security services during emergency operations.
Recovery	• Participate in the damage assessment process. • Provide security in recovery zones. • Support community reentry.
Emergency Operations Center	• Maintain communication and coordination with the EOC regarding any police or public safety activities during an emergency. • Staff the EOC as necessary.
Phase of Emergency Management	Fire & Emergency Medical Service – North County Fire Authority
Preparedness	• North County Regional Fire Authority provides fire prevention services, fire suppression services, and emergency medical services, for the protection of life and property per RCW 52.02.020(1) in the City of Stanwood. • Participate in training related to emergency response, recovery, or emergency operations. • Attend in-person County EOC quarterly trainings. • Maintain EOC in ready condition. • Coordinate with the Emergency Management Coordinator and Public Information Officer during preparedness activities and exercises to ensure effective information flow.
Response	• Provide command and control for fire/hazmat/MCI field operations for emergency incidents using the Incident Command System. • Provide wildfire and structural fire suppression services. • Provide hazardous materials incident command and radiological monitoring. Provide hazardous materials response operations up to the level trained, which may include containment, diking, diverting, entry denial, and evacuation operations. Coordinate with other government agencies as appropriate. • Provide light and heavy rescue response. Coordinate with other government agencies as appropriate. • Provide water rescue response. Coordinate with other government agencies as appropriate.

	• Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction. Coordinate transportation to hospitals. • Direct or support evacuation efforts as appropriate. • Coordinate with the Emergency Management Coordinator and the Public Information Officer regarding the dissemination of emergency warning information to the public. Provide support to other departments in traffic control, emergency warnings, road closures, and protection of property as appropriate. • Provide initial jurisdiction-wide damage observation as appropriate, including, the observation of department facilities, as well as ongoing assessments as necessary. • Coordinate with other Snohomish County ESFs (e.g. ESF 6-Mass Care; ESF 8-Public Health; and ESF 9-SAR) to ensure a comprehensive response. • Assist with CPODs (Community Points of Distribution) by providing staffing through NCRFA civilian personnel and CERT Team members, and supporting logistics requirements such as setup, operations, and demobilization as needed. Perform post-disaster windshield surveys to quickly assess visible damage, safety hazards, and infrastructure impacts. • Support emergency feeding, sheltering, and mass care efforts as resources allow. • Deploy the command van as needed to support field operations. • Activate the Community Emergency Response Team (CERT) when appropriate. • Provide a cache of two-way radios and coordinate with the local Ham radio operator team to support emergency communications as necessary. • Make the North County Training Facility available for use as an emergency shelter, staging area, supply distribution site, or alternate Emergency Operations Center (EOC).
Recovery	• Participate in long-term recovery operations within your service area as warranted. • Carry out structural assessments when warranted. • Create temporary staging or base sites.

Emergency Operations Center	• Via the Fire Chief’s Association, provide staffing to the County EOC for the ESF 4 role. • Provide appropriate staffing to local/own jurisdiction EOCs (when stood up) and coordinate directly with the County EOC/DEM Duty Officer.
Phase of Emergency Management	City of Stanwood Recreation and Parks
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations.
Response	• Provide support to Public Works for debris removal, traffic control, road closures, and perimeter control. • Assist with coordination of parks use as staging or shelter sites.
Recovery	• Re-open park facilities and support community recovery events.
Phase of Emergency Management	City of Stanwood Community Development
Preparedness	• Develop plans to address land use, environmental impact and related mitigation activities following a disaster. • Participate in the countywide hazard mitigation planning process. Participate in training related to emergency response, recovery, or emergency operations.
Response	• Coordinate and compile initial damage observation and safety evaluation of essential municipal buildings during disaster. • Carry out rapid visual assessments (“windshield surveys”) to identify immediate hazards or damages.
Recovery	• Provide for streamlined permitting process in the wake of disaster to facilitate recovery efforts.
Emergency Operations Center	• Coordinate building inspection teams. • Analyze, map, and disseminate damage observations and safety evaluations to local officials and the Snohomish County EOC. Provide mapping and data analysis.

Phase of Emergency Management	City of Stanwood Public Information Officer - Communications Specialist
Preparedness	• Coordinate messaging strategy and media contacts. • Attend DEM Communication Training. • Actively participate in the Snohomish County PIO Network to build regional coordination and consistency in messaging. • Participate in countywide PIO drills and exercises when available to maintain readiness and strengthen regional relationships.
Response	• Coordinate with the Emergency Management Coordinator, City officials, police, and fire departments to share emergency information with the community. • Assist the Chief Elected Official with public information in coordination with the Joint Information System during response. • Coordinate the establishment and operation of the Joint Information Center (JIC).
Recovery	• Support recovery messaging and public information.
Emergency Operations Center	• Act as the main communicator for the EOC and work with other public information officers in the County to ensure the public gets clear and coordinated updates.

5.2 Support Agency Responsibilities and Tasks

Support Agency	Roles and Responsibilities
Stanwood-Camano School District	Provide facilities and communication channels for emergency sheltering and coordination. Tasks: • Make school buildings available to be used as emergency shelters or supply distribution sites during a disaster. • Assist with emergency feeding and sheltering efforts. • Support dissemination of emergency messaging to families.

Taylor's Excavators (TayEx)	Provide heavy equipment, operators, and labor support for emergency response and recovery operations. Note: Taylor's Excavators may be activated through an existing on-call contract or selected as a pre-identified local vendor due to proximity and availability. Their role should be reviewed annually and included in any pre-disaster contracting process. Tasks: • Support debris clearance, site stabilization, and access restoration. • Assist with excavation, trenching, and utility repair operations as directed.
Snohomish County Department of Emergency Management (DEM)	Purpose Statement: Be leaders and integral partners in all five phases of emergency management: prevention, mitigation, preparedness, response, and recovery) and support efficient, reliable, and integrated 911 service in order to enhance the resilience of Snohomish County. Tasks: • Provide 24/7 Duty Officer support for emergency management related requests. • Provide PIO assistance in developing coordinated messaging and alert and warning. • Provide DEM resources such as, MITRU or other incident support trailers, generators, as requested and available. • Coordinate countywide emergency management training and exercise needs through the Integrated Preparedness Plan. Host requested trainings and exercises. • Participate in countywide and state level planning efforts. • Assist partners in the development of disaster-related plans including CEMP and HMP Annexes, COOP/COG, and EOC plans. • Maintain emergency management plans including the CEMP, HMP, and Disaster Recovery Framework.

	• Provide EOC and technical support. • Activate and manage the County EOC in response to disasters, including the JIC if required. • Coordinate resource requests to county, state and federal agencies. Deploy liaisons to local EOCs as appropriate and available. • Coordinate Individual Assistance and/or Public Assistance requests with Washington State and FEMA. • Provide public information, education, and outreach on emergency preparedness. • Coordinate the dissemination of public alerts and warnings. • Provide radio and communications support and Auxiliary Communications Services volunteers. • Coordinate disaster recovery activities.
Sno-Isle Regional Library District's Stanwood Library	Sno-Isle Libraries Stanwood Library will serve as a designated community resilience center during its regular open hours, providing space for community members in times of emergency or disruption. This role will be carried out unless a specific incident requires access to the Library outside of normal operations, in which case such access and use will occur only upon mutual agreement between the City and the Library. Tasks: • Provide designated cooling location for citizens
Snohomish County Dike and Drainage Improvement District No. 7 (DD7)	Provide flood protection and drainage management within its jurisdiction to reduce risks to people, property, and critical infrastructure during emergencies and disasters. Tasks: • Inspect and monitor levees, dikes, drainage channels, culverts, and pump stations before, during, and after emergency events. • Coordinate with Public Works and Emergency Management on flood response actions, including potential breach, overtopping, or drainage system failures. • Provide personnel, equipment, and technical expertise for emergency flood-fighting operations such as sandbagging, pumping, debris removal, and temporary protective measures.

	• Share situational updates on water levels, drainage system conditions, and infrastructure status to support operational decision-making. • Assist in damage assessments of dike and drainage infrastructure following an incident and support recovery planning and restoration activities.
Stillaguamish Flood Control District (SFCD)	Provide and maintain flood control infrastructure—such as dikes, levees, drainageways, tide gates, and flow control facilities—to protect life, property, and critical infrastructure from flooding risks within its jurisdiction. Tasks: • Inspect and monitor riverine and tidal flood control systems—including levees, sea dikes, drainageways, tide gates, and flow control structures—before, during, and after emergency events. • Coordinate with County Public Works and Emergency Management during flood emergencies to address issues such as potential overtopping, breaches, or drainage failures. • Deploy personnel, equipment, and technical expertise for flood-fighting activities, such as sandbagging, pumping operations, debris clearance, and temporary structural reinforcement. • Provide timely situational updates regarding water levels, structural conditions, and system integrity to support operational decision-making. • Conduct post-event damage assessments of levees, dikes, drainage systems, and other flood infrastructure, and support recovery planning and restoration efforts

5.3 Direction, Control, and Coordination

5.3.1 Direction-

The Mayor of the City of Stanwood, or their designee, is responsible for establishing objectives and policies during an emergency and providing general oversight for local disaster response and recovery operations. This leadership role includes authorizing the activation of the Emergency Operations Center (EOC), issuing emergency proclamations, and coordinating with Snohomish County DEM and other regional entities.

5.3.2 Control-

The on-scene Incident Commander—determined by the type of incident or designated at the time of the emergency—is responsible for managing field operations. While some field activities may be carried out independently of the Emergency Operations Center (EOC), others will require close coordination with it. The Incident Commander’s responsibilities include:

- Direct and control the on-scene response to the emergency and managing the emergency resources committed.
- Demobilization of resources or staff that have exceeded their capacity, functionality, and/or lifecycle, or are no longer needed or projected to be necessary.
- Initiating warning to the population in the impacted incident area and providing emergency instructions.
 - For mass alerting (Reverse 911, EAS, WEA) County DEM or Snohomish 911 will create and send messaging throughout the County, based on direction from the on-scene Incident Commander.
 - If the County Joint Information System is activated, alerts will be coordinated there.
- Determining and implementing protective measures, evacuation or in-place sheltering, for the population in the impacted incident area and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the City of Stanwood’s EOC, County EOC, or County Duty Officer.

During emergency operations, department heads retain administrative control over their employees and equipment. However, personnel and equipment assigned to the incident carry out mission assignments directed by the Incident Commander. This may include working outside normal jurisdictional boundaries.

5.3.3 Coordination

When the City of Stanwood EOC is activated, there is a clear division between the responsibilities of an Incident Commander and the Jurisdiction or County EOC. For a list of responsibilities of an Incident Commander, see 4.3.2.

The City of Stanwood EOC, when activated, is generally responsible for:

- Assembling accurate information on the emergency and current resource data to allow local officials to make informed decisions on courses of action.

- Receiving information from the Incident Commander, governmental departments, and the public. Providing reports and situational awareness information to the County EOC, if activated.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate implementation.
- Providing resource support for emergency operations; when local resources are exhausted, requesting additional people, equipment, and supplies through the County EOC.
- Issuing instructions and providing emergency information to the public; coordinating public information with the Snohomish County Joint Information System, if activated.
- Organizing and implementing large-scale evacuations, with support from the County EOC.
- Organizing and implementing shelter and mass care arrangements for evacuees, with support from the County EOC.
- Coordinating traffic control for large-scale evacuations, with support from the County EOC.
- Coordinate with Public Works for continuity of critical infrastructure services (water, wastewater, stormwater, streets) and to prioritize resource allocation during disruptions.
- Maintain communication with local utility providers (power, natural gas, telecommunications) to support restoration priorities within Stanwood.
- Support logistics for volunteer and community groups (e.g., CERT, nonprofits, faith-based organizations) assisting in response and recovery efforts.
- Coordinate with the Stanwood-Camano School District regarding use of facilities for sheltering, reunification, or CPODs (Community Points of Distribution).
- Work with Parks and Recreation staff on potential use of city facilities (Heritage Park, Church Creek Park, etc.) for staging, mass care, or community information hubs.
- Ensure continuity of city administrative operations (finance, permitting, records) to support disaster cost tracking, claims, and reimbursement processes.
- Coordinate with Snohomish County Sheriff's Office and North County Regional Fire Authority to ensure unified messaging and situational awareness for law enforcement, fire/EMS, and public safety operations.

Each of the City of Stanwood's departments and entities identified in this Annex should develop an internal operational control structure consistent with NIMS. Through that

system, each entity can participate in building, maintaining, and sharing a common operating picture (COP) consistent with the County EOC.

5.3.4 Snohomish County Coordination

Under normal conditions, County DEM operates a 24/7 Duty Officer program. The Duty Officer can be reached directly, or through 911, to address time-sensitive emergency management related questions or requests by the jurisdiction.

The Snohomish County EOC may be activated at the request of the City of Stanwood.

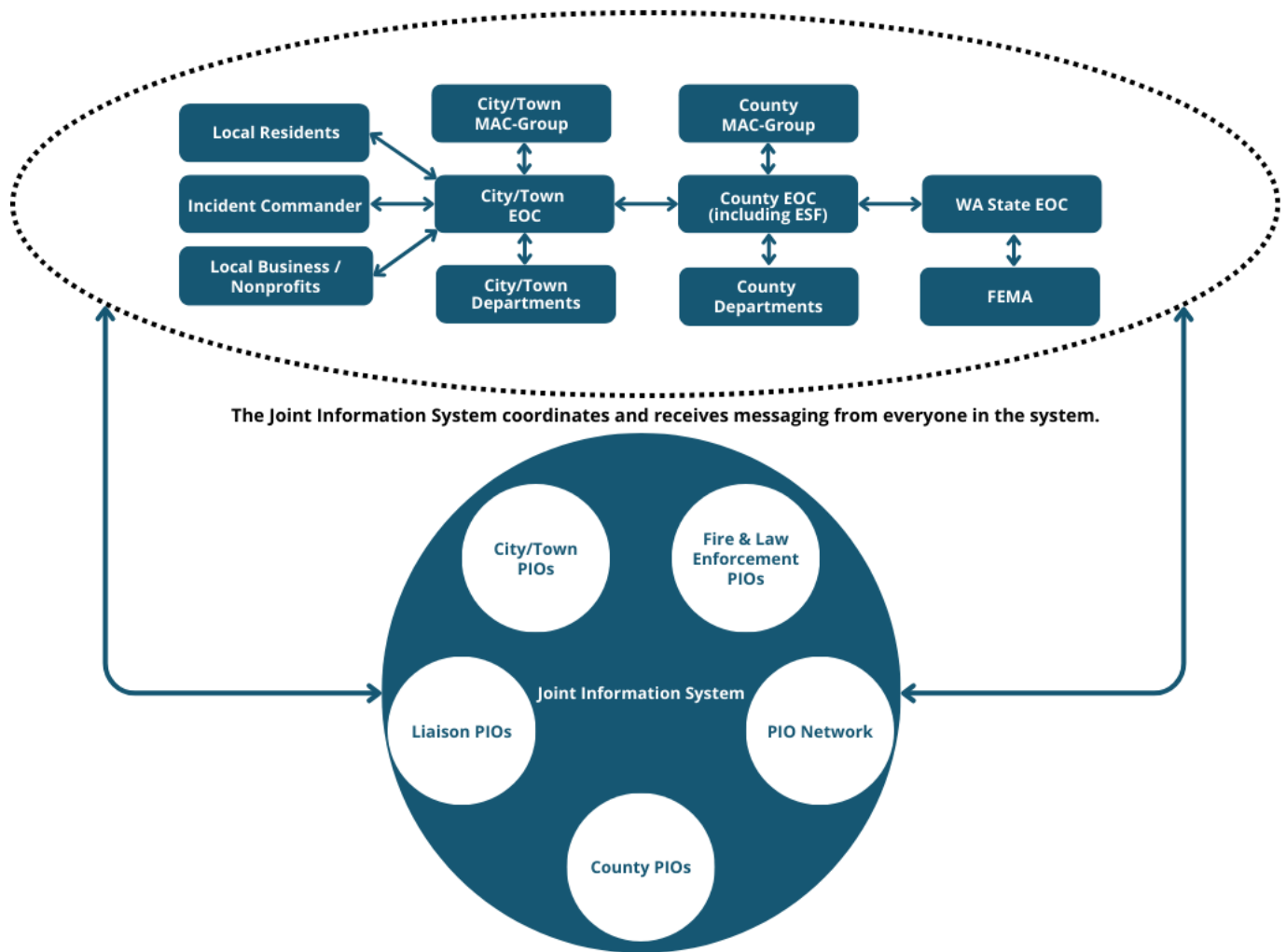
When activated, the County EOC is generally responsible for:

- Multi-agency coordination and incident command support.
- Coordination and implementation of policy decisions that protect life and property, and disseminating those decisions to all concerned agencies and individuals.
- Assembling accurate information on the emergency and current data to maintain situational assessment and allow local officials to make informed decisions on courses of action.
- Working with representatives of emergency services to determine and prioritize required response actions, and coordinate countywide implementation.
- Requesting assistance from the State and other external sources.
- Providing resource support for emergency operations including demobilization.
- Establishing and maintaining operational coordination and communications.

6. Information Collection, Analysis, and Dissemination

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a common understanding of the incident, also known as the Common Operating Picture (COP), from which appropriate responses can be formulated.

Below is an example to illustrate the flow of information during disaster response:



6.1 Essential Elements of Information

Essential Elements of Information (EELs) are critical pieces of intelligence that agencies and responders need to successfully make decisions during response and recovery operations. EELs must be specific and measurable to help assess barriers for response and recovery. They must facilitate the efficient allocation of resources by providing clear understanding of the situation and the needs of the impacted area.

EELs may be used to support the development of a COP, timely decision making, and a data-informed understanding of the supply chain. It is likely that, due to the unpredictable nature of disruptive events, each incident will require incident specific EELs that will need to be developed in real time. Snohomish County's towns and cities provide the County EOC with EELs where it will be consolidated, analyzed, and disseminated to all partners, horizontally and vertically.

Information is shared through a variety of methods collectively comprising the COP. These methods may include verbal reports, emails, situation reports, GIS-based data and displays, and other digital means of communication.

In the Snohomish County EOC, information flows to and from the public through ESF-15 by using a Joint Information Center (JIC) and Joint Information System (JIS).

6.1.1 Community Lifelines

Community Lifelines are the County's preferred method for categorizing EEs in a meaningful way. FEMA Community Lifelines doctrine states, "Lifelines are the most fundamental services in the community that enable all other aspects of society to function. They are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required." Using this construct determines how information is methodically framed, organized, and reported from the local level to the County EOC, to State Emergency Management, and to FEMA during response and recovery.

The Community Lifeline table for the City of Stanwood below lists corresponding components and subcomponents that, when analyzed, capture EEs for response decision makers. Community Lifeline status information is shared reciprocally between the jurisdiction and the County.

