

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, June 11, 2020



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, June 11, 2020 – 7:00 p.m.

This meeting will be conducted by telephone and online,
connection information will be posted on City Website—
<https://www.stanwoodwa.org>

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
5. **COMMITTEE REPORTS**
 - a. Finance Committee Minutes- May 28, 2020 5-1
 - b. Public Works Committee Minutes- June 1, 2020 5-3
6. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 6-1
 - b. Approve May 28, 2010 Regular Meeting Minutes 6-5
7. **OLD BUSINESS**
 - a. Authorize the Public Works Director to Approve the 7-1
90th Avenue NW/Viking Way Improvement Project Change Orders
8. **NEW BUSINESS**
 - a. Six Year Transportation Improvement Plan 2021-2026 8-1
 - a. Open Required Public Hearing
 - b. Approval of Resolution 2020-07 City of Stanwood Six-year TIP
 - b. Adopt Resolution 2020-08 Non-Represented Employee Staffing Plan 8-21
 - c. Authorize the Mayor to Sign a Contract with Blueline Group, LLC for 8-67
101st Street Design
 - d. Authorize the Mayor to Sign a Change Order for the 8-89
Port Susan Trail Section Fencing
9. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

June 25, 2020 Regular Meeting
July 09, 2020 Regular Meeting
July 23, 2020 Regular Meeting
August 13, 2020 Special Workshop Meeting
August 13, 2020 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a
DATE: June 11, 2020
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the May 28, 2020 Finance/Personnel Meeting are attached.

FINANCE/PERSONNEL COMMITTEE

May 28, 2020

Finance Committee Report (May 28, 2020 meeting summary) Online Zoom Meeting - City of Stanwood 10220 270th Street NW, Stanwood, WA 98292
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In attendance:

Councilmember Dianne White
Councilmember Rob Johnson
Councilmember Steve Shepro
Jennifer Ferguson, City Administrator
Wendy Dowhower, Interim Finance Director
Amy Bergemeier, Administrative Assistant to Finance Department
Sara Robinson, Deputy Clerk

Summary:

The Finance Committee met on Thursday, May 28, 2020 at 6:00pm via ZOOM video conference call.

Discussion Items:

1. Draft Resolution 2020-08: Revising the Stanwood Organizational Structure and Long-Term Staffing Plan & Updating the Non-Represented Employee Salary Schedule Effective June 11, 2020.
 - a. The Committee discussed, and supported the salary plan and phase 1 implementation.
2. Preliminary Financial Forecast
 - a. The Committee discussed.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b
DATE: June 11, 2020
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – June 1, 2020 Public Works Committee Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, June 1, 2020 at 5:30pm via ZOOM video conference call.

Minutes from the meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the City's website at www.stanwoodwa.org under Government, click on 'Agendas & Minutes' scroll down to City Council Committee Public Works/Parks and then click on the date of this meeting.

AGENDA

1. Blueline Contract, Scope and Fee for 101st Improvements

Discussion Items:

Project Updates:

- SR532 Berm and Pedestrian and Bike Trail
- 297 Zone Water Reservoir
- 90th Ave Road Extension
- 276th Overlay

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, June 1, 2020 – 5:30pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

ATTENDANCE via ZOOM video conference call:

Councilmembers: Tim Pearce, Elizabeth Callaghan, Judy Williams

City Staff: Shawn Smith, Jennifer Ferguson, Lisa Sokolik

The full meeting agenda packet with detailed information can be found on the City's website at www.stanwoodwa.org

Agenda Items:

1. Blueline Contract, Scope and Fee for 101st Improvements

Staff is looking at grant options to help fund this project. This project may meet the requirements for the Safe Routes to School grant (SRTS) and Community Development Block Grant (CDBG). Blueline has a lot of experience with this type of project and locating grants.

The Committee asked staff to check to see if this project could qualify for funds through a Trail grant.

Committee Recommendation: Take to full Council on June 11, 2020 with a recommendation to enter into a contract with Blueline.

Discussion Items:

Project Updates:

➤ **SR532 Berm and Pedestrian and Bike Trail**

The project was designed and bid to include a chain link fence. The fence will be highly visible and a main focal point as it will run along SR532. Staff asked the contractor, Faber Construction for quotes for a different type of handrail that will fit the City's vision to "Beautify Stanwood". The lowest quote (attached) will increase the project cost by \$88,716.00.

The Engineer's estimate for this project was \$882,000 and the bid came in at \$782,733 so the overall budget for the project would absorb the extra cost without a budget amendment.

Also, the loan the City got for this project has a great rate and can be paid off over time.

Committee Recommendation: No recommendation at this time, but the Committee would like staff to bring to full Council for discussion.

➤ **297 Zone Water Reservoir**

The Reservoir project is moving along, the sand blasting is done and it's currently being pressure washed so it can be coated. The old tank will be pressured washed and recoated upon completion of the new reservoir. The contractor is working on making the connections to the existing system. The City did receive a few noise complaints during the sand blasting, but once the crew informed the citizens of the duration of the blasting, they were OK.

➤ **90th Ave Road Extension**

SRV Construction has rolled in several large pieces of equipment, so lots of activity going on. The curbs were poured on June 1st.

Several unforeseen issues have come up creating delays:

- Fiber ducts were in the way of where the sewer line was designed to go.
- A water main was close to where SRV was digging, a fitting on the main was disturbed causing a large leak. The water crew was able to get it fixed.
- Due to poor soil, SRV is struggling to keep the road in place.
- There has been 5 days with delays, the cost of each delay is \$8,000 per day, (total so far \$40,000 and more delays are expected) staff and the consultants from KPG are working hard to solve these issues as fast as possible to keep the construction crew working. KPG is on site everyday making sure SRV is doing everything possible to keep the project moving.

➤ **276th Overlay**

Reece Construction started work on the 276th Overlay project on June 1st. The scope of work includes replacing most of the ADA ramps so they are in compliance with the ADA regulations. The committee asked what the cost would be to fix all of the ADA ramps in the project area. The average cost to fix one ADA ramp is \$4K - \$5K (\$20K per intersection).



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: June 11, 2020

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank electronic funds transfers and Washington Federal Bank voucher checks 32604 through 32626 in the amount of \$289,002.38. Approve issuance of Washington Federal Bank electronic payroll funds transfers in the amount of \$30,850.00.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFER AND WASHINGTON FEDERAL BANK VOUCHER CHECKS 32604 THROUGH 32626 IN THE AMOUNT OF \$289,002.38. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$30,850.00.

CHECK REGISTER

Page: 1

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CHECK REGISTER

City Of Stanwood

MCAG #: 0695

Time: 15:31:36 Date: 06/02/2020

05/20/2020 To: 06/02/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 Wendy Darden Date: 6-3-2020
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

05/20/2020 To: 06/02/2020

Time: 15:32:34 Date: 06/02/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2557	05/22/2020	Payroll	3	EFT		1,000.00	May 2020 Draw
2558	05/22/2020	Payroll	3	EFT		1,700.00	May 2020 Draw
2559	05/22/2020	Payroll	3	EFT		2,000.00	May 2020 Draw
2560	05/22/2020	Payroll	3	EFT		1,000.00	May 2020 Draw
2561	05/22/2020	Payroll	3	EFT		1,850.00	May 2020 Draw
2562	05/22/2020	Payroll	3	EFT		3,500.00	May 2020 Draw
2563	05/22/2020	Payroll	3	EFT		1,350.00	May 2020 Draw
2564	05/22/2020	Payroll	3	EFT		1,600.00	May 2020 Draw
2565	05/22/2020	Payroll	3	EFT		1,000.00	May 2020 Draw
2566	05/22/2020	Payroll	3	EFT		2,000.00	May 2020 Draw
2567	05/22/2020	Payroll	3	EFT		2,000.00	May 2020 Draw
2568	05/22/2020	Payroll	3	EFT		800.00	May 2020 Draw
2569	05/22/2020	Payroll	3	EFT		1,000.00	May 2020 Draw
2570	05/22/2020	Payroll	3	EFT		2,000.00	May 2020 Draw
2571	05/22/2020	Payroll	3	EFT		1,600.00	May 2020 Draw
2572	05/22/2020	Payroll	3	EFT		500.00	May 2020 Draw
2573	05/22/2020	Payroll	3	EFT		3,450.00	May 2020 Draw
2574	05/22/2020	Payroll	3	EFT		1,500.00	May 2020 Draw
2575	05/22/2020	Payroll	3	EFT		1,000.00	May 2020 Draw
001 General Fund						30,850.00	
						30,850.00 Payroll:	30,850.00

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 Wendy Dorrhoner Date: 6-3-20
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b

DATE: June 11, 2020

SUBJECT: City Council May 28, 2020 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 28, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE MAY 28, 2020 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 28, 2020 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Kelley called the meeting to order at 7:00 p.m.

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Assistant Public Works Director/City Engineer Shawn Smith, Interim Finance Director Wendy Dowhower, Community Development Director Patricia Love, Attorney Brett Vinson, Police Chief Rob Martin, Fire Chief John Cermak, City Administrator Jennifer Ferguson, and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Williams, to approve the agenda as amended. Motion carried unanimously.

4. Presentation

- a. Proclamation –
Stanwood High School and Lincoln Hill High School Class of 2020

Mayor Kelley read a Proclamation proclaiming the month of June 2020 to be the Class of 2020 Appreciation Month.

5. Citizen Comments - Removed via motion at 3-26-2020 Meeting

6. Staff Reports

- a. Police Compstat Report – April 2020

7. Committee Reports

- a. Planning Commission Meeting Minutes - April 27, 2020

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8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve May 14, 2020 Council Special Meeting Workshop Meeting Minutes
- c. Approve May 14, 2020 City Council Meeting Minutes
- d. Authorize the Mayor to Sign the Stanwood Port Susan Trail RCO Grant Agreement
- e. Authorize the Mayor to Sign a Contract to Purchase New Playground Equipment for Church Creek Park

Motion by Councilmember White, Second by Councilmember Johnson, to approve the Consent Agenda items a through e. Motion carried unanimously.

9. New Business

- a. First Reading, Second Reading and Final Adoption of Ordinance 1485 - Affordable Housing Sales Tax Code Amendment –
 - a. Resolution 2020-04 Approving Sole Source Use and Community Resource Center Contract

Community Development Director, Patricia Love presented Ordinance 1485 which creates a new chapter in the Stanwood Municipal Code chapter 3.50, Sales and Use Tax for Affordable Housing, Resolution 2020-04 and implementing a contract with the Community Resource Center.

The City is proposing to use the funds for rental assistance to support Stanwood residents. Staff is proposing to enter into a contract agreement with the Stanwood Community Resource Center for the management and allocation of the funds. The initial term of the proposed contract will cover a five year period through December 31, 2025. Adoption of the Ordinance is consistent with the City's Comprehensive Plan as it provides a source of long term (20 years) revenue to support families in Stanwood with their housing needs.

The Association of Washington Cities has estimated that Stanwood is expected to receive approximately \$13,000 per year.

The Community Development Committee reviewed the proposal at their February 27 special meeting and recommend Council approval.

Motion by Councilmember Johnson, second by Councilmember Shepro to approve the first and second reading and final adoption of Ordinance 1485, as set forth in Attachment A, Creating a new chapter of the Stanwood Municipal Code, chapter 3.50-Sales and Use Tax for Affordable Housing . Motion carried unanimously.

Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign Resolution 2020-04, as set forth in attachment B, declaring that the contract

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with the Community Resource Center of Stanwood Camano meets the Criteria for a Sole Source Contract. Motion carried unanimously.

Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign the contract as set forth in attachment C, for rental assistance service with the Community Resource Center of Stanwood Camano for a period of five years. Motion carried unanimously.

b. First and Second Reading and Final Adoption of Ordinance 1486 Floodplain Regulations

Community Development Director, Patricia Love presented Ordinance 1486, Floodplain Regulations Code Amendment update. Snohomish County cities and counties must update their Floodplain Regulations by June 19, 2020. The city's floodplain regulations were adopted as part of its critical area regulations - Stanwood Municipal Code 17.120, Critical Areas-Flood Hazard Areas. The proposed floodplain code amendments are mandatory to maintain our participation in the National Flood Insurance Program.

The City of Stanwood is impacted by periodic flooding resulting from large storm events combined with high tides. All of west Stanwood lies in the 100-year floodplain.

Motion by Councilmember Johnson, second by Councilmember Williams to authorize the Mayor to sign Ordinance 1486, Floodplain Regulations Code Amendment and the Associated Findings of Fact and Conclusions as recommended by the Stanwood Planning Commission. Motion carried unanimously.

c. CARES Act Funding – Authorize the Mayor to Sign the CRF Grant Agreement

City Administrator, Jennifer Ferguson presented the request to authorize the mayor to execute a contract with the Washington State Department of Commerce (DOC) for distribution of the Coronavirus Relief Funds (CRF) awarded to the City of Stanwood in the amount of \$210,600. The funds may only be used for costs incurred by the City in response to the COVID-19 public health emergency until October 31, 2020. The funds cannot be used to replace lost revenues and cannot be a part of the current budget.

The City has an opportunity to invest in the recovery of our local economy and support the community and proposes that the funds are used as follows:

- Stanwood Business Recovery Grant Program-\$170,600
This program will provide grants to eligible Stanwood businesses needing assistance with commercial rents, operating expenses (especially marketing) and inventory or capital costs. The program will include a technical assistance component where the business owner will be required to attend business and financial workshops, which will also be paid for through CRF grant proceeds.

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- **City Technology and Equipment Investments-\$10,000**
While the City contracts with Snohomish County for IT Services, we have additional costs associated with computer hardware needs to include updated laptops, docking stations, monitors, headsets and other equipment that will be useful for continuing with telecommuting for eligible employees. Funds may also be needed to enhance our ability to host meeting virtually and a better experience for the public to be involved.
- **Park Sanitization Equipment-\$10,000**
To provide efficiencies to our city maintenance teams who maintain park restrooms, playground equipment and other park facilities, staff is recommending an investment in equipment and equipment components that will sanitize and clean areas where the public gathers.
- **Direct distribution to the Stanwood-Camano Resource Center-\$10,000**
Funds will be provided to the Resource Center to use for households in need of assistance with utilities and housing costs.
- **Direct distribution to the Stanwood Community Senior Center-\$10,000**
Funds will be provided to the Senior Center to use for seniors in need of assistance with meals and transportation.

Motion by Councilmember Johnson, second by Councilmember Roberts to authorize the Mayor to execute the Grant Contract with the Department of Commerce to receive and disburse the Coronavirus Relief Funds that will invest in the Stanwood local economy by implementing a Stanwood Business Recovery Program; Invest in technology and equipment and provide a direct allocation to local non-profits.

Councilmember Johnson-Yes, Councilmember White-Yes, Councilmember Callaghan-Yes, Councilmember Pearce-Yes, Councilmember Shepro-Abstain, Councilmember Roberts-Yes, Councilmember Williams- Yes. Motion carried 6-1.

10. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Kelley reported that the local Mayors have been putting together a letter to Governor Inslee to propose that Snohomish County that to Phase 2 of the reopening plan. Our numbers are all below the requirements. We are doing everything that we can and sometimes thing do move fast. The Port Susan Farmers Market in Stanwood is opening next weekend. Mayor hopes that everyone will come out and support our community.

b. City Administrator's Report-

Stanwood City Council Meeting Minutes – May 28, 2020

Jennifer Ferguson shared that she and Mayor Kelley have been taking a lot of calls about moving to Phase 2 of the reopening plan especially since Island County was allowed to move ahead.

She would like to remind everyone to check the City website for COVID-19 updates and Discover Stanwood Camano website for upcoming events such as Summer Concerts. We are working to bring back joy to the community.

c. Councilmember Reports and Questions

Councilmember Pearce wanted to apologize for missing the Safety Committee Meeting. He will plan to be at the next one.

Councilmember Shepro asked Chief Cermak to give a report for the North County Regional Fire Authority.

Chief John Cermak noted that the Stillaguamish Indian Tribe donated \$300,000 to develop the Public Safety Training Center. In addition, \$300,000 was donated to the Stanwood Foodbank. We really have super partners out there! Thank you!

Councilmember Roberts shared that he was recently in Tennessee visiting family. That state is now open at about 75% and it seems to be going well. People there are sanitizing, wearing masks etc. Our numbers are doing a lot better in Washington. Thank you to the Mayor and group for really trying to get people back to work. It is very unfortunate that some Stanwood businesses will not be able to recover and won't be opening when we move forward.

12. Adjourn to Executive Session- Discuss Potential or Pending Litigation, RCW 42.30.110 (1)(i)

Mayor Kelley adjourned the meeting at 8:00 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: June 11, 2020

SUBJECT: Authorize the Public Works Director to approve the 90th Avenue NW/Viking Way Improvement Project change orders

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Change Order 1
B – Change Order 2

ISSUE

The issue in front of council is whether or not to authorize the Public Works Director to approve two change orders for the 90th Avenue NW/Viking Way improvement project.

SUMMARY STATEMENT

Change Order 1 is due to material that was called out in the roadway section, had too many fines to allow it to act as intended. The recommendation is from the city's geotechnical engineer HWA Geosciences Inc.

Change Order 2 is due to delays caused to the contractor by the fault of others.

DISCUSSION

Change Order 1: The existing ground under the new Viking Way/90th Avenue is very poor and subject to failure due to vehicles and vibrations. The plans had called for ballast, when it should have been permeable ballast. This also changes the top course (cstc – gravel) to a base course (csbc) which is bigger and better for this construction. This area, being in the floodplain, is difficult to build roads and other structures in. This change to the material used will improve and increase the useful life of the roadway.

Change Order 2: Because the historical use of this area was a private parking lot and utilities were constructed throughout this area, including Water, Sewer, Storm, Cable, Power, and Gas that need to be re-routed or disconnected are the purpose for this change. There is minimal as-built information available and some of these utilities, including gas and cable, have been in direct conflict with the plans. Additionally, parts of this water system was constructed when the Stanwood Water Company owned the

system, and is difficult to know exactly where it is. This has created a total of 5 days of delay for the contractor. Due to the state and federal grants funding this project, all change orders must be approved by WSDOT prior to approval. See Attachment A and B for the change order justification description.

FINANCIAL IMPACT

The total for change order 1 is \$65,567 and change order 2 is \$40,000. The total project construction bid is 2,407,661.86. After Change Orders, the revised contract amount will be \$2,513,228.86. The budgeted amount for construction, based on the engineer's estimate of \$2,996,772. The Change Orders do not require a budget amendment.

COMMITTEE RECOMMENDATION

The Public Works Committee was informed of the change orders and that they would be coming to full council for approval.

CITY COUNCIL OPTIONS

1. Authorize the Public Works Director to approve the 90th Avenue NW/Viking Way Improvement Project change orders.
2. Do not authorize the Public Works Director to approve the 90th Avenue NW/Viking Way Improvement Project change orders and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE PUBLIC WORKS DIRECTOR TO APPROVE THE 90TH AVENUE NW/VIKING WAY IMPROVEMENT PROJECT CHANGE ORDER ONE AND CHANGE ORDER TWO.



**90TH AVE NW EXTENSION
CONTRACT #2020-29
FEDERAL AID #STPUS-9311(001)
CONTRACT CHANGE ORDER #01 – Road Section Revisions**

Contractor Name:	<u>SRV Construction Inc.</u> <u>POB 507</u> <u>Anacortes, WA 98221</u>
Original Contract Amount:	<u>\$2,407,661.86 (including WSST)</u>
Changer Order #01 Change Amount:	<u>\$65,567.00 (including WSST)</u>
Previous Change Order(s) Total Amounts (through Change Order #01):	<u>\$0.00 (including WSST)</u>
New Contract Total:	<u>\$2,473,228.86 (including WSST)</u>
Contract Working Days:	<u>140</u>
Contract Time Affected by this Change Order:	<u>Zero (0) days added or reduced</u>
New Estimated Contract Completion Date:	<u>10/28/20</u>

Reason for Contract Change Order: Per Donald Huling of HWA (Geotechnical Engineer) the recommended material to be placed in between the layers of geotextile fabric in the roadway section was to be a clean crushed rock or permeable ballast. The plans specified ballast to be used. Due to the number of fines in the ballast, the section will not act as intended to allow ground water to freely flow through the section.

The native material under the roadway section is very poor and subject to failure due to wheel loads and vibratory compaction. It is not practical to stabilize the subgrade by over excavation, placement of granular material and compacting, as all downtown Stanwood, including this project, sits on top of silty, tidal deposits. Vibratory compaction of the CSBC and later the HMA to achieve 95% and 91% respectively is risky in that the native material will likely “pump”. The City has experienced subgrade failure on two other projects in proximity due to “pumping”. This Change Order intends to reduce the risk by not allowing vibratory compaction

Description of Work included in Change Order: This Change Order is being written to change the material type used in the roadway section in accordance with Design Change #04.

The compaction requirements of 95% in WSDOT Standard Specification Section 4-04.3(5) for CSBC and 91% in 5-04.3(10)B1 for HMA are superseded by the following:

Compact with a 10-ton steel drum roller without using vibrator rolling. The Engineer will take densities on CSBC, and later the HMA, and use said densities to observe that the effort is made to achieve the best compaction possible without vibratory rolling. Densities will be taken during the rolling pattern. Two criteria will be used by the Engineer to determine that enough compaction effort has been made. Compaction will be considered acceptable when 1.) efforts seem to be pushing or pumping the CSBC and later the HMA; 2.) densities during the pattern peak out and do not increase with additional static rolling.

Cost Summary:

ID	Description	QTY	Unit	Unit Price	Amount
A-30	Ballast	(4,970)	TN	\$19.00	(\$94,430.00)
COA-30	Permeable Ballast	4,290	TN	\$31.50	\$135,135.00
A-31	Crushed Surfacing Top Course	(990)	TN	\$25.00	(\$24,750.00)
COA-31	Crushed Surfacing Base Course	1,570	TN	\$31.60	\$49,612.00
	Net Change:				\$65,567.00

All other terms of the contract remain the same.

The Contractor is hereby directed to make the changes from the plans and specifications or perform the work described herein. The work described herein shall be completed in accordance with the applicable provisions of the plans and specifications, except as modified by this Change Order. The City of Stanwood hereby accepts the above-described Change in the Work and authorizes the performance of the changes specified. This instrument constitutes a Change Order to the Contract Documents only when the authorizing signatures are affixed.

Accepted by Contractor:

SRV Construction, Inc.

Krysta Verbarendse, Contract Administrator

Date

Approval Recommended:

City of Stanwood:

_____	_____
Kevin Hushagen, Public Works Director	Date

Authorized By:

WSDOT:

_____	_____
	Date

JUSTIFICATION FOR CHANGE ORDER #01

1. Why is this change order being written?

This Change Order is being written to

- Change the material type used in the roadway section in accordance with Design Change #04.
- Modify the compaction requirements on the Crushed Surfacing Base Course (CSBC) from 95% to field accepted by the Engineer with no vibratory compaction allowed.
- Modify the compaction requirements on the ½" PG 64-22 Hot Mix Asphalt (HMA) to be maximum achievable with 10-ton roller using static rolling only.

2. What did the plans and specifications require?

- Per plan the roadway section was to be built with a layer of geotextile fabric, triaxial grid, 1.33' of ballast, another layer of geotextile fabric, 0.33' CSBC and 0.33' of HMA.
- WSDOT Standard Specification 4-04.3(5) requires the CSBC to be compacted to 95%.
- WSDOT Standard Specification 5-04.3(10)B1 requires the HMA compaction to be 91%.

3. Why won't the current plans work?

Per Donald Huling of HWA Geotech, the recommended material to be placed in between the geotextile fabric layers of the roadway section was to be a clean crushed rock or permeable ballast. The plans specified ballast to be used. Due to the number of fines in ballast the section will not act as intended to allow ground water to freely flow through the section.

Compaction Efforts:

The native material under the roadway section is very poor and subject to failure due to wheel loads and vibratory compaction. It is not practical to stabilize the subgrade by over excavation, placement of granular material and compacting, as all downtown Stanwood, including this project, sits on top of silty, tidal deposits. Vibratory compaction of the CSBC and HMA to achieve 95% and 91% respectively is risky in that the native material will likely "pump". The City has experienced subgrade failure on two other projects in close proximity due to "pumping". This Change Order intends to reduce the risk by not allowing vibratory compaction.

4. Which items will be added by this Change Order?

Permeable Ballast

Crushed Surfacing Base Course

5. Which items will be affected by this Change Order? (Include increased or decreased plan quantities)

BI# A-30 Ballast (4970 Ton)

BI# A-31 Crushed Surfacing Top Course (990 Ton)

6. What does this change order accomplish?

This Change Order

- Changes the material to be used in the roadway section using the recommendations made by the geotechnical engineer.
- Reduces the risk of subgrade failure by not allowing vibratory rolling. This risk reduction is implemented by the Engineer by accepting the CSBC and HMA compaction by observing the efforts made with Static Rolling using a 10-ton steel drum compactor.

7. (A) How does this change order solve the problem?

By changing to a permeable ballast from ballast, ground water will be able to flow through the road section freely. Not allowing vibratory compaction reduces the risk of pumping the native material under the subgrade.

(B) What is it you are asking the contractor to do?

Use the new materials in place of planned materials per Section 1 and 2 above.

Compact with a 10-ton steel drum roller without using vibrator rolling. The Engineer will take densities on CSBC, and later the HMA and use said densities to observe that the effort is made to achieve best compaction possible without vibratory rolling. Densities will be taken during the rolling pattern. Two criteria will be used by the Engineer to determine that enough compaction effort has been made. Compaction will be considered acceptable when 1.) efforts seem to be pushing or pumping the CSBC and later the HMA; 2.) densities during the pattern peak out and do not increase with additional rolling.

8. What new materials (if any) will be incorporated into this change order?

Crushed Surfacing Base Course

Permeable Ballast

9. Are you requiring the contractor to use specific procedures to do this work? And if so, please explain.

Yes. See part 7.

10. How is this to be paid for? Which units will you using for this C.O.? (i.e., square foot, square yard, ton, force account, etc.) List item and unit.

Crushed Surfacing Base Course by the Ton

Permeable Ballast by the Ton

11. Will working days be affected?

☐ YES

☒ NO

Number of days that will be added: N/A

12. Will we need an updated Progress Schedule from the Contractor to the impact of the additional work resulting from the C.O.?

☐ YES

☒ NO

Date Requested from Contractor: N/A

13. Approval / Concurrence (Needed prior to beginning work)

See Change Order signatures

14. Engineer's Estimate:

ID	Description	QTY	Unit	Unit Price	Amount
A-30	Ballast	(4,970)	TN	\$19.00	(\$94,430.00)
COA-30	Permeable Ballast	4,290	TN	\$31.50	\$135,135.00
A-31	Crushed Surfacing Top Course	(990)	TN	\$25.00	(\$24,750.00)
COA-31	Crushed Surfacing Base Course	1,570	TN	\$31.60	\$49,612.00
	Net Change:				\$65,567.00

15. Attachments:

Design Change #04, emails

Design Change/Clarification
Federal Aid No. STPUS-9311(001)

Date: May 19, 2020 **DC#:** 4

To: John Snyder – SRV Construction, Inc.
Contractor

From: David Meisenheimer
Resident Engineer

City of Stanwood – 90th Avenue NW Extension

Subject: Road Section Revisions

Reference Drawings: RS1-RS4, MD1

Reference Specification: 1-04.4 & 4-04

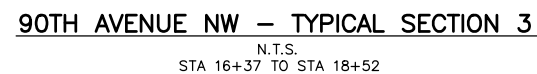
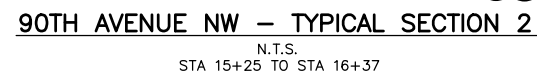
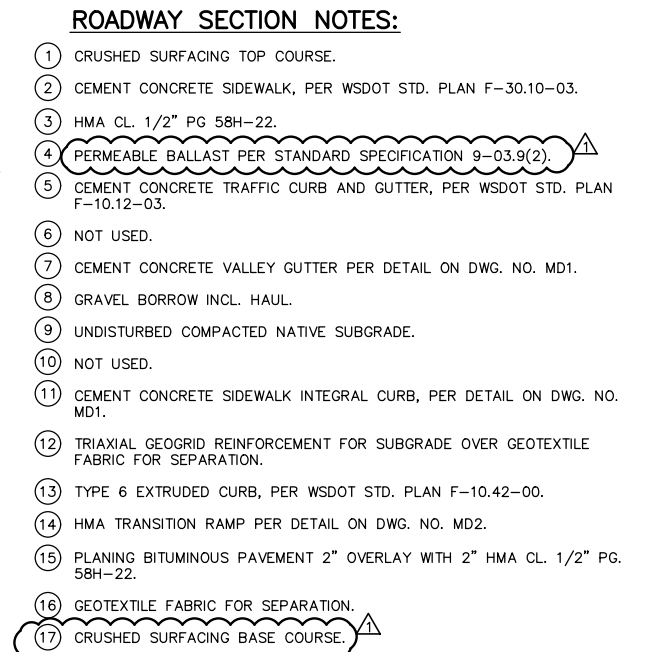
Reference Bid Items: A30 – Ballast, A31 – Crushed Surfacing Top Course

Direction:

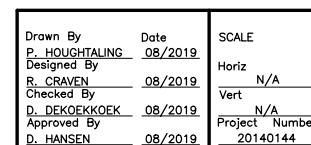
See attached drawings for revisions to the roadway section. A change order is to follow to modify and add bid items necessary to the work.

- ☒ **Incorporate this direction into your contract documents.**
- ☒ **All other work shall be covered under unit prices**
- ☐ **Work is incidental; no additional payment or Change Order will be issued.**
- ☐ **A No-Cost Change Order will follow.**
- ☒ **A Change Order will follow.**
- ☒ **This DC does not affect the critical path**

Background: Prior to starting the project SRV made it apparent that they were not comfortable with the planned roadway section. At the request of SRV the design was revisited with HWA and Perteet. It was determined that the specified ballast was not sufficient and that a permeable ballast is preferred. Per recommendations by SRV a change to permeable ballast was made as well as substituting crushed surfacing base course for crushed surfacing top course within the road section.



