

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 14, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 14, 2021 – 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. **PRESENTATION**
 - a. New Employees and Promotions
5. **CITIZEN COMMENTS**

Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
6. **STAFF REPORTS**
 - a. Police Compstat Report – November, 2020 5-1
 - b. Small Works Roster Project Report 5-6
7. **COMMITTEE REPORTS**
 - a. Community Development Committee Meeting Minutes- November 12, 2020 7-1
 - b. Community Development Committee Meeting Minutes- December 01, 2020 7-4
 - c. Economic Development Board Meeting Minutes – November 20, 2020 7-8
 - d. Finance Committee Meeting Minutes – December 01, 2020 7-15
 - e. Planning Commission Meeting Minutes – November 16, 2020 7-17
8. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 8-1
 - b. Approve December 10, 2020 Regular Meeting Minutes 8-11
 - c. Appointment of Economic Development Board Members 8-19
 - d. Appointment of New Planning Commissioner 8-25
 - e. Snohomish County Board of Health Appointment 8-29
 - f. Authorize the Mayor to Approve Final Acceptance of the 297 Reservoir Project 8-36
9. **PUBLIC HEARING**

Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting by, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/Council-Meeting-Public-Hearing-Public-Co-69>

 - a. 2018 International Building and Fire Codes 9-1
 - i. Receive Public Comment on the Proposed Ordinance
 - ii. First Reading of Ordinance 1494
10. **NEW BUSINESS**
 - a. Resolution 2021-01 SR 532 Renaming/Dedication 10-1
 - b. Authorize the Mayor to Sign the Jail Services ILA 10-5
 - c. Authorize the Mayor to Sign the Snohomish Health District ILA 10-21
11. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
12. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
13. **ADJOURN TO EXECUTIVE SESSION TO DISCUSS POTENTIAL OR PENDING LITIGATION, RCW 42.30.110(1)(i)**
14. **RECONVENE AND ADJOURN**

Upcoming Meetings:

January 14, 2021 Regular Meeting
January 28, 2021 Regular Meeting
February 11, 2021 Special Workshop Meeting
February 11, 2021 Regular Meeting
February 25, 2021 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: January 14, 2021
SUBJECT: Police Compstat Report
CONTACT PERSON: Chief Rob Martin
ATTACHMENTS: November, 2020 Compstat Report

SUMMARY STATEMENT

Attached is the November, 2020 Compstat Report for council review.

Stanwood Police Department

November 2020

Administrative Personnel

Chief Rob Martin

Sergeant Karl Gilji

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	November 2020	Year to Date 2020	November 2019	Year To Date 2019
Homicide	0	0	0	0
Rape	0	3	0	0
Robbery	0	0	0	1
Assault	6	38	4	38
Burglary	3	24	2	17
Larceny	3	130	18	134
Motor Vehicle Theft	1	12	1	10
General	November 2020	Year to Date 2020	November 2019	Year To Date 2019
Calls for Service (Incidents)	757	9230	851	9415
Case Reports	42	553	54	577
Traffic Collisions	4	72	6	99
Arrests (Adult/Juvenile)	13	141	17	181
Drug Arrests	0	6	3	18
Warrant Arrests	1	19	2	50
Impaired Driving Arrests	1	11	0	14
Infractions Issued	14	182	22	298
Public Disclosure Requests	19	370	28	372
Concealed Pistol Licenses	26	265	18	481
Pistol Transfer Checks	43	466	18	237
Fingerprinting & Approx. timeframe	0	78 = 19.5 hrs	30 @ 7.5 hrs	441 @ 110.25

City Collisions for November 2020

City Collisions for November Totals: 4					
Date	Case Number	Location	H & R	Injured	Reason
11/2/2020	2020-8472	10200 Block of SR 532		x	Distracted by cell phone/Failure to stop
11/3/2020	2020-8500	8800 Block of SR 532			Inattentive/Failure to stop
11/27/2020	2020-9111	8000 Block of SR 532			Inattentive/Failure to stop
11/30/2020	2020-9183	26600 Block of 72nd Ave NW			Inattentive parking/exit parking

Stanwood School Dist. Resource Officer (SRO) Activity Report

No Report

Stanwood Police Department

Detective Report

November Newsletter

November 2020



Stanwood Case 2020-8517 Burglary



On 11-05-2020 Deputy Skidmore responded to a burglary complaint at a local bank. Employees found evidence a person had tampered with the night deposit box.

The male suspect arrived at the location in a black SUV at about midnight on 11-03-2020. The male used a device comprised of fishhooks and a rodent glue trap in his failed attempt to remove items from the box.

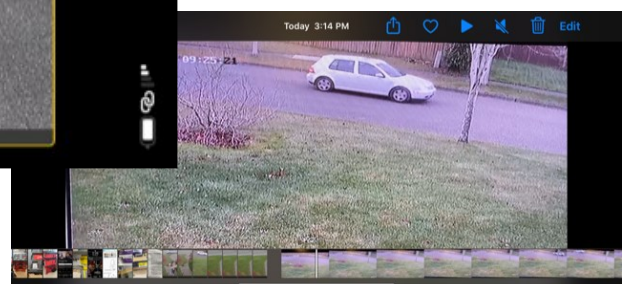
Deputy Skidmore identified a possible suspect after a stolen black SUV was recovered in the Granite Falls area the afternoon of 11-05-2020. The vehicle and associated male appear to be the same as shown in the bank video.

Detective Martin is attempting to locate and interview the male suspect.

Stanwood Case 2020-8949 Package Thief

On 11-20-2020 Sgt. Gilje responded to the report of opened Amazon packages near a local cemetery. Sgt. Gilje contacted the owner of the packages at a nearby residence. Home video showed a masked male suspect arriving at the location in a silver car and taking the packages from the porch.

Images of the suspect and vehicle have been posted on the Stanwood Police Department's Facebook page.





Stanwood Case 2020-9109 **Theft**

On 11-27-2020 Deputy Lafrance responded to a theft complaint at a local storage facility. The owner reported a leaf blower stolen while he was on the property.

Video showed a male in a black SUV arrive at the location while the owner was nearby helping a customer. The suspect grabbed the leaf blower and placed it in the back seat of his car, then wave at the owner as he was leaving the property.

Images of the suspect and his vehicle have been posted on the Stanwood Police Department Facebook page.



Update Stanwood Case 2020-6718 **Burglary at the Stanwood Middle School**

The charge of Possessing Stolen Property Second Degree has been referred to the Prosecutor's Office.

Update Stanwood Case 2020-7859 **Vehicle Prowl/Identity Theft/Forgery**

On 10-13-2020 Deputy Scott responded to the theft of purse from a vehicle and subsequent unauthorized use of the victim's credit card.

During the investigation, Detective Martin learned the victim's business checks were also stolen during the vehicle prowling. Several of the checks were forged and used at area Costco stores. A male and female suspect were identified.

On 11-19-2020 Detective Martin booked the male suspect on the charge of Identity Theft after learning he had been arrested by Arlington Police on unrelated charges. The male was released from jail shortly thereafter. The female suspect has not been located. Detective Martin referred charges of Forgery and Identity Theft related to the female suspect to the Prosecutor's Office.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: January 14, 2021

SUBJECT: Small Works Project Report – 2019-2020

CONTACT PERSON: Kevin Hushagen, Public Works Director

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

ISSUE

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

DISCUSSION

The City of Stanwood uses the state approved small works roster process to efficiently solicit bids for Small Public Works projects under \$350,000 (< \$350,000 as of July 2019). Small Public Works projects less than \$35,000 (\$50,000 as of July 2019) are known as Limited Public Works and enable an agency to waive the payment bond, performance bond, and/or retainage.

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

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

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

Under RCW 39.04.155(3) agencies using the Small Works Roster Process or the Limited Public Works Process are required to make certain information available about contracts awarded under these processes. Rather than maintaining two separate reporting systems, one for Small Works Roster projects and one for Limited Public Works projects, an agency can combine the requirements which are: to maintain a list of the contractors contacted and the

contracts awarded during the previous 24 months including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, the date the contract was awarded and other contractors solicited. The list must be made available once every year and have easy accessibility by either including it on the city's website or upon request by email.

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

FINANCIAL IMPACT

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

SMALL PUBLIC WORKS PROJECTS (<\$300,000, <\$350,000 as of July 2019) 2019 – 2020

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
4-25-2019	Barron Heating Air Conditioning	600 092 564	BARROHA179D7	City Hall Furnace and AC Unit	\$43,428.84	Emailed all MRSC Contractors Registered for: Main Category: Facility Const., Repair, & Maintenance Sub-Category: HVAC Install, Inspec. Bids Received: 3
9-3-2019	Lauts, Inc.	601 960 812	LAUTSI*931O5	Ovenell Demolition and Cleanup	\$93,529.80	Emailed all MRSC Contractors Registered for: Main Category: Demo/Deconstruction Sub-Category: Refuse Removal & Disposal Bids Received: 4

LIMITED PUBLIC WORKS PROJECTS (<\$35,000, <\$50,000 as of July 2019) 2019 – 2020

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
1-10-2019	Petersen Brothers, Inc.	600 072 474	PETERBI187NZ	Guardrail Replacement	\$11,075.76	Emailed all MRSC Contractors Registered for: Main Category: Roadway Construction, Repair, and Maint. Sub-Category: Guardrail Installation Bids Received: 2
11-14-2019	CW Concrete	603 482 035	CWConcl856DS	Fox Hill Sidewalk Project	\$95434.88	Emailed all MRSC Contractors Registered for: Main Category: Concrete & Masonry Sub-Category: Curbs, Gutters, Sidewalks, & Driveways Bids Received: 7

11-25-2019	5 Star Services, Inc.	603 300 905	5STARSS875KM	Janitorial Services for City Facilities	\$3,800/mo (\$45,600/yr)	All Janitorial Contractors on MRSC and placed Ad in Everett Herald Bids Received: 0 Solicited 2 companies Bids Received: 1
4-11-2020	Tacoma Pumps & Drilling Co. Inc.	278 039 649	TACOMPD203PF	Decommission Fure Well and Remove a Submersible Pump at Bryant Well II	\$14,469.00	Emailed all MRSC Contractors Registered for: Main Category: Water Facility Const., Repair, & Maint. Sub-Category: Well Drilling, Develop., & Redevelop. Bids Received: 3
8-17-2020	Fidalgo Paving & Construction, LLC	602 567 313	FIDALPC946BK	Asphalt Project	\$37,611.60	Emailed all MRSC Contractors Registered for: Main Category: Roadway Const., Repair & Maint. Sub-Category: Asphalt Pavement Minor Repair Bids Received: 3
10-7-2020	Speer Taps, Inc.	600 491 975	SPEERTI123JM	Water Main Live Taps	\$9,855.30	Puget Sound Tap – no bid received



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: January 14, 2021
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – November 12, 2020 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the November 12, 2020 Community Development Committee Meeting are attached to this staff report for approval as presented



Community Development Committee Meeting Minutes November 12, 2020

Call to Order 6:01pm

Present: Judy Williams, Sid Roberts, Darren Robb, Patricia Love, Amy Rusko, Amy Bergemeier

New Business:

- 2020 Docket Applications
- Population and Housing Estimates Resulting from 2020 Comprehensive Plan Amendments
- Building / Fire Code Amendments

2020 Docket Applications:

This year's call for docket applications resulted in three amendment requests: two amendments to the City's animal control regulations and one Comprehensive Plan text amendment. The two code amendments received were very similar and were combined into one docket item.

1. Joshua Larson / Lauren Mitchell:

Docket application to amend the Stanwood Municipal Code Title 8 Animals, to consider changes to the livestock definition, particularly pet pigs, goats and small animals on properties within the city limits. This proposal would look at differences between types of animals (small animals and pets versus large livestock animals), the number of animals allowed, lot size requirements and any other affected code sections.

2. Tim Schmitt

Docket application to amend the Comprehensive Plan amendment to add a new goal to the Land Use Element of the Plan. This proposed new goal would provide guidance for documenting interpretations of city code and the comprehensive plan.

Committee members reviewed and discussed these docket applications. Director Patricia Love reminded the committee that the purpose of the Docket is for us to evaluate any concerns there may be. With this docket we aren't suggesting what the rules would be yet, but that this is worth an evaluation.

Senior Planner, Amy Rusko provided that the Planning Commission decided in a 5-0 "Yes" vote to approve this docket application to the City Council. The Planning Commission also by a vote approved putting the Code Amendments onto their and Community Development's 2021 work plan and the Comprehensive Plan Amendment onto the 2021-2023 work plan for adoption with the 2024 Comprehensive Plan update.

The Committee discussed the items further and all agree to move these items on.

Population and Housing Estimates Resulting from 2020 Comprehensive Plan Amendments:

The CDC reviewed the population and housing effects of the 2020 Comprehensive Plan amendments. In summary:

- The rezones help the city meet the 2023 housing and population growth targets;
- The rezones help the city meet the future 2043 housing and population growth targets;
- Growth is located as identified in the 2019 Planning Café: commercial and mixed-use zones; and



Community Development Committee Meeting Minutes November 12, 2020

- The rezones support the city growth targets without affecting the Hill Top residential zones.

Director Love gave an update after attending her monthly Planning Directors meeting; The Puget Sound Regional Council changed the projections for growth of the “Cities and Towns” category, from a 9% growth rate to a 10% growth rate. This will lead the City to look into what that means for us but we should still be able to meet that rate by 2050. Also the city, starting in January, will be working on our population allocation process with Snohomish County along with the other cities in the county and we take that 10% growth rate and meet with the other cities within our category. Then discuss all options to meet these growth rate numbers.

The Planning Commission is supportive of all of the changes we have shared with the committee tonight and have a Public Hearing scheduled Nov. 16th. They will either make a recommendation at that meeting to move forward to the City Council in January or decide to discuss things further.

Committee member Robb is in favor of where the mixed use is going in the City. He asked about what is and isn't acceptable commercial use. Director Love described the type of implementing of zoning and what the General Mixed Use Overlay describes as the type of use allowed. Two items chosen by the Planning Commission to not be allowed are Storage facilities on the main floors as well as Funeral Homes. He also asked if there is any push or desire to build Condominiums versus apartments in the City of Stanwood. Director Love said the current developer on has planned to build apartments at this time.

Committee member Roberts asked if a size limit of the unit was taken into consideration for building. Director Love said the unit size isn't part of the ordinance, but other factors like setbacks, parking and drainage requirements, as well as the height of the building are part of the Ordinance.

Committee member Williams added she thinks the planning process to incorporate more condominiums could be a couple years out as it's a newer concept for some of our cities.

The Committee discussed and is in favor of the amendments and rezones described.

Building / Fire Code Amendments:

Staff is working on a code amendment that replaces the 2015 edition of the IBC with the 2018 edition. International Code Amendments include updates to: Building Code, Residential Code, Mechanical Code, Plumbing Code, Fire Code, Energy Code, Fuel Gas Code, Swimming and Spa Code. Since the City of Stanwood requires two readings of an ordinance prior to adoption, staff is proposing that the 2018 International Building Code Update Ordinance be placed on the Council's January 7 and 28, 2021 meeting agendas. The Committee was supportive of putting the Ordinance on their January agenda.

Meeting ended at: 6:48 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b
DATE: January 14, 2021
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – December 10, 2020 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the December 10, 2020 Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee Meeting Minutes December 10, 2020

Call to Order 6:00pm

Present: Judy Williams, Sid Roberts, Darren Robb, Patricia Love, Amy Rusko, Sara Robinson, Jennifer Ferguson

New Business:

- Planning Commission 2021 Work Plan
- Parks and Trails Advisory Committee 2021 Work Plan
- Stanwood Port Susan Trail and Hamilton Park Interpretive Signage Plan

Planning Commission 2021 Work Plan:

Associated with the 2021 – 2022 Biennial Budget is a corresponding work plan for each department. Included in that work plan are items subject to review by the Planning Commission. The Planning Commission holds two meetings a month, traditional work plan and permit items are generally scheduled for the first meeting of the month and the longer range comprehensive plan update items are reviewed on the second meeting of the month. Below is the tentative 2021 work plan & schedule.

Work Plan Item	Tentative Timing
<i>Role: Formal Public Hearing and Recommendation to City Council</i>	
Zoning Entitlement Process Update	January - June
Permitting Use Matrix Update	January - June
Park & Traffic Impact Fees	April - September
Sign Code Update	June - December
<i>Role: Advisory Review</i>	
Buildable Lands Analysis	January - June
Street and Utility Standards Update	January - September
Animal Code Update (2020 Docket Item)	February - May
Parks Feasibility Study	February - April
1% for the Arts Code	June - December
FEMA Strategy	March - December
80 th Avenue & 64 th Avenue Traffic Study	March - May

- Councilmember Williams asked if the FEMA strategy on the Planning Commission Work Plan for 2021 has anything to do with a study done by the University of Washington in our area about 3 years ago that could possibly provide City residents with a possible discount on their flood insurance. Director Love isn't sure if that study equates to a reduction of their rates, but she will be looking into the study results and get back to the Committee with more information.
- Councilmember Williams asked what the 1% for the Arts Code is on the Work Plan. Director Love & City Administrator Ferguson explained it is a new partnership with Stanwood Camano Arts Advocacy Commission and goes along with the City's Beautification plan. It creates a funding source of 1% of the construction project costs for each specific project that will be used for the Beautification part of each project.



Community Development Committee Meeting Minutes December 10, 2020

Planning Commission 2021 Work Plan:

Associated with the 2021 – 2022 Biennial Budget is a corresponding work plan for each department. Included in that work plan are items subject to review by the parks and Trails Advisory Committee. The parks and Trails Advisory Committee holds one meeting a month to review issues related to future and current park planning and maintenance issues.

Work Plan Item	Tentative Timing
Role: Formal Recommendation to City Council	
Heritage Park Project Priority Ranking	January - March
Parks Feasibility Study	January - September
Finalize Church Creek Park Master Plan Update	January - March
Stanwood Port Susan Trail Design	February - September
Stanwood Port Susan Trail Interpretive Sign: Text / Design	February - September
Park Impact Fees Update	April - September
Church Creek Park Pickleball Court Design (2022 Construction)	June - December
Church Creek Park Flag Pole Landscape Design (2022 Installation)	June - December
1% for the Arts Code	June - December
Role: Advisory Review	
Park Inventory Update	January - February
Church Creek Park Arborist Report (2022 Tree Thinning)	May - September
City Beautification Project – As Needed	January - December
Downtown Park Clean Up Action	January - December

Stanwood Port Susan Trail and Hamilton Park Interpretive Signage Plan:

City staff and the Parks and Trails Advisory Committee have been working on an interpretive and park entry signage plan for the Stanwood Port Susan Trail and Hamilton Park. At the PTAC's November meeting, they recommended approval of the sign structure, general sign locations, and topics for each sign. Once approved, the interpretive and entry sign designs will serve as a standard for use on future park/trail projects.

- **The Style:** Black metal base anchored into a cement pad.
- **The Graphic Style:** Combination of text and graphics with earth toned background colors.
- **Sign Locations:** 7 signs along the Stanwood Port Susan Trail Phase 1 and 2 alignment with content covering: flooding, agriculture, town history, water/sewer functions, wildlife, and river ecosystems. The PTAC recommended adding an additional sign at the viewing platform on the north side of the river for a total of 7 signs (vs the 6 shown in the graphic below).
- **Kiosk Options:** Install a kiosk at Hamilton Landing Park similar to the Skagit Wildlife Area sign: two sided, metal roof, cedar support beams. Content would include: park map, rules, hours, messages/notices, warning, and/or other items as determined by staff or the PTAC.
- **Site Entry Sign:** Use the City Snow Goose sign with the name of the park below. The intent is that the Snow Goose Sign would become the standard, uniform park entry signs and site specific signs can be added if needed.



Community Development Committee Meeting Minutes December 10, 2020

Content

Sign 1
Trail map

Sign 2
Flooding (good for soil/bad for City – Ft. Freeberg)
Agriculture (dikes/levees)
Town Heritage History

Sign 3
Sewer Treatment Process/Lagoon function
Water cycle

Sign 4
Surrounding Views (mountains, zis a ba, etc.)
Wildlife

Signs 5/6
Site History (lumber mill operations/components)
Local Environment (river, slough, wetland, bay, etc.)

On all signs:
Kids Activities (scavenger hunt / rubbings)
City Logo

Colors:
Greens/browns

VICINITY MAP
PORT SUSAN TRAIL 30% DESIGN - CITY OF STANWOOD
DATE: JUNE 27th, 2019

- Councilmember Robb asked how often the Content & Graphics on these signs get swapped out on the interpretive signs once installed. Director Love said once the sign gets put up with the chosen graphics and content it usually doesn't get changed until the sign itself gets replaced.
- Councilmember Robb suggested if we can add QR codes to some of the signage allowing for travelers to scan the codes and it would bring up lists of local restaurants, stores, community feedback etc. This would allow people to learn even more about our community. Councilmember Williams also likes that idea and suggested adding a QR code for Discover Stanwood Camano to the signs.
- Councilmember Roberts is curious if any of the signage would be able to have lighting on them.

The Committee is in favor of the signage shown and supports the work plans above.

Meeting ended at: 6:44 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: January 14, 2021

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – November 20, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the November 20, 2020 Economic Development Board meeting are attached to this staff report for approval as presented.



Economic Development Board Meeting Agenda November 20, 2020

The November 20, 2020 Economic Development Board Meeting held via Zoom Meetings, was called to order at 7:30 a.m.

Board Members in Attendance:

Les Anderson, Chantel Keller, Kristine Birkenkopf, Randy Heagle, John Russell

Absent: Dave Pelletier

Staff Members in Attendance:

Also known to be Present:

Jennifer Ferguson, Amy Bergemeier, Patricia Love, Krista Hintz

Approval of Agenda:

A motion was made by Les Anderson to approve the agenda as written of November 20, 2020 Economic Development Board Meeting, seconded by Randy Heagle and was approved unanimously.

Approval of Minutes

A motion was made by Les Anderson to approve the minutes of July 17, 2020 as written, and seconded by John Russell and was approved unanimously.

Parks & Recreation Feasibility Study:

Director Patricia Love presented the 2021 Parks and Recreation Feasibility Study. She talked about how the City of Stanwood is looking to create a recreation destination center in the City and promote Stanwood as a regional hub in the North Snohomish County area.

The City Council adopted the 2021-2022 Budget and City Administration established a Management Work Plan which includes:

- **Parks & Recreation Feasibility Study**
- **Hiring an Economic Development & Marketing Manager**
- **1% for the Arts Ordinance**
- **Park Construction & Planning**
- **Assessment of Special Events**
- **Discover Stanwood Camano**
 - **Visitor Guide**
 - **And Tourism Initiatives**

City Administrator, Jennifer Ferguson discussed the role of what the Economic Development & Marketing Manager will be responsible for. They will work on business recruitment & retention, manage existing city sponsored events, and work on expanding Discover Stanwood Camano Tourism, Visitor guide and marketing plans.

Director Love expanded on how Parks & Recreation is managed in the City by multiple departments.

Current Model:

- **Park Planning** = Community Development Department & PTAC does Park Planning, Permitting
- **Park Maintenance** = Public Works Department, Council PW Committee Does field maintenance, project oversight



Economic Development Board Meeting Agenda November 20, 2020

- **Event Planning** = Executive Department, Discover Stanwood Camano Contracts with Chamber for Event Management, Tourism oversight

2020 Community / Survey Priorities:

Parks & Recreation Department
Existing Park Improvements, New Pedestrian Trails along Waterfront Access
Recreational Programming

Stanwood Parks & Recreation Reimagined:

Tourism & Special Events

- Special Events
- Festivals
- Community Partnerships

Park Planning

- Park Design
- Community Engagement
- Permitting
- Site Development

Recreational Programming

- Educational Programs
- Recreational Classes
- Senior Programming
- Historic Preservation
- Performing Arts

Facilities Maintenance

- Tournaments
- Rentals
- Maintenance

Special Event Planning:

Concept- Create seasonal and combined events to support local businesses and Economic Development

Tourism and Special Events

Winter	Spring	Summer	Fall
Current or Within a Year			
Snow Goose Festival (Others)	Touch a Truck (City)	National Night Out (City)	Harvest Tractor Festival (New)
Light Up Your Holidays (City)	Marathons (New)	Summer Concerts (City)	Chili Cook Off (Others)
Santa Pictures (Others)	Skate Park Day (City)	Movies in the Park (City)	
Glass Quest (Others)		4 th Of July Parade (Others)	
		Art Festivals (Others)	
		Car Show (Others)	
		Vintage Trailer Show (Others)	
		Farmers Market (Others)	
Short Term (2-5 Years)			
Seasonal Scavenger Hunt (New)	Seasonal Scavenger Hunt (New)	Seasonal Scavenger Hunt (New)	Taste of Stanwood (New)
			Murder Mystery Shopping Event (New)
			Seasonal Scavenger Hunt (New)

Events are noted as either "City" sponsored, hosted by "Others", or potential "New" events under consideration.