During response, the jurisdiction is responsible for collecting information for these indicators and reporting the information to the County EOC. The County EOC is responsible for collecting information from jurisdictions and ESF representatives to build a countywide Community Lifelines. The countywide Community Lifelines is shared with local jurisdictions and the State EOC. The State EOC shares the information with FEMA.

Community Lifelines – Essential Elements of Information	
	Safety and Security
	Law Enforcement/Security • Police Stations/Precincts ○ Has the police station been damaged or not? If damaged, can the station operate at limited capacity, or is it inoperable? • Law Enforcement ○ Are law enforcement functions operating normally, with some challenges, or with significant challenges? ○ How many law enforcement staff are available or unavailable? • Site Security • Correctional Facilities

- N/A

Fire Service

- Fire Stations
 - Are fire service functions operating normally, with some challenges, or with significant challenges?
 - How many fire station staff are available or unavailable?
- Firefighting Resources
 - Has the police station been damaged or not? If damaged, can the station operate at limited capacity or is it inoperable?

Search and Rescue (SAR)

- Local SAR Operations
 - Are SAR operations active in our jurisdiction or not?

Government Service

- Emergency Operation Centers
 - Is the EOC activated or not?
 - Is the EOC operating with all necessary personnel, limited necessary personnel, or missing critical personnel?
- Essential Government Functions
 - Are regular public works functions impacted or operating normally?
 - Are human services functions impacted or operating normally?
- Government Offices
- Schools
 - How many of the 3 elementary schools, 2 middle schools, and 1 high schools are open?
- Public Records
 - Is public records operating normal business hours, limited hours, or not open to the public?
- Historic/Cultural Resources

Community Safety

- Flood Control
- Other Hazards
- Protective Actions



Food, Water, Shelter

Food

- Commercial Food Distribution
 - How many of the X major grocery stores are open?
- Commercial Food Supply Chain
- Food Distribution Programs (e.g. food banks)

	○ Is the food bank operating at normal hours, limited hours, or closed? Hydration • Temporary Hydration Missions (e.g. bottled water distribution) • Commercial Water Supply Chain ○ Are drinking water services functioning, functioning in parts of the City, or nonfunctional? Shelter • Housing (e.g. homes, shelters) ○ How many shelters are opened? Commercial Facilities (e.g. hotels) Agriculture • Animals and Agriculture
	Water and Wastewater
	Potable Water Infrastructure • Intake • Treatment • Storage • Distribution Wastewater Management • Collection • Storage • Treatment • Discharge
	Health and Medical
	Medical Care • Hospitals ○ Are the X number of emergency/walk-in clinics operational or not? ○ Is the hospital in Cascade Valley accepting patients normally, accepting limited cases, or accepting no patients? • Dialysis • Pharmacies ○ Are the X pharmacies opened or closed? ○ Any Medical Supply issues? • Long-Term Care Facilities • Veterans Affairs Health System

- Veterinary Services
- Home Care

Public Health

- Health Surveillance
- Human Services
- Behavioral Health
- Vector Control
- Labs

Patient Movement

- EMS
 - Is EMS response time normal or delayed?

Medical Supply Chain

- Blood/Blood Products
- Manufacturing
 - Pharmaceutical Devices
 - Medical Gases
- Distribution
- Critical Clinical Research
- Sterilization
- Raw Materials

Fatality Management

- Mortuary and Post-Mortuary Services



Energy

Power Grid

- Generation Systems
 - Of the X number of generators the City has, how many are running?
 - How many days of fuel are remaining to operate those generators?
- Transmission Systems
 - How much of the city (%) is without power?
 - Is power for the city completely, partially, or not yet restored?
- Distribution Systems

Fuel

- Refineries/Fuel Processing
- Fuel Storage
 - How much fuel is remaining for city vehicles or generators?
- Pipelines
- Fuel Distribution (e.g. gas stations, fuel points)

- Of the X number of gas stations, how many are operational or not?
- Off-Shore Oil Platforms



Communications

Infrastructure

- Wireless
- Cable Systems and Wireline
- Broadcast (TV and Radio)
- Satellite
- Data Centers/Internet

Responder Communications

- Land Mobile Radio Networks

Alerts, Warnings, and Messages

- Local Alert/Warning Ability
 - Can the Community receive emergency alerts or not?
- Access to IPAWS (WEA, EAS, NWR)
- NAWAS Terminals

Finance

- Banking Services
- Electronic Payment Processing

911 and Dispatch

- Public Safety Answering Points (PSAP)
- Is Sno 911 operational or not?
- Dispatch



Transportation

Highway/Roadway/Motor Vehicle

- Roads
 - Are many of the main roads are operational or nonoperational?
- Bridges
 - How many of the bridges are operational or nonoperational?

Mass Transit

• Bus ○ Is bus service operating normally, with limited operation, or not operating? • Rail • Ferry Railway • Freight ○ Are the freight rail lines open or not? • Passenger ○ Are the passenger rail lines open or not? Aviation • Commercial (e.g. cargo/passenger) • General • Military Maritime • Waterways • Ports and Port Facilities
 Hazardous Materials
Facilities • Oil/HAZMAT Facilities (e.g. chemical, nuclear) • Oil/HAZMAT/Toxic Incidents from Facilities ○ Are there any HazMat incidents from facilities? ○ Has the North County HazMat team responded to any HazMat incidents? HAZMAT, Pollutants, Contaminants • Oil/HAZMAT/Toxic Incidents from Non-Fixed Facilities ○ Are there any HazMat incidents from vehicles or pipelines? ○ Has the North County HazMat team responded to any HazMat incidents? • Radiological or Nuclear Incidents

6.2 Component Analysis

During an emergency response, determining your Community Lifelines condition, and communicating the information to your community and to the County EOC will be a key activity. The following information will help your staff quickly assess and report conditions.

Based on FEMA's Lifelines doctrine, a simple methodology for determining Lifeline conditions follows: the condition of each lifeline depends on the capability of the underlying components, and is informed by situational awareness reports, impact

assessments, and engagement with partners across the public, private, and nonprofit sectors.

Once the condition of a Community Lifeline is determined, the status of each lifeline is represented by one of four colors: red, yellow, green, and grey, known as a Condition Designation. Red indicates severe challenges and obstacles preventing the lifeline from functioning. Yellow indicates disruptions or limitations to the lifeline preventing it from fully functioning. Green indicates the lifeline is mostly functioning as it was prior to the incident. Finally, grey indicates the lifeline status or extent of impacts is currently unknown.

Applying the following questions and understanding the incident is critical in determining the condition of a Lifeline and components:

- Did the incident disrupt services provided by the component to survivors?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there factors worsening impacts to the community? If so, to what extent are they limiting services?
- Are there contingency response solutions in place? How long until emergency repairs are completed?
- When can permanent repairs begin?
- Did the incident create a surge demand exceeding component capabilities?

Lifeline components can be analyzed during response using six assessment categories that capture essential information for response decision makers:

Categories	Description
Component	Identify the component and subcomponents.
Status (<i>what?</i>)	Summarizing the root cause(s) of disruption to lifeline services – keep asking “why?” until the root cause(s) are identified.
Impacts (<i>so what?</i>)	Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is addressed. Specify the impacted areas and population totals.

Actions (now what?)	Describe the actions that are being taken to address the disrupted services. Summarize the most critical actions being taken across the whole community.
Limiting Factors (what's the gap?)	Express issues that are preventing services from being re-established. Such issues can stem from another lifeline/component, resource shortfall, management, policy, etc.
Established Time to Status Change / Re-establishment Requirements (when?)	Provide current component condition or an estimated timeframe for when a change in condition is expected.

Below is an example of a completed Component Analysis:

Example Component Analysis



Transportation

Categories	Description
Component	Mass Transit  Sub-component: Bus
Status	Bus services are unavailable due to road debris.
Impacts	100,000 survivors have no access to public transportation nor emergency support services.
Actions	Local jurisdictions are prioritizing route clearance to critical facilities, U.S. Army Corps of Engineers assigned to supplement state and local authorities with route clearance and debris removal efforts, modified mass transit schedules are being executed as roads become passable, micro transit being utilized on roads passable to smaller vehicles, but not buses, messaging of modified routes through numerous information/messaging platforms and outlets (radio, television, social media).
Limiting Factors	Full service will not resume until the routes are cleared and roads inspected.
Estimated Time to Status Change and Re-establishment Requirements	Full service estimated to resume in a week, with a modified service available as roads become clear.

Below is an example of Condition Designations:

Example Condition Designations

Below are example analyses for the Highway/Roadway/Motor Vehicle component of the Transportation lifeline and corresponding color determination for each.

Status	Example
Grey	Assessment teams have been unable to establish status of bridge infrastructure.
Red	The community is unable to be reached via roadway to deliver emergency resources and assistance to survivors. Plans to find alternative means to transport emergency supplies to survivors not yet established. No supplies currently being delivered.
Yellow	Emergency supplies have been identified and resourced, but transportation issues are restricting and limiting delivery and therefore not back to pre-disaster conditions.
Green	The main transportation route is re-established. All community needs met.

7. Concept of Operations

7.1 Disaster Authorities and Plans

7.1.1 Disaster Response Priorities

Disaster response priorities represent the highest priorities for City of Stanwood. While each disaster will have different operational priorities, these priorities serve as guidance for what the City of Stanwood considers most important to address during a disaster:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Stabilize the incident to return to normal as soon as possible.
- Protect property and mitigate damages and impacts to the community and the environment.
- Protect and restore critical infrastructure and key resources.
- Facilitate the economic recovery of individuals, families, businesses, government, and the environment.

7.1.2 Operational Changes During a Disaster

Non-emergency and non-essential governmental functions may be suspended during a disaster to allocate staff and resources for emergency operations, consistent with [Stanwood Municipal Code Chapter 4.12 – Emergency Management](#).

With a Local Proclamation of Emergency, normal procurement procedures may be waived to expedite the acquisition of essential equipment, supplies, and services. This authority is

granted under [RCW 38.52.070](#) and [RCW 39.04.280](#), and implemented locally through [City of Stanwood Financial Management Policy Section 9](#).

Per [SMC 4.12.080](#), the City of Stanwood retains full authority and responsibility for directing and controlling emergency operations within its jurisdiction. This includes utilization of City resources, coordination with mutual aid partners, and management of emergency services. The Mayor or designated official serves as the executive authority during a declared emergency, empowered to take necessary actions to preserve life, protect property, and facilitate recovery.

Ordinance 1514 enacted updates to Title 4 (Administration) and reaffirmed the authority in Chapter 4.12 (*April 2, 2023*) without repealing its emergency powers. This ordinance confirms that the City's emergency management structure and emergency authority remain in effect as part of the Municipal Code. It can be viewed here: [Ordinance 1514 – SMC Title 4 Administration](#).

During emergency operations, certain city departments and partner agencies may relocate their center of operations to the City of Stanwood Emergency Operations Center (EOC), located at Fire Station 99 or another designated alternate site. In large-scale or prolonged incidents, the EOC may serve as the temporary seat of local government until normal operations can resume.

7.1.3 Continuity of Operations and Government

The City's Continuity of Operations (COOP) and Continuity of Government (COG) Plans provide additional detail on how essential functions and leadership authority are maintained during and after emergencies.

City of Stanwood's Continuity of Operations Plan establishes the policies and procedures necessary to ensure the continued performance of essential functions during a wide range of potential emergencies or operational disruptions. This plan defines mission-essential functions, orders of succession, vital records management, alternate work sites, and procedures for reconstitution of services. City of Stanwood's Continuity of Government (COG) Plan ensures the preservation of leadership authority, legislative functions, and statutory responsibilities during and after a significant disruption. This includes a clearly defined line of succession and delegation of authority across departments and elected officials, as authorized under RCW 38.52.070 and SMC 4.12.

The City will activate its COOP and COG plans when a local emergency is declared or when normal operations are disrupted. These plans guide the City's leadership and staff through response operations, helping maintain continuity of services while supporting external coordination.

7.1.4 Department Operations

It is the policy of City of Stanwood that each department plan and develop shared emergency operation guidelines complementary to this Annex. At a minimum, departments should support and encourage personal preparedness of all employees and

contractors. The City Clerk is responsible for retaining internal succession plans of all departments once completed.

7.1.5 Line of Succession

A line of succession to execute emergency and disaster responsibilities is necessary if key individuals are prevented from fulfilling the obligations of their position. The City of Stanwood's Continuity of Operations Plan (Section 4) and Continuity of Government Plan (Section 3) establish the legal basis for succession and delegation of authority.

CHIEF ELECTED OFFICIAL (MAYOR)

Responsible for emergency proclamations, executive leadership, and EOC activation.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: City Administrator

- Contact: (425) 297-0827

Successor 2: Public Works Director

- Contact: (425) 754-4880

CITY COUNCIL (MAYOR)

Responsible for continuity of governance and post-emergency legislative actions.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: Pro Tem Mayor

- Contact: *Private Number Mayor/City Administrator will contact*

Successor 2: Most Senior Available Councilmember

- Contact: *Private Number Mayor/City Administrator will contact*
- Note: If a quorum is unavailable, remaining members may appoint replacements under emergency authority.

EMERGENCY MANAGEMENT COORDINATOR (CITY ADMINISTRATOR)

Coordinates emergency preparedness and interagency response.

Main Point of Contact: City Administrator

- Contact: (425) 297-0827

Successor 1: Public Works Director

- Contact: (425) 754-4880

Successor 2: Community Development Director

- Contact: (425) 754-4880

PUBLIC WORKS DIRECTOR

Leads infrastructure response, debris removal, and utility continuity.

Main Point of Contact: Public Works Director

- Contact: (425) 754-4880

Successor 1: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 2: Public Works Supervisor

- Contact: (425) 508-7833

FINANCE

Oversees emergency procurement, financial tracking, and public records protection.

Main Point of Contact: Finance Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: Finance Manager

- Contact: Number unpolished, City Administrator or Successor will contact

HUMAN RESOURCES

employee safety, and accountability

Main Point of Contact: Human Resources Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: City Clerk

- Contact: Number unpolished, City Administrator or Successor will contact

PUBLIC INFORMATION OFFICER (COMMUNICATIONS SPECIALIST)

Coordinates public messaging and joint information efforts.

Main Point of Contact: Communications & Marketing Specialist

- Contact: (360) 502-5950

Successor 1: Mayor

- Contact: (360) 320-7815

Successor 2: City Administrator

- Contact: (425) 297-0827

COMMUNITY DEVELOPMENT DIRECTOR

Manages initial damage assessments and post-disaster permitting.

Main Point of Contact: Community Development Director

- Contact: (425) 626-0297

Successor 1: Building Official

- Contact: (425) 508-7830

Successor 2: Senior Planner

- Contact: (425) 626-0297

PARKS AND RECREATION

Supports field operations, debris clearance, and park safety inspections

Main Point of Contact: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 1: Parks Lead

- Contact: (425) 367-1623

Successor 2: Appointed by Main Point of Contact or Parks Lead

- Contact: *to be contacted by City Engineer/Capital Projects Supervisor or Successor*

LAW ENFORCEMENT (STANWOOD POLICE CHIEF)

Leads incident security, evacuation, and law enforcement support.

Main Point of Contact: Stanwood Police Chief

- Contact: 425-508-3904

Successor 1: Patrol Sergeant

- Contact: (425) 508-8277

Successor 2: Regional Lieutenant (per Sheriff's Office protocols)

- Contact: 911 and ask to speak to the Regional Lieutenant

FIRE / EMERGENCY MEDICAL SERVICES (NORTH COUNTY REGIONAL FIRE AUTHORITY)

Leads life safety operations, structural rescue, EMS, and hazardous materials response.

Main Point of Contact: Fire Chief (NCRFA)

- Contact: (425) 407-2781

Successor 1: Assistant Chief of Operations

- Contact: VACANT

Successor 2: Support Services

- Contact: (360) 454-8012

7.1.6 Departmental Continuity

Each department is responsible for maintaining an internal succession plan referenced in each department operations plan filed with the City Clerk, identifying:

- Primary and alternate personnel for all essential roles
- General contact methods (department phones/emails, not personal lines)
- Updated annually or upon staffing changes

This line of succession structure ensures that Stanwood can maintain both executive authority and operational continuity in the event of leadership disruption.

1. Mayor
2. City Administrator
3. Public Works Director

7.1.7 Delegation of Authority

The City of Stanwood's delegation of authority during emergencies is governed by **Stanwood Municipal Code Chapter 4.12 – Emergency Management, RCW 38.52.070, and RCW 39.04.280.**

Per SMC 4.12.040, the Mayor holds the authority to proclaim a state of emergency and to exercise all emergency powers granted by law. In the event the Mayor is unavailable, **SMC 4.12.080** and the City's administrative protocol authorize delegation of authority to the

City Administrator, followed by Public Safety Officials (e.g., the Fire Chief and Police Chief), in accordance with the established line of succession.

Authority may also be delegated to **department directors or designees** for the execution of contracts, procurement of emergency goods and services, operational decisions, and continuity of operations.

During a formally proclaimed emergency, the Mayor may:

- Suspend standard procurement procedures as authorized under **RCW 39.04.280**;
- Execute contracts and agreements without standard council approval;
- Direct City departments and personnel to carry out emergency functions under their respective responsibilities;
- Authorize the **City Administrator** or **Finance Director** to perform financial, logistical, and contractual actions necessary for disaster response and recovery.

7.1.8 EOC Activations

The City of Stanwood's Emergency Operations Center (EOC) is organized under an Incident Support Model, as described in Section 3.5 of this Annex. This structure allows city departments to coordinate emergency response and support operational needs for field responders and external partners.

Staffing

Key EOC positions expected to report during activation include:

- Mayor (Chief Elected Official)
- City Administrator
- Public Works Director
- Finance Director
- Communications and Marketing Specialist (Public Information Officer)
- Community Development
 - Community Development Director
 - Building Official (for safety assessments)
 - GIS
- Emergency Management Coordinator (City Administrator or designee)
- Support staff as needed from Public Works and Administrative Departments

Responsibilities in the EOC

EOC personnel are responsible for:

- Coordinating logistics and resource support to field operations
- Gathering and analyzing situational information
- Disseminating internal and external communication
- Liaising with Snohomish County DEM
- Supporting emergency proclamations, documentation, and cost tracking
- Planning for continuity of government operations

Primary and Alternate EOC Facilities

- Primary EOC Location: North County Fire Station 99

- Alternate Location: Stanwood High School
- Potential Additional Location: North County Fire Training Facility

Equipment Needed

- Workstations, and Wi-Fi access
- Radios (maintained by North County Fire; City may request access during activation)
- Access to emergency plans, procedures, and resource lists
- Computers and printers
- WebEOC access and mapping capabilities
- Emergency power/generators on-site or mobile if needed

Communication

- Internal Notification: EOC staff are notified by email, phone, or group messaging app (e.g., Microsoft Teams or GroupMe) when activation is initiated by the Mayor or designee.
- DEM Notification: Snohomish County DEM is notified by calling the Duty Officer line and, if applicable, posting in the Teams “EOC Activation” channel or through other direct notification.

