

1. Agenda

Documents:

[1-25-18 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[3A POLICE COMPSTAT REPORT.PDF](#)

[3B PW MONTHLY.PDF](#)

[3C FINANCE.PDF](#)

[3D DISCOVER STANWOOD CAMANO.PDF](#)

[3D SMALL PUBLIC WORKS ROSTER.PDF](#)

[4A PW COMMITTEE MINUTES.PDF](#)

[7A VOUCHERS AND PAYROLL.PDF](#)

[7B CITY COUNCIL MINUTES.PDF](#)

[8A RULES OF PROCEDURE.PDF](#)

[9A ALLIANCE FOR HOUSING AFFORDABILITY.PDF](#)

[9B HERITAGE PARK.PDF](#)

[9C SEWER EASEMENT.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 25, 2018 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. STAFF REPORTS**
 - a. Police Compstat Report – December 2017
 - b. Public Works Monthly Report – 2017 Final
 - c. Finance Report 4th Quarter – 2017
 - d. Discover Stanwood Camano 4th Quarter Report– 2017
 - e. Small Works Roster Projects Report
- 4. COMMITTEE REPORTS**
 - a. Public Works
- 5. CITIZEN COMMENTS**
- 6. APPROVAL OF THE AGENDA**
- 7. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve January 11, 2018 Regular Council Meeting Minutes
- 8. OLD BUSINESS**
 - a. Adopt Resolution 2018-01 Amending Council Rules of Procedure
- 9. NEW BUSINESS**
 - a. Alliance for Housing Affordability Work Plan & Budget
 - b. Authorize the mayor to sign contract with SDA – Heritage Park Fields 1 & 4
 - c. Authorize the mayor to sign a Utility Easement with the Andersen's
- 10. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 11. CITIZEN CLOSING COMMENTS**
- 12. ADJOURN TO EXECUTIVE SESSION – PROPERTY ACQUISITION [RCW 42.30.110(c)]**
- 13. ADJOURN**

Upcoming Meetings:

February 1, 2018 Special Meeting
February 8, 2018 Regular Meeting
February 22, 2018 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 3a
DATE: January 25, 2018
SUBJECT: Police December 2017 Compstat Report
CONTACT PERSON: Peggy Girard, Police Records Clerk
ATTACHMENTS: A – December 2017 Compstat Report

SUMMARY STATEMENT

Attached is the December 2017 Compstat Report for council review.

Stanwood Police Department

December 2017

Administrative Personnel

Chief Norm Link

Sergeant Greg Sanders

Peg Girard – Stanwood City Employee

Amanda Slattery – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 6,635, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	December 2017	Year To Date 2017	December 2016	Year to Date 2016
Homicide	0	0	0	0
Rape	1	3	0	2
Robbery	2	5	0	3
Assault	8	53	5	44
Burglary	1	27	3	31
Larceny	6	140	9	192
Motor Vehicle Theft	1	21	0	12
General	December 2017	Year To Date 2017	December 2016	Year To Date 2016
Calls for Service (Incidents)	592	8512	537	7288
Case Reports	63	707	54	625
Traffic Collisions	13	113	12	134
Arrests (Adult/Juvenile)	23	236	24	224
Drug Arrests	4	30	5	N/A
Warrant Arrests	2	33	6	N/A
Impaired Driving Arrests	3	20	3	12
Infractions Issued	8	184	9	131
Public Disclosure Requests	40	412	30	424
Concealed Pistol Licenses	52	473	43	577
Fingerprinting & Approx. timeframe	27 @ 6.75	415 @ 106.75 hrs	21@5 ¼ hrs	406@106hrs

City Collisions for December 2017

Date	Case Number	Location	H & R	Injured	Reason
12/3/2017	2017-7992	8400 block SR 532		x	Following too Close
12/4/2017	2017-8019	7400 block 268th ST NW			Distracted Driver
12/5/2017	2017-8040	8600 block SR 532			Inattentive
12/8/2017	2017-8104	7200 block 271nd ST NW			Inattentive
12/10/2017	2017-8130	10200 block SR 532			Inattentive
12/13/2017	2017-8193	26800 block 88th AVE NW			Inattentive
12/13/2017	2017-8194	8900 block 268th ST NW			Inattentive
12/14/2017	2017-8214	8300 block SR 532			Slick Roadway
12/17/2017	2017-8272	10400 block SR 532		x	Inattentive
12/19/2017	2017-8308	9100 block SR 532			Following too Close
12/19/2017	2017-8315	9900 block SR 532			Following too Close
12/23/2017	2017-8375	9800 block 270th ST NW		x	Inattentive to Pedestrian
12/24/2017	2017-8392	8600 block 272nd ST NW	x		Hit & Run

Stanwood School Dist. Resource Officer (SRO) Activity Report.

December 2017

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	42	1	1						2
Arson									
Assault									1
Bomb Threat									
Burglary									
Collision									
Counseling	6								1
CPS Referral	1								
Crisis Planning									
Felony VUCSA									
Fight									
Harassment			1						
Mal Mis	1								
Marijuana	1								
Mental Health									
MIP		1							
Paraphernalia									
Public Assist									
Runaway									
Sexual Assault									
Suspicious									
Teaching									
Theft									
Trespass									
Violation of Order									
Warrant									
Weapons									



SRO REPORT



December 2017

DECEMBER EVENTS

PREVIOUS STUDENT DAMAGES CAR



A previous student of Stanwood High School is having an ongoing dispute with the family he had been living with. The student came to the school near the end of the school day with a 15 year old female from Marysville. The previous student drove around the parking lot and located the victim vehicle which is owned by the family the student has the dispute with. The previous student drove out of the parking lot and parked on 76th DR NW. The female ran back to the parking lot and knelt down by the victim vehicle. The female used an object and scratched the driver's door causing extensive damage. The repair estimate for the damage is in excess of \$900. The report was referred to the detective who contacted the female. The female admitted to causing the damage. A few more steps need to be taken and the case will be referred for felony malicious mischief.

EDIBLES



A student brought sugar cookies that contained marijuana to school. The cookies were baked by the student's mother and were taken without her knowledge. The cookies were given to three other students. One student did not know they contained marijuana and after eating the cookie she had an adverse reaction. The student had to be brought to the hospital for treatment. The student that gave the cookie and the student that provided the cookies were referred for possession of marijuana.

ADDITIONAL INCIDENTS

A student brought alcohol in a water bottle to Port Susan Middle School. The student was drinking the alcohol and shared some with other students. The student was referred for MIP.

CPS forwarded a report involving a possible sexual assault on a high school student. The incident took place four years ago and did not meet the criteria to constitute a crime.

DETECTIVE REPORT



December, 2017

AM/PM Robberies



In This Issue

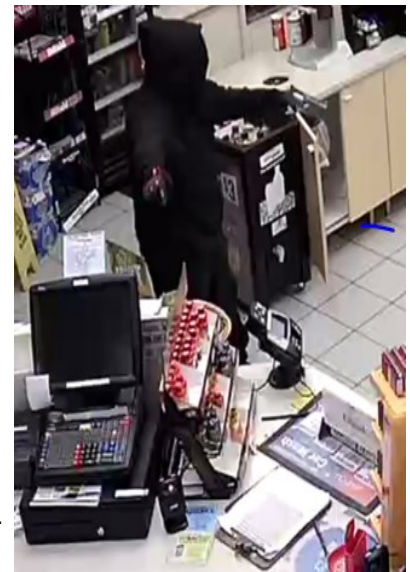
- AM/PM Robberies

On 12-29-17 at about 0335 hours a male dressed in black entered the AM/PM store located at 26930 104 DR NW, Stanwood, armed with a silver, large frame revolver. The male was dressed in dark colored pants and a dark colored sweatshirt, wearing gloves and had a fabric mask covering his face. The male demanded that the clerk give him the money from the register before fleeing the store on foot to the east. A K-9 unit responded, but the track stopped just out of the parking lot.

On 12-30-17 at 2335 hours the same male attempted to rob the gas station located at 26625 Old 99 N, Stanwood, but fled on foot after the owner confronted him. A K-9 unit responded and tracked south of the store and to the shoulder of southbound Interstate 5.

On 12-31-17 at about 0402 hours the same male entered the Stanwood AM/PM store wearing the same clothes and using the same gun. After taking the money from the register, the subject fled the store on foot. A K-9 unit responded and tracked a short distance north on 104 DR NW.

The same male is believed to be responsible for similar robberies in Marysville and Everett.



Detective Martin is following up on tips provided by the public and working with detectives from Everett and Marysville to identify the suspect.

If you have any information about the robberies please call the Stanwood Police Department at 425-388-5290.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 3b

DATE: January 25, 2018

SUBJECT: Public Works Monthly Report – 2017 Final

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – Final Activity Reports for 2017

SUMMARY STATEMENT

The attached information shows tasks and activities associated with operations in the Public Works Department for the year 2017.

This report includes the following:

- Water production
- Leak repairs
- WWTP testing and efficiency
- Work requested and completed in the Parks, Street, Drainage, and Buildings and Grounds divisions
- Volunteer projects and hours
- Waste Management activity reports



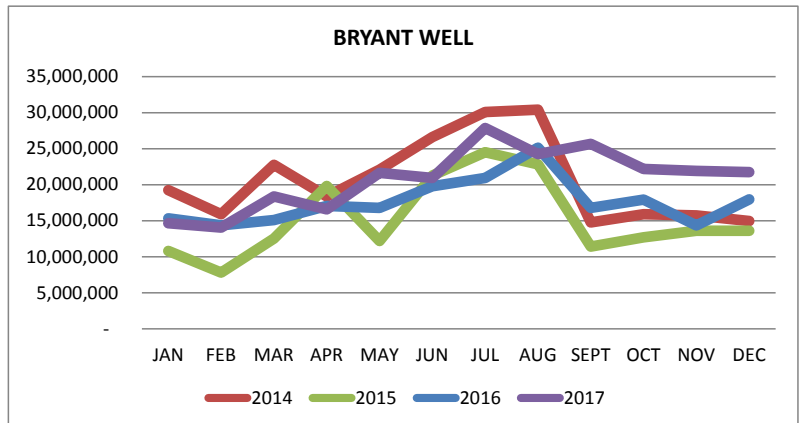
WELL PRODUCTION for 2017

BRYANT WELL FIELD TREATMENT PLANT			CEDARHOME WELL								
MONTH	RUN TIME HOURS	GALLONS PRODUCTION	RUN TIME HOURS	GALLONS PRODUCTION	TOTAL PRODUCED	FLUSHES GALLONS	MISC. AUTHORIZED USAGE	UNACCOUNTED FOR WATER in GALLONS	LEAK LOCATIONS	HRS TO FIX	Cedarhome Well Rainfall inches
JAN	209	14,657,000	265	8,735,000	23,392,000	1,750,000	36,988	-251,280	102nd Dr, 102nd Ave, 281st Pl.	14	1.25
FEB	229	14,054,000	215	7,120,000	21,174,000	2,000,000	38,915	0	78th Ave., Pioneer Hwy, Stauffer Rd.	47	1.9
MAR	267	18,362,000	230	7,569,000	25,931,000	5,700,000	36,942	0	94th Ave, 287th Pl.	22	7.9
APR	244	16,567,000	246	8,081,000	24,648,000	1,000,000	51,350	0		0	8
MAY	337	21,656,000	143	4,683,000	26,339,000	2,000,000	60,407	0	3 on Leque Rd, 75th Dr.	15	6.4
JUN	299	20,950,000	315	10,183,000	31,133,000	2,000,000	53,146	0	271st St	36	0.8
JUL	412	27,868,000	405	12,828,000	40,696,000	3,000,000	56,253	0	261st St.	7.5	0
AUG	373	24,262,000	372	11,696,000	35,958,000	1,500,000	259,689	0	98th Ave, SR 532	55.75	0
SEP	379	25,681,000	0	-	25,681,000	1,500,000	146,934	0			2
OCT	336	22,204,000	0	-	22,204,000	1,500,000	55,889	0	88th Ave, 89th Ave, Leque Rd	32	5.4
NOV	291	21,933,000	0		21,933,000	1,000,000	53,407	0			16.1
DEC	279	21,760,000	0		21,760,000	1,500,000	65,909	0			9.5
TOTALS	3655	249,954,000	2191	70,895,000	320,849,000	24,450,000	915,829	-251,280		229.3	59.25

CITY OF STANWOOD - Production Past 4 Years

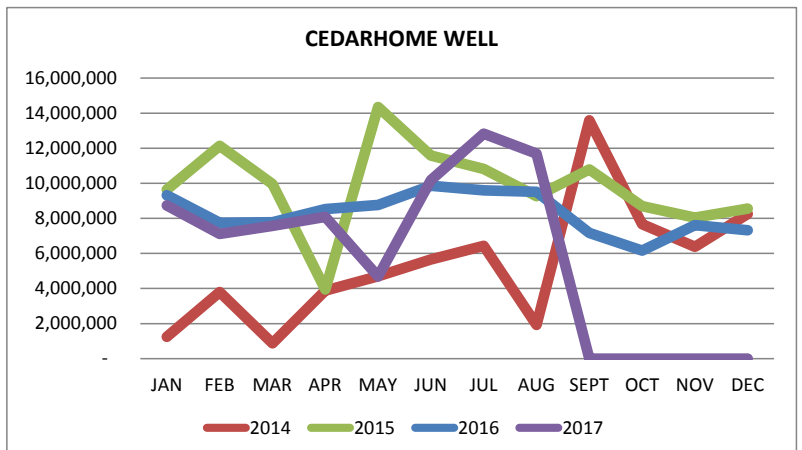
BRYANT WELL

	2014	2015	2016	2017
JAN	19,244,000	10,808,000	15,341,000	14,657,000
FEB	15,912,000	7,806,000	14,366,000	14,054,000
MAR	22,748,000	12,520,000	15,081,000	18,362,000
APR	18,368,000	19,825,000	17,062,000	16,567,000
MAY	22,087,000	12,209,000	16,799,000	21,656,000
JUN	26,610,000	21,291,000	19,791,000	20,950,000
JUL	30,098,000	24,512,000	20,936,000	27,868,000
AUG	30,417,000	22,841,000	25,141,000	24,262,000
SEPT	14,769,000	11,430,000	16,796,000	25,681,000
OCT	15,914,000	12,696,000	17,937,000	22,204,000
NOV	15,725,000	13,604,000	14,367,000	21,933,000
DEC	14,956,000	13,616,000	17,983,000	21,760,000
TOTAL	246,848,000	183,158,000	211,600,000	249,954,000



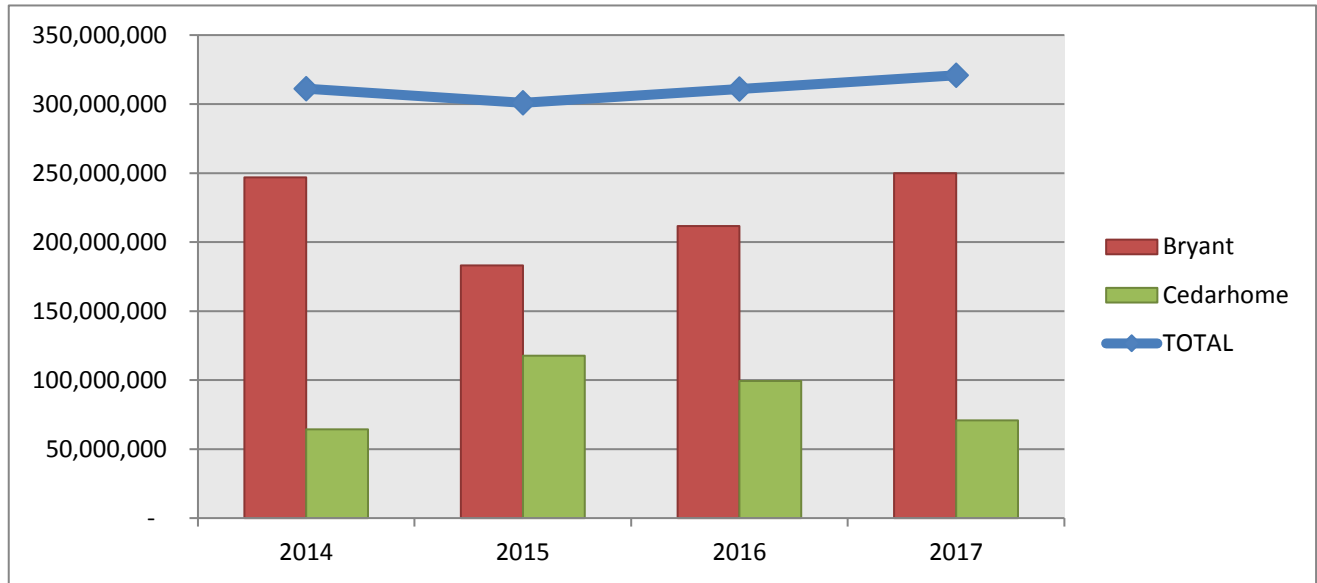
CEDARHOME WELL

	2014	2015	2016	2017
JAN	1,249,000	9,634,000	9,320,000	8,735,000
FEB	3,800,000	12,138,000	7,757,000	7,120,000
MAR	875,000	9,954,000	7,784,000	7,569,000
APR	3,878,000	3,944,000	8,526,000	8,081,000
MAY	4,694,000	14,349,000	8,771,000	4,683,000
JUN	5,654,000	11,574,000	9,859,000	10,183,000
JUL	6,432,000	10,820,000	9,602,000	12,828,000
AUG	1,931,000	9,266,000	9,515,000	11,696,000
SEPT	13,589,000	10,790,000	7,170,000	-
OCT	7,670,000	8,692,000	6,162,000	-
NOV	6,377,000	8,046,000	7,610,000	-
DEC	8,249,000	8,551,000	7,320,000	-
TOTAL	64,398,000	117,758,000	99,396,000	70,895,000

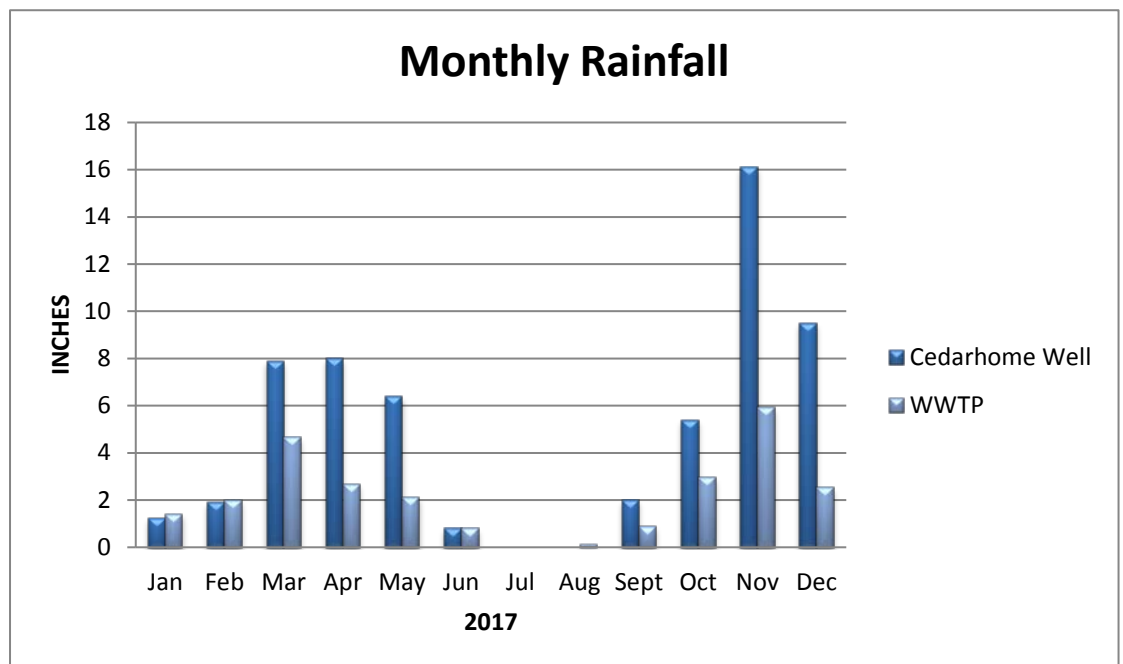


Annual Water Supply Comparison Bryant Well vs. Cedarhome Well

	2014	2015	2016	2017
Bryant	246,848,000	183,158,000	211,600,000	249,954,000
Cedarhome	64,398,000	117,758,000	99,396,000	70,895,000
TOTAL	311,246,000	300,916,000	310,996,000	320,849,000



	<i>Cedarhome Well</i>	<i>WWTP</i>
Jan	1.25	1.41
Feb	1.9	2.01
Mar	7.9	4.65
Apr	8	2.69
May	6.4	2.13
Jun	0.8	0.8
Jul	0	0
Aug	0	0.13
Sept	2	0.9
Oct	5.4	2.96
Nov	16.1	5.92
Dec	9.5	2.52
TOTAL	59.25	26.12



CITY of STANWOOD
Wastewater Treatment Plant
Operational Report 2016 - 2017

INFLUENT FLOW					TOTAL Rainfall	EFFLUENT PH 6.0 - 9.0			BIOLOGICAL OXYGEN DEMAND Range allowed > 85%	Avg Suspended Solids Range allowed > 85%	Effluent Temp C*			Fecal Coliform	
MONTH	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)	Inches	Low PH	High PH	Avg	Avg % Reduction	Avg % Reduction	Low	High	Avg	GEM 200/100 ml	GEM7 400/100 ml
Jan-16	20.30	0.65	1.11	0.52	2.59	7.38	7.67	7.52	99	97	12.6	14.6	13.68	7	17
Feb-16	20.37	0.70	1.38	0.51	4.15	7.38	7.56	7.48	98	98	13.7	14.8	14.30	5	6
Mar-16	18.85	0.61	0.88	0.50	2.95	7.37	7.64	7.54	98	98	13.9	16.8	14.97	4	5
Apr-16	15.22	0.51	0.72	0.45	1.92	7.58	7.82	7.73	99	99	15.5	20.3	17.67	5	16
May-16	14.11	0.46	0.48	0.43	0.895	7.49	7.79	7.64	99	99	18.7	20.3	19.47	3	5
Jun-16	14.09	0.47	0.62	0.43	2.4	7.69	7.86	7.54	99	98	18.9	22.8	20.60	5	10
Jul-16	13.42	0.43	0.50	0.41	0.32	7.45	7.90	7.70	98	98	20.8	23.8	22.03	14	31
Aug-16	12.76	0.41	0.45	0.39	0.09	7.61	7.89	7.76	98	97	21.5	24.0	22.75	16	42
Sep-16	13.35	0.44	0.50	0.40	1.91	7.46	7.86	7.70	99	98	19.4	22.5	21.05	4	6
Oct-16	16.33	0.53	0.88	0.42	4.64	7.39	7.86	7.57	99	99	16.8	19.1	18.15	5	9
Nov-16	22.81	0.76	1.26	0.50	5.74	7.39	7.51	7.47	99	97	16.0	18.7	17.55	7	10
Dec-16	20.74	0.67	0.97	0.50	3.08	7.29	7.53	7.42	99	98	12.5	15.9	13.51	4	5
Jan-17	18.01	0.58	0.85	0.50	1.41	7.27	7.51	7.36	99	99	11.4	13.8	12.62	3	6
Feb-17	17.42	0.62	0.83	0.51	2.01	7.21	7.42	7.36	98	95	11.7	14.0	12.63	3	4
Mar-17	24.20	0.78	1.02	0.58	4.65	7.28	7.45	7.38	99	98	12.3	14.7	13.68	4	6
Apr-17	18.33	0.61	0.78	0.53	2.69	7.30	7.44	7.37	99	98	14.8	16.5	15.70	6	6
May-17	17.02	0.55	0.71	0.44	2.13	7.20	7.47	7.35	99	98	15.8	20.1	18.00	4	5
Jun-17	14.22	0.47	0.55	0.44	0.8	6.92	7.50	7.31	99	99	19.2	21.4	20.14	5	13
Jul-17	13.16	0.42	0.45	0.39	0	7.39	7.73	7.59	99	99	21.2	23.1	22.05	2	2
Aug-17	12.84	0.41	0.43	0.40	0.13	7.42	7.69	7.60	99	99	21.9	23.3	22.40	5	11
Sep-17	12.68	0.42	0.48	0.38	0.9	7.45	7.60	7.53	99	99	20.2	22.8	21.58	4	5
Oct-17	14.68	0.47	0.61	0.41	2.96	7.46	7.74	7.57	99	98	17.6	20.8	19.03	4	10
Nov-17	20.08	0.67	1.02	0.45	5.92	7.32	7.68	7.52	99	99	15.6	17.5	16.44	3	4
Dec-17	20.57	0.66	1.15	0.50	2.52	7.29	7.61	7.51	99	98	13.4	15.3	14.33	2	3

WORK ORDERS 2017

BLDG & GROUNDS: Hours per Facility				
	City Hall	Library	Police & Fire	PW
Jan-17	10	18	9	1
Feb-17	18	32	10	2
Mar-17	14	10	13	1
Apr-17	19	10	1	6
May-17	10	10	27	4
Jun-17	21	4	1	0
Jul-17	18	5	0	9
Aug-17	12	7	6	4
Sep-17	16	7	10	17
Oct-17	19	6	4	15
Nov-17	3	10	0	3
Dec-17	9	4	4	0
TOTAL	169	123	85	62

STREETS: Hours						Special Event Set Up HRS
Citizen Request	SIGNS <i>repair/maint</i>	PAINT <i>crosswalks</i>	POTHOLES	Mow & Weed	BANNERS	
3	3	1	0	0	2	0
8	76	0	30	0	9	0
9	39	0	60	0	1	0
5	20	0	0	62	2	59
6	9	0	0	140	13	42
8	0	0	1	37	5	46
6	2	61	0	51	3	20
8	13	60	0	61.5	4	96
8	2	0	12	38	2	5
7	7	0	13	17	0	3
4	9	0	2	11	1	4
0	7	0	0	306	0	0
72	187	122	118	723.5	42	275

mowed SR532

PARKS									
	# Citizen Requests	Church Creek RSVPs	Picnic Shelter Fees Collected	Other Facility Rental Fees	Vandalism # times	Mow & Weed HRS	Infield HRS	Field Use Fees Collected	Volunteer Work-in Kind
Jan-17	1	0	\$ -	\$ -	0	0	2	\$ -	\$ -
Feb-17	2	0	\$ 100.00	\$ 55.00	2	7	1	\$ 430.00	\$ -
Mar-17	0	0	\$ -	\$ 120.00	5	0	13	\$ 165.00	\$ -
Apr-17	2	1	\$ 30.00	\$ -	6	43	18	\$ 2,770.00	\$ -
May-17	1	1	\$ 50.00	\$ -	2	31	16	\$ 950.00	\$ -
Jun-17	3	3	\$ 80.00	\$ -	2	100	7	\$ 1,320.00	\$ -
Jul-17	1	2	\$ 140.00	\$ -	1	36	0	\$ 130.00	\$ -
Aug-17	6	5	\$ -	\$ 34.00	1	9	0	\$ 3,150.00	\$ -
Sep-17	1	1	\$ -	\$ -	3	28	14	\$ 347.50	\$ -
Oct-17	4	0	\$ -	\$ 45.00	1	33	5	\$ -	\$ -
Nov-17	2	1	\$ -	\$ 45.00	2	0	5	\$ -	\$ -
Dec-17	0	0	\$ -	\$ 12.50	4	0	0	\$ -	\$ -
TOTAL	23	14	\$ 400.00	\$ 311.50	29	287	81	\$ 9,262.50	\$ -

RETENTION PONDS
Maint HRS
1
0
0
0
119
197
36
35
8
0
0
396

DRAINAGE ISSUES			
	Address & Issue	Response	HRS
Jan - Mar	None		0
April	retention pond full of water Ridgeland Estates	Tested vault, everything works properly	1
May-Nov	None		0
			0
			0
			0

TOTAL	1
-------	---

VOLUNTEER HOURS

VOLUNTEER GROUP HOURS				
Month	Group	Project	Number of Volunteers	Hours
Feb	Citizen Volunteer	Litter pick up, plant plants along Irvine Slough	1	24
April	Friends of Stanwood Parks & Trails	Cleaned up landscape at Church Creek Park	22	59
April	SHS Honor Society	Litter pick up during Clean Sweep	12	29
Aug	The Grove Church	Demo old restroom, reroofed shed	8	128
Oct	Friends of Stanwood Parks & Trails	Fall clean up at Church Creek Park	8	59
Dec	Friends of Stanwood Parks & Trails	Installed a Kiosk at Ovenell Park	6	12
TOTAL			57	311

2017 ADOPT-A-STREET PROGRAM

2017 Yearly Total			
Total Volunteers	Total Days	Total Hours	Bags Collected
142	85	216	177

		1st Quarter Jan-Mar 2018				2nd Quarter Apr-Jun 2018				3rd Quarter Jul-Sept 2018				4th Quarter 2017			
		Total Volunteers	Total Days	Total Hours	Bags Collected	Total Volunteers	Total Days	Total Hours	Bags Collected	Total Volunteers	Total Days	Total Hours	Bags Collected	Total Volunteers	Total Days	Total Hours	Bags Collected
Area 1	Available																
Area 2	Kiwanis Club	7	1	7	3	0	0	0	0	2	1	3	2	3	1	3	3
Area 3	Porsche Club	3	3	5	6	20	20	35	34	16	16	29	26	18	18	33	30
Area 4	Sundberg Family	4	4	5	8	2	2	2	2	4	4	4	6	5	5	5	8
Area 5	Pearce Family	0	0	0	0	0	0	0	0	6	1	12	6	0	0	0	0
Area 6	Available																
Area 7	Angels of America	1	1	3.5	3	1	1	4.5	2	3	3	7	3	0	0	0	0
Area 8	Available																
Area 9	Tidelands Church	28	2	28	21	12	1	18	7	0	0	0	0	7	1	11.5	7
TOTAL		43	11	48.5	41	35	24	59.5	45	31	25	55	43	33	25	52.5	48

City of Stanwood

Container Counts December 2017

Residential

Qty	Service Description
1	RECYCLE BINS RS
87	20 GAL CART MSW
24	1-20 GAL MINI CAN MSW
60	32 GAL CAN MSW EOW
39	32 GAL CAN MSW 1X MO
267	1-32 GAL CAN MSW
54	2-32 GAL CANS MSW
6	3-32 GAL CANS MSW
4	4-32 GAL CANS MSW
6	6-32 GAL CANS MSW
1034	1-96 GAL CART YDW
14	2-96 GAL CARTS YDW
757	1-35 GAL CART MSW
388	1-64 GAL CART MSW
2	2-64 GAL CARTS MSW
87	1-96 GAL CART MSW
346	1-35 GAL CART RCY
245	1-64 GAL CART RCY
1160	1-96 GAL CART RCY
4581	

Multifamily

Qty	Service Description
15	64 GAL CART MULTIFAMILY PAPER
1	1-3 YD 1X PER WEEK
2	2-64 GAL CARTS MSW
18	

Roll Off

Qty	Service Description
3	20 YD ROLLOFF
1	20 YD ROLLOFF TEMPORARY
2	30 YD RECYCLE TEMPORARY
3	30 YD COMPACTOR
3	30 YD ROLLOFF
1	40 YD RECYCLE TEMPORARY
13	

Commercial

Qty	Service Description
1	BIN RECYCLE FLAT
14	64 GAL CART PAPER
3	64 GAL CART TAG
1	64 GAL CART RCY 1X WK
5	96 GAL CART YDW
2	96 GAL CART RCY 1X WK
2	1-96 GAL FOOD WASTE CART 1X WK
1	6 YD OCC 1X WK
19	1-32 GAL CAN MSW
9	1-96 GAL CART MSW
2	1-64 GAL CART SINGLE STREAM RCY
25	1-96 GAL CART SINGLE STREAM RCY
5	1-1 YD SINGLE STREAM RCY
8	1-2 YD SINGLE STREAM RCY
6	1-3 YD SINGLE STREAM RCY
9	1-4 YD SINGLE STREAM RCY
1	1-1.5 YD SINGLE STREAM RCY
3	1-6 YD SINGLE STREAM RCY
2	1-8 YD SINGLE STREAM RCY
1	1 YD RCY EOW
5	1 YD RCY 1X WK
47	1-1 YD 1X PER WEEK
27	1-2 YD 1X PER WEEK
2	1-2 YD 2X PER WEEK
12	1-3 YD 1X PER WEEK
3	1-3 YD 2X PER WEEK
27	1-4 YD 1X PER WEEK
8	1-4 YD 2X PER WEEK
1	1-4 YD 3X PER WEEK
16	1-1.5 YD 1X PER WEEK
5	1-6 YD 1X PER WEEK
4	1-6 YD 2X PER WEEK
5	1-6 YD 3X PER WEEK
2	1-8 YD 1X PER WEEK
1	1-8 YD 2X PER WEEK
2	1-8 YD 3X PER WEEK
4	2-32 GAL CANS MSW
3	2-96 GAL CART SINGLE STREAM RCY
1	2 YD RCY EOW
3	2 YD RCY 1X WK
2	2 YD RCY 2X WK
2	2-2 YD 2X PER WEEK
2	2-3 YD 2X PER WEEK
2	2-4 YD 1X PER WEEK
2	2-6 YD 1X PER WEEK
2	2-6 YD 5X PER WEEK
6	3-32 GAL CANS MSW
3	3-96 GAL CARTS MSW
6	3-96 GAL CART SINGLE STREAM RCY
2	3 YD RCY 1X WK
3	3-6 YD 3X PER WEEK
6	4 YD RCY 1X WK
1	6 YD MSW TEMP PER UNIT
1	6 YD RCY 1X WK
1	6 YD RCY 2X WK
1	8 YD RCY 3X WK
339	

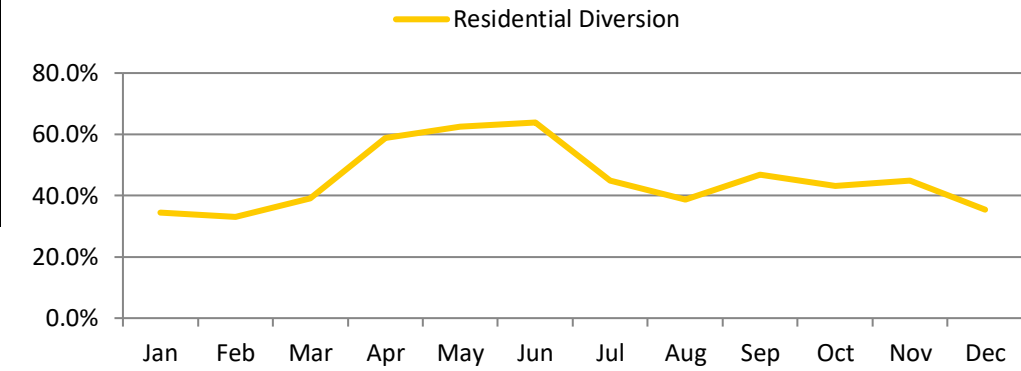
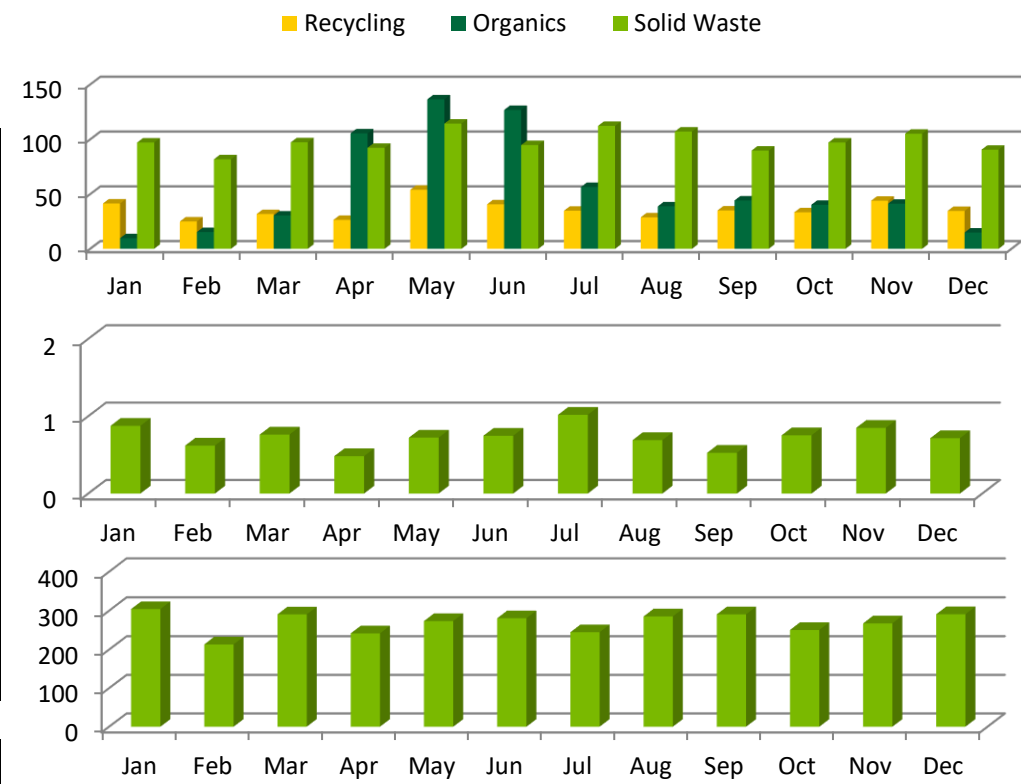
City of Stanwood
Franchise Waste Stream Summary
2017

Waste Stream (Tons Collected)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	41	25	32	27	54	41	35	29	35	33	44	35	430
Organics	10	15	31	105	136	127	57	39	44	40	41	15	661
Solid Waste	97	82	97	92	114	95	112	107	90	97	105	91	1,180
Total	148	122	160	224	305	262	204	175	169	171	190	140	2,271
Multifamily													
Solid Waste	1	1	1	0	1	1	1	1	1	1	1	1	9
Total	1	1	1	0	1	1	1	1	1	1	1	1	9
Commercial													
Solid Waste	304	213	291	242	273	281	245	285	291	251	268	291	3,234
Total	304	213	291	242	273	281	245	285	291	251	268	291	3,234
Total Waste Stream	453	336	451	467	579	544	449	461	460	422	459	432	5,513

Participation Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential Curbside Recycling													
Average Set-Out %	99.4%	99.4%	99.5%	99.4%	99.3%	99.1%	99.2%	99.2%	99.2%	99.0%	99.1%	99.3%	99.3%
Average Lbs. Per Set-out	25	18	20	16	22	23	20	16	20	24	22	19	20
Residential Organics													
Average Set-Out %	98.8%	98.8%	98.8%	98.7%	98.4%	98.4%	98.4%	98.5%	98.4%	98.5%	98.5%	98.6%	98.6%
Average Lbs. Per Set-out	5	8	12	52	65	49	26	18	20	19	19	7	25
Residential Solid Waste													
Average Set-Out %	82.9%	85.7%	85.4%	84.7%	85.1%	85.8%	86.3%	88.8%	85.1%	85.0%	87.0%	80.9%	85.2%
Average Lbs. Per Set-out	27	27	27	28	28	29	32	27	28	27	28	27	28

Waste Stream Diversions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	27.9%	20.5%	19.9%	11.8%	17.7%	15.5%	17.1%	16.5%	20.7%	19.6%	23.1%	24.7%	18.9%
Organics	6.6%	12.6%	19.1%	47.0%	44.8%	48.3%	27.8%	22.2%	26.2%	23.6%	21.7%	10.7%	29.1%
Total Diversion	34.5%	33.0%	39.0%	58.8%	62.5%	63.9%	44.9%	38.7%	46.9%	43.1%	44.8%	35.4%	48.0%

Customer Counts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Residential												
Solid Waste	1,691	1,706	1,713	1,713	1,721	1,728	1,721	1,719	1,726	1,745	1,740	1,741
Recycling	1,695	1,710	1,719	1,719	1,726	1,734	1,728	1,723	1,729	1,748	1,744	1,745
Organics	993	996	1,014	1,014	1,072	1,090	1,088	1,084	1,083	1,080	1,062	1,041
Multifamily												
Solid Waste	1	1	1	1	1	1	1	1	1	1	1	1
Solid Waste Roll Off	0	1	1	1	1	1	1	1	1	1	1	1
Commercial												
Solid Waste	201	200	201	201	205	203	192	198	198	198	197	199
Solid Waste Roll Off	10	10	11	11	12	12	11	11	10	12	12	10



City of Stanwood

Recycle Composition

2017

Recycle Composition (tons collected)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Newspaper	11	7	8	6	12	9	8	5	6	7	10	8	97
Mix Paper	9	6	7	6	12	10	8	7	7	6	8	6	92
OCC	9	4	6	5	12	9	7	7	8	8	10	9	94
Aluminum	0	0	0	0	0	0	0	0	0	0	0	0	4
Glass	7	4	5	5	10	7	7	6	7	6	8	6	79
PET	1	0	1	1	1	1	1	1	1	1	1	1	9
HDPE Natl	0	0	0	0	0	0	0	0	0	0	0	0	2
HDPE Col	0	0	0	0	0	0	0	0	0	0	0	0	2
#3 - 7	0	0	0	0	0	0	0	0	0	0	0	0	3
Plastic Film	0	0	0	0	0	0	0	0	0	0	0	0	0
Tin Cans	1	0	0	0	1	0	0	0	1	1	1	1	6
Scrap Metal	0	0	0	0	1	1	0	0	1	0	0	0	5
Residue	3	2	2	2	5	3	3	2	4	3	5	3	37
Total Recycled Tonnage	41	25	32	26	54	41	35	29	35	33	44	35	430

Tonnages calculated are based on the total percentage of all recyclables brought to the Cascade Recycling Center. The tonnages above are calculated by multiplying the total percentage of recyclables by the total tons of recycling collected in the City of Stanwood.

