

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, May 13, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, May 13, 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. Introduction of New Employees
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. Finance Report – First Quarter 2021 6-1
7. **COMMITTEE REPORTS**
 - a. Parks and Trail Advisory Committee Meeting Minutes – April 19, 2021 7-1
 - b. Finance/Personnel Committee Meeting Minutes – April 22, 2021 7-4
 - c. Public Safety Committee Meeting Minutes – April 22, 2021 7-6
8. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 8-1
 - b. Approve April 22, 2021 Regular City Council Meeting Minutes 8-6
 - c. Resolution 2021-02 Personnel Policy Amendments 8-11
 - d. Authorize the Mayor to Approve Final Acceptance of the SR532 Berm and Bike/Pedestrian Path 8-19
 - e. Authorize the Second Adjustment and Credit to the North Star Cold Storage Utility Account 8-23
 - f. Salary Commission Re-Appointments 8-27
9. **OLD BUSINESS**
 - a. Civic Campus Discussion 9-1
10. **NEW BUSINESS**
 - a. Six-Year Transportation Improvement Plan (TIP) 2022-2027 10-1
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**

Upcoming Meetings:

May 27, 2021 Regular Meeting
June 10, 2021 Regular Meeting
June 24, 2021 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a
DATE: May 13, 2021
SUBJECT: First Quarter 2021 Financial Report
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – Budget vs. Actual Reports for period ending March 31, 2021

PURPOSE

The First quarter 2021 financial report is hereby submitted to City Council.

DISCUSSION

Attachment A is a year-to-date budget versus actual revenue and expenditures report with impact on ending fund balance for all funds as of March 31, 2021. The Finance/Personnel Committee reviewed the first quarter reports at their April 22, 2021, committee meeting. See item 7b of this agenda packet for committee meeting minutes.

Key Messages regarding the city's January thru March 2021 financial performance:

- Tax collections, which include property, real estate excise taxes (REET), local sales taxes and utility taxes are on target with budgeted forecasts. Sales tax collection for the 1st quarter is 31% of the 2021 portion of the biennial budget, above the quarterly 25% benchmark.
- Operating expenditures in the General Fund, Streets Operating, and Utility Operating are each within the expected 20% to 25% range for the 1st quarter. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services.
- The COVID19 Pandemic continues into 2021 yet our expected financial outlook remains stable. Staff constantly monitors sales tax monthly and our first quarter collections remain strong. The City's ability to weather an economic downturn has been successful so far. The 2021-2022 biennial budget was adopted based on improving our local economy and investing in our community assets.

Investment Performance:

The interest rate environment continues to change and longer term rates have declined faster than short terms rates. The first table below provides monthly and quarterly investment portfolio performance compared to the required benchmark within Financial Policy, which is the two-year average of the two-year US Treasury Bond.

INVESTMENT PERFORMANCE - Q1 2021				
	Jan	Feb	Mar	Quarter Average
Amount Invested	\$ 19,155,229	\$ 19,157,682	\$ 19,139,244	\$ 19,150,718
Return (average percentage yield)	1.11%	1.12%	0.99%	1.07%
Benchmark*	1.08%	0.99%	0.89%	0.99%
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

The table below provides a detailed listing of holdings in the city's investment portfolio as of March 31, 2021.

Detailed Investment Holdings					
Investment	Maturity Date	Return (APY)	Balance	% of total balance	Weighted rate
WA Federal Public Funds	N/A	0.150%	\$ 3,708,664	0.19	0.03%
Pacific Premier Checking	N/A	0.144%	\$ 496,280	0.03	0.00%
WA LGIP	N/A	0.114%	\$ 2,200,230	0.11	0.01%
Snoh. County Inv. Pool	N/A	1.345%	\$ 4,646,294	0.24	0.33%
Fed Farm Credit Bank	9/20/2021	1.908%	\$ 1,019,940	0.05	0.10%
Farmer Mac	1/3/2022	1.594%	\$ 1,029,890	0.05	0.09%
FHLB (8/30/19)	3/11/2022	1.501%	\$ 1,018,527	0.05	0.08%
FHLB (10/11/2019)	9/9/2022	1.535%	\$ 1,013,190	0.05	0.08%
Fed Farm Credit Bank	6/1/2022	1.500%	\$ 1,001,290	0.05	0.08%
Fed National Mortgage Assn	1/19/2023	1.629%	\$ 1,022,940	0.05	0.09%
FHLB (3/12/21)	5/24/2024	1.000%	\$ 996,000	0.05	0.05%
FHLB (3/12/21)	3/10/2026	0.990%	\$ 986,000	0.05	0.05%
Subtotal U.S. Agency Securities			\$ 8,087,777		
Investment Total			\$ 19,139,244	1.00	0.99%
Cash (Treasurer's Checking)			\$ 3,702,980		
Total Cash and Investments			\$ 22,842,224		

General Fund**General Fund Revenue**

At the end of the first quarter, general fund revenues were at 19.7% of the budget forecast. The majority of property taxes are received during the second and fourth quarters. The City's sales tax and utility tax collections are all higher than the of budgeted figures for the first quarter. Building and development related revenues are at 15% of budget which is reasonable for the winter months.

Sales Tax

Sales tax received, year to date is 31% of anticipated revenues forecasted for 2021. Sales Tax is recorded in four categories: General Sales Tax, Affordable Housing, Criminal Justice, and Transportation Benefit District. In the 1st quarter the City received \$770,705 in these four categories. Comparing last year's first quarter, 2021 tax receipts are a 3% increase from 2020 first quarter total of \$744,706.

YEAR-MONTH Distributed	Jan-20	Feb-20	Mar-20	1st Qtr 2020	Jan-21	Feb-21	Mar-21	1st Qtr 2021	Quarterly Comparison 2020 to 2021
Convenience & Groceries	\$ 8,482	\$ 6,517	\$ 8,533	\$ 23,531	\$ 9,763	\$ 11,707	\$ 8,233	\$ 29,702	38%
Auto/RV Dealer	\$ 10,117	\$ 10,051	\$ 8,240	\$ 28,408	\$ 12,357	\$ 14,217	\$ 8,317	\$ 34,891	15%
Department Store	\$ 8,903	\$ 19,441	\$ 8,488	\$ 36,832	\$ 10,906	\$ 20,890	\$ 9,243	\$ 41,040	-14%
Specialty Retail	\$ 46,644	\$ 52,154	\$ 39,210	\$ 138,008	\$ 63,365	\$ 82,917	\$ 53,632	\$ 199,914	32%
Restaurants	\$ 22,634	\$ 25,236	\$ 23,791	\$ 71,661	\$ 20,957	\$ 24,728	\$ 22,595	\$ 68,280	-7%
Building & Construction	\$ 47,811	\$ 42,054	\$ 33,989	\$ 123,855	\$ 24,754	\$ 15,901	\$ 11,434	\$ 52,089	-64%
Public Transportation Sales Tax	\$ 45,119	\$ 50,618	\$ 39,376	\$ 135,114	\$ 45,340	\$ 55,463	\$ 37,878	\$ 138,680	3%
Affordable Housing Sales tax	N/A	N/A	N/A	N/A	\$ 1,649	\$ 2,018	\$ 1,389	\$ 5,056	0%
Criminal Justice Sales Tax	\$ 11,312	\$ 13,602	\$ 10,308	\$ 35,223	\$ 11,848	\$ 14,571	\$ 11,104	\$ 37,523	7%
All Other Sales & Use Tax	\$ 47,168	\$ 59,707	\$ 45,200	\$ 152,076	\$ 50,594	\$ 65,408	\$ 47,527	\$ 163,530	7%
Totals:	\$ 248,191	\$ 279,380	\$ 217,135	\$ 744,706	\$ 251,533	\$ 307,818	\$ 211,353	\$ 770,705	3%

General Fund Expenditures

General fund expenditures thru March 31, 2021 are \$1,254,367 or 21.1% of budget. This is below the quarterly target of 25% of costs expected in the first quarter. Departmental expenditure summary performance is included in Attachment A.

General Fund – Fund Balance

Fund balance is the difference between total assets and total liabilities in each fund and measures the net financial resources available for spending. The City of Stanwood operates and reports on a cash basis, so revenue and expenditures are reported when received. While fund balance is not required to be "budgeted" it is an important indicator of the city's financial position and its ability to withstand adverse events.

The 2021 General Fund beginning cash balance is \$4.4 million or 78% of total operating expenditures. We anticipate this strong ending balance at the end of 2021 in the General Fund. This balance is well over the financial policy general fund reserve target 25%.

Street Operating Fund

Beginning in 2021, in lieu of receiving 8% of the property tax directly, the Street operating fund is receiving transfers from the General Fund and the Transportation Benefit Fund to support operations. The other major revenue the street fund relies on is unrestricted motor vehicle excise tax (MVET), or “fuel tax”. The city has received \$32,629 thru March 31st in fuel taxes. Expenditures for street operations and maintenance are within budget at 23.6%. See Attachment A for fund performance.

Special Revenue Funds

Special Revenue Funds are separate from the General Fund and are utilized for collection of revenues that may only be used for a specific purpose such as impact fees, REET or other sources. Expenditures in these funds are primarily transfers-out to other funds for capital projects. Please see Attachment A for summary of each of these funds.

Capital Project Funds

Capital Project Funds are utilized to track project sources and uses. While most capital projects are multi-year projects and often do not align with a biennial budget cycle, the amounts budgeted may change as projects move through design, permitting and construction phases. Capital project funds are meant to be spent to build and invest in city infrastructure. Sources of revenue are transfers from other special revenue funds or the general fund but the primary source for some capital projects is grants and reliant on our ability to seek out opportunities and ultimately be awarded the funding. Capital budgets are included in Attachment A.

Utility Funds

Utility Funds are proprietary funds or “business like funds” and should be analyzed in their entirety to understand the overall financial health of each fund. While the City has separated these funds into many funds for utility operations, capital, debt and reserves, it is not required. The Budget vs actual reports combine each utility to better reflect and align with how the funds are reported to the state auditor. Utility fund financial reports for the first quarter of 2021 are in Attachment A.

Sewer Fund

Year-to date 2021 sewer operating revenues are \$573,968, which is 24.5% of budget target. Sewer rates were increased 7.5% effective January 1, 2021. Operating expenditures are at 25.3% of the budget. This includes an annual debt payment for the Sewer Treatment plant. Sewer capital expenditures often delay costs to the later part of the year after project work is completed. Capital expenditures are at 5% of project budgets. Several large projects are scheduled for 2021 including the Main Lift Station and

the Lower Pioneer Highway project. Sewer Plant Investment Fees include developer activity, which is constructing a significant project included in the sewer capital improvement plan which results in credits against Sewer plant investment fees significantly less than budget. This has a neutral effect on the city because the project will be completed and transferred to the city at no cost. There are many “buckets” of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

Drainage Fund

Drainage charges for services are \$267,656 or 25.4% of expected revenues for 2021. Drainage rates were significantly increased by 22.5% effective January 1, 2021. All Drainage fund operating expenditures are at 24.2% of budget. The capital budget includes finishing the SR 532 Flood Berm and the Irvine Slough Stormwater project which has a \$2.3 million budget. The financial health of the utility continues to be assessed to ensure adequate levels of reserves for operations and longer-term investments in the drainage system.

Water Fund

Water service charges from the beginning of the year are \$539,210 or 24.4% of budget targets. Water rates were increased 3% in fees effective January 1, 2021. Operating expenditures are at 20.8% of budget.

City of Stanwood
Budget vs Actual
For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
GENERAL FUND 001				
Beginning Cash & Investments	4,438,518	4,438,518	100.0%	-
REVENUES				
Taxes				
Property Tax	1,800,108	30,208	1.7%	1,769,900
EMS Levy	-	205	0.0%	(205)
Sales Tax	1,900,000	589,446	31.0%	1,310,554
Affordable/Supportive Housing Sales Tax	15,000	5,056	33.7%	9,944
Natural Gas Tax	2,500	-	0.0%	2,500
Sales Tax Criminal Justice	120,000	37,523	31.3%	82,477
Gas Utility Tax	95,000	49,424	52.0%	45,576
Garbage Utility Tax	85,000	29,026	34.1%	55,974
Cable TV Utility Tax	36,000	-	0.0%	36,000
Telephone Utility Tax	125,000	19,771	15.8%	105,229
Electric Utility Tax	325,000	94,950	29.2%	230,050
Water/Sewer/Drainage Utility Tax	410,000	110,049	26.8%	299,951
Gambling Tax	3,000	641	21.4%	2,359
Local Grants & Other Payments	1,000	1,494	149.4%	(494)
Taxes	4,917,608	967,794	19.7%	3,949,814
License & Permits				
Cable TV Franchise Fee	60,000	27,281	45.5%	32,719
Business Lic & Permits	60,000	17,187	28.6%	42,813
Building Permits	220,000	10,632	4.8%	209,368
Mechanical Permits	25,000	1,562	6.2%	23,438
Plumbing Permits	25,000	930	3.7%	24,070
Grading Permit	2,000	-	0.0%	2,000
Demolition Permit	1,500	1,000	66.7%	500
Roofing Permits	3,000	2,052	68.4%	948
Sign Permit	3,000	720	24.0%	2,280
5% Permit Technology Fee	30,000	2,115	7.1%	27,885
Animal Licenses	500	10	2.0%	490
Parking Permits	50	-	0.0%	50
Gun Permits	7,500	2,086	27.8%	5,414
Right Of Way And Utility Admin	6,000	1,200	20.0%	4,800
Other Licenses & Permits	2,000	170	8.5%	1,830
License & Permits	445,550	66,946	15.0%	378,604
State Shared				
COVID Indirect Fed DOC	-	35,000	0.0%	(35,000)
PUD Privilege Tax	37,000	-	0.0%	37,000
Criminal Justice-population	2,200	567	25.8%	1,633
Contracted Police Services	14,000	3,484	24.9%	10,516
Criminal Justice Special Pro	8,000	2,023	25.3%	5,977
Marijuana Excise Tax Distribution	20,000	636	3.2%	19,364
Criminal Justice--DUI Cities	1,300	280	21.5%	1,020
Liquor Excise Tax	35,100	11,411	32.5%	23,689
Liquor Board Profits	55,700	14,077	25.3%	41,623
School Resource Officer Reim	110,000	-	0.0%	110,000
State Shared	283,300	67,477	23.8%	215,823

