City of Stanwood

City Council Packet

Stanwood City Council
Regular Meeting

Thursday, February 24, 2022

AGENDA
CITY COUNCIL REGULAR MEETING

Thursday, February 24, 2022 – 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**
   a. Police Compstat Report – January 2022 **5.1**
   b. Finance Department 2021 Fourth Quarter Report **5.31**
   c. Transportation Benefit District 2021 Annual Report **5.99**
6. **COMMITTEE REPORTS**
   a. Planning Commission Meeting Minutes – January 10, 2022 **6.1**
   b. Public Works Committee Minutes – February 7, 2022 **6.5**
7. **CONSENT AGENDA**
   a. Approve Vouchers and Payroll Checks **7.1**
   b. Approve February 10, 2022, Regular Meeting Minutes **7.6**
   c. Approve February 10, 2022, Special Meeting Minutes **7.19**
   d. Utility Account Adjustment **7.25**
   e. Salary Commission Reappointment – Nicole Gilligan **7.30**
8. **OLD BUSINESS**
9. **PUBLIC HEARING**
10. **NEW BUSINESS**
    a. Interlocal Participation Agreement-National Purchasing Cooperative **10.1**
    b. Authorize Mayor to sign Budgeting Software Services contract with ClearGov, Inc. **10.9**
    c. Authorize the Mayor to Sign Task Order 2021-16.2 with Confluence Environmental to Complete Design of the Stanwood-Port Susan Trail **10.51**

Upcoming Meetings:
March 10, 2022 Special Workshop Meeting
March 10, 2022 Regular Meeting
March 24, 2022 Regular Meeting

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

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: **5a**

DATE: February 24, 2022

SUBJECT: Police Compstat Report

CONTACT PERSON: Chief Rebecca Lewis

ATTACHMENTS: A – January 2022 Compstat Report

SUMMARY STATEMENT

Attached is the January Compstat Report for council review.

Stanwood Police Department

CompStat Report



City of Stanwood Police Chief Rebecca Lewis

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

January 2022

Stanwood Police Department

COMPSTAT REPORT

What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as “In the STW Beat”. On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as “Answered by STW ORI”

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

Stanwood Police Department

POLICE STAFFING

The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 7,425.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	6	0	100%
School Resource Officer	1	0	100%
Detective	1	0	100%

Stanwood Police Department

RECORDS UNIT

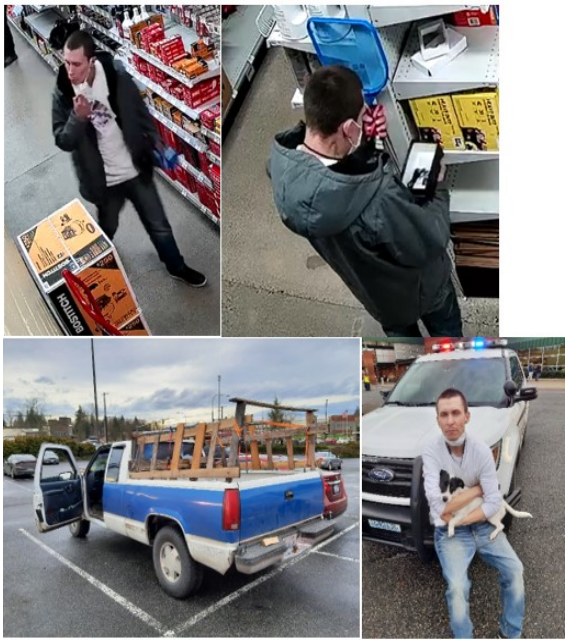
Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2022	2021	2020	2019	Year to Date
Public Records Requests	38	29	51	25	38
Concealed Pistol License Issued	25	44	41	57	25
Pistol Transfer Checks	31	44	38	21	31
Fingerprinting & Approximate Time	24 = 6.0 Hrs	1 = .25 Hrs	37 = 9.25 Hrs	50 = 12.5 Hrs	24 = 6.0 Hrs

Stanwood Police Department

Detective Report



Stanwood Case 2022-201 Theft

On 01-12-2022 at about 3:30pm Ace Hardware reported a theft and provided a description of the truck the suspect left in. Stanwood deputies stopped the truck in the Haggen parking lot and contacted four occupants. The subjects were eventually released pending review of store video.

Deputies later learned two of the subjects provided false names and the suspect in the theft from Ace Hardware (pictured below), had stolen property from Harbor Freight in Marysville earlier in the day.

The same male stole from Harbor Freight in Marysville on 01-25-2022 and again, fled in the blue and white truck.

Detective Martin is attempting to identify the male using law enforcement resources.

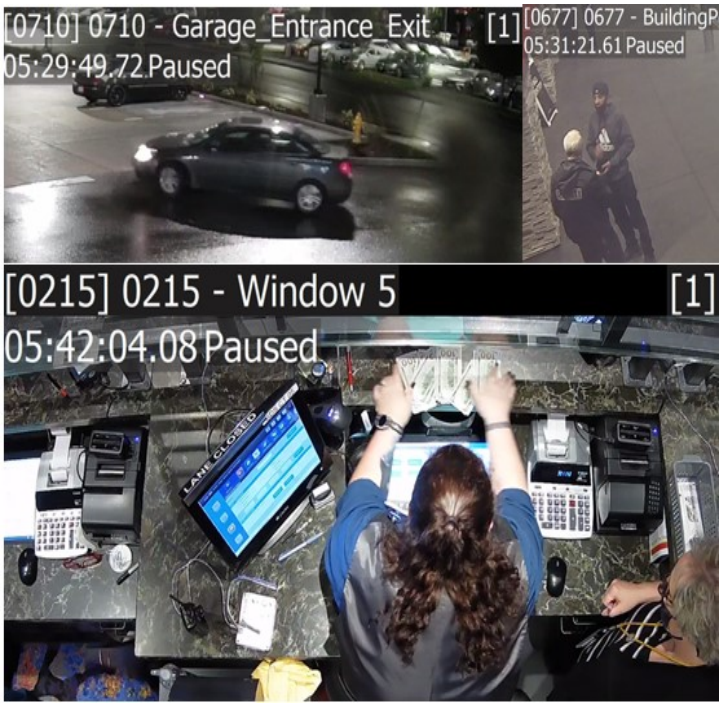
Update Stanwood Case 2021-6368 Vehicle Prowl/Identity Theft

A vehicle was prowled in the 7300 block of 278 PL NW during the early morning hours of 09-20-2021. The victim's wallet was stolen.
The victim's credit cards and US Passport card were used for $13,000.00 in cash advances at casinos in Marysville.

Detective Martin obtained video from the casinos showing the involved subject wearing a mask during the transactions. A security officer at one casino instructed the subject to pull his mask down prior to entry.

The subject has been identified as a person involved previous vehicle prowls in Stanwood.

On 01-04-2022 the Prosecutor's Office charged the defendant with one count of First Degree Identity Theft.



JANUARY 2022

Stanwood Camano School

SCHOOL RESOURCE OFFICER

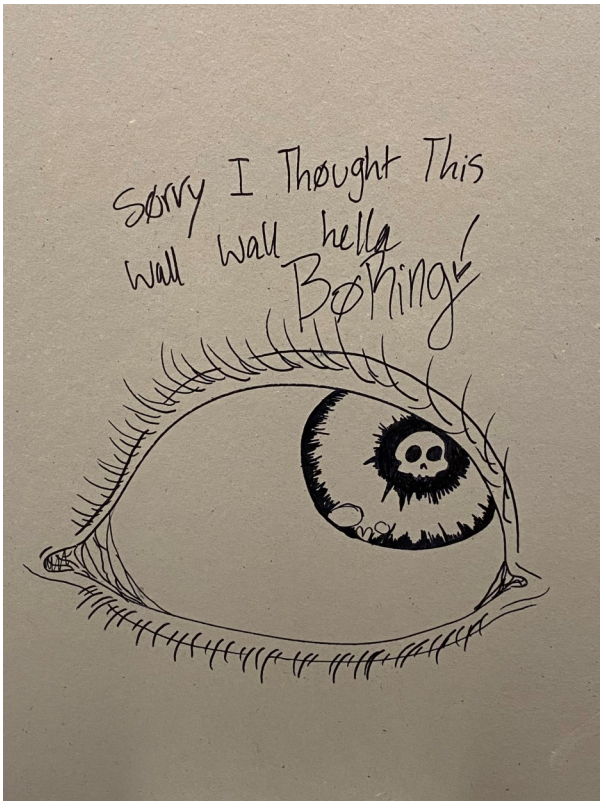
HAPPY NEW YEAR! ENTERING 2022 WITH COVID PROTOCOLS



The New Year 2022 has began much the same as 2021 ended… with Covid protocols in place. Mask requirements are still in effect with many students, staff, and families in the community grumbling about the continued use. The Stanwood Camano School District is still maintaining Covid protocols and procedures as detailed by the CDC and Health Department. Some students are openly defiant to the mask mandate, with their parents or guardians supporting them in their defiance. Admin and staff are doing good to gain compliance, but it is a constant, daily battle to try and keep our students masked. Aside from the normal school days, we now are having indoor sporting events at the high school and this is bringing an ever-divided community into our schools who sometimes have to be nudged to follow school district policies. Covid testing is ongoing at the high school and has had tremendous results in filtering out our staff, students, and families that have tested positive.

CONTINUED RESTROOM ISSUES

We continue to see various bad-behavior issues in both the boy's and girl's high school restrooms. Graffiti is a common theme, along with general malicious mischief. We find food thrown about and smashed onto walls. Apples and other fruits shoved into toilets, trying to get the toilets to clog. We have continued damage to soap and paper towel dispensers. Along with the damage to our restroom, students are vaping in the enclosed stalls, as well as spending long periods of time in the stalls to skip classes. We have stepped up staff checks of the restrooms, but obviously we can't enter closed stalls occupied by students. The high school has ordered more cameras to place directly outside the restrooms so we can more accurately see which students are going into the restrooms when the damages are occurring. This is a frustrating trend, especially for the students who just want to use the restroom for it's intended purpose.



JANUARY 2022

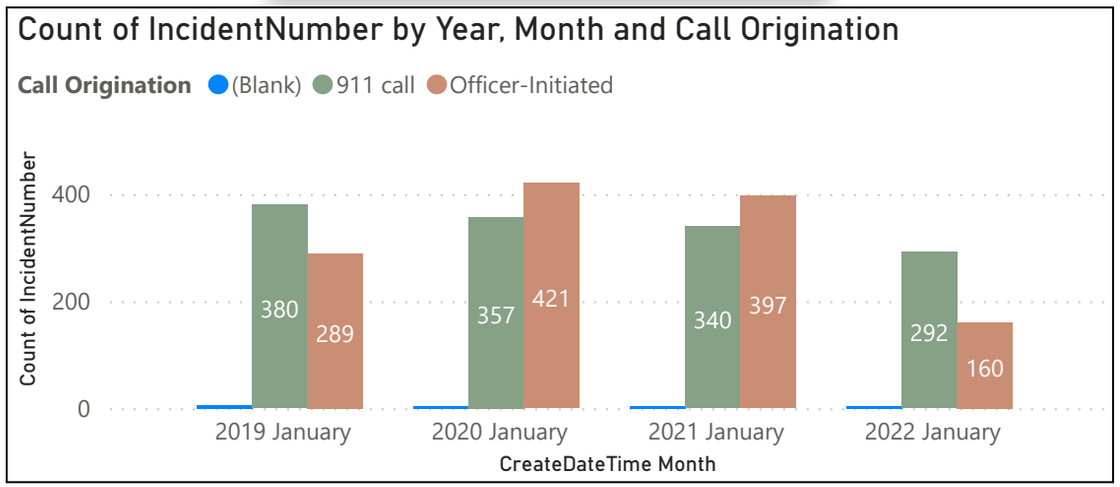


The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggen's, it counts here once.

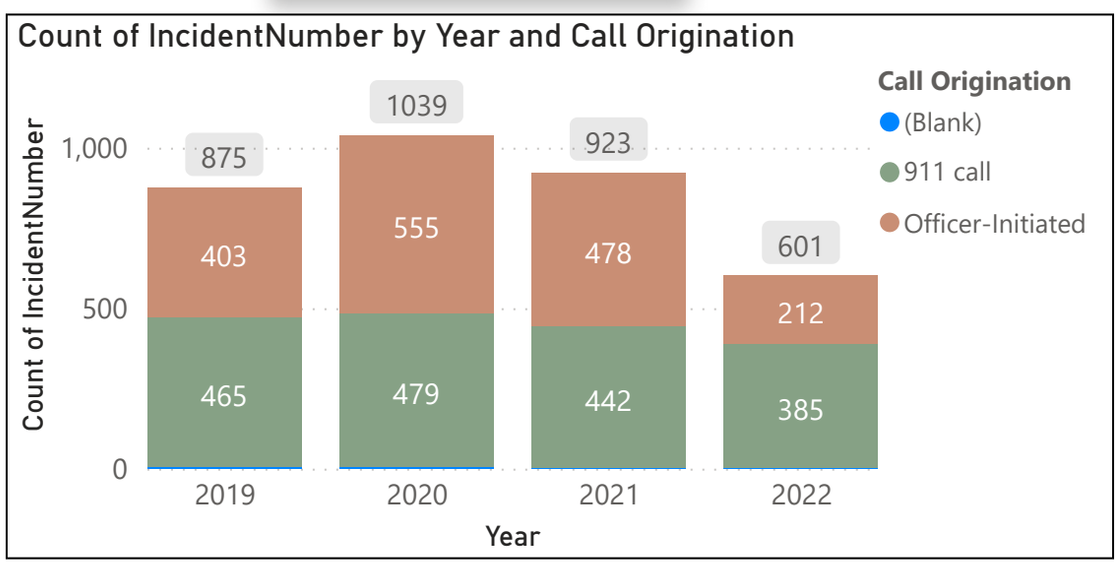
TOTAL INCIDENTS

IN THE STW BEAT

Previous Month Over Time

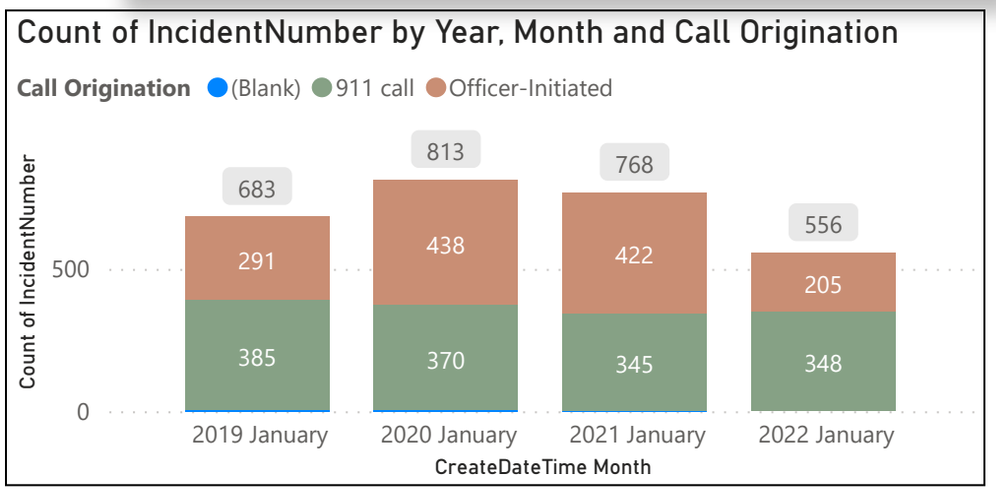


To Date by Year

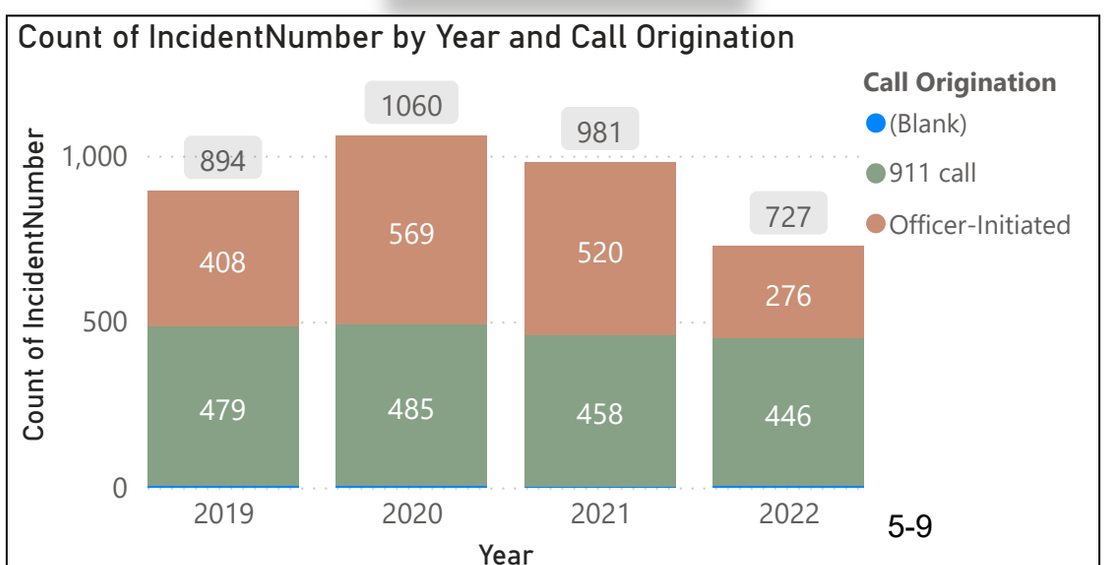


ANSWERED BY STW ORI

Previous Month Over Time

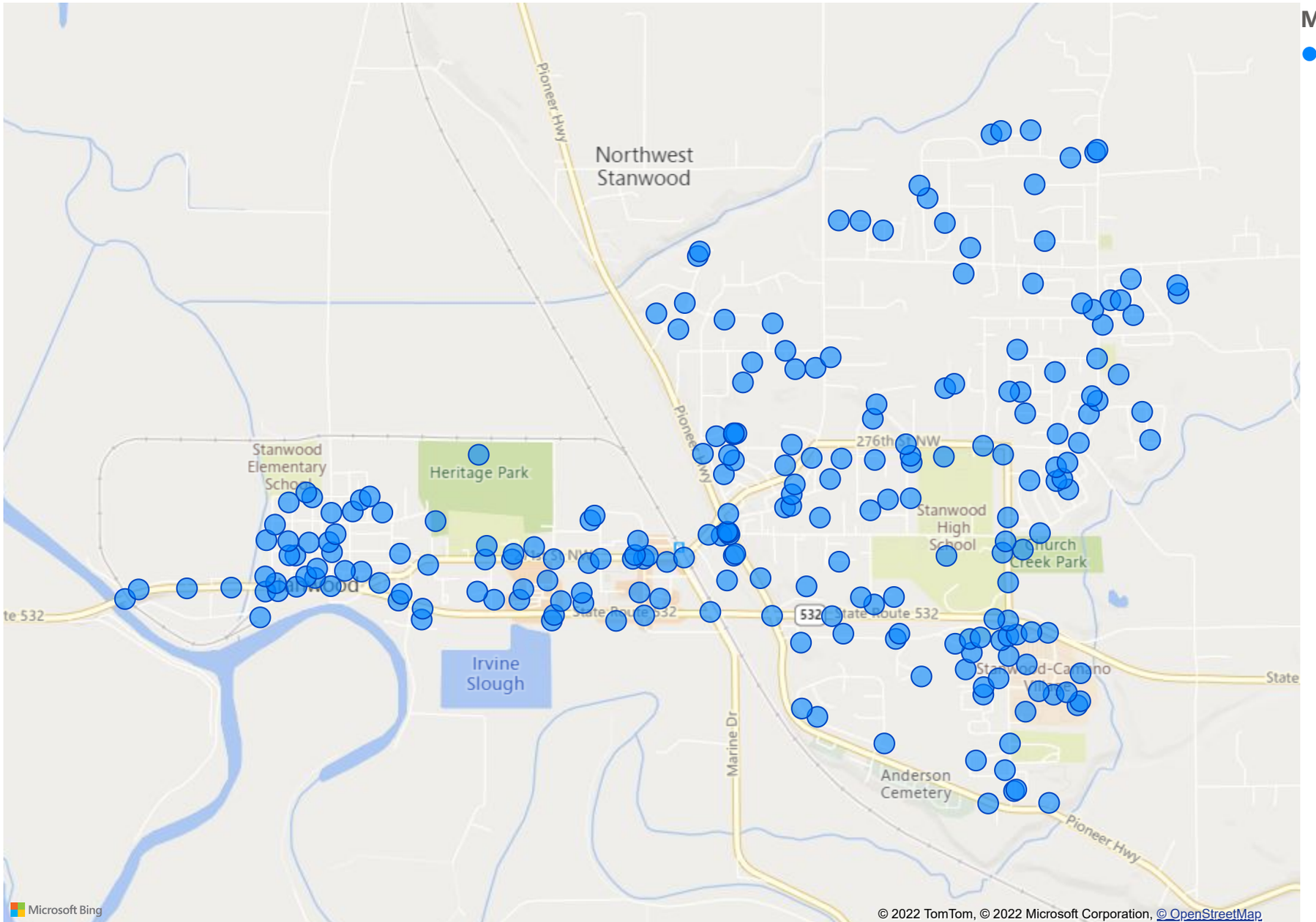


To Date by Year



All Incidents STW Beat Past 1 Month

All incidents Past 1 Month - excludes victim privacy concerning incidents

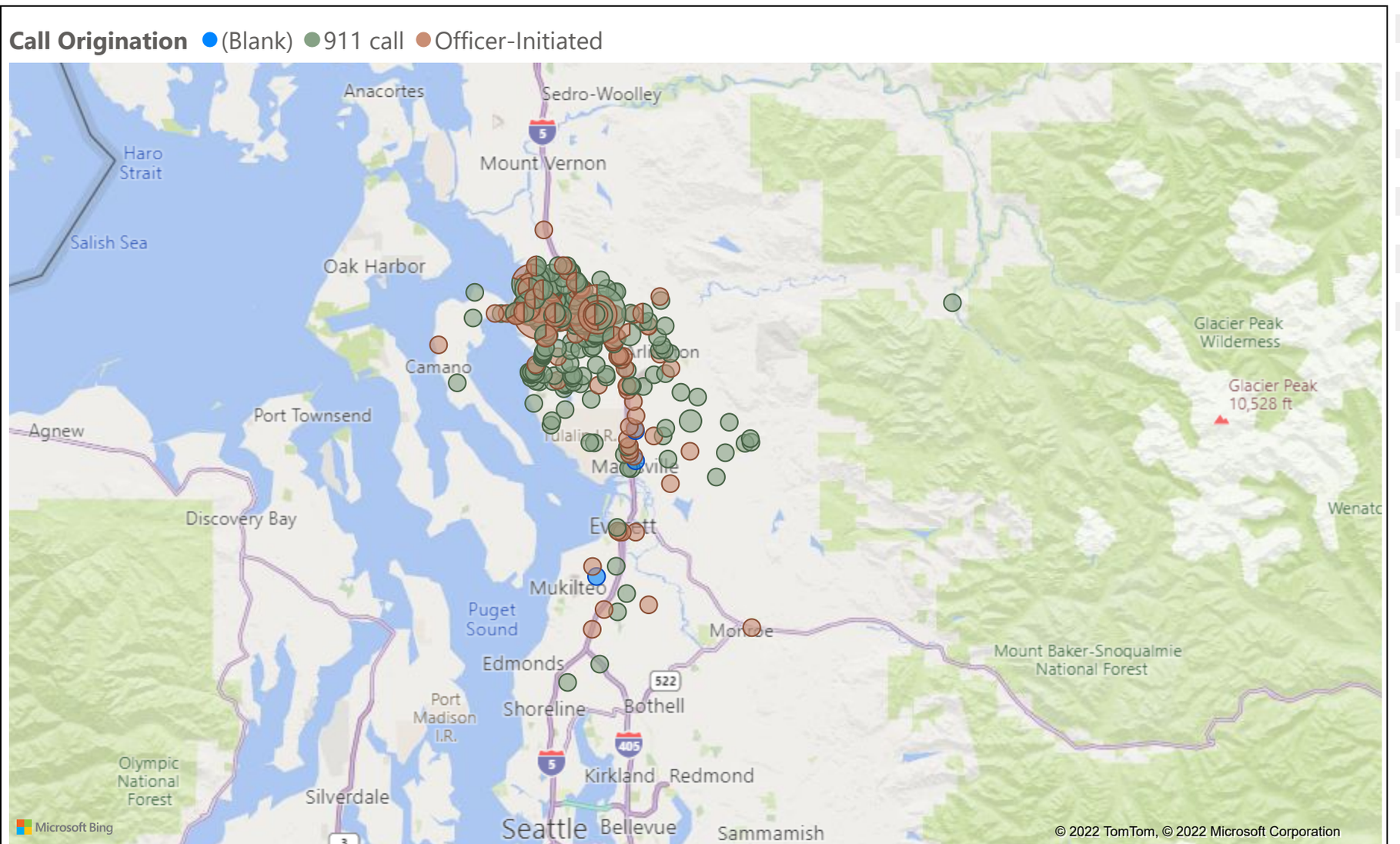


453

Count of IncidentNumber

Incidents Answered by STW not in STW - In the Past Month

ANSWERED BY STW ORI



Beat	911 call	Officer-Initiated	**Total**
13	1		**1**
34	1		**1**
ARLN	1		**1**
ARLS	2	2	**4**
C3	1		**1**
CAMANO	1	2	**3**
D1	57	33	**90**
D2	2		**2**
D3	8	1	**9**
DAR	1		**1**
E1	1		**1**
GRF	2		**2**
MAR4; MARN	1		**1**
SKAGIT		1	**1**
STILLY	1		**1**
WSPD1	6	14	**20**
WSPD3		1	**1**
WSPE1		1	**1**
Total	**1** **85**	**55**	**141**

Calls to 911

IN THE STW BEAT

Previous Month

Hour	1-Sun	2-Mon	3-Tues	4-Wed	5-Thur	6-Fri	7-Sat	**Total**
0	5		2			1	4	**12**
1	1			2				**3**
2	1				2		1	**4**
3		3		5		1	2	**11**
4				1	1			**2**
5				1		2		**3**
6						1	2	**3**
7	3	1			2	1		**7**
8			3	2	1	1		**7**
9	5	3	2	3	2	1	1	**17**
10	4	3	2	1	6	3	5	**24**
11		3	2		1	4	3	**13**
12	2	3	4	2	4		4	**19**
13	4	4	3	4	7	4	8	**34**
14	3	2	2	3	3	2	3	**18**
15	1	4	7	5	2	2	1	**22**
16	4	3	5	4	1	4	4	**25**
17		2	3	2	3	2	4	**16**
18	4	2	3	3	1	4	1	**18**
19			3	2	2	2		**9**
20	1		1	2	3	5	2	**14**
21	2	2		2		3	1	**10**
22	1				1		1	**3**
23			1					**1**
Total	**41**	**35**	**43**	**44**	**42**	**43**	**47**	**292**

ANSWERED BY STW ORI

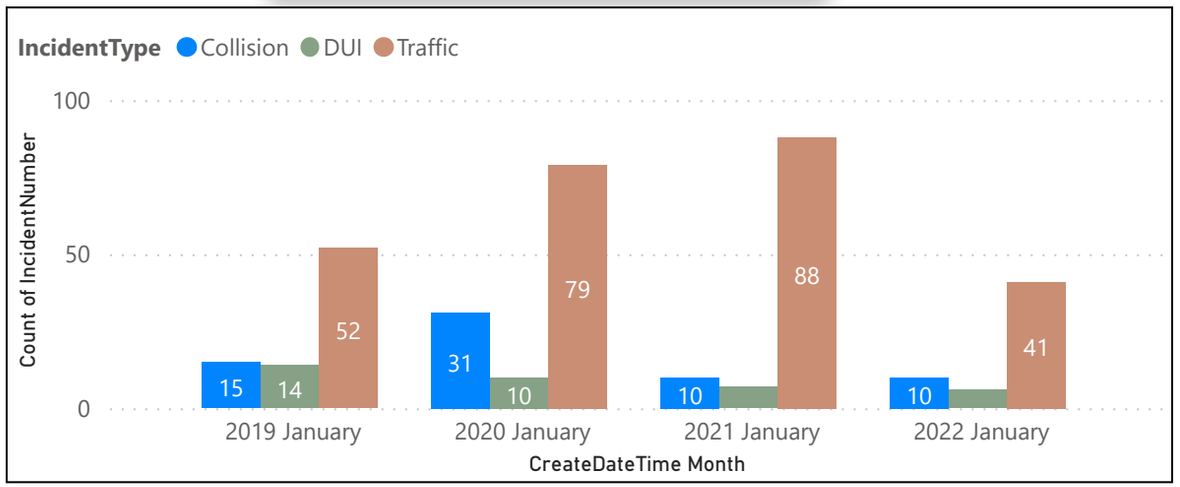
Previous Month

Hour	1-Sun	2-Mon	3-Tues	4-Wed	5-Thur	6-Fri	7-Sat	**Total**
0	4	5	2			2	3	**16**
1	1			1		1	1	**4**
2	2				1		1	**4**
3		2		4		2	2	**10**
4			1	1	2		2	**6**
5	1		1	1		1		**4**
6						3	1	**4**
7	3	1		1	2	1		**8**
8			2	2	1	1	1	**7**
9	5	3	3	3	2	1	2	**19**
10	4	4	2	1	5	3	3	**22**
11		4	2	1	1	5	3	**16**
12	3	3	4	2	4	1	5	**22**
13	4	5	3	4	8	6	7	**37**
14	3	3	3	3	4	3	4	**23**
15	1	4	7	5	4	3	1	**25**
16	3	3	6	4	1	4	4	**25**
17		3	5	4	4	2	3	**21**
18	4	2	3	3	1	5	1	**19**
19		4	2	3	2	2		**13**
20	2		2	1	4	5	2	**16**
21	3	2		3		3	1	**12**
22	2	3	2		2	1	1	**11**
23			1	2		1		**4**
Total	**45**	**51**	**51**	**49**	**48**	**56**	**48**	**348**

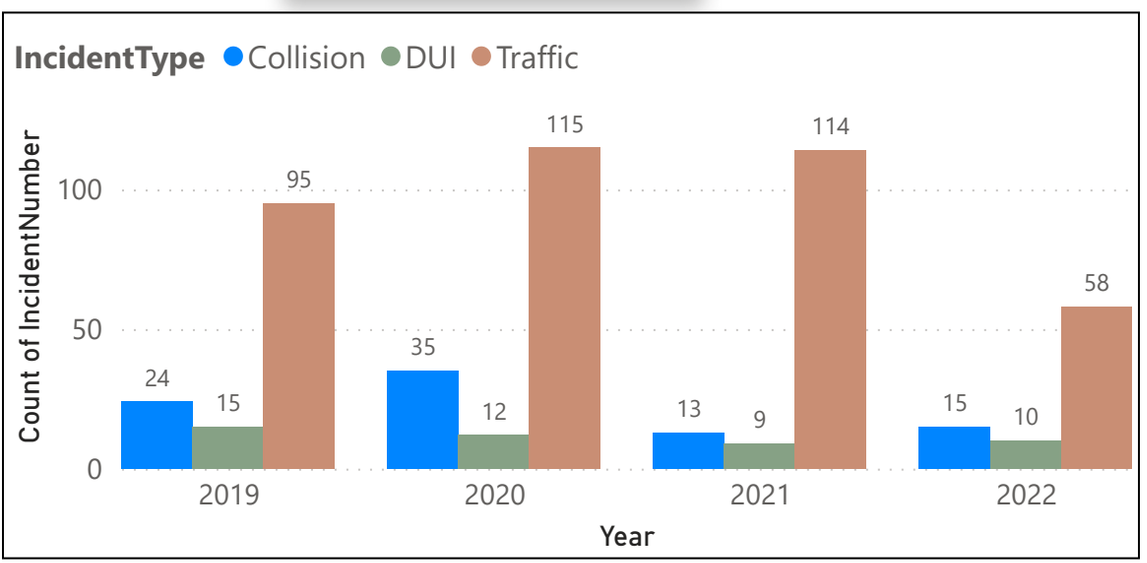
Collision, DUI, and Traffic INCIDENTS

IN THE STW BEAT

Previous Month Over Time

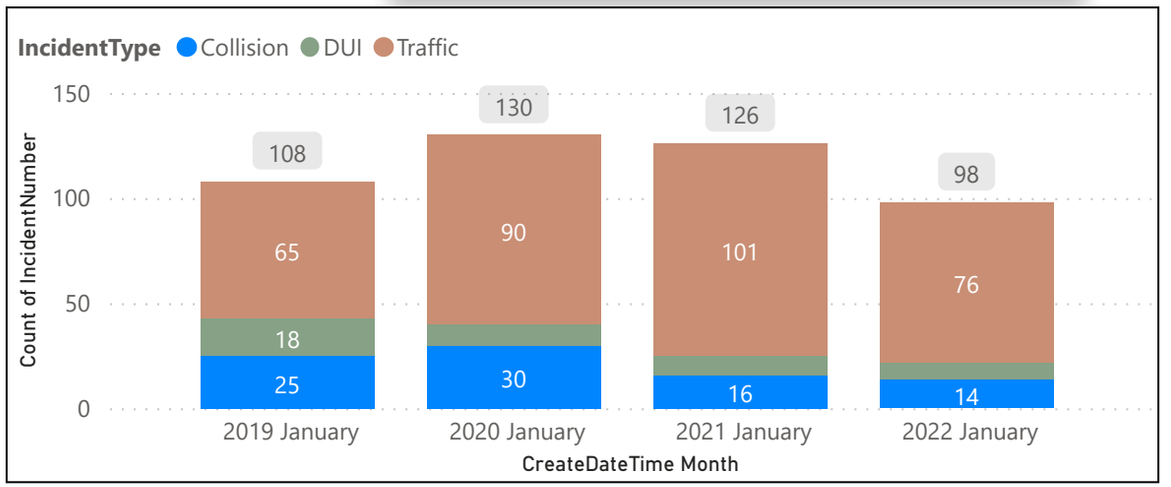


To Date by Year

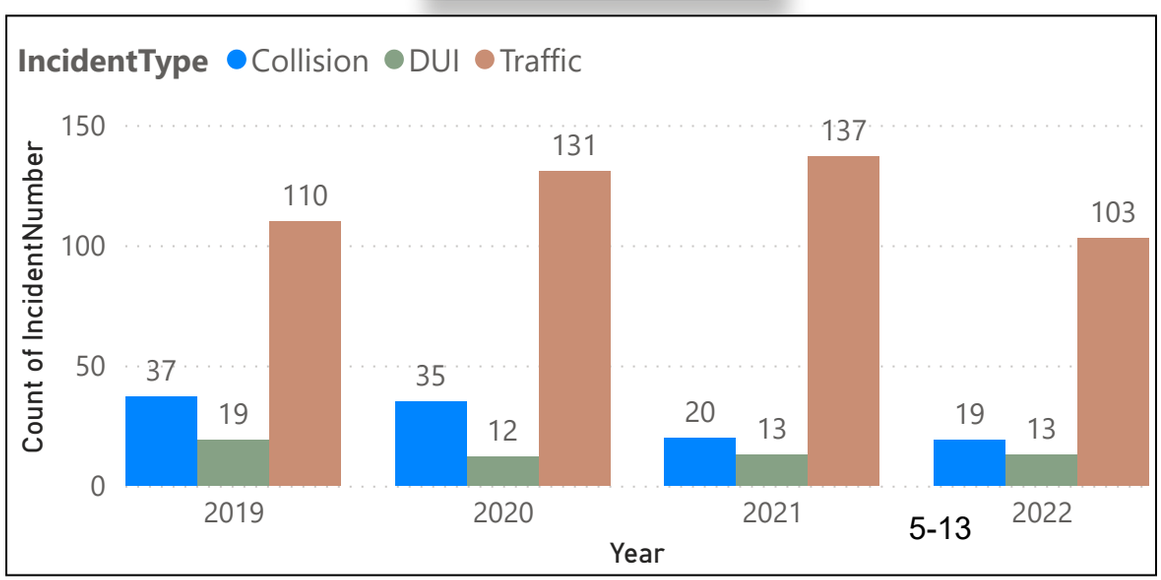


ANSWERED BY STW ORI

Previous Month Over Time



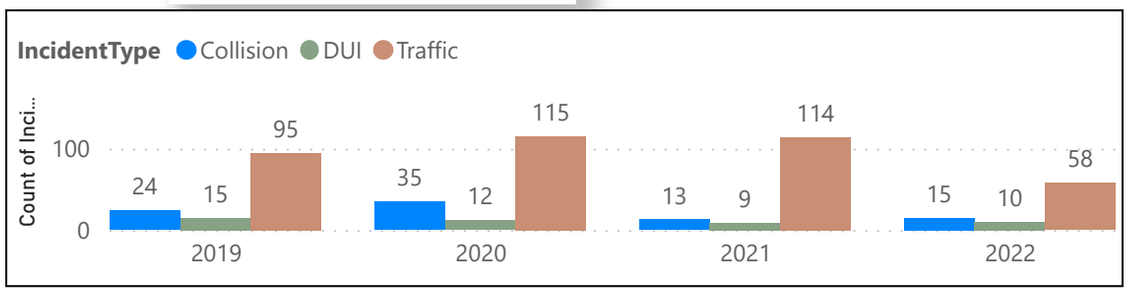
To Date by Year

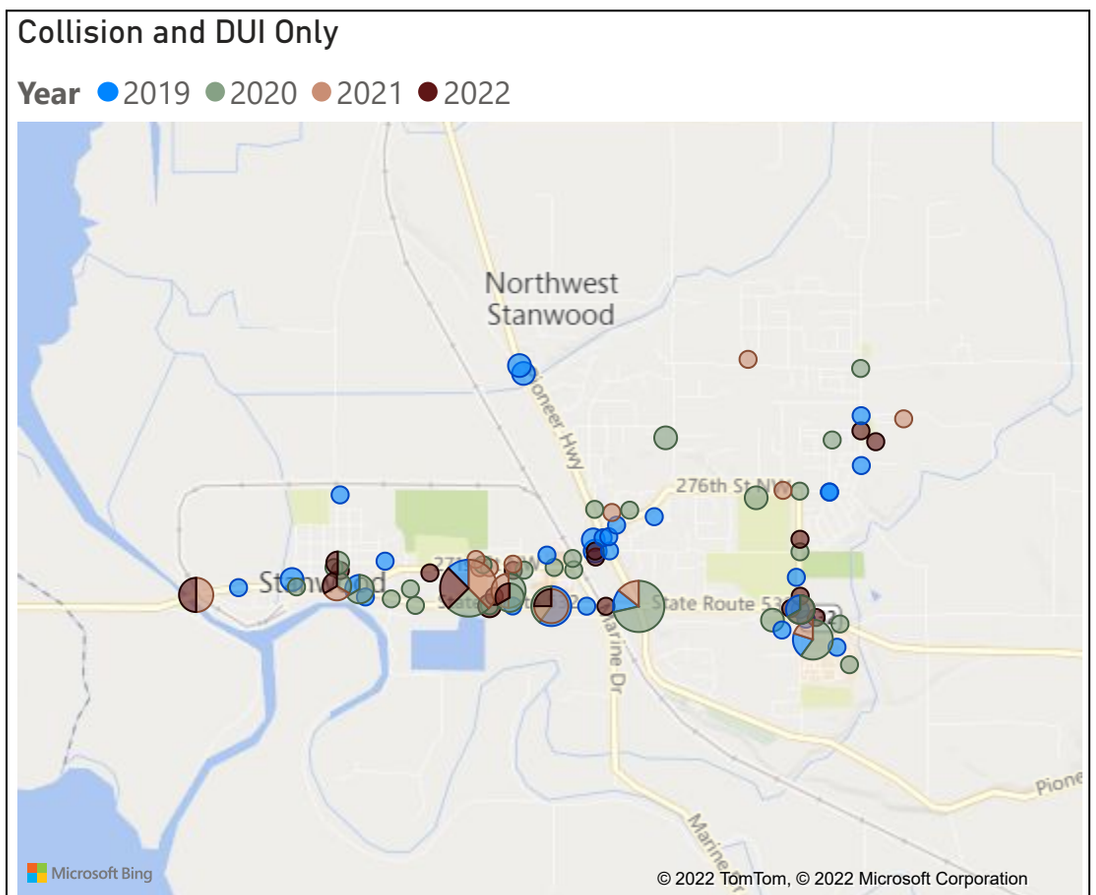


Collision, DUI, and Traffic INCIDENTS

IN THE STW BEAT

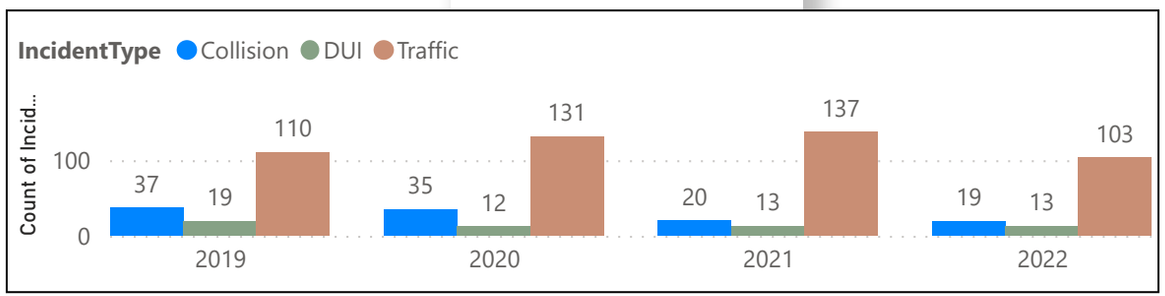
To Date by Year

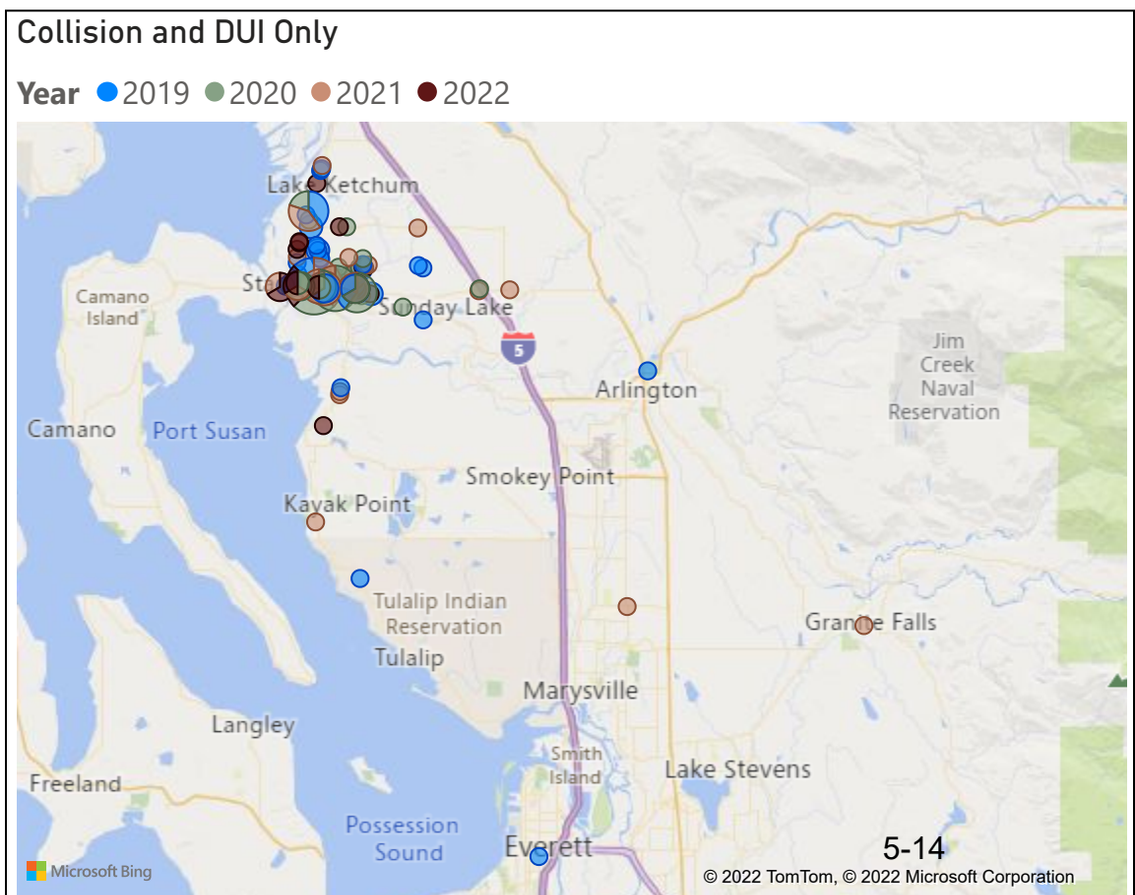




ANSWERED BY STW ORI

To Date by Year





IN THE STW BEAT

Tickets - To End of Previous Month, Current Year

of Tickets

148

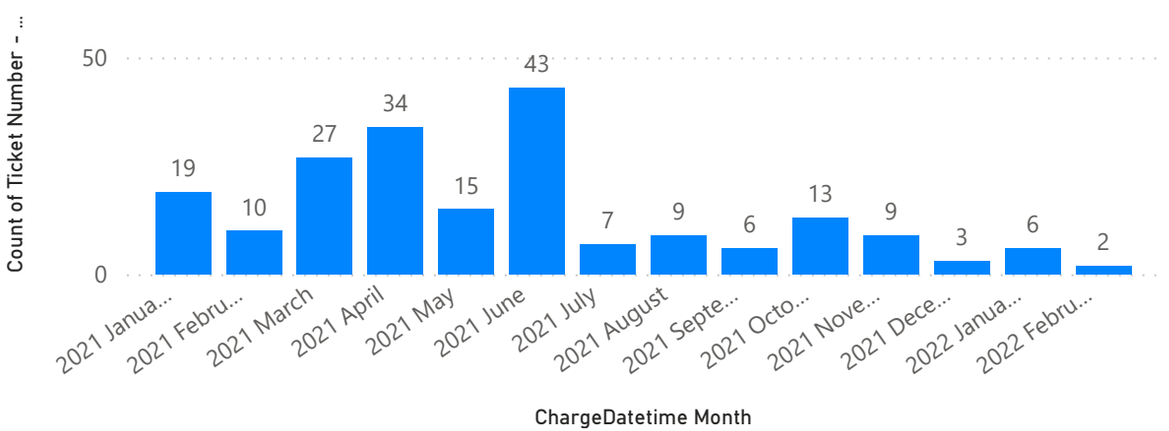
How Many Tickets Had More than One Citation?

