

1. Agenda

Documents:

[2-1-18 SPECIAL MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2. APPROVE COUNCIL COMMITTEE SELECTION.PDF](#)

[4. RULES OF PROCEDURE.PDF](#)

[5. FIRE ANNEXATION.PDF](#)

[6. BUDGET.PDF](#)

[7. CAPITAL PROJECTS.PDF](#)



CITY OF STANWOOD CITY COUNCIL SPECIAL MEETING

City Council Workshop
Thursday, February 1, 2018 - 5:15 p.m. to 8:30 p.m.

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

AGENDA

1. Dinner
2. Action Item—Confirm Council Committee Assignments
No Additional Action Items
3. Councilmember Reference Book
4. Rules of Procedure
5. Annexation into North County Regional Fire Authority
6. Budget Discussion
7. Capital Projects
8. Adjourn



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 2

DATE: February 1, 2018

SUBJECT: Select Council Committees

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A - Nominating Committee Recommended Committee Member Selection

ISSUE

Council needs to approve membership of the council committees for 2018.

SUMMARY STATEMENT

There are four Council Standing Committees:

- 1) Community Development/Economic Development
- 2) Finance/Personnel
- 3) Public Safety
- 4) Public Works/Parks

Committee membership is an annual term which expires at the first council meeting of the new year - January 11, 2018. Council must choose committee members to serve on the 2018 standing committees for an annual term. Per Council's Rules of Procedure, each councilmember ranks his committee membership choices on a ranking sheet and submits that to the mayor pro tempore. The nominating committee consists of the mayor, mayor pro tempore, and the longest serving councilmember. These three choose committee membership based on the ranking sheets and present their selection to council for approval. Committee members can choose to continue meeting on the currently scheduled dates and times as in the past, or can change the meeting dates or times if there is a conflict.

DISCUSSION

The nominating committee, consisting of Mayor Kelley, Mayor Pro Tempore White, and Councilmember Sather have chosen committee membership based on the ranking sheets submitted by each councilmember. Council must review the selection and vote

whether or not to approve membership as submitted by the nominating committee (Attachment A).

Council can choose to meet at the currently scheduled dates, locations, and times, or council can change the schedule. The current dates, locations, and times the committees meet are:

- Community Development Committee meets prior to the first council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Finance Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Safety Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Works/Parks Committee meets the second Thursday of the month at 5:00 p.m. at the Wastewater Treatment Plant.

FINANCIAL IMPACT

There is no financial impact

CITY COUNCIL OPTIONS

- 1) Council can approve committee membership selections as submitted by the nominating committee or council can discuss committee membership selections and make changes prior to approval.
- 2) Council Committees can meet at the currently scheduled dates, times, and locations or Council can discuss the meeting schedules and make changes.

RECOMMENDED MOTION

I MOVE TO APPROVE COUNCIL STANDING COMMITTEE MEMBERSHIPS AS SUBMITTED BY THE NOMINATING COMMITTEE.

ATTACHMENT A

2018 Council Committee member selection submitted by the Nominating Committee composed of Mayor Kelley, Mayor pro tempore White, and Councilmember Sather:

Community Development/Economic Development Committee

- 1) Elizabeth Callaghan
 - 2) Conrad Ryer
 - 3) Rob Johnson
- Alternate: Judy Williams

Finance/Personnel Committee

- 1) Larry Sather
 - 2) Conrad Ryer
 - 3) Dianne White
- Alternate: Rob Johnson

Public Safety Committee

- 1) Larry Sather
 - 2) Elizabeth Callaghan
 - 3) Timothy Pearce
- Alternate: Dianne White

Public Works/Parks Committee

- 1) Rob Johnson
 - 2) Timothy Pearce
 - 3) Judy Williams
- Alternate: Larry Sather



City of Stanwood, Washington

Rules of Procedure

Approved by City Council

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

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SECTION I GENERAL PROVISIONS

COUNCIL MEETING – LOCATION

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

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

COUNCIL MEETINGS

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

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

COUNCIL MEETINGS - OPEN TO THE PUBLIC

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

PRESIDING OFFICER

Rule 4. The Mayor shall preside at all meetings of the Council, and be recognized as the Presiding Officer and Chief Executive Officer of the City. In the case of the Mayor's absence or temporary disability the Mayor pro tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor pro tempore, a Mayor pro tempore selected by members of the Council shall act as Mayor during the continuance of the absences or disabilities and shall perform the duties of the Mayor, except that he shall not have the power to appoint or remove any

officer or to veto any ordinance. The Mayor or Mayor pro tempore is referred to as "Presiding Officer" from time to time in these rules of procedure. (RCW 35A.12.100 & 110)

VACANCY IN MAYOR'S OFFICE

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

PRESIDING OFFICER – DUTIES

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

ELECTION OF MAYOR PRO TEMPORE

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

QUORUM

Rule 8. Four (4) elected members of the Council shall constitute a quorum for the transaction of business. In the absence of a quorum, the Presiding Officer may, at the insistence of any two Councilmembers present, compel the attendance of absent members. If only one member is present, he shall have the duty and authority to fix the time and place to which to adjourn and to take measures to obtain a quorum. The

passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council. (RCW 35A.12.120)

ATTENDANCE, EXCUSED ABSENCES

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

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

SPECIAL COUNCIL MEETINGS

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

- (a) The Presiding officer or any 3 members of the Council may call a special meeting whenever, in their opinion; the public interest may require it. (RCW 35A.12.110)
- (b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain information about the meeting: time, place, and business to be transacted.
- (c) The notice shall be delivered by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the city council.
- (d) Notice of a special meeting shall be:
 - (1) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the city council a written request to be notified of such special meeting or of all special meetings;
 - (2) Posted on the city's web site;
 - (3) Prominently displayed at the main entrance of city hall and the meeting site if it is not held at city hall;Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

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

(f) Written notice may be dispensed with when:

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

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

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

COUNCIL MEETING AGENDA

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

WORKSHOPS

Rule 12. Special study sessions of the City Council where no official action is contemplated may be designated as Council workshops. 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 35.12.110)

MAIL DISTRIBUTION PROCEDURE

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

SECTION II DUTIES AND PRIVILEGES OF MEMBERS

FORMS OF ADDRESS

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

SEATING ARRANGEMENT

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

APPEARANCE OF FAIRNESS DOCTRINE

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

DISSENTS AND PROTESTS

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

ADMINISTRATIVE INTERFERENCE BY COUNCILMEMBERS

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

SECTION III COUNCIL PROCEDURES

RULES OF ORDER

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

MOTIONS

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

ORDER OF BUSINESS

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

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

The Mayor shall, precisely at the hour appointed, call the Council to order. In the absence of the Mayor or Mayor pro tempore, the City Clerk or his/her assistant shall call the Council to order, whereupon the Council shall elect any qualified person to serve as the Mayor pro tempore in the absence or temporary disability of the Mayor.

Upon the arrival of the Mayor or Mayor pro tempore, the temporary chairman shall immediately relinquish the chair upon the conclusion of the particular item of business then immediately before the Council.

