

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, July 14, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, July 14, 2022 – 7:00 p.m.

Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person at the address above, or Via Zoom.
Instructions to join the meeting by telephone or online are posted on the
City Website <https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION**
 - a. Wastewater Treatment Plant Outstanding Performance Award
- 5. PUBLIC COMMENTS**

Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>; verbal comments may be provided in-person, or by attending the meeting via Zoom; for assistance call 360-454-5213.
- 6. STAFF / DEPARTMENT REPORTS**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Salary Commission Minutes – June 15, 2022 **7.1**
 - b. Economic Development Board Meeting Minutes – April 15, 2022 & June 17, 2022 **7.5**
 - c. Parks and Trails Advisory Committee Meeting Minutes – May 16, 2022 **7.13**
 - d. Planning Commission Meeting Minutes – June 13, 2022
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes - June 23, 2022 **8.5**
- 9. UNFINISHED BUSINESS**
 - a. Full-time Mayor **9.1**
- 10. PUBLIC HEARING**

Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>, or verbal comments may be provided by attending the meeting via Zoom; for assistance call 360-454-5213.
- 11. NEW BUSINESS**
 - a. Approve Resolution 2022-10 Authorizing a Ballot Proposition for the Transportation Benefit District Levy Renewal **11.1**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION**

Discussion of the SCADA Network Vulnerability Assessment, that if made public, could increase risk, RCW 42.30.110(1)(a)(ii)
- 15. RECONVENE AND ADJOURN**

Upcoming Meetings:

July 28, 2022, Regular Meeting 7:00pm
August 11, 2022, Special Workshop 5:00pm
August 11, 2022, Regular Meeting 7:00pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: July 14, 2022

SUBJECT: Salary Commission Decision Letter and Meeting Minutes

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS: A – Salary Commission June 15, 2022 Meeting Minutes
B – Salary Commission Decision

SUMMARY

Ordinance 1306 requires the Salary Commission to meet between May and July of each year to determine whether or not salary adjustments are necessary for councilmembers and the mayor. The Salary Commission met on June 15, 2022 (Attachment A) and unanimously voted to increase the mayor's compensation to \$2,100 per month, and increase councilmember compensation to \$535 per month (Attachment B).



Salary Commission Meeting Minutes June 15, 2022

The June 15, 2022 Salary Commission Meeting held in person and via Zoom, was called to order at 5:35 pm.

Board Members in Attendance:

Edythe Garvey, Major Freeman, Conner Lahtonen, Nicole Gilligan and Nick Hanson

Staff Members in Attendance:

David Hammond, Finance Director and Lisa Sokolik, City Clerk,

Also known to be Present: N/A

Finance Director Hammond reviewed the Salary Commission Roles and Responsibilities. Stanwood Municipal Code 2.10 states that the Salary Commission shall meet between May 1st and July 31st and shall determine salary adjustments which shall become effective on January 1st of each calendar year.

Hammond explained that the Salary Commission has met annually to determine the Mayor and Council salaries since it was created in 2012. The commission has increased the salaries three times over this period.

Hammond described the responsibilities and time commitments for the Mayor and Councilmembers.

The Commissioners reviewed the Mayor and Council salary comparison provided through the Association of Washington Cities (AWC). The comparison information is from a 2021 survey based on cities similar in size and assessed values to Stanwood.

The 2022 salary was set in 2021 for the Mayor at \$1,600 and \$475 for Councilmembers.

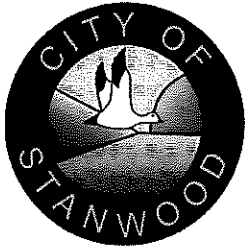
The Commissioners discussed the city's current and predicted population. They reviewed and discussed the comparison cities' pay schedules.

A motion was made by Commissioner Lahtonen, seconded by Commissioner Freeman to increase the Mayor's salary to a \$2,100 flat rate per month. The motion passed unanimously.

A motion was made by Commissioner Lahtonen, seconded by Commissioner Hanson to increase the Councilmembers' Salaries to a \$535 flat rate per month. The motion passed unanimously.

Adjourn: 6:35 pm

David A. Hammond
Finance Director



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

June 15, 2022

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

Re: Salary Commission Decision

Dear Mr. Hammond:

The Salary Commission met on June 15, 2022 to determine the council and mayor salary schedule for 2023. After carefully considering Mayor and Council salaries in comparison cities, City Council budget priorities and fiscal performance, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor	\$ 2,100.00 per month
Councilmembers	\$ 535.00 per month

****In the event of the absence of the Mayor for a period of 30 days or longer, the Mayor pro tem shall be entitled to receive the Mayor's compensation for the duration of said absence.**

Signed and submitted this **15th day of June 2022.**

Edythe Garvey (Jun 22, 2022 09:41 PDT)

Edythe Garvey, Commissioner

Nicole Gilligan, Commissioner

Nick Hanson, Commissioner

Major Freeman, Commissioner

Conner Lahtonen, Commissioner

cc: Mayor Sid Roberts
Councilmember Dani Gaumond
Councilmember Marcus Metz
Councilmember Darren Robb

Councilmember Timothy Pearce
Councilmember Steve Shepro
Councilmember Andreena Bergman
Councilmember Tim Schmitt

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: July 14, 2022

SUBJECT: Economic Development Board Meeting Minutes
April 15, 2022

CONTACT PERSON: Sarah Cho, Economic Development and Marketing
Manager

ATTACHMENTS: A – April 15, 2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 15, 2022 Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the June 17, 2022 Economic Development Board Meeting.



Economic Development Board Meeting Minutes April 15, 2022

The April 15, 2022, Economic Development Board Meeting held in person and via Zoom, was called to order at 7:30 a.m.

Board Members in Attendance:

Blake Arnold, Les Anderson, Kristine Birkenkopf, Dave Pelletier, John Russell (online)

Absent: Randy Heagle, Richard Good

Staff Members in Attendance:

Patricia Love, Sarah Cho, Audrey Rotrock

Approval of Minutes:

The Board unanimously approved the Minutes of the last meeting on March 18, 2022.

Richard Good will be resigning from the Economic Development Board.

Downtown Revitalization Project

Project Description: Reimagining Downtown Stanwood

Reimagine how the City's main downtown commercial corridor could look and function by connecting City Hall Park to the Train Station.

Vision:

Promote a Vibrant and Economic Robust Downtown with Its Own Unique Identity

Project Goals:

- Invest in downtown business district infrastructure
- Support economic development goals
- Unify the downtown
- Enhance access to businesses
- Create pedestrian friendly streets
- Encourage use of streets for community festivals
- Promote the concept of buying local
- Create inviting community park spaces
- Enhance quality of historic east and west districts

5 Unifying Concepts

1. Create a ***pedestrian friendly*** downtown that is safe, inviting, and comfortable.
2. Provide increased ***visibility*** from SR 532 to enhance access to businesses.
3. Consistent and unified ***maintenance*** for the entire downtown.
4. Intentional ***wayfinding*** signage for all downtown.
5. Create a sense of ***unity*** in Downtown Stanwood throughout the Twin City Mile, by celebrating the uniqueness of all districts and creating infrastructure what will support and unify the entire downtown as whole.



Economic Development Board Meeting Minutes April 15, 2022

Strengths

- Strong History
- Great Businesses
- Unique Character
- Special Events

Weaknesses

- Limited Visibility
- Maintenance
- Visibility of Public Parking
- Poor Pedestrian Experience
- Lack of Cohesiveness

Principals for Inspirational Boards

- Comfortable pedestrian friendly streets
- Streets for shared use for festivals and markets
- Support economic development goals
- Invest in Downtown infrastructure
- Enhance business access
- Gateways to Downtown
- Create inviting community park spaces
- Intentional wayfinding signage
- Create a sense of unity in Downtown
- Encourage buying local
- Art installations

Implementation Strategy

Short Term Projects: 1-2 Years

- Pedestrian Amenities
 - Benches, planters, bike racks
- Wayfinding
 - Signage, kiosks, banners
- Landscaping
- Art

Long Term Projects: 3-5 years

- Roadway Improvements
- Intersection Improvements
- Art
- Traffic Congestion

The City received good feedback from the Steering Committee.

The project will be broken into phases.

The City Council supports this project.

After hearing the presentation, the Economic Development Board has concerns over parking and parking enforcement. The concerns over parking enforcement can be addressed through the Stanwood Municipal Code Update. The Board also agreed that a better location for the gateway arch would be on 102nd St. Overall, the Board supports this project.



Economic Development Board Meeting Minutes April 15, 2022

Comprehensive Plan and Municipal Code Update

The Washington State Growth Management Act (GMA) requires Snohomish, King, Pierce and Kitsap counties and cities within those counties to update their Comprehensive Plans by December 31, 2024 and every 10 years thereafter. One element of Comprehensive Plan updates is to ensure cities plan for their projected urban growth over the next twenty years.

Using the state's project growth forecasts, the regional planning organizations prepare growth strategies based on their region's unique characteristics. The Puget Sound Regional Council (PSRC) prepares the visioning document, Vision 2050, for the four-county region of Snohomish, King, Pierce and Kitsap. Stanwood is the most northern city within the PSRC boundaries.

Vision 2050 sets the framework for how and where growth is expected to occur by establishing regional growth strategies and targets. Vision 2050 estimates that the Puget Sound could grow by 1.5 – 1.8 million people by 2050. To accommodate that growth the regional growth strategy states that growth should be focused near transit infrastructure and urban centers.

GOAL: *The region accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. Rural and resource lands continue to be vital parts of the region that retain important cultural, economic, and rural lifestyle opportunities over the long term.*

Applying this strategy, growth is dispersed by county into the following general population categories:

- **Metropolitan and Core Cities:** Cities with regional growth centers connected to high -capacity transit systems.
- **High-Capacity Transited Communities:** Cities and unincorporated county areas that are connected to regional high-capacity transit systems.
- **Cities and Towns:** Smaller cities and towns served by local transit. Stanwood falls into this category.
- **Urban Unincorporated Areas:** Urban areas within Counties served by transit and identified as areas for potential annexation.
- **Rural Areas and Natural Resource Lands:** Rural areas outside of urban growth areas.
- **Major Military Installations:** Hubs for both military and civilian employment and population.
- **Indian Reservation Lands:** Homelands of sovereign tribal nations.

Stanwood falls into the cities and towns category as it is not connected to the regional transit system. Vision 2050 anticipates that the Snohomish County Cities and Towns Category should grow by 9.5% in the next twenty years.

With the adoption of the regional growth strategies, each county then begins the process to determine how best to distribute the population growth among its cities and unincorporated areas. Snohomish County is expected to take nearly a quarter of the regions projected growth, approximately 424,000 people.



Economic Development Board Meeting Minutes April 15, 2022

Stanwood's 2044 growth target is 3,258 people and the UGA's target is 290 for a total of 3,548 new residents. Of the 11% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.2%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Growth Target

City: 10,116
UGA: 969
Total: 11,085

Projected new 2044 growth:

2044 Growth Target

City: 10,963
UGA: 432
Total: 11,395

Difference: 310

The City needs to plan for an additional 310 new residents through the Comprehensive Plan Update process.

Applying a similar approach to the population growth targets, the city also needs to plan for employment growth. The following charges show the assigned employment growth to the City of Stanwood.

Stanwood's 2044 employment target is 5,073 jobs and the UGA's target is 726 for a total of 5799 new jobs. Of the 7.7% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.0%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Employment Target

City: 4,688
UGA: 1,035
Total: 5,723

Projected new 2044 growth:

2044 Employment Target

City: 5,073
UGA: 726
Total: 5,799

Difference: 76



Economic Development Board Meeting Minutes April 15, 2022

The City needs to plan for an additional 76 new jobs through the Comprehensive Plan Update process. Next steps include evaluating the city's land uses against these new targets to determine needed capacity and types of land use needed to accommodate the expected growth.

Municipal Code Update Project – Potential Amendments

The last comprehensive update to the Stanwood Municipal Code occurred in 1968. As the City has grown and development has increased over the years, so has the need for updated regulations. Fifty years of amendments has resulted in inconsistencies, conflicts and outdated regulations. The City desires to adopt a modernized Municipal Code that reflects the character of Stanwood and meets the current needs of the community.

The new code should reflect best practices with respect to the content and administration of the code. The update needs to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. It is also envisioned that the update will include tables and illustrations whenever possible to help convey concepts. Lastly, the updated code must be consistent with current case, state and federal laws. The following principals have been drafted to guide the update process.

- Focus on improving the code to eliminate deficient, outdated, overly or unnecessarily complex codes that inhibit development.
- Make the code internally consistent between Titles and Chapters.
- Create a user-friendly code that is easy to administer by staff and easily understood by developers and the community.
- Use plain, easily understood language in describing requirements and procedures.
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan.
- Standards and regulations should reflect current needs and desires of the community.
- Ensure compatibility with current state and federal law.
- Evaluate the code for regulatory gaps.
- Eliminate "repealed" or "deleted" titles, chapters, or sections.
- Apply form-based concepts and development flexibility where appropriate.
- Insert tables, graphics and/or illustrations wherever necessary to convey concepts.

The City asked the Board to send any comments about the Comprehensive Plan Project or Municipal Code Update to Patricia Love or Audrey Rotrock.

Blake Arnold volunteered to be on the Advisory Committee.

One concern brought up during the meeting is enforcement on derelict properties and adding maintenance requirements to Title 13: Code Enforcement.

Vision Statement

One of the first steps in drafting a Comprehensive Plan is preparing a clear vision statement. This statement should be descriptive, yet concise, focusing on the values of the community. All other goals and policies are then built upon the guidance of the vision statement. Effective vision statements include three parts: Vision Statement, Mission of the Organization, and List of Core Values.



Economic Development Board Meeting Minutes April 15, 2022

2024 Draft Vision Statement:

Promote the City of historic downtown Stanwood as the commercial and cultural center heart of the Greater Stanwood/Camano region by preserving its distinctive small-town character while strategically planning for future growth and economic development opportunities of the entire City.

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

Values:

The following core values represent the desires of the community and provides a common basis for developing and implementing the City's 2024 Comprehensive Plan:

Sense of Community: Retain the City's small-town rural character and identity at all costs. **Retain the City's strong sense of community by fostering a family friendly culture that protects the areas natural beauty, celebrates its rural roots, promotes local businesses, and provides spaces for families to work and play.**

Livability: Continue to make Stanwood a desirable place to live by investing in the historic downtown, new uptown commercial areas and residential neighborhoods to create an aesthetically pleasing community.

Mobility: Stanwood should provide for all forms of multi-modal transportation, including includes trails, sidewalks, bike lanes, transit and private vehicles.

Growth: Manage growth to avoid suburban sprawl **and expansion of the City's urban growth boundaries** while protecting **ensuring new development conforms to** the city's small-town community character.

Economic Development: Focus on retaining the city's role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and leverage Stanwood's location as an urban center surrounded by world class agricultural land.

Environment: Protect the environment while promoting access and tourism to local natural features.

Parks: Develop a parks system that provides public spaces for all age ranges that bring people together to create a more vibrant, healthy and equitable community.

