

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, May 27, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, May 27, 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. Stanwood Sno-Isle Library District Update – Charles Pratt 4-1
5. **CITIZEN COMMENTS**

Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
6. **STAFF REPORTS**
 - a. Police Compstat Report– April 2021 6-1
7. **COMMITTEE REPORTS**
 - a. Economic Development Board Meeting Minutes - April 16, 2021 7-1
 - b. Parks and Trails Advisory Committee Meeting Minutes - April 19, 2021 7-3
 - c. Public Works Committee Meeting Minutes - March 1, 2021 7-8
April 5, 2021 and May 3, 2021
8. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 8-1
 - b. Approve May 13, 2021 Regular City Council Meeting Minutes 8-7
 - c. Approve May 13, 2021 Special Workshop Meeting Minutes 8-12
9. **OLD BUSINESS**
 - a. Discussion - Proposed Six-Year Transportation Improvement Plan 2022-2027 Updates 9-1
10. **New Business**
 - a. Authorize the Mayor to Sign the Heritage Park Project Contract Change Order 10-1
 - b. Authorize the Mayor to Sign an On-Call Task Order with Blueline Group LLC Planning for Professional Planning Support Services 10-5
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:

June 10, 2021 Regular Meeting
June 24, 2021 Regular Meeting
July 08, 2021 Regular Meeting
July 22, 2021 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 4a
DATE: May 27, 2021
SUBJECT: Stanwood Sno-Isle Library District Update
CONTACT PERSON: Charles Pratt, Managing Librarian
ATTACHMENTS: A – Annual report

SUMMARY STATEMENT

Stanwood Library Managing Librarian, Charles Pratt will be providing an update for the Sno-Isle Library District.



Stanwood Library

2020-2021

February 2021:
What we were used
to and did well.....



March 13th, 2020
What came next....





SO WHAT NOW?

Sno-Isle Reintroduction Planning Stages

- Developed in Spring 2020
- Shaped by guidance from elected leaders and public health officials and organizations
- “Monitor and adapt”

Stage	Description
5	<u>Closed to public, no staff working on-site</u>
4	<u>Closed to the public, staff can work in buildings</u>
3	<u>Limited physical service, public library space closed, "take out" service</u>
2	<u>Limited In-Building Services with Social Distancing (CURRENT STAGE)</u>
1	<u>Open without imposed limitations</u>

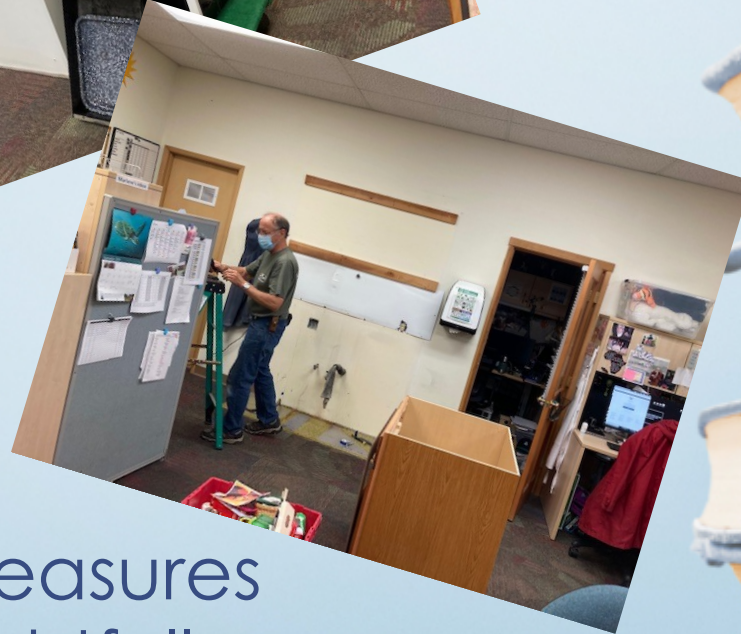
Stage 5: Late March - Late May



- Regroup and create plan
- Keep staff invested and involved
- Stay connected with the community



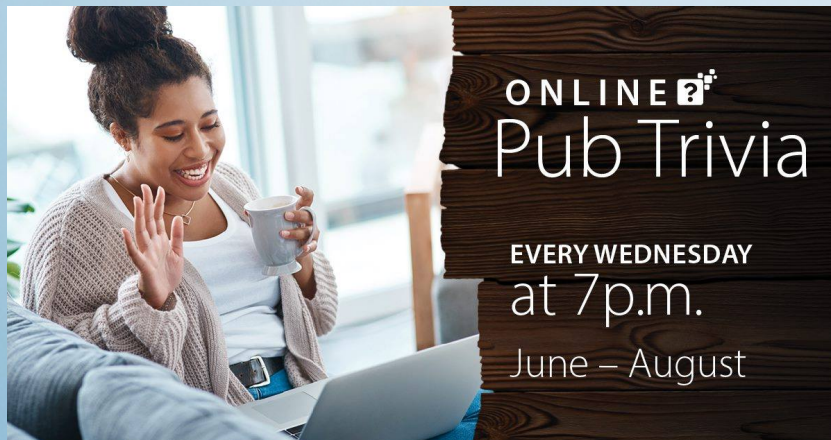
Stage 4: Late May – Mid June



- Stop gap/transitional measures
- Move quickly and thoughtfully
- Best use of this time?



Stage 3: Mid June – Early November



stay-at-home storytimes

Share fun stories, songs, rhymes and activities to help inspire a love of reading in young children.

 baby Mondays 10 a.m. Tuesdays 11 a.m. Wednesdays 11 a.m. Thursdays 9 a.m.	 preschool Mondays 11 a.m. Tuesdays 9 a.m. Wednesdays 10 a.m. Fridays 10 a.m.
 toddler Mondays 9 a.m. Tuesdays 10 a.m. Wednesdays 9 a.m. Thursdays 11 a.m.	 family Tuesdays 7 p.m. Thursdays 10 a.m. Saturdays 10 a.m.

 **Zoom Event. Register for link: sno-isle.org/events**
Please consider signing in to Zoom using your child's name.

A link to join the event via Zoom will be sent to registered participants the day of the event. If you don't see the email an hour before the event, check your spam folder. You can access Zoom in your computer's browser, or download the app for free on an Apple or Android device. You do not need to have your own Zoom account in order to participate.

sno-isle.org
Accommodations for people with disabilities will be provided upon request. Please contact your library with two weeks advance notice.

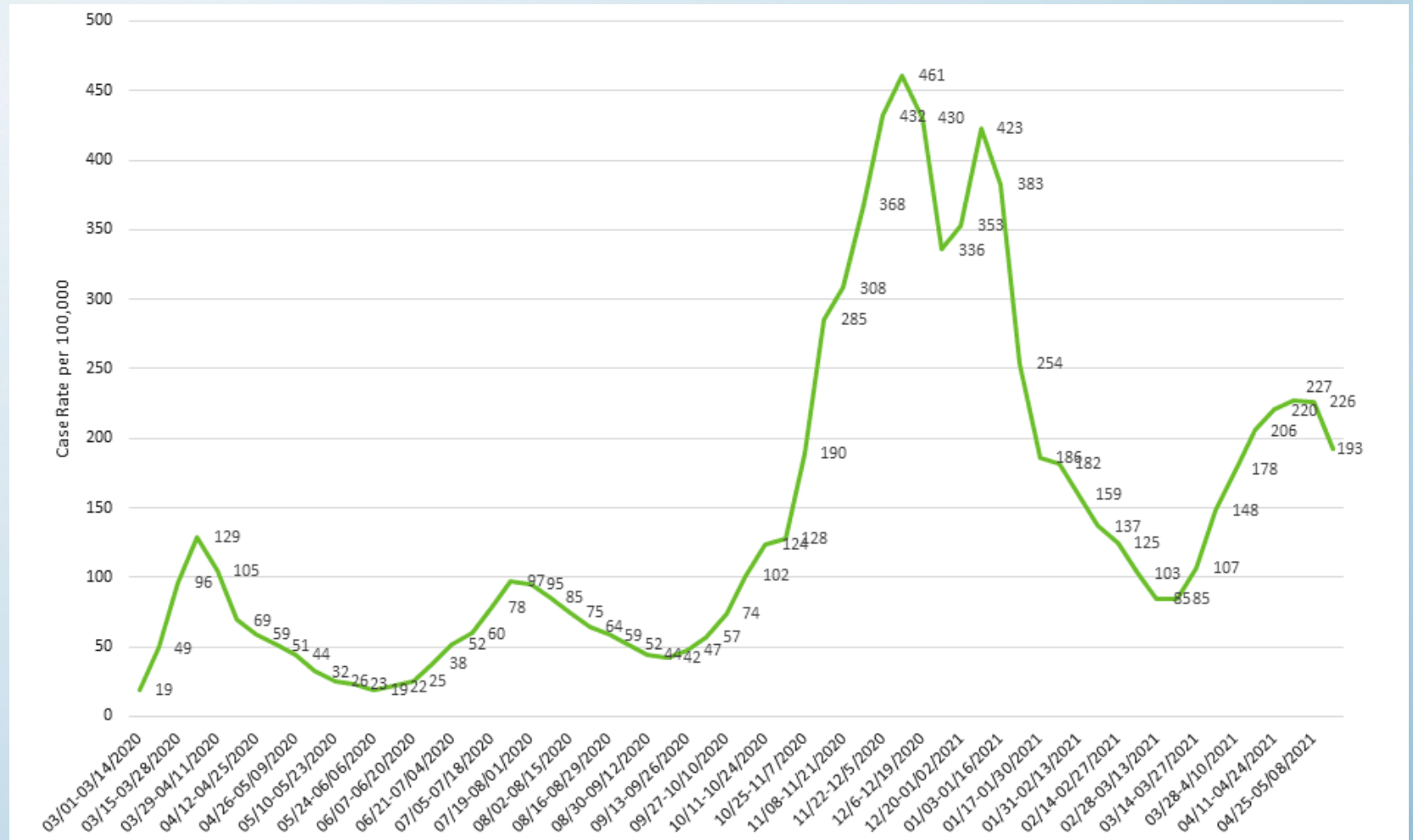
SNO-ISLE
LIBRARIES

- Returns and Holds available
- New ways to think about programming
- Focus on safety for staff and customers

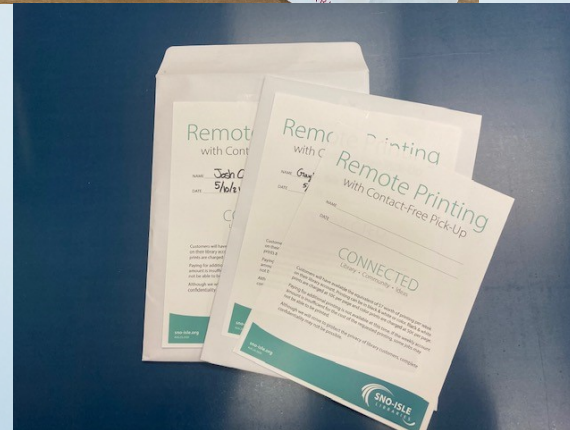
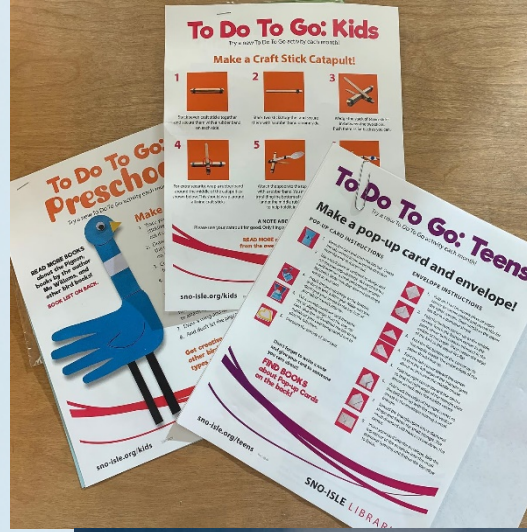


Stage 4: Planned for early November, BUT...

SNOHOMISH COUNTY COVID-19 CASE RATE PER 100,000 FOR 2-WEEK ROLLING PERIOD (UPDATED MONDAYS)



Stage 3 Extended: November – Early March



- “Monitor and Adapt”
- Staff creativity kicks into overdrive
- Still looking forward and planning



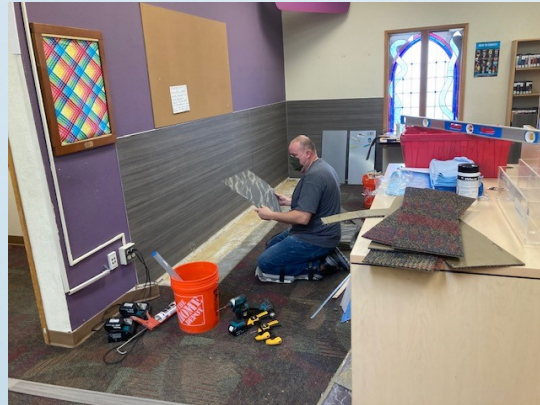
Stage 4 (Finally!): Early March – Early May



- Customer on site! (Meeting Room only)
- Location specific challenges @ Stanwood
- Still looking forward and planning



Stage 4.5 prep: Stanwood had to be different!



- Working with what we have
- Short window for a LOT of work
- Things will look & feel a little different



Stage 4.5: Early May – Right Now



- Things will look & feel a little different
- Some new guidelines
- “Monitor and adapt”



Keeping Partnerships Strong



- A real challenge in a pandemic
- Limitations (within and without)
- As important as ever





What's Next?

THANK YOU!

**CHARLES PRATT
MANAGING LIBRARIAN
360-629-3132 X 5320
CPRATT@SNO-ISLE.ORG**



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: May 27, 2021
SUBJECT: Police Compstat Report
CONTACT PERSON: Chief Rob Martin
ATTACHMENTS: April 2021 Compstat Report

SUMMARY STATEMENT

Attached is the April 2021 Compstat Report for council review.