(b) Roll Call

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

(c) Approval of the Agenda

(d) Citizen Comments

(1) 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.

(e) Staff Announcements

(f) Council Committee Reports

(g) Consent Agenda

(1) The Mayor shall place matters on the consent agenda which have been:

- (a) previously discussed by the Council, or
- (b) based on the information delivered to members' of the Council by administration that can be reviewed by a Councilmember without further explanation, or
- (c) are so routine or technical in nature that passage is likely, or
- (d) as directed by the City Council.

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

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

(h) Old Business

(i) Public Hearings

(j) New Business

(k) Reports

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

(l) Citizens Closing Comments

(m) Recess to Executive Session:

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

1. Personnel matters;
2. Consideration of acquisition or sale or lease of property for public purposes or sale or lease of city-owned property; and

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

4. Collective bargaining.

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

(n) Reconvene and Adjourn

READING OF MINUTES

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

ACTIONS FOR A PUBLIC HEARING

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

VOTING

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

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes should be taken by roll call and recorded by the City Clerk. The order of the roll call vote shall be staggered, so that the position voting first will be adjusted with each successive meeting. The Council attendance vote may be a voice yea or nay vote.
- (b) Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

- (c) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution pertaining to collective bargaining or personnel policy actions shall require the affirmative vote of at least a majority of the whole membership of the Council. (RCW 35A.12.120)
- (d) The passage of any public emergency ordinance (an ordinance that takes effect immediately), require the affirmative vote of at least a majority plus one of the whole membership of the Council.
- (e) The passage of any motion or resolution not subject to the provisions of state or local law, or these rules as amended, shall require the affirmative vote of at least a majority of the membership of the council who are present.
- (f) The Mayor may vote only in case of a tie vote of the Council. A majority of the entire membership of the Council is required to vote for passage of any ordinance, grant, or revocation of a franchise or license, or any resolution for the payment of money (RCW 35A.12.100). Therefore, the mayor may not break a tie vote on these matters. All tie votes will result in failure of motion.

DECORUM

Rule 26. By Councilmembers: While Council is in session, members should conduct themselves in a manner consistent with Roberts Rules of Order. When actionable items are 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 majority agreement by the assignment committee. The longest serving member shall be defined as the total length of continuous service.
- The committee's selection is subject to an affirmative vote of a majority of all councilmembers.

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

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

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

- (b) Committees shall appoint a committee chair at the first committee meeting of the new calendar year. No one Councilmember shall serve as chair for more than one committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the council. A committee member may present the recommendations of the committee during the discussion of the item of business.
- (c) Members may be removed from a council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.
- (d) Employees may staff the various committees as directed by the mayor but no staff person shall serve as a member of a Council Committee.

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

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

ENACTED ORDINANCES, RESOLUTIONS, AND MOTIONS

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

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

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

ORDINANCES

Rule 32. The procedure for ordinances is as follows:

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

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

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

ORDINANCE AMENDMENT AND REPEAL PROCEDURE

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

ORDINANCE - EFFECTIVE DATE

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

PERMISSION REQUIRED TO ADDRESS THE COUNCIL

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

RECONSIDERATION

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

ADDRESSING COUNCIL AFTER A MOTION IS MADE

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

MANNER OF ADDRESSING COUNCIL

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

COMPLAINTS AND SUGGESTIONS TO COUNCIL

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

- (a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer

may refer the matter to a committee, Administration or the Committee of the whole for study and recommendation.

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

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: 5

DATE: February 1, 2018

SUBJECT: Annexation into RFA

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Resolution 2018-2, Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation

ISSUE

This staff report provides a summary of issues and timing of proposed city annexation into the North County Regional Fire Authority (RFA). The report describes the key points to be considered and provides a timeline of actions necessary to pursue annexation into the North County Regional Fire Authority (RFA).

Key Discussion Points

Real Estate Transfer—the parties have previously agreed that Fire Station 99 would best serve the community if transferred to the RFA; however, the City should require a restrictive covenant/reversionary interest to ensure the property transfers back to the City in the event it is no longer used for fire and emergency services. The transfer agreement would require the RFA to maintain the property.

The question of whether the RFA should compensate the City for the value has been discussed and tentatively resolved. The station will clearly provide benefit to the larger community, however the RFA owns other property and equipment that would provide benefit to the City. Further complicating this calculation is the relative financial strength of the RFA's balance sheet at the time of transfer, i.e., the amount of its financial reserves and long term debt. The Authority has increased its reserves over the past two years and began 2018 with a \$1.1M beginning general fund balance in addition to a \$1.6M reserve fund and a \$1.3M capital fund balance. NCRFA is relatively debt-free and does have considerable available debt capacity. The only debt on the books in 2018 is the final \$130,234 payment for the GO bond for the construction of Station 97.

This should be addressed in detail in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Governance—several options have been discussed including variations involving five, six or seven member boards of commissioners. It was generally agreed by all parties that a seven member board, with two board members elected from the City of Stanwood districts would best serve the community. The option to generally elect commissioners (RFA-wide) was believed to less clearly represent city interests. Further, an option whereby the City Council could appoint Councilmembers to serve on the board has also been discussed, but this option was also considered to less directly allow citizens to obtain representation. The proposed governance structure will also be addressed in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Emergency Management—by the current contract, NCRFA provides oversight and coordination on the city's Emergency Operations Plans and agrees to assign a command staff representative to the city EOC when activated, and during drills. Further, the RFA agrees to provide emergency preparedness planning and training to the city.

The city also currently contracts with Snohomish County (Dept. of Emergency Management) for emergency management services. The county provides basic emergency management services as well as assistance with local planning. The SCDEM has notified participating cities that the additional, local planning assistance will be provided to participating cities at additional cost. The coordination of Emergency management will be negotiated in the next few months and should be addressed in detail in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Additional issues to be addressed, either in the RFA plan or in a separate agreement:

- Payment for RFA Fire and EMS Services in 2019 (If the annexation measure passes in November and takes effect January 1, 2019, the RFA will not be able to levy 2019 tax, so the city must plan to do so)
- Future use of Fire Station 99 meeting room by City (This room is currently available for use by public)
- Outstanding Fire Station 99 debt (City will continue to levy tax through 2020 to make payment)
- Fire Marshall services/Fire Prevention (plan to include in pre-annexation agreement)

- SERS/Snohomish 911 (plan to include clarification regarding assessments in pre-annexation agreement)

Timeline

Both parties are proceeding with an agreed-upon plan and the following timeline to place a ballot measure on the November 2018 General Election ballot.