Economic Development Board Meeting Agenda November 20, 2020

Recreation Programming:

Concept- Expand and phase in new recreational programs and opportunities

Recreation Programming

Hamilton Park	Heritage Park	Church Creek Park	Ovenell Park	Trails	Other / Floyd Bldg
Within a Year					
Facility Rentals	Facility Rentals	Facility Rentals	Bird Watching	Silver Sneakers	
Kayaking	Yoga	Disk Golf		Walking Groups	
Paddle Boarding	Kite Flying Day / Kite Competition			Environmental Tours	
	Croquet Tourney				
	Large Games				
	Badminton Tourney				
Short Term (2-5 Years)					
	Tournaments	Pickleball	Pea Patch		Environmental Education Lectures
	Dog Training Classes	Large Games	Gardening Classes		Cooking Classes Art Classes
					Music Classes Senior Programs
Future Pending Funding					
	Pickleball				
	Soccer				

Parks & Recreation Feasibility Study

5 Major Elements:

1. Background Assessment

- Baseline Assessment of Current Organization Structure
- Asset Inventory
- Equipment Needs
- Current Parks Maintenance Level of Service
- Employee Skill Set
- Gap Analysis

2. Stakeholder Involvement

- Review Community Survey Results and 6-year CIP
- Interview Meetings:
 - Parks and Trails Advisory Committee (PTAC),
 - Economic Development Board (EDB), and
 - City Council
- Form a strategy and vision for how park and recreation planning and operations could be conducted in the future

3. Program Analysis

- Compare existing city operations against similar city practices to evaluate level of service



Economic Development Board Meeting Agenda November 20, 2020

models;

- Consider staffing models for the most efficient delivery of services
- Define park and recreation level of service options
- Identify public or private partnerships to avoid duplicating services
- Identify new special events
- Identify future growth and use scenarios

4. Fiscal Analysis

- Prepare a fiscal analysis evaluating at least three level of service scenarios:
- Baseline, Moderate, and Robust level of service
- Evaluate existing and new programming opportunities, revenue sources, joint partnerships, maintenance costs, planning and operations costs; staffing structure and facility needs
- Evaluate phased growth scenarios of current, short term, mid-term and long term funding
- Prepare a Findings and Recommendations Report

5. Findings & Recommendations

6. Proposed Schedule

December 7, 2020 – Release RFP

January 11, 2021 – Submittal Deadline

Late January, 2021 – Interviews

Early February 2021 – Negotiate Contract

February 25 or March 11, 2021– City Council Award of Contract

- Les Anderson asked if the interviews are regarding hiring a consultant, and Patricia confirmed that it is. Les also mentioned having the YMCA in Stanwood it should allow us to work together for much of these ideas. He said a part of having these proposed ideas and events is you charge a fee. This helps to offset some of the costs associated with some of the events and recreation ideas. Patricia Love concurred with that statement and followed by saying it is a way to find some of the funding, but not the entire cost of having a Parks Department and the City would have to offset the rest. Jennifer Ferguson said there is a lot of planning to go into this and how we would deliver much of these items.
- John Russell really likes the idea presented of creating a Parks department. His question is with all of the conversations that has been had on this topic in the past, how is the leadership of this idea going to be presented? He feels it's very important the leadership of this idea gets strongly established and we carry through the idea regardless of possible changes politically in the City. Jennifer Ferguson answered that the current Council and Mayor feels very strongly about this Feasibility and the Parks & Recreation Department getting established. It is a very high priority with this current elected group. That being said, things can shift or change when new elected officials come into play. Patricia Love said they are taking it slow and putting great thought into how to get this started so the City has a clear idea of all aspects to adding a new department.



Economic Development Board Meeting Agenda November 20, 2020

This allows us to come into this with a complete understanding of where we want to go and how we can get there with the feasibility study. John just wants to reiterate with the Board that the will is there and will continue to be there regardless of possible changes in the elected officials so we continue to pursue getting a Parks & Recreation department created. Jennifer said the will is definitely there to go through this process. Mayor Callaghan is very receptive to this entire idea and supports getting this rolling. Patricia feels it definitely is an idea that needs to be phased in as this is a big idea with many costs and aspects involved. Perhaps creating 1 year, 5 year, 10 year and 20 year plans for this concept.

Sales Tax:

Jennifer gave a summary of the Sales Tax for the year. Year to date, 2020 has generated more sales tax this year compared to the same time in 2019.

Discover Stanwood Camano: Tourism Initiative-

The City launched a rebuilt tourism website that is much more user friendly. The feature PLACES is a business listing and allows business to add their full business descriptions, and photos to show the community who they are and attract visitors. The City partnered with the Stanwood Chamber for the Safe Shop Campaign to help assure shoppers that Stanwood is a safe place to shop during this pandemic. The City lost our publisher of our tourism and visitor guide magazine and we weren't able to find a replacement in time for fall/winter. This lost the ability for businesses to advertise in the magazine. The next step is to decide if a physical magazine is still worthy of creating and putting out there. The City is looking at more ideas to get advertising out, including possibly creating an App as another option for advertising.

- Les asked if we noticed a large difference between the pamphlet style versus the full book. Jennifer said the same information is on the Discover Stanwood Camano website, including the pamphlet that went out and it has QR code which gives visitors the ability to scan it and takes you to the website. It shows you articles, videos, businesses in the area. We received a grant from the Port of Seattle to market to out of state travelers but that didn't go very far due to Covid-19 limiting people traveling and flying to our areas.
- Randy Heagle asked if the magazine was cost neutral or paid for itself. Jennifer said it was not. The magazine didn't come close to paying for itself and the cost was therefore offset by the City of Stanwood. Randy also asked if we know how many air bnb's are in the Stanwood area. Jennifer said the Snohomish County Tourism Bureau was starting to accumulate the data and was working on getting that information out based on zip codes. The current information showed approximately 34 of these type of rentals with the 98292 (Stanwood) zip code. One of the challenges Jen had was getting that information sent to the City, but the County is working towards getting this information out to us. The 2021-2022 Budget includes revenue for a Hotel Feasibility Study.
- Randy is wondering why we can't partner with the Crab Cracker which is a local advertisement. Jennifer said their goals are reaching all up and down the state of Washington, but the City is definitely looking at all types of areas to advertise including the Crab Cracker.
- Randy asked about the new railing that is supposed to go in along the new berm trail. Jennifer said the contractor says it should be within the next 2 weeks that the railing will start to be



Economic Development Board Meeting Agenda November 20, 2020

installed. Randy also asked if a ribbon cutting or announcement of some kind will take place for the trail. Jennifer said yes something will definitely be showcasing this.

- Randy asked if the City purchased the Josephine property, Jen said yes the City purchased that. Patricia expanding on the berm topic, stating it will have an interpretive sign along the new portion of the trail as well as other signs, once the trail continues to take shape. Randy also inquired about Hamilton Park. Patricia updated the Board on some of the snags recently happening including an appeal that was filed.
- Randy inquired about the rails/trails idea and if that is going anywhere. Jennifer said in her mind the idea of having a rails/trails idea taking shape is still alive. Her hope is with having the right staff in place it allows the City to work directly with the railroad on why they would want/need to have this as a viable option.
- John asked if there is anything going on with the old Stanwood Home center building. Jennifer said it is owned by Carrie Richardson. Carrie along with the newly formed Stanwood-Camano Arts Advocacy Commission, they are working on turning this into an Arts Center. The building has been fenced and they are looking at the renovations and upgrades necessary to be able to use it in that capacity. They originally worked with an arts group out of Minnesota, but Carrie has decided to work privately along with the new Commission. John really likes that idea! He also loves the new road of Viking Way opening up! Jennifer said the City Council will be accepting grant dollars so we can align that intersection up with QFC creating a straight shot for that intersection.
- Jennifer also wanted to encourage the Board members to take a look at the beginning of our new Christmas decorations. City staff has been working diligently to get the new decorations ready to roll out and soon the City will look decorative!
- Chantel Keller asked if we are currently tying the City of Stanwood with the Lights of Christmas activity. Jennifer said we try to promote events that are in our region. This was a big reason behind the Council authorizing the purchase of new Christmas decorations. It would, in hopes, to drive more traffic to the City.
- Les Anderson asked what the plans are for that property behind the bus garage. Patricia explained we don't have information for what the long term plans. It is still under the pre-fill stage to compact the soil of that site. He is concerned the impact of any development done at the site would impact our trails. Patricia love said any plans of the City would be on the opposite side of the road.

Adjourn 8:46am

Next meeting set for January 15, 2021 @ 7:30am

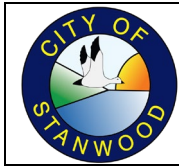


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: January 14, 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 December 1, 2020 Finance/Personnel Meeting are attached to this staff report for approval as presented.



Finance & Personnel Committee
Meeting Minutes
December 1, 2020

Councilmembers Present: Rob Johnson, Dianne White, Steve Shepro.

Staff present: Jennifer Ferguson, Amy Bergemeier

Agenda

- Expanded Role of Committee Chair
 - a. The Committee discussed and all are in favor.
- Personnel Policy Updates
 - a. The Committee discussed and requested a few minor revisions made to the new Personnel Policy.
- Legal Services Contract
 - a. The Committee discussed and recommends retaining Weed Law Offices for legal services.
- Sales Tax Report
 - a. The Committee discussed and requested some additional sales tax information regarding how the State shares sales tax

Meeting ended at: 4:00 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e
DATE: January 14, 2021
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – November 16, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the November 16, 2020 Planning Commission Meeting are attached to this staff report for approval as presented.



Planning Commission Meeting Minutes November 16, 2020

Call to Order 6:31 pm

Roll Call

Present: Marcus Metz Patrick Hosterman
 Justin Burns Larry Sather
 Monae Birkhofer

Staff Present: Patricia Love
 Amy Rusko
 Amy Bergemeier
 Tansy Schroeder

Absent: Linda Utgard

Also known to be present:

Approval of Minutes:

The Minutes of the November 9th, 2020 Planning Commission Meeting were approved as presented with a motion by Larry Sather and a second by Patrick Hosterman.

New Business:

- **Public Hearing – 2020/2021 Docket: Comprehensive Plan Amendments and Zoning Code Amendments**

Marcus Metz opened the Public Hearing.

Patricia Love- Community Development Director, Amy Rusko- Senior Planner, Tansy Schroeder- Planner are the staff available to present tonight.

The purpose of tonight's Public Hearing is to deliberate and forward a recommendation to the City Council to approve, approve with changes or deny the amendments or portions of the amendments.

Comprehensive Plan & Code Update – Ordinance 1491:

- Uptown Rezone
- 271st Street Rezone
- Parks Rezones
- Capital Improvement Plan Update
- Adopts New Future Land Use Map
- Adopts New Zoning Map

Zoning Code Amendment - Ordinance 1492:

- Creates New Definitions and Zones for Parks and Open Space (POS) and General Commercial – Mixed Use Overlay (GC-MXO)
- Updates Permitted Use Matrix, Zoning Standards, and Mixed Use Overlay Standards
- Increases Building Height in Mixed Use and Multifamily Use Overlay and relies on Building Size, Parking and Drainage to Control Density.



Planning Commission
Meeting Minutes
November 16, 2020

Public Comments: Summarized by Amy Rusko from Mr. Pickering

- On behalf of himself and other residences at the Village Commons Condo building; He is concerned about parking issues, traffic flow, how the site east of Taco Time will be accessed from 265th and he doesn't want it next to the current parking garage that is used to enter the Village Common Condos. He is also concerned with parking south of the Ace Hardware store thinking there might be commercial underneath the buildings as well as where the tenants would park for that sight? He was also concerned with having possible storage units going into the first floors. He also wants the sights to stay lockable and only allowable by the actual tenants.

Patricia Love states the compliance with the Comprehensive plan also includes a level of service for traffic. The City has adopted a level of service for traffic for these proposed projects based on a traffic study for these rezones. In a nutshell it means, there will be more traffic, but it will be well below the limits the City deemed as acceptable.

- Commission Member Patrick Hosterman asks "when do the roads come into play as far as when do they get reevaluated regarding to the level of service needing to possibly be improved"? Director Love's response; this typically gets addressed during our Mandatory updates. This puts us as looking at any traffic issues to be looked at in the next 2-3 years. This will be presented to the Planning Commission as these updates come about.

Public Testimony: None presented.

The Public Hearing Is closed at 7:10pm.

Larry Sather moves to recommend approval of the 2020 Comprehensive Plan (Ordinance 1491) and associated Code Amendments (Ordinance 1492) to the Stanwood City Council. Patrick Hosterman seconded.

All of Commission is in Favor, No Opposed, and No Abstain.

Motion passed 5-0

Larry Sather moves to recommend approval of the findings of Fact and Conclusions for the 2020 Comprehensive Plan and Associated Code Amendments to the Stanwood City Council.

All Commission in Favor, No Opposed, No Abstain

Motion passed 5-0



Planning Commission
Meeting Minutes
November 16, 2020

▪ **Public Meeting – Wolfkill Project: Major Site Development**

The city received a submittal for a Type 2 Permit from Titan Homes, which requires a public meeting in front of the Planning Commission. Amy Rusko is presenting the application:

- The site just South East of the Cedarhome Dr. and Florence Rd. intersection just past the rail road tracks. It is zoned General Industrial and is approximately 1.46 acres. The proposed office building is 6,336 SF and a fenced in Construction yard of 6,750 SF and a proposed Warehouse of 15,632 SF. This includes Landscaping permits and an outdoor sitting area for employees. This site would include 34 parking spaces.
- Commission members Hosterman and Birkhofer asked what he plans to build in the space and how many employees he has and the possible impact of traffic. Commissioner Hosterman specifically inquired about what the objective of the warehouse he is requesting to build is. Director Love said it is her understanding that Titan Homes plans to have leasable office space in some of this building.
- Public Comment: Peggy Wendel asks why the name of Wolfkill is attached to this permitted request. Amy Rusko said she believes it is a site reference due to the historical value of the site.

Old Business:

Director Love discussed that we'll be going back to the permitting process as well as working on the permitted use matrix as the deadline is 6 months. We will also be bringing back the Park Impact Fees Ordinance in January.

Miscellaneous Business:

The Council is currently working on the Budget.

Upcoming Items:

- The first meeting in January will include deciding on a Chair and Vice Chair for the Planning Commission.

A motion to adjourn was made by Larry Sather and seconded by Patrick Hosterman.

Adjourn: 7:35 pm

Amy Bergemeier, Administrative Assistant



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: January 14, 2021

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 33399 through 33539 in the amount of \$1,116,477.53. Approve issuance of Washington Federal Bank electronic payroll funds transfers and Washington Federal Bank payroll checks 1786 through 1794 in the amount of \$282,959.38.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFER AND WASHINGTON FEDERAL BANK VOUCHER CHECKS 33399 THROUGH 33539 IN THE AMOUNT OF \$1,116,477.53. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS AND WASHINGTON FEDERAL BANK PAYROLL CHECKS 1786 THROUGH 1794 IN THE AMOUNT OF \$282,959.38.

CHECK REGISTERCity Of Stanwood
MCAG #: 0695

12/03/2020 To: 12/31/2020

Time: 16:56:17 Date: 01/06/2021

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5773	12/08/2020	Payroll	3	EFT		3,621.86	November 2020 Payroll
5774	12/08/2020	Payroll	3	EFT		2,221.85	November 2020 Payroll
5775	12/08/2020	Payroll	3	EFT		1,956.34	November 2020 Payroll
5776	12/08/2020	Payroll	3	EFT		2,102.40	November 2020 Payroll
5777	12/08/2020	Payroll	3	EFT		1,298.91	November 2020 Payroll
5778	12/08/2020	Payroll	3	EFT		3,990.72	November 2020 Payroll
5779	12/08/2020	Payroll	3	EFT		5,762.40	November 2020 Payroll
5780	12/08/2020	Payroll	3	EFT		3,498.37	November 2020 Payroll
5781	12/08/2020	Payroll	3	EFT		2,616.84	November 2020 Payroll
5782	12/08/2020	Payroll	3	EFT		130.95	November 2020 Payroll
5783	12/08/2020	Payroll	3	EFT		5,949.47	November 2020 Payroll
5784	12/08/2020	Payroll	3	EFT		2,970.05	November 2020 Payroll
5785	12/08/2020	Payroll	3	EFT		3,932.46	November 2020 Payroll
5786	12/08/2020	Payroll	3	EFT		5,773.18	November 2020 Payroll
5787	12/08/2020	Payroll	3	EFT		391.04	November 2020 Payroll
5788	12/08/2020	Payroll	3	EFT		130.95	November 2020 Payroll
5789	12/08/2020	Payroll	3	EFT		4,236.41	November 2020 Payroll
5790	12/08/2020	Payroll	3	EFT		5,588.34	November 2020 Payroll
5791	12/08/2020	Payroll	3	EFT		4,235.84	November 2020 Payroll
5792	12/08/2020	Payroll	3	EFT		3,581.73	November 2020 Payroll
5793	12/08/2020	Payroll	3	EFT		390.97	November 2020 Payroll
5794	12/08/2020	Payroll	3	EFT		3,106.06	November 2020 Payroll
5795	12/08/2020	Payroll	3	EFT		2,532.76	November 2020 Payroll
5796	12/08/2020	Payroll	3	EFT		340.97	November 2020 Payroll
5797	12/08/2020	Payroll	3	EFT		390.97	November 2020 Payroll
5798	12/08/2020	Payroll	3	EFT		3,273.79	November 2020 Payroll
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5800	12/08/2020	Payroll	3	EFT		5,230.16	November 2020 Payroll
5801	12/08/2020	Payroll	3	EFT		2,310.57	November 2020 Payroll
5802	12/08/2020	Payroll	3	EFT		3,455.27	November 2020 Payroll
5803	12/08/2020	Payroll	3	EFT		390.97	November 2020 Payroll
5804	12/08/2020	Payroll	3	EFT		1,861.96	November 2020 Payroll
5805	12/08/2020	Payroll	3	EFT		3,725.67	November 2020 Payroll
5806	12/08/2020	Payroll	3	EFT		2,733.68	November 2020 Payroll
5807	12/08/2020	Payroll	3	EFT		2,413.64	November 2020 Payroll
5808	12/08/2020	Payroll	3	EFT		3,202.28	November 2020 Payroll
5809	12/08/2020	Payroll	3	EFT		390.97	November 2020 Payroll
5810	12/08/2020	Payroll	3	EFT		390.97	November 2020 Payroll
5817	12/08/2020	Payroll	3	EFT	HSA Bank	1,458.00	Pay Cycle(s) 12/08/2020 To 12/08/2020 - HSA Contributions ER; Pay Cycle(s) 12/08/2020 To 12/08/2020 - HSA Contr EE Over 55
5818	12/08/2020	Payroll	3	EFT	Internal Revenue Service (941)	47,014.33	941 Deposit for Pay Cycle(s) 12/08/2020 - 12/08/2020
5819	12/08/2020	Payroll	3	EFT	WA St Department Of Retirement Systems	41,948.47	Pay Cycle(s) 12/08/2020 To 12/08/2020 - PERS2; Pay Cycle(s) 12/08/2020 To 12/08/2020 - PERS 3; Pay Cycle(s) 12/08/2020 To 12/08/2020 - 457 - DRS (DCP)
6032	12/23/2020	Payroll	3	EFT		2,600.00	December 2020 Draw
6033	12/23/2020	Payroll	3	EFT		1,000.00	December 2020 Draw
6034	12/23/2020	Payroll	3	EFT		1,700.00	December 2020 Draw
6035	12/23/2020	Payroll	3	EFT		2,000.00	December 2020 Draw
6036	12/23/2020	Payroll	3	EFT		1,000.00	December 2020 Draw
6037	12/23/2020	Payroll	3	EFT		1,850.00	December 2020 Draw
6038	12/23/2020	Payroll	3	EFT		3,500.00	December 2020 Draw
6039	12/23/2020	Payroll	3	EFT		1,600.00	December 2020 Draw

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

12/03/2020 To: 12/31/2020

Time: 16:56:17 Date: 01/06/2021

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6042	12/23/2020	Payroll	3	EFT		2,000.00	December 2020 Draw
6043	12/23/2020	Payroll	3	EFT		800.00	December 2020 Draw
6044	12/23/2020	Payroll	3	EFT		1,000.00	December 2020 Draw
6045	12/23/2020	Payroll	3	EFT		2,000.00	December 2020 Draw
6046	12/23/2020	Payroll	3	EFT		2,300.00	December 2020 Draw
6047	12/23/2020	Payroll	3	EFT		500.00	December 2020 Draw
6048	12/23/2020	Payroll	3	EFT		3,450.00	December 2020 Draw
6049	12/23/2020	Payroll	3	EFT		1,500.00	December 2020 Draw
6050	12/23/2020	Payroll	3	EFT		1,000.00	December 2020 Draw
5820	12/08/2020	Payroll	3	1786	AFLAC	444.79	Pay Cycle(s) 12/08/2020 To 12/08/2020 - AFLAC, Pre-Tax; Pay Cycle(s) 12/08/2020 To 12/08/2020 - AFLAC, Post-Tax
5821	12/08/2020	Payroll	3	1787	AWC Employee Benefit Trust	17,143.92	Pay Cycle(s) 12/08/2020 To 12/08/2020 - AWC - Health First 250; Pay Cycle(s) 12/08/2020 To 12/08/2020 - AWC- Dental J; Pay Cycle(s) 12/08/2020 To 12/08/2020 - AWC - Vision; Pay Cycle(s) 12/08/2020 To 12/08/2020 - Colonial Life Ins
5822	12/08/2020	Payroll	3	1788	Colonial Life Insurance	66.75	Pay Cycle(s) 12/08/2020 To 12/08/2020 - Colonial Life Ins
5823	12/08/2020	Payroll	3	1789	Hartford Retirement Plan Services	2,977.30	Pay Cycle(s) 12/08/2020 To 12/08/2020 - 457 - MassMutual (Hartford); Pay Cycle(s) 12/08/2020 To 12/08/2020 - Roth 457(b)(MassMutual)
5824	12/08/2020	Payroll	3	1790	ICMA Retirement Trust	2,523.11	Pay Cycle(s) 12/08/2020 To 12/08/2020 - 457 - ICMA
5825	12/08/2020	Payroll	3	1791	Navia Benefits	66.67	Pay Cycle(s) 12/08/2020 To 12/08/2020 - Medical FSA-S125; Pay Cycle(s) 12/08/2020 To 12/08/2020 - Navia Limited FSA
5826	12/08/2020	Payroll	3	1792	Western Conference of Teamsters Pension Trust	1,706.22	Pay Cycle(s) 12/08/2020 To 12/08/2020 - Teamsters Pension
5827	12/08/2020	Payroll	3	1793	Teamsters Union Local 231	1,210.00	Pay Cycle(s) 12/08/2020 To 12/08/2020 - Teamsters Dues
5828	12/08/2020	Payroll	3	1794	Washington Teamsters Welfare Trust	28,233.00	Pay Cycle(s) 12/08/2020 To 12/08/2020 - Teamsters Dental; Pay Cycle(s) 12/08/2020 To 12/08/2020 - Teamsters Medical
						145,190.45	001 General Fund
						20,760.34	101 Street Fund
						1,267.40	108 Transportation Sales Tax Fund
						38,974.78	401 Sewer Fund
						21,894.83	410 Drainage Fund
						54,871.58	421 Water Fund
						282,959.38	Payroll:
							282,959.38

CHECK REGISTER

City Of Stanwood

Time: 16:56:17 Date: 01/06/2021

MCAG #: 0695

12/03/2020 To: 12/31/2020

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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 Dowhower Date: 01/07/2021
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

