

City of Stanwood



City Council Packet

Stanwood City Council Special Workshop

Thursday, October 13, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, October 13, 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:** None
- 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 online via Zoom, call 360-454-5213 for assistance.
“In order to ensure compliance with RCW 42.17A.555, the city respectfully requests that public comments refrain from discussion of ballot measures or political campaigns.”
- 6. STAFF / DEPARTMENT REPORTS**
Police Compstat Report – September 2022 **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Community Development Committee Minutes – July 7, 2022 **7.1**
 - b. Economic Development Board Minutes – July 15, 2022 **7.7**
 - c. Parks and Trails Advisory Committee Minutes – July 18, 2022 **7.13**
 - d. Public Works Committee Minutes – September 12, 2022 **7.19**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – September 22, 2022 **8.5**
 - c. Approve City Council Special Workshop Minutes – September 22, 2022 **8.11**
- 9. UNFINISHED BUSINESS:** None
- 10. PUBLIC HEARING:** None
- 11. NEW BUSINESS**
 - a. Authorize the Reappointment of Economic Development Board Members **11.1**
 - b. Authorize Final Acceptance of Church Creek Lift Station Gravity Bypass Extension Completed by Faber Construction **11.3**
 - c. Authorize Final Acceptance of Church Creek Park Tree Removal Completed by Monarch Tree Service **11.5**
 - d. Authorize Final Acceptance of the Hamilton Smokestack Painting Completed by Coating Applicators **11.7**
 - e. Authorize the Mayor to Sign Snohomish County Sheriff’s Office Contract **11.19**
 - f. Authorize the Mayor to Execute Agreements with Strategies 360 and Pace Engineering to Support Grant Writing and Government Relations **11.21**
- 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:** None Scheduled at this time
- 15. ADJOURN**

Upcoming Meetings:

October 27, 2022, Regular Meeting 7:00pm
November 10, 2022, Regular Meeting 7:00pm
Monday, Nov. 21, 2022, Regular Meeting 7:00pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **6a**

DATE: October 13, 2022

SUBJECT: Police Compstat Reports

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – September 2022 Compstat Report

SUMMARY STATEMENT

Attached is the September 2022 Compstat Reports for council review.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

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

SEPTEMBER 2022

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

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

What is the benefit to the community?

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

How is data collected?

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

What data will you see in this report?

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

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

Incident data:

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

Case data:

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

SEPTEMBER 2022

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

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

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

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

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

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

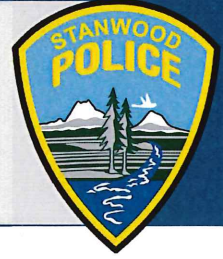
DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	4	2	67%
School Resource Officer	1	0	100%
Detective	1	0	100%

SEPTEMBER 2022

Stanwood Police Department

RECORDS UNIT



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

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

	2022	2021	2020	2019	Year to Date
Public Records Requests	44	23	28	34	279
Concealed Pistol License Issued	41	31	52	51	345
Pistol Transfer Checks	29	26	33	21	371
Fingerprinting & Approximate Time	27 6.75 hrs	29.0 7.25 hrs	0 Closed	48 12.0 hrs	240 60.0 hrs

SEPTEMBER 2022

Stanwood Police Department

Message from the Chief



When I think of September, I envision leaves falling off the trees, hot chocolate (not a pumpkin spice latte guy), breaking out the sweaters and sweatshirts, and football. You may disagree, but I have enjoyed our “extended summer” and of course no better way to end the month then with a Stilly Cup victory over Arlington.

Crime Trends:

There were a couple of notable incidents this month.

There was an online threat towards the high school. This was the same threat as one from the day before directed at a high school in south Snohomish County. By all available data it did not appear to be a credible threat, but we did increase our officer presence at our local schools. Detective Martin is working with the social media company to try and identify the suspect.

We received a vehicle prowler in progress at a local business. Officer Klassen responded to the area and located the suspect vehicle. Officer Klassen was able to determine the suspect vehicle was stolen from a neighboring city. A traffic stop was initiated, and the suspect vehicle fled at a high rate of speed. Officer Klassen let the vehicle go due to current state law that forbids vehicle pursuits, except in a few circumstances.

There was a “Dine and Dash” at a local eatery, where the manager attempted to stop the thieves as they were leaving in a vehicle. The thieves hit the manager with their vehicle, throwing him 10 feet back. Thankfully the manager only received minor injuries. The suspects fled the area. Both suspects have been identified, and charges forwarded to the Prosecutor’s Office.

Community Engagement:

Touch-A-Truck has a huge success with a ton of people in attendance. Stanwood PD had a patrol car, SCSO SWAT Team Bearcat Armored Vehicle, and Search and Rescue with their “Kiddy Copter”. It was an honor to be part of the North County Fire and EMS 9/11 Ceremony. We were out planting flags early in the morning and then took part in the procession, and ceremony. Later in the month I attended a “Meet the Chief” event hosted by the Stanwood Resource Center. The event was lightly attended, but it was good to speak with a few community members about improving police/community relations.

In Other News:

September is a big training month for our officers. All of them attended firearms training at the SCSO range and Emergency Vehicle Operating Course at the Arlington airport. Additionally, all our officers have been or will be going to a Patrol Officer’s Tactic Course. This is a three-day class that focusses on teaching officers how to deescalate tense situations and using different tactics to lessen the chance that force needs to be used.

A social worker from the Snohomish County Outreach Team (SCOUT), rode with Sgt. Robertson once this month. The SCOUT Team is a great resource when our officers contact someone that is homeless and try and connect them with services.

Chief Toner

SEPTEMBER 2022

Stanwood Police Department

Detective Report

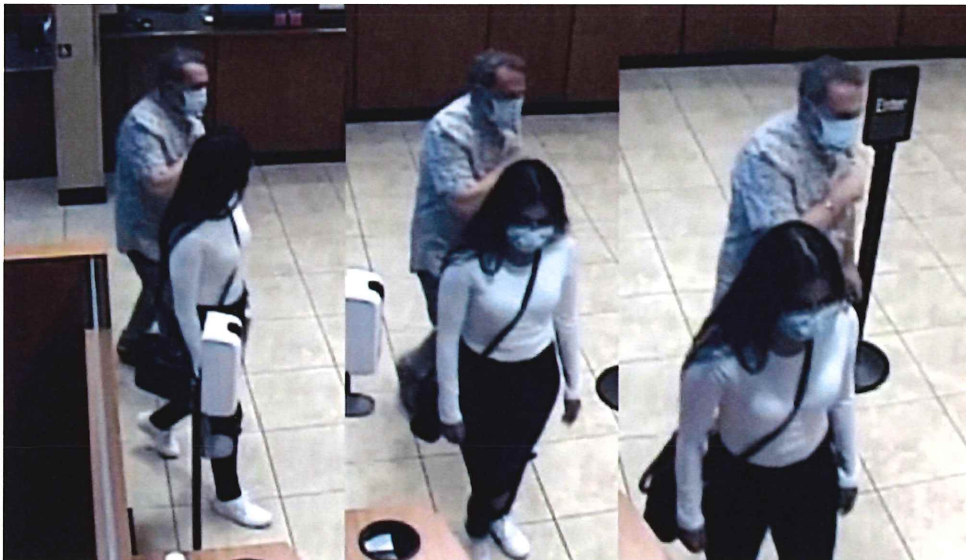
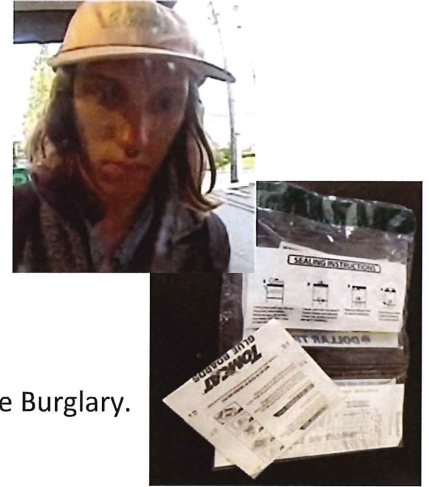


Update-Stanwood Police Case 2022-4052 Bank Deposit Box Burglary

On 07-11-2022 Deputy Scott responded to a theft complaint at a bank in Stanwood. Bank staff reported an attempt to remove items from the night drop deposit box after finding a Tomcat Glue board attached to a fishhook in the deposit box. The device was stuck to a deposit bag.

The identified subject was arrested in the South Everett area and booked into the Snohomish County Jail.

The Prosecutor's Office has charged the subject with four counts of Second Degree Burglary.



Update-Stanwood Police Case 2022-4201 Identity Theft

On 07-11-2022 Deputy Scott responded to an identity theft complaint and contacted a victim who lives in Arizona. The victim reported a person accessed his business account at a bank in Stanwood. The subject produced a California's Driver's License in the victim's name as identification. Bank staff did not notice the driver's license had a different date of birth than the account holder.

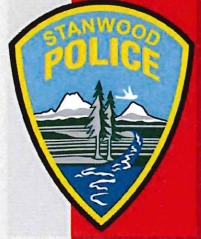
Detective Martin wrote an affidavit supporting a search warrant for the bank's video and records associated with the victim's account and the new account opened by the suspect.

Detective Martin received records/video from the bank and shared images of the subjects with area law enforcement. No one was able to identify the subjects. Detective Martin learned they are part of a criminal organization (connected to Texas and New York) using stolen bank account information and fake identification (to include US

SEPTEMBER 2022

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



SCHOOL BEGINS!

September marked the beginning of the 2022-2023 Stanwood Spartan School Year. Students appeared visibly happy to begin a school year with their friends and classmates, free of masks and tight covid restrictions. This year, with the lightened covid restrictions, the high school reduced down to two lunch periods (instead of three) and also opened up all the commons seating areas so students can be together. All in all, it appears that this school year is off to a good start.

HOMECOMING 2022

September was full of fun Spartan Homecoming events. First, the entire homecoming week was filled with various spirit days and much of the student body took part. Next came a fun all-school assembly, where homecoming challenges pitted freshmen, sophomore, junior and senior classes against each other. It was a great assembly full of student pride. The High School put on a great Homecoming parade in downtown Stanwood—showing off the various sports teams and clubs. Next came the Homecoming football game Friday night with the Spartans vs. the Mount Vernon Bulldogs. The mighty Spartans pulled out a big win to clinch the homecoming victory. The fireworks show at the end of the game was greatly appreciated by the Stanwood community. Finally, the Spartan Homecoming dance on Saturday 9/24/22 was a big hit. The tickets all sold out, and there were no problems at the dance itself. All students were well behaved and had a great time!



SEPTEMBER 2023



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

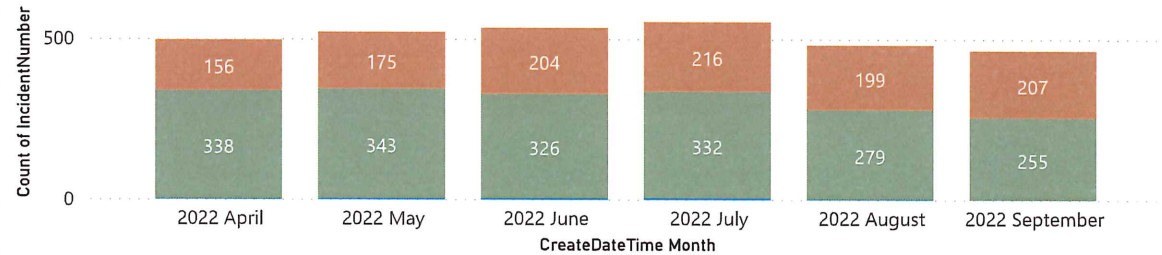


Previous Month Over Time

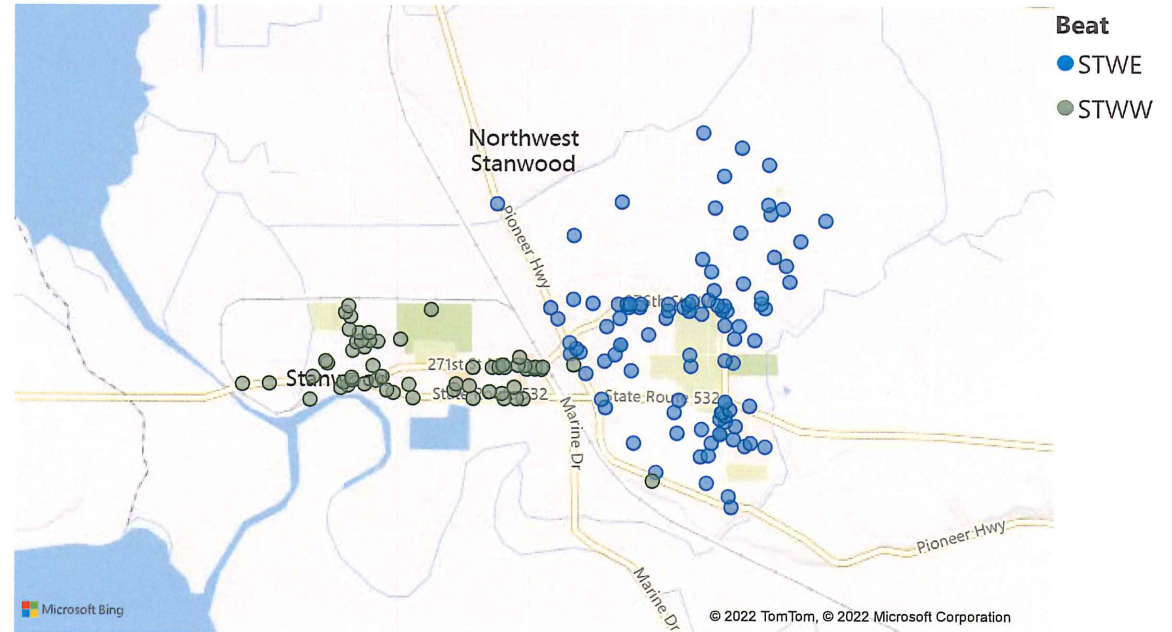
TOTAL INCIDENTS

Total Incident Counts, Past 6 Full Months by Origination Type

Call Origination ● (Blank) ● 911 call ● Officer-Initiated

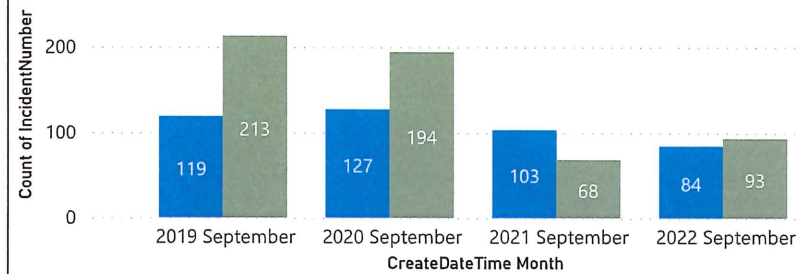


All incidents Past 1 Month - excludes victim privacy concerning incidents



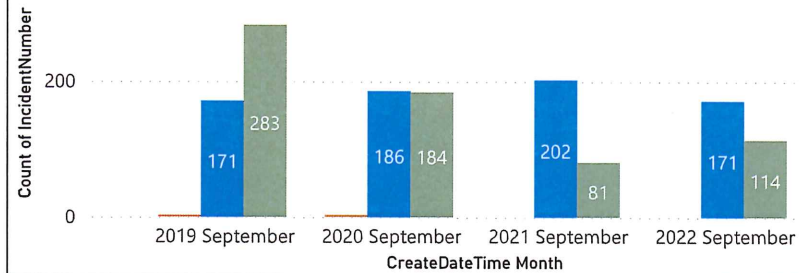
Stanwood West, Incidents by Origination

Call Origination ● 911 call ● Officer-Initiated



Stanwood East, Incidents by Origination

Call Origination ● (Blank) ● 911 call ● Officer-Initiated

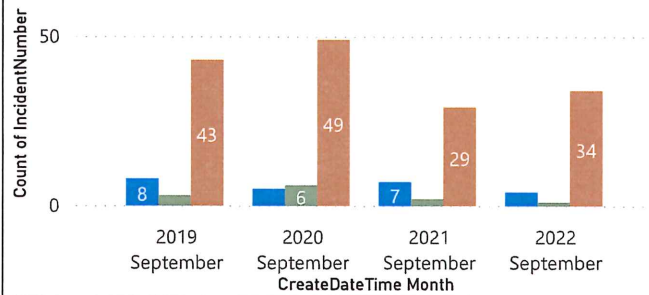




Previous Month Over Time

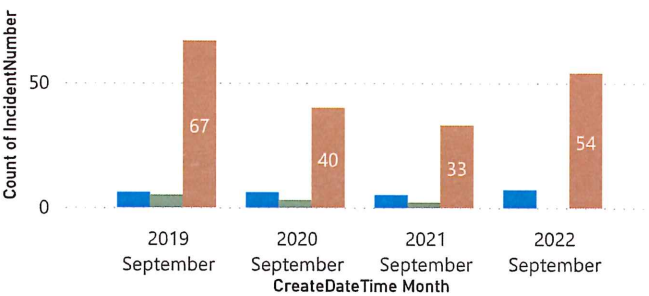
Stanwood West

IncidentType ● Collision ● DUI ● Traffic



Stanwood East

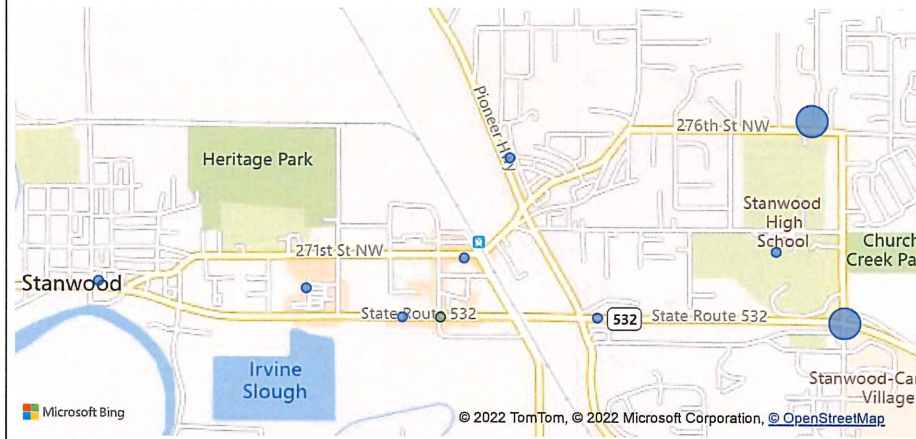
IncidentType ● Collision ● DUI ● Traffic



Collision, DUI, and Traffic INCIDENTS

Previous Month, Current Year

IncidentType ● Collision ● DUI

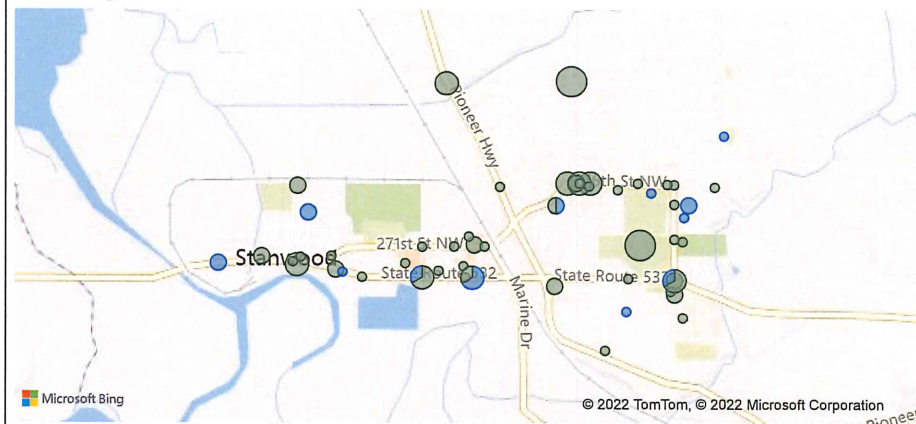


STWW & STWE

Year	Collision	DUI
2022		
April	9	14
May	9	12
June	11	6
July	8	6
August	13	
September	11	1