City of Stanwood
Budget vs Actual
For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
General Fund, continued				
Charges for Service				
Credit Card Process Fee	28,000	264	0.9%	27,736
Services	500	-	0.0%	500
Passport / Naturalization Fe	30,000	-	0.0%	30,000
Law Enforcement - Other Fees	2,500	34	1.4%	2,466
Zoning/inspection Fees	140,000	28,841	20.6%	111,159
Engineering Fees	10,000	-	0.0%	10,000
Plan Checking Fees	170,000	48,538	28.6%	121,462
Environmental Fees	2,000	450	22.5%	1,550
Other Planning & Development Fees	35,000	1,838	5.3%	33,162
Park Fees	12,000	825	6.9%	11,175
Charges for Service	430,000	80,789	18.8%	349,211
Fines & Forfeitures				
Court Fines	10,000	1,009	10.1%	8,991
Parking Fines	500	10	2.0%	490
DUI Recoveries	500	-	0.0%	500
Traffic Fines & Penalties	1,500	958	63.8%	542
Fines & Forfeitures	12,500	1,976	15.8%	10,524
Miscellaneous	65,500	26,713	40.8%	38,787
General Fund Revenues	6,154,458	1,211,696	19.7%	4,942,762
EXPENDITURES				
City Council & Clerk	201,830	47,469	23.5%	154,361
Judicial	17,000	1,884	11.1%	15,116
Executive	149,867	29,231	19.5%	120,636
Finance	301,289	41,817	13.9%	259,472
Legal Services	136,500	33,144	24.3%	103,356
Human Resources	92,114	18,432	20.0%	73,682
General Services	59,500	13,394	22.5%	46,106
Community Development	880,217	195,947	22.3%	684,270
Economic Development	237,215	1,168	0.5%	236,047
Law Enforcement	2,277,102	547,516	24.0%	1,729,585
Jail Costs	55,000	3,228	5.9%	51,772
Fire Services	45,025	-	0.0%	45,025
Emergency Services	10,110	-	0.0%	10,110
Buildings/Grounds	264,830	91,434	34.5%	173,396
Library	14,860	1,563	10.5%	13,297
Park Maintenance	439,628	81,201	18.5%	358,427
Public Housing	16,740	-	0.0%	16,740
Social Services	18,602	510	2.7%	18,092
Interfund Transfers-Out	735,710	183,928	25.0%	551,782
General Fund Expenditures	5,953,139	1,291,867	21.7%	4,661,272
Ending Cash & Investments	4,639,837	4,358,347	93.9%	281,490
Revenue Over (Under) Expenditures	201,319	(80,171)		
IMPACT ON FUND BALANCE				
<i>Beginning Fund Balance</i>	<i>4,438,518</i>	<i>4,438,518</i>		
<i>Change to Fund Balance</i>	<i>201,319</i>	<i>(80,171)</i>		
<i>Ending Fund Balance</i>	<i>4,639,837</i>	<i>4,358,347</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
STREET OPERATING FUND 101				
Beginning Cash & Investments	83,409	83,409	100.0%	-
REVENUES				
WM - Street Maintenance Fee	18,500	3,436	18.6%	15,064
Right Of Way and Utility Permits	1,000	-	0.0%	1,000
Multimodal Transportation	9,400	2,391	25.4%	7,009
MVFT Unrestricted Fuel Tax	135,000	30,238	22.4%	104,762
Interest Income	2,000	154	7.7%	1,846
Insurance Recoveries	-	7,261	0.0%	(7,261)
Transfer-in from General Fund (001)	300,000	75,000	0.0%	225,000
Transfer-in from TBD (108)	200,000	50,000	25.0%	150,000
Street Operating Revenue	665,900	168,479	25.3%	497,421
EXPENDITURES				
Salary & Benefits	396,214	76,867	19.4%	319,347
Supplies & Operating	186,292	59,788	32.1%	126,504
Interfund Transfers	81,280	20,320	25.0%	60,960
Street Operating Expenditures	663,786	156,975	23.6%	506,811
Ending Balance	85,523	94,913	111.0%	(9,390)
Revenue Over (Under) Expenditures	2,114	11,504		
<i>IMPACT ON FUND BALANCE-Street Operating</i>	<i>Budget</i>	<i>Actual</i>		
<i>Beginning Fund Balance</i>	<i>83,409</i>	<i>83,409</i>		
<i>Change to Fund Balance</i>	<i>2,114</i>	<i>11,504</i>		
<i>Ending Fund Balance</i>	<i>85,523</i>	<i>94,913</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
SEWER FUNDS 401, 403, 405, 452, 457 COMBINED				
Beginning Cash & Investments-Operating	1,543,431	1,543,431	100.0%	-
Beginning Cash & Investments-Capital	2,267,120	2,267,120	100.0%	-
Beginning Cash & Investments-PIF	284,510	284,510	100.0%	-
Restricted Beginning Cash & Investments-Bond	500,035	500,035	100.0%	-
Beginning Cash & Investments-Equip. Reserve	573,466	573,466	100.0%	-
REVENUES				
Charges for Service				
Sewer Service Charges	2,312,000	571,092	24.7%	1,740,908
Sewer Connection Fees	30,000	1,500	5.0%	28,500
Plant Investment Fees	150,000	23,157	15.4%	126,843
Sewer - Other Fees	1,100	96	8.7%	1,004
Charges for Service	2,493,100	595,846	23.9%	1,897,254
Miscellaneous & Interfund Transfers				
Miscellaneous	78,200	9,967	12.7%	68,233
Transfer-in from Sewer Plant Investment (405)	300,000	75,000	25.0%	225,000
Transfer-in from Sewer Operating (401)	109,261	27,315	25.0%	81,946
Revenue Bond Proceeds	4,477,000	-	0.0%	4,477,000
Miscellaneous & Interfund Transfers	4,964,461	112,282	2.3%	4,852,179
Sewer Revenues	7,457,561	708,127	9.5%	6,749,434
EXPENDITURES				
Operating Expenses				
Salary & Benefits	849,190	163,354	19.2%	685,836
Professional Services	47,760	18,417	38.6%	29,343
Supplies & Operating	483,362	101,949	21.1%	381,413
Interfund Payment For Service	205,667	51,417	25.0%	154,250
Operating Expenses	1,585,979	335,137	21.1%	1,250,842
Debt Service				
Srf Principal-Treatment Plant	465,029	232,515	50.0%	232,514
Pwtf Principal-271st Trunkline	106,921	-	0.0%	106,921
Pwtf Interest-271st Trunkline	3,208	-	0.0%	3,208
2021 Revenue Bond Principal	75,000	-	0.0%	75,000
2021 Revenue Bond Interest	5,000	-	0.0%	5,000
Debt Service	655,158	232,515	35.5%	422,643
Capital Expenditures				
Biosolids Processing Facility	300,000	-	0.0%	300,000
Main Lift Station Upgrades	1,966,000	26,790	1.4%	1,939,211
Lower Pioneer Hwy (Ex18)	1,586,000	34,280	0.0%	1,551,720
Church Creek Collection System (Ex5A)	150,000	50	0.0%	149,950
Telemetry System Upgrade	158,500	155,017	100.0%	3,483
Machinery & Equipment	125,000	-	100.0%	125,000
Capital Expenditures	4,285,500	216,136	5.0%	4,069,364
Interfund Transfers				
Transfer-to Equipment Replacement	109,261	27,315	0.0%	81,946
Transfer-out to Sewer Capital (403)	300,000	75,000	25.0%	225,000
Interfund Transfers	409,261	102,315	25.0%	306,946
Sewer Expenditures	6,935,898	886,103	12.8%	6,049,795

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
Sewer Funds, continued				
Ending Cash & Investments-Operating	1,533,933	1,522,433	99.3%	11,500
Ending Cash & Investments-Capital	2,942,920	2,131,548	72.4%	811,372
Ending Cash & Investments-PIF	139,510	233,653	167.5%	(94,143)
Restricted Ending Cash & Investments-Bond	508,935	501,030	98.4%	7,905
Ending Cash & Investments-Equip. Reserve	564,927	601,922	106.5%	(36,995)
Revenue Over (Under) Expenditures	521,663	(177,976)		
IMPACT ON FUND BALANCE-Sewer Funds	Budget	Actual		
Beginning Fund Balance	5,168,562	5,168,562		
Change to Fund Balance	521,663	(177,976)		
Ending Fund Balance	5,690,225	4,990,586		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
WATER FUNDS 421, 422, 423, 424, 451, 459 COMBINED				
Beginning Cash & Investments-Operating	972,210	972,210	100.0%	-
Beginning Cash & Investments-Capital	1,925,459	1,925,459	100.0%	-
Beginning Cash & Investments-PIF	132,465	132,465	100.0%	-
Beginning Cash & Investments-Cedar Home	478,801	478,801	100.0%	-
Restricted Beginning Cash & Investments-Bond	412,303	412,303	100.0%	-
Beginning Cash & Investments-Equip. Reserve	347,914	347,914	100.0%	-
REVENUES				
Charges for Service				
Water Service Charges	2,035,000	498,340	24.5%	1,536,660
Water Connection Fees	36,000	1,800	5.0%	34,200
Plant Investment Fees	210,000	23,306	11.1%	186,694
Water - Other Fees	47,000	2,653	5.6%	44,347
Charges for Service	2,328,000	526,099	22.6%	1,801,901
Miscellaneous & Interfund Transfers				
Miscellaneous	45,600	17,750	38.9%	27,850
Transfer-in from Gen Fund (001)	100,000	25,000	25.0%	75,000
Transfer-in from Cedarhome PIF (423)	10,000	2,500	25.0%	7,500
Transfer-in from Water Operating (421)	499,698	124,925	25.0%	374,773
Miscellaneous & Interfund Transfers	655,298	170,175	26.0%	485,123
Water Revenues	2,983,298	696,273	23.3%	2,287,025
EXPENDITURES				
Operating Expenses				
Salary & Benefits	797,261	179,687	22.5%	617,574
Professional Services	63,300	16,236	25.6%	47,064
Supplies & Operating	420,441	106,982	25.4%	313,459
Interfund Payments For Services	211,709	52,927	25.0%	158,782
Operating Expenses	1,492,711	355,832	23.8%	1,136,879
Debt Service				
Pwtf Principal-Cedarhome Rsr	139,519	-	0.0%	139,519
Pwtf Princ Water Trtmnt Plan	172,385	-	0.0%	172,385
Pwtf Interest-cedarhome Rsrv	3,488	-	0.0%	3,488
Pwtf Int Water Trtmnt Plant	5,172	-	0.0%	5,172
2011 Revenue Bond Principal	135,000	-	0.0%	135,000
2019 Revenue Bond Principal	129,000	-	0.0%	129,000
2011 Rev Bond Interest & Debt Cost	74,200	-	0.0%	74,200
2019 Rev Bond Interest & Debt Cost	80,938	-	0.0%	80,938
Debt Service	739,702	-	0.0%	739,702
Capital Expenditures				
Refund Retainage	-	114,622	0.0%	(114,622)
Telemetry Upgrades	200,000	-	0.0%	200,000
Machinery & Equipment	8,000	-	0.0%	8,000
Water Meter Replacement Program	-	1,543	100.0%	(1,543)
Capital Expenditures	208,000	116,165	55.8%	91,835
Interfund Transfers				
Transfer-out to Equipment Reserve (459)	80,560	20,140	0.0%	60,420
Transfer-out to Bond Reserve (451)	419,138	104,785	25.0%	314,353
Transfer-out to Water Operating (421)	10,000	2,500	25.0%	7,500
Interfund Transfers	509,698	127,425	25.0%	382,273
Water Expenditures	2,950,111	599,422	20.3%	2,350,689

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
Water Funds, continued				
Ending Cash & Investments-Operating	873,437	1,030,663	118.0%	(157,226)
Ending Cash & Investments-Capital	1,770,259	1,814,881	102.5%	(44,622)
Ending Cash & Investments-Cedar Home	134,565	132,938	98.8%	1,627
Ending Cash & Investments-PIF	683,801	500,866	73.2%	182,935
Restricted Ending Cash & Investments-Bond	417,203	517,908	124.1%	(100,705)
Ending Cash & Investments-Equip. Reserve	423,074	368,746	87.2%	54,328
Revenue Over (Under) Expenditures	33,187	96,851		
IMPACT ON FUND BALANCE-Water Funds	Budget	Actual		
Beginning Fund Balance	4,269,152	4,269,152		
Change to Fund Balance	33,187	96,851		
Ending Fund Balance	4,302,339	4,366,003		

City of Stanwood
Budget vs Actual
For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
DRAINAGE FUNDS 410, 411, 412, 458 COMBINED				
Beginning Cash & Investments	291,937	291,937	100.0%	-
Beginning Cash & Investments	689,922	689,922	100.0%	-
Beginning Cash & Investments	59,446	59,446	100.0%	-
Beginning Cash & Investments	327,865	327,865	100.0%	-
REVENUES				
Charges for Service				
Drainage Service Charges	1,050,000	261,037	24.9%	788,963
Drainage Connection Fees	12,000	400	3.3%	11,600
Plant Investment Fees	80,000	2,828	3.5%	77,172
Drainage - Other Fees	-	5	0.0%	(5)
Charges for Service	1,142,000	264,270	23.1%	877,730
Grants				
Grant - DOE	537,600	-	0.0%	537,600
Grant - DOC	1,650,000	-	0.0%	1,650,000
Grants	2,187,600	-	0.0%	1,650,000
Miscellaneous & Interfund Transfers				
Miscellaneous	12,600	15,571	123.6%	(2,971)
Intergovtl Loan Snohomish County	169,560	-	0.0%	169,560
Transfer-in from Drainage (410)	-	37,500	0.0%	(37,500)
Transfer-in from Drainage PIF (412)	150,000	-	0.0%	150,000
Transfer-in from Drainage Operating (410)	61,464	15,366	0.0%	46,098
Miscellaneous & Interfund Transfers	393,624	68,437	17.4%	325,187
Drainage Revenues	3,723,224	332,707	8.9%	2,852,917
EXPENDITURES				
Operating Expenses				
Salary & Benefits	408,086	76,985	18.9%	331,101
Professional Services	29,140	10,568	36.3%	18,572
Supplies & Operating	94,504	40,516	42.9%	53,988
Interfund Payment For Servic	82,346	20,587	25.0%	61,759
Operating Expenses	614,076	148,656	24.2%	134,319
Debt Service				
SnoCo PW Assistance Fund Loan Principal	125,000	-	0.0%	125,000
SnoCo PW Assistance Fund Loan Interest	5,000	-	0.0%	5,000
Debt Service	130,000	-	0.0%	130,000
Capital Expenditures				
Irvine Slough Stormwtr Sep & Pump Station	2,300,000	125,146	5.4%	2,174,854
SR 532 Flood Berm	238,600	73,560	100.0%	165,040
Machinery & Equipment	104,950	68,213	65.0%	36,737
Capital Expenditures	2,643,550	266,919	10.1%	2,376,631
Interfund Transfers				
Transfer-out to Drainage Capital (411)	150,000	37,500	25.0%	112,500
Transfer-out to Equipment Replacement (458)	61,464	15,366	0.0%	46,098
Transfer-out to Street Construction (103)	27,000	6,750	25.0%	20,250
Interfund Transfers	238,464	59,616	25.0%	178,848
Drainage Operating Expenditures	3,626,090	475,191	13.1%	2,819,798
Ending Cash & Investments	391,697	358,072		
Ending Cash & Investments	673,482	537,371		
Ending Cash & Investments	113,146	55,642		
Ending Cash & Investments	287,979	275,603		
Revenue Over (Under) Expenditures	97,134	(142,484)		
IMPACT ON FUND BALANCE-Water Funds	Budget	Actual		

City of Stanwood

Budget vs Actual

For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
<i>Beginning Fund Balance</i>	<i>1,369,170</i>	<i>1,369,170</i>		
<i>Change to Fund Balance</i>	<i>97,134</i>	<i>(142,484)</i>		
<i>Ending Fund Balance</i>	<i>1,466,304</i>	<i>1,226,686</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
STREET CAPITAL FUND 103				
Beginning Cash & Investments	885,730	885,730	0.0%	-
REVENUES				
RTCC Viking Way	173,000	-	0.0%	173,000
WSDOT Grant - Safe Routes	660,000	-	0.0%	660,000
TIB Grant - Overlays	535,050	-	0.0%	535,050
Interest Income	11,900	1,813	15.2%	10,087
Transfer-in from TBD (108)	100,000	39,863	39.9%	60,137
Transfer-in from General Fund (001)	150,000	37,500	25.0%	112,500
Transfer-in from Drainage PIF (412)	27,000	6,750	25.0%	20,250
Street Capital Revenues	1,656,950	85,926	5.2%	1,571,024
EXPENDITURES				
New Sidewalk Installation	250,000	-	0.0%	250,000
Viking Way Right-of-way	-	11,055	0.0%	(11,055)
Viking Way Engineering	200,000	326	0.0%	199,674
Viking Way Construction	54,600	238,799	100.0%	(184,199)
101st Reconstruction Design & Engineering	660,000	40,084	0.0%	619,916
City Beautification	150,000	-	0.0%	150,000
276th Street	344,500	22,624	6.6%	321,876
Street Capital Expenditures	1,659,100	312,889	18.9%	1,346,211
Ending Balance	883,580	658,768	74.6%	224,812
Revenue Over (Under) Expenditures (2,150) (226,962)				
IMPACT ON FUND BALANCE-Street Capital				
<i>Beginning Fund Balance</i>	<i>885,730</i>	<i>885,730</i>		
<i>Change to Fund Balance</i>	<i>(2,150)</i>	<i>(226,962)</i>		
<i>Ending Fund Balance</i>	<i>883,580</i>	<i>658,768</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
PARK & TRAIL CAPITAL FUND 104				
Beginning Cash & Investments	1,464,467	1,464,467	0.0%	-
REVENUES				
AELA - Hamilton Park	500,000	-	0.0%	500,000
RCO-YAF Heritage	332,000	-	0.0%	332,000
RCO - Heritage Park	241,000	-	0.0%	241,000
DOC-Berm Trail	250,000	-	0.0%	250,000
Interest Income	25,900	2,618	10.1%	23,282
Rents And Leases	-	2,800	0.0%	(2,800)
Retainage	-	36,408	0.0%	(36,408)
Intergovernmental Loan Sno-Co	73,000	-	0.0%	73,000
Transfer-in from REET (120)	724,000	181,000	25.0%	543,000
Park & Trail Capital Revenues	2,145,900	222,826	10.4%	1,923,074
EXPENDITURES				
Stanwood Port Susan Trail	515,000	52,225	10.1%	462,775
Hamilton Park	1,000,000	16,359	1.6%	983,642
Heritage Park	1,700,000	784,793	0.0%	915,207
New Downtown Neighborhood Park	200,000	-	0.0%	200,000
Park & Trail Expenditures	3,415,000	853,377	25.0%	2,561,623
Ending Balance	195,367	833,916	426.8%	(638,549)
Revenue Over (Under) Expenditures (1,269,100) (630,552)				
IMPACT ON FUND BALANCE-Park/Trail Capital				
<i>Beginning Fund Balance</i>	<i>1,464,467</i>	<i>1,464,467</i>		
<i>Change to Fund Balance</i>	<i>(1,269,100)</i>	<i>(630,552)</i>		
<i>Ending Fund Balance</i>	<i>195,367</i>	<i>833,916</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
BUILDING CAPITAL FUND 110				
Beginning Cash & Investments	1,492,319	1,492,319	0.0%	-
REVENUES				
Interest Income	16,800	2,954	17.6%	13,847
Building Capital Revenues	16,800	2,954	17.6%	13,847
EXPENDITURES				
Civic Campus Design	100,000	137	0.1%	99,863
Building Capital Expenditures	100,000	137	0.1%	99,863
Ending Balance	1,409,119	1,495,135	106.1%	(86,016)
Revenue Over (Under) Expenditures	(83,200)	2,816		
IMPACT ON FUND BALANCE-Facilities	Budget	Actual		
Beginning Fund Balance	1,492,319	1,492,319		
Change to Fund Balance	(83,200)	2,816		
Ending Fund Balance	1,409,119	1,495,135		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
Transportation Sales Tax Fund 108				
Beginning Cash & Investments	640,983	640,983	100.0%	-
REVENUES				
Public Transportation Systems Sales Tax	468,000	138,680	29.6%	329,320
Interest Income	7,500	9,496	126.6%	(1,996)
TBD Revenues	475,500	148,176	31.2%	327,324
EXPENDITURES				
Interfund Transfer-Out				
Transfer-out to Street Operating (101)	200,000	50,000	25.0%	150,000
Transfer-out to Street Construction (103)	159,450	39,863	25.0%	119,587
Interfund Transfer-Out	359,450	89,863	25.0%	269,587
TBD Expenditures	359,450	89,863	25.0%	269,587
Ending Balance	757,033	699,296	92.4%	57,737
Revenue Over (Under) Expenditures	116,050	58,313		
IMPACT ON FUND BALANCE-Street Operating	Budget	Actual		
Beginning Fund Balance	640,983	640,983		
Change to Fund Balance	116,050	58,313		
Ending Fund Balance	757,033	699,296		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
TOURISM & PROMOTION DSC 115				
Beginning Cash & Investments	2,408	2,408	0.0%	-
REVENUES				
Lodging Tax	1,000	56	5.6%	944
Grant DSC	8,000	8,000	100.0%	-
Grant Port of Seattle	-	10,000	0.0%	(10,000)
Advertising	15,000	-	0.0%	15,000
Donation	5,000	-	0.0%	5,000
Sponsorships	25,000	-	0.0%	25,000
Transfer-in from General Fund (001)	25,000	6,250	25.0%	18,750
Discover Stanwood Camano Revenues	79,000	24,306	30.8%	54,694
EXPENDITURES				
Supplies & Equipment	34,000	-	0.0%	34,000
Professional Services	40,000	11,132	27.8%	28,868
Advertising	-	1,107	100.0%	(1,107)
Discover Stanwood Camano Expenditures	74,000	12,239	16.5%	61,761
Ending Balance	7,408	14,475	0.0%	(7,067)
Revenue Over (Under) Expenditures	5,000	12,067		
IMPACT ON FUND BALANCE	Budget	Actual		
Beginning Fund Balance	2,408	2,408		
Change to Fund Balance	5,000	12,067		
Ending Fund Balance	7,408	14,475		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
REET- Capital Improvements 320 & Growth Management 321, combined				
Beginning Cash & Investments	861,915	861,915	100.0%	-
Beginning Cash & Investments	1,031,342	1,031,342	100.0%	-
REVENUES				
REET 1 Tax	301,000	160,955	53.5%	140,045
REET 2 Tax	301,000	160,955	53.5%	140,045
Interest Income	23,800	25,032	105.2%	(1,232)
REET Fund Revenues	625,800	346,943	55.4%	278,857
EXPENDITURES				
Transfer-out to Park Improvement (104)	724,000	181,000	25.0%	543,000
REET Fund Expenditures	724,000	181,000	25.0%	543,000
Ending Balance	448,215	1,001,549	223.5%	(553,334)
Ending Balance	1,346,842	1,171,189	87.0%	175,653

