

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 27, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 27, 2022 – 7:00 p.m.
This meeting will be conducted by telephone
and online, connection information will be
posted on City Website—
<https://www.stanwoodwa.org>

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. CITIZEN COMMENTS**
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**
 - a. Police Compstat Report November 2021 and December 2021 5-1
- 6. COMMITTEE REPORTS**
 - a. Parks and Trails Advisory Committee Meeting Minutes November 15, 2022 6-1
- 7. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 7-1
 - b. Approve January 13, 2022 Regular City Council Meeting Minutes 7-6
- 8. OLD BUSINESS**
 - a. Ordinance 5202, Acceptance of Donations, Second Reading, and Adoption 8-1
- 9. PUBLIC HEARING**
- 10. NEW BUSINESS**
 - a. Appointment of Planning Commission Member 10-1
 - b. Approve Council Committee Selections 10-4
 - c. Confirm the Mayor's Appointment of Shawn Smith as City Administrator and Authorize Mayor to Sign Employment Agreement 10-7
 - d. Authorize Mayor to Approve On-Call Professional Services Agreements 10-14
- 11. CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
- 12. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 13. ADJOURN TO EXECUTIVE SESSION – NONE SCHEDULED AT THIS TIME**
- 14. RECONVENE AND ADJOURN**

Upcoming Meetings:

February 10, 2022 Special Workshop Meeting
February 10, 2022 Regular Meeting
February 24, 2022 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a

DATE: January 27, 2022

SUBJECT: Police Compstat Report

CONTACT PERSON: Chief Rob Martin

ATTACHMENTS: A – November 2021 Compstat Report
B – December 2021 Compstat Report

SUMMARY STATEMENT

Attached is the November 2021 and the December 2021 Compstat Report for council review.

Stanwood Police Department

November 2021

Administrative Personnel

Chief Rob Martin

Sergeant Karl Gilje

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,425. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	November 2021	Year to Date 2021	November 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	0	6	0	3
Robbery	0	0	0	0
Assault	4	41	6	38
Burglary	3	10	3	24
Larceny	2	93	3	130
Motor Vehicle Theft	1	9	1	12
General	November 2021	Year to Date 2021	November 2020	Year to Date 2020
Calls for Service (Incidents)	691	7951	851	9415
Case Reports	67	536	54	577
Traffic Collisions	13	97	6	99
Arrests (Adult/Juvenile)	18	152	17	181
Drug Arrests	0	0	3	18
Warrant Arrests	5	34	2	50
Impaired Driving Arrests	0	14	0	14
Infractions Issued	11	161	22	298
Public Disclosure Requests	39	312	28	372
Concealed Pistol Licenses Issued	56	414	18	481
Pistol Transfer Checks	32	404	18	237
Fingerprinting & Approx. timeframe	34	358-89.5 hrs	30 @ 7.5 hrs	441 @ 110.25

City Collisions for November Totals: 13					
Date	Case Number	Location	H & R	Injured	Reason
11/4/2021	2021-7342	26800 Block of 72nd Ave NW			Failure to yield
11/8/2021	2021-7436	26700 Block of 72nd Ave NW			Failure to yield
11/8/2021	2021-7447	7200 Block of Pioneer Hwy	x		Hit & Run/Damaged city property
11/15/2021	2021-7574	7300 Block of 268th St NW			Inattentive driver
11/16/2021	2021-7583	27000 Block of Church Creek Pkwy	x		Hit & Run unattended
11/16/2021	2021-7589	7000 Block of 268th St NW		x	Inattentive driver
11/17/2021	2021-7622	7900 Block of Pioneer Hwy			Inattentive driver
11/19/2021	2021-7673	10500 Block of SR 532			Following too close / 4 vehicle collision
11/22/2021	2021-7744	Pioneer Hwy and SR 532		x	Inattentive driver
11/26/2021	2021-7822	26700 Block of 72nd Ave NW			Failure to yield
11/27/2021	2021-7868	26800 Block of 72nd Ave NW			Distracted driver
11/28/2021	2021-7894	8800 Block of SR 532			Following too close
11/28/2021	2021-7898	27000 Block of 92nd Ave NW			Medical event

Stanwood Police Department

Detective Report

December 2021 Newsletter

December 2021



Stanwood Cases 2021-7908, 7909, 7910 and 7911 Vehicle Prowls

The morning of 11-29-2021, several vehicles were prowled while in the North Star Cold Storage parking lot. Video from the area shows a gray SUV (appears to be a Ford Escape) and green sedan (appears to be a Honda Civic) pull in the parking lot of Stanwood Self Storage at 0751 hours. The right rear hubcap is missing from the Honda.



The driver of the Honda interacts with the driver of the Ford Escape before driving away.





A passenger in the Ford gets out of the car and walks across the street to the North Star Cold Storage parking lot. Video from North Star Cold Storage shows the subject wearing a black, hooded sweatshirt, blue jeans, white shoes, and orange gloves. The video shows the subject wearing a backpack from a victim's vehicle and throwing a rock through another victim's car window.



The subjects involved in these vehicle prowls are likely associated with vehicle prowls in Stanwood on 11-28-2021.

Detective Martin is working with law enforcement agencies in Skagit County to identify and locate the involved subjects.

Stanwood Case 2021-8260 Bartells Theft

On 12-13-2021 at about 0800 hours a male and female entered the store and placed several hundred dollars of product in a shopping cart. The subjects exited the store with the cart and did not pay for the items. The subjects left the area in an older, green mid-size SUV.





Stanwood Case 2021-7952 Burglary

During the early morning hours of 12-01-2021, a subject breached the locked gate on a perimeter fence at a construction site. The subject stole various items to include copper pipe, tools and scrap wire.



Vehicle Prowl Prevention

Park and Secure your vehicle:

- Use a garage or secure location whenever possible
- Park in well-lit areas where your car can be seen
- Avoid isolated areas. Park near locations frequently used by pedestrians
- If you hear something suspicious (shattering glass) or see someone looking into vehicles, call 911
- Roll up the windows and lock all doors
- Secure the trunk, hatches, bed-mounted tool boxes, and canopies
- Activate your alarm
- Install anti-theft devices

Anti Theft Devices:

- Steering wheel locking devices are easy to install and inexpensive
- Car alarms are convenient and effective - Especially if they disable the vehicle's starter when activated
- Install switches to interrupt the fuel supply or electrical systems

Visit our website for more crime prevention Tips!

[Police | Stanwood, WA \(stanwoodwa.org\)](http://stanwoodwa.org)

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Total	10	0	100%

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COMPSTAT REPORT

Type of Crime	December 2021	Year to Date 2021	December 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	0	6	0	0
Robbery	0	0	0	1
Assault	4	45	4	42
Burglary	6	16	2	19
Larceny	15	108	10	144
Motor Vehicle Theft	5	14	0	10
General	December 2021	Year to Date 2021	December 2020	Year to Date 2020
Calls for Service (Incidents)	655	8606	886	10301
Case Reports	61	597	54	631
Traffic Collisions	6	103	9	108
Arrests (Adult/Juvenile)	14	166	24	205
Drug Arrests	0	0	2	20
Warrant Arrests	2	36	8	58
Impaired Driving Arrests	1	15	2	16
Infractions Issued	4	165	9	307
Public Disclosure Requests	34	346	39	411
Concealed Pistol Licenses Issued	43	457	30	511
Pistol Transfer Checks	46	450	42	279
Fingerprinting & Approx. timeframe	15	373=93.25 hrs	34 @ 8.5 hr	475 @ 118.75 hrs

City Collisions for December Totals: 6					
Date	Case Number	Location	H & R	Injured	Reason
12/4/2021	2021-8063	7100 Block of 72nd Ave NW		x	Driving too fast for conditions
12/7/2021	2021-8111	26700 Block of 72nd Ave NW			Failure to yield
12/14/2021	2021-8287	26700 Block of 72nd Ave NW			Failure to yield
12/15/2021	2021-8304	26700 Block of 72nd Ave NW			Failure to stop for red traffic light
12/17/2021	2021-8355	8600 Block of Pioneer Hwy			Follow too close/Failure to stop
12/29/2021	2021-8561	7400 Block of 272nd St NW			icy road/lost control of veh

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: November 15, 2021

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – 11-15-2021 Meeting Minutes

SUMMARY STATEMENT

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

Zoom meeting – virtual attendance

Call to Order & Attendance: 3:08pm

Present: Gordy Holmes, Dave Hall, Matt Withers, Cathy Wooten, Lisa Bruce

Absent: Rick Hawkins, Judy Williams

Staff Present: Carly Ruacho, Patricia Love, Krista Hintz, Audrey Rotrock

Also known to be present: Steve Shepro, Doug Shafer, Leif Stadler

City hall lost power due to a windstorm, staff were a few minutes behind trying to get to a location to conduct the meeting. Dave Hall has a conflicting meeting today and will need to leave at 3:25.