City of Stanwood
Customer Inquiries
2017

Residential Customers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
<i>CAD</i> - Complaint about Driver		1	2	1	3		0		1	1	3		12
<i>CID</i> - (non MPU) repeat problem		1											1
<i>CNT</i> - Container not delivered	1											3	4
<i>DAM</i> - Damage													0
<i>DCM</i> - Driver Compliment		1				2			1	2	2		8
<i>FEE</i> - Fee Complaint		1											1
<i>GLK</i> - Gates and/or Locks													0
<i>INJ</i> - Injury													0
<i>LID</i> - Lids not Closed													0
<i>MPC</i> - Misplaced Can													0
<i>MPU</i> - Missed Pickup	2	5	1	1	1			1	1		1	4	17
<i>NCM</i> - Non-Driver Compliment													0
<i>NOC</i> - No communication between WM & Customer													0
<i>RPC</i> - Repeat missed pickup - customer identified		1	1		1	2						1	6
<i>SEQ</i> - Operating Vehicle Unsafely												1	1
<i>TOD</i> - Time of Day				1									1
<i>TIS</i> - Trash in Street, around container													0

Commercial Customers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
<i>CAD</i> - Complaint about Driver	1	0	0		0		0		1	0		0	2
<i>CID</i> - (non MPU) repeat problem													0
<i>CNT</i> - Container not delivered													0
<i>DAM</i> - Damage													0
<i>DCM</i> - Driver Compliment													0
<i>GLK</i> - Gates and/or Locks													0
<i>INJ</i> - Injury													0
<i>LID</i> - Lids not Closed													0
<i>MPC</i> - Misplaced Can													0
<i>MPU</i> - Missed Pickup						1		1	1		1		4
<i>NCM</i> - Non-Driver Compliment													0
<i>NOC</i> - No communication between WM & Customer													0
<i>RPC</i> - Repeat missed pickup - customer identified													0
<i>SEQ</i> - Operating Vehicle Unsafely								1					1
<i>TOD</i> - Time of Day				1									1
<i>TIS</i> - Trash in Street, around container													0



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 3c
DATE: January 25, 2018
SUBJECT: 4th Quarter 2017 Financial Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Monthly Expense & Revenue Report – Dec. 2017
B – Local Sales Tax Report

SUMMARY STATEMENT

The fourth quarter 2017 financial statements are hereby submitted to city council for review.

DISCUSSION

Attached are the fourth quarter financial reports, including year-to-date revenue and expenditure budget to actual comparisons (Attachment A), and local sales tax collections (Attachment B).

The primary messages regarding the city's 2017 finances are:

- General Fund revenues were \$6.5 million, which is 6.3% more than 2016. General Fund expenditures were 95.2% of the annual budget.
- The utility's cash flows are each well within budget, partially due to another warm summer.
- Capital project fund spending was below annual budget.
- REET revenue was approximately \$563,000, nearly five times the budget.
- Connection and Impact fees are approximately \$400,237, more than two times the budget.

Quarterly and Current Portfolio Investment Summary:

We are currently experiencing a gradually rising rate environment, which prompted purchase of three U.S. Treasury Notes and one additional U.S. Agency Security. These investments are essentially risk-free and will enable the portfolio to increase interest earnings and fully comply with the finance policy benchmark.

INVESTMENT PERFORMANCE - Q4 2017				
	October	November	December	Quarter Average
Amount Invested	\$ 12,267,591	\$ 12,268,643	\$ 13,347,869	\$ 12,628,034
Return (average percentage yield)	1.31%	1.38%	1.43%	1.37%
Benchmark*	1.12%			
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

Investment Category	Amount	Current Allocation	December Rate
CASH			
Cash/Money Market	\$ 1,809,693	12%	0
INVESTMENTS			
Opus Public Checking	\$ 1,046,982	7%	1.36%
WA State LGIP	\$ 276,992	2%	1.28%
Snohomish County Inv. Pool	\$ 7,470,280	49%	1.37%
U.S. Treasury Notes	\$ 2,502,875	17%	1.52%
U.S. Agency Securities	\$ 2,050,740	14%	1.65%
Total	\$ 15,157,562		

General Fund

Revenue

Property/EMS Tax – The city received property tax payments for 2017 as shown below, with comparison to prior years:

Table 1 – YTD Comparison of Property Tax and EMS Levies

Description	YTD 12/31/17 Actual	YTD 12/31/16 Actual	YTD 12/31/15 Actual	Change 2016 to 2017	Change 2015 to 2016
Property Tax Levy	\$ 2,291,812	\$ 2,113,413	\$ 2,108,766	8.4%	0.2%
EMS Levy	\$ 376,553	\$ 360,161	\$ 344,706	4.6%	4.5%
Total Levies	\$ 2,668,365	\$ 2,473,574	\$ 2,453,472	7.9%	0.8%

The Property/EMS taxes came in near expectation; total property taxes collected for 2017 were 2% more than the \$2,614,530 that was budgeted.

The EMS levy, which is statutorily limited to \$0.50 per \$1,000 of assessed valuation, declined during the 2008 to 2013 recession years due to decreases in the city's property values, but this trend reversed and increased by 4.5% each of the past two years.

Five Year EMS Levy Comparison

Table 2 – Five Year EMS Levy Comparison

Description	Assessed Valuation	EMS Levy Rate	EMS Levy
2012 Assessed Valuation (for 2013 taxes)	\$591,926,022	\$0.50	\$295,963
2013 Assessed Valuation (for 2014 taxes)	\$638,609,620	\$0.48461	\$309,475
2014 Assessed Valuation (for 2015 taxes)	\$687,073,355	\$0.50	\$343,537
2015 Assessed Valuation (for 2016 taxes)	\$737,294,990	\$0.48827	\$360,000
2016 Assessed Valuation (for 2017 est. taxes)	\$788,790,152	\$0.47666	\$375,987
2017 Assessed Valuation (for 2018 est. taxes)	\$858,722,419	\$0.45044	\$386,804

Due to continued new construction and increased assessed property values, the city received \$376,553 in EMS levy taxes in 2017, which was close to the budget of \$385,600. The preliminary 2018 EMS levy is \$379,021 based on an estimated assessed valuation of approximately \$858.4 million at the maximum levy rate of \$.441 per \$1,000 of assessed valuation.

Five Year Property Tax Levy Comparison

Table 3 – Five Year Property Tax Levy Comparison

Description	Assessed Valuation	Levy Rate Per \$1,000	Prop. Tax Levy
2012 Assessed Valuation (for 2013 taxes)	\$ 591,926,022	\$ 3.31366910	\$ 1,961,447
2013 Assessed Valuation (for 2014 taxes)	\$ 638,609,620	\$ 3.21088508	\$ 2,050,502
2014 Assessed Valuation (for 2015 taxes)	\$ 687,073,355	\$ 3.05424026	\$ 2,098,487
2015 Assessed Valuation (for 2016 taxes)	\$ 737,294,990	\$ 3.10583319	\$ 2,289,915
2016 Assessed Valuation (for 2017 est. taxes)	\$ 788,790,152	\$ 3.15104943	\$ 2,485,517
2017 Assessed Valuation (for 2018 est. taxes)	\$ 858,722,419	\$ 2.95455210	\$ 2,537,140

For 2017 the maximum regular property tax levy rate for the City of Stanwood, under state law, was \$3.151 per \$1,000 assessed valuation. With the 2017 assessed valuation the tax rate was \$3.151 per \$1,000, which was the maximum. The 2018 maximum lawful levy was \$2,654,653; however, the city levied the same rate as 2017, effectively banking the capacity to levy an increase in the future.

Because of the inverse relationship between assessed valuation and levy rates, a decline in valuation will raise the levy rate to the maximum and limit the amount of property taxes that may be collected. Conversely, any increase in assessed valuation (due to an increase in valuation of existing property and value added due to new construction) will cause the rate/\$1,000 to decrease, giving the City some margin (capacity) below the levy rate cap.

Sales Tax

Actual sales tax revenue collected for 2017 was \$1,423,361, which was down 3.9%, or \$57,523, from 2016. The economy remains strong, thus the decline is attributed to 2016's unusually large amount of sales tax related to construction. The city budgeted \$1,200,000 for sales tax revenues in 2017 in anticipation of continued growth in the economy.

Attachment B shows the monthly sales tax received for 2017 and 2016 broken down by industry with construction sales tax making up 17% or \$244,074 of the total sales tax received in 2017, vs. \$346,274, (23%) in 2016. The city must continue to be careful to match these one-time construction revenues with one-time expenditures.

Building & Development

Building permit revenues received in 2017 totaled \$80,125, compared to \$107,750 received in 2016. The city's revised 2017 budgeted building permit revenue was \$90,200.

Grants Status

1. Safe Routes to Schools – 68th Ave NW – (Department of Commerce/Dept. of Transportation) The project includes sidewalk, curb, gutter, planter strip, educational materials and events, speed feedback signs, and emphasis patrols. We completed the Engineering, site acquisition and construction phases. In October we received a federal reimbursement for construction through WSDOT for \$156,550 and in December we received reimbursement for construction of \$235,741 from the Washington State Department of Commerce. We are awaiting final paperwork from the contractor to close out the grants.
2. Irvine Slough Storm Water Separation – (Department of Commerce) Expenditures in 2016 were \$25,174 and in 2017 we have spent \$183,481. Reimbursements will be requested in the first quarter of 2018, as we now consider “site control” to be established.
3. 90th Ave NW (also called Viking Way) – The first phase of preliminary engineering and design was complete in 2016 with a \$140,000 grant from WSDOT. The next phase for right of way will be partially funded by a grant from the Puget Sound Regional Council for \$350,000. In October, we received a reimbursement of \$24,293 toward our costs. In 2017 we spent \$36,767 on this project.
4. SR532 Flood Berm & Bike/Pedestrian Path – (Department of Commerce) – The City was awarded an \$82,450 grant. Phase 1 will complete design and permitting. On April 6th, \$74,205 was received for grant reimbursement. The remaining 10 percent will be released upon project completion, which is expected in Q1 2018.
5. Pioneer Hwy, 88th, 271st St 94th-SR532, Pioneer Hwy/72nd-City Limits – these four overlay projects are funded by the Transportation Improvement Board. The majority of work is completed with striping and punch list items remaining. A reimbursement was received in October for \$677,163. The final reimbursement will be received this quarter.

General Fund Revenues

In total, General Fund revenues received for 2017 were \$6,536,644, which was \$390,106 more than the \$6,146,538 received in 2016. The increase in revenues was due to higher property and sales tax collected and with an increase in permit/development related revenue. Details of the change in licenses and permit revenues are as follows:

Table 8 – Licenses and Permits Revenue Comparison

Licenses & Permits	12/31/2017	12/31/2016	Increase (Decrease)	Percentage Change
Cable TV Franchise Fee	\$ 57,942	\$ 56,287	\$ 1,655	3%
Business Licenses & Permits	\$ 64,182	\$ 57,517	\$ 6,665	12%
Building Permits	\$ 80,125	\$ 107,750	\$ (27,625)	-26%
Mechanical Permits	\$ 10,939	\$ 11,359	\$ (420)	-4%
Plumbing Permits	\$ 8,326	\$ 13,889	\$ (5,563)	-40%
Grading Permits	\$ 309	\$ 910	\$ (601)	-66%
Demolition Permits	\$ 900	\$ 500	\$ 400	80%
Roofing Permits	\$ 3,578	\$ 6,721	\$ (3,143)	-47%
Sign Permits	\$ 3,055	\$ 3,519	\$ (464)	-13%
3% Technology Fee	\$ 6,144	\$ 7,741	\$ (1,597)	-21%
Animal Licenses	\$ 690	\$ 420	\$ 270	64%
Parking Permits	\$ 80	\$ 40	\$ 40	100%
Gun Permits	\$ 7,761	\$ 9,608	\$ (1,847)	-19%
Right of Way & Utility Permits	\$ 7,300	\$ 8,538	\$ (1,238)	-14%
Other Licenses & Permits	\$ 1,858	\$ 1,024	\$ 834	81%
Total Licenses & Permits	\$ 253,189	\$ 285,823	\$ (32,634)	-11%

Passport fee revenue for 2017 was \$34,625. An analysis of historical passport fee activity is as follows:

Table 9 – Passport Fee Revenue Comparison

Month	2012	2013	2014	2015	2016	2017
January	56	84	97	68	109	159
February	73	94	90	90	130	154
March	78	67	95	83	119	190
April	71	94	77	100	120	113
May	78	98	47	85	101	107
June	52	52	55	56	85	101
July	53	38	68	71	68	85
August	57	45	62	69	100	132
September	30	44	54	64	79	99
October	52	45	44	61	60	87
November	49	46	47	66	81	80
December	35	42	53	62	108	78
Total Passports	684	749	789	875	1,160	1,385

General Fund Expenditures

In 2017, the City expended \$6.3 million, including transfers out, which was 95.2% of the general fund budget. All departments were within budget, with the exception of the Clerk, which exceeded budget by 2.2% (\$3,269) as shown in detail in the monthly expense and revenue report on Attachment A. The Clerk department budget exception was due to the expense from the separation of the former Deputy Clerk.

Park Improvement Fund

Presented below is a summary of actual park capital improvement expenditures compared to the 2017 adopted budget

Table 10 – Park Capital Improvement Expenditures

Description	Budget 2017	Actual 2017	Difference
Hamilton	47,500	11,564	35,936
Ovenell	147,500	32,954	114,546
Johnson Farm	-	38,970	(38,970)
Church Creek	65,000	13,415	51,585
Heritage Park Improvements	-	45,699	(45,699)
Non-Motorized Trail	-	495	(495)
Total	260,000	143,097	116,903

Street Funds

A major portion of the revenue that the Street Fund relies on is unrestricted motor vehicle fuel tax (Mvft). The city receives about \$130,000 per year in Mvft revenues. In recent years, the City has funded Street Fund activities with transfers from real estate excise tax (REET) funds; however, this was discontinued in 2016. To support the Street Fund, the City transferred 8% of property tax revenue, which amounted to \$199,288 in 2017. Funding will be used to support the general repair and maintenance of city streets. Actual 2017 street fund expenditures were 98.7 percent of the budget of \$365,155.

Table 11 – Summary of Street Fund Operations

2017 Revenues	Budget	Actual	Remaining
Property Taxes - 8%	196,046	199,299	
Waste Management Maint Fee	18,250	17,241	1,009
Multimodal Transportation	-	6,980	(6,980)
Motor Vehicle Fuel Tax (MVFT)	130,000	143,767	(13,767)
Interest/Misc.	100	1,388	(1,288)
Transfer from General Fund	35,000	35,000	-
Total Revenues	379,396	403,675	(21,026)
2017 Expenditures			
Wages & Benefits	208,900	206,843	2,057
Supplies	27,400	27,063	337
Services	128,855	43,427	85,428
Total Expenditures	365,155	277,333	87,822
Net Increase (Decrease) in Fund Balance	14,241	126,342	(108,848)

Transportation Sales Tax (Fund 108, Former Transportation Benefit District)

In 2017, the City received transportation sales tax of \$333,641 from the additional 0.02% (two tenths of one percent) sales tax approved by voters in February 2013 and effective the following July 1st.

Table 12 – Summary of 2017 Transportation Sales Tax Fund

Description	Budget	Actual	Remaining
Revenues			
Sales Tax	292,900	333,641	(40,741)
Interest/Misc.	1,000	3,338	(2,338)
TIB Grant	252,321	252,321	-
Total Revenues	546,221	589,300	(43,079)
Wages & Benefits	14,215	13,364	851
Professional Services	4,000	-	4,000
Miscellaneous	1,000	56	944
Transfer to Fund 305	190,000	190,000	-
Transfer to Street Construction Fund	265,562	265,562	-
Total Expenditures	474,777	468,982	5,795
Net Increase (Decrease) in Fund Balance	71,444	120,318	(48,874)

Construction

Presented below is a summary of street construction expenditures in 2017:

Table 13 – Street Construction Expenditures

Project	Budget	Actual	Remaining
Pioneer Overlay - CHAP	359,805	287,763	72,042
New Sidewalk/Trail	50,000	3,415	
Downtown Street & Sidwalk Imp	20,000	-	20,000
Eng 68th St Sidewalk	585,120	587,768	(2,648)
Misc Capital Projects	25,000	396	24,604
Viking Way Right of Way	700,000	36,767	663,233
Wayfinding Signs	5,000	-	5,000
Viking Way Eng	50,000	3,146	46,854
271st (94th - SR532)	316,522	287,762	28,760
88th (SR532 - Florence)	299,151	221,126	78,025
Pioneer Overlay - TIB (72nd - City limit)	258,330	221,126	37,204
Total	2,668,928	1,649,269	973,074

REET Funds

REET I and REET II revenues for 2017 were initially projected at \$60,000 each, however, as in 2016, actual receipts far exceeded budget. The city received \$282,541 in each fund, nearly five times the amount budgeted. In 2017, REET funds of \$150,000 were transferred to the Park Fund to support development of several parks. Transfers of \$855,000 to Parks are budgeted in 2018 to fund acquisition of the Johnson Farm and development at Heritage and Hamilton Landing.

Sewer Utility Funds

Operating

Sewer service fee revenues for 2017 were \$1,940,195, or 10% above budget. This amount is \$111,905 more than the \$1,828,290 received in the same period last year and is within the expected range.

Operating expenditures (excluding debt service) were \$1,018,870, or 89.2% of budget. All appropriated debt service payments (\$577,296) were paid in 2017.

Construction

Presented below is a summary of sewer construction expenditures for 2017:

Table 14 - Sewer Construction Expenditures

Description	Budget	Actual	Remaining
271st 94th - 99th)	100,000	51,085	48,915
Biosolids Removal	800,000	807,935	(7,935)
Biosolids Processing Facility	229,574	37,631	191,943
Telemetry Equipment	35,000	32,066	2,934
Pioneer 77th - 267th	1,000	-	1,000
Totals	1,165,574	928,717	236,857

Water Utility Funds

Operating

Water service charges for 2017 were \$1,851,387, or 112.7% of budget. Operating expenditures (excluding debt) were \$1,191,273, or 93.6% of budget. All debt service payments, totaling \$326,801 were made in 2017 as scheduled.

Construction

Presented below is a summary of water utility construction expenditures in 2017:

Table 16 – Water Construction Expenditures

Description	Budget	Actual	Remaining
Improvements	50,000	48,265	1,735
Cedarhome Well Pump	125,000	-	
Total	175,000	48,265	1,735

Drainage Utility Funds

Operating

Drainage charges for services were \$575,880 for 2017, or 128% of budget. The operating expenditures of \$373,348 were 93.1% of budget. Transfers to Drainage Construction (\$125,000) and Drainage Equipment Replacement (\$1,000) were made as budgeted.

Construction

Presented below is a summary of storm drainage construction expenditures in 2017:

Table 15 – Storm Drainage Construction Expenditures

Description	Budget	Actual	Remaining
SR 532 Flood Berm	134,000	91,757	42,243
Irvine Slough Erosion Control	15,000	7,500	7,500
Stormwater Separation	285,000	183,481	101,519
Florence Rd Drainage	29,840	29,839	1
Total	463,840	312,577	151,263

Connection and Impact Fees

Connection fees are paid by new utility customers to hook up to system and are deposited into the appropriate construction funds to be used for capital expenditures.

Impact fees are paid by new development to mitigate the impacts of new development on the city's existing transportation network. Impact fees cannot be used for operating expenses.

Table 18 – Connection and Impact Fees

Description	Budget 2017	Actual 2017	Remaining
Connection Fees			
Sewer Connection Fees	10,000	24,500	(14,500)
Drainage Connection Fees	400	12,600	(12,200)
Water Connection Fees	12,000	19,800	(7,800)
Total Connection Fees	22,400	56,900	(34,500)
Impact Fees			
Street Impact Fees	130,460	249,796	(119,336)
Park Impact Fees	12,816	83,004	(70,188)
Fire Impact Fees	4,000	10,537	(6,537)
Total Impact Fees	147,276	343,337	(196,061)
Total	169,676	400,237	(230,561)

MONTHLY EXPENSE & REVENUE REPORT

ATTACHMENT A

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 1

001 General Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 00 01	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 00 01	Beginning Cash & Investments	2,958,546.00	0.00	2,959,136.25	(590.25)	100.0%
308 80 00 02	Beginning Cash & Investments	590.00	0.00	0.00	590.00	0.0%
308 Beginning Balances		2,959,136.00	0.00	2,959,136.25	(0.25)	100.0%

310 Taxes

311 10 00 00	Property Tax	2,228,930.00	(19,066.53)	2,291,811.58	(62,881.58)	102.8%
311 10 10 00	EMS. Levy	385,600.00	31,182.65	376,552.53	9,047.47	97.7%
313 11 00 00	Sales Tax	1,200,000.00	116,529.35	1,423,360.89	(223,360.89)	118.6%
313 31 00 00	Hotel/Motel Lodging Tax	0.00	0.00	0.00	0.00	0.0%
313 61 00 00	Natural Gas Tax	3,100.00	188.65	2,496.51	603.49	80.5%
313 71 00 00	Sales Tax Criminal Justice	95,300.00	9,453.72	114,890.22	(19,590.22)	120.6%
316 43 00 00	Gas Utility Tax	100,000.00	0.00	96,686.85	3,313.15	96.7%
316 45 00 00	Garbage Utility Tax	74,000.00	7,651.53	79,954.28	(5,954.28)	108.0%
316 46 00 00	Cable Tv Utility Tax	35,000.00	0.00	37,898.03	(2,898.03)	108.3%
316 47 00 00	Telephone Utility Tax	145,000.00	36,205.98	165,323.75	(20,323.75)	114.0%
316 48 00 00	Electric Utility Tax	312,300.00	0.00	301,358.59	10,941.41	96.5%
316 49 10 00	Water/Sewer/Drainage Utility Tax	266,667.00	29,270.29	328,399.38	(61,732.38)	123.1%
316 81 00 00	Gambling Tax	3,000.00	0.00	3,263.37	(263.37)	108.8%
337 00 00 00	Local Grants, Entitlements, And Other Payments	600.00	231.81	459.99	140.01	76.7%
310 Taxes		4,849,497.00	211,647.45	5,222,455.97	(372,958.97)	107.7%

320 Licenses & Permits

321 60 00 00	Professional & Occupational Lic & Permit	0.00	0.00	0.00	0.00	0.0%
321 91 00 00	Cable Tv Franchise Fee	55,550.00	0.00	57,941.77	(2,391.77)	104.3%
321 99 00 00	Business Lic & Permits	52,725.00	5,933.32	64,182.47	(11,457.47)	121.7%
322 10 00 00	Building Permits	90,200.00	6,041.40	80,125.40	10,074.60	88.8%
322 10 00 01	Mechanical Permits	13,700.00	540.00	10,938.79	2,761.21	79.8%
322 10 00 02	Plumbing Permits	6,200.00	600.00	8,326.26	(2,126.26)	134.3%
322 10 00 03	Grading Permit	500.00	0.00	309.23	190.77	61.8%
322 10 00 04	Demolition Permit	1,000.00	0.00	900.00	100.00	90.0%
322 10 00 05	Roofing Permits	2,000.00	0.00	3,577.95	(1,577.95)	178.9%
322 10 00 06	Sign Permit	4,000.00	795.00	3,055.00	945.00	76.4%
322 10 00 07	3% Permit Technology Fee	6,500.00	422.85	6,144.32	355.68	94.5%
322 30 00 00	Animal Licenses	500.00	90.00	690.00	(190.00)	138.0%
322 40 00 00	Parking Permits	50.00	20.00	80.00	(30.00)	160.0%
322 90 00 00	Gun Permits	5,200.00	945.00	7,761.00	(2,561.00)	149.3%
322 90 00 01	Right Of Way And Utility Admin	5,000.00	450.00	7,300.00	(2,300.00)	146.0%
322 90 00 02	Other Licenses & Permits	1,500.00	500.00	1,857.61	(357.61)	123.8%
320 Licenses & Permits		244,625.00	16,337.57	253,189.80	(8,564.80)	103.5%

330 State Generated Revenues

331 10 10 00	USDA - Farmers' Market	0.00	0.00	0.00	0.00	0.0%
333 16 80 00	Dept Of Justice State Passth	0.00	0.00	0.00	0.00	0.0%
333 20 60 00	Dept. Of Transportation - NHTSA	0.00	0.00	0.00	0.00	0.0%
333 97 00 00	F E M A	0.00	0.00	0.00	0.00	0.0%
334 00 30 01	Other State Grants	1,000.00	0.00	0.00	1,000.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 2

001 General Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
330 State Generated Revenues					
334 00 30 10 Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
334 01 80 01 State Grant Military Dept	0.00	0.00	0.00	0.00	0.0%
334 03 10 00 Department Of Ecology - CPG	5,000.00	0.00	2,810.52	2,189.48	56.2%
334 03 50 00 Traffic Safety Commission	0.00	0.00	0.00	0.00	0.0%
334 04 20 00 State Of WA Dept Of Commerce	0.00	0.00	0.00	0.00	0.0%
335 00 91 00 Pud Privilege Tax	35,190.00	0.00	38,129.00	(2,939.00)	108.4%
336 06 20 00 Criminal Justice-high Crime	0.00	0.00	0.00	0.00	0.0%
336 06 21 00 Criminal Justice-population	1,650.00	0.00	1,876.82	(226.82)	113.7%
336 06 25 00 Contracted Police Services	11,000.00	0.00	11,587.08	(587.08)	105.3%
336 06 26 00 Criminal Justice Special Pro	6,405.00	0.00	6,812.03	(407.03)	106.4%
336 06 51 00 Crim Justice--dui Cities	1,300.00	0.00	1,006.02	293.98	77.4%
336 06 94 00 Liquor Excise Tax	31,500.00	0.00	31,997.74	(497.74)	101.6%
336 06 95 00 Liquor Board Profits	57,300.00	14,006.88	56,045.86	1,254.14	97.8%
342 10 00 00 School Resource Officer Reim	91,755.00	0.00	71,260.00	20,495.00	77.7%
330 State Generated Revenues	242,100.00	14,006.88	221,525.07	20,574.93	91.5%

340 Charges For Services

341 43 00 00 School Impact Admin. Fee	0.00	0.00	0.00	0.00	0.0%
341 43 00 01 Credit Card Proc	100.00	0.00	2.00	98.00	2.0%
Fee-Admin/Finance					
341 43 00 02 Credit Card Proc Fee-CD	500.00	44.41	757.11	(257.11)	151.4%
341 43 00 03 Credit Card Proc Fee-City Clerk	250.00	23.25	403.89	(153.89)	161.6%
341 43 00 04 Credit Card Proc Fee-Law Enf	50.00	1.30	51.20	(1.20)	102.4%
341 43 00 05 Credit Card Proc Fee-PW	50.00	0.00	34.99	15.01	70.0%
341 81 00 00 Services	500.00	40.00	613.64	(113.64)	122.7%
341 99 00 00 Passport / Naturalization Fe	30,000.00	1,950.00	34,625.00	(4,625.00)	115.4%
342 10 90 00 Law Enforcement - Other Fees	2,700.00	150.00	3,209.40	(509.40)	118.9%
344 10 51 00 TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
345 23 00 00 Animal Control And Shelter	0.00	0.00	0.00	0.00	0.0%
Services					
345 60 00 00 Tourism Services - POS Discover	0.00	4,265.91	8,200.00	(8,200.00)	0.0%
Port Susan Website					
345 60 00 01 Tourism Services - Snohomish	0.00	0.00	0.00	0.00	0.0%
County Economic Development					
345 81 00 00 Zoning/inspection Fees	160,000.00	250.00	158,822.25	1,177.75	99.3%
345 81 00 01 Engineering Fees	9,400.00	0.00	0.00	9,400.00	0.0%
345 83 00 00 Plan Checking Fees	38,920.00	11,495.86	57,639.18	(18,719.18)	148.1%
345 89 00 00 Environmental Fees	1,000.00	0.00	450.00	550.00	45.0%
345 89 00 01 Other Planning & Development	0.00	0.00	4,651.11	(4,651.11)	0.0%
Fees					
347 30 00 00 Park Fees- Per Use	10,000.00	0.00	5,542.50	4,457.50	55.4%
347 30 00 01 Park Fees- Tourn/Comm Use	1,000.00	0.00	3,220.00	(2,220.00)	322.0%
347 30 00 02 Park Fees- Energy	100.00	0.00	85.00	15.00	85.0%
347 30 00 03 Park Fees- Staff	150.00	0.00	200.00	(50.00)	133.3%
347 30 00 04 Park Fees- Picnic Area/Meeting	500.00	12.50	736.25	(236.25)	147.3%
Rooms					
347 30 00 05 Park Fees - Sales Tax	0.00	0.00	0.00	0.00	0.0%
369 91 00 01 Interfund/interdepart Charge	383,146.00	103,189.00	383,146.00	0.00	100.0%
340 Charges For Services	638,366.00	121,422.23	662,389.52	(24,023.52)	103.8%

350 Fines & Forfeitures

353 10 00 00 Court Fines	26,000.00	1,918.74	19,495.06	6,504.94	75.0%
354 00 00 00 Parking Fines	500.00	45.00	665.00	(165.00)	133.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 3

001 General Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
350 Fines & Forfeitures					
355 20 00 00 Dui Recoveries	500.00	0.00	0.00	500.00	0.0%
356 90 00 00 Other Criminal Non-Traffic Fines	0.00	0.00	355.38	(355.38)	0.0%
357 30 00 00 Witness Fees/crt Reimb	0.00	0.00	0.00	0.00	0.0%
359 00 00 00 Traffic Fines & Penalties	3,500.00	97.15	3,723.16	(223.16)	106.4%
359 90 00 00 Misc Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures	30,500.00	2,060.89	24,238.60	6,261.40	79.5%

360 Misc Revenues

361 11 00 01 State Pool/cd Interest	6,000.00	4,132.91	17,274.95	(11,274.95)	287.9%
361 40 00 01 Sales Tax Interest	750.00	164.06	1,475.25	(725.25)	196.7%
361 40 20 01 Property Tax Interest	0.00	0.00	0.00	0.00	0.0%
362 00 00 01 Rents And Leases	0.00	0.00	1,659.00	(1,659.00)	0.0%
367 00 10 10 Donations	500.00	0.00	2,365.42	(1,865.42)	473.1%
367 00 10 11 Touch A Truck Donations	0.00	0.00	200.00	(200.00)	0.0%
369 81 00 00 Cashier's Overage/shortage	0.00	0.00	(20.00)	20.00	0.0%
369 91 00 00 Misc.	2,800.00	42.65	219.43	2,580.57	7.8%
369 91 10 00 Auction Proceeds	0.00	0.00	0.00	0.00	0.0%
398 00 00 00 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	10,050.00	4,339.62	23,174.05	(13,124.05)	230.6%

380 Non Revenues

389 90 00 01 Payroll Deductions Clearing	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 01 Sales Of Fixed Assets	129,670.00	0.00	129,670.44	(0.44)	100.0%
390 Other Revenues	129,670.00	0.00	129,670.44	(0.44)	100.0%

397 Interfund Transfers

397 10 00 20 Trfr In From Fire Station Constr	0.00	0.00	0.00	0.00	0.0%
397 10 00 30 Trfr In From Phys Fit Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	9,103,944.00	369,814.64	9,495,779.70	(391,835.70)	104.3%
-----------------------	---------------------	-------------------	---------------------	---------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
---------------------	---------------------	-----------------	------------	------------------	--

511 Clerk & City Council

511 60 10 00 Salaries & Wages	98,475.00	6,757.00	101,200.86	(2,725.86)	102.8%
511 60 11 00 Overtime	500.00	0.00	150.33	349.67	30.1%
511 60 20 00 Social Security	7,530.00	511.83	7,636.32	(106.32)	101.4%
511 60 21 00 Retirement	7,200.00	546.99	6,991.73	208.27	97.1%
511 60 22 00 Medical Benefits	10,850.00	1,568.52	14,332.60	(3,482.60)	132.1%
511 60 23 00 L & I	300.00	0.00	261.08	38.92	87.0%
511 60 24 00 Unemployment Insurance	1,065.00	0.00	141.26	923.74	13.3%
511 60 31 00 Supplies	1,200.00	46.22	821.12	378.88	68.4%
511 60 32 00 Fuel	250.00	0.00	0.00	250.00	0.0%
511 60 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%
511 60 41 00 Professional Services	5,000.00	109.37	7,294.14	(2,294.14)	145.9%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 4

