

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, November 10, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, November 10, 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 – October **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Community Development Committee Minutes – October 6, 2022 **7.1**
 - b. Economic Development Board Meeting Minutes – September 16, 2022 **7.5**
 - c. Finance Committee Meeting Minutes – October 27, 2022 **7.11**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – October 27, 2022 **8.5**
- 9. UNFINISHED BUSINESS: NONE**
- 10. PUBLIC HEARING: NONE**
- 11. NEW BUSINESS**
 - a. Discussion Item – City Revenue Sources **11.1**
 - b. Authorize the Mayor to Sign an Interlocal Agreement Releasing Potential Interest in the Rucker Building to Snohomish County **11.11**
 - c. First Reading, Resolution 2022-16, 2023-2028 Capital Improvement Plan Update **11.29**
 - d. Authorize the Mayor to Sign Supplemental No. 1 to On-Call Professional Services Agreement with Quality Controls Corporation **11.41**
 - e. Authorize the Mayor to Sign a Lease Agreement with Mammoth Burger **11.49**
 - f. Authorize the Mayor to Sign a Task Order with Perteet, Inc. for the Twin City Mile Phase I Design and Permitting Services **11.51**
- 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:

Monday, Nov. 21, 2022, Regular Meeting 7:00pm
December 8, 2022, Regular City Council Meeting 7:00pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **6**

DATE: November 10, 2022

SUBJECT: Police Compstat Reports

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – October 2022 Compstat Report

SUMMARY STATEMENT

Attached is the October 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

OCTOBER 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.

OCTOBER 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%

OCTOBER 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	25	26	26	43	304
Concealed Pistol License Issued	38	52	15	67	383
Pistol Transfer Checks	24	35	28	26	395
Fingerprinting & Approximate Time	25 6.25 hrs	17 4.25 hrs	0 Closed	30 7.50 hrs	265 66.25 hrs

OCTOBER 2022

Stanwood Police Department

Message from the Chief



October has seen a change from warm temperatures and smoke-filled skies to a more normal October weather of wind, clouds, and rain. Additionally, big changes for Officers Kargopolstev and Kelly as they both welcomed brand new babies into their families. Both babies and mothers are doing great.

Another change this month for Stanwood PD is the SRO position is no longer being part of the Stanwood's contract for police services. The Stanwood Camano School District will contract directly with Snohomish County for the SRO position. Stanwood PD will still be working closely with SRO McCurry and our officers will still be stopping by the high school for lunch regularly.

This month Stanwood PD had our 3-year audit by Washington State Patrol of our state and national databases entries (WACIC/NCIC). These entries include protection orders, vehicle impounds, stolen vehicles, license plates, guns, tools, etc. Additionally, all of our database user acknowledgment documents, interagency agreements, and applicable procedures were verified that they were all up to date. Stacey Davis, our senior Record Specialist, did such an outstanding job on the audit, Washington State Patrol is going to "borrow" some of our entries and the corresponding documents for training in their new Firearms Background Division.

Crime Trends:

Last week one of our night shift officers observed a person in a parked vehicle actively using drugs at one of our local gas stations. Our officer contacted the male subject and recovered 52 fentanyl pills, methamphetamine, and drug paraphernalia. The investigation revealed the drugs were for personal use. A common question is how in the world is 52 pills "personal use". The fentanyl pills or "blues" as they are commonly referred to can be purchased for as low as \$2 a pill and our subject smokes 8-10 pills a day. Per current Washington State law, our officer could not arrest the subject, but had to give him a diversion and recommend he seek treatment. The subject's name was passed on to social worker for follow-up. As we have contacted this male since this incident, as he is currently homeless, he has not sought treatment and I expect he will continue to commit minor crimes to feed his drug addiction.

Community Engagement:

Stanwood PD had a great time passing out candy during Stanwood's "Ghouls Night" on Main St 2pm-5pm. It was raining during the day and a little slow for trick-or-treaters, but once school let out, the wave of kids needing candy arrived. We gave out 12 bags of large Costco sized bags of candy during the event. Later that night I was out patrolling the neighborhoods and gave out four more bags of candy.