Revenue Over (Under) Expenditures	(98,200)	165,943
IMPACT ON FUND BALANCE-PARK IMPACT FEE	Budget	Actual
Beginning Fund Balance	1,893,257	1,893,257
Change to Fund Balance	(98,200)	165,943
Ending Fund Balance	1,795,057	2,059,200

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
STREET IMPACT FEES 102				
Beginning Cash & Investments	690,313	690,313	100.0%	-
REVENUES				
Street Impact Fees	209,665	10,570	5.0%	199,095
Interest Income	7,000	1,565	22.4%	5,435
Street Impact Revenues	216,665	12,135	5.6%	204,530
EXPENDITURES				
Street Impact Expenditures	-	-	0.0%	-
Ending Balance	906,978	702,448	77.4%	204,530
Revenue Over (Under) Expenditures	216,665	12,135		
Building Permits	Budget	Actual		
Beginning Fund Balance	690,313	690,313		
Change to Fund Balance	216,665	12,135		
Ending Fund Balance	906,978	702,448		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
FIRE IMPACT FEES 105				
Beginning Cash & Investments	41,915	41,915	100.0%	-
REVENUES				
Fire Impact Fees	-	200	100.0%	(200)
Interest Income	-	94	0.0%	(94)
Fire Impact Revenues	-	294	0.0%	(294)
EXPENDITURES				
Fire Impact Expenditures	-	-	0.0%	-
Ending Balance	41,915	42,209	100.7%	(294)

Revenue Over (Under) Expenditures	-	294
IMPACT ON FUND BALANCE-FIRE IMPACT FEE	Budget	Actual
Beginning Fund Balance	41,915	41,915
Change to Fund Balance	-	294
Ending Fund Balance	41,915	42,209

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
PARK IMPACT FEES 106				
Beginning Cash & Investments	269,097	269,097	100.0%	-
REVENUES				
Park Impact Fees	81,135	3,990	4.9%	77,145
Interest Income	3,000	608	20.3%	2,392
Park Impact Revenues	84,135	4,598	5.5%	79,537
EXPENDITURES				
Park Impact Expenditures	-	-	0.0%	-
Ending Balance	353,232	273,695	77.5%	79,537

Revenue Over (Under) Expenditures	84,135	4,598
IMPACT ON FUND BALANCE-PARK IMPACT FE	Budget	Actual
Beginning Fund Balance	269,097	269,097
Change to Fund Balance	84,135	4,598
Ending Fund Balance	353,232	273,695

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
EQUIPMENT RESERVE FUND 107				
Beginning Cash & Investments	554,977	554,977	100.0%	-
REVENUES				
Interest Income	4,900	1,103	22.5%	3,797
Transfer-in from General Fund (001)	110,710	27,678	25.0%	83,032
Transfer-in from Street Operating (101)	81,280	20,320	25.0%	60,960
Equipment Reserve Revenues	196,890	49,101	24.9%	147,789
EXPENDITURES				
Machinery & Equipment -Parks	104,950	5	0.0%	104,945
Machinery & Equipment -Street	105,350	5	0.0%	105,345
Machinery & Equipment -Buildings & Grounds	66,750	5	0.0%	66,745
Equipment Reserve Expenditures	277,050	14	0.0%	277,036
Ending Balance	474,817	604,065	127.2%	(129,248)
Revenue Over (Under) Expenditures	(80,160)	49,088		
IMPACT ON FUND BALANCE-PARK IMPACT FEES				
<i>Beginning Fund Balance</i>	<i>554,977</i>	<i>554,977</i>		
<i>Change to Fund Balance</i>	<i>(80,160)</i>	<i>49,088</i>		
<i>Ending Fund Balance</i>	<i>474,817</i>	<i>604,065</i>		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
CONTINGENCY FUND 109				
Beginning Cash & Investments	388,824	388,824	100.0%	-
REVENUES				
Interest Income	5,400	774	14.3%	4,626
Transfer-in from General Fund (001)	50,000	12,500	25.0%	37,500
Contingency Reserve Revenues	55,400	13,274	24.0%	42,126
EXPENDITURES				
Contingency Reserve Expenditures	-	-	0.0%	-
Ending Balance	444,224	402,098	90.5%	42,126
Revenue Over (Under) Expenditures	55,400	13,274		
IMPACT ON FUND BALANCE-PARK IMPACT FEES	Budget	Actual		
Beginning Fund Balance	388,824	388,824		
Change to Fund Balance	55,400	13,274		
Ending Fund Balance	444,224	402,098		

City of Stanwood
 Budget vs Actual
 For Period Ending March 31, 2021

Account Description	Adopted Budget	Year-to-Date	% Received	Amount Remaining
DEBT SERVICE FUND 205				
Beginning Cash & Investments	19,655	19,655	100.0%	-
REVENUES				
GO Bond 2007 Ref 1994/2000	-	547	0.0%	(547)
Interest Income	500	91	18.2%	409
Debt Service Revenues	500	639	127.7%	(139)

EXPENDITURES

Debt Service Expenditures	-	-	0.0%	-
Ending Balance	20,155	20,294	100.7%	(139)

Revenue Over (Under) Expenditures	500	639
IMPACT ON FUND BALANCE-PARK IMPACT FEES	Budget	Actual
Beginning Fund Balance	19,655	19,655
Change to Fund Balance	500	639
Ending Fund Balance	20,155	20,294



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: May 13, 2021

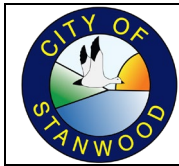
SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Manager

ATTACHMENTS: A – Marcy 15, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 15, 2021 Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented.



Parks and Trails Advisory Committee

Meeting Minutes

March 15, 2021

Zoom meeting – virtual attendance

Call to Order & Attendance: 3:14pm

Present:

Matt Withers

Gordon Bell

David Moynahan

Dave Hall

Gordy Holmes

Lisa Bruce

Rick Hawkins

Staff:

Carly Ruacho

Amy Bergemeier

Sara Robinson

Also known to be present: Councilmember Judy Williams

Citizen Comments: N/A

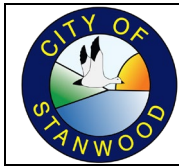
Approval of Minutes:

Lisa Bruce made a motion to approve the minutes of the February 16, 2021 meeting. Gordon Bell seconded the motion and it passed unanimously.

Heritage Park Project Prioritization:

The Committee had an in-depth discussion on Heritage Park's planned projects and worked to develop prioritized list with sports facilities receiving the highest priority as Heritage Park is a sports complex.

Project #		
	Original Heritage Property	
1	Improve Baseball Field Drainage	
2	Resurface Parking Lot	
3	Repair Soccer Field 1	
4	Improve Soccer Fields (2 and 4)	
5	Enlarged/Additional Dog Park	
6	Concessions/Restroom #2	
7	Baseball Field #4	
8	Skate Park upgrade/enlargement	
9	Covered dug out/foul netting	
10	Gateway/wayfinding signage	
11	Additional Soccer Field (3)	
12	Additional Parking Lot	
13	Pickleball Courts	
14	Picnic Shelter/Restroom #3	
15	Windbreak landscaping	
16	Site furniture (benches, trashcans)	
17	Baseball lighting/scoreboard	
18	Viewing Mound/Labyrinth	
19	Gathering Meadow	
20	Open Meadow/landscaping	
21	Basketball Courts	
22	Picnic Shelter/Group Area	
23	Skatepark lighting	
24	Soccer field lighting	



Parks and Trails Advisory Committee Meeting Minutes March 15, 2021

25	Additional Playground	
26	Existing Playground Improvements	
27	Trail System connections	
28	Reforestation/Wetland buffer	
29	Wetland Viewpoints	
30	Viewing Mound #1	
31	Viewing Mound #2	
32	RV Parking	
33	Pickleball/Basketball lighting	
34	Zipline	
35	Bull Pen	
36	Batting Cage	

Note: shaded items are located on the additional western property (currently vacant land)

Park Updates:

City of Stanwood has selected a consultant to assist the City with looking at the parks and what services/programming we currently provide and then look at the plans we want to implement and how to best provide that. Berk Consulting has been chosen, and they will be attending a future PTAC meeting to consult with the committee regarding these plans.

Hamilton Park: We have agreed to withdraw our permits and are now coordinating with WDFW and moving forward with both of our projects as one project as far as permitting is concerned. We are now in the SEPA stage.

Heritage Park: We had to make a decision on the outfield fence as they no longer make blue fencing. We decided to go with using the standard silver fencing.

Church Creek Park: We will create a prioritization list for the park as we are doing with Heritage Park.

Additional Committee Comments:

- Lisa Bruce – How do we close the gap between the committee's suggestions and City Council?
- Carly reinforced how much the City and the Council has made huge strides in getting Parks and Recreation a priority for the City.
- Councilmember Williams suggested, most definitely, PTAC and other community members should attend Council meetings. It makes an impact to show up and have your voice heard.
- Rick Hawkins appreciates Councilmember Williams attending the PTAC meetings. He wonders if we could invite Mayor Callaghan to these meetings as well as City Administrator Jennifer Ferguson.
- Gordon Bell would like to hear from a member of Public Works at some of our meetings in the future, perhaps quarterly.

Adjourn – 5:10pm - Next Meeting: April 19, 2021 @ 3:00pm.

Until allowed by the Governor, City Hall remains closed to the public.

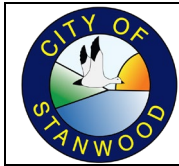


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b
DATE: May 13, 2021
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the April 22, 2021 Finance/Personnel Meeting are attached to this staff report for approval as presented.



Finance & Personnel Committee
Meeting Minutes
April 22, 2021

Councilmembers Present: Dianne White, Steve Shepro.

Staff present: Jennifer Ferguson, Wendy Dowhower, Pat Adams, Sara Robinson, Amy Bergemeier

Absent: Rob Johnson

Agenda

- Financial Report – 1st Quarter 2021 BVA as of March 31, 2021
 - a. The Committee discussed and appreciate the thorough report and the positive numbers.
- Financial Policy – Updates General Discussion
 - a. The Committee discussed, inquired about a few items and are supportive of the plan ahead.
- Personnel Policy – Updates Wellness Program
 - a. The Committee discussed and are supportive of the amendments to the Personnel Policy.

Meeting ended at: 6:50 pm

Amy Bergemeier, Administrative Assistant





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c
DATE: May 13, 2021
SUBJECT: Public Safety Committee Meeting Minutes
CONTACT PERSON: Rob Martin, Police Chief
ATTACHMENTS: A – April 22, 2021 Public Safety Minutes

SUMMARY STATEMENT

Minutes from the April 22, 2021 Public Safety Committee Meeting are attached to this staff report for approval as presented.

**CITY OF STANWOOD
PUBLIC SAFETY COMMITTEE MEETING MINUTES**

April 22, 2021

LOCATION:

The Public Safety Committee meeting was held via ZOOM meeting.

ATTENDANCE:

- City Councilmember – Dianne White
- City Councilmember – Steve Shepro
- City Councilmember – Darren Robb
- Stanwood Police – Chief Rob Martin
- North County Regional Fire – Chief John Cermak
- City Administrator – Jennifer Ferguson
- City Attorney – Brett Vinson
- City Clerk- Sara Robinson

AGENDA:

1. Legislative Update
2. Title 9 discussion

CALLED TO ORDER:

Meeting called to order at 5:00 pm

DISCUSSION:

- Chief Martin provided an update on key police reform bills. He discussed amendments made throughout the legislative session, as well as impacts to public safety from bills which have or will likely pass. Councilmember White asked about HB 1054 relating to the Mayor's authorization to deploy tear gas and how that process might work. Relating to HB 1054, Councilmember Shepro inquired as to who declares a riot. Councilmember Robb asked questions relating to the 'divestment of military equipment' component of HB 1054, as well as the concealment of identifying information.
- In response to the State Supreme Court decision (State v. Blake) regarding simple possession of a controlled substance (PCS) some municipalities have amended their local ordinance on drug possession. Chief Martin presented information for committee consideration before determining next steps in Stanwood. SB 5476 was reviewed and discussed as it will likely pass. Councilmember Robb inquired as to whether an individual under the influence would satisfy the mens rea element of bill. Councilmember Robb asked whether Stanwood could adopt an ordinance that conflicts with state law. Councilmember Shepro asked about staff time associated with Blake decision. Councilmember Robb asked if increasing fines or penalty associated with possession of drug paraphernalia or public intoxication could be pursued and if

so, would that lessen the impact of the state's direction. Committee members decided it best to wait until the legislative session ends before moving forward with any changes to Title 9.

- Chief Cermak shared Arlington Mayor Tolbert will be pursuing money for mental health treatment should the bill pass the legislature.

OTHER BUSINESS:

- Meeting adjourned at 5:41 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: May 13, 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 voucher checks 33880 through 33976 and Washington Federal Bank electronic funds transfers in the amount of \$570,329.30. Approve issuance of Washington Federal Bank payroll checks 1859 through 1861 and Washington Federal Bank electronic payroll funds transfers in the amount of \$45,898.68.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 33880 THROUGH 33976 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$570,329.30. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1859 THROUGH 1861 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$45,898.68.