Step	Expected Timing/Deadline	Lead Staff
Council discussion and agreement regarding key terms for inclusion in RFA Service Plan	February 2018 (Council retreat topic)	Hammond
City adopts Resolution requesting annexation	February 8, 2018	Hammond
NCRFA prepares a formal amendment to their fire protection service plan and adopts by resolution a proposed annexation	June 2018	North County RFA
City Resolution placing annexation measure on ballot	July 12, 2018 regular council meeting	Hammond
Develop/negotiate pre-annexation agreement	August to November	Hammond
Submit measure to Snohomish County Elections	Must be submitted no later than August 7, 2018	Hammond
Annexation measure on ballot	November 6, 2018	Hammond

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2018-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON PURSUANT TO RCW 52.26.300 REQUESTING THE NORTH COUNTY REGIONAL FIRE AUTHORITY AMEND THE REGIONAL FIRE PROTECTION SERVICE AUTHORITY PLAN TO ALLOW ANNEXATION OF THE CITY OF STANWOOD FIRE PROTECTION JURISDICTION INTO THE NORTH COUNTRY REGIONAL FIRE AUTHORITY FOR PURPOSES OF ASSUMING FIRE AND EMS SERVICES.

WHEREAS, in April 2012 the City of Stanwood (“City”) began contracting with North County Regional Fire Authority (“North County”) to provide fire protection, emergency medical services and related services to the City of Stanwood; and

WHEREAS, the Stanwood City Council has determined that it is in the public interest to consider and upon approval by both the City and North County pursuant to RCW 52.26.300 to submit to the voters a measure regarding annexation of Stanwood into North County as an alternative to maintaining a contractual relationship or operating its own independent fire department; and

WHEREAS, the purpose of this Resolution is to initiate the first step in the annexation process pursuant to RCW 52.26.300;

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

Section 1. Pursuant to RCW 52.26.300 the Stanwood City Council hereby submits this Resolution for filing and consideration with the North County governing board. This Resolution of intent is for consideration of the annexation of the City of Stanwood fire protection jurisdiction into the North County fire jurisdiction by amendment of the Regional Fire Protection Service Authority Plan.

Section 2 Pursuant to RCW 52.26.300 the Stanwood City Council further requests North County adopt a resolution amending its plan to establish terms and conditions of the requested annexation and submit the resolution and plan amendment to City of Stanwood for consideration.

PASSED by the City Council and **APPROVED** by the Mayor this ____day of _____, 2018.

CITY OF STANWOOD

By _____
Leonard Kelly, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
David A. Hammond, City Clerk

By _____
Grant K. Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6
DATE: February 1, 2018
SUBJECT: Budget update
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Strategic Outlook – General Fund
B - Sales Tax by Industry Group

ISSUE

Informational briefing to council: current budget update, general economic outlook and calendar for the 2019-2020 biennial budget development.

RECOMMENDATION

Review current position, economic outlook and budget development calendar.

SUMMARY STATEMENT

City finances are in great shape. We are enjoying a strong economy and nothing on the immediate horizon appears to threaten this rosy outlook. Nevertheless, prudent financial management principles recommend for us to remain conservative in our estimates and to place “surplus” into reserve accounts in order to be ready for economic downturn.

DISCUSSION

City financial policy defines surplus as the difference between budgeted and actual beginning fund balance—on a biennial basis. As of January 1st, midway through the biennium, the surplus was approximately \$300,000. Staff prudently projects sales tax conservatively, so it is possible that the current \$300,000 budget surplus could be greater by the end of the biennium. As the chart below illustrates, retail sales tax declined significantly following the “great recession.” The city did not recover their pre-recession level of sales tax until 2015, and the current general fund surplus is primarily the result of sales tax revenue.

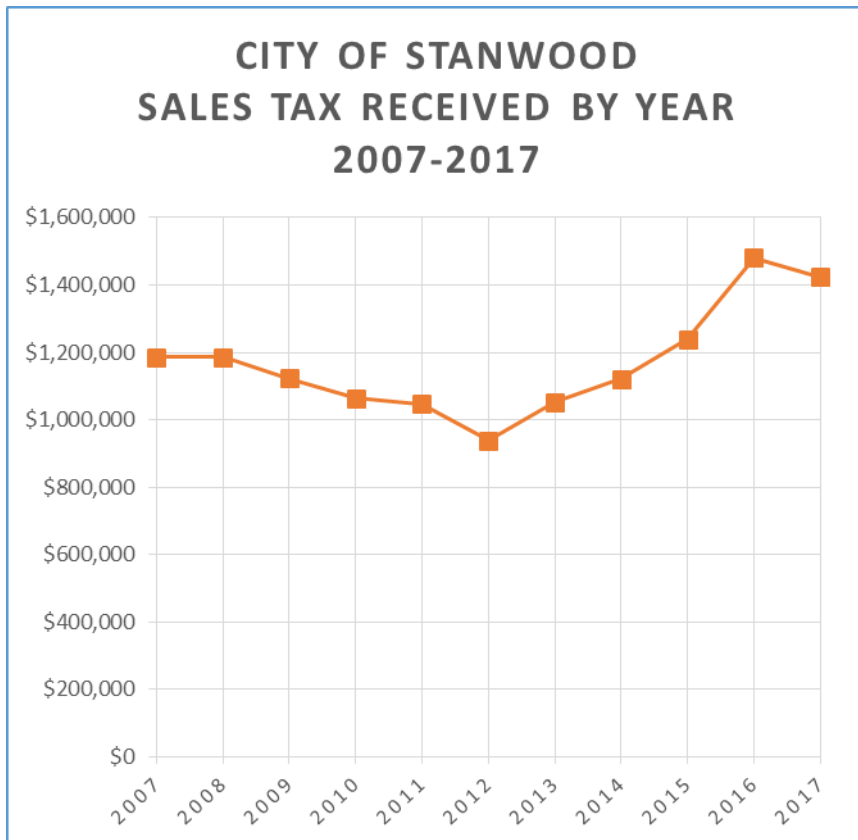
The city’s Budget Themes and Initiatives recommend allocating one-time revenues to one-time expenses. Capital expenditures fit the criteria of a “one-time” expense although there may be on-going maintenance and operating expenses once the capital

project is complete. Other one-time expenses include: special projects such as the non-motorized transportation plan; reserve funds for emergencies; capital equipment purchases such as emergency supplies or floodwalls; and matching grant funds.

As a result of the surplus, the city is in a position to place the maximum reserve into the contingency reserve fund (fund 109 is statutorily limited to \$0.375 per \$1,000 of the city's assessed valuation, with equates to \$322,040.)

Further, the city will likely be in a position to transfer another sizeable surplus into the building improvement fund at the end of this year (at the end of the 2015-16 biennium, the city transferred \$508,000.)