After discussing the revised Vision Statement, Mission, and Values, the Board supports the changes with the addition of "Community Events" and revising the term "provides spaces for families to work and play" into a more inclusive term to "Sense of Community".

Business License Analytics



Economic Development Board Meeting Minutes April 15, 2022

In the month of March, the City received a total of 41 new business applications – 23 Non-Resident Business, 9 Home Occupation Business Licenses, and 9 City Business Licenses.

Discover Stanwood Camano Updates

Analytics for the month of March are as follows: Users: 1,170, Page views: 2,072.

The Acquisition Overview is 49.4% Direct, 41.5% Organic Search, and the remaining 9.1% through Referral and Social.

The audience locations were from Washington: 553, Virginia: 99, California: 36, Oregon: 40, and Texas: 29.

There will soon be a photography project added to the website. At the next Economic Development Board meeting, staff will include the number of followers through social media.

The Board requests that the new City Transit bus routes be advertised on their website in order to let employees of local businesses and residents know Transit's new schedule. Staff will invite Community Transit to the June meeting to give a presentation on their new bus routes.

Upcoming Items

May 2022 Economic Development Board Meeting is cancelled

Housing Demographics

Community Transit

Adjourn: 9:12 am

Next meeting: June 17, 2022 at City Hall at 7:30 am

Audrey Rotrock, Associate Planner

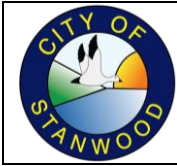


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: July 14, 2022
SUBJECT: Parks and Trails Advisory Committee Meeting Minutes
CONTACT PERSON: Carly Ruacho, Senior Planner
ATTACHMENTS: A –Meeting Minutes 05-16-2022

SUMMARY STATEMENT

Minutes from the May 16, 2022 Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the June 20, 2022 Parks and Trails Advisory Committee Meeting.



Parks and Trails Advisory Committee Meeting Minutes May 16, 2022

Call to Order: 3:25 pm

Roll Call

Members Present:

Katelyn Durfee
Cathy Wooten
Dave Hall
Gordy Holmes
Judy Williams

Staff Present:

Carly Ruacho
Kevin Pellham
Shawn Smith
Krista Hintz

Absent: Lisa Bruce, Matt Withers

Also known to be present: Steve Shepro, Peter Kamb

Citizen Comments: None

Approval of Minutes:

The Minutes of April 2022 meeting were voted on and approved unanimously as presented.

Item 4 - Parks and Recreation Feasibility Study Implementation Update

Service Level 1: Parks Team

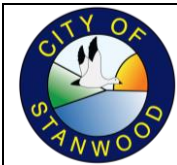
Parks Team officially began operations on May 2, 2022. All parks staff have moved physical office locations and are all in the same building. Kevin Hushagen is the Department Director, Carly is the Parks Manager, Kevin Pellham is leading our field operations, Dave Smith and Kevin Davis are the boots on the ground and are doing an amazing job so far.

Comments: Typo was made in the staff report. It says Dave Hall is on the field of operations team. This was incorrect and should say Dave Smith.

Staff met with BERK consultants on 5/10/22 to review the working draft of Maintenance and Operation tool that is under development. The Tool will guide level of service requirements and options for each function at each of the City parks. BERK is incorporating staff comments with the expectation that the tool will be finalized, and use will begin in June. The tool will work with the City's existing time tracking system to report hours worked in each park to inform future decisions and planning efforts. Being able to track staff time, will help with future planning efforts for the parks department if the staff, committee, and council request this. Carly explained that the Parks Department is currently working at basically a medium level of service.

Comments: Correction on BERK consulting meeting date. Meeting was on May 10th, 2022 not 5/17/2022 as stated in the staff report.

Judy Williams asked if the PTAC committee will have input on what they see is needed for the Park's Department. Carly said no, this time it will be the staff letting the council know their requests and seeing if it can be worked into the budget. Judy asked if this is something that can be



Parks and Trails Advisory Committee Meeting Minutes May 16, 2022

presented to the PTAC and Carly said yes she will bring it to the committee. There will be a specific parks budget.

Shawn Smith added to the question asked by Judy Williams with the following:

- There will be a parks budget next year that will list all budgeted items under the Parks Department.
- Promoting Carly Ruacho to Parks Manager position will be going to the Finance Committee meeting tonight (5/16/2022) for review.
- The BERK Consulting report will list dollar figures it would cost the city for each level of service.

Item 5- Church Creek Park Discussion- Cathy Wooten

Cathy Wooten PTAC member gave a PowerPoint presentation on the Church Creek Park Woodlands. She presented photos of target areas that had standing water, muddy and slippery paths, bridges and trenching. Cathy expressed that the main reason she is on the PTAC committee is because she wants to protect trees and forests for future generations.

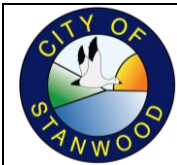
Cathy Wooten's questions were: What can we do to help reserve these woodlands for our current use and for our future generations? Cathy's ideas include: 1. Develop resources and trail improvements to assist with water runoff management so that the trails can be safely enjoyed by our community. 2. Contact Stillaguamish Tribe for possible assistance in protecting Church Creek and the salmon. The Stillaguamish Tribe has a technical advisory group that is invested in Chinook Salmon recovery in the Stillaguamish Watershed. 3. Develop professional resources and seek assistance to help us properly manage our forest. 4. Re-evaluate the impact of disc golf on our forest, establish who actually has permission to trench, bridge and otherwise alter our woodlands and clarify who has oversight of the disc golf group.

It was suggested to get the disc golf group to a PTAC meeting and let them know the concerns and see what they can offer to help with the problem areas that Cathy explained in her presentation. A subcommittee will provide questions/concerns to Carly for the disc golf group. It was suggested that committee members reach out to Gordon Bell and see if he can offer any suggestions.

The question was asked if Disc Golf will still be played when Church Creek Park is closed. Answer: No, the park will be closed to all users. Suggestion was made to contact Disc Golf and let them know the park will be closed for Disc Golf use.

The question was asked when the tree removal and tree trimming would be happening. Carly advised the hope is to do this while the park is closed, but it may not be possible due to equipment conflicts, etc. No improvements to the trails will happen until the tree removal and trimming is finished.

Dave Hall and Judy Williams advised that the wet trails are not all due to Disc Golf, that this is the wet season and during the wet season the trails have always been like this and other parks with



Parks and Trails Advisory Committee Meeting Minutes May 16, 2022

similar trails are also in muddy condition (state parks, etc.). Dave Hall suggested improved signage and perimeter plantings to help remind people to stay on the trail.

Carly let the members know that a volunteer group with Disc Golf has got back to her and they have GPS on all the baskets and tee's. They will be providing the City with a map.

Steve Shepro brought up his concern for when a disc goes off the trail, the players are going to be trampling through the forest to find the disc. He doesn't believe this is intentional but it's the nature of the sport. Members of the Committee asked if the issue of allowing disc golf could be revisited.

Judy Williams made a motion to invite Disc Golf to the next PTAC meeting. She suggested to get them adequate notice. Cathy Wooten 2nd the motion. All in favor.

Item 6 - Heritage Park Planting Plan Update

Hamilton Park- The City issued the SEPA on Thursday. The public has 30 days to appeal. The City will know if there is an appeal by June 16, 2022.

Church Creek Park- Will be closed through the Summer. Carly will be working to get the tree trimming and tree removal that is planned for Church Creek Park completed while the park is closed if possible.

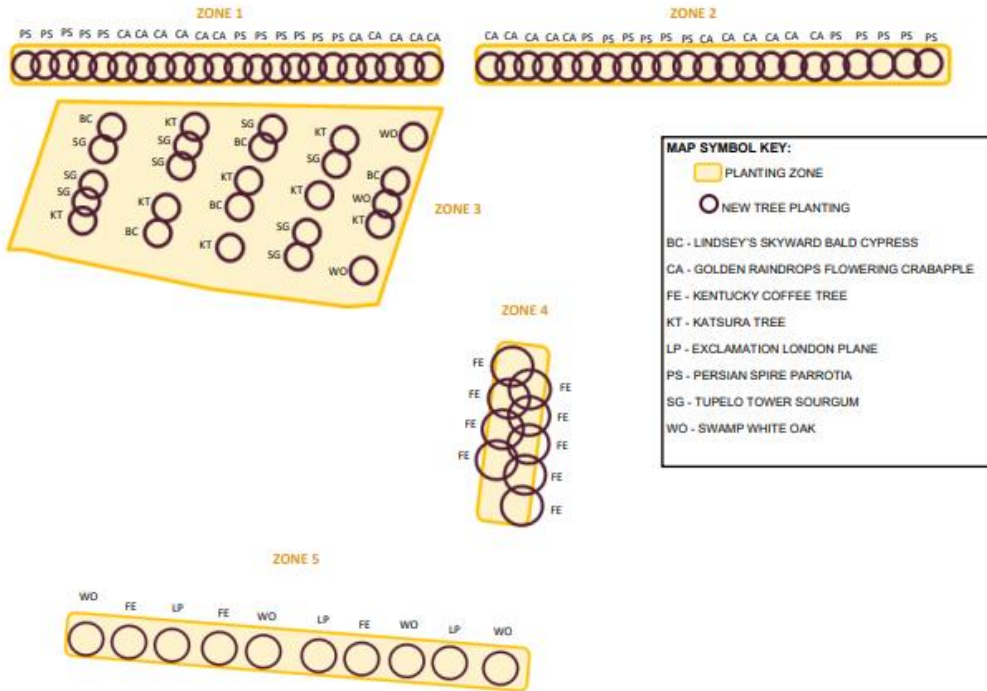
Port Susan Trail- The city is in talks with Twin City Foods about getting an easement to continue the Port Susan Trail so that it doesn't dead-end. Twin City Foods seems to be receptive to the request for the easement. The City will continue to work with Twin City Foods to hopefully come to an agreement before the trail design is finalized.

Heritage Park pickle ball - the city has changed directions on how to request the funding for the fencing for the pickleball fields from council. They will now finish the design process and put the project out for bid. When the bids come back, staff will then take the request for additional funding for the fencing to council.

Heritage Park planting- Carly directed the members to view the updated tree planting site plan which now shows the location of each species of tree.



Parks and Trails Advisory Committee Meeting Minutes May 16, 2022



Urban Forestry Services
BARTLETT CONSULTING
15110 Main Street
Stanwood, WA 98292
Phone: 360-269-1277
Fax: 360-428-1822

Tree Planting Site Plan
Heritage Park PUD Tree Replacement Project
Stanwood, WA

© 2022 BC April 2022
These drawings have been prepared specifically for the project shown on the title block and are not to be used for any other project or without the approval and participation of the design firm's expert company.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d

DATE: July 14, 2022

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – April 11, 2022 Meeting Minutes
B – May 9, 2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 11, 2022 and May 9, 2022 Planning Commission Meetings are attached to this staff report for approval as presented. These Minutes were approved at the Planning Commission Meeting on June 13, 2022.



Planning Commission
Meeting Minutes
April 11, 2022

Call to Order: 6:33 pm

Roll Call

Present:

Monae Birkhofer
Melissa Toner (online)
Patrick Hosterman
Cody Davis
Jeff Wheatly
Justin Burns (online)

Staff Present:

Patricia Love
Audrey Rotrock
Tansy Schroeder

Absent: Eric Warnat

Also known to be present: Paragon Partners, Jim Barger

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the March 14, 2022 meeting were voted on and approved unanimously as written.

New Business:

Inland Steel Public Meeting (Permit 220011)

Request: The applicant is proposing two future buildings; 7,779 square feet and 6,622 square feet, on approximately 1.43 acres zoned Light Industrial. The project site is located southeast of the intersection of 272nd Street NW and 92nd Avenue NW. The project includes 29 parking stalls and paving, frontage improvements to 272nd Street NW, landscaping, and installation of storm management and utilities.

The project site is located on 272nd Street NW, Stanwood, Washington, within the city limits of Stanwood across the street from the Stanwood-Camano School District Bus Barn located at 27210 90th Avenue NW. Zoning for the site is Light Industrial (LI). Access to the parcel is from 272nd Street NW. This project will prepare the land for site development of two future office and warehouse buildings including paving, landscaping, frontage improvements, and installation of storm management and utilities. The building design standards for the LI zoning district (SMC 17.112.045) shall apply. The site is generally flat with existing lawn.

The Commissioners had the following concerns about the Inland Steel Project:

- Being in the floodplain, how will the topography change after grading?
- Will there be design standards for architectural style? They would like the new building to match the style of surrounding buildings.
- Sidewalks are inconsistent in this area. Either the developers will be required to install sidewalks, or it will become part of a City Capital Improvement Project.



Comprehensive Plan – Population Growth Targets

The Washington State Growth Management Act (GMA) requires Snohomish, King, Pierce and Kitsap counties and cities within those counties to update their Comprehensive Plans by December 31, 2024 and every 10 years thereafter. One element of Comprehensive Plan updates is to ensure cities plan for their projected urban growth over the next twenty years.

Using the state's project growth forecasts, the regional planning organizations prepare growth strategies based on their region's unique characteristics. The Puget Sound Regional Council (PSRC) prepares the visioning document, Vision 2050, for the four-county region of Snohomish, King, Pierce and Kitsap. Stanwood is the most northern city within the PSRC boundaries.

Vision 2050 sets the framework for how and where growth is expected to occur by establishing regional growth strategies and targets. Vision 2050 estimates that the Puget Sound could grow by 1.5 – 1.8 million people by 2050. To accommodate that growth the regional growth strategy states that growth should be focused near transit infrastructure and urban centers.

GOAL: *The region accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. Rural and resource lands continue to be vital parts of the region that retain important cultural, economic, and rural lifestyle opportunities over the long term.*

- *Metropolitan and Core Cities:* Cities with regional growth centers connected to high -capacity transit systems.
- *High-Capacity Transited Communities:* Cities and unincorporated county areas that are connected to regional high-capacity transit systems.
- *Cities and Towns:* Smaller cities and towns served by local transit. Stanwood falls into this category.
- *Urban Unincorporated Areas:* Urban areas within Counties served by transit and identified as areas for potential annexation.
- *Rural Areas and Natural Resource Lands:* Rural areas outside of urban growth areas.
- *Major Military Installations:* Hubs for both military and civilian employment and population.
- *Indian Reservation Lands:* Homelands of sovereign tribal nations.

Stanwood falls into the cities and towns category as it is not connected to the regional transit system. Vision 2050 anticipates that the Snohomish County Cities and Towns Category should grow by 9.5% in the next twenty years.

With the adoption of the regional growth strategies, each county then begins the process to determine how best to distribute the population growth among its cities and unincorporated areas. Snohomish County is expected to take nearly a quarter of the regions projected growth, approximately 424,000 people.



Planning Commission Meeting Minutes April 11, 2022

Stanwood's 2044 growth target is 3,258 people and the UGA's target is 290 for a total of 3,548 new residents. Of the 11% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.2%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Growth Target

City: 10,116
UGA: 969
Total: 11,085

Projected new 2044 growth:

2044 Growth Target

City: 10,963
UGA: 432
Total: 11,395

Difference: 310

The City needs to plan for an additional 310 new residents through the Comprehensive Plan Update process.