Citizen Comments: N/A

Approval of Minutes:

The October 2021 meeting minutes were approved as submitted.

Pickleball Presentation – Doug Shafer

Due to connectivity issues, the Committee decided to reschedule Doug Shafer's Pickleball Presentation to the next meeting. Doug would also like Dave Hall to be present since he has insight on how Pickleball progressed in Marysville.

Eagle Scout Project Discussion – Leif Stadler

Leif introduced himself to the Committee, he is from Scout Troup. Leif's Eagle Scout project proposes to replace the roofs of the two dugouts at Church Creek Park. They are currently flat and made of wood. Due to water damage, the wood is rotting. The plan is to replace with a metal roof and elevate the front of the roof to a slope that will allow water to runoff. The sloped metal roof will last longer than a wooden roof. Leif's plans have been approved by the Building Official, Keith Kennedy. The benches are also in need of rehabilitation to stabilize sagging. At this time Leif's project is only to replace the roofs. He may be willing to expand the project scope and include improvements to the benches if the City requests that. Leif shared current photos of dugouts showing the rotted wood. There will be flashing on the edges of the metal roof to prevent rusting and the potential for an abrasion injury if rubbed against. The back side of the dugout, when complete, will be a height of 7 ½ ft. and the front will be at a height of 9 ft. There will be 18 inches of overhang on the back of the dugout to keep water from getting onto the benches and athletes. Prior to the project start the planning and public works departments will discuss the benches. Due to daily field use from March to late June, Leif will begin his project after baseball season in July.

Leif proposed that the City pay for the total project materials cost of \$2,750.00. The Committee recommended that he try to get donations from local businesses or try fundraising to lower the cost to the City. The Public Works department has dumpsters that he may be able use, that may help to lower the cost further.

The Committee discussed roof color. The consensus options are leaf green, antique patina, or silver. Carly is going to order a brochure to make a final decision. The desire is to have the roof color coordinate with the playground. Most of the Committee is leaning toward the leaf green color.

The recommendation is to move the project forward with the conditions of determining labor allocations, cost, and final decision on roof color. Carly will meet with Leif to discuss City in-kind support.

Introduction of new Planning Department Employee

Audrey Rotrock introduced herself as the new Associate Planner indicating she will be taking over the admin duties for the PTAC, Planning Commission, Community Development, and Economic Development Board meetings. Her main focus will be mostly working with Keith Kennedy processing building permits, but she will wear many hats within the department. Future agendas, zoom links, and minutes will be coming from her.

Church Creek Budget and Priorities

The 2021-2022 budget was put together prior to initiation and adoption of the master plan for Church Creek. Carly asked the Committee to review the upcoming 2022 budget in comparison to the Priority Project List adopted with the Master Plan as some minor adjustments are likely needed to align the two.

The Committee discussed using the \$30,000 line item for parking lot repair analysis that will now be funded through the sewer lift station project for other listed projects that may now require more funding due to the lack of expected volunteer projects during Covid. An arborist will be consulted for the tree thinning projects. The Committee would like to see a bid for the actual tree removal work before the projects move forward. It is likely that the tree work will exceed the budgeted costs. The Committee recommends only making necessary maintenance and stabilizing modifications to the existing picnic shelter including the addition of an ADA walkway and possibly electrical outlets and reallocating unused funding of the budgeted new picnic shelter to the necessary tree removal. The current budget for the baseball field renovation may not be necessary given the Eagle project and recent increased maintenance. A facelift of the field to correct any drainage issues and level the outfield may be all that is needed. If there are unused funds, the Committee recommends looking into costs to provide lights on the field. Solar lights may be more cost effective if they are usable there. If lights are warranted, outreach to the surrounding community of Church Creek Estates would be necessary, and that may need to be a separate project. Improving the trail to the Creek is also a priority of the Committee and any unused funds could be allocated to increasing the scope of that project.

A budget amendment for playground benches goes forward to council on December 9th for action. There's a potential for the budget to increase \$15K.

Heritage Park Update

The Heritage Park project is status quo. Staff is still working on documentation for transferring maintenance over from contractor to the City. It should go to Council to close out the contract fairly soon. The contractor will have responsibility of ensuring grass survives for one year.

Hamilton Park Update

Staff and WDFW are moving forward with permitting. City was given a grant extension through 2023. WDFW is working on environmental permits for the boat launch.

Adjourn – 5:03 pm

Next Meeting

The next meeting is scheduled for December 20, 2021 but will be canceled since it is so close to the winter holidays. The following meeting will be January 17th, which is Martin Luther King Jr. day, so we will hold the meeting the following day, Tuesday, January 18th.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: January 20, 2022

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 34872 through 34927 and Washington Federal Bank electronic funds transfers in the amount of \$308,792.21. Approve issuance of Washington Federal Bank payroll benefit checks 1950 through 1962 and Washington Federal electronic payroll and benefit funds transfers in the amount of \$311,868.46.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34872 THROUGH 34927 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$308,792.21. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1950 THROUGH 1962 AND ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$311,868.46.

CHECK REGISTER

City Of Stanwood

Time: 11:40:15 Date: 01/20/2022

12/22/2021 To: 01/20/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5835	12/28/2021	Claims	3	EFT	HSA Bank	2.50	Dec Fee
5844	12/31/2021	Claims	3	EFT	US Bank	4,847.10	4485 5945 5564 1495
5845	12/31/2021	Claims	3	EFT	WA St Dept of Revenue **	526.44	City of Stanwood
5846	12/31/2021	Claims	3	34872	APP- Associated Petroleum Products	4,292.53	00-0100494
5847	12/31/2021	Claims	3	34873	Ace Hardware	476.02	20013
5848	12/31/2021	Claims	3	34874	Advanced Analytical Solutions	367.20	001204
5849	12/31/2021	Claims	3	34875	Air Care Systems	739.13	City of Stanwood
5850	12/31/2021	Claims	3	34876	Aramark Uniform Services Inc	142.66	937963000; 937963000;
5851	12/31/2021	Claims	3	34877	Branom Instrument Co.	167.29	City of Stanwood
5852	12/31/2021	Claims	3	34878	Gaylynn Brien	60.00	City of Stanwood
5853	12/31/2021	Claims	3	34879	Cascade Natural Gas Corp	1,543.92	953 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4; 608 440 0000 4
5854	12/31/2021	Claims	3	34880	Confluence Environmental Company, Inc	9,278.25	City of Stanwood; City of Stanwood; City of Stanwood
5855	12/31/2021	Claims	3	34881	Forest Land Services Inc	694.84	City of Stanwood
5856	12/31/2021	Claims	3	34882	Robert Half	2,943.46	03640-101120000; 03640-101120000
5857	12/31/2021	Claims	3	34883	Hamilton Lumber LLC	244.00	City of Stanwood
5858	12/31/2021	Claims	3	34884	Tyler Ray Hutchcroft	40.18	06 3445 11 - 27113 104TH DR NW
5859	12/31/2021	Claims	3	34885	McClatchy Company LLC	900.00	80415
5860	12/31/2021	Claims	3	34886	NCL of Wisconsin, Inc.	107.98	44599
5861	12/31/2021	Claims	3	34887	National Barricade Co LLC	146.88	City of Stanwood
5862	12/31/2021	Claims	3	34888	Navia Benefits	50.00	City of Stanwood
5863	12/31/2021	Claims	3	34889	North County Regional Fire Authority	43,713.00	City of Stanwood 166
5864	12/31/2021	Claims	3	34890	Northsound Refrigeration	440.99	City of Stanwood
5865	12/31/2021	Claims	3	34891	Office Depot	173.84	36274097; 36274097
5866	12/31/2021	Claims	3	34892	PUD Of Snohomish County *	13,759.54	220923312; 200592889; 202982351; 200208858
5867	12/31/2021	Claims	3	34893	Petty Cash/ Marcy Mathis -Custodian	92.38	City of Stanwood
5868	12/31/2021	Claims	3	34894	Platt Electric Supply Inc	1,630.50	24127; 24127
5869	12/31/2021	Claims	3	34895	RH2 Engineering Inc	1,288.69	City of Stanwood; City of
5870	12/31/2021	Claims	3	34896	Safeway	21.24	191483
5871	12/31/2021	Claims	3	34897	Shred-it US JV LLC	43.28	1000283524
5872	12/31/2021	Claims	3	34898	Skagit Farmers Supply	870.42	135052; 135052; 135052; 135052
5873	12/31/2021	Claims	3	34899	Sno Co Public Works *	791.24	CR00024
5874	12/31/2021	Claims	3	34900	Sno Co Sheriffs Office *	156,723.75	SSH00001
5875	12/31/2021	Claims	3	34901	Stanwood Auto Parts	40.69	56100; 56100; 56100; 56100
5876	12/31/2021	Claims	3	34902	Stanwood City Utility	3,919.46	Acct 1075; 2964; 3439; 2965; 2688; 2741; 2749; 2886; 3184; 2732
5877	12/31/2021	Claims	3	34903	Stilly Auto Parts Napa	43.99	27197; 27197; 27197; 27197
5878	12/31/2021	Claims	3	34904	Transpogroup Inc	1,373.75	City of Stanwood
5879	12/31/2021	Claims	3	34905	USA Bluebook	118.26	478228
5880	12/31/2021	Claims	3	34906	Utilities Underground Loc	86.43	134200
5881	12/31/2021	Claims	3	34907	Verizon Wireless	1,515.23	742373248-00001; 372541731-00001
5882	12/31/2021	Claims	3	34908	WA St Dept of Licensing *	1,020.00	City of Stanwood
5883	12/31/2021	Claims	3	34909	WA St Dept of Transportation *	145.84	City of Stanwood 1509
5884	12/31/2021	Claims	3	34910	Washington State Patrol *	225.25	City of Stanwood
5885	12/31/2021	Claims	3	34911	Waste Management Skagit	154.18	8-34465-95001