43

# of Citations

203

Total Citations

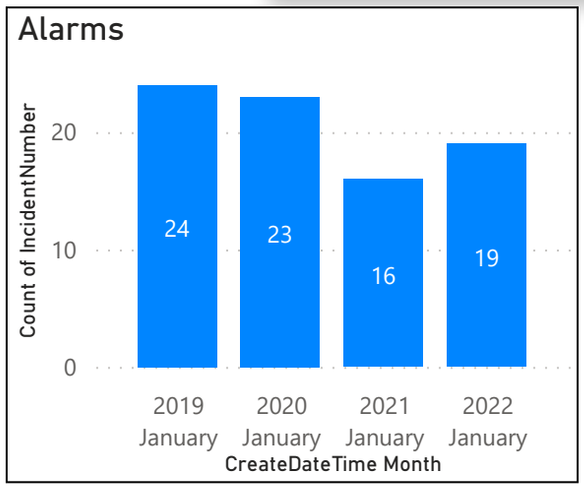


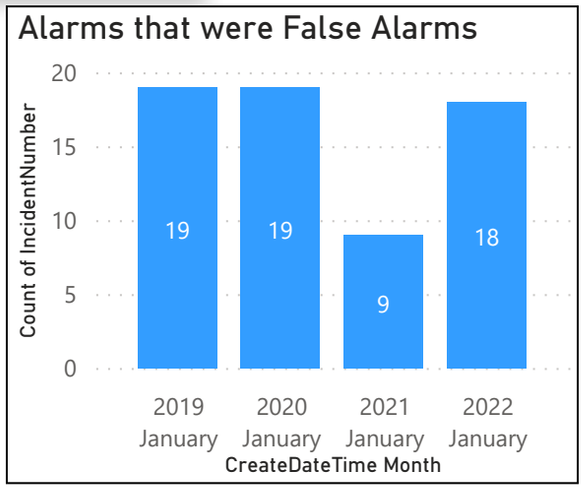
Description	Count
OP MOT VEH W-OUT INS	74
NO VALID OPER LICENSE WITH VALID ID	37
FL RENEW EXPIRED REG >2 MTHS	26
FL RENEW EXPIRED REG <= 2 MTHS	8
FOLLOW VEHICLE TOO CLOSELY	8
NEG DRIVE 2	6
OPER VEH WITHOUT CRNT-PRPR REG-PLATE	4
FOLLOW TOO CLOSE TO FIRE APPARATUS (500 FT)	3
SPEED 10 OVER (40 OR UNDER)	3
FAIL TO USE CHILD RESTRAINT	2
IMPROPER LANE USAGE	2
NO DRIVER'S LICENSE ON PERSON-DRIVE W-OUT LICENSE	2
SPEED 5 OVER (40 OR UNDER)	2
SPEED 9 OVER (40 OR UNDER)	2
ALTER-MAKE PLATE ILLEGIBLE-OBSCURED	1
DEFECTIVE TAIL LAMPS	1
DRIVE DANGEROUSLY DISTRACTED	1
DRIVE WITH WHEELS OFF ROADWAY	1
ENTER INTERSECTION STEADY RED CIRCLE	1
FAIL STOP AT STOP SIGN-INTERSECTION	1
FAIL TO WEAR SAFETY BELT	1
FRONT SHOULDER SEAT BELT VIOLATON	1
IMPEDE TRAFFIC	1
LAMPS-DEFECT TURN SIGNALS-STOP LAMPS	1
MV FAIL NOTIFY DOL NAME-ADDR CHANGE	1
OPER-POSSESS VEH WITHOUT REG	1
OVERTIME PARKING	1
PASS STOPPED SCHOOL BUS	1
PASS IMPROPER ON LEFT SIDE	1
Total	**203**

Alarms

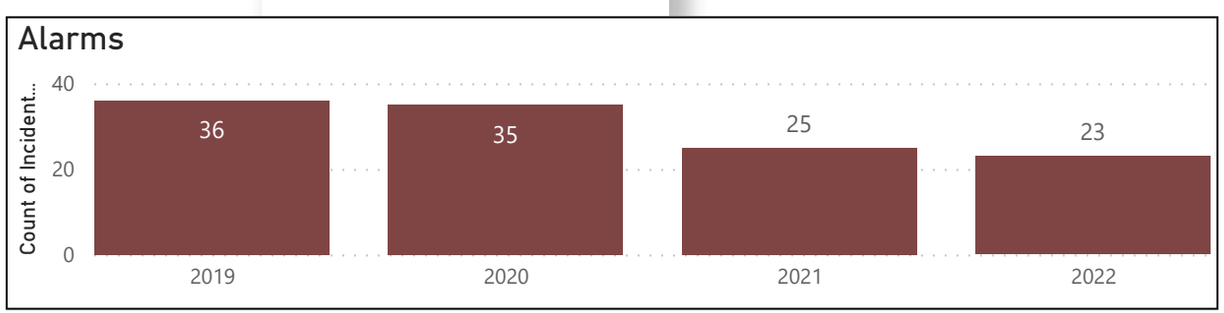
IN THE STW BEAT

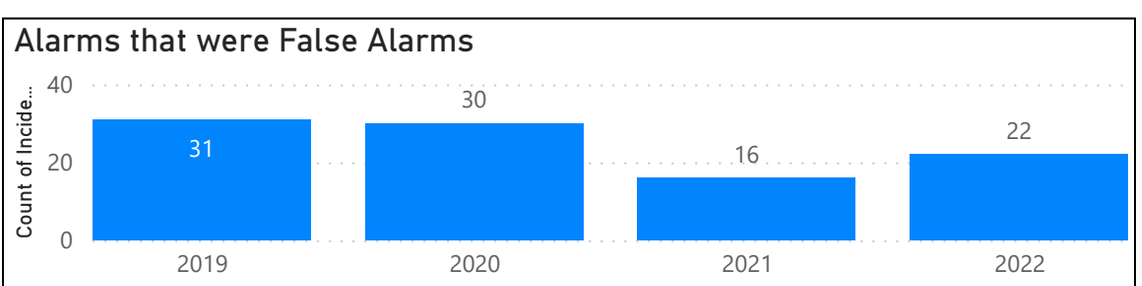
Previous Month Over Time





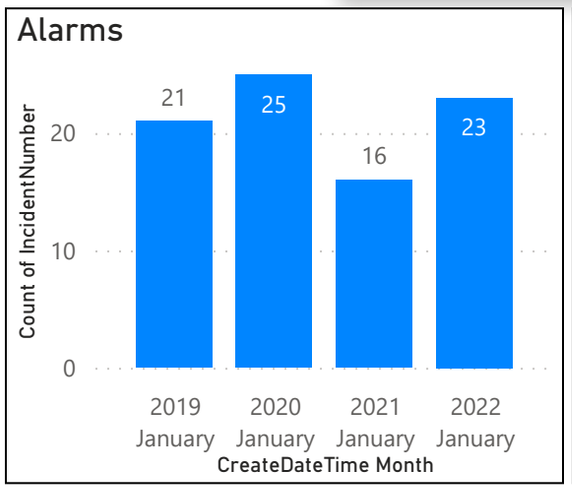
To Date By Year

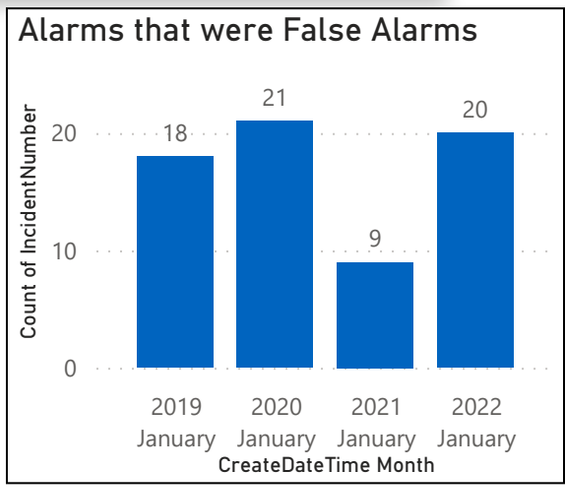




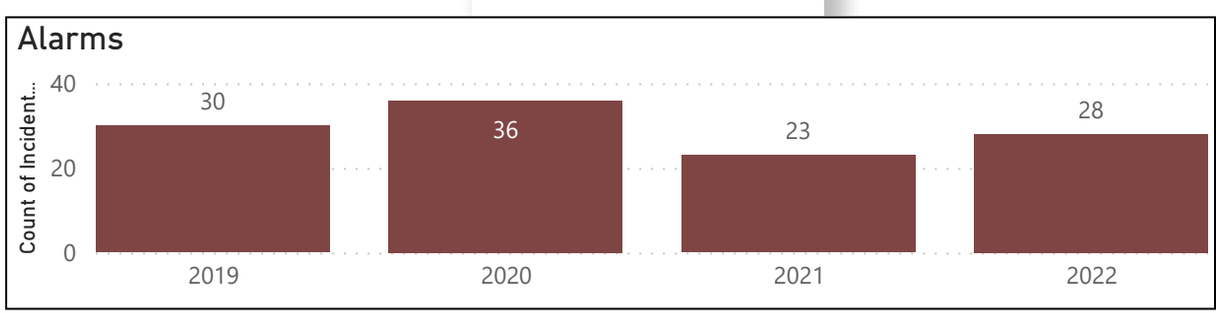
ANSWERED BY STW ORI

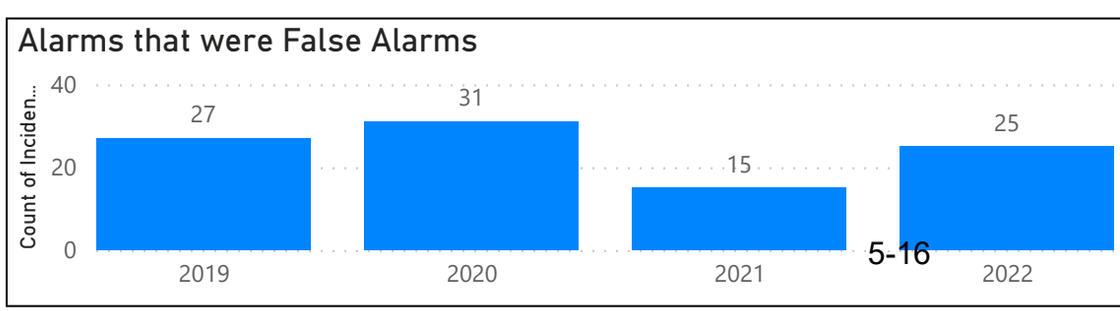
Previous Month Over Time





To Date By Year

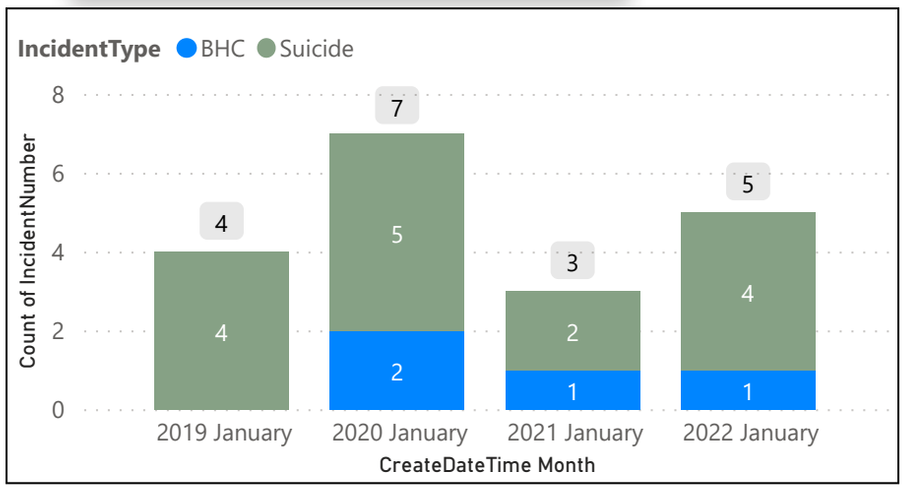




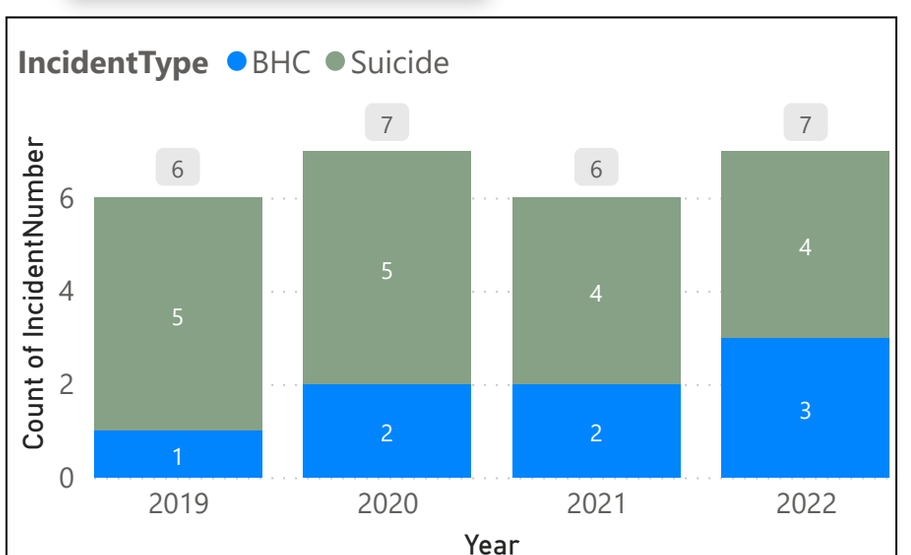
Behavioral Health INCIDENTS

IN THE STW BEAT

Previous Month Over Time

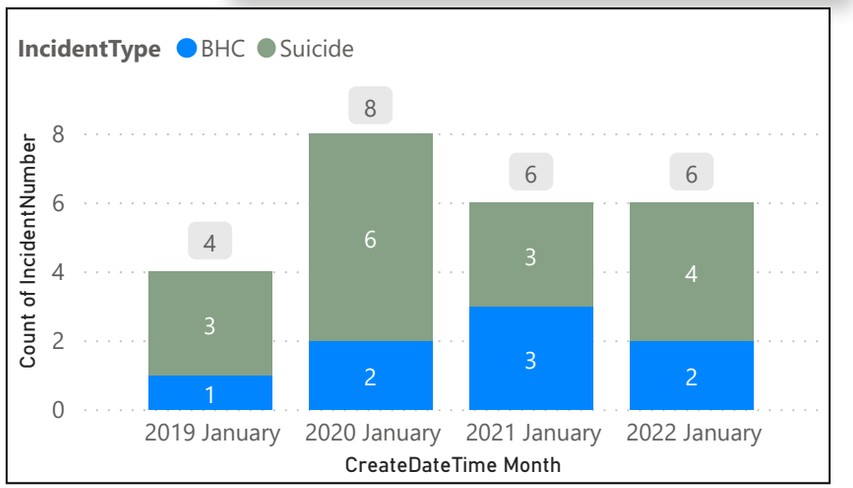


To Date By Year

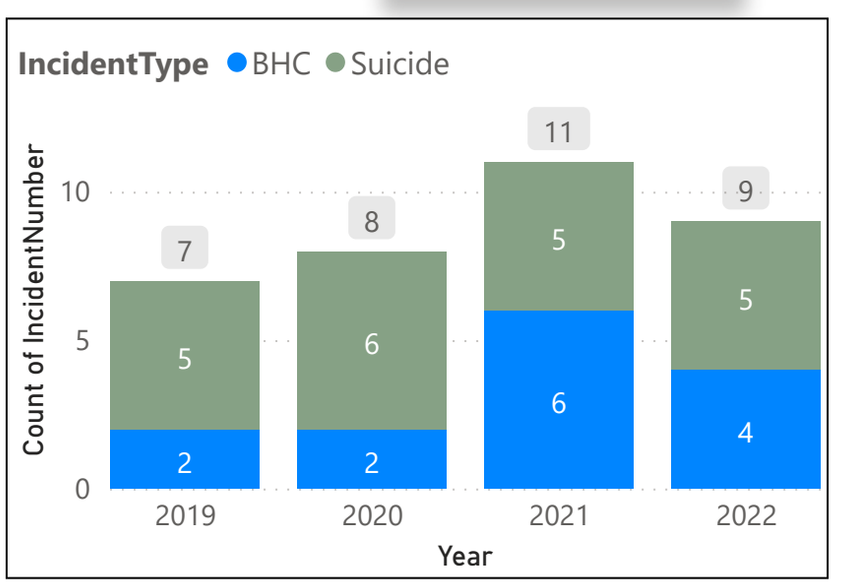


ANSWERED BY STW ORI

Previous Month Over Time



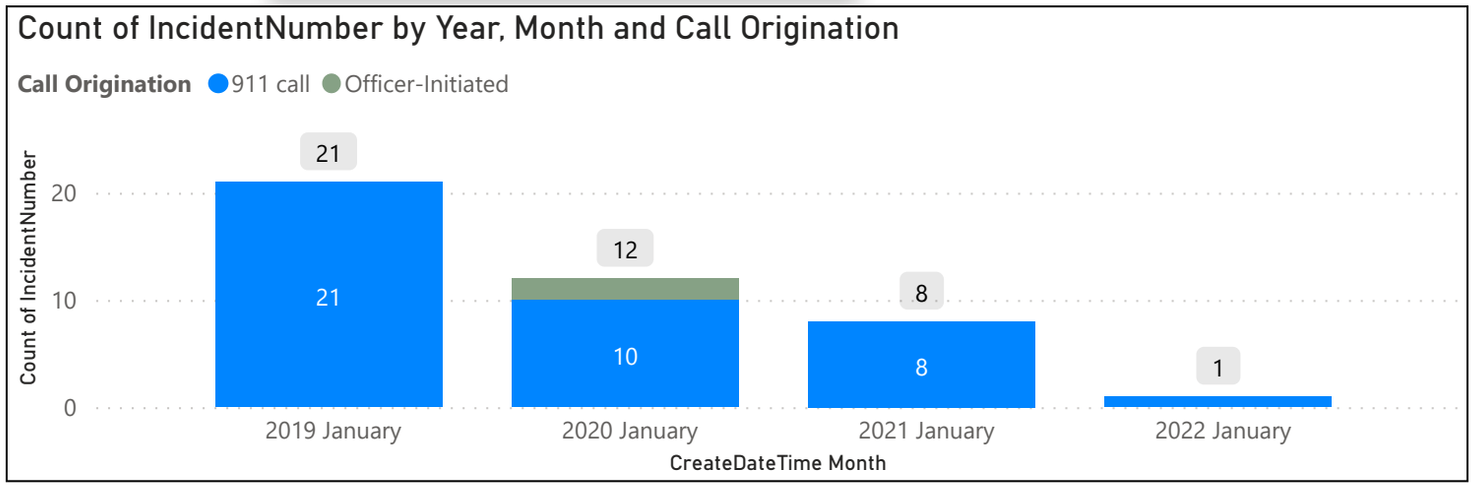
To Date By Year



IN THE STW BEAT

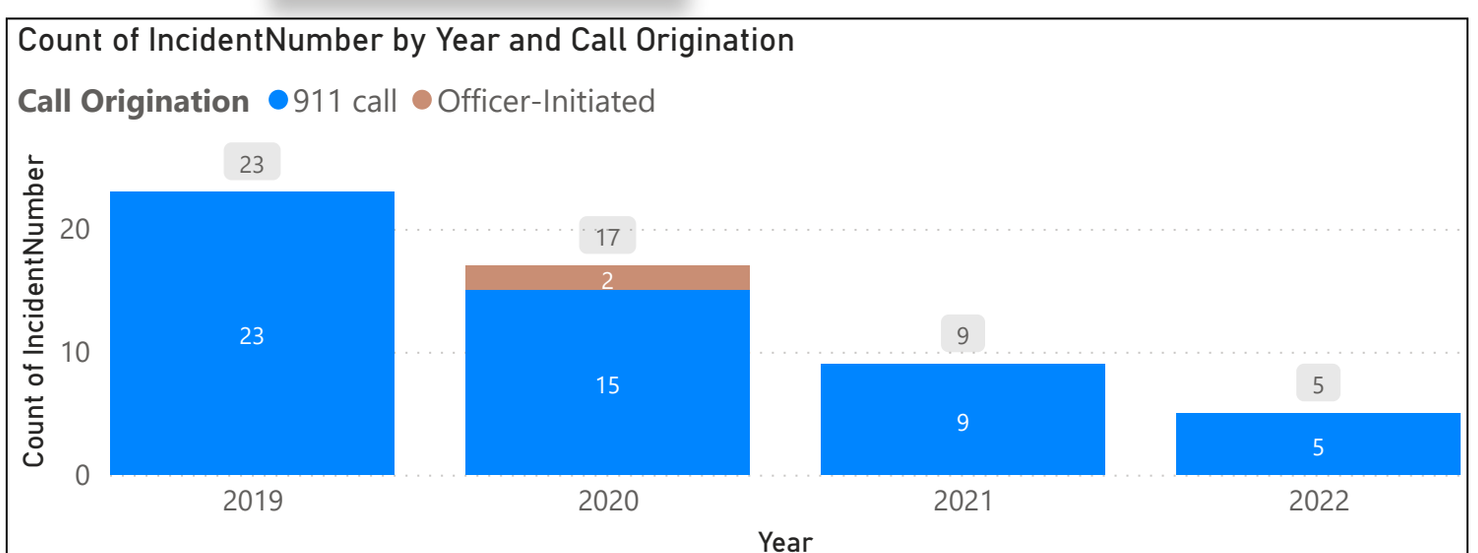
INCIDENTS Ending in DV Status

Previous Month Over Time



Weekday	2019	2020	2021	2022	Total
1-Sun	3	8	1	1	**13**
2-Mon	6	2		1	**9**
3-Tues	2	1		3	**6**
4-Wed	5	1	2	1	**9**
5-Thur	4	3	1	1	**9**
6-Fri	3		2	1	**6**
7-Sat	3	1	5		**9**
Total	**26**	**16**	**11**	**8**	**61**

To Date By Year



Weekday	2019	2020	2021	2022	Total
1-Sun	3	11	1	1	**16**
2-Mon	7	2		1	**10**
3-Tues	2	3		4	**9**
4-Wed	6	2	2	2	**12**
5-Thur	4	4	1	3	**12**
6-Fri	4		3	1	**8**
7-Sat	5	1	5		**11**
Total	**31**	**23**	**12**	**12**	**78**