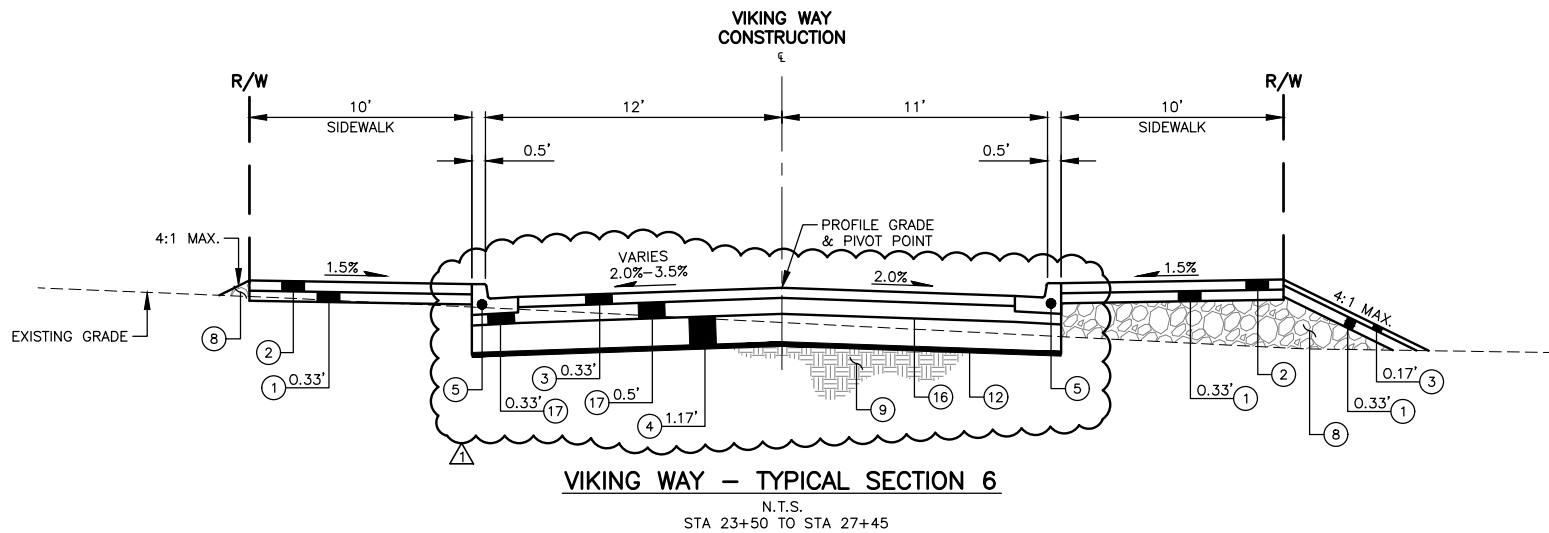
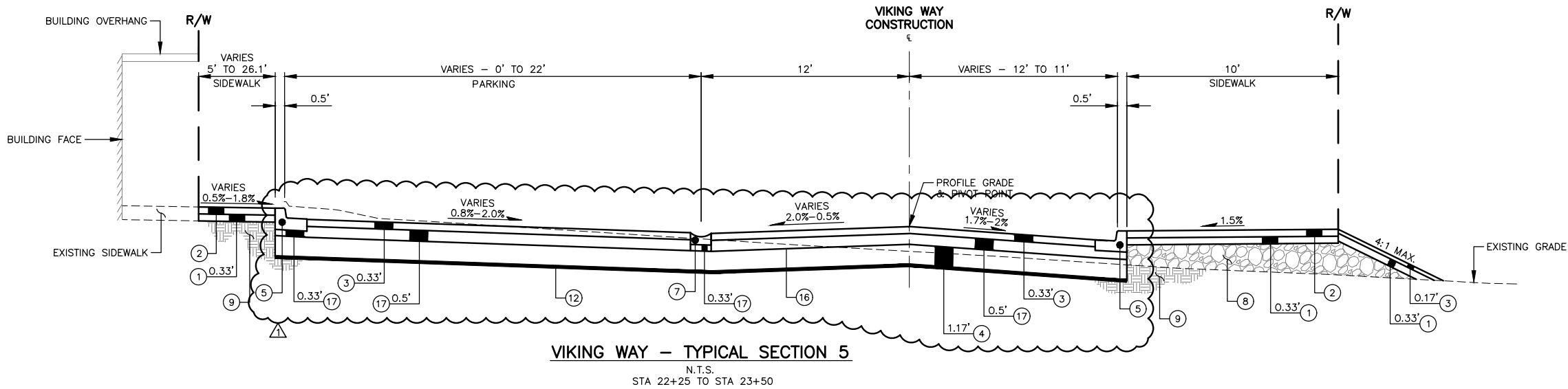
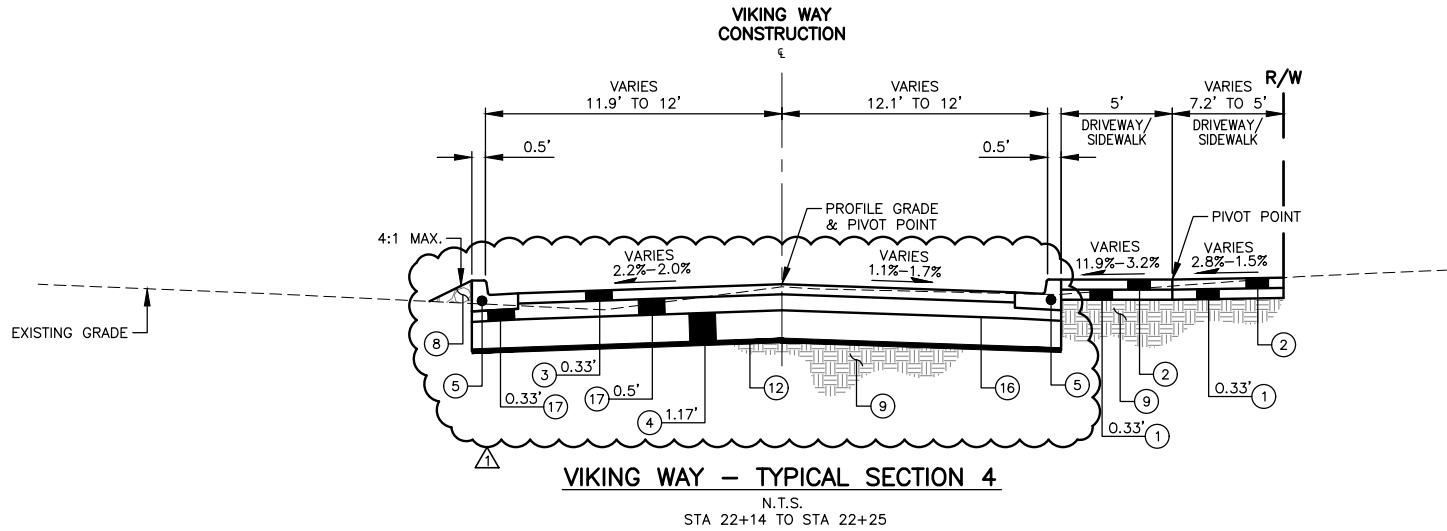
	5/18/20	PAVEMENT SUBGRADE DESIGN CHANGE		
No.	Date	Revision	By	Appr.



CITY OF STANWOOD		Drawing No.
90TH AVENUE NW EXTENSION		RS1
TYPICAL ROADWAY SECTIONS		Sheet No. 11 of 57 of Total

ROADWAY SECTION NOTES:

- 1 CRUSHED SURFACING TOP COURSE.
- 2 CEMENT CONCRETE SIDEWALK, PER WSDOT STD. PLAN F-30.10-03.
- 3 HMA CL. 1/2" PG 58H-22.
- 4 PERMEABLE BALLAST PER STANDARD SPECIFICATION 9-03.9(2).
- 5 CEMENT CONCRETE TRAFFIC CURB AND GUTTER, PER WSDOT STD. PLAN F-10.12-03.
- 6 NOT USED.
- 7 CEMENT CONCRETE VALLEY GUTTER PER DETAIL ON DWG. NO. MD1.
- 8 GRAVEL BORROW INCL. HAUL.
- 9 UNDISTURBED COMPACTED NATIVE SUBGRADE.
- 10 NOT USED.
- 11 CEMENT CONCRETE SIDEWALK INTEGRAL CURB, PER DETAIL ON DWG. NO. MD1.
- 12 TRIAXIAL GEOGRID REINFORCEMENT FOR SUBGRADE OVER GEOTEXTILE FABRIC FOR SEPARATION.
- 13 TYPE 6 EXTRUDED CURB, PER WSDOT STD. PLAN F-10.42-00.
- 14 HMA TRANSITION RAMP PER DETAIL ON DWG. NO. MD2.
- 15 PLANING BITUMINOUS PAVEMENT 2" OVERLAY WITH 2" HMA CL. 1/2" PG. 58H-22.
- 16 GEOTEXTILE FABRIC FOR SEPARATION.
- 17 CRUSHED SURFACING BASE COURSE.



5/18/20 PAVEMENT SUBGRADE DESIGN CHANGE

No.	Date	Revision	By	Appr.

PERTEET
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Drawn By: P. HOUGHTALING
Designed By: R. CRAVEN
Checked By: D. DEKOEKOEK
Approved By: D. HANSEN
Date: 08/2019
Project Number: 20140144

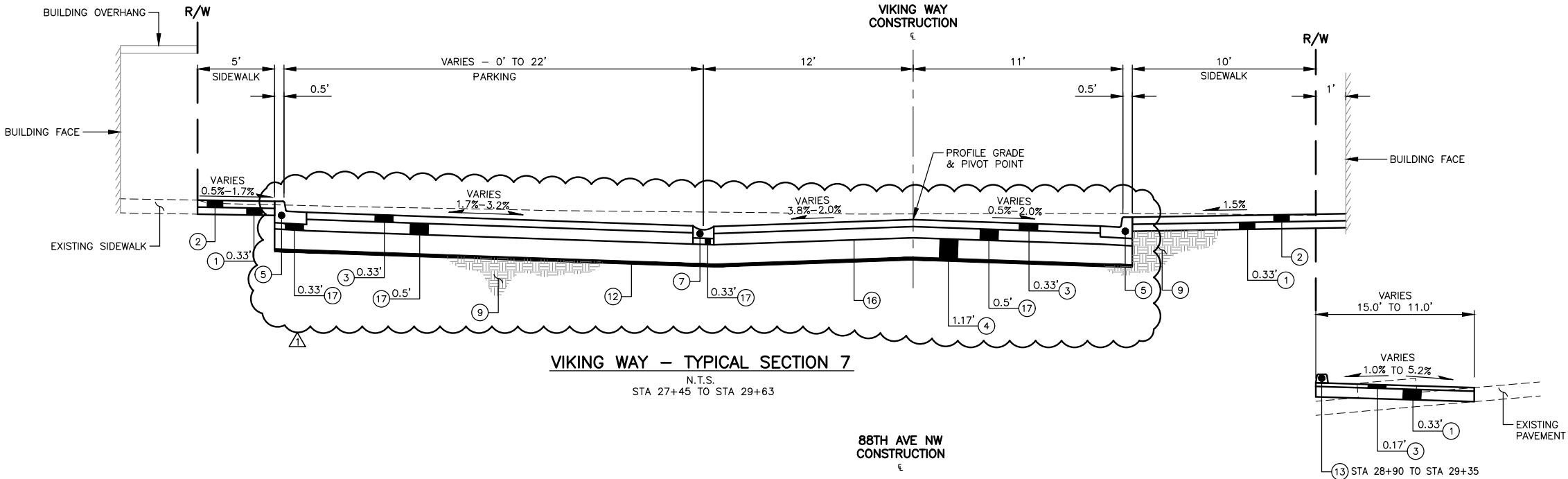
SCALE
Horiz: N/A
Vert: N/A

CITY OF STANWOOD
90TH AVENUE NW EXTENSION
TYPICAL ROADWAY SECTIONS

Drawing No. RS2
Sheet No. 12 of 57

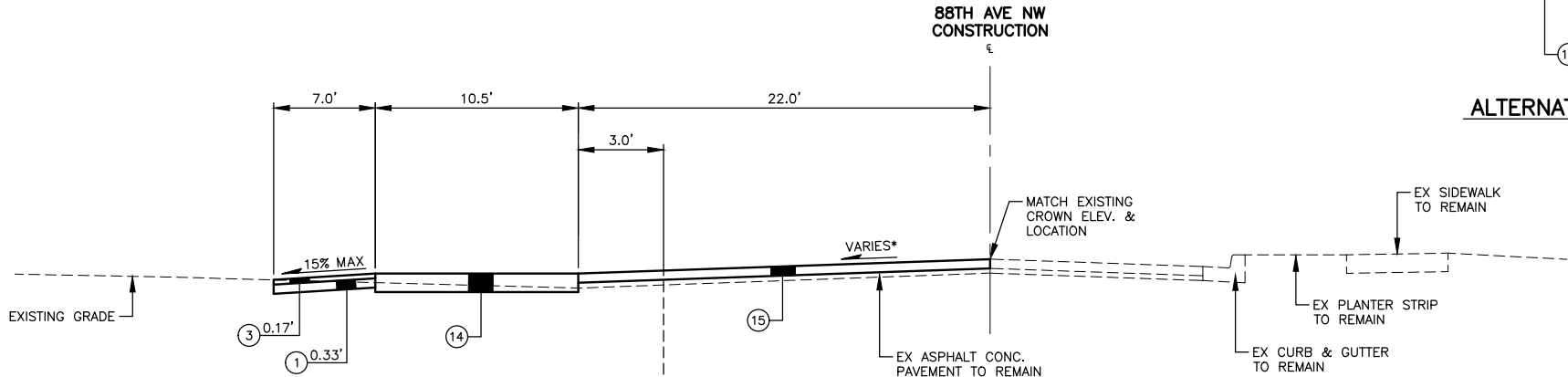
ROADWAY SECTION NOTES:

- 1 CRUSHED SURFACING TOP COURSE.
- 2 CEMENT CONCRETE SIDEWALK, PER WSDOT STD. PLAN F-30.10-03.
- 3 HMA CL. 1/2" PG 58H-22.
- 4 PERMEABLE BALLAST PER STANDARD SPECIFICATION 9-03.9(2).
- 5 CEMENT CONCRETE TRAFFIC CURB AND GUTTER, PER WSDOT STD. PLAN F-10.12-03.
- 6 NOT USED.
- 7 CEMENT CONCRETE VALLEY GUTTER PER DETAIL ON DWG. NO. MD1.
- 8 GRAVEL BORROW INCL. HAUL.
- 9 UNDISTURBED COMPACTED NATIVE SUBGRADE.
- 10 NOT USED.
- 11 CEMENT CONCRETE SIDEWALK INTEGRAL CURB, PER DETAIL ON DWG. NO. MD1.
- 12 TRIAXIAL GEOGRID REINFORCEMENT FOR SUBGRADE OVER GEOTEXTILE FABRIC FOR SEPARATION.
- 13 TYPE 6 EXTRUDED CURB, PER WSDOT STD. PLAN F-10.42-00.
- 14 HMA TRANSITION RAMP PER DETAIL ON DWG. NO. MD2.
- 15 PLANING BITUMINOUS PAVEMENT 2" OVERLAY WITH 2" HMA CL. 1/2" PG. 58H-22.
- 16 GEOTEXTILE FABRIC FOR SEPARATION.
- 17 CRUSHED SURFACING BASE COURSE.



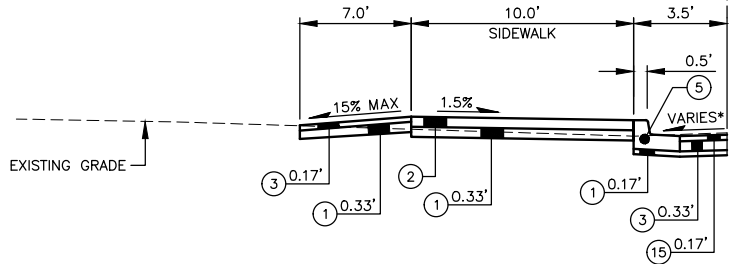
ALTERNATE HMA GRADING SECTION

N.T.S.
STA 28+15 TO STA 29+33



88TH AVENUE NW - TYPICAL SECTION 8

N.T.S.
STA 62+99 TO STA 63+90
*MAINTAIN EXISTING CROSS SLOPE



ALTERNATE SIDEWALK SECTION

N.T.S.
STA 63+24 TO STA 63+90
*MAINTAIN EXISTING CROSS SLOPE

May 19, 2020 - 10:19am pan.boughaling X:\Stanwood_City of Projects\20140144 - 90th Ave NW Extension\CADD\Plan Sheets\20140144 RS.dwg Layout Name: RS3

5/18/20 PAVEMENT SUBGRADE DESIGN CHANGE					
No.	Date	Revision	By	Appr.	

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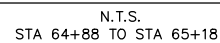


Drawn By	Date
P. HOUGHTALING	08/2019
Designed By	
R. CRAVEN	08/2019
Checked By	
D. DEKOECKOEK	08/2019
Approved By	
D. HANSEN	08/2019

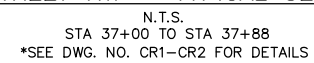
SCALE
Horiz N/A
Vert N/A
Project Number 20140144

CITY OF STANWOOD	
90TH AVENUE NW EXTENSION	
TYPICAL ROADWAY SECTIONS	

Drawing No.	RS3
Sheet No.	13 of 57

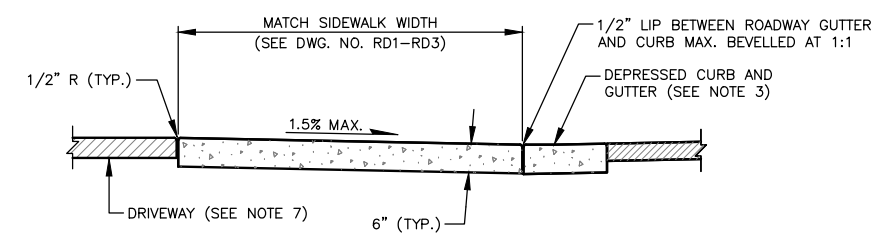
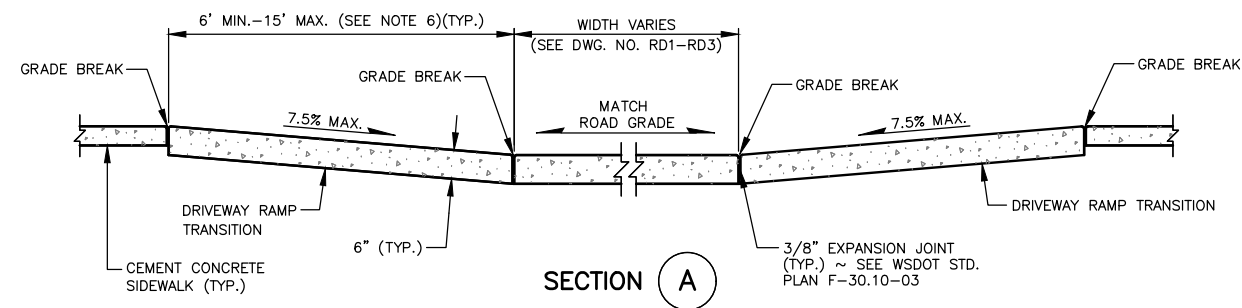
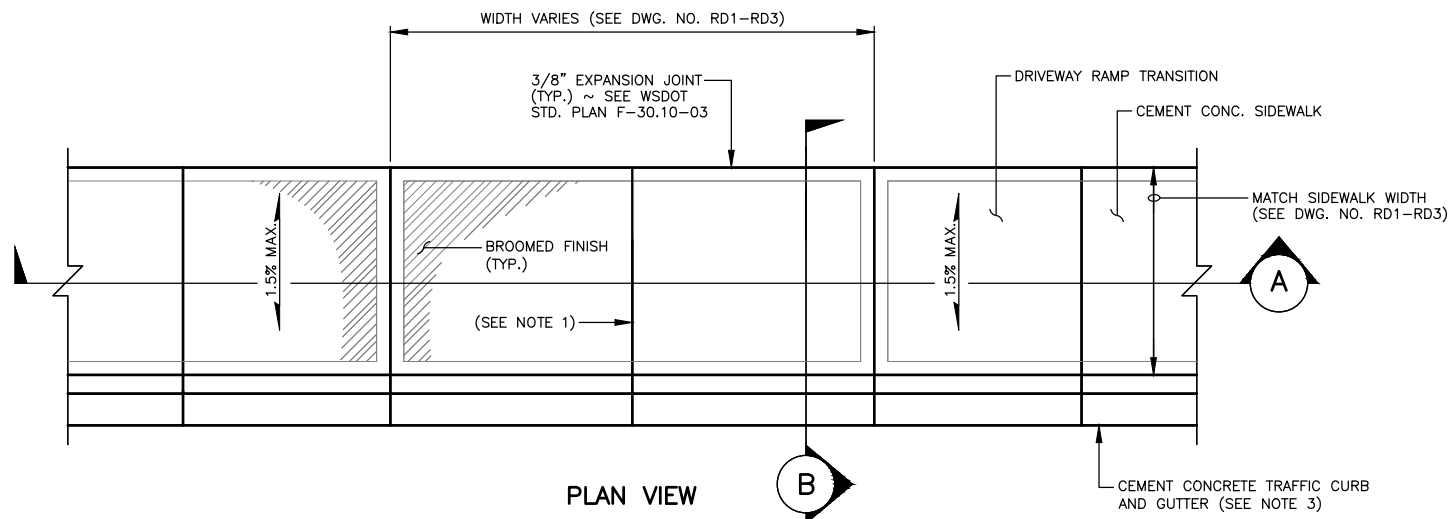


N.T.S.
STA 63+90 TO STA 65+18
*MAINTAIN EXISTING CROSS SLOPE



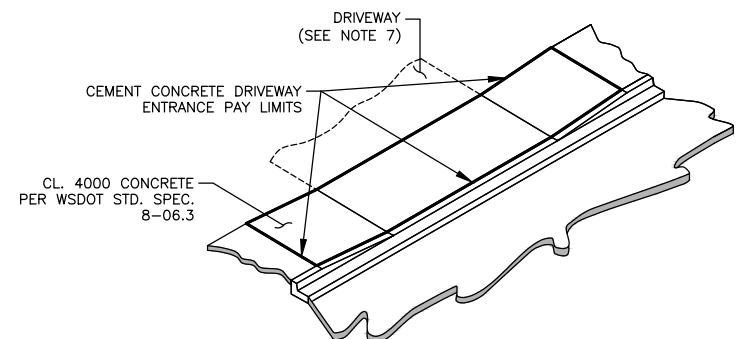
- (17) CRUSHED SURFACING BASE COURSE. 1

CITY OF STANWOOD		Drawing No.
90TH AVENUE NW EXTENSION		RS4
TYPICAL ROADWAY SECTIONS		Sheet No.
		14 of 57



CEMENT CONCRETE DRIVEWAY ENTRANCE

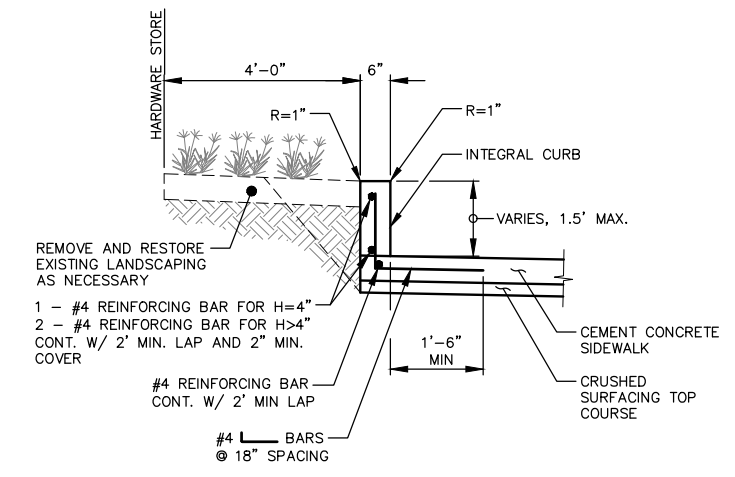
N.T.S.



CEMENT CONCRETE DRIVEWAY ENTRANCE PAY LIMITS

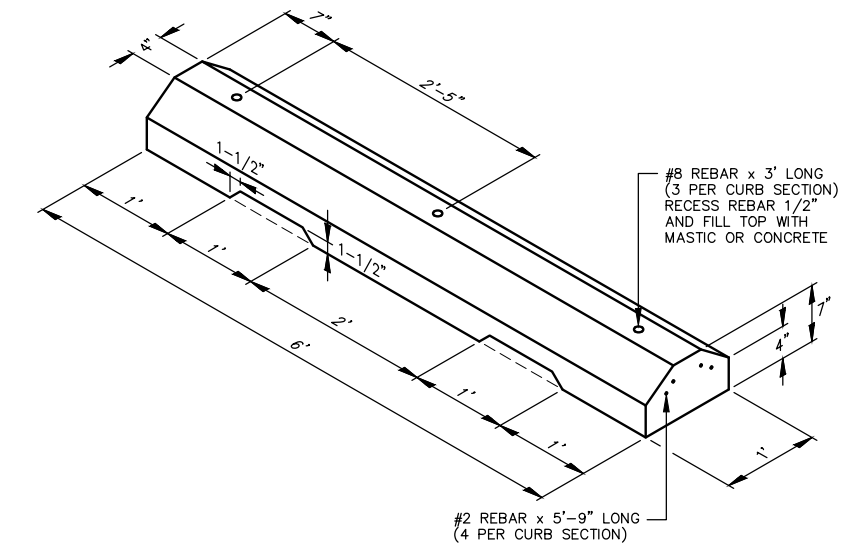
NOTES

1. WHEN THE DRIVEWAY WIDTH EXCEEDS 15' (FT), CONSTRUCT A FULL DEPTH EXPANSION JOINT WITH 3/8" (IN) JOINT FILLER ALONG THE DRIVEWAY CENTERLINE. SEE WSDOT STD. PLAN F-30.10-03. CONSTRUCT EXPANSION JOINTS PARALLEL WITH THE CENTERLINE AS REQUIRED AT 15' (FT) MAXIMUM SPACING WHEN DRIVEWAY WIDTHS EXCEED 30' (FT).
2. SEE WSDOT STD. PLAN F-30.10-03 FOR SIDEWALK DETAILS.
3. SEE WSDOT STD. PLAN F-10.12-03 FOR CURB DETAILS.
4. AVOID PLACING JUNCTION BOXES OR OTHER OBSTRUCTIONS IN FRONT OF DRIVEWAY ENTRANCES.
5. WHERE "GRADE BREAK" IS CALLED OUT, THE ENTIRE LENGTH OF THE LINE BETWEEN THE TWO ADJACENT SURFACE PLANES SHALL BE FLUSH.
6. THE DRIVEWAY RAMP TRANSITION MAXIMUM RUNNING SLOPE SHALL NOT REQUIRE THE RAMP LENGTH TO EXCEED 15' (FT) TO AVOID CHASING THE SLOPE INDEFINITELY WHEN CONNECTING TO STEEP GRADES. WHEN APPLYING THE 15' (FT) MAX. LENGTH, THE RUNNING SLOPE OF THE DRIVEWAY RAMP TRANSITION SHALL BE AS FLAT AS FEASIBLE.
7. BEYOND LIMITS SHOWN. PAY ITEM DOES NOT INCLUDE DRIVEWAY. SEE DWG. NO. RD1-RD3.



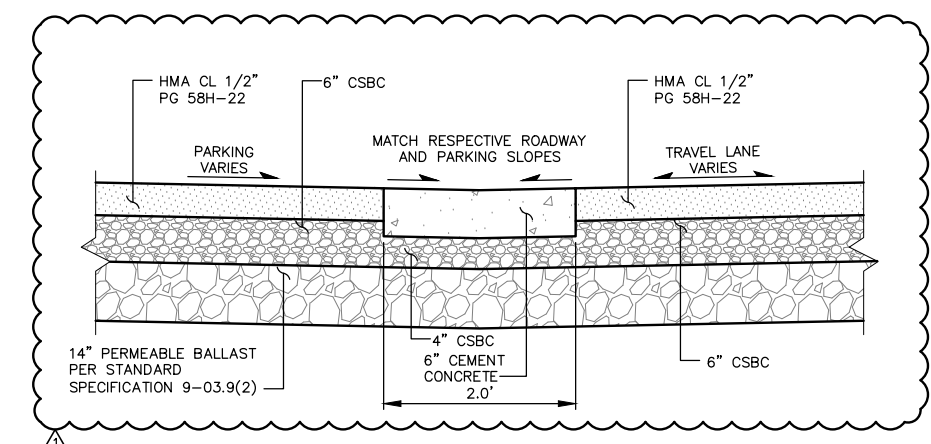
CEMENT CONCRETE SIDEWALK INTEGRAL CURB
N.T.S.

N.T.S.



PRECAST CEMENT CONCRETE WHEEL STOP

N.T.S.



CEMENT CONCRETE VALLEY GUTTER DETAIL

N.T.S.

	5/18/20	PAVEMENT SUBGRADE DESIGN CHANGE		
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Drawn By <u>P. HOUGHTALING</u>	Date <u>08/2019</u>	SCALE
Designed By <u>R. CRAVEN</u>	<u>08/2019</u>	Horiz <u>N/A</u>
Checked By <u>D. DEKOEKOEK</u>	<u>08/2019</u>	Vert <u>N/A</u>
Approved By <u>D. HANSEN</u>	<u>08/2019</u>	Project Number <u>20140144</u>

CITY OF STANWOOD
90TH AVENUE NW EXTENSION
MISCELLANEOUS DETAILS

Drawing No.
MD1

Sheet No.
24 / 57
14 of Total

Sabra Ayars

From: John Snyder <john@srvconstruction.com>
Sent: Monday, May 4, 2020 11:15 AM
To: David Meisenheimer
Cc: Allen Prouty; Carl Engle; Shelby Vanderpool; steve@srvconstruction.com; krysta@srvconstruction.com; Blake Thorn; Sabra Ayars
Subject: RE: 90th Stanwood notice of poor soils/ foundation

David,

As discussed on the phone the cost to use CSBC in the roadway section only is \$31.60 per ton.

Thanks

From: David Meisenheimer <davidm@kpg.com>
Sent: Thursday, April 30, 2020 3:26 PM
To: John Snyder <john@srvconstruction.com>
Cc: Allen Prouty <allen@kpg.com>; Carl Engle <carl@srvconstruction.com>; Shelby Vanderpool <vanderpool@rocketmail.com>; steve@srvconstruction.com; krysta@srvconstruction.com; Blake Thorn <blake@srvconstruction.com>; Sabra Ayars <sabra@kpg.com>
Subject: RE: 90th Stanwood notice of poor soils/ foundation

John –

To follow up on the conversation we had on the phone could you please provide a price for switching to crushed surfacing base course from crushed surfacing top course for the road section if there is one. Thanks.

David Meisenheimer, EIT

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3131 Elliott Avenue Suite 400

Seattle WA 98121

cell: 206-369-3043

<http://www.kpg.com>

From: John Snyder <john@srvconstruction.com>
Sent: Thursday, April 30, 2020 8:02 AM
To: David Meisenheimer <davidm@kpg.com>
Cc: Allen Prouty <allen@kpg.com>; Carl Engle <carl@srvconstruction.com>; Shelby Vanderpool <vanderpool@rocketmail.com>; steve@srvconstruction.com; krysta@srvconstruction.com; Blake Thorn <blake@srvconstruction.com>; Sabra Ayars <sabra@kpg.com>
Subject: RE: 90th Stanwood notice of poor soils/ foundation

David,

We have spoken to our supplier and the have not started the production of the Ballast material. The do plan on starting next week.

Thanks

From: David Meisenheimer <davidm@kpg.com>

Sent: Wednesday, April 29, 2020 4:23 PM

To: John Snyder <john@srvconstruction.com>

Cc: Allen Prouty <allen@kpg.com>; Carl Engle <carl@srvconstruction.com>; Shelby Vanderpool <vanderpool@rocketmail.com>; steve@srvconstruction.com; krysta@srvconstruction.com; Blake Thorn <blake@srvconstruction.com>; Sabra Ayars <sabra@kpg.com>

Subject: Re: 90th Stanwood notice of poor soils/ foundation

John -

As a follow up to our meeting in the field today, the design section for the utility trench work is working as intended and are to proceed with the per plan work.

Discussions are on going with the designer and geotech on the matter of the road section. Could you provide an estimate of the ballast produced to date by granite. Thanks.

David Meisenheimer
(206) 369-3043
Sent from my iPhone

On Apr 28, 2020, at 14:56, John Snyder <john@srvconstruction.com> wrote:

David,

As previously stated SRV is very concerned with the performance of the foundation as designed. We have made recommendations and provided pricing upon request, without any response. To date we have not seen a geo tech onsite to give any which we have requested.

To reiterate SRV is concerned with line and grade of the newly installed utilities per design.

Please let us know how to proceed.

Thanks

John Snyder

Estimator / Project Manager
SRV Construction, Inc.
(360) 675-7100
(360) 679-3885 Fax

Sabra Ayars

From: David Meisenheimer
Sent: Thursday, May 7, 2020 8:49 AM
To: Dustin DeKoekkoek
Cc: Sabra Ayars
Subject: RE: 90th Ave NW - Typical Section

Dustin –

Thanks for the quick reply. We have discussed the price difference for using CSBC in lieu of CSTC and there is a cost associated with it of an additional \$6.60 per ton.

David Meisenheimer, EIT
Construction Services

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From: Dustin DeKoekkoek <dustin.dekoekkoek@perteet.com>
Sent: Wednesday, May 6, 2020 2:28 PM
To: David Meisenheimer <davidm@kpg.com>
Cc: Sabra Ayars <sabra@kpg.com>
Subject: RE: 90th Ave NW - Typical Section

See below in red.

Dustin DeKoekkoek, PE
Project Manager
206.607.9128 | CELL 206.291.7159

From: David Meisenheimer <davidm@kpg.com>
Sent: Wednesday, May 6, 2020 10:07 AM
To: Dustin DeKoekkoek <dustin.dekoekkoek@perteet.com>
Cc: Sabra Ayars <sabra@kpg.com>
Subject: 90th Ave NW - Typical Section

Dustin –

Shawn has given me the go ahead to proceed with the changes to the ballast as discussed in last week's meeting as well as substituting crushed surfacing base course for the crushed surfacing top course in the road section. A few things I could use from you:

- 1) Could you provide an update to the typical sections to reflect this change so I can issue a design change? **Yes, we're on it.**
- 2) With this change we would also like to see an increase in the CSBC section from 4 inches to 6 inches reducing the ballast section by 2 inches to compensate. Will this reduction have any impact on the structural integrity of the new road section? **Don't think so, HWA was good with it, but I'll run it by our pavement expert.**

- 3) There are concerns about placing the curb and gutter directly on the fabric as shown in the typical sections. SRV has said that their subcontractor intends on placing the curb and gutter using a curb machine. The boot on the machine is designed to cut into 0.1' of rock during placement of the concrete. I believe the increase in the rock section with a decrease in the ballast should solve this issue, do you agree? **Yes. And actually the section weren't quite represented properly. We had 4" HMA over 4" CSTC. So an 8" section. With the gutter being 6" deep that would have left 2" of CSTC between the gutter and geotextile. Increasing the CSTC depth to 6" will give us 4" of CSTC between the bottom curb/gutter and geotextile. Were you going to check with SRV to see if they wanted to switch CSTC to CSBC and if there would be any cost implications?**

Please let me know if you need anything else for this. Thanks.