CHECK REGISTER

City Of Stanwood

Time: 11:40:15 Date: 01/20/2022

12/22/2021 To: 01/20/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5886	12/31/2021	Claims	3	34912	Weed, Graafstra & Associates, Inc., P.S	8,736.50	City of Stanwood; City of
5887	12/31/2021	Claims	3	34913	Western Exterminator Company	334.88	City of Stanwood; City of
5890	12/31/2021	Claims	3	34914	Berk	1,555.00	City of Stanwood
5891	12/31/2021	Claims	3	34915	Interstate All Battery Center	135.63	City of Stanwood C90570098000058
5892	12/31/2021	Claims	3	34916	Lankford Associates	4,335.90	City of Stanwood
5893	12/31/2021	Claims	3	34917	Office Depot	96.25	36274097; 36274097; 36274097
5894	12/31/2021	Claims	3	34918	PUD Of Snohomish County *	10,167.51	201942398; 200142180; 202579512; 202882056; 202727285; 202670675; 202694204; 221041510; 200738672; 200103539; 200128742; 200240505; 200633634; 221854284; 222799900; 200367373
5895	12/31/2021	Claims	3	34919	RH2 Engineering Inc	4,020.26	City of Stanwood
5896	12/31/2021	Claims	3	34920	Sno Co Sheriff's Office - CB	1,992.51	91-6001368
5897	12/31/2021	Claims	3	34921	Snohomish County Public Def Association	2,208.00	City of Stanwood
5898	12/31/2021	Claims	3	34922	Snohomish County Treasurer	20.60	City of Stanwood
5899	12/31/2021	Claims	3	34923	Stanwood Redi-Mix Inc	664.81	1CI090 City of Stanwood
5900	12/31/2021	Claims	3	34924	WA St Treasurer	1,245.48	City of Stanwood
5901	12/31/2021	Claims	3	34925	Zumar Industries Inc	327.37	000683
5902	12/31/2021	Claims	3	34926	RH2 Engineering Inc	552.99	City of Stanwood
5903	12/31/2021	Claims	3	34927	Sno Co Information Services *	16,636.19	DIS1107
001 General Fund						246,739.31	
101 Street Fund						10,745.49	
103 Street Construction Fund						4,946.40	
104 Park And Trail Improvement Fund						3,516.00	
401 Sewer Fund						19,850.49	
403 Sewer Construction Fund						1,240.00	
410 Drainage Fund						3,629.92	
421 Water Fund						11,711.47	
422 Water Construction Fund						4,621.94	
630 Agency Fund						1,791.19	
							Claims: 308,792.21
* Transaction Has Mixed Revenue And Expense Accounts						308,792.21	

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 Cerdan Borhauer Date: 1/20/22
 () Deputy Finance Director

CHECK REGISTER

City Of Stanwood

Time: 11:41:33 Date: 01/20/2022

01/01/2022 To: 01/20/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
31	01/07/2022	Payroll	3	EFT		3,832.93	December 2021 Payroll
32	01/07/2022	Payroll	3	EFT		2,123.36	December 2021 Payroll
33	01/07/2022	Payroll	3	EFT		4,310.61	December 2021 Payroll
34	01/07/2022	Payroll	3	EFT		2,281.86	December 2021 Payroll
35	01/07/2022	Payroll	3	EFT		2,098.17	December 2021 Payroll
36	01/07/2022	Payroll	3	EFT		3,026.76	December 2021 Payroll
37	01/07/2022	Payroll	3	EFT		6,457.40	December 2021 Payroll
38	01/07/2022	Payroll	3	EFT		4,507.23	December 2021 Payroll
39	01/07/2022	Payroll	3	EFT		2,184.48	December 2021 Payroll
40	01/07/2022	Payroll	3	EFT		2,080.86	December 2021 Payroll
41	01/07/2022	Payroll	3	EFT		3,367.11	December 2021 Payroll
42	01/07/2022	Payroll	3	EFT		3,347.45	December 2021 Payroll
43	01/07/2022	Payroll	3	EFT		3,441.76	December 2021 Payroll
44	01/07/2022	Payroll	3	EFT		4,444.15	December 2021 Payroll
45	01/07/2022	Payroll	3	EFT		4,833.49	December 2021 Payroll
46	01/07/2022	Payroll	3	EFT		387.99	December 2021 Payroll
47	01/07/2022	Payroll	3	EFT		4,880.93	December 2021 Payroll
48	01/07/2022	Payroll	3	EFT		5,954.87	December 2021 Payroll
49	01/07/2022	Payroll	3	EFT		2,199.14	December 2021 Payroll
50	01/07/2022	Payroll	3	EFT		4,468.64	December 2021 Payroll
51	01/07/2022	Payroll	3	EFT		3,826.96	December 2021 Payroll
52	01/07/2022	Payroll	3	EFT		3,672.68	December 2021 Payroll
53	01/07/2022	Payroll	3	EFT		387.99	December 2021 Payroll
54	01/07/2022	Payroll	3	EFT		3,340.51	December 2021 Payroll
55	01/07/2022	Payroll	3	EFT		337.99	December 2021 Payroll
56	01/07/2022	Payroll	3	EFT		1,325.74	December 2021 Payroll
57	01/07/2022	Payroll	3	EFT		3,985.24	December 2021 Payroll
58	01/07/2022	Payroll	3	EFT		1,476.51	December 2021 Payroll
59	01/07/2022	Payroll	3	EFT		3,459.41	December 2021 Payroll
60	01/07/2022	Payroll	3	EFT		2,384.44	December 2021 Payroll
61	01/07/2022	Payroll	3	EFT		4,655.07	December 2021 Payroll
62	01/07/2022	Payroll	3	EFT		387.99	December 2021 Payroll
63	01/07/2022	Payroll	3	EFT		4,328.16	December 2021 Payroll
64	01/07/2022	Payroll	3	EFT		4,264.18	December 2021 Payroll
65	01/07/2022	Payroll	3	EFT		4,232.77	December 2021 Payroll
66	01/07/2022	Payroll	3	EFT		2,630.76	December 2021 Payroll
67	01/07/2022	Payroll	3	EFT		3,936.73	December 2021 Payroll
68	01/07/2022	Payroll	3	EFT		387.99	December 2021 Payroll
69	01/07/2022	Payroll	3	EFT		387.99	December 2021 Payroll
71	01/07/2022	Payroll	3	EFT	HSA Bank	9,808.33	Pay Cycle(s) 01/07/2022 To 01/07/2022 - HSA Contributions ER; Pay Cycle(s) 01/07/2022 To 01/07/2022 - HSA Contr EE
72	01/07/2022	Payroll	3	EFT	Internal Revenue Service (941)	58,400.11	941 Deposit for Pay Cycle(s) 12/21/2021 - 12/21/2021; 941 Deposit for Pay Cycle(s) 12/20/2021 - 12/20/2021; 941 Deposit for Pay Cycle(s) 01/07/2022 - 01/07/2022
73	01/07/2022	Payroll	3	EFT	WA St Department Of Retirement Systems	47,574.13	Pay Cycle(s) 01/07/2022 To 01/07/2022 - PERS2; Pay Cycle(s) 01/07/2022 To 01/07/2022 - PERS 3; Pay Cycle(s) 01/07/2022 To 01/07/2022 - 457 - DRS (DCP); Pay Cycle(s) 12/21/2021 To 12/21/2021 - PERS2; P
74	01/07/2022	Payroll	3	1950	AFLAC	221.39	Pay Cycle(s) 01/07/2022 To 01/07/2022 - AFLAC, Pre-Tax; Pay Cycle(s) 01/07/2022 To 01/07/2022 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