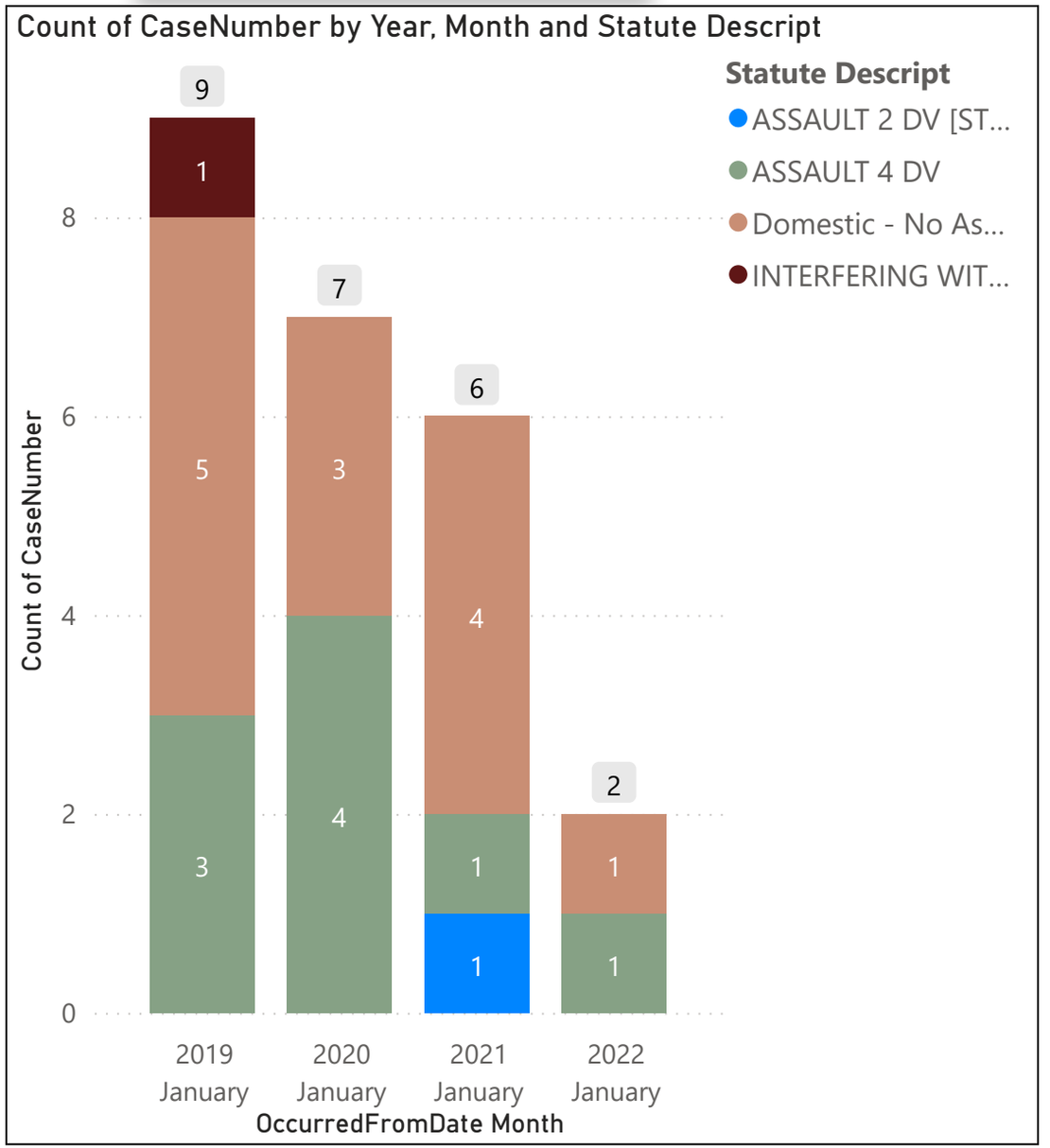


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

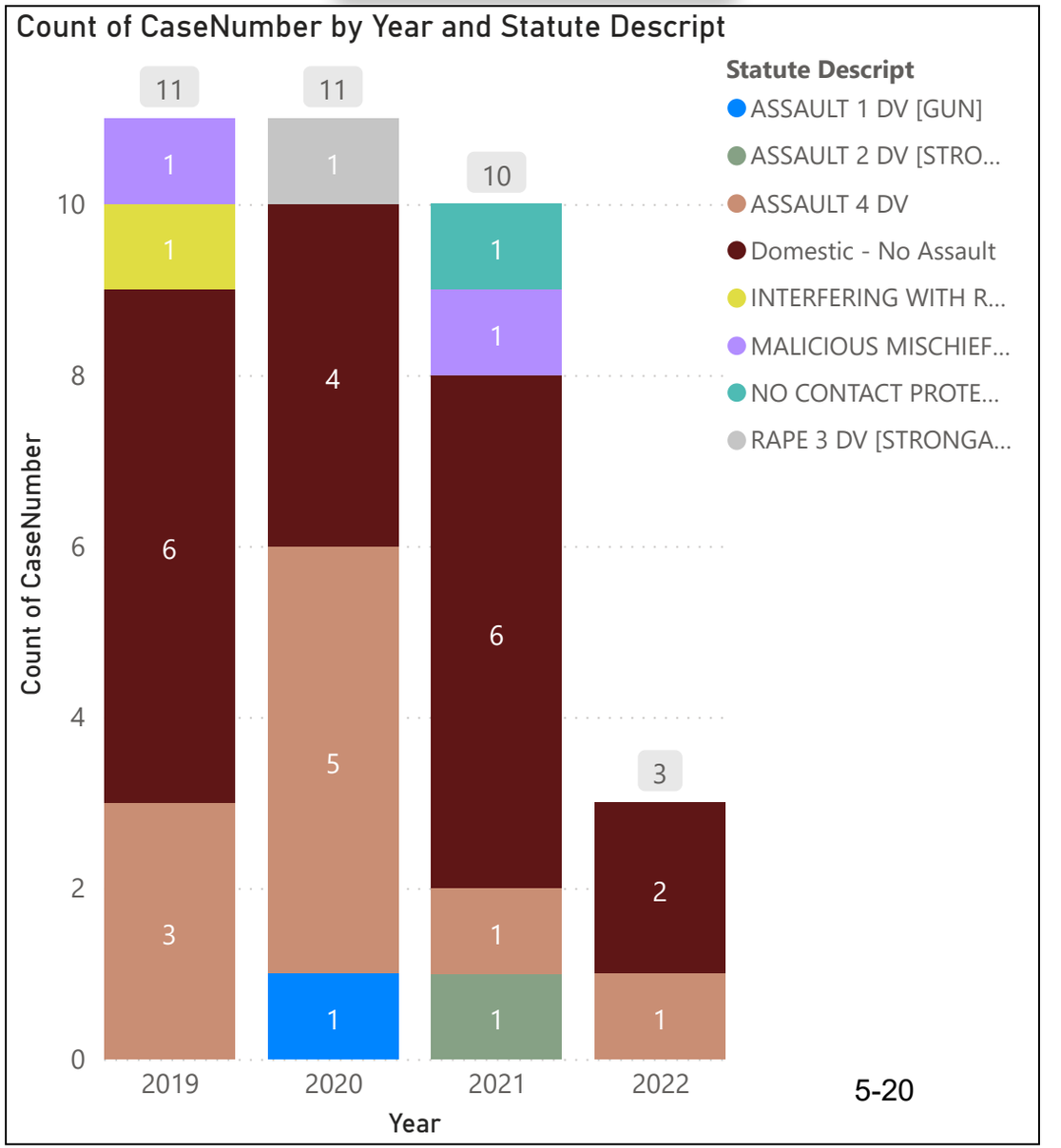
Domestic Related CASES

IN THE STW BEAT

Previous Month Over Time



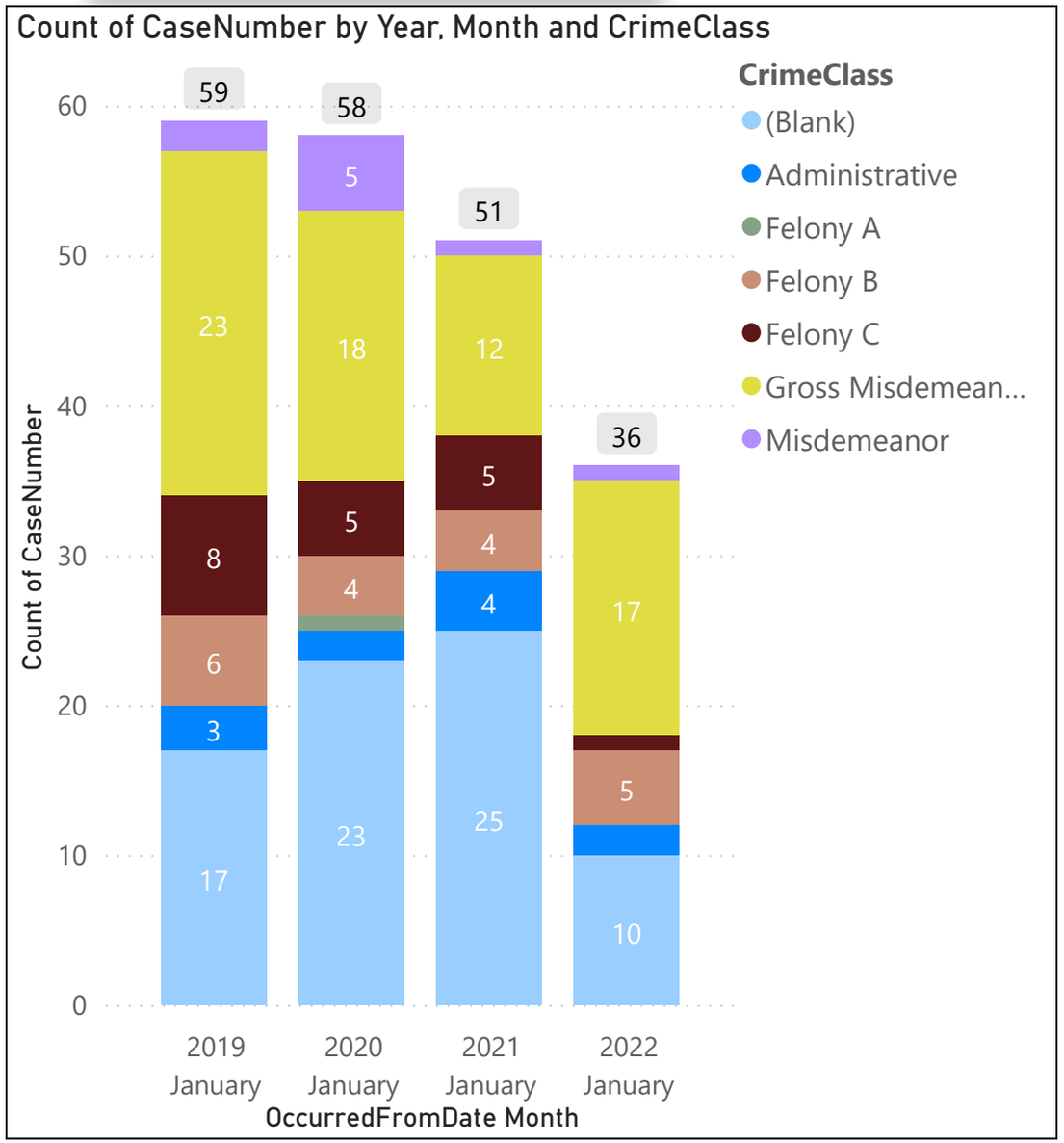
To Date By Year



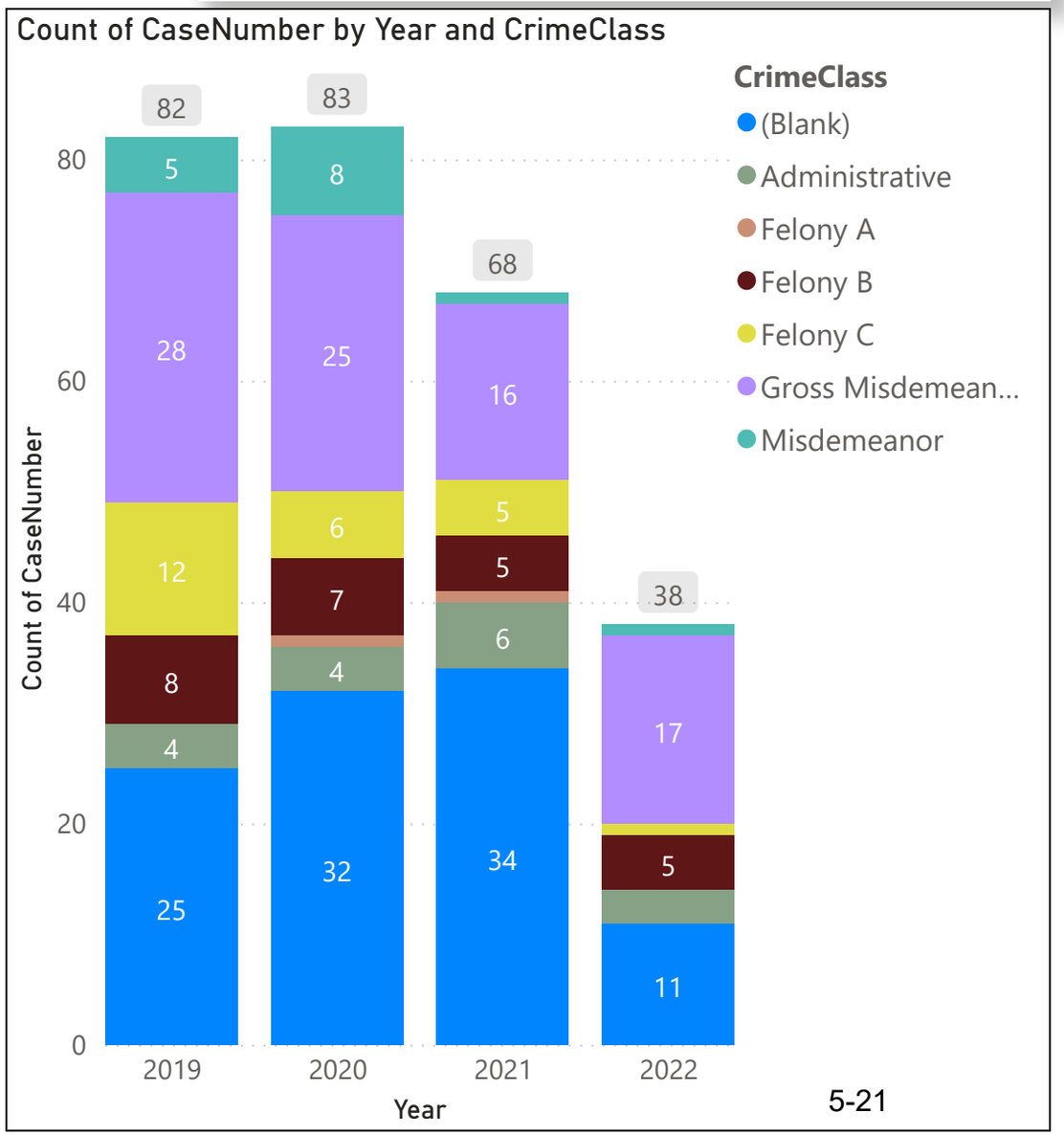
TOTAL CASES

IN THE STW BEAT

Previous Month Over Time



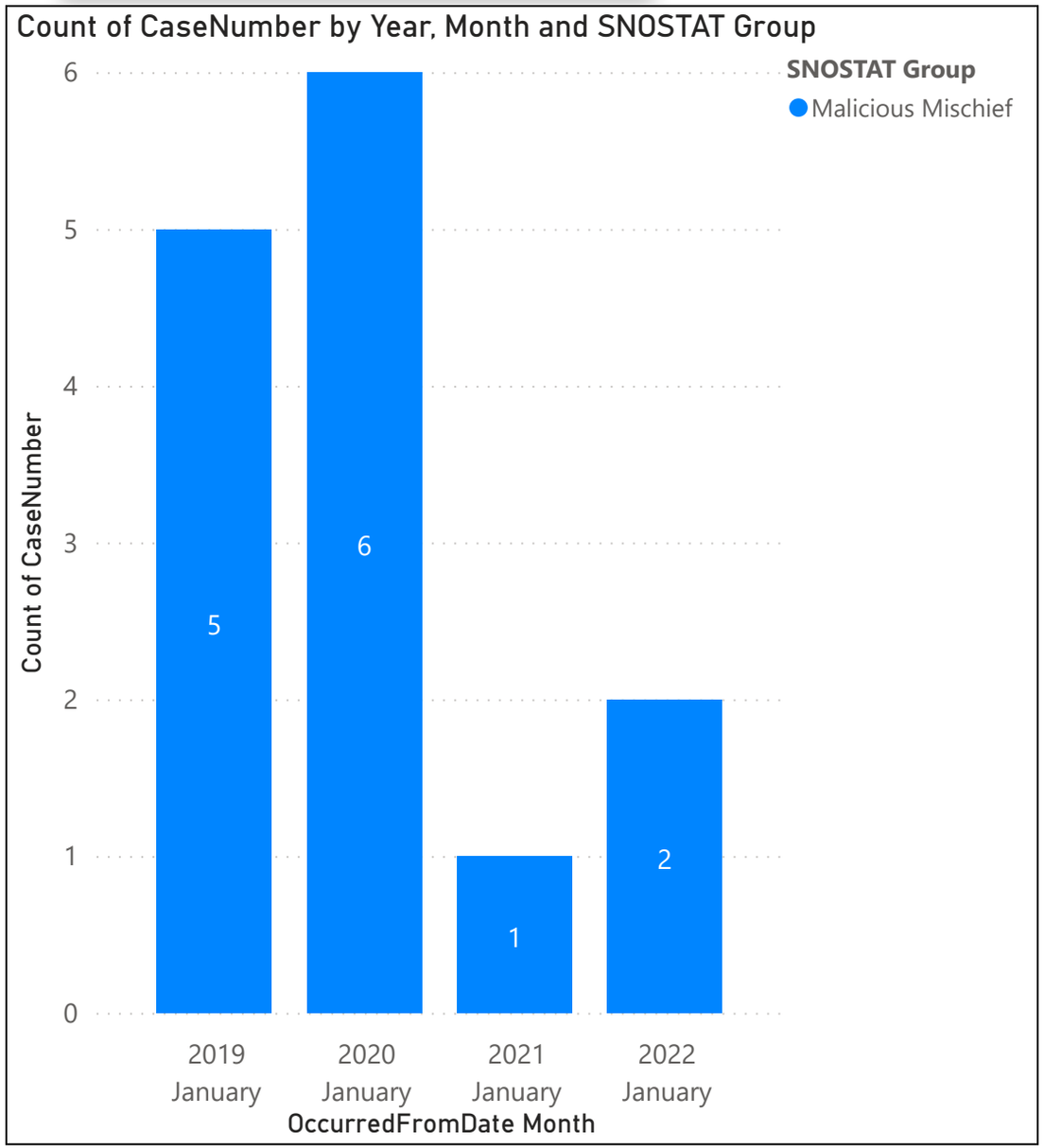
To Date by Year



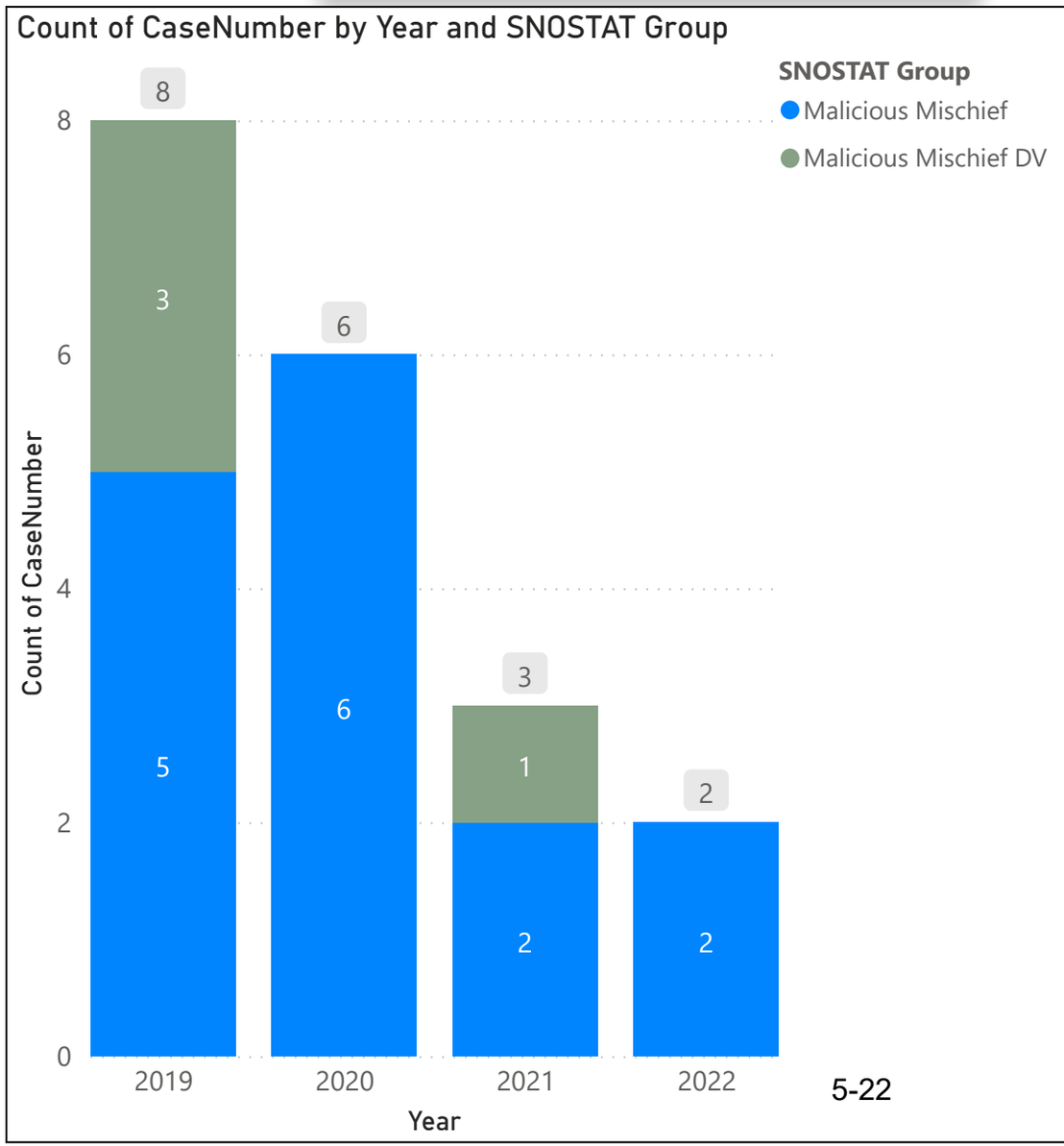
Malicious Mischief CASES

IN THE STW BEAT

Previous Month Over Time



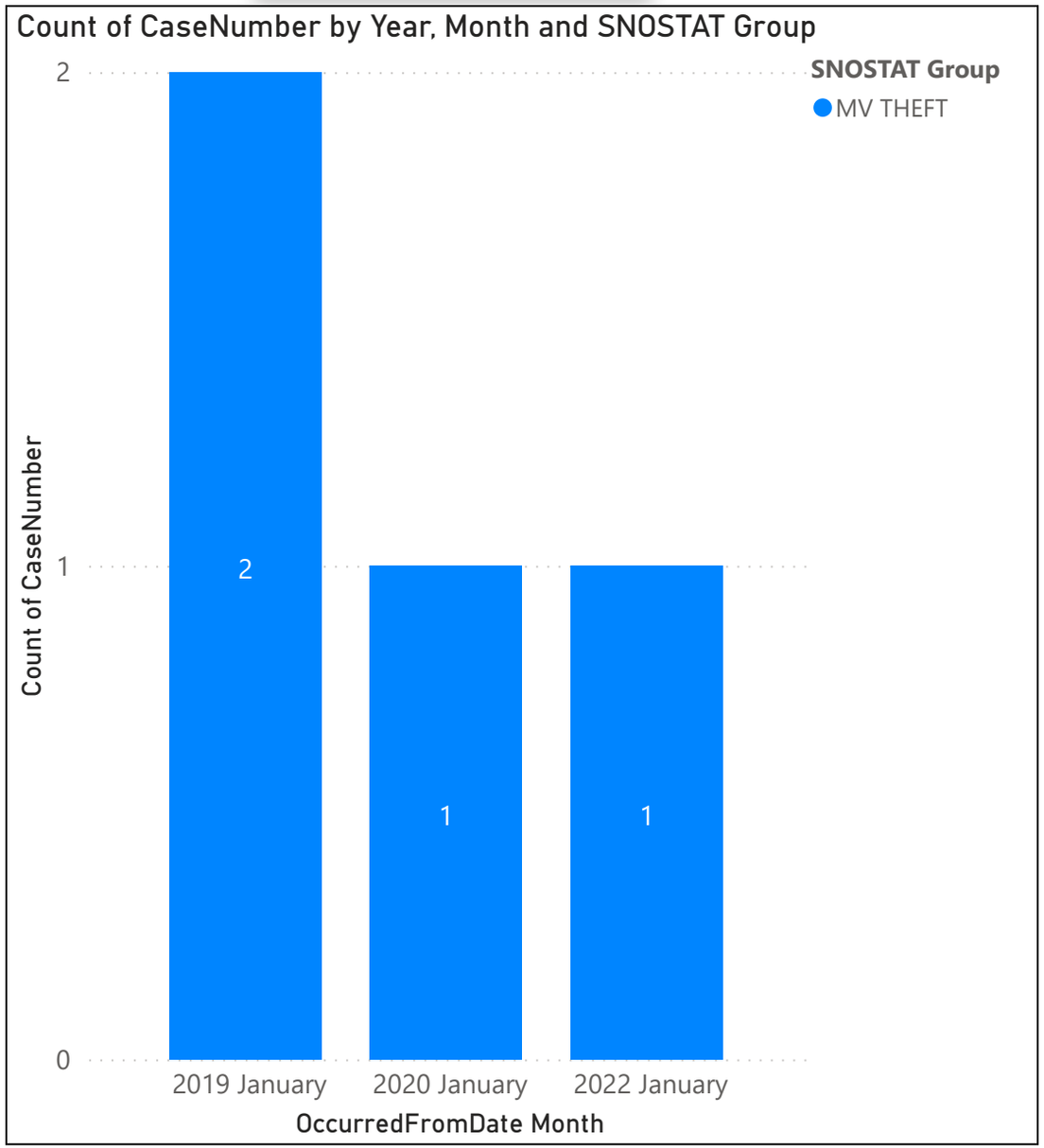
To Date By Year



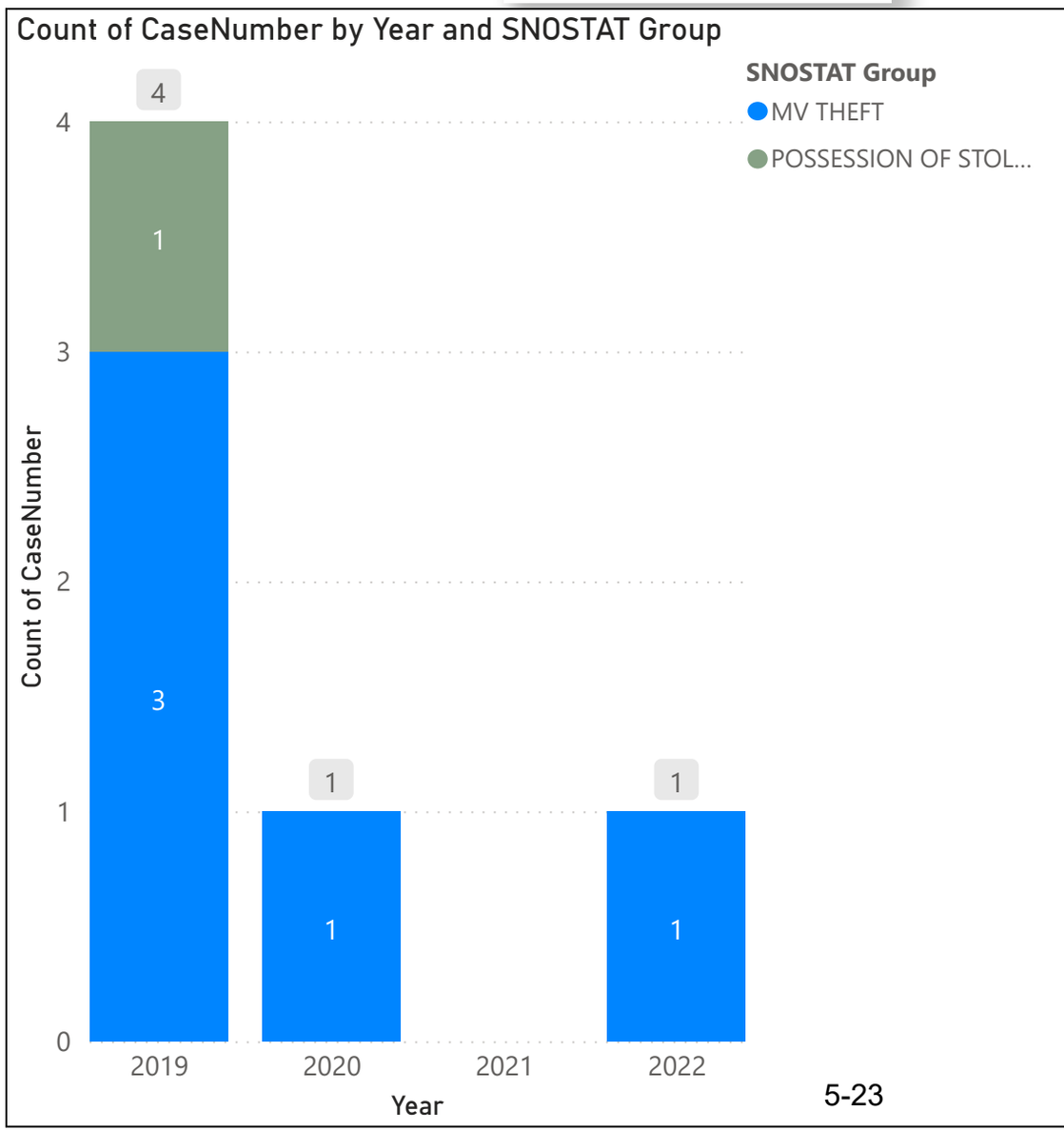
Auto Theft CASES

IN THE STW BEAT

Previous Month Over Time



To Date by Year



IN THE STW BEAT

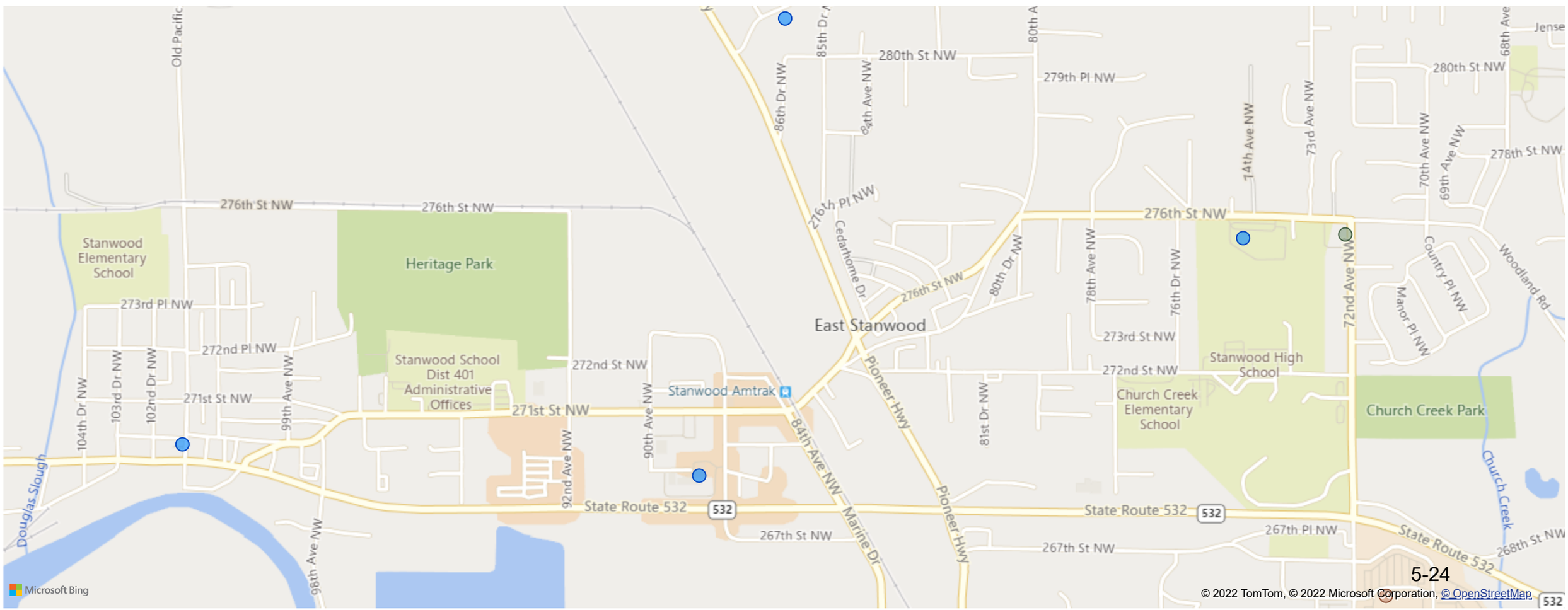
Auto Theft CASES

To Date By Year

Year	Count of CaseNumber
2019	4
2020	1
2022	1
Total	**6**

Count of CaseNumber by Year, Lat and Lon

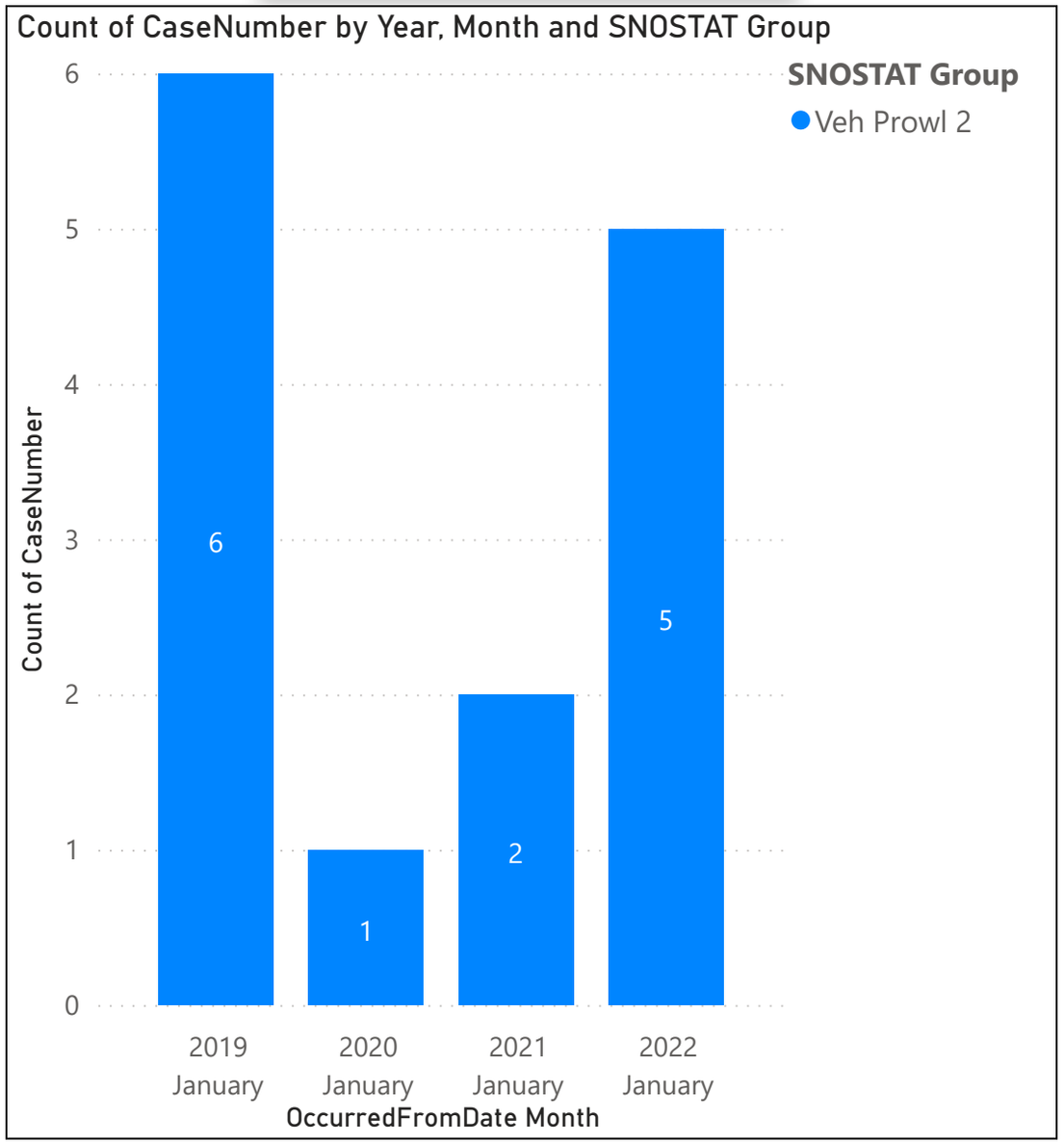
Year 2019 2020 2022



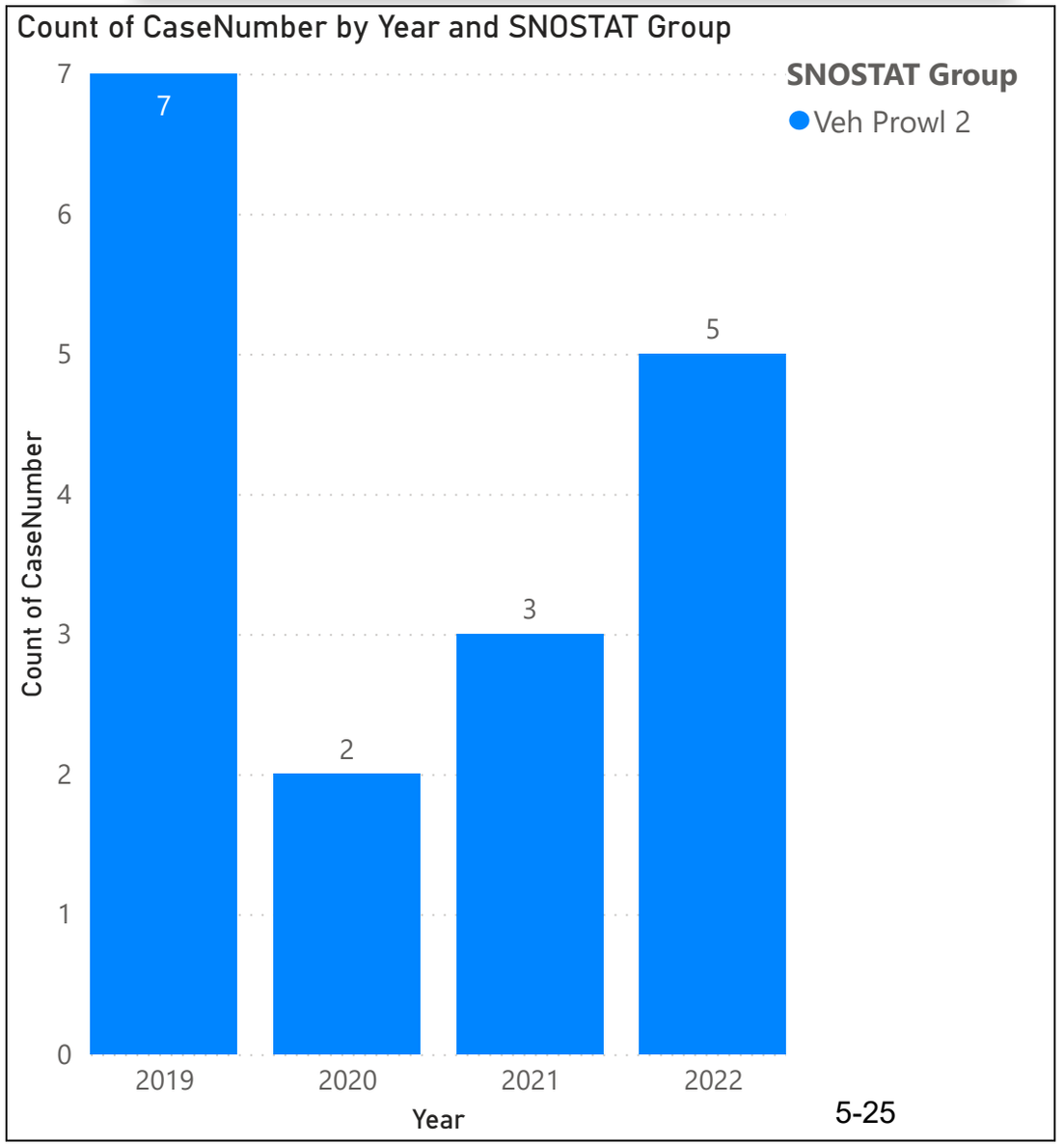
IN THE STW BEAT

Vehicle Prowl CASES

Previous Month Over Time



To Date By Year



IN THE STW BEAT

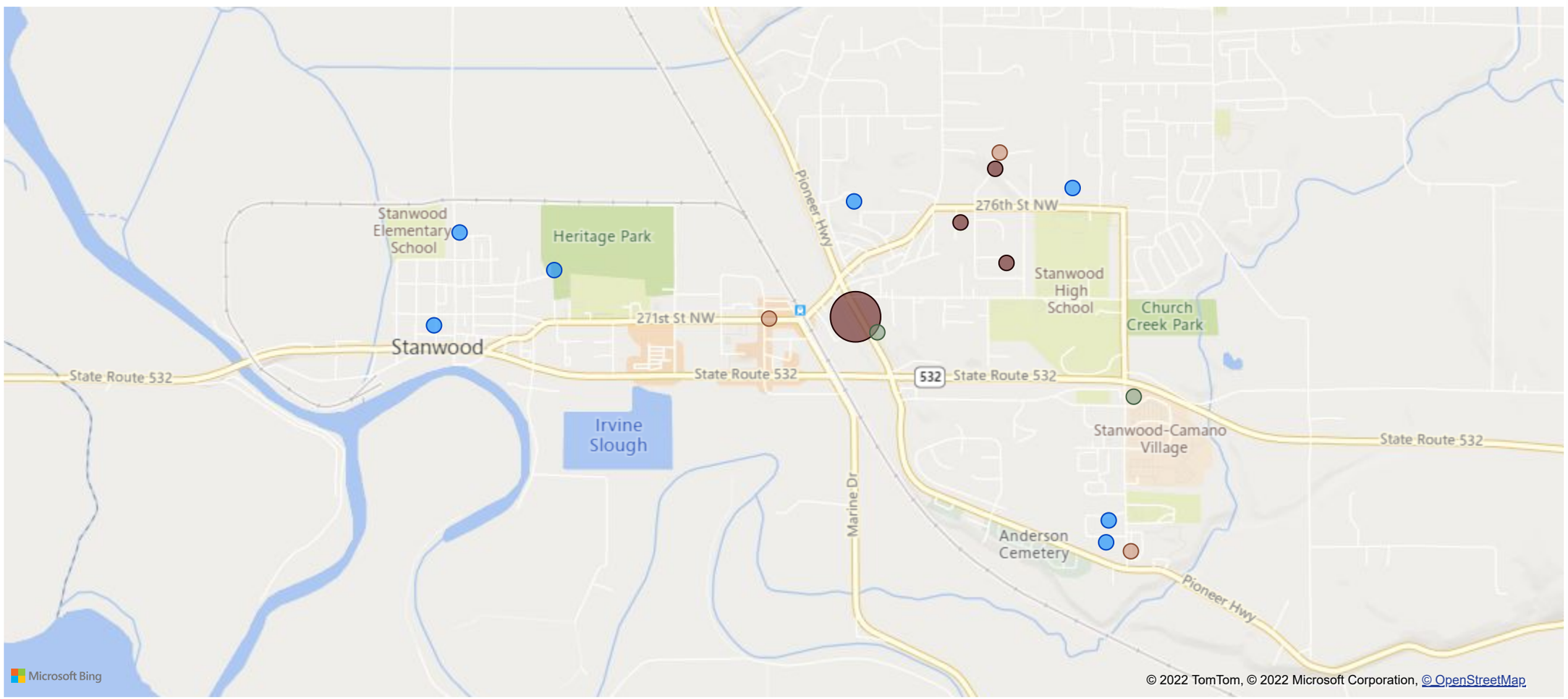
Vehicle Prowl CASES

To Date By Year

Year	Count
2019	7
2020	2
2021	3
2022	5
Total	**17**

Count of CaseNumber by Year, Lat and Lon

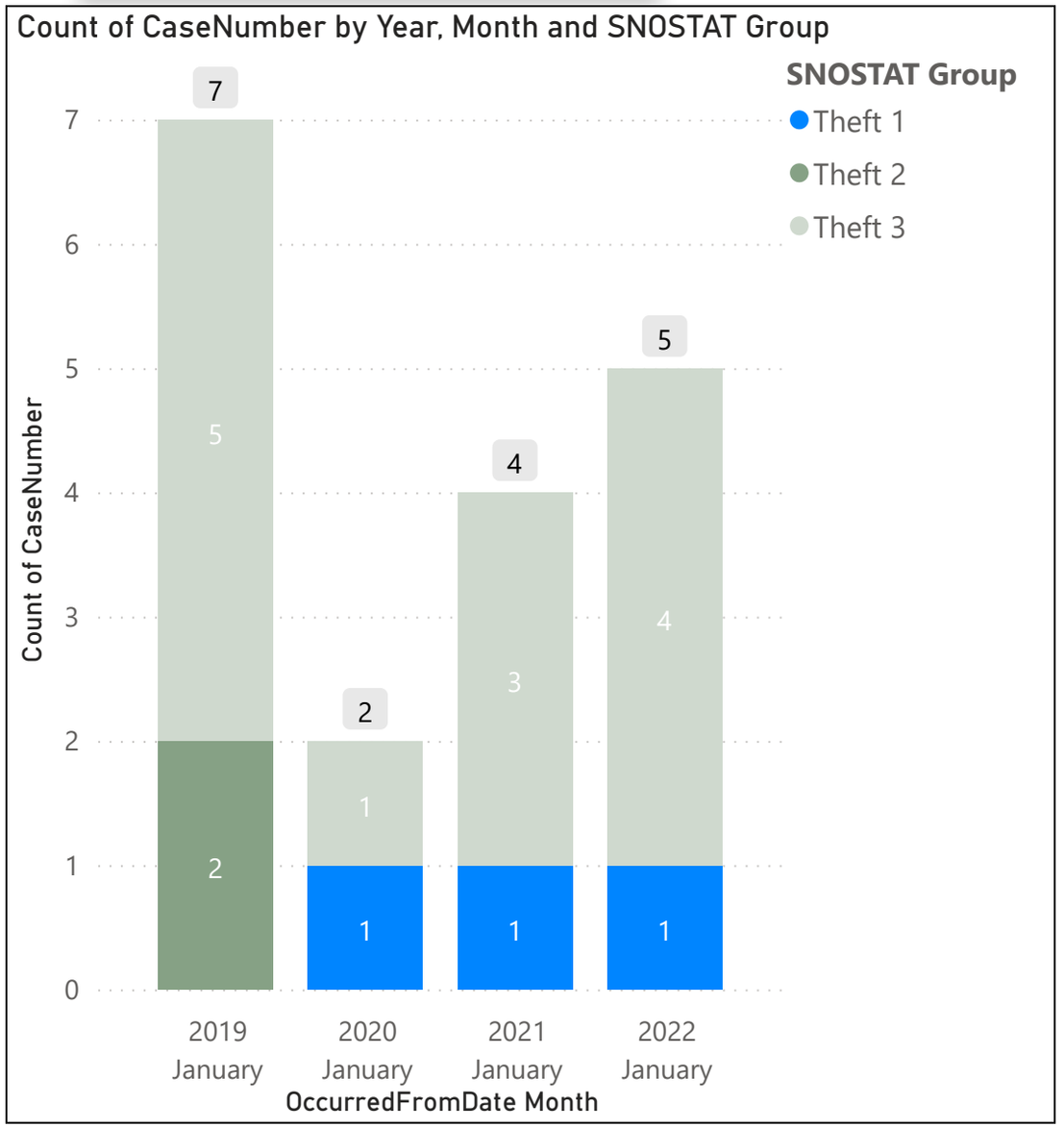
Year 2019 2020 2021 2022



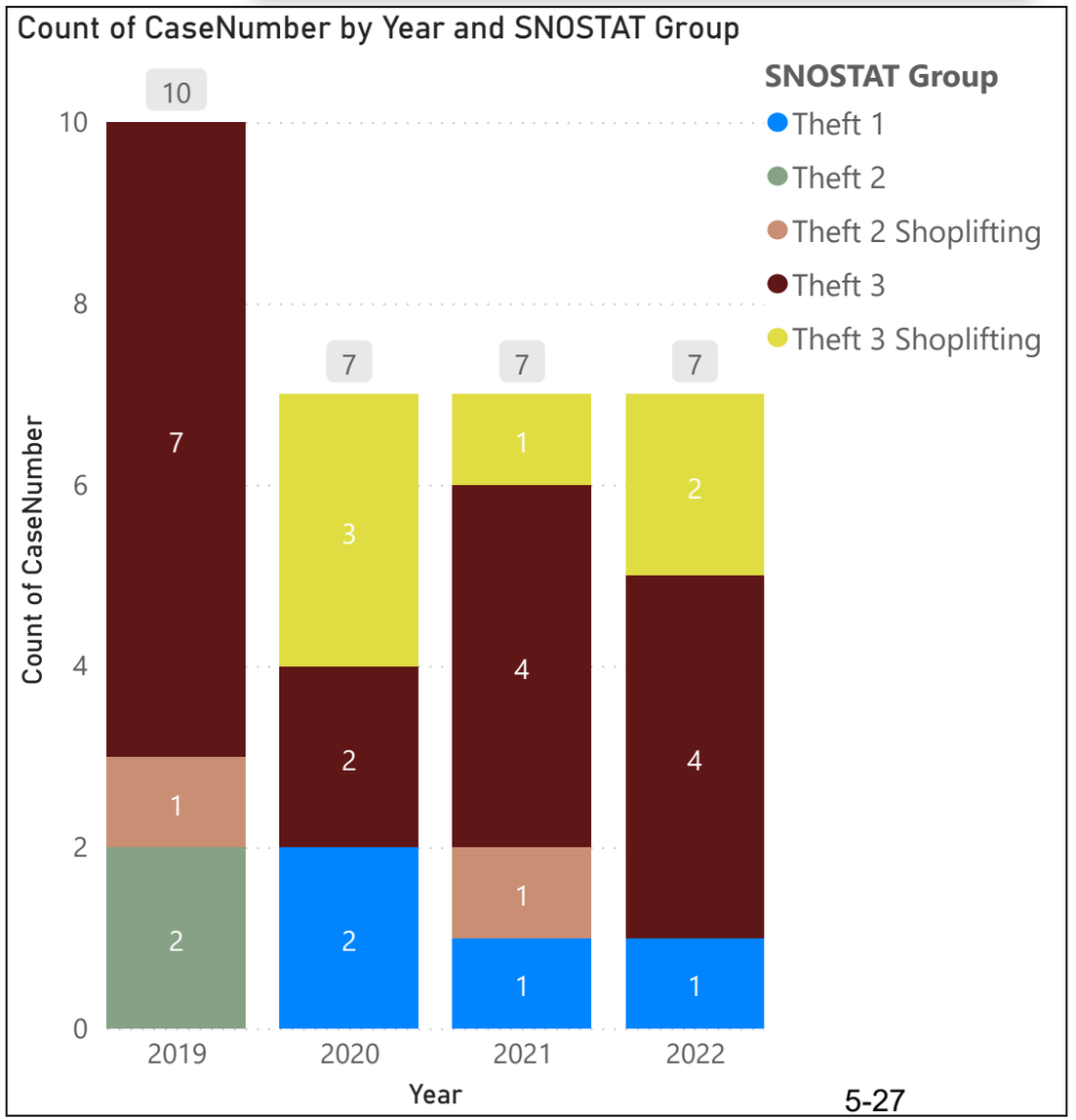
Theft CASES

IN THE STW BEAT

Previous Month Over Time



To Date By Year



IN THE STW BEAT

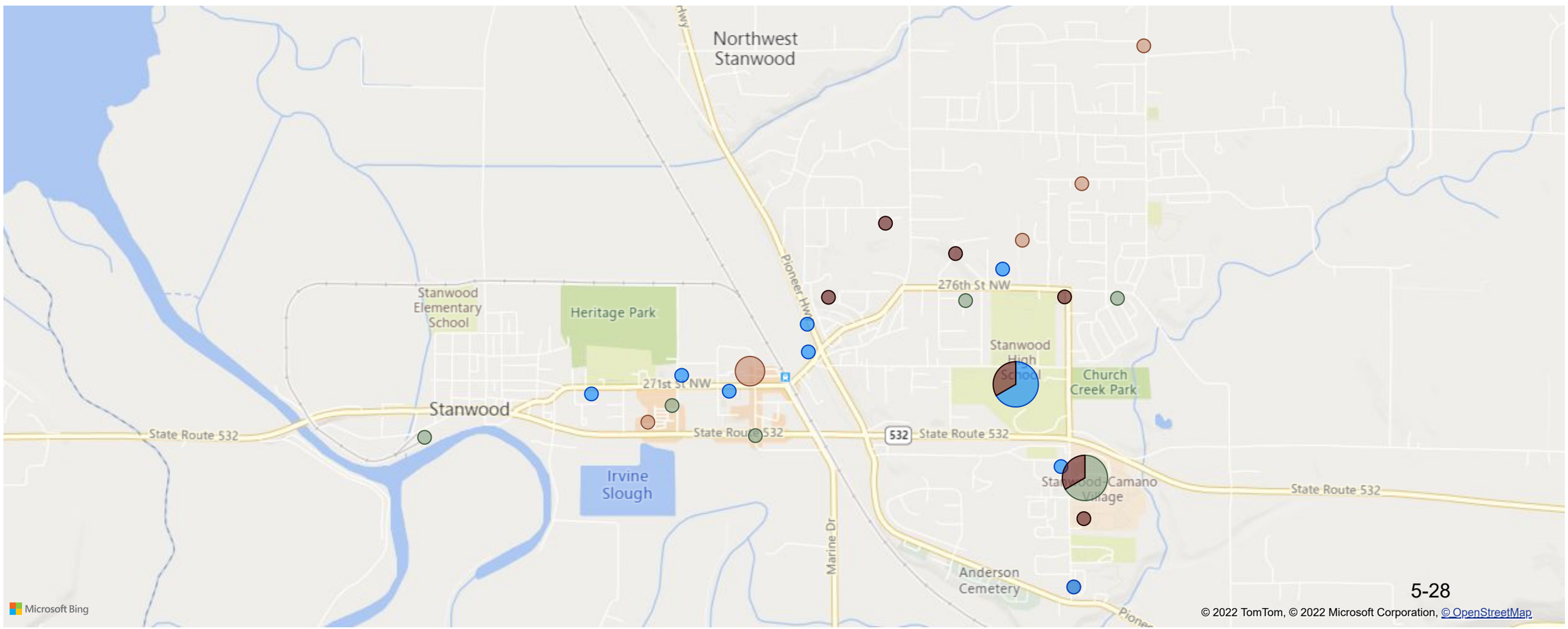
Theft CASES

To Date By Year

Year	Count of CaseNumber
2019	10
2020	7
2021	7
2022	7
Total	**31**

Count of CaseNumber by Year, Lat and Lon

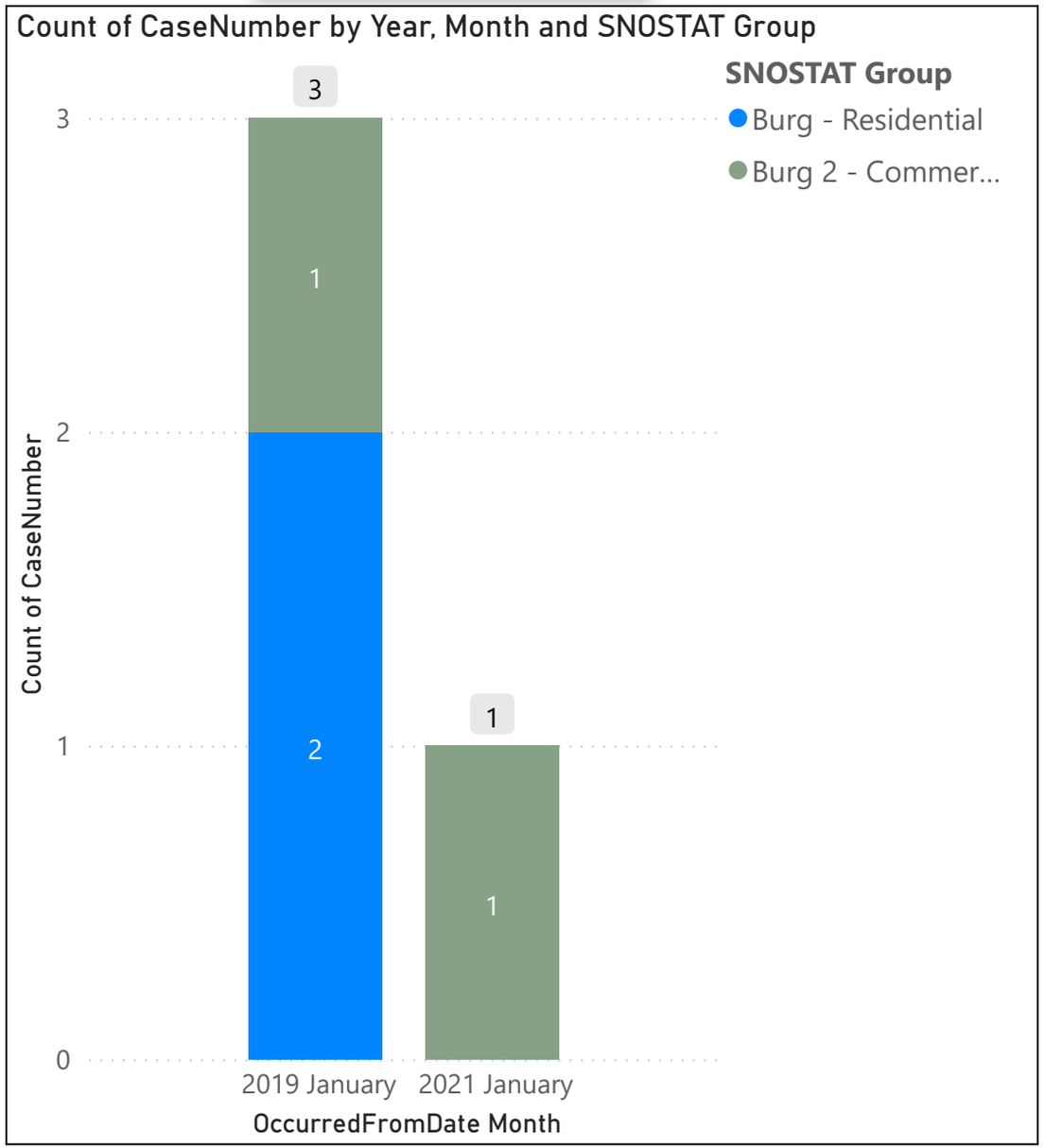
Year 2019 2020 2021 2022



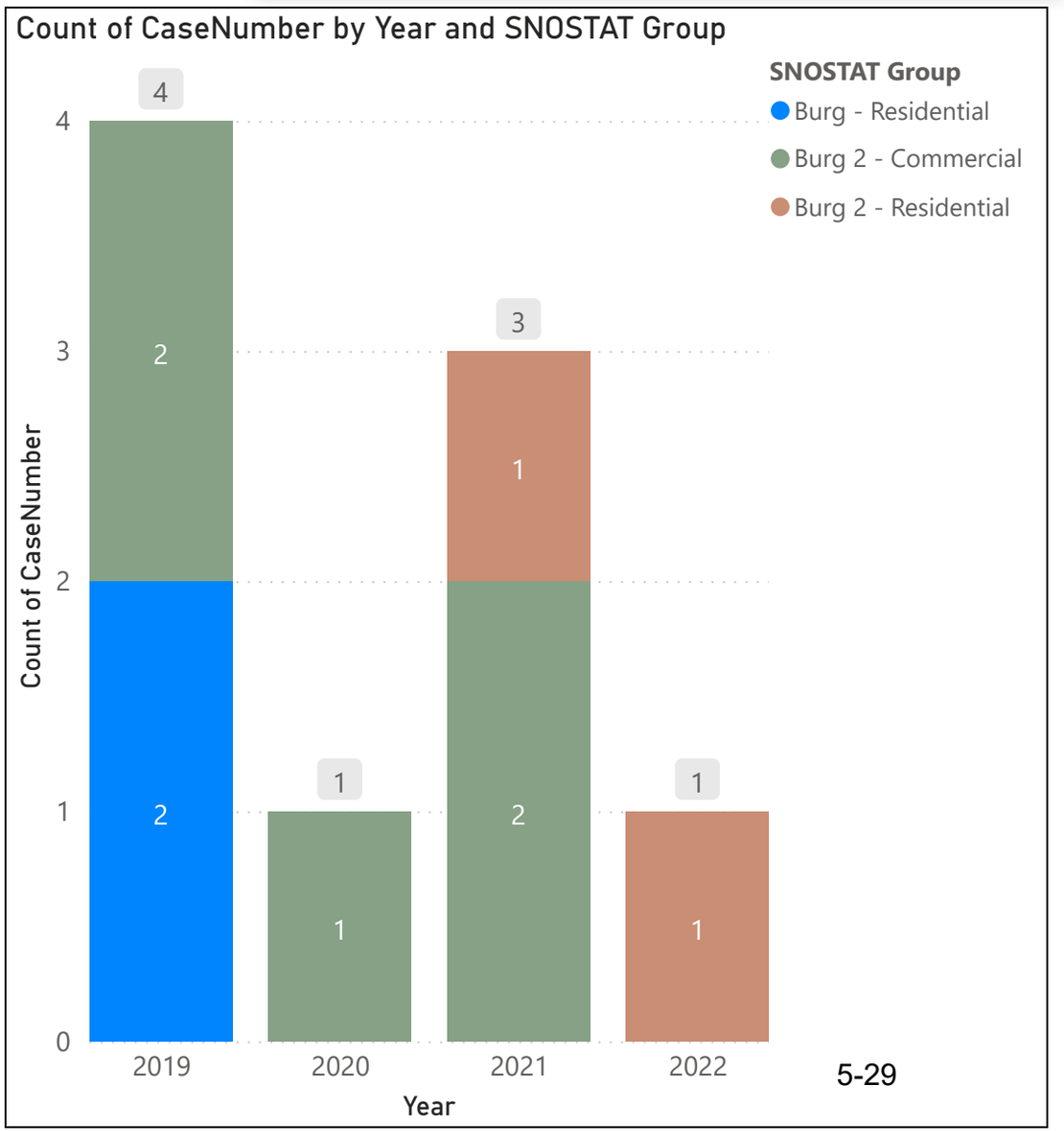
CASES

IN THE STW BEAT

Previous 3 Months



YTD v Prev YTD



IN THE STW BEAT

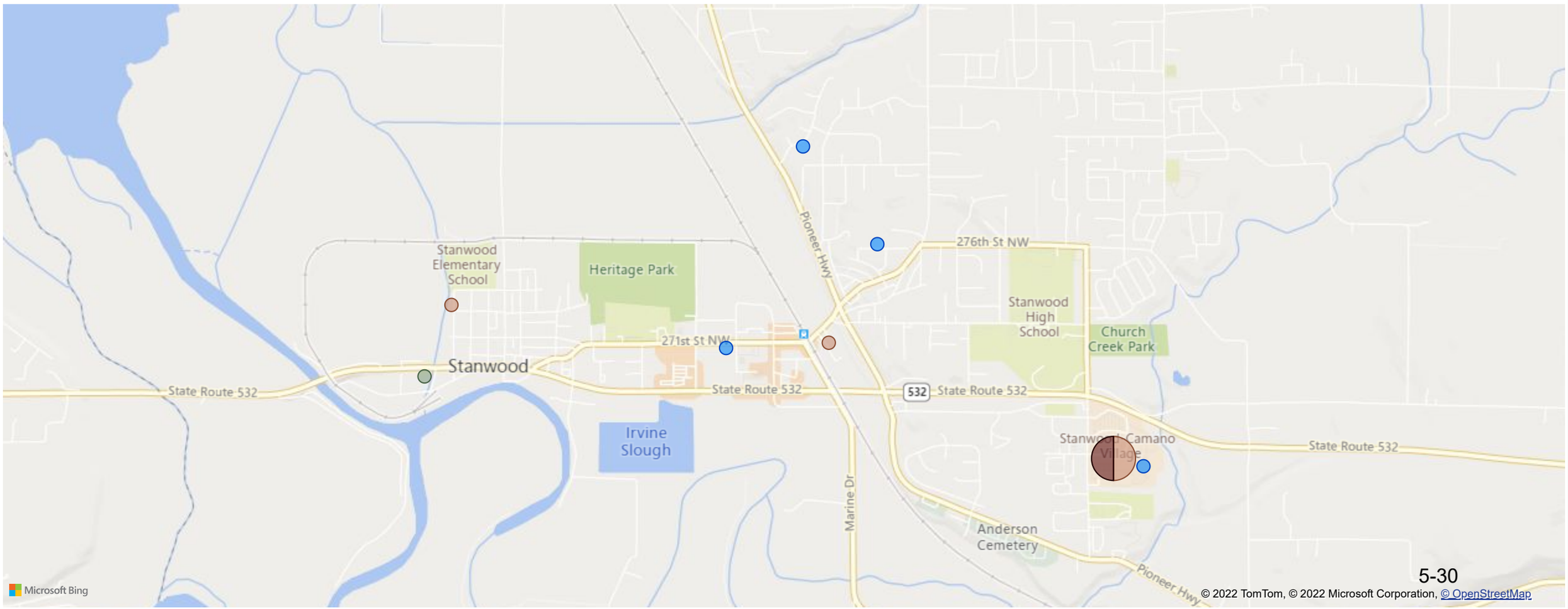
To Date By Year

Burlgary CASES

Year	Count
2019	4
2020	1
2021	3
2022	1
Total	**9**

Count of CaseNumber by Year, Lat and Lon

Year 2019 2020 2021 2022



CITY OF STANWOOD
AGENDA STAFF REPORT

ITEM NUMBER:	**5b**
DATE:	February 24, 2022
SUBJECT:	4th Quarter 2021 Financial Report
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENTS:	A – Budget vs. Actual Reports for period ending December 31, 2021

PURPOSE

The fourth 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 December 31, 2021. Key Messages regarding the city's 2021 financial performance:

- Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive at the year end.
- Operating expenditures in the General Fund and Utility Operating Funds are all under 71% at year end, while Streets Operating `ended at 83% of budget. Operating funds include salary & benefit line expenditures that are mainly fixed costs and the largest portion of spending for delivering services.
- Although the COVID19 Pandemic continued throughout 2021 our expected financial outlook remains stable. All operating funds received more then 100% of budgeted revenue.
- 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 approximately June 2022.
- Economic conditions continue to be strong as housing prices and new and existing home sales remain strong, unemployment rates decline, consumer confidence and retail spending remain strong; however, inflation continues its sharp turn upward from last quarter and economists are now starting to agree that the Federal reserve will need to tighten monetary policy to put a check on the economy and interest rates to attempt to put a rein on inflation.

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 - Q4 2021				
	Oct	Nov	Dec	Quarter Average
Amount Invested	$ 28,367,857	$ 28,375,849	$ 27,382,135	$ 28,041,947
Return (average percentage yield)	0.71%	0.78%	0.88%	0.79%
Benchmark*	0.41%	0.37%	0.33%	0.37%
*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 December 31, 2021.

Detailed Investment Holdings					
Investments	**Maturity Date**	**Return (APY)**	**Balance**	**% of total balance**	**Weighted rate**
WA Federal Public Funds	N/A	0.150%	$ 7,418,167	0.27	0.04%
WA LGIP	N/A	0.091%	$ 201,577	0.01	0.00%
Snoh. County Inv. Pool	N/A	1.039%	$ 12,694,554	0.46	0.48%
Farmer Mac	1/3/2022	1.594%	$ 1,029,890	0.04	0.06%
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	0.06%
Fed Farm Credit Bank	6/1/2022	1.500%	$ 1,001,290	0.04	0.05%
Fed National Mortgage Assn	1/19/2023	1.629%	$ 1,022,940	0.04	0.06%
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			$ 27,382,135	1.00	0.88%
Cash (Treasurer's Checking)			$ 2,913,697		
Total Cash and Investments			$ 30,295,832		

General Fund

General Fund Revenue

At the end of the 2021 year, general fund revenues (excluding ARPA funds) were at 111% of budget. Overall, taxes collected in the General fund in 2021 are 112.6% of budget, while License and Permits revenue is 114.6% of the budget.

Sales Tax

Sales tax received for 2021 is 123% of budgeted revenues. Sales Tax is recorded in four categories: Retail Sales Tax, Affordable Housing, Criminal Justice, and Transportation Benefit District. In 2021, the City received $3,074,510 in these four categories combined. Comparing last year's sales tax receipts, 2021 tax receipts of $3,074,510 are a slight decrease as in 2020 the city received $3,087,899. This overall decline reflects increases in most categories, but these are offset by the decline of $301,427 in construction sales tax (largely related to the completion of the high school project).

Retail Sales Tax				
Industry Category	**2021**	**2020**	**Dollar Change**	**Percent Change**
Convenience & Grocers	$ 101,322	$ 95,382	$ 5,940	6.2%
Auto/RV Dealer	$ 206,474	$ 167,114	$ 39,360	23.6%
Department Store	$ 113,903	$ 109,395	$ 4,508	4.1%
Specialty Retail	$ 583,175	$ 490,581	$ 92,594	18.9%
Restaurants	$ 263,061	$ 225,274	$ 37,787	16.8%
Building & Construction	$ 586,609	$ 888,037	$ (301,427)	-33.9%
All Other Sales & Use Tax	$ 486,454	$ 410,436	$ 76,019	18.5%
Total	$ 2,340,999	$ 2,386,219	$ (45,220)	-1.9%

Other Sales Taxes				
Criminal Justice	$ 163,498	$ 134,908	$ 28,590	21.2%
Affordable Housing*	$ 19,261	$ 5,562	$ 13,699	246.3%
Transportation Benefit District	$ 550,753	$ 561,210	$ (10,457)	-1.9%

*Affordable Housing Sales Tax began collection in October 2020

General Fund Expenditures

General fund expenditures, including all transfers to other city funds, as of December 31, 2021 were $7,269,605 or 67.8% of budget. Staff vacancies contributed to the savings in expenditures under budget. Departmental expenditure performance detail 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 was greater than the financial policy general fund reserve target of 25%, staff recommended with the Mid-Biennium Budget Amendment in November, to transfer $1,949,003 to the Building Improvement Fund and the Parks Improvement Fund. This amount represents the 2019-2020 General Fund Surplus. After this transfer, the fund balance at year end is $5,133,941. The strong fund balance resulted from revenue exceeding conservative estimates as well as several departments spending below budget, attributed to staff vacancies throughout the year. Also, ARPA grant funds that have not been programmed are included in this year end balance $458,070.

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 motor vehicle excise tax (MVFT), or "fuel tax". The city received $138,319 in 2021 in fuel taxes, which is 102.5% of budget. MVFT has gradually declined the past few years; a result from greater use of low gas mileage, hybrid and electric vehicles. Expenditures for street operations and maintenance are well within budget at 82.6%. See Attachment A for fund performance details.

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. All Impact Fees Funds revenue ended above 100% of budget for 2021 due to a busy construction year. REET funds collected were over $1.1 million for the year 2021. Expenditures in these funds are primarily transfers-out to other funds for capital projects. Please see Attachment A for details of each of these funds expenditures.

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 is reliant on our ability to seek out opportunities and ultimately be awarded the funding. Capital budgets are included in Attachment A in the Building Construction, Street Construction and Park and Trails Improvement Funds, and the Utilities Construction Funds.

Utility Funds

Utility Funds are proprietary funds or "business-like funds". The City has separated utility accounting into several funds for utility operations, capital, debt and reserves. Utility funds detail through year ending December 31, 2021 are shown in Attachment A.

Sewer Fund

Year-to date 2021 sewer operating revenues are $2,628,403 which is 105.7% of the 2021 budget. Sewer rates were increased 7.5% effective January 1, 2021. Operating expenditures are at 90% of the budget. Water and Sewer Revenue and Refunding bonds were completed in October and proceeds of $4,503,999 were received. The refunding bonds achieved total net savings of $281,972 over the remaining 10 years. Capital expenditures in the Sewer Construction fund for 2021 were $2,612,435 or 83% of project budgets. The Main Lift Station and the Lower Pioneer Highway projects are currently underway and are funded partially with rate revenues and the new bond proceeds. There are many "buckets" of fund balance for the utility, some are restricted to specific uses such as equipment purchase and debt reserve.

Drainage Fund

Drainage charges for services in 2021 are $1,205,323 or 104.7% of expected revenues for 2021. Drainage rates were significantly increased by 22.5% effective January 1, 2021. Drainage fund operating expenditures through December 31 were $842,763 or 58.2% of budget. The 2021 capital budget included finishing the SR 532 Flood Berm and the Irvine Slough Stormwater project which has a $2.3 million budget.

Water Fund

Water operating revenue for the 2021 year is $2,422,517 or 106.8% of budget targets. Water rates were increased 3% effective January 1, 2021. Operating expenditures for the Water Fund were $2,302,610 or 95.4% of budget. There are many "buckets" of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

Fund Balance Reserves

As noted in the narrative above, several fund's expenditures were below budget, primarily due to staffing vacancies. A mid-2022 budget amendment will be proposed to the city council to transfer reserves that exceed policy requirements to capital funds.

ENDING FUND BALANCE ANALYSIS - 2021 Actual vs. Budget & 2022 Target								
	General	Equipment Reserve	Wastewater Operating	Wastewater Equipment	Drainage Operating	Drainage Equipment	Water Operating	Water Equipment
2021 Actual	$5,133,941	$ 474,817	$1,558,994	$ 564,927	$ 472,829	$ 287,979	$ 832,891	$ 423,074
Budget 2022	$1,571,395	$ 637,917	$1,473,280	$ 677,338	$1,666,858	$ 339,620	$ 926,184	$ 499,290
2022 Target	$1,366,544	$ 450,220	$1,114,303	$ 380,500	$ 223,735	$ 297,280	$ 388,459	$ 225,300

Contracts Executed By Mayor During Q4 2021 (Finance Policy Section 9.13)		
NUMBER	CONTRACT/AGREEMENT	Amount
2021-52	Snohomish County Dept. of Emergency Mgmt (2022 Extension)	$ 9,871
2021-60	Puget Tech LLC Suplemental No. 1	$14,508

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood Time: 14:22:07 Date: 02/15/2022

001 General Fund

Revenues		Amt Budgeted	December	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	(25,684.40)	1,825,312.96	(25,204.96)	101.4%
311 10 10 00	EMS. Levy	0.00	0.00	1,421.00	(1,421.00)	0.0%
313 11 00 00	Sales Tax	1,900,000.00	182,162.48	2,340,998.47	(440,998.47)	123.2%
313 27 00 00	Affordable/Supportiv Housing Sales Tax	15,000.00	1,581.30	19,261.04	(4,261.04)	128.4%
313 31 00 00	Hotel/Motel Lodging Tax	0.00	0.00	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	15,172.79	163,498.10	(43,498.10)	136.2%
316 43 00 00	Gas Utility Tax	95,000.00	18,697.80	118,888.69	(23,888.69)	125.1%
316 45 00 00	Garbage Utility Tax	85,000.00	0.00	111,313.08	(26,313.08)	131.0%
316 46 00 00	Cable Tv Utility Tax	36,000.00	0.00	37,334.80	(1,334.80)	103.7%
316 47 00 00	Telephone Utility Tax	125,000.00	17,593.58	76,927.16	48,072.84	61.5%
316 48 00 00	Electric Utility Tax	325,000.00	25,865.23	327,438.65	(2,438.65)	100.8%
316 49 10 00	Water/Sewer/Drainage Utility Tax	410,000.00	41,776.10	504,448.38	(94,448.38)	123.0%
316 81 00 00	Gambling Tax	3,000.00	0.00	10,716.35	(7,716.35)	357.2%
310 Taxes		4,916,608.00	277,164.88	5,537,558.68	(620,950.68)	112.6%
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	67,222.43	(7,222.43)	112.0%
321 99 00 00	Business Lic & Permits	60,000.00	7,674.99	62,970.77	(2,970.77)	105.0%
322 10 00 00	Building Permits	220,000.00	4,416.55	259,084.65	(39,084.65)	117.8%
322 10 00 01	Mechanical Permits	25,000.00	847.65	27,237.56	(2,237.56)	109.0%
322 10 00 02	Plumbing Permits	25,000.00	305.00	34,090.90	(9,090.90)	136.4%
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	60.00	1,938.20	(438.20)	129.2%
322 10 00 05	Roofing Permits	3,000.00	(265.25)	8,488.71	(5,488.71)	283.0%
322 10 00 06	Sign Permit	3,000.00	0.00	2,190.00	810.00	73.0%
322 10 00 07	5% Permit Technology Fee	30,000.00	432.63	24,097.20	5,902.80	80.3%
322 30 00 00	Animal Licenses	500.00	100.00	800.00	(300.00)	160.0%
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	813.00	9,724.00	(2,224.00)	129.7%
322 90 00 01	Right Of Way And Utility Admin	6,000.00	233.00	11,656.15	(5,656.15)	194.3%
322 90 00 02	Other Licenses & Permits	2,000.00	0.00	440.00	1,560.00	22.0%
320 Licenses & Permits		445,550.00	14,617.57	510,710.57	(65,160.57)	114.6%
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	35,000.00	0.00	35,000.00	0.00	100.0%
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%

001 General Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
330 Intergovernmental Revenues						
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	25,000.00	0.00	24,998.75	1.25	100.0%
334 04 20 00	Dept of Commerce	0.00	0.00	0.00	0.00	0.0%
335 00 91 00	Pud Privilege Tax	37,000.00	40,321.91	40,321.91	(3,321.91)	109.0%
335 04 01 00	Biennium One-Time Allocation22-23CrimJust	29,323.00	0.00	29,323.00	0.00	100.0%
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	2,385.70	(185.70)	108.4%
336 06 25 00	Contracted Police Services	14,000.00	0.00	14,552.62	(552.62)	103.9%
336 06 26 00	Criminal Justice Special Pro	8,000.00	0.00	8,494.71	(494.71)	106.2%
336 06 42 00	Marijuana Excise Tax Distribution	5,000.00	1,502.62	4,276.68	723.32	85.5%
336 06 51 00	Crim Justice--dui Cities	1,300.00	0.00	1,187.71	112.29	91.4%
336 06 94 00	Liquor Excise Tax	35,100.00	0.00	50,821.47	(15,721.47)	144.8%
336 06 95 00	Liquor Board Profits	55,700.00	14,067.55	56,293.58	(593.58)	101.1%
337 00 00 00	Local Grants, Entitlements, And Other Payments	25,000.00	0.11	2,377.14	22,622.86	9.5%
342 10 00 00	School Resource Officer Reim	110,000.00	0.00	110,537.00	(537.00)	100.5%
330 Intergovernmental Revenues		382,623.00	55,892.19	1,398,640.27	(1,016,017.27)	365.5%
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	67.35	1,776.30	26,223.70	6.3%
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	0.15	499.85	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	5,432.50	196,128.69	(56,128.69)	140.1%
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	1,590.81	154,678.57	15,321.43	91.0%
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	December	YTD	Remaining	
340 Charges For Services						
345 89 00 01	Other Planning & Development Fees	35,000.00	1,140.20	27,858.68	7,141.32	79.6%
347 30 00 00	Park Fees	12,000.00	0.00	5,957.50	6,042.50	49.6%
347 30 00 01	Park Fees- Tourn/Comm Use	0.00	0.00	75.00	(75.00)	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	0.00	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	8,230.86	387,994.89	42,005.11	90.2%
350 Fines & Forfeitures						
353 10 00 00	Court Fines	10,000.00	1,334.56	13,342.37	(3,342.37)	133.4%
354 00 00 00	Parking Fines	500.00	0.00	40.00	460.00	8.0%
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	89.92	2,987.42	(1,487.42)	199.2%
359 90 00 00	Misc Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures		12,500.00	1,424.48	16,469.79	(3,969.79)	131.8%
360 Misc Revenues						
361 11 00 01	State Pool/cd Interest	60,000.00	3,591.99	46,072.29	13,927.71	76.8%
361 40 00 01	Sales Tax Interest	2,000.00	93.76	1,769.81	230.19	88.5%
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	2,500.00	(2,500.00)	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	0.00	4,892.91	(1,892.91)	163.1%
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	3,785.75	61,369.93	4,130.07	93.7%
380 Non Revenues						
382 10 00 01	Deposits Refundable	0.00	0.00	2,350.00	(2,350.00)	0.0%
382 30 00 01	Court Funds	0.00	1,579.86	17,837.28	(17,837.28)	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	1,579.86	20,187.28	(20,187.28)	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	December	YTD	Remaining	
397 Interfund Transfers						
397 10 00 30	Trfr In From Phys Fit Fund	0.00	0.00	0.00	0.00	0.0%
397 10 01 05	Trnsfr In From Fire Impact Fees	41,915.00	41,914.92	41,914.92	0.08	100.0%
397 Interfund Transfers		41,915.00	41,914.92	41,914.92	0.08	100.0%
Fund Revenues:		10,723,395.86	404,610.51	12,403,546.19	(1,680,150.33)	115.7%

Expenditures		Amt Budgeted	December	YTD	Remaining	
511 Clerk & City Council						
511 60 10 00	Salaries & Wages	100,948.00	23,041.05	135,645.53	(34,697.53)	134.4%
511 60 11 00	Overtime	510.00	0.00	0.00	510.00	0.0%
511 60 20 00	Social Security	7,723.00	1,754.61	10,240.01	(2,517.01)	132.6%
511 60 21 00	Retirement	8,160.00	770.27	10,312.99	(2,152.99)	126.4%
511 60 22 00	Medical Benefits	20,125.00	0.00	16,405.55	3,719.45	81.5%
511 60 23 00	L & I	436.00	0.00	266.82	169.18	61.2%
511 60 24 00	Unemployment & PFMLA	128.00	0.00	159.29	(31.29)	124.4%
511 60 31 00	Supplies	1,000.00	118.78	576.80	423.20	57.7%
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	89,800.00	2,945.60	32,099.35	57,700.65	35.7%
511 60 42 00	Communications	500.00	0.00	198.14	301.86	39.6%
511 60 44 00	Advertising	3,000.00	148.50	1,992.18	1,007.82	66.4%
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	580.00	1,843.00	1,657.00	52.7%
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	175.00	425.00	75.00	85.0%
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		251,830.00	29,533.81	218,424.04	33,405.96	86.7%
512 Judical						
512 50 49 01	Cascade Court Costs	17,000.00	679.61	10,826.24	6,173.76	63.7%
512 Judical		17,000.00	679.61	10,826.24	6,173.76	63.7%
513 Executive Activities						
513 10 10 00	Salaries & Wages	78,587.00	6,125.50	130,443.27	(51,856.27)	166.0%
513 10 20 00	Social Security	5,676.00	466.07	7,043.80	(1,367.80)	124.1%
513 10 21 00	Retirement	7,571.00	503.71	7,302.34	268.66	96.5%
513 10 22 00	Medical Benefits	12,253.00	1,046.53	12,395.22	(142.22)	101.2%
513 10 23 00	L & I	160.00	0.00	107.13	52.87	67.0%
513 10 24 00	Unemployment & PFMLA	120.00	0.00	196.11	(76.11)	163.4%
513 10 31 00	Supplies	500.00	474.73	604.12	(104.12)	120.8%
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	2,207.26	14,185.14	24,114.86	37.0%
513 10 42 00	Communications	700.00	513.27	917.89	(217.89)	131.1%
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	December	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	27.00	3,230.50	(730.50)	129.2%
513 10 49 02	Volunteer Appreciation	3,000.00	0.00	0.00	3,000.00	0.0%
513 Executive Activities		149,867.00	11,364.07	176,425.52	(26,558.52)	117.7%
514 Administration						
514 23 10 00	Salaries & Wages	428,175.00	39,269.71	355,840.67	72,334.33	83.1%
514 23 10 99	Salaries Indirect Cost Allocation	(220,777.00)	(55,193.00)	(220,777.00)	0.00	100.0%
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	2,727.93	26,887.96	5,751.04	82.4%
514 23 21 00	Retirement	54,856.00	3,421.91	41,399.73	13,456.27	75.5%
514 23 22 00	Medical Benefits	111,239.00	7,164.63	83,008.72	28,230.28	74.6%
514 23 22 99	Benefits Indirect Cost Allocation	(100,494.00)	(25,123.00)	(100,494.00)	0.00	100.0%
514 23 23 00	L & I	1,596.00	0.00	853.59	742.41	53.5%
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	701.42	154.58	81.9%
514 23 31 00	Supplies	3,000.00	509.17	3,125.65	(125.65)	104.2%
514 23 31 99	Supplies Indirect Cost Allocation	(8,795.00)	(2,199.00)	(8,795.00)	0.00	100.0%
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	8,702.17	44,669.53	(5,219.53)	113.2%
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	2,250.69	27,377.01	7,622.99	78.2%
514 23 41 99	Services Indirect Cost Allocation	(169,656.00)	(42,414.00)	(169,656.00)	0.00	100.0%
514 23 42 00	Communications	2,500.00	172.48	1,179.80	1,320.20	47.2%
514 23 44 00	Advertising	500.00	0.00	0.00	500.00	0.0%
514 23 45 00	Operating Rentals	16,500.00	1,097.30	10,038.48	6,461.52	60.8%
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	283.80	2,280.80	3,219.20	41.5%
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	172.87	4,030.97	50,969.03	7.3%
514 23 49 06	Dues	1,100.00	0.00	974.00	126.00	88.5%
514 Administration		301,289.00	(59,156.34)	104,388.67	196,900.33	34.6%
515 Legal Services						
515 41 41 21	External Legal Services-Advice	90,000.00	11,198.80	87,444.30	2,555.70	97.2%
515 45 41 22	External Legal Serv-Claims & Litigation	12,500.00	20,385.00	32,434.00	(19,934.00)	259.5%
515 93 41 23	Adult Misdemeanor Public Def	34,000.00	5,851.56	35,469.27	(1,469.27)	104.3%
515 Legal Services		136,500.00	37,435.36	155,347.57	(18,847.57)	113.8%
518 Centralized Services						
518 10 10 00	Salaries & Wages	26,420.00	2,371.50	28,389.75	(1,969.75)	107.5%
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	2,147.82	(155.82)	107.8%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
518 Centralized Services						
518 10 21 00	Retirement	3,429.00	243.08	3,359.62	69.38	98.0%
518 10 22 00	Medical Benefits	7,242.00	516.03	6,193.62	1,048.38	85.5%
518 10 23 00	L & I	58.00	0.00	53.28	4.72	91.9%
518 10 24 00	Unemployment & PFMLA	53.00	0.00	55.08	(2.08)	103.9%
518 10 31 00	Supplies	1,000.00	140.21	824.15	175.85	82.4%
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	3,097.22	10,095.66	21,324.34	32.1%
518 10 42 00	Communications	0.00	0.00	0.00	0.00	0.0%
518 10 44 00	Advertising	10,000.00	4,233.00	15,132.65	(5,132.65)	151.3%
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	1,365.00	635.00	68.3%
518 10 49 02	Training-All EE Annual	5,000.00	0.00	2,906.40	2,093.60	58.1%
518 10 49 06	Dues	500.00	0.00	219.00	281.00	43.8%
518 10 49 10	Wellness Program	2,000.00	238.11	1,389.24	610.76	69.5%
	010 Personnel Services	92,114.00	11,018.57	72,131.27	19,982.73	78.3%
518 30 10 00	Salaries & Wages	87,187.00	6,900.59	76,265.22	10,921.78	87.5%
518 30 11 00	Overtime	550.00	46.19	704.70	(154.70)	128.1%
518 30 20 00	Social Security	6,682.00	379.96	5,724.04	957.96	85.7%
518 30 21 00	Retirement	11,255.00	578.31	9,358.54	1,896.46	83.2%
518 30 22 00	Medical Benefits	22,074.00	1,135.48	17,189.37	4,884.63	77.9%
518 30 23 00	L & I	806.00	0.00	635.15	170.85	78.8%
518 30 24 00	Unemployment & PFMLA	175.00	0.00	153.21	21.79	87.5%
518 30 31 00	Supplies	5,750.00	734.88	4,143.21	1,606.79	72.1%
518 30 31 05	Uniforms	1,400.00	122.29	443.33	956.67	31.7%
518 30 32 00	Fuel	2,400.00	520.46	2,460.92	(60.92)	102.5%
518 30 35 00	Small Tools	450.00	61.38	451.42	(1.42)	100.3%
518 30 41 00	Professional Services	45,500.00	12,920.56	37,455.79	8,044.21	82.3%
518 30 42 00	Communications	600.00	56.85	535.76	64.24	89.3%
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	2,350.80	13,467.66	3,732.34	78.3%
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	1,729.96	5,895.99	4,104.01	59.0%
518 30 49 01	Meetings, Training & Travel	500.00	24.72	141.02	358.98	28.2%
	030 Buildings & Grounds	264,829.00	27,562.43	222,737.34	42,091.66	84.1%
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	452.10	3,799.00	2,201.00	63.3%
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	0.00	3,061.91	31,938.09	8.7%
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	0.35	27.70	472.30	5.5%
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	100.00	100.00	50.0%

001 General Fund

Expenditures		Amt Budgeted	December	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	452.45	19,680.30	39,819.70	33.1%
518 Centralized Services		416,443.00	39,033.45	314,548.91	101,894.09	75.5%
521 Law Enforcement						
521 10 10 00	Salaries & Wages	142,969.00	15,211.67	125,213.61	17,755.39	87.6%
521 10 11 00	Overtime	0.00	0.00	4,784.52	(4,784.52)	0.0%
521 10 20 00	Social Security	10,937.00	1,000.87	9,740.69	1,196.31	89.1%
521 10 21 00	Retirement	18,217.00	1,432.92	16,921.21	1,295.79	92.9%
521 10 22 00	Medical Benefits	52,013.00	4,117.53	51,197.74	815.26	98.4%
521 10 23 00	L & I	756.00	0.00	376.08	379.92	49.7%
521 10 24 00	Unemployment & PFMLA	286.00	0.00	234.13	51.87	81.9%
521 10 31 00	Supplies	2,300.00	926.93	2,162.37	137.63	94.0%
521 10 31 01	Supplies - Nat'l Night Out	3,500.00	0.00	2,039.22	1,460.78	58.3%
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	300.00	453.01	(3.01)	100.7%
521 10 41 00	Professional Services	400.00	740.79	942.30	(542.30)	235.6%
521 10 44 00	Advertising	500.00	0.00	0.00	500.00	0.0%
521 10 45 00	Rentals And Leases	500.00	289.00	289.00	211.00	57.8%
521 10 47 00	Utilities	10,000.00	1,482.49	7,664.72	2,335.28	76.6%
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	825.05	174.95	82.5%
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	0.00	975.98	1,024.02	48.8%
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	1,880,685.00	5,866.00	99.7%
521 10 49 08	Sno911&SERS (was Dispatch)	137,912.00	8,202.99	98,435.88	39,476.12	71.4%
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	186.00	1,946.00	1,354.00	59.0%
521 Law Enforcement		2,277,101.00	347,338.69	2,206,500.59	70,600.41	96.9%
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	December	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	43,713.00	43,713.00	1,312.00	97.1%
522 Fire Control		45,025.00	43,713.00	43,713.00	1,312.00	97.1%
523 Jail Costs						
523 50 49 03	County Jail	55,000.00	1,996.42	41,535.43	13,464.57	75.5%
523 Jail Costs		55,000.00	1,996.42	41,535.43	13,464.57	75.5%
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	9,137.00	973.00	90.4%
525 Emergency Services		10,110.00	2,284.25	9,137.00	973.00	90.4%
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	47,021.02	448,327.93	37,286.07	92.3%
558 60 11 00	Overtime	570.00	107.88	618.55	(48.55)	108.5%
558 60 20 00	Social Security	36,914.00	3,251.62	33,931.98	2,982.02	91.9%
558 60 21 00	Retirement	63,033.00	4,581.48	52,180.09	10,852.91	82.8%
558 60 22 00	Medical Benefits	102,716.00	8,784.54	74,000.65	28,715.35	72.0%
558 60 23 00	L & I	1,199.00	0.00	1,209.64	(10.64)	100.9%
558 60 24 00	Unemployment & PFMLA	971.00	0.00	862.90	108.10	88.9%
558 60 31 00	Supplies	4,000.00	512.27	3,052.99	947.01	76.3%
558 60 32 00	Fuel	700.00	190.09	1,132.62	(432.62)	161.8%
558 60 35 00	Small Equipment	3,500.00	475.66	(3,008.68)	6,508.68	86.0%
558 60 41 00	Professional Services	210,500.00	11,597.88	218,117.88	(7,617.88)	103.6%
558 60 41 01	Economic Development-DSC DO NOT USE	0.00	0.00	347.58	(347.58)	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	6,952.00	50,412.43	(10,412.43)	126.0%
558 60 42 00	Communications	2,000.00	428.11	3,497.63	(1,497.63)	174.9%
558 60 44 00	Advertising	3,000.00	82.50	2,929.62	70.38	97.7%
558 60 45 00	Rentals	3,600.00	299.09	3,241.85	358.15	90.1%
558 60 48 00	Repairs & Maintenance	400.00	5.75	67.71	332.29	16.9%
558 60 49 00	Meetings, Training & Travel	8,000.00	35.00	1,279.51	6,720.49	16.0%

