

1. Agenda

Documents:

[2.22.18 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[5A COMPSTAT REPORT.PDF](#)
[5B PW MONTHLY REPORT.PDF](#)
[5C CD MONTHLY REPORT.PDF](#)
[5D PLANNING COMMISSION 1-8-18 MINUTES.PDF](#)
[5E PLANNING COMMISSION 1-22-18 MINUTES.PDF](#)
[5F FIRE REPORT.PDF](#)
[5G IMPACT FEES REPORT.PDF](#)
[5H 2018 WORK PLAN.PDF](#)
[6A PW COMMITTEE MEETING MINUTES.PDF](#)
[6B CD MEETING MINUTES.PDF](#)
[7A VOUCHERS.PDF](#)
[7B 2-1-18 MINUTES.PDF](#)
[7C 2-8-18 MINUTES.PDF](#)
[7D BANKING SERVICES.PDF](#)
[7E TBD ANNUAL REPORT.PDF](#)
[8A PROS PLAN.PDF](#)
[9A LTAC GRANT.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, February 22, 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. APPROVAL OF THE AGENDA**
- 4. CITIZEN COMMENTS**
- 5. STAFF REPORTS**
 - a. Police Compstat Report – January 2018
 - b. Public Works Monthly Report – January 2018
 - c. Community Development Report – Dec 2017/Jan 2018
 - d. Planning Commission Meeting Minutes – January 8, 2018
 - e. Planning Commission Meeting Minutes - January 22, 2018
 - f. North County Regional Fire Authority Report – 4th Quarter 2017
 - g. Impact Fees Annual Report - 2017
 - h. City Work Plan – 2018
- 6. COMMITTEE REPORTS**
 - a. Public Works Committee
 - b. Community Development
- 7. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve February 1, 2018 City Council Special Meeting Minutes
 - c. Approve February 8, 2018 City Council Regular Meeting Minutes
 - d. Authorize the mayor to sign Banking Services Agreement
 - e. Transportation Benefit District Annual Report - 2017
- 8. OLD BUSINESS**
 - a. Adopt Resolution 2018-03 Adopting the PROS Plan Update
- 9. NEW BUSINESS**
 - a. Authorize the mayor to sign a contract with Snohomish County Parks and Recreation for Discover Stanwood Camano Information Guide
- 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)] AND POTENTIAL LITIGATION [RCW 42.30.110(1)(i)]**
- 13. ADJOURN**

Upcoming Meetings:

March 08, 2018 Regular Meeting
March 22, 2018 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a
DATE: February 22, 2018
SUBJECT: Police January 2018 Compstat Report
CONTACT PERSON: Peggy Girard, Police Records Clerk
ATTACHMENTS: A – January 2018 Compstat Report

SUMMARY STATEMENT

Attached is the January 2018 Compstat Report for council review.

Stanwood Police Department

January 2018

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	January 2018	Year To Date 2018	January 2017	Year to Date 2017
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	2	2	0	0
Assault	5	5	2	2
Burglary	3	3	2	2
Larceny	14	14	8	8
Motor Vehicle Theft	3	3	1	1
General	January 2018	Year To Date 2018	January 2017	Year To Date 2017
Calls for Service (Incidents)	697	697	559	559
Case Reports	57	57	42	42
Traffic Collisions	12	12	11	11
Arrests (Adult/Juvenile)	21	21	15	15
Drug Arrests	4	4	1	1
Warrant Arrests	3	3	4	4
Impaired Driving Arrests	0	0	1	1
Infractions Issued	3	3	17	17
Public Disclosure Requests	47	47	32	32
Concealed Pistol Licenses	60	60	46	46
Fingerprinting & Approx. timeframe	46 @ 11.5 hrs	46 @ 11.5 hrs	49 @ 12.25 hrs	49 @ 12.25 hrs

City Collisions for January 2018

City Collisions for January Totals: 12

Date	Case Number	Location	H & R	Injured	Reason
1/8/2018	2018-138	8300 Block of SR 532		x	Inattentive/Following to Close
1/9/2018	2018-169	9100 Block of SR 532			Inattentive
1/9/2018	2017-174	8100 Block of Pioneer Highway			Improper Backing
1/10/2018	2018-195	26800 Block of Pioneer Highway			Improper Backing
1/13/2018	0018-281	8000 Block of 276th PL NW	x		Hit & Run/Damaged Mailboxes
1/17/2018	2018-356	9000 Block of 271st ST NW	x		Hit & Run
1/18/2018	2018-389	7100 Block of 265 th St NW		X	Failure to Yield
1/20/2018	2018-456	26500 Block of 72 nd Ave NW			Failure to Yield/No headlights On
1/23/2018	2018-516	8400 Block of 271st St NW			Vehicle Vs. Pedestrian
1/23/2018	2018-518	9900 Block of 271st St NW			Failure to Yield
1/26/2018	2018-580	9200 Block of SR 532			Speeding
1/30/2018	2018-678	26000 Block of 77th Ave NW	x		Hit & Run

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

January 2018

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	62	1						1	3
Arson									
Assault	1								1
Bomb Threat									
Burglary									
Collision									
Counseling	17							1	5
CPS Referral									
Crisis Planning									
Felony VUCSA									
Fight									
Harassment									
Mal Mis									
Marijuana	2								
Mental Health									1
MIP									1
Paraphernalia									
Public Assist									
Runaway									
Sexual Assault	1								
Suspicious									
Teaching	1								
Theft									
Trespass									
Violation of Order									
Warrant									
Weapons									



SRO REPORT



January 2018

JANUARY EVENTS

LOCKDOWN DRILL WITH POLICE

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



The high school conducted a lockdown drill with cooperation of the police department. This was the first part of the joint operation. The school and police practiced communicating between the school incident command and the unified command post. We found the communication between the command posts was fairly smooth. The problems arose with using different channels that are not on the repeater. These channels are private channels that only the administration has access to. Communication between the Church Creek Campus and the Main Campus was limited causing some issues with communication between LHHS Principal Ryan Ovenell and SHS Principal Christine Gruver. The police had some initial problem with communication between the search team and the command post. The school and police will conduct a functional drill at the end of March.

ALCOHOL/DRUGS



The high school again had an issue with a student being found in possession of dabs. The student was caught Vaping on school campus and during the search the plastic container with dabs was located. The student was referred for possession of marijuana to DYC.

One student at Lincoln Hill High School brought a water bottle to school that contained alcohol. The student gave the bottle to another student who drank the alcohol. The student was referred for MIP to DYC

ADDITIONAL INCIDENTS

A student at Lincoln Hill High School was seen Vaping during class. The student was brought to the office and would not turn over the MOD unit to the principal. The student was extremely angry and aggressive. I responded to the LHHS office and arrested the student after he assaulted the school security officer. There were no injuries and the student was transported and booked at DYC.

DETECTIVE REPORT



January, 2018

Little Caesars Robbery



On 01-01-18 at about 1957 hours two subjects entered the Stanwood Little Caesars store wearing black hooded sweatshirts and masks. One of the subjects was armed with a small silver handgun. The armed subject removed the till from the cash register before both subjects fled the store on foot. The subjects likely left the area in a vehicle that was parked nearby. Detective Martin is following up on tips provided by the public, but the suspects have not been identified yet.



In This Issue

- Little Caesars Robbery
- Lake Goodwin Store Robbery
- Northwest Plus Credit Union Robbery
- Luster Point Jewelers Burglary

Lake Goodwin Store Robbery



On 01-01-18 at about 2030 hours two subjects entered the Lake Goodwin store. The subjects appeared to be same two suspects that robbed the Stanwood Little Caesars store approximately thirty minutes earlier. The taller of the two subjects was armed with a small silver handgun. The armed suspect removed the till from a register, before both subjects ran out to a waiting vehicle. The vehicle appeared to be a silver or gold four door sedan. These suspects appear to be connected to similar robberies in the Seattle area.



Northwest Plus Credit Union Robbery

On 01-12-18 at about 1745 hours one male subject entered the Stanwood branch of the Northwest Plus Credit Union wearing a black hooded sweatshirt, jeans, black shoes, a blue Seahawks hat and glasses. The male gave the teller a note that advised that he had a gun and instructing her to put all the money in a bag. The teller complied and the male left the bank on foot with the money in a plastic bag. The male was last seen on area video, running northbound past the east side of the bowling alley. An image of the bank robber was shown on Q13 Fox News. A short time later, the



Appliance: NW Plus CU Stanwood

suspect's mother and brother contacted a local police agency and identified the suspect. During the following days of investigation, it was determined that this suspect was also involved in the robberies at the Stanwood AM/PM store on 12-28-17 and 12-31-18. On 01-16-18 the Snohomish County Violent Offender Task Force located the suspect in the North Seattle area. The suspect was arrested and booked into the Snohomish County Jail on three counts of Robbery First Degree.

Detective Martin is currently working with detectives from the Burlington Police Department, Everett Police Department and Marysville Police Department as the investigation indicates that this same suspect was involved in several additional robberies in the above listed jurisdictions between 01-01-18 and 01-09-18.

Luster Point Jewelers Burglary



On 01-29-18 at about 0230 hours a male subject broke a window and entered the Luster Point Jewelers building. The male removed several items of value before leaving the store. It is not known if the subject was associated with a vehicle. The Stanwood Police Department is currently investigating the case and attempting to identify the suspect.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b

DATE: February 22, 2018

SUBJECT: Public Works Monthly Report – January 2018

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – January Activity Reports

SUMMARY STATEMENT

The attached information shows tasks and activities associated with operations in the Public Works Department for the month of January 2018. This report includes the following:

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



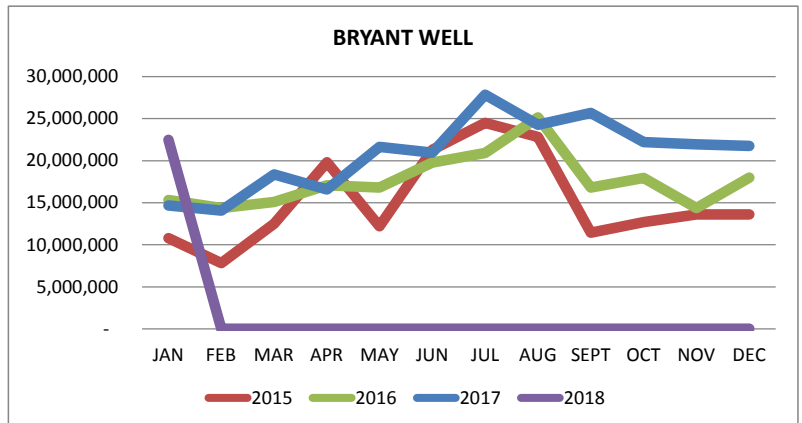
WELL PRODUCTION for 2018

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	317	22,466,000	0	-	22,466,000	1,000,000	39,699	21,426,301			12.4
FEB					-			0			
MAR					-			0			
APR					-			0			
MAY					-			0			
JUN					-			0			
JUL					-			0			
AUG					-			0			
SEP				-	-			0			
OCT				-	-			0			
NOV					-			0			
DEC					-			0			
TOTALS	317	22,466,000	0	-	22,466,000	1,000,000	39,699	21,426,301		0	12.4

CITY OF STANWOOD - Production Past 4 Years

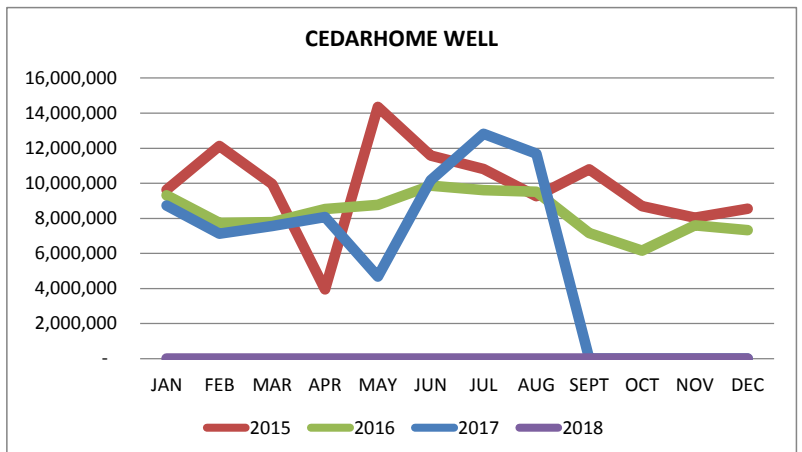
BRYANT WELL

	2015	2016	2017	2018
JAN	10,808,000	15,341,000	14,657,000	22,466,000
FEB	7,806,000	14,366,000	14,054,000	-
MAR	12,520,000	15,081,000	18,362,000	-
APR	19,825,000	17,062,000	16,567,000	-
MAY	12,209,000	16,799,000	21,656,000	-
JUN	21,291,000	19,791,000	20,950,000	-
JUL	24,512,000	20,936,000	27,868,000	-
AUG	22,841,000	25,141,000	24,262,000	-
SEPT	11,430,000	16,796,000	25,681,000	-
OCT	12,696,000	17,937,000	22,204,000	-
NOV	13,604,000	14,367,000	21,933,000	-
DEC	13,616,000	17,983,000	21,760,000	-
TOTAL	183,158,000	211,600,000	249,954,000	22,466,000



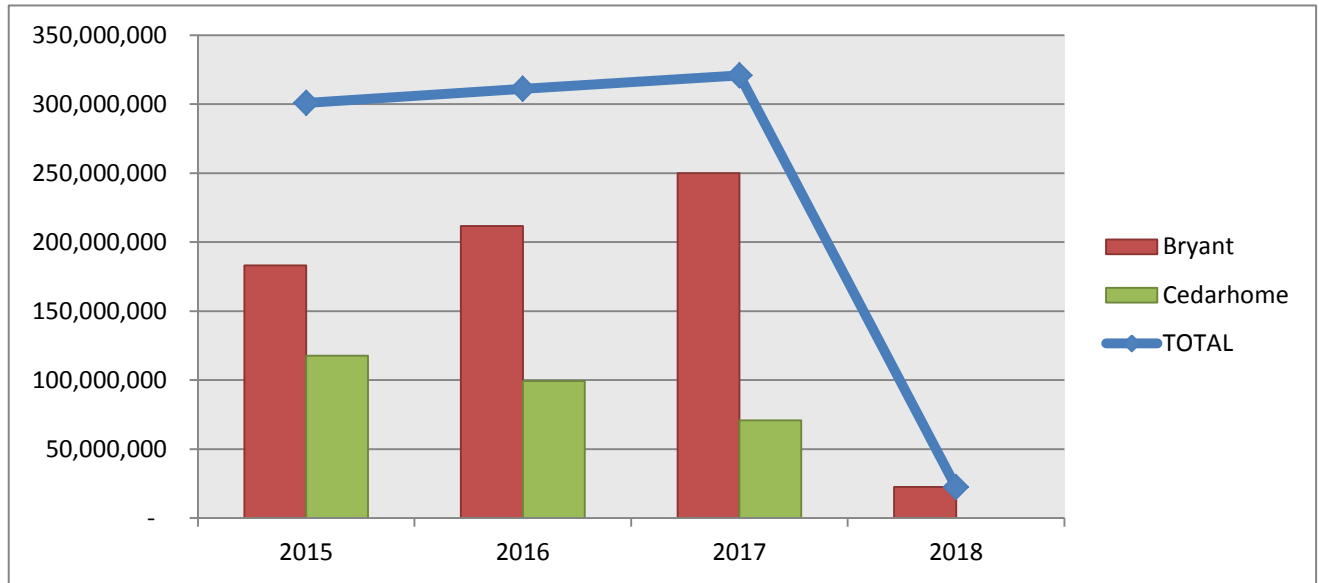
CEDARHOME WELL

	2015	2016	2017	2018
JAN	9,634,000	9,320,000	8,735,000	-
FEB	12,138,000	7,757,000	7,120,000	-
MAR	9,954,000	7,784,000	7,569,000	-
APR	3,944,000	8,526,000	8,081,000	-
MAY	14,349,000	8,771,000	4,683,000	-
JUN	11,574,000	9,859,000	10,183,000	-
JUL	10,820,000	9,602,000	12,828,000	-
AUG	9,266,000	9,515,000	11,696,000	-
SEPT	10,790,000	7,170,000	-	-
OCT	8,692,000	6,162,000	-	-
NOV	8,046,000	7,610,000	-	-
DEC	8,551,000	7,320,000	-	-
TOTAL	117,758,000	99,396,000	70,895,000	-

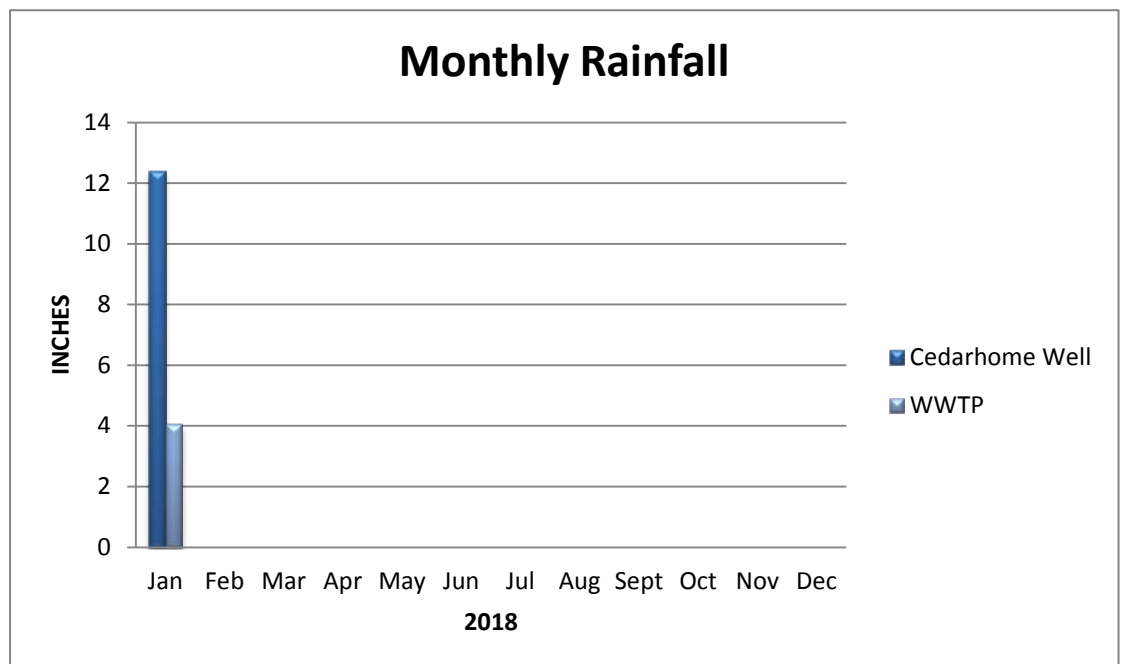


Annual Water Supply Comparison Bryant Well vs. Cedarhome Well

	2015	2016	2017	2018
Bryant	183,158,000	211,600,000	249,954,000	22,466,000
Cedarhome	117,758,000	99,396,000	70,895,000	-
TOTAL	300,916,000	310,996,000	320,849,000	22,466,000



	<i>Cedarhome Well</i>	<i>WWTP</i>
Jan	12.4	4.04
Feb	0	0
Mar	0	0
Apr	0	0
May	0	0
Jun	0	0
Jul	0	0
Aug	0	0
Sept	0	0
Oct	0	0
Nov	0	0
Dec	0	0
TOTAL	12.4	4.04



**CITY of STANWOOD
Wastewater Treatment Plant
Operational Report 2017 - 2018**

	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
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

[illegible]

2018 ROW Division - Building & Grounds, Streets, Parks and Drainage

BLDG & GROUNDS: Hours per Facility				
	City Hall	Library	Police & Fire	PW & WWTP
Jan-17	18	6	10	12
Feb-17				
Mar-17				
Apr-17				
May-17				
Jun-17				
Jul-17				
Aug-17				
Sep-17				
Oct-17				
Nov-17				
Dec-17				
TOTAL	18	6	10	12

STREETS: Hours						Special Event Set Up HRS
Citizen Request	SIGNS <i>repair/maint</i>	PAINT <i>crosswalks</i>	POTHOLES	Mow & Weed	BANNERS	
8	31	0	44	34	0	0
8	31	0	44	34	0	0

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	\$ -	\$ 52.50	12	0	0	\$ 90.00	\$ -
Feb-17									
Mar-17									
Apr-17									
May-17									
Jun-17									
Jul-17									
Aug-17									
Sep-17									
Oct-17									
Nov-17									
Dec-17									
TOTAL	1	0	\$ -	\$ 52.50	12	0	0	\$ 90.00	\$ -
Total Fees Collected								\$142.50	

[illegible]

DRAINAGE ISSUES			
	Address & Issue	Response	HRS
Jan	Homeless shelter needed to be cleaned up at Irvine Slough		3
TOTAL			3

TOTAL	3
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VOLUNTEER HOURS

VOLUNTEER GROUP HOURS				
Month	Group	Project	Number of Volunteers	Hours
TOTAL			-	-

[illegible]

City of Stanwood

Container Counts - January 2018

Residential

Qty	Service Description
1	RECYCLE BINS RS
88	20 GAL CART MSW
24	1-20 GAL MINI CAN MSW
57	32 GAL CAN MSW EOW
41	32 GAL CAN MSW 1X MO
262	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
1025	1-96 GAL CART YDW
12	2-96 GAL CARTS YDW
757	1-35 GAL CART MSW
388	1-64 GAL CART MSW
2	2-64 GAL CARTS MSW
92	1-96 GAL CART MSW
347	1-35 GAL CART RCY
242	1-64 GAL CART RCY
1163	1-96 GAL CART RCY
4571	

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
1	96 GAL CART RCY 1X MO
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
24	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 RCY 1X WK
1	6 YD RCY 2X WK
1	8 YD RCY 3X WK
338	

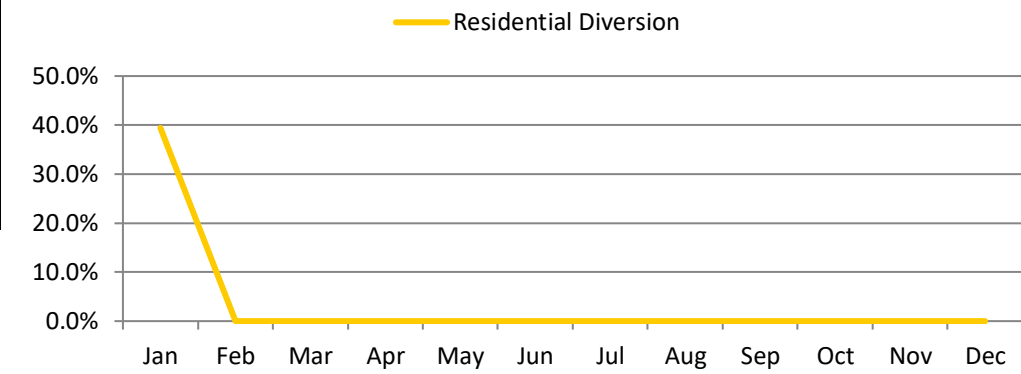
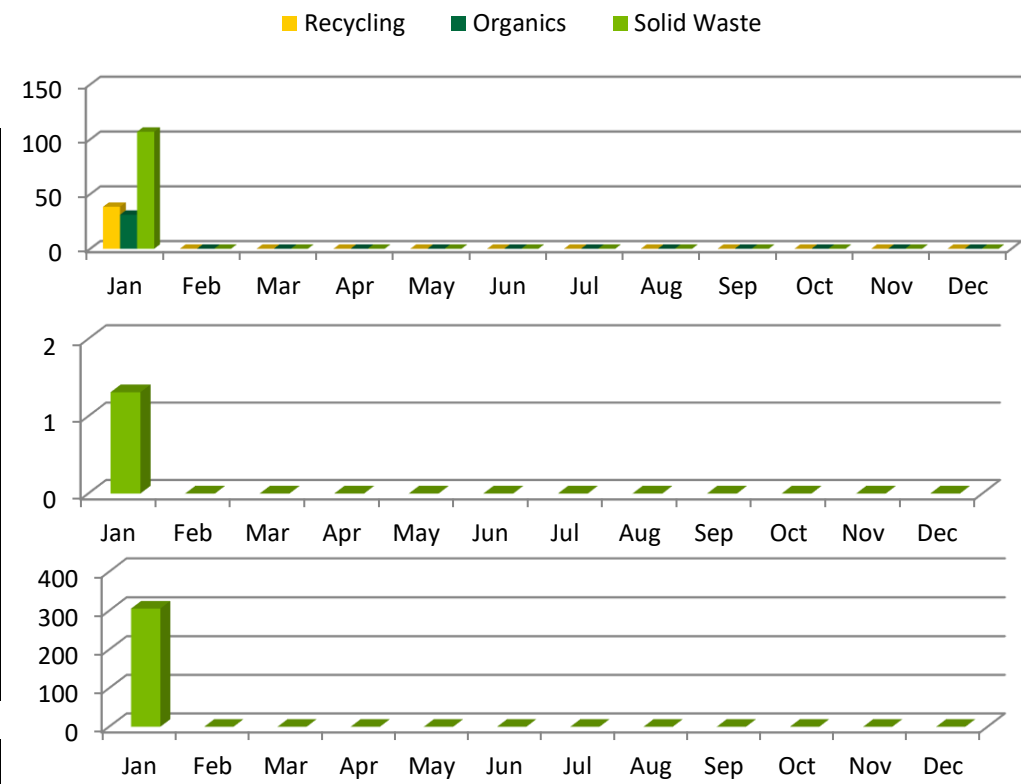
City of Stanwood
Franchise Waste Stream Summary
2018

Waste Stream (Tons Collected)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	38												38
Organics	31												31
Solid Waste	107												107
Total	177												177
Multifamily													
Solid Waste	1												1
Total	1												1
Commercial													
Solid Waste	305												305
Total	305												305
Total Waste Stream	483												483

Participation Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential Curbside Recycling													
Average Set-Out %	100.0%												100.0%
Average Lbs. Per Set-out	22												22
Residential Organics													
Average Set-Out %	100.0%												100.0%
Average Lbs. Per Set-out	15												15
Residential Solid Waste													
Average Set-Out %	100.0%												100.0%
Average Lbs. Per Set-out	25												25

Waste Stream Diversions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	21.8%												21.8%
Organics	17.6%												17.6%
Total Diversion	39.4%												39.4%

Customer Counts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Residential												
Solid Waste	1,742											
Recycling	1,747											
Organics	1,031											
Multifamily												
Solid Waste	1											
Solid Waste Roll Off	0											
Commercial												
Solid Waste	198											
Solid Waste Roll Off	10											



City of Stanwood
 Recycle Composition
 2018

Recycle Composition (tons collected)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
	Newspaper	9												9
	Mix Paper	7												7
	OCC	10												10
	Aluminum	0												0
	Glass	8												8
	PET	1												1
	HDPE Natl	0												0
	HDPE Col	0												0
	#3 - 7	0												0
	Plastic Film	0												0
	Tin Cans	1												1
	Scrap Metal	0												0
	Residue	3												3
Total Recycled Tonnage		38												38

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
2018

Residential Customers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
<i>CAD</i> - Complaint about Driver	1												1
<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>FEE</i> - Fee Complaint													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													0
<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													0
<i>TOD</i> - Time of Day													0
<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													0
<i>CID</i> - (non MPU) repeat problem	1												1
<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													0
<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													0
<i>TOD</i> - Time of Day													0
<i>TIS</i> - Trash in Street, around container													0



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5c
DATE: February 22, 2018
SUBJECT: Community Development Dec 2017/Jan 2018 Monthly Report
CONTACT PERSON: Ryan Larsen, Community Development Director
ATTACHMENTS: A – CD Monthly Report for Dec 2017 and Jan 2018

SUMMARY STATEMENT

The report from the Community Development Department covering the months of December 2017 and January 2018 is attached.



MEMORANDUM

City of Stanwood
10220 270th St NW
Stanwood, WA 98292
360-629-2181

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Mayor Kelley and the Members of the City Council
FROM: Ryan C. Larsen, Community Development Director
SUBJECT: December 2017 and January 2018 (Monthly Report)
DATE: February 22, 2018

This report covers building/planning/economic development and code enforcement activity from December 1, 2017 to January 31, 2018. We are also providing a summary of fees received during the month of December and January. Revenues (**Attachment A**) in December totaled \$151,605.64 and \$134,739.75 in January 2018. Front desk customers served in December 2017 were approximately 50 with 60 served in January 2018. One general information meeting was held in December 2017 and five were held in January 2018 to discuss building land use proposals.

The data summarized in this report shows that the total permits for December 2017 and January 2018 including building and land use equal 100 with 49 for the month of December 2017 and 51 in January 2018. These 100 permits consist mainly of Building Permits (23), Sign Permits (17), Certificate of Occupancy Permits (13) and Mechanical and Plumbing Permits (12): (**Attachment B**).

New brick and mortar businesses in January were Kenzie's Love Your Gut Juice Bar (joining One-A-Chord Academy at 26930 94th DR NW) and Visual Photography (joining L. Shows Studio located at 10017 270th ST NW Suite B). Home Businesses in December 2017 were: Susan Moore Design, Shows Me the Real Estate, LLC, Full House Consulting, Sisco Landscaping. Several brick and mortar businesses opened in January 2018:

- Kevin Burke, DMD, PLLC (Endodontic and Dental Services) – 9628 271st ST NW, Suite B
- Storage Locker Loot, LLC (Antiques) – 8821 Viking Way
- J & N Investments, DBA Bulldog Sales & Service (Auto Wholesale) – 9922 SR 532
- Steve's Window Cleaning – 26920 94th DR NW
- My Hearing Center (Replaces Connect Hearing Center) – 7359 267th Suite A
- American Behavioral Health Services (Substance Use Disorder Outpatient Treatment) – 7208 267th ST NW, Suite A-10
- Mammoth Burger Co. (Replaces Vera Cruz) – 8715 271st ST NW

Home businesses which opened in January 2018 were Dtfomztc, SK Flooring and Worthyworks.

Land Use and Planning within the Department continues to be busy with the following major projects in progress:

- Port Susan (Lenz)
- Dreco Car Wash
- Mineral Point, BYK Short Plat, Landed Gentry
- Dan Nelson – Designs Architect NW

There were 2 code enforcement cases in December and compared with 3 in January regarding signage and parking issues (**Attachment C**).

If you have any questions about any of the information presented please contact me.

ATTACHMENT A

	GEN	GEN	UTIL	GEN	GEN	GEN	IMPACT	IMPACT	IMPACT	HOOKUP	INVEST	HOOKUP	INVEST	HOOKUP
	bld, c of o	util svs fee	ROW	Zoning	plan check	SEPA	streets	park	fire	sewer conn	sewer plant	drain conn	drain plant	water conn
DATE	Bld Permit, c of o	Util svs fee	ROW	Land Use, Eng fees	Plan Chk	SEPA	streets	Park Impact	Fire Impact	Sewer conn	Sewer Plant	Drainag e Conn	Drainage Plant	Water GFC
1/6/17	1,016	0	100	100	64	0	0	0	0	0	0	0	0	0
1/13/17	169	0	350	106	94	0	0	0	0	0	0	0	0	0
1/20/17	4,659	0	0	0	4,331	0	0	0	0	0	0	0	0	0
1/27/17	25	0	100	0	0	0	0	0	0	0	0	0	0	0
2/3/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2/10/17	181	0	0	0	454	0	0	0	0	0	0	0	0	0
2/17/17	0	0	300	3,670	0	450	0	0	0	0	0	0	0	0
2/24/17	25	0	0	0	0	0	0	0	0	0	0	0	0	0
3/3/17	25,156	300	0	150	236	0	126,509	21,787	7,200	15,000	77,647	9,600	12,954	7,500
3/10/17	1,162	0	200	0	412	0	0	0	0	0	0	0	0	0
3/17/17	710	0	0	100	545	0	0	0	0	0	0	0	0	0
3/24/17	99	0	100	0	32	0	0	0	0	0	0	0	0	0
3/31/17	25	0	0	500	64	0	0	0	0	0	0	0	0	0
4/7/17	305	0	100	8,050	1,835	0	0	0	0	0	0	0	0	0
4/14/17	268	500	0	-8,050	2,186	0	0	0	0	0	0	0	0	0
4/21/17	792	0	0	0	515	0	0	0	0	0	0	0	0	0
4/28/17	135	0	0	0	55	0	50	0	0	0	0	0	0	0
5/5/17	3,499	50	0	0	2,539	0	0	0	0	0	0	0	0	600
5/12/17	1,311	0	0	0	852	0	0	0	0	0	0	0	0	0
5/19/17	99	0	0	0	119	0	45	0	0	0	0	0	0	0
5/26/17	28	0	100	0	1,379	0	0	0	0	0	0	0	0	0
6/2/17	704	0	0	0	505	0	0	0	0	0	0	0	0	0
6/9/17	0	0	100	0	63	0	0	0	0	0	0	0	0	0
6/16/17	1,969	250	0	50	0	0	3,524	641	200	500	-346	200	802	600
6/23/17	2,114	0	200	0	0	0	0	0	0	0	0	0	0	0
6/30/17	245	400	0	5,025	127	0	0	0	0	1,000	0	0	0	0
7/7/17	0	50	200	3,600	0	0	0	0	0	0	0	0	0	600
7/14/17	181	0	500	900	1,544	0	0	0	0	0	0	0	0	0
7/21/17	211	0	200	12,112	285	0	0	0	0	0	0	0	0	0
7/28/17	-73	0	100	0	552	0	0	0	0	0	0	0	0	0
8/4/17	796	0	100	20	1,600	0	0	0	0	0	0	0	0	0
8/11/17	113	0	50	0	165	0	0	0	0	0	0	0	0	0
8/18/17	65	0	0	21,787	2,703	0	0	0	0	0	0	0	0	0
8/25/17	1,499	0	0	0	974	0	0	0	0	0	0	0	0	0
9/1/17	518	50	0	10	337	0	0	0	0	500	6,476	0	0	0
9/8/17	0	0	0	107,403	164	0	0	0	0	0	0	0	0	0
9/15/17	0	0	200	0	1,256	0	0	0	0	0	0	0	0	0
9/22/17	1,812	0	100	20	6,561	0	0	0	0	0	0	0	0	0
9/29/17	466	0	0	0	3,541	0	0	0	0	0	0	0	0	0
10/8/17	8,088	750	0	1,250	1,309	0	17,619	3,204	1,000	2,500	32,380	1,000	4,010	3,000
10/13/17	25	0	0	0	0	0	0	0	0	0	0	0	0	0
10/20/17	512	50	200	0	301	0	0	0	0	0	0	0	0	700
10/27/17	7,272	100	450	0	33	0	83,808	1,282	938	2,000	17,591	600	4,119	3,200
11/3/17	1,655	200	100	950	849	0	3,524	641	200	500	6,476	200	802	600
11/10/17	25	0	0	0	5,103	0	0	0	0	0	0	0	0	0
11/17/17	2,115	200	0	95	0	0	0	5,767	200	500	6,476	200	802	600
11/24/17	364	0	0	0	1,266	0	0	0	0	0	0	0	0	0
12/1/17	4,053	400	0	0	380	0	7,048	1,282	400	1,000	12,952	400	1,604	1,200
12/8/17	50	0	0	0	16	0	0	0	0	0	0	0	0	0
12/15/17	200	0	0	0	775	0	0	0	0	0	0	0	0	0
12/22/17	5,094	350	0	750	10,267	0	7,048	48,701	200	1,000	12,952	400	1,604	1,200
12/29/17	390	0	100	0	237	0	0	0	0	0	0	0	0	0
Total	80,125	3,650	3,950	158,598	56,628	450	249,174	83,304	10,338	24,500	172,604	12,600	26,698	19,800

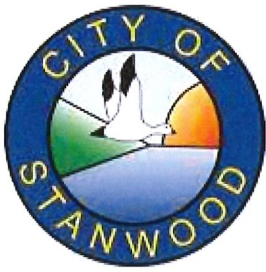
1st Quarter	33,227	300	1,150	4,626	6,233	450	126,509	21,787	7,200	15,000	77,647	9,600	12,954	7,500
2nd Quarter	11,467	1,200	500	5,075	10,176	0	3,619	641	200	1,500	-346	200	802	1,200
3rd Quarter	5,588	100	1,450	145,852	19,683	0	0	0	0	500	6,476	0	0	600
4th Quarter	30,311	2,050	850	3,045	24,078	0	119,047	60,876	2,938	7,500	88,827	2,800	12,941	10,500

ATTACHMENT A

INVEST	SURCH.	GEN	GEN	GEN	GEN	GEN	GEN	UTIL	UTIL	INVEST	GEN	GEN	TOTAL
water plant	state surc.	mech	plumb	grade	demo	sign	roofing	sewer avail	water avail	Cedarhome	tech fee	Special Event	total
Water Plant	State Surch.	Mech	Plumb	Grade	Demo	Sign	Roof	Sewer Avail	Water Avail	Cedar Home Plant	3% tech	Sp. Event/ Temp Use	
0	9	25	99	0	100	0	0	0	0	0	62	0	1,574
0	9	0	0	0	0	200	0	0	0	0	25	50	1,002
0	14	0	715	0	0	0	0	0	0	0	266	0	9,984
0	0	0	45	0	0	110	0	0	0	0	9	0	289
0	0	136	0	0	0	0	0	0	0	0	2	0	138
0	0	433	0	37	0	10	0	0	0	0	34	0	1,148
0	0	65	0	0	0	180	0	0	0	0	135	50	4,850
0	0	0	45	0	0	0	0	0	0	0	2	0	72
63,312	36	0	0	0	0	140	307	0	0	0	1,260	0	369,094
0	14	45	309	0	0	0	0	500	500	0	80	50	3,272
0	14	65	0	0	0	0	0	0	0	0	43	0	1,477
0	9	0	0	0	0	100	0	0	0	0	10	0	351
0	5	144	0	0	100	0	0	0	0	0	10	0	848
0	23	0	2,577	0	0	100	0	0	0	0	147	0	13,137
0	27	2,787	0	0	0	10	351	0	0	0	187	60	-1,675
0	14	65	0	0	0	0	0	0	0	0	43	130	1,559
0	5	0	0	0	0	140	0	0	0	0	106	50	540
5,280	18	433	0	0	0	210	0	0	0	0	379	150	13,158
0	23	25	35	0	0	100	0	0	0	0	70	0	2,415
0	9	130	0	0	0	0	0	0	0	0	11	0	412
0	5	55	99	187	0	0	0	0	0	0	20	306	2,178
0	9	99	0	0	100	0	0	0	0	0	43	108	1,567
0	5	0	0	0	0	0	97	0	0	0	8	0	273
5,280	5	250	250	0	0	120	0	0	0	0	163	50	14,508
0	18	569	288	0	200	20	0	0	0	0	158	114	3,680
0	9	0	45	0	0	330	0	0	0	0	199	0	7,381
0	0	55	35	0	0	190	0	0	0	0	29	50	4,809
0	14	276	60	15	0	200	181	500	500	0	51	0	4,922
0	14	318	0	0	0	100	0	0	0	0	32	0	13,271
0	14	65	45	0	200	100	584	0	0	0	51	0	1,638
0	14	0	125	0	0	0	1,666	0	0	0	130	0	4,450
0	9	85	0	71	0	0	0	0	0	0	15	-90	418
0	9	284	35	0	0	0	0	0	0	0	18	0	24,901
0	18	0	0	0	0	0	0	0	0	0	70	0	2,561
0	9	90	70	0	0	100	0	0	0	0	51	0	8,210
0	5	253	0	0	0	0	0	0	0	0	13	0	107,837
0	5	0	267	0	0	120	0	0	0	0	23	0	1,870
0	23	175	0	0	200	0	391	0	0	0	126	0	9,408
0	18	80	45	0	0	0	0	0	0	0	28	0	4,179
26,400	23	915	975	0	0	0	0	0	0	12,850	515	0	117,788
0	0	110	35	0	0	0	0	0	0	0	6	75	251
0	5	0	35	0	0	30	0	0	0	0	55	0	1,888
14,098	14	445	380	0	0	0	0	0	0	5,140	397	0	141,865
5,280	41	1,227	488	0	0	10	0	0	0	2,570	167	0	26,479
0	0	0	0	0	0	0	0	0	0	0	1	0	5,129
5,280	5	185	195	0	0	0	0	0	0	2,570	229	0	25,419
0	14	112	0	0	0	0	0	0	0	0	24	0	1,780
10,560	18	350	430	0	0	0	0	0	0	5,140	238	0	47,454
0	5	65	0	0	0	0	0	0	0	0	4	0	140
0	14	0	35	0	0	420	0	0	0	0	23	0	1,467
5,280	27	475	565	0	0	0	0	0	0	5,140	317	0	101,370
0	9	0	0	0	0	375	0	0	0	0	63	0	1,175
140,770	594	10,889	8,326	309	900	3,415	3,578	1,000	1,000	33,410	6,143	1,153	1,113,906

151,606
December
Total Revenue

63,312	108	913	1,213	37	200	740	307	500	500	0	1,936	150	394,099
10,560	167	4,412	3,294	187	300	1,030	448	0	0	0	1,534	968	59,132
0	149	1,680	682	85	400	810	2,823	500	500	0	635	-40	188,472
66,898	189	3,964	3,183	0	0	835	0	0	0	33,410	2,066	75	476,382



Permit Report

12/01/2017 - 01/31/2018

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20180051	1/31/2018	Certificate of Occupancy	Village Chiropractic	Dr. Jared Andrews	Complete	2/9/2018
20180050	1/31/2018	Home Business	Worthyworks, LLC	Kyle Langworthy	information needed from client	
20180048	1/31/2018	Sign	Milieu	Leslie Cavanagh	Approved/issued	2/8/2018
20180047	1/30/2018	Building Permit	Grandview	Scott Wammack	Approved/issued	2/14/2018
20180046	1/30/2018	Building Permit	Grandview	Scott Wammack	Approved/issued	2/8/2018
20180045	1/29/2018	Banner	Stanwood Camano Community Fair	Belinda Royal	information needed from client	
20180044	1/29/2018	Plumbing		Kilebrew, Grayson & Barbara	Approved/issued	1/29/2018
20180043	1/26/2018	Certificate of Occupancy	Stanwood Cupcakes	Erin	information needed from client	
20180042	1/24/2018	Home Business	Sk Flooring, LLC	Stacey Kirn	Complete	1/30/2018
20180041	1/24/2018	Building Permit	Stanwood 284th St. LLC/ BYK	Tim Woodmansee	processing	
20180040	1/24/2018	Building Permit	Stanwood 284th St. LLC/ BYK	Tim Woodmansee	processing	
20180039	1/24/2018	Building Permit	The Picnic Pantry	Traci Smith	Approved/issued	1/25/2018
20180038	1/22/2018	Mechanical	Farmer's cafe	Maria	Approved/issued	1/24/2018

