City of Stanwood

City Council Packet

Stanwood City Council
Regular Meeting

Monday, November 08, 2021

AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, November 08, 2021 – 7:00 p.m.
This meeting will be conducted by telephone and online, connection information will be posted on City Website— https://www.stanwooodwa.org

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
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
5. **STAFF REPORTS**
Finance Report-Third Quarter 2020 Ending September 30, 2021 **5-1**
6. **COMMITTEE REPORTS**
a. Public Works Committee Meeting Minutes – October 04, 2021 **6-1**
b. Finance Committee Meeting Minutes – October 28, 2021 **6-10**
c. Community Development Committee Meeting Minutes – October 21, 2021 **6-13**
7. **CONSENT AGENDA**
a. Approve Vouchers and Payroll Checks **7-1**
b. Approve October 28, 2021 Regular City Council Meeting Minutes **7-5**
8. **PUBLIC HEARING**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting by, by calling 360-454-5213, or by clicking on this link: https://stanwoodwa.org/FormCenter/City-Clerk-5/Council-Meeting-Public-Hearing-Public-Co-69
a. Permit Procedures and Permitted Use Matrix Code Amendment **8-1**
i. Receive Public Comment on the Proposed Ordinance
ii. Second Reading and Final Adoption of Ordinance 1499
b. Kottsick Annexation – Acceptance of 60% petition - Intent to Annex and Transmit to Boundary Review Board **8-67**
i. Receive Public Comment on the Proposed Annexation
ii. Pass Resolution 2021-10
c. Revenue Sources and 2022 Property Tax Levy **8-103**
i. Receive Public Comment on the Proposed Ordinance
ii. First Reading of Ordinance 1500
d. Mid-Biennium Budget Amendment **8-112**
i. Receive Public Comment on the Proposed Ordinance
ii. First Reading of Ordinance 1501
9. **NEW BUSINESS**
a. Adopt Resolution 2021-09 - Salary and Benefits Schedule for 2022 **9-1**
b. Capital Improvement Plan Resolution 2021-12 – First Reading **9-10**
c. Authorize Final Acceptance of Heritage Park Ballfield Renovation **9-33**
d. Authorize Final Acceptance of Pioneer Highway Upgrades Phase II-Sewer Interceptor Project with Pellco Construction Inc. **9-42**
e. Adopt Resolution 2021-11 Road and Street Services Interlocal Agreement with Snohomish County **9-47**
10. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
11. **REPORTS OF OFFICERS AND COMMITTEES**
a. Mayor's Report
b. City Administrator's Report
c. Councilmember Reports/Questions
12. **ADJOURN**

Upcoming Meetings:
November 22, 2021 Special Meeting – Monday
December 09, 32021 Regular Meeting

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	5a
DATE:	November 08, 2021
SUBJECT:	Finance Report – Third Quarter Ending September 30, 2021
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENTS:	A – Third Quarter Budget to Actual Report

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

DISCUSSION

Attachment A is a year-to-date budget versus actual revenue and expenditures report (2021 Budget Position) with ending fund balance for all funds as of September 30, 2021. Key Messages regarding the city's January thru September 2021 financial performance:

- Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive, as expected, thru nine months of the year.

- Operating expenditures in the General Fund, Streets Operating, and Utility Operating are all under 75% through nine months of the year. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services.

- The COVID19 Pandemic continues into 2021 yet our expected financial outlook remains stable. Staff constantly monitors revenue and after three quarters collections remain strong.

- The City received $1,018,070 in ARP (American Rescue Plan) funds in June, and $35,000 additional distribution in August. The City will receive the second half of ARP funds in approximately June 2022.

- Economic conditions continue to improve as the housing prices and new and existing home sales remain strong, unemployment rates decline, consumer confidence and retail spending remain strong; however, inflation has taken a sharp turn upward and economists differ on predictions whether this is a long-term or "transitory" change.

Investment Performance:

The interest rate environment continues to change as interest rates ticked up across all maturities. The first table below provides monthly and quarterly investment portfolio performance compared to the required benchmark within Financial Policy, which is the two-year average of the two-year US Treasury Bond.

INVESTMENT PERFORMANCE - Q3 2021				
	July	August	Sept	Quarter Average
Amount Invested	$ 23,070,335	$ 23,073,814	$ 23,562,124	$ 23,235,424
Return (average percentage yield)	0.82%	0.80%	0.71%	0.78%
Benchmark*	0.57%	0.51%	0.46%	0.51%
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

The table below provides a detailed listing of holdings in the city's investment portfolio as of September 30, 2021.

Detailed Investment Holdings					
Investments	Maturity Date	Return (APY)	Balance	% of total balance	Weighted rate
WA Federal Public Funds	N/A	0.150%	$ 9,613,966	0.41	0.06%
WA LGIP	N/A	0.087%	$ 2,201,332	0.09	0.01%
Snoh. County Inv. Pool	N/A	1.126%	$ 4,678,989	0.20	0.22%
Farmer Mac	1/3/2022	1.594%	$ 1,029,890	0.04	0.07%
FHLB (8/30/19)	3/11/2022	1.501%	$ 1,018,527	0.04	0.06%
FHLB (10/11/2019)	9/9/2022	1.535%	$ 1,013,190	0.04	0.07%
Fed Farm Credit Bank	6/1/2022	1.500%	$ 1,001,290	0.04	0.06%
Fed National Mortgage Assn	1/19/2023	1.629%	$ 1,022,940	0.04	0.07%
FHLB (3/12/21)	5/24/2024	1.000%	$ 996,000	0.04	0.04%
FHLB (3/12/21)	3/10/2026	0.990%	$ 986,000	0.04	0.04%
Subtotal U.S. Agency Securities			$ 7,067,837		
Investment Total			$ 23,562,124	1.00	0.71%
Cash (Treasurer's Checking)			$ 1,824,281		
Total Cash and Investments			$ 25,386,405		

General Fund

General Fund Revenue

At the end of the third quarter, general fund revenues (excluding ARPA funds) were at 80% of budget. The majority of property taxes are received during the second and fourth quarters, which affects the timing of General Fund Revenue. Overall, taxes collected in the General fund through September are 77.5% of budget, while License and Permits revenue is 86.6% of the budget.

Sales Tax

Sales tax received year-to-date is 92% of budgeted revenues for 2021. Sales Tax is recorded in four categories: General Sales Tax, Affordable Housing, Criminal Justice, and Transportation Benefit District. In the 3rd quarter the City received $812,705 in these four categories. Comparing last year's sales tax receipts through the third quarter, 2021 tax receipts of $2,309,620 are a 3% increase from 2020's three quarter total of $2,238,221.

	2021 YTD 9/30/21	2020 YTD 9/30/20	YTD Comparison
Convenience & Grocers	76,286	71,792	6.26%
Auto/RV Dealer	151,551	113,422	33.62%
Department Store	86,993	83,249	4.50%
Specialty Retail	442,296	347,464	27.29%
Restaurants	192,050	164,975	16.41%
Building & Construction	461,723	656,105	-29.63%
TBD	414,835	407,442	1.81%
Criminal Justice	117,174	98,242	19.27%
Affordable Housing	14,276	7	0.00%
All Other Sales & Use Tax	352,437	295,523	19.26%
TOTAL	2,309,620	2,238,221	3.19%

General Fund Expenditures

General fund expenditures through September 30, 2021 are $4,100,823 or 68.9% of budget. This is below the nine month target of 75% of costs expected. Departmental expenditure summary performance is included in Attachment A.

General Fund – Fund Balance

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

The 2021 General Fund beginning cash balance was $4.4 million or 75% of the 2021 total operating expenditures budget. This balance is well over the financial policy general fund reserve target of 25%.

Street Operating Fund

Beginning in 2021, in lieu of receiving 8% of the property tax directly, the Street operating fund was budgeted to receive transfers from the General Fund and the Transportation Benefit Fund to support operations. The other major revenue the street fund relies on is unrestricted motor vehicle excise tax (MVFT), or "fuel tax". The city has received $106,098 thru September 30th in fuel taxes, which is 73% of budget. MVFT has gradually declined the past few years; the decline is attributed to the greater use of low gas mileage, hybrid and electric vehicles. Expenditures for street operations and maintenance are within budget at 73%. See Attachment A for fund performance.

Special Revenue Funds

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

Capital Project Funds

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

Utility Funds

Utility Funds are proprietary funds or “business-like funds”. The City has separated these funds into several funds for utility operations, capital, debt and reserves. Utility funds detail thru September 30, 2021 are shown in Attachment A.

Sewer Fund

Year-to date 2021 sewer operating revenues are $1,920,700 which is 82% of budget. Sewer rates were increased 7.5% effective January 1, 2021. Operating expenditures are at 70% of the budget. Our Water and Sewer Revenue and Refunding bonds were completed in October and $4,503,999 was deposited into our bank account. The refunding bonds achieved total net savings of $281,972 over the remaining 10 years. Capital expenditures in the Sewer Construction fund are at 47.9% of project budgets. The Main Lift Station and the Lower Pioneer Highway projects are currently underway and are funded with the new bond proceeds. There are many “buckets” of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

Drainage Fund

Drainage charges for services through September 30 are $895,600 or 85.3% of expected revenues for 2021. Drainage rates were significantly increased by 22.5% effective January 1, 2021. Drainage fund operating expenditures through September 30 are $672,000 or 70.3% of budget. The 2021 capital budget includes finishing the SR 532 Flood Berm and the Irvine Slough Stormwater project which has a $2.3 million budget. The financial health of the utility continues to be assessed to ensure adequate levels of reserves for operations and longer-term investments in the drainage system.

Water Fund

Water operating revenue from the beginning of the year is $1,664,460 or 81.5% of budget targets. Water rates were increased 3% effective January 1, 2021. Operating expenditures for the Water Fund are $1,776,500 or 76.8% of budget. Management will monitor this fund closely over the fourth quarter. There are many “buckets” of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood — Time: 13:38:38 Date: 10/15/2021

001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 00 01	Restricted Beg Cash & Invest	5,911.87	0.00	5,911.87	0.00	100.0%
308 91 00 01	Unassigned Beg Cash & Invest	4,422,197.99	0.00	4,422,197.99	0.00	100.0%
308 91 00 02	Unassigned Beg Cash & Invest	590.00	0.00	590.00	0.00	100.0%
308 Beginning Balances		4,428,699.86	0.00	4,428,699.86	0.00	100.0%
310 Taxes						
311 10 00 00	Property Tax	1,800,108.00	7,175.56	1,023,469.69	776,638.31	56.9%
311 10 10 00	EMS. Levy	0.00	0.00	1,595.04	(1,595.04)	0.0%
313 11 00 00	Sales Tax	1,900,000.00	212,890.98	1,763,335.56	136,664.44	92.8%
313 27 00 00	Affordable/Supportiv Housing Sales Tax	15,000.00	1,830.41	14,275.90	724.10	95.2%
313 31 00 00	Hotel/Motel Lodging Tax	0.00	(23.39)	0.00	0.00	0.0%
313 61 00 00	Natural Gas Tax	2,500.00	0.00	0.00	2,500.00	0.0%
313 71 00 00	Sales Tax Criminal Justice	120,000.00	13,960.59	117,174.34	2,825.66	97.6%
316 43 00 00	Gas Utility Tax	95,000.00	3,872.32	95,992.37	(992.37)	101.0%
316 45 00 00	Garbage Utility Tax	85,000.00	10,174.93	90,208.99	(5,208.99)	106.1%
316 46 00 00	Cable Tv Utility Tax	36,000.00	0.00	25,287.85	10,712.15	70.2%
316 47 00 00	Telephone Utility Tax	125,000.00	4,792.14	50,854.64	74,145.36	40.7%
316 48 00 00	Electric Utility Tax	325,000.00	28,906.15	254,734.98	70,265.02	78.4%
316 49 10 00	Water/Sewer/Drainage Utility Tax	410,000.00	45,488.95	369,470.46	40,529.54	90.1%
316 81 00 00	Gambling Tax	3,000.00	0.00	1,841.70	1,158.30	61.4%
337 00 00 00	Local Grants, Entitlements, And Other Payments	1,000.00	0.07	2,036.04	(1,036.04)	203.6%
310 Taxes		4,917,608.00	329,068.71	3,810,277.56	1,107,330.44	77.5%
320 Licenses & Permits						
321 60 00 00	Professional & Occupational Lic & Permit	0.00	0.00	0.00	0.00	0.0%
321 91 00 00	Cable Tv Franchise Fee	60,000.00	0.00	54,415.76	5,584.24	90.7%
321 99 00 00	Business Lic & Permits	60,000.00	5,087.50	46,474.94	13,525.06	77.5%
322 10 00 00	Building Permits	220,000.00	31,950.45	196,672.90	23,327.10	89.4%
322 10 00 01	Mechanical Permits	25,000.00	3,465.00	20,107.36	4,892.64	80.4%
322 10 00 02	Plumbing Permits	25,000.00	4,075.00	27,029.15	(2,029.15)	108.1%
322 10 00 03	Grading Permit	2,000.00	0.00	750.00	1,250.00	37.5%
322 10 00 04	Demolition Permit	1,500.00	0.00	1,378.20	121.80	91.9%
322 10 00 05	Roofing Permits	3,000.00	64.65	2,913.80	86.20	97.1%
322 10 00 06	Sign Permit	3,000.00	300.00	2,090.00	910.00	69.7%
322 10 00 07	5% Permit Technology Fee	30,000.00	(6,915.55)	18,117.69	11,882.31	60.4%
322 30 00 00	Animal Licenses	500.00	50.00	670.00	(170.00)	134.0%
322 40 00 00	Parking Permits	50.00	0.00	20.00	30.00	40.0%
322 90 00 00	Gun Permits	7,500.00	582.00	6,864.00	636.00	91.5%
322 90 00 01	Right Of Way And Utility Admin	6,000.00	645.00	8,268.15	(2,268.15)	137.8%
322 90 00 02	Other Licenses & Permits	2,000.00	0.00	290.00	1,710.00	14.5%
320 Licenses & Permits		445,550.00	39,304.05	386,061.95	59,488.05	86.6%
330 Intergovernmental Revenues						
331 10 10 00	USDA - Farmers' Market	0.00	0.00	0.00	0.00	0.0%
332 92 10 00	COVID 19 ARPA	0.00	0.00	1,018,070.00	(1,018,070.00)	0.0%
333 11 00 00	COVID Indirect Fed DOC	0.00	0.00	35,000.00	(35,000.00)	0.0%

001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
330 Intergovernmental Revenues						
333 16 80 00	Dept Of Justice State Passth	0.00	0.00	0.00	0.00	0.0%
333 20 60 00	Dept. Of Transportation - NHTSA	0.00	0.00	0.00	0.00	0.0%
333 97 00 00	F E M A	0.00	0.00	0.00	0.00	0.0%
334 00 30 01	Other State Grants	0.00	0.00	0.00	0.00	0.0%
334 00 30 10	Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
334 01 80 01	State Grant Military Dept	0.00	0.00	0.00	0.00	0.0%
334 03 10 00	Department Of Ecology	0.00	0.00	0.00	0.00	0.0%
334 03 50 00	Traffic Safety Commission	0.00	0.00	0.00	0.00	0.0%
334 03 60 10	WSDOT	0.00	0.00	24,998.75	(24,998.75)	0.0%
334 04 20 00	State Of WA Dept Of Commerce	0.00	0.00	0.00	0.00	0.0%
335 00 91 00	Pud Privilege Tax	37,000.00	0.00	0.00	37,000.00	0.0%
335 04 01 00	Biennium One-Time Allocation2022-23	0.00	0.00	29,323.00	(29,323.00)	0.0%
336 06 20 00	Criminal Justice-high Crime	0.00	0.00	0.00	0.00	0.0%
336 06 21 00	Criminal Justice-population	2,200.00	0.00	1,738.43	461.57	79.0%
336 06 25 00	Contracted Police Services	14,000.00	0.00	10,666.18	3,333.82	76.2%
336 06 26 00	Criminal Justice Special Pro	8,000.00	0.00	6,194.41	1,805.59	77.4%
336 06 42 00	Marijuana Excise Tax Distribution	20,000.00	1,502.62	2,774.06	17,225.94	13.9%
336 06 51 00	Crim Justice--dui Cities	1,300.00	0.00	862.76	437.24	66.4%
336 06 94 00	Liquor Excise Tax	35,100.00	0.00	36,353.80	(1,253.80)	103.6%
336 06 95 00	Liquor Board Profits	55,700.00	14,071.66	42,226.03	13,473.97	75.8%
342 10 00 00	School Resource Officer Reim	110,000.00	0.00	110,537.00	(537.00)	100.5%
330 Intergovernmental Revenues		283,300.00	15,574.28	1,318,744.42	(1,035,444.42)	465.5%
340 Charges For Services						
341 43 00 00	School Impact Admin. Fee	0.00	0.00	0.00	0.00	0.0%
341 43 00 01	Credit Card Proc Fee	28,000.00	255.77	1,607.93	26,392.07	5.7%
341 43 00 02	Credit Card Proc Fee-CD DONOTUSE	0.00	0.00	0.00	0.00	0.0%
341 43 00 03	Credit Card Proc Fee-Clerk DONOTUSE	0.00	0.00	0.00	0.00	0.0%
341 43 00 04	Credit Card Proc Fee-Law Enf DONOTUSE	0.00	0.00	0.00	0.00	0.0%
341 43 00 05	Credit Card Proc Fee-PW DONOTUSE	0.00	0.00	0.00	0.00	0.0%
341 81 00 00	Services	500.00	0.00	0.00	500.00	0.0%
341 81 00 01	Services-PD	0.00	0.00	0.00	0.00	0.0%
341 99 00 00	Passport / Naturalization Fe	30,000.00	0.00	0.00	30,000.00	0.0%
342 10 90 00	Law Enforcement - Other Fees	2,500.00	0.00	85.00	2,415.00	3.4%
344 10 51 00	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
345 23 00 00	Animal Control And Shelter Services	0.00	0.00	0.00	0.00	0.0%
345 60 00 00	Tourism Services - POS Discover Stanwood Camano	0.00	0.00	0.00	0.00	0.0%
345 60 00 01	Tourism Services - Snohomish County Economic Development	0.00	0.00	0.00	0.00	0.0%
345 60 00 02	Tourism Services-Port Of Seattle	0.00	0.00	0.00	0.00	0.0%
345 81 00 00	Zoning/inspection Fees	140,000.00	14,549.50	168,212.97	(28,212.97)	120.2%
345 81 00 01	Engineering Fees	10,000.00	0.00	0.00	10,000.00	0.0%
345 83 00 00	Plan Checking Fees	170,000.00	14,449.46	124,934.12	45,065.88	73.5%
345 89 00 00	Environmental Fees	2,000.00	0.00	1,000.00	1,000.00	50.0%

001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
340 Charges For Services						
345 89 00 01	Other Planning & Development Fees	35,000.00	1,716.00	20,640.78	14,359.22	59.0%
347 30 00 00	Park Fees	12,000.00	2,330.00	5,957.50	6,042.50	49.6%
347 30 00 01	Park Fees- Tourn/Comm Use	0.00	0.00	0.00	0.00	0.0%
347 30 00 02	Park Fees- Energy	0.00	0.00	0.00	0.00	0.0%
347 30 00 03	Park Fees- Staff	0.00	0.00	0.00	0.00	0.0%
347 30 00 04	Park Fees- Picnic Area/Meeting Rooms	0.00	65.00	435.00	(435.00)	0.0%
347 30 00 05	Park Fees - Sales Tax	0.00	0.00	0.00	0.00	0.0%
369 91 00 01	Interfund/interdepart Charge	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		430,000.00	33,365.73	322,873.30	107,126.70	75.1%
350 Fines & Forfeitures						
353 10 00 00	Court Fines	10,000.00	1,100.27	11,218.82	(1,218.82)	112.2%
354 00 00 00	Parking Fines	500.00	0.00	10.00	490.00	2.0%
355 20 00 00	Dui Recoveries	500.00	0.00	0.00	500.00	0.0%
356 90 00 00	Other Criminal Non-Traffic Fines	0.00	0.00	100.00	(100.00)	0.0%
357 30 00 00	Witness Fees/crt Reimb	0.00	0.00	0.00	0.00	0.0%
359 00 00 00	Traffic Fines & Penalties	1,500.00	75.41	2,755.13	(1,255.13)	183.7%
359 90 00 00	Misc Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures		12,500.00	1,175.68	14,083.95	(1,583.95)	112.7%
360 Misc Revenues						
361 11 00 01	State Pool/cd Interest	60,000.00	6,749.92	39,388.35	20,611.65	65.6%
361 40 00 01	Sales Tax Interest	2,000.00	99.04	1,469.65	530.35	73.5%
361 40 20 01	Property Tax Interest	0.00	0.00	0.00	0.00	0.0%
362 00 00 01	Rents And Leases	0.00	100.00	1,300.00	(1,300.00)	0.0%
367 00 10 10	Donations	500.00	0.00	0.00	500.00	0.0%
367 00 10 11	Touch A Truck Donations	0.00	0.00	0.00	0.00	0.0%
369 81 00 00	Cashier's Overage/shortage	0.00	0.00	0.00	0.00	0.0%
369 91 00 00	Misc.	3,000.00	660.00	3,865.06	(865.06)	128.8%
369 91 10 00	Auction Proceeds	0.00	0.00	0.00	0.00	0.0%
398 10 00 00	Insurance Recoveries	0.00	0.00	6,134.92	(6,134.92)	0.0%
360 Misc Revenues		65,500.00	7,608.96	52,157.98	13,342.02	79.6%
380 Non Revenues						
382 10 00 01	Deposits Refundable	0.00	350.00	1,850.00	(1,850.00)	0.0%
382 30 00 01	Court Funds	0.00	1,438.77	15,377.55	(15,377.55)	0.0%
388 50 00 01	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
389 90 00 01	Payroll Deductions Clearing	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	1,788.77	17,227.55	(17,227.55)	0.0%
390 Other Revenues						
395 10 00 01	Sales Of Fixed Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						

001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
397 Interfund Transfers						
397 10 00 20	Trfr In From Fire Station Constr	0.00	0.00	0.00	0.00	0.0%
397 10 00 30	Trfr In From Phys Fit Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		10,583,157.86	427,886.18	10,350,126.57	233,031.29	97.8%

Expenditures		Amt Budgeted	September	YTD	Remaining	
511 Clerk & City Council						
511 60 10 00	Salaries & Wages	100,948.00	10,490.00	91,624.48	9,323.52	90.8%
511 60 11 00	Overtime	510.00	0.00	0.00	510.00	0.0%
511 60 20 00	Social Security	7,723.00	789.09	6,907.22	815.78	89.4%
511 60 21 00	Retirement	8,160.00	770.29	8,002.14	157.86	98.1%
511 60 22 00	Medical Benefits	20,125.00	1,637.69	13,130.83	6,994.17	65.2%
511 60 23 00	L & I	436.00	0.00	200.58	235.42	46.0%
511 60 24 00	Unemployment & PFMLA	128.00	0.00	114.20	13.80	89.2%
511 60 31 00	Supplies	1,000.00	0.00	414.30	585.70	41.4%
511 60 32 00	Fuel	0.00	0.00	0.00	0.00	0.0%
511 60 35 00	Small Equipment	1,500.00	0.00	0.00	1,500.00	0.0%
511 60 41 00	Professional Services	39,800.00	5,264.36	19,327.39	20,472.61	48.6%
511 60 42 00	Communications	500.00	0.00	198.14	301.86	39.6%
511 60 44 00	Advertising	3,000.00	342.39	1,344.54	1,655.46	44.8%
511 60 45 00	Operating Rentals	0.00	0.00	0.00	0.00	0.0%
511 60 48 00	Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
511 60 49 00	Miscellaneous	500.00	0.00	0.00	500.00	0.0%
511 60 49 01	Meetings, Training & Travel	3,500.00	0.00	468.00	3,032.00	13.4%
511 60 49 05	Credit Card Bank Fees-Clerk	0.00	0.00	0.00	0.00	0.0%
511 60 49 06	Dues	500.00	0.00	250.00	250.00	50.0%
511 60 49 10	Wellness Program	0.00	0.00	0.00	0.00	0.0%
514 40 41 05	Election Service	3,500.00	0.00	0.00	3,500.00	0.0%
514 40 41 06	Voter Registration Service	10,000.00	0.00	8,259.38	1,740.62	82.6%
511 Clerk & City Council		201,830.00	19,293.82	150,241.20	51,588.80	74.4%
512 Judical						
512 50 49 01	Cascade Court Costs	17,000.00	1,779.27	9,590.19	7,409.81	56.4%
512 Judical		17,000.00	1,779.27	9,590.19	7,409.81	56.4%
513 Executive Activities						
513 10 10 00	Salaries & Wages	78,587.00	57,706.06	111,556.31	(32,969.31)	142.0%
513 10 20 00	Social Security	5,676.00	1,507.39	5,606.55	69.45	98.8%
513 10 21 00	Retirement	7,571.00	527.19	5,672.11	1,898.89	74.9%
513 10 22 00	Medical Benefits	12,253.00	911.97	9,255.29	2,997.71	75.5%
513 10 23 00	L & I	160.00	0.00	75.84	84.16	47.4%
513 10 24 00	Unemployment & PFMLA	120.00	0.00	62.66	57.34	52.2%
513 10 31 00	Supplies	500.00	66.35	79.74	420.26	15.9%
513 10 35 00	Small Equipment	0.00	0.00	0.00	0.00	0.0%
513 10 41 00	Professional Services	38,300.00	476.59	8,495.26	29,804.74	22.2%
513 10 42 00	Communications	700.00	40.49	326.08	373.92	46.6%
513 10 42 01	Mayor's Newsletter DO NOT USE	0.00	0.00	0.00	0.00	0.0%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
513 Executive Activities						
513 10 49 00	Miscellaneous	500.00	0.00	0.00	500.00	0.0%
513 10 49 01	Meetings, Training & Travel	2,500.00	2,830.50	3,203.50	(703.50)	128.1%
513 10 49 02	Volunteer Appreciation	3,000.00	0.00	0.00	3,000.00	0.0%
513 Executive Activities		149,867.00	64,066.54	144,333.34	5,533.66	96.3%
514 Administration						
514 23 10 00	Salaries & Wages	428,175.00	23,286.62	261,534.97	166,640.03	61.1%
514 23 10 99	Salaries Indirect Cost Allocation	(266,452.00)	(55,195.00)	(165,584.00)	(100,868.00)	62.1%
514 23 11 00	Overtime	1,080.00	0.00	90.16	989.84	8.3%
514 23 20 00	Social Security	32,639.00	1,781.42	19,959.96	12,679.04	61.2%
514 23 21 00	Retirement	54,856.00	2,171.62	32,736.99	22,119.01	59.7%
514 23 22 00	Medical Benefits	111,239.00	4,809.02	63,870.44	47,368.56	57.4%
514 23 22 99	Benefits Indirect Cost Allocation	(129,978.00)	(25,124.00)	(75,371.00)	(54,607.00)	58.0%
514 23 23 00	L & I	1,596.00	0.00	675.78	920.22	42.3%
514 23 23 01	Awc Retro Program	1,720.00	0.00	0.00	1,720.00	0.0%
514 23 24 00	Unemployment & PFMLA	856.00	0.00	541.15	314.85	63.2%
514 23 31 00	Supplies	3,000.00	519.93	1,796.17	1,203.83	59.9%
514 23 31 99	Supplies Indirect Cost Allocation	(8,795.00)	(2,198.00)	(6,596.00)	(2,199.00)	75.0%
514 23 32 00	Fuel	0.00	0.00	0.00	0.00	0.0%
514 23 35 00	Small Equipment	1,000.00	0.00	168.38	831.62	16.8%
514 23 41 00	Professional Services	39,450.00	4,402.76	31,489.33	7,960.67	79.8%
514 23 41 01	Payroll Leave Contingency	0.00	0.00	0.00	0.00	0.0%
514 23 41 02	Budget Adjustment Placeholde	0.00	0.00	0.00	0.00	0.0%
514 23 41 03	Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
514 23 41 04	CPG Grant - Clean Up Day	5,100.00	0.00	1,368.80	3,731.20	26.8%
514 23 41 07	State Audit	35,000.00	0.00	6,890.90	28,109.10	19.7%
514 23 41 99	Services Indirect Cost Allocation	(94,497.00)	(42,414.00)	(127,242.00)	32,745.00	134.7%
514 23 42 00	Communications	2,500.00	40.49	470.08	2,029.92	18.8%
514 23 44 00	Advertising	500.00	0.00	0.00	500.00	0.0%
514 23 45 00	Operating Rentals	16,500.00	1,015.91	7,309.58	9,190.42	44.3%
514 23 48 00	Repair/maintenance	4,000.00	0.00	0.00	4,000.00	0.0%
514 23 49 00	Miscellaneous	200.00	0.00	115.00	85.00	57.5%
514 23 49 01	Meetings, Training & Travel	5,500.00	141.90	1,536.30	3,963.70	27.9%
514 23 49 04	Credit Card Fees-Utilities	0.00	0.00	0.00	0.00	0.0%
514 23 49 05	Credit Card Bank Fees	55,000.00	285.34	3,210.17	51,789.83	5.8%
514 23 49 06	Dues	1,100.00	0.00	974.00	126.00	88.5%
514 Administration		301,289.00	(86,475.99)	59,945.16	241,343.84	19.9%
515 Legal Services						
515 41 41 21	External Legal Services-Advice	90,000.00	5,964.00	60,879.00	29,121.00	67.6%
515 45 41 22	External Legal Serv-Claims & Litigation	12,500.00	0.00	12,049.00	451.00	96.4%
515 93 41 23	Adult Misdemeanor Public Def	34,000.00	6,624.00	24,457.71	9,542.29	71.9%
515 Legal Services		136,500.00	12,588.00	97,385.71	39,114.29	71.3%
518 Centralized Services						
518 10 10 00	Salaries & Wages	26,420.00	2,371.50	21,275.25	5,144.75	80.5%
518 10 11 00	Overtime	0.00	0.00	0.00	0.00	0.0%
518 10 20 00	Social Security	1,992.00	179.42	1,609.56	382.44	80.8%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
518 Centralized Services						
518 10 21 00	Retirement	3,429.00	243.08	2,630.38	798.62	76.7%
518 10 22 00	Medical Benefits	7,242.00	516.20	4,645.36	2,596.64	64.1%
518 10 23 00	L & I	58.00	0.00	39.25	18.75	67.7%
518 10 24 00	Unemployment & PFMLA	53.00	0.00	40.88	12.12	77.1%
518 10 31 00	Supplies	1,000.00	0.00	560.60	439.40	56.1%
518 10 35 00	Small Equipment	0.00	0.00	0.00	0.00	0.0%
518 10 41 00	Professional Services	31,420.00	243.50	6,515.50	24,904.50	20.7%
518 10 42 00	Communications	0.00	0.00	0.00	0.00	0.0%
518 10 44 00	Advertising	10,000.00	849.20	8,946.65	1,053.35	89.5%
518 10 48 00	Repair & Maintenance	1,000.00	0.00	0.00	1,000.00	0.0%
518 10 49 01	Meetings, Training & Travel	2,000.00	0.00	60.00	1,940.00	3.0%
518 10 49 02	Training-All EE Annual	5,000.00	0.00	0.00	5,000.00	0.0%
518 10 49 06	Dues	500.00	0.00	0.00	500.00	0.0%
518 10 49 10	Wellness Program	2,000.00	266.96	992.99	1,007.01	49.6%
	010 Personnel Services	92,114.00	4,669.86	47,316.42	44,797.58	51.4%
518 30 10 00	Salaries & Wages	87,187.00	4,924.35	59,387.68	27,799.32	68.1%
518 30 11 00	Overtime	550.00	108.00	630.49	(80.49)	114.6%
518 30 20 00	Social Security	6,682.00	384.07	4,580.52	2,101.48	68.6%
518 30 21 00	Retirement	11,255.00	584.64	7,625.21	3,629.79	67.7%
518 30 22 00	Medical Benefits	22,074.00	1,135.96	13,782.45	8,291.55	62.4%
518 30 23 00	L & I	806.00	0.00	483.24	322.76	60.0%
518 30 24 00	Unemployment & PFMLA	175.00	0.00	113.91	61.09	65.1%
518 30 31 00	Supplies	5,750.00	773.79	2,535.09	3,214.91	44.1%
518 30 31 05	Uniforms	1,400.00	0.00	268.15	1,131.85	19.2%
518 30 32 00	Fuel	2,400.00	194.75	1,558.83	841.17	65.0%
518 30 35 00	Small Tools	450.00	0.00	360.68	89.32	80.2%
518 30 41 00	Professional Services	45,500.00	5,193.16	23,466.81	22,033.19	51.6%
518 30 42 00	Communications	600.00	25.28	420.16	179.84	70.0%
518 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
518 30 46 00	Insurance	52,000.00	0.00	47,600.25	4,399.75	91.5%
518 30 47 00	Utilities	17,200.00	806.09	9,677.24	7,522.76	56.3%
518 30 47 02	Rental Expense	300.00	0.00	111.76	188.24	37.3%
518 30 48 00	Repairs/maintenance	10,000.00	0.00	3,987.65	6,012.35	39.9%
518 30 49 01	Meetings, Training & Travel	500.00	0.00	37.10	462.90	7.4%
	030 Buildings & Grounds	264,829.00	14,130.09	176,627.22	88,201.78	66.7%
518 63 41 01	COVID19	0.00	0.00	0.00	0.00	0.0%
	060 Covid19	0.00	0.00	0.00	0.00	0.0%
518 90 31 90	General Gov't Supplies & Matl's	6,000.00	130.20	2,600.76	3,399.24	43.3%
518 90 35 90	Other General Governmental Services (SA) - Small Tools And Minor Equipment	1,000.00	0.00	0.00	1,000.00	0.0%
518 90 42 00	General Gov't Communications	35,000.00	33.35	2,056.91	32,943.09	5.9%
518 90 42 02	Passport Postage	2,000.00	0.00	31.95	1,968.05	1.6%
518 90 49 01	B & O Tax	500.00	12.96	16.38	483.62	3.3%
518 90 49 02	AWC Membership	5,800.00	0.00	6,445.74	(645.74)	111.1%
518 90 49 03	Puget Sound Regnl Council	2,500.00	0.00	0.00	2,500.00	0.0%
518 90 49 04	SnoCo Tomorrow	1,500.00	0.00	1,394.00	106.00	92.9%
518 90 49 05	Puget Sound Clean Air	5,000.00	0.00	4,820.00	180.00	96.4%
518 90 49 06	OMWBE	200.00	0.00	0.00	200.00	0.0%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
518 Centralized Services						
518 90 49 07	Snohomish Health Dist.	0.00	0.00	0.00	0.00	0.0%
518 90 49 08	Senior Center Life EAP	0.00	0.00	0.00	0.00	0.0%
090 General Gov't Services		59,500.00	176.51	17,365.74	42,134.26	29.2%
518 Centralized Services		416,443.00	18,976.46	241,309.38	175,133.62	57.9%
521 Law Enforcement						
521 10 10 00	Salaries & Wages	142,969.00	9,717.71	88,291.01	54,677.99	61.8%
521 10 11 00	Overtime	0.00	171.15	4,637.82	(4,637.82)	0.0%
521 10 20 00	Social Security	10,937.00	752.73	7,075.22	3,861.78	64.7%
521 10 21 00	Retirement	18,217.00	1,204.66	12,841.84	5,375.16	70.5%
521 10 22 00	Medical Benefits	52,013.00	4,118.85	38,041.23	13,971.77	73.1%
521 10 23 00	L & I	756.00	0.00	281.77	474.23	37.3%
521 10 24 00	Unemployment & PFMLA	286.00	0.00	176.44	109.56	61.7%
521 10 31 00	Supplies	2,300.00	59.72	1,078.35	1,221.65	46.9%
521 10 31 01	Supplies - Nat'l Night Out	3,500.00	446.19	1,039.66	2,460.34	29.7%
521 10 31 02	Training Supplies	275.00	0.00	0.00	275.00	0.0%
521 10 32 00	Fuel	175.00	0.00	0.00	175.00	0.0%
521 10 33 50	Small Equipment	0.00	0.00	0.00	0.00	0.0%
521 10 35 01	Uniforms	450.00	0.00	0.00	450.00	0.0%
521 10 41 00	Professional Services	400.00	0.00	111.95	288.05	28.0%
521 10 44 00	Advertising	500.00	0.00	0.00	500.00	0.0%
521 10 45 00	Rentals And Leases	500.00	0.00	0.00	500.00	0.0%
521 10 47 00	Utilities	10,000.00	331.40	5,358.23	4,641.77	53.6%
521 10 48 03	Repair\maintenance	1,000.00	0.00	257.08	742.92	25.7%
521 10 49 00	Miscellaneous	1,000.00	0.00	544.10	455.90	54.4%
521 10 49 02	Dues	700.00	0.00	0.00	700.00	0.0%
521 10 49 03	Meeting, Training & Travel	2,000.00	65.00	910.98	1,089.02	45.5%
521 10 49 05	Credit Card Bank Fees-Law Enf	0.00	0.00	0.00	0.00	0.0%
521 10 49 06	Narcotics Task Force	1,360.00	0.00	1,357.00	3.00	99.8%
521 10 49 07	Intergovernmental Agreements	1,886,551.00	313,447.50	1,410,513.75	476,037.25	74.8%
521 10 49 08	Sno911&SERS (was Dispatch)	137,912.00	8,202.99	73,826.91	64,085.09	53.5%
521 10 49 09	SERS Maint&OpDONOTUSE	0.00	0.00	0.00	0.00	0.0%
521 10 49 10	Animal Control	3,300.00	440.00	1,760.00	1,540.00	53.3%
521 Law Enforcement		2,277,101.00	338,957.90	1,648,103.34	628,997.66	72.4%
522 Fire Control						
522 22 10 00	Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
522 22 11 00	Overtime	0.00	0.00	0.00	0.00	0.0%
522 22 20 00	Social Security	0.00	0.00	0.00	0.00	0.0%
522 22 21 00	Retirement	0.00	0.00	0.00	0.00	0.0%
522 22 22 00	Medical Benefits	0.00	0.00	0.00	0.00	0.0%
522 22 23 00	L & I	0.00	0.00	0.00	0.00	0.0%
522 22 24 00	Unemployment & PFMLA	0.00	0.00	0.00	0.00	0.0%
522 22 31 00	Supplies	0.00	0.00	0.00	0.00	0.0%
522 22 32 00	Fuel	0.00	0.00	0.00	0.00	0.0%
522 22 35 00	Small Equipment	0.00	0.00	0.00	0.00	0.0%
522 22 35 01	Uniforms	0.00	0.00	0.00	0.00	0.0%
522 22 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
522 22 42 00	Communications	0.00	0.00	0.00	0.00	0.0%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
522 Fire Control						
522 22 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
522 22 45 00	Rentals	0.00	0.00	0.00	0.00	0.0%
522 22 47 00	Utilities	0.00	0.00	0.00	0.00	0.0%
522 22 48 00	Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 48 07	Vehicle Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 49 01	Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
522 22 49 02	Dues	0.00	0.00	0.00	0.00	0.0%
522 22 49 03	Administrative Service Contract	45,025.00	0.00	0.00	45,025.00	0.0%
522 Fire Control		45,025.00	0.00	0.00	45,025.00	0.0%
523 Jail Costs						
523 50 49 03	County Jail	55,000.00	5,655.78	34,399.20	20,600.80	62.5%
523 Jail Costs		55,000.00	5,655.78	34,399.20	20,600.80	62.5%
525 Emergency Services						
525 10 49 00	2010 Flood Emergency	0.00	0.00	0.00	0.00	0.0%
525 10 49 01	Emergency Services - Prof Svcs	0.00	0.00	0.00	0.00	0.0%
525 10 49 03	Emergency Services-SnoCo DEM	10,110.00	2,284.25	6,852.75	3,257.25	67.8%
525 Emergency Services		10,110.00	2,284.25	6,852.75	3,257.25	67.8%
551 Public Housing Services						
551 10 49 09	Resource Cntr-Housing	15,000.00	0.00	0.00	15,000.00	0.0%
551 10 49 10	Alliance For Housing Authority	1,740.00	0.00	1,738.00	2.00	99.9%
551 Public Housing Services		16,740.00	0.00	1,738.00	15,002.00	10.4%
558 Community Planning & Economic Development						
558 60 10 00	Salaries & Wages	485,614.00	32,967.37	336,345.76	149,268.24	69.3%
558 60 11 00	Overtime	570.00	0.00	52.17	517.83	9.2%
558 60 20 00	Social Security	36,914.00	2,521.31	25,677.17	11,236.83	69.6%
558 60 21 00	Retirement	63,033.00	3,491.31	40,652.48	22,380.52	64.5%
558 60 22 00	Medical Benefits	102,716.00	4,885.55	55,775.46	46,940.54	54.3%
558 60 23 00	L & I	1,199.00	0.00	886.83	312.17	74.0%
558 60 24 00	Unemployment & PFMLA	971.00	0.00	665.90	305.10	68.6%
558 60 31 00	Supplies	4,000.00	113.19	2,208.30	1,791.70	55.2%
558 60 32 00	Fuel	700.00	136.85	708.51	(8.51)	101.2%
558 60 35 00	Small Equipment	3,500.00	0.00	(3,484.34)	6,984.34	99.6%
558 60 41 00	Professional Services	110,500.00	40,868.40	169,996.81	(59,496.81)	153.8%
558 60 41 01	Economic Development-DSC DO NOT USE	0.00	0.00	0.00	0.00	0.0%
558 60 41 03	Tourism Promotion & Marketing-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
558 60 41 09	Prof Serv-Reimbursable	40,000.00	6,604.01	43,460.43	(3,460.43)	108.7%
558 60 42 00	Communications	2,000.00	209.74	2,580.17	(580.17)	129.0%
558 60 44 00	Advertising	3,000.00	498.24	2,463.49	536.51	82.1%
558 60 45 00	Rentals	3,600.00	300.77	2,349.70	1,250.30	65.3%
558 60 48 00	Repairs & Maintenance	400.00	61.96	61.96	338.04	15.5%
558 60 49 00	Meetings, Training & Travel	8,000.00	425.00	433.40	7,566.60	5.4%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
558 Community Planning & Economic Development						
558 60 49 01	Meetings, Training & Travel-DON'T USE	0.00	0.00	0.00	0.00	0.0%
558 60 49 02	Dues	13,500.00	0.00	10,490.40	3,009.60	77.7%
558 60 49 03	Printing	0.00	0.00	0.00	0.00	0.0%
558 60 49 05	Credit Card Bank Fees-CD	0.00	0.00	0.00	0.00	0.0%
060 Community Development		880,217.00	93,083.70	691,324.60	188,892.40	78.5%
558 70 10 00	Salaries & Wages	87,756.00	6,892.00	27,568.00	60,188.00	31.4%
558 70 11 00	Overtime	0.00	0.00	0.00	0.00	0.0%
558 70 20 00	Social Security	6,596.00	527.23	2,108.92	4,487.08	32.0%
558 70 21 00	Retirement	11,391.00	706.43	3,200.64	8,190.36	28.1%
558 70 22 00	Medical Benefits	29,066.00	1,474.68	9,937.40	19,128.60	34.2%
558 70 23 00	L & I	231.00	0.00	18.41	212.59	8.0%
558 70 24 00	Unemployment & PFMLA	176.00	0.00	13.78	162.22	7.8%
558 70 31 00	Supplies	4,000.00	0.00	333.20	3,666.80	8.3%
558 70 35 00	Small Equipment	2,500.00	0.00	168.38	2,331.62	6.7%
558 70 41 00	Professional Services	85,000.00	383.36	1,861.85	83,138.15	2.2%
558 70 42 00	Communications	1,500.00	40.49	683.34	816.66	45.6%
558 70 44 00	Advertising	1,000.00	0.00	0.00	1,000.00	0.0%
558 70 48 00	Repair & Maintenance	500.00	0.00	0.00	500.00	0.0%
558 70 49 00	Meetings, Training & Travel	2,500.00	196.80	661.67	1,838.33	26.5%
558 70 49 02	Dues	4,000.00	0.00	1,400.00	2,600.00	35.0%
558 70 49 03	Printing	1,000.00	0.00	0.00	1,000.00	0.0%
070 Economic Development		237,216.00	10,220.99	47,955.59	189,260.41	20.2%
558 Community Planning & Economic		1,117,433.00	103,304.69	739,280.19	378,152.81	66.2%
562 Public Health Services						
562 10 49 07	Snohomish Health District	7,000.00	0.00	14,000.00	(7,000.00)	200.0%
562 Public Health Services		7,000.00	0.00	14,000.00	(7,000.00)	200.0%
566 Substance Abuse						
566 00 49 05	Liquor Board Excise Tax	1,602.00	518.12	1,571.90	30.10	98.1%
566 Substance Abuse		1,602.00	518.12	1,571.90	30.10	98.1%
569 Aging And Disability Services						
569 10 49 08	Sr Center LEAP	10,000.00	0.00	10,000.00	0.00	100.0%
569 Aging And Disability Services		10,000.00	0.00	10,000.00	0.00	100.0%
572 Libraries						
572 10 47 00	Utilities	12,360.00	813.79	6,958.11	5,401.89	56.3%
572 10 48 00	Repair/maintenance	2,500.00	0.00	368.14	2,131.86	14.7%
572 Libraries		14,860.00	813.79	7,326.25	7,533.75	49.3%
576 Park Facilities						
576 80 10 00	Salaries & Wages	253,875.00	17,899.70	166,914.65	86,960.35	65.7%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
576 Park Facilities						
576 80 11 00	Overtime	2,051.00	416.88	2,501.09	(450.09)	121.9%
576 80 20 00	Social Security	19,523.00	1,396.06	12,911.09	6,611.91	66.1%
576 80 21 00	Retirement	28,000.00	1,844.54	20,516.61	7,483.39	73.3%
576 80 22 00	Medical Benefits	62,329.00	3,514.57	38,007.63	24,321.37	61.0%
576 80 23 00	L & I	2,899.00	0.00	1,453.77	1,445.23	50.1%
576 80 24 00	Unemployment & PFMLA	512.00	0.00	306.47	205.53	59.9%
576 80 31 00	Supplies	10,500.00	3,514.62	10,093.63	406.37	96.1%
576 80 32 00	Fuel	6,500.00	468.53	3,720.03	2,779.97	57.2%
576 80 35 00	Small Equipment	2,000.00	0.00	963.72	1,036.28	48.2%
576 80 35 01	Uniforms	2,000.00	0.00	811.43	1,188.57	40.6%
576 80 41 00	Professional Services	17,540.00	495.54	10,115.02	7,424.98	57.7%
576 80 41 01	Summer Concert Series-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 02	Movies In The Park-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 03	Light Up Your Holidays-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 04	CPG Grant - Clean Up Day	0.00	0.00	0.00	0.00	0.0%
576 80 41 05	Touch A Truck-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 06	Snow Goose/Glass Quest-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 07	Haunted Halloween At Ovenell-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 10	Park Events-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 42 00	Communications	1,000.00	66.68	1,119.82	(119.82)	112.0%
576 80 45 06	Rent	2,500.00	0.00	0.00	2,500.00	0.0%
576 80 47 00	Utilities	15,000.00	6,088.19	14,279.65	720.35	95.2%
576 80 48 00	Repair/maintenance	12,000.00	1,087.56	5,915.32	6,084.68	49.3%
576 80 48 01	Field Maint - User Fees	0.00	12.40	12.40	(12.40)	0.0%
576 80 49 01	Meetings, Training & Travel	1,400.00	0.00	59.85	1,340.15	4.3%
576 80 49 05	Credit Card Bank Fees-PW	0.00	0.00	0.00	0.00	0.0%
576 Park Facilities		439,629.00	36,805.27	289,702.18	149,926.82	65.9%
580 Non Expeditures						
582 10 00 01	Refund Of Deposits	0.00	0.00	800.00	(800.00)	0.0%
582 30 00 01	Court Collections	0.00	1,291.78	13,633.15	(13,633.15)	0.0%
589 00 00 10	Change Fund	0.00	0.00	0.00	0.00	0.0%
589 00 09 98	ASP Clearing	0.00	0.00	0.00	0.00	0.0%
589 90 00 01	Payroll EE Deductions Clearing	0.00	(1,718.61)	2,827.48	(2,827.48)	0.0%
589 90 00 02	Payroll Draw Clearing	0.00	(3,200.00)	1,000.00	(1,000.00)	0.0%
580 Non Expeditures		0.00	(3,626.83)	18,260.63	(18,260.63)	0.0%
594 Capital Expenditures						
594 18 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 21 64 01	Equipment - Grant Funded	0.00	0.00	0.00	0.00	0.0%
594 25 60 00	Emergency Services - Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 58 64 00	Equipment - Software	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 00 01	Transfer To Streets (101)	300,000.00	0.00	300,000.00	0.00	100.0%
597 00 01 07	Transfer To Equip Replacemen	110,710.00	27,678.00	83,034.00	27,676.00	75.0%
597 00 01 15	Transfer Out To Tourism & Promotion DSC	25,000.00	6,250.00	18,750.00	6,250.00	75.0%
597 01 01 09	Trfr Out-contingency Fund (1	50,000.00	12,500.00	37,500.00	12,500.00	75.0%
597 01 01 10	Transfer To Build Impr Fund	0.00	0.00	0.00	0.00	0.0%
597 01 02 05	Transfer To Debt Serv(Parks)	0.00	0.00	0.00	0.00	0.0%
597 01 03 00	Transfer Out To Streets 103	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
597 01 04 21	Trsfr Out To Water Operating	100,000.00	25,000.00	75,000.00	25,000.00	75.0%
597 05 01 04	Transfer Out To Parks Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		735,710.00	108,928.00	626,784.00	108,926.00	85.2%
999 Ending Balance						
508 31 00 01	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 91 00 01	Unassigned End Cash & Invest	4,629,337.00	0.00	0.00	4,629,337.00	0.0%
508 91 00 02	Unassigned End Cash & Invest	590.00	0.00	0.00	590.00	0.0%
999 Ending Balance		4,629,927.00	0.00	0.00	4,629,927.00	0.0%
Fund Expenditures:		10,583,066.00	623,869.07	4,100,823.42	6,482,242.58	38.7%
Fund Excess/(Deficit):		91.86	(195,982.89)	6,249,303.15		

101 Street Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 01 01	Assigned Beg Cash & Invest	84,059.78	0.00	84,059.78	0.00	100.0%
308 Beginning Balances		84,059.78	0.00	84,059.78	0.00	100.0%
310 Taxes						
311 10 01 01	Property Taxes - Street 8%	0.00	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.00	0.0%
320 Licenses & Permits						
321 91 00 10	WM - Street Maintenance Fee	18,500.00	0.00	13,801.10	4,698.90	74.6%
322 90 00 03	Right Of Way And Utility Permits	1,000.00	0.00	0.00	1,000.00	0.0%
320 Licenses & Permits		19,500.00	0.00	13,801.10	5,698.90	70.8%
330 Intergovernmental Revenues						
336 00 71 00	Multimodal Transportation	9,400.00	2,389.72	7,171.04	2,228.96	76.3%
336 00 87 00	Mvft Unrestricted Fuel Tax	135,000.00	13,558.33	98,927.07	36,072.93	73.3%
330 Intergovernmental Revenues		144,400.00	15,948.05	106,098.11	38,301.89	73.5%
340 Charges For Services						
344 10 00 00	Adopt A Street Fees	0.00	0.00	0.00	0.00	0.0%
344 10 00 01	Misc. Charges For Services	0.00	0.00	0.00	0.00	0.0%
344 10 51 01	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
349 00 00 01	Interfund Charge - TBD	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 01 01	State Pool/cd Interest	2,000.00	217.84	613.50	1,386.50	30.7%
369 91 01 01	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
398 10 01 01	Insurance Recoveries	0.00	0.00	16,672.28	(16,672.28)	0.0%
360 Misc Revenues		2,000.00	217.84	17,285.78	(15,285.78)	864.3%
380 Non Revenues						
382 20 01 01	Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 00 00 00	Transfer In From GF	300,000.00	0.00	300,000.00	0.00	100.0%
397 00 01 03	Trfr From Street Const (103)	0.00	0.00	0.00	0.00	0.0%
397 00 02 03	Transfer In From Lid Guarantee	0.00	0.00	0.00	0.00	0.0%
397 01 01 20	Transfer In From Reet (120)	0.00	0.00	0.00	0.00	0.0%
397 02 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 07 06 77	Transfer In From TBD	200,000.00	50,000.00	150,000.00	50,000.00	75.0%
397 Interfund Transfers		500,000.00	50,000.00	450,000.00	50,000.00	90.0%

101 Street Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
Fund Revenues:		749,959.78	66,165.89	671,244.77	78,715.01	89.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
542 Streets - Maintenance						
542 30 10 00	Salaries & Wages	272,005.00	50,221.98	213,790.76	58,214.24	78.6%
542 30 11 00	Overtime	2,062.00	426.24	2,556.94	(494.94)	124.0%
542 30 20 00	Social Security	20,694.00	2,128.18	14,771.62	5,922.38	71.4%
542 30 21 00	Retirement	30,124.00	2,020.54	22,459.88	7,664.12	74.6%
542 30 22 00	Medical Benefits	67,827.00	3,954.33	40,491.25	27,335.75	59.7%
542 30 23 00	L & I	2,954.00	0.00	1,401.41	1,552.59	47.4%
542 30 24 00	Unemployment & PFMLA	548.00	0.00	324.16	223.84	59.2%
542 30 31 00	Supplies	22,500.00	1,921.61	17,752.82	4,747.18	78.9%
542 30 31 03	Uniforms	1,400.00	0.00	815.93	584.07	58.3%
542 30 32 00	Fuel	4,700.00	499.95	3,969.52	730.48	84.5%
542 30 35 00	Small Tools & Equipment	1,850.00	0.00	1,388.99	461.01	75.1%
542 30 35 01	Adopt A Street Signs	0.00	0.00	0.00	0.00	0.0%
542 30 41 00	Professional Services	16,500.00	920.12	10,873.68	5,626.32	65.9%
542 30 42 00	Communications	1,200.00	71.31	1,194.53	5.47	99.5%
542 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
542 30 45 00	Rentals	1,800.00	0.00	0.00	1,800.00	0.0%
542 30 46 00	Insurance	13,742.00	0.00	28,560.15	(14,818.15)	207.8%
542 30 46 10	Payments To Claimants	0.00	0.00	0.00	0.00	0.0%
542 30 47 00	Utilities	65,000.00	4,953.45	45,411.54	19,588.46	69.9%
542 30 47 01	Street Lighting DO NOT USE	0.00	0.00	0.00	0.00	0.0%
542 30 48 00	Repair/maintenance	40,000.00	12.40	17,730.40	22,269.60	44.3%
542 30 48 01	SnoCo PW Striping	16,000.00	0.00	0.00	16,000.00	0.0%
542 30 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
542 30 49 01	Meetings, Training & Travel	1,500.00	0.00	5.25	1,494.75	0.4%
542 30 49 03	Dues	100.00	0.00	60.00	40.00	60.0%
542 Streets - Maintenance		582,506.00	67,130.11	423,558.83	158,947.17	72.7%
580 Non Expeditures						
582 20 01 01	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
595 30 63 00	Misc Capital Projects - TBD	0.00	0.00	0.00	0.00	0.0%
595 30 63 10	Right Of Way Const. & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 07	Transfer Out To Equip Resrv	81,280.00	20,320.00	60,960.00	20,320.00	75.0%
597 Interfund Transfers		81,280.00	20,320.00	60,960.00	20,320.00	75.0%
999 Ending Balance						
508 51 01 01	Assigned End Cash & Invest	86,174.00	0.00	0.00	86,174.00	0.0%

101 Street Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	86,174.00	0.00	0.00	86,174.00	0.0%
Fund Expenditures:	749,960.00	87,450.11	484,518.83	265,441.17	64.6%
Fund Excess/(Deficit):	(0.22)	(21,284.22)	186,725.94		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood — Time: 13:38:38 Date: 10/15/2021

102 Street Impact Fee Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 02	Restricted Beg Cash & Invest	690,312.66	0.00	690,312.66	0.00	100.0%
308 Beginning Balances		690,312.66	0.00	690,312.66	0.00	100.0%
330 Intergovernmental Revenues						
333 20 20 00	Fhwa And Wsdot Grant	0.00	0.00	0.00	0.00	0.0%
333 97 01 02	Wsdot Arra Grant	0.00	0.00	0.00	0.00	0.0%
334 00 20 00	Puget Sound Reg Council Gran	0.00	0.00	0.00	0.00	0.0%
334 03 80 00	Tib - 267th St Nw	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%
340 Charges For Services						
345 85 01 02	Street Impact Fees	209,665.00	6,759.00	249,000.74	(39,335.74)	118.8%
340 Charges For Services		209,665.00	6,759.00	249,000.74	(39,335.74)	118.8%
360 Misc Revenues						
361 11 01 02	State Pool/cd Interest	7,000.00	980.55	4,727.33	2,272.67	67.5%
369 91 01 02	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,000.00	980.55	4,727.33	2,272.67	67.5%
397 Interfund Transfers						
397 00 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		906,977.66	7,739.55	944,040.73	(37,063.07)	104.1%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
595 10 41 00	Prof Serv 267th & Pioneer	0.00	0.00	0.00	0.00	0.0%
595 10 41 01	Engineering Pioneer Hwy Slid	0.00	0.00	0.00	0.00	0.0%
595 10 41 02	Prof Serv 270th Reconstructi	0.00	0.00	0.00	0.00	0.0%
595 10 41 03	St-1 68th Wetland Mitig	0.00	0.00	0.00	0.00	0.0%
595 10 41 04	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 10 41 05	Engineering 272nd	0.00	0.00	0.00	0.00	0.0%
595 10 63 01	Engineering 68th St Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 20 61 00	267th St Nw - Land & Land Im	0.00	0.00	0.00	0.00	0.0%
595 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
595 30 63 15	St-1 68th Ave Nw 270th St	0.00	0.00	0.00	0.00	0.0%
595 30 63 30	St-2 267th St Nw Reconstruct	0.00	0.00	0.00	0.00	0.0%
595 30 63 40	St-4 270th Recon 97th-94th	0.00	0.00	0.00	0.00	0.0%
595 30 63 50	St-3 SR532 & 98th-104th	0.00	0.00	0.00	0.00	0.0%
595 30 63 60	Pioneer Hwy Slide Fhwa Const	0.00	0.00	0.00	0.00	0.0%
595 30 63 70	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 80	St-17 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 61 63 01	80th Ave Reconst Sidewals/Paths	0.00	0.00	0.00	0.00	0.0%
595 90 00 10	Salaries And Benefits	0.00	0.00	0.00	0.00	0.0%

102 Street Impact Fee Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 03	Transfer Out To St Const (103)	0.00	75,000.00	75,000.00	(75,000.00)	0.0%
597 Interfund Transfers		0.00	75,000.00	75,000.00	(75,000.00)	0.0%
999 Ending Balance						
508 31 01 02	Restricted End Cash & Invest	906,978.00	0.00	0.00	906,978.00	0.0%
999 Ending Balance		906,978.00	0.00	0.00	906,978.00	0.0%
Fund Expenditures:		906,978.00	75,000.00	75,000.00	831,978.00	8.3%
Fund Excess/(Deficit):		(0.34)	(67,260.45)	869,040.73		

103 Street Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 03	Restricted Beg Cash & Invest	128,720.21	0.00	128,720.21	0.00	100.0%
308 51 01 03	Assigned Beg Cash & Invest	757,009.56	0.00	757,009.56	0.00	100.0%
	308 Beginning Balances	885,729.77	0.00	885,729.77	0.00	100.0%
330 Intergovernmental Revenues						
333 04 20 00	US Dept Of Commerce - Safe Routes	0.00	0.00	0.00	0.00	0.0%
333 20 00 00	FHWA/WSDOT Grant	0.00	0.00	0.00	0.00	0.0%
333 20 00 03	WSDOT / FHA 90th Ave NW	0.00	0.00	0.00	0.00	0.0%
333 20 00 04	RTCC - Viking Way	173,000.00	0.00	0.00	173,000.00	0.0%
333 20 00 05	Viking Way Grant Construction	0.00	0.00	0.00	0.00	0.0%
333 97 01 03	WSDOT ARRA Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 00	State Grants-WSDOT	0.00	0.00	0.00	0.00	0.0%
334 03 60 01	WSDOT SR 532 Beautification Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 02	WSDOT Safe Routes	660,000.00	0.00	0.00	660,000.00	0.0%
334 03 80 01	TIB - 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 02	TIB - 276th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 03	TIB - CHAP	0.00	0.00	0.00	0.00	0.0%
334 03 80 04	TIB 88th Overlay	0.00	0.00	0.00	0.00	0.0%
334 03 80 05	TIB 271st St 94th-SR532	0.00	0.00	0.00	0.00	0.0%
334 03 80 06	TIB Pioneer Hwy/72nd-City Limits	0.00	0.00	0.00	0.00	0.0%
334 03 80 07	Transportation Improvement Board (TIB)	535,050.00	0.00	223,021.00	312,029.00	41.7%
334 04 20 01	Dept Of Commerce - SRTS	0.00	0.00	0.00	0.00	0.0%
334 04 20 02	Future Dept Of Commerce Grant - Viking Way Construction	0.00	0.00	0.00	0.00	0.0%
337 00 00 05	WCIA Sidewalk Grant	0.00	0.00	0.00	0.00	0.0%
	330 Intergovernmental Revenues	1,368,050.00	0.00	223,021.00	1,145,029.00	16.3%
360 Misc Revenues						
361 11 01 03	State Pool/cd Interest	11,900.00	733.75	4,283.85	7,616.15	36.0%
369 40 00 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
369 91 01 03	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	11,900.00	733.75	4,283.85	7,616.15	36.0%
380 Non Revenues						
382 20 01 03	Retainage	0.00	0.00	10,632.31	(10,632.31)	0.0%
	380 Non Revenues	0.00	0.00	10,632.31	(10,632.31)	0.0%
397 Interfund Transfers						
397 01 01 02	Transfer In From St Impact (102)	0.00	75,000.00	75,000.00	(75,000.00)	0.0%
397 01 01 03	Transfer From TBD	100,000.00	39,863.00	119,589.00	(19,589.00)	119.6%
397 01 03 01	Transfer In From Gen Fund	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
397 01 04 12	Transfer In From Drainage PIF (412)	27,000.00	6,750.00	20,250.00	6,750.00	75.0%
397 03 04 22	Transfer In From Water Const (422)	0.00	0.00	0.00	0.00	0.0%

103 Street Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
397 Interfund Transfers						
397 04 14 03	Transfer In From Sewer Constr	0.00	0.00	0.00	0.00	0.0%
397 04 24 22	Transfer In From Water Constr	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		277,000.00	159,113.00	327,339.00	(50,339.00)	118.2%
Fund Revenues:		2,542,679.77	159,846.75	1,451,005.93	1,091,673.84	57.1%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
582 20 01 03	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
595 10 41 06	St-1 68th Wetland Mitigation	0.00	0.00	0.00	0.00	0.0%
595 10 61 06	Sidewalk Installation	250,000.00	0.00	0.00	250,000.00	0.0%
595 10 61 07	Sidewalk Repair	0.00	0.00	0.00	0.00	0.0%
595 10 63 02	Eng 68th St Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 10 63 03	Downtown Street & Sidewalk Imp.	0.00	0.00	0.00	0.00	0.0%
595 10 63 04	Wayfinding Signs	0.00	0.00	0.00	0.00	0.0%
595 10 63 07	276th Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 10 63 08	Viking Way Eng	200,000.00	3,304.84	4,189.99	195,810.01	2.1%
595 10 63 09	Viking Way ROW	0.00	0.00	20,568.13	(20,568.13)	0.0%
595 30 63 05	Misc Capital Projects	0.00	0.00	0.00	0.00	0.0%
595 30 63 06	Right Of Way Const & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 63 07	Pioneer Hwy Slide	0.00	0.00	0.00	0.00	0.0%
595 30 63 08	SR 532 Beautification	0.00	0.00	0.00	0.00	0.0%
595 30 63 09	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 11	Saratoga Right Of Way	0.00	0.00	0.00	0.00	0.0%
595 30 63 12	Pioneer Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 13	Viking Way Construction	54,600.00	0.00	246,659.11	(192,059.11)	451.8%
595 30 63 14	Pioneer Hwy Overlay-CHAP	0.00	0.00	0.00	0.00	0.0%
595 30 63 16	271st St 94th-SR532 TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 17	88th/SR532-Florence (84th Ave) TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 18	Pioneer Hwy Overlay/72nd-City Limits TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 19	Cedarhome Dr. Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 22	92nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 23	102nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 24	SR 532/Ovenell Access	0.00	0.00	0.00	0.00	0.0%
595 30 63 25	Downtown Conn Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 26	SR 532/Corridor Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 27	102nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 28	92nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 29	72nd Ave Sidewalk ROW	0.00	0.00	0.00	0.00	0.0%
595 30 63 31	72nd Overlay (SR 532 To Pioneer Hwy)	0.00	0.00	0.00	0.00	0.0%
595 30 63 32	276th St Overlay (73rd To City Limit)	344,500.00	0.00	247,812.19	96,687.81	71.9%
595 30 63 33	276th St Overlay (80th To 73rd)	0.00	0.00	0.00	0.00	0.0%
595 30 63 34	276th St (Lover's Lane) ChipSeal	0.00	0.00	0.00	0.00	0.0%

103 Street Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
595 30 63 35	68th Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 36	271st St 94th To Viaduct(seal Coat)	0.00	0.00	0.00	0.00	0.0%
595 30 63 37	72nd Ave SR532 To Pioneer Hwy Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 38	272nd Pl 99th To 102nd Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 39	Pavement Inventory	0.00	0.00	0.00	0.00	0.0%
595 30 63 41	72nd Ave Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 42	273rd Pl Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 43	SR 532 Flood Berm/Bike Path	0.00	0.00	0.00	0.00	0.0%
595 30 63 44	90th Ave 271st To 272nd	0.00	0.00	0.00	0.00	0.0%
595 30 63 45	102nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 46	SR532 Corridor Access Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 47	101st Reconstruct Design & Eng	660,000.00	0.00	70,594.57	589,405.43	10.7%
595 30 63 48	101st Reconstruct Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 49	City Beautification	150,000.00	3,027.50	7,043.71	142,956.29	4.7%
595 30 63 51	106th Bypass Design & Eng	0.00	0.00	0.00	0.00	0.0%
595 30 63 54	SR532 Intersection Improvs Dsgn & Eng	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		1,659,100.00	6,332.34	596,867.70	1,062,232.30	36.0%
597 Interfund Transfers						
597 01 01 01	Trfr Out To Streets (101)	0.00	0.00	0.00	0.00	0.0%
597 01 03 05	Trfr Out To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 03	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 03	Assigned End Cash & Invest	883,580.00	0.00	0.00	883,580.00	0.0%
999 Ending Balance		883,580.00	0.00	0.00	883,580.00	0.0%
Fund Expenditures:		2,542,680.00	6,332.34	596,867.70	1,945,812.30	23.5%
Fund Excess/(Deficit):		(0.23)	153,514.41	854,138.23		

104 Park And Trail Improvement Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 04	Restricted Beg Cash & Invest	12,293.75	0.00	12,293.75	0.00	100.0%
308 51 01 04	Assigned Beg Cash & Invest	1,452,173.72	0.00	1,452,173.72	0.00	100.0%
308 Beginning Balances		1,464,467.47	0.00	1,464,467.47	0.00	100.0%
330 Intergovernmental Revenues						
334 02 40 00	ALEA Grant	500,000.00	0.00	0.00	500,000.00	0.0%
334 02 70 00	RCO-WWRP Grant	0.00	0.00	0.00	0.00	0.0%
334 02 70 71	RCO-YAF	332,000.00	0.00	297,002.10	34,997.90	89.5%
334 02 70 72	RCO	241,000.00	0.00	0.00	241,000.00	0.0%
334 03 10 10	DOE-Floodplains By Design	0.00	0.00	0.00	0.00	0.0%
334 03 10 12	Dept Of Ecology	0.00	0.00	109,937.96	(109,937.96)	0.0%
334 04 20 04	DOC	250,000.00	0.00	194,000.00	56,000.00	77.6%
337 00 00 01	Hamilton Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 02	Ovenell Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 03	Johnson Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 04	Grant Sno-Co (Church Creek)	0.00	0.00	0.00	0.00	0.0%
337 00 00 06	SnoCo Heritage Park Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		1,323,000.00	0.00	600,940.06	722,059.94	45.4%
340 Charges For Services						
345 85 01 04	Park Impact Fees	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 01 04	State Pool/cd Interest	25,900.00	771.19	4,458.45	21,441.55	17.2%
362 00 01 04	Rents And Leases	0.00	1,800.00	10,400.00	(10,400.00)	0.0%
367 00 00 01	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		25,900.00	2,571.19	14,858.45	11,041.55	57.4%
380 Non Revenues						
382 10 01 04	Deposits Refundable	0.00	0.00	0.00	0.00	0.0%
382 20 01 04	Retainage	0.00	0.00	67,202.00	(67,202.00)	0.0%
388 50 01 04	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	67,202.00	(67,202.00)	0.0%
390 Other Revenues						
391 80 00 02	Intergovtl Loan Sno-Co	73,000.00	0.00	0.00	73,000.00	0.0%
390 Other Revenues		73,000.00	0.00	0.00	73,000.00	0.0%
397 Interfund Transfers						
397 00 10 06	Transfer In From Park Impact Fees	0.00	0.00	0.00	0.00	0.0%
397 00 10 20	Transfer In From REET (120)	724,000.00	181,000.00	543,000.00	181,000.00	75.0%
397 00 10 21	Transfer In From REET (121)	0.00	0.00	0.00	0.00	0.0%
397 05 00 01	Transfer In From Gen Fund	0.00	0.00	0.00	0.00	0.0%

104 Park And Trail Improvement Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
397 Interfund Transfers						
397 Interfund Transfers		724,000.00	181,000.00	543,000.00	181,000.00	75.0%
Fund Revenues:		3,610,367.47	183,571.19	2,690,467.98	919,899.49	74.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
582 10 01 04	Refund Of Deposits	0.00	0.00	0.00	0.00	0.0%
582 20 01 04	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
594 76 61 01	Hamiliton	1,000,000.00	991.88	23,622.26	976,377.74	2.4%
594 76 61 02	Ovenell	0.00	0.00	0.00	0.00	0.0%
594 76 61 03	Johnson Easement Purch	0.00	0.00	0.00	0.00	0.0%
594 76 61 21	Hamilton Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 01	River Access/Launch	0.00	0.00	0.00	0.00	0.0%
594 76 63 02	City Hall Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 03	Downtown Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 04	Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 05	Johnson Farm Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 15	Park Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 16	Skate Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 17	Church Creek Restrooms	0.00	0.00	0.00	0.00	0.0%
594 76 63 18	Heritage Park Improvemments	1,700,000.00	0.00	1,534,991.80	165,008.20	90.3%
594 76 63 19	Stanwood Port Susan Trail	515,000.00	1,147.00	153,755.59	361,244.41	29.9%
594 76 63 20	Downtown Park	200,000.00	1,062.50	61,344.22	138,655.78	30.7%
594 76 63 21	Acquisition Heritage Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 22	Church Creek	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		3,415,000.00	3,201.38	1,773,713.87	1,641,286.13	51.9%
597 Interfund Transfers						
597 05 02 05	Transfer To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 04	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 04	Assigned End Cash & Invest	195,367.00	0.00	0.00	195,367.00	0.0%
999 Ending Balance		195,367.00	0.00	0.00	195,367.00	0.0%
Fund Expenditures:		3,610,367.00	3,201.38	1,773,713.87	1,836,653.13	49.1%
Fund Excess/(Deficit):		0.47	180,369.81	916,754.11		

105 Fire Impact Fees

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 05	Restricted Beg Cash & Invest	41,914.92	0.00	41,914.92	0.00	100.0%
308 Beginning Balances		41,914.92	0.00	41,914.92	0.00	100.0%
340 Charges For Services						
345 85 01 05	Fire Impact Fees	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 01 05	State Pool/cd Interest	0.00	44.12	265.43	(265.43)	0.0%
360 Misc Revenues		0.00	44.12	265.43	(265.43)	0.0%
Fund Revenues:		41,914.92	44.12	42,180.35	(265.43)	100.6%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 85 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 04 02 05	Trsf Out To Debt Srvc Fire S	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 05	Restricted End Cash & Invest	41,915.00	0.00	0.00	41,915.00	0.0%
999 Ending Balance		41,915.00	0.00	0.00	41,915.00	0.0%
Fund Expenditures:		41,915.00	0.00	0.00	41,915.00	0.0%
Fund Excess/(Deficit):		(0.08)	44.12	42,180.35		

106 Park Impact Fees

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 06	Restricted Beg Cash & Invest	269,096.76	0.00	269,096.76	0.00	100.0%
308 Beginning Balances		269,096.76	0.00	269,096.76	0.00	100.0%
340 Charges For Services						
345 85 01 06	Park Impact Fees	81,135.00	15,096.00	174,978.00	(93,843.00)	215.7%
340 Charges For Services		81,135.00	15,096.00	174,978.00	(93,843.00)	215.7%
360 Misc Revenues						
361 11 01 06	State Pool/cd Interest	3,000.00	450.85	1,982.38	1,017.62	66.1%
360 Misc Revenues		3,000.00	450.85	1,982.38	1,017.62	66.1%
Fund Revenues:		353,231.76	15,546.85	446,057.14	(92,825.38)	126.3%

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 00 04	Transfer To Park Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 06	Restricted End Cash & Invest	353,232.00	0.00	0.00	353,232.00	0.0%
999 Ending Balance		353,232.00	0.00	0.00	353,232.00	0.0%
Fund Expenditures:		353,232.00	0.00	0.00	353,232.00	0.0%
Fund Excess/(Deficit):		(0.24)	15,546.85	446,057.14		

107 Equipment Reserve Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 01 07	Assigned Beg Cash & Invest	554,977.21	0.00	554,977.21	0.00	100.0%
308 Beginning Balances		554,977.21	0.00	554,977.21	0.00	100.0%
330 Intergovernmental Revenues						
334 00 30 00	State Equipment Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 01 07	State Pool/cd Interest	4,900.00	630.90	3,450.56	1,449.44	70.4%
360 Misc Revenues		4,900.00	630.90	3,450.56	1,449.44	70.4%
390 Other Revenues						
395 10 01 07	Proceeds From Sales Of Asset	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 01 00 01	Transfer In From GF	110,710.00	27,678.00	83,034.00	27,676.00	75.0%
397 01 01 01	Transfer In From Streets	81,280.00	20,320.00	60,960.00	20,320.00	75.0%
397 01 01 09	Transfer In Contingency (109)	0.00	0.00	0.00	0.00	0.0%
397 04 04 01	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		191,990.00	47,998.00	143,994.00	47,996.00	75.0%
Fund Revenues:		751,867.21	48,628.90	702,421.77	49,445.44	93.4%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 00 64 02	Machinery & Equipment-police	0.00	0.00	0.00	0.00	0.0%
594 00 64 03	Machinery & Equipment-fire	0.00	0.00	0.00	0.00	0.0%
594 18 64 07	Machinery & Equipment - Admin	0.00	0.00	0.00	0.00	0.0%
594 18 64 08	Machinery & Equipment - Parks	104,950.00	25,545.61	51,227.89	53,722.11	48.8%
594 18 64 09	Machinery & Equipment - Street	105,350.00	25,545.61	51,227.89	54,122.11	48.6%
594 18 64 10	Machinery & Equipment - B&G	66,750.00	25,545.62	25,545.62	41,204.38	38.3%
594 18 64 20	Machinery &	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		277,050.00	76,636.84	128,001.40	149,048.60	46.2%
999 Ending Balance						
508 51 01 07	Assigned End Cash & Invest	474,817.00	0.00	0.00	474,817.00	0.0%
999 Ending Balance		474,817.00	0.00	0.00	474,817.00	0.0%
Fund Expenditures:		751,867.00	76,636.84	128,001.40	623,865.60	17.0%

107 Equipment Reserve Fund

Fund Excess/(Deficit):	0.21	(28,007.94)	574,420.37

108 Transportation Sales Tax Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 08	Restricted Beg Cash & Invest	640,982.85	0.00	640,982.85	0.00	100.0%
308 Beginning Balances		640,982.85	0.00	640,982.85	0.00	100.0%
310 Taxes						
313 21 01 08	Public Transportation Systems Sales Tax	468,000.00	50,091.49	414,834.61	53,165.39	88.6%
310 Taxes		468,000.00	50,091.49	414,834.61	53,165.39	88.6%
330 Intergovernmental Revenues						
334 03 80 08	TIB Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 10 01 08	Interest Income	0.00	0.00	0.00	0.00	0.0%
361 11 01 08	State Pool/cd Interest	7,500.00	877.22	12,503.05	(5,003.05)	166.7%
360 Misc Revenues		7,500.00	877.22	12,503.05	(5,003.05)	166.7%
Fund Revenues:		1,116,482.85	50,968.71	1,068,320.51	48,162.34	95.7%