Time: 11:41:33 Date: 01/20/2022

01/01/2022 To: 01/20/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
75	01/07/2022	Payroll	3	1951	AWC Employee Benefit Trust	21,096.94	Pay Cycle(s) 01/07/2022 To 01/07/2022 - AWC - Health First 250; Pay Cycle(s) 01/07/2022 To 01/07/2022 - AWC- Dental J; Pay Cycle(s) 01/07/2022 To 01/07/2022 - AWC - Vision; Pay Cycle(s) 01/07/2022 To;
76	01/07/2022	Payroll	3	1952	Colonial Life Insurance	66.75	Pay Cycle(s) 01/07/2022 To 01/07/2022 - Colonial Life Ins
77	01/07/2022	Payroll	3	1953	Hartford Retirement Plan Services	3,993.00	Pay Cycle(s) 01/07/2022 To 01/07/2022 - 457 - MassMutual (Hartford); Pay Cycle(s) 01/07/2022 To 01/07/2022 - Roth 457(b)(MassMutual)
78	01/07/2022	Payroll	3	1954	ICMA Retirement Trust	4,370.44	Pay Cycle(s) 01/07/2022 To 01/07/2022 - 457 - ICMA
79	01/07/2022	Payroll	3	1955	Legal Shield	53.70	Pay Cycle(s) 01/07/2022 To 01/07/2022 - Legal Shield
80	01/07/2022	Payroll	3	1956	Navia Benefits	125.00	Pay Cycle(s) 01/07/2022 To 01/07/2022 - Navia Limited FSA
81	01/07/2022	Payroll	3	1957	Western Conference of Teamsters Pension Trust	2,510.56	Pay Cycle(s) 01/07/2022 To 01/07/2022 - WCTPP Contributions
82	01/07/2022	Payroll	3	1958	Teamsters Union Local 231	1,504.00	Pay Cycle(s) 01/07/2022 To 01/07/2022 - Teamsters Dues
83	01/07/2022	Payroll	3	1959	Washington Teamsters Welfare Trust	32,338.00	Pay Cycle(s) 01/07/2022 To 01/07/2022 - Teamsters Dental; Pay Cycle(s) 01/07/2022 To 01/07/2022 - Teamsters Medical
140	01/13/2022	Payroll	3	1960	Dept of Labor and Industries	6,887.56	4TH Quarter L&I: 10/01/2021 - 12/31/2021
141	01/13/2022	Payroll	3	1961	ESD - PFMLA & WA Cares	1,847.97	Pay Cycle(s) 10/01/2021 To 12/31/2021 - PFMLA
142	01/13/2022	Payroll	3	1962	Employment Security Dept	1,432.28	4th Quarter Unemployment: 10/01/2021 - 12/31/2021
001 General Fund						144,520.67	
101 Street Fund						26,770.78	
401 Sewer Fund						55,714.43	
410 Drainage Fund						26,527.56	
421 Water Fund						58,335.02	
						311,868.46	Payroll:
							311,868.46

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

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

Wendy Corder Dorken

Date: 1/20/22



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: January 27, 2022

SUBJECT: City Council January 13, 2022 Regular Meeting Minutes

CONTACT PERSON: Lisa Sokolik, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the January 13, 2022 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE JANUARY 13, 2022 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, January 13, 2022 – 7:00 p.m.
Stanwood-Camano School District Administration Building Board Room
MINUTES

1. Call to Order

Mayor Sid Roberts called the meeting to order at 7:03 p.m.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers present: Dani Gaumond, Marcus Metz, Darren Robb, Tim Pearce, Steve Shepro, and Tim Schmitt. The meeting was quorate.

Also present: Interim City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Rob Martin, Senior Accountant Wendy Dowhower, Assistant to the Administrator & Communications Manager Krista Hintz, City Attorney Nikki Thompson, and City Clerk Lisa Sokolik

3. Approval of the Agenda

Motion by Councilmember Shepro, second by Councilmember Pearce to approve the agenda as written. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments or requests to verbally address the Mayor and City Council. Citizens who wish to speak verbally are required to register on the City Website by 9:00 am the morning of the meeting and are required to be visible on camera and identify themselves with name and address.

5. Staff Reports

a. Annual Small Works Roster Project Report

Councilmember Schmitt asked why the report did not list fixed amounts for the two electrical on-call contracts. Public Works Director Hushagen answered that these are on-call contracts for electrical services that council approved an amount of 'not to exceed \$50,000'. On-call contracts allow staff to call the on-call contractor/electrician for

repairs when needed throughout the year, but the total amount of work for the year cannot exceed \$50,000.

6. Committee Reports – No Committee Reports

7. Consent Agenda

- a. Approve Payroll Checks and Vouchers
- b. Approve December 9, 2021 Regular City Council Meeting Minutes
- c. Appointment of New Parks and Trails Advisory Committee Member (removed)
- d. Appointment of Planning Commission Member (removed)
- e. Snohomish Health District Board Appointment
- f. Authorize the Finance Director to Approve a Second Utility Account Adjustment

Motion by Councilmember Metz, second by Councilmember Robb to approve the consent agenda to include items a, b, e, and f and the deletion of items c and d. Motion carried unanimously.

Mayor Roberts moved items c and d, from the consent to allow the Councilmembers to meet and ask questions of the new Parks and Trails Advisory Committee Member and the Planning Commission Member.

- c. Appointment of New Parks and Trails Advisory Committee Member

Motion by Councilmember Shepro, second by Councilmember Robb to appoint Katelyn Durfee to the Stanwood Parks and Trails Advisory Committee, Position Seven (7), for a Term Ending December 31, 2025. Motion carried unanimously.

- d. Appointment of Planning Commission Member

Motion by Councilmember Shepro, second by Councilmember Robb to appoint Melissa Toner to the Stanwood Planning Commission, Position Three (3), for a Term ending December 31, 2022. Motion carried unanimously.

8. Old Business

9. Public Hearing

10. New Business

a. Select Councilmember Position Six (6)

i. Candidate Statements and Questions

Candidates Andreena Bergman and Judy Williams both gave an opening statement and answered Councilmember's questions.

ii. Adjourn to Executive Session to Evaluate the Qualifications of a Candidate for Appointment to Elective Office 42.30.110(1)(H).