Traffic - Previous Month, Current Year

Call Origination ● 911 call ● Officer-Initiated



STWW & STWE

Year	Traffic
2022	
April	43
May	39
June	69
July	104
August	76
September	88



Tickets - To End of Previous Month, Current Year

Data begins in 2021, due to lack of tickets issued in 2020 (due to covid lockdowns).

of Tickets

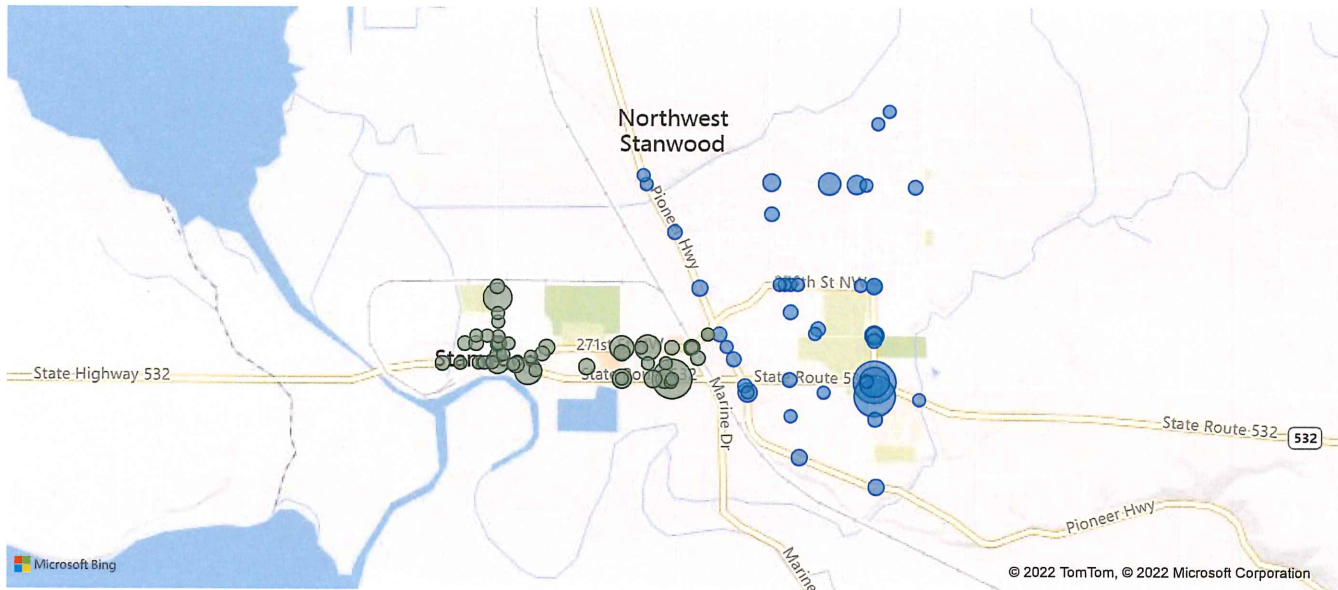
192

of Citations

269

of Citations

Beat ● STWE ● STWW



Total Tickets

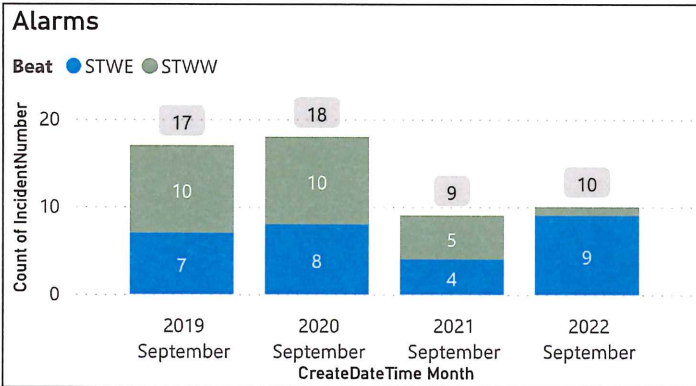
Month	2021	2022
January	16	6
February	10	5
March	22	8
April	28	1
May	14	9
June	38	17
July	7	22
August	8	14
September	7	15
October	13	
November	6	
December	3	

How Many Tickets Had More than One Citation?

59

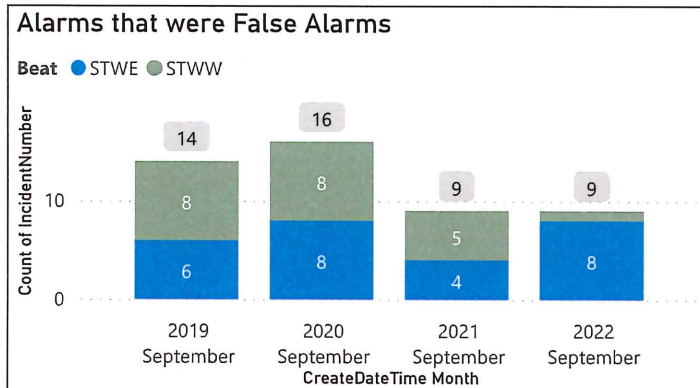


Alarms

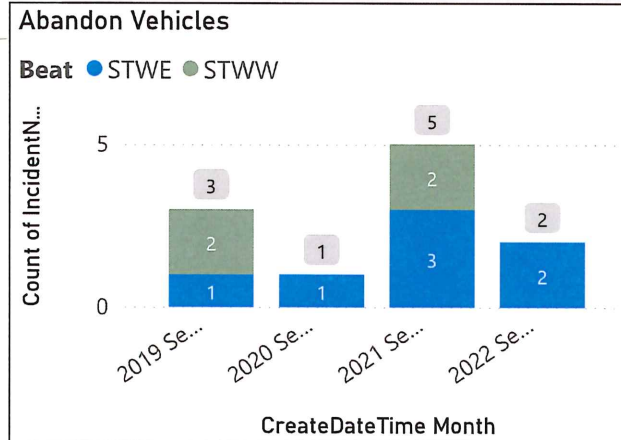


STWW & STWE

Year	Alarm
2022	
April	18
May	27
June	14
July	17
August	11
September	10

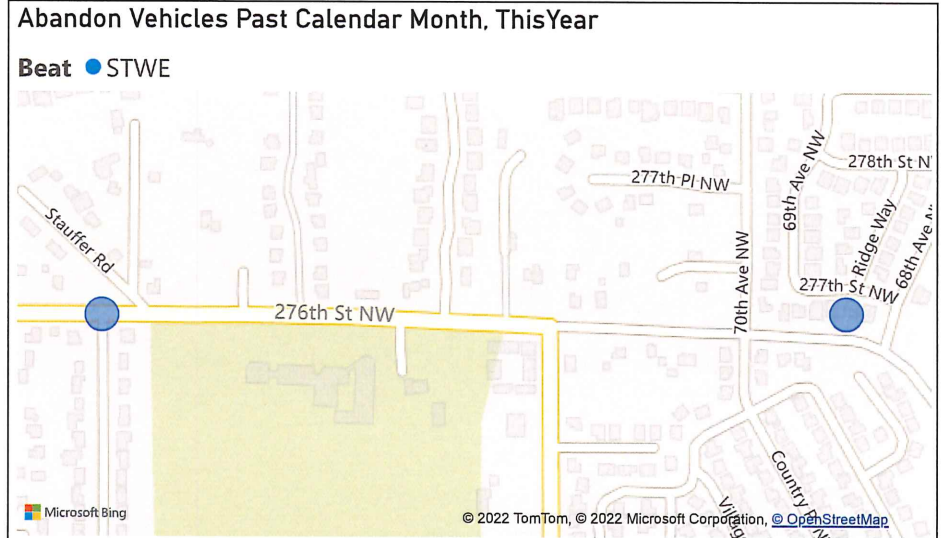


Abandon Vehicles



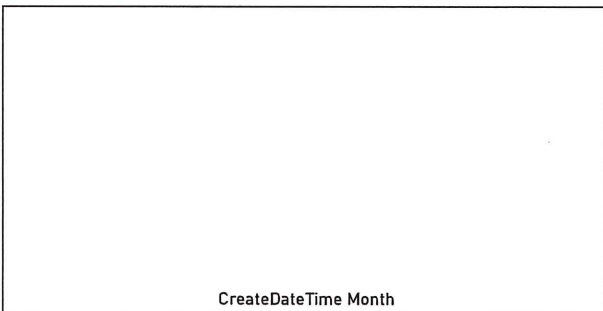
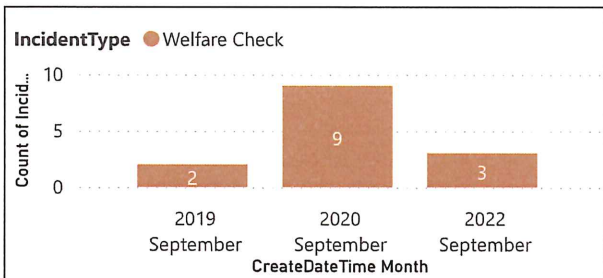
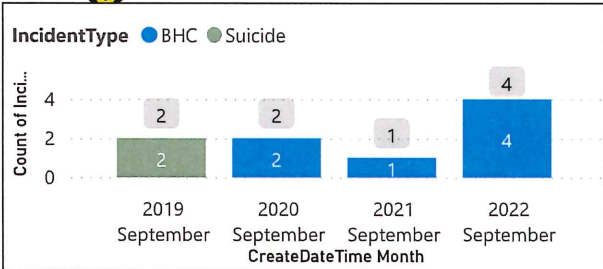
STWW & STWE

Year	Abandoned Vehicle
2022	
April	6
May	7
June	4
July	4
August	1
September	2





Stanwood West

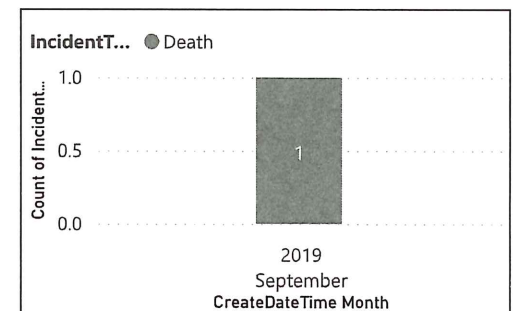
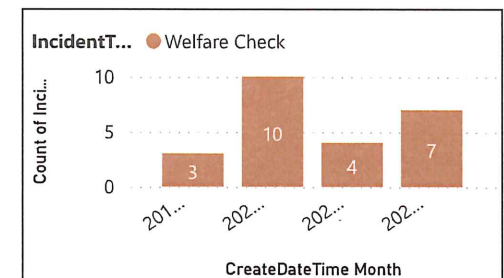
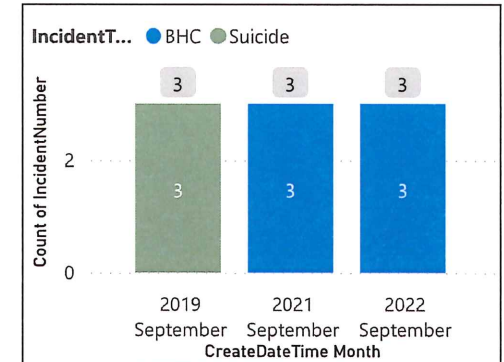


Year	BHC	Suicide
2022		
April		2
May	4	
September	4	

Year	Welfare Check
2022	
April	6
May	3
June	4
July	8
August	1
September	3

Stanwood East

Year	BHC	Suicide
2022		
April	3	1
May	3	1
June	9	
July	1	6
August	1	1
September	3	



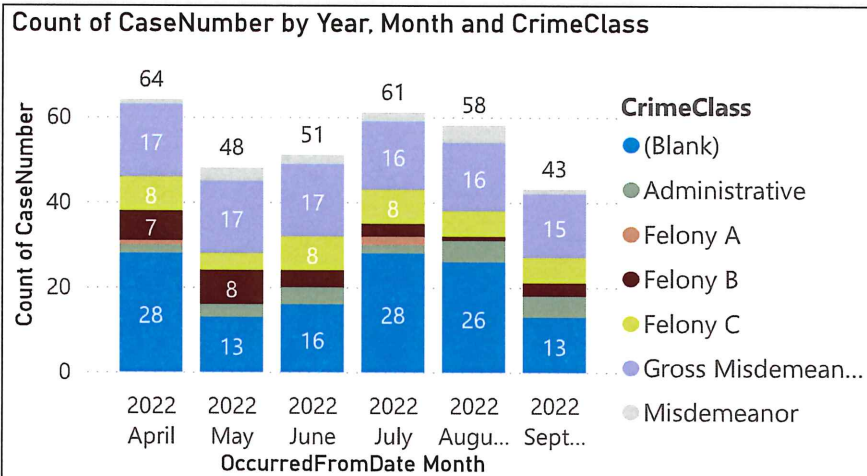
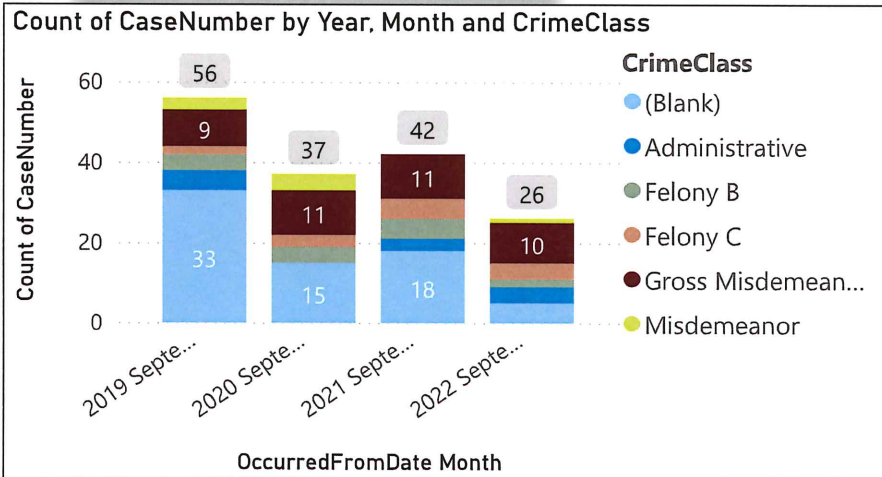