Expenditures		Amt Budgeted	September	YTD	Remaining	
543 Streets Admin & Overhead						
543 30 10 08	Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
543 30 11 08	Overtime	0.00	0.00	0.00	0.00	0.0%
543 30 20 08	Social Security	0.00	0.00	0.00	0.00	0.0%
543 30 21 08	Retirement	0.00	0.00	0.00	0.00	0.0%
543 30 22 08	Medical Benefits	0.00	0.00	0.00	0.00	0.0%
543 30 23 08	L & I	0.00	0.00	0.00	0.00	0.0%
543 30 24 08	Unemployment & PFMLA	0.00	0.00	0.00	0.00	0.0%
543 30 41 08	Professional Services	0.00	0.00	0.00	0.00	0.0%
543 30 44 08	Advertising	0.00	0.00	0.00	0.00	0.0%
543 30 49 08	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
543 Streets Admin & Overhead		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
595 30 63 20	272nd (72nd - 86th) Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 21	Safe Routes To Schools	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 07 01 01	Transfer To Street Operating	200,000.00	50,000.00	150,000.00	50,000.00	75.0%
597 07 03 05	Transfer To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 07 03 07	Transfer To Street Construction	159,450.00	39,863.00	119,589.00	39,861.00	75.0%
597 Interfund Transfers		359,450.00	89,863.00	269,589.00	89,861.00	75.0%

108 Transportation Sales Tax Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 31 01 08	Restricted End Cash & Invest	757,033.00	0.00	0.00	757,033.00	0.0%
999 Ending Balance		757,033.00	0.00	0.00	757,033.00	0.0%
Fund Expenditures:		1,116,483.00	89,863.00	269,589.00	846,894.00	24.1%
Fund Excess/(Deficit):		(0.15)	(38,894.29)	798,731.51		

109 Contingency Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 01 09	Assigned Beg Cash & Invest	388,824.05	0.00	388,824.05	0.00	100.0%
308 Beginning Balances		388,824.05	0.00	388,824.05	0.00	100.0%
360 Misc Revenues						
361 11 01 09	State Pool/cd Interest	5,400.00	435.38	2,345.80	3,054.20	43.4%
360 Misc Revenues		5,400.00	435.38	2,345.80	3,054.20	43.4%
397 Interfund Transfers						
397 02 00 01	Transfer In From General Fun	50,000.00	12,500.00	37,500.00	12,500.00	75.0%
397 Interfund Transfers		50,000.00	12,500.00	37,500.00	12,500.00	75.0%
Fund Revenues:		444,224.05	12,935.38	428,669.85	15,554.20	96.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 01 21	Transfer Out To REET1 (121)	0.00	0.00	0.00	0.00	0.0%
597 01 00 01	Contingency Transfer Out	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 51 01 09	Assigned End Cash & Invest	444,224.00	0.00	0.00	444,224.00	0.0%
999 Ending Balance		444,224.00	0.00	0.00	444,224.00	0.0%
Fund Expenditures:		444,224.00	0.00	0.00	444,224.00	0.0%
Fund Excess/(Deficit):		0.05	12,935.38	428,669.85		

110 Building Improvement Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 10	Restricted Beg Cash & Invest	2,745.99	0.00	2,745.99	0.00	100.0%
308 51 01 10	Assigned Beg Cash & Invest	1,489,572.61	0.00	1,489,572.61	0.00	100.0%
308 Beginning Balances		1,492,318.60	0.00	1,492,318.60	0.00	100.0%
310 Taxes						
313 11 01 10	Sales Tax Construction	0.00	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues						
333 01 80 00	Hazard Mitigation Program Grant	0.00	0.00	0.00	0.00	0.0%
333 01 80 01	DOC - New CH Design	0.00	0.00	0.00	0.00	0.0%
334 01 80 02	DEM - State	0.00	0.00	0.00	0.00	0.0%
334 04 20 05	DOC City Hall	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 01 10	State Pool/cd Interest	16,800.00	1,462.45	8,490.14	8,309.86	50.5%
367 00 01 10	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		16,800.00	1,462.45	8,490.14	8,309.86	50.5%
380 Non Revenues						
382 20 01 10	Retainage	0.00	0.00	0.00	0.00	0.0%
388 50 01 10	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 02 01 20	Transfer In REET 1 (120)	0.00	0.00	0.00	0.00	0.0%
397 04 00 01	Transfer In From General Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		1,509,118.60	1,462.45	1,500,808.74	8,309.86	99.4%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
582 20 01 10	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
594 18 62 10	Building Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 11	Police/City Hall Design	100,000.00	25,911.65	128,804.20	(28,804.20)	128.8%
594 18 62 12	City Hall HVAC	0.00	0.00	0.00	0.00	0.0%
594 18 62 13	Police/City Hall Construction	0.00	0.00	0.00	0.00	0.0%
594 18 62 14	Library Improvements	0.00	0.00	0.00	0.00	0.0%

110 Building Improvement Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 18 62 15	Fire Station Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 16	Police Station Improvements	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		100,000.00	25,911.65	128,804.20	(28,804.20)	128.8%
597 Interfund Transfers						
597 00 01 20	Transfer Out To Reet (120)	0.00	0.00	0.00	0.00	0.0%
597 05 01 21	Transfer Out To REET (121)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 10	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 10	Assigned End Cash & Invest	1,409,119.00	0.00	0.00	1,409,119.00	0.0%
999 Ending Balance		1,409,119.00	0.00	0.00	1,409,119.00	0.0%
Fund Expenditures:		1,509,119.00	25,911.65	128,804.20	1,380,314.80	8.5%
Fund Excess/(Deficit):		(0.40)	(24,449.20)	1,372,004.54		

115 Tourism And Promotion DSC

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 15	Restricted Beg Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 51 01 15	Assigned Beg Cash & Invest	2,407.91	0.00	2,407.91	0.00	100.0%
308 Beginning Balances		2,407.91	0.00	2,407.91	0.00	100.0%
310 Taxes						
313 31 00 50	Lodging Tax	1,000.00	36.87	128.17	871.83	12.8%
310 Taxes		1,000.00	36.87	128.17	871.83	12.8%
330 Intergovernmental Revenues						
333 11 01 15	COVID Indirect Fed DOC	0.00	0.00	0.00	0.00	0.0%
337 00 00 50	Grant Sno-Co DSC	8,000.00	0.00	8,000.00	0.00	100.0%
337 00 00 51	Grant Summer Arts Jam	0.00	0.00	0.00	0.00	0.0%
337 00 00 52	Grant PortofSeattle	0.00	0.00	10,000.00	(10,000.00)	0.0%
330 Intergovernmental Revenues		8,000.00	0.00	18,000.00	(10,000.00)	225.0%
340 Charges For Services						
345 60 00 50	Advertising	15,000.00	0.00	0.00	15,000.00	0.0%
340 Charges For Services		15,000.00	0.00	0.00	15,000.00	0.0%
360 Misc Revenues						
367 00 00 50	Donations	5,000.00	0.00	0.00	5,000.00	0.0%
367 00 00 51	Sponsorships	25,000.00	0.00	0.00	25,000.00	0.0%
360 Misc Revenues		30,000.00	0.00	0.00	30,000.00	0.0%
397 Interfund Transfers						
397 00 01 01	Transfer In From General Fund	25,000.00	6,250.00	18,750.00	6,250.00	75.0%
397 Interfund Transfers		25,000.00	6,250.00	18,750.00	6,250.00	75.0%
Fund Revenues:		81,407.91	6,286.87	39,286.08	42,121.83	48.3%

Expenditures		Amt Budgeted	September	YTD	Remaining	
557 Community Services						
557 30 31 00	Supplies	34,000.00	222.82	389.24	33,610.76	1.1%
557 30 41 00	Professional Services	40,000.00	0.00	32,052.36	7,947.64	80.1%
557 30 41 03	Tourism Grants	0.00	0.00	2,000.00	(2,000.00)	0.0%
557 30 44 00	Advertising	0.00	2,765.94	3,872.62	(3,872.62)	0.0%
557 30 49 01	Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
557 30 49 02	Dues	0.00	0.00	0.00	0.00	0.0%
557 30 49 03	Printing	0.00	0.00	0.00	0.00	0.0%
557 Community Services		74,000.00	2,988.76	38,314.22	35,685.78	51.8%
999 Ending Balance						
508 31 01 15	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%

115 Tourism And Promotion DSC

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 51 01 15	Assigned End Cash & Invest	7,408.00	0.00	0.00	7,408.00	0.0%
999 Ending Balance		7,408.00	0.00	0.00	7,408.00	0.0%
Fund Expenditures:		81,408.00	2,988.76	38,314.22	43,093.78	47.1%
Fund Excess/(Deficit):		(0.09)	3,298.11	971.86		

120 REET - Capital Improvements

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 20	Restricted Beg Cash & Invest	861,914.79	0.00	861,914.79	0.00	100.0%
308 Beginning Balances		861,914.79	0.00	861,914.79	0.00	100.0%
310 Taxes						
318 34 00 00	REET 1 - 1st Quarter Percent	301,000.00	35,615.72	405,249.69	(104,249.69)	134.6%
310 Taxes		301,000.00	35,615.72	405,249.69	(104,249.69)	134.6%
360 Misc Revenues						
361 11 01 20	State Pool/cd Interest	9,300.00	926.71	16,277.57	(6,977.57)	175.0%
360 Misc Revenues		9,300.00	926.71	16,277.57	(6,977.57)	175.0%
397 Interfund Transfers						
397 01 01 10	Transfer In From Bldg Impr 1	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		1,172,214.79	36,542.43	1,283,442.05	(111,227.26)	109.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 76 61 20	Sebranke Property Purchase	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 00 01 04	Transfer Out To Park Imp (104)	724,000.00	181,000.00	543,000.00	181,000.00	75.0%
597 00 01 10	Transfer Out To Bldg (110)	0.00	0.00	0.00	0.00	0.0%
597 02 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 03 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		724,000.00	181,000.00	543,000.00	181,000.00	75.0%
999 Ending Balance						
508 31 01 20	Restricted End Cash & Invest	448,215.00	0.00	0.00	448,215.00	0.0%
999 Ending Balance		448,215.00	0.00	0.00	448,215.00	0.0%
Fund Expenditures:		1,172,215.00	181,000.00	543,000.00	629,215.00	46.3%
Fund Excess/(Deficit):		(0.21)	(144,457.57)	740,442.05		

121 REET - Growth Management

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 21	Restricted Beg Cash & Invest	1,031,341.72	0.00	1,031,341.72	0.00	100.0%
308 Beginning Balances		1,031,341.72	0.00	1,031,341.72	0.00	100.0%
310 Taxes						
318 35 00 00	REET 2 - 2nd Quarter Percent	301,000.00	35,615.71	405,249.62	(104,249.62)	134.6%
310 Taxes		301,000.00	35,615.71	405,249.62	(104,249.62)	134.6%
360 Misc Revenues						
361 11 01 21	State Pool/cd Interest	14,500.00	1,483.82	17,360.07	(2,860.07)	119.7%
360 Misc Revenues		14,500.00	1,483.82	17,360.07	(2,860.07)	119.7%
397 Interfund Transfers						
397 00 01 10	Transfer In From Bldg Imp (110)	0.00	0.00	0.00	0.00	0.0%
397 02 01 09	Transfer In From Cont (109)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		1,346,841.72	37,099.53	1,453,951.41	(107,109.69)	108.0%

Expenditures		Amt Budgeted	September	YTD	Remaining	
591 Debt Service						
591 28 78 00	Principal - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
592 28 83 00	Interest - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
591 Debt Service		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 00 00 05	Transfers-Out Park Imprv (104)	0.00	0.00	0.00	0.00	0.0%
597 00 01 02	Transfer Out To Street Const	0.00	0.00	0.00	0.00	0.0%
597 02 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 03 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 21	Restricted End Cash & Invest	1,346,843.00	0.00	0.00	1,346,843.00	0.0%
999 Ending Balance		1,346,843.00	0.00	0.00	1,346,843.00	0.0%
Fund Expenditures:		1,346,843.00	0.00	0.00	1,346,843.00	0.0%
Fund Excess/(Deficit):		(1.28)	37,099.53	1,453,951.41		

205 Debt Service Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 02 05	Assigned Beg Cash & Invest	19,654.73	0.00	19,654.73	0.00	100.0%
308 Beginning Balances		19,654.73	0.00	19,654.73	0.00	100.0%
310 Taxes						
311 10 22 00	G.o. Bond 2000 - Fire Statio	0.00	0.00	0.00	0.00	0.0%
311 10 22 10	G.o. Bond 2007 Ref 1994/2000	0.00	0.38	1,404.86	(1,404.86)	0.0%
310 Taxes		0.00	0.38	1,404.86	(1,404.86)	0.0%
360 Misc Revenues						
361 11 02 05	State Pool/cd Interest	500.00	22.07	172.04	327.96	34.4%
360 Misc Revenues		500.00	22.07	172.04	327.96	34.4%
397 Interfund Transfers						
397 00 01 04	Transfer In From Fund 104	0.00	0.00	0.00	0.00	0.0%
397 00 01 05	Trsf From Fund 105	0.00	0.00	0.00	0.00	0.0%
397 00 01 20	Transfer In From Fund (120)	0.00	0.00	0.00	0.00	0.0%
397 01 01 21	Transfer In From Fund 121	0.00	0.00	0.00	0.00	0.0%
397 01 02 03	Transfer In From Fund 203	0.00	0.00	0.00	0.00	0.0%
397 03 00 01	Transfer In From Gen Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		20,154.73	22.45	21,231.63	(1,076.90)	105.3%

Expenditures		Amt Budgeted	September	YTD	Remaining	
591 Debt Service						
591 22 71 00	Go Bond Principal-fire Stati	0.00	0.00	0.00	0.00	0.0%
591 22 71 01	1993-1995 Go Bond Princ-2007	0.00	0.00	0.00	0.00	0.0%
592 22 83 10	G.o.bond Interest-fire Stati	0.00	0.00	0.00	0.00	0.0%
592 22 83 20	1993-1995 Go Bond Int-2007 R	0.00	0.00	0.00	0.00	0.0%
592 22 89 00	Professional Services	0.00	0.00	126.58	(126.58)	0.0%
591 Debt Service		0.00	0.00	126.58	(126.58)	0.0%
999 Ending Balance						
508 51 02 05	Assigned End Cash & Invest	20,155.00	0.00	0.00	20,155.00	0.0%
999 Ending Balance		20,155.00	0.00	0.00	20,155.00	0.0%
Fund Expenditures:		20,155.00	0.00	126.58	20,028.42	0.6%
Fund Excess/(Deficit):		(0.27)	22.45	21,105.05		

401 Sewer Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 01	Assigned Beg Cash & Invest	1,546,702.33	0.00	1,546,702.33	0.00	100.0%
308 Beginning Balances		1,546,702.33	0.00	1,546,702.33	0.00	100.0%
340 Charges For Services						
343 50 04 01	Sewer Service Charges	2,312,000.00	182,818.47	1,910,944.89	401,055.11	82.7%
343 50 50 01	Sewer - Other Fees	1,100.00	28.00	224.00	876.00	20.4%
340 Charges For Services		2,313,100.00	182,846.47	1,911,168.89	401,931.11	82.6%
360 Misc Revenues						
359 90 51 01	Late Penalties	0.00	0.00	15.80	(15.80)	0.0%
361 11 04 01	State Pool/cd Interest	27,300.00	1,956.10	9,484.15	17,815.85	34.7%
369 91 04 01	Miscellaneous	500.00	0.00	0.00	500.00	0.0%
388 10 00 01	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		27,800.00	1,956.10	9,499.95	18,300.05	34.2%
380 Non Revenues						
382 20 04 01	Retainage	0.00	0.00	0.00	0.00	0.0%
388 50 04 01	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
389 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 00 04 05	Trfr From Plant Invest Fee (405)	0.00	0.00	0.00	0.00	0.0%
397 00 55 01	Transfer In From WWTP	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		3,887,602.33	184,802.57	3,467,371.17	420,231.16	89.2%

Expenditures		Amt Budgeted	September	YTD	Remaining	
535 Sewer						
535 80 10 00	Salaries & Wages	570,764.00	82,650.67	357,018.78	213,745.22	62.6%
535 80 11 00	Overtime	5,480.00	845.31	2,819.21	2,660.79	51.4%
535 80 20 00	Social Security	43,709.00	4,053.36	25,108.65	18,600.35	57.4%
535 80 21 00	Retirement	73,424.00	4,929.58	41,178.54	32,245.46	56.1%
535 80 22 00	Medical Benefits	147,319.00	11,586.24	83,816.37	63,502.63	56.9%
535 80 23 00	L & I	7,342.00	0.00	3,397.27	3,944.73	46.3%
535 80 24 00	Unemployment & PFMLA	1,152.00	0.00	582.05	569.95	50.5%
535 80 31 00	Supplies	35,000.00	1,327.60	21,392.77	13,607.23	61.1%
535 80 31 03	Uniforms	5,250.00	95.76	2,760.00	2,490.00	52.6%
535 80 32 00	Fuel	10,000.00	891.42	5,792.99	4,207.01	57.9%
535 80 35 00	Small Equipment	5,000.00	0.00	1,225.89	3,774.11	24.5%
535 80 41 00	Professional Services	47,760.00	19,040.57	56,172.79	(8,412.79)	117.6%
535 80 41 01	Bio-solid Removal	0.00	0.00	0.00	0.00	0.0%
535 80 42 00	Communications	22,500.00	2,006.06	16,324.27	6,175.73	72.6%
535 80 43 00	Permits	9,750.00	0.00	4,995.65	4,754.35	51.2%
535 80 44 00	Advertising	500.00	0.00	261.53	238.47	52.3%

401 Sewer Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
535 Sewer						
535 80 45 00	Rentals	3,800.00	189.04	1,528.30	2,271.70	40.2%
535 80 46 00	Insurance	61,662.00	0.00	38,080.20	23,581.80	61.8%
535 80 47 00	Utilities	153,750.00	9,077.35	77,884.51	75,865.49	50.7%
535 80 48 00	Repair/maintenance	90,000.00	7,080.91	40,489.08	49,510.92	45.0%
535 80 49 00	Miscellaneous	0.00	0.00	3,804.00	(3,804.00)	0.0%
535 80 49 01	B & O Tax	45,000.00	5,897.52	38,185.99	6,814.01	84.9%
535 80 49 03	Meetings, Training & Travel	9,500.00	0.00	625.40	8,874.60	6.6%
535 80 49 05	Credit Card Bank Fees	6,000.00	1,310.25	9,545.27	(3,545.27)	159.1%
535 80 49 06	Dues	650.00	0.00	122.40	527.60	18.8%
535 80 49 80	Interfund Payment For Servic	205,667.00	51,417.00	154,251.00	51,416.00	75.0%
535 Sewer		1,560,979.00	202,398.64	987,362.91	573,616.09	63.3%
580 Non Expeditures						
582 20 04 01	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
589 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
591 Debt Service						
591 35 78 00	Pwtf Principal - Sewer Imprv	0.00	0.00	0.00	0.00	0.0%
591 35 78 01	Pwtf Principal-wwtp Design	0.00	0.00	0.00	0.00	0.0%
591 35 78 02	Srf Principal-treatment Plan	465,029.00	0.00	465,029.34	(0.34)	100.0%
591 35 78 03	Pwtf Principal-271st Trunkli	106,921.00	0.00	106,921.05	(0.05)	100.0%
591 35 78 04	2021 Revenue Bond Principal	75,000.00	0.00	0.00	75,000.00	0.0%
592 35 83 00	Pwtf Interest - Sewer Imprvt	0.00	0.00	0.00	0.00	0.0%
592 35 83 01	Pwtf Interest-wwtp Design	0.00	0.00	0.00	0.00	0.0%
592 35 83 03	Pwtf Interest-271st Trunk Co	3,208.00	0.00	3,207.63	0.37	100.0%
592 35 83 04	2021 Revenue Bond Interest	5,000.00	0.00	0.00	5,000.00	0.0%
591 Debt Service		655,158.00	0.00	575,158.02	79,999.98	87.8%
594 Capital Expenditures						
594 35 64 03	Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures		25,000.00	0.00	0.00	25,000.00	0.0%
597 Interfund Transfers						
597 00 04 51	Transfer To Bond Reserve (45	0.00	0.00	0.00	0.00	0.0%
597 00 04 57	Transfer To Equip Replacemen	109,261.00	27,315.00	81,945.00	27,316.00	75.0%
597 01 04 03	Transfer Out To Sewer Const (403)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		109,261.00	27,315.00	81,945.00	27,316.00	75.0%
999 Ending Balance						
508 51 04 01	Assigned End Cash & Invest	1,537,205.00	0.00	0.00	1,537,205.00	0.0%
999 Ending Balance		1,537,205.00	0.00	0.00	1,537,205.00	0.0%
Fund Expenditures:		3,887,603.00	229,713.64	1,644,465.93	2,243,137.07	42.3%

401 Sewer Fund

Fund Excess/(Deficit):	(0.67)	(44,911.07)	1,822,905.24

403 Sewer Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 03	Restricted Beg Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 51 04 03	Assigned Beg Cash & Invest	2,267,119.83	0.00	2,267,119.83	0.00	100.0%
308 Beginning Balances		2,267,119.83	0.00	2,267,119.83	0.00	100.0%
340 Charges For Services						
343 50 00 00	Sewer Connection Fees	30,000.00	5,500.00	60,000.00	(30,000.00)	200.0%
340 Charges For Services		30,000.00	5,500.00	60,000.00	(30,000.00)	200.0%
360 Misc Revenues						
361 11 04 03	State Pool/cd Interest	27,800.00	827.83	10,071.51	17,728.49	36.2%
361 40 00 02	Interest From Interfund Loan	1,500.00	0.00	0.00	1,500.00	0.0%
360 Misc Revenues		29,300.00	827.83	10,071.51	19,228.49	34.4%
380 Non Revenues						
381 12 03 05	Interfund Loan Repayment	0.00	0.00	0.00	0.00	0.0%
381 12 04 11	Interfund Loan Repayment	0.00	0.00	0.00	0.00	0.0%
382 20 04 03	Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
390 Other Revenues						
391 20 04 03	Revenue Bond Proceeds	4,477,000.00	0.00	0.00	4,477,000.00	0.0%
390 Other Revenues		4,477,000.00	0.00	0.00	4,477,000.00	0.0%
397 Interfund Transfers						
397 01 04 05	Trfr In From Sewer Plant Inv	300,000.00	0.00	300,000.00	0.00	100.0%
397 02 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 61 55 10	Trfr In From 271st St NW Trunkline	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		300,000.00	0.00	300,000.00	0.00	100.0%
Fund Revenues:		7,103,419.83	6,327.83	2,637,191.34	4,466,228.49	37.1%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
581 10 03 05	Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
581 10 04 11	Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
582 20 04 03	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
594 35 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 35 41 06	Bio-solids Removal	0.00	0.00	0.00	0.00	0.0%
594 35 41 20	Wastewater Rate Study	0.00	0.00	0.00	0.00	0.0%
594 35 41 25	Ex9 Modificatn Headworks Stu	0.00	0.00	0.00	0.00	0.0%

403 Sewer Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 35 62 00	Buildings	0.00	0.00	0.00	0.00	0.0%
594 35 62 01	Biosolids Processing Facility	300,000.00	0.00	0.00	300,000.00	0.0%
594 35 63 00	Improvements	0.00	0.00	0.00	0.00	0.0%
594 35 63 01	Wash Water System	0.00	0.00	0.00	0.00	0.0%
594 35 63 07	Infastructure Access Cctv	0.00	0.00	0.00	0.00	0.0%
594 35 63 13	Collector/Int Syst Flow	0.00	0.00	0.00	0.00	0.0%
594 35 63 14	Ex4b Pioneer Highway	0.00	0.00	0.00	0.00	0.0%
594 35 63 15	Ex10b 80th Easement Sewer	0.00	0.00	0.00	0.00	0.0%
594 35 63 16	Pioneer/Cedarhome To 267th	0.00	0.00	0.00	0.00	0.0%
594 35 63 17	Basin 1 Pipe Eval/Repair/Replace	0.00	0.00	0.00	0.00	0.0%
594 35 63 18	Ex 10a 261st Street	0.00	0.00	0.00	0.00	0.0%
594 35 63 19	Viking Way Sewer Improve	0.00	0.00	0.00	0.00	0.0%
594 35 63 20	90th Street Sewer Improve	0.00	0.00	0.00	0.00	0.0%
594 35 63 21	Pioneer Hwy Swr Main Repl	0.00	0.00	0.00	0.00	0.0%
594 35 63 22	72nd SMR	0.00	0.00	0.00	0.00	0.0%
594 35 63 23	SR 532 @ 64th Extension	0.00	0.00	0.00	0.00	0.0%
594 35 63 24	271st (94th - 99th)	0.00	0.00	0.00	0.00	0.0%
594 35 63 25	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
594 35 63 26	Sheetpile Walls (50/50 W Drainage)	0.00	0.00	0.00	0.00	0.0%
594 35 63 27	Misc Pipe Replacement (EX1)	0.00	0.00	0.00	0.00	0.0%
594 35 63 28	Collector/Int Flow Monitor & Video(Ex2)	0.00	0.00	0.00	0.00	0.0%
594 35 63 29	Main Lift Station Upgrades	1,966,000.00	144,748.39	724,268.51	1,241,731.49	36.8%
594 35 63 31	Sewer Plant Improvements	0.00	0.00	0.00	0.00	0.0%
594 35 63 32	Pioneer 77th-267th	0.00	0.00	0.00	0.00	0.0%
594 35 63 33	UV Energy Efficiency Upgrades	0.00	0.00	0.00	0.00	0.0%
594 35 63 34	272nd/101st-99th(Ex13)	0.00	0.00	0.00	0.00	0.0%
594 35 63 35	Upper Pioneer Hwy/85th-CedarhomeDesign	0.00	0.00	0.00	0.00	0.0%
594 35 63 36	Lower Pioneer Hwy (Ex18)	1,586,000.00	135.06	1,041,160.02	544,839.98	65.6%
594 35 63 37	UV Disinfection	0.00	0.00	0.00	0.00	0.0%
594 35 63 38	Church Creek Collection System (Ex5A)	150,000.00	5,811.75	31,766.66	118,233.34	21.2%
594 35 63 39	72nd Ave & 261st Interceptor	0.00	0.00	0.00	0.00	0.0%
594 35 63 40	Grit Removal Unit Install (EX9)	0.00	0.00	0.00	0.00	0.0%
594 35 63 41	Telemetry System Upgrade	158,500.00	0.00	193,892.25	(35,392.25)	122.3%
594 35 64 01	Telemetry Equipment	0.00	0.00	0.00	0.00	0.0%
594 35 64 32	Pioneer 77th - 267th	0.00	0.00	0.00	0.00	0.0%
594 35 64 33	Smoke Testing/Camera/Flow Meter Basin 1	0.00	0.00	0.00	0.00	0.0%
594 35 65 09	Ex3c Basin4a Grav Main Replm	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		4,160,500.00	150,695.20	1,991,087.44	2,169,412.56	47.9%
597 Interfund Transfers						
597 00 35 00	Trsfr To 305	0.00	0.00	0.00	0.00	0.0%
597 04 11 03	Transfer To Street Constr	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

403 Sewer Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 31 04 03	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 04 03	Assigned End Cash & Invest	2,942,920.00	0.00	0.00	2,942,920.00	0.0%
999 Ending Balance		2,942,920.00	0.00	0.00	2,942,920.00	0.0%
Fund Expenditures:		7,103,420.00	150,695.20	1,991,087.44	5,112,332.56	28.0%
Fund Excess/(Deficit):		(0.17)	(144,367.37)	646,103.90		

405 Sewer Plant Investment Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 05	Assigned Beg Cash & Invest	284,510.44	0.00	284,510.44	0.00	100.0%
308 Beginning Balances		284,510.44	0.00	284,510.44	0.00	100.0%
360 Misc Revenues						
361 11 04 05	State Pool/cd Interest	5,000.00	279.31	2,031.26	2,968.74	40.6%
368 10 04 05	Plant Investment Fees	150,000.00	33,793.23	314,240.79	(164,240.79)	209.5%
360 Misc Revenues		155,000.00	34,072.54	316,272.05	(161,272.05)	204.0%
Fund Revenues:		439,510.44	34,072.54	600,782.49	(161,272.05)	136.7%

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 04 01	Trfr Out To Pwtfl (401)	0.00	0.00	0.00	0.00	0.0%
597 00 04 03	Transfer To Sewer Constructi	300,000.00	0.00	300,000.00	0.00	100.0%
597 Interfund Transfers		300,000.00	0.00	300,000.00	0.00	100.0%
999 Ending Balance						
508 51 04 05	Assigned End Cash & Invest	139,510.00	0.00	0.00	139,510.00	0.0%
999 Ending Balance		139,510.00	0.00	0.00	139,510.00	0.0%
Fund Expenditures:		439,510.00	0.00	300,000.00	139,510.00	68.3%
Fund Excess/(Deficit):		0.44	34,072.54	300,782.49		

410 Drainage Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 10	Assigned Beg Cash & Invest	291,814.94	0.00	291,814.94	0.00	100.0%
308 Beginning Balances		291,814.94	0.00	291,814.94	0.00	100.0%
340 Charges For Services						
343 10 00 00	Drainage Service Charges	1,050,000.00	105,978.33	895,631.72	154,368.28	85.3%
343 10 00 10	Drainage - Other Fees	200.00	0.00	0.53	199.47	0.3%
343 10 10 00	Drainage Service Surcharge	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		1,050,200.00	105,978.33	895,632.25	154,567.75	85.3%
360 Misc Revenues						
359 90 51 02	Late Penalties	0.00	0.00	8.14	(8.14)	0.0%
361 11 04 10	State Pool/cd Interest	5,100.00	583.19	8,464.14	(3,364.14)	166.0%
369 91 41 00	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
388 10 00 02	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		5,100.00	583.19	8,472.28	(3,372.28)	166.1%
380 Non Revenues						
389 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		1,347,114.94	106,561.52	1,195,919.47	151,195.47	88.8%

Expenditures		Amt Budgeted	September	YTD	Remaining	
531 Natural Resources						
531 50 10 00	Salaries & Wages	283,331.00	52,133.21	222,815.16	60,515.84	78.6%
531 50 11 00	Overtime	2,019.00	416.88	2,501.08	(482.08)	123.9%
531 50 20 00	Social Security	21,557.00	2,273.62	15,457.74	6,099.26	71.7%
531 50 21 00	Retirement	29,954.00	2,005.24	22,266.39	7,687.61	74.3%
531 50 22 00	Medical Benefits	67,222.00	3,921.77	40,150.06	27,071.94	59.7%
531 50 23 00	L & I	3,432.00	0.00	1,532.77	1,899.23	44.7%
531 50 24 00	Unemployment & PFMLA	571.00	0.00	332.91	238.09	58.3%
531 50 31 00	Supplies	6,500.00	945.83	3,199.64	3,300.36	49.2%
531 50 31 03	Uniforms	1,050.00	0.00	749.14	300.86	71.3%
531 50 32 00	Fuel	5,500.00	499.95	3,963.45	1,536.55	72.1%
531 50 35 00	Small Equipment	2,500.00	0.00	1,117.71	1,382.29	44.7%
531 50 41 00	Professional Services	29,140.00	1,115.97	16,123.39	13,016.61	55.3%
531 50 42 00	Communications	1,500.00	71.31	1,187.25	312.75	79.2%
531 50 43 00	Permits	600.00	0.00	0.00	600.00	0.0%
531 50 45 00	Rentals	10,500.00	42.98	3,411.69	7,088.31	32.5%
531 50 46 00	Insurance	9,754.00	0.00	28,560.15	(18,806.15)	292.8%
531 50 47 00	Utilities	10,000.00	300.18	5,335.78	4,664.22	53.4%
531 50 48 00	Repairs And Maintenance	30,000.00	12.40	3,222.93	26,777.07	10.7%
531 50 48 01	Drainage System Maintenance	0.00	0.00	0.00	0.00	0.0%
531 50 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
531 50 49 01	B & O Tax	12,000.00	1,777.51	13,452.15	(1,452.15)	112.1%
531 50 49 03	Meetings, Training & Travel	1,000.00	0.00	61.25	938.75	6.1%
531 50 49 05	Credit Card Bank Fees	3,600.00	543.25	3,734.11	(134.11)	103.7%

410 Drainage Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
531 Natural Resources						
531 50 49 50	Interfund Payment For Servic	82,346.00	20,587.00	61,761.00	20,585.00	75.0%
531 Natural Resources		614,076.00	86,647.10	450,935.75	163,140.25	73.4%
580 Non Expeditures						
589 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
591 Debt Service						
591 31 78 01	SnoCo PW Assist Fund Princ	125,000.00	0.00	51,258.95	73,741.05	41.0%
592 31 83 01	SnoCo PW Assist Fund Interest	5,000.00	0.00	11,210.23	(6,210.23)	224.2%
591 Debt Service		130,000.00	0.00	62,469.18	67,530.82	48.1%
594 Capital Expenditures						
594 38 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 00 42 20	Transfer To WCF (422)	0.00	0.00	0.00	0.00	0.0%
597 01 04 11	Transfer To DCF (411)	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
597 01 04 57	Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 03 04 58	Trsfr To 458 Equip Repl	61,464.00	15,366.00	46,098.00	15,366.00	75.0%
597 04 01 07	Transfer To Equip Res (107)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		211,464.00	52,866.00	158,598.00	52,866.00	75.0%
999 Ending Balance						
508 51 04 10	Assigned End Cash & Invest	391,575.00	0.00	0.00	391,575.00	0.0%
999 Ending Balance		391,575.00	0.00	0.00	391,575.00	0.0%
Fund Expenditures:		1,347,115.00	139,513.10	672,002.93	675,112.07	49.9%
Fund Excess/(Deficit):		(0.06)	(32,951.58)	523,916.54		

411 Drainage Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 11	Restricted Beg Cash & Invest	68,180.48	0.00	68,180.48	0.00	100.0%
308 51 04 11	Assigned Beg Cash & Invest	621,741.98	0.00	621,741.98	0.00	100.0%
308 Beginning Balances		689,922.46	0.00	689,922.46	0.00	100.0%
330 Intergovernmental Revenues						
333 97 03 60	FEMA	0.00	0.00	0.00	0.00	0.0%
334 01 80 00	State Fema	0.00	0.00	0.00	0.00	0.0%
334 03 10 01	Department Of Ecology	537,600.00	0.00	492,805.46	44,794.54	91.7%
334 04 20 11	DOC - Stormwater Separation Grant	0.00	0.00	0.00	0.00	0.0%
334 04 20 12	DOC	1,650,000.00	0.00	0.00	1,650,000.00	0.0%
334 04 20 13	DOC-Sheet Pile Walls	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		2,187,600.00	0.00	492,805.46	1,694,794.54	22.5%
340 Charges For Services						
343 10 04 11	Drainage Connection Fees	12,000.00	2,200.00	13,000.00	(1,000.00)	108.3%
343 10 04 12	Drainage Development Fee	0.00	0.00	0.00	0.00	0.0%
345 14 00 00	Drainage Services - Stilly Tribe	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		12,000.00	2,200.00	13,000.00	(1,000.00)	108.3%
360 Misc Revenues						
361 11 04 11	State Pool/cd Interest	3,000.00	668.24	3,493.09	(493.09)	116.4%
369 40 00 11	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		3,000.00	668.24	3,493.09	(493.09)	116.4%
380 Non Revenues						
381 10 00 02	Interfund Loans Received	0.00	0.00	0.00	0.00	0.0%
382 20 04 11	Retainage	0.00	188.58	34,508.34	(34,508.34)	0.0%
380 Non Revenues		0.00	188.58	34,508.34	(34,508.34)	0.0%
390 Other Revenues						
391 20 04 11	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
391 80 00 01	Intergovtl Loan Sno-Co	169,560.00	0.00	243,480.00	(73,920.00)	143.6%
390 Other Revenues		169,560.00	0.00	243,480.00	(73,920.00)	143.6%
397 Interfund Transfers						
397 01 04 10	Transfer From Drainage (410)	0.00	37,500.00	112,500.00	(112,500.00)	0.0%
397 02 04 12	Transfer In From Drainage PIF	150,000.00	112,500.00	112,500.00	37,500.00	75.0%
397 Interfund Transfers		150,000.00	150,000.00	225,000.00	(75,000.00)	150.0%
Fund Revenues:		3,212,082.46	153,056.82	1,702,209.35	1,509,873.11	53.0%

Expenditures	Amt Budgeted	September	YTD	Remaining
580 Non Expeditures				

411 Drainage Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
581 20 00 02	Interfund Loan Principal Payback	0.00	0.00	0.00	0.00	0.0%
582 20 04 11	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
592 38 82 02	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
594 31 63 01	Irvine Slough Stormwtr Sep & Pump Station	2,300,000.00	22,032.19	649,275.15	1,650,724.85	28.2%
594 31 63 02	SR 532 Flood Berm	238,600.00	0.00	266,252.21	(27,652.21)	111.6%
594 31 63 17	101st,102nd,103rd Replacement	0.00	0.00	17,582.00	(17,582.00)	0.0%
594 34 41 24	Drainage Rate Study	0.00	0.00	0.00	0.00	0.0%
594 38 63 00	Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 03	Florence Rd Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 04	Sd-6 Seven Tube Tide Gate Re	0.00	0.00	0.00	0.00	0.0%
594 38 63 05	Retention Pond Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 06	Enclose Ditch Lovers' Lane	0.00	0.00	0.00	0.00	0.0%
594 38 63 07	Flood By-Pass WWTP Lagoon	0.00	0.00	0.00	0.00	0.0%
594 38 63 08	Irvine Slough Erosion Control	0.00	0.00	0.00	0.00	0.0%
594 38 63 09	270th Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 10	85th Drainage (Pioneer Hwy To 276th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 11	Stormwater Separation	0.00	0.00	0.00	0.00	0.0%
594 38 63 12	270th (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 13	Sheetpile Walls (50/50 W Sewer)	0.00	0.00	0.00	0.00	0.0%
594 38 63 15	270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 16	Fort Freeberg - FEMA	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		2,538,600.00	22,032.19	933,109.36	1,605,490.64	36.8%
597 Interfund Transfers						
597 00 04 05	Trsfer To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 04 11	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 04 11	Assigned End Cash & Invest	673,482.00	0.00	0.00	673,482.00	0.0%
999 Ending Balance		673,482.00	0.00	0.00	673,482.00	0.0%
Fund Expenditures:		3,212,082.00	22,032.19	933,109.36	2,278,972.64	29.0%
Fund Excess/(Deficit):		0.46	131,024.63	769,099.99		

412 Drainage Plant Investment Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 12	Assigned Beg Cash & Invest	59,446.39	0.00	59,446.39	0.00	100.0%
308 Beginning Balances		59,446.39	0.00	59,446.39	0.00	100.0%
360 Misc Revenues						
361 11 04 12	State Pool/cd Interest	700.00	195.44	556.94	143.06	79.6%
368 10 04 12	Plant Investment Fees	80,000.00	10,046.00	150,350.00	(70,350.00)	187.9%
360 Misc Revenues		80,700.00	10,241.44	150,906.94	(70,206.94)	187.0%
Fund Revenues:		140,146.39	10,241.44	210,353.33	(70,206.94)	150.1%

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 02 01 03	Transfer Out To Streets Const (103)	27,000.00	6,750.00	20,250.00	6,750.00	75.0%
597 02 04 11	Transfer Out Drainage Const	0.00	112,500.00	112,500.00	(112,500.00)	0.0%
597 Interfund Transfers		27,000.00	119,250.00	132,750.00	(105,750.00)	491.7%
999 Ending Balance						
508 51 04 12	Assigned End Cash & Invest	113,146.00	0.00	0.00	113,146.00	0.0%
999 Ending Balance		113,146.00	0.00	0.00	113,146.00	0.0%
Fund Expenditures:		140,146.00	119,250.00	132,750.00	7,396.00	94.7%
Fund Excess/(Deficit):		0.39	(109,008.56)	77,603.33		

421 Water Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 21	Assigned Beg Cash & Invest	976,709.57	0.00	976,709.57	0.00	100.0%
308 Beginning Balances		976,709.57	0.00	976,709.57	0.00	100.0%
340 Charges For Services						
343 40 00 21	Water - Other Fees	7,000.00	127.72	10,412.57	(3,412.57)	148.8%
343 40 04 21	Water Service Charges	2,035,000.00	225,263.43	1,654,047.08	380,952.92	81.3%
340 Charges For Services		2,042,000.00	225,391.15	1,664,459.65	377,540.35	81.5%
360 Misc Revenues						
359 90 51 00	Late Penalties	40,000.00	0.00	16.05	39,983.95	0.0%
361 11 04 21	State Pool/cd Interest	22,000.00	1,103.70	14,530.91	7,469.09	66.0%
369 91 04 21	Miscellaneous	200.00	0.00	1,188.05	(988.05)	594.0%
398 10 04 21	Insurance Recoveries	0.00	0.00	4,739.78	(4,739.78)	0.0%
360 Misc Revenues		62,200.00	1,103.70	20,474.79	41,725.21	32.9%
380 Non Revenues						
389 34 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 00 00 01	Transfer In From GF (hydrants)	100,000.00	25,000.00	75,000.00	25,000.00	75.0%
397 00 04 23	Transfer In From Cedarhome PIF(423)	10,000.00	2,500.00	7,500.00	2,500.00	75.0%
397 00 04 24	Trfr From Water Plant Inv 42	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		110,000.00	27,500.00	82,500.00	27,500.00	75.0%
Fund Revenues:		3,190,909.57	253,994.85	2,744,144.01	446,765.56	86.0%

Expenditures		Amt Budgeted	September	YTD	Remaining	
534 Water Utilities						
534 80 10 00	Salaries & Wages	534,471.00	89,780.11	406,396.55	128,074.45	76.0%
534 80 11 00	Overtime	7,640.00	533.69	4,700.08	2,939.92	61.5%
534 80 20 00	Social Security	41,024.00	3,996.82	28,491.78	12,532.22	69.5%
534 80 21 00	Retirement	69,059.00	4,414.23	46,156.65	22,902.35	66.8%
534 80 22 00	Medical Benefits	137,911.00	8,747.65	84,000.41	53,910.59	60.9%
534 80 23 00	L & I	6,072.00	0.00	3,823.79	2,248.21	63.0%
534 80 24 00	Unemployment & PFMLA	1,084.00	0.00	709.83	374.17	65.5%
534 80 31 00	Supplies	40,000.00	733.93	21,003.25	18,996.75	52.5%
534 80 31 05	Uniforms	4,200.00	143.64	2,520.77	1,679.23	60.0%
534 80 31 08	Chemicals	7,500.00	1,603.62	7,872.28	(372.28)	105.0%
534 80 32 00	Fuel	12,000.00	982.76	5,972.52	6,027.48	49.8%
534 80 35 00	Small Equipment	8,000.00	0.00	4,566.85	3,433.15	57.1%
534 80 35 01	Meters/installs	20,000.00	26,703.77	34,658.11	(14,658.11)	173.3%
534 80 41 00	Professional Services	63,300.00	3,350.90	48,445.24	14,854.76	76.5%
534 80 42 00	Communications	7,500.00	739.01	4,233.51	3,266.49	56.4%
534 80 43 00	Permits	5,500.00	0.00	4,575.20	924.80	83.2%

421 Water Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
534 Water Utilities						
534 80 44 00	Advertising	500.00	0.00	0.00	500.00	0.0%
534 80 45 00	Rentals	2,500.00	99.24	747.93	1,752.07	29.9%
534 80 46 00	Insurance	32,641.00	0.00	47,600.25	(14,959.25)	145.8%
534 80 47 00	Utilities	86,000.00	7,516.03	61,537.70	24,462.30	71.6%
534 80 48 00	Repair/maintenance	55,000.00	1,322.47	17,303.52	37,696.48	31.5%
534 80 49 01	B & O Tax	95,000.00	10,345.97	77,379.81	17,620.19	81.5%
534 80 49 05	Credit Card Bank Fees	11,000.00	1,342.20	9,462.02	1,537.98	86.0%
534 80 49 06	Dues	1,100.00	0.00	132.00	968.00	12.0%
534 80 49 09	Meetings, Training & Travel	7,000.00	0.00	60.75	6,939.25	0.9%
534 80 49 80	Interfund Payments For Servi	211,709.00	52,927.00	158,781.00	52,928.00	75.0%
534 Water Utilities		1,467,711.00	215,283.04	1,081,131.80	386,579.20	73.7%
580 Non Expeditures						
582 34 72 00	2011 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
588 10 00 01	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
589 34 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures		0.00	0.00	0.00	0.00	0.0%
591 Debt Service						
591 34 78 01	Pwtf Principal - Water Imprv	0.00	0.00	0.00	0.00	0.0%
591 34 78 02	Pwtf Principal-emerg'cy Repa	0.00	0.00	0.00	0.00	0.0%
591 34 78 03	Pwtf Principal-cedarhome Rsr	139,519.00	0.00	139,519.09	(0.09)	100.0%
591 34 78 04	Pwtf Princ Water Trtmnt Plan	172,385.00	0.00	172,384.52	0.48	100.0%
591 34 78 05	Pwtf Princ - Water Comp Plan	0.00	0.00	0.00	0.00	0.0%
591 34 78 06	2019 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
592 34 83 03	Pwtf Interest - Water Imprvt	0.00	0.00	0.00	0.00	0.0%
592 34 83 04	Pwtf Interest-emergency Repair	0.00	0.00	0.00	0.00	0.0%
592 34 83 05	Pwtf Interest-cedarhome Rsrv	3,488.00	0.00	3,487.98	0.02	100.0%
592 34 83 06	Pwtf Int Water Trtmnt Plant	5,172.00	0.00	5,171.54	0.46	100.0%
592 34 83 07	2011 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
592 34 83 09	2019 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
591 Debt Service		320,564.00	0.00	320,563.13	0.87	100.0%
594 Capital Expenditures						
594 34 64 02	Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures		25,000.00	0.00	0.00	25,000.00	0.0%
597 Interfund Transfers						
597 00 04 22	Trfr For System Rplcmnt-(422	0.00	0.00	0.00	0.00	0.0%
597 00 04 59	Transfer To Water Equip REs	80,560.00	20,140.00	60,420.00	20,140.00	75.0%
597 02 04 57	Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 10 04 51	Transfer To WS Bond Res (451)	419,138.00	104,785.00	314,355.00	104,783.00	75.0%
597 Interfund Transfers		499,698.00	124,925.00	374,775.00	124,923.00	75.0%
999 Ending Balance						
508 51 04 21	Assigned End Cash & Invest	877,937.00	0.00	0.00	877,937.00	0.0%

421 Water Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	877,937.00	0.00	0.00	877,937.00	0.0%
Fund Expenditures:	3,190,910.00	340,208.04	1,776,469.93	1,414,440.07	55.7%
Fund Excess/(Deficit):	(0.43)	(86,213.19)	967,674.08		

422 Water Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 22	Restricted Beg Cash & Invest	114,622.18	0.00	114,622.18	0.00	100.0%
308 51 04 22	Assigned Beg Cash & Invest	1,810,836.99	0.00	1,810,836.99	0.00	100.0%
308 Beginning Balances		1,925,459.17	0.00	1,925,459.17	0.00	100.0%
340 Charges For Services						
343 40 00 00	Water Connection Fees	36,000.00	6,600.00	50,300.00	(14,300.00)	139.7%
340 Charges For Services		36,000.00	6,600.00	50,300.00	(14,300.00)	139.7%
360 Misc Revenues						
361 11 04 22	State Pool/cd Interest	8,800.00	1,944.70	10,873.74	(2,073.74)	123.6%
369 91 04 22	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		8,800.00	1,944.70	10,873.74	(2,073.74)	123.6%
380 Non Revenues						
382 20 04 22	Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
390 Other Revenues						
391 20 04 22	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 01 04 21	Transfer In From Water Fund	0.00	0.00	0.00	0.00	0.0%
397 01 04 24	Trfr In From Water Plant Inv	0.00	0.00	0.00	0.00	0.0%
397 01 41 00	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 01 41 20	Transfer In From DCF (412)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		1,970,259.17	8,544.70	1,986,632.91	(16,373.74)	100.8%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
582 20 04 22	Refund Retainage	0.00	0.00	114,622.18	(114,622.18)	0.0%
580 Non Expeditures		0.00	0.00	114,622.18	(114,622.18)	0.0%
594 Capital Expenditures						
594 34 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 34 41 19	Water Rate Study	0.00	0.00	0.00	0.00	0.0%
594 34 41 20	F4 Ch Well Water Right Trsfr	0.00	0.00	0.00	0.00	0.0%
594 34 41 21	M1 Devel System Wide Flushin	0.00	0.00	0.00	0.00	0.0%
594 34 41 22	M2 Dist System Corrosion Stu	0.00	0.00	0.00	0.00	0.0%
594 34 41 23	Water Use Effeciency Program	0.00	0.00	0.00	0.00	0.0%
594 34 41 25	Cross Connection Control Program	0.00	0.00	0.00	0.00	0.0%

422 Water Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 34 63 00	Improvements	0.00	0.00	689.24	(689.24)	0.0%
594 34 63 06	Pz-1 297 Zone To 400 Zone	0.00	0.00	0.00	0.00	0.0%
594 34 63 13	Wm13 16" 84th Dr To Tc Foods	0.00	0.00	0.00	0.00	0.0%
594 34 63 16	Bryant Well #3 (2011 Bond)	0.00	0.00	0.00	0.00	0.0%
594 34 63 17	F9 Hatt Slough Collection Bo	0.00	0.00	0.00	0.00	0.0%
594 34 63 18	Waterline Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 19	City Valve Repair	0.00	0.00	0.00	0.00	0.0%
594 34 63 20	Wsdot Utility Relocation	0.00	0.00	0.00	0.00	0.0%
594 34 63 21	Water Main Upgrd 267th Pione	0.00	0.00	0.00	0.00	0.0%
594 34 63 22	Bryant Well Treatment Facili	0.00	0.00	0.00	0.00	0.0%
594 34 63 23	Bailey Reservoir Altitude Va	0.00	0.00	0.00	0.00	0.0%
594 34 63 24	Cross Connection Control Prg	0.00	0.00	0.00	0.00	0.0%
594 34 63 25	Pioneer Hwy (64th-72nd) Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 26	Cedar Home Well (Pipe/Bldg)	0.00	0.00	0.00	0.00	0.0%
594 34 63 27	Knittle Res. Sensors	0.00	0.00	0.00	0.00	0.0%
594 34 63 28	PZI - 125 & 242 To 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 29	Bailey Res To Hatt Slough Telemetry	0.00	0.00	0.00	0.00	0.0%
594 34 63 30	Wellhead Protection Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 31	Bryant Well #2 Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 32	PZ-2	0.00	0.00	0.00	0.00	0.0%
594 34 63 33	F11 Hatt Slough Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 34	WMR 52 98th Ave	0.00	0.00	0.00	0.00	0.0%
594 34 63 35	SR 532 @ 64th Ext Water	0.00	0.00	0.00	0.00	0.0%
594 34 63 36	Pressure Relief Valve - Zone 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 37	Knittle Res #2 Recoating	0.00	0.00	0.00	0.00	0.0%
594 34 63 39	92nd Ave Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 40	270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 34 63 41	Cedarhome Well Pump	0.00	0.00	0.00	0.00	0.0%
594 34 63 42	Viking Way Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 43	Long Term Water Supply Study	0.00	0.00	0.00	0.00	0.0%
594 34 63 44	Decommision Fure Well	0.00	0.00	0.00	0.00	0.0%
594 34 63 45	Bryant Well Monitor	0.00	0.00	0.00	0.00	0.0%
594 34 63 46	297 Zone Reservoir Construction	0.00	0.00	0.00	0.00	0.0%
594 34 63 47	Telemetry Upgrades	200,000.00	0.00	4,312.00	195,688.00	2.2%
594 34 64 01	Water Meter Replacement Program	0.00	0.00	1,542.86	(1,542.86)	0.0%
594 34 64 04	Cedarhome Generator	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		200,000.00	0.00	6,544.10	193,455.90	3.3%
597 Interfund Transfers						
597 00 03 05	Trsfr To 305	0.00	0.00	0.00	0.00	0.0%
597 03 01 03	Transfer Out To Streets Const (103)	0.00	0.00	0.00	0.00	0.0%
597 04 21 03	Transfer To Street Constr	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 04 22	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%

422 Water Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 51 04 22	Assigned End Cash & Invest	1,770,259.00	0.00	0.00	1,770,259.00	0.0%
999 Ending Balance		1,770,259.00	0.00	0.00	1,770,259.00	0.0%
Fund Expenditures:		1,970,259.00	0.00	121,166.28	1,849,092.72	6.1%
Fund Excess/(Deficit):		0.17	8,544.70	1,865,466.63		

423 Cedar Home Plant Investment

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 23	Assigned Beg Cash & Invest	132,465.48	0.00	132,465.48	0.00	100.0%
308 Beginning Balances		132,465.48	0.00	132,465.48	0.00	100.0%
360 Misc Revenues						
361 11 04 23	State Pool/cd Interest	2,100.00	266.33	1,184.10	915.90	56.4%
368 10 04 23	Plant Investment Fees	10,000.00	23,134.72	149,064.72	(139,064.72)	*****%
360 Misc Revenues		12,100.00	23,401.05	150,248.82	(138,148.82)	*****%
380 Non Revenues						
382 80 04 23	Pwtf Loan Proceeds	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		144,565.48	23,401.05	282,714.30	(138,148.82)	195.6%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 34 63 01	Cedarhome Reservoir Constr.	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 02 04 21	Transfer Out Water Oper (421	10,000.00	2,500.00	7,500.00	2,500.00	75.0%
597 Interfund Transfers		10,000.00	2,500.00	7,500.00	2,500.00	75.0%
999 Ending Balance						
508 51 04 23	Assigned End Cash & Invest	134,565.00	0.00	0.00	134,565.00	0.0%
999 Ending Balance		134,565.00	0.00	0.00	134,565.00	0.0%
Fund Expenditures:		144,565.00	2,500.00	7,500.00	137,065.00	5.2%
Fund Excess/(Deficit):		0.48	20,901.05	275,214.30		

424 Water Plant Investment Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 24	Assigned Beg Cash & Invest	478,800.91	0.00	478,800.91	0.00	100.0%
308 Beginning Balances		478,800.91	0.00	478,800.91	0.00	100.0%
360 Misc Revenues						
361 11 04 24	State Pool/cd Interest	5,000.00	719.00	3,595.07	1,404.93	71.9%
368 10 04 24	Plant Investment Fees	200,000.00	13,824.00	218,708.00	(18,708.00)	109.4%
360 Misc Revenues		205,000.00	14,543.00	222,303.07	(17,303.07)	108.4%
Fund Revenues:		683,800.91	14,543.00	701,103.98	(17,303.07)	102.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 04 21	Trfr Out Water Oper (421)	0.00	0.00	0.00	0.00	0.0%
597 01 04 22	Transfer To Water Const. (42	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 51 04 24	Assigned End Cash & Invest	683,801.00	0.00	0.00	683,801.00	0.0%
999 Ending Balance		683,801.00	0.00	0.00	683,801.00	0.0%
Fund Expenditures:		683,801.00	0.00	0.00	683,801.00	0.0%
Fund Excess/(Deficit):		(0.09)	14,543.00	701,103.98		

451 Water Bond Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 51	Restricted Beg Cash & Invest	412,302.50	0.00	412,302.50	0.00	100.0%
308 Beginning Balances		412,302.50	0.00	412,302.50	0.00	100.0%
360 Misc Revenues						
361 11 04 51	State Pool/cd Interest	4,900.00	572.43	2,862.87	2,037.13	58.4%
360 Misc Revenues		4,900.00	572.43	2,862.87	2,037.13	58.4%
390 Other Revenues						
391 20 04 51	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 00 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 10 04 21	Transfer From Water (421)	419,138.00	104,785.00	314,355.00	104,783.00	75.0%
397 Interfund Transfers		419,138.00	104,785.00	314,355.00	104,783.00	75.0%
Fund Revenues:		836,340.50	105,357.43	729,520.37	106,820.13	87.2%

Expenditures		Amt Budgeted	September	YTD	Remaining	
591 Debt Service						
591 34 72 01	2011 Revenue Bond Principal	135,000.00	0.00	0.00	135,000.00	0.0%
591 34 72 02	2019 Revenue Bond Principal	129,000.00	0.00	0.00	129,000.00	0.0%
592 34 83 08	2011 Rev Bond Interest & Debt Cost	74,200.00	0.00	37,100.00	37,100.00	50.0%
592 34 83 10	2019 Rev Bond Interest & Debt Cost	80,938.00	0.00	40,468.75	40,469.25	50.0%
591 Debt Service		419,138.00	0.00	77,568.75	341,569.25	18.5%
999 Ending Balance						
508 31 04 51	Restricted End Cash & Invest	417,203.00	0.00	0.00	417,203.00	0.0%
999 Ending Balance		417,203.00	0.00	0.00	417,203.00	0.0%
Fund Expenditures:		836,341.00	0.00	77,568.75	758,772.25	9.3%
Fund Excess/(Deficit):		(0.50)	105,357.43	651,951.62		

452 Sewer Bond Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 52	Restricted Beg Cash & Invest	500,035.40	0.00	500,035.40	0.00	100.0%
308 Beginning Balances		500,035.40	0.00	500,035.40	0.00	100.0%
360 Misc Revenues						
361 11 04 52	State Pool/cd Interest	8,900.00	526.20	2,929.27	5,970.73	32.9%
360 Misc Revenues		8,900.00	526.20	2,929.27	5,970.73	32.9%
Fund Revenues:		508,935.40	526.20	502,964.67	5,970.73	98.8%

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 31 04 52	Restricted End Cash & Invest	508,935.00	0.00	0.00	508,935.00	0.0%
999 Ending Balance		508,935.00	0.00	0.00	508,935.00	0.0%
Fund Expenditures:		508,935.00	0.00	0.00	508,935.00	0.0%
Fund Excess/(Deficit):		0.40	526.20	502,964.67		

457 Sewer Equipment Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 57	Assigned Beg Cash & Invest	573,465.98	0.00	573,465.98	0.00	100.0%
308 Beginning Balances		573,465.98	0.00	573,465.98	0.00	100.0%
360 Misc Revenues						
361 11 04 57	State Pool/cd Interest	7,200.00	633.86	3,477.58	3,722.42	48.3%
369 91 04 57	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,200.00	633.86	3,477.58	3,722.42	48.3%
390 Other Revenues						
395 10 04 57	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 00 04 10	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 00 04 21	Transfer In From Water	0.00	0.00	0.00	0.00	0.0%
397 01 04 01	Transfer In From Sewer	109,261.00	27,315.00	81,945.00	27,316.00	75.0%
397 Interfund Transfers		109,261.00	27,315.00	81,945.00	27,316.00	75.0%
Fund Revenues:		689,926.98	27,948.86	658,888.56	31,038.42	95.5%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 35 64 02	Machinery & Equipment	125,000.00	0.00	25,682.28	99,317.72	20.5%
594 Capital Expenditures		125,000.00	0.00	25,682.28	99,317.72	20.5%
999 Ending Balance						
508 51 04 57	Assigned End Cash & Invest	564,927.00	0.00	0.00	564,927.00	0.0%
999 Ending Balance		564,927.00	0.00	0.00	564,927.00	0.0%
Fund Expenditures:		689,927.00	0.00	25,682.28	664,244.72	3.7%
Fund Excess/(Deficit):		(0.02)	27,948.86	633,206.28		

458 Drainage Equipment Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 58	Assigned Beg Cash & Invest	327,864.96	0.00	327,864.96	0.00	100.0%
308 Beginning Balances		327,864.96	0.00	327,864.96	0.00	100.0%
360 Misc Revenues						
361 11 04 58	State Pool/cd Interest	3,600.00	278.64	1,643.00	1,957.00	45.6%
360 Misc Revenues		3,600.00	278.64	1,643.00	1,957.00	45.6%
390 Other Revenues						
395 10 04 58	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 03 04 10	Trfr In From Drainage	61,464.00	15,366.00	46,098.00	15,366.00	75.0%
397 Interfund Transfers		61,464.00	15,366.00	46,098.00	15,366.00	75.0%
Fund Revenues:		392,928.96	15,644.64	375,605.96	17,323.00	95.6%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 31 64 02	Machinery & Equipment	104,950.00	0.00	93,895.20	11,054.80	89.5%
594 Capital Expenditures		104,950.00	0.00	93,895.20	11,054.80	89.5%
999 Ending Balance						
508 51 04 58	Assigned End Cash & Invest	287,979.00	0.00	0.00	287,979.00	0.0%
999 Ending Balance		287,979.00	0.00	0.00	287,979.00	0.0%
Fund Expenditures:		392,929.00	0.00	93,895.20	299,033.80	23.9%
Fund Excess/(Deficit):		(0.04)	15,644.64	281,710.76		

459 Water Equipment Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 51 04 59	Assigned Beg Cash & Invest	347,913.63	0.00	347,913.63	0.00	100.0%
308 Beginning Balances		347,913.63	0.00	347,913.63	0.00	100.0%
360 Misc Revenues						
361 11 04 59	State Pool/cd Interest	2,600.00	408.40	2,147.94	452.06	82.6%
360 Misc Revenues		2,600.00	408.40	2,147.94	452.06	82.6%
390 Other Revenues						
395 10 04 59	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers						
397 02 04 21	Transfer In From Water (421)	80,560.00	20,140.00	60,420.00	20,140.00	75.0%
397 Interfund Transfers		80,560.00	20,140.00	60,420.00	20,140.00	75.0%
Fund Revenues:		431,073.63	20,548.40	410,481.57	20,592.06	95.2%

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 34 64 03	Machinery & Equipment	8,000.00	0.00	0.00	8,000.00	0.0%
594 Capital Expenditures		8,000.00	0.00	0.00	8,000.00	0.0%
999 Ending Balance						
508 51 04 59	Assigned End Cash & Invest	423,074.00	0.00	0.00	423,074.00	0.0%
999 Ending Balance		423,074.00	0.00	0.00	423,074.00	0.0%
Fund Expenditures:		431,074.00	0.00	0.00	431,074.00	0.0%
Fund Excess/(Deficit):		(0.37)	20,548.40	410,481.57		

630 Agency Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 06 30	Restricted Beg Cash & Invest	1,763.26	0.00	1,763.26	0.00	100.0%
308 Beginning Balances		1,763.26	0.00	1,763.26	0.00	100.0%
380 Non Revenues						
389 10 00 00	Customer Deposits DONOTUSE	0.00	0.00	0.00	0.00	0.0%
389 20 00 00	Retainage DONOTUSE	0.00	0.00	0.00	0.00	0.0%
389 30 00 02	Gun Permits	0.00	649.75	8,317.25	(8,317.25)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	216.00	1,263.96	(1,263.96)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	214.36	548.09	(548.09)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	243.96	1,502.28	(1,502.28)	0.0%
380 Non Revenues		0.00	1,324.07	11,631.58	(11,631.58)	0.0%
Fund Revenues:		1,763.26	1,324.07	13,394.84	(11,631.58)	759.7%

Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expeditures						
588 50 06 30	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
589 10 00 00	Customer Deposits	0.00	0.00	0.00	0.00	0.0%
589 20 00 00	Retainage	0.00	0.00	0.00	0.00	0.0%
589 30 00 02	Gun Permits	0.00	411.00	8,703.50	(8,703.50)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	272.50	887.92	(887.92)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	253.23	319.94	(319.94)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	1,760.24	(1,760.24)	0.0%
580 Non Expeditures		0.00	936.73	11,671.60	(11,671.60)	0.0%
999 Ending Balance						
508 31 06 30	Restricted End Cash & Invest	1,855.11	0.00	0.00	1,855.11	0.0%
999 Ending Balance		1,855.11	0.00	0.00	1,855.11	0.0%
Fund Expenditures:		1,855.11	936.73	11,671.60	(9,816.49)	629.2%
Fund Excess/(Deficit):		(91.85)	387.34	1,723.24		

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood | Months: 01 To: 09 | Time: 13:38:38 | Date: 10/15/2021

Fund		Revenue	September	Received		Expenditures	September	Spent	
001	General Fund	10,583,157.86	427,886.18	10,350,126.57	97.8%	10,583,066.00	623,869.07	4,100,823.42	38.7%
101	Street Fund	749,959.78	66,165.89	671,244.77	89.5%	749,960.00	87,450.11	484,518.83	64.6%
102	Street Impact Fee Fund	906,977.66	7,739.55	944,040.73	104.1%	906,978.00	75,000.00	75,000.00	8.3%
103	Street Construction Fund	2,542,679.77	159,846.75	1,451,005.93	57.1%	2,542,680.00	6,332.34	596,867.70	23.5%
104	Park And Trail Improvement Fund	3,610,367.47	183,571.19	2,690,467.98	74.5%	3,610,367.00	3,201.38	1,773,713.87	49.1%
105	Fire Impact Fees	41,914.92	44.12	42,180.35	100.6%	41,915.00	0.00	0.00	0.0%
106	Park Impact Fees	353,231.76	15,546.85	446,057.14	126.3%	353,232.00	0.00	0.00	0.0%
107	Equipment Reserve Fund	751,867.21	48,628.90	702,421.77	93.4%	751,867.00	76,636.84	128,001.40	17.0%
108	Transportation Sales Tax Fund	1,116,482.85	50,968.71	1,068,320.51	95.7%	1,116,483.00	89,863.00	269,589.00	24.1%
109	Contingency Fund	444,224.05	12,935.38	428,669.85	96.5%	444,224.00	0.00	0.00	0.0%
110	Building Improvement Fund	1,509,118.60	1,462.45	1,500,808.74	99.4%	1,509,119.00	25,911.65	128,804.20	8.5%
115	Tourism And Promotion DSC	81,407.91	6,286.87	39,286.08	48.3%	81,408.00	2,988.76	38,314.22	47.1%
120	REET - Capital Improvements	1,172,214.79	36,542.43	1,283,442.05	109.5%	1,172,215.00	181,000.00	543,000.00	46.3%
121	REET - Growth Management	1,346,841.72	37,099.53	1,453,951.41	108.0%	1,346,843.00	0.00	0.00	0.0%
205	Debt Service Fund	20,154.73	22.45	21,231.63	105.3%	20,155.00	0.00	126.58	0.6%
401	Sewer Fund	3,887,602.33	184,802.57	3,467,371.17	89.2%	3,887,603.00	229,713.64	1,644,465.93	42.3%
403	Sewer Construction Fund	7,103,419.83	6,327.83	2,637,191.34	37.1%	7,103,420.00	150,695.20	1,991,087.44	28.0%
405	Sewer Plant Investment Fund	439,510.44	34,072.54	600,782.49	136.7%	439,510.00	0.00	300,000.00	68.3%
410	Drainage Fund	1,347,114.94	106,561.52	1,195,919.47	88.8%	1,347,115.00	139,513.10	672,002.93	49.9%
411	Drainage Construction Fund	3,212,082.46	153,056.82	1,702,209.35	53.0%	3,212,082.00	22,032.19	933,109.36	29.0%
412	Drainage Plant Investment Fund	140,146.39	10,241.44	210,353.33	150.1%	140,146.00	119,250.00	132,750.00	94.7%
421	Water Fund	3,190,909.57	253,994.85	2,744,144.01	86.0%	3,190,910.00	340,208.04	1,776,469.93	55.7%
422	Water Construction Fund	1,970,259.17	8,544.70	1,986,632.91	100.8%	1,970,259.00	0.00	121,166.28	6.1%
423	Cedar Home Plant Investment	144,565.48	23,401.05	282,714.30	195.6%	144,565.00	2,500.00	7,500.00	5.2%
424	Water Plant Investment Fund	683,800.91	14,543.00	701,103.98	102.5%	683,801.00	0.00	0.00	0.0%
451	Water Bond Reserve	836,340.50	105,357.43	729,520.37	87.2%	836,341.00	0.00	77,568.75	9.3%
452	Sewer Bond Reserve	508,935.40	526.20	502,964.67	98.8%	508,935.00	0.00	0.00	0.0%
457	Sewer Equipment Reserve	689,926.98	27,948.86	658,888.56	95.5%	689,927.00	0.00	25,682.28	3.7%
458	Drainage Equipment Reserve	392,928.96	15,644.64	375,605.96	95.6%	392,929.00	0.00	93,895.20	23.9%
459	Water Equipment Reserve	431,073.63	20,548.40	410,481.57	95.2%	431,074.00	0.00	0.00	0.0%
630	Agency Fund	1,763.26	1,324.07	13,394.84	759.7%	1,855.11	936.73	11,671.60	629.2%
		50,210,981.33	2,021,643.17	41,312,533.83	82.3%	50,210,984.11	2,177,102.05	15,926,128.92	31.7%

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6a
DATE:	November 8, 2021
SUBJECT:	Public Works Committee Meeting Minutes
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A – October 4, 2021 Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the October 4, 2021 Public Works Committee Meeting are attached to this staff report for approval as presented.

Public Works Committee Meeting Minutes October 4, 2021

Councilmembers Present: Sid Roberts, Judy Williams
Staff present: Kevin Hushagen, Lisa Sokolik

Call to order at 5:32 pm

Agenda

1. **Ricoh Leases**
   The Ricoh Lease agreements will be brought to full council asking for authorization for the Mayor to sign the agreements. The Public Works Committee supports the recommendation to have Mayor sign agreements.

2. **Heritage Park Field Improvement Final Acceptance**
   The Heritage Park Field Improvement project is almost complete; Taylor's Excavators are working on the last few punch list items. Staff will be bringing the project's final acceptance to full council for approval.

3. **Street and Utility Standards Update**
   Staff in the new Public Works Engineering Dept. are very involved in project management and are on project sites every day. The Engineering Techs have been comparing the work being done to what is in the Street and Utility Standards. Alan Lytton along with staff in the utility divisions have worked together to update verbiage and drawings standards in the Street and Utility Standards. The last update was done in 2015 and before that in 2003.

   The changes will go to full council for adoption.

Discussion Items:

- Main Pump Station Update
  Interwest Constructing, Inc. (ICI) has finished the pipe installation on the southside for the forcemain. ICI bored under SR532 and Irvine Slough and put in a sleeve and is starting the structural work.

- Traffic Concerns at Elementary Schools
  City met with the School district regarding the issue surrounding parents dropping off and picking up school kids due to limited bus routes. The school will be posting temporary signage to remind parents not to park on sidewalks or block off driveways.

- Community Resource Gypsy Wagon
  Stanwood Resource Center would like to donate the Gypsy Wagon to the City since they do not use it, the City is storing it and uses it for the Summer Concert Series.

- Solid Waste Survey
  The Solid Waste Community Survey has been completed (survey will be attached to minutes).

- Chandler Reserve Development
  The developer will be doing some offsite sewer work for the project and has asked the City if they can close Pioneer Hwy for 35 days. The developer is upsizing the line which will benefit the City. Staff is working with them to come up with a better solution than closing the road for 35 days.

Meeting ended at: 6:09 pm

2021 Stanwood Commercial Solid Waste Survey

Q1. I am satisfied with the overall garbage, recycle, yard waste service at my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	37.50%	3
Neither agree nor disagree	12.50%	1
Agree	37.50%	3
Strongly agree	12.50%	1
	Answered	**8**
	Skipped	**0**

Q2. I am satisfied with my garbage, recycle, yard waste rates for my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	12.50%	1
Disagree	25.00%	2
Neither agree nor disagree	12.50%	1
Agree	50.00%	4
Strongly agree	0.00%	0
	Answered	**8**
	Skipped	**0**

Q3. I am satisfied with my driver's reliability, communication, and customer service.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	0.00%	0
Neither agree nor disagree	57.14%	4
Agree	14.29%	1
Strongly agree	28.57%	2
	Answered	**7**
	Skipped	**1**

Q4. I am satisfied with the knowledge and customer care demonstrated by the Waste Management Customer Service department.

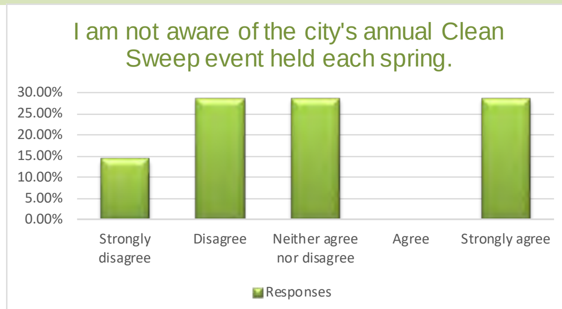
Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	28.57%	2
Neither agree nor disagree	28.57%	2
Agree	28.57%	2
Strongly agree	14.29%	1
	Answered	**7**
	Skipped	**1**

Q5. I participate in the city's annual Clean Sweep event held each spring.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	33.33%	2
Neither agree nor disagree	66.67%	4
Agree	0.00%	0
Strongly agree	0.00%	0
	Answered	**6**
	Skipped	**2**

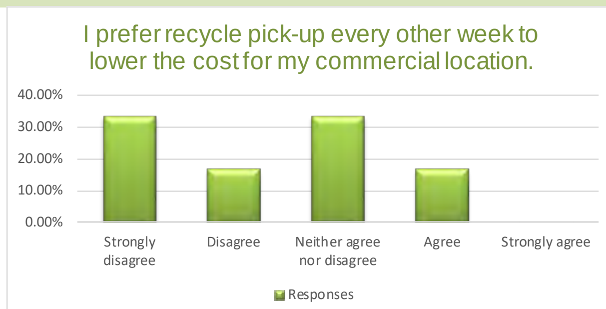
Q6. I am not aware of the city's annual Clean Sweep event held each spring.

Answer Choices	Responses	Totals
Strongly disagree	14.29%	1
Disagree	28.57%	2
Neither agree nor disagree	28.57%	2
Agree	0.00%	0
Strongly agree	28.57%	2
	Answered	**7**
	Skipped	**1**



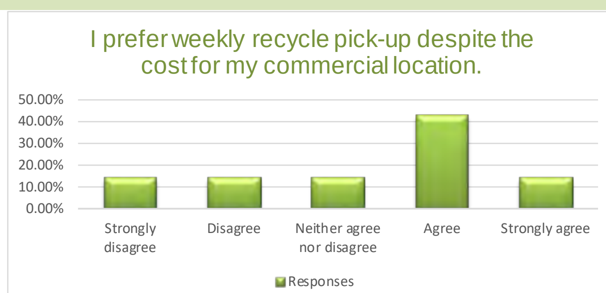
Q7. I prefer recycle pick-up every other week to lower the cost for my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	33.33%	2
Disagree	16.67%	1
Neither agree nor disagree	33.33%	2
Agree	16.67%	1
Strongly agree	0.00%	0
	Answered	**6**
	Skipped	**2**



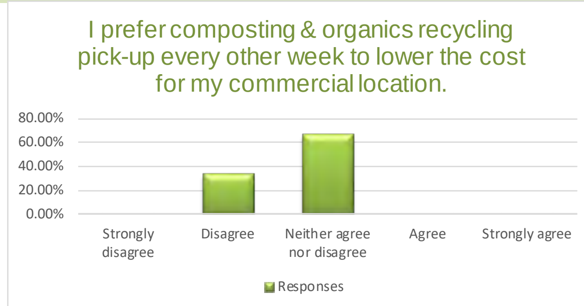
Q8. I prefer weekly recycle pick-up despite the cost for my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	14.29%	1
Disagree	14.29%	1
Neither agree nor disagree	14.29%	1
Agree	42.86%	3
Strongly agree	14.29%	1
	Answered	**7**
	Skipped	**1**



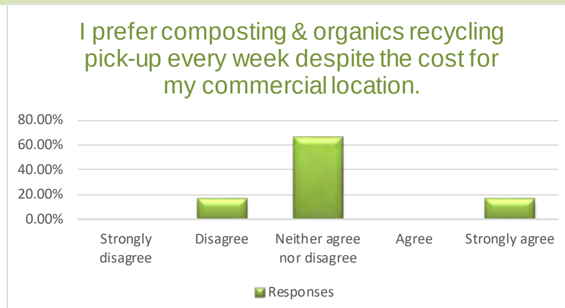
Q9. I prefer composting & organics recycling pick-up every other week to lower the cost for my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	33.33%	2
Neither agree nor disagree	66.67%	4
Agree	0.00%	0
Strongly agree	0.00%	0
	Answered	**6**
	Skipped	**2**



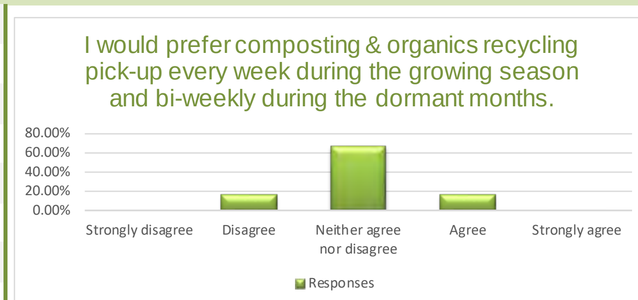
Q10. I prefer composting & organics recycling pick-up every week despite the cost for my commercial location.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	16.67%	1
Neither agree nor disagree	66.67%	4
Agree	0.00%	0
Strongly agree	16.67%	1
	Answered	**6**
	Skipped	**2**



Q11. I would prefer composting & organics recycling pick-up every week during the growing season and bi-weekly during the dormant months.

Answer Choices	Responses	Totals
Strongly disagree	0.00%	0
Disagree	16.67%	1
Neither agree nor disagree	66.67%	4
Agree	16.67%	1
Strongly agree	0.00%	0
	Answered	**6**
	Skipped	**2**



2021 Stanwood Residential Solid Waste Survey

Q1. I am satisfied with my overall garbage, recycle, yard waste service.

Answer Choices	Responses	Totals
Strongly disagree	10.96%	25
Disagree	26.75%	61
Neither agree nor disagree	19.74%	45
Agree	35.53%	81
Strongly agree	7.02%	16
	Answered	**228**
	Skipped	**0**

Q2. I am satisfied with my garbage, recycle, yard waste rates.