David Meisenheimer, EIT

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Seattle WA 98121

cell: 206-369-3043

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Sabra Ayars

From: Sandy R Brodahl <SBrodahl@hwageo.com>
Sent: Thursday, May 7, 2020 11:21 AM
To: Dustin DeKoekkoek; David Meisenheimer; Smith, Shawn (Shawn.Smith@ci.stanwood.wa.us); Allen Prouty; Donald Huling
Cc: Russell Craven
Subject: RE: 90th - Discussion on Pavement Subgrade

Hi Dustin,

Thank you for the detailed information below. We don't have any issues with the Rail Road Ballast.

Thank you,

Sandy Ramos Brodahl, P.E.
Geotechnical Engineer, Principal



Office: 425.774.0106 ext. 251
Cell: 206.794.3110

From: Dustin DeKoekkoek <dustin.dekoekkoek@perteet.com>
Sent: Thursday, May 7, 2020 11:17 AM
To: David Meisenheimer <davidm@kpg.com>; Smith, Shawn (Shawn.Smith@ci.stanwood.wa.us) <shawn.smith@ci.stanwood.wa.us>; Allen Prouty <allen@kpg.com>; Donald Huling <dhuling@hwageo.com>; Sandy R Brodahl <SBrodahl@hwageo.com>
Cc: Russell Craven <russell.craven@perteet.com>
Subject: Re: 90th - Discussion on Pavement Subgrade

Thanks for the correction on the unit costs. For now I'll refer to the Permeable Ballast spec. I will assume that the fact that the % passing the 3/4" sieve is slightly lower is not an issue and that we can approve that material once they have a formal submittal on it.

Dustin DeKoekkoek, PE
Project Manager

Perteet Inc.
505 FIFTH AVENUE S, SUITE 300 | SEATTLE, WA 98104
206.607.9128 | CELL 206.291.7159
dustin.dekoekkoek@perteet.com

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From: David Meisenheimer <davidm@kpg.com>
Sent: Thursday, May 7, 2020 11:09 AM
To: Dustin DeKoekkoek <dustin.dekoekkoek@perteet.com>; Smith, Shawn (Shawn.Smith@ci.stanwood.wa.us) <shawn.smith@ci.stanwood.wa.us>; Allen Prouty <allen@kpg.com>; Donald Huling <dhuling@hwageo.com>; Sandy R Brodahl <SBrodahl@hwageo.com>

Cc: Russell Craven <russell.craven@perteet.com>

Subject: RE: 90th - Discussion on Pavement Subgrade

Thanks Dustin, see below in RED.

David Meisenheimer, EIT

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Seattle WA 98121

cell: 206-369-3043

<http://www.kpg.com>

From: Dustin DeKoekkoek <dustin.dekoekkoek@perteet.com>

Sent: Thursday, May 7, 2020 10:14 AM

To: Smith, Shawn (Shawn.Smith@ci.stanwood.wa.us) <shawn.smith@ci.stanwood.wa.us>; David Meisenheimer <davidm@kpg.com>; Allen Prouty <allen@kpg.com>; Donald Huling <dhuling@hwageo.com>; Sandy R Brodahl <SBrodahl@hwageo.com>

Cc: Russell Craven <russell.craven@perteet.com>

Subject: Re: 90th - Discussion on Pavement Subgrade

Hi all,

I heard from David that we are moving forward with the change in material. I wanted to make sure we all and the contractor are in agreement about what exactly is changing before we update the plans. Here is my understanding:

1. Change the BALLAST in Note 4 on the RS sheets to PERMEABLE BALLAST PER STANDARD SPECIFICATION 9-03.9(2). I want to confirm this is the correct spec everyone had in mind. The contractor previously sent an example of Railroad Ballast (attached) which has a slightly different gradation than Permeable Ballast. The only part of the Railroad Ballast gradation that didn't meet the Permeable Ballast spec was that the Permeable Ballast spec requires 40-80% pass the 3/4" sieve. The Railroad Ballast sample provided had 34.6% passing the 3/4" sieve.
2. Change the depth of the CSTC from 4" to 6" and the depth of the Ballast from 16" to 14". With 4" of HMA and 6" of CSTC this will provide 4" of CSTC under the curb and gutter. There was some concern that construction vehicles or the curb machine would catch on the geotextile and increasing the depth of crushed should reduce the risk of this happening.
3. There was discussion on changing the CSTC to CSBC. David indicated that SRV said there would be a cost increase of \$6.60 per ton.

Cost impacts

1. SRV indicated there would be \$55,000-\$70,000 increase for using the different ballast material. This would have been based on the bid quantity of 4,970 tons. I'm not sure of the exact price that was agreed upon but this comes out to an additional \$11-\$14 per ton. I looked at our estimate backup and the new quantity I have for ballast would be 4,290 tons. Note that this does have a healthy contingency of 30% so it may come in much lower. If we use an increase of \$12.50 per ton, the revised total for Ballast would be 4,290 tons x \$31.50 = \$135,135 or an increase of \$40,705 from the bid amount.
2. The CSTC bid item is used for the pavement section but also under sidewalks, driveways, and parking lot restoration behind sidewalk. If we assume the increase to 6" and change from CSTC to CSBC occurs only under pavement/curb/gutter we should have revised quantities of 1,560 tons of CSBC and 940

tons of CSTC. Note that both of these have a 15% contingency. With CSTC at \$19/ton and CSBC at \$25.60/ton this comes out to a total of \$17,860 for CSTC and \$39,936 for CSBC. Together that is \$57,796 or an increase from the bid total of \$10,296.

Unit price for CSTC is \$25/TN, CSBC would be \$31.60/TN. This would bring the total to \$23,500 for CSTC and \$49,296 for CSBC. A combined total of \$72,796 or an increase of \$25,296.

3. Assuming SRV agrees to the unit prices of \$31.50 for Permeable Ballast and \$25.50 for CSBC AND all of the contingencies are used I see a potential cost increase to the project of about \$51,001. Of course the quantities are all estimates.

Using the increase of \$25,296 for CSBC this would result in an estimated total of \$66,001.

Questions

Allen/David - Is the attached Railroad Ballast spec what SRV has been basing their price increase on?

The attached is what SRV is basing their costs on.

Donald/Sandy - Do you see any issues with using the attached spec vs. permeable ballast spec?

Thanks!

Dustin DeKoekkoek, PE
Project Manager

Perteet Inc.
505 FIFTH AVENUE S, SUITE 300 | SEATTLE, WA 98104
206.607.9128 | CELL 206.291.7159
dustin.dekoekkoek@perteet.com

PERTEET.COM
Better communities, by design

From: Dustin DeKoekkoek
Sent: Wednesday, April 29, 2020 4:11 PM
To: Smith, Shawn (Shawn.Smith@ci.stanwood.wa.us) <shawn.smith@ci.stanwood.wa.us>; davidm@kpg.com <davidm@kpg.com>; Allen Prouty <allen@kpg.com>; Donald Huling <dhuling@hwageo.com>; Sandy R Brodahl <SBrodahl@hwageo.com>; Kevin J. Hushagen <Kevin.Hushagen@ci.stanwood.wa.us>
Subject: 90th - Discussion on Pavement Subgrade

Hi all,

I've been made aware of concerns about the proposed pavement subgrade on the project pertaining to the ballast material. We need to if a change in the material is warranted and any potential cost implications and so soon. HWA and I have availability tomorrow afternoon noon and Friday after 10am. At a minimum Allen and Shawn should also attend. Please let me know your availability. I'm thinking a video call is sufficient.

Thanks,

Dustin DeKoekkoek, PE
Project Manager

Perteet Inc.
505 FIFTH AVENUE S, SUITE 300 | SEATTLE, WA 98104
206.607.9128 | CELL 206.291.7159



**90TH AVE NW EXTENSION
CONTRACT #2020-29
FEDERAL AID #STPUS-9311(001)
CONTRACT CHANGE ORDER #02 – Utility Conflict Inefficiencies**

Contractor Name:	SRV Construction Inc. POB 507 Anacortes, WA 98221
Original Contract Amount:	\$2,407,661.86 (including WSST)
Changer Order #02 Change Amount:	\$ 40,000.00 (including WSST)
Previous Change Order(s) Total Amounts (through Change Order #01):	\$65,567.00 (including WSST)
New Contract Total:	\$ 2,513,228.86 (including WSST)
Contract Working Days:	140
Contract Time Affected by this Change Order:	Zero (0) days added or reduced
New Estimated Contract Completion Date:	10/28/20

Reason for Contract Change Order: This Change Order is being written to compensate the Contractor for inefficiencies experienced from 4/20 through 4/24/20 caused by multiple instances of utility conflicts, as well as for those experienced on 5/4/20 caused by a major leak in the City's watermain. Contract time has already been addressed by granting nonworking days for these dates.

Description of Work included in Change Order: N/A

Cost Summary:

The Contractor requested \$40,000 to compensate for these inefficiencies. The Engineer calculated an independent cost estimate that corroborated the accuracy of this request. Therefore, the City of Stanwood is granting the value requested for a new Lump Sum Contract Item to be added to Schedule A of the contract:

BI# A-CO02 Utility Conflict Inefficiencies 1 LS \$40,000.00.

All other terms of the contract remain the same.

The Contractor is hereby directed to make the changes from the plans and specifications or perform the work described herein. The work described herein shall be completed in accordance with the applicable provisions of the plans and specifications, except as modified by this Change Order. The City of Stanwood

hereby accepts the above-described Change in the Work and authorizes the performance of the changes specified. This instrument constitutes a Change Order to the Contract Documents only when the authorizing signatures are affixed.

Accepted by Contractor:

SRV Construction, Inc.

_____	_____
Krysta Verbarendse, Contract Administrator	Date

Approval Recommended:

City of Stanwood:

_____	_____
Kevin Hushagen, Public Works Director	Date

Authorized By:

WSDOT:

_____	_____
	Date

JUSTIFICATION FOR CHANGE ORDER #02

1. Why is this change order being written?

This Change Order is being written to compensate the Contractor for inefficiencies experienced from 4/20 through 4/24/20 caused by multiple instances of utility conflicts, as well as for those experienced on 5/4/20 caused by a major leak in the City's watermain. Contract time has already been addressed by granting nonworking days for these dates.

2. What did the plans and specifications require?

The Contractor's Critical Path Baseline Schedule was developed following the criterion below; their schedule had 90th Ave NW being constructed ahead of Viking Way:

Construction under traffic and access 1-07.23(1): These sections detail requirements such as lane restrictions, pedestrian responsibilities, detours and allowable lane closures. The Contractor will coordinate with the Engineer and adjacent property owners and tenants to communicate and plan access.

Follow lane closure restriction requirements per SP 1-07.23(1):

- a. 271st St NW & 88th Ave NW:
 - i. Maintain at least one lane open in each direction at all times except installation of utility crossings across roadway. May request in writing to flag traffic down to one lane to install utility crossings and connections.
 - ii. Contractor may request full closure of 88th Ave NW only for sanitary sewer connection, and this may only occur between 9am-3 pm M-F.
- b. 90th Ave NW & Viking Way:
 - i. Lane closures may occur on 90th Ave NW or Viking Way but not concurrently.
 - ii. Contractor may request limited closures in writing.
 - iii. Vehicular business access signs must be provided at all times.
 - iv. An ADA accessible route must be maintained to all businesses including but not limited to:
 1. Between Stanwood Foursquare Church and its annex
 2. Between Stanwood Hardware and customer parking south of Viking Way
 3. Between Viking Way north of Viking Village and parking south of Viking Way.

3. Why won't the current plans work?

Several utility conflicts on 90th Ave NW caused by erroneous locations and/or lack of locations on the plans or in the field vs. actual field conditions caused inefficiencies in the pursuit of Baseline Schedule work. SRV then moved operations and work activities onto Viking Way so that they could keep their crews and equipment working on unimpeded activities while the Engineer resolved the conflicts on 90th.

4. Which items will be added by this Change Order?

For the events and time frame described in Section 1, BI# A-CO02 Utility Conflict Inefficiencies is added by this Change Order as a \$40K Lump Sum item.

5. Which items will be affected by this Change Order? (Include increased or decreased plan quantities)

N/A

6. What does this change order accomplish?

See Section 1.

7. (A) How does this change order solve the problem?

See Section 1

(B) What is it you are asking the contractor to do?

N/A

8. What new materials (if any) will be incorporated into this change order?

N/A

9. Are you requiring the contractor to use specific procedures to do this work? And if so, please explain.

See above Sections.

10. How is this to be paid for? Which units will you using for this C.O.? (i.e., square foot, square yard, ton, force account, etc.) List item and unit.

Lump Sum

11. Will working days be affected?

☐ YES

☒ NO

Number of days that will be added: The Engineer did not charge working days the week of 4/20/2020 or on 5/4/2020 as the Contractor was not able to pursue critical path work due to conflicts.

12. Will we need an updated Progress Schedule from the Contractor to the impact of the additional work resulting from the C.O.?

☒ YES

☐ NO

Date Requested from Contractor: See attached email

13. Approval / Concurrence (*Needed prior to beginning work*)

See Change Order signatures

14. Engineer's Estimate:

The Contractor was asked to provide a proposal of their cost, and they responded with a request of \$40,000. See attached independent estimate performed by the Engineer, which validates the Contractor's request of \$40,000 as fair and equitable compensation.

15. Attachments:

EE, emails

ENGINEER'S ESTIMATE FOR CHANGE ORDER				 SEATTLE · TACOMA		
Project Name: 90th Ave NW Extension				Project No: STPUS-9311(001)		
Item No.: A-1 Unexpected Site Changes				Date: 4/20-4/24, 5/4/20		
Description of Work: Week of 4/20-4/24 inefficiencies. 5 Non Working Days were granted to address lost time; CO will be written to address revenue side. An additional day was lost due to water leak problems. This EE represents labor & equipment in use those days.						
Work by Subcontractor?: NO				(yes/no)		
Prime Contractor: SRV Construction Inc				Sub-Contractor:		
PRIME LABOR						
NAME	OCCUPATION	STRAIGHT TIME		OVERTIME		DOLLAR AMOUNT
		HOURS	WWR	HOURS	WWR	
Eric Arney	Operator - Group 3	38	\$ 81.91		\$ -	\$ 3,112.58
Carl Engle	Forman/Operator	22	\$ 86.09		\$ -	\$ 1,893.98
Taben Mellor	Laborer - General	25	\$ 61.60		\$ -	\$ 1,540.00
Larry Pettis	Foreman/Operator	35	\$ 86.09		\$ -	\$ 3,013.15
Scott Scharf	Operator - Group 4	41	\$ 78.40		\$ -	\$ 3,214.40
Stephen Singleton	Dump Truck & Trailer	2	\$ 74.30		\$ -	\$ 148.60
Shelby Vanderpool	Superintendent	46	\$ 86.09		\$ -	\$ 3,960.14
Seth Noble	Pipelayer	8	\$ 62.71		\$ -	\$ 501.68
Kellen Engleberg	Laborer - General	8	\$ 61.60		\$ -	\$ 492.80
Kelly Wassman	Operator - Group 2	8	\$ 82.52		\$ -	\$ 660.16
Lori Barlow	Dump Truck & Trailer	4	\$ 74.30		\$ -	\$ 297.20
Stephen Singleton	Dump Truck & Trailer	8	\$ 74.30		\$ -	\$ 594.40
SUBTOTAL - LABOR:						\$ 19,429.09
LABOR OVERHEAD & PROFIT @ 29%:						\$ 5,634.44
LABOR TOTAL						\$ 25,063.53
PRIME EQUIPMENT						
EQUIPMENT OR ATTACHMENTS	HOURS WORKING	HOURS STANDBY	ADJUSTED RATE	STANDBY RATE	DOLLAR AMOUNT	
STK#23 Ford F350 Crew Truck	40		\$ 41.89	\$ 9.89	\$ 1,675.60	
Small Tools	40		\$ 12.00	\$ -	\$ 480.00	
LDR5 Komatsu WA250 Loader	40		\$ 49.57	\$ 14.19	\$ 1,982.80	
LDR7 Komatsu WA320 Loader	40		\$ 57.98	\$ 17.34	\$ 2,319.20	
EX16 Kubota KX057-4 Mini Excavator	48		\$ 50.62	\$ 16.68	\$ 2,429.76	
Load Trail Trailer	40		\$ 13.65	\$ 4.09	\$ 546.00	
Vac-Tron PMD800 Trailer	40		\$ 62.50	\$ -	\$ 2,500.00	
EX15 Komatsu PC228US LC Excavator	8		\$ 132.32	\$ 37.17	\$ 1,058.56	
Kenworth Dump Truck & Trailer	4		\$ 106.27	\$ 26.04	\$ 425.08	
Kenworth Dump Truck & Trailer	8		\$ 106.27	\$ 26.04	\$ 850.16	
EX19 Kubota KX040-4 Mini Excavator	4		\$ 46.62	\$ 15.15	\$ 186.48	
Cat 416C Loader Backhoe	8		\$ 49.10	\$ 12.41	\$ 392.80	
8 x 10 Trench Box	16		\$ 20.63	\$ -	\$ 330.08	
8 x 20 Trench Box	8		\$ 27.13	\$ -	\$ 217.04	
2" Electric Pump	8		\$ 7.50	\$ -	\$ 60.00	
2" Sump Pump	8		\$ 5.63	\$ -	\$ 45.04	
3" Sump Pump	8		\$ 11.25	\$ -	\$ 90.00	
2" discharge hose	8		\$ 0.23	\$ -	\$ 1.84	
70KW Generator	8		\$ 32.96	\$ -	\$ 263.68	
SUBTOTAL - EQUIPMENT						\$ 15,854.12
EQUIPMENT OVERHEAD & PROFIT @ 21%:						\$ 3,329.37
EQUIPMENT TOTAL						\$ 19,183.49
MATERIALS						
MATERIALS	INVOICE #	QUANTITY	UNIT	PRICE	DOLLAR AMOUNT	
					\$ -	
					\$ -	
SUBTOTAL - MATERIALS						\$ -
MATERIALS OVERHEAD & PROFIT @ 21%:						\$ -
MATERIALS TOTAL						\$ -
Verification of Hours Worked:		SHEET TOTAL: \$ 44,247.02				
Contractor's Representative	Date					
Owner's Representative	Date					
Pay Estimate Entered:						
Date:						
By:						

Sabra Ayars

From: John Snyder <john@srvconstruction.com>
Sent: Monday, April 27, 2020 4:13 PM
To: David Meisenheimer
Cc: Sabra Ayars; Shawn A. Smith; krysta@srvconstruction.com; steve@srvconstruction.com; Allen Prouty
Subject: RE: Design Change #3 - 90th Ave NW Sewer Revisions

David,

Pursuant to Section 1-04.7 "Differing Site Conditions", SRV has notified the Owner of several unforeseen conflicting utilities to date requiring design changes that are delaying the progress of the work. SRV reserves its right under the contract to request payment and/or additional working days for these delays.

Thanks

From: John Snyder <john@srvconstruction.com>
Sent: Thursday, April 23, 2020 9:11 AM
To: David Meisenheimer <davidm@kpg.com>
Cc: Sabra Ayars <sabra@kpg.com>; Shawn A. Smith <Shawn.Smith@ci.stanwood.wa.us>; krysta@srvconstruction.com
Subject: RE: Design Change #3 - 90th Ave NW Sewer Revisions

David,

Upon reviewing DC # 3 I noticed that the box has been checked that this change has not affected the critical path. We disagree and would like to reserve our right to additional contract days.

Thanks

From: David Meisenheimer <davidm@kpg.com>
Sent: Thursday, April 23, 2020 8:33 AM
To: John Snyder (john@srvconstruction.com) <john@srvconstruction.com>
Cc: Sabra Ayars <sabra@kpg.com>; Shawn A. Smith <Shawn.Smith@ci.stanwood.wa.us>; krysta@srvconstruction.com
Subject: Design Change #3 - 90th Ave NW Sewer Revisions

John –

Please see attached Design change for revisions to the sewer on 90th Ave NW as discussed yesterday. Thanks.

David Meisenheimer, EIT
Construction Services

KPG | SEATTLE • BELLEVUE • TACOMA • WENATCHEE
Interdisciplinary Design
3131 Elliott Avenue Suite 400
Seattle WA 98121
cell: 206-369-3043



CITY OF STANWOOD

PUBLIC WORKS

10220 270th Street NW, Stanwood, WA 98292
(360) 629-9781 | Fax: (360) 629-0867

April 30, 2020

Steve Verbarendse, Owner
SRV Construction, Inc.
PO Box 507
Anacortes, WA 98221

SLStan-003

RE: Initial Written Protest – Utility Conflicts
90th Avenue NW Extension
Fed Aid No. STPUS-9311(001)

Dear Mr. Verbarendse,

This letter is in response to your email dated April 27, 2020 wherein SRV states that “Pursuant to Section 1-04.7 ‘Differing Site Conditions’, SRV has notified the Owner of several unforeseen conflicting utilities to date requiring design changes that are delaying the progress of the work. SRV reserves the right under the contract to request payment and/or additional working days for these delays.”

Relative to your email, Design Change #03 was issued by the Engineer on April 23, 2020 (a revision to DC #01 issued on April 20, 2020) that addresses these conflicts, which I believe are limited to the time period between April 20, 21, 22 and 23.

Under the requirements of 1-04.5 Procedure and Protest by the Contractor:

- SRV’s provided notice of protest to the Project Engineer as required by 1-04.5(1) on April 27, 2020 via the referenced SRV email.
- A written supplement to the protest under 1-04.5(2) is due no later than May 11th, 2020.

To facilitate resolution, we are receptive to looking over components of 1-04.5(2) such as schedule impact and cost ahead of the full written response due on May 11th, 2020.

Please don’t hesitate to call or email with any questions.

Sincerely,

Allen Prouty
Project Manager (425) 422-5769 / allen@kpg.com

Sabra Ayars

From: Allen Prouty
Sent: Wednesday, May 20, 2020 2:32 PM
To: Steve Verbarendse (steve@srvconstruction.com)
Cc: Sabra Ayars; David Meisenheimer
Subject: RE: 90th Initial Written Protest

Hi Steve;

We are in agreement with the \$40k and will be writing up a change order to reflect, and to make payment.
Thx

Allen Prouty, PE
Construction Services

KPG | SEATTLE • TACOMA • WENATCHEE
Interdisciplinary Design
3131 Elliott Avenue Suite 400
Seattle WA 98121
cell: 425 422 5769
<http://www.kpg.com>

From: Allen Prouty
Sent: Friday, May 8, 2020 4:16 PM
To: Steve Verbarendse (steve@srvconstruction.com) <steve@srvconstruction.com>
Cc: Sabra Ayars <sabra@kpg.com>; David Meisenheimer <davidm@kpg.com>
Subject: 90th Initial Written Protest

Hi Steve;

In Serial Letter SLStan-003, I stated being receptive to looking over components of 1-04.5(2) ahead of the written supplement to the protest under 1-04.5 regarding the sewer conflicts. In that letter, I stated that your written supplement to the protest was due no later than May 11, 2020. Subsequent to the initial protest, last Monday and Tuesday, another issue came up regarding a leaking waterline that flooded your work. Via our discussion(s) I asked you to combine the two incidents into a dollar amount that David and I could evaluate and bring forth to the City. On May 7th, you offered \$40,000 to settle the inefficacies due to the sewer line conflicts in the plans, and the leaking water line. David and I intend to bring your offer forward next week and hope to get back to you shortly thereafter. For the sake of the Contract requirements, I am pushing out the deadline for SRV to supplement the written protest. If we come back to you with non-agreement of the \$40,000, I will then start the 14 calendar day requirement over again at that time so that you can supply the remaining information of the written protest under 1-04.5(2) for the two incidents, sewer and water line conflict.

Thanks

Allen Prouty, PE
Construction Services

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Interdisciplinary Design
3131 Elliott Avenue Suite 400
Seattle WA 98121
cell: 425 422 5769
<http://www.kpg.com>



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: June 11, 2021

SUBJECT: Six Year Transportation Improvement Plan (TIP) 2021-2026
- Conduct Public Hearing
- Consider Approval of Resolution 2020-07

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – RCW 35.77.010
B – Map of Project Location
C – Project Cost Spreadsheet
D – CIP for TIP Elements 2020-2025
E - 20 year Comp Plan Transportation Cost Estimates
F – Resolution 2020-07 Six-year TIP 2021-2026

ISSUE

The issue before the Council is for consideration and approval of Resolution 2020-07 (Attachment F) the City of Stanwood Six-year Transportation Improvement Plan (TIP). The Council will open a Public Hearing to receive testimony regarding the proposed TIP and then consider approval of the resolution.

SUMMARY STATEMENT

The City of Stanwood is required by RCW 35.77.010 (ATTACHMENT A) to prepare and adopt a transportation improvement plan by July of each year for the ensuing six calendar years. The City of Stanwood's Six Year Transportation Improvement Plan (TIP) is required to be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

DISCUSSION

Staff reviewed the City's existing Six Year TIP as well as future transportation improvement projects to update Stanwood's Six Year TIP as required by RCW 35.77.010 (ATT B & C). Staff discussed the issue with the Public Works Committee at their April 6 and May 4, 2020 meetings as well as with full Council at their May 14, 2020 meeting.

The purpose of the 6-Year TIP is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

The approved plan may at any time be revised by a majority vote of the council, but only after a public hearing(s) has been noticed and held. Projects seeking grant or outside funding need to be identified on the 6-Year TIP.

Most of the projects listed on the TIP were identified previously. The following table is a summary of the changes made to the current TIP.

SUMMARY OF CHANGES FOR 2021-2026

STREET PROJECTS	CHANGE	REASON
90 th Ave NW and Viking Way	REMOVED	Will be completed in 2020
SR532 Flood Berm and Bike/Pedestrian Path	REMOVED	Will be completed in 2020
276 th Street Overlay and ADA Improvement	REMOVED	Will be completed in 2020
272 nd St. NW Reconstruction & Widening	REMOVED	Developer will construct a big portion of this area during High School Remodel
284 th St NW Improvement: 68 th Ave NW to 80 th Ave NW	PROJECT AREA	Update to: 80 th Ave NW east to city limits
SR532 Ovenell Park Entrance Intersection	PROJECT NAME AND AREA	SR532 Ovenell Park Entrance and 106 th Ave Bypass Roundabout: 276 th Street from 102 nd Ave to 106 th Ave to SR532
101 st Ave NW Reconstruction and Overlay	PROJECT AREA	Between 270th St. 274 th 271st St and 274th St.
270 th St and 271 st St Improvements and mini roundabouts	NEW PROJECT	From 84 th Ave to 102 nd Ave
80 th Ave Reconstruction & Widening: 276 th to north city limits	ADDITION TO PROJECT SCOPE	Add a traffic calming device at the intersection of 80 th & 284 th

SIDEWALK PROJECTS	CHANGE	REASON
102 ND Ave NW	REMOVE	Not enough room for sidewalk
272 nd St NW	PROJECT AREA CORRECTION	72 nd Ave to 76th Dr. 78th Ave.

92 nd Ave NW: 271 st St NW to 272 nd St NW	PROJECT DESCRIPTION	Update to: Widen street, add curb, gutter and sidewalk panels to the west side of 92 nd Ave.
273 rd PI NW 100 th Ave – 102 nd Ave	PROJECT AREA CORRECTION	Add sidewalk to the north south side of 273 rd PI
72 nd Ave NW	PROJECT AREA AND DESCRIPTION	Include curb, gutter and construct missing sidewalk panels from 268th 272nd St – 276 th St

TRAIL PROJECTS	CHANGE	REASON
Heritage Park Loop Trail	REMOVE	This is a major park remodel
WWTP Loop Trail	PROJECT NAME	Stanwood Port Susan Trail

FINANCIAL IMPACT

There are no budget impacts or costs for development of the City's TIP. Council understands that it is not a requirement to fund all projects that are listed on the TIP. However, the TIP provides the City with a project list establishing the necessary foundation for the City to apply for State and Federal grant opportunities as well as analyzing and developing budget allocations sufficient to plan, engineer, permit, purchase right of way, and construct the proposed improvements as funds become available in the future (Attachments D and E).

COMMITTEE RECOMMENDATIONS

The Six Year Transportation Improvement Plan was reviewed and discussed by the Public Works Committee on April 6, 2020 and May 4, 2020 and by full Council on May 14, 2020. Therefore, the recommendation is to hold a public hearing and adopt by resolution prior to the July deadline.

CITY COUNCIL OPTIONS

- 1) Hold the public hearing to take comment on the Six Year Transportation Improvement Plan 2021-2026 and approve Resolution 2020-07.
- 2) Do not hold the public hearing, nor approve Resolution 2020-07 and return the issue to staff and/or the Public Works Committee for additional information, review, and revision before July 1, 2020 per RCW 35.77.010. The Six Year TIP must be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this RCW is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.

RECOMMENDED ACTION AND MOTION

**OPEN A PUBLIC HEARING TO CONSIDER TESTIMONY REGARDING ADOPTING THE SIX YEAR
TRANSPORTATION IMPROVEMENT PLAN (TIP) 2021-2026**

**I MOVE TO APPROVE RESOLUTION 2020-07 THE CITY OF STANWOOD'S SIX-YEAR
TRANSPORTATION IMPROVEMENT PLAN 2021-2026**

RCW 35.77.010

Perpetual advanced six-year plans for coordinated transportation program expenditures — Non-motorized transportation — Railroad right-of-way.

(1) The legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. If the city or town has adopted a comprehensive plan pursuant to chapter [35.63](#) or [35A.63](#) RCW, the inherent authority of a first-class city derived from its charter, or chapter [36.70A](#) RCW, the program shall be consistent with this comprehensive plan. The program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW [36.70A.070](#)(6) or other applicable changes that promote non-motorized transit.

The program shall be filed with the secretary of transportation not more than thirty days after its adoption. Annually thereafter the legislative body of each city and town shall review the work accomplished under the program and determine current city transportation needs. Based on these findings each such legislative body shall prepare and after public hearings thereon adopt a revised and extended comprehensive transportation program before July 1st of each year, and each one-year extension and revision shall be filed with the secretary of transportation not more than thirty days after its adoption. The purpose of this section is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program. The program may at any time be revised by a majority of the legislative body of a city or town, but only after a public hearing.

The six-year plan for each city or town shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region.

(2) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town will expend its moneys, including funds made available pursuant to chapter [47.30](#) RCW, for non-motorized transportation purposes.

(3) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a city or town shall act to preserve railroad right-of-way in the event the railroad ceases to operate in the city's or town's jurisdiction.

[2005 c 360 § 4. Prior: 1994 c 179 § 1; 1994 c 158 § 7; 1990 1st ex.s. c 17 § 59; 1988 c 167 § 6; 1984 c 7 § 23; 1977 ex.s. c 317 § 7; 1975 1st ex.s. c 215 § 1; 1967 ex.s. c 83 § 27; 1965 c 7 § [35.77.010](#); prior: 1961 c 195 § 2.]