CHECK REGISTER

City Of Stanwood

Time: 08:43:13 Date: 05/04/2021

04/14/2021 To: 05/04/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1663	04/21/2021	Claims	3	EFT	US Bank	3,457.31	4485-5945-5564-1495
1664	04/21/2021	Claims	3	EFT	WA St Dept of Revenue **	14,480.15	B&O & Excise Tax - March 2021
1797	04/29/2021	Claims	3	EFT	WA St Dept of Revenue **	398.04	Leasehold Excise 1st Qtr 2021
1532	04/14/2021	Claims	3	33880	A WorkSAFE Service, Inc	110.00	City Of Stanwood
1533	04/14/2021	Claims	3	33881	Gaylynn Brien	60.00	City Of Stanwood
1534	04/14/2021	Claims	3	33882	Brim Tractor Company Inc	229.38	S22361
1535	04/14/2021	Claims	3	33883	CPS HR Consulting	442.75	STAN008
1536	04/14/2021	Claims	3	33884	Cascade Natural Gas Corp	1,364.98	839 440 0000 5; 498 440 0000 7; 022 201 7579 4; 608 440 0000 4
1537	04/14/2021	Claims	3	33885	Confluence Environmental Company, Inc	3,055.00	City Of Stanwood
1538	04/14/2021	Claims	3	33886	Daily Journal Of Commerce Inc	749.70	0664; 3941
1539	04/14/2021	Claims	3	33887	Databar Inc.	981.04	8952
1540	04/14/2021	Claims	3	33888	Fastenal	1,196.95	WAARN1604
1541	04/14/2021	Claims	3	33889	ICONIX Waterworks (US) Inc.	7,051.20	CISTA; CITSTA
1542	04/14/2021	Claims	3	33890	Lenz Enterprises Inc	850.40	City Of Stanwood; City Of Stanwood
1543	04/14/2021	Claims	3	33891	National Barricade Co LLC	1,080.72	STP; STP
1544	04/14/2021	Claims	3	33892	Navia Benefits	50.00	City Of Stanwood
1545	04/14/2021	Claims	3	33893	Office Depot	876.27	36274097; 36274097; 36274097; 36274097; 36274097
1546	04/14/2021	Claims	3	33894	PUD Of Snohomish County *	11,514.24	200794063; 222277832; 220923312; 200592889; 202982351; 200208858
1547	04/14/2021	Claims	3	33895	Pace Engineers, Inc	790.00	City Of Stanwood
1548	04/14/2021	Claims	3	33896	Pape' Machinery	7.95	6109854
1549	04/14/2021	Claims	3	33897	Paydirt LLC	483.21	1067
1550	04/14/2021	Claims	3	33898	Petty Cash/ Marcy Mathis -Custodian	72.54	City Of Stanwood
1551	04/14/2021	Claims	3	33899	Puget Tech LLC	2,784.00	City Of Stanwood
1552	04/14/2021	Claims	3	33900	Ricoh USA, Inc.	1,576.65	1316669-3660142; 1316669-3660090; 1316669-3659652; 1316669-3660140; 1316669-3660143
1553	04/14/2021	Claims	3	33901	Safeway	21.13	191483
1554	04/14/2021	Claims	3	33902	Skagit Farmers Supply	378.97	135052; 135052
1555	04/14/2021	Claims	3	33903	Everett Daily Herald/ Sound Publishing	476.00	14104597; 14104597
1556	04/14/2021	Claims	3	33904	Stanwood Auto Parts	172.68	56100; 56100; 56100
1557	04/14/2021	Claims	3	33905	Stanwood Camano News	131.73	261981; 261981
1558	04/14/2021	Claims	3	33906	Stanwood City Utility	232.89	1473
1559	04/14/2021	Claims	3	33907	Stilly Auto Parts Napa	764.49	27197; 27197; 27197; 27197; 27197
1560	04/14/2021	Claims	3	33908	Summit Law Group	2,049.00	20150-1 DAS
1561	04/14/2021	Claims	3	33909	TMG Services Inc	5,366.89	1920010; 1920010
1562	04/14/2021	Claims	3	33910	The Pin Center	494.00	City Of Stanwood
1563	04/14/2021	Claims	3	33911	Verizon Wireless	273.58	742373248-000001
1564	04/14/2021	Claims	3	33912	WA Municipal Clerks Assn	75.00	City Of Stanwood
1565	04/14/2021	Claims	3	33913	WA St Dept of Ecology *	963.68	City Of Stanwood
1566	04/14/2021	Claims	3	33914	WSDOT- Cashier's Office	339.28	SW00152380 2
1567	04/14/2021	Claims	3	33915	Waste Management Skagit	154.18	8-34465-95001
1568	04/14/2021	Claims	3	33916	Wave Broadband	142.65	3201-0316545-01
1569	04/14/2021	Claims	3	33917	Weed, Graafstra & Associates, Inc., P.S	5,863.50	3868-0000M
1570	04/14/2021	Claims	3	33918	Ziply Fiber	1,390.45	360-629-4907-072497-5; 206-188-0411-053105-5
1583	04/15/2021	Claims	3	33919	5 Star service Inc.		damaged check

CHECK REGISTER

City Of Stanwood

Time: 08:43:13 Date: 05/04/2021

04/14/2021 To: 05/04/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1584	04/15/2021	Claims	3	33920	5 Star service Inc.		damaged check
1582	04/15/2021	Claims	3	33921	Stanwood Senior Center	10,000.00	City Of Stanwood
1665	04/21/2021	Claims	3	33922	APP- Associated Petroleum Products	4,156.55	04-0100494
1666	04/21/2021	Claims	3	33923	Ace Hardware	1,058.99	20013
1667	04/21/2021	Claims	3	33924	Aramark Uniform Services Inc	281.40	937963000
1668	04/21/2021	Claims	3	33925	Badger Meter Inc	144.05	460708
1669	04/21/2021	Claims	3	33926	The Blueline Group	30,510.21	City Of Stanwood; City Of Stanwood
1670	04/21/2021	Claims	3	33927	Cascade Septic Pumping	120.00	City Of Stanwood
1671	04/21/2021	Claims	3	33928	Fastenal	60.29	WAARN1604
1672	04/21/2021	Claims	3	33929	Forest Land Services Inc	851.10	City Of Stanwood
1673	04/21/2021	Claims	3	33930	General Pacific Inc	1,718.81	101681
1674	04/21/2021	Claims	3	33931	Hamilton Lumber LLC	2,303.22	City Of Stanwood
1675	04/21/2021	Claims	3	33932	ICI Construction Inc.	208,050.93	City Of Stanwood
1676	04/21/2021	Claims	3	33933	Office Depot	19.10	36274097
1677	04/21/2021	Claims	3	33934	PUD Of Snohomish County *	6,874.83	202882056; 202670675; 202579512; 202727285; 154958636; 200142180; 222799900; 200367373; 221854284; 200240505
1678	04/21/2021	Claims	3	33935	Perteet Inc.	6,047.50	city of stanwood
1679	04/21/2021	Claims	3	33936	Quality Controls Corporation	38,875.20	City Of Stanwood
1680	04/21/2021	Claims	3	33937	RH2 Engineering Inc	3,733.56	City Of Stanwood; City Of Stanwood
1681	04/21/2021	Claims	3	33938	Shred-it US JV LLC	664.51	14668765
1682	04/21/2021	Claims	3	33939	Skagit Farmers Supply	70.93	135052; 135052
1683	04/21/2021	Claims	3	33940	Snohomish County 911	8,202.99	City Of Stanwood
1684	04/21/2021	Claims	3	33941	Snohomish County Public Def Association	2,043.44	City Of Stanwood
1685	04/21/2021	Claims	3	33942	Stanwood Camano News	408.30	255834
1686	04/21/2021	Claims	3	33943	Stanwood Hardware	157.41	1414
1687	04/21/2021	Claims	3	33944	Utilities Underground Loc	108.36	134200
1688	04/21/2021	Claims	3	33945	WA St Dept of Licensing *	1,398.00	City Of Stanwood
1689	04/21/2021	Claims	3	33946	WA St Dept of Transportation *	754.98	SW001523802; SW001523800
1798	04/29/2021	Claims	3	33947	American Planning Assn	420.00	Patricia Love ID #209758
1799	04/29/2021	Claims	3	33948	Aramark Uniform Services Inc	46.90	937963000
1800	04/29/2021	Claims	3	33949	Builders Exchange of Washington Inc	63.05	City Of Stanwood
1801	04/29/2021	Claims	3	33950	Confluence Environmental Company, Inc	62,664.00	City Of Stanwood; City Of Stanwood
1802	04/29/2021	Claims	3	33951	ICONIX Waterworks (US) Inc.	1,518.59	CITSTA; CITSTA; CITSTA; CITSTA
1803	04/29/2021	Claims	3	33952	Iworq Systems Inc	9,300.00	428
1804	04/29/2021	Claims	3	33953	KPG	7,006.34	City Of Stanwood; City Of Stanwood
1805	04/29/2021	Claims	3	33954	LGI Homes Holdings, LLC	14,156.92	SWS LOT 77 (INFORMATION CENTER) & IMPACT FEE REFUND
1806	04/29/2021	Claims	3	33955	Lankford Associates	1,622.50	City Of Stanwood
1807	04/29/2021	Claims	3	33956	Mackenzie	19,502.50	City Of Stanwood
1808	04/29/2021	Claims	3	33957	Maul Foster Alongi, Inc.	10,260.00	City Of Stanwood; City Of Stanwood
1809	04/29/2021	Claims	3	33958	Office Depot	132.05	36274097; 36274097; 36274097
1810	04/29/2021	Claims	3	33959	PRI Management Group, Inc	317.98	City Of Stanwood; City Of Stanwood
1811	04/29/2021	Claims	3	33960	PUD Of Snohomish County *	1,598.07	200128742; 200633634; 200738672

CHECK REGISTER

City Of Stanwood

Time: 08:43:13 Date: 05/04/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1812	04/29/2021	Claims	3	33961	Pace Engineers, Inc	16,826.96	City Of Stanwood; City Of Stanwood
1813	04/29/2021	Claims	3	33962	RH2 Engineering Inc	8,622.30	City Of Stanwood
1814	04/29/2021	Claims	3	33963	Ricoh USA Inc- Maint	290.47	4250811
1815	04/29/2021	Claims	3	33964	Skagit Farmers Supply	346.52	135052
1816	04/29/2021	Claims	3	33965	Snohomish County Treasurer	43.35	City Of Stanwood
1817	04/29/2021	Claims	3	33966	Stanwood Camano News	335.64	261981; 261981; 261981; 261981; 261981; 261981
1818	04/29/2021	Claims	3	33967	Stanwood City Utility	1,966.71	1075; 2732; 2965; 2886; 2964; 2741;
1819	04/29/2021	Claims	3	33968	Strategies 360 Inc	1,500.00	City Of Stanwood
1820	04/29/2021	Claims	3	33969	Transpogroup Inc	5,111.25	City Of Stanwood
1821	04/29/2021	Claims	3	33970	US Bank Na Custody/ Treas Div- Money Ctr	120.00	777221717
1822	04/29/2021	Claims	3	33971	VEGA Americas, Inc.	1,263.44	City Of Stanwood
1823	04/29/2021	Claims	3	33972	WA St Treasurer	2,924.80	City Of Stanwood
1824	04/29/2021	Claims	3	33973	WAPRO	120.00	City Of Stanwood; City Of Stanwood
1825	04/29/2021	Claims	3	33974	Washington State Patrol *	477.00	STA301
1826	04/29/2021	Claims	3	33975	Wave Broadband	122.25	3201-0316547-01
1827	04/29/2021	Claims	3	33976	Ziply Fiber	82.47	360-939-0579-080320-5

001 General Fund	60,648.40
101 Street Fund	10,440.75
102 Street Impact Fee Fund	3,523.39
103 Street Construction Fund	16,253.03
104 Park And Trail Improvement Fund	62,055.50
110 Building Improvement Fund	19,502.50
115 Tourism And Promotion DSC	2,784.00
401 Sewer Fund	19,120.96
403 Sewer Construction Fund	48,636.30
405 Sewer Plant Investment Fund	5,679.53
410 Drainage Fund	5,899.04
411 Drainage Construction Fund	271,358.33
412 Drainage Plant Investment Fund	612.00
421 Water Fund	34,069.20
422 Water Construction Fund	163.18
423 Cedar Home Plant Investment	-2,570.00
424 Water Plant Investment Fund	6,912.00
630 Agency Fund	5,241.19

* Transaction Has Mixed Revenue And Expense Accounts

Claims: 570,329.30
570,329.30

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

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

Wendy Dowhower

Date: May 4, 2021

CHECK REGISTER

City Of Stanwood

Time: 08:44:49 Date: 05/04/2021

04/14/2021 To: 05/04/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1635	04/23/2021	Payroll	3	EFT		3,000.00	April 2021 Draw
1636	04/23/2021	Payroll	3	EFT		1,400.00	April 2021 Draw
1637	04/23/2021	Payroll	3	EFT		1,000.00	April 2021 Draw
1638	04/23/2021	Payroll	3	EFT		1,700.00	April 2021 Draw
1639	04/23/2021	Payroll	3	EFT		2,000.00	April 2021 Draw
1640	04/23/2021	Payroll	3	EFT		1,000.00	April 2021 Draw
1641	04/23/2021	Payroll	3	EFT		1,850.00	April 2021 Draw
1642	04/23/2021	Payroll	3	EFT		3,500.00	April 2021 Draw
1643	04/23/2021	Payroll	3	EFT		1,750.00	April 2021 Draw
1644	04/23/2021	Payroll	3	EFT		1,600.00	April 2021 Draw
1645	04/23/2021	Payroll	3	EFT		1,000.00	April 2021 Draw
1646	04/23/2021	Payroll	3	EFT		2,000.00	April 2021 Draw
1647	04/23/2021	Payroll	3	EFT		2,000.00	April 2021 Draw
1648	04/23/2021	Payroll	3	EFT		800.00	April 2021 Draw
1649	04/23/2021	Payroll	3	EFT		1,000.00	April 2021 Draw
1650	04/23/2021	Payroll	3	EFT		2,000.00	April 2021 Draw
1651	04/23/2021	Payroll	3	EFT		2,300.00	April 2021 Draw
1652	04/23/2021	Payroll	3	EFT		500.00	April 2021 Draw
1653	04/23/2021	Payroll	3	EFT		3,450.00	April 2021 Draw
1654	04/23/2021	Payroll	3	EFT		1,500.00	April 2021 Draw
1655	04/23/2021	Payroll	3	EFT		1,000.00	April 2021 Draw
1782	04/27/2021	Payroll	3	1859	Dept of Labor and Industries	6,352.68	1ST Quarter 01/01/2021 - 03/31/2021
1783	04/27/2021	Payroll	3	1860	ESD - PFMLA	1,866.88	Pay Cycle(s) 01/01/2021 To 03/31/2021 - PFMLA
1784	04/27/2021	Payroll	3	1861	Employment Security Dept	1,329.12	1st Quarter 01/01/2021 - 03/31/2021
						41,809.23	001 General Fund
						518.67	101 Street Fund
						1,484.00	401 Sewer Fund
						537.32	410 Drainage Fund
						1,549.46	421 Water Fund
						45,898.68	Payroll:

45,898.68

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: May 4, 2021
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b

DATE: May 13, 2021

SUBJECT: City Council April 22, 2021 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the April 22, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE APRIL 22, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 22, 2021 – 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

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Rob Martin, Assistant to the Administrator & Communications Krista Hintz Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Robb to approve the agenda. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments, however the City received two citizens 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 Schmidt, 26910 92nd Avenue NW – Topic, Code

Carrie Meyer Richardson, 3712 288th Street NW – Topic, City Hall Relocation

5. Staff Reports

- a. Police Compstat Report – March 2021

6. Committee Reports

- a. Community Development Committee Meeting Minutes – March 11, 2021
- b. Planning Commission Meeting Minutes – February 22, 2021

Stanwood City Council Meeting Minutes – April 22, 2021

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 08, 2021 Regular City Council Meeting Minutes
- c. Approve April 08, 2021 Special Workshop Meeting Minutes

Motion by Councilmember Robb, Second by Councilmember White, to approve the Consent Agenda.

Motion carried unanimously.

8. Old Business

- a. Civic Campus Discussion

Community Development Director, Patricia Love explained that the purpose of this agenda item is for Council confirmation of the April 8, 2021 Council Work-session discussion to pursue options to locate a combined City Hall / Police Station in downtown Stanwood, otherwise known as the Stanwood Civic Campus project.

On April 8, 2021 the Council had a discussion on how best to provide police and city hall services to the residents of Stanwood and narrowed down the options to the following two concepts for further study: Find a location for building or renovating that keeps City Hall and the Police Station in the downtown core (Option E) and/or build a combined facility on the 72nd Avenue property next to Church Creek Park (Option A).

Options eliminated from further study included building a stand-alone police station and council chambers facility on the 72nd Avenue site (Option B) and building a standalone council chambers building next to the existing City Hall building (Option D). After further discussions with the City's consultant, Mackenzie Architects, staff is recommending that the former bank building on SR 532 be removed from further considerations of existing sites to be renovated. The site would not allow for any needed expansion and the Police Department has concerns about their only vehicular access point being directly onto SR 532. The option to maintain the existing City Hall building with some renovations (Option C), such as the bathroom and kitchen facilities, was supported by the Council with the exception that those renovations would wait until more decisions were made about the future use of the building.

Council is also in the process of considering a policy decision to maintain a city presence in downtown by keeping city hall and police services in the downtown core or a policy decision to move those services out of the floodplain. This policy discussion focuses on two potentially conflicting ideas.

The Downtown Master Plan envisions a City Campus in the downtown Central District area while previous Council discussions regarding facility siting and emergency response in the event of a flood (City Hall FAQ Sheet) recommended moving governmental buildings out of the floodplain to maintain continuation of service during flooding events.

Patricia provided a review of the due diligence that is required to move forward. The City conducted its due diligence on the 72nd Avenue site in 2018 / 2019, then purchased 1.25

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acres and prepared preliminary concept design plans for the site. Site constraints are known for the 72nd Avenue property such as needing to purchase an additional 0.25 – 1.0 acres to: accommodate a drive isle to Church Creek Park, provide overflow parking, locate a secure police parking area and integrate park trails and landscaping.

To provide Council with the needed information to make an informed decision on how best to site a potential civic campus, the following information will be gathered on the Stanwood Commons building: Evaluate the structural integrity of the building by reviewing existing building plans and if needed have a structural inspection performed. Review any existing geotechnical reports on the site and if necessary, conduct core samples to understand the underlying soil conditions. Assess vehicular access to/from the site, including emergency access in the event of flooding events. Evaluate renovation options: interior, exterior and tenant spaces. Confirm that the building meets floodplain construction requirements. Work with the City's consultant and the Police Department to determine if the building can accommodate their unique operation and security needs. Prepare a financial assessment of short and long-term costs associated with the building.

A right of entry agreement from the owner will be necessary to access the site to complete the tasks listed above. Once all this information has been gathered, staff will prepare a site comparison and a pro/con evaluation of the 72nd Avenue and Stanwood Commons sites for Council's consideration. It is anticipated that this due diligence will take up to three months.

Love explained the financial impact noting that the requests are within Financial Policy.

Staff requests Council direction to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a civic campus in the Central District.

Council discussed the items being proposed.

Motion by Councilmember Pearce, Second by Councilmember Robb to direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a Civic Campus in the downtown Central District.