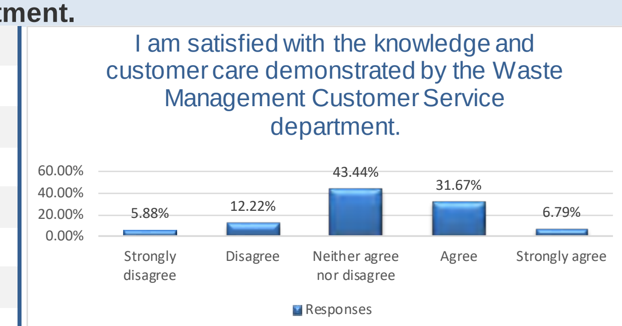
Answer Choices	Responses	Totals
Strongly disagree	9.82%	22
Disagree	31.25%	70
Neither agree nor disagree	29.91%	67
Agree	25.45%	57
Strongly agree	3.57%	8
	Answered	**224**
	Skipped	**4**

Q3. I am satisfied with my driver's reliability, communication, and customer service.

Answer Choices	Responses	Totals
Strongly disagree	4.07%	9
Disagree	11.31%	25
Neither agree nor disagree	24.43%	54
Agree	40.27%	89
Strongly agree	19.91%	44
	Answered	**221**
	Skipped	**7**

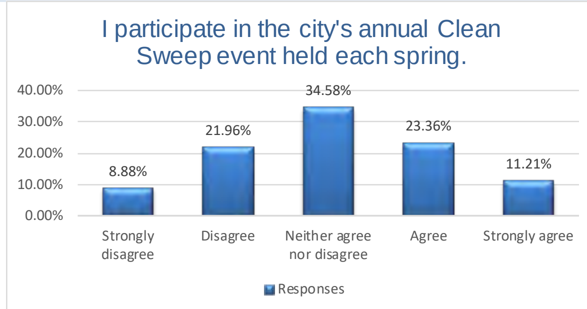
Q4. I am satisfied with the knowledge and customer care demonstrated by the Waste Management Customer Service department.

Answer Choices	Responses	Totals
Strongly disagree	5.88%	13
Disagree	12.22%	27
Neither agree nor disagree	43.44%	96
Agree	31.67%	70
Strongly agree	6.79%	15
	Answered	**221**
	Skipped	**7**



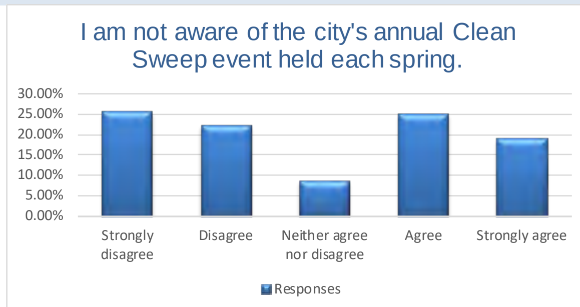
Q5. I participate in the city's annual Clean Sweep event held each spring.

Answer Choices	Responses	Totals
Strongly disagree	8.88%	19
Disagree	21.96%	47
Neither agree nor disagree	34.58%	74
Agree	23.36%	50
Strongly agree	11.21%	24
	Answered	**214**
	Skipped	**14**



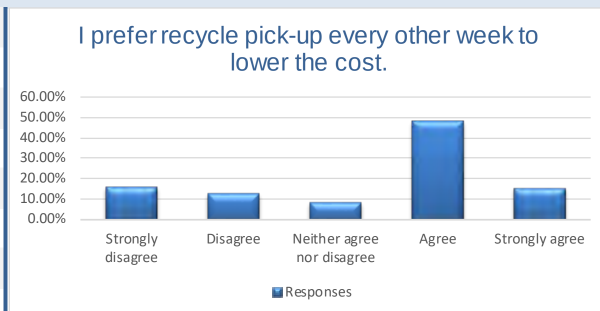
Q6. I am not aware of the city's annual Clean Sweep event held each spring.

Answer Choices	Responses	Totals
Strongly disagree	25.47%	54
Disagree	22.17%	47
Neither agree nor disagree	8.49%	18
Agree	25.00%	53
Strongly agree	18.87%	40
	Answered	**212**
	Skipped	**16**



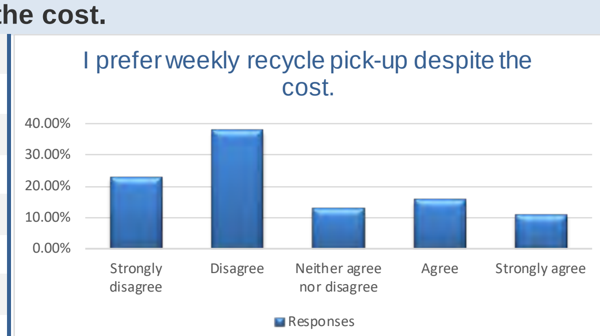
Q7. I prefer recycle pick-up every other week to lower the cost.

Answer Choices	Responses	Totals
Strongly disagree	15.74%	34
Disagree	12.50%	27
Neither agree nor disagree	8.33%	18
Agree	48.15%	104
Strongly agree	15.28%	33
	Answered	**216**
	Skipped	**12**



Q8. I prefer weekly recycle pick-up despite the cost.

Answer Choices	Responses	Totals
Strongly disagree	22.75%	48
Disagree	37.91%	80
Neither agree nor disagree	12.80%	27
Agree	15.64%	33
Strongly agree	10.90%	23
	Answered	**211**
	Skipped	**17**

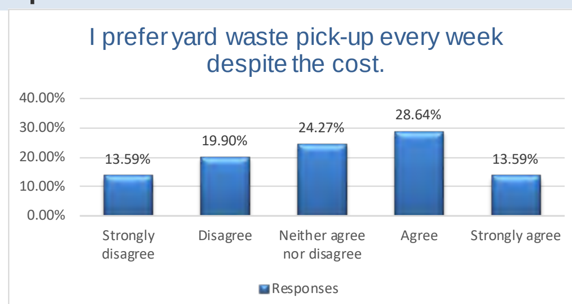


Q9. I prefer yard waste pick-up every other week to lower the cost.

Answer Choices	Responses	Totals
Strongly disagree	27.18%	56
Disagree	24.76%	51
Neither agree nor disagree	18.93%	39
Agree	23.30%	48
Strongly agree	5.83%	12
	Answered	**206**
	Skipped	**22**

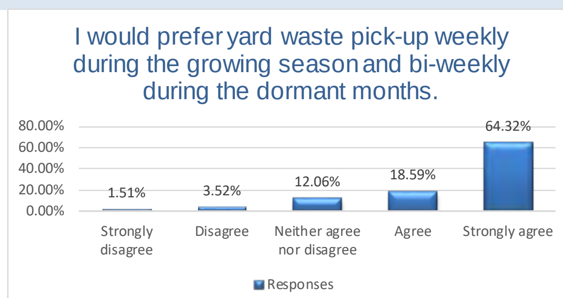
Q10. I prefer yard waste pick-up every week despite the cost.

Answer Choices	Responses	Totals
Strongly disagree	13.59%	28
Disagree	19.90%	41
Neither agree nor disagree	24.27%	50
Agree	28.64%	59
Strongly agree	13.59%	28
	Answered	**206**
	Skipped	**22**



Q11. I would prefer yard waste pick-up weekly during the growing season and bi-weekly during the dormant months.

Answer Choices	Responses	Totals
Strongly disagree	1.51%	3
Disagree	3.52%	7
Neither agree nor disagree	12.06%	24
Agree	18.59%	37
Strongly agree	64.32%	128
	Answered	**199**
	Skipped	**29**



CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6b
DATE:	November 08, 2021
SUBJECT:	Finance/Personnel Committee Report
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENTS:	A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the October 28, 2021 Finance/Personnel Meeting are attached to this staff report for approval as presented.

	Finance & Personnel Committee Meeting Minutes October 28, 2021

Councilmembers Present: Steve Shepro, Dianne White, alternate - Judy Williams
Staff present: Shawn Smith, David Hammond, Pat Adams, Sara Robinson, Kevin Hushagen, Wendy Dowhower
Absent: Rob Johnson

1. **Accident Prevention Plan**

Human Resource Manager, Pat Adams presented the proposed revised City of Stanwood Employee Accident Prevention Program. In February 2021, the City invited Labor and Industries (L&I) to conduct an on-site voluntary consultation to evaluate the safety and health of our workplace. This was a full-service consultation which consisted of a walk-around inspection by L&I personnel and a review of the City's existing written safety program. L&I's evaluation of the City's safety and health program concluded the current plan did not adequately address all the potential hazards Stanwood employees encounter and several elements of the plan failed to meet the mandated provisions. The City's prior Safety Plan was adopted by Resolution 2019-03 in March 2019. The Plan has been updated and now meets all currently mandated regulatory program requirements, such as Personal Protective Equipment (PPE), Hazard Communication, Emergency Procedures and Fire Protection, Respiratory Protection, Fall Protection, Confined Space, Bloodborne Pathogens, Silica and Asbestos Awareness, Lock-out Tag-Out, etc., including related training and record keeping. The amended safety program follows state laws and provides the foundation and structure to promote a safe and healthy working environment for Stanwood employees. The committee agreed with the proposed plan and recommends it to the City Council.

2. **Utility Customer Repayment Plan**

Finance Director, David Hammond explained that Governor Inslee's Proclamation 2023, which extended the moratorium preventing assessment of delinquency fees, interest and shut-offs through September 30th, has expired, so utility bills will begin reflecting late fees and potentially shut-off of water service beginning in November and December. This request for authority to enter into extended payment arrangements will provide one more resource for customers to assist them in bringing their accounts current. The city's current practice is to authorize one repayment plan per customer during a given twelve-month period and the repayment period is limited to one billing cycle, to avoid shut-off, customers must pay their entire past due balance prior to the next billing cycle. Fees and shut-off may be avoided by utility customers who enter into and remain current with a payment arrangement. As a result of the Covid-19 pandemic, the amount owed by utility customers who are greater than ninety days past due has increased from approximately $11,000.00 to $71,000.00 This amount currently represents approximately sixty-five customers. Additionally, approximately 125 customers are sixty days past due, representing $45,000. Finance Department staff continue to direct customers in need of financial assistance to resources available and have provided this information on the city website. The proposed Resolution will not have a direct financial impact. Indirectly, the authorization of repayment plans will potentially enable the city to realize more efficient and less costly collection efforts while also reducing potential customer account shut-offs. The committee agrees with what has been presented and recommends it to the City Council.

3. Third Quarter 2021 Finance Report

Finance Director, David Hammond presented the year-to-date budget versus actual revenue and expenditures report, with ending fund balance for all funds as of September 30, 2021. Key Messages regarding the city's January thru September 2021 financial performance: Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive, as expected, through nine months of the year. Operating expenditures in the General Fund, Streets Operating, and Utility Operating are all under 75% through nine months of the year. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services. The COVID19 Pandemic continues into 2021 yet our expected financial outlook remains stable. Staff constantly monitors revenue and after three quarters collections remain strong. The City received $1,018,070 in American Rescue Plan Act (ARPA) funds in June. The City will receive the second half of ARPA funds in approximately June 2022. Economic conditions continue to improve as housing prices, and new and existing home sales remain strong, unemployment rates decline, consumer confidence and retail spending remain strong; however, inflation has taken a sharp turn upward and economists differ on predictions whether this is a long-term or temporary change.

4. Financial Management Policy Update

Since this project is quite large and there are other year end priorities, staff requested to table it for now and pick it back up after the first of the year. The Committee Agreed.

5. 2022 Salary & Benefit Resolution

Finance Director, David Hammond presented a resolution establishing the city's 2022 compensation and benefits schedule for its employees.

The 2022 workplan includes a classification and compensation study to ensure employees' current job descriptions align with their current duties, and to ensure compensation is in line with the market so that the city is in the best position to recruit and retain employees and that employees are equitably compensated. In addition, with new leadership in 2022 it is anticipated that the city's staffing and organization will be assessed to continue to ensure the city meets expected service levels efficiently and effectively. Hammond explained all of the changes.

The committee did not have enough time to discuss the changes to the staffing and compensation plan that was presented. It was requested that the committee members review the request thoroughly and send any questions to Mr. Hammond, and directed staff to bring to the full council for discussion.

Meeting ended at: 6:50 pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6c
DATE:	November 08, 2021
SUBJECT:	Community Development Committee Meeting Minutes
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A – October 21, 2021 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the October 21, 2021 Community Development Committee Meeting are attached to this staff report for approval as presented.

Community Development Committee Meeting Minutes October 21 2021

Call to Order 6:00pm

Councilmembers Present: Sid Roberts, Judy Williams
Staff Present: Patricia Love, Sara Robinson
Absent: Tim Pearce

Agenda Items:

1. Permit Process and Permitted Use Matrix Code Amendment
2. East and West End Business Round Table Meeting Summary
3. City Beautification Banner Narrative

Permit Process and Permitted Use Matrix Code Amendment
The City of Stanwood has initiated an amendment to the Stanwood Municipal Code to update the City's permit procedures and corresponding permitted use matrix to ensure that the City's land uses are consistent with the intent of the zoning districts and that the permitting process is efficient as possible while ensuring public participation. Community Development Director Patricia Love explained that the Planning Commission has been working on updating this part of the code making adjustments to it at their monthly meetings for over a year. Love explained in detail all of the changes and updates that have been made and proposed.
The Committee discussed and reviewed the change, also making a couple of additions. It is also recommended for presentation at a Public Hearing at City Council.

East and West End Business Round Table Meeting Summary
Community Development Director, Patricia Love gave an update and summary of this project. City Staff held two Business Round Tables this past couple of weeks: one with the east end businesses and the other with the west end businesses. The purpose of the meeting was to update them on the 2021 City Beautification project and get their feedback on the gateway designs and ideas for each section of town. The Committee was given copies of the presentation materials and comment summary sheets. (attached)

City Beautification Banner Narrative
Community Development Director, Patricia Love gave an update on this project.
As part of wayfinding portion of the 2021 City Beautification project, the Economic Development Board has recommended that the city move forward with restarting the banner program. The Committee was presented Banner Narrative outlining the project and requirements for banner art. (attached) This proposal allows for two type of banners: city sponsored seasonal beautification and event sponsored banners. Events could include glass question, art festivals, music in the park, or others. As part of this project, staff is also working on a Memorandum of Understanding with the Stanwood

Camano Arts Advocacy Commission to create a partnership to implement future banner or other art projects. The Committee received a copy of the banner narrative; the MOU is still being drafted at this time.

Meeting ended at: 7:15 pm

BUSINESS ROUNDTABLE

promoting a thriving economic climate for all

CITY OF STANWOOD

Roundtable Topic: City Beautification Action Plan Update
2021-2022 Gateway Project

TWO WAYS TO ATTEND

EAST END UPDATES
VIRTUAL - SEPT. 29TH, 8:00AM VIA ZOOM

WEST END UPDATES
IN PERSON **- OCT. 6TH, 8:00AM @ SAAL BREWING CO.**

City Beautification Action Plan
6 Program Components

- Gateway Signage & Landscaping
- Main Street Revitalization
- Gateway Features
- SR 532 Beautification
- Wayfinding Signage
- Public Art

Moving Beyond Planning and into Implementation

Identify Projects

Prioritize Projects

Adopt 6-Yr Budget

Design Projects

Construct Projects

City Beautification Action Plan
Adopted December 10,2020

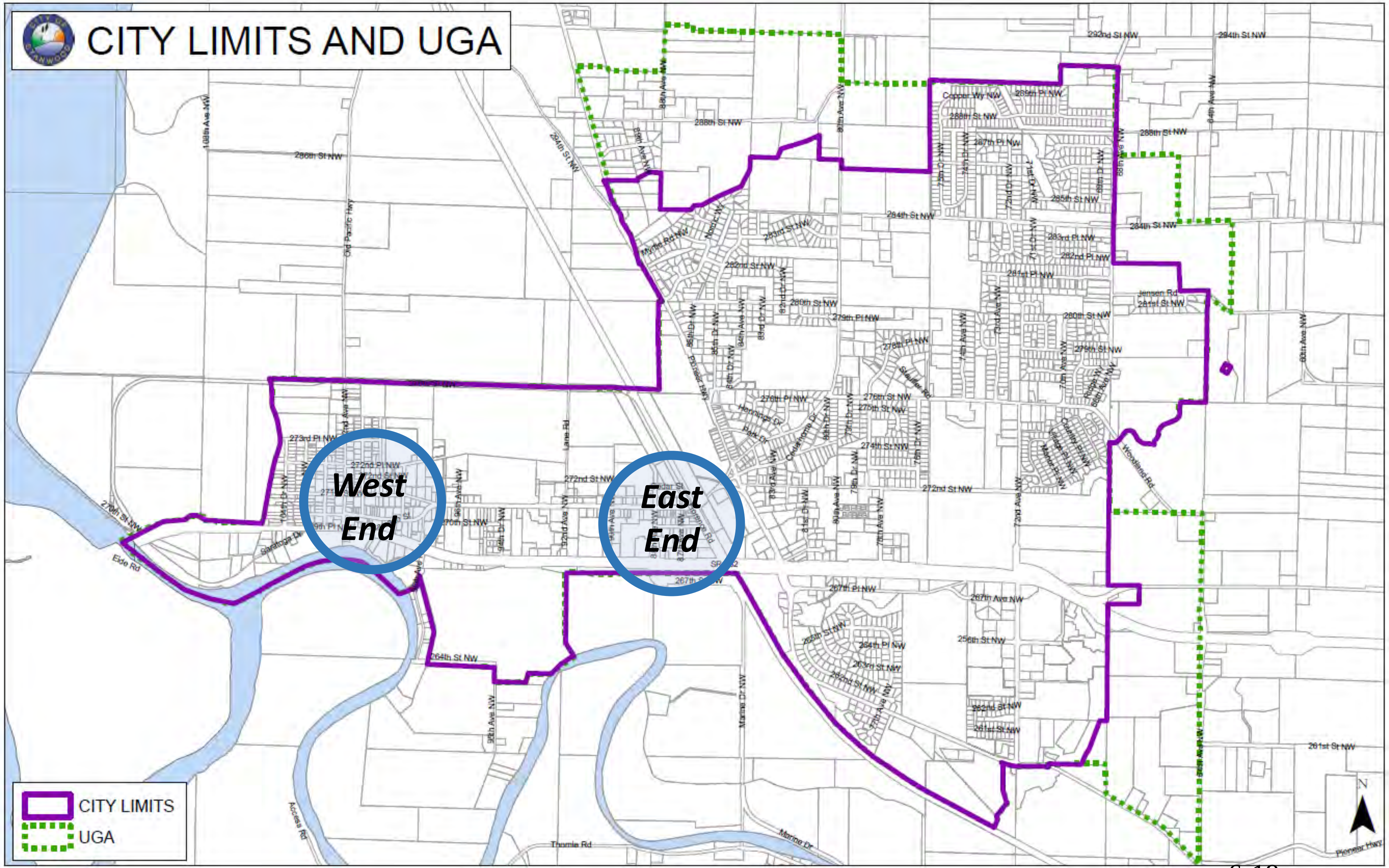
2021 Project Implementation

- Service Club Sign: 72nd Avenue - October 2021
- 72nd Street Entry Sign: Landscaping and "Welcome" Sign – October 2021
- Wayfinding Signs: Downtown Parking Directional Signs – Complete
- Seasonal Street Light Banners: - Working on Project Narrative and Agreement with Stanwood Camano Arts Advocacy Commission
- SR 532 Landscaping: 92nd Avenue – October 2021
- **Mainstreet Beautification: Pending – Work with Chambers to Determine Projects**
- **Gateway Arch: Pending – Work with Chambers / Business Owners to Determine Design Elements**

Gateway Features Project

Project Goals:

- Celebrate the uniqueness of each district
- Complementing or common theme(s)
- Promote the City as the commercial and cultural center of the greater Stanwood- Camano region.



East End Gateway – 88th Avenue Arch

Northern Looking View: Welcome to Stanwood

Gateway Features:

- Located at New Viking Way Intersection
- Mesh Arch Design
- Art Panels on Front and Back Celebrating Stanwood History, Parks, or Culture
- Inside Panels – Art Feature or Plain
- Option to Add Banners

East End Gateway – 88^{th} Avenue Arch

South Facing View: City of Stanwood

Eastern Angled View: Option of Donation Panels

Overall Design:
- Lankford Landscape Architects (Local Firm)
- Reviewed by the Economic Development Board and City Council Committees

Questions / Feedback

We Want To Hear From You:

General Discussion

Chat Box Comments

Interactive Questions:

- Do you support the overall design concept?

  Yes / No – Tell us your thoughts in the chat box

- What is your highest priority for the arch design?
  - Location: Viking Way
  - Location: 271st Street
  - Art Panels
  - Donation Panels
  - Banner Option
  - Other: Describe in Chat Box

Next Steps:

- Final Design
- Cost Estimates
- Council Budget
- Construction

Main Street Revitalization

2019
Chamber Requested That The City Consider Some Form of Main Street Revitalization Program

Suggested Ideas

Wide Pedestrian-Friendly Sidewalks

Create Plaza Spaces

Function as a Festival Street

Possibly Change to One-Way

Slow Down Pass-Through Traffic

Branding of Main Street

Build Park Areas

Install Street Trees / Planter Boxes

Street Art

Move Farmers Market to Main Street

271^{st} Street
Roadway Configuration Option

Partial Road Closure
With
Open Plaza

Preferred Option of the Economic Development Board:

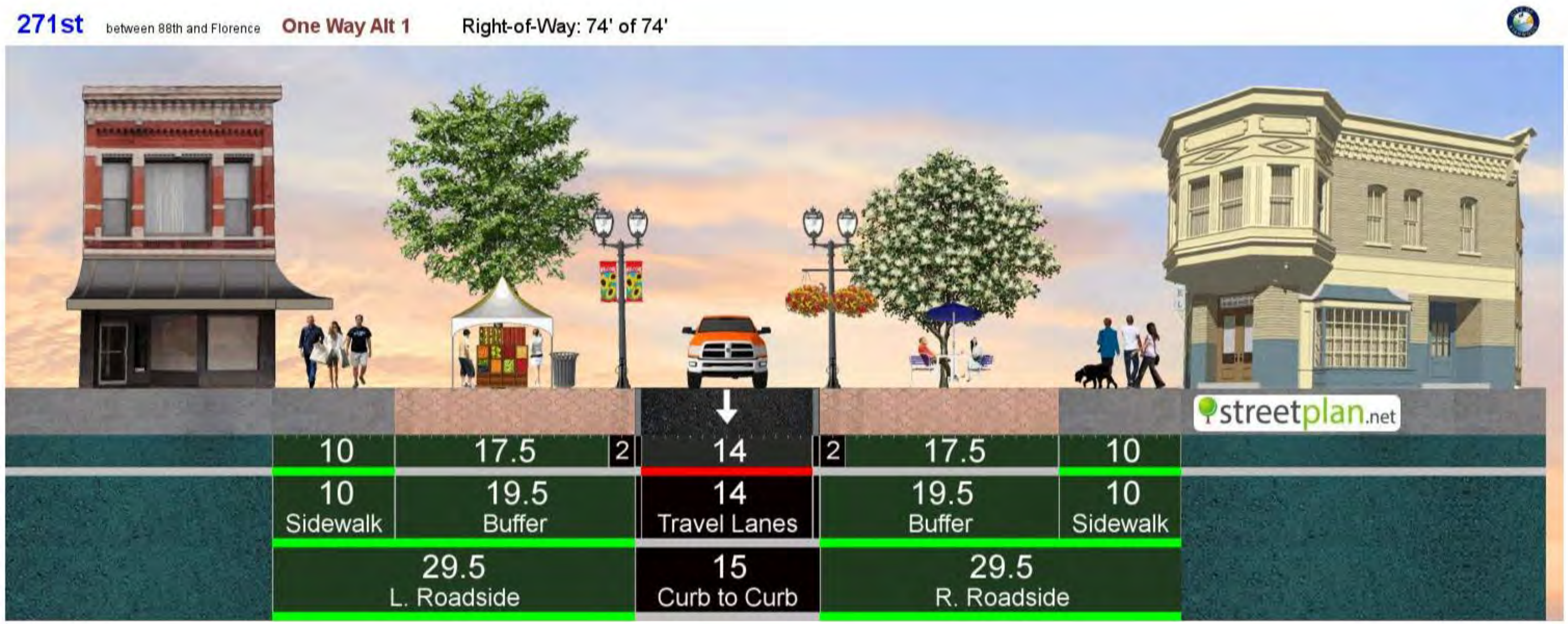
- With Removable Bollards so the Street Can Accommodate Vehicles if/when Needed

Planning Commission Recommendation:

- Keep 2-Lanes with Wide Sidewalk

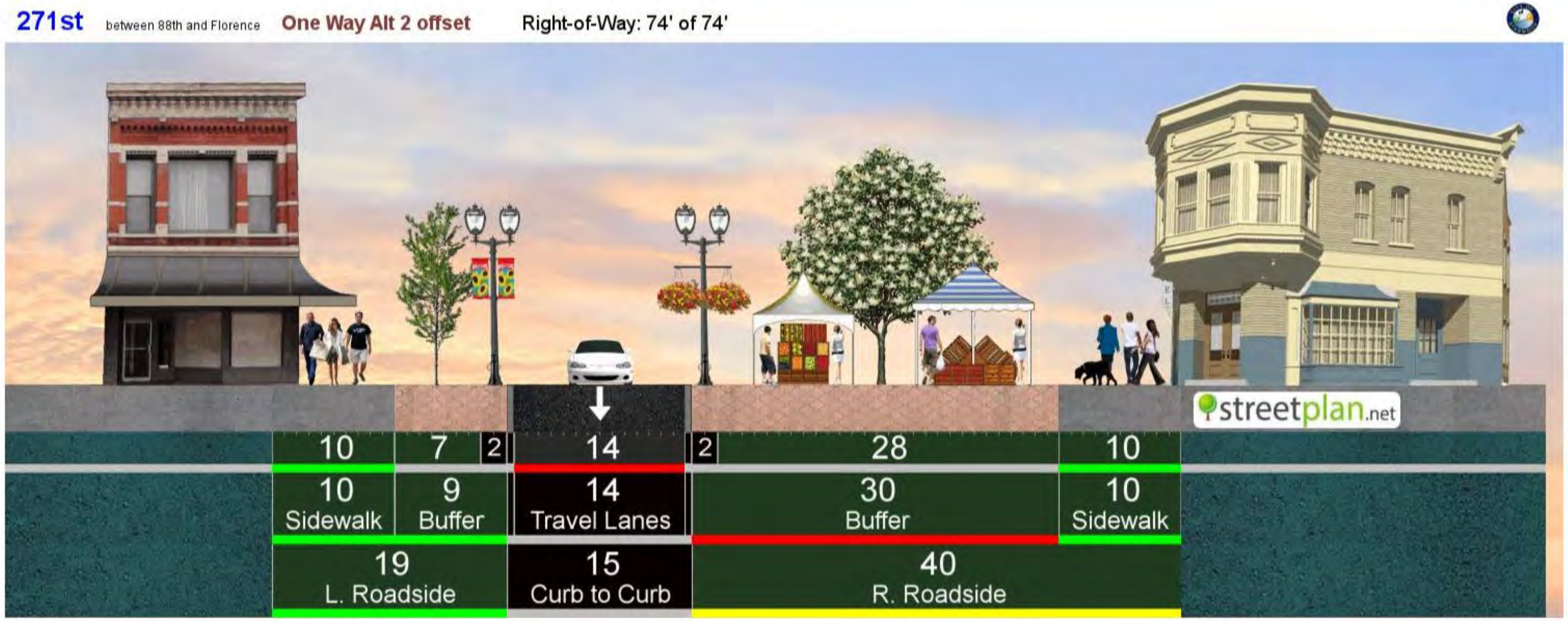
271st Street Roadway Configuration Option

Potential One-Way Street With Open Plaza



271st Street Roadway Configuration Option

Potential One-Way Street With Curved Road and Off-Set Open Plaza



Questions / Feedback

We Want To Hear From You:

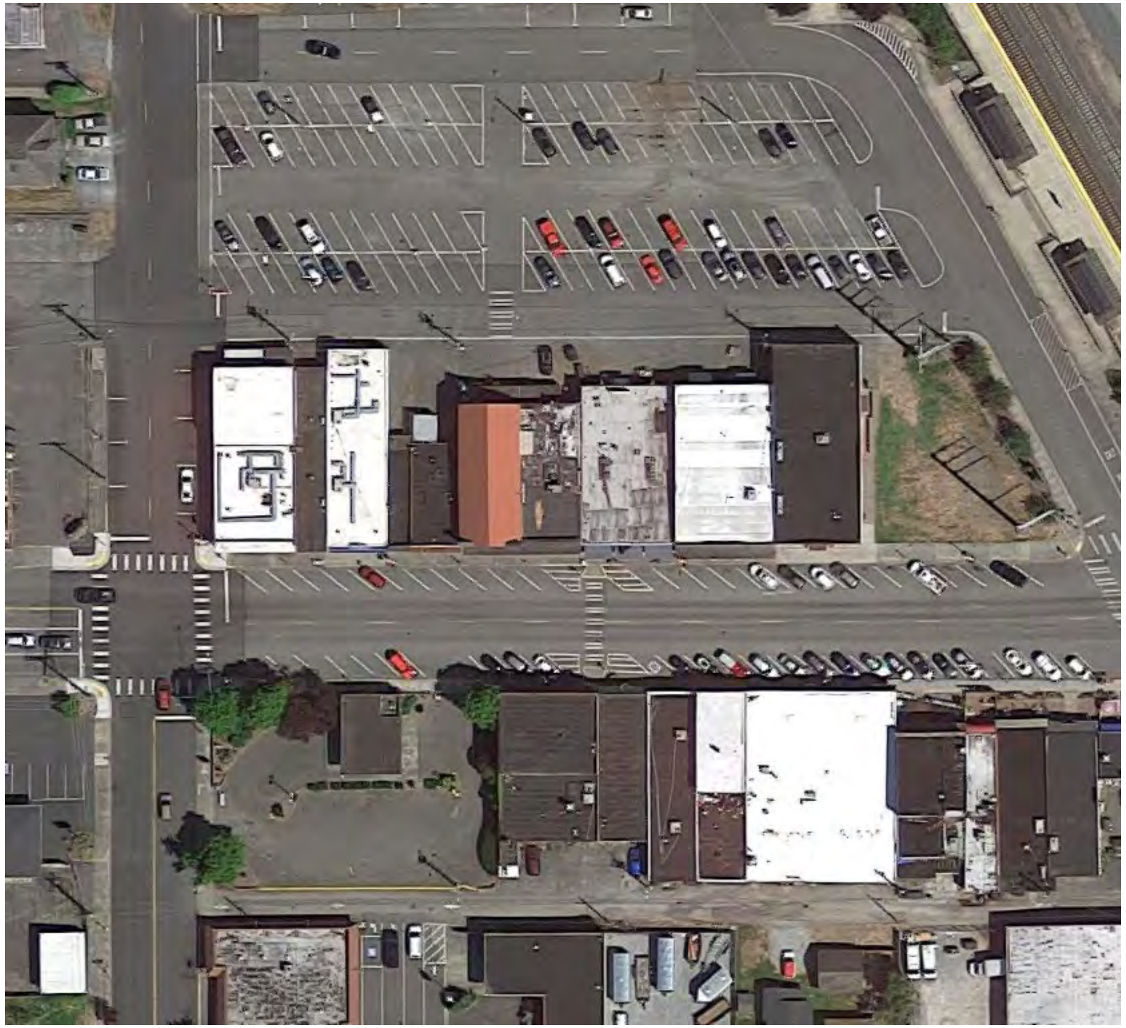
General Discussion
Chat Box Comments

Interactive Question:

What is your highest priority for Main Street?

- Improved Pedestrian-Friendly Sidewalks
- Plaza / Park Space
- Parking
- Lighting
- Art
- Street Trees / Planter Boxes
- Seating
- Public Restrooms
- Signage
- Other – Tell Us Your Thoughts in the Chat Box

East End Shopping District



Questions / Feedback

We Want To Hear From You:

General Discussion

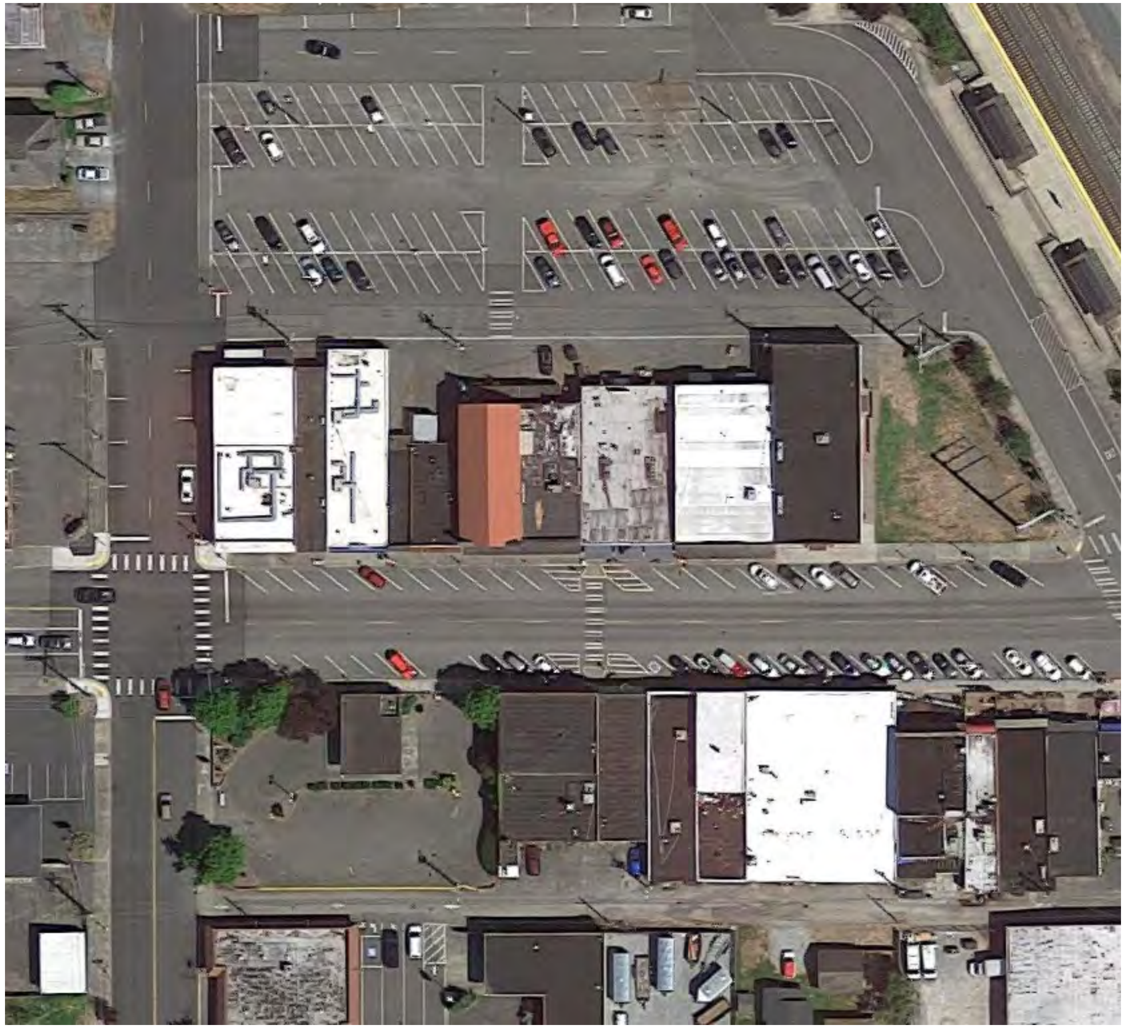
Chat Box Comments

Interactive Question:

How Would You Reconfigure Main Street?

- Close Main Street to Create Permanent Plaza Space
- Keep Two-Way Street & Widen Sidewalks
- Change Main Street to One-Way
- Keep As Is
- Other – Tell Us Your Thoughts in the Chat Box

East End Shopping District



Questions / Feedback

We Want To Hear From You:

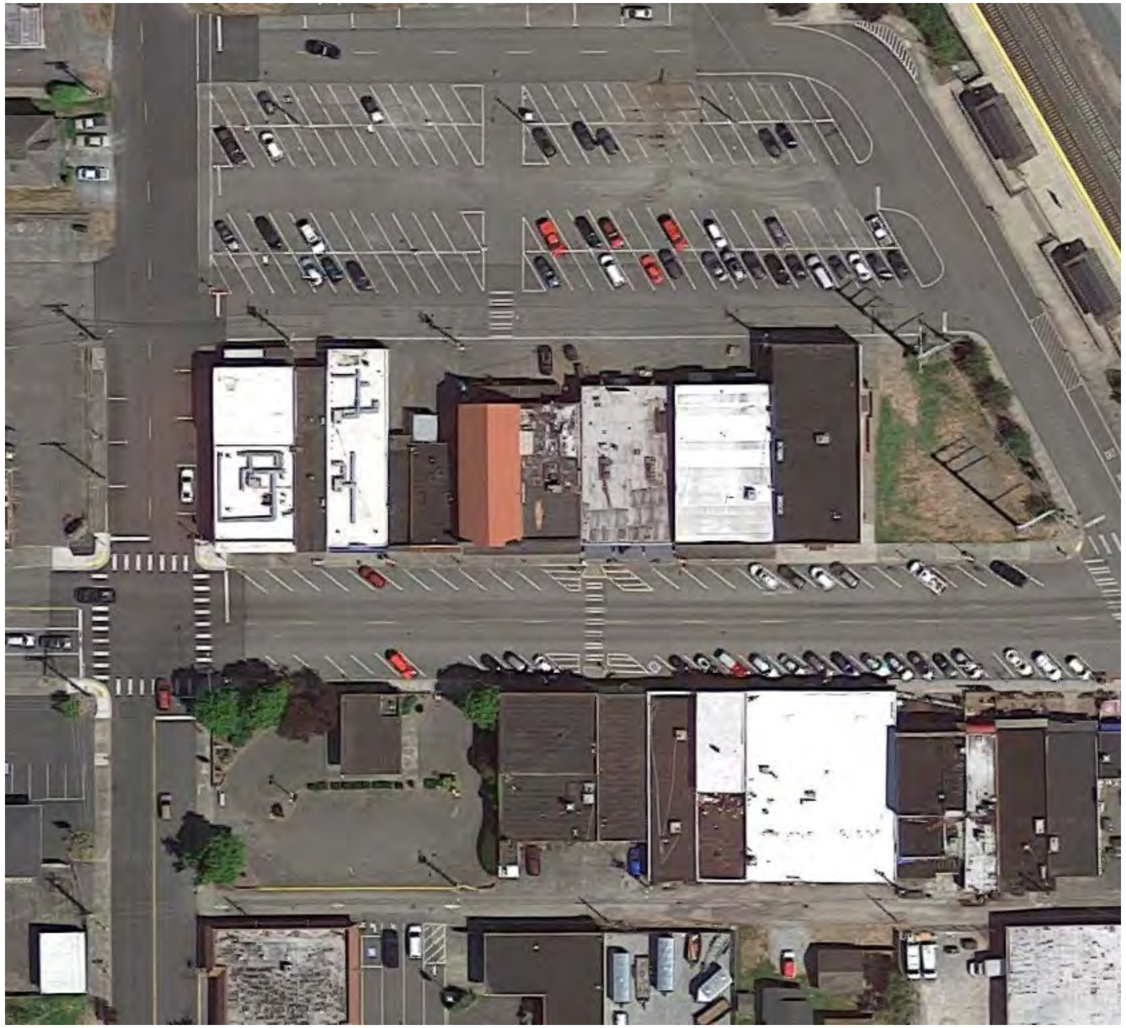
General Discussion
Chat Box Comments

Interactive Question:

Do You Support Moving the Farmers Market to Main Street?

- Yes
- No
- Other – Tell Us Your Thoughts in the Chat Box

East End Shopping District



Next Steps

- Gather Feedback
- Work with Scott Lankford and Engineers to Draft Concepts
- Bring Back to Group For Further Discussion

- West End Meeting October 6

Thank You

East End Business District Meeting: City Beautification Gateway Project

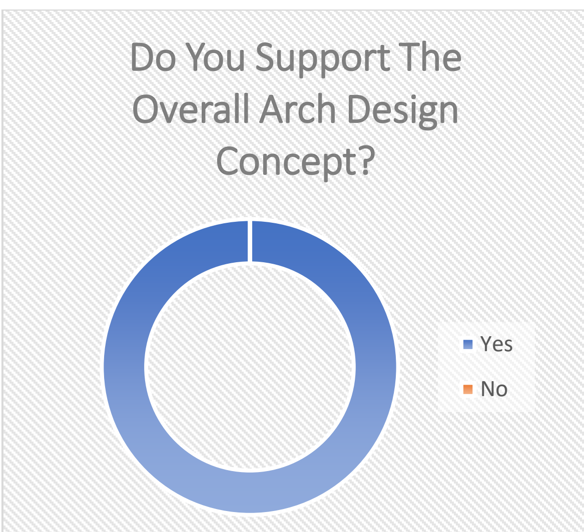
September 29, 2021

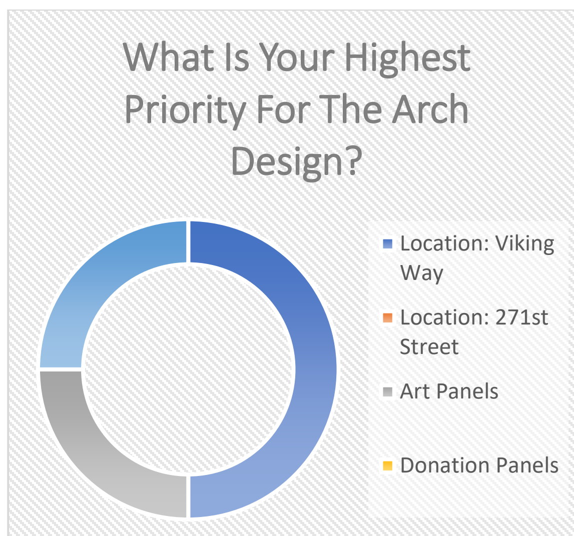
Topic	Comment
Arch Design:	- Consider including the date the City was founded on their arch. See the Anacortes Arch. - Consider adding a spot for business listings; Maybe not on the arch, but near it. - Will this match the arch on the other side of town? - Post meeting Comment (10.06.21) Move arch closer to SR 532 – by Viking Village.
District Image:	Is there a plan to upgrade the look of buildings in the area?
Main Street Revitalization:	- **Keeping vehicles on Main Street is important:** - **I like improving main street. My concerns with closing completely are we see quite a bit of traffic after school is out or if there is an incident on the overpass. Plus 20% of our clients are from drive-by.** - **Yes, I think we need the traffic to drive by.** - **If one way, which direction?** - **How would the traffic flow for those vehicles going in the opposite bound traffic if a one-way design were adopted?**
Project Priorities:	1) Trees/Planters 2) Signage 3) Parking
Farmers Market:	Farmers Market on Main Street would give them more exposure and support the businesses in the area.
Other:	Will there be an East AND West meeting? How is the 1% for the Arts Ordinance going to be assessed?

East End Business District Meeting: Poll Questions

Attendees where asked how they feel about the arch and main street revitalization. Below are the responses to the virtual poll questions.

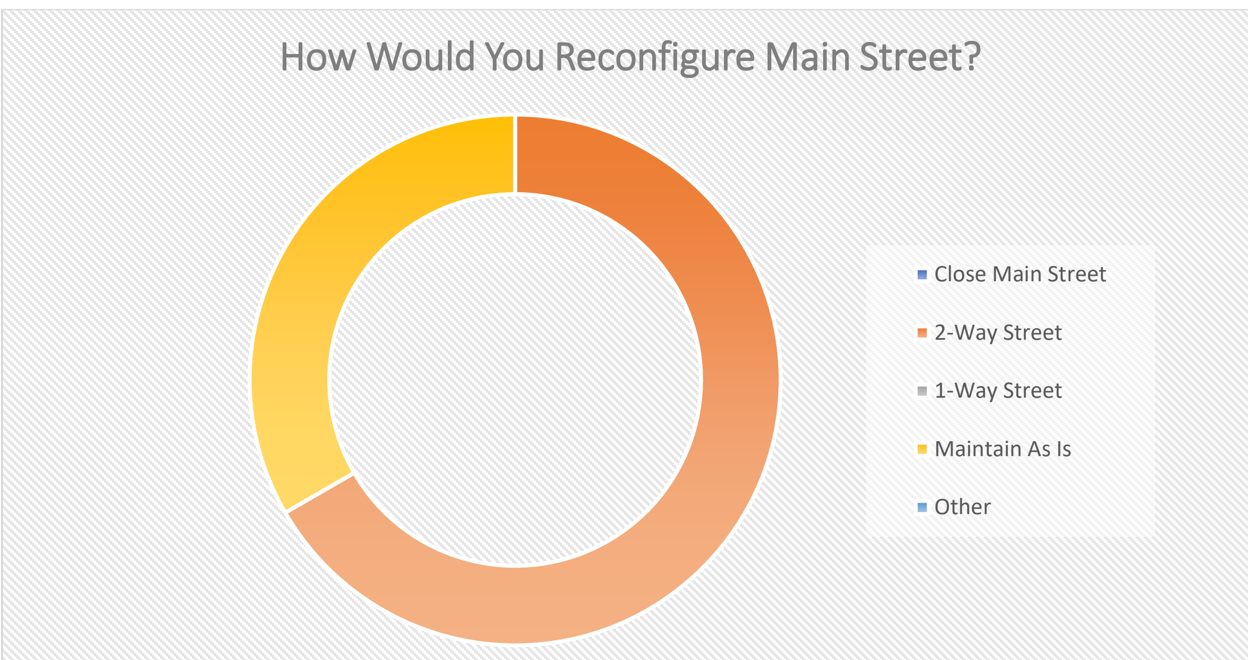
Gateway Arch Concept Design:



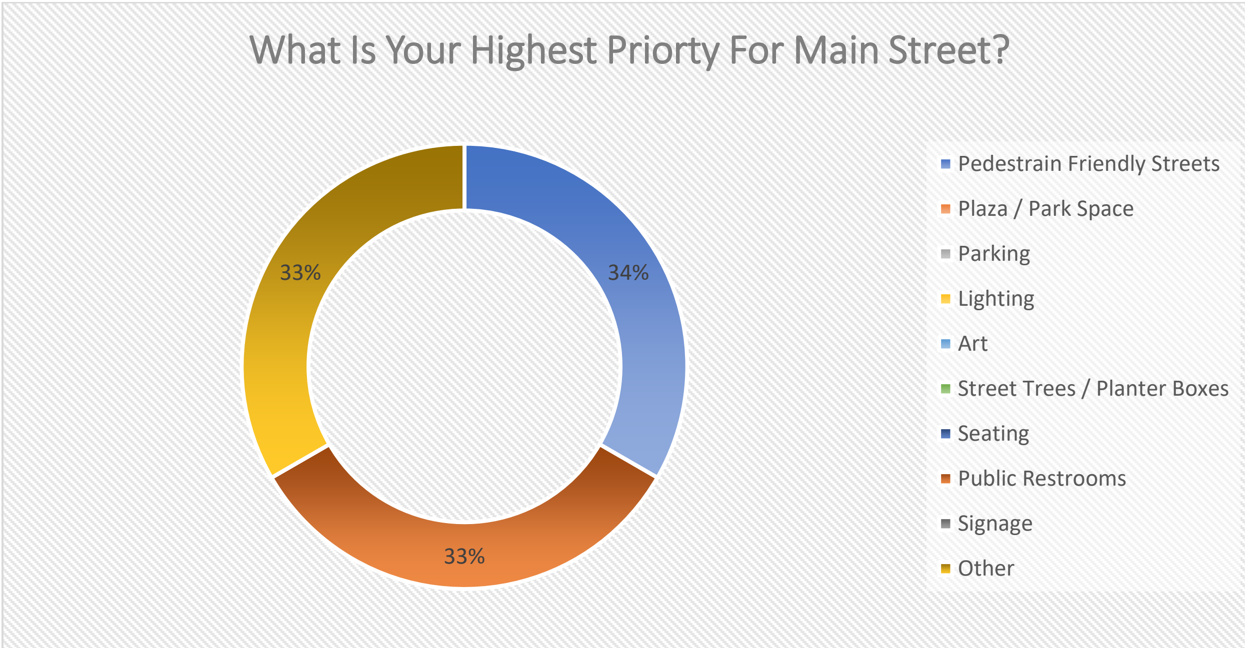


The overall responses were supportive of the arch design and the highest priorities were to locate the arch near Viking Way, allow for banners to be hung under the arch and there was support for the art panels as shown on the concept drawing.

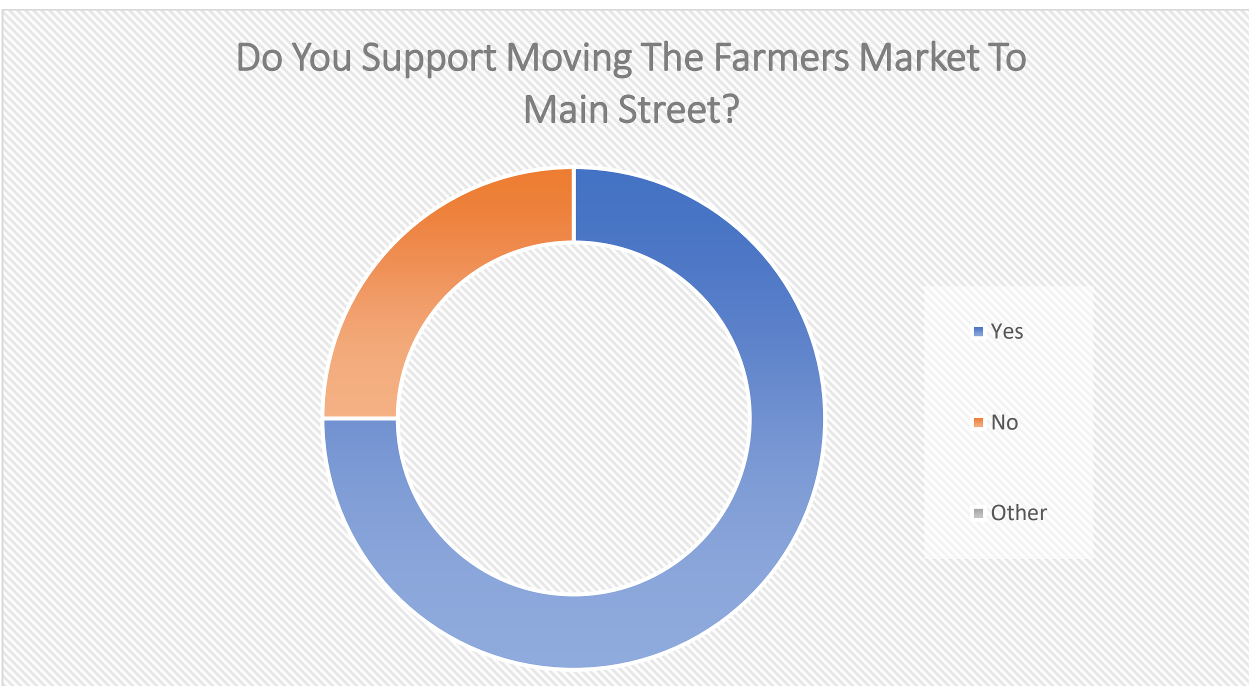
Main Street Revitalization:



The consensus was to maintain traffic and parking on main street while enhancing public use of sidewalks.



Pedestrian friendly streets, the need for public restrooms and parking were tied for highest priorities.



Strong support for moving the farmers market from the parking lot behind the east end businesses to main street.

Note: the responses noted above reflect a total of 4 voters in attendance at the meeting.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SAAL BREWING CO

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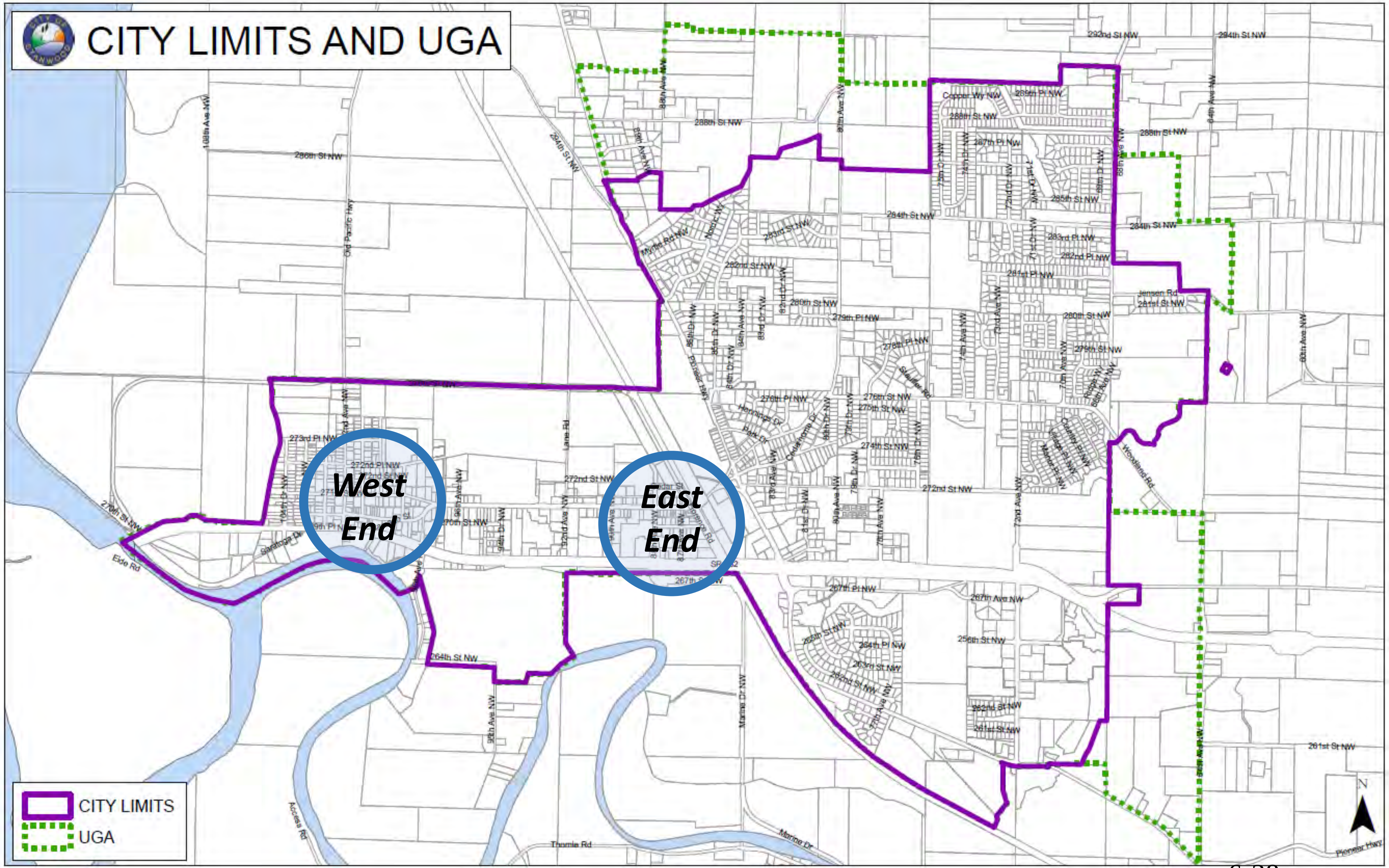
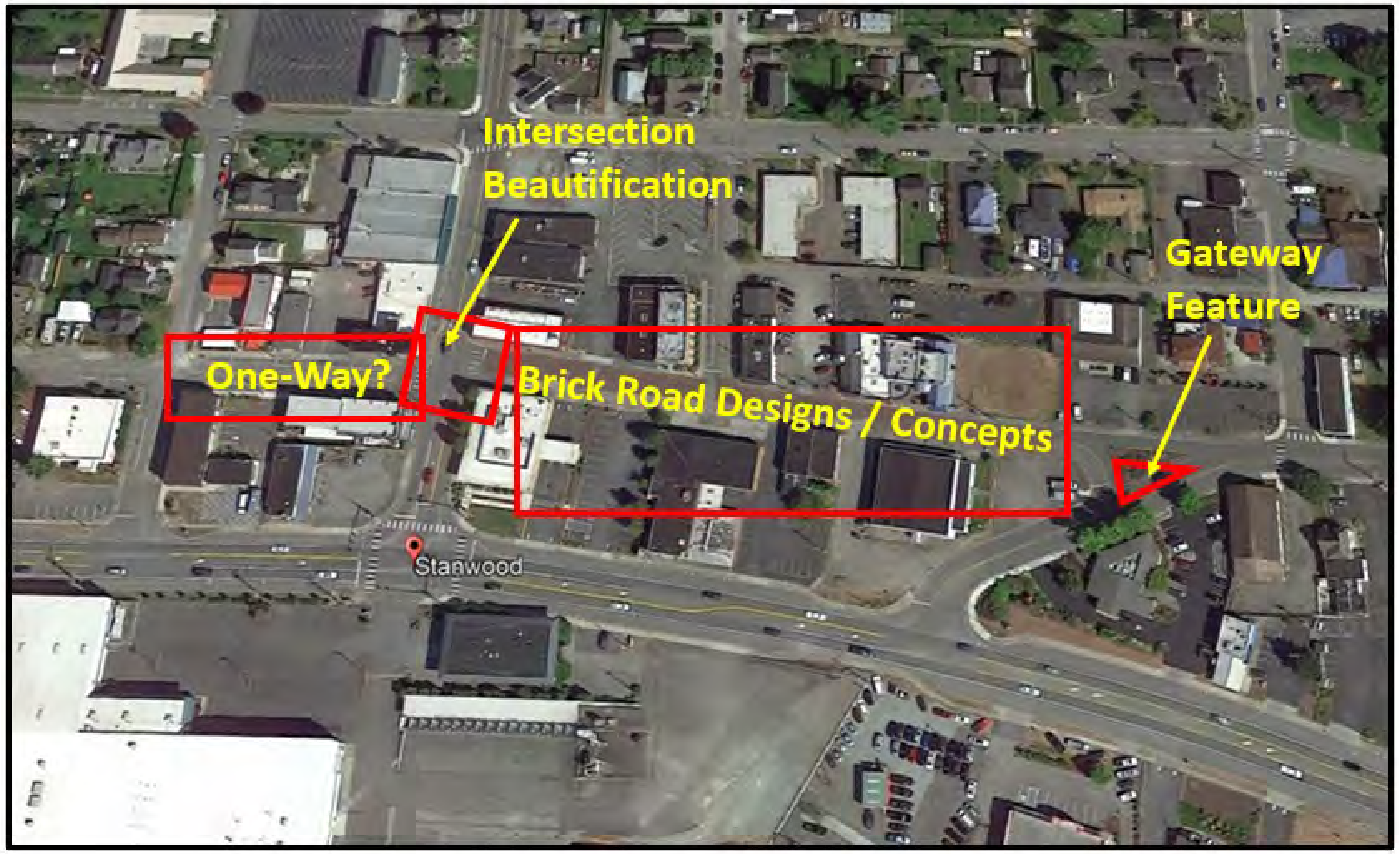


West End Gateway Locations

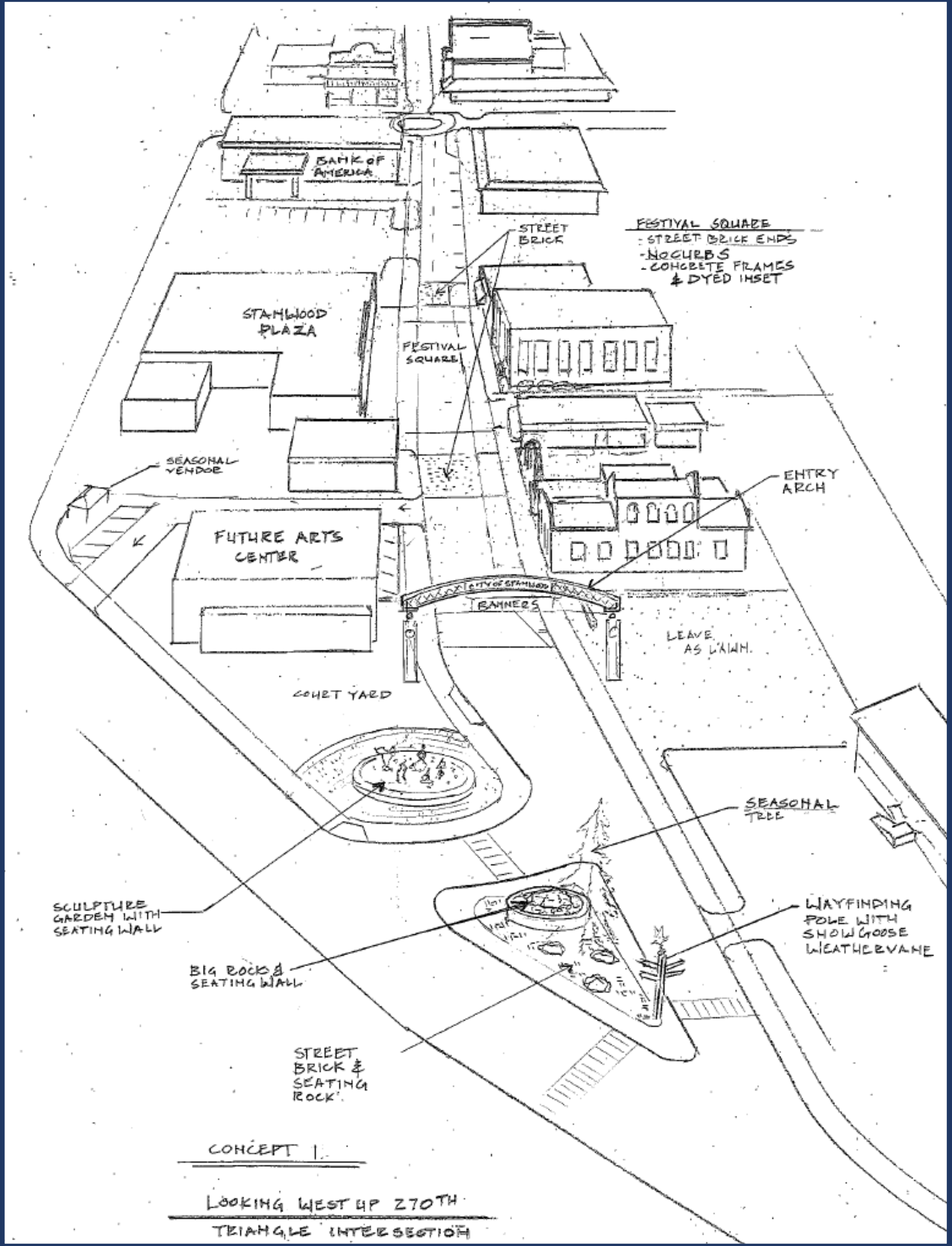
West End Gateway Ideas:

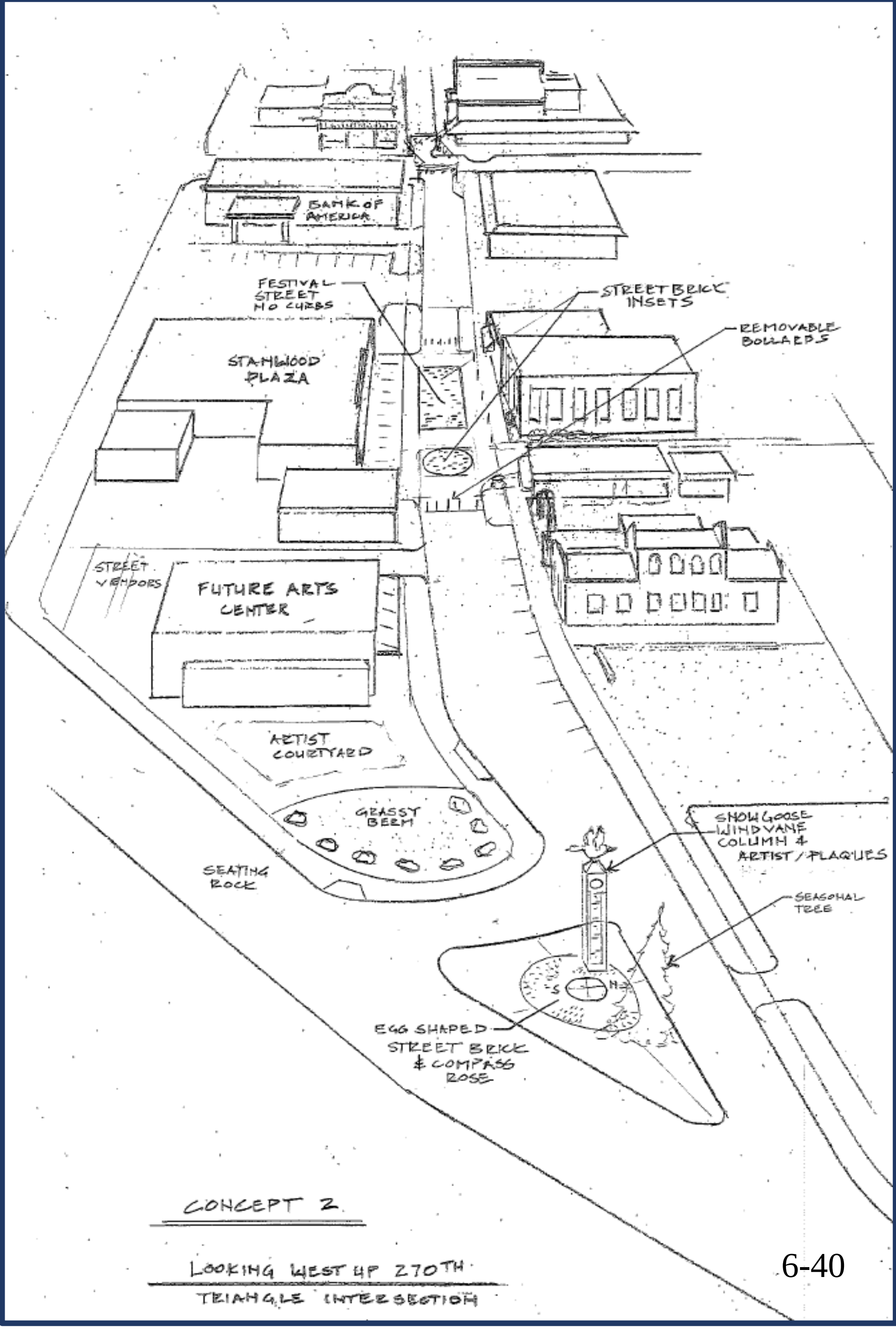
- Pillar / Holiday Tree in Triangle
- Arch on 270th
- LED Lighting at Intersection or Across Streets
- One-Way on270th?
- Other Ideas?