Stanwood Police Department

April 2021

Administrative Personnel

Chief Rob Martin

Sergeant Karl Gilje

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

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



COMPSTAT REPORT

Type of Crime	April 2021	Year to Date 2021	April 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	0	0	1	2
Robbery	0	0	0	0
Assault	4	13	1	15
Burglary	0	0	2	4
Larceny	7	26	9	20
Motor Vehicle Theft	0	3	3	4
General	April 2021	Year to Date 2021	April 2020	Year to Date 2020
Calls for Service (Incidents)	759	3054	762	2523
Case Reports	41	183	43	149
Traffic Collisions	9	28	3	20
Arrests (Adult/Juvenile)	14	50	9	49
Drug Arrests	0	0	0	2
Warrant Arrests	0	11	0	6
Impaired Driving Arrests	2	8	0	3
Infractions Issued	24	66	7	32
Public Disclosure Requests	33	112	34	123
Concealed Pistol Licenses Issued	47	220	35	96
Pistol Transfer Checks	40	180	46	107
Fingerprinting & Approx. timeframe	22=5.5 hrs	100=25 hrs	13=3.25 hrs	77=19.25

City Collisions for April Totals: 9					
Date	Case Number	Location	H & R	Injured	Reason
4/9/2021	2021-2511	26700 Block of Florence Rd		x	Inattentive/Failure to stop
4/12/2021	2021-2571	7200 Block of 267th St NW	x		Hit & Run/Exit parking stall
4/13/2021	2021-2600	26700 Block of 72nd Ave NW			Following too Close
4/17/2021	2021-2689	7300 Block of 268th St NW			Failure to yield
4/20/2021	2021-2762	7200 Block of SR 532			Following too Close
4/23/2021	2021-2855	8800 Block of SR 532			Follow too close/Failure to stop
4/29/2021	2021-2984	8800 Block of 268th Ave NW			Follow too close/Failure to stop
4/29/2021	2021-2991	27000 Block of 102 Ave NW			Inattentive/Failure to yield
4/30/2021	2021-3023	7200 Block of 267th Pl NW			Backed into vehicle on roadway

Stanwood School Dist. Resource Officer (SRO) Activity Report

No Report

Stanwood Police Department

Detective Report

April 2021 Newsletter

April 2021



Stanwood Case 2021-2630 Theft

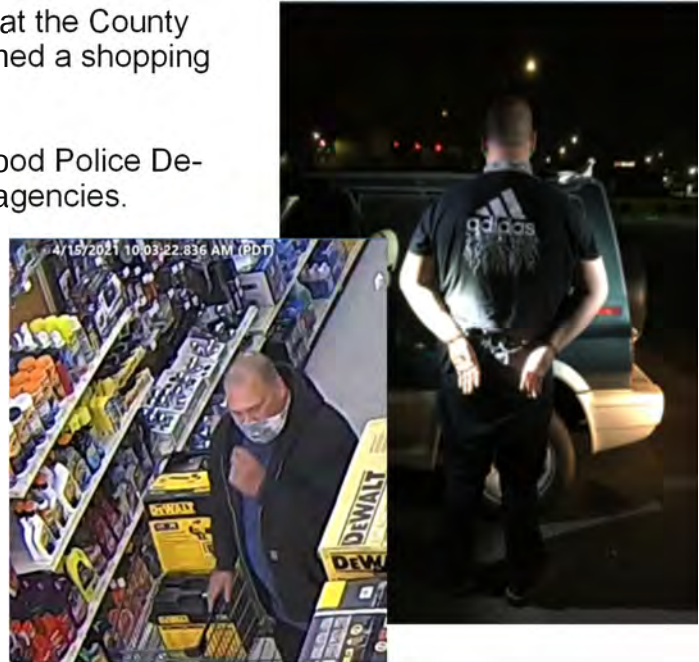
On 04-15-2021 Deputy Scott responded to a theft complaint at the County Store. The store manager reported the theft after a man pushed a shopping cart full of merchandise through an emergency exit door.

Images of the subject and his car were posted on the Stanwood Police Department Facebook page and sent to area law enforcement agencies.

The subject and his vehicle were identified by officers with the Arlington Police Department.

Deputy Scott and Detective Martin attempted contact with the man at an address in the Island Crossing area of Arlington. The subject was not there, but a resident provided a statement confirming the man's identity after viewing images of the theft suspect and his car.

On 05-06-2021 the subject was contacted by Arlington Police during a traffic stop. Deputy Schrader arrested and booked the subject into the Snohomish County Jail.



Update Stanwood Case 2021-0745 Organized Retail Theft



On 03-11-2021 Deputy Chitwood and Detective Martin attempted contact with the female suspect at her apartment in Marysville. Neighbors reported the woman was home, but she did not respond to knocking on her apartment door.

The charge of Organized Retail Theft has been referred to the Prosecutor's Office.

Stanwood Case 2021-2916 Fraud

On 04-26-2021 the branch manager of a bank in Stanwood contacted the police to report fraud associated with 92-year-old woman's account. The bank staff reported concerns to Adult Protective Services after the victim made several large withdrawals from her account, followed by charges at FedEx and the United States Post Office.

The bank's investigation revealed the woman received notice she was a potential winner of the Publishers Clearing House sweepstakes. During the victim's subsequent contact with several unknown subjects by phone and e-mail, arrangements were made for her to pay fees via cashier's check and cash in excess of \$30,000.00.

The bank froze the victim's bank account to prevent further loss.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: May 27, 2021
SUBJECT: Economic Development Board Meeting Minutes
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – April 16, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 16, 2021 Economic Development Board meeting are attached to this staff report for approval as presented.



Economic Development Board Meeting Agenda April 16, 2021

The April 16, 2021 Economic Development Board Meeting held via Zoom, was called to order at 7:33 a.m.

Board Members in Attendance:

Les Anderson, Kristine Birkenkopf, Brandy Timmer, Randy Heagle

Absent: Dave Pelletier, John Anderson, Blake Arnold

Staff Members in Attendance:

Jennifer Ferguson, Amy Bergemeier, Patricia Love, Krista Hintz, Sara Robinson

Also known to be Present: Anthony Gromko - WSU, Earll Murman - LION, Andy Meyer - AWC

Approval of Minutes:

The minutes of March 19, 2021 were approved as written.

Local Investment Networks (LINs) Informational Session Planning:

The ED Board was interested in more information about LINs and to start the planning for an information meeting where we would invite community stakeholders to learn about LINs. Anthony Gromko, Andy Meyer, and Earll Murman gave a presentation on their experiences with LIN's and the Board started the informational session planning.

The Board enjoyed the presentations and are interested in getting more understanding on LIN's and how to bring it into practice for the City of Stanwood businesses.

Park & Recreation Feasibility Study Introduction:

Patricia Love presented to the board more information on the process going into a possible Parks Department. The 2021 / 2022 biennial budget and associated work plan includes the development of a Parks & Recreation Feasibility Study. The purpose of this study is to help the City determine how best to provide parks, recreational services and tourism initiatives are delivered to the Stanwood / Camano community. Next month the Board will be getting very involved in the Feasibility Study.

Adjourn: 8:40am

Next meeting: May 21, 2021 @ 7:30am



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: May 27, 2021

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Manager

ATTACHMENTS: A – April 19, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 19, 2021 Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented.



Parks and Trails Advisory Committee

Meeting Minutes

April 19, 2021

Zoom meeting – virtual attendance

Call to Order & Attendance: 3:03pm

Present:

Matt Withers
Gordon Bell
Dave Hall

Gordy Holmes
Lisa Bruce
Rick Hawkins

Staff:

Carly Ruacho
Amy Bergemeier
Patricia Love

Absent: David Moynahan

Also known to be present: Councilmember Steve Shepro

Citizen Comments: N/A

Approval of Minutes:

The March 2021 Meeting Minutes were approved as submitted.

Parks Feasibility Study Introduction:

For several years, the Parks and Trails Advisory Committee (PTAC) and members of the public have been requesting that the City hire a full time Parks and Recreation Director. However, prior to hiring a Director and/or staffing a new department, the City needs a plan and vision for what the future of parks and recreation may look like in the City, what types of service models should be considered, and a funding mechanism to support recreational programming.

Berk will attend the PTAC's May 17, 2021 meeting to facilitate a discussion with the entire Committee regarding how the City could provide parks and recreation services to the community moving forward. During the next month, please think about how you envision City of Stanwood parks and recreation operations in the future including facilities, programs, and levels of service for various maintenance and operational aspects. What is the City currently doing well that should continue? What should be changed? What new elements should be added? Please come to the next meeting prepared to present and discuss any items that you feel need to be considered as recommendations and options for future parks operations are developed. This is the perfect opportunity to speak to your vision for our parks system and raise any issues or concerns, even if longstanding and previously raised with staff or in past PTAC meetings.

The group will need to select one PTAC member who will serve on a larger Advisory Group for this process. That person will be the voice of the PTAC through the duration of the study and will report back to the larger group of the progress throughout the process.

- The Committee was presented with an overview from Director Patricia Love and have been asked to provide feedback at the next PTAC meeting to BERK Consulting regarding any issues and/or concerns for parks and trails in the City of Stanwood.

Heritage Park Project Prioritization Wrap-up:

The following is a prioritized list of the program elements included in the Heritage Park Master Plan based on the previous PTAC discussions. Newly added to the list are "pump track modifications" as it has been discovered that further work may be required on the recently placed dirt pump track. Also added is a project for "pump track upgrades/enlargements" which was inadvertently removed on the



Parks and Trails Advisory Committee

Meeting Minutes

April 19, 2021

previous draft and would allow for consideration of paving and/or modifying the pump track in the future based on usage history and projections.

Project #	Project Description	Notes
1	Improve Baseball Field Drainage	
2	Resurface Parking Lot	
3	Pump Track Modifications	
4	Repair Soccer Field 1	
5	Improve Soccer Fields (2 and 4)	
6	Enlarged/Additional Dog Park	
7	Concessions/Restroom #2	
8	Baseball Field #4	
9	Skate Park Upgrade/Enlargement	
10	Covered Dug Out/Foul Netting	
11	Gateway/Wayfinding Signage	
12	Additional Soccer Field (3)	
13	Additional Parking Lot	
14	Pickleball Courts	
15	Picnic Shelter/Restroom #3	
16	Windbreak Landscaping	
17	Site Furniture (benches, trash cans)	
18	Baseball Lighting/Scoreboard	
19	Viewing Mound/Labyrinth	
20	Gathering Meadow	
21	Open Meadow/Landscaping	
22	Basketball Courts	
23	Picnic Shelter/Group Area	
24	Pump Track Upgrades/Enlargement	
25	Skatepark Lighting	
26	Soccer Field Lighting	
27	Additional Playground	
28	Existing Playground Improvements	
29	Trail System Connections	
30	Reforestation/Wetland buffer	
31	Wetland Viewpoints	
32	Viewing Mound #1	
33	Viewing Mound #2	
34	RV Parking	
35	Pickleball/Basketball Lighting	
36	Zipline	
37	Bull Pen	
38	Batting Cage	



Parks and Trails Advisory Committee

Meeting Minutes

April 19, 2021

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

- The Committee discussed the priority list. A Motion was made by Rick Hawkins and seconded by Matt Withers to accept the list as presented. All present are in favor.

Church Creek Park Project Prioritization Discussion:

Church Creek Park is Stanwood's largest neighborhood park serving its residents with activities such as basketball and baseball, a new playground in 2020, a group picnic area, open lawn areas for community movie and music events and opportunities for walking in mature forested areas and accessing Church Creek. The updated Church Creek Park master plan builds on the existing facilities at the Park to better realize its full potential as a recreation destination through opportunities for play, walking, and gathering.

This update ensures the 15-acre park meets the needs of the Stanwood-Camano area residents to the greatest extent possible for the next 10 to 20 years. The proposed improvements help to reduce the deficiency of trails in Stanwood and address multiple action items outlined in the city's Six-Year Project Action Items and Twenty Years Park Plan. The master plan is guided by community input, site analysis, conceptual scenarios, and discussions with city staff. The Plan incorporates the desire to maintain the rural, forested character of Church Creek Park while making enhancements that make the park more accessible and useable for visitors as well as adding desired amenities such as pickleball courts.

The following list of program elements are included in the updated master plan for the Park. The projects need to be prioritized to allow for planning of future improvements.

Project #	Project Description	Notes
	Frontage tree thinning	
	Create forest glade recreation area (remove Alder trees)	
	Playground bench and signage	
	New/renovated sports court(s)	Maintain basketball, add pickleball
	Flagpole circle renovation	
	Create forest glade recreation area (remove Alder trees)	
	Park edge plantings	
	Renovate parking lot	
	More visible existing park entrance (including entrance signage)	
	Loop trails to/from Church Creek	
	Connections to adjacent properties (including wayfinding signage)	
	New park NW park entrance (including signage) New sports courts	
	Renovated baseball field	



Parks and Trails Advisory Committee Meeting Minutes April 19, 2021

	Loop trail around NE wetland	
	New picnic shelter/plaza space	
	Improve trails/paths in NW park	
	Creek viewpoints	
	Forest picnic area	
	Complete disc golf course	
	Outdoor classroom and environmental education area	
	Frog pond restoration	
	Wetlands enhancement and mitigation plantings	
	Improve park host area	

- Committee discussed the above list and expressed their concerns and desires as to where they want to see some of the items moved up/down. They will submit any more thoughts on this list to Carly by the end of April. A revised list will be discussed at the June meeting.

Committee Member Comments – Glass Quest:

Committee member, Gordon Bell, suggested the state parks on Camano Island will no longer participate as a “venue” for the Great Northwest Glass Quest due to damage at the parks by quest participants. He wondered about the impacts on Stanwood parks and if similar damage was occurring and if it will worsen once the State Parks no longer participate. He brought it up not to recommend any specific action, but as a point of information and something to watch and consider.

Park Updates:

Hamilton Park:

The City staff is currently working on the environmental documents now and will have a new application finalized in the next 2-3 weeks to submit for the required permits as a combined project including both the City park and the WDFW boat launch.

Heritage Park:

The project is wrapping up and the parking lot is being paved soon and things are going smoothly.

Additional Committee Comments:

N/A

Adjourn – 4:56pm - Next Meeting: May 17, 2021 @ 3:00pm.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c

DATE: May 27, 2021

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A - March 1, 2021 Public Works Committee Minutes
B - April 5, 2021 Public Works Committee Minutes
C - May 3, 2021 Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the March 1, 2021, April 5, 2021 and May 3, 2021 Public Works Committee Meetings are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
March 1, 2021

Councilmembers Present: Rob Johnson, Tim Pearce, Judy Williams

Staff present: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

Call to order at 5:32 pm

Agenda

1. New Public Works Employees

Eric Hentila is our new Public Works Supervisor, he comes from the City of Arlington and will oversee the Streets, Parks, Drainage and Buildings and Grounds departments. He has over 20 years of municipal maintenance experience.