12/03/2020 To: 12/31/2020

Time: 16:46:36 Date: 01/06/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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5932	12/03/2020	Claims	3	EFT	Chase Paymentech	747.11	Nov Merchant Fees
5933	12/04/2020	Claims	3	EFT	Xpress/Bill Pay	459.01	10290 Monthly Maintenance Fee Nov
5937	12/09/2020	Claims	3	EFT	Harland Clarke	404.23	Order Checks For Main WA Fed Checking
6151	12/29/2020	Claims	3	EFT	WA St Dept of Revenue **	13,385.65	B&O & Excise Tax - November 2020
6214	12/30/2020	Claims	3	EFT	US Bank	8,852.74	4485-5945-5564-1495
5888	12/09/2020	Claims	3	33399	Cascade Natural Gas Corp	312.31	608 440 0000 4
5889	12/09/2020	Claims	3	33400	Cedar Home Farm	200.00	City Of Stanwood
5890	12/09/2020	Claims	3	33401	Confluence Environmental Company, Inc	29,823.58	City Of Stanwood
5891	12/09/2020	Claims	3	33402	Databar Inc.	1,002.38	8952
5892	12/09/2020	Claims	3	33403	HB Jaeger	3,861.59	3330
5893	12/09/2020	Claims	3	33404	Jiffy Lube 2583	57.85	05
5894	12/09/2020	Claims	3	33405	Lankford Associates	2,430.00	City Of Stanwood
5895	12/09/2020	Claims	3	33406	Navia Benefits	50.00	City Of Stanwood
5896	12/09/2020	Claims	3	33407	Office Depot	302.12	36271097; 36274097
5897	12/09/2020	Claims	3	33408	PUD Of Snohomish County *	20,076.28	200367373; 201942398; 200103539; 200240505; 202727285; 202694204; 202670675; 202579512; 202882056; 200142180; 200592889; 220923312; 200208858; 202423729
5898	12/09/2020	Claims	3	33409	Pitney Bowes Inc- Global Financial Svc	230.79	0013214658
5899	12/09/2020	Claims	3	33410	Ricoh USA, Inc.	1,239.27	1316669-3660140; 1316669-3660090; 1316669-3660142; 1316669-3660143
5900	12/09/2020	Claims	3	33411	Sno Co District Court	1,087.33	DCT34003
5901	12/09/2020	Claims	3	33412	Sno Co Public Works *	43.68	CR000024
5902	12/09/2020	Claims	3	33413	Snohomish County Treasurer	48.75	City Of Stanwood
5903	12/09/2020	Claims	3	33414	Stanwood Camano News	342.35	261981; 261981; 261981; 261981; 261981
5904	12/09/2020	Claims	3	33415	Stanwood City Utility	2,025.78	4252; 1241; 2416; 1675; 1674; 1587; 1573; 1271; 1348; 1332; 1328;
5905	12/09/2020	Claims	3	33416	Strategies 360 Inc	1,500.00	City Of Stanwood
5906	12/09/2020	Claims	3	33417	T-Bailey, Inc	4,168.00	City Of Stanwood
5907	12/09/2020	Claims	3	33418	Unum Life Insurance	88.40	0220603-036 2
5908	12/09/2020	Claims	3	33419	WA St Dept of Licensing *		check was incorrect amount per Dept of Licensing - need to reissue
5909	12/09/2020	Claims	3	33420	WA St Treasurer	3,111.30	City Of Stanwood
5910	12/09/2020	Claims	3	33421	Washington State Patrol *	39.75	STA301
5911	12/09/2020	Claims	3	33422	Whitney Equipment Co Inc	343.84	STANWOO
5912	12/09/2020	Claims	3	33423	Wintergreen Corporation	22,999.16	City Of Stanwood
5978	12/16/2020	Claims	3	33424	APP- Associated Petroleum Products	1,757.12	04-0100494
5979	12/16/2020	Claims	3	33425	The Blueline Group	30,613.20	City Of Stanwood
5980	12/16/2020	Claims	3	33426	Branom Instrument Co.	1,783.66	City Of Stanwood; City Of Stanwood
5981	12/16/2020	Claims	3	33427	Cascade Natural Gas Corp	661.07	022 201 7579 4; 931 607 9072 6; 953 540 0000 2; 127 540 0000 3; 498 440 0000 7; 839 440 0000 5
5982	12/16/2020	Claims	3	33428	Cascade Septic, LLC	140.00	City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5983	12/16/2020	Claims	3	33429	D-Square Energy LLC	4,770.20	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
5984	12/16/2020	Claims	3	33430	Dataquest	58.50	City Of Stanwood
5985	12/16/2020	Claims	3	33431	Grainger Inc	942.31	848089215; 848089215
5986	12/16/2020	Claims	3	33432	Graybar Electric Co	9,822.54	0000381685
5987	12/16/2020	Claims	3	33433	HB Jaeger	146.48	3330
5988	12/16/2020	Claims	3	33434	KPG	24,917.14	City Of Stanwood
5989	12/16/2020	Claims	3	33435	PNWS-AWWA	250.00	City Of Stanwood
5990	12/16/2020	Claims	3	33436	PUD Of Snohomish County *	9,576.95	200794063; 202982351; 222277832; 200142180; 202694204; 202670675; 202579512; 202727285; 221041510; 202882056; 221854284; 200633634; 200240505
5991	12/16/2020	Claims	3	33437	Puget Tech LLC	2,784.00	City Of Stanwood
5992	12/16/2020	Claims	3	33438	RH2 Engineering Inc	33,493.87	City Of Stanwood; City Of Stanwood
5993	12/16/2020	Claims	3	33439	Safeway	85.74	191483
5994	12/16/2020	Claims	3	33440	Sno Co Information Services *	11,485.43	DIS1107
5995	12/16/2020	Claims	3	33441	Sno Co Sheriffs Office *	152,121.75	SSH00001
5996	12/16/2020	Claims	3	33442	Snohomish County Public Def Association	2,043.44	City Of Stanwood
5997	12/16/2020	Claims	3	33443	Stanwood Chamber Of Commerce	750.00	City Of Stanwood
5998	12/16/2020	Claims	3	33444	Summit Law Group	224.00	20150-1 DAS
5999	12/16/2020	Claims	3	33445	Chad & Katie Sundquist	208.51	04 1869 21 - 27707 66TH DR NW
6000	12/16/2020	Claims	3	33446	TMG Services Inc	876.99	1920010
6001	12/16/2020	Claims	3	33447	USA Bluebook	792.44	478228
6002	12/16/2020	Claims	3	33448	Utilities Underground Loc	116.10	134200
6003	12/16/2020	Claims	3	33449	Venom 9U	163.80	City Of Stanwood
6004	12/16/2020	Claims	3	33450	Verizon Wireless	1,497.07	372541731-000011
6005	12/16/2020	Claims	3	33451	WA St Auditor's Office	12,158.25	City Of Stanwood
6006	12/16/2020	Claims	3	33452	WA St Dept of Ecology *	520.00	City Of Stanwood
6007	12/16/2020	Claims	3	33453	WA St Dept of Transportation *	1,137.36	SW001523800; 91-6001509
6008	12/16/2020	Claims	3	33454	Washington Assoc Sewer & Water Districts	150.00	City Of Stanwood
6009	12/16/2020	Claims	3	33455	Waste Management Skagit	154.18	8-34465-95001
6010	12/16/2020	Claims	3	33456	Wave Broadband	142.65	3201-0316545-01
6011	12/16/2020	Claims	3	33457	Weed, Graafstra & Associates, Inc., P.S	16,135.50	3868-0000M
6012	12/16/2020	Claims	3	33458	Ziply Fiber	1,372.89	360-629-4907-072497-5; 206-188-0411-053105-5
6068	12/21/2020	Claims	3	33459	Ladders & Lace LLC	10,000.00	Sno Co-Cities CARES Grant Partnership
6069	12/21/2020	Claims	3	33460	Neelloc Foli LLC	10,000.00	Sno Co-Cities CARES Grant Partnership
6070	12/21/2020	Claims	3	33461	Stanwood Cafe	10,000.00	Sno Co-Cities CARES Grant Partnership
6071	12/21/2020	Claims	3	33462	USTA Martial Arts-Stanwood	5,000.00	Sno Co-Cities CARES Grant Partnership
6152	12/29/2020	Claims	3	33463	Ace Hardware	1,535.73	20013
6153	12/29/2020	Claims	3	33464	Aramark Uniform Services Inc	251.31	937963000
6154	12/29/2020	Claims	3	33465	BHC Consultants, LLC	14,525.28	City Of Stanwood
6155	12/29/2020	Claims	3	33466	Badger Meter Inc	1,343.20	460708
6156	12/29/2020	Claims	3	33467	Gaylynn Brien	60.00	City Of Stanwood
6157	12/29/2020	Claims	3	33468	Columbia Ford	750.00	City Of Stanwood
6158	12/29/2020	Claims	3	33469	D-Square Energy LLC	2,002.71	City Of Stanwood; City Of Stanwood
6159	12/29/2020	Claims	3	33470	Dog Waste Depot	139.98	City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6160	12/29/2020	Claims	3	33471	Edge Analytical Inc	226.00	STA01; STA01
6161	12/29/2020	Claims	3	33472	Forest Land Services Inc	1,185.04	City Of Stanwood
6162	12/29/2020	Claims	3	33473	Adam & Nyda Goldstein	10.43	08 4040 10 - 28501 69TH DR NW
6163	12/29/2020	Claims	3	33474	Graybar Electric Co	3,679.57	0000381685
6164	12/29/2020	Claims	3	33475	Hamilton Lumber LLC	297.20	City Of Stanwood; City Of Stanwood; City Of Stanwood; City Of Stanwood
6165	12/29/2020	Claims	3	33476	Herc Equipment Rental Corp.	57.51	1024925
6166	12/29/2020	Claims	3	33477	Holiday-Parks, Inc	36.34	CIOST5
6167	12/29/2020	Claims	3	33478	Jiffy Lube 2583	560.73	05; 05; 05; 05; 05
6168	12/29/2020	Claims	3	33479	KBA Inc.	3,874.69	City Of Stanwood
6169	12/29/2020	Claims	3	33480	Kurita America Inc.	319.39	SLSO465177
6170	12/29/2020	Claims	3	33481	Maul Foster Alongi, Inc.	2,370.00	City Of Stanwood; City Of Stanwood
6171	12/29/2020	Claims	3	33482	Motor Trucks International	1,023.24	City Of Stanwood
6172	12/29/2020	Claims	3	33483	National Safety, Inc.	1,199.18	20-STACIT; 20-STACIT
6173	12/29/2020	Claims	3	33484	Northsound Refrigeration	707.29	City Of Stanwood
6174	12/29/2020	Claims	3	33485	O'Reilly Auto Parts	19.87	1872464
6175	12/29/2020	Claims	3	33486	Office Depot	1,459.58	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
6176	12/29/2020	Claims	3	33487	PUD Of Snohomish County *	2,069.36	200128742; 200738672; 201942398; 200103539
6177	12/29/2020	Claims	3	33488	PacWest Machinery	25.65	29765570
6178	12/29/2020	Claims	3	33489	Platt Electric Supply Inc	178.79	24127
6179	12/29/2020	Claims	3	33490	Jeffrey Ray	102.12	City Of Stanwood
6180	12/29/2020	Claims	3	33491	Refund - Brent & Stephanie Keimig	55.60	Ref - Utility 2552 Brent & Stephanie Keimig Overpayment Of Final
6181	12/29/2020	Claims	3	33492	Ricoh USA, Inc.	426.56	1316669-3659652
6182	12/29/2020	Claims	3	33493	Shred-it US JV LLC	41.91	14668765
6183	12/29/2020	Claims	3	33494	Skagit Farmers Supply	61.12	135052; 135052
6184	12/29/2020	Claims	3	33495	Sno Co District Court	1,420.58	DCT34003
6185	12/29/2020	Claims	3	33496	Sno Co Human Services Dept *	528.80	HSALC021
6186	12/29/2020	Claims	3	33497	Sno Co Sheriff's Office - CB	726.27	City Of Stanwood
6187	12/29/2020	Claims	3	33498	Sno Co Sheriffs Office *	153,078.75	SSH00001; SSH00001
6188	12/29/2020	Claims	3	33499	Snohomish County Treasurer	19.19	City Of Stanwood
6189	12/29/2020	Claims	3	33500	Stanwood Auto Parts	210.53	56100; 56100; 56100; 56100; 56100
6190	12/29/2020	Claims	3	33501	Stanwood Camano News	328.93	261981; 261981; 261981; 261981; 261981
6191	12/29/2020	Claims	3	33502	Stanwood City Utility	3,259.94	3439; 3184; 2965; 2964; 2886; 2741; 2688; 1075; 2749; 1414; 1414; 1414; 1414
6192	12/29/2020	Claims	3	33503	Stanwood Hardware	104.53	1414; 1414; 1414; 1414
6193	12/29/2020	Claims	3	33504	Taylors Excavators Inc	168,673.76	City Of Stanwood
6194	12/29/2020	Claims	3	33505	UPS Store #4798	10.32	City Of Stanwood
6195	12/29/2020	Claims	3	33506	US Bank Na Custody/ Treas Div-Money Ctr	40.00	777221717
6196	12/29/2020	Claims	3	33507	US Postal Service-Stanwood *	226.00	City Of Stanwood
6197	12/29/2020	Claims	3	33508	USA Bluebook	1,675.24	478228
6198	12/29/2020	Claims	3	33509	Verizon Wireless	339.70	742373248-00001
6199	12/29/2020	Claims	3	33510	WA St Dept of Licensing *	663.00	City Of Stanwood; City Of Stanwood
6200	12/29/2020	Claims	3	33511	WA St Treasurer	1,521.62	City Of Stanwood
6201	12/29/2020	Claims	3	33512	WABO	95.00	City Of Stanwood
6202	12/29/2020	Claims	3	33513	WAPRO	50.00	City Of Stanwood; City Of Stanwood
6203	12/29/2020	Claims	3	33514	Washington State Patrol *	53.00	STA301
6204	12/29/2020	Claims	3	33515	Wave Broadband	122.25	3201-0316547-01

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6205	12/29/2020	Claims	3	33516	West Coast Code Consultants, Inc.	3,167.18	City Of Stanwood
6206	12/29/2020	Claims	3	33517	Western Exterminator Company	136.25	683591
6207	12/29/2020	Claims	3	33518	Ziply Fiber	82.47	360-939-0579-080320-5
6208	12/29/2020	Claims	3	33519	Zumar Industries Inc	6,320.32	00683
6231	12/31/2020	Claims	3	33520	Gaylynn Brien	60.00	City Of Stanwood
6232	12/31/2020	Claims	3	33521	Cascade Natural Gas Corp	1,007.97	953 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4
6233	12/31/2020	Claims	3	33522	Confluence Environmental Company, Inc	41,830.50	City Of Stanwood; City Of Stanwood
6234	12/31/2020	Claims	3	33523	D-Square Energy LLC	1,082.14	City Of Stanwood
6235	12/31/2020	Claims	3	33524	Harmesen LLC	1,275.00	City Of Stanwood
6236	12/31/2020	Claims	3	33525	Les Schwab Tire Centers	208.40	S34-00006
6237	12/31/2020	Claims	3	33526	PUD Of Snohomish County *	13,753.38	220923312; 202982351; 200794063; 200208858; 20052889; 202423729; 222277832
6238	12/31/2020	Claims	3	33527	RH2 Engineering Inc	7,115.38	City Of Stanwood
6239	12/31/2020	Claims	3	33528	Ricoh USA, Inc.	1,249.79	1316669-3660140; 1316669-3660143; 1316669-3660090; 1316669-3660142
6240	12/31/2020	Claims	3	33529	Skagit Farmers Supply	77.78	135052
6241	12/31/2020	Claims	3	33530	Sno Co Sheriff's Office - CB	4,785.37	City Of Stanwood; City Of Stanwood
6242	12/31/2020	Claims	3	33531	Sno Co Sheriffs Office *	152,121.75	SSH00001
6243	12/31/2020	Claims	3	33532	Sound Employment Solutions, LLC	2,000.00	City Of Stanwood
6244	12/31/2020	Claims	3	33533	Summit Law Group	64.00	20150-1 DAS
6245	12/31/2020	Claims	3	33534	WA St Dept of Transportation *	2,865.94	SW001523802; SW001523800; 9160011509
6246	12/31/2020	Claims	3	33535	Wave Broadband	142.65	3201-0316545-01
6247	12/31/2020	Claims	3	33536	Western Exterminator Company	185.30	683591
6248	12/31/2020	Claims	3	33537	Xylem Water Solutions U.S.A., Inc.	20,211.10	129265; 129265
						593,739.42	001 General Fund
						11,986.48	101 Street Fund
						35,748.46	103 Street Construction Fund
						233,369.09	104 Park And Trail Improvement Fund
						760.32	107 Equipment Reserve Fund
						36.52	108 Transportation Sales Tax Fund
						5,356.81	115 Tourism And Promotion DSC
						80,253.43	401 Sewer Fund
						43,980.82	403 Sewer Construction Fund
						5,238.37	410 Drainage Fund
						44,860.29	411 Drainage Construction Fund
						39,766.72	421 Water Fund
						11,011.42	422 Water Construction Fund
						5,470.41	630 Agency Fund
						1,111,578.56	Claims:
						1,111,578.56	* Transaction Has Mixed Revenue And Expense Accounts

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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 Dowhower Date: 01/07/2021
() Deputy Finance Director

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
31	01/06/2021	Claims	3	33538	Association Of Wa Cities *	4,755.00	City Of Stanwood
32	01/06/2021	Claims	3	33539	Snoecker Inc Simple Security Solutions	143.97	City Of Stanwood
001 General Fund						4,898.97	
						<u>4,898.97</u>	Claims: 4,898.97

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 Dowhower Date: 01/07/2021
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b

DATE: January 14, 2021

SUBJECT: City Council December 10, 2020 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the December 10, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE DECEMBER 10, 2020 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, December 10, 2020 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Elizabeth Callaghan 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, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

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

3. Approval of the Agenda

Motion by Councilmember Shepro, second by Councilmember Johnson to approve the agenda. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments, and received one request to from a citizen who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

Tim Schmitt- 27308 101st Ave NW, Stanwood, WA

The citizen comment is in regards to the Council Consent Agenda Item # 7e, Authorize Mayor to execute Legal Services Retainer Agreement.

Mr. Schmitt would like to see the legal contract go out for request for quote (RFQ) which would also be subject to a bid process. The existing Legal Council has been contracted at the City for over ten years and it is his opinion that the city would be benefit from a change.

5. Staff Reports

- a. Police Compstat Report – October, 2020

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6. Committee Reports

- a. Public Safety Committee Meeting Minutes – November 23, 2020
- b. Parks and Trails Advisory Committee Meeting Minutes – October 19, 2020
- c. Planning Commission Meeting Minutes – November 9, 2020

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve November 23, 2020 Regular Meeting Minutes
- c. 2021 City Council Committee Selection
- d. 2021 City Council Meeting Schedule
- e. Authorize Mayor to execute Legal Services Retainer Agreement
- f. Authorize Mayor to execute Snohomish County Regional Drug Task Force Interlocal Agreement
- g. Authorize Mayor to execute Washington State Transportation Board (TIB) Overlay Grant Agreement– 276th Street Overlay

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

8. Public Hearing

The public was invited to submit written public comments or by registering to speak via the City website.

The City Clerk did not receive any Public Comment written submissions or registrations to speak for either of the Public Hearings being held tonight.

- a. 2020 Docket Request
 - i. Receive Public Comment on the Proposed Ordinance
 - ii. Final Adoption of Resolution 2020-13

Community Development Director, Patricia Love presented the 2020 Final Docket Resolution. She briefly explained the docket process noting that the City conducts an annual call for docket applications to propose amendments to the Comprehensive Plan or Development Regulations. This year the docket application period was from September 8 through October 9, 2020. All requests must be presented to the City Council at a public hearing for consideration to be placed on the Final Docket. The docket process allows residents to bring proposals to amend the Comprehensive Plan or Development Regulations directly to the City Council for an initial high level review. If the Council deems the application warrants additional review, the item is placed on the Final Docket list. Placement of an item on the final docket list by the Council means the application warrants in-depth consideration of the request, but in no way implies eventual adoption or approval of the proposal. Once placed on the Final Docket list the requests will be placed

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on the Planning Commission's work plan for the following year. The City received multiple docket applications this year including, two resident initiated code amendment requests and one resident initiated comprehensive plan request.

The Planning Commission reviewed the applications on November 9th and the Community Development Committee reviewed them on November 12th. After a thorough discussion regarding the current animal code, both the Planning Commission and Community Development Committee recommended to place all of the items on the 2020 Final Docket list.

The Planning Commission and Community Development Committee did have some concerns regarding the impact of allowing farm type animals on city lots, however thought it was worth taking a look at the regulations. The proposed Code Amendments will take about six to nine months to complete. The proposed Comprehensive Plan Amendment is expected to be completed throughout 2021-2023 in preparation of the 2024 Comprehensive Plan Update.

The first reading was presented and discussed during a Public Hearing held at the November 12, 2020 Regular City Council Meeting.

The Mayor opened the Public Hearing at 7:02 pm.

With there being no requests for public comment for either of the two Public Hearing items the Mayor Closed the Public Hearing at 7:03 pm.

Council discussed the proposed Ordinance.

Councilmember Shepro made a motion to deny moving forward with docket item number 1. The motion did not receive a second, therefore the motion was dropped.

Motion by Councilmember Pearce, second by Councilmember Johnson to approve Resolution 2020-13, placing this year's docket requests on the 2020 Final Docket List and direct staff to add the items to the Planning Commission's future work plan.

Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- Yes.

Motion carried unanimously.

b. Enhanced Service Facilities

- i. Receive Public Comment on the Proposed Ordinance
- ii. Final Adoption of Ordinance 1493A

Community Development Director, Patricia Love explained that the purpose of this agenda item is for Council to hold a public hearing on the interim zoning regulations for Enhanced Service Facilities (ESF) adopted pursuant to Ordinance 1493 on October 15, 2020. The purpose of these interim zoning regulations is to give city staff and the Planning Commission sufficient time to analyze the issue and make recommendations to the City Council. Pursuant to RCW 35A.63.220, the City is required to hold a public hearing within 60 days of adoption of interim zoning regulations. Ordinance 1493 set December 10, 2020 as the public hearing date. To avoid potential applications for

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Enhanced Service Facilities under the unclassified use criteria, staff is proposing that the Council adopt interim zoning regulations for a period of six months to proactively identify a specific zoning approach to permit ESF facilities in the future, should a proposal come forward.

Motion by Councilmember Roberts, Second by Councilmember Johnson, to authorize the Mayor to sign ordinance 1493A, continuation of the interim Enhanced Service Facilities Regulations, and forward the issue to the Planning Commission for review as part of the Community Development Department's 2021 Work Plan.

Motion carried unanimously.

9. New Business

a. Resolution 2020-14 City Beautification Action Plan

Community Development Director, Patricia Love explained the City Beautification Action Plan. The Resolution formally adopts the City Beautification Action Plan and directs staff to begin implementation of the 2021-2026 Capital Improvement Project list as contained in the City of Stanwood's adopted 2021-2022 Budget. This City Beautification Action Plan sets in motion a 6-year investment program that celebrates the beauty of our City by making investments in our businesses, local aesthetics, and infrastructure. As part of the 2021-2022 Biennial Budget, the City Council approved an on-going City Beautification budget line item to implement action items included in this plan. Proposed projects will be vetted through the Economic Development Board, Parks and Trails Advisory Committee or other group as deemed appropriate by the City Council.

Achieving full build-out of the City Beautification Action Plan will take time and phased implementation. This Plan involves investment in both near and long term projects on an on-going basis so that over time the long range vision of community comes to fruition in the form of physical improvements to the City's streetscape.

Council discussed the proposed Resolution.

Motion by Councilmember Roberts, Second by Councilmember Pearce, to authorize the Mayor to sign Resolution 2020-14, City Beautification Action Plan, and authorize staff to begin implementation of the plan in accordance with the 2021-2022 Budget.

Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- Yes.

Motion carried unanimously

b. Resolution 2020-15 Personnel Policy Updates

Human Resources Manager, Pat Adams presented the Resolution 2020-15, request for updates to the Stanwood Personnel Policy Manual.

It has been over three years since the City's personnel policies have been reviewed and updated. Adams explained the most significant amendments to the City's policies include

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Telecommuting Policies, Employee Financial Reimbursements/Expenses, Matching Deferred Compensation Program, Employee Wellness Program and Committee, Washington Paid Sick Leave Law, Waiver of Medical Insurance Benefits., Paid Time Off (PTO) – Non Represented Employees Only, Short-Term Disability Insurance, Washington Paid Family and Medical Leave, Family Care Act, Pandemic or Public Health Emergency Response and Volunteer Emergency Services Personnel Leave.

The purpose for enacting these personnel policies is to ensure compliance with current Federal and State personnel laws, and to provide a uniform system of personnel administration throughout the City, and to assist managers and supervisors in developing sound management practices and procedures.

It should be noted the policies will apply to all City employees, except elected officials and independent contractors. In the event there is a conflict between these policies and any collective bargaining agreement, personnel services contract, or State or Federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, the City's personnel policy manual will apply.

The Finance/Personnel Committee reviewed the proposed changes on December 1, 2020 and were in support of the proposed changes. The full City Council considers and approves adoption of the City's Personnel Policy Manual.

Council discussed the proposed Resolution.

Motion by Councilmember Johnson, Second by Councilmember Shepro to pass Resolution 2020-15 adopting the City of Stanwood's updated Personnel Policy Manual along with the suggestions made during the discussion.

Motion carried unanimously.

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

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan wanted to remind Councilmembers that the 2021 City Council Committees were approved during tonight's meeting with the Consent Agenda items. Thank you for passing the Docket items. It's hard to pass along items that you don't want moved for final approval, but the discussion needed to be had. Mayor was very encouraged by the positive comments about the Christmas decorations.

b. City Administrator's Report-

City Administrator, Jennifer Ferguson wanted to point out that the 2021 City Council Calendar was approved tonight. Outlook Calendar invites will be coming out soon. The Hometown Holidays is going on this weekend at our downtown Stanwood businesses. Please shop local! Interviews for the vacant Finance Director position are next week. The panelists were selected by the Mayor and Jennifer.

Stanwood City Council Meeting Minutes – December 10, 2020

Director Sound-Bites-

Patricia Love, Community Development Director stated that City Parks are a high priority for the Mayor and Council. One of the items on the on the 2021 work plan is a Park Feasibility Study. The RFP will be advertised on January 4. The due date for the proposals is January 28. If things go as planned we can start the work by the end of March.

Kevin Hushagen, Public Works Director reported that staff conducted interviews this week for the two open Wastewater positions. There are good two candidates that will be offered the jobs. He gave a quick update on the projects going on around town.

Rob Martin, Police Chief – There was a little bit of excitement in town today which included a high speed chase that ended safely in Arlington.

John Cermak, Fire Chief – The COVID -19 infection numbers are rising. Encourages everyone to stay safe, strong and wear your mask. The community resource paramedic is working with Snohomish County on a plan for distributing the vaccine in the near future.

Jennifer Ferguson added, the City received seven new business grant applications for round two of the Stanwood Soaring CARES Act funding. This is funding from Snohomish County. The applications are being reviewed for eligibility. This year has been a challenging one for everyone. Ferguson wanted to say Thank You to all of our staff who have been gracious and adaptable and have kept the City running.

c. Councilmember Reports and Questions-

Councilmember Shepro would like to see power added to the light poles that currently don't have it. It would really make a huge difference with the Holiday Decorations. He also asked about the Christmas Trees. Jennifer noted that there are two lighted trees. One is located at City Hall and the other is in downtown by the Train Station.

Councilmember Pearce stated that he is really enjoying the décor. Unfortunately there is a bit of a scuttlebutt around town about it. This is just phase 1 of the project. We look forward to adding to the decorations and hopefully additional decorations for year round. If you know of someone with a complaint or that needs accurate information they can call him.

Councilmember Robb wishes everyone a very Happy Holidays.

Councilmember Roberts said Happy Holidays. 2020 has been a heck of a year and Sid is proud of this team and proud of our city for all of the work that has been getting done. Hats off to both staff and leadership. There was a new Community Transit Director hired today. He is a highly capable applicant and the board is happy to be working with him. He will start the first week of January.

Councilmember Williams- Merry Christmas and Happy New Year.

Stanwood City Council Meeting Minutes – December 10, 2020

Councilmember Pearce also mentioned that the railing along the Port Susan Trail is looking great and can't wait to see how it looks when it is complete.

Councilmember Johnson noted that at this time the Stanwood School District is not having any in person learning. Internet connection will be vital to the students doing remote learning.

12. Adjourn to Executive Session –

Anticipated to be an hour long with no action to follow.

Mayor Callaghan adjourned the meeting at 8:05 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: January 14, 2021

SUBJECT: Appointment of Economic Development Board Members

CONTACT PERSON: Elizabeth Callaghan, Mayor

ATTACHMENTS: A – Application for Board appointment – Blake Arnold
B – Request for Board reappointment – John Russell
C – Request for Board reappointment – Les Anderson
D – Request for Board reappointment – Randy Heagle

Resource Link: none

PURPOSE

The purpose for this agenda item is for Council consideration of the Mayor's proposed appointment and reappointments to the Stanwood Economic Development Board.

BACKGROUND

The City Council passed Resolution 2014-04 establishing an Economic Development Board in March 2014. The Economic Development Board has seven voting members representing a cross section of the business community appointed by the Mayor with Council ratification. Terms are staggered so that the entire Board does not change at the same time in the future. There is still a vacant board member position, due to the expiring term of Chantel Keller, who has not requested reappointment. Mayor Callaghan is still accepting applications and will make a recommendation to the Council at a future meeting when a suitable applicant is selected.

ANALYSIS

The Mayor proposes appointment of Blake Arnold (See Attachment A), reappointment of John Russell (See Attachment B), reappointment of Les Anderson (See Attachment C) and reappointment of Randy Heagle (See Attachment D) to two year terms expiring December 30, 2022.

There is no fiscal impact associated with the decision to appoint board members. There will be staff resources needed to support the board's activities, as well as minor supplies which have been allocated in the 2021-2022 general fund and tourism promotion budgets.

The Economic Development Board may make recommendations that impact future City operating or capital budgets; however any recommendations require Council approval.