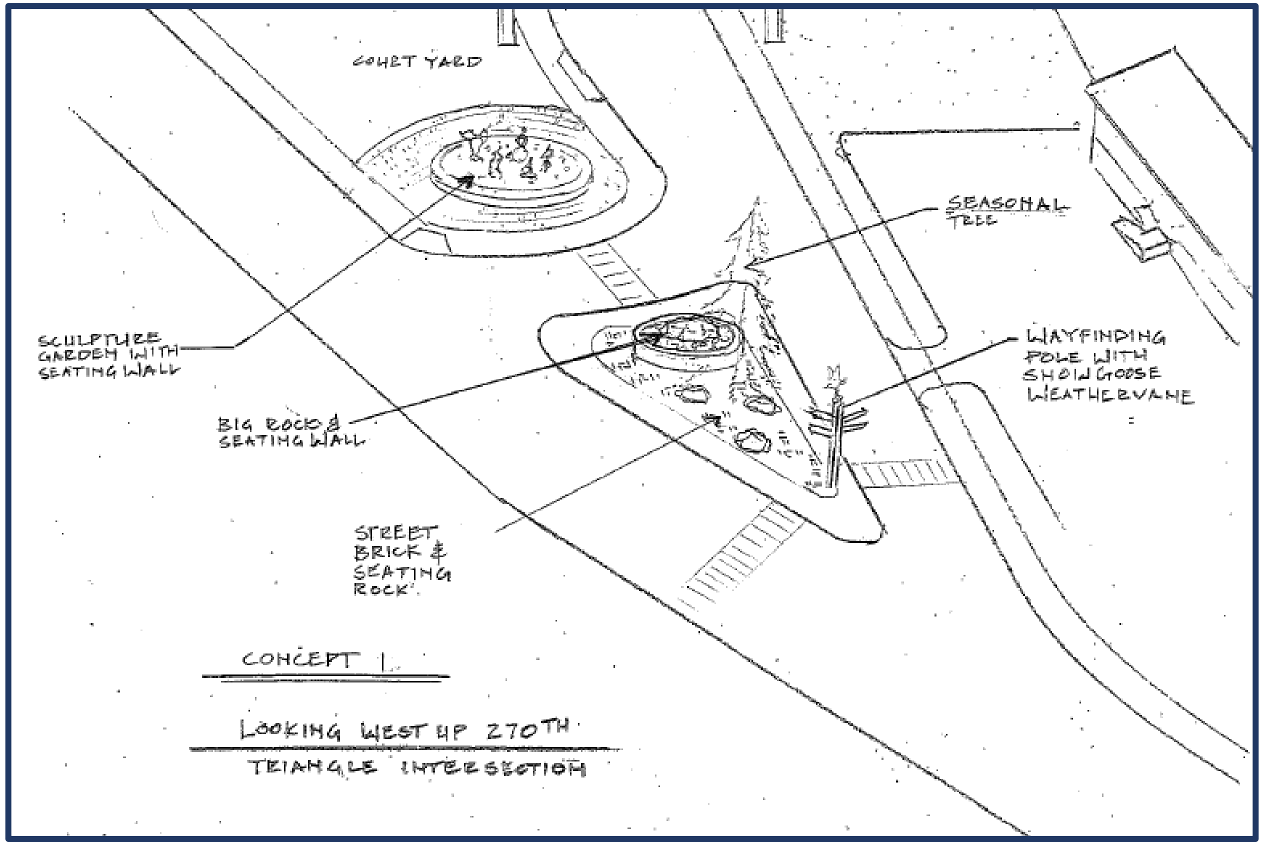
West End Concepts

Bird's Eye View

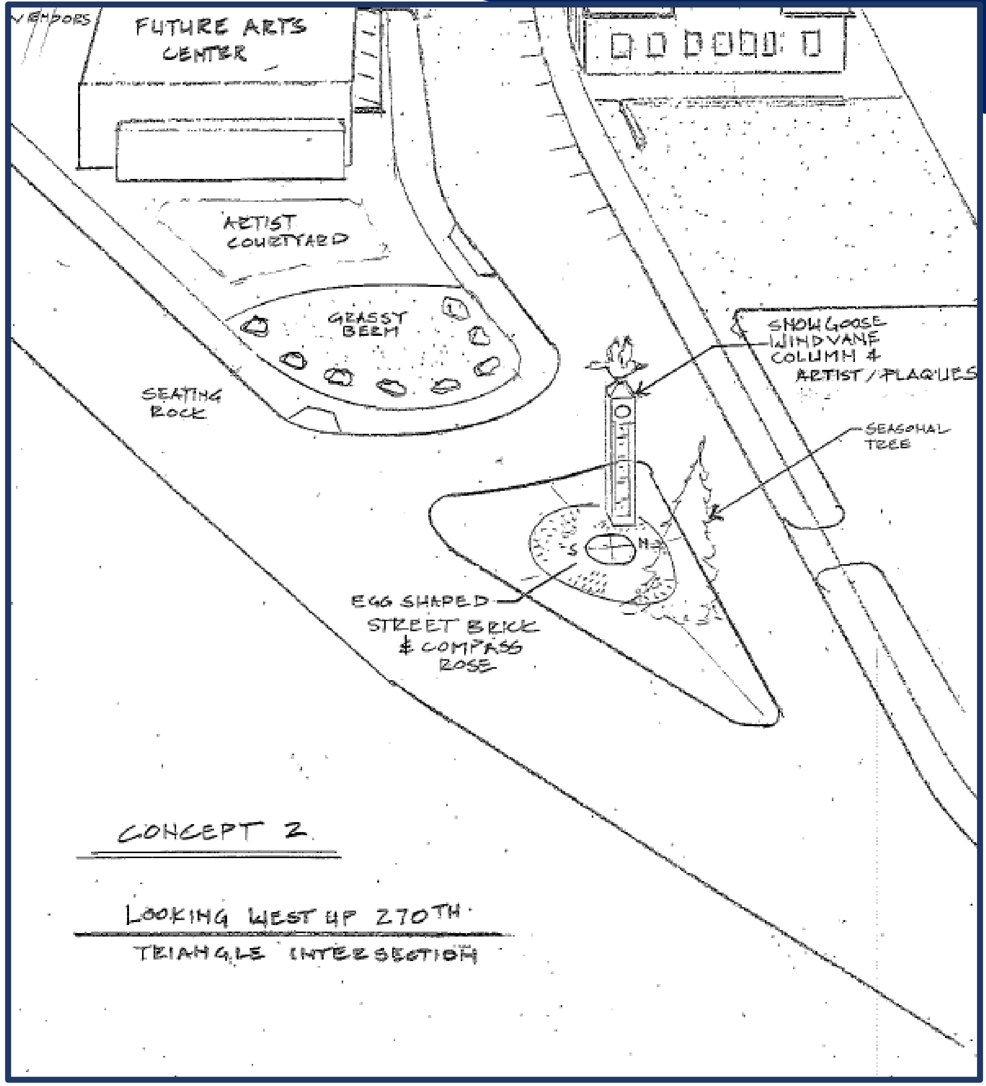




Triangle Area Ideas



Wayfinding, Holiday Tree & Seat Wall Concept



Weathervane with Holiday Tree Concept

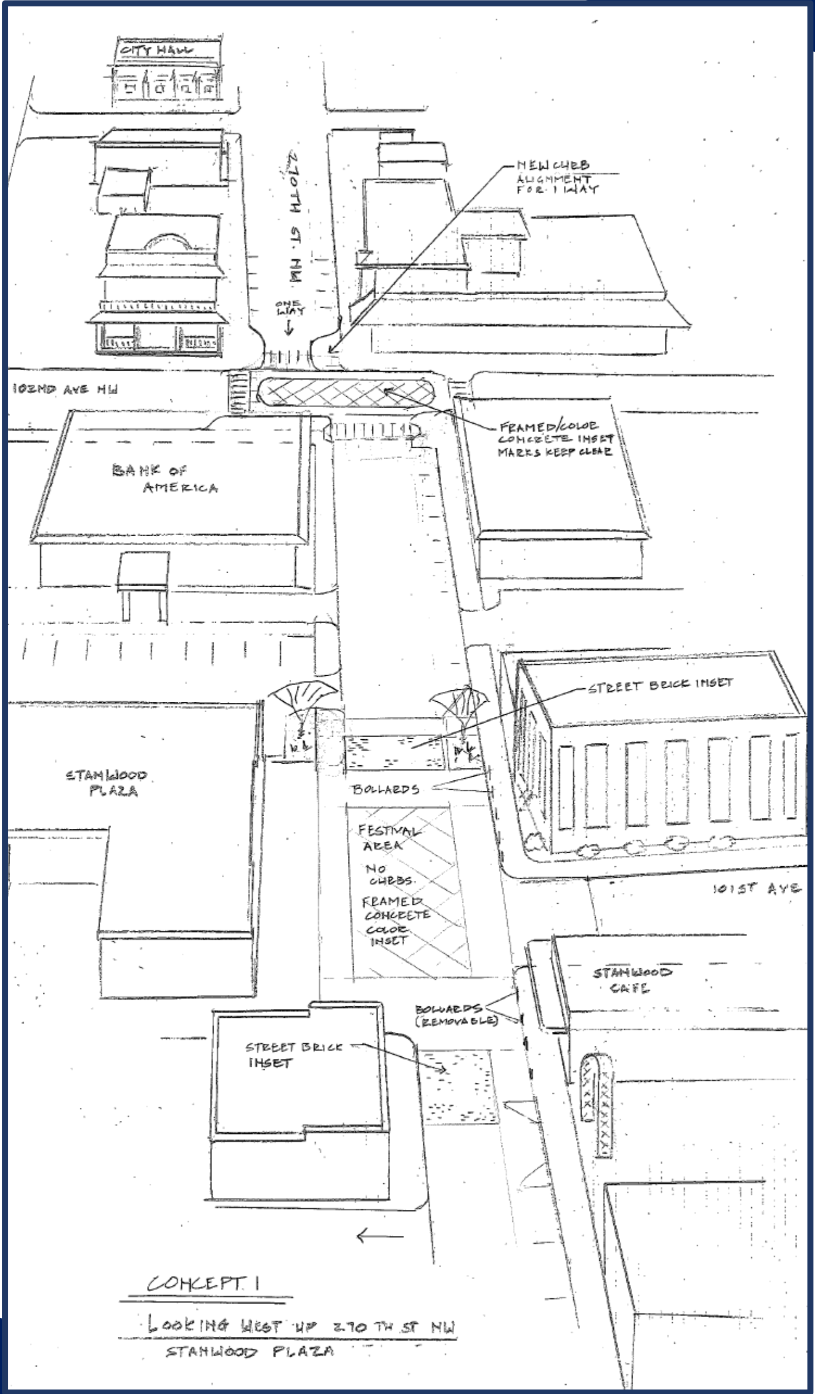
Brick Road Ideas

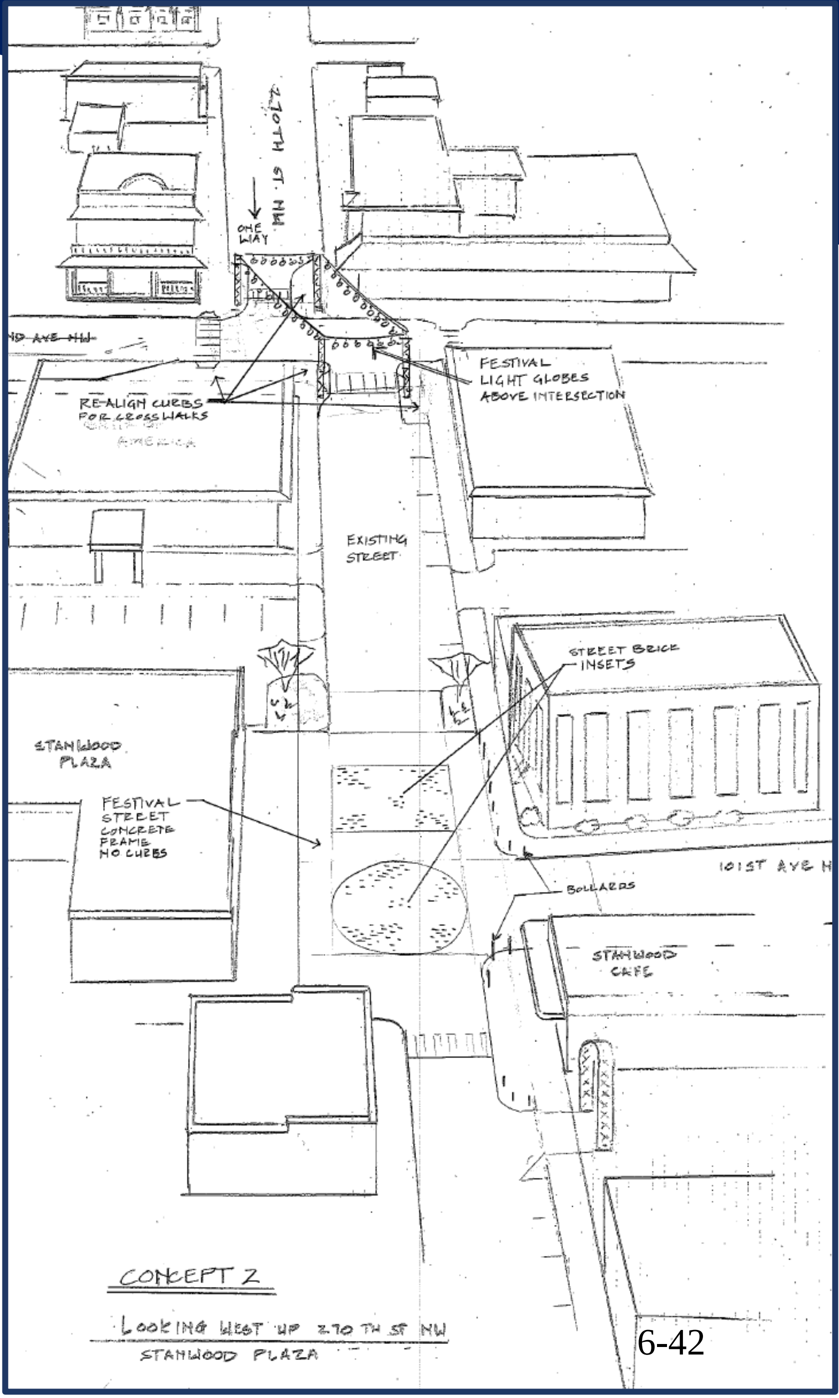
Concept 1:

- Raise street to be level with sidewalk
- Removable bollards
- Concrete festival area
- Brick accents

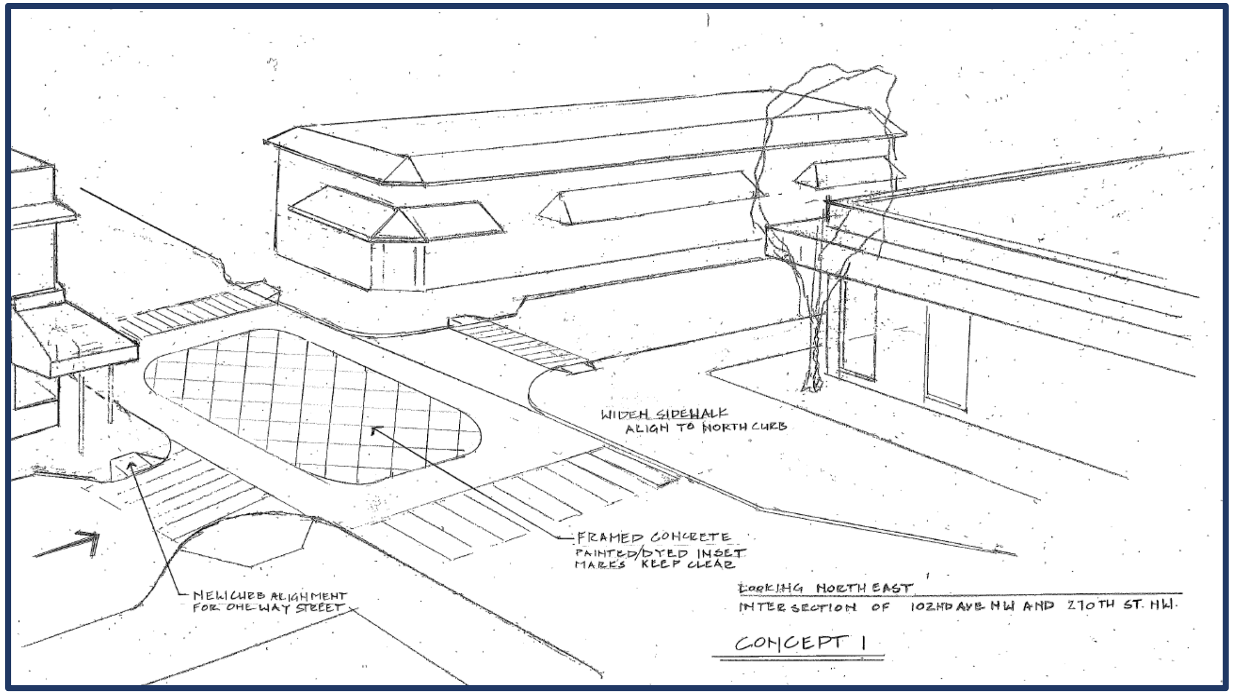
Concept 2:

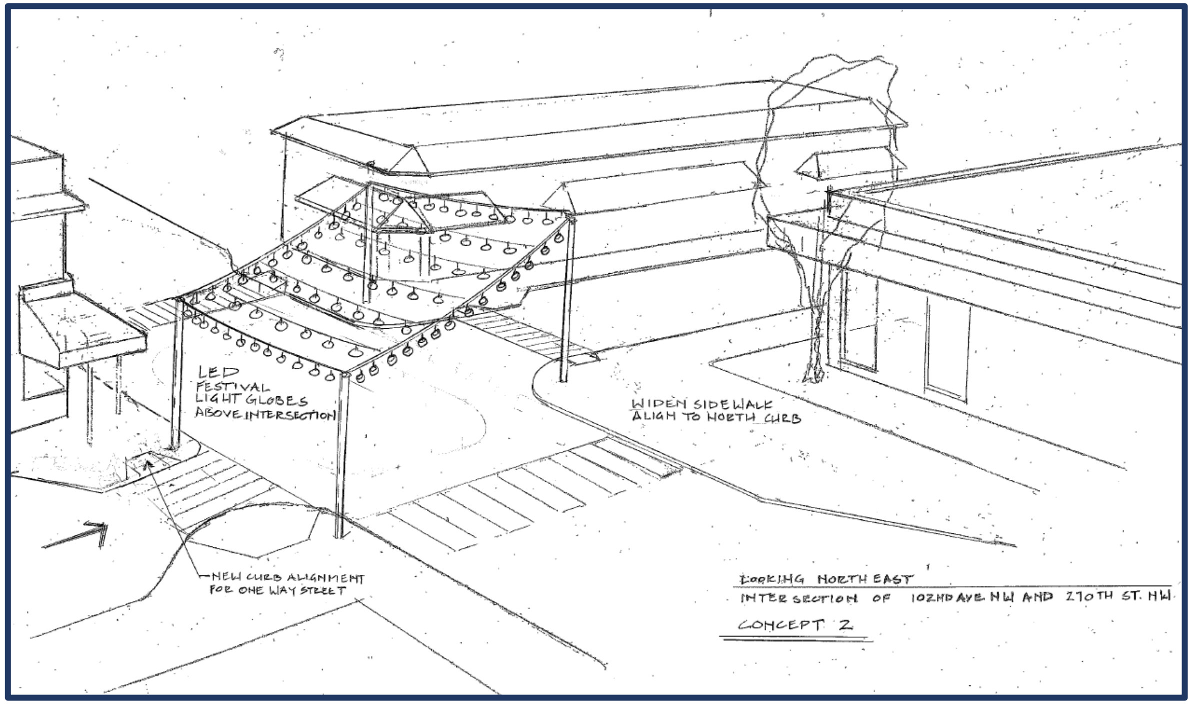
- Raise Street to be level with sidewalk
- Removable bollards
- Brick accents in circular / square pattern





102nd Avenue Intersection





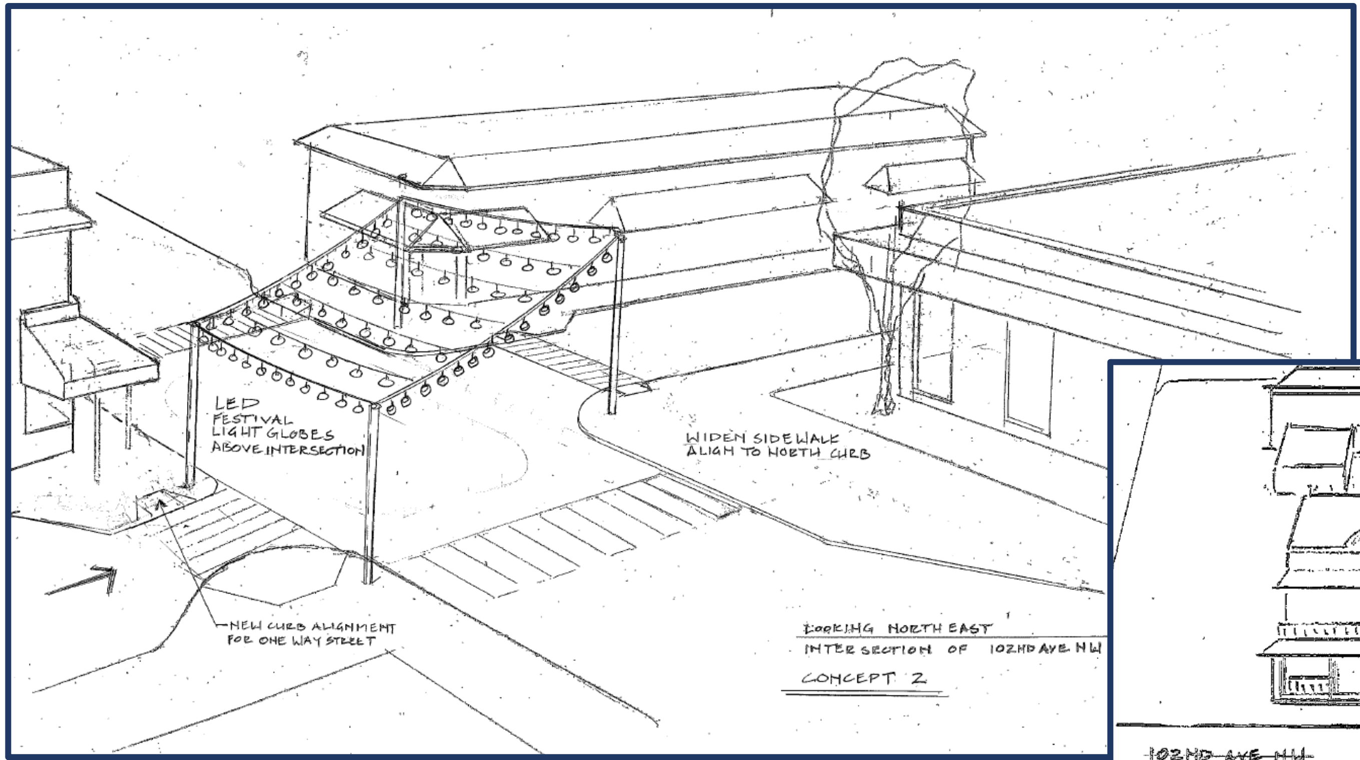
Concept 1:

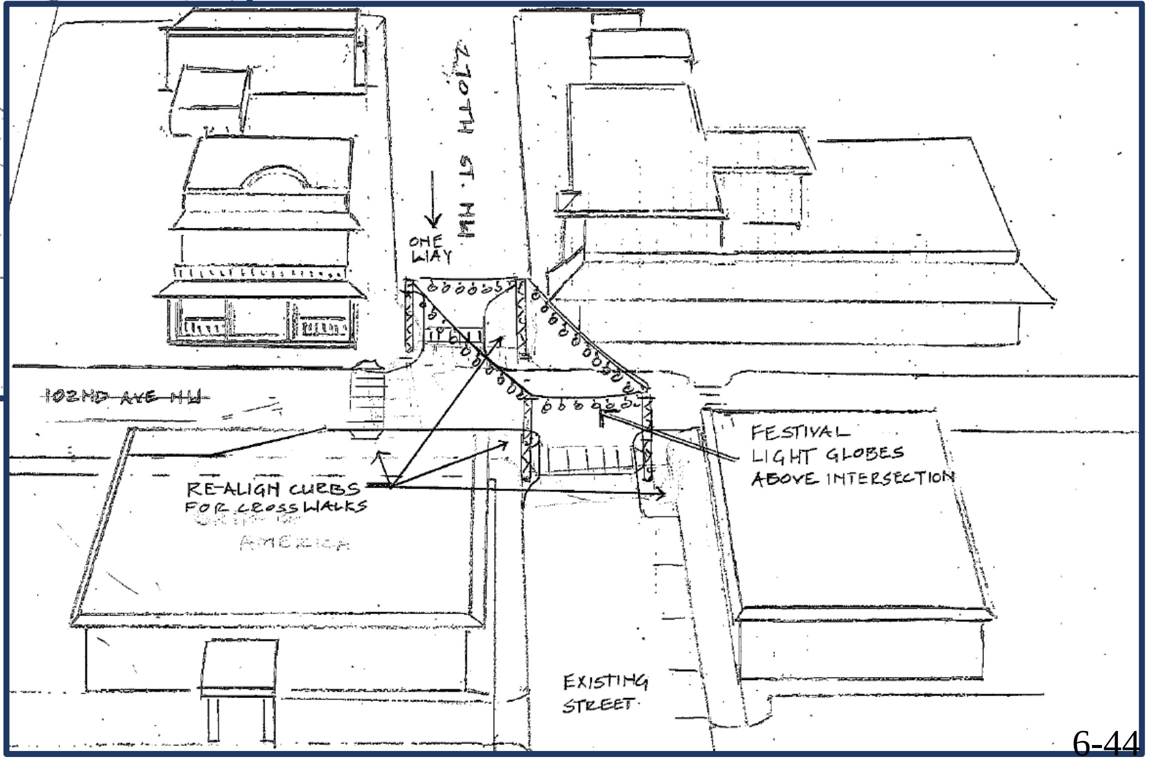
- Widen Sidewalk As Much as Possible
- Concrete Pavement Design at Intersection
- Adjust Pedestrian Crossing with Sidewalk Locations

Concept 2:

- Widen Sidewalk As Much as Possible
- LED Festival Lights
- Adjust Pedestrian Crossing with Sidewalk Locations

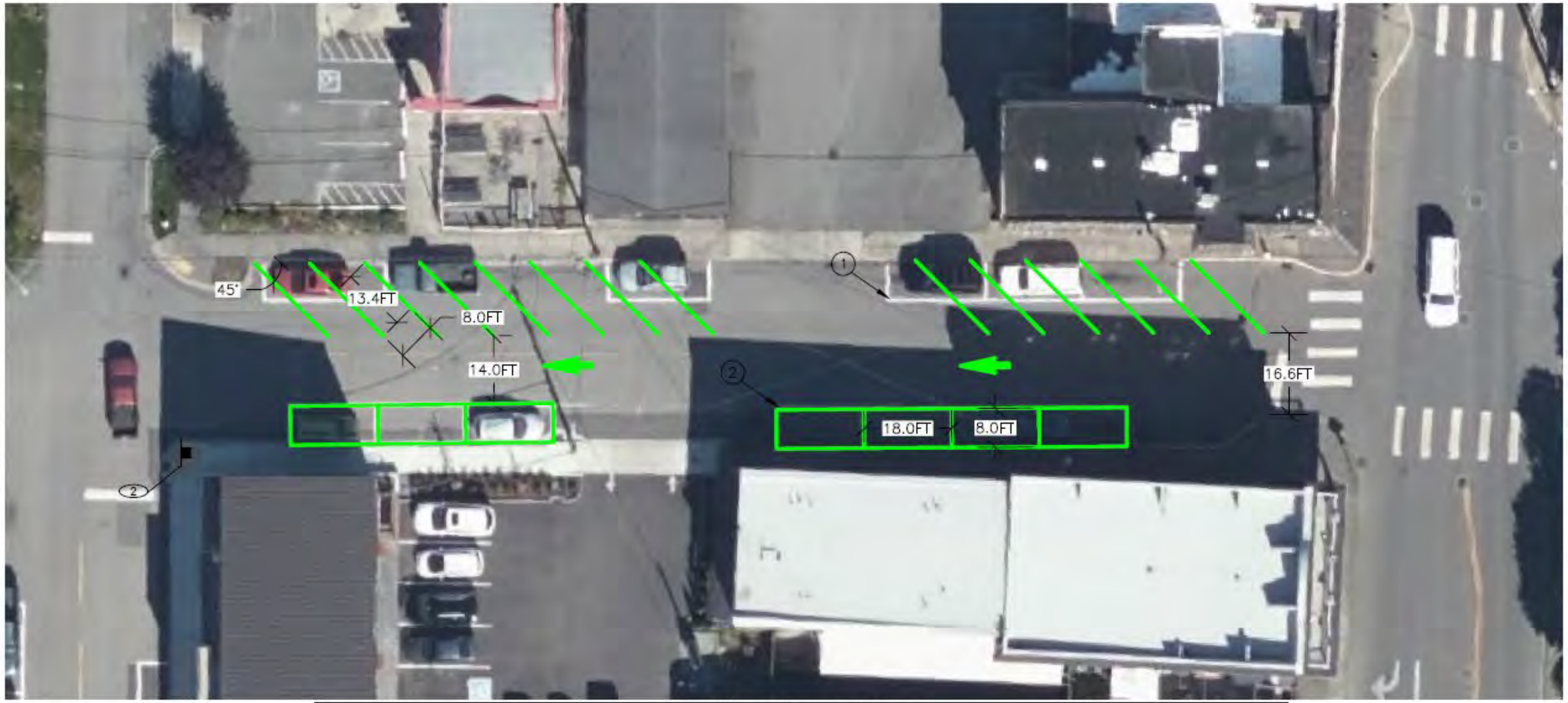
102nd Avenue Intersection





Variations on LED Lighting Concept

270th Street – One Way?



Parking Space Count			
Existing Parallel	Existing Angled	Proposed Parallel	Proposed Angled
12	0	7	12

SIGN LEGEND

(2) R5-1 W/R DO NOT ENTER

LEGEND

SYMBOL	DESCRIPTION
▪	PROPOSED SIGN

CHANNELIZATION NOTES

1. REMOVE EXISTING PARALLEL PARKING STRIPING
2. EXISTING STRIPING TO REMAIN

N

0 5 10 20 30

270th St NW / 102nd DR NW - Parking Concept - 45-Degree Angled, One Way Westbound

1.21010.00 - Stanwood On-Call

Oct 01, 2021 – 4:13pm jdeek C:\Users\jakek\AppData\Local\Temp\AcPublish_22984\270th St – Parking.dwg Layout: Figure D

October 1, 2021

transpogroup WHAT TRANSPORTATION CAN BE

FIGURE
D

Thoughts?

Changing a portion of 270th to one-way to gain additional parking?

We Want to Hear From YOU!

What is your VISION for the West End:

- Streetscape / Seating / Landscaping
- Gateway
- Lighting
- Signage
- Parking

Be Creative – Draw Us a Picture of the Future

Mark-Up / Sticky Notes on Boards

Email Ideas:
patricia.love@ci.stanwood.wa.us

Next Steps

- Gather Feedback
- Work with Scott Lankford and Engineers to Draft Concepts
- Bring Back to Group For Further Discussion

Thank You

West End Business District Meeting: City Beautification Action Plan

October 6, 2021

Topic	Comments
District Identity:	✚ The West End needs a refreshed identity. The designs should emphasize Stanwood as a destination and give people a reason to get off SR 532. ✚ The west end should be thought of as an arts district. ✚ Celebrate the history of the West End: ✚ Stanwood's Maritime History: Bricks were used as ballast for ships and then reused to pave streets. ✚ Accentuate Scandinavian heritage and settlement in the historic downtown area with designs or murals. ✚ Extend the boundaries of the west end beautification project north to the Historical Society, east past city hall and south to SR 532. Consider preparing a subarea plan for the west end.
Gateway:	✚ Getting power to the west end is important. Business owners want holiday lights and trees similar to the east end. They want holiday lighting along 270th and 102nd; not just on the brick road to create district cohesion. ✚ Integrate areas for art displays into the design: both permanent and interchangeable. ✚ Consider making the park west of city hall into a sculpture garden or utilize it to promote/support the west end. ✚ Consider a gateway coming into town from Camano Island that can be seen from SR 532. Consider an arch across Augusta Street by furniture store. ✚ Gateway feature / tower at the triangle should be tall enough to be seen from SR 532. ✚ Creating a "seating wall" in the triangle may not be a good idea. This should be decorative but encouraging people to gather in the middle of the road could be problematic. ✚ Could the holiday tree and other gateway elements use solar power?

Topic	Comments
Function:	✚ Parking is important; keep as much as parking as possible. Parking in front of businesses is important. ✚ Is flood proofing necessary? No buildings are being proposed; streetscape projects aren't subject to floodplain regulations. ✚ Adopt light pole standards for the west end that includes power for holiday or other lighting options. ✚ Any lighting improvements should consider long term maintenance and costs.
Safety:	✚ 271st Street in front of the food bank floods during rain events and people stand in water while waiting to be served. ✚ Reconfiguration of the 102nd and 270th Intersection needs to accommodate truck movements. At least three restaurants have food delivery trucks that use that intersection. ✚ The intersection of 271st and 102nd needs better pedestrian friendly crossings. The food bank owns the lot on the east side of 102nd; pedestrian crossings at this intersection is challenging. ✚ Install "No Panhandling" signs; the City Beautification Plan should give the city flexibility on installing signs. Use Arlington and Marysville as examples.
Other:	✚ How are projects prioritized and will there be additional community input? How will projects and funding be prioritized between the east and west ends? ✚ What is the status of the traffic circle on SR 532? SR 532 study on-going; locations being considered include Ovenell Park and 98th Avenue.

City Beautification Action Plan

City Banner Project Narrative

INTRODUCTION:

Over the last 10 years the City has adopted several economic development strategies to promote the vitality of Stanwood's Main Street business districts and neighborhoods. A substantial amount of community volunteer effort went into crafting a vision for Stanwood's future. Using guidance from this work, the City Council adopted the City Beautification Action Plan via Resolution 2020-14 on December 10, 2020.

This City Beautification Action Plan sets in motion a 6-year investment program that celebrates the beauty of our City by making investments in our businesses, local aesthetics, and infrastructure. It consists of 6 key program elements:

- 72nd Avenue Gateway Signage and Landscaping
- Main Street Revitalization
- Downtown Gateway Features
- SR 532 Beautification
- Wayfinding Signage
- Public Art

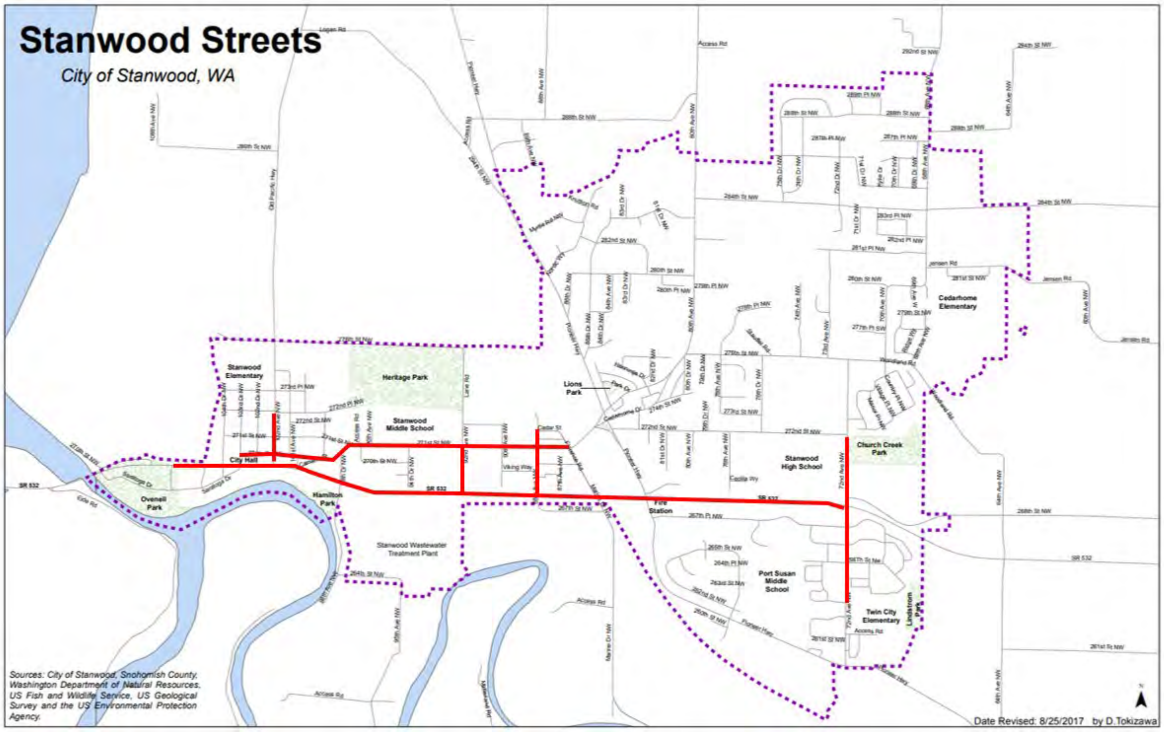
WAYFINDING SIGNAGE:

One element of the City Beautification Action Plan is *Wayfinding Signage* which includes continued implementation of the Snow Goose wayfinding signage program. The Wayfinding Element of the program includes design and installation of decorative / seasonal banners in the downtown and uptown districts. The City anticipates that the banner project be designed and implemented according to the following project guidelines.

Project Vision:

Increase the visibility and beauty of the community to residents and local travelers by installing decorative and seasonal banners strategically placed along major thoroughfares such as SR 532, 72nd Avenue, 88th Avenue, 92nd Avenue, 102nd Avenue and 271st Street. Banners are intended to add color and excitement to the City's commercial areas as well as also aiding in promoting special events.

Banner Thoroughfares:



The banner program shall not be used for commercial advertising, display of personal messages, or to promote political and/or religious organizations, messages, or issues. The City reserves the right to determine whether a banner is eligible for placement on a City street pole under these guidelines.

Aesthetics:

Banners are intended to be observed from a distance by both pedestrians and motorists. It is strongly recommended that the designs be bold and simple. Messages should be kept to a minimum, promote a season or special event without adding specific dates in order to reuse banners in future years. The City anticipates two types of banners:

- City sponsored seasonal or community banners
- Special event banners paid by sponsors

In cases where banners are used to promote special events, a sponsorship credit may be incorporated in the banner design. No telephone numbers or similar forms of advertising are permitted, however a logo which includes the sponsor name can be used. The focus, however, should be on the event and not the sponsor.

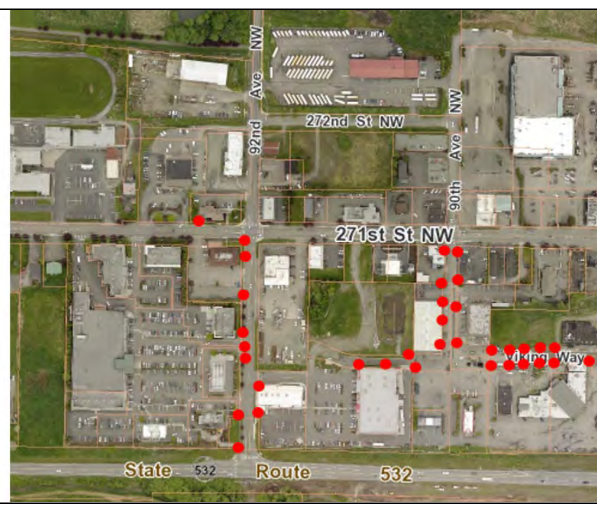
Banner Locations & Quantity:

The City anticipates that the city sponsored banners will be changed out seasonally: approximately four times per year. If the special event banners are proposed by event sponsors, the banners may be changed out more frequently. Special event banners should be located near the event location and hung on the poles at least three weeks in advance of the event. Event sponsors may be charged a fee to cover the cost of staff time needed to install the banners.

West End Banner Locations:

There is a total of 4 existing banner locations; however, an additional 6 banner pole locations are being planned.	

Center District Banner Locations:

A total of 34 pole locations are available in the Center District. However, banners should be spaced out to not overwhelm the streetscape. Banners should be strategically placed at driveway entrances and at key intersections.	

East End Banner Locations:

A total of 21 pole locations are available in the Center District. However, banners should be spaced out to not overwhelm the streetscape. Banners should be strategically placed at driveway entrances and at key intersections.	

Uptown Banner Locations:

The City currently does not have any city owned poles in the Uptown area. However, if new City poles are installed or the city installs banner poles, they should be located as shown with the yellow dots for a total of 8 pole locations.	

SR 532 Banner Locations:

The City of Stanwood must obtain approval from the Washington Department of Transportation to allow the installation of banner on WSDOT right-of-way or streetlight poles. If approval can be obtained, banners should be located at the following key intersections: 72nd Avenue, 88th Avenue, 92nd Avenue and 102nd Avenue.

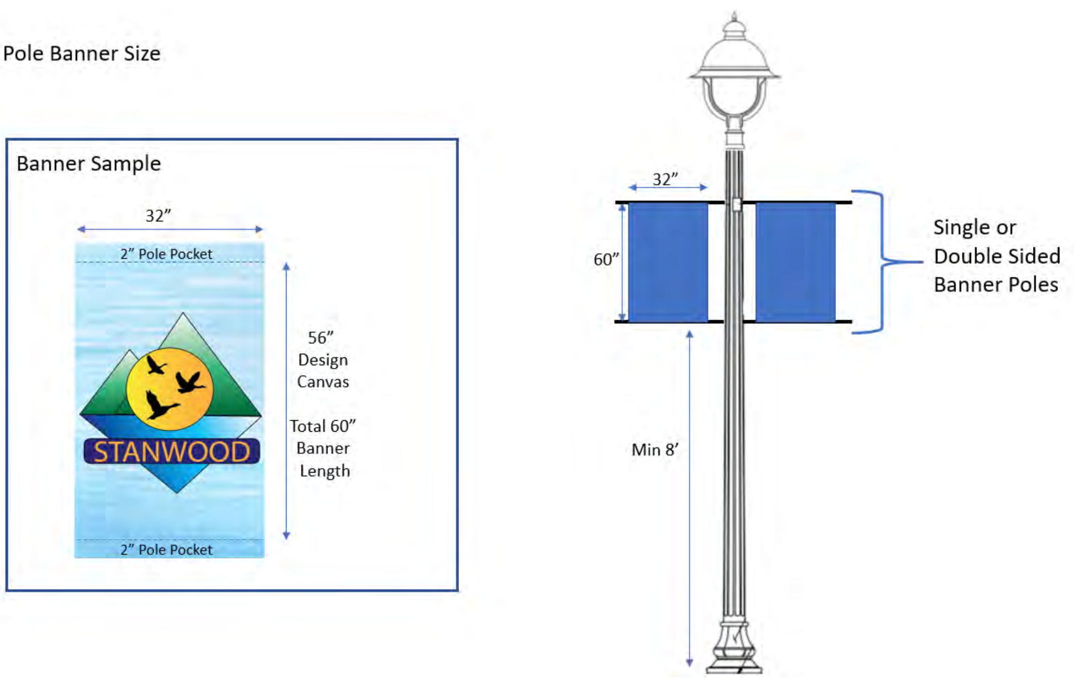
Themes and Locations:

As noted above, the City has five general districts for banners: West End, Center District, East End, Uptown and SR 532. Banner designs may be different in each of the general district locations or may include a variety of designs within a district, however they should all be consistent with a common theme such as seasons or special event promotions.

Size:

Typical banner size is 32” in width and 60” in height after fabrication. A 2 inch in loop hem must be sewn in the top and bottom of the banners for threading on the banner arms. The banners shall be double faced and be constructed of weather resistant materials.

Stanwood Pole Banner Size



Banner Production:

Banners will be produced by those managing the special event(s) or by those contracted by the City to prepare the city sponsored banners. Sponsors will work with the City to determine the number of banners, identify banner locations, and the installation schedule. All banners shall be delivered to the City two weeks prior to the day they are scheduled to be installed. A fee may be charged for the cost of city staff to hang the banners.

Banner Art Ownership:

- City Sponsored Banners: The art and graphics associated with city sponsored or owned banners shall be the property of the City of Stanwood. If the banners become damaged or in need of replacement the City shall have full rights to reproduce the graphics and replace the banners. The City shall also have the right to use the image(s) on the City's website as needed to promote or celebrate seasonal changes or city sponsored events. Artist shall also retain the right to use their designs as desired for other purposes that do not conflict with the City's banner program.

- Special Event Sponsored Banners: The art and graphics used on banners prepared for special events shall be owned by those sponsoring the event. If the event sponsors wish to have their event listed on the city website or the Discover Stanwood Camano website, use of the banner designs shall be provided to the city at no cost.

Banner Review Process:

The City of Stanwood will work with the Stanwood Camano Arts Association Commission (SCAAC) to prepare city sponsored banner designs. This may include a call for artists to present design concepts. For special event banners, the sponsor of the event shall submit their designs to the City of Stanwood for review.

Banner submittal requests shall include a written description of the banner, its intended audience (seasonal, decorative, or special event), a graphic of the proposed design, and dates for when the banners will be installed. If there are conflicts with banner dates, the City of Stanwood shall have priority and then second priority shall be ranked on first come – first served basis.

The Economic Development Board is responsible for reviewing the banner designs. They will then make a formal recommendation to the City Council to accept the design, modify the design or reject the design. Staff will then forward that recommendation to the City Council for final approval. Once approved, the banners can be manufactured.

The Community Development Department shall prepare a banner application form with submittal requirements and any associated fees.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	7a
DATE:	November 8, 2021
SUBJECT:	Approval of Voucher and Payroll Checks
CONTACT PERSON:	Amy Bergemeier, Accounting Specialist
ATTACHMENTS:	A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 34597 through 34668 and Washington Federal Bank electronic funds transfers in the amount of $423,828.54. Approve issuance of Washington Federal Bank payroll benefit checks 1926 through 1928 and Washington Federal Bank electronic payroll and benefit funds transfers in the amount of $51,370.29.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34597 THROUGH 34668 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF $423,828.54. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1926 THROUGH 1928 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF $51,370.29.

CHECK REGISTER

City Of Stanwood | Time: 15:09:10 Date: 11/01/2021

10/19/2021 To: 11/01/2021 | Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4735	10/22/2021	Payroll	3	EFT		3,000.00	Oct 2021 Draw
4736	10/22/2021	Payroll	3	EFT		1,400.00	Oct 2021 Draw
4737	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4738	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4739	10/22/2021	Payroll	3	EFT		1,000.00	Oct 2021 Draw
4740	10/22/2021	Payroll	3	EFT		1,850.00	Oct 2021 Draw
4741	10/22/2021	Payroll	3	EFT		2,700.00	Oct 2021 Draw
4742	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4743	10/22/2021	Payroll	3	EFT		4,000.00	Oct 2021 Draw
4744	10/22/2021	Payroll	3	EFT		1,600.00	Oct 2021 Draw
4745	10/22/2021	Payroll	3	EFT		1,000.00	Oct 2021 Draw
4746	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4747	10/22/2021	Payroll	3	EFT		1,600.00	Oct 2021 Draw
4748	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4749	10/22/2021	Payroll	3	EFT		800.00	Oct 2021 Draw
4750	10/22/2021	Payroll	3	EFT		1,000.00	Oct 2021 Draw
4751	10/22/2021	Payroll	3	EFT		2,000.00	Oct 2021 Draw
4752	10/22/2021	Payroll	3	EFT		1,200.00	Oct 2021 Draw
4753	10/22/2021	Payroll	3	EFT		500.00	Oct 2021 Draw
4754	10/22/2021	Payroll	3	EFT		3,450.00	Oct 2021 Draw
4755	10/22/2021	Payroll	3	EFT		1,500.00	Oct 2021 Draw
4756	10/22/2021	Payroll	3	EFT		1,000.00	Oct 2021 Draw
4848	10/27/2021	Claims	3	EFT	WA St Dept of Revenue **	15,178.38	City of Stanwood
4770	10/22/2021	Payroll	3	1926	Dept of Labor and Industries	8,022.79	3RD Quarter 07/01/2021 - 09/30/2021
4771	10/22/2021	Payroll	3	1927	ESD - PFMLA	1,900.34	Pay Cycle(s) 07/01/2021 To 09/30/2021 - PFMLA
4772	10/22/2021	Payroll	3	1928	Employment Security Dept	1,847.16	3rd Quarter 07/01/2021 - 09/30/2021
4680	10/20/2021	Claims	3	34597	APP- Associated Petroleum Products	2,988.02	04-100494
4681	10/20/2021	Claims	3	34598	Aramark Uniform Services Inc	143.64	937963000; 937963000; 937963000
4682	10/20/2021	Claims	3	34599	Berk	2,411.25	City of Stanwood
4683	10/20/2021	Claims	3	34600	Cascade Septic Pumping	280.00	City of Stanwood
4684	10/20/2021	Claims	3	34601	Edge Analytical Inc	919.16	STA01; STA01; STA01; STA01; STA01; STA01; STA01; STA01
4685	10/20/2021	Claims	3	34602	Esstac	66.25	City of Stanwood
4686	10/20/2021	Claims	3	34603	Frix Technologies LLC	6,096.62	City of Stanwood
4687	10/20/2021	Claims	3	34604	Galt John E	62.50	City of Stanwood
4688	10/20/2021	Claims	3	34605	Good To Go	6.50	City of Stanwood cust ID 9378081
4689	10/20/2021	Claims	3	34606	ICI Construction Inc.	126,672.00	City of Stanwood
4690	10/20/2021	Claims	3	34607	Lankford Associates	1,377.50	City of Stanwood; City of Stanwood; City of Stanwood
4691	10/20/2021	Claims	3	34608	Les Schwab Tire Centers	316.70	534-00006
4692	10/20/2021	Claims	3	34609	Mackenzie	2,814.00	City of Stanwood
4693	10/20/2021	Claims	3	34610	Maul Foster Alongi, Inc.	877.50	City of Stanwood
4694	10/20/2021	Claims	3	34611	Office Depot	606.48	36274097; 36274097; 36274097
4695	10/20/2021	Claims	3	34612	PUD Of Snohomish County *	4,986.84	200103539; 200738672; 202694204; 202727285; 200142180; 221041510; 202882056; 202670675; 202579512; 201942398
4696	10/20/2021	Claims	3	34613	Pace Engineers, Inc	7,321.00	City of Stanwood; City of Stanwood; City of Stanwood
4697	10/20/2021	Claims	3	34614	Refund - Westvang PropertiesLLC	122.88	City of Stanwood
4698	10/20/2021	Claims	3	34615	Refund -Dereck & Jacquilyn Hafner	262.80	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 15:09:10 Date: 11/01/2021

10/19/2021 To: 11/01/2021

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4699	10/20/2021	Claims	3	34616	Refund -Trans Ocean Seafoods, Inc	3,000.00	City of Stanwood
4700	10/20/2021	Claims	3	34617	Skagit Farmers Supply	356.69	135052
4701	10/20/2021	Claims	3	34618	Sno Co Information Services *	10,624.13	DIS1107
4702	10/20/2021	Claims	3	34619	Sno Co Office Of Public Defense *	744.00	City of Stanwood
4703	10/20/2021	Claims	3	34620	Snohomish County Public Def Association	2,208.00	City of Stanwood
4704	10/20/2021	Claims	3	34621	Snohomish County Treasurer	15.32	City of Stanwood
4705	10/20/2021	Claims	3	34622	Everett Daily Herald/ Sound Publishing	345.00	51439981
4706	10/20/2021	Claims	3	34623	Stanwood Auto Parts	269.81	56100
4707	10/20/2021	Claims	3	34624	Stanwood City Utility	5,586.18	2416; 1241; 4252; 1271; 1328; 1332; 1473; 1573; 1587; 1675; 4724; 1348; 1674
4708	10/20/2021	Claims	3	34625	TMG Services Inc	1,443.66	City of Stanwood 1920010; City of Stanwood 1920010; City of Stanwood 1920010
4709	10/20/2021	Claims	3	34626	Taylor Driving School	10,755.00	City of Stanwood
4710	10/20/2021	Claims	3	34627	Western Conference of Teamsters Pension Trust	86.53	City of Stanwood
4711	10/20/2021	Claims	3	34628	USA Bluebook	1,240.48	478228; 478228
4712	10/20/2021	Claims	3	34629	Utilities Underground Loc	134.16	134200
4713	10/20/2021	Claims	3	34630	WA St Auditor's Office	294.06	City of Stanwood
4714	10/20/2021	Claims	3	34631	WA St Dept of Ecology *	520.00	City of Stanwood
4715	10/20/2021	Claims	3	34632	WA St Dept of Licensing *	561.00	City of Stanwood
4716	10/20/2021	Claims	3	34633	WA St Treasurer	1,050.50	City of Stanwood
4717	10/20/2021	Claims	3	34634	Washington State Patrol *	224.25	STA301
4718	10/20/2021	Claims	3	34635	Wave Broadband	122.25	3201-0316547-01
4719	10/20/2021	Claims	3	34636	Western Exterminator Company	136.25	City of Stanwood 683591
4720	10/20/2021	Claims	3	34637	Ziply Fiber	77.91	360-939-0579-080320-5
4879	10/27/2021	Claims	3	34638	Western Exterminator Company	198.27	City of Stanwood
4878	10/27/2021	Claims	3	34639	Weed, Graafstra & Associates, Inc., P.S	17,337.00	City of Stanwood
4877	10/27/2021	Claims	3	34640	Wave Broadband	142.65	3201-0316545-01
4876	10/27/2021	Claims	3	34641	WABO	50.00	
4875	10/27/2021	Claims	3	34642	WA St Dept of Transportation *	136.14	City of Stanwood SW001523802
4874	10/27/2021	Claims	3	34643	Unum Life Insurance	88.40	City of Stanwood
4873	10/27/2021	Claims	3	34644	Summit Law Group	132.00	20150-1 DAS
4872	10/27/2021	Claims	3	34645	Stanwood-Camano News	144.38	48893; 48893
4871	10/27/2021	Claims	3	34646	Sno Co Sheriffs Office *	156,723.75	SSH00001
4870	10/27/2021	Claims	3	34647	Sno Co Sheriff's Office - CB	3,639.63	91-6001368 City of Stanwood
4869	10/27/2021	Claims	3	34648	Sno Co District Court	556.44	DCT34003
4868	10/27/2021	Claims	3	34649	Safeway	22.77	City of Stanwood #191453
4867	10/27/2021	Claims	3	34650	Safety Source LLC	370.50	City of Stanwood #1067
4866	10/27/2021	Claims	3	34651	RH2 Engineering Inc	8,570.82	City of Stanwood
4865	10/27/2021	Claims	3	34652	Pape' Machinery	1,005.26	6109854
4864	10/27/2021	Claims	3	34653	PUD Of Snohomish County *	10,231.44	222277832; 200794063; 202423729; 220923312; 200208858; 202982351
4863	10/27/2021	Claims	3	34654	Office Depot	556.43	204066575001; 36274097; 36274097
4862	10/27/2021	Claims	3	34655	Occupant/ Brown, Brianne	287.55	06 3170 15 - 27233 103RD DR NW
4861	10/27/2021	Claims	3	34656	Lou's Gloves	1,836.00	STA629; STA629
4860	10/27/2021	Claims	3	34657	ICONIX Waterworks (US) Inc.	164.70	CITSTA
4859	10/27/2021	Claims	3	34658	Herc Equipment Rental Corp.	1,546.13	1024925; 1024925
4858	10/27/2021	Claims	3	34659	General Pacific Inc	1,923.01	101681

CHECK REGISTER

City Of Stanwood | Time: 15:09:10 Date: 11/01/2021

10/19/2021 To: 11/01/2021 | Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4857	10/27/2021	Claims	3	34660	Digital River Inc	75.44	City of Stanwood
4856	10/27/2021	Claims	3	34661	Cascade Natural Gas Corp	391.71	022 201 7579 4; 127 540 0000 3; 498 440 0000 7; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2
4855	10/27/2021	Claims	3	34662	Builders Exchange of Washington Inc	25.00	City of Stanwood
4854	10/27/2021	Claims	3	34663	The Blueline Group	1,147.00	City of Stanwood
4853	10/27/2021	Claims	3	34664	Aramark Uniform Services Inc	47.88	937963000 City of Stanwood
4852	10/27/2021	Claims	3	34665	American Water Works Association (AWWA)	389.00	City of Stanwood 00037728
4851	10/27/2021	Claims	3	34666	American Planning Assn	99.00	City of Stanwood ID381907
4850	10/27/2021	Claims	3	34667	Advanced Analytical Solutions	670.04	001204
4849	10/27/2021	Claims	3	34668	ABS Valuation	1,925.00	City of Stanwood

Fund	Amount		
001 General Fund	242,905.53		
101 Street Fund	11,283.78		
103 Street Construction Fund	10,892.50		
104 Park And Trail Improvement Fund	4,377.50		
110 Building Improvement Fund	2,814.00		
401 Sewer Fund	31,042.98		
403 Sewer Construction Fund	128,303.14		
410 Drainage Fund	4,074.72		
411 Drainage Construction Fund	5,851.00		
421 Water Fund	32,348.07		
630 Agency Fund	1,215.61		
		Claims:	423,738.54
* Transaction Has Mixed Revenue And Expense Accounts	475,108.83	Payroll:	51,370.29

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 Dorhun Date: 11/1/21

( ) Deputy Finance Director

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	7b
DATE:	November 08, 2021
SUBJECT:	City Council October 28, 2021 Regular Meeting Minutes
CONTACT PERSON:	Sara Robinson, City Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the October 28, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE OCTOBER 28, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, October 28, 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: Dianne White, Darren Robb, Tim Pearce, Steve Shepro and Sid Roberts. The meeting was quorate.

Also present: Police Chief Rob Martin, Fire Chief John Cermak, Community Development Director Patricia Love, Finance Director David Hammond, Finance Manager Wendy Dowhower, Public Works Director Kevin Hushagen, Assistant to the Administrator & Communications Manager Krista Hintz, Economic Development and Marketing Manager Sarah Cho, Attorney Brett Vinson, Interim City Administrator Shawn Smith, and City Clerk Sara Robinson.

Motion by Councilmember Pearce, second by Councilmember Roberts, to excuse Councilmember Robb and Councilmember Johnson. Motion carried unanimously.

3. Approval of the Agenda

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

4. Citizen Comments

The City received one written comment that was provided to the City Council via email and one citizen who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

The City received one request for verbal comment-

Tim Schmitt Topic - Public Works
26910 92nd Ave NW
Stanwood, WA

5. Staff Reports

a. Police Compstat Report – September 2021

6. Committee Reports

a. Planning Commission Meeting Minutes – September 27, 2021
b. Economic Development Board Meeting Minutes – September 17, 2021
c. Parks and Trails Advisory Committee Meeting Minutes – July 19, 2021

7. Consent Agenda

a. Approve Vouchers and Payroll Checks
b. Approve October 14, 2021 Regular City Council Meeting Minutes
c. Approve October 14, 2021 Special Workshop Meeting Minutes

Motion by Councilmember White, Second by Councilmember Shepro, to approve the Consent Agenda.
Motion carried unanimously.

8. Public Hearing

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

a. Permit Procedures and Permitted Use Matrix Code Amendment
   i. Receive Public Comment on the Proposed Ordinance
   ii. First Reading of Ordinance 1495

Mayor Callaghan opened the Public Hearing.

The City received one request for Public Comment.

Tim Schmitt Topic - Churches
26910 92nd Ave NW
Stanwood, WA

Mayor Callaghan closed the Public Hearing.

Community Development Director, Patricia Love started by thanking the Planning Commission for all of their hard work on this project. Love then presented the item for review of the proposed amendments to the City's Permitting Procedures and Permitted Use Matrix regulations. One of the City's 2020 / 2021 work items was to review and update the City's permitting procedures and simplify the permitted use matrix. Staff and the Planning Commission have been working on the ordinance since January of 2021; this evaluation period has resulted in the following amendments:

1. Consolidation of the three permit processing chapters into a single chapter;
2. Elimination of duplicative and conflicting code sections;

3. Removal of non-procedural permit processes out of the revised permit procedures and created new chapters for the grading code, conditional uses, variances, and development agreements;
4. Simplify the permitted use matrix and designed to match the zoning standards chapter for consistency and ease of use;
5. Update definitions;
6. Create new code sections for prohibited uses and enhanced service facilities; and
7. Moved reference of comprehensive plan amendments and annexations to those existing chapters of the zoning code.

Love reviewed all of the changes and additions in detail.
The Council discussed the amendments and provided feedback.

Councilmember Williams – Yes, Councilmember White – Yes, Councilmember Pearce – Yes, Councilmember Shepro –Yes, Councilmember Roberts – Yes
Motion carried unanimously.

9. New Business

a. Adopt Resolution 2021-08 – Utility Customer Repayment Plans

Finance Director, David Hammond explained that the purpose of this item is to adopt resolution 2021-08 to authorize the Finance Director to approve utility customer repayment plans. Governor Inslee's Proclamation 2023, which extended the moratorium preventing assessment of delinquency fees, interest and shut-offs through September 30^{th}, has expired, so utility bills will begin reflecting late fees and potentially shut-off of water service beginning in November and December. This request for authority to enter a payment arrangement will provide one more resource for customers to assist them in bringing their accounts current. The city's current practice is to authorize one repayment plan per customer during a given twelve-month period and the repayment period is limited to one billing cycle. To avoid shut-off, customers must pay their entire past due balance prior to the next billing cycle. Fees and shut-off may be avoided by utility customers who enter into and remain current with a payment arrangement.
As a result of the Covid-19 pandemic, the amount owed by utility customers who are greater than ninety days past due has increased from approximately $11,000.00 to $71,000.00 This amount currently represents approximately sixty-five customers. Additionally, approximately 125 customers are sixty days past due, representing $45,000. Finance Department staff continue to direct customers in need of financial assistance to resources available and have provided this information on the city website.
Council discussed the proposed repayment plans.

Motion by Councilmember Roberts, Second by Councilmember Pearce, to adopt Resolution 2021-08 authorizing the Finance Director to approve utility customer repayment plans.
Motion carried unanimously.

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

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan reminded the group that the two November meetings are being held on Mondays due to the Holidays. Please let the Clerk know if you will not be able to attend as we need a quorum for several items.
There are some fun events going on this weekend in town for Halloween. A lot of fun safe options locally. There will be a lot of kids out, please drive carefully and keep your porch lights on.

b. City Administrator's Report-

Interim City Administrator Shawn Smith reported that the Public Works crews have been working on the City Beautification plan. They are planting at the Welcome to Stanwood sign. Wayfinding signs are also being installed around town to direct visitors to parking and other landmarks. Public Works crews are also preforming hydrant flushing. This is to cleanout any sediment in the pipes. There are some important items coming up at the next couple meetings. David Hammond has been working hard to get the year end items prepared.

c. Councilmember Reports and Questions-

Councilmember Shepro mentioned how pleased he was with the recent participation at the City Council meetings and regarding the Public Hearing. He wanted to remind everyone to vote. Currently the vote count is only 750 out of 5,000 voters.

Meeting Adjourned at 8:13 pm.

CITY OF STANWOOD	ATTEST:
______________________________	______________________________
Elizabeth Callaghan, Mayor	Sara Robinson, City Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8a
DATE:	November 8, 2021
SUBJECT:	Permitting Process and Permitted Use Matrix Code Amendment
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A – Residential Matrix Changes B – Commercial Matrix Changes C – Industrial Matrix Change D – Existing Permitted Use Matrix

PURPOSE

The purpose of this agenda item is for Council consideration and continued public hearing on the proposed amendments to the City's Permitting Procedures and Permitted Use Matrix regulations.

BACKGROUND

On October 28, 2021 Council held their first reading and public hearing on the proposed amendments to the permitting procedures and permitted use matrix code amendment. After considering staff comments and taking public testimony, Council requested the following additional information:

- Detailed summary of the proposed changes to the permitted use matrix;
- Options for siting Places of Worship / Churches in the City; and
- Definition of Places of Worship / Churches

PERMITTED USE MATRIX SUMMARY

As part of the Permitted Use Matrix code update, the following changes were made to the residential, commercial and industrial land use table. No changes were made to the Parks and Open Space designation, so that summary has not been included in the below shown table. Note that the footnote numbers have been renumbered from the original permitted use matrix to reflect the updated matrix format.

Residential Permitted Use Table Changes

Category	Change	Reason
Agriculture	Farm – Existing, Farm – New, and Horticulture Combined into Farm – Existing	There is very little property land left in Stanwood sizable enough to conduct farming activities. If someone wants to start a farm, they can apply under the Right to Farm chapter.
Animal Services	Deleted Pet, Domestic	Animals are regulated under Title 8; Noting pets in a permitted use matrix is an outdated land use regulation.
Automotive Services	Parking Lots, Garages	Parking lots and garages are a requirement for land use developments; calling them out separately is confusing and unnecessary.
Hotels and Guesthouses	Bed and Breakfast Inn and Bed and Breakfast Residence Combined into Bed and Breakfast	To simplify, these items were combined, and the footnote describes the differences.
Office	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Personal Services	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Public Facilities	Deleted City Hall and Library Maintained Governmental Use	City Halls and Libraries are part of governmental uses; these sections were deleted to simplify the table. Public Safety Station – Added (Police and Fire) for clarity

Quasi - Public	Changed All Administrative Conditional Uses to Conditional Uses	Deleted the Administrative Conditional Use Permit Process
Recreation	Deleted: Athletic Field, Ball Park, Batting Cage, Playground, Recreation Area / Facilities, Swimming Pool Added: Park, Private / HOA	All specific park uses fall under the general Community, Neighborhood, or Urban park categories. Deleting specific uses provides flexibility in future park designs and removes potential future restrictions.
Residential	Added: Adult Family Homes, Assisted Living/Independent Living, Daycare – Family, Group Care Facilities, Enhanced Service Facility Conversions, and Homeless Housing Deleted: Manufactured / Mobile Home Park	Changes comply with State mandates Manufactured homes and mobile homes are still allowed but deleted the option to create a mobile or manufactured home park.
Retail Trade Establishments	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Schools	No Changes	
Utilities	Added Electrical Equipment and Pole Storage Yard Associated with Electrical Substations as a Permitted Use	This addition to the Permitted Use Matrix allows PUD to maintain a pole yard in the Stanwood area. The Use is subject to conditions.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use as a Permitted Use Added Daycare Center and Daycare Mini Added: Transitional Housing Emergency Shelter, and Emergency Housing	Accessary uses are defined in the definitions section and is not needed in the matrix. Moved daycare center and mini from personal services. Added per State mandate

Commercial Permitted Use Table Changes

Category	Change	Reason
Agriculture	No Changes	No uses were allowed in this category, so it was omitted from the updated permitted use matrix.
Animal Services	Combined Dog Daycare and Dog Grooming Combined Kennels – Indoor and Outdoor Deleted Pet, Domestic	Combine daycare and grooming into one use and revise the definition to include both. Also change from “dog” to “animal” so other animals can be boarded or groomed Combine Kennel into one use. Add a footnote and additional requirements to the matrix for outdoor kennels.
Automotive Services	Combined Automobile Repair and Service, Automobile Sales and Services, New, Automobile Sales and Service Used	Combine because it doesn’t matter if they are selling new or used cars and services.
Cultural / Entertainment	Clarified Definitions	No Major Changes
Hotels and Guesthouses	Motels were taken out of the NB zone. Bed and Breakfasts Inn and Bed and Breakfast Residences were combined. Guest House, Hotel and Motel were combined	The NB zone is very limited in size and location and because it is surrounded by residential development it isn’t compatible with adjacent land uses. Combined uses included definitions and footnotes to distinguish the number of rooms.
Industrial	No Changes	
Office	Created one general office use and use examples in the definition of necessary. Moved Health Care Facility to Personal Services	Consolidated office uses, removed Other uses, and maintained allowed uses similar to existing matrix. Other uses determined to be consistent with definition is now considered an unclassified use and will follow that process.
Personal Services	Assisted / Independent Living moved to Residential	Uses have been consolidate but remain similar in how they are allowed per zone.

	Changed names and combined with similar uses Day Cares were combined and uses definition and footnotes to define differences Medical uses were combined into Health Care Office	
Public Facilities	Combined City Hall, Library and Court House under Governmental Use Proposed Change: Consider adding Public Safety Station to GC MXO zone.	Uses have been consolidate but remain similar. Allowed court houses in MBII as a governmental building. Consider adding Public Safety Station to GC MXO zone.
Quasi - Public	Combined Community Center with Meeting Hall Removed Churches from MB-I and MB-II based on previous comments heard. Added Churches to GC/MF MXO.	
Recreation	Deleted playground and recreational area; added Private / HOA Park	Made changes recreational uses to maintain flexibility in siting park spaces and uses. Playground and Recreation Playgrounds and Area/Facility are considered components parks and do not need to be listed separately.
Repair	Consolidated bike repair, shoe repair and tailor into minor service repairs	Consolidated all uses and required work to be conducted inside a building with no outside storage.
Residential	Added: Adult Family Homes, Assisted Living/Independent Living, Daycare – Family, Group Care Facilities, Enhanced Service Facility	Kept all uses and expanded uses per State mandate and added residential uses on 102nd Avenue north of 272nd Street.

	Conversions, and Homeless Housing Added residential uses on 102^{nd} Ave north of 272^{nd} Street	
Retail Trade Establishments	Significate changes: consolidated most retail uses into three categories of retail.	Consolidated and created three retails store sizes: boutique, medium – non-strip mall, and big box type.
Retail Prepared Food / Beverage Establishments	Changed Espresso Stand to Beverage Stand; they serve more than espresso	Remains the same with one some name change.
Schools	Proposed Change: Added School, Other to the MB-I zone and deleted from MB-II zone. This was an error, and the change makes it consistent with the existing matrix.	Remains the same as existing matrix; Found an error that needs to be corrected
Wholesale Storage / Distribution Facilities	Deleted Mini-Warehouse / Storage Facilities and wholesale operations in the MB-I, MB-II and NB zones	The city has several mini-storage facilities and to minimize the number of facilities in mixed—use buildings, staff proposed to remove them in the downtown business areas. As the downtown is intended for retail uses, it was thought that wholesale operations should not be located in the downtown area as well.
Utilities	Added Electrical Equipment and Pole Storage Yard Associated with an Electrical Substation Changed Sewer Lift Station to be consistent with existing use matrix.	Adding the equipment and storage yard allows PUD to maintain their maintenance operations in Stanwood. Corrected an error in the Sewer Lift Station use line.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use as a Permitted Use	Accessary uses are defined in the definitions section and is not needed in the matrix.

	Added: Transitional Housing Emergency Shelter, and Emergency Housing	Added housing types per State mandate

Industrial Permitted Use Table Changes

Category	Change	Reason
Agriculture	No Changes	No uses were allowed in this category, so it was omitted from the updated permitted use matrix.
Animal Services	Combined Kennels and deleted domestic pet.	. Add a footnote and additional requirements to the matrix for outdoor kennels.
Automotive Services	Combined Automobile Repair and Services with Truck Service and Repair Combined: Automobile Sales and Service, New, Automobile Sales and Service, Used	Combined similar uses as it doesn't matter if they are selling new cars, used cars, trucks and services.
Cultural / Entertainment	No Changes	
Hotels and Guesthouses	Combined Bed and Breakfast land uses and Hotel / Motel Uses	Combined similar uses and applies footnotes and definitions to describe conditions
Industrial	Added Laboratory and Light Manufacturing to the LI zone	Laboratory and Light Manufacturing are common uses in LI zones
Office	Moved Health Care Facility to Personal Services; Created one general office use and use examples in the definition if necessary.	Combined into one general professional office category and allowed in both zones.
Personal Services	Combined Daycare uses, Laundromat / Dry Cleaner, changed use names to be consistent with Commercial Use Matrix; moved Video Sales to retail; moved Optician to professional office	Maintained permitted uses as in existing matrix.

Public Facilities	Clarified the public safety station applies to police and fire; Otherwise, no changes.	
Quasi - Public	Changed name of Community Center to Meeting Hall	Minor name change to be consistent with the rest of the matrix.
Recreation	Deleted: Athletic Field, Batting Cate, Community Garden, Playground and Recreational Area	Made changes similar to residential and commercial matrix to maintain flexibility in siting park spaces and uses. All deleted uses are considered components parks and do not need to be listed separately.
Repair Services	Combined shoe repair, and tailor into a single use within the confines of a building with no outside storage. Allowed small engine repair in GI zone.	GI zone is generally a heavier use zone than the LI and if uses are allowed in the LI then, it should be allowed in the GI zone.
Residential	No Changes	
Retail Trade Establishments	Combined most retail uses and deleted Marijuana Retailer Made a proposed correction to allow small retail uses in the GI zone to be consistent with the existing matrix.	Combined retail uses into the three new categories: boutique, small and large. Made a proposed correction to allow small retail uses in the GI zone to be consistent with the existing matrix. Deleted references to the GI Transit Overlay zone as that area consists of the train station and PUD electrical station. If / when the electrical substation changes use, then the zoning should be re-evaluated at that time. Deleted Marijuana as there is only one location where that use can be sited.
Retail Prepared Food / Beverage Establishments	Minor name change: Espresso Stand to Beverage Stand to be consistent with the rest of the matrix.	
Schools	No Changes	
Utilities	No changes in use; one change in permit process	Maintained all uses; changed Detached Commercial Accessory Storage from an administrative

		conditional use permit to a conditional use permit.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use; added state mandated housing uses	Deleted Accessory and Unclassified Uses; added Indoor Emergency Housing, Indoor Emergency Shelter and Transitional Housing per State mandates.

PLACES OF WORSHIP / CHURCHES DISCUSSION

The City's current permitted use matrix allows Places of Worship / Churches in the following zones:

Existing SMC 17.30 Permitted Uses: Places of Worship / Church

SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MBI	MBII	NB	GC	GC MXO	LI	GI	POS
C	C	ADC (11)	ADC (11)	ADC (11)	ADC (11)	P (2)	P (11)	P (11)	P (11)				

P = Permitted
C = Conditional Use
ADC = Administrative Conditional Use

Footnotes:

(2) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC 17.80.120 provided the lot meets the minimum lot size standard for the zone.

(11) Minimum land area of 20,000 square feet is required. This standard may be modified through the conditional use permit process provided in SMC 17.80.120.

The *proposed draft amendments* to Places of Worship / Churches are as follows:

Residential:

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR
House of Worship / Church	C	C	C	C	P

Commercial:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
House of Worship / Church	P-III	C (7)			P / C (7)	P / C (7)	P / C (7)

Industrial: Uses not allowed

The footnotes in the proposed matrix match those in the existing matrix. The amendments to Places of Worship include:

- Changed the Administrative Conditional Uses in the SR 7, SR 5, MR, and TN zones to Conditional Use Permits because the Administrative Conditional Use Permits are proposed to be eliminated.
- Deleted Places of Worship in the MBI and MBII zones based on comments heard during public meetings.
- Added Places of Worship in the GC MXO to make it consistent with the GC zone and there is currently a Place of Worship in the cinema complex building.

Definitions:

Stanwood Municipal Code defines Places of Worship / Churches as follows:

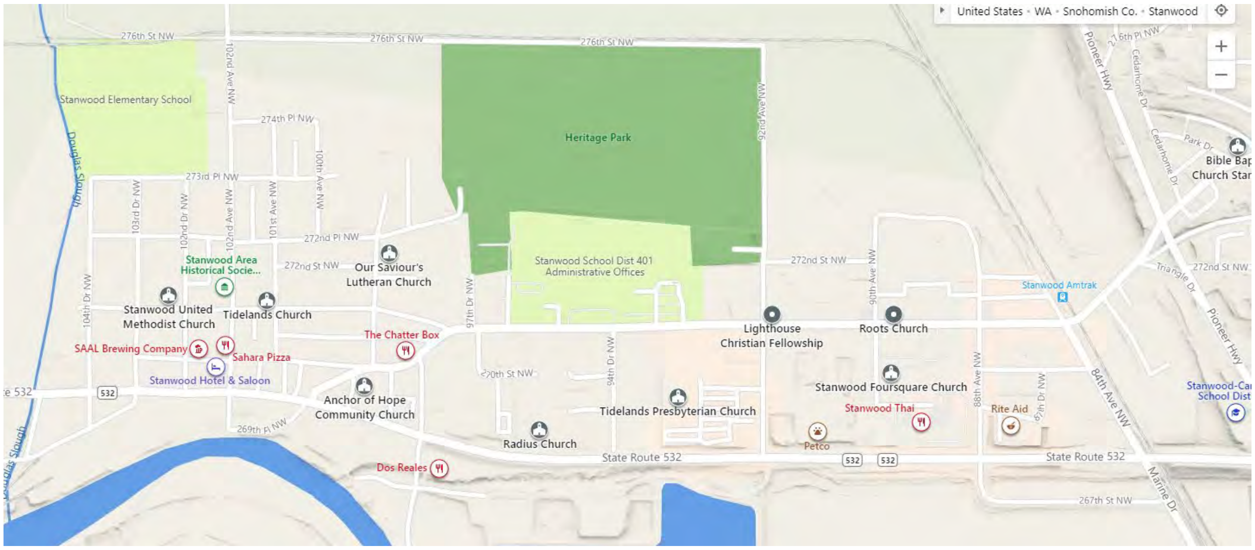
> "Place of public assembly" means any area, building or structure where large numbers of individuals meet or collect to participate or to observe programs of participation. Places of public assembly shall include theaters, auditoriums, gymnasiums, stadiums, ***houses of worship***, or comparable facilities.
>
> ***"House of worship/church"*** means a building or structure wherein persons regularly assemble for religious worship, which is specifically designed and used primarily for such purpose, and which is maintained and controlled by a religious body organized to sustain public worship.

The current definition is adequate, and no amendments are proposed.

Locations of Places of Worship:

A quick "Google" search shows the following places of worship in Stanwood. This is not an inclusive list, as it is based on an internet search which may not reflect all uses or may include some that are no longer in existence.

Downtown Stanwood:



Place of Worship	Location	Zoning Designation
Tidelands Church	271st Street	MBI
Stanwood Methodist	102nd Drive	SR 5.0
Roots	271st Street	MBI
Four Square	271st Street / 90th Ave	MBI and MBII
Radius (Active?)	270th Street	MBII
Anchor of Hope Community (Active?)	270th Street	MBII
Lighthouse Christian Fellowship	271st Street	MBII
Our Savior's Lutheran	99th Ave	MF

Note: Six of the 8 Places of Worship are located in the MBI / MBII zone.

Uptown Stanwood:

Place of Worship	Location	Zoning Designation
Cedarhome Baptist	68th Ave	SR 9.6
Seventh Day Adventist	68th Ave	TN
Advaita Fellowship	72nd Ave	SR 5.0
St. Cecilia (Not Shown on Map)	78th Ave	SR 9.6
New View	272nd Street	SR 9.6
Bible Baptist	Park Dr.	SR 5.0

Note: Uptown Places of Worship are all located in residential zones.

Summary and Options:
The issue of locating Places of Worship has become a topic of discussion as part of the permitted use table update. Historically, Places of Worship were generally located in residential neighborhoods, but were commonly located in small town main streets as they were used for granges, meeting halls, and community spaces. Over the last few decades Places of Worship have moved out of residential areas and into commercial and industrial areas to avoid parking and traffic conflicts with residents and land prices. By moving out of residential areas into commercial zones, it has been argued that they take up valuable retail / taxable land that cities rely upon for revenue.

Places of Worship / Churches are protected by the United States Constitution - First Amendment guaranteeing religious freedom, expression, assembly, and the right to petition. Courts have also sided with Places of Worship / Churches regarding unreasonable intrusions into the life of the church. Therefore, these laws are fairly broad. Washington State law also provides property tax exemptions for “churches, parsonages, and convents” (WAC 458-16-190). However, cities do have the authority to regulate the construction and location of worship facilities with regard to building and zoning codes.

In reviewing the general locations for Places of Worship in downtown Stanwood, the majority of the places are located in the MBI or MBII zoning district. In retrospect, if the matrix is changed to prohibit them in the MBI and MBII districts, six out of the eight buildings / uses would become non-conforming and could continue but expansions and redevelopment would be restricted by the nonconforming regulations which could lead to building deterioration. If the issue is economic, as land prices change locating in the MBI and MBII zones would be managed through market demands.

Council Options

Staff Recommendation	Other Options
1. Maintain existing permitted use matrix language for Places of Worship with the exception to add those uses to the GC MXO zone to be consistent with the GC zone.	1. Adopt draft matrix as proposed with Places of Worship being removed from the MBI and MB II zoning districts. 2. Adopt draft matrix without changes Places of Worship and send the issue back to the Planning Commission for further review.

FINACIAL IMPACT

<table>
<tr><td colspan="4">Fiscal Impact</td></tr>
<tr><td colspan="4">N/A; The proposed code amendment was included in the staff’s 2021 work plan. The intent of the amendments is to simplify the permitting process and permitted use code for the community and local developers.</td></tr>
<tr><td>Fund(s):</td><td colspan="3">N/A</td></tr>
<tr><td>Amount:</td><td>$</td><td>Project Estimate:</td><td>$ -</td></tr>
<tr><td>Budget Authorized</td><td>[ ] Yes [ ] No</td><td>Amendment Required</td><td>[ ] Yes [ ] No
[ ] Monitor</td></tr>
</table>

RECOMMENDATIONS

Staff Recommendation:
Staff recommends the Council consider the proposed amendments to the permitted use matrix, discuss recommended changes and schedule the ordinance for a third and final reading on November 22, 2021.

Planning Commission:
The Planning Commission spent most of 2021 reviewing the city’s permitted procedures and permitted use matrix. After a thorough review of the amendments, the Planning Commission held a virtual public hearing on the Ordinance on September 27, 2021. After considering staff comments and taking public comment, the Planning Commission unanimously recommended approval of Ordinance 1495 and the associated Findings of Fact and Conclusions.

Committee/Board Recommendation:
This item was brought to the Community Development Committee on January 14, June 10, and October 21, 2021. The Committee is supportive of simplifying the permitting procedures and permitted use matrix. The felt that the methodology used to consolidate permitting process was reasonable and supported the concept of breaking the permitted use matrix into general use categories.

CITY COUNCIL OPTIONS

1. Review and request changes to the proposed ordinance and forward to the November 22, 2021 meeting for final reading and adoption.

2. Forward the proposed ordinance as drafted to the November 22, 2021 meeting for final reading and adoption.

<u>PROPOSED MOTION</u>

"I MOVE TO AMEND ORDINANCE 1495 AS DISCUSSED AND TO HAVE STAFF BRING BACK CHANGES FOR THE THIRD AND FINAL READING OF THE ORDINANCE ON NOVEMBER 22, 2021."

1. Review of the Zoning Use Table Matrix (17.30.040)

Residential Permitted Land Use Table

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR
Agriculture					
Farm, Existing	P1	P1	P1	P1	P1
~~Farm, New~~	~~C1~~	~~C1~~			
~~Horticulture~~	~~P~~	~~P~~	~~P~~	~~P~~	
Animal Services					
Kennel, Hobby	AC24	AC24	AC24	AC24	
~~Pet, Domestic~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~
Automotive Services					
~~Parking Lots, Garages~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~
Hotels and Guesthouses					
~~Bed and Breakfast Inn~~				~~C6, 32~~	~~C6, 32~~
Bed and Breakfast ~~Residence~~	C6, 32	C6, 32	C6, 32	C6, 32	C6, 32
~~**Office**~~					
~~Accounting Service~~					~~P39 MXO~~
~~Advertising Agency~~					~~P39 MXO~~
~~Employment Service~~					~~P39 MXO~~
~~Finance, Insurance and Real Estate Service~~					~~P39 MXO~~
~~Financial Institution~~					~~P39 MXO~~
~~Health Care Facility~~					~~P39 MXO~~
~~Legal Service~~					~~P39 MXO~~
~~Professional Consultant~~					~~P39 MXO~~
~~Publishing~~					~~P39 MXO~~
~~**Personal Services**~~					
~~Assisted / Independent Living~~					~~C18~~
~~Barber Shop, Beauty Shop~~					~~P39 MXO~~
~~Daycare Center~~			~~P12~~	~~P12~~	~~P12~~
~~Daycare, Family~~	~~AC12~~	~~AC12~~	~~AC12~~	~~AC12~~	~~P12~~
~~Daycare, Mini~~				~~P12~~	~~P12~~
~~Dry Cleaner~~					~~P39 MXO~~
~~Health / Athletic Club~~					~~P39 MXO~~
~~Janitorial Service~~					~~P39 MXO~~
~~Laundromat~~					~~P39 MXO~~
~~Optician~~					~~P39 MXO~~
~~Photo Processing Service~~					~~P39 MXO~~
~~Printing and Publishing~~					~~P39 MXO~~
~~Private Clubs~~					~~P39 MXO~~
~~Tattoo Parlors~~					~~P39 MXO~~
~~Travel Agencies~~					~~P39 MXO~~
~~Video Sales and Rental~~					~~P39 MXO~~
Public Facilities					
~~City Hall~~					~~P~~
Governmental Use					P

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR
~~Library~~					~~P~~
Public Safety Station (Police and Fire)	P2	P2	P2	P2	P2
Quasi-Public					
Cemetery, Existing	~~C~~	P			
Community Center	C	C	~~ADC11~~C	~~ADC11~~C	~~ADC11~~P
House of Worship / Church	C	C	~~ADC11~~C	~~ADC11~~C	~~ADC11~~P
Meeting Hall	C	C	~~ADC11~~C	~~ADC11~~C	~~ADC11~~P
Recreation					
~~Athletic Field~~		ADC	ADC	ADC	
~~Ball Park~~		ADC	ADC	ADC	
~~Batting Cage~~		ADC	ADC	ADC	
Open Space	P	P	P	P	P
Park, Community	P	P	P	P	
Park, Neighborhood	P	P	P	P	
Park, Urban	P	P	P	P	P
Park, Private / HOA	P	P	P	P	P
~~Playground~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~
~~Recreation Area / Facility~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~
~~Swimming Pool~~		~~P~~	~~P~~	~~P~~	~~P~~
Trail	P	P	P	P	P
Residential					
Adult Family Home					
Assisted Living / Independent Living					
Congregate Care Facility					C18
Daycare, Family	AC12	AC12	AC12	AC12	AC12
Dwelling, Accessory	AC3	AC3	AC3	AC3	
Dwelling, Cottage	P4	P4	P4	P4	
Dwelling, Duplex				P15	P
Dwelling, Multiple Family – Up to 20 Units					P
Dwelling, Multi Family – 21 Units or Greater					P
Dwelling, Single Family	P	P	P	P	P
Dwelling, Townhouse				C	P
Enhanced Service Facility Conversion Category 1 – Existing Nursing Home Conversion of up to a 16 Bed Facility					C
Enhanced Service Facility Conversion Category 1 – Existing Assisted Living Conversion of up to a 16 Bed Facility					P
Enhanced Service Facility Conversion Category 1 – Existing Adult Family Home Conversion of up to a 16 Bed Facility	P	P	P	P	P
~~Group Care Facilies~~					
Group Home			P10	P10	P10
Home Occupation	AC5	AC5	AC5	AC5	AC5
Homeless Housing	P	P	P	P	P
Manufactured / Mobile Home	P9	P9	P9	P9	

~~Manufactured / Mobile Home Park~~			~~P9~~	~~P9~~	
~~Retail Trade Establishments~~					
~~Agricultural Produce Stand~~					~~P39 MXO~~
~~Antique Shop~~					~~P39 MXO~~
~~Apparel Shop~~					~~P39 MXO~~
~~Artisan and Handicraft Studio~~					~~P39 MXO~~
~~Artist and Drawing Supply~~					~~P39 MXO~~
~~Auto Parts~~					~~P39 MXO~~
~~Bakery~~					~~P39 MXO~~
~~Book Store~~					~~P39 MXO~~
~~Camera Store~~					~~P39 MXO~~
~~Confectionery Shop~~					~~P39 MXO~~
~~Construction and Home Building Supplies~~					~~P39 MXO~~
~~Electrical and Electronic Goods~~					~~P39 MXO~~
~~Electrical and Plumbing Supplies~~					~~P39 MXO~~
~~Land Use~~	**~~SR 12.4~~**	**~~SR 9.6~~**	**~~SR 7.0~~**	**~~SR 5.0~~**	**~~MR~~**
~~Farmer's Market~~					~~P39 MXO~~
~~Feed and Farm Supply~~					~~P39 MXO~~
~~Flea Market~~					~~P39 MXO~~
~~Florist~~					~~P39 MXO~~
~~Food Bank~~					~~P39 MXO~~
~~Furniture Store~~					~~P39 MXO~~
~~Gift Shop~~					~~P39 MXO~~
~~Grocery, Convenience~~					~~P39 MXO~~
~~Grocery, Specialty~~					~~P39 MXO~~
~~Grocery, Supermarket~~					~~P39 MXO~~
~~Home Building Supplies~~					~~P39 MXO~~
~~Household Applicances~~					~~P39 MXO~~
~~Jewelry Store~~					~~P39 MXO~~
~~Kiosk / Vending Machine~~					~~P39 MXO~~
~~Office Supplies~~					~~P39 MXO~~
~~Pawnshop~~					~~P39 MXO~~
~~Pharmacy~~					~~P39 MXO~~
~~Photographic Equipment / Camera Shop~~					~~P39 MXO~~
~~Plant Nursery~~					~~P39 MXO~~
~~Sporting Goods Store~~					~~P39 MXO~~
~~Stationery Story~~					~~P39 MXO~~
~~Thrift Store~~					~~P39 MXO~~
~~Tobacco Shop~~					~~P39 MXO~~
Schools					
Elementary School	C	C	C	C	
High School	C	C	C	C	
Middle School	C	C	C	C	
Pre-School Facility	C	C	C	P15	P
Seminary			C13		

Utilities					
Electrical Equipment and Pole Storage Yard Associated with Electrical Substations	P	P	P	P	P
Electrical Substation	P	P8	P8	P8	P
Electrical Transmission Lines	P	P	P	P	P
Sewage Lift Station	P	P	P	P	P
Water Well and Pump Station	P	P	P	P	P
Water, Drainage or Sewage Infrastructure	P	P	P	P	P
Wireless Communication Facilities					
Co-Location PWCA	P46	P46	P46	P46	P46
Minor Facilities	P47	P47	P47	P47	P47
Single PWCA	P48	P48	P48	P48	P48
Monopole Towers	C45	C45	C45	C45	C45
Small Cell Facilities	P48a	P48a	P48a	P48a	P48a
Miscellaneous					
~~Accessory Uses~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~	~~AC~~
Daycare Center			P12	P12	P12
Daycare, Mini				P12	P12
Transitional Housing	P	P	P	P	P
Emergency Shelter	P	P	P	P	P
Emergency Housing	P	P	P	P	P
Temporary Uses	P	P	P	P	P
~~Unclassified~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~

Residential Zoning Use Conditions.