Chief Toner

OCTOBER 2022

Stanwood Police Department

Detective Report



Update-Stanwood Police Case 2019-1570 Burglary and Identity Theft Second Degree

On 03-07-2019 Deputy Fuchs responded to a burglary in progress in the 28000 block of 80 AV NW, Stanwood. A woman arrived home at about 5pm and noticed a black sport utility vehicle parked at her family's farm. After calling her father and confirming no one was supposed to be on the property, the woman walked toward the farm and saw two men carrying items, walking from the detached garage toward their car. When the subjects saw the woman, they jumped into the vehicle and fled with the items they stole. The woman was able to record the license plate of the vehicle. Deputy Fuchs shared this information with area law enforcement.

On 03-08-2019 Deputy Vaughn observed a black Dodge Durango on State Route 532, west of the County line. The vehicle appeared to be disabled as there were people pushing it in the westbound lane of travel. While he was assisting to push the Durango to the side of the road with his patrol vehicle, Deputy Vaughn recognized the car matched the description of the suspect vehicle from the burglary on 03-07-2019 and later confirmed the vehicle's license plate matched the suspect vehicle's license plate.

The male driver exited the vehicle and walked away, leaving behind a female (front seat passenger) and another male. The driver was later located by a deputy with the Island County Sheriff's Office and arrested on outstanding warrants. Detective Martin responded to the location and observed items inside the Durango that were stolen from the burglary. The vehicle was impounded as evidence, pending a search warrant.

Detective Martin served a search warrant on the Durango and recovered items from the burglary as well as evidence of identity theft linked to the female. The female reporting party identified the driver of the Durango in a photo line-up as the person she saw driving the vehicle as it was leaving her family's farm with 80% certainty. Detective Martin spent the following several weeks locating and getting statements from victims of identity theft.

On 04-22-2019 Detective Martin arrested the driver and booked him into the Snohomish County Jail on one count of Burglary Second Degree (felony) and one count of Possession of Stolen Property Third Degree (gross misdemeanor). Detective Martin arrested the female and booked her into the Snohomish County Jail on five counts of Identity Theft Second Degree (felony).

On 10-17-2022 Detective Martin checked the status of the case and learned both subjects plead guilty this year to charges amended by the Prosecutor's Office. The male plead to Criminal Trespass First Degree (gross misdemeanor) and Theft Third Degree (gross misdemeanor). The female plead to two counts of attempted Identity Theft Second Degree (gross misdemeanor). Both subjects were sentenced to 24 months of community custody and received no jail time.

Update-Stanwood Police Case 2019-8147 Theft Third Degree

On 10-15-2019 Deputy Chaney contacted a victim at an Adult Care Facility reference the theft of Hydrocodone pills from his room. The victim's granddaughter captured the theft on video using a hidden camera in the room.

On 12-10-2019 Detective Martin interviewed the subject at the Stanwood Police Department. The woman was an employee at the facility and initially claimed she had no memory of taking the victim's medication. The woman eventually regained her memory and admitted to entering the victim's room and taking two Hydrocodone pills from the victim's prescription bottle.

Detective Martin referred the charge of Theft Third Degree to the Prosecutor's Office.

On 10-17-2022 Detective Martin learned the woman plead guilty to Theft Third Degree, but did not receive any jail time.