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20180037	1/22/2018	Certificate of Occupancy	Mammoth Burger Company	Chantel Keller	information needed from client	
20180036	1/19/2018	Sign	Tina's Dream Nails & Spa	Mark Christian	Approved/issued	1/19/2018
20180035	1/19/2018	General Information Meeting	Stanwood Dental Care	Shawn Magelsen	processing	
20180034	1/19/2018	Certificate of Occupancy	Green Place	Joshua Shade	information needed from client	
20180033	1/19/2018	Building Permit		Neil Moynahan	Approved/issued	2/1/2018
20180032	1/19/2018	Certificate of Occupancy	American Behavioral Health Services	Tiffany Stretch	processing	
20180031	1/19/2018	General Information Meeting		Huang Guiping	processing	
20180030	1/18/2018	Mechanical	Starbuck's		Complete	1/24/2018
20180029	1/18/2018	Final Plat	BYK Construction	Tim Woodmansee	processing	
20180028	1/18/2018	Certificate of Occupancy	My Hearing Center	Jeff Robe	information needed from client	
20180027	1/17/2018	General Information Meeting	Uniti Kayak	James Funston	Complete	1/25/2018
20180026	1/16/2018	Mechanical	American Behavioral Services	Tiffany Stretch	processing	
20180025	1/11/2018	Final Plat	Decker Short Plat	Marty Robinette	processing	
20180024	1/11/2018	Final Plat	Mineral Point Phase 2	Marty Robinette	processing	
20180023	1/11/2018	Banner	Camano Arts Association	Judi Seegert	processing	
20180022	1/10/2018	Sign	Farmer's cafe	Maria Ayan	Approved/issued	1/16/2018
20180021	1/10/2018	Certificate of Occupancy	Steve's Window Cleaning	Steve Huston	information needed from client	

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20180020	1/10/2018	Certificate of Occupancy	J & N Investments, Inc.DBA Bulldog Sales & Service	Angela Fitts	Complete	1/17/2018
20180019	1/9/2018	Building Permit	American Behavioral Health Services	Tiffany Stretch	Approved/issued	1/30/2018
20180018	1/8/2018	A-Board	Defensive Driving School	Jason Pierce	Approved/issued	1/8/2018
20180017	1/8/2018	Building Permit	Grandview	Scott Wammack	Approved/issued	2/15/2018
20180016	1/5/2018	Building Permit		Don Mailoux	Approved/issued	1/30/2018
20180015	1/5/2018	Building Permit		Don Mailoux	Approved/issued	1/19/2018
20180014	1/5/2018	Mechanical	Farmer's cafe	maria	Approved/issued	1/12/2018
20180013	1/4/2018	A-Board	Cedar & Pine	Jade Claxton	information needed from client	
20180012	1/4/2018	Feather Banner	Twin City Foods	Beckie Farr	Complete	1/25/2018
20180011	1/4/2018	Certificate of Occupancy	Storage Locker Loot, LLC	Jeff Anderson	processing	
20180010	1/4/2018	Banner	Stanwood Camano Arts Festival	Sally Pray	information needed from client	
20180009	1/4/2018	Special Event	Stanwood Camano Arts Festival	Sally Pray	processing	
20180008	1/3/2018	Certificate of Occupancy	Shima	Prince Ollie, LLC	Complete	2/6/2018
20180007	1/3/2018	Certificate of Occupancy	Kevin Burke, DMD, PLLC	Kevin Burke, DMD, PLLC	processing	
20180006	1/3/2018	Plumbing	Tina's Dream Nails & Spa	Mark Christian	Complete	1/3/2018
20180005	1/3/2018	A-Board	tea with your dragon	Tori Dawson	information needed from client	1/9/2018

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20180004	1/2/2018	Feather Banner	One a Chord Academy	Katie Schrock	information needed from client	
20180003	1/2/2018	Home Business	Dtfromzc	Zachariah Coggins	Complete	1/16/2018
20180002	1/2/2018	Taxicab	J & B Transportation	Richard Phillips	Complete	1/3/2018
20180001	1/2/2018	General Information Meeting	Mac Engineering	Elden McCall	Complete	1/5/2018
20180000	1/1/2018	General Information Meeting		Sue Sherry	Withdrawn	1/3/2018
20170506	12/29/2017	A-Board	Tina's Dream Nails & Spa	Mark Christian	Approved/issued	1/9/2018
20170505	12/29/2017	Variance	Tina's Dream Nails & Spa	Mark Christian	Complete	1/25/2018
20170504	12/29/2017	Sign	Tina's Dream Nails & Spa	Mark Christian	Complete	1/25/2018
20170503	12/29/2017	Sign	Maple Court/Creekside		Approved/issued	1/4/2018
20170502	12/28/2017	Home Business	Sisco Landscaping	Guadalupe Valdez	inspection needed	
20170501	12/28/2017	Certificate of Occupancy	Visual Photography	Tara Howard	Complete	12/28/2017
20170500	12/28/2017	Home Business	Full House Consulting	Eric Larsen	Complete	1/2/2018
20170499	12/27/2017	Building Permit	The Picnic Pantry	Traci Smith	Approved/issued	12/20/2017
20170498	12/27/2017	Right of Way		Marosi, David	Approved/issued	1/2/2018
20170497	12/22/2017	Building Permit	Grandview Homes LLC	Grandview	Approved/issued	2/14/2018
20170496	12/22/2017	Building Permit	Grandview Homes LLC	Grandview	Withdrawn	1/30/2018
20170495	12/22/2017	Building Permit	Grandview Homes LLC	Grandview	Approved/issued	1/17/2018
20170494	12/22/2017	Building Permit	Grandview Homes LLC	Grandview Homes	Approved/issued	1/17/2018
20170493	12/22/2017	Building Permit	Grandview Homes LLC	Grandview Homes	Approved/issued	1/22/2018

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20170492	12/22/2017	Building Permit	Grandview Homes LLC	Grandview Homes	Withdrawn	1/30/2018
20170491	12/22/2017	Building Permit	Grandview Homes LLC	Grandview Homes	Approved/issued	2/7/2018
20170490	12/21/2017	Building Permit	Grandview Homes LLC	Grandview Homes	Approved/issued	1/26/2018
20170489	12/20/2017	Building Permit	Hasco	Darin Niskanen	Approved/issued	1/23/2018
20170487	12/20/2017	Building Permit	Stanwood Camano News	David & Pam Pinkham	Approved/issued	
20170486	12/20/2017	Plumbing		Sharon Ingman	Approved/issued	
20170485	12/20/2017	Mechanical		Sharon Ingman	Approved/issued	
20170482	12/18/2017	Mechanical		Dave Troutvine	Complete	12/20/2017
20170481	12/18/2017	Floodplain Development	Mission Motors	Marko Jukanovich	processing	
20170480	12/18/2017	Shoreline	Mission Motors	Marko Jukanovich	processing	
20170479	12/18/2017	Site Development	Mission Motors	Marko Jukanovich	processing	
20170478	12/18/2017	Building Permit	Mission Motors	Marko Jukanovich	processing	
20170477	12/14/2017	Taxicab	Lyft Bellingham by Ed	Eduardo Viladevall	information needed from client	
20170474	12/14/2017	Sign	Village Eyecare	Lance Middleton	Complete	12/27/2017
20170473	12/14/2017	Plumbing		Hanson, Mick	Approved/issued	12/15/2017
20170472	12/13/2017	Certificate of Occupancy	Kenzie's Love your Gut Juice Bar	Kenzie Kipper	Withdrawn	2/8/2018
20170471	12/13/2017	Home Business	Carly Roberts Consulting, LLC	Carly Roberts	Withdrawn	1/25/2018
20170470	12/13/2017	Sign	Babe's Brew	Brandon Kerley	Approved/issued	1/3/2018
20170469	12/13/2017	General Information Meeting	Advanced Automotive	Josh Knabe	Complete	1/10/2018

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20170468	12/12/2017	Sign	A Better Solution In-Home Care	Shawn Beach	Approved/issued	12/27/2017
20170467	12/12/2017	SEPA	Stanwood Camano High School	Stanwood Camano School District	processing	
20170466	12/12/2017	Critical Areas	Stanwood Camano High School	Stanwood Camano School District	processing	
20170465	12/12/2017	Conditional Use	Stanwood Camano High School	Stanwood Camano School District	processing	
20170464	12/12/2017	Site Development	Stanwood Camano High School	Stanwood Camano School District	processing	
20170463	12/12/2017	SEPA	Landed Gentry	Cedarhome Square/Landed Gentry Homes and Communities, Anna Nelson	processing	
20170462	12/12/2017	Critical Areas	Cedarhome Square	Landed Gentry Homes and Communities, Anna Nelson		
20170461	12/12/2017	Preliminary Plat	Landed Gentry	Cedarhome Square/Landed Gentry	processing	
20170460	12/8/2017	Sign	D & D Nelson LLC	Dan Nelson	Approved/issued	12/20/2018
20170459	12/7/2017	Building Permit		Mark Ramaley	processing	
20170458	12/6/2017	Mechanical		Cook, Darby	Approved/issued	12/7/2017
20170457	12/6/2017	Plumbing	Starbuck's		Approved/issued	12/15/2017
20170456	12/5/2017	Home Business	Shows Me the Real Estate, LLC	Stephen Shows	Complete	12/27/2017

Permit #	Permit Date	Permit Type	Applicant Business Name	Applicant Name	Status	Date Issued
20170455	12/5/2017	Home Business	Susan Moore Design	Susan Moore	Complete	2/12/2018
20170453	12/4/2017	Building Permit	Farmer's Cafe	Maria D. Ann	Approved/issued	12/27/2017
20170452	12/1/2017	Building Permit		Eric Jones	Approved/issued	1/3/2018

Total Records: 100

2/15/2018



ATTACHMENT C

Case View	Activity Dashboard	Employees	Property	Violations	Fees	Fields	Reports	Open Map
Main	Advanced Search	Open Saved Search	New Case	Case Templates				

Advanced Search Results						Select View ▼
☒	Case #	Date	complaint/issue	Status	Date Closed	
☒	180002	1/8/2018	Business keeps parking on the street after being told 10 times he can't. He doesn't listen and now he is in front of a fire hydrant.	Open		Edit/View
☒	180001	1/3/2018	Eagles Nest sign still posted, no longer in business, new business at location.	Open		Edit/View
☒	180000	1/1/2018	Sign still states restaurant and bar, but only corporate office is open in Stanwood.	Open		Edit/View
☒	170041	12/29/2017	Temporary sign left up too long, posted on storage containers behind police station.	Closed	1/2/2018	Edit/View
☒	170040	12/7/2017	Lighting from Mission Motors is overly bright and blinding to drivers on SR 532.	Open		Edit/View
Records 1 to 5 (of 5)						1

Tools
Save Selected
Edit Selected
Multiple Letter Creation
Preferences
Print Information



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5d
DATE: February 22, 2018
SUBJECT: Minutes of the January 8, 2018 Planning Commission Meeting
CONTACT PERSON: Devin M. Sola
ATTACHMENTS: A – January 8, 2018 Planning Commission Meeting Minutes

SUMMARY STATEMENT

The minutes for the January 8, 2018 Planning Commission meeting are attached for council review.



STANWOOD PLANNING COMMISSION MINUTES

January 8, 2018

The meeting was cancelled due to lack of a quorum.

Devin M. Sola, City of Stanwood



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5e
DATE: February 22, 2018
SUBJECT: Minutes of the January 22, 2018 Planning Commission Meeting
CONTACT PERSON: Devin M. Sola
ATTACHMENTS: A – January 22, 2018 Planning Commission Meeting Minutes

SUMMARY STATEMENT

The minutes for the January 22, 2018 Planning Commission meeting are attached for council review.



STANWOOD PLANNING COMMISSION MINUTES

January 22, 2018

Call to Order

Chair Utgard called the meeting to order at 6:30PM with the following Commissioners present: Kelly McGill, Randy Heagle, Steve Shepro and Marcus Metz. Commissioner Lance Dennis was excused. Staff present; Community Development Director Ryan Larsen, Public Works Senior Planner Carly Ruacho, Community Development Senior Planner Amy Rusko, Planning Commission Clerk Devin Sola. Elected Officials present: Councilmember Judy Williams. Known public in attendance: Michael and Cathy Wooten, Kathleen Shepro, Katie Shrock, Gordon and Debra Bell, Teresa Rommel.

Chair and Vice Chair Elections

Motion. Motion by Commissioner McGill second by Commissioner Shepro to nominate Commissioner Linda Utgard as Commission Chair. Motion carried unanimously.

Motion. Motion by Commissioner Heagle second by Commissioner Ronken to nominate Commissioner Kelly McGill as Commission Vice Chair. Motion carried unanimously.

Public Requests or Comments

Katie Shrock. 18826 94th DR NW, Stanwood. Expressed frustration at having her business, One-A-Chord Academy, A-board sign removed. Asked the Planning Commission to look into changing the code for signage. The Commission discussed whether this would require a code change or a variance as well as off-street advertising as current city regulations prohibit off-site advertising. Community Development Director Ryan Larsen stated that the Commission could add this to their work plan for 2018.

Cathy Wooten. 27828 84th Ave NW, Stanwood. Stated that she is concerned that there is no clear or defined language regarding odors allowed in the industrial zones especially. Cited WAC codes regarding air, air quality and odor as being separated out. Informed the Commission that Commissioner Steve Shepro completed research on what other cities have done regarding odors and stated that she has continued this research. Stanwood has odor under public nuisance. Ms. Wooten stated the problems with this and handed staff research she has completed. Community Development Director Ryan Larsen stated that the Commission could add this to their work plan for 2018.

Chair Utgard welcomed new Commissioners Shepro and Metz.

Minutes

The minutes of the December 11, 2017 meeting were approved as presented.

New Business

Public Hearing- Code Edits Title 17: Tattoo, Bed and Breakfast changes (Zoning Use Table)

Chair Utgard opened the public hearing. Mr. Larsen gave the staff report, reviewing the recommended changes from the Planning Commission and Mayor.

The Planning Commission discussed the number of rooms allowed in a Bed and Breakfast Residence, expressing concern for six rooms in a Bed and Breakfast Residence.

Cathy Wooten. 27828 84th Ave NW, Stanwood. Inquired after noticing requirements and if someone is able to request a public hearing to be scheduled. Concerned with six bedrooms allowed in a Bed and Breakfast Residence.

Chair Utgard closed the public hearing.

Motion. **Motion by Commissioner McGill second by Commissioner Ronken to recommend City Council approve the proposed code edits to Title 17 as outlined in Attachment A.**

Public Hearing- Parks, Recreation and Open Space Plan

Public Works Senior Planner Carly Ruacho gave the staff report, informing the Commission that staff has been working with the Parks and Trails Advisory Committee (PTAC) and came up with recommendations. Public outreach allowed for well attended open houses and the community expressed strong support for the PTAC priorities. Ms. Ruacho stated she is here tonight to give the Commission an update and included a letter from the State's Recreation and Conservation Office in the agenda packet. March 1, 2018 is the deadline for the State in order to establish eligibility for State programs and funding opportunities. There is a nine month review period by the State. Ms. Ruacho added that some members of the PTAC are here tonight in the audience and wished to recognize them and their hard work.

The Planning Commission discussed the background history of the Ovenell and Hamilton parks and funding. Mr. Larsen inserted that the City has hired a consultant, J.A. Brennan to create the Master Plan for Heritage Park.

Gordon Bell. 26905 78th Ave NW, Stanwood. Expressed his pleasure to be on the PTAC with Ms. Ruacho since November. Stated reasons for joining the PTAC, adding that he believes Heritage Park and Church Creek Park both have potential with concessions. Informed the Commissioners that he has a parks background as a Park Ranger for the State of Washington for thirty years. Looking forward to working with the PTAC in the future.

Judy Williams. 10520 Saratoga Dr., Stanwood. Shared with the Commission that she has sat on the PTAC for the past three years and that it has been an in-depth process, recognizing community involvement and visuals provided by NW Designs. Stated the importance of moving forward with Heritage Park in order to have it tournament ready.

The Planning Commission discussed:

- Purchasing property to the west of Heritage Park (currently owned by Josephine)
- Potential income for field rental

Chair Utgard closed the public hearing.

***Motion.* Motion by Commissioner McGill second by Commissioner Shepro to support the draft 2018 Planning Commission work plan and have City Council review prior to the Commission accepting the final work plan.**

Planning Commission 2018 Work Plan

Mr. Larsen gave the staff report and reviewed the proposed work plan items with Commissioners. The Planning Commission stated that they wished to add the following:

- Code Enforcement Officer – speaker series
- Signage – A-Boards

***Motion.* Motion by Commissioner Heagle second by Commissioner McGill to forward recommendation for adoption as amended to City Council for action.**

No Old Business

Miscellaneous Business & Upcoming Items

- OPMA for new Commissioners
- Short Course on Local Planning
- Lincoln Hill/Saratoga under conditional use permit now
- Introduction of new Senior Planner, Amy Rusko, in Community Development
- No movement on the McDay Holdings LLC proposed project

Adjourn

The meeting adjourned at 7:40PM.

Devin M. Sola, City of Stanwood



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5f
DATE: February 22, 2018
SUBJECT: 4th Quarter Report 2017
CONTACT PERSON: John C. Cermak, Fire Chief
ATTACHMENTS: 4th Quarter Report 2017

ISSUE:

Per Exhibit 3- Performance Standards/Levels of Service within the Stanwood ILA, the North County Regional Fire Authority is required to provide a quarterly report.

SUMMARY STATEMENT:

Attached is a copy of the 4th Quarter Report for 2017.

FISCAL IMPACT:

None



North County Regional Fire Authority 4th Quarter / Annual Report, 2017

Memo

TO: City of Stanwood & NCFE Board of Commissioners

FROM: John C. Cermak, Fire Chief

BY: Don Bartlett, Assistant Chief

DATE: January 03, 2018

RE: Quarterly Report in accordance with the 2012 I.L.A. between the City of Stanwood and North County Regional Fire Authority

NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT OVERVIEW/RECAP

2017 has proven to be a year filled with change, progress, and improvement. Many things have taken place in the last quarter alone; let alone the entire year. Listed below are some of the noteworthy items that took place over the course of the year, in addition to some continuing progress and projects:

- We are approaching the end of N.C.R.F.A.'s first in-depth, high functioning, probation process. The process was evaluated and enhanced to better meet the Mission, Vision, and Core Values of the organization. This probation and the three individuals going through it are the first of its' kind in the organizations' history. Although the entities that comprise the N.C.R.F.A. have had individual and joint probation processes previously, this is the first of its type as assembled and provided by the current incarnation of the N.C.R.F.A. Culture change, drive, future foresight and reinforcement of the organizational core values have been the driving force behind this process. In addition, these individuals have truly set an example for all to follow as to the determination, work ethic and expectations required by the process and organization. Currently FFs Phipps and Huffman are slated to be completed the first week of February 2018. Firefighter Freedman will complete the same period one month later. All three of these individuals have been highly instrumental in the implementation of this N.C.R.F.A. probation process.

- The continued success of the two newest Full-Time Employees, Alexander Woofenden (Full time, permanent) and Blake Branstrom (Full time temp.). Both of these individuals are current Firefighter One certified as well as EMT certified. In addition, both individuals were previously with the organization as part paid Firefighters who participated in part paid testing for preference points as outlined in NCRFA Policy 51. The program was instrumental in their success in getting hired here at their own organization.
- Completion of Oral board and interview process for Firefighter/Paramedic on December 18th, 2017.
- NCRFA completed the testing process (January 2, 2018) for daytime Training Battalion Chief and the Station Captain's position.
- Continued use of "New World" dispatch platform.
- Continued utilization of "Target Solutions" cloud-based software for the purpose of training records retention, storage of training topics and curriculum, as well as delivery mediums. This continues to be a program that is growing quickly in terms of usability and depth of use across the organization.
- Successful completion of NCRFA Academy 2017-02. This academy yielded 10 very qualified Fire Recruits. The goal at this time is to conduct Part Paid interviews near the middle of January 2018. At this point, it sounds like all ten of them intend to apply for the Department and participate in the process.
- Continued utilization & refinement of "First Watch" to aid in timely, accurate data collection extrapolated from the New World database. This process and program are continuing to grow and is being carefully analyzed to ensure the best quality metrics we can achieve. We will begin using their EMS Quality Assurance Program and in the Beta test for a new FOAM Program that allows us to extrapolate data for better decision making.
- Successful participation in the Lights of Christmas, numerous Santa Runs, and new this year, a live visitation by Santa at Station 99 for those that missed the Santa runs to come in and catch up with him.
- Purchase of 6 new Panasonic model CF54 MDC units. These units will aid greatly in replacing the older units in service.
- NCRFA participate in numerous meetings, and progress was made with the newly formed Snohomish County Fire Training Academy. Currently, there are 30 countywide participants signed up to participate in this first time county academy scheduled to begin March 19, 2018.
- NCRFA ordered two new staff vehicles
- NCRFA ordered two new ambulance units
- NCRFA interviewed two Firefighter/Paramedics in late December 2017

ADMINISTRATION, PERSONNEL AND STAFFING TEAMS

Fire Chief John C. Cermak manages the North County Regional Fire Authority under the direction of five (5) elected Fire Commissioners.

Commissioner Jeff Sinker, NCRFA
 Commissioner Larry Longley, NCRFA
 Commissioner Greg Oakes, NCRFA, Board Chair
 Commissioner Jan Iverson, NCRFA
 Commissioner Ric Cade, NCRFA, Vice Chair

NCRFA's Fire Commissioners fill the valuable role of representing the taxpayers in NCRFA's district. Through their direction and voice, the Fire Chief acquires the direction and goals of the commission that he then brings to fruition via his organizational staff.

In the execution of his duties, Chief Cermak operates in a capacity similar to that of a C.E.O. (As do the vast majority of professional Fire Chiefs). His role is to determine the overall direction for the organization; establish, maintain or enhance the core values, mission statement and basic philosophies of the organization as well as to maintain and improve the financial health of the organization. In addition to the above tasks and roles, the Fire Chief also looks to secure and/or acquire additional funding for the organization in terms of additional programs, an enhancement to community risk reduction practices and enhancements to staffing and equipment resulting in superior delivery of service to its' customers.

Chief Cermak is aided in the execution of these tasks as well as that of the general operation of the organization by the following individuals:

- ✚ **Donald Bartlett, Assistant Fire Chief.** The role of the Assistant Fire Chief is to work with, for and in addition to the Fire Chief, as well as functioning as the Acting Fire Chief in case of extended absence or another issue. Some of the duties of the Assistant Fire Chief include:
 - a. General operations of the organization to include providing direction to three Station Captains that manage their respective stations and personnel.
 - b. Creation, implementation, and refinement of organizational training programs, policies, and execution.
 - c. Work with the Human Resources Officer, Finance Manager, and Administrative Assistant.
 - d. Operation and maintenance of best safety practices per WAC 296.305
 - e. Oversight and operation of the NCRFA Recruit Academy.

- ✚ **Katie Ellis, Executive Assistant / Human Resources Director.** The role of the Human Resources Director is to work in conjunction with the Fire Chief and Administrative staff regarding all aspects of:
 - a. Assistant to the Fire Chief and District Secretary,
 - b. Personnel acquisition,
 - c. Testing & onboarding of new personnel,
 - d. Management of departmental benefits administration,
 - e. Records retention and requests,
 - f. Wellness and other tasks as requested by the Fire Chief.

- ✚ **Randy Krumm, Finance Manager.** The role of the Finance Manager is to manage the organization's budget, calculate and balance all BARS line items in addition to:
 - a. Working closely with the Fire Chief
 - b. Working closely with Human Resources
 - c. Working closely with The Assistant Fire Chief
 - d. Working closely with Shift Captains relating to projects and purchases
 - e. Assistance with grant writing & data collection

- ✚ **Kayley Mizell, Administrative Assistant.** The Administrative Assistant is responsible for any and all assignments as delegated by the Human Resources Director or Fire Chief. The Administrative Assistant fills a critical position within the administrative team, some of the duties associated with this job are:
 - a. All assignments or projects assigned by the Human Resources Director, Fire Chief or Finance Director.
 - b. Any additional items requested by the Assistant Fire Chief
 - c. Accounts receivable
 - d. Telephonic/public greetings
 - e. Issuance of burn permits
 - f. Ordering of general supplies

- g. EMS billing
- h. Any and all miscellaneous duties as assigned or necessitated.

 **Shirley Gilbertson**, Shirley is a highly valued asset to the organization as she has been irreplaceable during numerous periods of challenge while the organization continues to grow. Shirley fulfills a number of roles to include but not limited to:

- a. Assistance with filing
- b. Answering phones
- c. Assistance with burn permits
- d. Varied miscellaneous assistance
- e. Bringing cheer and smiles

STATION STAFFING (SUPPRESSION & EMS) / EQUIPMENT

Station 90 staffed 24 hrs. / 7 days (Engine 90, Tender 90 and Medic 90)

Cross-staffed Engine and Medic Unit with one Fire Officer, one Firefighter/EMT, and one Firefighter/Paramedic

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

Station 96 staffed 24 hrs. / 100% of the 92 days in October, November, and December (Tender 96, Aid 96 and Brush 96) Cross-staffed Tender and Aid Unit with two Firefighter/EMTs; on occasion an EMT staffs to maintain staffing.

Station 97 staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)

Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, and one Firefighter. As of February of 2017, this staffing has increased from three personnel to four with the addition of three new full-time employees acquired from a SAFER grant.

Station 99 staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)

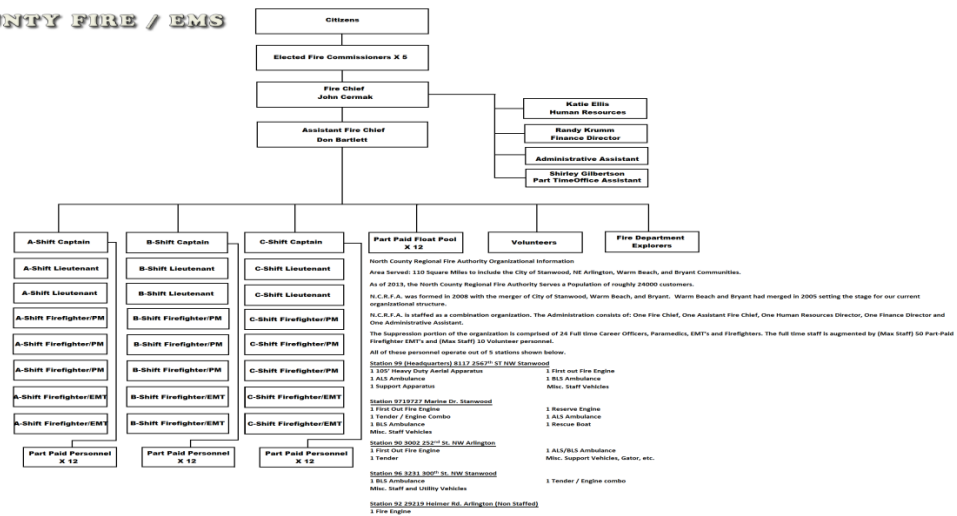
Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter
Fully staffed A99 with 2 Firefighters

NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT STAFFING BREAKDOWN

The line or suppression portion of the organization is comprised of members focused on providing the “Best Service” possible. Of the 66 members of North County Regional Fire Authority, 24 are full-time suppression status (as of 12-28-2017), 39 are part-time (3 are FF Only and 3 are EMT Only as of 12-28-17).

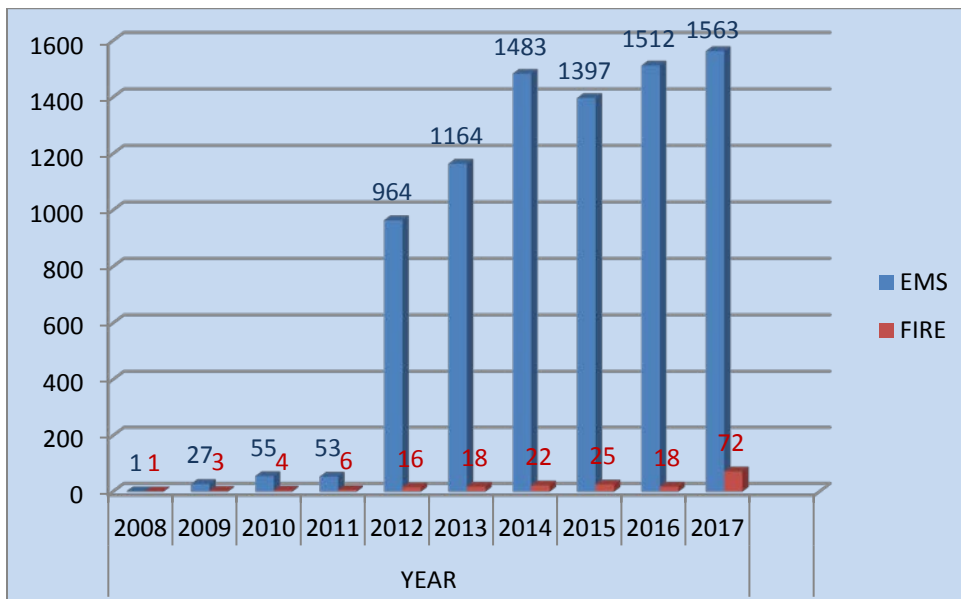
North County Regional Fire Authority, hereafter referred to as NCRFA, is able to provide 24/7 Advanced Life Support (ALS) and Basic Life Support (BLS) with nine paramedics and requiring all other employees to be Washington State Certified Emergency Medical Technicians (EMTs), excluding administrative staff.

Members are managed by the Fire Chief, Assistant Chief of Operations, Three Captains, and six Lieutenants. (Refer to example Organization Chart Below & handout).



EMERGENCY CALLS FOR ASSISTANCE, COVERAGES AND RESPONSE DATA

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



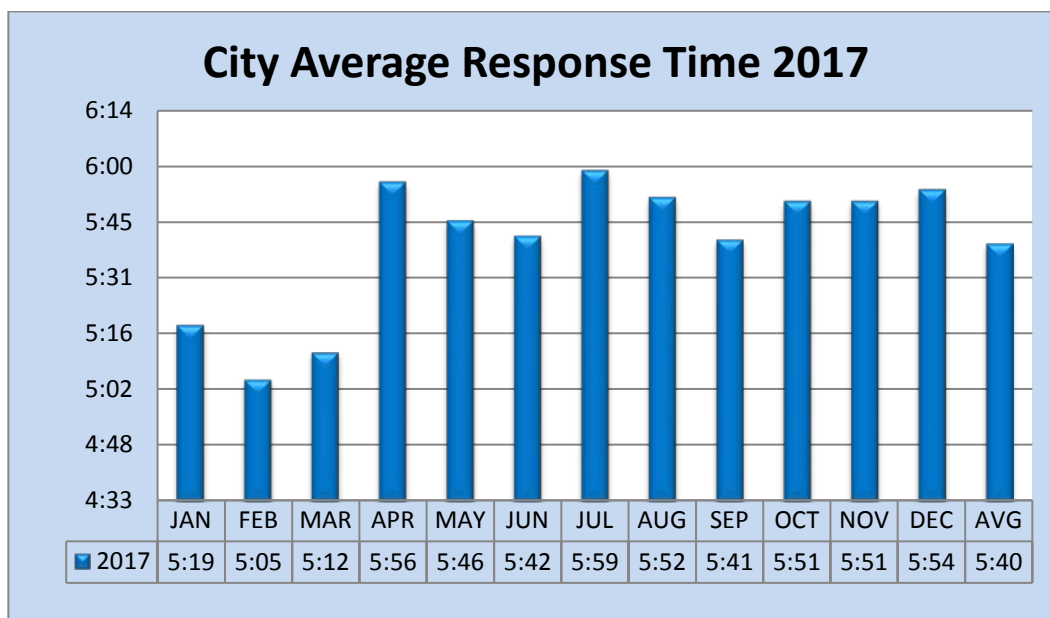
PERFORMANCE MEASURES

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

AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by summing the time of dispatch to arrival on the scene. Cumulatively for 2017, the average response time for City calls is 5:40.

City:



GENERAL EMERGENCY RESPONSE ACTIVITY

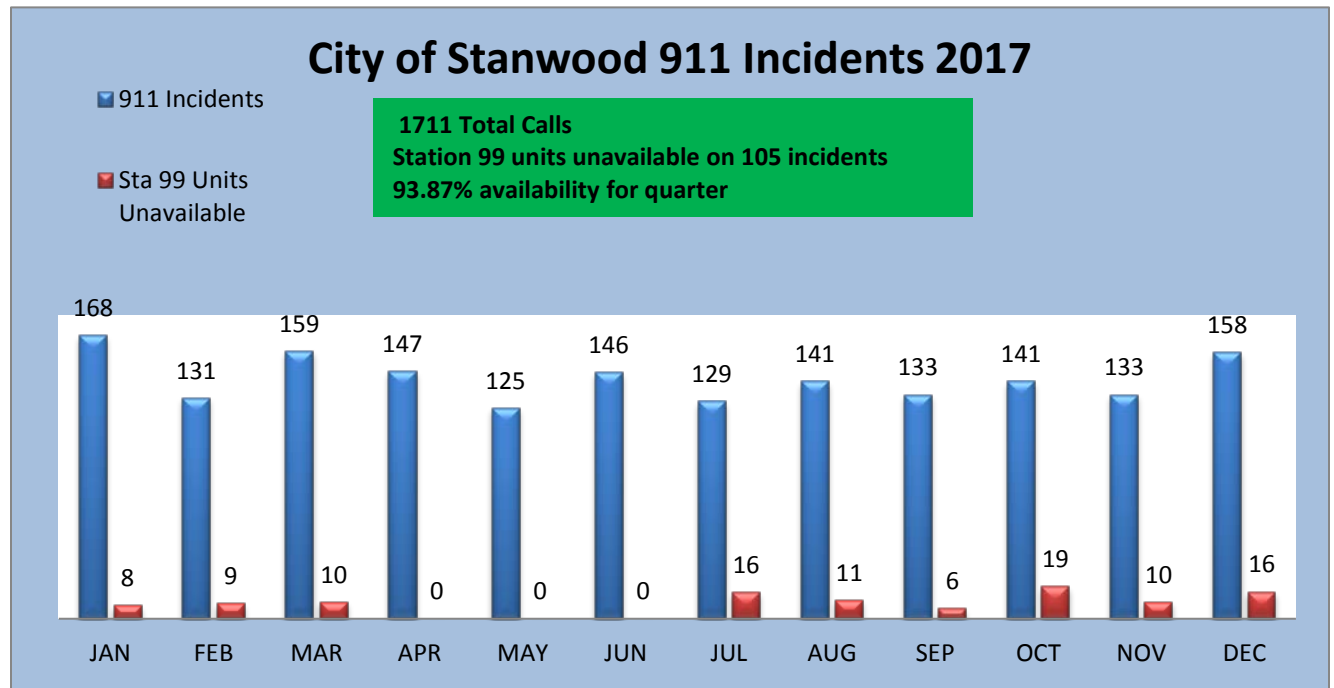
This fourth quarter report is the continuation and analysis portion of using both “New World” dispatch & “First Watch” systems. This will be the second report in which we have been continuing to define and ensure the accuracy of the metrics from this organization. Thus far, there has been good progress achieved in terms of call volumes, response times, average times, and the segregation of specific incident types. This next calendar year (2018) will be the first full year of data received from New World Records Management System.

SUPPRESSION	1st QRT	2nd QRT	3rd QRT	4th QRT	2017 YTD
Hazardous Condition	3	1	1	1	6
Service Calls	13	10	41	40	104
District EMS Calls (Total)	341	387	459	307	1494
City (Only) Medical	405	375	388	395	1563
City (Only) Fire	4	21	27	20	72
City ALS Calls	N/A	200	194	224	618
City BLS calls	N/A	175	167	171	513
TOTAL MEDICAL	746	762	847	702	3057

*NOTE: CITY ALS / BLS CALLS NOT PREVIOUSLY BROKEN DOWN; NOW INCLUDED IS THE RUNNING TALLY AT RIGHT. FIRST QUARTER NUMBERS WERE NOT AVAILABLE

AVAILABILITY OF SERVICE CALL PERCENTAGE

The following chart shows total city calls and the number of calls a Fire Station 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded to by next nearest available units. (Below includes Oct-Dec 2017.)



MUTUAL AID INFORMATION

This fourth Quarter continues and improves the roll out of mutual aid statistics as provided by First Watch.

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

The charts on the following page represent the overall statistics that have been gathered over a quarter's period of time through "First Watch" who gathers the data from SNOPAC and assembles it into the requested parameters. This program is becoming more and more effective as our organization and First Watch work together to assemble a tool that incorporates all of the requested information into a clear and easy to read tool, chart, or graph.

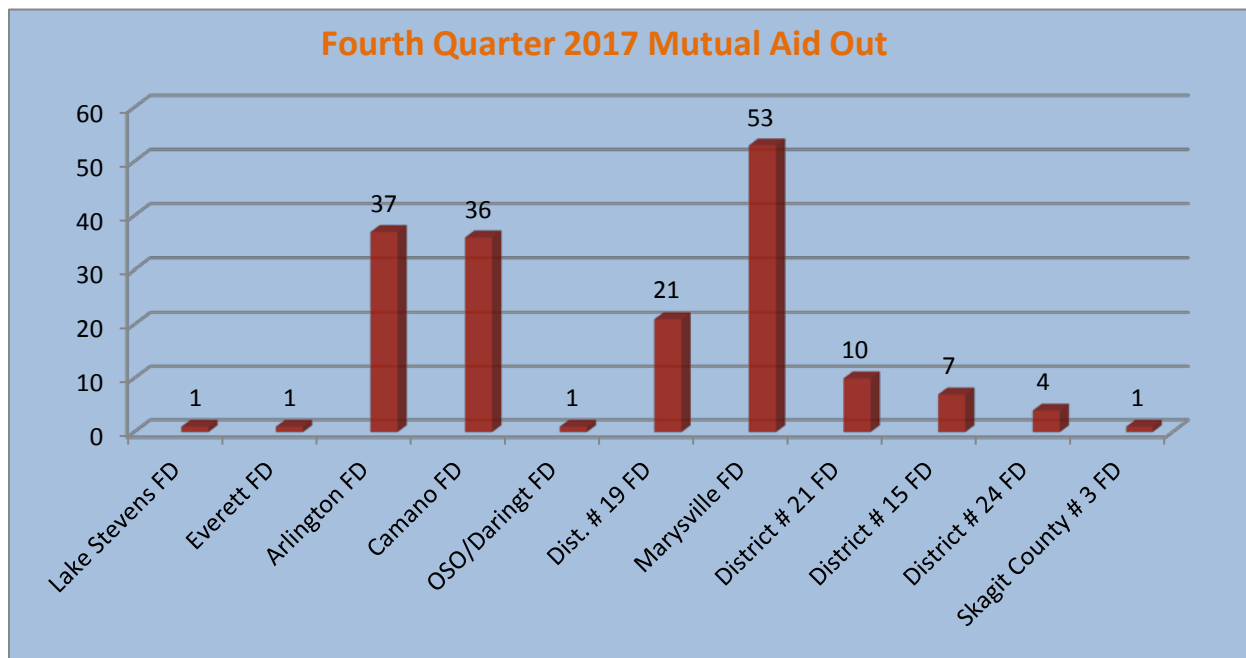
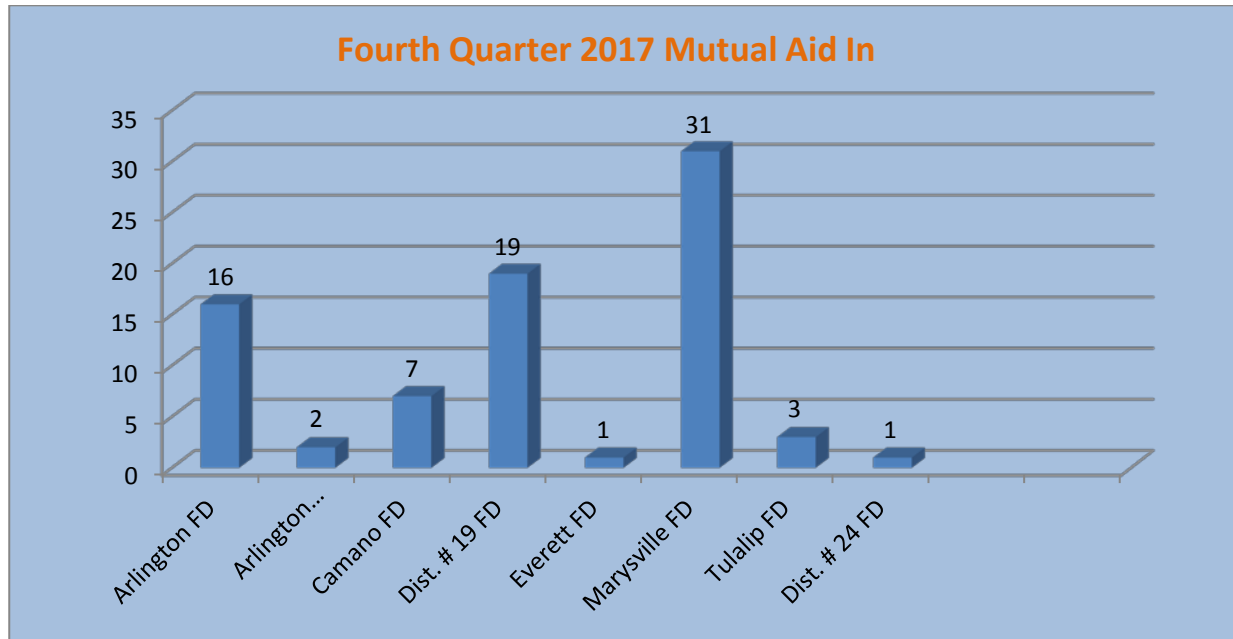
Another very large benefit to this program is that it extrapolates data straight from dispatch which basically eliminates any lost or missing information. Since its "Go Live" in 2017, our data has been getting more and more accurate with the history we are building.

Aid Type		Total # of Resp	Total Task Time
☐ Given		172	87:29:49
	Aid TO	Total # of Resp	Total Task Time
	☒ Arlington Fire Department	37	10:36:45
	☒ Camano Island Fire Rescue	36	25:53:41
	☒ Everett Fire Department	1	
	☒ Lake Stevens Fire	1	
	☒ Marysville Fire District	53	31:54:41
	☒ Skagit County FD #3	1	0:09:03
	☒ Snohomish County Fire District #15	7	3:48:33
	☒ Snohomish County Fire District #19	21	9:05:06
	☒ Snohomish County Fire District #21	10	3:39:22
	☒ Snohomish County Fire District #24	4	2:11:38
	☒ Snohomish County Fire District #25	1	0:11:00

**Items noted above with no time listed are instances of a tone out, but no response or time spent on actual incident.*

☐ Received		80	20:10:44
	Aid FROM	Total # of Resp	Total Task Time
	☒ Arlington Fire Department	16	4:39:15
	☒ Camano Island Fire Rescue	7	0:31:40
	☒ Everett Fire Department	1	0:00:34
	☒ Marysville Fire District	31	8:15:41
	☒ Snohomish County Fire District #15	3	0:17:39
	☒ Snohomish County Fire District #19	19	5:49:57
	☒ Snohomish County Fire District #21	2	0:35:34
	☒ Snohomish County Fire District #24	1	0:00:24

The following charts represent the number of mutual aid calls both received as well as given, respectively by the noted organizations:



Currently, the breakdowns are as follows by number & percentage for each agency:

Mutual Aid Received:

AGENCY	# of calls	Percentage
Arlington FD	16	20.0%
Camano FD	7	8.75%
Everett FD	1	1.25%
Marysville FD	31	38.75%
SCFD # 15	7	8.75%
SCFD # 19	21	26.25%
SCFD # 21	10	12.5%
SCFD # 24	4	5.0%
SCFD # 25	1	1.25%

Mutual Aid Given:

AGENCY	# of calls	Percentage
Arlington FD	37	21.51%
Camano FD	36	20.93%
Everett FD	1	.58%
Lake Stevens FD	1	.58%
Marysville FD	53	30.81%
Skagit Fire Dist. # 3	1	.58%
SCFD # 15	7	4.06%
SCFD # 19	21	12.21%
SCFD # 21	10	5.81%
SCFD # 24	4	2.32%
SCFD # 25	1	.58%

TRAINING ACTIVITY:

Over the course of the last quarter of 2017, the personnel in the organization have logged 2832.33 hours of training per Target Solutions. Each training event, class or topic is to be logged into Target Solutions upon completion to aid in accurate record keeping regarding training and hours dedicated to it.