001 General Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
511 Clerk & City Council					
511 60 42 00 Communications	750.00	0.00	180.00	570.00	24.0%
511 60 44 00 Advertising	4,000.00	557.94	4,074.87	(74.87)	101.9%
511 60 45 00 Operating Rentals	0.00	0.00	0.00	0.00	0.0%
511 60 48 00 Repair/maintenance	0.00	0.00	187.41	(187.41)	0.0%
511 60 49 00 Miscellaneous	500.00	0.00	0.00	500.00	0.0%
511 60 49 01 Meetings, Training & Travel	3,000.00	35.00	2,424.57	575.43	80.8%
511 60 49 05 Credit Card Bank Fees-Clerk	0.00	0.00	0.00	0.00	0.0%
511 60 49 06 Dues	500.00	0.00	470.00	30.00	94.0%
511 60 49 10 Wellness Program	750.00	236.31	368.38	381.62	49.1%
514 40 51 00 Election Services	1,310.00	0.00	0.00	1,310.00	0.0%
514 40 51 80 Voter Registration	8,400.00	0.00	8,314.60	85.40	99.0%
511 Clerk & City Council	151,580.00	10,369.18	154,849.27	(3,269.27)	102.2%

512 Judicial

512 50 50 00 Cascade Court	15,000.00	3,085.40	13,186.35	1,813.65	87.9%
515 91 51 00 Public Defense	24,000.00	2,310.10	20,762.60	3,237.40	86.5%
512 Judicial	39,000.00	5,395.50	33,948.95	5,051.05	87.0%

513 Mayor

513 10 10 00 Salaries & Wages	15,600.00	1,300.00	15,500.00	100.00	99.4%
513 10 20 00 Social Security	1,200.00	66.64	1,017.79	182.21	84.8%
513 10 22 00 Medical Benefits	500.00	402.61	1,880.84	(1,380.84)	376.2%
513 10 23 00 L & I	55.00	0.00	64.31	(9.31)	116.9%
513 10 31 00 Supplies	500.00	0.00	380.07	119.93	76.0%
513 10 41 00 Professional Services	0.00	0.00	32.44	(32.44)	0.0%
513 10 41 02 Town Hall Mtgs And Surveys	0.00	0.00	0.00	0.00	0.0%
513 10 42 00 Communications	640.00	112.86	674.50	(34.50)	105.4%
513 10 42 01 Mayor's Newsletter	4,050.00	0.00	5,011.74	(961.74)	123.7%
513 10 49 00 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
513 10 49 01 Meetings, Training & Travel	3,000.00	40.00	145.00	2,855.00	4.8%
513 10 49 02 Volunteer Appreciation	575.00	0.00	643.07	(68.07)	111.8%
513 Mayor	26,120.00	1,922.11	25,349.76	770.24	97.1%

514 Administration

514 23 10 00 Salaries & Wages	392,625.00	30,053.16	380,765.74	11,859.26	97.0%
514 23 11 00 Overtime	1,503.00	0.00	229.93	1,273.07	15.3%
514 23 20 00 Social Security	30,035.00	2,278.79	28,887.77	1,147.23	96.2%
514 23 21 00 Retirement	42,945.00	3,698.37	43,026.51	(81.51)	100.2%
514 23 22 00 Medical Benefits	87,740.00	6,569.15	81,856.68	5,883.32	93.3%
514 23 23 00 L & I	1,215.00	0.00	1,456.47	(241.47)	119.9%
514 23 23 01 Awc Retro Program	1,655.00	(961.00)	4,902.71	(3,247.71)	296.2%
514 23 24 00 Unemployment Insurance	2,400.00	0.00	726.98	1,673.02	30.3%
514 23 31 00 Supplies	4,000.00	516.23	1,027.14	2,972.86	25.7%
514 23 32 00 Fuel	100.00	0.00	0.00	100.00	0.0%
514 23 35 00 Small Equipment	500.00	0.00	755.74	(255.74)	151.1%
514 23 41 00 Professional Services	62,250.00	9,782.02	71,580.95	(9,330.95)	115.0%
514 23 41 01 Payroll Leave Contingency	0.00	0.00	0.00	0.00	0.0%
514 23 41 02 Budget Adjustment Placeholde	0.00	0.00	0.00	0.00	0.0%
514 23 41 03 Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
514 23 41 04 CPG Grant - Clean Up Day	0.00	0.00	1,625.86	(1,625.86)	0.0%
514 23 42 00 Communications	3,600.00	666.18	2,217.76	1,382.24	61.6%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 5

001 General Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
514 Administration					
514 23 44 00 Advertising	500.00	0.00	478.96	21.04	95.8%
514 23 45 00 Operating Rentals	16,500.00	394.10	18,431.60	(1,931.60)	111.7%
514 23 48 00 Repair/maintenance	8,000.00	0.00	187.41	7,812.59	2.3%
514 23 49 00 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
514 23 49 01 Meetings, Training & Travel	5,500.00	0.00	3,046.49	2,453.51	55.4%
514 23 49 04 Credit Card Fees-Utilities	1,200.00	0.00	0.00	1,200.00	0.0%
514 23 49 05 Credit Card Bank Fees-Admin/Finance	0.00	175.95	1,908.95	(1,908.95)	0.0%
514 23 49 06 Dues	1,100.00	0.00	1,165.00	(65.00)	105.9%
514 23 51 00 State Audit	24,000.00	279.30	21,579.88	2,420.12	89.9%
514 Administration	687,368.00	53,452.25	665,858.53	21,509.47	96.9%

515 Legal Services

515 30 41 00 Professional Services	0.00	4,311.50	10,573.91	(10,573.91)	0.0%
515 30 41 01 City Attorney	66,820.00	3,411.00	47,557.57	19,262.43	71.2%
515 30 41 02 Litigation	10,000.00	0.00	170.00	9,830.00	1.7%
515 31 51 00 Prosecuting Attorney	10,000.00	0.00	9,752.36	247.64	97.5%
515 Legal Services	86,820.00	7,722.50	68,053.84	18,766.16	78.4%

518 Building & Grounds

518 30 10 00 Salaries & Wages	64,500.00	5,418.82	64,413.64	86.36	99.9%
518 30 11 00 Overtime	500.00	19.44	627.02	(127.02)	125.4%
518 30 20 00 Social Security	4,935.00	413.37	4,943.26	(8.26)	100.2%
518 30 21 00 Retirement	7,165.00	690.66	7,657.13	(492.13)	106.9%
518 30 22 00 Medical Benefits	20,355.00	1,333.61	16,084.67	4,270.33	79.0%
518 30 23 00 L & I	995.00	0.00	1,136.22	(141.22)	114.2%
518 30 24 00 Unemployment Insurance	325.00	0.00	127.06	197.94	39.1%
518 30 31 00 Supplies	5,000.00	584.95	3,843.75	1,156.25	76.9%
518 30 31 05 Uniforms	500.00	185.78	548.01	(48.01)	109.6%
518 30 32 00 Fuel	2,000.00	760.35	3,607.16	(1,607.16)	180.4%
518 30 35 00 Small Tools	300.00	0.00	42.36	257.64	14.1%
518 30 41 00 Professional Services	15,000.00	294.55	12,767.02	2,232.98	85.1%
518 30 42 00 Communications	400.00	131.02	556.84	(156.84)	139.2%
518 30 44 00 Advertising	0.00	0.00	0.00	0.00	0.0%
518 30 47 00 Utilities	12,000.00	2,663.22	13,240.52	(1,240.52)	110.3%
518 30 47 02 Rental Expense	300.00	0.00	261.84	38.16	87.3%
518 30 48 00 Repairs/maintenance	7,500.00	40.61	5,302.17	2,197.83	70.7%
518 30 48 01 Pw Building Repair	0.00	0.00	0.00	0.00	0.0%
518 30 49 01 Meetings, Training & Travel	300.00	0.00	109.16	190.84	36.4%
518 90 42 02 Passport Postage	0.00	186.49	2,130.15	(2,130.15)	0.0%
518 90 50 05 OMWBE Dues	0.00	0.00	100.00	(100.00)	0.0%
518 Building & Grounds	142,075.00	12,722.87	137,497.98	4,577.02	96.8%

519 General Government Services

518 30 31 90 General Gov't Office Supplie	5,000.00	288.75	4,134.37	865.63	82.7%
518 30 35 90 Other General Governmental Services (SA) - Small Tools And Minor Equipment	0.00	0.00	0.00	0.00	0.0%
518 30 46 00 Insurance	33,000.00	0.00	32,808.25	191.75	99.4%
518 30 48 90 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.0%
518 30 64 01 Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
518 90 42 00 General Gov't Communications	15,000.00	0.00	7,818.76	7,181.24	52.1%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 6

001 General Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
519 General Government Services					
518 90 50 01 Awc Dues	4,500.00	0.00	4,211.00	289.00	93.6%
518 90 50 02 Puget Sound Regional Council	2,077.00	0.00	4,198.00	(2,121.00)	202.1%
518 90 50 03 Snohomish County Tomorrow	1,200.00	0.00	1,292.00	(92.00)	107.7%
518 90 50 04 Puget Sound Clean Air Agency	4,610.00	0.00	4,506.00	104.00	97.7%
518 90 50 06 Snohomish Health District	6,635.00	0.00	6,635.03	(0.03)	100.0%
518 90 53 00 B&o Tax	400.00	30.60	632.24	(232.24)	158.1%
519 General Government Services	72,422.00	319.35	66,235.65	6,186.35	91.5%

521 Law Enforcement

521 10 10 00 Salaries & Wages	133,965.00	10,168.15	125,647.54	8,317.46	93.8%
521 10 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
521 10 20 00 Social Security	10,250.00	764.38	9,518.31	731.69	92.9%
521 10 21 00 Retirement	13,525.00	1,289.05	14,273.48	(748.48)	105.5%
521 10 22 00 Medical Benefits	39,220.00	4,608.41	46,307.60	(7,087.60)	118.1%
521 10 23 00 L & I	500.00	0.00	514.26	(14.26)	102.9%
521 10 24 00 Unemployment Insurance	1,000.00	0.00	237.50	762.50	23.8%
521 10 31 00 Supplies	1,800.00	117.75	1,361.88	438.12	75.7%
521 10 31 01 Supplies - Nat'l Night Out	3,500.00	0.00	1,053.20	2,446.80	30.1%
521 10 31 02 Training Supplies	275.00	0.00	0.00	275.00	0.0%
521 10 32 00 Fuel	175.00	0.00	0.00	175.00	0.0%
521 10 33 50 Small Equipment	3,000.00	0.00	42.87	2,957.13	1.4%
521 10 35 01 Uniforms	450.00	0.00	0.00	450.00	0.0%
521 10 41 00 Professional Services	400.00	44.78	557.93	(157.93)	139.5%
521 10 41 01 Legal	0.00	0.00	0.00	0.00	0.0%
521 10 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
521 10 45 00 Rentals And Leases	500.00	166.00	166.00	334.00	33.2%
521 10 47 00 Utilities	10,000.00	1,899.47	8,082.65	1,917.35	80.8%
521 10 48 03 Repair\maintenance	1,000.00	0.00	59.65	940.35	6.0%
521 10 49 00 Miscellaneous	1,000.00	0.00	120.62	879.38	12.1%
521 10 49 02 Dues	700.00	25.00	140.00	560.00	20.0%
521 10 49 03 Meeting, Training & Travel	1,500.00	0.00	1,033.64	466.36	68.9%
521 10 49 05 Credit Card Bank Fees-Law Enf	100.00	0.00	0.00	100.00	0.0%
521 10 51 01 Narcotics Task Force	2,190.00	0.00	438.00	1,752.00	20.0%
521 10 51 02 Intergovernmental Agreements	1,666,370.00	277,728.50	1,665,548.67	821.33	100.0%
521 10 51 03 Sno Pac Dispatch	88,075.00	13,898.58	86,953.36	1,121.64	98.7%
521 10 51 04 Sers Maint. & Operating	22,540.00	0.00	20,854.00	1,686.00	92.5%
521 10 51 05 Animal Control	2,000.00	185.00	1,850.00	150.00	92.5%
521 Law Enforcement	2,004,535.00	310,895.07	1,984,761.16	19,773.84	99.0%

522 Fire Control

522 22 10 00 Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
522 22 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
522 22 20 00 Social Security	0.00	0.00	0.00	0.00	0.0%
522 22 21 00 Retirement	0.00	0.00	0.00	0.00	0.0%
522 22 22 00 Medical Benefits	0.00	0.00	0.00	0.00	0.0%
522 22 23 00 L & I	0.00	0.00	0.00	0.00	0.0%
522 22 24 00 Unemployment Insurance	0.00	0.00	0.00	0.00	0.0%
522 22 31 00 Supplies	0.00	0.00	0.00	0.00	0.0%
522 22 32 00 Fuel	0.00	0.00	0.00	0.00	0.0%
522 22 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%
522 22 35 01 Uniforms	0.00	0.00	0.00	0.00	0.0%
522 22 41 00 Professional Services	0.00	0.00	517.50	(517.50)	0.0%
522 22 42 00 Communications	0.00	0.00	0.00	0.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 7

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
522 Fire Control						
522 22 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
522 22 45 00	Rentals	0.00	0.00	0.00	0.00	0.0%
522 22 47 00	Utilities	0.00	0.00	0.00	0.00	0.0%
522 22 48 00	Repair/maintenance	5,000.00	0.00	0.00	5,000.00	0.0%
522 22 48 07	Vehicle Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 49 01	Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
522 22 49 02	Dues	0.00	0.00	0.00	0.00	0.0%
522 22 51 00	Sno Pac Dispatch	0.00	0.00	0.00	0.00	0.0%
522 22 51 04	Sers Maint. & Operating	0.00	0.00	0.00	0.00	0.0%
522 22 51 10	Administrative Serv Contract	1,493,479.50	0.00	1,491,201.59	2,277.91	99.8%
522 22 51 15	Pt Firefighter Interlocal	0.00	0.00	0.00	0.00	0.0%
522 22 51 20	Firefighter Officer Interloc	0.00	0.00	0.00	0.00	0.0%
522 22 51 25	EMPG Exp - Pass Thru To N County	0.00	0.00	0.00	0.00	0.0%
522 Fire Control		1,498,479.50	0.00	1,491,719.09	6,760.41	99.5%
523 Jail Costs						
523 50 51 00	County Jail	86,000.00	9,162.90	67,808.09	18,191.91	78.8%
523 Jail Costs		86,000.00	9,162.90	67,808.09	18,191.91	78.8%
525 Emergency Services						
525 10 49 00	2010 Flood Emergency	0.00	0.00	0.00	0.00	0.0%
525 10 49 01	Emergency Services - Prof Svcs	0.00	0.00	0.00	0.00	0.0%
525 10 51 05	Emergency Services-D.e.m.(gen Govnt)	8,145.00	0.00	7,837.16	307.84	96.2%
525 10 51 11	Emergency Services Manager	0.00	0.00	0.00	0.00	0.0%
525 Emergency Services		8,145.00	0.00	7,837.16	307.84	96.2%
526 Ambulance/Rescue/Emerg Aid						
526 20 51 00	Ambulance Services Contract	0.00	0.00	0.00	0.00	0.0%
526 Ambulance/Rescue/Emerg Aid		0.00	0.00	0.00	0.00	0.0%
558 Planning & Community Devel						
558 60 41 02	Powerman Duathalon	0.00	0.00	0.00	0.00	0.0%
558 60 41 03	Tourism Promotion & Marketing	50,500.00	5,800.00	46,914.17	3,585.83	92.9%
558 Planning & Community Devel		50,500.00	5,800.00	46,914.17	3,585.83	92.9%
559 Community Development						
558 60 10 00	Salaries & Wages	391,419.00	25,404.94	343,906.26	47,512.74	87.9%
558 60 11 00	Overtime	550.00	0.00	0.00	550.00	0.0%
558 60 20 00	Social Security	33,056.00	1,915.97	26,064.93	6,991.07	78.9%
558 60 21 00	Retirement	44,006.00	3,203.71	39,248.31	4,757.69	89.2%
558 60 22 00	Medical Benefits	76,546.00	7,588.64	84,114.22	(7,568.22)	109.9%
558 60 23 00	L & I	1,215.00	0.00	1,227.46	(12.46)	101.0%
558 60 24 00	Unemployment Insurance	2,300.00	0.00	706.58	1,593.42	30.7%
558 60 31 00	Supplies	3,600.00	362.07	940.83	2,659.17	26.1%
558 60 32 00	Fuel	650.00	0.00	0.00	650.00	0.0%
558 60 35 00	Small Equipment	2,700.00	1,036.38	2,461.03	238.97	91.1%
558 60 41 00	Professional Services	125,000.00	1,012.50	42,925.97	82,074.03	34.3%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 8

001 General Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
559 Community Development					
558 60 41 01 Economic Development	9,000.00	0.00	7,010.00	1,990.00	77.9%
558 60 42 00 Communications	2,000.00	225.72	1,519.53	480.47	76.0%
558 60 44 00 Advertising	2,500.00	1,056.17	2,997.43	(497.43)	119.9%
558 60 45 00 Rentals	0.00	0.00	136.83	(136.83)	0.0%
558 60 48 00 Repairs & Maintenance	400.00	0.00	0.00	400.00	0.0%
558 60 49 00 Meetings, Training & Travel	5,000.00	231.73	3,490.21	1,509.79	69.8%
558 60 49 01 Meetings, Training & Travel- DON'T USE	0.00	0.00	0.00	0.00	0.0%
558 60 49 02 Dues	4,000.00	95.00	3,533.00	467.00	88.3%
558 60 49 03 Printing	800.00	0.00	348.98	451.02	43.6%
558 60 49 05 Credit Card Bank Fees-CD	1,000.00	0.00	0.00	1,000.00	0.0%
558 60 51 00 Intergov't Prof. Services	2,500.00	0.00	0.00	2,500.00	0.0%
559 60 10 00 Salaries & Wages - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 20 00 Social Security- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 21 00 Retirement- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 22 00 Medical Benefits- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 23 00 L & I - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 24 00 Unemployment Insurance- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 31 00 Supplies- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 32 00 Fuel - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 35 00 Small Equipment - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 41 00 Professional Services - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 42 00 Communications - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 48 00 Repairs/maintenance - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 49 00 Miscellaneous - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 49 03 Dues - DON'T USE	0.00	0.00	0.00	0.00	0.0%

559 Community Development	708,242.00	42,132.83	560,631.57	147,610.43	79.2%
---------------------------	------------	-----------	------------	------------	-------

566 Substance Abuse

566 00 51 00 Liquor Board Excise Tax	1,500.00	0.00	1,310.75	189.25	87.4%
566 Substance Abuse	1,500.00	0.00	1,310.75	189.25	87.4%

572 Libraries

572 10 47 00 Utilities	12,000.00	1,970.44	11,413.40	586.60	95.1%
572 10 48 00 Repair/maintenance	2,000.00	681.20	681.20	1,318.80	34.1%
572 10 51 00 Sno Isle Contract	0.00	0.00	0.00	0.00	0.0%
572 Libraries	14,000.00	2,651.64	12,094.60	1,905.40	86.4%

576 Park Facilities

576 80 10 00 Salaries & Wages	131,725.00	9,868.72	128,928.93	2,796.07	97.9%
576 80 11 00 Overtime	2,000.00	19.42	1,448.63	551.37	72.4%
576 80 20 00 Social Security	10,075.00	752.80	9,929.54	145.46	98.6%
576 80 21 00 Retirement	13,325.00	1,255.79	13,951.29	(626.29)	104.7%
576 80 22 00 Medical Benefits	34,740.00	2,621.34	31,577.86	3,162.14	90.9%
576 80 23 00 L & I	3,530.00	0.00	3,693.31	(163.31)	104.6%
576 80 24 00 Unemployment Insurance	700.00	0.00	254.66	445.34	36.4%
576 80 31 00 Supplies	10,000.00	2,116.92	9,928.90	71.10	99.3%
576 80 32 00 Fuel	4,500.00	760.34	3,607.15	892.85	80.2%
576 80 35 00 Small Equipment	1,000.00	0.00	42.36	957.64	4.2%

Time: 17:19:06 Date: 01/18/2018
Page: 9

999 Ending Balance

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 10

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 80 00 00	Restricted Ending Cash & Inv	0.00	0.00	0.00	0.00	0.0%
508 80 00 01	Ending Cash & Investments	2,474,510.00	0.00	0.00	2,474,510.00	0.0%
508 80 00 02	Ending Cash	590.00	0.00	0.00	590.00	0.0%
999 Ending Balance		2,475,100.00	0.00	0.00	2,475,100.00	0.0%
Fund Expenditures:		9,103,943.50	530,469.07	6,325,480.58	2,778,462.92	69.5%
Fund Excess/(Deficit):		0.50	(160,654.43)	3,170,299.12		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 11

101 Street Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 01 01	Beginning Cash & Investments	209,221.00	0.00	209,220.58	0.42	100.0%
	308 Beginning Balances	209,221.00	0.00	209,220.58	0.42	100.0%

310 Taxes

311 10 01 01	Property Taxes - Street 8%	196,046.00	(1,657.96)	199,287.98	(3,241.98)	101.7%
	310 Taxes	196,046.00	(1,657.96)	199,287.98	(3,241.98)	101.7%

320 Licenses & Permits

321 91 00 10	WM - Street Maintenance Fee	18,250.00	0.00	17,241.46	1,008.54	94.5%
322 90 00 03	Right Of Way And Utility Permits	0.00	0.00	0.00	0.00	0.0%
	320 Licenses & Permits	18,250.00	0.00	17,241.46	1,008.54	94.5%

330 State Generated Revenues

336 00 71 00	Multimodal Transportation	3,400.00	2,378.72	6,979.51	(3,579.51)	205.3%
336 00 87 00	Mvft Unrestricted Fuel Tax	130,000.00	13,742.04	143,767.18	(13,767.18)	110.6%
	330 State Generated Revenues	133,400.00	16,120.76	150,746.69	(17,346.69)	113.0%

340 Charges For Services

344 10 00 00	Adopt A Street Fees	0.00	0.00	0.00	0.00	0.0%
344 10 00 01	Misc. Charges For Services	0.00	0.00	405.00	(405.00)	0.0%
344 10 51 01	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
349 00 00 01	Interfund Charge - TBD	0.00	0.00	0.00	0.00	0.0%
	340 Charges For Services	0.00	0.00	405.00	(405.00)	0.0%

360 Misc Revenues

361 11 01 01	State Pool/cd Interest	100.00	206.55	982.51	(882.51)	982.5%
369 91 01 01	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
398 00 01 01	Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	100.00	206.55	982.51	(882.51)	982.5%

397 Interfund Transfers

397 00 00 00	Transfer In From GF	35,000.00	8,750.00	35,000.00	0.00	100.0%
397 00 01 03	Trfr From Street Const (103)	0.00	0.00	0.00	0.00	0.0%
397 00 02 03	Transfer In From Lid Guarantee	0.00	0.00	0.00	0.00	0.0%
397 01 01 20	Transfer In From Reet (120)	0.00	0.00	0.00	0.00	0.0%
397 02 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 07 06 77	Transfer In From TBD	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	35,000.00	8,750.00	35,000.00	0.00	100.0%

Fund Revenues:	592,017.00	23,419.35	612,884.22	(20,867.22)	103.5%
-----------------------	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

542 Streets - Maintenance

542 30 10 00	Salaries & Wages	143,660.00	10,744.20	143,139.29	520.71	99.6%
--------------	------------------	------------	-----------	------------	--------	-------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 12

101 Street Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
542 Streets - Maintenance						
542 30 11 00	Overtime	1,200.00	19.44	1,461.38	(261.38)	121.8%
542 30 20 00	Social Security	10,990.00	820.21	11,009.18	(19.18)	100.2%
542 30 21 00	Retirement	14,330.00	1,354.75	15,331.34	(1,001.34)	107.0%
542 30 22 00	Medical Benefits	34,910.00	2,605.10	32,117.66	2,792.34	92.0%
542 30 23 00	L & I	3,310.00	0.00	3,500.21	(190.21)	105.7%
542 30 24 00	Unemployment Insurance	500.00	0.00	284.61	215.39	56.9%
542 30 31 00	Supplies	20,000.00	5,316.99	22,821.53	(2,821.53)	114.1%
542 30 31 03	Uniforms	1,000.00	120.57	482.79	517.21	48.3%
542 30 32 00	Fuel	6,000.00	760.34	3,607.15	2,392.85	60.1%
542 30 35 00	Small Tools & Equipment	400.00	0.00	159.28	240.72	39.8%
542 30 35 01	Adopt A Street Signs	0.00	0.00	37.07	(37.07)	0.0%
542 30 41 00	Professional Services	15,000.00	0.00	12,775.36	2,224.64	85.2%
542 30 42 00	Communications	3,000.00	149.20	1,015.00	1,985.00	33.8%
542 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
542 30 45 00	Rentals	500.00	0.00	0.00	500.00	0.0%
542 30 46 00	Insurance	19,055.00	0.00	19,653.45	(598.45)	103.1%
542 30 46 10	Payments To Claimants	0.00	0.00	0.00	0.00	0.0%
542 30 47 00	Utilities	60,000.00	9,960.46	61,270.40	(1,270.40)	102.1%
542 30 47 01	Street Lighting DO NOT USE	0.00	(1,093.45)	0.00	0.00	0.0%
542 30 48 00	Repair/maintenance	15,000.00	4,741.83	22,184.56	(7,184.56)	147.9%
542 30 49 00	Miscellaneous	200.00	0.00	0.00	200.00	0.0%
542 30 49 01	Meetings, Training & Travel	1,000.00	120.00	1,011.42	(11.42)	101.1%
542 30 49 03	Dues	100.00	0.00	207.16	(107.16)	207.2%
542 30 50 00	Sno Co PW Striping	15,000.00	0.00	8,765.92	6,234.08	58.4%
542 Streets - Maintenance		365,155.00	35,619.64	360,834.76	4,320.24	98.8%
594 Capital Expenditures						
595 30 63 00	Misc Capital Projects - TBD	0.00	0.00	0.00	0.00	0.0%
595 30 63 10	Right Of Way Const. & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 07	Transfer Out To Equip Resrv	108,545.00	108,545.00	108,545.00	0.00	100.0%
597 Interfund Transfers		108,545.00	108,545.00	108,545.00	0.00	100.0%
999 Ending Balance						
508 80 01 01	Ending Balance	118,317.00	0.00	0.00	118,317.00	0.0%
999 Ending Balance		118,317.00	0.00	0.00	118,317.00	0.0%
Fund Expenditures:		592,017.00	144,164.64	469,379.76	122,637.24	79.3%
Fund Excess/(Deficit):		0.00	(120,745.29)	143,504.46		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 13

102 Street Impact Fee Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 02	Reserved Beginning Cash & Investments	641,811.00	0.00	641,810.63	0.37	100.0%
308 80 01 02	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		641,811.00	0.00	641,810.63	0.37	100.0%

330 State Generated Revenues

333 20 20 00	Fhwa And Wsdot Grant	0.00	0.00	0.00	0.00	0.0%
333 97 01 02	Wsdot Arra Grant	0.00	0.00	0.00	0.00	0.0%
334 00 20 00	Puget Sound Reg Council Gran	0.00	0.00	0.00	0.00	0.0%
334 03 80 00	Tib - 267th St Nw	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

340 Charges For Services

345 85 01 02	Street Impact Fees	130,460.00	7,047.86	249,796.15	(119,336.15)	191.5%
340 Charges For Services		130,460.00	7,047.86	249,796.15	(119,336.15)	191.5%

360 Misc Revenues

361 11 01 02	State Pool/cd Interest	500.00	1,213.62	5,304.12	(4,804.12)	*****%
369 91 01 02	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		500.00	1,213.62	5,304.12	(4,804.12)	*****%

397 Interfund Transfers

397 00 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:		772,771.00	8,261.48	896,910.90	(124,139.90)	116.1%
-----------------------	--	-------------------	-----------------	-------------------	---------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
--------------	--	--------------	----------	-----	-----------	--

519 General Government Services

519 20 40 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
519 General Government Services		0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

595 10 41 00	Prof Serv 267th & Pioneer	0.00	0.00	0.00	0.00	0.0%
595 10 41 01	Engineering Pioneer Hwy Slid	0.00	0.00	0.00	0.00	0.0%
595 10 41 02	Prof Serv 270th Reconstructi	0.00	0.00	0.00	0.00	0.0%
595 10 41 03	St-1 68th Wetland Mitig	0.00	0.00	0.00	0.00	0.0%
595 10 41 04	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 10 41 05	Engineering 272nd Reconstruction	0.00	0.00	0.00	0.00	0.0%
595 10 63 01	Engineering 68th St Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 20 61 00	267th St Nw - Land & Land Im	0.00	0.00	0.00	0.00	0.0%
595 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
595 30 63 15	St-1 68th Ave Nw 270th St	0.00	0.00	0.00	0.00	0.0%
595 30 63 30	St-2 267th St Nw Reconstruct	0.00	0.00	0.00	0.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 14

102 Street Impact Fee Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
595 30 63 40	St-4 270th Recon 97th-94th	0.00	0.00	0.00	0.00	0.0%
595 30 63 50	St-3 SR532 & 98th-104th	0.00	0.00	0.00	0.00	0.0%
595 30 63 60	Pioneer Hwy Slide Fhwa Const	0.00	0.00	0.00	0.00	0.0%
595 30 63 70	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 80	St-17 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 61 63 01	80th Ave Reconst Sidewals/Paths	0.00	0.00	0.00	0.00	0.0%
595 90 00 10	Salaries And Benefits	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 03	Transfer Out To St Const (103)	511,000.00	155,500.00	455,500.00	55,500.00	89.1%
597 Interfund Transfers		511,000.00	155,500.00	455,500.00	55,500.00	89.1%
999 Ending Balance						
508 10 01 02	Reserved Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 02	Ending Cash & Investments	261,771.00	0.00	0.00	261,771.00	0.0%
999 Ending Balance		261,771.00	0.00	0.00	261,771.00	0.0%
Fund Expenditures:		772,771.00	155,500.00	455,500.00	317,271.00	58.9%
Fund Excess/(Deficit):		0.00	(147,238.52)	441,410.90		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 15

103 Street Construction Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 01 03	Beginning Cash & Investments	127,041.00	0.00	127,041.47	(0.47)	100.0%
	308 Beginning Balances	127,041.00	0.00	127,041.47	(0.47)	100.0%

330 State Generated Revenues

333 04 20 00	US Dept Of Commerce - Safe Routes	316,370.00	0.00	0.00	316,370.00	0.0%
333 20 00 00	FHWA/WSDOT Grant	0.00	0.00	156,550.00	(156,550.00)	0.0%
333 20 00 03	WSDOT / FHA 90th Ave NW	0.00	0.00	0.00	0.00	0.0%
333 20 00 04	RTCC - Viking Way	350,000.00	0.00	24,292.87	325,707.13	6.9%
333 97 01 03	WSDOT ARRA Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 00	State Grants	0.00	0.00	0.00	0.00	0.0%
334 03 60 01	WSDOT SR 532 Beautification Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 02	WSDOT Safe Routes	157,750.00	0.00	0.00	157,750.00	0.0%
334 03 80 01	TIB - 68th Sidewalk	0.00	0.00	0.00	0.00	0.0%
334 03 80 02	TIB - 276th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 03	TIB - CHAP Pioneer Hwy Overlay	342,900.00	0.00	278,591.76	64,308.24	81.2%
334 03 80 04	TIB 88th Overlay	214,768.00	0.00	160,722.48	54,045.52	74.8%
334 03 80 05	TIB 271st St 94th-SR532	253,932.00	0.00	160,722.48	93,209.52	63.3%
334 03 80 06	TIB Pioneer Hwy/72nd -City Limits	208,457.00	0.00	151,110.40	57,346.60	72.5%
334 03 80 07	Transportation Improvement Board (TIB)	0.00	0.00	0.00	0.00	0.0%
334 04 20 01	Dept Of Commerce - SRTS	0.00	235,741.10	235,741.10	(235,741.10)	0.0%
	330 State Generated Revenues	1,844,177.00	235,741.10	1,167,731.09	676,445.91	63.3%

360 Misc Revenues

361 11 01 03	State Pool/cd Interest	100.00	0.62	306.56	(206.56)	306.6%
369 40 00 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
369 91 01 03	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	100.00	0.62	306.56	(206.56)	306.6%

397 Interfund Transfers

397 00 03 05	Transfer In From Const (305)	1,383.00	0.00	1,382.33	0.67	100.0%
397 01 01 02	Transfer In From St Impact (102)	511,000.00	155,500.00	455,500.00	55,500.00	89.1%
397 01 01 03	Transfer From TBD	265,562.00	116,390.00	240,563.00	24,999.00	90.6%
	397 Interfund Transfers	777,945.00	271,890.00	697,445.33	80,499.67	89.7%

Fund Revenues:	2,749,263.00	507,631.72	1,992,524.45	756,738.55	72.5%
-----------------------	---------------------	-------------------	---------------------	-------------------	--------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

594 Capital Expenditures

595 10 41 06	St-1 68th Wetland Mitigation	0.00	0.00	0.00	0.00	0.0%
595 10 61 06	New Sidewalk/Trail Installation	50,000.00	0.00	3,415.25	46,584.75	6.8%
595 10 61 07	Sidewalk Repair	0.00	0.00	0.00	0.00	0.0%
595 10 63 02	Eng 68th St Sidewalk Construction	585,120.00	47,019.82	587,767.65	(2,647.65)	100.5%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 16

103 Street Construction Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
595 10 63 03	Downtown Street & Sidewalk Imp.	20,000.00	0.00	0.00	20,000.00	0.0%
595 10 63 04	Wayfinding Signs	5,000.00	0.00	0.00	5,000.00	0.0%
595 10 63 07	276th Sidewalk Const (TIB)	0.00	0.00	0.00	0.00	0.0%
595 10 63 08	Viking Way Eng	50,000.00	0.00	3,146.05	46,853.95	6.3%
595 10 63 09	Viking Way ROW	700,000.00	5,413.00	39,901.78	660,098.22	5.7%
595 30 63 05	Misc Capital Projects	25,000.00	0.00	395.71	24,604.29	1.6%
595 30 63 06	Right Of Way Const & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 63 07	Pioneer Hwy Slide	0.00	0.00	0.00	0.00	0.0%
595 30 63 08	SR 532 Beautification	0.00	0.00	0.00	0.00	0.0%
595 30 63 09	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 11	Saratoga Right Of Way	0.00	0.00	0.00	0.00	0.0%
595 30 63 12	Pioneer Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 13	Viking Way Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 14	Pioneer Hwy Overlay -CHAP	359,805.00	23,173.63	288,088.46	71,716.54	80.1%
595 30 63 16	271st St 94th-SR532 TIB	316,522.00	9,222.92	222,071.26	94,450.74	70.2%
595 30 63 17	88th/SR532-Florence (84th Ave) TIB	266,151.00	9,222.92	222,071.26	44,079.74	83.4%
595 30 63 18	Pioneer Hwy Overlay/72nd-City Limits TIB	258,330.00	9,222.92	210,388.09	47,941.91	81.4%
595 30 63 19	Cedarhome Dr. Overlay	0.00	1,778.05	1,778.05	(1,778.05)	0.0%
595 30 63 22	92nd Ave Overlay	0.00	1,778.05	1,778.05	(1,778.05)	0.0%
595 30 63 23	102nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 24	SR 532/Ovenell Access	0.00	0.00	0.00	0.00	0.0%
595 30 63 25	Downtown Conn Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 26	SR 532/Corridor Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 27	102nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 28	92nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 29	72nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		2,635,928.00	106,831.31	1,580,801.61	1,055,126.39	60.0%
597 Interfund Transfers						
597 01 01 01	Trfr Out To Streets (101)	0.00	0.00	0.00	0.00	0.0%
597 01 03 05	Trfr Out To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 80 01 03	Ending Cash & Investments	113,335.00	0.00	0.00	113,335.00	0.0%
999 Ending Balance		113,335.00	0.00	0.00	113,335.00	0.0%
Fund Expenditures:		2,749,263.00	106,831.31	1,580,801.61	1,168,461.39	57.5%
Fund Excess/(Deficit):		0.00	400,800.41	411,722.84		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 17

104 Park Improvement Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 01 04	Beginning Cash & Investments	138,085.00	0.00	138,085.24	(0.24)	100.0%
	308 Beginning Balances	138,085.00	0.00	138,085.24	(0.24)	100.0%

330 State Generated Revenues

334 02 40 00	ALEA Grant	0.00	0.00	0.00	0.00	0.0%
334 02 70 00	WWRP Grant	0.00	0.00	0.00	0.00	0.0%
337 00 00 01	Hamilton Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 02	Ovenell Conservation Futures	0.00	0.00	0.00	0.00	0.0%
	330 State Generated Revenues	0.00	0.00	0.00	0.00	0.0%

340 Charges For Services

345 85 01 04	Park Impact Fees	0.00	0.00	0.00	0.00	0.0%
	340 Charges For Services	0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 04	State Pool/cd Interest	250.00	315.96	1,312.23	(1,062.23)	524.9%
362 00 01 04	Rents And Leases	6,000.00	509.00	6,899.00	(899.00)	115.0%
367 00 00 01	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	6,250.00	824.96	8,211.23	(1,961.23)	131.4%

397 Interfund Transfers

397 00 10 20	Transfer In From REET (120)	0.00	0.00	0.00	0.00	0.0%
397 00 10 21	Transfer In From REET (121)	150,000.00	37,500.00	150,000.00	0.00	100.0%
	397 Interfund Transfers	150,000.00	37,500.00	150,000.00	0.00	100.0%

Fund Revenues:	294,335.00	38,324.96	296,296.47	(1,961.47)	100.7%
-----------------------	-------------------	------------------	-------------------	-------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