STREET PROJECTS - CIP

Proj ID	Project Name
I-2	64th and SR532 Intersection Improvements
I-5	SR532 Hamilton Entrance Intersection Improvements
I-7	SR532 Ovenell Park Entrance and 106th Ave Bypass Roundabout
R-1	72nd Ave Improvements: 272nd St to 276th St
R-2	80th Ave Reconstruction and Widening with Calming Device: 276th St to north city limits
R-5	101st Ave Reconstruction and Overlay: 271st St to 274th St
R-7	284th St Improvements: 80th Ave east to city limits
R-13	276th St Overlay and ADA Improvement: 73rd Ave east to city limits
R-16	270th St and 271st St Improvements and mini roundabouts: 84th Ave to 102nd Ave

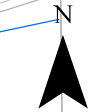
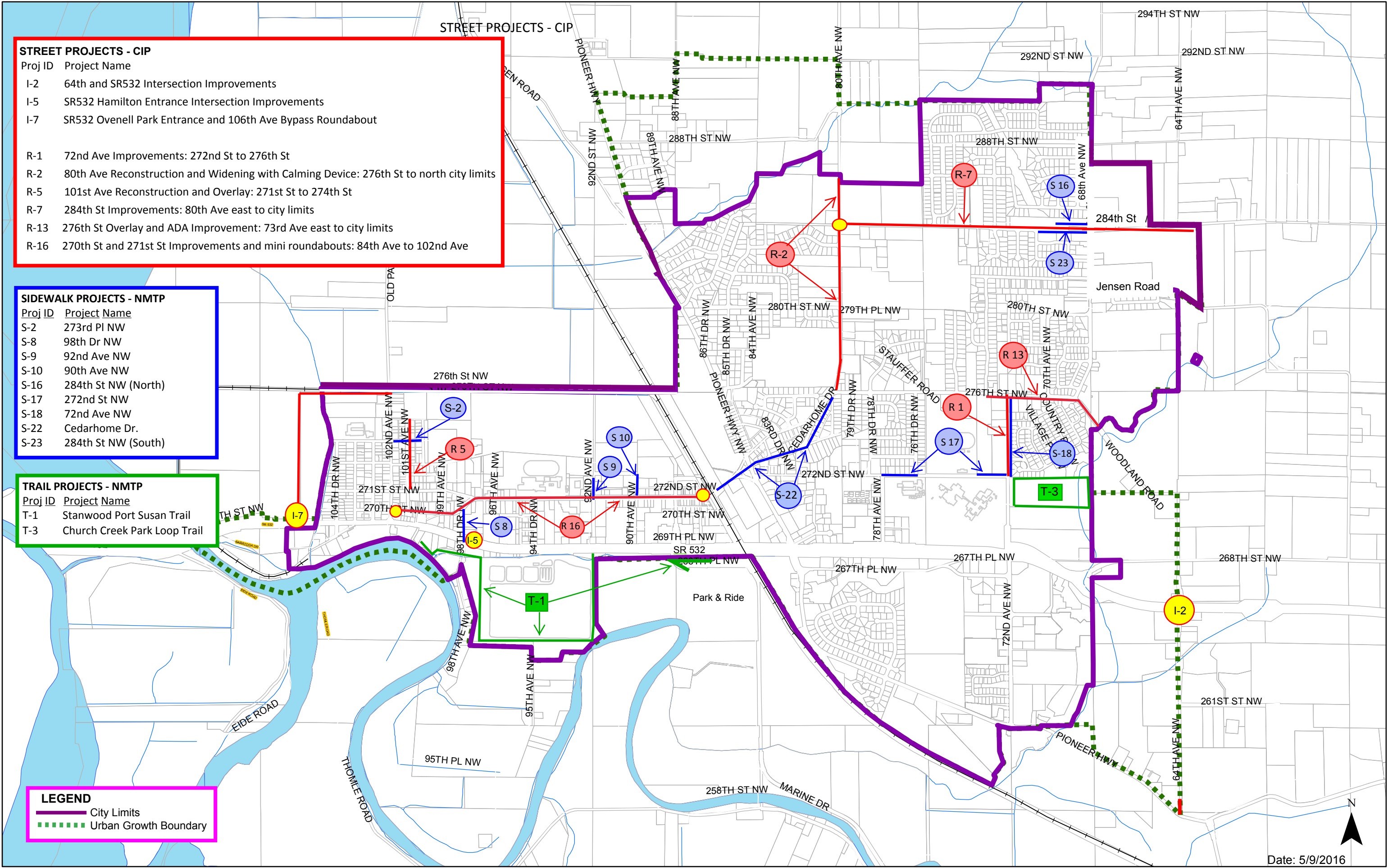
Proj ID	Project Name
S-2	273rd Pl NW
S-8	98th Dr NW
S-9	92nd Ave NW
S-10	90th Ave NW
S-16	284th St NW (North)
S-17	272nd St NW
S-18	72nd Ave NW
S-22	Cedarhome Dr.
S-23	284th St NW (South)

Proj ID	Project Name
T-1	Stanwood Port Susan Trail
T-3	Church Creek Park Loop Trail

LEGEND

City Limits

Urban Growth Boundary



Date: 5/9/2016

ATTACHMENT C

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
1 R-7	284th St Improvements		Other Grant Funding			\$ 622,000				\$ 622,000
	PE	\$ 1,244,000	TBD Funds							\$ -
	ROW	\$ 622,000	WSDOT Funds							\$ -
	CN	\$ 4,354,000	TIB Grant Funding							\$ -
	TOTAL	\$ 6,220,000	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th Street from 80th St NW east to city limits		Developer Funded							\$ -
			Local - City	\$ 500,000	\$ 744,000		\$ 4,354,000			\$ 5,598,000
			SUBTOTAL THIS PROJECT	\$ 500,000	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ -	\$ 6,220,000
2 S-9	92nd Ave NW		Other Grant Funding							\$ -
	PE	\$ 50,000	TBD Funds							\$ -
	ROW	\$ 50,000	WSDOT Funds							\$ -
	CN	\$ 100,000	TIB Grant Funding							\$ -
	TOTAL	\$ 200,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City	\$ 200,000						\$ 200,000
			SUBTOTAL THIS PROJECT	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
3 S-18	Sidewalk: 72nd Ave NW		Other Grant Funding							\$ -
	PE	\$ 25,000	TBD Funds							\$ -
	ROW	\$ 20,000	WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 295,000	PSRC/STP Funding							\$ -
	Comments: West side between 268th St and 276th St		Developer Funded							\$ -
			Local - City	\$ 45,000	\$ 250,000					\$ 295,000
			SUBTOTAL THIS PROJECT	\$ 45,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000
4 R-13	276th Street Overlay and ADA Improvement		Other Grant Funding							\$ -
	PE	\$ 60,000	TBD Funds							\$ -
	ROW	\$ -	WSDOT Funds							\$ -
	CN	\$ 350,000	TIB Grant Funding	\$ 350,000						\$ 350,000
	TOTAL	\$ 410,000	PSRC/STP Funding							\$ -
	Comments: 73rd Ave to east City Limits		Developer Funded							\$ -
			Local - City	\$ 60,000						\$ 60,000
			SUBTOTAL THIS PROJECT	\$ 410,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,000
5 S-2	Sidewalk: 273rd PI NW		Other Grant Funding							\$ -
	PE	\$ 28,742	TBD Funds							\$ -
	ROW	\$ 60,510	WSDOT Funds							\$ -
	CN	\$ 83,200	TIB Grant Funding							\$ -
	TOTAL	\$ 172,452	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to the south side between 100th Ave and 102nd Ave		Developer Funded							\$ -
			Local - City	\$ 172,452						\$ 172,452
			SUBTOTAL THIS PROJECT	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,452

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
6 R-5	101st Ave Reconstruction & Overlay		Other Grant Funding - CDBG	\$ 660,000	\$ 1,980,000					\$ 2,640,000
	PE	\$ 660,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 1,980,000	TIB Grant Funding							\$ -
	TOTAL	\$ 2,640,000	PSRC/STP Funding							\$ -
	Comments: 101st Ave between 271st St and 274th St.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ 660,000	\$ 1,980,000	\$ -	\$ -	\$ -	\$ -	\$ 2,640,000
7 R-2	80th Ave Reconstruction & Widening with Calming Device		Other Grant Funding							\$ -
	PE	\$ 1,406,000	TBD Funds							\$ -
	ROW	\$ 703,000	WSDOT Funds							\$ -
	CN	\$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL	\$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between aprox. 276th St to north city limits. Calming device at 80th & 284th intersection.		Developer Funded							\$ -
			Local - City	\$ 1,406,000	\$ 5,624,000					\$ 7,030,000
			SUBTOTAL THIS PROJECT	\$ 1,406,000	\$ 5,624,000	\$ -	\$ -	\$ -	\$ -	\$ 7,030,000
8 I-7	SR532 Ovenell Park Entrance and 106th Ave Bypass Roundabout		Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
	PE	\$ 330,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding		\$ 330,000					\$ 330,000
	Comments: 276th St from 102nd Ave to 106th Ave to SR532		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
9 R-1	Sidewalk: 72nd Ave Improvements		Other Grant Funding - SRTS							\$ -
	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: 272nd St - 276th St add curb and gutters, and construct sidewalk panels at missing locations		Developer Funded							\$ -
			Local - City		\$ 270,000					\$ 270,000
			SUBTOTAL THIS PROJECT	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
10 I-5	SR532 Hamilton Entrance Intersection		Other Grant Funding		\$ 525,000	\$ 275,000	\$ 2,700,000			\$ 3,500,000
	PE	\$ 525,000	TBD Funds							\$ -
	ROW	\$ 275,000	WSDOT Funds							\$ -
	CN	\$ 2,700,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ -	\$ -	\$ 3,500,000

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
11 S-17	Sidewalk: 272nd St NW		Other Grant Funding		\$ 20,000	\$ 250,000				\$ 270,000
	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 78th Ave.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 270,000
12 S-16	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on west side between 68th St to 69th St		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
13 S-10	Sidewalk: 90th Ave NW		Other Grant Funding							\$ -
	PE	\$ 20,814	TBD Funds							\$ -
	ROW	\$ 43,820	WSDOT Funds							\$ -
	CN	\$ 60,250	TIB Grant Funding							\$ -
	TOTAL	\$ 124,884	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to west side of 90th between north of 271st St and 272nd St		Developer Funded							\$ -
			Local - City				\$ 124,884			\$ 124,884
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ 124,884	\$ -	\$ -	\$ 124,884
14 S-8	Sidewalk: 98th Dr. NW		Other Grant Funding							\$ -
	PE	\$ 20,540	TBD Funds							\$ -
	ROW	\$ 43,240	WSDOT Funds							\$ -
	CN	\$ 59,460	TIB Grant Funding							\$ -
	TOTAL	\$ 123,240	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on east side of 98th Dr. between SR532 and 270th St		Developer Funded							\$ -
			Local - City			\$ 123,240				\$ 123,240
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240
15 S-23	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880

Priority No. / Proj No.	Transportation Capital Project	Funding	2021	2022	2023	2024	2025	2026	Fund Total
16 S-22	Sidewalk: Cedarhome Drive NW	Other Grant Funding					\$ 714,612		\$ 714,612
	PE \$ 119,102	TBD Funds							\$ -
	ROW \$ 250,740	WSDOT Funds							\$ -
	CN \$ 344,770	TIB Grant Funding							\$ -
	TOTAL \$ 714,612	PSRC/STP Funding							\$ -
	Comments: South Side between 271st St and 276th St	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ -	\$ 714,612
17 I-2	64th and SR532 Intersection	Other Grant Funding							\$ -
	PE \$ 525,000	TBD Funds							\$ -
	ROW	WSDOT Funds						\$ 3,500,000	\$ 3,500,000
	CN \$ 2,975,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532	Developer Funded							\$ -
		Local - City							\$ -
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
18 R-16	270th St and 271st St Improvements with mini roundabouts	Other Grant Funding						\$ 3,000,000	\$ 3,000,000
	PE \$ 200,000	TBD Funds							\$ -
	ROW	WSDOT Funds							\$ -
	CN \$ 3,000,000	TIB Grant Funding							\$ -
	TOTAL \$ 3,200,000	PSRC/STP Funding							\$ -
	Comments: from 84th to 102nd Ave, widen sidewalks	Developer Funded							\$ -
		Local - City						\$ 200,000	\$ 200,000
		SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 3,200,000
TOTAL PROJECT COST ESTIMATE			\$ 3,393,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,541,948

Other Grant Funding	\$ 660,000	\$ 2,525,000	\$ 1,847,000	\$ 5,170,000	\$ 714,612	\$ 3,000,000	\$ 13,916,612
TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WSDOT Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
TIB Grant Funding	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
PSRC/STP Funding	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
Developer Funded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local - City	\$ 2,383,452	\$ 6,888,000	\$ 495,000	\$ 4,478,884	\$ -	\$ 200,000	\$ 14,445,336
TOTAL PROJECT COST ESTIMATE	\$ 3,393,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,541,948

CIP 2020-2025 will be updated in October 2020

Street Construction Fund (103)		Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025
Beginning Cash & Investments		\$300,000	\$167,000	\$199,220	\$47,870	\$35,688	\$103,341
Revenues	Source totals						
Transfer in (Impact Fees 102)	\$1,350,000	\$250,000	\$400,000	\$400,000	\$100,000	\$100,000	\$100,000
Transfer in (Transportation Sales Tax 108)	\$1,940,523	\$300,000	\$309,000	\$318,270	\$327,818	\$337,653	\$347,782
Unidentified Grants--Sidewalk Projects	\$1,300,000		\$200,000	\$300,000	\$600,000	\$200,000	
Unidentified Grant (284th St.)	\$1,366,000			\$744,000	\$622,000		
Unidentified Grant (SR 532 Ovenell entrance)	\$2,500,000			\$1,000,000	\$1,500,000		
CDBG Grant (101st Av. Reconstruction)	\$2,640,000		\$660,000	\$132,000	\$1,848,000		
Developer Funding (284th Improvements)	\$4,354,000	\$500,000				\$3,854,000	
Developer Funded (276th Sidewalk)	\$200,000		\$200,000				
Unidentified Grant (272nd St. Sidewalk (72nd - 76th)	\$533,436		\$533,436				
Developer Funded (80th Ave Reconstruction)	\$7,030,000			\$2,109,000	\$4,921,000		
WSDOT Funded (SR 532 & 64th)	\$3,500,000			\$3,500,000			
WSDOT Funded (Hamilton Roundabout)	\$3,500,000				\$3,500,000		
Unidentified Grant (270th St NW Curbs 98th - 102nd)	\$735,828					\$735,828	
Unidentified Grant (Sidewalk Cedarhome Dr. 271st-276th)	\$714,612						\$714,612
RTCC Grant (Viking Way) (secured)	\$1,869,500	\$1,437,000	\$173,000	\$259,500			
RTCC Grant (Viking Way) (potential)	\$1,000,000				\$1,000,000		
State Direct Appropriation (Viking Way)	\$500,000	\$500,000					
TIB Grant (276th Overlay)	\$240,000	\$240,000					
TIB Grant (72nd Overlay)	\$450,000		\$450,000				
TIB Grant (68th Overlay)	\$450,000			\$450,000			
WSDOT grant SR532 Corridor Access Study	\$10,000	\$10,000					
Total Resources (includes 2020 BNC)	\$36,483,899	\$3,537,000	\$3,092,436	\$9,411,990	\$14,466,688	\$5,263,169	\$1,265,735
Expenditures:	Project Cost						
SR532 Corridor Access Study	\$10,000	\$10,000					
SR532/Ovenell Access *	\$3,500,000		\$330,000	\$700,000	\$2,470,000		
SR532/98th Hamilton Access *	\$3,500,000				\$3,500,000		
SR532 & 64th Roundabout *	\$3,500,000			\$3,500,000			
Viking Way / 90th *	\$2,000,000	\$2,000,000					
Viking Way Phase Two	\$1,500,000		\$200,000	\$300,000	\$1,000,000		
284th St Improvements: 80th Ave to City Limits*	\$6,220,000	\$500,000		\$744,000	\$622,000	\$4,354,000	
276th St.Overlay and ADA * (80th to E. city limits)	\$270,000	\$270,000					
Pavement Inventory	\$50,000	\$50,000					
271st Street (94th to Viaduct) seal coat	\$250,000	\$250,000					
90th Ave NW (271st to 272nd) *	\$124,884		\$124,884				
72nd Avenue SR532 to Pioneer Hwy Overlay	\$500,000		\$500,000				
101st Ave Reconstruction & Overlay *	\$2,640,000		\$660,000	\$132,000	\$1,848,000		
68th Avenue Overlay	\$500,000			\$500,000			
80th Ave Reconstruction * (276th to 288th)	\$7,030,000			\$2,109,000	\$4,921,000		
270th St. Redesign Curbs 98th to 102nd *	\$735,828					\$735,828	
Summarized Sidewalk Projects*	\$3,252,064	\$220,000	\$1,008,332	\$1,309,120	\$0	\$0	\$714,612
Miscellaneous Sidewalk/Trail Installation/Repairs	\$420,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Total Expenditures	\$36,002,776	\$3,370,000	\$2,893,216	\$9,364,120	\$14,431,000	\$5,159,828	\$784,612
Ending Cash & Investments		\$167,000	\$199,220	\$47,870	\$35,688	\$103,341	\$481,123

Detailed 2020 - 2025 Sidewalk Projects		Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025
276th St. Sidewalk (North side 70th - 72nd)	\$250,000	\$50,000	\$200,000				
92nd Ave NW -(Sidewalk in front of bowling alley)	\$150,000	\$150,000					
72nd Ave Sidewalk * (272nd to 276th)	\$270,000	\$20,000	\$250,000				
273rd Pl. NW Sidewalk *	\$172,452		\$172,452				
272nd St. Sidewalk (72nd Ave. to Pioneer Hwy)*	\$1,200,000		\$200,000	\$1,000,000			
284th St Sidewalk * (W. side 68th St. to 69th St.)	\$185,880		\$185,880				
98th Dr. Sidewalk 268th to 270th *	\$123,240			\$123,240			
284th St Sidewalk * (So. Side between 68th & 69th)	\$185,880			\$185,880			
Sidewalk Cedarhome Dr. 271st-276th *	\$714,612						\$714,612

Project:	Stanwood-Port Susan Trail							
Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Project Total
Sources/Funding	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection
General Funds		\$ 377,000		\$ 5,000				\$ 382,000
Unidentified Funds					\$ 300,000	\$ 1,700,000	\$ 411,750	\$ 2,411,750
Local Funds-Impact Fees								\$ -
Local Funds-REET1								\$ -
Local Funds-REET2	\$ 71,710							\$ 71,710
Loan- Snoco		\$ 73,000						\$ 73,000
Total Sources	\$ 71,710	\$ 450,000	\$ -	\$ 5,000	\$ 300,000	\$ 1,700,000	\$ 411,750	\$ 2,938,460
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection
Planning and Design-NMTP	\$ 71,710							\$ 71,710
Berm Trail		\$ 200,000						\$ 200,000
Design & Permit Port Susan Ph 2		\$ 250,000						
Planning-prepare RCO Grant App				\$ 5,000				
Phase 3 Construction (Public Works Loop)					\$ 300,000	\$ 1,700,000		
Phase 3 Construction (Church Creek Loop)	\$ -						\$ 411,750	\$ 411,750
Total Uses	\$ 71,710	\$ 450,000	\$ -	\$ 5,000	\$ 300,000	\$ 1,700,000	\$ 411,750	\$ 2,938,460
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
New Roadway	N-1	Viking Way 88th Avenue NW to 92nd Avenue NW	\$ 5,580,000	Partial	50%	\$2,790,000	50%	\$2,790,000	0%	\$0	High	Short
New Roadway	N-2	90th Avenue NW SR 532 to 271st Street NW	\$ 5,410,000	Partial	50%	\$2,705,000	50%	\$2,705,000	0%	\$0	High	Short
New Roadway	N-3	Downtown to East Residential Connectors	\$ 80,000	Yes	100%	\$80,000	0%	\$0	0%	\$0	Medium	Short
Pedestrian Network	P-1	Camano Street SR 532 to 271st Street NW	\$ 380,000	Partial	10%	\$38,000	0%	\$0	90%	\$342,000	High	Mid
Pedestrian Network	P-2	276th Street NW 76th Drive NW to 68th Avenue NW	\$ 780,000	Partial	10%	\$78,000	0%	\$0	90%	\$702,000	Medium	Long
Pedestrian Network	P-3	102nd Avenue NW 276th Street NW to SR 532	\$ 470,000	Partial	10%	\$47,000	0%	\$0	90%	\$423,000	Medium	Long
Pedestrian Network	P-4	Cedarhome South 276th Street NW to Florence Road	\$ 400,000	Partial	10%	\$40,000	0%	\$0	90%	\$360,000	Medium	Long
Pedestrian Network	P-5	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 510,000	Partial	10%	\$51,000	0%	\$0	90%	\$459,000	Medium	Long
Bicycle Network	B-1	Pioneer Highway 288th Street NW to 72nd Avenue NW (Lindstrom Road)	\$ 5,200,000	Partial	10%	\$520,000	20%	\$1,040,000	70%	\$3,640,000	Medium	Mid
Bicycle Network	B-2	267th Street NW / 268th Street NW Pioneer Highway to 72nd Avenue NW (Lindstrom Road)	\$ 6,290,000	Partial	10%	\$629,000	20%	\$1,258,000	70%	\$4,403,000	Medium	Long
Bicycle Network	B-3	Cedarhome Drive 88th Avenue NW to 276th Street NW	\$ 3,460,000	Partial	10%	\$346,000	20%	\$692,000	70%	\$2,422,000	Medium	Long
Bicycle Network	B-4	271st St NW SR 532 (270th Street NW) to 88th Avenue NW	\$ 320,000	Partial	10%	\$32,000	0%	\$0	90%	\$288,000	Medium	Long
Bicycle Network	B-5	92nd Avenue NW SR 532 to 276th Street NW	\$ 2,660,000	Partial	10%	\$266,000	20%	\$532,000	70%	\$1,862,000	Medium	Long
Bicycle Network	B-6	276th Street NW (Lover's Lane) 92nd Avenue NW to 102nd Avenue NW	\$ 3,120,000	Partial	10%	\$312,000	0%	\$0	90%	\$2,808,000	Medium	Long
Bicycle Network	B-7	Rails to Trails Railroad line - Saratoga Dr to Lane Rd	\$ 1,110,000	Partial	10%	\$111,000	0%	\$0	90%	\$999,000	Medium	Long
Other Agency Improvements	O-1	Old Pacific Highway	n/a	No	0%	-	0%	-	0%		n/a	n/a
Other Agency Improvements	O-2	Pioneer Highway North	n/a	No	0%	-	0%	-	0%		n/a	n/a
Other Agency Improvements	O-3	268th Street NW	n/a	No	0%	-	0%	-	0%		n/a	n/a
Other Agency Improvements	O-4	Pioneer Highway South	n/a	No	0%	-	0%	-	0%		n/a	n/a
Other Agency Improvements	O-5	Marine Drive	n/a	No	0%	-	0%	-	0%		n/a	n/a
Citywide Programs	C-1	Small Capital Projects	\$ 2,050,000	No	0%	\$0	0%	\$0	100%	\$2,050,000	High	Ongoing
Citywide Programs	C-2	Maintenance & Operations	\$ 10,025,000	No	0%	\$0	0%	\$0	100%	\$10,025,000	High	Ongoing

Type	Project ID	Project Name	Total Cost Estimate	TIF Eligible?	TIF Eligible Percent ⁽¹⁾	TIF Eligible Cost	Potential Grant Percent ⁽²⁾	Potential Grants	General City Transportation Funds Percent	General City Transportation Funds Cost	Relative Priority	Time Frame
Intersection / Operations	I-1	Viking Way / 90th Avenue NW Intersection	\$ 970,000	Partial	75%	\$727,500	0%	\$0	25%	\$242,500	High	Short
Intersection / Operations	I-2	SR 532 / 64th Ave N Intersection	\$ 1,160,000	Partial	50%	\$580,000	0%	\$0	50%	\$580,000	Medium	Mid
Intersection / Operations	I-3	272nd Street NW / 72nd Ave N (Lindstrom Road) Intersection	\$ 360,000	No	0%	\$0	0%	\$0	100%	\$360,000	High	Short
Intersection / Operations	I-4	SR 532 / 270th Street NW Intersection	\$ 110,000	Partial	50%	\$55,000	0%	\$0	50%	\$55,000	Medium	Mid
Intersection / Operations	I-5	SR 532 / 98th Drive NW Intersection	\$ 1,400,000	Partial	50%	\$700,000	0%	\$0	50%	\$700,000	Medium	Mid
Widening / Reconstruction	R-1	72nd Avenue NW Improvements 268th Street NW to 276th Street NW	\$ 5,280,000	Partial	30%	\$1,584,000	50%	\$2,640,000	20%	\$1,056,000	High	Short
Widening / Reconstruction	R-2	80th Avenue NW Improvements 276th Street NW to 288th Street NW	\$ 7,030,000	Partial	30%	\$2,109,000	50%	\$3,515,000	20%	\$1,406,000	High	Short
Widening / Reconstruction	R-3	68th Avenue Reconstruction 280th Street to 288th Street	\$ 4,300,000	Partial	30%	\$1,290,000	50%	\$2,150,000	20%	\$860,000	High	Short
Widening / Reconstruction	R-4	272nd Street NW Reconstruction 72nd Avenue NW to Pioneer Highway	\$ 8,820,000	Partial	30%	\$2,646,000	50%	\$4,410,000	20%	\$1,764,000	High	Short
Widening / Reconstruction	R-5	101st Avenue NW Reconstruction 270th Street NW to 274th Place NW	\$ 2,640,000	Partial	30%	\$792,000	0%	\$0	70%	\$1,848,000	Medium	Short
Widening / Reconstruction	R-6	270th Street NW Reconstruction 102nd Avenue NW to Camano Street	\$ 12,360,000	Partial	30%	\$3,708,000	50%	\$6,180,000	20%	\$2,472,000	Medium	Short
Widening / Reconstruction	R-7	284th Street NW Improvements 68th Avenue NW to 80th Avenue NW	\$ 6,220,000	Partial	30%	\$1,866,000	50%	\$3,110,000	20%	\$1,244,000	Medium	Short
Widening / Reconstruction	R-8	102nd Avenue NW Overlay SR 532 to 276th Street NW	\$ 310,000	Partial	30%	\$93,000	0%	\$0	70%	\$217,000	Medium	Short
Widening / Reconstruction	R-9	98th Drive NW Reconstruction 268th Street NW to 271st Street NW	\$ 1,920,000	Partial	30%	\$576,000	0%	\$0	70%	\$1,344,000	Low	Long
Widening / Reconstruction	R-10	SR 532 Flood Berm Marine Drive and 92nd Avenue NW	\$ 2,700,000	No	0%	\$0	50%	\$1,350,000	50%	\$1,350,000	High	Short
Widening / Reconstruction	R-11	Pioneer Highway Slide REET 1	\$ 50,000	No	0%	\$0	0%	\$0	100%	\$50,000	Low	Short
Widening / Reconstruction	R-12	Cedarhome Drive Improvements Triangle Drive to 276th Street NW	\$ 250,000	Partial	30%	\$75,000	30%	\$75,000	40%	\$100,000	Low	Mid
Widening / Reconstruction	R-13	288th Street NW Reconstruction 80th Avenue NW to Pioneer Highway	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-14	64th Avenue NW / Woodland Road SR 532 to 68th Ave NW	\$ 7,250,000	Partial	30%	\$2,175,000	0%	\$0	70%	\$5,075,000	Low	Mid
Widening / Reconstruction	R-15	64th Avenue SR 532 to Pioneer Hwy	\$ 5,720,000	Partial	30%	\$1,716,000	0%	\$0	70%	\$4,004,000	Low	Long

City of Stanwood

RESOLUTION 2020-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD ADOPTING
A COMPREHENSIVE SIX YEAR TRANSPORTATION IMPROVEMENT PLAN FOR
THE YEARS 2021 THROUGH 2026**

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Stanwood did prepare a Comprehensive Six Year Transportation Improvement Plan for 2021 through 2026; and

WHEREAS, pursuant to said law, the City Council of the City of Stanwood did hold a public hearing on the Comprehensive Six Year Transportation Improvement Plan in the Stanwood-Camano School District Administration Building Board Room at Stanwood, Washington on June 11, 2020; and

WHEREAS, notice of said hearing was published in the Stanwood Camano Newspaper on Tuesday, May 26, 2020.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
STANWOOD:**

That the Comprehensive Transportation Improvement Plan, a true copy of which is attached hereto and incorporated by reference herein, is hereby adopted.

Be it further resolved that a copy of the Comprehensive Transportation Improvement Plan for the ensuing six years, together with a copy of this resolution, be filed with the Department of Transportation and the Puget Sound Regional Council of the State of Washington.

Upon the motion duly made and seconded, the foregoing resolution was unanimously passed by the City Council.

PASSED by the Stanwood City Council this 11th day of June, 2020.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

Jennifer Ferguson, City Clerk

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
1	284th St Improvements		Other Grant Funding			\$ 622,000				\$ 622,000
R-7	PE	\$ 1,244,000	TBD Funds							\$ -
	ROW	\$ 622,000	WSDOT Funds							\$ -
	CN	\$ 4,354,000	TIB Grant Funding							\$ -
	TOTAL	\$ 6,220,000	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th Street from 80th St NW east to city limits		Developer Funded							\$ -
			Local - City	\$ 500,000	\$ 744,000		\$ 4,354,000			\$ 5,598,000
			SUBTOTAL THIS PROJECT	\$ 500,000	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ -	\$ 6,220,000
2	92nd Ave NW		Other Grant Funding							\$ -
S-9	PE	\$ 50,000	TBD Funds							\$ -
	ROW	\$ 50,000	WSDOT Funds							\$ -
	CN	\$ 100,000	TIB Grant Funding							\$ -
	TOTAL	\$ 200,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City	\$ 200,000						\$ 200,000
			SUBTOTAL THIS PROJECT	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
3	Sidewalk: 72nd Ave NW		Other Grant Funding							\$ -
S-18	PE	\$ 25,000	TBD Funds							\$ -
	ROW	\$ 20,000	WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 295,000	PSRC/STP Funding							\$ -
	Comments: West side between 268th St and 276th St		Developer Funded							\$ -
			Local - City	\$ 45,000	\$ 250,000					\$ 295,000
			SUBTOTAL THIS PROJECT	\$ 45,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000
4	276th Street Overlay and ADA Improvement		Other Grant Funding							\$ -
R-13	PE	\$ 60,000	TBD Funds							\$ -
	ROW	\$ -	WSDOT Funds							\$ -
	CN	\$ 350,000	TIB Grant Funding	\$ 350,000						\$ 350,000
	TOTAL	\$ 410,000	PSRC/STP Funding							\$ -
	Comments: 73rd Ave to east City Limits		Developer Funded							\$ -
			Local - City	\$ 60,000						\$ 60,000
			SUBTOTAL THIS PROJECT	\$ 410,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,000
5	Sidewalk: 273rd PI NW		Other Grant Funding							\$ -
S-2	PE	\$ 28,742	TBD Funds							\$ -
	ROW	\$ 60,510	WSDOT Funds							\$ -
	CN	\$ 83,200	TIB Grant Funding							\$ -
	TOTAL	\$ 172,452	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to the south side between 100th Ave and 102nd Ave		Developer Funded							\$ -
			Local - City	\$ 172,452						\$ 172,452
			SUBTOTAL THIS PROJECT	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,452

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
6	101st Ave Reconstruction & Overlay		Other Grant Funding - CDBG	\$ 660,000	\$ 1,980,000					\$ 2,640,000
R-5	PE	\$ 660,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 1,980,000	TIB Grant Funding							\$ -
	TOTAL	\$ 2,640,000	PSRC/STP Funding							\$ -
	Comments: 101st Ave between 271st St and 274th St.		Developer Funded							\$ -
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ 660,000	\$ 1,980,000	\$ -	\$ -	\$ -	\$ -	\$ 2,640,000
7	80th Ave Reconstruction & Widening with Calming Device		Other Grant Funding							\$ -
R-2	PE	\$ 1,406,000	TBD Funds							\$ -
	ROW	\$ 703,000	WSDOT Funds							\$ -
	CN	\$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL	\$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between aprox. 276th St to north city limits. Calming device at 80th & 284th intersection.		Developer Funded							\$ -
			Local - City	\$ 1,406,000	\$ 5,624,000					\$ 7,030,000
			<i>SUBTOTAL THIS PROJECT</i>	\$ 1,406,000	\$ 5,624,000	\$ -	\$ -	\$ -	\$ -	\$ 7,030,000
8	SR532 Ovenell Park Entrance and 106th Ave Bypass Roundabout		Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
I-7	PE	\$ 330,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding		\$ 330,000					\$ 330,000
	Comments: 276th St from 102nd Ave to 106th Ave to SR532		Developer Funded							\$ -
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
9	Sidewalk: 72nd Ave Improvements		Other Grant Funding - SRTS							\$ -
R-1	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: 272nd St - 276th St add curb and gutters, and construct sidewalk panels at missing locations		Developer Funded							\$ -
			Local - City		\$ 270,000					\$ 270,000
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
10	SR532 Hamilton Entrance Intersection		Other Grant Funding		\$ 525,000	\$ 275,000	\$ 2,700,000			\$ 3,500,000
I-5	PE	\$ 525,000	TBD Funds							\$ -
	ROW	\$ 275,000	WSDOT Funds							\$ -
	CN	\$ 2,700,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ -	\$ -	\$ 3,500,000

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
11 S-17	Sidewalk: 272nd St NW		Other Grant Funding		\$ 20,000	\$ 250,000				\$ 270,000
	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 78th Ave.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 270,000
12 S-16	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on west side between 68th St to 69th St		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
13 S-10	Sidewalk: 90th Ave NW		Other Grant Funding							\$ -
	PE	\$ 20,814	TBD Funds							\$ -
	ROW	\$ 43,820	WSDOT Funds							\$ -
	CN	\$ 60,250	TIB Grant Funding							\$ -
	TOTAL	\$ 124,884	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to west side of 90th between north of 271st St and 272nd St		Developer Funded							\$ -
			Local - City				\$ 124,884			\$ 124,884
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ 124,884	\$ -	\$ -	\$ 124,884
14 S-8	Sidewalk: 98th Dr. NW		Other Grant Funding							\$ -
	PE	\$ 20,540	TBD Funds							\$ -
	ROW	\$ 43,240	WSDOT Funds							\$ -
	CN	\$ 59,460	TIB Grant Funding							\$ -
	TOTAL	\$ 123,240	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on east side of 98th Dr. between SR532 and 270th St		Developer Funded							\$ -
			Local - City			\$ 123,240				\$ 123,240
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240
15 S-23	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880

Priority No. / Proj No.	Transportation Capital Project		Funding	2021	2022	2023	2024	2025	2026	Fund Total
16 S-22	Sidewalk: Cedarhome Drive NW		Other Grant Funding					\$ 714,612		\$ 714,612
	PE	\$ 119,102	TBD Funds							\$ -
	ROW	\$ 250,740	WSDOT Funds							\$ -
	CN	\$ 344,770	TIB Grant Funding							\$ -
	TOTAL	\$ 714,612	PSRC/STP Funding							\$ -
	Comments: South Side between 271st St and 276th St		Developer Funded							\$ -
Local - City									\$ -	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ -	\$ 714,612	
17 I-2	64th and SR532 Intersection		Other Grant Funding							\$ -
	PE	\$ 525,000	TBD Funds							\$ -
	ROW		WSDOT Funds						\$ 3,500,000	\$ 3,500,000
	CN	\$ 2,975,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532		Developer Funded							\$ -
Local - City									\$ -	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	
18 R-16	270th St and 271st St Improvements with mini roundabouts		Other Grant Funding						\$ 3,000,000	\$ 3,000,000
	PE	\$ 200,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 3,000,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,200,000	PSRC/STP Funding							\$ -
	Comments: from 84th to 102nd Ave, widen sidewalks		Developer Funded							\$ -
Local - City								\$ 200,000	\$ 200,000	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 3,200,000	
TOTAL PROJECT COST ESTIMATE				\$ 3,393,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,541,948

Other Grant Funding	\$ 660,000	\$ 2,525,000	\$ 1,847,000	\$ 5,170,000	\$ 714,612	\$ 3,000,000	\$ 13,916,612
TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WSDOT Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
TIB Grant Funding	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
PSRC/STP Funding	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
Developer Funded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local - City	\$ 2,383,452	\$ 6,888,000	\$ 495,000	\$ 4,478,884	\$ -	\$ 200,000	\$ 14,445,336
TOTAL PROJECT COST ESTIMATE	\$ 3,393,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,541,948



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b

DATE: June 11, 2020

SUBJECT: Organization Restructure and Updated Staffing Plan

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS:

- A1 & A2-City of Stanwood Updated Organization Charts
- B-City of Stanwood Long-term Staffing Plan Matrix
- C-Resolution 2020-08-Updating the Stanwood
Non-Represented Salary Schedule
- D-FCS Report May 2020

ISSUE:

The issue before the Council is to revise the overall staffing plan and organizational structure for the City of Stanwood organization and to approve or not a resolution revising the non-represented salary schedule.