Fiscal Impact			
There is no fiscal impact			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Callaghan recommends appointments and reappointments to the Economic Development Board

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The Council may ratify the Economic Development Board member appointments and reappointments as recommended by Mayor Callaghan.
2. The Council may not ratify the proposed board member appointments and direct staff to continue to seek applicants

PROPOSED MOTION

MOTION TO APPROVE THE ECONOMIC DEVELOPMENT BOARD MEMBER APPOINTMENTS TO TWO YEAR TERMS ENDING DECEMBER 31, 2022

Blake Arnold	Stanwood-Camano Real Estate Broker 2 years (January 2021- December 2022)
John Russell	Stanwood Business Owner 2 years (January 2021- December 2022)
Les Anderson	Twin Cities Idlers Car Show 2 years (January 2021- December 2022)
Randy Heagle	Stanwood -Camano Island Business Owner 2 years (January 2021- December 2022)

From: noreply@civicplus.com
To: [Ferguson, Jennifer](#)
Subject: Online Form Submittal: Economic Development Board Vacancy Application
Date: Monday, December 21, 2020 11:24:10 AM

Economic Development Board Vacancy Application

First Name	Blake
Last Name	Arnold
Address	1359 MIDCREST ROAD
Phone Number	13607083644
Stanwood/Camano Business Name	Windermere Real Estate/CIR
Email Address	blakearnold@windermere.com
Please briefly describe your qualifications for the position.	I am a current commercial real estate broker focusing on the Stanwood market and current board member of the Stanwood Chamber of Commerce. I see and feel that Stanwood has a lot offer its current economy and would love to explore how else we can serve those who want to pursue Stanwood's growth potential. I feel that I offer a unique and forward vision and perspective having worked in Banking, Business Tech and Real Estate. My family has lived and worked in the Stanwood/Camano community for well over 50 years. Windermere Real Estate -CIR: Jan 2018-Present Allixo Technologies (Mount Vernon) - 2014-Present - Account Admin - Business 2 Business Service Sales - Consultant (2018-Present)
Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.	
Letter of Intent	Econ_Dev Lol Esign.pdf
Supporting Documentation	<i>Field not completed.</i>
Supporting Documentation	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: [The UPS Store #4798](#)
To: [Ferguson, Jennifer](#)
Subject: Re: Stanwood Economic Development Board term
Date: Thursday, December 3, 2020 2:17:21 PM
Attachments: [image001.png](#)

Jennifer,

I am willing to serve again, but I will leave it up to Mayor Callaghan to determine if I am still a good representative for the interests of Stanwood business community.

I believe I might be the longest member of the many shapes and forms economic development has taken in our City over the last decade. That could be a positive in institutional knowledge or a hinderance.

Regardless I will continue to be a vocal advocate for our business community.

John Russell

From: Ferguson, Jennifer <Jennifer.Ferguson@ci.stanwood.wa.us>
Sent: Thursday, December 3, 2020 1:03 PM
To: The UPS Store #4798 <store4798@theupsstore.com>
Subject: Stanwood Economic Development Board term

CAUTION! This email originated from outside of the organization. Please do not open attachments or click links from an unknown or suspicious origin.

John,

Your term on the Stanwood Economic Development Board is expiring December 31, 2020. If you are interested in another term, would you please let me know by providing a letter of interest and I will provide to Mayor Callaghan for her consideration and subsequent City Council's affirmation of the Mayor's appointments?

Let me know if you have any questions. Thank you.

Jennifer Ferguson

Jennifer Ferguson | City of Stanwood
City Administrator



December 6, 2020

Jennifer Ferguson
City Administrator
City of Stanwood
Re; Economic Development Committee Position

Jennifer,

Thank You for the notice of my current position on the City's Economic Development committee coming to an end. I've been involved with the City in one way or another since 1993 and enjoy being a part of the process. With that said, I would like to continue for another term on the EDC. My mantra' has always been "it's better to be part of it than throw rocks at it". If Mayor Callaghan would like to speak to me about this and or ask me any questions, I would be more than happy to speak with her any time. In fact, if she has a few minutes, I would like to sit down with her any time and promise I will minimize my talk with her as I know her time is valuable and in short supply.

Thank You,
All the Best,
Les Anderson

From: [Ferguson, Jennifer](#)
To: [Randy Heagle](#)
Subject: RE: Stanwood Economic Development Board term expiration
Date: Tuesday, December 15, 2020 12:18:00 PM
Attachments: [image001.png](#)
[image003.png](#)

Hi Randy,

Thank you for your response. I will let Mayor Callaghan know if your interest and the Stanwood Council will likely be confirming appointments on Jan 14.

Jennifer Ferguson

Jennifer Ferguson | City of Stanwood
 City Administrator



10220 270th St NW, Stanwood, WA 98292
 Main 360-629-2181 | Direct 360-454-5209

www.stanwoodwa.org

www.discoverstanwoodcamano.com



From: Randy Heagle [mailto:rheagle@windermere.com]
Sent: Tuesday, December 15, 2020 12:11 PM
To: Ferguson, Jennifer <Jennifer.Ferguson@ci.stanwood.wa.us>
Cc: Randy Heagle <rheagle@windermere.com>
Subject: RE: Stanwood Economic Development Board term expiration

Jennifer,

I apologize for the delayed response, I kept meaning to write a letter, and just did not get to it. If you can accept this as my letter of interest in remaining on the Stanwood EDCB, that would be Great.

It feels like there are Good things happening in town.. Love to see them continue,. And feel like I can bring some positive input to the process.

Thank you.

Randy

Randy Heagle | Owner, Managing Broker

Windermere Real Estate/CIR

Camano Island & Stanwood

Office: 360-629-8233

Cell: 206-391-3378

rheagle@windermere.com

From: Ferguson, Jennifer <Jennifer.Ferguson@ci.stanwood.wa.us>

Sent: Thursday, December 3, 2020 1:02 PM

To: Randy Heagle <rheagle@windermere.com>

Subject: Stanwood Economic Development Board term expiration

Randy,

Your term on the Stanwood Economic Development Board is expiring December 31, 2020. If you are interested in another term, would you please let me know by providing a letter of interest and I will provide to Mayor Callaghan for her consideration and subsequent City Council's affirmation of the Mayor's appointments?

Let me know if you have any questions. Thank you.

Jennifer Ferguson

Jennifer Ferguson | City of Stanwood
City Administrator



10220 270th St NW, Stanwood, WA 98292

Main 360-629-2181 | Direct 360-454-5209

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8d
DATE: January 14, 2021
SUBJECT: Confirm Mayor's Appointment to Planning Commission
CONTACT PERSON: Mayor Elizabeth Callaghan
ATTACHMENTS: A – Cody Davis Application for Appointment

PURPOSE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's appointment of Cody Davis to the Stanwood Planning Commission, position no. 5.

BACKGROUND

The Planning Commission currently has two vacant positions, one (1) and (5). One vacancy was recently created due to the untimely death of Linda Utgaard.

ANALYSIS

The Stanwood Mayor is responsible for recommending appointments to the various City ad hoc boards and commissions when terms expire or a vacancy occurs. The city advertised the planning commission vacancies and requested that interested individuals submit applications and letters of interest. The Mayor reviewed the information submitted and staff discussed the overall commission appointment and responsibilities with Cody Davis.

Fiscal Impact			
No fiscal impact associated with this action			
Fund(s):			
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Callaghan recommends the appointment of Cody Davis to the Planning Commission, position 5, for the term ending December 31, 2022.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Not approve appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO APPOINT CODY DAVIS TO THE STANWOOD PLANNING COMMISSION, POSITION 5, FOR A TERM ENDING DECEMBER 31, 2022.

ONLINE SUBMISSION

Cody Davis
27367 village place northwest
4253082428
Davis.cody.lee@gmail.com

Please briefly describe your qualifications for the position

I live here within Stanwood city limits and would like to become more involved. I recently applied for the city council position, and was referred to apply for the Planning Commission. Thank you for the opportunity.

Cody Davis

27367 Village Pl NW
Stanwood, WA 98292
(425)308-2428
Davis.cody.lee@gmail.com

15th September, 2020

Stanwood Planning Commission

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

Dear Planning Commission,

My name is Cody Davis, and I am interested in filling the recent vacant position. I have aspirations of serving my community. As a member of the Stanwood Planning Commission I will work hard for the city.

I grew up just east of here in Darrington, and had the privilege of attending a variety of colleges throughout our wonderful state. I met my wife in Bellingham while attending Whatcom Community College. We bought our first home here in Stanwood where we are raising our two young children. I am also employed at one of Stanwood's local businesses.

I cherish the small-town values that Stanwood prides itself on, and I will uphold those values, but with common sense and moderation. The city is growing fast and we need diversity and workable ideas to shape our future. I will provide honest, straightforward opinions to the Planning Commission, from a hard working, family oriented, person's point of view. I am someone that is eager to shape our community into something that we and future generations can all be proud to call our home.

I am happy to call Stanwood my home, and grateful to have the chance to serve my community in this way. Thank you for making this opportunity available to people. If any further discussion is needed before the meeting, I can be reached at the above contact information. I look forward to becoming more active in our community.

Sincerely,

A handwritten signature in black ink that reads "Cody Davis". The signature is written in a cursive, flowing style with a large initial 'C'.

Cody Davis



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8e

DATE: January 14, 2021

SUBJECT: Snohomish Health District Board Appointment

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – Stanwood Board of Health Appointment Letter
B – Snohomish Health District Request

PURPOSE

The purpose of this agenda item is for Council consideration and appointment of the Stanwood small city representative on the Snohomish Health District Board for 2021.

BACKGROUND

The Snohomish Health District was created in 1959 under Washington State Law (RCW 70.46) as the municipal corporation responsible for public health in Snohomish County. The mission of the Health District is to improve the health of individuals, families, and communities through disease prevention, health promotion, and protection from environmental threats. A 15-member Board of Health oversees the budget and policies of the Health District. All five Snohomish County Council members sit on the Board of Health, together with ten city council members or mayors representing the 20 incorporated cities and towns in the county. Public meetings of the Board of Health are held monthly. The Snohomish Health District provides a wide range of programs and services that protect and promote the public health in many ways. The main focus of these programs and services is preventing injury and disease.

ANALYSIS

Per Snohomish Health District Resolution 18-26 (See Attachment B) the small cities of Arlington, Darrington, Granite Falls and Stanwood, in District 1, are required to name a representative to the 15-member Health Board. The Health District is divided into 5 regions. Mayor Dan Rankin has served as the city's representative since 2016, and has expressed interest in representing the District 1 residents in 2021 as well. Mayor Callaghan met with the Mayor's of the District 1 cities to discuss the appointment.

Certifications must be made by the Mayor or City Manager of the appointing city in a letter to the Health District (See Attachment A).

Fiscal Impact			
No fiscal impact associated with this action			
Fund(s):			
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Callaghan recommends the appointment of Town of Darrington Mayor Dan Rankin to the District 1 Snohomish Health District Board for 2021.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Not approve appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO CONFIRM THE MAYOR'S SIGNATURE ON A LETTER DESIGNATING DARRINGTON MAYOR DAN RANKIN AS THE CITY'S REPRESENTATIVE TO THE SNOHOMISH COUNTY BOARD OF HEALTH FOR 2021.



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

January 14, 2021

Snohomish Health District
3020 Rucker Avenue Suite 306
Everett, WA 98201

Re: Snohomish County Health Board District 1 Representative

Dear Snohomish Health District,

The City of Stanwood hereby designates Town of Darrington Mayor Dan Rankin to serve as the City's representative to the Snohomish County Board of Health for the year 2021.

If you have any questions, please contact City Administrator Jennifer Ferguson at (360) 454-5209 or email jennifer.ferguson@stanwoodwa.org.

Sincerely,

Mayor Elizabeth Callaghan



Administration Division

December 7, 2020

The Honorable Elizabeth Callaghan
 City of Stanwood
 10220 270th St. NW
 Stanwood, WA 98292

Re: Annual Certification of Board of Health Representative

Dear Mayor Callaghan:

In 2018 the Board of Health passed Res. 18-26 (attached) amending language to the Snohomish Health District Charter regarding membership and city representation. The amended language establishes a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns. It also implements a rotation amongst the cities in each County Council district on an annual or semi-annual basis. Res. 18-26 became effective January 1, 2019, and the appointment of the 2019 representative was the start of the rotation cycle.

Per the Health District Charter, the largest city within each Council district appoints a Board of Health representative in accordance with that city's procedure for making such appointments. Marysville is the largest city in District 1 and appoints its own representative.

For the remaining cities, the Charter now calls for the cities and towns in each Council district to select a single representative **by majority vote of those cities**. Stanwood shares its representation on the Board with the other cities and towns in District 1 – Arlington, Darrington, and Granite Falls. The current representative for District 1 is Darrington Mayor Dan Rankin, who also serves on the Board's Public Health Program Policy Committee. Mayor Rankin has served two years under the amended Charter rules. To serve more than one year, the appointee must receive a super-majority vote from the small cities within the district; in District 1's case, Mayor Rankin would need all four cities to appoint him to serve in 2021. To select a new representative from a different city for 2021, a simple majority is needed.

The Board sets local public health policy and oversees the operations of the Health District. In addition to attending monthly Board of Health meetings, Board members serve on one of three committees. These committees meet regularly and address topics such as budgeting, Board governance, and policy matters.

The first meeting of the Board in 2021 is Tuesday, January 19, at 3 p.m. Certification must occur before representatives can assume their seat on the Board. It's our hope that Arlington, Darrington, Granite Falls, and Stanwood can certify their representative and notify us **by Friday, January 15**. If not, the incumbent continues as a voting member of the Board until the certification process is complete in District 1.

Please mail your city's certification letter signed by you or your city manager to me at the address below or via email to lcaryl@snohd.org. Thank you for your assistance with this process, Mayor Callaghan. If you have any questions, please contact Linda Carl at lcaryl@snohd.org or 425-339-8677, or call me at 425-339-8687.

Sincerely,

Shawn Frederick, Administrative Officer

Attach: Board of Health Res. 18-26
 cc: Stanwood City Council



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 18-26

RESOLUTION SUBJECT: AMENDING ARTICLE III OF THE CHARTER OF THE
SNOHOMISH HEALTH DISTRICT ADDRESSING BOARD OF
HEALTH MEMBERSHIP AND CITY REPRESENTATION

WHEREAS, members of the Board of Health are selected to ensure geographic representation of the entire County, including one County Council member from each of the five County Council Districts, one city council member from the largest city in each of the five County Council Districts, and one elected representative selected from among the smaller cities and towns in each of the five County Council Districts; and

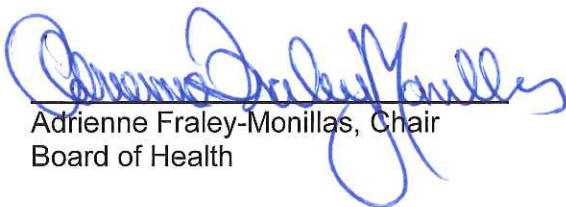
WHEREAS, smaller cities and towns in the county have not had a clear or consistent means of selecting a representative from each of the five County Council Districts that provides fair opportunities for representation; and

WHEREAS, the Board of Health desires to establish a more clearly defined process that includes fair and balanced representation and an opportunity for all smaller cities and towns to participate on the Board of Health;

NOW, THEREFORE, BE IT RESOLVED that the Board of Health for the Snohomish Health District does hereby amend Article III of its Charter as set forth in Exhibit A attached hereto relating to the Board of Health membership and establishing a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns in each of the five County Council Districts;

AND, BE IT FURTHER RESOLVED that this amendment takes effect January 1, 2019.

ADOPTED this 11th day of December 2018.



Adrienne Fraley-Monillas, Chair
Board of Health

ATTEST:



Jefferson S. Ketchel, MA, RS
Administrator

EXHIBIT A

ARTICLE III – MEMBERSHIP

1. Board Membership. The Board of Health shall be composed of a total of 15 members, with 3 members geographically from each of the 5 Snohomish County Council Districts.
 - (a) One Snohomish County Council member shall represent each of the 5 County Council Districts.
 - (b) The largest city within each of the 5 County Council Districts, as determined by the most recent official population numbers from the State of Washington, shall select one Board of Health representative from the city's council.
 - (c) The cities and towns within each of the 5 County Council Districts, other than the largest city, shall collectively select one Board of Health representative from among their elected mayors and Council members. Selection of the representative shall be in accordance with sections 3(b) below.
2. When any city has residents within more than one County Council District, that city shall be considered to belong to the Council District wherein the majority of the city's population resides.
3. Selection Procedure for City/Town Representatives/Certification
 - (a) The largest city within each County Council District shall appoint a Board of Health representative in accordance with each city's procedure for making such appointments. The representative appointed shall be certified annually by the mayor or city manager as properly appointed in a letter to the Health District.
 - (b) Cities and towns other than the largest within each County Council District jointly shall annually select a single representative by a ~~method of their choosing~~ majority vote of all cities and towns but excluding the largest city within the County Council District. If eligible, the Board position shall continue to be held by the incumbent until the appointment and certification for the ensuing year. In the event of a tie vote the Chair of the Board of Health shall cast the deciding vote by coin toss at a meeting that's open to the public. This representative shall be jointly certified annually by the mayors or city managers as properly appointed in a letter to the Health District. Provided, however, in County Council Districts where there is more than one small city or town, no representative of a city or town shall serve more than two consecutive years unless, where applicable, a majority plus one of the cities and towns eligible to vote (a super majority) agree to such additional year or years of service. Where a super majority is not applicable, because of the number of small cities and towns in a County Council District, a unanimous vote shall be required to authorize more than two consecutive years. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum. Once a

representative of an eligible city or town has served on the Board of Health the next selection of a representative shall be from a different city or town within the County Council District until all cities and towns have had an opportunity to serve. Once all cities and towns within the Council District have had an opportunity for a representative of their city or town to serve, the order of selection from all cities and towns shall be repeated in the same order. If a city or town declines to offer an elected mayor or councilmember to serve on the Board of Health, a representative from another city or town shall be considered. No city or town shall have a representative appointed for subsequent terms to the Board of Health until all cities and towns within a County Council District have had an opportunity for a representative to serve.

- (c) Certification of representatives must occur before representatives can assume their seat on the Board of Health.

4. Terms of Office.

- (a) The term of office for Snohomish County Council members shall be that of each member's term of office on the County Council.
- (b) No specific term of office shall be established for representatives of ~~any city or group of cities or towns~~ the largest city within a County Council district .The term of office for the smaller cities and towns in each County Council District shall be as set forth in section 3(b) above. Such representatives to the Board of Health shall serve pursuant to appointments made by their respective cities and towns, and annual certification by the respective mayor(s) or city manager(s).
- (c) Membership on the Board of Health of an individual shall continue until the date on which the successor to the seat has been appointed or has assumed elected office and, in the case of representatives from cities and towns, certification as described in 3. above has been received by the Health District; PROVIDED, that should a member no longer hold the public office which qualifies such person for membership, or should a member resign from the Board of Health, membership ceases with the effective date of leaving office or resignation. In such cases, a representative from the same city or town from which the position on the Board of Health was vacated shall be appointed by that city or town to fill the remainder of the term on the Board of Health. If no representative from the same city or town offers to serve, the cities and towns shall by majority vote select a representative from another city or town. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum.
- (d) Execution of an Oath of Office is required of each member of the Board of Health at the beginning of the term of office.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8f
DATE: January 14, 2021
SUBJECT: 297 Reservoir Project Final Acceptance
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – TBAiley final payment request

PURPOSE

The purpose of this agenda item is for Council to consider approval of final acceptance of the 297 Reservoir Project completed by TBAiley.

BACKGROUND

At their June 27, 2019 Council approved a contract with TBAiley to complete the construction of the 297 Reservoir Project. That project is now complete and staff would like for final acceptance to close out the project.

ANALYSIS

Council approved contract amounts:

TBAiley

	Original contract	CO #1 Platform mod	CO #2 time extension	CO #3	Total
TBAiley	\$2,478,021	(\$5,611.12)	N/A	\$37,704.82	\$2,510,114.70

RH2

	Design contract	Amendment #1 Shake alert	Amend #2 SDC	Amend #3 coat insp	Total
RH2	\$208,426	\$54,443	\$185,895	\$9,085	\$457,849

This project was budgeted and completed over 2 years.

2019 budget \$2,000,000

		Remaining
TBailey	\$1,181,804.85	\$ 818,195.15
RH2	\$ 263,686.02	\$ 554,509.13
Permits	\$ 22,707.68	\$ 531,801.45
DOH review	\$ 1,984	\$ 532,817.45
Advertise	\$ 733.85	\$ 529,083.60
Total	\$1,470,914.40	\$ 539,083.60

Fiscal Impact			
Fund(s):	297 zone reservoir construction – 594 34 63 46		
Amount:	\$ 2,000,000	Project Estimate:	\$ 1,470,914.40
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

2020 Budget \$1,700,000

		Remaining
TBailey	\$1,321,543.66	\$ 378,456.34
RH2	\$ 181,500.48	\$ 196,955.86
Telemetry	\$ 9,253.60	\$ 187,702.26
Sampling	\$ 1,356.36	\$ 186,345.90
Misc.	\$ 938.36	\$ 185,407.54
Total	\$1,514,592.46	\$ 185,407.54

Fiscal Impact			
Fund(s):	297 zone reservoir construction – 594 34 63 46		
Amount:	\$ 1,700.000	Project Estimate:	\$ 1,514,592.46
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

2 year totals

	2019	2020	Total
TBailey	\$1,181,804.85	\$ 1,321,543.66	\$ 2,503,348.51
RH2	\$ 263,686.02	\$ 181,500.48	\$ 445,186.50
Permits	\$ 22,707.68	\$ 0	\$ 22,705.68
Telemetry	\$ 0	\$ 9,253.60	\$ 9,253.60
DOH review	\$ 1,984.00	\$ 0	\$ 1,984.00
Sampling	\$ 0	\$ 1,356.36	\$ 1,356.36
Misc.	\$	\$ 938.36	\$ 938.36
Advertise	\$ 733.85	\$ 0	\$ 733.85
Total	\$1,470,914.40	\$ 1,514,592.46	\$ 2,985,506.86

RECOMMENDATIONS

Staff Recommendation:

Staff recommend the final acceptance of the 297 Reservoir Project.

Committee/Board Recommendation:

The Public Works Committee reviewed this at their meeting on January 4th and recommended approval.

CITY COUNCIL OPTIONS

1. Approve final acceptance of the 297 Reservoir Project.
2. Reject approval and direct staff to areas of concern.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO APPROVE FINAL ACCEPTANCE OF THE 297 RESERVOIR PROJECT

T BAILEY, INC.

Stanwood
297 Zone Knittle Reservoir II

SCHEDULE OF VALUES/PROGRESS BILLING

INVOICE DATE: 11/24/2020
WORK COMPLETED THROUGH: 11/24/2020
PROGRESS PAYMENT #: 634-16

ITEM NO.	DESCRIPTION OF ITEM	QUANTITIES		UNIT	PRICE	TOTAL COST	PREVIOUS COMPLETE	PREVIOUS PAID	CURRENT % COMPLETE	CURRENT \$ COMPLETE	\$ THIS BILLING
		# OF UNITS	UNIT								
01	MOB, DE MOB, SITE PREP AND CLEANUP	1	LS	\$	40,000.00	\$ 40,000.00	100%	\$ 40,000.00	100%	\$ 40,000.00	\$ -
02	STAKING AND PROJECT CONTROL	1	LS	\$	15,000.00	\$ 15,000.00	100%	\$ 15,000.00	100%	\$ 15,000.00	\$ -
03	TRENCH SAFETY AND SHORING	1	LS	\$	13,000.00	\$ 13,000.00	100%	\$ 13,000.00	100%	\$ 13,000.00	\$ -
04	SITWORK										
4.1	WIDEN MAIN ACCESS ROAD/ CONSTRUCTION ENTRANCE	1	LS	\$	20,000.00	\$ 20,000.00	100%	\$ 20,000.00	100%	\$ 20,000.00	\$ -
4.2	DEMO EXISTING RESERVOIR, FOUNDATION AND CONC. SLAB	1	LS	\$	85,000.00	\$ 85,000.00	100%	\$ 85,000.00	100%	\$ 85,000.00	\$ -
4.3	DEMO YARD PIPING, INCLUDING AC PIPE	1	LS	\$	25,000.00	\$ 25,000.00	100%	\$ 25,000.00	100%	\$ 25,000.00	\$ -
4.4	FOUNDATION EXCAVATION & SUBGRADE PREP	1	LS	\$	100,000.00	\$ 100,000.00	100%	\$ 100,000.00	100%	\$ 100,000.00	\$ -
4.5	WATER MAIN	1	LS	\$	76,000.00	\$ 76,000.00	100%	\$ 76,000.00	100%	\$ 76,000.00	\$ -
4.6	STORM DRAINS (STORM LINE, FRENCH DRAIN, FND DRAIN)	1	LS	\$	94,000.00	\$ 94,000.00	100%	\$ 94,000.00	100%	\$ 94,000.00	\$ -
4.7	CHAINLINK FENCE	1	LS	\$	6,000.00	\$ 6,000.00	100%	\$ 6,000.00	100%	\$ 6,000.00	\$ -
4.8	FINAL GRADING, SITE CLEANUP, HYDROSEED	1	LS	\$	10,000.00	\$ 10,000.00	100%	\$ 10,000.00	100%	\$ 10,000.00	\$ -
05	TEMP SEDIMENT AND EROSION CONTROL	1	LS	\$	15,000.00	\$ 15,000.00	100%	\$ 15,000.00	100%	\$ 15,000.00	\$ -
06	RESERVOIR PLANS AND CALCULATIONS	1	LS	\$	20,000.00	\$ 20,000.00	100%	\$ 20,000.00	100%	\$ 20,000.00	\$ -
07	RESERVOIR FOUNDATION	1	LS	\$	125,000.00	\$ 125,000.00	100%	\$ 125,000.00	100%	\$ 125,000.00	\$ -
08	RESERVOIR STEEL	1	LS	\$	288,250.00	\$ 288,250.00	100%	\$ 288,250.00	100%	\$ 288,250.00	\$ -
09	RESERVOIR STRUCTURAL STEEL LABOR & ERECTION										
9.1	SHOP FABRICATION	1	LS	\$	225,000.00	\$ 225,000.00	100%	\$ 225,000.00	100%	\$ 225,000.00	\$ -
9.2	FIELD ERECTION	1	LS	\$	460,000.00	\$ 460,000.00	100%	\$ 460,000.00	100%	\$ 460,000.00	\$ -
010	FINISHES	1	LS	\$	219,000.00	\$ 219,000.00	100%	\$ 219,000.00	100%	\$ 219,000.00	\$ -
011	MECHANICAL										
11.1	PIPE BELOW AND INSIDE RESERVOIR	1	LS	\$	45,000.00	\$ 45,000.00	100%	\$ 45,000.00	100%	\$ 45,000.00	\$ -
11.2	VAULT COMPLETE, INCLUDING EXPANSION JOINTS	1	LS	\$	125,000.00	\$ 125,000.00	100%	\$ 125,000.00	100%	\$ 125,000.00	\$ -
012	ELECTRICAL										
12.1	MOBILIZATION, DEMOBILIZATION & PERMIT	1	LS	\$	15,000.00	\$ 15,000.00	100%	\$ 15,000.00	100%	\$ 15,000.00	\$ -
12.2	SITE ROUGH-IN	1	LS	\$	35,000.00	\$ 35,000.00	100%	\$ 35,000.00	100%	\$ 35,000.00	\$ -
12.3	BUILDING ROUGH-IN	1	LS	\$	35,000.00	\$ 35,000.00	100%	\$ 35,000.00	100%	\$ 35,000.00	\$ -
12.4	SITE TRIM/ TERMINATIONS	1	LS	\$	12,000.00	\$ 12,000.00	100%	\$ 12,000.00	100%	\$ 12,000.00	\$ -
12.5	BUILDING TRIM/ TERMINATIONS	1	LS	\$	12,000.00	\$ 12,000.00	100%	\$ 12,000.00	100%	\$ 12,000.00	\$ -
12.6	GENERATOR AND INSTALL	1	LS	\$	71,000.00	\$ 71,000.00	100%	\$ 71,000.00	100%	\$ 71,000.00	\$ -
013	AUTOMATIC CONTROL	1	LS	\$	75,000.00	\$ 75,000.00	100%	\$ 75,000.00	100%	\$ 75,000.00	\$ -
014	AS BUILTS	1	LS	\$	4,000.00	\$ 4,000.00	0%	\$ -	100%	\$ 4,000.00	\$ 4,000.00
015	TESTING, START UP AND TRAINING	1	LS	\$	4,000.00	\$ 4,000.00	100%	\$ 4,000.00	100%	\$ 4,000.00	\$ -
CO1	ROOF PLATFORM, LADDER/STAIR REVISIONS	1	LS	\$	(5,611.12)	\$ (5,611.12)	100%	\$ (5,611.12)	100%	\$ (5,611.12)	\$ -
CO3	DRAIN/WASH/RECOAT EXIST RESC EXTERIOR ONLY	1	LS	\$	37,704.82	\$ 37,704.82	100%	\$ 37,704.82	100%	\$ 37,704.82	\$ -
CO4	DEDUCT FOR DAMAGE TO SCADA SYSTEM	1	LS	\$	(8,900.00)	\$ (8,900.00)	100%	\$ (8,900.00)	100%	\$ (8,900.00)	\$ -

Please Remit Payment To:
T BAILEY, INC.