(1) Farms shall register with the city for the right to farm per Chapter 17.102 SMC. New farms are limited to the SR 12.4 zone with a minimum land area of two and one-half acres. Farms preexisting on the effective date of Ordinance No. 1032 in 2002 are permitted on smaller land areas and may register to receive right-to-farm protection.

(~~2~~5) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC 17.80.120 provided the lot meets the minimum lot size standard for the zone.

(~~3~~8) One accessory dwelling unit per lot is allowed. Accessory dwelling units shall comply with the criteria and design standards set forth in SMC 17.95.470 through 17.95.480.

(~~4~~9) Cottage housing units shall comply with the requirements in SMC 17.95.450.

(~~5~~12) A home occupation permit and business license are required. Home occupations shall comply with the requirements in SMC 17.95.380.

(~~6~~3) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to four rooms per residence. Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.

(~~8~~15) Minimum land area of 10,000 square feet required.

(~~9~~13) This use shall comply with the manufactured housing requirements of SMC 17.95.385. Manufactured housing use is limited to Type A homes certified as meeting U.S. HUD standards.

Manufactured home park use may accommodate both Type A and Type B HUD certified units and requires a minimum land area of three acres in SR 7.0 and two acres in SR 5.0 zones.

(~~10~~11) This use shall comply with the special residential use requirements provided in SMC 17.95.375. Group homes are limited to six rooms in the SR 7.0, SR 5.0, RM and GC zones.

~~(11) Minimum land area of 20,000 square feet is required. This standard may be modified through the conditional use permit process provided in SMC 17.80.120.~~

(~~12~~7) All daycare uses shall comply with the daycare facilities requirements provided in SMC 17.95.382. Family daycare shall require a home occupation permit. Daycare centers are limited to a minimum land area of 10,000 square feet in the SR 5.0 zone and 30,000 square feet in the SR 7.0 zone.

(~~13~~14) Limited to 9,000 square feet in the SR 7.0 zone.

(~~15~~10) Minimum land area of 7,000 square feet required.

(~~18~~6) Limited to 30 rooms/increment of minimum land area.

(~~24~~2) A hobby kennel license is required for a total of four or more dogs and four or more cats over three months of age. A maximum off our animals is allowed when the parcel is under one acre, five animals per acre are allowed when the parcel is one to five acres and 25 animals are allowed when the parcel is over five acres. These maximums may be exceeded with special hobby kennel permit issued administratively by the animal control officer pursuant to SMC 8.02.450 and 8.02.470; provided, however, that in all cases exceeding the maximum standard by six animals requires an administrative conditional use permit. All indoor and outdoor kennels shall comply with the animal control and licensing standards contained in Chapter 8.02 SMC. Three or fewer animals are allowed as an accessory use without a kennel license as pets.

(~~32~~4) Restaurants that serve lunches and/or dinner shall be allowed in bed and breakfast accommodations.

~~(39) Permitted when located in the mixed use overlay and part of a mixed use project as defined in SMC 17.79.030.~~

(~~45~~19) Monopole towers only are permitted. Guy and lattice towers are prohibited. Limited to locations on properties with existing public use, except in the general commercial and general industrial zones subject to a conditional use permit, and subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(~~46~~16) Subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(~~47~~17) Minor facilities are limited to co-location on an existing monopole and are subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(~~48~~18) Limited to one personal wireless communications facility (PWCF) on existing light standards and power poles within the public right of-way and subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(~~48a~~20) All small wireless communication facilities shall be subject to the requirements of Chapters 17.200, 17.205, and 17.210 SMC.

Commercial and Mixed-Use Table:

Changes to the Commercial and Mixed-Use Table is more complicated than the residential table because so many uses were combined. To provide a comparison, the tables have been broken down by category with before and after changes. Disregard the footnote numbers as they have been changed in the updated matrix to match the footnotes in the existing matrix.

The Mixed-Use Overlay includes both the General Commercial and Multifamily Mixed Use Overlay that was brought over from the residential use matrix.

Number = Footnote Number; TO = Transit Overlay; HO = Historic Overlay; AEO = Adult Entertainment Overlay

Agriculture:

Proposed:

No uses were allowed in this category, so it was omitted from the updated permitted use matrix.

Animal Services:

Proposed Changes:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Animal Daycare/Grooming	P-I	P (1)	P (1)	P	P (1)	P (1)	P
Kennel, Commercial Indoor / Outdoor			AC / C (4)	AC / C (4)			
Veterinarian Hospital or Clinic	P-I		P (5)	P (5)		P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Dog Daycare	Combine daycare and grooming into one use and revise the definition to include both. Also change from “dog” to “animal” so other animals can be	P			P		
Dog Grooming		P43	P24	P	P43	P43	P

	boarded or groomed.						
Kennel, Commercial Indoor	Combine Kennel into one use. Add a footnote and additional requirements to the matrix for outdoor kennels.		AC24	AC24		AC24	
Kennel, Commercial Outdoor						AC24	
Pet, Domestic	Delete	AC	AC	AC	AC	AC	AC
Veterinarian Hospital or Clinic	Keep		P19	P19		P	P

Uses remain similar in both matrixes.

Automobile Services

Proposed Changes:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Automobile Rental Agency	P-I					P	
Automobile Repair and Services	P-I					P (6)	
Automobile Sales and Service, New or Used	P-I					P / C (7)	
Automobile Service Station	P-I			P (35)			
Car Wash	P-I			P		P	
Parking Lots, Garages	P-I	AC	AC, P (8)	P, AC	AC	AC	AC
Parking Structure, Commercial	P-I		P (8)			P	

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Automobile Rental Agency	Keep					P	
Automobile Repair and Service	Combine because it doesn't matter if they are selling new or used cars and services.					P26	
Automobile Sales and Service, New						P38	
Automobile Sales and Service, Used						P 11, 38	
Automobile Service Station	Keep			P 41		P 38, 41	

Car Wash	Keep			P		P38	
Parking Lots, Garages	Keep	AC	AC, P37TO	P, AC	AC	AC	AC
Parking Structure, Commercial	Keep		P37TO	P		P	

Note: Uses not shown in the matrix because they were not listed as uses in the original matrix: Impound, Storage, Tow Yards; Towing; Truck Service and Repair, and Wrecking

Cultural / Entertainment

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Art Gallery	P-I		P	P		P	P
Game, Video Arcade	P-I		P	P		P	P
Live Entertainment	P-I		AC (9)	AC (9)	AC (9)	AC (9)	AC (9)
Museum	P-II		P	P		P	P
Night club	P-I		P	P		P	P
Theater	P-I		P	P		P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Art Gallery	Keep		P	P		P	
Game, Video Arcade	Keep		P	P		P	
Live Entertainment	Find a better definition for Live Entertainment.		AC 49	AC 49	AC 49	AC 49	AC 49
Museum	Tis be a commercial establishment as well		P	P		P	
Night club	Keep		P	P		P	
Theater	Keep		P	P		P	

Uses remain similar in both matrixes.

Hotels and Guesthouses

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Bed and Breakfast	P-III		P (2) (10) (11)	P (2) (10) (11)		C (2) (10) (11)	
Hotel	P-I		P	P / C (7)		P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Apartment Hotel	Combine with Hotel, Motel, and Guest House.		P	P		P	P
Bed and Breakfast Inn	Combine to one use and use the definition to distinguish the amount of rooms.		P6, 32	P6, 32		C6, 32	
Bed and Breakfast Residence			P6, 32	P6, 32		C6, 32	
Guest House	Need to combine into one use with one definition		P	P			
Hotel			P	P11,		P	P
Motel					P	P	P

Only major change was to take motels out of the NB zone. This zone is very limited in size and location and because it is surrounded by residential development it isn't compatible with adjacent land uses.

Industrial

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Food and Beverage Processing Facility	P-III					C	
Manufacturing, Light	P-II					P (12)	
Communication Technology (TV broadcasting, radio station, video production, internet or movie production or other similar technologies)	P-I					P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Food and Beverage Processing Facility	Keep					C	
Manufacturing, Light	Keep					P 42	
Motion Picture Industry	Remove the Motion Picture Use but keep for technology related industries. Re-Label this use to represent Technology (radio station, video, broadcasting, you tube, etc.)					P	

Uses remain similar in both matrixes.

Office

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Professional Office	P-I	P	P	P	P	P	P
Health Care Office	P-I	P	P	P	P	P	P
Hospital	P-III	C	C	C	C	C	C

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Accounting Service	Create one office use and use examples in the definition if necessary.		P	P		P	P
Advertising Agency			P	P		P	P
Employment Service			P	P		P	P
Finance, Insurance		P	P	P	P	P	P

and Real Estate Service							
Financial Institution		P	P 28	P		P	P
Health Care Facility	Move to Personal Services	P	P	P	P	P	P
Legal Services	Create one office use and use examples in the definition if necessary.	P	P	P	P	P	P
Professional Consultant		P	P	P	P	P	P
Publishing			P	P		P	P
Other uses determined b to be consistent with the definition of "office" as defined by code	Remove		P 51 HO				P

Consolidated office uses, removed Other uses, and maintained allowed uses similar to existing matrix. Other uses determined to be consistent with definition is now considered an unclassified use and will follow that process.

Personal Services

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Assisted / Independent Living		C		P / C (7) (17)		P (17)	
Salon	P-I	P	P	P	P	P	P
Daycare Center	P-I	P (13)	P (13)	P (13)	P (13)	P (13)	P (13)
Laundromat / Dry Cleaner	P-I	P (14)	P	P	P	P	P
Equipment Rental	P-I			P		P	P
Health Care Facilities	P-I	P	P	P	P	P	P
Health / Athletic Club	P-I		P	P		P	P
Funeral Home	P-I		P	P			
Janitorial Services	P-I			P			
Mail / Small Shipping Store	P-I		P	P		P	P
Private Clubs	P-I		P	P		P	P
Tattoo & Piercing Parlors	P-I		P	P		P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Assisted / Independent Living	Moved to Residential	C		P11, P18		P18	
Barber Shop / Beauty Shop	Change use to Salon and add to definition	P	P	P	P	P12	P
Daycare Center	Combine to 1 use and update the definition. All the different Daycare types don't matter for these zones.	P12	P12	P12	P12	P12	P12
Daycare, Family			P37TO	P	P12	P12	P12
Daycare, Mini		P12	P12	P12	P12	P12	P12
Dry Cleaner	Combine with laundromat	P35	P	P	P	P	P
Equipment Rental	Add a Definition			P		P	P
Funeral Home	Update Definition		P	P		P	
Health / Athletic Club	Considered Private Club		P	P		P	P
Janitorial Services	Keep			P			
Laundromat	Keep	P35	P	P	P	P	P
Optician	Considered Health Care Office	P	P	P	P	P	P
Massage Clinic / Center			P	P		P	P
Photo Processing Service	Combine into 1 use and provide a new definition		P	P		P	P
Photocopy / Private Mail Center			P	P		P	P
Printing and Publishing			P	P		P	P
Private Clubs	Add to use name or definition to include clubs, lodges, lounges, and halls		P	P		P	P
Tattoo Parlors	Change name to Tattoo and Piercing		P	P		P	P
Travel Agencies	Considered an Office	P	P	P			
Video Sales and Rental	Move to retail section and rename to media sales (like a game stop store)	P	P37TO	P	P	P	P
Other uses determined to be consistent with the definition of "personal service" as determined in this code	Remove		P51HO				P

Uses have been consolidate but remain similar.

Public Facilities

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Governmental Use	P-I	P	P (15)	P (7)		P	P
Park and Ride Facility	P-II		P (8)				
Post Office	P-I		P	P (7)		P	
Public Safety Station (Police and Fire)	P-II	P / C (15)	P / C (15)	P / C (15)		P / C (15)	P / C (15)
Public Transit Storage and Maintenance Facility	P-II					P	
Public Transit Terminal	P-II		P (8)	P			

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
City Hall	Combine into Government Use	P	P51HO	P		P	
Courthouse			P2	P11			
Governmental Use	Update Definition	P	P2	P11		P	P
Library	Combine into Government Use	P	P	P14	P		
Park and Ride Facility	Keep		P37TO				
Post Office	Keep		P	P11		P	
Public Safety Station (Police and Fire)	Keep	P2	P2	P2		P2	P2
Public Transit Storage and Maintenance Facility	Keep					P	
Public Transit Terminal	Keep		P, P37TO				

Uses have been consolidate but remain similar. Allowed court houses in MBII as a governmental building. Consider adding Public Safety Station to GC MXO zone.

Quasi-Public

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Meeting Hall	P-II	P / C (7)	P	P / C (7)			
House of Worship / Church	P-III	C (7)			P / C (7)	P / C (7)	P / C (7)

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Community Center	Combine with Meeting Hall	ADC11	P	P11			
House of Worship / Church	Keep	ADC11	P2	P11	P11	P11	
Meeting Hall	Keep	ADC11	P	P11	P11		

Consolidated Community Center and Meeting Hall. Removed Churches from MB-I and MB-II based on previous comments heard. Added Churches to GC/MF MXO.

Recreational

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Amusement Park or Center	P-II					P	
Bowling Alley	P-I			P			
Community Garden	P-I	P		P		P	
Open Space	P-I	P	P	P	P	P	P
Park, Community	P-II	P	P	P	P	P	P
Park, Urban	P-II	P	P	P	P	P	P
Private / HOA Parks	P-I	P	P	P		P	P
Trail	P-II	P	P	P	P	P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Amusement Park or Center	Keep					P	
Bowling Alley	Keep			P			
Community Garden	Keep			P		P	P
Open Space	Keep	P	P	P	P	P	P
Park, Community	Keep					P	
Park, Urban	Keep	P	P	P	P	P	P
Playground	Deleted	P	P	P		P	P
Recreation Area / Facility	Deleted	P	P	P	P	P	P
Trail	Keep	P	P	P	P	P	P

Made changes similar to residential to maintain flexibility in siting park spaces and uses. Playground and Recreation Area/Facility are considered components parks and do not need to be listed separately.

Repair Services

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Minor Service Repairs Within the Confines of a Building; No Outside Storage or Repair	P-I	P	P	P	P	P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Bicycle Repair	Combine to the same use and definition.		P	P			P
Shoe Repair		P	P	P	P	P	P
Tailor			P	P			P
Other uses determined to be consistent with			P51HO				

the definition of "repair services" as defined in this code							

Consolidated all uses and required work to be conducted inside a building with no outside storage.

Residential
Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Adult Family Home	P-I	P	P	P	P	P	P
Assisted Living/Independent Living	P-II					P	P
Boarding House	P-I		P (16)	P (16)			
Congregate Care Facility	P-III	C		P / C (7) (17)		P (17)	P (17)
Daycare, Family	P-I	P	P (8)	P (13)	P		
Dwelling, Accessory	P-I	AC (18)					
Dwelling, Cottage	P-II	P (20)					
Dwelling, Duplex	P-I	P	P (37)	P (21)			
Dwelling, Triplex	P-I		P (37)				
Dwelling, Multiple Family	P-II	P (7)		P			P
Dwelling, Single Family	P-I	P	P (37)	P (21)			
Dwelling, Townhouse	P-I	P	P (8) (37)	P		P (8)	
Enhanced Service Facility Conversion Category 1 – Existing Nursing Home Conversion of up to a 16 Bed Facility (21)	P-III	C		P		P	P
Enhanced Service Facility Conversion Category 2 – Existing Assisted Living Conversion of up to a 16 Bed Facility (21)	P-II	C		P		P	P
Enhanced Service Facility Conversion Category 3 – Existing Adult Family Home Conversion of up to a 6 Bed Facility (21)	P-I	P					

Group Care Facilities		P	P	P			
Group Home	P-I			P (19)		P (19)	
Home Occupation	P-I	AC (22)	AC (22)	AC (22)		AC	AC (22)
Live/Work Units	P-1		P (38)	P			P
Mixed Use	P-II	P	P	P (8)		P (8)	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Boarding House	Keep		P31	P31			
Congregate Care Facility	Keep	C		P11, P18		P18	
Dwelling, Accessory	Keep	AC3					
Dwelling, Cottage	Keep	P4					
Dwelling, Duplex	Keep	P		P52			
Dwelling, Multiple Family	Keep	P11	P37TO	P		P37TO	P
Dwelling, Single Family	Keep	P	P38	P52			
Dwelling, Townhouse	Keep	P	P37TO	P		P37TO	P
Group Home	Keep			P10		P10	
Home Occupation	Keep	AC5	AC5	AC5		ACTO	AC5
Mixed Use	Keep	P	P	P		P37TO	P

Kept all uses and expanded uses per State mandate and added residential uses on 102nd Avenue north of 272nd Street.

Retail Trade Establishments

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Retail Shop – Boutique Style Less than 3,000 square fee	P-I		P	P	P		P
Retail Shop – Mid-Range between 3,000 and 10,000 square feet (Non-Strip Mall Design)	P-I	P	P	P		P	
Retail – Strip Mall or Big Box greater	P-III			C		C	C

than 10,000 square feet							
Agricultural Produce Stand	P-I	P		P	P	P	
Farmer's Market	P-I	P	P	P	P	P	P
Kiosk / Vending Machine	P-I	AC (23)	AC (23)	AC (23)	AC (23)	AC (23)	AC (23)
Marijuana Retailer	P-I		C				
Plant Nursery	P-I			P			P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Agricultural Produce Stand	Keep - Due to Outside Retail Display	P		P	P	P	
Antique Shop	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.		P37TO	P		P, P37TO	P
Apparel Shop		P	P, P37TO	P	P	P, P37TO	P
Artisan and Handicraft Studio			P30	P30		P50	P30
Artist and Drawing Supply			P	P			P
Auto Parts				P		P	P
Bakery			P	P		P	P
Book Store		P	P, P37TO	P	P	P, P37TO	P
Camera Store		P	P, P37TO	P	P		P
Confectionery Shop			P, P37TO	P		P	P
Dairy Products Store			P	P		P	P
Electrical and Electronic Goods			P	P	P	P	P
Electrical and Plumbing Supplies						P	P
Farmer's Market	Keep - Due to Outside Retail Display	P	P	P	P	P	
Feed and Farm Supply	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.	P		P		P	
Florist		P	P37TO	P		P	P
Food Bank			P34	P34	P34	P34	P
Furniture Store			P	P	P	P	P
Gift Shop			P	P		P	P
Grocery, Convenience		P23		P23	P23	P23	P23

Grocery, Specialty		P	P	P		P	P
Grocery, Supermarket				P	P	P	
Home Building Supplies				P		P	P
Household Appliances						P	P
Jewelry Store			P	P			P
Kiosk / Vending Machine	Keep	AC44	AC44	AC44	AC44	AC44	AC44
Marijuana Retailer	Keep		ADC				
Office Furnishings and Equipment Store	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.		P, P37TO	P		P	P
Office Supplies				P		P	P
Pawnshop			P	P		P	P
Pharmacy			P, P37TO	P		P	P
Photographic Equipment / Camera Shop			P, P37TO	P		P	P
Plant Nursery	Keep - Due to Outside Retail Display			P		P	P
Sporting Goods Store	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.		P	P		P	P
Stationery Store				P		P	P
Thrift Store			P	P		P	P
Tobacco Shop				P		P	P
Other uses determined to be consistent with the definition of “retail trade establishments” as defined in this code	Delete		P51TO				

Consolidated and created three retails store sizes: boutique, medium – non-strip mall, and big box type.

Retail Prepared Food / Beverage Establishments

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Bars and Cocktail Lounges	P-I		P	P		P	P
Catering	P-I	P (24)	P (24)	P	P	P	P
Beverage Stand	P-I	P (24)	P (24) (26)	P (25) (26)	P (25) (26)	P (25) (26)	

Restaurant	P-I	P (24) (26)	P (24) (26)	P (25)	P (25) (26)	P (25) (26)	P
Tavern	P-I		P (24)	P			P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Bars and Cocktail Lounges	Keep		P	P		P	P
Catering	Keep	P28	P28	P	P	P	P
Espresso Stand	Change Name to Beverage Stand; They Serve More than Espresso	P20, P28	P20, P28	P20, P28	P20, P28	P20, P28	
Restaurant	Keep	P20, P28	P20, P28	P21	P20, P21	P20, P21	P
Tavern	Keep		P28	P		P	P

Remains the same with one some name change.

Schools

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Elementary School	P-III	C					
Preschool Facility	P-II/P-III		P (8)	P or C			
School, Other	P-I		P(27)	~~P (27)~~			

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Elementary School	Keep	C					
Preschool Facility	Keep		P37TO	P OR C			
School, Other	Keep		P51TO				

Remains the same as existing matrix; Found an error that needs to be corrected – see yellow highlight.

Wholesale Storage/Distribution Facilities

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Detached Commercial Accessory Storage	P-III		C (28)	C (28)	C (28)	C (28)	

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Detached Commercial Accessory Storage	Add Definition		ADC53	ADC53	ADC53	ADC53	
Mini-Warehouse / Storage Facility	Delete Use					P	
Wholesale Operations	Delete Use					P	

Deleted Mini-Warehouses and Wholesale Operations in General Commercial Zone.

Utilities

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Electrical Equipment and Pole Storage Yard Associated with an Electrical Substation	P-I	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)
Electrical Substation	P-II	P (29)	P	P	P	P	
Electrical Transmission Lines	P-II		P	P		P	
Recycle Collection Stand	P-II		AC	AC	AC	AC	
Sewage Lift Station	P-II	P(29)	~~P~~	P	P		
Water Well and Pump Station	P-II	P					
Water, Drainage or Sewage Infrastructure	P-II	P	P	P	P	P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Electrical Substation	Keep	P14	P	P	P	P	P
Electrical Transmission Lines			P	P		P	
Recycle Collection Stand			AC	AC	AC	AC	
Sewage Lift Station		P14		P	P		
Water Well and Pump Station		P					
Water, Drainage or Sewage Infrastructure		P	P	P	P	P	P

Added Electrical Equipment and Pole Storage Yard Associated with an Electrical Substation category and corrected yellow highlights to match existing.

Wireless Communication Facilities

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Co-Location PWCA	P-I	P (30)	P (30)	P (30)	P (30)	P (30)	P (30)
Minor Facilities	P-I	P (31)	P (31)	P (31)	P (31)	P (31)	P (31)
Single PWCF	P-II	P (32)	P (32)	P (32)	P (32)	P (32)	P (32)
Monopole Towers	P-III	C (33)	C (33)	C (33)	C (33)	C (33)	C (33)
Small Cell Facilities	P-I	P (34)	P (34)	P (34)	P (34)	P (34)	P (34)

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Co-Location PWCA	Keep	P46	P46	P46	P46	P46	P46
Minor Facilities		P47	P47	P47	P47	P47	P47
Single PWCF		P48	P48	P48	P48	P48	P48
Monopole Towers		C45	C45	C45	C45	C45	C45
Small Cell Facilities		P48a	P48a	P48a	P48a	P48a	P48a

No Changes

Miscellaneous

Proposed:

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)
Indoor Emergency Shelters	P-I	P	P	P	P	P	P
Indoor Emergency Housing	P-I		P	P	P	P	P
Temporary Uses	P-I	P	P	P	P	P	P
Transitional Housing	P-I	P				P	P

Existing:

Land Use	Comment on Proposed Changes	TN	MB-I	MB-II	NB	GC	GC MUO
Accessory Use	Delete	AC	AC	AC	AC	AC	AC
Temporary Uses	Keep	P	P	P	P	P	P
Unclassified	Delete	P	P	P	P	P	P

Added new uses per State mandate: Indoor Emergency Shelters, Indoor Emergency Housing and Transitional Housing.

Industrial Uses Table

Similar to the commercial changes, the Industrial Table is complicated because many uses were combined to simplify the table and remove outdate uses / terms. To provide a comparison, the tables have been broken down by category with before and after changes. Disregard the footnote numbers as they have been changed in the updated matrix to match the footnotes in the existing matrix.

Number = Footnote Number; TO = Transit Overlay; HO = Historic Overlay; AEO = Adult Entertainment Overlay

Agriculture:
Proposed:
No uses were allowed in this category, so it was omitted from the updated permitted use matrix.

Animal Services:
Proposed Changes:

Land Use	Permit Type	LI	GI
Kennel, Commercial Indoor / Outdoor	P-I	P (1)	
Veterinarian Hospital or Clinic	P-II	P	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Kennel, Commercial Indoor	Combine Kennel into one use. Add a footnote and additional requirements to the matrix for outdoor kennels.	P24	
Kennel, Commercial Outdoor		P24	
Pet, Domestic	Delete	AC	AC
Veterinarian Hospital or Clinic	Keep	P	

Combined Kennels and deleted domestic pet.

Automobile Services
Proposed Changes:

Land Use	Permit Type	LI	GI
Automobile or Truck Repair and Services	P-I	P (2)	P (2)
Automobile Sales and Service, New or Used	P-I	P	P
Automobile Service Station	P-I	P (3)	
Car Wash	P-I	AC	
Impound, Storage, Tow Yards	P-I	AC (4)	AC 4)
Parking Lots, Garages	P-I	AC, P (5)	AC, P (5)
Parking Structure, Commercial	P-I	P	P (5)
Towing	P-I	P (6)	P (6)
Wrecking	P-I		P (6)

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Automobile Repair and Services	Combine with Truck Service and Repair	P26	P26
Automobile Sales and Service, New	Combine because it doesn't matter if they are selling new or used cars and services	P38	P38
Automobile Sales and Service, Used		P38	P38
Automobile Service Station	Keep	P38, 41	
Car Wash	Keep	AC38	
Impound, Storage, Tow Yards	Keep	AC36	AC36
Parking Lots, Garages	Keep	AC	AC, P37TO
Parking Structure, Commercial	Keep	P	P37TO
Towing	Keep	P2	P2
Truck Service and Repair	Combine with Automobile Repair and Service	P	
Wrecking	Keep		P2

Uses not shown in the matrix because they were not listed as uses in the original matrix: Automobile Rental Agency. Combined: Automobile Sales and Service, New; Automobile Sales and Service, Used; and Truck Service and Repair.

Cultural / Entertainment

Proposed:

Land Use	Permit Type	LI	GI
Adult Entertainment Facility	P-I		P (7)
Live Entertainment	P-I	AC	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Adult Entertainment Facility	Keep		P27 AEO
Live Entertainment	Keep	AC	

Hotels and Guesthouses

Proposed:

Land Use	Permit Type	LI	GI
Bed and Breakfast	P-I		P (5)
Hotel	P-I	P (8)	
Resort	P-III	P (8)	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Bed and Breakfast Inn	Combine to one use and use the definition to distinguish the number of rooms.		P37TO
Bed and Breakfast Residence			P37TO
Hotel	Combine into one use with one definition.	P18	
Motel		P18	
Resort	Keep	P18	

Combined Bed and Breakfast land uses; other land uses stayed the same.

Industrial

Proposed:

Land Use	Permit Type	LI	GI
Building Construction Yard	P-I		P
Feed and Fertilizer Operation	P-I		P
Food and Beverage Processing Facility	P-I	P	P
Freezer Plant / Cold Storage / Food Mill	P-I		P
Laboratory	P-I	P	P
Laundry Plant	P-I		P
Lumber and Wood Products Processing	P-I		P
Manufacturing, Heavy	P-II		P
Manufacturing, Light	P-II	P (9)	P (9)
Communication Technology (TV broadcasting, radio station, video production, internet or movie production or other similar technologies)	P-I	P	
Printing, Publishing, and Allied Industry	P-I	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Building Construction Yard	Keep		P
Feed and Fertilizer Operation	Keep		P
Food and Beverage Processing Facility	Keep	P	P
Freezer Plant / Cold Storage / Food Mill	Keep		P
Laboratory	Keep		P
Laundry Plant	Keep		P
Lumber and Wood Products Processing	Keep		P
Manufacturing, Heavy	Keep		P

Manufacturing, Light	Keep	P50	
Motion Picture Industry	Re-Label this use to represent Technology (radio station, video, broadcasting, you tube, etc.)	P	
Printing, Publishing, and Allied Industry	Keep	P	P

Added Laboratory and Light Manufacturing, commons use in LI zones, to allowed used in the light industrial zone. Allowed light industrial uses in the general industrial zone for consistency.

Office

Proposed:

Land Use	Permit Type	LI	GI
Professional Office	P-I	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Health Care Facility	Move to Personal Services.		P
Professional Consultant	Create one office use and use examples in the definition if necessary.		P
Publishing		P	

Combined into one general professional office category and allowed in both zones.

Personal Services

Proposed:

Land Use	Permit Type	LI	GI
Daycare Center	P-I		P (5)
Equipment Rental	P-I	P	P
Funeral Home	P-I	P	
Health / Athletic Club	P-I	P	
Janitorial Services	P-I	P	P
Laundromat / Dry Cleaner	P-I	P	P
Mail / Small Shipping Store	P-I	P	
Salon	P-I		P (5)
Tattoo & Piercing Parlors	P-I		P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Barber Shop / Beauty Shop	Change use to Salon and add to definition		P37TO
Daycare Center	Combine to 1 use and update the definition. All the different Daycare types don't matter for these zones.		P37T0
Daycare, Family			P37TO

Dry Cleaner	Combine with Laundromat	P	P
Equipment Rental	Add Definition	P	P
Funeral Home	Update Definition	P	
Health / Athletic Club	Keep	P	
Janitorial Services	Keep	P	P
Laundromat	Combine with Dry Cleaner	P	P37TO
Optician	Deleted; Combined with Professional Office		P37TO
Photo Processing Service	Combine into 1 use and provide a new definition	P	
Printing and Publishing		P	
Tattoo Parlors	Change name to Tattoo and Piercing		P
Video Sales and Rental	Move to retail section and rename to media sales (like a game stop store)		P37TO

Combined some uses and moved one to professional services; maintained permitted uses as in existing matrix.

Public Facilities

Proposed:

Land Use	Permit Type	LI	GI
Courthouse	P-III	P	
Park and Ride Facility	P-II	P (5)	P (5)
Post Office	P-I	P	
Public Safety Station	P-II		P
Public Transit Storage and Maintenance Facility	P-II		P
Public Transit Terminal	P-II	P (5)	P (5)

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Courthouse	Keep	P	
Park and Ride Facility			P37TO
Post Office		P	
Public Safety Station (Police and Fire)			P
Public Transit Storage and Maintenance Facility			P
Public Transit Terminal		P	P37TO

Clarified the public safety station applies to police and fire; Otherwise, no changes.

Quasi-Public

Proposed:

Land Use	Permit Type	LI	GI
Meeting Hall	P-II	P (10)	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Community Center	Rename to meeting hall to be consistent with rest of matrix.	P11	

Minor name change to be consistent with the rest of the matrix.

Recreational

Proposed:

Land Use	Permit Type	LI	GI
Bowling Alley	P-I	P	
Go-Cart Track	P-I	P	
Open Space	P-I	P	P
Park, Community	P-II	P	P
Park, Neighborhood	P-II	P	P
Park, Urban	P-II	P	P
Skating Rink	P-I	P	
Swimming Pool	P-II	P	
Trail	P-II	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Athletic Field	Delete; Falls under "Park" categories	P	
Batting Cage		P	
Bowling Alley	Keep	P	
Community Garden	Delete; Falls under "Park" categories		P
Conservation Area			P
Go-Cart Track	Keep	P	
Open Space	Keep	P	P
Park, Community	Keep	P	P
Park, Neighborhood	Keep	P	P
Park, Urban	Keep	P	P
Playground	Delete; Falls under "Park" categories	P	P
Recreation Area / Facility		P	P
Skating Rink	Keep	P	
Swimming Pool	Keep	P	
Trail	Keep	P	P

Made changes similar to residential to maintain flexibility in siting park spaces and uses. Playground and Recreation Area/Facility are considered components parks and do not need to be listed separately.

Repair Services

Proposed:

Land Use	Permit Type	LI	GI
Minor Service Repairs Within the Confines of a Building; No Outside Storage or Repair	P-I	P	
Small Appliance and Tool	P-I	P	
Small Engines	P-I	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Shoe Repair	Create new land use: minor service repairs and add definition.	P	P37TO
Small Appliance and Tool		P	
Small Engines		P	
Tailor	Combined with new land use: minor service repairs	P	

Combined minor repairs into a single use within the confines of a building with no outside storage. Allowed small engine repair in GI zone. GI zone is generally a heavier use zone than the LI and if small engine repair is allowed in the LI then, it should be allowed in the GI zone.

Residential

Proposed:

Land Use	Permit Type	LI	GI
Caretaker's House	P-I	P (11)	P (11)
Dwelling, Multiple Family	P-II		P (5)
Dwelling, Townhouse	P-I		P (5)
Home Occupation	P-I		AC
Mixed Use	P-II		P (5)

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Caretaker's House	Keep	P25	P25
Dwelling, Multiple Family	Keep		P37TO
Dwelling, Townhouse	Keep		P37TO
Group Home	Keep		P37TO
Home Occupation	Keep		P37TO
Mixed Use	Keep		P37TO

No Changes

Retail Trade Establishments

Proposed:

Land Use	Permit Type	LI	GI
Retail Shop – Boutique Style Less than 3,000 square fee		P	
Retail Shop – Mid-Range between 3,000 and 10,000 square feet (Non-Strip Mall Design)		P	P
Retail – Strip Mall or Big Box greater than 10,000 square feet		C	C
Farmer's Market	P-I	P (12)	
Kiosk / Vending Machine	P-I	AC (13)	AC (13)
Plant Nursery	P-I	P (12)	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Antique Shop	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.		P37TO
Apparel Shop			P37TO
Artisan and Handicraft Studio		P	P
Auto Parts		P22	P22
Book Store			P37TO
Camera Store			P37TO
Confectionery Shop			P37TO
Construction and Home Building Supplies		P22	
Electrical and Plumbing Supplies		P22	
Farmer's Market	Keep	P22	
Feed and Farm Supply	Combine to a new Retail Use by square footage. Make 2 or 3 categories with different square footage limits for different uses and different zones.	P	
Florist			P37TO
Gift Shop		P22	
Grocery, Convenience		P23	P37TO
Household Appliances		P22	P
Jewelry Store		P22	
Kiosk / Vending Machine	Keep	AC44	AC44
Marijuana Retailer	Delete	ADC	ADC
Office furnishings and Equipment Store	Combine with new retail	P37TO	P37TO
Plant Nursery	Keep due to outside retail display	P22	

Combined retail uses into the three new categories: boutique, small and large. Made a proposed correction to allow small retail uses in the GI zone to be consistent with the existing matrix. Deleted references to the GI Transit Overlay zone as that area consists of the train station and PUD electrical station. If / when the electrical substation changes use, then the zoning should be re-evaluated at that time. Deleted Marijuana as there is only one location where that use can be sited.

Retail Prepared Food / Beverage Establishments

Proposed:

Land Use	Permit Type	LI	GI
Bars and Cocktail Lounges	P-I		P
Catering	P-I		P
Beverage Stand	P-I		P (14) (15)
Restaurant	P-I		P (14), P (15)

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Bars and Cocktail Lounges	Keep		P
Catering	Keep		P
Espresso Stand	Keep		P20, P21
Restaurant	Keep		P20, P21

Minor name change: Espresso Stand to Beverage Stand to be consistent with the rest of the matrix.

Schools

Proposed:

Land Use	Permit Type	LI	GI
Bus Transportation and Maintenance Facility	P-I	P	P
Middle School	P-II		P (5)
Post-Secondary School	P-II	P	
Preschool Facility	P-I	P (5)	P (5)
School, Other	P-I	P	

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Bus Transportation and Maintenance Facility	Keep	P	P
Middle School			P37TO
Post-Secondary School		P	
Preschool Facility			P37TO
School, Other		P	

No Changes

Wholesale Storage/Distribution Facilities

Proposed:

Land Use	Permit Type	LI	GI
Detached Commercial Accessory Storage	P-I	C (16)	C (16)
Equipment and Machinery Storage	P-I		P
Freight Distribution Center	P-II		P
Fuel Storage Facility	P-III		C
Mini-Warehouse / Storage Facility	P-II	P (17)	P
Moving Van and Storage Facilities	P-I	P (17)	P
Warehouse Operations	P-II	P (17)	P
Wholesale Operations	P-II	P (17)	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Detached Commercial Accessory Storage	Keep	ADC53	ADC53
Equipment and Machinery Storage			P
Freight Distribution Center			P
Fuel Storage Facility			C
Mini-Warehouse / Storage Facility		P50	P
Moving Van and Storage Facilities		P50	P
Warehouse Operations		P50	P
Wholesale Operations		P50	P

Maintained all uses; changed Detached Commercial Accessory Storage from an administrative conditional use permit to a conditional use permit.

Utilities

Proposed:

Land Use	Permit Type	LI	GI
Electrical Equipment and Pole Storage Yard	P-I	P (24) (25)	P (24) (25)
Electrical Generating Plant	P-II		C
Electrical Substation	P-II	P	P
Electrical Transmission Lines	P-II	P	P
Recycle Collection Stand	P-II	AC	
Sewage Lift Station	P-II	P	
Sewage Treatment Plant	P-II		C (18)
Solid Waste Disposal / Recycling Center	P-II		C
Water Well and Pump Station	P-II	P	
Water, Drainage or Sewage Infrastructure	P-II	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Electrical Generating Plant	Keep		C
Electrical Substation		P	P
Electrical Transmission Lines		P	P
Recycle Collection Stand		AC	
Sewage Lift Station		P	
Sewage Treatment Plant			C54
Solid Waste Disposal / Recycling Center			C
Water Well and Pump Station		P	
Water, Drainage or Sewage Infrastructure		P	P

Maintained existing uses and added Electrical Equipment and Pole Storage Yard.

Wireless Communication Facilities

Proposed:

Land Use	Permit Type	LI	GI
Co-Location PWCA	P-I	P (19)	P (19)
Minor Facilities	P-I	P (20)	P (20)
Single PWCF	P-II	P (21)	P (21)
Monopole Towers	P-III	C (22)	C (22)
Small Cell Facilities	P-I	P (23)	P (23)

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Co-Location PWCA	Keep	P46	P46
Minor Facilities		P47	P47
Single PWCF		P48	P48
Monopole Towers		C45	C45
Small Cell Facilities		P48a	P48a

No Changes

Miscellaneous

Proposed:

Land Use	Permit Type	LI	GI
Indoor Emergency Housing	P-I	P	
Indoor Emergency Shelter	P-I	P	
Transitional Housing	P-I	P	
Temporary Uses	P-I	P	P

Existing:

Land Use	Comment on Proposed Changes	LI	GI
Accessory Uses	Delete	AC	AC
Temporary Uses	Keep	P	P
Unclassified	Delete	P	P

Deleted Accessory and Unclassified Uses; added Indoor Emergency Housing, Indoor Emergency Shelter and Transitional Housing per State mandates.

Chapter 17.30
PERMITTED LAND USES

Sections:

17.30.010 Permitted land uses and established classification of uses.

17.30.020 Unclassified uses.

17.30.030 Zoning use tables established.

17.30.040 Zoning use table.

17.30.050 Zoning use conditions.

17.30.010 Permitted land uses and established classification of uses.

(1) No building or structure shall be erected, converted, enlarged, reconstructed, or structurally altered, nor shall any building or structure or land be used, designed, or arranged, for any purpose other than is permitted pursuant to this section in the district in which the building or structure or land is located; provided, that such regulations shall not prohibit the continuance of an existing use.

(2) Land Use Classifications Established. This section establishes permitted, conditional, accessory and prohibited uses for all properties within the city limits. All uses in a given zone are one of the following six types:

(a) Permitted Use. Land uses allowed outright within a zone. The specific types of permitted uses are set forth in the zoning code chapters for each zoning district.

(b) Conditional Use. Uses with special characteristics that may not generally be appropriate within a zoning district, but may be permitted subject to review by the hearing examiner to establish conditions to protect public health, safety and welfare. The specific types of conditional uses are set forth in SMC 17.30.040, Zoning use table, and/or 17.30.050, Zoning use conditions.

(c) Administrative Conditional Use. Uses with special characteristics that may not be generally appropriate within a zoning district but may be permitted subject to review by the community development director to establish conditions to protect public health, safety and welfare. The specific types of administrative conditional uses are set forth in SMC 17.30.040, Zoning use table, and/or 17.30.050, Zoning use conditions.

(d) Accessory Use. Uses customarily incidental and subordinate to the principal use and located upon the same lot occupied by the principal use. Accessory uses are determined by the community development director or designee on a case-by-case basis.

(e) Prohibited Use. Any use which is not specifically enumerated or interpreted by the city as allowable in that district. Any use not specifically listed as a permitted, conditional, or accessory use is prohibited, except those uses determined to be unclassified and permitted by the community development director pursuant to SMC 17.30.020. Any prohibited use is illegal and is subject to civil or criminal penalties under Chapter 13.01 SMC.

(f) Unclassified Use. A use which is not a permitted use, a conditional use, or an accessory use, but which is interpreted by the community development director as similar to a permitted, conditionally permitted, or accessory use and not otherwise prohibited, pursuant to SMC 17.30.020. (Ord. 1492 § 2 (Exh. B), 2021; Ord. 1456 § 1, 2018; Ord. 1376 § 6, 2014; Ord. 1294 § 10, 2011).

17.30.020 Unclassified uses.

(1) Unclassified Uses. Upon inquiry by an applicant, an administrative interpretation shall be made by the community development director or designee to determine if a proposed use not specifically listed is either allowed or prohibited, utilizing the criteria in subsection (2) of this section. Should an interpretation be made that a proposed, unlisted use not be allowed in a specific zoning district, the director shall indicate which zones, if any, do permit the use. If the community development director's interpretation indicates that an unlisted use is not consistent with the permitted, conditional or accessory uses in any district, or if a party does not concur with the permit type applied to a use, appeal may be made pursuant to SMC 17.80.130. Interpretations made by the community development director may be documented, and updates to this title, when consistent with the title format and level of detail, shall incorporate "unclassified use" interpretations upon adoption of a zoning code amendment by the city council.

(2) Criteria for Unclassified Uses. In order to make a determination that an unclassified use is permitted, conditionally permitted, or accessory, the community development director must find that the use is:

(a) In keeping with the purpose and intent of the zone and consistent with the Stanwood Comprehensive Plan policies; and

(b) Similar in nature to, and no more intense than, a specifically listed permitted, conditional or accessory use. (Ord. 1492 § 2 (Exh. B), 2021; Ord. 1294 § 10, 2011).

17.30.030 Zoning use tables established.

(1) The tables in SMC 17.30.040 establish whether a specific use is permitted in a zoning district and whether the use is allowed as a "permitted," "conditional" or "accessory" use. The zone is located on the horizontal row and the specific use is located on the vertical column of these tables.

(2) Interpretation of Zoning Use Tables.

(a) Legend. The following letters have the following meanings when they appear in the box at the intersection of the column and the row:

(i) P – Permitted use.

(ii) C – Conditional use.

(iii) ADC – Administrative conditional use.

(iv) AC – Accessory use.

(b) Other Applicable Requirements. The above uses are subject to the review procedures and standards in SMC Title 16 and Chapters 17.90 through 17.153 and 17.200 through 17.220 SMC.

(c) Additional Use-Related Conditions. If a number also appears at the intersection of the column and the row, the use is also subject to the additional requirements as listed immediately following the use table in SMC 17.30.050.

(d) Prohibited Uses. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that district unless otherwise determined by the community development director pursuant to SMC 17.30.020.

(e) Uses allowed in overlay zones are shown with the following abbreviation:

(i) AEO – Adult entertainment overlay.

(ii) CCO – Civic commons overlay.

(iii) TO – Transit overlay.

(iv) MPO – Master plan overlay.

(v) MXO – Mixed use overlay. (Ord. 1492 § 2 (Exh. B), 2021; Ord. 1282 § 2, 2011; Ord. 1294 § 10, 2011).

17.30.040 Zoning use table.

KEY:	
Blank = Not Permitted	AEO = Adult Entertainment Overlay
AC = Accessory Use	HO = Historic Overlay
ADC = Administrative Conditional Use	TO = Transit Overlay
C = Conditional Use	MPO = Master Plan Overlay
P = Permitted Use	MXO = Mixed Use Overlay

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Agriculture														
Farm, existing	P1	P1	P1	P1	P1									
Farm, new	C1	C1												
Horticulture	P	P	P	P										
Animal Services														
Dog daycare						P			P					
Dog grooming						P43	P24	P	P43	P43	P			
Kennel, hobby	AC24	AC24	AC24	AC24										
Kennel, commercial indoor							AC24	AC24		AC24		P24		
Kennel, commercial outdoor										AC24		P24		
Pet, domestic	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Veterinarian hospital or clinic							P19	P19		P	P	P		

Automotive Services														
Automobile rental agency										P				
Automobile repair and service										P26		P26	P26	
Automobile sales and service, new										P38		P38	P38	
Automotive sales and service, used										P11, 38		P38	P38	
Automobile service station								P41		P38, 41		P38, 41		
Car wash								P		P38		AC38		
Impound, storage, tow yards												AC36	AC36	
Parking lots, garages	AC	AC	AC	AC	AC	AC	AC, P37 TO	P, AC	AC	AC	AC	AC	AC, P37 TO	
Parking structure, commercial							P37 TO	P		P		P	P37 TO	
Towing												P2	P2	
Truck service and repair												P		
Wrecking													P2	

Cultural/Entertainment														
Adult entertainment facility													P27 AEO	
Art gallery							P	P		P	P			
Game, video arcade							P	P		P	P			
Live entertainment							AC49	AC49	AC49	AC49	AC49	AC		
Museum							P	P		P	P			
Night club							P	P		P	P			
Theater							P	P		P	P			

Hotels and Guesthouses														
Apartment hotel							P	P		P	P			

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Bed and breakfast inn				C6, 32	C6, 32		P6, 32	P6, 32		C6, 32			P37 TO	
Bed and breakfast residence	C6, 32	C6, 32	C6, 32	C6, 32	C6, 32		AC6, 32	AC6, 32		C6, 32			P37 TO	
Guest house							P	P						
Hotel							P	P11, P		P	P	P18		
Motel									P	P	P	P18		
Resort												P18		
Industrial														
Building construction yard													P	
Feed and fertilizer operation													P	
Food and beverage processing facility										C		P	P	
Freezer plant/cold storage/food mill													P	
Laboratory													P	
Laundry plant													P	
Lumber and wood products processing													P	
Manufacturing, heavy													P	
Manufacturing, light										P42		P50		
Motion picture industry										P	P	P		
Printing, publishing and allied industry												P	P	
Office														
Accounting service					P39 MXO		P	P		P	P			
Advertising agency					P39 MXO		P	P		P	P			
Employment service					P39 MXO		P	P		P	P			
Finance, insurance and real estate service					P39 MXO	P	P	P	P	P	P			
Financial institution					P39 MXO	P	P28	P		P	P			

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Health care facility					P39 MXO	P	P	P	P	P	P		P	
Legal service					P39 MXO	P	P	P	P	P	P			
Professional consultant					P39 MXO	P	P	P	P	P	P		P	
Publishing					P39 MXO		P	P		P	P	P		
Other uses determined to be consistent with the definition of "office" as defined in this code							P51 HO				P			
Personal Services														
Assisted/independent living					C18	C		P11, P18		P18				
Barber shop, beauty shop					P39 MXO	P	P	P	P	P12	P		P37 TO	
Daycare center			P12	P12	P12	P12	P12	P12	P12	P12	P12		P37 TO	
Daycare, family	AC12	AC12	AC12	AC12	P12		P37 TO	P	P12	P12	P12		P37 TO	
Daycare, mini				P12	P12	P12	P12	P12	P12	P12	P12			
Dry cleaner					P39 MXO	P35	P	P	P	P	P	P	P	
Equipment rental								P		P	P	P	P	
Funeral home							P	P		P		P		
Health/athletic club					P39 MXO		P	P		P	P	P		
Janitorial service					P39 MXO			P				P	P	
Laundromat					P39 MXO	P35	P	P	P	P	P	P	P37 TO	
Optician					P39 MXO	P	P	P	P	P	P		P37 TO	
Massage clinic/center							P	P		P	P			
Photo processing service					P39 MXO		P	P		P	P	P		
Photocopy/private mail center							P	P		P	P			

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Printing and publishing					P39 MXO		P	P		P	P	P		
Private clubs					P39 MXO		P	P		P	P			
Tattoo parlors					P39 MXO		P	P		P	P		P	
Travel agencies					P39 MXO	P	P	P						
Video sales and rental					P39 MXO	P	P37 TO	P	P	P	P		P37 TO	
Other uses determined to be consistent with the definition of "personal service" as determined in this code							P51 HO				P			
Public Facilities														
City Hall					P	P	P51 HO	P		P				
Courthouse							P2	P11				P		
Governmental use					P	P	P2	P11		P	P			
Library					P	P	P	P14	P					
Park and ride facility							P37 TO						P37 TO	
Post office							P	P11		P		P		
Public safety station	P2	P2	P2	P2	P2	P2	P2	P2		P2			P	
Public transit storage and maintenance facility										P			P	
Public transit terminal							P, P37 TO	P				P	P37 TO	
Quasi-Public														
Cemetery	C													
Community center	C	C	ADC11	ADC11	ADC11	ADC11	P	P11				P11		
House of worship/church	C	C	ADC11	ADC11	ADC11	ADC11	P2	P11	P11	P11				
Meeting hall	C	C	ADC11	ADC11	ADC11	ADC11	P	P11	P11					
Recreation														
Amusement park or center										P				

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Athletic field		ADC	ADC	ADC								P		P
Ball park		ADC	ADC	ADC										P
Batting cage		ADC	ADC	ADC								P		P
Bowling alley								P				P		
Community garden								P		P	P		P	P
Conservation area													P	P
Go-kart track												P		
Golf course														P
Open space	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Park, community[58]	P	P	P	P						P		P	P	P
Park, neighborhood[58]	P	P	P	P								P	P	P
Park, urban[58]	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Playground	P	P	P	P	P	P	P	P		P	P	P	P	P
Recreation area/facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Skating rink												P		
Swimming pool		P	P	P	P							P		P
Trail	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Repair Services														
Bicycle repair							P	P			P			
Shoe repair						P	P	P	P	P	P	P	P37 TO	
Small appliance and tool												P		
Small engines												P		
Tailor							P	P			P	P		
Other uses determined to be consistent with the definition of "repair services" as defined in this code							P51 HO							

Residential														
Boarding house							P31	P31						
Caretaker's house												P25	P25	
Congregate care facility					C18	C		P11, P18		P18				

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Dwelling, accessory	AC3	AC3	AC3	AC3		AC3								
Dwelling, cottage	P4	P4	P4	P4		P4								
Dwelling, duplex				P15	P	P		P52						
Dwelling, multiple-family					P	P11	P37 TO	P		P37 TO	P		P37 TO	
Dwelling, single-family	P	P	P	P	P	P	P38	P52						
Dwelling, townhouse				C	P	P	P37 TO	P		P37 TO	P		P37 TO	
Group home			P10	P10	P10			P10		P10			P37 TO	
Home occupation	AC5	AC5	AC5	AC5	AC5	AC5	AC5	AC5		ACTO	AC5		AC5 TO	
Manufactured/mobile home	P9	P9	P9	P9										
Manufactured/mobile home park			P9	P9										
Mixed use						P	P	P		P37 TO	P		P37 TO	

Retail Trade Establishments														
Agricultural produce stand					P39 MXO	P		P	P	P				
Antique shop					P39 MXO		P37 TO	P		P, P37 TO	P		P37 TO	
Apparel shop					P39 MXO	P	P, P37 TO	P	P	P, P37 TO	P		P37 TO	
Artisan and handicraft studio					P39 MXO		P30	P30		P50	P30	P	P	
Artist and drawing supply					P39 MXO		P	P			P			
Auto parts					P39 MXO			P		P	P	P22	P22	
Bakery					P39 MXO		P	P		P	P			
Book store					P39 MXO	P	P, P37 TO	P	P	P, P37 TO	P		P37 TO	
Camera store					P39 MXO	P	P37 TO	P	P		P		P37 TO	

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Confectionery shop					P39 MXO		P, P37 TO	P		P	P		P37 TO	
Construction and home building supplies					P39 MXO							P22		
Dairy products store							P	P		P	P			
Electrical and electronic goods					P39 MXO		P	P	P	P	P			
Electrical and plumbing supplies					P39 MXO					P	P	P22		
Farmer's market					P39 MXO	P	P	P	P	P		P22		
Feed and farm supply					P39 MXO	P		P		P		P		
Flea market					P39 MXO									
Florist					P39 MXO	P	P37 TO	P		P	P		P37 TO	
Food bank					P39 MXO		P34	P34	P34	P34	P			
Furniture store					P39 MXO		P	P	P	P	P			
Gift shop					P39 MXO		P	P		P	P	P22		
Grocery, convenience					P39 MXO	P23		P23	P23	P23	P23	P23	P37 TO	
Grocery, specialty					P39 MXO	P	P	P		P	P			
Grocery, supermarket					P39 MXO			P	P	P				
Home building supplies					P39 MXO			P		P	P			
Household appliances					P39 MXO					P	P	P22	P	
Jewelry store					P39 MXO		P	P			P	P22		
Kiosk/vending machine					P39 MXO	AC44	AC44	AC44	AC44	AC44	AC44	AC44	AC44	
Marijuana retailer							ADC					ADC	ADC	
News/magazine stand														
Office furnishings and equipment store							P, P37 TO	P		P	P	P37 TO	P37 TO	

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Office supplies					P39 MXO			P		P	P			
Pawnshop					P39 MXO		P	P		P	P			
Pharmacy					P39 MXO		P, P37 TO	P		P	P			
Photographic equipment/camera shop					P39 MXO		P, P37 TO	P		P	P			
Plant nursery					P39 MXO			P		P	P	P22		
Sporting goods store					P39 MXO		P	P		P	P			
Stationery store					P39 MXO			P		P	P			
Thrift store					P39 MXO		P	P		P	P			
Tobacco shop					P39 MXO			P		P	P			
Other uses determined to be consistent with the definition of "retail trade establishments" as defined in this code							P51 HO							
Retail Prepared Food/Beverage Establishments														
Bars and cocktail lounges							P	P		P	P		P	
Catering						P28	P28	P	P	P	P		P	
Espresso stand						P20, P28	P20, P28	P20, P21	P20, P21	P20, P21			P20, P21	
Restaurant						P20, P28	P20, P28	P21	P20, P21	P20, P21	P		P20, P21	
Tavern							P28	P		P	P			
Schools														
Bus transportation and maintenance facility												P	P	
Elementary school	C	C	C	C		C								
High school	C	C	C	C										

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Middle school	C	C	C	C									P37 TO	
Post-secondary school												P		
Preschool facility	C	C	C	P15	P		P37 TO	P or C					P37 TO	
School, other							P51 HO					P		
Seminary			C13											

Wholesale Storage/Distribution Facilities														
Detached commercial accessory storage							ADC53	ADC53	ADC53	ADC53		ADC53	ADC53	
Equipment and machinery storage													P	
Freight distribution center													P	
Fuel storage facility													C	
Mini-warehouse/storage facilities										P		P50	P	
Moving van and storage facilities												P50	P	
Warehouse operations												P50	P	
Wholesale operations										P		P50	P	

Utilities														
Electrical generating plant													C	
Electrical substation	P	P8	P8	P8	P	P14	P	P	P	P		P	P	
Electrical transmission line	P	P	P	P	P		P	P		P		P	P	
Recycle collection stand							AC	AC	AC	AC		AC		
Reservoir														
Sewage lift station	P	P	P	P	P	P14		P	P			P		
Sewage treatment plant													C54	
Solid waste disposal/recycling center													C	

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I[29]	MB-II	NB	GC	GC MXO[39]	LI	GI	POS
Water well and pump station	P	P	P	P	P	P						P		
Water, drainage or sewage infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Wireless Communication Facilities														
Co-located PWCA	P46	P46	P46	P46	P46	P46	P46	P46	P46	P46	P46	P46	P46	
Minor facilities	P47	P47	P47	P47	P47	P47	P47	P47	P47	P47	P47	P47	P47	
Single PWCA	P48	P48	P48	P48	P48	P48	P48	P48	P48	P48	P48	P48	P48	
Monopole towers	C45	C45	C45	C45	C45	C45	C45	C45	C45	C45	C45	C45	C45	
Guy and lattice towers														
Small cell facilities	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	P48a	
Miscellaneous														
Accessory uses	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	P
Temporary uses	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Unclassified	P	P	P	P	P	P	P	P	P	P	P	P	P	P

(Ord. 1492 § 2 (Exh. B), 2021; Ord. 1469 § 3 (Att. A), 2019; Ord. 1456 § 2, 2018; Ord. 1455 § 2, 2018; Ord. 1450 § 1, 2017; Ord. 1449 § 3, 2017; Ord. 1444 § 5, 2017; Ord. 1440 § 3, 2017; Ord. 1418 § 6, 2016; Ord. 1398 § 15, 2015; Ord. 1380 §§ 5 – 9, 2014; Ord. 1377 § 4, 2014; Ord. 1349 § 3 (Exh. A), 2013; Ord. 1344 § 6, 2013; Ord. 1333 § 2 (Exh. B), 2012; Ord. 1332 § 5 (Exh. B), 2012; Ord. 1308 § 6 (Att. 1), 2012; Ord. 1282 § 3, 2011; Ord. 1294 § 10, 2011).

17.30.050 Zoning use conditions.

(1) Farms shall register with the city for the right to farm per Chapter 17.102 SMC. New farms are limited to the SR 12.4 zone with a minimum land area of two and one-half acres. Farms preexisting on the effective date of Ordinance No. 1032 in 2002 are permitted on smaller land areas and may register to receive right-to-farm protection.

(2) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC 17.80.120 provided the lot meets the minimum lot size standard for the zone.

(3) One accessory dwelling unit per lot is allowed. Accessory dwelling units shall comply with the criteria and design standards set forth in SMC 17.95.470 through 17.95.480.

(4) Cottage housing units shall comply with the requirements in SMC 17.95.450.

(5) A home occupation permit and business license are required. Home occupations shall comply with the requirements in SMC 17.95.380.

(6) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to four rooms per residence. Bed and breakfast inn use is limited to six

rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.

(7) Elevated water reservoirs shall be camouflaged with paint to match existing surroundings (i.e., green up to the tree line, and sky blue or gray above tree line). Maximum height for reservoirs is 120 feet. This height standard may be modified through the conditional use permit process set forth in SMC 17.80.120.

(8) Minimum land area of 10,000 square feet required.

(9) This use shall comply with the manufactured housing requirements of SMC 17.95.385. Manufactured housing use is limited to Type A homes certified as meeting U.S. HUD standards. Manufactured home park use may accommodate both Type A and Type B HUD certified units and requires a minimum land area of three acres in SR 7.0 and two acres in SR 5.0 zones.

(10) This use shall comply with the special residential use requirements provided in SMC 17.95.375. Group homes are limited to six rooms in the SR 7.0, SR 5.0, RM and GC zones.

(11) Minimum land area of 20,000 square feet is required. This standard may be modified through the conditional use permit process provided in SMC 17.80.120.

(12) All daycare uses shall comply with the daycare facilities requirements provided in SMC 17.95.382. Family daycare shall require a home occupation permit. Daycare centers are limited to a minimum land area of 10,000 square feet in the SR 5.0 zone and 30,000 square feet in the SR 7.0 zone.

(13) Limited to 9,000 square feet in the SR 7.0 zone.

(14) Minimum land area of 10,000 square feet required.

(15) Minimum land area of 7,000 square feet required.

(16) This use shall comply with the conditions for permitting schools provided in SMC 17.100.070 within SR 12.4, SR 9.6, SR 7.0 and SR 5.0 zones.

(17) Recreation areas and facilities shall comply with the recreation and open space standards in Chapter 17.147 SMC.

(18) Limited to 30 rooms/increment of minimum land area.

(19) No outdoor kennels.

(20) Outside dining is limited to areas designated for such use, shall be in keeping with the exterior architectural theme of the building, and shall not permit the consumption of food or beverages within automobiles.

(21) Drive-up windows allowed subject to the supplemental standards for drive-through facilities provided in SMC 17.100.040.

(22) Retail trade establishments are limited to 50,000 square feet gross floor area per individual establishment.

(23) Grocery, convenience uses are limited to 3,000 square feet.

(24) A hobby kennel license is required for a total of four or more dogs and four or more cats over three months of age. A maximum of four animals is allowed when the parcel is under one acre, five animals per acre are allowed when the parcel is one to five acres and 25 animals are allowed when the parcel is over five acres. These maximums may be exceeded with

special hobby kennel permit issued administratively by the animal control officer pursuant to SMC 8.02.450 and 8.02.470; provided, however, that in all cases exceeding the maximum standard by six animals requires an administrative conditional use permit. All indoor and outdoor kennels shall comply with the animal control and licensing standards contained in Chapter 8.02 SMC. Three or fewer animals are allowed as an accessory use without a kennel license as pets.

(25) Caretaker units are limited to one per parcel.

(26) Automobile repair is limited to minor repair services in the general commercial zone and to minor and major repair services as defined in SMC 17.20.020 in the light industrial zone. Minor repair, major repair and paint/body shops are permitted in the general industrial zone.

(27) Adult entertainment uses shall be located only in the adult entertainment overlay zone and shall comply with the requirements in SMC 5.32.030.

(28) No drive-through service allowed.

(29) No auto-related activities (new or used car dealership, service station, gasoline station, car wash, drive-in restaurant, or drive-in bank, etc.) nor any adult entertainment facility shall be allowed in this zoning district.

(30) Handicraft, craft and/or artisan shops and studios shall be limited to 2,000 square feet of floor area of fabrication and/or manufacturing space. The retail sales floor area for these activities shall not be counted as part of this requirement.

(31) Boarding/rooming houses shall be allowed only as second or third floor activities over retail trade, personal service or business professional service establishments, and not as ground floor uses.

(32) Restaurants that serve lunches and/or dinner shall be allowed in bed and breakfast accommodations.

(33) Residential single-family use is permitted on the ground floor in structures built prior to 1980 except:

(a) On properties with frontage on Main Street, 270th Street between 102nd Street and 97th Street; or

(b) Within structures built as a Type B or Type M commercial occupancy under the International Building Code.

(34) Associated outdoor storage and public drop-off areas must be surrounded with solid fencing that adequately shields items from view from public rights-of-way.

(35) Limited to drop-off and pick-up with no on-site dry cleaning allowed.

(36) A six-foot sight-obscuring fence or wall and landscaping consistent with Chapter 17.145 SMC, Landscape Performance Standards, shall be required.

(37) Permitted in the transit overlay when part of a transit-oriented project as defined in SMC 17.77.040.

(38) *Repealed by Ord. 1333.*

(39) Permitted when located in the mixed use overlay and part of a mixed use project as defined in SMC 17.79.030.

(40) *Repealed by Ord. 1333.*

(41) The cross-section areas of service station canopy supports where they meet the ground shall be measured as coverage for the purposes of determining maximum lot coverage and also shall be used for the measurement of setback requirements.

(42) In the general commercial zone, light manufacturing is limited to assembly and fabrication of products such as medical equipment, optics, electrical and electronic goods.

(43) Subject to animal services grooming parlor conditions in SMC 8.02.480.

(44) Kiosks/vending machines are permitted only as accessory uses inside a building.

(45) Monopole towers only are permitted. Guy and lattice towers are prohibited. Limited to locations on properties with existing public use, except in the general commercial and general industrial zones subject to a conditional use permit, and subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(46) Subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(47) Minor facilities are limited to co-location on an existing monopole and are subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(48) Limited to one personal wireless communications facility (PWCF) on existing light standards and power poles within the public right-of-way and subject to the wireless communications facilities standards in Chapter 17.220 SMC.

(48a) All small wireless communication facilities shall be subject to the requirements of Chapters 17.200, 17.205, and 17.210 SMC.

(49) Subject to standards in SMC 17.100.055.

(50) Accessory retail limited to 2,000 square feet for goods manufactured, assembled or distributed on site.

(51) Permitted when located in the historic downtown overlay, provided there is no outdoor display or storage.

(52) Permitted when part of a mixed use development.

(53) Detached accessory storage shall comply with "nonresidential performance standards" SMC 17.100.075, conditions for permitting detached storage structures in commercial zones, and the additional architectural standards in SMC 17.112.030 in the MB-I and MB-II zoning districts, SMC 17.112.040 in the NB, GC and GI zoning districts and SMC 17.112.045 in the LI zoning district.

(54) Privately owned and operated sewage treatment plants, including but not limited to septage facilities, are not permitted.

(55) No marijuana retailer shall have frontage along or access to 271st Street NW within the MB-I zone.

(56) No marijuana retailer shall have frontage along or access to 88th Avenue NW south of the southern right-of-way line of Cedar Street within the MB-I and LI zones.

(57) No marijuana retailer shall have frontage along or access to Pioneer Highway within the GI zones.

(58) City of Stanwood purchase or development of property for park use under any zoning designations. The property shall be rezoned to the parks and open space zone with the next available Comprehensive Plan update. (Ord. 1492 § 2 (Exh. B), 2021; Ord. 1469 § 3 (Att. A), 2019; Ord. 1456 § 3, 2018; Ord. 1455 § 3, 2018; Ord. 1449 § 4, 2017; Ord. 1418 § 7, 2016; Ord.

1380 § 10, 2014; Ord. 1349 § 4, 2013; Ord. 1333 §§ 3 – 5, 2012; Ord. 1332 § 6, 2012; Ord. 1308 § 7, 2012; Ord. 1294 § 10, 2011).

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8b
DATE:	November 8, 2021
SUBJECT:	Kottsick Annexation – Acceptance of 60% petition
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A. Resolution 2021-10 Intent to Annex and Transmit to Boundary Review Board B. Signed 60% Petition for Annexation C. Annexation Report

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ISSUE

The issue is whether or not to support the 60% annexation petition for the Kottsick Annexation and direct staff to submit to the Snohomish County Boundary Review Board for review and consideration. The property is approximately 30 acres within two existing parcels, located at 7615 284th St. NW and 28801 80th Ave NW.

RECOMMENDATION

1. Hold public hearing, take testimony, close the hearing and deliberate.
2. Make a motion on whether or not to direct staff to submit to the Snohomish County Boundary Review Board for review and consideration the 60% annexation petition for the Kottsick Annexation.

SUMMARY STATEMENT

On June 28, 2021, the City received a request from the applicant, Edwards Development Group, LLC, on behalf of the property owner Maryln Kottsick, to annex approximately 30 acres into the City. The application was deemed complete on July 14, 2021 and a Notice of Application was issued on July 20, 2021.

The annexation consists of two parcels: 32041800401300 and the southern 10 acres of 32041800401600. The second parcel noted (32041800401600) is partially located within the Stanwood Urban Growth Area (UGA) with the northern portion (approximately 10 acres) located outside the UGA. In order to remedy this situation, the applicant recorded an Affidavit of Boundary Line Adjustment under Auditor's File No. 202110200499 and a corresponding Record of Survey for Boundary Line Adjustment under Auditor's File No. 202110205002 that relocated the north property line of parcel 32041800401300 to be consistent with existing east-west UGA line.

DISCUSSION

The most frequently used method of annexing territory in Optional Municipal Code Cities such as Stanwood is by petition of the owners of at least 60 percent of the property value in the area, computed according to the assessed valuation of the property in the proposed annexation area for general taxation purposes.

The applicant (Edwards Development Group LLC. – on behalf of the property owner, Marlyn Kottsick) submitted a complete 60% to the City of Stanwood on June 28, 2021. The public hearing is to allow members of the community to speak in favor or in opposition to the annexation. At the conclusion of the hearing Council will need to either approve Resolution 2021-10 directing staff to address issues prior to approval or deny the annexation petition. Even if the Council approves the annexation at this hearing, the Council will still have to formally annex the property after the approval of the Boundary Review Board.

If the City Council supports Resolution 2021-10, staff will submit the annexation notice of intent to the Boundary Review Board (BRB) along with the Annexation Report containing the annexation analysis. Once the annexation is approved by the BRB, the annexation petition will come back to City Council for final consideration. If the Council approves the annexation, an ordinance formally annexing the new territory into the City limits will be require further approval by the Council.

The City's Future Land Use Map designates both properties within the annexation area as MDR (Medium Density Residential 6-10 du/ac) and the parcels are pre-zoned SR 7.0 (Single-Family Residential 7). Upon annexation, these designations will be applied to the property.

Fiscal Impact
The annexation consists of two parcels totaling 30 acres and with an anticipated future 127 lot subdivision. Using a simple matrix to estimate the financial impact on the City, staff estimates that once the property is developed the property will generate approximately $300,000 in yearly property taxes and state shared revenue and 1.4 Million in utility taxes. In addition, depending on the credits for some of the off-site sewer improvements, approximately $430,000 to $980,000 in one-time plant investment fees would be paid to the City. The property will also generate additional fees and taxes that are paid to the City which include construction sales tax on the new homes, utility taxes, franchise fees and TBD fees.

Kottsick Annexation Financial Analysis
Revenue Estimate
127 Lot Subdivision

Revenue Source	Rate	Value #1	Value #2	Value #3	Yearly Estimate	One-Time Investment
General Taxes and Fees						
State Shared Revenue (MRSC Revenue Estimator)	$36.46	2.94 PPH	127 Lots		$ 13,613.43	
Stanwood Property Tax	$1.61	per 1,000 AV	$400,000		$ 81,788.00	
Construction Sales Tax						
Natural Gas Tax						
Electricity Tax						
Garbage Tax						
Cable Tax						
Cable Franchise Fees						
Garbage Franchise Fees						
Utility Tax and Fees						
Storm Drainage Fees		$ 46.54	127 Lots	12 Mo	$ 70,926.96	
Water Connection Fees		$ 30.83	127 Lots	12 Mo	$ 46,984.92	
Sewer Connection Fees		$ 54.30	127 Lots	12 Mo	$ 82,753.20	
Storm Water Plant Investment Fees		$ 802.00	One-Time Payment	127 Lots		$ 101,854.00
Water Plant Investment Fees		$ 2,570.00	One-Time Payment	127 Lots		$ 326,390.00
Sewer Plant Investment Fees		$ 7,719.00	One-Time Payment	127 Lots		$ 980,313.00
Other Fees:						
TBD Sales Tax						
					$ 296,066.51	$ 1,408,557.00

Impacts of annexation on city services are minimal. No increase in city staff is needed to serve the property; police and fire currently serve the property; the developer will be building a portion of the new sewer improvements which will be dedicated to the City. Long term, the city will be responsible for maintenance of the drainage, water, and sewer systems; however, these costs will be offset by the monthly utility payments to the City.

Fund(s):	N/A		
Amount:	$	**Project Estimate:**	$ -
Budget Authorized	**[ ] Yes [ ] No**	**Amendment Required**	**[ ] Yes [ ] No [ ] Monitor**

RECOMMENDATIONS

Staff Recommendation:
During the Council's 10% annexation petition review meeting, adjacent property owners (Michael and Robin Carmichael) located west of the site submitted both written and verbal comments on how they may be affected by the annexation and subsequent residential development. Their concerns related to the existing access easement across their property to the benefit of the subject property, stormwater runoff, and their desire to remain in unincorporated Snohomish County.

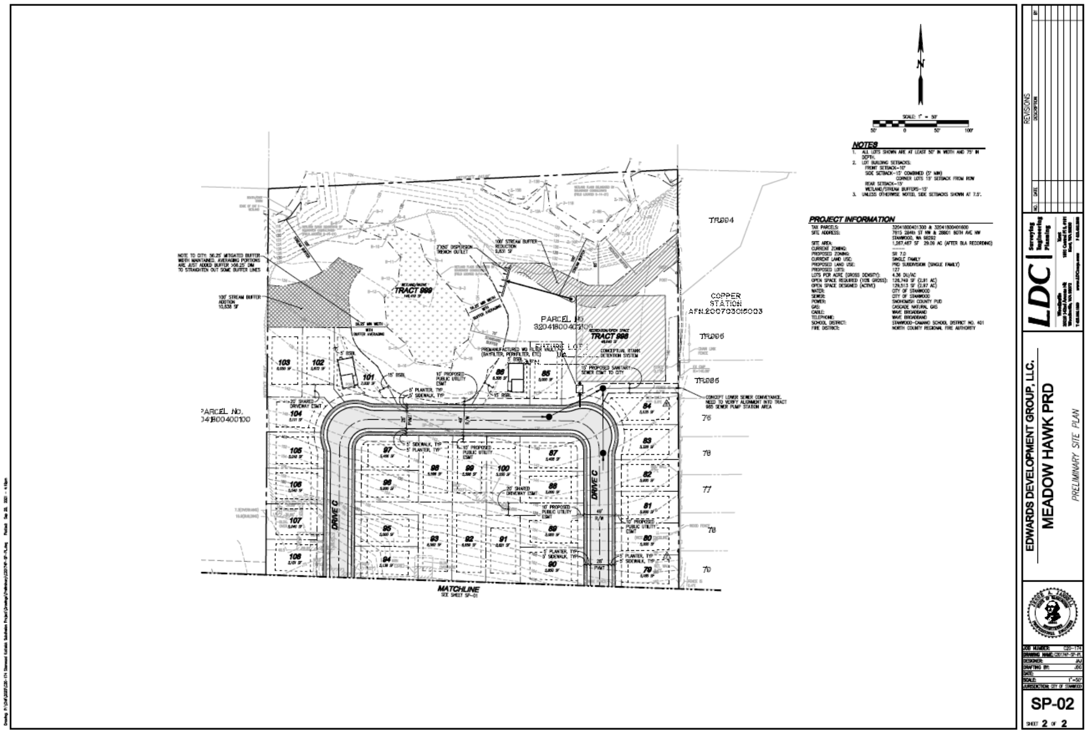
Staff facilitated a meeting between the developer and the Carmichael's on October 8, 2021. The Carmichaels issues were discussed and can be addressed during the plat phase of the project which include:

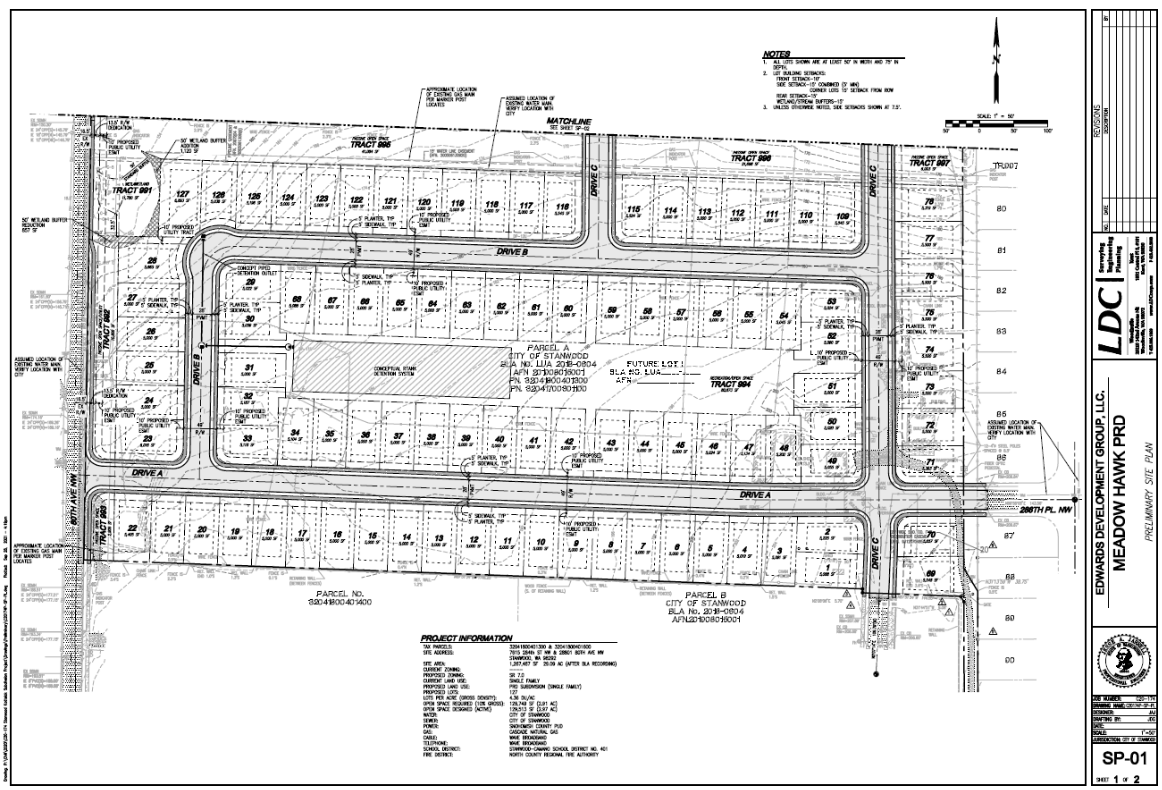
- No access to the new plat will be taken from the access easement encumbering the Carmichael property and the joint access easement will be relinquished. The future preliminary plat will take all access from 80th Avenue south of the Carmichael's driveway.