RECOMMENDATION:

Staff recommends approval of Resolution 2020-08

SUMMARY:

In 2019, the City contracted with FCS Group to conduct an organizational assessment and long-term staffing plan that will better position the city organization to achieve strategic goals and deliver levels of service that the community desires. The proposed long-term staffing plan identifies the full list of positions that may be implemented over time and also identifies which positions are active or inactive. The first phased implementation of the staffing plan includes activating positions that immediately support the city's ability to improve organizational effectiveness and efficiencies and enhance the employee's experience, focus on talent by developing current employees from within and attracting new talent that adds to our goal of performance excellence. The FCS study was concurrent with the Community Survey conducted in late 2019 that identified key priorities and initiatives that the community desired. Organizational structure and staffing are key to delivering on strategic community initiatives.

DISCUSSION:

The FCS Workforce Assessment Study (See Attachment D, pages 3 and 4) the provide study findings, conclusions and recommendations. Attachments A1 & A2 include the revised Stanwood organization structure, A1 is reporting framework based and A2 is departmental function framework. The long-term staffing plan (See Attachment B) includes the long-term staffing (or position counts) potentially needed over time, current active FTEs, and revised FTEs, both active and inactive for the remainder of 2020. The new staffing plan framework was created to show transparency on the active vs non-active FTES but also allows for flexibility for the Administration when a level of service need changes and FTEs may be activated or inactivated within the current budgetary allocation for salary and benefits.

The following are proposed non-represented staffing changes in 2020:

Human Resource Manager – This position is proposed to be filled immediately. Because internal support to our employee experiences and employee retention, along with our need to recruit talent to our organization is key to supporting our direct service departments to be better able to focus on delivery of services and to provide the Mayor and City Administrator with a staffing resource to handle day-to-day aspects of human resources and labor relations.

Assistant to the Administrator (Communications Specialist) – This position is proposed to be filled by transferring Krista Hintz, currently in the Community Development Department Administrative Assistant position. The administrative assistant position would then be inactivated or remain unfilled until the department sees a need for this position. This Assistant to the Administrator position will serve in another critical internal support role to assist in our public engagement enhancements and will fill gaps in initiatives that need to be addressed which include strategic plan initiative, emergency management, city local magazine, continue website and social media enhancements and work on special projects that include grant opportunity assessment and pursuit of funding programs for economic development initiatives.

Finance Manager – The position is proposed to be filled by transferring Wendy Corder-Dowhower, currently in the Finance Department Sr. Accountant position and serving as co-interim Finance Director Position. The Sr. Accountant position would then be inactivated and or remain unfilled. With the new organization structure separation of the Finance Director/City Clerk position was identified as a way to create a better focus on the city finances and technology services. The City Clerk position activation may be addressed in the 2021-2022 biennial budget development process. The Finance Manager will oversee all accounting functions, enhance contract management, enhance grant management, develop automated processes and improve financial reporting for both internal departments and external customers. The Finance Director position is planned to remain inactive until the 2021-2022 biennial budget development.

Public Works Superintendent – This position is one of two identified in the long-term staffing plan and is planned to be filled by the fourth quarter of 2020. In the past, this was a position within the organization structure and the classification is being revised. The position will be responsible for planning, organizing and supervising the day-to-day maintenance, repair and field operational work of the Public Works Divisions including streets, parks, utilities, facilities and fleet assets.

City Engineer/Capital Project Manager – This position is proposed to be filled by transferring Shawn Smith, currently in the Public Works Department in the Assistant Public Works Director/City Engineer position. With the new organization structure, this position establishes a more defined engineering division that shifts to a priority focus on capital improvement projects, plan reviews and inspections consolidated for both private and public projects that have been processed through the Community Development Department. This position will continue to serve as the City's registered professional Civil Engineer and assume the role of Public Works Director in his/her absence making critical decisions for the entire department.

Engineering Technician – Field Inspections – This position proposed to be filled by the fourth quarter of 2020. The position reclassifies the Construction Inspector role, currently vacant but adds in additional responsibilities for both private and public projects. Engineering Technicians are positioned under the new division in the Public Works Department.

FISCAL IMPACT:

Finance staff has developed preliminary financial forecasts to assess and understand the impacts of implementation of the long-term staffing plan and first phase changes, coupled with the COVID 19 pandemic challenges that have only heightened the need for realigning staffing resources. Salary and benefit allocations are authorized, along with other budgetary allocations, by the City Council through the adoption of a biennial budget and any subsequent budget amendments. The fiscal impact of the proposed changes do not require a 2020 budget amendment as there are current positions that would become inactive or remain vacant until later in the year. The table below shows the overall operating fund budgets for 2020 and the salary and benefit portions of those budgets compared to the year-end estimated actual salary and benefit expenditures planned to be incurred. The year-end estimate includes the changes to non-represented positions as a first step:

	2020 Total Budgeted Expenditures	2020 Budget - Salary & Benefit Budgets**	2020 Estimate Actual (with Updated Staffing Plan Modifications)	Difference in Budget to Estimated Actual
Stanwood Operating Funds				
General Fund	\$ 5,621,715	\$ 2,151,755	\$ 1,875,496	\$ (276,259)
Street Op Fund	\$ 427,743	\$ 242,119	\$ 226,306	\$ (15,813)
Water	\$ 2,355,565	\$ 640,904	\$ 624,095	\$ (16,809)
Sewer	\$ 2,340,748	\$ 642,334	\$ 532,490	\$ (109,844)
Drainage	\$ 1,035,452	\$ 257,487	\$ 239,631	\$ (17,856)
Transportation*	\$ 315,854	\$ 14,854	\$ 15,467	\$ 613
Totals	\$ 12,097,077	\$ 3,949,453	\$ 3,513,486	\$ (435,967)

*Not an operating fund

**not including Mayor & Council Salaries

The new staffing plan “matrix” provides for flexibility to activate or inactivate positions as a one strategy for delivering the expected, enhanced levels of service. The staffing plan and salary schedule resolution for non-represented employees is the first step to incorporating the new organizational structure and modifications of our staffing resources.

CITY COUNCIL OPTIONS:

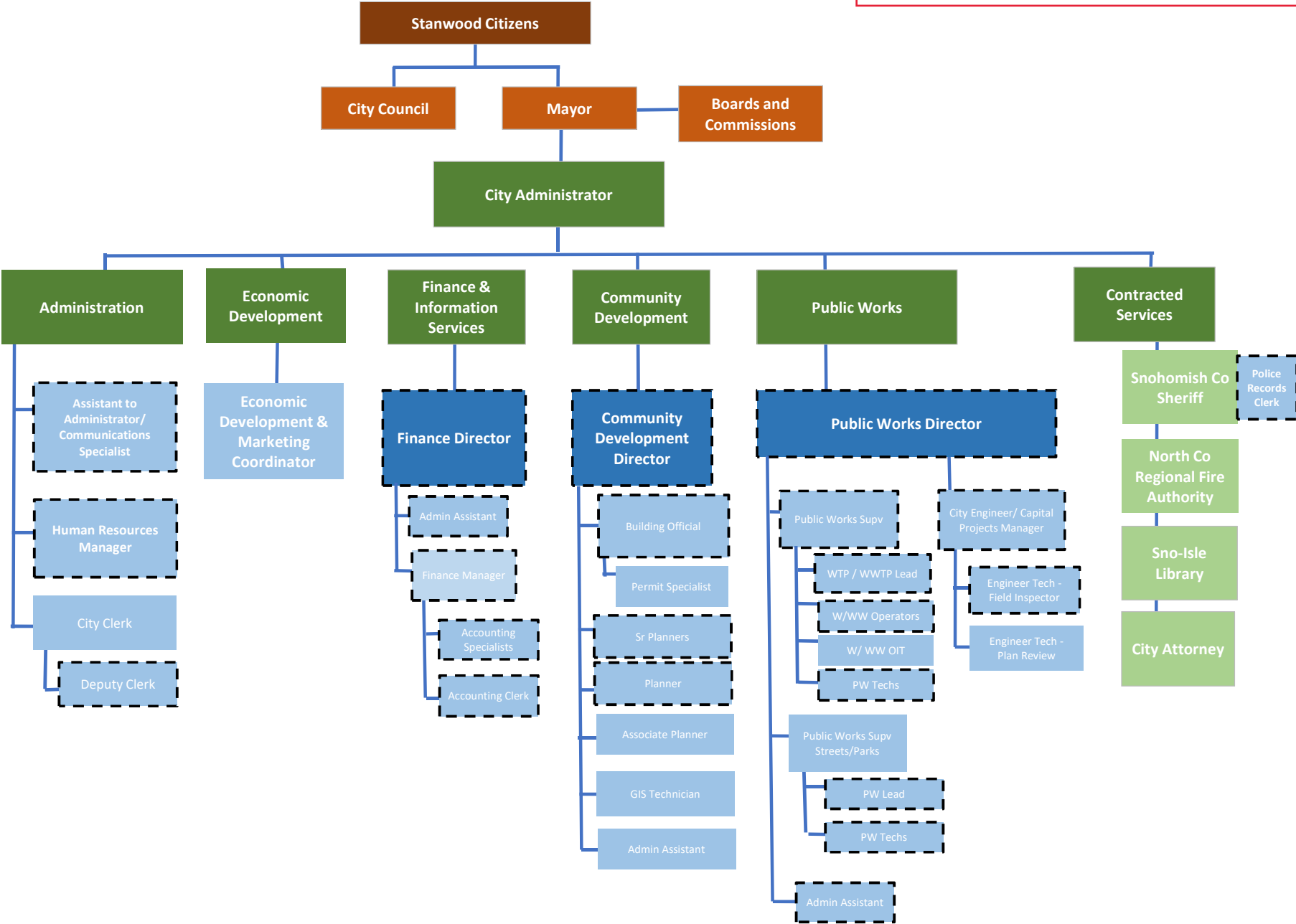
1. The City Council may approve Resolution 2020-08 Updating the Stanwood Non-Represented Salary schedule.
2. The City Council may not approve Resolution 2020-08 Updating the Stanwood Non-Represented Salary schedule and direct staff to bring back other staffing solutions

RECOMMENDED MOTION:

Recommend a motion to authorize Option 1.

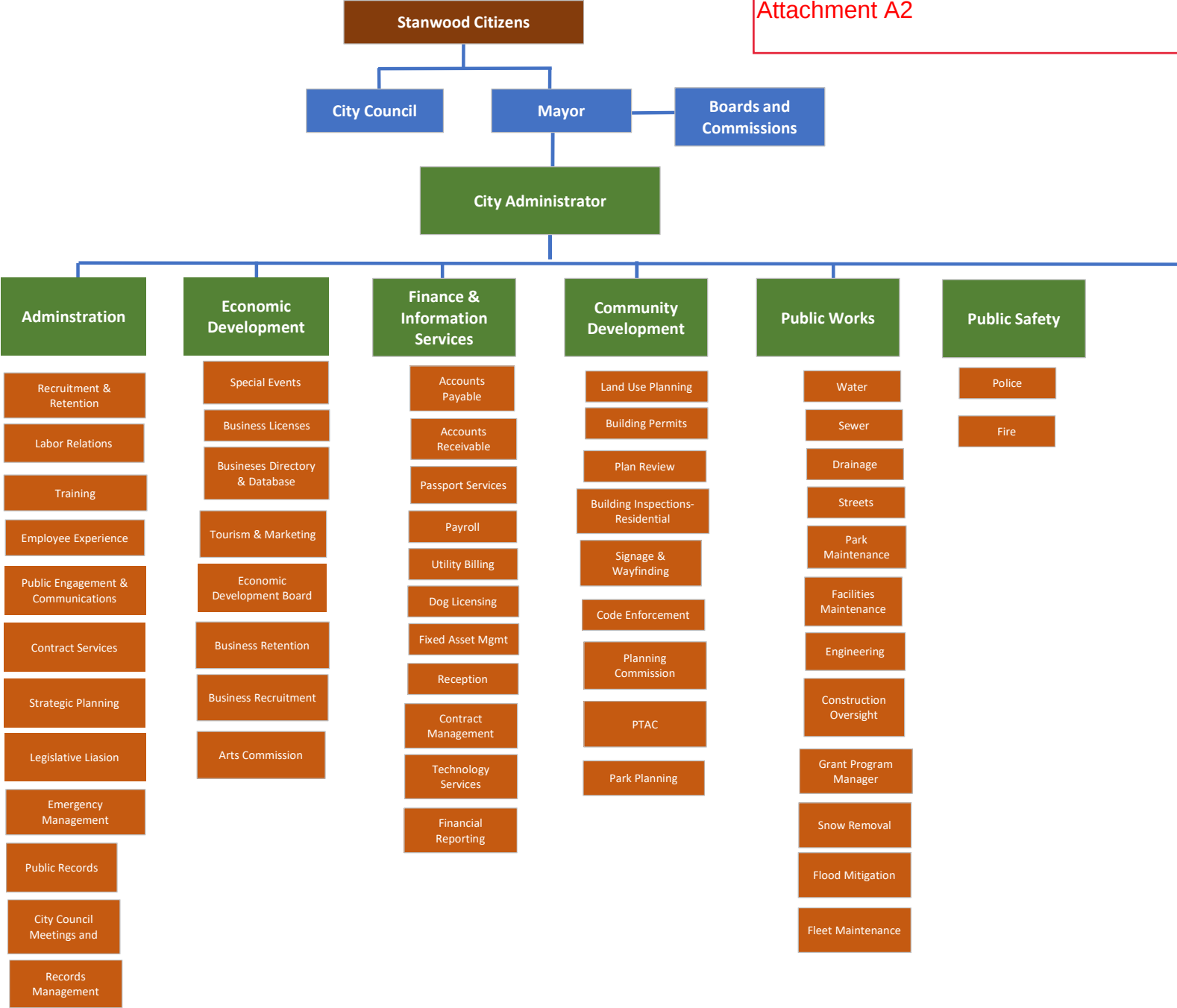
A MOTION TO APPROVE RESOLUTION 2020-08 REVISING THE STANWOOD ORGANIZATIONAL STRUCTURE AND LONG-TERM STAFFING PLAN AND UPDATING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 11, 2020

POSITION REPORTING FORMAT



 Indicates active FTE

Attachment A2



City of Stanwood - Organizational Staffing Matrix

Position Title	Overall Staffing Plan	Current	Revised	
		FTEs	Active FTEs	Inactive FTEs
City Administrator	1.00	1.00	1.00	0.00
Assistant to Administrator/Communications Specialist	1.00	0.00	1.00	0.00
Human Resource Manager	1.00	0.00	1.00	0.00
Administration	3.00	1.00	3.00	0.00
City Clerk	1.00	0.00	0.00	1.00
Deputy City Clerk I	1.00	1.00	1.00	0.00
City Clerk	2.00	1.00	1.00	1.00
Finance Director	1.00	1.00	0.00	1.00
Finance Manager	1.00	0.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00	1.00
Accounting Specialist	2.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.00
Finance	7.00	5.00	4.00	3.00
Economic Development & Marketing Coordinator	1.00	0.00	0.00	1.00
Economic Development	1.00	0.00	0.00	1.00
Community Development Director	1.00	1.00	1.00	0.00
Sr Planner	1.56	1.56	1.56	0.00
Planner	1.00	1.00	1.00	0.00
Associate Planner	1.00	0.00	0.00	1.00
GIS Technician	1.00	0.00	0.00	1.00
Building Official	1.00	0.00	1.00	0.00
Permit Specialist I	1.00	1.00	0.00	1.00
Administrative Assistant	0.00	1.00	0.00	0.00
Code Enforcement Officer	1.00	0.00	0.00	1.00
Community Development	8.56	5.56	4.56	4.00
Police Records Clerk	2.00	2.00	2.00	0.00
Police Dept	2.00	2.00	2.00	0.00
Public Works Director	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.00
City Engineer/Capital Projects Manager	1.00	1.00	1.00	0.00
Engineering Technician	2.00	1.00	1.00	2.00
Public Works Superintendent	2.00	0.00	1.00	2.00
Public Works Lead	2.00	2.00	2.00	0.00
WWTP Lead	1.00	1.00	1.00	0.00
Public Works Tech I	2.00	2.00	2.00	0.00
Public Works Tech II	5.00	4.00	5.00	1.00
Public Works Tech III (OIT)	2.00	0.00	0.00	2.00
Water Treatment Plant Oper I	2.00	2.00	2.00	0.00
Water Treatment Plant Oper II	1.00	0.00	0.00	1.00
WWTP Operator I	1.00	1.00	1.00	0.00
WWTP Operator II	1.00	1.00	0.00	0.00
Public Works	24.00	17.00	18.00	8.00
Staffing Totals	47.56	31.56	32.56	17.00

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2020-08

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON REVISING THE STANWOOD ORGANIZATIONAL STRUCTURE AND LONG-TERM STAFFING PLAN AND UPDATING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 11, 2020.

WHEREAS, it is necessary and appropriate to establish the city organizational structure and salary and benefit schedules for employees and elected officials of the City of Stanwood by resolution of the city council; and

WHEREAS, on November 25, 2019 the City Council approved the salary and benefit schedule for City of Stanwood non-represented employees for the period from January 1, 2020 through December 31, 2020; and

WHEREAS, on February 27, 2020 the City Council approved agreements by and between City of Stanwood and Teamsters Local Union No. 231 (representing the public works employees and administrative employees) for the period from January 1, 2020 through December 31, 2022; and

WHEREAS, the city authorized a professional services agreement with WSU to conduct a community survey on June 13, 2019 to obtain feedback on desired levels of service that the community requires and has received the final community survey responses; and

WHEREAS, the city authorized a professional services agreement with FCS Group to conduct a city-wide organizational and staffing analysis on May 9, 2019 and has received the final organizational restructure assessment and long-term staffing plan recommendations; and

WHEREAS, the city council wishes to implement the overall long-term staffing plan that allows for flexibility in FTE activation or inactivation to respond the long-term desires of the community, enhance overall levels of service and develop a stronger internal support system to deliver and relieve external service departments to focus on direct service delivery.

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

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

Section 1: Adopting Updated Salary Schedule for Non-Represented Employees

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

City of Stanwood - 2020	Salary Schedule				
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	\$ 11,043	\$ 11,375	\$ 11,715	\$ 12,067	\$ 12,429
Public Works Director	\$ 9,629	\$ 9,918	\$ 10,216	\$ 10,523	\$ 10,839
Finance Director	\$ 9,280	\$ 9,558	\$ 9,844	\$ 10,140	\$ 10,445
Community Development Director	\$ 9,280	\$ 9,558	\$ 9,844	\$ 10,140	\$ 10,445
City Engineer/Capital Projects Manager	\$ 9,244	\$ 9,521	\$ 9,807	\$ 10,102	\$ 10,405
Human Resource Manager	\$ 8,001	\$ 8,274	\$ 8,547	\$ 8,820	\$ 9,093
Finance Manager	\$ 8,001	\$ 8,274	\$ 8,547	\$ 8,820	\$ 9,093
Public Works Superintendent	\$ 8,001	\$ 8,274	\$ 8,547	\$ 8,820	\$ 9,093
Building Official	\$ 7,296	\$ 7,515	\$ 7,740	\$ 7,972	\$ 8,211
City Clerk	\$ 7,296	\$ 7,515	\$ 7,740	\$ 7,972	\$ 8,211
Senior Accountant	\$ 6,691	\$ 6,893	\$ 7,100	\$ 7,312	\$ 7,531
Economic Development & Marketing Coordinator	\$ 6,691	\$ 6,893	\$ 7,100	\$ 7,312	\$ 7,531
Assistant to Administrator & Communications Specialist	\$ 6,691	\$ 6,893	\$ 7,100	\$ 7,312	\$ 7,531
Sr Planner	\$ 6,691	\$ 6,893	\$ 7,100	\$ 7,312	\$ 7,531
Planner	\$ 5,852	\$ 6,051	\$ 6,258	\$ 6,471	\$ 6,691
Code Enforcement Officer	\$ 5,852	\$ 6,051	\$ 6,258	\$ 6,471	\$ 6,691
Engineering Technician	\$ 5,240	\$ 5,437	\$ 5,642	\$ 5,854	\$ 6,075

Section 2: Benefits for Non-Represented Employees

That the benefits approved on November 25, 2019 for non-represented employees remain the same and that the City of Stanwood provides other benefits to its employees as set forth in the Personnel Policy Manual as approved by City Council.

ADOPTED by the city council and **APPROVED** by the Mayor this 11th day of June, 2020.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

ATTEST:

By _____
Jennifer Ferguson, City Clerk



Organization Assessment & Staffing Study

Attachment D

Martin Chaw
Senior Project Manager

May 14, 2020; 5:30pm
Council Workshop

About FCS Group



- **Management consulting**
- **Utility management and rate setting**
- **Long-term financial planning and analysis**
- **Economic services**

Scope of Work

- **Evaluate workforce and its alignment to needs of the community.**
- **Interview City staff and management.**
- **Interjurisdictional survey:**
 - » Job duties.
 - » Organizational structures.
 - » Level of staffing.

- ✓ North Bend
- ✓ Port Townsend
- ✓ Snohomish
- ✓ Yelm (did not respond)

Study Findings and Conclusions



**Invest in Local Economy
and Development of
Downtown.**



**Maintain existing City
assets (streets, parks and
utilities).**



**Support Delivery of
Capital Improvements.**



**Support City
Operations and
Employee Experience.**



**Enhance Public
Engagement.**



Invest in Local Economy & Development of Downtown

Strategy: Retain, attract and grow downtown businesses and improve communication of City projects and events.

- **Recommendation:**

- » +1.0FTE Economic Development and Marketing Coordinator.
- » +1.0FTE Associate Planner.
- » +1.0FTE GIS Technician.

- **Benefit:**

- » Support retention of existing businesses.
- » Support recruitment of new business including Hotel facility.
- » Support development of downtown.



Maintain Existing Assets (streets/parks/utilities)

Strategy: Maintain and improve existing City assets instead of building new facilities.

- **Recommendation:**

- » +2.0FTE Public Works Supervisors (for Streets/Parks and Utilities).
- » +2.0FTE Public Works Maintenance (Streets, Parks and Utilities).
- » +2.0FTE Reclass PW Tech III to include Utility Operator-in-Training.

- **Benefit:**

- » Improved support and coordination of field crews.
- » Succession planning for highly technical positions.
- » Grow and develop City staff.
- » Improved level of services to the community.



Support Delivery of Capital Improvement Projects

Strategy: Construct CIP (especially Transportation projects) needed to attract new businesses and support city growth.

- **Recommendation:**

- » Reclass 1.0FTE City Engr/Asst PW Director to City Engineer/Capital Projects Manager.
- » +1.0 Engineer Technician – Plan Review.
- » +1.0 Engineer Technician – Field Inspections.

- **Benefit:**

- » Keep pace with City growth.
- » Support City economic development.
- » Support completion of CIP.
- » Additional focus on grant funding as a source for projects.



Support City Operations and Grants Writing/Administration

Strategy: Support staff and their ability to deliver services to the community within an enhanced overall employee experience.

- **Recommendation:**

- » +1.0FTE Human Resources Manager.
- » +1.0FTE Finance Manager.
- » +1.0FTE Accounting Specialist.
- » +1.0FTE City Clerk.

- **Benefit:**

- » Improved support of daily operations and administration of grants and contracts.
- » Support department's ability to deliver services to the community.
- » Increased focus on employee retention and development.



Retain Technical Expertise

Strategy: Enhance Public Engagement and Improve Communications.

- **Recommendation:**

- » Reclass 1.0FTE Admin Assistant to Assistant to Administrator/Communications Specialist.
- » +1.0FTE Code Enforcement Officer.

- **Benefit:**

- » Improve communication to City residents and businesses.
- » Support Strategic Planning efforts.
- » Coordinate efficient resolve to property issues.



Conclusion and Next Steps

- **Framework for addressing needs and priorities identified by city employees and WSU community survey.**
- **Focuses on building infrastructure capacity and adding staff resources to retain and support existing business, grow / build downtown and economic core, and maintain existing city assets.**
- **City Administrator and Mayor identify timing of when new positions will be hired or change in positions for service delivery.**
 - » Through biennial budget setting, City Council authorizes staffing and benefit budget allocation to deliver levels of service.

Thank you!

Questions?

Martin Chaw, Sr. Project Manager

425.274.2853

martinc@fcsgroup.com

www.fcsgroup.com

May 1, 2020

City of Stanwood
Jennifer Ferguson, City Administrator
20220 270th Street NW
Stanwood, WA 98292

Subject: City of Stanwood Staffing Assessment

Dear Jennifer:

The attached report presents our findings, conclusions and recommendations on the city-wide staffing assessment that we have performed.

We appreciate the contributions from City staff and management to this study process. It has been a pleasure working with the City team. We look forward to the opportunity to work with you again in the future.

Yours very truly,



Martin Chaw
Project Manager

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I. EXECUTIVE SUMMARY

The City engaged FCS GROUP in June 2019 to evaluate its workforce and its alignment to needs of the community. This engagement included:

- Interviewing City management and staff;
- Conducting an inter-jurisdictional comparison of job duties for similar position titles;
- Comparing and contrasting organizational structures to neighboring and other communities that have similar contracted public safety services;
- Identifying cities experiencing or currently undergoing a similar rate of growth; and
- Evaluating City level of staffing to ensure alignment with current as well as future community level of service (LOS) needs.

Concurrent with our analysis, the City contracted with Washington State University to conduct a citizen's satisfaction survey to determine the quality of services received and to identify gaps and opportunities to improve the services residents were receiving. The results of our work, along with the results from the community survey, presents a comprehensive and detailed evaluation of the needs facing the City. Using this information, City leadership can outline an informed and thoughtful pathway to manage and grow the City's workforce to meet the community's needs.

This report provides highlights and key findings from these bodies of work and outlines a strategic workforce assessment plan to align the City's organizational structure, the size and make up of its workforce, to meet the needs of the community as identified by the citizen's survey, City Management and staff, and Mayor and City Council's vision.

STUDY FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

The following outlines the findings, conclusions and recommendations of this study as well as those of the community survey:

Community survey

In general, Stanwood residents expressed priorities in the following areas:

- Economic development/business retention and recruitment – the community expressed need to support and retain existing businesses and attract new businesses, and in particular hotel/lodging, full-service restaurants, and outdoor recreation services.
- Parks, trails and open space – the community expressed a desire to enhance existing park assets and to enhance waterfront park and trails that can be used for multiple activities. The community rated as a lower priority new parks that are dedicated to a single sport. The community expressed a strong desire for parks and recreation programs but the scope of these programs have yet to be determined. As the vision and scope of these services develop, it will need to be supported by full-time City staff and dedicated parks and recreation programs.

- Transportation and Infrastructure Improvements - – The community expressed need to focus on transportation and street improvements to ensure traffic capacity does not further impact the community, create better intersections and enhance the main street corridor.
- Communication – the community survey identified a need to enhance the City’s website and improve the content. Specific needs included using multi-faceted ways to better inform residents of current City events and projects and to attract new businesses to locate in the City.

City Staff Interviews Feedback

In general, City staff and management expressed priorities in the following areas:

Parks and Public Works

- Additional Parks and Street maintenance staff, with additional staffing needed regardless of any new level or change in service.
- Additional two (2) Public Works Supervisors to provide adequate oversight in the areas of all public works maintenance divisions.
- Reclass City Engineer/Assistant Public Works Director position to provide capital projects strategic planning and oversight rather than day to day operations and personnel management.
- Add Engineering Technicians to support plan review and inspections of both public and private development once the projects have completed the plan development process.
- Add water and wastewater operator in training positions, by modifying the Public Works Tech III position to better define a pathway for certification and advancement in these technical, skilled positions.
- Parks and recreation program staff to be determined as needs are identified with community input and parks are developed.

Economic/Business Development

- Add Economic Development Coordinator position to focus on business retention and recruitment efforts, along with coordination for the City’s tourism and marketing initiative: Discover Stanwood Camano

Development and Planning Services

- Complete the GIS needs assessment to determine staffing needs for future mapping and GIS functions
- Add Code Compliance Officer to focus on enhanced responses to non-compliance with city code and regulations

Administrative and Support Services

- Add Human Resource position to focus on employee retention, recruitment, and labor relations, as well as enhance the overall employee experience.
- Reclass Administrative Assistant to an Assistant to the Administrator position to focus on the city communications and public engagement initiatives, website content management, support multi-faceted public engagement programs, pursuing grant opportunities and special projects under the direction of the City Administrator.

- Add City Clerk position to focus on the elevated level of public records request and compliance with OPMA and develop a much needed records management system for all departments to utilize.
- Add new finance staff to focus on contract management, internal controls and added oversight on the accounting functions associated with capital investments and grant funding sources.