Many topics are being covered per annual requirements and needs and reflected upon a "Training Card" that shows the type/category of the required training as well as the required number of hours per category. Types of training include classroom study, manipulative training, medical training, and policy and directive review. Actual manipulative items include ladder knowledge and use, hose lays, Driver/Operator training and evolutions, Quint training, Salvage, and overhaul, etc. Per all records acquired thus far, the personnel of the organization logged a cumulative total of 20,762.33 hours of training in 2017.

Moving forward for 2018, Captain Joel Smith will be moving into the Battalion Chief of Training position working day shift. This will be a great asset to both the Administrative staff as well as the ability to gain even more valuable time to develop and assign more training opportunities & topics to the suppression

crews. With our organization, the community and the number of calls for service growing, there has never been a more important time for training to be a paramount activity.

Chief Smith will also be attending the County's first-ever full-time Recruit Academy beginning March 19, 2018. His role will be that of a daily Company Officer and Instructor. This will be a very valuable tool not only for his growth but for the organization as well since there will be many hours spent learning and utilizing the latest types of training, techniques, and style that are taking place outside of our organization.

FIRE INSPECTIONS

Fire inspections are completed based upon national and adopted criteria as delineated by the I.F.C. (International Fire Code), U.F.C. (Uniform Fire Code), I.B.C. (International Building Code), U.B.C (Uniform Building Code) and local ordinances.

The goal for January 1, 2018, will be the introduction of a department-wide training course on how to conduct fire inspections & the use and input of all inspections into Aegis Fire for tracking and scheduling of all inspections. The first phase of this training will take place at a mandatory all Officers' meeting taking place on Wednesday, January 10, 2018. This will be a class that will hone in on the basics of fire inspections: Customer service, presentation, knowledge of violation types, mitigation skills, ability to understand the IFC and follow up.

Another goal will be to determine the best use of Aegis Fire to keep track of and schedule the fire inspections. Currently, we are attempting to depart an antiquated paper system that is tough to track and schedule efficiently.

Lastly, for 2018, there will be efforts made to set up a pre-determined, set schedule of inspections equally divided up amongst the shifts and their crews.

The following chart depicts the year's progress.

Inspections	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4th Quarter 2017	YTD 2017
Initial Inspections	18	18	77	141	254
Re-Inspections	12	7	30	62	111
Total Inspections	30	25	107	203	365
Target-Hazard Emphasis (Pre-fire walkthrough, familiarization & training.)	6	2	8	5	21

PUBLIC EDUCATION/COMMUNITY OUTREACH

This section concerns the many hours on topics that cover a wide variety of areas to include fire safety, 911 information, smoke detector information, stop, drop, and roll, and many other safety issues. All of these contacts are a great opportunity to get to know, work with and interact with the people that we protect and serve on a daily basis.

October 2017

- School tours and presentations @ Green acres, Country kids daycare, Home Sweet Home daycare, Stanwood/Camano Learning Center & Cedarhome Elementary totaling over 16 hours cumulatively. (Throughout month)
- 10/31 CPR Class presented at Port Susan Middle School.

November 2017

- 11/3 Basic First Aid class taught at Port Susan Middle School.
- 11/7, 11/9, Two presentations to Stanwood Co-op up to 50 children each day, fire safety, etc.
- 11/ Fire and general safety presentation for Seniors at Bayview Apartments
- 11/30 First night of Lights of Christmas (5 Hrs.)

December 2017

- 21 nights at 5 hrs. each coverage for the Lights of Christmas
- 7 nights of volunteer time Santa Runs in multiple areas of District and City. *Of note with the Santa Runs, there was a very good volume of donations for the Stanwood foodbank to include 2 SUV and Two truckloads of assorted toys and 2700 Lbs. of food.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5g

DATE: February 22, 2018

SUBJECT: 2017 Annual Impact Fees Report

CONTACT PERSON: David A. Hammond, Finance Director/City Clerk

ATTACHMENTS: A – Section 17.151.130 of the Stanwood Municipal Code entitled “Accounting” which requires an annual reporting of the sources and uses of impact fees collected by the city
B – 2017 Traffic Impact Fee (Fund 102) Annual Report
C – 2017 Park Impact Fee (Funds 104 & 106) Annual Report
D – 2017 Fire Impact Fee (Fund 105) Annual Report
E – 2017 School Impact Fee Annual Report

ISSUE

Pursuant to Section 17.151.130 of the Stanwood Municipal Code (Attachment A) the clerk-treasurer shall provide an annual report on or before April 1st of each year for the previous calendar year on each impact fee account showing the sources and uses of those funds.

Attachments B through E summarize impact fee activity for the City of Stanwood for fiscal year 2017 as required.

RECOMMENDATION

None. For informational purposes only.

SUMMARY STATEMENT

New residential and nonresidential development causes increased demands on public facilities, including streets, roads, parks, open space, recreational facilities, fire facilities and schools. To the extent that new development places demands on the public facility infrastructure, impact fees are imposed to shift a proportionate share of the cost of such new facilities from the public at large to the developments actually creating the demand.

Following are the 2017 annual impact fee reports for traffic, parks, fire and school.

RECOMMENDED MOTION

None. For Informational purposes only.

Stanwood Municipal Code 17.151.130 - Accounting.

All impact fees collected shall be deposited in the Growth Management Act capital projects fund. The clerk-treasurer shall establish separate designated reserve accounts for public roads and streets, for fire facilities, for school facilities and for public park, open space and recreational facilities, and shall maintain records for each such account. All interest earned by the fund shall be allocated to the separate designated reserve accounts in the same proportion that the balance of each reserve account bears to the total fund balance. All interest shall be retained in the account and expended for the purposes for which the impact fees were imposed. The clerk-treasurer shall provide an annual report on or before April 1st of each year for the previous calendar year on each impact fee account showing the source and amount of the moneys collected, earned or received and system improvements that were financed in whole or in part by impact fees. (Ord. 886 § 13, 1993).

**Traffic Impact Fee
2017 Annual Report**

Traffic Impact Fees

Transportation impact fees are imposed upon all new developments that generate new additional traffic within the city based on the estimated number of additional trips generated. The 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.

In 2017, the city received \$249,796 in traffic impact fees related to development based on a rate of \$3,523.39 per single family unit, \$2,253.20 for duplex units, and \$2,584.56 for apartment units. The 2017 budget assumed 37 building permits, whereas nearly twice that number were paid in 2017.

Table 1 - Summary of Traffic Impact Fee Activity (Fund 102)

	2015	2016	2017	2018
Description	Actual	Actual	Actual	Budget
Beginning Cash	710,635	752,557	641,811	261,771
Traffic Impact Fees	59,197	134,065	249,796	77,506
Misc Revenues	2,725	3,654	5,304	500
Total Revenues	61,922	137,719	255,100	78,006
Transfer to Street Construction Fund	20,000	248,465	511,000	125,000
Traffic Impact Fee Refunds				
Total Transfers	20,000	248,465	511,000	125,000
Ending Cash	752,557	641,811	385,911	214,777

**Park Impact Fee
2017 Annual Report**

Park Impact Fees

Park impact fees are imposed upon all new developments that generate additional demand on city park facilities.

The park improvement fund accounts for revenues (including park impact fees) and expenditures associated with city park capital improvements. The city established a new fund (Fund 106 – Park Impact Fees) in 2015 to account for the receipt and expenditure of park impact fees. The activities of both funds are combined below in Table 2. As of December 31, 2017 the funds had a combined balance of \$137,467.

In 2017, the city collected \$83,304 in park impact fees. The Park Impact Fee was increased in December 2017 by Ordinance 1445. The fee is \$1,330 per equivalent residential unit (ERU) for Single Family Residences and \$1,042 for Multi Family Residences.

Table 2 - Summary of Park Impact Fee Activity (Funds 104 & 106)

	2015	2016	2017	2018
Description	Actual	Actual	Actual	Budget
Beginning Cash	124,290	255,500	170,221	79,386
Park Impact Fees	10,253	21,787	83,304	32,681
Grant Revenues	-	-	-	250,000
Hamilton Conservation Futures	156,000	-	-	
Ovenell Conservation Futures	-	-	-	
Boat Launch	6,000	6,000	7,408	
Misc Revenues	3,195	1,361	1,396	400
Transfers-In from REET	90,000	80,000	150,000	855,000
Total Revenues	265,448	109,148	242,108	1,138,081
Capital Projects / Transfers				
Hamilton	13,699	9,441	11,564	275,000
Ovenell	74,788	34,403	32,954	55,000
Johnson Easement	-	-	38,970	700,000
Neighborhood Park	-	79	-	
Church Creek Renovations	18,358	74,306	13,415	
Heritage Park Improvements	15,053	4,979	45,699	50,000
Non-motorized Trail	3,966	71,219	495	
Disc Golf Course	8,374	-	-	-
Total Expenditures/Transfers	134,238	194,427	143,097	1,080,000
Ending Cash	255,500	170,221	269,232	137,467

**Fire Impact Fee
Annual Report
2017**

Fire Impact Fees

Fire impact fees are imposed upon all new developments that generate new additional demand on fire protection services. The fire impact fee fund accounts for revenues (including fire impact fees) and expenditures associated with fire capital improvements and equipment. As of December 31, 2017 this fund had a balance of \$66,860.

Per the Impact Fee revenue schedule, 2017 fire impact fees were budgeted at approximately \$4,000 which was based on the current fire impact fee of \$200.00 per equivalent residential unit (ERU) times an estimated twenty (20) single-family residential units and zero (0) commercial permits. The actual fees received were \$10,537. No fire impact fees were budgeted or expended in 2017.

Table 3 - Summary of Fire Impact Fee Activity (Fund 105)

	2015	2016	2017	2018
Description	Actual	Actual	Actual	Budget
Beginning Cash	27,210	49,095	56,206	60,206
Fire Impact Fees	21,852	6,871	10,537	4,400
Misc Revenues	33	240	117	-
Total Revenues	21,885	7,111	10,654	4,400
Machinery & Equipment	-	-	-	-
Total Transfers	-	-	-	-
Ending Cash	49,095	56,206	66,860	64,606

ATTACHMENT E

School Impact Fee Annual Report 2017

School Impact Fees

School impact fees are collected by the city and then remitted to the Stanwood-Camano School District to expend on growth-related projects. Beginning on March 31, 2007 the school district stopped assessing impact fees and only projects approved prior to this date are subject to the impact fee. In 2017, there were no projects permitted that were subject to the school district impact fee.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5h

DATE: February 22, 2018

SUBJECT: 2018 Work Plan and Calendar

CONTACT PERSON: Ryan C. Larsen, City Administrator/Community Development Director

ATTACHMENTS: A – 2018 Work Plan
B – 2018 Calendar
C – Resolution 2016-17 Budget Themes & Initiatives

Adoption of the 2018 work plan (Attachment A) will set the fiscal and staff resources needed for identified projects. Some projects will carry over from 2017 while others may carry over in to the next biennium, in which case the City Council will need to set aside future resources in order to complete specific projects.

The City Council adopted a set of budget “themes” by Resolution 2016-17 (Attachment C). These themes were used to set funding priorities for the 2017-2018 Budget. In some cases the final budget provided for different levels of funding than discussed during the budget process. This work plan begins with the priorities set in the 2017-18 final budget.

The work plan also includes Council identified priorities using in-house staff resources. These priorities include evaluating annexation into the regional fire authority, and emerging issues which are unanticipated tasks such as grant opportunities and unanticipated repairs.

The work plan must be flexible enough to absorb emerging issues and unanticipated tasks. While the purpose of the work plan is to focus on achieving long-term goals, there are many factors outside the city’s control such as natural disasters that require the response of city staff and financial resources. The City Council needs to ensure the work plan isn’t so ambitious that it doesn’t leave room to react to emerging issues.

City staff will update the work plan mid-way through 2018 and report progress to the City Council. This provides the City Council with an opportunity to measure progress and amend work plan priorities as needed. Also, staff has included a 2018 Calendar of events for the upcoming year (Attachment B).

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Council workshops	Set agenda and prepare materials for two workshops February 2 and June 29	No	Finance Clerk	N/A	February 2018	June 2018		
Joint meetings with planning commission	Calendar joint meeting and set agenda for meeting March 30	No	Clerk Community Development	N/A	January 2017	March 2017		
Regional Fire Authority negotiations	Finalize process and put on ballot in November 2018	Yes	Administrator/ Finance NCRFA	Public Safety	January 2017	November 2018		YES
City hall/Public Safety property acquisition	Finalize PSA with Vine Street Group	Yes	Community Development	Public works	February 2017	July 2018		YES
Newsletters – April, August and December (include PO Boxes)	Prepare and mail three newsletters to residents and businesses	Yes	Administrator Finance AA Mayor Kelley	N/A	February 2018	December 2018		
Discover Stanwood Camano magazine articles/advertisements	Two issues of Discover Stanwood Camano Magazine Evaluate effectiveness	Yes	Administrator Stanwood and Camano Chambers	N/A	January 2018 June 2018 December 2017	April 2018 October 2018 March 2019		
Marketing and Tourism Promotion	Splash advertisement Everett Herald Discover Stanwood Camano	No	Administrator Finance AA	N/A	January 2018	May 2018		
Millennial Group	Support group in getting involved in community events	No	Admin	N/A	January 2018	December 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Volunteer Appreciation Event	Plan and hold a volunteer appreciation event in April	No	City Administrator Mayor Finance AA	N/A	January 2018	April 2018		
Touch a Truck	Plan, market and hold 4 th annual touch a truck event May 6	No	Administrator Stanwood Chamber	N/A	January 2018	June 2018		
Summer Concert Series	Plan, market and hold 5 th annual summer concert series	No	Mayor Finance AA Public Works	N/A	January 2018	September 2018		
Movies in the Park	Plan, market and hold 4 th annual movies in the park events	No	Mayor Finance AA Public works	N/A	January 2018	September 2018		
National Night Out	Plan, market and hold 5 th annual National Night Out event	No	Police Stanwood Chamber	N/A	March 2017	August 2017		
Light up your holidays	Plan, coordinate and market 5 th Annual Light Up Your Holidays	No	Administrator Finance AA Hiatt Consulting	N/A	June 2018	December 2018		
RCO Grant Applications	Identify potential park improvement projects to submit	No	Community Development Administrator	Public Works PTAC	January 2018	October 2018		
Fee analysis	Evaluate building and zoning fees Reconcile miscellaneous charges (Res 2015-23 vs SMC)	Yes	Finance Community Development	Finance Community Dev	June 2017	June 2018		
2017 Year end close out	1099's, W2's, 13 month Accounts Payable	No	Finance	N/A	January 2018	March 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Implement Utility Billing Rates	annual water & sewer increase, utility taxes, drainage rate increase	No	Finance	N/A	January 2017	March 2018		
Review City insurance coverage, costs and losses with Finance Committee	Review City insurance coverage, costs and losses with Finance Committee	Yes	Finance	Finance	January 2018	March 2018		
Complete Fixed Asset Inventory with Fire Department		Yes	Finance	Finance	January 2018	March 2018		
Quarterly Financial Reports	Complete quarterly financial report including investments to Finance Committee and Council.	No	Finance	Finance	January 2018	December 2018		
Surplus equipment sales	Identify surplus equipment. Hold public hearing as needed	No.	Finance	Finance	March 2018	June 2018		
Annual Report	preparation and completion (File to SAO by May 31)	No	Finance	Finance	April 2018	June 2018		
TBD Annual Report to City Council	Submit TBD Annual Report to Council	No	Finance Public Works	Finance	January 2018	March 2018		
Budget amendment	First budget amendment. Reconcile BFB and EFB. Other changes as needed	No	Finance	Finance April/May	April 2018	June 2018		
Investment Policy review	Review investments and Investment Policy with Finance Committee	No	Finance	Finance March	April 2018	June 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Mid- year budget review and amendment	Amend 2017/2018 budget as needed	No	Finance	Finance September	July 2018	September 2018		
2019/2020 Biannual Budget	Prepare bi-annual budget		Finance		May 2018	December 2018		
Resolution for 2019 Salary/Benefits Schedule to Council		No	Finance	Finance November	October 2018	December 2018		
Final Budget amendment for 2018				Finance	October 2018	December 2018		
Revenue and Expenditure analysis for Finance Committee				Finance	October 2018	December 2018		
Public Works Standards Revisions –	Revise public works standards to incorporate policy changes	Yes	Public Works	Public Works	January 2017	June 2018		
Park/Traffic/Fire Impact Fee	Evaluate and adopt new park ordinance	Yes	Public Works Community Development	Community Dev Public Works	January 2018	December 2018		
Utility Rate Studies	Water, sewer and Stormwater	Yes	Public Works Finance	Public Works Finance	January 2018	March 2018		
Update TIP	Review, amend and adopt annual TIP	No	Public Works Finance	Public Works (May)	April 2018	July 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Update Capital Improvement Program	Review and amend capital improvement plan as needed Adopt Capital Facilities Plan	No	Public Works Finance	Public Works Finance Planning Comm.	August 2018	December 2018		
PROS Plan	Final Acceptance of Plan	Yes	Public Works	Public Works PTAC	January 2018	December 2018		
Telemetry Upgrade	WWTP SCADA Work	No	Public Works	Public Works	January 2018	December 2018		
92 nd Overlay TIB grant	Overlay 92 nd – 271 st to 276 th		Public Works	N/A	June 2018	December 2018		
Cedarhome Dr TIB grant	Overlay from viaduct to 276 th		Public Works	N/A	June 2018	December 2018		
Viking Way Right of Way	Complete property acquisition for Viking Way. Look for construction funding	Yes	Public Works	Public Works	January 2017	May 2018		
SR532 Berm – contract with Dept. of Commerce; permitting	Complete permitting Close grant	Yes	Public Works Community Development	Public Works	January 2017	April 2018		
SR532 Corridor network plan	Study improvements between 64th Ave NW and 104 th Ave NW Select preferred alternatives	No	Public Works	Public Works	Sept. 2017	May 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Viking Way Construction	Construct Viking Way	No	Public Works		November 2018	December 2018		
Install aerators in sludge pond	Install and energize aerator	No	Public Work		January 2018	April 2018		
Sewerline Clean	Yearly project to clean sewerlines	No	Public Works		January 2018	December 2018		
Ovenell Kiosk Installation	Assist Friends of Stanwood Parks	Yes	Public Works	N/A	January 2018	March 2018		
Hamilton Boat Launch	Support staff in processing DFW permits.	Yes	Public Works Administrator	Public works	January 2017	December 2018		
Drainage work at Heritage Park	Improve drainage at park	No	Public Works	Public Works	January 2018	December 2018		
Decommission wells	Fure and Bryant Well #2	No	Public Works		April 2018	December 2018		
Pioneer Highway sewer	Design upgrade for lines at or near capacity		Shawn/Kevin Leigh	Public Works	January 2018	December 2018		
Irvine Slough Stormwater Separation	Seek grant funding for design of West Stanwood conveyance system	Yes	Public Works	Public Works	January 2017	December 2017		
Stormwater pond inspections	Public Works maintenance program		Public Works	N/A	January 2018	December 2018		
Catch basin installation at 273 rd /104 th Ave NW		No	Public Work	Public Works	March 2018	October 2018		
Electronic Filing System	New files for computer and system for hard files	Yes	Community Development		January 2017	December 2018		
Code Edits Title 16 & 17	GI and LI Oder Issues, Marijuana, Final Plats, Cell tower	No	Community Development	CDC	January 2018	December 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Easement	Coastal Community Bank and Bruam	Yes	Community Development		January 2018	October 2018		
Audit CD web-site	Evaluate CD web-site for improvements and redundancies.	No	Community Development		January 2018	December 2018		
Police Station/City Hall	Property Acquisition	No	Community Development	PWC/CDC	January 2016	July 2018		
Project Web Page	Web page for land use application and General Information meetings for public access	No	Community Development		January 2018	August 2018		
Fee Study	Compare fees with surrounding jurisdictions	No	Community Development Finance	Finance/CDC	September 2017	May 2018		
SR532 Flood Berm	Permit processing of SR 532 Berm	No	Community Development	PWC, if needed	January 2017	April 2018		
Floodplain Handouts/Workshop	Develop handouts for public and hold workshop on floodplain issues in Stanwood	Yes	Community Development		January 2018	December 2018		
Title 13 Review	Review and amend Title 13	Yes	Community Development	CDC	January 2018	December 2018		
CRS Program	Still waiting for FEMA - Prepare application for CRS Program certification	Yes	Community Development	CDC	January 2018			
Street Vacation Ordinance	Write street vacation ordinance	No	Community Development	PW	January 2018	June 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Park, Fire, Transportation Impact Fees	Separate Ordinances	No	Community Development Public Works	CDC/PWC	January 2018	June 2018		
Shoreline Master Program	Update SMP	No	Community Development	CDC	January 2018	October 2018		
Heritage Park Master Plan and RCO Grant	Manage Master Plan	No	Community Development	CDC/PW	January 2018	August 2018		
Hamilton Master Plan and MTG	Manage Master Plan	No	Community Development	CDC/PW	October 2018	December 2018		
Ovenell Park Master Plan	Manage Master Plan	No	Community Development		May 2018	December 2018		
Front office staff safety training	What to do in case of emergency	Yes	Police	N/A	January 2017	February 2017		
Train new police Staff	Train new administrative sergeant, Greg Sanders before Sgt. Martin rotates to the Motors Unit	No	Police	N/A				
Recognize Sgt Martin	Schedule staff recognition at council meeting	No	Police Clerk	N/A				
Police Communications	Open Twitter as another communications tool.	No	Chief Link/Amanda	N/A				

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Monthly Compstat Report	Add statistics to the school resource officer report	No	Police	Public Safety				
Breacher Packs/Equipment (includes training from SWAT personnel)		No	Police	Public Safety				
Tactical First Aid Packs (includes training from SWAT medics)		No	Police	Public Safety				
Proactive Operations at Identified Problem Locations		No	Police	Public Safety				
Site visits and emergency operations response planning with fire department		No	Police	Public Safety				
Neighborhood/Business Watch		Yes	Police	N/A				
Monthly Chief Visits to the Community Teen Center		No	Police	N/A				
Coffee with the Chief program (quarterly basis)		No	Police	N/A				

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
National Night Out Against Crime		No	Police Stanwood Chamber	N/A				
Increase traffic enforcement	Increase DUI/Traffic Enforcement using Target Zero grant monies	No	Police	N/A				
Assist Code Enforcement	Continue Nuisance Property Program in conjunction with the Stanwood code enforcement officer	No	Police	N/A				
Most harmful criminal program	Structure/Organize Stanwood Most Harmful Criminal program that is usable/efficient for all employees	Yes	Police	N/A				
Public Relations/CERT Classes-Fire Prevention	Public education		NCRFA					
Newsletter/Communication		Yes	NCRFA					
Continue building and improving our public education program within the Stanwood/Camano School District	Explorer Program-Fire Prevention-12 Explorers Public Education	Yes	NCRFA	N/A				

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
research and introduce Community Based Paramedicine as part of a Community Risk Reduction effort in EMS Prevention	EMS	Yes	NCRFA	Public Safety				
Inspect all required occupancies biannually.	Fire Prevention	Yes	NCRFA	N/A				
City join RFA		No	NCRFA	Public Safety				
EOC and Disaster Preparation		Yes	NCRFA					
Quarterly FireStats Report		No	NCRFA					

2018 Calendar

Special Meetings

Meeting	Date	Time	Location
City Council Workshop	Thursday, February 1	5:30pm	City Hall
Joint CC/PC Meeting	Thursday, March 30	6:00pm	Fire Station 99
Joint Fire Meeting	TBD Before May 1	5:30pm	Fire Station 99
City Council Workshop	Thursday, June 28	5:30pm	City Hall

Special Events

Glass Quest	February 16-25		
Snow Goose Festival	February 24-25		Floyd Norgaard
Clean Sweep	Saturday, April 28-		
Volunteer Appreciation Week	April 15-21		
Admin Professionals Day	Wednesday, April 25		
Touch-a-Truck	Saturday, May 5	10-3pm	East Stanwood
Summer Concert Series	Saturdays	4-6pm	
	June 24 (Sunday – Following Idlers Car Show)		
	July 7		
	July 14		
	July 21		
	August 11		
	August 18		
Soap Box Derby	June 16		
Idlers Car Show	Sunday, June 24		
July 4 th Parade	July 4		
Art by the Bay	July 13-15		East Stanwood
Vintage Trailer Show	July 21		
National Night Out	Tuesday, August 7	4-8pm	East Stanwood
Stanwood/Camano Fair	August 3-5		Fairgrounds
Fair Parade	Saturday, August 4		
Movies in the Park	Thursday	8-11pm	Church Creek Park
	August 9		
	August 16		
	August 23		
Light Up Your Holidays	Nov 23-Dec 21		

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2016-17

**A RESOLUTION OF THE CITY OF STANWOOD,
SNOHOMISH COUNTY, WASHINGTON, ADOPTING THE
2017-2018 BUDGET THEMES AND INITIATIVES**

WHEREAS, the Budget Themes and Initiatives are the foundation of the city's budget process; and

WHEREAS, the Budget Themes and Initiatives are designed to align the city's budget with the city's Comprehensive Plan, Park; Recreation and Open Space Plan; Utility master plans and Economic Development Plan; and

WHEREAS, the adopted budget initiatives are translated into department operational work plans; and

WHEREAS, the budget themes can be used to evaluate newly proposed initiatives throughout the year; and

WHEREAS, the city council reviewed the proposed 2017-2018 Budget Themes and Initiatives at the Budget Workshop on June 30, 2016; and

WHEREAS, the city council discussed readopting the 2015-2016 budget themes for 2017-2018 including; public safety, economic development; park and recreation assets; municipal facilities; and municipal finance; and

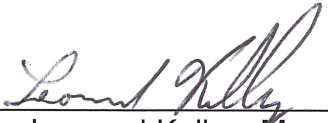
WHEREAS, the city council determined to orient the 2017-2018 budget themes to concentrate on initiatives designed to attract and retain young families and rebuild the city's fund balances;

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

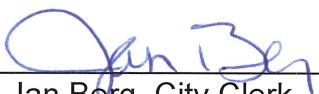
Section 1. That the 2017-2018 Budget Themes and Initiatives, a true copy of which is attached hereto and incorporated by reference herein, is hereby adopted.

PASSED AND APPROVED by the City Council of the City of Stanwood this 14th day of July, 2016.

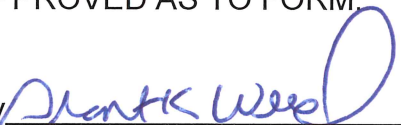
CITY OF STANWOOD

By 
Leonard Kelley, Mayor

ATTEST:

By 
Jan Berg, City Clerk

APPROVED AS TO FORM:

By 
Grant K. Weed, City Attorney

2017-2018 Budget Themes & Initiatives

2017-2018 Budget Themes and Initiatives

The city has five budget themes to guide financial and staff resource investments for the next four years – Public Safety; Economic Development; Park and Recreation assets; Municipal Facilities and Financial Sustainability.

Budget themes are the concepts used to prioritize the Council's investment in personnel and infrastructure to solve the key issues.

1. Public Safety – Continue evaluation of contracts for police and fire services. Invest in emergency preparedness. Using technology to increase public safety by leveraging limited tax dollars. Areas of focus include:
 - Proactively address School Safety
 - Reduce health based risks for vulnerable residents
 - Leverage community partnerships with businesses, non-profits and volunteers
 - Prevent gang activity, drug use and homelessness in Stanwood
 - Improve disaster Prevention and Preparedness
2. Economic Development – Invest in public infrastructure to spur private development. Ensure that building and zoning codes align with desired use to attract and retain businesses. Implement incentives to attract desirable private development to the city. Assist property owners seeking to develop and redevelop in the floodplain. Evaluate the city's fee structure to ensure fees for services align with Council policies. Work with community partners to support a marketing campaign to attract new residents, businesses and visitors to Stanwood.
3. Park and Recreation Assets – Continue public and private investment in park and recreation facilities to improve the quality of life for Stanwood residents. Improve the City's recreation facilities to support economic development. Develop parks, trails and open spaces that connect Stanwood's neighborhoods to the business districts and surrounding communities. Increase public access to the water. Preserve natural resources and protect farmland surrounding the city.
4. Municipal Facilities – Maintain taxpayer owned assets. Seek opportunities to remodel and/or reuse existing facilities efficiently to serve customers. Evaluate alternatives to flood proof or relocate essential public facilities in the floodplain. Assess whether to surplus or redevelop city owned properties.
5. Financial Sustainability –Rebuild fund balances. Match one-time revenues with one-time expenses and ongoing revenues with ongoing expenses. Look for opportunities to reduce expenditures. Ensure rates for services and impact fees cover an appropriate portion of service costs, fund reserves and capital costs. Review current service levels for all programs to ensure they adequately reflect the council's budget themes and initiatives.

2017-2018
Budget Themes and Initiatives

2017-2018 Key Initiatives

Key initiatives are the action themes that implement the budget themes on an annual basis. The 2017-2018 Budget includes the following key initiatives:

Police & Fire (Public Safety)

- Provide city residents, businesses and employees with disaster preparedness and prevention training
- Work with community partners to deter vandalism in city parks and open spaces
- Sustain block watch programs and national night out event
- Evaluate community based paramedic programs

Community Development/Building (Economic Development)

- Evaluate on-line permit tracking to allow applicants to track and monitor permit applications and approvals.
- Create materials that explain the development process, mitigation requirements, techniques and resources for floodplain development.
- Join the FEMA CRS program to lower the cost to own and develop in the floodplain
- Amend zoning code regulations to encourage additional residential development.
- Economic development
 - Work with volunteers, business owners and non-profits to promote and support special events, tourism promotion, civic engagement, and economic development
 - Support business owner efforts to organize a “Main Street” program
 - Look for opportunities to use the city’s municipal parking lots to advance economic development in east and west Stanwood.
 - Evaluate incentives for new development and redevelopment that fills in the gaps between east and west Stanwood.
 - Support the school district’s bond measure to build a new high school

Public Works (Park & Recreation Assets / Municipal Facilities)

- Expand the city’s volunteer program. Identify potential volunteer captains to improve the city’s streets, parks and public spaces.
- Parks and Trails

**2017-2018
Budget Themes and Initiatives**

- Implement the non-motorized trail system plan to connect neighborhoods to the business district and to surrounding communities.
- Implement the Ovenell Farm and Hamilton Landing master plan. Invest in improvements that allow public access to the property as quickly as possible.
- Work with the railroad to access the railroad right of way from East Stanwood to the Ovenell property for a non-motorized trail
- Secure funding partners to develop the fourth baseball field, concession stand and complete the walking trail at Heritage Park.
- Encourage year around use of city recreation facilities such as adult softball leagues and tournament play.
- Look for property and funding to develop a downtown park in East Stanwood
- Continue renovations at Church Creek Park – replace the restrooms, purchase and install new play equipment, reestablish walking trails.
- Work with property owners to secure farmland development rights or negotiate fee simple purchase and sale agreements of key parcels surrounding Stanwood
- Evaluate property for a community park in north east Stanwood
- Streets and Sidewalk
 - Finish design and secure funding for Viking Way and 90th Street grid roads to give the public access to the interior of large parcels between 88th and 92nd Ave NW.
 - Construct the SR532 berm/bike pedestrian path
 - Design and construct the 68th Street safe routes to schools sidewalk
 - Use funding from the transportation benefit district to increase the functional life of city streets
 - Invest in street and sidewalk repairs that improve safety and attract non-motorized traffic between Stanwood Station, business districts and residential neighborhoods
- Water, Sewer and Drainage
 - Work with the Water Utility Coordinating Committee and other water purveyors to develop alternative sources of water.
 - Design and construct Irvine Slough stormwater conveyance system
 - Seek funding to separate stormwater from flood water in downtown Stanwood.

**2017-2018
Budget Themes and Initiatives**

Administrative/Finance (Financial Sustainability)

- Rebuild fund balances to adopted minimum standards
- Move essential public facilities out of the floodplain
- Inventory and develop a schedule to annually fund and replace worn tax-payer owned assets including the city's fleet, facilities, furniture and fixtures.
- Ensure rates for services and impact fees cover an appropriate portion of service, fund reserves and capital costs
- Promote and support special events for families including touch-a-truck, summer concert series, movies-in-the-park, national night out, and light-up-your-holidays
- Support the Farmer's Market
- Evaluate a voter approved park bond and maintenance and operations levy
- Engage young residents and families in shaping Stanwood's future.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: February 22, 2018

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – February 5, 2018 PWC Meeting Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, February 5, 2018. The committee selected the day and time for the 2018 meetings. The meetings will be held on the 1st Monday of the month at 5:00pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292. If a holiday falls on the 1st Monday of the month, the meeting will take place the following Monday.

The Committee did not meet in January 2018 in order for council members to select their committees.

Minutes from the February 5, 2018 meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the city's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

Agenda

1. PROS Plan Update
2. Les Schwab Request for Easement and Floor Tear-up Agreements to be Removed

Discussion Items:

- Committee Procedures:
set day/time of meeting, elect committee chair, formalize procedures
- Chlorine Generation

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, February 5, 2018 – 5:00pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers:	Rob Johnson, Tim Pearce, Larry Sather
City Staff:	Kevin Hushagen, Shawn Smith, Carly Ruacho, Lisa Sokolik
Other:	Tim Schmitt

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

1. PROS Plan Update

In order to be eligible for grant opportunities for the parks, the city must adopt a new plan that meets the requirements and submit it to the Recreation and Conservation Office (RCO) by March 1, 2018.

Committee Recommendation: The committee unanimously voted for option 1. Recommend that staff move the updated PROS Plan forward to City Council for Consideration.

2. Les Schwab Request for Easement and Floor Tear-up Agreements to be Removed

The Public Works Committee reviewed attachment C, the survey showing the location of the easement. Staff confirmed that the water line does not run under the Les Schwab building but runs through the easement on the south side of the building so there is no need for the tear-up agreement or the 2 water line easements. The sewer easement would remain in place.

The committee directed staff to contact Les Schwab's council to have them proceed with finalizing paper work to relinquish the floor tear-up agreement and the 2 water line easements at the sole cost of Les Schwab. Have City attorney review documents before taking to full council.

Committee Recommendation: take to full council with the recommendation to relinquish the 2 water line easements and the floor tear-up agreement.

Discussion Items:

Committee Procedures:

- **Elect Committee Chair**

The Committee unanimously elected Councilmember Rob Johnson to serve as Chair.

- **Set meeting day/time**

1st Monday of the month at 5:00pm at the Wastewater Treatment Plant.

- **Holidays**

Meetings that fall on a holiday will be moved to the following Monday.

- **Spring Break**

The April 2nd meeting will be moved to April 9th due to Spring Break.

- **Committee Recommendations**

The committee will be more formal when making a motion or recommendation

- **Binders:** Binders will no longer be kept for each committee member; a binder will be kept for the PW Director. The agenda packet will be printed off for each committee member and handed out at the meeting. To save paper, only one copy of large attachments will be printed off and made available at the meeting. All agenda items can be viewed online on the city's website.

Chlorine Generation

The cost to repair the Chlorine Generation will be a little over \$55,000 which will come out of repair and maintenance; the Finance Director will get approval from City Council to do a budget amendment. Staff did not go out for bid for a contractor as this repair falls under the category of Sole Source.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b

DATE: February 22, 2018

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Ryan Larsen, Community Development Director

ATTACHMENTS: A – February 8, 2018 Meeting Minutes

SUMMARY STATEMENT

Minutes from the February 8, 2018 meeting are attached to this staff report for approval as presented.

**City Council
COMMUNITY DEVELOPMENT COMMITTEE**

February 8, 2018 Meeting

The Community Development Committee met on February 8, 2018 with councilmembers Judy Williams and Elizabeth Callaghan; as well as Amy Rusko Community Development Senior Planner and Carly Ruacho Public Works Senior Planner.

Senior Planner Amy Rusko reviewed and discussed the following items with the Committee.

1. Parks, Recreation and Open Space (PROS) Plan

The current Parks, Recreation and Open Space Plan was adopted June 2006 when the City went through an extensive effort to revise the original, outdated Parks Plan. The Plan includes a six year Action Plan, six year Capital Improvement Plan and covers a twenty year planning horizon for Stanwood parks and trails. The Plan was updated in 2012 and it was adopted as an element of the Comprehensive Plan at that time. The Plan is a combination implementation plan and policy plan that serves as an inventory of current park and trail facilities as well as contemplate future recreation needs and desired priority projects.

The primary focus of this update was to correct inaccurate information in the Plan now that resources allow better accounting of existing park inventory as well as to refresh the plan by removing references to planned projects that have been completed and most importantly to include the results of the various planning efforts that have been ongoing over the past several years. Information from the Hamilton/Ovenell conceptual master planning processes has been included as well as the outcome of the Non-Motorized Transportation Plan adopted in 2016 and the Parks and Trails Advisory Committee work completed during their first year of membership.

The Committee supported moving the PROS Plan forward.

2. 2018 Planning Commission Work Plan

The Planning Commission has prepared a 2018 Work Plan for the Commission. The Planning Commission reviewed the Plan at their January 8, 2018 meeting and recommended approval of the Plan. Under Stanwood Municipal Code 2.12.010(8), the Planning Commission shall prepare and submit to the City Council for adoption any additional plans and undertake any plans and studies assigned by the City Council to better accomplish the objectives, intent, purpose, scope, goals, and policies of this code.

(8) Powers and Duties. The planning commission shall advise the mayor and council in matters concerning the comprehensive land use and development of the city and its environs, hold public meetings and hearings when called for by this code when requested by the city council,

and provide the council with copies of all minutes of each session of the commission. The commission shall prepare and submit to the city council for adoption any additional plans and undertake any plans and studies assigned by the city council to better accomplish the objectives, intent, purpose, scope, goals, and policies of this code. The commission shall also perform other duties as assigned by city council.

Commission has prepared and supports their 2018 Work Plan and is now asking for City Council to approve this Plan. The Committee supported the Planning Commission 2018 Work Plan.

3. Code Edits Title 17- Tattoo and B&B Changes (Zoning Use Table)

City staff has made changes to Title 17 based on the desire of the Planning Commission and Mayor. The change to the Personal Services section of the zoning use table under SMC 17.30.040 adds Tattoo Parlors as a permitted use in the MBI and GC zones. The other change to the zoning use table changes Bed and Breakfast Inns as an Administrative Conditional Use permit under Single-Family Residential SR5.0 (SR5.0), Multi-Family Residential (MR), and General Commercial (GC) from a Conditional Use Permit and changes Bed and Breakfast Residence from a Conditional Use to an Administrative Conditional Use permit under the SR12.4, SR9.6, SR7.0, SR5.0, MR and GC zones. Also changed footnote (6) to allow up to 6 rooms in all SR zones from 2 rooms under SMC 17.30.050.

The Commission held a public hearing on January 22, 2018. At which time the Commission made the following recommendation to City Council: "I MOVE TO RECOMMEND CITY COUNCIL APPROVE THE PROPOSED CODE EDITS TO TITLE 17 AS OUTLINED IN ATTACHMENT A."

The motion from the Commission passed with four members in favor, one no vote, one abstention, and one not present. The motion included support for the proposed changes in the proposed Ordinance 1455.

Also, during public comment, there was concern expressed over the number of rooms allowed in the residential zone for bed and breakfast. The change would allow for six rooms in all residential zones for both bed and breakfast residence and bed and breakfast inns. Before the proposed change only two rooms were allowed for bed and breakfast residences.

Staff has further evaluated the proposed change and realized the change suggested by staff would be in contradiction with the definitions (below).

"Bed and breakfast house or inn" means a building other than a hotel or nursing home where meals and short-term lodging of **more than two rooms** are provided for compensation to guests and other transient persons.

"Bed and breakfast residence" means a building other than a hotel or nursing home where meals and short-term lodging of **two rooms or less** are provided for compensation to guests and other transient persons.

So one alternative would be to make a change to address the number of rooms for bed and breakfast residences under section 17.30.050 Zoning use conditions subsection (6) from staff's suggested change and to make the definition consistent.

Staff offers the following additional suggested change:

17.20.030 "B" definitions

"Bed and breakfast residence" means a building other than a hotel or nursing home where meals and short-term lodging of ~~two~~ four rooms or less are provided for compensation to guests and other transient persons.

17.30.050 Zoning use conditions

(6) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to ~~two~~ four rooms per residence. Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.

The members present at the meeting decided to remove the item from the Council agenda until the Director was present to discuss the other proposed changes.