Chart 1 –Sales Tax – 2007 through 2017



Required Reserves

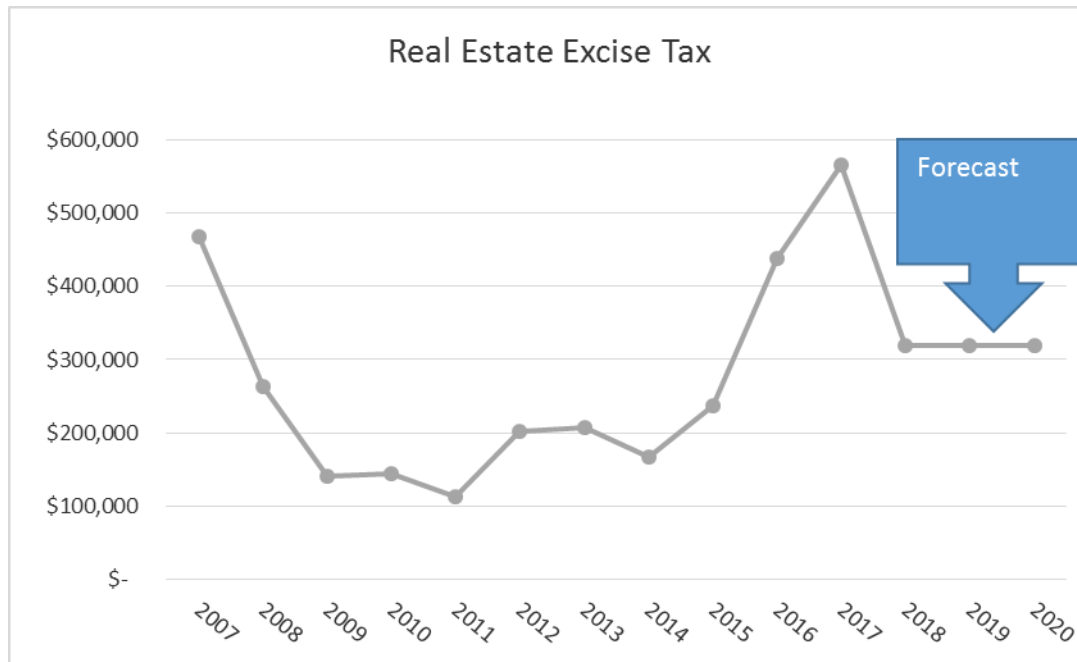
The chart below provides the current status of city reserves required by the finance policy. All required target levels are currently met. Based on the current forecast, staff plans to suggest to council an additional transfer of \$61,000 from the general fund to the contingency fund, and a significant transfer from sewer operating to sewer construction. Further, as described in the annual workplan, staff is preparing detailed equipment replacement and facility major maintenance schedules to inform the development of the next biennial budget later this year.

Chart 2 –Status of City Reserves

City of Stanwood--Financial Reserve Status					
Fund	Requirement	Description	Target at 12-31-17	Actual at 12-31-2017	Budget 12-31-18
001	General Operating Reserve	16.67 % budgeted Revenue ¹	\$ 1,049,731	\$ 3,169,477	\$ 2,341,627
109	Contingency Fund	limited to \$0.375/\$1,000 AV	\$ 322,021	\$ 283,409	\$ 294,644
401	Operating Reserve	60 days Operating Expenditures ²	\$ 178,561		
401	Revenue stabilization Reserve -- Sewer	25% revenue from rates	\$ 446,852		
			\$ 625,413	\$ 1,606,569	\$ 1,210,993
410	Operating Reserve	60 days Operating Expenditures ²	\$ 68,402		
410	Revenue stabilization Reserve -- Drainage	25% revenue from rates	\$ 143,750		
			\$ 212,152	\$ 299,994	\$ 49,329
421	Operating Reserve	60 days Operating Expenditures ²	\$ 198,427		
421	Revenue stabilization Reserve -- Water	25% revenue from rates	\$ 462,847		
			\$ 661,273	\$ 758,470	\$ 435,649
403	Capital contingency reserve--Sewer Construction	1% system fixed assets	\$ 250,000	\$ 824,872	\$ 58,141
411	Capital contingency reserve--Drainage Construction	1% system fixed assets	\$ 60,000	\$ 150,979	\$ 75,666
422	Capital contingency reserve--Water Construction	1% system fixed assets	\$ 300,000	\$ 497,812	\$ 418,075
Bond reserves					
451	Water Bond Reserve	Per bond covenant "Maximum Annual Debt Service"	\$ 213,800	\$ 223,664	\$ 223,122
452	Sewer Bond Reserve	Per bond covenant "One Year Debt Service"	\$ 454,773	\$ 476,346	\$ 475,270
Equipment replacement reserve funds					
457	Sewer Equipment Reserve	level sufficient to meet scheduled equip. replacement		\$ 261,413	\$ 221,879
458	Drainage Equipment Reserve	level sufficient to meet scheduled equip. replacement		\$ 106,385	\$ 124,766
459	Water Equipment Reserve	level sufficient to meet scheduled equip. replacement		\$ 71,325	\$ 71,089
Calculate system reinvestment strategy					
	"will establish a system reinvestment strategy that incorporates funding from rates equal to annual depreciation expense, net of annual debt principal payments for each utility"				

Real Estate Excise Taxes (REET)

One of the City's most significant and volatile funding sources are real estate excise taxes. Chart Three illustrates the volatility of REET funding over the past ten years. These funds have strict limitations on use, basically they are limited to capital improvements. Forecasting such volatile funding sources should be conservative.



General Fund Strategic Outlook

Although the economic outlook for the immediate future is positive, the city's long term outlook is not. Government finance in Washington State is constrained by what is referred to as a structural deficit, whereby the city's ability to increase property taxes is limited to a one percent increase annually, while the city's costs (mostly labor and benefits) grow faster. Stanwood residents approved a six-year levy lid lift, so we are able to increase taxes up to six percent annually. It is uncertain whether our citizens will do so again, so we must look strategically at our financial picture. Chart Four below provides an outlook to 2023. The City Council has directed staff to proceed with the steps necessary to annex into the North County Regional Fire Authority. Chart Five provides an outlook based on annexation.