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

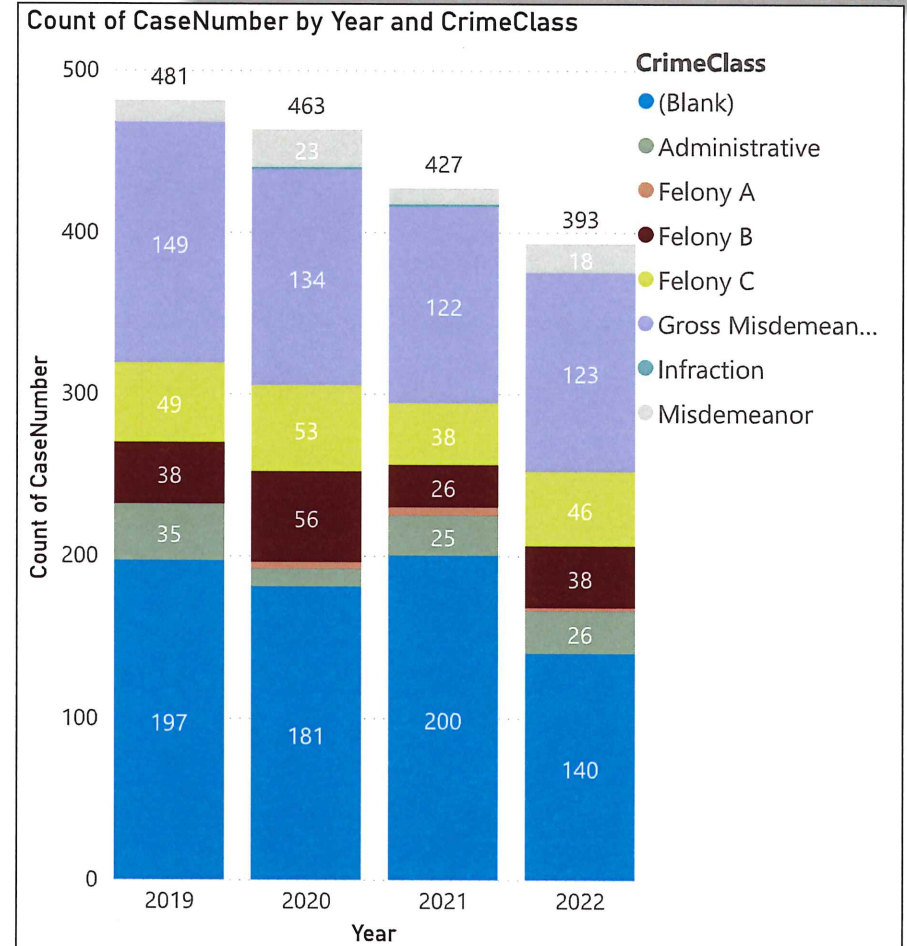
TOTAL CASES

IN THE STW BEAT

Previous Month Over Time



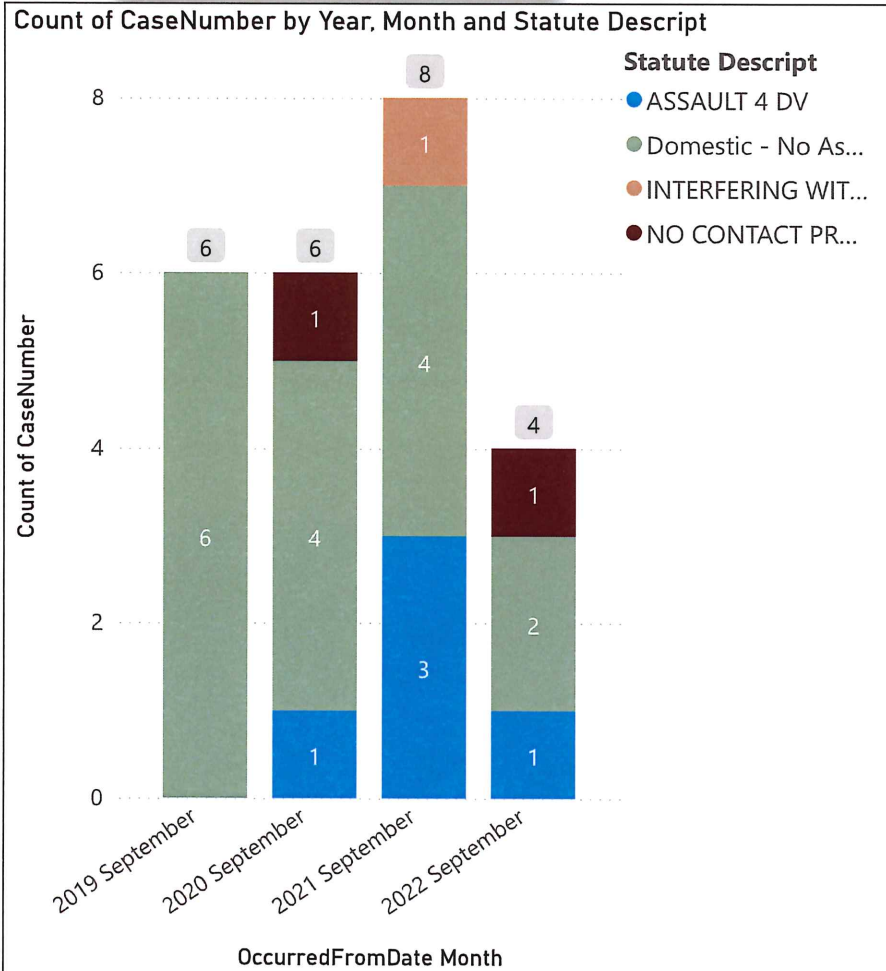
To Date by Year



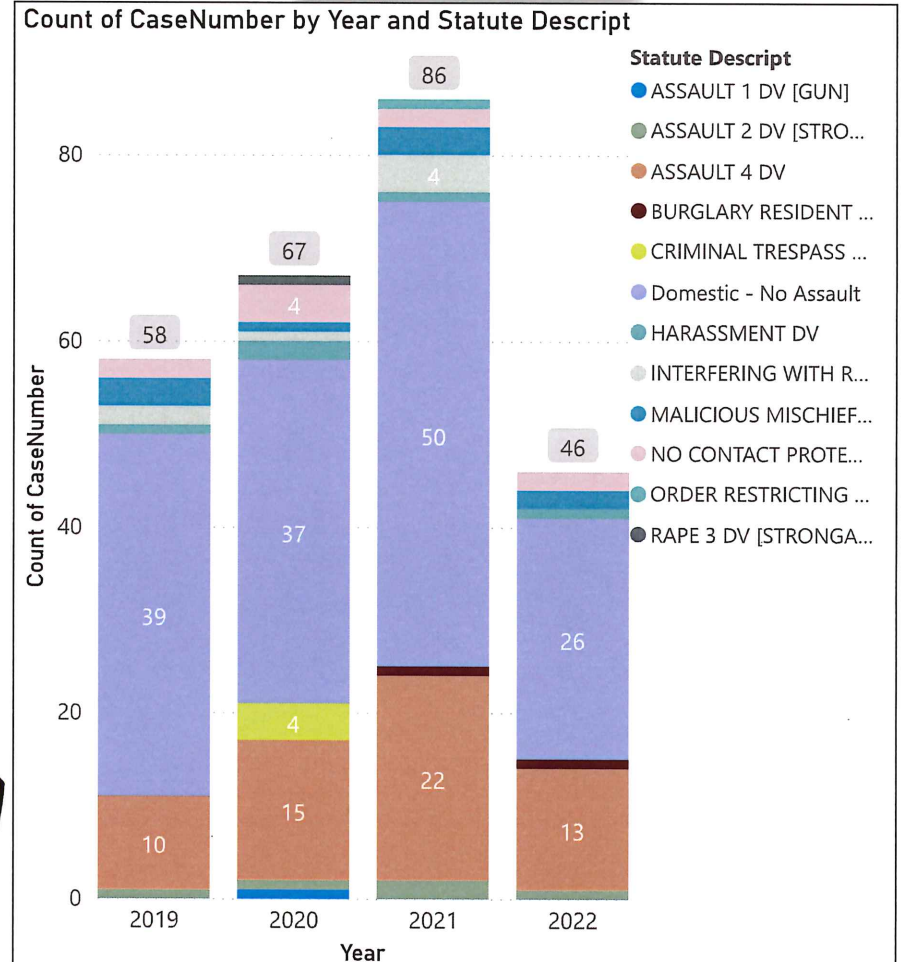
Domestic Related CASES

IN THE STW BEAT

Previous Month Over Time



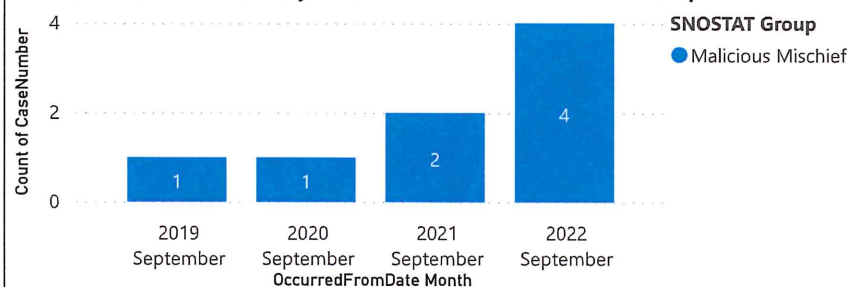
To Date By Year



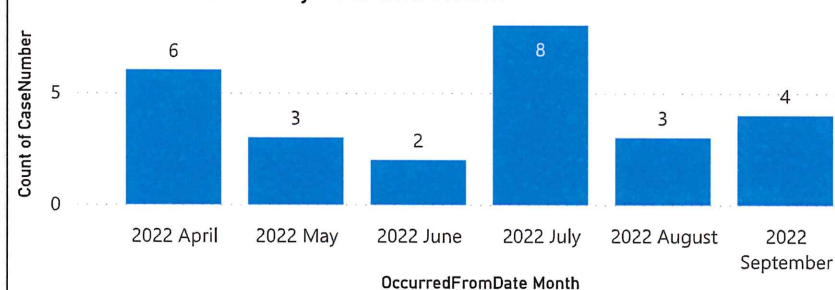


Malicious Mischief CASES

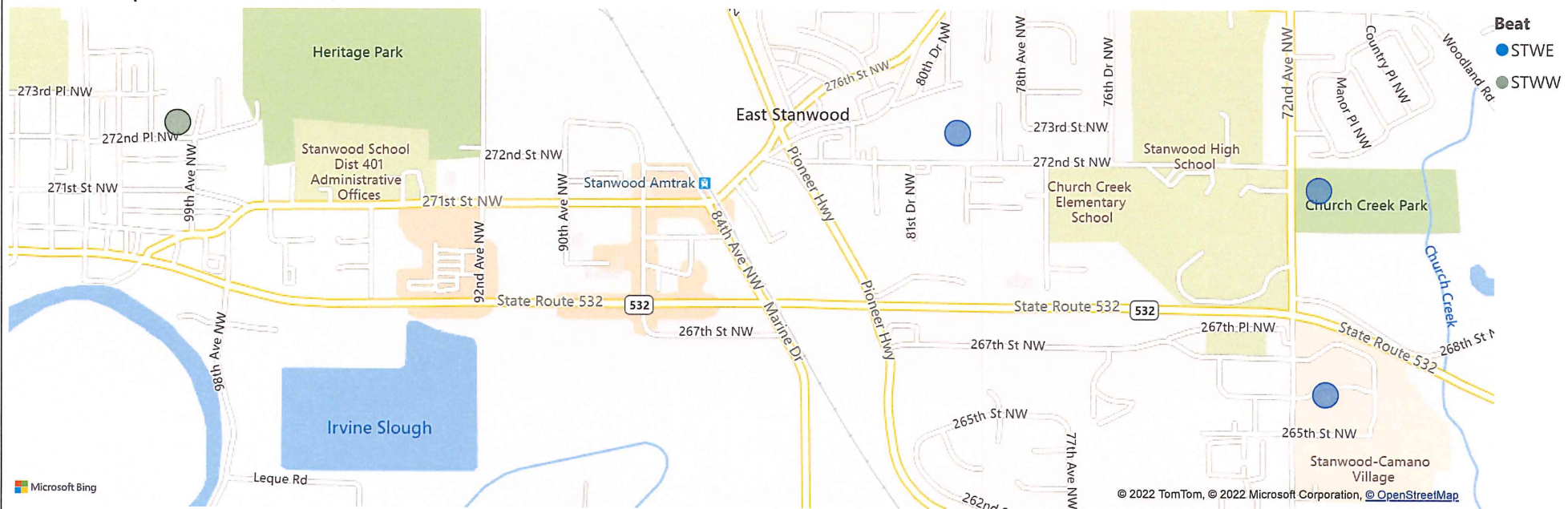
Count of CaseNumber by Year, Month and SNOSTAT Group



Count of CaseNumber by Year and Month



Cases in the past Calendar month, Current Year

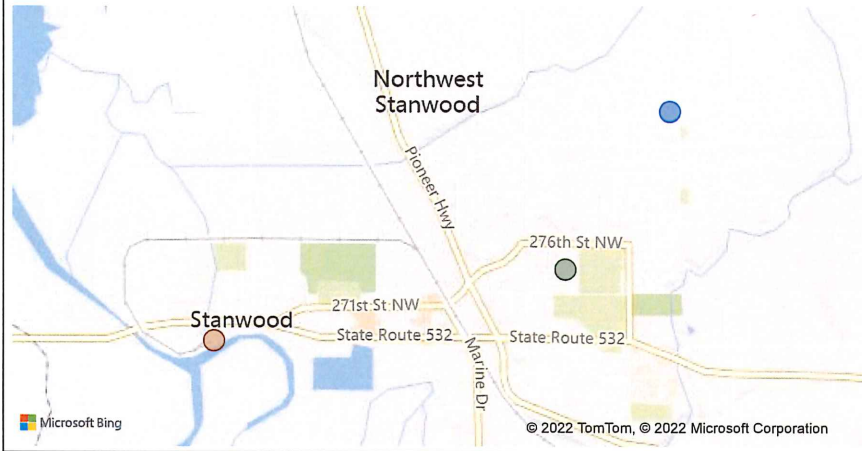




Auto Theft CASES

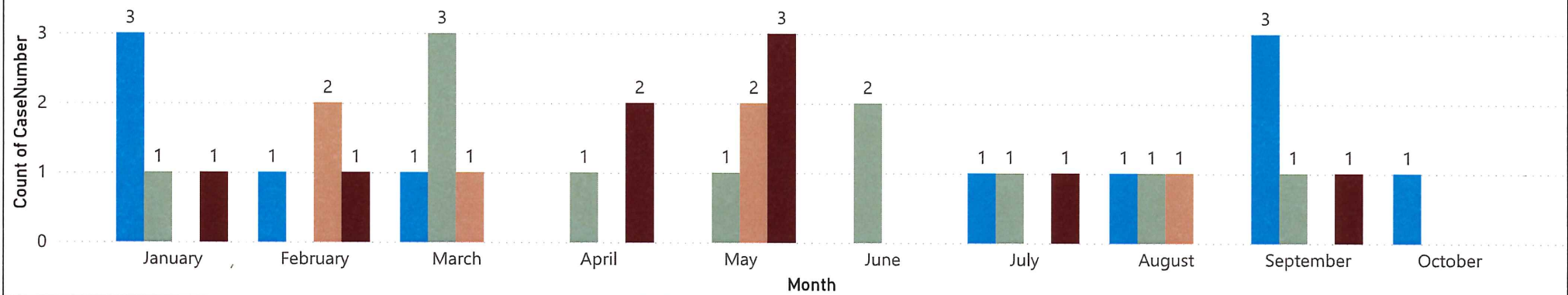
Past Six Calendar Months

Month ● April ● May ● September



Jan 1 - Present, each year

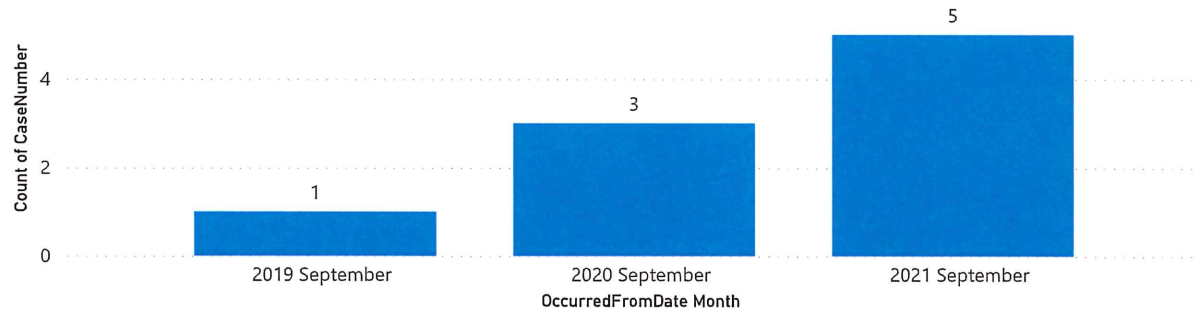
Year ● 2019 ● 2020 ● 2021 ● 2022





Vehicle Prowl CASES

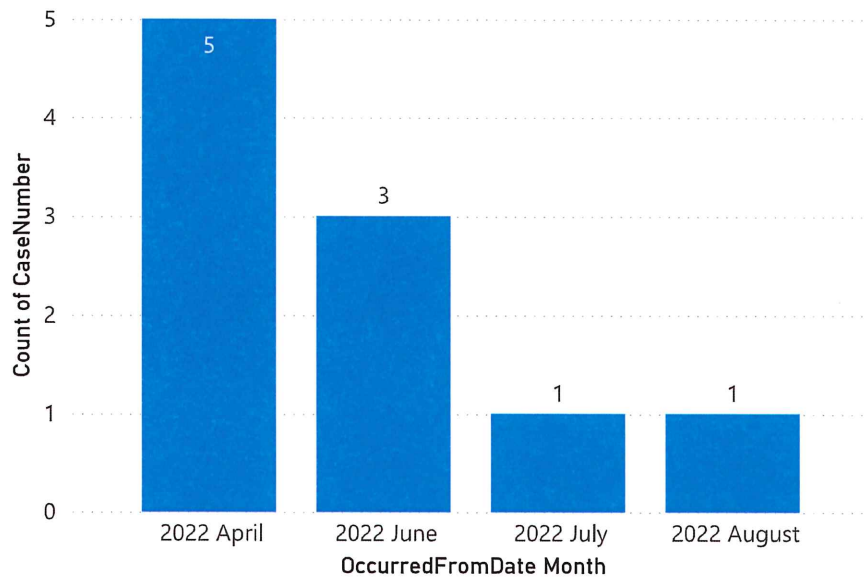
Count of CaseNumber by Year and Month



Jan 1 - Current Date, Current Year

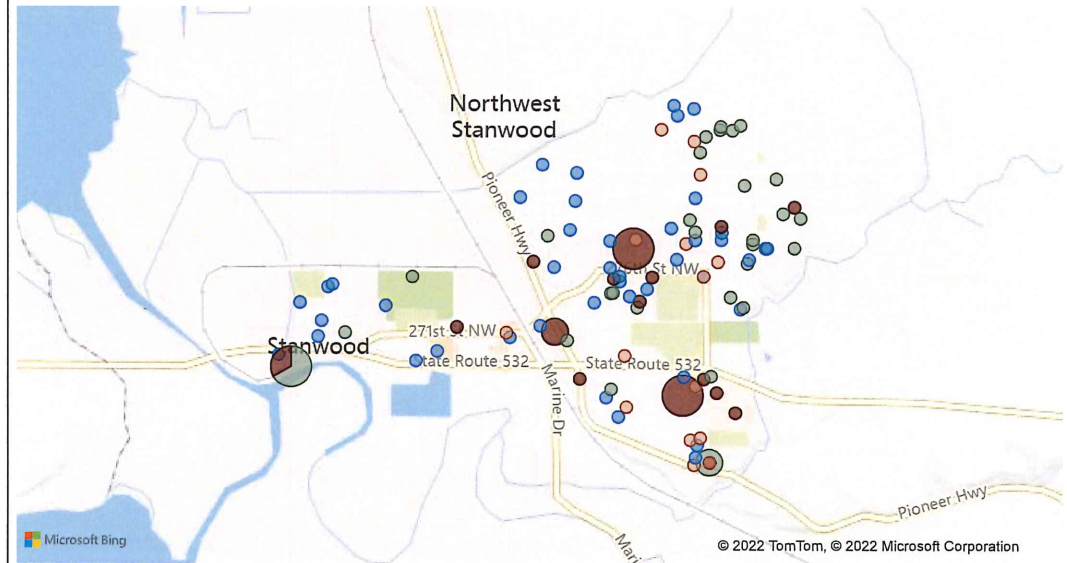
Year	Veh Prowl 1	Veh Prowl 2	Total
2019	2	41	43
2020	1	30	31
2021		16	16
2022	3	19	21