Elizabeth Callaghan, Chair



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: February 22, 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 26723 through 26764 and electronic funds transfers in the amounts of \$490,632.11. Approve issuance of Umpqua Bank payroll checks 1028 through 1036 and payroll electronic funds transfers in the amount of \$228,902.89.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF UMPQUA BANK VOUCHER CHECKS 26723 THROUGH 26764 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNTS OF \$490,632.11. APPROVE ISSUANCE OF UMPQUA BANK PAYROLL CHECKS 1028 THROUGH 1036 AND PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$228,902.89.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

01/31/2018 To: 02/13/2018

Time: 10:14:38 Date: 02/13/2018

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
587	01/31/2018	Claims	2	EFT	WA St Dept of Licensing *	1,032.00	Fee For Gun Permits
652	02/05/2018	Claims	2	EFT	Chase Paymentech	570.59	January Merchant Fees
732	02/06/2018	Claims	2	26723	APWA- (American Public Works Assoc.)	221.00	ID 813304
733	02/06/2018	Claims	2	26724	AWCPD	100.00	City Of Stanwood
734	02/06/2018	Claims	2	26725	Cascade Natural Gas Corp	1,500.77	498 440 000 7; 839 440 0000 5; 127 540 0000 3; 953 540 0000 2; 608 440 0000 4
735	02/06/2018	Claims	2	26726	Chicago Title Of Washington	179.94	City Of Stanwood; City Of Stanwood
736	02/06/2018	Claims	2	26727	Confluence Environmental Company, Inc	6,877.50	City Of Stanwood
737	02/06/2018	Claims	2	26728	Environment Control	1,116.22	257778
738	02/06/2018	Claims	2	26729	FCS Group- Solutions- Oriented Consult.	4,225.00	City Of Stanwood; City Of Stanwood
739	02/06/2018	Claims	2	26730	Gene's Well Drilling	3,491.20	City Of Stanwood
740	02/06/2018	Claims	2	26731	Devin Grohs	64.00	City Of Stanwood
741	02/06/2018	Claims	2	26732	Haggen Inc	19.44	City Of Stanwood
742	02/06/2018	Claims	2	26733	Hamilton Lumber LLC	392.83	City Of Stanwood
743	02/06/2018	Claims	2	26734	Harmsen & Assoc Inc	2,673.45	City Of Stanwood
744	02/06/2018	Claims	2	26735	Les Schwab Tire Centers	644.05	43100006
745	02/06/2018	Claims	2	26736	Northwest Real Estate Valuation, LLC	9,000.00	City Of Stanwood; City Of Stanwood
746	02/06/2018	Claims	2	26737	Office Depot	121.73	36274097; 36274097
747	02/06/2018	Claims	2	26738	PUD Of Snohomish County *	675.47	2005-9288-9
748	02/06/2018	Claims	2	26739	Refund - Grandview Homes	1,832.78	Ref Grandview Homes #2017-0492 & #2017-0496
749	02/06/2018	Claims	2	26740	Refund-Stanwood Associates	188.72	Ref Acct#1513 Stanwood Associates
750	02/06/2018	Claims	2	26741	Ricoh USA Inc- Maint	464.88	3808560; 4250811
751	02/06/2018	Claims	2	26742	Ricoh USA, Inc.	761.79	1316669-3660140 5F J; 1316669-3660090 5F J; 1316669-3660090 5F E J
752	02/06/2018	Claims	2	26743	Sno Co Public Works *	5,061.12	CR000024; CR000024
753	02/06/2018	Claims	2	26744	Sno Co Sheriff's Office - CB	15.25	City Of Stanwood
754	02/06/2018	Claims	2	26745	Snohomish County 911	6,658.91	City Of Stanwood
755	02/06/2018	Claims	2	26746	Snohomish County Public Def Association	1,870.00	City Of Stanwood
756	02/06/2018	Claims	2	26747	Snohomish County Treasurer	20.79	City Of Stanwood - Crime Victims December 2017
757	02/06/2018	Claims	2	26748	Stanwood Auto Parts	186.87	56100
758	02/06/2018	Claims	2	26749	Stanwood Camano News	85.03	261981
759	02/06/2018	Claims	2	26750	Stanwood Car Care	178.99	City Of Stanwood
760	02/06/2018	Claims	2	26751	Stanwood Hardware	113.88	1414
761	02/06/2018	Claims	2	26752	Strategies 360 Inc	1,500.00	City Of Stanwood
762	02/06/2018	Claims	2	26753	Tetra Tech, Inc	25,289.02	City Of Stanwood; City Of Stanwood
763	02/06/2018	Claims	2	26754	US Bank	1,534.35	4485 5945 5564 1495
764	02/06/2018	Claims	2	26755	USA Bluebook	179.87	478228
765	02/06/2018	Claims	2	26756	Union Bank - Visa	316.60	4294 3610 1402 6218
766	02/06/2018	Claims	2	26757	Unum Life Insurance	88.40	0220603-036 2
767	02/06/2018	Claims	2	26758	Verizon Wireless	1,075.46	372541731-00001
768	02/06/2018	Claims	2	26759	WA St Dept of Transportation *	116.47	916001509
769	02/06/2018	Claims	2	26760	WA St Treasurer	1,315.32	City Of Stanwood
770	02/06/2018	Claims	2	26761	Waste Management Skagit	333.62	8-34465-95001
771	02/06/2018	Claims	2	26762	Wave Broadband	244.50	8136 10 014 0036680; 8136 10 014 0036680

CHECK REGISTER

City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
772	02/06/2018	Claims	2	26763	Xpress/Bill Pay	401.15	10290
776	02/06/2018	Claims	2	26764	North County Regional Fire Authority	407,893.15	166
						001 General Fund	424,668.34
						101 Street Fund	2,155.03
						103 Street Construction Fund	5,241.06
						104 Park Improvement Fund	11,673.45
						401 Sewer Fund	6,527.69
						403 Sewer Construction Fund	17,222.44
						410 Drainage Fund	1,092.90
						411 Drainage Construction Fund	8,113.75
						421 Water Fund	6,583.77
						422 Water Construction Fund	4,985.57
						630 Agency Fund	2,368.11
							Claims: 490,632.11
						* Transaction Has Mixed Revenue And Expense Accounts	490,632.11

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

() Finance Director () Auditing Officer  Date: 2-14-18
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

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Time: 10:14:56 Date: 02/13/2018

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
659	02/08/2018	Payroll	2	EFT		4,054.72	January 2018 Payroll
660	02/08/2018	Payroll	2	EFT		3,383.51	January 2018 Payroll
661	02/08/2018	Payroll	2	EFT		2,351.85	January 2018 Payroll
662	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
663	02/08/2018	Payroll	2	EFT		3,429.17	January 2018 Payroll
664	02/08/2018	Payroll	2	EFT		5,457.63	January 2018 Payroll
665	02/08/2018	Payroll	2	EFT		3,091.29	January 2018 Payroll
666	02/08/2018	Payroll	2	EFT		1,081.63	January 2018 Payroll
667	02/08/2018	Payroll	2	EFT		1,802.42	January 2018 Payroll
668	02/08/2018	Payroll	2	EFT		3,609.44	January 2018 Payroll
669	02/08/2018	Payroll	2	EFT		3,258.53	January 2018 Payroll
670	02/08/2018	Payroll	2	EFT		2,934.54	January 2018 Payroll
671	02/08/2018	Payroll	2	EFT		5,073.63	January 2018 Payroll
672	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
673	02/08/2018	Payroll	2	EFT		4,195.17	January 2018 Payroll
674	02/08/2018	Payroll	2	EFT		5,712.54	January 2018 Payroll
675	02/08/2018	Payroll	2	EFT		758.12	January 2018 Payroll
676	02/08/2018	Payroll	2	EFT		4,699.57	January 2018 Payroll
677	02/08/2018	Payroll	2	EFT		3,033.50	January 2018 Payroll
678	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
679	02/08/2018	Payroll	2	EFT		1,198.08	January 2018 Payroll
680	02/08/2018	Payroll	2	EFT		4,769.27	January 2018 Payroll
681	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
682	02/08/2018	Payroll	2	EFT		318.73	January 2018 Payroll
683	02/08/2018	Payroll	2	EFT		2,381.42	January 2018 Payroll
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686	02/08/2018	Payroll	2	EFT		2,252.79	January 2018 Payroll
687	02/08/2018	Payroll	2	EFT		3,186.91	January 2018 Payroll
688	02/08/2018	Payroll	2	EFT		3,112.32	January 2018 Payroll
689	02/08/2018	Payroll	2	EFT		2,189.73	January 2018 Payroll
690	02/08/2018	Payroll	2	EFT		4,406.37	January 2018 Payroll
691	02/08/2018	Payroll	2	EFT		1,617.77	January 2018 Payroll
692	02/08/2018	Payroll	2	EFT		2,373.46	January 2018 Payroll
693	02/08/2018	Payroll	2	EFT		2,571.32	January 2018 Payroll
694	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
695	02/08/2018	Payroll	2	EFT		322.93	January 2018 Payroll
698	02/08/2018	Payroll	2	EFT	Internal Revenue Service (941)	41,677.72	941 Deposit for Pay Cycle(s) 02/08/2018 - 02/08/2018
699	02/08/2018	Payroll	2	1028	AFLAC	614.96	Pay Cycle(s) 02/08/2018 To 02/08/2018 - AFLAC, Pre-Tax; Pay Cycle(s) 02/08/2018 To 02/08/2018 - AFLAC, Post-Tax
700	02/08/2018	Payroll	2	1029	AWC Employee Benefit Trust	19,436.84	Pay Cycle(s) 02/08/2018 To 02/08/2018 - AWC - Medical; Pay Cycle(s) 02/08/2018 To 02/08/2018 - AWC- Dental; Pay Cycle(s) 02/08/2018 To 02/08/2018 - AWC - Vision; Pay Cycle(s) 02/08/2018 To 02/08/2018;
701	02/08/2018	Payroll	2	1030	Colonial Life Insurance	66.75	Pay Cycle(s) 02/08/2018 To 02/08/2018 - Colonial Life Ins

CHECK REGISTER

City Of Stanwood

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Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
702	02/08/2018	Payroll	2	1031	Department Of Retirement Systems	37,732.50	Pay Cycle(s) 02/08/2018 To 02/08/2018 - PERS2; Pay Cycle(s) 02/08/2018 To 02/08/2018 - PERS 3; Pay Cycle(s) 02/08/2018 To 02/08/2018 - 457 - DRS (DCP)
703	02/08/2018	Payroll	2	1032	Hartford Retirement Plan Services	716.00	Pay Cycle(s) 02/08/2018 To 02/08/2018 - 457 - Hartford
704	02/08/2018	Payroll	2	1033	ICMA Retirement Trust	2,013.53	Pay Cycle(s) 02/08/2018 To 02/08/2018 - 457 - ICMA
705	02/08/2018	Payroll	2	1034	Navia Benefits	155.00	Pay Cycle(s) 02/08/2018 To 02/08/2018 - Medical FSA- S125
706	02/08/2018	Payroll	2	1035	Teamsters Union Local 231	1,273.00	Pay Cycle(s) 02/08/2018 To 02/08/2018 - Teamsters Dues
707	02/08/2018	Payroll	2	1036	Washington Teamsters Welfare Trust	29,958.00	Pay Cycle(s) 02/08/2018 To 02/08/2018 - Union Dental; Pay Cycle(s) 02/08/2018 To 02/08/2018 - Teamsters Medical
						114,071.95	001 General Fund
						16,504.05	101 Street Fund
						1,184.50	108 Transportation Sales Tax Fund
						40,740.47	401 Sewer Fund
						17,536.29	410 Drainage Fund
						38,865.63	421 Water Fund
						228,902.89	Payroll:
							228,902.89

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: 2-14-18



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: February 22, 2018

SUBJECT: City Council February 1, 2018 Special Meeting Minutes

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A – Council Special Meeting Minutes

SUMMARY STATEMENT

Minutes of the February 1, 2018 Special City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE FEBRUARY 1, 2018 SPECIAL COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Special Meeting of the City Council
Thursday, February 1, 2018 – 5:15 p.m.
10220 270th Street NW, Stanwood, Washington
MINUTES

1. Dinner

Welcome and Introduction

Mayor Pro Tem White called the meeting to order at 5:22 p.m.

The following Councilmembers were present: Rob Johnson, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Conrad Ryer, and Judy Williams. Councilmember Ryer was excused. The meeting was quorate.

Also present: City Administrator Ryan Larsen, Finance Director David Hammond, Public Works Director Kevin Hushagen, City Engineer/Assistant Public Works Director Shawn Smith, and Deputy Clerk Erica Schorn.

2. Action Item – Confirm Council Committee Assignments

Finance Director David Hammond presented the council committee assignments for 2018, submitted by the nominating committee. The nominating committee met last week to determine committee assignments. The committee nominations must be reviewed and voted on for approval as submitted by the nominating committee. Schedule changes can be discussed, or approved.

Shawn Smith mentioned that Public Works Committee will be meeting on the first Monday of the month at 5:00 pm, not the second Thursday of the month as stated in the council packet. He confirmed with the Public Works Committee nominees that this is acceptable.

Motion by Councilmember Johnson to switch Councilmember White to a standing member of the Public Safety Committee and move Councilmember Pearce to the alternate position. Motion failed for lack of a second.

Motion by Councilmember Sather, Second by Councilmember Callaghan, to approve Council Standing Committee membership as submitted by the nominating committee. Motion carried unanimously.

Stanwood City Council Special Meeting Minutes – February 1, 2018

3. Councilmember Reference Book

Finance Director David Hammond presented the Councilmember Reference Book which includes the current Council Rules of Procedure, council training opportunities, city policy directory, and additional information for council reference.

4. Rules of Procedure

Finance Director David Hammond presented the updated Council Rules of Procedure which were amended via Resolution 2018-01, adopted at the January 25, 2018 council meeting.

Discussion

- Council agreed that two readings of an ordinance is a beneficial rule in the Rules of Procedure
- Rule 22 Call to Order – if Mayor and Mayor Pro Tem are absent, a qualified person is elected
- Are there RCWs regarding council committees?
 - o Staff will research this
- Where is Public Works Committee Meeting?
 - o Waste Water Treatment Plan

5. Annexation into North County Regional Fire Authority

Finance Director David Hammond presented a summary of issues and timing of proposed city annexation into the North County Regional Fire Authority (NCRFA). The first step moving forward will be for council to pass a resolution requesting the NCRFA to amend their Regional Fire Protection Service Authority Plan to allow annexation of the city into the NCRFA. With council approval, a resolution will be brought forward for adoption at the February 8, 2018 council meeting. If the resolution is adopted, the NCRFA will adopt an amended plan via resolution. Next, the City will decide whether to adopt a resolution placing the annexation measure on the November 2018 ballot.

Real Estate Transfer – Ownership of Fire Station 99 will be transferred to the NCRFA with a requirement that ownership would transfer back to the city in the event that the station is no longer used for fire and emergency services. The NCRFA argued that the equipment that it has purchased will benefit city residents, bringing a lot of assets to the table, therefore it makes sense for them not to have to buy the station from the city.

Governance – It is generally agreed that a seven member board with two board members elected from the City of Stanwood would best serve the community. Five or six member boards were also briefly discussed.

Emergency Management – Coordination of emergency management will be negotiated in the coming months and should be addressed in detail in the draft plan.

Stanwood City Council Special Meeting Minutes – February 1, 2018

Additional items discussed were payment for services in 2019, future use of station meeting rooms, outstanding fire station debt, and SERS/Snohomish 911.

Discussion

- When would election for two seats on the board happen?
 - o Staff will research
- How do we transfer?
 - o Legal transfer
- Outstanding debt on fire station?
 - o Three more annual payments due
 - o Can we have the NCRFA make those three final payments?
 - o Won't save any money as city would transfer tax too
- Are there options on how the two board seats are chosen besides an election?
 - o State law allows the NCRFA to make their own rules regarding how to determine who is appointed or elected to the board
- City won't necessarily intervene on how the two City of Stanwood board members are chosen, as long as we have two positions on the board
- NCRFA currently uses direct election for Fire Commissioners, it's reasonable to assume this is how board members will be selected
- Council would like the resolution presented for adoption at the next council meeting

6. Budget Update

Finance Director David Hammond provided an update on the current budget, and the general economic outlook and calendar for the 2019-2020 biennial budget development. City finances are in great shape. Nevertheless, prudent financial management principles recommend for us to remain conservative in our estimates. As a result of the surplus, the city is in a position to place the maximum reserve into the contingency reserve which equates to \$322,040. The Finance Director went through the status of city reserves, and discussed the general fund strategic outlook. Building Improvement Fund, Park Improvement Fund, and Street Construction Fund balances and budgets were also discussed.

Discussion

- Money should be put in the vehicle replacement fund
 - o Purchasing vehicles in 2019
- Minimum reserves discussed
- Do we have someone doing GIS?
 - o Currently contracted out GIS mapping of utility infrastructure
 - o Associate Planner Devin Sola has GIS experience and training that will be beneficial to city
- Spending money on current parks versus using funds on new parks/pocket parks
- Staff person dedicated to parks? What would it take? What would the return be?

Stanwood City Council Special Meeting Minutes – February 1, 2018

- o Community Development Director may have more time for that now that we have a full-time Senior Planner

7. Capital Projects

Public Works Director Kevin Hushagen discussed upcoming Public Works projects for 2018 and 2019.

2018 projects include:

- 92nd Ave Overlay and ADA Ramp Upgrades from 271st St to 276th St
- Cedarhome Drive Overlay and ADA Ramp Upgrades from the Viaduct to 276th Street
- Replace 1,500 feet of undersized sewer main along Pioneer Highway to support new development upstream, including the new High School

2019 Projects include:

- Viking Way/90th Avenue construction
- Heritage Park – addition of a 4th baseball field and rebuild field 1
- Re-pave 102nd Avenue and one other street, if awarded TIB grant funding which would require a ten percent match

Discussion

- Discussed how money was/will be spent for Viking Way Project
 - o Much of it will be reimbursed by grant funding
 - o Large portions for sewer, water, drainage, and street lighting
- Can we get Safe Routes to School funding?
 - o There will be funding opportunities to apply for
- Sidewalks needing repair/replacement
 - o Looking at grant funding for sidewalk repair and ADA ramps

12. Adjourn

Mayor Pro Tem White adjourned the meeting at 7:25 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Erica Schorn, Deputy Clerk



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c

DATE: February 22, 2018

SUBJECT: City Council February 8, 2018 Regular Meeting Minutes

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the February 8, 2018 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE FEBRUARY 8, 2018 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council

Thursday, February 8, 2018 – 7:00 p.m.

Stanwood Camano School District Administration Board Room

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Pro Tem Dianne White 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: Finance Director David Hammond, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Norm Link, City Attorney Grant Weed, Senior Planner Amy Rusko, Senior Planner Carly Ruacho, and Deputy Clerk Erica Schorn.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember Pearce, to approve the agenda with the exception of striking item 6b from the agenda so that the Finance Committee may review the item and also striking item 10d under New Business, Ordinance 1455. Motion carried unanimously.

4. Presentations

a. WWU Sustainable Communities Partnership

Sustainable Communities Partnership Coordinator Lindsey MacDonald introduced the partnership as a one year program that connects sustainability needs in communities with Western Washington University (WWU) faculty and student's interests and expertise. Ms. MacDonald introduced WWU intern Nyla Thursday who has been working with Stanwood on a number of flood-related projects.

Nyla Thursday described the work that has been accomplished in the partnership, including collecting the elevation measurements of the front door first floor of 158 homes in west Stanwood, and also collected resident information either online or in person. A flood assessment survey was then conducted of those 158 homes in a natural hazards planning class at WWU. After five months of data collection, Ms. Thursday is now working on compiling this data into an interactive web-map. The

Stanwood City Council Meeting Minutes – February 8, 2018

WWU Center for Economic and Business Research is working on a report which will include a history of flooding in Stanwood, structural flood mitigation techniques, and will attempt to prepare an algorithm for determining estimated costs of different methods of structural mitigation. Once completed, all of this information will be given to the city.

Councilmember Williams asked if this information will eventually lead to the potential for lower flood insurance rates.

Ms. Thursday replied that one of the goals of the partnership is to build an application for the community rating system which, if accepted, would reduce flood insurance rates by a minimum of ten percent.

5. Citizen Comments

Tim Schmidt – 27308 101st Ave

Mr. Schmidt had comments regarding the NCRFA annexation proposal. He had a question regarding the cost projections provided tonight and at the February 1, 2018 Special Council meeting, and also wondered what enhanced equipment or services will be available to the city in exchange for giving the Fire Station to the NCRFA.

6. Staff Reports

- a. Community Development Bi-Annual Report July – December 2017
- b. YMCA Community Benefit Report – 2017 – **Removed by vote of council**

7. Committee Reports

Councilmember Callaghan mentioned that the Community Development Committee met prior to tonight's meeting to discuss Ordinance 1455, and decided to remove the item from the agenda because the committee had questions which need to be clarified before the item is brought forward for first reading at the next meeting.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve January 25, 2018 Regular City Council Meeting Minutes
- c. Confirm the mayor's Salary Commission Appointment and Re-Appointment

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

9. Old Business

- a. Adopt Resolution 2018-02 Requesting NCRFA Amend the NCRFA Plan to Allow City of Stanwood Annexation

Stanwood City Council Meeting Minutes – February 8, 2018

Finance Director David Hammond presented Resolution 2018-02, requesting city annexation into the North County Regional Fire Authority (NCRFA). He described a timeline of actions necessary for annexation. Mr. Hammond is working on preparing responses to questions posed by council at the February 1st Special Meeting, and tonight clarified the question posed by Mr. Schmidt regarding cost estimates.

Motion by Councilmember Sather, second by Councilmember Callaghan, to adopt Resolution 2018-02 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 County Regional Fire Authority for purposes of assuming fire and EMS services. Motion carried unanimously.

10. New Business

- a. Authorize the mayor to sign contract for Chlorine Generation – Bryant Plant

Public Works Director Kevin Hushagen discussed purchasing a new Chlorine Generation System for the Bryant Water Treatment Plant (WTP). The original system was installed in 2008, went down in 2014 and was repaired, and is now down again. The new system will be purchased from TMG, a sole source provider for the WTP. This purchase will likely require a budget amendment later in the year to cover the expense.

Mayor Pro Tem White asked if this is the normal life expectancy for the system.

Mr. Hushagen stated he doesn't know the typical life expectancy at this time, but the new system will be an upgraded design. Staff is working on an asset management plan so that a replacement timeline can be put in place for aging equipment.

Councilmember Sather made the following motion that was seconded by Councilmember Callaghan: Based on RCW 39.04.280(1)(a) and section 180(b)(2) of the city's written procurement policies, and the information provided in the council packet supporting the acquisition as a sole source purchase, I move to authorize staff to purchase a new Chlorine Generation System from TMG as sole source provider for the Water Treatment Plant in the amount of \$55,650 + tax. Motion carried unanimously.

- b. Parks, Recreation and Open Space (PROS) Plan Update

Senior Planner Carly Ruacho presented the proposed updates to the Parks, Recreation and Open Space (PROS) Plan. The current plan was adopted in 2006, and updated in 2012. An update is required every six years to be eligible for grant funding. This is not an overhaul, just an update to correct inaccuracies and to reflect achievements made so far. While working on the update, the Parks and Trails

Stanwood City Council Meeting Minutes – February 8, 2018

Advisory Committee (PTAC) developed goals for parks over the next six years, with the number one goal being finance and economic development. If council would like to move forward with the plan, it will be brought back to the next council meeting for adoption via resolution.

Councilmember Callaghan stated that the plan reads well and is very clear.

Councilmember Williams is pleased that Mrs. Ruacho has taken the recommendations of the PTAC and is implementing them in this plan.

Motion by Councilmember Sather, second by Councilmember Callaghan, to direct staff to prepare a resolution adopting the updated Parks, Recreation and Open Space Plan. Motion carried unanimously.

c. Planning Commission Work Plan – 2018

Senior Planner Amy Rusko presented the 2018 Work Plan for the Stanwood Planning Commission. The Community Development Committee met briefly before the meeting tonight to discuss the Plan and the committee recommended approval. The Plan includes reviewing the permitted use table, air quality, odor, and dust regulations in the Light Industrial and General Industrial Zones, and various code edits. The issue of retail marijuana will be brought up during the year, and the Shoreline Master plan will be updated.

Motion by Councilmember Sather, second by Councilmember White, to approve the Planning Commission's 2018 Work Plan. Motion carried unanimously.

d. Ordinance 1455 – Edits to Zoning Use Table – Tattoo & B&B Changes, First Reading – **Removed by vote of council**

11. Reports of Officers and Committees

a. Mayor's Report

Mayor Pro Tem White stated that Saturday at 6:30 p.m. is the kickoff for the annual campaign at the YMCA to raise funding to provide membership for people who are not able to afford one. Their goal is to raise \$96,000.

b. City Administrator's Report

c. Councilmember Reports/Questions

12. Citizen Closing Comments

Christie Connors – Community Resources Foundation

Stanwood City Council Meeting Minutes – February 8, 2018

Christie Connors, Executive Director of the Community Resources Foundation, spoke in support of the city forming a Social Services Committee to address the increase in Stanwood's homeless population. She also announced that after 24 years of serving the community, she is retiring.

13. Adjourn

There being no further business before the Council, Mayor Pro Tem White adjourned the meeting at 7:43 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Erica Schorn, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: February 22, 2018
SUBJECT: Banking Services
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A - Draft Banking Services PSA

SUMMARY STATEMENT

City staff received two acceptable proposals to provide banking services in response to the advertised request for proposals.

ISSUE

The issue before the council is to review and compare banking services proposals as summarized by staff and to authorize the mayor to sign a banking services agreement.

RECOMMENDATION

City staff recommends entering into a four-year banking services agreement with Washington Federal.

BACKGROUND

Upon learning that Umpqua Bank was closing the Stanwood Branch, City staff were directed to solicit competitive proposals and change to a bank with a local branch. A request for proposals was advertised November 30th and responses were received from Heritage Bank and Washington Federal.

DISCUSSION

Comparison of the two proposals is summarized in Chart One below. The proposals were rated on the seven factors that were described in the RFP. The RFP stated that if proposals were relatively equal and responsive on all other factors, then the choice would be based primarily on cost. That is exactly what happened in this case, the proposals were relatively equal, but the pricing offered by Washington Federal was significantly better.

Staff performed due diligence to ensure WA Federal is stable and is customer service focused. Staff verified that WA Federal is a member of the WA Public Deposit Protection Commission. Two municipal references were contacted and both praised the bank's services and especially recommended the customer service provided by branch staff as well as Treasury Management support personnel.

Table One—Comparison of Banking Services Proposals

Comparison factors/Bank	Heritage Bank	Washington Federal	Discussion
Convenience of services for City personnel	Convenient location, hours and night drop	Convenient location, hours and night drop	Wa Federal is closer to City Hall, and close to post office
Completeness of proposal	Yes	Yes	Both Complete and Responsive.
Financial strength and capacity of the banking institution			Washington Federal is a significantly larger bank.
Ability to meet requirements. All requirements must be installed and operating on the first day of the contract	Yes	Yes	It appears both bank's systems would meet city needs equally.
Total estimated costs to the City	Several monthly and per item fees higher, and a lower earnings rate. And, checks at city expense. Further, requires a reserve of ten percent of average collected balance.	Several monthly and per item fees lower, and a higher earnings rate. And, offers a credit toward startup and waived the bankcard terminal fee.	Using November actual fees and earnings, the WA Federal proposal equates to one-time savings at startup, as well as lower monthly costs
Legal and other qualifications met by the proposer	Yes, except not willing to sign city professional services agreement.	Yes	Both met all legal qualifications. Form of agreement with Heritage would need negotiation.

FINANCIAL IMPACT

The combination of WA Federal's fees and favorable earnings credit rate will allow the city to maintain a lower average monthly balance, thus freeing up funds to earn more interest or increase investments. Further, WA Federal offers a Public Funds Account that pays interest and will help to provide liquidity while earning interest.

COMMITTEE RECOMMENDATION

The Finance Committee reviewed the proposals at their February 22, 2018 meeting and recommends entering into a four-year banking services agreement with Washington Federal.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A FOUR-YEAR BANKING SERVICES AGREEMENT WITH WASHINGTON FEDERAL.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF
STANWOOD AND _____ FOR BANKING SERVICES**

THIS AGREEMENT, made and entered into in Snohomish County, Washington, by and between the CITY OF STANWOOD, hereinafter called the "City", and _____, hereinafter called the "Financial Institution"

WHEREAS, the Financial Institution has represented, and by entering into this Agreement now represents, that the firm and all employees assigned to work on any City project are in full compliance within the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this agreement are fully qualified and properly licensed to perform the work to which they will be assigned.

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

ARTICLE I. PURPOSE

The purpose of this agreement is to provide the City with banking and financial services as described in Article II. The general terms and conditions of relationships between the City and the Financial Institution are specified in this agreement.

ARTICLE II. SCOPE OF WORK

The Bank shall furnish all labor, materials, and supplies necessary to perform the required Banking Services as stated in the Banking Services Proposal (the "RFP") attached as Exhibit A and incorporated by this reference. All performance of Banking Services under this Agreement shall meet all applicable requirements of the state and federal law.

ARTICLE III. OBLIGATIONS OF THE FINANCIAL INSTITUTION

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

Extra Work. The City may desire to have the Financial Institution perform work or render services in connection with each project in addition to or other than work provided by the expressed intent of the scope of work in the scope of services. Such work will be considered as

extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

3.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents listed in the scope of services shall be furnished by the Financial Institution to the City, and upon completion of the work shall become the property of the City, except that the Financial Institution shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this contract. The summary of work done shall be prepared at no additional cost to the City.

In the event that the Financial Institution shall default on this agreement or in the event that this contract shall be termination prior to its completion as herein provided, all work product of the Financial Institution, along with a summary of work done to date of default or termination, shall become the property of the City.

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

3.3 TIME OF PERFORMANCE. The term of this agreement shall be four (4) years beginning May 1, 2018 through April 30, 2022. Upon mutual written consent, subject to the provisions for termination as set forth in Article V, paragraph 5.2, this agreement may be extended twice, each time for two (2) additional years. During any extension period, all terms and conditions of the existing Agreement shall remain in effect except for those terms and conditions mutually agreed to in writing and amended for the extension period. The Financial Institution shall be authorized to begin work under the terms of this agreement upon signing of both the scope of services and this agreement and shall complete the work no later than May 1, 2018, unless a mutual written agreement is signed to change the schedule. An extension of the time for completion may be given by the City due to conditions not expected or anticipated at the time of execution of this agreement.

3.4 NON-ASSIGNABLE. The services to be provided by the Financial Institution shall not be assigned or subcontracted without the express written consent of the City.

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

3.6 INDEMNITY.

a. The Financial Institution will at all times indemnify and hold harmless and defend the City, its elected officials, officers, employees, agents, and representatives, from and against any and all lawsuits, damages, costs, charges, expenses, judgments, and liabilities, including attorney's fees (including attorney's fees in establishing indemnification), collectively referred to herein as "losses" resulting from, arising out of, or related to one or more claims arising out of negligent acts, errors, or omission of the Financial Institution in performance of Financial Institution's professional services under this agreement. The term "claims" as used herein shall mean all claims, lawsuits, causes of action, and other legal actions and proceedings of whatsoever nature, involving bodily or personal injury or death of any person or damage to any property including, but not limited to, persons employed by the City, the Financial Institution or other person, and all property owned or claimed by the City, the Financial Institution, or affiliate of the Financial Institution, or any other person.

b. Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Financial Institution and the City, its members, officers, employees, and agents, the Financial Institution's liability to the City, by way of indemnification, shall be only to the extent of the Financial Institution's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart "A" of this paragraph 3.6, Financial Institution hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW. _____ (initials) _____ (initials)

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

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

a. Minimum Scope of Insurance. Financial Institution shall obtain insurance of the types described below:

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

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Financial Institution's Commercial General Liability insurance policy with respect to the work performed for the City.

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

4. Professional Liability insurance appropriate to the Financial Institution's profession.

b. Minimum Amounts of Insurance. Financial Institution shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

c. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Financial Institution's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Financial Institution's insurance and shall not contribute with it.

d. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A ,er VII.

e. Verification of Coverage. Financial Institution shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Financial Institution before commencement of the work. Throughout the term of this Agreement, the Financial Institution shall provide the City with proof of insurance upon request by the City.

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

3.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of his agreement, the Financial Institution agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

3.10 AFFIRMATIVE ACTION. Affirmative action shall be implemented by the Financial Institution to ensure that applicants for employment and all employees are treated without regard to race, creed, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical handicap, unless based on a bona fide occupational qualification. The Financial Institution agrees to take affirmative action to ensure that all of its employees and agent adhere to this provision.

3.11 **LEGAL RELATIONS.** The Financial Institution shall comply with all federal, state and local laws and ordinances applicable to work to be done under this agreement. This contract shall be interpreted and construed in accordance with the laws of Washington. Venue for any action commenced relating to the interpretation, breach or enforcement of this agreement shall be in Snohomish County Superior Court.

3.12 **INDEPENDENT CONTRACTOR.** The Financial Institution's relation to the City shall at all times be as an independent contractor.

3.13 **CONFLICTS OF INTEREST.** While this is a non-exclusive agreement the Financial Institution agrees to and will notify the City of any potential conflicts of interest in Financial Institution's client base and will seek and obtain written permission from the City prior to providing services to third parties where a conflict of interest is apparent. If a conflict is irreconcilable, the City reserves the right to terminate this agreement.

3.14 **CITY CONFIDENCES.** The Financial Institution agrees to and will keep in strict confidence, and will not disclose, communicate, or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

ARTICLE IV. OBLIGATIONS OF THE CITY

4.1 **PAYMENTS.** The Financial Institution shall be paid by the City for completed work for services rendered under this agreement and as detailed in the **Exhibit A, Fees**, as provided herein after. Fees will be paid through compensating balances or where and if specified in the exhibit through direct credit to the City's account. Such payments shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Financial Institution an additional amount based on a time and expense basis, based upon Financial Institution's current schedule of hourly rates.

4.2 **CITY APPROVAL.** Notwithstanding the Financial Institution's status as an independent contractor, results of the work performed pursuant to this contract must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the scope of work and City requirements.

ARTICLE V. GENERAL

5.1 **NOTICES.** Notices to the City shall be sent to the following address:

**CITY OF STANWOOD
ATTN: Finance Director
10220 270th STREET NW
STANWOOD, WA 98292**

Notices to the Financial Institution shall be sent to the following address:

[FINANCIAL INSTITUTION NAME & MAILING ADDRESS]

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

5.2 **TERMINATION.** The right is reserved by the City to terminate this agreement in whole or in part at any time upon Three (3) months' written notice to the Financial Institution.

If this agreement is terminated in its entirety by the City for its convenience, a final payment shall be made to the Financial Institution which, when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination applied to the total work required for the project.

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

5.4 **NONWAIVER.** Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.

DATED this ____ day of _____, 2018.

CITY OF STANWOOD

[FINANCIAL INSTITUTION]

By: _____
Leonard Kelley, Mayor

By: _____
[Signor], [Title]

ATTEST

APPROVED AS TO FORM

By: _____
David A. Hammond, City Clerk

By: _____
Grant K. Weed, City Attorney

ATTACHMENTS:

EXHIBIT A: Banking Services Fee Schedule

EXHIBIT B: Insurance Verification

ATTACHMENT A

EXHIBIT A

[illegible]



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM: 7e
DATE: February 22, 2018
SUBJECT: 2017 Transportation Benefit District Annual Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENT(S): A – 2017 Transportation Benefit District Annual Report

ISSUE

RCW 36.73.160 requires transportation benefit districts to issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

In October 2015 the Stanwood City Council approved the City's assumption of the Transportation Benefit District (TBD), however, staff will continue to prepare an annual report on the uses and status of the transportation sales tax authorized by the former TBD.

RECOMMENDATION

City Council to review and approve 2017 annual report as presented in Attachment A.

CITY COUNCIL OPTIONS

1. Approve 2017 annual report.
2. Do not approve 2017 annual report.
3. Do not approve 2017 annual report and direct staff to answer City Council questions or provide additional information.

RECOMMENDED MOTION

I MOVE TO APPROVE THE 2017 TRANSPORTATION BENEFIT DISTRICT ANNUAL REPORT.

Stanwood Transportation Sales Tax Fund 2017 Annual Report

Presented to the City Council on February 22, 2018

Report Purpose

This report provides information on the status of the Stanwood Transportation Sales Tax Fund and fulfills the requirements of the State of Washington for an annual report.

Following is an excerpt from the relevant state law.

RCW 36.73.160(2): A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

Background

Cities and counties are authorized to form transportation benefit districts under state law (Chapter 36.73 RCW) for the purpose of funding transportation projects. A transportation benefit district may cover an entire city; if so, it must be governed by a board comprised of the same members that are on the city council. Funding may be from various sources, including an additional 0.2% sales tax designated for TBD purposes.

In late 2012, the Stanwood City Council adopted Ordinance No. 1328 to establish a transportation benefit district that could fund selected transportation projects.

In February 2013, a ballot measure was passed by the citizens of the City of Stanwood to increase the city's sales tax by two tenths of one percent (0.2%); the proceeds of the additional sales tax would go to the newly formed TBD for the purpose of constructing and maintaining city streets. The sales tax increase became effective on July 1, 2013.

In 2015, Second Engrossed Substitute Senate Bill 5987 (2ESSB 5987) was passed by the State allowing cities to assume the rights, powers, functions and obligations of a transportation benefit district. In October 2015, the Stanwood City Council conducted a public hearing and voted to assume the TBD. Effective January 1, 2016, The Stanwood Transportation Benefit District was assumed by the City of Stanwood, and all assets and liabilities were transferred to City Fund 108, Transportation Sales Tax Fund.

2017 Revenues

In 2017, the Transportation Sales Tax Fund received \$333,641, which is 4% lower than received in 2016. In addition, Fund 108 received revenue of \$252,321 from the Transportation Investment Board as a reimbursement grant for the 272nd Street (72nd to 86th) Overlay Project, which was completed in 2016. The fund also received interest of \$3,338, for total revenues of \$589,300.

2017 Operating Expenditures

In 2017, Fund 108 paid \$13,420 in operating expenditures as follows:

Table One – Operating Expenditures

Description	Budget	Actual	Difference
Salaries (12.5% of PW-Lead)	\$ 9,095	\$ 9,037	\$ 58
Benefits	\$ 5,120	\$ 4,327	\$ 793
Professional Services - Legal	\$ 4,000	\$ -	\$ 4,000
Advertising	0	56	\$ (56)
Miscellaneous	\$ 1,000	\$ -	\$ 1,000
Total Operating	\$ 19,215	\$ 13,420	\$ 5,795

2017 Capital Expenditures

The city has emphasized use of Transportation Sales Tax as leverage to support grant funding. In 2017, the funds paid \$455,562 for capital projects (Table Two, below), which provided partial funding for five capital projects:

- 270th Street (94th to 96th) \$190,000
- Sidewalk Construction 68th Avenue \$ 93,082
- Transportation Overlay Projects
 - o Pioneer Highway (SR 532 to 72nd) \$ 9,496
 - o 88th Avenue (SR 532 to Florence Rd) \$ 51,853
 - o 271st (94th to SR 532) \$ 51,853
 - o Pioneer Highway (72nd to City Limits) \$ 59,278
- Total \$455,562

Table Two – Fund 108 Capital Expenditures—budget to actual

Description	Budget	Actual	Difference
Transfer to Fund 103 for TIB Match & Sidewalks	\$ 265,562	\$ 265,562	\$ -
Transfer to Fund 305 for 270th St. overlay projects	\$ 190,000	\$ 190,000	\$ -
Total Capital	\$ 455,562	\$ 455,562	\$ -

Project Schedules:

1. 272nd Street (72nd to 81st) – Construction on this project commenced in summer of 2016 and was completed before year end.
2. 270th Street NW (94th-96th) – Construction on this project commenced in early fall of 2016 and was completed early 2017.
3. Two TIB grant funded projects (92nd NW and Cedarhome Dr.), which will be partially funded by Transportation Sales Tax, are scheduled to be completed in summer 2018.
4. Funding for a State Route 532 corridor study is planned to be funded by the Transportation Sales Tax and is scheduled to begin in 2018

Ending Cash Reserves

The Transportation Sales Tax Fund ended the year with cash reserves of \$417,637 to carry forward to 2018; as follows:

Table Three – Ending Cash Reserves

Description	Budget	Actual	Difference
Beginning Cash Reserves	\$ 297,320	\$ 297,320	\$ -
Total Revenues	\$ 546,221	\$ 589,300	\$ (43,079)
Total Cash Available	\$ 843,541	\$ 886,620	\$ (43,079)
Operating Expenditures	\$ 19,215	\$ 13,420	\$ 5,795
Capital Expenditures	\$ 455,562	\$ 455,563	\$ (1)
Total Expenditures	\$ 474,777	\$ 468,983	\$ 5,794
Ending Cash Reserves	\$ 368,764	\$ 417,637	\$ (48,873)



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a
DATE: February 22, 2018
SUBJECT: Parks, Recreation and Open Space Plan
CONTACT PERSON: Carly Ruacho, Senior Planner
ATTACHMENTS: A – Resolution 2018-03 (with exhibits)

ISSUE

Consideration of Resolution 2018-03 adopting the 2018 updated Parks, Recreation and Open Space (PROS) Plan.

RECOMMENDATION

Adopt Resolution 2018-03 (Attachment A).

SUMMARY STATEMENT

The updated PROS Plan incorporates various planning efforts that have been ongoing over the past several years including Hamilton/Ovenell conceptual master plans, the Non-Motorized Transportation Plan, and the work completed by the Parks and Trails Advisory Committee.

DISCUSSION

Adoption of an updated PROS Plan is a pre-requisite to obtaining many state and federal grants through the state Recreation and Conservation Office. These grant funds have been a significant revenue source for past improvements to city park and trail facilities and also for acquiring new park and open space land. Parks plans are valid for six years and this update will continue city grant eligibility through 2023. Although parks plans are required to be updated every six years, they may be amended as needed at any time.

The primary focus of this update was to correct inaccurate information in the Plan now that resources allow better accounting of existing park inventory as well as to refresh the plan by removing references to planned projects that have been completed and most importantly to incorporate the current vision for City parks planning and development.

Public involvement during the development of the Plan components has been open and continuous with advisory committee input, several community open house style meetings, surveys, as well as a public hearing on the draft plan.

FISCAL IMPACT

Individual improvement projects will be subject to future budget processes and will be decided on a case by case basis during budget review. It is anticipated that grant funding will be the primary revenue source for PROS Plan implementation relating to improvement projects. Ongoing maintenance is budgeted through Public Works M & O.

COMMITTEE RECOMMENDATION

The Public Works Committee reviewed the proposed Plan amendments at their February 5, 2018 meeting and unanimously recommended adoption of the Plan as drafted.

COUNCIL OPTIONS

1. Adopt Resolution 2018-03 adopting the updated Parks, Recreation and Open Space (PROS) Plan. This alternative indicates the city council supports the Plan and intends to move forward with recommended improvements as budget and opportunities allow.
2. Do not adopt Resolution 2018-03. This alternative indicates the city council does not support the Plan and does not intend to move forward with recommended improvements as outlined.
3. Amend Resolution 2018-03. The city council may choose to make changes to the PROS Plan prior to adoption, or direct staff to further review any areas of concern. The city council may remand the Plan to the public works committee for further review and recommendation to the city council. This alternative will cause the city to be ineligible for certain RCO grant funding for the current 2018-2019 budget cycle.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2018-03 ADOPTING THE 2018 UPDATED PARKS, RECREATION AND OPEN SPACE PLAN.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2018-03

**A RESOLUTION OF THE CITY OF STANWOOD, SNOHOMISH
COUNTY, WASHINGTON, ADOPTING REVISIONS TO THE PARKS,
RECREATION AND OPEN SPACE (PROS) PLAN.**

WHEREAS, Cities are required to update parks, recreation and open space plans every 6 years in order to maintain state and federal grant funding eligibility with the state Recreation and Conservation Office; and

WHEREAS, the City of Stanwood last updated the PROS Plan in Dec 2012; and

WHEREAS, the City formed a seven member, council-appointed citizen advisory committee in November 2016 to assist the city with update of the PROS Plan and parks and trail planning efforts in general; and

WHEREAS, the Parks and Trails Advisory Committee (PTAC) met fifteen times including conducting a field tour of the city parks and trails system; and

WHEREAS, the city and the PTAC hosted an open house style public meeting on June 12, 2017 where interested parties visited various interactive stations and provided feedback via voting exercises, individual conversations and written comments; and

WHEREAS, the council public works committee reviewed progress on the parks/trails planning effort and PROS Plan update at its February, March, May and June 2017 meetings; and

WHEREAS, the Planning Commission reviewed progress on the Plan at its July 10, 2017 meeting; and

WHEREAS, the Notice of Intent to Adopt Amendment was submitted to the Washington State Department of Commerce on January 8, 2018 and a letter of acknowledgement was received in response; and

WHEREAS, a SEPA threshold determination of non-significance was issued for the proposed amendments to the Plan on January 9, 2018 and no comments were received; and

WHEREAS, the Planning Commission held a public hearing on the proposed Plan revisions on January 22, 2018 and forwarded a recommendation to city council supporting adoption of the Plan revisions; and

WHEREAS, the council public works committee reviewed the Plan revisions at the February 5, 2018 meeting and recommended that the city council adopt the updated PROS Plan as drafted; and

WHEREAS, the Plan meets the requirements of the Growth Management Act, specifically RCW 36.70A.070(8) relating to Comprehensive Plan parks and recreation elements.