OCTOBER 2022

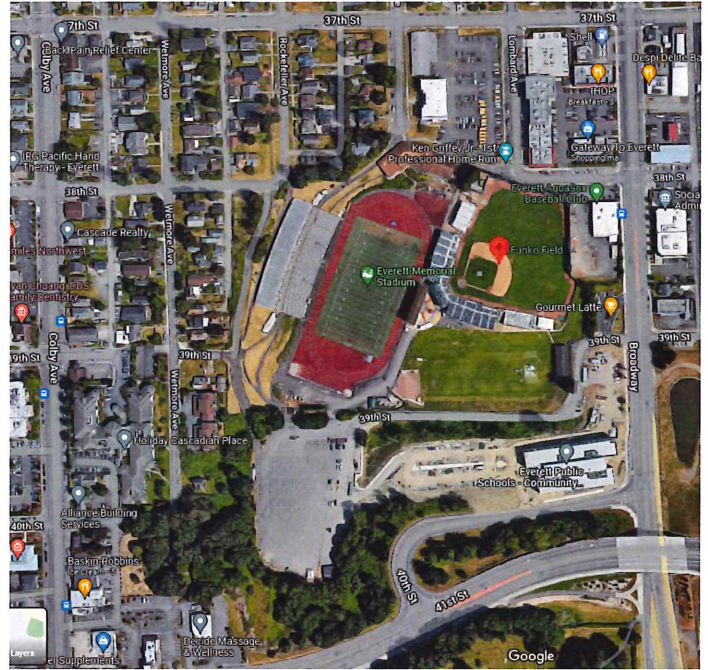
Stanwood Camano School District

SCHOOL RESOURCE OFFICER



SCHOOL SAFETY / REUNIFICATION

The District Office has made a push to strengthen and solidify our reunification plans. On October 6th, School Resource Officer Deputy McCurry attended the Everett School District Reunification Drill as an observer. He was able to observe a small scale reunification drill involving 125 students and 70 parent volunteers as Everett School District staff worked through their procedures. He brought back his observations and met with District staff, along with representatives from local fire agencies to discuss ideas and concerns. Our current reunification plans closely mirror what Everett has in place. We are working on plans to hopefully run a tabletop drill in the near future, with hopes to run our own small scale drill.



Self-Care Night

Friday, October 28th
3:00 PM - 4:30 PM
@ SHS in the Commons!



- JOIN US ON FRIDAY TO...
- Paint pumpkins
- Make friendship bracelets
- Do some yoga!
- Watch a movie (Caroline) with complementary pizza and drinks!

SHS SELF CARE EVENT!



After school on Friday October 28th, students gathered in the high school commons to have some fun and practice their self-care. Students came together to paint pumpkins, do several crafts like make bracelets. They watched a movie and had a fun time just hanging out with friends.

OCTOBER 2023



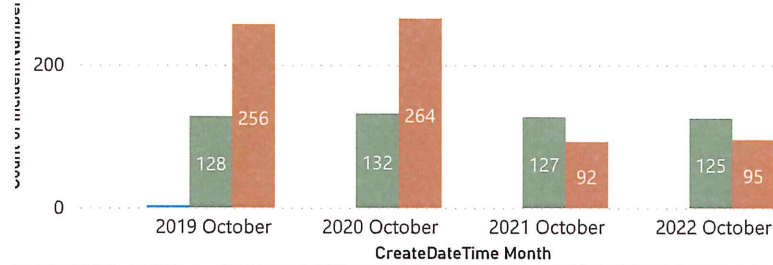
The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggen's, it counts here once.



Previous Month Over Time

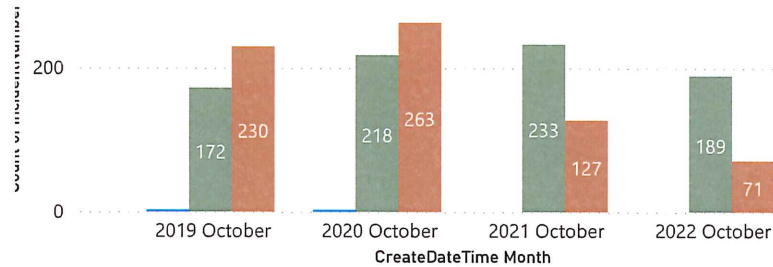
Stanwood West, Incidents by Origination

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



Stanwood East, Incidents by Origination

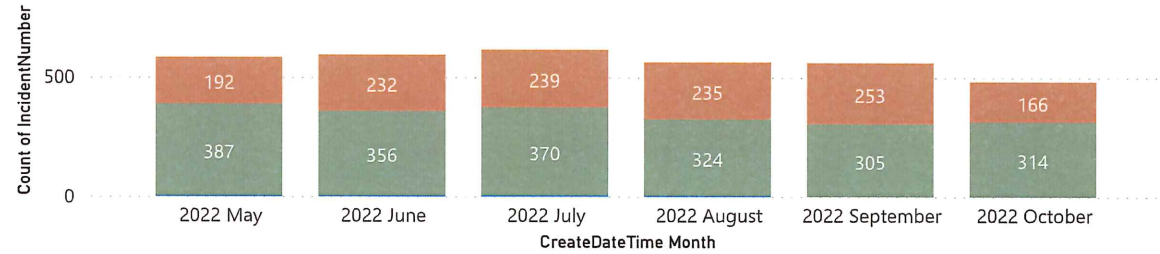
Call Origination ● (Blank) ● 911 call ● Officer-Initiated