7.2 Authority to Activate

7.2.1 City of Stanwood EOC Activation

The decision to activate the EOC is made by the Mayor, City Administrator, **or** Fire Chief, or their appropriate designee.

The City of Stanwood EOC will normally activate in response to:

- Learning of the potential for an emergency that is, or may grow, beyond the capability of the City of Stanwood or neighboring jurisdictions.
- At the direction of the City of Stanwood Mayor or designee.
- At the request of an on-site Incident Commander or an applicable Department Director.

Activation of the City of Stanwood EOC will necessitate a notification—directly or through 911—to the Snohomish County Duty Officer or the Snohomish County EOC, if activated. Snohomish County DEM will then advise applicable local, state, and federal agencies of the activation.

The City’s primary EOC location is at North County Fire Station 99. Alternate locations may include the North County Fire training center, Stanwood School District facilities, or, once constructed, the new Stanwood Police Station (anticipated 2027).

7.2.2 Snohomish County EOC Activation

Activation of the Snohomish County EOC is authorized by DEM leadership or the County Executive. A jurisdiction may request that the County EOC be activated through the Duty Officer. DEM will notify all jurisdictions of County EOC activations. Automatic activation of the County EOC is as follows:

1. A magnitude 5.0 or higher earthquake occurs within Snohomish County.
2. A commercial passenger plane crashes within Snohomish County.
3. A military aircraft crashes within the urban areas of Snohomish County.
4. A High Hazard Potential Dam failure is imminent or has occurred.
5. Other incidents requiring complex intergovernmental coordination such as mass care, public information, or an ongoing need to assist multiple jurisdictions or agencies with incident coordination support.

Factors that increase the need for County EOC activation include:

- a) Atypical weather conditions such as winds from the east, extreme heat, record precipitation levels.
- b) Incidents likely to cross county boundaries for example, Bolt Creek Fire.
- c) Limited or state-controlled resources for example, COVID vaccines.
- d) Multiple cities/towns/tribes activating their EOC or requesting that DEM activate the SCEOC on their behalf.
- e) Complicated transit needs such as mass evacuation or mass casualty.

7.2.3 Activation Levels

The activation level of City of Stanwood's EOC is commensurate to the situation and need for coordination and support. Activation levels listed below are the levels used by Snohomish County EOC and the Washington State EOC. The descriptions provide a general sense of the staff, time, and support necessary at each level:

Activation Level	Description
3 – Normal Operations	Daily operations are monitored and managed by applicable jurisdiction department head(s) and staff. On-call staff (such as Duty Officers) handle “daily emergency” needs.
2 – Partial Activation	Some EOC positions are filled to monitor and support operations. EOC may be activated for multiple operational periods, but rarely 24/7.
1 – Full Activation	All EOC positions are filled to monitor and support operations. EOC is typically activated 24/7 over multiple operational periods. State and/or Federal involvement in response and recovery.

7.2.4 EOC Activation Considerations

During an activation, the City of Stanwood may:

- Place designated staff and departments on standby and increase situational monitoring.
- Activate and staff the local EOC or establish an Incident Command Post (ICP) to manage preparedness and response activities.
- Request emergency response agencies (e.g., North County Regional Fire, Stanwood Police, Public Works) to increase staffing levels or adjust shifts to meet anticipated demands.
- Notify potentially threatened areas using local communication tools, in coordination with County DEM and the emergency alert and warning system.
- Coordinate public and media information releases with the County Joint Information Center (JIC), if activated, through the City's Communications and Marketing Specialist or assigned Public Information Officer.

7.2.5 Emergency Proclamation Authority

When a disaster exceeds, or is expected to exceed, the jurisdiction's capabilities, the Chief Mayor may issue a Local Proclamation of Emergency and request additional assistance through Snohomish County Department of Emergency Management (DEM). If the disaster exceeds the capabilities of Snohomish County, the County Executive may issue a county-level proclamation and request support through the Washington State Emergency Management Division.

The Mayor, assisted by the City Administrator, Emergency Coordinator, or Incident Commander, is responsible for preparing and issuing Local Proclamations of Emergency. The City of Stanwood is responsible for promptly notifying Snohomish County DEM upon issuing a local proclamation.

7.2.6 Emergency Proclamation Process

A Local Proclamation of Emergency for the City of Stanwood must be issued in writing and signed by the Mayor or their designee. The proclamation declares that a state of emergency exists due to a situation that exceeds the City's ability to respond using normal resources and authorities.

Once signed, the City must:

- Notify Snohomish County Department of Emergency Management (DEM) immediately via phone and/or email.
- Distribute the signed proclamation to City Council, the City Administrator, and relevant department directors.
- Post the proclamation on the City's website or distribute it publicly if appropriate for public awareness.

The proclamation becomes effective immediately upon signing and remains in effect until:

- It is rescinded by the Mayor or City Council, or
- It is superseded by a County or State emergency declaration.

Per standard legal procedures:

- The City Council must formally review and ratify the proclamation at the earliest possible opportunity, ideally at the next scheduled or emergency Council meeting.
- Amendments or extensions may be made by the Mayor and confirmed by the Council as conditions evolve.
- The City Clerk or designated administrative staff will maintain official records of the proclamation and any related resolutions or actions.

7.2.7 City of Stanwood Communication Procedures

This section outlines how the City of Stanwood communicates during emergencies, including internal staff coordination, partner agency communication, and public alerting systems.

1. Internal Communications (Government Leadership, EOC, and Departments)

During an emergency, email, phone and text messaging will be the primary forms of internal communication among City leadership, EOC staff, and department heads. These methods allow for rapid, direct notification regardless of staff location.

Secondary communication platforms include:

- **Microsoft Teams:** Used for EOC coordination, document sharing, and group messaging when activated.
- **Work phones and radios:** Used by Public Works, Fire, and Police for field coordination or if digital systems are down.
- **WebEOC** or shared digital trackers: Used to log actions, resource requests, and situational updates when activated.

EOC leadership will initiate staff notifications, with department heads responsible for cascading messages to their teams. All official actions and decisions will be documented and retained for post-incident review and reimbursement.

2. External Communications (DEM, First Responders, and Critical Partners)

- The City will notify Snohomish County DEM of EOC activation via 911 dispatch or the Duty Officer line, and follow up using the DEM's Microsoft Teams platform.

- Communication with North County Regional Fire Authority, Stanwood Police, and EMS will occur via established 800 MHz radio channels and direct cell contact.
- Public Works and Utilities crews will report damage, field needs, and updates via radio, phone, or digital forms submitted to the EOC or supervisor.

3. Public Communications (Alert and Warning Systems)

The City will issue public alerts using:

- **Wireless Emergency Alert (WEA)** – The primary mass notification tool used to reach residents with emergency warnings, evacuation notices, or critical updates. May be requested through Sno911, DEM Duty Officer, or the DEM EOC Manager.
- **City Website & Social Media** – Updated by the Communications and Marketing Specialist or designated Public Information Officer (PIO) with verified messaging.
- **Coordination with the Snohomish County Joint Information Center (JIC)** – Ensures consistency of public messaging during countywide incidents.

7.2.8 Messaging priorities include life safety information, situational updates, closures, and recovery instructions. Wireless Emergency Alerts (WEA) will only be used for urgent life safety messaging. Reverse 911 or other local notification systems may be used for broader informational updates, including situational awareness, closures, and recovery information. Messages will be bilingual and accessible when feasible. County Communication Procedures.

While activated, the Snohomish County EOC can be contacted via phone, email, Microsoft Teams, and various radio bands, assuming phone lines, radio towers, and internet are operational. During an EOC activation DEM may not be able to monitor each communication method, especially if the incident is widespread or catastrophic. Below is a list of communication methods in order of preference if the County EOC is activated:

1	Phone: Jurisdictions can call the EOC by directly contacting a section or ESF, (specific lines are provided upon activation), contacting DEM main line, or through the Duty Officer line.
2	Email: Partners can email any section or ESF directly (specific e-mails are provided upon activation), emailing DEM's email (dem@snoco.org), or the Duty Officer email. Microsoft Teams: The EOC uses Microsoft Teams to coordinate information sharing throughout the county. Incident specific teams are created for each EOC activation.

3	Radio: The EOC can be contacted via DEM HAIL on the 800MHz public safety radio system, multiple repeaters on the VHF network (frequency programming provided on www.wa7dem.info), or amateur radio on the Granite Falls 146.920MHz repeater (156.7Hz tone) for licensed users.
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Outside of an EOC activation, partners should contact the Duty Officer for emergency information or logistics needs. Partners should contact the Duty Officer by phone or email to submit a logistics request. There is no formal form required outside of an activation. The Duty Officer maintains similar communication methods as during an EOC activation but does not constantly monitor DEM VHF or amateur radio. Below is the list of communications methods to the Duty Officer in order of preference:

1	Phone: Partners should call the Duty Officer 24/7 for any emergency support.
2	Email: Partners can email the Duty Officer during daytime hours for emergency support. Duty Officer email is monitored 7 days per week, but not overnight. Emails requiring immediate attention should be accompanied by a phone call to the Duty Officer. Microsoft Teams: DEM has invited the jurisdictions to a Duty Officer Coordination Team, allowing for real-time sharing of information between all partners outside of an EOC activation. Similar to email, if a Teams message requires immediate attention, it should be accompanied by a phone call to the Duty Officer.
3	Radio: DEM can be contacted via DEM HAIL on the 800MHz public safety radio system during regular business/operating hours. After hours, if a partner does not have phone capability, DEM HAIL is monitored by Sno911 who will contact the Duty Officer.

Other communications systems that DEM uses or monitors:

- **Mass Notification:** The EOC uses Rave Mobile Safety to push out mass emergency alerts to the public via phone calls, the Emergency Alert System (EAS), and Wireless Emergency Alerts (WEA).
- **WebEOC:** When Snohomish County EOC is unable to fulfill resource requests or when Washington State requires it, DEM will use WebEOC to send resource requests to the State EOC. DEM can monitor WebEOC to receive requests from jurisdictions who use WebEOC.

7.2.9 County Joint Information System

Public information should be coordinated and integrated, before (if possible), during and after an emergency or disaster. The County coordinates information through ESF 15 using a Joint Information System (JIS). The JIS provides the mechanism to organize, integrate, and

coordinate information to ensure timely, accurate, accessible, and consistent messaging with Public Information Officers across multiple jurisdictions, federal partners, county government, nongovernmental organizations, and the private sector.

In response to most events, public information activities are often carried out by the lead response agency in coordination with other organizations through the JIS. The JIS helps communications staff accomplish their mission by facilitating coordination, helping to avoid conflicting messages by focusing on one or two key messages, using talking points, designating spokesperson(s), and speaking about one's own agency/program/service.

JIS operations are accomplished, physically or virtually, through the Joint Information Center (JIC) within the County EOC. The County JIC can be activated by request of the City of Stanwood to support and coordinate public information before, during, and after an emergency or disaster.

The JIC can assist in the following:

- Creating consistent countywide messaging across all partners involved in the disaster.
- Handling public information requests.
- Creating and disseminating public information through a variety of media.
- Maintaining a central point of information for the County known as the Public Safety Hub.
- Creating and vetting all alert and warning messaging.

7.2.10 Emergency Alert and Warning

Emergency alert and warning systems are designed to allow public safety officials to warn the public of potential or current threats or emergencies. Public alerts and warnings may be issued for events that necessitate shelter-in-place, evacuation, or other protective actions for life safety or property preservation. Snohomish County DEM will make a good faith effort to contact a jurisdiction prior to any mass notification in their boundaries. DEM or Sno911 may issue an alert without making contact if there is concern for immediate life safety.

Jurisdictions can request an emergency alert be issued via the Sno911 Supervisor, Snohomish County Duty Officer (if the Snohomish County EOC is not activated), or the EOC Manager (when the Snohomish County EOC is activated).

All interlocal agreement jurisdictions can use Rave Mobile Safety to support mass internal notifications of their employees or partners. These alerts will not go to the public but can be used to recall employees or volunteers.

7.2.11 Mitigation

The Snohomish County Hazard Mitigation Plan (HMP) assesses 14 hazards affecting the county and greater region. Risk reduction action items are identified both at the county

level and within each participating jurisdiction. Snohomish County updates the HMP on a 5-year cycle, the next update is planned for 2025, with approval in 2026. City of Stanwood is assisting in updating the County's base plan in 2025 and in 2026 will work with the County in developing or updating a local annex.

7.2.12 Preparedness

Preparedness activities develop operational capabilities in advance of an emergency to alleviate the impacts of disasters and protect people, property, and infrastructure from threats and hazards. The City of Stanwood engages in several jurisdiction-specific preparedness efforts aimed at enhancing community resilience and ensuring continuity of operations.

The City is actively promoting community readiness through public outreach efforts, including encouraging residents to sign up for SnoCo Alerts to receive timely emergency notifications. The City is actively implementing the following FEMA-aligned planning documents into its emergency management program:

- **Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG)**
– See 6.1.3
- **Department Operations Emergency Planning**– Each department is tasked with completing an operations template tailored to their mission, roles, and internal protocols. These templates standardize internal preparedness across departments, define essential personnel, and ensure interdepartmental coordination during emergencies.

In addition to planning efforts, the City of Stanwood actively participates in:

- Emergency training and exercises to test readiness and coordination across departments
- Local planning efforts with Snohomish County Department of Emergency Management and partner agencies
- Public preparedness campaigns, including dissemination of alerts, preparedness tips, and coordination with the Snohomish County Joint Information System (JIS), and Snohomish County PIO Network.

7.2.13 Response

The City of Stanwood maintains foundational response procedures and coordination structures to support its role in managing emergencies and disasters. While the City is capable of managing many local needs, it relies heavily on coordination with regional partners—including the Snohomish County Department of Emergency Management (DEM), North County Regional Fire Authority, and the Snohomish County Sheriff's Office—to fill resource and operational gaps during larger or more complex incidents.

Emergency Operations Center (EOC) and Incident Command Post (ICP)

The City's primary Emergency Operations Center (EOC) is located at North County Fire

Station 99. Alternate locations include the North County Fire Training Facility and buildings within the Stanwood-Camano School District, if accessible and appropriate.

EOC activation and response efforts are managed under the guidance of the City's Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG), which outline responsibilities for leadership, communication, recordkeeping, and continuity of essential services. Staffing typically includes department heads, key personnel, and liaisons, under the direction of the City Administrator or designee.

In the field, an Incident Command Post (ICP) may be established to provide direct tactical and operational coordination at or near the scene of an incident. The ICP is led by the Incident Commander and is responsible for managing on-scene resources, operations, and safety. The ICP communicates and coordinates with the EOC to ensure a unified and effective response. The location of the ICP will be determined based on the nature, size, and location of the incident.

Logistical Support and Resource Management

The City maintains some emergency supplies such as resources to fill sandbags, generators, and other critical resources, floor response trailer, small selection of heavy equipment. However, the City depends on DEM and partner agencies to help manage logistics involving fuel, food, water, staffing, and supply requests, particularly during extended events. The Mayor and DEM coordinate formal resource requests and ensure access to regional and state-level support systems.

Mutual Aid and Interagency Coordination

Stanwood's emergency response is supported through formal mutual aid agreements and long-standing partnerships with key agencies, including the North County Regional Fire Authority, Snohomish County Sheriff's Office, Stanwood-Camano School District, and Snohomish County Department of Emergency Management. These partners play vital roles in on-scene response, life safety operations, law enforcement, and logistical coordination. Additional agencies may also be activated as needed through existing on-call service contracts.

Response Capabilities and Limitations

The City's Public Works Department and administrative staff are instrumental in the initial response phase and in maintaining basic city operations. However, many emergency response functions—particularly those involving large-scale or complex incidents—require external assistance. Stanwood's response capacity relies heavily on mutual aid agreements, interagency coordination, and support from the Department of Emergency Management (DEM) and first responder partners.

The City of Stanwood is equipped to handle certain response activities internally, including initial flood control efforts, post-storm damage assessments, debris removal, and evaluating structural integrity following an event.

7.2.14 Recovery

The City of Stanwood recognizes that disaster recovery begins with preparedness and coordination well before an event occurs. The City aligns with the Snohomish County Disaster Recovery Framework, which is based on the National Disaster Recovery Framework (NDRF). This framework outlines the roles of local governments, community organizations, and partner agencies in supporting both short- and long-term recovery efforts.

In the event of a disaster, the City of Stanwood will coordinate with Snohomish County Department of Emergency Management (DEM), surrounding jurisdictions, and relevant state and federal agencies to initiate recovery operations.

The City's recovery responsibilities may include:

- Conducting initial damage observations and reporting to the County and State to support emergency declarations and resource requests.
- Supporting debris clearance from public rights-of-way and critical infrastructure, as needed, through existing public works operations and emergency contracts.
- Facilitating streamlined permitting and inspections to assist residents and businesses in rebuilding.
- Utilizing the City's Building Official or designee to assess building damage for safety and habitability following a disaster.
- Coordinating with local utilities, businesses, and service providers to restore critical infrastructure and public services.
- Sharing recovery information with the public through the City's Communications Specialist and in coordination with the Snohomish County Joint Information System (JIS).

The City's Department Operations Plans, Continuity of Operations Plan (COOP), and Continuity of Government Plan (COG) provide guidance to ensure essential services are restored and city operations are reestablished as quickly as possible.

The City of Stanwood works closely with Snohomish County DEM and other jurisdictions to support recovery coordination efforts. This includes access to Disaster Recovery Centers, management of volunteers and donations, and collaboration with nonprofits and private sector partners to assist with community recovery.

8. Administration, Documentation, and Resourcing

8.1 Administration

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support services.

It is the policy of The City of Stanwood that each department will assign personnel responsible for the documentation of disaster activities and costs.

8.2 Documentation

All organizations with disaster responsibilities should establish and maintain files of disaster-related directives, forms, and paperwork, including fiscal documentation, aligned with State records retention law. Documentation allows the City of Stanwood to submit reimbursements and recover costs, create historical records, apply for grants, address insurance needs, develop mitigation measures, highlight practices to continue, and identify areas for improvement. Documentation by each jurisdiction contributes to the overall ability of the County and State to request support from the Federal government.

8.2.1 Essential Files

Essential files include, but are not limited to:

- Sign-in sheets/staffing patterns
- Media Releases
- Situation Reports
- Emergency Action Plans
- Proclamations of Emergency
- Requests for Assistance
- Damage Observation and Assessment Reports
- Financial Documentation (including receipts, payroll records, contracts, etc.)
- After-Action Reports

8.3 After-Action Report

After-action reports (AAR) create a permanent historical record of the incident and are used to evaluate processes, procedures, and actions pertaining to the response and recovery of an event. AARs include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned because of the disaster. AARs are essential to seeking reimbursement and can assist in supporting mitigation efforts and funding. City of Stanwood's City Administrator, or designee, in conjunction with DEM, is responsible for soliciting input and conducting an after-action review with each department involved in the disaster. The City Administrator, or designee, is responsible for ensuring completion of the after-action review items.