6 votes Yes - 1 votes No

Motion carried.

Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor and City Administrator to execute a Right of Entry Agreement with the Stanwood Commons building owner for the purpose of conducting due diligence studies associated with locating a Civic Campus facility on the property.

6 votes Yes - 1 votes No

Motion carried.

Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor or City Administrator, to sign the Contract Scope of Work amendment with Mackenzie in the amount up to, but not exceeding \$100,000.00 as per financial policy.

Motion carried unanimously

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Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor or City Administrator to sign associated Task Orders in an amount not to exceed \$50,000 for geotechnical, structural and survey work necessary to support the Stanwood Commons due diligence evaluations.

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 –

The Mayor did not have anything to share this time.

b. City Administrator's Report-

Jennifer Ferguson, City Administrator reported that Tax Increment Financing (TIF) is becoming law. This is an Economic Development tool that will benefit the community.

We have extended an offer for the Economic Development and Marketing Manager to Sarah Cho. Sarah comes to us from the City of Federal Way where she worked on Economic Development initiatives and Sales and Marketing for the Federal Way Performing Arts and Event Center. We look forward to the fresh insight she will bring to the City of Stanwood, invigorate our tourism and marketing initiatives through Discover Stanwood Camano. We are excited to have her join our team May 3rd.

We kicked off Tech Team this week. The purpose of this interdepartmental staff group is to assess the current technical services provided to the city and to also explore automation avenues that may provide a higher level of service to the community.

The week of April 18 is volunteer appreciation week. Thank you to all the citizens that give their time to serve on our boards and volunteers that do City projects. Also, a huge shout out to our Administrative Professional staff.

We are starting to see Special Events resurfacing. Several Special Event applications have come in. Reminder – The Goose is Loose Fun Run is this Saturday. The Stanwood Historical Society is holding a Memorial Day tribute which will be held on May 31. The Farmers Market begins on June 2nd and the 2021 Art Studio Tour will be held on June 25, 26 & 27. You can find additional information on the Discover Stanwood Camano website. The topic for the upcoming May 13 Council Workshop will be a discussion regarding the upcoming American Recovery Plan stimulus funds that the City will be receiving.

Director Soundbites-

Fire Chief John Cermak said that NCFA is doing well. There has been an uptick in COVID-19 positive cases and the County is facing a possible push back to Phase 2. The mass vaccination site is still providing vaccinations.

Police Chief Rob Martin noted that they have gone live with the Insight Dispatch module. This module provides citizens with digital confirmation of their report as well as updates and ends with a survey. Staff has actively been planning the National Night Out event. Watch for details on this event to come out soon.

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Public Works Director, Kevin Hushagen wanted to give everyone a reminder that It is Construction Season and mowing time. Thank you all for your patience. Clean Sweep is May 15 this year and will be at the old Thrifty Food parking lot.

Patricia Love noted that the project for evaluation of 68th and 80th speed study and traffic calming has been received. The results are being reviewed and recommendations will be shared with the City Council soon.

c. Councilmember Reports and Questions-

Councilmember Pearce stated that the new speed signs on 80th have been working well. He has received good reports from the neighbors in that area. Pearce also wanted to note that the True Value Hardware store closed this week. This store has been in Stanwood for a long time. Thank you to the Nicholas family for all of your long-time community support. We wish you well in your retirement.

Councilmember Shepro asked if the vacancy on the Planning Commission has been filled? He was not able to locate it on the City website.

The Mayor noted that the position has not been filled. We will do a new push on the website and social media to renew the effort.

Mayor Callaghan said that the Salary Commission position is still open as well. The application for both openings are located on the City website under Boards and Commissions.

12. Adjourn

The meeting was adjourned at 7:40 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: May 13, 2021

SUBJECT: Proposed Personal Policy Amendments

CONTACT PERSON: Pat Adams, Human Resources Manager

ATTACHMENTS: A – Resolution 2021-02
B – Proposed Employee Wellness Program
Additions to Personnel Policy

PURPOSE

The purpose of this agenda item is for Council consideration of Resolution 2021-02 amending the Personnel Policy related to the City's Employee Wellness and Recognition Programs.

BACKGROUND

Employee Wellness Program – The benefits of helping our City workforce stay well are substantial. First and foremost, it helps to enhance the lives of our employees and their families, but it can also significantly reduce the number of workdays lost to illness, increase employee productivity, and lower our health care costs. This not only makes good sense – it makes good business – to promote wellness. Currently, there is a City Wellness Program in place. However, activities are typically limited to participation during the employees' personal breaks and lunches. Staff proposes in order to boost employee engagement that an incentive be added permitting employees to participate in wellness activities a maximum of two hours per month during regular working hours, provided the activities are not in conflict with any work priorities. Further, it is recommended that employees who participate in three or more wellness activities annually, be eligible to win a "Wellness Paid Day Off" by random drawing conducted each December.

Employee Recognition Program - Every day, many City employees go above and beyond to assist customers, the public, and other employees. Implementation of an Employee Recognition Program would provide a method whereby employees' exemplary contributions and achievements would be recognized. Through implementation of an Employee Recognition Program, the City would encourage its employees to take the time to recognize coworkers by presenting this award annually when employees have exhibited one or more of the core value behaviors: ***Exceptional External Customer Service and Exceptional Internal Customer Service.***

Each year, a total of two awards would be presented, which entails that a certificate be presented to the individual, with formal mention to the City Council and one day paid time off.

This program would provide a means to exemplify the City's commitment to the achievements and contributions of its staff and serve to formally recognize the accomplishments of its employees at all levels in the organization.

RECOMMENDATIONS

Staff Recommendation: Staff Recommends passing Resolution 2021-02, adopting amendments as outlined above to the City's Personnel Policy

Committee/Board Recommendation: On April 22, 2021, the Finance & Personnel Committee reviewed and discussed the proposed changes and are in support of the amendments as discussed. It is the Committee's recommendation that the City Council approve the changes to the City's Personnel Policy.

CITY COUNCIL OPTIONS

1. The Council may PASS Resolution 2021-02, adopting the City of Stanwood Personnel Policy amendments, as presented.
2. The Council may direct changes to Resolution 2021-02
3. The Council may direct staff to revisit and amend Resolution 2021-02 and return with modifications at a later date.

PROPOSED MOTION

MOTION TO PASS RESOLUTION 2021-02, ADOPTING THE CITY OF STANWOOD PERSONNEL POLICY AMENDMENTS.

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2021-02

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING THE CITY'S PERSONNEL POLICY MANUAL TO
INCLUDE EMPLOYEE WELLNESS PROGRAM INCENTIVES AND
AN EMPLOYEE RECOGNITION PROGRAM**

WHEREAS, on May 28, 2009, the City Council approved by motion a Personnel Policy Manual; and

WHEREAS, the City Council recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the City Council further recognizes that improvements to employee health, achievable through active workplace health promotion programs, and incentives can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, in addition to recruiting and hiring talented and highly qualified employees, recognition of hard work by City employees and innovative approaches to the tasks of City employees helps to develop good morale, and

WHEREAS, acknowledging staff efforts to work hard, and work with a goal of greater efficiency and productivity, promotes longer retention of the talented and high-quality employees of the City; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Personnel Policy Manual amendments for all employees of the City of Stanwood, Washington, a copy of which is attached hereto and incorporated herein by this reference is hereby adopted.

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

Section 3. Effective Date. This Resolution shall take effect on May 14, 2021.

PASSED AND APPROVED by the City Council of the City of Stanwood this 13 day of May, 2021.

CITY OF STANWOOD

By: _____
Elizabeth Callaghan, Mayor

ATTEST:

By _____
Sara Robinson, City Clerk

**CITY OF STANWOOD
PERSONNEL POLICY MANUAL EXCERPT**

808 Employee Wellness Program and Committee

The City of Stanwood recognizes that its employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens. The health of employees also has a direct effect on the costs to the City. The City recognizes its need to contribute in a positive way to the health and well being of its employees. This policy is established as a means to provide information and activities to City employees to encourage health and safety in the work environment.

- **Goal.** To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interest of the employees.
- **Scope.** All City of Stanwood employees including fulltime, part-time and temporary.
- **Voluntary Participation.** Employee participation in the programs and activities are voluntary.
- **Wellness Program Committee.**

Membership: The Wellness Committee is made up of at least five (5) members representing each department and the City Administrator's Office, one of which shall be the Committee's chairperson. Membership on this committee is voluntary.

Members of each department shall be appointed by the department director.

- **Duties:** The duties of the committee are to:
 - Provide enthusiastic support of the purpose and goal of the Wellness Committee.
 - Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees.
 - Help plan, implement, and promote wellness programs.
 - Provide peer support and advocacy to boost wellness program participation.
 - Prepare an annual budget for program support.
 - Share responsibilities to lessen the workload impact on the Chairperson.

- Perform evaluation of ongoing programs and activities.

The duties of the chairperson include:

- Setting the time and place of the meetings.
 - Communicating with all members of the Committee to coordinate meeting dates and times.
 - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 - Managing the agenda and discussion of the meeting.
 - Provide communication to the City Administrator.
- **Meeting Schedule.** The Wellness Committee shall meet monthly, or as needed during regular business hours.
 - **Term.** Members of the Wellness Committee will serve an indefinite term.
 - **Attendance/Termination.** If a member has more than ~~five (5)~~ three (3) unexcused absences, the Committee may vote to remove that member from the Committee.
 - **Incentives.** Employees are permitted to participate in wellness activities a maximum of two (2) hours per month during regular working hours provided the activities are not in direct conflict with daily operating or needed public services.

Employees who participate in three (3) or more activities annually, are eligible to win a "Wellness Paid Day Off" through a random drawing conducted each December.
 - **Program Activities.**
 - Behavior change programs such as nutritional information, stress reduction, smoking/tobacco use cessation and weight management.
 - Motivational programs such as interdepartmental employee group challenges and awards for healthful eating, exercise and stress reduction programs.
 - Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
 - Participate in the AWC Well Check programs, when offered.
 - To explore opportunities to develop and institute additional wellness incentives and policies that contributes to the health and wellbeing of employees and their family members.

809 Employee Recognition Program

Program Goal

The goal of the Employee Recognition Program is to provide a means to formally honor and recognize City employees who have demonstrated excellence and extra effort in their job performance.

Award Categories

There are two award categories: demonstration of a superior, extra effort performance in the areas of 1) external customer service and 2) internal customer support

Criteria

External Customer Service:

- Creative solutions to customer problems
- Regularly going the “extra mile” to exceed customer expectations
- Developing customer loyalty and support (evidenced by oral or written comments)

Internal Customer Support:

- Providing peer staff with information or backup assistance
- Offering support and useful advice, even when not requested
- Helping peers avoid or solve problems outside their normal scope of duties

Timing of Awards

The awards are given annually in June, totaling two awards.

Description of Award

Each award will consist of the following:

- A certificate to be presented to the individual
- Formal mention on City of Stanwood social media platforms
- One day paid time off *

* Employees must obtain supervisory permission when scheduling their time off.

Awards Committee

The awards committee will be comprised of four city staff members; one from each Division. In the event consensus cannot be reached, the Mayor/City Administrator shall appoint one at-large staff person to serve on the awards committee.

Member Selection

There will be an annual Citywide vote to elect members to the Awards Committee. All City employees will vote for one person within their respective division to be on the committee. City managers and directors may also be nominated.

Survey results will be sent directly to the Mayor/City Administrator who will tally the votes by division. The person with the most votes in each division will be that division's representative on the Awards Committee.

Award Nominations

Award nomination survey ballots will be distributed Citywide one month prior to award presentation time. Only regular City employees are eligible to vote and to receive awards. Members of the Awards Committee cannot be nominated for awards during their year of service.

The Awards Committee is responsible for reviewing all ballots and making the final decision on the award winners. The Awards Committee will establish the criteria for final selection of award winners. The committee may choose to do it by number of votes, by quality of reasons for nomination, or a combination of both, depending on the number and type of nominations received each year.

The Awards Committee reserves the right not to select any winners during an award period.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: May 13, 2021

SUBJECT: Final Acceptance of the SR 532 Flood Berm and Bike/Pedestrian Path – Faber Construction Contract.

CONTACT PERSON: Shawn Smith, City Engineer

ATTACHMENTS: A – Final Pay Request

PURPOSE

The purpose of this agenda item is for Council consideration of the final acceptance of the SR 532 Flood Berm and Bike/Pedestrian Path project and to close out the contract with Faber Construction and allow for the start of the warranty and retainage release period.

BACKGROUND

At their December 19, 2019 meeting, Council authorized the Mayor to sign a contract with Faber Construction to complete the project in the contract amount of \$782,732.72. The project is complete to the extent of the construction contractor work and Faber Construction is seeking final acceptance.

On June 11, 2020, Council approved a change order to install handrail instead of chain link fencing for \$88,716.00. Bringing the amended contract total to \$871,448.72. During the completion of the project there were some issues that came up that resulted in other change orders and quantity overages. Switching to a more aesthetically pleasing block for the wall, finding unsuitable soils at the west end of the trail, extra clearing so city staff would be able to access our water main, and WSDOT requiring an additional traffic attenuator, caused the price to increase to a final amended contract total of \$1,055,355.71. This is still below the overall project budget of \$1,100,000.00. This project is being funded by a Snohomish County Public Works Trust Fund loan and the annual repayment of debt will be paid from drainage operating fund.

ANALYSIS

Fiscal Impact			
\$1,055,355.71			
Fund(s):	Drainage Construction 594 38 63 02		
Amount:	\$1,055,355.71	Project Estimate:	\$1,100,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends authorizing the Mayor to approve final acceptance of the SR 532 Flood Berm and Bike/Pedestrian Path.

Committee/Board Recommendation: The Public Works Committee reviewed this item at their May 3, 2021 meeting and recommends authorizing the Mayor to approve final acceptance of this project.

COUNCIL OPTIONS

- 1.) Authorize the Mayor to approve the final acceptance of the SR 532 Flood Berm and Bike/Pedestrian Path.
- 2.) Send back to the Public Works Committee for additional discussion.

RECOMMENDED MOTION

MOTION TO AUTHORIZE THE MAYOR TO APPROVE THE FINAL ACCEPTANCE OF THE SR 532 FLOOD BERM AND BIKE/PEDESTRIAN PATH.

CONTRACTOR PAYMENT APPLICATION**TO OWNER:**

City of Stanwood
10220 270th Street NW Stanwood , WA 98292
Shawn Smith, City Engineer
360-629-2181

PROJECT:

SR 532 Flood Berm & Bike/Ped Path

APPLICATION No.:

11

PERIOD FROM: 4/1/2021

PERIOD THROUGH: 4/30/2021

PAGE: 1 OF 2

CONTRACT No.: n/a

PROJECT No.: 2098.2

FROM CONTRACTOR:

Faber Construction
6951 Hannegan Rd, Lynden, WA 98264
360.354.3500

PAY REQUEST SUMMARY

Application is made for payment, as shown below, in connection with the Contract, per Continuation Sheet attached.