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

Section 1. That the amendments to the Parks, Recreation and Open Space Plan and Appendices, a true copy of which is attached hereto and incorporated by reference herein, is hereby adopted.

Section 2. A copy of the adopted Parks, Recreation and Open Space Plan shall be transmitted to the Washington State Department of Commerce within ten days of adoption and copies shall be kept on file with the City Clerk and available at the Community Development Department.

PASSED AND APPROVED by the City Council of the City of Stanwood this 22nd day of February, 2018.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

ATTEST:

By _____
David A. Hammond, City Clerk

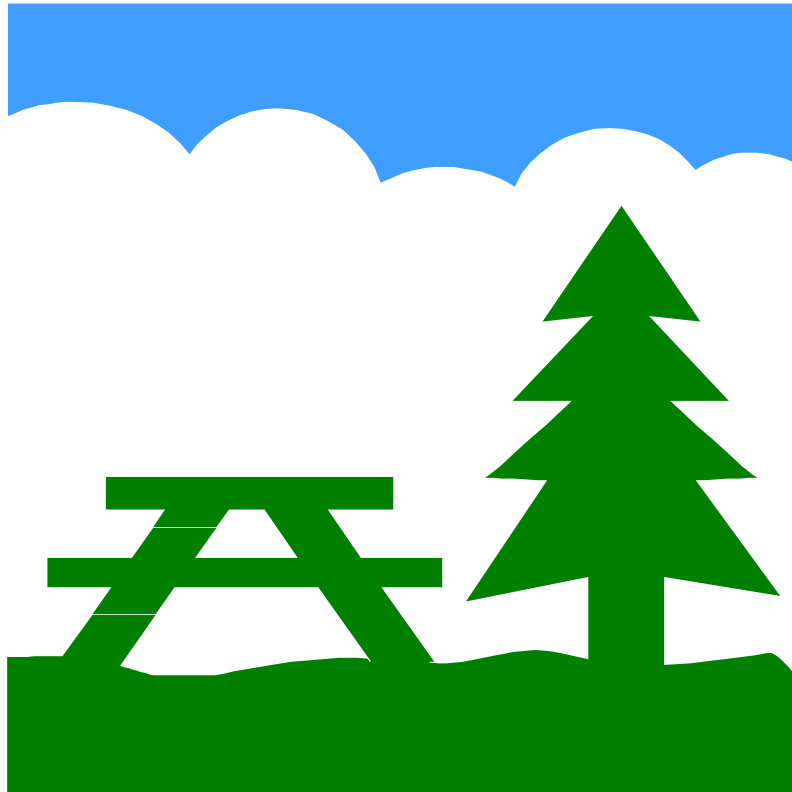
APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney



City of Stanwood

Parks, Recreation and Open Space Plan



Updated March 2018
with Appendices

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

SECTION IX – PARKS, RECREATION AND OPEN SPACE PLAN

PURPOSE

The Parks, Recreation and Open Space (PROS) Plan is to serve as a tool for improving parks and recreation services and facilities within the City of Stanwood. It is adopted as an Element of the Comprehensive Plan which provides a policy framework to guide the City's growth in the residential and commercial areas, provision of adequate public facility uses, and management and development of its park and recreation system. This plan presents a guide for City resources to maintain existing facilities as well as provide new facilities to meet the future needs of the area's growing population. It reflects the desire of the citizens of Stanwood to retain natural resources, and improve recreational opportunities in the community. As part of this planning tool, the City has adopted goals, objectives, policies and strategies that serve as a guide to decisions about park, recreation and open space land and facility investment. In general, a thorough review of the Parks and Recreation Plan is done every six years to ensure that the plan remains current and reflects the community's needs. A major review occurred in December 2012 and minor changes were made in June 2015 in coordination with the City Comprehensive Plan update.

The City of Stanwood functions as the town center for a diverse rural, suburban and urban population spread across two counties in what is generally identified as "Greater Stanwood/Camano." Stanwood is the historic center of this agricultural and rural residential area and the home of the single high school that serves the entire population. Many residents outside the City come into Stanwood for shopping, services, community events and park and recreation opportunities. As a result, planning a system of services for the existing and future needs for the 6,530 (as of 2014) residents of the City and the larger populations of surrounding areas requires consideration of several important policy issues. In reviewing the park and recreation needs of the community the City asked the following questions.

1. What is the appropriate balance between regional, community and neighborhood facilities and services?
2. How can a small town with a limited tax base provide regional services?
3. What is the role of private recreation providers in the mix of services?
4. How can maintenance be appropriately managed?
5. What role should park and recreation services play in attracting outside visitors to Stanwood?
6. How can the City best connect the downtown to the Stillaguamish River and create public access and a small boat launch facility.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

The City prioritized the five following guiding principles for investment in the parks and recreation system as follows.

1. Finance/Economic Development: ensure that parks & trails are financially sustainable and generate economic development for the community
2. Maintenance: invest in our existing parks – starting with Heritage Park and Church Creek Park
3. Trails: make progress on near-term improvements and selective longer term improvements
4. Waterfront Access: realize connections to the waterfront – via Hamilton Landing and Ovenell Park improvements
5. Parks System: prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time

PARKS RECREATION AND OPEN SPACE SYSTEM GOALS

Provide a high-quality comprehensive park, recreation, open space and trail system to meet the short term and long term needs of Stanwood residents and businesses. Promote Stanwood as the center for the Greater Stanwood/Camano area by providing facilities for events, regional recreation and regional bicycle and trails connections.

GOAL PROS 1 PARKS SYSTEM: Provide adequate parks and recreation facilities throughout the City, maximizing public access to and involvement in, a variety of leisure, cultural and physical fitness activities.

Objective PROS 1.1 Include a variety of park types in the park system including developed fields and play facilities, urban plazas with community gathering places, trails, historic points of interest and green space.

POLICIES

PROS 1.1.1 Maintain Heritage Park as a regional attraction while providing community and neighborhood parks to meet the needs of City and UGA residents and businesses.

PROS 1.1.2 Provide a variety of active and passive facilities and green/open space to meet adopted standards.

PROS 1.1.3 Distribute parks equitably by type throughout the City.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

PROS 1.1.4 Maintain and develop underutilized public rights-of-way for public access and passive recreation where appropriate.

PROS 1.1.5 Identify City owned parcels that are not currently part of the park and recreation system and evaluate them for potential park use.

PROS 1.1.6 Incorporate historical and cultural lands, public art, historic sites, artifacts, and facilities into the park system to preserve these interests and provide a balanced social experience.

PROS 1.1.7 Incorporate interesting manmade environments, structures, activities, and areas into the park system to preserve these features and provide a balanced park and recreation experience.

PROS 1.1.8 Develop parks as focal points for community events.

PROS 1.1.9 Design park and recreational trails and facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age, income, and activity interests.

PROS 1.1.10 Work with the Snohomish County Department of Parks & Recreation, Washington State Department of Fish & Wildlife, and other public and private agencies, and with private landowners to set aside land and resources necessary to provide high quality, convenient park and recreation lands and facilities before the most suitable sites are lost to development.

Objective PROS 1.2 Develop ongoing stewardship of the public parks system.

POLICIES

PROS 1.2.1 Emphasize user input in planning, design, and development of park and trail facilities.

PROS 1.2.3 Support interlocal agreements with the Stanwood School District about joint ventures for the development and use of combined school, playground, and athletic facilities.

PROS 1.2.4 Consider development agreements with other public and private entities for active play fields and playgrounds, trails and passive recreation provided the facilities are made available for public use and public benefit is identified.

PROS 1.2.5 Use public outreach to provide information about facilities and programs in order to build broad public support for the parks and recreation system.

Objective PROS 1.3 Recognize private and non-profit agencies that provide alternative services to the community.

Parks, Recreation and Open Space Plan

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POLICIES

PROS 1.3.1 Support non-profit organizations in developing special meeting facilities, assembly facilities, health and other community facilities to support community needs.

PROS 1.3.2 Support the development of private recreation facilities that are consistent with Stanwood's Comprehensive Plan including land use, downtown, economic development, transportation and aesthetic components.

Objective PROS 1.4 Work in collaboration with Snohomish and Island Counties and state agencies to provide parks in Stanwood to accommodate out of city residents who depend on Stanwood for park services.

PROS 1.4.1 Work with Snohomish County to develop a new park north of Stanwood in the area of 280th St NW to 300th St NW in the vicinity of the City's UGA boundary.

PROS 1.4.2 Coordinate regional goals and objectives with Snohomish County, Island County and other local agencies involved in such projects.

GOAL PROS 2 WATERFRONT ACCESS: Reconnect Stanwood to the Stillaguamish River.

Objective PROS 2.1 Develop shoreline properties or easements for waterfront access.

POLICIES

PROS 2.1.1 Acquire and preserve additional waterfront parkland.

PROS 2.1.2 Develop watercraft access opportunities including a mixture of canoe, kayak, rowboat, raft, and power boating.

PROS 2.1.3 Prioritize use of the City owned property on the shoreline of the Stillaguamish River for park development providing public access and water related use.

PROS 2.1.4 Connect City waterfront park land and recreation use with Downtown Stanwood.

GOAL PROS 3 RECREATION: Provide for the active recreation needs of the Stanwood community.

Objective PROS 3.1 Provide a variety of quality active recreation facilities sufficient to serve Stanwood residents and area visitors.

Parks, Recreation and Open Space Plan

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POLICIES

PROS 3.1.1 Maintain existing recreation facilities to meet the needs of all local citizens, including barrier free access.

PROS 3.1.2 Expand, upgrade, and diversify support facilities (restrooms, parking, picnic areas, shelters and playground equipment, etc.) in recreational areas.

PROS 3.1.3 Continue development of recreation facilities in conjunction with Snohomish and Island Counties as well as with other funding partnerships.

Objective PROS 3.2 Provide a diversified recreation system that provides for all age and interest groups.

POLICIES

PROS 3.2.1 Improve existing facilities by enhancing existing park sites and recreation facilities when financially feasible.

PROS 3.2.2 Work with historical and cultural groups to encourage community activities in parks and recreational facilities – including downtown promotional events.

PROS 3.2.3 Support the development of athletic recreational facilities for all age groups and recreational interests.

PROS 3.2.4 Develop, where appropriate, a select number of facilities that are oriented to multi-agency use, especially in conjunction with local public, private and non-profit organizations.

PROS 3.2.5 Support the development of indoor community and recreational centers that provide for community activities, athletic uses, and select significant indoor activities for multi-agency use on a year-round basis.

PROS 3.2.6 Provide playground and picnic facilities for residents of local housing areas.

PROS 3.2.7 Provide recreational courts and play fields for citywide resident use.

PROS 3.2.8 Initiate joint planning and operating programs with the Stanwood School District, Snohomish County Parks, and the Washington State Parks Department for joint development and maintenance of active and passive recreation resources.

Objective PROS 3.3 Work with organizations, service groups, special interest groups and other partners to provide coordinated and quality recreational programs.

Parks, Recreation and Open Space Plan

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POLICIES

PROS 3.3.1 Establish a partnership with community groups, organizations and the school district to develop and promote joint recreational activities.

PROS 3.3.2 Encourage local groups to participate in maintaining parks and other recreational facilities.

GOAL PROS 4 ECONOMIC DEVELOPMENT: Promote recreation facilities and activities that will attract visitors and enhance the City's economic development.

Objective PROS 4.1 Encourage special regional events in City parks.

POLICIES

PROS 4.1.1 Encourage staging and publicity for City events and community festivals to attract visitors.

PROS 4.1.2 Encourage public art within City parks.

PROS 4.1.3 Encourage concerts and art shows in City parks.

PROS 4.1.4 Encourage sports tournaments in City parks.

Objective PROS 4.2 Promote a range of economic development activities in parks that are accessory to the recreational uses.

POLICIES

PROS 4.2.1 Encourage healthy food production such as community gardens or pea patches in city parks where these uses do not conflict with established recreation uses.

PROS 4.2.2 Allow concessionaires in park facilities to support recreation uses with rental of equipment and food vendors.

GOAL PROS 5: OPEN SPACE: Establish a network of open spaces that enhance the livability of the community

Objective PROS 5.1 Acquire and preserve natural areas, historical sites and areas of ecological significance for recreation and educational opportunities for the community and visitors.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

POLICIES

PROS 5.1.1 Preserve and protect significant environmental features for open space including wetlands, woodlands, shorelines, waterfronts, and other areas with characteristics that reflect Stanwood's natural heritage.

PROS 5.1.2 Encourage the preservation of unique areas and/or site features including natural and exemplary built features such as the Hamilton Smokestack.

PROS 5.1.3 Provide public use and access to open space in new land developments.

PROS 5.1.4 Work with property and facility owners to increase public access and utilization of special features – including the shorelines, wetlands, and bluffs that meander through and between developed areas.

PROS 5.1.5 Acquire or protect, through easements or other means, ecologically significant areas and preserve them in their natural state.

PROS 5.1.6 Insure that properties applying for tax exemption through State programs as open space provide reasonable public benefits and identify exempted property as limited open space during its enrollment in the exemption program.

GOAL PROS 6 LEVEL OF SERVICE: Determine Level of Service Standards for Parks and Recreation Facilities.

Objective PROS 6.1 Identify the amount of land needed to meet Level of Service standards for future park development and types of facilities needed to meet recreation standards.

POLICIES

PROS 6.1.1 Define existing and proposed land and facility levels of service in order to effectively plan and program park and recreation needs within existing City boundaries. Evaluate different requirements based on:

- a) Population growth versus improved facility standards,
- b) Neighborhood versus community nexus of benefit, and
- c) Regional demand

PROS 6.1.2 Update the inventory, surplus and/or deficiency of City park lands based on the official population estimates from the Washington State Office of Financial Management.

PROS 6.1.3 Identify parkland for acquisition in advance of its actual need.

Parks, Recreation and Open Space Plan

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GOAL PROS 7 TRAILS: Integrate a trail system into the City’s transportation network by linking with other trails and recreational facilities within the regional service area.

Objective PROS 7.1 Develop a comprehensive, high quality system of multipurpose trails and corridors for pedestrians and bicyclists, that access significant environmental features, public facilities and developed urban neighborhoods.

POLICIES

PROS 7.1.1 Connect people to destinations such as neighborhoods, parks, water resources, schools, businesses, services and work.

PROS 7.1.2 Provide safe walk to school routes utilizing both paved trails and sidewalks.

PROS 7.1.3 Promote a healthy community by providing an opportunity for exercise and recreation on a local trail system.

PROS 7.1.4 Provide a system of trail markers as a means of identifying and advertising trail systems.

PROS 7.1.5 Pursue opportunities to connect to the Snohomish County and Island County regional trail systems.

PROS 7.1.6 Make Stanwood a destination for bicyclists by providing a trail system that provides access to downtown and connects to Warm Beach, the Centennial Trail in Arlington, Conway, and Camano Island.

GOAL PROS 8 FINANCE: Secure equitable and sustainable funding for implementation.

Objective PROS 8.1 Create effective and efficient methods of acquiring, developing, operating and maintaining facilities.

POLICIES

PROS 8.1.1 Consider joint ventures with the Snohomish County Department of Parks & Recreation, Island County, Stanwood School District, Washington State Department of Wildlife, and other public and private agencies to fund facility development and maintenance where feasible and desirable.

PROS 8.1.2 Work with the community to develop awareness of the need for park funding for both developing park facilities and for maintenance.

Parks, Recreation and Open Space Plan

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PROS 8.1.3 Actively pursue grants from both public and private sectors.

PROS 8.1.4 Seek funding for needed improvements and new development from funding sources, including the State of Washington Recreation and Conservation Office.

PROS 8.1.5 Provide a means for private philanthropy supporting parks and recreation including legacy donations funding and volunteerism.

Strategy PROS 8.1.5a Encourage private business participation in the development and funding of certain public recreation facilities.

Objective PROS 8.2 Equitably distribute costs and benefits to public and private users, and match user benefits with interests and need.

POLICIES

PROS 8.2.1 Determine the impact of new development on facilities within the Stanwood Urban Growth Area where the residents will depend on Stanwood for park and recreation needs.

PROS 8.2.2 Develop a methodology for determining park impact fees that considers the potential impacts on park facilities caused by a development project, and results in an equitable mitigation assessment that is in accordance with local park and recreation standards.

PROS 8.2.3 Assess impact fees only for growth-related deficiencies, not existing deficiencies.

PROS 8.2.4 Maintain an equitable system of facility user fees.

Goal PROS 9 MAINTENANCE: Provide for quality maintenance of existing and future facilities.

Objective PROS 9.1 Develop facilities that are of low maintenance and high capacity design to reduce overall facility maintenance and operation requirements and costs.

POLICIES

PROS 9.1.1 Where appropriate, use low maintenance materials and designs to reduce maintenance costs in new park development.

PROS 9.1.2 Emphasize user input in planning maintenance of park and trail facilities.

PROS 9.1.3 Use design and development standards to improve park facility safety and security.

Parks, Recreation and Open Space Plan

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Objective PROS 9.2 Provide for a high standard of maintenance of existing parks.

POLICIES

PROS 9.2.1 Use low maintenance materials to reduce ongoing maintenance costs in existing facilities as repairs and upgrades occur.

PROS 9.2.2 Develop and implement safety standards, procedures, and programs that provide proper training and awareness for City staff charged with maintaining City park and recreation facilities.

PROS 9.2.3 Where practical and feasible use community volunteers to help maintain park and trail facilities to exceed minimum levels of service standards.

Strategy PROS 9.2.3a Where appropriate, develop adopt-a-park programs, neighborhood park watches, park police patrols, and other innovative programs that increase maintenance, safety and security awareness and visibility.

PROS 9.2.4 Define and enforce rules and regulations concerning park activities and operations that protect user groups, city staff and the public.

GOAL PROS 10 SUSTAINABILITY: Incorporate principles of sustainability in the site development, maintenance, operation and programming of park facilities.

Objective PROS 10.1 Encourage sustainable development and maintenance practices within the park system.

POLICIES

PROS 10.1.1 Retain natural conditions and experiences as a goal even when developing facilities for recreation use.

Strategy 10.1.1a Preserve significant environmental areas and features to the extent feasible.

Strategy 10.1.1b. Incorporate low impact development techniques into park design as mitigation when converting land to recreational use.

PROS 10.1.2 Restore urbanized public lands when possible by using conservation techniques as redevelopment opportunities occur.

PROS 10.1.3 Work with the Snohomish County Conservation District to identify and implement opportunities to incorporate conservation techniques in park design and ongoing maintenance and operations.

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PROS 10.1.4 Maintain the wetland area in Heritage Park as a location for offsite mitigation to encourage sustainable development throughout the City.

PROS 10.1.5 Evaluate the Heritage Park Wetland for development of a formal wetland bank designation.

PROS 10.1.6 Develop guidelines for park users to encourage sustainable practices in park activities and events techniques such as use of compostable plastics, composting, and carpooling.

COMMUNITY PROFILE

Stanwood is located in the Northern Puget Sound region of Washington State, approximately half way between Seattle and the Canadian border in northwest Snohomish County. Covering approximately 3.5 square miles, Stanwood is located on the Stillaguamish River, near the passage that connects Port Susan and Skagit Bay. Interstate 5 lies approximately 4 miles east of the City.

This area is rich in both scenic beauty and natural resources. Stanwood is geographically separated from the other urban areas of Snohomish County and is surrounded by unincorporated forest land, farm land, multiple sloughs, and the Stillaguamish Estuary. This setting affords a variety of both public and private recreational opportunities for the population. Stanwood is also the access point to Camano Island in Island County and the regional center for the recreational needs of the surrounding unincorporated areas of southern Skagit, western Island and northern Snohomish Counties. The proximity of the large population on Camano Island creates additional demand for City park and recreation services that is not accounted for in the typical level of service analysis for city facilities.

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Date: September 20, 2017

Figure 1 Location Map

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PLANNING AREA

The planning area for this plan is the corporate limits of Stanwood and the unincorporated urban growth area. The existing Heritage Park facility serves as a regional park for the tri-county area including portions of Snohomish, Island and Skagit Counties.

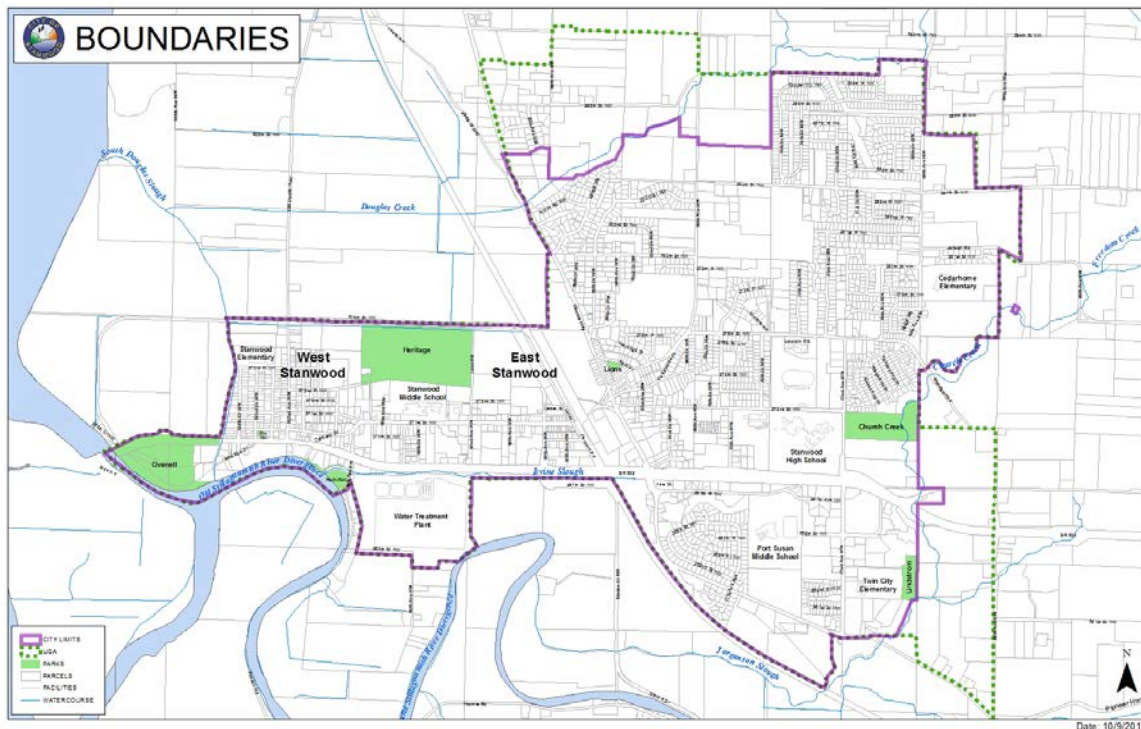


Figure 2 Stanwood City Limits and Urban Growth Area

HISTORICAL BACKGROUND

Like most early settlements in this region, the site that was to become Stanwood originated as a lumber camp, which then became a mill site settlement. As the trees were harvested and land was cleared, the fertile alluvial soil was tilled and converted to farmland forming the foundation for an agricultural economy. D.O. Pearson opened the first general store in 1877 and named the emerging town after his wife. In 1891, the main regional rail line, the Seattle & Montana Railroad, established a depot one mile east of Stanwood, which became a focus for the development of East Stanwood. Around the turn of the century, the settlements boasted a creamery, a major lumber mill, a cannery, shipbuilding, two hotels, two stores, and a race track along with many other urban features. A major fire wiped out much of Stanwood in 1892, however it was quickly rebuilt. The H & H, a small local railroad, achieved national recognition as the world's shortest railroad as it only operated between the mill site in Stanwood and what was then the Great Northern mainline in East Stanwood. The City of

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Stanwood was incorporated in 1903. Stanwood and East Stanwood became one town in 1961. Currently, the City functions primarily as a residential community as well as an automobile-oriented trade center for the Stanwood/Camano Island residential developments and outlying communities.

CLIMATE

The climate of Stanwood is moist and mild. The average annual temperature is about 50.5 degrees Fahrenheit. The frost-free growing season usually extends from April through October. The annual average precipitation is about 36" with about 75 percent of the total falling during the period of October through March. Prevailing winds from the west are usually gentle (0-12 knots). Summer winds are generally southwesterly and mild. Winter storms can occur with winds up to 40 knots usually coming from the southeast.

DEMOGRAPHIC TRENDS: ECONOMICS AND EMPLOYMENT

Stanwood has an important role in the economic development of northwest Snohomish County. Like other northwestern Washington communities, Stanwood has experienced a decline in resource related jobs (agricultural, forestry, and fisheries), but has compensated with an increase in retail trade and service jobs as well as non-resource related industrial employment. Table 1 shows the breakdown of income characteristics of the Stanwood population.

Much of Stanwood's cultural history stems from Scandinavian heritage. Cultural influences have blended to form a community that is more diverse and truly unique. Also included in the population of Stanwood are Native Americans, Asians, Blacks and Hispanics. Approximately ninety percent of the population remains Caucasian. Table 2 summarizes the percentages of the major racial groups.

Stanwood and the surrounding area, including Camano Island, have seen rapid population growth over the past 20 years. In 2000, the Stanwood/Camano area had a median age of 33.9; in 2010, the median age was 35.9. Both Stanwood and Camano Island continue to attract a large retired population. On Camano Island the median age increased from 36.7 years in 2000 (Census 2000) to 50.1 years in 2012 (2008-2012 American Community Survey). Table 3 shows a breakdown of persons by age. The Stanwood-Camano School District has seen its enrollment stabilize during the past three years after eight years of decline. The District had total enrollment of 4,216 FTE in the 2015-16 school year, increasing to 4,423 by the 2017-18 school year. The school district enrollment is projected to increase slightly over the next four school years by 80 students or approximately 2%.

Projections within the City of Stanwood and the Stanwood Urban Growth Area are for an increased population totaling 11,085 people (under Snohomish County Tomorrow medium

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growth projections) by the year 2035. The Office of Financial Management (OFM) showed an actual population of 6,785 in 2017. The population forecast for the next 4 years growth to 2021 is 8,210.

Another shift currently taking place in Stanwood is an increase in the percentage of the population commuting to other areas for employment. Even though the Stanwood area is expected to gain jobs over the next twenty years, the majority of new population is expected to be commuters. According to the 2010 Census, workers from the City of Stanwood commuted an average of 29.1 minutes, which exceeded the national average (Census, 2010).

There are numerous service organizations, community groups, fraternal organizations, churches, and senior citizens groups and youth organizations in Stanwood. All of these groups donate many volunteer hours making Stanwood a desirable place to live and work. In addition, the City provides a complete range of services including public safety, public works and parks and recreation.

TABLE 1: Household Income in 2000 and 2010

Median household income was \$60,596 in 2010 compared to the Washington State average of \$57,244. The total number of households in 2010 was 2,191.

Income	Percentages	
	2000	2010
0 – \$14,999	19.5%	10.2%
\$15,000 – \$24,999	9.6%	9.4%
\$25,000 – \$49,999	26.9%	21.4%
\$50,000 -- \$74,999	30.4%	20.5%
\$75,000 -- \$99,999	7.8%	16.7%
\$100,000 +	5.8%	21.8%

Source: Census of Population and Housing, 2000 and 2010

TABLE 2: Race

White	Black or African American	American Indian or Alaskan Native	Asian or Pacific Islander	Other
89.7%	1.0%	0.8%	2%	6.5%

Hispanic or Latino of any race = 7%

Source: Source: Census of Population and Housing, 2010

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TABLE 3: Persons by Age

Age Groups	Total	Percentage of Total
Under 18	1,754	16.61%
18 and Over	4,477	42.4%
20-24	350	3.31%
25-34	785	7.43%
35-49	1,344	12.73%
50-64	894	8.47%
65 and Over	955	9.04%

Source: Census of Population and Housing, 2010

TABLE 4: Population Comparison between Stanwood & Snohomish County

	1980	1990	2000	2005	2010
Stanwood	1,670	1,961	3,923	4,580	6,231
Snohomish County	337,720	465,642	606,024	655,800	713,335

Source: Census of Population and Households, 2000 and 2010
Office of Financial Management, 2005

TABLE 5: Gender Population Breakdown

Year	Persons	Gender	
		Male	Female
1970	1,347	624	723
1980	1,676	781	895
1990	1,961	895	1,066
2000	3,923	1,857	2,066
2010	6,231	2,947	3,284

Source: Census of Population and Housing, 1990, 2000, and 2010

PARKS CLASSIFICATIONS AND STANDARDS

Public Park Type: Large Urban Park (Regional Park)

Regional parks are the largest type of park that could be developed in the City. Regional parks serve the population of large geographical areas including rural and urban areas, providing concentrated open spaces and a respite from urban lifestyles. In the context of Stanwood, the regional facility serves residents of Camano Island in Island County, Snohomish and Skagit County residents and residents of the City. The regional park attracts league sports and activities with a regional draw such as bicycle races, tournaments and jamborees. **Stanwood's regional park is Heritage Park.**

General Development and Use Guidelines

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Because of the number of persons and the range of interests they serve, regional parks are generally 50 to 75 acres or larger in size. Regional parks may feature wooded areas and varying topography and have facilities suitable for large scale sporting events such as tournaments.

As part of the 2012 PROS Plan update Heritage Park was reclassified from a community park to a regional facility. Although it is shy of the National Recreation and Parks Association recommended acreage standard for a regional facility, it was funded as a regional park and continues to be used as a regional facility. Regular usage is generated from a three county area with a majority of users living outside the City limits.

Public Park Type: Community Park

Community parks provide a focal point and gathering place for the broader community. Community park facilities are designed for organized activities and sports, although individual and family activities are encouraged. Community parks usually have sport fields or similar facilities as the central focus of the park. Community parks require more support facilities, such as parking, restrooms and playgrounds, than neighborhood or pocket parks because they serve a larger area and offer more amenities. **The City of Stanwood's Community Park is Church Creek Park.**

General Development and Use Guidelines

Community parks are intended to serve the recreational needs of several neighborhoods. Where possible, they should be developed in a coordinated fashion with adjoining schools and located on or near arterial streets. Community parks should be located within 1 to 3 miles of every residence. The optimum size for a community park is 20 to 50 acres. As such, expansions to existing community parks or development of new community parks should be evaluated based on the need for the following facilities:

- Recreation/community center;
- Swimming pool;
- Lighted sports fields;
- Large group picnic areas; and
- Nature or wellness-based interpretive facilities.

A community park functions as a neighborhood park for the residents who live in close proximity to it; therefore, it should also comply with the City's neighborhood park classification.

Public Park Type: Neighborhood Park

Neighborhood parks provide access to basic recreation opportunities for nearby residents, enhance neighborhood identity, and preserve neighborhood open space. Neighborhood parks are large enough to include both passive and active facilities but are small enough to be placed in neighborhoods where they serve the needs of residents in a local setting. Because they are usually located in neighborhoods, neighborhood parks are designed and operated to minimize, noise, traffic, light and other "spill-over" impacts. They are designed primarily for non-

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supervised, non-organized recreation activities. **Stanwood currently has one developed neighborhood park at Lions Park and undeveloped acreage at Lindstrom Park.**

General Development and Use Guidelines

Neighborhood parks are typically 5 to 10 acres in size but must be at least 3 acres. A neighborhood park should generally be located with a ¼- to ½-mile walk from the neighborhood it serves, uninterrupted by arterial roads or other physical barriers. Ideally, all neighborhood parks shall contain the following amenities:

- Play equipment – Separate structures for 2 to 5 year olds and 5 to 12 year olds will be required;
- Playground surfacing shall be engineered wood fiber or other surfacing as approved by the City;
- Drinking fountain(s);
- Picnic tables, barbeques, and benches;
- Open turf areas for casual play;
- Trees;
- Security lighting;
- Waste disposal and recycling containers;
- Concrete walkways that connect all of the amenities in the park; and
- A loop walk around the park shall also be provided, if feasible.

A neighborhood park may include the following additional amenities based upon neighborhood preference:

- Basketball courts;
- Tennis courts;
- Skateboard play area;
- Zero depth water play area;
- A handball, volleyball, or tether ball court;
- Community garden;
- One or more multi-purpose fields (typically unlighted but could be lighted under certain circumstances);
- Picnic shelter;
- Restroom building; and
- Lighted parking lot.

Locations for neighborhood parks will be based on a variety of factors, including the population and demographics of residents in the park's service area and major physical boundary.

Potential new neighborhood parks include a downtown park to serve the downtown business and residential community, and a neighborhood park located in the north portion of the City possibly adjacent to 288th St NW in the City's Urban Growth Area.

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Public Park Type: Pocket or Mini Park

Pocket parks are the smallest type of park in the City's system. A pocket/mini park is intended to serve its immediate surrounding area. They are typically built to serve a specific need. They may occur when the development of a larger park to meet a neighborhood need is not possible due to physical or other constraints. These parks may also be the result of historic conditions or older land patterns resulting in small pieces of land that can provide relief from development in urban neighborhoods or business areas. Pocket parks are not included in the City's inventory for purposes of establishing the Level of Service necessary to support development under the Growth Management Act. **The City has an informal pocket/mini park on the .28 acre parcel abutting City Hall.**

General Development and Use Guidelines

Pocket parks are up of any size up to 3 acres and are often developed on unused or vacant lots or unimproved right of way. Typically, they do not provide formal recreation facilities or amenities. Pocket parks will be located primarily based on the availability of land.

Public Park Type: Special Use Park/Facility

A Special Use Park is characterized by facilities or areas oriented towards single-purpose use that people are willing to travel for. These parks may provide a recreational facility or an amenity unique to a community or site and may include active and/or passive activities. Special Use Parks are designed to meet the needs of the facility, site and users. They should be strategically located in the community and easily accessible. These facilities may be classified as either neighborhood or community parks depending on size and function for the purposes of meeting level of service standards.

The City currently has no Special Use facilities, but has several City-owned properties that are classified as Special Use Parks including the Riverfront, Ovenell, and Hamilton properties.

The City has been working closely with area partners including the Stillaguamish Tribe, Department of Fish and Wildlife and local farmers to acquire the Johnson Family Farm since 2017. The property is a high priority for habitat protection because of its proximity to Skagit Bay. The property presents an opportunity to acquire and manage replacement lands for estuary restoration projects for farmed waterfowl forage, walk-in hunting and wildlife viewing. The proposed 150 acre farmland preservation easement will preserve and protect high value agricultural land. This is a "multi-benefit" project protecting resource lands, preserving farmland, providing flood protection and promoting recreation. The Johnson Family Farm is adjacent to the 15 acre Ovenell Farm purchased by the City of Stanwood in 2015.

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Public Park Type: Combined School-Park

The Stanwood-Camano School District operates several passive and active recreational areas on each of its campuses. These facilities are not part of the PROS Plan Level of Service calculations, but they are available for recreational use to Stanwood and area residents.

The Stanwood-Camano School District maintains combined school-park acreage within the Stanwood city limits at the 3 Elementary and 2 Middle schools as well as Stanwood-Camano High School that is not included for level of service analysis but do provide recreation opportunities.

Private Parks/Facilities

Private facilities include recreation areas such as trails, open space and neighborhood parks including play areas such as “Tot” Lots. These parks are often established through the development process to meet neighborhood recreation needs as new neighborhoods are created, they serve only the residents of neighborhoods and are maintained by homeowners associations.

The City also has several private recreation clubs providing workout facilities as a business activity. In addition a YMCA facility opened in 2017 in uptown Stanwood. The City has one private non-profit community center, the Community Resource Center, which is located in downtown Stanwood. This facility specializes in serving middle school teens with afterschool, recreation and job training, and also supports low income families within the school district attendance area. These private parks and facilities are not included in the City’s inventory for purposes of establishing the Level of Service necessary to support development under the Growth Management Act.

TABLE 6: Classification Standards for Recreation Facilities

Classification	Acres/1,000 Pop.	Size Range	Population Served	Service Area
Neighborhood Park/Specialty Park	2.5	5 – 20 acres	560 – 2,000	¼ – ½ mile
Community Park	2.5	20 – 100 acres	2,000 – 10,000	½ mile
Regional, Park*	.002-.003	50-75 acres	25,000	Multi-county

Source: National Park Recreation and Open Space Standards, National Recreation and Park Association, Washington D.C.

*Based on standard for community facility.

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EXISTING PARK AND RECREATION INVENTORY

City-owned Parks and Recreation Facilities

The City of Stanwood presently operates one regional park, one community park, one neighborhood park, and several designated trails. The City also owns several small parcels of land that have potential for more productive public use. Some are developed as small plazas or are parts of parking lots, and others remain undeveloped. The City has no community center facility. See Appendix A for a map of city-owned facilities and images of the facilities.

Park Summary by Classifications

Name	Size	Type
Heritage	44.05 acres	Regional
Church Creek	15.39 acres	Community
Lions	0.68 acres	Neighborhood
Lindstrom	4.53 acres	(Undeveloped Neighborhood)
Riverfront	0.66 acres	(Undeveloped)
City Hall	0.28 acres	(Undeveloped Pocket/Mini Park)
Hamilton Landing	2.84 acres	(Undeveloped)
Ovenell	17.65 acres	(Undeveloped)

Heritage Park (44.05 acres)

From its inception, Heritage Park has been viewed as a regional athletic and recreational complex serving Stanwood, northwest Snohomish County, and Camano Island. The City, Snohomish County, and Stanwood School District jointly purchased the 43.5 acre Heritage site in 1991. An interlocal agreement was signed between the City and the County at that time and another between the City and the School District which provided for continued non-resident use of this facility. Snohomish County has identified Heritage Park as a major regional complex in the Snohomish County Parks and Recreation Plan.

An Interagency Committee for Outdoor Recreation (IAC) grant was secured for both acquisition and Phase I & II construction of the Heritage complex. Phase I & II construction included baseball/softball fields, a children's play area, a major east-west section of walking/jogging trail and paving the existing parking area.

The facility currently includes: baseball fields, softball fields, a multiuse field, soccer/lacrosse field, restrooms, paved parking without stripes, a main east-west trail, children's play area, a skate park added in 2013 with modular-style steel ramps including a spine ramp, bank ramp with quarter pipe, euro gap, wedge to flat wedge, grind rail and skate rail, individual picnic tables under small shelters, a small dog park, and wetland areas with an interpretive trail.

Church Creek Park (15.39 acres)

This community park is located in the eastern portion of Stanwood one block north of SR-532. It has a paved parking lot with a total of 31 parking spaces. The facility currently includes: an unlit little-league baseball diamond that also serves as a softball field, four pieces

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of playground equipment with swing set, slide, seesaw, and a sand box, numerous nature trails, restroom facilities, and a group shelter with four large tables. There are also various other picnic areas located throughout the park. Other recreation activities at Church Creek are a basketball court and a fuchsia garden. There is little room available for expansion of this area. The park is maintained and receives heavy use particularly during the summer months.

Lions Park (.68 acre)

This facility is a small neighborhood park covering approximately 1 acre, located close to Pioneer Highway and SR-532 in a northeast residential neighborhood. The facility currently includes: a half basketball court, a picnic table with barbeque grill, several pieces of playground equipment with a sand box, and a grass lawn area. There are no delineated parking areas, though informal parking along the shoulder is evident. The expansion potential of the park is limited. The facility is well used by the surrounding neighborhood.

Lindstrom Park (undeveloped) (4.53 acres)

Lindstrom Park is undeveloped land located to the southeast of the movie theater and dedicated to the City as part of the Stanwood-Camano Village Development. The land provides a potential for development as a neighborhood park in the southeast portion of Stanwood. This parcel is also part of the dedicated detention facility for the Lindstrom development.

Riverfront Park (undeveloped) (0.66 acre)

.66 acres of primarily undeveloped land between SR 532 and the Stillaguamish River, east of Twin City Foods. A viewing platform was constructed on this property in 2014 as an Eagle Scout project. This land could provide access to the Stillaguamish River and help create a link from the river to the downtown as a specialty neighborhood park. .

City Hall Park (undeveloped) (.28 acre)

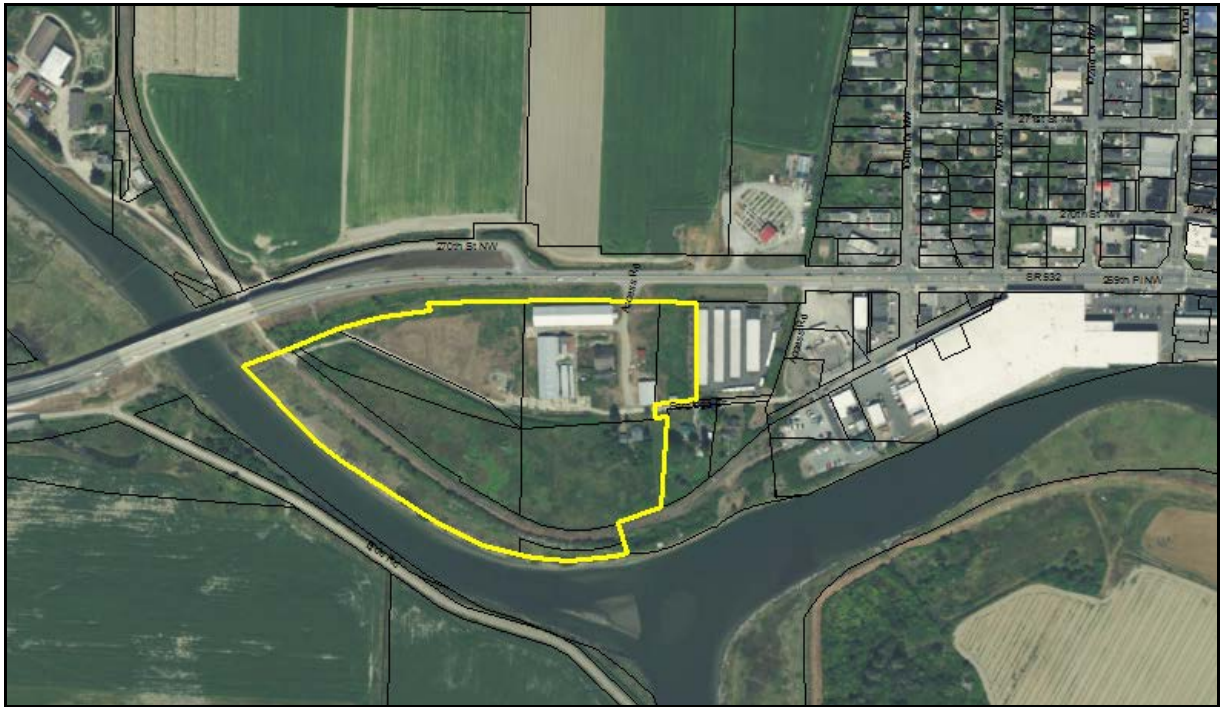
This lot previously was developed with a single family structure which was acquired by the City in 1994. The residence was demolished in 2009. The site has grass, fruit trees and a picnic table and abuts City Hall to the west.