At 7:52 p.m. City Councilmembers went into Executive Session for 25 minutes.

iii. Reconvene and Select Councilmember Position Six (6)

The meeting reconvened at 7:33 pm and a roll call for votes was taken:

Councilmember Gaumond – Andreena Bergman
Councilmember Metz – Judy Williams
Councilmember Robb – Andreena Bergman
Councilmember Pearce – Judy Williams
Councilmember Shepro – Andreena Bergman
Councilmember Schmitt – Andreena Bergman

Andreena Bergman was appointed as Councilmember Position 6.

iv. Oath of Office

Councilmember Bergman was sworn in with the Oath of Office.

b. Elect Mayor Pro Tempore

Motion by Councilmember Robb, second by Councilmember Shepro to appoint Councilmember Tim Pearce as Mayor Pro Tempore to serve a one-year term in 2022. Motion carried unanimously.

c. Approve 2022 City Council Calendar

Motion by Councilmember Shepro, second by Councilmember Pearce to approve and set the 2022 City Council Meeting Calendar as presented and to publish all dates on the city website. Motion carried unanimously.

d. Ordinance 5202 Acceptance of Donations First Reading

Councilmember Schmitt ask if the City has accepted donations in the past two years. Finance Director Hammond answered that the City has accepted donations in the past, but not by ordinance, this action will ensure a more efficient process going forward.

Councilmember Shepro asked if the City has set up a 501c3 nonprofit for accepting donations. Hammond answered no, the City researched this a few years ago, the City does not pay taxes on donations and there are costs to do the annual filing, so there is no reason for the City to set up a 501c3.

Councilmember Robb asked about the long-term obligation. Hammond gave an example: if a donor gave \$20,000 for Christmas decorations but the City could only use \$1,000 a year, that is a long-term obligation.

Motion by Councilmember Pearce, second by Councilmember Robb to approve first reading of Ordinance 5202 as set forth in Attachment "A" amending the Stanwood Municipal Code (SMC) Title 3 to add Chapter 3.25 'Acceptance of Donations' and proceed with the second and final reading of the ordinance on January 27, 2022." Motion carried unanimously.

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

12. Report of Officers and Committees

a. Mayor's Report

The Mayor gave the State of the City address today at the Chamber of Commerce. The new Chamber Leader, Rich Good was in attendance and a presentation was given by Nate Nehring of Snohomish County Council that was very helpful.

The Mayor reminded Councilmembers to consider what council committee they want to be on. Selections will be made by the Mayor, Mayor Pro Tempore Pearce, and the longest serving councilmember, Councilmember Shepro on January 19th.

It's been a bad season for Covid – be careful everyone!

The Mayor appointed a new member to Planning Commission Position 7, the appointment will be on the January 27th agenda under new business. At the suggestion of Councilmember Shepro, all new appointments will be placed under New Business.

The Mayor met this week with the Snohomish County Mayors and County staff regarding the affordable housing plans and the 1/10th of one percent sales tax increase just passed by Snohomish County Council.

The Mayor asked City Attorney Thompson to verify Councilmember Bergman's appointment (thru 2022 or 2023).

b. City Administrator Report

On Monday, Interim City Administrator Smith attended the Snow Goose Transit grand opening and ribbon-cutting. Visit the City's FaceBook page to see pictures, read about it and get the schedule.

Sunday, January 9th was National Law Enforcement Appreciation Day, Smith wanted to extend his appreciation to Chief Martin and all the Stanwood officers. Be sure to say 'thank you' to our Stanwood Police Officers when you see them.

Great job to Lisa Sokolik for her first council meeting as the clerk.

Smith wanted to point out another example of why staff wanted Finance Director David Hammond back. Hammond is making sure the city is doing things the correct way, a great example is putting the ordinance in place for accepting donations.

The City will be closed on Monday in honor of Martin Luther King, Jr.'s birthday.

c. Councilmember Reports/Questions

Councilmember Gaumond: When will council committee selection information be sent out? Smith said the packet is ready and will be sent out in the morning. She commented that this has been a great experience and she is looking forward to working with the Mayor and Council and it is going to be a good year.

Councilmember Metz: Commented that several years ago, in Arlington, at the Sky Theater Company, he worked on and performed on the Gypsy Wagon. He said it was 'very romantic' now that he gets to receive it again now that he is on Council. He welcomed Councilmember Bergman.

Councilmember Robb: Gave thanks and appreciation to Mayor Pro Tempore Pearce, the role is a good recognition of what he has done for the city and all he has accomplished while on council and appreciates him accepting the role. He welcomed all the new councilmembers and is looking forward to working with everyone. We've hit the ground running in 2022 and there is a lot of good work ahead. He encouraged all councilmembers to sign up for the Association of Washington Cities Elective Officials training on January 25th.

Councilmember Pearce: Thanked the council for the honor of voting him in as Mayor Pro Tempore. He welcomed all the new councilmembers. He commented that it was good to see more involvement. It was the first time that he can remember, that during the general election, everyone ran opposed. He is looking forward to getting back to in-

person meetings so he can see how tall everyone is. Don't be afraid to ask questions, the City staff is fabulous, Chiefs are both great, ask lots of questions. The order for voting is rotated, so the January 27th meeting voting will begin with Position 2 – this has been 'Tips from Tim'.

Councilmember Shepro: At the conclusion of the Council Meetings, he likes to thank members of the community who attend and participate. Tonight, he thanked someone who has attended every Council and Planning Commission meeting for the past several years, Peggy Wendel from Stanwood Camano News. Peggy is retiring. Shepro congratulated Peggy on her retirement and thanked her for a great job on her columns. He appreciated reading Peggy's columns, she made them interesting and informative, and he often would catch things that he missed during the meeting. Mayor Roberts and Councilmember Robb also thanked Peggy.

Councilmember Bergman: Thanked council for voting her in and she is looking forward to working with everyone.

Councilmember Schmitt: Thanked the Mayor's office for publishing the social media guidelines. Social media is close to his heart and he is dedicated to following each of the points. He recognized Mayor Roberts for moving out of the big office into a smaller one. It says a lot to the Mayor's service to the city to allow others to use the big office. He wanted to remind and encourage everyone to make comments on the 2024 Comprehensive Plan, it's now open for comments.

13. Adjourn to Executive Session – None Scheduled for this Meeting

14. Reconvene and Adjourn

There being no further business before the Council, Mayor Roberts asked for a motion to adjourn. Motion by Councilmember Metz, second by Councilmember Shepro to adjourn the meeting. Motion carried unanimously. Mayor Roberts declared the meeting adjourned at 8:53 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a
DATE: January 27, 2022
SUBJECT: Second Reading and Adoption, Ordinance 5202-
Acceptance of Donations
CONTACT PERSON: David Hammond, Finance Director
ATTACHMENTS: A – Proposed Ordinance 5202

PURPOSE

The purpose of this agenda item is for City Council to consider Second Reading, and adoption of Ordinance 5202, Acceptance of Donations.

BACKGROUND

The City Council discussed this ordinance at its January 13, 2022 regular meeting. All councilmembers were in attendance and the first reading was approved unanimously.

Washington State law requires cities to accept donations by ordinance. Ordinance 5202 is proposed to provide guidance and to place limitations on acceptance of donations, and for efficiency, the ordinance delegates authority to the Mayor to accept “such donations in circumstances with minimal risk and long-term obligation and reserves the City Council's authority in all other circumstances.” The ordinance defines the limitations and the types and dollar thresholds within which the Mayor is authorized to accept donations.

- The ordinance sets \$5,000 as the maximum threshold which the Mayor may accept monetary donations and \$10,000 as the threshold for non-monetary donations.
- The threshold on the Mayor's acceptance of non-monetary donations does not apply to donations that directly support city events or community activities.

ANALYSIS

The proposed ordinance will ensure compliance with state law, will provide guidance to city staff regarding types of donations to accept and the limitations on the use of donations and the delegation provides for administrative efficiency.

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve the Second Reading and Adoption of ordinance 1502 - Acceptance of Donations
2. Request changes to Ordinance 1502 - Acceptance of Donations, and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

RECOMMENDED MOTION

“I MOVE TO APPROVE SECOND READING AND ADOPTION OF ORDINANCE 1502 AS SET FORTH IN ATTACHMENT “A” AMENDING THE STANWOOD MUNICIPAL CODE (SMC) TITLE 3 TO ADD CHAPTER 3.25 ‘ACCEPTANCE OF DONATIONS’

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 5202

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING THE STANWOOD MUNICIPAL CODE (SMC) TITLE 3 TO
ADD CHAPTER 3.25 “ACCEPTANCE OF DONATIONS”;
ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.11.040 provides that *“the legislative body of a code city shall have power to accept any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law”*; and

WHEREAS, RCW 35.21.100 requires that cities accept donation by ordinance;
and

WHEREAS, Stanwood Municipal Code does not contain provisions pertaining to the acceptance of donations or gifts; and

WHEREAS, it is in the City’s interest to adopt Code to clarify and streamline the acceptance process.