- Drainage will be directed to a new underground vault which will be connected to 80th Avenue and north to the wetland area away from the Carmichael's property.
- There is a pipeline easement on the Carmichael's south property line which will remain in open space providing a 60-foot buffer between the Carmichael's driveway and the back of the proposed new residential lots.

The developer has committed to working with the Carmichael's throughout the subdivision and construction process to ensure issues are quickly resolved if / when they arise. Below is a copy of the proposed plat for the property.

The Carmichael's also reiterated their desire to remain in Snohomish County and do not support their property being annexed into the City of Stanwood, as they intend to retain their property in its existing condition. They did not want to be in the City's urban growth area, but were forced in by the planning process in the early 1990's. Staff committed that the City would not recommend that their parcel be included in the annexation to the Council or the Boundary Review Board. Staff did, however, advise the Carmichael's that the Boundary Review Board has its own process and recommendations on the annexation proposal and that they should participate in those hearings to ensure that their desire to remain in Snohomish County was considered. Staff recommends approval of the attached Resolution.


TRACT 999
TRACT 998
PARCEL NO. 32041800401100
COPPER STATION
DRIVE C
MATCHLINE
LDC
EDWARDS DEVELOPMENT GROUP, LLC.
MEADOW HAWK PRD
PRELIMINARY SITE PLAN
SP-02


MATCHLINE
TRACT 995
TRACT 996
TRACT 997
TRACT 991
TRACT 992
TRACT 993
TRACT 994
DRIVE A
DRIVE B
DRIVE C
80TH AVE NW
268TH PL. NW
PARCEL A
CITY OF STANWOOD
PARCEL B
CITY OF STANWOOD
PARCEL NO. 32041800401400
LDC
EDWARDS DEVELOPMENT GROUP, LLC.
MEADOW HAWK PRD
PRELIMINARY SITE PLAN
SP-01

Committee/Board Recommendation:
The Public Works Committee met on August 2, 2021 and recommended to move forward with the 10% petition and requested a thorough traffic analysis as well as water/sewer availability.

Traffic analysis will be completed with the preliminary plat application; however, the developer has been told that they will be responsible for frontage improvements and traffic impact fees in accordance with city code and standards.

RH2 prepared a thorough review of the water and sewer availability for the property in April of this year. Attached to this report is a copy of their findings which include:

- The City of Stanwood's existing water system has sufficient supply, water rights, storage, and transmission capacity for the proposed 127-lot subdivision on the Kottsick property.
- With improvements to the City's main lift station and 2,210 linear feet of off-site gravity sewer main improvements the city will have the capacity to serve the property.

The City is currently in the process of upgrading the lift station which will allow for the annexation and construction of the plat. The developer will be required to install 2,210 linear feet of gravity sewer main as listed in the evaluation report. The developer has agreed to install these improvements as part of the platting process. All improvements are required to be installed, inspected and accepted by the City prior to final plat approval.

CITY COUNCIL OPTIONS

1. Support the Mayor signing Resolution 2021-10 to allow staff to submit to the Snohomish County Boundary Review Board for review and consideration the 60% annexation petition for the Kottsick Annexation.

2. Do not support the Mayor signing the Resolution and direct staff to address specific issues or concerns prior to Council reconsidering the Resolution.

3. Deny the applicants request to annex into the City of Stanwood.

RECOMMENDED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN RESOLUTION 2021-10 AND TO ALLOW STAFF TO SUBMIT TO THE SNOHOMISH COUNTY BOUNDARY REVIEW BOARD FOR REVIEW AND CONSIDERATION OF THE 60% ANNEXATION PETITION FOR THE KOTTSICK ANNEXATION."

CITY OF STANWOOD
Stanwood Washington

RESOLUTION NO. 2021-10

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON STATING ITS INTENTION TO ANNEX CERTAIN UNINCORPORATED AREA, KNOWN AS THE KOTTSICK ANNEXATION, INTO THE CITY, AND TRANSMITTING THE MATTER TO THE WASHINGTON STATE BOUNDARY REVIEW BOARD FOR SNOHOMISH COUNTY FOR APPROVAL

WHEREAS, the City of Stanwood has received a petition for annexation pursuant to RCW 35A.14.120 of certain property generally located north of 284th St. NW and north of Cedar Hills Estates, east of 80th Avenue and west of the Copper Station development, and approximately one-half mile south of 300th St. NW being located in Sections 18, Township 32 North, Range 04 East, W.M., said property being contiguous to the city limits and legally described in **Exhibit A** attached hereto; and

WHEREAS, the Snohomish County Assessor is currently working on the certificate of sufficiency of the petition for annexation which will be completed prior to submittal to the Boundary Review Board; and

WHEREAS, the proposed annexation area is comprised of two parcels (32041800401600, and 32041800401300) (30 acres) with proposed Comprehensive land use designation, of MDR (Medium Density Residential 6-10 du/ac) on the Future Land Use Map and designated as SR 7.0 (Single-Family Residential 7) on the zoning map upon annexation; and

WHEREAS, a duly advertised public hearing was held on said annexation petition before the Stanwood City Council on November 8, 2021, and the City Council heard testimony from staff, the applicant, and the public, and was fully advised in the annexation request.

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

Section 1. The property legally described in **Exhibit A** and the boundaries depicted on the map attached as **Exhibit B** are hereby approved for annexation into the City of Stanwood and shall be so annexed by ordinance of the City of Stanwood upon receipt of a favorable decision/report from the Washington State Boundary Review Board for Snohomish County.

Section 2. Upon annexation of the property described in **Exhibit A**, it shall be assessed and taxed at the same rate and on the same basis as other property within the City of Stanwood, including assessments or taxes for the payment of its pro rata share and all outstanding indebtedness of the City contracted or incurred prior to or existing on the effective date of the annexation.

Section 3. Upon annexation, the property described in **Exhibit A** shall be subject to the City of Stanwood Comprehensive Plan and zoning regulations as adopted. Also, upon annexation of the property described in **Exhibit A**, the Comprehensive Plan designation of MDR and a Zoning designation of SR 7.0 shall apply to said property.

Section 4. The Community Development Director is hereby authorized to transmit this Resolution, a County Assessor's map, or other appropriate map, and all files on this annexation proceeding to the Snohomish County Boundary Review Board for consideration and review.

ADOPTED by the City Council and **APPROVED** by the Mayor this 8th day of November 2021.

CITY OF STANWOOD

By______________________________
Elizabeth Callaghan, Mayor

ATTEST:

By______________________________
Sara Robinson, City Clerk

Approved as to form:

By: ______________________________
Brett Vinson, City Attorney

EXHIBIT A

LEGAL DESCRIPTION:

Parcel Number: 32041800401300

THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.;

EXCEPT THE FOLLOWING DESCRIBED PARCEL;

BEGINNING AT THE NORTHEAST CORNER OF PARCEL A, CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT NUMBER BLA 2018-0604, RECORDED UNDER INSTRUMENT NO. 201908015001, BEING A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 18, ALSO BEING A POINT ON THE WEST LINE OF THE PLAT OF COPPER STATION, RECORDED UNDER INSTRUMENT NO. 200703015003;
THENCE NORTH 0°09’48" WEST ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 18, ALSO ALONG THE WEST LINE OF THE PLAT OF COPPER STATION, A DISTANCE OF 660.18 FEET TO THE NORTHWEST CORNER OF THE PLAT OF COPPER STATION;
THENCE SOUTH 87°18’36" WEST, A DISTANCE OF 643.87 FEET TO THE SOUTHEAST CORNER OF LOT 4 OF SNOHOMISH COUNTY SHORT PLAT SP-64(3-84), RECORDED UNDER INSTRUMENT NO. 8404120201, ALSO BEING A POINT ON THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.;
THENCE SOUTH 0°23’16" WEST ALONG WEST LINE OF EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 18, A DISTANCE OF 607.87 FEET TO A POINT ON THE NORTH LINE ON THE ABOVE DESCRIBED PARCEL A;
THENCE SOUTH 88°02’58" EAST ALONG THE NORTH LINE OF SAID PARCEL A, A DISTANCE OF 649.53 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS ACROSS THE NORTH 10 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

THAT PORTION OF THE WEST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF
SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID WEST HALF OF THE NORTHEAST QUARTER OF THE
SOUTHEAST QUARTER;
THENCE NORTH 89°47’14” WEST ALONG NORTH LINE OF SAID SUBDIVISION 620.26 FEET TO THE EAST LINE OF HANS LOE COUNTY ROAD AS ESTABLISHED BY DEED RECORDED UNDER AUDITOR'S FILE NO. 176522, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;
THENCE SOUTH 0°23’11" EAST ALONG EAST LINE OF COUNTY ROAD 700 FEET TO A POINT 605.65 FEET NORTH 0°23’11" WEST FROM THE SOUTH LINE OF SAID SUBDIVISION;
THENCE SOUTH 89°35'27" EAST 627.09 FEET TO THE EAST LINE OF SAID SUBDIVISION;
THENCE NORTH 0°56’31" WEST ALONG SAID EAST LINE 702.25 FEET TO THE POINT OF BEGINNING,
DISCLOSED BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 8402280254, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

Parcel Number: 32041800401600

PARCEL A, CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT NUMBER BLA 2018-0604, RECORDED UNDER INSTRUMENT NO. 201908015001, BEING A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER SECTION 17, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M. AND A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.

TOGETHER WITH A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS;

BEGINNING AT THE NORTHEAST CORNER OF SAID PARCEL A, BEING A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 18, ALSO BEING A POINT ON THE WEST LINE OF THE PLAT OF COPPER STATION, RECORDED UNDER INSTRUMENT NO. 200703015003;
THENCE NORTH 0°09’48" WEST ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 18, ALSO ALONG THE WEST LINE OF THE PLAT OF COPPER STATION, A DISTANCE OF 660.18 FEET TO THE NORTHWEST CORNER OF THE PLAT OF COPPER STATION;
THENCE SOUTH 87°18'36" WEST, A DISTANCE OF 643.87 FEET TO THE SOUTHEAST CORNER OF LOT 4 OF SNOHOMISH COUNTY SHORT PLAT SP-64(3-84), RECORDED UNDER INSTRUMENT NO. 8404120201, ALSO BEING A POINT ON THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.;
THENCE SOUTH 0°23’16" WEST ALONG WEST LINE OF EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 18, A DISTANCE OF 607.87 FEET TO A POINT ON THE NORTH LINE ON THE ABOVE DESCRIBED PARCEL A;
THENCE SOUTH 88°02’58" EAST ALONG THE NORTH LINE OF SAID PARCEL A, A DISTANCE OF 649.53 FEET TO THE POINT OF BEGINNING.

ALSO TOGETHER WITH AN EASEMENT FOR RIGHT-OF-WAY ACROSS THE SOUTH 20 FEET OF THE WEST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 18 TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M. DISCLOSED BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 187150, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

EXHIBIT B

Annexation Area Survey Map
(Not to scale)

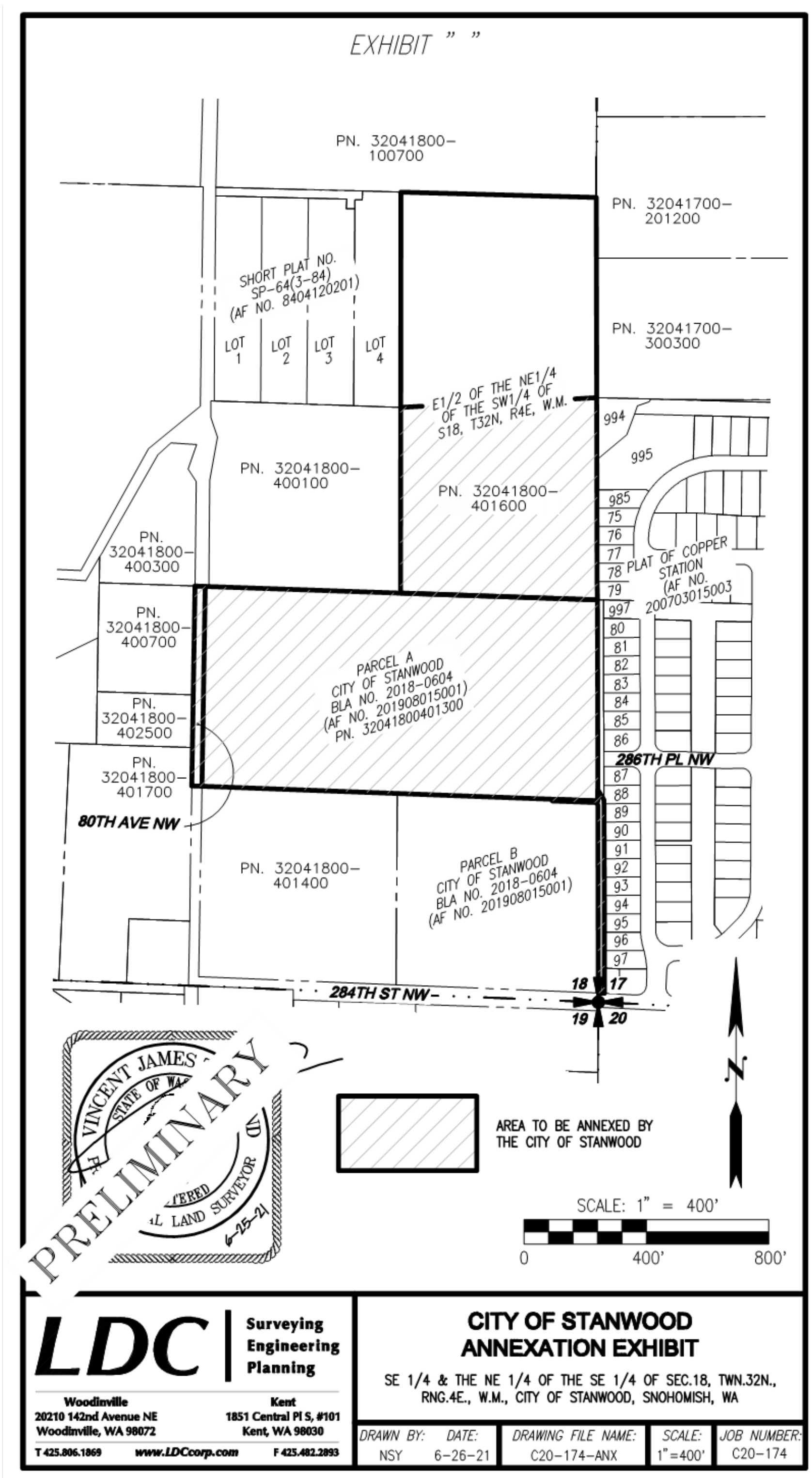
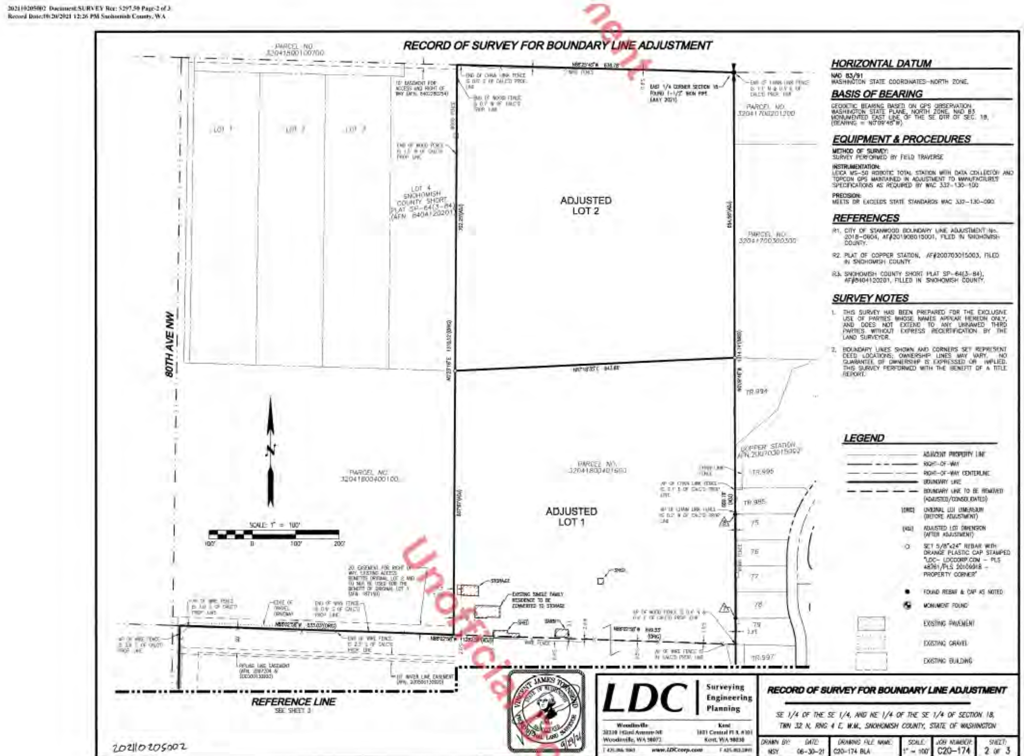
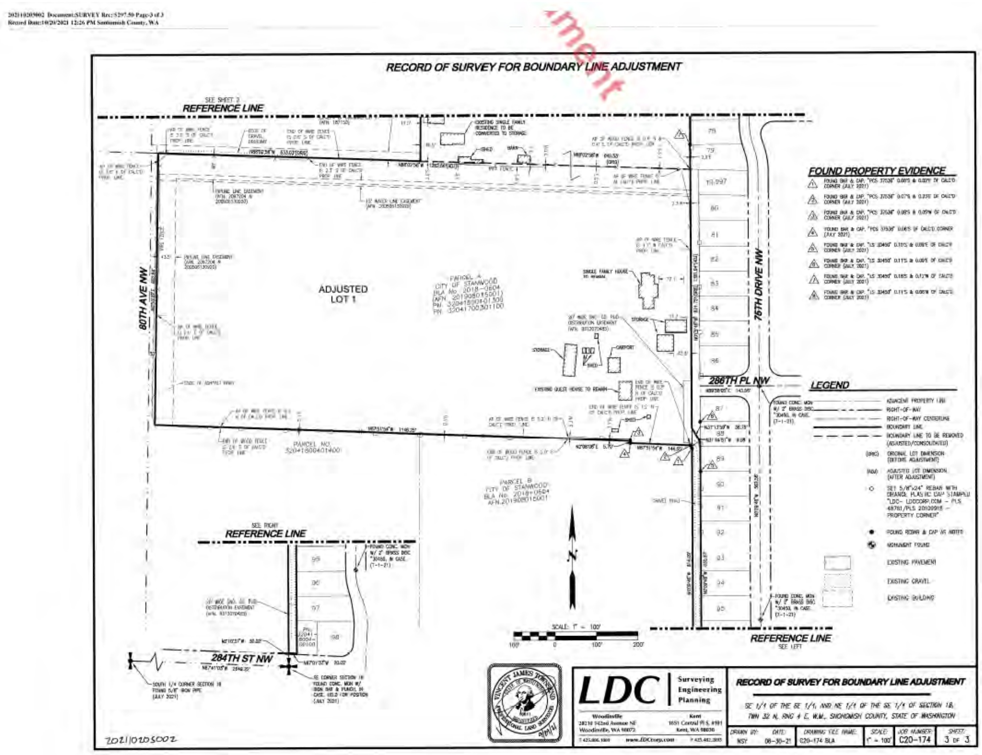


EXHIBIT C
Recorded Boundary Line Adjustment





60% PETITION FOR ANNEXATION TO THE CITY OF STANWOOD, WASHINGTON

TO: City Council of the City of Stanwood
10220 270th St SW
Stanwood, Washington 98292

WE THE UNDERSIGNED, being the owners of not less than 60% in value, according to the assessed valuation for general taxation, of the real property described on the reverse, or any portion thereof, lying contiguous to the City of Stanwood, Washington, do hereby petition that such territory be annexed to an made a part of the City of Stanwood, Washington under the provisions of RCW 35A.14.120, et. seq., and any amendments thereto, of the State of Washington.

The territory proposed to be annexed is within Snohomish County, Washington and is described on Exhibit "A" attached herein.

WHEREFORE the undersigned respectfully petition the Honorable City Council and ask:

a) That appropriate action be taken to entertain this Petition, fixing a date for a public hearing, causing notice to be published and posted specifying the time and place of such hearing and inviting all persons interested to appear and voice approval or disapproval of such annexation; and

b) That following such hearing, and subsequent to approval by the Snohomish County Boundary Review Board, if such is convenient, the City Council determine by ordinance that such annexation shall be effective and that property to be annexed shall become a part of the City of Stanwood, Washington subject to its laws and ordinances then and thereafter in force, including a Comprehensive Plan to become effective upon annexation if the same is provided pursuant to RCW 35A.14.330.

The undersigned hereby petition the Stanwood City Council to annex the property described on the reverse into the City of Stanwood, with that property assuming the proportionate share of the City's bonded indebtedness and assuming the land use designations and zoning in the Comprehensive Plan and Stanwood Zoning Code Official Zoning Map in accordance with the requirements of the City Council of said City, as noted in the minutes of entry of the records of the City Council meeting.

This Petition is accompanied and has attached herein as Exhibit "B" a diagram that outlines the boundaries of the property sought to be annexed.

These pages are a group of pages containing identical text and prayer intended by the signers of this Petition to be presented and considered as one Petition and may be filed with other pages containing additional signatures which cumulatively may be considered as a single Petition.

PRAYER OF PETITION:

1. Annexation of area described in Exhibits "A" and "B"; and
2. Assumption of a proportionate share of indebtedness of the City of Stanwood; and
3. Assumption of the City of Stanwood Comprehensive Plan and the Zoning Code and Official Zoning Map land use designations and zoning districts for the subject area.

INSTRUCTIONS TO SIGNERS AND VOLUNTEER SOLICITORS

1. Sign your name as you sign on legal documents; married women sign "Mary D. Jones" not "Mrs. John D. Jones."
2. Only property owners should sign.
3. The signature of a record owner, as determined by the records of the County Auditor, shall be sufficient without the signature of his or her spouse.
4. In case of mortgaged property, the signature of the mortgagor shall be sufficient, without the signature of his or her spouse.
5. In the case of property purchased on contract, the signature of the contract purchaser, as shown by the record County Auditor, shall be determined sufficient without the signature of his or her spouse.
6. Any officer of a corporation owning land within the area involved who is duly authorized to execute deeds or encumbrances on behalf of the corporation, may sign on behalf of such corporation, and shall attach to the Petition a certified excerpt from the bylaws of such corporation showing such authority.
7. When property stands in the name of a deceased person or any person for whom a guardian has been appointed, the signature of the executor, administrator, or guardian, as the case may be, shall be equivalent to the signature of the owner of the property.
8. Payment for circulating Petition is prohibited by law.

WARNING: Every person who signs this Petition with any other than his true name, or who knowingly signs more than one of these Petitions, or signs a Petition seeking an election when he is not a legal voter, or signs a Petition when he is otherwise not qualified to sign, or who makes herein false statement shall be guilty of a misdemeanor.

Owner's Signature	Printed Name	Address (Street, City, County, Zip)	Phone	Tax Account Number	Date
Marlyn K Kottsick	MARLYN KOTTSICK	7615-B 284th ST NW	360 629-2220	32041800-401300	10/22/21
2.					
3. Todd A Kottsick	TODD KOTTSICK	11405 N[th]	425 508-1272	32041800 401600	10/22/21
4.		LAKESHORE DR			
5.		LAKE STEVENS WA			
6.		98258			
7.					

EXHIBIT A

A PORTION OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.;

MORE PARTICULARLY DESCRIBED AS FOLLOWS;

BEGINNING A THE SOUTHEAST CORNER OF LOT 4 OF SNOHOMISH COUNTY SHORT PLAT NO. SP-64 (3-84), AS RECORDED UNDER AUDITOR FILE NUMBER 8404120201, RECORDS OF SNOHOMISH COUNTY, WASHING TON;

THENCE EASTERLY TO THE NORTHWEST CORNER OF TRACT 994 OF THE PLAT OF COPPER STATION, AS RECORDED UNDER AUDITOR FILE NUMBER 200703015003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, ALSO BEING A POINT ON THE EAST LINE OF SAID EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER;

THENCE SOUTHERLY ALONG THE WEST BOUNDARY OF SAID PLAT OF COPPER STATION AND SAID EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER TO THE SOUTHEAST CORNER OF SAID EAST HALF;

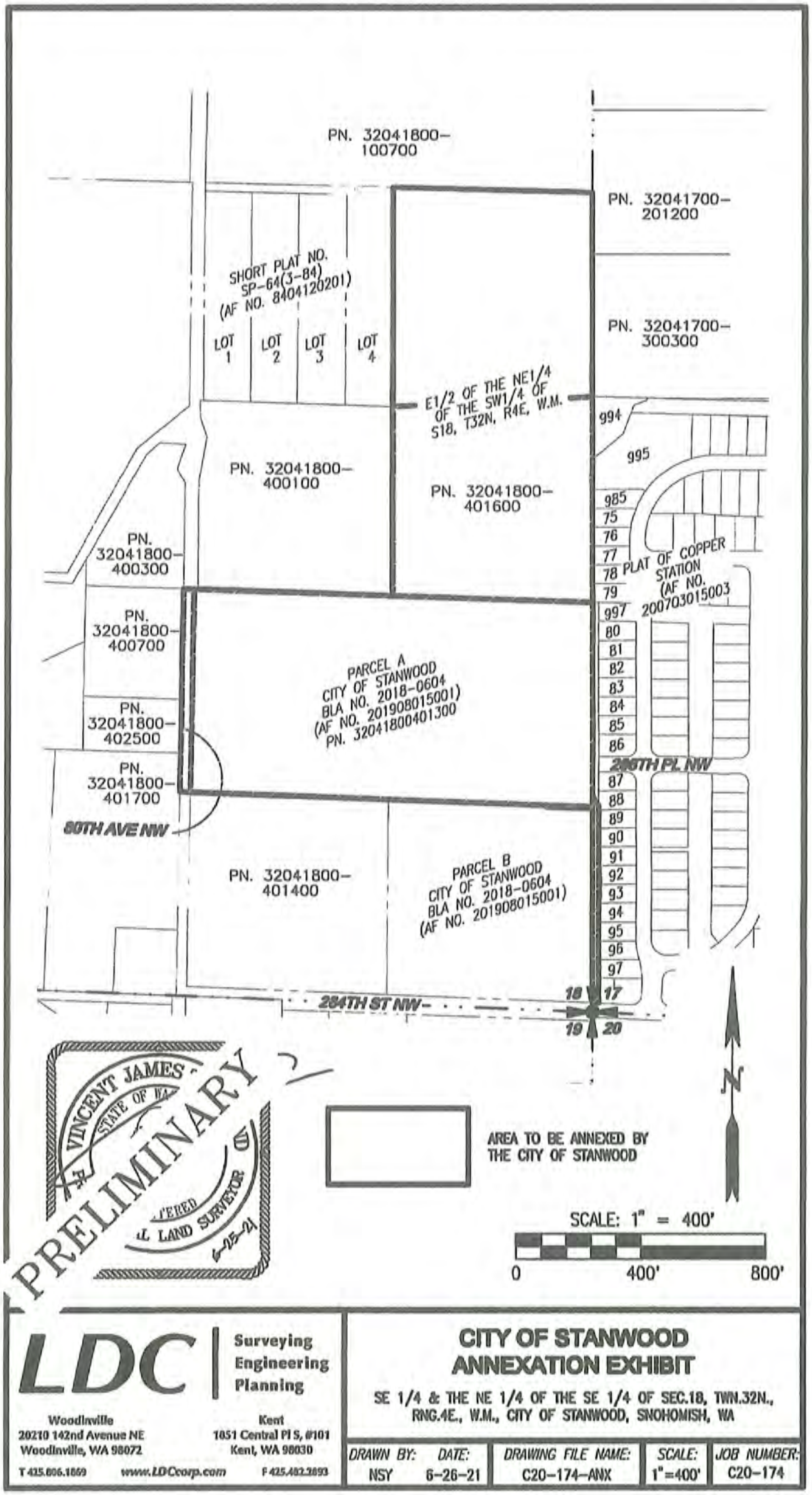
THENCE WEST ALONG THE SOUTH LINE OF SAID EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER TO THE SOUTHWEST CORNER OF SAID EAST HALF;

THENCE NORTH ALONG THE WEST LINE OF SAID EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER TO SOUTHEAST CORNER OF SAID LOT 4 AND THE POINT OF BEGINNING.

TOGETHER WITH PARCEL A, CITY OF STANWOOD BOUNDARY LINE ADJUSTMENT NUMBER BLA 2018-0604, RECORDED UNDER INSTRUMENT NO. 201908015001, BEING A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER SECTION 17, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M. AND A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER SECTION 18, TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M. SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AND TOGETHER WITH THAT PORTION OF 80TH AVE COINCIDENT WITH THE ABOVE DESCRIBED PARCEL A AS ESTABLISHED BY DEED RECORDED UNDER AUDITOR'S FILE NO. 176522, RECORDS OF SNOHOMISH, WASHINGTON.

EXHIBIT B


PN. 32041800-100700
PN. 32041700-201200
SHORT PLAT NO. SP-64(3-84) (AF NO. 8404120201)
LOT 1
LOT 2
LOT 3
LOT 4
PN. 32041700-300300
E1/2 OF THE NE1/4 OF THE SW1/4 OF S18, T32N, R4E, W.M.
PN. 32041800-400100
PN. 32041800-401600
PN. 32041800-400300
PLAT OF COPPER STATION (AF NO. 200703015003)
PN. 32041800-400700
PARCEL A CITY OF STANWOOD BLA NO. 2018-0604 (AF NO. 201908015001) PN. 32041800401300
PN. 32041800-402500
PN. 32041800-401700
286TH PL NW
60TH AVE NW
PN. 32041800-401400
PARCEL B CITY OF STANWOOD BLA NO. 2018-0604 (AF NO. 201908015001)
284TH ST NW
18
17
19
20
N
PRELIMINARY
VINCENT JAMES
STATE OF WA
LAND SURVEYOR
6-25-21
AREA TO BE ANNEXED BY THE CITY OF STANWOOD
SCALE: 1" = 400'
0
400'
800'
LDC
Surveying
Engineering
Planning
Woodinville
20210 142nd Avenue NE
Woodinville, WA 98072
Kent
1851 Central Pl S, #101
Kent, WA 98030
T 425.806.1869
www.LDCcorp.com
F 425.482.2893
CITY OF STANWOOD
ANNEXATION EXHIBIT
SE 1/4 & THE NE 1/4 OF THE SE 1/4 OF SEC.18, TWN.32N., RNG.4E., W.M., CITY OF STANWOOD, SNOHOMISH, WA
DRAWN BY: NSY
DATE: 6-26-21
DRAWING FILE NAME: C20-174-ANX
SCALE: 1"=400'
JOB NUMBER: C20-174

ATTACHMENT C

10220 -270th Street
Stanwood, WA 98292
www.Stanwoodwa.org

Kottsick Annexation Evaluation Report

November 8, 2021

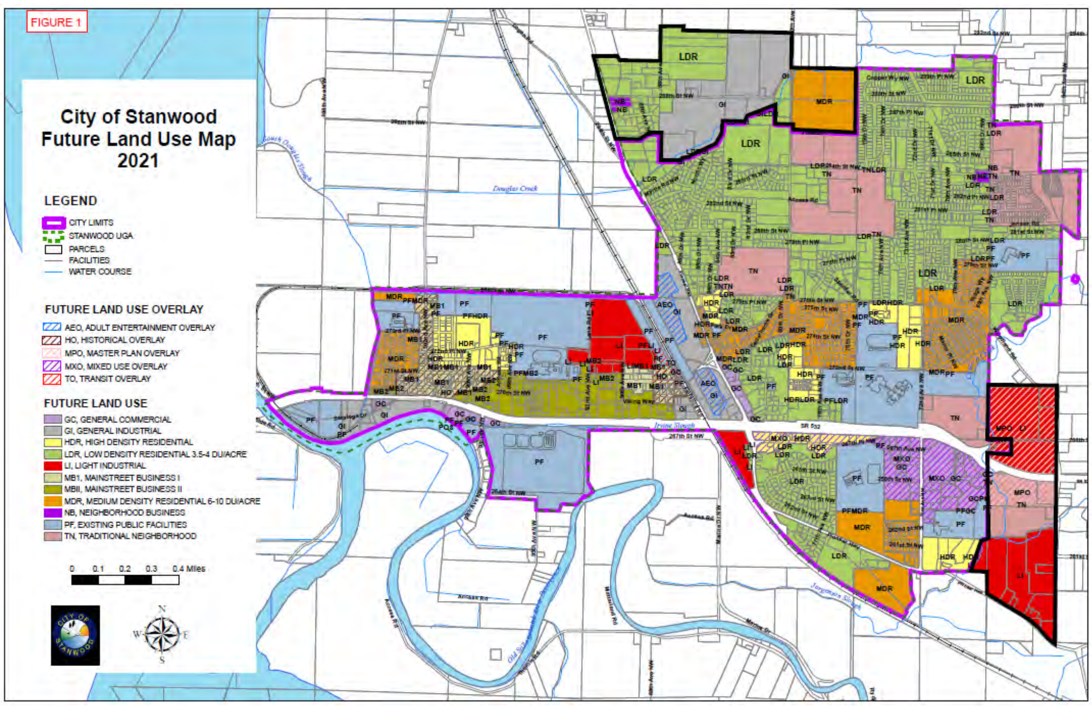
Introduction

The Growth Management Act, as adopted by the State of Washington, requires Cities and Counties to adopt annexation strategies to reduce urban sprawl by encouraging "urban development" in cities and "rural development" in Counties. Ultimately, urban areas within counties are intended to be annexed into an adjacent city. Stanwood resides in northwest Snohomish County and falls into the cities and towns category for regional planning purposes along with Brier, Darrington, Gold Bar, Granit Falls, Index, Lake Stevens, Monroe, Snohomish, Sultan, and Woodway.

Stanwood Urban Growth Area

Stanwood's 2015-2035 Comprehensive Plan identifies those areas within the Urban Growth Area which are intended to eventually be annexed into the City. The City has two urban growth areas: 1) the northwest Hill Top area and 2) along the city's eastern border between 68th and 64th Avenue. Stanwood's urban growth area are outlined in a bold black line in the map below.

Figure 1: Stanwood Urban Growth Area



Summary of Request

Edwards Development Group, on behalf of the property owner Maryln Kottsick, is proposing to annex one parcel into the City of Stanwood for the purpose of subdividing the parcel for a single-family residential development under the City's SR 7.0 zone. The parcel will add approximately 30 acres to the City directly adjacent to the most northern boundary east of 80th Avenue. The Comprehensive Plan identifies these parcels within the Urban Growth Area of the City, which are intended to eventually be annexed into the City. The pre-zoning designation of the property is SR 7.0 as noted on the City's official zoning map and is designated MDR on the City's Future Land Use Map.

Figure 2: Kottsick Annexation in relationship to City boundary

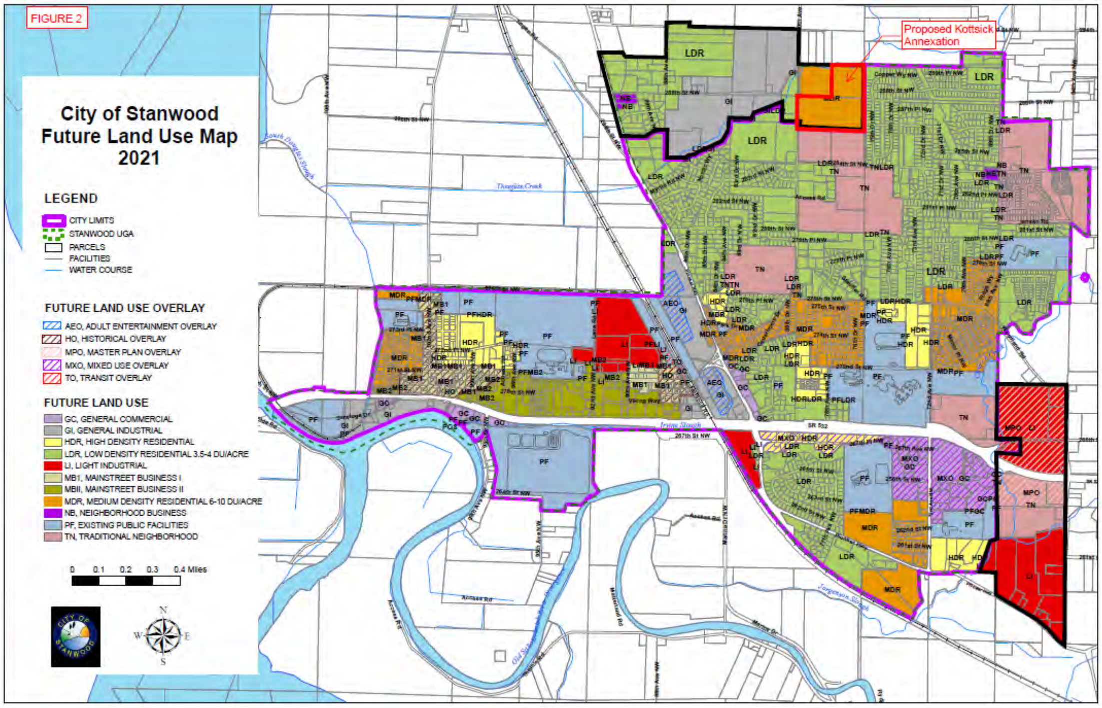
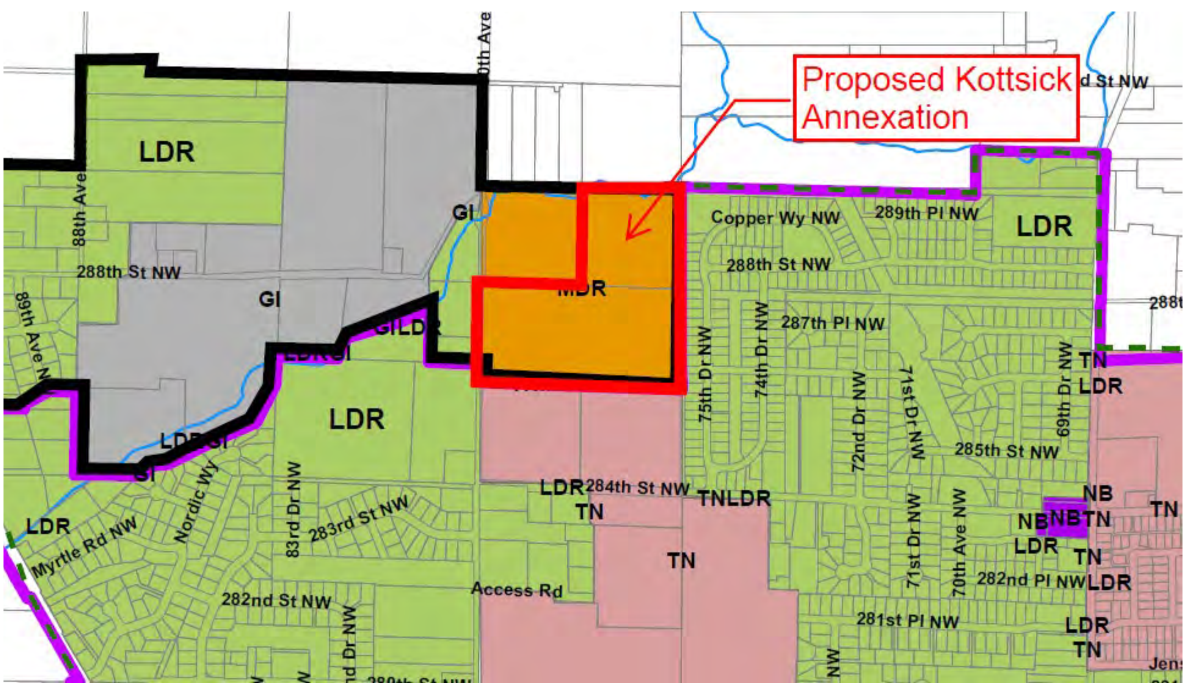


Figure 3: Proposed Kottsick Annexation (large-scale)



Inventory of Annexation Area

Land Area:	Approximately 30 Acres
Number of Parcels:	One after the recordation of the Affidavit of Boundary Line Adjustment under Auditor's File No. 202110200499 and a corresponding Record of Survey for Boundary Line Adjustment under Auditor's File No. 202110205002
Population & density:	4; Single-Family Residential – Kottsick Property
Assessed valuation: (Pre-BLA, Pending 2022 Snohomish County)	Parcel #: 32041800401300 $ 824,100 Parcel #: 32041800401600 $ 456,100 $1,280,200
Existing Land Use:	Single-Family Residential
Proposed Land Use– immediate or long-range:	Single-Family Residential; low/medium density
Comprehensive Plan Land Use Designation:	MDR
Zoning Designation:	SR 7.0
Topography and Natural Boundaries:	Property is relatively flat with some wetlands to the north of the properties.
Major Roads:	288th Street NW: connecting to Pioneer Highway to the west and 80th Avenue to the east.
Fire District:	North County Regional Fire Authority – Also known as North County Fire & EMS
Police Services:	City Contract with Snohomish County Sheriff
Water Services:	City of Stanwood
Sewer Services:	Existing Septic/City Sewer Upon Annexation and Infrastructure Construction
Public Facilities:	Snohomish County Governmental Services
WIRA:	5 - Stillaguamish River Basin

School District:	Stanwood Camano School District #401

Availability of Public Services

In evaluating future annexations, the City must determine if its existing facilities, equipment, and staffing levels can provide similar or better services to the annexation area than that of the County. If not, an action plan is needed to show how the City would provide those services. Stanwood is a full-service City, with the exception of providing police coverage which is contracted and fire which is provided by Special District. City services include: Finance, Planning, Public Works, Water, Sewer, Drainage, Recreation, and general City administration.

City staff prepared an evaluation of the impact of the proposed Kottsick annexation on level of service projections and department operations. Stanwood contains approximately 2.84 square miles of land area with 37 miles of city streets, 106 acres of parks and open space, and 5 major municipal buildings. This evaluation analyzes the level of service required by each department to provide equal or better City services to the annexation area. If the annexation is approved, the City's geographical land area would increase by approximately 30 acres, bringing the City's service area to approximately 2.85 square miles.

Table 1: Availability of Public Services Analysis

Department	Service Provided	Impact Analysis
Police		Police services are currently provided by the Snohomish County Sheriff's office through a contract with the City. The City's current response time is approximately 3 to 8 minutes and is provided 24 hours per day. All dispatches are routed through the County's 911 call system. Stanwood also has mutual aid agreements with the County and all agencies. The proposed 30-acre annexation will not require any additional officers or negatively affect the City's response time.
Fire		City fire services are provided by North County Regional Fire Authority via an Interlocal Agreement and is fully staffed at all times. The nearest station is located at the intersection of SR 532 and Pioneer Highway, approximately 1.4 miles away from the proposed annexation area. As with police services, dispatches are routed through the County's 911 call system and response times in the annexation area is approximately 4.5-5.5 minutes for basic life support.

Department	Service Provided	Impact Analysis
		The City's overall response time average is just under 6 minutes. The District provides a variety of emergency response services including: • Fire Suppression • Emergency Medical Services • Ambulance Transportation • Hazardous Materials Response • Public Assistance North County Fire Department staffs twenty employees strategically positioned throughout five fire stations. This deployment model provides the most effective delivery of personnel and equipment to ensure that patient care, firefighting, and other call types are responded to and mitigated in the least amount of time. North County Regional Fire Authority will not experience any reduction in expenses associated with this annexation since the City has annexed into the District by a vote of the people in 2018 and became effective on January 1, 2010. There are no other special district losses or gains expected. The proposed 30-acre annexation will not require any additional fire personnel nor negatively affect the Districts response time.
Public Works		The City's Public Works Department consists of a staff of 19 people who manage the city's roads, parks, water, sewer, drainage, and engineering divisions. The proposed annexation will result in one new 127 lot subdivision with new roads and drainage facilities. These facilities will be dedicated to the city as part of the final plat process. Impacts of annexation on city services are minimal. No increase in city staff is needed to serve the property. Long term, the city will be responsible for maintenance of the roads, drainage, water and sewer systems, but these costs will be offset by the monthly

Department	Service Provided	Impact Analysis
		utility payments to the City. A future homeowners association will be responsible for the parks and open space in the future plat.
Water		A capacity analysis of the city's water system was prepared by RH2 Engineering for the proposed annexation and subsequent subdivision. The analysis determined that the City of Stanwood's existing water system has sufficient supply, water rights, storage, and transmission capacity for a future 127-lot subdivision on the Kottsick property.
Sewer		RH2 prepared a thorough review of the sewer availability for the property in April of 2021, their findings which include: ▪ With improvements to the City's main lift station and 2, 210 linear feet of off-site gravity sewer main improvements the city will have the capacity to serve the property. The City is currently in the process of upgrading the lift station which will allow for the annexation and construction of the plat. The developer will be required to install 2,210 linear feet of gravity sewer main as listed in the evaluation report. The developer has agreed to install these improvements as part of the platting process. All improvements are required to be installed, inspected, and accepted by the City prior to final plat approval.
Stormwater		The entire city stormwater facility inventory will increase by less than a half a percent. Monthly surface water fees will be paid by future residents which will cover any expected increase in costs to maintain and inspect these facilities.
Recreation		The City of Stanwood has two major active parks: Church Creek Park and Heritage Park that provide recreational space to the community. Another park, Hamilton Landing, is currently in the planning and permit stage and is anticipated to be under construction in 2022 / 2023. The city also has some

Department	Service Provided	Impact Analysis
		other neighborhood parks, as well as underdeveloped park spaces. As part of the future subdivision, Stanwood Municipal Code requires that the development provide park and open space for the future residents. In addition, payment of park impact fees will be required with the development of the future lots. With the private park space that will be provided within the subdivision, payment of park impact fees, and the City's existing park space, the City does not anticipate any negative impacts of the City's park facilities.
City Hall		City hall provides basic executive, administration, finance, planning, and building services to the community. No additional staffing will be needed for the proposed Kottsick annexation and future property taxes, shared state revenue, and monthly utility fees will cover the costs of city services.

Annexation Agreement

No annexation agreement is required for the Kottsick annexation request.

Financial Evaluation

Using the city and county's current rate schedules, staff investigated potential revenues and expenditures associated with the proposed annexation. The annexation consists of one parcels totaling 30 acres, with an anticipated future 127 lot subdivision. Using a simple matrix to estimate the financial impact on the City, staff anticipates that annexation and future development of the property will generate approximately $300,000 in annual property taxes and state shared revenue and 1.4 Million in utility taxes. In addition, depending on the credits for some of the off-site sewer improvements, approximately $430,000 to $980,000 in one-time plant investment fees would be paid to the City. The property will also generate additional fees and taxes that are paid to the City which include construction sales tax on the new homes, utility taxes, franchise fees and TBD fees.

Kottsick Annexation Financial Analysis
Revenue Estimate
127 Lot Subdivision

Revenue Source	Rate	Value #1	Value #2	Value #3	Yearly Estimate	One-Time Investment
General Taxes and Fees						
State Shared Revenue (MRSC Revenue Estimator)	$36.46	2.94 PPH	127 Lots		$ 13,613.43	
Stanwood Property Tax	$1.61	per 1,000 AV	$400,000		$ 81,788.00	
Construction Sales Tax						
Natural Gas Tax						
Electricity Tax						
Garbage Tax						
Cable Tax						
Cable Franchise Fees						
Garbage Franchise Fees						
Utility Tax and Fees						
Storm Drainage Fees		$ 46.54	127 Lots	12 Mo	$ 70,926.96	
Water Connection Fees		$ 30.83	127 Lots	12 Mo	$ 46,984.92	
Sewer Connection Fees		$ 54.30	127 Lots	12 Mo	$ 82,753.20	
Storm Water Plant Investment Fees		$ 802.00	One-Time Payment	127 Lots		$ 101,854.00
Water Plant Investment Fees		$ 2,570.00	One-Time Payment	127 Lots		$ 326,390.00
Sewer Plant Investment Fees		$ 7,719.00	One-Time Payment	127 Lots		$ 980,313.00
Other Fees:						
TBD Sales Tax						
					$ 296,066.51	$ 1,408,557.00

Impacts of annexation on city services are minimal. No increase in city staff is required to serve the property; police and fire currently serve the property; and the developer will be building a portion of the new sewer improvements which will be dedicated to the City. Long term, the city will be responsible for maintenance of the drainage, water, and sewer systems; however, these costs will be offset by the monthly utility payments to the City.

The County would see reductions in property tax revenues and any potential building permit fees, land use fees, and mitigation impact fees. This would be proportionate to the reduction in maintenance costs for stormwater management, streets, police services, and general governmental services.

Policy Analysis

The City of Stanwood's Urban Growth Areas consists of approximately 196 acres (plus right of way) in northwest Snohomish County consisting of a combination of residential, multifamily, and industrial lands. The property proposed for annexation is located within the City's Urban Growth Area and is intended to eventually annex into the City. To ensure that annexation decisions are made only after a full evaluation of the potential effects on the Stanwood Community, both positive and negative, the City's 2015 Comprehensive Plan's Land Use Element includes the following goal and policies to guide future annexation decisions.

2015 Comprehensive Plan (Adopted June 15, 2015) Annexation Goal:

> **LUG 18: To provide reasonable phased annexation of the unincorporated portion of the City's adopted Urban Growth Area (UGA) consistent with the Growth Management Act.**

Table 2: City of Stanwood Comprehensive Plan Policy Analysis

Stanwood Comprehensive Plan Policy	Response
LUP 18.1 Unincorporated areas within the UGA must annex to Stanwood to receive a full range of city-provided services.	This proposal is requesting to annex within the Stanwood UGA in order to receive sewer, as well as all other City-provided services.
LUP 18.2 Within the UGA, collaborate with adjacent Snohomish County and consult with affected residents in the designation of potential annexation areas.	The annexation area is owned by the same property owner that is the proponent of this annexation. The applicant will work with both the County and City throughout the process.
LUP 18.3 The immediate areas for annexation to Stanwood should include the territory contiguous with boundaries of the City such as: a. Peninsulas and islands of unincorporated lands; b. Neighborhoods where municipal type services have been extended; c. Lands subject to development pressure; d. Developed areas where urban type services are needed to correct health and safety related problems.	The entirety of the proposed annexation is contiguous to the existing Stanwood city limit boundaries, necessary municipal services will be extended to the area, and the area is directly north and west of two recently completed residential subdivisions.
LUP 18.4 Evaluate proposed annexations based on the following criteria: a. The ability of the City to provide public services at the City's adopted levels of service within the six-year timelines allowed under concurrency. b. The annexation would facilitate an appropriate balance between the provision of jobs and the availability of housing. c. The annexations would simplify governmental structure in annexing areas and the resultant City of Stanwood. d. The relative costs to serve the proposed annexation versus the revenue to be derived from the annexation (a negative net revenue projection by itself should not be considered grounds for disapproval). e. The annexation would result in future improvements to the resultant City of	Based on the analysis provided above, the City has the ability to provide adequate levels of service to the proposed annexation area. Also, by completing the annexation, this will enable the City to provide urban levels of service vs. limited County-provided services such as faster public safety response times. The annexation would result in improvements to the area related to stormwater management, road and sidewalk infrastructure, and sanitary sewer extension. The annexation area would not create any an unincorporated islands or irregular municipal boundaries.

Stanwood services through potential enhancements of levels of service or through elimination of duplication services. Services include water, sanitary sewers, storm water drainage, utility drainage basins, transportation, park and open space, library, and public safety. f. The annexation would include those who already use City services or who impact City infrastructure. g. Annexation boundaries would facilitate the efficient delivery of emergency and public services. h. The annexation would eliminate an unincorporated island or could be expanded to eliminate an unincorporated island. i. The annexation would follow logical boundaries, such as streets, waterways, neighborhoods, or substantial topographic changes. j. The annexation would create logical city boundaries and not create unincorporated islands or irregular municipal boundaries.	
LUP 18.5 Applicants for annexations are encouraged to apply jointly with other interested property owners or residents to reduce costs for the applicants and enable the City to process annexation applications more efficiently. However, individual property owners should not be precluded from pursuing annexation.	This annexation request is through one property owner. No other property owners are being included in this proposal.
LUP 18.6 City staff should conduct an assessment report of the costs to provide service and of the tax revenues, which would be generated in the area. The City recognizes that these impacts are only a few of several criteria to be evaluated, and must be balanced with other annexation policy goals such as providing public service, governmental structure, or infrastructure.	This report incorporates the staffing and financial analysis.

LUP 18.7 Individual annexation areas should be part of logical, orderly growth for the City and should avoid irregular boundaries. Islands of unincorporated areas and City peninsulas should be avoided. Peninsulas should be allowed only if needed to serve other areas. Lands closest to City boundaries should annex before areas further out.	The proposed annexation area follows existing city limit boundaries and does not create any irregular boundary or islands.
LUP 18.8 Annexation proponents requesting different zoning designation other than that shown on comprehensive land use and zoning maps should apply for a particular Comprehensive Plan Land Use Map Amendment and concurrent Zoning classification amendment concurrently with the annexation proposal. The zoning application should be processed as a regular rezone and the rezone ordinance decided concurrently with the City Council approval of the annexation. Amendments to zoning / land use classification can only be applied for during the Comprehensive Plan amendment process as outlined in Section I Introduction and Plan Background chapter.	The applicant is not requesting a rezone or Comprehensive Plan Land Use Map Amendment. The property is proposed to remain SR 7.0 and MDR, respectively.
LUP 18.9 Funding Public Facilities in Annexed Areas: a. The property owners of the annexation area should fund the public facility improvements necessary to serve new development. The funding requirements shall be consistent with applicable Stanwood policies and regulations. b. The city may annex areas that require public facility improvements to correct health and safety related problems. c. If an area annexing to Stanwood has public facilities that do not meet city standards and the property owners of the annexation area want to improve the facilities to meet City standards, the	Upon construction, the property developers will pay their proportionate share of development costs of new development. All city infrastructure improvements identified and required by the City during the development process will be installed.

property owners of the annexation area will fund those improvements, or the proportion of those improvements, that do not have a citywide benefit. d. Public facility improvements within annexed areas that have a citywide benefit may be considered for funding through City revenues as part of the Stanwood capital facilities and improvements planning processes.	
LUP 18.10 Existing development within newly annexed areas should have a full level of services (such as streets, utilities, public safety, parks) at the time of annexation or as soon as practicable thereafter.	Upon redevelopment of the proposed annexation area, all streets and utilities will be brought up to urban standards as required by the City of Stanwood.
LUP 18.11 Both sides of streets and roads, including rights-of-way should be made part of an annexation.	The boundary of the annexation area, as proposed, will include the full right-of-way of 80th Ave NW.
LUP 18.12 Explore creative ways to facilitate the transition of government services, especially public safety, transportation, parks and recreation, land use and development.	The City of Stanwood and Snohomish County will continue to collaborate with all service providers during the transition and continuance of services to the area.
LUP 18.13 Ensure that the public is provided information and opportunities to evaluate and have input on decisions related to service delivery and boundary change associated with annexations.	There will be legal notices and public meetings held at City Council which will give ample opportunity for the public to receive information and updates regarding the annexation.

Conclusion: Based on the above analysis, the applicant has met all goals and policies of the City of Stanwood Comprehensive Plan pertaining to the annexation of the proposed area.

Snohomish County Comprehensive Plan Policies

Table 3: Snohomish County Annexation Policy Analysis

Snohomish County Comprehensive Plan Policy	Response
What comprehensive plan or policies specifically support this proposal?	Interjurisdictional Coordination Objective 1.B – Work with cities and towns to provide for

	the orderly transition of unincorporated to incorporated areas with the UGAs.
Which community plan (adopted or proposed) governs this proposal?	The 2035 Comprehensive Plan governs this proposal.
What is the adopted plan classification/zoning? (Please include number of lots permitted under this classification.)	The adopted plan classification is MDR - Medium Density Residential, and an implementing zoning designation of SR 7.0.
Please review county ordinances or policies as they relate to your proposal and respond, if applicable. a. Snohomish County Agricultural Plan	Not applicable to this proposal.
b. Snohomish County Surface Water Management Plan	The City of Stanwood's stormwater plan is similar to the County' plan.

Stanwood Annexation ILA

Annexation of property requires that the City have a Master Annexation Interlocal Agreement ("MAILA") for annexation with Snohomish County. City-County MAILA's typically cover items like transitioning permits, land use development, records transfer, roads, surface water management transfer, parks transfer, police services, fire marshal services, and/or criminal justice services. The last MAILA between the City of Stanwood and Snohomish County was approved in 2004 and did not include an expiration date.

Boundary Review Board Review Criteria

Filing an annexation request with the BRB requires submitting a Notice of Intention (NOI) to Annex. The NOI submittal must include a variety of information and address a series of factors including revenue estimates (including revenue lost to the County), service provision, property and utility tax impacts to property owners, and much more.

In processing applications for annexations, the City is required to demonstrate to the BRB that the proposed annexation is consistent with RCW 36.93.180 entitled "Objectives of boundary review board".

Table 4: Boundary Review Board Criteria Analysis

Boundary Review Board Review Criteria	Response
Preservation of natural neighborhoods and communities	The annexation area shares its eastern and southern boundaries with the City of Stanwood. The annexation area consists of two single-family homes and several barns and outbuildings.

Use of physical boundaries, including but not limited to bodies of water, highways, and land contours	The annexation area abuts the city limits along the eastern and southern boundaries. The site is relatively flat, with some small wetlands to the north of the property.
Creation and preservation of logical service areas	Utilities such as water and sewer will be provided by the City of Stanwood. Service providers, including Fire/EMS and Police service, will remain the same after annexation.
Prevention of abnormally irregular boundaries	The proposed annexation will not create any irregular boundaries. The annexation will create a more logical boundary along this portion of the city limits. The annexation will also include a large portion of the remaining parcels in the northeast portion of the UGA.
Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas	Not applicable.
Dissolution of inactive special purpose districts	There are no known inactive special purpose districts in the proposed annexation area.
Adjustment of impractical boundaries	The annexation will create a more logical boundary along this portion of the city limits.
Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character	The proposed annexation currently consists of two single-family houses and several barns and outbuildings. The annexation area abuts existing residential areas of the city.
Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority."	This proposed annexation does not impact agricultural or rural lands.

Compliance with RCW Objectives (RCW 36.93.180)

1. Preservation of natural neighborhoods and communities.
   The proposed land use and zoning designations are compatible with established residential neighborhoods within and adjacent to the annexation area.

2. Use of physical boundaries, including but not limited to bodies of water, highways, and land contours.
   The annexation area boundaries primarily follow key features, including north UGA boundary, and 80th Ave NW to the west.

3. Creation and preservation of logical service areas.
   The City is the service provider for most utilities. Fire service will not change. Utilities are readily available in proximity to the annexation area.

4. Prevention of abnormally irregular boundaries.
   The proposed boundaries are not abnormal or irregular and follow logical boundaries/features.

5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated areas.

Not applicable.

6. *Dissolution of inactive special purpose districts.*
   Upon annexation, the area will become part of the City of Stanwood. No special purpose districts will be terminated.

7. Adjustment of impractical boundaries.
   The proposed annexation boundary would extend city limits to the established Stanwood UGA boundary.
8. Incorporations as cities or towns or annexation to cities or town of unincorporated areas which are urban in character.
   The proposed privately initiated annexation is consistent with countywide planning policies and will

9. Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority.
   Not applicable. The proposed annexation area is not identified as a long-term productive agricultural and resource by either the City of Stanwood or Snohomish County.

EXPLANATION OF HOW THE PROPOSAL COMPLIES WITH RCW 36.70A.020,.110 AND .210 OF THE GROWTH MANAGEMENT ACT

RCW 36.70A.020	Response
Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.	The City of Stanwood and Snohomish County have designated the area for urban growth. The city's comprehensive plan map designates the annexation as MDR. The City

	has also adopted pre-annexation zoning of SR 7.0. Sewer and water will be available to the area and provided by the City of Stanwood.
Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling low-density development.	The area is defined and will be constructed as a medium-density single-family area.
Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.	The City has adopted a multimodal Transportation Plan as part of its Comprehensive Plan.
Housing. Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.	The City has adopted housing policies that promote affordable housing for all economic sectors. The City has adopted development regulations that promote affordable housing through incentives.
Economic Development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.	The City has adopted economic development policies as part of its comprehensive plan. As noted, the subject annexation area will be residential; therefore, economic development will relate to construction, real estate sales, and property taxes. Additional housing encourages a work-live community, as well.
Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.	The City has adopted policies related to property rights and existing land uses and has development regulations that relate to legal nonconforming properties.
Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.	The City has adopted policies development regulations in compliance with the Growth Management Act, State Environmental Policy Act, Subdivision Act, and other state statutes that ensure consistent, fair, and timely review of development applications. The City has adopted internal policies ensuring that permit reviewers process permit applications consistently and efficiently.

Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forestlands and productive agricultural lands and discourage incompatible uses.	The City has adopted policies in its comprehensive plan that relate to the retention of agricultural and other resource bases industries. The City has adopted development regulations related to a wide variety of land uses and an ordinance for the local administration of forest practices.
Open space and recreation. Retain open space, enhance recreation opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.	The City has adopted elements in its comprehensive plan that relate to parks and open space and the natural environment. The City has adopted development regulations that regulate development near or within critical areas, shorelines, and frequently flooded areas. The City has adopted development regulations that regulate open space requirements for planned residential developments and multi-family developments. The City collects impact fees from residential developments for parks and recreation.
Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.	The City has adopted a Natural Features element in its comprehensive plan that establishes policies for protecting and enhancing a variety of natural environments. The City has adopted development regulations that regulate devilment near or within critical areas, shorelines, and frequently flooded areas.
Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.	The City has adopted policies and municipal regulations related to public participation. The City strives to provide citizen participation for all legislative and quasi-judicial land use actions through direct mailings, public meetings, site posting, and its website.
Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.	As noted, public services are available to support the annexation. The City's specific utility plans have accounted for increased population growth over the next twenty years. The City has adopted policies and regulations that ensure concurrency at the time of development. In addition, the City has adopted various impact fees to ensure

	that capital improvements required in relation to development are funded.
Historic preservation. Identify and encourage the preservation of lands, sites, and structures that have historical and archaeological significance as part of the SEPA review.	There are no known structures of historical significance in the annexation area, as a majority of the area has been recently developed.
RCW 36.70A.110	**Response**
Each county that is required or chooses to plan under RCW 36.70A.040 shall designate an urban growth aera or areas within which urban growth shall be encourage and outside of which growth can occur only if it is not urban in nature. Each city that is located in such a county shall be included within an urban growth area. An urban growth area may include more than a single city. An urban growth area may include territory that is located outside of a city only if such territory already is characterized by urban growth whether or not the urban growth area includes a city, or is adjacent to territory already characterized by urban growth, or is a designated new fully contained community as defined by RCW 36.70A.350.	The Kottsick Annexation is within the adopted Stanwood Urban Growth Area. Both the Stanwood Comprehensive Plan and Snohomish County Comprehensive Plan have designated the areas for urban growth.
Based upon the growth management population projection made for the county by the office of financial management, the county and each city within the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county or city for the succeeding twenty-year period.	The 2012 Buildable Lands Report projects a population target for Stanwood UGA of 10,116 by 2035, including 969 within the designated UGA.
Urban growth should be located first in areas already characterized by urban growth that have adequate existing public facility and service capacities to serve such development, second in areas already characterized by urban growth that will be served adequately by a combination of both existing public facilities and any additional needed public facilities and services that are provided by either public or private sources, and third in the remaining portions of the urban growth areas. Urban growth may also be located in designated new fully contained communities as defined by RCW 36.70A.350.	Public services are available to support the annexation. The City's specific utility plans have accounted for increased population growth over the next twenty years. The city has adopted policies and regulations that ensure concurrency at the time of development. In addition, the City has adopted various impact fees to ensure the capital improvement required in relation to development are funded.

In general, cities are the units of local government most appropriate to provide urban governmental services. In general, it is not appropriate that urban governmental services be extended to or expanded in rural areas except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.	The Kottsick Annexation is within the adopted Stanwood Urban Growth Area. Both the Stanwood Comprehensive Plan and Snohomish County Comprehensive Plan have designated the area for urban growth. Public utilities and services are available to serve the properties.
On or before October 1, 1993, each county that was initially required to plan under RCW 36.70A.040(1) shall adopt development regulations designating interim urban growth areas under this chapter. Within three years and three months of the date the county legislative authority of a county adopts its resolution of intention or of certification by the office of financial management, all other counties that are required or choose to plan under RCW 36.70A.040 shall adopt development regulations designating interim urban growth areas under this chapter. Adoption of the interim urban growth areas may only occur after public notice; public hearing; and compliance with the state environmental policy act, chapter 43.21C RCW, and under this section. Such action may be appealed to the growth management hearings board under RCW 36.70A.280. Final urban growth areas shall be adopted at the time of comprehensive plan adoption under this chapter.	The Stanwood City Council adopted the last ten-year update in 2015, which established the current urban growth boundaries.
Each county shall include designations or urban growth areas in its comprehensive plan.	The Snohomish County Council adopted the current urban growth boundaries as an appendix to its comprehensive plan.
An urban growth area designated in accordance with this section may include within its boundaries urban service areas or potential annexation areas designated for specific cities or towns within the county.	The Stanwood Urban Growth Area, including the Kottsick Annexation area, is designated for annexation and incorporation into the City of Stanwood. The City of Stanwood will provide most services and utilities upon annexation.
RCW 36.70A.210	***Response***
The legislature recognizes that counties are regional governments within their boundaries, and cities are primary providers of urban	The City is the primary provider for urban services within the annexation area. Water will be provided by the City of Stanwood. The

governmental services within urban growth areas. For the purposes of this section, a "countywide planning policy" is a written policy statement or statements used solely for establishing a countywide framework from which county and city comprehensive plans are developed and adopted pursuant to this chapter. This framework shall ensure that city and county comprehensive plans are consistent as required in RCW 36.70A.100. Nothing in this section shall be construed to alter the land-use powers of cities.	proposal is consistent with the countywide planning policies.
The legislative authority of a county that plans under RCW 36.70A.040 shall adopt a countywide planning policy in cooperation with the cities located in whole or in part within the county as follows:	Snohomish County has adopted countywide planning policies, consistent with state law, in conjunction with Snohomish County Tomorrow Planning Advisory Committee, Steering Committee, and Executive Committee.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8c
DATE:	November 8, 2021
SUBJECT:	Revenue Sources and 2022 Property Tax Levy, First Reading Ordinance 1496
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENT:	A - Ordinance 1496

Reference: https://stanwoodwa.org/DocumentCenter/View/4535/PROPOSED-BUDGET-BOOK-2021-2022

PURPOSE

The purpose of this agenda item is for a public hearing on revenue sources, including property taxes, for the 2021-2022 mid-biennial budget review and adjustment, which is required by State Law, Ch. 84.55.120 RCW. The City Council will consider Ordinance 1496, establishing the 2022 property tax levy.

BACKGROUND

The 2021-2022 Biennial Budget was adopted by the City Council during its regular meeting on November 23, 2020 and published online on the city website which is referenced above. As part of the mid-biennial budget review and adjustment process, revenues for the current expense (General Fund) are forecast. Despite the COVID19 pandemic revenues and the general economic outlook remain positive and stable for the second half of the biennium. Staff continually monitor the city's financial health and financial performance to strategize and balance multiple competing expenditures such as staffing resources vs. capital investments vs. new program implementation.

One source of revenue within the General Fund is property taxes and the City Council must take final action on a property tax levy, no later than November 30. Adoption of a property tax ordinance is required.

The 2021-2022 Biennial General Fund Budget included revenue of $6,168,468 in 2021, and $6,287,999 in 2022. The city began the 2021- 2022 biennium with a fund balance of $4,148,972, and an ending 2022 Fund Balance of $4,199,473. Through September of 2021, these estimated revenues and the budgeted ending fund balance appear realistic. This ending fund balance represents 65% of budgeted 2022 General Fund expenditures, well above the 25% reserve level required fin the city's Financial Management Policy (Section 2.a.).

ECONOMIC OUTLOOK

The revenue forecast continues conservatively for the remainder of the biennium as the economy appears to be steadily improving, but also impacted by persistent inflation and high unemployment. Budget “surplus” is proposed to be transferred to capital accounts match one-time revenues with one-time expenditures as directed by the city’s Financial Management Policy (Section 2.b.).

- Key indicators include the most current inflation rate (CPI-W, West States Region), was 6.2% for the year ending September 2021, which is which is unchanged from the prior month. U.S. unemployment declined from 5.9% in June to 4.8% at September 30, 2021.
- Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive, and as forecast, thru nine months of the year.
- Operating expenditures in the General Fund, Streets Operating, and Utility Operating are all under 75% through nine months of the year. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services.
- The COVID-19 Pandemic continues yet our expected financial outlook remains stable. Staff constantly monitors revenue and after three quarters collections remain strong.
- The City received $1,018,070 in ARPA (American Rescue Plan) Act funds in June. The City will receive the second half of ARPA funds in June 2022.
- Economic conditions continue to improve as the housing prices and new and existing home sales remain strong, unemployment rates decline, consumer confidence and retail spending remain strong; however, inflation has taken a sharp turn upward and economists differ on predictions whether this is a long-term or “transitory” change.
- In the long term, the city continues to face the structural deficit, in that property tax increases are limited to a one percent annual increase while city expenditures - primarily labor and benefits, typically increase at more than a one percent rate.

DISCUSSION

The General Fund is the main operating fund of the City, funded by six major revenue categories: Taxes, Licenses & Permits, and State Shared sources, Charges for Services, Fines & Forfeitures, and Miscellaneous.

Chart 1 below provides an extended General Fund outlook to 2026. Key points to note on this chart are the large expenditure vs. revenue in 2019 & 2021, which arise from fund balance transfers to capital funds. Also note the steep expenditure decline in 2020 that resulted from annexation to the RFA, the corresponding decline in revenue that was expected was partially offset by strong retail (and construction-related) sales taxes. The data supporting Chart One is provided below in Table One.

Chart 1—General Fund Six Year Outlook (see data in table on following page):

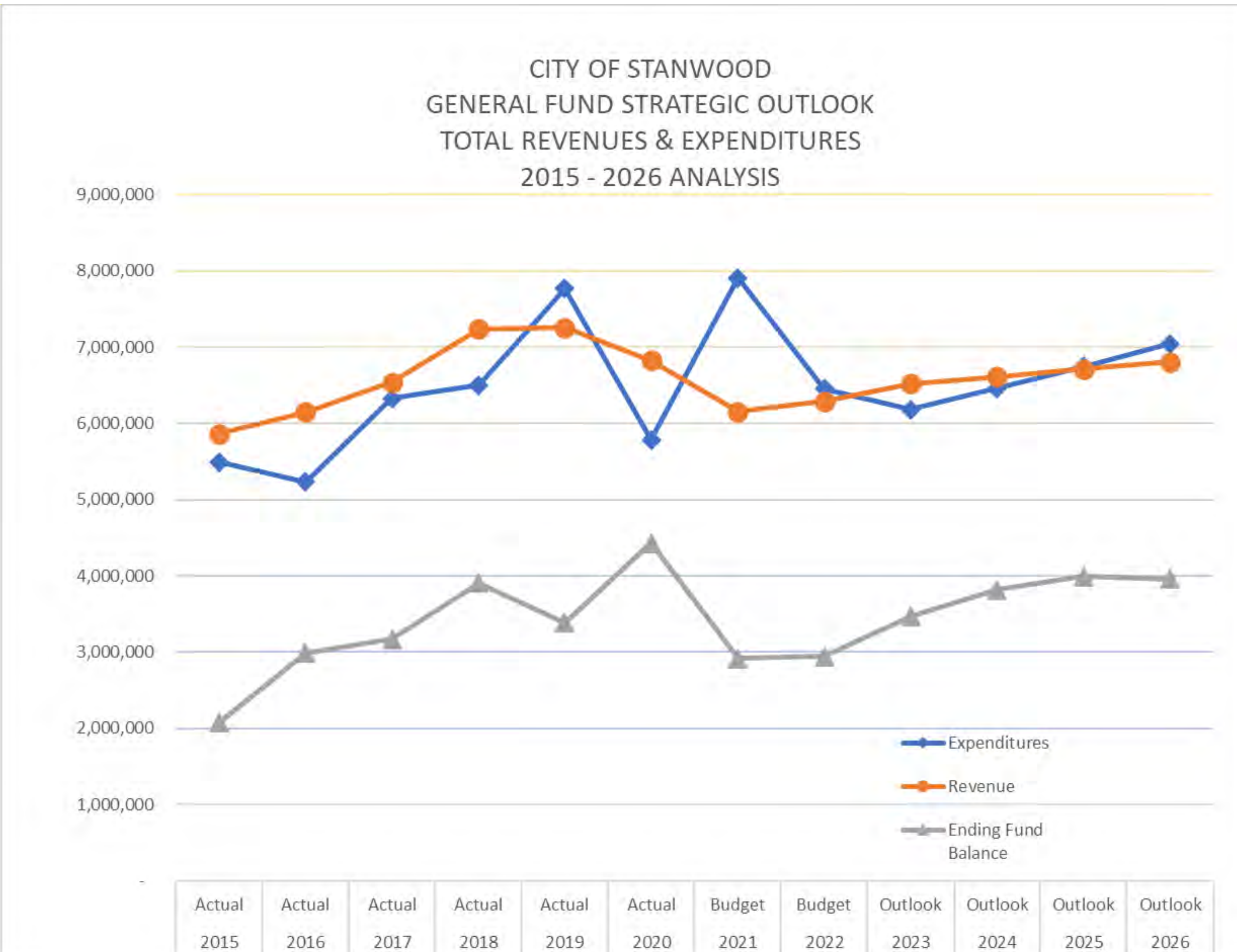


Table 1—General Fund Data

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	Actual	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Budget**	**Budget**	**Outlook**	**Outlook**	**Outlook**	**Outlook**
Beginning Fund Balance	**1,704,200**	**2,077,495**	**2,959,136**	**3,169,493**	**3,903,489**	**3,390,534**	**4,428,700**	**2,918,080**	**2,943,816**	**3,464,987**	**3,816,759**	**3,987,828**
Revenue												
Property Taxes	2,453,472	2,473,574	2,671,969	2,713,401	3,003,599	1,636,784	1,800,108	1,854,111	1,900,000	1,919,000	1,938,190	1,957,572
Retail Sales Taxes	1,239,260	1,480,884	1,423,361	1,547,103	1,597,060	2,211,756	1,900,000	1,938,000	1,976,760	2,016,295	2,056,621	2,097,754
Other Sales Taxes	103,908	110,459	114,890	125,296	132,679	134,908	120,000	121,200	121,806	122,415	123,027	123,642
Utility Taxes	908,705	925,239	1,009,621	1,081,029	1,085,790	1,119,500	1,078,500	1,089,285	1,185,000	1,220,550	1,257,167	1,294,881
Other Taxes	6,169	7,561	6,220	7,120	19,459	7,950	18,000	16,310	16,392	16,474	16,556	16,639
Licenses/Permits/Franchise	127,416	128,535	135,608	146,756	136,172	122,287	130,050	131,350	132,007	132,667	133,330	133,997
Construction Permits	104,857	157,408	117,626	388,248	383,645	413,433	315,500	318,655	363,896	359,026	354,102	342,236
Grants	4,987	4,144	2,811	2,306	13,310	323,062	1,000	14,140	14,140	14,140	14,140	14,140
State Revenues	200,553	217,375	218,715	248,340	156,158	167,727	173,300	175,033	175,908	176,788	177,672	178,560
Interfund Service Charges	377,774	387,592	383,146	412,448	-	-	-	-	-	-	-	-
Charges for Goods & Services	284,629	198,316	279,122	493,573	627,184	553,551	540,000	546,020	548,750	551,494	554,251	557,023
Fines & Forfeitures	26,442	23,758	24,215	12,993	15,349	14,749	12,500	14,600	14,710	14,820	14,931	15,043
Miscellaneous Revenues	25,560	28,215	22,665	56,514	67,525	86,339	65,500	66,265	68,253	70,301	72,410	74,582
Other Financing Sources		1,364	129,670	-	15,826	29,101		-	-	-	-	-
Transfers					-	-	-	-	-	-	-	-
Total Revenues	5,863,731	6,144,424	6,539,639	7,235,125	7,253,756	6,821,147	6,154,458	6,284,969	6,517,621	6,613,968	6,712,396	6,806,068
Revenue Growth / (Decline)					0.3%	-6.0%	-9.8%	2.1%	3.7%	1.5%	1.5%	1.4%
Expenditures												
Labor	969,088	1,076,107	1,159,319	1,244,352	1,096,750	1,112,026	1,429,840	1,543,217	1,635,810	1,733,959	1,837,996	1,948,276
Benefits	394,054	434,024	504,751	607,115	536,980	468,710	636,811	690,323	731,743	775,647	822,186	871,517
Supplies	43,774	47,303	35,010	41,162	39,109	94,299	58,605	58,813	61,166	63,612	66,157	68,803
Services	542,462	450,117	413,911	441,247	4,228,644	2,945,256	3,092,173	3,112,121	3,236,606	3,366,070	3,500,713	3,640,741
Intergovenrmental	3,399,205	3,096,406	3,442,839	3,771,014	-	-	-	-	-	-	-	-
Capital	25,409	-	-	6,278	-	-	-	-	-	1	2	3
Transfers	118,337	130,390	773,452	389,962	1,865,228	1,162,690	2,684,713	1,048,343	516,583	516,583	516,583	516,583
Total Expenses	5,492,330	5,234,347	6,329,282	6,501,129	7,766,711	5,782,981	7,902,142	6,452,817	6,181,907	6,455,872	6,743,637	7,045,924
Expense Growth / (Decline)					19.5%	-25.5%	36.6%	-18.3%	-4.2%	4.4%	4.5%	4.5%
Change in Ending Fund Balance	371,401	910,078	210,357	733,996	(512,955)	1,038,166	(1,747,684)	(167,848)	335,714	158,096	(31,241)	(239,856)
Anticipated Under-Expenditure							(237,064)	(193,585)	(185,457)	(193,676)	(202,309)	(211,378)
Ending Fund Balance	**2,075,601**	**2,987,573**	**3,169,493**	**3,903,489**	**3,390,534**	**4,428,700**	**2,918,080**	**2,943,816**	**3,464,987**	**3,816,759**	**3,987,828**	**3,959,350**

Building Permits and Development Related Charges:

Development-related revenues are based on the number of permits the city expects to issue. The 2021-2022 budget estimated revenues associated with building activity on issuing sixty permits in both years. Through Sept. 30, the city has received $315,500. In reviewing activity in the permit process, staff considers the 2021 estimate reasonable and does not recommend changing it.