2. Speed Feedback Sign Update

Staff informed the Committee that the Public Works Street Crew did a great job of getting the Speed Feedback signs on 80th Ave between 280th and 284th installed. The Speed Feedback signs will flash at drivers going over 25 mph.

3. Copper Station No Parking Sign

Staff has received a few comments from Citizens regarding the No Parking signs that will be installed in the Copper Station development and has received one public records request for all the information that's led up to the signs being installed. Citizens are concerned about safety and an increase of crime.

Signs are planned to be installed the week of March 15th giving citizens two weeks to make comments. Signs will be installed on one side of the street, the same side as the fire hydrants. The plat was designed with 28 ft of lane, two 10 ft travel lanes, and one 8 ft park lane.

The HOA has discussed this issue since 2017. All homeowners get a copy of the full plat and CCR with their title report when purchasing a property, but the accessor's map does not show this information.

4. Pioneer Highway Sewer Phase 2: Bids

Bids were received for the Pioneer Highway Sewer Phase 2 project. Pellco Construction's bid come in under the engineer's estimate at \$945,250.49.

Committee Recommendation: Take bid to full Council to authorize the Mayor to enter into an agreement with Pellco Construction.

Discussion:

- Dr. Nixon on 272nd is having side sewer issues. After his plumber dug up the side sewer, they discovered that approximately 50 years ago the uphill neighbor's sewer was tied into Dr. Nixon's side sewer. Dr. Nixon is concerned that all the extra use has caused undue stress on his line. Dr. Nixon

might reach out to council asking for help in fixing his side sewer. The committee suggested that Dr. Nixon reach out to his neighbor to work together/cost share the repair.

- For the past few years, Clean Sweep, Touch-a-Truck, and National Night Out events have been held at the old Thrifty Foods parking lot. That property is currently being sold. Staff will work with the new owners to see if these events can still be held on their property.
- A Citizen posted a comment on Facebook about septic lids in Church Creek Park and that can be easily lifted and worried that kids will get hurt.
Staff will have the parks crew lock down the lids, so they are secure.
- At the entrance to the new high school parking lot, the yellow RPM turtles that were hit with the snowplow need to be re-glued.
Staff will have the streets crew re-glue the RPM turtles in the proper place.

Meeting ended at: 5:59 pm



Public Works Committee
Meeting Minutes
April 5, 2021

Councilmembers Present: Rob Johnson, Tim Pearce, Judy Williams

Staff present: Kevin Hushagen, Patricia Love, Jennifer Ferguson, Lisa Sokolik

Call to order at 5:30 pm

Agenda

1. Schenk Annexation Update

The City hired Rh2 Engineers (paid for by Schenk Packing) to do a sewer availability and a sewer capacity evaluation. As a result, the annexation request has been put on hold until the City can update the city's comprehensive water and sewer plan.

There are two criteria when determining sewer availability: Operational Capacity and Planned Capacity. The findings from Rh2's evaluation showed that if Schenk Packing was added to the City's sewer system it would exceed the 85% planned capacity, at this percentage the City must update the Sewer Comprehensive Plan.

Since the City will need to update the Sewer Comprehensive Plan sooner than planned, a budget amendment will be brought to full council this summer. The budget amendment will cover the update to the water plan, sewer plan, facility plan and rate structure.

Councilmember Johnson is in favor of moving forward on updating the Comprehensive Plan, he is not in favor of the Schenk Packing annexation. Councilmember Johnson wanted to clarify that moving forward to update the Comprehensive Plan is not a commitment to Schenk Packing that their annexation request has been approved. Ms. Love said it is not a commitment, that the annexation will need to go to full council for approval and that Schenk Packing knows their request is on hold for at least 1 ½ years.

Staff also said there is enough land around the sewer plant for the expansion which will help save the City money on the project.

2. Main Lift Station and Forcemain Bids

The Main Lift Station and Forcemain project is listed in the Capital Improvement Plan (CIP) and is a budgeted project. The project was advertised in March, the low bidder is Interwest Construction Inc. (ICI). ICI was the contractor for Phase I of the IS4 project, so staff is familiar with this contractor. The contract is going to full council, on the consent agenda, Thursday, April 8th to authorize the Mayor to sign contract.

Committee Recommendation: Bring contract to full council to authorize Mayor to sign contract.

3. SR532 Flood Berm Landscaping Bids

The highway side of the berm was designed to be hydroseeded, but to keep in line with the beautification plan, staff is recommending making this portion of the project a nice gateway to the downtown area. Lankford Architecture was asked to design a planting schematic. An RFP was issued to landscape contractors listed on the MRSC Roster. The low bidder was At Work! for \$55,391. If a budget amendment is required from the drainage fund, it will happen later in the year. Staff will bring the contract to full council on Thursday, April 8th to authorize the Mayor to sign contract.

~~4. SR532 Flood Berm and Bike/Pedestrian Path Project Update~~

5. Authorize the Mayor to Sign a Contract with Reece Construction for the 276th Street Overlay and ADA Improvements Project

Council accepted a Transportation Improvement Board (TIB) grant with a city match of 13.5% to repave 276th Street by the senior center picking up where the overlay from 2020 left off and going down Woodland Road to the city limits. Reece Construction was low bidder at \$240,218 which was below engineer's estimate. Reece was the contractor for the 276th Street Overlay project in 2020, they did a really good job and easy to work with. This project has been through the Public Works Committee and is in the budget, it will be brought to full council on the April 8th on the consent agenda to authorize the Mayor to sign contract.

6. Agreement to Use Skagit Farmers Parking Lot for City Events

Skagit Farmers has purchased the old Thrifty Foods property. They have given the City permission to use the parking lot for the Clean Sweep on May 15th and still considering the National Night Out event. Staff will be bringing a lease agreement with indemnification language to council on April 8th to authorize the Mayor to sign.

7. Six Year TIP 2022-2027

Staff asked the Committee to review the Six Year TIP 2022-2027 and to bring back any comments to the May 3rd committee meeting.

8. Municipal Research and Services Center (MRSC) Annual Contract

Staff let the Committee know that the annual MRSC contract will be going to full council on April 8th on the consent agenda.

Meeting ended at: 6:01 pm



Public Works Committee
Meeting Minutes
May 3, 2021

Councilmembers Present: Tim Pearce, Judy Williams

Staff present: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

Call to order at 5:40 pm

Agenda

1. Final Acceptance of SR532 Flood Berm and Bike/Pedestrian Path

Faber Construction has completed the project. The landscaping will be completed by At Work! under a different contract. The contract amount of \$782,732 was exceeded by \$272,623 for the following change orders, but still came in under the budgeted amount of \$1,100,000:

- Upgraded handrail for \$88,716.
- Upgraded block used for the wall.
- Removed and replaced unusable soil at the west end of the trail.
- Cost to haul away trees and brush that the water crew cleared, so access to the asbestos water main could be quickly and easily accessed in case of a break.
- WSDOT required an additional traffic attenuator.

Staff met with Faber and denied several other change orders because those items should have been included in the bid.

Design has started for the next phase of the trail, which is a longer portion to the trail.

The ribbon cutting is planned for June 25th at 2:00pm

2. Six Year TIP 2022-2027

The Committee did not have any comments for the TIP. Staff will bring to full council on May 13, 2021 for 1st review and to request that a public hearing date be set for May 27, 2021.

Discussion:

- Pioneer Hwy Phase II Project Update:
Pellco Construction has traffic control and detours in place for the two sections of sewer main (one south and one north of SR532) both are tied in by Fox Hill. There is one pipe left to run up 267th Street NW past the fire station and then the south side will be completed. The north side of SR532 is going slower because the line is so close to Northstar's building.
- 276th Overlay and ADA Ramp Project Update:
Work has begun on the ADA ramps. The builder working on the short plat across from 72nd is working hard to get the water, sewer, storm drain and curbs in before the paving starts on May 17th, otherwise they will have to grind down and repave.

There is one day of detour scheduled, Staff has talked with the school district and will keep them informed.

- Main Lift Station and Forcemain Project Update:
Interwest Construction Inc. (ICI) will start potholing in the next few weeks, the project is scheduled to start on June 15th.
- Heritage Park Ball Field Project Update:
Project is almost finished. The parking lot has been paved and the fields have been hydroseeded.
- Ovenell Park:
Council downgraded the priority of Ovenell Park to focus on fixing/upgrading existing parks per the feedback from the community survey. The City has 5 years to rebuild the demolished structures. Ovenell is still listed in the capital budget, but the timeframe has been pushed back to finish Heritage and Hamilton parks.
- Chandler's Reserve property on Pioneer Hwy have submitted plans to replace 1,500 ft of sewer line.
- Special Events: The Chamber's fun run was a success. Twin City Idler's 2021 car show has been cancelled. The Stanwood Camano Fair Board is still planning on having the fair.

Meeting ended at: 6:01 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: May 27, 2021

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Wendy Dowhower, Accounting Manager

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 33977 through 34058 and Washington Federal Bank electronic funds transfers in the amount of \$1,940,218.22. Approve issuance of Washington Federal Bank payroll checks 1862 through 1871 and Washington Federal Bank electronic payroll funds transfers in the amount of \$308,880.05.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 33977 THROUGH 34058 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$1,940,218.22. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1862 THROUGH 1871 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$308,880.05.

CHECK REGISTER

City Of Stanwood

Time: 12:23:00 Date: 05/20/2021

05/05/2021 To: 05/19/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1991	05/05/2021	Claims	3	EFT	Xpress/Bill Pay	578.58	10290 Monthly Maintenance Fee
2161	05/19/2021	Claims	3	EFT	US Bank	3,162.05	4485-5945-5564-1495
1948	05/05/2021	Claims	3	33977	Bigfoot Lock Service	92.82	City Of Stanwood
1949	05/05/2021	Claims	3	33978	Cascade Columbia Distribution Co	1,393.59	03671
1950	05/05/2021	Claims	3	33979	Cascade Septic Pumping	102.76	City Of Stanwood
1951	05/05/2021	Claims	3	33980	Confluence Environmental Company, Inc	745.00	City Of Stanwood
1952	05/05/2021	Claims	3	33981	Dunlap Industrial Hardware	343.73	STANWO
1953	05/05/2021	Claims	3	33982	Edge Analytical Inc	373.00	STA01; STA01
1954	05/05/2021	Claims	3	33983	Faber Construction Corp	78,745.23	City Of Stanwood
1955	05/05/2021	Claims	3	33984	Granroth, Richard	149.00	City Of Stanwood
1956	05/05/2021	Claims	3	33985	Herc Equipment Rental Corp.	200.73	1024925
1957	05/05/2021	Claims	3	33986	Les Schwab Tire Centers	53.51	S34-00006
1958	05/05/2021	Claims	3	33987	Motor Trucks International	681.73	City Of Stanwood
1959	05/05/2021	Claims	3	33988	Office Depot	253.04	36274097
1960	05/05/2021	Claims	3	33989	PUD Of Snohomish County *	320.66	201942398; 200103539
1961	05/05/2021	Claims	3	33990	Refund - William & Anne Ward	242.17	Ref. Ward Utility #1886 - Over Payment At Closing
1962	05/05/2021	Claims	3	33991	Refund -Gerald Smith	119.29	Ref Utility 2226 - Gerald Smith - Over Payment At Closing
1963	05/05/2021	Claims	3	33992	Ricoh USA Inc- Maint	72.62	4250811
1964	05/05/2021	Claims	3	33993	Sno Co District Court	2,584.65	DCT34003
1965	05/05/2021	Claims	3	33994	Sno Co Information Services *	11,487.83	DIS1107
1966	05/05/2021	Claims	3	33995	Stanwood Auto Parts	246.55	56100; 56100; 56100; 56100; 56100
1967	05/05/2021	Claims	3	33996	Stanwood City Utility	1,794.24	3439; 3184; 2749; 2688;
1968	05/05/2021	Claims	3	33997	Stilly Auto Parts Napa	69.91	27197; 27197
1969	05/05/2021	Claims	3	33998	Summit Law Group	66.00	20150-1 DAS
1970	05/05/2021	Claims	3	33999	Nate Towse	149.00	City Of Stanwood
1971	05/05/2021	Claims	3	34000	Wave Broadband	142.65	3201-0316545-01
1972	05/05/2021	Claims	3	34001	Western Exterminator Company	334.52	683591; 683591
2053	05/12/2021	Claims	3	34002	5 Star service Inc.	7,950.00	City Of Stanwood; City Of Stanwood
2054	05/12/2021	Claims	3	34003	APP- Associated Petroleum Products	3,253.88	04-0100494
2055	05/12/2021	Claims	3	34004	Gaylynn Brien	90.00	City Of Stanwood
2056	05/12/2021	Claims	3	34005	Cascade Lumber, Inc	41.62	S158
2057	05/12/2021	Claims	3	34006	Cascade Natural Gas Corp	1,113.76	127 540 0000 3; 953 540 0000 2; 839 440 0000 5; 498 440 0000 7; 022 201 7579 4; 931 607 9072 6; 608 440 0000 4
2058	05/12/2021	Claims	3	34007	Databar Inc.	820.23	8952
2059	05/12/2021	Claims	3	34008	Dataquest	341.50	CITYSTA
2060	05/12/2021	Claims	3	34009	Edge Analytical Inc	436.00	STA01; STA01; STA01
2061	05/12/2021	Claims	3	34010	Granich Engineered Products Inc	3,827.27	CSP1
2062	05/12/2021	Claims	3	34011	ICONIX Waterworks (US) Inc.	487.79	CITSTA
2063	05/12/2021	Claims	3	34012	Les Schwab Tire Centers	54.17	S34-00006
2064	05/12/2021	Claims	3	34013	Mackenzie	18,589.50	City Of Stanwood
2065	05/12/2021	Claims	3	34014	Milne Electric Inc	2,128.31	City Of Stanwood
2066	05/12/2021	Claims	3	34015	Office Depot	211.53	36274097; 36274097; 36274097
2067	05/12/2021	Claims	3	34016	PUD Of Snohomish County *	10,992.50	202423729; 222277832; 200794063; 200208858; 220923312; 200592889; 2001428742; 222799900
2068	05/12/2021	Claims	3	34017	Pace Engineers, Inc	20,482.75	City Of Stanwood; City Of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 12:23:00 Date: 05/20/2021