1. Original Contract Sum WITHOUT Sales Tax		\$782,732.72
2. Net Change By Previously Authorized Change Orders		\$206,885.70
3. Contract Sum To Date (Line 1 +/- Line 2)		\$989,618.42
4. Total Completed (Column F on Continuation Sheet)	106.6%	\$1,055,334.56
5. Less: Previous Total Completed (Line 4 from prior Certificate)		\$1,003,394.58
6. Total Completed This Period		\$51,939.98
7. Less: Retainage	5.0% of Total Completed This Period	-\$2,597.00
8. Sales Tax	NA of Total Completed This Period	\$0.00
10. Payment Due (Line 6 minus Line 7)		\$49,342.98
11. Balance to Completion (Line 3 minus Line 4)		-\$65,716.14

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	NET CHANGES
Total changes approved in previous months	\$206,105.72	(\$39,600.00)	\$166,505.72
Total approved this Month	\$40,379.98	\$0.00	\$40,379.98
TOTALS	\$246,485.70	(\$39,600.00)	\$206,885.70

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Faber Construction

Signature: Rob Liden

Digitally signed by Rob Liden
DN: cn=US, email=FaberConstruction.com, o=Faber Construction,
cn=Rob Liden
Date: 2021.04.28 13:33:42-0700

Date: 04/28/2021

OWNER'S CERTIFICATION: In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Owner certifies that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 49,342.98

OWNER: City of Stanwood

Signature:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SR 532 Flood Berm and Pedestrian Path - Contractor Pay Application Continuation Sheet

ITEM DESCRIPTION		CONTRACT VALUES				COMPLETED THIS PERIOD		PREVIOUSLY COMPLETED		UNITS TOTAL		UNITS REMAINING	
BID ITEM	DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNITS	TOTAL	UNITS	TOTAL	UNITS	TOTAL PAID	UNITS	BALANCE REMAINING
1	Mobilization	1	LS	\$79,450.00	\$79,450.00		\$0.00	1.00	\$79,450.00	1.00	\$79,450.00	0.00	\$0.00
2	SPCC Plan	1	LS	\$941.00	\$941.00		\$0.00	1.00	\$941.00	1.00	\$941.00	0.00	\$0.00
3	Clearing and Grubbing	0.96	AC	\$15,227.00	\$14,617.92		\$0.00	1.31	\$19,947.37	1.31	\$19,947.37	-0.35	-\$5,329.45
4	Corrugated Polyethylene Storm Sewer Pipe - 8" Diameter	41	LF	\$62.00	\$2,542.00		\$0.00	61.00	\$3,782.00	61.00	\$3,782.00	-20.00	-\$1,240.00
5	Corrugated Polyethylene Storm Sewer Pipe - 12" Diameter	62	LF	\$66.00	\$4,092.00		\$0.00	62.00	\$4,092.00	62.00	\$4,092.00	0.00	\$0.00
6	Corrugated Polyethylene Storm Sewer Pipe - 18" Diameter	146	LF	\$77.00	\$11,242.00		\$0.00	146.00	\$11,242.00	146.00	\$11,242.00	0.00	\$0.00
7	Underdrain Pipe - 8" Diameter	200	LF	\$23.00	\$4,600.00		\$0.00	300.00	\$6,900.00	300.00	\$6,900.00	-100.00	-\$2,300.00
8	Catch Basin - Type 1	2	EA	\$1,547.00	\$3,094.00		\$0.00	2.00	\$3,094.00	2.00	\$3,094.00	0.00	\$0.00
9	Check Valve - 8" Diameter	2	EA	\$1,575.00	\$3,150.00		\$0.00	2.00	\$3,150.00	2.00	\$3,150.00	0.00	\$0.00
10	Check Valve - 18" Diameter	4	EA	\$4,415.00	\$17,660.00		\$0.00	4.00	\$17,660.00	4.00	\$17,660.00	0.00	\$0.00
11	Culvert Debris Cage	3	EA	\$670.00	\$2,010.00		\$0.00	3.00	\$2,010.00	3.00	\$2,010.00	0.00	\$0.00
12	Cleanout	4	EA	\$509.00	\$2,036.00		\$0.00	4.00	\$2,036.00	4.00	\$2,036.00	0.00	\$0.00
13	Catch Basin - Type 2 - 54" Diameter w/ Flow Restrictor	2	EA	\$4,601.00	\$9,202.00		\$0.00	2.00	\$9,202.00	2.00	\$9,202.00	0.00	\$0.00
14	MSE Retaining Wall	4540	SF	\$54.00	\$245,160.00		\$0.00	4620.00	\$249,480.00	4620.00	\$249,480.00	-80.00	-\$4,320.00
15	Wall Unsuitable Foundation	275	LF	\$63.00	\$17,325.00		\$0.00	550.00	\$34,650.00	550.00	\$34,650.00	-275.00	-\$17,325.00
16	Crushed Surfacing Top Course	610	TON	\$33.00	\$20,130.00		\$0.00	666.82	\$22,005.06	666.82	\$22,005.06	-56.82	-\$1,875.06
17	HMA CL 3/8" PG 64-22	280	TON	\$146.00	\$40,880.00		\$0.00	329.40	\$48,092.40	329.40	\$48,092.40	-49.40	-\$7,212.40
18	Modified Permeable Ballast	1250	TON	\$21.00	\$26,250.00		\$0.00	1118.28	\$23,483.88	1118.28	\$23,483.88	131.72	\$2,766.12
19	Quarry Spalls	40	TON	\$90.00	\$3,600.00		\$0.00	31.76	\$2,858.40	31.76	\$2,858.40	8.24	\$741.60
20	Roadway Excavation (Including Haul)	1420	CY	\$16.00	\$22,720.00		\$0.00	1908.00	\$30,528.00	1908.00	\$30,528.00	-488.00	-\$7,808.00
21	Embankment Compaction	1460	CY	\$15.00	\$21,900.00		\$0.00	2666.00	\$39,990.00	2666.00	\$39,990.00	-1206.00	-\$18,090.00
22	Common Borrow (Including Haul)	400	CY	\$32.00	\$12,800.00		\$0.00	675.00	\$21,600.00	675.00	\$21,600.00	-275.00	-\$8,800.00
23	Erosion Control and Water Pollution Control	1	LS	\$7,557.00	\$7,557.00		\$0.00	0.75	\$5,667.75	0.75	\$5,667.75	0.25	\$1,889.25
24	Silt Fence	1370	LF	\$6.00	\$8,220.00		\$0.00	1370.00	\$8,220.00	1370.00	\$8,220.00	0.00	\$0.00
25	Stabilized Construction Entrance	350	SY	\$17.00	\$5,950.00		\$0.00	401.00	\$6,817.00	401.00	\$6,817.00	-51.00	-\$867.00
26	Upland Seed Mix	0.80	AC	\$9,486.00	\$7,588.80		\$0.00	1.00	\$9,486.00	1.00	\$9,486.00	-0.20	-\$1,897.20
27	Wetland Buffer Enhancement	1	LS	\$51,336.00	\$51,336.00		\$0.00	1.00	\$51,336.00	1.00	\$51,336.00	0.00	\$0.00
28	Project Temporary Traffic Control	1	LS	\$53,714.00	\$53,714.00		\$0.00	1.00	\$53,714.00	1.00	\$53,714.00	0.01	\$0.00
29	Permanent Signing	1	LS	\$2,232.00	\$2,232.00		\$0.00	1.00	\$2,232.00	1.00	\$2,232.00	0.00	\$0.00
30	Structure Dewatering	15	DAY	\$427.00	\$6,405.00		\$0.00	15.00	\$6,405.00	15.00	\$6,405.00	0.00	\$0.00
31	Fencing	1200	LF	\$33.00	\$39,600.00		\$0.00	1200.00	\$39,600.00	1200.00	\$39,600.00	0.00	\$0.00
32	Bench	1	EA	\$1,185.00	\$1,185.00		\$0.00	1.00	\$1,185.00	1.00	\$1,185.00	0.00	\$0.00
33	Adjust Junction Box	5	EA	\$950.00	\$4,750.00		\$0.00	5.00	\$4,750.00	5.00	\$4,750.00	0.00	\$0.00
34	Roadway Surveying	1	EA	\$7,142.00	\$7,142.00		\$0.00	1.00	\$7,142.00	1.00	\$7,142.00	0.00	\$0.00
35	Shoring or Extra Excavation - Class B	1	LS	\$3,861.00	\$3,861.00		\$0.00	1.00	\$3,861.00	1.00	\$3,861.00	0.00	\$0.00
36	Unknown Utility Repair	1	DOL	\$10,000.00	\$10,000.00	0.656	\$6,560.00	0.00	\$0.00	0.66	\$6,560.00	0.34	\$3,440.00
37	As-Constructed Drawings	1	LS	\$2,790.00	\$2,790.00		\$0.00	0.10	\$279.00	0.10	\$279.00	0.90	\$2,511.00
38	Roadside Cleanup	5000	DOL	\$1.00	\$5,000.00	5000.00	\$5,000.00	0.00	\$0.00	5000.00	\$5,000.00	0.00	\$0.00
TOTAL					\$782,732.72		\$11,560.00		\$836,888.86		\$848,448.86		-\$65,716.14
OWNER CHANGE ORDERS													
1	PCO 002 - Additional Gravel Borrow	1	LS	\$34,500.00	\$34,500.00	0.00	\$0.00	1.00	\$34,500.00	1.00	\$34,500.00	0.00	\$0.00
2	PCO 004 - Fencing to Handrail	1	LS	\$128,316.00	\$128,316.00	0.00	\$0.00	1.00	\$128,316.00	1.00	\$128,316.00	0.00	\$0.00
3	PCO 004 - Deletion of Bid Item 31 - Fencing	1	LS	-\$39,600.00	-\$39,600.00	0.00	\$0.00	1.00	-\$39,600.00	1.00	-\$39,600.00	0.00	\$0.00
4	PCO 003 - Upgrade Block to Redi-Rock	1	LS	\$27,565.42	\$27,565.42	0.00	\$0.00	1.00	\$27,565.42	1.00	\$27,565.42	0.00	\$0.00
5	PCO 008 - Adjust Wall Transition Elevation	1	LS	\$3,684.80	\$3,684.80	0.00	\$0.00	1.00	\$3,684.80	1.00	\$3,684.80	0.00	\$0.00
6	PCO 010 - Addition of 2nd Traffic Attenuator	1	LS	\$12,039.50	\$12,039.50	0.00	\$0.00	1.00	\$12,039.50	1.00	\$12,039.50	0.00	\$0.00
7	PCO 006 - Tree Removal in Wetland Buffer	1	LS	\$15,525.79	\$15,525.79	1.00	\$15,525.79	0.00	\$0.00	1.00	\$15,525.79	0.00	\$0.00
8	PCO 011 - Receive, Place and Swale Fill	1	LS	\$24,854.19	\$24,854.19	1.00	\$24,854.19	0.00	\$0.00	1.00	\$24,854.19	0.00	\$0.00
TOTAL					\$206,885.70		\$40,379.98		\$166,505.72		\$206,885.70		\$0.00
GRAND TOTAL					\$989,618.42		\$51,939.98		\$1,003,394.58		\$1,055,334.56		-\$65,716.14



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8e
DATE: May 13, 2021
SUBJECT: Utility Account Adjustment
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – Adjustment Calculation

PURPOSE

The purpose of this agenda item is for Council consideration of a second utility account adjustment for North Star Cold Storage.

BACKGROUND

Per Stanwood Municipal Code 12.20, a second utility account adjustment must be approved by Council. Certain criteria must be met that include: Sections 12.20.060 (I) “the leak could not have been readily detectable with reasonable diligence”, (III) “any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery”, and (iv) “the customer account has been kept current”.

ANALYSIS

North Star Cold Storage experienced a water leak. It was discovered when their January 31, 2021 bill statement calculated to show \$20,003.01 due. The leak was repaired within 19 days of the next cycle. As SMC allows, staff calculated an adjustment based on the average bill for the past 6 months. This adjustment allowed a credit of \$4,393.71, which was applied to the account.

Because of the timing, the next billing cycle dated March 31, 2021 included the 19 days with the leak and North Star Cold Storage has requested a second leak adjustment. The bill for March 31, 2021 was \$22,501.02. A second adjustment is calculated in the amount of \$4,511.88.

Fiscal Impact			
Had the billing cycle covered the period where the entire leak was experienced, the full credit would have been calculated			
Fund(s):	Sewer Operating Fund		
Amount:	\$ 4,511.88	Project Estimate:	\$ N/A
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends the second leak adjustment and to credit the account in the amount of \$4,511.88

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City Council may credit the utility account for the second adjustment based on the account holder meeting the criteria in SMC 12.20
2. The City Council may not approve the second adjustment

PROPOSED MOTION

MOTION TO AUTHORIZE THE SECOND ADJUSTMENT AND CREDIT THE ACCOUNT \$4,511.88 FOR NORTH STAR COLD STORAGE TOWARD THEIR MARCH 31, 2021 UTILITY BILL.

UTILITY ADJUSTMENT

DATE	4/8/2021
ACCT#	2589
NAME	North Star Cold Storage
ADDRESS	27100 Pioneer Hwy

ADJUSTMENT

WATER	\$ 4,511.88
SEWER	
DRAINAGE	
FIRE U TAX	
UTILITY TAX	
PENALTY	
ADJ- Lien Fees	
TOTAL ADJUSTMENT	\$ 4,511.88

REASON FOR ADJUSTMENT:

Water Leak Adjustment

☐	Billing Error
☐	Incorrect Meter Reading
☒	Leak Adjustment
☐	Misapplied Payment
☐	Other
☐	Refund
☐	NSF Check Fee

PREPARED	Reina Barber
APPROVED	
PROCESSED	
POSTED	

Per SMC 12.20.060

DATE	4/8/2021
ACCT#	2589
NAME	North Star Cold Storage
ADDRESS	27100 Pioneer Hwy

	CONSUMP		Billing Periods
AVERAGE WTR	37,650 \$	5,625.88	02/03 MO
FOR 6 BILLING	66,350 \$	9,303.38	04/05 MO
CYCLE	98,360 \$	13,405.04	06/07 MO
	116,600 \$	15,742.23	08/09 MO
	124,730 \$	16,783.98	10/11 MO
	144,490 \$	20,003.01	12/01 MO
 AVERAGE	 98,030 \$	 13,477.25	
BILL FOR LEAK	158,060 \$	22,501.02	02/03 MO
OVERAGE	\$	<u>9,023.77</u>	
 50% ADJ FOR	 \$	 4,511.88	 ADJUSTMENT



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8f
DATE: May 13, 2021
SUBJECT: Salary Commission Re-Appointments
CONTACT PERSON: Sara Robinson, City Clerk
ATTACHMENTS: A - Ordinance 1306

PURPOSE

The purpose of this agenda item is for Council consideration of the Mayor's proposed re-appointments to the Stanwood Salary Commission.

BACKGROUND

The City Council adopted Ordinance 1306 (See Attachment A) in February 2012 establishing a five-member Salary Commission for the City of Stanwood. The role of the commissioners is to set the salary of the City Councilmembers and the Mayor. The commission is to meet between May 1 and July 31 of each year to determine whether or not salary adjustments for the following year are necessary. The Salary Commission did not meet in 2020 due to the Covid-19 pandemic to set 2021 salaries.

ANALYSIS

Each commissioner serves a three-year term and can be re-appointed for a second term by the Mayor with council ratification. Mr. Les Anderson's second term expired February 2021. Staff has posted numerous vacancy and recruitment efforts and has received no interested individuals seeking to fill the vacant position on the Commission. The vacant seat will remain posted until filled.

The Mayor is requesting re-appointment of Edythe Garvey to a second three-year term, Major Freeman to a second three-year term and Conner Lahtonen to a second three-year term. Nicole Gilligan's first three-year term expires February 2022.

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 re-appointments to the Salary Commission.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The Council may ratify the Salary Commission member a re-appointments as recommended by Mayor Callaghan.
2. The Council may not ratify the proposed board member re-appointments and direct staff to continue to seek applicants

PROPOSED MOTION

MOTION TO APPROVE THE SALARY COMMISSION MEMBER RE-APPOINTMENTS-

Edythe Garvey Three - year term (February 2020- February 2023)

Major Freeman Three - year term (February 2021- February 2024)

Conner Lahtonen Three - year term (February 2020- February 2023)

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

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

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

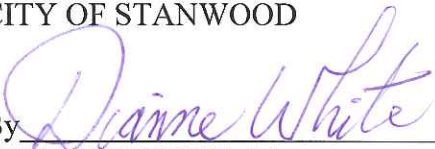
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

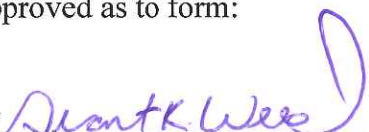
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: May 13, 2021

SUBJECT: Stanwood Civic Campus Discussion

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Contract Amendment #4 – Closing Out Previous Contract Amount

B – Contract Amendment #5 – Stanwood Commons Due Diligence

PURPOSE

The purpose of this agenda item is for Council approval of a contract amendment with Mackenzie Architects in the amount of \$80,400 to complete the due diligence study on the Stanwood Commons building as part of the civic campus project.

BACKGROUND

At the Council's April 22, 2021 Council meeting, the Council directed staff to conduct due diligence on the Stanwood Commons building as an option to locate a combined City Hall / Police Station in downtown Stanwood.

At the time of the meeting, the cost of preparing the due diligence report was still being determined. In keeping with the approved 2021 budget, the maximum contract amount for Mackenzie was set at \$100,000.00. The 2022 budgeted amount of \$50,000.00 was rolled forward to 2021 to cover needed survey, geotechnical, and structural analysis costs.

Mackenzie has prepared their scope and fee for the due diligence work and the total amount spent to date along with the revised scope of work exceeds \$100,000.00 approved by Council on April 22nd which requires approval by the City Council.

ANALYSIS

Mackenzie has prepared a scope of work to prepare a due diligence report on the Stanwood Commons building for the purpose of locating a combined City Hall / Police Station on the site. Work under the revised scope of work includes:

- Conducting a site visit by the architect and civil, structural, mechanical / plumbing and electrical engineers to conduct a preliminary evaluation of the building.
- Meeting with the Police Chief to determine if the department needs can be met in the building.
- Preparing a feasibility report which integrates their findings with the geotechnical and survey recommendations. Geotechnical and survey work is being completed by others.
- Prepare 3-D conceptual examples of potential exterior improvements.
- Prepare cost estimates for renovations and site improvements.
- Prepare and present findings to the Council at a future worksession.

The cost for this work is \$58,000.00. Staff has proposed adding a 20 percent contingency to the proposed fee to cover potential unknowns during the due diligence period. With contingency, the authorized amount would total \$80,400.00.

Fiscal Impact			
An amendment to the Mackenzie contract is needed to adjust the scope of work to reflect the due diligence work needed for the Stanwood Commons building. On April 22, 2021 Council approved a budget of \$100,000 and if the total amount spent to date exceeded approved contract amount, a budget amendment would be needed. The following is a summary of the Mackenzie contract spent to date and the proposed contract scope amendment to prepare the due diligence on the Stanwood Commons building. 2021 Mackenzie Contract Spent to Date: \$53,921.00 Stanwood Commons Due Diligence: \$58,000.00 Proposed 20% Contingency: <u>\$ 22,400.00</u> Total 2021 Contracted Amount: \$134,321.00 For clarity, the existing contract with Mackenzie will be closed out and a new amendment will be prepared for the due diligence work only. This new contract will include the due diligence work and the 20% contingency for a total contract amount of \$80,400.00. Once Council decides on a final direction, downtown or uptown, a new contract will be prepared with Mackenzie to prepare the building and site plans. There are sufficient funds in the building fund account to cover the additional costs.			
Fund(s):	594.18.62.11 Building Fund		
Amount:	\$100,000 in 2021 \$ 50,000 in 2022	Project Estimate:	\$134,321.00 Year to Date
Budget Authorized	☒ Yes ☐ No	Amendment Required	☒ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a civic campus in the Central District.