Applying a similar approach to the population growth targets, the city also needs to plan for employment growth. The following charges show the assigned employment growth to the City of Stanwood.

Stanwood's 2044 employment target is 5,073 jobs and the UGA's target is 726 for a total of 5799 new jobs. Of the 7.7% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.0%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Employment Target

City: 4,688
UGA: 1,035
Total: 5,723

Projected new 2044 growth:

2044 Employment Target

City: 5,073
UGA: 726
Total: 5,799

Difference: 76



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The City needs to plan for an additional 76 new jobs through the Comprehensive Plan Update process. Next steps include evaluating the city's land uses against these new targets to determine needed capacity and types of land use needed to accommodate the expected growth.

The Commissioners would like find ways to include more mixed use zones to allow for more employment in the City, either through reasonable measure policies, or a change/addition to permitted uses.

Stanwood Municipal Code Update Project – List of Potential Amendments:

The last comprehensive update to the Stanwood Municipal Code occurred in 1968. As the City has grown and development has increased over the years, so has the need for updated regulations. Fifty years of amendments has resulted in inconsistencies, conflicts and outdated regulations. The City desires to adopt a modernized Municipal Code that reflects the character of Stanwood and meets the current needs of the community.

The new code should reflect best practices with respect to the content and administration of the code. The update needs to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. It is also envisioned that the update will include tables and illustrations whenever possible to help convey concepts. Lastly, the updated code must be consistent with current case, state and federal laws. The following principals have been drafted to guide the update process.

- Focus on improving the code to eliminate deficient, outdated, overly or unnecessarily complex codes that inhibit development.
- Make the code internally consistent between Titles and Chapters.
- Create a user-friendly code that is easy to administer by staff and easily understood by developers and the community.
- Use plain, easily understood language in describing requirements and procedures.
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan.
- Standards and regulations should reflect current needs and desires of the community.
- Ensure compatibility with current state and federal law.
- Evaluate the code for regulatory gaps.
- Eliminate "repealed" or "deleted" titles, chapters, or sections.
- Apply form-based concepts and development flexibility where appropriate.
- Insert tables, graphics and/or illustrations wherever necessary to convey concepts.

The Commissioners asked for clarification on which Committees/Boards will be reviewing the different sections of the code. All stakeholders will be reviewing their specific areas of the code while the Planning Commission will be looking at the entire code, broken up into smaller sections.

Old Business:

Comprehensive Plan – Vision Statement:

One of the first steps in drafting a Comprehensive Plan is preparing a clear vision statement. This statement should be descriptive, yet concise, focusing on the values of the community. All other goals and polices are then built upon the guidance of the vision statement. Effective vision statements include three parts: Vision Statement, Mission of the Organization, and List of Core Values.



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2024 Draft Vision Statement:

Promote the City of **historic downtown** Stanwood as the commercial and cultural center **heart** of the Greater Stanwood/Camano region ~~by preserving its distinctive small town character~~ while strategically planning for future growth and economic development opportunities **of the entire City.**

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

Values:

The following core values represent the desires of the community and provides a common basis for developing and implementing the City's 2024 Comprehensive Plan:

Sense of Community: ~~Retain the City's small town rural character and identity at all costs.~~ **Retain the City's strong sense of community by fostering a family friendly culture that protects the areas natural beauty, celebrates its rural roots, promotes local businesses, and provides spaces for families to work and play.**

Livability: Continue to make Stanwood a desirable place to live by investing in the historic downtown, new uptown commercial areas and residential neighborhoods to create an aesthetically pleasing community.

Mobility: Stanwood should provide for all forms of multi-modal transportation, including includes trails, sidewalks, bike lanes, transit and private vehicles.

Growth: Manage growth to avoid suburban sprawl **and expansion of the City's urban growth boundaries** while ~~protecting~~ **ensuring new development conforms to** the city's small-town community character.

Economic Development: Focus on retaining the city's role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and leverage Stanwood's location as an urban center surrounded by world class agricultural land.

Environment: Protect the environment while promoting access and tourism to local natural features.

Parks: Develop a parks system that provides public spaces for all age ranges that bring people together to create a more vibrant, healthy and equitable community.

- The Commissioners approve of the updated Vision, Mission and Values.
- Under "Sense of Community" the Commissioners approve of adding "Community Events" and would like to change "families" to "residents" in the last line of the statement.
- Under "Growth" the Commissioners would like to add a note about maximizing buildable lands – how to manage and adapt to growth.



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- Patricia Love asked the Commissioners to think about creating a Tag Line for the City. For example, Reno, NV has a tag line of "The Biggest Little City".

Kottsick Annexation Update

On June 28, 2021, the City received a request to annex approximately 30 acres into the City known as the Kottsick Annexation. On November 8, 2021 the Council voted to accept their 60% annexation petition and authorized the city to submit the annexation petition to the Snohomish County Boundary Review Board. Snohomish County notified the city on March 18th that the proposed annexation has been deemed approved. For the annexation to be finalized the City Council must formally accept the annexation then it can be filed with the County.

The City has pre-designated the property as Single Family Residential on the Future Land Use Map and on SR 7.0 on the zoning map. Upon annexation, these designations will be applied to the property. Also, the property will be required to be assessed and taxed at the same rate and basis as other property within the City of Stanwood. This includes assessments or taxes for the payment of its pro rata share and all outstanding indebtedness of the City contracted or incurred prior to or existing on the effective date of the annexation.

The Commission agrees that this annexation will help meeting growth targets and future population allocation.

Miscellaneous Business: N/A

Recent Council Action on Commission Items:

Park and Recreation Feasibility Study

The report was finalized and has gone to Council. The Council approved Service Level 1 – Teams Approach and has recommended going to Service Level 2 in the next budget cycle.

Civic Campus Project

No decisions were made at the Council Workshop, and there is a desire to keep City Hall at its current location. The discussion will continue.

Upcoming Items:

Population Demographics
Housing Action Plan

A motion to adjourn was made and seconded.
Adjourn: 8:07 pm



Planning Commission
Meeting Minutes
May 9, 2022

Call to Order: 6:30 pm

Roll Call

Commissioners Present:

Eric Warnat (online), Commissioner
Monae Birkhofer, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission
Justin Burns, Commissioner Vice - Chair
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner
Tansy Schroeder, City Planner

Absent: N/A

Also known to be present: Anne Nautsch (Blueline), Caitlin Hepworth (Blueline), Chris Collier (Alliance for Housing Affordability), Paragon Partners, Meagan Watne, Stephen Crooks, Rhyan Whobrey, Kim Donelson, Karen Monroe, David Donelson, Doris Blas, Jacie Evans, Ry McDuffy

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the April 11, 2022 meeting will be approved at the June 13, 2022 Planning Commission Meeting.

New Business:

Summerset Division II Preliminary PRD Plat Public Meeting

Request: The applicant is proposing to construct a 22-lot single-family planned residential development. The project is located east of 80th Avenue NW and south of 284th Street NW. The site consists of three parcels for a total of 7.25 acres (315,868 square feet) zoned Single Family Residential 9.6 (SR 9.6). Resident vehicular access to the site will be from 278th Place NW and connect to the proposed Bakerview PRD to the northeast. The proposed community will include open space tracts, storm water management, and street and landscaping improvements.

The project site is located at 27915 80th Avenue NW, Stanwood, Washington, within the city limits of Stanwood. Zoning for the site is Single-Family Residential 9.6 (SR 9.6). The accesses into the 7.25-acre property will be from 278th Place NW and connect to the proposed Bakerview subdivision. This project will subdivide approximately 7.25-acres into 22 single-family lots. The residential development standards (SMC 17.60.020) allow for a maximum residential density of 6 dwelling units per acre for PRD development in the SR 9.6 zoning district. The majority of developed area around this site is made up of single-family residences which is consistent with this development.



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The site is generally flat with existing vegetation. The property borders the City of Stanwood water tower. The northern boundary of the site will connect to the Bakerview subdivision. To the east of the project is the Bayview Lane subdivision and to the southwest is the Summerset subdivision. The developed site will provide approximately 10.4% of open space. The development plans provide all of the public improvements, facilities, and utilities and will be reviewed to meet city requirements (See development plans). These facilities include but are not limited to city streets, sidewalks, all utilities, open space, and recreational facilities.

The Commissioners had the following concerns about the Summerset Division II Preliminary PRD Plat:

- The congestion of existing neighborhood roads during construction.
- There is currently only one road to access the development.

The public attendees had the following questions and concerns about the Summerset Division II Preliminary PRD Plat:

- Will the water tower and associated piping be affected by construction traffic?
- Is the City looking at traffic issues associated with all developments that are coming to Stanwood as whole or just the impacts of individual developments?
- The increase in traffic will be a safety hazard, as there are many families with young children in the neighborhood. There is also a blind hill in the area.
- Cars currently park on both sides of the street, how will construction vehicles be able to get through to the development?
- How will high speed traffic be minimized?
- Noise from construction is a concern.
- Will there be a neighborhood park?
- Will the local schools be able to handle the increase in students from the new developments?
- Will the developer replace fences removed during construction?
- The soils of this area contain clay, that does not percolate well. How will the developer address this in the stormwater drainage pond?
- Will the builder be required to include multiple facades of the new homes? There are concerns about a "cookie-cutter" look.

Developer Ry McDuffy, from Land Resolutions, was in attendance to answer some of the above questions and concerns:

- The private drive/access road will only be used for Fire/EMS and Public Works to maintain the water line. It may be used temporarily as a construction access, but that is yet to be determined.
- When 278th Place was built, it was built in accordance with the code at that time.
- Street parking in Summerset Division II will be limited to one side only. This may be required by the North County Fire Department.
- Grading in the development will not impact the water tower or their lines.
- Fencing is not being proposed. The builder may add some fences to individual lots.
- The existing site is mostly flat with minimal grading needed. Retaining walls may be added to lots, 3, 4, and 5.
- Earthwork will not cause any dirt to be pushed into the backyards or fences of existing homes.



Planning Commission Meeting Minutes May 9, 2022

- All of the Summerset Divisions have/will have stormwater drainage systems that flow to detention ponds.
- The builder for this development is a local company named Acme Homes.
- Work on this project will potentially begin in August of 2022.
- 5 trees will be planted per 20,000 square feet of open space.
- A “living screen” of vegetation will be planted around the detention pond.
- Trees currently on site will be removed prior to development.
- No additional trees will be planted on the private drive.
- There will be a Homeowners Association (HOA) in the new Summerset Division II development.
- The developer will pay mitigation fees for traffic to the City.
- 80th Avenue is on the City’s Capital Improvement Project list for improvements.

Presentation – Chris Collier, Alliance for Housing Affordability (AHA)

Guest speaker Chris Collier, Project Manager, for the Alliance for Housing Affordability (AHA) provided an overview of current housing availability and affordability in Snohomish County and Stanwood.

AHA was established in 2013 through an interlocal agreement. The Alliance was envisioned as a venue for Snohomish County jurisdictions to work together to understand local housing challenges and share resources to address these challenges. Membership consists of 13 Snohomish County cities, Snohomish County, and the Housing Authority of Snohomish County; Stanwood is a member of AHA and Tansy Schroeder, City Planner, is the city’s representative.

As a member of AHA, Mr. Collier provides technical support to the City as needed. Mr. Collier gave a briefing to the Planning Commission on local housing issues as part of our Comprehensive Plan update work. His expertise in housing is a valuable resource which we will be using to help guide our Comprehensive Plan Housing Element update.

After hearing the presentation, the Committee questioned how the City can address this issue. Chris suggested increasing the variety of housing types (such as duplexes, triplexes, townhouses, cottage housing, etc.) and to engage in the upcoming comprehensive plan and municipal code updates.

Presentation – Draft Housing Needs Assessment and Gap Analysis (Blueline)

The City of Stanwood received a grant from the Washington State Department of Commerce to prepare a Housing Action Plan to inventory the City’s current housing stock, update city demographics, forecast future housing needs, and evaluate policies to address equitable and affordable housing opportunities. Information gained through this study will form the basis for the Housing Element of the Comprehensive Plan.

One of the first steps in preparing a Housing Action Plan is the preparation of a Housing Needs Assessment (HNA). The HNA is a data gathering exercise which consists of gathering population, housing, employment, and income data. This work also includes reviewing the City’s existing housing policies, regulations, and permitting processes to understand the effectiveness of addressing housing affordability in the City.



Planning Commission Meeting Minutes May 9, 2022

Our consultant, Blueline Group, provided a briefing and facilitated a discussion with the Committee regarding on their initial findings.

The Committee is interested in seeing transportation data from the last 2 years to compare transportation costs to pre-COVID-19 data. The transportation costs may have changed due to less commuting.

A change in policy to allow, incentivize, and encourage other types of housing units is needed address the issue of the “missing middle”.

Old Business:

The Kottick Annexation Project is on the City Council meeting agenda for May 12, 2022.

Miscellaneous Business:

N/A

Recent Council Action on Commission Items:

N/A

Upcoming Items:

Outline for the Comprehensive Plan update.

A motion to adjourn was made and seconded.