9628 South March Point Road
Anacortes, WA 98221

CURRENT CONTRACT AMOUNT	\$ 2,292,443.70	100%	\$ 2,288,443.70	100%	\$ 2,292,443.70	\$4,000.00
ORIGINAL CONTRACT AMOUNT	\$ 2,269,250.00				9.2% WSSST	\$368.00
CURRENT CHANGE ORDER AMOUNT	\$ 23,193.70				5% RETAINAGE	-\$200.00

AMOUNT DUE THIS PERIOD **\$ 4,168.00**

	EARNED SUM	9.2% WSSST	5% RETAINAGE	AMT DUE	CHECK DATE	AMT PAID
PAY ESTIMATE #1	\$ 166,125.00	\$ 15,283.50	\$ (8,306.25)	\$ 173,102.25	26-Sep	\$ 173,102.25
PAY ESTIMATE #2	\$ 146,500.00	\$ 13,478.00	\$ (7,325.00)	\$ 152,653.00	8-Oct	\$ 152,653.00
PAY ESTIMATE #3	\$ 408,038.88	\$ 37,539.58	\$ (20,401.94)	\$ 425,176.51	13-Nov	\$ 425,176.51
PAY ESTIMATE #4	\$ 198,200.00	\$ 18,234.40	\$ (9,910.00)	\$ 206,524.40	5-Dec	\$ 206,524.40
PAY ESTIMATE #5	\$ 163,375.00	\$ 15,030.50	\$ (8,168.75)	\$ 170,236.75	30-Dec	\$ 170,236.75
PAY ESTIMATE #6	\$ 367,925.00	\$ 33,849.10	\$ (18,396.25)	\$ 383,377.85	4-Mar	\$ 383,377.85
PAY ESTIMATE #7	\$ 199,925.00	\$ 18,393.10	\$ (9,996.25)	\$ 208,321.85	12-Mar	\$ 208,321.85
PAY ESTIMATE #8	\$ 99,800.00	\$ 9,181.60	\$ (4,990.00)	\$ 103,991.60	8-Apr	\$ 103,991.60
PAY ESTIMATE #9	\$ 265,850.00	\$ 24,458.20	\$ (13,292.50)	\$ 277,015.70	13-May	\$ 277,015.70
PAY ESTIMATE #10	\$ 39,450.00	\$ 3,629.40	\$ (1,972.50)	\$ 41,106.90	30-Jun	\$ 41,106.90
PAY ESTIMATE #11	\$ 97,281.93	\$ 8,949.94	\$ (4,864.10)	\$ 101,367.77	10-Jul	\$ 101,367.77
PAY ESTIMATE #12	\$ 56,450.00	\$ 5,193.40	\$ (2,822.50)	\$ 58,820.90	12-Aug	\$ 58,820.90
PAY ESTIMATE #13	\$ 23,450.00	\$ 2,157.40	\$ (1,172.50)	\$ 24,434.90	9-Sep	\$ 24,434.90
PAY ESTIMATE #14	\$ 50,872.89	\$ 4,680.31	\$ (2,543.64)	\$ 53,009.55	30-Sep	\$ 53,009.55
PAY ESTIMATE #15	\$ 5,200.00	\$ 478.40	\$ (260.00)	\$ 5,418.40	4-Nov	\$ 5,418.40
PAY ESTIMATE #16	\$ 4,000.00	\$ 368.00	\$ (200.00)	\$ 4,168.00		\$ -
RETAINAGE			\$ -	\$ -		\$ -
	\$ 2,292,443.70	\$ 210,904.82	\$ (114,622.19)	\$ 2,388,726.34		\$ 2,384,558.33



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: January 14, 2021

SUBJECT: Building and Fire Code Updates

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Ordinance 1494, Adoption of 2018 International Building and Fire Codes
B – Building Code Amendment Summary
C – Fire Code Amendments Summary

PURPOSE

The purpose of this agenda item is for Council adoption of the 2018 International Building and Fire Codes as mandated by the State of Washington.

BACKGROUND

Every three years the International Code Council (ICC) updates the International Building and Fire Codes which is the standard by which all building permits are reviewed against in the United States. The State of Washington mandates that all counties, cities and towns adopt the updates by July 1 of the code cycle year. This year the State delayed adoption until February 1, 2021 due to the Covid-19 global pandemic.

ANALYSIS

Stanwood Municipal Code, Chapter 14.04 lists the adopted versions of the IBC building and fire codes. These codes establish the public safety standards for building construction and occupancy of structures throughout the nation.

The general purpose of regular IBC code updates is to:

- Incorporate emerging technology and materials into construction to increase building safety; and
- Decrease differences in construction standards between communities.

The proposed code amendment replaces the 2015 edition of the IBC with the 2018 edition. International Code Amendments include updates to:

- Building Code
- Residential Code
- Mechanical Code
- Plumbing Code

- Fire Code
- Energy Code
- Fuel Gas Code
- Swimming and Spa Code

The proposed amendments are shown in strike through and bold / underline. These amendments are consistent with the state mandates with one exception. The proposed ordinance deletes the International Property Maintenance Code which establishes maintenance standard responsibilities for property owners, operators and building occupants. This code can put the city in the middle of property disputes. To avoid this problem the City is recommending deleting this optional IBC standard. However, be assured that if there are life and safety issues, the other adopted IBC standards provide the city with full authority to require building improvements to address life and safety concerns.

Fiscal Impact			
None; Mandated State Update			
Fund(s):			
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No ☒ N/A	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

1. Open the public hearing and allow for the first reading of Ordinance 1494 adopting the 2018 version of the International Building and Fire Codes.
2. Review and discuss proposed amendments and forward for adoption on January 28, 2021.

Committee/Board Recommendation:

The Council Community Development Committee's November 2020 meeting included a briefing on the proposed update to the IBC building and fire codes. At that meeting the Committee understood that the amendments are mandated by the state and recommended forwarding the code amendment to the full Council for adoption.

CITY COUNCIL OPTIONS

1. Accept the first reading of Ordinance 1494 adopting the 2018 version of the International Building and Fire Codes and proceed with the second and final reading on January 28, 2021.
2. Accept the first reading of Ordinance 1494 adopting the 2018 version of the International Building and Fire Codes, with the inclusion of the 2018 version of the International Property Maintenance Code and proceed with the second and final reading on January 28, 2021.

PROPOSED MOTION

“I MOVE TO APPROVE THE FIRST READING OF ORDINANCE 1494 AS SET FORTH IN ATTACHMENT “A” AMENDING CHAPTER 14.04 OF THE STANWOOD MUNICIPAL CODE, UNIFORM CODES, AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JANUARY 28, 2021.”

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1494

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE CHAPTER 14.04, UNIFORM CODES, TO ADOPT THE 2018 INTERNATIONAL BUILDING AND FIRE CODES AS ADOPTED BY THE STATE OF WASHINGTON AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the state legislature has mandated, per RCW 19.27.031, that cities enforce the State Building Code as adopted and amended by the State Building Code Council; and

WHEREAS, the State Building Code Council, pursuant to RCW 19.27.074, reviewed and adopted the 2018 updated versions of the International Building Code, International Residential Code, International Mechanical Code and International Fire Code as published by the International Code Council, Inc. and the Uniform Plumbing Code and Uniform Plumbing Code Standards as published by the International Association of Plumbing and Mechanical Officials; and

WHEREAS, Stanwood currently is administering the 2015 International Building Codes; and

WHEREAS, the Stanwood City Council desires to update its building and fire codes consistent with state mandates; and

WHEREAS, these revised codes will take affect statewide on February 1, 2021; and

WHEREAS, the Responsible Official has determined that the adoption of building codes is exempt from the State Environmental Policy Act (SEPA) under administrative actions containing no substantive standards respecting use or modification of the environment per WAC 197-11-800(19), Procedural Actions.

WHEREAS, the proposed code amendment is not a “development regulation” as defined as RCW 36.70A.030(7) and is therefore exempt from State of Washington Department of Commerce noticing requirements.

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their November 12, 2020, meeting; and

WHEREAS, the City Council held their first reading of the draft code amendment on January 14, 2021 and their second and final reading on January 28, 2021 and accepted public comment; and

WHEREAS, the City Council of Stanwood has authority under Title 35A, RCW to adopt plans and regulations related to development and operations within the City of Stanwood; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. International Codes. Stanwood Municipal Code, Section 14.04.020, Adoption of International Codes, is hereby amended to replace the 2015 codes with the 2018 International Building Code updates as provided below.

14.04.020 Adoption of International Codes

The following international codes, which have been adopted with amendments by the State Building Code Council pursuant to Chapter [19.27](#) RCW, are herewith adopted by reference as though fully set forth in this chapter:

(1) International Building Code ~~2015~~ **2018** Edition, as published by the International Code Council, together with Washington State amendments as set forth in Chapter [51-50](#) WAC, together with Appendix E and Appendix J, Sections 101 through 111, together with all Washington State amendments as contained in Chapter [51-50](#) WAC, and together with the applicable references to the National Fire Protection Association (NFPA), current edition as amended, except that:

(a) Section 105.2 shall be modified to add the following:

#14. Platforms not more than 30 inches above the grade and not over any basement or story below;

#15. Replacement of nonstructural siding on IRC structures except for veneer, stucco, or exterior finish and insulation systems (EIFS);

#16. In-kind window replacement for IRC structures where no alteration of structural members is required and which the window U values meet the prescriptive requirements within the Washington State Energy Code;

#17. Job shacks that are placed at a permitted job site during construction may be allowed on a temporary basis and shall be removed upon final approval of construction;

#18. In-kind reroofing of one and two family dwellings provided roof sheathing is not removed or replaced; and

(b) Section 105.3.2 shall be amended to add the following:

i. Applications for which no permit is issued within 18 months following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed in accordance with state law;

ii. Applications may be cancelled for inactivity, if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request. The building official may extend the response period beyond 90 days; and

(c) Section 105.5 is replaced with a new section, "Time limitation on building permits," to read as follows:

i. Every permit issued shall expire two years from the date of issuance. The building official may approve a request for an extended expiration date where a construction schedule is provided by the applicant and approved prior to permit issuance. **The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.**

ii. ~~Every permit that has been expired for one year or less may be renewed for a period of one year for an additional fee as long as no changes have been made to the originally approved plans. For permits that have been expired for longer than one year, a new permit must be obtained and new fees paid. No permit shall be renewed more than once.~~

(2) International Residential Code, published by the International Code Council, 2015 **2018** Edition, together with Washington State amendments as set forth in Chapter [51-51](#) WAC **as hereby adopted, except that:** . Appendix Q, Dwelling Unit Sprinkler Systems, is not adopted. Sections P2501 through P3201 and E3401 through E4209 are not adopted.

(a) **Appendix Q, Dwelling Unit Sprinkler Systems, is not adopted.**

(b) **Sections P2501 through P3201 and E3401 through E4209 are not adopted.**

(c) **Section R313.1.1 shall be amended to read: "Automatic residential sprinkler systems for townhouses shall be designed and installed in**

accordance with Section P2904 or NFPA 13D. All spaces, including attached garages and covered balconies/patios, shall be provided with fire sprinkler coverage”.

(3) International Existing Building Code, published by the International Code Council, 2015 **2018** Edition.

(4) International Mechanical Code, published by the International Code Council, 2015 **2018** Edition, together with Washington State amendments as set forth in Chapter [51-52](#) WAC.

(5) Uniform Plumbing Code, published by the International Association of Plumbing and Mechanical Officials, IAPMO, 2015 **2018** Edition, together with Washington State amendments as set forth in Chapter [51-56](#) WAC, except that Table 1-1, Chapter 12, Fuel Gas Piping, and Chapter 15, Alternate Water Sources For Nonpotable Applications, are not adopted. The Uniform Plumbing Code Standards (Appendix 1), 2015 **2018** Edition, together with all Washington State amendments contained in Chapters [51-56](#) and [51-57](#) WAC, are hereby adopted.

(6) International Fire Code, published by the International Code Council, 2015 **2018** Edition, together with Appendices B, C, D, E, F, and G, and together with all Washington State amendments as contained in Chapter [51-54A](#) WAC, is hereby adopted, except that: ~~International Fire Code Section 903.2.6 is hereby amended to include B occupancies.~~

(a) Section 503 shall be adopted in its entirety as published by the International Code Council.

(b) New Section 901.7.7 is added to read as follows: “Replacing systems to service. When a fire alarm control panel needs replacing or is no longer serviceable, the entire building must comply with current codes”.

(c) Section 903.2.6 is hereby amended to include B occupancies.

(d) Section 903.3.1.1 shall be modified to read: “Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers

shall be installed throughout in accordance with NFPA 13 except as provided in Section 903.3.1.1.1”.

- (e) Section 903.3.1.1.2 shall be modified to read: “In Group R occupancies, sprinklers shall be required in all bathrooms located within individual dwelling units or sleeping units”.
- (f) Section 903.3.1.2 shall be amended to read: “Automatic sprinkler systems in Group R occupancies up to and including four stories in height in buildings not exceeding 60 feet in height above grade plane shall be permitted to be installed throughout in accordance with NFPA 13R. Sprinklers shall also be installed in all closets (whether in the living areas or attached to the patio/balcony), pantries, storage rooms, and attached garage(s)”.
- (g) Section 905.3.1 shall be amended to read: “A standpipe system, as determined by the Fire Code Official, shall be installed throughout buildings where any of the following conditions exist:”
- (h) Section 907.2.9.1 shall be amended to read: “A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-2 occupancies where any of the following conditions apply:
 - 1. Any dwelling unit or sleeping unit is located two or more stories above the lowest level of exit discharge.
 - 2. Any dwelling unit or sleeping unit is located more than one story below the highest level of exit discharge of exits serving the dwelling unit or sleeping unit.
 - 3. The building contains more than 16 dwelling units or sleeping units.

Exceptions:

- 1. Manual fire alarm boxes are not required where the building is equipped throughout with an automatic fire sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 and the occupant notification appliances will automatically activate throughout the notification zones upon a sprinkler water flow”.

~~(7) International Property Maintenance Code, published by the International Code Council, 2015 2018 Edition.~~

(8 ~~7~~) Washington State Energy Code, published by the Washington State Building Code Council, latest edition, together with Washington State amendments as set forth in Chapters [51-11C](#) and [51-11R](#) WAC.

(9 ~~8~~) International Fuel Gas Code, published by the International Code Council, ~~2015~~ **2018** Edition, together with Washington State amendments as set forth in Chapter [51-52](#) WAC.

(~~10~~ **9**) International Swimming Pool and Spa Code, published by the International Code Council, ~~2015~~ **2018** Edition.

(a) WAC [51-50-3109](#) Section 3109 – Swimming pools, spas and other water recreation devices, and WAC [51-51-0329](#).

(b) All other “water recreation facilities” as defined in RCW [70.90.110](#) are regulated under Chapters [246-260](#) and [246-262](#) WAC. Public swimming pool barriers are regulated by WAC [246-260-031](#)(4).

Section 2. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 4. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this 28th day of January 2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

By: _____
Sara Robinson,
City Clerk

APPROVED AS TO FORM:

By: _____
Brett Vinson, City Attorney

Date of Publication: _____
Effective Date: _____

DRAFT

2018 IBC Update

Based on the 2018 International Building Code,® (IBC®)

ICC LEARNING CENTER

The *International Building Code*® (IBC®), establishes minimum regulations for building safety.

This handout will identify important changes in the IBC from 2015 to 2018 edition. Participants will be presented with those changes that will most impact their use of the code when they adopt these I-Codes. The learner will receive an overview of the most important code changes.

Goal

Participants will be able to use this document to identify changes between the 2015 and 2018 IBC allowing them to apply these code requirements to design, plan submittals and/or inspection.

The lecture and activity format allows participants to discuss the changes, reasons for the changes, and answer knowledge review questions. Information presented will allow participants to apply these new code requirements to design, plan review, and/or inspection.

Objectives

Upon completion, participants will be better able to:

- Identify the most significant differences between the 2015 and the 2018 IBC.
- Explain the differences between the current and previous edition.
- Identify changes in organization and code requirements.
- Identify the applicability of design, plan review and inspection requirements.

Content

Chapters of the IBC included in this handout:

- | | | |
|---|--|---|
| • Chapter 2, Definitions | • Chapter 9, Fire Protection Systems | • Chapter 18, Soils and Foundations |
| • Chapter 3, Use and Occupancy Classification | • Chapter 10, Means of Egress | • Chapter 19, Concrete |
| • Chapter 4, Special Detailed Requirements Based on Use and Occupancy | • Chapter 11, Accessibility | • Chapter 22, Steel |
| • Chapter 5, Building Heights and Areas | • Chapter 12, Interior Environment | • Chapter 23, Wood |
| • Chapter 6, Types of Construction | • Chapter 13 Energy Efficiency | • Chapter 26, Plastic |
| • Chapter 7, Fire and Smoke Protection Features | • Chapter 14, Exterior Walls | • Chapter 30, Elevators and Conveying Systems |
| • Chapter 8, Interior Finishes | • Chapter 15, Roof Assemblies and Rooftop Structures | • Chapter 31, Special Construction |
| | • Chapter 16, Structural Design | • Appendix G, Flood-Resistant Construction |
| | • Chapter 17, Special Inspections and Tests | • Appendix N, Replicable Buildings |

Chapter 2: Definitions			
Code Section		Section Title	Description of Change
2018	2015		
202	202	Definitions (Several definitions have been added to this edition of the IBC, as well as deleting and revising existing definitions.)	New definitions include “Greenhouse” and “Repair garage”. The definition for “Sleeping unit” has been clarified while “Ambulatory care facility” and “Clinic, outpatient” have been deleted. GREENHOUSE. A structure or thermally isolated area of a building that maintains a specialized sunlit environment used for, and essential to, the cultivation, protection or maintenance of plants. REPAIR GARAGE. A building, structure or portion thereof used for servicing or repairing motor vehicles. SLEEPING UNIT. A room or space in which people sleep, which can also include single unit providing rooms or spaces for one or more persons that includes permanent provisions for sleeping, and can include provisions for living, eating, and either sanitation or kitchen facilities but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units. AMBULATORY CARE FACILITY. CLINIC, OUTPATIENT.

Chapter 3: Use and Occupancy			
Code Section		Section Title	Description of Change
2018	2015		
302.1 Clarification	302.1	Classification of Outdoor Areas	It has been clarified that occupied roofs are to be assigned one or more occupancy classifications in a manner consistent with the classification of uses inside the building, based upon the fire and life safety hazards posed by the rooftop activities.
303.4 Clarification	303.4	Assembly Use of Greenhouses Classification	Where the use of the greenhouse is assembly in nature due to public access for the viewing of plants, classification as a Group A-3 occupancy is appropriate.
309.1 Clarification	309.1	Mercantile Use of Greenhouses Classification	Where a greenhouse is provided with public access for the purpose of the display and sale of plants, a Group M occupancy shall be assigned.
310.3, 310.4 Clarification	310.3, 310.4	Classification of Congregate Living Facilities	Dormitories and similar nontransient uses now are to be considered as Group R-3 occupancies where the occupant load is 16 or less. In addition, transient lodging houses, such as bed-and-breakfast establishments, can only be considered as Group R-3 occupancies where their total occupant load is 10 or less.

Chapter 3: Use and Occupancy, Continued			
Code Section		Section Title	Description of Change
2018	2015		
310.4.2 Modification	310.4.2	Owner-Occupied Lodging Houses	The criteria permitting compliance with the IRC for the design and construction of owner-occupied lodging houses has been expanded by now also requiring that the total number of lodging house occupants be limited to 10.
311.1.1 Modification	311.1.1	Classification of Accessory Storage Spaces	Regardless of size, storage rooms and spaces that are accessory to other uses are to be classified as part of the occupancy to which they are accessory.
312.1.1 Clarification	312.1.1	Classification of Agricultural Greenhouses	Because a Group U occupancy includes those low-hazard structures that do not conform to any other specific occupancy classification, it has been clarified that greenhouses are only to be considered as Group U where they are not more appropriately classified as one of the other occupancies established in the IBC.

Chapter 4: Special Requirements for Use and Occupancy			
Code Section		Section Title	Description of Change
2018	2015		
403.2.1.1 Modification	403.2.1.1	Type of Construction in High-Rise Buildings	The reduction in the minimum required fire-resistance ratings for certain building elements of high-rise buildings is no longer applicable to Group H-2, H-3 and H-5 occupancies due to the high physical hazard level such uses pose.
404.6 Modification	404.6	Enclosure of Atriums	The requirement that those spaces not separated from an atrium be accounted for in the design of the smoke control system now applies only in those cases where the atrium is provided with a smoke control system.
406.1 Clarification	406.1	Motor Vehicle- Related Occupancies	Provisions specific to motor-vehicle-related uses have been reformatted in a manner such that those requirements that apply to all such uses have been relocated in a single Section 406.1.
407.5 Modification	407.5	Maximum Smoke Compartment Size	The allowance for larger smoke compartments in hospitals and other Group I-2, Condition 2 occupancies has now been modified to only include compartments containing single-patient sleeping rooms and suites, as well as those compartments without patient sleeping rooms.
407.5.4 Modification	407.5.4	Required Egress from Smoke Compartments	In Group I-2 occupancies, any smoke compartment that does not have an exit from the compartment must now provide direct access to a minimum of two adjacent smoke compartments.
420.7 Modification	420.7	Corridor Protection in Assisted Living Units	Shared living spaces, group meeting spaces and multipurpose therapeutic spaces are now permitted to be open to fire-rated corridors in Group I-1 assisted living housing facilities provided specific conditions are met.
420.8 Addition		Group I-1 Cooking Facilities	A room or space containing a cooking facility with domestic cooking appliances is now permitted to be open to a corridor in Group I-1 occupancies provided nine specific conditions are met.
420.10 Addition		Dormitory Cooking Facilities	The installation and use of domestic cooking appliances are now regulated in both common areas and sleeping rooms of Group R-2 college dormitories.

Chapter 4: Special Requirements for Use and Occupancy, Continued			
Code Section		Section Title	Description of Change
2018	2015		
427 Addition		Medical Gas Systems	In order to provide a more comprehensive and efficient compilation of construction regulations, those IFC medical gas system requirements related directly to building construction have now been replicated in the IBC.
428 Addition		Higher Education Laboratories	Higher education laboratories using hazardous materials can now be considered Group B occupancies provided such laboratories comply with new Section 428 which provides an alternative approach to the existing control area provisions.

Chapter 5: Heights and Areas			
Code Section		Section Title	Description of Change
2018	2015		
503.1, 706.1 Modification	503.1, 706.1	Scope of Fire Wall Use	The use of fire walls is now strictly limited to only the determination of permissible types of construction, based upon allowable building area and height.
503.1.4 Addition		Allowable Height and Area of Occupied Roofs	New criteria is now provided establishing the appropriate methodology in the regulation of building height in stories above grade plane where one or more occupancies is located on the roof.
Table 506.2, Note i Modification	Table 506.2, Note i	Allowable Area of Type VB Greenhouses	The tabular allowable area for nonsprinklered single-story greenhouses classified as Group U occupancies has been substantially increased for Type VB buildings to be consistent with those greenhouses classified as Group B, M, F-2 and E.
507.4 Clarification	507.4	Sprinklers in Unlimited Area Group A-4 Buildings	The sprinkler omission permitted for indoor participant sport areas of unlimited area Group A-4 buildings is now clearly not applicable to storage rooms, press boxes, concession areas and other ancillary spaces.
508.4.1, Table 508.4 Modification	508.4.1, Table 508.4	508.4.1, Table 508.4 Separated Occupancies vs. Fire Area Separations	New provisions in Section 508.4.1 and Table 508.4 clarify that the fire separations used for mixed occupancy purposes and those used for fire area purposes address different concerns, and as such the most restrictive fire-resistance-rated conditions shall apply.
510.2 Clarification	510.2	Horizontal Building Separation	Vertical offsets are permitted in the horizontal fire-resistance-rated separation mandated for "podium buildings" provided the minimum required fire-resistance rating is maintained for the offsets and their supporting elements.

Chapter 6: Types of Construction			
Code Section		Section Title	Description of Change
2018	2015		
Table 601, Note b Modification	Table 601, Note b	Fire Protection of Structural Roof Members	All portions of the roof construction, including primary structural frame members such as girders and beams, are now selectively exempted from fire-resistance requirements based on Table 601 where every portion of the roof construction is at least 20 feet above any floor below.
602.3, 602.4.1 Clarification	602.3, 602.4.1	FRT Wood Sheathing in Exterior Wall Assemblies	It has now been clarified that wood sheathing, as well wood framing, is permitted in exterior walls of Type III and IV buildings where fire-retardant-treated wood is used.