Chart Four—General Fund Strategic Outlook

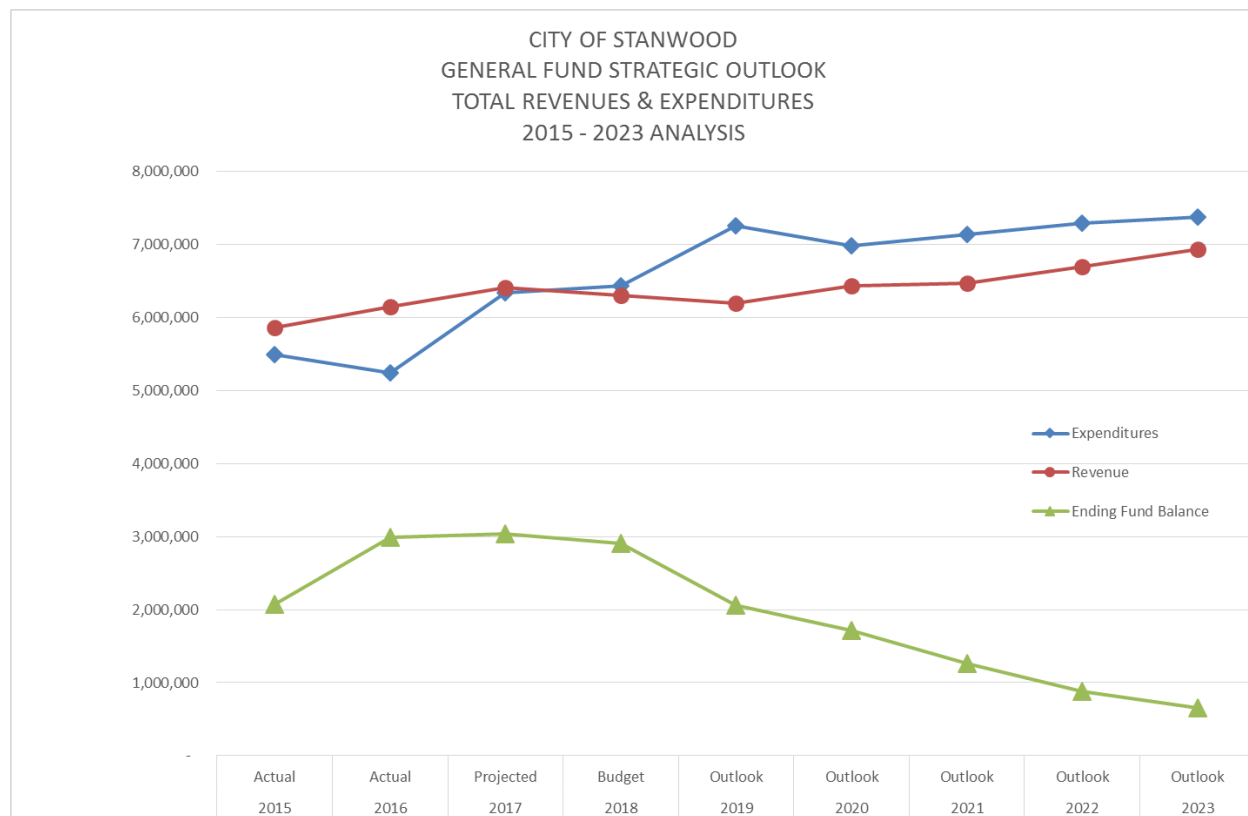
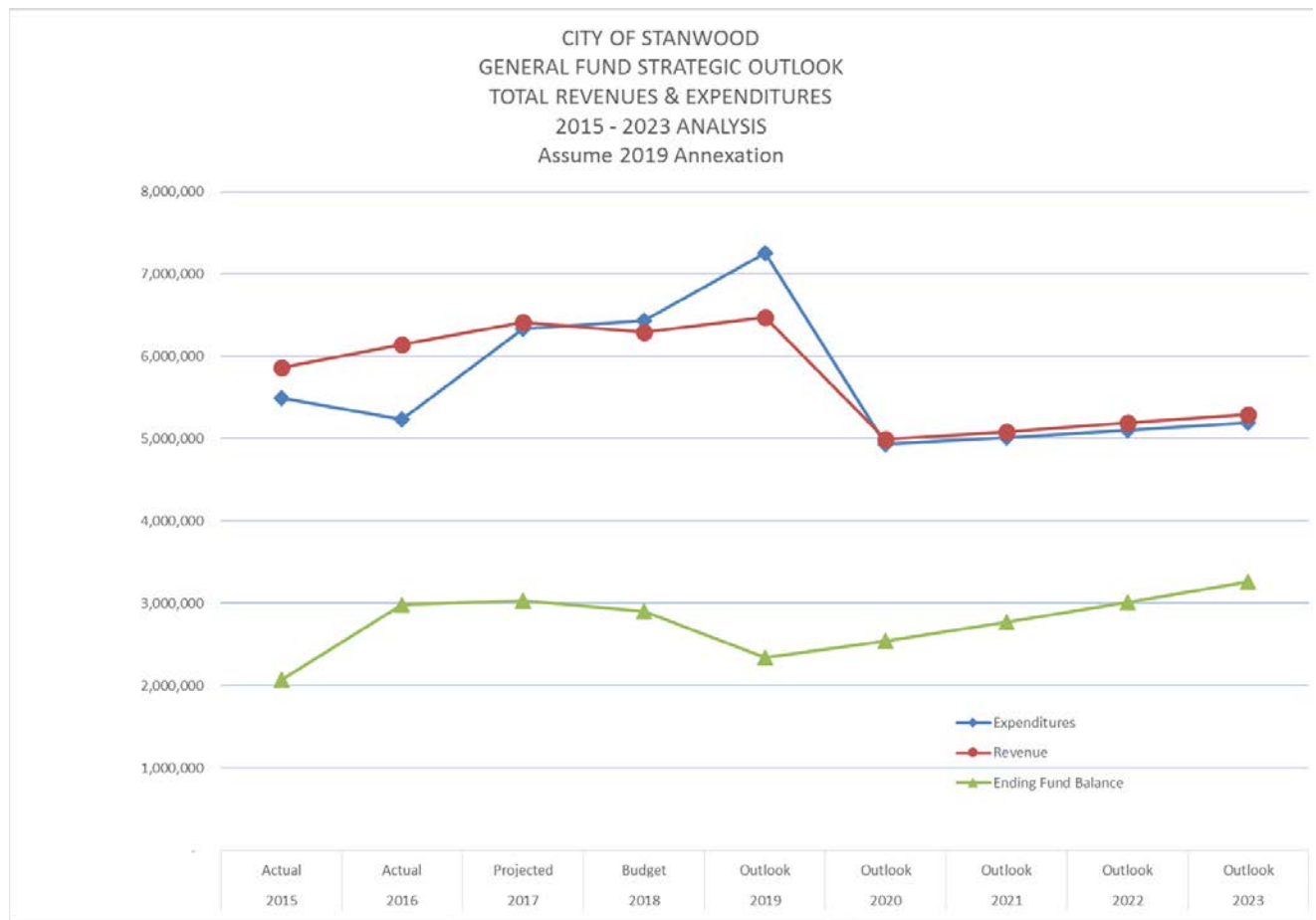


Chart Five—General Fund Strategic Outlook



Building Improvement Fund

The building improvement fund has a current balance of \$915,861, and a budgeted ending balance of \$475,157 for the end of this biennium. The current budget includes \$600,000 for acquisition of property for a new city hall, partially funded by a state grant.

The city has been considering a purchase of property and construction of a new public safety/city hall facility (municipal campus). By transferring recent sales tax surpluses and earmarking future sales tax surpluses, the city will have a substantial funding source for a new facility when the time arrives.

The money could also be used to finish Phase II improvements at the existing city hall. Phase II includes replacing the windows, installing a HVAC system, remodeling the conference room, restrooms, folding room and kitchen. This would make the current city hall a functional facility for the next 10-15 years.

Park Improvement Fund

The Park Improvement Fund has a balance of \$153,492. The Park Recreation and Open Space Plan; River Park master plan and the non-motorized transportation plan include prioritized lists of projects for future park improvements.

Park impact fees are the only source of dedicated revenues for park improvements. The city receives \$1,330 per new single family residential home. Other sources of revenue for the park improvement fund include, transfers from the general fund and real estate excise tax (REET).