594 Capital Expenditures

594 76 61 01	Hamilton Park	47,500.00	0.00	11,563.50	35,936.50	24.3%
594 76 61 02	Ovenell	147,500.00	6,371.46	32,953.95	114,546.05	22.3%
594 76 61 03	Johnson Easement Purch	0.00	8,762.25	38,970.18	(38,970.18)	0.0%
594 76 61 21	Hamilton Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 01	River Access/Launch	0.00	0.00	0.00	0.00	0.0%
594 76 63 02	City Hall Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 03	Downtown Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 04	Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 15	Park Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 16	Skate Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 17	Church Creek Park	65,000.00	0.00	13,415.34	51,584.66	20.6%
594 76 63 18	Heritage Park Improvemments	0.00	14,889.50	45,699.28	(45,699.28)	0.0%
594 76 63 19	Non-motorized Trail	0.00	0.00	495.00	(495.00)	0.0%
594 76 63 20	New Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 21	Sebranke Property	0.00	0.00	0.00	0.00	0.0%
	594 Capital Expenditures	260,000.00	30,023.21	143,097.25	116,902.75	55.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 18

104 Park Improvement Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers					
597 05 02 05 Transfer To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 01 04 Ending Cash & Investments	34,335.00	0.00	0.00	34,335.00	0.0%
999 Ending Balance	34,335.00	0.00	0.00	34,335.00	0.0%
Fund Expenditures:	294,335.00	30,023.21	143,097.25	151,237.75	48.6%
Fund Excess/(Deficit):	0.00	8,301.75	153,199.22		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 19

105 Fire Impact Fees

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 05	Reserved Beginning Cash & Investments	56,206.00	0.00	56,206.24	(0.24)	100.0%
308 80 01 05	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		56,206.00	0.00	56,206.24	(0.24)	100.0%

340 Charges For Services

345 85 01 05	Fire Impact Fees	4,000.00	400.00	10,537.50	(6,537.50)	263.4%
340 Charges For Services		4,000.00	400.00	10,537.50	(6,537.50)	263.4%

360 Misc Revenues

361 11 01 05	State Pool/cd Interest	0.00	3.80	116.66	(116.66)	0.0%
360 Misc Revenues		0.00	3.80	116.66	(116.66)	0.0%

Fund Revenues:		60,206.00	403.80	66,860.40	(6,654.40)	111.1%
-----------------------	--	------------------	---------------	------------------	-------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
--------------	--	--------------	----------	-----	-----------	--

594 Capital Expenditures

594 85 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 04 02 05	Trsf Out To Debt Srvc Fire S	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 05	Reserved Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 05	Ending Cash & Investments	60,206.00	0.00	0.00	60,206.00	0.0%
999 Ending Balance		60,206.00	0.00	0.00	60,206.00	0.0%

Fund Expenditures:		60,206.00	0.00	0.00	60,206.00	0.0%
---------------------------	--	------------------	-------------	-------------	------------------	-------------

Fund Excess/(Deficit):		0.00	403.80	66,860.40		
-------------------------------	--	-------------	---------------	------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 20

106 Park Impact Fees

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 06	Reserved Beginning Cash & Investments	32,135.00	0.00	32,135.35	(0.35)	100.0%
308 80 01 06	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		32,135.00	0.00	32,135.35	(0.35)	100.0%

340 Charges For Services

345 85 01 06	Park Impact Fees	12,816.00	48,700.80	83,304.00	(70,488.00)	650.0%
340 Charges For Services		12,816.00	48,700.80	83,304.00	(70,488.00)	650.0%

360 Misc Revenues

361 11 01 06	State Pool/cd Interest	100.00	3.82	83.74	16.26	83.7%
360 Misc Revenues		100.00	3.82	83.74	16.26	83.7%

Fund Revenues:		45,051.00	48,704.62	115,523.09	(70,472.09)	256.4%
-----------------------	--	------------------	------------------	-------------------	--------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 00 04	Transfer To Park Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 10 01 06	Reserved Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 06	Ending Cash & Investments	45,051.00	0.00	0.00	45,051.00	0.0%
999 Ending Balance		45,051.00	0.00	0.00	45,051.00	0.0%
Fund Expenditures:		45,051.00	0.00	0.00	45,051.00	0.0%
Fund Excess/(Deficit):		0.00	48,704.62	115,523.09		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 21

107 Equipment Reserve Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 07	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 07	Beginning Cash & Investments	7,847.00	0.00	7,846.90	0.10	100.0%
308 Beginning Balances		7,847.00	0.00	7,846.90	0.10	100.0%

330 State Generated Revenues

334 00 30 00	State Equipment Grant	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 07	State Pool/cd Interest	100.00	0.45	15.31	84.69	15.3%
360 Misc Revenues		100.00	0.45	15.31	84.69	15.3%

390 Other Revenues

395 10 01 07	Proceeds From Sales Of Asset	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 01	General Gov't Equip Replacem	25,000.00	25,000.00	25,000.00	0.00	100.0%
397 01 01 01	Transfer In From Streets	108,545.00	108,545.00	108,545.00	0.00	100.0%
397 01 01 09	Transfer In Contingency (109)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		133,545.00	133,545.00	133,545.00	0.00	100.0%

Fund Revenues:		141,492.00	133,545.45	141,407.21	84.79	99.9%
-----------------------	--	-------------------	-------------------	-------------------	--------------	--------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
--------------	--	--------------	----------	-----	-----------	--

594 Capital Expenditures

594 00 64 02	Machinery & Equipment-police	0.00	0.00	0.00	0.00	0.0%
594 00 64 03	Machinery & Equipment-fire	0.00	0.00	0.00	0.00	0.0%
594 18 64 07	Machinery & Equipment -	6,000.00	0.00	0.00	6,000.00	0.0%
594 18 64 08	Machinery & Equipment - Parks	0.00	0.00	0.00	0.00	0.0%
594 19 64 09	Machinery & Equipment - Street	0.00	0.00	0.00	0.00	0.0%
594 19 64 10	Machinery & Equipment - B&G	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		6,000.00	0.00	0.00	6,000.00	0.0%

999 Ending Balance

508 10 01 07	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 07	Ending Cash & Investments	135,492.00	0.00	0.00	135,492.00	0.0%
999 Ending Balance		135,492.00	0.00	0.00	135,492.00	0.0%

Fund Expenditures:		141,492.00	0.00	0.00	141,492.00	0.0%
---------------------------	--	-------------------	-------------	-------------	-------------------	-------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 22

107 Equipment Reserve Fund

Fund Excess/(Deficit):	0.00	133,545.45	141,407.21
-------------------------------	-------------	-------------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 23

108 Transportation Sales Tax Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 10 01 08	Reserved Beginning Cash & Investments	297,320.00	0.00	297,319.88	0.12	100.0%
308 Beginning Balances		297,320.00	0.00	297,319.88	0.12	100.0%

310 Taxes

313 21 01 08	Public Transportation Systems Sales Tax	292,900.00	27,418.47	333,640.85	(40,740.85)	113.9%
310 Taxes		292,900.00	27,418.47	333,640.85	(40,740.85)	113.9%

330 State Generated Revenues

334 03 80 08	TIB Grant	252,321.00	0.00	252,320.93	0.07	100.0%
330 State Generated Revenues		252,321.00	0.00	252,320.93	0.07	100.0%

360 Misc Revenues

361 11 01 08	State Pool/cd Interest	1,000.00	902.43	3,337.96	(2,337.96)	333.8%
360 Misc Revenues		1,000.00	902.43	3,337.96	(2,337.96)	333.8%

Fund Revenues:		843,541.00	28,320.90	886,619.62	(43,078.62)	105.1%
-----------------------	--	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

543 Streets Admin & Overhead

543 30 10 08	Salaries & Wages	9,095.00	758.38	9,037.69	57.31	99.4%
543 30 11 08	Overtime	0.00	0.00	9.45	(9.45)	0.0%
543 30 20 08	Social Security	695.00	57.67	687.80	7.20	99.0%
543 30 21 08	Retirement	1,015.00	96.31	1,066.49	(51.49)	105.1%
543 30 22 08	Medical Benefits	3,310.00	191.67	2,300.03	1,009.97	69.5%
543 30 23 08	L & I	0.00	0.00	244.99	(244.99)	0.0%
543 30 24 08	Unemployment	100.00	0.00	17.78	82.22	17.8%
543 30 41 08	Professional Services	4,000.00	0.00	0.00	4,000.00	0.0%
543 30 44 08	Advertising	0.00	0.00	56.23	(56.23)	0.0%
543 30 49 08	Miscellaneous	1,000.00	0.00	0.00	1,000.00	0.0%
543 Streets Admin & Overhead		19,215.00	1,104.03	13,420.46	5,794.54	69.8%

594 Capital Expenditures

595 30 63 20	272nd (72nd - 86th) Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 21	Safe Routes To Schools	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 07 03 05	Transfer To Fund 305	190,000.00	0.00	190,000.00	0.00	100.0%
597 07 03 07	Transfer To Street Construction	265,562.00	116,390.00	240,563.00	24,999.00	90.6%
597 Interfund Transfers		455,562.00	116,390.00	430,563.00	24,999.00	94.5%

999 Ending Balance

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 24

108 Transportation Sales Tax Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 10 01 08	Reserved Ending Cash & Investments	368,764.00	0.00	0.00	368,764.00	0.0%
999 Ending Balance		368,764.00	0.00	0.00	368,764.00	0.0%
Fund Expenditures:		843,541.00	117,494.03	443,983.46	399,557.54	52.6%
Fund Excess/(Deficit):		0.00	(89,173.13)	442,636.16		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 25

109 Contingency Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 09	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 09	Beginning Cash & Investments	271,644.00	0.00	271,644.40	(0.40)	100.0%
308 Beginning Balances		271,644.00	0.00	271,644.40	(0.40)	100.0%

360 Misc Revenues

361 11 01 09	State Pool/cd Interest	1,500.00	527.29	2,137.32	(637.32)	142.5%
360 Misc Revenues		1,500.00	527.29	2,137.32	(637.32)	142.5%

397 Interfund Transfers

397 02 00 01	Transfer In From General Fun	10,000.00	2,500.00	10,000.00	0.00	100.0%
397 Interfund Transfers		10,000.00	2,500.00	10,000.00	0.00	100.0%

Fund Revenues:		283,144.00	3,027.29	283,781.72	(637.72)	100.2%
-----------------------	--	-------------------	-----------------	-------------------	-----------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 01 21	Transfer Out To REET1 (121)	0.00	0.00	0.00	0.00	0.0%
597 01 00 01	Contingency Transfer Out	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 10 01 09	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 09	Ending Cash & Investments	283,144.00	0.00	0.00	283,144.00	0.0%
999 Ending Balance		283,144.00	0.00	0.00	283,144.00	0.0%
Fund Expenditures:		283,144.00	0.00	0.00	283,144.00	0.0%

Fund Excess/(Deficit):	0.00	3,027.29	283,781.72
-------------------------------	-------------	-----------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 26

110 Building Improvement Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 10	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 10	Beginning Cash & Investments	302,632.00	0.00	302,631.69	0.31	100.0%
308 Beginning Balances		302,632.00	0.00	302,631.69	0.31	100.0%

330 State Generated Revenues

333 01 80 00	Hazard Mitigation Program Grant	0.00	0.00	0.00	0.00	0.0%
333 01 80 01	DOC - New CH Design	0.00	0.00	0.00	0.00	0.0%
334 01 80 02	DEM - State	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 10	State Pool/cd Interest	2,000.00	371.40	979.76	1,020.24	49.0%
367 00 01 10	Contributions & Donations	0.00	0.00	2,500.00	(2,500.00)	0.0%
369 40 01 10	Judgments And Settlements	0.00	3,683.76	3,683.76	(3,683.76)	0.0%
360 Misc Revenues		2,000.00	4,055.16	7,163.52	(5,163.52)	358.2%

397 Interfund Transfers

397 02 01 20	Transfer In REET 1 (120)	0.00	0.00	0.00	0.00	0.0%
397 04 00 01	Transfer In General Fund	638,525.00	0.00	638,115.44	409.56	99.9%
397 Interfund Transfers		638,525.00	0.00	638,115.44	409.56	99.9%

Fund Revenues:	943,157.00	4,055.16	947,910.65	(4,753.65)	100.5%
-----------------------	-------------------	-----------------	-------------------	-------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 18 62 10	Building Improvements	0.00	0.00	2,465.83	(2,465.83)	0.0%
594 18 62 11	New City Hall	25,000.00	99.00	4,813.75	20,186.25	19.3%
594 18 62 12	Elevate City Hall	0.00	0.00	0.00	0.00	0.0%
594 18 62 14	Library Improvements	25,000.00	0.00	19,891.11	5,108.89	79.6%
594 18 62 15	Fire Station Improvements	50,000.00	0.00	0.00	50,000.00	0.0%
594 18 62 16	Police Station Improvements	0.00	0.00	4,733.99	(4,733.99)	0.0%
594 Capital Expenditures		100,000.00	99.00	31,904.68	68,095.32	31.9%

597 Interfund Transfers

597 00 01 20	Transfer Out To Reet (120)	0.00	0.00	0.00	0.00	0.0%
597 05 01 21	Transfer Out To REET (121)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 10	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 10	Ending Cash & Investments	843,157.00	0.00	0.00	843,157.00	0.0%
999 Ending Balance		843,157.00	0.00	0.00	843,157.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 27

110 Building Improvement Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
Fund Expenditures:	943,157.00	99.00	31,904.68	911,252.32	3.4%
Fund Excess/(Deficit):	0.00	3,956.16	916,005.97		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 28

120 REET - Capital Improvements

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 20	Restricted Beginning Cash & Investments	287,542.00	0.00	287,542.43	(0.43)	100.0%
308 80 01 20	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		287,542.00	0.00	287,542.43	(0.43)	100.0%

310 Taxes

318 34 00 00	REET 1 - 1st Quarter Percent	228,000.00	12,708.65	282,541.23	(54,541.23)	123.9%
310 Taxes		228,000.00	12,708.65	282,541.23	(54,541.23)	123.9%

360 Misc Revenues

361 11 01 20	State Pool/cd Interest	500.00	836.61	2,849.24	(2,349.24)	569.8%
360 Misc Revenues		500.00	836.61	2,849.24	(2,349.24)	569.8%

397 Interfund Transfers

397 01 01 10	Transfer In From Bldg Impr 1	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:		516,042.00	13,545.26	572,932.90	(56,890.90)	111.0%
-----------------------	--	-------------------	------------------	-------------------	--------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
--------------	--	--------------	----------	-----	-----------	--

594 Capital Expenditures

594 76 61 20	Sebranke Property Purchase	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 01 04	Transfer Out To Park Imp (104)	0.00	0.00	0.00	0.00	0.0%
597 00 01 10	Transfer Out To Bldg (110)	0.00	0.00	0.00	0.00	0.0%
597 02 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 03 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 20	Ending Cash & Investments	516,042.00	0.00	0.00	516,042.00	0.0%
999 Ending Balance		516,042.00	0.00	0.00	516,042.00	0.0%

Fund Expenditures:		516,042.00	0.00	0.00	516,042.00	0.0%
---------------------------	--	-------------------	-------------	-------------	-------------------	-------------

Fund Excess/(Deficit):		0.00	13,545.26	572,932.90		
-------------------------------	--	-------------	------------------	-------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 29

121 REET - Growth Management

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 01 21	Restricted Beginning Cash & Investments	715,504.00	0.00	715,503.82	0.18	100.0%
308 80 01 21	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		715,504.00	0.00	715,503.82	0.18	100.0%

310 Taxes

318 35 00 00	REET 2 - 2nd Quarter Percent	228,000.00	12,708.64	282,541.23	(54,541.23)	123.9%
310 Taxes		228,000.00	12,708.64	282,541.23	(54,541.23)	123.9%

360 Misc Revenues

361 11 01 21	State Pool/cd Interest	500.00	1,350.80	5,318.45	(4,818.45)	*****%
360 Misc Revenues		500.00	1,350.80	5,318.45	(4,818.45)	*****%

397 Interfund Transfers

397 00 01 10	Transfer In From Bldg Imp (110)	0.00	0.00	0.00	0.00	0.0%
397 02 01 09	Transfer In From Cont (109)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	944,004.00	14,059.44	1,003,363.50	(59,359.50)	106.3%
-----------------------	-------------------	------------------	---------------------	--------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
591 28 78 00	Principal - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
592 28 83 00	Interest - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
591 Debt Service		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 01 02	Transfer Out To Street Const	0.00	0.00	0.00	0.00	0.0%
597 00 01 03	Transfer Out To Park Improvement	150,000.00	37,500.00	150,000.00	0.00	100.0%
597 02 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 03 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		150,000.00	37,500.00	150,000.00	0.00	100.0%

999 Ending Balance

508 10 01 21	Ending Cash & Investments	794,004.00	0.00	0.00	794,004.00	0.0%
999 Ending Balance		794,004.00	0.00	0.00	794,004.00	0.0%

Fund Expenditures:	944,004.00	37,500.00	150,000.00	794,004.00	15.9%
---------------------------	-------------------	------------------	-------------------	-------------------	--------------

Fund Excess/(Deficit):	0.00	(23,440.56)	853,363.50
-------------------------------	-------------	--------------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 30

203 LID Guarantee Fund-CLOSED 2015

Revenues	Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances					
308 80 02 03 Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers					
397 00 02 07 Transfer From Lid Debt Service	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers					
597 00 01 01 Transfer Out To Strt Fund 10	0.00	0.00	0.00	0.00	0.0%
597 00 02 05 Transfer Out To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 02 03 Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 31

205 Debt Service Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 02 05	Beginning Cash & Investments	58,049.00	0.00	58,048.68	0.32	100.0%
	308 Beginning Balances	58,049.00	0.00	58,048.68	0.32	100.0%

310 Taxes

311 10 22 00	G.o. Bond 2000 - Fire Statio	0.00	0.00	0.00	0.00	0.0%
311 10 22 10	G.o. Bond 2007 Ref 1994/2000	198,700.00	17,410.24	209,997.78	(11,297.78)	105.7%
	310 Taxes	198,700.00	17,410.24	209,997.78	(11,297.78)	105.7%

360 Misc Revenues

361 11 02 05	State Pool/cd Interest	300.00	13.50	125.83	174.17	41.9%
	360 Misc Revenues	300.00	13.50	125.83	174.17	41.9%

397 Interfund Transfers

397 00 01 04	Transfer In From Fund 104	0.00	0.00	0.00	0.00	0.0%
397 00 01 05	Trsf From Fund 105	0.00	0.00	0.00	0.00	0.0%
397 00 01 20	Transfer In From Fund (120)	0.00	0.00	0.00	0.00	0.0%
397 01 01 21	Transfer In From Fund 121	0.00	0.00	0.00	0.00	0.0%
397 01 02 03	Transfer In From Fund 203	0.00	0.00	0.00	0.00	0.0%
397 03 00 01	Transfer In From Fund 001	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	257,049.00	17,423.74	268,172.29	(11,123.29)	104.3%
-----------------------	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

591 Debt Service

591 22 71 00	Go Bond Principal-fire Stati	0.00	0.00	0.00	0.00	0.0%
591 22 71 01	1993-1995 Go Bond Princ-2007	170,000.00	170,000.00	170,000.00	0.00	100.0%
592 22 83 10	G.o.bond Interest-fire Stati	29,000.00	14,500.00	29,000.00	0.00	100.0%
592 22 83 20	1993-1995 Go Bond Int-2007 R	0.00	0.00	0.00	0.00	0.0%
592 22 89 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
	591 Debt Service	199,000.00	184,500.00	199,000.00	0.00	100.0%

999 Ending Balance

508 80 02 05	Ending Cash & Investments	58,049.00	0.00	0.00	58,049.00	0.0%
	999 Ending Balance	58,049.00	0.00	0.00	58,049.00	0.0%

Fund Expenditures:	257,049.00	184,500.00	199,000.00	58,049.00	77.4%
---------------------------	-------------------	-------------------	-------------------	------------------	--------------

Fund Excess/(Deficit):	0.00	(167,076.26)	69,172.29
-------------------------------	-------------	---------------------	------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 32

207 LID 92-1 Debt Service Fund-CLOSED

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 02 07	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 51 00 01	Special Assessment Penalties	0.00	0.00	0.00	0.00	0.0%
361 55 00 00	Special Assessment Interest	0.00	0.00	0.00	0.00	0.0%
368 10 02 07	Special Assessment Principal	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
-----------------------	-------------	-------------	-------------	-------------	-------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

597 Interfund Transfers

597 00 02 03	Transfer Out To Lid Guarante	0.00	0.00	0.00	0.00	0.0%
	597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 80 02 07	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
---------------------------	-------------	-------------	-------------	-------------	-------------

Fund Excess/(Deficit):	0.00	0.00	0.00
-------------------------------	-------------	-------------	-------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 33

305 Construction Fund

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 03 05	Beginning Cash & Investments	130,694.00	0.00	130,694.02	(0.02)	100.0%
	308 Beginning Balances	130,694.00	0.00	130,694.02	(0.02)	100.0%

380 Non Revenues

381 10 00 01	Interfund Loan Received	130,000.00	0.00	130,000.00	0.00	100.0%
	380 Non Revenues	130,000.00	0.00	130,000.00	0.00	100.0%

397 Interfund Transfers

397 00 05 01	Trsfr From 411	0.00	0.00	0.00	0.00	0.0%
397 00 05 02	Trsfr From 422	5,000.00	0.00	5,000.00	0.00	100.0%
397 00 05 03	Trsfr From 677	0.00	0.00	0.00	0.00	0.0%
397 00 05 04	Trsfr From 403	0.00	0.00	0.00	0.00	0.0%
397 00 05 05	Trsfr From 103	0.00	0.00	0.00	0.00	0.0%
397 00 05 08	Trsfr From 108	190,000.00	0.00	190,000.00	0.00	100.0%
	397 Interfund Transfers	195,000.00	0.00	195,000.00	0.00	100.0%

Fund Revenues:	455,694.00	0.00	455,694.02	(0.02)	100.0%
-----------------------	-------------------	-------------	-------------------	---------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

580 Non Expenditures

581 20 00 01	Interfund Loan Principal Payback	130,000.00	0.00	130,000.00	0.00	100.0%
	580 Non Expenditures	130,000.00	0.00	130,000.00	0.00	100.0%

591 Debt Service

592 38 00 01	Interfund Loan Interest	263.00	0.00	228.00	35.00	86.7%
	591 Debt Service	263.00	0.00	228.00	35.00	86.7%

594 Capital Expenditures

594 35 63 49	270th St. (Florence To 88th)DONOTUSE INVALID BARS	0.00	0.00	0.00	0.00	0.0%
594 35 63 50	270th St (94th-96th)DONOTUSE INVALID BARS	0.00	0.00	0.00	0.00	0.0%
595 30 63 31	270thST(Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 32	270thST(94th To 96th)	276,000.00	0.00	264,667.74	11,332.26	95.9%
	594 Capital Expenditures	276,000.00	0.00	264,667.74	11,332.26	95.9%

597 Interfund Transfers

597 03 01 03	Transfer Out To Street Const (103)	1,383.00	0.00	1,382.33	0.67	100.0%
597 03 04 03	Transfer Out To Sewer Const (403)	10,090.00	0.00	12,573.34	(2,483.34)	124.6%
597 03 04 11	Transfer Out To Drain Const (411)	33,634.00	0.00	41,562.31	(7,928.31)	123.6%
597 03 04 22	Transfer Out To Water Const (422)	4,324.00	0.00	5,280.30	(956.30)	122.1%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 34

305 Construction Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers					
597 Interfund Transfers	49,431.00	0.00	60,798.28	(11,367.28)	123.0%
999 Ending Balance					
508 80 03 05 Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	455,694.00	0.00	455,694.02	(0.02)	100.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 35

401 Sewer Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 01	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 01	Beginning Cash & Investments	1,161,454.00	0.00	1,161,454.12	(0.12)	100.0%
308 Beginning Balances		1,161,454.00	0.00	1,161,454.12	(0.12)	100.0%

340 Charges For Services

343 50 04 01	Sewer Service Charges	1,752,360.00	194,041.64	1,940,195.32	(187,835.32)	110.7%
343 50 50 01	Sewer - Other Fees	1,000.00	0.00	0.00	1,000.00	0.0%
340 Charges For Services		1,753,360.00	194,041.64	1,940,195.32	(186,835.32)	110.7%

360 Misc Revenues

361 11 04 01	State Pool/cd Interest	5,593.00	2,218.59	8,553.96	(2,960.96)	152.9%
369 91 04 01	Miscellaneous	253.00	0.00	520.18	(267.18)	205.6%
360 Misc Revenues		5,846.00	2,218.59	9,074.14	(3,228.14)	155.2%

380 Non Revenues

389 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 04 05	Trfr From Plant Invest Fee (405)	0.00	0.00	0.00	0.00	0.0%
397 00 55 01	Transfer In From WWTP	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	2,920,660.00	196,260.23	3,110,723.58	(190,063.58)	106.5%
-----------------------	---------------------	-------------------	---------------------	---------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
535 Sewer						
535 80 10 00	Salaries & Wages	305,465.00	24,739.48	311,172.56	(5,707.56)	101.9%
535 80 11 00	Overtime	10,000.00	209.60	1,976.70	8,023.30	19.8%
535 80 20 00	Social Security	23,365.00	1,899.59	23,829.15	(464.15)	102.0%
535 80 21 00	Retirement	34,060.00	3,152.21	36,436.50	(2,376.50)	107.0%
535 80 22 00	Medical Benefits	100,755.00	7,437.36	90,129.61	10,625.39	89.5%
535 80 23 00	L & I	7,435.00	0.00	8,425.62	(990.62)	113.3%
535 80 24 00	Unemployment Insurance	1,600.00	0.00	602.79	997.21	37.7%
535 80 31 00	Supplies	20,000.00	4,727.88	23,100.00	(3,100.00)	115.5%
535 80 31 03	Uniforms	4,000.00	687.34	2,668.27	1,331.73	66.7%
535 80 32 00	Fuel	7,500.00	1,717.42	8,819.60	(1,319.60)	117.6%
535 80 35 00	Small Equipment	2,500.00	0.00	2,463.20	36.80	98.5%
535 80 41 00	Professional Services	60,000.00	1,419.68	30,590.75	29,409.25	51.0%
535 80 41 01	Bio-solid Removal	0.00	0.00	0.00	0.00	0.0%
535 80 42 00	Communications	20,000.00	1,789.96	10,983.68	9,016.32	54.9%
535 80 44 00	Advertising	500.00	0.00	32.61	467.39	6.5%
535 80 45 00	Rentals	2,000.00	40.89	3,437.93	(1,437.93)	171.9%
535 80 46 00	Insurance	30,000.00	0.00	26,204.60	3,795.40	87.3%
535 80 47 00	Utilities	160,000.00	14,591.66	119,361.60	40,638.40	74.6%
535 80 48 00	Repair/maintenance	40,000.00	1,882.32	21,566.21	18,433.79	53.9%
535 80 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 36

401 Sewer Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
535 Sewer						
535 80 49 01	B & O Tax	37,000.00	4,503.13	37,285.97	(285.97)	100.8%
535 80 49 03	Meetings, Training & Travel	8,000.00	264.00	6,411.71	1,588.29	80.1%
535 80 49 05	Credit Card Bank Fees	3,250.00	345.03	4,731.28	(1,481.28)	145.6%
535 80 49 06	Dues	1,000.00	0.00	309.68	690.32	31.0%
535 80 49 80	Interfund Payment For Servic	131,440.00	12,403.00	131,440.00	0.00	100.0%
535 80 51 09	Permits	9,000.00	904.18	7,574.08	1,425.92	84.2%
535 Sewer		1,018,870.00	82,714.73	909,554.10	109,315.90	89.3%

580 Non Expenditures

589 35 00 00	PUT Tax	0.00	(1,525.19)	0.00	0.00	0.0%
591 35 78 00	Pwtf Principal - Sewer Imprv	0.00	0.00	0.00	0.00	0.0%
591 35 78 01	Pwtf Principal-wwtp Design	0.00	0.00	0.00	0.00	0.0%
591 35 78 02	Srf Principal-treatment Plan	465,029.00	0.00	465,029.34	(0.34)	100.0%
591 35 78 03	Pwtf Principal-271st Trunkli	106,921.00	0.00	106,921.05	(0.05)	100.0%
580 Non Expenditures		571,950.00	(1,525.19)	571,950.39	(0.39)	100.0%

591 Debt Service

592 35 83 00	Pwtf Interest - Sewer Imprvt	0.00	0.00	0.00	0.00	0.0%
592 35 83 01	Pwtf Interest-wwtp Design	0.00	0.00	0.00	0.00	0.0%
592 35 83 03	Pwtf Interest-271st Trunk Co	5,346.00	0.00	5,346.05	(0.05)	100.0%
591 Debt Service		5,346.00	0.00	5,346.05	(0.05)	100.0%

594 Capital Expenditures

594 35 64 03	Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures		25,000.00	0.00	0.00	25,000.00	0.0%

597 Interfund Transfers

597 00 04 51	Transfer To Bond Reserve (45	0.00	0.00	0.00	0.00	0.0%
597 00 04 57	Transfer To Equip Replacemen	20,000.00	5,000.00	20,000.00	0.00	100.0%
597 01 04 03	Transfer Out To Sewer Const (403)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		20,000.00	5,000.00	20,000.00	0.00	100.0%

999 Ending Balance

508 10 04 01	Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 01	Ending Cash & Investments	1,279,494.00	0.00	0.00	1,279,494.00	0.0%
999 Ending Balance		1,279,494.00	0.00	0.00	1,279,494.00	0.0%

Fund Expenditures:	2,920,660.00	86,189.54	1,506,850.54	1,413,809.46	51.6%
---------------------------	---------------------	------------------	---------------------	---------------------	--------------

Fund Excess/(Deficit):	0.00	110,070.69	1,603,873.04
-------------------------------	-------------	-------------------	---------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 37

403 Sewer Construction Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 04 03	Beginning Cash & Investments	2,295,170.00	0.00	2,295,170.48	(0.48)	100.0%
	308 Beginning Balances	2,295,170.00	0.00	2,295,170.48	(0.48)	100.0%

340 Charges For Services

343 50 00 00	Sewer Connection Fees	10,000.00	1,000.00	24,500.00	(14,500.00)	245.0%
	340 Charges For Services	10,000.00	1,000.00	24,500.00	(14,500.00)	245.0%

360 Misc Revenues

361 11 04 03	State Pool/cd Interest	5,000.00	2,188.04	11,940.75	(6,940.75)	238.8%
361 40 00 02	Interest From Interfund Loan	1,343.00	0.00	228.00	1,115.00	17.0%
	360 Misc Revenues	6,343.00	2,188.04	12,168.75	(5,825.75)	191.8%

380 Non Revenues

381 12 00 00	Interfund Loan Repayment	210,000.00	0.00	130,000.00	80,000.00	61.9%
	380 Non Revenues	210,000.00	0.00	130,000.00	80,000.00	61.9%

390 Other Revenues

395 10 04 03	Sale Of Fixed Assets	0.00	0.00	9,430.00	(9,430.00)	0.0%
	390 Other Revenues	0.00	0.00	9,430.00	(9,430.00)	0.0%

397 Interfund Transfers

397 01 03 05	Transfer In From Const (305)	10,090.00	0.00	12,573.34	(2,483.34)	124.6%
397 01 04 05	Trfr In From Sewer Plant Inv	97,140.00	24,285.00	97,140.00	0.00	100.0%
397 02 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 61 55 10	Trfr In From 271st St NW Trunkline	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	107,230.00	24,285.00	109,713.34	(2,483.34)	102.3%

Fund Revenues:	2,628,743.00	27,473.04	2,580,982.57	47,760.43	98.2%
-----------------------	---------------------	------------------	---------------------	------------------	--------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

581 Interfund Loan Disbursements

581 10 03 05	Interfund Loan Issued	130,000.00	0.00	130,000.00	0.00	100.0%
581 10 04 11	Interfund Loan Issued	435,000.00	0.00	80,000.00	355,000.00	18.4%
	581 Interfund Loan Disbursements	565,000.00	0.00	210,000.00	355,000.00	37.2%

594 Capital Expenditures

594 35 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 35 41 06	Bio-solids Removal	800,000.00	0.00	807,934.59	(7,934.59)	101.0%
594 35 41 20	Wastewater Rate Study	0.00	0.00	0.00	0.00	0.0%
594 35 41 25	Ex9 Modificatn Headworks Stu	0.00	0.00	0.00	0.00	0.0%
594 35 62 00	Buildings	0.00	0.00	0.00	0.00	0.0%
594 35 62 01	Biosolids Processing Facility	229,574.00	37,416.00	37,630.98	191,943.02	16.4%
594 35 63 00	Improvements Facilities (EX6)	0.00	0.00	0.00	0.00	0.0%
594 35 63 01	Wash Water System	0.00	0.00	0.00	0.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 38

403 Sewer Construction Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures					
594 35 63 07	Infrastructure Access Cctv	0.00	0.00	0.00	0.00 0.0%
594 35 63 13	Ex2 Collector/interceptor Fl	0.00	0.00	0.00	0.00 0.0%
594 35 63 14	Ex4b Pioneer Highway	0.00	0.00	0.00	0.00 0.0%
594 35 63 15	Ex10b 80th Easement Sewer	0.00	0.00	0.00	0.00 0.0%
594 35 63 16	Ex4a Pioneer Hwy	0.00	0.00	0.00	0.00 0.0%
594 35 63 17	Basin 1 Pipe Eval/Repair/Replace	0.00	0.00	0.00	0.00 0.0%
594 35 63 18	Ex 10a 261st Street	0.00	0.00	0.00	0.00 0.0%
594 35 63 19	Viking Way Sewer Improve	0.00	0.00	0.00	0.00 0.0%
594 35 63 20	90th Street Sewer Improve	0.00	0.00	0.00	0.00 0.0%
594 35 63 21	Pioneer Hwy Swr Main Repl	0.00	0.00	0.00	0.00 0.0%
594 35 63 22	72nd SMR	0.00	0.00	0.00	0.00 0.0%
594 35 63 23	SR 532 @ 64th Extension	0.00	0.00	0.00	0.00 0.0%
594 35 63 24	271st (94th - 99th)	100,000.00	0.00	51,084.50	48,915.50 51.1%
594 35 63 25	270th (94th - 96th)	0.00	0.00	0.00	0.00 0.0%
594 35 63 26	Sheetpile Walls (50/50 W Drainage)	0.00	0.00	0.00	0.00 0.0%
594 35 63 27	Misc Pipe Replacement (EX1)	0.00	0.00	0.00	0.00 0.0%
594 35 63 29	Main Lift Station Upgrades	0.00	0.00	0.00	0.00 0.0%
594 35 63 31	Sewer Plant Improvements	0.00	0.00	0.00	0.00 0.0%
594 35 63 32	Pioneer 77th - 267th	1,000.00	0.00	0.00	1,000.00 0.0%
594 35 63 33	Smoke Testing/Camera/Flow Meter Basin 1	0.00	0.00	0.00	0.00 0.0%
594 35 64 01	Telemetry Equipment	35,000.00	0.00	32,066.44	2,933.56 91.6%
594 35 65 09	Ex3c Basin4a Grav Main Replm	0.00	0.00	0.00	0.00 0.0%
594 Capital Expenditures		1,165,574.00	37,416.00	928,716.51	236,857.49 79.7%
597 Interfund Transfers					
597 00 35 00	Trsfr To 305	0.00	0.00	0.00	0.00 0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00 0.0%
999 Ending Balance					
508 80 04 03	Ending Cash & Investments	898,169.00	0.00	0.00	898,169.00 0.0%
999 Ending Balance		898,169.00	0.00	0.00	898,169.00 0.0%
Fund Expenditures:		2,628,743.00	37,416.00	1,138,716.51	1,490,026.49 43.3%
Fund Excess/(Deficit):		0.00	(9,942.96)	1,442,266.06	

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 39

405 Sewer Plant Investment Fund

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 04 05	Beginning Cash & Investments	744,272.00	0.00	744,271.80	0.20	100.0%
	308 Beginning Balances	744,272.00	0.00	744,271.80	0.20	100.0%

360 Misc Revenues

361 11 04 05	State Pool/cd Interest	250.00	1,535.15	6,221.24	(5,971.24)	*****%
368 10 04 05	Plant Investment Fees	129,520.00	12,952.00	172,604.00	(43,084.00)	133.3%
	360 Misc Revenues	129,770.00	14,487.15	178,825.24	(49,055.24)	137.8%

Fund Revenues:		874,042.00	14,487.15	923,097.04	(49,055.04)	105.6%
-----------------------	--	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

597 Interfund Transfers

597 00 04 01	Trfr Out To Pwtfl (401)	0.00	0.00	0.00	0.00	0.0%
597 00 04 03	Transfer To Sewer Constructi	97,140.00	24,285.00	97,140.00	0.00	100.0%
	597 Interfund Transfers	97,140.00	24,285.00	97,140.00	0.00	100.0%

999 Ending Balance

508 80 04 05	Ending Cash & Investments	776,902.00	0.00	0.00	776,902.00	0.0%
	999 Ending Balance	776,902.00	0.00	0.00	776,902.00	0.0%

Fund Expenditures:		874,042.00	24,285.00	97,140.00	776,902.00	11.1%
---------------------------	--	-------------------	------------------	------------------	-------------------	--------------