Hamilton Landing (2.89 acres)

The property consists of approximately 2.01 acres located along State Route 532 immediately adjacent to the Stillaguamish River. . A portion of this property has been used as a boat launch and is leased for that purpose. The property already has some of the amenities required for a public boat launch and provides an excellent location for public access to the Stillaguamish River, while preserving a significant portion of the property as passive recreational use along the waterfront. A public boat launch use would include a driveway access to the launch location and parking, which might at some point be paved with asphalt or concrete. In its current state it has good potential as a special use park facility providing water access and limited small craft boating.

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Ovenell Park (17.65 acres)

The Ovenell property includes 5 separate parcels (some portions) totaling approximately 15 acres. The property is south of SR 532 and bordered by the Stillaguamish River to the west and south. The Ovenell property is a former dairy farm with a long history. The site includes old barns used by the Ovenell farm for milk production. The farm was recognized in 1989 by the Washington State Department of Agriculture as a “Centennial Farm”. The property also has one un-occupied home and fallow agricultural land.

The property is all level. The old highway that used to lead to the old bridge and before that the old ferry landing, runs through the center of this property. It was vacated and deeded to the Ovenell family years ago.

There is an inactive rail spur that crosses the lower portion of the property that leads to Twin City Foods. This property was annexed in 2017 and is within the city limits. The Snohomish County future land use map designates the property as Urban Industrial.

Purchasing the Ovenell property was part of a larger effort by the City of Stanwood, Stillaguamish Tribe, Department of Fish and Wildlife, Nature Conservancy, Marine Resources Committee and others to preserve, restore and enhance estuarine habitat and provide public access to a unique environment. Port Susan Bay and Skagit Bay are characterized by a diversity of landscapes, including forests, farms, marine shoreline, and the Stillaguamish River delta. Yet, the ecological systems that support these species and industries are threatened. Human activities resulting in habitat loss, degraded water quality, and many other

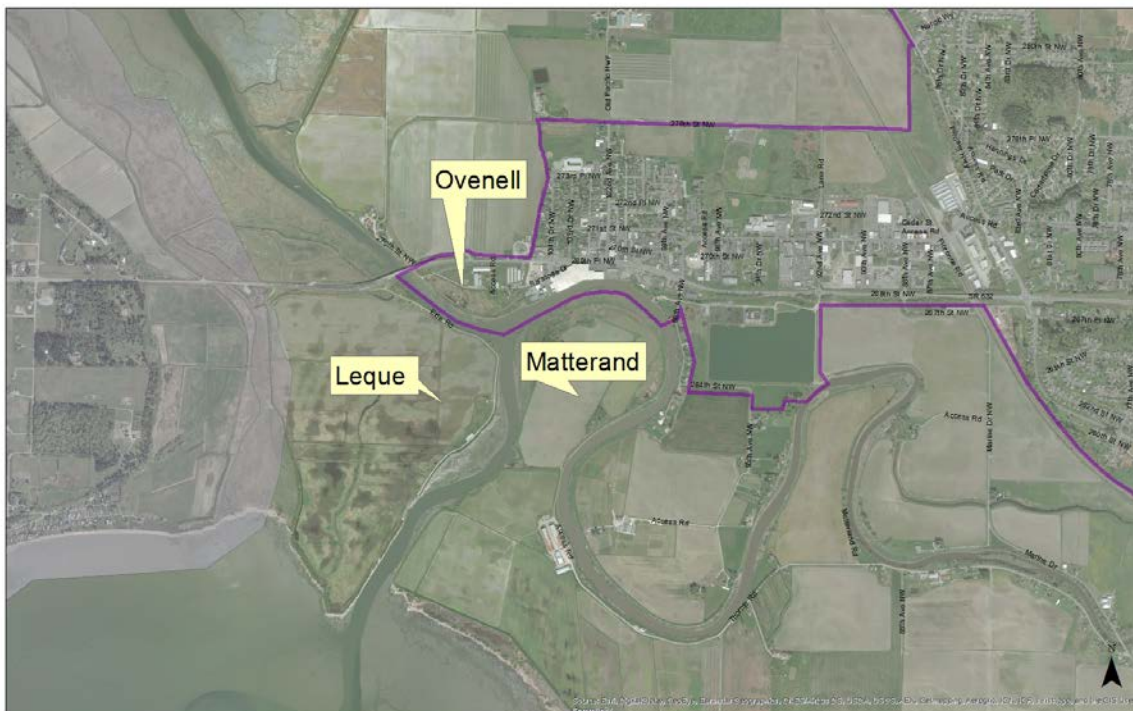
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stresses are becoming increasingly prevalent as the human population in Puget Sound grows and expands.

The Stillaguamish Tribe has purchased the Matterand property to the south of the Ovenell property. The Tribe has received funding from the State Legislature and Salmon Recovery Funding Board and Puget Sound Partnership to restore about 40 acres to intertidal estuary. Setback levees will be built on the south and east ends of the property to reconnect Port Susan Bay with the Stillaguamish River. This will restore tidal flooding.

The Ovenell property is due east of Leque Island. The Washington Department of Fish and Wildlife (WDFW) has purchased a majority of the island (325 acres). Contract farmers annually plant cereal grain as food for wintering waterfowl (mainly ducks and snow geese). This site offers bird watching, bird dog training, and pheasant and waterfowl hunting. The Salmon Recovery Funding Board has funded a cooperative project between Ducks Unlimited and WDFW to restore about 100 acres of Leque Island to intertidal estuary. Setback levees will be built on the south and north ends of the island, and dikes removed to reconnect sloughs with the Stillaguamish River. This will restore tidal flooding, provide habitat where juvenile salmon can make the transition from a fresh to saltwater environment, and benefit other fish and wildlife species.



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The City's intent is to provide long-term protection of natural resources and serve to model responsible management practices to coastal communities. It should be noted that a Master Plan process for the Ovenell property began in mid-2015 and will continue through 2018.

Trails

Three designated trails exist in the area:

1. The Stanwood-Camano Village Loop trail consists of a 1 mile, paved trail that weaves around the perimeter of the development.
2. The Pioneer Highway Trail consists of an approximately 1 mile paved trail on the north shoulder of Pioneer Highway and runs from SR-532 southward to within 200 yards of 72nd Avenue NW.
3. The Heritage Park trail consists of approximately .5 mile paved trail running east/west along the southern perimeter of the park and north/south between the play fields.

Open Space

Ravenna Viaduct Triangle (1 acre)

This area is 1 acre in planted lawn with shrubs and small trees. This landscaped area serves mainly as a pleasing view for those passing by along the viaduct or underpass. The landscape area is isolated without an opportunity for pedestrian connection.

Stanwood School District Facilities

The district has baseball, football, soccer fields, six tennis courts, a track, gymnasiums, and playground equipment located at the high school, two middle schools, and three elementary schools. For a fee, the district lets the public use their outdoor facilities for organized events when they are not in use by the schools.

Potential new open space properties include a central property that can provide trails and the preservation of natural land within the City for light recreational use by residents and visitors.

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Private Facilities

Pocket Parks/Tot Lots

The City currently requires new subdivisions and multifamily developments to provide open space and recreational areas. Most developers choose to provide tot lots, off-setting some public neighborhood park deficiencies.

Facilities outside the City Limits

There are a number of existing parks and recreational facilities, outside of City of Stanwood corporate limits that provide service to Stanwood residents. These facilities are not included in the Level of Service analysis for the Stanwood Parks Plan but are presented here to provide a summary of all of the facilities available in the region.

Washington State Parks:

1. Cama Beach State Park 383 acres — cabins, lodge, boating, trails, fishing.
2. Camano Island State Park 134 acres — camping, boating, picnic areas, viewpoint, restrooms.

Island County Parks:

3. Utsalady Point Vista Park 1 acre — picnic area, barbecue, viewpoint, historical information board.
4. English Boom Historical Park 6.8 acres — undeveloped beach & forest. Planned facilities include: parking, viewpoint, ADA access, trail, historical interpretive board, restrooms.
5. Cavalero Beach Park .5 acre — picnic tables, small boat launch.
6. Freedom Park 3.5 acres — Pearl Harbor memorial, sculpture garden.
7. Hutchinson Park 5 acres — trail and picnic area.
8. Four Springs Lake Preserve 50 acres — natural habitat preserve with Four Springs House for event rental.
(*Friends of Camano Island Parks*)
9. Iverson Spit Waterfront Preserve 330 acres — waterfront preserve, birding area, trails.

Snohomish County Parks:

10. Kayak Point Golf Course 250 acres — public golf course with 18-holes.
Snohomish County
11. Kayak Point Park 400 acres — fishing pier, boat launch, trails, restrooms, picnic facilities, beach access, yurt, cottages, tent
Snohomish County

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camping.

Privately Owned:

- | | |
|--|--|
| 12. Camaloch Golf Course
<i>Camano Island</i> | 79 Acres — public golf course with 18-holes. |
|--|--|

Designated Trail:

- | | |
|--|---|
| 13. Cascade Marine Trail
<i>(Designated by
Washington Water Trails
Association)</i> | Segment of water trail passes through the South and West Pass of the Stillaguamish River. |
|--|---|

Open Space:

- | | |
|------------------|--|
| 14. VFW Memorial | 3 Acres — large grass lawn with a memorial dedicated to the veterans of wars. Also serves as a rail bus stop and a park and ride with 51 parking spaces currently on site. The area is not currently used for recreation and there is limited potential for development. |
|------------------|--|

PUBLIC INVOLVEMENT

Through the active participation of citizens in workshops, open houses, questionnaires/surveys, and meetings, the City has identified public attitudes towards both current and future parks and recreation facilities, and their needs. Multiple processes have allowed for continued input from the community to help inform the contents and direction of the Parks Recreation and Open Space Plan.

The Parks and Trails Advisory Committee (PTAC), a seven member citizen committee appointed by the City Council, was formed in 2016 to advise the City on parks and trails planning. The PTAC acts as a valuable liaison between the community and the City Council and ensures citizen involvement in all aspects of the parks and trails planning and development process. With the assistance of staff and other professionals, the committee will cooperatively plan and prepare park planning and project recommendations for presentation to the Planning Commission and City Council.

To develop a prioritized list of parks and trails projects, the PTAC used their Guiding Principles together with the ideas and feedback from parks and trails tours and citizen comments. The resulting priority order for parks and trails are shown below:

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1. Heritage Park
2. Church Creek Park
3. Trails
4. Hamilton Landing
5. Ovenell Park
6. Remaining:
 - o Lindstrom Park
 - o City Hall Park
 - o Lions Park
7. New Facilities

The PTAC has regular monthly meetings, more often at times, that are open to the public and held a community open house on June 12, 2017 to present and gain feedback regarding the proposed six-year plan, park priorities, and funding options. Attendees were guided through displays by city staff and PTAC members and volunteers. Questions were answered and the attendees were asked to provide their feedback and to vote on their preferred funding options. Approximately twenty-two (22) community members attended, with a majority of attendees preferring the option of expanding the 6-Year Plan to include an area defined by the entire Stanwood-Camano School District boundary. On June 29, 2017 the option of funding park projects through an area wide Metropolitan Park District was presented to City Council along with feedback from the open house. At that meeting, City Council directed City Staff to pursue a potential district-wide MPD by forming a new MPD Exploratory Committee together with representatives from unincorporated Snohomish County and from Camano Island.

Friends of Stanwood Parks and Trails (FOSPAT) is a not-for-profit, community-based organization established in 2016 as part of the Parks and Trails Phase II project. The purpose of FOSPAT is to work in partnership with the City of Stanwood to develop and maintain beautiful, functional and well-utilized parks, trails and recreation spaces for the benefit and enjoyment of the community. FOSPAT works in partnership with the City of Stanwood and advocates for Stanwood's parks, trails and recreational spaces through volunteerism, fundraising, and community engagement.

Previous park planning efforts involved a Sustainable Design Assistance Team three day charrette in 2012 for the greater Stanwood/Camano area presented in cooperation with the American Institute of Architects. The team recommendations included comments about parks, trails, water access and sustainability. Public open houses, Planning Commission and City Council workshops were also held throughout the remainder of 2012 and a community survey to assess use of facilities, recreational priorities, and comments regarding City parks

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was made available and responded to by 74 citizens. For a detailed account of the public involvement for the 2012 updates, see Appendix B.

The Non-Motorized Transportation Plan (NMTP) engaged pedestrian and bicycle network users, citizens and interested parties over the course of 13 months during the Plan's development. An open house style public meeting was held on October 29, 2015 to kick off the project. The meeting was well attended with approximately 25 interested citizens and non-motorized system users participating in activities and providing feedback about the process. On April 28 and June 30, 2016 community workshops were held to gain public input on the projects goals and proposed network recommendations. A survey was also conducted during this time to glean community insights about challenges and potential opportunities to improve the City's non-motorized transportation system. The survey yielded 262 participants who identified themselves as residents, business owners, employees, students and other affiliates with the City of Stanwood. The plan was reviewed by the City Planning Commission in open meetings on July 11 and October 10, 2016. The City Council Public Works Committee reviewed the draft Plan elements over numerous meetings during 2016 and the full Council was presented with the Plan on October 27, 2016. The NMTP was adopted by Stanwood City Council on November 10, 2016 and is incorporated here by reference.

FACILITY DEMAND

Parks and recreation facility demand involves many different variables that influence recreation participation by the public. Many factors have influenced recreational trends. There is an increased need to address the traditional recreation needs as well as newer sports. The 2012 questionnaire, on-going parks planning workshops and open houses provide input to the types of recreation facilities that the community would like to see in the future. For a summary of the questionnaire results, see Appendix B.

The City of Stanwood is prioritizing parks and recreation as evidenced with the Hamilton and Ovenell property purchases in 2014, community-driven conceptual Master Plans for Ovenell Park and Hamilton Landing adopted by City Council in June 2016, a Non-Motorized Transportation Plan (NMTP) approved in November 2016 and the purchase of 30 acres of the Johnson Farm in the process of being finalized. Given the City's recent investments in new park properties and in trail planning, significant questions – for all of the City's parks and trails were asked and contemplated by the Parks and Trails Advisory Committee (PTAC) over their 2016/2017 work cycle.

The key parks and trails questions discussed by the PTAC were as follows:

1. What are the primary goals & objectives for the next 6 years?
2. What should be implemented over the next 6 years?
3. What is the correct sequence/priority?

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4. What is the budget?
5. Where does the funding and support come from?
6. What is the most appropriate timing of a potential bond/levy?
7. How should the public be involved?

Results from the Parks and Trails Advisory Committee process, Non-Motorized Transportation Plan development process as well as past planning exercises including the 2012 SDAT design charette, public workshops, questionnaires/surveys were used as the basis to develop a conceptual list of improvements that incorporate the desires of the public for their park and recreation system in Stanwood. Specific projects are listed on the six year action item list. In many cases, partnerships may be required with other agencies or organizations to jointly develop or enhance parks, recreation, or open space facilities. In addition, the locations indicated for proposed projects and facilities are approximate and may be adjusted as individual projects or proposals are further developed in the future. The list of projects is as follows, in no particular order. Note that some of the projects are located outside Stanwood City limits, but have been included as they are within the service area.

- A. Complete sidewalk connections between sidewalk segments (increase connectivity).
- B. Kayak/small, non-motorized craft launch and park development to realize water access.
- C. Develop park property with waterfront access.
- D. Downtown Park to provide meeting space and support low impact development/conservation goals.
- E. Continuous trail loop around Heritage Park including connection to rail station.
- F. Upgrades at Heritage Park to include tournament ready baseball/softball facilities and potential RV parking.
- G. Develop major loop trail system with trailheads throughout City.
- H. Establish and develop a main east-west bicycle/pedestrian trail to Camano Island, Arlington, and north/south to Conway and Warm Beach.
- I. Park improvements to Church Creek Park (improve condition of shelters, play structures, and other facilities or redesign for new use(s)).
- J. Park property acquisition and development in downtown and northeast part of Stanwood.
- K. Larger/additional dog parks and off-leash areas.
- L. Waterfront trail (from Ovenell Park along Stillaguamish River to Hamilton Landing).
- M. Use the tops of the dike system along the river and sloughs for pedestrian and bicycle trails.

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N. Pave shoulders of main streets and highways for bike lanes.

Several ideas and suggestions emerged from the comments received from the public open house, Planning Commission meetings, and the joint Planning Commission/City Council workshop for future parks and recreation facilities. The following list of projects builds upon the previous list with some new additions. Note that some of the projects are located outside Stanwood city limits, but have been included as they are within the service area. The list of projects is as follows, in no particular order:

Several trends for future parks and recreation facility improvements have emerged as top priorities for the community through the many public input processes held by the City over the past five years. Broadly speaking, they can be grouped into the following categories:

1) River Parks

Development of recently acquired properties for new park projects to provide access to the river and to provide passive recreation, water use, shoreline access and habitat conservation consistent with the Shoreline Master Program. Parking, restrooms and trailhead facilities should be included.

2) Kayak/Small, Non-motorized Craft Launch

Provisions for a kayak/small, non-motorized, craft launch showed up prominently in the comments from the public and at the top of the prioritization lists. Somewhere along the river in the west part of Stanwood, a kayak/small craft launch spot should be provided. This could be at Hamilton Landing or Ovenell Park including trail connections.

3) Downtown Park

Acquisition of property with connection to the Amtrak Station is desired as a place for community passive recreation and a potential demonstration of conservation techniques incorporating low impact development in park design and an outdoor meeting spot for community events.

4) Trails and Trailheads

Trails as linkages between open spaces and as loops are high on the prioritization list. There is a strong desire for connectivity between trails and parks, as well as other destination points in the city; especially the downtown/rail station area. Providing for a consistent and coordinated sign system, designating trail routes and improving the existing paving conditions of trail routes are important infrastructure considerations for the community. The community would like to see main loops provided for throughout the various sections/quadrants of the City with trailheads. These trailheads should provide some parking, restroom facilities, drinking fountains, and should be within proximity to services. Along with new trail development, there is also a desire that designated trail signage be developed and existing trail conditions be improved.

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In addition, bicycle routes are desired either as a provision for bike lanes on the main streets and highways going through the City and as designated routes throughout the surrounding areas (along the dikes). Trailheads could be developed in conjunction with parks. Trails connecting to Camano Island, Conway, the Centennial Trail in Arlington and Warm Beach are supported.

5) Upgrades to Existing Parks

Upgrades and enhancements to existing parks is a top priority for many members of the community. Specifically, improvements at Heritage Park to create tournament ready baseball and softball facilities including drainage improvements, continuous loop trail, landscaping, RV parking and upgraded restroom and gathering facilities.

Updating Church Creek Park playground equipment and site furnishings at Church Creek Park are needed. A redesign of Church Creek Park and improved signage for the entire park system are also desired.

6) Neighborhood/Community Park Acquisition

Acquisition and development of an additional neighborhood/community park in the northeast section of Stanwood south of 300th Street between 280th and 284th Streets is needed to address future growth in the Stanwood Urban Growth Area. This park need is identified in the Snohomish County Comprehensive Plan and Recreation Plan.

ANALYSIS OF NEEDS

National standards for classifying park facilities were previously developed by the National Recreation and Parks Association (Table 7) for assessing parkland needs and are commonly used by jurisdictions for Level of Service (LOS) standards. Stanwood's 2014 population of 6,530, six year projected population of 8,210 and projected 2035 population of 11,085, has been used for the analysis of needs section. All population figures, analysis and calculations in this section include the City limits as well as the urban growth area (UGA). The 2035 population estimate is based on the Countywide Planning Policies for Snohomish County, Appendix B.

Existing LOS for Neighborhood and Community Parks

The greatest deficiencies include neighborhood and community parks, and trails including bicycle, walking and jogging trails. In addition, the existing neighborhood parks are not dispersed adequately throughout the City to provide equal local access.

The existing LOS for neighborhood parks is calculated by dividing total inventory of facilities (4 acres) by the total city population of 6,430. This results in a current LOS of .62 acres per 1,000 people. The existing LOS for community parks is calculated the same way. The City of Stanwood has 15 acres of community parks. The current level of service is 2.30 acres per 1,000 people.

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A typical Level of Service Analysis is not used for regional parks because the population served includes the entire area of the Stanwood-Camano School District. The 2010 School District service area population was 32,907. In addition, there are other regional park facilities within this school district attendance boundary making it difficult to correlate Stanwood population and Heritage park acreage in a meaningful way. Heritage Park is 48 acres. Although there are other parks within the district, Heritage Park is the only non-school facility offering fields for team sports such as baseball, football, lacrosse and soccer.

Future Needs

National standards for classifying park facilities have been developed by the National Recreation and Parks Association as shown below in Table 7.

Table 7
Classification Standards for Recreation Facilities

Recreation Facility Classification	Acres/1,000 Pop.	Size Range	Pop. Served	Service Area
Neighborhood Park	2.5	5-20 acres	560-2,000	¼-½ mile
Community Park	2.5	20-100 acres	2,000-10,000	½ mile
Regional Park*	.002-.003	50-75 acres	25,000	Multi County

Source: National Park Recreation and Open Space Standards; National Recreation and Park Association; Washington, D.C., 1983.

**Based on community facility standard Neighborhood Parks Future Need*

Neighborhood Parks

Table 8 describes projected neighborhood park needs between 2015 and 2035.

Table 8
National Standard LOS
Neighborhood Parks Needs Projection
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail.	Net Reserve (Deficit)	Net land Cost
2015-2021	8,210	20.53	4	(16.53)	N/A
2022-2035	11,085	27.7	4	(23.7)	N/A

The City will require additional neighborhood park facilities over the planning period to meet the standard LOS.

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Community Parks

Table 9 describes projected community park needs between 2015 and 2035.

Table 9
National Standard LOS
Community Park Needs
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail	Net Reserve (Deficit)	Net land Cost
2015-2021	8,210	20.53	15	(5.53)	N/A
2022-2035	11,085	27.7	15	(12.7)	N/A

The City will require additional community park facilities over the planning period to meet the standard LOS.

Linear Parks and Trails

The national standard LOS for trails is 2 acres per 1,000 people. This equates to a trail 8 feet wide and approximately two miles long for each 1,000 people. The City presently has .5 mile of trail at Heritage Park, 1 mile of trail at the Stanwood-Camano Village and 1 mile of designated trail along Pioneer Highway, for a total of 2.5 miles (2.4 acres). Table 10 shows the projected future trail needs.

Table 10
Trails Needs Assessment
(LOS=2 acres per 1,000 population)

Time Period	Pop.	Acreage Required	Acreage Available	Deficit in Acres
2015-2021	8,210	16.42	2.4	(14.02)
2022-2035	11,085	22.2	2.4	(19.8)

The City will need to add additional trail facilities over the planning period in order to resolve the projected deficit based on existing trails.

NEEDS SUMMARY

Neighborhood Parks Need

Based on the national standards, Stanwood does not have adequate acreage for neighborhood parks and much of the current inventory is undeveloped and/or not accessible as a park. The

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undeveloped parks need facilities and improvements to function as recreation areas for their neighborhoods. The need in the 6 year planning period is 16.53 acres. 23.7 acres is needed by 2035 to meet the standard LOS. Some of the deficit can be met by developing the two undeveloped parcels owned by the city for parks use for an additional 3 acres. These lands are not currently included in the inventory for LOS purposes as they are undeveloped. In terms of acquisition needs, the north and northeast section of Stanwood lacks neighborhood park facilities and the town lacks a facility serving downtown residents and the commercial area.

Community Parks Need

Based on national standards, Stanwood will need to acquire and develop acreage for community parks over the planning period. The Church Creek Park incorporates most of the recreation elements that have been identified in the City's Comprehensive Plan. An additional 12.7 acres of community park land will be needed by 2035. Some portion of community park need is satisfied at Heritage Park for residents of the area adjacent to this facility.

Linear Trails Need

The City currently has a total of 2.5 miles of designated trails at 3 locations. Each mile of trail (8 feet wide) equals .97 acres. The national standard LOS for trails is 2 acres (8 feet wide and approximately 2 miles long) per 1,000 population.

The existing 2.5 miles of trails under serve the 2014 population of 6,530, including the urban growth area (UGA), and an additional 10.58 trail miles are needed immediately. In addition to the immediate need, the City requires 3.88 miles of trails over the six year planning period for a total of 14.46 trail miles by 2021. 5.96 miles of additional 8 foot wide trails are needed by the end of the twenty-year planning period for a total of 20.42 new trail miles. Calculation of trail acres to miles requires conversion to square feet. One trail mile equals 42,240 sf (8'x 5280'). One acre equals 43,560 sf.

Regional Park Need

The community need is met and will be met by the 43.6 acre Heritage Park recreation complex. The intent for this facility is to serve the regional population for sports league play, serving the Stanwood Camano School District, and providing a location for multi-county tournaments league play for teams from Stanwood and Camano Island in Island County, regional bicycle events and major community. The addition of further facility improvements would bring the park to completion to fully serve. The park also has ongoing maintenance needs.

ACTION PLAN

Introduction

The following recommended actions are based on the facility demand and needs analysis, and are consistent with the goals and objectives contained in this document. To aid in budget

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planning and qualifications for financial assistance, the City of Stanwood has prioritized the action items and developed both six-year and twenty-year action plans. More detail on the six-year action items can be found in the City's Capital Facilities Plan.

Policy Action Items

Several items and projects suggest policy items that should be planned for in regard to the City as a whole.

Six-year Project Action Items

Following are the six year priority project details for each park/trail:

Heritage Park

- Drainage evaluated and improved
- Four-field lighted facility capable of hosting regional baseball and other sport tournaments
- New playground and loop trail
- Improved parking, potential RV parking

Church Creek Park

- New playground, improved visibility, new trail to the creek, better drainage, improved ball field
- Master Plan started to coordinate access and parking with the Vine Street property

Trails

- Sidewalk connectivity projects included in bi-annual budgets
- Lighting added to selected trails
- Trail information kiosk installed near the train station
- Trail within city-owned property along the 532 Berm

Hamilton Landing

- First local access point to the Stillaguamish River in recent memory
- Cleaned up; motorized boat launch, restroom and parking installed
- Remainder of the park designed, engineered and partially under construction

Ovenell Park

- Cleaned up and secured
- Interim restroom, utilities and parking
- Tours and approved programs and events
- Design and engineering completed
- Construction will start in the last year of the six-year plan

Remaining (Lindstrom, City Hall Park, Lions Park)

- Maintenance only, no major improvements

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New Properties

- Johnson Farm
- Heritage Park Adjacent Land
- Central City open space
- N/NE City neighborhood park

Twenty-Year Parks Plan

The Twenty-Year Plan consists of projects that received comment and support, although they were lower priorities. These ideas should remain as potential projects should future opportunities arise. *(not listed in order of priority):*

Heritage Park

- RV hook-ups

Trails

1. Three or four main loop/connection trails (separate from sidewalk system) should be established and designated that interconnect the city's community and neighborhood parks and connect Pioneer Highway/Marine Drive to the downtown and eventually to Camano Island and eastern Snohomish County.
2. Add parking near developed trail system (future).
3. Develop designated bike routes.
4. Rest stops for bicycles/walkers (restrooms, drinking fountains, benches).
5. Trail signage system.

Hamilton Landing

- Complete park construction including non-motorized boat launch

Ovenell Park

- Complete park construction including water access and waterfront trail (east on south side of SR-532).

Lindstrom Park

- Park design and development

City Hall Park

- Park design and development

Lions Park

- Park improvements

New Properties

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- Central City open space
- N/NE City neighborhood park
- Downtown park
- Port Susan Food and Farming Center

Many proposed projects occur outside of the city limits and urban growth boundary, and would involve partnering with other jurisdictions and partners to accomplish them. These include:

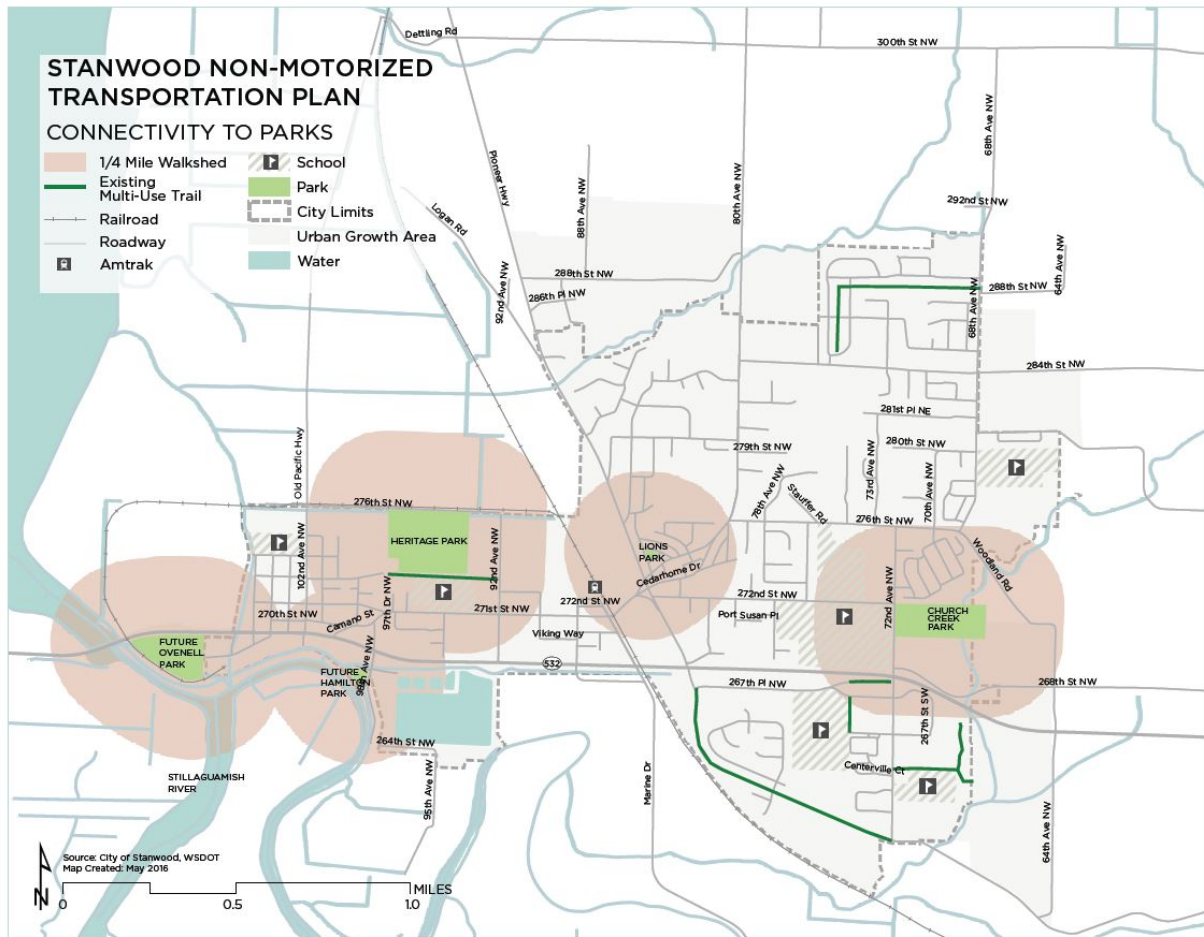
1. Developing a main east-west bicycle/pedestrian trail connecting Stanwood to Camano Island and Arlington separate from SR-532 much like the Burke Gilman trail.
2. Use the tops of the dike system along the river and sloughs for pedestrian and bicycle trails (Snohomish and Island Counties).

The City supports these projects and will make every effort to meet future demand for the region. This must, however, be accomplished through cooperative regional partnering with both Snohomish and Island Counties.

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Appendix A: Existing Inventory Map and Images



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HERITAGE PARK

9600 276th St NW, Stanwood

Acreage: 44.05



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CHURCH CREEK PARK

71st Ave NW, Stanwood

Acreage: 15.39



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LIONS PARK

Stanwood

Acreage: .68



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RIVERFRONT PROPERTY

Stanwood

Acreage: .8



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LINDSTROM PROPERTY

Stanwood

Acreage: 4.59



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OVENELL PROPERTY

Stanwood

Acreage: 15



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HAMILTON PROPERTY

Stanwood

Acreage: 2.01



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Church Creek Park



Heritage Park



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Lions Park



VFW Memorial



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Pioneer Highway Trail



Lindstrom Village Loop Trail



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Hamilton Landing



Riverfront property



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Ovenell property



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Appendix B: Previous Public Involvement Summaries

Event	Description	Date
Planning Commission Workshop	Workshop to provide input on current inventory, goals, and objectives; and generate ideas regarding future facilities within the service area.	August 13, 2012
City Council	Review scope and methodology.	August 23, 2012
Public Workshop Questionnaire	Online Questionnaire to assess use of facilities, recreational priorities, and comments regarding City parks.	September 10 to October 1, 2012
Planning Commission Workshops	Review public workshop and questionnaire results, obtain additional comments, review possible projects, and Planning Commission prioritization of projects.	September 10, 2012 October 8 & 22, 2012
Public Open House	Review results from previous workshop, have the public prioritize projects, and receive additional comments and ideas.	September 24, 2012
Planning Commission Public Hearing	Review amendments.	November 14, 2012
Joint Planning Commission & City Council Workshop	Review results from previous workshop and Planning Commission session, City Council members briefing, and receive additional comments and ideas.	November 26, 2012
Planning Commission	Public Hearing deliberation and recommendation.	December 3, 2012
City Council	Consideration of plan recommended by Planning Commission and adoption of plan.	December 13, 2012

Questionnaire

The City held a Parks, Recreation and Open Space Plan Open House for the public on September 24, 2012. Twenty community members had the opportunity to vote on their top four priorities in future parks projects. There were nine options: a city hall park, Church Creek park, an off-leash dog park, a new downtown park, Heritage park improvements, kayak/river access, a new neighborhood park, skate park rehabilitation at Heritage park or trails. The top two votes were tied for kayak/river access and trails. A new downtown park ranked third in votes.

The City hosted an online PROS plan survey from September 8 to October 1, 2012 and invited the community to give input. The survey received seventy-four responses. The survey results reflected the community's desire for a wider-range of recreational activities including waterfront access/boat launch, off-leash dog park and active recreation such as sports, courts,

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fields and multi-use trails as well as to acquire additional land for parks/recreation facilities. The majority of survey respondents stated that they would not like more private, mini-parks/tot lots for homeowner association use in Stanwood residential neighborhoods and that both taxpayers and developers should share the costs for funding and the associated maintenance costs of new parks.

Survey

The development of the City's Non-Motorized Transportation Plan included a variety of outreach activities to gain insight about the challenges of Stanwood's existing pedestrian and bicycle network and recommendations for future improvements. The survey was available online through the City's project webpage. It was advertised via social medial, email and an announcement at the first Community Workshop on April 28, 2016, where participants were invited to take the survey at a workshop station with a lap top computer. Paper copies were also available upon request. City staff and Advisory Committee members encouraged people to take the survey by personally visiting community gathering places and discussing the process. The survey yielded 262 participants. Of the participants, 79% identified themselves as female and 21% as male. The reported majority age of survey takers was between 40-49 years (30%), followed by those age 30-39(25%), 50-59, (19%), 60-69 (14%, and 70+ (3%). The survey provided responses to questions regarding walking and biking trends, obstacles and concerns, desired facilities, and desired destinations.

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***Appendix C: Parks and Trails Phase II Final Report and Six-year Implementation Plan
with Costs and Funding Strategies***



City of Stanwood Parks and Trails Phase II

Final Report

November 2017



Respectfully Prepared by Theresa Metzger, IRIS Consulting

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1 ACKNOWLEDGEMENTS

The City of Stanwood would like to gratefully acknowledge the following people and organizations for their involvement in, and support of, Stanwood's Parks and Trails during this Phase II effort. In particular, the City would like to express its deep appreciation for the hours spent by the **Parks and Trails Advisory Committee volunteers and Friends of Stanwood Parks and Trails volunteers**—without whom the progress made over the past year would not have been possible!

City Stanwood Elected Officials

Leonard Kelley	Mayor
Rob Johnson	City Council
Arne Wennerberg	City Council
Elizabeth Callaghan	City Council
Timothy Pearce	City Council
Larry Sather	City Council
Conrad Ryer	City Council
Dottie Gorsuch	City Council

City Staff

Deborah Knight	(Former) City Administrator
Ryan Larsen	Community Development Director
David Hammond	Finance Director
Kevin Hushagen	Public Works Director
Shawn Smith	Public Works Asst. Director
Carly Ruacho	Public Works
Lisa Sokolik	Public Works
Trevor Harrison	Public Works
Trace Justice	Community Development

Island County

Commissioner Rick Hannold

Snohomish County

Sharon Swan	Parks
Tom Teigan	Parks
Monte Marti	Conservation District
Dan Evans	Sustainable Land Strategy

Parks and Trails Advisory Committee Members

Gordon Bell	Formerly with State Parks
Bob Hitz	NMTP Planning Committee
Wade Perkins	Stanwood-Camano YMCA
Seth Richey	Stanwood-Camano Little League
Sue Thees	Community Member
Marshall Will	Skagit and Snohomish County Cycling
Judy Williams	Stanwood Planning Commission

Design Stanwood Board Members

Laura Byers
Pat Richardson
Kristine Kaufman
Pearl Schaar

Advice & Assistance Provided by

Carol Triplett	Friends of Camano Island Parks
Marla Heagle	Windermere Real Estate
Mason Hinn	Community Member
Jim Beneteau	Pilchuck Audubon
Christie Connors	Community Resource Center
Mary Brederick	Stanwood-Camano YMCA
Robin Hanks	Stanwood Historical Society
Richard Hanks	Stanwood Historical Society
Tracey Boser	Stillaguamish Tribe
Jennifer VanEyck	Stillaguamish Tribe

FOSPAT Steering Committee:

Angela Strand	NWhealthymama website
Chuck Gittings	Center for Wooden Boats
Chuck Pratt	Stanwood Library
Deb Bell	Cama Beach
Dianne White	Former Stanwood Mayor
Gordon Bell	Formerly with State Parks
Jane Cassady	Community Member
Jerry Will	Camano Island Chamber of Commerce
Joanna Dobbs	Community Resource Center
Judy Williams	Chicago Title, Stanwood Planning Commission
Laura Byers	Coastal Community Bank, Design Stanwood
Mike Greenslade	Community Member
Nate Nehring	Stanwood Planning Commission
Pam Fisher	Allstate Insurance
Ramona Snowden	Community Member
Robin Donohoe	Community Member
Sue Thees	Community Member
Terry Greer	CPA
Theresa Metzger	Iris Consulting
Tracy Gilroy	The Gilroy Law Firm
Wade Perkins	Stanwood-Camano YMCA
AnnMarie Hall	Facilitator

2 INTRODUCTION

The City of Stanwood is prioritizing Parks & Recreation with commendable foresight: the Hamilton and Ovenell properties were purchased in 2014, community-driven conceptual Master Plans for Ovenell Park and Hamilton Landing were adopted by City Council in June 2016, a Non-Motorized Transportation Plan (NMTP) was approved in November 2016 and the purchase of 30 acres of the Johnson Farm is in the process of being finalized. Given the City's recent investments in new park properties and in trail planning, significant questions – for all of the City's parks and trails - must be addressed (*see sidebar*).

In the meantime, considerable community engagement and momentum has been generated via the Ovenell/Hamilton and the NMTP Planning Committees - and the opportunity exists to create more formalized community support for Stanwood's parks and trails. With these factors in mind, Iris Consulting was engaged in October 2016 to complete the following five deliverables:

1. Form a volunteer **"Parks and Trails Advisory Committee" (PTAC)** whose mission is to advise City of Stanwood staff and elected officials on the direction of Stanwood's parks and trails by focusing on seven major questions (*see sidebar*).
2. Form a volunteer **"Friends of Stanwood Parks and Trails" (FOSPAT)** group to provide ongoing fundraising, outreach and work party support for Stanwood's parks and trails.
3. Create an **Ovenell/Hamilton Design Narrative** – together with additional consulting resources – which will clarify development phasing for these complex properties.
4. Create a **Capital Development Plan** – together with Wentworth Consulting - which will identify additional funding sources for Park and Trail development.
5. Identify **Prospective Partners** who can assist the City of Stanwood with developing – and potentially operating – the City's parks and trail system.

Key Parks and Trails Questions

1. What are the primary goals & objectives for the next 6 years?
2. What should be implemented over the next 6 years?
3. What is the correct sequence/priority?
4. What is the budget?
5. Where does the funding and support come from?
6. What is the most appropriate timing of a potential bond/levy?
7. How should the public be involved?