The 2018 budget includes transfers from the REET funds of \$855,000. Budgeted expenditures of \$1,080,000 include \$700,000 for acquisition of the Johnson Farm, of which a portion is eligible for grant funding. Also included in the current budget are improvements at Hamilton Landing, Ovenell and Heritage Parks.

Street Construction Fund

In the past, general fund surplus revenues have been dedicated to the street fund and often used as grant match. In 2014, voters approved increasing sales tax revenue to fund the Transportation Benefit District, which was subsequently absorbed by the city and accounted for in a separate fund. The Transportation Sales Tax fund collects approximately \$330,000 annually for street capital projects. This funding source has been used primarily as a matching source of revenue for grants. This funding was voter-approved for a period of ten years (2013 to 2022). The fund's balance is \$441,486.

Tentative Budget Calendar—2019-2020 Budget Development

BUDGET EVENT

DATE

Dept. Heads and City Administrator meet to discuss policy issues & set agenda for budget retreat

May

Provide City Council with 2019-20 budget calendar and set agenda for budget retreat

Thursday June 14th

City Council budget retreat

Thursday June 21st

Dept. one-on-one meetings with Finance Director and City Administrator with budget requests

August 27-29

- All funds not otherwise covered (David)
- Streets & Parks (Kevin H)
- Water (Kevin H)
- Sewer/Storm (Kevin H)
- Community Development (Kristi)
- Police (Norm)
- Fire (John)

Budget requests entered in BIAS for final review

Sept 7th

Dept. budget review with Mayor, City Administrator and Finance Director

Sept- 18 – 22nd

Department draft 2017-18 accomplishments and 2019-20 goals returned to Finance Director

Friday Sept. 21st

Preliminary budget review with Finance Committee

Thursday September 30th

Budget Workshop

October 4th

City Council budget discussion

Thursday October 11th

City Council budget discussion

Thursday October 25th

Publish notice of public hearing once a week
for two consecutive weeks
(Copies of proposed budget available to public)

Oct. 29th & Nov. 5th

Property tax public hearing and ordinance adoption
Budget 1st public hearing 1st reading of budget ordinance

Thursday Nov. 8th
Thursday Nov. 19th

Council Meeting moved to Nov. 19th due to the holiday

Monday Nov. 19th

2nd reading and adoption of the 2019-20 Biennial Budget

Monday Nov. 19th

Note: Council must adopt a budget by no later than December 31, 2018. Extra meetings, if necessary, would be scheduled at that time.

**STRATEGIC OUTLOOK
CITY OF STANWOOD
TOTAL REVENUES & EXPENDITURES
2015 - 2023 ANALYSIS
Annex into RFA**

	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Projected	Budget	Outlook	Outlook	Outlook	Outlook	Outlook
General Fund									
Beginning Fund Balances	1,704,200	2,077,495	2,959,136	3,036,423	2,902,849	2,341,017	2,548,104	2,770,314	3,009,286
<u>Revenue</u>									
Property Taxes	2,453,472	2,473,574	2,671,969	2,789,065	2,942,464	1,433,673	1,505,357	1,580,625	1,659,656
Retail Sales Taxes	1,239,260	1,480,884	1,423,361	1,200,000	1,206,000	1,212,030	1,218,090	1,224,181	1,230,302
Other Sales Taxes	103,908	110,459	114,890	95,000	95,475	95,952	96,432	96,914	97,399
Utility Taxes	908,705	925,239	1,009,621	940,965	952,727	964,636	976,694	988,903	1,001,264
Other Taxes	6,169	7,561	6,220	6,600	6,633	6,666	6,699	6,733	6,767
Licenses/Permits/Franchise	127,416	128,535	135,568	120,604	121,207	121,813	122,422	123,034	123,649
Construction Permits	104,857	157,408	117,622	291,400	292,857	294,321	295,793	297,272	298,758
Grants					-	-	-	-	-
State Revenues	205,540	221,519	221,525	225,280	226,406	227,538	228,676	229,820	230,969
Interfund Service Charges	377,774	387,592	383,146	381,523	383,431	385,348	387,275	389,211	391,157
Charges for Goods & Services	284,629	198,316	279,244	206,022	207,052	208,087	209,128	210,173	211,224
Fines & Forfeitures	26,442	23,758	24,239	30,500	30,729	30,959	31,191	31,425	31,661
Miscellaneous Revenues	25,560	28,215	22,665	10,065	10,367	10,678	10,998	11,328	11,668
Other Financing Sources					-	-	-	-	-
Transfers					-	-	-	-	-
Total Revenues	5,863,731	6,143,061	6,410,069	6,297,024	6,475,347	4,991,703	5,088,756	5,189,619	5,294,474
Revenue Growth / (Decline)					2.8%	-22.9%	1.9%	2.0%	2.0%
<u>Expenditures</u>									
Labor	969,088	1,076,107	1,162,819	1,374,905	1,407,397	1,435,545	1,464,256	1,493,541	1,523,412
Benefits	394,054	434,024	504,751	562,810	593,929	622,140	651,692	682,647	715,073
Supplies	43,774	47,303	35,010	46,528	43,846	44,065	44,286	44,507	44,730
Services	542,462	450,117	413,860	546,770	552,238	557,760	563,338	568,971	574,661
Intergovernmental	3,399,205	3,096,406	3,442,890	3,726,793	3,924,622	2,040,292	2,060,695	2,081,302	2,102,115
Capital	25,409	-	-	-	20,000	20,000	20,000	20,000	20,000
Transfers	118,337	130,390	773,452	172,792	712,792	212,792	212,792	212,792	212,792
Total Expenses	5,492,330	5,234,347	6,332,782	6,430,598	7,254,824	4,932,595	5,017,058	5,103,760	5,192,782
Expense Growth / (Decline)					12.8%	-32.0%	1.7%	1.7%	1.7%
Change in Ending Fund Balance	371,401	908,714	77,287	(133,574)	(779,476)	59,109	71,698	85,859	101,692
Anticipated Under-Expenditure					(217,645)	(147,978)	(150,512)	(153,113)	(155,783)
Ending Fund Balance	2,075,601	2,986,209	3,036,423	2,902,849	2,341,017	2,548,104	2,770,314	3,009,286	3,266,761