The city staff anticipates significant residential building activity to continue into 2022 and has estimated revenues due to other growth-related activities (zoning fees, engineering fees, plan checking fees, environmental fees etc.) to generate approximately $318,655 in general fund revenue per year. These fees are used to offset the actual costs of providing community development services (matching one-time revenues to one-time expenditures).

Sales Tax:

In the 2019-2020 biennium, Sales tax exceeded budget significantly and contributed to a $1,950,000 biennial general fund surplus. City of Stanwood Financial Management Policy, this amount is proposed to be transferred to the Building Improvement and Parks Improvement Funds. Sales tax can vary significantly, and City Financial Management Policy directs staff to budget it conservatively. At this point in the biennium, the city expects sales tax from construction for the 2021-2022 period to be approximately $900,000, and again, city fiscal policy directs this to be transferred to a one-time (capital) use.

General Fund Sales tax received through September 2021 was $1,763,336, which was 1.8 percent higher than the $1,732,530, collected through September 2020. The city budgeted $1,900,000 for General Fund sales tax revenues in 2021 in anticipation of continued strength in the economy and new construction. Sales tax from construction was 37.2 percent, which is slightly higher than 2019, when 30 percent was from construction.

Utility Tax

The 2021 and 2022 budgets included utility rate increases, which will increase utility tax revenue, in the General Fund, by approximately $25,000 per year. This increase is partially offset by declining telephone utility tax.

State-Shared Revenues

State distributed revenues, such as liquor excise taxes and the criminal justice sales taxes are allocated based on population. The 2021 population estimate is 7,425 which is an increase of 300 over the prior year. Based on this estimate, the 2022 state-shared revenue estimates do not require revision.

Streets Fund

The street fund accounts for operating revenues and expenditures associated with the maintenance and repair of city streets. As of September 30, 2021, this fund had a cash operating reserve of $163,530. The motor vehicle fuel tax (MvFT) can be used for operations and is estimated at $135,000 in 2021 and $140,000 in 2022. This estimate appears reasonable after three quarters of 2021.

Chart Two below illustrates the six-year outlook for the Streets Fund. The primary revenue sources for Streets are MvFT and transfers from the General Fund and Transportation Benefit Fund. Complicating the Street fund budget is the fact that MvFT is not expected to increase over time and may even decline because it is based on gallons sold, while drivers are increasingly choosing hybrid or electric vehicles. At the same time, street maintenance costs, such as labor and electricity for streetlights continue to increase. Beyond 2025, the city will need to explore long term solutions to address a gap of approximately $50,000 at current service and funding levels.

Chart Two—Streets Fund Six Year Outlook (see chart on following page):

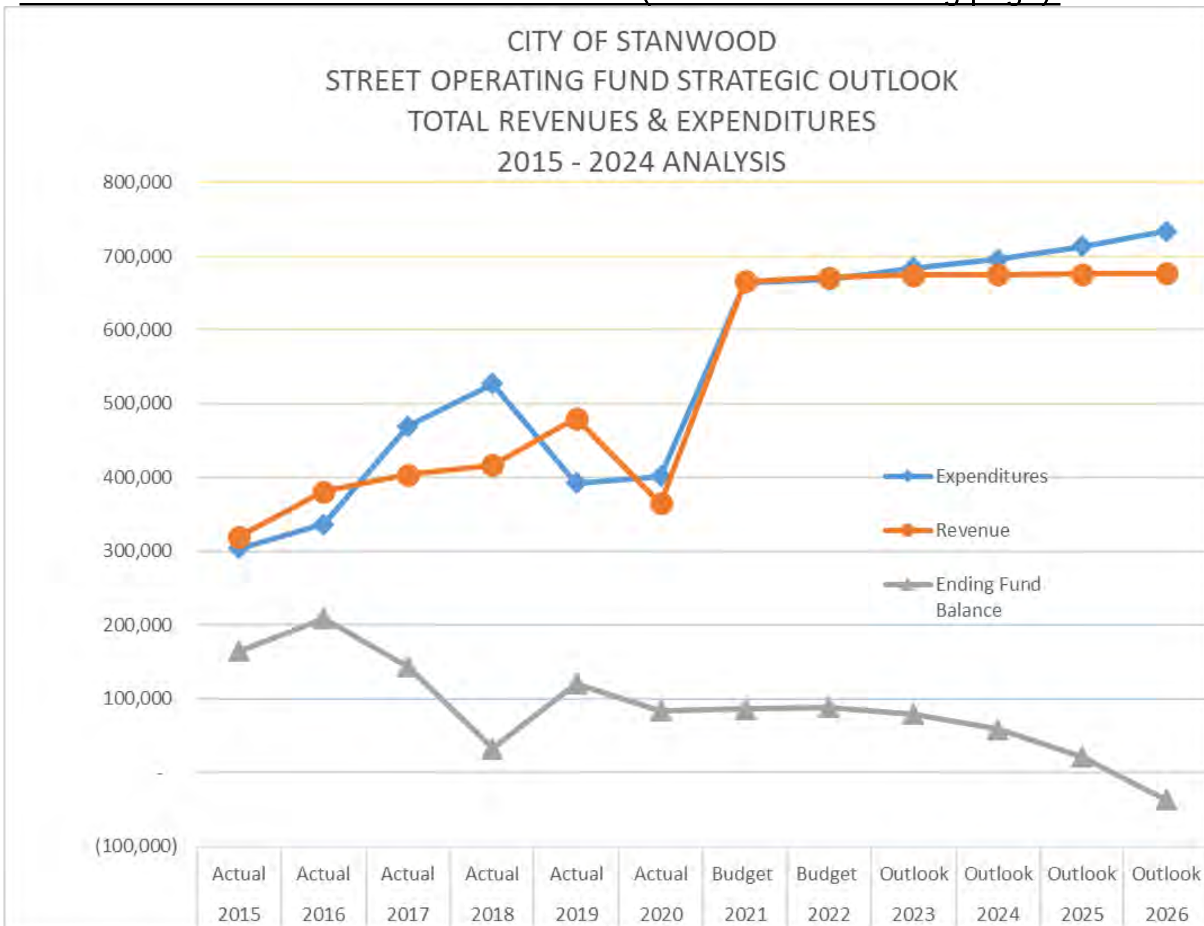


Table Two—Streets Fund Data

STRATEGIC OUTLOOK
CITY OF STANWOOD
TOTAL REVENUES & EXPENDITURES
2015 - 2026 ANALYSIS
STREET FUND

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2023 Outlook	2024 Outlook	2025 Outlook	2026 Outlook
Beginning Fund Balances	**149,116**	**165,352**	**209,222**	**143,819**	**33,231**	**120,696**	**84,060**	**86,174**	**89,056**	**79,491**	**59,205**	**21,539**
Revenue												
Property Taxes	-	178,421	199,601	202,365	227,184	141,503	-	-	-	-	-	-
Street Maintenance Fee (WM)	18,155	16,833	17,241	19,491	18,369	20,454	18,500	18,685	22,000	22,550	23,114	23,692
Multimodal Transportation	-	6,738	6,980	9,555	9,462	9,570	9,400	9,494	9,541	9,589	9,637	9,685
Mvft Unrestricted Fuel Tax	137,600	142,152	143,767	148,652	144,100	129,312	135,000	140,000	140,000	140,000	140,000	140,000
Charges for Services	10,060	570	405	180	239	-	1,000	1,000	1,005	1,010	1,015	1,020
Miscellaneous Revenues	14,429	1,082	983	1,529	19,637	1,461	2,000	2,020	2,030	2,040	2,050	2,061
Transfers	140,019	35,000	35,000	35,000	61,200	62,730	500,000	500,000	500,000	500,000	500,000	500,000
Total Revenues	320,263	380,796	403,977	416,771	480,191	365,030	665,900	671,199	674,577	675,189	675,816	676,458
Revenue Growth / (Decline)					15.2%	-24.0%	82.4%	0.8%	0.5%	0.1%	0.1%	0.1%
Expenditures												
Labor	104,729	130,569	144,601	148,497	149,000	166,110	274,067	285,045	293,596	302,404	311,476	320,821
Benefits	44,222	60,394	62,243	63,851	64,828	70,432	122,147	127,423	133,794	140,484	147,508	154,883
Supplies	30,651	24,667	27,108	32,242	28,234	30,559	30,450	30,650	31,263	31,888	32,526	33,177
Services	118,128	121,296	126,883	129,612	150,664	134,565	155,842	157,342	160,489	163,699	166,973	170,312
Capital/debt service	6,297	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	108,545	153,156	-	-	81,280	67,857	65,000	57,000	55,000	55,000
Total Expenses	304,027	336,926	469,380	527,359	392,726	401,666	663,786	668,317	684,142	695,475	713,483	734,193
Expense Growth / (Decline)					-25.5%	2.3%	65.3%	0.7%	2.4%	1.7%	2.6%	2.9%
Change in Ending Fund Balance	16,236	43,870	(65,403)	(110,588)	87,465	(36,636)	2,114	2,882	(9,566)	(20,286)	(37,667)	(57,735)
Ending Fund Balance	**165,352**	**209,222**	**143,819**	**33,231**	**120,696**	**84,060**	**86,174**	**89,056**	**79,491**	**59,205**	**21,539**	**(36,196)**

Property Tax Levy for 2022

Property taxes and the amount that a taxing jurisdiction, the City, may levy each year is subject to strict limitations. The Levy amount is a set dollar amount that the City may levy and is based on the value of property assessed by the Snohomish County Assessor. One limitation is the levy cannot increase more than 1% from the prior year levy, unless the City has available capacity to levy more; however, this additional amount is subject to further limitations.

For 2022, the proposed tax levy is calculated by taking last year's levy of $1,823,858 and increasing it 1% or $18,239 to $1,842,097. Additionally, the levy is also allowed to increase by the value of new construction that occurred in the prior year. In 2022, new construction value is estimated at $90,270 in levy dollars. Based on a 1% increase for the 2022 levy, the city tax rate would be $1.50 per $1,000 of AV; a decrease of $0.04 from the 2021 tax rate. The total levy, including the value from new construction and refunds from prior years is $1,937,830.

Property tax levies are also limited by a city's "highest lawful levy" per RCW; for Stanwood the highest lawful levy amount is $2.87 million and equivalent tax rate of $2.22/per $1,000 of AV. However, this levy amount and rate has further limitations. What is not levied, from the highest lawful levy each year is called "banked capacity;" for 2021, this amount is $1,046,206. The further limitation to our ability to use all capacity is the $3.60 District Aggregate Limitation. This means that the total amount of the city tax rate, the Regional Fire Authority rate and the Sno-Isle Library rates cannot cumulatively exceed $3.60 per $1,000 of AV. For 2022, we meet this limitation as the proposed city rate is $1.50, the RFA is estimated to be $1.49 and the Library is estimated to be $0.42 for a total of $3.41. The City Council may choose to use some of its banked capacity, estimated to be no more than $213,161 in additional levy with a tax rate of no higher than $1.69. This additional levy amount would increase the levy over a 1% limitation but allowed by law. If the city elects to not increase the 2022 levy by 1%, then this banked capacity increases to $231,400.

The adopted budget for 2021-2022 did not include the levy of banked capacity but did include one percent increases. Table Two below summarizes a 2022 levy with a one percent increase to remain consistent with the biennial budget, however council may elect to not increase the levy and bank the capacity for future needs. Table Three on the following page provides examples of the impact of these options on a typical residence, including an example demonstrating the effect of a levy of $100,000 of available banked capacity, for illustrative purposes.

Table Two – *2022 Property Tax Levy Summary- With 1% Increase*

Item	Amount
2021 Total Regular Levy	$ 1,823,858
1% Levy Increase	$ 18,239
Est. New Construction ($56.2 million)	$ 90,270
Refunds	$ 5,463
Effect of Levy Lid Lift	N/A in 2022
Banked Capacity	N/A in 2022
Estimated 2022 Levy cap*, includes new construction and refunds	$1,937,830
Estimated 2022 Levy Rate*	$1.50

*Amounts per Sept. 14, 2021 Preliminary Assessed Valuation $1,290,424,646.

Table Three – *Example impact of levy options*

Estimated 2022 Tax On Typical Residence*		
With no increase	$	549.95
With 1% increase	$	555.18
With 1% increase, and levy $100,000 banked capacity	$	583.76
For reference, 2021 tax on typical residence	$	562.43
*Typical 2022 residence value $369,700		

Staff Recommendation: Staff recommends conducting the public hearing to receive public testimony and adopting Ordinance 1496 which increases the 2022 Property Tax Levy by the statutorily allowed one percent over the 2021 Levy Amount. The decision whether to levy some or all available banked capacity is available to the City Council, which could be set aside in capital funds to provide reserves for future projects, such as funding bonded debt for parks improvements or reduce borrowing costs for the City Hall improvement or replacement project. Such reserves contribute to the city's bond rating, which in turn lead to lower long-term borrowing costs.

Committee/Board Recommendation: N/A. The budget is review by the full City Council.

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve the first reading of ordinance 1496 to increase the 2022 Property Levy 1%
2. Approve the first reading of ordinance 1496 to increase the Levy an additional % that meets the $3.60 limitation, utilizing a portion of banked capacity; estimated to be no more than $213,161
3. Approve the first reading of ordinance 1496 that does not increase the Levy and remain at 2021 amount adding to future banked capacity.
4. Do not approve first reading of ordinance 1496 and direct staff to prepare other analysis and make further adjustments and set another adoption date for the 2022 Levy no later than November 30, 2021

PROPOSED MOTION

MOTION TO APPROVE THE FIRST READING OF ORDINANCE 1496 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR 2022, WITH ONE PERCENT LEVY INCREASE FROM 2021.

Note that the council must take final action on a property tax levy by November 30, as levy certifications must be prepared and submitted to the Snohomish County Assessor's Office by their 2021 deadline.

Department of Revenue Washington State

Ordinance / Resolution No. 1496

RCW 84.55.120

WHEREAS, the City Council (Governing body of the taxing district) of the City of Stanwood (Name of the taxing district) has met and considered its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was $ 1,823,858.45 (Previous year's levy amount); and,

WHEREAS, the population of this district is ☐ more than or ☒ less than (Check one) 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 (Year of collection) tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be $ 18,238.58 which is a percentage increase of 1 (Percentage increase) % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this ________ day of ________________, ________.

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	8d
DATE:	November 8, 2021
SUBJECT:	Mid-Biennium Budget Amendment
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENT:	A - Ordinance 1501 - Mid-Biennium Budget Amendment

PURPOSE

The issue before council is to review mid-biennium budget updates and consider first reading of Ordinance 1501 - Mid-Biennium Budget Amendment.

RECOMMENDATION

Review staff requested amendments and approve first reading of Ordinance 1501 - Mid-Biennium Budget Amendment.

SUMMARY STATEMENT

This report provides staff recommended mid-biennium adjustments to the 2021-2022 budget. The recommended changes include items that have been authorized by council, such as the updated Water and Sewer System Plan. The amendment also includes the transfer of prior biennium surplus out of the General Fund to Parks Capital and Building capital for future expenditure authorization, and requests authorization for relatively minor program changes, as well as changes arising from updated information and revised estimates. Finally, there are a set of recommended capital program budget changes that primarily relate to the timing of projects, with projects occurring either earlier or later than previously budgeted.

COMMITTEE REVIEW

The mid-biennial budget amendment was not available for review by the Finance Committee at their regular scheduled October 28th meeting.

RECOMMENDED MOTION

I MOVE TO APPROVE FIRST READING OF ORDINANCE 1501 AMENDING THE 2021-2022 BUDGET AS PRESENTED

Key Budget Amendment Topic—2019-2020 General Fund Surplus

City of Stanwood Financial Management Policy, Section 2 Reserves directs the transfer of the General Fund surplus from the General Fund to be used to fund one-time operations and capital expenditures. The surplus amount is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. This amount has been calculated for the 2019-2020 biennium in the amount of $1,949,003. This amendment proposes transfer of $1,500,000 to the Building Capital Fund to save for the future City Hall project and the remainder of $449,003 to the Parks Improvement Fund. It is important to note the transfer of these funds simply removes them from the General Fund, it does not appropriate the expenditure of the funds from the capital funds. The expenditure of the funds must be authorized by council in a future budget action.

2019-2020 General Fund Surplus Calculation	
	2021
Budgeted beginning Fund Balance	$ 2,479,697
Actual Beginning Fund Balance	$ 4,428,700
	$ (1,949,003)

Key Budget Amendment Topic—American Recovery Plan Act (ARPA) Funding

The City received $1,018,070 in ARPA (American Rescue Plan) Act funds in June. The City will receive the second half of ARPA funds in June 2022. The City Council met in August to discuss ARPA funding, however no clear decisions were made in the workshop setting. Staff propose to use the funding initially on one project in 2022 based on the strong support at the workshop. This project is the Flood Wall Construction on near Florence Road in conjunction with Burlington Northern, which is estimated to cost $564, 000 and staff can construct in 2022. Staff recommends convening a workshop in early 2022 to consider how best to appropriate the remaining funding. The following guidelines on use of ARPA funding, which were promulgated by the Government Finance Officer's Association in 2020 are provided for council consideration.

Temporary Nature of ARPA Funds. ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures.

- Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.
- Use of ARPA funds to cover operating deficits caused by COVID-19 should be considered temporary and additional budget restraint may be necessary to achieve/maintain structural balance in future budgets.
- Investment in critical infrastructure is particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long- term assets that provide benefits over many years. However, care should be taken to assess any on-going operating costs that may be associated with the project.

***ARPA Scanning and Partnering Efforts*.** State and local jurisdictions should be aware of plans for ARPA funding throughout their communities.

- Local jurisdictions should be cognizant of state-level ARPA efforts, especially regarding infrastructure, potential enhancements of state funding resources, and existing or new state law requirements.
- Consider regional initiatives, including partnering with other ARPA recipients. It is possible there are many beneficiaries of ARPA funding within your community, such as schools, transportation agencies and local economic development authorities. Be sure to understand what they are planning and augment their efforts; alternatively, creating cooperative spending plans to enhance the structural financial condition of your community.

***Take Time and Careful Consideration*.** ARPA funds will be issued in two tranches to local governments. Throughout the years of outlays, and until the end of calendar year 2024, consider how the funds may be used to address rescue efforts and lead to recovery.

- Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
- Whenever possible, expenditures related to the ARPA funding should be spread over the qualifying period (through December 31, 2024) to enhance budgetary and financial stability.
- Adequate time should be taken to carefully consider all alternatives for the prudent use of ARPA funding prior to committing the resources to ensure the best use of the temporary funding.

2021 Proposed Amendments, By Fund:

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
General	Cares Act Grant	0	35,000	35,000	Additional CRF funding from Snoh. County
	WSDOT Grant	0	25,000	25,000	New Grant Funding-Ovenell Entrance Study
	Crim Just One-time Allocation	0	29,323	29,323	To Address Recent Legislative changes affecting Police
	Marijuana Tax	20,000	-15,000	5,000	Revise Revenue Estimate
	Local grants (Snoh. County)	1,000	24,000	25,000	New Grant Funding-Ovenell Entrance Study
	Transfer from Fire Impact Fee Fund	0	41,915	41,915	Reimburse 2020 Fire Station Debt Service
	Total Change		140,238		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
General	Prof Services Clerk/Council	39,800	50,000	89,800	Digital Records Management
	salary ind cost alloc	-266,452	45,675	-220,777	Revised Estimated Overhead
	benef ind cost alloc	-129,978	29,484	-100,494	Revised Estimated Overhead
	services ind cost alloc	-94,497	-75,159	-169,656	Revised Estimated Overhead
	Prof Services CD	110,500	100,000	210,500	Professional Planning Services
	Transfer to Building Imp Fund	0	1,500,000	1,500,000	2019-2020 General Fund Surplus
	Transfer to Parks Imp Fund	0	449,003	449,003	2019-2020 General Fund Surplus
	Total Change		2,099,003		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
101	Street Operating	Insurance	13,742	16,258	30,000	Revised Estimate to Actual Premium
		Total Change		16,258		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
102	Street Impact Fee	Transfer to Street Constructio	0	100,000	100,000	To adjust to current CIP
		Total Change		100,000		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Street Construction	Transfer from Street Impact Fee	0	100,000	100,000	To adjust to current CIP
	Transfer from TBD	100,000	59,450	159,450	To adjust to current CIP
	RTCC - Viking Way	173,000	-173,000	0	Project timing revised
	WSDOT Safe Routes	660,000	-660,000	0	Project timing revised
	Total Change		-673,550		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Street Construction	101st ST, Reconstruction	660,000	-589,000	71,000	To adjust to current CIP
	Viking Way ROW	0	543,000	543,000	Settlement
	City Beautification	150,000	-120,000	30,000	To adjust to current CIP
	Total Change		-166,000		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Park & Trail Impr	DOE Grant	0	50,000	50,000	New Grant-Downtown Park Site Study
	ALEA Grant	500,000	-500,000	0	Project timing revised
	RCO Grant	241,000	-241,000	0	Project timing revised
	Intergovermental loan Snoh. County	73,000	-73,000	0	Loan Proceeds Not Utilized for Park Element of Berm
	Transfer in from General Fund	0	449,003	449,003	2019-2020 General Fund Surplus
	Total Change		-314,997		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Park & Trail Impr	Stanwood Port Susan Trail	515,000	-168,610	346,390	To adjust to current CIP
	Downtown Park	200,000	-60,000	140,000	To adjust to current CIP
	Church Creek Park	0	15,000	15,000	To adjust to current CIP
	Heritage Park	1,700,000	155,000	1,855,000	To adjust to current CIP
	Hamilton Park	1,000,000	-950,000	50,000	To adjust to current CIP
	Total Change		-1,008,610		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Fire Impact Fees	Transfer to GF Debt Service Re	0	41,915	41,915	Reimburse 2020 Fire Station Debt Service
	Total Change		41,915		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Building Impr. Fund	Transfer in from General Fund	0	1,500,000	1,500,000	2019-2020 General Fund Surplus
	Total Change		1,500,000		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Building Improvemen	Police/City Hall Design	100,000	80,000	180,000	City Hall Analysis
	Total Change		80,000		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Tourism & Promotion	Grant Port of Seattle	0	10,000	10,000	New Grant Funding
	Total Change		10,000		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Tourism & Promotion	Supplies	34,000	-33,000	1,000	Correct Expenditure Line Items
	Tourism Grants	0	11,000	11,000	Correct Expenditure Line Items
	Advertising	0	10,000	10,000	Correct Expenditure Line Items
	Dues	0	2,000	2,000	Correct Expenditure Line Items
	Printing	0	10,000	10,000	Correct Expenditure Line Items
	Total Change		0		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Sewer Operating	Sewer Service Charges	2,312,000	145,000	2,457,000	Rate increases not accurately built into forecast
	Total Change		145,000		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Sewer Operating	2021 Rev Bond Principal	75,000	100,000	175,000	Revision to final Debt Proceeds Accounting
	2021 Rev Bond Interest	5,000	23,210	28,210	Revision to final Debt Proceeds Accounting
	Total Change		123,210		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Sewer Construction	2021 Rev Bond Proceeds	4,477,000	-667,930	3,809,070	Revision to final Debt Proceeds Accounting
	2021 Premiums on Bonds Issued	0	760,565	760,565	Revision to final Debt Proceeds Accounting
	Transfer In from Sewer Bond Resrv	0	503,130	503,130	Revision to final Debt Proceeds Accounting
	Total Change		595,765		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Sewer Construction	2021 Rev Bond Int & Debt Cost	0	65,636	65,636	Revision to final Debt Proceeds Accounting
	Sewer Master Plan Update	0	20,000	20,000	Master Plan Update
	Total Change		85,636		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Drainage Operating	Drainage Service Charges	1,050,000	101,500	1,151,500	Rate increases not accurately built into forecast
	Total Change		101,500		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Drainage Operating	Insurance	9,754	20,246	30,000	Revised Estimate to Actual Premium
	Total Change		20,246		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Drainage PIF	PIF fees	80,000	75,000	155,000	Revised Estimate
	Total Change		75,000		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Drainage PIF	Transfer to Drainge Constructi	0	150,000	150,000	To adjust to current CIP
	Total Change		150,000		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Water Operating	Water Service Charges	2,106,225	55,000	2,161,225	Rate increases not accurately built into forecast
			55,000		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Water Operating	Salaries	534,471	20,000	554,471	To Correct Salary Estimate
	Insurance	32,641	15,359	48,000	Revised Estimate to Actual Premium
	2019 Rev Bond Princ	0	129,000	129,000	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Int	0	40,470	40,470	Revision to final Debt Proceeds Accounting
	Transfer to Water Bond Resrv	419,138	-104,783	314,355	Revision to final Debt Proceeds Accounting
	Total Change		100,046		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Water Construction	Transfer In from Water Bond Resrv	0	437,186	437,186	Revision to final Debt Proceeds Accounting
	Total Change		437,186		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Water Construction	Water Master Plan Update	0	20,000	20,000	Master Plan Update
	Water Meter Replacement Prc	0	5,000	5,000	Additional Water Meter Replacement
	transfr to Street	-350,000	350,000	0	Error in Budget Amendment One
	Total Change		375,000		

Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
Water Bond Reserve	2021 Refunding 2011 Debt	0	1,705,930	1,705,930	Revision to final Debt Proceeds Accounting
	Transfer In from Water	419,138	-104,783	314,355	Revision to final Debt Proceeds Accounting
	Total Change		1,601,147		

Water Bond Reserve					
	2011 Rev Bond Princ	135,000	1,677,157	1,812,157	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Princ	129,000	-129,000	0	Revision to final Debt Proceeds Accounting
	2011 Rev Bond Int & Debt	74,200	71,616	145,816	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Int & Debt	80,938	-40,468	40,470	Revision to final Debt Proceeds Accounting
	Transfer Out to Water Constru	0	439,045	439,045	Revision to final Debt Proceeds Accounting
	Total Change		2,018,350		

Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
Sewer Bond Reserve	Transfer out to Sewer Constru	0	508,935	508,935	Revision to final Debt Proceeds Accounting
	Total Change		508,935		

2022 Proposed Amendments, By Fund:

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
General	Marijuana Tax	20,000	-15,000	5,000	Revise Revenue Estimate
	Total Change		-15,000		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
General	Professional Services	28,300	41,700	70,000	Digital Records Management
	Professional Services	29,800	200,000	229,800	Municipal Code Update
	Transfer to Drain Cap ARP funds	0	564,000	564,000	New Floodwall Project
	Total Change		805,700		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Street Construction	Transfer from TBD	161,450	1,417,452	1,578,902	Project timing revised
	RTCC - Viking Way	259,500	173,000	432,500	Project timing revised
	TIB	1,408,050	-418,050	990,000	Project timing revised
	WSDOT Safe Routes	1,198,000	-538,000	660,000	Project timing revised
	Transfer from GF	185,000	220,000	405,000	88th Arch Estimate Revision & TimingCchange
	transfer from Water Capital	400,000	-400,000	0	Correct Prior Budget Error
	Total Change		454,402		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Street Constr	Sidewalk Installation	175,000	242,452	417,452	Additional sidewalk projects
	SR532 Intersection	525,000	-525,000	0	To adjust to current CIP
	101st Reconstr Construction	1,848,000	-1,188,000	660,000	Project timing revised
	Viking Way Construction	0	1,000,000	1,000,000	Project timing revised
	City Beautification	185,000	220,000	405,000	Project timing and cost estimate revised
	72nd Ave. improvements	0	50,000	50,000	Study High School Entrance 72nd St.
	Total Change		-200,548		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Park & Trail Improvement	DOC	0	927,160	927,160	Downtown $200,000 & $727,160 Pt. Susan Trail
	Alea Grant	0	500,000	500,000	Project timing revised
	RCO	0	241,000	241,000	Project timing revised
	Grant RCO	0	448,000	448,000	Project timing revised
	REET 2	480,000	15,000	495,000	Additional Funding Church Creek Park
	Loan Snoh. County	73,000	-73,000	0	Loan Proceeds Not Utilized for Park Element of Berm
	Total Change		2,058,160		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Park & Trail Impr	Stanwood Port Susan Trail	734,000	820,000	1,554,000	Project timing revised
	Downtown Park	140,000	140,000	280,000	Project timing revised
	Heritage Park	100,000	-100,000	0	Project timing revised
	Hamilton Park	40,000	50,000	90,000	Project timing revised
	Church Creek Park	440,000	15,000	455,000	Project timing revised
	Total Change		925,000		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Transportation Benefit Distric	Transfer to Street construction	161,450	417,452	578,902	Additional sidewalk projects
	Total Change		417,452		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Building Improvement	Police/City Hall Design	50,000	150,000	200,000	City Hall Project
	Total Change		150,000		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Sewer Operating	Sewer Service Charges	2,312,000	329,414	2,641,414	Rate increases not accurately built into forecast
	Total Change		329,414		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Sewer Operating	Prof Serv	47,760	25,000	72,760	IT Security assessment
	2021 Rev Bond Princ	125,000	135,000	260,000	Revision to final Debt Proceeds Accounting
	2021 Rev Bond Int	5,000	174,400	179,400	Revision to final Debt Proceeds Accounting
	Total Change		334,400		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Sewer Construction	Rev Bond Proceeds	2,000,000	-2,000,000	0	Revision to final Debt Proceeds Accounting
	Total Change		-2,000,000		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Sewer Construction	Sewer Master Plan Update	0	430,000	430,000	Master Plan Update
	Church Creek	1,700,000	-1,700,000	0	Error in Budget Amendment One
	Total Change		-1,270,000		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Drainage Operating	Drainage Service Charges	1,086,750	171,250	1,258,000	Rate increases not accurately built into forecast
	Total Change		171,250		

Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
Drainage Construction	Transfer from GF ARPA funds	0	564,000	564,000	Flood Wall Project
	Total Change		564,000		

Drainage Construction	Flood Wall	0	564,000	564,000	New Floodwall Project
	Total Change		564,000		

Fund Name	Acct Name	Budget	Proposed Change	Amended Budget	Description
Water Operating	Water Service Charges	2,106,225	43,775	2,150,000	Rate increases not accurately built into forecast
			43,775		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Water Operating	Salaries	546,906	65,300	612,206	To Correct Salary Estimate
	Social Sec	44,423	4,000	48,423	To Correct Salary Estimate
	Retirement	70,673	5,300	75,973	To Correct Salary Estimate
	Medical	141,418	19,400	160,818	To Correct Salary Estimate
	Prof serv	63,300	25,000	88,300	IT Security Assessment
	2019 Rev Bond Princ	0	133,000	133,000	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Int	0	77,596	77,596	Revision to final Debt Proceeds Accounting
	Transfer to Water Bond Resrv	424,396	-424,396	0	Revision to final Debt Proceeds Accounting
	Total Change		-94,800		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Water Construction	Water Master Plan Update	0	258,000	258,000	Master Plan Update
	Water Meter Replacement Progra	0	5,000	5,000	Additional Water Meter Replacement
	Transfr to Street Const	400,000	-400,000	0	To adjust to current CIP
	Total Change		-137,000		

Fund Name	Acct Name	Budget	Proposed Change	Amended Budget	Description
Water Bond Reserve	Interest	4,900	-4,900	0	Revision to final Debt Proceeds Accounting
	Transfer In from Water	424,396	-424,396	0	Revision to final Debt Proceeds Accounting
	Total Change		-429,296		

Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
Water Bond Reserve	2011 Rev Bond Princ	145,000	-145,000	0	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Princ	133,000	-133,000	0	Revision to final Debt Proceeds Accounting
	2011 Rev Bond Int & Debt	68,800	-68,800	0	Revision to final Debt Proceeds Accounting
	2019 Rev Bond Int & Debt	77,596	-77,596	0	Revision to final Debt Proceeds Accounting
	Total Change		-424,396		

Fund Name	Acct Name	Budget	Proposed Change	Amended Budget	Description
Sewer Bond Reserve	Interest	8,900	-8,900	0	Revision to final Debt Proceeds Accounting
	Total Change		-8,900		

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1501

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING ORDINANCE RELATING TO THE 2021-2022 BUDGET

WHEREAS, the City previously adopted the 2021 and 2022 biennial budget on November 12, 2020, pursuant to Ordinance 1489; and Budget Amendment dated March 11, 2021 pursuant to Ordinance 1495.

WHEREAS, by law the City may not have expenditures in excess of budgeted appropriations for an individual fund;

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

Section 1. Ordinance No. 1489 is hereby amended to reflect the totals of 2021 and 2022 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in Attachment A. The Finance Director is hereby authorized to include year-end actual cash balances in the final budget document as determined at the close of the current fiscal year.

Section 2. Except as provided herein, all provisions of Ordinance 1489 shall remain in full force and effect unchanged.

ADOPTED by the City Council and APPROVED by the Mayor this __th day of _ 2021.

CITY OF STANWOOD

____
Elizabeth Callaghan, Mayor

ATTEST:

____
Sara Robinson, City Clerk

APPROVED AS TO FORM:

____
Brett Vinson, City Attorney

Date of Publication:
Effective Date:

Summary Revenues, Expenditures and Fund Balance (All Funds)
2021-2022 Biennial Budget, Mid-Biennium Budget Amendment
2021

			Revenues			Expenditures			
Fund	Fund Name	Beginning Balance	2021 Revenue Budget	2021 Budget Amendment Mid-Bien. Adjustments	2021 Adjusted Revenue Budget	2021 Expense Budget	2021 Budget Amendment Mid-Bien. Adjustments	2021 Adjusted Expense Budget	2021 End Fund Balance
001	General Fund	4,428,700	6,154,458	140,238	6,294,696	5,953,139	2,099,003	8,052,142	2,671,254
101	Street Operating Fund	84,060	665,900		665,900	663,786	16,258	680,044	69,916
102	Street Impact Fee Fund	690,313	216,665		216,665	0	100,000	100,000	806,978
103	Street Capital Fund	885,730	1,656,950	-673,550	983,400	1,659,100	-166,000	1,493,100	376,030
104	Park & Trail Capital Fur	1,464,467	2,145,900	-314,997	1,830,903	3,415,000	-1,008,610	2,406,390	888,980
105	Fire Impact Fees	41,915	0		0	0	41,915	41,915	0
106	Park Impact Fees	269,097	84,135		84,135	0		0	353,232
107	Equipment Reserve Fur	554,977	196,890		196,890	277,050		277,050	474,817
108	Transportation Benefit	640,983	475,500		475,500	359,450		359,450	757,033
109	Contingency Fund	388,824	55,400		55,400	0		0	444,224
110	Building Improvement	1,492,319	16,800	1,500,000	1,516,800	100,000	80,000	180,000	2,829,119
115	Tourism And Promotio	2,408	79,000	10,000	89,000	74,000	0	74,000	17,408
120	REET 1 Fund: Capital Im	861,915	310,300		310,300	724,000		724,000	448,215
121	REET 2 - Growth Manag	1,031,343	315,500		315,500	0		0	1,346,843
205	Debt Service Fund	19,655	500		500	0		0	20,155
401	Sewer Utility Funds	1,546,702	2,340,900	145,000	2,485,900	2,350,398	123,210	2,473,608	1,558,994
403	Sewer Capital Fund	2,267,120	4,836,300	595,765	5,432,065	4,160,500	85,636	4,246,136	3,453,049
405	Sewer Plant Investmen	284,510	155,000		155,000	300,000		300,000	139,510
410	Drainage Operating Fu	291,815	1,055,300	101,500	1,156,800	955,540	20,246	975,786	472,829
411	Drainage Capital Fund	689,922	2,522,160	0	2,522,160	2,538,600		2,538,600	673,482
412	Drainage Plant Investm	59,446	80,700	75,000	155,700	27,000	150,000	177,000	38,146
421	Water Operating Fund	976,710	2,214,200	55,000	2,269,200	2,312,973	100,046	2,413,019	832,891
422	Water Capital Fund	1,925,459	44,800	437,186	481,986	200,000	375,000	575,000	1,832,445
423	Cedar Home Plant Inve	132,465	12,100		12,100	10,000		10,000	134,565
424	Water Plant Investmen	478,801	205,000		205,000	0		0	683,801
451	Water Bond Reserve	412,303	424,038	1,601,147	2,025,185	419,138	2,018,350	2,437,488	0
452	Sewer Bond Reserve	500,035	8,900		8,900	0	508,935	508,935	0
457	Sewer Equipment Rese	573,466	116,461		116,461	125,000		125,000	564,927
458	Drainage Equipment Re	327,865	65,064		65,064	104,950		104,950	287,979
459	Water Equipment Rese	347,914	83,160		83,160	8,000		8,000	423,074
630	Custodial Fund	1,763						0	1,855

Summary Revenues, Expenditures and Fund Balance (All Funds)
2021-2022 Biennial Budget, Mid-Biennium Budget Amendment
2022

	Revenues			Expenditures			
2022 Beg Fund Balance	2022 Revenue Budget	2022 Budget Amendment Mid-Bien. Adjustments	2022 Adjusted Revenue Budget	2022 Expense Budget	2022 Budget Amendment Mid-Bien. Adjustments	2022 Adjusted Expense Budget	2022 Ending Fund Balance
2,671,254	6,273,859	-15,000	6,258,859	6,452,817	805,700	7,258,517	1,671,595
69,916	671,209		671,209	668,317		668,317	72,808
806,978	218,665		218,665	0		0	1,025,643
376,030	4,014,400	454,402	4,468,802	3,802,500	-200,548	3,601,952	1,242,880
888,980	5,518,900	2,058,160	7,577,060	1,654,000	925,000	2,579,000	5,887,040
0	0	0	0	0	0	0	0
353,232	84,135		84,135	140,000		140,000	297,367
474,817	163,100		163,100	0		0	637,917
757,033	475,500		475,500	361,450	417,452	778,902	453,631
444,224	55,400		55,400	0		0	499,624
2,829,119	16,800		16,800	50,000	150,000	200,000	2,645,919
17,408	109,000		109,000	74,000		74,000	52,408
448,215	310,300		310,300	300,000		300,000	458,515
1,346,843	315,500		315,500	480,000		480,000	1,182,343
20,155	298,500		298,500	298,000		298,000	20,655
1,558,994	2,421,820	329,414	2,751,234	2,421,629	334,400	2,756,029	1,554,200
3,453,049	2,059,300	-2,000,000	59,300	4,725,000	-1,270,000	3,455,000	57,349
139,510	155,000		155,000	0		0	294,510
472,829	1,092,050	171,250	1,263,300	808,590	0	808,590	927,538
673,482	1,015,000	564,000	1,579,000	1,000,000	564,000	1,564,000	688,482
38,146	80,700		80,700	40,500		40,500	78,346
832,891	2,285,425		2,285,425	2,330,707	-94,800	2,235,907	882,409
1,832,445	44,800		44,800	400,000	-137,000	263,000	1,614,245
134,565	12,100		12,100	10,000		10,000	136,665
683,801	205,000		205,000	0		0	888,801
0	429,296	-429,296	0	424,396	-424,396	0	0
0	8,900	-8,900	0	0	0	0	0
564,927	112,411		112,411	0		0	677,338
287,979	51,641		51,641	0		0	339,620
423,074	76,216		76,216	0		0	499,290
1,855							1,855
22,601,749	28,574,927	1,124,030	29,698,957	26,441,906	26,441,906	26,441,906	26,441,906

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM NUMBER:	9a
DATE:	November 8, 2021
SUBJECT:	Proposed Resolution to Adopt the City's Salary and Benefits Schedule for 2022
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENTS:	A – Resolution 2021-09 Salary & Benefit Schedule B—Proposed 2022 Organization Chart C—Proposed 2022 Authorized FTE's

ISSUE

The issue before the committee is to review a resolution establishing the city's 2022 compensation and benefits schedule for its employees.

RECOMMENDATION

Recommend approval of Resolution 2021-09 establishing the city's compensation and benefits schedule for city employees for 2022.

DISCUSSION

This resolution implements employee compensation and benefits for 2022. Two staffing changes are requested. Council previously approved two Public Works Supervisors. One position is filled, and is supervising the Water Utility, Facilities, Drainage and Parks employees. This request is to delay hiring the second supervisor and instead hire one additional Public Works Technician. This is a cost savings within the budget and would allow more "boots-on-the-ground." The Sewer Utility and Wastewater Treatment Plan employees would report directly to the Assistant Public Works Director. Additionally, in the Finance Department staff requests authorization to reclassify the Accounting Clerk and th Administrative Assistant into a new Accounting Technician I/II structure. This would allow equitable distribution of work, and clear development pathways for the team. These changes are reflected in the proposed 2022 Organizational Chart (Att. B) and in the list of authorized FTE's by position (Att. C).

Represented Employees

There are two bargaining groups in the city: Teamsters – Public Works and Teamsters – Administrative (hereinafter referred to collectively as "Teamsters"). The Teamster's employees are currently working under 3-year contracts that expire on December 31, 2022.

The Teamsters Collective Bargaining Agreements include 3.25% Cost of Living Adjustments (COLA) in both 2021 and 2022 and are included in the budget. The represented employees medical plan premium rate increase was 1.8% and the dental insurance premiums are unchanged from 2021 to 2022, which are well within budgeted premium increases of 6%.

Non-represented Employees

All city employees not represented by the Teamsters are considered non-represented employees (hereinafter referred to as "non-represented"). Staff proposes the non-represented employees continue to be offered health benefits from the Association of Washington Cities (AWC) Benefit Trust in 2022. Premium increases for AWC Benefit plans were 5.8% for the regence plan and 7.3% for Kaiser Permanente, while the Delta Dental Plan increased 2; in total the proposed 2022 salary and benefit schedule is within budget.

Salary Schedule Adjustment – provides a 5.9 percent cost of living adjustment (COLA), for non-represented employees, based on the most recent U.S. Department of Labor Consumer Price index for urban wage earners in the West (CPI-W), for cities of population less than 2.5 million. The October 13, 2021 CPI-W reported the rate for the period ending September 30, 2021 was 6.2%. This is the rate the city has historically used as it most closely tracks the cost of labor. However, in 2021 the non-represented employees received a 2.0 percent COLA, which exceeded the CPI-W by 0.3%, thus the recommended 2022 increase was adjusted downward from 6.2% to 5.9%.

Dental Plan Coverage –Delta Dental Plan J, and the Willamette Dental $15 copay plan.

High Deductible Plan - A high-deductible plan is a lower premium cost plan offered by AWC and is combined with a Health Savings Account (HSA). Beginning in 2020, this plan has been offered to employees with an incentive HSA contribution in the first two years then an ongoing HSA contribution of $3,600 ($1,800 for employees with no dependents). This incentivized contribution was calculated to be cost neutral with respect to the HF $250 plan three-year over a three year period.

The 2022 workplan includes a classification and compensation study to ensure employees' current job descriptions align with their current duties, and to ensure compensation is in line with the market. This will ensure the city is in the best position to recruit and retain employees and that employees are equitably compensated. In addition, with new leadership in 2022 it is anticipated that the city's staffing and organization will be assessed to continue to ensure the city meets expected service levels efficiently and effectively.

Mayor Callaghan supports approval of the resolution, noting that the CPI-W is high, but also noting we have had trouble recruiting for positions not only at the city but also businesses within Stanwood are experiencing difficulty in hiring. Keeping up with the true cost of labor is our best strategy to continue to recruit and retain staff and is the best long-term strategy.

FINANCIAL IMPACT

The financial impact of the represented employees' 3.25% COLA is in the current collective bargaining agreement, thus already budgeted. The impact of a 5.9 percent cost of living increase for non-represented employees is approximately $90,000 (this amount depends on which step each individual employee is located).

The 2021-2022 budget anticipated increases of three percent for the annual COLA and the performance adjustment pool, and six percent increases for medical and dental premiums. Actual increases are cumulatively less than budget.

Committee Review

This resolution was discussed at the October 28, 2021 regular Finance & Personnel Committee. The committee asked staff to bring the resolution to the full council without a recommendation noting they did not have adequate time to discuss at the committee meeting. Also, one committee member was unable to attend, and the alternate Committee member agreed the resolution should come to the City Council for discussion.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2021-09 FORMALLY UPDATING THE SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE JANUARY 1, 2022.

ATTACHMENT A

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2021-09

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON ADOPTING A SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE January 1, 2022.

WHEREAS, it is necessary and appropriate to establish the salary and benefits schedule for employees and elected officials of the City of Stanwood by resolution of the city council; and

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

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

WHEREAS, on October 13, 2021, the Bureau of Labor Statistics most recent consumer price index for urban wage earners in the West, for cities of population less than 2.5 million, reported the rate for the period ending September 30, 2021 was 6.2%, and

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

<u>Section 1: Adopting Pay and Benefits for Teamsters Administrative Employees</u>
That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Administrative Employees), shall be as set forth below:

	Minimum	Maximum
Accounting Clerk	4,107	5,040
Accounting Specialist	5,079	6,229
Administrative Assistant	4,956	6,078
Associate Planner	5,594	6,517
Engineering Tech	5,586	6,797
Police Records Clerk	4,956	6,078

Proposed Reclassification		
Accounting Technician I	4,107	5,040
Accounting Technician II	4,362	5,352

Other compensation and benefits for City Teamsters Administrative Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long-Term Disability insurance, Option 1.

Section 2: Adopting Pay and Benefits for Teamsters Public Works Employees

That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Public Works Employees), shall be as set forth below:

	Minimum	Maximum
PW Tech I	4,172	5,392
PW Tech II	4,431	5,727
PW Lead	5,457	7,052
Water Plant Operator I	4,491	5,807
Water Plant Operator II	4,776	6,170
WW Treatment Plant Oper I	4,762	6,156
WW Treatment Plant Oper II	5,112	6,606
WW Treatment Plant Oper Lead	5,676	7,335

Other pay and benefits for City Teamsters Public Works Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long Term Disability Insurance, Option 1, and the Vision Service Plan (VSP) $0 Copay plan.

Section 3: Adopting Pay and Benefits for Non-Represented Employees

That the monthly base compensation for City employees and elected officials who are not represented by a union or bargaining group subject to adjustments as contained herein as set forth below, which represents a 5.9% cost-of-living adjustment from 2021.

a) Salary Increases Based on Performance

In addition to the 5.9% cost-of-living adjustments incorporated in the salary schedule below, full-time non-represented employees may receive an annual salary increase based on individual performance as determined by the Mayor. The total amount of performance increases shall not exceed the salary adjustment pool, which is calculated by the finance director and authorized by the City Council as a percentage share of annual full-time, non-represented salaries. For the 2022 budget year, the performance pool will be $41,738, which is based on a 3% performance step increase.

Position Title	Min	Max
City Administrator	$ 12,202	$ 13,557
Public Works Director	$ 10,640	$ 11,823
Finance Director	$ 10,253	$ 11,393
Community Development Director	$ 10,253	$ 11,393
City Engineer/Capital Projects Manager	$ 10,214	$ 11,349
Human Resource Manager	$ 8,927	$ 9,919
Finance Manager	$ 8,927	$ 9,919
Public Works Supervisor	$ 8,927	$ 9,919
Building Official	$ 8,060	$ 8,956
City Clerk	$ 8,060	$ 8,956
Economic Development & Marketing Manager	$ 7,393	$ 8,215
Assistant to the City Administrator	$ 7,393	$ 8,215
Senior Planner	$ 7,393	$ 8,215
Planner	$ 6,569	$ 7,299

Health Insurance and Retirement Benefits

The City of Stanwood currently provides the following benefits for full-time non-represented employees:

- Medical –
    1. Regence Health First 250 Plan—The City pays 100% of the employee share, and 91% of spouse and dependent premiums and the employee shall pay 9%.
    2. Kaiser Permanente $200 deductible— The City pays 100% of the employee, spouse and dependent premiums.
    3. Health First High Deductible Plan, or Kaiser Permanente High Deductible Plan. The City pays 100% of the employee, spouse and dependent premiums and will make the following Health Savings Account contributions. The initial incentive amounts will be paid in January of each year, and the regular H.S.A. contribution will be paid in 1/12th installments monthly.

	Year One		Year Two		All Future years	
	H.S.A.	Incentive	H.S.A.	Incentive	H.S.A.	Incentive
Family	$ 3,000	$ 4,200	$ 3,000	$ 4,200	$ 3,600	$ -
Single	$ 1,500	$ 2,100	$ 1,500	$ 2,100	$ 1,800	$ -

- Regular, full-time employees are able to voluntarily decline medical insurance coverage for themselves or their eligible family members and receive a monthly financial incentive for doing so. The incentive amount is to be half the savings from the employee, spouse or dependent not included in the monthly medical premium.
- The City pays 100% of the dental and vision premiums for employee, spouse and dependent.

- o $10,000 life insurance paid by the city.
- o Public Employees Retirement System (PERS). Benefit levels and contributions are set by the State of Washington.
- o Deferred Compensation Plans. The City offers participation in two Deferred Compensation Plans, which allows employees to make tax deferred deposits up to dollar limits defined by the IRS.
    - Empower Retirement Deferred Compensation Plan
    - MissionSquare Retirement (formerly ICMA-RC)
- o Directors and non-represented Managers shall be eligible to participate in a matching Deferred Compensation Program, which shall include a dollar for dollar match up to $1,440 annually.
- o Delta Dental Plan J
- o Willamette Dental $15 Copay Plan
- o Vision Service Plan (VSP) $0 Copay Plan
- o AWC Standard Long Term Disability insurance, Option 1

b) <u>Other Benefits as Provided in the Personnel Policy Manual</u>

The City of Stanwood provides other benefits to its employees as set forth in the Personnel Policy Manual as approved by the City Council.

ADOPTED by the city council and **APPROVED** by the mayor this __th day of ______, 2022.

CITY OF STANWOOD

By______________________________
Elizabeth Callaghan, Mayor

ATTEST:

By______________________________
Sara Robinson, City Clerk

CITY OF STANWOOD

ATTACHMENT B

2022 ORGANIZATIONAL CHART

- **Stanwood Citizens**
  - **City Council**
  - **Mayor**
    - **Boards & Commissions**
    - **City Administrator** — *Interim* Shawn Smith
      - **Administration**
        - Assistant to the Administrator / Communications Manager — Krista Hintz
        - Human Resources Manager — Pat Adams
      - **Finance**
        - Finance Director — David Hammond
          - City Clerk — Sara Robinson
          - Accounting Manager — Wendy Dowhower
          - Accounting Specialist — Amy Bergemeier
          - Accounting Clerk (*Accounting Tech I/II Proposed*) — Marcy Mathis
          - Administrative Assistant (*Accounting Tech I/II Proposed*) — Vacant
      - **Community Development**
        - Community Development Director — Patricia Love
          - Economic Development & Marketing Manager — Sarah Cho
          - Building Official — Keith Kennedy
          - Senior Planners — Marcus Richards, Carly Raucho
          - Planner — Tansy Schroeder
          - Associate Planner — Audrey Rotrock
      - **Public Works**
        - Public Works Director — Kevin Hushagen
          - Administrative Assistant — Lisa Sokolik
          - Public Works Supervisor — Leigh Danielson
            - Water Lead — Gina Seegert
            - Water Operator — Ed Avila, Scott Justesen
            - Water Technician — Vacant
            - PW Lead — Trevor Harrison
            - PW Technicians — Dave Smith, Kevin Davis, Nate Towse, Sam Lidgard, Vacant
          - Assistant PW Director / City Engineer — Vacant
            - Engineering Technicians — Kevin Pellham, Alan Lytton
            - WWTP Lead — Jeffrey Ray
            - WW Operator — Vacant
            - WW Technicians — Alec Bagley, Michael Evans, Zachary Ahneman, Steven Schei
      - **Contracted Services**
        - Snohomish County Sheriff
          - Police Records Clerk — Stacey Davis, Amanda Slattery
        - North County Regional Fire Authority
        - Sno-Isle Library
        - City Attorney

ATTACHMENT C

City of Stanwood 2022 Authorized FTE Chart		
Department	**Position Titles**	
Administration	City Administrator	1.00
	Assistant to the City Administrator	1.00
	Human Resource Manager	1.00
	Department Total	**3.00**
Finance	Finance Director	1.00
	Finance Manager	1.00
	City Clerk	1.00
	Accounting Specialist	1.00
	Accounting Clerk *(Accounting Tech I/II proposed)*	1.00
	Administrative Asst *(Accounting Tech I/II proposed)*	1.00
	Department Totals	**6.00**
Community Development	Community Development Director	1.00
	Economic Development & Marketing Manager	1.00
	Senior Planner	1.56
	Planner	1.00
	Associate Planner	1.00
	Building Official	1.00
	Department Totals	**6.56**
Police	Police Records Clerk	2.00
	Department Totals	**2.00**
Public Works	Public Works Director	1.00
	Administrative Assistant	1.00
	City Engineer – Assistant Public Works Director	1.00
	Engineering Technician	2.00
	Public Works Supervisor	1.00
	Public Works Lead	2.00
	WWTP Lead	1.00
	Public Works Tech I, II, III	9.00
	WTP Operator I, II	2.00
	WWTP Operator I, II	1.00
	Department Totals	**21.00**
Overall FTE Total		**38.56**

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM:	9b
DATE:	November 8, 2021
SUBJECT:	Capital Improvement Plan (CIP)
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A - Resolution 2021-12 –Adopting 2022-2027 CIP Update B - 2022-2027 Capital Improvement Plan (CIP)

ISSUE

The issue in front of the City Council is to discuss the proposed list of capital improvements in the 2022-2027 Capital Improvement Plan and adopt Resolution 2021-12 Six-Year Capital Improvement Plan.

RECOMMENDATION

Review and discuss the 2022-2027 Capital Improvement Plan (CIP) and adopt Resolution 2021-12 Six-Year Capital Improvement Plan.

SUMMARY STATEMENT

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development;
- Reduce the cost of serving new development with public facilities; and
- Ensure that these facilities will be in place when development occurs.

The capital improvement plan is a six-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually.

The City's Comprehensive Plan does not require an amendment to the Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157; however, the City has updated to extend to 2027 and update the timing and estimated costs of projects.

DISCUSSION

As part of the budget amendment and to better align projects with proper funding sources and timelines, staff has updated the six-year capital improvement plan. There are a couple changes to note with one being a modified approach to 72nd Avenue including an in-depth traffic study in 2022 and developer driven improvements in 2023. Also, the floodwall under the SR532 overpass on Florence Road (Fort Freberg) is included in next year's projects with funding being provided with ARPA funds. This was presented to Council at the August 12th workshop.

RECOMMENDATION

The Public Works Committee reviewed the CIP at their regular November 1, 2021 meeting and they also recommended the Council approve the plan.

COUNCIL OPTIONS

1) Approve adoption of Resolution 2021-12 Six-Year Capital Improvement Plan 2022-2027.

2) Do not approve adoption of Resolution 2021-12 Six-Year Capital Improvement Plan 2022-2027, and direct staff to make changes.

RECOMMENDED MOTION

I MOVE TO APPROVE ADOPTION OF RESOLUTION 2021-12 SIX-YEAR CAPITAL IMPROVEMENT PLAN.

ATTACHMENT A

RESOLUTION NO. 2021-12
CITY OF STANWOOD, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, APPROVING AND ADOPTING THE CITY'S SIX-YEAR CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2022 – 2027.

WHEREAS, pursuant to the City's Comprehensive Plan, an update to the City's Six-Year CIP does not require an amendment to the Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157; and

WHEREAS, the City would like approve and adopt its Six-Year CIP;

WHEREAS, , the City Council has reviewed the Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027 and has determined that it is in the interest of the health, safety, and welfare of the citizens of Stanwood to adopt the CIP

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

Section 1. That the Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027, attached as Exhibit A and incorporated herein by this reference, is hereby **Approved and Adopted**.

APPROVED AND ADOPTED this **__**th day of November. 2021

____
Mayor Elizabeth Callaghan

ATTEST:

____
City Clerk, Sara Robinson

APPROVED AS TO FORM:

____
City Attorney Brett Vinson

ATTACHMENT A

Exhibit A
Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027

City of Stanwood - Comprehensive Plan - Capital Facilities								
Capital Improvement Plan Update 2022-2027								
Project Name	**Total 2022-2027**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**Community Priority**
Port Susan Trail	$ 4,897,000	$ 1,554,000	$ 1,338,000	$ 200,000	$ 1,805,000	$ -	$ -	***Enhance Parks & Recreation***
Heritage Park	$ 800,000	$ -	$ 200,000	$ 100,000	$ 250,000	$ 250,000	$ -	
Hamilton Park	$ 1,090,000	$ 90,000	$ 1,000,000	$ -	$ -	$ -	$ -	
Ovenell Park	$ 2,305,000	$ 200,000	$ 250,000	$ 355,000	$ 1,500,000	$ -	$ -	
Johnson Farm Park	$ 350,000	$ -	$ -	$ -	$ -	$ 350,000	$ -	
Church Creek Park	$ 866,750	$ 455,000	$ -	$ -	$ -	$ 82,350	$ 329,400	
Downtown Park	$ 1,340,000	$ 340,000	$ -	$ 1,000,000	$ -	$ -	$ -	
Civic Campus	$ 200,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	***Support a Sustainable Local Economy***
Flood Wall	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
City Beautification	$ 2,640,000	$ 405,000	$ 155,000	$ 530,000	$ 530,000	$ 1,020,000	$ -	
Street Annual Overlays	$ 2,376,000	$ 439,500	$ 588,500	$ 410,000	$ 510,000	$ 428,000	$ -	***Build Safe Streets***
Sidewalk Installations	$ 2,271,948	$ 417,452	$ 270,000	$ 745,000	$ 124,884	$ 714,612	$ -	
SR532 Ovenell & 98th Intersection:	$ 6,219,250	$ -	$ 635,000	$ 2,400,000	$ 2,470,000	$ 714,250	$ -	
SR 532 Hamilton Entrance	$ 3,500,000	$ -	$ 525,000	$ 275,000	$ 2,700,000	$ -	$ -	
72nd Ave. Improvements	$ 1,820,000	$ 50,000	$ 1,770,000	$ -	$ -	$ -	$ -	
64th & SR 532 Intersection	$ 3,500,000	$ -	$ -	$ -	$ -	$ -	$ 3,500,000	
106th Bypass	$ 3,500,000	$ 330,000	$ 700,000	$ 2,470,000	$ -	$ -	$ -	
101st Street Reconstruction	$ 2,640,000	$ 660,000	$ 1,980,000	$ -	$ -	$ -	$ -	
80th Avenue Reconstruction	$ 7,030,000	$ 1,406,000	$ 5,624,000	$ -	$ -	$ -	$ -	
284th Street Reconstruction	$ 6,220,000	$ 500,000	$ 744,000	$ 622,000	$ 4,354,000	$ -	$ -	
Main Street Cooridor	$ 3,450,000	$ -	$ -	$ -	$ -	$ 3,450,000	$ -	
Viking Way	$ 1,300,000	$ 1,300,000	$ -	$ -	$ -	$ -	$ -	
Pioneer Hwy Sewer Main	$ 1,700,000	$ 1,700,000	$ -	$ -	$ -	$ -	$ -	***Protect the Environment***
Church Creek Gravity Main	$ 1,025,000	$ 1,025,000	$ -	$ -	$ -	$ -	$ -	
68th Ave Collection	$ 2,000,000	$ -	$ 2,000,000	$ -	$ -	$ -	$ -	
72nd Ave Collection	$ 500,000	$ -	$ -	$ 500,000	$ -	$ -	$ -	
Cedarhome Collection	$ 175,000	$ -	$ -	$ 175,000	$ -	$ -	$ -	
Main Lift Station Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
WWTP BioSolids	$ 4,000,000	$ 2,000,000	$ 2,000,000	$ -	$ -	$ -	$ -	
Irvine Slough (IS4) Drainage	$ 7,000,000	$ 1,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ -	$ -	
Water Telemetry Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Capital Budget Total	**$ 74,715,948**	**$ 14,071,952**	**$ 21,779,500**	**$ 11,782,000**	**$ 16,243,884**	**$ 7,009,212**	**$ 3,829,400**	

City of Stanwood
Multi-Year Capital Project

Project:	Port Susan Trail	**Project Overview:**
Tracking Fund:	104 Park Construction	The Stanwood Port Susan Trail is a 5 mile looped trail network that has been segregated into 5 distinct independent phases which will eventually create a looped multiuse trail system when completed.
Department:	Community Development	
Project Manager:	Patricia Love	**Justification:**
Year Identified:	2015	The 2015 Nonmotorized Transportation Plan identified the Stanwood Port Susan loop trail as a high priority for the city. The 2020 community survey results also identified trails as the highest priority by city residents.
Completion Year:	2030	
Strategic or Master Plan Reference:	Nonmotorized Transportatio	**Detailed Project Description:**
Program Reference:	Trails	Phase 1: Under construction and will be completed in the late summer of 2020.
Project Priority:	High	
Project Score:	N/A	Phase 2: a 1.2 mile segment that runs from the Stanwood Park and Ride lot off of 88th Avenue and SR 532, around the waste water treatment plant, and along the Stillaguamish River to Twin City Foods. . The project would include: 6- 10 foot wide trail – width will vary on the waste water treatment plant dike to accommodate existing conditions, Gateway trail entry locations, River view and plaza area near the southeast corner of the looped trail, Wetland and buffer mitigation for trail impacts, Pedestrian bridge spanning Irvine Slough and Interpretive Signs. Construction of Phase 2 may be broken into multiple contracts depending on avialable funding.
Asset Category:	Trail	
Address/Location:		
Related Projects(s):	532 Berm, IS4, Hamilton Park	Phase 3-5: Continue the 10 foot wide multi-puupose trail around the perimeter of downtown Stanwood. Design will follow the concepts identified in Phase 2. This section includes the design and contruction of the SPST Park just south of the WWTP.

Operating Impacts:

Capital Budget	**Previous Years**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**Project Total**
Sources/Funding	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Sources**
Debt - Park & Trails	$ -	$ 123,000	$ -	$ 734,000	$ 450,000	$ 200,000	$ 1,105,000	$ -	$ -	**$ 2,612,000**
Grant - DOC	$ -	$ 144,000	$ 50,000	$ 727,160	$ -	$ -	$ -	$ -		**$ 921,160**
Grant - RCO	$ -	$ -		$ 448,000	$ -	$ -	$ 500,000	$ -		**$ 948,000**
Tranfer in - REET 1	$ 71,710	$ -	$ 224,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 295,710**
State - Ped/Bike Program					$ 305,000	$ 1,700,000		$ 411,750		**$ 2,416,750**
Total Sources	**$ 71,710**	**$ 267,000**	**$ 274,000**	**$ 1,909,160**	**$ 755,000**	**$ 1,900,000**	**$ 1,605,000**	**$ 411,750**	**$ -**	**$ 7,193,620**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**			**Overall Project Uses**
Planning and Design-NMTP	$ 71,710	$ -	$ -	$ -	$ 5,000	$ -	$ -	$ -		**$ 76,710**
Phase 1-Construction-Berm Section	$ -	$ 73,000	$ -	$ -	$ -	$ -	$ -	$ -		**$ 73,000**
Design & Permit Port Susan Ph 2	$ -	$ 194,000	$ 291,000	$ 224,000	$ -	$ -	$ -	$ -		**$ 709,000**
Phase 2 Construction - Trail	$ -	$ -		$ 1,330,000	$ 1,333,000		$ -			**$ 2,663,000**
Phase 2 Construction - Public Plaza Areas	$ -	$ -	$ -	$ -		$ -	$ -	$ -		**$ -**
Phase 3 Construction Design	$ -	$ -	$ -	$ -		$ 200,000	$ 200,000	$ -		**$ 400,000**
SPST Park (South of WWTP) Planning	$ -	$ -	$ -	$ -	$ -	$ -	$ 105,000	$ -		**$ 105,000**
Phase 3 Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500,000	$ -		**$ 1,500,000**
Total Uses	**$ 71,710**	**$ 267,000**	**$ 291,000**	**$ 1,554,000**	**$ 1,338,000**	**$ 200,000**	**$ 1,805,000**	**$ -**	**$ -**	**$ 5,526,710**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ (17,000)**	**$ 355,160**	**$ (583,000)**	**$ 1,700,000**	**$ (200,000)**	**$ 411,750**	**$ -**	**$ 1,666,910**

Project Updates:

2021: 30% design is complete; 2022 = final Design and Construction

City of Stanwood
Multi-Year Capital Project

Project:	Heritage Park
Tracking Fund:	104 Park Construction
Department:	Community Development
Project Manager:	Patricia Love
Year Identified:	2015
Completion Year:	2025
Strategic or Master Plan Reference:	PROS
Program Reference:	Park Implementation
Project Priority:	N/A
Project Score:	N/A
Asset Category:	Park, Facility, Utilities
Address/Location:	9600-276th Street
Related Projects(s):	

Project Overview:

Heritage Park is a 55 acre regional athletic and recreational complex serving Stanwood, northwest Snohomish County, and Camano Island.

Justification:

Heritage Park is the only regional sports complex park in the area. The PROS Plan prioritizes it's development and maintenance for regional use.

Detailed Description of Project:

Heritage Park is a regional facility serving the north Snohomish County and Camano area. This facility provides baseball and soccer fields along with open space, trails and play areas. It will take at least 20 years to fully develop the site according to the Master Plan concepts. To accomplish this task, design, construction and volunteer projects are broken into manageable phases the progress the design concepts into a usable park.

Phase 1 Ball field Re-Construction: Reconstruct the 3 existing ball fields into playable conditions which Includes irrigation repairs, drainage improvements and re-construction of ball fields.

Phase 2 Parking Lot Repair: The existing parking lot pavement is "allergated" and in need of repair; work will include either patching or repaving depending on best engineering practices.

Phase 3 Trail Design: The Master Plan envisions an internal looped trail system that connects people with the park amenities and adjacent sidewalks and neighborhoods.

Phase 4 Trail Construction: Construction of the interior looped trail.

Phase 5 Playground Equipment: Add a new play structure to accommodate younger children; this is not intended to replace the existing equipment, but to enhance the play opportunities for all age ranges.

Phase 6 Design of the Soccer Fields and Josephine Property: Using the Master Plan as a guide, design the western half of the park to include additional soccer fields, parking, sports courts, bathroom facilities, and open space recreational areas.

Phase 7 Construction of Western Half of Heritage Park: Based on the final designs developed in Phase 6, construct park elements as a whole or break into additional phases.

On-Going Volunteer Park Improvements: The Master Plan calls for several park elements that can be accomplished with community volunteer efforts including: expansion of the dog park, adding a pump track, wetland viewing signage and platforms, or other minor improvements. This line item provides yearly seed money to help with community projects.

Operating Impacts:

Additional park maintenance staff will be needed in 2022; Volunteer support $5,000 annually

Capital Budget

Sources/Funding	Previous Years Appropriated to Date	2020 Budget	2021 Projection	2022 Projection	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection	Total Projection
General Funds	$ 615,053	$ 1,065,000			$ -	$ -	$ -	$ -	$ -	$ 1,680,053
Grant-Youth Athletic Fields	$ -	$ 350,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000
Transfer in - Park Impact Fees	$ 100,000	$ 100,000			$ 100,000		$ -	$ -		$ 300,000
Transfer in - REET 1	$ 250,582	$ -	$ 100,000		$ -	$ -	$ 250,000	$ 250,000	$ -	$ 850,582
Transfer in - REET 2	$ -	$ 200,000	$ -	$ -	$ 100,000	$ 100,000	$ -	$ -	$ -	$ 400,000
Total Sources	**$ 965,635**	**$ 1,715,000**	**$ 100,000**	**$ -**	**$ 200,000**	**$ 100,000**	**$ 250,000**	**$ 250,000**	**$ -**	$ 3,580,635

Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Projection
Design	$ 265,635	$ -	$ -		$ -	$ -	$ -	$ -		$ 265,635
Land Acquisition	$ 700,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 700,000
Ph 1: Ball field Re-Construction	$ -	$ 1,715,000		$ -	$ -	$ -	$ -	$ -		$ 1,715,000
Ph 2: Parking Lot Repair	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -		$ 100,000
Ph 3: Internal Loop Trail Design	$ -	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ -		$ 50,000
Ph 4: Internal Loop Trail Construction	$ -	$ -	$ -	$ -	$ 150,000	$ -	$ -	$ -		$ 150,000
Ph 5: New Playground Equipment	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ -	$ -		$ 100,000
Ph 6: West Park Side Design	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000		$ 500,000
Total Uses	**$ 965,635**	**$ 1,715,000**	**$ 100,000**	**$ -**	**$ 200,000**	**$ 100,000**	**$ 250,000**	**$ 250,000**	**$ -**	$ 3,580,635
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Updates:

The City and School District jointly purchased the property in 1995.

The adjacent 11 acres, commonly known as the Josephine Property, was purchased in 2019. Construction of the two baseball fields began in December 2020. The drainage improvements will be complete by February 2021.

City of Stanwood Multi-Year Capital Project		
Project:	Hamilton Park & Boat Launch	**Project Overview:**
Tracking Fund:	104 Park Construction	Hamilton Landing Park consists of approximately 2.01 acres located along State Route 532 immediately adjacent to the Stillaguamish River.
Department:	Community Development	
Project Manager:	Patricia Love	**Justification:**
Year Identified:		The 2018 PROS plan includes developing Hamilton LandingPark as a high priority. The 2020 community survey identified developming new waterfront access parks as a high priority.
Completion Year:	2021	
Strategic or Master Plan Reference:	PROS	**Detailed Project Description:**
Program Reference:	Park Implementation	Hamilton Landing Park sits on the banks of the Stillaguamish River and was purchased with conservation futures funds from the Hamilton family. The park is being developed by two entities: WDFW and the City.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Park, Trail, Facilities	WDFW: Motorized boat lanuch, boat trailer access and parking, wetland mitigation, and public restrooms.
Address/Location:	26810-98th Avenue	
Related Projects(s):	IS4	City of Stanwood: Non-Motorized boat launch, car parking, and park features to include a grassy lawn area, picnic tables, play areas and overlook areas.

Additional park maintenance staffing needed in 2022

Capital Budget		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
Transfer in - General Fund	$ 43,502	$ 70,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 113,502
Transfer in - REET 1	$ 112,429	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 612,429
Transfer in - REET 2	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ -	$ -		$ 40,000
Grant-Conservation Futures	$ 156,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 156,000
Grant-Department of Ecology - IPG	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000
Grant-Aquatic Lands Enhancement Account	$ -	$ -		$ -	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
Total Sources	**$ 561,931**	**$ 70,000**	**$ 500,000**	**$ 40,000**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	$ 1,671,931
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection		Overall Project Uses
ROW & Acquisition	$ 268,429	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 268,429
Design, Engineering & Permitting	$ 293,502	$ 70,000	$ -	$ 50,000	$ -	$ -	$ -	$ -		$ 413,502
Construction	$ -	$ -		$ -	$ 1,000,000	$ -	$ -	$ -		$ 1,000,000
Smoke Stack Maintenance & Painting	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ -	$ -		$ 40,000
Total Uses	**$ 561,931**	**$ 70,000**	**$ -**	**$ 90,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	$ 1,721,931
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ 500,000**	**$ (50,000)**	**$ (500,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (50,000)**

Project Updates:

Project is currently in permitted stage and subject to appeal.

City of Stanwood
Multi-Year Capital Project

Project:	Ovenell
Tracking Fund:	104 Park Construction
Department:	Community Development
Project Manager:	Patricia Love
Year Identified:	2018
Completion Year:	2025
Strategic or Master Plan Reference:	Ovenell Master Plan
Program Reference:	PROS
Project Priority:	Medium
Project Score:	N/A
Asset Category:	Park, Trail, Facility
Address/Location:	10520 Saratoga Drive
Related Projects(s):	Johnson Farm

Project Overview:

Ovenell Park is a 15 acre regional park on the west end of Stanwood with access off of SR 532 and Saratogo Drive.

Justification:

The 2018 PROS plan includes developing Ovenell Park as a high priority. The 2020 community survey identified maintaining existing parks over building new parks.

Detailed Project Description:

The 15-acre Ovenell property is a former dairy farm with a long history. The site includes the old milking parlors and barns used by the Ovenell family for milk production. The 2016 Master Plan envisions Ovenell as a regional asset that will be a gem for all of northern Snohomish County – one that encourages community and family gatherings, connecting with the boundless nature that is Port Susan Bay and Skagit Bay, and honoring the history of the site. The Ovenell Park Master Plan identifies the following future uses:

- Picnic Areas, Playground & Public Art
- Indoor/Outdoor Venue for Local Events
- Multi-Purpose Community Space
- Large Open Grass Area/Amphitheatre/Stage
- FFA/4H Program and Display Space
- Traffic Access & Parking

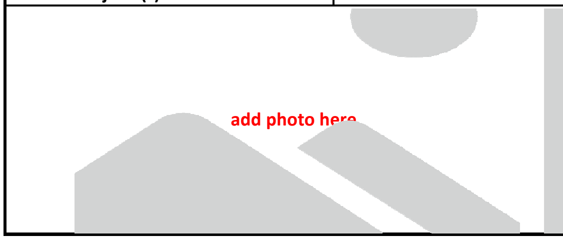
Operating Impacts:

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**	**Projection**	**Overal Project Sources**
Debt - Parks	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ -	$ -	**$ 1,000,000**
Transfer in - Park Impact Fees	$ 93,530	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 93,530**
Grant - RCO	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ -		**$ 500,000**
Transfer in - REET 1	$ 211,132	$ -	$ -	$ 200,000	$ 250,000	$ 355,000	$ -	$ -		**$ 1,016,132**
Transfer in - REET 2	$ 68,576	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 68,576**
Grant-Conservation Futures	$ 1,289,367	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,289,367**
Total Sources	**$ 1,662,605**	**$ -**	**$ -**	**$ 200,000**	**$ 250,000**	**$ 355,000**	**$ 1,500,000**	**$ -**	**$ -**	**$ 3,967,605**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Land Acquisition	$ 1,569,075	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,569,075**
Planning and Design-Concept Planning	$ -	$ -	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -	**$ 200,000**
Planning and Design-60% Design	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ -	$ -	$ -	**$ 250,000**
Planning and Design-RCO Grant App.	$ -	$ -	$ -	$ -	$ -	$ 5,000	$ -	$ -	$ -	**$ 5,000**
Ovenell Site Access - SR 532 Widening	$ -	$ -	$ -	$ -	$ -	$ 350,000	$ -	$ -	$ -	**$ 350,000**
Site Cleanup	$ 93,530	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 93,530**
Park Construction/Restoration	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500,000	$ -	$ -	**$ 1,500,000**
Total Uses	**$ 1,662,605**	**$ -**	**$ -**	**$ 200,000**	**$ 250,000**	**$ 355,000**	**$ 1,500,000**	**$ -**	**$ -**	**$ 3,967,605**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Updates:

The Property was purchased in 2014/15.
Site clean up activities occurred in 2019.