Fund Excess/(Deficit):		0.00	(9,797.85)	825,957.04		
-------------------------------	--	-------------	-------------------	-------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 40

410 Drainage Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 10	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 10	Beginning Cash & Investments	228,889.00	0.00	228,888.86	0.14	100.0%
308 Beginning Balances		228,889.00	0.00	228,888.86	0.14	100.0%

340 Charges For Services

343 83 00 00	Drainage Service Charges	450,000.00	54,563.00	575,879.77	(125,879.77)	128.0%
343 83 10 00	Drainage Service Surcharge	0.00	0.00	0.00	0.00	0.0%
343 83 83 10	Drainage - Other Fees	200.00	0.00	0.00	200.00	0.0%
340 Charges For Services		450,200.00	54,563.00	575,879.77	(125,679.77)	127.9%

360 Misc Revenues

361 11 04 10	State Pool/cd Interest	500.00	377.00	1,496.14	(996.14)	299.2%
369 91 41 00	Miscellaneous Revenue	0.00	0.00	336.62	(336.62)	0.0%
360 Misc Revenues		500.00	377.00	1,832.76	(1,332.76)	366.6%

380 Non Revenues

389 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	679,589.00	54,940.00	806,601.39	(127,012.39)	118.7%
-----------------------	-------------------	------------------	-------------------	---------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
531 Natural Resources						
531 50 10 00	Salaries & Wages	152,140.00	11,409.02	151,075.80	1,064.20	99.3%
531 50 11 00	Overtime	2,000.00	19.44	1,448.67	551.33	72.4%
531 50 20 00	Social Security	11,640.00	870.68	11,611.09	28.91	99.8%
531 50 21 00	Retirement	15,730.00	1,439.19	16,265.45	(535.45)	103.4%
531 50 22 00	Medical Benefits	37,880.00	2,766.34	34,052.87	3,827.13	89.9%
531 50 23 00	L & I	3,500.00	0.00	3,701.73	(201.73)	105.8%
531 50 24 00	Unemployment Insurance	750.00	0.00	300.38	449.62	40.1%
531 50 31 00	Supplies	4,500.00	77.19	3,509.45	990.55	78.0%
531 50 31 03	Uniforms	1,000.00	49.99	412.62	587.38	41.3%
531 50 32 00	Fuel	5,000.00	760.38	3,607.21	1,392.79	72.1%
531 50 35 00	Small Equipment	1,500.00	1,225.03	1,267.40	232.60	84.5%
531 50 41 00	Professional Services	40,000.00	1,173.37	21,075.69	18,924.31	52.7%
531 50 42 00	Communications	3,000.00	59.36	462.32	2,537.68	15.4%
531 50 45 00	Rentals	500.00	0.00	855.31	(355.31)	171.1%
531 50 46 00	Insurance	25,855.00	0.00	26,204.60	(349.60)	101.4%
531 50 47 00	Utilities	8,500.00	1,071.08	7,199.42	1,300.58	84.7%
531 50 48 00	Repair/maintenance	4,000.00	2,291.72	5,944.00	(1,944.00)	148.6%
531 50 48 01	Drainage System Maintenance	0.00	0.00	0.00	0.00	0.0%
531 50 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
531 50 49 01	B & O Tax	7,200.00	1,480.15	7,922.86	(722.86)	110.0%
531 50 49 03	Meetings, Training & Travel	750.00	0.00	459.84	290.16	61.3%
531 50 49 05	Credit Card Bank Fees	1,500.00	150.44	2,343.52	(843.52)	156.2%
531 50 49 50	Interfund Payment For Servic	73,653.00	32,826.00	73,653.00	0.00	100.0%
531 50 51 01	State Operating Permits	600.00	0.00	0.00	600.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 41

410 Drainage Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
531 Natural Resources					
531 Natural Resources	401,198.00	57,669.38	373,373.23	27,824.77	93.1%
580 Non Expeditures					
589 36 00 00 B & O Tax	0.00	(829.26)	0.00	0.00	0.0%
580 Non Expeditures	0.00	(829.26)	0.00	0.00	0.0%
594 Capital Expenditures					
594 38 64 01 Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers					
597 00 42 20 Transfer To WCF (422)	0.00	0.00	0.00	0.00	0.0%
597 01 04 11 Transfer To DCF (411)	125,000.00	100,000.00	125,000.00	0.00	100.0%
597 01 04 57 Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 03 04 58 Trsfr To 458 Equip Repl	10,000.00	2,500.00	10,000.00	0.00	100.0%
597 Interfund Transfers	135,000.00	102,500.00	135,000.00	0.00	100.0%
999 Ending Balance					
508 10 04 10 Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 10 Ending Cash & Investments	143,391.00	0.00	0.00	143,391.00	0.0%
999 Ending Balance	143,391.00	0.00	0.00	143,391.00	0.0%
Fund Expenditures:	679,589.00	159,340.12	508,373.23	171,215.77	74.8%
Fund Excess/(Deficit):	0.00	(104,400.12)	298,228.16		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 42

411 Drainage Construction Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 04 11	Beginning Cash & Investments	47,927.00	0.00	47,927.00	0.00	100.0%
	308 Beginning Balances	47,927.00	0.00	47,927.00	0.00	100.0%

330 State Generated Revenues

333 97 03 60	FEMA	0.00	0.00	0.00	0.00	0.0%
334 01 80 00	State Fema	0.00	0.00	0.00	0.00	0.0%
334 03 10 01	Department Of Ecology	0.00	0.00	0.00	0.00	0.0%
334 04 20 11	DOC - Stormwater Separation Grant	0.00	0.00	0.00	0.00	0.0%
334 04 20 12	DOC - Berm 532	82,450.00	0.00	74,205.00	8,245.00	90.0%
	330 State Generated Revenues	82,450.00	0.00	74,205.00	8,245.00	90.0%

340 Charges For Services

343 83 04 11	Drainage Connection Fees	4,000.00	400.00	12,600.00	(8,600.00)	315.0%
343 83 04 12	Drainage Development Fee	0.00	0.00	0.00	0.00	0.0%
345 14 00 00	Drainage Services - Stilly Tribe	0.00	0.00	0.00	0.00	0.0%
	340 Charges For Services	4,000.00	400.00	12,600.00	(8,600.00)	315.0%

360 Misc Revenues

361 11 04 11	State Pool/cd Interest	250.00	3.43	54.01	195.99	21.6%
369 40 00 11	Judgments And Settlements	29,840.00	0.00	29,838.85	1.15	100.0%
	360 Misc Revenues	30,090.00	3.43	29,892.86	197.14	99.3%

380 Non Revenues

381 10 00 02	Interfund Loan Received	435,000.00	0.00	80,000.00	355,000.00	18.4%
	380 Non Revenues	435,000.00	0.00	80,000.00	355,000.00	18.4%

397 Interfund Transfers

397 01 04 10	Transfer From Drainage (410)	125,000.00	100,000.00	125,000.00	0.00	100.0%
397 02 03 05	Transfer In From Const (305)	33,634.00	0.00	41,562.31	(7,928.31)	123.6%
397 02 04 12	Transfer In From Drainage PIF	44,000.00	0.00	44,000.00	0.00	100.0%
	397 Interfund Transfers	202,634.00	100,000.00	210,562.31	(7,928.31)	103.9%

Fund Revenues:	802,101.00	100,403.43	455,187.17	346,913.83	56.7%
-----------------------	-------------------	-------------------	-------------------	-------------------	--------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

580 Non Expenditures

581 20 00 02	Interfund Loan Principal Payback	80,000.00	0.00	0.00	80,000.00	0.0%
	580 Non Expenditures	80,000.00	0.00	0.00	80,000.00	0.0%

591 Debt Service

592 38 00 02	Interfund Loan Interest	1,080.00	0.00	0.00	1,080.00	0.0%
	591 Debt Service	1,080.00	0.00	0.00	1,080.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 43

411 Drainage Construction Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures					
594 34 41 24 Drainage Rate Study	0.00	0.00	0.00	0.00	0.0%
594 38 63 00 Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 01 Irvine Slough Pump Station	0.00	0.00	0.00	0.00	0.0%
594 38 63 02 SR 532 Flood Berm	134,000.00	5,777.37	93,062.61	40,937.39	69.4%
594 38 63 03 Florence Rd Drainage	29,840.00	0.00	29,838.85	1.15	100.0%
594 38 63 04 Sd-6 Seven Tube Tide Gate Re	0.00	0.00	0.00	0.00	0.0%
594 38 63 05 Retention Pond Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 06 Enclose Ditch Lovers' Lane	0.00	0.00	0.00	0.00	0.0%
594 38 63 07 Flood By-Pass WWTP Lagoon	0.00	0.00	0.00	0.00	0.0%
594 38 63 08 Irvine Slough Erosion Control	15,000.00	7,500.00	7,500.00	7,500.00	50.0%
594 38 63 09 270th Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 10 85th Drainage (Pioneer Hwy To 276th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 11 Stormwater Separation	285,000.00	5,745.13	183,481.33	101,518.67	64.4%
594 38 63 12 270th (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 13 Sheetpile Walls (50/50 W Sewer)	0.00	0.00	0.00	0.00	0.0%
594 38 63 15 270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 16 Fort Freeberg - FEMA	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	463,840.00	19,022.50	313,882.79	149,957.21	67.7%
597 Interfund Transfers					
597 00 04 05 Trsfer To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 04 11 Ending Cash & Investments	257,181.00	0.00	0.00	257,181.00	0.0%
999 Ending Balance	257,181.00	0.00	0.00	257,181.00	0.0%
Fund Expenditures:	802,101.00	19,022.50	313,882.79	488,218.21	39.1%
Fund Excess/(Deficit):	0.00	81,380.93	141,304.38		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 44

412 Drainage Plant Investment Fund

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 04 12	Beginning Cash & Investments	32,375.00	0.00	32,374.76	0.24	100.0%
	308 Beginning Balances	32,375.00	0.00	32,374.76	0.24	100.0%

360 Misc Revenues

361 11 04 12	State Pool/cd Interest	100.00	0.77	70.06	29.94	70.1%
368 10 04 12	Plant Investment Fees	16,040.00	1,604.00	26,697.67	(10,657.67)	166.4%
	360 Misc Revenues	16,140.00	1,604.77	26,767.73	(10,627.73)	165.8%

Fund Revenues:		48,515.00	1,604.77	59,142.49	(10,627.49)	121.9%
-----------------------	--	------------------	-----------------	------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

597 Interfund Transfers

597 02 04 11	Transfer Out Drainage Const	44,000.00	0.00	44,000.00	0.00	100.0%
597 02 42 20	Transfer Out WCF (422)	0.00	0.00	0.00	0.00	0.0%
	597 Interfund Transfers	44,000.00	0.00	44,000.00	0.00	100.0%

999 Ending Balance

508 80 04 12	Ending Cash & Investments	4,515.00	0.00	0.00	4,515.00	0.0%
	999 Ending Balance	4,515.00	0.00	0.00	4,515.00	0.0%

Fund Expenditures:		48,515.00	0.00	44,000.00	4,515.00	90.7%
---------------------------	--	------------------	-------------	------------------	-----------------	--------------

Fund Excess/(Deficit):		0.00	1,604.77	15,142.49		
-------------------------------	--	-------------	-----------------	------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 45

421 Water Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 10 04 21	Restricted Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 21	Beginning Cash & Investments	434,390.00	0.00	434,390.13	(0.13)	100.0%
308 Beginning Balances		434,390.00	0.00	434,390.13	(0.13)	100.0%

340 Charges For Services

343 40 00 21	Water - Other Fees	7,000.00	597.28	13,051.26	(6,051.26)	186.4%
343 40 04 21	Water Service Charges	1,643,250.00	150,799.21	1,851,386.78	(208,136.78)	112.7%
340 Charges For Services		1,650,250.00	151,396.49	1,864,438.04	(214,188.04)	113.0%

360 Misc Revenues

359 90 51 00	Late Penalties	40,000.00	2,420.85	28,750.96	11,249.04	71.9%
361 11 04 21	State Pool/cd Interest	1,700.00	981.44	3,911.02	(2,211.02)	230.1%
369 91 04 21	Miscellaneous	200.00	0.00	4,709.14	(4,509.14)	*****%
360 Misc Revenues		41,900.00	3,402.29	37,371.12	4,528.88	89.2%

380 Non Revenues

389 34 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 01	Operating Transfer In	65,337.00	13,360.50	65,336.50	0.50	100.0%
397 00 04 23	Trfr In From Cedarhome Pif	10,580.00	2,645.00	10,580.00	0.00	100.0%
397 00 04 24	Trfr From Water Plant Inv 42	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		75,917.00	16,005.50	75,916.50	0.50	100.0%

Fund Revenues:	2,202,457.00	170,804.28	2,412,115.79	(209,658.79)	109.5%
-----------------------	---------------------	-------------------	---------------------	---------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

534 Water Utilities

534 80 10 00	Salaries & Wages	376,365.00	25,389.59	356,457.70	19,907.30	94.7%
534 80 11 00	Overtime	10,000.00	701.76	6,163.36	3,836.64	61.6%
534 80 20 00	Social Security	28,790.00	1,991.22	27,659.94	1,130.06	96.1%
534 80 21 00	Retirement	39,630.00	3,250.97	40,234.36	(604.36)	101.5%
534 80 22 00	Medical Benefits	105,685.00	6,258.44	87,159.09	18,525.91	82.5%
534 80 23 00	L & I	7,000.00	0.00	8,891.75	(1,891.75)	127.0%
534 80 24 00	Unemployment Insurance	2,250.00	0.00	745.51	1,504.49	33.1%
534 80 31 00	Supplies	40,000.00	3,415.14	31,783.17	8,216.83	79.5%
534 80 31 05	Uniforms	4,500.00	1,156.90	3,836.45	663.55	85.3%
534 80 31 08	Chemicals	10,000.00	4,546.06	9,374.35	625.65	93.7%
534 80 32 00	Fuel	12,000.00	2,472.62	10,978.01	1,021.99	91.5%
534 80 35 00	Small Equipment	8,000.00	2,756.57	5,641.77	2,358.23	70.5%
534 80 35 01	Meters/installs	50,000.00	(383.27)	41,559.88	8,440.12	83.1%
534 80 41 00	Professional Services	50,000.00	1,412.74	31,395.07	18,604.93	62.8%
534 80 42 00	Communications	10,000.00	601.12	5,568.59	4,431.41	55.7%
534 80 44 00	Advertising	500.00	0.00	32.61	467.39	6.5%
534 80 45 00	Rentals	500.00	3.34	1,972.18	(1,472.18)	394.4%
534 80 46 00	Insurance	30,000.00	0.00	26,204.60	3,795.40	87.3%
534 80 47 00	Utilities	80,000.00	6,968.57	91,912.44	(11,912.44)	114.9%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 46

421 Water Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
534 Water Utilities					
534 80 48 00 Repair/maintenance	40,000.00	9,240.74	49,094.11	(9,094.11)	122.7%
534 80 49 01 B & O Tax	90,000.00	19,583.40	88,593.53	1,406.47	98.4%
534 80 49 05 Credit Card Bank Fees	4,000.00	345.02	4,731.23	(731.23)	118.3%
534 80 49 06 Dues	1,000.00	460.00	974.68	25.32	97.5%
534 80 49 09 Meetings, Training & Travel	6,500.00	168.00	1,863.17	4,636.83	28.7%
534 80 49 80 Interfund Payments For Servi	178,053.00	57,960.00	178,053.00	0.00	100.0%
534 80 51 01 Testing	500.00	0.00	0.00	500.00	0.0%
534 80 51 03 Operating Permit	6,000.00	0.00	4,373.60	1,626.40	72.9%
534 Water Utilities	1,191,273.00	148,298.93	1,115,254.15	76,018.85	93.6%

580 Non Expenditures

582 34 72 00 2011 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
589 34 00 00 PUT Tax	0.00	(9,089.66)	0.00	0.00	0.0%
591 34 78 01 Pwtf Principal - Water Imprv	0.00	0.00	0.00	0.00	0.0%
591 34 78 02 Pwtf Principal-emerg'cy Repa	0.00	0.00	0.00	0.00	0.0%
591 34 78 03 Pwtf Principal-cedarhome Rsr	139,519.00	0.00	139,519.09	(0.09)	100.0%
591 34 78 04 Pwtf Princ Water Trtmnt Plan	172,385.00	0.00	172,384.52	0.48	100.0%
591 34 78 05 Pwtf Princ - Water Comp Plan	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	311,904.00	(9,089.66)	311,903.61	0.39	100.0%

591 Debt Service

592 34 83 03 Pwtf Interest - Water Imprvt	0.00	0.00	0.00	0.00	0.0%
592 34 83 04 Pwtf Interest-emergency Repair	0.00	0.00	0.00	0.00	0.0%
592 34 83 05 Pwtf Interest-cedarhome Rsrv	6,278.00	0.00	6,278.36	(0.36)	100.0%
592 34 83 06 Pwtf Int Water Trtmnt Plant	8,619.00	0.00	8,619.23	(0.23)	100.0%
592 34 83 07 2011 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
591 Debt Service	14,897.00	0.00	14,897.59	(0.59)	100.0%

594 Capital Expenditures

594 34 64 02 Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures	25,000.00	0.00	0.00	25,000.00	0.0%

597 Interfund Transfers

597 00 04 22 Trfr For System Rplcmnt-(422	0.00	0.00	0.00	0.00	0.0%
597 00 04 59 Transfer To Water Equip REs	5,000.00	1,250.00	5,000.00	0.00	100.0%
597 02 04 57 Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 10 04 51 Transfer To WS Bond Res (451)	212,200.00	53,050.00	212,200.00	0.00	100.0%
597 Interfund Transfers	217,200.00	54,300.00	217,200.00	0.00	100.0%

999 Ending Balance

508 10 04 21 Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 21 Ending Cash & Investments	442,183.00	0.00	0.00	442,183.00	0.0%
999 Ending Balance	442,183.00	0.00	0.00	442,183.00	0.0%

Fund Expenditures:	2,202,457.00	193,509.27	1,659,255.35	543,201.65	75.3%
---------------------------	---------------------	-------------------	---------------------	-------------------	--------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 47

421 Water Fund

Fund Excess/(Deficit):	0.00	(22,704.99)	752,860.44
-------------------------------	-------------	--------------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 48

422 Water Construction Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 04 22	Beginning Cash & Investments	418,291.00	0.00	418,291.19	(0.19)	100.0%
	308 Beginning Balances	418,291.00	0.00	418,291.19	(0.19)	100.0%

340 Charges For Services

343 40 00 00	Water Connection Fees	12,000.00	1,200.00	19,800.00	(7,800.00)	165.0%
	340 Charges For Services	12,000.00	1,200.00	19,800.00	(7,800.00)	165.0%

360 Misc Revenues

361 11 04 22	State Pool/cd Interest	250.00	579.85	2,521.74	(2,271.74)	*****%
369 91 04 22	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	250.00	579.85	2,521.74	(2,271.74)	*****%

380 Non Revenues

382 80 04 22	Revenue Bond	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 04 21	Transfer In From Water Fund	0.00	0.00	0.00	0.00	0.0%
397 01 04 24	Trfr In From Water Plant Inv	105,600.00	26,400.00	105,600.00	0.00	100.0%
397 01 41 00	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 01 41 20	Transfer In From DCF (412)	0.00	0.00	0.00	0.00	0.0%
397 03 03 05	Transfer In From Const (305)	4,324.00	0.00	5,280.30	(956.30)	122.1%
	397 Interfund Transfers	109,924.00	26,400.00	110,880.30	(956.30)	100.9%

Fund Revenues:	540,465.00	28,179.85	551,493.23	(11,028.23)	102.0%
-----------------------	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

594 Capital Expenditures

594 34 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 34 41 19	Water Rate Study	0.00	0.00	0.00	0.00	0.0%
594 34 41 20	F4 Ch Well Water Right Trsfr	0.00	0.00	0.00	0.00	0.0%
594 34 41 21	M1 Devel System Wide Flushin	0.00	0.00	0.00	0.00	0.0%
594 34 41 22	M2 Dist System Corrosion Stu	0.00	0.00	0.00	0.00	0.0%
594 34 41 23	Water Use Effeciency Program	0.00	0.00	0.00	0.00	0.0%
594 34 41 25	Cross Connection Control Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 00	Improvements	50,000.00	0.00	48,264.72	1,735.28	96.5%
594 34 63 06	Pz-1 297 Zone To 400 Zone	0.00	0.00	0.00	0.00	0.0%
594 34 63 13	Wm13 16" 84th Dr To Tc Foods	0.00	0.00	0.00	0.00	0.0%
594 34 63 16	Bryant Well #3 (2011 Bond)	0.00	0.00	0.00	0.00	0.0%
594 34 63 17	F9 Hatt Slough Collection Bo	0.00	0.00	0.00	0.00	0.0%
594 34 63 18	Waterline Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 19	City Valve Repair	0.00	0.00	0.00	0.00	0.0%
594 34 63 20	Wsdot Utility Relocation	0.00	0.00	0.00	0.00	0.0%
594 34 63 21	Water Main Upgrd 267th Pione	0.00	0.00	0.00	0.00	0.0%
594 34 63 22	Bryant Well Treatment Facili	0.00	0.00	0.00	0.00	0.0%
594 34 63 23	Bailey Reservoir Altitude Va	0.00	0.00	0.00	0.00	0.0%
594 34 63 24	Cross Connection Control Prg	0.00	0.00	0.00	0.00	0.0%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 49

422 Water Construction Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures					
594 34 63 25 Pioneer Hwy (64th-72nd) Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 26 Cedar Home Well (Pipe/Bldg)	0.00	0.00	0.00	0.00	0.0%
594 34 63 27 Knittle Res. Sensors	0.00	0.00	0.00	0.00	0.0%
594 34 63 28 PZI - 125 & 242 To 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 29 Bailey Res To Hatt Slough Telemetry	0.00	0.00	0.00	0.00	0.0%
594 34 63 30 Wellhead Protection Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 31 Bryant Well #2 Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 32 PZ-2	0.00	0.00	0.00	0.00	0.0%
594 34 63 33 F11 Hatt Slough Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 34 WMR 52 98th Ave	0.00	0.00	0.00	0.00	0.0%
594 34 63 35 SR 532 @ 64th Ext Water	0.00	0.00	0.00	0.00	0.0%
594 34 63 36 Pressure Relief Valve - Zone 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 37 Knittle Res #2 Recoating	0.00	0.00	0.00	0.00	0.0%
594 34 63 39 92nd Ave Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 40 270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 34 63 41 Cedarhome Well Pump	125,000.00	0.00	0.00	125,000.00	0.0%
594 34 64 01 Meters/installs	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	175,000.00	0.00	48,264.72	126,735.28	27.6%
597 Interfund Transfers					
597 00 03 05 Trsfr To 305	5,000.00	0.00	5,000.00	0.00	100.0%
597 Interfund Transfers	5,000.00	0.00	5,000.00	0.00	100.0%
999 Ending Balance					
508 80 04 22 Ending Cash & Investments	360,465.00	0.00	0.00	360,465.00	0.0%
999 Ending Balance	360,465.00	0.00	0.00	360,465.00	0.0%
Fund Expenditures:	540,465.00	0.00	53,264.72	487,200.28	9.9%
Fund Excess/(Deficit):	0.00	28,179.85	498,228.51		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 50

423 Cedar Home Plant Investment

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 04 23	Beginning Cash & Investments	33,556.00	0.00	33,556.18	(0.18)	100.0%
	308 Beginning Balances	33,556.00	0.00	33,556.18	(0.18)	100.0%

360 Misc Revenues

361 11 04 23	State Pool/cd Interest	300.00	3.08	65.51	234.49	21.8%
368 10 04 23	Plant Investment Fees	10,280.00	5,140.00	33,410.00	(23,130.00)	325.0%
	360 Misc Revenues	10,580.00	5,143.08	33,475.51	(22,895.51)	316.4%

380 Non Revenues

382 80 04 23	Pwtf Loan Proceeds	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	44,136.00	5,143.08	67,031.69	(22,895.69)	151.9%
-----------------------	------------------	-----------------	------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

594 Capital Expenditures

594 34 63 01	Cedarhome Reservoir Constr.	0.00	0.00	0.00	0.00	0.0%
	594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 02 04 21	Transfer Out Water Oper (421	10,580.00	2,645.00	10,580.00	0.00	100.0%
	597 Interfund Transfers	10,580.00	2,645.00	10,580.00	0.00	100.0%

999 Ending Balance

508 80 04 23	Ending Cash & Investments	33,556.00	0.00	0.00	33,556.00	0.0%
	999 Ending Balance	33,556.00	0.00	0.00	33,556.00	0.0%

Fund Expenditures:	44,136.00	2,645.00	10,580.00	33,556.00	24.0%
---------------------------	------------------	-----------------	------------------	------------------	--------------

Fund Excess/(Deficit):	0.00	2,498.08	56,451.69
-------------------------------	-------------	-----------------	------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 51

424 Water Plant Investment Fund

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

308 Beginning Balances

308 80 04 24	Beginning Cash & Investments	80,167.00	0.00	80,166.69	0.31	100.0%
	308 Beginning Balances	80,167.00	0.00	80,166.69	0.31	100.0%

360 Misc Revenues

361 11 04 24	State Pool/cd Interest	500.00	226.24	1,100.89	(600.89)	220.2%
368 10 04 24	Plant Investment Fees	105,600.00	10,560.00	146,050.00	(40,450.00)	138.3%
	360 Misc Revenues	106,100.00	10,786.24	147,150.89	(41,050.89)	138.7%

Fund Revenues:		186,267.00	10,786.24	227,317.58	(41,050.58)	122.0%
-----------------------	--	-------------------	------------------	-------------------	--------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

597 Interfund Transfers

597 00 04 21	Trfr Out Water Oper (421)	0.00	0.00	0.00	0.00	0.0%
597 01 04 22	Transfer To Water Const. (42)	105,600.00	26,400.00	105,600.00	0.00	100.0%
	597 Interfund Transfers	105,600.00	26,400.00	105,600.00	0.00	100.0%

999 Ending Balance

508 80 04 24	Ending Cash & Investments	80,667.00	0.00	0.00	80,667.00	0.0%
	999 Ending Balance	80,667.00	0.00	0.00	80,667.00	0.0%

Fund Expenditures:		186,267.00	26,400.00	105,600.00	80,667.00	56.7%
---------------------------	--	-------------------	------------------	-------------------	------------------	--------------

Fund Excess/(Deficit):		0.00	(15,613.76)	121,717.58		
-------------------------------	--	-------------	--------------------	-------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 52

435 Utility Deposits-CLOSED

Revenues	Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances					
308 80 04 35 Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues					
386 00 00 20 Water Utility Deposits	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	December	YTD	Remaining	
580 Non Expeditures					
586 00 00 20 Water Deposit Refunds	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 04 35 Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 53

451 Water Bond Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 51	Restricted Beginning Cash & Investments	222,122.00	0.00	222,121.50	0.50	100.0%
308 80 04 51	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		222,122.00	0.00	222,121.50	0.50	100.0%

360 Misc Revenues

361 11 04 51	State Pool/cd Interest	2,000.00	532.24	1,916.21	83.79	95.8%
360 Misc Revenues		2,000.00	532.24	1,916.21	83.79	95.8%

397 Interfund Transfers

397 00 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 10 04 21	Transfer From Water (421)	212,200.00	53,050.00	212,200.00	0.00	100.0%
397 Interfund Transfers		212,200.00	53,050.00	212,200.00	0.00	100.0%

Fund Revenues:		436,322.00	53,582.24	436,237.71	84.29	100.0%
-----------------------	--	-------------------	------------------	-------------------	--------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
--------------	--	--------------	----------	-----	-----------	--

580 Non Expeditures

591 34 72 01	2011 Revenue Bond Principal	120,000.00	120,000.00	120,000.00	0.00	100.0%
580 Non Expeditures		120,000.00	120,000.00	120,000.00	0.00	100.0%

591 Debt Service

592 34 83 08	Revenue Bond Interest	92,200.00	46,100.00	92,200.00	0.00	100.0%
591 Debt Service		92,200.00	46,100.00	92,200.00	0.00	100.0%

999 Ending Balance

508 10 04 51	Restricted Ending Cash & Investments	224,122.00	0.00	0.00	224,122.00	0.0%
508 80 04 51	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		224,122.00	0.00	0.00	224,122.00	0.0%

Fund Expenditures:		436,322.00	166,100.00	212,200.00	224,122.00	48.6%
---------------------------	--	-------------------	-------------------	-------------------	-------------------	--------------

Fund Excess/(Deficit):		0.00	(112,517.76)	224,037.71		
-------------------------------	--	-------------	---------------------	-------------------	--	--

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 54

452 Sewer Bond Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 52	Restricted Beginning Cash & Investments	473,270.00	0.00	473,269.57	0.43	100.0%
308 80 04 52	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		473,270.00	0.00	473,269.57	0.43	100.0%

360 Misc Revenues

361 11 04 52	State Pool/cd Interest	1,000.00	909.83	3,720.11	(2,720.11)	372.0%
360 Misc Revenues		1,000.00	909.83	3,720.11	(2,720.11)	372.0%

Fund Revenues:		474,270.00	909.83	476,989.68	(2,719.68)	100.6%
-----------------------	--	-------------------	---------------	-------------------	-------------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 10 04 52	Restricted Ending Cash & Investments	474,270.00	0.00	0.00	474,270.00	0.0%
508 80 04 52	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		474,270.00	0.00	0.00	474,270.00	0.0%
Fund Expenditures:		474,270.00	0.00	0.00	474,270.00	0.0%

Fund Excess/(Deficit):	0.00	909.83	476,989.68
-------------------------------	-------------	---------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 55

457 Sewer Equipment Reserve

Revenues	Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances					
308 10 04 57 Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 57 Beginning Cash & Investments	239,879.00	0.00	239,879.45	(0.45)	100.0%
308 Beginning Balances	239,879.00	0.00	239,879.45	(0.45)	100.0%

360 Misc Revenues

361 11 04 57 State Pool/cd Interest	1,000.00	471.26	1,866.88	(866.88)	186.7%
369 91 04 57 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	1,000.00	471.26	1,866.88	(866.88)	186.7%

397 Interfund Transfers

397 00 04 10 Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 00 04 21 Transfer In From Water	0.00	0.00	0.00	0.00	0.0%
397 01 04 01 Transfer In From Sewer	20,000.00	5,000.00	20,000.00	0.00	100.0%
397 Interfund Transfers	20,000.00	5,000.00	20,000.00	0.00	100.0%

Fund Revenues:	260,879.00	5,471.26	261,746.33	(867.33)	100.3%
-----------------------	-------------------	-----------------	-------------------	-----------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures					
594 35 64 02 Machinery & Equipment	40,000.00	0.00	0.00	40,000.00	0.0%
594 Capital Expenditures	40,000.00	0.00	0.00	40,000.00	0.0%

999 Ending Balance

508 10 04 57 Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 57 Ending Cash & Investments	220,879.00	0.00	0.00	220,879.00	0.0%
999 Ending Balance	220,879.00	0.00	0.00	220,879.00	0.0%

Fund Expenditures:	260,879.00	0.00	0.00	260,879.00	0.0%
---------------------------	-------------------	-------------	-------------	-------------------	-------------

Fund Excess/(Deficit):	0.00	5,471.26	261,746.33
-------------------------------	-------------	-----------------	-------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 56

458 Drainage Equipment Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 58	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 58	Beginning Cash & Investments	95,766.00	0.00	95,765.76	0.24	100.0%
308 Beginning Balances		95,766.00	0.00	95,765.76	0.24	100.0%

360 Misc Revenues

361 11 04 58	State Pool/cd Interest	200.00	189.19	752.94	(552.94)	376.5%
360 Misc Revenues		200.00	189.19	752.94	(552.94)	376.5%

397 Interfund Transfers

397 03 04 10	Trfr In From Drainage	10,000.00	2,500.00	10,000.00	0.00	100.0%
397 Interfund Transfers		10,000.00	2,500.00	10,000.00	0.00	100.0%

Fund Revenues:		105,966.00	2,689.19	106,518.70	(552.70)	100.5%
-----------------------	--	-------------------	-----------------	-------------------	-----------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 38 64 02	Machinery & Equipment	10,000.00	0.00	0.00	10,000.00	0.0%
594 Capital Expenditures		10,000.00	0.00	0.00	10,000.00	0.0%
999 Ending Balance						
508 10 04 58	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 58	Ending Cash & Investments	95,966.00	0.00	0.00	95,966.00	0.0%
999 Ending Balance		95,966.00	0.00	0.00	95,966.00	0.0%
Fund Expenditures:		105,966.00	0.00	0.00	105,966.00	0.0%
Fund Excess/(Deficit):		0.00	2,689.19	106,518.70		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 57

459 Water Equipment Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 10 04 59	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 59	Beginning Cash & Investments	65,889.00	0.00	65,889.11	(0.11)	100.0%
308 Beginning Balances		65,889.00	0.00	65,889.11	(0.11)	100.0%

360 Misc Revenues

361 11 04 59	State Pool/cd Interest	100.00	129.25	527.37	(427.37)	527.4%
360 Misc Revenues		100.00	129.25	527.37	(427.37)	527.4%

397 Interfund Transfers

397 02 04 21	Transfer In From Water (421)	5,000.00	1,250.00	5,000.00	0.00	100.0%
397 Interfund Transfers		5,000.00	1,250.00	5,000.00	0.00	100.0%

Fund Revenues:		70,989.00	1,379.25	71,416.48	(427.48)	100.6%
-----------------------	--	------------------	-----------------	------------------	-----------------	---------------

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 34 64 03	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 10 04 59	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 59	Ending Cash & Investments	70,989.00	0.00	0.00	70,989.00	0.0%
999 Ending Balance		70,989.00	0.00	0.00	70,989.00	0.0%
Fund Expenditures:		70,989.00	0.00	0.00	70,989.00	0.0%
Fund Excess/(Deficit):		0.00	1,379.25	71,416.48		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 58

630 Agency Fund

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 06 30	Beginning Cash & Investments	35,493.00	0.00	35,492.85	0.15	100.0%
	308 Beginning Balances	35,493.00	0.00	35,492.85	0.15	100.0%

380 Non Revenues

389 10 00 00	Customer Deposits	0.00	0.00	1,200.00	(1,200.00)	0.0%
389 20 00 00	Retainage	0.00	0.00	68,810.79	(68,810.79)	0.0%
389 30 00 01	Court Funds	0.00	2,142.61	23,658.48	(23,658.48)	0.0%
389 30 00 02	Gun Permits	0.00	1,349.00	11,124.00	(11,124.00)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	58.50	607.50	(607.50)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	124.76	13,240.66	(13,240.66)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	65.35	1,793.37	(1,793.37)	0.0%
	380 Non Revenues	0.00	3,740.22	120,434.80	(120,434.80)	0.0%

Fund Revenues:	35,493.00	3,740.22	155,927.65	(120,434.65)	439.3%
-----------------------	------------------	-----------------	-------------------	---------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

580 Non Expenditures

589 10 00 00	Customer Deposits	0.00	0.00	1,200.00	(1,200.00)	0.0%
589 20 00 00	Retainage	0.00	0.00	58,290.07	(58,290.07)	0.0%
589 30 00 01	Court Funds	0.00	3,686.55	23,943.87	(23,943.87)	0.0%
589 30 00 02	Gun Permits	0.00	1,105.00	11,101.00	(11,101.00)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	112.50	580.50	(580.50)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	115.75	13,189.86	(13,189.86)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	1,140.32	(1,140.32)	0.0%
	580 Non Expenditures	0.00	5,019.80	109,445.62	(109,445.62)	0.0%

999 Ending Balance

508 80 06 30	Ending Cash & Investments	35,493.00	0.00	0.00	35,493.00	0.0%
	999 Ending Balance	35,493.00	0.00	0.00	35,493.00	0.0%

Fund Expenditures:	35,493.00	5,019.80	109,445.62	(73,952.62)	308.4%
---------------------------	------------------	-----------------	-------------------	--------------------	---------------

Fund Excess/(Deficit):	0.00	(1,279.58)	46,482.03
-------------------------------	-------------	-------------------	------------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018
Page: 59

660 Cash Accounts Fund

Revenues	Amt Budgeted	December	YTD	Remaining
----------	--------------	----------	-----	-----------

308 Beginning Balances

308 80 06 60	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

389 00 00 10	Change Fund	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
-----------------------	-------------	-------------	-------------	-------------	-------------

Expenditures	Amt Budgeted	December	YTD	Remaining
--------------	--------------	----------	-----	-----------

999 Ending Balance

508 80 06 60	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
---------------------------	-------------	-------------	-------------	-------------	-------------

Fund Excess/(Deficit):	0.00	0.00	0.00
-------------------------------	-------------	-------------	-------------