Chapter 7: Fire and Smoke Protection Features			
Code Section		Section Title	Description of Change
2018	2015		
704.2, 704.4.1 Modification	704.2, 704.4.1	Column Protection in Light-Frame Construction	In walls of light-frame construction where primary structural frame members require fire-resistive protection, columns extending only between the bottom and top plates do not need to be provided with individual encasement protection.
Modification 705.2.3, 705.2.3.1, 705.2.4	1406.3, 1406.4	Combustible Balconies, Projections, and Bay Windows	Construction requirements for balconies, porches, decks, bay windows and oriel windows have been relocated from Section 1406 (Combustible Materials on the Exterior Side of Exterior Walls) to Section 705.2.3 (Combustible Projections).
706.1.1 Modification	706.1.1	Party Walls Not Constructed as Fire Walls	Construction as a fire wall is no longer required for a party wall provided the aggregate height and area of the buildings on each side of the party wall are compliant with Chapter 5 and applicable easements and agreements are established addressing the maintenance of all fire and life safety systems of both buildings.
706.2 Modification	706.2	Structural Continuity of Double Fire Walls	In Seismic Design Categories D through F, floor and roof sheathing is permitted to continue through light-frame double fire wall assemblies where the sheathing does not exceed a thickness of ¾ inch.
708.4 Clarification	708.4	Continuity of Fire Partitions	The continuity requirements for fire partitions have been reformatted to provide for increased clarity of their construction requirements.
708.4.2 Clarification	708.4.2	Fireblocking and Draftstopping at Fire Partitions	Fireblocking and draftstopping requirements for fire partitions of combustible construction have been consolidated and modified.
713.8.1 Modification	713.8.1	Membrane Penetrations of Shaft Enclosures	Membrane penetrations not related to the purpose of a shaft enclosure are no longer prohibited from penetrating the outside of the enclosure.
716.2.6.5 Addition		Delayed-Action Self-Closing Doors	Self-closing doors that are not also required to be automatic-closing are now permitted to be equipped with delayed-action closers.

Chapter 8: Interior Finishes			
Code Section		Section Title	Description of Change
2018	2015		
803.3 Modification	803.3	Interior Finish Requirements for Heavy Timber Construction	Materials considered heavy timber construction must now comply with interior finish requirements where exposed in interior exit stairways and exit passageways.
803.11, 803.12 Addition		Flame Spread Testing of Laminates and Veneers	Specific flame-spread testing provisions have been added to the IBC to address the use of factory-produced laminated products with a wood substrate as well as facings and wood veneers applied over a wood substrate on site.

Chapter 9: Fire Protection Systems			
Code Section		Section Title	Description of Change
2018	2015		
901.6.2 Addition		Integrated Fire Protection System Testing	Test criteria have been added to the code with a reference to new NFPA 4, <i>Standard for Integrated Fire Protection and Life Safety System Testing</i> , to ensure that where multiple fire protection systems or life safety systems are integrated, the acceptance process and subsequent testing must evaluate all of the integrated systems as a whole.
902.8 Addition		Fire Pump and Fire Sprinkler Riser Rooms	A number of prescriptive requirements have been added regulating the design and construction of automatic sprinkler system riser rooms and fire pump rooms.
903.2.1 Clarification	903.2.1	Sprinklers Required in Group A Occupancies	The extent to which automatic sprinkler systems are required in multi-story Group A occupancies has been clarified.
903.2.3 Modification	903.2.3	Sprinklers in Group E occupancies	Criteria for occupant load threshold and location within the building have been added as conditions that could require sprinkler protection in an Group E educational occupancy.
903.3.1.2.1 Modification	903.3.1.2.1	Sprinkler Protection at Balconies and Decks	Where nonrated balconies and similar combustible projections of dwelling and sleeping units are permitted in Type IIIA and VA buildings, it has been clarified that the sprinkler protection is to be extended to the area of the projections.
903.3.1.2.3 Addition		Protection of Attics in Group R Occupancies	Sprinkler protection or acceptable alternative methods for the protection of attics are now addressed for mid-rise buildings housing multi-family occupancies and equipped with an NFPA 13R sprinkler system.

Chapter 9: Fire Protection Systems, Continued			
Code Section		Section Title	Description of Change
2018	2015		
904.13 Modification	904.13	Domestic Cooking Protection in Institutional and Residential Occupancies	Where domestic-type cooking operations are present in Group I-1 occupancies and college dormitories classified as Group R-2, an automatic fire-extinguishing system is now mandated in conjunction with the required hood over any cooktop or range.
904.14 Addition		Aerosol Fire Extinguishing Systems	The installation, inspection, testing and maintenance of aerosol fire extinguishing systems are now addressed through applicable references to Sections 901 and 904.4 of the IBC and NFPA 2010, as well as the system's listing and manufacturer's instructions.
905.3.1 Modification:	905.3.1	Class III Standpipes	Standpipe system protection is now required in those buildings having four or more stories above or below grade plane regardless of the vertical distance between the floor level of the highest story and the level of the fire department vehicle access.
905.4 Modification	905.4	Class I Standpipe Connection Locations	Modifications have been made regarding the location of hose connections within interior exit stairway enclosures as well as the minimum number of connections required where open breezeways and open stairs are provided.
907.2.1 Modification	907.2.1	Fire Alarms in Group A Occupancies	An additional criterion now mandates the installation of a manual fire alarm system where there is a Group A occupant load of more than 100 located above or below the level of exit discharge.
907.2.10 Deletion	907.2.10	Group R-4 Fire Alarm Systems	The installation of a manual fire alarm system and an automatic smoke detection system are no longer required in Group R-4 occupancies.

Chapter 10: Means of Egress			
Code Section		Section Title	Description of Change
2018	2015		
1004.8, Table 1004.5 Modification	1004.8, Table 1004.5	Occupant Load Calculation in Business Use Areas	The method of calculating occupant load in business areas has been revised which will typically result in reduced design occupant loads. However, higher design occupant loads can be now be assigned to concentrated business areas such as telephone call centers and similar uses.
1006.2.1, Table 1006.2.1 Modification	1006.2.1, Table 1006.2.1	Group R Spaces with One Exit or Exit Access Doorway	Allowances for single-exit Group R spaces have been reformatted and the approach to accumulating occupant loads from adjacent rooms discharging through foyers and lobbies has been clarified.

Chapter 10: Means of Egress, Continued			
Code Section		Section Title	Description of Change
2018	2015		
1006.3 Clarification	1006.3	Egress Through Adjacent Stories	The determination of means of egress requirements has been clarified where the occupants must travel to an adjacent story to reach a complying exit or exits.
1010.1.1 Clarification	1010.1.1	Size of Doors	Provisions addressing limits to the width and height of door openings have been selectively reformatted and revised as necessary to correlate with the technical accessibility requirements of ICC A117.1.
1010.1.4.4 Addition		Locking Arrangements in Educational Occupancies	Guidance has been provided to allow for enhanced security measures on educational classroom egress doors and yet still continue to comply with applicable means of egress requirements.
1010.1.9.8 Modification	1010.1.9.8	Use of Delayed Egress Locking Systems in Group E Classrooms	The allowance for the use of delayed egress locking systems has been expanded to also include egress doors serving Group E classrooms with an occupant load of less than 50, as well as secondary exits or exit access doors serving courtrooms.
1010.3.2 Addition		Security Access Turnstiles	New conditions of use are now provided to the building official with criteria to evaluate security access turnstiles that are located in a manner to obstruct a means of egress.
1013.2 Modification	1013.2	Floor Level Exit Sign Location	The permitted location for low-level exit signs selectively required in Group R-1 occupancies has been expanded to now allow the bottom of such sign to be mounted up to 18 inches above the floor.
1023.3.1 Modification	1023.3.1	Stairway Extensions	Fire-resistance-rated separation is not required between an interior exit stairway and its exit passageway extension where both the stair enclosure and exit passageway are pressurized.
1026.4 Modification	1026.4	Refuge Areas for Horizontal Exits	The method for determining the minimum required refuge area size where a horizontal exit has been provided has been modified to allow for a more appropriate determination of the occupant load assigned to the refuge area.
1030.1 Clarification	1030.1	Required Emergency Escape and Rescue Openings	The occupancies where emergency openings are required have been clarified and the minimum number of required openings in a residential basement has been revised.

Chapter 11: Accessibility			
Code Section		Section Title	Description of Change
2018	2015		
1103.2.14 Modification	1103.2.14	Access to Walk-In Coolers and Freezers	Revised conditions have now been placed on the use of walk-in cooler and freezers exempted from accessibility provisions by requiring them to be accessed from only employee work areas and limiting the scope to only pieces of equipment.
1109.2.1.2 Modification	1109.2.1.2	Fixtures in Family or Assisted-Use Toilet Rooms	Family or assisted-use toilet rooms may now also contain a child height water closet and lavatory in order to provide a higher level of accommodation.

Chapter 12: Interior Environment			
Code Section		Section Title	Description of Change
2018	2015		
1206.2, 1207.3 Modification	1206.2, 1207.3	Engineering Analysis of Sound Transmission	A performance-based alternative approach for meeting the required sound transmission class ratings for unit separation walls and floor/ceiling assemblies in residential buildings has been introduced which allows for the use of an engineering analysis based upon a comparison to previously-tested assemblies.

Chapter 14: Exterior Walls			
Code Section		Section Title	Description of Change
2018	2015		
Modification Table 1404.2	Table 1404.2	Weather Covering Minimum Thickness	The minimum required thicknesses of masonry and stone veneer weather coverings have been updated to align with current industry standards.

Chapter 15: Roof Assemblies and Rooftop Structures			
Code Section		Section Title	Description of Change
2018	2015		
1504.3.3 Addition		Metal Roof Shingles	Metal roof shingles are now addressed separately from other metal panel roof systems with reference made to applicable standards for the labeling and testing of wind resistance for the shingles.
1507.1 Clarification	1507.1	Underlayment	Reorganization: Underlayment and ice barrier requirements have been relocated from sections describing each type of roofing material and placed into one new section describing the type, attachment and application of underlayment.

Chapter 16: Structural Design			
Code Section		Section Title	Description of Change
2018	2015		
1603.1 Modification	1603.1	Construction Documents	The construction document requirements for environmental and special loads have been updated for rain, snow and wind forces and their components.
1604.3.7 Addition		Deflection of Glass Framing	Limits to the deflection of framing which supports glazing has been added to Section 1604.3.
1604.10 Addition		Storm Shelters	The development of loads for storm shelters is to be based on ICC 500 which provides wind speeds for tornado and hurricane shelter design using ASCE 7 load combinations.
Table 1607.1 Modification	Table 1607.1	Deck Live Load	Table 1607.1 is now consistent with the provisions in the 2010 and 2016 editions of ASCE 7 for minimum uniformly distributed live loads on decks and balconies by increasing the deck live load to one and one-half times the live load of the area served.
1607.14.2 Addition		Minimum Fire Load	The minimum lateral load that fire walls are required to resist has been established at five pounds per square foot.
1609 Modification	1609	Wind Loads	Section 1609 now has updated wind speed maps, including maps for the state of Hawaii. Terminology for describing wind speeds has been changed again with ultimate design wind speeds now called basic design wind speeds.
1613 Modification	1613	Earthquake Loads	The site coefficients contained in the IBC have now been brought into alignment with the newest generation of ground motion attenuation equations.
1613.3.1 Modification	1613.3.1	Seismic Maps	The IBC seismic maps have been updated to match new maps in the 2015 NEHRP Provisions and 2016 ASCE 7 standard.
1615 Addition		Tsunami Loads	There are many coastal communities in the western United States and on islands in the Pacific Ocean which need tsunami-resistant design of critical infrastructure and essential facilities. New IBC Section 1615, Tsunami Loads, has been added to address design of these facilities.

Chapter 17: Special Inspections and Tests			
Code Section		Section Title	Description of Change
2018	2015		
1704.6 Modification	1704.6	Structural Observations	Section 1704.6.1 has been added requiring structural observation of buildings that are considered a high-rise or assigned to Risk Category IV.
1705.2.2 Modification	1705.2.2	Metal-plate-connected Wood Trusses	Five-foot tall wood trusses requiring permanent bracing now require a periodic special inspection to verify that the required bracing has been installed.
1705.12.6 Item 6 Addition		Designated Seismic Systems	Section 1705.12.6 adds a provision for minimum clearance of fire sprinkler components considered as a designated seismic system.

Chapter 18: Soils and Foundations			
Code Section		Section Title	Description of Change
2018	2015		
1807.2 Modification	1807.2	Retaining Walls	The requirement for consideration of a keyway in the sliding analysis of retaining walls has been deleted from Section 1807.2.1.
1810.3.8.3 Modification	1810.3.8.3	Precast Prestressed Piles	Equations in Section 1810.3.8.3 addressing precast prestressed piles have been updated.

Chapter 19: Concrete			
Code Section		Section Title	Description of Change
2018	2015		
1901.2 Modification	1901.2	Seismic loads for precast concrete diaphragms	New language adds a requirement for the design of precast concrete diaphragms in high seismic regions to use ASCE 7 Section 14.2.4.

Chapter 22: Steel			
Code Section		Section Title	Description of Change
2018	2015		
2207.1, Chapter 35 Modification	2207.1, Chapter 35	SJI standard	The 2015 edition of the combined SJI-100, Standard Specification for K-Series, LH-Series, and DLH-Series Open Web Steel Joists and Joist Girders, is the new referenced standard for steel joists.
2211 Modification	2211	Cold-formed Steel Light-frame Construction	The 2015 editions of the AISI standards for cold-formed steel are adopted in the 2018 IBC. These new standards include AISI S240, AISI S400 and AISI S202.

Chapter 23: Wood			
Code Section		Section Title	Description of Change
2018	2015		
2303.2.2 Modification	1203.2.2	Fire-retardant treated wood	The types of chemical treatment allowed for fire-resistant-treated lumber are clarified.
2303.6 Modification	2303.6	Nails and Staples	Nails and staples are required to conform to the standard ASTM F 1667 including Supplement 1. Minimum average bending moment values are added for staples.

Chapter 23: Wood			
Code Section		Section Title	Description of Change
2018	2015		
Table 2304.9.3.2 Addition		Mechanically Laminated Decking	A new alternative fastener schedule for construction of mechanically laminated decking is added to the 2018 IBC giving equivalent power-driven fasteners for the 20 penny nail.
Table 2304.10.1 Modification	Table 2304.10.1	Ring Shank Nails	The 2018 IBC and IRC are now aligned by requiring an 8-penny common or ring shank nail when nailing 6:12 on center for roof sheathing.
2304.12.2.5, 2304.12.2.6 Modification	2304.12.2.5, 2304.12.2.6	Supporting members for permeable floors and roofs	The provisions for permeable floors and roofs are modified to require positive drainage of water and ventilation below the floor or roof to protect supporting wood construction.
Table 2308.4.1.1 (1) Modification	Table 2308.4.1.1 (1)	Header and Girder Spans – Exterior Walls	The header and girder spans for the exterior bearing wall table are updated to allow #2 Southern Pine design values rather than #1 Southern Pine thereby reducing span lengths.
Table 2308.4.1.1 (2) Modification	Table 2308.4.1.1 (2)	Header and Girder Spans – Interior Bearing Walls	The header and girder spans for the interior bearing walls table are updated to allow No. 2 Southern Pine design values for spans rather than No. 1 Southern Pine thereby reducing span lengths.

Chapter 26: Plastic			
Code Section		Section Title	Description of Change
2018	2015		
2603.13 Addition		Cladding attachment over foam sheathing to wood framing	Requirements for cladding over foam sheathing and wood framing are added to the <i>International Building Code</i> to match the <i>International Residential Code</i> and cold-framed steel stud requirements.

Chapter 30: Elevators and Conveying Systems			
Code Section		Section Title	Description of Change
2018	2015		
3001.2 Addition		Emergency Elevator Communication Systems	Additional communication capabilities are now required in accessible elevators to enhance the usability of the two-way communication system by individuals with varying degrees of hearing or speech impairments.

Chapter 30: Elevators and Conveying Systems			
Code Section		Section Title	Description of Change
2018	2015		
3007.1 Modification	3007.1	Extent of Fire Service Access Elevator Travel	Fire service access elevators, where required, now only need to provide access to those floor levels at and above the lowest level of fire department access. In addition, elevators that only connect a parking garage to a building's lobby need not serve as fire service access elevators.
3008.1 Modification	3008.1	Required Number of Occupant Evacuation Elevators	A reduction in the minimum number of elevators that must be considered as occupant evacuation elevators now reflects a more reasonable performance-based approach while still retaining the capacity to evacuate a high-rise building more quickly than stairs alone.

Chapter 31: Special Construction			
Code Section		Section Title	Description of Change
2018	2015		
3112 Addition		Relocatable Buildings	A process of acceptance for relocatable modular buildings has been established in order to provide clear and consistent direction in the relocation, reuse and/or repurposing of such buildings.

Chapter 33: Safeguards During Construction			
Code Section		Section Title	Description of Change
2018	2015		
3310.1 Modification	3310.1	Stairways in Buildings under Construction	At least one temporary or permanent stairway must now be provided in a building under construction once the building has reached a height of 40 feet as measured from the lowest level of fire department vehicle access.
3314 Addition		Fire Watch During Construction	In order to protect adjacent properties from fire in a building of considerable height when under construction, new provisions have been established to give authority to the fire code official to require a fire watch during those hours where no construction work is being done.

Appendix G: Flood-Resistant Construction			
Code Section		Section Title	Description of Change
2018	2015		
G103.6 Modification	G103.6	Watercourse Alteration	Notification of a watercourse alteration should be given to all adjacent building departments, not just those a building department believes will be affected.

Appendix N: Replicable Buildings			
Code Section		Section Title	Description of Change
2018	2015		
Appendix N Addition		Replicable Buildings	Guidelines for replicable buildings have been added to the appendix in order to give jurisdictions a tool they can adopt to help streamline the plan review process in regard to code compliance.

2018 International Residential Code proposed amendment:

- (c) **Section R313.1.1 shall be amended to read: "Automatic residential sprinkler systems for townhouses shall be designed and installed in accordance with Section P2904 or NFPA 13D. All spaces, including attached garages and covered balconies/patios, shall be provided with fire sprinkler coverage".**

This amendment specifically adds attached garages and covered balconies/patios to the section. Fires frequently occur in these added areas, thus adding fire sprinkler coverage to these areas will assist in early detection of fire and control an incipient fire while allowing more time for occupants of the residence to escape the building unharmed while also reducing the extent of damage that could be caused by the fire.

2018 International Fire Code proposed amendments:

- (a) **Section 503 shall be adopted in its entirety as published by the International Code Council.**

Section 503, which pertains to fire apparatus access roads, was not adopted by the Washington State Building Code Council. The state amendment for this section deferred adoption to local jurisdictions.

- (b) **New Section 901.7.7 is added to read as follows: "Replacing systems to service. When a fire alarm control panel needs replacing or is no longer serviceable, the entire building must comply with current codes".**

This new section was added so as to follow suit with the majority of fire departments in King and south Snohomish Counties. This will simplify the answer given for "what is required if....?" and allow for the AHJ to have consistency with regard to what will be required for the repair/replacement of a fire alarm system.

- (c) **Section 903.2.6 is hereby amended to include B occupancies.**

This amendment is currently adopted under the 2015 International Fire Code.

- (d) **Section 903.3.1.1 shall be modified to read: "Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Section 903.3.1.1.1".**

This amendment removes Section 903.3.1.1.2 from its verbiage and allows the next amendment (e) to be modified as amended.

- (e) **Section 903.3.1.1.2 shall be modified to read: "In Group R occupancies, sprinklers shall be required in all bathrooms located within individual dwelling units or sleeping units".**

This amendment deletes an exception to installing fire sprinklers in bathrooms less than 55 square feet in size in Group R occupancies. Fires occur in bathrooms and children are known to ignite fires in bathrooms, thus the elimination of this exception was made so as to require sprinklers be installed in bathrooms of all sizes in Group R occupancies.

- (f) **Section 903.3.1.2 shall be amended to read: "Automatic sprinkler systems in Group R occupancies up to and including four stories in height in buildings not exceeding 60 feet in height above grade plane shall be permitted to be installed throughout in accordance with NFPA 13R. Sprinklers shall also be installed in all closets (whether in the living areas or attached to the patio/balcony), pantries, storage rooms, and attached garage(s)".**

This amendment adds fire sprinkler coverage in closets, pantries, storage rooms and attached garages, which NFPA 13R does not already require. These added areas are known places where fires originate and will ensure that fire sprinkler coverage is provided throughout all living areas in these instances.

- (g) **Section 905.3.1 shall be amended to read: "A standpipe system, as determined by the Fire Code Official, shall be installed throughout buildings where any of the following conditions exist:"**

This amendment removes the specific type of standpipe called for by the code and allows the fire code official to determine what type of standpipe is to be installed.

- (h) **Section 907.2.9.1 shall be amended to read: "A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-2 occupancies where any of the following conditions apply:**
- 1. Any dwelling unit or sleeping unit is located two or more stories above the lowest level of exit discharge.**

2. Any dwelling unit or sleeping unit is located more than one story below the highest level of exit discharge of exits serving the dwelling unit or sleeping unit.
3. The building contains more than 16 dwelling units or sleeping units.

Exceptions:

1. Manual fire alarm boxes are not required where the building is equipped throughout with an automatic fire sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 and the occupant notification appliances will automatically activate throughout the notification zones upon a sprinkler water flow”.

This amendment lowers the requirement for a manual fire alarm system by lowering the number of stories of the building from 3 to 2 and deletes exceptions 1 and 3.

other surface below on the exterior of the building, the operable window shall comply with one of the following:

1. Operable window openings will not allow a 4-inch-diameter (102 mm) sphere to pass through where the openings are in their largest opened position.
2. Operable windows are provided with window fall prevention devices that comply with ASTM F2090.
3. Operable windows are provided with window opening control devices that comply with Section R312.2.2.

R312.2.2 Window opening control devices. Window opening control devices shall comply with ASTM F2090. The window opening control device, after operation to release the control device allowing the window to fully open, shall not reduce the net clear opening area of the window unit to less than the area required by Section R310.2.1.

SECTION R313 AUTOMATIC FIRE SPRINKLER SYSTEMS

R313.1 Townhouse automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in *townhouses*.

Exception: An automatic residential fire sprinkler system shall not be required where *additions* or *alterations* are made to existing *townhouses* that do not have an automatic residential fire sprinkler system installed.

R313.1.1 Design and installation. Automatic residential fire sprinkler systems for *townhouses* shall be designed and installed in accordance with Section P2904 or NFPA 13D.

R313.2 One- and two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in one- and two-family *dwellings*.

Exception: An automatic residential fire sprinkler system shall not be required for *additions* or *alterations* to existing buildings that are not already provided with an automatic residential sprinkler system.

R313.2.1 Design and installation. Automatic residential fire sprinkler systems shall be designed and installed in accordance with Section P2904 or NFPA 13D.

SECTION R314 SMOKE ALARMS

R314.1 General. Smoke alarms shall comply with NFPA 72 and Section R314.

R314.1.1 Listings. Smoke alarms shall be *listed* in accordance with UL 217. Combination smoke and carbon monoxide alarms shall be *listed* in accordance with UL 217 and UL 2034.

R314.2 Where required. Smoke alarms shall be provided in accordance with this section.

R314.2.1 New construction. Smoke alarms shall be provided in *dwelling units*.

R314.2.2 Alterations, repairs and additions. Where *alterations*, *repairs* or *additions* requiring a permit occur, the individual *dwelling unit* shall be equipped with smoke alarms located as required for new *dwellings*.

Exceptions:

1. Work involving the exterior surfaces of *dwellings*, such as the replacement of roofing or siding, the *addition* or replacement of windows or doors, or the addition of a porch or deck.
2. Installation, alteration or repairs of plumbing or mechanical systems.

R314.3 Location. Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional *story* of the *dwelling*, including *basements* and *habitable attics* and not including crawl spaces and uninhabitable *attics*. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.
4. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.

R314.3.1 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section R314.3.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking *appliance*.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking *appliance*.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1828 mm) horizontally from a permanently installed cooking *appliance*.

R314.4 Interconnection. Where more than one smoke alarm is required to be installed within an individual *dwelling unit* in accordance with Section R314.3, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual *dwelling unit*. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

R314.5 Combination alarms. Combination smoke and carbon monoxide alarms shall be permitted to be used in lieu of smoke alarms.

Part III—Building and Equipment Design Features

CHAPTER 5

FIRE SERVICE FEATURES

User note:

About this chapter: Chapter 5 provides requirements that apply to all buildings and occupancies and pertain to access roads, access to building openings and roofs, premises identification, key boxes, fire protection water supplies, fire command centers, fire department access to equipment and emergency responder radio coverage in buildings. Although many safety features are part of the building design, features such as proper fire department access roads and radio coverage are necessary in case of emergency and are important tools for emergency responders for public safety and their own safety.

SECTION 501 GENERAL

501.1 Scope. Fire service features for buildings, structures and premises shall comply with this chapter.

501.2 Permits. A permit shall be required as set forth in Sections 105.6 and 105.7.

501.3 Construction documents. Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

501.4 Timing of installation. Where fire apparatus access roads or a water supply for fire protection are required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except where approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection where construction of new roadways allows passage by vehicles in accordance with Section 505.2.

SECTION 502 DEFINITIONS

502.1 Definitions. The following terms are defined in Chapter 2:

AGENCY.

FIRE APPARATUS ACCESS ROAD.

FIRE COMMAND CENTER.

FIRE DEPARTMENT MASTER KEY.

FIRE LANE.

KEY BOX.

TRAFFIC CALMING DEVICES.

SECTION 503 FIRE APPARATUS ACCESS ROADS

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions:

1. The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where any of the following conditions occur:
 - 1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
 - 1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
 - 1.3. There are not more than two Group R-3 or Group U occupancies.
2. Where approved by the fire code official, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

FIRE SERVICE FEATURES

503.1.2 Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.2 Authority. The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs or both shall be installed and maintained where required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be

provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

503.4.1 Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the fire code official.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

503.5.1 Secured gates and barricades. Where required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

SECTION 504 ACCESS TO BUILDING OPENINGS AND ROOFS

504.1 Required access. Exterior doors and openings required by this code or the International Building Code shall be maintained readily accessible for emergency access by the fire department. An approved access walkway leading from fire apparatus access roads to exterior openings shall be provided where required by the fire code official.