05/05/2021 To: 05/19/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2069	05/12/2021	Claims	3	34018	Pacific Golf & Turf	959.27	City Of Stanwood
2070	05/12/2021	Claims	3	34019	Pitney Bowes Inc- Purchase Power *	1,005.00	8000-9090-0519-5677
2071	05/12/2021	Claims	3	34020	Puget Tech LLC	2,784.00	City Of Stanwood
2072	05/12/2021	Claims	3	34021	Ricoh USA, Inc.	1,522.18	1316669-366090; 1316669-3659652; 1316669-3660140; 1316669-3660143; 1316669-3660142
2073	05/12/2021	Claims	3	34022	Rodda Paint	97.29	631460
2074	05/12/2021	Claims	3	34023	Safeway	31.09	191483
2075	05/12/2021	Claims	3	34024	Shred-it US JV LLC	41.91	14668765
2076	05/12/2021	Claims	3	34025	Sno Co Planning & Development Svcs	1,394.00	PDS00006
2077	05/12/2021	Claims	3	34026	Sno Co Prosecuting Attorney *	4,147.22	City Of Stanwood
2078	05/12/2021	Claims	3	34027	Sno Co Public Works *	540.64	CR000024
2079	05/12/2021	Claims	3	34028	Sno Co Sheriff's Office - CB	3,637.29	City Of Stanwood
2080	05/12/2021	Claims	3	34029	Sno Co Sheriffs Office *	156,723.75	SSH00001
2081	05/12/2021	Claims	3	34030	Snohomish County 911	8,202.99	City Of Stanwood
2082	05/12/2021	Claims	3	34031	Snohomish County Public Def Association	2,043.44	City Of Stanwood
2083	05/12/2021	Claims	3	34032	Springbrook Holding Company	262.08	City Of Stanwood
2084	05/12/2021	Claims	3	34033	Stanwood Auto Parts	91.47	56100
2085	05/12/2021	Claims	3	34034	Taylors Excavators Inc	622,256.63	City Of Stanwood
2086	05/12/2021	Claims	3	34035	US Bank Na Custody/ Treas Div- Money Ctr	36.00	777221717
2087	05/12/2021	Claims	3	34036	USA Bluebook	927.72	478228
2088	05/12/2021	Claims	3	34037	Utilities Underground Loc	112.23	134200
2089	05/12/2021	Claims	3	34038	Verizon Wireless	1,071.13	742373248-00001; 372541731-00001
2090	05/12/2021	Claims	3	34039	WA St Dept of Transportation *	1,132.95	916001509; SW001523800; 916001509
2091	05/12/2021	Claims	3	34040	Waste Management Skagit	154.18	8-34465-95001
2092	05/12/2021	Claims	3	34041	WinterSky Inc.	3,263.44	City Of Stanwood
2162	05/19/2021	Claims	3	34042	Ace Hardware	381.38	20013
2163	05/19/2021	Claims	3	34043	Badger Meter Inc	144.05	460708
2164	05/19/2021	Claims	3	34044	The Blueline Group	12,262.00	City Of Stanwood
2165	05/19/2021	Claims	3	34045	Department Of Commerce - Pwftl	430,691.81	PW-06-962-041; PW-05-691-058; PW-06-962-040
2166	05/19/2021	Claims	3	34046	Faber Construction Corp	49,342.98	City Of Stanwood
2167	05/19/2021	Claims	3	34047	OSW Equipment & Repair, LLC	3,986.13	55495
2168	05/19/2021	Claims	3	34048	Office Depot	430.29	36274097; 36274097; 36274097; 36274097; 36274097
2169	05/19/2021	Claims	3	34049	PELLCO Constructions Inc.	428,409.62	City Of Stanwood
2170	05/19/2021	Claims	3	34050	PUD Of Snohomish County *	7,480.97	200240505; 221854284; 202982351; 200738672; 202670675; 202579512; 202694204; 202727285; 200633634; 200142180; 221041510; 202882056
2171	05/19/2021	Claims	3	34051	Perteet Inc.	5,772.19	City Of Stanwood
2172	05/19/2021	Claims	3	34052	RH2 Engineering Inc	3,952.30	City Of Stanwood
2173	05/19/2021	Claims	3	34053	Rents Due Ranch	2,437.50	City Of Stanwood
2174	05/19/2021	Claims	3	34054	Rodda Paint	1,953.00	631460
2175	05/19/2021	Claims	3	34055	Skagit Farmers Supply	1,770.60	135052

CHECK REGISTER

City Of Stanwood

Time: 12:23:00 Date: 05/20/2021

05/05/2021 To: 05/19/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2176	05/19/2021	Claims	3	34056	Sno Co Human Services Dept *	543.83	HSALC088
2177	05/19/2021	Claims	3	34057	Strategies 360 Inc	1,500.00	City Of Stanwood
2178	05/19/2021	Claims	3	34058	Ziply Fiber	1,396.00	206-188-0411-053105-5; 360-629-4907-072497-5
						204,771.70	001 General Fund
						15,627.72	101 Street Fund
						5,772.19	103 Street Construction Fund
						622,572.63	104 Park And Trail Improvement Fund
						18,589.50	110 Building Improvement Fund
						2,784.00	115 Tourism And Promotion DSC
						135,866.28	401 Sewer Fund
						432,361.92	403 Sewer Construction Fund
						4,916.26	410 Drainage Fund
						161,396.44	411 Drainage Construction Fund
						335,559.58	421 Water Fund
							Claims:
						1,940,218.22	1,940,218.22
						1,940,218.22	* Transaction Has Mixed Revenue And Expense Accounts

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 Doshman Date: 5-20-21
 () Deputy Finance Director Accounting Manager

CHECK REGISTER

City Of Stanwood

Time: 12:24:06 Date: 05/20/2021

05/05/2021 To: 05/19/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1884	05/07/2021	Payroll	3	EFT		3,713.36	April 2021 Payroll
1885	05/07/2021	Payroll	3	EFT		3,793.96	April 2021 Payroll
1886	05/07/2021	Payroll	3	EFT		1,501.92	April 2021 Payroll
1887	05/07/2021	Payroll	3	EFT		2,351.64	April 2021 Payroll
1888	05/07/2021	Payroll	3	EFT		2,245.24	April 2021 Payroll
1889	05/07/2021	Payroll	3	EFT		1,300.20	April 2021 Payroll
1890	05/07/2021	Payroll	3	EFT		4,975.02	April 2021 Payroll
1891	05/07/2021	Payroll	3	EFT		6,588.74	April 2021 Payroll
1892	05/07/2021	Payroll	3	EFT		3,641.19	April 2021 Payroll
1893	05/07/2021	Payroll	3	EFT		2,103.37	April 2021 Payroll
1894	05/07/2021	Payroll	3	EFT		4,042.02	April 2021 Payroll
1895	05/07/2021	Payroll	3	EFT		5,928.53	April 2021 Payroll
1896	05/07/2021	Payroll	3	EFT		1,705.02	April 2021 Payroll
1897	05/07/2021	Payroll	3	EFT		3,056.88	April 2021 Payroll
1898	05/07/2021	Payroll	3	EFT		6,792.50	April 2021 Payroll
1899	05/07/2021	Payroll	3	EFT		4,204.22	April 2021 Payroll
1900	05/07/2021	Payroll	3	EFT		5,835.17	April 2021 Payroll
1901	05/07/2021	Payroll	3	EFT		391.01	April 2021 Payroll
1902	05/07/2021	Payroll	3	EFT		4,366.19	April 2021 Payroll
1903	05/07/2021	Payroll	3	EFT		5,900.41	April 2021 Payroll
1904	05/07/2021	Payroll	3	EFT		417.74	April 2021 Payroll
1905	05/07/2021	Payroll	3	EFT		4,312.42	April 2021 Payroll
1906	05/07/2021	Payroll	3	EFT		3,742.90	April 2021 Payroll
1907	05/07/2021	Payroll	3	EFT		3,612.06	April 2021 Payroll
1908	05/07/2021	Payroll	3	EFT		390.85	April 2021 Payroll
1909	05/07/2021	Payroll	3	EFT		3,296.01	April 2021 Payroll
1910	05/07/2021	Payroll	3	EFT		3,563.64	April 2021 Payroll
1911	05/07/2021	Payroll	3	EFT		340.85	April 2021 Payroll
1912	05/07/2021	Payroll	3	EFT		390.93	April 2021 Payroll
1913	05/07/2021	Payroll	3	EFT		4,977.44	April 2021 Payroll
1914	05/07/2021	Payroll	3	EFT		1,469.14	April 2021 Payroll
1915	05/07/2021	Payroll	3	EFT		5,428.25	April 2021 Payroll
1916	05/07/2021	Payroll	3	EFT		1,700.20	April 2021 Payroll
1917	05/07/2021	Payroll	3	EFT		2,405.96	April 2021 Payroll
1918	05/07/2021	Payroll	3	EFT		2,834.10	April 2021 Payroll
1919	05/07/2021	Payroll	3	EFT		390.77	April 2021 Payroll
1920	05/07/2021	Payroll	3	EFT		3,888.59	April 2021 Payroll
1921	05/07/2021	Payroll	3	EFT		3,856.44	April 2021 Payroll
1922	05/07/2021	Payroll	3	EFT		3,056.16	April 2021 Payroll
1923	05/07/2021	Payroll	3	EFT		2,663.39	April 2021 Payroll
1924	05/07/2021	Payroll	3	EFT		3,264.02	April 2021 Payroll
1925	05/07/2021	Payroll	3	EFT		390.77	April 2021 Payroll
1926	05/07/2021	Payroll	3	EFT		390.85	April 2021 Payroll
1935	05/07/2021	Payroll	3	EFT	HSA Bank	1,791.00	Pay Cycle(s) 05/07/2021 To 05/07/2021 - HSA Contributions ER; Pay Cycle(s) 05/07/2021 To 05/07/2021 - HSA Contr EE Over 55
1936	05/07/2021	Payroll	3	EFT	Internal Revenue Service (941)	60,552.72	941 Deposit for Pay Cycle(s) 05/07/2021 - 05/07/2021
1937	05/07/2021	Payroll	3	EFT	WA St Department Of Retirement Systems	54,129.52	Pay Cycle(s) 05/07/2021 To 05/07/2021 - PERS2; Pay Cycle(s) 05/07/2021 To 05/07/2021 - PERS 3; Pay Cycle(s) 05/07/2021 To 05/07/2021 - 457 - DRS (DCP)

CHECK REGISTER

City Of Stanwood

05/05/2021 To: 05/19/2021

Time: 12:24:06 Date: 05/20/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1938	05/07/2021	Payroll	3	1862	AFLAC	485.87	Pay Cycle(s) 05/07/2021 To 05/07/2021 - AFLAC, Pre-Tax; Pay Cycle(s) 05/07/2021 To 05/07/2021 - AFLAC, Post-Tax
1939	05/07/2021	Payroll	3	1863	AWC Employee Benefit Trust	22,547.21	Pay Cycle(s) 05/07/2021 To 05/07/2021 - AWC - Health First 250; Pay Cycle(s) 05/07/2021 To 05/07/2021 - AWC - Dental J; Pay Cycle(s) 05/07/2021 To 05/07/2021 - AWC - Vision; Pay Cycle(s) 05/07/2021 To;
1940	05/07/2021	Payroll	3	1864	Colonial Life Insurance	66.75	Pay Cycle(s) 05/07/2021 To 05/07/2021 - Colonial Life Ins
1941	05/07/2021	Payroll	3	1865	Hartford Retirement Plan Services	3,888.91	Pay Cycle(s) 05/07/2021 To 05/07/2021 - 457 - MassMutual (Hartford); Pay Cycle(s) 05/07/2021 To 05/07/2021 - Roth 457(b)(MassMutual)
1942	05/07/2021	Payroll	3	1866	ICMA Retirement Trust	2,531.85	Pay Cycle(s) 05/07/2021 To 05/07/2021 - 457 - ICMA
1943	05/07/2021	Payroll	3	1867	Legal Shield	37.90	Pay Cycle(s) 05/07/2021 To 05/07/2021 - Legal Shield
1944	05/07/2021	Payroll	3	1868	Navia Benefits	137.50	Pay Cycle(s) 05/07/2021 To 05/07/2021 - Medical FSA- S125; Pay Cycle(s) 05/07/2021 To 05/07/2021 - Navia Limited FSA
1945	05/07/2021	Payroll	3	1869	Western Conference of Teamsters Pension Trust	1,397.75	Pay Cycle(s) 05/07/2021 To 05/07/2021 - WCTPP Contributions
1946	05/07/2021	Payroll	3	1870	Teamsters Union Local 231	1,464.00	Pay Cycle(s) 05/07/2021 To 05/07/2021 - Teamsters Dues
1947	05/07/2021	Payroll	3	1871	Washington Teamsters Welfare Trust	28,629.00	Pay Cycle(s) 05/07/2021 To 05/07/2021 - Teamsters Dental; Pay Cycle(s) 05/07/2021 To 05/07/2021 - Teamsters Medical
						141,643.37	001 General Fund
						31,200.27	101 Street Fund
						48,358.00	401 Sewer Fund
						31,599.48	410 Drainage Fund
						56,078.93	421 Water Fund
						308,880.05	Payroll:
							308,880.05

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 Borboma
 () Deputy Finance Director Accounting Manager

Date: 5-20-21



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b

DATE: May 27, 2021

SUBJECT: City Council May 13, 2021 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 13, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE MAY 13, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 13, 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: City Engineer/Capital Project Manager Shawn Smith, Fire Chief John Cermak, Police Chief Rob Martin, Economic Development Marketing Manager Sarah Cho, Accounting Manager Wendy Dowhower, Assistant to the Administrator & Communications Manager Krista Hintz, Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

3. Approval of the Agenda

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

4. Presentation

a. Introduction of New Employees

City Administrator, Jennifer Ferguson introduced Sarah Cho, the new Economic Development and Marketing Manager. The City is excited to have Sarah on board.