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

Section 1. SMC Title 3 is hereby Amended to add Chapter 3.25 to read as follows:

Chapter 3.25 “Acceptance of Donations”

Sections

- **3.25.010 Delegation.**
- **3.25.020 Definitions.**
- **3.25.030 Acceptance of donations.**
- **3.25.040 Procedure for acceptance of donation.**
- **3.25.050 Funds and accounting.**

3.25.010 Delegation.

Consistent with RCW 35.21.100, which provides that the City Council may accept donations of money or property by ordinance, this Chapter delegates City Council authority to the mayor to accept such donations in circumstances with minimal risk and long-term obligation and reserves the City Council's authority in all other circumstances.

3.25.020 Definitions

As used in this chapter, the term “donation” refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Stanwood. As used in this chapter, the term “donation” does not refer to any money or property, real or personal, that may be reasonably classified as a grant.

3.25.030 Acceptance of donations.

A. Limitation on Acceptance of Donations. The City may accept and use donations only for purposes related to those powers granted to the City by law. Any donation to the City that is accompanied with any contingency, term, or condition on the use by the City of such donation that is inconsistent with this chapter or contrary to law shall be declined by the City. The City may decline to accept any donation that is inconsistent with the policies, plans, goals, or any other ordinance of the City.

1. *Monetary Donations under \$5,000.* The Mayor or designee is authorized to accept any monetary donation under \$5,000 to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

2. *Monetary Donations of \$5,000 or Greater.* Any monetary donation of \$5,000 or greater shall be approved by the City Council before acceptance. Upon such approval by the City Council, the Mayor or designee is authorized to accept such monetary donation to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

3. *Nonmonetary Donations Directly Supporting City Events or Community Activities.* The Mayor or designee is authorized to accept nonmonetary donations that support specific City events and other community activities.

4. *Other Nonmonetary Donations.* The Mayor will assess the utility to the City and value of nonmonetary donations offered to the City (other than in subsection (A)(3) of this section).

a. If the estimated value of the donation is less than \$10,000, the Mayor or designee is authorized to accept such donations.

b. If the estimated value of the donation is \$10,000 or greater, the Mayor or designee is authorized to accept such nonmonetary donation upon approval by the City Council.

3.25.040 Procedure for acceptance of donation.

All donations shall be offered in writing to the City and directed to the Mayor or designee. If a donation is not approved or accepted by the City, such donation shall be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by the City.

3.25.050 Funds and accounting.

The Finance Director is directed to establish accounting procedures as may be necessary to carry out the terms of this chapter, in accordance with all applicable laws of the state of Washington and requirements of the Office of the State Auditor.

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

Section 3. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of _____ 2022.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a
DATE: January 27, 2022
SUBJECT: Confirm Mayor's Appointment to the Planning Commission
CONTACT PERSON: Mayor Sid Roberts
ATTACHMENTS: A – Jeffrey Wheatley Letter of Interest

PURPOSE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's appointment of Jeffrey Wheatley to the Stanwood Planning Commission, to fill position seven (7) which was recently vacated by Commissioner Sather.

BACKGROUND

The Planning Commission currently has one vacant position. The vacancy was created due to the resignations of Larry Sather after many years of public service to the Stanwood Community.

ANALYSIS

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

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

RECOMMENDATIONS

Staff Recommendation: Mayor Roberts recommends the appointment of Jeffrey Wheatley to the Planning Commission, to fill position seven (7), for the term ending December 31, 2024

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Do not approve the appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO APPOINT JEFFREY WHEATLEY TO THE STANWOOD PLANNING COMMISSION, POSITION SEVEN (7), FOR A TERM ENDING DECEMBER 31, 2024.

Jeffrey Wheatley
8209 Cedarhome Dr.
Stanwood, WA 98292

Stanwood Planning Commission
10220 270th Street NW
Stanwood, WA 98292

To whom it may concern,

My name is Jeffrey Wheatley and I have been a Stanwood resident for the past 7 years. I live in the Cedarhome neighborhood just off of the nostalgic brick road where my wife and I have invested in a 1957 ranch style house. We have had the great pleasure of recently completing an entire renovation to make it our forever home. We love this community and have a vested interest in its future.

On a professional note, I am currently the Chief Operating Officer for Angel of the Winds Casino Resort where I have worked for the past 15 years. Overall, I have spent 25 years in Tribal Gaming where I have had the unique opportunity to be at the forefront of many expansions and master planning groups. I have a strong passion for architecture and design and have used those skills to help create exciting spaces where individuals want to enjoy memorable experiences. This knowledge combined with my Finance education at the University of Washington allow me to have a balanced approach when looking at projects ensuring that they are functional and fiscally responsible.

I believe that my skill set and experience make me a perfect fit for a position on the Stanwood Planning Commission. I have always had a desire to be of service to my community and can think of no better role for me to begin that journey. I look forward to participating in your selection process and learning more about your goals. I am available to answer any questions and would be happy to provide professional references if needed.

Best regards,

Jeffrey Wheatley



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: January 27, 2022

SUBJECT: Select Council Committees

CONTACT PERSON: Shawn Smith, Interim City Administrator

ATTACHMENTS: A – Proposed 2022 Council Committees

PURPOSE

The purpose of this agenda item is for Council to approve the 2022 standing committee membership as submitted by the nominating committee.

BACKGROUND

There are four Council Standing Committees:

- 1) Community Development/Economic Development
- 2) Finance/Personnel
- 3) Public Safety
- 4) Public Works/Parks

Committee membership is an annual term which expires at the first council meeting of the new year - January 13, 2022. Council must choose committee members to serve on the 2022 standing committees for an annual term. Per Council's Rules of Procedure, each councilmember ranks his committee membership choices on a ranking sheet and submits that to the mayor pro tempore. The nominating committee consists of the mayor, mayor pro tempore, and the longest serving councilmember. These three choose committee membership based on the ranking sheets and present their selection to council for approval. Committee members can choose to continue meeting on the currently scheduled dates and times as in the past or can change the meeting dates or times if there is a conflict.

DISCUSSION

The nominating committee, consisting of Mayor Roberts, Mayor Pro Tempore Pearce, and Councilmember Shepro, the longest serving councilmember have chosen committee membership based on the ranking sheets submitted by each councilmember.

Council must review the selection and vote whether or not to approve membership as submitted by the nominating committee.

Council can choose to meet at the currently scheduled dates, locations, and times, or council can change the schedule. The current dates, locations, and times of the committee meetings are:

Note: all 2021 meetings were held via ZOOM

- Community Development Committee meets prior to the first council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Finance Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Safety Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Works/Parks Committee meets the first Monday of the month at 5:30 p.m. at the Wastewater Treatment Plant.

ANALYSIS

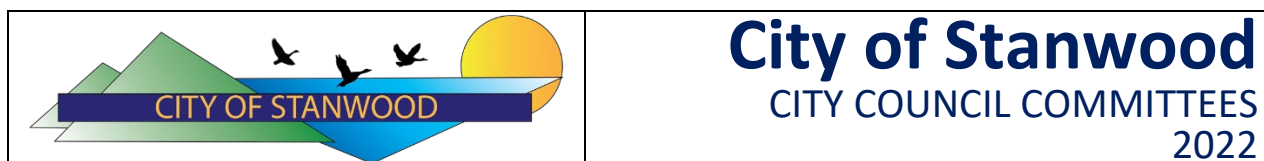
There is no financial impact.

CITY COUNCIL OPTIONS

- 1) Council can approve committee membership selections as submitted by the nominating committee or council can discuss committee membership selections and make changes prior to approval.
- 2) Council Committees can meet at the currently scheduled, dates, times, and locations or Council can discuss the meeting schedules and make changes.