Adjourn: 8:59 pm

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: July 14, 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 35502 through 35566 and Washington Federal Bank electronic funds transfers in the amount of \$477,641.91. Approve issuance of Washington Federal electronic payroll and benefit funds transfers in the amount of \$48,100.00.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 35502 THROUGH 35566 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$477,641.91. APPROVE ISSUANCE OF WASHINGTON FEDERAL ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$48,100.00.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 16:45:20 Date: 07/06/2022

06/15/2022 To: 07/06/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2871	06/15/2022	Claims	3	EFT	Washington Federal Bank	278.81	WA Fed Analysis Service Charge
2907	06/23/2022	Payroll	3	EFT		3,000.00	June 2022 Draw
2908	06/23/2022	Payroll	3	EFT		1,800.00	June 2022 Draw
2909	06/23/2022	Payroll	3	EFT		2,000.00	June 2022 Draw
2910	06/23/2022	Payroll	3	EFT		2,500.00	June 2022 Draw
2911	06/23/2022	Payroll	3	EFT		2,000.00	June 2022 Draw
2912	06/23/2022	Payroll	3	EFT		1,000.00	June 2022 Draw
2913	06/23/2022	Payroll	3	EFT		2,000.00	June 2022 Draw
2914	06/23/2022	Payroll	3	EFT		2,700.00	June 2022 Draw
2915	06/23/2022	Payroll	3	EFT		2,400.00	June 2022 Draw
2916	06/23/2022	Payroll	3	EFT		4,000.00	June 2022 Draw
2917	06/23/2022	Payroll	3	EFT		1,600.00	June 2022 Draw
2918	06/23/2022	Payroll	3	EFT		1,000.00	June 2022 Draw
2919	06/23/2022	Payroll	3	EFT		2,000.00	June 2022 Draw
2920	06/23/2022	Payroll	3	EFT		1,600.00	June 2022 Draw
2921	06/23/2022	Payroll	3	EFT		2,000.00	June 2022 Draw
2922	06/23/2022	Payroll	3	EFT		500.00	June 2022 Draw
2923	06/23/2022	Payroll	3	EFT		1,500.00	June 2022 Draw
2924	06/23/2022	Payroll	3	EFT		1,800.00	June 2022 Draw
2925	06/23/2022	Payroll	3	EFT		1,000.00	June 2022 Draw
2926	06/23/2022	Payroll	3	EFT		2,350.00	June 2022 Draw
2927	06/23/2022	Payroll	3	EFT		1,200.00	June 2022 Draw
2928	06/23/2022	Payroll	3	EFT		500.00	June 2022 Draw
2929	06/23/2022	Payroll	3	EFT		3,450.00	June 2022 Draw
2930	06/23/2022	Payroll	3	EFT		1,500.00	June 2022 Draw
2931	06/23/2022	Payroll	3	EFT		1,700.00	June 2022 Draw
2932	06/23/2022	Payroll	3	EFT		1,000.00	June 2022 Draw
2970	06/23/2022	Claims	3	EFT	WA St Dept of Revenue **	14,446.59	City of Stanwood
3113	06/28/2022	Claims	3	EFT	HSA Bank	2.50	HSA. bank Fee
2834	06/16/2022	Claims	3	35502	APP- Associated Petroleum Products	5,748.49	AP0100494
2835	06/16/2022	Claims	3	35503	Ace Hardware *	236.39	20013; 20013; 20013; 20013
2836	06/16/2022	Claims	3	35504	Aramark Uniform Services Inc	53.94	937963000
2837	06/16/2022	Claims	3	35505	Natalie Barrett	750.00	City of Stanwood
2838	06/16/2022	Claims	3	35506	Berk	1,642.50	City of Stanwood
2839	06/16/2022	Claims	3	35507	Bigfoot Lock Service	316.68	city of stanwood; city of stanwood
2840	06/16/2022	Claims	3	35508	The BlueLine Group, LLC	28,472.48	city of stanwood; city of stanwood; city of stanwood; City of Stanwood
2841	06/16/2022	Claims	3	35509	Bonner Electrical Contracting LLC	1,377.18	city of stanwood
2842	06/16/2022	Claims	3	35510	Edge Analytical Inc	453.00	STA01; STA01
2843	06/16/2022	Claims	3	35511	Lenz Enterprises Inc	463.13	city of stanwood
2844	06/16/2022	Claims	3	35512	Lincoln Hill Retirement Community	25,000.00	City of Stanwood
2845	06/16/2022	Claims	3	35513	National Safety, Inc.	282.71	20-STACIT; 20-STACIT
2846	06/16/2022	Claims	3	35514	ODP Business Solutions, LLC	284.12	36274097; 36274097; 36274097; 36274097; 36274097
2847	06/16/2022	Claims	3	35515	PUD Of Snohomish County *	8,864.65	200633634; 221854284; 222799900; 200367373; 200128742; 200103539; 201942398; 200738672; 200240505; 221041510; 202882056; 202579512; 202670675; 202694204; 202727285; 200142180
2848	06/16/2022	Claims	3	35516	Pape' Machinery	992.84	City of Stanwood; 6109854; 6109854; 6109854; 6109854
2849	06/16/2022	Claims	3	35517	Peak Industrial	192.64	City of Stanwood C0091244; c0091244 city of stanwood
2850	06/16/2022	Claims	3	35518	Pye Barker Fire & Safety, LLC	2,547.31	00003429 city of stanwood

CHECK REGISTER

City Of Stanwood

Time: 16:45:20 Date: 07/06/2022

06/15/2022 To: 07/06/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2851	06/16/2022	Claims	3	35519	RH2 Engineering Inc	9,550.76	City of Stanwood
2852	06/16/2022	Claims	3	35520	Ricoh USA, Inc.	124.27	1316669-3800326
2853	06/16/2022	Claims	3	35521	Rodda Paint	3,147.84	City of Stanwood
2854	06/16/2022	Claims	3	35522	Safeway	29.65	191483
2855	06/16/2022	Claims	3	35523	Skagit Farmers Supply	261.94	135052; 135052
2856	06/16/2022	Claims	3	35524	Skagit Valley Publishing	247.50	48893; 48893; 48893
2857	06/16/2022	Claims	3	35525	Sno Co Public Works *	228.51	CR000024
2858	06/16/2022	Claims	3	35526	Lisa Sokolik	216.51	City of Stanwood
2859	06/16/2022	Claims	3	35527	Everett Daily Herald/ Sound Publishing	345.00	51439981
2860	06/16/2022	Claims	3	35528	Stanwood Auto Parts	47.10	56100; 56100
2861	06/16/2022	Claims	3	35529	Stanwood Chamber Of Commerce	5,500.00	City of Stanwood
2862	06/16/2022	Claims	3	35530	Stanwood City Utility	4,568.27	2732; 2741; 1075; 2688; 2749; 2886; 2964; 2965; 3184; 3439; 4962
2863	06/16/2022	Claims	3	35531	Store #708156 The Sherwin-Williams Co-	1,195.32	City of Stanwood 6321-3380-7
2864	06/16/2022	Claims	3	35532	Thompson Guildner & Associates Inc. P.S.	11,690.25	City of Stanwood
2865	06/16/2022	Claims	3	35533	USA Bluebook	68.66	478228
2866	06/16/2022	Claims	3	35534	Washington Assoc Sewer & Water Districts	50.00	City of Stanwood
2867	06/16/2022	Claims	3	35535	Wave Broadband	129.22	3201-0316547-01
2868	06/16/2022	Claims	3	35536	Xylem Water Solutions U.S.A., Inc.	1,256.00	129265; 129265
2869	06/16/2022	Claims	3	35537	Ziply Fiber	85.93	360-939-0579-080320-5
2971	06/23/2022	Claims	3	35538	Ace Hardware *	552.20	20013; 20013; 20013; 20013; 20013
2972	06/23/2022	Claims	3	35539	Aramark Uniform Services Inc	107.88	937963000; City of Stanwood 792106997
2973	06/23/2022	Claims	3	35540	Code Publishing Company Inc	750.84	ST4659
2974	06/23/2022	Claims	3	35541	Cues, Inc.	374.79	City of Stanwood
2975	06/23/2022	Claims	3	35542	Edge Analytical Inc	638.00	STA01; STA01
2976	06/23/2022	Claims	3	35543	H D Fowler Company Inc	253.45	City of Stanwood
2977	06/23/2022	Claims	3	35544	ICI Construction Inc.	80,335.50	City of Stanwood
2978	06/23/2022	Claims	3	35545	Scott Justesen	118.50	City of Stanwood
2979	06/23/2022	Claims	3	35546	Lenz Enterprises Inc	92.95	City of Stanwood
2980	06/23/2022	Claims	3	35547	Northwest Pump & Equipment	2,272.36	1000110
2981	06/23/2022	Claims	3	35548	O'Reilly Auto Parts	79.19	1872464; 1872464
2982	06/23/2022	Claims	3	35549	ODP Business Solutions, LLC	618.32	36274097; 36274097; 36274097; 36274097; 36274097; 36274097
2983	06/23/2022	Claims	3	35550	PUD Of Snohomish County *	347.54	200794063; 222277832
2984	06/23/2022	Claims	3	35551	Pace Engineers, Inc	42,708.50	city of stanwood; city of stanwood; city of stanwood; city of stanwood; City of Stanwood; City of
2985	06/23/2022	Claims	3	35552	Perteet Inc.	24,977.36	City of Stanwood
2986	06/23/2022	Claims	3	35553	Puget Tech LLC	1,209.00	City of Stanwood
2987	06/23/2022	Claims	3	35554	RH2 Engineering Inc	6,097.84	City of Stanwood
2988	06/23/2022	Claims	3	35555	Skagit Farmers Supply	134.58	135052; 135052; 135052; 135052
2989	06/23/2022	Claims	3	35556	Skagit Valley Publishing	99.01	48893; 48893
2990	06/23/2022	Claims	3	35557	Sno Co Sheriffs Office *	161,464.50	SSH00001
2991	06/23/2022	Claims	3	35558	Standard Plastic Inc	529.54	city of stanwood
2992	06/23/2022	Claims	3	35559	Stanwood Auto Parts	23.98	56100
2993	06/23/2022	Claims	3	35560	Stillaguamish Outdoor Media Corp.	7,500.00	city of stanwood
2994	06/23/2022	Claims	3	35561	Transpogroup Inc	10,648.39	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 16:45:20 Date: 07/06/2022

06/15/2022 To: 07/06/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2995	06/23/2022	Claims	3	35562	USA Bluebook	728.92	478228; 478228
2996	06/23/2022	Claims	3	35563	Urban Forestry Services, Inc	2,500.26	city of stanwood; City of Stanwood
2997	06/23/2022	Claims	3	35564	WA St Dept of Licensing *	699.00	City of Stanwood
2998	06/23/2022	Claims	3	35565	Washington State Patrol *	225.25	STA301
2999	06/23/2022	Claims	3	35566	Western Exterminator Company	405.57	City of Stanwood; City of Stanwood; City of Stanwood
						271,858.94	
						10,068.31	
						71,752.75	
						1,857.39	
						14,959.00	
						15,863.11	
						89,319.21	
						3,430.68	
						19,119.50	
						17,035.68	
						9,550.76	
						926.58	
						525,741.91	Claims: 477,641.91 Payroll: 48,100.00

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 Paul A. Howard Date: 7-6-22
 () Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: July 14, 2022
SUBJECT: City Council June 23, 2022, Regular Meeting Minutes
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the June 23, 2022, Regular City Council Meeting are attached.

RECOMMENDED MOTION

**MOTION TO APPROVE THE MINUTES OF THE JUNE 23, 2022, CITY COUNCIL
REGULAR MEETING AS PRESENTED.**

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, June 23, 2022 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Shepro led the Pledge of Allegiance.

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: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Police Chief Jason Toner, City Attorney Nikki Thompson, Parks Planning Manager Carly Ruacho, Assistant to the Administrator & Communications Manager Krista Hintz, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

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

4. Presentation

a. Employee Recognition Awards

Mayor Roberts presented the first annual City Employee Excellence Awards.

Marcy Mathis has worked in the Finance Department since 2013, she received the External Customer Service Excellence Award for her outstanding customer service to the citizens of Stanwood.

Nate Towse started as a seasonal employee during high school and became a full-time employee in 2013. Nate works in the Public Works Department in the Streets, Drainage, Parks and Facilities division, he received the Internal Customer Service Excellence Award.

5. Public Comments

The city received two written comments that were forwarded to the Mayor and City Council. Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting. Verbal comments may be provided by attending the meeting in-person or via Zoom.

Written Comment

Jenny Deininger, Stanwood
Christina Everson, Stanwood

Topic: Dike Repair: Funding and Project Priority
Topic: Sidewalk Safety and Traffic Control

6. Staff / Department Reports

- a. Police Compstat Report – May 2022

7. Council Committee Reports

- a. Community Development Committee Meeting Minutes – June 2, 2022
b. Finance Committee Meeting Minutes – June 13, 2022
c. Planning Commission Meeting Minutes – April 11 and May 9, 2022
d. Public Works Committee Meeting Minutes – June 6, 2022

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
b. Approve June 9, 2022, City Council Regular Meeting Minutes

Motion by Councilmember Pearce, second by Councilmember Robb to approve the consent agenda items A - B. Motion carried unanimously.

9. Unfinished Business - None

10. Public Hearing

- a. Six-Year Transportation Improvement Plan 2023-2028

Public Works Director Kevin Hushagen said the Six-Year TIP was discussed at the March, April and May Public Works Committee meetings and was brought to City Council on May 26th. Hushagen answered Council questions:

- Was the widening of 72nd St. between SR532 & 276th removed from the Six-Year TIP? Hushagen answered that last year Council asked for a study to be done at that corridor. The study was completed by Transpo Group, the recommendation is to put in a 3-way stop. Will the project be added back on the 6-Year TIP list? Hushagen said that the Vine Street Group is looking at developing that area, at least they have been attending the general information meetings, if they do, they will do some street improvements.
- Is the plan to install a-round-about at SR532 & 64th (project I-2)? Hushagen said it is the long-term plan. Washington State Dept. of Transportation (WSDOT) is doing a corridor study of SR532 from I-5 all the way to Terry's Corner on Camano Island.
- Who takes care of planter strips? Hushagen said most of the planter strips in the city are maintained by homeowners or the HOA. The plan is to codify the Stanwood Municipal Code (SMC), so all planter strips are maintained by adjacent homeowners or HOA. For the project on 80th, those planter strips will be maintained by the adjacent homeowners, so no additional work will be added to the Street Crew.
- A comment was made that Kevin Hushagen, Shawn Smith and Amanda Slattery put in a lot of hours, work and effort into the TIP, looking at projects, priority levels, and funding options.
- Does the SMC require parking strips be maintained by homeowners throughout the city, including Main Street? Hushagen answered that the SMC does not require homeowners to maintain parking strips, but some of the plats do specify that homeowners will take care of them. The plan is to codify into the SMC, when it is updated, that parking strips are maintained by homeowners.

With no further questions, Mayor Roberts opened the public hearing to take comments regarding the Six-Year Transportation Improvement Plan 2023-2028.

i. Open Public Hearing

Written Comment

Christina Everson, Stanwood Topic: Sidewalks issues on 73rd

Hushagen addressed the sidewalk issues on 73rd. Staff submitted a grant application to Washington Cities Insurance Authority (WCIA) to help repair the sidewalks on 73rd but was denied. The street trees are causing the sidewalks to buckle. A project to remove trees, replant trees and repair sidewalks will need to be added to the 2023-2024 budget and workplan.

Verbal Comment

Barbara Mazzio, Stanwood

Topic: Sidewalk Safety and Traffic Control

Peggy Wendel, Stanwood

Topic: 80th Traffic, 83rd Ave needs attention

ii. Adopt Resolution 2022-08 City of Stanwood Six-Year TIP 2023-2028

Motion by Councilmember Robb, second by Councilmember Pearce to adopt resolution 2022-08 adopting the City of Stanwood's six-year transportation improvement plan 2023-2028

Roll call of votes was taken, motion carried unanimously.

11. New Business – None

12. Public Closing Comments - None

13. Executive/Legislative Reports

a. Mayor's Report

- Staff continues to focus on the dike rebuild. Grateful for the media publicity last week.
- Toured Creekside Apartments Phase 3 with Joe Sievers, who was very impressed with the City and Building Inspector Scott Black.
- Tax assessments are in the mail.
- Sad news, former Fire Chief Jerry Hood passed away last week. Jerry served the city for 14 years, he was known as a gentle, kind and well-respected leader who was dedicated to serving the Stanwood community.
- The next Walk With The Mayor is Friday, July 1st at 8:00 am.
- Twin Cities Idler's is Sunday, June 26th.

b. City Administrator Report - None

c. Councilmember Reports/Questions

- At the Economic Development Board meeting the topic of banning fireworks was discussed. Could this be implemented in 2024?
- The Discover Stanwood advertisement on SR532 by Smokey Point is very compelling.