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood
MCAG #: 0695

Time: 17:19:06 Date: 01/18/2018

Page: 60

Fund	Revenue	December	Received		Expenditures	December	Spent	
001 General Fund	9,103,944.00	369,814.64	9,495,779.70	104.3%	9,103,943.50	530,469.07	6,325,480.58	69.5%
101 Street Fund	592,017.00	23,419.35	612,884.22	103.5%	592,017.00	144,164.64	469,379.76	79.3%
102 Street Impact Fee Fund	772,771.00	8,261.48	896,910.90	116.1%	772,771.00	155,500.00	455,500.00	58.9%
103 Street Construction Fund	2,749,263.00	507,631.72	1,992,524.45	72.5%	2,749,263.00	106,831.31	1,580,801.61	57.5%
104 Park Improvement Fund	294,335.00	38,324.96	296,296.47	100.7%	294,335.00	30,023.21	143,097.25	48.6%
105 Fire Impact Fees	60,206.00	403.80	66,860.40	111.1%	60,206.00	0.00	0.00	0.0%
106 Park Impact Fees	45,051.00	48,704.62	115,523.09	256.4%	45,051.00	0.00	0.00	0.0%
107 Equipment Reserve Fund	141,492.00	133,545.45	141,407.21	99.9%	141,492.00	0.00	0.00	0.0%
108 Transportation Sales Tax Fund	843,541.00	28,320.90	886,619.62	105.1%	843,541.00	117,494.03	443,983.46	52.6%
109 Contingency Fund	283,144.00	3,027.29	283,781.72	100.2%	283,144.00	0.00	0.00	0.0%
110 Building Improvement Fund	943,157.00	4,055.16	947,910.65	100.5%	943,157.00	99.00	31,904.68	3.4%
120 REET - Capital Improvements	516,042.00	13,545.26	572,932.90	111.0%	516,042.00	0.00	0.00	0.0%
121 REET - Growth Management	944,004.00	14,059.44	1,003,363.50	106.3%	944,004.00	37,500.00	150,000.00	15.9%
203 LID Guarantee Fund-CLOSED 2015	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
205 Debt Service Fund	257,049.00	17,423.74	268,172.29	104.3%	257,049.00	184,500.00	199,000.00	77.4%
207 LID 92-1 Debt Service Fund-CLOSED	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
305 Construction Fund	455,694.00	0.00	455,694.02	100.0%	455,694.00	0.00	455,694.02	100.0%
401 Sewer Fund	2,920,660.00	196,260.23	3,110,723.58	106.5%	2,920,660.00	86,189.54	1,506,850.54	51.6%
403 Sewer Construction Fund	2,628,743.00	27,473.04	2,580,982.57	98.2%	2,628,743.00	37,416.00	1,138,716.51	43.3%
405 Sewer Plant Investment Fund	874,042.00	14,487.15	923,097.04	105.6%	874,042.00	24,285.00	97,140.00	11.1%
410 Drainage Fund	679,589.00	54,940.00	806,601.39	118.7%	679,589.00	159,340.12	508,373.23	74.8%
411 Drainage Construction Fund	802,101.00	100,403.43	455,187.17	56.7%	802,101.00	19,022.50	313,882.79	39.1%
412 Drainage Plant Investment Fund	48,515.00	1,604.77	59,142.49	121.9%	48,515.00	0.00	44,000.00	90.7%
421 Water Fund	2,202,457.00	170,804.28	2,412,115.79	109.5%	2,202,457.00	193,509.27	1,659,255.35	75.3%
422 Water Construction Fund	540,465.00	28,179.85	551,493.23	102.0%	540,465.00	0.00	53,264.72	9.9%
423 Cedar Home Plant Investment	44,136.00	5,143.08	67,031.69	151.9%	44,136.00	2,645.00	10,580.00	24.0%
424 Water Plant Investment Fund	186,267.00	10,786.24	227,317.58	122.0%	186,267.00	26,400.00	105,600.00	56.7%
435 Utility Deposits-CLOSED	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
451 Water Bond Reserve	436,322.00	53,582.24	436,237.71	100.0%	436,322.00	166,100.00	212,200.00	48.6%
452 Sewer Bond Reserve	474,270.00	909.83	476,989.68	100.6%	474,270.00	0.00	0.00	0.0%
457 Sewer Equipment Reserve	260,879.00	5,471.26	261,746.33	100.3%	260,879.00	0.00	0.00	0.0%
458 Drainage Equipment Reserve	105,966.00	2,689.19	106,518.70	100.5%	105,966.00	0.00	0.00	0.0%
459 Water Equipment Reserve	70,989.00	1,379.25	71,416.48	100.6%	70,989.00	0.00	0.00	0.0%
630 Agency Fund	35,493.00	3,740.22	155,927.65	439.3%	35,493.00	5,019.80	109,445.62	308.4%
660 Cash Accounts Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
	30,312,604.00	1,888,391.87	30,739,190.22	101.4%	30,312,603.50	2,026,508.49	16,014,150.12	52.8%

ATTACHMENT B

City of Stanwood -- Local Sales Tax Analysis

Year	Sales	Received	Construction Sales Tax	Use Tax	All Other Sales Tax	Total Sales & Use	Change from Same Month Prior Year
2015	November	January	23,405	2,283	79,434	105,122	15.2%
2015	December	February	24,757	2,595	105,242	132,594	13.0%
2016	January	March	18,153	2,391	79,665	100,209	12.7%
2016	February	April	21,313	1,349	82,381	105,043	-10.5%
2016	March	May	43,594	3,254	93,312	140,160	57.6%
2016	April	June	13,934	3,369	88,195	105,499	6.0%
2016	May	July	33,999	2,052	90,710	126,761	30.3%
2016	June	August	53,475	3,117	99,023	155,615	37.7%
2016	July	September	36,319	4,125	92,560	133,004	22.5%
2016	August	October	36,012	3,413	99,236	138,662	30.0%
2016	September	November	30,971	4,556	99,498	135,025	23.0%
2016	October	December	10,342	4,272	88,477	103,192	-9.0%
2017	November	January	9,424	2,310	86,626	98,360	-6.4%
2017	December	February	17,236	3,303	114,674	135,213	2.0%
2017	January	March	13,289	5,584	92,211	111,084	10.9%
2017	February	April	16,347	1,075	82,186	99,608	-5.2%
2017	March	May	19,073	5,099	96,585	120,757	-13.8%
2017	April	June	11,868	2,093	85,483	99,444	-5.7%
2017	May	July	15,269	2,700	97,719	115,688	-8.7%
2017	June	August	27,150	6,256	101,132	134,538	-13.5%
2017	July	September	19,485	2,810	94,480	116,775	-12.2%
2017	August	October	41,343	3,379	99,428	144,150	4.0%
2017	September	November	28,253	3,210	99,752	131,215	-2.8%
2017	October	December	25,337	3,207	87,986	116,530	12.9%

Yearly Totals						
Received in 2015	\$	162,581	\$	37,077	\$	1,039,602
Received in 2016	\$	346,274	\$	36,775	\$	1,097,735
Received in 2017	\$	244,074	\$	41,026	\$	1,138,262
2017 over 2016 change	\$	(102,200)	\$	4,251	\$	40,527
	\$		\$		\$	(57,522)



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 3d
DATE: January 25, 2018
SUBJECT: Discover Stanwood Camano Quarterly Update
CONTACT PERSON: Ryan Larsen, City Administrator
ATTACHMENTS: A – Discover Stanwood Camano Quarterly Report

SUMMARY STATEMENT

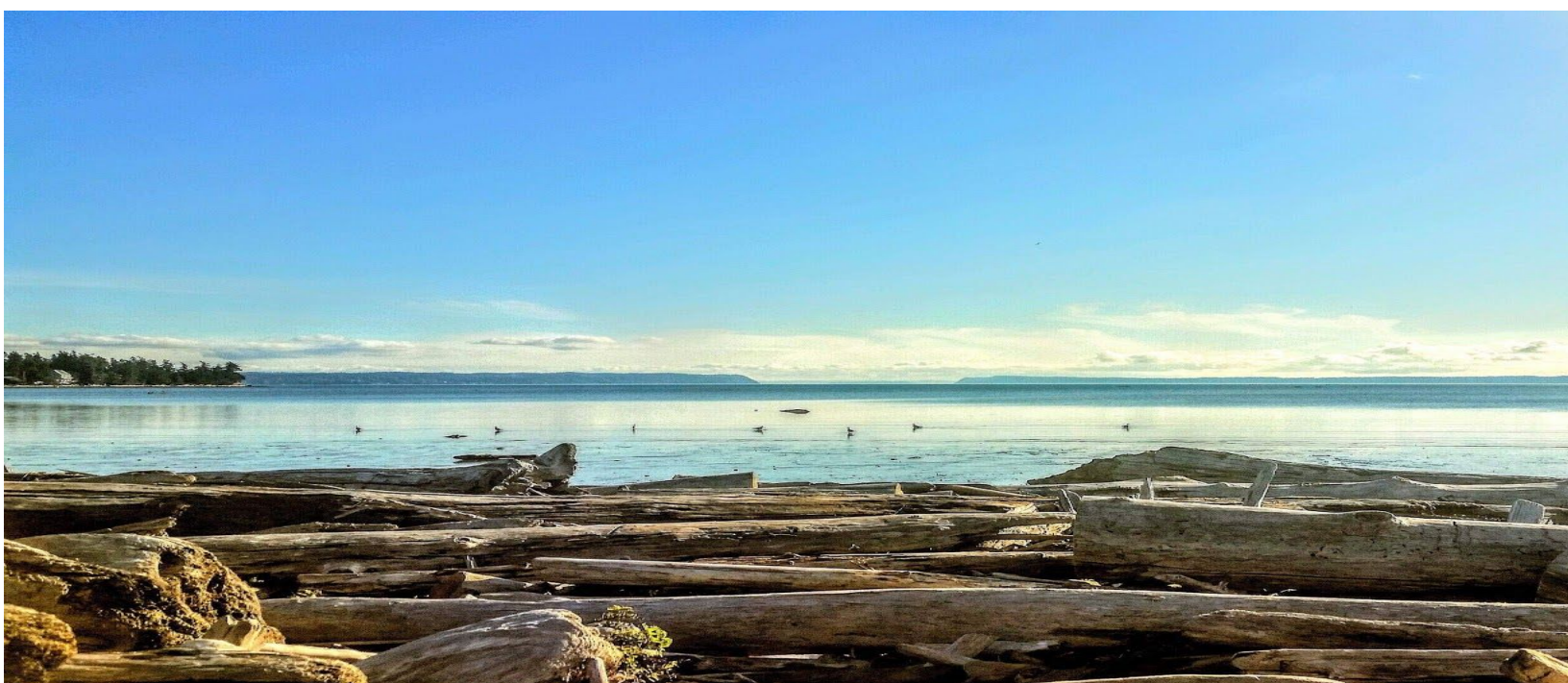
Per the agreement between the City of Stanwood and the Stanwood Chamber of Commerce the attached report is submitted to the City Council to serve as an update on the scope and sequence of work completed during the final quarter of 2017 on the Discover Stanwood Camano initiative (formerly known as Discover Port Susan).

DISCOVER

**STANWOOD
CAMANO**

Quarterly Report

January 2018



Stanwood City Council Report for September-December 2017

Per the agreement between The City of Stanwood and The Stanwood Chamber of Commerce the attached report is submitted to the City Council to serve as an update on the scope and sequence of work completed during the final quarter of 2017 on the Discover Stanwood Camano initiative (formerly known as Discover Port Susan.)

Questions? Please contact Asia Gray stanwoodchamberwa@gmail.com 360.629.0562

Social Media

Goal - To build social media presence and capture the market with dynamic and relevant content.

Accomplishments - The Stanwood Chamber has increased posting on social media successfully with 2 posts per day during Q4 2017. Social Media posts have highlighted local events and opportunities to visit the Stanwood Camano Area.

Social Media posts on 3 main platforms - Facebook, Instagram, Twitter

Promotions on Social Media to build a social media presence included giving away tickets for local events such as - The Pumpkin Project, The Chili/Chowder Cook-Off, Stanwood Haunted House, and The Lights of Christmas. Promotions were well received and showed engagement and increase in target market. Facebook tends to capture more of our local market than the other platforms as seen in the metrics below, although the growth of the other platforms has been significant.



Facebook - 1,189 Likes (Jan. 2018) a 21% during Q4 2017



Instagram - 178 Followers, 220 post (Jan. 2018) a 16% increase in Followers and a 77% increase in posts during Q4 2017



Twitter - 25 Followers, 391 Tweets (Jan 2018) a 40% increase in followers and a 61% increase in tweets.

Focus for Q1 2018 will be to continue consistent posting with clear messaging highlighting the area utilizing graphics, videos and timely media. Depending on available budget we will also boost posts, and implement paid advertising on social media for relevant events within the scope of the contract.

Comprehensive Working List of Social Media Postings [HERE](#).

Website

Goal - to refresh and rebrand the website with a focus on local events in a digital and mobile friendly format.

Accomplishments - We are thrilled to have successfully launched a dynamic and robust new platform for the community - www.DiscoverStanwoodCamano.com. This website is mobile friendly and allows the community to search for events, view events in multiple ways, as well as post events to the calendar (with approval.) The success of this functionality has allowed both Chambers of Commerce and the City of Stanwood to link their website calendars to DiscoverStanwoodCamano.com to create a comprehensive community calendar for residents and visitors.

Each event in the calendar contains graphics which allows the platform to become a digital “poster” for events - including a designated area for sponsors - highlighting the sponsors logo and linking directly to their website.

In addition to events, the website also links to local news stories with Stanwood-Camano news, has digital copies of the current and past editions of the Discover Port Susan magazine, and depicts blog articles highlighting the area and detailing opportunities to visit and explore Stanwood-Camano.

Google Analytics was installed on the site on Jan. 1st and since that date there have been 160 sessions with 352 page views. With time we will be able to monitor the growth on the site as well as analyze the demographics and location of individuals visiting DiscoverStanwoodCamano.com so we can tailor social media posts and website content to closer match the target market.

E Newsletters

A monthly newsletter campaign was implemented in November with 548 Subscribers, this newsletter spotlights 4 events from the area and links to the page of the event on the Discover Stanwood Camano website.

November Newsletter > [HERE](#). Open rate of 29.8% (list average is 26%).

December Newsletter > [HERE](#). Open rate of 25.5%

January Newsletter> [HERE](#). (Too early for open rate)

Magazine

The next edition of the Magazine (Spring/Summer) is scheduled to be on shelves April 23, 2018. The editorial deadline is March 28th with an estimated amount of 11 articles totaling 12,000 words. Ad sales continue to be managed by Julie Applegate with Phillips Publishing and editorial content will be created by the Stanwood Chamber of Commerce. Development and creation of editorial content will be a main focus during the first Quarter of 2018.

Event Management

During Q4 of 2017 The Stanwood Chamber organized and implemented the Light Up Your Holidays on November 25th which included free horse drawn wagon rides, caroling, visits with Santa, free hot cocoa provided by Gather Market, the Christmas Tree and Lighting ceremony, and an Ugly Sweater Pub Crawl on December 9th.

There were several paid and in-kind sponsors for Light Up Your Holidays including Community Transit, Stanwood Community and Senior Center, RE/MAX, Windermere Real Estate, Coastal Community Bank, Stanwood Chamber of Commerce, City of Stanwood, Austin's Lend a Hand, The UPS Store, and Alan Acres Farm.

Estimated attendance for the Light Up Your Holidays events on November 25th was about 100 people throughout the day. Estimated attendance for the Ugly Sweater Pub Crawl was about 120, double from the previous year.

Sponsorships

During Q4 of 2017 a draft of a sponsorship deck was created for community business owners to sponsor events throughout the community. The deck has a calendar of all Chamber and City Events and allows a business owner to strategically look at an entire year of events and budget accordingly for sponsorships.

The deck is currently being vetted for correct dates and we have met with a few influential business owners in the area for their feedback before approaching the community as a whole. During Q1 of 2018 one-on-one meetings with business owners will be scheduled to review the sponsorship deck and procure sponsorships for events.

Sponsorship Deck> [HERE](#).

Community Outreach

Community Outreach initiatives will begin in the first Quarter of 2018 in order to develop a strategic plan of marketing the Stanwood Camano area appropriately. The Stanwood Chamber plans to meet with Karla Jacks, Director of the Camano Center in January and the Snohomish County Tourism Bureau in February to discuss cross promoting a ZipLine Tour experience in the area.

Asia Gray attended a Snohomish County Tourism focus group to assist in determining the outlines or regions in the county that should be marketed and what specific activities or attributes should be promoted in each region. The team will continue to attend these focus groups or workshops when they are made available.

Tourism Promotion

In Q1 of 2018 we will develop a Tourism Promotion strategy to implement throughout the year. Focus will be on contacting travel writers/bloggers to schedule visits to the area as well as design a creative and unique offering for the Stanwood Camano area.

2018 Scope of Work Overview

	<u>Social Media</u>	<u>Web</u>	<u>E-News</u>	<u>Mag</u>	<u>Events</u>	<u>Sponsor</u>	<u>Outreach</u>	<u>Promo</u>	<u>Grants</u>
January	Continue 2xday posting	Local Events - inform public of Submit Your Event	Monthly E-News	Content for Spring/Summer Magazine Photos	Touch A Truck Planning	Finalize Sponsor Deck	Camano Center Annual Events	Brains torm for 2018 Promo	
February	Continue 2xday posting	+build out blogs and tourism articles	Monthly E-News	Content writing - articles & editorials	Touch A Truck Planning	Distribute	SnoCo Visitors Bureau ZipLine Tour		
March	Continue 2xday posting	+	Monthly E-News	Deadline for Editorial Content	Touch A Truck Planning ----- Movies in Park & Summer Concert Poster & Ad Design	Distribute	Arrange Travel/Trade for May/June		
April	Continue 2xday posting		Monthly E-News	Magazine Distribution	Touch A Truck Planning ----- Movies in Park & Summer Concert Poster & Ad Design	Update & Distribute			

	<u>Social Media</u>	<u>Web</u>	<u>E-News</u>	<u>Mag</u>	<u>Events</u>	<u>Sponsor</u>	<u>Outreach</u>	<u>Promo</u>	<u>Grants</u>
May	Continue 2xday posting		Monthly E-News	Magazine Distribution	Touch A Truck & Post Survey	Distribute			
June	Continue 2xday posting		Monthly E-News	Content for Fall/Winter Magazine Photos	Support Concerts & Movies ----- LUYH Initial Planning ----- Nat. Night Out Planning	Distribute	AMTRACK Contact/Exploration		LTAC
July	Continue 2xday posting		Monthly E-News	Content writing - articles & editorials	Support Concerts & Movies	Draft for 2019	Audubon Outreach - birding audience		
August	Continue 2xday posting		Monthly E-News	Content writing - articles & editorials	Support Concerts & Movies ----- Nat. Night Out	Final for 2019			Grant Application Due
September	Continue 2xday posting		Monthly E-News	Fall/Winter on shelves	Finalize LUYH Schedule	Distribute for 2019			
October	Continue 2xday posting		Monthly E-News	Distribution	LUYH Planning & Posters	Distribute for 2019			
November	Continue 2xday posting		Monthly E-News	Distribution	LUYH Marketing Campaign	Distribute for 2019			
December	Continue 2xday posting		Monthly E-News	2019 content	LUYH Events	Distribute for 2019			

Contacts for Discover Stanwood Camano

Asia Gray - Executive Director - Stanwood Chamber stanwoodchamberwa@gmail.com 360.629.0562

Renae Kettle - President - Stanwood Chamber renaeket@gmail.com 425.210.5493

Adam Kopp - CEO Madak adam@madak.com 360.572.3674

Jessica McCready - Producer Madak jessica@madak.com 360.454.4592



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 3e

DATE: January 25, 2018

SUBJECT: Small Works Project Report – 2017

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Small Public Works and Limited Public Works
Contracts awarded from the Small Works Roster

ISSUE

The city must make available a list of contracts awarded under the small works roster process at least once per year in accordance with RCW 39.04.200. This agenda cover and attached list satisfies this requirement.

DISCUSSION

The City of Stanwood uses the state approved small works roster process to efficiently solicit bids for Small Public Works projects (< \$300,000). Small Public Works projects less than \$35,000 are known as Limited Public Works and enable an agency to waive the payment bond, performance bond, and/or retainage.

The independent Municipal Research and Services Center (MRSC) organization manages an online database for Washington State local government agencies (cities, counties, school districts, and special districts) to solicit work from contractors eligible to bid on small public works projects and to solicit work from professional consultants.

Agencies are required to advertise and maintain a list of interested contractors and consultants. For a small fee, MRSC handles the advertising and tracking as required by state law. Agencies throughout Washington State use the MRSC Roster to fulfill the state requirements.

As a shared roster system, MRSC Rosters provides agencies with access to a current contractor, and consultant list, while at the same time allowing contractors and consultants the marketing advantage of reaching multiple agencies through just one roster application process.

Under RCW 39.04.155(3) agencies using the Small Works Roster Process or the Limited Public Works Process are required to make certain information available about

contracts awarded under these processes. Rather than maintaining two separate reporting systems, one for Small Works Roster projects and one for Limited Public Works projects, an agency can combine the requirements which are: to maintain a list of the contractors contacted and the contracts awarded during the previous 24 months including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, the date the contract was awarded and other contractors solicited. The list must be made available once every year and have easy accessibility by either including it on the city's website or upon request by email.

Attachment A provides a list of public works projects and a list of limited public works projects awarded from the small works roster during the previous 24 months.

FINANCIAL IMPACT

The projects in Attachment A have been awarded in accordance with state and local purchasing requirements. There is no fiscal impact associated with this action.

SMALL PUBLIC WORKS PROJECTS (<\$300,000) 2016 – 2017

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
No Small Public Works Projects in 2016						
No Small Public Works Projects in 2017						

LIMITED PUBLIC WORKS PROJECTS (<\$35,000) 2016 – 2017

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
2-11-2016	Bonner Electrical Contracting, LLC	603 016 830	BONNEEC904L9	Bryant Well 1 Flow Meter Wiring	\$1,701.28	All MRSC Electricians
2-25-2016	Bonner Electrical Contracting, LLC	603 016 830	BONNEEC904L9	On-Call Electrician	\$35,000 (not to exceed)	All MRSC Electricians
2-25-2016	Dahl Electric, Inc.	600 543 012	DAHLEEI926QD	On-Call Electrician	\$35,000 (not to exceed)	All MRSC Electricians
2-25-2016	Gaige Construction, LLC	603 569 188	GAIGECL849BK	Misc. Concrete Work	\$8,160.00	Bidders: AA Asphaltting, Combined Construction, Jag Corporation Emailed to all MRSC Concrete Participants.
9-1-2016	Environment Control of North Seattle, Inc.	601 222 260		Janitorial Services	\$13,394.64	All companies on MRSC and advertisement in Everett Herald
11/21/2016	Tru-View Glass and Windows, Inc.	602 890 372	TRUVIGW918CS	Library Window Replacement	\$19,891.11	Emailed all Glaziers on MRSC dated 10-4-2016 No Bids Received. Contacted Tru-View Window and Glass, Glass Tech.
4-27-2017	Pacific NW Environmental LLC	602 960 249	PACIFNE899BD	Asbestos Removal from out buildings at Ovenell Park	\$5,073.15	MRSC Contractors Registered for: Main Category: Hazardous Materials Abatement Sub-Category Asbestos Abatement (certification required)
4-13-2017	CLK Construction, LLC	602 676 374	CLKCOLK933DL and CLKCOLK932BW	For On-Call Electrical Services	\$35,000	All Electricians on MRSC Roster
4-13-2017	Bonner Electrical Contracting, LLC	603 016 830	BONNEEC904L9	For On-Call Electrical Services	\$35,000	All Electricians on MRSC Roster



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 4a

DATE: January 25, 2018

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – December 14, 2017 PWC Meeting Minutes

SUMMARY STATEMENT

The Public Works Committee meets the 2nd Thursday of every month at 5:00pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

Minutes from the December 14, 2017 meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the city's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

The committee canceled the January 11, 2018 meeting to allow time for the new council to pick their committees.

Agenda

1. Heritage Park Master Plan
2. Street Vacation
3. 2018 TIB overlay grants
4. 90th Avenue Extension, Supplemental 8

Discussion Items:

- Sewer Easement at Church Creek Estates

PUBLIC WORKS/PARKS COMMITTEE MEETING
Thursday, December 14, 2017 – 5:00pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Arne Wennerberg, Rob Johnson, Tim Pearce
City Staff: Kevin Hushagen, Shawn Smith, Ryan Larsen, Lisa Sokolik

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

1. Heritage Park Master Plan

The Public Works Committee reviewed the scope of work by JA Brennan Associates. The committee discussed the fact that a study will need to be done in order to do a master plan before the city can apply for any grants.

JA Brennan is one of the city's on-call professional service agencies, so the city would not have to advertise for Statements of Qualifications for this project. JA Brennan recommends that the city apply for both the RCO Youth Athletic Grant and the RCO Local Park Grant.

The committee also discussed the Josephine property and the option of using a portion of the property for overflow parking and RV parking.

Committee Recommendation: Take to full council on December 14, 2017 under New Business, with the motion to support JA Brennan Associates to master plan Heritage Park and to allow for submission of grant applications.

2. Street Vacation Ordinance

The Street Vacation Ordinance was written by the City Attorney. The proposed language includes the procedure and cost guidelines to vacate a street.

Committee Recommendation: Take to full council with the recommendation to approve the proposed language for the street vacation ordinance.

3. 2018 TIB Overlay Grants

The committee reviewed the TIB grant agreement and approves the city's 10% match of \$67,698 that has already been included in the 2018 budget and the projects have been included in the Capital Improvement Plan. The total funding is \$609,286.

Committee Recommendation: Take to full council with the recommendation to have the Mayor sign the TIB Grant Agreement.

4. 90th Avenue Extension, Supplemental No. 8

The committee reviewed Perteet's Supplemental No. 8 which would extend the contract date and increase the dollar amount by \$42,802. The committee was very concerned that Perteet is not completing the task on time and is now asking for more money to complete the late tasks. The committee directed staff to remove the \$10,000 for management reserve from Supplemental No. 8.

Committee Recommendation: Take to full council on December 14, 2017 with the recommendation to approve Perteet's Supplemental No. 8 to extend the date to December 31, 2018 and to increase the dollar amount by \$32,802.

Discussion Items:

- **Sewer Easement at Church Creek Estates**
- **January Public Works Committee**

There will be no PWC meeting in January, the next meeting is scheduled for February 8, 2018 after the new committee is formed.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: January 25, 2018

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Umpqua Bank voucher checks 26611 through 26677 and electronic funds transfers in the amounts of \$425,225.60. Approve issuance of Umpqua Bank payroll checks 1017 through 1025 and payroll electronic funds transfers in the amount of \$219,583.35.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF UMPQUA BANK VOUCHER CHECKS 26611 THROUGH 26677 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNTS OF \$425,225.60. APPROVE ISSUANCE OF UMPQUA BANK PAYROLL CHECKS 1017 THROUGH 1025 AND PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$219,583.35.

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

01/01/2018 To: 01/17/2018

Time: 07:39:30 Date: 01/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
250	01/03/2018	Claims	2	EFT	Chase Paymentech	1,250.63	Dec Merchant Fees
253	01/09/2018	Claims	2	EFT	Umpqua Bank Merchant Services	45.12	Jan Merchant Fees
255	01/04/2018	Claims	2	EFT	WA St Dept of Licensing *	939.00	Fees For Gun Permits
52	01/04/2018	Claims	2	26611	Mitchell & Elizabeth Larson	178.92	08 4584 10 - 28534 75TH DR NW
53	01/04/2018	Claims	2	26612	Refund - Crystil Woolridge	165.78	Refund Acct#1806 Crystil Woolridge
57	01/04/2018	Claims	2	26613	Sno Co Planning & Development Svcs		City Admin paid with credit card
174	01/10/2018	Claims	2	26638	AWC- Drug & Alcohol Testing Consortium	799.00	City Of Stanwood
175	01/10/2018	Claims	2	26639	Archive Social, Inc.	588.00	City Of Stanwood
176	01/10/2018	Claims	2	26640	Snohomish County Cities Assoc of Snohomish County Cities	100.00	City Of Stanwood
177	01/10/2018	Claims	2	26641	Association Of Wa Cities *	5,780.72	13796; 005,652-00
178	01/10/2018	Claims	2	26642	Bias Software	9,266.64	City Of Stanwood; Barber/Hammond 2018 Rally
179	01/10/2018	Claims	2	26643	Economic Alliance Snohomish County	1,000.00	City Of Stanwood
180	01/10/2018	Claims	2	26644	Environment Control	1,116.22	257778
181	01/10/2018	Claims	2	26645	Snoecker Inc Simple Security Solutions	143.97	1190-69
182	01/10/2018	Claims	2	26646	Sno Co Clerks/Finance Officers Assoc	100.00	City Of Stanwood
183	01/10/2018	Claims	2	26647	Unum Life Insurance	88.40	0220603-036 2
184	01/10/2018	Claims	2	26648	WA Cities Insurance	142,057.00	City Of Stanwood
185	01/10/2018	Claims	2	26649	Robert & Karen Ulbricht	40.12	08 4506 10 - 7025 288TH ST NW
001 General Fund						45,393.64	
101 Street Fund						19,740.89	
401 Sewer Fund						34,457.51	
410 Drainage Fund						28,660.72	
421 Water Fund						34,467.76	
630 Agency Fund						939.00	
						<u>163,659.52</u>	Claims: 163,659.52
* Transaction Has Mixed Revenue And Expense Accounts						163,659.52	

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

() Finance Director () Auditing Officer

() Deputy Finance Director



Date: 1-17-18

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

12/30/2017 To: 12/31/2017

Time: 07:40:12 Date: 01/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7692	12/31/2017	Claims	2	EFT	RH2 Engineering Inc	1,827.27	City Of Stanwood
7693	12/31/2017	Claims	2	26614	Branom Instrument Co.	131.50	11012
7694	12/31/2017	Claims	2	26615	Gaylynn Brien	60.00	City Of Stanwood
7695	12/31/2017	Claims	2	26616	Cascade Natural Gas Corp	1,096.54	127 540 0000 3; 953 540 0000 2; 498 440 0000 7; 608 440 0000 4; 839 440 0000 5
7696	12/31/2017	Claims	2	26617	Databar Inc.	283.85	8952
7697	12/31/2017	Claims	2	26618	Dell Marketing Lp	927.30	2274528
7698	12/31/2017	Claims	2	26619	Edge Analytical Inc	40.00	STA01
7699	12/31/2017	Claims	2	26620	Ford Hall Company Inc	1,643.89	City Of Stanwood
7700	12/31/2017	Claims	2	26621	Freightliner Northwest	702.05	315137
7701	12/31/2017	Claims	2	26622	Herc Equipment Rental Corp.	1,600.38	1024925
7702	12/31/2017	Claims	2	26623	KCDA Purchasing Cooperative	127.50	City Of Stanwood
7703	12/31/2017	Claims	2	26624	Ken's Radiator, Inc.	975.61	City Of Stanwood
7704	12/31/2017	Claims	2	26625	Northsound Refrigeration	681.20	City Of Stanwood
7705	12/31/2017	Claims	2	26626	Office Depot	310.02	36274097; 36274097; 36274097; 36274097
7706	12/31/2017	Claims	2	26627	Pacific Power Group	660.92	89038
7707	12/31/2017	Claims	2	26628	Petty Cash/ Marcy Mathis -Custodian	66.71	City Of Stanwood
7708	12/31/2017	Claims	2	26629	Pitney Bowes Inc- Global Financial Svc	253.55	0011607768
7709	12/31/2017	Claims	2	26630	Pratt Pest Management NW Inc	185.47	100391
7710	12/31/2017	Claims	2	26631	Shred-it US JV LLC	41.91	14668765
7711	12/31/2017	Claims	2	26632	Skagit Publishing	590.13	212834
7712	12/31/2017	Claims	2	26633	Stanwood Camano News	67.04	261981
7713	12/31/2017	Claims	2	26634	TMG Services Inc	1,395.81	1920010
7714	12/31/2017	Claims	2	26635	Union Bank - Visa	2,699.85	4294 3610 1031 7173; 4294 3610 1008 9632; 4294 3610 1402 6218
7715	12/31/2017	Claims	2	26636	Waste Management Skagit	306.37	8-34465-95001
7716	12/31/2017	Claims	2	26637	Xpress/Bill Pay	441.20	10290
7728	12/31/2017	Claims	2	26650	APP- Associated Petroleum Products	2,791.24	00-0100494
7729	12/31/2017	Claims	2	26651	Aeration Industries Internation	37,416.00	3367-1
7730	12/31/2017	Claims	2	26652	Confluence Environmental Company, Inc	8,512.50	City Of Stanwood; City Of Stanwood
7731	12/31/2017	Claims	2	26653	HB Jaeger Company LLC	1,090.73	3330
7732	12/31/2017	Claims	2	26654	Hamilton Lumber LLC	65.57	City Of Stanwood
7733	12/31/2017	Claims	2	26655	KBA Inc.	2,424.95	17-017-STAN
7734	12/31/2017	Claims	2	26656	NC Machinery	1,569.95	0271520
7735	12/31/2017	Claims	2	26657	North West Instrument Services	125.47	City Of Stanwood
7736	12/31/2017	Claims	2	26658	Office Depot	343.97	36274097
7737	12/31/2017	Claims	2	26659	PUD Of Snohomish County *	8,049.07	2007-3867-2; 2006-3363-4; 2026-7067-5; 2210-4151-0; 2027-2728-5; 2026-9420-4; 2025-7951-2; 2028-8205-6; 2001-2874-2; 2002-4050-5; 2001-4218-0;
7738	12/31/2017	Claims	2	26660	Rimmer Tire Center Inc	32.73	83400006
7739	12/31/2017	Claims	2	26661	Skagit Farmers Supply	2,999.24	135052
7740	12/31/2017	Claims	2	26662	Sno Co District Court	1,070.37	City Of Stanwood Interpreter Costs
7741	12/31/2017	Claims	2	26663	Sno Co Public Works *	23,159.55	CR000024; CR000024; CR000024; CR000024
7742	12/31/2017	Claims	2	26664	Sno Co Sheriffs Office *	138,864.25	SSH00001
7743	12/31/2017	Claims	2	26665	Snohomish County Treasurer	30.73	City Of Stanwood - Crime Victims Nov 2017

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

12/30/2017 To: 12/31/2017

Time: 07:40:12 Date: 01/17/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7744	12/31/2017	Claims	2	26666	Stanwood Auto Parts	437.32	56100
7745	12/31/2017	Claims	2	26667	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
7746	12/31/2017	Claims	2	26668	Stanwood City Utility	1,327.74	2416; 1675; 1674; 1587; 1573; 1348; 1332; 1328; 1271; 1241; 1473;
7747	12/31/2017	Claims	2	26669	Stanwood Hardware	2,083.68	1414
7748	12/31/2017	Claims	2	26670	Stilly Auto Parts Napa	97.22	27197
7749	12/31/2017	Claims	2	26671	USA Bluebook	348.19	478228
7750	12/31/2017	Claims	2	26672	Utilities Underground Loc	34.83	134200
7751	12/31/2017	Claims	2	26673	Verizon Wireless	1,000.39	372541731-00001
7752	12/31/2017	Claims	2	26674	WA St Treasurer	2,174.88	City Of Stanwood
7753	12/31/2017	Claims	2	26675	Washington State Patrol *	304.00	STA301
7754	12/31/2017	Claims	2	26676	Weed, Graafstra & Associates, Inc., P.S	5,029.25	3868-0000M
7755	12/31/2017	Claims	2	26677	Zumar Industries Inc	166.19	000683
001 General Fund						156,008.24	
101 Street Fund						9,734.81	
103 Street Construction Fund						24,985.70	
104 Park Improvement Fund						517.25	
110 Building Improvement Fund						99.00	
401 Sewer Fund						9,972.17	
403 Sewer Construction Fund						37,416.00	
410 Drainage Fund						2,168.84	
411 Drainage Construction Fund						9,327.27	
421 Water Fund						8,827.19	
630 Agency Fund						2,509.61	
						261,566.08	Claims: 261,566.08

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

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



Date: 1-17-18

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

01/01/2018 To: 01/17/2018

Time: 07:42:30 Date: 01/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
59	01/08/2018	Payroll	2	EFT		3,634.77	December 2017 Payroll
60	01/08/2018	Payroll	2	EFT		3,251.95	December 2017 Payroll
61	01/08/2018	Payroll	2	EFT		1,443.01	December 2017 Payroll
62	01/08/2018	Payroll	2	EFT		323.07	December 2017 Payroll
63	01/08/2018	Payroll	2	EFT		3,276.99	December 2017 Payroll
64	01/08/2018	Payroll	2	EFT		4,845.49	December 2017 Payroll
65	01/08/2018	Payroll	2	EFT		2,873.03	December 2017 Payroll
66	01/08/2018	Payroll	2	EFT		1,388.30	December 2017 Payroll
67	01/08/2018	Payroll	2	EFT		307.27	December 2017 Payroll
68	01/08/2018	Payroll	2	EFT		1,562.47	December 2017 Payroll
69	01/08/2018	Payroll	2	EFT		3,185.96	December 2017 Payroll
70	01/08/2018	Payroll	2	EFT		2,771.56	December 2017 Payroll
71	01/08/2018	Payroll	2	EFT		2,867.85	December 2017 Payroll
72	01/08/2018	Payroll	2	EFT		4,705.96	December 2017 Payroll
73	01/08/2018	Payroll	2	EFT		707.28	December 2017 Payroll
74	01/08/2018	Payroll	2	EFT		323.00	December 2017 Payroll
75	01/08/2018	Payroll	2	EFT		3,746.00	December 2017 Payroll
76	01/08/2018	Payroll	2	EFT		5,436.97	December 2017 Payroll
77	01/08/2018	Payroll	2	EFT		778.59	December 2017 Payroll
78	01/08/2018	Payroll	2	EFT		832.46	December 2017 Payroll
79	01/08/2018	Payroll	2	EFT		745.84	December 2017 Payroll
80	01/08/2018	Payroll	2	EFT		4,433.83	December 2017 Payroll
81	01/08/2018	Payroll	2	EFT		2,901.10	December 2017 Payroll
82	01/08/2018	Payroll	2	EFT		323.00	December 2017 Payroll
83	01/08/2018	Payroll	2	EFT		822.83	December 2017 Payroll
84	01/08/2018	Payroll	2	EFT		602.32	December 2017 Payroll
85	01/08/2018	Payroll	2	EFT		2,078.31	December 2017 Payroll
86	01/08/2018	Payroll	2	EFT		323.07	December 2017 Payroll
87	01/08/2018	Payroll	2	EFT		307.27	December 2017 Payroll
88	01/08/2018	Payroll	2	EFT		2,231.60	December 2017 Payroll
89	01/08/2018	Payroll	2	EFT		2,181.31	December 2017 Payroll
90	01/08/2018	Payroll	2	EFT		3,615.84	December 2017 Payroll
91	01/08/2018	Payroll	2	EFT		1,936.28	December 2017 Payroll
92	01/08/2018	Payroll	2	EFT		2,720.71	December 2017 Payroll
93	01/08/2018	Payroll	2	EFT		2,685.74	December 2017 Payroll
94	01/08/2018	Payroll	2	EFT		2,042.19	December 2017 Payroll
95	01/08/2018	Payroll	2	EFT		4,136.41	December 2017 Payroll
96	01/08/2018	Payroll	2	EFT		1,382.70	December 2017 Payroll
97	01/08/2018	Payroll	2	EFT		768.48	December 2017 Payroll
98	01/08/2018	Payroll	2	EFT		2,170.94	December 2017 Payroll
99	01/08/2018	Payroll	2	EFT		2,649.33	December 2017 Payroll
100	01/08/2018	Payroll	2	EFT		323.00	December 2017 Payroll
133	01/08/2018	Payroll	2	EFT	Internal Revenue Service (941)	41,921.19	941 Deposit for Pay Cycle(s) 01/08/2018 - 01/08/2018
134	01/08/2018	Payroll	2	1017	AFLAC	381.22	Pay Cycle(s) 01/08/2018 To 01/08/2018 - AFLAC, Pre-Tax; Pay Cycle(s) 01/08/2018 To 01/08/2018 - AFLAC, Post-Tax
135	01/08/2018	Payroll	2	1018	AWC Employee Benefit Trust	19,419.61	Pay Cycle(s) 01/08/2018 To 01/08/2018 - AWC - Medical; Pay Cycle(s) 01/08/2018 To 01/08/2018 - AWC- Dental; Pay Cycle(s) 01/08/2018 To 01/08/2018 - AWC - Vision; Pay Cycle(s) 01/08/2018 To 01/08/2018;
136	01/08/2018	Payroll	2	1019	Colonial Life Insurance	66.75	Pay Cycle(s) 01/08/2018 To 01/08/2018 - Colonial Life Ins

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

01/01/2018 To: 01/17/2018

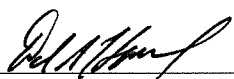
Time: 07:42:30 Date: 01/17/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
137	01/08/2018	Payroll	2	1020	Department Of Retirement Systems	34,199.40	Pay Cycle(s) 01/08/2018 To 01/08/2018 - PERS2; Pay Cycle(s) 01/08/2018 To 01/08/2018 - PERS 3; Pay Cycle(s) 01/08/2018 To 01/08/2018 - 457 - DRS (DCP)
138	01/08/2018	Payroll	2	1021	Hartford Retirement Plan Services	625.00	Pay Cycle(s) 01/08/2018 To 01/08/2018 - 457 - Hartford
139	01/08/2018	Payroll	2	1022	ICMA Retirement Trust	1,996.10	Pay Cycle(s) 01/08/2018 To 01/08/2018 - 457 - ICMA
140	01/08/2018	Payroll	2	1023	Navia Benefits	155.00	Pay Cycle(s) 01/08/2018 To 01/08/2018 - Medical FSA- S125
141	01/08/2018	Payroll	2	1024	Teamsters Union Local 231	1,217.00	Pay Cycle(s) 01/08/2018 To 01/08/2018 - Teamsters Dues
142	01/08/2018	Payroll	2	1025	Washington Teamsters Welfare Trust	29,958.00	Pay Cycle(s) 01/08/2018 To 01/08/2018 - Union Dental; Pay Cycle(s) 01/08/2018 To 01/08/2018 - Teamsters Medical
						101,047.66	001 General Fund
						17,897.43	101 Street Fund
						1,114.55	108 Transportation Sales Tax Fund
						40,468.50	401 Sewer Fund
						18,869.35	410 Drainage Fund
						40,185.86	421 Water Fund
						219,583.35	Payroll:
							219,583.35

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

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



Date: 1/17/18



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: January 25, 2018

SUBJECT: City Council January 11, 2018 Regular Meeting Minutes

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A - Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the January 11, 2018 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE JANUARY 11, 2018 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, January 11, 2018 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

Deputy Clerk Erica Schorn called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Conrad Ryer, and Judy Williams. The meeting was quorate.