001 General Fund

Expenditures		Amt Budgeted	December	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	21.00	12,027.40	1,472.60	89.1%
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		980,217.00	84,345.89	904,230.28	75,986.72	92.2%
558 70 10 00	Salaries & Wages	87,756.00	9,057.00	50,409.00	37,347.00	57.4%
558 70 11 00	Overtime	0.00	0.00	0.00	0.00	0.0%
558 70 20 00	Social Security	6,596.00	692.85	3,856.23	2,739.77	58.5%
558 70 21 00	Retirement	11,391.00	928.34	5,628.37	5,762.63	49.4%
558 70 22 00	Medical Benefits	29,066.00	1,474.02	14,360.12	14,705.88	49.4%
558 70 23 00	L & I	231.00	0.00	78.24	152.76	33.9%
558 70 24 00	Unemployment & PFMLA	176.00	0.00	55.12	120.88	31.3%
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	501.69	3,093.28	81,906.72	3.6%
558 70 42 00	Communications	1,500.00	83.62	845.50	654.50	56.4%
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	0.00	661.67	1,838.33	26.5%
558 70 49 02	Dues	4,000.00	0.00	1,800.00	2,200.00	45.0%
558 70 49 03	Printing	1,000.00	0.00	0.00	1,000.00	0.0%
070 Economic Development		237,216.00	12,737.52	81,289.11	155,926.89	34.3%
558 Community Planning & Economic		1,217,433.00	97,083.41	985,519.39	231,913.61	81.0%
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	0.00	2,142.68	(540.68)	133.8%
566 Substance Abuse		1,602.00	0.00	2,142.68	(540.68)	133.8%
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	2,454.41	11,585.58	774.42	93.7%
572 10 48 00	Repair/maintenance	2,500.00	0.00	368.14	2,131.86	14.7%
572 Libraries		14,860.00	2,454.41	11,953.72	2,906.28	80.4%
576 Park Facilities						
576 80 10 00	Salaries & Wages	253,875.00	16,134.73	213,951.03	39,923.97	84.3%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
576 Park Facilities						
576 80 11 00	Overtime	2,051.00	143.60	2,781.75	(730.75)	135.6%
576 80 20 00	Social Security	19,523.00	1,240.16	16,515.42	3,007.58	84.6%
576 80 21 00	Retirement	28,000.00	1,877.28	25,838.98	2,161.02	92.3%
576 80 22 00	Medical Benefits	62,329.00	3,861.90	49,586.69	12,742.31	79.6%
576 80 23 00	L & I	2,899.00	0.00	2,149.58	749.42	74.1%
576 80 24 00	Unemployment & PFMLA	512.00	0.00	426.61	85.39	83.3%
576 80 31 00	Supplies	10,500.00	4,527.47	17,313.17	(6,813.17)	164.9%
576 80 32 00	Fuel	6,500.00	1,116.04	5,669.92	830.08	87.2%
576 80 35 00	Small Equipment	2,000.00	0.00	1,032.21	967.79	51.6%
576 80 35 01	Uniforms	2,000.00	35.76	937.53	1,062.47	46.9%
576 80 41 00	Professional Services	17,540.00	1,984.34	13,788.26	3,751.74	78.6%
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	167.36	1,424.00	(424.00)	142.4%
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	2,364.69	22,505.54	(7,505.54)	150.0%
576 80 48 00	Repair/maintenance	12,000.00	85.18	7,635.19	4,364.81	63.6%
576 80 48 01	Field Maint - User Fees	0.00	0.00	12.40	(12.40)	0.0%
576 80 49 01	Meetings, Training & Travel	1,400.00	1,586.01	1,830.66	(430.66)	130.8%
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	35,124.52	383,398.94	56,230.06	87.2%
580 Non Expeditures						
582 10 00 01	Refund Of Deposits	0.00	350.00	1,650.00	(1,650.00)	0.0%
582 30 00 01	Court Collections	0.00	2,869.06	19,074.81	(19,074.81)	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	(3,590.44)	1,154.01	(1,154.01)	0.0%
589 90 00 02	Payroll Draw Clearing	0.00	0.00	6,850.00	(6,850.00)	0.0%
580 Non Expeditures		0.00	(371.38)	28,728.82	(28,728.82)	0.0%
594 Capital Expenditures						
594 18 64 01	Machinery & Equipment	0.00	13,500.00	13,500.00	(13,500.00)	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	13,500.00	13,500.00	(13,500.00)	0.0%

001 General Fund

Expenditures		Amt Budgeted	December	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	27,676.00	110,710.00	0.00	100.0%
597 00 01 15	Transfer Out To Tourism & Promotion DSC	25,000.00	25,000.00	43,750.00	(18,750.00)	175.0%
597 01 01 09	Trfr Out-contingency Fund (1	50,000.00	(3,186.63)	34,313.37	15,686.63	68.6%
597 01 01 10	Transfer To Build Impr Fund	1,500,000.00	1,500,000.00	1,500,000.00	0.00	100.0%
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	(112,500.00)	0.00	150,000.00	0.0%
597 01 04 21	Trsfr Out To Water Operating	100,000.00	25,000.00	100,000.00	0.00	100.0%
597 05 01 04	Transfer Out To Parks Improvement	449,003.00	449,003.00	449,003.00	0.00	100.0%
597 10 04 11	Transfer To Drainage Constr	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		2,684,713.00	1,910,992.37	2,537,776.37	146,936.63	94.5%
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	2,670,664.00	0.00	0.00	2,670,664.00	0.0%
508 91 00 02	Unassigned End Cash & Invest	590.00	0.00	0.00	590.00	0.0%
999 Ending Balance		2,671,254.00	0.00	0.00	2,671,254.00	0.0%
Fund Expenditures:		10,723,396.00	2,513,005.65	7,269,604.89	3,453,791.11	67.8%
Fund Excess/(Deficit):		(0.14)	(2,108,395.14)	5,133,941.30		

101 Street Fund

Revenues		Amt Budgeted	December	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	19,130.60	(630.60)	103.4%
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	19,130.60	369.40	98.1%
330 Intergovernmental Revenues						
336 00 71 00	Multimodal Transportation	9,400.00	2,560.00	9,731.04	(331.04)	103.5%
336 00 87 00	Mvft Unrestricted Fuel Tax	135,000.00	14,012.05	138,318.64	(3,318.64)	102.5%
330 Intergovernmental Revenues		144,400.00	16,572.05	148,049.68	(3,649.68)	102.5%
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	67.98	767.62	1,232.38	38.4%
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	67.98	17,439.90	(15,439.90)	872.0%
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	200,000.00	0.00	100.0%
397 Interfund Transfers		500,000.00	50,000.00	500,000.00	0.00	100.0%

101 Street Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
Fund Revenues:		749,959.78	66,640.03	768,679.96	(18,720.18)	102.5%
Expenditures		**Amt Budgeted**	**December**	**YTD**	**Remaining**	
542 Streets - Maintenance						
542 30 10 00	Salaries & Wages	272,005.00	16,731.04	263,326.32	8,678.68	96.8%
542 30 11 00	Overtime	2,062.00	146.40	2,843.29	(781.29)	137.9%
542 30 20 00	Social Security	20,694.00	1,287.38	18,571.74	2,122.26	89.7%
542 30 21 00	Retirement	30,124.00	1,938.34	28,119.11	2,004.89	93.3%
542 30 22 00	Medical Benefits	67,827.00	4,214.81	53,128.50	14,698.50	78.3%
542 30 23 00	L & I	2,954.00	0.00	2,105.65	848.35	71.3%
542 30 24 00	Unemployment & PFMLA	548.00	0.00	517.13	30.87	94.4%
542 30 31 00	Supplies	22,500.00	1,263.36	19,761.02	2,738.98	87.8%
542 30 31 03	Uniforms	1,400.00	35.76	1,040.67	359.33	74.3%
542 30 32 00	Fuel	4,700.00	1,187.48	6,042.60	(1,342.60)	128.6%
542 30 35 00	Small Tools & Equipment	1,850.00	47.22	1,905.74	(55.74)	103.0%
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	5,800.07	20,688.18	(4,188.18)	125.4%
542 30 42 00	Communications	1,200.00	79.67	1,453.73	(253.73)	121.1%
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	30,000.00	0.00	28,560.15	1,439.85	95.2%
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	10,117.23	67,855.10	(2,855.10)	104.4%
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	1,961.15	20,314.77	19,685.23	50.8%
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	1,528.34	1,731.59	(231.59)	115.4%
542 30 49 03	Dues	100.00	61.80	121.80	(21.80)	121.8%
542 Streets - Maintenance		598,764.00	46,400.05	538,087.09	60,676.91	89.9%
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	81,280.00	0.00	100.0%
597 Interfund Transfers		81,280.00	20,320.00	81,280.00	0.00	100.0%
999 Ending Balance						
508 51 01 01	Assigned End Cash & Invest	69,916.00	0.00	0.00	69,916.00	0.0%

101 Street Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	69,916.00	0.00	0.00	69,916.00	0.0%
Fund Expenditures:	749,960.00	66,720.05	619,367.09	130,592.91	82.6%
Fund Excess/(Deficit):	(0.22)	(80.02)	149,312.87		

102 Street Impact Fee Fund

Revenues		Amt Budgeted	December	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	10,570.17	265,347.30	(55,682.30)	126.6%
340 Charges For Services		209,665.00	10,570.17	265,347.30	(55,682.30)	126.6%
360 Misc Revenues						
361 11 01 02	State Pool/cd Interest	7,000.00	398.26	5,553.28	1,446.72	79.3%
369 91 01 02	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,000.00	398.26	5,553.28	1,446.72	79.3%
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	10,968.43	961,213.24	(54,235.58)	106.0%

Expenditures		Amt Budgeted	December	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	December	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)	100,000.00	25,000.00	100,000.00	0.00	100.0%
597 Interfund Transfers		100,000.00	25,000.00	100,000.00	0.00	100.0%
999 Ending Balance						
508 31 01 02	Restricted End Cash & Invest	806,978.00	0.00	0.00	806,978.00	0.0%
999 Ending Balance		806,978.00	0.00	0.00	806,978.00	0.0%
Fund Expenditures:		906,978.00	25,000.00	100,000.00	806,978.00	11.0%
Fund Excess/(Deficit):		(0.34)	(14,031.57)	861,213.24		

103 Street Construction Fund

Revenues		Amt Budgeted	December	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	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	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		535,050.00	0.00	223,021.00	312,029.00	41.7%
360 Misc Revenues						
361 11 01 03	State Pool/cd Interest	11,900.00	366.77	5,066.45	6,833.55	42.6%
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	366.77	5,066.45	6,833.55	42.6%
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)	100,000.00	25,000.00	100,000.00	0.00	100.0%
397 01 01 03	Transfer From TBD	159,450.00	39,861.00	159,450.00	0.00	100.0%
397 01 03 01	Transfer In From Gen Fund	150,000.00	(112,500.00)	0.00	150,000.00	0.0%
397 01 04 12	Transfer In From Drainage PIF (412)	27,000.00	6,750.00	27,000.00	0.00	100.0%
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	December	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		436,450.00	(40,889.00)	286,450.00	150,000.00	65.6%
Fund Revenues:		1,869,129.77	(40,522.23)	1,410,899.53	458,230.24	75.5%

Expenditures		Amt Budgeted	December	YTD	Remaining	
580 Non Expeditures						
582 20 01 03	Refund Retainage	0.00	10,632.31	10,632.31	(10,632.31)	0.0%
580 Non Expeditures		0.00	10,632.31	10,632.31	(10,632.31)	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	175,000.00	46,356.24	69,547.56	105,452.44	39.7%
595 10 63 09	Viking Way ROW	543,000.00	543,610.50	577,257.63	(34,257.63)	106.3%
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	1,422.78	251,987.36	(197,387.36)	461.5%
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	73.61	73.61	(73.61)	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	December	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	274.05	(274.05)	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	71,000.00	0.00	70,594.57	405.43	99.4%
595 30 63 48	101st Reconstruct Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 49	City Beautification	30,000.00	18,495.25	37,775.67	(7,775.67)	125.9%
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		1,468,100.00	609,958.38	1,255,322.64	212,777.36	85.5%
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	401,030.00	0.00	0.00	401,030.00	0.0%
999 Ending Balance		401,030.00	0.00	0.00	401,030.00	0.0%
Fund Expenditures:		1,869,130.00	620,590.69	1,265,954.95	603,175.05	67.7%
Fund Excess/(Deficit):		(0.23)	(661,112.92)	144,944.58		

104 Park And Trail Improvement Fund

Revenues		Amt Budgeted	December	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	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	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	50,000.00	0.00	109,937.96	(59,937.96)	219.9%
334 04 20 04	DOC	50,000.00	0.00	194,000.00	(144,000.00)	388.0%
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		432,000.00	0.00	600,940.06	(168,940.06)	139.1%
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	338.26	5,230.37	20,669.63	20.2%
362 00 01 04	Rents And Leases	0.00	1,000.00	13,300.00	(13,300.00)	0.0%
367 00 00 01	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		25,900.00	1,338.26	18,530.37	7,369.63	71.5%
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	2,536.25	74,888.25	(74,888.25)	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	2,536.25	74,888.25	(74,888.25)	0.0%
390 Other Revenues						
391 80 00 02	Intergovtl Loan Sno-Co	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 10 06	Transfer In From Park Impact Fees	400,000.00	400,000.00	400,000.00	0.00	100.0%
397 00 10 20	Transfer In From REET (120)	241,000.00	(302,000.00)	241,000.00	0.00	100.0%
397 00 10 21	Transfer In From REET (121)	245,000.00	245,000.00	245,000.00	0.00	100.0%
397 05 00 01	Transfer In From Gen Fund	449,003.00	449,003.00	449,003.00	0.00	100.0%

104 Park And Trail Improvement Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
397 Interfund Transfers						
397 Interfund Transfers		1,335,003.00	792,003.00	1,335,003.00	0.00	100.0%
Fund Revenues:		3,257,370.47	795,877.51	3,493,829.15	(236,458.68)	107.3%

Expenditures		Amt Budgeted	December	YTD	Remaining	
580 Non Expeditures						
582 10 01 04	Refund Of Deposits	0.00	0.00	3,000.00	(3,000.00)	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	3,000.00	(3,000.00)	0.0%
594 Capital Expenditures						
594 76 61 01	Hamiliton	0.00	0.00	25,897.26	(25,897.26)	0.0%
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	1,800,000.00	0.00	1,648,083.69	151,916.31	91.6%
594 76 63 19	Stanwood Port Susan Trail	346,390.00	1,225.00	210,372.29	136,017.71	60.7%
594 76 63 20	Downtown Park	60,000.00	83,966.80	151,892.27	(91,892.27)	253.2%
594 76 63 21	Acquisition Heritage Park	0.00	0.00	500.00	(500.00)	0.0%
594 76 63 22	Church Creek	15,000.00	0.00	0.00	15,000.00	0.0%
594 Capital Expenditures		2,221,390.00	85,191.80	2,036,745.51	184,644.49	91.7%
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	1,035,980.00	0.00	0.00	1,035,980.00	0.0%
999 Ending Balance		1,035,980.00	0.00	0.00	1,035,980.00	0.0%
Fund Expenditures:		3,257,370.00	85,191.80	2,039,745.51	1,217,624.49	62.6%
Fund Excess/(Deficit):		0.47	710,685.71	1,454,083.64		

105 Fire Impact Fees

Revenues		Amt Budgeted	December	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	(286.15)	0.00	0.00	0.0%
360 Misc Revenues		0.00	(286.15)	0.00	0.00	0.0%
Fund Revenues:		41,914.92	(286.15)	41,914.92	0.00	100.0%

Expenditures		Amt Budgeted	December	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 10 00 01	Transfer to Gen Fund	41,915.00	41,914.92	41,914.92	0.08	100.0%
597 Interfund Transfers		41,915.00	41,914.92	41,914.92	0.08	100.0%
999 Ending Balance						
508 31 01 05	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:		41,915.00	41,914.92	41,914.92	0.08	100.0%
Fund Excess/(Deficit):		(0.08)	(42,201.07)	0.00		

106 Park Impact Fees

Revenues		Amt Budgeted	December	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	187,330.00	5,320.00	207,940.00	(20,610.00)	111.0%
340 Charges For Services		187,330.00	5,320.00	207,940.00	(20,610.00)	111.0%
360 Misc Revenues						
361 11 01 06	State Pool/cd Interest	3,000.00	215.64	2,419.97	580.03	80.7%
360 Misc Revenues		3,000.00	215.64	2,419.97	580.03	80.7%
Fund Revenues:		459,426.76	5,535.64	479,456.73	(20,029.97)	104.4%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 00 04	Transfer To Park Improvement	400,000.00	400,000.00	400,000.00	0.00	100.0%
597 Interfund Transfers		400,000.00	400,000.00	400,000.00	0.00	100.0%
999 Ending Balance						
508 31 01 06	Restricted End Cash & Invest	59,427.00	0.00	0.00	59,427.00	0.0%
999 Ending Balance		59,427.00	0.00	0.00	59,427.00	0.0%
Fund Expenditures:		459,427.00	400,000.00	400,000.00	59,427.00	87.1%
Fund Excess/(Deficit):		(0.24)	(394,464.36)	79,456.73		

107 Equipment Reserve Fund

Revenues		Amt Budgeted	December	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	227.97	3,960.82	939.18	80.8%
360 Misc Revenues		4,900.00	227.97	3,960.82	939.18	80.8%
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	27,676.00	110,710.00	0.00	100.0%
397 01 01 01	Transfer In From Streets	81,280.00	20,320.00	81,280.00	0.00	100.0%
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	47,996.00	191,990.00	0.00	100.0%
Fund Revenues:		751,867.21	48,223.97	750,928.03	939.18	99.9%

Expenditures		Amt Budgeted	December	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	0.00	75,790.67	29,159.33	72.2%
594 18 64 09	Machinery & Equipment - Street	105,350.00	0.00	75,790.68	29,559.32	71.9%
594 18 64 10	Machinery & Equipment - B&G	66,750.00	0.00	50,108.41	16,641.59	75.1%
594 18 64 20	Machinery &	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		277,050.00	0.00	201,689.76	75,360.24	72.8%
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	0.00	201,689.76	550,177.24	26.8%

107 Equipment Reserve Fund

Fund Excess/(Deficit):	0.21	48,223.97	549,238.27

108 Transportation Sales Tax Fund

Revenues		Amt Budgeted	December	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	42,859.95	550,752.98	(82,752.98)	117.7%
310 Taxes		468,000.00	42,859.95	550,752.98	(82,752.98)	117.7%
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	405.97	13,313.57	(5,813.57)	177.5%
360 Misc Revenues		7,500.00	405.97	13,313.57	(5,813.57)	177.5%
Fund Revenues:		1,116,482.85	43,265.92	1,205,049.40	(88,566.55)	107.9%

Expenditures		Amt Budgeted	December	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	200,000.00	0.00	100.0%
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	39,861.00	159,450.00	0.00	100.0%
597 Interfund Transfers		359,450.00	89,861.00	359,450.00	0.00	100.0%

108 Transportation Sales Tax Fund

Expenditures		Amt Budgeted	December	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	89,861.00	359,450.00	757,033.00	32.2%
Fund Excess/(Deficit):		(0.15)	(46,595.08)	845,599.40		

109 Contingency Fund

Revenues		Amt Budgeted	December	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	195.16	2,751.62	2,648.38	51.0%
360 Misc Revenues		5,400.00	195.16	2,751.62	2,648.38	51.0%
397 Interfund Transfers						
397 02 00 01	Transfer In From General Fun	50,000.00	(3,186.63)	34,313.37	15,686.63	68.6%
397 Interfund Transfers		50,000.00	(3,186.63)	34,313.37	15,686.63	68.6%
Fund Revenues:		444,224.05	(2,991.47)	425,889.04	18,335.01	95.9%

Expenditures		Amt Budgeted	December	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	(2,991.47)	425,889.04		

110 Building Improvement Fund

Revenues		Amt Budgeted	December	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	623.31	9,786.96	7,013.04	58.3%
367 00 01 10	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		16,800.00	623.31	9,786.96	7,013.04	58.3%
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	1,500,000.00	1,500,000.00	1,500,000.00	0.00	100.0%
397 Interfund Transfers		1,500,000.00	1,500,000.00	1,500,000.00	0.00	100.0%
Fund Revenues:		3,009,118.60	1,500,623.31	3,002,105.56	7,013.04	99.8%

Expenditures		Amt Budgeted	December	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	180,000.00	3,300.50	134,918.70	45,081.30	75.0%
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	December	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		180,000.00	3,300.50	134,918.70	45,081.30	75.0%
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	2,829,119.00	0.00	0.00	2,829,119.00	0.0%
999 Ending Balance		2,829,119.00	0.00	0.00	2,829,119.00	0.0%
Fund Expenditures:		3,009,119.00	3,300.50	134,918.70	2,874,200.30	4.5%
Fund Excess/(Deficit):		(0.40)	1,497,322.81	2,867,186.86		

115 Tourism And Promotion DSC

Revenues		Amt Budgeted	December	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	11.22	208.54	791.46	20.9%
310 Taxes		1,000.00	11.22	208.54	791.46	20.9%
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	10,000.00	0.00	10,000.00	0.00	100.0%
330 Intergovernmental Revenues		18,000.00	0.00	18,000.00	0.00	100.0%
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	25,000.00	43,750.00	(18,750.00)	175.0%
397 Interfund Transfers		25,000.00	25,000.00	43,750.00	(18,750.00)	175.0%
Fund Revenues:		91,407.91	25,011.22	64,366.45	27,041.46	70.4%

Expenditures		Amt Budgeted	December	YTD	Remaining	
557 Community Services						
557 30 31 00	Supplies	1,000.00	0.00	376.15	623.85	37.6%
557 30 41 00	Professional Services	40,000.00	8,784.00	44,263.00	(4,263.00)	110.7%
557 30 41 03	Tourism Grants	11,000.00	0.00	3,000.00	8,000.00	27.3%
557 30 44 00	Advertising	10,000.00	692.88	14,876.62	(4,876.62)	148.8%
557 30 49 01	Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
557 30 49 02	Dues	2,000.00	0.00	0.00	2,000.00	0.0%
557 30 49 03	Printing	10,000.00	0.00	0.00	10,000.00	0.0%
557 Community Services		74,000.00	9,476.88	62,515.77	11,484.23	84.5%
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	December	YTD	Remaining	
999 Ending Balance						
508 51 01 15	Assigned End Cash & Invest	17,408.00	0.00	0.00	17,408.00	0.0%
999 Ending Balance		17,408.00	0.00	0.00	17,408.00	0.0%
Fund Expenditures:		91,408.00	9,476.88	62,515.77	28,892.23	68.4%
Fund Excess/(Deficit):		(0.09)	15,534.34	1,850.68		

120 REET - Capital Improvements

Revenues		Amt Budgeted	December	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	43,722.77	555,719.50	(254,719.50)	184.6%
310 Taxes		301,000.00	43,722.77	555,719.50	(254,719.50)	184.6%
360 Misc Revenues						
361 11 01 20	State Pool/cd Interest	9,300.00	385.65	17,040.59	(7,740.59)	183.2%
360 Misc Revenues		9,300.00	385.65	17,040.59	(7,740.59)	183.2%
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	44,108.42	1,434,674.88	(262,460.09)	122.4%

Expenditures		Amt Budgeted	December	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)	241,000.00	(302,000.00)	241,000.00	0.00	100.0%
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		241,000.00	(302,000.00)	241,000.00	0.00	100.0%
999 Ending Balance						
508 31 01 20	Restricted End Cash & Invest	931,215.00	0.00	0.00	931,215.00	0.0%
999 Ending Balance		931,215.00	0.00	0.00	931,215.00	0.0%
Fund Expenditures:		1,172,215.00	(302,000.00)	241,000.00	931,215.00	20.6%
Fund Excess/(Deficit):		(0.21)	346,108.42	1,193,674.88		

121 REET - Growth Management

Revenues		Amt Budgeted	December	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	43,722.77	555,719.43	(254,719.43)	184.6%
310 Taxes		301,000.00	43,722.77	555,719.43	(254,719.43)	184.6%
360 Misc Revenues						
361 11 01 21	State Pool/cd Interest	14,500.00	710.48	18,798.56	(4,298.56)	129.6%
360 Misc Revenues		14,500.00	710.48	18,798.56	(4,298.56)	129.6%
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	44,433.25	1,605,859.71	(259,017.99)	119.2%

Expenditures		Amt Budgeted	December	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)	245,000.00	245,000.00	245,000.00	0.00	100.0%
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		245,000.00	245,000.00	245,000.00	0.00	100.0%
999 Ending Balance						
508 31 01 21	Restricted End Cash & Invest	1,101,843.00	0.00	0.00	1,101,843.00	0.0%
999 Ending Balance		1,101,843.00	0.00	0.00	1,101,843.00	0.0%
Fund Expenditures:		1,346,843.00	245,000.00	245,000.00	1,101,843.00	18.2%
Fund Excess/(Deficit):		(1.28)	(200,566.75)	1,360,859.71		

205 Debt Service Fund

Revenues		Amt Budgeted	December	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	(76.42)	1,189.01	(1,189.01)	0.0%
310 Taxes		0.00	(76.42)	1,189.01	(1,189.01)	0.0%
360 Misc Revenues						
361 11 02 05	State Pool/cd Interest	500.00	9.55	191.97	308.03	38.4%
360 Misc Revenues		500.00	9.55	191.97	308.03	38.4%
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	(66.87)	21,035.71	(880.98)	104.4%

Expenditures		Amt Budgeted	December	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	(126.58)	0.00	0.00	0.0%
591 Debt Service		0.00	(126.58)	0.00	0.00	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	(126.58)	0.00	20,155.00	0.0%
Fund Excess/(Deficit):		(0.27)	59.71	21,035.71		

401 Sewer Fund

Revenues		Amt Budgeted	December	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	2,457,000.00	231,220.61	2,615,973.42	(158,973.42)	106.5%
343 50 50 01	Sewer - Other Fees	1,100.00	28.00	192.10	907.90	17.5%
340 Charges For Services		2,458,100.00	231,248.61	2,616,165.52	(158,065.52)	106.4%
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	968.81	11,389.93	15,910.07	41.7%
369 91 04 01	Miscellaneous	500.00	0.00	832.00	(332.00)	166.4%
388 10 00 01	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		27,800.00	968.81	12,237.73	15,562.27	44.0%
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:		4,032,602.33	232,217.42	4,175,105.58	(142,503.25)	103.5%

Expenditures		Amt Budgeted	December	YTD	Remaining	
535 Sewer						
535 80 10 00	Salaries & Wages	570,764.00	39,306.48	470,825.64	99,938.36	82.5%
535 80 11 00	Overtime	5,480.00	2,406.25	5,847.70	(367.70)	106.7%
535 80 20 00	Social Security	43,709.00	3,180.57	34,015.19	9,693.81	77.8%
535 80 21 00	Retirement	73,424.00	4,635.77	54,649.25	18,774.75	74.4%
535 80 22 00	Medical Benefits	147,319.00	12,811.53	120,668.66	26,650.34	81.9%
535 80 23 00	L & I	7,342.00	0.00	4,838.49	2,503.51	65.9%
535 80 24 00	Unemployment & PFMLA	1,152.00	0.00	882.86	269.14	76.6%
535 80 31 00	Supplies	35,000.00	2,626.43	28,659.84	6,340.16	81.9%
535 80 31 03	Uniforms	5,250.00	817.60	3,971.65	1,278.35	75.7%
535 80 32 00	Fuel	10,000.00	1,448.61	10,265.20	(265.20)	102.7%
535 80 35 00	Small Equipment	5,000.00	141.65	1,427.94	3,572.06	28.6%
535 80 41 00	Professional Services	47,760.00	11,685.58	72,129.67	(24,369.67)	151.0%
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	2,315.56	21,930.61	569.39	97.5%
535 80 43 00	Permits	9,750.00	0.00	8,601.21	1,148.79	88.2%
535 80 44 00	Advertising	500.00	0.00	261.53	238.47	52.3%

401 Sewer Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
535 Sewer						
535 80 45 00	Rentals	3,800.00	188.11	2,193.31	1,606.69	57.7%
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	22,015.85	111,330.48	42,419.52	72.4%
535 80 48 00	Repair/maintenance	90,000.00	5,731.18	50,830.15	39,169.85	56.5%
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	11,671.10	53,728.84	(8,728.84)	119.4%
535 80 49 03	Meetings, Training & Travel	9,500.00	25.00	12,331.40	(2,831.40)	129.8%
535 80 49 05	Credit Card Bank Fees	6,000.00	1,052.75	13,020.64	(7,020.64)	217.0%
535 80 49 06	Dues	650.00	772.08	894.48	(244.48)	137.6%
535 80 49 80	Interfund Payment For Servic	205,667.00	51,416.00	205,667.00	0.00	100.0%
535 Sewer		1,560,979.00	174,248.10	1,330,855.94	230,123.06	85.3%
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	175,000.00	175,000.00	175,000.00	0.00	100.0%
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	28,210.00	28,210.41	28,210.41	(0.41)	100.0%
591 Debt Service		778,368.00	203,210.41	778,368.43	(0.43)	100.0%
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	27,316.00	109,261.00	0.00	100.0%
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	27,316.00	109,261.00	0.00	100.0%
999 Ending Balance						
508 51 04 01	Assigned End Cash & Invest	1,558,994.00	0.00	0.00	1,558,994.00	0.0%
999 Ending Balance		1,558,994.00	0.00	0.00	1,558,994.00	0.0%
Fund Expenditures:		4,032,602.00	404,774.51	2,218,485.37	1,814,116.63	55.0%

401 Sewer Fund

Fund Excess/(Deficit):	0.33	(172,557.09)	1,956,620.21

403 Sewer Construction Fund

Revenues		Amt Budgeted	December	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	2,000.00	73,000.00	(43,000.00)	243.3%
340 Charges For Services		30,000.00	2,000.00	73,000.00	(43,000.00)	243.3%
360 Misc Revenues						
361 11 04 03	State Pool/cd Interest	27,800.00	2,208.93	13,760.46	14,039.54	49.5%
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	2,208.93	13,760.46	15,539.54	47.0%
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	2021 Rev Bond Issued	3,809,070.00	0.00	3,809,069.85	0.15	100.0%
392 00 00 02	2021 Premiums on Bonds Issued	760,565.00	0.00	760,564.85	0.15	100.0%
390 Other Revenues		4,569,635.00	0.00	4,569,634.70	0.30	100.0%
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 03 04 52	Transfer In from Sewer Bond Resrv	503,130.00	503,336.35	503,336.35	(206.35)	100.0%
397 61 55 10	Trfr In From 271st St NW Trunkline	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		803,130.00	503,336.35	803,336.35	(206.35)	100.0%
Fund Revenues:		7,699,184.83	507,545.28	7,726,851.34	(27,666.51)	100.4%

Expenditures		Amt Budgeted	December	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%
591 Debt Service						
592 35 83 05	2021 Rev Bond Int & Debt Cost	65,636.00	0.00	65,635.81	0.19	100.0%

403 Sewer Construction Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
591 Debt Service		65,636.00	0.00	65,635.81	0.19	100.0%
594 Capital Expenditures						
594 35 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 35 41 05	Sewer System Plan Update	20,000.00	1,240.00	1,240.00	18,760.00	6.2%
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%
594 35 62 00	Buildings	0.00	0.00	0.00	0.00	0.0%
594 35 62 01	Biosolids Processing Facility	0.00	0.00	0.00	0.00	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	1,166,000.00	229,702.20	1,260,359.56	(94,359.56)	108.1%
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	0.00	1,041,321.16	544,678.84	65.7%
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	16,749.75	49,986.41	100,013.59	33.3%
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%

403 Sewer Construction Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 Capital Expenditures		3,080,500.00	247,691.95	2,546,799.38	533,700.62	82.7%
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						
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	4,553,049.00	0.00	0.00	4,553,049.00	0.0%
999 Ending Balance		4,553,049.00	0.00	0.00	4,553,049.00	0.0%
Fund Expenditures:		7,699,185.00	247,691.95	2,612,435.19	5,086,749.81	33.9%
Fund Excess/(Deficit):		(0.17)	259,853.33	5,114,416.15		

405 Sewer Plant Investment Fund

Revenues		Amt Budgeted	December	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	164.87	2,351.16	2,648.84	47.0%
368 10 04 05	Plant Investment Fees	150,000.00	25,196.47	400,836.66	(250,836.66)	267.2%
360 Misc Revenues		155,000.00	25,361.34	403,187.82	(248,187.82)	260.1%
Fund Revenues:		439,510.44	25,361.34	687,698.26	(248,187.82)	156.5%

Expenditures		Amt Budgeted	December	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	25,361.34	387,698.26		

410 Drainage Fund

Revenues		Amt Budgeted	December	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	1,151,500.00	106,646.32	1,205,322.55	(53,822.55)	104.7%
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		1,151,700.00	106,646.32	1,205,323.08	(53,623.08)	104.7%
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	304.67	9,043.60	(3,943.60)	177.3%
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	304.67	9,051.74	(3,951.74)	177.5%
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:		1,448,614.94	106,950.99	1,506,189.76	(57,574.82)	104.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
531 Natural Resources						
531 50 10 00	Salaries & Wages	283,331.00	16,573.98	272,705.49	10,625.51	96.2%
531 50 11 00	Overtime	2,019.00	143.60	2,781.75	(762.75)	137.8%
531 50 20 00	Social Security	21,557.00	1,275.15	19,284.60	2,272.40	89.5%
531 50 21 00	Retirement	29,954.00	1,918.57	27,872.75	2,081.25	93.1%
531 50 22 00	Medical Benefits	67,222.00	4,166.08	52,641.39	14,580.61	78.3%
531 50 23 00	L & I	3,432.00	0.00	2,502.43	929.57	72.9%
531 50 24 00	Unemployment & PFMLA	571.00	0.00	539.61	31.39	94.5%
531 50 31 00	Supplies	6,500.00	633.78	4,401.93	2,098.07	67.7%
531 50 31 03	Uniforms	1,050.00	289.66	1,205.99	(155.99)	114.9%
531 50 32 00	Fuel	5,500.00	1,187.47	6,036.51	(536.51)	109.8%
531 50 35 00	Small Equipment	2,500.00	47.22	1,238.30	1,261.70	49.5%
531 50 41 00	Professional Services	29,140.00	4,405.70	21,893.98	7,246.02	75.1%
531 50 42 00	Communications	1,500.00	158.84	1,525.63	(25.63)	101.7%
531 50 43 00	Permits	600.00	0.00	0.00	600.00	0.0%
531 50 45 00	Rentals	10,500.00	42.73	3,539.14	6,960.86	33.7%
531 50 46 00	Insurance	30,000.00	0.00	28,560.15	1,439.85	95.2%
531 50 47 00	Utilities	10,000.00	4,514.47	10,305.48	(305.48)	103.1%
531 50 48 00	Repairs And Maintenance	30,000.00	600.79	5,928.78	24,071.22	19.8%
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	1,667.18	16,495.05	(4,495.05)	137.5%
531 50 49 03	Meetings, Training & Travel	1,000.00	1,590.13	1,849.38	(849.38)	184.9%
531 50 49 05	Credit Card Bank Fees	3,600.00	436.48	5,175.06	(1,575.06)	143.8%

410 Drainage Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
531 Natural Resources						
531 50 49 50	Interfund Payment For Servic	82,346.00	20,585.00	82,346.00	0.00	100.0%
531 Natural Resources		634,322.00	60,236.83	568,829.40	65,492.60	89.7%
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	150,000.00	0.00	100.0%
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	61,464.00	0.00	100.0%
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	211,464.00	0.00	100.0%
999 Ending Balance						
508 51 04 10	Assigned End Cash & Invest	472,829.00	0.00	0.00	472,829.00	0.0%
999 Ending Balance		472,829.00	0.00	0.00	472,829.00	0.0%
Fund Expenditures:		1,448,615.00	113,102.83	842,762.58	605,852.42	58.2%
Fund Excess/(Deficit):		(0.06)	(6,151.84)	663,427.18		

411 Drainage Construction Fund

Revenues		Amt Budgeted	December	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	513,537.27	24,062.73	95.5%
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	513,537.27	1,674,062.73	23.5%
340 Charges For Services						
343 10 04 11	Drainage Connection Fees	12,000.00	800.00	19,530.00	(7,530.00)	162.8%
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	800.00	19,530.00	(7,530.00)	162.8%
360 Misc Revenues						
361 11 04 11	State Pool/cd Interest	3,000.00	360.45	4,231.08	(1,231.08)	141.0%
369 40 00 11	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		3,000.00	360.45	4,231.08	(1,231.08)	141.0%
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	(2,536.25)	31,972.09	(31,972.09)	0.0%
380 Non Revenues		0.00	(2,536.25)	31,972.09	(31,972.09)	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	150,000.00	(150,000.00)	0.0%
397 02 04 12	Transfer In From Drainage PIF	150,000.00	37,500.00	150,000.00	0.00	100.0%
397 10 00 01	Transfer In From Gen Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		150,000.00	75,000.00	300,000.00	(150,000.00)	200.0%
Fund Revenues:		3,212,082.46	73,624.20	1,802,672.90	1,409,409.56	56.1%

Expenditures	Amt Budgeted	December	YTD	Remaining	

411 Drainage Construction Fund

Expenditures		Amt Budgeted	December	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	52,766.74	(52,766.74)	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	52,766.74	(52,766.74)	0.0%
594 Capital Expenditures						
594 31 63 01	Irvine Slough Stormwtr Sep & Pump Station	750,000.00	15,833.34	671,529.49	78,470.51	89.5%
594 31 63 02	SR 532 Flood Berm	238,600.00	0.00	210,860.51	27,739.49	88.4%
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		988,600.00	15,833.34	899,972.00	88,628.00	91.0%
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	2,223,482.00	0.00	0.00	2,223,482.00	0.0%
999 Ending Balance		2,223,482.00	0.00	0.00	2,223,482.00	0.0%
Fund Expenditures:		3,212,082.00	15,833.34	952,738.74	2,259,343.26	29.7%
Fund Excess/(Deficit):		0.46	57,790.86	849,934.16		

412 Drainage Plant Investment Fund

Revenues		Amt Budgeted	December	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	43.92	640.87	59.13	91.6%
368 10 04 12	Plant Investment Fees	155,000.00	5,044.00	174,262.00	(19,262.00)	112.4%
360 Misc Revenues		155,700.00	5,087.92	174,902.87	(19,202.87)	112.3%
Fund Revenues:		215,146.39	5,087.92	234,349.26	(19,202.87)	108.9%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 02 01 03	Transfer Out To Streets Const (103)	27,000.00	6,750.00	27,000.00	0.00	100.0%
597 02 04 11	Transfer Out Drainage Const	150,000.00	37,500.00	150,000.00	0.00	100.0%
597 Interfund Transfers		177,000.00	44,250.00	177,000.00	0.00	100.0%
999 Ending Balance						
508 51 04 12	Assigned End Cash & Invest	38,146.00	0.00	0.00	38,146.00	0.0%
999 Ending Balance		38,146.00	0.00	0.00	38,146.00	0.0%
Fund Expenditures:		215,146.00	44,250.00	177,000.00	38,146.00	82.3%
Fund Excess/(Deficit):		0.39	(39,162.08)	57,349.26		

421 Water Fund

Revenues		Amt Budgeted	December	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	51.33	10,950.90	(3,950.90)	156.4%
343 40 04 21	Water Service Charges	2,090,000.00	194,576.73	2,279,188.12	(189,188.12)	109.1%
340 Charges For Services		2,097,000.00	194,628.06	2,290,139.02	(193,139.02)	109.2%
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	561.82	15,601.76	6,398.24	70.9%
369 91 04 21	Miscellaneous	200.00	0.00	2,020.08	(1,820.08)	*****%
398 10 04 21	Insurance Recoveries	0.00	0.00	4,739.78	(4,739.78)	0.0%
360 Misc Revenues		62,200.00	561.82	22,377.67	39,822.33	36.0%
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	100,000.00	0.00	100.0%
397 00 04 23	Transfer In From Cedarhome PIF(423)	10,000.00	2,500.00	10,000.00	0.00	100.0%
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	110,000.00	0.00	100.0%
Fund Revenues:		3,245,909.57	222,689.88	3,399,226.26	(153,316.69)	104.7%

Expenditures		Amt Budgeted	December	YTD	Remaining	
534 Water Utilities						
534 80 10 00	Salaries & Wages	554,471.00	37,788.15	517,254.53	37,216.47	93.3%
534 80 11 00	Overtime	7,640.00	397.49	5,459.69	2,180.31	71.5%
534 80 20 00	Social Security	41,024.00	2,913.60	37,007.70	4,016.30	90.2%
534 80 21 00	Retirement	69,059.00	4,164.02	58,729.92	10,329.08	85.0%
534 80 22 00	Medical Benefits	137,911.00	8,510.84	109,536.23	28,374.77	79.4%
534 80 23 00	L & I	6,072.00	0.00	5,037.08	1,034.92	83.0%
534 80 24 00	Unemployment & PFMLA	1,084.00	0.00	1,048.03	35.97	96.7%
534 80 31 00	Supplies	40,000.00	5,450.67	34,735.18	5,264.82	86.8%
534 80 31 05	Uniforms	4,200.00	35.76	2,635.26	1,564.74	62.7%
534 80 31 08	Chemicals	7,500.00	1,603.63	9,475.91	(1,975.91)	126.3%
534 80 32 00	Fuel	12,000.00	1,429.28	9,993.72	2,006.28	83.3%
534 80 35 00	Small Equipment	8,000.00	481.01	5,444.57	2,555.43	68.1%
534 80 35 01	Meters/installs	20,000.00	0.00	36,581.12	(16,581.12)	182.9%
534 80 41 00	Professional Services	63,300.00	16,105.54	78,898.73	(15,598.73)	124.6%
534 80 42 00	Communications	7,500.00	915.06	6,074.78	1,425.22	81.0%
534 80 43 00	Permits	5,500.00	0.00	4,575.20	925.80	83.2%

421 Water Fund

Expenditures		Amt Budgeted	December	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	98.67	1,009.68	1,490.32	40.4%
534 80 46 00	Insurance	48,000.00	0.00	47,600.25	399.75	99.2%
534 80 47 00	Utilities	86,000.00	13,188.58	84,668.86	1,331.14	98.5%
534 80 48 00	Repair/maintenance	55,000.00	4,125.82	29,254.67	25,745.33	53.2%
534 80 49 01	B & O Tax	95,000.00	19,303.56	106,388.95	(11,388.95)	112.0%
534 80 49 05	Credit Card Bank Fees	11,000.00	1,078.43	13,022.16	(2,022.16)	118.4%
534 80 49 06	Dues	1,100.00	490.50	1,011.50	88.50	92.0%
534 80 49 09	Meetings, Training & Travel	7,000.00	180.00	510.75	6,489.25	7.3%
534 80 49 80	Interfund Payments For Servi	211,709.00	52,928.00	211,709.00	0.00	100.0%
534 Water Utilities		1,503,070.00	171,188.61	1,417,663.47	85,406.53	94.3%
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	129,000.00	129,000.00	129,000.00	0.00	100.0%
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	40,470.00	40,468.75	40,468.75	1.25	100.0%
591 Debt Service		490,034.00	169,468.75	490,031.88	2.12	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	80,560.00	0.00	100.0%
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)	314,355.00	0.00	314,355.00	0.00	100.0%
597 Interfund Transfers		394,915.00	20,140.00	394,915.00	0.00	100.0%
999 Ending Balance						
508 51 04 21	Assigned End Cash & Invest	832,891.00	0.00	0.00	832,891.00	0.0%

421 Water Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	832,891.00	0.00	0.00	832,891.00	0.0%
Fund Expenditures:	3,245,910.00	360,797.36	2,302,610.35	943,299.65	70.9%
Fund Excess/(Deficit):	(0.43)	(138,107.48)	1,096,615.91		

422 Water Construction Fund

Revenues		Amt Budgeted	December	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	2,400.00	66,000.00	(30,000.00)	183.3%
340 Charges For Services		36,000.00	2,400.00	66,000.00	(30,000.00)	183.3%
360 Misc Revenues						
361 11 04 22	State Pool/cd Interest	8,800.00	855.29	12,647.10	(3,847.10)	143.7%
369 91 04 22	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		8,800.00	855.29	12,647.10	(3,847.10)	143.7%
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 03 04 51	Transfer In from Water Bond Resrv	437,186.00	437,380.14	437,380.14	(194.14)	100.0%
397 Interfund Transfers		437,186.00	437,380.14	437,380.14	(194.14)	100.0%
Fund Revenues:		2,407,445.17	440,635.43	2,441,486.41	(34,041.24)	101.4%

Expenditures		Amt Budgeted	December	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 05	Water System Plan Update	20,000.00	4,621.94	4,621.94	15,378.06	23.1%
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%

422 Water Construction Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
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%
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	20,000.00	0.00	4,312.00	15,688.00	21.6%
594 34 64 01	Water Meter Replacement Program	5,000.00	0.00	1,542.86	3,457.14	30.9%
594 34 64 04	Cedarhome Generator	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		45,000.00	4,621.94	11,166.04	33,833.96	24.8%
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)	350,000.00	0.00	0.00	350,000.00	0.0%
597 04 21 03	Transfer To Street Constr	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		350,000.00	0.00	0.00	350,000.00	0.0%

422 Water Construction Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 31 04 22	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 04 22	Assigned End Cash & Invest	2,012,445.00	0.00	0.00	2,012,445.00	0.0%
999 Ending Balance		2,012,445.00	0.00	0.00	2,012,445.00	0.0%
Fund Expenditures:		2,407,445.00	4,621.94	125,788.22	2,281,656.78	5.2%
Fund Excess/(Deficit):		0.17	436,013.49	2,315,698.19		

423 Cedar Home Plant Investment

Revenues		Amt Budgeted	December	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	148.69	1,472.82	627.18	70.1%
368 10 04 23	Plant Investment Fees	10,000.00	12,850.00	213,314.72	(203,314.72)	*****%
360 Misc Revenues		12,100.00	12,998.69	214,787.54	(202,687.54)	*****%
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	12,998.69	347,253.02	(202,687.54)	240.2%

Expenditures		Amt Budgeted	December	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	10,000.00	0.00	100.0%
597 Interfund Transfers		10,000.00	2,500.00	10,000.00	0.00	100.0%
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	10,000.00	134,565.00	6.9%
Fund Excess/(Deficit):		0.48	10,498.69	337,253.02		

424 Water Plant Investment Fund

Revenues		Amt Budgeted	December	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	327.57	4,270.27	729.73	85.4%
368 10 04 24	Plant Investment Fees	200,000.00	20,736.00	257,899.00	(57,899.00)	128.9%
360 Misc Revenues		205,000.00	21,063.57	262,169.27	(57,169.27)	127.9%
Fund Revenues:		683,800.91	21,063.57	740,970.18	(57,169.27)	108.4%

Expenditures		Amt Budgeted	December	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)	21,063.57	740,970.18		

451 Water Bond Reserve

Revenues		Amt Budgeted	December	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	108.19	3,234.39	1,665.61	66.0%
360 Misc Revenues		4,900.00	108.19	3,234.39	1,665.61	66.0%
390 Other Revenues						
391 20 04 51	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
393 00 00 01	2021 Refunding 2011 Debt	1,705,930.00	0.00	1,705,930.15	(0.15)	100.0%
390 Other Revenues		1,705,930.00	0.00	1,705,930.15	(0.15)	100.0%
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)	314,355.00	0.00	314,355.00	0.00	100.0%
397 Interfund Transfers		314,355.00	0.00	314,355.00	0.00	100.0%
Fund Revenues:		2,437,487.50	108.19	2,435,822.04	1,665.46	99.9%

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
591 34 72 01	2011 Revenue Bond Principal	1,812,157.00	0.00	1,812,157.00	0.00	100.0%
591 34 72 02	2019 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
592 34 83 08	2011 Rev Bond Interest & Debt Cost	145,816.00	0.00	145,816.15	(0.15)	100.0%
592 34 83 10	2019 Rev Bond Interest & Debt Cost	40,470.00	0.00	40,468.75	1.25	100.0%
591 Debt Service		1,998,443.00	0.00	1,998,441.90	1.10	100.0%
597 Interfund Transfers						
597 03 04 22	Transfer Out to Water Construction	439,045.00	437,380.14	437,380.14	1,664.86	99.6%
597 Interfund Transfers		439,045.00	437,380.14	437,380.14	1,664.86	99.6%
999 Ending Balance						
508 31 04 51	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:		2,437,488.00	437,380.14	2,435,822.04	1,665.96	99.9%
Fund Excess/(Deficit):		(0.50)	(437,271.95)	0.00		

452 Sewer Bond Reserve

Revenues		Amt Budgeted	December	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	124.51	3,300.95	5,599.05	37.1%
360 Misc Revenues		8,900.00	124.51	3,300.95	5,599.05	37.1%
Fund Revenues:		508,935.40	124.51	503,336.35	5,599.05	98.9%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 03 04 03	Transfer Out to Sewer Construction	508,935.00	503,336.35	503,336.35	5,598.65	98.9%
597 Interfund Transfers		508,935.00	503,336.35	503,336.35	5,598.65	98.9%
999 Ending Balance						
508 31 04 52	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:		508,935.00	503,336.35	503,336.35	5,598.65	98.9%
Fund Excess/(Deficit):		0.40	(503,211.84)	0.00		

457 Sewer Equipment Reserve

Revenues		Amt Budgeted	December	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	288.27	4,077.03	3,122.97	56.6%
369 91 04 57	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,200.00	288.27	4,077.03	3,122.97	56.6%
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	27,316.00	109,261.00	0.00	100.0%
397 Interfund Transfers		109,261.00	27,316.00	109,261.00	0.00	100.0%
Fund Revenues:		689,926.98	27,604.27	686,804.01	3,122.97	99.5%

Expenditures		Amt Budgeted	December	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)	27,604.27	661,121.73		

458 Drainage Equipment Reserve

Revenues		Amt Budgeted	December	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	117.07	1,898.52	1,701.48	52.7%
360 Misc Revenues		3,600.00	117.07	1,898.52	1,701.48	52.7%
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	61,464.00	0.00	100.0%
397 Interfund Transfers		61,464.00	15,366.00	61,464.00	0.00	100.0%
Fund Revenues:		392,928.96	15,483.07	391,227.48	1,701.48	99.6%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 31 64 02	Machinery & Equipment	104,950.00	(13,500.00)	104,936.82	13.18	100.0%
594 Capital Expenditures		104,950.00	(13,500.00)	104,936.82	13.18	100.0%
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	(13,500.00)	104,936.82	287,992.18	26.7%
Fund Excess/(Deficit):		(0.04)	28,983.07	286,290.66		

459 Water Equipment Reserve

Revenues		Amt Budgeted	December	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	186.86	2,536.59	63.41	97.6%
360 Misc Revenues		2,600.00	186.86	2,536.59	63.41	97.6%
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	80,560.00	0.00	100.0%
397 Interfund Transfers		80,560.00	20,140.00	80,560.00	0.00	100.0%
Fund Revenues:		431,073.63	20,326.86	431,010.22	63.41	100.0%

Expenditures		Amt Budgeted	December	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)	20,326.86	431,010.22		

630 Agency Fund

Revenues		Amt Budgeted	December	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	888.75	11,367.00	(11,367.00)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	19.50	1,670.96	(1,670.96)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	0.00	561.30	(561.30)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	141.24	2,028.72	(2,028.72)	0.0%
380 Non Revenues		0.00	1,049.49	15,627.98	(15,627.98)	0.0%
Fund Revenues:		1,763.26	1,049.49	17,391.24	(15,627.98)	986.3%

Expenditures		Amt Budgeted	December	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	1,245.25	12,031.75	(12,031.75)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	407.00	1,757.42	(1,757.42)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	6.91	541.21	(541.21)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	526.44	2,710.40	(2,710.40)	0.0%
580 Non Expeditures		0.00	2,185.60	17,040.78	(17,040.78)	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	2,185.60	17,040.78	(15,185.67)	918.6%
Fund Excess/(Deficit):		(91.85)	(1,136.11)	350.46		

Fund		Revenue	December	Received		Expenditures	December	Spent	
001	General Fund	10,723,395.86	404,610.51	12,403,546.19	115.7%	10,723,396.00	2,513,005.65	7,269,604.89	67.8%
101	Street Fund	749,959.78	66,640.03	768,679.96	102.5%	749,960.00	66,720.05	619,367.09	82.6%
102	Street Impact Fee Fund	906,977.66	10,968.43	961,213.24	106.0%	906,978.00	25,000.00	100,000.00	11.0%
103	Street Construction Fund	1,869,129.77	-40,522.23	1,410,899.53	75.5%	1,869,130.00	620,590.69	1,265,954.95	67.7%
104	Park And Trail Improvement Fund	3,257,370.47	795,877.51	3,493,829.15	107.3%	3,257,370.00	85,191.80	2,039,745.51	62.6%
105	Fire Impact Fees	41,914.92	-286.15	41,914.92	100.0%	41,915.00	41,914.92	41,914.92	100.0%
106	Park Impact Fees	459,426.76	5,535.64	479,456.73	104.4%	459,427.00	400,000.00	400,000.00	87.1%
107	Equipment Reserve Fund	751,867.21	48,223.97	750,928.03	99.9%	751,867.00	0.00	201,689.76	26.8%
108	Transportation Sales Tax Fund	1,116,482.85	43,265.92	1,205,049.40	107.9%	1,116,483.00	89,861.00	359,450.00	32.2%
109	Contingency Fund	444,224.05	-2,991.47	425,889.04	95.9%	444,224.00	0.00	0.00	0.0%
110	Building Improvement Fund	3,009,118.60	1,500,623.31	3,002,105.56	99.8%	3,009,119.00	3,300.50	134,918.70	4.5%
115	Tourism And Promotion DSC	91,407.91	25,011.22	64,366.45	70.4%	91,408.00	9,476.88	62,515.77	68.4%
120	REET - Capital Improvements	1,172,214.79	44,108.42	1,434,674.88	122.4%	1,172,215.00	-302,000.00	241,000.00	20.6%
121	REET - Growth Management	1,346,841.72	44,433.25	1,605,859.71	119.2%	1,346,843.00	245,000.00	245,000.00	18.2%
205	Debt Service Fund	20,154.73	-66.87	21,035.71	104.4%	20,155.00	-126.58	0.00	0.0%
401	Sewer Fund	4,032,602.33	232,217.42	4,175,105.58	103.5%	4,032,602.00	404,774.51	2,218,485.37	55.0%
403	Sewer Construction Fund	7,699,184.83	507,545.28	7,726,851.34	100.4%	7,699,185.00	247,691.95	2,612,435.19	33.9%
405	Sewer Plant Investment Fund	439,510.44	25,361.34	687,698.26	156.5%	439,510.00	0.00	300,000.00	68.3%
410	Drainage Fund	1,448,614.94	106,950.99	1,506,189.76	104.0%	1,448,615.00	113,102.83	842,762.58	58.2%
411	Drainage Construction Fund	3,212,082.46	73,624.20	1,802,672.90	56.1%	3,212,082.00	15,833.34	952,738.74	29.7%
412	Drainage Plant Investment Fund	215,146.39	5,087.92	234,349.26	108.9%	215,146.00	44,250.00	177,000.00	82.3%
421	Water Fund	3,245,909.57	222,689.88	3,399,226.26	104.7%	3,245,910.00	360,797.36	2,302,610.35	70.9%
422	Water Construction Fund	2,407,445.17	440,635.43	2,441,486.41	101.4%	2,407,445.00	4,621.94	125,788.22	5.2%
423	Cedar Home Plant Investment	144,565.48	12,998.69	347,253.02	240.2%	144,565.00	2,500.00	10,000.00	6.9%
424	Water Plant Investment Fund	683,800.91	21,063.57	740,970.18	108.4%	683,801.00	0.00	0.00	0.0%
451	Water Bond Reserve	2,437,487.50	108.19	2,435,822.04	99.9%	2,437,488.00	437,380.14	2,435,822.04	99.9%
452	Sewer Bond Reserve	508,935.40	124.51	503,336.35	98.9%	508,935.00	503,336.35	503,336.35	98.9%
457	Sewer Equipment Reserve	689,926.98	27,604.27	686,804.01	99.5%	689,927.00	0.00	25,682.28	3.7%
458	Drainage Equipment Reserve	392,928.96	15,483.07	391,227.48	99.6%	392,929.00	-13,500.00	104,936.82	26.7%
459	Water Equipment Reserve	431,073.63	20,326.86	431,010.22	100.0%	431,074.00	0.00	0.00	0.0%
630	Agency Fund	1,763.26	1,049.49	17,391.24	986.3%	1,855.11	2,185.60	17,040.78	918.6%
		53,951,465.33	4,658,302.60	55,596,842.81	103.0%	53,951,559.11	5,920,908.93	25,609,800.31	47.5%

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM:	**5c**
DATE:	February 24, 2022
SUBJECT:	2021 Transportation Benefit District Annual Report
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENT(S):	A – 2021 Transportation Benefit District Annual Report

ISSUE

RCW 36.73.160 requires transportation benefit districts to issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

In October 2015, the Stanwood City Council approved the City's assumption of the Transportation Benefit District (TBD), however, staff will continue to prepare an annual report on the uses and status of the transportation sales tax authorized by the former TBD.