5. Citizen Comments

The City received four written public comments. They have all been provided in advance to the Mayor and City Council for review. The full written comments will be added to the record in the meeting minutes. The following are the names and topics of the written comments:

Brian Edstrom - Waste Management, Yard Waste Collection
Gordon Derksema – Waste Management, Yard Waste Collection
Peggy Kitting – Waste Management, Yard Waste Collection
John Wallis – Waste Management, Yard Waste Collection

Stanwood City Council Meeting Minutes – May 13, 2021

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.

The City received one request for verbal comment-

Tim Schmidt - 26910 92nd Ave NW – Topic: Public Works Projects

Mr. Schmidt contacted the City Clerk prior to the meeting and asked to be excused as he was not able to attend.

6. Staff Reports

- a. Finance Report – First Quarter 2021

7. Committee Reports

- a. Parks and Trail Advisory Committee Meeting Minutes- April 19, 2021
- b. Finance/Personnel Committee Meeting Minutes – April 22, 2021
- c. Public Safety Committee Meeting Minutes – April 22, 2021

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 22, 2021 Regular City Council Meeting Minutes
- c. Resolution 2021-02 Personnel Policy Amendments
- d. Authorize the Mayor to Approve Final Acceptance of the SR532 Berm and Bike/Pedestrian Path
- e. Authorize the Second Adjustment and Credit to the North Star Cold Storage Utility Account
- f. Salary Commission Re-Appointments

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

Motion carried unanimously.

9. Old Business

- a. Civic Campus Discussion

Jennifer Ferguson explained that the request 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. Ferguson stated that Mackenzie has prepared a scope of work to assess and 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

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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 work-session. 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. 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.

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.

Council discussed the request.

Motion by Councilmember Johnson, Second by Councilmember Pearce 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.

*Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb - Yes
Motion carried unanimously.*

10. New Business

a. Six-Year Transportation Improvement Plan (TIP)

City Engineer/Capital Project Manager, Shawn Smith presented 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 to adopt a six-year traffic improvement plan. 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.

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. The Public Works

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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.

Council discussed the proposal. There were several projects and other items that were the councilmembers asked to be added to the TIP. There is time to have another review of the plan prior to the State due date. The changes will be made and noted at the next council meeting.

Motion by Councilmember Johnson, Second by Councilmember Pearce to 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 with the amendments made as stated.

Motion carried unanimously.

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

12. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan reminded everyone that May 17 – 21 is Candidate Filing week with the County. Both Councilmember Robb and the Mayors positions will both be seated as soon as the election is certified because of the positions being appointed not elected.

The Governor is talking about a possible Statewide opening on June 30.

We have had people ask about starting to do in person Council Meetings. At this time, we are not set up for people to participate in both ways. Staff is working on a plan for this.

b. City Administrator's Report-

Jennifer noted that the Port Susan Trail grant funding is in the State's budget.

The City still has openings on both the Salary Commission and Planning Commission. If you are interested in one of the open positions, please apply on the City Website.

The Stanwood Farmers Market is starting up on the first Friday in June. We are looking forward to supporting our local farmers and vendors. Reminder letters for expired Pet Licenses went out today. These licenses help people find their lost pets. Clean Sweep is this Saturday, May 15 from 9 am to 2 pm. Bring your flyer and proof of residency.

Director Soundbites-

Fire Chief Cermak did not have anything new to report but wanted to thank everyone for all that they do.

Police Chief Martin Would like to get out the message about the new Smart 911. This is a great service for vulnerable adults or people with special needs. Sign up at www.smart911.com.

City Engineer/Capital Project Manager Shawn Smith stated that Public Works has been busy. There will be paving on 276th west of 72nd to the City Limits. They are close on the Pioneer Highway Sewer project. There will be night road closures to make for less disruptions.

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Ferguson ended with reminding council and staff to mark their calendars for June 25. There will be a ribbon cutting for the Port Susan Trail and Berm. Landscaping and planting will start next week.

c. Councilmember Reports and Questions-

Councilmember Johnson acknowledged that the citizen public comments regarding the Waste Management yard waste mostly came from the Candle Ridge neighbors. His heart goes out to them. He mentioned that you can order an additional yard waste bin that costs an additional \$4.93 per month.

Councilmember Robb is glad to see the light at the end of the tunnel. The County announced that the Evergreen State Fair is happening this year. Darren hopes that Stanwood will reconsider and move ahead with the Stanwood-Camano Fair this summer also.

Mayor Callaghan ended the meeting by saying Thank You to Police Chief Martin during the recent break-in incident .

13. Adjourn

The meeting was adjourned at 8:03 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8c

DATE: May 27, 2021

SUBJECT: City Council May 13, 2021 Special Meeting Workshop Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Special Workshop Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 13, 2021 City Council Special Workshop Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE MAY 13, 2021 COUNCIL SPECIAL WORKSHOP MEETING AS PRESENTED.

CITY OF STANWOOD

City Council - Special Workshop Meeting

Thursday, May 13, 2021 – 5:00 p.m.

Zoom Online Meeting & Telephone

MINUTES

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 5:00 p.m.

2. Attendance

Councilmembers present: Rob Johnson, Diane White, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams.

Also present: Fire Chief John Cermak, Police Chief Rob Martin, Accounting Manager Wendy Dowhower, City Administrator Jennifer Ferguson, Assistant to the Administrator Krista Hintz and City Clerk Sara Robinson.

Adjourn to Executive Session per RCW 42.30.110 at 5:15 pm with City Attorney Brett Vinson. No action to follow.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: May 27, 2021

SUBJECT: Six-Year Transportation Improvement Plan 2022-2027:
Second Review

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's consideration of the proposed Six-Year Transportation Improvement Plan 2022 through 2027 (TIP). A Public Hearing is proposed for June 10, 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

Proj. No.	STREET PROJECTS	CHANGE	REASON/DESCRIPTION
R13	276 th Street Overlay and ADA Ramps	REMOVED FROM TIP	Will be completed in 2021
R1	Sidewalk: 72nd Ave NW	PROJECT NAME	New Name: 72nd Ave NW Improvements
		PROJECT DESCRIPTION	New Description: SR532-276 th Street, Road improvements – including widening, intersections improvements, curb, gutter, sidewalk, and planter strips.
R2	80 th Ave Reconstruction & Widening with Calming Device	PROJECT DESCRIPTION	New Description: between approx. 276th St to north city limits. Road improvements including widening, intersection improvements, wrapping sidewalk around 283rd St., and curb, gutter, sidewalk and planter strip.

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 June 10, 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 3, 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.

Council Recommendation: Full Council reviewed the TIP at the council meeting on May 13, 2021 and sent back to staff to update project R1 and R2

descriptions (see table above) and recommended that the TIP be brought back to full Council for a second review on May 27, 2021.

CITY COUNCIL OPTIONS

1. Direct staff to set a Public Hearing for June 10, 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 JUNE 10, 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.]

STREET PROJECTS - CIP

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

SIDEWALK PROJECTS - NMTP

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

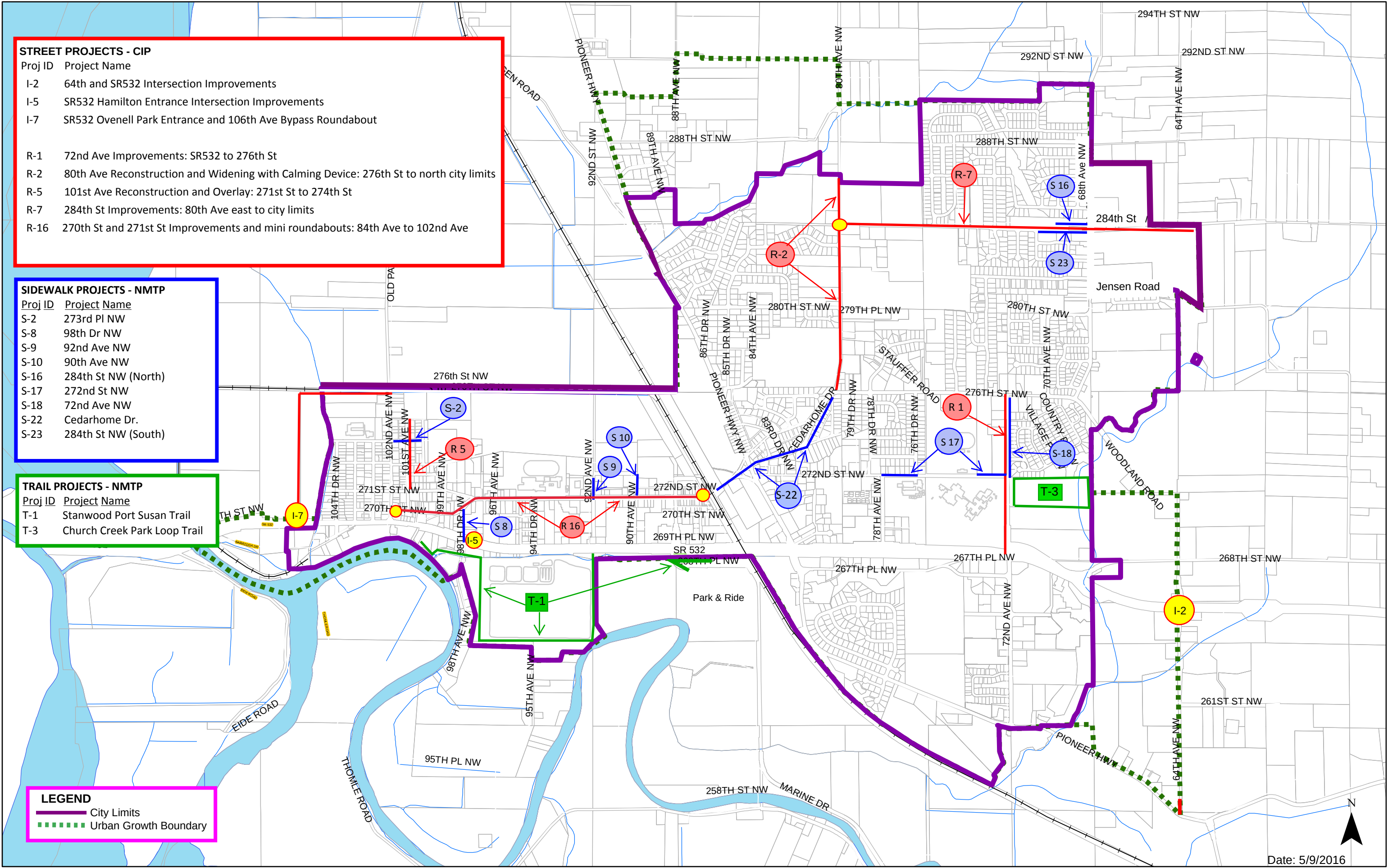
TRAIL PROJECTS - NMTP

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

LEGEND

City Limits

Urban Growth Boundary



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	Sidewalk: 92nd Ave NW		Other Grant Funding							\$ -
	PE	\$ 50,000	TBD Funds							\$ -
	ROW	\$ 50,000	WSDOT Funds							\$ -
	CN	\$ 100,000	TIB Grant Funding							\$ -
	TOTAL	\$ 200,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City	\$ 200,000						\$ 200,000
			SUBTOTAL THIS PROJECT	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
3 S-18	Sidewalk: 72nd Ave NW		Other Grant Funding							\$ -
	PE	\$ 25,000	TBD Funds							\$ -
	ROW	\$ 20,000	WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 295,000	PSRC/STP Funding							\$ -
	Comments: 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 PI NW		Other Grant Funding							\$ -
	PE	\$ 28,742	TBD Funds							\$ -
	ROW	\$ 60,510	WSDOT Funds							\$ -
	CN	\$ 83,200	TIB Grant Funding							\$ -
	TOTAL	\$ 172,452	PSRC/STP Funding							\$ -
	Comments: Add sidewalk to the south side between 100th Ave and 102nd Ave		Developer Funded							\$ -
			Local - City	\$ 172,452						\$ 172,452
			SUBTOTAL THIS PROJECT	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,452
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 R-2	80th Ave Reconstruction & Widening with Calming Device		Other Grant Funding							\$ -
	PE	\$ 1,406,000	TBD Funds							\$ -
	ROW	\$ 703,000	WSDOT Funds							\$ -
	CN	\$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL	\$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between aprox. 276th St to north city limits. Road improvements including widening, intersection improvements, wrapping sidewalk around 283rd St., and curb, gutter, sidewalk and planter strip.		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 I-7	SR532 Ovenell Park Entrance and 106th Ave Bypass Roundabout		Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
	PE	\$ 330,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding		\$ 330,000					\$ 330,000
	Comments: 276th St from 102nd Ave to 106th Ave to SR532		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000
8 R-1	72nd Ave Improvements		Other Grant Funding - SRTS							\$ -
	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: SR532 - 276th St Road improvements, including widening, intersections improvements, curb, gutter, sidewalk, and planter strips.		Developer Funded							\$ -
			Local - City		\$ 270,000					\$ 270,000
			SUBTOTAL THIS PROJECT	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
9 I-5	SR532 Hamilton Entrance Intersection		Other Grant Funding		\$ 525,000	\$ 275,000	\$ 2,700,000			\$ 3,500,000
	PE	\$ 525,000	TBD Funds							\$ -
	ROW	\$ 275,000	WSDOT Funds							\$ -
	CN	\$ 2,700,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ -	\$ -	\$ 3,500,000
10 S-17	Sidewalk: 272nd St NW		Other Grant Funding		\$ 20,000	\$ 250,000				\$ 270,000
	PE	\$ 20,000	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 78th Ave.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 270,000

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
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
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	Widen and enhance 80th Avenue from 276th Street to City Limits
Department:	Public Works	
Project Manager:	Shawn Smith	
Year Identified:	2014	
Completion Year:	2025	
Strategic or Master Plan Reference:	TIP	Justification:
Program Reference:	N/A	Widen street and provide sidewalks on both sides for safe pedestrian/biking.
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		Detailed Project Description:
		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, and also wrapping the sidewalks around 83rd St. Intersection studies will be necessary to determine feasibility.
		Operating Impacts:

[illegible]

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 Project(s):	Sidewalks, Utilities	
		
		Operating Impacts:

[illegible]

Project Updates:	
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City of Stanwood
Multi-Year Capital Project

Project:	Annual Street Overlays	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Overlay and ADA upgrades of street segments listed. Applying for annual TIB grants.
Project Manager:	Shawn Smith	Justification:
Year Identified:	Annual Maintenance	
Completion Year:	N/A	Annual maintenance to city streets extend the useful life of the street
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	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 replacement of ADA ramps at intersections that don't meet current standards.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	
		