Also present: City Administrator Ryan Larsen, Finance Director David Hammond, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Norm Link, City Attorney Grant Weed, and Deputy Clerk Erica Schorn.

3. Presentations

- a. Oath of Office Administered by Judge Kristen Olbrechts
 - i. Mayor
 - ii. Position 1
 - iii. Position 2
 - iv. Position 7

Mayor Kelley introduced the honorable Judge Kristen Olbrechts to administer oaths of office to the newly elected and re-elected officials.

4. Staff Reports

- a. Police Compstat Report – November 2017
- b. Library Board Meeting Minutes – December 11, 2017

5. Committee Reports

- a. Public Safety

6. Citizen Comments

Michael Wooten – 27828 84th AVE NW

Stanwood City Council Meeting Minutes – January 11, 2018

Mr. Wooten stated he is disappointed that the city acquiesced to the master builders by approving a lower than originally proposed increase to the park impact fee. He is concerned about growth management and how it will affect us in the future. He recommended that we hold our ground in the future.

7. Approval of the Agenda

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

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve December 14, 2017 Meeting Minutes
- c. Authorize the mayor to sign a contract with Ian Gleadle for Photography Services
- d. Authorize the mayor to sign Amendment No. 1 to the Snohomish Regional Drug and Gang Task Force
- e. Approve Mayor Kelley's appointment to Community Transit Board 2018-2019
- f. Approve the mayor's appointments and re-appointments to PTAC
- g. Approve the mayor's appointments and re-appointments to the Planning Commission

Motion by Councilmember Sather, second by Councilmember Callaghan, to approve the consent agenda including items a through g as numbered. Motion carried unanimously.

The mayor acknowledged the new appointments to PTAC and to the Planning Commission.

9. New Business

- a. Elect Mayor Pro Tempore

Motion by Councilmember Sather, second by Councilmember Johnson, to appoint Councilmember White as mayor pro tempore to serve a one year term in 2018. Motion carried unanimously.

- b. Council Committee Selection

City Administrator Ryan Larsen presented the council committee selection process. Councilmembers rank their committee preferences on the ranking sheet and the mayor, the mayor pro tempore, and the longest serving councilmember will tally the results. He asked that the forms be returned to city staff by Wednesday of next week.

Motion by Councilmember Sather, second by Councilmember Ryer, to have staff draft a document and bring it back to council to amend the Rules of Procedure to restore us to the previous rules of seniority for councilmembers. He also asked that city staff include in that

Stanwood City Council Meeting Minutes – January 11, 2018

document any changes to the rules of procedure that staff and the city attorney wish council to consider. Jonnson- yes, White–yes, Callaghan-no, Pearce-no, Sather-yes, Ryer-yes, Williams-yes. Motion carried.

Councilmember Johnson stated that he doesn't like that the current selection process weighs on seniority instead of level of expertise. Many councilmembers have many years of success in their careers and civic involvement, and that should be taken into account when committee assignments are selected.

City Attorney Weed stated that changes to the Rules of Procedure can be brought forward via Resolution. There have been a few changes in the law that necessitates other changes to the Rules of Procedure that council may want to update. He would suggest bringing a red-lined Rules of Procedure forward for council review.

c. Set 2018 Council Calendar

City Administrator Ryan Larsen presented the 2018 Council Calendar including special meetings on February 1st and June 21st. The special meeting that was on the calendar for January 18th was removed. The second meeting in August and December are canceled, and the November 22nd meeting will be moved to November 19th. There will be a joint meeting with the Planning Commission potentially on March 29th. A joint meeting with the Fire Authority will be determined at a later date.

Motion by Councilmember Sather, second by Councilmember Callaghan, to set special meetings and approve the council calendar for 2018 as presented by staff. Motion carried unanimously.

10. Reports of Officers and Committees

a. Mayor's Report

- State of the City Address was today, went well
- Girl Scout will be bringing box to city hall and many other businesses to collect coats for the needy
- Snow Goose Festival is coming up
- YMCA Free Swims have been very successful

b. City Administrator's Report

Staff will be interviewing Community Development Director Applicants on Friday January 12th. Also, the student advisor will no longer be able to attend council meetings. We will choose another advisor in June for the next year.

c. Student Advisor's Report

Stanwood City Council Meeting Minutes – January 11, 2018

d. Councilmember Reports/Questions

Councilmember White suggested that the moratorium on marijuana sales be revisited.

City Attorney Weed stated that this would require a motion tonight and if a majority of council wants to revisit the issue, it would need to go to the Planning Commission, and then back to council if recommended.

Motion by Councilmember White, Second by Councilmember Johnson, to revisit the moratorium on marijuana sales and growth for the City of Stanwood. Johnson-yes, White-yes, Callaghan-no, Pearce-no, Sather-yes, Ryer-yes, Williams-yes. Motion carried.

Councilmember Johnson reported that Astronaut John Young died at the age of 87 this week. Councilmember Johnson met Mr. Young in 1974 when he was a guest on King5 News. He was very impressed by Mr. Young who was an incredible American.

11. Citizen Closing Comments

Cathy Wooten – 27828 84th AVE NW

Mrs. Wooten welcomed and thanked the new councilmembers and the mayor for serving the community. The Snow Goose Festival will be February 24th and 25th. They are still accepting donations. Mrs. Wooten would like the council to consider forming a social needs committee to address our community members in need.

The mayor asked that this be put on the agenda for our first council workshop.

Michael Wooten – 27828 84th AVE NW

Mr. Wooten noted the passing of Floyd Jones who was a great friend and benefactor to the area. He was very accessible and he will be missed.

12. Adjourn

There being no further business before the Council, Mayor Kelley adjourned the meeting at 7:34 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Erica Schorn, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: January 25, 2018

SUBJECT: Resolution 2018-01 Amending Council Rules of Procedure

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A – Resolution 2018-01
B - Proposed Amended Council Rules of Procedure

ISSUE

The issue in front of the council is whether or not to adopt Resolution 2018-01 amending their Rules of Procedures.

SUMMARY STATEMENT

On January 11, 2018 council voted to direct staff to amend the definition of “longest serving councilmember” to its definition prior to the change made in 2016, and to incorporate this change into council’s Rules of Procedure. Additionally, it was asked that staff include any changes to the Rules of Procedure that staff and the city attorney wish council to consider.

DISCUSSION

There have been changes to the laws of Washington State since the last update to the Rules of Procedure that necessitate additional changes to the Rules of Procedure.

Details of each substantive procedural change are provided in Section 2 of the attached Resolution. The following summary provides an overview of proposed changes by section:

Rule 6 Presiding Officer - Duties - *this change clarifies that the presiding officer may vote in the case of a tie except in certain matters (the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money).*

Rule 10 Special Meetings – *This change amends the notice requirement so that notification will no longer occur by regular mail, instead may be delivered in person, by fax or by email.*

Rule 12 Workshops – *this change provides clarification that workshops are special meetings.*

Rule 19 Administrative Interference by Councilmembers – *This change stipulates that council interaction with the administrative branch may occur through the mayor or in addition through the City Administrator.*

Rule 22 Order of Business - *This changes the order of the regular council meeting agenda, but not the substance or categories of the meeting agenda. The proposed order is as follows:*

- *Call to order*
- *Roll Call*
- *Approval of the Agenda*
- *Citizen Comments*
- *Staff Announcements*
- *Council Committee Reports*
- *Consent Agenda*
- *Old Business*
- *Public Hearings*
- *New Business*
- *Reports*
- *Citizens Closing Comments*
- *Recess to Executive Session*
- *Reconvene and Adjourn*

Rule 25 Voting – *Under the current rule, council position one votes first and the voting proceeds sequentially through position seven in all cases. This proposed amendment changes the order of voting so that the order is staggered at each meeting, with each successive council position voting first. Additionally, obsolete language was deleted.*

Rule 29 Committees - *According to current Rules of Procedure, a nominating committee composed of the mayor, mayor pro tempore, and the longest serving councilmember are responsible for determining committee membership each year. At their January 11, 2018 meeting, it was requested that the definition of “longest serving councilmember” be changed back to the definition prior to the change made February 11, 2016. Prior to the 2016 change, the Rules of Procedure did not indicate if the term meant seated continuously or if it was to include previously served terms. Staff propose an amendment to fulfill the council intent as follows: “The longest serving member shall be defined as the total length of continuous service.”*

Rule 31 Resolutions – *This section is not needed and is mostly obsolete.*

Rule 32 – Ordinances – *No changes are proposed by staff at this time. The current requirement that ordinances have two readings is not required by law, and council may wish to discuss amendment as a workshop topic.*

Rule 43 – Review of Rules of Procedure – *This proposed section is new. It suggests the council rules of procedure should be amended every two years in even-numbered years.*

FINANCIAL IMPACT

There is no financial impact

CITY COUNCIL OPTIONS

1. Adopt Resolution 2018-01 amending the City Council Rules of Procedure.
2. Do not adopt Resolution 2018-01 amending the City Council Rules of Procedure and refer the issue to one of the standing committees to review and make a recommendation to the full council.
3. Do not adopt Resolution 2018-01 amending the City Council Rules of Procedure and continue to operate under the Rules of Procedure approved by council on February 11, 2016.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2018-01 AMENDING THE CITY COUNCIL RULES OF PROCEDURE.

ATTACHMENT A

Stanwood, Washington

RESOLUTION 2018-01

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING COUNCIL RULES OF PROCEDURE.**

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

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

WHEREAS, these changes will provide more consistency for the council and the general public; and

WHEREAS, the City Council wishes to make these changes effective January 25, 2018; now therefore

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

Section 1. Amendments

COUNCIL MEETINGS

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

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

VACANCY IN MAYOR'S OFFICE

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

PRESIDING OFFICER – DUTIES

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

QUORUM

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

SPECIAL COUNCIL MEETINGS

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

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

- (b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain information about the meeting: time, place, and business to be transacted.
- (c) The notice shall be delivered by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the city council. ~~mail or personally to the residence of each Councilmember, the Mayor, and business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The notice must be delivered at least twenty-four (24) hours prior to the meeting. (RCW 35A.12.110)~~
- (d) Notice of a special meeting shall be:
- (1) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the city council a written request to be notified of such special meeting or of all special meetings;
 - (2) Posted on the city's web site.
 - (3) Prominently displayed at the main entrance of city hall and the meeting site if it is not held at city hall;
Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.
- (e) The call and notices required this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the city council.
- (f) Written notice may be dispensed with when:
- (1) A written waiver is filed with the City Clerk by a Councilmember.
 - (2) The Councilmember is present at the special meeting.
 - (3) In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

WORKSHOPS

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

ADMINISTRATIVE INTERFERENCE BY COUNCILMEMBERS

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

RULES OF ORDER

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

ORDER OF BUSINESS

Rule 22. This rule was not substantively change, but rather, the order of the agenda was revised as follows:

- Call to order
- Roll Call
- Approval of the Agenda
- Citizen Comments
- Staff Announcements
- Council Committee Reports
- Consent Agenda
- Old Business
- Public Hearings
- New Business
- Reports
- Citizens Closing Comments
- Recess to Executive Session
- Reconvene and Adjourn

ACTIONS FOR A PUBLIC HEARING

Rule 24. The procedures for a public hearing will be made available as an attachment to the agenda when public hearings are scheduled to be on the agenda ~~are available in the City Clerk's office upon request.~~

VOTING

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

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes should be taken by roll call and recorded by the City Clerk. The order of the roll call vote shall be staggered, so that the position voting first will be adjusted with each successive meeting. The Council attendance vote may be a voice yea or nay.
- (b) Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote. ~~In any case where the vote of any member abstaining or remaining silent is necessary to constitute effective action of the Council, then and in that case, he shall be deemed to have voted with that side mustering the greater number of votes.~~
- (c) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, ~~any approval of warrants,~~ and any resolution pertaining to collective bargaining or personnel policy actions shall require the affirmative vote of at least a majority of the whole membership of the Council. (RCW 35A.12.120)
- (d) The passage of any public emergency ordinance (an ordinance that takes effect immediately), ~~expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency such as a budget amendment~~ shall require the affirmative vote of at least a majority plus one of the whole membership of the Council.
- (e) The passage of any motion or resolution not subject to the provisions of state or local law, or these rules as amended, shall require the affirmative vote of at least a majority of the membership of the council who are present.
- (f) The Mayor may vote only in case of a tie vote of the Council. A majority of the entire membership of the Council is required to vote for passage of any ordinance, grant, or revocation of a franchise or license, or any resolution for the payment of money (RCW 35A.12.100). Therefore, the mayor may not break a tie vote on these matters. All tie votes will result in failure of motion.

DECORUM

Rule 26. By Councilmembers: While Council is in session, members should conduct themselves in a manner consistent with Roberts Rules of Order. When actionable items are present by Councilmembers or Staff, Councilmembers may seek from the presenter clarification or explanation of the issue. Conversation intended to persuade or dissuade

can be offered only following a properly proposed motion and second for action by the Council and then only upon recognition by the Chair.

By Citizens. Any person who delays or disrupts the proceedings of the Council, or who uses language offensive to commonly accepted customs of courtesy and decency while addressing the Council, or who, in the opinion of the Council appears to be under the influence of intoxicating liquor or drugs, shall be barred from further audience before the Council unless permission to continue is granted by majority vote of the Council. Procedures for addressing interruptions or disruption of the business of Council are found in RCW 42.30.050.

COMMITTEES

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

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

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

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

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

- Public Safety

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

- (b) Committees shall appoint a committee chair at the first committee meeting of the new calendar year. No one Councilmember shall serve as chair for more than one committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the council. A committee member may present the recommendations of the committee during the discussion of the item of business.
- (c) Members may be removed from a council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.
- (d) Employees may staff the various committees as directed by the mayor but no staff person shall serve as a member of a Council Committee.
- (e) Standing Council Committees shall have a fixed monthly meeting. The standing committee meetings date, time and location shall be posted on the city's web-site and on the bulletin board at City Hall. Committee meetings may be cancelled or changed with the approval of the Committee Chair. A Committee Chairman has the authority to call a committee meeting. Staff shall work with Committee Chairman to arrange meeting.
- (f) Minutes need not be taken of committee meetings.

RESOLUTIONS

~~**Rule 31.** A resolution may be put to its final passage on the same day on which it was introduced.~~

~~The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the council members present request that the entire resolution or certain of its sections be read, such requests shall be granted. Printed copies should be made available upon request to any person attending a council meeting.~~

~~Emergency Resolutions. By vote of one or more than the majority, the City Council may, without notice or hearing, adopt an emergency resolution. If a contract is awarded without competitive bidding due to an emergency, written findings of the existence of an emergency must be made by the city council and entered into its record no later than two weeks following the contract's award.~~

ORDINANCES

Rule 32. The procedure for ordinances is as follows:

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

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

- (b) Franchises. All ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances may be passed only at a regular meeting of the Council; and at least a majority plus one of the governing body must vote in favor of the franchise. (RCW 35.23.251)
- (c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35A.33.080 and 35A.33.090.
- (d) A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or schedule a Council workshop for study and consideration. The committee shall report its findings to the Council.
- (e) If a Motion to pass an ordinance to second reading fails, the ordinance shall be considered lost
- (f) Any ordinance amending or repealing any portion of the Stanwood Municipal Code shall also amend or repeal the respective portions of any underlying ordinance(s).
- (g) The mayor may veto an ordinance, but the mayor's veto can be overridden ~~overruled~~ by a majority plus one of the entire Council membership. (RCW 35A.12.100)

ORDINANCE - EFFECTIVE DATE

Rule 34. Unless specifically provided otherwise in the body of an Ordinance, an ordinance shall take effect five days after the date of its passage and publication, except that an ordinance passed by a majority, plus one, of the whole membership of the Council, designated therein as a public emergency ordinance, necessary for the protection of public health, public safety, public property, or the public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money. (RCW 35A.12.120)

ADDRESSING COUNCIL AFTER A MOTION IS MADE

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

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

PASSED AND APPROVED BY THE CITY COUNCIL ON THIS 25th DAY OF JANUARY, 2018.

City of Stanwood

Mayor Leonard Kelley

ATTEST:

David A. Hammond, City Clerk



City of Stanwood, Washington

Rules of Procedure

Approved by City Council

Amended:

Amended January 25, 2018 Resolution 2018-01

February 11, 2016 Resolution 2016-02

February 13, 2014 Resolution 2014-02

February 14, 2013 Resolution 2013-01

January 27, 2011 Resolution 2011-01

TABLE OF CONTENTS

Section I – General Provisions

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

Section II – Duties and Privileges of Members

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

Section III – Council Procedures

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

SECTION I GENERAL PROVISIONS

COUNCIL MEETING – LOCATION

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

- (a) Notice has been given, as required by SMC 2.44.020 for a special meeting, which states an alternate location; or
- (b) The meeting is convened in council chambers and moved to another location for review of city business, or for the convenience of the council.

COUNCIL MEETINGS

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

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

COUNCIL MEETINGS - OPEN TO THE PUBLIC

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

PRESIDING OFFICER

Rule 4. The Mayor shall preside at all meetings of the Council, and be recognized as the Presiding Officer and Chief Executive Officer of the City. In the case of the Mayor's absence or temporary disability the Mayor pro tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor pro tempore, a Mayor pro tempore selected by members of the Council shall act as Mayor during the continuance of the absences or disabilities and shall perform

the duties of the Mayor, except that he shall not have the power to appoint or remove any officer or to veto any ordinance. The Mayor or Mayor pro tempore is referred to as "Presiding Officer" from time to time in these rules of procedure. (RCW 35A.12.100 & 110)

VACANCY IN MAYOR'S OFFICE

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

PRESIDING OFFICER – DUTIES

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

ELECTION OF MAYOR PRO TEMPORE

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

QUORUM

Rule 8. Four (4) elected members of the Council shall constitute a quorum for the transaction of business. In the absence of a quorum, the Presiding Officer may, at the insistence of any two Councilmembers present, ~~with the assistance of the Chief Law Enforcement Officer,~~ compel the attendance of absent members. If only one member is

present, he shall have the duty and authority to fix the time and place to which to adjourn and to take measures to obtain a quorum. The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council. (RCW 35A.12.120)

ATTENDANCE, EXCUSED ABSENCES

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

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

SPECIAL COUNCIL MEETINGS

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

- (a) The Presiding officer or any 3 members of the Council may call a special meeting whenever, in their opinion; the public interest may require it. (RCW 35A.12.110)
- (b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain ~~the following~~ information about the meeting: time, place, and business to be transacted.
- ~~(c) The notice shall be delivered by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the city council. mail or personally to the residence of each Councilmember, the Mayor, and business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The notice must be delivered at least twenty-four (24) hours prior to the meeting. (RCW 35A.12.110)~~
- ~~(d) Notice of a special meeting -shall be:~~

Formatted: Font: (Default) Arial

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

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

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

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

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

(e)

(f) Written notice may be dispensed with when:

(1) A written waiver is filed with the City Clerk by a Councilmember.

(2) The Councilmember is present at the special meeting.

(e)(3) In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Formatted: Font:

Formatted: Normal, Left, No bullets or numbering

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

Formatted: Normal, Indent: Left: 0.31", No bullets or numbering

Formatted: Font: (Default) Arial

COUNCIL MEETING AGENDA

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

WORKSHOPS

Rule 12. Special study sessions of the City Council where no official action is contemplated may be designated as Council workshops. Such workshops shall be considered special meetings and will comply with the notice requirements of Rule 10 above. Council workshops may be conducted informally so long as such informality is not in conflict with these rules. The City Clerk, under the direction of the Mayor, shall arrange a Council workshop agenda. After the proposed council workshop agenda has been approved by the Mayor, a copy of it along with any supporting materials shall be prepared for Councilmembers and the Mayor 24 hours before the Council workshop. During the Council workshop the Presiding Officer may: 1) introduce the subject and give

background information; 2) identify the eventual goal of the workshop; 3) act as facilitator to keep the meeting discussion focused to the subject; 4) alert the Council when it is appropriate to call for a motion or other official direction of the Council. (RCW 35A.12.110)

CLERK OF THE COUNCIL

Rule 13. The City Clerk shall be ex-officio Clerk of the Council and shall keep minutes and shall perform such other and further duties in the meeting as may be required by the Council or Presiding Officer. In the absence of the City Clerk, the Mayor shall appoint another qualified staff member to act as Clerk of the Council. Minutes of regular Council meetings should be prepared and distributed to Councilmembers within 5 weeks following the meeting. (RCW 35.12.1~~1021~~)

MAIL DISTRIBUTION PROCEDURE

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

SECTION II DUTIES AND PRIVILEGES OF MEMBERS

FORMS OF ADDRESS

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

SEATING ARRANGEMENT

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

APPEARANCE OF FAIRNESS DOCTRINE

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

DISSENTS AND PROTESTS

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

ADMINISTRATIVE INTERFERENCE BY COUNCILMEMBERS

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

SECTION III COUNCIL PROCEDURES

RULES OF ORDER

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

MOTIONS

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

ORDER OF BUSINESS

Rule 22. The business of regular meetings of the Council shall normally be transacted as follows; provided, however, that the Presiding Officer, [with the concurrence of a majority](#)

of council, may, prior to or during a Council meeting, rearrange or eliminate items on the agenda to conduct the business before the Council more expeditiously.

(a) Call to order by the presiding officer and Pledge of Allegiance

The Mayor shall, precisely at the hour appointed, call the Council to order. In the absence of the Mayor or Mayor pro tempore, the City Clerk or his/her assistant shall call the Council to order, whereupon the Council shall elect any qualified person to serve as the Mayor pro tempore in the absence or temporary disability of the Mayor. Upon the arrival of the Mayor or Mayor pro tempore, the temporary chairman shall immediately relinquish the chair upon the conclusion of the particular item of business then immediately before the Council.

(b) Roll Call

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

(c) Approval of the Agenda

Formatted: Font: (Default) Arial

(d) Citizen Comments

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

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

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

Formatted: Font: (Default) Arial

(ee) Staff Announcements

(fd) Council Committee Reports

(fe) ~~Citizen Comments~~

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

Formatted: Normal, No bullets or numbering

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

Formatted: Normal, No bullets or numbering

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

Formatted: Normal, No bullets or numbering

(f) Approval of the Agenda

(g) Consent Agenda

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

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

- (2) The suggested Council motion on the consent agenda is as follows: "I move for adoption of the consent agenda, items a thru" This motion will have the effect

of moving to adopt all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, any member of the Council may request to have an item withdrawn from the consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.

(h) Old Business

(i) Public Hearings

(j) New Business

(k) Reports

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

(l) Citizens Closing Comments

(m) Adjourn/Recess to Executive Session:

Executive Sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Public Meetings Act (RCW Chapter 42.30.RCW110). Subject to limitations in RCW 42.30.110, Among the topics that may be discussed in executive session include but are not limited to: are:

(1) — 1.personnel matters (specified under RCW 42.30);

(2) 2.consideration of acquisition or sale or lease of property for public purposes or sale or lease of city-owned property; and

3potential or pending litigation in which the city has an interest, as long as legal counsel if present in person or by phone as provided in the Revised Code of Washington.

4Collective bargaining

(3)

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

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

(n) Reconvene and Adjourn

READING OF MINUTES

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

ACTIONS FOR A PUBLIC HEARING

Rule 24. The procedures for a public hearing will be made available as an attachment to the agenda when public hearings are scheduled to be on the agenda. ~~are available in the City Clerk's office upon request.~~

VOTING

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

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes should be taken by roll call and recorded by the City Clerk. The order of the roll call vote shall be staggered, so that the position voting first will be adjusted with each successive meeting. The Council attendance vote may be a voice yea or nay vote.
- (b) Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote. ~~In any case where the vote of any member abstaining or remaining silent is necessary to constitute effective action of the Council, then and in that case, he shall be deemed to have voted with that side mustering the greater number of votes.~~
- (c) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution pertaining to collective bargaining or personnel policy actions shall require the affirmative vote of at least a majority of the whole membership of the Council. (RCW 35A.12.120)

Commented [GKW1]: Many councils use a voice vote system unless at the request of any member, any question shall be voted upon by roll call. Council may want to discuss this option.

Commented [GKW2]: This does not seem to make sense.

Commented [GKW3]: This actually goes a bit beyond what state law says. .RCW 35A.12.120 states: The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

(d) The passage of any public emergency ordinance (an ordinance that takes effect immediately), ~~expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency such as a budget amendment shall~~ require the affirmative vote of at least a majority plus one of the whole membership of the Council.

Commented [GKW4]: The stricken language is not in state law.

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

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

DECORUM

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

By Citizens. Any person who delays or disrupts the proceedings of the Council, or who uses language offensive to commonly accepted customs of courtesy and decency while addressing the Council, or who, in the opinion of the Council appears to be under the influence of intoxicating liquor or drugs, shall be barred from further audience before the Council unless permission to continue is granted by majority vote of the Council. [Procedures for addressing interruptions or disruption of the business of Council are found in RCW 42.30.050.](#)

ENFORCEMENT OF DECORUM

Rule 27.

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

against any person or against public order and security while in the council meeting may be requested to leave the council chambers by either the presiding officer, the sergeant-at-arms or both.

- (b) Any conduct or behavior which constitutes a criminal offense may result in arrest and/or prosecution.
- (c) Any Councilmember may move to require the Presiding Officer to enforce these rules and the affirmative vote of a majority of the council shall require the Presiding Officer to do so.
- (d) In the event of emergency, such as threatened violence, or other situation that is a threat to the safety and welfare of the Council, the public or staff, or where there is an inability to reasonably conduct the business of the Council or to otherwise retain good order to the meeting, the presiding officer shall declare the meeting adjourned and the City Council may temporarily adjourn and move the meeting to a location that will allow for order to be restored. In such case the public may in the discretion of the Council be excluded but the press shall be invited.

ADJOURNMENT

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

COMMITTEES

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

- (a) Standing Committees. The standing committee members shall be nominated by a committee made up of the Mayor, the Mayor pro tempore, and the longest serving member of the City Council other than the Mayor pro tempore considering the following:
 - Each member of council will rank his/her assignment preference from one to four on each of the standing committees.
 - Generally, assignments will be made based upon councilmember preference with the longest serving assigned his/her number one preference and continuing in this manner until all assignments have been made. Any tie in length of time served will be determined by seat position. The Mayor pro tempore shall gather the Committee Assignment Preference

sheets and tally the information. After doing so, he/she shall meet with the appointment committee and go over the results. Exceptions are permissible upon unanimous agreement by the assignment committee. The longest serving member shall be defined as the total ~~of the combined length of all terms served~~length of continuous service.

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

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

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

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

- (b) Committees shall appoint a committee chair at the first committee meeting of the new calendar year. No one Councilmember shall serve as chair for more than one committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the council. A committee member may present the recommendations of the committee during the discussion of the item of business.
- (c) Members may be removed from a council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.
- (d) Employees may staff the various committees as directed by the mayor but no staff person shall serve as a member of a Council Committee.
- (e) Standing Council Committees shall have a fixed monthly meeting. The standing committee meetings date, time and location shall be posted on the city's web-site and on the bulletin board at City Hall. Committee meetings may be cancelled or changed with the approval of the Committee Chair. A Committee Chairman has

Commented [GKW5]: Resolution 16-02 adopted February 11, 2016 states:

The longest serving member shall be defined as the total of the combined length of all terms served.

I don't find in prior Rules of procedures where longest standing member was defined. So how shall we propose defining it? Total of consecutive terms served? What if someone has filled a vacancy and has filled a partial term? Does that count? Maybe use the total of consecutive months in office as a councilmember?

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

the authority to call a committee meeting. Staff shall work with Committee Chairman to arrange meeting.

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

ENACTED ORDINANCES, RESOLUTIONS, AND MOTIONS

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

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

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

RESOLUTIONS

~~**Rule 31.** A resolution may be put to its final passage on the same day on which it was introduced.~~

~~The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the council members present request that the entire resolution or certain of its sections be read, such requests shall be granted. Printed copies should be made available upon request to any person attending a council meeting.~~

~~**Emergency Resolutions.** By vote of one or more than the majority, the City Council may, without notice or hearing, adopt an emergency resolution. If a contract is awarded without competitive bidding due to an emergency, written findings of the existence of an emergency must be made by the city council and entered into its record no later than two weeks following the contract's award.~~

Commented [GKW6]: None of this is needed and is mostly obsolete.

ORDINANCES

Rule 32. The procedure for ordinances is as follows:

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

Commented [GKW7]: This is OK but not required by law.

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

Commented [GKW8]: Does council still wish to adhere to this process? It's not required in state law.

- (b) Franchises. All ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances may be passed only at a regular meeting of the Council; and at least a majority plus one of the governing body must vote in favor of the franchise. (RCW 35.23.251)
- (c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35A.33.080 and 35A.33.090.
- (d) A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or schedule a Council workshop for study and consideration. The committee shall report its findings to the Council.
- (e) If a Motion to pass an ordinance to second reading fails, the ordinance shall be considered lost
- (f) Any ordinance amending or repealing any portion of the Stanwood Municipal Code shall also amend or repeal the respective portions of any underlying ordinance(s).
- (g) The mayor may veto an ordinance, but the mayor's veto can be overruled by a majority plus one of the entire Council membership. (RCW 35A.12.100)

ORDINANCE AMENDMENT AND REPEAL PROCEDURE

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

ORDINANCE - EFFECTIVE DATE

Rule 34. Unless specifically provided otherwise in the body of an Ordinance, an ordinance shall take effect five days after the date of its passage and publication, except that an ordinance passed by a majority, plus one, of the whole membership of the Council, designated therein as a public emergency ordinance, necessary for the protection of public health, public safety, public property, or the public peace, may be made effective upon adoption, ~~but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.~~ (RCW 35A.12.120)

Commented [GKW9]: The deleted language is not in RCW 35A.12.120.

PERMISSION REQUIRED TO ADDRESS THE COUNCIL

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

RECONSIDERATION

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

ADDRESSING COUNCIL AFTER A MOTION IS MADE

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

MANNER OF ADDRESSING COUNCIL

Rule 38. Each person addressing the Council shall approach the podium, give his or her name and address in an audible tone of voice for the record, and unless further time is granted by a majority vote of the Council, shall limit his or her address to three minutes. All remarks shall be addressed to the Council as a body and not to any specific member

thereof. No person, other than the Presiding Officer, the Council, and person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember or City staff member except through the Presiding Officer.

COMPLAINTS AND SUGGESTIONS TO COUNCIL

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

- (a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to a committee, Administration or the Committee of the whole for study and recommendation.
- (b) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the Mayor, the Mayor will review the complaint if said complaint has not been so reviewed. The City Council may direct that the Mayor brief or report to the City Council when his/her response to any citizens inquires is made.

FILLING COUNCIL VACANCIES

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

SUSPENSION AND AMENDMENTS

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

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

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



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: January 25, 2018

SUBJECT: Alliance for Housing Affordability Work Plan & Budget

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A - Fiscal Year 2019 Budget

ISSUE

The issue before the City Council is to review and discuss the Fiscal Year 2019 Budget for the Alliance for Housing Affordability.

RECOMMENDATION

1. Review and discuss the proposed Fiscal Year 2019 Budget for the Alliance for Housing Affordability.
2. Approve the Fiscal Year 2019 Budget for the Alliance for Housing Affordability.

SUMMARY STATEMENT

Through the Alliance for Housing Affordability (AHA) Snohomish County cities work together to address affordable housing issues on a regional basis. Each year the AHA board recommends a budget. City Councils then approve that budget.

All AHA jurisdictions must have voted on and approved the attached FY 2019 Budget for the AHA to continue functioning. According to the AHA's Interlocal Agreement, Section (5)(e): "Upon approval of a budget and appropriation of their respective shares by the legislative bodies of all Parties, the Joint Board shall adopt the final budget and begin implementation of the work plan. The budget shall be adopted by the Joint Board no later than the March 31 preceding the commencement of the next-ensuing Fiscal Year."

DISCUSSION

The Alliance for Housing Affordability (AHA) was created in 2013 through an Interlocal Agreement (ILA) signed by the City of Stanwood (CITY), Snohomish County, 10 other

cities in the County (Edmonds, Everett, Granite Falls, Lake Stevens, Lynnwood, Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Snohomish, and the Town of Woodway), and the Housing Authority of Snohomish County. The cities of Arlington and Stanwood joined the Alliance in 2014. The mission of AHA is to increase the supply of affordable housing in Snohomish County by addressing the issue on a regional basis through inter-jurisdictional cooperation and collaboration. Still in its early years, AHA is doing this by providing its members technical expertise related to housing, by gathering and analyzing housing data and by providing education and outreach to the public and to elected officials.