Count of CaseNumber by Year and Month



Count of CaseNumber by Year, Lat and Lon

Year ● 2019 ● 2020 ● 2021 ● 2022





Theft CASES

Jan 1 - Current Date

Beat	2019	2020	2021	2022
STWE	33	26	21	29
STWW	22	21	18	26
Total	55	47	39	55

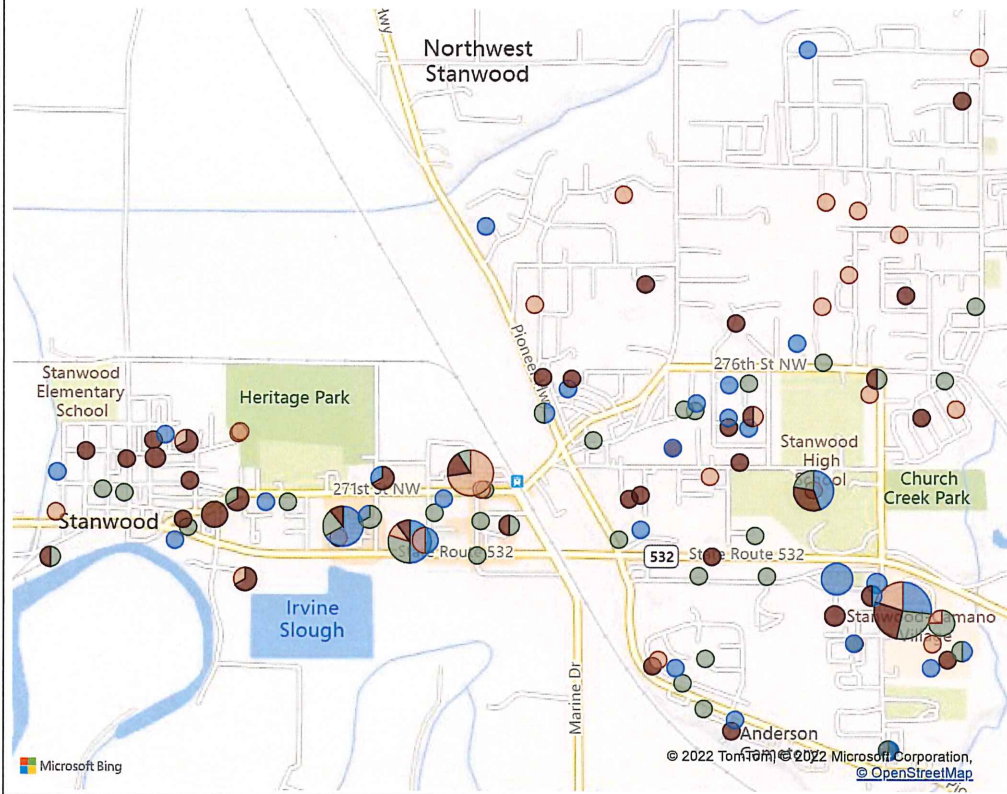
Year 2022

Beat April May June July August September

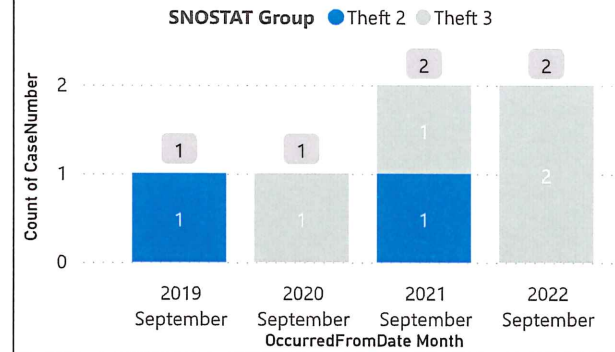
STWE	4	7	2	3	2	3
STWW	4		4	4	4	2

Count of CaseNumber by Year, Lat and Lon

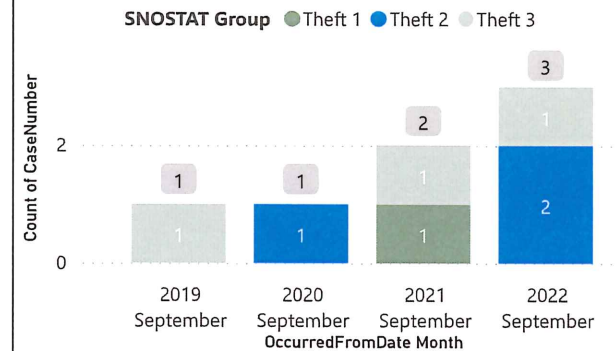
Year ● 2019 ● 2020 ● 2021 ● 2022



Stanwood West



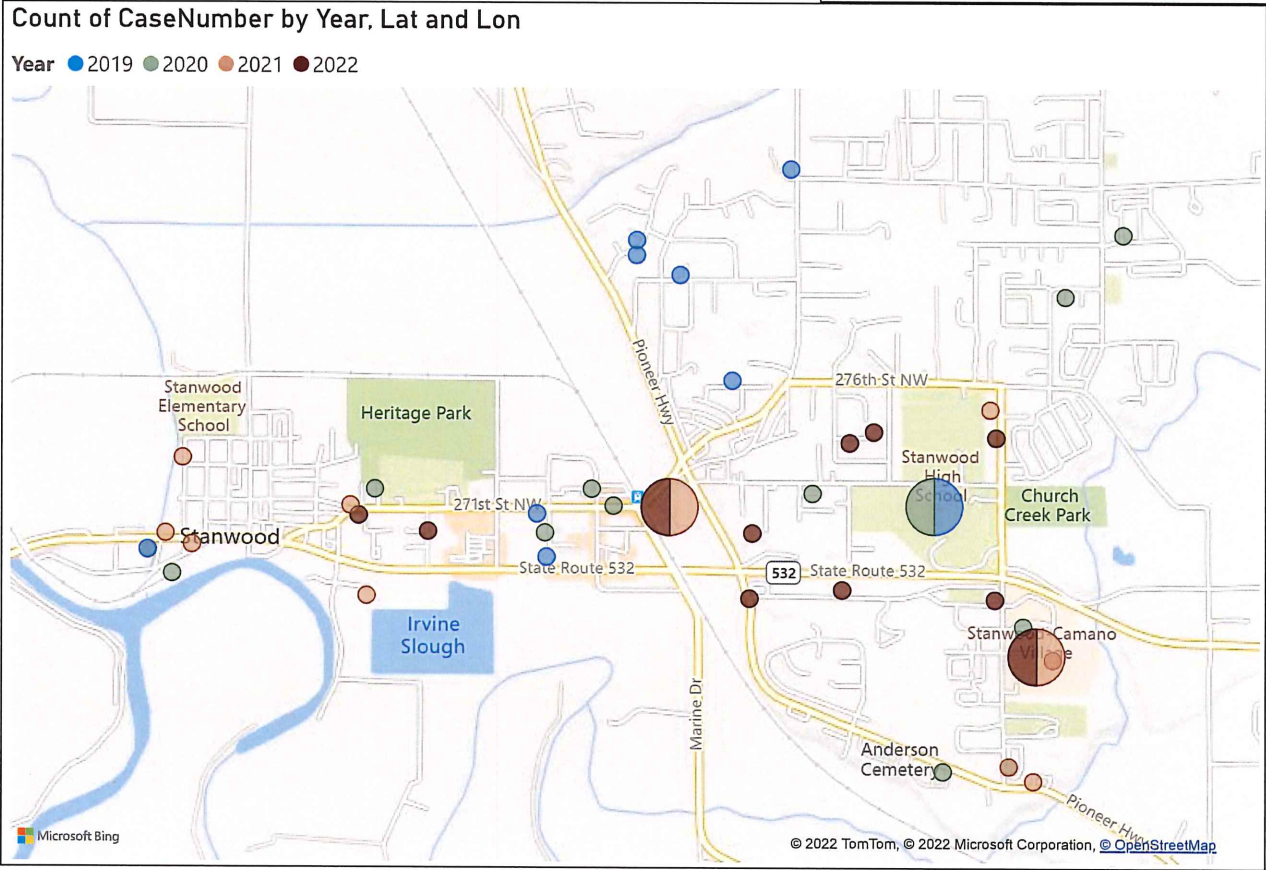
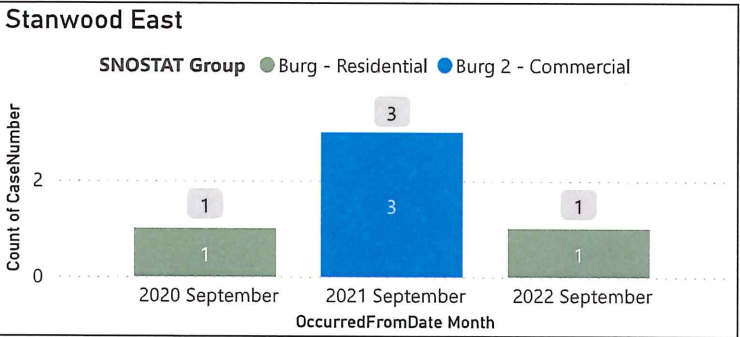
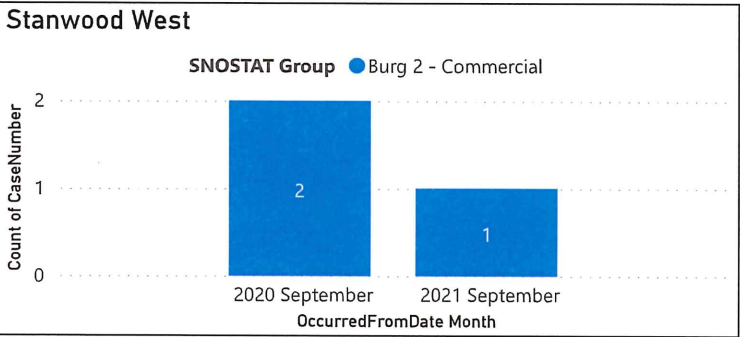
Stanwood East





Burglary CASES

Jan 1 - Current Date		
Year	STWE	STWW
2019	6	3
2020	6	7
2021	6	6
2022	8	3





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: October 13, 2022
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – July 7, 2022 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the July 7, 2022, Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee Meeting Minutes July 7, 2022

Call to Order 5:00 pm

Councilmembers Present: Steve Shepro, Dani Gaumond, Marcus Metz

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock, Eric Jensen from Blueline (online)

Absent: N/A

Agenda Items:

1. Twin City Mile Recommendation
2. Proposed Storefront Improvement Program
3. Comprehensive Plan Land Use Exercise
4. Farmers Market Outreach Event

Twin City Mile Recommendation

In December of 2020 the City Council adopted the City Beautification Action Plan and directed staff to begin implementation of the 2021-2026 Capital Improvement Project list. The Beautification Plan consists of 6 key program elements:

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

The 2022 budget includes preliminary design and public outreach for the Main Street Revitalization project that has been branded as the Twin City Mile Project. Using policy guidance from the Beautification Plan, the City has initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure by:

- Creating Pedestrian-Friendly Streets;
- Actively Engage Storefronts with Walkable Sidewalks;
- Encourage Use of Streets for Community Festivals;
- Create Usable Urban Park Spaces; and
- Promote the Concept of Buying Local.

A Steering Committee was formed to help define the project vision, goals and project concepts. The 11-member committee consisted of Councilmembers, Downtown Business Owners, the Stanwood Camano Arts Advocacy Committee, and the Stanwood Chamber of Commerce. Consultants Scott Lankford of Lankford Associates, TranspoGroup, and KPG supported the design efforts.



Community Development Committee Meeting Minutes July 7, 2022

The project reimagines how the City's main downtown commercial corridor, 271st and 270th Street, could look and function by connecting City Hall Park to the Train Station: The Twin City Mile. Project elements include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, constructing park areas, and installing street trees, art, and other curb appeal amenities.

The Twin City Mile Steering Committee recommends moving forward with engineering designs focusing on the following important project features:

- General support for design elements
- Keep brick road element throughout downtown
- Keep downtown pedestrian friendly
- Seriously consider the one-way street on 271st option (East End) during preliminary design
- Vegetation/planting is needed to improve the look of downtown
- Two bookend parks are high priority to tie the whole downtown together
- *City the following marking ideas: "Follow the Stanwood brick road!" or "From the brick road to the railroad" etc.*
- *Consider changing the name of 271st Street to something more descriptive of the Mainstreet / Twin City Mile improvement project*

The Community Development Committee unanimously supports moving this Twin City Mile recommendation forward to the Council on July 28, 2022. The Committee also had the following comments:

- Adding bike lanes to the Twin City Mile could potentially cause traffic and/or accidents since the road is already quite narrow.
- When closing the Twin City Mile for festivals, the closures should also direct foot traffic to surrounding businesses so as not to exclude them.
- Keep two-way traffic on west end of the Twin City Mile but consider one-way traffic for the east end. Having the east end be one-way could allow for bike lanes and sidewalks and could also assist in slowing traffic down coming from the east.
- Incorporate a more traditional Stanwood style on the block near the Country Store.
- Consider widening and adding a sidewalk with brick incorporated, and trees, on Lover's Lane.

Proposed Storefront Improvement Program

Throughout the Twin City Mile Steering Committee meetings, the issue of city and private property maintenance along the corridor became a recurring theme. While it has been widely documented that investment in city infrastructure, especially in downtowns, spurs investment in private property, the Committee has concerns that many of the small businesses may not have the resources to make improvements to their property.



Community Development Committee Meeting Minutes July 7, 2022

Storefront Improvement Programs are a common tool used throughout the United States to incentivize private property owners to make investments in their properties. The Committee was given a draft proposal for consideration of how a Storefront Improvement Program could work in the City of Stanwood. The proposed program seeks to preserve and enhance the charm of the downtown commercial area by providing small grants to property owners to make physical improvements to their storefronts.

The Committee unanimously supports the Storefront Improvement program and moving it forward to Council. The Committee also had the following comments:

- Have a uniform design plan in place to make storefronts look cohesive, such as matching trim and roofing materials.
- The Raplee property on the corner of 270th Street and 271st Street is a prime location to clean-up and add restrooms and/or drinking fountains.

Comprehensive Plan Land Use Exercise

In evaluating how best to address the City's growth targets while meeting the needs of city residents, a review of the city's existing zoning is necessary. In addition, the City should consider zoning options to strengthen economic development opportunities in the downtown.

One of staff's goals in updating the Comprehensive Plan and Municipal Code is to simplify both documents. For a city of Stanwood's size, approximately 2.8 square miles, the land use designations and zoning is quite complicated. The Committee was asked to discuss potential zoning changes with the 2024 Comprehensive Plan.

The Committee discussed the following topics:

- Overlay zones are intended to be temporary in nature and future updates to the Comprehensive Plan and Municipal Code should include zoning or code amendments to incorporate the intent of the overlay. Overlay zones should be used sparingly if used at all.
- Consider commercial and retail zoning along the Twin City Mile and / or as shown on the Storefront Improvement District map.
- Re-evaluate the industrial zoning category: what types of jobs do we want; how does the floodplain affect types of businesses and jobs; how will the downtown industrial zoning complement the city's downtown revitalization plans/goals; consider a planned industrial zone vs general industrial.
- Reconsider the TN (traditional neighborhood) zoning: development is not meeting the desired intent or vision. Consider removing or changing use percentages; add missing middle options or requirements.
- Downtown zoning: the MBII zoning allows large townhouse developments without commercial uses – which works for small lots, but on larger lots it just creates a multifamily development. Consider requiring mixed-use development on lots or combination of lots over a certain size, i.e. 1 + acres and along major street corridors.



Community Development Committee Meeting Minutes July 7, 2022

- Multifamily zoning: considering removing single family homes as an allowable use.
- Focus density in the downtown area to support businesses. Consider how to do this while protecting “small town” character.
- Remove historic overlay zoning. Evaluate the requirement of the historic overlay regulations and consider how those issues can be built into main street zoning.
- Reconsider the residential zoning on the west side of Pioneer Hwy – north of SR 532 overlooking the mini storage facility. These properties have a beautiful view of the valley and bays; they could be great for restaurants or other commercial / retail uses.

Farmers Market Outreach Event

On Friday, June 24th, the first Farmers Market Outreach Event was held. The staff hosted booth focused on housing: specifically, attendees were asked what type of housing is needed in the future.

73 people stopped by the booth on June 24th and were asked to vote on the following questions:

1. What type of housing is needed in Stanwood – Townhouses, Triplexes/Fourplexes, or Multifamily Residential?
 - 44 voted for Townhouses
 - 31 voted for Triplexes/Fourplexes
 - 18 voted for Multifamily Residential
2. Would you support infill manufactured housing?
 - 31 voted Yes
 - 9 voted No
3. Do you support Accessory Dwelling Units?
 - 40 voted Yes
 - 7 voted No

Other Comments:

Housing:

- Need more subsidized & Affordable housing
- Would not like to see any of these types of houses
- Does not want to participate in the poll because they have a house already
- Multifamily looks like Seattle = no
- Absolutely no to all
- No more apartments / We have enough MF
- Renter rights are important
- Cost of rent is too high

Traffic:

- Traffic is terrible
- Possible roundabouts?
- Traffic issues and road issues, road to I5 needs widened

Permitting:

- Too difficult to develop sheds (10 years ago)
- Quality of materials/work, bad experience with permitting in the past
- Get permits through! Expedite!
- Transparency is key



Community Development Committee Meeting Minutes July 7, 2022

- Church Creek is charging for certain amenities
 - Mixed used is good
 - Section 8 housing accessibility is needed
 - Property maintenance is needed
 - Single family only
 - Affordable housing land trust
 - Maintenance is key!
 - Make MF more affordable
 - ADU displaced long term renters
 - If More MF = Then they will leave Stanwood
 - ADU's are too dense, too many cars in neighborhoods
- Other:
- I feel I am not informed enough, not sure what we need in Stanwood
 - Growth management act can be axed
 - Higher density = higher crime and DV
 - Quieter life in Stanwood (Came from Edmonds)

The Committee looks forward to hearing more results from future Farmer's Market outreach events.

There will be no Community Development Committee meeting in August. See you in September!

Meeting adjourned at: 6:51 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: October 13, 2022

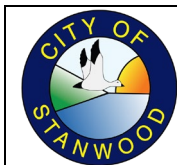
SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Sarah Cho, Economic Development and Marketing Manager

ATTACHMENTS: A – July 15, 2022, Meeting Minutes

SUMMARY STATEMENT

Minutes from the July 15, 2022, Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the September 16, 2022, Economic Development Board Meeting.



Economic Development Board Meeting Minutes July 15, 2022

The July 15, 2022, Economic Development Board Meeting held in person and via Zoom, was called to order at 7:35 a.m.

Board Members in Attendance:

Les Anderson, Kristine Birkenkopf, Dave Pelletier, Ashley Palmer (online)

Absent: John Russell, Blake Arnold, Randy Heagle

Staff Members in Attendance:

Patricia Love, Sarah Cho, Audrey Rotrock

Also known to be present: N/A

Approval of Minutes:

The Board unanimously approved the Minutes of the last meeting on June 13, 2022.

Twin City Mile Recommendation

Service Redevelopment for Communities Presentation

In December of 2020 the City Council adopted the City Beautification Action Plan and directed staff to begin implementation of the 2021-2026 Capital Improvement Project list. The Beautification Plan consists of 6 key program elements:

- 72nd Avenue Gateway Signage and Landscaping
- Main Street Revitalization
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The 2022 budget includes preliminary design and public outreach for the Main Street Revitalization project that has been branded as the Twin City Mile Project. Using policy guidance from the Beautification Plan, the City has initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure by:

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- Promote the Concept of Buying Local.

A Steering Committee was formed to help define the project vision, goals and project concepts. The 11-member committee consisted of Councilmembers, Downtown Business Owners, the Stanwood Camano Arts Advocacy Committee, and the Stanwood Chamber of Commerce. Consultants Scott Lankford of Lankford Associates, TranspoGroup, and KPG supported the design efforts.



Economic Development Board Meeting Minutes July 15, 2022

The project reimagines how the City's main downtown commercial corridor, 271st and 270th Street, could look and function by connecting City Hall Park to the Train Station: The Twin City Mile. Project elements include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, constructing park areas, and installing street trees, art, and other curb appeal amenities.

The Twin City Mile Steering Committee recommends moving forward with engineering designs focusing on the following important project features:

- General support for design elements
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- Vegetation/planting is needed to improve the look of downtown
- Two bookend parks are high priority to tie the whole downtown together
- *City the following marking ideas: "Follow the Stanwood brick road!" or "From the brick road to the railroad" etc.*
- *Consider changing the name of 271st Street to something more descriptive of the Mainstreet / Twin City Mile improvement project*

The Economic Development Board members had the following comments:

- To slow traffic down on the East end of the Twin City Mile, consider having a greater police presence in that area.
- Keep the brick theme to tie the East and West ends together.
- Having a park at each end of the Twin City Mile is a good idea.
- Work on the proposed Art Center and brick road should done be simultaneous if possible.
- Consider sprucing up areas where traffic comes from the north on 102nd Avenue, to grab the attention of passersby and draw them into downtown.

The Economic Development Board unanimously approves moving the Twin City Mile Recommendation forward to Council.

Proposed Storefront Improvement Program

Throughout the Twin City Mile Steering Committee meetings, the issue of city and private property maintenance along the corridor became a recurring theme. While it has been widely documented that investment in city infrastructure, especially in downtowns, spurs investment in private property, the Committee has concerns that many of the small businesses may not have the resources to make improvements to their property.

Storefront Improvement Programs are a common tool used throughout the United States to incentivize private property owners to make investments in their properties. The Committee was given a draft proposal for consideration of how a Storefront Improvement Program could work in the City of Stanwood. The proposed program seeks to preserve and enhance the charm of the downtown commercial area by providing small grants to property owners to make physical improvements to their storefronts.



Economic Development Board Meeting Minutes July 15, 2022

The Board members had the following comments:

- Have standards for scale, proportion, and materials for work to be done with the grant money.
- Look at other City guides for examples of designs.
- Maintain historic details.
- Create parameters for where the grant money goes and who will receive it, such as: only areas on certain blocks of the Twin City mile, companies with 15 or fewer employees, and 1 grant per property or property owner per grant cycle.
- Consider increasing grant amount to \$60,000-\$100,000.

The Economic Development Board unanimously supports moving the Proposed Storefront Improvement Program forward to Council.

Farmers Market Outreach

On Friday, June 24th, the first Farmers Market Outreach Event was held. The staff hosted booth focused on housing: specifically, attendees were asked what type of housing is needed in the future. 73 people stopped by the booth on June 24th and were asked to vote on the following questions:

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Other Comments:

Housing:

- Need more subsidized & Affordable housing
- Would not like to see any of these types of houses
- Does not want to participate in the poll because they have a house already
- Multifamily looks like Seattle = no
- Absolutely no to all
- No more apartments / We have enough MF
- Renter rights are important
- Cost of rent is too high
- Church Creek is charging for certain amenities
- Mixed used is good
- Section 8 housing accessibility is needed
- Property maintenance is needed

Traffic:

- Traffic is terrible
- Possible roundabouts?
- Traffic issues and road issues, road to I5 needs widened

Permitting:

- Too difficult to develop sheds (10 years ago)
- Quality of materials/work, bad experience with permitting in the past
- Get permits through! Expedite!
- Transparency is key



Economic Development Board Meeting Minutes July 15, 2022

- Single family only
 - Affordable housing land trust
 - Maintenance is key!
 - Make MF more affordable
 - ADU displaced long term renters
 - If More MF = Then they will leave Stanwood
 - ADU's are too dense, too many cars in neighborhoods
- Other:
- I feel I am not informed enough, not sure what we need in Stanwood
 - Growth management act can be axed
 - Higher density = higher crime and DV
 - Quieter life in Stanwood (Came from Edmonds)

The Board looks forward to hearing more results from future Farmer's Market outreach events.