- The Stanwood Summer Concert Series event was very well organized.
- Motion by Councilmember Shepro, second by Councilmember Schmitt to add to a future City of Stanwood Council meeting agenda the discussion of amending the city municipal code to authorize initiative and referendum. This item will be added to a future agenda, Mayor Roberts explained that Councilmember Shepro will have 15 minutes to discuss why this topic is important, Council will then vote; if it passes with a majority vote, staff will then work on the item and bring it back to Council.
- Shoutout to Mayor Roberts, City Administrator Smith, and the rest of staff for all the media work in bringing awareness to the dike issue.
- Congratulations to Sara Cho for being appointed to the Snohomish County Tourism Promotion Area Advisory Board, she will represent Stanwood well.

14. Recess to Executive Session – None Scheduled for this Meeting

15. Reconvene and Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:45 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

ITEM NUMBER: 9a

DATE: July 14, 2022

SUBJECT: Full-time Mayor Status

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Description of Council Manager vs Mayor Council
B – SMC 2.08.240 – Compensation - Benefits
C – SMC 2.10 – Salary Commission
D – MRSC Mayor Council Handbook Excerpt

PURPOSE

The purpose of this agenda item is for Council consideration of medical benefits provided to the Mayor by the Municipal Code.

BACKGROUND

At the City's February 10, 2022 Workshop, consideration of a proposal to develop Stanwood's Mayor to a full-time paid position was discussed. Staff was asked to provide information to Council, including:

- Whether a matrix or threshold existed beyond which a Mayor's role warrants full-time status?
- How do comparable cities pay their Mayors, and what the role or job of a full-time Mayor would be?
- Will the Salary Commission then set the Mayor's salary, and are there legal issues regarding the timing of a move to increase the Mayor's salary?
- Discussion of the Mayor's job description should be looked at in conjunction with the City Administrator job description.

Council discussed the information provided at the May 12, 2022 Regular Council Meeting and directed staff to bring this matter back to Council after the Salary Commission meeting.

The Salary Commission met on June 15, 2022, and unanimously voted to increase the mayor's monthly salary from \$1,600 to \$2,100 per month.

PREVIOUS ANALYSIS PROVIDED to City Council May 12, 2022

A defined threshold does not exist to require a mayor's position and salary to be considered full-time. Instead, a comparison of the mayors' compensation in small to medium-sized, "Mayor-Council" cities in Western Washington indicates salaries gradually increase as cities grow larger, and only the largest cities have a full-time mayor. Approximately one dozen Washington cities have a full-time mayor. Chart One, on the following page, is provided to compare compensation for Mayor-Council cities, including both salary and benefits, to assess the full mayoral compensation.

Stanwood is in the smaller range of cities that have adopted a Council-Manager and City Administrator form of government. Attachment A provides an extract from an MRSC publication that describes the differences between Council-Manager and the Mayor-Council forms. The attachment describes the "Hybrid City Administrator System," which is what the City of Stanwood employs. The following passage from the publication is very informative regarding the responsibilities of the Mayor and City Administrator:

"In essence, this is a hybrid model between the mayor-council and council-manager systems, retaining a separately elected mayor who is responsible for administration, but providing for professional management of the city's day-to-day operations. In theory, this also frees the mayor from the need to attend to administrative details and allows the mayor to focus greater attention on policy development, political leadership, and potentially their own private employment apart from city government."

The chart below compares mayoral salary and benefits for cities with the Mayor Council form. Of note, the current Stanwood Mayor 2023 monthly salary will be \$236.00 less than the average for this group after the recent Salary Commission action. This comparison is complicated by the fact that some cities pay additional amounts for each meeting attended, which Stanwood does not do; also, some cities pay health insurance, or even retirement benefits. Stanwood Municipal Code Section 2.08.240 authorizes the Mayor (not spouse) to enroll in the city's health plans, but the mayor is required to pay fifty percent of the monthly premium. As written, it is common for this benefit to have no value as recent mayors often have their own coverage, which may also be combined with their spouse. In fact, the current Mayor does not avail himself of this benefit because he is covered by his own policy.

Chart One

Comparison of Mayor Monthly Compensation, Mayor Council Form of Government			
City	Population	Salary	Benefits
Bonney Lake	22,540	\$ 2,100	No benefits
Monroe	19,990	\$ 3,600	No benefits
Ferndale	15,270	\$ 2,650	No benefits
Snoqualmie	14,370	\$ 3,000	Eligible to participate in health insurance plans
Lake Forest Park	13,370	\$ 3,000	Health & pension benefits equivalent to half-time exempt employee
Gig Harbor	12,029	\$ 1,863	401(a) 6.2% matching contribution = \$99.20 /mo Medical \$1391.54 (Employee pays apprx \$42) Dental \$180.06 (Employee pays \$3.93) Vision \$33.90
Sedro-Woolley	11,900	\$ 2,461	Unknown
Sumner	10,500	\$ 2,500	No benefits
Snohomish	10,340	\$ 1,500	No benefits
DuPont	9,605	\$ 2,100	No benefits
Yelm	9,470	\$ 2,500	Yes - medical
Orting	8,675	\$ 2,500	No benefits
Duvall	8,347	\$ 2,000	+\$100/day for meetings, seminars or conferences
North Bend	9,347	\$ 3,000	+\$50 local, \$75 regional meeting
Stanwood	7,425	\$ 1,600	Half medical (individual only); not dollar equivalent
Brier	7,090	\$ 1,000	+\$50/meeting. Full medical for mayor & spouse, or dollar equivalent
Average	11,892	\$ 2,336	

Note: All of these cities employ the Hybrid City Administrator System, with the exception of the City of Brier.

Regarding the legal requirements over the timing of pay increases, the Stanwood Municipal Code requires pay raises that are decided by the Salary Commission to be budgeted for and take effect at the beginning of the next year. If the Council amended the code with regard to the Mayor's health insurance it could take effect immediately upon the effective date of the Ordinance.

Chart Two

The Stanwood Mayor salary and benefits are authorized by SMC 2.08.240 (Attachment B), but the amount of the salary is set annually by the Salary Commission. The Salary Commission duties are described in SMC Section 2.10 (Attachment C). Chart Two at right summarizes the history of the Stanwood Mayor and Councilmembers annual salaries since at least 2012.

History of Mayor & Council Salaries Since Re-establishment of Salary Commission in 2012		
	Mayor	Council
2012	\$1,100	\$300
2013	\$1,100	\$300
2014	\$1,200	\$325
2015	\$1,200	\$325
2016	\$1,200	\$325
2017	\$1,300	\$350
2018	\$1,300	\$350
2019	\$1,400	\$375
2020	\$1,500	\$425
2021	\$1,500	\$425
2022	\$1,600	\$475

Finally, the Mayor's job description is best described by the MRSC publication "Mayor Council Handbook." Key chapters describing the Mayor's leadership and executive roles are excerpted in Attachment D. A key point of the chapters is that the Mayor is ultimately responsible for execution of City policy, including a wide range of functions, although this responsibility is shared with the City Administrator who oversees the day-to-day administrative aspects of these functions, including:

- Visioning and Goal-setting leadership
- Public Relations
- Ceremonial Role
- Intergovernmental Relations
- Working with City Residents
- Dealing with the Media
- City Attorney Communications
- Emergency Management
- Labor Relations
- Personnel Management
 - City Administrator
 - Community Development/Planning
 - Public Works/Parks/Water/Sewer/Stormwater
 - City Clerk
 - Finance/Budget/Risk Management/Public Records

COMMITTEE RECOMMENDATION

The Finance and Personnel committee discussed this issue at their March 24, 2022 meeting. At that time, the committee was split between a view that the city should provide a living wage full-time salary and benefits for its mayor, and a view that the current arrangement is effective, although the mayor salary and benefits may have lagged in recent years.

There was interest in providing input to the Salary Commission, and to amending the health premium benefit or providing the medical premium opt-out incentive, perhaps at the current fifty percent rate as written in code. As the committee had disagreeing viewpoints, they requested staff bring the matter to the full council at the first meeting in May with more fiscal impact information.

RECOMMENDATIONS

Staff Recommendations include consideration of a change to the health care benefits provided for the Mayor, to ensure the benefit is available to retired or employed Mayors who already have insurance, and to recognize that in many cases the Mayor has health insurance, so the current benefit is not available to them. For example, the SMC could be amended to reflect the Mayor is eligible for health insurance at the same rate as provided to exempt employees or receive the medical opt-out incentive available to exempt employees.

Fiscal Impact			
The Salary Commission increased the Mayor salary by \$500/month, translating to a \$6,000/year increase. If Council amended SMC 2.08.240(3) by authorizing mayor's spouse coverage, or by decreasing the mayor's premium contribution from 50 percent to 9 percent, and/or authorizing the Mayor the shared opt-out incentive, the cost would range from \$2,455 to \$8,563, as shown in the chart below.			
Fund(s):	General Fund		
Amount:	To be determined	Project Estimate:	\$ -
Budget Authorized	☐ Yes (partial) ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

Option	Description of example changes for Council consideration	Annual Cost
1	Authorize opt-out incentive at 50% single coverage (current)	\$2,455
2	Authorize opt-out incentive at 91% single coverage	\$4,465
3	Authorize opt-out incentive at 50% & with spouse coverage	\$4,705
4	Authorize opt-out incentive at 91% & with spouse coverage	\$8,563

CITY COUNCIL ALTERNATIVE ACTIONS

1. The Council may choose to amend the health benefits provided to the Mayor implementing one of the options outlined above.
2. The Council may opt to make no changes at this time.
3. The Council may direct staff to provide additional information.

PROPOSED MOTIONS FOR COUNCIL CONSIDERATION:

MOTION TO DIRECT STAFF TO PREPARE A RESOLUTION TO ALLOW HEALTH INSURANCE COVERAGE AT THE CURRENT RATE PROVIDED TO THE MAYOR INCLUDING ELIGIBILITY FOR THE OPT-OUT INCENTIVE. [option 1 above]

MOTION TO DIRECT STAFF TO PREPARE A RESOLUTION TO ALLOW HEALTH INSURANCE COVERAGE AT THE SAME RATE PROVIDED TO EXEMPT EMPLOYEES INCLUDING ELIGIBILITY FOR THE OPT-OUT INCENTIVE. [option 2 above]

MOTION TO DIRECT STAFF TO PREPARE A RESOLUTION TO ALLOW HEALTH INSURANCE COVERAGE AT THE CURRENT RATE PROVIDED TO THE MAYOR INCLUDING SPOUSAL COVERAGE AND ELIGIBILITY FOR THE OPT-OUT INCENTIVE. [option 3 above]

MOTION TO DIRECT STAFF TO PREPARE A RESOLUTION TO ALLOW HEALTH INSURANCE COVERAGE AT THE SAME RATE PROVIDED TO EXEMPT EMPLOYEES INCLUDING SPOUSAL COVERAGE AND ELIGIBILITY FOR THE OPT-OUT INCENTIVE. [option 4 above]

Description of Council-Manager and City Administrator Forms of Government¹:

Washington cities and towns are organized under two principal forms of government, sometimes referred to as plans of government: mayor-council and council-manager. (This is in addition to and separate from the [city's classification](#), such as a first class or code city.) In addition, state law permits larger cities to voluntarily adopt charters unique to their communities under certain circumstances as described below.

In general, choosing the form of government is not a matter of *how much* legislative and/or administrative authority the city or town will have, but rather the distribution of authority between the legislative and executive officials.

For a brief overview of the common arguments for and against each form of government, see MRSC's handout on [Common Issues and Pro/Con Arguments in Elections to Change Form of Government](#). More details regarding each form, as well as examples of cities that have changed form of government, are provided below.

Mayor-Council Form

Mayor-council is the oldest and most common form of government in Washington, including small towns and large cities alike. However, while most cities in Washington use the mayor-council system, the vast majority of cities that have incorporated or successfully changed form of government since 1970 have adopted the council-manager system.

The basic structure and organization of mayor-council cities is set out in [chapter 35A.12 RCW](#) for code cities; also see [chapter 35.22 RCW](#) for first class cities, [chapter 35.23 RCW](#) for second class cities, and [chapter 35.27 RCW](#) for towns.

The mayor-council form consists of a mayor elected at-large, who serves as the city's chief administrative officer, and a separately elected council (elected either at-large or from districts) which serves as the municipality's legislative body. This separation of powers is based on the traditional federal and state models in the United States.

The council has the authority to formulate and adopt city policies and the mayor is responsible for carrying them out. The mayor attends and presides over council meetings but does not vote, except in the case of a tie.

The mayor also has veto authority over legislation (except for towns), but the veto can be overridden by the council as specified in the municipality's statutes or charter. (For more information, see our page on [Council Voting](#).)

¹ Excerpt from MRSC: [MRSC - City and Town Forms of Government](#)

In all but the largest cities, elected mayors and councilmembers serve on a part-time basis, leaving most of the day-to-day operations to administrative personnel.

Nationally, mayor-council governments are often classified as either "strong mayor" or "weak mayor" types depending on the degree of executive authority that is concentrated in the mayor's office. However, by providing veto authority (except for towns), the Washington State legislature essentially provided for a strong mayor system.

Hybrid City Administrator System

Many mayor-council cities have hired professional city administrators, chief administrative officers, or similarly titled positions to serve under the mayor. The city administrator is usually a full-time position responsible for many administrative and policy-related duties such as budget preparation, personnel administration, and department supervision.

In essence, this is a hybrid model between the mayor-council and council-manager systems, retaining a separately elected mayor who is responsible for administration, but providing for professional management of the city's day-to-day operations. In theory, this also frees the mayor from the need to attend to administrative details and allows the mayor to focus greater attention on policy development, political leadership, and potentially their own private employment apart from city government.

2.08.240 Mayor – Compensation – Benefits.

(1) Base Pay. The mayor shall receive, as compensation for services to the city of Stanwood and attendance at regular council meetings, a payment as determined by the salary commission pursuant to Chapter 2.10 SMC.

(2) Expenses. In addition to the base pay, the mayor shall receive reimbursement as provided by city policy for his or her actual and necessary expenses incurred in the performance of the duties of his office.

(3) Benefits. The mayor shall be entitled to receive the same health insurance benefits as are available to the city's exempt employees through the Association of Washington Cities Employee Benefit Trust. The city shall pay 50 percent of the cost of the mayor's benefits but will not pay any of the benefit costs for the mayor's spouse or dependents. (Ord. 1234 § 1, 2008; Ord. 1193 § 1, 2006; Ord. 1157 § 1, 2004; Ord. 1134 § 1, 2003; Ord. 1017, 1997; Ord. 814 § 6, 1991; Ord. 729 § 1, 1987; Ord. 681 § 6, 1986; Ord. 647 § 6, 1984; Ord. 626 § 6, 1984; Ord. 614 § 6, 1983; Ord. 515 § 7, 1978; Ord. 388 § 2, 1973).

Chapter 2.10 SALARY COMMISSION

Sections:

[2.10.010 Created – Membership, appointment, compensation, term.](#)

[2.10.020 Vacancies.](#)

[2.10.030 Removal.](#)

[2.10.040 Duties.](#)

[2.10.050 Referendum.](#)

2.10.010 Created – Membership, appointment, compensation, term.

(1) There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the mayor with the approval of the city council.

(2) A member of the commission shall serve for a three-year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.