COMMITTEE REVIEWS:

The Finance Committee reviewed and discussed the Transportation Benefit District's Annual Report at their February 24th meeting and recommended approval to Council.

COUNCIL OPTIONS

1. Approve 2021 annual report.
2. Do not approve 2021 annual report.
3. Do not approve 2021 annual report and direct committee to provide additional information.

RECOMMENDED MOTION

I MOVE TO APPROVE THE 2021 TRANSPORTATION BENEFIT DISTRICT'S ANNUAL REPORT.

Stanwood Transportation Benefit District
Sales Tax Fund - 2021 Annual Report

Presentation to City Council on February 24, 2022

Report Purpose

This report provides information on the status of the Stanwood Transportation Benefit District and Sales Tax Special Revenue Fund and fulfills the requirements of the State of Washington for an annual report.

Following is an excerpt from the relevant state law.

RCW 36.73.160(2): A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

Background

Cities and counties are authorized to form transportation benefit districts under state law (Chapter 36.73 RCW) for the purpose of funding transportation projects. A transportation benefit district may cover an entire city; if so, it must be governed by a board comprised of the same members that are on the city council. Funding may be from various sources, including an additional 0.2% sales tax designated for TBD purposes.

In late 2012, the Stanwood City Council adopted Ordinance No. 1328 to establish a transportation benefit district to preserve, maintain and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system.

In February 2013, a ballot measure was passed by the citizens of the City of Stanwood to increase the city's sales tax by two tenths of one percent (0.2%); the proceeds of the additional sales tax would go to the newly formed TBD Special Revenue Fund for the purpose of constructing and maintaining city streets. The sales tax increase became effective on July 1, 2013.

In 2015, Second Engrossed Substitute Senate Bill 5987 (2ESSB 5987) was passed by the State allowing cities to assume the rights, powers, functions and obligations of a transportation benefit districts. In October 2015, the Stanwood City Council conducted a public hearing and authorized the assumption of the TBD. Effective January 1, 2016, The Stanwood Transportation Benefit District governance and oversight was assumed by the City of Stanwood, and all assets and liabilities were transferred to City Fund 108, Transportation Sales Tax Fund.

2021 Revenues

In 2021, the Transportation Sales Tax Fund received $550,753 in sales tax, which is a 1.87% decrease from 2020. However, this exceeded budgeted revenue by 17.7%. The fund also received interest of $13,314, for total revenues of $564,067.

2021 Expenditures

In 2021, Fund 108 transferred $200,000 to Fund 101 to fund street operating and maintenance costs, and also transferred $159,450 to the Street Construction fund to support the Viking Way phase one construction project.

Ending Cash Reserves

The Transportation Sales Tax Fund ended the 2021 year with cash reserves of $845,599 to carry forward to 2022 as follows:

2021 Ending Cash Reserves

Description	Budget	Actual	Difference
Beginning Cash Reserves	$ 640,983	$ 640,983	$ -
Total Revenue	$ 475,500	$ 564,067	$ 88,567
Total Resources Available	$ 1,116,483	$ 1,205,049	$ 88,567
Less Expenditures	$ 359,450	$ 359,450	$ -
Ending Cash Reserves	$ 757,033	$ 845,599	$ 88,567

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**6a**
DATE:	January 27, 2022
SUBJECT:	Planning Commission Meeting Minutes
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A – January 10, 2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the January 10, 2022, Planning Commission Meeting are attached to this staff report for approval as presented. The minutes were approved by the Planning Commission at their February 14, 2022, meeting.

Call to Order: 6:32 pm

Roll Call

Present:	Justin Burns	**Staff Present:**
	Cody Davis	Patricia Love
	Eric Warnat	Audrey Rotrock
	Patrick Hosterman	Tansy Schroeder

Absent: Monae Birkhofer

Also known to be present: Tim Schmitt, Cathy Wooten

Public Requests and Comments:
Cathy Wooten thanked the Planning Commission for moving the Park Impact Fees forward to a Public Hearing.

Approval of Minutes:
The Minutes of November 15, 2021 were voted on and approved unanimously as written.

New Business:
Election of Officers:
At the first meeting of the year, the Planning Commission elects a new Chair and Vice Chair. According to the bylaws, election of officers should be the first item of new business and the new officers assume their duties at the close of elections.

Planning Director, Patricia Love, discussed officer election procedures and nominations and voting began. Patrick Hosterman volunteered for the Chair position. There were no other nominations for that position. The Commission voted unanimously to elect Patrick as the new Chair. Patrick Hosterman nominated Justin Burns for the Vice Chair position. With no other nominations for the Vice Chair position, the Commission voted unanimously to elect Justin as Vice Chair.

New Commissioners
Mayor Sid Roberts is proposing to appoint 2 new Planning Commissioners, Melissa Toner and Jeffery Wheatly. He expects the Council will approve these 2 new Commissioner appointments in Feburary.

2021 Year in Review
At the beginning of each year, staff presents to the Planning Commission a year in review summary of the work accomplished and a preview of the upcoming work plan. The Planning Commission work plan is established based on state mandated requirements, the preceding years Docket items, and city priorities.

The Planning Commission is an advisory commission to the City Council. Their responsibilities include making recommendations to the City Council on Comprehensive Plan Amendments and Zoning Regulations / Municipal Code Amendments. In addition, the Planning Commission provides a forum for

public review of development projects outside of the formal public hearing process. In 2021, the Planning Commission held all of their meetings virtually due to Covid-19.

The 2021 Planning Commission workload included:

Code Amendments / Comp Plan Amendments / Other:
- Permit Procedures Restructure Code Amendment
- Permitted Uses Code Amendment
- Enhanced Service Facilities Regulations
- Park Impact Fee Code Amendment Review

Public Meetings on Development Projects:
- Pioneer Highway Interceptor Sewer Upgrade Project
- 101st Avenue Reconstruction
- Creek Side Apartments – Phase 3
- North Star Cold Storage Addition

A series of tables were presented to the Planning Commission to show a comparison of 2021 permit activity compared to other years. The total number of permits were lower than the 2018 / 2019 peak. However, the City did see an increase in permit activity over last year.

2022 Work Plan

Associated with the 2021 – 2022 Biennial Budget is a corresponding work plan for each department. Included in that work plan are items subject to review by the Planning Commission. Over the next two years the Planning Commission will be working mostly on three major issues: 2024 Comprehensive Plan Update, the Stanwood Municipal Code Update and the Housing Action Plan.

2022 Planning Commission Work Plan Items

Work Plan Item	Tentative Timing
Park Impact Fee Ordinance Update	January - March
Floodplain / FEMA Community Rating Strategy	January - June
2024 Comprehensive Plan: Technical Studies & Policy Analysis	January - December
Housing Action Plan	January - December
Stanwood Municipal Code Update	January - December

The February Planning Commission meeting agenda will include the Park Impact Fee Ordinance Public Hearing.

Old Business:
N/A

Miscellaneous Business:
Thank You Note
City Council Member Steve Shepro sent an email thanking the Commission for their hard work on the Permitted Use Matrix.

Church Creek Sewer Project
Public Works is installing a new gravity sewer line which will eliminate deficiencies of the old system. The Public Notice for this project will be posted on January 11, 2022. Church Creek Park will be temporarily closed while work is being completed.

Kottsick Annexation Project
The Kottsick Annexation packet has been submitted to the Boundary Review Board and we are expecting comments back from this month.

Recent Council Action on Commission Items:
City Council approved the permitted use matrix and new permitting process.

Upcoming Items:
2022 Workplan
Park Impact Fee Ordinance Public Hearing
FEMA's Community Rating System (CRS)

A motion to adjourn was made by Patrick Hosterman and seconded by Eric Warnat.
Adjourn: 7:32 pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6b
DATE:	February 24, 2022
SUBJECT:	Public Works Committee Meeting Minutes
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A – February 7, 2022 Public Works Committee Minutes

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SUMMARY STATEMENT

Minutes from the February 7, 2022 Public Works Committee Meeting are attached to this staff report for approval as presented.

Public Works Committee Meeting Minutes February 7, 2022

Councilmembers Present: Darren Robb, Tim Pearce, Andreena Bergman, Public Works Director Kevin Hushagen, City Administrator Shawn Smith, Michelle Metzler with Waste Management

Meeting was conducted via Zoom Meeting

Call to order at 5:30 pm

Agenda

1. Selection of Committee chair

Committee member Timothy Pearce nominated Committee member Darren Rob to be Public Works Committee Chair, nomination was seconded by Committee member Andreena Bergman

2. Confirm/Set committee calendar

Committee members agreed to keep the Public Works Committee meetings being the 1st Monday of the month at 5:30PM. All Committee members agreed they would like to resume in person meetings at 26729 98th DR Stanwood, WA 98292.

3. Review/discuss 2022 work plan

Kevin Hushagen went over each line item on the 2-year work plan (2021-2022). He explained the status and plan of each work plan item. Shawn Smith let committee members know that there will be a special meeting being held February 10, 2022, to go over the work plan in depth. Kevin Hushagen wanted to make sure all committee members understood the 6-year TIP (Transportation Improvement Plan) is coming up. Kevin opened the meeting up for questions. Committee member Darren Robb asked what the plan for TIP development is, he asked if they would be having a special meeting regarding the TIP or if the Public Works Committee would be chipping away at it. Kevin Hushagen said typically we bring it to Public Works Committee in February/March/April then in May its presented in the front of the entire council. After its presented in front of council there is a public hearing about it towards the end of May and the first week in June. After the council approves the TIP, it takes a couple weeks to get the paperwork filled with PSRC. Darren Robb would like to have the TIP added to a special meeting in May.

4. WM Contract

Kevin Hushagen gave an update on the WM contract proposal. The city did have a contract that was entered into in 2012, it had a 10-year expiration date. The contract is set to expire April 2022. Last year WM was doing an audit on the contract and found out that they were inadvertently providing weekly yard waste service and have since changed it to every other week. The new contract will reflect staying with every other week per the contract. Council will be voting on the contract at the February 17, 2022 meeting. Kevin encouraged getting the contract wrapped up to help with a timeline for WM to get flyers out to the citizens regarding the changes.

Kevin Hushagen highlighted that WM stated that 10% of citizens are currently using their own garbage cans. In the new contract WM is requiring all citizens using their service must use a WM Container. The customer would be charged for the container. This is to help with L&I claims and drivers getting in and out of trucks.

WM has proposed to implement a disabled and senior citizen discount.

The new contract reflects waste being collected every other week with a cost of 9.95/month for food yard waste. However, if the council chooses to do a weekly service the cost will increase to $17.09/month. Kevin Hushagen stated this would be an obvious financial impact to the citizens.

Kevin Hushagen opened the meeting up for comments/questions.

Shawn Smith noted, if WM misses pickups due to weather WM will provide a container at a centralized location where citizens can bring their garbage.

Shawn Smith noted that the city did do a community wide survey and they received quite a few responses. He said most citizens wanted to stick with every other week for a cheaper price on the yard waste.

Timothy Pearce noted that complaints came to him regarding garbage not being picked up during the snow and they didn't like having to haul their own garbage to the designated dump container.

Timothy Pearce expressed he is not thrilled about citizens having to have to use a WM container because this will be an additional cost to the citizens.

Timothy Pearce asked for clarification on the annual WM contract increases. Kevin explained that besides the standard CPI increase, the other rate adjustments are listed under section 4.5 and 4.6 of the proposed WM contracts. The increases in these sections would need to be negotiated between WM and the City before they can charge citizens.

Timothy Pearce asked when a citizen who currently does not have a WM container has to start using one, will WM just bring one out or will the citizen get to pick the size they need? Michelle Metzler with WM said the customer will be delivered a container in April. This will be the same size volume size container that they are currently being charged.

Committee members want citizens to be aware that with the 6% increase in WM service, one of the new services provided is WM shall offer carry-Out Service for garbage to senior citizens and physically challenged persons.

Andreena Bergman asked for clarification on if the citizens bills will have an additional 17.95 on top of what they currently pay. Kevin Hushagen and Shawn Smith said no.

Timothy Pearce reviewed the findings from the survey that was given to citizens. Kevin Hushagen and Timothy Pearce both agree that most citizens want pickups weekly.

Darren Robb expressed he is leaning toward a weekly pick up.

Darren expressed his concerns with people abusing the disposal of garbage when WM set up a dump container for excess garbage disposal when they were unable to pick up due to weather. It was brought to his attention that truck loads were being delivered to the overflow bin and not just the standard size containers. He also brought up the time that was allowed for the overflow drop off was not a good time due to it being a weekday and a few hrs during the day. It didn't work for a lot of peoples work schedules. Shawn Smith said WM didn't have the staff to manage the disposal, so city staff had to. He said they were not going to police the disposal.

Darren Robb is concerned about how much time it will take to get citizens WM containers that will be required to use them.

Darren Robb asked for an update on whether changes were made to the Mitigation Payment from WM for a portion of tonnage to offset heavy truck and road maintenance mitigation. Kevin Hushagen said changes have been made. When the contract was negotiated back in 2012 there was a $15-$17-thousand-dollar number that was put in the contract that was set to go up with CPI, its now a 1% of WM gross revenue. WM will pay this percentage to the city for a street maintenance fee.

Darren Robb asked if there were there any changes to the promotion education and outreach section of the contract. Kevin said no changes were made to this section. Shawn Smith said WM had a lot of options for customers to get notifications regarding service. Michelle Metzler said they didn't make any changes to keep the price increase to the customer lower.

Michelle Metzler said the standard procedure to deliver customers who are currently using their own cans the required WM Container will be to deliver them the same volume container that they currently use for garbage. The customer can switch to a different size can if needed. Citizens will be notified with a flyer that they will be getting a WM container.

Darren Robb asked Michelle Metzler if they have the inventory to supply the customers with the required WM containers. Michelle Metzler said WM has the available cans to implement this change. They plan to deliver the cans the second week in April.

Meeting ended at: 7:18 pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**7a**
DATE:	February 24, 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 34983 through 35025 and Washington Federal Bank electronic funds transfers in the amount of $114,109.01. Approve issuance of Washington Federal Bank payroll benefit checks 1963 through 1972 and Washington Federal electronic payroll and benefit funds transfers in the amount of $294,478.89.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34983 THROUGH 35025 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF $114,109.01. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1963 THROUGH 1972 AND ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF $294,478.89.

CHECK REGISTER

City Of Stanwood

Time: 09:44:44 Date: 02/16/2022

02/02/2022 To: 02/16/2022

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
436	02/08/2022	Payroll	3	EFT		4,139.27	January 2022 Payroll
437	02/08/2022	Payroll	3	EFT		1,064.46	January 2022 Payroll
438	02/08/2022	Payroll	3	EFT		3,979.83	January 2022 Payroll
439	02/08/2022	Payroll	3	EFT		2,318.71	January 2022 Payroll
440	02/08/2022	Payroll	3	EFT		2,348.92	January 2022 Payroll
441	02/08/2022	Payroll	3	EFT		436.22	January 2022 Payroll
442	02/08/2022	Payroll	3	EFT		3,702.59	January 2022 Payroll
443	02/08/2022	Payroll	3	EFT		7,132.74	January 2022 Payroll
444	02/08/2022	Payroll	3	EFT		3,990.12	January 2022 Payroll
445	02/08/2022	Payroll	3	EFT		3,498.54	January 2022 Payroll
446	02/08/2022	Payroll	3	EFT		3,006.49	January 2022 Payroll
447	02/08/2022	Payroll	3	EFT		2,410.09	January 2022 Payroll
448	02/08/2022	Payroll	3	EFT		436.22	January 2022 Payroll
449	02/08/2022	Payroll	3	EFT		3,763.11	January 2022 Payroll
450	02/08/2022	Payroll	3	EFT		3,286.17	January 2022 Payroll
451	02/08/2022	Payroll	3	EFT		4,753.46	January 2022 Payroll
452	02/08/2022	Payroll	3	EFT		6,412.58	January 2022 Payroll
453	02/08/2022	Payroll	3	EFT		2.47	January 2022 Payroll
454	02/08/2022	Payroll	3	EFT		4,929.87	January 2022 Payroll
455	02/08/2022	Payroll	3	EFT		6,371.51	January 2022 Payroll
456	02/08/2022	Payroll	3	EFT		1,579.46	January 2022 Payroll
457	02/08/2022	Payroll	3	EFT		5,045.59	January 2022 Payroll
458	02/08/2022	Payroll	3	EFT		4,342.09	January 2022 Payroll
459	02/08/2022	Payroll	3	EFT		3,882.39	January 2022 Payroll
460	02/08/2022	Payroll	3	EFT		436.13	January 2022 Payroll
461	02/08/2022	Payroll	3	EFT		438.69	January 2022 Payroll
462	02/08/2022	Payroll	3	EFT		4,613.87	January 2022 Payroll
463	02/08/2022	Payroll	3	EFT		388.60	January 2022 Payroll
464	02/08/2022	Payroll	3	EFT		1,424.51	January 2022 Payroll
465	02/08/2022	Payroll	3	EFT		2,698.20	January 2022 Payroll
466	02/08/2022	Payroll	3	EFT		1,683.66	January 2022 Payroll
467	02/08/2022	Payroll	3	EFT		3,207.08	January 2022 Payroll
468	02/08/2022	Payroll	3	EFT		286.22	January 2022 Payroll
469	02/08/2022	Payroll	3	EFT		2,695.82	January 2022 Payroll
470	02/08/2022	Payroll	3	EFT		4,425.13	January 2022 Payroll
471	02/08/2022	Payroll	3	EFT		438.60	January 2022 Payroll
472	02/08/2022	Payroll	3	EFT		4,466.42	January 2022 Payroll
473	02/08/2022	Payroll	3	EFT		4,517.19	January 2022 Payroll
474	02/08/2022	Payroll	3	EFT		4,902.17	January 2022 Payroll
475	02/08/2022	Payroll	3	EFT		5,322.17	January 2022 Payroll
476	02/08/2022	Payroll	3	EFT		3,521.65	January 2022 Payroll
477	02/08/2022	Payroll	3	EFT		2.47	January 2022 Payroll
478	02/08/2022	Payroll	3	EFT		2.47	January 2022 Payroll
479	02/08/2022	Payroll	3	EFT	HSA Bank	1,408.33	Pay Cycle(s) 02/08/2022 To 02/08/2022 - HSA Contributions ER; Pay Cycle(s) 02/08/2022 To 02/08/2022 - HSA Contr EE
480	02/08/2022	Payroll	3	EFT	Internal Revenue Service (941)	60,317.74	941 Deposit for Pay Cycle(s) 02/08/2022 - 02/08/2022
481	02/08/2022	Payroll	3	EFT	WA St Department Of Retirement Systems	43,179.58	Pay Cycle(s) 02/08/2022 To 02/08/2022 - PERS2; Pay Cycle(s) 02/08/2022 To 02/08/2022 - PERS 3; Pay Cycle(s) 02/08/2022 To 02/08/2022 - 457 - DRS (DCP)
482	02/08/2022	Payroll	3	1963	AFLAC	221.39	Pay Cycle(s) 02/08/2022 To 02/08/2022 - AFLAC, Pre-Tax; Pay Cycle(s) 02/08/2022 To 02/08/2022 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

Time: 09:44:44 Date: 02/16/2022

02/02/2022 To: 02/16/2022

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
483	02/08/2022	Payroll	3	1964	AWC Employee Benefit Trust	21,146.44	Pay Cycle(s) 02/08/2022 To 02/08/2022 - AWC - Health First 250; Pay Cycle(s) 02/08/2022 To 02/08/2022 - AWC- Dental J; Pay Cycle(s) 02/08/2022 To 02/08/2022 - AWC - Vision; Pay Cycle(s) 02/08/2022 To;
484	02/08/2022	Payroll	3	1965	Colonial Life Insurance	66.75	Pay Cycle(s) 02/08/2022 To 02/08/2022 - Colonial Life Ins
485	02/08/2022	Payroll	3	1966	Hartford Retirement Plan Services	3,873.00	Pay Cycle(s) 02/08/2022 To 02/08/2022 - 457 - MassMutual (Hartford); Pay Cycle(s) 02/08/2022 To 02/08/2022 - Roth 457(b)(MassMutual)
486	02/08/2022	Payroll	3	1967	ICMA Retirement Trust	3,023.43	Pay Cycle(s) 02/08/2022 To 02/08/2022 - 457 - ICMA
487	02/08/2022	Payroll	3	1968	Legal Shield	53.70	Pay Cycle(s) 02/08/2022 To 02/08/2022 - Legal Shield
488	02/08/2022	Payroll	3	1969	Navia Benefits	125.00	Pay Cycle(s) 02/08/2022 To 02/08/2022 - Navia Limited FSA
489	02/08/2022	Payroll	3	1970	Western Conference of Teamsters Pension Trust	2,227.38	Pay Cycle(s) 02/08/2022 To 02/08/2022 - WCTPP Contributions
490	02/08/2022	Payroll	3	1971	Teamsters Union Local 231	1,428.00	Pay Cycle(s) 02/08/2022 To 02/08/2022 - Teamsters Dues
491	02/08/2022	Payroll	3	1972	Washington Teamsters Welfare Trust	29,104.20	Pay Cycle(s) 02/08/2022 To 02/08/2022 - Teamsters Dental; Pay Cycle(s) 02/08/2022 To 02/08/2022 - Teamsters Medical
573	02/11/2022	Claims	3	34983	APP- Associated Petroleum Products	2,760.52	04-0100494 City of Stanwood
574	02/11/2022	Claims	3	34984	Aramark Uniform Services Inc	95.76	937963000; 937963000
575	02/11/2022	Claims	3	34985	Badger Meter Inc	2,372.35	460708; 460708; 460708; 460708; 460708; 460708; 460708; 460708
576	02/11/2022	Claims	3	34986	Gaylynn Brien	60.00	City of Stanwood
577	02/11/2022	Claims	3	34987	CPI Plumbing & Heating Inc	3,628.83	City of Stanwood 10220 270th St NW, Stanwood WA 98292
578	02/11/2022	Claims	3	34988	CPS HR Consulting	403.70	STAN008
579	02/11/2022	Claims	3	34989	Cascade Natural Gas Corp	2,516.35	608 440 0000 4; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2
580	02/11/2022	Claims	3	34990	Cascade Septic Pumping, LLC	300.00	City of Stanwood
581	02/11/2022	Claims	3	34991	Daily Journal Of Commerce Inc	810.90	3941; 3941
582	02/11/2022	Claims	3	34992	Databar Inc.	1,301.13	8952; 8952
583	02/11/2022	Claims	3	34993	Dataquest	101.95	CITYSTA
584	02/11/2022	Claims	3	34994	Edge Analytical Inc	73.00	STA01; STA01
585	02/11/2022	Claims	3	34995	Ferguson Enterprises Inc	210.22	211970
586	02/11/2022	Claims	3	34996	Forest Land Services Inc	241.77	City of Stanwood
587	02/11/2022	Claims	3	34997	General Pacific Inc	930.38	101681
588	02/11/2022	Claims	3	34998	Lakeside Industries Inc	1,543.92	108469; 108469
589	02/11/2022	Claims	3	34999	McClatchy Company LLC	600.00	80415
590	02/11/2022	Claims	3	35000	Navia Benefits	50.00	City of Stanwood
591	02/11/2022	Claims	3	35001	Office Depot	199.51	36274097; 36274097; 36274097; 36274097; 36274097
592	02/11/2022	Claims	3	35002	Owen Equipment Company Inc	44,250.03	36577

CHECK REGISTER

City Of Stanwood

Time: 09:44:44 Date: 02/16/2022

02/02/2022 To: 02/16/2022

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
593	02/11/2022	Claims	3	35003	PUD Of Snohomish County *	23,065.93	202982351; 200208858; 200592889; 221854284; 200240505; 200128742; 202882056; 202579512; 202694204; 202670675; 200142180; 200367373; 222799900; 221041510; 202727285
594	02/11/2022	Claims	3	35004	Puget Sound Regional Council	2,375.00	City of Stanwood
595	02/11/2022	Claims	3	35005	Puget Tech LLC	1,209.00	City of Stanwood
596	02/11/2022	Claims	3	35006	Ricoh USA, Inc.	1,035.09	1316669-3800377; 1316669-3660090; 1316669-3660140; 1316669-3660142; 1316669-3660143
597	02/11/2022	Claims	3	35007	C/O Tina Drennan SCCFOA	125.00	City of Stanwood
598	02/11/2022	Claims	3	35008	Safeway	22.77	191483
599	02/11/2022	Claims	3	35009	Sno Co Public Works *	316.66	CR000024
600	02/11/2022	Claims	3	35010	Solid Waste-HHW Drop-Off Snohomish County Public Works	100.00	City of Stanwood 5040
601	02/11/2022	Claims	3	35011	Stanwood Auto Parts	1,451.96	56100
602	02/11/2022	Claims	3	35012	Stanwood City Utility	2,444.30	4252; 4724; 1241; 1271; 1328; 1332; 1348; 1473; 1573; 1587; 1674; 1675; 2416
603	02/11/2022	Claims	3	35013	TMG Services Inc	513.87	City of Stanwood 1920010
604	02/11/2022	Claims	3	35014	Transpogroup Inc	7,555.00	City of Stanwood
605	02/11/2022	Claims	3	35015	USA Bluebook	296.01	478228; 478228
606	02/11/2022	Claims	3	35016	Utilities Underground Loc	144.48	134200
607	02/11/2022	Claims	3	35017	Verizon Wireless	1,601.39	372541731-00001; 742373248-00001
608	02/11/2022	Claims	3	35018	%Financial Mngmt Services WA Dept of Natural Resources	18.20	1025983 City of Stanwood
609	02/11/2022	Claims	3	35019	WA St Department Of Health	4,575.20	City of Stanwood 83650 H
610	02/11/2022	Claims	3	35020	WA St Dept of Ecology *	2,045.32	City of Stanwood
611	02/11/2022	Claims	3	35021	Washington Assoc Sewer & Water Districts	50.00	City of Stanwood
612	02/11/2022	Claims	3	35022	Waste Management Skagit	154.18	8-34465-95001
613	02/11/2022	Claims	3	35023	Western Exterminator Company	404.25	City of Stanwood; City of Stanwood; City of Stanwood
614	02/11/2022	Claims	3	35024	Ziply Fiber	1,373.30	206-188-0411-053105-5; 360-629-4907-072497-5
615	02/11/2022	Claims	3	35025	Zumar Industries Inc	781.78	000683; 000683

001 General Fund	171,655.51		
101 Street Fund	53,305.66		
103 Street Construction Fund	2,011.90		
104 Park And Trail Improvement Fund	5,996.25		
115 Tourism And Promotion DSC	1,209.00		
401 Sewer Fund	61,296.25		
403 Sewer Construction Fund	357.75		
410 Drainage Fund	39,201.14		
421 Water Fund	73,554.44		
		Claims:	114,109.01
	408,587.90	Payroll:	294,478.89

CHECK REGISTER

City Of Stanwood

Time: 09:44:44 Date: 02/16/2022

02/02/2022 To: 02/16/2022

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo

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 Dorhorn Date: 2-15-22

( ) Deputy Finance Director

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**7b**
DATE:	February 24, 2022
SUBJECT:	City Council February 10, 2022, Regular Meeting Minutes
CONTACT PERSON:	Lisa Sokolik, City Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the February 10, 2022, Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2022, CITY COUNCIL REGULAR MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, February 10, 2022 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Sid Roberts called the meeting to order at 6:59 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, Andreena Bergman and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Police Chief Becky Lewis, Fire Chief John Cermak, Finance Manager Wendy Dowhower, Senior Planner Carly Ruacho, Economic Development & Marketing Manager Sarah Cho, Utilities Supervisor Leigh Danielson, City Attorney Nikki Thompson, Assistant to the Administrator & Communications Manager Krista Hintz, City Clerk Lisa Sokolik and Waste Management representative Michelle Metzler.

3. Approval of the Agenda

Motion by Councilmember Gaumond, second by Councilmember Bergman 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

6. Committee Reports

a. Planning Commission Meeting Minutes November 15, 2021

Councilmember Schmitt had a question regarding the published formula to calculate park impact fees. Schmitt said it is very difficult to assess without any examples. He asked when the update is brought to council if three (3) examples could be included;

one for low-end priced homes, medium priced homes and high-end (million dollar) priced homes to show how each would be applied to the formula. Community Development Director Love answered that the formula is the existing city formula, and it is not based on house value, it is a flat fee that is paid per unit regardless of valuation.

b. Economic Development Board Meeting Minutes November 19, 2021

Schmitt commented that the Christmas decorations are talked about every year and what would it take to electrify all of them. Schmitt commented on the Discover Stanwood-Camano website viewing hits. He said the website has great information but is under promoted with only 1,000 users per month. Schmitt asked if the Economic Development Board could noodle this question "what would it take to double the number of visitors?" and what would the solution look like? Mayor Roberts thanked Schmitt for the comments and said they would be taken under advisement and a little research would be done.

7. Consent Agenda

a. Approve Payroll Checks and Vouchers
b. Approve January 27, 2022, Regular City Council Meeting Minutes

Motion by Councilmember Metz, second by Councilmember Shepro to approve the consent agenda items A and B. Motion carried unanimously.

8. Old Business

9. Public Hearing

10. New Business

a. Appointment of Economic Development Board Member Richard Good

Motion by Councilmember Shepro, second by Councilmember Robb to appoint Richard Good to the Stanwood Economic Development Board, a one-year term expiring December 31, 2022.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – Yes
Councilmember Schmitt – Yes
Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion carried unanimously.

b. Confirm the Mayor's Appointment to the Snohomish County Tomorrow Steering Committee.

Motion by Councilmember Robb, second by Councilmember Pearce to confirm the Mayor's appointment of Councilmember Steve Shepro to the Snohomish County Tomorrow Steering Committee and Councilmember Marcus Metz as the alternate.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – Yes
Councilmember Schmitt – Yes
Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion carried unanimously.

c. Authorize the Mayor to Sign Interlocal Agreement with Washington School Information Processing Cooperative.

Councilmember Schmitt asked if a jurisdiction of dispute is needed in the contract. City Attorney Thompson answered that both parties are Snohomish County entities, and the contract will be entered into in Snohomish County, making the default Snohomish County.

Councilmember Shepro asked where city documents are currently stored electronically. Finance Director Hammond answered that city documents are stored on a server within Snohomish County's firewall, many records are available on the city's website, and many paper records are stored in the archive room; paper records are being digitalized in a purposeful manner.

Motion by Councilmember Metz, second by Councilmember Shepro to Authorize the Mayor to Sign Interlocal Agreement with Washington School Information Processing Cooperative.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – Yes
Councilmember Schmitt – Yes
Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion carried unanimously.

d. Authorize Mayor to Sign a Solid Waste Collection Services Contract with Waste Management of Washington, Inc.

Public Works Director Hushagen discussed the main changes made to the Solid Waste Collection Services contract from the previous contract that was signed in 2012. The new proposed contract specifies every other week pickup for yard waste. Council can decide to choose every week pickup for yard waste, but the rates will go up. Council will have to amend the motion if they choose every week pickup for yard waste.

Councilmember Schmitt asked what the main differences are between the 2012 and 2022 contract. Hushagen answered that the city is going to all carts being provided by WM, WM will be offering a discount to low-income seniors and disabled citizens, WM will bring out a dumpster for citizens to use if two consecutive pickups are missed due to inclement weather.

Councilmember Shepro commented that the contract over a 10-year period is worth an excess of ten-million dollars ($10,000,000.), he asked what the reasoning was behind the decision for not seeking other bids. Hushagen answered staff spoke about this issue internally. In 2012, the city received a limited response when it issued a call for bids. For this contract, staff did not put it out for bid, as it would be switching gears, with WM carts already distributed throughout the city, routes already set in place, so another company coming in would not be competitive. *(Friday, February 11, 2022, Hushagen clarified his answer to the council: I want to clarify an answer I gave to a question posed by Councilmember Shepro last night. When asked about seeking a different provider for solid waste services I referenced that not doing so was an internal decision. As a point of clarification, I would like to note that this was a collaborative internal decision in that staff recommended it and was given direction to negotiate a contract with WM at the October 14, 2021, Council Special Workshop. Having realized I did not articulate this, and that several of the Councilmembers are new and did not participate in that decision, I felt compelled to send out this clarification.)*

Councilmember Schmitt asked if there are any other solid waste management companies? Hushagen answered there are a few farther down south, one or two in Everett, and one in Anacortes.

Councilmember Pearce asked fellow councilmembers their thoughts on the yard waste pickup schedule. To leave it as it is written in the contract for pickup every other week, or to change it to every week pickup. Councilmember Schmitt said he started a discussion on this issue and he received a split answer. Schmitt suggested to keep it every other week and the citizens who need it every week can get an extra can.

Councilmember Shepro asked what it meant by getting a second can. Waste Management representative Michelle Metzler answered that customers can subscribe for multiple carts, or they can set out extra materials when needed. It's also permitted to

put food and yard waste in garbage. About half the Stanwood residents subscribe to food and yard waste service.

Council Bergman asked if some residents subscribe to food and yard waste service through the spring and summer and cancel through the winter. Metzler answered that it is quite common for residents to sign up in spring and cancel in the fall, however, there is a cart redelivery fee of $41.48.

Councilmember Shepro asked about the extra charge if not all recycling can fit in the recycling bin, such as large cardboard boxes. Councilmember Pearce said that question came up in the Public Works Committee meeting, with our wet climate Waste Management prefers residents to not put cardboard outside the recycling bin because wet and moldy cardboard cannot be recycled. If it doesn't fit in the container, it needs to be cut down to fit or it will have to go in the trash bin. Metzler said if it's set out at the curb, the driver will collect it, but a charge would go on the customer's next bill.

Motion by Councilmember Bergman, second by Councilmember Metz to authorize the Mayor to sign a solid waste services contract with Waste Management of Washington, Inc. for a ten year period ending in 2032.

Councilmember Robb made a motion to the motion to include in the contract weekly pickup of yard waste and food scrap recycling services. Second by Councilmember Shepro.

Councilmember Robb commented on the survey, although it is not heavily tipped one way, it is tipped toward weekly pickup. Only a couple hundred residents responded to the survey, but many residents who did not complete the survey contacted councilmembers to give their opinion, so Robb feels pretty well informed of what the public wants. Right now, half of the residents subscribe to the yard waste collection service. There is merit in the ability to put out extra waste, waiting two weeks, the cans can get heavy. There would also be an impact to the number of customers choosing food scrap recycling, so there are valid reasons to go either way, but Robb is most sensitive to the fee increase of 6% it is certainly a consideration, but on the whole, to provide the best service to the majority of residents, a weekly pickup service is best.

Councilmember Schmitt is for every other week yard waste pickup. He commented that there is not a good answer, whatever way it will only benefit half of the residents. It will saddle extra costs for those who don't need every week pickup, and some residents will be very sensitive to those extra costs. A simple solution would be for those who need extra service to order an extra can during growing season. Going every other week creates flexibility and lowers costs.

Councilmember Pearce can appreciate both sides, but he is considering the extra delivery charge of $41.48.

Councilmember Shepro agrees with Councilmember Robb. There was a letter writing campaign last fall and a majority favored weekly pickup. Shepro will vote with the majority of residents of weekly yard waste pickup.

Roll call of votes was taken on the amendment to the motion:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – No
Councilmember Schmitt – No
Councilmember Gaumond – Yes
Councilmember Metz – No

Amendment to the motion carried 4 to 3.

Motion by Councilmember Metz, second by Councilmember Gaumond to authorize the Mayor to sign a solid waste services contract to include weekly pickup of yard waste and food scrap recycling services with Waste Management of Washington, Inc. for a 10-year period ending in 2032.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – Yes
Councilmember Schmitt – Yes
Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion carried unanimously.

e. Authorize the Mayor to Sign Ovenell Park Visioning Contracts with JA Brennan and Confluence Environmental.

Councilmember Shepro asked why 'Riverfront Park' wording has been dropped from the discussion when the 2016 Master Plan made references that Ovenell would be a riverfront park and the Parks, Recreational and Open Space Plan (PROS), adopted by Council in 2018, also mentions that Ovenell Park would include waterfront access.

Senior Planner Ruacho answered that waterfront access at Ovenell is not off the table and can be revisited at any time, but to develop the waterfront access would drive costs up due to permitting and mitigation that could be problematic.

Another key difference is Hamilton Park is at 98% design-ready and includes water access. Hamilton Park is right up the channel from Ovenell. Hamilton was not taken into consideration when the Ovenell Master Plan was developed. Community Development Director Patricia Love added that Ovenell showed access to the water, but there is also a railroad track. Staff met with representatives from BNSF 1one and one half years ago and learned that access over the tracks is going to be extremely difficult. They talked about the option to change it to a Rails to Trails program, but BNSF was not supportive of the idea. Love doesn't want there to be any misconceptions that this will be a waterfront property when there is a major hurdle with the railroad whether the City can gain access over the tracks.

Councilmember Shepro commented that in 2019, the City spent $93,000 on the Ovenell Park Cleanup Project with the goal to open the park for passive use by the community. Shepro asked why the park is still locked? Ruacho answered that it was and still is the intention to have some access available. Providing access to the park has proven to be very difficult, that is it will be difficult getting people in and out safely. There is a need to have a parking lot, so the study is needed to know where the best spot would be for the parking lot.

Shepro asked if his recollection regarding the first environmental study is correct, that the wetlands area was quite a bit larger than anyone anticipated affecting what the existing Master Plan had in mind. Ruacho said the Master Plan is very conceptual in nature, when researching development ideas from the conceptual plan we have learned that access is complicated by many different reasons. The new plan would get more specific details to move forward with planning to get the park open.

Shepro asked if the plans that Iris Consulting put together in 2015 are valid. Ruacho answered they are valid just not realistic as we don't have free rein to do what is on the master plan, we didn't have the higher level of environmental report back then, and the permits have expired and need to be renewed.

Shepro suggested to approve the $15,915 contract with Confluence and to wait to see the results of the environmental report before approving the $88,000 contract with JA Brennan, then bring the environment report back to full council with the reasons why we should move forward with the new master plan.

Love said the intent is for the work by Confluence to help staff understand the critical areas on the property and the shoreline requirements because decisions cannot be made without knowing what is on site. Then that information would be shared with the Park and Trails Advisory Committee (PTAC) and other consultants and really start to sit down with PTAC and go over the current Master Plan, what the constraints on the property; the critical areas, shoreline, rail road, access. Then have a conversation with PTAC on what the goals and visions are for the property with all this information. JA Brennan would come into the picture at this point and be part of the discussion as he is

a park landscape architect, he would start drawing out the visioning conversation. JA Brennan would think about all the other properties owned by the city and figure out how Ovenell would fit in to the current park system.

City Administrator Smith commented that PTAC was formed to discuss Ovenell and Hamilton. A study for parks in general was done and the outcome of the report was the recommendation to build out existing parks before starting Ovenell and Hamilton, which is one of the reasons that Ovenell has not been opened.

Councilmember Schmitt agreed with Shepro's viewpoint, he too would like to see the environmental study done first and then make a decision on how to proceed.

Ruacho said it has always been the plan and the intention to do the environmental study first before starting the visioning phase.

Mayor Roberts asked if council approved both contracts and Confluence's report comes back with a worst-case scenario, do we have to honor JA Brennan's contract? Love answered that there is an escape clause in the contract, city would pay out what work was done up to the point of termination.

Schmitt commented that he has talked to many PTAC members individually, they are very passionate about the parks, and they have a wonderful vision, they would like for the Councilmembers to listen to them. Schmitt is wondering why the city is spending another $88,000 on a visioning statement when we already have passionate PTAC members, is the city going to get $88,000 more in value than what PTAC is providing?

Councilmember Pearce responded to Schmitt's question, PTAC can contribute to the vision, but they are not professional planners.

Motion by Councilmember Shepro, second by Councilmember Schmitt to authorize the Mayor to sign a contract with Confluence Environmental for $15,915.00, but to reject the contract with JA Brennan.

Roll call of votes was taken:

Councilmember Robb – No
Councilmember Pearce – No
Councilmember Shepro – Yes
Councilmember Bergman – No
Councilmember Schmitt – Yes
Councilmember Gaumond – No
Councilmember Metz – No

Motion failed 5 to 2.

Motion by Councilmember Metz, second by Councilmember Robb to approve the proposed scope of work and authorize the Mayor to sign a contract with Confluence Environmental to execute work as outlined.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – Yes
Councilmember Shepro – Yes
Councilmember Bergman – Yes
Councilmember Schmitt – Yes
Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion carried unanimously.

Motion by Councilmember Robb, second by Councilmember Gaumond to approve the proposed scope of work and authorize the Mayor to sign a contract with JA Brennan and Associates.

Councilmember Robb thanked councilmember Shepro for bringing a lot of these details forward and they are worth consideration.

Roll call of votes was taken:

Councilmember Robb – Yes
Councilmember Pearce – No
Councilmember Shepro – No
Councilmember Bergman – Yes
Councilmember Schmitt – No
Councilmember Gaumond – Yes
Councilmember Metz – No

Motion failed 4 to 3.

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

12. Report of Officers and Committees

a. Mayor's Report

Mayor Roberts congratulated the nonprofit startup Snow Goose Transit who received a free donated bus from Community Transit. Roberts attended the Community Transit

event. Community Transit donates approximately 15 vehicles per year to nonprofits. Snow Goose Transit will use the bus to shuttle seniors around town and anyone else who may need a ride.

Mayor Roberts will be starting the 'Walks with the Mayor' on Fridays starting in May. Roberts attended an Emergency Management Board meeting for Snohomish County where they discussed Emergency Responses and the need for a Comprehensive Emergency Management Plan; the city has a CEMP in place.

Mayor Roberts attended a Mayor and Tribal meeting hosted by Snohomish County Executive Somers. Snohomish County will be reaching out to the county cities to discuss their ARPA funds allocations, so there may be potential ARPA funds available from the county.

Mayor Roberts is grateful for the new Covid numbers which are going down. He is looking forward to some normalcies and is hoping to have in-person council meetings soon. The school district meeting room is no longer available to have council meetings; staff is searching for a new location. The Mayor welcomed the City's new Police Chief Rebecca Lewis.

b. City Administrator Report

City Administrator Smith said that Assistant to the Administrator & Communications Manager Krista Hintz has uploaded to the city website the videos and recordings of the council meetings for the last four plus years (note: when meetings were held in person only audio was recorded).

Smith would like to get back to in-person meetings, especially for the workshops as those are more beneficial in person. He is hoping to plan for the next workshop to be held in person. Tonight's workshop felt a little rushed, and councilmembers did not have enough time to get all their questions answered. Smith asked councilmembers to continue to think about their priorities. Past Councils may have had different priorities, e.g., they may have wanted to concentrate on existing parks before spending money on the new parks like Ovenell. If this Council feels differently, that is the kind of priority staff needs to know, to change the directive that they were given by the prior Council.

c. Councilmember Reports/Questions

Councilmember Gaumond welcomed Economic Development Board Member Richard Good and congratulated Councilmember Shepro and Councilmember Metz for being appointed to the Snohomish County Tomorrow Steering Committee.

Councilmember Bergman welcomed Economic Development Board Member Richard Good and congratulated Councilmember Shepro and Councilmember Metz for being appointed to the Snohomish County Tomorrow Steering Committee.

Councilmember Schmitt thanked the City for its participation in Glass Quest, it is a great event for our area. When he worked at the thrift store, they directly attributed $1,600 in sales to the event, which goes to those in hunger. Schmitt encouraged everyone to take up the Mayor's offer to walk with him, but be warned the Mayor is a power walker.

Councilmember Shepro recognized staff for the amount of work that went into tonight's meeting, he really appreciates it even though it makes the job as councilmember harder as there is more to read.

Councilmember Robb agreed with Smith about having the next special meeting workshop in person, if possible. The Public Works Committee did vote to hold their monthly meetings in person starting in March, they will be the first committee to venture off Zoom. Robb said it was nice to see Police Chief Lewis for the first time and to hear City Attorney Thompson's voice tonight.

Councilmember Metz said the issue of hazard pay is a hot topic. He thought Council would discuss the issue tonight and asked if there were plans to talk about it soon. Mayor Roberts answered there are no plans to discuss this issue. Roberts said at the last council meeting he asked for councilmembers to contact him or the City Administrator if they wanted to discuss this issue. It takes two councilmembers to add an item to the agenda, he only heard from one councilmember, so it was not added.

Councilmember Robb asked if ARPA funds would be discussed at the next City Council Special meeting, Roberts answered yes.

Councilmember Metz made a motion to put the topic of hazard pay as a discussion item on the next City Council Meeting agenda. Second by Councilmember Shepro.

Councilmember Schmitt commented that per the Rules of Procedures it requires two seconds by councilmembers to put the item on the next agenda. Roberts asked City Attorney Thompson if Council can vote now to put it on the agenda. Thompson answered yes.

Mayor Roberts called for votes on whether to discuss Hazard Pay at the next City Council meeting. Motion moved by Councilmember Metz, second by Councilmember Shepro.

Roll call of votes was taken:

Councilmember Robb – No
Councilmember Pearce – No
Councilmember Shepro – Yes
Councilmember Bergman – No
Councilmember Schmitt – No

Councilmember Gaumond – Yes
Councilmember Metz – Yes

Motion failed 4 to 3.

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

14. Reconvene and Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:50 p.m.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**7c**
DATE:	February 24, 2022
SUBJECT:	City Council February 10, 2022, Special Workshop Minutes
CONTACT PERSON:	Lisa Sokolik, City Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the February 10, 2022, City Council Special Workshop are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2022, CITY COUNCIL SPECIAL WORKSHOP AS PRESENTED.

CITY OF STANWOOD

City Council - Special Workshop Meeting
Thursday, February 10, 2022 – 5:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

Call to Order

Mayor Sid Roberts called the meeting to order at 5:00 p.m.

Attendance

Councilmembers present: Dani Gaumond, Marcus Metz, Darren Robb, Tim Pearce, Steve Shepro, Andreena Bergman and Tim Schmitt.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Finance Director David Hammond, Finance Manager Wendy Dowhower, Assistant to the Administrator and Communication Manager Krista Hintz and City Clerk Lisa Sokolik.

1. Budget and Finance Overview

Finance Director David Hammond said special workshops are designed to be interactive, informal, and informative, he regrets that this session is not in person, but asked council to not hesitate to ask questions anytime during the presentation. Councilmember Schmitt asked for context; why are they going over the materials, what is the purpose, what should council gain from this session and what are the next steps? Mayor Roberts answered that the items presented at workshops are informational. Councilmembers cannot have this type of informal dialogue at regular city council meetings. This is a budget year and workshops are a good way to get councilmembers the most information, get feedback and ask and answer questions, it is especially helpful for new councilmembers.

In 2015, Council adopted to budget on a biennial basis; the budget is put together on even years for the next odd/even years. This frees up time on the off-budget year to tackle big projects.

- The budget is legally required
- Fosters strategic planning and policy development
- Communicates fiscal information
- Provides operational guidance
- Provides accountability

The city has 30 funds, and each fund acts independently, e.g., sewer revenues cannot be used to pay for police officers, gas tax revenues cannot be used on anything other than streets maintenance and improvements. Revenue that comes into the General Fund can be used for any purpose.

Utilities Funds (enterprise funds) are cost recovery funds. Sewer is paid for from the sewer fund, sewer revenues can only go into this fund. When there is not enough revenue to cover sewer costs, rates are analyzed to determine what is needed to make the fund break even, not to make a profit. Sewer, Water and Drainage all have their own capital funds and plant investment funds (often called system development charges).

Councilmember Shepro asked how much of property taxes go to the city. Hammond answered it is currently levied at $1.50 per $1,000.

Transportation Benefit District Sales Tax can only be used to maintain infrastructure within city limits. The tax was established with a vote in 2013 and expires June 30, 2023, council will have to consider whether to place it on the ballot to continue to receive that revenue. The TBD sales tax is paid by everyone who shops in Stanwood and not just city residents.

Councilmember Shepro asked if the TBD sales tax can be used for non-motorized trails and sidewalks. Hammond answered yes, for sidewalks and he will need to look further into using the revenue on trails.

Mayor Roberts asked if the City's 9.2% tax rate included the one-tenth percent rate increase that was just passed by Snohomish County for housing and the homeless. Hammond said no the tax rate will be going up to 9.3%.

Councilmember Robb asked if there has been a shift during Covid in revenues coming in from on-line shopping vs in town brick & mortar. Hammond answered that the Department of Revenue has that information to a limited extent, but he had to sign a privacy and confidential agreement.

Hammond discussed Real Estate Excise Taxes (REET) and how and when those funds can be used.

The general budget development schedule was presented and adoption of the 2023-2024 is scheduled for November 19, 2022

2. 2022 Workplan and Council Priorities

City Administrator Smith gave a brief overview of the 2022 Workplan and the Council Priorities from the previous two-year budget:

- Support a Sustainable Local Economy
- Enhance Parks and Recreation
- Build Safe Streets
- Improve Public Engagement Opportunity

These priorities are what the budget was based on and the workplan is based on the budget. After the presentation, Smith would like to hear what the Councilmembers have as their priorities, so staff can take those priorities to develop the 2023-2024 budget themes.

All the City Divisions are listed on the workplan with projects that will be worked on during the budget cycle. Some projects are listed in phases, and some have the final output. Ongoing projects and/or maintenance projects are listed so council can see what staff is working on. Some of the projects will not be completed as the budget for the project was based on receiving a grant.

Councilmember Schmitt asked if an ethics policy would be added the Human Resources section. Smith said yes, in the next 2-year workplan an ethics policy will be added.

A priority for Councilmember Shepro is to purchase land in northeast Stanwood for a community park. In 2018, the Council passed a resolution with the stated goal to develop a new park north of Stanwood in the general area of 280th St NW up to 300th St NW. He would like to start the search for land and create a plan to purchase it. Councilmember Pearce agrees with Shepro.

Councilmember Robb agrees with Shepro and Pearce about acquiring land for a park in northeast Stanwood. Thinking about the top priorities leading into the next budget, Robb said the current four priorities are still just as relevant as they were two years ago.

Councilmember Metz's top priority is parks and recreation and for city beautification; those are the things that will bring people here to live and to do business.

Councilmember Bergman agrees with Robb, the current priority bullet points are still relevant. She would like to add road maintenance and completion of sidewalks as a priority. One thing she has heard from citizens, they want more events that they can attend in town like a 4th of July fireworks show.

Councilmember Gaumond would like to cater to families. If the city can recruit businesses and have a city center to attract families, they will stay and shop here instead of going to another city.