3 EXECUTIVE SUMMARY

This Final Report for Phase II of Stanwood’s parks and trails details major accomplishments; the processes used for achieving these accomplishments and suggested next steps. Detailed spreadsheets, workplans and reports are included in an accompanying document entitled “Stanwood Parks and Trails Phase II: Appendices”. In particular, this report includes:

- Page 13 – 27 **Parks and Trails Advisory Committee (PTAC)** formation and deliverables (including details concerning a Metropolitan Parks District)
- Page 28 **Ovenell/Hamilton Design Narrative** Overview Page 27 (final report included in Appendix
- Page 29-34 **Friends Of Stanwood Parks & Trails (FOSPAT)** formation and deliverables
- Page 35 – 37 **Critical Partnerships** formed and current tasks underway
- Page 38-39 **Funding Plan** including potential grants from a variety of sources
- Page 40-42 **Next Steps** regarding staffing, Metropolitan Parks District and community involvement

3.1 ACCOMPLISHMENTS

The top five desired outcomes of the Parks and Trails Phase II deliverables listed in the Introduction are to:

1. Initialize the **foundation of a future Parks Department** by creating a citizen-based advisory group (as a precursor to a Parks and Trails Board)
2. Develop a **prioritized project approach** for projects within all of the City’s parks and trails (current and future)
3. Formalize **volunteer involvement** in the City’s Parks and Trails
4. Identify a **phased approach and partnerships for Ovenell Park and Hamilton Landing** in order to select early projects
5. Identify **additional funding sources**

As of July 2017, the following has been accomplished towards these outcomes:

1. Initialize foundation of a future Parks Department

- ✓ Parks and Trails Advisory Committee formed
- ✓ Seven community members recruited, approved and oriented
- ✓ Eleven PTAC meetings held
- ✓ Priority projects and preferred funding strategy approved using a structured and facilitated approach
- ✓ Connectivity developed with the City's Public Works Committee and Planning Commission
- ✓ Key recommendations made regarding Park Impact Fees
- ✓ Developed a demolition plan for Ovenell barns, including a public communication approach
- ✓ Increased community ownership and awareness of Stanwood's parks and trails



2. Develop a prioritized project approach

- ✓ Complete project list developed from PROS Plan, Hamilton/Ovenell Plans, NMTP, and comprehensive parks/trails tours
- ✓ Guiding Principles developed from PROS Plan Goals and Objectives, facilitated discussions
- ✓ Project list prioritized by PTAC using Guiding Principles
- ✓ Costs estimates and timeline developed
- ✓ Finalized a Six-Year Implementation Plan encompassing prioritized projects, cost estimates and timeline
- ✓ Recommended moving ahead immediately with Heritage Park Drainage Study

PTAC Master Projects List		February 7, 2017	Prioritization Worksheet
Phasing	City Hall Pocket Park	Ovenell Park	Hamilton Landing
Short Term Improvements City Funded Volunteer Trails	- Fruit Tree Maintenance - Signage - Bench - Picnic tables - Bike parking - Park Name	- Clean roof and gutters at house - Ongoing mowing - Information Kiosk - Owl Boxes - Obtain and mount historic photos - Rehabilitate orchard and surrounding grass - Clean out barns - Debris removal - Pressure wash exterior of metal sheds - Remove/maintain blackberries/invasive plants/debris along railway spur, temporary fence and house - Landscaping along 532 - New roof on house - Improved park and off-limits signage	- Ongoing mowing - Information kiosk - Debris removal - The old dock should be signed or fenced off for safety - Park and off-limits Signage - Address Neighbor concerns
Medium Term / Usability Improvements	- Split-rail fence - Gazebo - Meditation/zen garden	- Demolition - Critical area protection (wetlands/shoreline)- define, flag, temporary fencing/posted signs - Paths, walkways, trails - surface, accessible - Picnic Facilities - River access - safety, initial improvements - Initial user groups / uses storage for equipment - Driveway access and Interim Parking - Restrooms - portable stalls, accessible - Utilities - electrical (safety/security lighting, power outlets), water (potable, power washing), stormwater - Security of remaining buildings/infrastructure, defining off-limit areas	- Critical area protection (wetlands/shoreline)- define, flag, temporary fencing/posted signs - Paths, walkways, trails - surface, accessible - Picnic Facilities - River access - safety, preserving Transocean use - Smokestack access - preserving Stanwood Lions Foundation access for seasonal decorations - Initial user groups / uses storage for equipment - Driveway access/entrance and Interim Parking - Restrooms - portable stalls, accessible - Utilities - electrical (safety/security lighting, power outlets), water (potable, power washing), stormwater (interim v. permanent) - Security of remaining buildings/infrastructure, defining off-limit areas
Longer Term Efforts	- Master planning - Labyrinth - Spray park - Restroom - Parking improvements	Design & Engineering (TBD pending Design Narrative & Phased Approach deliverable)	- WDFW grant project improvements - Design & Engineering (TBD pending Design Narrative & Phased Approach deliverable)

Sample from Project Prioritization Worksheet

3. Formalize volunteer involvement

- ✓ Convened Friends of Stanwood Parks and Trails
- ✓ Leveraged formal 501(3)C from Design Stanwood
- ✓ Recruited and oriented 20-member steering committee
- ✓ Appointed four board members
- ✓ Created an attractive and recognizable logo for FOSPAT and an outreach brochure
- ✓ Created and maintain a FOSPAT Facebook page
- ✓ Created contact databases for outreach, work party volunteers and donors. The volunteer/outreach database contains 110 contacts and there are 19 contacts in the donor list.
- ✓ Established regular meeting schedules with City Administrator and Public Works Department personnel to ensure communication and coordination
- ✓ Formalized a Memorandum of Understanding between the City and FOSPAT for volunteer projects
- ✓ Developed by-laws and organization structure
- ✓ Reviewed and finalized the City's new parks and trails volunteer work party/project policies and permitting approach
- ✓ Participated in SC Give, raising \$2,320 for information kiosks at the two new riverfront parks
- ✓ Participated in the Next Generation Stanwood-Camano Mixer and YMCA Healthy Kids Day
- ✓ Installed nest box at Ovenell Park for barn owls in advance of the demolition of the wooden barn
- ✓ Held a community work party to beautify the landscaping at Church Creek Park; 22 people attended
- ✓ Plans in place for historic banner installation at Ovenell Park and for information kiosks at Ovenell Park and Hamilton Landing



4. Identify phased approach and partnerships for Ovenell Park and Hamilton Landing

Contracted with Designs Northwest Architects:

- ✓ Created compendium of all existing studies for Ovenell Park and Hamilton Landing; contacted PUD and obtained a 3-pole layout
- ✓ Reviewed Transportation Element in Comprehensive Plan
- ✓ Performed initial zoning analysis for each site, attended zoning meeting with City to navigate planning hurdles for zoning change and initial site uses, monitored zoning changes
- ✓ Created list of minimum infrastructure needed to accomplish initial park improvements and foster community ownership
- ✓ Identified key user groups for each site
- ✓ Listed future site data/consultants necessary to achieve government approvals and construction of parks.
- ✓ Developed draft phasing approach, ensured reviews by the City staff and Phase II consulting team
- ✓ Updated and delivered final Design Narrative and Phased Approach



Partnerships:

- ✓ 19 potential partners identified and prioritized; 9 partnership organizations currently engaged with plans for ongoing engagement
- ✓ Met with Stillaguamish Tribe cultural staff together with the Stanwood Area Historical Society (SAHS)
- ✓ Early discussion with YMCA and Stanwood-Camano Little League regarding Heritage Park
- ✓ Toured Ovenell Park with the Snohomish County Conservation District, potential programs identified
- ✓ Engaged with the Snohomish County Sustainable Land Strategy Committee regarding Ovenell Park; identified potential partnership projects



5. Additional funding sources

- ✓ Reviewed and supported Capital Funding Report prepared by Wentworth Consulting
- ✓ Reviewed Six-Year Plan funding approach and identified components for city funding, grant funding and community funding
- ✓ Submitted successful application, together with YMCA and Stanwood-Camano Little League, for a Snohomish County Small Projects grant request for Heritage Park backstops
- ✓ Identified funding sources available through Sustainable Land Strategy partners

			Revenue	Total Revenue	2016	2017	2018	2019	2020	2021	2022	2023+	6-year
Heritage		Expenditures											
	Immediate Improvements												
1	Ongoing moving & maintenance	City		City Budget		\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 126,000
1	Bike Parking	City	\$ 3,000	City Budget		\$ 3,000							\$ 3,000
1	Replace plywood backstops	FOSPAT labor, City Materials	\$ 1,200	City Budget		\$ 600				\$ 600			\$ 1,200
2	Landscaping & beauty bark	FOSPAT labor, City Materials	\$ 500	City Budget		\$ 500							\$ 500
1	Improved dugouts	SCLL	\$ 16,000	SCLL		\$ 16,000							\$ 16,000
	Deferred Maintenance												
1	Assess Drainage	City	\$ 100,000	REET		\$ 50,000	\$ 50,000						\$ 100,000
1	Improve drainage & field conditions	City	\$ 1,030,000	School Bond		\$ 30,000		\$ 300,000	\$ 700,000				\$ 1,030,000
	Master Planning												
1	Tournament Ready Master Plan	City-led public process with support from sports leagues & YMCA	\$ 75,000				\$ 15,000	\$ 60,000					\$ 75,000
1	Tournament Ready Implementation	City-led grant applications with support from sports leagues &	\$ 1,500,000	RCO grant				\$ 50,000	\$ 1,000,000	\$ 450,000			\$ 1,500,000
1	Complete loop trail around park	City	\$ 535,000	RCO grant					\$ 150,000	\$ 385,000			\$ 535,000
3	Add play structure for small children	FOSPAT	\$ 100,000	grant					\$ 20,000	\$ 80,000			\$ 100,000
1	Install concession stand	SCLL	\$ 200,000	RCO grant						\$ 200,000			\$ 200,000
1	Improve parking lot	City	\$ 300,000	RCO grant						\$ 300,000			\$ 300,000
2	RV parking feasibility	City	\$ -									25,000	\$ -
Total			\$ 3,860,700		\$ -	\$ 121,100	\$ 86,000	\$ 431,000	\$ 1,891,000	\$ 1,436,600	\$ 21,000	\$ 46,000	\$3,986,700
Church Creek		Expenditures											
	Immediate Improvements												
1	Ongoing Maintenance	City		City Budget		\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 63,000
1	New restrooms	City	N/A	City Budget	X								\$ -
1	Bike parking	City	\$ 1,500	City Budget		\$ 1,500							\$ 1,500
1	Remove trees & improve visibility	City	\$ 45,000	City Budget		\$ 45,000							\$ 45,000
1	Wood chips & beauty bark	FOSPAT labor, City Materials	\$ 1,000	City Budget		\$ 500	\$ 500						\$ 1,000
1	Define trail to creek	FOSPAT labor, City/Donated	\$ 2,000	City Budget		\$ 2,000							\$ 2,000
	Deferred Maintenance												
2	New playground equipment	FOSPAT, TBD Funding	\$ 200,000	Grant				\$ 60,000	\$ 140,000				\$ 200,000
1	Address drainage & improve field conditions	City	\$ 250,000	City Budget / grant				\$ 75,000	\$ 175,000				\$ 250,000
3	Repaint & re-roof existing shed	FOSPAT labor, City Materials	\$ -	City Budget									
	Master Planning												
3	Master Plan to coincide with Vine Street Development	City-led public process with support from sports leagues, YMCA & neighbours	\$ 75,000	City Hall Relocation					\$ 40,000	\$ 35,000			\$ 75,000
3	New Kitchen Structure	City, supported by FOSPAT	\$ 125,000	Grant				\$ 40,000	\$ 85,000				\$ 125,000

Sample from Cost Estimating Worksheet

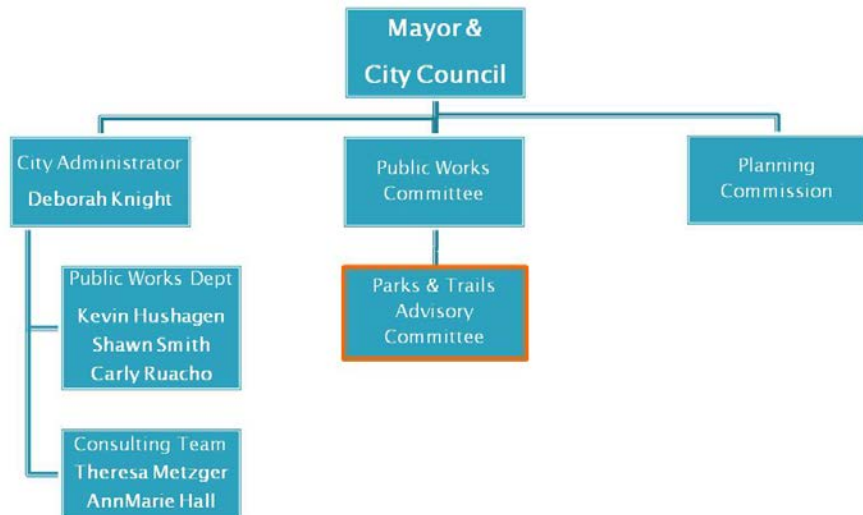
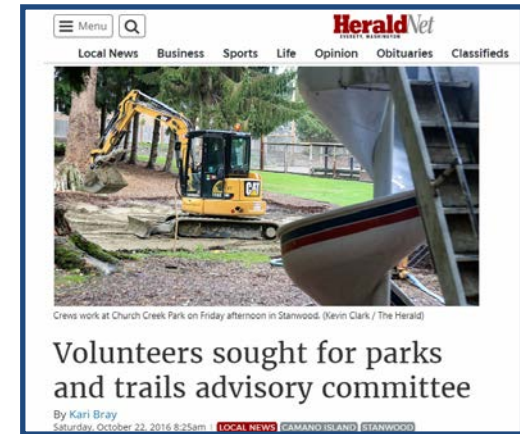
4 PARKS AND TRAILS ADVISORY COMMITTEE (PTAC)

During October, 2016 a formal process was conducted to recruit seven to ten community members to the new Parks and Trails Advisory Committee. Press releases, Facebook posts and emails generated eleven applications (*materials included in Appendix 12.1*). Seven members were recommended by City Staff and confirmed by the Mayor and City Council. The role of the PTAC is as follows:

- Appointed by City Council to ensure citizen involvement in all aspects of the parks and trails planning and development process.
- Makes recommendations to the Public Works Committee, the Planning Commission and City Council.
- Does not carry any administrative powers, is advisory only and cannot implement recommendations, or expend funds, without formal approval from the Mayor and/or City Council.
- Meets monthly, or more as deemed necessary, through December 2017.
- Membership is voluntary and members will not be compensated. The city council may choose to dissolve the committee at any time.

Current PTAC Members:

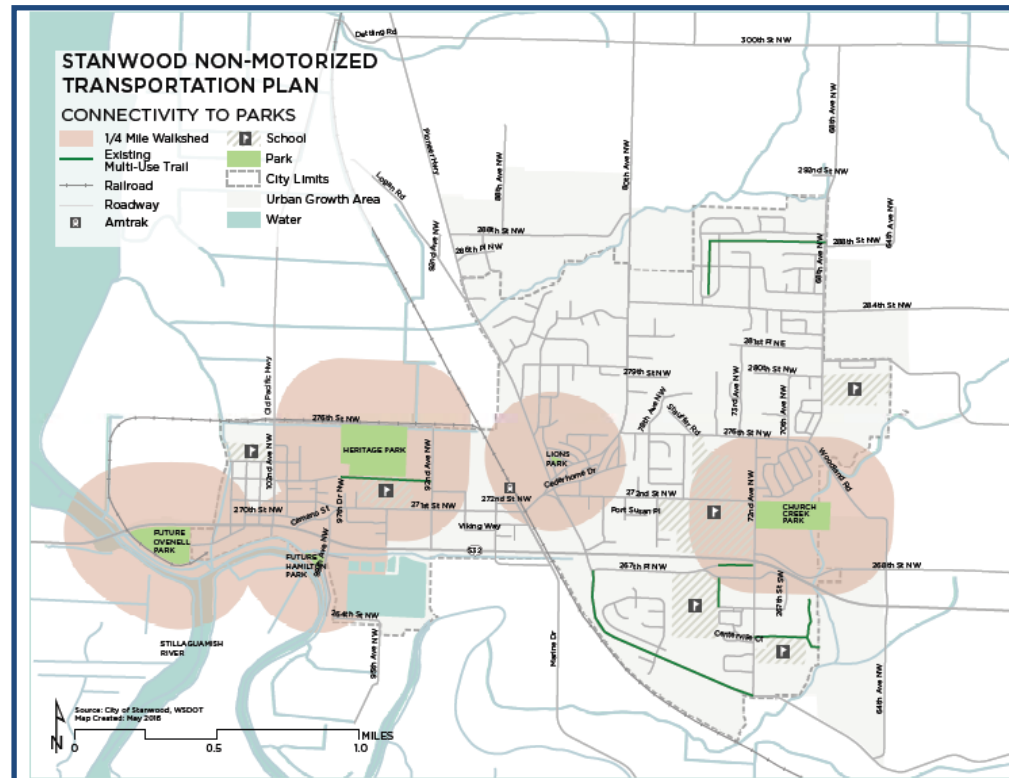
Gordon Bell	Formerly with State Parks
Bob Hitz	NMTP Planning Committee
Wade Perkins	Stanwood-Camano YMCA
Seth Richey	Stanwood-Camano Little League
Sue Thees	Community Member
Marshall Will	Skagit and Snohomish County Cycling
Judy Williams	Stanwood Planning Commission



5 PARKS AND TRAILS TOURS

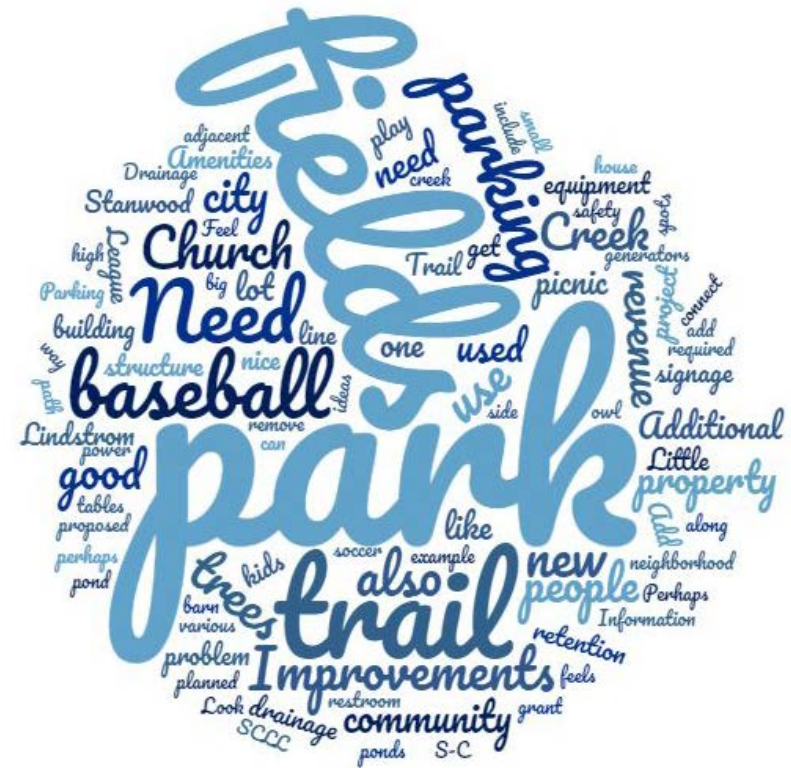
In January 2017, PTAC and FOSPAT members toured the City's parks and trails to ensure that they were familiar with the current state of Stanwood's park and trail system. A tour guide was developed which contained current information on all of the parks and trail segments, feedback was recorded and collated (*materials and results in Appendix 12.2*). The feedback was used as a basis for creating a comprehensive list of potential Parks and Trails Improvements, which was later prioritized by both groups.

1. Start at City Hall Pocket Park
2. Ovenell - stop
3. Hamilton - stop
4. Pioneer Trail - drive-by
5. Lindstrom Park & Trail – drive-by
6. Church Creek - stop
7. Lions Park – drive-by
8. Heritage - stop
9. Back to City Hall



Points Considered During the Tours:

- What improvements would you like to see at this park and/or trail within the next six years?
- What benefit would these improvements provide to the community and to the City?
- Are there any partners or organizations who could support the proposed improvements?
- Can you suggest potential funding sources for proposed improvements?
- What aspect(s) of these parks/trails excited you the most?
- What aspect(s) do you think our community needs the most?
- What surprised you the most about the parks/trails?
- What did we miss that we should look at later?
- Anything else?



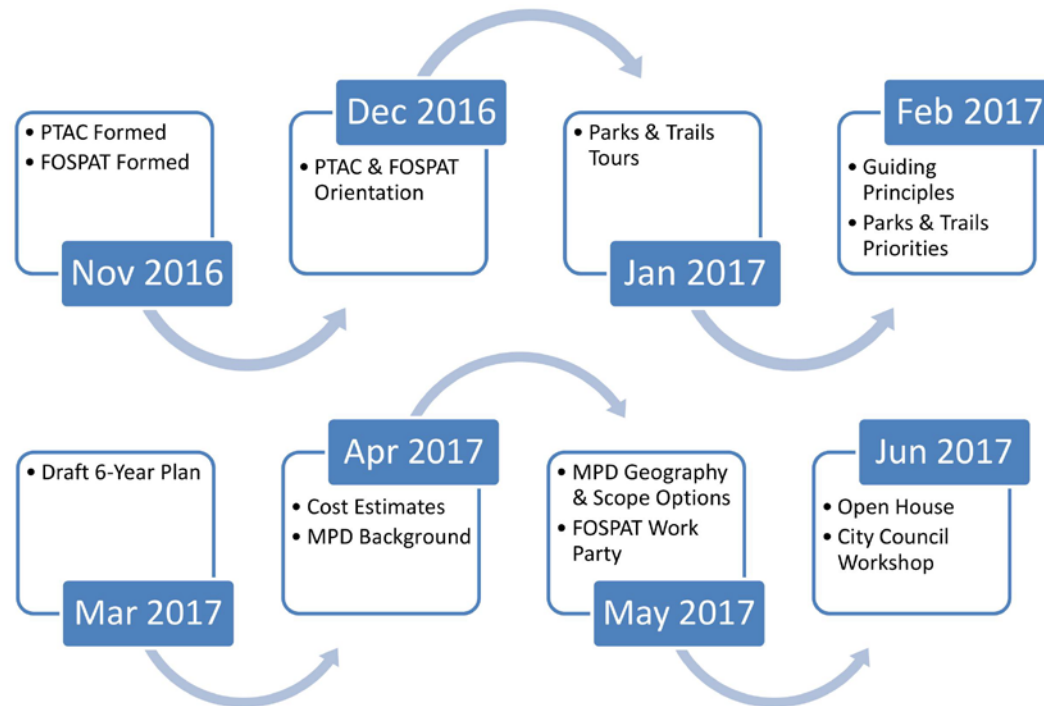
WordCloud generated from Tour Feedback

6 PTAC DELIVERABLES

The graphic below summarizes the timeline followed by the PTAC from November 2016 through June of 2017. Eleven meetings were held, each of which was facilitated by a combination of City Staff and Iris Consulting. Subject matter experts attended several of the meetings, such as Snohomish County PUD and Snohomish County Parks. The materials for each meeting may be found on the City's Parks and Recreation webpage: www.ci.stanwood.wa.us/parksrec/page/parks-and-trails-advisory-committee.

Major deliverables include the following, each of which are described further in the following sections.

- Guiding Principles
- Parks & Trails Priorities
- 6-Year Plan
- Cost Estimates
- Metropolitan Parks District Proposal
- Community Open House and City Council Workshop



6.1 GUIDING PRINCIPLES

The PTAC started the development of their Guiding Principles – to be used in order to prioritize future parks and trails planning efforts – by reviewing the Goals and Objectives which were included in the City’s Parks, Recreation and Open Space Plan (PROS). This made sense as the PROS Plan was adopted by City Council in June, 2015 and formed an excellent framework for future parks and trails efforts.

Once the PROS Plan Goals and Objectives were summarized, they were reviewed by the PTAC and then prioritized using a “dot-voting” exercise (*results included in Appendix 12.3*). Together, the PTAC then used the highest voted items to develop their five Guiding Principles, which are to the right.

Major Conclusion: *It was at this point that it became clear that the PTAC regarded investing in existing parks – particularly Heritage Park and Church Creek Park – a higher priority than developing new parks or acquiring additional parks properties.*



PTAC GUIDING PRINCIPLES

1. Finance/Economic Development: ensure that parks & trails are financially sustainable and generate economic development for the community
2. Maintenance: invest in our existing parks – starting with Heritage Park and Church Creek Park
3. Trails: make progress on near-term improvements and selective longer term improvements
4. Waterfront Access: realize connections to the waterfront – via Hamilton Landing and Ovenell Park improvements
5. Parks System: prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time

6.2 PARKS & TRAILS PRIORITIES

To develop a prioritized list of parks and trails projects, the PTAC used their Guiding Principles together with the ideas and feedback from the earlier parks and trails Tours. The resulting priority order for Parks and Trails are shown below (*complete list included in Appendix 12.4*). Following are the priority project details for each park/trail:

Heritage Park

- Drainage fixed
- Four-field lighted facility capable of hosting regional baseball and other sport tournaments
- New playground and loop trail
- Improved parking, potential RV parking

Church Creek Park

- New playground, improved visibility, new trail to the creek, better drainage, improved ball field
- Master Plan started to coordinate access and parking with the Vine Street property

Trails

- Sidewalk projects included in bi-annual budgets
- Lighting added to selected trails
- Trail information kiosk installed near the train station
- Trail within city-owned property along the 532 Berm

Parks and Trails Priority Order

1. Heritage Park
2. Church Creek Park
3. Trails
4. Hamilton Landing
5. Ovenell Park
6. Remaining:
 - Lindstrom Park
 - City Hall Park
 - Lions Park
7. New Facilities



Hamilton Landing

- First local access point to the Stillaguamish River in recent memory
- Cleaned up; motorized boat launch, restroom and parking installed
- Remainder of the park designed, engineered and partially under construction

Ovenell Park

- Cleaned up and secured
- Interim restroom, utilities and parking
- Tours and approved programs and events
- Design and engineering completed
- Construction will start in the last year of the six-year plan

Remaining (Lindstrom, City Hall Park, Lions Park):

- Maintenance only, no major improvements

New Properties

- Johnson Farm
- Heritage Park Adjacent Land



6.3 PARKS & TRAILS 6-YEAR PLAN / COST ESTIMATES / FUNDING GAP

Once the priority projects were confirmed by the PTAC, city staff developed cost estimates for each park/trail plan (*detailed estimates included in Appendix 12.5*). In addition, City staff projected prospective parks and trails revenue – from multiple sources – over the next six years. It was soon evident that there was a significant funding gap between the 6-Year Plan and the City’s Parks and Trails revenue sources. Following is a summary of the full six-year plan cost estimates and the resulting funding gap.

Parks & Trails Priorities	6-Year Plan	6-Year Capital Cost
1. Heritage Park	• Drainage fixed • Four-field lighted facility capable of hosting regional baseball and other sport tournaments • New playground and loop trail • Improved parking, potential RV parking • <i>Key Partners: Local sports leagues, YMCA</i>	\$3,860,700
2. Church Creek Park	• New playground, improved visibility, new trail to the creek, better drainage, improved ball field • Master Plan started to coordinate access and parking with the Vine Street property. • <i>Key Partner: FOSPAT</i>	\$1,111,250
3. Trails	• Sidewalk projects included in bi-annual budgets • Lighting added to selected trails • Trail information kiosk installed near the train station. • Trail within city-owned property along the 532 Berm • <i>Key Partners: Lindstrom Trail improvements will require volunteer funding and support.</i>	\$216,250

4. Hamilton Landing	• First local access point to the Stillaguamish River in recent memory • Cleaned up; motorized boat launch, restroom and parking installed • Remainder of the park designed, engineered and partially under construction. • <i>Key partner: WDFW</i>	\$3,729,000
5. Ovenell Park	• Cleaned up and secured • Interim restroom, utilities and parking • Tours and approved programs and events • Design and engineering completed • Construction will start in the last year of the six-year plan. • <i>Key Partners: Regional and State agencies and organizations</i>	\$793,550
6. New Properties	• Johnson Farm • Heritage Park Adjacent Land	\$1,050,000 TOTAL COST: \$10,544,390
2023+ Plan <i>(not included in the 6-Year Plan)</i>	• Additional major trails • Hamilton Park construction completion • Most Ovenell construction (including river access) • Lindstrom Park • City Hall Park • Lions Park improvements • Potential new property purchases: Downtown Park NE Neighborhood Park Port Susan Food and Farming Center	

Capital Costs Summary

Park / Trail	6-Year Capital Costs
Heritage	\$ 3,860,700.00
Hamilton	\$ 3,729,000.00
Church Creek	\$ 1,111,250.00
New Properties	\$ 1,050,000.00
Ovenell	\$ 793,550.00
Trails	\$ 216,250.00
Project Management	\$ 500,000.00
	\$ 11,260,750.00

City Revenue Sources

Revenue	Total Revenue
General Fund	\$ 1,030,000
Real Estate Excise Tax 1 (Capital Proj.)	\$ 647,000
Real Estate Excise Tax 2 (Capital Proj.)	\$ 1,075,500
Park Impact Fees (Capital Proj.)	\$ 119,000
Secured Grant Funding	\$ 500,000
Unfunded - Potential Grant Funding	
Grants at 35% assumption	\$ 1,561,000
Private Foundations	\$ -
Park District Bonds	\$ -
Other - unsecured	\$ -
Total Revenues	\$ 4,932,500

Funding Gap \$ (6,328,250)

NOTE: \$500,000 in Project Management costs was added to the previous cost estimates

6.4 METROPOLITAN PARKS DISTRICT (MPD)

A significant amount of time was spent by the Parks and Trail Advisory Committee reviewing options for closing the funding gap. The option that generated the most support was the potential formation of a Metropolitan Parks District (MPD).

Following are responses to the most commonly asked questions about an MPD:

What Is a Metropolitan Park District?

- A metropolitan park district (MPD), authorized by RCW. 35.61, may be created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities.
- An MPD may include territory located in portions or in all of one or more cities or counties.

What are the primary functions of an MPD?

- Purchase, acquire and condemn lands within or without the boundaries of park district.
- Regulate, manage and control, improve, acquire, extend and maintain, open and lay out, parks, parkways, boulevards, avenues, aviation landings and playgrounds, within or without the park district.
- Authorize, conduct, and manage such forms of recreation or business as it shall judge desirable or beneficial for the public, or for the production of revenue for expenditure for park purposes.
- Sell, exchange, or otherwise dispose of surplus property.
- Annex territory.

How is an MPD formed?

- By petition signed by at least 15 percent of the registered voters residing in the area to be included.
 - Where the petition is for creation of a district in more than one county, the petition must be filed with the county auditor of the county having the greater area of the proposed district, and a copy filed with each other county auditor of the other counties covering the proposed district.
- By a resolution of the governing body or bodies within which the district is to be located.

- If the district includes area within the county or other cities and counties, the legislative body of each city and/or county that includes a portion or all of the area in the district must adopt a resolution submitting the proposition to the voters.

How are MPDs governed?

- The resolution or petition submitting the ballot proposition must designate the composition of the board of metropolitan park commissioners from among three alternatives:
 - Five commissioners may be elected at the same election creating the district
 - For a district located entirely within one city or the unincorporated area of one county, the legislative authority of the city or county may act as the metropolitan park board
 - For a district located in multiple cities or counties, each legislative authority may appoint one or more members to serve as the board via interlocal agreement

6.4.1 City of Stanwood and Surrounding Area MPD Options

Once an MPD was identified as a preferred funding gap resolution, various MPD geographic and funding variations were presented, including Stanwood-only options and Stanwood-Camano School District-wide options. While the PTAC had strong opinions about their preferred option, they also wanted the public to weigh in via a community open house and for elected officials to review the options at a City Council workshop – as outlined in the next section.

Following are the MPD options which were discussed:

Option	Cost	Details	Pros	Cons
No MPD	\$0 per average \$260K household <\$1M capital potentially available	• Do not create an MPD • Fire & Police costs are expected to rise • Parks & Trails budget may therefore experience significant reductions	• No additional costs for taxpayers	• Parks & Trails maintenance will be reduced • Improvements will be delayed • Properties will continue to deteriorate
Heritage Park Funding via Stanwood-only MPD	\$148 per average \$260K household \$2M additional capital generated	• Create a sustainable source of Parks & Trails revenue via an MPD that encompasses the City of Stanwood • Generate partial capital funding that focuses on Heritage Park improvements • Generate operational funds to sustain maintenance capabilities	• Sustainable revenue source for Parks & Trails • Current service levels are maintained • Heritage Park improvements are implemented • City Council manages MPD and retains control of Parks & Trails	• Higher cost for city residents • Doesn't include broader community • Doesn't generate funds for additional improvements • Hard to expand to surrounding areas later

Full 6-Year Plan Funding via Stanwood-Only MPD	\$237 per average \$260K household \$6M additional capital generated	• Create a sustainable source of Parks & Trails revenue via an MPD that encompasses the City of Stanwood • Generate capital funding that implements the 6-Year Plan • Generate operational funds to sustain maintenance capabilities	• Sustainable revenue source for Parks & Trails • Current service levels are improved • 6-Year Plan improvements are funded • City Council manages MPD and retains control of Parks & Trails	• Highest cost for city residents • Doesn't include broader community • Hard to expand to surrounding areas later
Expand 6-Year Plan via School District-wide MPD	\$39 per average \$260K household* \$6M additional capital generated* <i>*based on current 6-Year Plan; may increase if additional area projects are included</i>	• Create a sustainable source of revenue for Parks & Trails via an MPD that encompasses the boundaries of the Stanwood-Camano School District • Generate capital funding that implements the 6-Year Plan* • Generate operational funds to sustain maintenance capabilities* • Selected Parks & Trails assets are transferred to the new MPD • The MPD works with the City, Island County and Snohomish County to oversee the Parks & Trails	• Sustainable revenue source for Parks & Trails • Current service levels are maintained • 6-Year Plan improvements are funded* • Includes the broader community • Lower costs per household	• Adds to current timeline • Increases governance and administrative complexity

6.5 COMMUNITY OPEN HOUSE / CITY COUNCIL WORKSHOP

Although the PTAC members recognized their role in representing their community regarding the appropriate direction for the City's parks and trails, they also recognized that the community – and elected officials – needed to voice their opinions. In order to make this happen, a community open house was held on June 12, 2017 and a City Council workshop was held on June 29.

June 12 Community Open House

Press releases, Facebook posts and emails were used to publicize the community open house. Materials included summaries of the existing parks, plans for the new parks, the Draft 6-Year Plan, the funding gap and the various MPD Options. Attendees were guided through the displays by city staff and PTAC volunteers. Questions were answered and the attendees were asked to provide their feedback and to vote on their preferred MPD options. Approximately twenty-two (22) community members attended, with a majority of attendees preferring the option of expanding the 6-Year Plan to include an area defined by the entire Stanwood-Camano School District boundary (*open house results in Appendix 12.6*).



MPD Preferred Option

Expand 6-Year Plan via
School District-wide MPD

- Sustainable revenue source for park & trail improvements
- Current service levels are maintained
- 6-Year Plan improvements are funded
- Includes the broader community
- Lower costs per household

June 29 City Council Workshop

The MPD Options, along with the open house feedback, were presented to City Council at a special meeting held on June 29, 2017. After some discussion, City Council directed City Staff to pursue a potential district-wide MPD by forming a new MPD Exploratory Committee together with representatives from unincorporated Snohomish County and from Camano Island.

NOTE: These efforts have been put on hold pending the hiring of a new City Administrator in early 2018.

7 OVENELL/HAMILTON DESIGN NARRATIVE

Due to the traffic, floodplain and ecological complexities of the Ovenell Park and Hamilton Landing properties, Designs Northwest Architects was sub-contracted to develop a detailed Design Narrative and Phasing Approach to guide their future development. This involved researching and reviewing all previous studies for both properties, reaching out to City staff for zoning details and using subject matter experts for additional advice. The resulting report is a comprehensive collection of existing materials and suggested phasing approaches for both properties.

One exciting opportunity is the early implementation of a boat launch at Hamilton Landing by WDFW. This boat launch will be built to compensate for the loss of the WDFW launch at Leque Island. It is possible that some of the early site development work (such as surveying, etc.) for this construction could also benefit the full build-out of Hamilton Landing.

The full Ovenell/Hamilton Design Narrative and Phasing Approach is included in Appendix 12.7



8 FRIENDS OF STANWOOD PARKS & TRAILS (FOSPAT)

The Friends of Stanwood Parks and Trails (FOSPAT), a not-for-profit community-based organization, was established in 2016 as part of the Parks and Trails Phase II project. The purpose of FOSPAT is to work in partnership with the City of Stanwood to develop and maintain beautiful, functional, and well-utilized parks, trails and recreation spaces for the benefit and enjoyment of the community through volunteerism, fundraising, and community engagement. *(Note: All FOSPAT materials are included in Appendix 12.8)*

8.1 INTRODUCTION

The benefits of a community non-profit dedicated to supporting Stanwood's parks and trails were identified during the development of the Ovenell Park and Hamilton Landing Conceptual Master Plan. The following recommendation was included in the final report as an "immediate next step":

- *Form a Friends of Stanwood Area Parks volunteer support organization that can maintain volunteer momentum, start hosting work parties and start fundraising. (City of Stanwood Ovenell Park & Hamilton Landing Conceptual Master Plan, June 6, 2016, p. 35)*

AnnMarie Hall, a sub-contractor of Iris Consulting, facilitated the formation of FOSPAT with the assistance of City Staff, particularly Carly Ruacho, Senior Planner, Public Works.

8.2 DESIGN STANWOOD

Design Stanwood formed in May of 2003 when the Design Assistance Team (DAT), sponsored by the American Institute of Architects, visited Stanwood, studied its needs, identified areas of improvement and prepared a written report that outlined specific changes that could be made to enhance the City of Stanwood. The Stanwood Design Assistance Team and the resulting recommendations were the product of a true partnership between local government (City and State agencies), local businesses, service and professional organizations, and individuals.

A second effort, the Sustainable Design Assistance Team (SDAT), convened in 2012. The wayfinding signs around town, the Amtrak station, and the new riverfront parks, are examples of priorities that were established by the efforts of Design Stanwood and the Design Assistance Teams.

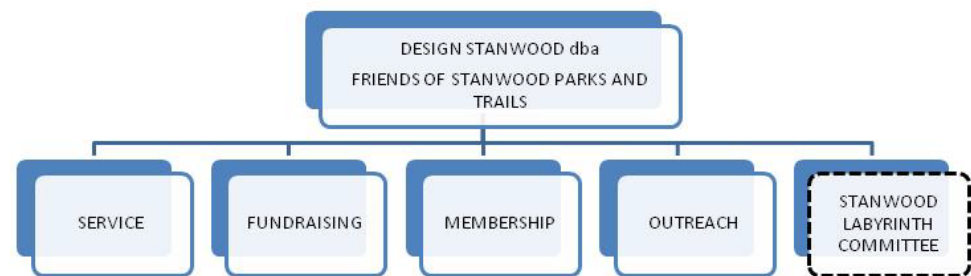


The Board of Directors of Design Stanwood, a community non-profit with an established mission of working to build a cohesive, attractive community and enhance quality of life, voted unanimously to “donate” their organization, including 501(c)(3) tax exempt status, to a parks and trails friends group, declaring that FOSPAT was a natural fit and evolution of their mission:

- *Encouraging a vital downtown core by advocating for the community, providing long range vision, and partnering with groups and agencies to bring about change in a manner that honors Stanwood’s past and builds a cohesive, attractive community for the future.*

8.3 FORMATION AND ORGANIZATION STRUCTURE

Structurally, the organization retains the name Design Stanwood, with Friends of Stanwood Parks and Trails as a subcommittee. This allows Design Stanwood to continue to evolve as needed to accommodate other subcommittees, activities or initiatives related to the core mission. One of the original Design Stanwood board members, Laura Byers, stayed on in her role as Treasurer to provide valuable continuity. The new Board President for Design Stanwood and FOSPAT is Joanna Dobbs. Vice President is Deb Bell. AnnMarie Hall is interim Secretary.



The process of creating an active Friends of Stanwood Parks and Trails organization began with the recruitment of a FOSPAT Steering Committee (*see Acknowledgments*). These members were recruited from the Ovenell Park and Hamilton Landing Citizen Advisory Committee, the Parks and Trails Advisory Committee applicants, Design Stanwood membership, City of Stanwood parks & recreation users, and parks partners such as sports leagues and YMCA, as well as the community at large.

The resulting committee consists of a diverse mixture of Stanwood residents and members of the surrounding community, all united in their desire to work for the betterment of Stanwood’s parks and trails.

The FOSPAT Steering Committee met for the first time in November of 2016, and initial meetings focused on important background information to help all members become familiar with the existing city park properties, the recommendations of the Ovenell Park and Hamilton Landing Conceptual Master Plan, and the Non-Motorized Transportation Plan. The Steering Committee also became

familiar with the organizational structure of the city with respect to parks and trails, the capital and maintenance/operations budgets, and the PROS Plan. AnnMarie Hall facilitated these initial meetings.

Organizational priorities were also established. These included the recruitment of a Design Stanwood/FOSPAT Board of Directors and the adoption of new by-laws.

The Stanwood Labyrinth Committee was incorporated into the Design Stanwood/FOSPAT organization as a subcommittee. The Stanwood Labyrinth Committee is working to educate the public about the many benefits of labyrinths, and to build a labyrinth in a park or other public space in Stanwood.

Establishing regular communication with City staff and developing a good understanding of respective roles and responsibilities was also identified as a priority. Regular meetings between the FOSPAT President and the City Administrator began in the spring of 2017, as well as regular meetings between the Public Works Department and the FOSPAT work party/volunteerism coordinator.

8.4 GIVING TUESDAY

Concurrent to the establishment of the Friends of Stanwood Parks and Trails Steering Committee, FOSPAT engaged in its first fundraising activity – Stanwood Camano Give (SC Give). SC Give is a Giving Tuesday fundraising event for community non-profits coordinated by the Stanwood Camano Area Foundation. FOSPAT raised \$2,320 for the installation of information kiosks at Ovenell Park and Hamilton Landing. The installation of these kiosks was another “Immediate Next Step” recommendation from the Ovenell Park and Hamilton Landing Conceptual Master Plan.



8.5 PRIORITY PROJECTS

In January of 2017, the FOSPAT Steering Committee, together with the Parks and Trails Advisory Committee (PTAC) and City Staff, toured all of Stanwood’s park properties and major trails. During the tour, participants commented on the problems or shortcomings they observed at each property and identified necessary or desirable improvements.

The recommended park and trail improvements which could most appropriately be done by community volunteers were identified, and from this list, the FOSPAT Steering Committee selected several projects they wanted to accomplish in the coming year. These priority projects reflect the broader intention of FOSPAT to “adopt” Church Creek Park and Ovenell Park. This dovetails nicely with the PTAC’s recommendations, which focus on Heritage Park and creating a Parks and Recreation Taxing District.

In addition to the projects identified on the park tours, the FOSPAT Steering Committee also voted in favor of adopting two community-generated projects – the installation of a nest box for barn owls at Ovenell Park in advance of the barn demolition, and the installation of photo banners on the exterior of the Ovenell Barn to beautify the property and sustain public awareness about the development plans for the property.

Church Creek Park

- Clean-up, brush clearing, general beautification
- Replenish wood chips around playground equipment
- Beauty bark existing landscape
- Reestablish trail to creek
- Obtain and install new playground equipment



Ovenell Park

- Install owl box
- Pressure wash exterior of metal barn
- Hang historic banners
- Install information kiosk



Hamilton Landing

- Install information kiosk

8.6 COMMUNITY OUTREACH

In addition to volunteer projects, the FOSPAT Steering Committee also established action items for community outreach. The purpose of this outreach is:

- 1) To build community awareness about Friends of Stanwood Parks and Trails.
- 2) To build awareness within the community about city parks and trails, including the development plans for the two new riverfront park properties and the recommendations from the Non-Motorized Transportation Plan.
- 3) To create a database of contacts to communicate with regarding volunteer opportunities or community events related to parks.



To facilitate this outreach, a Friends of Stanwood Parks and Trails logo and informational brochure were created, which are included *in Appendix 12.8*. A Facebook page and email address were also created. FOSPAT attended two community outreach events in the first half of 2017, the Next Generation Stanwood Camano mixer in February, and YMCA Healthy Kids day in April. Approximately 110 contacts have been added to the database so far.



FOSPAT at YMCA Healthy Kids Day



FOSPAT at NextGen Mixer

8.7 EVENTS, PROJECTS, UNDEVELOPED PARK USE RECOMMENDATIONS

During FOSPAT discussions and work parties, it became evident that individuals, community groups, or other organizations wishing to organize special events, construct park improvements, or perform community service on city property are not always familiar with the various policies and procedures they must follow, nor do they know where to look or who to contact to find them. They often assumed that discussing the project with one city employee gives them all the information or approval that they need.