Committee/Board Recommendation:

Not Applicable. This discussion has been held with the entire Council at two work sessions: February 11 and March 8, 2021.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the contract amendment with Mackenzie and direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of providing a civic campus in the Central Downtown District.
2. Continue discussing options of how best to provide city hall and police services to the residents of Stanwood.

PROPOSED MOTIONS

MOTION TO AUTHORIZE THE MAYOR TO SIGN THE CONTRACT SCOPE OF WORK AMENDMENT WITH MACKENZIE IN THE AMOUNT UP TO, BUT NOT EXCEEDING \$80,400.00.

**SUPPLEMENTAL AGREEMENT NO. 4
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
CITY OF STANWOOD AND
MACKENZIE**

This Supplemental Agreement No. 4 is made and entered into on the 13th day of May, 2021, between the City of Stanwood, hereinafter called the "City" and Mackenzie, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for the Phase 1 – Stanwood Civic Campus Design Project, hereinafter called the "Project," said Agreement being dated June 13, 2019; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for an additional site development alternative analysis and to amend the total amount payable for this Agreement,

WHEREAS, part of the additional site development alternative analysis, the City has decided to prepare a due diligence analysis on the Stanwood Commons building to determine its potential as a combined City Hall / Police Department facility,

WHEREAS, an amendment to the Mackenzie Contract is necessary to conduct the due diligence study, and

WHEREAS, to efficiently manage the contracted funds, contract amendment #3 is being closed in its entirety and a new contract amendment will be prepared for the due diligence study,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services (Contract 2019-49) dated June 13, 2019, shall remain in full force and effect, except as modified in the following sections:

1. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph VI.1 Payments, Section (a), the second sentence is amended to deduct from the Consultant fee \$43,378.50 and shall read as follows: "...shall total payment under this agreement exceed \$251,388.50."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	<u>\$271,096.00</u>
Supplemental Agreement No.1	<u>\$0.00 (Date Extension)</u>
Supplemental Agreement No.2	<u>-\$73,629.00 (Close Out of Original Contract)</u>
Supplemental Agreement No.3	<u>\$97,300 (2021 Contract Amount)</u>
Supplemental Agreement No.4	<u>\$-43,378.50 (Close Out Unspent Funds From 2021 Contract Amount)</u>
Grand Total	<u>\$251,388.50</u>

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 4 as of the day and year first above written.

CITY OF STANWOOD

MACKENZIE

By _____
Elizabeth Callaghan
Mayor

By _____
Brett L Hanson
Associate Principal

Approved as to form:

Attest:

Standard Contract

Grant K. Weed, City Attorney

Sara Robinson, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 5
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
CITY OF STANWOOD AND
MACKENZIE**

This Supplemental Agreement No. 5 is made and entered into on the 13th day of May, 2021, between the City of Stanwood, hereinafter called the "City" and Mackenzie, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for the Phase 1 – Stanwood Civic Campus Design Project, hereinafter called the "Project," said Agreement being dated June 13, 2019; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for an additional site development alternative analysis and to amend the total amount payable for this Agreement,

WHEREAS, part of the additional site development alternative analysis, the City has decided to prepare a due diligence analysis on the Stanwood Commons building to determine its potential as a combined City Hall / Police Department facility,

WHEREAS, an amendment to the Mackenzie Contract is necessary to conduct the due diligence study, and

WHEREAS, to efficiently manage the contracted funds, contract amendment #3 was closed out in its entirety,

WHEREAS, attached Exhibit A includes the new scope of work for the Stanwood Commons building due diligence study,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services (Contract 2019-49) dated June 13, 2019, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A, attached hereto and by this reference made part of this Supplemental Agreement No. 5.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph VI.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of \$80,400.00 and shall read as follows: "....shall total payment under this agreement exceed \$331,788.50."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	<u>\$271,096.00</u>
Supplemental Agreement No.1	<u>\$0.00 (Date Extension)</u>
Supplemental Agreement No.2	<u>-\$73,629.00 (Close Out of Original Contract)</u>
Supplemental Agreement No.3	<u>\$97,300 (2021 Contract Amount)</u>
Supplemental Agreement No.4	<u>\$-43,378.50 (Close Out Unspent Funds From 2021 Contract Amount)</u>
Supplemental Agreement No.5	\$80,400.00 (Due Diligence on Stanwood Commons Building)
Grand Total	<u>\$331,788.50</u>

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 5 as of the day and year first above written.

CITY OF STANWOOD

MACKENZIE

By _____
Elizabeth Callaghan
Mayor

By _____
Brett L Hanson
Associate Principal

Approved as to form:

Attest:

Standard Contract

Grant K. Weed, City Attorney

Sara Robinson, City Clerk

Exhibit A
Mackenzie
Phase 1 – Stanwood Civic Campus Design Project
Scope of Services

April 29, 2021

City of Stanwood
Attention: Patricia Love
10220 270th Street NW
Stanwood, WA 98292

Re: **City Hall Campus – Option E Commons Bldg**
General Guidelines
Project Number 2190151.04

Dear Patricia:

GENERAL GUIDELINES FOR SOILS CONSULTANT

We recommend the soils investigation meet the following requirements:

1. Comply with the provisions of the International Building Code, 2018 Edition with Washington State Amendments, Chapters 1 and 18. If adopted by the jurisdiction, also comply with provisions of Appendix J.
2. Indicate foundation support of the structure and slabs, including soil bearing pressures, bearing elevations, foundation design recommendations, and anticipated settlement (both total and differential).
3. Provide general deep foundation recommendations (piles, geopiers, helical anchors, etc.) where deemed appropriate. If deep foundations (i.e., piles) are required, full analysis and design of capacity to carry pile loads, structural design, and specifications of the piles will be additional services.
4. Provide passive earth pressures and coefficient of friction.
5. Provide seismic design criteria, including spectral response acceleration at short periods (S_s) and spectral response acceleration at 1-second period (S_1), liquefaction potential, and site class.
6. Provide site specific seismic study as required by Code and/or statute for essential or hazardous occupancy classified buildings.
7. Describe anticipation and management of groundwater for design of structures and pavements.
8. Provide lateral earth pressures for design of walls below grade, including backfill and any surcharges and for the support of structures and pavements.
9. Indicate both asphalt and concrete pavement design. Obtain design life and vehicle loading criteria from owner.
10. Provide design criteria for temporary excavation and temporary protection, such as excavation sheeting, underpinning, and temporary dewatering systems.
11. Describe stability of slopes.



General Guidelines for Soils Consultant

12. Accomplish analysis of the effect of weather and/or construction equipment on soil during construction.
13. Analyze soils to ascertain present of potentially expansive, deleterious, chemically active, or corrosive materials or conditions, or presence of gas.
14. Evaluate depth of material requiring rock excavation and methods for removal.
15. Provide cut/fill slope recommendations.
16. Provide detailed description of required underslab and foundation drainage, including pipe sizes, slope, and spacing. This information shall be supplied to the project mechanical engineer or design/build mechanical contractor for inclusion in their design of building plumbing systems.
17. Provide construction review and inspection in compliance with the provisions of the International Building Code, 2018 Edition with Washington State Amendments, Chapters 1 and 18. If adopted by the local jurisdiction, also comply with Appendix J.
18. Information to be Solicited in Request for Soils Services:
 - a. Consultant must indicate guaranteed completion date.
 - b. Consultant must describe ability to provide information on CAD.
 - c. Consultant must prepare specifications compatible with A/E's specification format.
19. Contact the Civil Engineer to discuss potential locations and depths of infiltration testing required for design purposes. There will generally be a need for testing at up to 2 locations and up to 2 depths per location. In the absence of preliminary design information from the Civil Engineer, provide an initial feasibility assessment based upon relevant soils characteristics obtained from borings in conjunction with local agency criteria relating to groundwater buffer and contaminated soils.

Owner Information

Proposals shall be addressed to:

City of Stanwood
Attention: Patricia Love
10220 270th Street NW
Stanwood, WA 98292
(360) 454-5206
Patricia.Love@ci.stanwood.wa.us>



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a
DATE: May 13, 2021
SUBJECT: Six-Year Transportation Improvement Plan 2022-2027
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A - RCW 35.77.010
B – Map of Project Locations
C – Project Cost Spreadsheet
D – CIP 2021-2027
E – 20 Year Comp Plan Transportation Cost Estimates

PURPOSE

The purpose of this agenda item is for Council consideration of the proposed Six-Year Transportation Improvement Plan 2022 through 2027 (TIP). A Public Hearing is proposed for May 27, 2021 as required by RCW 35.77.010 (Attachment A) to adopt a six-year traffic improvement plan.

BACKGROUND

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

ANALYSIS

Staff reviewed the City's existing six-year TIP as well as future transportation improvement projects to update Stanwood's Six-Year TIP as required by RCW 35.77.010 (Attachment A).

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

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

SUMMARY OF CHANGES FOR 2022-2027

STREET PROJECTS	CHANGE	REASON
276 th Street Overlay and ADA Ramps	REMOVED	Will be completed in 2021
92 nd Ave NW	PROJECT NAME	New Name: 92 nd Ave NW Overlay

The Council adopted the 2021-2022 Biennial Budget which included the 2021-2026 Capital Improvement Plan. Transportation Improvement Plan project mirror the projects in the CIP. There are no budget impacts or cost to development the City's TIP; however, individual projects have been planned. Council understands that it is not a requirement to fund all projects that are listed on the TIP. However, the TIP provides the necessary foundation for the City to apply for State and Federal grant opportunities as well as analyzing and developing budget allocations sufficient to plan, engineer, permit, purchase right of way, and construct the proposed improvements as funds become available in the future. (Attachments D and E).

RECOMMENDATIONS

Staff Recommendation: Staff recommends a public hearing to be set for May 27, 2021 and recommends that the Six-Year TIP 2022-2027 be prepared for adoption by resolution.

Committee/Board Recommendation: The Public Works Committee reviewed and discussed the Six-Year Transportation Improvement Plan on April 5 and May 4, 2021. The Committee has expressed support for the proposed plan. Therefore, it is the committee's recommendation to present the proposed Six-Year TIP 2022-2027 to Council for review, to set a public hearing, and adoption by resolution prior to the July deadline.

CITY COUNCIL OPTIONS

1. Direct staff to set a Public Hearing for May 27, 2021 to adopt the Six-Year TIP as presented.
2. Send the proposed Six-Year TIP back to staff and the Public Works Committee for additional information, review, and revision.
3. Recommend changes to the Six-Year TIP for addition, subtraction, or alteration of projects to be brought back for final adoption.

RECOMMENDED MOTION

MOTION TO DIRECT STAFF TO SET A PUBLIC HEARING ON MAY 27, 2021 AND PREPARE THE RECOMMENDED SIX-YEAR TIP 2022 - 2027 FOR ADOPTION BY RESOLUTION.

RCW 35.77.010

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

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

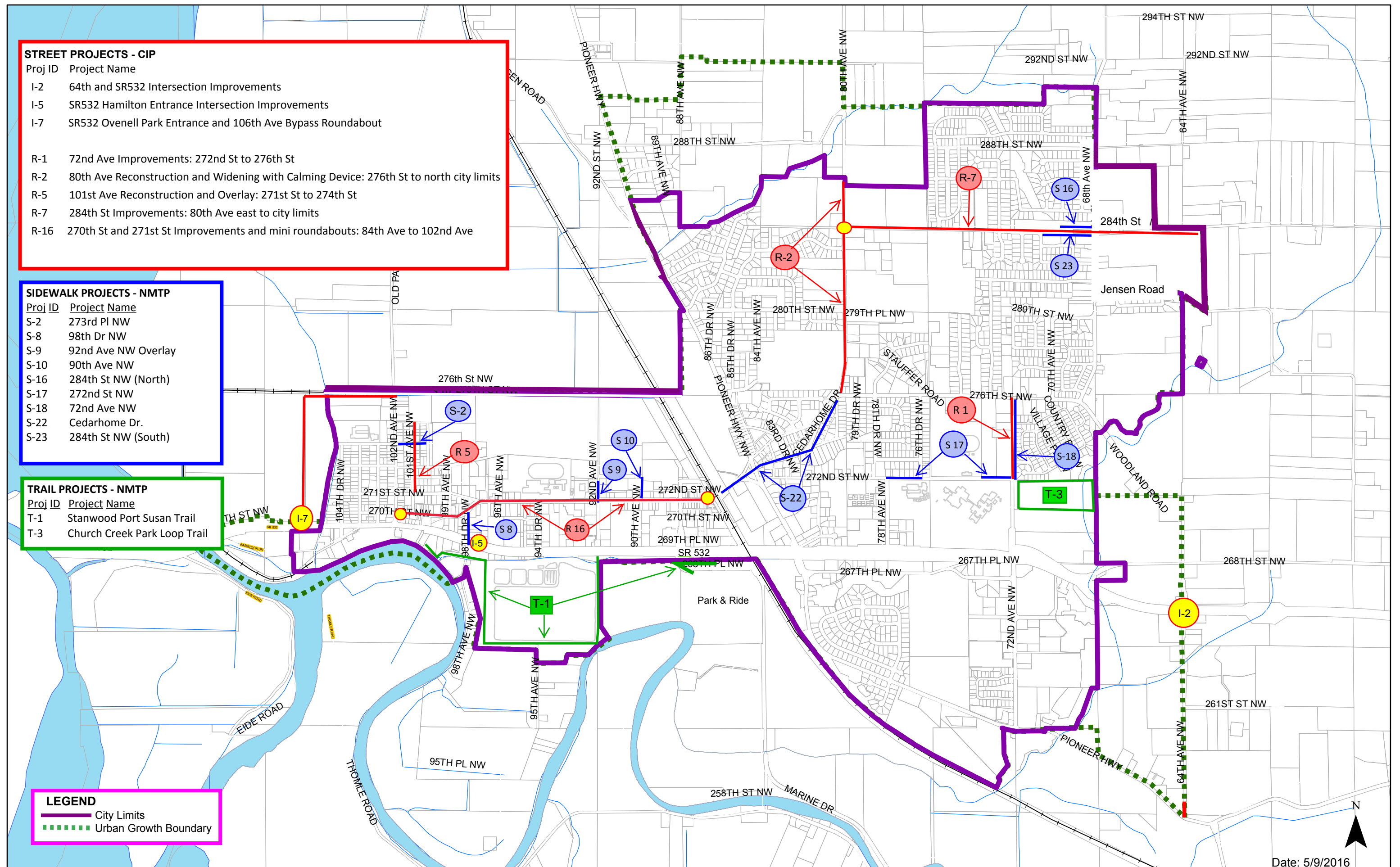
The program shall be filed with the secretary of transportation not more than thirty days after its adoption. Annually thereafter the legislative body of each city and town shall review the work accomplished under the program and determine current city transportation needs. Based on these findings each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

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

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

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

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



Priority No. / Proj No.	Transportation Capital Project		Funding	2022	2023	2024	2025	2026	2027	Fund Total
1 R-7	284th St Improvements		Other Grant Funding			\$ 622,000				\$ 622,000
	PE	\$ 1,244,000	TBD Funds							\$ -
	ROW	\$ 622,000	WSDOT Funds							\$ -
	CN	\$ 4,354,000	TIB Grant Funding							\$ -
	TOTAL	\$ 6,220,000	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th Street from 80th St NW east to city limits		Developer Funded							\$ -
			Local - City	\$ 500,000	\$ 744,000		\$ 4,354,000			\$ 5,598,000
			SUBTOTAL THIS PROJECT	\$ 500,000	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ -	\$ 6,220,000
2 S-9	92nd Ave NW Overlay		Other Grant Funding							\$ -
	PE	\$ 50,000	TBD Funds							\$ -
	ROW	\$ 50,000	WSDOT Funds							\$ -
	CN	\$ 100,000	TIB Grant Funding							\$ -
	TOTAL	\$ 200,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City	\$ 200,000						\$ 200,000
			SUBTOTAL THIS PROJECT	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
3 S-18	Sidewalk: 72nd Ave NW		Other Grant Funding							\$ -
	PE	\$ 25,000	TBD Funds							\$ -
	ROW	\$ 20,000	WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 295,000	PSRC/STP Funding							\$ -
	Comments: Include curb, gutter and construct missing sidewalk panels from 272nd St - 276th St		Developer Funded							\$ -
			Local - City	\$ 45,000	\$ 250,000					\$ 295,000
			SUBTOTAL THIS PROJECT	\$ 45,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000
4 S-2	Sidewalk: 273rd Pl NW		Other Grant Funding							\$ -
	PE	\$ 28,742	TBD Funds							\$ -
	ROW	\$ 60,510	WSDOT Funds							\$ -
	CN	\$ 83,200	TIB Grant Funding							\$ -
	TOTAL	\$ 172,452	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to the south side between 100th Ave and 102nd Ave		Developer Funded							\$ -
			Local - City	\$ 172,452						\$ 172,452
			SUBTOTAL THIS PROJECT	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,452
5 R-5	101st Ave Reconstruction & Overlay		Other Grant Funding - CDBG	\$ 660,000	\$ 1,980,000					\$ 2,640,000
	PE	\$ 660,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 1,980,000	TIB Grant Funding							\$ -
	TOTAL	\$ 2,640,000	PSRC/STP Funding							\$ -
	Comments: 101st Ave between 271st St and 274th St.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ 660,000	\$ 1,980,000	\$ -	\$ -	\$ -	\$ -	\$ 2,640,000