AARs inform future preparedness, mitigation, planning, training, and exercise efforts through narratives and improvement plans. These actions can include updating this Annex, plans, replacing resources, and augmenting personnel.

8.4 Resources Assessment Section

8.4.1 Resources

The City of Stanwood utilizes a variety of internal and external resources to support emergency response and recovery operations. Available resources may include personnel, facilities, equipment, and specialized services that can be mobilized depending on the needs of the incident.

Private sector businesses, nonprofit organizations, faith-based organizations (FBOs), community-based organizations (CBOs), and nongovernmental organizations (NGOs) are also essential partners in disaster response and recovery, providing valuable capabilities and support before, during, and after emergencies.

The following provides a high-level overview of resources that may be available to assist in emergency or disaster response efforts:

Resource Category	Resource Description and Capability
Facilities	Stanwood City Hall – Primary government operations facility housing administrative staff, EOC activation space, and essential records. Public Works Shop (Maintenance Facility) – Operations hub for fleet and field crews, heavy equipment storage, and logistics coordination. Stanwood Police Department – Law enforcement operations center. Facility completion in 2027. Non-city owned facilities: North County Fire Station 99 – Primary Fire and EMS response facility. Back-up EOC site. Stanwood High School/School Facilities – Potential shelter sites coordinated through Stanwood-Camano School District. Back-up EOC site.
Staff	Public Works Field Staff – Expertise in streets, drainage, water, sewer, parks, and facilities response operations. Administrative Staff – City Administrator, Public Works Director, Community Development Director, Finance Director, Communications, and Clerks for continuity of government

	functions and emergency response. Emergency Coordinator (City Administrator) – Oversees emergency coordination and resource management. Public Safety – Police and Fire/EMS responders coordinated with Stanwood Police and North County Regional Fire Authority.
Equipment	Public Works has supplies to fill sandbags, mobile generator, chipping machine, backhoe, loader, trailers, forklift, bucket truck, fleet of F-150, F-250, F-350, and F-450 trucks, two dump trucks, and a snow plow. These assets support emergency debris removal, utility restoration, roadway access, and general field response operations.
Specialty Services	Volunteer and community service groups, including faith-based organizations, can assist with shelter operations, donations management, and volunteer coordination. The North County Community Emergency Response Team (NCCERT) serves the greater Arlington and Stanwood area and provides trained volunteers to support disaster response, assist with sheltering, staff information centers, and augment city staff during incidents. The American Red Cross is also a primary partner for shelter operations, disaster relief services, and family reunification support. Additional volunteer organizations and faith-based groups may be engaged as needed to meet community needs.

	Mutual Aid coordination through Snohomish County DEM provides access to specialized response assets.
Outside Assistance/ Memorandums of Understanding (MOUs)	Snohomish County Department of Emergency Management (DEM) – Primary agency for resource requests and mutual aid coordination. [Placeholder: Insert MOU with The Citys mutual aid partners when established] [Placeholder: Insert School District Facilities Use Agreement when formalized]
Technologies/Platforms	Work Order and Asset Management System – Tracks field response activities and resource usage. CivicReady / Public Alert Systems – For issuing emergency notifications to residents. Cloud-Based Shared Drives (Microsoft 365) – Provides continuity of operations and shared access to critical documentation. GIS Mapping Platforms – For infrastructure assessments, situational awareness, and damage tracking.

8.4.2 Disaster Expenditures

Emergency and disaster expenditures are not a normal item in the budgeting process of local governments. Some departments may include disaster preparedness and mitigation items in their budget already (e.g., sand for flooding or deicer for winter roads). Nevertheless, disasters may occur which require a jurisdiction to spend substantial, but necessary, unanticipated obligations and expenditures. There are programs available to local jurisdictions, and their residents, to recover some of the cost associated with a disaster including Public and Individual Assistance, Small Business Administration programs, and insurance programs. To be eligible for these programs, jurisdictions and residents must maintain diligent records of expenses related to the disaster.

The Finance Director or designee shall develop effective administrative methods to keep and retain detailed records distinguishing disaster operational activities and expenditures and delineate them from routine or general programs, activities, and expenditures. At a minimum, cost records should include personnel time and overtime, resources used, donations, volunteer contributions, mutual aid, and contracts initiated. The Finance Director or designee shall provide documentation processes and training to all personnel involved in the disaster.

8.4.3 Post-Disaster Assistance

Post-disaster assistance is financial reimbursement provided by the State and/or Federal government for costs directly caused by a disaster or emergency. There is no guarantee of post-disaster assistance by Washington State and/or the Federal government, after a locally proclaimed emergency. If provided, post-disaster assistance is offered through the following methods:

Public Assistance (PA) – disaster assistance provided by the federal government and periodically the state to public entities including tribes, state, county and municipal governments, and certain nonprofits that provide essential public service.

Individual Assistance (IA) – federal and/or state assistance to the public who sustained damage from a federally declared disaster. Individual Assistance only covers a portion of damages and is not meant to replace insurance. There is also assistance available for individuals who have become unemployed because of a disaster.

Small Business Administration (SBA) – eligible businesses and nonprofits that are impacted by the disaster may be eligible for recovery loans from the SBA. Regardless of size, eligible businesses may apply for SBA loans for both physical damage and economic loss. SBA's Disaster Loan Program is not exclusively for small businesses. SBA loans are also available for damage to private property owned by individuals and families not fully covered by insurance.

Other Needs Assistance (ONA) – income-dependent assistance for personal property. Some items are only eligible after individuals are denied SBA assistance (including loans); other items are not contingent on SBA denial.

9. Annex Development, Training, Exercise, and Maintenance

Overall development and maintenance of this Annex is the responsibility of The City of Stanwood. This Annex, and any appendices, are reviewed, reevaluated, and updated once every five years. Review and revision is conducted in collaboration with County DEM. This Annex should be updated based on lessons learned as a result of real-world emergencies or through training or exercises. Primary departments or supporting agencies will be responsible for maintenance of sections of the Annex related to their assigned function.

Revision may result from or include:

- New procedures, policies, or technologies.

- Lessons learned from a real-world incident or exercise(s).
- Feedback during training or case study review.
- To accommodate new organizations or organizational structures.

Training and exercises are conducted at least annually in conjunction with DEM. An exercise may be substituted for a real-world activation (planned or unplanned). All final revisions are submitted to WA EMD for review and approval. This Annex will be made publicly available on the Snohomish County Department of Emergency Management's website.

10. Authorities, References, and Attachments

10.1 Authorities

- Stanwood Municipal Code (SMC) Chapter 4.12 – Emergency Management Specifies the City's Emergency Management organizational structure, delegation of roles, proclamation authority for declaring a civil emergency, emergency powers, and responsibilities of the Emergency Management Response Team.
- Stanwood Municipal Code (SMC) Chapter 12.17.070 – Emergency Water Usage Directives Empowers the City to manage water distribution and usage under emergency conditions to protect public health and ensure service continuity stanwoodwa.org.
- Ordinance 1514 – Adoption of the City of Stanwood Comprehensive Emergency Management Plan (CEMP)
Formally adopts the City's CEMP, establishing legal authority and direction for emergency management activities and ensuring alignment with state and federal standards.
- Interlocal Agreement between the City of Stanwood and Snohomish County DEM Establishes coordination of planning, resource pooling, mutual aid, and operational support during emergencies.
- Revised Code of Washington (RCW) Chapter 38.52 – Emergency Management Provides statewide statutory authority for local emergency declarations, mutual aid, and coordination with state and federal agencies.
- Revised Code of Washington (RCW) Chapter 39.04.280 – Public Works Provides exceptions to the competitive bidding requires in the event of an emergency.
- Snohomish County Code (SCC) Chapter 2.36 – Emergency Management Defines county-level emergency management roles, including support and coordination with member jurisdictions such as Stanwood.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) Governs federal disaster response assistance, reimbursement, and declaration mechanisms.
- National Response Framework (NRF) & National Disaster Recovery Framework (NDRF)
Federal frameworks guiding multi-agency collaboration and community-wide response and recovery efforts.

- Washington State Comprehensive Emergency Management Plan (CEMP)
State-level plan outlining coordination procedures, resource management, and operational support for local jurisdictions.

10.2 References

The following documents, plans, and guidelines were referenced in the development of the City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex. They provide the legal, procedural, and technical framework for emergency management operations and coordination at the federal, state, county, and local levels.

Federal References

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)
- Homeland Security Presidential Directive (HSPD)-5 – Management of Domestic Incidents
- National Response Framework (NRF), 5th Edition, U.S. Department of Homeland Security, FEMA
- National Disaster Recovery Framework (NDRF), U.S. Department of Homeland Security, FEMA
- National Incident Management System (NIMS), FEMA (2022 Edition)
- FEMA Comprehensive Preparedness Guide (CPG) 101 v.3 – Developing and Maintaining Emergency Operations Plans

State References

- Revised Code of Washington (RCW) 38.52 – Emergency Management
- Washington Administrative Code (WAC) 118-30 – Local Comprehensive Emergency Management Plans
- Washington State Comprehensive Emergency Management Plan (2023 Edition)
- Washington State Emergency Management Division – Continuity of Government Guidelines (2022)

County and Regional References

- Snohomish County Code (SCC) Chapter 2.36 – Emergency Management
- Snohomish County Comprehensive Emergency Management Plan (2024 Edition)
- Interlocal Agreement between the City of Stanwood and Snohomish County Department of Emergency Management

Local References

- Stanwood Municipal Code (SMC) Chapter 4.12 – Emergency Management
- SMC Chapter 12.17.070 – Emergency Water Usage Directives
- City of Stanwood Continuity of Operations Plan (COOP) (2025)
- City of Stanwood Continuity of Government Plan (COG) (2025)
- City of Stanwood Hazard Mitigation Plan (2020)

- City of Stanwood Ordinance No. 1514 – Adoption of the Comprehensive Emergency Management Plan

10.3 Attachments

The following attachments support the City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex and provide supplemental continuity documentation to ensure the continuation of essential government functions and services during and after an emergency.

Attachment A: City of Stanwood Continuity of Operations Plan (COOP)

Outlines procedures for maintaining essential City functions during and following an emergency that disrupts normal operations, including delegation of authority, orders of succession, alternate facilities, and essential records management.

Attachment B: City of Stanwood Continuity of Government (COG) Plan

Defines the structure for preserving and restoring the City's governing authority, including leadership succession, emergency legislative procedures, and alternate governing sites to ensure the continuity of local government.

11. Terms and Definitions

Abbreviation	Term	Definition
AAR	After-Action Review	A methodology for assessing performance, identifying challenges, and seeking improvements in the aftermath of a disaster.
CEMP	Comprehensive Emergency Management Plan	An overarching plan for how to respond to an emergency or disaster that covers roles, responsibilities, resources, and authorities.
COOP	Continuity of Operations Plan	Plan for departments and agencies to continue their critical governmental functions in the event of natural or human-caused disaster.
COP	Common Operating Picture	A continuously updated, unified overview of a disaster or emergency.
EAS	Emergency Alert System	National public warning system that allows federal, state, local, and tribal authorities the ability to deliver important emergency information to targeted areas.

EEI	Essential Elements of Information	Qualitative and quantitative data needed to develop situational awareness for decision-making. Snohomish County uses Community Lifelines to organize their EEIs.
EOC	Emergency Operations Center	A location from which organizations and leaders of a jurisdiction coordinate information and resources to support direct operations.
EOP	Emergency Operations Plan	A plan that describes who will do what, when, with what resources in an Emergency Operations Center.
FEMA	Federal Emergency Management Agency	Federal agency that coordinates response to a disaster when local and state resources are overwhelmed.
HAZMAT	Hazardous Materials	Substance or material that has the capability of posing an unreasonable risk to health, safety, and property.
HIRA	Hazard Identification and Risk Assessment	Risk assessment process that identifies hazards, assess their impacts, and provides countermeasure information.
HMP	Hazard Mitigation Plan	Plan to minimize loss of life and property through minimizing the impact of disasters.
ICP	Incident Command Post	Location where an Incident Commander oversees an incident.
IPAWS	Integrated Public Alert and Warning System	National system for local alerting through EAS, WEA, and NWR.
JIC	Joint Information Center	A central location either physical, virtual, or hybrid, where public information officers operate the Joint Information System.
MOU	Memorandum of Understanding	An agreement between two parties which outlines responsibilities to each other. May or may not be legally binding.
NIMS	National Incident Management System	A federal guide for all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.
NWR	National Weather Radio	Automated 24-hour network of weather radio stations which broadcast weather information from nearby National Weather Service Office.
PSAP	Public Safety Answering Point	Call center for public emergency calls for service for police, fire, or EMS. Commonly known as 911.

SBA	Small Business Administration	In the aftermath of disasters, the SBA offers low-interest loans for homeowners, renters, and businesses in a federally declared disaster.
SCDEM	Snohomish County Department of Emergency Management	County department responsible for working in all five phases of emergency management and supporting integrated 911 service to enhance resilience in Snohomish County.
WA EMD	Washington Emergency Management Division	Responsible for operating the State of Washington's EOC during state emergencies.
WEA	Wireless Emergency Alert	Short emergency alerts sent to mobile devices within a targeted area.
WebEOC	Web-based Emergency Operations Center Platform	Software designed to bring real-time crisis information management to the Washington State Emergency Operations Center (EOC) as well as to other local, state, and federal EOCs.

12. Record of Revision and Exercises

RECORD OF UPDATES			
No.	Date	Changes	Completed By

RECORD OF EXERCISES				
No.	Date	Exercise Name/Type	Overview	Completed By

13. Record of Distribution

Copy No.	Date	Office/ Department and Title

CITY OF STANWOOD

Stanwood, Washington

RESOLUTION NO. 2025-09

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING THE CITY OF STANWOOD CONTINUITY OF OPERATIONS PLAN (COOP) AND AUTHORIZING ITS IMPLEMENTATION.

WHEREAS, the City of Stanwood recognizes the need to ensure the continuity of essential government functions and public services during emergencies and disasters; and

WHEREAS, the Continuity of Operations Plan (COOP) establishes the policies and procedures to maintain essential operations during a wide range of emergencies or operational disruptions; and

WHEREAS, the COOP Plan outlines the responsibilities of City leadership, departments, and designated personnel to sustain critical operations and services in the event of a disruption; and

WHEREAS, the Plan was developed in accordance with the City of Stanwood's Emergency Management Ordinance (Stanwood Municipal Code Chapter 4.12), Federal Emergency Management Agency (FEMA) guidelines, and Washington State Emergency Management Division (WA EMD) best practices; and

WHEREAS, the City of Stanwood developed the COOP Plan in coordination with the Snohomish County Department of Emergency Management (DEM) and in alignment with the City's Comprehensive Emergency Management Plan (CEMP) Annex and Continuity of Government (COG) Plan; and

WHEREAS, the Plan was reviewed by City staff, management, and the Mayor, with input from the Snohomish County Department of Emergency Management and other partner agencies; and

WHEREAS, the Stanwood City Council finds that adoption of the Continuity of Operations Plan (COOP) is in the best interest of the City to maintain essential functions and protect the health, safety, and welfare of its residents during emergencies;

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

1. The City Council hereby adopts the City of Stanwood Continuity of Operations Plan (COOP), attached hereto as Exhibit A and incorporated by this reference.
2. The Mayor, or designee, is authorized to implement and maintain the COOP Plan and to make minor administrative updates as necessary to remain compliant with state and federal guidance.

3. This Resolution shall take effect immediately upon adoption.

PASSED by the City Council and APPROVED by the Mayor this ____ day of _____, 2025.

CITY OF STANWOOD

By: _____
Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

City of Stanwood

Continuity of Operations (COOP) Plan

Promulgation Statement

The City of Stanwood Continuity of Operations Plan (COOP) establishes policy and procedures to ensure the continued execution of essential government functions during a wide range of emergencies or operational disruptions. This plan has been developed in accordance with the City of Stanwood's Emergency Management Ordinance, Federal Emergency Management Agency (FEMA) guidelines, and Washington State Emergency Management Division (WA EMD) best practices.

The COOP outlines the responsibilities of City leadership, departments, and designated personnel to sustain critical operations and services in the event of a disruption. The City Administrator, as the designated Emergency Management Coordinator (EMC), is responsible for overseeing the implementation and maintenance of this plan.

By adopting this plan through **Resolution No. 2025-09**, the City Council of Stanwood affirms its commitment to continuity of government and essential services, ensuring the City's ability to serve its residents during emergencies.

Promulgated this 24 day of November, 2025

Mayor, City of Stanwood

Adopted by the Stanwood City Council via Resolution No.2025-09 on this 24 day of November, 2025.

1. Purpose, Scope, Situation, and Assumptions

Purpose

The purpose of this COOP is to ensure the continued performance of essential functions by the City of Stanwood during any emergency or situation that may disrupt normal operations.

Scope

This plan applies to all City of Stanwood departments and functions identified as essential. It includes provisions for delegation of authority, orders of succession, alternate facilities, interoperable communications, and vital records and systems.

Situation

Stanwood is vulnerable to a range of hazards, including flooding, earthquakes, and severe weather. These hazards could disrupt city operations and require relocation or reorganization of services.

Assumptions

- Emergencies may occur with or without warning.
- The City may be unable to maintain operations at primary facilities.
- City staff may be unavailable or limited.
- Essential services must be restored within 12-24 hours of disruption.

2. Concept of Operations

The City will activate this plan when emergency conditions threaten or disable normal operations. Activation may include partial or full relocation of essential staff and operations. The Emergency Operations Center (EOC) will coordinate continuity efforts.

3. Mission Essential Functions (MEFs) / Essential Functions and Staff

The following functions are prioritized for continuity:

- Emergency management and public safety coordination
- Water and wastewater services
- Public works infrastructure and response
- Financial and payroll operations
- Public information and communication
- Continuity of government and council operations

4. Orders of Succession

A line of succession to execute emergency and disaster responsibilities is necessary if key individuals are prevented from fulfilling the obligations of their position. The City of Stanwood's Continuity of Operations Plan and Continuity of Government Plan establish the legal basis for succession and delegation of authority.

Below is the City of Stanwood's line of succession for essential government functions and key positions involved in emergency operations. Titles (not individual names) are used, and general contact information should be included when distributing internally.

CHIEF ELECTED OFFICIAL (MAYOR)

Responsible for emergency proclamations, executive leadership, and EOC activation.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: City Administrator

- Contact: (425) 297-0827

Successor 2: Public Works Director

- Contact: (425) 754-4880

CITY COUNCIL (MAYOR)

Responsible for continuity of governance and post-emergency legislative actions.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: Pro Tem Mayor

- Contact: *Private Number Mayor/City Administrator will contact*

Successor 2: Most Senior Available Councilmember

- Contact: *Private Number Mayor/City Administrator will contact*
- Note: If a quorum is unavailable, remaining members may appoint replacements under emergency authority.