The ILA created a Board to manage AHA. The Board consists of representatives from each member of the Alliance. The Board establishes an annual work plan and recommends an annual budget for approval by the governing body of each of its members. In the case of Stanwood that would be the City Council. The ILA also provides for a fiscal year that runs July 1–June 30. In order for each member to provide for its AHA contribution in their respective budgets, the Board works on and approves a recommended budget about one year before the budget goes into effect. AHA has a single staff member, Chris Collier, who is the AHA program manager.

Since its inception, the expertise provided to city staff by AHA has assisted staff to ensure the City is meeting the Growth Management Act and Countywide Planning Policies requirements related to housing and affordable housing. This was especially evident in the 2015 Comprehensive Plan update, which included an update of the Housing Element.

In addition to providing much needed housing expertise to the City, AHA also provides a forum for the City to collaborate with other municipalities in the County to address the regional problem of the lack of affordable housing in Snohomish County.

FINANCIAL IMPACT

The AHA FY2019 budget establishes the City of Stanwood contribution at \$1,688.00, a 3% increase over last year's amount. The adopted 2018 City budget anticipated this contribution.

COMMITTEE RECOMMENDATION

This item has not been before Committee. No recommendation is provided.

CITY COUNCIL OPTIONS

1. Support the Fiscal Year 2019 Budget for the Alliance for Housing Affordability.
2. Do not support the Fiscal Year 2019 Budget for the Alliance for Housing Affordability.

3. Do not support the Fiscal Year 2019 Budget for the Alliance for Housing Affordability and direct staff to address specific council issues or concerns prior to council reconsidering the budget and work plan.

RECOMMENDED MOTION

I MOVE TO APPROVE THE ALLIANCE FOR HOUSING AFFORDABILITY FISCAL YEAR 2019 BUDGET.

ALLIANCE FOR HOUSING AFFORDABILITY

PROPOSED FY2019 OPERATING BUDGET¹

		Jurisdictions	HASCO	Total
Revenues				
FY19 Revenue		\$77,391	\$53,144	\$130,536
Total FY19 Revenue		\$77,391	\$53,144	\$130,536
Expenses				
1.0 FTE Program Manager		\$41,541	\$30,000	\$71,541
Fringe Benefits @ 39%		\$27,901		\$27,901
Local Travel / Mileage		\$1,449		\$1,449
Audit		\$1,000		\$1,000
Software, Data, and Consulting		\$5,500		\$5,500
Total FY19 Expenses		\$77,391	\$30,000	\$107,391
HASCO Staff Time (In Kind)			\$12,000	\$12,000
Overhead @ 10% (In Kind)			\$11,144	\$11,144
Total FY19 Expenses and In Kind		\$77,391	\$53,144	\$130,536

PROPOSED FY2019 MEMBER CONTRIBUTIONS

Joint Board Members	2016 Population ²	% of Subtotal	FY2019 Contribution	% Increase from FY2018	Amount Increase from FY2018
SMALL JURISDICTIONS					
Granite Falls	3,395	-	\$1,688	3%	\$49
Snohomish	9,625	-	\$1,688	3%	\$49
Stanwood	6,635	-	\$1,688	3%	\$49
Woodway	1,335	-	\$1,688	3%	\$49
Small Jurisdictions Subtotal	20,990	-	\$6,752		\$196
LARGE JURISDICTIONS					
Arlington	18,620	2.66%	\$1,876	7%	\$121.46
County (Unincorporated)	338,995	48.34%	\$34,145	9%	\$2,815.36
Edmonds	40,900	5.83%	\$4,120	7%	\$278.59

ALLIANCE FOR HOUSING AFFORDABILITY

Everett	108,300	15.44%	\$10,909	9%	\$871.87
Lake Stevens	30,900	4.41%	\$3,112	10%	\$275.96
Lynnwood	36,590	5.22%	\$3,686	7%	\$230.57
Marysville	64,940	9.26%	\$6,541	8%	\$456.48
Mill Creek	19,900	2.84%	\$2,004	7%	\$129.91
Mountlake Terrace	21,090	3.01%	\$2,124	6%	\$123.60
Mukilteo	21,070	3.00%	\$2,122	7%	\$139.61
Large Jurisdictions Subtotal	701,305	100.00%	\$70,639		
HOUSING AUTHORITY					
HASCO			\$53,144		

1. FY2019 is July 1, 2018 to June 30, 2019. The AHA Joint Board accepted this budget in May 2017 for councils' review and appropriation by 2/28/2018. The AHA Joint Board must adopt this final budget by 3/31/2018.
2. 2016 Population estimate data comes from the Washington State Office of Financial Management official population estimates, found [here](#).



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: January 25, 2018

SUBJECT: Heritage Park Consulting Services

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Scope and Fee

ISSUE

The issue in front of the council is whether or not to hire SDA to provide 60% design and construction cost estimate for the design of drainage, irrigation, grading and lighting of field 1 and a new field 4 at Heritage Park.

SUMMARY STATEMENT

SDA has previously done work for the city looking at the potential drainage alternatives for all of the baseball fields. Currently, there are 3 constructed fields that are poorly drained and irrigated and they do not have lights. There is a desire from little league and the YMCA to play on these fields more often. This consultant agreement would provide the design for adding a fourth field and improving one of the existing fields. The plan would be to improve the other two fields, once fields 1 and 4 are ready for play.

DISCUSSION

City council has appointed a Parks and Trails Advisory Committee that has done a lot of work on planning for the City's park system. In their final report, Heritage Park was listed as priority number 1. City staff has heard from little league that the fields are not ready for playing on when the season starts. This design will begin the process of providing adequate drainage and irrigation so that the fields will be playable once the season starts. This will also help to provide the design and cost estimate information that is necessary for the city to apply for grant opportunities when they become available.

SDA is on our on call consultant roster. They have signed the City's Professional Services Agreement. A task order under the existing contract will be issued for this service.

FINANCIAL IMPACT

The fee for this is \$47,000. This is in the comprehensive plan and budgeted for 2018.

COMMITTEE RECOMMENDATIONS

This has not been to committee for discussion.

CITY COUNCIL OPTIONS

- Option 1. Authorize the mayor to sign a task order with SDA for \$47,000.
- Option 2. Do not authorize the mayor to sign a task order with SDA for \$47,000.
- Option 3. Bring item to committee for discussion.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH SDA FOR \$47,000 FOR DESIGN WORK AT HERITAGE PARK.



November 16, 2017

City of Stanwood
ATTN: Ryan Larsen
10220 270th Street NW
Stanwood, WA 98292

**Heritage Park Improvements Phase 1
Sixty Percent (60%) Design Scoping**

Dear Ryan:

Thank you for selecting SDA's team for design of the improvements to the Heritage Park baseball fields. These improvements are specific to baseball field irrigation, drainage, grading, and field lighting. This scope is specific to Phase 1, which is the north 2 fields (fields 1 and 4). Based on information gathered during our previous meetings and information provided by the City, we have prepared the following scope and fee for 60% design and plans preparation for the aforementioned improvements.

Overview:

We have been previously contracted to do a site drainage assessment for Heritage Park. During this exercise we found that the existing drainage system under fields 1 and 2 is 90% plugged and not functioning. The existing irrigation system is also dated, has several leaks and deficiencies and is functioning poorly. The objective of the Heritage Park improvement project is to replace the existing field irrigation and drainage systems for field number 1, and construct a field and design the irrigation and drainage systems for the proposed field number 4. Then grade the fields to allow proper drainage and place soil types to allow for grass growth and proper footing.

The following scope of services is intended to deliver a set of 60% design completion plan set and cost estimate for the aforementioned Heritage Park improvements.

Task 201 – Project Management

During the design of the Park improvements, the management of the project sub consultants will be required. SDA will manage these efforts and report progress to the City on a weekly basis, or as often as is needed during the design effort. This task will include all meetings with the City and sub consultants necessary to completion of the 60% design plans.

Hourly Estimate \$3,000

Task 202 – Grading and Erosion Control

SDA will provide a site grading plan of sufficient accuracy to allow for vertical detail needed for baseball field grading. The grading plan will also have specifications for all fill, backfill and topsoil material placed on the fields. SDA will also provide an erosion control plan consistent with 2005 DOE manual for a Stormwater Pollution and Prevention Plan (SWPPP).

Deliverable for this task will be as follows:

- Grading and erosion control plan, complete with notes and details as needed to perform the specified grading and erosion control work.

Hourly Estimate \$10,000

Task 203 – Site Drainage System Design

With the information acquired from previous drainage system assessments and investigations, SDA will design a drainage system sufficient to drain the baseball fields. This system will be comprised of pipes, cleanouts and which will all flow to a duplexing pump system designed to pump the water to Lovers Lane to the north. The pump system is needed to overcome the lack of grade and freeboard for conventional gravity drainage discharge. Uplift forces due to high groundwater levels will be evaluated.

Deliverable for this task will be as follows:

- Plan view of the field drainage design to include rims and inverts to all cleanouts and grades on all pipes.
- Plan and profile of all pipes and ditches for conveyance to the pump system.
- Siting, plans, specifications and details for the pump system.
- Design memorandum outlining the process for evaluating the design, and conclusions drawn.

Hourly Estimate \$17,000

Task 204 – Site Irrigation Design

This task involves design and plan preparation for the irrigation system needed for fields 1 and 4. This will include all head locations, pipe sizes, plumbing, valves and accessories needed for a fully functional irrigation system. It is assumed the city has adequate water pressure and infrastructure to the fields. The plan set will be complete with specifications and details for the irrigation system. The Origin Design Group will be the Sub consultant for this work.

Deliverable for this task shall be:

- Irrigation Plan layout.
- Irrigation specifications, notes and details.

Hourly Estimate \$4,000

Task 205 – Field Illumination

An illumination design will be provided for the ball fields and bleacher areas. All illumination totals will be provided for this new design in horizontal footcandles for all locations of the field for a 20 ft grid. Lighting levels guaranteed to be a constant level of 50/30 for 25 years per IESNA RP-06-15. Subconsultant for this task is MUSCO Lighting. MUSCO is a national corporation that provides lighting designs and budgets as a service for the initial scoping of the project. This task is for SDA to manage the design.

Deliverable for this task shall be:

- 60% illumination plan set including fixture and pole counts.

- Installation and material costs for all items.

Hourly Estimate \$1,000

Task 206 – Cost Estimating

SDA will do an itemized cost estimate for the 60% design presented. Major equipment will be identified and the manufacturers contracted for budgetary quotes. Piping, valves and catch basins will be itemized, minor piping, conduit, power and control wiring will be covered by industry standard lump sum placeholders.

Deliverable for this task shall be:

- 60% design itemized cost estimate.

Hourly Estimate \$8,000

Task 207 – 60% Plan Assembly/Presentation

This task will include the assembly of all parts into a 60% plan set.

The deliverables for this task shall be the combination of all deliverables for all tasks, in summary, they include the following:

- Title Sheet
- Standard Notes
- Erosion Control Plan. Format consistent with 2005 DOE manual for a Stormwater Pollution and Prevention Plan (SWPPP)
- Erosion Control Details
- Grading Plan with spot elevations, minimum ground slopes, cross sections and/or profiles as appropriate to convey information
- Grading Details
- Drainage Plan with rim and inverts for all pipes, minimum grades, cross sections and/or profiles as appropriate to convey information.
- Pump System design and details.
- Irrigation design and details, complete with plumbing layout, fixture spacing, zone separation maps and manufacturers specifications.
- Illumination design and details, complete with pole location, fixture count, load needs and lighting at all locations on the fields.
- Assembled and complete 60% plan set as outlined above.
- Design memorandum outlining the design as presented and conclusions drawn.

Hourly Estimate \$4,000

Total Fee Summary:

PHASE 2 – FINAL DESIGN

Task 201 – Project Management	(hourly estimate)	\$3,000
Task 202 – Grading and Erosion Control	(hourly estimate)	\$10,000
Task 203 – Site Drainage System Design	(hourly estimate)	\$17,000
Task 204 – Irrigation System Design	(hourly estimate)	\$4,000
Task 205 – Field Illumination	(hourly estimate)	\$1,000
Task 206 – Cost Estimating	(hourly estimate)	\$8,000
Task 207 – 60% Plan Assembly/Presentation	(hourly estimate)	\$4,000

60% Design Subtotal \$47,000

The total estimate fee for 60% Grading, Drainage, Irrigation and Illumination Design of Heritage Park Phase 1 is **\$47,000**. The fee for all sub-consultants includes a 15% markup for taxes and overhead. The fee will be billed hourly not to exceed. The above does not include reimbursable expenses. These are estimated to be \$1,000, which is for mileage and reprographics.

Additional Services

Assumptions

A boundary and Topographical survey with a TIN will be provided in AutoCAD format to SDA and will contain all of the needed City of Stanwood Checklist items typical on a survey base map.

The following items are included in this scope of work:

- Hard copies and electronic copies of all design drawings and reports will be provided to the owner upon request.
- All coordination required with other consultants (structural, geotechnical, illumination, landscape, survey, etc.), City of Stanwood is included in this scope.
- Preparation of the NPDES Notice of Intent (NOI) and publishing.
- Stormwater Pollution and Prevention Plans (SWPPP) as a part of the DOE NPDES Permit.

This scope of work does not include the following items:

- Structural design of vaults, bridges, or buildings
- Traffic Impact Analysis or Studies
- Roadway lighting
- Landscape design other than Irrigation.
- Geotechnical analysis
- Land Surveying
- Environmental or Permit requirements. It is assumed the only permit required is a grading permit from the city of Stanwood. This will be scoped at the final phase of the design.

Ryan Larsen
November 16, 2017
Heritage Park Improvements Phase 1
60% Design Scoping

We look forward to beginning work on this project. Please let me know if you have any questions.

Sincerely,
SDA



Andrew Reaves, PE
Principal

Attachments (6):

Attachment 1 – 2017 SDA Rate Schedule
1 – 2017 Origin Design Group, Fee & Rate Schedule

2017 SDA Service Rate Schedule

SDA Services Rate Schedule

PRINCIPAL	\$ 175.00 per hour
PROJECT MANAGER/SENIOR ENGINEER	\$ 155.00 per hour
PROJECT ENGINEER	\$ 140.00 per hour
DESIGN ENGINEER	\$ 125.00 per hour
CADD TECHNICIAN	\$ 90.00 per hour
WORD PROCESSOR/CLERICAL	\$ 70.00 per hour

Reimbursable Expenses

MILEAGE	\$0.50/mile
OUTSIDE CONSULTANTS	Cost + 15%
REPRODUCTION	Cost + 15%
BLACK AND WHITE COPIES	\$0.10/copy
COLOR COPIES	\$0.20/copy
SUPPLIES, OTHER	Cost + 15%

These standard rates are effective January 1, 2017, and are subject to update in 201. Rates may vary on a project specific basis.

Ryan Larsen
November 16, 2017
Heritage Park Improvements Phase 1
60% Design Scoping

Origin Design Group Scope & Rate Schedule



Proposal and Estimate for Professional Fees and Contract Services

November 6, 2017

Financially Responsible:

Andy Reaves
SDA

Project Name: Stanwood Baseball Fields Phase I
Property Location: Standwood
Property Size: N/A
Tax ID Number: N/A
Jurisdiction: City of Stanwood
Jurisdiction File #: N/A

Request for Services: Landscape Architectural Services –

Landscape Plan:

The scope of services for the above project is to provide an irrigation plan for two ball fields for Phase 1. Plans will be based upon CAD files provided by the engineer. Engineer responsible for providing any existing meter and or water pressure information.

Design Fee: \$2000.00

Services/Plans not included in this Proposal:

Landscape Plans Mitigation Plan Additional Plan Sets Lighting Plan Installation Cost Estimates

Not responsible for vandalism or acts of God.

Our payment terms Net 30. We reserve the right to request payment in full prior to releasing our completed plans or drawings. This bid is valid for 60 days after which prices are subject to change. If you agree to the terms of this bid, please sign the copy and return it so the work may be scheduled.

Client or Agent Initials: _____

Authorization:

The undersigned have read and understood this agreement and Appendix A and he/she and his/her principal, if the undersigned acts as agent, promises to pay and personally guarantees payment of the changes provided for herein. It is understood that credit is not extended to a corporation without an assumption of personal liability by the undersigned.

Authorized signature to proceed: _____

If account balances are not paid within the time requested, we reserve the right to file a lien for professional services upon the real property, which is the subject matter of this agreement. If we attach a lien, you will pay for all associated lien fees including the release of the lien. If Origin Design Group LLC retains an attorney to obtain payment, you will agree to pay reasonable costs and reasonable attorney's fees.

Origin Design Group LLC works on your behalf and is committed to providing a quality product.

Respectfully Submitted,



Principal Landscape Architect

Origin Design Group LLC
1031 185th Ave NE
Snohomish, WA 98290
origindg@gmail.com
p 425.346.1905

**APPENDIX A
GENERAL TERMS AND CONDITIONS**

- A. THE FOREGOING IS A CONFIRMATION OF THE WORK ORDERED TO BE PERFORMED. IF ANY INFORMATION SHOWN HEREIN IS NOT IN ACCORDANCE WITH YOUR UNDERSTANDING, PLEASE ADVISE OUR OFFICE IMMEDIATELY. WE WILL NOT BE RESPONSIBLE FOR ERRORS OR MISUNDERSTANDINGS WHICH MAY ARISE FROM LACK OF PROPER NOTIFICATION.
- B. IN THE EVENT ADDITIONAL WORK IS REQUESTED OR CHANGES MADE OTHER THAN THAT OF THE ORIGINAL CONTRACT ALL CHANGES SHOULD BE PAID BY THE CLIENT OR THE AGENT OF CLIENT AS EXTRA WORK. ADDITIONAL SERVICES AND OR REVISIONS OF OFFICE OR FIELDWORK, REQUIRED BY THE JURISDICTIONAL AGENCY OR CLIENT SHALL BE PAID FOR BY THE CLIENT AS EXTRA WORK.
- C. IN THE EVENT THAT ANY FLAGGING OR OTHER WORK BY ORIGIN DESIGN GROUP LLC IS DAMAGED OR DESTROYED BY CIRCUMSTANCES BEYOND OUR CONTROL, THE COST OF RE-FLAGGING OR RE-DOING THE WORK SHALL BE PAID BY THE CLIENT AS EXTRA WORK.
- D. A RETAINER MAYBE REQUIRED PRIOR TO STARTING WORK. A DRAFT REPORT CAN BE RELEASED ONCE COMPLETED. THE OWNER SHALL INDEMNIFY AND HOLD HARMLESS ORIGIN DESIGN GROUP LLC FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEYS' FEES ARISING OUT OF OR RESULTING FROM OWNER'S FAILURE TO MAKE PAYMENTS AS NOTED ABOVE. OUR TERMS ARE NET 30, WHICH MEANS WE EXPECT TO BE PAID WITHIN 30 DAYS OF THE INVOICE DATE. INTEREST IN THE AMOUNT OF 1.5% PER MONTH MAY BE CHARGED ON ALL PAST DUE ACCOUNTS. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE, ALL ACCOUNTS IN EXCESS OF 60 DAYS PAST DUE, MAY BE FORWARDED TO OUR COLLECTION AGENCY FOR PAYMENT.
- E. IN THE EVENT THAT ORIGIN DESIGN GROUP LLC IS REQUIRED TO PROVIDE TESTIMONY ON YOUR BEHALF, WE WILL BE COMPENSATED AT AN HOURLY RATE OF \$130.00 PER HOUR FOR PREPARATION AND TIME IN COURT. IN ADDITION, YOU AGREE TO HOLD ORIGIN DESIGN GROUP LLC HARMLESS FROM ANY PENALTIES OR DAMAGES ASSESSED AS A RESULT OF TESTIMONY.
- F. A LIEN WILL BE RECORDED WITHIN SIXTY (60) DAYS OF THE LAST DAY WORKED, UNLESS THE ACCOUNT IS PAID IN FULL, OR PRIOR TO ANY OTHER CHARGES MADE SHALL BE PAID BY THE CLIENT.
- G. SHOULD THIS AGREEMENT BE PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION, ALL EXPENSES SHALL BE PAID BY THE CLIENT OR AGENT FOR THE CLIENT FOR ALL ACTUAL ATTORNEY'S FEES, COSTS OR EXPENSES OF ANY KIND OR NATURE INCURRED, WHETHER IN COURT, ARBITRATION, LITIGATION, BANKRUPTCY, COLLECTION OR ADMINISTRATIVE PROCEEDINGS.
- H. IN THE EVENT THAT CLIENT INSTITUTES A SUIT AGAINST ORIGIN DESIGN GROUP LLC, BECAUSE OF ANY FAILURE OR ALLEGED FAILURE TO PERFORM, ERROR, OMISSION OR NEGLIGENCE, AND IF SUIT IS NOT SUCCESSFULLY PROSECUTED, CLIENT AGREES TO PAY ORIGIN DESIGN GROUP LLC ANY AND ALL COSTS OF DEFENSE.
- I. IN THE EVENT EITHER CLIENT OR ORIGIN DESIGN GROUP LLC FILES SUIT, IT IS AGREED BY BOTH PARTIES THAT THE PROPER PLACE FOR SUCH SUIT SHALL BE SNOHOMISH COUNTY SUPERIOR COURT, STATE OF WASHINGTON.
- J. IN THE EVENT ALL OR PORTION OF THE WORK PREPARED OR PARTIALLY PREPARED BY ORIGIN DESIGN GROUP LLC BE SUSPENDED, ABANDONED, OR TERMINATED, CLIENT SHALL PAY ORIGIN DESIGN GROUP LLC FOR ALL CHARGES, AND SERVICES INCURRED TO DATE OF TERMINATION.
- K. ORIGIN DESIGN GROUP LLC SHALL NOT BE LIABLE FOR DAMAGES RESULTING FROM THE ACTIONS OR INACTIONS OF GOVERNMENTAL AGENCIES. ORIGIN DESIGN GROUP LLC SHALL ONLY ACT AS AN ADVISOR IN ALL GOVERNMENTAL RELATIONS.
- L. ORIGIN DESIGN GROUP LLC MAKES NO WARRANTY, EITHER EXPRESS OR IMPLIED, AS TO OUR FINDINGS, RECOMMENDATIONS, SPECIFICATIONS OR PROFESSIONAL ADVICE EXCEPT THAT THE WORK WAS PERFORMED FOLLOWING GENERALLY ACCEPTED STANDARDS OF PRACTICE IN EFFECT AT THE TIME OF PERFORMANCE.
- M. ALL ORIGINAL REPORTS, DRAWINGS AND COPIES THEREOF PRODUCED AS A RESULT OF THIS CONTRACT, EXCEPT DRAWINGS OR DOCUMENTS GENERATED BY OTHER PARTIES, SHALL REMAIN THE PROPERTY OF ORIGIN DESIGN GROUP LLC. THE CLIENT SHALL BE PERMITTED TO RETAIN COPIES FOR INFORMATION AND REFERENCE. HOWEVER, ANY SUCH COPIES SHALL NOT BE USED BY THE CLIENT FOR OTHER PROJECTS, SOLD OR OTHERWISE CONVEYED TO A THIRD PARTY, EXCEPT BY AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION TO ORIGIN DESIGN GROUP LLC
- N. TO THE FULLEST EXTENT PERMITTED BY LAW, THE CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ORIGIN DESIGN GROUP LLC AND ALL ITS AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES TO THE EXTENT CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION OF THE CLIENT OR ITS AGENTS AND EMPLOYEES.
- O. ORIGIN DESIGN GROUP LLC WILL DILIGENTLY PURSUE THE ABOVE DESCRIBED WORK AND COMPLETE THE SAME WITHIN A REASONABLE TIME UNLESS DELAYED BY CIRCUMSTANCES BEYOND ITS CONTROL. IF A FIXED FEE QUOTE/ESTIMATE IS SPECIFIED ABOVE, IT IS UNDERSTOOD AND AGREED THAT SAID FIXED FEE QUOTE/ESTIMATE IS BASED UPON INFORMATION PROVIDED TO ORIGIN DESIGN GROUP LLC BY THE CLIENT OR CLIENTS AGENT AT THE TIME OF FIXED FEE QUOTE/ ESTIMATE PREPARATION. IT IS UNDERSTOOD AND AGREED THAT SAID FEE IS PREDICTED UPON FIELD CONDITIONS AND AVAILABLE INFORMATION SUCH ADDRESS AND/OR LOCATION OF PROPERTY BOUNDARIES MARKED ON AERIAL PHOTOGRAPHS AND/OR AN USGS TOPOGRAPHICAL MAP, LEGAL PROPERTY DESCRIPTION(S) AND TAX ID NUMBER(S) FOR THE SUBJECT PROPERTY. IF ANY INFORMATION OR CONDITIONS ARE FOUND TO BE INCORRECT, MISSING, CHANGED OR UNKNOWN, ORIGIN DESIGN GROUP LLC WILL INFORM THE CLIENT AS TO ANY FEE INCREASE WHICH WILL BE REQUIRED AS A RESULT. IN THAT EVENT, THE CLIENT MAY TERMINATE THE JOB AND REIMBURSE ORIGIN DESIGN GROUP LLC FOR ANY CHARGES INCURRED TO THAT DATE.

CLIENT OR
AGENT SIGNATURE: _____

DATE: _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9c

DATE: January 25, 2018

SUBJECT: Authorize the mayor to sign Sewer Easement

CONTACT PERSON: Ryan C. Larsen, City Administrator/
Community Development Director

ATTACHMENTS: A - Map location of easement
B - Sewerline Project CIP –DF3
B - Utility Easement

ISSUE

The issue before the city council is to review the proposed easement and allow for the mayor to sign the easement.

RECOMMENDATION

1. Review and discuss the proposed easement for a new sewerline extension.
2. Authorize the mayor to sign the easement and allow for payment of the easement.

SUMMARY STATEMENT

Landed Gentry has submitted a subdivision application for a project located at the northeast corner of Jensen Road and 68th Avenue NW. As part of this project, off-site sewer improvements are required due to increased sewer flows within the existing sewer system within 68th Avenue NW.

DISCUSSION

Landed Gentry will be required to complete off-site sewer improvement. The project has been identified in the City's Comprehensive Sewer System Plan within the Capital Improvement Plan (CIP).

Below is a brief description of the Capital Improvement Project.

CIP DF3: Church Creek Loop NW Gravity Main Replacement

Estimated Cost: \$423,000

Deficiency: The capacity of this sewer collector will be exceeded if any residential, commercial or industrial growth occurs in Sewer Drainage Basin 5.

Improvement: Replace approximately 1,400 SF of existing gravity pipe with 12-inch diameter gravity pipe per City standards along Church Creek Loop NW from Manor Place NW to the Church Creek Court NW cul-de-sac.

In order for the applicant to complete this improvement the City needed to acquire an easement from either the homeowners association of Church Creek Estates or from Matthew and Andrea Andersen. Acquiring the easement from the homeowners association would have required signatures from all property owners within the subdivision whereas getting the easement from the Andersen's only required their signatures.

City staff has been working with the Andersen's for about two to three months on obtaining the easement and they have agreed to allow the city to purchase an easement. The easement area would encumber the north 15-feet of their lot for a total of about 900 sf. Based on their property value the 900 sf is worth about \$11,000. It is customary to pay approximately 15 to 30% of the value of the land. Our original offer to the Andersen's was \$3,000 and they countered with \$4,000. City staff supported their request for \$4,000 and when presented to the Public Works Committee they were in support as well.

Also, as part of the project, Landed Gentry will be required to install this off-site sewerline and leave the Andersen's property in like or better condition as before the installation.

FINANCIAL IMPACT

The City will pay the Andersen's \$4,000 for the right to the easement.

COMMITTEE RECOMMENDATION

This issue was discussed by the Public Works Committee on December 14, 2017 and they supported the issue moving forward.

CITY COUNCIL OPTIONS

1. Support the mayor signing the utility easement and allow for the payment of the easement to the Andersen's.
2. Do not support the mayor signing the easement or payment of the easement at this time and ask staff to provide additional information.
3. Do not support the mayor signing the easement or payment of the easement.

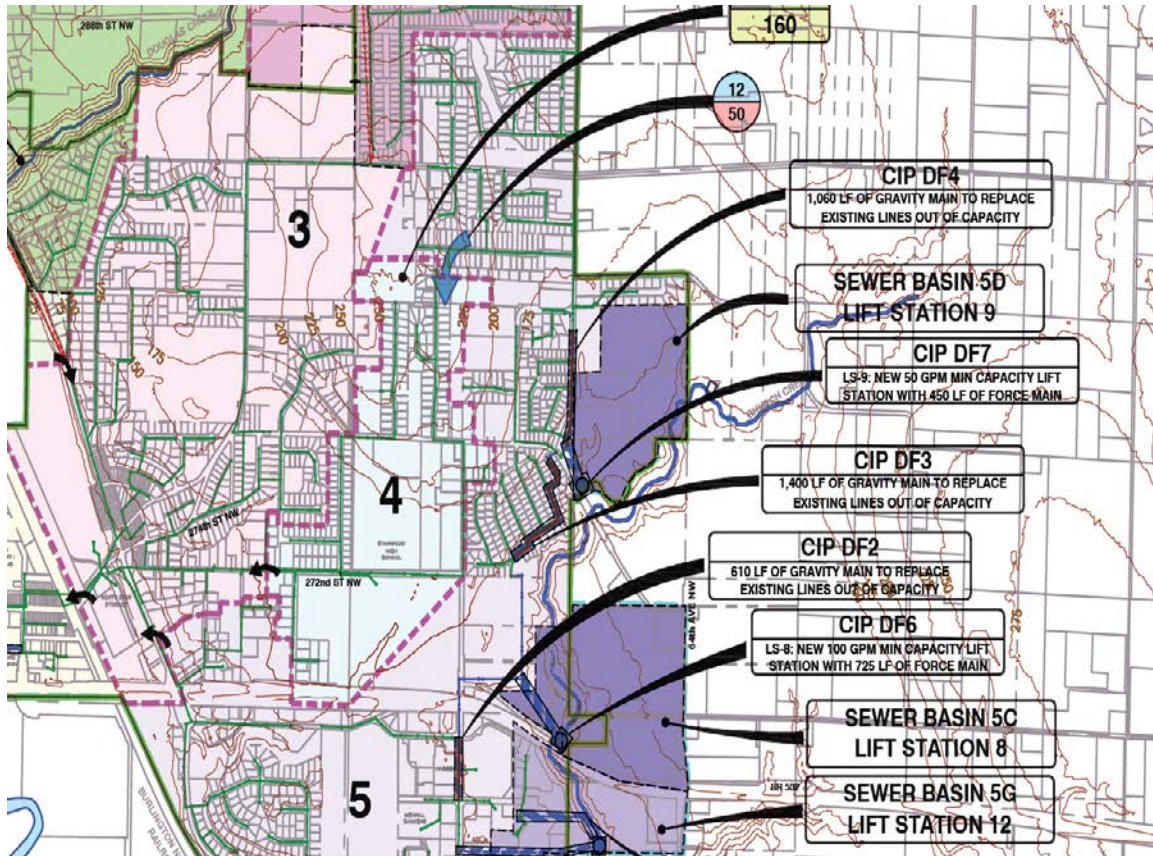
RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE UTILITY EASEMENT AND ALLOW FOR THE \$4,000.00 PAYMENT TO THE ANDERSEN'S FOR THE EASEMENT.

Attachment A



Attachment B



AFTER RECORDING RETURN TO:

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

**CITY OF STANWOOD
UTILITY EASEMENT**

Grantor: MATTHEW K. ANDERSEN and ANDREA K. ANDERSEN
Grantee: CITY OF STANWOOD
Legal Description: Lot 133, Church Creek Estates Phase III, V. 55, P 122-124,
Snohomish County Add'l on P. 1-2
Tax Parcel: 008184-000-133-00

THIS INDENTURE made this ____ day of _____, 2017, between MATTHEW K. ANDERSEN and ANDREA K. ANDERSEN, who acquired title as ANDREA K. SUMMERS, husband and wife, hereinafter referred to as "Grantor;" the CITY OF STANWOOD, a municipal corporation of the State of Washington, hereinafter referred to as "Grantee," WITNESSETH:

WHEREAS, Grantor is the owner of certain lands and premises situated in the County of Snohomish, State of Washington described as follows:

Lot 133, Church Creek Estates Phase III, according to the plat thereof recorded in Volume 55 of Plats, pages 122 through 124, inclusive, records of Snohomish County, Washington.

Situate in the County of Snohomish, State of Washington.

and,

WHEREAS, Grantee is desirous of acquiring certain rights and privileges over, under, through, across, in, upon and above said lands and premises;

NOW, THEREFORE, Grantor, for valuable consideration, the adequacy and receipt of which is hereby acknowledged, hereby conveys and grants to the Grantee, its successors and assigns and its contractors, agents, permittees and licensees, the perpetual right,

privilege and authority to construct, alter, improve, repair, operate and maintain a sewer line, pipe and appurtenances over, under, through, across, in, upon and above the following described lands and premises situated in the County of Snohomish, State of Washington, to-wit:

The Northwesterly 15 feet, as measured perpendicular to the Northwest line of Lot 133, Church Creek Estates Phase III, according to the plat thereof recorded in Volume 55 of Plats, pages 122 through 124, inclusive, records of Snohomish County, Washington.

The boundaries of said easement shall be shortened or extended as required to meet the right-of-way margin of Church Creek Court NW on the Westerly side and Woodland Road on the Easterly side of said Lot 133.

Situate in the County of Snohomish, State of Washington.

hereinafter referred to as the "Easement Area."

Together with the right of ingress to and egress from said Easement Area across adjacent lands of the Grantor, for the purpose of constructing, reconstructing, repairing, renewing, replacing, altering, modifying, changing, inspecting, patrolling and operating said lines, and updating utility lines and appurtenances to present and future technological standards, and the right at any time to remove said lines and appurtenances from said lands.

The Grantor reserves the right to use the surface of the Easement Area in a manner that does not interfere with the Grantee's use of the Easement Area and/or present a hazard to Grantee's sewer lines or appurtenances. The Grantor shall not erect any buildings, structures, patios, or other construction of any nature on said easement.

The Grantee shall have the right at all times to cut or trim and remove brush, shrubbery, timber or trees from the Easement Area as required for the exercise of Grantee's rights hereunder or which in the opinion of Grantee constitute a hazard to Grantee's sewer lines or appurtenances. Grantee shall have the right, but not the obligation, to remove debris resulting from the exercise of said rights without compensation to Grantor; provided that at the request of Grantor, where feasible, Grantee shall set aside fallen timber and the same shall become the property and responsibility of Grantor.

To the extent that Grantor's property is disturbed by Grantee's exercise of its rights hereunder, Grantee shall restore the condition of Grantor's property as near as reasonably possible to its condition prior to the exercise of Grantee's rights hereunder; provided Grantee shall not be responsible for replacement of landscaping plants, shrubbery or trees disturbed in its activities.

The rights, title, privileges and authority hereby granted shall continue to be in

force until such time as the Grantee, its successors or assigns, shall permanently remove said lines and appurtenances from said lands, or shall otherwise permanently abandon said lines, at which time all such rights, title, privileges and authority hereby granted shall terminate.

The Grantor covenants to and with the Grantee that Grantor is lawfully seized and possessed of the land aforesaid; has a good and lawful right and power to sell and convey same; that same is free and clear of encumbrances, except that certain deed of trust recorded at Snohomish County Auditor's file no. 201506010110; and that Grantor will forever warrant and defend the title to said easement and the quiet possession thereof against the lawful claims and demands of all persons whomsoever, including the beneficiary and/or any assignee beneficiary of said deed of trust. This conveyance shall be a covenant running with the land, and shall be binding on the Grantor and its heirs, successors and assigns forever.

Any mortgage on said land held by the Mortgagee is hereby subordinated to the rights herein granted to the Grantee, but in all other respects the said mortgage shall remain unimpaired.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

MATTHEW K. ANDERSEN, Grantor

ANDREA K. ANDERSEN, Grantor

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that MATTHEW K. ANDERSEN and ANDREA K. ANDERSEN are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 2017.

(Legibly print name of notary)
NOTARY PUBLIC in and for the State of

Washington, residing at _____
My commission expires _____

ACCEPTED _____, 201____:

CITY OF STANWOOD

By _____

The undersigned Mortgagee hereby consents to the within Easement and agrees that the Deed of Trust recorded at Snohomish County Auditor's file no. 201506010110 is hereby subordinated to the easement rights herein conveyed to the Grantee. This subordination shall also apply to any other mortgage held by Mortgagee on the same property. In all other respects the said mortgage(s) shall remain unimpaired.

DATED this _____ day of _____, 20____.

MORTGAGEE:

By _____
_____ (printed name)
Its _____ (title)

STATE OF _____)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they
signed this instrument, on oath stated that he/she/they was/were authorized to execute the
instrument and acknowledged it as the _____ of _____
to be the free and voluntary act of such party for the uses and purposes mentioned in the
instrument.

DATED this _____ day of _____, 20____.

(Legibly print name of notary)
NOTARY PUBLIC in and for the State of _____
_____, residing at _____
My commission expires _____