Business License Analytics

In the month of June, the City received a total of 29 new business applications – 20 Non-Resident Business, 7 Home Occupation Business Licenses, and 2 City Business Licenses. Below is the breakdown of NAICS codes for the businesses:

- 52% were classified as Construction,
- 14% were classified as Administrative and Support Services,
- 7% were classified as Manufacturing,
- 4% were classified as Real Estate Rental & Licensing
- 3% were classified as Accommodation and Food Services,
- 3% were classified as Arts, Entertainment, and Recreation,
- 3% were classified as Other Services (except Public Administration),
- 2.7% were classified as Professional, Scientific, and Technical Services, and
- 2.7% were classified as Retail Trade.

Discover Stanwood Camano Analytics

Analytics for the month of June are as follows: Users: 3,538, Page views: 6,733. Of those views, 81.6% were New Visitors and 18.4% were Returning Visitors.

The Acquisition Overview is 40.6% Organic Search, 25.6% Direct, 21.8% Referral, and the remaining 12.1% through Social.

The audience locations from the United States were: Washington: 2,182, Virginia: 121, Wyoming: 183, California: 139, and Texas: 48.

Within Washington, the audience locations were: Seattle: 611, Not Set: 422, Camano: 255, Everett: 73, Marysville: 69, Anacortes: 65, and Stanwood: 55.

Facebook – Page Reach: 3,630, Page Visits: 205.

Instagram – Page Reach: 849, Profile Visits: 193.

Adjourn: 8:47 am

Next meeting: September 16, 2022 at City Hall at 7:30 am

Audrey Rotrock, Associate Planner

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: October 13, 2022
SUBJECT: Parks and Trails Advisory Committee Meeting Minutes
CONTACT PERSON: Carly Ruacho, Senior Planner
ATTACHMENTS: A –Meeting Minutes 07-18-2022

SUMMARY STATEMENT

Minutes from the July 18, 2022, Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the September 19, 2022, Parks and Trails Advisory Committee Meeting.



Parks and Trails Advisory Committee Meeting Minutes July 18, 2022

Call to Order: 3:08 pm

Roll Call

Members Present:

Cathy Wooten
Dave Hall
Gordy Holmes
Lisa Bruce
Matt Withers

Staff Present:

Kevin Pellham
Shawn Smith
Carly Ruacho

Absent: Judy Williams, Katelyn Durfee

Also known to be present: Peter Kamb

Citizen Comments: No comments

Approval of Minutes:

The Minutes of June 20th, 2022. Cathy Wooten asked how she would go about getting items added to the minutes. Dave Hall explained that when the email is sent out to all committee members, she can reply to the email that was sent by Carly Ruacho with her requested changes or she can also request changes to the minutes at the meeting.

Cathy Wooten requested several items be added to the June 20th, 2022, minutes.

1. Church Creek Park and the concerns of sensitive areas
2. Email acknowledgement from City staff
3. Clarification regarding information from Commission members

The minutes were amended per the conclusion of the discussion.

Matt Gordy was listed as being present, the name was not typed correctly and is being changed to delete Matt Gordy as being present and add Matt Withers as being absent. All in favor.

The meeting minutes were approved with the changes outlined above.

Item #4. 2023 CIP Project List

The committee members reviewed a draft of the requested CIP project list. Carly took the projects that were listed on the committee members priority lists for the Heritage Park, Church Creek Park, and Ovenell Park to create the list for the CIP project list. They are organized by cost low to high. (See 7/18/2022 agenda packet for the full list).

Lisa Bruce asked if any work was planned for Heritage Park this year (2022). Carly said there were no projects for Heritage on the work plan other than the tree removal along the frontage and we will be getting shy of 100 trees replanted. Lisa asked when will those trees be planted. Carly said, they are supposed to be planted in the fall. The other project is the pickle ball courts. Carly explained the items they are reviewing on the draft CIP list are all for the upcoming 2023 budget.



Parks and Trails Advisory Committee Meeting Minutes July 18, 2022

Carly explained that projects that are already in the works are not on the list. These are just proposed projects to present to council to see what they want to move forward with.

Carly reported that a risk assessment will be done for Ovenell Park with the City's insurance company to see what risk mitigation would need to occur to open the Park. Carly Ruacho reminded the group that there is not currently support from the council to open Ovenell to the public. Lisa Bruce said that it's a great place for photography and is similar park with the old barns like Four Springs Preserve on Camano. She wonders if it would be worth checking with Camano Island to see what they had to do to get that park open.

Cathy would like to see the pump track as a priority project. She said there isn't enough things for young kids to do and that would be one for younger ages.

Dave Hall suggested prioritizing the list like they did on the priority list the PTAC has created. That way when it's presented to the committee, they can see what is important to the PTAC.

Carly will be changing the CIP list to be itemized as priority level not by project cost.

Shawn Smith suggested to see design work for the Josephine property (Heritage Park) be prioritized higher because if we do not have the design, we can't get construction dollars or apply for grants.

Shawn Smith said Council approved for the sales tax for streets to go on the ballot, if that does not pass then money for the streets could be coming out of the parks budget. He says that's why it's so important for the tax to pass.

Dave Hall indicated that there is a decline in team sports throughout the region. Lisa Bruce commented that she feels that there are not less people playing baseball, but they are going to other towns to play because our fields and our facilities are so behind what is available to us. It goes for all of our sports. Lisa said that her son's entire soccer team is going to play elsewhere. Lisa said the baseball fields at Heritage Park that we just paid a bunch of money for are horrible and that the fields can't be put on the backburner anymore.

Gordy Holmes asked if have we already improved the baseball fields here and the improvements that have been done are not satisfactory? A discussion included differing opinions. Shawn Smith reported that we have heard from Little League that they are happy with the new fields. Shawn adds they are constantly being improved and they will continue to be better.

Gordy Homes asked about field use at Heritage and if all the baseball fields being used now. Is there a need for a fourth field? Lisa said as a softball coach, this season the girl's team is only getting 1 practice instead of two fields. Would Church Creek effect the usage of the fields. Lisa answered yes and no, they kept CCP open for baseball through the end of June, so it only effected the all-star season. Lisa was asked what foul lines are off she answered field 3. Kevin Pellham said he would have the crews look at the foul lines tomorrow morning. Lisa said the basic stuff to make the city money using the fields they can't do now. Gordy asks Lisa if providing dugouts to the fields would it provide some relief to the windchill factor? She said yes, she thinks it would be



Parks and Trails Advisory Committee Meeting Minutes July 18, 2022

a huge help. Lisa said in others city her team pays \$700.00 just for her team to be a part of the tournament.

Carly Ruacho summarized the conversations regarding the priorities as to take the new baseball field and concessions move it down on the priority list and move up covering the dugouts, skate park upgrade, improving the soccer fields and adding the pump track up on the priority list. All PTAC members agreed on this move of priorities.

Dave Hall said typically what happens in other towns is that the city does not get the full \$700.00 for the tournament. The city is not running the tournament they are renting out their facility so the city might get \$25.00 to rent it out and then whomever is running the tournament gets the remaining funds. we want to improve them some then that's great but little league and whomever else is playing baseball there has to be some skin in the game, you can't just say "city let's spend 2.5 million dollars" Lisa says little league has raised so much money this year in the community and they want to do these things but they keep getting told no. Carly Ruacho and Kevin Pellham says Bill Gabel has come to the city and has not gotten a design back to the city to approve. There was a discussion about a previous grant for covered dugouts that the Little League received that had to be given back due to lack of action by the Little League organization.

Lisa Bruce commented that she would only like a 4th field if it can be turf. She said she understood the concession stand not being a priority right now because its expensive. She did say that she thinks it's important to have a port-a-potty out by the baseball fields since they are being used all year long. She feels it's not safe for the kids to go by themselves over to the bathrooms at Heritage. Carly Ruacho responded that we should be able to work with Little League to coordinate the port-a-potty staying longer.

Cathy Wooten asked about the project listed as "Develop adjacent property as parking". She said she was under the impression that if City Hall was not going onto that piece of property that the city would sell the property. She said so why would we develop it with a parking lot if City Hall is not going there and we are going to sell it. Shawn Smith said this list was put together before they knew that City Hall wouldn't be going there. The advisory committee agreed they will be removing this project from the list.

Gordy Holmes recommends looking into doing additional pickleball courts when the designed ones are being put in to save funds. Carly Ruacho brought up that there is not enough room to do more than 4 courts due to needing to expand the entrance. Gordy Holmes asked for it to be considered going further east to allow for more courts.

Lisa Bruce was concerned about the noise that the skate park brings might create issues with the pickleball having them so close together.

Gordy Holmes says regarding the grey area (in reference to the priority lists), he asks Carly about the comments she made that none of this in the grey will happen until the city gets funding. He said the city owns the property (by Josephine's) has the City asked for grant money. Carly Ruacho said no, the City will need to add to the budget money for the design so that they can then go out for grant funding.



Parks and Trails Advisory Committee Meeting Minutes July 18, 2022

Item #5. Parks Team Implementation Update

The team will be ordering a truck, there isn't any currently available. They will order August 1st for 2023. Looking at getting new equipment in the 2022 budget. The team is doing amazing 100% focused on the parks. Cathy Wooten asks if some of the new equipment is mowers. Carly said mowers and a new water trailer and a possible side by side.

Item #6. Park/Trail Updates:

Hamilton- made it thought the appeal date, with no appeals and the shoreline hearing will be coming up next summer and the city is working on the permitting. It is still looking like the bathrooms will be funded by the State.

Church Creek Park- Sewer project is wrapping up and the parking lot will be re-done. There a couple trees that will need to be added to the tree removal project that were not taken out during the sewer project. Cathy Wooten asked if Carly had heard anything about the mapping of the baskets for the disk golf course. Carly said no she has not. The benches are getting ordered and will be installed.

Heritage Park- No further update.

Port Susan Trail- Almost complete with 60% design. Construction still planned for 2023.

Ovenell- Walk through for insurance assessment

Rails to Trails- Several City staff members participated in a consultation with an attorney that has helped other jurisdictions with Rails/Trail issues. He met with staff pro-bono for initial discussion. Carly reported that the result of the conversation was basically that any agreement is at discretion of BNSF. They own the rail right-of-way, and they can do what they want, including say no to the City's request for a trail, even if they are not using the property. The attorney advised that City could speak to a previous BNSF employee who provides consulting services in this area and has experience with their practices, but it would cost \$200.00 per hour for his time. Some committee members were in favor of paying the \$200.00 per hours, so that the City could get in touch with the right people. Carly was asked if she planned to set up this meeting and she explained that it would need to be approved by City management and that it is still undecided.

Discussion opened: The committee requested that the past member attendance be prepared for review. Carly will be looking into what is expected per the by-laws. Carly will bring more info to the next meeting.

Johnson Farm- No update

Adjourned: 4:57 PM

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d

DATE: October 13, 2022

SUBJECT: Public Works/Parks Committee Report

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Public Works/Parks Committee Meeting
Minutes September 19, 2022

SUMMARY STATEMENT

The minutes of the September 19, 2022, Public Works/Parks Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
September 19, 2022

Attendance:

Councilmembers: Darren Robb, Tim Pearce, Andreena Bergman

City Staff: Public Works Director Kevin Hushagen, City Administrator Shawn Smith, Administrative Assistant Amanda Slattery.

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website at [Agenda Center](#).

Call to order at 5:35 pm

Agenda-

1. Capital Improvement Plan (CIP)

The Public Works Committee reviewed the capital improvement plan, this is a six or more-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually. The Committee received and shared the following comments:

- My desire was to see this corner property improved since it occupies a very visible spot along the Twin City Mile. It would represent quite an eyesore in its present condition. My concern is that it is now being represented as a "park" project, rather than an environmental clean-up site. It appears that \$550,000 would be spent in turning it into another downtown park.
 - The project falls under the Twin City Mile project. It would be more of a pocket park an open gathering area since the area is not big enough for a park. The funds listed in the CIP are listed as Planning, Right of Way and Construction with possible grant funds.
- Heritage Park. I would like to see scoreboards added to the baseball/softball diamonds. I have often seen these scoreboards funded with advertising or sponsor money. It would be good to see this added to the project list.
 - Committee discussed this suggestion; no action was taken
- City Hall/Police Station remodels - I would hope that these two remodels would include some effort to refurbish the outsides of the buildings. The City Hall could benefit from an upscale paint job and the police station exterior needs an upgrade to keep with the Main Street beautification efforts.
 - There is not money in the CIP for outside renovations. It is something staff will be looking into adding
- Sidewalks on 73rd Avenue are in horrible shape, as they have been buckled in roughly 25 places by tree roots. They are probably the worst sidewalks in the



Public Works Committee
Meeting Minutes
September 19, 2022

City. They are a huge trip hazard. This project should be added to the list and made a top priority.

- Committee discussed this project. This is more for the TIP. Staff will look into amending the TIP.

The committee suggested putting a park in the Cedarhome area. The committee suggested adding \$70,000 to the CIP to look for a location they could have for a new park.

Adjourn: 6:35

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: October 13, 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 35934 through 36018 and electronic fund transfers in the amount of \$801,405.75. Approve issuance of Washington Federal payroll funds transfers in the amount of \$49,900.00.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 35934 THROUGH 36018 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$801,405.75. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$49,900.00.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 08:46:58 Date: 10/05/2022

09/12/2022 To: 10/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4593	09/23/2022	Payroll	3	EFT		3,000.00	Sept 2022 Draw
4594	09/23/2022	Payroll	3	EFT		1,800.00	Sept 2022 Draw
4595	09/23/2022	Payroll	3	EFT		2,000.00	Sept 2022 Draw
4596	09/23/2022	Payroll	3	EFT		2,500.00	Sept 2022 Draw
4597	09/23/2022	Payroll	3	EFT		2,000.00	Sept 2022 Draw
4598	09/23/2022	Payroll	3	EFT		1,000.00	Sept 2022 Draw
4599	09/23/2022	Payroll	3	EFT		2,000.00	Sept 2022 Draw
4600	09/23/2022	Payroll	3	EFT		2,700.00	Sept 2022 Draw
4601	09/23/2022	Payroll	3	EFT		2,400.00	Sept 2022 Draw
4602	09/23/2022	Payroll	3	EFT		4,000.00	Sept 2022 Draw
4603	09/23/2022	Payroll	3	EFT		1,600.00	Sept 2022 Draw
4604	09/23/2022	Payroll	3	EFT		1,000.00	Sept 2022 Draw
4605	09/23/2022	Payroll	3	EFT		2,000.00	Sept 2022 Draw
4606	09/23/2022	Payroll	3	EFT		1,800.00	Sept 2022 Draw
4607	09/23/2022	Payroll	3	EFT		1,600.00	Sept 2022 Draw
4608	09/23/2022	Payroll	3	EFT		2,000.00	Sept 2022 Draw
4609	09/23/2022	Payroll	3	EFT		500.00	Sept 2022 Draw
4610	09/23/2022	Payroll	3	EFT		1,500.00	Sept 2022 Draw
4611	09/23/2022	Payroll	3	EFT		1,800.00	Sept 2022 Draw
4612	09/23/2022	Payroll	3	EFT		1,000.00	Sept 2022 Draw
4613	09/23/2022	Payroll	3	EFT		2,350.00	Sept 2022 Draw
4614	09/23/2022	Payroll	3	EFT		1,200.00	Sept 2022 Draw
4615	09/23/2022	Payroll	3	EFT		500.00	Sept 2022 Draw
4616	09/23/2022	Payroll	3	EFT		3,450.00	Sept 2022 Draw
4617	09/23/2022	Payroll	3	EFT		1,500.00	Sept 2022 Draw
4618	09/23/2022	Payroll	3	EFT		1,700.00	Sept 2022 Draw
4619	09/23/2022	Payroll	3	EFT		1,000.00	Sept 2022 Draw
4623	09/21/2022	Claims	3	EFT	US Bank	11,708.40	4485 5945 5564 1495
4742	09/29/2022	Claims	3	EFT	WA St Dept of Revenue **	18,760.51	City of Stanwood
4775	09/27/2022	Claims	3	EFT	HSA Bank	5.00	H.S.A. Bank fee for September
4624	09/21/2022	Claims	3	35934	APP- Associated Petroleum Products	5,748.99	AP0100494
4625	09/21/2022	Claims	3	35935	Ace Hardware *	906.64	20013; 20013; 20013; 20013; 20013
4626	09/21/2022	Claims	3	35936	Aramark Uniform Services Inc	113.34	937963000; 937963000
4627	09/21/2022	Claims	3	35937	BHC Consultants, LLC	5,396.48	22-20084.00 city of stanwood
4628	09/21/2022	Claims	3	35938	The Blueline Group, LLC	47,716.48	city of stanwood; 21-340 city of stanwood; 21-227 city of stanwood
4629	09/21/2022	Claims	3	35939	Cedarhome Repair	11,348.62	City of Stanwood
4630	09/21/2022	Claims	3	35940	Coating Applicators	34,877.73	city of stanwood
4631	09/21/2022	Claims	3	35941	Databar Inc.	4,902.12	8952 city of stanwood; 8952 city of stanwood; 8952 city of stanwood; 8952
4632	09/21/2022	Claims	3	35942	Edge Analytical Inc	271.92	STA01; STA01; STA01
4633	09/21/2022	Claims	3	35943	Faber Construction Corp	87,238.99	2180.2 city of stanwood
4634	09/21/2022	Claims	3	35944	GC Systems Inc	9,260.99	city of stanwood
4635	09/21/2022	Claims	3	35945	Galt John E	697.50	city of stanwood
4636	09/21/2022	Claims	3	35946	H D Fowler Company Inc	591.68	city of stanwood
4637	09/21/2022	Claims	3	35947	Haggen Inc		correct vendor
4638	09/21/2022	Claims	3	35948	Hamilton Lumber LLC	5.45	66
4639	09/21/2022	Claims	3	35949	ICONIX Waterworks (US) Inc.	106.43	CITSTA
4640	09/21/2022	Claims	3	35950	Jiffy Lube 2583	174.61	city of stanwood; 05 city of stanwood
4641	09/21/2022	Claims	3	35951	KGS Northwest LLC	754.63	07282022WW
4642	09/21/2022	Claims	3	35952	Lakeside Industries Inc	554.95	108469
4643	09/21/2022	Claims	3	35953	Lenz Enterprises Inc	539.27	city of stanwood; city of stanwood
4644	09/21/2022	Claims	3	35954	Mackenzie	9,221.47	2190151.05 city of stanwood
4645	09/21/2022	Claims	3	35955	Maul Foster Alongi, Inc.	10,399.30	city of stanwood; city of stanwood; city of stanwood; city of stanwood