Councilmember Schmitt likes the current four bullet points but would like to add a fifth point with the theme of enhancing our neighborhoods. He would like to see neighborhoods stay vibrant, prevent urban sprawl, remain family friendly, and traffic friendly to create a better quality of life for citizens.

Community Development Director Love spoke on what it would take to add a park in northeast Stanwood. It is a funding issue. It is in our code that new neighborhoods coming into Stanwood must provide a community park and maintain it. Council can change the code on how parks come into Stanwood. Love does agree that land is being purchased up, she recommends that council start looking at the size and what type of uses they want in a park and start looking at what land is available.

3. Mayor Full-time Status

Councilmember Schmitt is proposing that the mayoral position be a paid, full-time position with a livable family wage defined by the to the salary commission starting in 2023. A mayor typically works 30 hours per week, a mayor should be more accessible, and it would be more appealing to potential candidates if they were paid a livable family wage. Metz agrees and asked if there is a matrix to determine when a mayorship warrants a full-time status.

Councilmember Shepro would like to begin investigating a plan, see what other communities are doing and plan what the role or job of a full-time mayor would be.

Councilmember Pearce agrees with Shepro to begin investigating a plan and see how comparable cities are doing it. Pearce asked if the Salary Commission would set the mayor's salary since they set raises, or would the Council set the mayor's salary since Council sets the budget? Pearce commented on Schmitt's statement of wanting the full-time mayor to potentially start in 2023, generally these things go with election cycles so legal would have to be consulted if it can be done mid-term or in 4 years. Pearce does agree that this is worth looking into.

Mayor Roberts responded that the City Attorney would need to be consulted. Councilmembers cannot raise their salaries during their term, but mayors can. He is hearing that Councilmembers need to have further discussion, get more information, have some research done and have the attorney weigh in.

Councilmember Robb supports the idea of looking into it but doesn't think it should be a priority. Legal or not, he doesn't know if he would support a switch since the mayor was just elected and as Councilmember Schmitt mentioned one of the reasons for making the change is to have a larger more candidate pool. He would support the change at the next election, but not anytime sooner. Robb added that the primary reason he would support the change, other than it is a full-time job at part-time pay, is more for regional exposure. Stanwood is growing and there is more money coming down through Federal to State sources and to have more of a presence at regional committees and with regional discussions, so Stanwood doesn't get left out of the conversations and opportunities, it is more realistic to expect that level of regional involvement from a full-time mayor.

Councilmember Pearce gave some background; when council decided to hire a City Administrator, it was to free up the mayor to do certain things and the day-to-day operations would be handled by the City Administrator. When looking at the job description for a full-time mayor, the City Administrator job description will also need to be looked at to balance the two out.

Mayor Roberts thanked everyone for the discussion. He wanted to say a few things. That it is understood that this is not his topic, and he is not pushing for it. If the council decides to hire a full-time mayor, and he thinks they should, because Stanwood deserves a mayor who is visible and involved., but the city needs the City Administrator position as it is the focus of all the work that gets done.

The Mayor commented on Robb's point, he is attending all the regional meetings now, he knew the job description when he ran for office and he is not lobbying for a change. He does think council needs to discuss the issue and whatever they decide if fine with him. He is very happy to serve the City of Stanwood as Mayor loves working with Smith and city staff.

4. Adjourn

Mayor Roberts Adjourned the meeting at 6:30 pm.

CITY OF STANWOOD	ATTEST:
Sid Roberts, Mayor	Lisa Sokolik, City Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**7d**
DATE:	February 24, 2021
SUBJECT:	Utility Account Adjustment – William Majkut
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENTS:	A – AMC 12.060 Adjustment to bills. B – Water Leak Adjustment Detail

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PURPOSE

The purpose of this agenda item is for Council consideration of a second adjustment to Utility Account Number 2680 in the amount of $418.96.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months. Additionally, the SMC authorizes city council approval of a second adjustment within a two-year period if one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

Resident, William Majkut has requested a second leak adjustment.

ANALYSIS

Mr. Majkut experienced a water leak that was discovered when his November 30, 2021, billing statement was created that reflected consumption totals much higher than normal. As SMC allows, staff calculated an adjustment based on the average bill for the past twelve months. This adjustment allowed a credit of $508.69, which was applied to his account.

Because of the timing, the leak occurred over 2 billing cycles. Therefore, Mr. Majkut has requested a second leak adjustment. The bill for January 31, 2022, was $1,046.61. A second adjustment is calculated in the amount of $418.96.

Fiscal Impact			
Had the billing cycle covered the period where the entire leak was experienced, the full credit would have been calculated			
Fund(s):	Utility Operating		
Amount:	$ 418.96	**Project Estimate:**	$ N/A
Budget Authorized	**[x] Yes [ ] No**	**Amendment Required**	**[ ] Yes [x] No [ ] Monitor**

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Finance Director to approve a second utility bill adjustment in the amount of $418.96

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City Council may authorize the approved second utility adjustment in the amount of $418.96
2. The City Council choose not to approve a second utility bill adjustment in the amount of $418.96

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINANCE DIRETOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT IN THE AMOUNT OF $418.96.

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord**. 1295 § 2, 2011; Ord. 1189 § 4, 2006).**

UTILITY ADJUSTMENT

DATE	2/8/2022
ACCT#	2680
NAME	Majkut, William
ADDRESS	28531 Pioneer Hwy

ADJUSTMENT

WATER	$ 418.96
SEWER	
DRAINAGE	
FIRE U TAX	
UTILITY TAX	
PENALTY	
ADJ- Lien Fees	
TOTAL ADJUSTMENT	$ 418.96

REASON FOR ADJUSTMENT:

Water Leak Adjustment

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

PREPARED	Amy Bergemeier
APPROVED	
PROCESSED	
POSTED	

Per SMC 12.20.060

ST

DATE	2/8/2022
ACCT#	2680
NAME	Majkut, William
ADDRESS	28531 Pioneer Hwy

	CONSUMP			Billing Periods
AVERAGE WTR	2,367	$	174.24	10/11 mo
FOR 6 BILLING	2,717	$	199.77	12/01 mo
CYCLE	2,511	$	188.99	02/03 mo
	2,778	$	206.74	04/05 mo
	2,524	$	256.35	06/07 mo
	3,069	$	226.10	08/09 mo
AVERAGE	**2,661**	**$**	**208.70**	
BILL FOR LEAK	15,188	$	1,046.61	12/01 mo
OVERAGE		$	837.91	
50% ADJ FOR		$	418.96	*ADJUSTMENT*

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**7e**
DATE:	February 24, 2022
SUBJECT:	Re-Appoint Nicole Gilligan to Salary Commission
CONTACT PERSON:	Lisa Sokolik, City Clerk

ISSUE

Should Council confirm Mayor Robert's appointment of Nicole Gilligan to a second term on the City's Salary Commission?

RECOMMENDATION

Confirm Mayor Robert's appointment of Nicole Gilligan to a second term on the Salary Commission.

SUMMARY

The City's Salary Commission has a vacancy due to the expiration of Nicole Gilligan's three-year term. The mayor appoints commissioners with the approval of council.

DISCUSSION

Ordinance 1306 established a five-member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second three-year term by the mayor with council approval. The purpose of the commission is to review the salaries of the mayor and council annually to determine whether the salaries should increase, decrease, or remain the same. Nicole Gilligan served a term as a salary commissioner and has been appointed for a second term by Mayor Robert which requires council approval.

CITY COUNCIL OPTIONS

1) Approve Mayor Robert's appointment of Nicole Gilligan to serve a second 3-year term on the Salary Commission.
2) Do not approve Mayor Robert's appointment of Nicole Gilligan to serve a second 3-year term on the Salary Commission.

RECOMMENDED MOTION

I MOVE TO APPROVE MAYOR ROBERT'S APPOINTMENT OF NICOLE GILLIGAN TO SERVE AS SALARY COMMISSIONER FOR A SECOND 3-YEAR TERM.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**10a**
DATE:	February 24, 2022
SUBJECT:	Interlocal Participation Agreement-National Purchasing Cooperative
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENTS:	A – Interlocal Participation Agreement Between National Purchasing Cooperative "BuyBoard" and the City of Stanwood

PURPOSE

The purpose of this agenda item is for Council consideration of a an Interlocal Participation Agreement with the National Purchasing Cooperative "BuyBoard."

BACKGROUND

During the COVID-19 pandemic it has become clear that the City needs a comprehensive web-based solution to replace its inefficient budgeting process. Many employees have been required to work remotely and additional hardware and software purchases have been made to allow as many employees to work remotely as possible. City staff have reviewed available software providers and plan to request authorization from council to purchase a budgeting software suite available from ClearGov, Inc.

The Washington School Director's Association has joined with other organizations to form a national purchasing cooperative, named "BuyBoard," which has competitively procured an agreement with ClearGov that offers advantageous terms, thus participation in this ILA will allow the city to purchase licensing with ClearGov at advantageous pricing.

The City participates in three other purchasing cooperatives; the Washington State Contract for purchasing vehicles, large mowers and other equipment, Sourcewell (formerly NJPA), and the Washington Schools Information Systems Cooperative. Participation in these cooperatives saves staff a significant amount of time because the cooperative has already completed the competitive procurement process, adhering to the bidding rules by using a scope of solicitation, public notice and advertising, proposal receipt and opening, objective evaluation, official award, posting and review of approved contract documents.

ANALYSIS

Fiscal Impact			
There is no direct fiscal impact to entering into this purchasing agreement.			
Fund(s):			
Amount:	$	**Project Estimate:**	$ -
Budget Authorized	**[ ] Yes [ ] No**	**Amendment Required**	**[ ] Yes [X] No [ ] Monitor**

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the mayor to sign an interlocal agreement with the National Purchasing Cooperative.

Committee/Board Recommendation: This item is on the Finance committee agenda for Thursday February 24th. The results of that discussion will be shared with Council at this meeting.

CITY COUNCIL OPTIONS

1. The City Council may authorize the mayor to sign an interlocal participation agreement with the National Purchasing Cooperative.
2. The City Council may choose not to authorize the mayor to sign an interlocal participation agreement with the National Purchasing Cooperative.
3. The City Council may direct staff to provide additional information.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN AN INTERLOCAL PARTICIPATION AGREEMENT WITH THE NATIONAL PURCHASING COOPERATIVE.

NATIONAL PURCHASING COOPERATIVE
INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement**. The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.

2. **Term**. The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.

3. **Termination.**

(a) **By the Cooperative Member**. This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

(b) **By the Cooperative.** The Cooperative may terminate this Agreement by:

(1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or

(2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.

(c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.

4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.

5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.

6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.

7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.

2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.

3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.

4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.

5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.

7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.

8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.

9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
   a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
   b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
   c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
   d) All requirements—local or state–for a third party to approve, record or authorize the Agreement have been met.

10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

    THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
    (a) Neither party waives any immunity from liability afforded under law;

(b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
(c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
(d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.

14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.

15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.

16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:

By: _____ Date: _____
Signature of authorized representative

_____
Printed name of person signing
Administrator's Representative for the National Purchasing Cooperative

TO BE COMPLETED BY COOPERATIVE MEMBER:
[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]

_____
(Name of Local Government)

By: _____ Date: _____
Signature of authorized representative of Cooperative Member

_____
Printed name and title of authorized representative

Coordinator for the
Cooperative Member is: _____
Name

_____
Title

_____
Mailing Address

_____
City

_____
State Zip Code

_____
Telephone

_____
Fax

_____
Email

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**10b**
DATE:	February 24, 2022
SUBJECT:	Authorize Mayor to sign Budgeting, Forecasting and Financial Transparency Software-as-a-Service Subscription with ClearGov, Inc.
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENTS:	A: ClearGov Proposal B: ClearGov Service order

PURPOSE:

The purpose of this agenda item is for Council to consider authorizing the Mayor to sign a software-as-a-service (SAAS) subscription with ClearGov, Inc. to provide budgeting, planning, forecasting and budget information presentation software services to the city.

BACKGROUND:

Currently the City of Stanwood's budget process is dependent on several Microsoft Excel spreadsheets, PDF and Word documents. The budgeting process must integrate with other key business processes, including capital improvement plan development, comprehensive plan development and collective bargaining. Currently, these are manual, labor intensive and time-consuming processes. Collaboration that needs to happen between management and staff is usually limited to in-person meeting format.

During the recent COVID-19 pandemic it became clear that the City needs a comprehensive web-based solution to replace these inefficient budgeting and planning processes. Most employees were required to work remotely and additional hardware and software purchases have been made to allow as many employees to work remotely as possible.

Our current budgeting processes do not allow online submission, electronic review, or remote approval. Finance staff have reviewed software available to solve these challenges, as well as provide a tool to present financial information more clearly and provide improved access to the City Council and the citizens of Stanwood.

SUMMARY:

After researching and participating in demonstrations with various software companies, City staff have identified ClearGov as the preferred vendor to provide a modern cloud-based Budgeting, forecasting and financial transparency software suite. ClearGov has an excellent reputation and provides an entirely web-based product designed exclusively for local government that will allow the city to better manage the effects of events like the COVID-19 pandemic, improve our citizen engagement, provide increased transparency, and enhance our customer service experience.

The ClearGov Budgeting and Planning Suite is an integrated cloud solution for operating budget development, capital facility and equipment planning, personnel planning, revenue forecasting, and online budget book creation. This Software-as-a-Service ("SaaS") solution also connects stakeholders to the budget process and provides improved reporting of budget to actual on line. The following summarizes the key features of the software package:

Operational Budgeting

- A robust, yet simple-to-use budgeting and forecasting tool that is specifically tailored to the needs of local governments
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Automatically generates long-term forecasts
- Streamlines the entire budget-building process

Digital Budget Book

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Lets you and your team work collaboratively to fill in the details
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

Personnel Budgeting

- A filterable personnel dashboard provides a birds-eye view of your headcount budget and enables you to visually compare unlimited personnel budgeting scenarios
- Automated workflows streamline position and reclassification requests
- Create salary and benefits plans for up to 20 years
- Analyze the effects of salary/benefit adjustments for more informed union negotiations
- Create and export custom reports to share your personnel budget internally and externally

Capital Budgeting

- Utilize built-in templates to easily create customized capital request forms
- Automated workflows collect, organize and present capital requests in an intuitive dashboard
- with the ability to filter by department, funding source, request type and more

- Create unlimited multi-year scenario plans to optimize capital utilization
- Score and rank capital requests based on custom criteria to prioritize requests
- Includes a robust capital improvement portal to communicate projects internally and externally

Transparency

- Transforms complex government financials into easy-to-understand infographics
- Publishes fiscal information in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

In addition to the biennial budget process, the ClearGov software will be used for development of Transportation Improvement Plans, Capital Improvement Plans and Equipment Replacement scheduling. Each of these long term planning processes will be able to be integrated into the biennial budget.

The ClearGov software will not be directly integrated with the city's existing accounting software program (SpringBrook Express). Instead, the city will provide actual revenue and expenditure information to ClearGov monthly for manual upload to the new Transparency pages. This monthly budget vs. actual comparison to budget will provide infographic presentations, as well as summary level comparison capability to citizens, but they will also be able to drill down into the detail behind the graphics and summary.

The software implementation cost ($5,400.00) would be an eligible American Recovery Plan Act (ARPA) project as the upgrade of our budget process will enable remote access for staff, thus decreasing employee exposure to events like COVID-19 by providing a software solution that establishes a telework infrastructure, improves council access, and provides a tool for better communication and public access to the final budget. It allows staff to submit budget information remotely and minimizes physical contact. Further, this electronic software will also enhance transparency. Staff plans to include this project in the March workshop discussion regarding use of ARPA funds.

The ClearGov Software is available via participation in the National Purchasing Cooperative (Buyboard) with pricing and terms established. The city gains the advantage of Buyboard's national competitive procurement procedures, which include:

1) Advertisements are placed in 11 newspapers across Texas for once a week for two weeks.
2) The proposal invitation and specification document is posted to the website at www.vendor.buyboard.com. Registered vendors with BuyBoard are notified via e-mail regarding the proposal opportunity.
3) Electronic vendor responses are received. Vendor responses received after the due date and time are not opened.
4) Proposals are reviewed, tabulated, and analyzed based on the criteria outlined in the proposal terms and conditions, and a scoring matrix is used to rank the criteria.

5) Recommendations are prepared and presented to the Cooperative Board for consideration of award.

Fiscal Impact			
This agreement obligates the city in one year increments. The base year cost is $25,000, but is pro-rated for the remainder of 2022 (ten months) $ 20,833.33, and there is a one-time implementation fee of $5,400, for a total 2022 cost of $26,223.33. Future year costs escalate at three percent, i.e., 2023 will be $25,750.			
Fund(s):	Allocation between General Fund and Utility Funds based on employee count.		
Amount:	$26,223.33	**Project Estimate:**	$ -
Budget Authorized	**[ ] Yes [X] No**	**Amendment Required:**	**[] Yes [ ] No [X] Monitor**

COMMITTEE RECOMMENDATION:

This item is on the finance committee agenda for Thursday February 24th. The results of that discussion will be shared with Council at this meeting.

CITY COUNCIL OPTIONS:

1) Authorize the Mayor to sign a subscription with ClearGov as presented.

2) Do not authorize the Mayor to sign a subscription with ClearGov as presented and direct staff to areas of concern.

RECOMMENDED MOTION:

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A BUDGETING, FORECASTING AND FINANCIAL TRANSPARENCY SOFTWARE-AS-A-SERVICE SUBSCRIPTION WITH CLEARGOV, INC."

Software Proposal

PREPARED ON
2/15/22

PREPARED FOR
David Hammond
Finance Director
City of Stanwood

PREPARED BY
Andrew Donohue
ClearGov, Inc.
aDonohue@cleargov.com
(508) 404-0984



OUR MISSION

We Create Easy-to-Use Software to Help Governments Budget Better

2/15/22

David Hammond
Finance Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Dear David,

Per our discussions, I am pleased to provide you and your team at Stanwood with the attached software proposal for your consideration

Our mission at ClearGov is to create easy-to-use, modern software to help governments budget better. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to be just right for local governments like Stanwood.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Andrew Donohue
ClearGov, Inc.
aDonohue@cleargov.com
(508) 404-0984

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Executive Summary

Mission

ClearGov's mission is to create easy-to-use, modern software that helps local governments budget better. We believe that *every* local government should have the opportunity to leverage technology to operate more efficiently and communicate more effectively. We pursue this mission by carefully designing solutions that are clear, collaborative, compelling and cost-effective to fuel better budgeting and drive community support.

Solutions Overview

Based on our conversations with Stanwood and our understanding of your key needs and objectives, we are proposing the following ClearGov solutions:

ClearGov Operational Budgeting

- A robust, yet simple-to-use budgeting and forecasting tool that is specifically tailored to the needs of local governments
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Automatically generates long-term forecasts
- Streamlines the entire budget-building process

ClearGov Digital Budget Book

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

ClearGov Personnel Budgeting

- A filterable personnel dashboard provides a birds-eye view of your headcount budget and enables you to visually compare unlimited personnel budgeting scenarios
- Automated workflows streamline position and reclassification requests
- Create salary and benefits plans for up to 20 years
- Analyze the effects of salary/benefit adjustments for more informed union negotiations
- Create and export custom reports to share your personnel budget internally and externally

ClearGov Capital Budgeting

- Utilize built-in templates to easily create customized capital request forms
- Automated workflows collect, organize and present capital requests in an intuitive dashboard with the ability to filter by department, funding source, request type and more
- Create unlimited multi-year scenario plans to optimize capital utilization
- Score and rank capital requests based on custom criteria to prioritize requests
- Includes a robust capital improvement portal to communicate projects internally and externally

ClearGov Transparency

- Transforms complex government financials into easy-to-understand infographics
- Publishes fiscal information in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Budget Cycle Management Overview

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward modernizing their budget process. Therefore, all ClearGov solutions are:



CLEAR AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. Plus, it gives Local governments the ability to quickly adjust to evolving input and changing dynamics. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



CONNECTED

All ClearGov solutions share a common data set and work together seamlessly. Plus, when you're ready to implement, we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your financial data, and we'll onboard it for you.



COLLABORATIVE

ClearGov solutions are designed to improve collaboration and efficiency by automating processes and outcomes. Streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical.



COST EFFECTIVE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

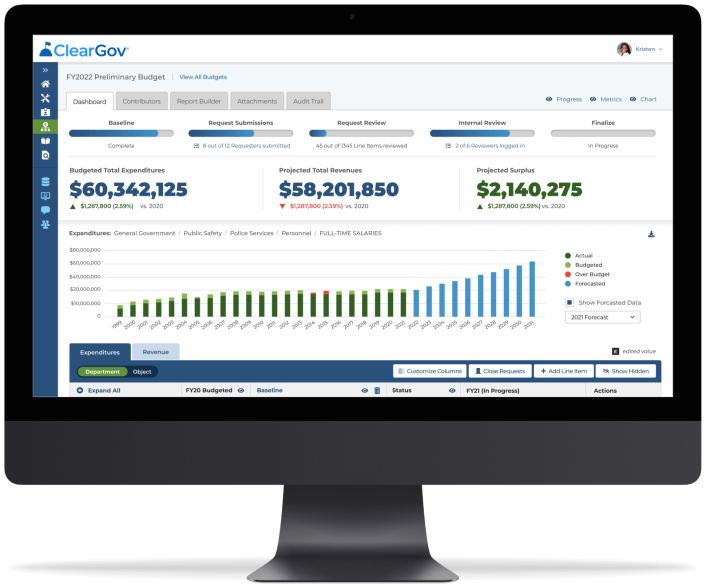
Our goal is to delight our customers with unbeatable value in everything we do.

Operational Budgeting

Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting and forecasting and benchmarking modules designed to leverage your existing financial data into a more efficient and collaborative budget building process that streamlines communication with department heads and other budget stakeholders.

It is a one-stop shop to dynamically forecast what-if scenarios, build a budget and communicate budgeting rationale. Designed specifically for local governments and school districts, ClearGov Operational Budgeting is a giant step forward from building your budgets and forecasts with Excel or the legacy accounting system budgeting tools.



[Watch a 5 minute micro-demo here]

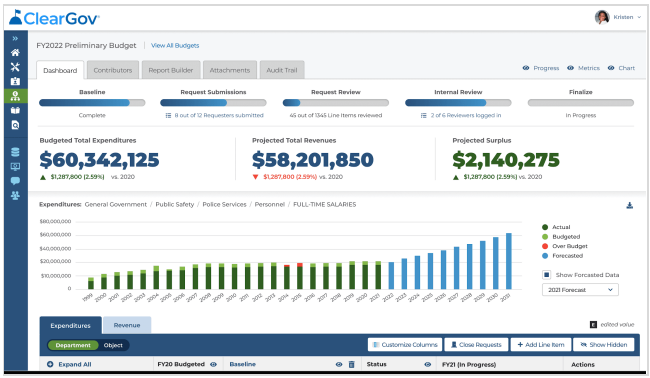
- ✔ **Budget Dashboard**
- ✔ **AI Driven Forecasting**
- ✔ **Automated Audit Trail**
- ✔ **Budget to Actuals Charts**
- ✔ **Unlimited Budgets**
- ✔ **Departmental Collaboration**
- ✔ **Centralized Communication**
- ✔ **Integrated Report Builder**
- ✔ **Peer Benchmarking**
- ✔ **And more...**

"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000

Budget Builder

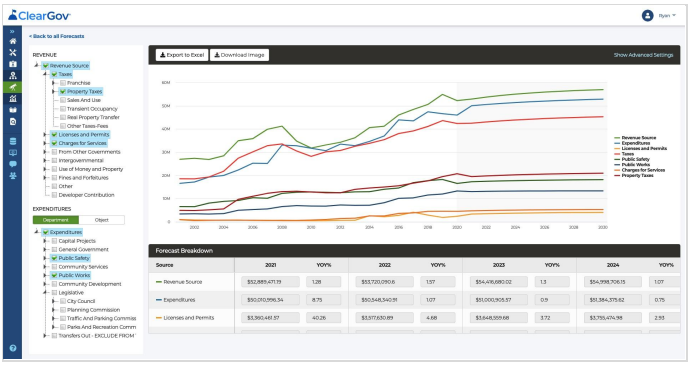
ClearGov's Budget Builder helps your staff budget better, together. Using a single, shared online workspace, financial executives, committee members, and department heads can collaborate on building a budget using an efficient tool that's been designed specifically to meet the budgeting needs of local governments.



- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the way.
- **Create unlimited budgets:** Create multiple budgets every year across different funds or for the same fund. You can even build out what-if scenarios.
- **Add notes and supporting material:** Comments and supporting documents are easily attached directly to line items so they are readily available for reference.
- **Keep a thorough audit trail:** Automatically track every change, comment, and version so you always know who changed what and when.
- **Build custom reports with a click:** Easily create and export custom reports to share your operational budget with internal and external stakeholders and existing systems.
- **Operational Budget Dashboard:** Quickly see and share the status of your budget-building process. Filter on current and historical financial data. Automatically aggregate all budget requests in one place.

Forecasting

With ClearGov's sophisticated yet easy-to-use Forecasting tool, you can generate AI-driven budget forecasts for up to ten years forward. The more historical data you provide the more accurate your forecast will be.



- **Create unlimited forecasts:** Create projections for every year or every fund. And, create multiple what-if scenarios.
- **Customize your forecast:** Easily override forecast figures. All changes automatically roll up to the parent categories.
- **Generate a baseline budget:** Generate a quick, one-click revenue and/or expense forecast to use as a baseline to build next year's budget.

Benchmarking

The ClearGov Benchmarking module lets you compare any budget category against a relevant set of peer communities — not just ClearGov clients, but everyone in your state — to help drive better budgeting decisions and outcomes.



- **Peer groups:** Instantly create side-by-side spending and funding comparisons vs. relevant peers based on size, area, average income, and other criteria.
- **Dynamic graphs:** Easily visualize metrics to identify opportunities to be more efficient with your spend.

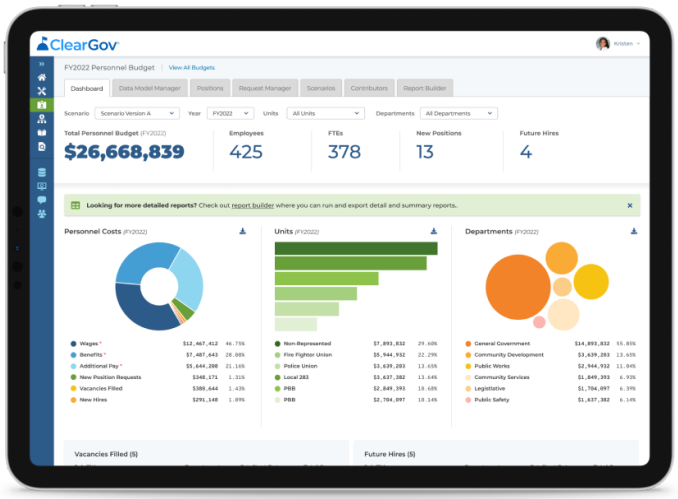
Why does Stanwood need this?

- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.
- **Collaborate more effectively:** ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.
- **Free up time and resources:** Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.
- **Make better budgeting decisions:** ClearGov's dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.
- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road. Create multiple forecasts to better plan for "best case" or "worst case" scenarios.
- **Identify areas of potential overspend/prevent waste:** With instant, easy access to benchmarking data, you can uncover areas for savings quickly and adjust your budget accordingly.

Personnel Budgeting

Modern Personnel Planning

Chances are that people represent the biggest chunk of your annual budget, and it's also the most complicated. ClearGov's Personnel Budgeting solution enables you to throw away those massive spreadsheets that you've been managing by hand and streamlines the entire personnel planning and forecasting process in a single, cloud-based, collaborative solution.



Complete with powerful tools to manage position requests, inform union negotiations and much more, ClearGov's Personnel Budgeting application is a unique software platform built specifically to help finance directors more easily budget for salaries, benefits and other personnel costs.

[Watch a 5 minute micro-demo here]

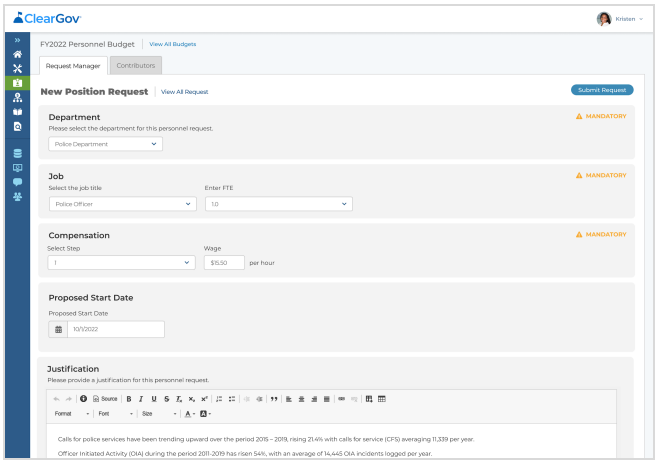
- ✔ **Personnel Dashboard**
- ✔ **Position Request Manager**
- ✔ **Vacancy Planning**
- ✔ **Unlimited Scenario Planning**
- ✔ **Union Negotiation Planning**
- ✔ **Multi-year Position Budgeting**
- ✔ **Integrated Report Builder**
- ✔ **And more...**

"ClearGov delivers exactly what they promise. The ClearGov solution helps us communicate our budget and key metrics in a way that everyone understands. Their solution is elegant, affordable, simple to use and saves us a bunch of time."

Ivy Adams
Budget Analyst
Henry County, GA
Population: 214,171

Personnel Request Manager

The ClearGov Personnel Budgeting solution enables you to quickly and easily setup and organize your personnel data, collective bargaining rules, open positions and more. Automated workflow tools enable you to capture position requests in a digital format and automatically incorporate these changes into your personnel planning model.



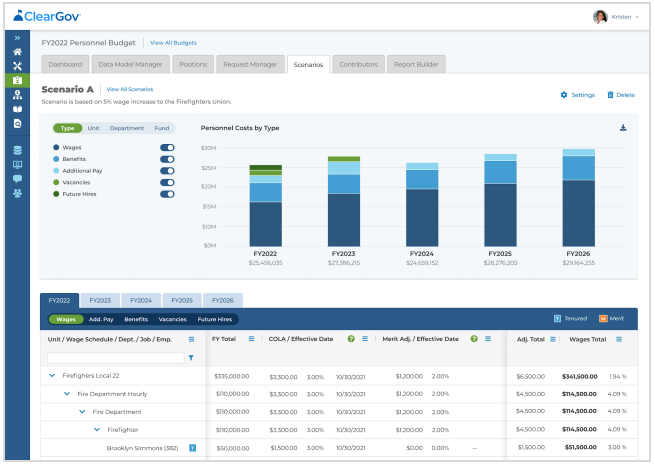
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.

- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital request forms, and all data is automatically captured within your personnel plan.

- **Request Manager:** Manage all new position requests from one table. Easily see the details of each request, add comments for the requester, and take other actions on the request. Requests can be included in scenarios to see the impact of new positions as you build your personnel budget.

Personnel Planning

ClearGov Personnel Budgeting provides a powerful yet intuitive set of tools to review, plan, compare and communicate multiple personnel plan scenarios to help you make smart decisions about your team and your budget. Compare and contrast single year or multi-year budgets. Easily alter any of your key assumptions to examine unlimited what-if scenarios.



- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.

- **Scenario Planning**: Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.

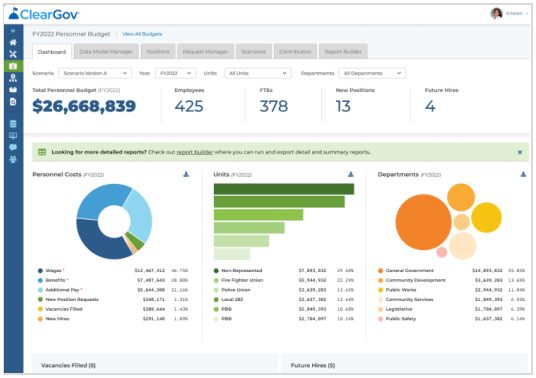
- **Union Negotiations:** Analyze the effects of adjustments to salaries and benefits for more informed negotiations.

- **Vacancy Planning:** Get a complete picture of your current and future workforce budget; create and fill vacant positions on specified dates.

- **Multi-Year Planning:** Automatically create salary and benefit plans for up to 20 years in the future.

Personnel Dashboard

ClearGov Personnel Budgeting rolls up all of your critical information into an easy-to-read, graphical dashboard to help you immediately see the impact of key decisions and share these insights with the rest of your team in a common cloud-based environment.



- **Robust Filtering:** Immediately see the impact on your headcount plans from multiple angles. Filter your personnel dashboard by department, job type, position, unit, and more.
- **Report Builder:** Create and export custom reports to share your workforce budget with internal and external stakeholders and existing systems.

Why does Stanwood need this?

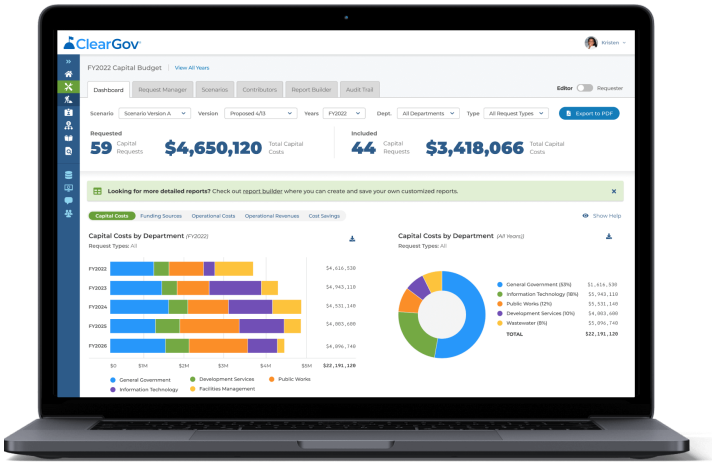
- **Scrap the Spreadsheets:** Get rid of those massive personnel planning spreadsheets and stop sorting through emails to find the right update. Best of all, eliminate those tedious spreadsheet errors that take hours and hours of precious time to find and fix. ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster.
- **Accurate forecasts:** More accurately forecast personnel expenses, including salaries, benefits and other ancillary compensation such as overtime to help you make better, fact-based decisions today.
- **Critical insights:** Leverage scenario planning to understand the true impact of key labor contract negotiations, plan for vacancies, furloughs and more.
- **Save time and effort:** Manage new position and reclassification requests more efficiently and incorporate those changes directly into your planning.
- **Streamline Budget Reviews:** Share your dashboard and key reports with internal and external stakeholders for review, feedback and approval. With all of the relevant information in one place, your budget review meetings will be a snap.
- **Synchronized budgeting:** ClearGov's Personnel Budgeting also syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process.

Capital Budgeting

Smart Capital Planning

Capital planning doesn't have to be complicated and it definitely doesn't need to be manual. It's time to get rid of those hard copy capital request forms and move your entire capital planning process into the digital age.

ClearGov Capital Budgeting is the first cloud-based capital improvement planning (CIP) solution specifically designed for local governments that streamlines requests, provides a multi-year scenario optimization process, and generates website-based pages automatically for each capital improvement.



[Watch a 7 minute micro-demo here]

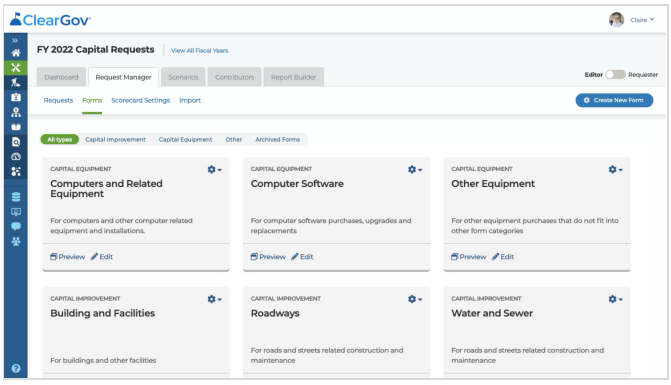
- ✔ **Capital Plan Dashboard**
- ✔ **Capital Request Manager**
- ✔ **Request Scoring & Ranking**
- ✔ **Unlimited Scenario Planning**
- ✔ **Plan Manager Planning**
- ✔ **Capital Improvement Website**
- ✔ **Integrated Report Builder**
- ✔ **And more...**

GAINESVILLE

"The Capital Requests feature is very straightforward to use and department heads required no training to start using the software. It took just 5-10 minutes to create the custom forms, and it's nice to not have to worry about locking Excel sheets and consolidating requests. Department heads simply login and fill them out, and the requests automatically route to the software!"

Matthew Hamby
CRPF, Deputy Chief Financial Officer
Gainesville, GA
Population: 38,500

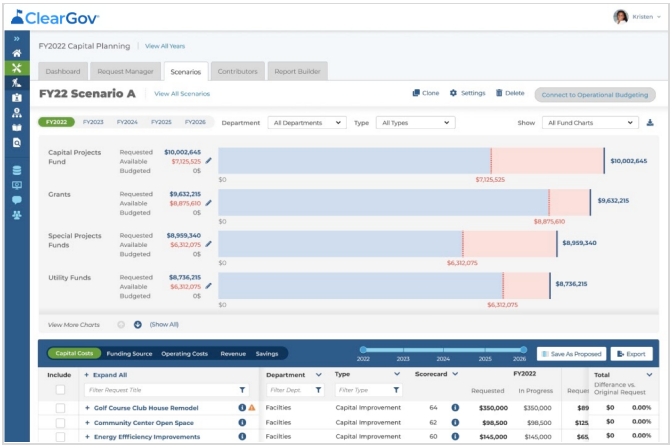
Capital Requests



The Capital Request function is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your capital plan. Think of it as a modern, digital-first solution to an age-old, paper problem.

- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as you need.
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads.
- **Digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away.
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard.

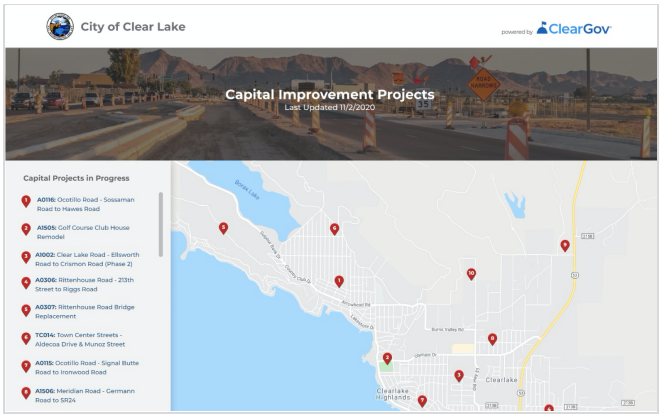
Capital Planning



All capital request data is automatically integrated into the Capital Planning functionality. Powerful but simple tools enable you to easily and visually identify how your expected funding matches up against all of the requests. Capital Planning makes it point-and-click easy to examine multiple scenarios to help you make insightful decisions about which projects you need and can afford to fund.

- **Scenario Planning:** Easily create and analyze multiple scenario plans to propose and optimize your capital budget - both near and long term.
- **Scoring and Ranking:** Assign priorities and ratings to each project based on how they directly impact your key strategic initiatives.
- **Shift Funding Assumptions:** Can't afford to completely fund a project in one year...no problem. ClearGov Capital Budgeting enables you to spread funding assumptions across multiple years and explore multi-year what-if scenarios.

Capital Projects Portal



Communicate your capital projects to internal and external stakeholders more effectively via a shareable, dynamic, map-based portal. All capital requests are automatically converted into detailed Project Pages that can be supplemented with project timelines, planning documents, pictures and additional content. Publish an unlimited number of Project Pages within your Capital Improvement Portal.

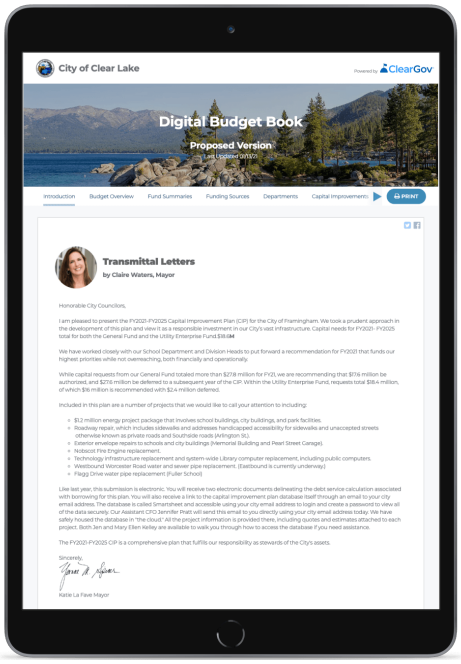
- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Capital Improvement Portal can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.

Why does Stanwood need this?

- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click.
- **Critical insights:** Leverage scenario planning to understand the true impact of key capital projects in both the short term and over time.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Synchronized budgeting:** ClearGov's Capital Budgeting syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process. Capital Budgeting also syncs with and automatically generates a capital request summary with detail pages for each department/request for your ClearGov Digital Budget Book.

Digital Budget Book

Build an Award-Winning Budget Book in a Fraction of the Time



The annual budget book is your government's most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end.

ClearGov Digital Budget Book is the industry's first website-based solution that automates most of the budget book creation process using templates and data-driven charts and tables. Meet GFOA award criteria and deliver new levels of clarity, engagement and understanding for your citizens.

[Watch a 5 minute micro-demo here]

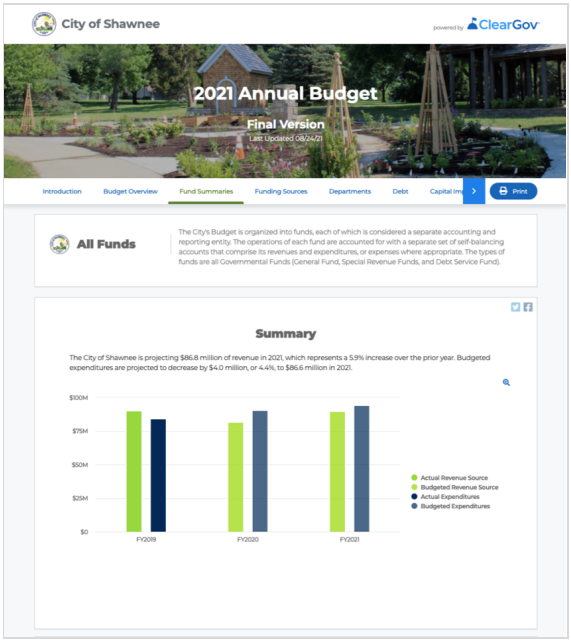
- ✔ **Automated Fund Summaries**
- ✔ **Capital Improvements Inclusion**
- ✔ **Department Specific Pages**
- ✔ **Automatic Data Updates**
- ✔ **Collaborate and Customize**
- ✔ **Automated Workflows**
- ✔ **Built-in GFOA Best Practices**
- ✔ **And more...**

"The ClearGov Digital Budget Book software enabled the City staff of Monte Sereno to turn an ordinary, plain text budget document into a dynamic 3-dimensional annual report. Our City Council was extremely pleased and complimentary of the presentation. The staff at ClearGov were outstanding in their efforts to help us deliver the budget on time and in great form."

Steven Leonardis
City Manager
Monte Sereno, CA

Budget Book Builder

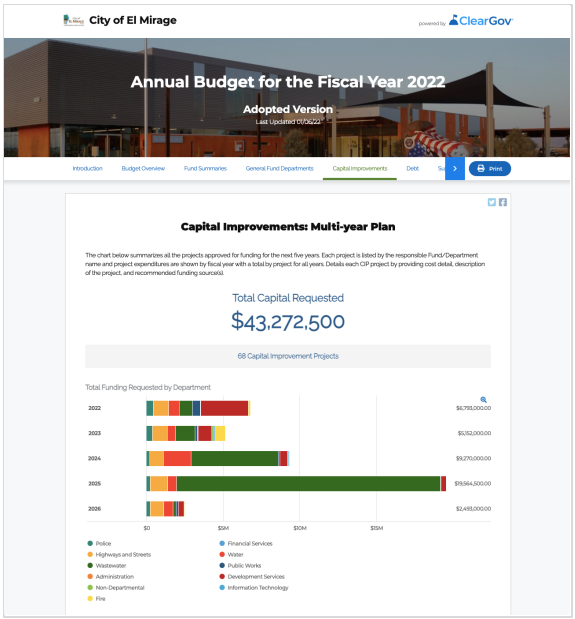
The Budget Book Builder module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.



- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices

Capital Improvements Inclusion

Utilize the free **Capital Requests Module** to automate and optimize the process of collecting, organizing and reporting capital requests across all departments. The Capital Requests Module also automatically populates your Digital Budget Book.



- **Automate your workflow:** Initiate, collect, track, and manage all your capital requests with simply online forms that can be easily customized to precisely fit your needs and preferences.
- **Publish to your budget book:** Automatically add annual and multi-year capital improvement plans directly into your digital budget book.

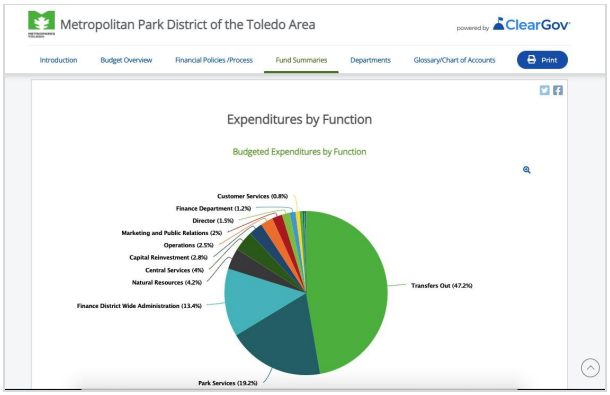
Digital Budget Book Examples

Check just a few of the outstanding Digital Budget Books created using the ClearGov solution:

- El Mirage, AZ Digital Budget Book
- Shawnee, KS Digital Budget Book
- Sweet Home, OR Digital Budget Book
- Yuma County, AZ Digital Budget Book
- Sussex County, DE Digital Budget Book

Automatic Data Updates

Revenue and expense data are automatically updated throughout your Digital Budget book as the numbers change, eliminating errors and saving time - especially valuable for those inevitable last-minute tweaks.



- **Embedded Data:** Easily embed budget numbers into your narrative. Embedded numbers automatically update whenever your budget changes. No more searching through 300 pages.
- **Smart Charts:** All charts and graphs also update automatically, and they're interactive to help provide a complete picture of your budget.
- **Integrated Budget:** Syncs directly with ClearGov Operational Budgeting or upload your budget data into an integrated, intuitive budget editor.

Why does Stanwood need this?

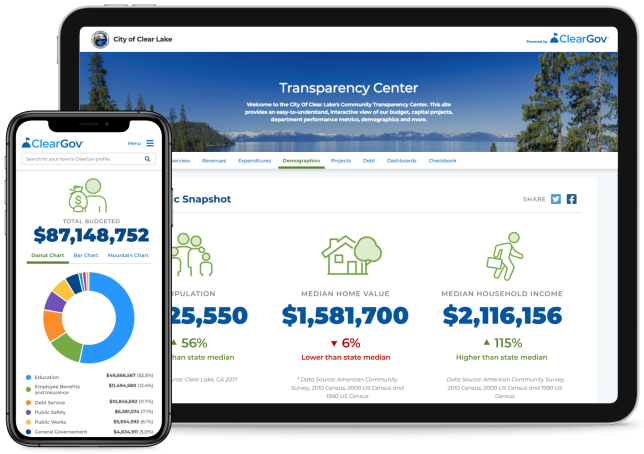
- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there is a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

Transparency

Tell Your Story

Tell your financial story using our simple-to-navigate transparency center. Easy-to-understand infographics help you share financial information, departmental goals and results in a way that informs and engages your community.

ClearGov Transparency is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages and department dashboards ClearGov Transparency helps you tell your story and show your work.



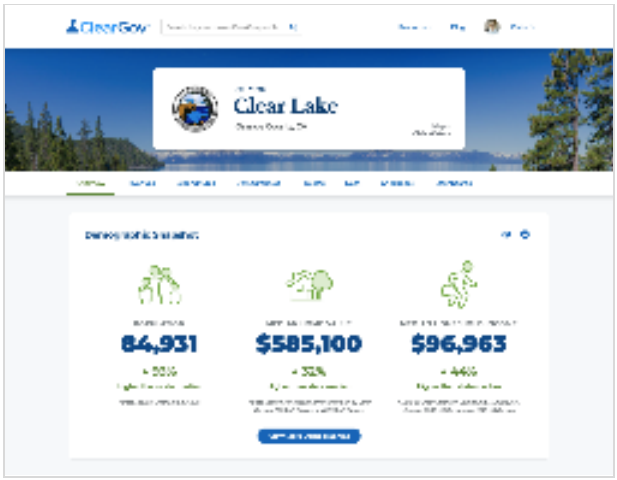
[Watch a 5 minute micro-demo here]

- ✔ **Fiscal Transparency**
- ✔ **Open Checkbook**
- ✔ **Department Dashboards**
- ✔ **Performance Metrics**
- ✔ **Peer Comparison**
- ✔ **Easy-to-Understand Infographics**
- ✔ **Custom Chart Builder**
- ✔ **And more...**

"We have received nothing but positive feedback from the public on our new ClearGov Transparency profile. It has helped us communicate our financials in a user-friendly and interactive way."

John Frye
Financial Services Director
Pinehurst, NC
Population: 15,580

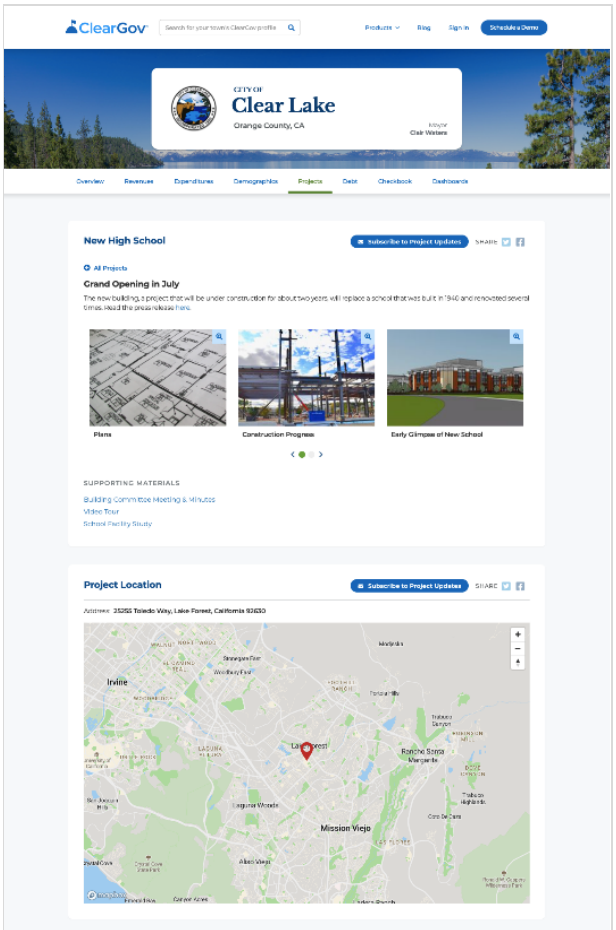
Financial Transparency



Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.

Capital Project Communications

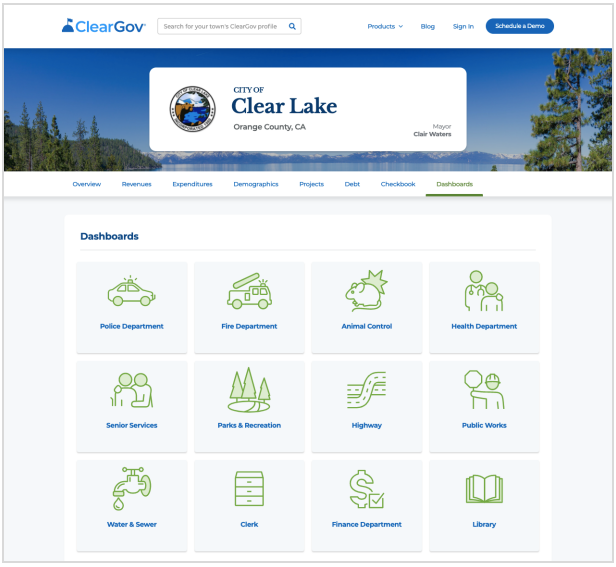


Utilize the free **Capital Projects Module** to add up to **five free custom Project Pages** as part of your transparency profile. Keep citizens in the loop with key data and updates about all of your key projects. Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.

Department Dashboards

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.



ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.

Why does Stanwood need this?

- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.
- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.

Project Management

ClearGov offers robust solutions that are straightforward to set up and operate - especially compared to typical gov-tech software. We understand that most local governments are pressed for resources, so we have designed an onboarding process that places the heavy lifting on ClearGov. This section outlines the key project management roles and responsibilities.

"Governments looking for budgeting and transparency software need to know two things about ClearGov: 1) it's super easy to use, and 2) the ClearGov Client Success team is unparalleled in its ability to work individually with each client. I have not found that at any other company. No one does what ClearGov does, and they have really helped us do a better job."

Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000

Partnership Overview

The onboarding and ongoing use of the ClearGov platform is a shared responsibility between ClearGov and Stanwood. While we have designed our processes to minimize complexity and put most of the work on our team of ClearGov experts, you play a very important part. ClearGov relies on you to send us the financial data that fuels our applications and to partner with us to make sure that data is presented exactly the way you'd like. While ClearGov has expertise on data science and municipal finance, you are the expert on the details of your data, and you have a unique perspective on the expectations and preferences of your key constituents.

Below is a list of key roles & responsibilities involved to ensure a smooth and expeditious onboarding process and a long-term return on your investment.

ClearGov Roles & Responsibilities

Role	Responsibilities
Client Success Manager (CSM)	• Your go-to person at ClearGov for activation, onboarding and more. • Activates account & product subscriptions. • The person to whom you should send all your data files. • With your input, develops and executes the onboarding plan and timeline. • Coordinates ClearGov resources to deliver the Scope of Work deliverables. • Monitors progress to ensure a timely and efficient launch. • Tracks, communicates, and expediently resolves all issues. • Communicates the availability of training and learning resources. • Answers questions and consults on best practices. • Generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.
Data Onboarding Consultant	• Reviews the financial data files you send to ClearGov and, if needed, follows up with you regarding missing information or clarifying questions.