504.2 Maintenance of exterior doors and openings. Exterior doors and their function shall not be eliminated without prior approval. Exterior doors that have been rendered non-functional and that retain a functional door exterior appearance shall have a sign affixed to the exterior side of the door with the words THIS DOOR BLOCKED. The sign shall consist of letters having a principal stroke of not less than 3/4 inch (19.1 mm) wide and not less than 6 inches (152 mm) high on a contrasting background. Required fire department access

TABLE 903.2.11.6
ADDITIONAL REQUIRED FIRE SUPPRESSION SYSTEMS

SECTION	SUBJECT
914.2.1	Covered and open mall buildings
914.3.1	High-rise buildings
914.4.1	Atriums
914.5.1	Underground structures
914.6.1	Stages
914.7.1	Special amusement buildings
914.8.2	Airport traffic control towers
914.8.3, 914.8.6	Aircraft hangars
914.9	Flammable finishes
914.10	Drying rooms
914.11.1	Ambulatory care facilities
1029.6.2.3	Smoke-protected assembly seating
1103.5.1	Existing Group A occupancies
1103.5.2	Pyroxylin plastic storage in existing buildings
1103.5.3	Existing Group I-2 occupancies
1103.5.4	Existing Group I-2, Condition 2 occupancies
1103.5.4	Pyroxylin plastics
2108.2	Dry cleaning plants
2108.3	Dry cleaning machines
2309.3.2.6.2	Hydrogen motor fuel-dispensing area canopies
2404.2	Spray finishing in Group A, E, I or R
2404.4	Spray booths and spray rooms
2405.2	Dip-tank rooms in Group A, I or R
2405.4.1	Dip tanks
2405.9.4	Hardening and tempering tanks
2703.10	HPM facilities
2703.10.1.1	HPM work station exhaust
2703.10.2	HPM gas cabinets and exhausted enclosures
2703.10.3	HPM exit access corridor
2703.10.4	HPM exhaust ducts
2703.10.4.1	HPM noncombustible ducts
2703.10.4.2	HPM combustible ducts
2807.3	Lumber production conveyor enclosures
2808.7	Recycling facility conveyor enclosures
3006.1	Class A and B ovens
3006.2	Class C and D ovens
Table 3206.2	Storage fire protection
3206.4	Storage
3704.5	Storage of more than 1,000 cubic feet of loose combustible fibers
5003.8.4.1	Gas rooms
5003.8.5.3	Exhausted enclosures
5004.5	Indoor storage of hazardous materials

(continued)

TABLE 903.2.11.6—continued
ADDITIONAL REQUIRED FIRE SUPPRESSION SYSTEMS

SECTION	SUBJECT
5005.1.8	Indoor dispensing of hazardous materials
5104.4.1	Aerosol product warehouses
5106.3.2	Aerosol display and merchandising areas
5306.2.1	Exterior medical gas storage room
5306.2.2	Interior medical gas storage room
5306.2.3	Medical gas storage cabinet
5606.5.2.1	Storage of smokeless propellant
5606.5.2.3	Storage of small arms primers
5704.3.7.5.1	Flammable and combustible liquid storage rooms
5704.3.8.4	Flammable and combustible liquid storage warehouses
5705.3.7.3	Flammable and combustible liquid Group H-2 or H-3 areas
6004.1.2	Gas cabinets for highly toxic and toxic gas
6004.1.3	Exhausted enclosures for highly toxic and toxic gas
6004.2.2.6	Gas rooms for highly toxic and toxic gas
6004.3.3	Outdoor storage for highly toxic and toxic gas
6504.1.1	Pyroxylin plastic storage cabinets
6504.1.3	Pyroxylin plastic storage vaults
6504.2	Pyroxylin plastic storage and manufacturing

For SI: 1 cubic foot = 0.023 m³.

903.3 Installation requirements. *Automatic sprinkler systems* shall be designed and installed in accordance with Sections 903.3.1 through 903.3.8.

903.3.1 Standards. Sprinkler systems shall be designed and installed in accordance with Section 903.3.1.1, unless otherwise permitted by Sections 903.3.1.2 and 903.3.1.3 and other chapters of this code, as applicable.

903.3.1.1 NFPA 13 sprinkler systems. Where the provisions of this code require that a building or portion thereof be equipped throughout with an *automatic sprinkler system* in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Sections 903.3.1.1.1 and 903.3.1.1.2.

903.3.1.1.1 Exempt locations. Automatic sprinklers shall not be required in the following rooms or areas where such rooms or areas are protected with an *approved* automatic fire detection system in accordance with Section 907.2 that will respond to visible or invisible particles of combustion. Sprinklers shall not be omitted from a room merely because it is damp, of fire-resistance-rated construction or contains electrical equipment.

1. A room where the application of water, or flame and water, constitutes a serious life or fire hazard.
2. A room or space where sprinklers are considered undesirable because of the nature of the

contents, where *approved* by the fire code official.

3. Generator and transformer rooms separated from the remainder of the building by walls and floor/ceiling or roof/ceiling assemblies having a *fire-resistance rating* of not less than 2 hours.
4. Rooms or areas that are of noncombustible construction with wholly noncombustible contents.
5. Fire service access elevator machine rooms and machinery spaces.
6. Machine rooms, machinery spaces, control rooms and control spaces associated with occupant evacuation elevators designed in accordance with Section 3008 of the *International Building Code*.

903.3.1.1.2 Bathrooms. In Group R occupancies, sprinklers shall not be required in bathrooms that do not exceed 55 square feet (5 m²) in area and are located within individual *dwelling units* or *sleeping units*, provided that walls and ceilings, including the walls and ceilings behind a shower enclosure or tub, are of noncombustible or limited-combustible materials with a 15-minute thermal barrier rating.

903.3.1.2 NFPA 13R sprinkler systems. *Automatic sprinkler systems* in Group R occupancies up to and including four stories in height in buildings not exceeding 60 feet (18 288 mm) in height above grade plane shall be permitted to be installed throughout in accordance with NFPA 13R.

The number of stories of Group R occupancies constructed in accordance with Sections 510.2 and 510.4 of the *International Building Code* shall be measured from the horizontal assembly creating separate buildings.

903.3.1.2.1 Balconies and decks. Sprinkler protection shall be provided for exterior balconies, decks and ground floor patios of *dwelling units* and *sleeping units* where either of the following conditions exists:

1. The building is of Type V construction, provided that there is a roof or deck above.
2. Exterior balconies, decks and ground floor patios of dwelling units and sleeping units are constructed in accordance with Section 705.2.3.1, Exception 3 of the *International Building Code*.

Sidewall sprinklers that are used to protect such areas shall be permitted to be located such that their deflectors are within 1 inch (25 mm) to 6 inches (152 mm) below the structural members and a maximum distance of 14 inches (356 mm) below the deck of the exterior balconies and decks that are constructed of open wood joist construction.

903.3.1.2.2 Open-ended corridors. Sprinkler protection shall be provided in *open-ended corridors* and associated *exterior stairways* and *ramps* as specified in Section 1027.6, Exception 3.

903.3.1.2.3 Attics. Attic protection shall be provided as follows:

1. Attics that are used or intended for living purposes or storage shall be protected by an *automatic sprinkler system*.
2. Where fuel-fired equipment is installed in an unsprinklered attic, not fewer than one quick-response intermediate temperature sprinkler shall be installed above the equipment.
3. Where located in a building of Type III, Type IV or Type V construction designed in accordance with Section 510.2 or 510.4 of the *International Building Code*, attics not required by Item 1 to have sprinklers shall comply with one of the following if the roof assembly is located more than 55 feet (16 764 mm) above the lowest level of required fire department vehicle access:

- 3.1. Provide *automatic sprinkler system* protection.
- 3.2. Construct the attic using noncombustible materials.
- 3.3. Construct the attic using fire-retardant-treated wood complying with Section 2303.2 of the *International Building Code*.
- 3.4. Fill the attic with noncombustible insulation.

The height of the roof assembly shall be determined by measuring the distance from the lowest required fire vehicle access road surface adjacent to the building to the eave of the highest pitched roof, the intersection of the highest roof to the exterior wall, or the top of the highest parapet, whichever yields the greatest distance. For the purpose of this measurement, required fire vehicle access roads shall include only those roads that are necessary for compliance with Section 503.

4. Group R-4, Condition 2 occupancy attics not required by Item 1 to have sprinklers shall comply with one of the following:
 - 4.1. Provide *automatic sprinkler system* protection.
 - 4.2. Provide a heat detection system throughout the attic that is arranged to activate the building fire alarm system.
 - 4.3. Construct the attic using noncombustible materials.
 - 4.4. Construct the attic using fire-retardant-treated wood complying with Section 2303.2 of the *International Building Code*.
 - 4.5. Fill the attic with noncombustible insulation.

905.3 Required installations. Standpipe systems shall be installed where required by Sections 905.3.1 through 905.3.8. Standpipe systems are allowed to be combined with *automatic sprinkler systems*.

Exception: Standpipe systems are not required in Group R-3 occupancies.

905.3.1 Height. Class III standpipe systems shall be installed throughout buildings where any of the following conditions exist:

1. Four or more stories are above or below grade plane.
2. The floor level of the highest story is located more than 30 feet (9144 mm) above the lowest level of the fire department vehicle access.
3. The floor level of the lowest story is located more than 30 feet (9144 mm) below the highest level of fire department vehicle access.

Exceptions:

1. Class I standpipes are allowed in buildings equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1 or 903.3.1.2.
2. Class I standpipes are allowed in Group B and E occupancies.
3. Class I manual standpipes are allowed in open parking garages where the highest floor is located not more than 150 feet (45 720 mm) above the lowest level of fire department vehicle access.
4. Class I manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures, provided that the hose connections are located as required for Class II standpipes in accordance with Section 905.5.
5. Class I standpipes are allowed in *basements* equipped throughout with an *automatic sprinkler system*.
6. Class I standpipes are allowed in buildings where occupant-use hose lines will not be utilized by trained personnel or the fire department.
7. In determining the lowest level of fire department vehicle access, it shall not be required to consider either of the following:

7.1. Recessed loading docks for four vehicles or less.

7.2. Conditions where topography makes access from the fire department vehicle to the building impractical or impossible.

905.3.2 Group A. Class I automatic wet standpipes shall be provided in nonsprinklered Group A buildings having an *occupant load* exceeding 1,000 persons.

Exceptions:

1. Open-air-seating spaces without enclosed spaces.
2. Class I automatic dry and semiautomatic dry standpipes or manual wet standpipes are allowed in buildings that are not high-rise buildings.

905.3.3 Covered and open mall buildings. Covered mall and open mall buildings shall be equipped throughout with a standpipe system where required by Section 905.3.1. Mall buildings not required to be equipped with a standpipe system by Section 905.3.1 shall be equipped with Class I hose connections connected to the *automatic sprinkler system* sized to deliver water at 250 gallons per minute (946.4 L/min) at the hydraulically most remote hose connection while concurrently supplying the automatic sprinkler system demand. The standpipe system shall be designed not to exceed a 50 pounds per square inch (psi) (345 kPa) residual pressure loss with a flow of 250 gallons per minute (946.4 L/min) from the fire department connection to the hydraulically most remote hose connection. Hose connections shall be provided at each of the following locations:

1. Within the mall at the entrance to each exit passageway or corridor.
2. At each floor-level landing within *interior exit stairways* opening directly on the mall.
3. At exterior public entrances to the mall of a covered mall building.
4. At public entrances at the perimeter line of an open mall building.
5. At other locations as necessary so that the distance to reach all portions of a tenant space does not exceed 200 feet (60 960 mm) from a hose connection.

905.3.4 Stages. Stages greater than 1,000 square feet (93 m²) in area shall be equipped with a Class III wet standpipe system with 1½-inch and 2½-inch (38 mm and 64 mm) hose connections on each side of the stage.

Exception: Where the building or area is equipped throughout with an *automatic sprinkler system*, a 1½-inch (38 mm) hose connection shall be installed in accordance with NFPA 13 or in accordance with NFPA 14 for Class II or III standpipes.

905.3.4.1 Hose and cabinet. The 1½-inch (38 mm) hose connections shall be equipped with sufficient lengths of 1½-inch (38 mm) hose to provide fire protection for the stage area. Hose connections shall be equipped with an *approved* adjustable fog nozzle and be mounted in a cabinet or on a rack.

905.3.5 Underground buildings. Underground buildings shall be equipped throughout with a Class I automatic wet or manual wet standpipe system.

905.3.6 Helistops and heliports. Buildings with a rooftop *helistop* or *heliport* shall be equipped with a Class I or III standpipe system extended to the roof level on which the *helistop* or *heliport* is located in accordance with Section 2007.5.

905.3.7 Marinas and boatyards. Standpipes in marinas and boatyards shall comply with Chapter 36.

905.3.8 Rooftop gardens and landscaped roofs. Buildings or structures that have rooftop gardens or landscaped roofs and that are equipped with a standpipe system shall have the standpipe system extended to the roof level on which the rooftop garden or landscaped roof is located.

907.2.6.3.3 Automatic smoke detection system. An automatic smoke detection system shall be installed throughout resident housing areas, including *sleeping units* and contiguous day rooms, group activity spaces and other common spaces normally open to residents.

Exceptions:

1. Other *approved* smoke detection arrangements providing equivalent protection, including, but not limited to, placing detectors in exhaust ducts from cells or behind protective guards *listed* for the purpose, are allowed where necessary to prevent damage or tampering.
2. *Sleeping units* in Use Conditions 2 and 3 as described in Section 308 of the *International Building Code*.
3. Smoke detectors are not required in *sleeping units* with four or fewer occupants in smoke compartments that are equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1.

907.2.7 Group M. A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group M occupancies where one of the following conditions exists:

1. The combined Group M *occupant load* of all floors is 500 or more persons.
2. The Group M *occupant load* is more than 100 persons above or below the lowest level of *exit discharge*.

Exceptions:

1. A manual fire alarm system is not required in covered or open mall buildings complying with Section 402 of the *International Building Code*.
2. Manual fire alarm boxes are not required where the building is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 and the occupant notification appliances will automatically activate throughout the notification zones upon sprinkler water flow.

907.2.7.1 Occupant notification. During times that the building is occupied, the initiation of a signal from a manual fire alarm box or from a waterflow switch shall not be required to activate the alarm notification appliances when an alarm signal is activated at a constantly attended location from which evacuation instructions shall be initiated over an emergency voice/alarm communication system installed in accordance with Section 907.5.2.2.

907.2.8 Group R-1. Fire alarm systems and smoke alarms shall be installed in Group R-1 occupancies as required in Sections 907.2.8.1 through 907.2.8.3.

907.2.8.1 Manual fire alarm system. A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-1 occupancies.

Exceptions:

1. A manual fire alarm system is not required in buildings not more than two stories in height where all individual *sleeping units* and contiguous attic and crawl spaces to those units are separated from each other and public or common areas by not less than 1-hour *fire partitions* and each individual *sleeping unit* has an *exit* directly to a *public way*, *egress court* or yard.
2. Manual fire alarm boxes are not required throughout the building where all of the following conditions are met:
 - 2.1. The building is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2.
 - 2.2. The notification appliances will activate upon sprinkler water flow.
 - 2.3. Not fewer than one manual fire alarm box is installed at an *approved* location.

907.2.8.2 Automatic smoke detection system. An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed throughout all interior *corridors* serving *sleeping units*.

Exception: An automatic smoke detection system is not required in buildings that do not have interior *corridors* serving *sleeping units* and where each *sleeping unit* has a *means of egress* door opening directly to an *exit* or to an exterior *exit access* that leads directly to an *exit*.

907.2.8.3 Smoke alarms. Single- and multiple-station smoke alarms shall be installed in accordance with Section 907.2.10.

907.2.9 Group R-2. Fire alarm systems and smoke alarms shall be installed in Group R-2 occupancies as required in Sections 907.2.9.1 and 907.2.9.3.

907.2.9.1 Manual fire alarm system. A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-2 occupancies where any of the following conditions apply:

1. Any *dwelling unit* or *sleeping unit* is located three or more stories above the lowest level of *exit discharge*.
2. Any *dwelling unit* or *sleeping unit* is located more than one story below the highest level of *exit discharge* of *exits* serving the *dwelling unit* or *sleeping unit*.

3. The building contains more than 16 *dwelling units* or *sleeping units*.

Exceptions:

1. A fire alarm system is not required in buildings not more than two stories in height where all *dwelling units* or *sleeping units* and contiguous attic and crawl spaces are separated from each other and public or common areas by not less than 1-hour *fire partitions* and each *dwelling unit* or *sleeping unit* has an *exit* directly to a *public way*, *egress court* or yard.
2. Manual fire alarm boxes are not required where the building is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2 and the occupant notification appliances will automatically activate throughout the notification zones upon a sprinkler water flow.
3. A fire alarm system is not required in buildings that do not have interior *corridors* serving *dwelling units* and are protected by an *approved automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2, provided that *dwelling units* either have a *means of egress* door opening directly to an exterior *exit access* that leads directly to the *exits* or are served by open-ended *corridors* designed in accordance with Section 1027.6, Exception 3.

907.2.9.2 Smoke alarms. Single- and multiple-station smoke alarms shall be installed in accordance with Section 907.2.10.

907.2.9.3 Group R-2 college and university buildings. An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-2 occupancies operated by a college or university for student or staff housing in all of the following locations:

1. Common spaces outside of *dwelling units* and *sleeping units*.
2. Laundry rooms, mechanical equipment rooms and storage rooms.
3. All interior corridors serving *sleeping units* or *dwelling units*.

Exception: An automatic smoke detection system is not required in buildings that do not have interior *corridors* serving *sleeping units* or *dwelling units* and where each *sleeping unit* or *dwelling unit* either has a *means of egress* door opening directly to an exterior *exit access* that leads directly to an *exit* or a *means of egress* door opening directly to an *exit*.

Required smoke alarms in *dwelling units* and *sleeping units* in Group R-2 occupancies operated by a college or university for student or staff housing shall be

interconnected with the fire alarm system in accordance with NFPA 72.

907.2.10 Single- and multiple-station smoke alarms. *Listed* single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with Sections 907.2.10.1 through 907.2.10.7 and NFPA 72.

907.2.10.1 Group R-1. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the *means of egress* from the sleeping area to the door leading from the *sleeping unit*.
3. In each story within the *sleeping unit*, including *basements*. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

907.2.10.2 Groups R-2, R-3, R-4 and I-1. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwelling units* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

907.2.10.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 907.2.10.1 or 907.2.10.2:

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.

907.2.10.4 Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a
DATE: January 14, 2020
SUBJECT: Portion of SR 532 Renaming and Dedication
CONTACT PERSON: John Cermak, Fire Chief
ATTACHMENTS: A – Resolution 2021-01
Resource Link: None

PURPOSE

The purpose of this item is for Council consideration and to pass Resolution 2021-01 dedicating a portion of SR 532 between Pioneer Highway and 72nd in recognition and tribute to those that lost their lives on September 11, 2001 (9-11).

BACKGROUND

On September 11, 2018, North County Regional Fire Authority recognized the people who lost their lives on 9-11-2001 by raising the aerial ladder and posting the large American Flag. We received a large number of calls from citizens expressing gratitude. Several of our employees recommended expanding the program in 2019, where it grew and secured what is likely a future community expectation of recognition. NCRFA lined SR 532 with 343 flags for the fallen firefighters that lost their lives in the collapse of the World Trade Center. In addition, we opened the firehouse doors, invited the public inside, and paid tribute to those that lost their lives with guest speakers, media, and video tributes. The community was very grateful for the tribute with many calls of gratitude.

With the COVID-19 Pandemic, the NCRFA 9-11 committee decided the event couldn't be canceled. A virtual roll by and recognition was developed with a video production to follow. Our Snohomish County Sheriff partners in Stanwood and surrounding areas participated and added 72 additional flags to SR 532 recognizing the 72 police officers that succumbed to the collapse of the towers. Although the in-person event was more touching due to the personal involvement of our community, the video production was second to none.

The after-action review of this year's event, illuminated another opportunity to recognize the Patriots in our community and those that lost their lives on that day. One of the committee members found that sections of the State Route can be renamed through the Washington State Transportation Commission.

ANALYSIS

The 9-11 committee continues to find new ways to recognize and stand out within the community recognizing our patriots at all levels. There are a lot of military, police, fire and EMS workers that live within our service area that we feel should be recognized regularly. 9-11 has been recognized as "Patriot's Day." This process includes contacting the Washington State Transportation Commission to establish interest to seek renaming. The committee must provide evidence of community support and acceptance (e.g.; letters of support from legislators, resolutions from locally elected governing bodies, Chamber of Commerce and Rotary Support), and finally the name selection. A committee will be convened for names to be considered and voted. NCRFA would ask that the attached resolution be considered by the city council, recognizing the support for renaming this section of state route. We would request any names be forwarded to Kcasey@northcountyfireems.com before January 30, 2021, for consideration for submission to the Washington State Transportation Commission so that the process can be completed before next September 11, 2021.

RECOMMENDATIONS

Staff Recommendation:

Staff recommends passing resolution 2021-01 in support of the renaming of SR 532 between Pioneer Highway and 72nd, Stanwood WA in honor of those who lost their lives on 9-11-2001.

CITY COUNCIL OPTIONS

1. The Council may pass Resolution 2021-01, in support of the renaming of SR 532 between Pioneer Highway and 72nd, Stanwood WA in honor of those who lost their lives on 9-11-2001.
2. The council may direct staff to revisit and amend Resolution 2021-01 and return with modifications at a later date.

PROPOSED MOTION

MOTION TO APPROVE RESOLUTION 2021-01 IN SUPPORT OF RENAMING SR 532 PIONEER HIGHWAY AND 72ND, STANWOOD WA IN HONOR OF THOSE WHO LOST THEIR LIVES ON 9-11-2001.

**CITY OF STANWOOD
Stanwood Washington**

RESOLUTION 2021-01

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, SUPPORTS DEDICATING HIGHWAY 532 BETWEEN PIONEER HIGHWAY AND 72ND MEMORIALIZING THOSE THAT LOST THEIR LIVES 9-11-2001 AND COMMEMORATE THOSE THAT CONTINUE TO SERVE AND PROTECT OUR COMMUNITY FROM ENEMIES FOREIGN AND DOMESTIC

WHEREAS, Stanwood functions as the town center for a diverse rural, suburban and urban population with many public servants, active and retired military that serve or served our community and nation, partnering with North County Regional Fire Authority for fire and EMS services;

WHEREAS, annually, on September 11, North County Regional Fire Authority recognized the people who lost their lives on 9-11-2001 with an annual commemorative event by lining this section of the highway with United States of America flags, with positive support from community members and visitors passing through Stanwood;

WHEREAS, September 11 has been recognized as "Patriot's Day," nationally, upon order of the President with direction that the flag of the United States of America should be displayed on the homes of Americans, the White House, and all United States government buildings in the whole world. The flag should be flown at half-staff as a mark of respect to those who died on September 11, 2001. Many people observe a moment of silence at 8:46 AM (Eastern Daylight Time) when the first plane struck the World Trade Center;

WHEREAS, "Patriot's Day" is not a federal holiday and schools and businesses do not close, people commuting through or visiting the City of Stanwood observe the care and empathy our community places on those that serve our country and community each time they observe the dedicated highway signage;

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

This resolution supports the renaming and dedication of Highway 532 between Pioneer Highway and 72nd Avenue, Stanwood, Washington, memorializing those that lost their lives on 9-11-2001 and commemorating those that continue to serve and protect our community from enemies, foreign and domestic.

ADOPTED by the City Council and **APPROVED** by the Mayor this 14th day of January, 2021.

CITY OF STANWOOD

By _____
Elizabeth Callaghan, Mayor

ATTEST:

By _____
Sara Robinson, City Clerk

Approved as to form:

By: _____
Brett Vinson, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b
DATE: December 10, 2020
SUBJECT: 2021 Snohomish County Jail Services Interlocal Agreement
CONTACT PERSON: Rob Martin, Police Chief
ATTACHMENTS: A – 2021 Jail Services ILA

PURPOSE

The purpose of this agenda item is for Council consideration of the proposed 2021 Snohomish County Jail Services interlocal agreement.

BACKGROUND

Stanwood's contract for jail services with the Snohomish County Jail expires at the end of 2020. Through this agreement, the County provides the facilities and personnel to confine persons who are arrested, detained or convicted of criminal offenses in the City of Stanwood.

ANALYSIS

The Sheriff's Office will be making changes to the daily housing rates for inmates in 2021. The 2020 daily housing rate is variable and is based on individual inmate needs. The current classification system includes general population, medical and special needs, and mental health. The proposed change will remove the variable priced classification model and incorporate a flat rate for daily housing.

There are a few reasons for the proposed rate changes.

- Some cities have expressed frustration with factors used to determine an inmate's housing needs
- The proposed flat rate accounts for actual housing costs
- Flat rate housing model is used by other jails. Proposed flat rate for Snohomish County Jail is less than Skagit County and King County Jail.

Booking	2018	2019	2020	2021
Booking Fee	\$121.42	\$125.06	\$126.97	\$130.78
Housing Assignment	2018	2019	2020	2021
General Population	\$98.73	\$101.69	\$103.25	N/A
Medical and Specialty	\$155.47	\$160.13	\$162.58	N/A
Mental Health	\$235.72	\$242.79	\$246.50	N/A
Housing				
FLAT RATE	N/A	N/A	N/A	\$182.00
Video Court Fee	2018	2019	2020	2021
Video Court Fee	\$134.87	\$196.29	\$199.29	\$216.62

Staff will continue to monitor monthly invoices from the jail to identify any significant change in billing. Steps to mitigate higher jail costs have been identified and will be introduced as needed.

Fiscal Impact			
The 2021-2022 budget has an allocation for this ILA.			
Fund(s):	General Fund		
Amount:	\$ 110,000	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☒ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends the Council authorize the Mayor to execute the 2021 Snohomish County Jail Services ILA.

Committee/Board Recommendation: This item was discussed with the Public Safety Committee on September 24, 2020 and the committee was in favor of the proposed 2021 Snohomish County Jail Services ILA and recommends that the costs for jail services continue to be monitored.

CITY COUNCIL OPTIONS

1. The City council may authorize the Mayor to sign the ILA.
2. The City council may choose not to authorize the Mayor to sign the ILA.
3. The City council may direct staff to provide additional information.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE 2021 SNOHOMISH COUNTY JAIL SERVICES INTERLOCAL AGREEMENT.