CHECK REGISTER

City Of Stanwood

Time: 08:46:58 Date: 10/05/2022

09/12/2022 To: 10/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4646	09/21/2022	Claims	3	35956	National Safety, Inc.	242.65	20-STACIT
4647	09/21/2022	Claims	3	35957	Nelson Petroleum	1,194.90	01-0011427
4648	09/21/2022	Claims	3	35958	Northsound Refrigeration	433.35	city of stanwood
4649	09/21/2022	Claims	3	35959	ODP Business Solutions, LLC	468.55	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
4650	09/21/2022	Claims	3	35960	PUD Of Snohomish County *	7,375.90	200367373; 222799900; 202882056; 202579512; 202670675; 202694204; 202727285; 200142180; 221041510; 200128742; 200633634; 200738672; 200103539; 201942398; 202423729; 200794063; 222277832
4651	09/21/2022	Claims	3	35961	Pace Engineers, Inc	35,711.06	city of stanwood; city of stanwood; city of stanwood; city of stanwood; city of stanwood; city of stanwood
4652	09/21/2022	Claims	3	35962	RH2 Engineering Inc	132.74	city of stanwood
4653	09/21/2022	Claims	3	35963	Katie Torkkola	236.67	01 2389 10 - 7809 PORT SUSAN
4654	09/21/2022	Claims	3	35964	Ricoh USA, Inc.	124.27	1316669-3800326
4655	09/21/2022	Claims	3	35965	Skagit Farmers Supply	1,559.01	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
4656	09/21/2022	Claims	3	35966	Skagit Valley Publishing	264.01	city of stanwood; city of stanwood; city of stanwood; 48893
4657	09/21/2022	Claims	3	35967	Sno Co Information Services *	4,101.10	DIS1107
4658	09/21/2022	Claims	3	35968	Everett Daily Herald/ Sound Publishing	106.88	14104597
4659	09/21/2022	Claims	3	35969	Stanwood Auto Parts	347.19	56100; 56100; 56100; 56100; 56100; 56100
4660	09/21/2022	Claims	3	35970	Stanwood City Utility	5,850.09	1573, 4252, 1241, 1271, 1328, 1332, 1348, 1473, 1587, 2416, 4916, 1675, 1674, 4724
4661	09/21/2022	Claims	3	35971	Stilly Auto Parts Napa	106.61	27197
4662	09/21/2022	Claims	3	35972	Summit Law Group	105.00	20150-1 DAS
4663	09/21/2022	Claims	3	35973	Taylor's Excavators Inc	981.23	city of stanwood
4664	09/21/2022	Claims	3	35974	Traffic sensor corp	451.57	city of stanwood
4665	09/21/2022	Claims	3	35975	Transpogroup Inc	4,267.50	1.21010.01 city of stanwood
4666	09/21/2022	Claims	3	35976	US Bank Na Custody/ Treas Div- Money Ctr	48.00	xxxxxx717 city of stanwood
4667	09/21/2022	Claims	3	35977	USA Bluebook	1,540.96	478228
4668	09/21/2022	Claims	3	35978	United Site Services	250.95	ACT-01616715
4669	09/21/2022	Claims	3	35979	Utilities Underground Loc	141.90	134200
4670	09/21/2022	Claims	3	35980	Verizon Wireless	354.65	742373248-00001
4671	09/21/2022	Claims	3	35981	Waste Management Skagit	195.71	26-99387-33004
4672	09/21/2022	Claims	3	35982	Wave Broadband	129.22	3201-0316547-01
4673	09/21/2022	Claims	3	35983	Western Exterminator Company	149.71	683591
4674	09/21/2022	Claims	3	35984	Xylem Water Solutions U.S.A., Inc.	330.20	129265
4675	09/21/2022	Claims	3	35985	Ziply Fiber	1,632.60	360-629-4907-072497-5; 206-188-0411-053105-5; 360-939-0579-080320-5
4676	09/21/2022	Claims	3	35986	Zumar Industries Inc	412.51	city of stanwood
4743	09/29/2022	Claims	3	35987	ABS Valuation	4,600.00	city of stanwood
4744	09/29/2022	Claims	3	35988	Aramark Uniform Services Inc	56.67	937963000
4745	09/29/2022	Claims	3	35989	Amy L Bergemeier	453.82	City of Stanwood
4746	09/29/2022	Claims	3	35990	Cascade Natural Gas Corp	115.35	022 201 7579 4; 127 540 0000 3; 498 440 0000 7; 608 440 0000 4; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2

CHECK REGISTER

City Of Stanwood

Time: 08:46:58 Date: 10/05/2022

09/12/2022 To: 10/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4747	09/29/2022	Claims	3	35991	Cozy Heating Inc	78.75	city of stanwood
4748	09/29/2022	Claims	3	35992	DMH Industrial Electric Inc	2,168.00	city of stanwood
4749	09/29/2022	Claims	3	35993	Edge Analytical Inc	86.52	STA01`
4750	09/29/2022	Claims	3	35994	Hamilton Lumber LLC	200.10	66; City of Stanwood; City of Stanwood
4751	09/29/2022	Claims	3	35995	The Hose Shop, Inc	885.31	city of stanwood
4752	09/29/2022	Claims	3	35996	Lenz Enterprises Inc	348.72	City of Stanwood; City of
4753	09/29/2022	Claims	3	35997	ODP Business Solutions, LLC	59.78	36274097
4754	09/29/2022	Claims	3	35998	Occupant/	354.34	01 2396 10 - 7906 PORT SUSAN
4755	09/29/2022	Claims	3	35999	PUD Of Snohomish County *	10,985.81	220923312; 202982351; 200208858
4756	09/29/2022	Claims	3	36000	Puget Sound Regional Council	2,673.00	City of Stanwood
4757	09/29/2022	Claims	3	36001	Puget Tech LLC	1,209.00	City of Stanwood
4758	09/29/2022	Claims	3	36002	Refund-Michael Dwiggin	58.64	City of Stanwood
4759	09/29/2022	Claims	3	36003	Safeway	54.55	191483; 191483
4760	09/29/2022	Claims	3	36004	Skagit Farmers Supply	1,180.61	135052; 135052; 135052; 135052
4761	09/29/2022	Claims	3	36005	Skagit Valley Publishing	206.25	48893; 48893
4762	09/29/2022	Claims	3	36006	Snohomish County Treasurer	30.78	city of stanwood; city of stanwood
4763	09/29/2022	Claims	3	36007	Stanwood Auto Parts	201.44	56100
4764	09/29/2022	Claims	3	36008	Taylor's Excavators Inc	428,918.11	city of stanwood
4765	09/29/2022	Claims	3	36009	US Postal Service-Stanwood *	2.77	City of Stanwood
4766	09/29/2022	Claims	3	36010	USA Bluebook	1,698.06	478228; 478228
4767	09/29/2022	Claims	3	36011	Unum Life Insurance	88.40	City of Stanwood
4768	09/29/2022	Claims	3	36012	Urban Forestry Services, Inc	3,670.42	City of Stanwood; City of
4769	09/29/2022	Claims	3	36013	WA St Dept of Licensing *	363.00	City of Stanwood
4770	09/29/2022	Claims	3	36014	WA St Treasurer	2,523.09	city of stanwood; city of stanwood
4771	09/29/2022	Claims	3	36015	Washington State Patrol *	159.00	STA301
4772	09/29/2022	Claims	3	36016	Wave Broadband	149.62	3201-0316545-01
4773	09/29/2022	Claims	3	36017	YSI Inc., A Xylem Brand	6,643.33	265467
4774	09/29/2022	Claims	3	36018	Zumar Industries Inc	537.15	000683
4582	09/15/2022	Claims	8	EFT	US Bank St Paul	97.17	Sept Bank Service Charge

001 General Fund	134,217.13
101 Street Fund	8,356.40
103 Street Construction Fund	3,341.80
104 Park And Trail Improvement Fund	52,370.65
110 Building Improvement Fund	9,221.47
115 Tourism And Promotion	1,747.99
401 Sewer Fund	46,965.06
403 Sewer Construction Fund	89,164.99
410 Drainage Fund	8,681.56
411 Drainage Construction Fund	460,538.17
421 Water Fund	35,708.13
630 Agency Fund	992.40

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	801,405.75
Payroll:	49,900.00

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 Wendy Donner
 (✓) Deputy Finance Director

Date: 10-5-22



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: October 13, 2022
SUBJECT: City Council Regular Meeting Minutes - September 22, 2022
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes – September 22, 2022

SUMMARY STATEMENT

September 22, 2022, City Council regular meeting minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE SEPTEMBER 22, 2022, CITY COUNCIL REGULAR MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, September 22, 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 Robb 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: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Police Chief Jason Toner, Fire Chief John Cermak, City Attorney Noel Treat, Assistant to the Administrator/Communication Manager Krista Hintz, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

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

4. Presentation

Washington Cities Insurance Authority (WCIA)

Rob Roscoe, Deputy Director of WCIA gave a presentation that included, what is WCIA, what are the advantages of a WCIA membership, what types of coverage, how WCIA shops for coverage, the hard market in Washington state, and the annual rating process. The City of Stanwood's 2023 assessment rate for the liability portion alone, will increase 61%, from \$153,000 to \$246,000.

5. Public Comments

The Clerk did not receive any written comments or requests to verbally address the Mayor and Council. Written comments must be provided to the Clerk by 9:00 a.m. on the day of the meeting. Verbal comments may be provided by attending the meeting in person or via Zoom.

6. Staff / Department Reports

a. Police Compstat Report – August

Council Comments:

- The addition of the Police Chief's message is appreciated.

7. Council Committee Reports – None

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 8, 2022, City Council Regular Meeting Minutes

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

9. Unfinished Business - None

10. Public Hearing – None

11. New Business

- a. Approve Code Publishing Contract Upgrade

Community Development Director Patricia Love said that the City is currently using Code Publishing for the online Municipal Code. This upgrade is a new web-based format, which will make searching the code much easier, it has pop-ups, and the graphics and charts are improved. One of the new features is it will track the code changes. This new version is compatible with cell phones, tablets, and computers.

Staff is excited about this version because it meets the City's usability goals. Staff would like to do the upgrade now before the first set of code amendments are passed by Council as it will be easier to transfer over the entire code instead of doing it in pieces.

Council Comments:

- Will the feature of tracking historic changes include prior changes or changes moving forward? Love she will double-check with Code Publishing, but she believes it will track the changes moving forward.
- After reviewing other cities' municipal codes that are using this new web-based format, the pop-up feature is well worth the upgrade fee.
- Is the \$6,580 an annual fee? Love said the fee is a one-time fee for the conversion.
- Why is it an advantage to do it now before the code overhaul vs later? Love said it is the amount of work, Code Publishing can convert the entire code at one time, after amendments are made, they will have to do it in pieces, which will create inconsistency between the two versions.
- What happens if Code Publishing entices the City to upgrade than raise the fees? How do we deal with that scenario? Love said we could look for another vendor. Code Publishing is the leading vendor in the state of Washington. They keep their rates competitive and the City has been using them for years.

Motion by Councilmember Robb, second by Councilmember Shepro to authorize the Mayor to sign the contract with Code Publishing in the amount of \$6,580.00 to migrate the city's existing code to the new web-based code publication format.

Roll call of votes was taken. Motion carried unanimously.

- b. Authorize the Mayor to sign a contract with Western Mechanical and Controls

Public Works Director Kevin Hushagen explained that the HVAC units at the police station and the Wastewater Treatment Plant have been repaired several times over the last few years, and it's time that they are replaced. The police station has not been a pleasant place to work, it's hot in the summer and cold in the winter. This item has not been to the Public Works Committee, but they held their PWC meeting at the WWTP on Monday night, and they can tell you about the sewer lagoon bugs that are hatching and swarming into the building through the open windows.

Council Comments:

- When the sun started to go down the bugs started to come in through the windows and also the smell from the sewer plant.
- If the City wants to attract police officers to work in Stanwood, we can't expect them to work out of a station without heat.
- Two of the bidders did not complete the bid form so they were deemed non-responsive.

Motion by Councilmember Metz, second by Councilmember Pearce to authorize the Mayor to sign a contract with Western Mechanical and Controls for the Police Department and the Wastewater Treatment Plant HVAC Replacement project in the amount not to exceed \$47,137.81.

Roll call of votes was taken. Motion carried unanimously.

12. Public Closing Comments – None

13. Executive/Legislative Reports

a. Mayor's Report

- Mayor Roberts and Shawn Smith participated in the ribbon-cutting for the opening of the food bank thrift store.
- The Mayor spoke briefly at the 9/11 event held at North County Fire. Fire Chief John Cermak spoke along with Sheriff Adam Fortney and Fire Chief Dave Kraski.
- PUD removed the trees at Heritage Park for their new power line. PUD will be planting replacement trees.
- Snohomish County Cities meeting is Thursday, September 29th at Terra Cotta Red, call Lisa to make reservations.
- The Mayor and Smith continue to be encouraged by the outreach concerning the dike repair. The Governor has been asked to put the Dike Repair in his budget.

b. City Administrator Report

- Amazing presentation of budget at the City Council Special Workshop tonight by David Hammond, it was very clear and concise.
- A couple of flashing crosswalk signs have been installed, one on Main Street, one on 72nd and 272nd, and one will be installed very soon by the food bank.
- The Homecoming parade is Friday, there will be some street closures and fireworks at the stadium.
- Reminder that the Fireworks Survey is out.

c. Councilmember Reports/Questions

- Thank you to David Hammond for the Budget Workshop, it was a perfect level of detail.
- Appreciate all the work done on the new ClearGov software. The format and potential for transparent budgeting and sharing with the public are very promising.
- Will there be more information mailed out on the TBD vote? Hammond said no, an informational brochure was mailed out and an informational webpage was created.
- Fall is here, all the wonderful fall events will be starting.
- Touch-a-Truck had a great display of city vehicles, it was nice to showcase all the new technology being used by the city, and to see the city crews using their skill set.
- Although not as many vehicles came through Clean Sweep as in past years, the dumpsters still were full. It was also nice to see the Mayor helping out at the event.

14. Recess to Executive Session – None

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:52 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8c
DATE: October 13, 2022
SUBJECT: City Council Special Workshop Minutes September 22, 2022
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes 9-22-2022

SUMMARY STATEMENT

September 22, 2022, City Council Special Workshop minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE SEPTEMBER 22, 2022, CITY COUNCIL SPECIAL WORKSHOP MINUTES AS PRESENTED.

CITY OF STANWOOD

City Council Special Workshop Meeting

Thursday, September 22, 2022 – 5:00 p.m.

Stanwood-Camano School District Admin. Bldg. Board Room

26920 Pioneer Highway, Stanwood

and via Zoom Online & Telephone

MINUTES

Call to Order

Mayor Sid Roberts called the meeting to order at 5:10 p.m.

Attendance

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

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

1. 2023-2024 Operational Budget

Finance Director David Hammond led the discussion on the preliminary 2023-2024 Operational Budget, focusing on the Street and General funds, and discussed the indicated significant cost increases by category.

Police Services: The City contracts with Snohomish County Sheriff's Office for police services, and the 5-year contract is expiring in 2022. The new 5-year contract will be dependent on the collective bargaining going on with the Sheriff's Office, but the increase is estimated to be 20% due to core decisions and legislation making it difficult for police officers to work in this state. Currently, Snohomish County Sheriff's office is down sixty deputies. The increase to the City is to cover the cost of bringing on a new deputy, which can take a year of training, and for a recruitment bonus to help Snohomish County Sheriff stay competitive with other agencies also looking for officers. Internal costs that will now be passed on to the City include risk management insurance per officer, vehicle costs, supplies, and training. Small savings in cost for the High School Resource Officer (SRO), down from eleven officers to ten.

Councilmember Metz asked if there is a tipping point for it to be cheaper to have a municipal police department instead of contracting for police services. Hammond said that would be a great conversation and that the City should consider a formal study at some point in the future.

Pearce asked if there could be a chance at some point that Snohomish County does not want to provide police services because it is not cost-effective for them. Hammond said that is happening now with Transit. Mayor Roberts said Community Transit is hiring security officers, which is one level below police officers.

Insurance: The City has received a very large assessment increase from Washington Cities Insurance Authority (WCIA). WCIA covers auto, property, and liability insurance. The annual

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increase is \$105,000. Most of the increase is due to the difficult environment in Washington State with uncapped liability which makes it very hard to get insurance coverage.

Staff salaries/wages are unknown as union negotiations have just begun, but the expectation is there will be an increase due to CPI, wage inflation, and trying to attract and retain employees.

Hammond went over the preliminary general fund revenue estimates and the general fund expenditure history. Hammond said that based on the preliminary estimates, the general fund may encounter deficits. Hammond said there are options Council can consider to increase revenue in the general fund: levy banked property tax capacity, levy a public safety sales tax, TBD sales tax, and reduced public safety level of service. Councilmember Robb added another option, to take a less ambitious approach to the City's Capital Improvement Plan.

The workshop handout is attached to these minutes.

The next Special Workshop will be held on October 13, 2022.

Adjourn

Mayor Roberts Adjourned the meeting at 6:35 pm.

CITY OF STANWOOD

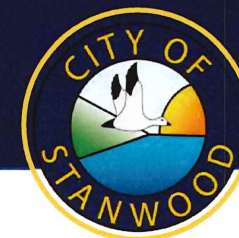
ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

**Stanwood City Council
Special Workshop Meeting
Sept. 22, 2022
Operating Budget 2023-24**





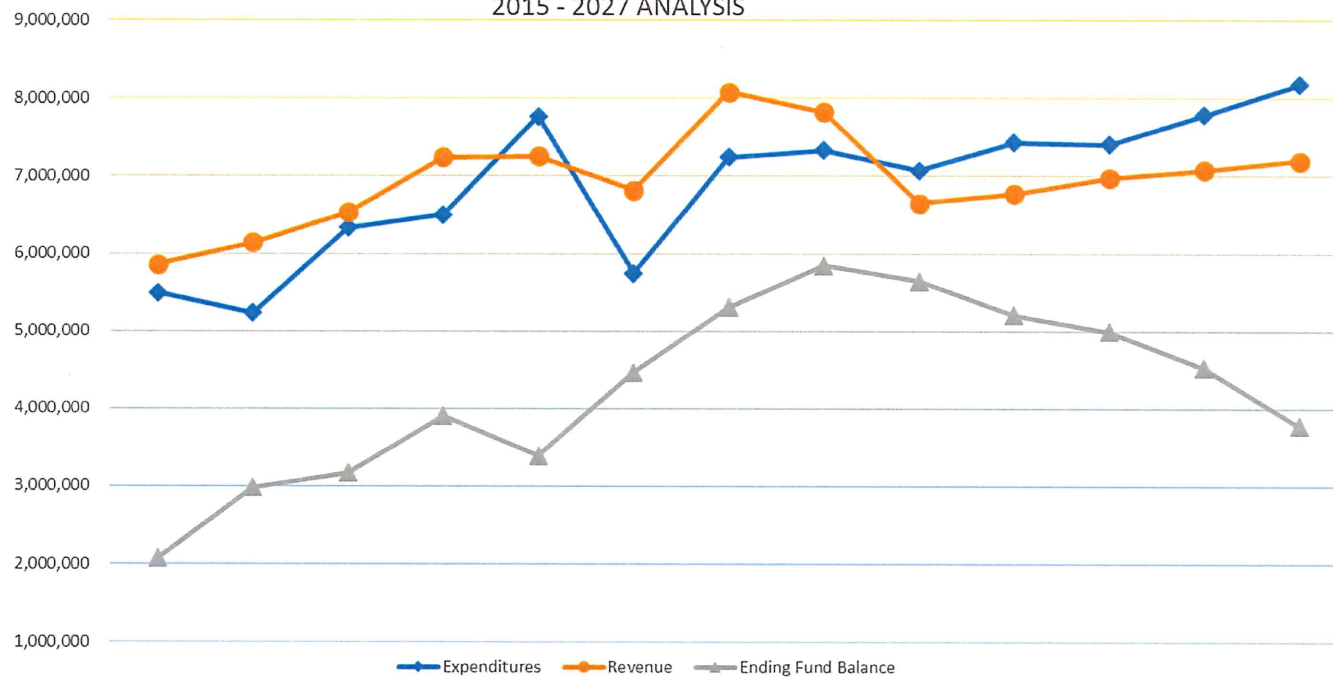
Preliminary General Fund Revenue Estimates

General Fund Revenue Projection 2022		
Property tax	\$ 1,954,000	28.5%
Sales tax	\$ 2,436,363	35.6%
Utility tax	\$ 1,219,599	17.8%
Licenses & permits	\$ 886,005	12.9%
State pass-through	\$ 269,833	3.9%
Fines & Misc.	\$ 80,885	1.2%
	\$ 6,846,685	

General Fund Revenue Forecast 2023		
Property tax	\$ 2,013,901	29.4%
Sales tax	\$ 2,335,153	34.1%
Utility tax	\$ 1,311,013	19.1%
Licenses & permits	\$ 850,005	12.4%
State pass-through	\$ 285,000	4.2%
Fines & Misc.	\$ 81,471	1.2%
	\$ 6,876,543	