		Operating Impacts:

[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 corridor 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 Project(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 corridor
		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	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	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	
Completion Year:	2024	Safety and traffic flow improvement
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
Related Projects(s):	Ovenell Access Roundabout	PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS



Operating Impacts:

[illegible]

Project Updates:	

City of Stanwood
Multi-Year Capital Project

Project:	101st Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Reconstruct 101st Street with new sidewalk, drainage improvements and a new southwest access to Heritage Park
Project Manager:	Shawn Smith	Justification:
Year Identified:	2020	
Completion Year:	2022	Significant flooding and poor drainage system affecting multiple property owners
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	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.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street, Sidewalk, Utility	
Address/Location:	101st Street	
Related Projects(s):	Heritage Park	
		Operating Impacts:

[illegible]

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	Construct Viking Way and 90th Ave	
Project Manager:	Shawn Smith	Justification:	
Year Identified:	1980	Improve mobility through the local community, enhance driver safety at 92nd and provide an alternative to SR532	
Completion Year:	2023		
Strategic or Master Plan Reference:	TIP	Detailed Project Description:	
Program Reference:	N/A	Construct Viking Way from 88th Avenue to current end of Viking Way and construct 90th Avenue from Viking Way to 271st Street. Amenities includes new road, wide sidewalks with street trees, planters, benches, and utility improvements of water, sewer and storm drainage.	
Project Priority:	N/A		
Project Score:	N/A		
Asset Category:	Street, Utilities		
Address/Location:	Viking Way-90th Ave	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.	
Related Projects(s):	N/A		
		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
Department:	Public Works - Wastewater	
Project Manager:	Shawn Smith	
Year Identified:	2019	
Completion Year:	2021	
Strategic or Master Plan Reference:	Sewer Master Plan	Justification:
Program Reference:	N/A	Increased capacity for future growth
Project Priority:	N/A	Detailed Project Description:
Project Score:	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.
Asset Category:	Collection	
Address/Location:	Pioneer Hwy	
Related Projects(s):	N/A	
		
		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
Transfer In - Plant Investment Fees	\$ 19,190	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 219,190
Debt - Utilities	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 900,000
Developer Funded	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -		\$ 1,700,000
Total Sources	\$ 19,190	\$ 200,000	\$ 900,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -		\$ 2,819,190
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Uses
Design, Engineering & Permitting	\$ 19,190	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -		\$ 419,190
Construction	\$ -	\$ -	\$ 900,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -		\$ 2,400,000
Total Uses	\$ 19,190	\$ 200,000	\$ 900,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -		\$ 2,819,190
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

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



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a
DATE: May 27, 2021
SUBJECT: Heritage Park Ball Field Renovation – Change Order
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A - TayEx Change Order Quote

PURPOSE

The purpose of this agenda item is for Council consideration of a change order for additional infield mix to provide more longevity and ease of maintenance.

BACKGROUND

On September 10, 2020 the City Council authorized the Mayor to sign a contract with Taylor's Excavators Inc. (TayEx) for the Heritage Park baseball field renovation project. On November 12, 2020 the City Council authorized the Mayor to sign a change order to rebuild the parking lot.

Currently the fields are almost complete, and the parking lot is complete. As the fields were getting final grading, it became clear that the depth of the infield mix was insufficient for ease of maintenance and useful life. The plans called out for 0.10 foot of depth. The request from the maintenance staff is to up this to 4 inches, as well as additional material stockpiled for future maintenance. The attached change order quote is for \$100,000 for 4 additional inches of material. Maintenance would like to see 3 inches added to the fields and the rest stockpiled.

ANALYSIS

The overall Heritage Park capital project is \$3,330,635 with the 2021-2022 budget allocation of \$1,755,000.00 for design and construction and the 2022 budget allocation of \$100,000 for parking lot repair, however, Council authorized the repairs to be completed with the 2021 project work already for a total 2-year budget allocation of 1,855,000.

Heritage Park Contract with TayEx - Summary

Original Low Bid (Including Sales Tax)	\$1,388,500
Change Order - Parking lot reconstruction	\$308,696
Change Order – Additional Infield mix	\$109,200
Total Contract	\$1,806,396
Remaining budget	\$48,604

Fiscal Impact			
Impact of Infield Mix Change Order:			
Fund(s):	Park Capital Project Fund – Heritage Park Improvements - 594 76 63 18		
Amount:	\$ 1,855,000	Project Estimate:	\$ 1,806,396 -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends approving the Infield Mix Change Order.

Committee/Board Recommendation: Due to the timing constraints, this has not been to Public Works Committee as the full city council has deliberated on the project and contract award previously

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a change order with TayEx for additional infield mix, not to exceed \$109,200.
2. Reject the proposed change order and leave the contract as is.
3. Send to the Public Works Committee for further discussion.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A CHANGE ORDER WITH TAYEX FOR THE HERITAGE PARK ADDITIONAL INFELD MIX, NOT TO EXCEED \$109,200.

P r o p o s a l 0 2 . 0 0TAYLOR'S EXCAVATORS INC • 3134 268TH ST NW, STANWOOD, WA

May 12, 2020

ATTN: Shawn Smith, P.E.
 City Engineer/Asst. Public Works Director
 City of Stanwood

CC:

PROJECT: Heritage Park Field Improvements
 REFERENCE DOCUMENTS:
 PROPOSED CHANGE ORDER

DESCRIPTION OF WORK: Furnish and install additional 4" infield surface mix. Work includes material, placement and fine grade

	<u>Qty</u>	<u>Units</u>	<u>Total</u>
- Additional infield surface mix	400CY	\$250/CY	\$100,000.00
<u>TOTAL Change Cost</u>			<u>\$100,000.00</u>

Exclusions:

Pricing based on proposed quantity of 400 cubic yards.

Please feel free to contact me with any questions

Thanks,

Sean Evans –Project Manager

3134 268th St NW, Stanwood Wa 98292
 360-629-3078 (O)
 360-629-7368 (F)
information@tayexinc.com

Proposal additional

Project Name:		Date Work Performed:	
Location:	Heritage Park	Date Work Accepted:	
Contractor:	Tay-Ex	Work Performed By:	
Subcontractor:		Work Accepted By	

Description of Work
material dumped at Lenz load slinger and delivery to heritage, placement, hand rake and fine grade

Employee Names	Reg. Hours	Reg Rate	Reg. Total	OT Hours	OT Rate	OT Total	Labor Sub Totals
Operator lenz pit	30	68.68	2060.4				2060.4
operator infield grader	64	68.68	4395.52				4395.52
Laborer 1	80	54	4320				4320
laborer 2	80	54	4320				4320
laborer 3	80	54	4320				4320
							0
							0
							0
							0
							0

Equipment Description	Equip. #	Reg. Hrs	Reg Rate	Stand By hours	Stand by Rate	Equip. Totals
slinger truck		40	215			8600
Loader		30	75			2250
						0
Service truck		80	14			1120
						0
						0
						0
						0
						0
						0

Materials / Services	Invoice #	Amount.
infield mix (delivered to Lenz 400CY		50000

Subcontractors	Invoice #	Amount.

Summary	Sub-Totals	OH and Profit %	OH and Profit Totals	Totals
Labor	19415.92	0.29	5630.6168	25046.5368
Equipment	11970	0.21	2513.7	14483.7
Materials/ Services	50000	0.21	10500	60500
Subcontractors	0	0.12	0	0

FA TOTAL **\$100,030.24**

Contractor Rep	Date:



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: May 27, 2021

SUBJECT: On-Call Planning Support Services

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Blueline Group Task Order
B – Blueline Group Planning Services

PURPOSE

The purpose of this agenda item is for Council to authorize the Mayor to sign a Task Order with Blueline Group for on call planning and permit review support services.

BACKGROUND

The City's Senior Planner resigned in mid-May leaving a gap in staffing coverage to perform necessary permit plan review and long-range planning work. A significant portion of the Senior Planner's work in the Community Development Department includes reviewing land use permit applications for compliance with city codes and regulations followed, preparing amendments to the zoning code, and supporting the Planning Commission. Due to the size of our city we do not have the expertise or capacity to cover unexpected changes in workload when an employee leaves the City. As a result, the city relies on consultants to cover this work when needed.

With recent staffing turnover in the Community Development Department, there is a need to utilize the City's on call planning contract with Blueline Group to provide planning and permit review services.

ANALYSIS

Blueline provides on call contract services to the City as needed; their scope of work includes the following tasks for the Community Development Department:

- A. Review plans submitted for development for compliance with City development standards and practices.
- B. Interpret City code requirements and standards as requested by the Department Director.
- C. Reviews associated with Record and Surveys for subdivisions and boundary changes.

- D. Meeting and phone conversations with developers and/or his or her agents as directed by the City including pre-application meetings as requested by the developer.
- E. Review and analyze information made available through the City that may assist in the development of a given project.
- F. Site inspections on an on-call basis as needed.

In addition, Blueline has extensive long-range planning experience, which is needed to help finish up the permitted use and general procedures code amendment. Their proposed scope of work is being amended to add the following Task G:

- G. Support the Planning Department with long range planning activities such as code amendments, rezones, annexations or comprehensive plan amendments.

Blueline has been an on-call consultant with the City of Stanwood since at least 2017, has the planning experience and knowledge to perform the work, and most importantly has the staffing capacity at this time.

Fiscal Impact			
The General Fund, Community Development professional services budget for 2021-2022 is \$110,500 and \$210,500 for a total biennial of \$321,000. Of this budget, \$20,000 is earmarked for engineering and building professional services to cover when staff may be ill or on vacations. This budget is not sufficient to cover projected costs when a staffing vacancy occurs.			
Staff is proposing a not to exceed limit on the Task Order in the amount of \$50,000 until recruitment of a Sr Planner position is filled. Plan review services will be paid at their planner's hourly rate of \$148.00 - \$182.00 per hour per the approved contract. A budget amendment will be included in the mid-period budget adjustments coming to the Council in the fall of 2021.			
Fund(s):	General Fund – Community Dev - Professional Services; 558.60.41.00		
Amount:	\$ 50,000	Project Estimate:	\$50,000
Budget Authorized	☐ Yes ☒ No	Amendment Required	☒ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff / Committee / Board Recommendation: To ensure continuation of planning services to the community, staff recommends approval of the Task Order. Due to the timing of the vacancy and the need to begin working with the consultant under the on-call contract, this Task Order was not reviewed by Council Committees.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the Task Order with Blueline Group to perform planning and permit review services for the City on an on-call basis until the Senior Planner position is filled and not to exceed \$50,000.
2. Do not authorize the Mayor to sign the Blueline Group Task Order and direct staff to bring back an alternate plan.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH BLUELINE GROUP FOR PROFESSIONAL PLANNING SERVICES NOT TO EXCEED \$50,000 FOR THE PURPOSE OF PROVIDING ON PLANNING AND PERMIT REVIEW SERVICES TO THE CITY.



BLUELINE

ATTACHMENT B

Land Use Planning Services

STATEMENT OF QUALIFICATIONS

BlueLine

LETTER OF INTEREST

Please consider Blueline as the right choice to provide Land Use Planning Services. We believe the following main areas are what set Blueline apart:

- **Our team is well-versed in zoning and land use permit reviews, code interpretation, comprehensive plan compliance, site design, and the land development process.** We can assist with reviewing permit plans, determining compliance, performing research, and providing recommendations on development related topics or other areas where assistance is needed. Eric Jensen, our Director of Planning, leads a dynamic team of planning professionals and can provide the right staff resource to meet your needs.
- **All of our Planners have degrees in Urban Planning with related experience that leads to being knowledgeable and experienced plan reviewers and special project planners.** We believe this wide array of experience allows us to provide a superior level of comprehensive planning, plan review, and project management services. We manage and support various types of land use development projects including mixed-use, planned residential developments, annexations, comprehensive plan amendments, subdivisions and short plats, and all types of permits and land encroachments. We also have a strong team of Civil Engineers and Landscape Architects.
- **Our responsiveness and communication style has been our greatest strength in the industry.** Making sure we fully understand the City's goals up front, staying in contact throughout the review process, and responding quickly to the Client's needs has been integral to our success. Because of our company size, the City is guaranteed the same single point of contact on all projects. This affords Blueline the opportunity to establish and maintain a sense of trust, stability, and certainty in our Client's investment with us.
- **Blueline's customer service philosophy is to create a best of both worlds, a blend of on line, a best of both worlds approach that complements the City's internal staff and reduces their workload.** Our goal is to provide excellent consultant assistance to supplement the City's internal staff and reduce their workload. We aim to be an extension of the City, allowing for a flexible relationship where project needs may change over time. Timely delivery of results is key. Blueline has professional and courteous staff available to review development permit applications for code compliance and can effectively communicate technical details with all members of the development community.

We have a solid reputation throughout the industry, demonstrating consistent, reliable service and professional staff on all projects. We would be more than happy to provide any information you may request. Please do not hesitate to contact us with any questions you may have.

Sincerely,



Eric Jensen
Director of Planning
425.250.7281
ejensen@thebluelinegroup.com

“Every client we interviewed gave Blueline a perfect rating in communication, something Zweig has never seen before. Blueline has built a very special company.”

CHAD CLINEHENS, PRESIDENT & CEO, ZWEIG GROUP



FIRM BACKGROUND AND SERVICES

ABOUT BLUELINE

Blueline is a civil engineering, landscape architecture firm headquartered in downtown Kirkland with offices in Tukwila and Mill Creek.

With a staff of over 50 people who work on public works projects, commercial developments, residential developments, and regulatory work, we've built our reputation for always doing what we say we're going to do.

PUBLIC AGENCY WORK

Blueline is consistently acknowledged as a preferred place to work, and we recruit capable, long-term employees who believe in building and maintaining relationships, can consistently solve challenges, and strive to do the right thing for our clients. Our Public Works team, led by Principals Ken Lauz and Eric Jensen, is a reliable group of tenured individuals who have completed many projects together and their collective experience sets us apart. Our Public Works team also includes Director of Planning, Eric Jensen, who has served as principal planner for three separate agencies in Washington.

Blueline's experience on projects for public agencies is relevant, recent, and local. Our reputation for excellent responsiveness and attention to detail has earned us repeat On-Call contracts, special projects, design services, and consulting services with many agencies. We have a strong reputation throughout the industry, demonstrating consistent, reliable services, and providing quality projects. Once selected by a client, we strive to become their consultant of choice, leading to a long-term relationship and successful project outcomes.