PROPOSED MOTION

MOTION TO APPROVE COUNCIL STANDING COMMITTEE MEMBERSHIPS AS SUBMITTED BY THE NOMINATING COMMITTEE



Community Development/Economic Development

Schedule: Meets prior to the 1st council meeting of the month at 6:00 pm

- Councilmember Dani Gaumond
- Councilmember Marcus Metz
- Councilmember Steve Shepro
- Alternate Councilmember Andreena Bergman

Finance/Personnel

Schedule: Meets prior to the 2nd council meeting of the month at 6:00 pm

- Councilmember Darren Robb
- Councilmember Marcus Metz
- Councilmember Tim Schmitt
- Alternate: Councilmember Dani Gaumond

Public Safety

Schedule: Meets prior to the 2nd Council meeting of the month at 6:00 pm

- Councilmember Tim Pearce
- Councilmember Steve Shepro
- Councilmember Tim Schmitt
- Alternate: Councilmember Andreena Bergman

Public Works/Parks

Schedule: Meets the 1st Monday of the month at 5:15 pm

- Councilmember Darren Robb
- Councilmember Tim Pearce
- Councilmember Andreena Bergman
- Alternate: Councilmember Tim Schmitt

If you are unable to attend your meeting:

1. Contact the Committee Chair *as soon as possible*.
2. The Committee Chair will notify the assigned alternate and appropriate City Hall staff.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10c

DATE: January 27, 2022

SUBJECT: Confirm the Mayor's Appointment of Shawn Smith as City Administrator and Authorize Mayor to Sign Employment Agreement

CONTACT PERSON: Mayor Sid Roberts

ATTACHMENT: A – Employment Contract

PURPOSE

The purpose of this agenda item is for Council confirmation of the Mayor's recommendation to appoint Shawn Smith as City Administrator, and for Council authorization for the Mayor to execute the attached Employment Agreement.

BACKGROUND

In September 2021, the former City Administrator concluded their employment with the City. To ensure the effective and smooth continuity of City operations, former Mayor Callaghan recommended Shawn Smith be appointed as Interim City Administrator. The appointment was confirmed by the Council. Mr. Smith has successfully been serving in this capacity since that time. Mr. Smith previously served as the City Engineer and Capital Projects Manager and has been employed with the City since January 2016. Mr. Smith has over 19 years of local government experience, having worked for The City of Marysville, Snohomish County and having served on the City of Everett's Transportation Advisory Committee. Based on Mr. Smith's background and experience, and previous six years of successful and beneficial service to the City, he has proven to be an excellent fit for the Stanwood community and my expectation is that he will continue to work well with City staff and the City Council.

If the employment agreement is approved, Mr. Smith will begin serving the City as its new City Administrator on January 28, 2022. The terms and conditions of the proposed employment agreement are comparable to other City Administrator positions within the Snohomish County region. In addition to standard terms and conditions, the Agreement provides for the following salary and benefits:

- The City Administrator's annual base salary will be within the adopted 2022 salary schedule approved by the City Council on November 22, 2021 at \$162,684, which shall be adjusted each year on the same basis as other City management employees.
- During the first three years, on the City Administrator's anniversary date, the City will provide a 3% retention incentive bonus.
- The City will provide the City Administrator with a monthly car allowance of \$250, which is industry standard for executive management positions.
- An annual contribution of 4% (\$6,507) of the City Administrator's salary will be made by the City into one of the City's qualified deferred compensation plans, as selected by the City Administrator.
- The City will provide the City Administrator with Executive Leave consisting of twelve days annually. There shall be no cash out of unused executive leave.
- The City shall provide the City Administrator with health benefits, leave accruals, and retirement benefits consistent with those provided to other City management employees.
- Mr. Smith has agreed to severance pay at six months, which is industry standard for executive management positions, in lieu of the previous nine-month severance pay contract provision.

RECOMMENDATION

Mayor Roberts recommends the appointment of Shawn Smith as City Administrator.

CITY COUNCIL OPTIONS

- 1) The Council may confirm appointment and authorize the Mayor to execute the Employment Agreement.
- 2) The Council may not confirm appointment and provide feedback to the Mayor.

PROPOSED MOTION

MOTION TO CONFIRM MAYOR'S RECOMMENDATION TO APPOINT SHAWN SMITH AS CITY ADMINISTRATOR AND AUTHORIZE THE MAYOR TO EXECUTE THE EMPLOYMENT CONTRACT.

**CITY ADMINISTRATOR
EMPLOYMENT CONTRACT**

The CITY OF STANWOOD, a municipal corporation of the State of Washington (hereinafter referred to as "City"), hereby agrees to employ Shawn Smith as City Administrator, and the said Shawn Smith (hereinafter referred to as "City Administrator") hereby agrees to serve as the City Administrator for the City of Stanwood, on the terms and conditions stated below.

1. Scope of Authority and Duties: The City Administrator shall be subject to the direction, supervision, and authority of the Mayor. The scope of authority and duties of the City Administrator are summarized below and in Stanwood Municipal Code Chapter 2.06.

The City Administrator shall operate within the statutory authority of strong Mayor – Council form of government, as set forth in RCW Chapter 35 A.12. Under the direction of the Mayor, the City Administrator shall be responsible for executing the policies of the City established by the City Council in its ordinances, motions, and resolutions.

With the approval of the Mayor, the City Administrator will have the authority to hire and terminate City employees. The City Administrator shall have supervisory and oversight responsibilities over the Police, Finance, Human Resources, Planning, and Public Works Departments. At the Mayor's request, the City Administrator shall represent the City in regional organizations in which the City holds membership. The City Administrator proposes the annual budget to the Mayor and Council and provides frequent updates on the overall financial outlook of the City. The City Administrator shall oversee and engage in, if deemed necessary, collective bargaining and propose contracts to the Mayor and Council for approval.

The City Administrator shall attend all regularly scheduled council meetings and workshops, unless otherwise approved by the Mayor, and perform other duties as assigned by the Mayor.

2. Compensation:
 - A. Effective January 28, 2022, the annual salary for the City Administrator shall be \$162,684 or \$13,557 per month. Payments of said salary shall be made monthly. The City Administrator will be eligible for mid-month payroll draws per the Stanwood Personnel Policy. Salary adjustments will be per the Stanwood Personnel Policy and within the approved salary schedule.
 - B. As an incentive to remain employed with City of Stanwood, and to recognize his advancement and familiarity with the position of City Administrator and familiarity with the affairs of the City, there shall be a retention incentive bonus of 3% added to the City Administrator base annual salary. The retention incentive bonus will be payable within the first pay period of the month following each of

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his first 3 anniversary dates of employment with City of Stanwood. The payment shall be calculated as a flat dollar amount and shall not be added to the base salary. This payment shall not be construed as changing the at will employment relationship and is conditioned on the City and the City Administrator both wishing to continue the employment relationship.

- C. In addition to the above, City Administrator shall be entitled to the same cost of living increases which are approved for other exempt department heads of the City.
3. Term: The term of this Contract shall commence January 28, 2022 and shall continue until terminated as provided by law, or pursuant to the provisions of this Contract.
4. Fringe Benefits: Except as provided otherwise in this Agreement, the City will pay, in addition to the compensation set forth in Paragraph 2 above, all health care and insurance benefits in the same manner as those provided to all other management employees and as provided in the City's Employment Policies and Procedures.

In addition to the above, the City will pay the employer's portion of applicable payroll taxes and benefits for: social security, Medicare, retirement (PERS 2), and L & I.

5. Deferred Compensation: The City will pay 4% of the City Administrator's annual salary into a DRS 457 Deferred Compensation Plan, to be added to the City Administrator's gross monthly pay in accordance with IRS requirements, then deducted and submitted in equal monthly installments to the plan provider along with any voluntary employee contributions the City Administrator chooses to contribute.
6. Hours of Work: City Administrator is an exempt, salaried position not eligible for overtime under the Fair Labor Standards Act or the State equivalent.

The City Administrator is responsible for arranging, with approval of the Mayor, his own hours of work to effectively complete the duties as outlined in Section 1 of this contract.

7. Executive Leave: In lieu of compensatory time, the City Administrator shall be granted twelve (12) days of executive leave each calendar year. Executive leave may be used for any reason, and the City Administrator must schedule and receive approval by the Mayor for use of executive leave. Executive leave must be used in the calendar year granted and shall not be carried into the next calendar year. There shall be no cash out of unused executive leave upon separation of employment.
8. Reimbursable and/or Business Expenses: The City agrees to reimburse the City Administrator for reasonable and necessary expenses of a non-personal and job-related nature, which are incurred for the benefit of the City, per the Stanwood Personnel Policy. Said expenses shall include travel to and the costs of professional meetings, conferences,

ATTACHMENT A

and short courses attended by the City Administrator which are approved in advance by the Mayor.