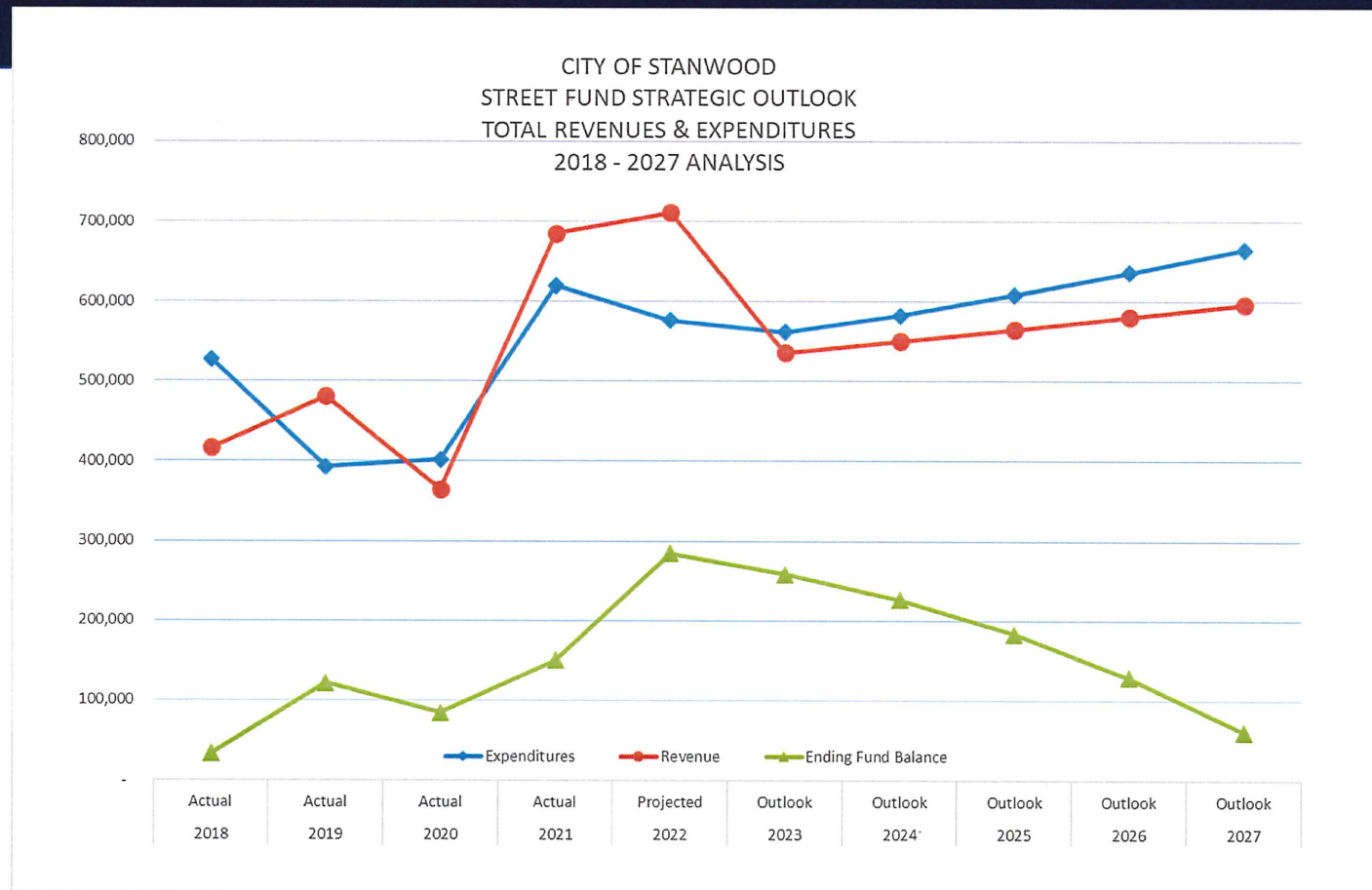


CITY OF STANWOOD
GENERAL FUND STRATEGIC OUTLOOK
TOTAL REVENUES & EXPENDITURES
2015 - 2027 ANALYSIS



Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027

Streets Operations & Maintenance Fund Outlook



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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a

DATE: October 13, 2022

SUBJECT: Confirm Mayor's Reappointments to Economic Development Board

CONTACT PERSON: Sarah Cho, Economic Development and Marketing Manager

PURPOSE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's reappointment of Les Anderson, Randy Heagle, Blake Arnold, John Russell, and Ashley Palmer to the Stanwood Economic Development Board.

BACKGROUND

The Economic Development Board currently has no vacancies. Five terms are set to expire on December 31, 2022.

ANALYSIS

The City of Stanwood Mayor is responsible for recommending appointments to the various City ad hoc boards and commissions when terms expire or a vacancy occurs. City staff followed up with existing board members with expiring terms and inquired whether they would like to continue another term on the board. All five board members confirmed they would like to serve another term on the Economic Development Board.

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

RECOMMENDATIONS

Staff Recommendation: Reappoint the following individuals for service on the Economic Development Board.

Les Anderson (existing)
Randy Heagle (existing)
Blake Arnold (existing)
John Russell (existing)
Ashley Palmer (existing)

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointments
2. Not approve appointments and provide feedback to Mayor

PROPOSED MOTION

MOTION TO APPOINT LES ANDERSON, RANDY HEAGLE, BLAKE ARNOLD, JOHN RUSSELL, AND ASHLEY PALMER TO THE STANWOOD ECONOMIC DEVELOPMENT BOARD, WITH TERMS ENDING DECEMBER 31, 2024.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: October 13, 2022

SUBJECT: Final Acceptance of Church Creek Lift Station Gravity Bypass Extension completed by Faber Construction

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Final Pay Request

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the Church Creek Lift Station Gravity Bypass Extension project completed by Faber Construction.

BACKGROUND

At their March 10, 2022 meeting, Council approved a contract with Faber to complete the Church Creek Lift Station Gravity Bypass Extension Project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The contract with Faber was to construct the Church Creek Lift Station Gravity Bypass Extension. The project consisted of adding a new 12" PVC gravity sewer line to bypass the aging Church Creek Lift Station.

The original contract amount was \$938,986.78 including tax with a \$93,986 contingency to cement treat the soil and repave the entire parking lot. Faber's final billing is \$993,823.81 including tax. The overage of approximately \$54,000 was due to two foreseen change orders. One totaling \$40,379.70 to cement treat and repave the parking lot. We were given the same unit price to do this work. The other change order totaling \$13,597 was to add a manhole and replace a manhole in order to tie in the exiting express way sewer line. In the future, this change order will allow us to bypass a lift station. Because Faber was digging up the area it was a good time to get the future infrastructure in place.

Under the Public Works Director's authority, two change orders for this project were approved, all within the contingent authorization. Changes included:

1. Cement treating a repaving parking lot.
2. Adding additional manhole and piping to express way.

FINANCIAL IMPACT

With all these change orders the total fiscal impact is \$993,823.81.

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINAL ACCEPTANCE OF THE CHURCH CREEK LIFT STATION GRAVITY BYPASS EXTENSION PROJECT COMPLETED BY FABER CONSTRUCTION.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11c

DATE: October 13, 2022

SUBJECT: Final Acceptance of Church Creek Park Tree Removal
Completed by Monarch Tree Services

CONTACT PERSON: Kevin Hushagen, Public Works Director

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the Church Creek Park Tree Removal project completed by Monarch Tree Services.

BACKGROUND

The Mayor approved a contract with Monarch Tree Services to complete the Church Creek Park Tree Removal project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The contract with Monarch Tree Services was for the removal, chipping, and pruning of trees at Church Creek Park to improve the health and safety of the park. The city contracted with Urban Forestry Services to identify the trees that were causing a safety concern in the park. The original RFP identified 50 trees that needed to be taken care of either by pruning, removal, and/or grinding the stumps down.

While Monarch Tree Services was working on the original request to remove trees, other trees were identified as creating a safety concern. This resulted in the need to remove 10 additional trees and grind down several stumps. The contractor was asked to perform this additional work and change orders were approved. The total for these change orders including tax is \$20,336.39.

FINANCIAL IMPACT

With the change orders, the total fiscal impact is \$69,539.97.

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINAL ACCEPTANCE OF THE CHURCH CREEK PARK TREE REMOVAL COMPLETED BY MONARCH TREE SERVICES.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11d
DATE: October 13, 2022
SUBJECT: Final Acceptance of Hamilton Smokestack Painting
CONTACT PERSON: Kevin Hushagen, Public Works Director

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the Hamilton Smokestack Painting project completed by Coating Applicators, LLC.

BACKGROUND

As part of ongoing City Beautification projects, the Hamilton Smokestack was budgeted to be repainted. This project was posted to our MSRC small works roster for bids. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The original contract amount was \$34,877.73 including tax. The smokestack was pressure washed to remove old paint and debris, then repainted on both sides. The final bill matched the contract amount of \$34,87.73. The budgeted amount for this work was \$40,000.

FIANCIAL IMPACT

The total fiscal impact is \$34,877.73

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINAL ACCEPTANCE OF THE HAMILTON SMOKESTACK PAINTING PROJECT COMPLETED BY COATING APPLICATORS, LLC.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11e
DATE: October 13, 2022
SUBJECT: ILA for Law Enforcement Services 2023
CONTACT PERSON: Shawn Smith, City Administrator
ATTACHMENTS: A - Draft ILA for LES 2023 with Addendum 1 & 2

PURPOSE

The purpose of this item is for City Council to authorize the Mayor to sign an ILA (Interlocal Agreement) for Law Enforcement Services for 2023.

BACKGROUND

The city has contracted for law enforcement services with the Snohomish County Sheriff's Office since 2000. The current agreement is due to expire on December 31, 2022. City staff have been working with the county to finalize the ILA. The county has required this contract term of one year in an effort to bring Stanwood's term in line with other contracting cities, thus, the city will be negotiating another contract to begin in 2024.

DISCUSSION

Staffing levels under the ILA, will be as follows: a lieutenant (Chief), two sergeants, six patrol deputies, and one detective will staff the police department. The school resource officer will now be paid for by the school district. The overall cost increase from 2022 to 2023 is \$173,856. The increase is due to core decisions and legislation making it difficult for police officers to work in this state. Currently, Snohomish County Sheriff's office is down sixty deputies. The increase to the city is to cover the cost of bringing on a new deputy, which can take a year of training, and for a recruitment bonus to help Snohomish County Sheriff stay competitive with other agencies also looking for officers. The increase is also due to internal costs such as risk management are for the first time passed on to the city.

ANALYSIS

The credit the city receives for the police department building will be \$14.35/square foot, a total of \$48,790, see addendum 1. The 2023 contract for law enforcement services will cost the City of Stanwood \$2,111,430.

Fiscal Impact			
Fund(s):	General Fund		
Contract Amount:	\$2,111,430.00	Project Estimate:	
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends authorizing the mayor to sign the 2023 ILA with Snohomish County Sheriff's Office for law enforcement services.

Committee/Board Recommendation:

The Public Safety Committee is scheduled to discuss the one-year ILA at their October 13 meeting. The full council also discussed the one-year contract at their September 22 workshop.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the interlocal agreement with Snohomish County for law enforcement services.
2. Do not authorize the mayor to sign the interlocal agreement with Snohomish County for law enforcement services and pursue starting up Stanwood's own police department.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF STANWOOD AND THE SNOHOMISH COUNTY SHERIFF'S OFFICE FOR THE YEAR 2023.



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

ITEM NUMBER: 11f

DATE: October 13, 2022

SUBJECT: Contracts for Government Relations and Grant-writing Services

CONTACT PERSON: Shawn Smith, City Administrator

ATTACHMENTS: A –Proposal and Scope of Work—Strategies 360
B –Proposal and Scope of Work—Pace Engineering

ISSUE

The issue before the city council is to authorize the Mayor to sign contracts with Strategies 360 (See Scope of Work at Attachment A) not to exceed \$18,000 to seek funding for capital improvements such as the Skagit Bay Dike Repair, Port Susan Trail, Downtown Park or new park land. Further, the firm will keep the city informed of issues affecting municipalities during the 2023 Washington State legislative session. This firm will also be tasked with advising and research regarding potential federal funding opportunities arising from the Biden Administration infrastructure bill.

The grant writing assistance is requested for full time help with the Biden Infrastructure Bill, Building Resilient Infrastructure and Communities (BRIC) grant program administered by The Federal Emergency Management Agency (FEMA) through the Washington Military Dept. to fund Phase Four of the Irvine Slough Stormwater Separation project.

The policy question for the city council is whether to invest \$60,000 to have Strategies 360 in Olympia help the city secure state and federal funding for capital improvement projects, and \$30,000 for grant-writing assistance to pursue BRIC grant funding.

RECOMMENDATION

Authorize the Mayor to sign a contract with Strategies 360 not to exceed \$24,000 for state legislative efforts and \$36,000 for federal efforts, on an as-requested hourly basis.

Authorize the Mayor to sign a contract with Pace Engineers, not to exceed \$30,000 for grant-writing assistance.

SUMMARY STATEMENT

The city has contracted for governmental affairs since February 2013, when the City Council approved a contract for \$6,750 with Strategies 360 to assist in securing funding for the 68th Street Safe Routes to Schools project. The project was ultimately awarded \$647,000 due to the city's partnership with the Strategies 360 team in Olympia. Strategies 360 also helped the city secure \$300,000 from the State Legislature to evaluate stormwater improvements to Irvine Slough. The original \$6,750 contract resulted in a \$947,000 return on investment.

The City of Stanwood submitted four capital projects to the state legislature in 2015. With the support of Strategies 360 and the city's legislative delegation, the city received \$885,000 funding for three projects

Over the 2016-2019 period the firm helped secure \$300,000 appropriation to acquire the parcel for the Municipal Campus Project, note this appropriation needed to be re-lobbied and reappropriated over several years.

In 2019, the city secured \$85,000 for the SR 532 flood berm and bike/ped path.

In 2020 the firm helped secure a direct appropriation of \$500,000 for Viking Way phase one.

Over the 2020-21 period the firm helped secure \$448,000 for the Port Susan Trail project.

Strategies 360 also keeps the mayor and city staff apprised of proposed legislation. This ensures that any legislative with potential negative impacts to the city are known well in advance. The city is frequently able to weigh in on potentially damaging legislation before it receives support from the city's legislative representatives. The city is also able to support beneficial legislation such as absorbing Transportation Benefit Districts.

DISCUSSION

The function of a government relations specialist is to be the eyes, ears and voice for Stanwood taxpayers in Olympia and Washington D.C.as needed.

The specialist is typically the "boots on the ground" person and is part of the city's legislative team. The legislative team usually includes the Mayor, City Council members, the City Administrator and technical staff. The purpose of forming a legislative team is to gain state and federal legislative support to achieve specific city goals.

A government relations specialist can be useful when cities are seeking funding for capital projects that serve both the city and surrounding communities where seed money or loans are difficult to secure.

A government relations specialist can also assist communities with developing specific legislation to address a local issue or prevent legislation from passing that would harm the community.

Because the Washington State legislative session is short – 105 days in odd years and 60 days in even years, the government relations specialist is in Olympia working around the clock bringing the city's issues to the most appropriate legislators and committees.

While collectively the city has employees able to read and interpret the federal regulations and satisfactorily complete the BRIC grant application in-house, these staff do not have adequate time to do so and also meet their other responsibilities amid the short application window. Thus, staff request this assistance, believing this will put the city's application in the most competitive position.

FISCAL IMPACT

Funding for the Government Relations contract would be split between the Street and Drainage operating funds as they are the focus of our legislative efforts at this time. The grant writing task order will be charged to the Drainage operating fund.

The policy questions for the city council are whether to invest \$24,000 to have Strategies 360 in Olympia helping the city secure a legislative proviso for capital projects, and for them to assist with federal funding opportunities on an as-needed basis, not to exceed \$36,000. Further, whether to invest in a grant-writer to assist with the BRIC grant application, not to exceed \$30,000.

1. Authorize the Mayor to sign contracts with Strategies 360 and Pace Engineers not to exceed \$60,000 and \$30,000, respectively. This alternative indicates the city council supports investing \$60,000 in a government relations specialist to seek support for city capital projects and a grant-writer dedicated to completing the IS4 grant application within the short time window.
2. Do not authorize the Mayor to sign a contract with one or both Strategies 360 and Pace Engineers. Direct staff to continue to seek funding for the projects during the 2023 legislative session using in-house resources. The city council should direct staff on whether to continue to try and secure funding for city projects. This alternative may require staff time to travel to Olympia weekly during January and February to keep the city's projects moving forward.
3. Do not authorize the Mayor to sign a contract with one or both Strategies 360 and Pace Engineers. Direct staff to stop work on the projects until a later date. This alternative implies the city council is not interested in pursuing capital improvements at this time or that the city council would prefer to postpone funding efforts until the next state budget cycle in 2024.

RECOMMENDED MOTIONS

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH STRATEGIES 360 NOT TO EXCEED \$60,000 TO ASSIST THE CITY WITH STATE AND FEDERAL CAPITAL FUNDING REQUESTS AND KEEP THE CITY INFORMED ON LEGISLATION THAT WOULD IMPACT MUNICIPALITIES.

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH PACE ENGINEERS NOT TO EXCEED \$30,000 TO ASSIST THE CITY WITH THE BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES GRANT OPPORTUNITY.



ATTACHMENT A

STRATEGIES 360

1505 Westlake Ave N
Seattle, WA 98109

CITY OF STANWOOD

2023 LEGISLATIVE SERVICES PROPOSAL

PROPOSED BY PAUL BERENDT





September 26, 2022

Sid Roberts, Mayor
Shawn Smith, City Manager
City of Stanwood
10220 270th
Stanwood WA 98292

Dear Mayor Roberts and City Manager Smith,

Thank you for the opportunity to present our proposal for state legislative lobbying services for the City of Stanwood, Washington. We have included an addendum for Federal lobbying services also.

We have been proud to represent the city of Stanwood over the years. Strategies 360 is committed to providing Stanwood with the consistent, strong, high caliber representation we have provided in the past. The Strategies 360 team offers full-service public affairs and government relations services, and we are eager to serve your needs.

If hired, we anticipate providing government relations service for city, working closely with the Mayor, City Manager and other members of the city administration and government. We shall work with the city to develop a strong legislative agenda including but not limited to working on priority policy matters developed by the city, monitoring legislative issues to identify impactful bills appearing before the legislature, and securing transportation and capital budget funding. In addition to lobbying, deliverables would also include providing guidance and advocacy to the city, monitoring relevant state agencies, and working with other important stakeholders.

We are excited about the possibility of working with Stanwood to advance the City's goals. It is anticipated that the legislative process will necessitate the motivation and engagement of broader community stakeholders. S360 is well-versed at engaging community partners, building coalitions, and working with diverse allies to deliver results.

In closing, we want to work for you! We are confident our team is the right partner for you, and we look forward to having the opportunity to work with you. Thank you for your consideration.

Sincerely,

The Strategies 360 Team

ABOUT STRATEGIES 360

Strategies 360 (S360) is a comprehensive lobbying, public affairs and creative services firm founded on the principle that public policy, stakeholder engagement and strategic communications are closely intertwined. Having worked for members of Congress, Governors, legislators, mayors, public research firms, creative agencies and media outlets, our team has unmatched expertise in government relations, communications, grassroots efforts, public policy and strategic positioning campaigns.

We recognize that to meet legislative goals for the City of Stanwood, the city must be positioned correctly with relevant legislators, state agencies, and stakeholders. This requires the establishment of strong relationships with key influencers and developing resonant, persuasive, and compelling messaging. This messaging will allow us to expand important relationships with the goal of ensuring that the City's interests and objectives are top of mind in state agencies and at the Washington State Legislature.