(DOC)	• Formats, uploads & maps (i.e. categorizes) initial set of financial data. • Leads Data Review calls and presents your data categorization. • Updates data mapping per your requests. • Uploads additional data supplied by you - either on an adhoc or regular basis (monthly, quarterly or annually).
Training Specialist	• Delivers regularly scheduled training webinars. • Develops pre-recorded videos, information sheets and Support Center articles. • Designs and delivers customized remote training sessions if needed.
Support Team	• A resource for end-users (e.g. contributors, requesters, reviewers) to get "how-to" questions answered. • An alternative resource for Admin users if your Client Success Manager is unavailable. • Can be reached via email: support@cleargov.com. • Available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

Stanwood Roles & Responsibilities

Role	Responsibilities
Primary Contact	• Primary communication point with the ClearGov Client Success Manager. • Delivers the "Client Task" items (listed in the Scope of Work) in a timely manner. • Answers or coordinates answers to questions from ClearGov on a variety of topics (financial data, training, invoice payments) within 3 business days. • Schedules and attends meetings with Client Success Manager and ensures all individuals that need to participate attend.
Financial Data Exporter	• Exports financial data and account number key from your accounting or ERP system and emails to Client Success Manager.
Financial Data Reviewer	• Reviews financial data after it has been uploaded and categorized in ClearGov. • Provides feedback on financial data categorization and accuracy. • Approves launch of financial data.
Executive Sponsor	• Ensures everyone understands the goals of using ClearGov's solutions. • Identifies and assigns resources to complete onboarding in a timely manner. • Serves as an escalation point if onboarding is not progressing or issues need to be resolved.
Admin User	• Has full permission to all ClearGov application functionality included with ClearGov subscription. (NOTE: ClearGov offers an unlimited number of Admin Users.) • Creates user accounts.
End User	• Has permission to specific ClearGov functionality consistent with the role. (NOTE: ClearGov offers an unlimited number of End Users.) • Typically is a department head, committee member or other reviewer.

Onboarding

The ClearGov onboarding process is designed to minimize complexity and resources required on your end. Formatting, uploading and categorizing your financial data requires the most effort and that task is completed by ClearGov. However, before we can begin working with your data, we need you to send it to us. And once we have it, we will need you to answer questions and review the final output to ensure that it meets your needs. The tables below outline the onboarding process, including the few actions that are your responsibility.

Onboarding Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Account Activation: Create Client account and activate on start date specified in service order.	Access begins on service start date.	✅	
Project Management: Develop onboarding plan & timeline, coordinate ClearGov Client Success team, communicate status.	ClearGov CSM will oversee all project management.	✅	
Create User Logins: Admin Users can create End User logins, as well as additional Admin Users, and set permission/access levels. ClearGov will create the first Admin User; Client creates additional.	Unlimited Admin User and End User logins.	✅ **Shared**	
Data Export: Export revenue expense detail and account number structure from ERP/ accounting system. (See Data Requirements section for more details.)	3 to 20 years of data *ClearGov will provide detailed instructions*		✅
Data Onboard: ClearGov DOC will format, upload and categorize your financial data, based on files provided by you.	3 to 20 years of data, as provided by Client	✅	
Data Review: Review imported data for accuracy and to confirm that categorization supports your budget process. Provide change requests and approve when complete.	Timely review and feedback on onboarded data.		✅

Data Onboarding Requirements

ClearGov's Data Onboarding process is focused on getting your most complex data up and running on the ClearGov platform quickly and correctly. In a nutshell, this means your financial/budget data - both current and historical information. This data should be readily exportable from any accounting/ERP system. We have partnered with a few vendors to include an "Export to ClearGov" button in their solutions and for some others we can provide detailed export instructions. Your CSM will let you know what is available based on the accounting/ERP system you use. Your CSM will also provide you with a more detailed document explaining data requirements. The highlights are outlined below.

Data Onboarding Requirements by Product

The table below outlines the data that ClearGov will onboard for you to get your solution up and running. We will, of course, need you to send us this data, and ClearGov will do the heavy lifting to set it up to meet your needs in our platform. The ClearGov platform also provides automated workflow tools

that make it straightforward to add additional data and content, such as capital/personnel requests, budget book narrative, position data, etc. on an ongoing basis.

Product	Chart of Accounts	Revenue & Expenditure Data		Checkbook Detail
		Actual	Budgeted	
Operational Budgeting	✅	✅	✅	N/A
Personnel Budgeting	✅	N/A	N/A	N/A
Capital Budgeting	✅	N/A	N/A	N/A
Digital Budget Book	✅	✅	✅	N/A
Transparency	✅	✅	✅	✅

Data Onboarding Detail

Actual Revenues & Expenditures

- The majority of clients sent us 4 to 6 years, however, there is no limit
- By providing more years, trend charts will be more robust
- Current FY data is used as the basis to create the next FY budget.

Budgeted Revenue & Expenditures

- Current and upcoming
- Past years to display budget-to-actuals (optional)

Check Level Detail (ClearGov Transparency Only, Optional)

- If you wish to use the Open Checkbook feature in ClearGov Transparency
- Your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer

Line Item Detail File(s)

- Line-item level revenue and expense data. Depending on which accounting system you use, all years may be exported in one file or there may be a file created for each year.
- Each line item should include full account number, account description, fund and dollar amount. We will also need to know the associated fiscal year and if the line item is tied to revenue or expense.
- Depending upon which accounting system you're using, this is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- This is simply an explanation of your account number structure.
- An account number is made up of segments and for each segment we need to know its purpose (i.e. whether it refers to a fund, a department, an object, etc.).
- Most accounting systems enable you to run a report to generate this information. It's often called a Segment Report or Chart of Accounts. If yours does not, just let us know. The ClearGov data team has successfully uploaded data for hundreds of clients and will work with you to determine the best options.

How much data should we provide?

In short, it depends on which product(s) you plan to use:

- **Operational Budgeting:** Should provide budgeted data for the current fiscal year and any historical budgeted/actual data you would like to be able to view/compare when you are

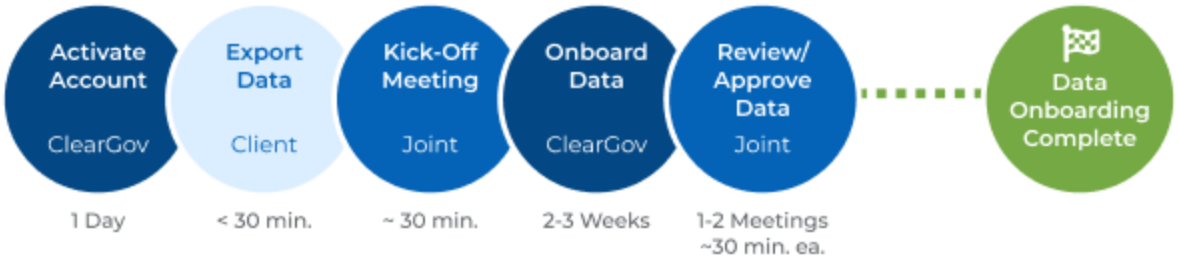
building your next budget. NOTE: The Forecasting module uses historical data to build forecasts, so the more historical data you provide, the better your forecasts will be.

- **Digital Budget Book:** Should provide budgeted and actual data for any fiscal year that you wish to present in your digital budget, typically 3-5 years.
- **Transparency:** Should provide any budgeted and actual data for fiscal years that you wish to present within your Transparency profile. Generally, we recommend presenting at least 4 years of data to be able to show trend analysis over time, but we can upload as many years as you provide.

Onboarding Process & Timeline

The following outlines a typical onboarding process and expected timelines - your ClearGov CSM will work with you to develop an onboarding plan that works for you.

Timeline Summary



Timeline Details

In the interest of full transparency, the complete data onboarding process can take a handful of weeks, depending on these key factors:

- The format of your data, i.e. the more structured your data the better
- The volume and complexity of your data
- ClearGov's current data onboarding backlog*
- How quickly you are able to send us your data and review/approve the results

The details are explained in the steps below, and the good news is the heavy lifting is all on ClearGov. In fact, during the entire onboarding process, **you should only need to spend a few hours here and there** to export, review and approve your data and attend some initial training. As you will see in the notes below, the most common delay to the process is coordinating schedules, so having a good calendar organizer on your end is the best way to optimize the process. **PLEASE NOTE:** Each step indicates the actions that Stanwood needs to complete, and the expected effort required.

Step 1: Account Activation

When	• Occurs within one business day of your signed ClearGov Service Order.
Who	• **ClearGov CSM** is responsible for Account Activation
What	• ClearGov will create the initial Admin User login and schedule the activation of your subscriptions, based on the Service Start Date. • Your ClearGov CSM will contact you to provide an introduction and schedule the Kick-Off call (See Step 3). • As of your Service Start Date, you will have full access to the solutions included with your subscription and can immediately begin working with the features that do not require data onboarding, e.g. creating Project Pages; Department Dashboards; or Capital Request Forms; Custom Charts; Budget Book narrative pages; etc.

Step 2: Data Export

When	• As soon as possible after the Service Order has been signed.
Who	• **ClearGov CSM** will provide a data requirements document. • **Client** (Financial Data Exporter) is responsible for exporting data from your accounting system/ERP and sending the file(s) to ClearGov.
What	• The data export process is usually fairly straight forward, depending upon which accounting system/ERP you are using. At this point, ClearGov has worked with just about all of them, so we may be able to provide tips and/or specific instructions. • **Effort:** Generally speaking, this requires <30 minutes of effort.
Tips	• **NOTE:** Although this can (and should) be a very quick step (minimal effort, as you can see), we sometimes encounter delays if the person responsible for data export is unavailable or uniformed about their role. Please note that the data onboarding process clearly cannot begin, until ClearGov receives the data and gets it into our queue. So, any delay at this step causes further delay down the line.

Step 3: Kick-Off Meeting

When	• As soon as possible after the Service Order has been signed, ideally within 1 week.
Who	• **ClearGov CSM** will schedule the Kick-Off meeting (to be held via conference call) • **Client:** Recommended to have all key parties involved in this Kick-Off call, especially the Primary Contact; Data Exporter; Data Reviewer; and Executive Sponsor.
What	• Your CSM will review onboarding steps, deliverables and timelines. Your CSM will also review the Data Requirements document and answer questions. If you have already sent data files prior to the call, we may ask clarifying questions about your data. • **Effort:** Kick-Off calls generally last about 30 minutes.
Tips	• **NOTE:** The biggest challenge we typically face with the Kick-Off meeting is simply coordinating schedules. Ideally, we would like to have one person on the client side who is responsible for coordinating calendars, even if that person is not directly involved in the project, such as an Admin Assistant. Again, any delay at this stage has a trickle down effect on the rest of the schedule.

Step 4: Data Onboarding

When	• Generally takes about 2 - 3 weeks from when ClearGov receives your data.
Who	• **ClearGov Client Success Team** is responsible for onboarding and mapping of your data onto the ClearGov Platform.
What	• During this step, a ClearGov DOC will onboard your data into the ClearGov platform and map it into a structure that is consistent with the chart of accounts you provide. You will have a chance to review and approve the data mapping in the next step.
Tips	• **NOTE:** The data onboarding time varies based on the format, volume and complexity of your data as well as the current queue of Client activations.

Step 5: Data Review and Approval

When	• Generally takes about a week after the data has been onboarded, primarily due to coordinating schedules for a data review call.
Who	• **ClearGov DOC** is responsible for presenting the mapped data. • **Client** (Data Reviewer) is responsible for reviewing the mapped data and specifying changes, as needed.
What	• In most instances, there is an Initial Data Review call (via video conference) followed by 1 or 2 follow up calls/emails, depending upon the complexity of the data and the number of changes/iterations requested. • Once the data has been approved, ClearGov will launch your data within the ClearGov platform and make it accessible to all applications included in your subscription • **Effort:** The Initial Data Review call generally requires about 20 - 30 minutes, and follow up calls, if necessary, tend to clock in around 10 - 20 minutes each.
Tips	• **NOTE:** Similar to the Kick-Off, the biggest challenge at this stage is simply coordinating calendars. We will do everything in our power to make ourselves available at your convenience, and simply ask that you schedule and commit to the review meetings as quickly as possible.

Step 6: User Training

When	• Technically, training can occur at any time once the Service Order is signed. However, ClearGov recommends that training should happen right around the time that your data is onboarded, or very shortly thereafter.
Who	• **ClearGov CSM** will make sure that you are aware of all training options. • **ClearGov Training Specialist** will deliver training sessions, as scheduled. • **Client:** Recommended to have all Admin and End Users participate in training sessions.
What	• All users may attend as many group training sessions as they wish and have unlimited access to pre-recorded videos, information sheets and Support Center articles. • If needed, ClearGov will design and deliver a customized remote training session - via video conference. • **Effort:** Depending upon which ClearGov Suites are included in your subscription, training sessions usually run 45 - 90 minutes.
Tips	• **NOTE:** Full access to training and learning materials is provided upon Account Activation in Step 1.

IMPORTANT: Launch Deadline Communication

If you have a critical deadline, please inform your Market Development Executive and/or your Client Success Manager. They will let you know if we can meet that deadline and what will be required to complete onboarding by that date.

*IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a Data Onboarding Schedule site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the Data Onboarding Schedule site for more details and specific dates.

Training and Support

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices to help you ramp quickly.

"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Training - Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Admin User (Editor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. Your ClearGov CSM will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One customized training session available upon request which can be recorded for future viewing.	✅	
End User (Contributor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. ClearGov's Support Team will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One customized training session available upon request which can be recorded for future viewing.	✅	

Training Webinars

ClearGov delivers regularly scheduled training webinars for our Budgeting and Digital Budget Book solution. They typically last 30 to 45 minutes and questions from attendees are encouraged. Your CSM will provide you with instructions on how to register.

Support Center

All ClearGov users have access to a frequently updated online Support Center filled with how-to articles, video tutorials and information sheets. The ClearGov Support Center is easy to navigate and has a robust search engine to quickly find help on a specific topic.

Customized Training

Customized training sessions are available upon request and are tailored to your specific needs. A member of our training team will work with you to schedule a time that fits your calendar. ClearGov uses modern web conferencing services to conduct live training sessions and webinars remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.

Client Success Manager

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process. Your CSM will also be your primary point of contact after onboarding for all ongoing data updates, questions and issue resolution.

Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution. CSMs are generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.

ClearGov Support Team

ClearGov's support team is a resource for End Users (e.g. department heads, reviewers) to get "how-to" questions answered. Support is also an alternative resource for Admin Users if your Client Success Manager is unavailable. The ClearGov Support Team can be reached by sending an email to support@cleargov.com.

Our Support Team is committed to responding to all inquiries within **one business day**, and in most cases, you will receive a same-day response. Support is available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

Product Enhancement Requests

We absolutely love hearing from Clients - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are a direct result of client feedback. When you have a request for a product enhancement, please submit your idea(s) through our Support Center or inform your CSM and they will bring it up at our weekly meeting. We prioritize product enhancements primarily based on the number of clients who are requesting similar functionality, so we can't guarantee that your ideas will go to the top of the list, but we promise that we'll always listen, and we work hard to make 100% of our customers happy.

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly) , which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Onboarding section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: https://aws.amazon.com/security/?hp=tile. See Security Overview section above for more details.

Q. Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.
- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is

that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Q: Does the ClearGov platform support single sign-on functionality?

- A: Yes. ClearGov supports single sign-on functionality using Microsoft Azure Active Directory. We are happy to support other single sign-on platforms/APIs as well. Please just let us know what you need.

Operational Budgeting Questions

Q: With ClearGov's benchmarking intelligence module, how do we know we are comparing "apples to apples"?

- A: ClearGov consolidates and normalizes the fiscal data for all of the municipalities within your state into a standardized national chart of accounts in order to enable a direct apples-to-apples comparison. ClearGov also enables you to select the filter criteria that are most important to the comparison you're trying to make. For example, if you're comparing snow removal costs, you want towns with similar road miles, whereas if you're comparing public safety costs, you'll likely use population and average household income as your filters.

Q: Can I export from ClearGov Operational Budgeting into my ERP system?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP system.

Capital Budgeting Questions

Q: Are requests from the prior year carried over when you create a new budget?

- A: Yes, previously submitted requests (multi-year, partially funded or unfunded) from the prior year will be carried over to the new capital planning process. Any prior year requests that you do not want to include can be removed from the plan after you've started.

Q: Can we import prior year's requests?

- A: Yes, it is easy to import prior year's requests. Within ClearGov Capital Budgeting, you can download a template based on your request type. You simply add your requests to the template and upload them to ClearGov. Our Import tool has an easy 3-step guide to walk you through the process.

Q: Can we export the final Capital Budget that we create?

- A: Yes, you can export your Capital Budget to Excel or PDF. ClearGov's Capital Budgeting Report Builder serves up a handful of pre-built, common reports to streamline your reporting process, or you can create your own reports to export. Exported data can be uploaded to your ERP or accounting system.

Personnel Budgeting Questions

Q: We have a lot of employees, can we upload their data in bulk?

- A: Yes, it is easy to bulk import employees into our system. ClearGov generates a template that you can download and use to set up a simple bulk import of employees and information.

Q: Can we export the final Personnel Budget that we create?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP/Accounting system.

Digital Budget Book Questions

Q: Since the product is template-driven, won't every ClearGov Digital Budget Book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.

Transparency Questions

Q: Where does ClearGov get its financial data?

- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
    1. ClearGov looks for municipalities with similar populations.
    2. ClearGov looks for municipalities with similar median home values as determined by census data.
    3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
    4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Transparency customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.

- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting “community activists”?

- A: It seems that every municipality has a small population of what we call “CAVE People” (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.



"I've enjoyed working with ClearGov. I really am impressed with how the products have been built. It's amazing that they know very well what we need. Not many do."

Will Fuentes, CPFO, MBA
Finance Director
Campbell, CA

ClearGov®

2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Andrew Donohue
Contact Phone	(508) 404-0984
Contact Email	aDonohue@cleargov.com

Order Date	Feb 16, 2022
Order valid if signed by	**Feb 28, 2022**

Customer Information

Customer	Ciity of Stanwood	**Contact**	David Hammond	**Billing Contact**	
Address	10220 270th Street NW	**Title**	Finance Director	**Title**	
City, St, Zip	Stanwood, WA 98292	**Email**	david.hammond@ci.stanwood.wa.us	**Email**	
Phone	360-629-2181			**PO # (If any)**	

This Service Order will be contracted through...

Procurement Aggregator	ClearGov Contract
Buyboard	Buyboard Proposal No. #607-20

To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Mar 1, 2022	$ 5,400.00	One Time Setup Fee
Mar 1, 2022	$ 20,833.33	10 Month Pro-Rata Subscription Fee
Jan 1, 2023	$ 25,000.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	Mar 1, 2022	Mar 1, 2022	ClearGov Setup Services
Pro-Rata	Mar 1, 2022	Dec 31, 2022	ClearGov Subscription Services
Initial	Jan 1, 2023	Dec 31, 2025	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...

Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.	Tier 2	$ 9,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions.	Tier 2	$ (3,600.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$ 5,400.00**
Subscription Services	**Tier**	**Service Fees**
ClearGov Operational Budgeting - Civic Edition	Tier 2	$ 12,100.00
ClearGov Personnel Budgeting - Civic Edition	Tier 2	$ 12,100.00
ClearGov Capital Budgeting - Civic Edition	Tier 2	$ 7,400.00
ClearGov Digital Budget Book - Civic Edition	Tier 2	$ 7,400.00
ClearGov Transparency - Civic Edition	Tier 2	$ 6,600.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions.	Tier 2	$ (20,600.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		**$ 25,000.00**

Billing Terms and Conditions		
Valid Until	**Feb 28, 2022**	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	**Net 30**	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	**If Yes: Original Service Order Date**	

General Terms & Conditions	
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order **DO NOT** include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an ***"Annual Term"***), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions. This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	David Hammond
Title	Finance Director

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.

- ClearGov will assign a Client Success Manager (CSM) responsible for managing the activation and onboarding process. ClearGov CSM will coordinate with other ClearGov resources, as necessary.

- ClearGov CSM will provide a Kickoff Call schedule to Customer's Primary Contact - to be scheduled within two weeks after the Service Order has been executed.

- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s). If necessary, ClearGov will set up a Data Discovery call to assist with such requirements/instructions.

- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.

- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback and get answers to open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow up calls or emails required to complete the data onboarding process.

- ClearGov will make Customer aware of all training, learning and support options. ClearGov recommends all Users attend training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver one customized remote training session for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.

- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend Kickoff Call within two weeks after the Service Order has been executed. If Customer needs to change the date/time of the Kickoff Call, the Primary Contact will notify the ClearGov CSM at least one business day in advance.

- Customer will provide requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.

- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Review call. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on the Data Review call and any subsequent internal review, Customer shall provide a detailed list of requested changes in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.

- Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**10c**
DATE:	February 24, 2022
SUBJECT:	Stanwood Port Susan Trail 100% Design
CONTACT PERSON:	Carly Ruacho, Senior Planner
ATTACHMENTS:	A – Confluence – Task Order 2012-16.2

PURPOSE

The issue in front of the City Council is to authorize the Mayor to sign the Stanwood Port Susan Trail Phase 2 final design (100%) task order with our current on-call consultant Confluence Environmental.

BACKGROUND

The final design and permitting of the Stanwood Port Susan Trail (SPT) Phase 2 segment is in our 2022 work plan. We are currently at 30% design with SPT project and we are proposing to continue working toward final design and permitting of the Trail in preparation for construction in 2023.

This phase (2) of the Trail will begin at the 88th Avenue park and ride lot, connect to the recently constructed SR 532 Berm portion of the Trail and then continue as a loop around the water treatment plant, connect through Hamilton Landing Park, along the Stillaguamish River bank and conclude at the overlook platform built as an Eagle Scout project next to Twin City Foods/Mission Motors. The project includes:

- 6 - 10 foot wide multipurpose trail (width will vary on the waste water treatment plant dike to accommodate existing conditions)
- Gateway trail entry locations and signage
- 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
- Interpretive signs and resting benches located along the trail

ANALYSIS

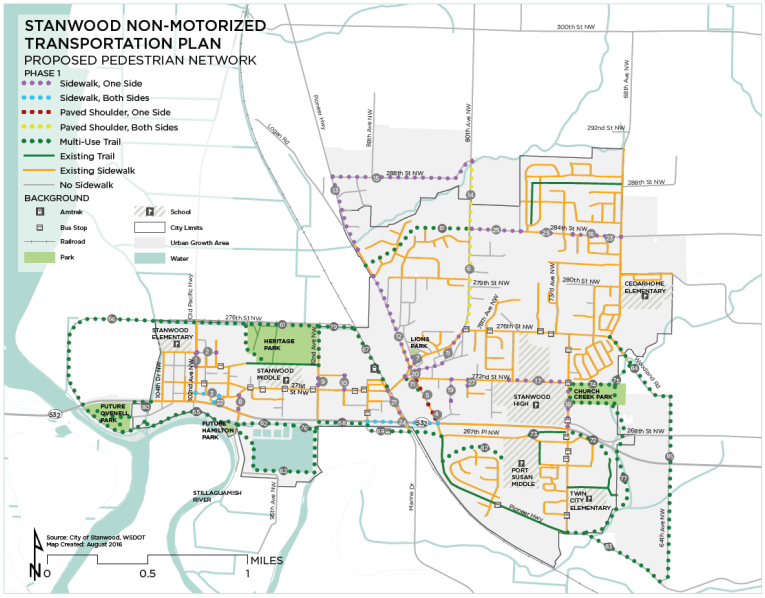
Trail Design:

The Non-Motorized Transportation plan includes the Proposed Pedestrain Network figure which shows a desire for a looped trail system around the permeter of the City's

downtown area from the train station to the farmlands just north of Ovenell Park (Green Dot). The need for more walking and biking facilities was reinforced in the 2019/2020 community survey; under the parks category, walking trails and waterfront access were the two highest priorities. This trail has been named the Stanwood Port Susan trail due to its connection with the Stillaguamish River and views of Port Susan Bay.

The Stanwood Non-Motorized Transportation Plan adopted in 2016 envisions a walkable and bikable community. This Plan provides the guide for future trails and bike paths.





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. Phase I is currently under construction as part of the SR 532 Berm Project and is expected to be completed by the summer of 2020.



Stanwood Port Susan Trail
Development Phases

Phase 1: 2020 Construction

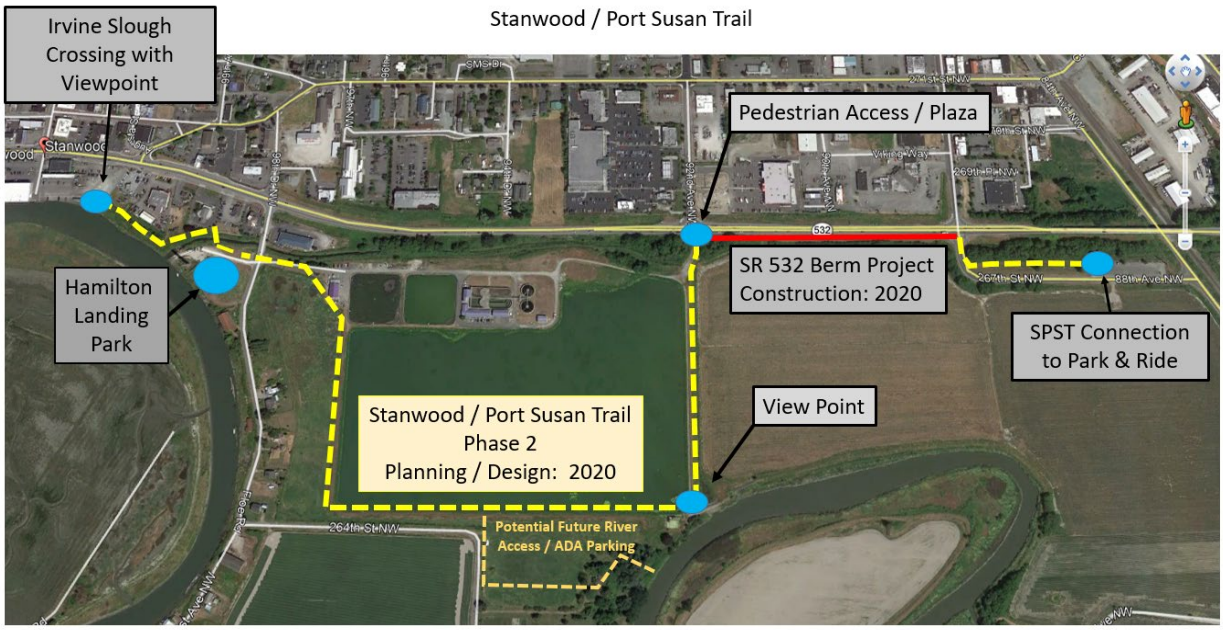
Phase 2: 2020 / 2021 Design
2021/2022 Construction

Phase 3: 2022 Design
2023 / 2024 Construction

Phase 4: 2024 Design / Acquisition
2026 Construction

Phase 5: 2028 Design / Acquisition
2030 Construction

This project includes the completion of the design of 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.



Future phases will be included in the Capital Facilities Plan and budgets which are adopted yearly by the City Council. Future Council actions will be required to accept the grant funds and approve contract(s) for trail construction.

Design Contract:
Confluence Environmental, the City's on-call consultant, is the lead on the project due to the heavy environmental components of the project. Other sub consultants include: JA Brennan for landscape architectural design, PACE Engineering for survey and civil plan design, Associated Earth Sciences for geotechnical analysis, and Stell for cultural resources evaluations.

The task order before Council is subsequent to an earlier task order with Confluence approved for environmental studies and 30 percent design of the PST Phase 2 segment which have been completed.

The design was purposefully separated into two task orders to allow front loading of all of the environmental studies at the beginning of the project and allow for sufficient time and budget to adjust the final design according to any findings which affected the project, such as additional wetlands, soil stability issues, or archaeological findings. The final trail alignment follows the recommendations of these previous studies.

Contract work elements include:

- Design: 60 % civil plan and landscape architectural design
  100% civil plan and landscape architectural design
- Permitting: City staff will manage and prepare land use permitting, SEPA, and the civil design plan approval process
- Bid Documents: Using the final permitted design, formal bid documents will be prepared according to the City's standard forms

Anticipated Schedule:
Upon signature of the contract by the Mayor, the city will have authorization to begin working on the project. This portion of the design effort is expected to take approximately nine months. Our target is to start construction on the trail element in 2023.

Construction Sequencing:
The overall goal of the project is to create an enjoyable walking experience for the community by including pedestrian plaza areas, river view points, benches, educational interpretative signs, pedestrian connections to downtown shopping areas at 92nd Avenue and a potential assessable parking area. Considering budget constraints, construction of the entire project will need to be completed in phases. As part of the final design, a construction sequencing plan will be developed that prioritizes the construction of the trail first and the other pedestrian amenities, such as the connection to 92nd Avenue or the river overlook, in later phases.

FINANCIAL IMPACT

Fiscal Impact			
Each year the City adopts a budget and Capital Improvement Program (CIP) consistent with each other. The 2022 budget and the 2020-2027 CIP include $1,554,000 for Design, Permitting and construction of the Stanwood Port Susan Trail Phase 2. There are sufficient funds within the 2022 budget for this proposal. No changes to the budget are needed at this time.			
Fund(s):	594.76.63.19		
Amount:	$379,663.90	**Project Estimate:**	$5,526,710
Budget Authorized	**[X] Yes [ ] No**	**Amendment Required**	**[ ] Yes [X] No [ ] Monitor**

Below is the CIP sheet for the project.

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 Transportation Pl	**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	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Debt - Park & Trails	$ -	$ 123,000	$ -	$ 378,840	$ 1,033,000	$ 200,000	$ 1,305,000	$ -	$ -	$ 3,039,840
Grant - DOC	$ -	$ 144,000	$ 50,000	$ 727,160	$ -	$ -	$ -	$ -		$ 921,160
Grant - RCO	$ -	$ -		$ 448,000	$ -	$ -	$ 500,000	$ -		$ 948,000
Tranfer in - REET 2	$ 71,710	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 71,710
Park Impact Fees			$ 241,000				$ -			$ 241,000
State - Ped/Bike Program					$ 305,000		$ 2,111,750			$ 2,416,750
Total Sources	$ 71,710	$ 267,000	$ 291,000	$ 1,554,000	$ 1,338,000	$ 200,000	$ 1,805,000	$ -	$ -	$ 5,526,710
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

RECOMMENDATIONS

Both the Community Development and Public Works Committees as well as the Parks/Trails Advisory Committee have reviewed the proposed final trail alignment at various meetings in 2021 and are supportive of moving forward with the project.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign a new task order with our on-call consultant Confluence Environmental for the final (100 percent) design of Phase 2 of the Stanwood Port Susan Trail.

2. Direct staff to make changes to the scope of work and/or cost proposed for these services.

3. Do not proceed with the project at this time.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN TASK ORDER WITH CONFLUENCE ENVIRONMENTAL UNDER THEIR EXISTING ON-CALL CONTRACT FOR FINAL (100 PERCENT) DESIGN OF THE STANWOOD PORT SUSAN TRAIL PHASE 2 IN THE AMOUNT OF $379,663.90.

PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2021-16
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY)
AND CONFLUENCE ENVIRONMENTAL COMPANY (CONSULTANT)

APPROVED TASK ORDER

TASK ORDER: 2021-16.02
PROJECT NAME: Port Susan Trail Project Final Design & Permitting

This shall constitute an approved Task Order pursuant to the On-Call PS Agreement between CITY and CONSULTANT dated **January 28, 2021** ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:
Consultant will complete an environmental review/permitting and final design for the Port Susan Trail project, see Exhibit A for details.

The following is a summary of tasks:

Tasks:

1 – City, Design Team and Regulatory Coordination
2 – Field Visits
3 – Permit Applications and Supporting Documentation
4 – Cultural Resources Coordination
5 – 60%, 90% and Final Civil Design & Bid Package
6 – 60%, 90% and Final Landscape Architectural Design
7 – Geotechnical Survey for Boardwalk
8 – Project Management and Administration

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of **$379,663.90 (three hundred seventy nine thousand six hundred and sixty-three dollars and ninety cents)**, unless otherwise modified by CITY'S Community Development Director in a signed writing/subsequent Task Order Approval Form.

Performance of the services shall be subject to the terms and conditions contained in AGREEMENT.

Dated this **24th day of February 2022**

CITY OF STANWOOD

By: _____
Sid Roberts, Mayor

CONFLUENCE ENVIRONMENTAL COMPANY

By:_____
Scott White
Principal Environmental Planner and President

Attachments: Exhibit A

February 14, 2022

Ms. Patricia Love
Community Development Director
City of Stanwood
10220 - 270th Street NW
Stanwood, WA 98292

Re: Proposal for Port Susan Trail Project Final Design & Permitting

Dear Ms. Love:

On behalf of Confluence Environmental Company, Inc. (Confluence), I am pleased to submit this letter describing our proposed services to complete environmental review/permitting and Final Design for the Port Susan Trail project in Stanwood, Washington (the City). We have also included draft scopes of work from Subconsulting partners for cultural resources coordination (Stell Environmental), geotechnical surveys for the boardwalk (Associated Earth Sciences, Inc) and design (i.e., JA Brennan and PACE Engineering; Design Team) for proposed services related to the completion of 100% Design and related bid package for the Port Susan Trail.

The Port Susan Trail project will provide a non-motorized path from the Community Transit Park & Ride on 88th Avenue NW (within the WSDOT ROW) to an overlook west of the proposed Hamilton Landing Park project and will cross over Irvine Slough. This scope of work covers the coordination, administration and management of the project Design Team, environmental review and permitting, as well as coordination and integration with the other ongoing City of Stanwood projects.

The Scope of Work below outlines the various tasks to be completed by Confluence, Stell Environmental, Associated Earth Sciences, Inc., and the Design Team.

Scope of Work

Anticipated tasks to be completed by Confluence Environmental Company include:

- **Task 1—City, Design Team and Regulatory Coordination:**

  Confluence:

  - Coordinate with City and Design Team on project kick-off meeting, likely to be hosted as an online meeting (i.e., Teams or similar).
  - Coordinate with the City and Design Team for any field visits necessary to support the 60% design and Final Design/Bid Package.
  - Coordinate the design and permitting between the Port Susan Trail project and other ongoing City projects (i.e., Hamilton Landing Park and IS4 projects), and accommodate these other projects.

- Coordinate with the City and Design Team to determine the permitting and regulatory requirements of the project.
- Overall coordination and disseminating of project information to the Design Team.

- **Task 2—Field Visits:**

  Confluence:

  - Conduct site visits with City and Design Team as necessary to discuss project elements, specific areas of concern, and data needs to support design decisions and streamline the design and permitting process.
  - Coordination with state and federal permitting agencies will also occur as needed, to discuss the project and understand concerns or information the agencies will require through design and permitting and to streamline the permitting process. Additionally, this coordination is intended to confirm that no Corps permit will be required for the boardwalk west of the City treatment lagoons.
  - Prepare Memoranda related to any City, Project Team, agency or Tribal coordination or field visits, documenting the purpose of the coordination or site visit, discussions, outcomes, decisions, and next steps as necessary.

- **Task 3—Permit Applications and Supporting Documentation:**

  Confluence:

  - Prepare the necessary permit applications for the Port Susan Trail project, which are anticipated to include applications for a WDFW HPA and City Shoreline Substantial Development Permit. Also prepare supporting documentation (SEPA Checklist and Critical Areas Report). Currently a Corps permit is not anticipated based on the 30% design and use of pin piles to support the boardwalk across wetlands on west side of City treatment lagoons.

- **Task 4—Cultural Resources Coordination**

  Stell: See Attachment 1 for Scope of Work and Cost Estimate.

- **Task 5—60%, 90% and Final Civil Design & Bid Package**

  PACE Engineering: See Attachment 2 for Scope of Work and Cost Estimate.

- **Task 6—60%, 90% and Final Landscape Architectural Design**

  JA Brennan: See Attachment 3 for Scope of Work and Cost Estimate.

- **Task 7—Geotechnical Survey for Boardwalk**

Associated Earth Sciences, Inc.: See Attachment 4 for Scope of Work and Cost Estimate.

- **Task 7—Project Management and Administration:**

  Confluence:

  - Developing and maintaining project schedule.
  - Coordination with sub-consultants.
  - Compiling monthly invoices and progress reports for submittal to City.
  - Contract Management.

Assumptions

- The City, Confluence and the Project Team will work together to identify the means and methods of constructing the trail and amenities along the trail. The means and methods will include the best management practices to be used and mitigation opportunities as necessary, as well as accommodation and integration with other ongoing City projects (i.e., Hamilton Landing Park and IS4 Project). Amenities may include viewpoints, kiosks/signage, parking/access, and bridge over Irvine Slough, etc.
- A Corps permit will not be required for the Port Susan Trail, based on the type of boardwalk and supporting pin-pile foundation, per conversations with the U.S. Army Corps of Engineers. Additionally, it is assumed the Design Team will be able to develop the Final Design in a way that will avoid the need for a Corps permit.
- Per the Settlement Agreement between the City of Stanwood and Virginia Schloredt and Phoenix Development & Investments, the Larson Dam and the berm or dike running from Larson Dam south and then turning west around the City's sewage treatment facility shall remain at its current elevation and configuration. Features such as signage, benches and viewpoints/overlooks may be added to Larson Dam and the berm or dike.
- Confluence PM will be available for up to 100 hours to support and facilitate various coordination meetings with the City, Design Team, permitting agencies, and Tribes and other adjacent and/overlapping project support staff (i.e., Hamilton Landing and IS4) over the course of the project, as needed.
- Previous wetland delineations will be used for permitting purposes and no additional work related to wetland or OHWM delineations will be required.
- Confluence will respond to City review comments of the DRAFT permitting applications, regulatory and other supporting documents and meeting notes and summaries and provide electronic versions of the FINAL materials.

- Given the Tribal significance of this area, close coordination with the Stillaguamish Tribe is recommended to ensure any concerns are understood and addressed early.
- The Project Team can begin work within two weeks of Notice to Proceed.

Deliverables

- DRAFT and FINAL Permit Applications for WDFW HPA, Shoreline Substantial Development.
- DRAFT and FINAL Supporting Documents; SEPA Checklist, Critical Areas Report
- DRAFT and FINAL Meeting Notes and Site Visit Summaries.
- DRAFT and FINAL Cultural Resources Report & Coordination with DAHP/Affected Tribes.
- DRAFT and FINAL Geotechnical Report for Boardwalk Area
- DRAFT and FINAL 60% and 90% Design
- DRAFT and FINAL Bid Ready Design and Bid Package

Anticipated Cost

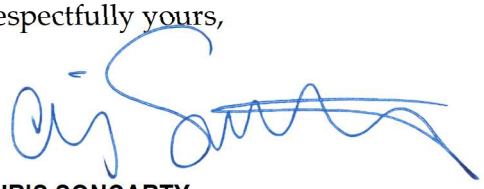
- **Task 1**—City, Project Team and Regulatory Coordination (Confluence): $18,450.00
- **Task 2**—Field Visits (Confluence): $5,760.00
- **Task 3**—Prepare Permit Applications and Supporting Documentation (Confluence): $33,910.00
- **Task 4**—Cultural Resources Coordination (Stell): $2,512.40
- **Task 5**—Survey and 60%, 90% and 100% Design (PACE Engineering): $149,000.00
    - *Optional Task 5 Services*
        - *Water/Power Service Design ($8,000.00)*
        - *Construction Phase Services ($3,000.00)*
- **Task 6**—Preliminary and 30% Landscape Architectural Design (JA Brennan): $157,930.00
    - *Optional Task 6 Services*
        - *Permit Support: ($5,213.00)*
        - *Interpretive Signage Design/Coordination Mtgs: ($28,262.00)*
        - *Irrigation Design: ($26,634.00)*

- *Fence Design: ($2,674.00)*
- *Trail Connection Design: ($3,476.00)*

- **Task 7**—Geotechnical Survey and Report for Boardwalk (Assoc. Earth Science): $6,600.00
- **Task 8**—Project Management and Administration (Confluence): $5,260.00
- Direct Expenses (Confluence): $241.50
- **Total Anticipated Cost: $379,663.90**

If you have any questions about our Letter Proposal, please contact me by phone or email (listed below). We sincerely appreciate your consideration of Confluence for this contract.

Respectfully yours,



CHRIS SONCARTY
Managing Senior Biologist/Regulatory Specialist
360.483.8956
chris.soncarty@confenv.com

ATTACHMENT 1

Stell Environmental Cultural Resources Scope/Fee
Port Susan Trail 60%, 90% and 100% Design

January 14, 2022

Confluence Environmental Company
146 N. Canal St. Suite 111
Seattle, WA 98103
ATTN: Chris Soncarty
chris.soncarty@confenv.com

RE: Request for Bid - Cultural Resources Report / Agency Coordination – Port Susan Trail, Stanwood

Dear Mr. Soncarty:

Enclosed please find Stell's proposed bid in response to the subject projects.

Task 1 – Agency / Tribal Coordination. Stell will submit the cultural resources report to the U.S. Army Corps of Engineers- Seattle District regulatory archaeologist and coordinate distribution of the report to the affected Native American Tribes and the Washington State Department of Archaeology & Historic Preservation for review and concurrence. In the event that edits are required to the report, the suggested revisions will be made and the report will be resubmitted to all parties for concurrence.

Task 2 – Cultural Resources Report. Stell will address any recommended revisions by the reviewing agencies and stakeholders and resubmit the report for final concurrence.

Price
Stell's proposed cost for additional cultural resource support for the project is as follows:

Task 01: $1,232.00
Task 02: $1,280.40

Total Price: $2,512.40

I look forward to the opportunity to support Confluence and the City of Stanwood. Please contact Tim Gerrish at (206) 351-7809 or tgerrish@stellee.com with any questions.

Best regards,

Tim Gerrish
Stell Project Manager

Attachments:
1.) Pricing – Port Susan

	BASE YEAR	Unit	Task 01: Agency / Tribal Coordination		Task 02: Cultural Resources Report		Summary	
LABOR CATEGORIES / EMPLOYEE NAME			**Hrs**	**Cost**	**Hrs**	**Cost**	**Hrs**	**Cost**
Senior Archaeologist	$ 112.00	HR	10	$ 1,120.00	2	$ 224.00	12	$ 1,344.00
Archaeologist 3	$ 79.00	HR		$ -	10	$ 790.00	10	$ 790.00
Administrative Support	$ 75.00	HR		$ -	2	$ 150.00	2	$ 150.00
			10	**$ 1,120.00**	**14**	**$ 1,164.00**	**24**	**$ 2,284.00**
Profit/Fee (on Labor)	**10.0%**			$ 112.00		$ 116.40		$ 228.40
Total Price				**$ 1,232.00**		**$ 1,280.40**		**$ 2,512.40**

ATTTACHMENT 2

PACE Engineering Civil Design and Bid Package Scope/Fee
Port Susan Trail 60%, 90% and 100% Design

PACE
An Engineering Services Company

February 9, 2022

Chris Soncarty
Confluence Environmental Company
203 West Chestnut Street
Bellingham, Washington 98225

Subject: Port Susan Multi-Use Trail
Proposal for Professional Civil Engineering
PACE Proposal No. P22-028

Dear Chris:

PACE Engineers, Inc., (PACE) appreciates the opportunity to submit this budget proposal to provide Professional Civil Engineering Services for the Port Susan Pedestrian/Multi-Use Trail Project (the project). The City of Stanwood is proposing to construct a pedestrian trail from the 88th Street Park-and-Ride Lot to the east property line of the Twin Cities Foods property within the southern portion of the City of Stanwood. The current alignment of the trail will continue east from the 88th Park and Ride west along the south side of State Route (SR) 532 to the 92nd/SR 532 intersection, then south along the dike around the east, south, and west sides of the abandoned city treatment lagoon, across the wetland to the west on a boardwalk, and then west to the new Hamilton Landing Park. The trail will continue north from the park across Irvine Slough on a pedestrian bridge and onto the existing dike along the Old Stillaguamish River to the east property line of the Twin City Foods property.

This scope of work will provide project management assistance, project design for 60%, 90%, and then Completed Plans, Contract Specifications, and Cost Estimates for the Project.

This scope and fee proposal assumes the design, as discussed below, is the design that will be carried forward to 60% plans and estimates. Any changes to this concept may require additional scope, depending on the extent of the changes.

The improvements proposed for construction include:

1. Construct approximately 6,200 feet of multi-use trail along SR 532, and along the dike adjacent to the Old Stillaguamish River.
2. Flat surface design for up to five viewing areas along the trail.
3. Design of a boardwalk over the walkway to the west of the abandoned wastewater lagoon. This boardwalk shall be on pin piles. Aesthetic design details of this boardwalk shall be the responsibility of the project landscape architect. Plans, details, and specification for this design shall be the responsibility of PACE.
4. Construct a ten-foot-wide pedestrian “catwalk” bridge across Irvine Slough approximately 150 feet to the east of the existing Irvine Slough Stormwater Lift Station. This bridge will be skewed slightly and will work with the Hamilton Landing Park Plan, as well as avoid the need for any easements/property acquisition

PACE Engineers, Inc.
3501 Colby Avenue, Suite 101
Everett, Washington 98201-4794
p 425.486.6533
www.paceengrs.com

along the north side of Irvine Slough. This bridge will be a prefabricated structure to be placed on abutments and will include pedestrian railing. Complete bridge design with plans, details, contract specifications, and cost estimates are included in this Scope and Fee.

SCOPE OF SERVICES

To commence with the development of the Project, and to guide the Project to its completion based on our current understanding, PACE proposes to provide the following services:

Task 1 – Project/Team and Regulatory Requirements

PACE will attend all project coordination meetings as requested by the City of Stanwood and/or Confluence Environmental. This budget estimate assumes five meetings at the City and three meetings at the Confluence Environmental office.

Fee: At Rates (Est. $10,000)

Task 2 – Additional Surveying/Basemap Preparation

The survey and basemap preparation is to include boundary and topo survey of the walkway corridor not included in the current survey done for the IS4 project.

This task is included if additional survey is needed, however little additional surveying need is anticipated.
Boundary Survey:

1. Horizontal and vertical control used for the survey shall be based on found monumentation. Location and elevation of the monuments and benchmarks used shall be referenced on the survey.
2. Research with local, city, county, and state entities for records associated with nearby control information and utilities as needed.
3. Calculate boundaries and rights-of-way along the proposed trail and show the adjoining parcels.

Base Mapping:

1. Locate all existing, accessible, and visible structures within the proposed trail corridor (+/-40′ wide).
2. Visible surface features include:
   a. Curbs, curb ramps, and driveways.
   b. Stairs and ramps.
   c. Fences.
   d. Rockeries and retaining walls.
   e. Light and power poles.
   f. Fire hydrants.
   g. Signs and flag poles.
   h. Parking meters and charging stations.
   i. Parking and channelization striping.
3. Any observable public and private utilities will be shown (SUE Level B). PACE will coordinate with City, County, State (or any other authorities having jurisdiction), and any utility purveyors in and around the project area to gather record documentation and verify site utility information. PACE will compile the record information and use this information for evidence of underground utilities.

4. The map will show visible invert elevations at accessible manholes and drainage structures for pipes. PACE will show pipe diameters, pipe material, and direction of pipe, structure size for all manholes and drainage structures, access and vents for utility structures and vaults.
5. The map will also reflect existing and abandoned overhead utility lines (primary and secondary power, telecommunications, electric trolley lines), if any.

Assumptions:

- Client is to facilitate right-of-entry.
- No property corners will be set per this scope of work, thus eliminating the need for filing a record of survey.
- We will coordinate with a separate locate service for marking utilities. Existing utilities shall be indicated by appropriate paint marks. All located utilities shall be incorporated into the survey, including sizes obtained from record drawings.
- Access to the site is open and free of hazardous materials.
- Surrounding areas specific to the survey need to be clear of debris.
- Client has provided all known information as it relates to this project including maintenance and as-built information from client files.

The following services are not included in this proposal:

- Entering confined and/or unsafe spaces. Note: invert elevations will be obtained, where possible, by measuring down from the rim of the structure.
- Arborists, specialists, wetland delineation or other services outside the scope of this proposal.
- Locating or depicting utilities other than those specified above.
- Any notes, data or information not specifically detailed under this proposal.
- Verifying utilities, pipes and/or conduit uses, including HVAC, electrical, etc.
- Depicting unknown or non-visible utilities based on suspect data without reference.
- Re-mobilizations based on additional areas or features of concern that were not originally discussed or those areas which were not accessed due to safety or limitations of time.

Fee: At Rates (Est. $15,000)

Task 3 – Structural Design of Irvine Slough Bridge

Scope of Work:

- Review Geotech report and other relevant project documents.
- Coordinate with project team.
- Quantify dead, live, seismic, and wind loads imposed on the pedestrian bridge & abutments in accordance with AASHTO Guide Specifications for Pedestrian Bridges.
- Design concrete abutments based on design loads.
- Design anchorage of bridge to abutments.
- Provide 60% construction plans and details. Address one round of comments from the Client.
- Provide 90% construction plans and details. Address one round of comments from the Client.
- Issue drawings and calculations for permit.
- Address jurisdiction review comments regarding the structural design.

- Develop special provisions to WSDOT standard specifications.
- Prepare engineer's cost estimate based on scope of 100% complete construction plans.

Assumptions:
- Pedestrian Bridge is approximately 75 feet long, 10 feet wide, and uncovered.
- Pedestrian bridge will be prefabricated wooden structure designed by others. PACE will provide design criteria and geometry requirements as indicated on plan and profile drawings.
- Bridge abutments will require deep foundations.
- Coordination/status meetings are not included. If required, meetings will be held via Teams™, Zoom™, or other telecommunication means, for additional fees.
- Changing the materials of construction after design commences may necessitate additional fees.
- Bid and construction phase services will be performed, as approved by the client, for additional fees.

The following services are not included in this proposal:
- Bid and construction phase services.
- All services not expressly delineated in the scope of work.

Deliverables:
- 60% construction plans and details
- 90% construction plans and details
- 100% construction plans and details with structural calculations
- Special provisions to WSDOT standard specification
- Engineer cost estimate

Fee: $33,300

Task 4 – Structural Verification of Boardwalk (designed by others)

Scope of Work:
- Review Geotech report, Landscape Architect's (LA) drawings, and other relevant project documents.
- Coordinate with project team.
- Quantify dead, live, seismic, wind, and buoyant forces imposed on boardwalk.
- Perform analysis of boardwalk elements, per submitted documents.
- Provide pile spacing for incorporation into LA drawings.
- Coordinate with LA for boardwalk elements that have insufficient capacity, if required.
- Issue stamped calculations for permit.
- Address jurisdiction review comments regarding the structural calculations.

Assumptions:
- Boardwalk is approximately 550' long, approximately 10' wide, and uncovered.
- Boardwalk will be supported on pin piles or helical piles.
- Formal coordination/status meetings are not included. LA will represent boardwalk at meetings.
- Bid and construction phase services will be performed, as approved by the Client, for additional fees.

The following services are not included in this proposal:

- Bid and construction phase services.
- Analysis of boardwalk for hydrodynamic forces.
- All services not expressly delineated in the scope of work.
- Structural drawings

Deliverables:

- 100% stamped/signed structural calculations.

Fee: $6,500

Task 5 – 60%, 90%, and 100% Design and Construction Documents

PACE will prepare construction plans and specifications based on WSDOT Standard Specifications for Road, Bridge, and Municipal Construction. The general requirements of the WSDOT Standard Specifications will serve as the contract general conditions unless other contract conditions are provided by the City. Special provisions to the standard specifications will be prepared, as necessary.

1. Construction Plans – Prepare 60% complete construction plans.
    a. PACE will prepare 60% design plans for vertical and horizontal alignments. Define right-of-way/easement requirements.
        i. Prepare 60% design plans for sections, earthwork, and slope staking information.
        ii. Prepare 60% design plans for storm drain system.
        iii. Prepare 60% design plans for striping, pavement markings, signing, and construction staging details.
        iv. Prepare 60% design plans for traffic control and all necessary temporary erosion control measures and miscellaneous details.
2. Construction Plans – Prepare 90% complete construction plans.
    a. PACE will prepare 90% design plans for vertical and horizontal alignments. Define right-of-way/easement requirements.
        i. Prepare 90% design plans for sections, earthwork, and slope staking information.
        ii. Prepare 90% design plans for storm drain system.
        iii. Prepare 90% design plans for striping, pavement markings, signing and construction staging details.
        iv. Prepare 90% design plans for traffic control and all necessary temporary erosion control measures and miscellaneous details.
3. Special Provisions and Contract Documents – Prepare 90% special provisions and contract documents.
    a. PACE will prepare 90% special provisions and contract documents and compile as draft project manual.
4. Draft (90%) Construction Plan Review Meeting No. 1 –
    a. PACE will meet with City staff and other affected agencies prior to council presentation/public open house to review 90% construction plans and engineer's estimate.
5. Address Comments –
    a. PACE will revise plans and specifications to address staff and agency review comments.
6. Address Comments –
    a. PACE will address WSDOT/City review comments prior to council/public presentation.
7. Draft (90%) Construction Plan Review Meeting No. 2 –
    a. PACE will incorporate council/public presentation comments.
    b. Meet with City staff to review draft plans prior to finalizing.

c. Submit draft construction documents to City Attorney for review.

8. Final (100%) Construction Plans, Specifications –
   a. PACE will prepare final construction plans, specifications, and contract documents for bid distribution.
9. Final Engineer's Estimate –
   a. PACE will prepare a final engineer's estimate based on the scope of the final construction plans.

Assumptions:

- Comments received during any reviews by the city or other jurisdictions will not change the design alignment or profile from the 30% submittal.
- The Plan set will be assembled by PACE. Any landscape architectural details needed for the viewing areas outside of the hard surface design will be the responsibility of the Landscape Architect. These plan sheets and details will include but may not be limited to landscaping, signage, benches, and other amenities. Plan sheets associated with these improvements will be incorporated into the overall plan set but shall be presented on the architectural firm borders and shall be provided to PACE in 22" x 34" format PDF sheets for insertion into the project plan set.