LAND USE PLANNING SERVICES

Blueline provides a full menu of land use planning services. We employ a staff of experienced planners knowledgeable in current and long-range comprehensive planning, plan review, code development, site planning, and feasibility studies as well as all environmental review matters under both the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA). We also provide the necessary resources for all client needs.

At Blueline, we work with both private residential and commercial developers as well as public municipal clients. Our project range represents both small and large residential, commercial, and mixed-use development, land use regulations, public capital infrastructure and park improvements, and comprehensive planning.

The Planning team can provide clients with project representation for public representation before decision-making bodies and aid in facilitating public outreach efforts in reaching the broader community. We coordinate eco-charrette and design-charrette event coordination.

At Blueline, we provide services that are not commonly found elsewhere: grant management services. We work with public agencies to seek assistance from various local, regional, State, and Federal grant funding programs. Grant project management resources are available from staff well-versed on a variety of funding sources.

The benefit of having an in-house Land Use Planning team affords clients the opportunity to facilitate all realms of development under one roof. Our Civil Engineers and Landscape Architects work closely with the Planning team on site design, environmental review, and public outreach. The team also assists with public outreach through GIS and other illustration programs to create clear, concise graphics that accurately represent project goals.



FIRM BACKGROUND AND SERVICES

LANDSCAPE ARCHITECTURE SERVICES

Our team includes Landscape Architects and Designers experienced in creating value and cost-effective landscape, park, and urban designs. The Landscape Architecture team brings a strong passion for parks, public open space, and streetscape design, with a clear understanding of the importance, value, and impacts of these projects to the community at large. We also bring a broad creative project experience, with a keen understanding of the challenges associated with project management and costs while achieving a sustainable design.

Our integrative approach to public space planning provides our clients with a unique perspective and comprehensive view of all aspects of all projects. Our parks, trails, and open space planning experience includes a wide range of public park and master planning projects.

ENGINEERING DESIGN SERVICES

Quality, efficient Civil Engineering design has always remained at the core of everything we do. Our in-house design team includes Professional Engineers (PEs) from across the country with a vast range of experience and numerous Engineers-in-Training (EITs) with experience. Our engineering, designing, and drafting are the latest are programs in the industry. With our broad range of experience, Blueline excels at civil engineering services in every scenario.

Blueline's attention to detail, as well as our diverse variety of public and private sector work experience, ensure that our projects are designed to be concise and consistent, addressing the need for cost efficiency, schedule delays, and potential cost overruns.

Blueline is also proud of the talent level within our practice. Each Designer and Drafter we interview undergoes a design test using the latest drafting software, and only those who excel are invited to join our team. We feel we have a group of all-stars who are not only experts but also collaborate to share lessons learned and brainstorm ways to become even more efficient with their trade.

PRESENTATION AND GRAPHIC DESIGN SERVICES

Blueline's Planning and Landscape Architecture services integrate seamlessly to provide stunning graphics at a reasonable fee. We ensure that our presentation material is developed with clear and concise designs for effective communication with governing bodies, stakeholders, and the community at large.

Blueline uses AutoCAD, Sketchup, and Lumion to create cost-effective 3D renderings to help convey ideas to clients and the community. Our Planners and Landscape Architects are also proficient in Adobe Photoshop, Illustrator, and InDesign to create presentation graphics. We also use ArcMaps Pro for GIS with an in-house team that recently started using an Unmanned Aerial Vehicle (UAV) in conjunction with DroneDeploy to generate 3D models of sites.

We use these illustration programs to create clear, concise graphics, accompanied by succinct, easy-to-understand language. We are well-versed in this process and know how graphics and stakeholders can be when it's used properly. Gathering informed input from the general public through our graphics ease the likelihood that our proposals will achieve a greater potential for success.

PUBLIC PARTICIPATION METHODOLOGY

When it comes to presentation and engagement, our Planning staff with many years of experience present a variety of land use, special projects, and code development proposals and recommendations that have appeared before city councils, planning commissions, downtown business associations, governmental and public community groups. To receive useful input from key stakeholders, the general public, we know it is vital for them to be well-informed. To ensure they have access to the information we create reports that summarize our analysis of potential proposals upon the City's development environment. These reports translate technical planning data into easily understandable forms for presentation to the interested public.



PLAN REVIEW APPROACH

PLAN REVIEW METHODOLOGY

Blueline is available to assist with zoning compliance plan review and provide special zoning and planning related project assistance. Blueline can provide exceptional service as follows.

Perform Zoning Compliance Plan Reviews.

Blueline's planners dedicated to plan review have worked on design plans and reports as well as land use and zoning compliance. They are familiar with city and state codes and statutes and bring a dynamic perspective in public and private plan review.

Prepare review comments for design permit applicants.

Blueline's reviewers are both design and peer review professionals that understand both sides of that relationship and strive to provide concise review comments that are written and easily understandable to the design team.

Maintain a plan review log and track how many hours spent on the review.

Our reviewers can understand the big picture without overlooking the details. They are organized in their project tracking and will establish and maintain a log of when the permit was received, when review began and was completed, as well as notes. We use Ajera project management software that allows us to set up individual project tasks for each development permit to track how much review time is spent on each permit.

Communicate with city staff and applicants on the status of permits and review issues.

Blueline is well known for our responsive communication style. Every week, we will send an updated review tracking log to the City, so they can stay informed of the progress without constant interruption. We need to vet plan review issues through the City, we aim to be organized and gather all questions to one correspondence to minimize disturbing City staff.

Perform research and provide recommendations on plan review related topics.

Recently, Blueline was tasked with reviewing the City of Shoreline's townhome code against nearby similar agencies' codes for comparisons and recommendations. We completed the

research and task. In addition, we provided an organized matrix with project examples to the city, and met with City staff to present findings. We pride ourselves on adding value for our clients and ensuring the client's goals are met.

Flexibility of services.

We offer services tailored to the city's needs. On past contracts, we've provided on-site personnel to provide "counter hours" to respond to customer inquiries when desired. At Blueline, we've brought the permits back to Blueline and completed reviews as quickly as possible. We can also provide a hybrid of the two approaches based on what best serves the city's needs. We can also provide assistance with facilitating progress meetings and other services the city needs.

ABILITY TO MEET REVIEW DEADLINES

We make sure we fully understand each project's needs and key issues and then assign the appropriate key personnel. Once assigned to a project, this team will remain involved from start to finish. The experienced key personnel presented in this SOQ are available to work on all city planning needs, and once assigned, we will not accept additional outside responsibilities that will impact our commitment to the city.

With strong, organized project management, we can and will perform this work in a timely manner and within the established budget, realizing that budget and schedule oversight are our responsibility, not the city's. We respond quickly to city staff and project needs, functioning as an extension of the agency and operating as one team.

Our reputation for excellent service and attention to detail has earned us repeat work on plan review services and public works projects with several jurisdictions. These jurisdictions have gone out of their way to compliment us on our quality of work, our dedication to planning out and keeping aggressive schedules, and our ability to stay within budget. This comes as a result of our internal, strategic, everyday diligence.



FIRM EXPERIENCE

SHORELINE PLAN REVIEW SERVICES

SHORELINE, WA



Blueline provides On-Call Planning and Development Review Support to the City of Shoreline, including single family miscellaneous land use permits. Blueline has also assisted with creating development plan review checklists for development applications and provides zoning and special use permit compliance review for site development and commercial building permits in support to the City's project team for the Sound Transit's Light Rail Lynnwood Link Extension project.

PROJECT HIGHLIGHTS

- Blueline developed a code evaluation matrix and provided the City with design standard recommendations for townhome developments due to rezoning changes for increased density in coordination with Planning and Public Works staff.
- Blueline updated the City's development permit review checklists to include newly adopted standards, creating verbal checklists with a streamlined format for the reviewing engineer to use in varying project types and sizes. The updated checklists provided an easily transferable record of comments and standards, which is also made available to applicants to promote complete applications overall project efficiency.

REFERENCES

Nora Gierloff, AICP
Planning Manager

206.801.2551
ngierloff@shorelinewa.gov

Juniper Nammi, AICP
Light Rail Project Manager

206.801.2525
jnammi@shorelinewa.gov



FIRM EXPERIENCE

ON-CALL PLANNING SERVICES | ALGONA, WA



Project Description

As the City lacks in-house Planning staff, Blueline provides support for all aspects of land use planning. This level of service includes on-call plan review, comprehensive long range planning, code development and special projects, staff commission, providing technical support to the City Council, and grant assistance. In support of the City's intent for growth in a diverse population, Blueline has been tasked with assisting in the development of the agreement process.

Reference

Jimmy Griess | Public Works Director
253.833.2741 | jimmyg@algonawa.gov

ON-CALL PLANNING SERVICES | DUVALL, WA

Project Description

With a strong growth pattern and a heavy staff workload, Blueline was selected to perform on-call plan review, peer review, and special project work for the City of Duvall. On recent importance, Blueline has been assisting in the review of a major annexation proposal.



Reference

Lara Thomas | Community Development Director
425.788.2779 | lara.thomas@duvallwa.gov

ON-CALL PLANNING EXPERIENCE | BLACK DIAMOND, WA



Project Description

Blueline provides the City of Black Diamond with a full menu of land use and parks planning and grant management services. Blueline is currently serving in plan review capacity where they are responsible for assisting in the completion of important special projects, parks, recreation, and community development. Future tasks will include updating standards and land use codes as well as comprehensive plan amendments.

Reference

Mona Davis | Community and Economic Development Director
360.851.4447 | mdavis@blackdiamondwa.gov



FIRM EXPERIENCE

ON-CALL PLANNING SERVICES | MEDINA, WA



Project Description

Blueline supports the City of Medina with on-call services and planning related projects for the City's Development Services Department. Interest to this lakeside municipality is land use development and expansion of residential structures, shoreline protection, and forestry management. Recent projects have included study for parking behaviors and comparison analysis of building height average grade calculations with regulatory code updates.

Reference

Stephanie Keyser | Planning Manager
425.233.6416 | skeyser@medina-wa.gov

ON-CALL PLANNING SERVICES | BUCKLEY, WA

Project Description

As the on-call land use planning and landscape architecture consultant to the City, we currently provide grant management and parks design services for two important community recreation areas: Miller Park and the future Miller Park.

"The Mayor and I appreciate your professional services and continued support on this project. It has been a pleasure to work with the passionate people who make opportunities like this available to our community."

PAUL WEED, CITY ADMINISTRATOR, CITY OF BUCKLEY

Reference

Kevin Caviezel | Community Services Director
360.761.7814 | kcaviezel@cityofbuckley.com

COMPREHENSIVE PLAN AMENDMENT AND ANNEXATION | DUVALL, WA

Project Description

Blueline managed the project to assist the Riverview School District with expanding school district boundaries, including providing code plan research and interpretation, preparing site plans in support of an adopted amendment to the City Comprehensive Plan, and completing a document review, maps, visuals and other public presentation materials. Blueline also responded to comments for proposal to annex land within municipal Urban Growth Area and rezone portions of unincorporated urban reserve zoning to municipal zoning for public facilities.

Subsequent work has included pre-Annexation efforts to present a Memorandum of Understanding for various environmental and tree protection standards, coordinating consultant environmental and special studies and reports for adoption to the Comprehensive Plan's EIS Addendum, and preparing a comparative analysis of the development process under City standards with that of County regulations. Ongoing efforts are an updated comprehensive map, a review of all land use, environmental documents required for the Annex into the City and special report for eventual King County Boundary Review Board review.

Reference

Meisha Robertson | Director of Business and Operations
425.844.4505 | robertsonm@rsd407.org



FIRM EXPERIENCE

HOUSING ACTION PLAN | ARLINGTON, WA

Project Description

Following a successful E2SHB 1923 grant application prepared by Blueline, the City of Arlington hired Blueline to develop the City's first Housing Action Plan. This plan includes a Housing Needs Assessment which focuses on the City's residents and how the City's current housing stock is meeting their needs. It also evaluates what strategies the City has already implemented to increase its residential capacity and how effective they have been.

The Housing Action Plan takes the lessons from the Needs Assessment as well as numerous public outreach efforts to develop an Arlington approach of recommendations for encouraging residential growth that is inclusive of all demographic sectors within the City. The recommendations include removal of regulatory barriers, better resource allocation, local policy and programming changes. We are delighted to help Arlington encourage development of a range of housing types, provide fair and equal access to housing, and ensure strong, stable neighborhoods.

Your first deliverable, the Housing Needs Assessment (HNA), looks really good! The Blueline group did a great job. The specific breakdown of units needed at each income level bracket over the next 15 years is exactly what we were hoping to see in the HNA, as well as the unique findings about housing needs within Arlington.

LAURA HODGSON, ASSOCIATE PLANNER WASHINGTON STATE DEPARTMENT OF COMMERCE

Reference

Marc Hayes | Community and Economic Development Director
360.403.3457 | mhayes@arlingtonwa.gov

MUNICIPAL CODE AMENDMENTS | SULTAN, WA

Project Description

Blueline provided with successful grant management support and now assists the City of Sultan with code amendment updates for residential developments. Like most of western Washington, the City has been experiencing recent growth that was beginning to reveal weaknesses in their code. Much of the land in the City is impacted by urban areas and it was imperative to ensure that these areas were being protected and open space in new developments would be provided.