STRATEGIES 360 CAPABILITIES & APPROACH TO GOVERNMENT RELATIONS

Our team of effective and experienced government relations professionals are among the best in Olympia and throughout the State of Washington. We are experienced, connected, and we know Washington State. We propose providing the City of Stanwood with government relations reach in Washington to include the following services:

- Work with City Leadership to develop and fine tune legislative priorities.
- Monitor and represent the City on issues consistent with legislative priorities.
- Work with the Mayor, City Manager and City Council to experience full benefits of advocacy trips to the legislature in Olympia and legislative advocacy days.
- Strategize and advocate for legislation and other policies consistent with City goals and objectives.
- Schedule advocacy trips for the City leadership team and accompany the team to legislative, committee, and state agency staff meetings.
- Create a 2023 legislative priorities leave-behind document.
- Participate and advocate with stakeholders in any relevant weekly lobby meetings with legislative and committee leadership.
- Set up meetings with policy makers in the Office of Financial Management and the Governor's office, as needed.
- Research and monitor legislative issues from relevant state agencies. This includes developing positions and responses and representing the City at legislative hearings or agency meetings as needed.
- Regularly meet with appropriate legislators on the Local Government, Transportation and Capital Budget, and appropriate committees, state agency representatives, legislative staffers, and other stakeholders to advance City goals and interests.
- S360 staff will communicate regularly with the City Manager and others (as needed) on pending budget appropriations, legislation, and other state funding through weekly written reports, emails, and conference calls. S360 reporting can include a regular status call, if desired.

EXPERIENCE:

S360 has an office in Olympia, just off the Capitol campus, and maintains a staff of three experienced lobbyists during the legislative session. Having multiple staff in Olympia during session allows Strategies 360 to cover multiple meetings and legislative hearings at the same time, and to provide adequate staffing backstops for every client. S360 consultants are well versed in Washington's political landscape and the complexities of the legislative process. Our political reach and influence with Governor Inslee, and the executive agencies he oversees, is very strong. S360 also has considerable experience, knowledge, and background in working on City issues having worked on housing, criminal justice, transportation and local government issues.

S360's legislative team specializes in government affairs, and we are leaders in the field with a proven track record of success. Our team can make the right connections to shape policy, solve problems, inform the public, and build the right environment for success. We have assembled a team with deep knowledge of issues facing businesses, municipalities, workers, and organizations across the State of Washington.

S360 lobbyists are well-versed in securing budget funds, and local government policy. S360's government relations team has been involved in these specific policy wins and funding measures, helping to secure budget appropriations, pass legislation, and kill hostile legislation relating to various issues:

THE S360 TEAM

Note: S360 has hired an experienced Olympia lobbyist, Kelsey Hulse, who will begin with S360 on October 17th. We envision Hulse being a key part of the Stanwood lobbying team.



Paul Berendt

EXECUTIVE VICE PRESIDENT

SIXTEEN YEARS OF PROFESSIONAL LOBBYING EXPERIENCE

Paul Berendt focuses on state and federal policy objectives and is part of a team of professionals who specialize in coupling traditional lobbying with outreach and new persuasion strategies. For the past nine years, Paul has been instrumental in guiding legislation and regulatory actions successfully through the process both in Olympia and Washington DC. He has helped secure millions of dollars in funding for municipal and non-profit clients. His strong working knowledge of the processes and strategies necessary for success in the current political environment in our state and federal capitols are central to client success.

Paul joined Strategies 360 after serving six successful terms as chairman of the Washington State Democratic Party, where he was nationally recognized for winning political campaigns and the development of innovative

strategies. Paul uses both traditional lobbying and new techniques designed to generate public support through the recruitment of strong voices into the public debate.

Over the past thirty years, Paul Berendt has developed an extensive network of national, state, and local leaders. His ability to build bridges between diverse groups and entities is unparalleled. Paul holds a Bachelor of Art's Degree from the Evergreen State College in Olympia.



Aya Samman

PUBLIC AFFAIRS & GOVERNMENT RELATIONS MANAGER

FOUR YEARS OF PROFESSIONAL LOBBYING EXPERIENCE

Aya is a communications specialist with international experience in non-profit management and philanthropy. She is part of the Washington Government Relations team, working on clients' policy priorities and representing them in Olympia during legislative sessions.

Before joining S360, Aya worked as project manager at the University of Washington Evans School's Accelerating Social Transformation program – a unique experiential learning accelerator that exposes social-sector professionals to the nexus of social impact and exponential technologies.

Having lived most of her life in the Middle East, Aya's international background gives her a unique perspective in her role as Public Affairs Coordinator. Motivated by the Arab Spring and Syrian Revolution, Aya received her BA in Communications & Arabic Studies from DePaul University in Chicago, followed by her MPA from the Evans School of Public Policy at the University of Washington.

2022 WASHINGTON LEGISLATIVE CLIENT LOBBYING EFFORTS AND WINS

- **City of Arlington**
 - \$278,000 secured in the capital budget for the city's Smokey Point Park.
- **City of Marysville**
 - Secured appropriation for I-5/NB Marine View Dr to SR 529 of 10,771 (dollars in thousands) in 21-23 and 30,579 in the 16-year total.
 - Additionally, 5,000 was secured for Grove Street Overcrossing in 21-23 and 500,000 for 156th Street Railroad Overcrossing in the 16-year Transportation Package total.
- **City of Monroe**
 - \$10m secured in the 'Move Ahead WA' transportation package for SR 522.
- **C-TRAN**
 - \$5m secured in the 'Move Ahead WA' transportation package for the Highway 99 Bus Rapid Transit (BRT) project.
- **Housing Providers**
 - Helped defeat HB 1904 – legislation that would put onerous regulations on housing providers to adequately rent market rate units.
- **Block, Inc.**
 - Helped pass SB 5544 – legislation that establishes a state blockchain workgroup.
- **AMR / Washington Ambulance Association**
 - Lobbied for and attained favorable language for Ground Ambulance in HB 1688, major Balanced Billing legislation.
 - Won passage of significant legislation authorizing provisional licenses for EMT's and Paramedics / amended onto HB 1893 broadening EMT and Paramedic authority in the State of Washington.
- **Agrib Beef**
 - Lobbied for and obtained an extension in current favorable policies governing the Livestock Identification program (SB 5624).
- **Comprehensive Healthcare**
 - Secured \$1,020,000 in capital funding for their new Goldendale facility that will provide greater mental health access to a very underserved community in Eastern Washington.
- **Fourfront Contributor**

Comprised of the four largest Community Behavioral Health Orgs in the state of Washington:

 - CCBHC Funding / Study - We were instrumental in advocating for funding for a study of the Comprehensive Community Behavioral Health Care Model (CCBHC). The final Operating Budget included the full \$600,000 for the biennium CCBHC study.
 - Lobbied for a Medicaid rate increase - A 7% increases for Community Behavioral Health Providers starting January 1, 2023.
 - Lobbied for Stopgap funding for Medicaid clients - The legislature funded 100M to providers by need rather than by percentage of utilization.
- **Modification in Use of Force Legislation HB 1735**
 - Multiple clients request modification in use of force legislation passed last year. We successfully advocated for clarifying language that would solve the confusion amongst officers, BHO's, Paramedics and EMT's.
- **Tulalip Tribes**
 - Successfully ran, and lobbied SB 5694, recognizing Indian tribes as among the governmental entities with which the department of corrections may enter into agreements on matters to include the housing of inmates convicted in tribal court, on behalf of Tulalip.

- Successfully advocated for HB 1753, concerning tribal consultation regarding the use of certain funding authorized by the climate commitment act; and HB 1717, concerning tribal participation in planning under the growth management act.
- **Washington Poison Center**
 - Successfully secured \$225,000 in 2023 supplemental operating budget, working to secure this funding for 2023-2024 biennium.

2021 WASHINGTON LEGISLATIVE CLIENT LOBBYING EFFORTS AND WINS

- **Willapa Grays Harbor Oyster Growers Association** - We successfully obtained **\$1.4 Million** for the extension of an Integrated Pest management process funded through the Department of Agriculture needed to identify a means to eliminate the Burrowing Shrimp in Willapa Bay.
- **Housing Providers Coalition** – We were instrumental in making improvements to SB 5160, legislation that is the offramp to the Governor’s longstanding **eviction moratorium**. We played an instrumental role in increasing the cap on the landlord mitigation fund from \$5k up to \$15k in the legislation. We were also successful in our advocacy for ending the Governor’s eviction moratorium on June 30 of 2021.
- **Compass Health** - Won an appropriation of **\$14,000,000** for Compass Health for the construction of the Broadway Redevelopment project which will result in upgraded Behavioral Health Services in NW Washington. This is a major investment for behavioral health facilities in the region.
- **Washington Farm Communities Coalition** - Agribusiness - S360 led the Public Affairs campaign for modifications in **SB 5172**, the Agriculture Wage Overtime bill. The bill phases in over three years the level of hours in which overtime pay is implemented. The bill also creates a “Safe Harbor” under which farmers will not be held liable for back wages when they were following the law. *The bill was hailed as a big success by both labor and farm interests.*
- **Jefferson County** - The Port Hadlock Sewage Treatment facility received **\$20,175,000** in Capital Budget funds. This fully funds a project S360 has been working on for over ten years.
- **Tulalip Tribes** –We lobbied on behalf of Tulalip for the **Fare Start Act (HB 1213)**, and **funding for early learning**. Advocated for consultation clauses on many bills. Advocated for historic **HB 1372** - "Replacing the Marcus Whitman statue in the national statuary hall collection with a statue of Billy Frank Jr."
- **AMR / Washington Ambulance Association** - S360 lobbied and kept a hostile Balanced Billing bill from being introduced in the legislature that would have been punitive to **AMR and the Ambulance industry**.
- **Instacart** - Derailed an effort by the Senate Transportation committee to establish a **new tax on Grocery deliveries** impacting our client **Instacart** to fund transportation spending.
- **City of Marysville** – S360 secured **\$515,000** in funding for Marysville’s trail connector. This funds the Centennial **Trail Connector** via Bayview **Trail** project that will extend the recently constructed Bayview **Trail** within Marysville, to connect to the regional Centennial Trail located throughout Snohomish County.
- **City of Arlington** – S360 secured **\$750,000** in the Operating Budget for the city’s mobile integrated health pilot program. We also secured **\$372,000** in the Capital Budget for the Arlington Innovation Center. S360 also brought forward and **passed HB 1386** – a top priority for Marysville

and Arlington giving those communities the ability to grant a local property tax exemption set to expire in 2022. This legislation will help drive jobs industrial/manufacturing jobs to the region.

- **City of Monroe** - We secured **\$361,000** in the Capital Budget for the Monroe ECEAP Facility. We also worked successfully to get **an amendment** adopted on HB 1054 (police tactics bill) to continue the use of **mine resistant ambush protected vehicles** (MRAPs). The City's police department owns and operates this type of vehicle.
- **City of Stanwood** – Obtained **\$742,000** in Capital funding for Stanwood's Port Susan Trail.
- **League of Education Voters** - Conducted a successful virtual **Special Ed Day** for the **League of Education Voters** and Investing in Student Potential at the legislature.
- **PacificSource Health Plans** – S360 successfully helped to **defeat all new health care taxes** that would have negatively impacted health insurers. This includes a covered lives tax on health carriers, and other taxes discussed.
- **Fourfront Contributor** (formerly Behavioral Health Northwest) – Heavily lobbied **HB 1196** – concerning audio-only telemedicine and **HB 1477** – implementing the national 988 system to enhance and expand behavioral health crisis response and suicide prevention services. Both Bills passed. Built stronger relationships with legislators as a collective, increased name recognition for FC in Olympia, established FC as thought leaders for behavioral health policy, received overwhelming support for long term allowance of telehealth, and received a small increase potential to Medicaid reimbursement.
- **Washington Poison Center** – successfully secured **\$1,000,000** in the 21-23 operating budget for our client. Conducted a strong set of advocacy meetings to highlight WAPC's good work and programming to help secure funding for the client.
- **American Cruise and American Steamboat** - S360 was instrumental in moving the Governor of the State of Washington to establish a sailing protocol for river tours on the Columbia and Snake Rivers. Tours will be allowed to operate under strict protocols starting on May 15.
- **NextStep** - Launched NextStep to provide **online CNA training** in the State of Washington. Helped them with difficult regulators and their media launch.

S360 Olympia - Client list: We have no known conflict of interests with City of Stanwood policy objectives.

DECLARATION OF CONFLICT: AT THE TIME OF SUBMITTAL, THE S360 TEAM DOES NOT ANTICIPATE ANY CONFLICTS WITH THE CITY OF STANWOOD AND CURRENT S360 CLIENTS. S360 HAS ALSO COMPLETED A FIRM-WIDE CONFLICT CHECK WHICH DID NOT YIELD ANY OTHER CONCERNS.

It should be noted that we have found having diverse clients strengthens our ability to deliver for all of our clients. If your client base is too narrow – you end up having to go to the same legislators over and over again. Having diverse clients means you are working with all members of the legislature and are developing greater contacts and relationships.

Clients who have been under contract in the past year:

- **Agrib Beef** (Beef Industry)
- **American Medical Response** (Emergency Services)
- **Block** (Financial Transactions/ Tech)
- **City of Arlington**
- **City of Monroe**
- **City of Marysville**
- **City of Olympia** (Communications services only – no lobbying)
- **Compass Health** (Behavioral Health)
- **Comprehensive Healthcare** (Behavioral Health)
- **Consumer Direct Care Network** (Communications only)
- **C-Tran** (Transit)
- **Epic Asset Management** (Housing provider)
- **Fourfront Contributor** (Behavioral Health)
- **Goodman Real Estate** (Housing provider)
- **Grant County PUD**
- **Ideal Options** (Drug & alcohol treatment)
- **Instacart**
- **Jefferson County**
- **Lucid Motors**
- **Maximus** (Not Lobbying)
- **Neiders Corp.** (Housing provider)
- **NORPAC** (Paper manufacturing)
- **Pacific Source** (Insurance)
- **Puget Sound Energy** (Community Affairs / not lobbying)
- **Rational 360** (Technology – Not Lobbying)
- **Southpoint** (Housing provider)
- **Tulalips Tribes**
- **WA Poison Center**
- **WA Ambulance Association**

PUBLIC AGENCY REFERENCES

- MONTE REINDERS, P.E.
JEFFERSON COUNTY PUBLIC WORKS DIRECTOR / COUNTY ENGINEER
623 Sheridan Street, Port Townsend, WA 98368
(360) 385-9242
Mreinders@Co.Jefferson.Wa.Us
- BARB TOLBERT
MAYOR, CITY OF ARLINGTON
238 N OLYMPIC AVENUE, ARLINGTON, WA 98223
(360) 403-3442
BTOLBERT@ARLINGTONWA.GOV
- Gloria Hirashima, ICMA-CM, AICP
Chief Administrative Officer, City Of Marysville
1049 State Ave, Marysville, WA 98270
360-363-8088
Ghirashima@Marysvillewa.Gov

BUDGET

For the scope of work outlined, we propose an initial 12-month engagement that would last from October 1st, 2022, through September 30th of 2023. This would be a contract through the 2023 legislative session for consulting services. As a firm-wide practice, any approved expenses will be billed separately.

S360 assumes that the major focus of this work will consist of government relations services at the State Government level. We propose providing lobbying services in the State of Washington for \$2000 per month.

Our state Government Relations fee (Option #1) schedule is a monthly retainer which is inclusive of state lobbying and stakeholder outreach.

Our federal lobbying proposal (Option #2) is designed to sharply focus on intermittent work before Congress. This is an optional add on.

Option #1 – State Government Relations

<u>EXPENSE CATEGORY</u>	<u>TIMELINE</u>	<u>BUDGET</u>
State Government Relations and Lobbying, Stakeholder development	October 1, 2022 – September 30, 2023	\$2000.00 Per Month

Option #2 Add on – Federal Relations

<u>EXPENSE CATEGORY</u>	<u>TIMELINE</u>	<u>BUDGET</u>
Federal Lobbying Services – including working federal funding and Earmarks for appropriations	October 1, 2022 – September 30, 2023 – Billing will be capped at 12 hours per month, unless more work is authorized by the city.	\$250.00 per hour Detailed billing from Washington DC

FEDERAL LOBBYING SERVICES

S360 assumes that activity at the federal level will be limited, targeted and intermittent. We propose adding federal lobbying services at a rate of \$250 per hour. We would cap that activity at 10 hours per month – unless authorized to do work more hours by our client.

Federal work will include lobbying the State of Washington federal delegation for project funding for Stanwood and setting up meetings with city officials and federal representatives on an as needed basis.

Appendix A

Scope of Work

- Work with City Leadership to develop and fine-tune legislative priorities.
- Monitor and represent the City on issues consistent with legislative priorities.
- Work with the Mayor, City Manager, and City Council to experience the full benefits of advocacy trips to the legislature in Olympia and legislative advocacy days.
- Strategize and advocate for legislation and other policies consistent with City goals and objectives.
- Schedule advocacy trips for the city leadership team and accompany the team to legislative, committee, and state agency staff meetings.
- Create a 2023 legislative priorities leave-behind document.
- Participate and advocate with stakeholders in any relevant weekly lobby meetings with legislative and committee leadership.
- Set up meetings with policy makers in the Office of Financial Management and the Governor's office, as needed.
- Research and monitor legislative issues from relevant state agencies. This includes developing positions and responses and representing the City at legislative hearings or agency meetings as needed.
- Regularly meet with appropriate legislators on the Local Government, Transportation and Capital Budget, and appropriate committees, state agency representatives, legislative staffers, and other stakeholders to advance City goals and interests.
- S360 staff will communicate regularly with the City Manager and others (as needed) on pending budget appropriations, legislation, and other state funding through weekly written reports, emails, and conference calls. S360 reporting can include a regular status call, if desired.
- Add on Federal Relations services as needed.



ATTACHMENT B

October 7, 2022

Shawn Smith
City Administrator
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

**Subject: Funding Application for Irvine Slough Stormwater Separation Study Phase 4
Proposal for Professional Grant Writing Services**

Dear Shawn:

PACE Engineers, Inc., (PACE) appreciates the opportunity to submit this budget proposal for providing Professional Grant Writing Services to obtain funding for the Irvine Slough Stormwater Separation Study (IS4) Phase 4 project. The City of Stanwood seeks to obtain funding issued by U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). The funding program title is the Fiscal Year 2022 Building Resilient Infrastructure and Communities (BRIC).

PACE has an extensive background with obtaining funding for their client's critical projects. PACE has been successful in obtaining grants and loans from various funding sources and with various projects. The project team will consist of Paul Weller, PE, AICP managing the grant application and will be the lead contact for the City. Technical support will be provided by Andy Reaves, PE, and quality control and review will be provided by Pam Cogley Env SP. Other PACE staff members will assist in the grant writing process where necessary.

The overall scope of work is to assure the grant is meeting the schedule and technical requirements of the grant and put together a quality application that will have a high probability of a successful award.

Fee Estimate

We propose to provide the services listed above on a time and expense basis with a not to exceed value of **\$30,000**. For any reason that the fees should exceed this value, PACE will contact the city and get approval prior to billing.

The above scope of work and related fee has been based on the following assumptions:

- City to provide required data and information in a timely manner.
Grant application timelines are very critical and if any data and information is not provided in a timely manner it may affect the quality of the grant application.
- All grant and administrative fees (if any) are to be paid by the City.
- Two (2) meetings with the City are included in this fee.

The following services are not included in this proposal:

Surveying or engineering services

Terms and Conditions

See attached Terms and Conditions

Authorization to Proceed

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

If you have any questions or need additional information, please call us at 425.827.2014, or email me at paulw@paceengrs.com.

Sincerely,

PACE Engineers, Inc.

Paul Weller, PE, AICP
Senior Project Manager

Andrew Reaves, PE
Sr. Principal Engineer

Attachments: PACE Rate Schedule, Terms and Conditions

Acknowledgement and Authorization to Proceed:

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

Name (Printed)

Title

Signature

Date

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