CITY OF STANWOOD
GENERAL FUND STRATEGIC OUTLOOK
TOTAL REVENUES & EXPENDITURES
2015 - 2023 ANALYSIS
Retain Fire Service

	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Projected	Budget	Outlook	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balances	1,704,200	2,077,495	2,959,136	3,036,423	2,902,849	2,062,673	1,717,238	1,262,896	882,134
<u>Revenue</u>									
Property Taxes	2,453,472	2,473,574	2,671,969	2,789,065	2,620,512	2,777,742	2,916,630	3,062,461	3,215,584
Retail Sales Taxes	1,239,260	1,480,884	1,423,361	1,200,000	1,206,000	1,212,030	1,218,090	1,224,181	1,230,302
Other Sales Taxes	103,908	110,459	114,890	95,000	95,475	95,952	96,432	96,914	97,399
Utility Taxes	908,705	925,239	1,009,621	940,965	997,423	1,057,268	1,120,704	1,187,947	1,259,223
Other Taxes	6,169	7,561	6,220	6,600	6,633	6,666	6,699	6,733	6,767
Licenses/Permits/Franchise	127,416	128,535	135,568	120,604	121,207	121,813	122,422	123,034	123,649
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Fines & Forfeitures	26,442	23,758	24,239	30,500	30,729	30,959	31,191	31,425	31,661
Miscellaneous Revenues	25,560	28,215	22,665	10,065	10,367	10,678	10,998	11,328	11,668
Other Financing Sources					-	-	-	-	-
Transfers					-	-	-	-	-
Total Revenues	5,863,731	6,143,061	6,410,069	6,297,024	6,198,091	6,428,404	6,466,456	6,692,028	6,928,998
Revenue Growth / (Decline)					-1.6%	3.7%	0.6%	3.5%	3.5%
<u>Expenditures</u>									
Labor	969,088	1,076,107	1,162,819	1,374,905	1,416,152	1,458,637	1,502,396	1,547,468	1,593,892
Benefits	394,054	434,024	504,751	562,810	596,579	626,408	657,728	690,614	725,145
Supplies	43,774	47,303	35,010	46,528	46,761	46,994	47,229	47,466	47,703
Services	542,462	450,117	413,860	546,770	552,238	557,760	563,338	568,971	574,661
Intergovernmental	3,399,205	3,096,406	3,442,890	3,726,793	3,951,425	4,100,748	4,171,361	4,244,225	4,238,198
Capital	25,409	-	-	-	20,000	20,000	20,000	20,000	20,000
Transfers	118,337	130,390	773,452	172,792	672,792	172,792	172,792	172,792	172,792
Total Expenditures	5,492,330	5,234,347	6,332,782	6,430,598	7,255,946	6,983,339	7,134,844	7,291,536	7,372,390
Expense Growth / (Decline)					12.8%	-3.8%	2.2%	2.2%	1.1%
Change in Ending Fund Balance	371,401	908,714	77,287	(133,574)	(1,057,854)	(554,935)	(668,388)	(599,508)	(443,392)
Anticipated Under-Expenditure					(217,678)	(209,500)	(214,045)	(218,746)	(221,172)
Ending Fund Balance	2,075,601	2,986,209	3,036,423	2,902,849	2,062,673	1,717,238	1,262,896	882,134	659,914

Sales Tax by Industry Group
(Includes Transportation Sales Tax 0.2%)
received January 2016 through January 2018

YEAR-MONTH Distributed	Convenience & Grocers	Auto/RV Dealer	Department Store	Specialty Retail	Restaurants	Building & Construction	All Other Sales & Use Tax	Total All Sales & Use Tax	Change from Same Month Prior Year
Jan-16	\$ 6,138	\$ 8,274	\$ 7,338	\$ 29,535	\$ 18,433	\$ 28,953	\$ 31,099	\$ 129,770	42.2%
Feb-16	\$ 6,112	\$ 7,770	\$ 15,385	\$ 38,871	\$ 21,201	\$ 30,678	\$ 43,774	\$ 163,791	39.6%
Mar-16	\$ 5,167	\$ 8,199	\$ 6,530	\$ 26,449	\$ 18,703	\$ 22,435	\$ 36,267	\$ 123,749	39.2%
Apr-16	\$ 5,291	\$ 8,787	\$ 7,041	\$ 26,037	\$ 18,588	\$ 26,178	\$ 37,644	\$ 129,566	42.9%
May-16	\$ 4,953	\$ 11,899	\$ 7,472	\$ 32,889	\$ 21,782	\$ 53,837	\$ 40,303	\$ 173,135	68.2%
Jun-16	\$ 6,116	\$ 9,432	\$ 7,736	\$ 31,289	\$ 21,885	\$ 17,144	\$ 36,595	\$ 130,196	30.8%
Jul-16	\$ 6,286	\$ 10,162	\$ 7,943	\$ 34,247	\$ 21,189	\$ 42,010	\$ 34,755	\$ 156,591	61.0%
Aug-16	\$ 10,707	\$ 10,500	\$ 8,104	\$ 32,388	\$ 23,263	\$ 66,056	\$ 41,211	\$ 192,229	70.1%
Sep-16	\$ 8,001	\$ 8,661	\$ 9,071	\$ 31,492	\$ 22,339	\$ 45,459	\$ 39,274	\$ 164,298	51.4%
Oct-16	\$ 8,926	\$ 11,498	\$ 8,009	\$ 32,412	\$ 22,438	\$ 44,517	\$ 43,442	\$ 171,241	60.6%
Nov-16	\$ 6,712	\$ 9,891	\$ 8,045	\$ 38,417	\$ 23,830	\$ 40,020	\$ 39,871	\$ 166,786	52.0%
Dec-16	\$ 6,520	\$ 12,567	\$ 6,828	\$ 31,594	\$ 19,638	\$ 13,298	\$ 36,720	\$ 127,165	12.1%
Jan-17	\$ 8,418	\$ 11,289	\$ 7,010	\$ 30,625	\$ 19,228	\$ 11,678	\$ 33,245	\$ 121,494	-6.4%
Feb-17	\$ 8,224	\$ 10,193	\$ 15,915	\$ 42,055	\$ 22,373	\$ 22,088	\$ 46,176	\$ 167,024	2.0%
Mar-17	\$ 6,288	\$ 8,200	\$ 6,509	\$ 30,513	\$ 18,891	\$ 17,083	\$ 48,453	\$ 135,938	9.8%
Apr-17	\$ 6,956	\$ 8,263	\$ 7,150	\$ 30,460	\$ 19,074	\$ 20,195	\$ 30,993	\$ 123,091	-5.0%
May-17	\$ 7,686	\$ 10,597	\$ 6,693	\$ 36,553	\$ 22,854	\$ 25,306	\$ 39,470	\$ 149,160	-13.8%
Jun-17	\$ 7,312	\$ 9,073	\$ 7,176	\$ 29,012	\$ 20,629	\$ 14,834	\$ 34,805	\$ 122,841	-5.6%
Jul-17	\$ 11,227	\$ 10,614	\$ 7,738	\$ 33,153	\$ 21,607	\$ 18,940	\$ 39,630	\$ 142,909	-8.7%
Aug-17	\$ 9,578	\$ 10,605	\$ 7,914	\$ 35,182	\$ 23,250	\$ 34,116	\$ 45,545	\$ 166,190	-13.5%
Sep-17	\$ 10,177	\$ 10,839	\$ 9,189	\$ 30,881	\$ 21,003	\$ 24,623	\$ 37,540	\$ 144,252	-12.2%
Oct-17	\$ 10,993	\$ 11,026	\$ 8,565	\$ 37,855	\$ 21,814	\$ 52,942	\$ 34,873	\$ 178,068	4.0%
Nov-17	\$ 5,629	\$ 9,829	\$ 8,717	\$ 32,379	\$ 21,926	\$ 34,956	\$ 48,650	\$ 162,086	-2.8%
Dec-17	\$ 7,267	\$ 9,470	\$ 8,206	\$ 30,405	\$ 20,742	\$ 31,312	\$ 36,546	\$ 143,948	13.2%
Jan-18	\$ 5,638	\$ 10,839	\$ 8,383	\$ 36,414	\$ 19,128	\$ 22,914	\$ 33,889	\$ 137,205	12.9%



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7

DATE: February 1, 2018

SUBJECT: Discuss upcoming 2018 and 2019 Public Works projects

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A - Map with project locations

ISSUE

The issue in front of the Council is to discuss upcoming Public Works projects for 2018 and 2019.