City of Stanwood Multi-Year Capital Project		
Project:	Johnson Farm Park	**Project Overview:**
Tracking Fund:	104 Parks Construction	
Department:	Community Development	Johnson Farm Park is a 15 acre site purchased in 2018 with conservation futures funds.
Project Manager:	Patricia Love	**Justification:**
Year Identified:	2018	
Completion Year:	Future	
Strategic or Master Plan Reference:		**Detailed Project Description:**
Program Reference:		Johnson Farm Park was purchased wih conservation futures funds which limits future uses as follows: Passive Recreation: trails, interpretive centers, viewpoints, picnic facilities, access, restrooms, playgrounds, restoration projects, associated parking.
Project Priority:		
Project Score:		
Asset Category:	Park, Trail Facility	
Address/Location:		Next steps includes adopting a master plan for the property and potential integration with Ovenell Park.
Related Projects(s):	Ovenell Park	



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	Projection	Overall Project Sources
Grant - Conservation Futures	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000
Transfer in - REET 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200,000	$ -	$ 200,000
Transfer in - Park Impact Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150,000		$ 150,000
Total Sources	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000		$ 850,000
										$ -
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Concept Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000		$ 100,000
Engineering Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000		$ 250,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Acquisition	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 500,000
Total Uses	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000		$ 850,000
Capital Sources Over (Under) Uses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -

Project Updates:

Property purchased in 2018.

City of Stanwood
Multi-Year Capital Project

Project:	Church Creek Park
Tracking Fund:	104 Park Construction
Department:	Community Development
Project Manager:	Patricia Love
Year Identified:	2018
Completion Year:	2023
Strategic or Master Plan Reference:	PROS
Program Reference:	
Project Priority:	High
Project Score:	N/A
Asset Category:	Park, Trail, Facility
Address/Location:	27116-72nd Avenue
Related Projects(s):	Civic Campus

Project Overview:

Church Creek Park is a developed community park serving the hill top area. Upgrades include volunteer projects, maintenance and inclusion of new park amenities.

Justification:

The 2018 PROS plan includes maintaining Church Creek Park as a high priority. The 2020 community survey identified maintaining existing parks over building new parks.

Detailed Project Description:

The PTAC has identified the following Church Creek Park improvement projects:
2020: Update the Church Creek Park Site / Master Plan with new park amenities.
2022: Tree thinning near the entrance gate and along 72nd Avenue to improve visibility into the park. Design, permit and construct a new pickleball court or refurbish the existing basketball court into a multi-purpose court. Tree trimming and landscaping around the Flag Pole. This area is overgrown and the flag pole is no longer visable. Trail improvements and interpretive signs in the forested area leading to Church Creek. Design, permit and reconstruct the ballfield to improve drainage system and eliminate tripping hazards. Renovate or replace the picnic shelter and determine repairs needed for parking lot.

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	Projection	Overall Project Sources
Transfer in - General Fund	$ -	$ 140,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 140,000
Transfer in - REET 2	$ -	$ -	$ -	$ 455,000	$ -	$ -	$ -	$ 82,350	$ 329,400	$ 866,750
Grant-Snohomish County	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -		$ 10,000
Total Sources	**$ -**	**$ 150,000**	**$ -**	**$ 455,000**	**$ -**	**$ -**	**$ -**	**$ 82,350**	**$ 329,400**	**$ 1,016,750**
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Replace Playground Equipment	$ -	$ 135,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 135,000
Church Creek Park Loop Trail								$ 82,350	$ 329,400	$ 411,750
Master Plan Update	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,000
Renovations & Minor Improvements	$ -	$ -	$ -	$ 455,000	$ -	$ -	$ -	$ -	$ -	$ 455,000
Total Uses	**$ -**	**$ 150,000**	**$ -**	**$ 455,000**	**$ -**	**$ -**	**$ -**	**$ 82,350**	**$ 329,400**	$ 1,016,750
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Updates:

May 2020: PTAC Recommended Approval of Playground Equipment to City Council; Pending Council Approval
Playground equipment installed

City of Stanwood
Multi-Year Capital Project

Project:	Downtown Park	**Project Overview:**
Tracking Fund:	104 Parks Construction	Construct a downtown public park that will enhance the experience of visitors to the main street area of Stanwood.
Department:	Communiyt Development	
Project Manager:	Patricia Love	**Justification:**
Year Identified:	2020	Implementation of the 2010 Economic Development Plan, 2012 SDAT: Destiney by Design, and 2015 Downtown Subarea Plan.
Completion Year:	2022	
Strategic or Master Plan Reference:	Downtown Master Plan	**Detailed Project Description:**
Program Reference:	N/A	Main Street is the primary location for special events. The street is regularly closed for the following events: Arts By the Bay festival; Summary Arts Jam; Small Trailer Event; Twin City Idlers Car Show; Stanwood Camano Fair parade; Touch- A-Truck, National Night Out; and the Downtown Concert Series. In 2021, the City is considering moving the Farmers Market to Main Street. This site will enhance these events by providing park space for people to rest, eat and relax during these events.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Parks, Trails Facilities	
Address/Location:	8627 and 8629 271st Street	
Related Projects(s):	City Beautification	The Site has remained underutilized and vacant since the 1990s. The Site's location within the main street business district of the City of Stanwood provides a great opportunity to support local businesses with a public park in the downtown corridor

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**	**Projection**	**Overall Project Sources**
Grant - Dept of Commerce	$ -	$ -		$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 200,000
Grant - DOE			$ 50,000							
Transfer in - Impact Fees	$ -	$ -	$ -	$ 140,000	$ -	$ -	$ -	$ -	$ -	$ 140,000
Transfer in - General Fund	$ -	$ 30,000	$ 10,000	$ -	$ -	$ -	$ -	$ -		$ 40,000
Debt - Parks & Trails	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ -	$ -		$ 1,000,000
Total Sources	**$ -**	**$ 30,000**	**$ 60,000**	**$ 340,000**	**$ -**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	$ 1,430,000
									$ -	
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Investigative Analysis	$ -	$ 30,000	$ 60,000	$ -	$ -	$ -	$ -	$ -		$ 90,000
Hazardous Material Clean Up	$ -	$ -		$ 200,000	$ -	$ -	$ -	$ -		$ 200,000
Acquisition & ROW	$ -	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -		$ 60,000
Design	$ -	$ -	$ -	$ 80,000	$ -	$ -	$ -	$ -		$ 80,000
Construction	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ -	$ -		$ 1,000,000
Total Uses	**$ -**	**$ 30,000**	**$ 60,000**	**$ 340,000**	**$ -**	**$ 1,000,000**	**$ -**	**$ -**		$ 1,430,000
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

Grant appliation to Dept of Commerce is pending.
Phase I and II environmental studies complete
Pending property purchase discussions with owner

City of Stanwood
Multi-Year Capital Project

Project:	Civic Campus
Tracking Fund:	110 Building Improvement
Department:	Community Development
Project Manager:	Patricia Love
Year Identified:	2016
Completion Year:	2026
Strategic or Master Plan Reference:	N/A
Program Reference:	FEMA Certification
Project Priority:	N/A
Project Score:	N/A
Asset Category:	Facility
Address/Location:	72nd Ave NW
Related Projects(s):	Church Creek Park

add photo here

Project Overview:

Construct a new Civic Campus that houses city hall, police department and council chambers

Justification:

FEMA recommended for CRS rating to reduce flood insurance rates for residential/commercial property owners.
Moves essential services from floodplain

Detailed Project Description:

Through a grant from Snohomish County, the City purchased a 1.25 acre parcel next to Church Creek Park, to construct a new civic campus that will relocate City Hall, Police Department and construct a City Council Chambers. In 2020 the project was delayed due to the COVID 19 pandemic that brought to light new issues to consider. In 2021, alternative options will be determined and the feasibility of the project will be known.

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**	**Projection**	**Overall Project Sources**
Grant - Snohomish County	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000
Building Improvement - Cash on Hand	$ 64,640	$ 55,000	$ 180,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 499,640
Debt - Facilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Total Sources	**$ 564,640**	**$ 55,000**	**$ 180,000**	**$200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 999,640**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting	$ 64,640	$ 55,000	$ 180,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 499,640
Acquisition & ROW	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 500,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Total Uses	**$ 564,640**	**$ 55,000**	**$ 180,000**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 999,640**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Updates:

The preliminary design of the civic campus was completed in 2020 prior to the COVID 19 pandemic.
2021 Evaluated Downtown Site Alternative
2022: Begin design and permitted for selected site or future site evaluations.

City of Stanwood
Multi-Year Capital Project

Project:	Florance Road Flood Wall
Tracking Fund:	
Department:	Public Works
Project Manager:	Alan Lytton
Year Identified:	2021
Completion Year:	
Strategic or Master Plan Reference:	
Program Reference:	
Project Priority:	
Project Score:	
Asset Category:	
Address/Location:	
Related Projects(s):	

add photo here

Project Overview:

Construct a removable flood wall on Florance Road to prevent flooding of downtown Stanwood during flood events

Justification:

Flood prevention

Detailed Project Description:

Design, permit and build a removable wall on Florance Road and on BNSF rail right of way to help prevent flooding into the city's downtown during high tides and flood events. City will design and install the wall on city right of way; BNSF staff will install the pilings needed on BNSF right of way. Flood walls will be owned and maintained by the City.

Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Sources**
ARPA Funds				$ 564,000					$ 564,000
Grant									$ -
Impact Fee									$ -
Developer Contribution									$ -
Cash on Hand									$ -
Debt									$ -
									$ -
Total Sources	$ -	$ -	$ -	$ 564,000	$ -	$ -	$ -	$ -	$ 564,000
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting				$ 243,000					$ 243,000
Acquisition & ROW									$ -
Construction				$ 321,000					$ 321,000
Contingency									$ -
									$ -
									$ -
Total Uses	$ -	$ -	$ -	$ 564,000	$ -	$ -	$ -	$ -	$ 564,000
Capital Sources Over (Under) Uses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	City Beautification
Tracking Fund:	103 Streets Construction
Department:	Community Development
Project Manager:	Patricia Love
Year Identified:	2019
Completion Year:	On-Going
Strategic or Master Plan Reference:	2010 Economic Development
Program Reference:	N/A
Project Priority:	N/A
Project Score:	N/A
Asset Category:	Streets
Address/Location:	Varies: 270th, 271st & SR 532
Related Projects(s):	Downtown Park

Project Overview:

Implementation of the City's economic development strategies to engerize, revitalize, and beautify the City's commerical districts and transportation corridors.

Justification:

2010 Economic Development Plan, 2012 SDAT: Destiny by Design, 2015 Downtown Subarea Plan and the 2015 Non-Motorized Transportation Plan

Detailed Project Description:

Over the last 10 years the City has developed an economic development strategy to promote the vitality of Stanwood's business districts and neighborhoods. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future.

Following the guidance laid out in these plans, the City is moving forward with an action plan referred to as the Stanwood City Beautification Action Program. It consists of 5 key program elements:

- Gateway Signage and Landscaping
- Main Street Revitalization and Parklets
- Downtown Gateway Features
- SR 532 Beautification
- Wayfinding Signage

* Holiday Decorations

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**	**Projection**	**Overall Project Sources**
Transfer in - General Fund	$ -	$ -	$ 150,000	$ 405,000	$ 155,000	$ 30,000	$ 30,000	$ 20,000	$ -	$ 790,000
Debt - Transportation	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 500,000	$ 1,000,000	$ -	$ 2,000,000
Total Sources	**$ -**	**$ -**	**$ 150,000**	**$ 405,000**	**$ 155,000**	**$ 530,000**	**$ 530,000**	**$ 1,020,000**	**$ -**	$ 2,790,000
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	$ -
SR532 & Main Street Landscaping	$ -	$ -	$ 10,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ -	$ 110,000
72nd Ave Entry Sign & Landscaping	$ -	$ -		$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 10,000
88th Avenue Arch	$ -	$ -	$ 5,000	$ 185,000	$ -	$ -	$ -	$ -		$ 190,000
West End Gateway				$ -						
Service Club Sign	$ -	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ -		$ 10,000
Wayfinding Signs	$ -	$ -	$ 5,000	$ 15,000	$ 10,000	$ 10,000	$ 10,000	$ -		$ 50,000
East and West End Street Design	$ -	$ -	$ -	$ 125,000	$ 125,000	$ -	$ -	$ -		$ 250,000
Holiday Decorations	$ -	$ -		$ 50,000	$ -	$ -	$ -	$ -		$ 50,000
271st Sidewalk Widening & Striping	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 500,000	$ -		$ 1,000,000
West End 271st St. Reconfigure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000,000		$ 1,000,000
Total Uses	**$ -**	**$ -**	**$ 30,000**	**$ 405,000**	**$ 155,000**	**$ 530,000**	**$ 530,000**	**$ 1,020,000**	**$ -**	$ 2,670,000
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ 120,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 120,000**

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	SR532 Hamilton Entrance Inter	**Project Overview:**
Tracking Fund:	103 Street Construction	
Department:	Public Works	Intersection Improvements - curb, gutter, paving and planter strips.
Project Manager:	Shawn Smith	**Justification:**
Year Identified:		
Completion Year:		
Strategic or Master Plan Reference:	TIP	**Detailed Project Description:**
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	SR532 to 98th Drive	
Related Projects(s):	N/A	
add photo here		**Operating Impacts:**

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Sources**
Grant - TIB (SRTS)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local	$ -	$ -	$ -	$ -	$ 525,000	$ 275,000	$ 2,700,000	$ -	$ -	$ 3,500,000
Total Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 525,000**	**$ 275,000**	**$ 2,700,000**	**$ -**	**$ -**	**$ 3,500,000**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting	$ -	$ -	$ -	$ -	$ 525,000	$ -	$ -	$ -	$ -	$ 525,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ 275,000	$ -	$ -	$ -	$ 275,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,700,000	$ -	$ -	$ 2,700,000
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 525,000**	**$ 275,000**	**$ 2,700,000**	**$ -**	**$ -**	**$ 3,500,000**
Capital Sources Over (Under) Uses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	72nd Ave NW Improvement	**Project Overview:**
Tracking Fund:	103 Street Construction	Road Improvements - including widening, intersections improvements, curb, gutter, sidewalk and planter strips. Additional travel and turn lanes, the reconfiguration of 268th, traffic control at 272nd and study.
Department:	Public Works	
Project Manager:	Shawn Smith	**Justification:**
Year Identified:		
Completion Year:		
Strategic or Master Plan Reference:	TIP	**Detailed Project Description:**
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	SR532 to 276th St	
Related Projects(s):	N/A	

add photo here

Operating Impacts:

Capital Budget	**Previous Years**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**Total**
Sources/Funding	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Sources**
General Funds				$ 50,000						$ 50,000
Grant - TIB (SRTS)	$ -	$ -	$ -		$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
Impact Fees	$ -	$ -	$ -	$ -	$ 20,000	$ -	$ -	$ -	$ -	$ 20,000
Developer funded					$ 1,500,000					
Total Sources	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 1,770,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,820,000**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting	$ -	$ -	$ -	$ 50,000	$ 20,000	$ -	$ -	$ -	$ -	$ 70,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ -	$ -	$ 1,750,000	$ -	$ -	$ -	$ -	$ 1,750,000
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Uses	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 1,770,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,820,000**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	64th & SR532 Intersection Imp
Tracking Fund:	103 Street Construction
Department:	Public Works
Project Manager:	Shawn Smith
Year Identified:	
Completion Year:	
Strategic or Master Plan Reference:	TIP
Program Reference:	N/A
Project Priority:	N/A
Project Score:	N/A
Asset Category:	Street
Address/Location:	64th Ave NW to SR532
Related Projects(s):	N/A

add photo here

Project Overview:

This project will include curb, gutter, paving, and planter

Justification:

Detailed Project Description:

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**	**Projection**	**Overall Project Sources**
State WSDOT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$3,500,000	$ 3,500,000
Total Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$3,500,000**	**$ 3,500,000**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ 525,000	$ 525,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$2,975,000	$ 2,975,000
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0	$ -
Total Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$3,500,000**	**$ 3,500,000**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	80th Ave. Reconstruction
Tracking Fund:	103 Street Construction
Department:	Public Works
Project Manager:	Shawn Smith
Year Identified:	2014
Completion Year:	2025
Strategic or Master Plan Reference:	TIP
Program Reference:	N/A
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

Project Overview:

Widen and enhance 80th Avenue from 276th Street to north City Limits

Justification:

Widen street and provied sidewalks on both sides for safe pedestrian/biking.

Detailed Project Description:

80th Avenue, from 276th St. to north City Limits will be widened to the city's current standard and will include curb, gutter, planter strip and sidewalk on both sides. Much will be developer funded due to the large parcels that will develop in the future and build frontage improvements. This project includes traffic calming at the intersection of 284th, 280th and 276th. Intersection studies will be necessary to determine feasibility.

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**	**Projection**	**Overall Project Sources**
Developer Contribution	$ -	$ -	$ -	$ 1,406,000	$ 5,624,000	$ -	$ -	$ -	$ -	$ 7,030,000
Total Sources	**$ -**	**$ -**	**$ -**	**$ 1,406,000**	**$ 5,624,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,030,000**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Overall Project Uses**
Design, Engineering & Permitting	$ -	$ -	$ -	$ 1,406,000		$ -	$ -	$ -	$ -	$ 1,406,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ 703,000	$ -	$ -	$ -	$ -	$ 703,000
Construction	$ -	$ -	$ -	$ -	$ 4,921,000	$ -	$ -	$ -	$ -	$ 4,921,000
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Uses	**$ -**	**$ -**	**$ -**	**$ 1,406,000**	**$ 5,624,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,030,000**
Capital Sources Over (Under) Uses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	284th St. Reconstruction
Tracking Fund:	103 Street Construction
Department:	Public Works
Project Manager:	Shawn Smith
Year Identified:	2014
Completion Year:	2026
Strategic or Master Plan Reference:	TIP
Program Reference:	N/A
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

Project Overview:

Widen 284th Street from 80th Avenue to City Limits.

Justification:

Widen street and provide sidewalks on both sides for safe pedestrian/bicyclists.

284th St., from 80th Ave. 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. and 80th Ave

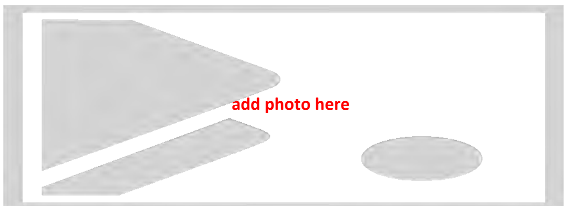
Operating Impacts:

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	Projection	Overall Project Sources
TIB - State	$ -	$ -	$ -	$ -	$ -	$ 622,000	$ -	$ -	$ -	$ 622,000
Developer Contribution	$ -	$ -	$ -	$ 500,000	$ 744,000	$ -	$ 4,354,000	$ -	$ -	$ 5,598,000
Total Sources	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 744,000**	**$ 622,000**	**$ 4,354,000**	**$ -**	**$ -**	$ 6,220,000
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting	$ -	$ -	$ -	$ 500,000	$ 744,000	$ -	$ -	$ -	$ -	$ 1,244,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ 622,000	$ -	$ -	$ -	$ 622,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,354,000	$ -	$ -	$ 4,354,000
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Uses	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 744,000**	**$ 622,000**	**$ 4,354,000**	**$ -**	**$ -**	**$ 6,220,000**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	Annual Sidewalk Improvements	**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 walkways to school. Street sections are 92nd Ave between 271st and Heritage Park, 272nd St. between 72nd Ave and 78th Ave., 273rd Pl. between 100th Pl and 102nd Ave., 98th Dr. between SR 532 and 270th, Cedarhome Dr. between the Viaduct and 276th St, 90th Ave between 271st and 272nd, and 72nd Ave. between 268th and 276th.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	



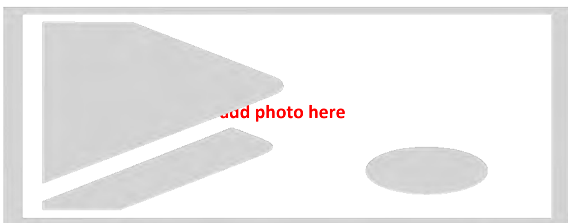
Operating Impacts:

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**	**Projection**	**Overall Project Sources**
Grant - TIB	$ -	$ -	$ -	$ -	$ 20,000	$ 250,000	$ -	$ 714,612		$ 984,612
Transfer In - from TBD	$ -	$ -	$ -	$ 417,452	$ 250,000	$ 495,000	$ 124,884	$ -		$ 1,287,336
Total Sources	**$ -**	**$ -**	**$ -**	**$ 417,452**	**$ 270,000**	**$ 745,000**	**$ 124,884**	**$ 714,612**	**$ -**	**$ 2,271,948**
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	
Design, Engineering & Permitting	$ -	$ -	$ -	$ 103,742	$ 20,000	$ 70,980	$ 25,000	$ 119,102	$ -	$ 338,824
Acquisition & ROW	$ -	$ -	$ -	$ 130,510	$ -	$ 125,220	$ 10,000	$ 250,740	$ -	$ 516,470
Construction Schedule:										$ -
Sidewalk 92nd Ave (271st to Heritage Park)			$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000
Sidewalk 273 Pl. (100th Pl. to 102nd Ave)	$ -	$ -	$ -	$ 83,200	$ -	$ -	$ -	$ -	$ -	$ 83,200
Sidewalk 272nd St. (72nd to 78th)	$ -	$ -	$ -		$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Sidewalk 98th Dr. (532 to 270th)	$ -	$ -	$ -	$ -	$ -	$ 93,240	$ -	$ -	$ -	$ 93,240
Sidewalk Cedarhome Dr. (Viaduct to 276th)	$ -	$ -	$ -	$ -	$ -		$ -	$ 344,770	$ -	$ 344,770
Sidewalk 90th Ave (271st to 272nd)	$ -	$ -	$ -	$ -	$ -	$ -	$ 89,884		$ -	$ 89,884
Sidewalk 72nd Ave (268th to 276th)	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ -			$ 250,000
Sidewalk 284th St South Side						$ 89,680				
Sidewalk 284th St North Side						$ 115,880				
Total Uses	**$ -**	**$ -**	**$ -**	**$ 417,452**	**$ 270,000**	**$ 745,000**	**$ 124,884**	**$ 714,612**	**$ -**	**$ 2,271,948**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

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 . Aspahalt 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 . Apshalt overlay and ADA upgrades on 68th Avenue from 276th/Woodland north to city limits. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacment of ADA ramps at intersections that don't meet current standards.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	



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**	**Projection**	**Overall Project Sources**
Grant - TIB	$ -	$ 240,000	$ 310,050	$ 395,550	$ 529,200	$ 369,000	$ 459,000	$ 383,000	$ -	$ 2,685,800
Transfer In - from TBD	$ 47,000	$ 30,000	$ 34,450	$ 43,950	$ 59,300	$ 41,000	$ 51,000	$ 45,000	$ -	$ 351,700
Total Sources	**$ 47,000**	**$ 270,000**	**$ 344,500**	**$ 439,500**	**$ 588,500**	**$ 410,000**	**$ 510,000**	**$ 428,000**	**$ -**	**$ 3,037,500**

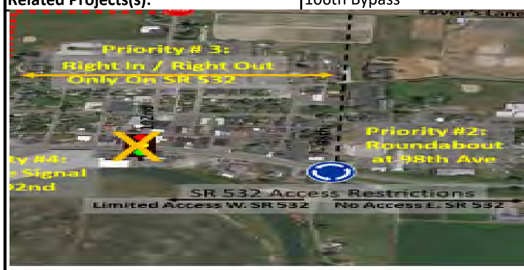
Uses/Costs	**Appropriated to Date**	**Budget**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	**Projection**	
Design, Engineering & Permitting	$ -	$ -	$ 79,000	$ 80,000	$ 80,000	$ 60,000	$ 90,000	$ 80,000	$ -	$ 469,000
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction Schedule:										$ -
Overlay 276th (80th to 73rd)	$ 47,000	$ 270,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 317,000
Overlay 276th (73rd to city limit)	$ -	$ -	$ 265,500	$ -	$ -	$ -	$ -	$ -	$ -	$ 265,500
Overlay 72nd (SR532 to Pioneer Hwy)	$ -	$ -	$ -	$ 359,500	$ -	$ -	$ -	$ -	$ -	$ 359,500
Overlay 68th (276th to city limit)	$ -	$ -	$ -	$ -	$ 508,500	$ -	$ -	$ -	$ -	$ 508,500
Overlay 72nd (SR532 to 276th St.)	$ -	$ -	$ -	$ -	$ -	$ 350,000	$ -	$ -	$ -	$ 350,000
Overlay 284th (68th Ave. to 76th)	$ -	$ -	$ -	$ -	$ -	$ -	$ 420,000	$ -	$ -	$ 420,000
Overlay - Future roadway	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 348,000	$ -	$ 348,000
Total Uses	**$ 47,000**	**$ 270,000**	**$ 344,500**	**$ 439,500**	**$ 588,500**	**$ 410,000**	**$ 510,000**	**$ 428,000**	**$ -**	$ 3,037,500
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**

Project Updates:

City approved a task order with on-call consultant Perteet for design of ADA ramps and overlay plans and specs. Survey to begin February 1, 2021.

City of Stanwood
Multi-Year Capital Project

Project:	SR532 Intersection Improvements
Tracking Fund:	103 Street Construction
Department:	Public Works
Project Manager:	Shawn Smith
Year Identified:	2021
Completion Year:	2026
Strategic or Master Plan Reference:	TIP
Program Reference:	N/A
Project Priority:	N/A
Project Score:	N/A
Asset Category:	Streets
Address/Location:	Various on SR 532
Related Projects(s):	106th Bypass



Project Overview:

Construct roundabout at SR532 Intersections and modify intersection at 102nd along with landscaped medians

Justification:

Safety factor and traffic flow improvements

Detailed Project Description:

Two roundabout installations are planned for the 98th access and the future Ovenell Park entrance along the SR532 cooridor 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 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 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 cooridor

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	$ -	$ -	$ -	$ -	$ 360,000	$ -	$ -	$ 563,000	$ -	$ 923,000
Transfer In - from TBD	$ -	$ -	$ -	$ -	$ 75,000			.	$ -	$ 75,000
Transfer In - from Impact Fees	$ -	$ -	$ -	$ -	$ 200,000		$ 250,000			$ 450,000
Debt-Transportation	$ -	$ -	$ -	$ -	$ -	$ 2,400,000	$ 2,220,000	$ 151,250		$ 4,771,250
Total Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 635,000**	**$ 2,400,000**	**$ 2,470,000**	**$ 714,250**	**$ -**	**$ 6,219,250**
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting	$ -	$ -	$ -	$ -	$ 335,000	$ -	$ -	$ -	$ -	**$ 335,000**
Acquisition & ROW	$ -	$ -	$ -	$ -	$ -	$ 700,000	$ -	$ -	$ -	**$ 700,000**
Construction Schedule:										**$ -**
Ovenell Access & 106th Roundabout	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,470,000	$ -	$ -	**$ 2,470,000**
98th Access Roundabout	$ -	$ -	$ -	$ -	$ 300,000	$ 1,700,000	$ -	$ 411,750	$ -	**$ 2,411,750**
Total Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 635,000**	**$ 2,400,000**	**$ 2,470,000**	**$ 411,750**	**$ -**	**$ 5,916,750**
Capital Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 302,500**	**$ -**	**$ 302,500**

Project Updates:

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	9c
DATE:	November 8, 2021
SUBJECT:	Final acceptance of Heritage Park Ballfield Renovation
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	ATT A: Final pay request

PURPOSE

The purpose of this agenda item is for Council to authorize final acceptance of the Heritage Park Ballfield Renovation project.

BACKGROUND

The City Council approved a contract with TayEx at the September 10, 2020 meeting, to complete the Heritage Park Ballfield Renovation project. That project is now complete and staff is seeking final acceptance to initiate the retainage period.

ANALYSIS

The contract with TayEx was to complete the Ballfield Renovation project at Heritage Park not to exceed of $1,523,800. This total amount included the placement of sod for $135,300 which did not occur.

Shortly after the project started it was noted that the parking lot needed repair and would not hold up to the construction activity. The parking lot was scheduled to be redone in 2023 but given the timing of the ballfield project and the condition of the parking lot, Council approved a change order at their November 11, 2020 meeting in the amount of $308,696 for TayEx to rebuild the parking lot as part of this project. As the project neared completion, the depth of the infield mix specified was reconsidered and Council approved a change order at their May 29, 2021 meeting for an additional 4 inches (3 placed 1 stockpiled for maintenance) of infield mix not to exceed $109,200.

FIANCIAL IMPACT

There was $1,070000 budgeted in 2020 for this project.

		Remaining
PACE design	$ 58,902.67	$ 1,011,097.33
Permit	$ 5,966	$ 1,005,131.33
Legal and ad	$ 926.65	$ 1,004,204.68
TayEx	$176,767.51	$ 827,437.17
Total	$242,562.83	$ 827,437.17

There was $1,700,000 budgeted in 2021 for this project.

		Remaining
PACE support	$ 1,324	$ 1,698,676
Legal	$ 440	$ 1,698,236
TayEx	$1,641,053.76	$ 57,182.24
Total	$1,642,817.76	$ 57,182.24

PROPOSED MOTION

I MOVE TO AUTHORIZE THE FINAL ACCPETANCE OF THE HERITAGE BALLFIELD RENOVATION PROJECT.

PAYMENT APPLICATION

Application Number: 7
For Period Ending: 9/27/2021

To: CITY OF STANWOOD
10220 270TH ST NW
STANWOOD WA 98292

From: Taylor's Excavators Inc.
3134 268th ST NW
Stanwood WA 98292

Project: HERITAGE PARK FIELD IMPROVEMENTS
9800 276TH ST NW
STANWOOD WA 98292

Project Number: 2018
Owner Project Number:

Contract Summary	
Original Contract Amount:	1,271,500.00
Changes Amount:	400,790.00
Total Contract Amount:	1,672,290.00
Completed To Date:	1,672,290.00
Retainage To Date:	83,614.50
Completed Less Retainage:	1,588,675.50
Less Previous Application:	1,490,825.50
Current Invoice:	103,000.00
Stanwood Sales Tax - 3116 @ 2.70%	2,781.00
WA State Sales Tax @ 6.50%	6,695.00
Less Retention:	(5,150.00)
Balance Due from May:	499.96
Balance To Finish:	107825.96

Contractor's Certification

I hereby certify that the work for which this application is being submitted has been performed or is scheduled to be performed on or before the period ending date. I further certify that this work is in accordance with contract documents.

Signature

9-27-21
Date

PAYMENT APPLICATION DETAILS

Customer: CITY OF STANWOOD
Project: HERITAGE PARK FIELD IMPROVEMENTS

Application Number: 7
For Period Ending: 9/27/2021

		Completed Work							
	Scheduled	Prev. App	This App.		Total				Retainage
Item Number - Description	Value	Value	Value	%	Value	%	Balance To Finish		Value
01 - PROJECT COST	1,271,500.00	1,268,500.00	3,000.00	0.24	1,271,500.00	100.00	0.00		63,575.00
CO1 - SITE WORK	300,790.00	300,790.00	0.00	0.00	300,790.00	100.00	0.00		15,039.50
CO2 - ADDITIONAL INFILED MIZ	100,000.00	0.00	100,000.00	100.00	100,000.00	100.00	0.00		5,000.00
TOTAL:	1,672,290.00	1,569,290.00	103,000.00	6.16	1,672,290.00	100.00	0.00		83,614.50

Draw #7

HERITAGE PARK FIELD IMPROVEMENTS - BASE BID
CITY OF STANWOOD

Taylor's Excavators Inc Contract #2018
Work Completed September 17, 2021

Contract Scheduled Work

Bid Item No.	Description	Contract Quantity	Units	Unit Price	Billed This Period	Costs This Period	Prev Units Invoiced	Previous Invoice	Billings To Date	Cost to Date	Contract Cost
	CONTRACT SCHEDULED WORK					$3,000.00				$1,271,500.00	$1,271,500.00
1	Project Record Drawings	1	LS	3,000.00	1.00	$3,000.00	0.00	$0.00	1.00	$3,000.00	$3,000.00
2	Surveying	1	LS	5,000.00	0.00	$0.00	1.00	$5,000.00	1.00	$5,000.00	$5,000.00
3	SPCC Plan	1	LS	1,000.00	0.00	$0.00	1.00	$1,000.00	1.00	$1,000.00	$1,000.00
5	Mobililzation	1	LS	95,000.00	0.00	$0.00	1.00	$95,000.00	1.00	$95,000.00	$95,000.00
6	Field 1 - Decommission Irrigation	1	LS	2,000.00	0.00	$0.00	1.00	$2,000.00	1.00	$2,000.00	$2,000.00
7	Field 1 - Decommission EX Drains	1	LS	5,000.00	0.00	$0.00	1.00	$5,000.00	1.00	$5,000.00	$5,000.00
8	Field 2 - Decommission Irrigation	1	LS	2,000.00	0.00	$0.00	1.00	$2,000.00	1.00	$2,000.00	$2,000.00
9	Field 2 - Decommission EX Drains	1	LS	5,000.00	0.00	$0.00	1.00	$5,000.00	1.00	$5,000.00	$5,000.00
10	Field 1 - Excavation to Subgrade	5,100	CY	19.00	0.00	$0.00	5,100.00	$96,900.00	5100.00	$96,900.00	$96,900.00
11	Solid Wall PVC Storm Sewer Pipe 8 IN	1,520	LF	25.00	0.00	$0.00	1,520.00	$38,000.00	1520.00	$38,000.00	$38,000.00
12	HDPE Pump Discharge Pipe, 2 IN	860	LF	15.00	0.00	$0.00	860.00	$12,900.00	860.00	$12,900.00	$12,900.00
13	Dewatering	1	LS	1,500.00	0.00	$0.00	1.00	$1,500.00	1.00	$1,500.00	$1,500.00
14	CB 1 - pump system	1	LS	8,000.00	0.00	$0.00	1.00	$8,000.00	1.00	$8,000.00	$8,000.00
15	CB 2 - pump system	1	LS	8,000.00	0.00	$0.00	1.00	$8,000.00	1.00	$8,000.00	$8,000.00
16	CB 3 - pump system	1	LS	8,000.00	0.00	$0.00	1.00	$8,000.00	1.00	$8,000.00	$8,000.00
17	Shoring or extra excavation	1	LS	500.00	0.00	$0.00	1.00	$500.00	1.00	$500.00	$500.00
18	Erosion/Water Pollution Control	1	LS	8,500.00	0.00	$0.00	1.00	$8,500.00	1.00	$8,500.00	$8,500.00
19	Field 3 - place and grade surfacing mix	70	CY	350.00	0.00	$0.00	70.00	$24,500.00	70.00	$24,500.00	$24,500.00
20	Field 1 - subsurface drainage system	1	LS	125,000.00	0.00	$0.00	1.00	$125,000.00	1.00	$125,000.00	$125,000.00
21	Field 1 - place and grade root zone mix	5,100	CY	43.00	0.00	$0.00	5,100.00	$219,300.00	5100.00	$219,300.00	$219,300.00
22	Field 1 - Seeding and Fertilizing	11,260	SY	2.00	0.00	$0.00	11,260.00	$22,520.00	11260.00	$22,520.00	$22,520.00
23	Field 1 place and grade surfacing mix	110	CY	350.00	0.00	$0.00	110.00	$38,500.00	110.00	$38,500.00	$38,500.00
24	Field 1 - Field Layout	1	LS	2,000.00	0.00	$0.00	1.00	$2,000.00	1.00	$2,000.00	$2,000.00
25	Field 1 - Install Appurtenances	1	LS	4,000.00	0.00	$0.00	1.00	$4,000.00	1.00	$4,000.00	$4,000.00
26	Field 2 - Excavation to subgrade	3,400	CY	19.00	0.00	$0.00	3,400.00	$64,600.00	3400.00	$64,600.00	$64,600.00
27	Field 2 - subsurface drainage system	1	LS	78,000.00	0.00	$0.00	1.00	$78,000.00	1.00	$78,000.00	$78,000.00
28	Field 2 - place and grade root zone mix	3,400	CY	43.00	0.00	$0.00	3,400.00	$146,200.00	3400.00	$146,200.00	$146,200.00
29	Field 2 - seeding and fertilizing	7,800	CY	2.00	0.00	$0.00	7,800.00	$15,600.00	7800.00	$15,600.00	$15,600.00
30	Field 2 - place and grade surfacing mix	70	CY	350.00	0.00	$0.00	70.00	$24,500.00	70.00	$24,500.00	$24,500.00
31	Field 2 - fencing	560	LF	33.00	0.00	$0.00	560.00	$18,480.00	560.00	$18,480.00	$18,480.00
32	Field 2 - field layout	1	LS	2,000.00	0.00	$0.00	1.00	$2,000.00	1.00	$2,000.00	$2,000.00
33	Field 2 - install appurtenances	1	LS	5,500.00	0.00	$0.00	1.00	$5,500.00	1.00	$5,500.00	$5,500.00
34	CB 1 - Electrical	1	LS	7,500.00	0.00	$0.00	1.00	$7,500.00	1.00	$7,500.00	$7,500.00
35	CB 2 - Electrical	1	LS	8,000.00	0.00	$0.00	1.00	$8,000.00	1.00	$8,000.00	$8,000.00
36	CB 3 - Electrical	1	LS	15,000.00	0.00	$0.00	1.00	$15,000.00	1.00	$15,000.00	$15,000.00
37	Field 1 - irrigation system	1	LS	95,000.00	0.00	$0.00	1.00	$95,000.00	1.00	$95,000.00	$95,000.00

Draw #7

HERITAGE PARK FIELD IMPROVEMENTS - BASE BID
CITY OF STANWOOD

Taylor's Excavators Inc Contract #2018
Work Completed September 17, 2021

Contract Scheduled Work

Bid Item No.	Description	Contract Quantity	Units	Unit Price	Billed This Period	Costs This Period	Prev Units Invoiced	Previous Invoice	Billings To Date	Cost to Date	Contract Cost
38	Field 2 - irrigation system	1	ls	55,000.00	0.00	$0.00	1.00	$55,000.00	1.00	$55,000.00	$55,000.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
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											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
	CHANGE ORDER					$100,000.00				$400,790.00	$400,790.00
CO#1	Change Order 1	1	ls	300,790.00	0.00	$0.00	1.00	$300,790.00	1.00	$300,790.00	$300,790.00
CO#2	Change order 2 Added infield mix	400	CY	250.00	400.00	$100,000.00	0.00	$0.00	400.00	$100,000.00	$100,000.00
						$0.00	0.00	$0.00	0.00	$0.00	$0.00
						$0.00	0.00	$0.00	0.00	$0.00	$0.00
						$0.00	0.00	$0.00	0.00	$0.00	$0.00
	Subtotal					$103,000.00				$1,672,290.00	$1,672,290.00
	Sales Tax @ 9.2%					$9,476.00				$153,850.68	$153,850.68
	Total Draw Request with Tax					**$112,476.00**				$1,826,140.68	$1,826,140.68

Proposal 02.00

TAYLOR'S EXCAVATORS INC • 3134 268TH ST NW, STANWOOD, WA

TAYEX TAYLOR'S EXCAVATORS INC.

May 12, 2020

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

CC:

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

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

	Qty	Units	Total
- **Additional infield surface mix**	**400CY**	**$250/CY**	**$100,000.00**
	TOTAL Change Cost		**$100.000.00**

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
Suncontractors	0	0.12	0	0
			FA TOTAL	**$100,030.24**

Contractor Rep	Date:

PROJECT INVOICE - FINAL BREAK OUT

Contract		$1,271,500.00
Change Oders		$400,790.00
Total Contract Amount		$1,672,290.00
Tax @ 9.2%	9.20%	$153,850.68
Less Retention 5% on Contract	5.00%	($83,614.50)
Total Contract Amount Due		$1,742,526.18
Total Amount Paid to date		($1,634,700.22)
Amount Due Contract		$107,825.96

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	9d
DATE:	November 8, 2021
SUBJECT:	Final acceptance of Pioneer Highway Upgrades Phase II-Sewer Interceptor project with Pellco Construction
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	ATT A: Final pay request

PURPOSE

The purpose of this agenda item is for Council to authorize final acceptance of the Pioneer Highway Upgrades Phase II project with Pellco Construction.

BACKGROUND

At their March 3, 2021 meeting, Council approved a contract with Pellco Construction for the Pioneer Highway Upgrades Phase II project. That project is now complete and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The contract with Pellco was to install sewer line improvements and not to exceed $945,250.49. During this project there were conflicts with a duct bank, water line and some poor soil conditions that resulted in an additional $16,405.88 being charged to the project. There was also the need to upsize a line that crossed Pioneer Highway that resulted in the contractor modifying their schedule to include nighttime operations and an additional cost of $44,635. Bringing the total paid to Pellco to $1,006,291.37 well below the engineer's estimate of $1,529,329.62 and the budgeted amount of $1,586,000.

While the project was under construction and work was being performed near the stairs at the viaduct it was determined that the stairs should be replaced as well. The Council authorized a change order with Pellco for $58,840.04 at their June 24th meeting and that put final acceptance and project completion on hold until the work was completed. The scheduling of a pole and guy wire relocation with Ziply took longer than anticipated and Pellco demobilized and left the site. By the time all coordination had taken place Pellco has rejected the change order and will no longer install the new stairs. This work will be addressed at a later date and brought back to Council as a standalone project.

FIANCIAL IMPACT

There was $1,586,000 budgeted in 2021 for this project.

		Remaining
Pellco	$1,006,291.37	$ 579,708.63
BHC	$ 27,732.59	$ 551,976.04
Permits	$ 6,460.80	$ 545,515.24
Advertise	$ 836.40	$ 544,678.84
Total	$1,041,321.16	$ 544,678.84

PROPOSED MOTION

I MOVE TO AUTHORIZE THE FINAL ACCPETANCE OF THE PIONEER HIGHWAY UPGRADES PHASE II-SEWER INTERCEPTOR PROJECT COMPLETED BY PELLCO CONSTRUCTION.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF PAGES

TO OWNER: City of Stanwood
10220 270th Street NW, Stanwood, WA 98292

PROJECT: Pioneer Hwy Sewer Upgrades Phase 2

APPLICATION NO: 3 Rev 1

PERIOD TO: 6/1/2021-7/31/2021

Distribution to:
- [x] OWNER
- [ ] ARCHITECT
- [ ] CONTRACTOR

FROM CONTRACTOR: PELLCO Construction, Inc
13036 Beverly Park Road
Mukilteo, WA 98275

VIA ARCHITECT:

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE: 3/11/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM $ 865,614.00
2. Net change by Change Orders $ 43,950.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) $ 909,564.00
4. TOTAL COMPLETED & STORED TO DATE $ 921,512.24
5. RETAINAGE:
   a. 0 % of Completed Work $ 0
   b. ____ % of Stored Material $ ____

   Total Retainage (Lines 5a + 5b or $ 0.00
6. TOTAL EARNED LESS RETAINAGE $ 921,512.24
7. Sales Tax 9.2% $ 2,419.75
8. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) $ 895,210.64
9. CURRENT PAYMENT DUE $ 28,721.35
10. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) $ (11,948.24)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	$43,950.00	
TOTALS	$43,950.00	$0.00
NET CHANGES by Change Order	$43,950.00	

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

CONTRACTOR: PELLCO Construction, Inc

By: [signature] Date: 8/16/2021

State of: County of:
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED . . . . $

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Date:

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

TO:

Shawn Smith, P.E.
City Engineer/Capital Projects Manager
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

FROM:

PELLCO Construction, Inc
13036 Beverly Park Road
Mukilteo, WA 98275

City of Stanwood
Pioneer Hwy Sewer Upgrades Phase 2

		Bid				Total To Date				Previously Completed				This Period			
No	Description	Quantity	Unit	Unit Price	Extension	Quantity	Unit	Amt Earned	% Complete	Quantity	Unit	Amt Earned	% Complete	Quantity	Unit	Amt Earned	% Complete
1	Mobilization	1	LS	$ 85,000	$ 85,000	1.00	LS	$ 85,000	100%	1.00	LS	$ 85,000	100%	0.00	LS	$ -	0%
2	Record Drawings (Minimum Bid $1,000)	1	LS	$ 1,000	$ 1,000	1.00	LS	$ 1,000	100%		LS	$ -	0%	1.00	LS	$ 1,000	100%
3	Trench Safety Systems	1	LS	$ 13,000	$ 13,000	1.00	LS	$ 13,000	100%	1.00	LS	$ 13,000	100%	0.00	LS	$ -	0%
4	Final Cleanup and Restoration	1	LS	$ 16,000	$ 16,000	1.00	LS	$ 16,000	100%		LS	$ -	0%	1.00	LS	$ 16,000.00	100%
5	Project Temporary Traffic Control	1	LS	$ 40,500	$ 40,500	1.00	LS	$ 40,500	100%	1.00	LS	$ 40,500	100%	0.00	LS	$ -	0%
6	Removal of Structures and Obstructions	1	LS	$ 3,800	$ 3,800	1.00	LS	$ 3,800	100%	1.00	LS	$ 3,800	100%	0.00	LS	$ -	0%
7	Removal of Pavement, Sidewalks, Curbs and Gutters	1	LS	$ 2,200	$ 2,200	1.00	LS	$ 2,200	100%	1.00	LS	$ 2,200	100%	0.00	LS	$ -	0%
8	Trenching Impervious Surface Removal	622	Ton	$ 50	$ 31,100	1,040.56	Ton	$ 52,028	167%	1,040.56	Ton	$ 52,028	167%	0.00	Ton	$ -	0%
9	Potholing	8	EA	$ 400	$ 3,200	7.00	EA	$ 2,800	88%	7.00	EA	$ 2,800	88%	0.00	EA	$ -	0%
10	Removal and Replacement of Unstable Base Material	10	CY	$ 150	$ 1,500		CY	$ -	0%		CY	$ -	0%	0.00	CY	$ -	0%
11	Controlled Density Fill	504	CY	$ 100	$ 50,400	167.00	CY	$ 16,700	33%	167.00	CY	$ 16,700	33%	0.00	CY	$ -	0%
12	Crushed Surfacing Top Course	42	TON	$ 48	$ 2,016	122.02	TON	$ 5,857	291%	122.02	TON	$ 5,857	291%	0.00	TON	$ -	0%
13	Ballast for Road Base	119	TON	$ 48	$ 5,712	404.81	TON	$ 19,431	340%	294.36	TON	$ 14,129	247%	110.45	TON	$ 5,301.60	93%
14	Asphalt Treated Base	144	TON	$ 130	$ 18,720		TON	$ -	0%		TON	$ -	0%	0.00	TON	$ -	0%
15	HMA CL. 1/2" PG 64-22 (Permanent Trench)	264	TON	$ 145	$ 38,280	742.22	TON	$ 107,622	281%	742.22	TON	$ 107,622	281%	0.00	TON	$ -	0%
16	HMA CL 1/2" PG 64-22 (Temporary)	151	TON	$ 210	$ 31,710	60.65	TON	$ 12,736.50	40%	60.65	TON	$ 12,737	40%	0.00	TON	$ -	0%
17	HMA CL. 1/2" PG 64-22 (Permanent Overlay)	160	EA	$ 145	$ 23,200	160.00	EA	$ 23,200	100%	160.00	EA	$ 23,200	100%	0.00	EA	$ -	0%
18	Planing Bituminous Pavement	623	SY	$ 12	$ 7,476	841.00	SY	$ 10,092	135%	841.00	SY	$ 10,092	135%	0.00	SY	$ -	0%
19	Sanitary Sewer Manhole 48 in. Diam	8	EA	$ 6,000	$ 48,000	7.00	EA	$ 42,000	88%	7.00	EA	$ 42,000	88%	0.00	EA	$ -	0%
20	Sanitary Sewer Manhole 72 in. Diam.	1	EA	$ 9,200	$ 9,200	2.00	EA	$ 18,400	200%	2.00	EA	$ 18,400	200%	0.00	EA	$ -	0%
21	Abandon Existing Manhole and Sanitary Sewers	1	LS	$ 22,500	$ 22,500	1.00	LS	$ 22,500	100%	1.00	LS	$ 22,500	100%	0.00	LS	$ -	0%
22	15 in. Diam. SS Connection to Existing Manhole	3	EA	$ 2,000	$ 6,000	3.00	EA	$ 6,000	100%	3.00	EA	$ 6,000	100%	0.00	EA	$ -	0%
23	18 in. Diam. SS Connection to Existing Manhole	4	EA	$ 2,200	$ 8,800	4.00	EA	$ 8,800	100%	4.00	EA	$ 8,800	100%	0.00	EA	$ -	0%
24	Connect to Existing Sewer Main	3	EA	$ 1,000	$ 3,000	3.00	EA	$ 3,000	100%	3.00	EA	$ 3,000	100%	0.00	EA	$ -	0%
25	PVC Sanitary Sewer Pipe 15 in. Diam.	1,406	LF	$ 128	$ 179,968	1,406.00	LF	$ 179,968	100%	1,406.00	LF	$ 179,968	100%	0.00	LF	$ -	0%
26	PVC Sanitary Sewer Pipe 18 in. Diam.	709	LF	$ 148	$ 104,932	709.00	LF	$ 104,932	100%	709.00	LF	$ 104,932	100%	0.00	LF	$ -	0%
27	Existing Side Sewer Reconnect w/Cleanout	5	EA	$ 1,500	$ 7,500	5.00	EA	$ 7,500	100%	5.00	EA	$ 7,500	100%	0.00	EA	$ -	0%
28	Existing Side Sewer Reconnect (No Cleanout)	3	EA	$ 1,300	$ 3,900		EA	$ -	0%		EA	$ -	0%	0.00	EA	$ -	0%
29	Temporary Sewer Bypassing	1	LS	$ 42,000	$ 42,000	1.00	LS	$ 42,000	100%	1.00	LS	$ 42,000	100%	0.00	LS	$ -	0%
30	Erosion/Water Pollution Control	1	LS	$ 13,000	$ 13,000	1.00	LS	$ 13,000	100%	1.00	LS	$ 13,000	100%	0.00	LS	$ -	0%
31	Cement Concrete Sidewalks	12	SY	$ 250	$ 3,000	0.00	SY	$ -	0%		SY	$ -	0%	0.00	SY	$ -	0%
32	Restore Pavement Markings	1	LS	$ 4,000	$ 4,000	1.00	LS	$ 4,000	100%		LS	$ -	0%	1.00	LS	$ 4,000.00	100%
33	Minor Changes	1	EST	$ 35,000	$ 35,000	0.39	EST	$ 13,496	39%	0.39	EST	$ 13,496	39%	0.00	EST	$ -	0%
	Total-Base Bid			Total	$ 865,614.00		Totals	$ 877,562.24	101.38%		Totals	$ 851,260.64	98.34%		Totals	$ 26,301.60	3.04%
	Change Orders																
1	Sewer Across Pioneer Hwy	1	LS	$ 43,950	$ 43,950	1.00	LS	$ 43,950	100.00%	1.00	LS	$ 43,950	100%	0	LS	$ -	0%
2		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
3		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
4		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
5		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
6		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
7		-		$ -	$ -	0.00	$ -	$ -	#DIV/0!	0.00	$ -	$ -	#DIV/0!	0	$ -	$ -	#DIV/0!
	Total-Change Orders			$ -	$ 43,950.00		Totals	$ 43,950.00	100.00%		Totals	$ 43,950.00	100.00%		Totals	$ -	0.00%

		Bid				Total To Date				Previously Completed				This Period			
No	Description	Quantity	Unit	Unit Price	Extension	Quantity	Unit	Amt Earned	% Complete	Quantity	Unit	Amt Earned	% Complete	Quantity	Unit	Amt Earned	% Complete
		Total Contract Amount			$ 909,564.00	Total Complete		$ 921,512.24		Prior Billings		$ 895,210.64		Total This Draw		$ 26,301.60	

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	9e
DATE:	November 8, 2021
SUBJECT:	Adopt resolution 2021-11 and Authorize the Mayor to Sign a Road and Street Services Interlocal Agreement With Snohomish County
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	ATT A: Resolution 2021-11 ATT B: Road and Street Services Interlocal Agreement

PURPOSE

The purpose of this agenda item is for Council to adopt resolution 2021-11 and authorize the Mayor to sign a road and street services interlocal agreement with Snohomish County.

BACKGROUND

The City and Snohomish County have an interlocal agreement that allows for the City to employ County services to complete tasks through a work order system. That interlocal is set to expire on December 31.

ANALYSIS

Periodically works comes up where the City employs Snohomish County services to complete. This has occurred through an interlocal agreement. With the expiration of the current interlocal agreement the County would like to add language to allow for reciprocity and the ability for the City to complete tasks for the County.

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FIANCIAL IMPACT

Historically Snohomish County has provided street striping services to the City through an approved budget and work order acceptance. There are no other anticipated tasks or financial impacts.

PROPOSED MOTION

MOTION TO ADOPT RESOLUTION 2021-11 AND AUTHORIZE THE MAYOR TO SIGN A ROAD AND STREET SERVICES INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY.

ATTACHMENT A

RESOLUTION NO. 2021-11

CITY OF STANWOOD, WASHINGTON

A RESOLUTION of the City Council of the City of Stanwood authorizing the Mayor and to execute a Road and Street Services Interlocal Agreement between the City of Stanwood and Snohomish County.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF

STANWOOD, WASHINGTON

Section 1. That the Mayor of Stanwood, Washington, is herewith authorized to execute a Road and Street Services Interlocal Agreement with Snohomish County, a copy of which is attached hereto and made a part hereof.

Section 2. That the Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution.

ADOPTED AND APPROVED this ____ day of __________, 2021.

____
Mayor, Elizabeth Callaghan

Attest:

____
City Clerk, Sara Robinson

Approved as to form:

____
City Attorney, Brett Vinson

INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF STANWOOD

This INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF STANWOOD (this "Agreement"), is made and entered into, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF STANWOOD, a Washington municipal corporation (the "City") pursuant to Chapter 39.34 RCW.

RECITALS

A. Pursuant to an Interlocal Agreement for Municipal Road and Street Services within the City of Stanwood (hereinafter "the Original Agreement") dated November 15, 2013, the County has historically performed street and road services for the City.

B. The County and the City agree that it is mutually beneficial for the County and the City to continue working together cooperatively. Pursuant to this Agreement, chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207, the City and County wish to both provide and receive street and road services from one another.

C. It is the intention of the parties that the duties and obligations of this Agreement substitute for, and supersede the duties and obligations of, the Original Agreement as set forth in Section 17.1 below.

D. Pursuant to Section 4 below, the requesting party shall reimburse the performing party for its actual costs incurred in performing the requested services, including time, labor, equipment, materials, and administrative overhead, all as more fully described in this Agreement.

AGREEMENT

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

1. <u>Purpose of Agreement.</u>

This Agreement is authorized by and entered into pursuant to chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207. The purpose and intent of this Agreement is for the County and the City to work together to design and construct small capital projects on City and County streets and bridges and to maintain City and County streets and bridges.

2. Effective Date and Duration.

This Agreement shall not take effect unless and until it has been duly executed by both parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through December 31, 2026, unless earlier terminated pursuant to the provisions of Section 14 below; PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each party's obligations after December 31, 2021, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

3. Administrators.

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

County's Initial Administrator:	City's Initial Administrator:
Doug McCormick, P.E., County Engineer Snohomish County Public Works 3000 Rockefeller Avenue M/S 607 Everett, WA 98201	Kevin Hushagen, Director of PW City of Stanwood 10220 270th Street NW Stanwood, WA 98292

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

4. Scope of Services.

The scope of the road and street services (the "Services") includes but shall not be limited to the following:

a. Construction of small capital projects on City or County streets and bridges, not subject to mandatory competitive bidding, as determined by the City or County, and which do not exceed $10,000 for a single project or activity as established by state law.

b. Maintenance services on City or County streets and bridges (including, but not limited to the list of municipal road and street services contained in Appendix A and B), to maintain the facility, as nearly as practical in its original as constructed condition or its subsequently improved condition, and the operation of roadway facilities and services to provide satisfactory and safe motor vehicle transportation.

c. Engineering and administrative services including clerical services, necessary for the planning, establishment, construction, and maintenance of the streets and bridges of the City or County.

5. Process for Delivery of Services.

5.1 Submission of Work Orders. If the City or County (the "requesting party") desires that the other party perform (the "performing party") any of the Services, the requesting party shall submit to the performing party's Administrator, or his or her designee, a Work Order in substantial form to that attached hereto in Appendix C. The performing party shall complete a Work Order in which it shall describe in detail the Services to be performed and shall state the desired completion date. The performing party may in its sole discretion require additional information from the requesting party, including but not limited to, a road plan and profile or sketches. Neither party shall not submit any Work Orders for which the cost for design, right-of-way acquisition, construction, or maintenance are reimbursable with Federal funds or Federal grants.

5.1.1 Work Orders for Winter Maintenance. Either party, at its own discretion, may submit an annual Work Order for winter maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the requesting party desires winter maintenance services to be performed. Unless otherwise notified by the requesting party, the performing party will conduct winter maintenance operations on the roads and streets identified in the plan at those times the performing party has mobilized winter operations in the general area. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to initiate a response to snow and ice events.

5.1.2 Work Orders for Ongoing Maintenance. Either party, at its own discretion, may submit an annual Work Order for ongoing maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the requesting party desires ongoing maintenance and describe in detail the maintenance operations requested. Unless otherwise notified by the requesting party, the performing party will conduct ongoing maintenance operations on the requesting party's roads and streets identified in the plan. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to initiate the performance of ongoing maintenance operations.

5.1.3 Work Orders for Emergency Response Services. Either party, at its own discretion, may submit an annual Work Order for emergency response services. Any such annual Work Order shall include a plan identifying triggering emergency events and the routes on which the requesting party desires emergency response services as well as describe in detail the emergency operations requested. Unless otherwise notified by the requesting party, the performing party will conduct emergency response operations on the roads and streets identified in the plan upon the occurrence of an emergency event. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to initiate the response to an emergency event.

5.2 Response to Work Orders. Upon receipt of a Work Order, the performing party shall review the Services requested therein. In its sole discretion, the performing party may agree to accept or reject the Work Order. Should the Work Order be rejected, the performing party shall make a notation to that effect on the Work Order and return it to the requesting party. Should the Work Order be accepted, the performing party shall (1) make a notation to that effect on the Work Order, and (2) prepare an Estimate of the time and costs for the requested Services as well as the time and cost of preparing said Estimate, which it will attach to the Work Order. The Estimate is non-binding and does not constitute a bid or contract maximum, and the requesting party shall remain liable for the entire actual cost as described in Section 8 below. Once the Estimate has been attached to the Work Order, the Work Order and Estimate shall be returned to the requesting party.

5.3 Notice to Proceed. Upon receipt of a responsive Work Order and Estimate the requesting party may issue a written Notice to Proceed authorizing the performing party to perform the requested Services. The issuance of a Notice to Proceed shall constitute a representation by the requesting party that (1) it finds the Estimate acceptable, and (2) sufficient funds are appropriated to cover the cost of the Services.

5.4 Performing Party. Upon issuance of a Notice to Proceed, the Administrators or their designated agents shall finalize working procedures associated with the delivery of the Services. The performing party shall furnish and supply all necessary labor, supervision, machinery, equipment, material and supplies other than those required to be furnished by the requesting party, PROVIDED HOWEVER that the performance of work shall be subject to availability of personnel, equipment, and materials necessary to perform the Services without unduly disrupting the normal operations and functions of the performing party. The performing party shall notify the requesting party of any inability to perform under this Agreement, including postponement of Services due to workload constraints.

5.5 Changes to Work Orders by the Requesting Party. The requesting party may make changes to the requested Services by submitting a new Work Order outlining in detail the desired changes to the Services. The performing party, in its sole discretion, may accept or reject the new Work Order, PROVIDED HOWEVER that the acceptance is not required where the requesting party is terminating work pursuant to Section 14.2 below. The requesting party shall be liable for all increases in cost, if any, which may be incurred by changes to the Services, including but not limited to clean-up and striping costs and any non-cancelable costs.

5.6 Changes to Work Orders by the Performing Party. After issuance of a Notice to Proceed, the performing party shall provide the requesting party with written notification of any changes to the Work Order required by the performing party when such changes will substantially alter the nature of the Services or the Estimate. The performing party shall obtain the requesting party's written approval to any such changes before implementing them.

5.7 Authority of Administrators. By entering into this Agreement and upon it becoming effective as described in Section 2 above, both parties authorize their respective Administrators to accept, deny, and negotiate the Work Orders described in this Section 4, including any associated increase, decrease, or other change to the costs of the Services.

6. Services Provided.

6.1 Lead Agency. The County shall serve as the lead agency for the Services provided by the County. The City shall serve as the lead agency for Services provided by the City.

6.2 Services. The performing party shall solely determine the schedule for the Services. The performing party will provide the requesting party with a full and complete copy of any construction design plans. The performing party shall segregate the costs of the Services from other work they may be performing.

6.3 Independent Contractor. The performing party shall perform the work as an independent contractor and not as an agent, employee, or servant of the other party. The performing party shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the performing party.

7. Cooperation by Requesting Party.

7.1 Agreement to Cooperate. The requesting party shall cooperate in completing the Services. The requesting party shall make its personnel, including but not limited to its Police and Public Works Department staff, available at reasonable times and upon reasonable advance notice, for purposes of facilitating the performance of the Services, including but not limited to any safety planning meeting the performing party schedules for purposes of discussing traffic control issues. Upon request by the performing party's Administrator or his or her agent and before any work is commenced, the requesting party shall order the temporary closing to traffic of all roads and streets, or portions thereof, as deemed necessary by the performing party, in its sole discretion, to perform the Services.

7.2 Grant of Access. The requesting party certifies that it owns the real property or right-of-ways upon which the Services shall be rendered and additional real property or right-of-ways are not needed to complete the Services. The requesting party further grants to the performing party, for the purpose of performing Services pursuant to this Agreement, permission and right-of-entry on, over, under, above and through real property owned by the requesting party and those rights-of-way and WSDOT rights-of-way that the requesting party is responsible for maintaining that are necessary or convenient for the performing party to access in performing the Services.

7.3 Coordination with WSDOT and Utilities. Should, in providing the Services, it become necessary or convenient for the performing party to enter in, on, over, under or above a right-of-way owned by WSDOT or any utility or impact any equipment owned by WSDOT or any utility, the performing party shall notify the requesting party, and the requesting party shall cooperate in the efforts to coordinate with WSDOT and/or the utility to obtain any required approvals and/or permits authorizing such activity.

7.4 Permitting. At least thirty (30) days prior to the delivery of any requested Services, the requesting party shall obtain and provide to the performing party copies of all permits necessary for the Services.

7.5 Party's Powers. Nothing contained herein shall be construed as in any way divesting either party of any of its powers with respect to the supervision, management, and control of roads and streets within its boundaries.

8. Payment by Requesting Party.

8.1 Actual Costs. The performing party shall be reimbursed in full by the requesting party for the actual costs of the Services provided on a time and materials basis plus an administrative overhead charge as described in Section 8.2 below. The performing party agrees that only those costs directly allocable to the Services under generally accepted accounting procedures will be charged to the requesting party. In computing the cost of the use of machinery and equipment, the performing party shall charge the requesting party for the full cost to the performing party of rental machinery and equipment and any operator furnished therewith and/or the performing party's equipment rental rate on performing party-owned machinery and equipment.

8.2 Administrative Overhead. For the purpose of fixing the compensation to be paid by the requesting party for the Services, it is agreed that there shall be included in each billing, to cover administrative costs, an amount not to exceed each party's administrative rate. The County rate is currently set at 20% of the total labor cost to the County for those County employees performing Services for the City under this Agreement. The City rates is currently set at ___ of the total labor cost to the City for those City employees performing Services for the County under this Agreement. Charges for administrative costs are in addition to charges for materials and equipment. This rate may be reasonably adjusted annually to reflect changes in actual administrative costs without the need for a formal amendment of this Agreement.

8.3 Invoicing and Payment. The performing party shall invoice the requesting party or its designee for all Services performed by the performing party. The requesting party shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the parties. The performing party shall include in each invoice, documentation of all costs for labor, materials and equipment included in the invoice. Unless the requesting party delivers written notice to the performing party disputing the amount of a particular invoice, the requesting party shall make payment on all invoices submitted by the performing party within thirty (30) days of the invoice date. Amounts not paid within 30 days of the invoice date shall thereafter accrue interest at a rate of twelve percent per annum or one percent per month.

8.4 Records. The parties shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

9. Indemnification/Hold Harmless.

Each party shall protect, defend, indemnify and save harmless the other party, its officers, officials, employees and agents while acting within the scope of their employment as such, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages, of whatsoever kind arising out of, or in connection with, or incident to the services associated with this Agreement caused by or resulting from each party's own negligent acts or omissions. Each party agrees that it is fully responsible for the acts and omissions of its own subcontractors, their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. Each party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor’s employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this Section 9 shall survive the expiration or earlier termination of this Agreement.

10. Liability Related to City Ordinances, Policies, Rules and Regulations.

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

11. Insurance.

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

Each party shall provide or purchase workers' compensation insurance coverage to meet the Washington State Industrial Insurance regulations and cause any subcontractors working on behalf of said party to also carry such insurance prior to performing work under the Agreement.

12. **Compliance with Laws.**

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

13. **Default and Remedies.**

13.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it commences cure within said thirty (30) day period and thereafter diligently pursues cure to completion.

13.2 Remedies. In the event of a party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 13.1 above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

14. **Early Termination.**

14.1 30 Days' Notice. Except as provided in Section 14.2 below, either party may terminate this Agreement at any time, with or without cause, upon not less than thirty (30) days' advance written notice to the other party. The termination notice shall specify the date on which the Agreement shall terminate.

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

14.3 Calculation of Costs Due Upon Early Termination. Upon early termination of this Agreement as provided in this Section 14, the City and County shall pay for all Services performed up to the date of termination, as well as the costs of any and all non-cancelable obligations. The County and County shall notify the other within thirty (30) days of the date of termination of all remaining costs including non-cancelable costs.

Termination costs charged shall not exceed the actual costs incurred as a result of early termination. No payment shall be made for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the other party.

15. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

16. Notices.

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

17. Miscellaneous.

17.1 Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein, including but not limited to the Original Agreement PROVIDED HOWEVER, that the parties' duties and obligations under the Original Agreement regarding insurance and indemnification shall survive as to any claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorneys' fees in defense thereof, known or unknown, for injury, sickness, disability or death to persons or damage to property or business, arising prior to the Effective Date of this Agreement. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last party to sign.

COUNTY:	**CITY:**
Snohomish County, a political subdivision of the State of Washington	City of Stanwood, a Washington municipal corporation
By________________________________ County Engineer	By________________________________ Title:
Approved as to Form:	**Approved as to Form**:
/s/ George Marsh 10/06/2021 Deputy Prosecuting Attorney	________________________________ City Attorney

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APPENDIX A
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County - Road Maintenance Division

Work Operations (Estimates provided on a per project basis)
Drainage:
• **Catch Basin Routine Maintenance:** Manually clean catch basins to ensure drainage flow is not restricted. This includes removing debris from the inlet and/or cleaning the catch portion of the structure.
• **Catch Basin Mechanical Cleaning:** Mechanically remove sediment and debris from the catch basin using a vactor or eductor truck using vacuum hose and water jet as necessary to ensure drainage system remains free of material and flows are not restricted.
• **Culvert Cleaning, and Inspection, Manual:** Inspecting and manually cleaning culvert inlets and outlets.
• **Culvert Cleaning, Mechanical:** Use mechanical equipment for cleaning the culvert such as vactor, flusher or a backhoe to clean inlets and outfalls to remove obstructions.
• **Detention/Retention Basin Maintenance:** Remove accumulated sediment, vegetation and debris from detention/retention basins to maintain design capacity to allow for proper function of the structure. Removal may be by manual or mechanical means and may include cleaning inlet and outlet grates/pipes.
• **Ditch Maintenance:** Cleaning or re-shaping a man-made, open, storm water conveyance system that was constructed to carry storm water onto, through, or away from the highway right-of-way (i.e., not a modified stream). This operation does not include the acquisition of any permitting if required.
• **Underground Retention/Detention Facility Maintenance:** Mechanically or manually clean and/or inspect underground detention/retention facilities on the right of way to maintain proper design capacity for the structure. This activity requires compliance with confined space regulations.
Pavement Maintenance and Repair:
• **Crack and Joint Sealing:** Repair defects in pavement surface by installing crack filling material to prevent water from entering the sub-grade. Cracks are cleaned and routed prior to filling.
• **Install Lane Markers/Raised Pavement Markers:** Install lane markers to replace worn markers or to facilitate design changes in the channelization.

• **Installation, Maintenance and Repair of Guardrail:** Maintain and repair guardrail; adjust cable tension; repair damage caused by collisions; upgrade terminal end sections; adjust height and alignment; Install new guardrail to design specifications.
• **Manual Pavement Patching:** To repair the road surface by hand spreading asphalt mix (typically hot mix), raking to establish proper grade and compacting with a roller or other available means. Repair potholes, edge failures, dips, etc.
• **Pavement Markings -Thermo-plastic/Durable:** Apply durable channelization material (typically thermo-plastic) to the roadway to delineate the lane limits.
• **Pavement Markings - Paint**: Applying channelization to the roadway surface to delineate lane limits, such as edge lines (including gore lines), skip lines, no pass lines, centerlines, etc.
• **Sweeping & Cleaning Pavement with Mechanical Pickup Broom:** Use mechanical pickup sweeper to remove sand, dirt and accumulated debris from the roadway and shoulders. Special consideration: An advance person may be needed to pick up large debris prior to the sweeping operation. Additional trucks may be needed to haul the sweeper spoils to an approved waste site. 'No Parking' signs may be needed in advance.
• **Traffic Sign Repair, Replacement, Maintenance and Installation:** Repair, replace, maintain; or install new traffic signs to ensure that operational safety is maintained on the roadway system.
Shoulder Maintenance:
• **Grade / Reshape Shoulders:** Use motor grader to pull aggregate from shoulder slope back towards the roadway to eliminate the vertical edge at the edge of pavement.
• **Shoulder Buildup Removal:** Use a motor grader and belt loader to remove buildup of sand, dirt and vegetation at the edge of shoulder to allow for proper drainage.
Snow & Ice:
• **Anti-Icing and De-icing Application, Liquids:** Apply anti-icing liquid to the roadway to reduce the probability of ice forming on the roadway. Apply de-icing liquids to the roadway to aid in ice removal.
• **Plowing/Sanding/Solid Deicer Application:** Remove accumulated snow and slush from the roadway and shoulder of the roadway with a truck-mounted snowplow. Apply sand or other abrasives to roadways to improve traction during freezing weather and snowstorm conditions. This may include sand applied with pre-wet salt systems or blended with salt in solid form.
Vegetation:
• **Control Vegetation Obstructions - Manual:** Remove vegetation obstructions by manual methods, i.e. shovels, weedeaters, cutters or pulling weeds, to ensure visibility of signing and intersections.
• **Cutting/Pruning/Selective Thinning:** Use hand tools to cut, trim or thin small amounts of plants in or around planting beds.

• **Noxious and Nuisance Weed Control - Spot Spray Non-power Equipment:** Use hand sprayer to control noxious weeds, as identified on the state or county noxious weed list, with approved herbicides applied at the recommended application rate. Also manually spray nuisance weeds. An herbicide application record is required for the treated area.
• **Nuisance Vegetation Control - Manual:** Use of manual means, i.e., hand operated trimmers, mowers, lopping shears, hand sprayer, saws, axes, to control undesirable vegetation obstructing line of sight or clear zone i.e., alders, blackberries and certain species of grasses.
• **Nuisance Vegetation Control - Mechanical:** Use power-operated equipment, i.e., mowers and brush cutters, to control undesirable vegetation i.e., alders, and blackberries, etc.
• **Tree Trimming/Tree Canopy Maintenance:** Use boom truck/bucket truck, saws and chippers to trim trees and canopied/encroaching shrubs to maintain clear zones, sight distance, pedestrian access, etc.
• **Roadside Mowing:** Mow with mechanical mower to control grass height and trim undesirable vegetation.

Other services provided:
• **Call-out Response for urgent or emergency situations** • **Catch Basin/ Manhole Repair or Replacement** • **Chip Seals; Project or Patching** • **Culvert Repair or Replacement** • **Guidepost and Delineator Replacement** • **Hauling and Disposal of Waste Material** • **Hydro Seeding and Mulching** • **Instructor, Equipment Training and Other Training Courses** • **Maintenance and Repair of Concrete Structures** • **Mechanical Pavement Patching, Paverbox** • **Noxious Weed Control - Mechanical** • **Noxious Weed Control - Manual** • **Pavement Milling/Full Depth Repair (small, localized areas)** • **Pavement Patching with Subgrade Repair** • **Rip Rap and Cribbing Repair** • **Seeding, Mulching, and Planting including native species.** • **Shoulder Washout Repair** • **Slope Repair, Slide Clean up & Maintenance** • **Traffic Control for Mobile Operations** • **Traffic Control for Stationary Operations** • **Vactor Waste Recycling/Disposal**

APPENDIX B
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County – Bridge Operations

Work Operations **(Estimates provided on a per project basis)**
Bridge Inspection:
• **Bridge Inspection Services:** Routine and special bridge inspections, completion of bridge inspection reports (including photos and descriptions of the inspection), and entry of bridge inspection data into the Washington State Bridge Inventory System. The County's performance of inspections and reports shall be consistent with the National Bridge Inspection Standards as set forth in the current version of the Washington State Bridge Inspection Manual.

Other services provided:

APPENDIX C
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County - Road Maintenance Division
Engineering Services Division – Bridge Group

Work Order Forms

Samples provided below are to be used for Work Order requests made to Snohomish County. Work Order request made to the City shall be provided on a City Work order form. The City Work Order form does not need to be identical to the County Work Order but should contain the same elements including an approval section.

SNOHOMISH COUNTY PUBLIC WORKS DEPARTMENT
ROAD MAINTENANCE DIVISION
8915 Cathcart Way
Snohomish, WA 98296
425.388.7500
Fax 425.388.7538

ROAD MAINTENANCE AID AGREEMENT WORK ORDER

Agency/Jurisdiction: ______________________________

Submitted By: ______________________ **Date Submitted:** ______________

Contact Info: ______________________ **Requested Completion Date:** ______________

Authorized By: ______________________ **Position/Title:** ______________
(Signature from Agency/Jurisdiction for approval to proceed per Estimated Cost Below)

Date Approved: ______________

WORK TO BE PERFORMED (Description and/or Sketch) (Attach Additional Pages If Needed)

Once completed please email to: Contact.PWRoad@snoco.org

For Completion by Snohomish County Road Maintenance Division

Estimated Cost For Services: ______________ Reimbursable Service Number: **RR** ______________

Approved By:

RM Operations Manager: ______________________ Date: ______________

RM Director: ______________________ Date: ______________

Date of Completion: ______________ By: ______________________

SNOHOMISH COUNTY PUBLIC WORKS DEPARTMENT
ENGINEERING SERVICES – BRIDGE GROUP
3000 Rockefeller, M/S 607
Everett, WA 98201

PUBLIC WORKS BRIDGE INSPECTION SERVICES WORK ORDER

Agency/Jurisdiction: ______________________________

Submitted By: ______________________ **Date Submitted:** ______________

Contact Info: ______________________ **Requested Completion Date:** __________

Authorized By: ______________________ **Position/Title:** ______________
(Signature from Agency/Jurisdiction for approval to proceed per Estimated Cost Below)

Date Approved: __________

WORK TO BE PERFORMED (Description) (Attach Additional Pages If Needed)

Once completed please email to: Contact.PWBridge@snoco.org

For Completion by Snohomish County Engineering Services Division

County's Estimated Cost For Services: ______________________________

County Reimbursable Service Number: **RR** ______________________________

County Work Order Number: (progressive number assigned by order of request)

Approved By:

Bridge Group Supervisor: ______________________ Date: __________

ES Director: ______________________ Date: __________

Date of Completion: ______________ By: ______________________