EMERGENCY MANAGEMENT COORDINATOR (CITY ADMINISTRATOR)

Coordinates emergency preparedness and interagency response.

Main Point of Contact: City Administrator

- Contact: (425) 297-0827

Successor 1: Public Works Director

- Contact: (425) 754-4880

Successor 2: Community Development Director

- Contact: (425) 754-4880

PUBLIC WORKS DIRECTOR

Leads infrastructure response, debris removal, and utility continuity.

Main Point of Contact: Public Works Director

- Contact: (425) 754-4880

Successor 1: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 2: Public Works Supervisor

- Contact: (425) 508-7833

FINANCE

Oversees emergency procurement, financial tracking, and public records protection.

Main Point of Contact: Finance Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: Finance Manager

- **Contact:** Number unpolished, City Administrator or Successor will contact

HUMAN RESOURCES

employee safety, and accountability

Main Point of Contact: Human Resources Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: City Clerk

- **Contact:** Number unpolished, City Administrator or Successor will contact

PUBLIC INFORMATION OFFICER (COMMUNICATIONS SPECIALIST)

Coordinates public messaging and joint information efforts.

Main Point of Contact: Communications & Marketing Specialist

- Contact: (360) 502-5950

Successor 1: Mayor

- Contact: (360) 320-7815

Successor 2: City Administrator

- Contact: (425) 297-0827

COMMUNITY DEVELOPMENT DIRECTOR

Manages initial damage assessments and post-disaster permitting.

Main Point of Contact: Community Development Director

- Contact: (425) 626-0297

Successor 1: Building Official

- Contact: (425) 508-7830

Successor 2: Senior Planner

- Contact: (425) 626-0297

PARKS AND RECREATION

Supports field operations, debris clearance, and park safety inspections

Main Point of Contact: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 1: Parks Lead

- Contact: (425) 367-1623

Successor 2: Appointed by Main Point of Contact or Parks Lead

- Contact: to be contacted by City Engineer/Capital Projects Supervisor or Successor

LAW ENFORCEMENT (STANWOOD POLICE CHIEF)

Leads incident security, evacuation, and law enforcement support.

Main Point of Contact: Stanwood Police Chief

- Contact: 425-508-3904

Successor 1: Patrol Sergeant

- Contact: (425) 508-8277

Successor 2: Regional Lieutenant (per Sheriff Office protocols)

- Contact: 911 and ask to speak to the Regional Lieutenant

FIRE / EMERGENCY MEDICAL SERVICES (NORTH COUNTY REGIONAL FIRE AUTHORITY)

Leads life safety operations, structural rescue, EMS, and hazardous materials response.

Main Point of Contact: Fire Chief (NCRFA)

- Contact: (425) 407-2781

Successor 1: Assistant Chief of Operations

- Contact: VACANT

Successor 2: Assistant Chief, Support Services & Emergency Management

- Contact: (360) 454-8012

DEPARTMENTAL CONTINUITY

Each department is responsible for maintaining an internal succession plan referenced in each department operations plan ***filed with the City Clerk***, identifying:

- Primary and alternate personnel for all essential roles
- General contact methods (department phones/emails, not personal lines)
- Updated annually or upon staffing changes

This line of succession structure ensures that Stanwood can maintain both executive authority and operational continuity in the event of leadership disruption.

- 1. Mayor**
- 2. City Administrator**
- 3. Public Works Director**

5. Delegations of Authority

As authorized in SMC 4.12.080:

- The Mayor may delegate authority to the City Administrator or department heads
- The City Administrator may delegate emergency functions as necessary
- Department heads may execute contracts and coordinate resources for their functional areas

6. Continuity Facilities

Primary EOC Location: North County Fire Station 99

Address: 8117 267th St NW, Stanwood WA 98292

ALTERNATE LOCATIONS:

- **Stanwood High School (Stanwood-Camano School District)**
7400 272nd Street NW, Stanwood WA 98292
- **North County Fire Training Center**
29814 Old Highway 99 North, Stanwood WA 98292
- **Future Stanwood Police Station (ETA 2027)**
Currently not listed

7. Communications

Internal communications include email, phone, Microsoft Teams, and 800 MHz radios. Public messaging is coordinated by the Communications Specialist and uses:

- **City website and social media**
- **Snohomish County Alerts**
- **Coordination with Snohomish County Joint Information System (JIS)**

8. Vital Records Backup and Accessibility

Each department is responsible for backing up and maintaining access to its vital records. Departments are encouraged to scan and upload these documents to the City's Shared Drive to ensure accessibility for all authorized City personnel.

Examples of Vital Records Include:

- **Financial Data** (Finance Department)
- **Water/Wastewater Utility Maps** (Public Works Department)
- **Emergency Contact Lists and Procedures** (Human Resources Department)
- **Contracts, Permits, and Licenses** (City Clerk's Office)

Records Backup Methods:

- Network drives with cloud-based backups
- Hard copy storage in the City's records room
- Offsite cloud platforms (where applicable)

9. Human Capital Management

- Department heads are responsible for accountability of staff
- Human Resources maintains emergency contact info and essential staff designations
- Cross-training and documentation ensure role coverage during disruption

10. Devolution of Control and Direction

If leadership is unable to fulfill their duties, continuity operations will be managed by:

- The designated successor as noted in the Order of Succession
- The EOC staff under direction of the City Administrator or acting EOC Manager

11. Reconstitution Operations

The City will begin reconstitution efforts once conditions are stable.

Activities include:

- Damage assessment of primary facilities
- Notification of staff
- Restoration of services and systems
- Documentation and after-action review

12. Plan Maintenance

This plan will be reviewed annually by the Emergency Management Coordinator or Designee and updated every five years, or after significant incidents. Revisions must be approved by the Mayor and documented in the Record of Changes.

13. Record of Changes

Change No. | Date | Description | Author

1 | TBD | Initial Draft | Amanda Slattery

14. Record of Distribution

Copy No. | Date | Office/Department

1 | TBD | Mayor's Office

2 | TBD | City Administrator

3 | TBD | Public Works Department

4 | TBD | Finance Department

5 | TBD | Community Development

6 | TBD | Communications

7 | TBD | Human Resources

Essential Functions and Staff

Department	Essential Function	Primary Staff (Title)	Alternate Staff (Title)	Relocation/Continuity Notes
Mayor/City Administrator	Executive leadership, emergency declarations, interagency coordination	Mayor	City Administrator	Can operate remotely or from Fire Station 99
Public Works	Maintain water, wastewater, stormwater, and street operations	Public Works Director	Public Works Supervisor	Field capable; relocate to Fire Station 99 or Public Works Shop
Finance	Payroll, purchasing, and emergency financial tracking	Finance Director	Finance Manager	Work remotely or at alternate city facility with VPN access
Human Resources / City Clerk	Employee accountability and emergency communication	HR Director	City Clerk	May work remotely; maintains contact lists and emergency notifications
Community Development	Damage assessment, permitting, and inspection services	Community Development Director	Building Official	Relocate to Fire Station 99 or other secure site
Communications / PIO	Public messaging and updates	Communications & Marketing Specialist	Mayor or City Administrator	Works from any location with internet access; coordinates with County JIS

Police	Law enforcement and evacuation coordination	Stanwood Police Chief	Patrol Sergeant	Operates from Snohomish County Sheriff facilities if needed
Fire / EMS (NCRFA)	Fire suppression, rescue, and medical response	Fire Chief	Assistant Chief of Operations	Operates from primary or backup stations
Parks / Facilities	Debris clearance, park safety inspections	City Engineer / Parks Lead, Streets Lead	Public Works Supervisor	Operates from field or shop facilities

CITY OF STANWOOD

Stanwood, Washington

RESOLUTION NO. 2025-10

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING THE CITY OF STANWOOD CONTINUITY OF GOVERNMENT (COG) PLAN AND AUTHORIZING ITS IMPLEMENTATION.

WHEREAS, the City of Stanwood recognizes the need to ensure the continuity of legally constituted government and leadership authority during emergencies and disasters; and

WHEREAS, the Continuity of Government (COG) Plan establishes the framework to preserve the City's constitutional, legal, and administrative responsibilities during major disruptions to normal operations; and

WHEREAS, the COG Plan complements the City's Continuity of Operations Plan (COOP) and Comprehensive Emergency Management Plan (CEMP) Annex by defining leadership succession, delegations of authority, and continuity of essential governmental functions; and

WHEREAS, the City of Stanwood has developed the COG Plan in coordination with the Snohomish County Department of Emergency Management (DEM) and in accordance with the City's Emergency Management Ordinance (Stanwood Municipal Code Chapter 4.12), RCW 38.52, and WAC 118-30; and

WHEREAS, the COG Plan was reviewed by City staff, management, and the Mayor, with input from the Snohomish County Department of Emergency Management and other partner agencies; and

WHEREAS, the Stanwood City Council finds that adoption of the Continuity of Government (COG) Plan is in the best interest of the City to maintain operational stability and leadership continuity during emergencies.

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

1. The City Council hereby adopts the City of Stanwood Continuity of Government (COG) Plan, attached hereto as *Exhibit A* and incorporated by this reference.
2. The Mayor, or designee, is authorized to implement and maintain the COG Plan and make minor administrative updates as necessary to remain compliant with state and federal guidance.
3. This Resolution shall take effect immediately upon adoption.

PASSED by the City Council and APPROVED by the Mayor this 24 day of November, 2025.

CITY OF STANWOOD

By: _____
Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

City of Stanwood Continuity of Government (COG) Plan

Promulgation Statement

The Continuity of Government (COG) Plan for the City of Stanwood establishes the framework to ensure that the City's constitutional, legal, and administrative responsibilities can continue in the event of a major disruption to normal government operations. This plan supports and complements the City's Continuity of Operations Plan (COOP) by outlining the structure for maintaining leadership authority, succession, essential records, and critical governmental functions.

This plan has been developed in accordance with the City of Stanwood's Emergency Management Ordinance, and in alignment with guidance from the Federal Emergency Management Agency (FEMA) and the Washington State Emergency Management Division (WA EMD).

By adopting this plan through **Resolution No. 2025-10**, the City Council affirms its commitment to the preservation of government authority and operational stability in times of crisis.

Promulgated this 24 day of November 2025.

Mayor, City of Stanwood

Adopted by the Stanwood City Council via **Resolution No. 2025-10** on this 24 day of November, 2025.

1. Purpose and Scope

Purpose

The purpose of this plan is to ensure the continuity of legally constituted government leadership and authority for the City of Stanwood following emergencies that may disrupt leadership or governance structures.

Scope

This plan applies to all elected officials and essential governance functions within the City of Stanwood.

2. Legal and Constitutional Authority

This plan is authorized under:

- **RCW 38.52.070**
- **Stanwood Municipal Code Chapter 4.12**
- **Other applicable federal, state, and local laws**

3. Line of Succession

Line of succession to execute emergency and disaster responsibilities is necessary if key individuals are prevented from fulfilling the obligations of their position. The City of Stanwood's Continuity of Operations Plan and Continuity of Government Plan establish the legal basis for succession and delegation of authority.

Below is the City of Stanwood's line of succession for essential government functions and key positions involved in emergency operations. Titles (not individual names) are used, and general contact information should be included when distributing internally.

CHIEF ELECTED OFFICIAL (MAYOR)

Responsible for emergency proclamations, executive leadership, and EOC activation.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: City Administrator

- Contact: (425) 297-0827

Successor 2: Public Works Director

- Contact: (425) 754-4880

CITY COUNCIL (MAYOR)

Responsible for continuity of governance and post-emergency legislative actions.

Main Point of Contact: Mayor

- Contact: (360) 320-7815

Successor 1: Pro Tem Mayor

- Contact: *Private Number Mayor/City Administrator will contact*

Successor 2: Most Senior Available Councilmember

- Contact: *Private Number Mayor/City Administrator will contact*
- Note: If a quorum is unavailable, remaining members may appoint replacements under emergency authority.

EMERGENCY MANAGEMENT COORDINATOR (CITY ADMINISTRATOR)

Coordinates emergency preparedness and interagency response.

Main Point of Contact: City Administrator

- Contact: (425) 297-0827

Successor 1: Public Works Director

- Contact: (425) 754-4880

Successor 2: Community Development Director

- Contact: (425) 754-4880

PUBLIC WORKS DIRECTOR

Leads infrastructure response, debris removal, and utility continuity.

Main Point of Contact: Public Works Director

- Contact: (425) 754-4880

Successor 1: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 2: Public Works Supervisor

- Contact: (425) 508-7833

FINANCE

Oversees emergency procurement, financial tracking, and public records protection.

Main Point of Contact: Finance Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: Finance Manager

- **Contact:** Number unpolished, City Administrator or Successor will contact

HUMAN RESOURCES

employee safety, and accountability

Main Point of Contact: Human Resources Director

- Contact: Number unpolished, City Administrator or Successor will contact

Successor 1: City Clerk

- **Contact:** Number unpolished, City Administrator or Successor will contact

PUBLIC INFORMATION OFFICER (COMMUNICATIONS SPECIALIST)

Coordinates public messaging and joint information efforts.

Main Point of Contact: Communications & Marketing Specialist

- Contact: (360) 502-5950

Successor 1: Mayor

- Contact: (360) 320-7815

Successor 2: City Administrator

- Contact: (425) 297-0827

COMMUNITY DEVELOPMENT DIRECTOR

Manages initial damage assessments and post-disaster permitting.

Main Point of Contact: Community Development Director

- Contact: (425) 626-0297

Successor 1: Building Official

- Contact: (425) 508-7830

Successor 2: Senior Planner

- Contact: (425) 626-0297

PARKS AND RECREATION

Supports field operations, debris clearance, and park safety inspections

Main Point of Contact: City Engineer/Capital Projects Supervisor

- Contact: (360) 502-1236

Successor 1: Parks Lead

- Contact: (425) 367-1623

Successor 2: Appointed by Main Point of Contact or Parks Lead

- Contact: to be contacted by City Engineer/Capital Projects Supervisor or Successor

LAW ENFORCEMENT (STANWOOD POLICE CHIEF)

Leads incident security, evacuation, and law enforcement support.

Main Point of Contact: Stanwood Police Chief

- Contact: 425-508-3904

Successor 1: Patrol Sergeant

- Contact: (425) 508-8277

Successor 2: Regional Lieutenant (per Sheriff Office protocols)

- Contact: 911 and ask to speak to the Regional Lieutenant

FIRE / EMERGENCY MEDICAL SERVICES (NORTH COUNTY REGIONAL FIRE AUTHORITY)

Leads life safety operations, structural rescue, EMS, and hazardous materials response.

Main Point of Contact: Fire Chief (NCRFA)

- Contact: (425) 407-2781

Successor 1: Assistant Chief of Operations

- Contact: VACANT

Successor 2: Assistant Chief, Support Services & Emergency Management

- Contact: (360) 454-8012

DEPARTMENTAL CONTINUITY

Each department is responsible for maintaining an internal succession plan referenced in each department operations plan ***filed with the City Clerk***, identifying:

- Primary and alternate personnel for all essential roles
- General contact methods (department phones/emails, not personal lines)
- Updated annually or upon staffing changes

This line of succession structure ensures that Stanwood can maintain both executive authority and operational continuity in the event of leadership disruption.

1. Mayor
2. City Administrator
3. Public Works Director

City Council (Legislative Body)

In the event that a quorum of the Council is unavailable, remaining Council members may appoint qualified individuals to re-establish a functioning quorum under emergency authority.

Department Heads

Each department must establish a documented internal line of succession and file it with the City Clerk. This succession is also listed above.

4. Delegations of Authority

Delegated authorities provide legally sound mechanisms to act on behalf of the City. In the event of an emergency:

- The Mayor may delegate authority to the City Administrator or another designated alternate.
- The City Administrator may further delegate operational decision-making authority to department heads as needed.
- All delegations of authority must be documented in writing, clearly specifying the scope and duration of the delegated authority.
- Written delegations must be reviewed and approved by the City Attorney prior to taking effect.

5. Emergency Legislative Procedures

If the City Council cannot convene in person:

- Virtual meetings may be held using online platforms.
- Emergency ordinances may be passed under expedited procedures with minimal quorum.
- The City Clerk will document all emergency actions and resolutions.

6. Alternate Governing Sites

If City Hall is unavailable:

- **Primary Alternate:** North County Fire Station 99
8117 267th St NW, Stanwood, WA 98292
- **Secondary:** Stanwood High School (Stanwood-Camano School District)
7400 272nd Street NW, Stanwood, WA 98292
- **Next:** North County Fire Training Facility
29814 Old Highway 99 North, Stanwood, WA 98292
- **Tertiary:** Future Stanwood Police Station (expected 2027)
Address to be determined upon completion

7. Preservation of Vital Records

Vital records for governance continuity include:

- Charter, ordinances, resolutions
- Contracts and interlocal agreements
- Council meeting minutes and public records
- Emergency proclamations and legal filings

Records are maintained using the following methods to ensure security and accessibility:

- Digitally, with backups stored on secure cloud-based platforms
- In secured onsite locations with controlled access to protect against unauthorized use
- Offsite, when feasible, in designated municipal or county facilities equipped for records retention

While specialized fire-rated storage is not currently utilized, the City takes reasonable and appropriate measures to protect vital records from loss or damage due to disasters or other hazards.

8. Public Information and Reconstitution

- The Communications Specialist will coordinate with Snohomish County's Joint Information System to notify the public of changes to leadership or governance.
- Upon stabilization, the Mayor or successor will initiate reconstitution of full council operations and return to standard governance.

9. Plan Maintenance and Review

This plan will be reviewed annually by the Emergency Management Coordinator or Designee and updated every five years, or after significant incidents. Revisions must be approved by the Mayor and documented in the Record of Changes.