II. STAFFING ANALYSIS

About the City of Stanwood

The City of Stanwood (City) is the northernmost city in Snohomish County and is the only community servicing Camano Island, which is located directly west of the City. The City operates under a mayor-council form of government with a strong mayor. The Mayor serves as the City's chief executive officer and the Council serves as the municipal legislature. City services are currently provided by 31.0 FTEs and includes the following departments: Community Development, Public Works, Finance/City Clerk, and City Administration. Police and Fire services are contracted out to Snohomish County and the North County Regional Fire Authority, respectively. Library services are contracted out to the Sno-Isle library system. The City contracts out for City Attorney and legal services with Snohomish Law Office.

The City's residential population totals 7,070, an increase of 13% since 2010 making it one of the fastest growing communities in Snohomish County. This compares to Everett (+9%), Edmonds (+6%), Lynnwood (+11%), Marysville (+13%), and Monroe (+13%)¹. A major challenge in the near future for the City will be developing and maintaining its parks and park facilities. There is a strong community preference for focusing on transportation improvements, developing trail systems to create connectivity from one end of the City to the other as well as a regional connection. Other major City initiatives include designing and constructing a new Civic Campus for Police, City Hall and Council Chambers; continuing to improve the City's business climate and investment in tourism; and updating the City's Comprehensive Plan and Shoreline Master Plan.

Organizational Structure

The City employs 31.6 FTEs. Municipal services are provided under five separate departments each of which report to the City Administrator.

Exhibit 1 below presents the City's current organizational chart and Table 1 summarizes each City department budget and services. The current organizational chart only defines functions that the city departments provide and does not identify positions or reporting structure within the organization. There are missing functions within the current org chart, as well.

¹ Source: WA State Office of Financial Management, Population Data.

Exhibit 1
City of Stanwood Current Organizational Chart

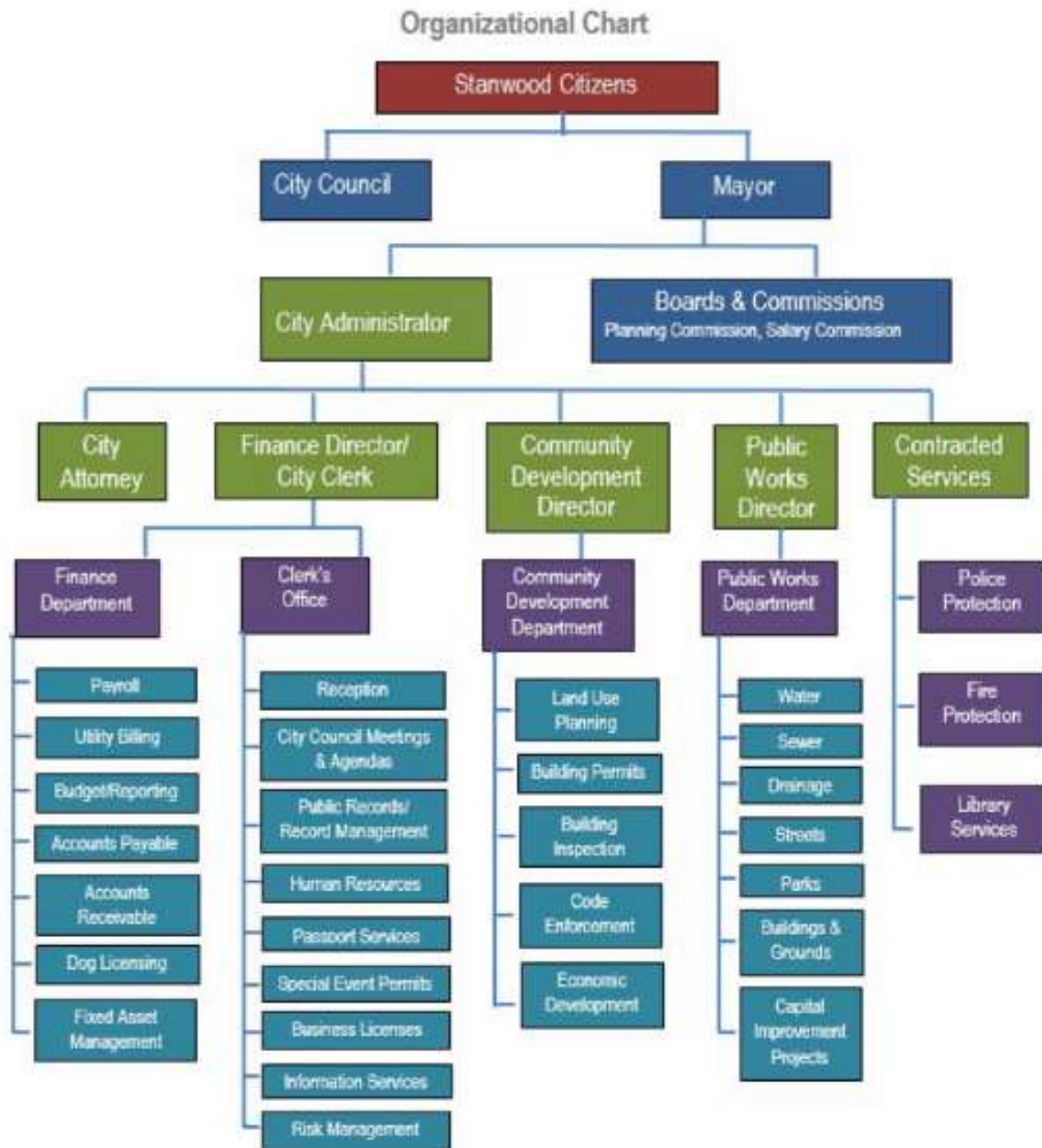


Table 1: 2020 City of Stanwood Departmental Budget and FTEs²

Department	Duties	2020 Annual Budget	Authorized FTEs
City Administrator	Providing organizational vision and leadership. The department handles all economic development initiatives, including tourism, marketing and city communications. The City Administrator oversees all personnel and day-to-day operations of the City	Split in funds	1.0
Finance / City Clerk	Prepares the citywide budget and financial statements, accounts payables/receivables, payroll, insurance/risk management, utility billing, cash, debt and investment management, information technology, grant administration, internal controls. Clerk responsibilities include preparing the council agenda, legal notices, maintain records of ordinances, resolutions, contracts and public records requests	\$353,000	5.25
Police – Records Clerk	See Police Services below		2.0
Police – Patrol Contract	Law enforcement services are provided in partnership with the Snohomish County Sheriff's Office. This service is provided as part of a stand-alone law enforcement contract but allows the City to maintain its own police department identity and benefit from a friendly small town police atmosphere backed up the by the vast resources of the County law enforcement agency .	\$1,900,000	0.0
Community Development	The Community Development Department provides current planning (permitting, licensing and building services), long range planning (comprehensive planning, municipal code amendments, shoreline master planning, and flood plain management), and Parks and Arts (park planning and development).	\$814,000	6.0
Public Works	Public Works divisions Maintain the city's streets, utility infrastructure, parks, trails and buildings and facilities which include city hall, public works shop, maintenance shop, wastewater treatment plant, water treatment plant, sewer lift stations, well houses, library, police and fire stations.	\$5,971,000	17.75

² Source: City of Stanwood 2019-2020 biennial budget.

Community Survey

In 2019, the City contracted with Washington State University to conduct a citizen's satisfaction survey. A detailed questionnaire was sent to a random selection of households in the City of Stanwood and the greater Stanwood and Camano Island area utilized an on-line survey feature to offer feedback. This questionnaire asked respondents to rate their satisfaction with the level of city services received and their opinions on the local economy and general business climate. The following major themes were derived from the survey including suggestions for improvement from WSU.

Table 2: WSU Community Survey Major Themes and Suggestions for Improvement

Economic Development

Major Themes	Suggestions for Improvement
- Majority of respondents would like to see more hotels and lodging options for visiting relatives and family friends. - Would like to see more full-service restaurants and more businesses that cater to outdoor recreation - City does not do a good job retaining existing businesses or recruiting new businesses - City does not have a vibrant downtown with a majority of respondents indicating that they complete their shopping outside of Stanwood.	- Utilize online resources to attract and recruit new businesses. - Continue efforts to address business recruitment and retention including evaluating strategies utilized by other communities to recruit and retain businesses. - Consider establishing a main street program from WA State that is designed to help communities revitalize their economies. - Conduct a hotel/lodging feasibility study as planned. This study will evaluate strategies for recruiting more of these businesses to the City.

Communication and Outreach

Major Themes	Suggestions for Improvement
- The majority of respondents have not visited the City's websites in the past 12 months (discoverstandwoodcamano.com or ci.stanwood.wa.us) and may therefore be unaware of current events in the City. - Of the respondents that did visit the City's website, the majority used the website to primarily learn more about the City and to learn about events in the City. - Other reasons respondents used the website include finding contact information for City officials or finding information on public meetings. - Majority of respondents had limited knowledge of the City's Transportation Benefit District or the projects funded by the TBD.	- Use multiple channels to communicate with residents and to improve awareness of current city activities, projects and services available. - Redesign the City of Stanwood and Discover Stanwood Camano Websites to enhance user friendliness and visual appeal. - Develop a strategy for social media-based communication to drive individuals to the City's website.

Parks and Recreation

Major Themes	Suggestions for Improvement
- The City should focus on improving existing parks and amenities as they rated the condition of the city's parks as average. - Respondents stated that they would like to see more waterfront parks and more hiking and biking trails and improved existing water parks and trails - Respondents stated that their lowest priority were for developing more baseball/softball fields and developing more basketball courts.	- Develop new waterfront parks and trails and multi-use facilities. Once new facilities are developed, it will be important to ensure funding for on-going maintenance and upkeep. - Enhance existing parks and communicate the amenities available to the public. Focus on completing existing parks and trails and not add new parks to the system.

For more information, please refer to the Washington State University extension survey that was completed for the City of Stanwood.

Inter-jurisdictional Workforce Comparison

Our workforce assessment included a workforce survey of neighboring communities similar in size and scope to Stanwood. The surveyed cities include: North Bend, Port Townsend, and Snohomish. We also surveyed the City of Yelm; however, Yelm never responded to our repeated attempts to contact them and were therefore excluded from this comparison. These cities were selected in conjunction with the City of Stanwood administration as these cities shared characteristics similar to Stanwood - ie, fast growing communities of similar population, demands on public services and similar park land. Each of these cities contract out its fire services with the exception of the City of Port Townsend

Our survey included requesting job descriptions and duties for all positions. We then prepared a comparison of the job titles and general job duties.

Themes that emerged from our comparative survey include:

Table 3: Inter-jurisdictional Workforce Comparison

Major Themes
● Stanwood does not have dedicated staffing in the area of Human Resources. For example, the City of Port Townsend employs a Human Resources Manager, Human Resources Specialist, and a Payroll/Benefits Administrator. Having dedicated staff will ensure these areas receive the appropriate level of attention. In particular, having a dedicated staffing in the area of human resources can help support City staff as well as protect the City from risk and enhance the overall experience of a Stanwood employee. ● Stanwood does not have dedicated staffing in the area of economic development. For example, the City of North Bend has a Special Events and Visitors Information Coordinator and an Economic Development Manager and the City of Snohomish has an Economic Development and Communications Manager. Having dedicated staff will ensure these areas receive the appropriate level of attention. In particular, having dedicated staffing in the area of economic development can support business retention and recruitment and promote the City and work towards building a more vibrant downtown. ● Stanwood does not have dedicated staffing for public engagement and communications. For example, the City of Snohomish includes a dedicated Communications Manager who's responsibility is to Oversees content and updates to city's external website, social media, and community television channel, oversee the production of the City of Snohomish Quarterly magazine, oversees external and internal messaging to citizens, community groups, media, external organizations, general public and city employees and assists other City departments with communications needs. ● Stanwood should consider having a maintenance operations supervisor each in the areas of Streets/Parks and Utilities. For example, the City of Port Townsend has a Public Works Operations Manager – Water Resources, Public Works Operations Manager – Streets/Sewer/Storm and a Public Works Operations Manager – Wastewater. While Stanwood has Lead Maintenance Workers, these positions do not have supervisory responsibility. Having supervisory positions can help ensure field staff operations are coordinated and resources are deployed efficiently. In addition, if there are any workload management issues, these can be delegated appropriately to the supervisors for coordination and resolution and thereby reducing the amount of time wasted to a minimum. ● Stanwood should consider creating an Operator in Training classification for its Water Treatment Plant Operator and Wastewater Treatment Plant Operator classifications. This classification will provide a clearer career path for its Operators and systematize the training and expectations of its Operators. ● Stanwood should consider revising its Public Works management structure so that there is an ability to apply greater management focus on the planning and execution of its CIP program and project management. As the City of Stanwood continues to grow, it will be important that its CIP program is supported with the proper level of management focus and that the needs of the CIP does not become foreshadowed with daily operational needs.

The following table provides a comparison of job titles by function. The job titles were derived from current job descriptions that were provided by each jurisdiction.

Table 4: Inter-jurisdictional Job Titles Comparison

Function	Stanwood	North Bend	Port Townsend	Snohomish
Administration	- City Administrator	- City Administrator - Administrative Assistant - City Clerk - Deputy City Clerk	- City Manager - City Clerk - Deputy City Clerk - Exec. Assistant to City Manager	- City Administrator - City Clerk / HR - Economic Development and Communications Manager
Fire / EMS	Contracted - North County RFA	Contracted - Eastside Fire & Rescue	Contracted - E.Jefferson Fire and Rescue	Contracted - Fire District #4
Finance	- Finance Director/City Clerk - Senior Accountant - Accounting Clerk - Accounting Specialist - Admin Asst-Finance	- Finance Director / Assistant City Administrator - Accounting Assistant - Business License & Tax Coordinator - Payroll Officer - Utilities Coordinator	- Finance Director - Accountant - Finance Manager - Finance Specialist - Finance Tech II - Finance Tech III - Purchasing/Contracts Specialist	- Finance Director - Senior Accountant - Accounting Technician I - Accounting Technician II - Office and Utilities Billing Technician - Utility Clerk I - Utility Clerk II
Human Resources			- HR Manager - HR Specialist - Payroll and Benefits Administrator	
Information Technology			- IT Network Administrator - IT Technical Support	
Library			- Director - Library Manager - Public & Technical Services - Library Manager - Youth Services - Library Associate - Library Assistant - Library Assistant Substitute - Library Courier - Library Page	
Legal			- City Attorney - Prosecuting Attorney - Legal Assistant/Deputy Clerk - Legal Assistant	
Parks and Recreation		PW Lead Parks Technician	- Director - Operations Manager - Parks - Aquatics Recreation Aide - Lifeguard, Swim Instructor - Fitness Instructor - Assistant Swim Team Coach - Head Swim Team Coach - Aquatics Program Supervisor - Head Lifeguard I - Head Lifeguard II	

Function	Stanwood	North Bend	Port Townsend	Snohomish
Planning and Community Development	- Community Development Director - Building Official - Permit Specialist - Planner - Senior Planner - Admin Asst	- Community Development Director - Associate Planner - Building Inspector & Code Enforcement Officer - Building Official - CAD / GIS Technician - Economic Development Manager and Planner - Long Range Planner / GIS - Office Coordinator / Permit Technician - Senior Planner	- Planning Director - Assistant Planner - Associate Planner - Building Inspector - Building Official - Code Compliance Officer - Land Use Specialist - Permit Tech - Planning Manager - Senior Planner	- Associate Planner - Building/Fire Official - Permit Coordinator
Police Staffing	Police Records Clerk	No positions	- Chief of Police - Deputy Police Chief - Exec. Assistant to Chief of Police - Community Services Officer - Police Clerk - Police Officer - Sergeant - Reserve Police Officers	- Senior Records Clerk - Records Clerk
Public Works	- Public Works Lead - Public Works Lead-Water - PW Tech I - Water - PW Tech II - Water - PW Tech I - Wastewater - PW Tech II - Wastewater - PW Tech I & PW Tech II - WTPO I - WTPO II - WWTPO I - WWTPO II - WWTPO Lead - Public Works Director - City Engineer/Asst Public Works Director - Admin Asst-PW - Seasonal Maintenance	- Mechanic - Water System Operator - PW Maintenance Worker - PW Seasonal Maintenance Worker - PW Streets Lead Technician - Wastewater Treatment Plant Lead Operator II - WWTP Plant Manager - Wastewater Treatment Plant Operator in Training	- Civil Engineer – Engr in Training - GIS Coordinator - Project Accounting Specialist - PW Admin. Assistant - PW Inspector - PW/Engineering Support Specialist III - PW/Engineering Support Specialist II - Mechanic - Lead Equipment Operator - PW Operations Manager - Water Resources - PW Operations Manager - Streets/Sewer/Storm - PW Operations Manager WW/Bio - Crew Chief - Lead Equipment Operator - Equipment Operator - Maintenance Worker	- Mechanic - Division Lead - Senior Maintenance Worker - Maintenance Worker I - Maintenance Worker II - Senior Water Treatment Plant Operator - Water Quality Control Specialist - Water Treatment Plant Operator - Senior WWTP Operator - WWTP Laboratory Technician/Plant Operator

Employee Comments

Our workforce assessment included a survey of the City's management team and on-site interviews with the City's employees by job classification. The management team survey was sent in early July 2019 and the on-site interviews were held over a two-day period during the latter half of July. For the interviews, where there were multiple employees holding the same job classification, those were held in a group setting, otherwise all interviews were conducted in a one-on-one setting. The following table summarizes our findings, conclusions and recommendations.

Table 5: Employee Comments and Suggestions for Improvement

Parks, Streets and Utility Maintenance and Operations

Major Themes	Suggestions for Improvement
- City staffing is not keeping pace with the changes in the community. Specifically, the City's maintenance staff is not sufficiently sized to keep pace with maintaining city parks, streets and utility assets. As a result, maintenance duties are prioritized and programs are not properly staffed, placing the city's assets at risk and potentially increasing the cost of maintenance in the long-term. - City staff expressed frustration that they are not able to operate as efficiently as they may be able to due to a shortage of vehicles. For example, employees must carpool and get dropped off at job sites. When work is completed at these sites, employees must call and wait for a ride to their next job site or to return to the shop. Rides might not come immediately as the driver may be in process of completing their work and is not able to immediately leave. This waiting is inefficient and results in wasted time. - City staff expressed frustration with using equipment that is old and not functioning optimally. This results in machinery breakdowns that either must be repaired on site or returned to the shop for repairs. This downtime is inefficient and results in wasted time. - City supervisory staff are not sufficient to provide proper oversight of individuals and teams. As a result, existing work teams are not operating as optimally as they could be.	- Consider additional Parks and Streets maintenance staff to service and maintain these visible city assets. - Assess and purchase additional vehicles needed so that staff can travel to job sites relatively efficiently and minimize the amount of time waiting. - While the City has a vehicle and equipment replacement plan, the City should take this as an opportunity to strategically evaluate its overall needs and to revise/expand this plan for any additional vehicles or equipment that may be needed. - Consider adding two new Public Works Supervisors (one for Parks & Streets and one for Utilities) to provide oversight of public works maintenance daily operations.

Core Support Duties

Major Themes	Suggestions for Improvement
- Critical city functions such as Human Resources, Communications and Economic Development are not addressed with dedicated employees. Rather these functions are being provided by employees with other job duties or the City Administrator. As a result, these critical functions of the City may not be receiving the level of attention that is required. - City finance staffing is insufficient. For example, staff time is focused on key duties of daily financial operations and the City is unable to provide proper support to the accounting and management of contracts. With the acceptance of more grants, the City should expect greater opportunities for single audits by the State Auditor's Office and the need for staff to collate, organize and provide this information as needed to the Auditor. - City management and strategic oversight of capital projects construction and planning is insufficient. This insufficiency results	- Consider adding a Human Resources manager, a Communications Specialist or Assistant to the Administrator, and an Economic Development coordinator to provide dedicated support to these key functions. - Consider adding a Accounting staff to support the City's monitoring of contracts, accounting of grants, and respond to and support audits, improve financial procedures and financial reporting. - Consider adding a CIP Manager to support the citywide facilities, infrastructure, and parks and trails development projects and the overall execution of the City's CIP. New and enhanced efforts to seek grants are the responsibility of the grant program manager.

in public works management focusing more time on the day to day operations of the Public Works department and less time to focus on the long-term, strategic capital construction needs of the City.

Workforce - Historical and Forecast

The following table summarizes the City's historical 2008-2019 FTEs and how it has changed relative to the City's residential population growth. As shown in the following table, the City's FTEs have decreased over time from 43.2FTEs in 2008 to 31.0FTEs in 2019. Over this same period, the City's residential population has increased by 19.3% from 5,885 residents to 7,070 residents. This divergence has resulted in a decline in the number of City FTEs per 1,000 population from 7.3FTEs to 4.5FTEs in 2019. According to the City's 2015 comprehensive plan, the city's residential population is estimated to increase by about 2.6% annually and reach 11,080 residents by the year 2035³. Assuming this annual rate of growth, with no changes in the number of City FTEs, in the next five years the number of City FTEs per 1,000 population will continue to decline to 3.8FTEs by the year 2024, as shown in table 7 below.

Table 6: Historical FTEs vs Residential Population Growth

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
FTEs	43.2	41.1	33.3	30.3	31.3	24.8	26.9	25.9	25.9	26.6	28.6	31.6
Residential Pop	5,885	6,073	6,231	6,220	6,300	6,340	6,530	6,585	6,635	6,785	6,835	7,020
# FTEs per 1,000 pop	7.3	6.8	5.3	4.9	5.0	3.9	4.1	3.9	3.9	3.9	4.2	4.5

Sources of information: City of Stanwood records, WA State OFM April 1, 2019 population estimates.
At this writing WA State OFM 2020 population estimates not yet available.

Table 7: Current FTEs (with No Growth) vs Current and Forecasted 2024 Residential Population

	2020	2024
FTEs	31.6	31.6
Population	7,573	8,383
# FTEs per 1,000 pop	4.2	3.8

Sources of information: City of Stanwood
Comprehensive Plan.

As the City of Stanwood grows, it will be important that its staffing grows commensurately and, at a minimum, does not fall below its 2019 level of service to the community and preferably begin to increase this level of service. The following table outlines the proposed reclassification of existing FTEs and new FTEs to address the service level needs discussed above.

³ City of Stanwood Comprehensive Plan, page H-8.

**Table 8: Proposed New or Reclassification of Existing Positions
to Maintain and Meet Level of Service Needs**

Function	New Positions	Longer Term Considerations
Mayor & Administration	-Economic Dev. & Marketing Coordinator -Human Resource Manager -City Clerk -Assistant to Administrator /Communications Specialist (Admin Assist)	
Finance & Information Services	-Finance Manager -Accounting Specialist	-IT Services with SnoCo
Parks and Recreation		-Recreation Programming when Parks develop
Community Development	-Associate Planner -Code Enforcement Officer -GIS Technician	-GIS Services with SnoCo
Police	-Police Officer	-Police Services with SnoCo
Public Works	-City Engineer/Capital Projects Manager (City Engr/Asst PW Dir) -Engineering Technician-Plan Review -Engineering Technician-Field Inspections -Public Works Supervisor -Public Works supervisor -Public Works Tech III (OIT)	-PT Seasonal workers vs FT Maint. Staff

(Reclassified positions)

New positions

With these proposed changes, the City will be able to begin addressing the staffing and service needs as identified in the WSU community survey and in the interviews with City management and staff. If the City were to make the proposed changes, within the next five years, the City's FTE levels per 1,000 population will return to approximately 2010 levels.

Table 9: Current and Proposed FTEs vs Forecasted 2024 Residential Population

	2020	2024
Current and Proposed FTEs	31.6	47.6
Population	7,573	8,383
# FTEs per 1,000 pop	4.2	5.7

While adding these new positions will increase the City's number of FTEs per 1,000 population, it will likely remain towards the lower end as compared to surveyed communities as the number of FTEs and residential population levels will grow over time.

Table 10: Current FTEs per 1,000 Population – Surveyed Cities

	North Bend	Snohomish	Port Townsend
FTEs	47.2	45	109.2
2019 Resid Pop	6,965	10,200	9,610
# FTEs per 1,000 pop	6.8	4.4	11.4

Source: WA State OFM Population data; at this writing 2020 population estimates not yet available.

III. SUMMARY

As the City's population increases and the demands upon its services becomes more diverse, it should take this opportunity to evaluate its current organizational structure and ensure its resources are efficiently aligned to meet the needs of the community. Included in the report appendix are the City's current city-wide organizational chart; organizational charts for the surveyed communities; and proposed long-term organizational and functional charts for the City of Stanwood, reflecting the suggested service level changes and the additional positions discussed above.

By making these changes, the City would be able to build organizational capacity through a series of reclassifications and strategically timed new positions to address the needs as identified in the WSU survey and the employee interviews. The updated organizational structure and staffing plan includes all positions and classifications. As the demand for levels of services changes, positions would be active or inactive. Funding for salary and benefits would be allocated and controlled by the biennial budget approved by the City Council.

Table 11: Proposed Overall Staffing Schedule

City of Stanwood - Organizational Staffing Schedule			
Position Title	Overall Staffing Schedule	May 2020	
		Active or Recruiting	Inactive or Vacant
City Administrator	1.00	1.00	0.00

Assistant to Administrator/Communications Specialist	1.00	1.00	0.00
Human Resource Manager	1.00	1.00	0.00
Administration	3.00	3.00	0.00
City Clerk	1.00	0.00	1.00
Deputy City Clerk I	1.00	1.00	0.00
City Clerk	2.00	1.00	1.00
Finance Director	1.00	0.00	1.00
Finance Manager	1.00	1.00	0.00
Senior Accountant	1.00	0.00	1.00
Accounting Specialist	2.00	1.00	1.00
Accounting Clerk	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	0.00
Finance	7.00	4.00	3.00
Economic Development & Marketing Coordinator	1.00	0.00	1.00
Economic Development	1.00	0.00	1.00
Community Development Director	1.00	1.00	0.00
Sr Planner	1.56	1.56	0.00
Planner	1.00	1.00	0.00
Associate Planner	1.00	0.00	1.00
GIS Technician	1.00	0.00	1.00
Building Official	1.00	1.00	0.00
Permit Specialist I	1.00	0.00	1.00
Code Enforcement Officer	1.00	0.00	1.00
Community Development	8.56	4.56	4.00
Police Records Clerk	2.00	2.00	0.00
Police Dept	2.00	2.00	0.00
Public Works Director	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	0.00
City Engineer/Capital Projects Manager	1.00	1.00	0.00
Engineering Technician	2.00	1.00	1.00
Public Works Superintendent	2.00	0.00	2.00
Public Works Lead	2.00	2.00	0.00
WWTP Lead	1.00	1.00	0.00
Public Works Tech I	2.00	2.00	0.00
Public Works Tech II	5.00	4.00	1.00
Public Works Tech III (OIT)	2.00	0.00	2.00
Water Treatment Plant Oper I	2.00	2.00	0.00
Water Treatment Plant Oper II	1.00	0.00	1.00
WWTP Operator I	1.00	1.00	0.00
WWTP Operator II	1.00	1.00	0.00
Public Works	24.00	17.00	7.00
Staffing Totals	47.56	31.56	16.00

Staffing Plan Implementation & Next Steps

The new staffing plan is designed to be flexible and allow the Mayor and City Administrator the ability to utilize approved positions within the adopted budgets for salaries and benefits in a more efficient manner. To implement, staff will bring a salary plan resolution to the City Council for consideration. Staffing changes are anticipated to position the City for long-term recovery from the COVID 19 Pandemic, so that we may invest in our local economy. We have talent and skills in our existing staff that will be best utilized in alternative positions, through reclassification, as well as desperately need to activate new positions to fill gaps needed to support the organization and strategic efforts for service delivery to the community.

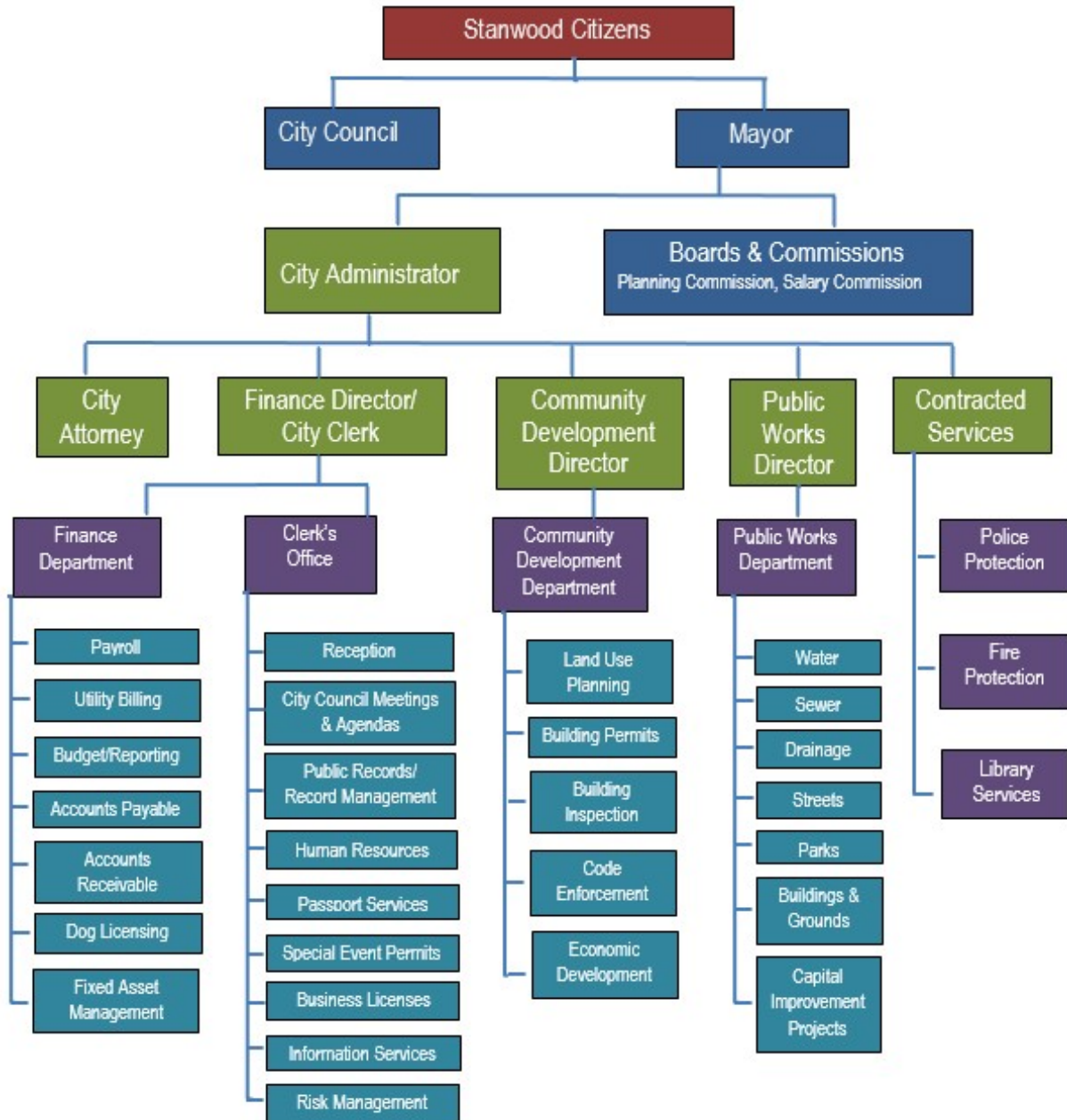
APPENDIX 1

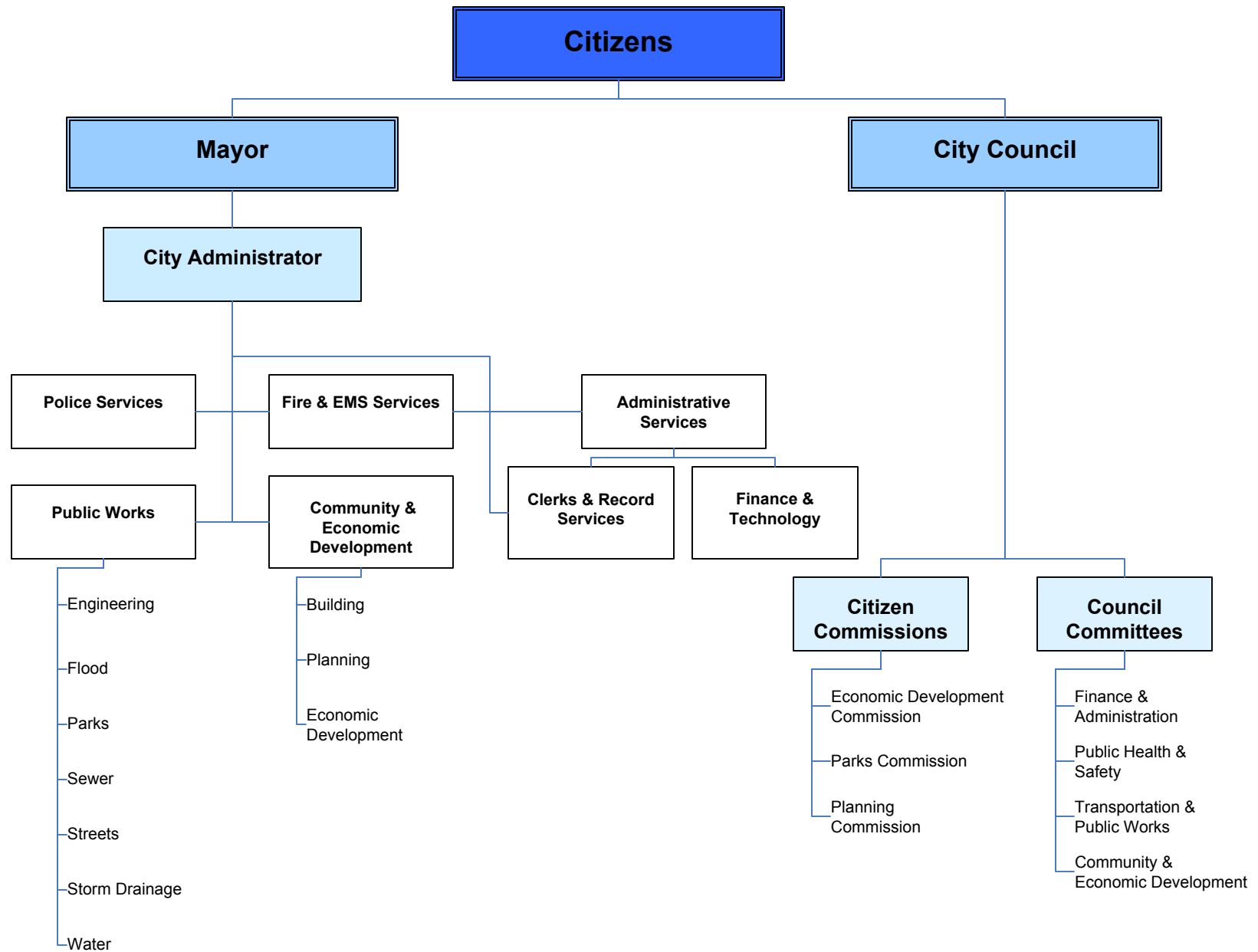
Current organizational charts

- City of Stanwood
- City of North Bend
- City of Port Townsend
- City of Snohomish