As a result of these findings, it was recommended that the City:

- Create an overview document that briefly summarizes the process organizers must follow for events, projects and volunteerism. This document should direct them to the appropriate staff person or department that serves as their first point of contact.
- Post this information on the city's website, make it available in the City Hall reception area, as well as in the Community Development and Public Works Departments, and all relevant staff should be aware of it.



Updated volunteer information posted to the City's website

The City has since followed through on the recommendations and developed these policies (*see website above*). The original memo and resulting policies are included in *Appendix 12.8*.

9 PARTNERSHIPS

One of the most exciting aspects related to Stanwood's parks and trails is the potential to form strategic partnerships with organizations who have similar missions. To that end, multiple agencies and organizations – local and regional – have been identified who could potentially collaborate in the implementation of the Six-Year Plan.

Following are the top three Partnership Opportunities – *the remainder are included in Appendix 12.9.*

9.1 SNOHOMISH SUSTAINABLE LANDS STRATEGY COMMITTEE

During this phase, a key opportunity arose to develop leadership partners for developing Ovenell Park and Hamilton Landing via the Snohomish Sustainable Lands Strategy (SLS) Committee. This regional committee was convened in 2010 by Snohomish County, Tulalip and Stillaguamish Tribes, state and federal agencies, and agricultural and environmental stakeholders to improve coordination and generate progress for fish, farm, and flood management interests. By working together, projects for fish, farms, or flood management are “packaged” together to encourage coordination of funding, permitting, implementation, and support. SLS Executive Committee Members, as of this report, include:

- Terry Williams, Tulalip Tribes, co-chair <https://www.tulaliptribes-nsn.gov/>
- Tristan Klesick, Klesick Family Farm, co-chair <https://klesickfamilyfarm.com/>
- Shawn Yanity, Stillaguamish Tribe <http://www.stillaguamish.com/>
- Kristin Kelly, Pilchuck Audubon <http://www.pilchuckaudubon.org/>
- C.K. Eidem, Ducks Unlimited <http://www.ducks.org/Washington>
- Monte Marti, Snohomish Conservation District <http://snohomishcd.org/>
- Brian Bookey, Cherry Lane Farms <http://cherrylanefamilyfarms.com/farms/>
- Dave Remlinger, Lord Hill Farms <http://lordhillfarms.com/>



Additional information can be found at their web page: <https://snohomishcountywa.gov/2194/Sustainable-Lands-Strategy>

The City of Stanwood and Iris Consulting would like to acknowledge the efforts of a unique – and gifted – volunteer towards helping the City establish a partnership with SLS. **Jane Cassidy**, local resident, founder of the Summit Academy and holder of a Masters Degree in Environmental Land Strategy, created a vision for SLS that includes not only Ovenell Park, but all of the surrounding jewels in the Stillaguamish Delta:

- Stillaguamish River and Watershed
- Skagit Bay Estuary (WDFW)
- Port Susan Marine Stewardship Area
- Port Susan Bay Preserve (Nature Conservancy)
- Zis-a-ba Reclamation (Stillaguamish Tribe)
- Leque Island Reclamation (WDFW)
- Johnson Farm (proposed)



SLS Members Touring Ovenell Park

This vision was presented to the SLS during their April 11, 2017 meeting (*see Appendix 12.10*) with the result that several members are now interested in partnering with the City. Of particular interest is an opportunity to build an interpretive center/gathering place at Ovenell Park using Cross-Laminated Timber. This would be a pilot project for a larger effort at the state level to invest in this new building technology. There is discussion of state support for a CLT plant in Darrington, near the site of the 2014 Oso landslide. Refer to Section 11.1, Next Steps, for further information.

9.2 ISLAND COUNTY / COMMISSIONER RICK HANNOLD

The geographic and community connections between the City of Stanwood and Camano Island are strong and getting stronger. Island County is updating their Non-Motorized Trails Plan, which includes connectivity between Stanwood and Camano Island along Highway 532 as well as potential water trails. Commissioner Rick Hannold has been an advocate for this connectivity and, during this Parks and Trails Phase II effort, briefings have been held between City of Stanwood officials and Island County officials. These briefings have been so successful that quarterly meetings are now scheduled in order to discuss multiple items of common interest.



9.3 STANWOOD AREA HISTORICAL SOCIETY

In addition to FOSPAT, the Stanwood Area Historical Society (SAHS) is a key local parks and trails partner for the City of Stanwood – particularly for Ovenell Park and Hamilton Landing. Their mission to *“discover, preserve, and display any materials which help to establish, illustrate, and interpret the economic, social, and cultural heritage of the greater Stanwood area, including if financially possible and appropriate, historic sites and properties”* aligns directly with these two historic properties.

The SAHS has encouraged involvement from the Stillaguamish Tribe in FOSPAT’s historic banner project – enabling FOSPAT to receive the Tribe’s permission to use this significant image of a Stillaguamish tribal member weaving a mat at the Ovenell site on one of the three historic banners.

In the future, it would be productive to grow this SAHS partnership by City participation in the SAHS Historic Sites Tour in March of 2018.



American Museum of Natural History Stillaguamish Weaver



SAHS Rendering of Ovenell Barn Historic Banner Concept

10 FUNDING PLAN

In addition to the previous partnership resources, many of the funding sources identified in the Ovenell Park and Hamilton Landing Conceptual Master Plan remain as opportunities (see below).

Federal, State & Local Grants

- ALEA
- WWRP
- Other RCO
- Surface Transportation Funding (STP)
- Transportation Improvement Board (TIB)
- WDFW
- Community Development Block Grant
- Snohomish County
- Snohomish County Tourism (TPA)
- Legislative Proviso
- State Budget Allocations
- National Endowment for the Arts

Other

- Wetland Mitigation (from other developments)
- Businesses
- Families/Individuals
- Community Participation
- In-Kind Gifts (materials, skills, labor etc)

Naming Opportunities

- Buildings & Docks
- Trails
- Kiosks
- Benches/Viewpoints
- Trees

Additional foundation and private funding research was completed during this Parks and Trails Phase II effort by Wentworth Consulting and identified the following top three opportunities. These opportunities can, and should, be pursued with the FOSPAT 501(3)C support. *(Additional finding opportunities are included in Appendix 12.11)*

1. Norcliffe Foundation

Norcliffe Foundation is the strongest prospect. Applicable Foundation focus areas are: education, health, civic improvement, culture, the arts, the environment, historic preservation and youth programs. They are comfortable supporting projects in the “early stages”. They have no deadlines and no “preferred” timeline for submitting grant proposals. Their areas of funding include capital campaigns, certain operating budgets and special projects. They are one of very few foundations who will support challenge / matching funds and research.

2. McEachern Trust

The McEachern Foundation focus area is enhancing the lives of children (up to 18) through education, artistic and cultural programs. They strictly fund capital projects, building new or renovating old, which make the Ovenell Park and Hamilton Landing the strongest case. They will consider funding a playground up to \$4,000.

3. Charlotte Martin Foundation

This foundation has a strong focus on protecting wildlife and habitat. They fund “assessments to identify species and communities at risk, including strategic work toward ecosystem resilience, identification of barriers to mitigation and mitigation measures to enhance landscape connectivity and adaptive restoration strategies based on predicted species range expansion and contraction.” Since the Ovenell Park project includes a great deal of wetland research and (presumably) mitigation measures, it is the strongest cases for support from the Charlotte Martin Foundation.

11 NEXT STEPS

The City of Stanwood does not currently have a dedicated parks & recreation department. In order to realize the potential of its planned and existing parks and trails, a parks & recreation organization should be created in the future to guide parks and trails development, implement parks programs, raise funds, and maintain existing parks and trails. A future Stanwood Parks & Recreation Department will also be the key to developing partnerships with local and surrounding communities as well as key regional and government entities – resulting in financially sustainable and beneficial parks and trails resources.

Collaboration will be the key to successfully implementing both of these tremendous park plans. As outlined in the graphics below, the City of Stanwood, the local community and regional partners each have a role to play. The most critical aspect will be engaging key partners in the development and operation of the City's parks – as shown in green.

Collaboration = The Path to Success



11.1 IMMEDIATE NEXT STEPS

Maintaining the momentum generated by the recent inclusive and collaborative Ovenell/Hamilton Conceptual Master Planning process and ongoing PTAC work will be a key factor in bringing these plans to fruition. The following steps are recommended in order to obtain early funding, continue progress, and keep volunteers and expert resources engaged.

1. Implement Six-Year Plan

- Invest in our existing park and trail system according to prioritization hierarchy as outlined by PTAC with initial primary focus on Heritage Park.
- Budget City monetary and staffing resources annually to complete projects outlined in the Plan.
- Continue to seek community involvement and partnership opportunities to move projects forward within 6-year timeline.

2. Reorganize City Leadership/Management to include a Parks Department Director:

- The City has made significant investments in property, planning, community engagement and partnership development and is now poised for successes that will bring amazing opportunities and economic development to the community.
- The parks and trails work that has been accomplished, the work that needs to be continued, and the strategic leadership that is necessary for the fulfillment of this potential must come from a dedicated City of Stanwood staff resource who can focus on these challenges and opportunities.

3. Metropolitan Parks District (MPD):

- Review and follow MPD Key Success Factors (*see Appendix 12.12*)
- Engage representatives of unincorporated Snohomish County and Camano Island
- Formalize a new MPD Exploratory Committee
- Determine projects which can be included from unincorporated Snohomish County and Camano Island
- Determine costs and update budget and potential MPD rates
- Host open houses in the City, unincorporated Snohomish County and Camano Island

4. Parks and Trails Advisory Committee:

- Review Heritage Park Drainage Study findings and determine next steps

- Develop standard short-term Ovenell Park traffic plans for small events (< 50 people) and larger events (> 50 people)
- Follow up on the Hamilton Landing/WDFW boat launch design and implementation
- Provide PROS Plan update support – due March 2018
- Provide MPD guidance and involvement
- Follow up on the location of PUD poles at Ovenell Park.

5. Partnerships:

- An incredible opportunity exists to make Stanwood the hub of a new Stillaguamish Delta Reserve – similar to the Nisqually Reserve
- Follow up on this with the Sustainable Land Strategy Committee
- Follow up on Stillaguamish Delta Reserve/Interpretative Center CLT opportunity
- Hold ongoing meetings with Island County and follow up on the possibility of a connecting trail under the new PUD poles planned along Highway 532
- Support the SAHS Historic Sites Tour in March 2018

6. Funding Plan:

- Assess ALEA and WWRP funding opportunities
- Assess Wentworth Consulting funding opportunity spreadsheet and apply as appropriate
- Apply for additional funding as supported by key partners

7. FOSPAT:

- Hold ongoing status meetings with the City
- Build information kiosks at Ovenell Park and Hamilton Landing after burn cleanup is complete and before Ovenell Park is opened to the public
- Pressure wash the exterior of the large Ovenell metal barn after burn cleanup is complete; install and frame photo banners on the exterior
- Hold additional beautification work parties at Church Creek Park to re-establish the prominence of the flag pole and enhance park attractiveness
- Plan and implement a project to restore the trail to the creek at Church Creek Park
- Participate in SC Give 2017 and raise funds for new playground equipment at Church Creek Park

12 APPENDICES

The following appendices contain supporting data for the Parks & Trails Phase II deliverables:

- 12.1 PTAC RECRUITING MATERIALS**
- 12.2 COMPARABLE PARK TOUR NOTES & FEEDBACK**
- 12.3 GUIDING PRINCIPLES PROCESS & RESULTS**
- 12.4 PRIORITY PROJECTS LIST & VOTING RESULTS**
- 12.5 SIX-YEAR PLAN DETAILED COST ESTIMATES**
- 12.6 COMMUNITY OPEN HOUSE FEEDBACK**
- 12.7 OVENELL/HAMILTON DESIGN NARRATIVE AND PHASING APPROACH**
- 12.8 FOSPAT MATERIALS**
- 12.9 PARTNERSHIP OPPORTUNITIES**
- 12.10 SUSTAINABLE LAND STRATEGY PRESENTATION MATERIALS**
- 12.11 WENTWORTH CONSULTING FUNDING OPPORTUNITIES**
- 12.12 MPD KEY SUCCESS FACTORS**

Stanwood Parks and Trails
6 year Implementation Plan

			Revenue	Total Revenue		2017	2018	2019	2020	2021	2022	2023+	Notes	6-year Expenses	
			General Fund	\$ 1,030,000				\$ 300,000	\$ 730,000				school district sales tax		
			Real Estate Excise Tax 1 (Capital Proj.)	\$ 647,000		\$ 347,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000		\$60k/year. Includes		
			Real Estate Excise Tax 2 (Capital Proj.)	\$ 1,075,500		\$ 775,500	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000		\$60k/year. Does not		
			Park Impact Fees (Capital Proj.)	\$ 119,000		\$ 45,000	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$640.80/SFR;		
			Secured Grant Funding	\$ 500,000				\$ 150,000	\$ 350,000				WDFW Hamilton		
			Grants at 35% assumption	\$ 1,561,000			\$ 245,000	\$ 201,250	\$ 619,500	\$ 495,250	\$ -				
			Total Revenues	\$ 4,932,500		\$ 1,167,500	\$ 379,000	\$ 786,250	\$ 1,834,500	\$ 630,250	\$ 135,000	\$ -		\$ 4,932,500	
			Expenditure												
Park /Trail	Priority	Project	Lead Organization	6 yr Project Cost	\$Source	2017	2018	2019	2020	2021	2022	2023+	Notes		Total
Heritage		Immediate Improvements													
	1	Ongoing mowing & maintenance	City		City Budget									\$ -	\$ -
	1	Bike Parking	City	\$ 3,000	City Budget	\$ 3,000							\$1500x2	\$ 3,000	\$ 3,000
	1	Replace plywood backstops	FOSPAT labor, City Materials	\$ 1,200	City Budget	\$ 600				\$ 600			\$60 x 10	\$ 1,200	\$ 1,200
	2	Landscaping & beauty bark	FOSPAT labor, City Materials	\$ 500	City Budget	\$ 500							10 yds	\$ 500	\$ 500
	1	Improved dugouts	SCLL	\$ 16,000	SCLL	\$ 16,000							Donated	\$ 16,000	\$ 16,000
		Deferred Maintenance		\$ -											\$ -
	1	Assess Drainage	City	\$ 100,000	REET	\$ 50,000	\$ 50,000						Feasibility only -	\$ 100,000	\$ 100,000
	1	Improve drainage & field conditions	City	\$ 1,030,000	School Bond	\$ 30,000		\$ 300,000	\$ 700,000				Design and Construction	\$ 1,030,000	\$ 1,030,000
		Master Planning		\$ -											\$ -
	1	Tournament Ready Master Plan	City-led public process with support from sports leagues & YMCA	\$ 75,000			\$ 15,000	\$ 60,000						\$ 75,000	\$ 75,000
	1	Tournament Ready Implementation	City-led grant applications with support from sports leagues & YMCA	\$ 1,500,000	RCO grant			\$ 50,000	\$ 1,000,000	\$ 450,000				\$ 1,500,000	\$ 1,500,000
	1	Complete loop trail around park	City	\$ 535,000	RCO grant				\$ 150,000	\$ 385,000				\$ 535,000	\$ 535,000
	3	Add play structure for small children	FOSPAT	\$ 100,000	grant				\$ 20,000	\$ 80,000				\$ 100,000	\$ 100,000
	1	Install concession stand	SCLL	\$ 200,000	RCO grant					\$ 200,000			\$200/sq ft x 1,000sq ft	\$ 200,000	\$ 200,000
	1	Improve parking lot	City	\$ 300,000	RCO grant					\$ 300,000			\$5,000/stall x 60 stalls	\$ 300,000	\$ 300,000
	2	RV parking feasibility	City	\$ -								\$ 25,000		\$ -	\$ 25,000
Total Heritage				\$ 3,860,700		\$ 100,100	\$ 65,000	\$ 410,000	\$ 1,870,000	\$ 1,415,600	\$ -	\$ 25,000		\$ 3,860,700	\$ 3,885,700
Church Creek		Immediate Improvements													
	1	Ongoing Maintenance	City		City Budget								annual current \$62.5 -	\$ -	
	1	New restrooms	City	N/A	City Budget									\$ -	
	1	Bike parking	City	\$ 1,500	City Budget	\$ 1,500								\$ 1,500	\$ 1,500
	1	Remove trees & improve visibility	City	\$ 45,000	City Budget	\$ 45,000								\$ 45,000	\$ 45,000
	1	Wood chips & beauty bark	FOSPAT labor, City Materials	\$ 1,000	City Budget	\$ 500	\$ 500							\$ 1,000	\$ 1,000
	1	Define trail to creek	FOSPAT labor, City/Donated Materials	\$ 2,000	City Budget	\$ 2,000							Snohomish	\$ 2,000	\$ 2,000
		Deferred Maintenance		\$ -											\$ -
	2	New playground equipment	FOSPAT, TBD Funding	\$ 200,000	Grant			\$ 60,000	\$ 140,000					\$ 200,000	\$ 200,000
	1	Address drainage & improve field conditions	City	\$ 250,000	City Budget / grant			\$ 75,000	\$ 175,000					\$ 250,000	\$ 250,000
	3	Repaint & re-roof existing shed	FOSPAT labor, City Materials	\$ -	City Budget								benefit?		\$ -
		Master Planning		\$ -											\$ -
	3	Master Plan to coincide with Vine Street Development	City-led public process with support from sports leagues, YMCA & neighbours	\$ 75,000	City Hall Relocation				\$ 40,000	\$ 35,000				\$ 75,000	\$ 75,000
	3	New Kitchen Structure	City, supported by FOSPAT	\$ 125,000	Grant			\$ 40,000	\$ 85,000				Eagle Scout project?	\$ 125,000	\$ 125,000
	3	Loop trail	City	\$ 411,750	CH Relocation						\$ 411,750			\$ 411,750	\$ 411,750
Total Church Creek				\$ 1,111,250		\$ 49,000	\$ 500	\$ 175,000	\$ 440,000	\$ 35,000	\$ 411,750	\$ -		\$ 1,111,250	\$ 1,111,250

Stanwood Parks and Trails
6 year Implementation Plan

Park /Trail	Priority	Project	Lead Organization	6 yr Project Cost	\$Source	2017	2018	2019	2020	2021	2022	2023+	Notes		Total	
Trails Projects		Immediate Improvements														
	1	Sidewalk Improvements	City		Streets Budget										\$ -	
	1	Lighting on existing trails	City	\$ 15,000	City Budget/ grant	\$ 10,000	\$ 5,000							Solar?	\$ 15,000	\$ 15,000
	1	Train Station Kiosk	FOSPAT	\$ 1,250	FOSPAT		\$ 1,250							Trail identifier	\$ 1,250	\$ 1,250
		City-Owned Property Trail		\$ -											\$ -	
	3	532 Berm Trail	City	\$ 200,000	Grant/city match				\$ 200,000					construction cost	\$ 200,000	\$ 200,000
		Trails Requiring Property Adjustments		\$ -											\$ -	
	3	532 - WWTP Trail	City	\$ -	City Budget/ grant								\$ 402,000	804 LF x \$500/LF Entry	\$ -	\$ 402,000
	3	Public Works WWTP Loop Trail	City	\$ -	Grant/city match								\$ 2,772,500	5545 LF x \$500/LF	\$ -	\$ 2,772,500
	3	BNSF rails to trails (Ovenell Park to Old Pacific Hwy.)	City	\$ -	Grant/city match								\$ 1,073,020	Trail construction cost only	\$ -	\$ 1,073,020
	3	Fox Hill Trail	City	\$ -	Grant/city match								\$ 2,393,250	3191 LF x	\$ -	\$ 2,393,250
	3	Pipeline Trail (80th/284th to Pioneer Hwy.)	City	\$ -	Grant/city match								\$ 2,352,750	3137 LF x \$750/LF Need	\$ -	\$ 2,352,750
	3	Church Creek Trail (non-park)	City	\$ -	Grant/city match								\$ 2,499,750	3333 LF X \$750/LF	\$ -	\$ 2,499,750
	3	Pioneer Hwy. trail extension (to Miller Rd.)	City / SnoCo	\$ -	SnoCo/grant									Outside citylimits - need	\$ -	\$ -
	3	Woodland Road/64th Ave. Trail	City / SnoCo	\$ -	SnoCo/grant									On citylimit boundary	\$ -	\$ -
	3	Trail Connector to Fairgrounds	City / SnoCo	\$ -	SnoCo/grant									Outside citylimits - need	\$ -	\$ -
	3	Connection to Centennial Trail	City / SnoCo	\$ -	SnoCo/grant								Outside citylimits - need	\$ -	\$ -	
Total Trails				\$ 216,250		\$ 10,000	\$ 6,250	\$ -	\$ 200,000	\$ -	\$ -	\$ 11,493,270		\$ 216,250	\$ 11,709,520	
Hamilton		Immediate Improvements														
	1	Ongoing Mowing	City		City Budget										\$ -	
	1	General Clean-up and debris removal	FOSPAT labor, city funds		City Budget										\$ -	
	1	Secure Dock & Buildings & define off-limits	City	\$ 50,000	City Budget			\$ 50,000						Fencing	\$ 50,000	\$ 50,000
	1	Information Kiosk	FOSPAT	\$ 2,500	FOSPAT	\$ 2,500									\$ 2,500	\$ 2,500
		Motorized Boat Launch Phase		\$ -											\$ -	
	1	Coastal Bank Easement	City	\$ 500	City Budget	\$ 500									\$ 500	\$ 500
	1	Motorized Boat Launch, restroom & parking	WDFW	\$ 500,000				\$ 150,000	\$ 350,000						\$ 500,000	\$ 500,000
	1	Critical Area Protection	WDFW	\$ -											\$ -	\$ -
		Completion Phase		\$ -											\$ -	
	2	Detailed Master Plan including riverwalk (per DNW report)	City - WWRP	\$ 100,000		\$ 70,000	\$ 30,000							including permitting costs	\$ 100,000	\$ 100,000
	3	Design & Engineering including riverwalk (per DNW report)	City - WWRP	\$ 75,000					\$ 45,000	\$ 30,000					\$ 75,000	\$ 75,000
	3	Park Construction		\$ 3,000,000				\$ 1,000,000	\$ 1,000,000	\$ 1,000,000					\$ 3,000,000	\$ 3,000,000
	3	Picnic Facilities	FOSPAT	\$ 1,000					\$ 1,000					scope?	\$ 1,000	\$ 1,000
Total Hamilton				\$ 3,729,000		\$ 73,000	\$ 30,000	\$ 1,200,000	\$ 1,396,000	\$ 1,030,000	\$ -	\$ -		\$ 3,729,000	\$ 3,729,000	
Ovenell		Immediate Improvements														
	1	Ongoing Mowing	City		City Budget										\$ -	
	1	General clean-up & debris removal	City, FOSPAT		City Budget										\$ -	
	1	Wooden barn demolition	City	\$ 75,000	City Budget	\$ 75,000									\$ 75,000	\$ 75,000
	1	Secure Buildings & define off-limits	City	\$ 60,000	City Budget		\$ 60,000								\$ 60,000	\$ 60,000
	1	Critical Area Protection	City	\$ 5,000	City Budget	\$ 5,000									\$ 5,000	\$ 5,000
	1	Information Kiosk	FOSPAT	\$ 3,500	FOSPAT	\$ 3,500									\$ 3,500	\$ 3,500
	1	Historic Banners & Pressure washing	FOSPAT labor, TBD funding	\$ 1,000	FOSPAT	\$ 1,000									\$ 1,000	\$ 1,000
	1	Owl Box	FOSPAT labor	\$ 50	FOSPAT	\$ 50									\$ 50	\$ 50
	1	Rehabilitate Orchard	SnoCo CD with support from FFA, FOSPAT	\$ -										Puget Sound Tree Care -	\$ -	\$ -
	2	Remove invasive plants	Volunteer	\$ 2,000		\$ 500	\$ 500	\$ 500	\$ 500						\$ 2,000	\$ 2,000
	2	Landscaping along 532	Volunteer	\$ 5,000						\$ 5,000					\$ 5,000	\$ 5,000
		Interim Facilities		\$ -											\$ -	
	2	Picnic Facilities	Volunteer	\$ 2,000						\$ 1,000	\$ 1,000				\$ 2,000	\$ 2,000
	2	Phase 1 Restrooms	City	\$ 5,000			\$ 5,000								\$ 5,000	\$ 5,000
	2	Phase 1 Utilities (water, electricity, lighting)	City	\$ 60,000		\$ 30,000	\$ 30,000								\$ 60,000	\$ 60,000
	2	Phase 1 Parking	City	\$ 75,000				\$ 75,000							\$ 75,000	\$ 75,000
	2	Traffic Access Plans (small & large events)	City	\$ -											\$ -	\$ -
		Completion Phase		\$ -											\$ -	
	3	Detailed Master Plan (per DNW report)	City	\$ 250,000							\$ 250,000	\$ 250,000		\$ 250,000	\$ 500,000	
	3	Design & Engineering (per DNW report)	City	\$ 250,000							\$ 250,000	\$ 250,000		\$ 250,000	\$ 500,000	
		Park Construction	City/Grant/Foundation/Partnerships	\$ 5,000,000							\$ 5,000,000	\$ 14,000,000	Sm. Barn replacement (4,	\$ 5,000,000	\$ 19,000,000	
Total Ovenell				\$ 5,793,550		\$ 115,050	\$ 95,500	\$ 75,500	\$ 500	\$ 6,000	\$ 501,000	\$ 14,500,000		\$ 793,550	\$ 20,293,550	

Stanwood Parks and Trails
6 year Implementation Plan

Park /Trail	Priority	Project	Lead Organization	6 yr Project Cost	\$Source	2017	2018	2019	2020	2021	2022	2023+	Notes		Total
		Lindstrom												\$ -	
	1	Signage & wayfinding (goosefeet)	Private Ownership										Eagle Scout Project /	\$ -	
	2	Trail Improvements (tripping hazards)	Private Ownership											\$ -	
	2	Improve visibility, make safer	Private Ownership											\$ -	
	2	Revisit Maintenance Agreement	Private Ownership											\$ -	
	3	Add connectivity trail to Church Creek Park & Pioneer Highway Trail	Private Ownership											\$ -	
		City Hall													
	1	Ongoing maintenance (ie Fruit Trees)	City		City Budget									\$ -	
	3	Develop Master Plan	City-led in conjunction with new use City Hall	\$ -	Grant/city match								\$ 50,000	\$ -	\$ 50,000
	3	Implement Master Plan	TBD	\$ -	Grant/city match								\$ 200,000	\$ -	\$ 200,000
		Total City Hall	\$ -	\$ -								\$ 250,000		\$ -	\$ 250,000
		Lions		\$ -											\$ -
	1	Ongoing maintenance	City		City Budget							\$ 2,000		\$ -	\$ 2,000
	3	Restrooms	City	\$ -	Grant							\$ 120,000		\$ -	\$ 120,000
	3	Swings	City	\$ -	Grant							\$ 10,000		\$ -	\$ 10,000
		Total Lions Park	\$ -	\$ -								\$ 132,000		\$ -	\$ 132,000
	3	NE Neighborhood Park		\$ -								\$ 10,000,000	Acquisition and	\$ -	\$ 10,000,000
	3	Downtown Park		\$ -								\$ 500,000	Acquisition and	\$ -	\$ 500,000
	3	Port Susan Food & Farming Center		\$ -								\$ 2,000,000		\$ -	\$ 2,000,000
	3	Johnson Farm (Dike trail)		\$ 700,000			\$ 350,000	\$ 350,000						\$ 700,000	\$ 700,000
	3	Open Space		\$ -								\$ 1,000,000		\$ -	\$ 1,000,000
	3	Heritage Park Adjacent Land		\$ 350,000			\$ 350,000							\$ 350,000	\$ 350,000
		Total New Facilities	\$ 1,050,000			\$ -	\$ 700,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 13,500,000		\$ 1,050,000	\$ 14,550,000
Park Project Management/Planning			Total Park Proj Manangement/Planning	\$ 500,000			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 500,000
			Total Expenditures	\$ 16,260,750		\$ 347,150	\$ 997,250	\$ 2,310,500	\$ 4,006,500	\$ 2,586,600	\$ 1,012,750	\$ 39,900,270		\$ 10,760,750	\$ 56,161,020
			Total Revenues	\$ 4,932,500		\$ 1,167,500	\$ 379,000	\$ 786,250	\$ 1,834,500	\$ 630,250	\$ 135,000				
			Funding Gap	\$ (11,328,250)		\$ 820,350	\$ (618,250)	\$ (1,524,250)	\$ (2,172,000)	\$ (1,956,350)	\$ (877,750)	\$ (39,900,270)			



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: February 22, 2018

SUBJECT: Approve Contract with Snohomish County Parks and Recreation
Discover Stanwood Camano Information Guide

CONTACT PERSON: Ryan C. Larsen, City Administrator/Community Development
Director

ATTACHMENTS: A – Contract with Snohomish County Parks and Recreation
Discover Stanwood Camano Information Guide

ISSUE

The issue in front of the City Council is to authorize the mayor to sign a contract with Snohomish County Parks and Recreation Department to receive an \$8,000 grant to support the *Discover Stanwood Camano* magazine (Attachment A).

RECOMMENDATION

Authorize the mayor to sign a contract with Snohomish County Parks and Recreation Department to receive an \$8,000 grant to support the *Discover Stanwood Camano* Information guide (magazine).

SUMMARY STATEMENT

The city submitted a grant request for \$16,000 in August 2017 to the Lodging Tax Advisory Committee to help underwrite the cost of the *Discover Stanwood Camano* magazine. The city was awarded \$8,000 to support the May 2018 and October 2018 issues. The grant is paid on a reimbursement basis. The contract is effective upon mutual execution and expires on December 31, 2018.

The city agrees to consult with the Tourism Bureau to coordinate design of printed materials. The city will also acknowledge that the magazine was “*made possible in part by assistance from the Snohomish County hotel-motel tax fund*”, which will be printed within the magazine.

The scope of work includes developing six editorial articles highlighting the hidden assets of the Stanwood Camano area (Kayak Point, Warm Beach, Silvana, and Conway); and distributing 24,000 copies of the *Discover Stanwood Camano* visitor magazine in May 2018 and October 2018.

FISCAL IMPACT

There is no direct fiscal impact associated with approving the contract with Snohomish County Parks and Recreation to accept \$8,000 in grant funding. The grant funding was not included in the 2017/18 bi-annual budget. The funding will help offset existing expenses. There are soft costs associated with completing the reimbursement request and reporting requirements.

COUNCIL OPTIONS

1. Authorize the mayor to sign a contract with Snohomish County to accept up to \$8,000 in hotel-motel tax funding to underwrite two issues of the 2018 *Discover Stanwood Camano Magazine*. This action indicates the City Council supports accepting the grant funds in accordance with the terms and conditions of the contract.
2. Do not authorize the mayor to sign a contract with Snohomish County. This action implies the City Council has serious questions or concerns about the contract or the proposed scope of work. The City Council should direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH SNOHOMISH COUNTY PARKS AND RECREATION DEPARTMENT TO RECEIVE AN \$8,000 GRANT FROM THE SNOHOMISH COUNTY HOTEL-MOTEL TAX FUND TO SUPPORT THE *DISCOVER STANWOOD CAMANO* MAGAZINE.

CONSULTANT: City of Stanwood
 CONTACT PERSON: Ryan Larsen
 ADDRESS: 10220 270th Street NW
 Stanwood, WA 98292
 FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 91-6001509
 TELEPHONE/FAX NUMBER: (360) 629-2181
 COUNTY DEPT: Parks and Recreation
 DEPT. CONTACT PERSON: Carol Peterson
 TELEPHONE/FAX NUMBER: (425) 388-6605/(425) 388-6645
 PROJECT: Discover Stanwood Camano Visitor Magazine
 AMOUNT: \$8,000
 FUND SOURCE: 116 501094105205
 CONTRACT DURATION: Contract execution through Dec. 31, 2018

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and City of Stanwood, a Washington public agency (the "Contractor").

Recitals

WHEREAS, by Section 1 of Resolution No. 79-335, adopted November 5, 1979 (and codified as SCC 4.40.010), the legislative body of the County levied a special excise tax on the sale of or charge made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property; and

WHEREAS, by Section 1 of Resolution No. 79-335, as subsequently amended (and codified as SCC 4.40.050(1)), the legislative body of the County created a fund known as the "hotel/motel tax fund"; and

WHEREAS, by Section 2 of Ordinance No. 87-062, adopted August 12, 1987 (codified as SCC 4.40.060), the County Council specified that the hotel-motel tax fund shall be used to support projects or purposes authorized under chapter 67.28 RCW; and

WHEREAS, chapter 67.28 RCW permits the distribution of money from the hotel-motel tax fund for tourism promotion, defined by RCW 67.28.180(2) (h)(ii) as “activities intended to attract visitors for overnight stays, arts, heritage, and cultural events, and recreational, professional, and amateur sports events”; and

WHEREAS, by Section 4 of Ordinance No. 87-062 (codified as SCC 4.40.070), the County Council established an application and selection process for projects to be funded from the hotel-motel tax fund; and

WHEREAS, pursuant to the procedures established by SCC 4.40.070, the County received applications for funding assistance from various eligible public and nonprofit entities in response to a public solicitation for such applications; and

WHEREAS, the Snohomish County Lodging Tax Advisory Board evaluated the applications for eligibility and recommended funding levels for the projects, consistent with provisions of chapter 67.28 RCW; and

WHEREAS, by Motion No. 17-429, passed on January 17, 2018, the County Council authorized 2018 hotel-motel tax funding of the projects as set forth therein (or as subsequently amended by the Council) and authorized the County Executive to execute the necessary contracts.

NOW, THEREFORE, in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to establish the parameters for reimbursing City of Stanwood in the amount up to \$8,000 for eligible expenses of Contractor’s 2018 programming (the “Project”), as set forth in Schedule A. Schedule A is attached hereto and by this reference made part of this Agreement. Schedule C is the Contractor’s Project application; it is attached hereto and by this reference made part of this Agreement.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon mutual execution (the “Effective Date”) and shall terminate on December 31, 2018. The Contractor shall complete its obligations required by this Agreement no later than December 31, 2018. The County’s obligations after December 31, 2018, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Reimbursement. The County will reimburse Contractor as set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. No claims for reimbursement of overhead or expenses will be allowed under this Agreement.

c. Invoices. Upon completion of Contractor's eligible expenses for the Project, the Contractor shall submit a properly executed invoice to the County indicating the amount of eligible expenses for reimbursement. The invoice shall include an itemization of all reimbursable expenses incurred by the Contractor, together with reasonable documentation substantiating such expenses, all in accordance with this Section 3 and Schedule A. Subject to Section 8 of this Agreement, the County will pay the invoice within thirty (30) calendar days of receipt.

d. Contract Maximum. Total reimbursable expenses under this Agreement, all fees and expenses included, shall not exceed \$8,000.

4. Independent Contractor. The Contractor agrees that it is not an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. The Contractor specifically has the right to direct and control Contractor's own activities in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint ventures.

The Contractor shall furnish, employ and have exclusive control of all persons to be engaged in performing the Contractor's obligations under this Agreement (the "Contractor personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Contractor agrees to indemnify, defend and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as of 2018

HOTEL-MOTEL TAX FUND AGREEMENT
WITH CITY OF STANWOOD

to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in completion of the Project under this Agreement. The Contractor shall assume exclusive liability therefor, and shall meet all requirements thereunder, pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

6. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Carol Peterson
Title: Tourism Promotion Coordinator
Department: Parks and Recreation
Telephone: (425) 388-6605
Email: Carol.Peterson@snoco.org

7. County Review and Approval. If Contractor's Project includes the production of promotional materials, Contractor shall provide the County an advance copy of said promotional materials. If the content of the promotional material is objectionable to the County, the County, in its sole discretion, may determine whether to reimburse Contractor for the associated expenses.

8. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support its invoices of reimbursable expenses. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Contractor that are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

9. Indemnification. To the maximum extent permitted by law the Foundation shall indemnify and hold harmless the County its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the Project. In addition, the Contractor shall assume the defense of the County its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to the Project and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the

ed. 2018
HOTEL-MOTEL TAX FUND AGREEMENT
WITH CITY OF STANWOOD

Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

10. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Project hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form.

By requiring the minimum insurance coverage set forth in this Section 12, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$1,000.000.00 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$1,000.000.00 aggregate limit. CG 00 01 current edition.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

11. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

12. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

13. Employment of County Employees. SCC 2.50.075, “Restrictions on future employment of County employees,” imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

14. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

15. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Contractor’s work hereunder.

16. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

17. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party’s reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a “force majeure event”), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

18. Suspension of Work. The County may, at any time, instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 21 of this Agreement.

19. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this

Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Contractor breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Contractor only for the reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon five (5) business days' written notice to the Contractor for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the reimbursable expenses, if any, reasonably and directly incurred by the Contractor in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Contractor provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 21, waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Contractor (i) any damages, expenses or costs arising out of any such violations, breaches or non-performance and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the Agreement.

20. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County:	Snohomish County Parks and Recreation 6705 Puget Park Drive Snohomish, WA 98296 Attention: Carol Peterson Tourism Promotion Coordinator
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If to the Contractor:	City of Stanwood 10220 270 th Street NW Stanwood, WA 98292 Attention: Ryan Larsen
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The County or the Contractor may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

21. Confidentiality. The Contractor shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in

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HOTEL-MOTEL TAX FUND AGREEMENT
WITH CITY OF STANWOOD

connection with the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

22. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

23. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

24. Complete Agreement. This Agreement constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

25. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

26. No Third Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the County and the Contractor. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any third parties.

27. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

28. Severability. Should any clause, phrase, sentence or paragraph of this agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

29. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Contractor, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Contractor, as the case may be.

30. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

31. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

SNOHOMISH COUNTY:

CITY OF STANWOOD:

County Executive Date

Leonard Kelley Date
Mayor

Schedule A
Scope

CONTRACTOR: CITY OF STANWOOD
PROJECT: DISCOVER STANWOOD CAMANO VISITOR MAGAZINE

The Contractor will: (a) promote the Stanwood Camano Tourism Exploration Zone by developing six editorial articles highlighting the hidden assets of Stanwood Camano and the City of Stanwood; and (b) create, print and distribute 24,000 copies of the Discover Stanwood Camano visitor information guide.

In addition,

- The Contractor shall work with the Snohomish County Tourism Bureau (the “Tourism Bureau”) to ensure that any published materials prepared with financial assistance from County funds are consistent with the County’s graphics standards as set forth in more detail in paragraph 1 below.
 - Any publications produced as a result of this Project shall prominently feature the following credit: MADE POSSIBLE IN PART BY ASSISTANCE FROM THE SNOHOMISH COUNTY HOTEL-MOTEL TAX FUND.
 - The Contractor will project the number of overnight visits the Project will generate and, as a condition to being funded in the future, report on the results. Alternatively, the Contractor can report on initiatives undertaken by it in concert with the Tourism Bureau to incorporate the funded Project in trip packaging which promotes overnight stays.
 - The Contractor will place on its website a link provided by the Tourism Bureau to the Washington Reservation Booking Engine and provide the “click-thru” data in its report accompanying its invoice for reimbursement.
 - If the Project will occur within a city or cities that collect their own lodging tax, the Contractor shall approach such city or cities for funding assistance for the Project. Prior to or concurrent with its invoice to the County for this Project, the Contractor shall provide a written report to the County on the results of the Contractor’s approaches to that city or those cities. If such approaches were not made by the Contractor, the Contractor shall explain in detail in that report its reasons for not doing so. The provision of the report shall be a pre-condition for the County’s reimbursing the Contractor for services provided under this Agreement.
1. Through the auspices of the Tourism Bureau, the County pursues a long-range tourism development and marketing strategy. Part of that strategy is to foster the visual integration of published tourism materials in Snohomish County. For that purpose, the Tourism Bureau has developed a package of design guidelines which includes a logotype, a tag line and a family of colors. If any printed materials or print medium advertisements are produced as part of the Project that is the subject of this Agreement, the following requirement will apply: (i) The Contractor will coordinate design of printed materials produced under the Agreement with the Tourism Bureau with the goal of applying the design guidelines to printed materials produced hereunder. (ii) The Contractor will submit the proposed design to the County’s contact set forth in Section 7 of the Agreement for review and approval prior to printing the production run.

2. To ensure that out-of-county visitors are attracted to the Project, the Contractor will direct more than fifty percent (50%) of any promotional materials underwritten in whole or in part by County funds at recipients outside of Snohomish County. For written materials, this goal may be accomplished by mailing written materials out of the county and/or by placing appropriate written materials with the Tourism Bureau. At least fifty percent (50%) of any electronic advertising funded under this Agreement will be directed at audiences outside of Snohomish County.

Schedule B
Compensation

1. The Contractor will be reimbursed by the County for services provided and/or eligible expenses incurred in executing the Project pursuant to the Agreement in an amount not to exceed the Contract Maximum.
2. Expenses eligible for reimbursement under the Agreement are defined as those listed in the "COUNTY" column of the Project budget below. The Contractor shall submit an invoice to the County with itemized invoices from third parties for all eligible expenditures for which the Contractor seeks reimbursement. In-kind matching volunteer services shall be valued at a rate of \$22.00 per hour or as invoiced to the Contractor by independent third parties at a commercially reasonable rate that is customary for such work. In addition, if County funds are to be used to pay in whole or in part any printed materials, print advertising or broadcast medium advertising, the Contractor will submit with the Contractor's reimbursement request for associated costs incurred: three (3) copies of printed materials; one copy of each print advertisement as printed; and one copy of the text of each broadcast medium advertisement. The Contractor will not be reimbursed for any expenses incurred by it which provide direct promotional benefit to a specific private business entity. In order to ensure timely closeout of the Project, the Contractor shall submit its invoice to the County no later than thirty (30) calendar days after completion of the services authorized by this Agreement and, in any event, no later than December 31, 2018. The Contractor's invoice shall be accompanied by a report summarizing the Project and how funds provided for the Project under this Agreement have enhanced tourism in Snohomish County. In no event shall the Contractor's invoice be paid by the County if it is submitted after December 31, 2018, or if it is not accompanied by the required report.

PROJECT BUDGET

ITEM	COUNTY	MATCH	MATCH
		CASH	IN-KIND
2 Issues May 2018 & October 2018	\$8,000	\$26,475	\$1,200
Total	\$8,000	\$26,475	\$1,200

Upon request of the Contractor and approval by the County Executive as provided in SCC 4.40.065(11), the Contractor may be authorized to shift funds within the items defined in the budget shown above subject to the following conditions:

1. No funds may be shifted without **prior** written authorization from the County's contact set forth in Section 7 of the Agreement. Authorization to shift funds must be sought and approved **prior** to anticipated need.
2. Funds shifted shall aggregate no more than twenty percent (20%) of the total allocation

amount.

3. Funds shifted shall be within the original allocation. Authorization to shift funds IS NOT authorization to exceed the original amount of the allocation. In no event shall payments by the County under the Agreement exceed the Contract Maximum.
4. Funds may only be shifted among items listed in the original budget. No new budget items or expenditure categories may be funded without an amendment to this Agreement.

Schedule C
Contractor's Project Application