(3) No member of the commission shall be appointed to more than two terms.

(4) A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee. (Ord. 1306 § 1, 2012).

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the term of the expired position. (Ord. 1306 § 1, 2012).

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence. (Ord. 1306 § 1, 2012).

2.10.040 Duties.

(1) The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk

indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012, and March 31, 2012, and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1st and July 31st and shall determine salary adjustments which shall become effective on January 1st of each calendar year, beginning on January 1, 2013.

(2) Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.

(3) Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.

(4) Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office. (Ord. 1306 § 1, 2012).

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within 30 days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption of this provision it shall not be the intent to adopt the powers of referendum generally. (Ord. 1306 § 1, 2012).

Mayor & Councilmember Handbook



The mayor's leadership role

**See if you can develop a
vision of what your city
should look like in the future,
and work with others to that
end.**

The mayor occupies the highest elective office in the municipal government and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors see themselves not only as leaders staking out policy positions, but also as facilitators of effective teamwork.

As a mayor, you have a special set of long-term responsibilities not shared by many others. You are supposed to be a community leader and a political leader. Yet most of the trials and tribulations you will face during your term of office will deal with city housekeeping. These day-to-day activities are of immediate concern to most residents, and sometimes solving the little problems are the most fun.

But you need to find time to deal with the important policy issues and some of the long-term future concerns. Try to make your city a better place to live tomorrow, not just today.

If you can leave something of long-term consequence to improve your community, you will at least have the satisfaction of a job well done, and that is the principal reward of public service.

Setting goals

The role of the city council in cities of all sizes is becoming more demanding and complex. In order to get anything accomplished, elected officials must work together to define and agree upon mutual goals. This is one of the most challenging aspects of being a mayor and working with a city council.

Goal setting provides a framework for city action. By setting short-term and long-term goals, and then deciding which are most important, you and the council can define what your city government will try to achieve. Staff then have clear guidelines regarding what you and the council want to accomplish, and you have a way of evaluating your programs and services.

Establishing goals will keep you on track and minimize distraction from the brush fires.

Some cities plan goals through council retreats. Some use outside facilitators to assist with this process.

A simple goal-setting process

The basic idea is to start with the big picture and work to ensure that your day-to-day tasks relate back to that big picture. Periodically, you'll want to look back at your goals and evaluate what you've accomplished, and decide what changes you want to make, if any.

Step 1. Identify issues and needs

Before you can set goals, you have to come to some agreement on what needs to be done. As a group, come up with an overall list of issues and needs, including councilmembers' ideas and residents' concerns. Narrow down that list to a workable number of problems and needs to be addressed.

Step 2. Set goals

Once you've developed a focused list of needs or problems, describe what you hope to do to eliminate each problem or meet each need. The goals you express may be both community goals and goals for your particular governing body to accomplish.

Step 3. Set objectives

Objectives are the specific short-term strategies to meet your goals. They are statements of accomplishments to reach within a specific time frame. By setting objectives, the council can focus on a series of realistic goals and can then determine the resources needed to accomplish them.

Step 4. Set priorities

Setting priorities is the most important step in the goal-setting process. Comprehensive goal setting results in more objectives to accomplish than is possible in the time available, so you've got to set priorities. Decide what areas need attention now and which ones can be delayed. A simple rating and ranking exercise can help you determine which areas are of highest concern.

Step 5. Start an action program

Once you've decided on goal priorities, work with staff to develop specific programs and timelines to meet your goals.

Step 6. Evaluate the results

You'll want to establish a formal process for evaluating goal progress. Are you reaching them? Are they still appropriate? Do any need to be dropped or altered?

Additional resource:

Center for Government
Innovation, Washington State
Auditor's Office

Public relations

- Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.
- Don't give quick answers when you are not sure of the real answer. It may be embarrassing later on.

Some of the mayor's leadership roles

Ceremonial role

The mayor's participation in local ceremonial events is a never-ending responsibility. On a daily basis, the mayor is expected to cut ribbons at ceremonies to open new businesses, break ground for construction of new city facilities, and regularly appear at fairs, parades, and other community celebrations. The mayor also issues proclamations for a variety of purposes. As featured speaker before professional clubs, school assemblies, and neighborhood groups, the mayor can expect to be interviewed, photographed, and otherwise placed on extensive public display by the media.

Intergovernmental relations

Your city does not operate in a vacuum. Cities must work within a complex intergovernmental system. Keep in contact and cooperate with your federal, state, county, and school officials. Get to know the officials of neighboring and similarly sized cities.

Mayors take the lead in representing their local government to those from outside the community who are interested in joint ventures – including other local governments, regional organizations, and federal and state government representatives. In this area, mayors promote a favorable image of their local government and pursue resources that will benefit the community.

Public relations

Mayors inform the public, the media, and staff about issues affecting the community. This role is critical in building public support and facilitating effective decision-making by the council.

Working with residents

The most important trait a new official can cultivate is the simple ability to listen. You will quickly find that when frustrated city residents call on you to complain, they do not come to listen – they come to talk. So let them.

Make an effort to keep your constituents informed and encourage participation. Expect and respect complaints. Make sure your city has a way to effectively deal with them.

Sitting in your position of new responsibility does not allow you to forget the people who elected you to office. They expect you to keep them informed and to give them an opportunity to express themselves. If you do this, you will surely increase your chances for success as a public official.

Dealing with the media

The media is your best contact with the public – it informs the community about what is happening and why. A good working relationship is mutually beneficial to both you and the media. Through the media, you have the opportunity to comment publicly on local issues and inform residents of city activities. If you work hard to cultivate that relationship, you can ensure that the media have all the facts and provide accurate, fair coverage of city issues.

Practical advice

Helpful pointers from other Washington mayors.

Leadership ...

- **Lead by example.** Be honest, consistent, and flexible. Don't play games.
- **Use common sense.** If your heart, mind, and gut agree, then go for it.
- **Don't get stampeded into action by the strong demands of special interest groups.** Your job is to find the entire community's long-term public interest, and you may be hearing from a vocal minority.
- **Be clear on what you stand for.** List ten things you believe in.
- **A new mayor should have goals.** Make a list of things you want to accomplish. But don't act rashly and assume that only you know the best way to accomplish things. Every issue will benefit from additional discussion. Your perceptions may change.
- **Sometimes we underestimate the potential impact of a mayor's leadership.** Use the dignity of your office to help the community get past contentious issues.
- **There is a tremendous amount of discomfort in making very public decisions.** Sometimes the decisions feel like the end of the earth. It's easy to fear the political consequences. But it is important to look a little more long-term in perspective, weigh everything, and reach good decisions.
- **Know that you won't be able to satisfy everyone.** If you try, you won't be able to demonstrate leadership. Listen fairly, listen thoughtfully, and then do what's right.
- **Most of the easy decisions got made a long time ago.** Many decisions that need to be made can be very painful – but you can't solve those big problems without pain.
- **See if you can develop a vision of what your city should look like in the future, and work with others to that end.**

"We're busy electing

barometers, when what we

really need are compasses."

– Author unknown

The mayor as chief executive

Most people understand that, except under a council-manager form of government, the mayor is the chief executive of the city. When there is a serious emergency, such as a flood, residents properly assume that it is the mayor who has the authority to take charge. Unfortunately, it is also assumed by some mayors that their power is almost supreme, even in the absence of an emergency.

Though the mayor has executive authority in a mayor-council city, that authority is defined by state law and must be exercised in a manner consistent with policy decisions made by the city council. There are statutory limitations both on what you can do and how you can do certain things. Appendix 1 lists the specific statutes that grant powers and responsibilities to the mayor. This chapter provides an overview of your chief executive responsibilities.

Administrative/policymaker distinction

Again, it is the council's role to adopt policies for the city and it is the mayor's role to administer or carry out those policies. The distinction sounds simple, but it can cause confusion and animosity.

Though a mayor does not set policy, as the elected chief executive it is certainly appropriate for the mayor to bring policy options and recommendations to the council. That is part of the leadership role of the mayor. That leadership role is particularly evident in the budget process, where the mayor submits a preliminary budget to the council as a proposed guideline for city priorities.

So, who actually runs the city?

In many of the smaller towns and cities in Washington, the city clerk is the person at city hall who does a lot of the day-to-day administration of the city. The clerk's duties are established by state statutes and city ordinances – this person is typically in charge of administration when the mayor is not at city hall.

In many cities, the mayor is employed full-time in another job and does not have the time to be at city hall taking care of administrative details. The mayor's salary in most municipalities clearly indicates that the job is not full-time.

As cities grow and the complexities of city administration become more difficult for a part-time mayor and a city clerk to handle, some cities choose to create a new position titled "administrative assistant," "city administrator," or "executive assistant" to help with city administration, under the direction of the mayor. The individual in such a position is generally appointed by the mayor and performs tasks within the statutory authority of the mayor. While the council can establish the qualifications and the duties of the position, it cannot take powers delegated by statute to the mayor and give those to the city administrator.

Only about a dozen Washington cities currently have full-time mayors, though a growing number of cities have individuals who work full-time as executive assistants to the mayor, as described above.

Some cities have chosen to change to a council-manager form of government when there is a consensus that a professional administrator could better handle the city administration. The decision of whether a city should have a professional city administrator or city manager is complex, involving politics, finances, and the views of the people.

Responding to resident complaints

Residents often contact the mayor when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. Work with staff to resolve problems, keeping in mind that you are not the individual with all the answers.

For instance, as land use planning becomes more complex, don't be tempted to give a quick answer or promise to a landowner before checking with the city's planning department or reviewing the city's development regulations. Consider referring callers to the staff person with the expertise, then follow up to make sure the matter has been handled appropriately. If a matter is normally handled by the police department, direct the complainant to the police department.

City staff will appreciate your involvement if you make the proper referrals, and if you are careful to not make promises that are inconsistent with city procedures or policies.

If word gets out that complaining to the mayor gets a more prompt response to minor nuisance problems, you are bound to receive a lot of those calls. Did the people elect you to solve the barking-dog problem, or did they elect you to make sure that city staff properly handle these minor issues?

Relationship with the city attorney

In most cities, the mayor appoints the city attorney, whether that position is full-time or part-time. In some cities, the council takes an active role to arrange for the provision of legal services through a contract. Regardless of how the position is established, remember that although the mayor typically has more contact with the city attorney than the councilmembers or city staff, the city attorney's job is to advise all city officials. Sometimes councilmembers feel that the city attorney is the mayor's attorney, particularly if the city attorney generally supports the mayor's position in situations where the answer is unclear.

A mayor cannot prohibit the council from accessing the city attorney for advice. For financial reasons, the mayor may feel that questions to the city attorney should be channeled through the mayor, to avoid possible duplication and to make sure that the questions are presented clearly. Ultimately it is up to the council to establish procedures on how to provide city attorney services.

Some smaller cities try to minimize legal service fees by having the city attorney skip regular council meetings. That can be thrifty, but shortsighted, particularly when the council is dealing with controversial matters such as land development, or complex procedural issues such as local improvement districts.

Make your attorney's job easier

Inform the city attorney ahead of time when you see a legal issue brewing. No attorney wants to be asked a complex question at a council meeting without prior warning. Don't be surprised if your attorney tells you they need to research the issue or discuss it with you (and council) in an executive session.

Instead of asking the city attorney without warning: "Can we do _____?", ask: "How can we do _____?" and give your attorney time to research the issue. City attorneys often get frustrated by frequently informing the mayor and council that they cannot do something. They would rather use their creativity to come up with alternate ways to legally accomplish an objective.

The attorneys at MRSC are another good source of legal expertise, but they are not a substitute for your city attorney, and your conversations with them are not subject to attorney-client privilege. Please keep in mind that their consultation is based on the facts you provide. Sometimes there are special factors involved, perhaps unique to your city. That is why MRSC will always advise you to review an issue with your city attorney.

Public records disclosure

You are legally obligated to disclose city documents to the public upon request. For example, when there is a request from the public to disclose a city document, the city must respond to the disclosure request in writing within five working days. The short turnaround time requires that city staff have clear guidelines for how to process these requests. Most cities have adopted public disclosure procedures. If your city has not yet adopted public disclosure policies, consider making that recommendation to the council.

Many city records are exempt from disclosure, and there are even statutes that prohibit disclosure of some records. (See Appendix 3, Public records disclosure, for more details on what is disclosable.) The Open Government Trainings Act requires elected officials to receive training on public records, the Open Public Meetings Act (OPMA), and records retention within 90 days of taking office and every four years thereafter.

In partnership with MRSC, AWC provides the courses for free online. The eLearnings are available to watch anytime, and they meet the Open Government Trainings Act requirement.

Emergency management

In mayor-council cities, the mayor is statutorily in charge when there is an emergency or disaster. RCW 38.52 contains the state statutes requiring that every city and town adopt an emergency management plan. Some cities choose to join with other cities or the county to create a joint emergency management agency. Together they select a director and grant them extensive authority to cope with an emergency.

The city clerk can provide you with a copy of your city's emergency management plan. Read it. Keep a copy readily available in both your office and at home. When a disaster happens, you may need to coordinate the emergency response. Depending on the emergency type and its duration, you may want to seek

consultation or approval of the council for certain actions, if feasible. (See Appendix 1, Overview of statutes, for further discussion of emergency management.)

And remember that while you have operational control during an emergency, the council always has final control of the city's budget. It is a good practice to keep them informed and get them to ratify purchasing and other budget-related decisions as soon as practicable during an emergency.

Personnel management

The statutes generally give the mayor or city manager, as chief executive, broad authority to hire and fire employees. (See Appendix 1, Overview of statutes.) Realize, however, that employee lawsuits can be one of your largest areas of potential liability. There are legal limitations on the actions you take in hiring, discipline, and discharge:

- **State and federal laws, court decisions** – Laws relating to anti-discrimination, overtime compensation, safety, sexual harassment, and many others.
- **The city's personnel policies** – Policies passed either as an ordinance or adopted as administrative policies.
- **Civil service** – Except for very small cities, most police and fire employees are protected by civil service. Some charter cities also provide civil service coverage for other city employees. Civil service governs hiring processes and provides hearings for disciplinary actions. Your actions may be subject to appeal to the local civil service commission (RCW 41.08 and 41.12).
- **Union contracts** – The terms of the labor contract prevail over other local regulations, including civil service rules and personnel rules. In many contracts, a grievance procedure provides for disciplinary appeals to an outside arbitrator.

Before you jump...

Prior to taking any serious disciplinary action, consult with your attorney. Your liability insurance carrier may also provide some preventative legal assistance.

Another tip is to have good and consistent personnel policies. Current and clearly written policies help avoid lawsuits, promote consistency, and contribute to employee morale.

Labor relations

Unions have a significant presence in Washington cities. Most city employees have the right to organize under the state Collective Bargaining Act and have joined statewide unions or have formed local associations (RCW 41.56).

In particular, most police and fire departments are well-organized. Except for very small cities, police and fire are also subject to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police and fire negotiations.

Labor relations advice

- Know the terms of your labor contracts.
- You can't change wages, hours or working conditions without bargaining these

In any disciplinary action –

hasten slowly.

issues with the union. This means you can't unilaterally implement a change in benefits, for example, without risking an unfair labor practice.