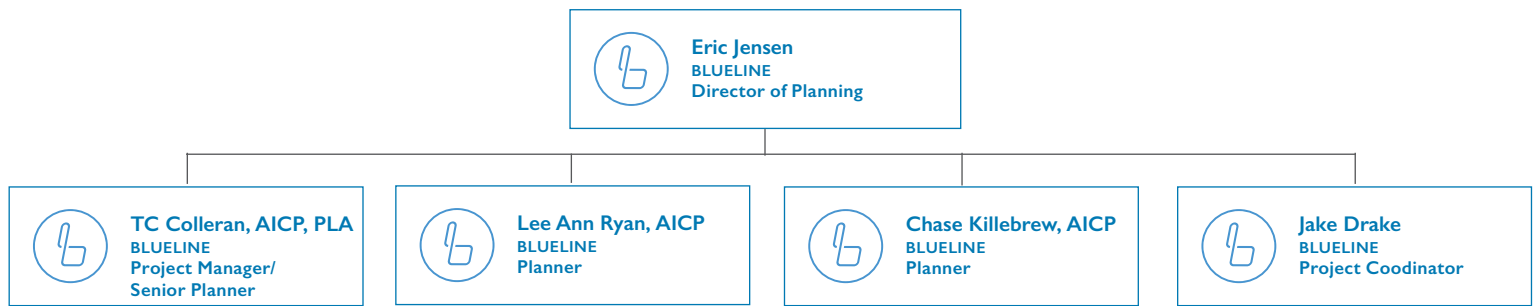
To address these concerns, the City is creating an averaging and cluster subdivision provisions to allow for flexibility in development by incentivizing development in urban areas. Another focus is making new development in the downtown area more adherent to their community's unique character. While the City recognizes the importance of providing a variety of housing types, they also recognize the importance of maintaining their small-town charm. Blueline is also helping to draft form-based code for the City's downtown and commercial districts.

Reference

Andy Galuska | Planning Director
360.793.2231 | andy.galuska@ci.sultan.wa.us



KEY PERSONNEL



*team member resumes are attached

Eric Jensen, Director of Planning Eric has 27 years of experience in the land use and capital development industry. He has served as the Principal Planner for three separate municipalities in the Pacific Northwest, managing all matters related to land use planning: development review, code compliance, long range planning, critical area analysis, and shoreline management and has performed environmental review under both SEPA and NEPA. As BlueLine's Director of Planning, Eric is responsible for all land use planning matters, environmental review, permit management, grant writing, and grant management.

TC Colleran, AICP, PLA, Project Manager/Senior Planner TC has over 15 years of experience with land use planning for both private and public agencies. His experience with engineers and developers allow him to understand many perspectives. His public agency experience includes plan review for all types of land use permits, code development and working with planning commissions. Before joining BlueLine, TC led feasibility assignments throughout the nation. He has experience in site design, landscape design, tree retention, and site requirements. As a Professional Landscape Architect, he understands there is more to a landscape than just a plan. He is well-versed in hardscape, amenity, and signage design.

Lee Ann Ryan, AICP, Planner Lee Ann has over six years of experience in the land use planning industry. A multi-tasker who is detail-oriented and passionate about design, she takes on multiple feasibility studies across many different jurisdictions each week. Lee Ann has a thorough understanding of different zoning codes and utilizes her skills in interpreting regulatory language to produce more compliant and design savvy site plans. Through her previous work with Friends of Waterfront Seattle, she spent time working on public outreach by engaging citizens about the complex Seattle Waterfront Project, walking through the scope, phases, and direct effects it would have on them and their city.

Chase Killebrew, AICP, Planner Chase has six years of planning experience and is a skilled researcher able to create technical details and data into an easily digestible report or diagram using his proficiency with the Adobe Creative Suite and ArcGIS. Chase adeptly serves as the assigned consultant for our zoning review contract with the City of Shoreline. He assists clients in steering their residential commercial developments through land use review by ensuring proposals are consistent with code and comprehensive zoning requirements. He is a highly organized and detail-oriented professional and compiles materials for land use and environmental permit applications. He is a valuable asset to BlueLine's ArcGIS service.

Jake Drake, Project Coordinator Jake leads BlueLine's project coordination process on behalf of our clients and coordinates information between various stakeholders. He has led the effort to strengthen BlueLine's project management and project tracking procedures as his exceptional organizational skills allow him to skillfully navigate the project development process. Jake's background has provided him a variety of skills including legal and code research, public communication, policy development, and process improvement. Because of these talents, Jake has been recognized as a valued asset to both the BlueLine team and our clients.





BLUELINE

Eric Jensen

Director of Planning

Education

B.A.U.R.P.

Urban and Regional Planning
Eastern Washington University

BA Sociology

Western Washington University

Tenure

27 years in the industry

Eric joined Blueline in 2018 after serving in a senior project management role for King County's Community Development Block Grant (CDBG) federal funding program for 19 years. He has also served as principal planner for three separate Washington and provides a public government perspective to his work. His grant management experience combined with his urban planning background offers a well-balanced approach to all things land use, environmental, and public works. He is well-rounded in the industry, bringing project review experience to both private development and public capital construction proposals.

Eric is a seasoned professional with the skills who can deliver presentations before small groups as well as large audiences. He excels at communicating with stakeholders and is adept at coordinating interdisciplinary teams. He exhibits a calm, level approach to design challenges with an attention to detail. His ability to present effectively to clients and agencies helps ensure good working relationships.

SELECT PROJECT EXPERIENCE

Land Use Planning Consulting Services | Cities of Duvall, Algona, Black Diamond, and Buckley

Planning Manager responsible for all land use planning consulting functions for the Washington cities of Duvall, Algona, Black Diamond, and Buckley. Duties include project assignments, client management and satisfaction, troubleshooting, business development, tracking of costs, billings and timekeeping functions, and project workload forecasting.

Riverview School District Annexations | Duvall, WA

Project Manager for the large annexation efforts to bring several portions to the City limits of Duvall, Washington. Tasks include coordinating consultants for environmental analysis, transportation impacts, tree protection and stormwater pre-design; leading the efforts for a comparative study for site development under city regulations, county codes and determining watershed plan compliance.

Planning Director/ Principal Planner | Cities of Duvall, Carnation, and Millwood*

Past Principal Planner responsible for all community development, current and long-range planning. Staffed the planning department, including the planning commission, and other appointed citizen groups/commissions. Review land use applications for residential, commercial, park, transportation and environmental development permits. City-designated Responsible for State Environmental Policy Act (SEPA) compliance. Determine level of environmental impact from land use development and plan proposals. Supervise assistant and senior planners in performing various planning tasks. Represent City on various county and state professional planning task forces and working groups.

Project/Program Manager | King County*

Coordinate and manage public agency use of federal Community Development Block Grant program funds for park and public infrastructure capital projects. Provide recommendations to county-wide work groups and program reviewing bodies. Present to community groups and local governmental boards. Review projects and coordinate compliance of federal environmental protection National Environmental Policy Act and the Endangered Species Act.

*denotes work completed prior to joining Blueline





BLUELINE

TC Colleran, AICP, PLA

Project Manager/Senior Planner

Accreditations

American Institute of Planners
#250413
Registered Landscape Architect
State of Washington
#1407

Education

B.A.U.R.P.
Urban and Regional Planning
Eastern Washington
University

Tenure

15 years in the industry

TC is a Registered Landscape Architect (RLA) with 15 years of industry experience. He has extensive knowledge ranging from zoning code, building code, and environmental regulations to tree calculation and landscape design. This dynamic education allows him to effortlessly translate client needs into a plan that is both functional and aesthetically pleasing. TC is highly skilled at comprehending and interpreting zoning code. He creates design products that are both code compliant and desirable to the end user.

TC has the ability to recognize, decipher, and analyze economic trends, confer with censuses and market research data, all while factoring in environmental constraints. His extensive knowledgebase allows for educated budget preparation and the production of high-quality design products.

SELECT PROJECT EXPERIENCE

Land Use Planning Consulting Services | City of Algona

Providing general land use planning consulting services to the City on various on-call plan review and special projects. Project Manager responsible for lead planning direction and tasks including current and long-range planning.

Land Use Planning Consulting Services | Cities of Duvall and Medina

Providing general land use planning consulting services to the City of Duvall and the City of Medina for various on-call plan review and special project assignments. Project Manager responsible for lead planning direction and tasks including current and long-range planning.

Shoreline Public Works Code Review | City of Shoreline

Led the review of the City's road standards regarding residential development. Put together a list of recommendations to update their standards based on current codes. Presented recommendations to the City.

Riverview School District Comprehensive Plan Amendment | City of Duvall

Prepared a comprehensive plan amendment proposal for a property within the Urban Growth Area to rezone a property from Urban Reserve to Public Facility. Worked for the School District to apply for annexation to the City and build a future school on site.

Rose Hill Cottages | Redmond, WA

Planner for design and grading layout for a 28-lot cottage home community. Worked closely with the City to optimize the layout. Worked to protect and highlight natural areas as an amenity, while preserving important features onsite.

Assistant Planner | City of Pasco*

Completed plan reviews for building permits, fence permits, and land use permits. Worked closely with the Director to rewrite codes, and worked integrally with the planning commission, providing feedback.

*denotes work completed prior to joining Blueline







BLUELINE

Chase Killebrew, AICP

Planner

Education

MA Urban Planning
University of Washington

BA Psychology
University of Mississippi

Tenure

6 years in the industry

Chase has six years of planning experience and is talented in written word and visual form. He is a skilled researcher able to craft technical details and data into an easily digestible report or diagram using his professional expertise in ArcGIS. At Blueline, he assists clients in coordinating residential and commercial developments through the land entitlement process. He ensures proposals are consistent with code and comprehensive technical and financial compilations of materials for land use and environmental permit applications. As the assigned planner for the City of Shoreline and Shoreline, Chase manages Blueline's ArcGIS service.

Chase is a thorough thinker who likes to take the time and to address complex tasks to produce creative solutions who strives to use his knowledge and skills to the best of his role of a planner, which is to serve the public interest.

SELECT PROJECT EXPERIENCE

Land Use Planning Consulting Services | City of Algona

Assigned Planner to provide general land use planning consulting services to the City on various on-call plan review and special projects. Current task involves coordinating the E2SHB 1923 grant funding to perform necessary code revisions which include introducing duplex, triplex and courtyard housing standards. Other ongoing tasks include developing an ordinance to remove inconsistencies within City's Zoning Code and performing environmental review of commercial development proposals.

Land Use Planning Consulting Services | City of Shoreline

Assigned Planner to provide plan review services for the City on an as-needed basis. Current work entails assisting with the ongoing review for the site development permits for the Sound Transit Lynnwood Link Extension by reviewing plans and applications for adherence to the City's Development Code, preparing comment letters, and advising approval of permits.

E2SHB 1923-funded Housing Action Plan | City of Arlington

Developed successful applications to receive residential capacity grant funding under E2SHB 1923 for the City to prepare a housing needs assessment. Currently co-leading the effort to lead the housing needs assessment. Subsequent tasks will involve developing strategies and recommendations for the City to address these needs into a future plan as well as numerous public outreach and public hearing efforts.

Riverview School District Annexations | Duvall, WA

Assisted in the preparation of the district's annexation or two separate proposals. Tasks include ensuring Watershed Plan consistency, the collection of property and environmental data, and development of the annexation documents.

Landmark Apartments | Federal Way, WA

Conducted compliance study and wrote recommendation report for a 235-unit mixed-use affordable family complex proposal in Federal Way. Analyzed how a 12-parcel site located in various zones and bisected by right-of-way could develop into an affordable residential community and remain consistent with the City's code, comprehensive plan, open space and parks plan, and capital improvement plan.





Jake Drake
Project Coordinator

Education

BA Law, Economics, Public Policy
University of Washington

Tenure

2 years in the industry

Jake manages a team and oversees all project development tasks. He has led an effort to strengthen both BlueLine’s permitting system and project tracking procedures as his exceptional organization skills allow him to skillfully navigate BlueLine’s project development process. Prior to joining BlueLine, Jake worked in the healthcare industry while obtaining a degree in law and policy.

Jake’s experience and education provided him with a variety of skills to navigate land use planning challenges, including legal and code interpretation, development, and process efficiency. These skills have helped Jake quickly transition to his role with BlueLine that make him a valuable contributor to the team and our clients.

SELECT PROJECT EXPERIENCE

Land Use Planning Consulting Services | City of Algona

Providing consulting services to the City on proposal to update the municipal code for Development Agreement projects. Tasks include preparing new code and ordinance language and providing recommendations to Planning Commission and City Council, developing applications, forms and suggested agreement language for implementation with the City.

Woodinville Civic Campus | Woodinville, WA

Coordinating the restoration of the historic Woodinville Civic Campus to accommodate new commercial space and 250+ residential units. Responsible for the preliminary design and engineering of the project, including site plan, and the client.

Bridle Trails Subdivision | Kirkland, WA

Providing consulting services for nine building permits within a new subdivision. Scope of work included compiling all necessary documents and plans, coordinate with client and architect, and communicate with the City of Kirkland for comments related to the project.

Hewitt Avenue Subdivision | Lake Stevens, WA

Providing consulting services for a new 14-lot subdivision. Work included preparing a preliminary site plan, a preliminary subdivision map, and a preliminary plat of city requirements, recommendations, and progress.

Heritage at Paine Field | Everett, WA

Providing consulting services between Snohomish County and the City of Everett for a new 10-story senior residential facility. Work included conducting a preliminary site visit, a preliminary service within county, a preliminary review for county environmental analysis as a result of present on-site conditions, and proposed removal of mature trees.





City of Stanwood, Washington
On-Call Professional Services Master Contract
Task Order Approval Form

The general provisions and clauses of the City of Stanwood Master On-Call Contract shall be in full force and effect for this Task Order.

Name of Consultant: Blueline Group

Term of Master On-Call Contract: City of Stanwood 2021-26 On-Call Contract

Task Order Number: TO 2021-01: Planning Review Services

Project Name: Planning Review Services

Scope of Services for this Task Order:

- A. Review plans submitted for development for compliance with City development standards and practices.
- B. Interpret City code requirements and standards as requested by the Department Director.
- C. Reviews associated with Record and Surveys for subdivisions and boundary changes.
- D. Meeting and phone conversations with developers and/or his or her agents as directed by the City including pre-application meetings as requested by the developer.
- E. Review and analyze information made available through the City that may assist in the development of a given project.
- F. Site inspections on an on-call basis as needed.
- G. Support the Planning Department with long range planning activities such as code amendments, rezones, annexations or comprehensive plan amendments.

Cost of Services: Not to exceed \$50,000.00

Hourly Rate: Rate Schedule per Contract Number 2021-26

Contract Duration: December 31, 2021

ATTACHMENT A

The full scope of services, cost estimate, schedule and rate sheet, if different than approved under the original contract, are incorporated into this Task Order as Attachment A. The CONSULTANT agrees to perform the scope of services described in Attachment A within the budget noted in this Task Order.

Dated this _____ day of _____ 2021

CITY OF STANWOOD

By: _____
Elizabeth Callaghan, Mayor

Date: _____

Blueline Group

By: _____
Eric Jensen, Planner

Date: _____