Priority No. / Proj No.	Transportation Capital Project		Funding	2022	2023	2024	2025	2026	2027	Fund Total
6	80th Ave Reconstruction & Widening with Calming Device		Other Grant Funding							\$ -
R-2	PE	\$ 1,406,000	TBD Funds							\$ -
	ROW	\$ 703,000	WSDOT Funds							\$ -
	CN	\$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL	\$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between aprox. 276th St to north city limits. Calming device at 80th & 284th intersection.		Developer Funded							\$ -
			Local - City	\$ 1,406,000	\$ 5,624,000					\$ 7,030,000
			SUBTOTAL THIS PROJECT	\$ 1,406,000	\$ 5,624,000	\$ -	\$ -	\$ -	\$ -	\$ 7,030,000
7	SR532 Ovenell Park Entrance and 106th Ave Bypass Roundabout		Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
I-7	PE	\$ 330,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding		\$ 330,000					\$ 330,000
	Comments: 276th St from 102nd Ave to 106th Ave to SR532		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
8	Sidewalk: 72nd Ave Improvements		Other Grant Funding - SRTS							\$ -
R-1	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: 272nd St - 276th St add curb and gutters, and construct sidewalk panels at missing locations		Developer Funded							\$ -
			Local - City		\$ 270,000					\$ 270,000
			SUBTOTAL THIS PROJECT	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
9	SR532 Hamilton Entrance Intersection		Other Grant Funding		\$ 525,000	\$ 275,000	\$ 2,700,000			\$ 3,500,000
I-5	PE	\$ 525,000	TBD Funds							\$ -
	ROW	\$ 275,000	WSDOT Funds							\$ -
	CN	\$ 2,700,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ -	\$ -	\$ 3,500,000
10	Sidewalk: 272nd St NW		Other Grant Funding		\$ 20,000	\$ 250,000				\$ 270,000
S-17	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 78th Ave.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 270,000

Priority No. / Proj No.	Transportation Capital Project		Funding	2022	2023	2024	2025	2026	2027	Fund Total
11 S-16	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on north side between 68th St to 69th St		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
12 S-10	Sidewalk: 90th Ave NW		Other Grant Funding							\$ -
	PE	\$ 20,814	TBD Funds							\$ -
	ROW	\$ 43,820	WSDOT Funds							\$ -
	CN	\$ 60,250	TIB Grant Funding							\$ -
	TOTAL	\$ 124,884	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to west side of 90th between north of 271st St and 272nd St		Developer Funded							\$ -
			Local - City				\$ 124,884			\$ 124,884
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ 124,884	\$ -	\$ -	\$ 124,884
13 S-8	Sidewalk: 98th Dr. NW		Other Grant Funding							\$ -
	PE	\$ 20,540	TBD Funds							\$ -
	ROW	\$ 43,240	WSDOT Funds							\$ -
	CN	\$ 59,460	TIB Grant Funding							\$ -
	TOTAL	\$ 123,240	PSRC/STP Funding							\$ -
	Comments: Add sidewalk on east side of 98th Dr. between SR532 and 270th St		Developer Funded							\$ -
			Local - City			\$ 123,240				\$ 123,240
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240
14 S-23	Sidewalk: 284th St NW		Other Grant Funding							\$ -
	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave		Developer Funded							\$ -
			Local - City			\$ 185,880				\$ 185,880
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880
15 S-22	Sidewalk: Cedarhome Drive NW		Other Grant Funding					\$ 714,612		\$ 714,612
	PE	\$ 119,102	TBD Funds							\$ -
	ROW	\$ 250,740	WSDOT Funds							\$ -
	CN	\$ 344,770	TIB Grant Funding							\$ -
	TOTAL	\$ 714,612	PSRC/STP Funding							\$ -
	Comments: South Side between 271st St and 276th St		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ -	\$ 714,612

Priority No. / Proj No.	Transportation Capital Project		Funding	2022	2023	2024	2025	2026	2027	Fund Total
16	64th and SR532 Intersection		Other Grant Funding							\$ -
I-2	PE	\$ 525,000	TBD Funds							\$ -
	ROW		WSDOT Funds						\$ 3,500,000	\$ 3,500,000
	CN	\$ 2,975,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532		Developer Funded							\$ -
Local - City									\$ -	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	
17	270th St and 271st St Improvements with mini roundabouts		Other Grant Funding						\$ 3,000,000	\$ 3,000,000
R-16	PE	\$ 200,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 3,000,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,200,000	PSRC/STP Funding							\$ -
	Comments: from 84th to 102nd Ave, widen sidewalks, add landscaping medians, add mini roundabouts on the east and west ends.		Developer Funded							\$ -
Local - City								\$ 200,000	\$ 200,000	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 3,200,000	
TOTAL PROJECT COST ESTIMATE				\$ 2,983,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,131,948

Other Grant Funding	\$ 660,000	\$ 2,525,000	\$ 1,847,000	\$ 5,170,000	\$ 714,612	\$ 3,000,000	\$ 13,916,612
TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WSDOT Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
TIB Grant Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PSRC/STP Funding	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
Developer Funded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local - City	\$ 2,323,452	\$ 6,888,000	\$ 495,000	\$ 4,478,884	\$ -	\$ 200,000	\$ 14,385,336
TOTAL PROJECT COST ESTIMATE	\$ 2,983,452	\$ 9,743,000	\$ 2,342,000	\$ 9,648,884	\$ 714,612	\$ 6,700,000	\$ 32,131,948

City of Stanwood

Multi-Year Capital Project

Project:	80th Ave. Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Widen and enhance 80th Avenue from 276th Street to City Limits
Project Manager:	Shawn Smith	Justification:
Year Identified:	2014	
Completion Year:	2025	Widen street and provide sidewalks on both sides for safe pedestrian/biking.
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	80th Avenue, from 276th St. to City Limits will be widened to the city's current standard and will include curb, gutter, planter strip and sidewalk on both sides. Much will be developer funded due to the large parcels that will develop in the future and build frontage improvements. This project includes traffic calming at the intersection of 284th, 280th and 276th. Intersection studies will be necessary to determine feasibility.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	276th to City Limits	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Sources
Developer Contribution	\$ -	\$ -	\$ -	\$ -	\$ 1,406,000	\$ 703,000	\$ 4,921,000	\$ -		\$ 7,030,000
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ 1,406,000	\$ 703,000	\$ 4,921,000	\$ -		\$ 7,030,000
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Uses
Design, Engineering & Permitting	\$ -	\$ -	\$ -	\$ -	\$ 1,406,000	\$ -	\$ -	\$ -		\$ 1,406,000
Acquisition & ROW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 703,000	\$ -	\$ -		\$ 703,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,921,000	\$ -		\$ 4,921,000
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total Uses	\$ -	\$ -	\$ -	\$ -	\$ 1,406,000	\$ 703,000	\$ 4,921,000	\$ -		\$ 7,030,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Project Updates:

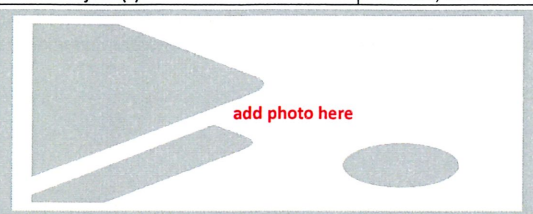
City of Stanwood
Multi-Year Capital Project

Project:	284th St. Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Widen 284th Street from 80th Avenue to City Limits.
Project Manager:	Shawn Smith	Justification:
Year Identified:	2014	
Completion Year:	2026	Widen street and provide sidewalks on both sides for safe pedestrian/bicyclists.
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	284th St., from 276th St. to City Limits, will be widened to the city's current standard and will include curb, gutter, planter strip and sidewalk on both sides. Much will be developer funded due to the large parcels that will develop in the future and build frontage improvements. This project includes traffic calming at the intersection of 284th St.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	80th to City Limits	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	Annual Sidewalk Improvement	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Sidewalk improvements on segments listed.
Project Manager:	Shawn Smith	Justification:
Year Identified:	Annual Maintenance	
Completion Year:	N/A	New and improve sidewalks for pedestrians and safe routes to school.
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Additional sidewalks on one side of the street, filling in missing sections on alternating sides and ensuring safe
Project Priority:	N/A	walkways to school. Street sections are 92nd Ave between 271st and Heritage Park, 272nd St. between 72nd Ave
Project Score:	N/A	and 78th Ave., 273rd Pl. between 100th Pl and 102nd Ave., 98th Dr. between SR 532 and 270th, Cedarhome Dr.
Asset Category:	Streets	between the Viaduct and 276th St, 90th Ave between 271st and 272nd, and 72nd Ave. between 268th and 276th.
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	
		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	Annual Street Overlays	Project Overview: Overlay and ADA upgrades of street segments listed. Applying for annual TIB grants. Justification: Annual maintenance to city streets extend the useful life of the street Detailed Project Description: Asphalt overlay and ADA upgrades on 276th from 73rd to east city limits on Woodland Road. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacement of ADA ramps at intersections that don't meet current standards . Asphalt overlay and ADA upgrades on 72nd Avenue from SR532 to Pioneer Highway. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacement of ADA ramps at intersections that don't meet current standards . Asphalt overlay and ADA upgrades on 68th Avenue from 276th/Woodland north to city limits. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacment of ADA ramps at intersections that don't meet current standards. Operating Impacts:
Tracking Fund:	103 Street Construction	
Department:	Public Works	
Project Manager:	Shawn Smith	
Year Identified:	Annual Maintenance	
Completion Year:	N/A	
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	
add photo here		

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

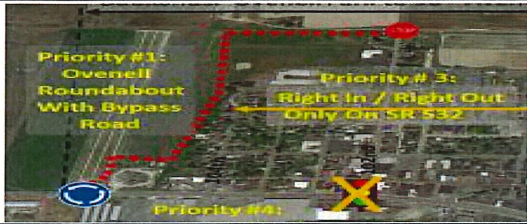
Project:	SR532 Intersection Improvements	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Construct roundabout at SR532 Intersections and modify intersection at 102nd along with landscaped medians
Project Manager:	Shawn Smith	Justification:
Year Identified:	2021	Safety factor and traffic flow improvements
Completion Year:	2026	
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Two roundabout installations are planned for the 98th access and the future Ovenell Park entrance along the SR532 coridor to improve traffic flow and reduce the number of accidents. Additionally, the existing intersection at 102nd Ave will be revised, along with landscaped medians to allow for right-in/right-out movements. Roundabouts will be utilized for vehicle who normally would make left turns; however, this is dangerous and the roundabout serves as a "u-turn" to access business located on the south side of SR 532.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various on SR 532	
Related Projects(s):	106th Bypass	Project phasing: 2022-2023 will be design, engineering and permitting work for the Ovenell access roundabout 2024 will be construction of the Ovenell access roundabout 2025 will be design, engineering and permitting work for the 98th access roundabout 2026 will be construction of the 98th access roundabout Future improvements will include 102nd intersection modifications and landscaped medians along the SR532 coridor
		FUNDING SOURCES ARE PROPOSED TO BE TRANSPORTATION DEBT ISSUED WITH ANNUAL DEBT SERVICE PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS
		Operating Impacts:
		Maintenance of roundabout middle sections which include landscaping, art features and wayfinding

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Sources
Grant - TIB	\$ -	\$ -	\$ -	\$ 525,000	\$ -	\$ -	\$ 525,000	\$ -		\$ 1,050,000
Transfer In - from TBD	\$ -	\$ -	\$ -	\$ -	\$ 75,000					\$ 75,000
Transfer In - from Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ 200,000					
Debt-Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000		\$ 2,975,000		\$ 5,675,000
Total Sources	\$ -	\$ -	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ 525,000	\$ 2,975,000		\$ 7,000,000
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Uses
Design, Engineering & Permitting	\$ -	\$ -	\$ -	\$ 525,000	\$ -	\$ -	\$ 525,000	\$ -		\$ 1,050,000
Acquisition & ROW	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -		\$ 275,000
Construction Schedule:										
Ovenell Access & 106th Roundabout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000	\$ -	\$ -		\$ 2,700,000
98th Access Roundabout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,975,000		\$ 2,975,000
Total Uses	\$ -	\$ -	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ 525,000	\$ 2,975,000		\$ 7,000,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	106th Bypass	Project Overview:
Tracking Fund:	103 Street Construction	This project will construct a bypass from Old Pacific Hwy/102nd Avenue. The project will consist of a roundabout at SR 532 and Ovenell Park and then provide a new road (106th Avenue) north, to 276th Street at 102nd Avenue.
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:	2021	Safety and traffic flow improvement
Completion Year:	2024	
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	A roundabout will be constructed on SR 532 at the entrance to the Ovenell Park. A new road will be constructed to the north through an existing field. This road will connect into 102nd Avenue at the intersection of 276th St. There may be a roundabout or other intersection control at this location.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	SR532/Ovenell Park	FUNDING SOURCES ARE PROPOSED TO BE TRANSPORTATION DEBT ISSUED WITH ANNUAL DEBT SERVICE PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS
Related Projects(s):	Ovenell Access Roundabout	

[illegible]

Project Updates:

**City of Stanwood
Multi-Year Capital Project**

Project:	101st Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	Reconstruct 101st Street with new sidewalk, drainage improvements and a new southwest access to Heritage Park Justification: Significant flooding and poor drainage system affecting multiple property owners Detailed Project Description: Project will identify existing ROW to allow for total reconstruction of 101st. Once ROW has been established a design will be drafted to include new sidewalk, road surface, drainage improvements, water line improvements and potential access to Heritage Park.

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Sources
Grant-CDBG or SRTS	\$ -	\$ -	\$ 660,000	\$1,098,000	\$ -	\$ -	\$ -	\$ -		\$ 1,758,000
Transfer In - from Drainage Fund 411	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 250,000
Transfer In - from Water Fund 422	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -		\$ 750,000
Transfer In - from Sewer Fund 403	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Total Sources	\$ -	\$ 250,000	\$ 660,000	\$1,848,000	\$ -	\$ -	\$ -	\$ -		\$ 2,758,000
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Uses
Design, Engineering & Permitting	\$ -	\$ 250,000	\$ 660,000	\$ -		\$ -	\$ -	\$ -		\$ 910,000
Acquisition & ROW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Construction	\$ -	\$ -	\$ -	\$1,848,000	\$ -	\$ -	\$ -	\$ -		\$ 1,848,000
Total Uses	\$ -	\$ 250,000	\$ 660,000	\$1,848,000	\$ -	\$ -	\$ -	\$ -		\$ 2,758,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Project Updates:

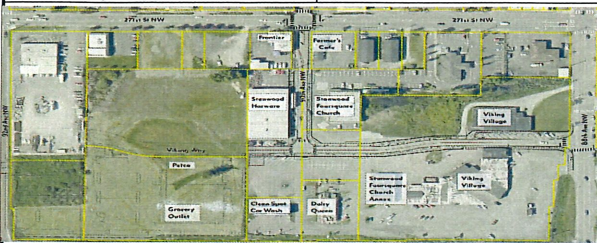
City of Stanwood
Multi-Year Capital Project

Project:	Main Street Improvements	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Reconstruct and beautification of Main Street along 270th and 271st
Project Manager:	Shawn Smith	Justification:
Year Identified:	2021	
Completion Year:	2027	Safety and main street traffic flow
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Streetscaping, landscaped medians, mini roundabouts, bike lane, wider sidewalks, cross walk improvements
Project Priority:	N/A	
Project Score:	N/A	FUNDING SOURCES ARE PROPOSED TO BE TRANSPORTATION DEBT ISSUED WITH ANNUAL DEBT SERVICE PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS
Asset Category:	Street, Sidewalk, Utility	
Address/Location:	270th and 271st	
Related Projects(s):	City Beautification	
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	Viking Way-90th Ave	Project Overview:	
Tracking Fund:	103 Street Construction		
Department:	Public Works	Justification:	Construct Viking Way and 90th Ave
Project Manager:	Shawn Smith		
Year Identified:	1980		
Completion Year:	2023		
Strategic or Master Plan Reference:	TIP	Detailed Project Description:	Improve mobility through the local community, enhance driver safety at 92nd and provide an alternative to SR532
Program Reference:	N/A		
Project Priority:	N/A		
Project Score:	N/A		
Asset Category:	Street, Utilities		
Address/Location:	Viking Way-90th Ave		
Related Projects(s):	N/A		
			2021 Phase II of the project includes design of Viking Way to continue west through what is currently the PUD pole yard. Funding for the project comes from federal and state grants, utility funds and TBD sources. Once design has been completed and the ROW need identified, ROW negotiations and acquisition will take place. An additional grant through PSRC (perhaps RTCC) will be sought with a local match to purchase ROW. Once ROW is secured the construction phase will commence and an additional grant will be sought again through PSRC with a local match from TIF.
		Operating Impacts:	

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project

Project:	Pioneer Hwy Main Line Replacement	Project Overview:
Tracking Fund:	403 Sewer	Install new upsized sewer mains in Pioneer Highway along Fox Hill and from SR532 to the viaduct Justification: Increased capacity for future growth
Department:	Public Works - Wastewater	
Project Manager:	Shawn Smith	
Year Identified:	2019	
Completion Year:	2021	
Strategic or Master Plan Reference:	Sewer Master Plan	Detailed Project Description:
Program Reference:	N/A	One portion of this project replaces and upsizes 650 lineal feet of 8 inch sewer line to 15 inch along the northwest side of the Fox Hill development. The other portion replaces and upsizes the sewer main from SR532 to the viaduct. The third section replaces the pipe from 86th Dr. to the viaduct.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Collection	
Address/Location:	Pioneer Hwy	
Related Projects(s):	N/A	
		Operating Impacts:

[illegible]

Project Updates:

ATTACHMENT E

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

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