- You may or may not choose to be on the bargaining team. Be aware of the disadvantages – the process is very time-consuming and may affect your day-to-day relationships with employees. Because city employees are often your constituents, you may have unions putting political pressure on you. Some cities hire professional consultants to bargain on behalf of management.

Practical advice

Helpful pointers from other Washington mayors.

Working with staff ...

- **Hiring good people is what it's all about.** Get the best that you can. Take your time. It can be incredibly costly to undo a bad hiring decision.
- **Get to know staff.** Learn what they do.
- **Listen to your staff.** Give them as much responsibility as they can handle. Task your employees with the responsibility to create new ideas and better ways to get stuff done.
- **Keep perspective.** The people who helped get you elected may not always be the right people to help you run the city.
- **Say thank you!** Let folks know how much you appreciate them and give credit where credit is due.
- **Treat staff with respect.** They are a very valuable asset.
- **Be consistent.** Treat everyone the same.
- **Formalize your city's personnel rules and regulations.** Make sure the rules are clear.
- **Keep your employees informed.** Stay in touch with decision-makers on the front line and those who are in frequent contact with the people.
- **Budget money for and encourage your staff to attend professional meetings and seminars.** These learning opportunities and the personal contacts can be invaluable to your city.

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**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

ITEM NUMBER: 11a

DATE: July 14, 2022

SUBJECT: Transportation Benefit District Sales Tax Levy Renewal

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS:

- A – Resolution 2022-10, Transportation Benefit District Levy Renewal
- B – Discussion of Use of Public Facilities in Election Campaigns (RCW 42.17A.555)
- C – Map showing projects completed or in current budget funded with Transportation Sales Tax
- D – Map showing Transportation Sales Tax funded projects in current Transportation Improvement Plan (2023 to 2028)

PURPOSE

Review and discuss Transportation Benefit District (TBD) taxing authority, which is set to expire in 2023 and whether to authorize placement of the TBD sales tax renewal on the November ballot. To do this, a resolution must be adopted by the City Council and submitted to the County Auditor, Elections Division, no later than August 2, 2022.

STAFF RECOMMENDATION

Staff recommends the City Council review, discuss and adopt Resolution 2022-10, authorizing placement of the TBD sales tax renewal on the November 8, 2022, General election ballot.

COMMITTEE REVIEW AND RECOMMENDATION

The proposed levy renewal was discussed by the Finance Committee on June 13, 2022 and was unanimously recommended for placement of the levy renewal on the General Election Ballot November 8th, 2022. The Public Works Committee is scheduled to discuss at their July 11, 2022 meeting. The Public Works Committee recommendation will be provided verbally to council.

BACKGROUND

The City of Stanwood approved Ordinance No. 1328 on November 19, 2012, establishing Stanwood Transportation Benefit District (the "District") pursuant to Chapter 36.73 RCW. The

District was originally organized as a legally separate municipal entity and taxing authority from the City. By Ordinance 1406, in January 2016, the City Council assumed the rights, powers, immunities, functions and obligations of the District, as allowed by RCW 36.74.020, and as a result, the District was absorbed into the City and is no longer considered a legally separate entity.

RCW 36.73.040(3) gives transportation benefit districts the authority to impose taxes, fees, charges, and tolls to carry out the purposes of the District. The City currently imposes a sales and use tax, in accordance with RCW 82.14.0455, as the authorized source of revenue to finance the transportation capital improvements identified in the City's Six-year Capital Improvements Plan or as hereafter amended, (the "TBD Projects"). This resolution would renew the sales and use tax placed on taxable retail sales within the city, in the amount of two-tenths of one percent (0.2%); the renewal would continue the tax for an additional ten years and maintain the city's current 9.3 percent tax rate. As shown in Table Five below, Stanwood's sales tax rates is one of the lower city rates in Snohomish County. It is the intent of the City to allocate funds from the voter-approved sales and use tax in a manner that generally balances the use of the funds equitably among the TBD Projects during the 10-year period of the levy. The deadline to place the measure on the General Election Ballot is Aug. 2nd, 2022.

It is important to note that sixty percent of residents responding to the city's February survey ranked "Building Safe Streets" as one of their top three priorities. The full text of the question was "Develop multi-modal, safe, and aesthetically pleasing city streets and support our WSDOT partnership to improve SR532 intersections." This indicates the levy renewal of this important funding source is in line with city resident priorities.

A description of RCW 42.17A.555, which prohibits the use of facilities of a public office to support or oppose a ballot measure is included as Attachment B, for council information.

ALTERNATIVE TRANSPORTATION BENEFIT DISTRICT REVENUE OPTIONS

As an alternative to the sales tax, TBDs may instead impose councilmanic vehicle license fees up to \$50 without voter approval, subject to the following conditions, or may impose fees up to \$100 with voter approval.

A TBD may impose a non-voted vehicle license fee up to \$20 at any time, but a TBD may only impose a non-voted vehicle license fee above \$20 as follows:

Up to \$40, but only if a \$20 fee has been in effect for at least 24 months.

Up to \$50, but only if a \$40 fee has been in effect for at least 24 months. Any non-voted fee higher than \$40 is subject to potential referendum, as provided in RCW 36.73.065(6).

Any license fees over these amounts, up to a maximum of \$100, must be approved by a simple majority of voters. However, most jurisdictions have opted for the councilmanic (non-voted) fees. The only TBD to successfully pass a voted vehicle license fee is the Seattle TBD, where voters approved a \$60 fee increase in 2014 after rejecting a similar increase in 2011. A handful of other jurisdictions have attempted voted TBD license fees without success, including Bremerton, Burien, and Edmonds (all in 2009) and King County (in 2014).

Based on comparison with a similar-size city, Stanwood would receive approximately \$175,000 if a \$20 tab fee were imposed. Tab fees are generally considered less equitable than a sales tax given that only city residents pay car tab fees, and the sales tax is paid by all shoppers in the city, i.e., the greater Stanwood-Camano community. This is equitable as this is the community that

contributes to the need for more roads and ultimately the amount of capital investment in roads is required as well as the amount of maintenance and operation costs.

PROJECT LISTS—COMPLETED PROJECTS AND PROJECTS IN-PROCESS

Staff put together a set of tables and maps describing the work funded by the TBD Sales Tax:

- Table One, on the following page, identifies eighteen projects that were supported by TBD funding between 2015 and 2021.
- Table Two identifies eight projects funded by the 2022 budget and are currently under construction or in design phases.
- Table Three identifies ten projects in the Current Transportation Improvement Plan funded by the original Sales Tax levy.
- Table Four identifies ten projects included in the current Transportation Improvement Plan that would be funded in the 2024 to 2028 timeframe if the levy is renewed.

The projects listed in Tables One and Two have been highlighted on the map at Attachment C, and the projects listed in Tables Three and Four have been identified on a map at Attachment D, illustrating the benefit to many areas and residents of the city.

FINANCIAL IMPLICATIONS

The TBD currently generates approximately \$550,000 per year in revenues for transportation system maintenance and improvement projects. Since the TBD's inception, the City has utilized over \$3.6 million in funding from the TBD to support Street Operations for qualifying capital projects including more than one dozen pavement preservation projects, six sidewalk and ADA improvement projects throughout the City, as well as LED street lighting upgrades. Without funding from the TBD, general tax dollars, Real Estate Excise Tax (REET) dollars and grant money would need to be diverted from other uses for these transportation improvement projects.

As shown in Table Six below, the City's ability to leverage TBD funding by using it as grant matching funds has been impressive. The city has applied TBD funds in the amount of \$2,101,111 as required matching funds toward more than \$5.9 million of state and federal grants, including state and federal Safe Routes to Schools sidewalk improvement projects, state Transportation Improvement Fund Overlay grants and the Rural Town Centers & Corridors grants administered by Puget Sound Regional Council. These projects to date have led to 5.47 miles of new or resurfaced roads and 0.58 miles of new sidewalks, and 153 ADA compliant ramp upgrades. Additionally, projects in process add another 1.58 miles of new sidewalk and 24 ADA ramps.

The project lists included in this report provide details of future projects through 2028, which is the period of the current Transportation Improvement Plan. Beyond 2028, Transportation Sales Tax will be allocated to projects based on priorities set by the city council through the annual Transportation Plan update, with a continued focus on leveraging the funds to obtain grants.

There will be a relatively small cost to place the proposition on the ballot. Since this will be in the general election, the associated costs are expected to be less expensive than if it was done during a special election. Election costs for this ballot proposition are anticipated to cost less than \$4,000.

CITY COUNCIL OPTIONS

- 1) Approve Resolution 2022-10 authorizing placement of a proposition on the Nov. 8, 2022, General Election renewing the TBD sales tax.
- 2) Do not approve Resolution 2022-10 and direct staff to address specific Council issues or concerns prior to Council reconsidering the resolution.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2022-10 – PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY ON NOVEMBER 8, 2022, TO RENEW A SALES AND USE TAX IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%) FOR THE PURPOSE OF FINANCING COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE CITY FOR A PERIOD OF TEN (10) YEARS.

PROJECT LISTS

TABLE ONE - 2015-2021 Completed Projects

270th Street - Florence Rd to 88th - Drainage, Curbs, Sidewalks	\$	32,503
92nd Street Overlay- 271st to 276th	\$	7,518
272nd Street Overlay - 72nd to 86th	\$	30,213
270th St. - 94th to 96th Drainage, Curbs, Sidewalks and Overlay	\$	440,000
Sidewalk Construction 68th Ave: 280th St. to 284th St.	\$	93,082
88th Ave Overlay - SR532 to Florence Rd	\$	51,853
271st Street Overlay - 94th to SR532	\$	51,853
Pioneer Highway Overlay - city limits to city Limits	\$	68,774
Cedarhome Drive Overlay: Viaduct to 276 St.	\$	36,720
92nd Ave Overlay: 271st St. to Lover's Lane	\$	36,875
92nd Ave Sidewalk: 271st St. to Heritage Park, Design	\$	21,158
72nd Ave Sidewalk: 272nd St. to 276th St., Design	\$	21,158
Viking Way -Construction, Sidewalks & LED Streetlights	\$	1,388,048
102nd Ave Overlay: 271st St. to Lover's Lane	\$	34,277
272nd Pl Overlay 99th Ave to 102nd	\$	172,547
276th sidewalk: 70th Ave. to 72nd Ave., Design	\$	64,539
276th St. Overlay - 80th to 73rd	\$	30,439
276th St. Overlay - 73rd to City Limit	\$	30,439
Total	\$	2,611,996

TABLE TWO - Projects in Process (Included in 2022 Budget:)

72nd Ave Overlay - Church Creek Park to 276th	\$	21,000
68th Ave Overlay - 276th to 280th	\$	21,000
Main Street Beautification	\$	100,000
Sidewalk 273rd (100th to 102nd)	\$	184,500
Sidewalk 92nd (271st to Heritage Pk)	\$	270,000
80th Ave. Reconstruction (Phase One)	\$	157,500
Viking Way-90th Ave. Phase 2	\$	60,600
Port Susan trail	\$	200,000
Total	\$	1,014,600

TABLE THREE - 2023 Projects In Six-Year Transportation Improvement Plan:

80th Ave. Reconstruction (Phase One) with Widening	\$	100,000
Viking Way-90th Ave. Ph. 2	\$	76,000
Main Street Beautification - Design	\$	100,000
284th St. Improvements	\$	72,000
Overlay/ADA ramps 68th-280th to city limits	\$	29,300
Overlay/ADA ramps 72nd-SR532 to Pioneer Hwy	\$	30,000
92nd Ave Sidewalk-W. side, No. of 271st and 272nd	\$	100,000
Sidewalk S. side of 273rd Pl.-100th to 102nd	\$	72,452
Sidewalk 72nd-N. side 72nd to 78th & curb and gutter	\$	20,000
Westside Overlays: 104th, 103rd, 102nd, 271st, 272nd, 273rd	\$	89,775
Total	\$	689,527

Table Four**2024-2028 Transportation Improvement Plan Projects:**

Overlay and ADA Improvement: asphalt/ADA upgrades on 68th from 280th St nw to city limits, and 72nd ave NW from SR532 to Pioneer HWY, 80th from 280th to 284th, 284th from 68th to 80th	\$ 237,000
Sidewalk 272nd st NW: north side between 72nd Ave and West of 78th Ave add curbing,gutter,sidewalk and ADA requirements to north side of 272nd St NW	\$ 75,000
Sidewalk 98th Dr NW: widening roadway and add sidewalk on east side of 98th Dr. NW between SR532 and 270th St.	\$ 75,000
Sidewalk 284th st NW South: south side between 68th and east of 70th Ave	\$ 75,000
Westside Overlays: Ovelays on 104th DR NW, 103rd DR NW, 102nd DR NW,273rd PL NW, 272nd PL NW, and 271st St NW	\$ 297,563
Main Street Beautification: Camano Street, 92nd AVE, Brick Road/102nd Ave, 271st Street 84th-88th AVE, 270th Street: City Hall park to 102nd Ave, 271st Street: Central District includes beautification, lighting, gateway features, landscaping.	\$ 200,000
Sidewalk 72nd AVE NW: include Curb, gutter and construct missing sidewalk panels from 272nd st-276th st	\$ 75,000
Sidewalk Cedarhome Drive NW: South side between 271st st and 276th St. Add curbs, gutter, sidewalk and ADA requirements	\$ 75,000
80th Ave. Reconstruction (Phase Two) with Calming	\$ 400,000
Total	\$1,509,563

Table Five

City	Sales Tax Rate
Arlington	9.4%
Bothell	10.6%
Darrington	9.1%
Edmonds	10.6%
Everett	10.6%
Gold Bar	9.1%
Granite Falls	9.1%
Index	9.1%
Lake Stevens	9.4%
Lynnwood	10.6%
Marysville	9.4%
Mountlake Terrace	10.5%
Mukilteo	10.6%
North Lakewood	9.4%
Silvana	9.1%
Snohomish	10.5%
Stanwood	9.3%
Startup	9.1%
Sultan	9.1%

Table Six

Project	Grantor	Grant Total	TBD Match	Project Total
Viking Way/90th Ave Improvements Ph. 1	Rural Town Centers & Corridors (PSRC)	\$2,899,472	\$ 1,388,048	\$ 4,287,520
Sidewalk Construction 68th Ave - 280th St. to 284th St.	WSDOT/US Dept of Commerce	\$ 474,120	\$ 424,353	\$ 898,473
272nd Ave. Overlay 72nd to 86th	Transportation Improvement Board	\$ 271,501	\$ 30,213	\$ 301,714
Pioneer Highway Overlay	Transportation Improvement Board	\$ 728,233	\$ 68,774	\$ 797,007
88th Ave. Overlay	Transportation Improvement Board	\$ 200,352	\$ 23,508	\$ 223,860
271st St. Overlay - 94th to SR532	Transportation Improvement Board	\$ 200,352	\$ 23,508	\$ 223,860
Cedarhome Drive Overlay - Viaduct to 276 St.	Transportation Improvement Board	\$ 219,727	\$ 29,152	\$ 248,879
92nd Ave Overlay - 271st St. to Lover's Lane	Transportation Improvement Board	\$ 220,642	\$ 29,265	\$ 249,907
102nd Ave. Overlay	Transportation Improvement Board	\$ 205,659	\$ 23,412	\$ 229,071
276th St. Overlay - 80th to 73rd	Transportation Improvement Board	\$ 273,958	\$ 30,439	\$ 304,397
276th St. Overlay - 73rd to City Limit	Transportation Improvement Board	\$ 223,021	\$ 30,439	\$ 253,460
Totals		\$5,917,037	\$ 2,101,111	\$ 8,018,148

RESOLUTION 2022-10

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY ON NOVEMBER 8, 2022, TO RENEW A SALES AND USE TAX WITHIN THE BOUNDARIES OF THE CITY UPON ALL TAXABLE RETAIL SALES AND USES IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%) FOR THE PURPOSE OF FINANCING ALL OR A PORTION OF THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE CITY IDENTIFIED HEREIN FOR A PERIOD OF TEN (10) YEARS.