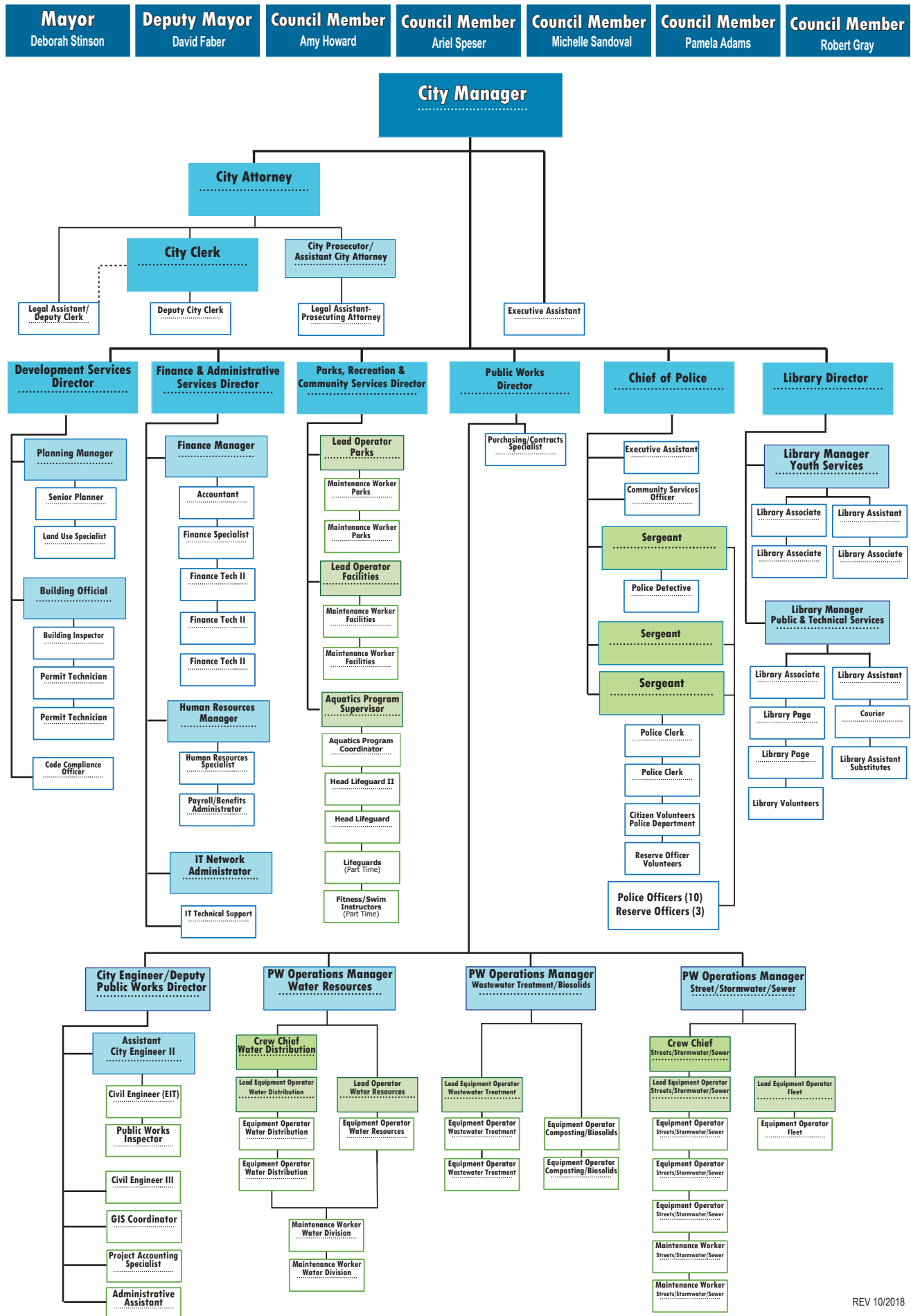
Source: excerpted from City budget documents

Organizational Chart



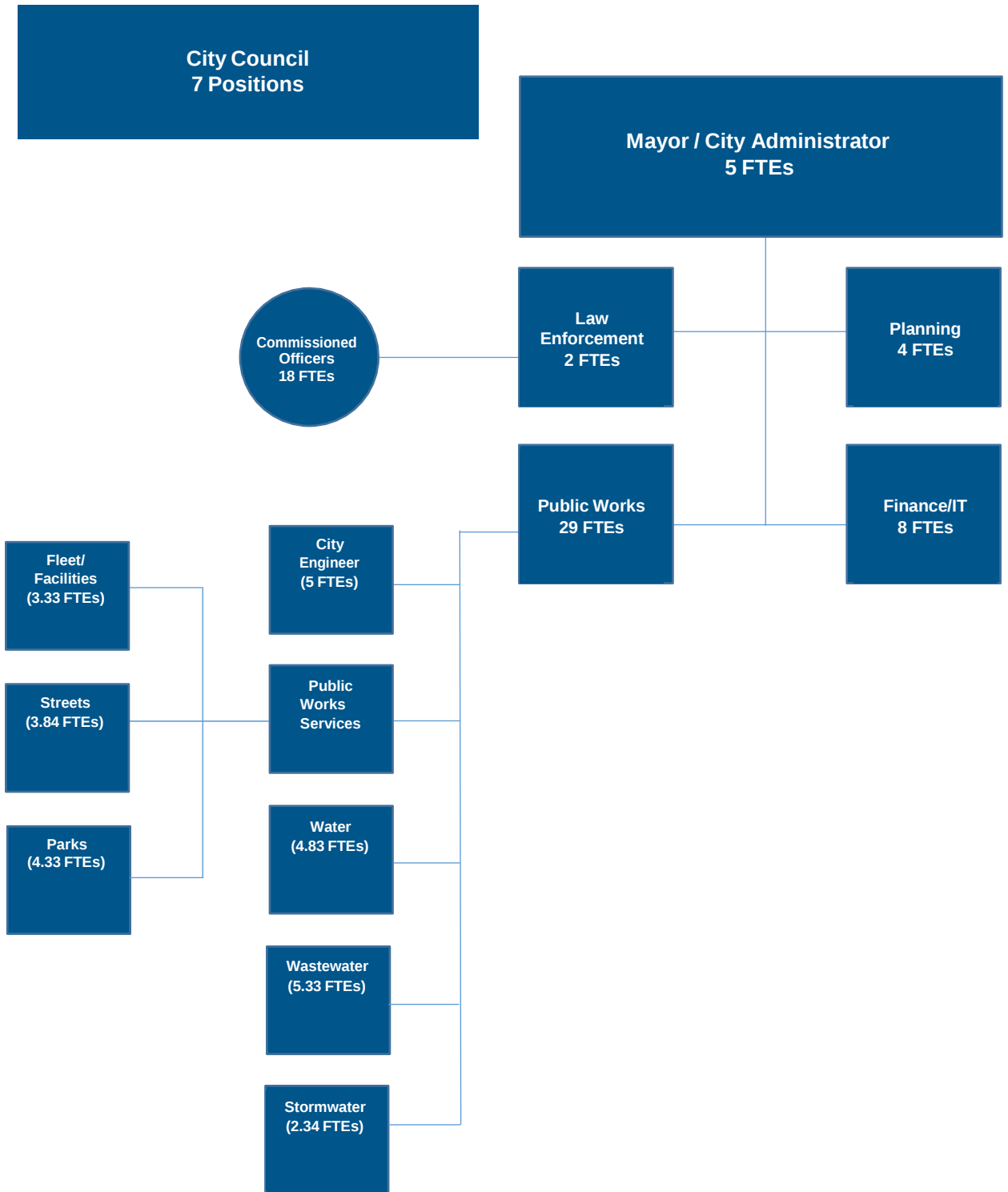


CITIZENS OF PORT TOWNSEND



City Organization Chart

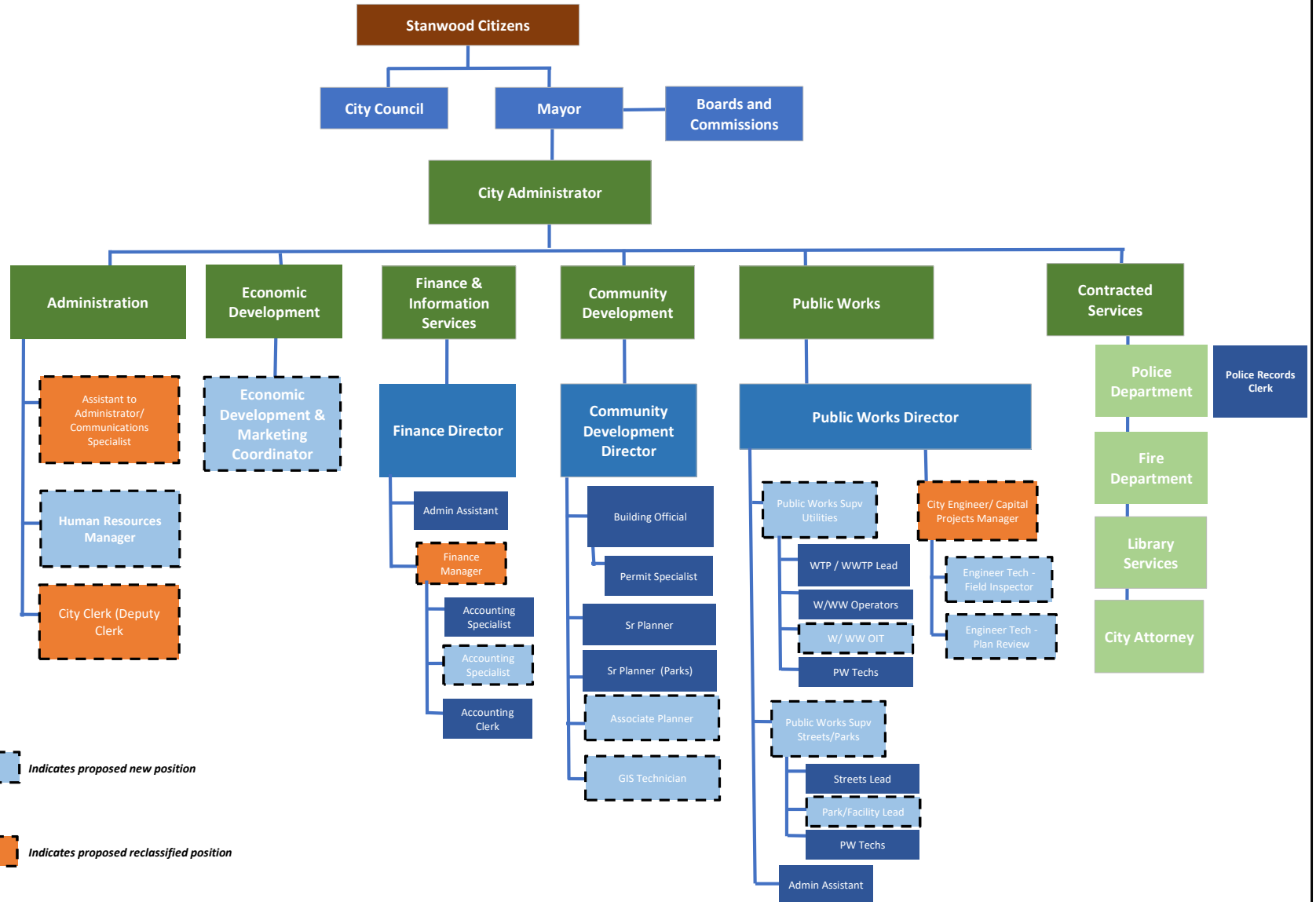
Citizens of the City of Snohomish



APPENDIX 2

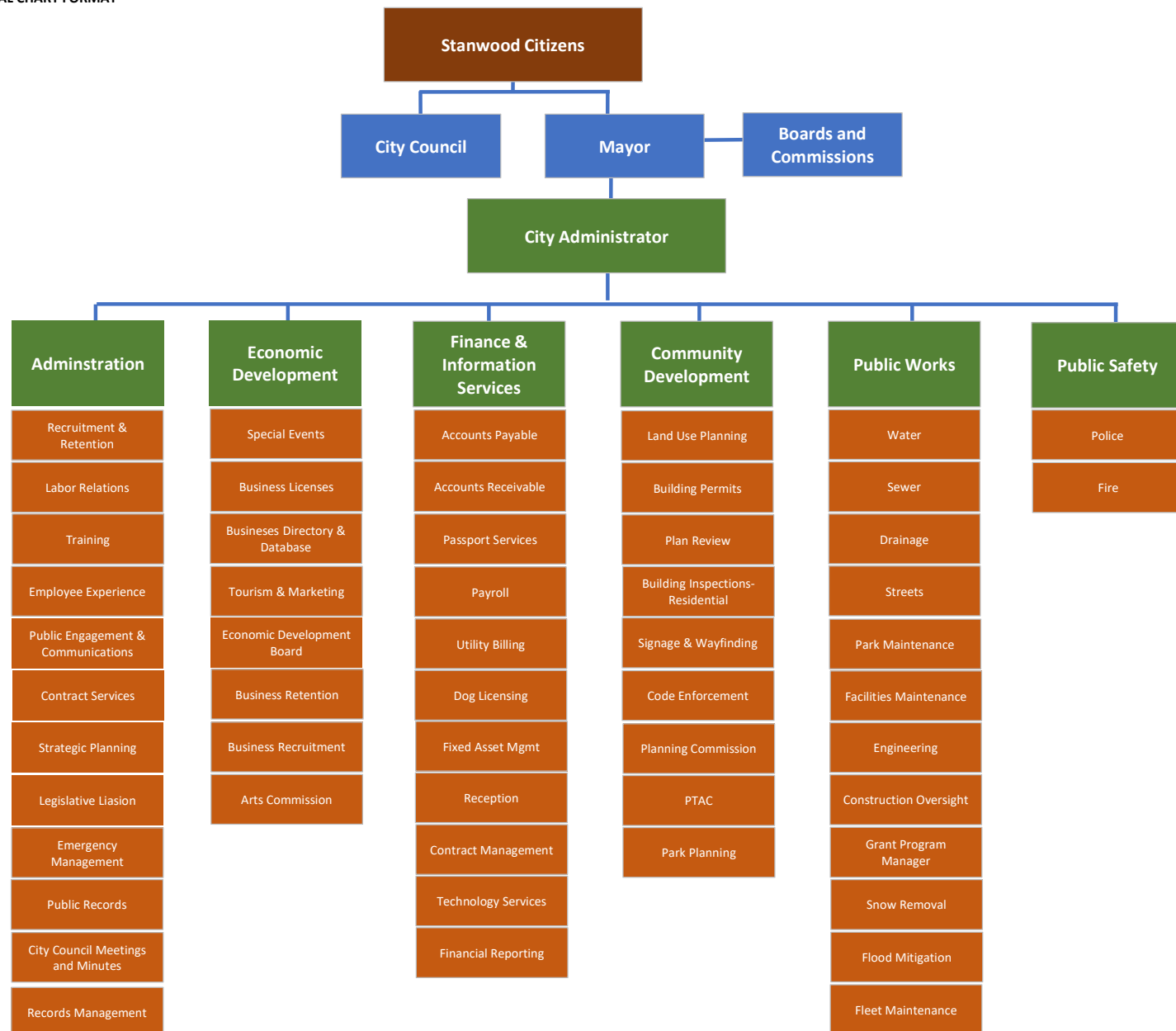
City of Stanwood revised long-term organizational and functional charts

ORGANIZATIONAL CHART FORMAT



April 17 2020

FUNCTIONAL ORGANIZATIONAL CHART FORMAT





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: June 11, 2020

SUBJECT: Authorize the Mayor to sign a task order with The Blueline Group, LLC to provide plans, specifications, and estimates (PS&E) for the 101st Ave. NW Reconstruction Project.

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Task Order

ISSUE

The issue in front of council is whether or not to authorize the Mayor to sign a task order with The Blueline Group, LLC to provide PS&E for the 101st Ave. NW Reconstruction Project.

SUMMARY STATEMENT

This project is planned to reconstruct 101st Ave. NW from a narrow, 2-lane road with gravel shoulders, intermittent sidewalks and a substandard drainage system, to a current standard city road with curb, gutter, sidewalks and drainage system.

DISCUSSION

In the wet months of each year, 101st Ave. NW and many adjacent properties have significant standing water and other related water issues. There are only sporadic sidewalk sections, so pedestrians need to walk in the roadway, including Stanwood Elementary students. This project will reconstruct the road to provide sidewalks on both sides and improve the drainage system for the connecting properties. 101st Ave. NW also serves as a potential future connection to Heritage Park from the west side of the newly acquired property to expand the park.

This project also contains a new walkway along 273rd Pl. NW to allow the many children that walk from Josephine's Childcare facility to Stanwood Elementary.

This project is for PS&E, however, grant funding will be sought throughout this process, including CDBG and Safe Routes to School.

FINANCIAL IMPACT

The contract amount is not to exceed \$309,980. There is \$250,000 budgeted in the drainage fund. The street capital improvement fund includes \$250,000 for a project that will not be completed this year. A budget amendment will be required.

COMMITTEE RECOMMENDATION

The public works committee supported this work and recommended bringing the contract to full Council.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a task order with The Blueline Group for the 101st Ave. NW reconstruction project.
2. Do not authorize the Mayor to sign a task order with The Blueline Group for the 101st Ave. NW reconstruction project and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH THE BLUELINE GROUP FOR THE 101ST AVE. NW RECONSTRUCTION PROJECT AND TO INCLUDE A TRANSFER-OUT FROM THE STREET CONSTRUCTION FUND TO THE DRAINAGE CONSTRUCTION FUND IN THE NEXT BUDGET AMENDMENT FOR 2020.

PER ON-CALL PROFESSIONAL SERVICES SUPPLEMENTAL AGREEMENT #2020-05
 (ON-CALL MASTER CONTRACT #2017-03)
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY)
AND BLUELINE GROUP, LLC (CONSULTANT)

APPROVED TASK ORDER

TASK ORDER: 2020-05.01

PROJECT NAME: 101st Ave NW Reconstruction

This shall constitute an approved Task Order pursuant to the Supplemental Agreement between CITY and CONSULTANT dated January 23, 2020 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:

BlueLine Group, LLC will provide professional engineering services for design plans, specifications, and estimates ("PS&E") for the 101st Ave NW Reconstruction Project ("Project") generally consisting of roadway construction and widening to two 10-foot wide lines with pedestrian sidewalks or paths on each side and parking on one side. The project will also include associated storm drainage improvements, water main replacement along portions of the alignment, and ADA-compliant ramps and walkways throughout. See Exhibit-A Scope of Work for project areas and more details. The following is a summary of tasks:

Tasks:

- Project Management
- Survey & Base Mapping
- Storm Drainage System Mapping
- Geotechnical Engineering Services
- Overall Preliminary Design
- 101st Ave NW PS&E
- 273rd PL NW PS&E
- 274th PL NW PS&E
- Unassigned Services Reserve

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of **\$310,000.00 (three hundred and ten thousand dollars and no cents)**, unless otherwise modified by CITY'S Public Works Director in a signed writing/subsequent Task Order Approval Form.

Performance of the services shall be subject to the terms and conditions contained in AGREEMENT.

Dated this **11th day of June, 2020**

CITY OF STANWOOD

BLUELINE GROUP, LLC

By: _____
 Leonard Kelley, Mayor

By: _____
 Ken Lauzen, PE

PROJECT DESCRIPTION

The Blueline Group, LLC (“Blueline”) will provide design plans, specifications, and estimates (“PS&E”) for the City of Stanwood’s 101st Ave NW Reconstruction Project (“Project”) generally consisting of roadway construction and widening to two 10-foot wide lines with pedestrian sidewalks or paths on each side and parking on one side. The project will also include associated storm drainage improvements, water main replacement along portions of the alignment, and ADA-compliant ramps and walkways throughout. The project areas, as identified by the City, include:

- **101st AVE NW:** Approximately 1,200 lineal feet along 101st Ave NW from the south side of intersection with 271st St NW to the intersection with 274th Pl NW. *This segment includes complete roadway construction and widening plus storm drainage improvements and water main replacement.*
- **274th PL NW:** Approximately 250 lineal feet along 274th Pl NW from the intersection with 101st Ave NW west to the intersection with 102nd Ave NW. *Available right-of-way may dictate the improvements on this segment, as the existing roadway is ~15’ of gravel.*
- **273rd PL NW:** Approximately 550 lineal feet along 273rd Pl NW from the intersection with 102nd Ave NW to the intersection with 100th Ave NW. *This segment includes creating a safe route to school path or sidewalk on one side, with no roadway reconstruction or widening.*

TASK SUMMARY

Task 001	PROJECT MANAGEMENT
Task 002	SURVEY & BASE MAPPING
Task 002A	STORM DRAINAGE SYSTEM MAPPING
Task 003	GEOTECHNICAL ENGINEERING SERVICES
Task 004	OVERALL PRELIMINARY DESIGN
Task 005	101 ST AVE NW PS&E
Task 006	273 RD PL NW PS&E
Task 007	274 TH PL NW PS&E
Task 008	UNASSIGNED SERVICES RESERVE

PROJECT SCHEDULE

Blueline shall begin work immediately upon Notice-to-Proceed from the City and proceed per the following general Project Schedule. This schedule is very flexible and can be adjusted as needed. Key dates include:

Notice to Proceed	late May 2020
Information Gathering, Survey, & Geotechnical Investigations.....	May/June 2020
Overall Preliminary Design	July 2020
60% Design Submittal.....	early September 2020
Project Walk-Through	September 2020
90% Design Submittal.....	November 2020
Final Design Submittal	January 2021
Bid and Award.....	February/March 2021
Construction Start	Spring 2021

SCOPE OF WORK

Blueline’s scope of work for the Project is as shown on the following pages.

Task 001 – PROJECT MANAGEMENT Fixed Fee: \$22,200

This task is for general coordination and meetings on the project, including coordination with the City, internal plan review/discussion meetings, subconsultant coordination, and in-house quality assurance. Blueline will prepare monthly invoices for work performed during the previous month. Included with the invoices will be pertinent backup materials and progress reports of the project to date.

Deliverables: *Monthly Invoices, Progress Reports.*

Task 002 – SURVEY & BASE MAPPING Fixed Fee: \$25,300

The Project area generally includes street surface and utility improvements in the areas graphically depicted in Exhibit B and described as follows:

- Mapping of 101st Ave NW from the intersection with 271st St NW, north to 274th PI NW.
- Mapping of 274th PI NW from the intersection with 101st Ave NW, west to and 50' in each direction of the intersection with 102nd Ave NW.
- Mapping of 274th PI NW from the intersection with 101st Ave NW, east along the unopened right of way to and 50' in each direction of the intersection with 100th Ave NW
- Mapping of 273rd PI NW from the intersection of 100th Ave NW, west to and 50' in each direction of the intersection with 102nd Ave NW.

Axis Survey and Mapping will prepare base mapping for the area specified in the Project Description above. AutoCad drawings will be prepared at a scale of 1"=20'. Services will include the following:

- Control survey in NAD 83/91 Horizontal Datum, with all elevations derived from and checked to NAVD 88 Vertical Datum.
- Obtain location of the following improvements with surface elevations: Edge of asphalt, curbing, sidewalks, and other surfaces, catch basins, culverts, sewer manholes, fire hydrants, valves and other utilities that are observable from surface exploration within the mapping area. Invert elevations of all observable storm drain and sanitary sewer pipes will be located.
- Delineate parcel lines within the above-described area as available from recorded plats and public records further compared to Snohomish County GIS Parcel lines.
- Set additional elevation benchmarks at either end of the project area and every 500-700' along the route.
- Locate significant trees as defined by City of Stanwood Municipal Code along the route and 10' outside the right-of-way.
- Contract with and coordinate services of private utility locate company Applied Professional Services Locates to ascertain conductible underground utility locations and utilize Ground Penetrating Radar (GPR) to locate any non-conductible utilities (such as existing PVC or AC water mains) within the mapping area. The cost of this service is included herein (\$4,400).
- Depict hard and soft surfaces on individual layers per accepted APWA standards.
- Show and dimension located topographic features and contours at 2' intervals.
- Show known utilities as provided by City of Stanwood records, research of available utility as-built records and as located by utility locators.

Deliverables: *AutoCad 2016 drawing file with point database and dtm files*

Assumptions: *The City will provide all necessary rights of entry into private property and notice to landowners along the route of mapping activity. The City will provide a copy of the notice to be presented to landowners by Axis Survey Crews.*

Task 002A – Storm Drainage System Mapping Fixed Fee: \$6,200

This additional Project area generally includes location of storm drainage features in the areas graphically depicted in Exhibit C and described as follows:

- 102nd Ave NW from the intersection with Lovers Rd, south to the intersection with 271st St NW.
- 271st St NW from the intersection with 102nd Ave NW, east to the intersection with 101st Ave NW.

Axis Survey and Mapping will prepare base mapping for the area specified in the Project Description above. AutoCad drawings will be prepared at a scale of 1"=20'. Services will include the following:

- Control survey in NAD 83/91 Horizontal Datum, with all elevations derived from and checked to NAVD 88 Vertical Datum.
- Obtain location and elevation of all available storm drainage structures with elevation, size and material type of the inverts.

Deliverables: *AutoCad 2016 drawing file with point database and dtm files*

Assumptions: *The City will provide all necessary rights of entry into private property and notice to landowners along the route of mapping activity. The City will provide a copy of the notice to be presented to landowners by Axis Survey Crews.*

Task 003 – GEOTECHNICAL ENGINEERING SERVICES Fixed Fee: \$31,400

HWA Geosciences (HWA) will provide the following geotechnical engineering services for the Project:

- Geotechnical Project Setup (See detail included in Exhibit D):
 - Project Setup.
 - Collect and Review Available Geotechnical Data.
- Geotechnical Field Exploration Program:
 - Coordinate and Plan the Geotechnical Exploration Field Work.
 - Generate Geotechnical Explorations Work Plan Memo.
 - Conduct Utility Locates.
 - Conduct Geotechnical Explorations (See detail included in Exhibit D):
 - Generate Boring Logs and Assign Laboratory Testing.
 - Groundwater Monitoring.
- Geotechnical Engineering Design Services (See detail included in Exhibit D):
 - Evaluate Geotechnical Explorations Field and Laboratory Data.
 - Geotechnical Engineering.
 - Project Coordination Meetings.
 - Prepare Geotechnical Engineering Report.
- Project Management (See detail included in Exhibit D):
 - Invoice Generation and Processing.
 - Geotechnical Task Management.

Deliverables: *Geotechnical Explorations Work Plan Memorandum
Draft and Final Geotechnical Engineering Report*

Assumptions: *The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will*

be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.

All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.

HWA will be responsible for all post drilling clean up.

No geotechnical data report or baseline report will be generated as part of this work.

No Phase 1 or Phase 2 Environmental Site Assessment will be completed by HWA.

All required street use permits will be provided by the City at no cost to HWA.

All geotechnical borings conducted through the pavement will be patched with quick setting cement. Saw cutting of the pavement or hot mix asphalt patches will not be required.

All Geotechnical Explorations will be completed during daylight hours.

The borehole locations will be surveyed by others.

The groundwater monitoring well will be decommissioned by the contractor during construction.

No uniform police officer will be required for traffic control implementation during the exploration program.

No stormwater infiltration analysis will be competed due to anticipated fine grained soils.

HWA will not be required to attend a project kick off meeting

HWA reserves the right to transfer hours and budget dollars between tasks, labor and direct costs within the overall budget, as necessary to satisfy project requirements.

Task 004 – OVERALL PRELIMINARY DESIGN..... Fixed Fee: \$40,000

Using the survey and geotechnical recommendations prepared in Tasks 002, 002A, and 003, Blueline will prepare an Overall Preliminary Design for the project. The services under this task will include:

- Attending an Initial Kick-off meeting with the city.
- Analyzing the right-of-way and existing improvements to provide proposed layout alternatives for City review. This will include evaluating intersections, sidewalk/path layout, parking configurations, drainage collection and improvements, existing trees, and the approximate project limits.
- Preparing initial water main replacement design (plan view only)
- Approximate project timeline for construction services.
- Engineers Estimate for the completion of all work areas.

Deliverables: Overall Preliminary Design Report.

Task 005 – 101ST AVE NW PS&E Fixed Fee: \$96,300

Blueline will provide the City with three stages of Design PS&E including:

- Meeting with the City to review the layout alternatives presented in Task 004.
- Conducting a site visit with the City to confirm the exact project locations and desired improvements.
- Plans prepared as follows:
 - Proposed improvements shown in plan and profile per City standards.

- Temporary erosion and sedimentation control plan, notes, and details as necessary.
- City standard details cross-referenced where applicable and specialized details developed as necessary.
- 22"x34" sheets with roughly an 18"x28" drawing area.
- 1"=20' horizontal scale and 1"=5' vertical scale.
- Technical specifications, including Proposal, Contract Forms, General Conditions, and Measurement and Payment in WSDOT format, using City-provided standard specifications when available.
- Engineer's Estimate of probable construction costs.
- 60%, 90%, and Final Design stage submittals.
- A project walk-through with the City after the 60% design submittal.
- Review of comments with City staff at each stage of design and incorporation of City comments into the subsequent submittal.

Deliverables: 60% PS&E (Hard copies or electronic copies, as specified by the City).

Design memo accompanying the submittal that outlines assumptions, questions, and recommendations (1 hard copy).

90% PS&E (Hard copies or electronic copies, as specified by the City).

Final PS&E (Hard copies or electronic copies, as specified by the City).

Assumptions: The PS&E for Tasks 004-006 will be one combined bid package.

Task 006 – 273RD PL NW PS&E Fixed Fee: \$32,000

Blueline will provide the City with three stages of Design PS&E including:

- Meeting with the City to review the layout alternatives presented in Task 004. (Held concurrently with Task 005.)
- Conducting a site visit with the City to confirm the exact project locations and desired improvements. (Held concurrently with Task 005.)
- Plans prepared as follows:
 - Proposed improvements shown in plan and profile per City standards.
 - Temporary erosion and sedimentation control plan, notes, and details as necessary.
 - City standard details cross-referenced where applicable and specialized details developed as necessary.
 - 22"x34" sheets with roughly an 18"x28" drawing area.
 - 1"=20' horizontal scale and 1"=5' vertical scale.
- Technical specifications, including Proposal, Contract Forms, General Conditions, and Measurement and Payment in WSDOT format, using City-provided standard specifications when available.
- Engineer's Estimate of probable construction costs.
- 60%, 90%, and Final Design stage submittals.
- A project walk-through with the City after the 60% design submittal.
- Review of comments with City staff at each stage of design and incorporation of City comments into the subsequent submittal.