10. Record of Changes

Change No. | Date | Description | Author
1 | TBD | Initial Draft | Amanda Slattery

11. Record of Distribution

Copy No. | Date | Office/Department
1 | TBD | Mayor's Office
2 | TBD | City Administrator
3 | TBD | Public Works Department
4 | TBD | Finance Department
5 | TBD | Community Development
6 | TBD | Communications
7 | TBD | Human Resources

Mission Essential Functions (MEFs) / Essential Functions and Staff

Department	Essential Function	Primary Staff (Title)	Alternate Staff (Title)	Relocation/Continuity Notes
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Mayor/City Administrator	Executive leadership, emergency declarations, interagency coordination	Mayor	City Administrator	Can operate remotely or from Fire Station 99
Public Works	Maintain water, wastewater, stormwater, and street operations	Public Works Director	Public Works Supervisor	Field capable; relocate to Fire Station 99 or Public Works Shop
Finance	Payroll, purchasing, and emergency financial tracking	Finance Director	Finance Manager	Work remotely or at alternate city facility with VPN access
Human Resources / City Clerk	Employee accountability and emergency communication	HR Director	City Clerk	May work remotely; maintains contact lists and emergency notifications
Community Development	Damage assessment, permitting, and inspection services	Community Development Director	Building Official	Relocate to Fire Station 99 or other secure site
Communications / PIO	Public messaging and updates	Communications & Marketing Specialist	Mayor or City Administrator	Works from any location with internet access; coordinates with County JIS
Police	Law enforcement and evacuation coordination	Stanwood Police Chief	Patrol Sergeant	Operates from Snohomish County Sheriff facilities if needed
Fire / EMS (NCRFA)	Fire suppression, rescue, and medical response	Fire Chief	Assistant Chief of Operations	Operates from primary or backup stations
Parks / Facilities	Debris clearance, park safety inspections	City Engineer / Parks Lead	Public Works Supervisor	Operates from field or shop facilities



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11.d.
DATE: November 24, 2025
SUBJECT: Parks Reservation Scheduling Software
CONTACT PERSON: Alan Lytton, City Engineer/Capital Project Manager
ATTACHMENT: A – Comparisons/Quotes
B – Sample Contract

PURPOSE

The purpose of this agenda item is to request City Council approval to enter into a three-year contract with Rec Technologies for an online sports field scheduling and reservation software system. The new platform will provide a significantly improved user experience for residents and sports organizations by offering faster, cleaner, and more reliable online booking tools. It will also reduce staff workload by automating many manual tasks—including collecting waivers, tracking insurance, issuing cancellations and credits, and managing reservations—resulting in more efficient field scheduling operations.

BACKGROUND

For many years, the City managed sports field reservations through manual processes such as spreadsheets, paper forms, email coordination, and internal tracking of insurance and payments. Two years ago, staff transitioned to SportsPlus online scheduling with the goal of improving efficiency by allowing renters to book online, accept waivers electronically, upload documents, make online payments, and view a public calendar showing field availability.

SportsPlus was selected at a cost of \$500 per year based on assurances that all required features would be supported; however, the system has not met expectations. Users have struggled with a confusing and outdated interface, slow customer service, and a 20-slot booking limit that required coaches to check out repeatedly. Staff have also had to spend considerable time correcting issues manually.

With the SportsPlus contract now expiring, staff evaluated three new options: CivicPlus, SportsKey, and Rec Technologies. CivicPlus quoted \$5,000 per year with a \$1,179.20 first-year implementation fee. SportsKey quoted \$2,593.95 per year with \$235.00 implementation fee including only 3.5 hours of onboarding support. Rec Technologies

was originally quoted at \$5,000 per year with a \$2,000 implementation fee; however, after further discussion, Rec offered a reduced rate of \$2,500 per year under their Early Customer Program. This discount reflects that Stanwood will be using the facility-rental module and can serve as a reference site for other cities who also are only in need of the facility rental module.

After demos, discussions with vendors, and reviewing how other jurisdictions use these systems, staff determined that Rec Technologies is the most user-friendly and fully capable option. Key benefits include:

- Clean, modern, easy-to-navigate public interface
- Ability to book multiple hours in a single checkout
- One-click agreement and waiver acceptance
- Insurance upload and expiration tracking
- Public calendar showing which team has each field
- Fast cancellation notifications for weather-related closures
- Simple refund and credit processing with built-in tracking
- Strong customer service and unlimited implementation support

Rec Technologies addresses all major issues with the current system plus more and provides a scalable, long-term solution for the City's field scheduling needs.

FISCAL IMPACT

The proposed contract includes an annual subscription cost of \$2,500 and a one-time \$2,000 implementation fee, for a total first-year cost of \$4,500. Ongoing annual costs beginning in year two are \$2,500. The city is currently paying \$500.00 per year for the program so this would be a \$2,000.00 yearly budget increase.

Funding for the new system is available in the Parks operating budget.

RECOMMENDATION

Staff recommend that City Council authorize the Mayor to sign a contract with Rec Technologies to provide online sports field scheduling and reservation services. Rec Technologies offers the most modern, intuitive, and reliable platform of the vendors reviewed, and their system directly supports the City's goals of improving the customer experience while reducing staff workload. Their interface allows renters to easily book multiple hours in a single checkout, upload insurance, and sign required agreements with a couple click. The system also provides automated communication tools, public-facing calendars that show which team has reserved each field, and efficient workflows for cancellations, credits, and documentation tracking. Rec Technologies has demonstrated strong customer service, unlimited implementation support, and the ability to configure the system to fit Stanwood's needs, making them the best long-term fit for our field scheduling operations.

CITY COUNCIL OPTIONS

1. Approve Contract (Staff Recommendation)
Authorize the Mayor to sign a contract with Rec Technologies in the amount of \$2,500 per year, plus a \$2,000 implementation fee.
2. Do Not Approve Contract
Decline to authorize the contract and continue using the current system, SportsPlus.
3. Request Additional Research
Direct staff to continue researching alternative field reservation software solutions.

MOTION

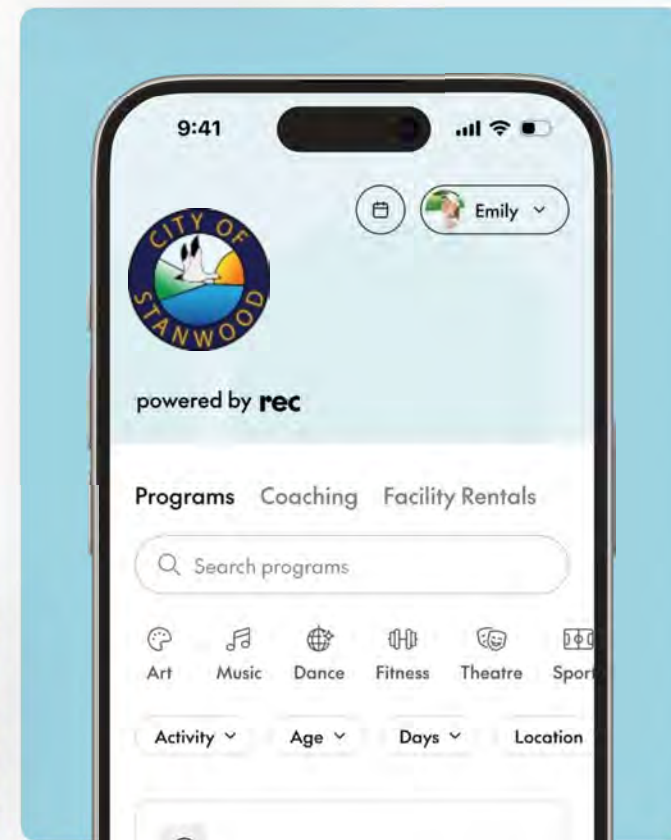
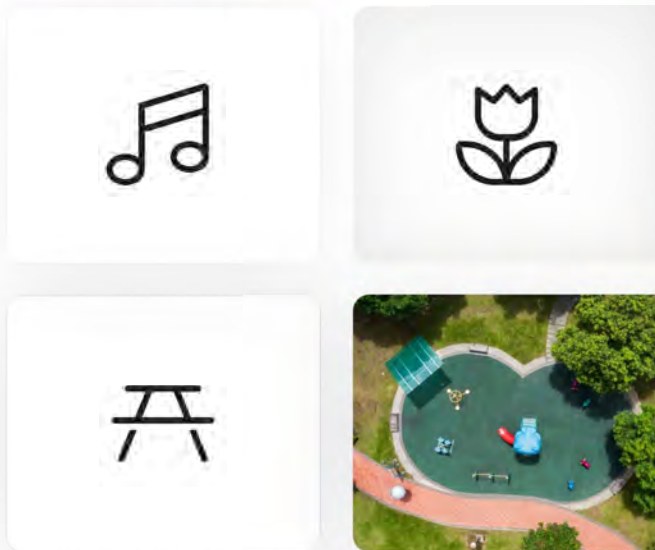
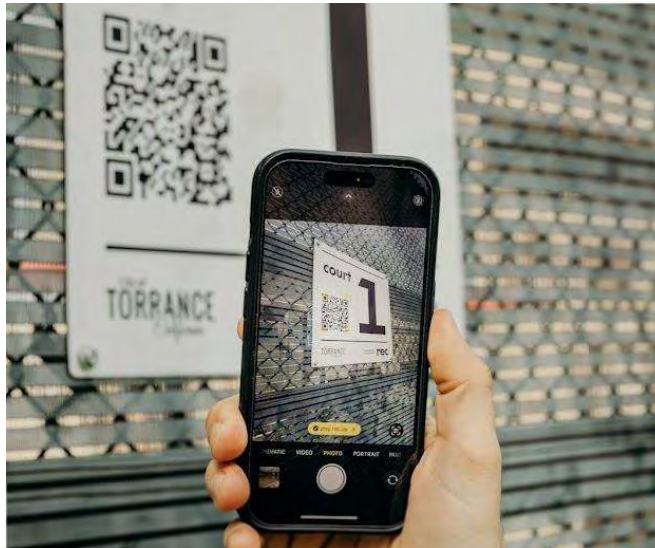
"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH REC TECHNOLOGIES FOR ONLINE SPORTS FIELD SCHEDULING AND RESERVATION SERVICES, IN AN AMOUNT NOT TO EXCEED \$2,500 PER YEAR, PLUS A \$2,000 IMPLEMENTATION FEE IN THE FIRST YEAR."

rec



Stanwood deserves great facility technology

More joy for residents,
and less work for your team



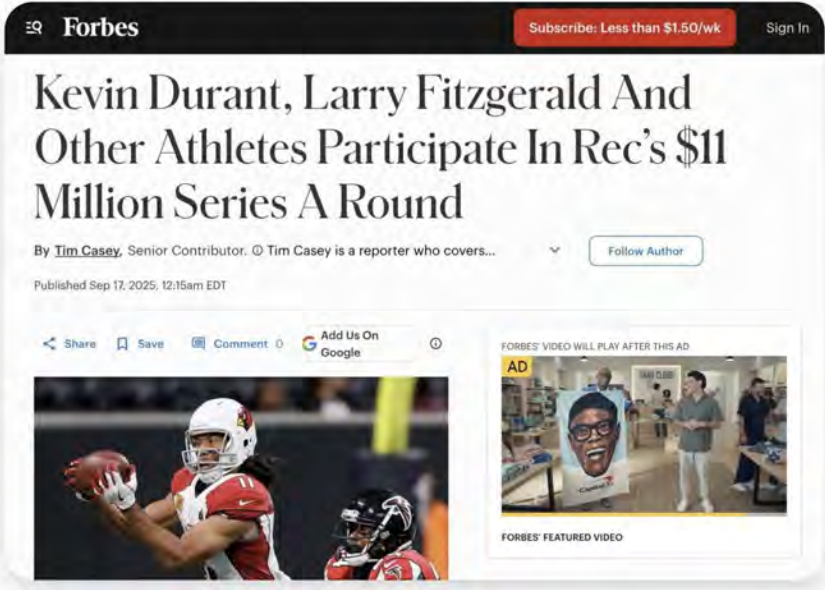
Our mission is to power the world's recreation.



Our investors are the athletes who understand community recreation

Our team has built apps for billions of users





Now powering other parks

60+

Cities

16+

States

The tech we expected was not in our favorite fields, camps and spaces — so we built it.

Programs & Registration

Facility booking & Permits

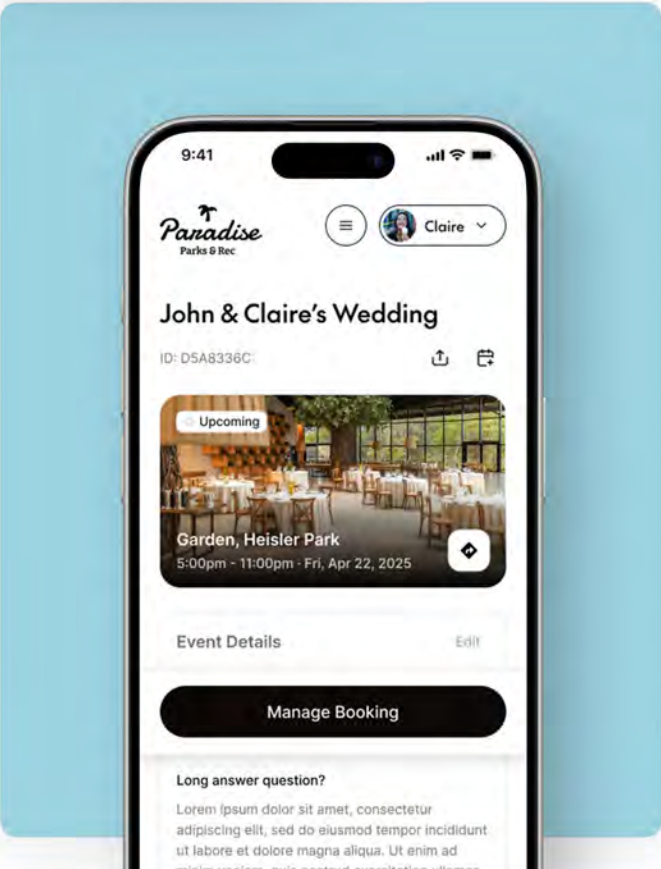
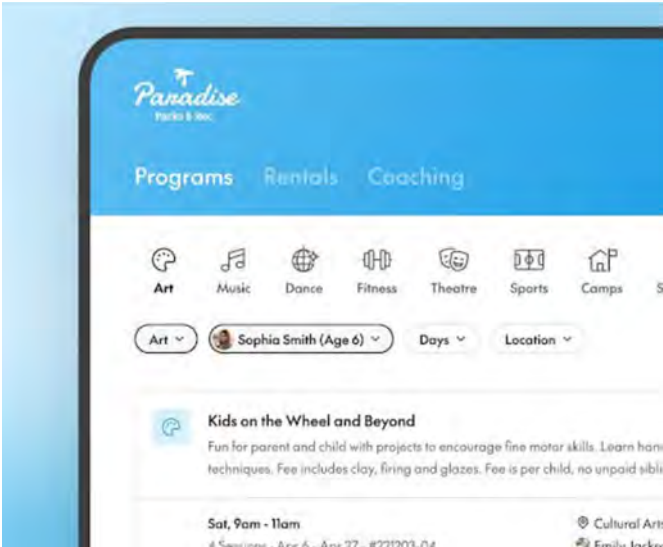
Membership & Passes



BookingsTransactionsProfilesMemberships & PassesActivity							
Q Search		Status	Member	Type			
Name		Primary Member	Coverage	Type	Start Date	End Date	Payment
Active 3							
Electric Eels 3-Day Memb...	987654	Layla Smith Household Member	Individual	Membership	12/01/24	12/31/24	\$86.00 Paid in full
Aquatics 10-Visit Pass	014148	Emily Smith Account Owner	Household	Pass	12/10/24	--	\$48.00 Paid in full
Emeryville Gym Membersh...	568798	Emily Smith Account Owner	Individual	Membership	09/02/22	Auto-Renews	\$95.00/month Active
Pending 1							
Electric Eels 3-Day Memb...	320485	Layla Smith Household Member	Individual	Membership	01/01/25	01/31/25	\$86.00 Paid in full

Your spaces are activated with better discovery

- QR Signs
- Cross-device
- Personalized
- AI-recs



● Facility booking & Permits

Reservations without friction

Flexible scheduling

Approvals

Self-service booking

Automate invoices

Deposits & refunds

Real-time updates

Double booking prevention

Schedule

Q Search

Oct, 2024

Site Type

Location

Mon 18

Tue 19

Wed 20

Thu 21

Fri 22

Golden Gate Park

⚑ Picnic Shelter A

Jordan Mathews
9:30pm - 10:00pm

Mia Patel
9:30pm - 10:00pm

Skylar Benet
9:30pm - 10:00pm

Skylar Benet
9:30pm - 10:00pm

⚑ Picnic Shelter B

Jordan Mathews
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

Naomi Foster
9:30pm - 10:00pm

Naomi Foster
9:30pm - 10:00pm

⚑ Picnic Shelter C

Olivia Chen
9:30pm - 10:00pm

Zoe Kim
9:30pm - 10:00pm

Naomi Foster
9:30pm - 10:00pm

Naomi Foster
9:30pm - 10:00pm

Cultural Arts Center

🏠 Ceramics Studio

Emily Garcia
9:30pm - 10:00pm

Cameron Brooks
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

🏠 Craft Room

Emily Garcia
9:30pm - 10:00pm

Cameron Brooks
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

🏠 Teen Space

Emily Garcia
9:30pm - 10:00pm

Liam Smith
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

Block
9:30pm - 10:00pm

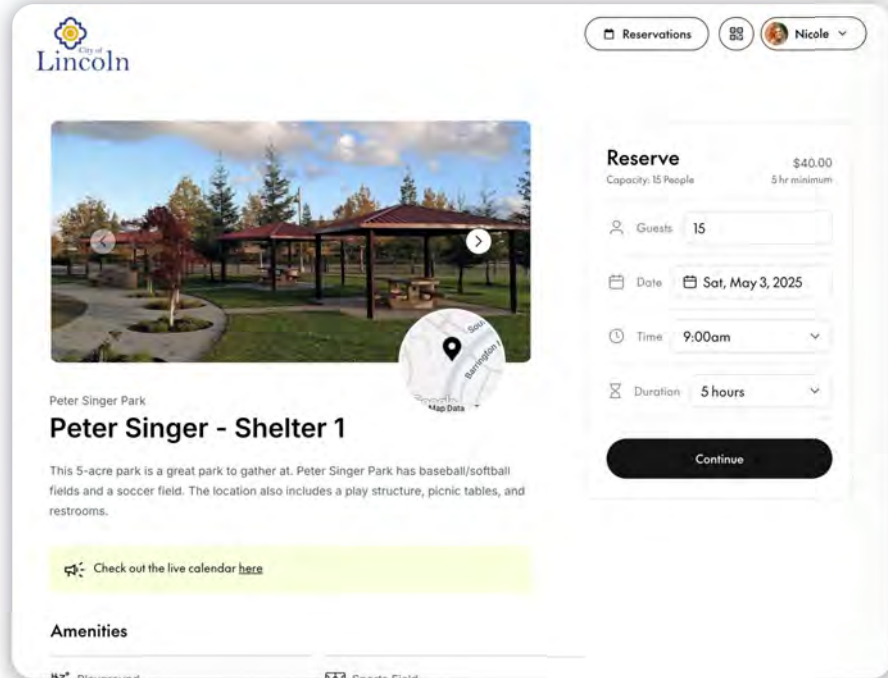
🏠 Drawing Studio

Emily Garcia
9:30pm - 10:00pm

Benjamin Clark
9:30pm - 10:00pm

Alex Taylor
9:30pm - 10:00pm

Riley Murphy
9:30pm - 10:00pm



Prior to Rec, residents and staff had to deal with paperwork back and forth to book facilities.