WHEREAS, Chapter 36.73 RCW enables cities and counties to create transportation benefit districts to finance and carry out transportation improvements necessitated by economic development and to improve the performance of transportation systems; and,

WHEREAS, the City of Stanwood (the "City") approved Ordinance No. 1328 on November 19, 2012 establishing Stanwood Transportation Benefit District (the "District") pursuant to Chapter 36.73 RCW; and,

WHEREAS, the District was originally organized as a legally separate municipal entity and taxing authority from the City; and,

WHEREAS, pursuant to Ordinance 1406, in January 2016, the City Council assumed the rights, powers, immunities, functions and obligations of the District, as allowed by RCW 36.74.020, and as a result, the District was absorbed into the City and is no longer considered a legally separate entity; and,

WHEREAS, RCW 36.73.040(3) gives transportation benefit districts the authority to impose taxes, fees, charges, and tolls to carry out the purposes of the District; and,

WHEREAS, the City has identified a sales and use tax, in accordance with RCW 82.14.0455, as the authorized source of revenue to finance the transportation capital improvements identified in the City's Six-year Capital Improvements Plan or as hereafter amended, (the "TBD Projects"); and,

WHEREAS, the sales and use tax placed on taxable retail sales within the District, in the amount of two-tenths of one percent (0.2%) would be in effect for a period of ten years upon a favorable vote of the qualified electors within the District; and,

WHEREAS, it is the intent of the City to allocate funds from the voter approved sales and use tax in a manner that generally balances the use of the funds equitably among the TBD Projects during the 10-year period of the levy;

NOW, THEREFORE THE CITY OF STANWOOD CITY COUNCIL AS THE GOVERNING BOARD OF THE STANWOOD TRANSPORTATION BENEFIT DISTRICT, HEREBY RESOLVES AS FOLLOWS:

Section One. Findings – Description of the TBD Projects. The City hereby finds that the best interests of the inhabitants of the City require the City to renew a sales and use tax of two-tenths of one percent (0.2%) pursuant to RCW 36.73.040(3)(a), RCW 36.73.065 and RCW 82.14.0455 for the purpose of providing a portion of the funds necessary to finance the TBD Projects.

The TBD Projects consist of the transportation improvement projects described in the City's Six-year Capital Improvements Plan (or as hereafter amended).

The cost of all necessary design, engineering, financial, legal, and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the foregoing TBD Projects shall be deemed a part of the costs of the TBD Projects.

The City shall determine the application of moneys available for the TBD Projects so as to accomplish, as nearly as may be, all of the TBD Projects. In the event that the proceeds of sales and use taxes authorized herein, plus any other money of the City legally available therefore, are insufficient to accomplish all of the TBD Projects, the City shall use the available funds for paying the cost of those portions of the TBD Projects deemed by the City most necessary and in the best interest of the City.

The City shall determine the exact locations and specifications for the elements of the TBD Projects as well as the timing, order, and manner of implementing or completing the TBD Projects. The City may alter, make substitutions to, and amend the TBD Project descriptions as it determines is in the best interests of the City and in accordance with the material change policy adopted by the City and the notice, hearing, and other procedures described in Chapter 36.73 RCW, including RCW 36.73.050(2)(b), in each case as the same may be amended from time to time.

If the City shall determine that it has become impractical to acquire, construct, or implement all or any portion of the TBD Projects by reason of changed conditions incompatible development, costs substantially in excess of the amount of sales and use tax proceeds estimated to be available, or acquisition by a superior governmental authority, the City shall not be required to acquire, construct, or implement such portions.

Section Two. Ballot Measure. The Snohomish County Auditor (the "Director"), as ex officio supervisor of elections in Snohomish County, Washington, is hereby requested to call and conduct an election to be held within the District on November 8, 2022, for the purpose of submitting to the qualified electors of the City for their approval or rejection, a proposition in accordance with state law and in substantially the following form:

**CITY OF STANWOOD, WASHINGTON
(STANWOOD TRANSPORTATION BENEFIT DISTRICT)
PROPOSITION 1
SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS**

The Stanwood City Council adopted Resolution No. 1460 concerning a tax to fund transportation improvements. This proposition would renew a sales and use tax of two-tenths of one percent (0.2%) to be collected from all taxable retail sales in accordance with RCW 82.14.0455 for 10 years. Funds would be used to pay costs associated with transportation improvement projects identified in the City of Stanwood's Six-year Capital Improvements Plan.

Should this proposition be approved?

Yes? ☐

No? ☐

Section Three. Notice. For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates the City Attorney as the individual to whom such notice should be provided. The City Attorney is authorized to approve changes to the ballot title, if any, deemed necessary by the Director.

Section Four. Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's or clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section Five. Authorization. The proper City Officials are authorized to perform such duties as are necessary or required by law to submit the question of whether the sales and use tax shall be renewed, as provided in this resolution, to the electors at the November 8, 2022 election.

Section Six. Voter's Pamphlet. The Council finds and declares it to be in the best interests of the City to have information regarding the aforesaid proposition included in local voters' pamphlets, and authorizes the appropriate costs thereof to be charged to and paid by the City, and further authorizes and directs that the City Attorney and City Clerk provide such information to the Director and to take such other actions as may be necessary or appropriate to that end.

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

PASSED by the City Council of Stanwood, Washington, at a regular open public meeting thereof held this 14th day of July, 2022.

Sales and Use Tax
to Fund Specified Transportation Improvements
Page 3 of 4

CITY OF STANWOOD

Sid Roberts, Mayor

Attest:

Mayor

Lisa Sokolik, City Clerk

Approved as to form:

Nikki Thompson, City Attorney

Use of Public Facilities in Election Campaigns

This page provides an overview of the state law prohibiting the use of public facilities to support or oppose a ballot measure or an election campaign for public office by any local government official or employee in Washington State.

Overview

State law ([RCW 42.17A.555](#)) prohibits the use of facilities of a public office to support or oppose a ballot measure or an campaign for public office. This prohibition was part of Initiative 276 adopted by the voters in 1972.

It is important for local government officials to be aware of what may and may not be done in regard to supporting or opposing a ballot proposition. These rules apply to all units of local government and their officials and employees, including counties, cities, towns, transit districts, port districts and other special districts.

The general prohibition against use of public facilities is very broad and comprehensive. The term "public facilities" is defined to include use of stationery, postage, equipment, use of employees during working hours, vehicles, office space, publications of the office, or lists of persons served by the local government.

This prohibition means that elective or appointive personnel of local governments may not work to support or oppose a ballot proposition during work time or allow public facilities to be used for that purpose.

Allowable Activities

There are three specific exceptions to the broad prohibition on using public facilities to support or oppose a ballot proposition.

1. Legislative body motions/resolutions. A local governing body, such as a city council or a county or special purpose district board of commissioners, may vote on a motion or resolution to express support or opposition to a ballot proposition, provided that the legislative body follows the required procedural steps (see the examples section below for details).

2. Statements by elected officials. An elected official may make a statement in support or opposition to a ballot proposition at an open press conference or in response to a specific inquiry.

3. "Normal and regular conduct." The third exception is somewhat broader and allows activities which are part of the normal and regular conduct of the local government. Under this exception, a local government could prepare an objective and neutral presentation of facts concerning a ballot measure. For example, details could be provided to citizens concerning the financial impact of an initiative on the local government, such as how revenues would be affected by its passage. Care must be taken that this information be presented in a fair, objective manner.

Many local governments also allow use of their meeting room facilities on a nondiscriminatory, equal access basis to the public, usually for a rental fee. If this is the case, then it would be allowable to hold a public forum for citizens with pro and con representatives discussing an initiative in a public meeting hall.

Practice Tip: [RCW 42.17A.555](#) does not restrict the right of local government officials and employees to express their own personal views supporting or opposing a ballot proposition, so long as that expression does not involve using public facilities (see [WAC 390-05-271](#)).

This means that elected officials and staff may campaign on their own time, using their own supplies and equipment, for or against a ballot proposition by preparing brochures, mailings, doorbelling, and other such activities.

Local employees and officials may also write letters to the editor expressing their personal views, and they may even identify their position with the local government. However, there should be no implication in the letter that the writer is expressing an official position on behalf of the local government.

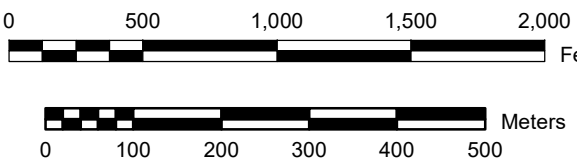
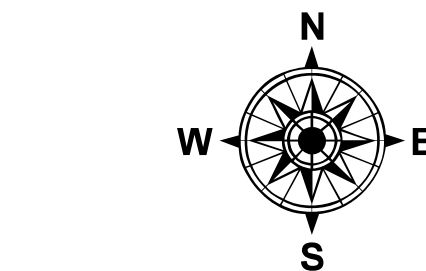
City of Stanwood

Snohomish County, WA

- State Route
- Major Road
- Street
- Dirt Road, Private Road, Driveway, etc.
- Railroad
- River, Stream, Shoreline
- City Boundary
- UGA
- Park
- Water Feature
- School
- Fire Station
- Police Station

2015-2022 Projects

Projects shown include various types of completed work funded by Transportation Benefit Dollars (TBD) including street overlays, design projects, drainage/curb/gutter, sidewalks, streetlights, reconstruction, and beautification efforts.

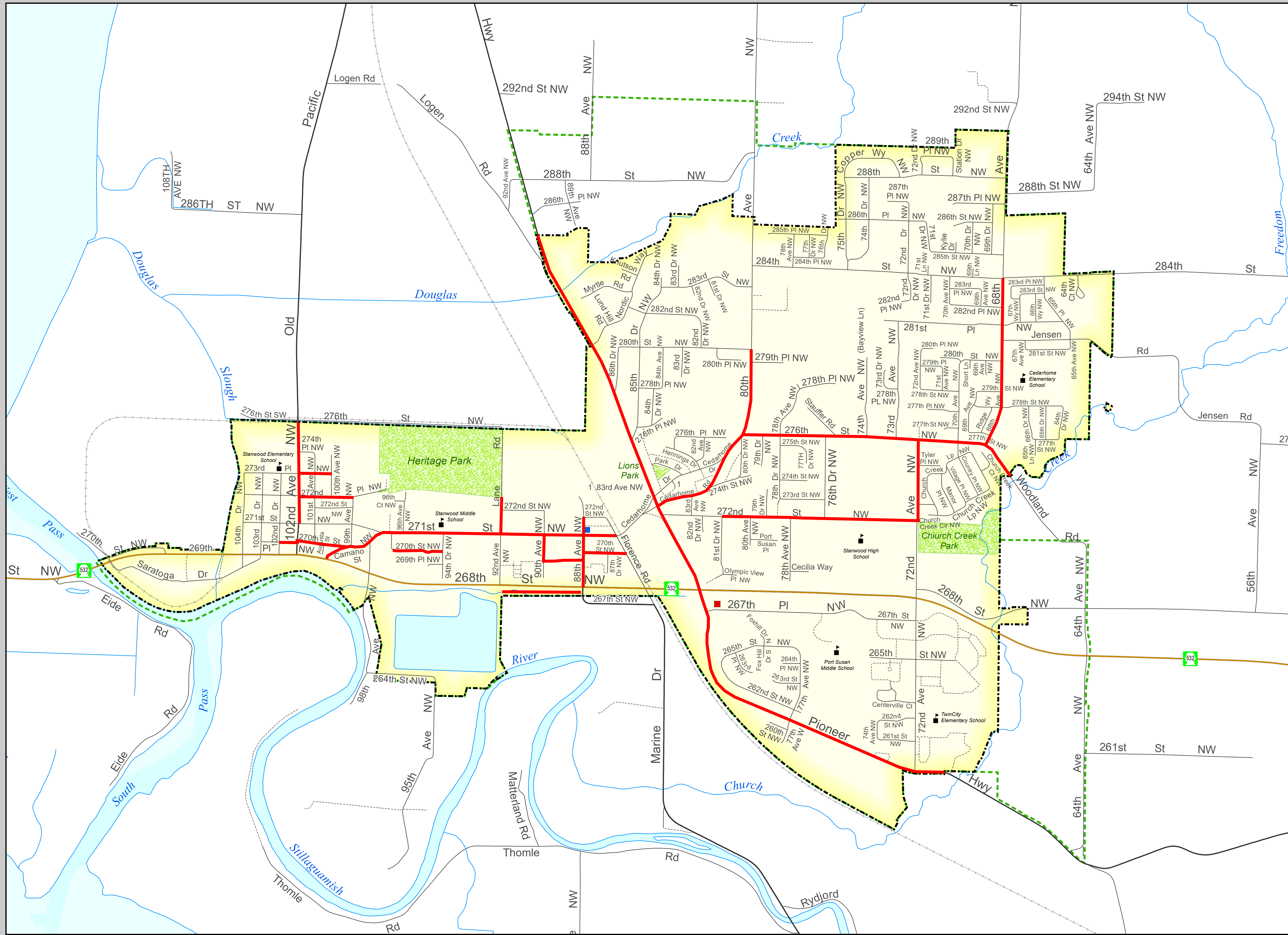


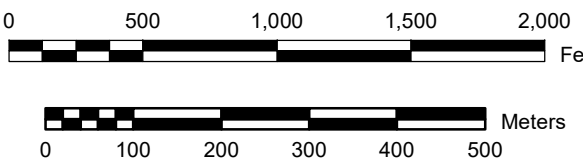
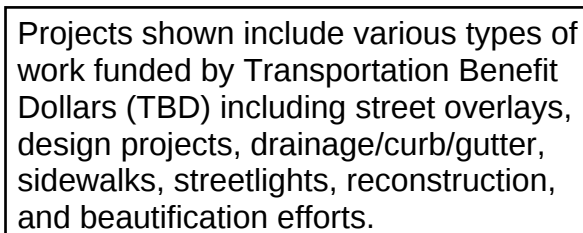
Date: Snohomish County 1/24/2022
Projection: Stateplane, Washington North Zone, FIPS 4601, Datum NAD83



Snohomish County
Information Technology
Geographic Information System

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