Deliverables:

- Draft (60%) complete plans for Draft Review Meetings in hardcopy and electronic file (PDF). Number of hard copies as requested at time and expense.
- Draft (90%) complete plans, specifications, and contract documents for Draft Review Meetings No. 1 and No. 2 in hardcopy and electronic file (PDF). Number of hard copies as requested at time and expense.
- Final (100%) construction plans, specifications, contract documents, and engineer's estimate in hard copy and electronic file (PDF), ready for bid distribution. Number of hard copies as requested at time and expense.

Owner-provided items or services:

- Review of all draft documents developed under Tasks 3. The City will complete reviews within a two-week period.

Fee: At Rates (Est. $74,200)

Task 6 – Water/Power Service Design

- PACE will provide design for power and water service to up to two locations along the trail. This task will be optional and will be for irrigation purposes.

Fee: $8,000

Task 7 – Bid and Construction Support

1. Call for Bids – Prepare a Call for Bids for advertising in the City's newspaper of record.
2. Bid Distribution – Upload bid documents to Builders' Exchange or other bid distribution website and assist the City with coordination. Prepare hard copy bid documents as requested for City use.
3. Bidder Questions – Respond to bidder questions and issue addenda, as necessary.
4. Bid Opening – Conduct the public bid opening at City Hall.
5. Bid Review and Tabulation – Check bid and prepare an itemized tabulation of results. Review qualifications and contact references of two lowest bidders. Prepare recommendation of award for presentation to City Council. Upon approval, issue Notice of Award.

6. Executable Contracts – Prepare executable contract documents. Obtain contractor insurance and bond forms and prepare executable contract documents. Coordinate contract document signatures and distribute fully executed contracts.
7. Construction Support

Assumptions

- Bid documents will be distributed via Builder's Exchange or other bid distribution website. The City will pay all fees associated with posting the bid documents.

Deliverables

- Executable contracts, two hard copies for City and contractor execution.
- Bid tabulation and award recommendation in hard copy and/or electronic formats.

Fee: At Rates (Est. $5,000)

Task 8 – Project Management/Administration

PACE will provide general project management/administrative service support to project lead throughout the project. PACE will coordinate staff, provide oversight, track budgets, monitor schedules, conduct quality reviews, and prepare monthly status reports.

Deliverables:

Monthly progress reports and invoices for the project.

Owner-provided items or services:

Timely response with any questions or concerns as the project is moving forward.

Fee: At Rates (Est. $5,000)

Task 9 – Construction Phase Services (to be authorized by Client, as needed)

1. Prepare Notice to Proceed – Prepare Notice to Proceed and issue to contractor. Notice to Proceed will specify contract time and completion date.
2. Preconstruction Conference – Conduct a preconstruction conference to review the construction scope, schedule, and administrative procedures.
3. Submittal Review – Review submittals, track schedule, respond to requests for information and plan clarification. Prepare change orders, as necessary. Conduct site visits as requested and as necessary to monitor progress and work quality. Review contractor pay requests and submit for City approval.
4. Construction Monitoring – PACE will provide a resident inspector to monitor compliance with the plans and specifications, document daily progress, photograph completed work, and track pay quantities.
5. Construction Meeting – PACE will conduct periodic construction meetings as determined during the preconstruction conference. Prepare minutes, track, and respond to requests for information.
6. Construction Closeout – PACE will conduct final inspections, establish warranty dates, and prepare closeout documentation for final payment and retainage release.
7. Record Drawings – PACE will prepare record drawings based on contractor-provided as-built information.
8. Notice of Termination – PACE will issue construction stormwater permit Notice of Termination.

Assumptions:

1. City is responsible for distributing the preconstruction conference notice to all affected and interested agencies.

Deliverables:

1. Submittal reviews and construction correspondence in hard copy and electronic file form as requested.
2. Copies of daily reports and photographs distributed weekly.
3. Record drawings in hardcopy (mylar) and electronic file (PDF and/or DWG) formats.

Fee: At Rates (Est. $3,000)

FEES

PACE proposes to provide the professional services described above for an estimated fee of $115,000 plus estimated reimbursable expenses (mileage, postage, reprographics, etc.) at a cost of $1,500 for a project of this size.

Professional services will be provided on a Time-and-Expense (Rates), Fixed Fee (Lump Sum) and/or Cost Plus (Multiplier) fee basis, as indicated below. The T&E fees shown below are estimates only. PACE proposes to provide the professional services outlined and stated in the above Scope of Services as follows:

DESIGN ENGINEERING

Task Description		Fee
Task 1 – Project/Team and Regulatory Requirements (T&E)	(at rates)	$ 10,000
Task 2 – Additional Surveying/Base Map Preparation (T&E)	(at rates)	$ 15,000
Task 3 – Structural Design of Irvine Slough Bridge (FF)		$ 33,300
Task 4 – Structural Design of Boardwalk (FF)		$ 6,500
Task 5 – 60%, 90%, and 100% Design & Construction Documents (T&E)	(at rates)	$ 74,200
Task 6 – Water/Power Service Design(FF)		$ 8,000
Task 7 – Bid and Construction Support (T&E)	(at rates)	$ 5,000
Task 8 – Project Management/Administration (T&E)	(at rates)	$ 5,000
Task 9– Construction Phase Services (T&E) (to be authorized as needed)	(at rates)	$ 3,000
TOTAL CONTRACT		$160,000

PROJECT SCHEDULE

PACE is prepared to commence with professional services for the project upon the Client's authorization to proceed. PACE will remain dedicated to the successful completion, approval, and construction of this project.

For PACE to start work, we will require the information requested in the Assumptions section of the proposal and an official notice to proceed within ten (10) working days prior to the start of work so that project staff may be scheduled. If an accelerated completion schedule is desired, it may be necessary for our staff to work overtime. If this condition occurs, we will notify you prior to entering into an overtime situation. Please note that overtime billable rates are 1.5 times the rate structure listed on our attached Hourly Rate Schedule.

STANDARD CONTRACT PROVISIONS

The general understandings applicable to our relationship with you are set forth in the PACE Terms and Conditions that are attached and made a part of this proposal. The Client's particular responsibilities are also set forth in the Terms and Conditions. This proposal, together with the attached PACE Terms and Conditions and PACE Hourly Rate Schedule, represents the entire understanding between our respective companies for this project and can only be modified in writing signed by both companies.

If the project's financial responsibility changes, by sale or other agreement, for the service(s) outlined within this proposal, it is the responsibility of the Client listed on this agreement to notify PACE in writing and will include the billing information for the responsible party and the date of change of financial responsibility for the project. The Client agrees that, until a new contract is established between the new financial responsibility party and PACE, the Client on this agreement is responsible for payment of all services.

AUTHORIZATION TO PROCEED

If the foregoing meets with your acceptance, please sign one copy of this letter and the PACE Terms and Conditions, and return one copy of each for our records as our authorization to continue with the services stated. PACE looks forward to working with you on this project.

If you have any questions or need additional information, please call us at 425.486.6533, or email me at AndyRe@paceengrs.com.

Sincerely,

PACE Engineers, Inc.



Andrew C. Reaves, PE
Principal

Attachments: PACE Rate Schedule, Terms and Conditions

Acknowledgement and Authorization to Proceed:
The undersigned hereby acknowledges this agreement and has authority to act on behalf of the Client and authorizes PACE to proceed accordingly.

Name (Printed)	Title
Signature	Date

WASHINGTON
2022 STANDARD
HOURLY RATE SCHEDULE
Effective January 1, 2022

Engineers | Planners | Surveyors

	DESCRIPTION	HOURLY RATE
1.	Office Tech I, Expediter I	$ 60.00
2.	Office Tech II, Expediter II	$ 75.00
3.	Office Tech III, Intern, Jr. CAD Tech, Jr. Inspector, Engineer Tech, Survey Tech I	$ 94.00
4.	Jr. Planner, CAD Tech, Sr. Office Tech, Inspector, Designer, Engineer Tech I, Survey Tech II	$ 105.00
5.	Jr. Engineer, Designer I, Inspector I, CAD Tech I, GIS Tech, Planner, Project Administrator, Survey Tech III	$ 120.00
6.	Engineer I, Planner I, GIS Analyst I, Designer II, CAD Tech II, Inspector II, Sr. Project Administrator, Survey Tech IV	$ 132.00
7.	Engineer II, Planner II, GIS Analyst II, Designer III, CAD Tech III, Inspector III, Survey Tech V	$ 144.00
8.	Engineer III, Project Designer, Planner III, GIS Analyst III, Sr. CAD Tech, Sr. Inspector, Sr. Survey Tech	$ 158.00
9.	Sr. Engineer, Project Designer I, Sr. Planner, Project Surveyor, One-Person Crew, Project CAD Tech, Sr. GIS Analyst, Sr. Project Inspector, BIM Manager, CAD Manager	$ 170.00
10.	Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, Sr. Project GIS Analyst, Structural Engineer, UAS Pilot	$ 182.00
11.	Sr. Project Engineer, Sr. Structural Engineer, Sr. Project Designer, Sr. Project Planner, IT Manager, Survey Project Manager	$ 195.00
12.	Project Manager, Planning Project Manager, Principal Surveyor	$ 210.00
13.	Sr. Project Manager Sr. Principal Surveyor, Two-Person Crew	$ 222.00
14.	Principal Engineer, Principal Planner, Sr. Two-Person Crew	$ 240.00
15.	Sr. Principal Engineer, Sr. Principal Planner	$ 255.00

REIMBURSABLES

A.	Subconsultants, Professional and Technical	Cost + 15%
B.	Maps, reports, materials, permit fees, express delivery and messenger, pass-through bills, and similar items necessary for work in progress	Cost + 15%
C.	Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
D.	Transportation within 30 Mile Radius *	No Charge
	Transportation beyond 30 Mile Radius – Automobile	$ 0.60 per mile
	* On job inspection mileage will be billed	$ 0.60 per mile
E.	Printing Costs	
	Special Software for Modeling/Analysis	$ 10/hour
	Large Format Blueprints and Reproduction – Bond	$ 0.50/sq ft
	Large Format Blueprints and Reproduction – Mylar	$ 1.50/sq ft
	Color Copies – In-house (8½ x 11)	$ 0.25/page
F.	Expert Witness	Rate x 1.5

Notes:
[1] All payment is due within 30 days from date of invoice. A monthly service charge of 1% will be added on all accounts older than 30 days.
[2] The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2022. After December 31, 2022, invoices will reflect the schedule of charges in effect at that time.
[3] PACE's rates include professional liability insurance coverage for claims up to $2 million. Clients can purchase additional coverage for cost and upfront payment of $5,000 per additional $1 million of insurance up to a maximum of $5 million.

PACE Engineers, Inc.
3501 Colby Avenue | Suite 101
Everett, Washington 98201-4794
p 425.476.6533
www.paceengrs.com

PACE Engineers, Inc.
Terms and Conditions for Professional Services
Everett, Washington

Effective January 1, 2020

CLIENT: Confluence Environmental Company Contract/Proposal Date: February 9, 2022

TERMS AND CONDITIONS OF AGREEMENT

CLIENT and PACE Engineers, Inc., (PACE) agree that the following provisions shall be a part of their agreement.

1. **SERVICES TO BE PROVIDED.** PACE agrees to provide the CLIENT, for the CLIENT's sole benefit and exclusive use, the consulting services identified in PACE's proposal (Scope of Services and Fee). The Proposal, together with these Terms and Conditions, form the Agreement under which the services will be performed and shall have control over any other forms of agreements unless specifically modified in writing and signed by PACE and the CLIENT. If a service is not specifically identified in the proposal, it is expressly excluded. PACE shall have no other obligations, duties or responsibilities except as specifically provided in the Agreement.

2. **STANDARD OF CARE**. PACE's services will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of PACE are based on information supplied by CLIENT and/or others, such findings and recommendations are correct to the best of PACE's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services, or by furnishing oral or written reports of findings made. No entity other than CLIENT or PACE shall be construed as a beneficiary to this Agreement

3. **INSURANCE COVERAGE**.[1] PACE is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage. During the performance of this Agreement, PACE will maintain professional liability insurance with a limit of not less than $2 million on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than $2 million on an occurrence basis. (See footnote.[1])

4. **RISK ALLOCATION**. In recognition of the relative risks, rewards, and benefits of the project to both the CLIENT and PACE, the risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, PACE's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from PACE's negligent acts, shall not exceed ten times our fee or $500,000, whichever is less. Such claims are limited to, PACE's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

5. **INDEMNIFICATION**. The CLIENT shall indemnify and hold harmless PACE and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent acts, errors, omissions, and/or strict liability of the CLIENT, or anyone directly or indirectly employed by the CLIENT (except PACE).

6. **LIENS.** PACE reserves the right to file a Notice of Intent to Lien and/or Lien throughout the life of the project. This action protects PACE's right of payment for services rendered.

7. **SERVICES BY CLIENT**. CLIENT will provide PACE legal access to the project site, obtain all permits, and provide all legal services in connection with the project. CLIENT shall pay the costs of review and inspection fees, zoning application fees, soils engineering fees, testing fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of Services.

8. **ADDITIONAL SCOPE OF SERVICES**. From time to time the CLIENT may request PACE to perform additional services that are <u>not</u> included in the original Scope of Services. It is understood the CLIENT will pay for all services provided that are outside the original Scope that have been requested by the CLIENT or the CLIENT's representative. PACE will provide notice on services being requested that is outside the original Agreement. Upon receipt of notification of services being performed by PACE that PACE feels is outside the original scope of services, the CLIENT shall immediately notify PACE in writing if the CLIENT takes exception to the additional services being done or that the service is outside the original scope. Otherwise, it is understood that the CLIENT agrees to pay a reasonable cost for all additional services being performed by PACE. If PACE's professional services are suspended for longer than six months, PACE is entitled to the additional costs associated with that delay. In addition, if the project duration extends significantly longer than the project duration identified in the Scope of Services, PACE is entitled to additional compensation associated with the increased project duration. If the project is required to meet new code requirements after the submittal is complete, PACE is entitled to additional compensation to meet those new requirements.

9. **SERVICES DURING CONSTRUCTION**. Any construction observation, inspection, or testing provided by PACE is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that PACE will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of services. PACE shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods, or appliances used by any contractor, nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. Any Punch List created is not intended to be inclusive of all potential items and

[1] **NOTE:** PACE carries professional liability insurance for claims up to $2 million. PACE will extend coverage should the CLIENT desire increased coverage up to $5 million for a payment of $5,000 per additional million dollars of coverage.

does not relieve the Contractor of their obligation. If services during construction are required, the CLIENT shall have PACE listed as an additional insured on the Contractor's insurance policy. CLIENT shall absolve PACE of any liability arising from any design changes, design interpretations, or answers to Contractor questions to which PACE is not a party.

10. TERMINATION OF SERVICES. This agreement may be terminated by the CLIENT or PACE with ten (10) days' written notification. In the event of termination, the CLIENT shall pay PACE for all the services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses. In the event of termination by PACE, PACE will transfer copies of all instruments of service to date to the CLIENT and provide a summary of the status of the project..

11. OWNERSHIP OF DOCUMENTS. All documents, electronic or otherwise, produced by PACE under this agreement are protected and shall remain the property of PACE and may not be used by the CLIENT for any other endeavor without the written consent of PACE.

12. TERMS OF PAYMENT. CLIENT will be invoiced each month following commencement of work. Full payment must be received by PACE within thirty (30) days of the date of such invoice. Any retainers shall be credited on the final invoice.

13. LATE PAYMENTS. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.0% on the then unpaid balance. In the event that collection proceedings are required, CLIENT will also be responsible to pay the costs and attorneys' fees incurred by PACE, whether or not suit is brought, in both trial and appellate courts, and in connection with any bankruptcy or reorganization proceedings. It is PACE's policy to utilize Professional Service Liens to help secure payment of accounts that are unpaid 60 days or more. CLIENT will be responsible to pay the fees incurred in securing and releasing Liens filed on late payments.

14. EFFECT OF INVOICE. The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice, specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.

15. SUSPENSION OF WORK / WITHHOLDING OF WORK PRODUCT. Failure of CLIENT to submit full payment of an invoice within thirty (30) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at PACE's discretion. PACE, without any liability to PACE, reserves the right to withhold any services and instruments of service herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment if required by PACE. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of Services. PACE is not obligated to provide services in excess of the authorized budget.

16. APPLICABLE LAWS. Unless otherwise specified, this agreement shall be governed by the laws of the State of Washington. Any legal proceedings arising from this Agreement shall be filed in Snohomish County, Washington. The prevailing party shall be responsible to pay the costs including reasonable attorney fees based on percent of negligence.

17. DISPUTE RESOLUTION. All disputes arising out of, or related to, this Agreement, except those related to nonpayment of invoices, shall be submitted first to nonbinding mediation as a condition precedent to litigation. If any dispute submitted to mediation is not successfully resolved, the matter may be resolved through litigation in accordance with Item 16. APPLICABLE LAWS.

18. SEVERABILITY AND SURVIVAL. In the event that any provision of this Agreement shall be held invalid and unenforceable by a decision of the competent jurisdiction, the remaining provisions shall be valid and binding. All items of the Agreement allocating or limiting liability shall survive the services hereunder and the termination of this Agreement.

19. FORCE MAJEURE. Neither party shall be responsible for damages or delays caused by events beyond the control of either party that could not reasonably have been anticipated or prevented. Should a Force Majeure event occur, the parties shall mutually agree on the terms and conditions upon which the services may be continued.

Signature_____

ATTACHMENT 3

JA Brenna Landscape Architectural Design Scope/Fee
Port Susan Trail 60%, 90% and 100% Design

EXHIBIT A

j.a. brennan associates PLLC
Landscape Architects & Planners
2701 First Avenue, Suite 510 | Seattle, WA 98121
t. 206.583.0620 | www.jabrennan.com

February 4, 2022

Scope of Work
Port Susan Trail
Nodes and Landscape -30% through 100% Design

Prepared for:
Confluence Environmental Co. (Prime) and
City of Stanwood (Client)

PROJECT OVERVIEW

The Port Susan trail project forms a new trail along Irvine Slough, linking with Hamilton Landing Park, skirting the City of Stanwood's treatment lagoon and connecting with the existing park and ride. JA Brennan Associates (JAB) will support PACE Engineers (lead) in the development of construction documents for the trail and nodes project.

JAB will provide design for the following node areas:

1. Trailhead at the existing Park & Ride lot with Kiosk, bench and interpretive sign (half sheet)
2. Port Susan Trail Entry #2: Gateway Marker, interpretive sign, landscaping, service drive shelter, & bollards at 92nd St NW & Hwy 532 (full sheet)
3. Mountain View Node at NE lagoon with berms, plaza and interpretive sign (full sheet)
4. River View Node: plaza and viewpoint where trail touches the Stillaguamish River with interpretive sign (half sheet)
5. Boardwalk Trail including area adjacent to Public Works facility (full sheet)
6. Estuary Viewing Node with seating stairs, interpretive sign and existing deck (half sheet)

JAB will provide design for the following signage & distance marker locations. PACE will show location on their layout plans:

1. PST Gateway #1 marker sign at Lien St NW & Hwy 532
2. Snow goose view with unit block wall, bench and distance marker (typ. detail)
3. River viewpoint at SW lagoon with unit block wall, bench and interpretive sign
4. PST Gateway #3 marker at 98th St. NW & Hwy 532
5. PST Gateway #4 marker at Hamilton Landing Park entry and bridge.

J.A. Brennan Associates (JAB) will provide landscape architecture services within this scope of

work for 30%, 60% - 100% Design construction documents, assist with some permit support, and limited bid and construction support work.

TASKS

TASK A – PROJECT ADMINISTRATION & COORDINATION

The J.A. Brennan project manager will work closely with the prime to progress the planning and design process, schedule and budget. Administration tasks include meeting scheduling and contract administration.

Deliverables

- Monthly invoices and progress reports

Assumptions

- Duration of this task is 12 months
- Will provide limited coordination related to meeting scheduling

TASK B – ADDITIONAL SITE ANALYSIS & SITE VISITS

JAB will continue reviewing existing survey, construction documentation, state and city code, known sensitive areas, regulatory requirements, access, pedestrian and vehicle circulation, utilities availability, topography and drainage, vegetation, soils and views. JAB will review construction drawings and permit documents from 2021 project work provided by the Prime or City. These items include the pipeline project and other work in the vicinity of the project.

Task B will include visiting the site to assess existing site conditions and meet with Client. JAB will prepare a working base map for 30%, 60%, 90%, 100% construction package use.

Throughout the project we will continue to communicate and coordinate with the City and necessary local permitting authorities to understand regulatory issues and constraints.

Deliverables

- Working base map (node areas)
- Site context map revision (1 sheet)
- Up to 2 site visits and meetings

TASK C –MEETINGS AND PUBLIC OUTREACH

JAB will prepare and attend the identified meetings with the City/ Prime and PTAC board. JAB will lead the preparation of PowerPoint slides and graphics needed in the meetings. JAB will provide internal meeting notes after the meetings. JAB will prepare draft agendas for PTAC meetings.

Deliverables

- See Exhibit B

TASK D – COMPLETION OF 30% DESIGN

The 30% design submittal will apply technical expertise to create design solutions to schematic design problems. JAB will complete a 30% design submittal that will be primarily hand drawn although some information may be in AutoCAD. A preliminary square-footage level cost estimate will be provided for the 30% landscape design of node areas. Design plans will include notes identifying elements such as benches, railing, pedestrian surfacing, signs, and bollards. No specifications will be provided at 30% design.

Deliverables

- 30% Plan Set (See the exhibit B fee matrix attached)
- Illustrative Sections (up to 3)
- Cost estimate update for plantings, markers, and node areas.

TASK E – 60%, 90% AND 100% / BID SET PLANS, SPECS AND ESTIMATE (PSE)

Construction documents submittals will be provided at 60%, 90%, and 100% (bid-ready) design completion. The document sets will be submitted for client review at 60% and 90% prior to issuing final (100%) construction documents. The 60% design set submittal will include plans, outline specification, and estimate of probable construction costs. 90% Design and 100% Design/ Bid Set submittals will include plans, specifications and probable construction cost estimates. JAB will only prepare and submit landscape design related sheets, specifications, and cost estimates for project nodes, and sign/marker locations identified in this scope of work. See Exhibit B attached.

Specifications will be provided in CSI format (CSI Master Format 2016 Edition) and inserted into the Project Manual as an appendix to the special provisions by PACE. JAB will only prepare and submit landscape architectural design related sections. City and PACE will lead the APWA front end specifications. J.A. Brennan will provide limited input for Division 0 and 1 and for the special provisions. Applicable City standard details will be included in the project manual only (by others).

JAB will provide an updated schematic design of the Hamilton Landing Park impervious paving areas and re-calculate the total impervious paving area for the Hamilton Landing Park conservation easement, as it relates to incorporation of the PST trail into the NE corner of the park. This updated schematic design will be limited to a loose hand-drawn graphic developed for impervious area and PST project analysis purposes only.

Deliverables

- Plans, specs for the sheets identified in Exhibit B Fee Matrix
- Site Sections at nodes (up to 6 sections)

- Grading input
- Cost Estimate for landscape design related items, nodes and sign/marker locations (at 60%, 90% and 100%)
- Specifications for landscape design related sections (CSI) (at 90% and 100%)
- Hamilton Landing schematic design update of impervious paving (once)
- Hamilton Landing Park impervious paving area in conservation easement calculation (once)
- Up to 2 client review meetings

TASK F – BID SUPPORT

JAB will provide limited assistance to the City during the public bid process, including answering Contractor's questions during bidding, attending the pre-bid meeting, and issuing addenda if necessary. City will lead bid process.

Deliverables

- Addenda, (up to 3)

TASK G - CONSTRUCTION SUPPORT

We assume the City will lead the construction management. J.A. Brennan will support construction management for nodes and sign/marker elements by reviewing and responding to a limited number of submittals, requests for information (R.F.I.), and modification proposals; attending a limited number of site reviews, and preparing a punch list prior to Substantial Completion. Record drawings are not included.

Deliverables

- Review of submittals (up to 7), RFI's (up to 5)
- Construction review site visits (up to 6)
- Site meeting/ punch list meeting
- Support with modification Proposal or Change Order (up to 4)
- Punch List meeting/site visit (1)
- Items as per Exhibit B

SCOPE ASSUMPTIONS

ASSUMPTIONS:

- PACE Engineers is leading the trail design including layout, grading and profile.
- Hydroseed restoration along the trail alignment is assumed to be provided on civil sheets only. Planting design is limited to the identified select node detail areas.
- Survey and/or GIS base mapping will be provided by others.
- JAB will lead design of the boardwalk and abutment wall (including specifications), with

support from PACE Engineers for vertical profile and structural design, calculations, abutment wall review, and connections confirmation.

- Boardwalk alignment and structure type will be as determined in the schematic design of the PST project, Option 1, including grated decking.
- Boardwalk design starting point to be from South Bend Trail or another JAB boardwalk project.
- Environmental permit support is not included in this scope of work (see optional services). All permitting by others.
- Wetland and wetland buffer mitigation planting is not included in this scope of work. See optional services.
- J.A. Brennan does not provide contaminated soils remediation services. No contaminated soils are anticipated on site.
- Grading cut and fill calculation will be by others.
- No property rights or property or right of way acquisition/easement support is provided.
- The City and prime will provide coordinated, consolidated review comments at 30%, 60% and 90% design submittals.
- Kiosk design for the PST project will be consistent with Hamilton Landing Park Kiosk, as documented for the Park project.
- Irrigation design (Potable water lines survey and point of connection with power is needed- by others), fence design, interpretive signage design, bid support, and construction support (related to the optional service items) are listed as optional services in the fee matrix and can be added upon City approval.
- Design of interpretive sign structures are included in base scope of work only. See optional services for interpretive panel design.
- Vehicular circulation and parking lot design and cost estimate by others.
- Meeting and coordination time is limited to the number of hours identified in the accompanying fee proposal spreadsheet. Additional coordination time may require an additional services proposal.
- Specifications starting point documents for Nodes and all JAB work to be from Hamilton Landing Park, CSI format, included in Appendix to the APWA format special provisions document by PACE. Nodes and all landscape elements to be a lump sum construction contract. Bid items list to include each node as a lump sum bid item. Limited input by JAB to pay item list and special provisions by PACE.

OPTIONAL SERVICES

TASK H – PERMIT SUPPORT

This task includes providing limited permit input to support the Prime and City apply for required permits. All permit applications and drawings will be by Prime and City. JAB will review mitigation drawings and provide input.

JAB will only provide permit support for the items and time as identified in Exhibit B, Fee Matrix.

TASK I – INTERPRETIVE SIGN DESIGN

The interpretive signage design will be led by J.A. Brennan staff. The scope includes development for up to 5 interpretive sign panels. JAB will coordinate on proposed topics with the city. For example: (1) Olympic Mountains view interpretation; and (2) Historic evolution of the Stillaguamish River, waterways and sloughs; wayfinding maps. Interpretive panels will be bid with the rest of the project. The contractor will coordinate sign fabrication of the sign panels.

Deliverables

- Develop theme and storyline for each sign
- Identify images and write text
- Draft interpretive sign layout (Up to 5 signs, size 24x36)
- Final interpretive panels (up to 5 signs) including graphic files ready for fabrication
- Provide map and image files to be used in the panels
- Bid support
- Construction support

Sign Design Coordination Meetings

- One City meeting to gather information and agree on theme, storyline and concepts.
- One City draft signs review meeting (City and JAB)
- One meeting to present the signs to the City and stakeholders and receive final input.

Interpretive Sign Design Assumptions:

1. The contractor will coordinate interpretive signage fabrication for the sign panels with the fabricator and all necessary parties.
2. The City will appoint one individual who will make the final text and image decisions related to the interpretive signs and who will coordinate with JAB.
3. Signage design and coordination is limited to the hours identified in the associated fee matrix.

TASK J – IRRIGATION DESIGN

Irrigation point of connection(s) (POC) for water and power by PACE Engineers. Irrigation design at nodes only. Irrigation system is anticipated to be an automatic sprinkler system with up to 2 water meters, POCs and power sources.

Deliverables

- Provide up to 5 sheets of irrigation design plans (1 sheet at 20-scale and 4 sheets at 10-

scale)
- Irrigation details (2 sheets)
- Specifications
- Cost Estimate
- Bid support
- Construction support

TASK K – FENCE DESIGN

Fence design and detailing for fence and gate adjacent to Public Works facility. It is assumed we will use a standard City or JAB gate detail with minor modifications.

TASK L – TRAIL CONNECTION DESIGN

PST Gateway #5 marker at Twin City Foods & Hwy 532 with planting plan (1 sheet) and cost estimate for landscape elements. Layout and grading will be provided by PACE.

EXHIBIT B

Client: City of Stanwood

Project: Port Susan Trail - 30%, 60%-100% Design Fee Proposal

J.A. Brennan Associates, PLLC February 4, 2022

WORK ITEM	DESCRIPTION	JB PM	TW PLA	DC LA	YD Designer	VS Designer	SY Admin	Total JAB	Total	Total	Grand Total J.A. Brennan
Rate		$195.00	$168.00	$158.00	$103.00	$115.00	$115.00	Hours	Labor	Expenses	Labor/Exp
A	**Administration / Coordination**										
1	Job set-up	1	1		2		2	6	799.00		799.00
2	Progress reports	1	3				2	6	929.00		929.00
3	Prepare invoices	1	2				6	9	1,221.00	20.00	1,241.00
4	Scheduling & coordination	4	6		3		1	14	2,212.00		2,212.00
	Total	7	12	0	5	0	11	35	5,161	20.00	5,181.00
B	**Additional Site Analysis and Site Visits**										
1	Base map preparation & review of survey	1	2		4			7	943.00	20.00	963.00
2	Background data review, reports, plans	2	4		2			8	1,268.00	20.00	1,288.00
3	Up to (2) site visits with meetings	8	8		10			26	3,934.00	120.00	4,054.00
4	Site context map revision	2	6		10			18	2,428.00	20.00	2,448.00
	Total	13	20	0	26	0	0	59	8,573.00	180.00	8,753.00
C	**Meetings & PTAC Outreach**										
1	Team check-in virtual meeting (6)	10	16		8			34	5,462.00	10.00	5,472.00
2	Up to 2 client review meetings - 1 Teams, 1 Stanwood	8	8		8			24	3,728.00	45.00	3,773.00
3	Up to 2 PTAC meetings (in Stanwood)	12	6		6			24	3,966.00	80.00	4,046.00
4	Prepare Power Points and agendas for meetings	4	8		10			22	3,154.00	80.00	3,234.00
5	Up to 2 client meetings in Stanwood	10	10		5			25	4,145.00	150.00	4,295.00
	Total	44	48	0	37	0	0	129	20,455.00	365.00	20,820.00
D	**Completion of 30% Design**										
1	Sheet set-up	1	1		1			3	466.00		466.00
2	Detail Area Layout / Planting Plan revisions (up to 5 shts at 10 or 20 scale)	1	6		24			31	3,675.00	100.00	3,775.00
3	Plant List (1 shts)	1	1		2			4	569.00	20.00	589.00
4	Site Sections (up to 3) - update preliminary design sections	1	2		8			11	1,355.00	70.00	1,425.00
5	Cost estimate (landscape elements)	1	5		7			13	1,756.00	20.00	1,776.00
	Total	5	15	0	42	0	0	62	7,821.00	210.00	8,031.00
E	**Construction Documents 60%, 90%, 100%**										
1	Recalculating impervious paving area for conservation easement (Hamilton landing)	2	2		12			16	1,962.00	20.00	1,982.00
2	Schematic design of Hamilton landing Impervious paving area	3	1		8			12	1,577.00	30.00	1,607.00
3	Demolition, TESC & tree protection Input (Sht by PACE)	4	4		8			16	2,276.00	20.00	2,296.00
4	View point / node layout plan (up to 4 sheets at 10 scale)	20	30		60			110	15,120.00	350.00	15,470.00
5	Grading input (Grading plan & calcs by PACE)	4	8		10			22	3,154.00	20.00	3,174.00
6	Node planting plan (up to 4 sheets at 10 scale)	24	20		60			104	14,220.00	20.00	14,240.00
7	Plant list (up to 1 sht)	4	6		12			22	3,024.00	20.00	3,044.00
8	Site Sections (up to 6)	5	8		24			37	4,791.00	80.00	4,871.00
9	Landscape Standard Details (up to 3 sheets)	3	10		24			37	4,737.00	50.00	4,787.00
10	Landscape Custom Details (up to 3 sheets)	12	40		48			100	14,004.00	250.00	14,254.00
11	Boardwalk Layout plan and planting plan (up to 2 sheets at 20 scale)	8	16		28			52	7,132.00	50.00	7,182.00
12	Boardwalk Details Sheets (up to 1 sheet)	2	10		16			28	3,718.00	20.00	3,738.00
14	Review project description from Confluence	2	2					4	726.00		726.00
15	Specifications (CSI format in appendix) & input to special provisions	16	30		16			62	9,808.00	200.00	10,008.00
16	Cost estimate (nodes, boardwalk, and landscape elements) input to pay item list	4	16		22			42	5,734.00	20.00	5,754.00
	Total	113	203	0	348	0	0	664	91,983.00	1,150.00	93,133.00
F	**Bid Support**										
1	Answer contractor's questions during bidding	2	2		4			8	1,138.00	10.00	1,148.00
2	Pre-bid meeting	1	5		1			7	1,138.00	45.00	1,183.00
3	Up to 3 addenda	2	4		3			9	1,371.00	10.00	1,381.00
	Total	5	11	0	8	0	0	24	3,647.00	65.00	3,712.00

Project: Port Susan Trail - 30%, 60%-100% Design Fee Proposal											
J.A. Brennan Associates, PLLC		February 4, 2022									
WORK	DESCRIPTION	JB	TW	DC	YD	VS	SY	Total	Total	Total	Grand Total
ITEM		PM	PLA	LA	Designer	Designer	Admin	JAB			J.A. Brennan
Rate		$195.00	$168.00	$158.00	$103.00	$115.00	$115.00	Hours	Labor	Expenses	Labor/Exp
G	**Construction Support**										
1	Attend Pre-Con Meeting	1	6					7	1,203.00	45.00	1,248.00
2	Phone consultation and Teams meeting (up to 6)	4	14					18	3,132.00	10.00	3,142.00
3	Construction review Site visits (up to 6)	10	20		6			36	5,928.00	350.00	6,278.00
4	Submittal Review (up to 7)	2	5		5			12	1,745.00	10.00	1,755.00
5	RFI review and Response (up to 5)	2	4		5			11	1,577.00	10.00	1,587.00
6	Support with modification Proposal or Change Order (up to 4)	2	6		6			14	2,016.00	30.00	2,046.00
7	Punchlist meeting	5	6		2			13	2,189.00	55.00	2,244.00
	Total	26	61	0	24	0	0	111	17,790.00	510.00	18,300.00
Total		**213**	**370**	**0**	**490**	**0**	**11**	**1,084**	**$155,430.00**	**$2,500.00**	**$157,930.00**
Optional Tasks											
H	**Permit Support**										
1	Wetland Buffer Mitigation Plan (draft & final) (report and graphics by Confluence)	2	4		4			10	1,474.00		1,474.00
2	Limited data for permit submittals	1	2		6			9	1,149.00		1,149.00
3	Permit Meetings & Coordination	4	4					8	1,452.00		1,452.00
4	Respond agency review comments	2	2		4			8	1,138.00		1,138.00
	Total	9	12	0	14	0	0	35	5,213.00	0.00	5,213.00
I	**Interpretive signage design and coordination meetings (up to 5 panels)**										
1	Develop theme and storyline for each sign	4	8		8	12		32	4,328.00	80.00	4,408.00
2	Identify images and write text	2	10		8	16		36	4,734.00	80.00	4,814.00
3	Draft and final interpretive sign layout (up to 5 panels)	8	12		20	12		52	7,016.00	80.00	7,096.00
4	Provide map and image files ready for fabrication	2	6		2	20		30	3,904.00	600.00	4,504.00
5	Cost estimate	2	4		2	8		16	2,188.00	20.00	2,208.00
6	Up to 3 coordination meetings	4	4			10		18	2,602.00	100.00	2,702.00
7	Bid support	2	2			2		6	956.00	20.00	976.00
8	Construction support	1	4		4	2		11	1,509.00	45.00	1,554.00
	Total	25	50	0	44	82	0	201	27,237.00	1,025.00	28,262.00
J	**Irrigation Design**										
1	Irrigation Plans (up to 5 sheets)	5	25		95			125	14,960.00	120.00	15,080.00
2	Irrigation schedule sheet	1	2		8			11	1,355.00	20.00	1,375.00
3	Irrigation details sheets (Up to 2 sht)	1	4		10			15	1,897.00	20.00	1,917.00
4	Irrigation specification section	2	4		12			18	2,298.00	20.00	2,318.00
5	Irrigation cost estimate	1	2		6			9	1,149.00	20.00	1,169.00
4	Irrigation bid support	1	1					2	363.00	20.00	383.00
5	Irrigation construction support	4	16		8			28	4,292.00	100.00	4,392.00
	Total	15	54	0	139	0	0	208	26,314.00	320.00	26,634.00
K	**Fence Design**										
1	Fence & gate design and details	2	6		12			20	2,634.00	40.00	2,674.00
	Total	2	6	0	12	0	0	20	2,634.00	40.00	2,674.00
L	**Trail Connection Design**										
1	Design trail connection to SR 532 (Planting plan and cost estimate) 1 sheet	4	6		16			26	3,436.00	40.00	3,476.00
	Total	4	6	0	16	0	0	26	3,436.00	40.00	3,476.00
Total of Optional Tasks		**55**	**128**	**0**	**225**	**82**	**0**	**490**	**$64,834.00**	**$1,425.00**	**$66,259.00**

Attachment 4

Associated Earth Sciences, Inc. Geotechnical Survey for Boardwalk Scope/Fee
Port Susan Trail 60%, 90% and 100% Design

January 20, 2022
Project No. 20200074E002

CONTRACT AGREEMENT TO ENGAGE THE SERVICES OF ASSOCIATED EARTH SCIENCES, INC. AS A CONSULTANT AND ADVISOR

This agreement has been entered into at

Associated Earth Sciences, Inc.
911 5th Avenue
Kirkland, Washington 98033

On this 20th **day of** January 2022 **between**

Client: Confluence Environmental Company
146 N Canal Street, Suite 111
Seattle, Washington 98103

Attention: Chris Soncarty

Subject: Geotechnical Explorations of Port Susan Trail Boardwalk

hereinafter referred to as "Client," and Associated Earth Sciences, Inc. (AESI), hereinafter referred to as "Geotechnical Engineering Consultant," for mutual consideration as hereinafter set forth:

1.0 The description and location of the project on which the Client contracts the Geotechnical Engineering Consultant's services are:

It is our understanding that the alignment of the trail has shifted to the west from the lagoon dike. A portion of the trail will now be on an elevated boardwalk through the wetland on the west side of the lagoon. The length of the boardwalk is about 900 feet based upon the figure provided. AESI previously excavated hand borings in the dike along the proposed path and also for the bridge over the slough to the northeast of the proposed boardwalk.

2.0 Geotechnical Engineering Consultant agrees to provide the following services:

We propose to complete two exploration borings to depths of roughly 15 to 25 feet located along the alignment of the boardwalk. Due to the limited access around the site, we propose advancing the borings using a subcontracted small-tracked drill rig. During drilling, soil samples will be collected using the Standard Penetration Test (SPT) procedure. Sampling will generally be conducted at depth intervals of 2.5 to 5 feet.

We will collect representative samples of subsurface materials from our exploration borings. Upon completion of our field explorations, we will prepare a limited geotechnical report that will include:

- A site plan showing the exploration locations;
- Summary of soil and groundwater conditions;
- Site preparation recommendations;
- Foundation support recommendations for the boardwalk.

Exploration Considerations

Prior to our exploration, AESI will notify the one-call utility service to locate buried public underground utilities at the site. Locates conducted through the one-call locate service typically do not cover water or sewer pipes on private property, or other privately-owned utilities. For this reason, we have included a private utility locate in our cost estimate below. Buried utilities locatable through a private locate are typically limited to those constructed of a conductible metal or buried with a conductible tracer wire. Non-conductible utilities, such as those constructed of plastic or concrete, are typically not locatable. The only way to locate non-conductive privately-owned utilities is by the use of accurate and complete as-built drawings. If available, we request that we be provided with as-built plans of known existing utilities prior to commencement of our exploration work. **AESI will not be responsible for damage to buried utilities that are not marked on the ground prior to our work, or shown on as-built plans that are provided to us.**

All excess cuttings (soil) generated during drilling will be disposed of onsite in an agreed upon location.

3.0 Client confirms that the Geotechnical Engineering Consultant has explained the full range of services it offers and the manner in which they could be applied to this project. Client also confirms they understand the value and benefit of these services and have of their own accord decided upon those identified in paragraph 2.0 above. Client agrees to hold the Geotechnical Engineering Consultant harmless for claims of any kind that may arise from any source due to the Geotechnical Engineering Consultant's failure to provide services that Client has specifically not included in the list of services identified in paragraph 2.0 above. Client further agrees to indemnify the Geotechnical Engineering Consultant for the cost of defending any such claims and any awards or settlements resulting therefrom.

4.0 The Client accepts that all services are provided in accordance with the attached Schedule of Charges and General Conditions, which are made a part of this contract by reference. Client further agrees to compensate the Geotechnical Engineering Consultant for their services and to reimburse the Geotechnical Engineering Consultant for expenses incurred on Client's behalf as follows:

Estimated Fees and Schedule

Estimated fees for the scope of work described in this proposal are presented below in Table 1. Drilling subcontractors have about a two week's lead time, however if they have a cancellation, we may be able to drill the borings sooner. We expect that a geotechnical engineering report could be issued within 2 weeks of completing fieldwork.

Table 1
Estimated Fees

Task	Estimated Costs	
	Subcontractor Costs	**AESI Fees**
Subsurface Exploration	$3,000	$1,500
Utility Location Service	$300	
Engineering Analysis and Report Preparation		$1,800
Subtotal	**$3,300**	**$3,300**
Grand Total	**$6,600**	

If unusual or unanticipated conditions are encountered that would involve additional costs, we would immediately notify you to discuss modification of the study. Additional authorized services would be provided as outlined on the Schedule of Charges.

5.0 The person signing this contract for a business entity attests that they are empowered to act on behalf of the business and agree to the Schedule of Charges and General Conditions attached to this letter. If this agreement meets with your approval, please sign in the space provided below, and send one copy to our Kirkland office address: AESI, 911 5th Avenue, Kirkland, Washington 98033, to serve as formal authorization to proceed.

Sincerely,
ASSOCIATED EARTH SCIENCES, INC.
Kirkland, Washington

The undersigned has reviewed and accepts the attached General Conditions.

SIGN HERE

_____
Client Date
Authorized Representative Signature



Matthew A. Miller, P.E.
Principal Engineer

PRINT NAME

_____
Client (please print name)

Attachments: Schedule of Charges/General Conditions

AESI offers paperless invoicing as an emailed PDF document to your accounts payable department/representative. By providing an email address, you will receive emailed PDF versions of your invoices (no copies will be mailed).
Please provide the appropriate email address here:

EMAIL HERE

_____

MM/ld - 20200074E002-001

ASSOCIATED EARTH SCIENCES, INC.
SCHEDULE OF CHARGES

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are as follows:

Personnel Charges - Engineers, Hydrogeologists, Geologists, and Scientists

Sr. Principal	$255.00/hour
Principal	$225.00/hour
Sr. Associate	$200.00/hour
Associate	$185.00/hour
Senior	$170.00/hour
Sr. Project	$160.00/hour
Project	$145.00/hour
Sr. Staff	$125.00/hour
Staff	$105.00/hour
Legal Testimony (4 hour minimum)	$400.00/hour

Personnel Charges - Technicians

Sr. Field Technician	$115.00/hour
Sr. Field Technician Overtime	$140.00/hour
Technician	$95.00/hour
Technician Overtime	$115.00/hour

Other Personnel and Disbursement Charges

Sr. Geographic Information Services (GIS) Analyst	$145.00/hour
Geographic Information Services (GIS) Analyst	$110.00/hour
Drafting and Graphics Specialist	$110.00/hour
Project Assistant	$110.00/hour
Technical Editor	$90.00/hour
Administrative Staff	$75.00/hour
Report Processing and Archiving	$10.00/each
Mileage	Federal Reimbursable Rate + 15%
Per Diem	To be established on a project basis
Subcontractors and Miscellaneous Expenses	cost plus 15%
Water Level Data Logger	$60.00/month
Barometer Data Logger	$40.00/month
Aerial Drone Equipment (certified drone operator charged separately)	$200.00/day
Bank/ACH Services or Fee	$25.00/unit [check]

Laboratory Charges

Atterberg Limit	$200.00/test
Consolidation	$600.00/test
Constant Head Permeability (ASTM D2434-68)	$450.00/test
Direct Shear	$400.00/3 point test
Ethylene Glycol Test (3 rock minimum)	$200.00
Fractured Face Count (AASHTO T-335)	$125.00/test
Hydrometer	$210.00/test
Moisture Content	$25.00/test
Organic Content	$80.00/test
Percent Passing #200	$105.00/test
Permeability (Falling Head)	$250.00/test
Proctor ASTM D-1557 and ASTM D-698	$255.00/test
Sand Equivalent	$125.00/test
Sieve with Wash #200	$200.00/test
Specific Gravity + #4	$125.00/test
Specific Gravity - #4	$150.00/test
Unit Weight	$80.00/test
Void Ratio	$125.00/test

Other laboratory tests, disbursement charges and equipment rental will be provided on a per job basis.

Effective January 2019

ASSOCIATED EARTH SCIENCES, INC.
GENERAL CONDITIONS

911 - 5th Avenue
Kirkland, Washington 98033
(425) 827-7701

508 S. Second Street, Suite 101
Mount Vernon, Washington 98273
(425) 827-7701

1552 Commerce Street, Suite 102
Tacoma, Washington 98402
(253) 722-2992

Right of Entry
The Client shall provide AESI legal access to and/or obtain permission for AESI to enter on all property, whether or not owned by Client, as necessary for AESI to perform and complete its work. Client is responsible to provide, by map or drawing, a description of the property, its location and the location of any buried utilities or structures, including but not limited to, underground storage tanks. Any damage that results to a buried utility, or to Associated Earth Sciences, Inc. (AESI) or subcontractor equipment, will be the responsibility of the client. Also, any additional charges for exploratory work, due to encountering the utility, will be the responsibility of the client. We will take reasonable precautions to minimize damage from use of equipment, but have not included in our fee the cost for restoration of damage which may result from our operations.

Hazardous Substances & Drill Cuttings
Client warrants that, prior to AESI beginning work, it will provide AESI with all information known, or which reasonably could be known by Client concerning the past or present use of the property and the nature and existence of any hazardous conditions or materials, on, in, under, adjacent to or near the property. When hazardous substances are known, assumed or suspected to exist at a site, AESI is required to take appropriate precautions to protect the health and safety of its personnel, to comply with applicable laws and regulations, and to follow procedures that AESI deems prudent to minimize physical risks to its personnel and the public. Hazardous substances may exist at a site where there is no reason to believe they could or should be present. AESI and Client agree that the discovery of unanticipated hazardous substances constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. AESI and Client also agree that the discovery of unanticipated hazardous substances may make it necessary for AESI to take immediate measures to protect human health and safety, and/or the environment. AESI agrees to notify Client as soon as practically possible should unanticipated hazardous substances or suspected hazardous substances be encountered. Client encourages AESI to take any and all measures that in AESI's professional opinion are justified to preserve and protect the health and safety of AESI's personnel and the public, and/or the environment, and Client agrees to compensate AESI for the additional cost of such work. In addition, Client waives any claim against AESI, and agrees to indemnify, defend and hold AESI harmless from any claim or liability for injury or loss arising from AESI's encountering of unanticipated hazardous substances or suspected hazardous substances. Client also agrees to compensate AESI for work performed in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Client recognizes that, when it is known, assumed or suspected that hazardous substances exist beneath the surface of the project site, certain waste materials, such as drill cuttings and drilling fluids, should be handled as if contaminated. Accordingly, to protect human health and safety as well as the environment, AESI will appropriately contain and label such materials; will promptly inform Client that such containerization and labeling has been performed, and will leave the containers on site for proper, lawful removal, transport and disposal by Client. Client waives any claim against AESI and/or its professional staff, and agrees to defend, indemnify and hold AESI and/or its professional staff harmless from any claim or liability for injury or loss which may arise as a result of the drill cuttings, drilling fluids or other assumed hazardous substances being left on site after their containerization by AESI. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances and potentially contaminated drill cuttings, drilling fluids and wash water, if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Soil, rock, water and/or other samples obtained from the project site are held by AESI for no longer than 30 calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from AESI's custody and transporting them to an authorized disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Due to the risks to which AESI is exposed, Client agrees to waive any claim against AESI and/or its personnel, and to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss arising from AESI's containing, labeling, transporting, testing, storing or other handling of contaminated samples. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Aquifer Contamination
Subsurface drilling and sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream, or other hydrous body not previously contaminated and capable of spreading hazardous substances off-site. Because subsurface sampling is a necessary aspect of the work which AESI will perform on Client's behalf, Client waives any claim against AESI and/or its personnel, and agrees to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss which may arise as a result of alleged cross-contamination caused by drilling or sampling. Client further agrees to compensate AESI for any time spent or expenses incurred by AESI in defense of any such claim, in accordance with AESI's prevailing fee schedule and expense reimbursement policy.

Ownership of Documents
All designs, drawings, specifications, notes, data, sample materials (exclusive of hazardous substances), report reproducibles and other work developed by AESI are instruments of service and as such remain the property of Associated Earth Sciences, Inc.

Third Parties
All services performed by AESI and/or its personnel under this agreement are intended solely for the benefit of the client. Nothing contained herein shall confer any rights upon or create any duties on the part of AESI and/or its personnel toward any person or persons not a party to this agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of the above.

AESI shall not be responsible for the means, methods, or procedures of construction, nor for safety on the job site, nor for the contractor's failure to carry out the work in accordance with the contract documents.

Insurance
Associated Earth Sciences, Inc. maintains General Liability Insurance for bodily injury and property damage with an aggregate limit of $1,000,000 per occurrence and we will furnish certificates of such insurance upon written request. Our liability to the Client for bodily injury or property damage arising out of work performed for the Client for which legal liability may be found to rest upon us, other than for professional errors and omissions, will be limited to our General Liability Insurance coverage. AESI also maintains professional errors and omissions insurance. We will furnish certificates of such insurance upon written request. No provision contained in the agreement between AESI and Client shall be construed to void, vitiate or adversely affect any insurance coverage held by AESI.

Standard of Care
Services performed by AESI under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement or in any report, opinion, and document or otherwise.

Limitation of Liability
To the fullest extent permitted by law, the total liability of AESI and its principals, personnel and employees, to Client and anyone claiming by, through or under Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or breach of warranty express or implied of AESI or its principals, employees or personnel shall not exceed $50,000 or the total compensation received by AESI under this Agreement, whichever is less.

The Client further agrees to require the contractor and its subcontractors to execute an identical limitation of AESI's and/or its personnel's liability for damages suffered by the contractor or subcontractors arising from the professional acts, errors, or omissions of AESI and/or its personnel. Increased liability limits may be negotiated upon Client's written request, prior to commencement of services, and upon Client's agreement to pay an additional fee commensurate with the increased risk. Any such increased limit of liability shall be established by written agreement signed by Client and AESI. As used in thissection, the term "liability" means liability of any kind, whether in contract, tort, strict liability or otherwise, for any and all injuries, claims, losses, expenses, or damages arising out of or in any way related to services provided by or through AESI.

Waiver of Consequential Damages
Client expressly waives as to AESI all claims for lost profit or any other indirect, incidental or consequential damages of any nature.

Indemnification
Client shall indemnify, defend, and hold AESI and/or its personnel harmless against all claims, damages, losses, and expenses, including but not limited to attorney's fees and court costs arising out of or in any way related to the services provided by or through AESI; provided that such defense and indemnification obligations shall not apply to claims, damages, losses or expenses that arise out of bodily injury to persons or damage to property to the extent caused by AESI's sole negligence; provided further that Client shall indemnify AESI against liability for damages, losses, or expenses arising out of bodily injury to persons or damage to property and caused by or resulting from the concurrent negligence of Client, its agents or employees and AESI, only to the extent of the negligence of parties other than AESI.

CLIENT AND AESI AGREE THAT THE PRECEDING PARAGRAPHS RELATING TO LIMITATIONS OF LIABILITY, WAIVER OF CONSEQUENTIAL DAMAGES AND INDEMNIFICATION WERE MUTUALLY NEGOTIATED AND THAT BUT FOR THE INCLUSION OF THOSE PROVISIONS AESI WOULD NOT HAVE ENTERED INTO THIS AGREEMENT, OR AESI'S COMPENSATION UNDER THIS AGREEMENT WOULD HAVE BEEN HIGHER.

Stability of Slopes
The Client also recognizes that risk is inherent with any site involving slopes and Client agrees to accept full responsibility for these risks. Client states that he understands that the information obtained or recommendations made may help to reduce the Client's risks and that no amount of engineering or geologic analysis can yield a guarantee of stable slopes. Therefore, in cases where there is no fault (i.e. no professional errors, omissions or negligence), Client agrees to hold harmless, defend, and indemnify AESI and/or its professional staff for claims from any source in the event of slope movement and any damage resulting.

Billing
Invoices will be submitted once per month and are payable upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be added to any account not paid within 30 days.

Termination
In the event that the Client requests termination of the work prior to completion, we reserve the right to complete such analyses and records as required to place our files in order as we consider necessary to protect our professional reputation. At our discretion, a termination charge may also be made to cover our proposal and administrative costs relating to the project.

Integration
These General Conditions along with AESI's proposal letter constitute the agreement between AESI and Client, contain the entire understanding between the parties in connection with the subject matter, and supersede and replace all prior negotiations, agreements or representations, whether oral or written. These General Conditions take priority over any conflicting provisions contained within AESI's proposal. No modifications or changes to the agreement shall be effective or binding unless affirmed in writing by the party sought to be bound by the change or modification.