The City will pay City Administrator a monthly automobile allowance of \$250 for use of his personal vehicle for City business. Insurance industry practices dictate that automobile liability coverage follows the automobile. In such circumstances, the City Administrator's personal automobile insurance would be considered primary, and the City's coverage excess. Per City policy, it is suggested the City Administrator obtain automobile liability coverage for bodily injury and property damage with a special endorsement for City business use, when possible, as determined by their personal insurance agent.

The City will pay for the Administrator's conference registration, subsistence, and travel to at least one national conference of a professional City Administrator/Manager's association and up to three statewide conferences of a professional City Administrator/Manager's association annually.

The City will also pay for the City Administrator's annual membership in the Washington Cities Management Association (WCMA) and the International Cities/Counties Management Association (ICMA).

The City will provide to the City Administrator a laptop computer and a cell phone for City business use. They will remain the property of the City.

9. Paid Time Off (PTO): The City Administrator shall accrue PTO in equal monthly amounts of 33 days (264 hours) per year. Future PTO accrual rates will be per the accrual schedule provided in the City of Stanwood Personnel Policy.

PTO shall not be permitted in excess of 760 hours per the City of Stanwood Personnel Policy. If the City Administrator is unable to use PTO due to work needs, any hours over the maximum accrual amount shall be paid out.

The City Administrator is eligible for payout of all PTO accrued but unused upon employment separation.

10. Holidays: The City Administrator shall be entitled to the same paid holidays provided to all City employees as set forth in the Stanwood Personnel Policy.
11. Indemnity: The City will defend and indemnify the City Administrator consistent with RCW 4.96.041.
12. Termination of Contract – At-will Employment: The term of this Contract shall commence on January 28, 2022 and shall continue until terminated by either party as set forth below.

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The City Administrator is an at-will employee and shall serve at the pleasure of the Mayor. It is specifically understood and agreed that the employment of the City Administrator shall be "at will" and either party may terminate this agreement at any time with or without cause.

Termination occurs when:

- a) the Mayor determines for any lawful reason, a need to terminate the City Administrator, or;
 - b) the City Administrator is given opportunity to resign by the Mayor, which the City Administrator may accept and declare to be a termination, or;
 - c) either party notifies the other of a breach of this contract and the party fails to cure within 30 days of notice.
13. Cause for Termination: Cause for termination means the City Administrator being charged with a felony; the City Administrator's willful violation of federal, state, or local laws affecting the City; the City Administrator's intentional discrimination against an employee on the basis of age, race, sex, religion, ancestry, creed, disability, marital status or sexual orientation; and/or conduct that is unbecoming of a City Administrator such as committing assault and other intentional or substantial misconduct or serious policy violations that are detrimental to the City.
14. Severance Pay upon Termination: The City Administrator is not entitled to the severance pay described below if termination "for cause" occurs as described in section 13 above.
- Upon the City Administrator's termination as outlined in Section 12(a, b, or c), the City will pay severance in the amount of six months base salary and benefits on the last day of the month termination occurs. In addition to the severance amount, Paid Time Off balances will be paid out in accordance with Section 9 above. All of the above will be subject to the normal deductions and withholding for taxes.
15. Choice of Law, Breach of Agreement: This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington, U.S.A. In the event of litigation concerning the breach, interpretation or application of this Agreement, or any portion thereof, the prevailing party shall be entitled to recover its attorneys' fees and expenses in such amounts as shall be determined to be reasonable by the court. Venue for any action under this agreement shall be in Snohomish County Superior Court.
16. Integration: This contract constitutes the entire agreement between the parties, and both parties acknowledge that there are no other agreements, oral or otherwise, that have not been fully set forth in the text of this contract.
17. Notices: Any notice required to be given under this contract shall be delivered or mailed

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to the following parties at the following addresses:

Mayor Sid Roberts
City of Stanwood
10220 – 270th Street, N.W.
Stanwood, WA 98292

Mr. Shawn Smith



Any change of address by the City Administrator shall be submitted to the City's Human Resources Manager.

18. Revisions. All revisions to this Agreement shall be in writing and shall be executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Employment Contract this ____ day of _____, 2022.

CITY ADMINISTATOR

CITY OF STANWOOD

Shawn Smith

Sid Roberts, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Lisa Sokolik, City Clerk

By _____
Nikki Thompson, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10d
DATE: January 27, 2022
SUBJECT: On-Call Professional Services Agreements
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: None

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign four agreements, including two-year On-Call Professional Services Agreements with Berk Consulting and Urban Forestry Services, and extensions of On-Call Professional Services Agreements with Pace Engineering and David Evans and Associates.

BACKGROUND

Contracts for professional architectural and engineering services require an advertising and negotiation process in accordance with Ch. 39.80 RCW¹.

Under state law, the City cannot negotiate with professional services firms based on price. The City must select the most qualified firm and then negotiate. If the City and the most qualified firm cannot agree on a scope of work and cost estimate, then the City can move to the next firm. The negotiation process will be used to select one of the on-call firms to perform specific engineering services as needed.

The City will be responsible for assigning projects depending on the City's needs. Selected firms are not guaranteed work as a result of the on-call agreement. Some projects will require a separate competitive bidding process because the funding source requires advertisement and competitive bidding according to the Local Agency Guideline (LAG) Manual.

¹ Procurement of architectural and engineering services — Contract negotiations. (1) The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the agency determines is fair and reasonable to the agency. In making its determination, the agency shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. (2) If the agency is unable to negotiate a satisfactory contract with the firm selected at a price the agency determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the agency shall select other firms in accordance with RCW [39.80.040](#) and continue in accordance with this section until an agreement is reached or the process is terminated

DISCUSSION

At times, the City can have multiple projects under design and construction, with additional projects planned for the upcoming years. In addition, the City routinely performs maintenance projects throughout city limits. Many of these projects require specialized consultation from a licensed civil engineering firm.

Currently, the City has Professional Service Agreements (PSA) with 18 firms, two of which are set to expire on February 28, 2022. The term of the On-Call PSA allows the parties to extend the term of the agreement annually by written mutual agreement for two additional one-year terms. Staff would like to extend the date with Pace Engineering and David Evans and Associates with Supplemental No. 1.

The selected firms have a range of services that include civil engineering, transportation engineering, utility system modeling, roadway design, land use and environmental permitting, surveying services, grant applications, GIS and CAD support, and SCADA and telemetry technology.

Selecting a team of on-call engineers allows the City more flexibility in matching firm expertise with project tasks. In some circumstances it will also allow the City to award consulting contracts more quickly ensuring the city's needs are addressed as quickly and efficiently as possible.

Staff would like to add Berk Consulting and Urban Forestry Services to our team of On-Call Professional Services as they have extensive knowledge of parks, trails, open space planning, and horticultural consulting.

Below is a list of the current on-call firms and their area of expertise:

General Civil Engineer	Water, Sewer & Storm	Geotech	Wetland / Environ	Transport Planning	Planning	Surveyors	Cultural Resources	Misc.	SCADA Telemetry
Perteet	BHC	Assoc. Earth Sciences	Confluence	Transpo	Alta	Harmesen	Tierra	Alta	Quality Controls
Blueline			MFA		Ja Brennan	PACE	SWCA	JA Brennan	
PACE					Dan Evans			KBA	
RH2					PACE			David Evans West Code 3 Metron Lankford	

ANALYSIS

There is no cost associated with this item. The actual contract cost is based on the City's needs and project estimates.

COMMITTEE RECOMMENDATION

This issue did not go to the Public Works Committee for recommendation.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a two-year On-Call Professional Services Agreements with Berk Consulting and Urban Forestry Services, and to extend the On-Call Professional Services Agreement expiration date with Pace Engineering and David Evans and Associates.
2. Do not authorize the Mayor to sign a two-year On-Call Professional Services Agreements with Berk Consulting and Urban Forestry, and to not extend the On-Call Professional Services Agreement expiration date with Pace Engineers and David Evans and Associates and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN TWO-YEAR ON-CALL PROFESSIONAL SERVICES AGREEMENTS WITH BERK CONSULTING AND URBAN FORESTRY SERVICES; TO EXTEND THE ON-CALL PROFESSIONAL SERVICES AGREEMENT EXPIRATION DATES WITH PACE ENGINEERS AND DAVID EVANS AND ASSOCIATES.