After implementing Rec, they were able to say goodbye to physical print outs and fax machines – and say hello to instant online booking.



32k population

38%



increase in picnic shelter revenues

200%



increase in facility rentals

From

Paper, fax, and headaches



To

An Airbnb-like booking process

● Payment infrastructure

2-clicks on any device

Clear customer receipts

Cancellation policies

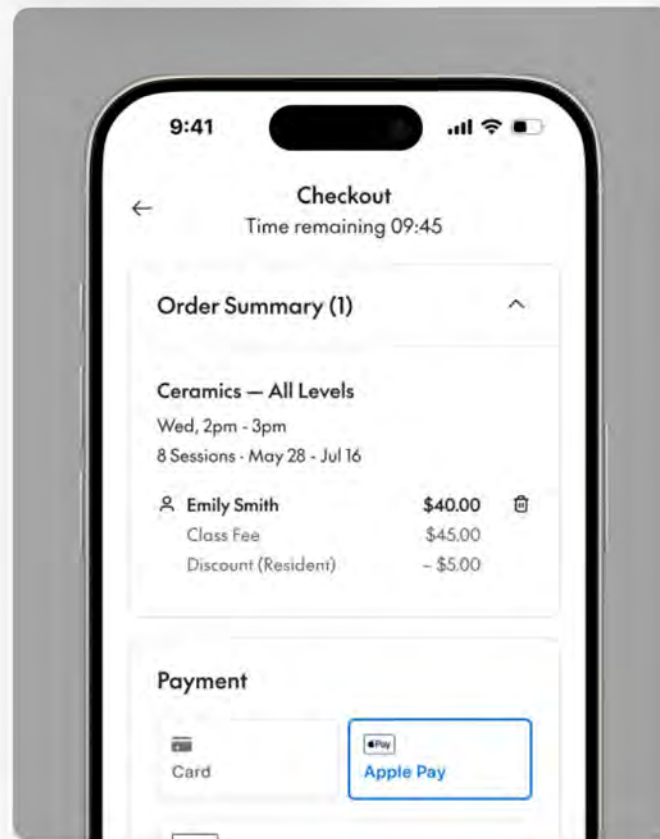
Easy refunds

Apple Pay & Google Pay

Stored payment method

Integrated payment processing

PCI-DSS Compliant



A refund is on its way

Order ABC123

Oliver Wright's Program Booking
[Manage Booking](#)

Security Deposit - Site A

Notes: *Hi George, while you were out of our norrn window, with these extenuating circumstances, w to issue the ful refund.*

Payments

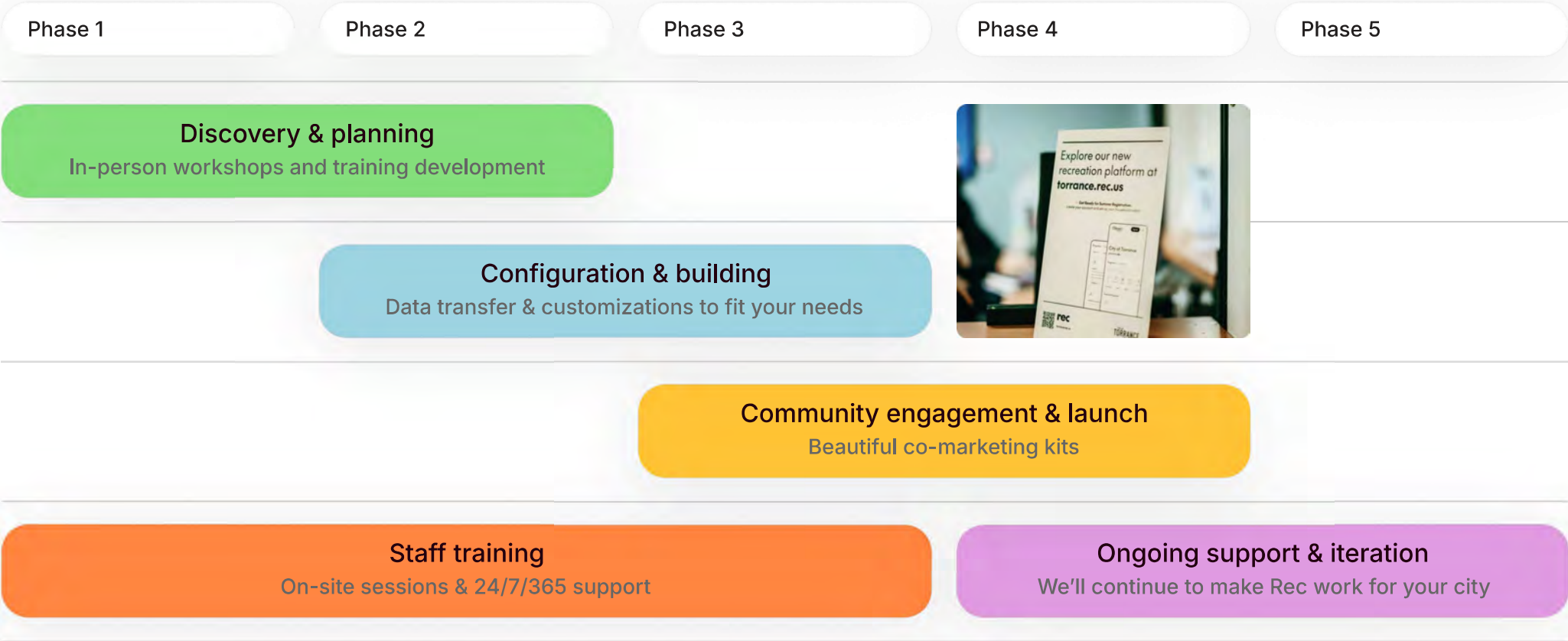
VISA •••••4685
May 28, 2024 - 11:06 PM EDT

Amount paid (USD)

Partners every step of the way

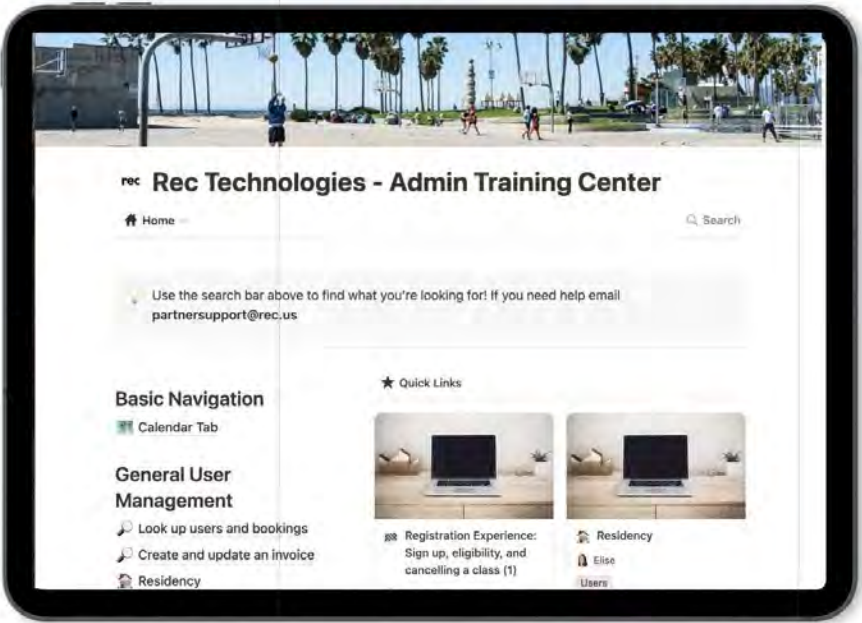


Rec's Partner Success Team supports planning, implementation, launch & beyond

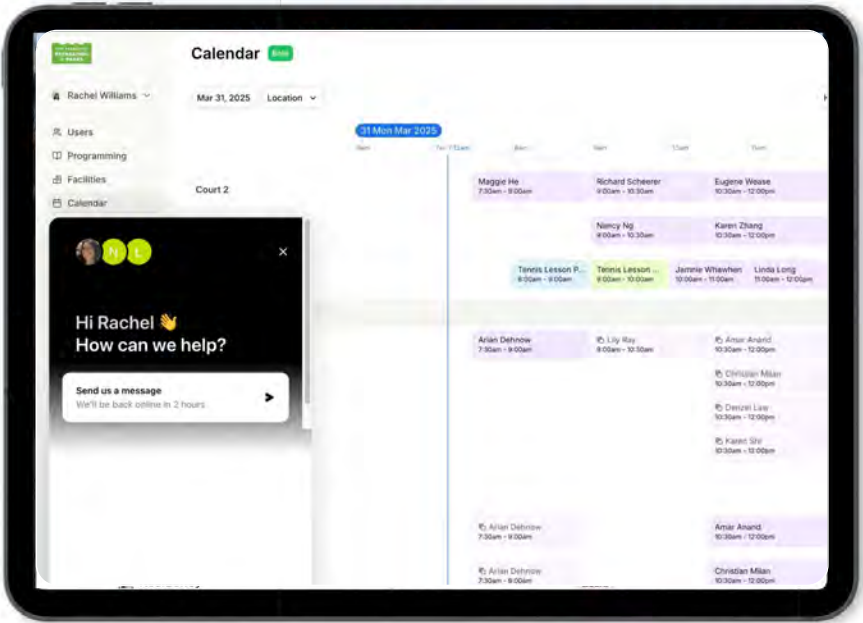


Training to get your team up and running in no time

Detailed support articles outlining step-by-step how to use each feature



Dedicated admin support team available for questions



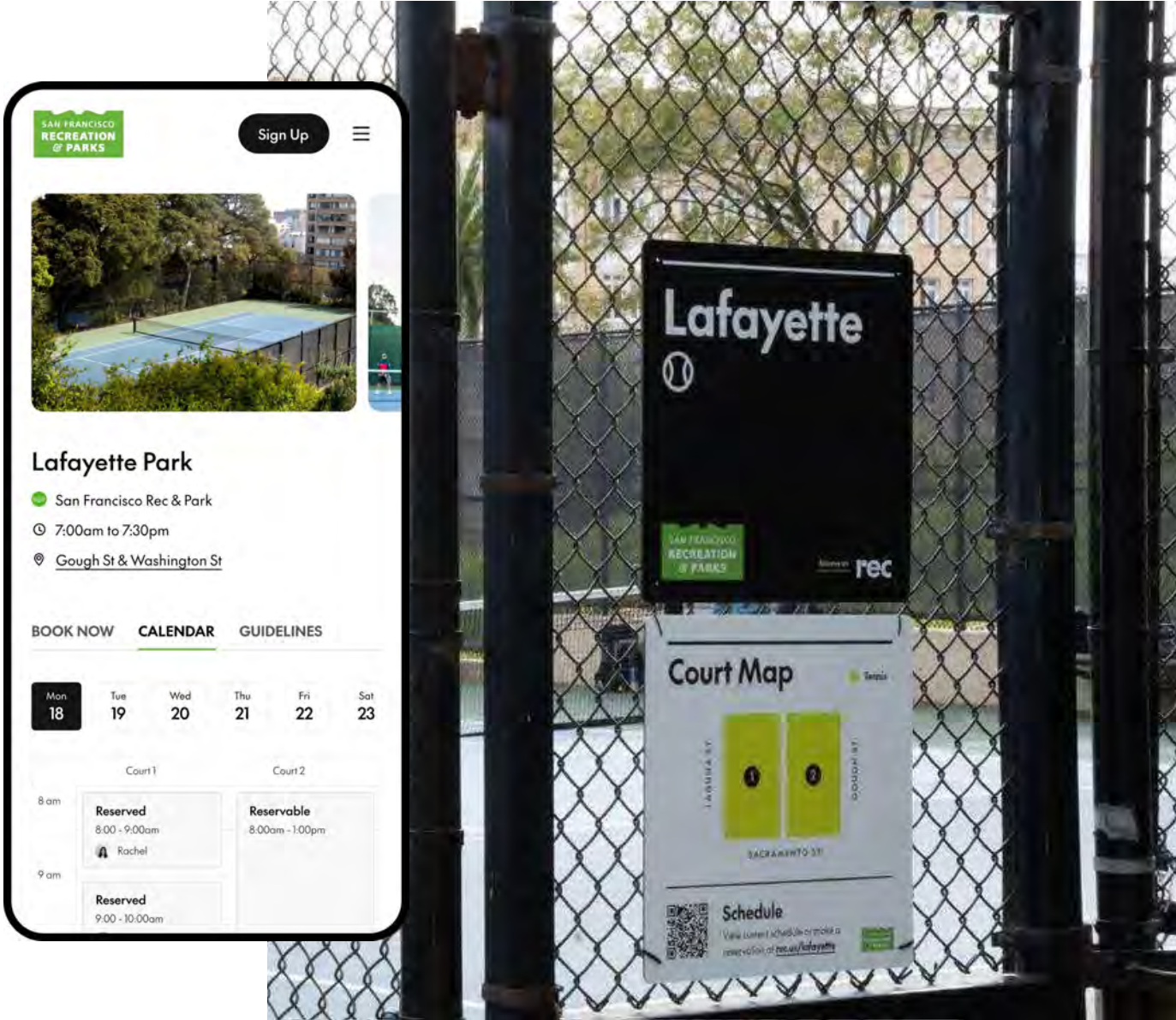
Rec Support teams respond within hours via chat.
Cities can also call the Partner Success team directly to escalate critical issues.



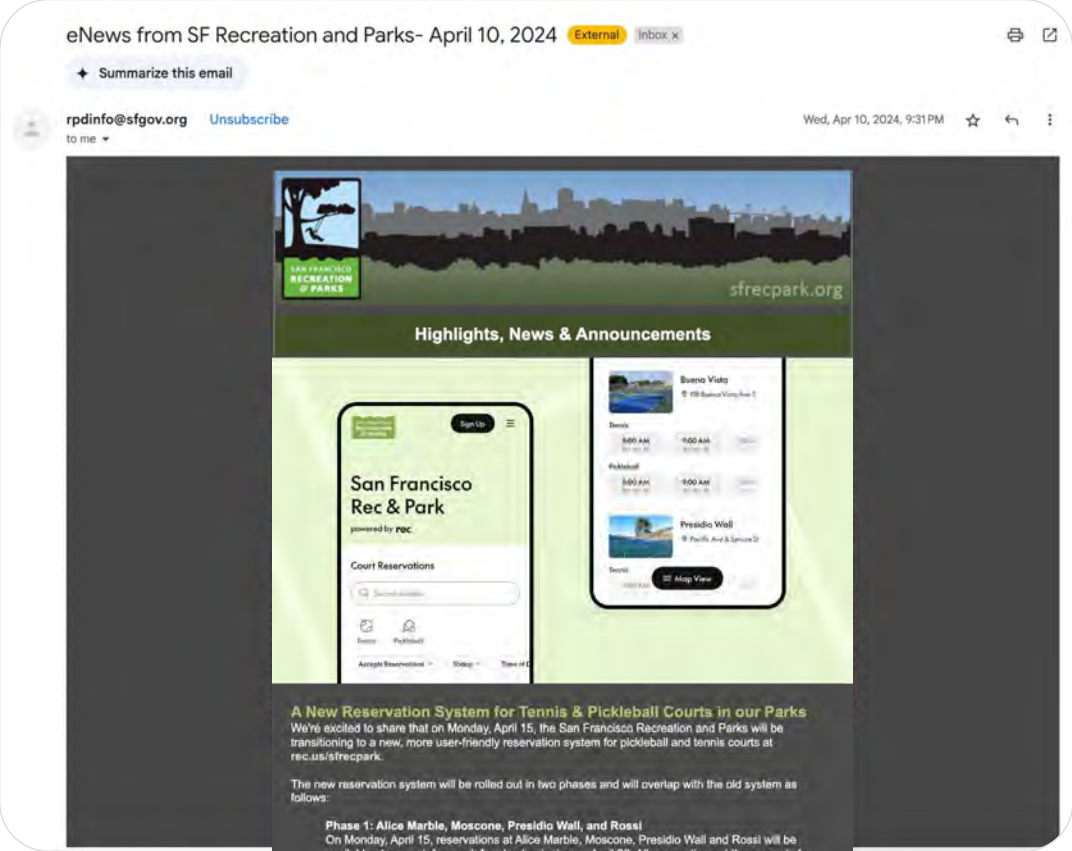
rec

Signage to bridge the digital and physical experience

On-site signage gives residents a **real-time calendar** and acts as a **discovery tool** to help increase utilization.



An Exciting Change for your community







Welcome to Torrance Parks & Rec, Sarika!

Switching on Rec is easy. We've ported over all your household information. It'll only take a few minutes to get set-up!

-  Lightning Fast Booking
-  Find More Ways to Play
-  Stay In the Loop

Get started

Pricing Structure

Setup fee



One-time payment

- ✓ Data configuration
- ✓ Unlimited training
- ✓ Digital & physical marketing assets

Based on

\$2,000

Technology fee

Flat rate

- ✓ Locked-in annual rate
- ✓ Rec's full programming & facilities management platform
- ✓ Software & feature updates included

~~\$5,000~~ **\$2,500**



Processing fee

Per transaction

- ✓ Secure, trusted infrastructure
- ✓ Store payments methods on file
- ✓ Option to pass these fees to residents

Fixed fee

3.5% +\$0.30
per transaction



SportsKey Success Plan

Prepared for The City of Stanwood

Business Case
Packages
Common Questions
Onboarding Plan
Our Mission

Features that Deliver. ROI that Matters.

Unlock your Potential Today!



Online Public Calendar & Online Payments

Increase visibility and convenience with easy online booking and secure payments.



Invoicing

Create and automate invoices for chargeable bookings in seconds.



Operational Schedule View

See what's happening across facilities by hour, day, or week.



Programs & Camps

Streamline scheduling for camps, lessons, clinics, and birthday parties.



Memberships

Manage your members with one off, recurring or fixed date membership plans.



Custom Rates

Create flexible pricing for members, non-members, teams, or time slots to maximise revenue.



Accounting

Instant visibility to sales, revenue, payments and accounts receivable - all in one place.



Packs

View for staff/coaches to see what is happening, hour by hour, on a daily basis.



Insights and Reports

Run real-time reports on facility usage, participation, and rental revenue.



Document Center

Upload, store, and manage waivers, insurance, and agreements securely.



Schedule Adjustment

Make changes and coaches are automatically notified.



Slot watch

Let players or members join a waitlist and get notified instantly when a slot opens up.



Transforming Facility Management

Key Business Impact



260
Hours Saved

Per year on admin &
scheduling



33%
Extra Revenue

Through online bookings
& automation



"SportsKey provided the consistency and polished presentation we needed. The platform integrates invoicing, scheduling, and is customer-facing solving our key challenges."

Adrian Moses,
General manager at Paradise Coast



"Great software. Saving us enormous amounts of time and helping increase our commercial revenues."