Deliverables: 60% PS&E (Hard copies or electronic copies, as specified by the City).

Design memo accompanying the submittal that outlines assumptions, questions, and recommendations (1 hard copy).

90% PS&E (Hard copies or electronic copies, as specified by the City).

Final PS&E (Hard copies or electronic copies, as specified by the City).

Assumptions: *The PS&E for Tasks 004-006 will be one combined bid package.*

Task 007 – 274TH PL NW PS&E Fixed Fee: \$26,600

Blueline will provide the City with three stages of Design PS&E including:

- Meeting with the City to review the layout alternatives presented in Task 004. (Held concurrently with Task 005.)
- Conducting a site visit with the City to confirm the exact project locations and desired improvements. (Held concurrently with Task 005.)
- Plans prepared as follows:
 - Proposed improvements shown in plan and profile per City standards.
 - Temporary erosion and sedimentation control plan, notes, and details as necessary.
 - City standard details cross-referenced where applicable and specialized details developed as necessary.
 - 22"x34" sheets with roughly an 18"x28" drawing area.
 - 1"=20' horizontal scale and 1"=5' vertical scale.
- Technical specifications, including Proposal, Contract Forms, General Conditions, and Measurement and Payment in WSDOT format, using City-provided standard specifications when available.
- Engineer's Estimate of probable construction costs.
- 60%, 90%, and Final Design stage submittals.
- A project walk-through with the City after the 60% design submittal.
- Review of comments with City staff at each stage of design and incorporation of City comments into the subsequent submittal.

Deliverables: *60% PS&E (Hard copies or electronic copies, as specified by the City).*

Design memo accompanying the submittal that outlines assumptions, questions, and recommendations (1 hard copy).

90% PS&E (Hard copies or electronic copies, as specified by the City).

Final PS&E (Hard copies or electronic copies, as specified by the City).

Assumptions: *The PS&E for Tasks 004-006 will be one combined bid package.*

Task 008 – UNASSIGNED SERVICES RESERVE Hourly Not to Exceed: \$28,000

This task provides for unanticipated services deemed to be necessary during the course of the Project that are not specifically identified in the scope of work tasks defined above. Any additional work or funds under this item are not to be used unless explicitly authorized by the City.

Deliverables: *None yet identified.*

GENERAL ASSUMPTIONS & NOTES

- Scope and fees outlined above are based on the following information (any changes to these documents may result in changes to the fees):
 - Email correspondence with the City of Stanwood in April 2020.
 - Site visit with the City on April 20, 2020.
 - Background information provided by the City of Stanwood.
- This scope and fee proposal assumes that all three project segments included in the Project Description above are designed concurrently, as one set of contract documents. A separate fee proposal – or the Unassigned Services Reserve task if authorized by the City – may be needed for separate bid sets of contract documents.
- This proposal does not include any of the following:
 - ROW acquisition or offsite easements.
 - Drainage calculations or Drainage report.
 - Environmental Evaluation or Assessments, SEPA, NPDES, or SWPPP (not anticipated necessary).
 - Sanitary sewer or gas main replacement/improvements.
 - Dry Utility or Gas design or coordination.
 - Power pole relocation coordination.
 - Traffic Engineering or a Traffic Control Plan.
 - Grading permit.
 - Community Involvement, Bidding Assistance, or Construction Administration, Staking, or Inspection Services (a separate fee proposal can be provided upon request).
- Agency fees (if any) are not included as part of the fees outlined above.
- The fees stated above do not include reimbursable expenses such as large format copies (larger than letter/legal size), mileage, and plots. These items will be billed under a separate task called Expenses. **Estimate: \$2,000.**
- Project stops/starts and significant changes to the Project Schedule may result in changes to the fees provided above and a separate fee proposal will be provided.
- These fees stated above are valid if accepted within 30 days of the date of the proposal.
- Client Revisions requested after the work is completed will be billed as Time and Expense under a new task called **Client Requested Revisions**. A fee estimate can be provided to the Client prior to proceeding with the revisions.
- If the Client requests Blueline's assistance with any public records request, including without limitation providing copies of documents and communications, Client will pay Blueline's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task and will be in addition to the maximum or total fees and costs stated in the agreement to which this scope of work as attached.
- Blueline reserves the right to move funds between approved Tasks 001–007 as necessary based on approved scope of work provided the overall budget of Tasks 001–007 is not exceeded. City Project Manager will be notified if funds are shifted.

EXHIBIT B
AXIS' Stanwood – 101st Ave NW & 273rd PI NW – Mapping Area

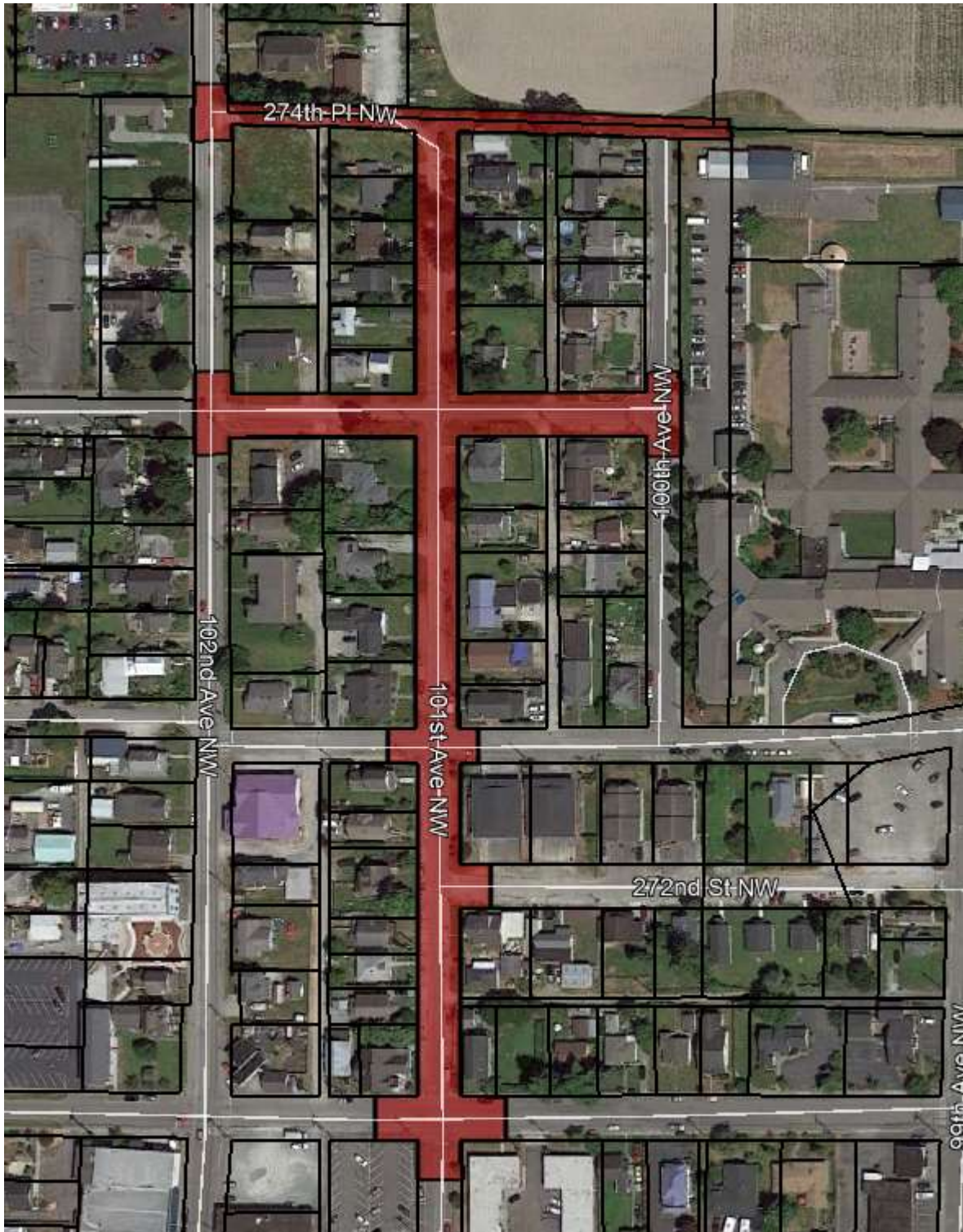


EXHIBIT C
AXIS' Stanwood – 102nd Ave NW & 271st St NW – Storm Drainage System Mapping



April 29, 2020
HWA Project No. 2020-P056-21

Blueline
25 Central Way
Suite 400
Kirkland, Washington 98033

Attention: Ken Lauzen, P.E.

Subject: **Geotechnical Engineering Scope of Work
101st Avenue NW Reconstruction
Stanwood, Washington**

Dear Ken:

As requested, HWA GeoSciences Inc. (HWA) is pleased to present this proposed scope and budget for geotechnical services associated with the 101st Avenue NW Reconstruction project in Stanwood, Washington. This scope of work is based on our understanding of the project and our conversations with Blueline.

PROJECT UNDERSTANDING

It is our understanding that the City of Stanwood plans to complete roadway and utility improvements along 101st Avenue from 271st St NW to 102nd Ave NW (following 274th Pl NW around at the north) and 273rd Pl NW from 102nd Ave NW to 100th Ave NW. Based on our understanding of the project objectives, HWA proposes the following geotechnical engineering services scope of work for the project.

GEOTECHNICAL SERVICES SCOPE

The proposed work will include the following tasks:

Geotechnical Project Setup:

- **Project Setup:** HWA will initiate the project and set up billing information in support of invoicing throughout the project.
- **Collect and Review Available Geotechnical Data:** HWA will review readily available geotechnical information along the project corridor. This review will include online geotechnical databases, geologic maps and HWA library.

Geotechnical Field Exploration Program:

- **Coordinate and Plan the Geotechnical Exploration Field Work:** HWA will plan and coordinate with the City, design team, and subcontractors to conduct one day of geotechnical explorations in support of the design and construction of the project.
- **Generate Geotechnical Explorations Work Plan Memo:** HWA will prepare a Geotechnical Work Plan Memorandum for the proposed exploration work consisting of one day of geotechnical drilling. HWA anticipates drilling five to six borings to a depth of 10 to 15 feet below ground surface during one day of drilling. The work plan will be submitted to the design team and the City for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plan will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations. We assume the City and/or Blueline in support of this project, will acquire and provide any required permits or right of entries at no cost to HWA.
- **Conduct Utility Locates:** Once prior to finalizing exploration plans and once prior to conducting our field exploration program, HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA may be required to make an additional site visit to mark and verify the proposed drilling locations if the initial utility locate tickets are expired prior to mobilizing the drilling equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of boring locations from any buried utilities.
- **Conduct Geotechnical Explorations:** HWA will conduct one day of geotechnical explorations consisting of drilling five to six geotechnical borings to depth of 10 to 15 feet below ground surface along the project alignment to assess the subsurface soil and groundwater conditions. HWA anticipates conducting the proposed explorations will require traffic control measures consisting of single lane closure with alternating flagger controlled one-way traffic. One boring will constructed as a groundwater monitoring well. A groundwater monitoring transducer will be installed within the well to collect groundwater levels every 30 minutes.
- **Generate Boring Logs and Assign Laboratory Testing:** HWA will prepare summary boring logs and perform laboratory testing to evaluate relevant physical properties of the soils encountered in our explorations.
- **Groundwater Monitoring:** HWA will make up to two site visits to download groundwater data from the transducer. This data will be plotted to provide perspective contractors with anticipated groundwater levels.

Geotechnical Engineering Design Services:

- **Evaluate Geotechnical Explorations Field and Laboratory Data:** Based on the borings and the laboratory test results of selected samples, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
- **Geotechnical Engineering:** HWA will evaluate the surface features and available subsurface data for the corridor to provide general geotechnical engineering recommendations including utility subgrade recommendations, roadway base stabilization, and pavement design. HWA assumes that a robust subgrade aggregate section will be required to address anticipated soft subgrade soils.
- **Project Coordination Meetings:** HWA will participate in up to one (1) project coordination meeting at the City of Stanwood Offices.
- **Prepare Geotechnical Engineering Report:** HWA will prepare a draft geotechnical report for the project. This report will include descriptions of the site reconnaissance, geotechnical explorations, maps showing the location of existing subsurface data, and generalized geotechnical recommendations. This report will be finalized upon receiving review comments.

Project Management

- **Invoice Generation and Processing:** HWA will prepare monthly invoices, and progress reports for the duration of the design phase of the project.
- **Geotechnical Task Management:** HWA will provide task management to all geotechnical related aspects of the project. HWA will correspond with the City and the design team in the form of meetings, emails, fax, and telephone calls, as necessary.

ASSUMPTIONS

- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- HWA will be responsible for all post drilling clean up.

- No geotechnical data report or baseline report will be generated as part of this work.
- No Phase 1 or Phase 2 Environmental Site Assessment will be completed by HWA.
- All required street use permits will be provided by the City at no cost to HWA.
- All geotechnical borings conducted through the pavement will be patched with quick setting cement. Saw cutting of the pavement or hot mix asphalt patches will not be required.
- All Geotechnical Explorations will be completed during daylight hours.
- The borehole locations will be surveyed by others.
- The groundwater monitoring well will be decommissioned by the contractor during construction.
- No uniform police officer will be required for traffic control implementation during the exploration program.
- No stormwater infiltration analysis will be completed due to anticipated fine grained soils.
- HWA will not be required to attend a project kick off meeting
- HWA reserves the right to transfer hours and budget dollars between tasks, labor and direct costs within the overall budget, as necessary to satisfy project requirements.

DELIVERABLES

- Geotechnical Explorations Work Plan Memorandum
- Draft and Final Geotechnical Engineering Report



We appreciate the opportunity to provide geotechnical services on this project. Please feel free to call if you have any questions or need additional information.

Sincerely,

HWA GEOSCIENCES INC.

A handwritten signature in black ink that reads "Donald J. Huling". The signature is written in a cursive, flowing style.

Donald J. Huling, P.E.
Geotechnical Engineer, Principal

Exhibit A to the City of Stanwood Agreement for Services
between The City of Stanwood and The Blueline Group, LLC
for the 101st Ave NW Reconstruction Project dated May 1, 2020

City of Stanwood - 101st Ave NW Reconstruction Project

Job Number: 20-133
Date: May 1, 2020

Prepared By: Kai Pope / Ken Lauzen
Checked By: Rob Dahn

Task #	Task Description	Project Manager		Project Engineer		Engineer		Engineering Designer				
		\$188/hr		\$178/hr		\$158/hr		\$146/hr		Total Hours	Total Cost	Total Cost (Rounded)
		Hours	\$	Hours	\$	Hours	\$	Hours	\$			
001	Project Management	80	\$ 15,040	40	\$ 7,120	0	\$ -	0	\$ -	120	\$ 22,160	\$ 22,200
002	Survey & Base Mapping										\$ 25,300	\$ 25,300
002A	Storm Drainage System Mapping										\$ 6,210	\$ 6,200
003	Geotechnical Engineering Services										\$ 31,400	\$ 31,400
004	Overall Preliminary Design	30	\$ 5,640	74	\$ 13,172	60	\$ 9,480	80	\$ 11,680	244	\$ 39,972	\$ 40,000
005	101st Ave NW PS&E	86	\$ 16,168	150	\$ 26,700	172	\$ 27,176	180	\$ 26,280	588	\$ 96,324	\$ 96,300
006	273rd PI NW PS&E	22	\$ 4,136	46	\$ 8,188	80	\$ 12,640	48	\$ 7,008	196	\$ 31,972	\$ 32,000
007	274th PI NW PS&E	24	\$ 4,512	38	\$ 6,764	64	\$ 10,112	36	\$ 5,256	162	\$ 26,644	\$ 26,600
008	Unassigned Services Reserve										\$ 27,998	\$ 28,000
	Expenses										\$ 2,000	\$ 2,000
TOTAL		242	\$ 45,496	348	\$ 61,944	376	\$ 59,408	344	\$ 50,224	1310	\$ 309,980	\$ 310,000

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for the 101st Ave NW Reconstruction Project dated May 1, 2020

City of Stanwood - 101st Ave NW Reconstruction Project

001 Project Management		Project Manager		Project Engineer		Engineer		Engineering Designer			
Item #	Description	\$188/hr		\$178/hr		\$158/hr		\$146/hr		TOTAL	TOTAL
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE
1	Project Meetings	40.0	\$ 7,520	20.0	\$ 3,560	0.0	\$ -	0.0	\$ -	60.0	\$ 11,080
2	Monthly Invoices / Progress Reports	12.0	\$ 2,256	0.0	\$ -	0.0	\$ -	0.0	\$ -	12.0	\$ 2,256
3	QA /QC	20.0	\$ 3,760	0.0	\$ -	0.0	\$ -	0.0	\$ -	20.0	\$ 3,760
4	General Project Coordination	4.0	\$ 752	10.0	\$ 1,780	0.0	\$ -	0.0	\$ -	14.0	\$ 2,532
5	Subconsultant Coordination	4.0	\$ 752	10.0	\$ 1,780	0.0	\$ -	0.0	\$ -	14.0	\$ 2,532
Total		80.0	\$ 15,040	40.0	\$ 7,120	0.0	\$ -	0.0	\$ -	120.0	\$ 22,160
001 Fixed Fee										\$ 22,200	

002 Survey & Base Mapping				Total Cost (Per Axis)	Blueline Markup		
Item #	Description				15%		TOTAL
				Fixed Fee	Lump Sum		FEE
1	Survey & Base Mapping			\$ 22,000	\$ 3,300		\$ 25,300
Total							\$ 25,300
002 Fixed Fee							\$ 25,300

002A Storm Drainage System Mapping				Total Cost (Per Axis)	Blueline Markup		
Item #	Description				15%		TOTAL
				Fixed Fee	Lump Sum		FEE
1	Survey & Base Mapping			\$ 5,400	\$ 810		\$ 6,210
Total							\$ 6,210
002A Fixed Fee							\$ 6,200

Exhibit A to the City of Stanwood Agreement for Services
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for the 101st Ave NW Reconstruction Project dated May 1, 2020

City of Stanwood - 101st Ave NW Reconstruction Project						
003 Geotechnical Engineering Services				Total Cost (Per HWA)	Blueline Markup	
Item #	Description				15%	TOTAL
				Fixed Fee	Lump Sum	FEE
1	Geotechnical Services			\$ 27,332	\$ 4,100	\$ 31,432
						\$ -
Total						\$ 31,432
003 Fixed Fee						\$ 31,400

004 Overall Preliminary Design		Project Manager		Project Engineer		Engineer		Engineering Designer			
Item #	Description	\$188/hr		\$178/hr		\$158/hr		\$146/hr		TOTAL	TOTAL
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE
1	Kick-off Meeting, including prep and follow up	8.0	\$ 1,504	6.0	\$ 1,068	4.0	\$ 632	4.0	\$ 584	22.0	\$ 3,788
2	Preliminary Roadway Layout and Analysis	16.0	\$ 3,008	36.0	\$ 6,408	24.0	\$ 3,792	60.0	\$ 8,760	136.0	\$ 21,968
3	Preliminary Water Main Design	2.0	\$ 376	12.0	\$ 2,136	8.0	\$ 1,264	12.0	\$ 1,752	34.0	\$ 5,528
4	Preliminary Engineers Estimate	2.0	\$ 376	8.0	\$ 1,424	16.0	\$ 2,528	2.0	\$ 292	28.0	\$ 4,620
5	Preliminary Design Report	2.0	\$ 376	12.0	\$ 2,136	8.0	\$ 1,264	2.0	\$ 292	24.0	\$ 4,068
Total		30.0	\$ 5,640	74.0	\$ 13,172	60.0	\$ 9,480	80.0	\$ 11,680	244.0	\$ 39,972
004 Fixed Fee											\$ 40,000

005 101st Ave NW PS&E		Project Manager		Project Engineer		Engineer		Engineering Designer			
Item #	Description	\$188/hr		\$178/hr		\$158/hr		\$146/hr		TOTAL	TOTAL
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE
1	60% Plans	24.0	\$ 4,512	36.0	\$ 6,408	24.0	\$ 3,792	72.0	\$ 10,512	156.0	\$ 25,224
2	60% Specifications	4.0	\$ 752	16.0	\$ 2,848	16.0	\$ 2,528	0.0	\$ -	36.0	\$ 6,128
3	60% Estimates	4.0	\$ 752	16.0	\$ 2,848	32.0	\$ 5,056	0.0	\$ -	52.0	\$ 8,656
4	60% Walk-Through, including prep and follow up	6.0	\$ 1,128	6.0	\$ 1,068	2.0	\$ 316	0.0	\$ -	14.0	\$ 2,512
5	90% Plans	20.0	\$ 3,760	32.0	\$ 5,696	16.0	\$ 2,528	60.0	\$ 8,760	128.0	\$ 20,744
6	90% Specifications	4.0	\$ 752	8.0	\$ 1,424	16.0	\$ 2,528	0.0	\$ -	28.0	\$ 4,704
7	90% Estimates	4.0	\$ 752	6.0	\$ 1,068	12.0	\$ 1,896	0.0	\$ -	22.0	\$ 3,716
8	Final Plans	16.0	\$ 3,008	16.0	\$ 2,848	32.0	\$ 5,056	48.0	\$ 7,008	112.0	\$ 17,920
9	Final Specifications	2.0	\$ 376	6.0	\$ 1,068	12.0	\$ 1,896	0.0	\$ -	20.0	\$ 3,340
10	Final Estimates	2.0	\$ 376	8.0	\$ 1,424	10.0	\$ 1,580	0.0	\$ -	20.0	\$ 3,380
Total		86.0	\$ 16,168	150.0	\$ 26,700	172.0	\$ 27,176	180.0	\$ 26,280	588.0	\$ 96,324
005 Fixed Fee											\$ 96,300

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City of Stanwood - 101st Ave NW Reconstruction Project

006 273rd PI NW PS&E		Project Manager		Project Engineer		Engineer		Engineering Designer			
Item #	Description	\$188/hr		\$178/hr		\$158/hr		\$146/hr		TOTAL	TOTAL
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE
1	60% Plans	4.0	\$ 752	12.0	\$ 2,136	24.0	\$ 3,792	24.0	\$ 3,504	64.0	\$ 10,184
2	60% Specifications	2.0	\$ 376	4.0	\$ 712	6.0	\$ 948	0.0	\$ -	12.0	\$ 2,036
3	60% Estimates	2.0	\$ 376	4.0	\$ 712	6.0	\$ 948	0.0	\$ -	12.0	\$ 2,036
4	60% Walk-Through, including prep and follow up	2.0	\$ 376	2.0	\$ 356	0.0	\$ -	0.0	\$ -	4.0	\$ 732
5	90% Plans	4.0	\$ 752	8.0	\$ 1,424	16.0	\$ 2,528	16.0	\$ 2,336	44.0	\$ 7,040
6	90% Specifications	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
7	90% Estimates	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
8	Final Plans	4.0	\$ 752	8.0	\$ 1,424	12.0	\$ 1,896	8.0	\$ 1,168	32.0	\$ 5,240
9	Final Specifications	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
10	Final Estimates	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
Total		22.0	\$ 4,136	46.0	\$ 8,188	80.0	\$ 12,640	48.0	\$ 7,008	196.0	\$ 31,972
006 Fixed Fee										\$ 32,000	

007 274th PI NW PS&E		Project Manager		Project Engineer		Engineer		Engineering Designer			
Item #	Description	\$188/hr		\$178/hr		\$158/hr		\$146/hr		TOTAL	TOTAL
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE
1	60% Plans	8.0	\$ 1,504	10.0	\$ 1,780	16.0	\$ 2,528	16.0	\$ 2,336	50.0	\$ 8,148
2	60% Specifications	2.0	\$ 376	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	8.0	\$ 1,364
3	60% Estimates	2.0	\$ 376	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	8.0	\$ 1,364
4	60% Walk-Through, including prep and follow up	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -
5	90% Plans	4.0	\$ 752	8.0	\$ 1,424	12.0	\$ 1,896	12.0	\$ 1,752	36.0	\$ 5,824
6	90% Specifications	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
7	90% Estimates	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
8	Final Plans	4.0	\$ 752	8.0	\$ 1,424	12.0	\$ 1,896	8.0	\$ 1,168	32.0	\$ 5,240
9	Final Specifications	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
10	Final Estimates	1.0	\$ 188	2.0	\$ 356	4.0	\$ 632	0.0	\$ -	7.0	\$ 1,176
Total		24.0	\$ 4,512	38.0	\$ 6,764	64.0	\$ 10,112	36.0	\$ 5,256	\$ 162	\$ 26,644
007 Fixed Fee										\$ 26,600	

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City of Stanwood - 101st Ave NW Reconstruction Project

008Unassigned Services Reserve					Total Cost (10% of 001-007)		
Item #	Description				10%		TOTAL FEE
					As Needed		
1	Unassigned Services Reserve				\$27,998		\$27,998
Total					\$27,998		\$27,998
					008 NTE	\$28,000	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: June 11, 2020

SUBJECT: Authorize the Mayor to approve the SR 532 Flood Berm/Stanwood Port Susan Trail-Phase 1 Change Order for Fencing and Hand Rail

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A. Hand Rail Detail

ISSUE

The issue in front of council is whether or not to authorize the Mayor to approve the SR 532 Flood Berm/Stanwood Port Susan Trail-Phase 1 Change Order to replace the chain link fence with a decorative fencing and hand rail system.

DISCUSSION

The Stanwood Port Susan Trail portion of this project was designed and bid with a black, four foot chain link fence for pedestrian protection. This project is the first phase of a much larger Stanwood-Port Susan Trail project. It will also be the most visible section, since it is directly adjacent to SR 532. Discussion regarding the aesthetics of chain link fencing along the city's trail system, prompted staff to request a quote from the contractor for decorative fencing and hand rail. The quote is for an additional \$88,716 over the cost of the chain link fencing.

The Stanwood Port Susan Trail will extend around the Wastewater Treatment Plant, to Hamilton Park, then to Ovenell Park, and then around to Heritage Park, creating a loop trail around town. This project is the first phase of this system and also the most visible to the public. Thought needs to be given to what we want this trail system to look like.

FINANCIAL IMPACT

The engineer's estimate was \$882,000 and the awarded contract to Faber Construction was for \$782,783. The overall project budget is \$900,000. If this change is approved, it will fit within the project budget, therefore a budget amendment will not be required.

The total for this change order is \$88,716. The contract amount is for \$782,783. This would bring the contract amount to \$871,499, under the budgeted amount of \$900,000.

COMMITTEE RECOMMENDATION

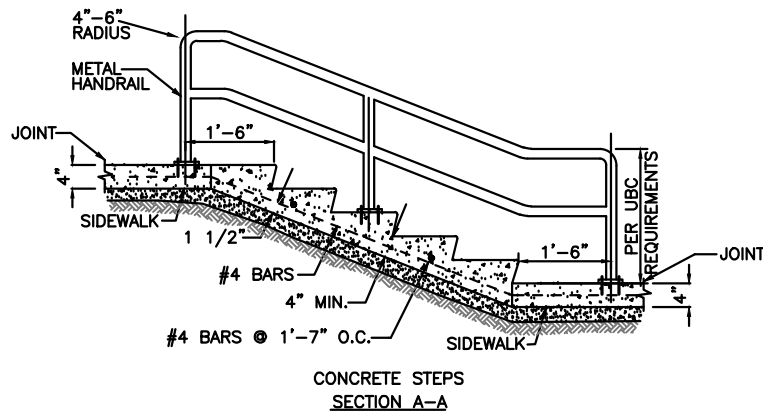
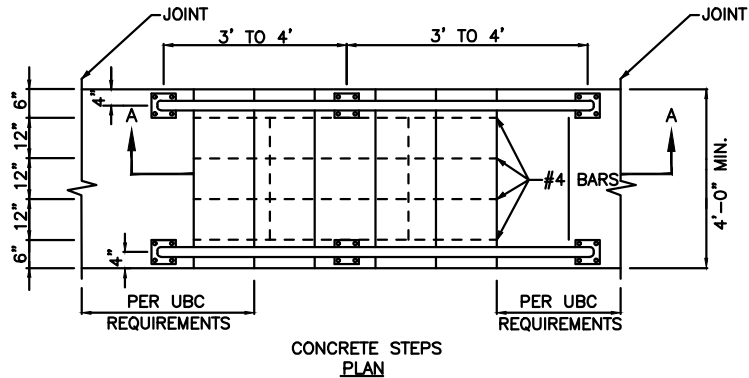
The public works committee was informed of the change order and recommended bringing this to full council for discussion.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to approve a change order with Faber Construction, not to exceed \$88,716.
2. Do not authorize the Mayor to approve a change order with Faber Construction, not to exceed \$88,716 and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO APPROVE A CHANGE ORDER WITH FABER CONSTRUCTION, NOT TO EXCEED \$88,716.

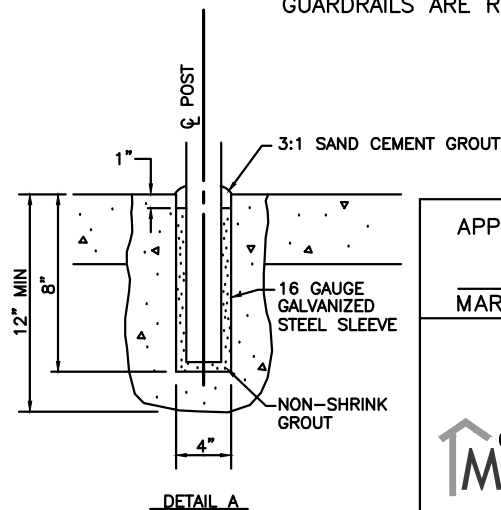
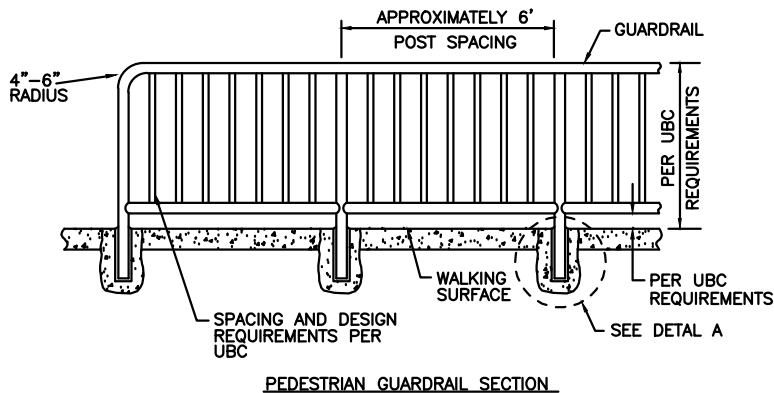


NOTES FOR CONCRETE STEPS:

1. CONCRETE: CEMENT CONCRETE CLASS 3000.
2. ALL STEPS: PER UBC REQUIREMENTS.
3. RISERS: PER UBC REQUIREMENTS.
4. TREADS: PER UBC REQUIREMENTS.
5. LOCATION OF METAL HANDRAIL AND GUARDRAIL PER UBC REQUIREMENTS, SEE NOTES BELOW.
6. REINFORCING BARS SHALL MEET THE REQUIREMENTS OF ASTM A-615, GRADE 60.
7. SEE UBC SEC. 3306.
8. MAX. VERTICAL DISTANCE BETWEEN LANDINGS PER UBC REQUIREMENTS.

NOTES FOR HANDRAILS AND PEDESTRIAN GUARDRAILS:

1. GALVANIZED STEEL OR ALUMINUM.
2. ROUND OR OVAL PIPE, SIZE PER UBC REQUIREMENTS.
3. WELDED, WITH SMOOTH SURFACE AND JOINTS.
4. POSTS SET IN CLASS 3000 CONCRETE A MINIMUM OF 8".
5. SEE UBC SEC. 3306.
6. GALVANIZED STEEL OR ALUMINUM GUARDRAILS WHEN GUARDRAILS ARE REQUIRED BY UBC.



APPROVED BY

MARYSVILLE CITY ENGINEER

12/28/16

DATE

CONCRETE STEPS, METAL HANDRAIL, & GUARDRAIL



STANDARD PLAN 501-006