**INTERLOCAL AGREEMENT FOR JAIL SERVICES
BETWEEN SNOHOMISH COUNTY AND THE CITY OF _____**

This INTERLOCAL AGREEMENT FOR JAIL SERVICES BETWEEN SNOHOMISH COUNTY AND THE CITY OF _____ (this "Agreement"), is made and entered into this ____ day of _____, 2020, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF _____, a municipal corporation of the State of Washington (the "City") pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW (individually, a "Party" and collectively, the "Parties").

RECITALS

A. The County, through the Snohomish County Sheriff's Office Corrections Bureau ("Corrections") currently maintains and operates a correctional facility known as Snohomish County Jail (the "Jail"). In order to assist other jurisdictions, the County from time to time will enter into interlocal agreements to confine in the Jail persons from other jurisdictions.

B. The County and City each have the statutory power and authority to maintain and operate a correctional facility and to confine inmates therein.

C. The City from time to time desires to confine in the Jail persons who have been arrested, detained or convicted by the City of criminal offenses (the "City Inmates"), and the County is willing to furnish its Jail facilities and personnel in exchange for payment from the City of fees and costs, all as more fully described in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement. This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW. The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively in order that the County may provide the City with Jail Services (the "Services"), as defined in Section 4 below, based on the rules and conditions set forth in the Jail's policies, procedures, rules and regulations and in this Agreement and any attachments hereto.

2. Effective Date and Duration. This Agreement shall govern jail services beginning on January 1, 2021, through December 31, 2023, unless earlier terminated pursuant to the provisions of Section 12 below, PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each Party's obligations after December 31, 2021, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

This Agreement shall be either filed with the Snohomish County Auditor or listed on either Party's website or other electronically retrievable public source, as provided by RCW 39.34.040 ("Effective Date").

3. Administrators. Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' initial Administrators shall be the following individuals:

County's Initial Administrator:

City's Initial Administrator:

Jamie Kane, Corrections Bureau Chief
Snohomish County Sheriff's Office
Corrections Bureau
3000 Rockefeller Avenue M/S 509
Everett, Washington 98201

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

4. Scope of Services. As described in this Section 4 and subject to the conditions set forth in Section 5 below, the County will accept City Inmates for purposes of confinement, correction, punishment and/or rehabilitation, and hold such City Inmates until such time as they are lawfully discharged from custody pursuant to law, the terms of a judicial Order of Commitment, and/or returned to the custody of the City:

4.1 Effect of Ordinance, Policies, Procedures, Rules and Regulations. The Jail will be administered by the County in accordance with the ordinances, policies, procedures, rules and regulations of the County and in accordance with the rules and regulations of any agency of the State of Washington empowered to make rules governing the administration of county jails. The City and City Inmates shall be subject to the County's ordinances, policies, procedures, rules and regulations relating to Jail operations, including any emergency security rules imposed by the County's Administrator, PROVIDED, HOWEVER, that nothing in this Agreement shall be construed as creating, modifying, or expanding any duty on the part of the County except as specifically provided herein. Nothing in this Agreement shall be interpreted as a delegation by the City, or its judicial and law enforcement agencies, to the County of the duty to supervise City Inmates.

4.2 City Access to City Inmates. The City, its officers, employees, or agents, may interview City Inmates inside the confines of the Jail subject to necessary operational and security rules and regulations. Interview rooms will be made available on an equivalent basis to all jurisdictions with inmates confined in the Jail.

4.3 Transport of City Inmates. The City shall provide or arrange for transportation and security of its inmates to and from the Jail, including to and from City in-court appearances, except when (a) the County determines, in its sole discretion, that emergency

transportation is necessary in order to secure medical and/or psychiatric evaluation or treatment, or (b) the County determines, in its sole discretion, that transportation is required to support the orderly operation of the Jail. The City shall attempt to provide the County with at least twenty-four (24) hours' notice prior to transporting a City Inmate from the Jail.

4.4 Video Court. Upon request, and subject to availability and feasibility, the County will provide the City with use of the Jail's "Video Court" services, which include, by way of example but not by way of limitation, the following types of services: use of County video camera(s), audio technology, and the video courtroom facility; scheduling inmates for appearances by video; and transporting inmates to and from the video courtroom; PROVIDED, HOWEVER, that the County shall have no liability or obligation for the installation, operation, maintenance, inspection, repair or replacement of the Video Court equipment operated by the City on City property.

The County shall have discretion to set the date, time and duration of the City's Video Court. The County, in its sole discretion, will establish a maximum number of City Inmates for each video courtroom calendar based upon operational limitations. The County will provide the City with a Video Court Schedule no later than ten (10) days after execution of this Agreement. The County may change or cancel the City's Video Court Schedule by providing the City with at-least seven (7) days' written notice. The County will deliver the City's Inmate(s) to the video courtroom by at least thirty (30) minutes prior to the City Inmate(s) hearing time so that the City Inmate(s) may prepare for the hearing and meet with his or her respective legal counsel.

The City shall provide the County with all paperwork requiring the signature of City Inmate(s) at least thirty (30) minutes before the start of the City's scheduled Video Court time. In the event of a technical problem that the Parties are unable to repair in a timely manner, the Parties shall work together to reschedule the impacted hearings to be reheard as soon as practicable and at minimum, within two (2) judicial days.

4.5 Health Care of City Inmates. The County is hereby granted the authority to seek necessary medical, dental and mental health services for City Inmates without consulting with the City. The County shall notify the City prior to seeking treatment, unless immediate treatment is required, in which case, the County will notify the City as soon after the event as reasonably possible. During "Normal Business Hours", defined as Monday through Friday, from 8:00 a.m. to 5:00 p.m., the City's point of contact for City Inmate health issues will be as follows:

Outside Normal Business Hours, the City's point of contact for City Inmate health issues will be as follows:

Any failure or error by the County to provide the City with proper notification of medical, dental and/or mental health services delivered to a City Inmate shall in no way excuse full, complete and timely payment by the City under Section 6 of this Agreement. The City and the County will comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and County policies and procedures regarding HIPAA.

4.6 Community Corrections. The County does not provide or oversee a Community Corrections Program or alternatives to confinement.

4.6.1 The term “Community Corrections Program” and “alternatives to confinement” includes but is not limited to: Electronic Home Detention, Work/Education Release, and Work Crew.

4.6.2 If the City wishes to provide a Community Corrections Program and/or “alternatives to confinement” options for City Inmates, the City shall not book such City Inmates into the Snohomish County Jail.

4.7 Administrative Booking. Upon request by the arresting officer or the City’s Administrator and when not otherwise prohibited by statute, court rule or court order, the County shall administratively book and immediately release a City Inmate. The County further reserves the right to administratively book and immediately release a City Inmate when, in the sole discretion of the County’s Administrator, the County is unable to accept the City’s Inmate for housing and when such action is not otherwise prohibited by statute, court rule or court order.

5. Conditions of Acceptance of City Inmates. The County shall provide Services to the City subject to the conditions set forth in this Section 5. Should the County, in its sole discretion, decline to accept or retain custody of a City Inmate for any of the reasons identified in this Section 5, the County shall notify the arresting officer in person or the City’s judicial or law enforcement agency of the non-acceptance and the reason for the non-acceptance.

Acceptance of a City Inmate into the Jail shall be conditioned upon the following:

5.1 Obligation to Abide by Policies and Procedures. The City, its officers, employees and agents shall follow all Jail policies and procedures.

5.2 Documentation for Legal Basis for Confinement. Absent proper documentation providing a legal basis for confining the City Inmate, the County will have no obligation to receive the City Inmate into custody. Proper documentation for purposes of this section means an arrest warrant, judicial Order of Commitment, other order of a court of competent jurisdiction, or a properly completed Notice of Arrest.

5.3 Health Care Clearance. The County will have no obligation to receive into custody or retain custody of a City Inmate absent a determination, on an ongoing basis, by Jail staff that the City Inmate (a) is medically and psychiatrically able to be housed in the Jail, and (b) does not need medical and/or psychiatric attention that would require treatment at a hospital or other type of health care facility. At all times, the County's Administrator shall have final authority to determine whether a City Inmate is medically and/or psychiatrically fit for Jail.

5.4 Population Limits. The County shall have the right to return City Inmates to City custody if the Jail reaches the maximum allowable population level (the "MAPL"). The MAPL refers to the greatest number of inmates that can be held in the Jail in a safe, secure, and humane manner. The MAPL applies to the overall number of inmates, but may also be applied to specific populations of inmates (i.e. security level, medical need, mental health housing, etc.). The Snohomish County Sheriff, or his or her designee, shall determine, in his or her sole discretion, the MAPL. Every effort will be made to manage the MAPL, including booking restrictions. In the event that the MAPL is reached and the County determines that inmates must be removed from the Jail, priority for removal shall be as follows:

- (a) Inmates from out-of-county jurisdictions in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the County; then
- (b) Inmates from in-county jurisdictions, including the City, in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the County; then
- (c) Inmates confined on Snohomish County charges or commitments.

The County's Administrator shall have final authority on MAPL reduction measures, and in the event the County determines that City Inmates shall be removed from the Jail according to this priority schedule, the County will provide the City fourteen (14) days' notice to remove City Inmates.

5.5 Earned Early Release. The County will release City Inmates in accordance with applicable statutes governing the calculation of jail commitments, including with respect to earned release time pursuant to Chapter 9.94A.729 RCW and Chapter 9.92.151 RCW.

6. Payment by City.

6.1 Proportional Billing. The County employs proportional billing practices when invoicing jurisdictions for Services. Attached hereto as Exhibit A and incorporated herein by this reference is an explanation of the County's proportional billing practices. Commensurate with these practices, the City shall be invoiced only its proportionate share of the applicable Fees and Costs, as defined in Section 6.2 below, for a City Inmate under either of the following circumstances:

6.1.1 The City Inmate (a) is being held on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order

issued by the City's municipal court, (b) is not being held on any active County felony charge, and (c) cannot be removed by a Federal agency without regard to local charges; OR

6.1.2 The City Inmate is being held (a) on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order issued by the City's municipal court, and (b) by the State of Washington for violation of the Offender Accountability Act, and the City has declined to transfer custody to the State of Washington.

6.2 Fees and Costs.

6.2.1 The County shall invoice the City a "Booking Fee" for each City Inmate for whom the County provides Services. For purposes of this Agreement, "Booking" means the act of registering, screening, and examining inmates for confinement in the Jail; Administrative Booking pursuant to Section 4.7; inventorying and safekeeping inmates' personal property; maintaining all computerized records of arrest; performing warrant checks; and all other activities associated with processing an inmate for confinement. The Booking Fee is as follows:

2021 Booking Fee	2022 Booking Fee
\$128.88	\$134.70

6.2.2 The County shall invoice the City a per calendar day "Daily Maintenance Fee" for each City Inmate for whom the County provides Services. The Daily Maintenance Fee for all City Inmates is as follows:

2021 Daily Maintenance Fee	2022 Daily Maintenance Fee
\$142.63	\$187.46

Should the Parties renew this Agreement beyond December 31, 2023, additional annual increases shall be calculated pursuant to Section 6.2.3.

6.2.3 Beginning January 1, 2023, the Booking Fee and Daily Maintenance Fee listed in Sections 6.2.1 and 6.2.2 shall increase on January 1 of each calendar year during the term of this Agreement by three (3) percent. The County shall provide the City notice of the Booking Fee and Daily Maintenance Fee increase by September 1 of each year. In the event direct cost to the County to provide jail services increases or decreases by a rate that is more than one (1) percent over the amount of the applicable Booking Fee and Daily Maintenance Fee, the Parties agree that the costs for the remainder of the term shall be renegotiated based on actual direct costs.

6.2.4 The County shall invoice the City for all costs incurred for necessary medical, dental, or mental health services to City Inmates, including, but not limited to, all medication, durable medical equipment, ambulance fees, and medical, dental, and mental

health services provided outside the Jail (the “Medical Costs”). The Medical Costs do not include routine medical examinations, tests, procedures performed at the Jail by Jail staff or contractors. In addition, the Medical Costs do not include expenses covered by the City Inmate’s health insurance and/or public assistance for injuries suffered while in the custody of the County. The County will credit amounts received from the City Inmate’s own health insurance and applicable public assistance before billing the City.

6.2.5 The County shall invoice the City a “Video Court Fee” for each scheduled hour of Video Court time. The Video Court Fee per hour is as follows:

2021 Video Court Fee	2022 Video Court Fee
\$207.96	\$223.12

The County may increase the Video Court Fee upon thirty (30) days’ notice to the City.

6.3 Invoicing and Payment. The City shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the Parties. Where complete payment is not tendered within thirty (30) days of the invoice date, the County may charge interest on the outstanding balance at a rate equal to the interest rate on the monthly County investment earnings. Should the City wish to dispute the amount of a particular invoice, it will (a) make complete and timely payment on the outstanding balance, and (b) deliver written notice of the dispute to the County within thirty (30) days of the invoice date. Failure to properly notify the County of any disputed amounts within thirty (30) days of the invoice shall constitute an acceptance by the City of all charges contained therein. Within fifteen (15) days of timely receipt of payment and the City’s written notice of dispute, the County shall review the disputed invoice. Should the County resolve the dispute in favor of the City, the disputed amounts will be credited towards the City’s next billing cycle, PROVIDED, HOWEVER, that upon termination of this Agreement, the County shall pay out to the City any such credited amounts. Withholding payment of any amount billed, regardless of whether the City has provided timely written notice of a disputed invoice, will constitute a default under Section 11 of this Agreement.

6.4 Records. Each Party may examine the other Party’s books and records to verify charges. The County shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

7. Indemnification/Hold Harmless.

7.1 City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and

if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

7.2 County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.

7.3 Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other Party only, and only to the extent necessary to provide the indemnified Party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

8. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

9. Insurance. Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified Party(s). Each Party shall provide the other with a certificate of insurance or letter of self-insurance annually as the case may be.

10. Compliance with Laws. In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

11. Default and Remedies.

11.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other Party shall deliver written notice of such failure to the non-performing Party. The non-performing Party shall have fifteen (15) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said fifteen (15) day period, then the non-performing Party shall not be in Default if it commences cure within said fifteen (15) day period and thereafter diligently pursues cure to completion.

11.2 Remedies. In the event of a Party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 11.1 above, the non-Defaulting Party shall have the right to exercise any or all rights and remedies available to it in law or equity. In addition, if the City fails to make payment on an outstanding invoice within the time to cure and the City has not disputed the invoice as provided in Section 6.3, the City shall have no further right under this Agreement to deliver custody to or otherwise house City Inmates at the Jail and shall, at the County's request, remove all City Inmates from the Jail within fourteen (14) days of notice to do so. Thereafter, the County may, in its sole discretion, accept City Inmates to the Jail if all outstanding invoices are paid.

12. Early Termination.

12.1 Termination by the County. Except as provided in Section 12.3 below, the County may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.2 Termination by the City. The City may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the County and the Washington State Office of Financial Management. The termination notice shall specify the date on which the Agreement shall terminate, the grounds for termination, and the specific plans for accommodating the affected jail population.

12.3 Lack of Funding. This Agreement is contingent upon governmental funding and local legislative appropriations. In the event that funding from any source is withdrawn, reduced, limited, or not appropriated after the effective date of this Agreement, this Agreement may be terminated by the County immediately by delivering written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.4 Calculation of Costs Due Upon Early Termination. Upon early termination of this Agreement as provided in this Section 12, the City shall pay the County for all Services performed up to the date of termination. The County shall notify the City within thirty (30) days of the date of termination of all remaining costs. No payment shall be made by the City for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the City.

13. Dispute Resolution. In the event differences between the Parties should arise over

the terms and conditions of this Agreement, the Parties shall use their best efforts to resolve those differences through their Administrators on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the Parties. If mediation is not successful, either of the Parties may institute legal action for specific performance of this Agreement or for damages. The prevailing Party in any legal action shall be entitled to a reasonable attorneys' fee and court costs.

14. Notices. All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. Miscellaneous.

15.1 Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

15.2 Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

15.3 Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County or King County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

15.4 Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

15.5 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

15.6 No Waiver. A Party's forbearance or delay in exercising any right or remedy with respect to a Default by the other Party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either Party of any particular Default constitute a waiver of any other Default or any similar future Default.

15.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

15.8 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

15.9 Independent Contractor. The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to ensure performance.

15.10 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

15.11 No Separate Entity Necessary. The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

15.12 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

15.13 No Third Party Beneficiaries. This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

15.14 Force Majeure. In the event either Party's performance of any of the provisions of this Agreement become impossible due to circumstances beyond that Party's control,

including without limitation, force majeure, strikes, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife, that Party will be excused from performing such obligations until such time as the Force Majeure event has ended and all facilities and operations have been repaired and/or restored.

15.15 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COUNTY:

Snohomish County, a political subdivision
of the State of Washington

CITY:

City of _____, a Washington
municipal corporation

By _____
Name: Dave Somers
Title: County Executive

By _____
Name: _____
Title: _____

Approved as to Form:

Deputy Prosecuting Attorney

Approved as to Form:

City Attorney

**Approved as to Indemnification and
Insurance:**

Risk Management

EXHIBIT A

Proportionate Billing

The County uses a proportional billing process to calculate fees and charges for each inmate. As a result, if multiple jurisdictions have an open charge on an individual inmate, the jurisdictions will each share equally the fees and costs as long as an open charge persists for that jurisdiction. When a contracting jurisdiction's charge is closed, that jurisdiction drops from the proportional billing process, and the proportional billing is recalculated without that jurisdiction.

Each day the County shall examine the open charges for each active booking and apply uniform rules for determining billable charges and identifying the billable jurisdiction.

The procedure employed by the County for determining the billable charges and responsible jurisdictions is outlined below and references the County's internal billing system. The procedure continues in sequence through the outlined series of steps only so far as needed to isolate a billable charge and determine the jurisdiction responsible for payment.

1. Select "All Felony Charges."
 - a. If there is more than one felony charge or if there is one felony charge and a Washington State Department of Corrections (the "DOC") hold, go to Step 2.
 - b. If there is one felony charge but no DOC hold, do not invoice.
 - c. If there are no felony charges, go to Step 3.
2. Select "Arresting Agency DOC-Parole-Olympia."
 - a. If there are no other arresting agency charges and all felony charges are with DOC, invoice DOC.
 - b. If there is a DOC hold and additional local charges (that is, charges from jurisdictions that have an interlocal agreement for jail services with the County), do not invoice.
 - c. If there is a DOC hold and non-local additional charges (that is, charges from jurisdictions that do not have an interlocal agreement for jail services with the County), invoice DOC.
3. Select "All Misdemeanor Charges."
 - a. If there is only one misdemeanor charge, invoice the charging jurisdiction.
 - b. If there is more than one misdemeanor charge from more than one jurisdiction, invoice each jurisdiction in equal shares. If a jurisdiction has multiple open misdemeanor charges, the jurisdiction is only invoiced as one element of the proportional billing process. Snohomish County shall be invoiced its proportional share where applicable.

Example: If City A has one open misdemeanor and City B has two open misdemeanor charges, all at the same time, each city is billed for fifty percent (50%) of the Fees and Costs for that inmate.

4. Drop jurisdictions with closed charges.

Example: City X has one open misdemeanor charge, and City Y has one open misdemeanor charge. City Y's charge is closed. City X is billed for one hundred percent (100%) of the Fees and Costs for that inmate from then on.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10c

DATE: January 14, 2021

SUBJECT: Snohomish Health District Inter-local Agreement

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – ILA Snohomish Health District Per Capita Contribution

PURPOSE

The purpose of this agenda item is for Council consideration and authorization of the Mayor to execute the Interlocal Agreement between the City of Stanwood and Snohomish Health District Per Capita for Health District Services for 2021 and 2022.

BACKGROUND

The Snohomish Health District was created in 1959 under Washington State Law (RCW 70.46) as the municipal corporation responsible for public health in Snohomish County. The mission of the Health District is to improve the health of individuals, families, and communities through disease prevention, health promotion, and protection from environmental threats. A 15-member Board of Health oversees the budget and policies of the Health District. All five Snohomish County Council members sit on the Board of Health, together with ten city council members or mayors representing the 20 incorporated cities and towns in the county. Public meetings of the Board of Health are held monthly. The Snohomish Health District provides a wide range of programs and services that protect and promote the public health in many ways. The main focus of these programs and services is preventing injury and disease.

ANALYSIS

The Health District relies on Snohomish County cities and towns for stable funding for health priorities in each community. An inter-local agreement (See Attachment A) defines the scope of work provided by the Health District and the annual funding contribution from the City of Stanwood.

Fiscal Impact			
The 2021-2022 Biennial Budget includes an annual allocation of \$7,000 for two years totaling \$14,000			
Fund(s):	General Fund		
Amount:	\$7,000 (2021) \$7,000 (2022)	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends authorization of the Mayor to execute the ILA

Committee/Board Recommendation: None. Public Health Matters are discussed at the full City Council level.

CITY COUNCIL OPTIONS

1. Authorize execution of the ILA for 2021 and 2022
2. Not authorize ILA and provide feedback to staff

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE INTER-LOCAL AGREEMENT BETWEEN THE CITY OF STANWOOD AND SNOHOMISH HEALTH DISTRICT PER CAPITA CONTRIBUTION FOR HEALTH DISTRICT SERVICES FOR 2021 AND 2022

**INTERLOCAL AGREEMENT
BETWEEN THE SNOHOMISH HEALTH DISTRICT
AND
THE CITY OF STANWOOD
PER CAPITA CONTRIBUTION FOR HEALTH DISTRICT SERVICES**

This Interlocal Agreement for Per Capita Contribution for Health District Services is entered into by and between the SNOHOMISH HEALTH DISTRICT, a Washington Municipal Corporation (the District) and CITY OF STANWOOD a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of providing for a per capita contribution by the City for Health District Services.

RECITALS

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, to promote the public health in Snohomish County, Washington, the Board of County Commissioners of Snohomish County, Washington, established a Health District on January 1, 1959, embracing all of the territory within Snohomish County, Washington, and all cities and towns therein; and

WHEREAS, in 1966 the Snohomish Health District became the first local health jurisdiction in the state to organize a city-county cooperative health program with cities indicating a willingness to participate financially in support of Health District programs; and

WHEREAS, on January 1, 1967, eleven of 18 cities and towns agreed to voluntarily contribute \$0.50 per capita to the Health District in return for public health services; and

WHEREAS, per capita contributions from towns and cities continued and in 1986, with such contributions ranging from \$1.60 to \$2.70 per capita until the early 1990s; and

WHEREAS, in 1993, counties assumed exclusive financial responsibility for public health relying on Motor Vehicle Excise Tax (MVET) revenues; and

WHEREAS, in 2000, the Washington State Legislature repealed MVET and backfilled only 90% of lost public health funds; and

WHEREAS, the Health District's ability to perform its most essential functions have been severely compromised since the great recession; and

WHEREAS, the Health District serves an essential public safety function whether ensuring safe food, schools, and septic systems, responding to disasters, or preventing and responding to disease outbreaks; and

WHEREAS, threats to the public's health in the form of foodborne illness such as E.coli and salmonella, communicable diseases such as COVID-19, pertussis, tuberculosis, measles, Zika, and Ebola and natural disasters such as the Oso/SR530 mud slide respect no municipal boundaries; and

WHEREAS, public health is a shared responsibility and regional public health threats require regional responses and close partnerships with every city and town in Snohomish County; and

WHEREAS, consistent with RCW 70.05, the Snohomish County Council is responsible for establishing the Snohomish Health District Board of Health, with jurisdiction coextensive with the

boundaries of the county, to supervise all matters pertaining to the preservation of life and health of the people within its jurisdiction; and

WHEREAS, an effective, regional public health response to the threats to public health in Snohomish County requires the cooperation, participation and support of Snohomish County and all of the cities and towns in Snohomish County; and

WHEREAS, the Snohomish County Board of Health adopted Resolution 19-25 in November 2019, and reaffirmed in Resolution 20-27 in November 2020, declaring its intent to take on naloxone distribution and coordination for law enforcement and city partners; and

WHEREAS, Snohomish County and the cities and towns therein seek to improve and sustain healthy years of life of their residents by engaging in an enhanced partnership with the Health District. This partnership will provide stable funding for public health priorities that would be established to meet the unique needs of each community.

NOW, THEREFORE, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Health District agree as follows:

1. Purpose.

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to establish and define the terms and conditions for the cooperative efforts to be undertaken by the City and the Health District to promote, facilitate, and undertake various programs and activities.

2. Term.

The term of this Agreement shall be from January 1, 2021, to December 31, 2022. The term may be extended by mutual written agreement of the parties.

3. Scope of Services.

A. Responsibilities of the City.

The City shall contribute Seven Thousand and No/00 Dollars (\$7,000) annually to the Health District commencing January 1, 2021. Annual payments shall be made on or before June 30 of each year.

The City will provide a list to the District of personnel by department that should be equipped with naloxone kits. The City will provide the information necessary for the District to track, rotate and replenish kits as needed.

B. Responsibilities of the Health District.

The Health District shall provide basic essential public health services and functions such as ensuring safe food, and inspecting septic systems, responding to disasters, or preventing and responding to disease outbreaks.

The District shall provide naloxone kits, as requested by the City, to personnel within the Stanwood Police Department. Inventory will be tracked, rotated and replenished as needed.

The District will partner with the City to coordinate substance use related trainings and community outreach events.

The Health District will provide reports to the city identifying services provided to Stanwood residents and businesses.

4. Legal Requirements.

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

5. Public disclosure laws.

The City and the District each acknowledge, agree and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

6. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and /or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance as the case may be upon request.

7. Indemnification.

The District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the County, its elected or appointed officials, officers, employees or agents.

8. Notices.

Any notice/payment to be given to the District under this Agreement shall be either mailed or personally delivered to:

Snohomish Health District
3020 Rucker Avenue, Ste 306
Everett, WA 98201

Any notice/invoice to the City shall be mailed or hand delivered to:

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

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

9. Venue.

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Snohomish County, Everett, Washington.

10. Disputes.

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

11. No third party beneficiaries; no joint venture.

This Agreement is for the sole benefit of the City and District and shall not confer third-party beneficiary status on any non-party to this Agreement. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties. County employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Snohomish County.

12. Entire Agreement.

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

13. Severability.

- A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. Filing.

As provided by RCW 39.34.040, this Agreement shall be filed with the Snohomish County Auditor, or, alternatively, posted on the website of each party.

15. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

16. Effective Date. January 1, 2021

City of Stanwood

Elizabeth Callaghan, Mayor

ATTEST:

City Clerk

Approved as to Form:

City Attorney

Snohomish Health District

Shawn Frederick, Administrative Officer

ATTEST:

Clerk of the Board

Approved as to Form:

Grant Weed, Health District Attorney