Roland Hahn
Facilities Director at Chicago Fire FC





Packages for The City of Stanwood

Subscription Start Date: TBC

Price \$2358.14/Year \$235/Month	Price \$2593.95/Year \$253/Month
✓ Facility Limit 10 ✓ Unlimited Admins ✓ Booking messages ✓ Custom Rates ✓ Insights	✓ Facility Limit 10 ✓ Unlimited Admins ✓ Booking messages ✓ Custom Rates ✓ Insights ✓ Invoicing

Additionally, there will be a 0.98% fee for ACH payments and a 4% fee for any online bookings paid by credit card, which includes Stripe fees.

Proposal Highlights:

90 Day Money Back Guarantee

One time fee \$235

Onboarding — Our Commitment

- Up to 3.5 hours of onboarding.
- Dedicated Customer Success Manager.
- Tailored onboarding based on your goals and setup.
- Access to our Help Centre and onboarding video library.
- Clear follow-ups after each session with action steps.

Onboarding — Your Commitment

- Join sessions on a computer, ready to share your screen.
- Ensure key stakeholders (e.g. Admin, Marketing, Finance)
- Complete follow up actions promptly
- Come prepared with questions
- Share feedback so we can continuously improve.
- Let us know in advance if you need to reschedule.

Need more support? No problem!

Additional 1.5-hour training sessions are available for \$249 after your included onboarding time.



Common Concerns

Training Staff?

We'll fully train your staff with hands-on sessions, video tutorials, and ongoing resources so everyone feels confident from day one.

Isn't this a big change?

We make it easy.
Our transition specialists work at your pace to deliver a smooth rollout with minimal disruption.

How does support work?

You'll have a dedicated account manager and support team, plus 24/7 resources to keep everything running smoothly.

What if it's not a fit?

Try SportsKey risk-free with our 90-day money-back guarantee. If you're not satisfied, we'll make it right.

If you have any other concerns please don't hesitate to reach out and ask.



Your Rollout Plan



Day 1-7 (Week 1) System Set up

- System setup
- Admin access granted
- Training session completed for system set up and inputting internal scheduled



Day 8-14 (Week 2) System Expansion

- Schedules & workflows added
- Additional admins
- Training session completed for finance functions (Chargeable bookings, Invoicing, Connecting Stripe, Setting online strategy)



Day 15-21 (Week 3) Go Live

- Daily use of system
- Public portal launched
- Full admin onboarding



Day 21-30 (Week 4) Success & Support

- Full system adoption
- Ongoing support from onboarding manager
- Graduate onboarding program

Thanks for joining us on our mission to help 110 million people play sports by the end of 2028!

Any questions? Reach out to our team.



Daniel O'Driscoll
daniel@sportskey.com



Seán Kearns
sean@sportskey.com



sportskey.com

RMS Features & Functionality



You are seeking a recreation management system that provides your staff and customers with the greatest service in the industry, both in person and online. CivicPlus' Recreation Management software can provide you with an integrated, web-based and hosted application recreation management system that is comprehensive, efficient, and modern. You'll find our robust set of easy-to-use tools the most comprehensive solution to meet your needs.

ACTIVITY REGISTRATION

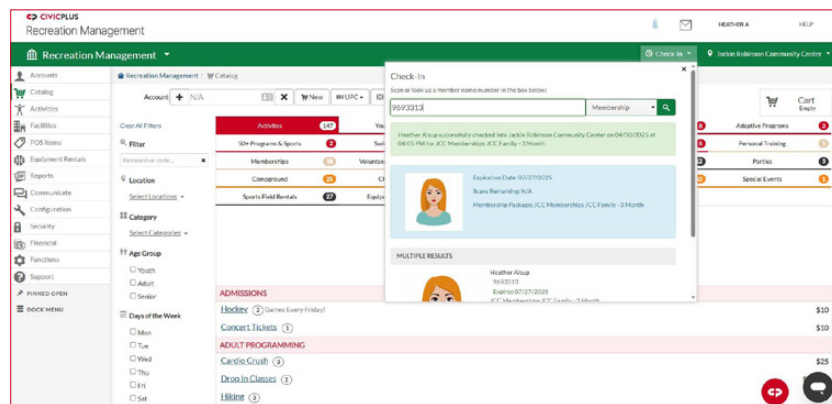
Your staff can quickly create customizable programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

LEAGUE MANAGEMENT

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Self-service Sign-up is easy for teams or individuals. With the "Scores & Schedules" and "Parent/Player Portal," your public and league participants will have real-time access to current league information.

MEMBERSHIP MANAGEMENT

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.



VOLUNTEER MANAGEMENT

The volunteer management tool creates, manages, and organizes your volunteer opportunities. Within the Activity Module, you can create volunteer roles and assignments specific to events, classes, or activities. Residents can select and register for volunteer roles from home and our Recreation Management system will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

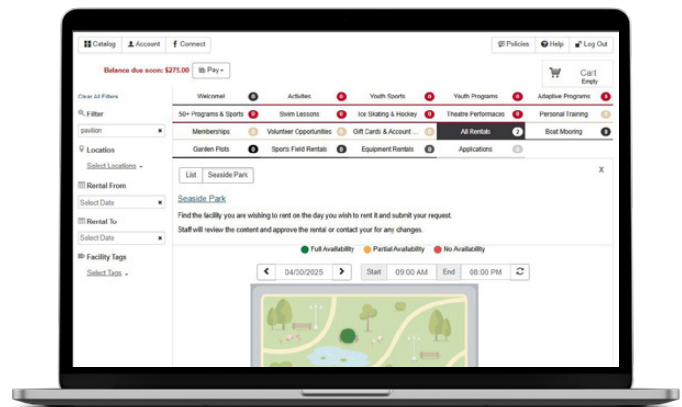


FACILITY RESERVATIONS

Easily make in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and attachments for a complete checkout process.

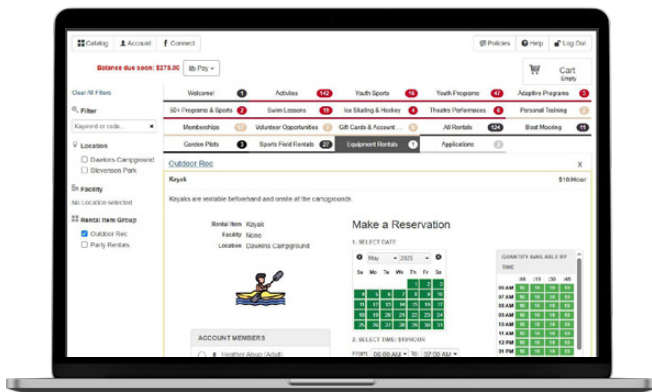
SCHOLARSHIP

Our Recreation Management system supports customers creating both pre- and post-billed scholarship types. With scholarships your staff can create and apply designated amounts to an individual user or to an entire family account. Your staff will have complete control over which programs scholarships can be used to help pay for, how much of the total cost the scholarship can be used for, and if users can use their scholarship as a unique payment type.



EQUIPMENT RENTALS

Provide residents with convenient access to rental equipment online and on location. Our intuitive interface makes it simple for staff to create, rent, and report on rental equipment, ensuring that inventory is well-maintained and available when residents need it. Key features include: real-time inventory tracking of reservations, checkouts, and returns in real time; integration of equipment rentals with existing reservations via the online portal; revenue reporting and usage trends; user management to easily assign and track usage by user; and customization options to tailor the module to meet your specific needs.

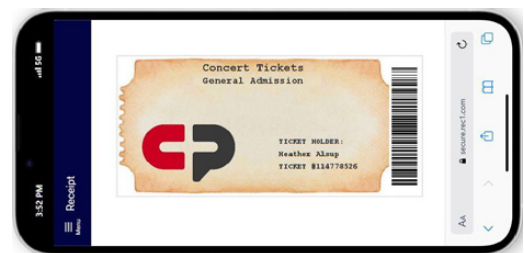


REPORTING/FINANCIAL ACCOUNTING

Access 100+ pre-built and customizable reports for financials, program performance, and attendance tracking. Sort, filter, save, schedule, and export reports to Excel or email. Track revenue, program registrations, facility usage, and membership trends in one dashboard.

TICKETING

Easily generate general admission tickets for events. Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or QR codes shown on their phone display to be scanned into our mobile or desktop check-in screens.



MARKETING/BROCHURES

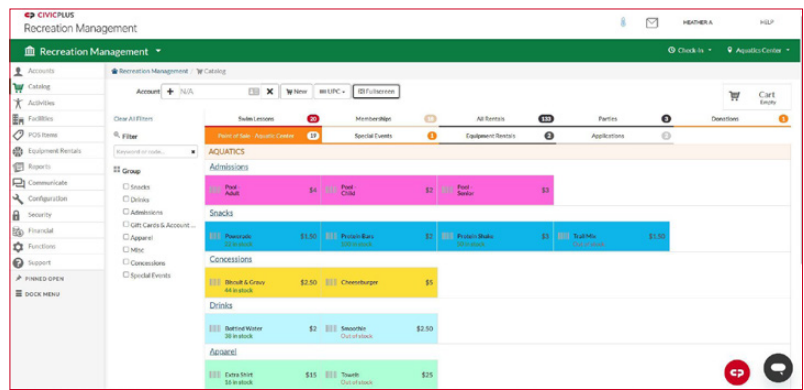
The Recreation Management software can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, the social media tools serve as an additional marketing method allowing users to share via social media with friends and family.

EMAIL/SMS BLASTS

There are several links within the Recreation Management system that allow for email blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder Report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

CATALOG/POINT OF SALE

The Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! The catalog can even be connected to cash drawers, barcode readers, receipt printers, and credit card readers to allow for a seamless transaction process. For merchandise and concessions, an integrated inventory control will tell you how many items are available at each of your locations.



GROUP PERMISSION LEVELS

Customize your staff experience by creating access groups and setting permissions tailored to individual staff member's roles.

SURVEYS

Participants and renters can automatically receive surveys requesting feedback. All feedback is instantly captured and presented via reports for staff to review.

RESIDENT DASHBOARD/MANAGEMENT

With our intuitive public dashboard, residents can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

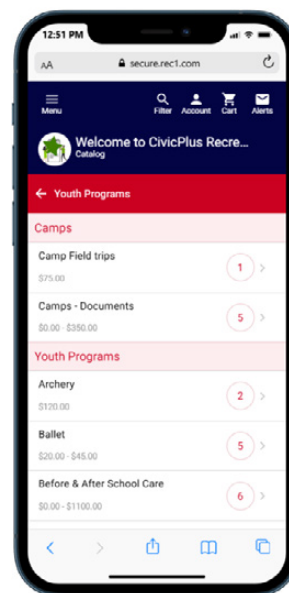


MOBILE READY

When users register through the Recreation Management software, they get the same great experience on their phone/tablet that they're used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does. There's QR code support as well as social networking integration to make it easy for your users to connect with you. Additionally, enjoy single-sign-on (SSO) support for both residents and staff.

HARDWARE COMPATIBILITY

Customers may opt for a variety of hardware peripherals to enhance their experience with our Recreation Management system. It can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While we do not directly provide hardware, we are happy to assist with procurement and implementation.



PAYMENT PROCESSING WITH CIVICPLUS

Recreation Management Payments is a purpose-built payment processing feature embedded in CivicPlus' Recreation Management product. It's designed to eliminate fragmented systems, ambiguous payment processing contracts, disjointed reporting, and complex dispute reconciliations that can breed inefficiencies and bloated budgets for rec departments. As a feature of Rec Management, it offers frictionless resident and staff experiences, predictable pricing, easy reconciliation reporting, intuitive dispute management, and unmatched customer support.

Our Recreation Management Payments solution offers the following benefits:

- **Payment processing in a single, secure platform** that's purpose-built for Parks & Rec efficiency
- **No more budget surprises with simple, transparent cost structures** enabling you to plan your budget with confidence and avoid pulling funds from community programs to cover unexpected costs.
- **Increased visibility and improved financial oversight** with real-time payment and reconciliation reporting.
- **Confident dispute resolution** with in-product guidance and expert support tailored to help you craft winning responses when you need it most.

CivicPlus offers external integrations with a select network of approved partner processors. If a non-partner, external processor is preferred, CivicPlus supports limited integrations with other providers. However, services such as implementation support and troubleshooting for non-partner, external processors are restricted.

For all external payment processor options an agreement must be executed directly between you and the processor. Merchant account and transaction fees will vary based on the processor selected. Use of an external processor may be subject to additional CivicPlus fees to maintain these solutions.

If EMV devices are needed for your operations, these devices are encrypted for specific processors. For our Recreation Management payments, you will procure devices from CivicPlus. If you are using external processors, you will procure devices directly from your selected processor.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in the United States are ready to answer your staff members' questions and ensure their confidence. CivicPlus' Support Team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new RMS.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour first response for email tickets during business hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)



AWARD-WINNING

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after implementation comes to a close and/or your RMS is launched. You'll be assigned a dedicated Customer Success Manager that will work with you to help ensure you have all the necessary resources you need to be successful. They will serve as your one-stop shop for all things CivicPlus.



MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development



Hosting & Security

CivicPlus is committed to data privacy and information security by providing assurance that security assessment and authorization policies and procedures reflect applicable federal laws, executive orders, directives, regulations, policies, standards, and guidance.

SECURE DATA CENTERS

CivicPlus' Recreation Management system utilizes the Amazon Aurora (Aurora) fully managed relational database engine. An Amazon Aurora DB cluster consists of one or more DB instances and a cluster volume that manages the data for those DB instances. An Aurora cluster volume is a virtual database storage volume that spans multiple Availability Zones, with each Availability Zone having a copy of the DB cluster data. In the event of a disaster, new virtual machines are quickly spun up in a new Availability Zone.

DISASTER RECOVERY/REDUNDANCY

CivicPlus develops, documents, and disseminates to operations, support, and development staff for the Recreation Management system:

- A contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance
- Procedures to facilitate the implementation of the contingency planning policy and associated contingency planning controls
- Reviews and updates the current contingency planning policy and procedures annually

DATA BACKUP SCHEDULES

- Conducts backups of user-level information contained in the information system hourly
- Conducts backups of system-level information contained in the information system daily
- Conducts backups of information system documentation including security-related documentation continuously
- Protects the confidentiality, integrity, and availability of backup information at storage locations

PCI COMPLIANCE

The Recreation Management system utilizes CivicPlus Pay as a connector to payment processor providers. Pay is a PCI level-1 certified utility application that is audited and certified once a year by an independent third party. A copy of our Certification of Attestation can be provided upon request. Pay's security is also routinely assessed through code-level scans and penetration tests outside of the audit window. These tests are performed through RiskSense, a market leader in cybersecurity, boasting over 10 years in cyber risk assessment and intelligence-driven risk analytics. All CivicPlus development and system engineers are trained annually on secure coding to maintain the highest level of industry standard practices. CivicPlus makes every effort to follow the applicable standards set forth by the PCI Security Council, OSWAP, and NIST.



Optional Enhancements

Document Management

A Simple and Convenient Way to Store and Share Files Needed for User Registrations

Managing all the details and requirements associated with a parks and recreation program or event registration is no small task in a community of tens of thousands of people.

However, when the online registration process requires a combination of some online actions and some paper-based steps, you risk leaving end-users feeling frustrated by the process and less likely to register for activities in the future.

To make it easier for you to manage the document logistics related to your activities and create more positive civic experiences, you need an integrated system to store documents associated with individual registrations.

Use Document Management to Obtain and Store:

- Consent forms
- Waivers
- Applications
- Emergency contact forms

Administrative Benefits

- > Upload both Secure and Standard (non-secure) documents for activities
- > Assign document types to specific activities, such as parental consent forms, waivers, or photo release forms, streamlining the registration process
- > Set document retention policies based on organization needs

End-User Benefits

- > Securely upload or update requested documents and files when registering for events and classes, all in a single transaction—no more paper or needing to remember to bring documentation with you to the first class
- > Manage every aspect of your parks and recreation registration from a single device—desktop or mobile
- > Complete the registration process anywhere at any time



Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at civicplus.help/docs/civicplus-legal-stuff. We look forward to developing a mutually beneficial contract with Prospect.



From: [Matthew Basich](#)
To: [Amanda B. Slattery](#)
Subject: Re: Quote
Date: Wednesday, November 19, 2025 11:58:02 AM
Attachments: [image001.png](#)
[Outlook-signature .png](#)
[Outlook-signature .png](#)
[Outlook-signature .png](#)
[Outlook-signature .png](#)
[rec-management-standard-package-5.20.2025.pdf](#)
[Stamwood WA -ROI.pdf](#)



CAUTION. This email originated from outside of this organization. Please exercise caution with links and attachments.

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Hey Amanda — I had some family things to take care of immediately after work yesterday and have had back to back meeting since 630 am this morning so am just now finding time for this.

Our pricing is:

List Price (without the discounts listed below that we are willing to offer)

- **Initial Term Investment:** \$12,088
- **Annual Fee:** \$8000

Stanwood's Price

- **Initial Term Investment:** \$6179.20
- **Year 2:** \$5000

Discounts Applied:

Reoccurring

- **Rec Annual Fee:** ~45% discount Year over Year (\$2000)
- **Document Management:** ~30% Year over Year (\$1000)

Year 1

- **Discounts:** ~\$3000

Total Discounts: ~\$6000 in year 1 and \$3000 year over year

In our meetings we discussed:

- That none of Rec Technologies listed references have their fields online
- The importance of encrypting documents that are stored within your recreation management software so that they are secure/ protected from hackers and the risks that are present if the software that you choose does not provide that level of

security

- The numerous class action lawsuits against Stripe (Rec Tech's Payment Processor) surrounding claims of violating the Fair Credit Card Reporting Act (FCRA), intercepting user data, and data privacy.

CivicRec can provide the data security needed to protect the city and its residents and has nearly 40 references spanned out across Washington State (many of which utilize the software for field rentals) which is why we are priced the way we are.

Attached is pdf that outlines the ways in which the system can be used/ opportunities for expansion/ increased revenue in the future along with a summary of our case study with [Kirkland WA](#)/ Screenshot from their ACFR showing increases in revenue.

-matt

Matt Basich

Account Executive • **CivicPlus**

P: 785.340.3985 • M: 707.548.1643

civicplus.com | **recreation management**

Connect with us:   



Powering and Empowering Government

From: Amanda B. Slattery <Amanda.Slattery@ci.stanwood.wa.us>

Sent: Tuesday, November 18, 2025 1:03 PM

To: Matthew Basich <matthew.basich@civicplus.com>

Subject: Quote

Hey,

Can you send that quote over so I can get this all pulled together for management?

Thank you,



Amanda Slattery

Public Works Office Specialist

Public Works (360) 629-9781 | Direct (360) 454-5231

stanwoodwa.org

Email may be considered a public record subject to public disclosure under RCW 42.56