SUMMARY STATEMENT

There are several projects planned in Public Works for 2018 and 2019. Some are funding dependent, some are in the planning and design phase and some are construction ready.

DISCUSSION

In 2018 Public Works has three large construction projects scheduled:

1. 92nd Avenue Overlay and ADA Ramp Upgrades from 271st Street to 276th Street (Lovers Lane). This will include some grinding, pavement repair, 8 ADA ramp upgrades, 1 new ADA ramp, paving and striping. This project will be done through our inter-local agreement with Snohomish County and is 90% funded by a Transportation Improvement Board, Pavement Restoration Grant. It is scheduled between July and September. Total project cost estimate is \$384,295, with the City's match to be \$38,930.
2. Cedarhome Drive Overlay and ADA Ramp Upgrades from the Viaduct to 276th Street. This will include some grinding, pavement repair, 3 ADA ramp upgrades, paving and striping. This project will be done through our inter-local agreement with Snohomish County and is 90% funded by a Transportation Improvement Board, Pavement Restoration Grant. It is scheduled between July and

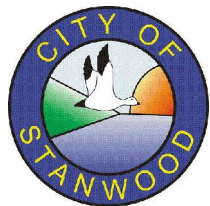
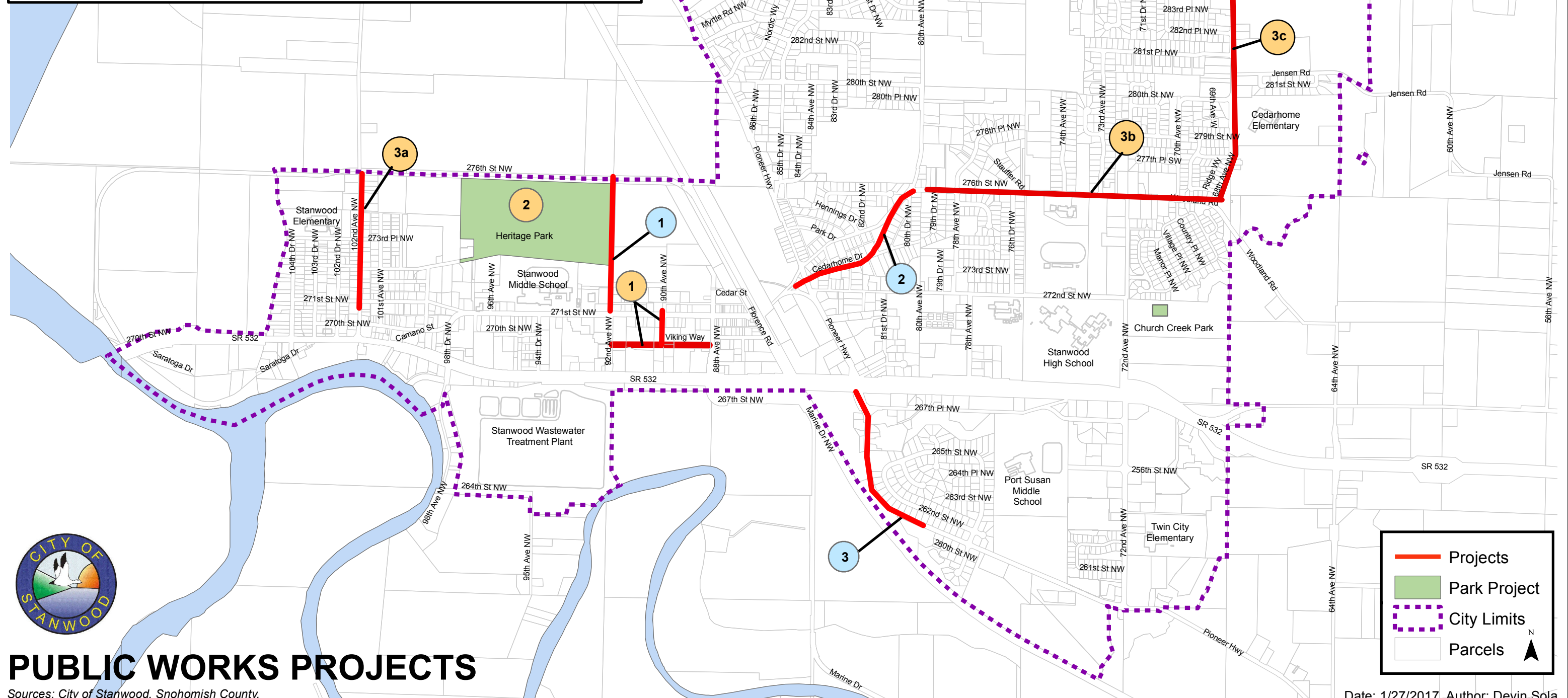
September. Total project cost estimate is \$292,689, with the City's match to be \$29,269.

3. Public Works would also like to replace approximately 1,500 feet of undersized sewer main along Pioneer Highway, to support new development upstream, including the new High School. This is not budgeted at this time, so this will come to the Council for approval to move forward. The schedule would be to design in the spring and construct in the summer. The estimated cost for construction is \$300,000.

In 2019 Public Works has 1 large project on the schedule and 2 others dependent on funding:

1. Viking Way/90th Avenue construction. This project will construct a new Viking Way from 88th Avenue to the recently constructed portion of Viking Way alongside Petco. It will also construct 90th Avenue from Viking Way to 271st Street. This will include curbs, sidewalks, paving, drainage, water, sewer, and landscaping. The design is 90% complete and the right of way purchase is currently in progress. This will be 50% funded by the Puget Sound Regional Council, Rural Town Centers and Corridors grant. Additional funding is still being pursued. It is scheduled to start in early 2019 and be completed before the end of the year. The total project cost estimate is \$2,864,000. The grant funding received for construction is \$1,426,250.
2. Public Works would also like to construct the 4th baseball field at Heritage Park and rebuild field 1 in 2019. City staff will be applying for grant funding for this work.
3. Public Works will be applying for TIB grants to re-pave 102nd Avenue and one other street, depending on the quality of the asphalt in July, either 276th Street, 68th Avenue, or 284th Street. These would require a 10% match if we are successful.

- 2019 PROJECTS:



PUBLIC WORKS PROJECTS

Sources: City of Stanwood, Snohomish County.

Date: 1/27/2017 Author: Devin Sola