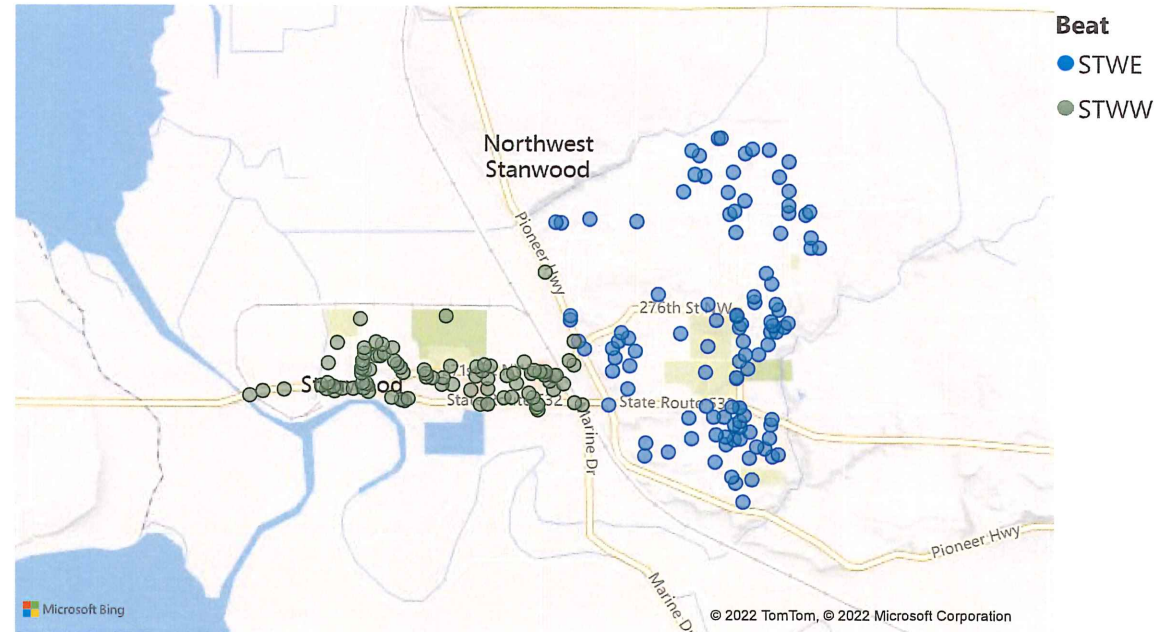
TOTAL INCIDENTS

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

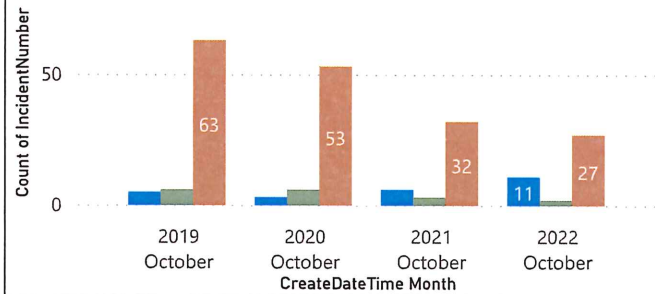




Previous Month Over Time

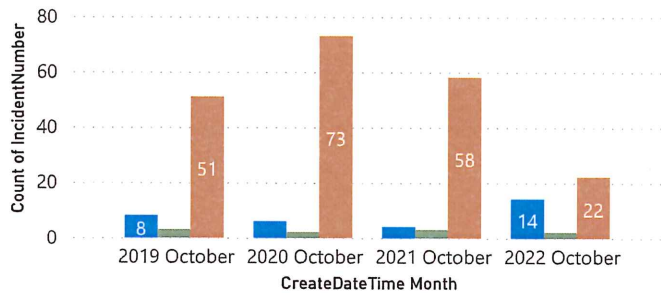
Stanwood West

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		
May	11	14
June	13	9
July	8	12
August	13	4
September	12	2
October	25	4

Traffic - Previous Month, Current Year

Call Origination ● 911 call ● Officer-Initiated



STWW & STWE

Year	Traffic
2022	
May	46
June	79
July	117
August	93
September	109
October	49



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

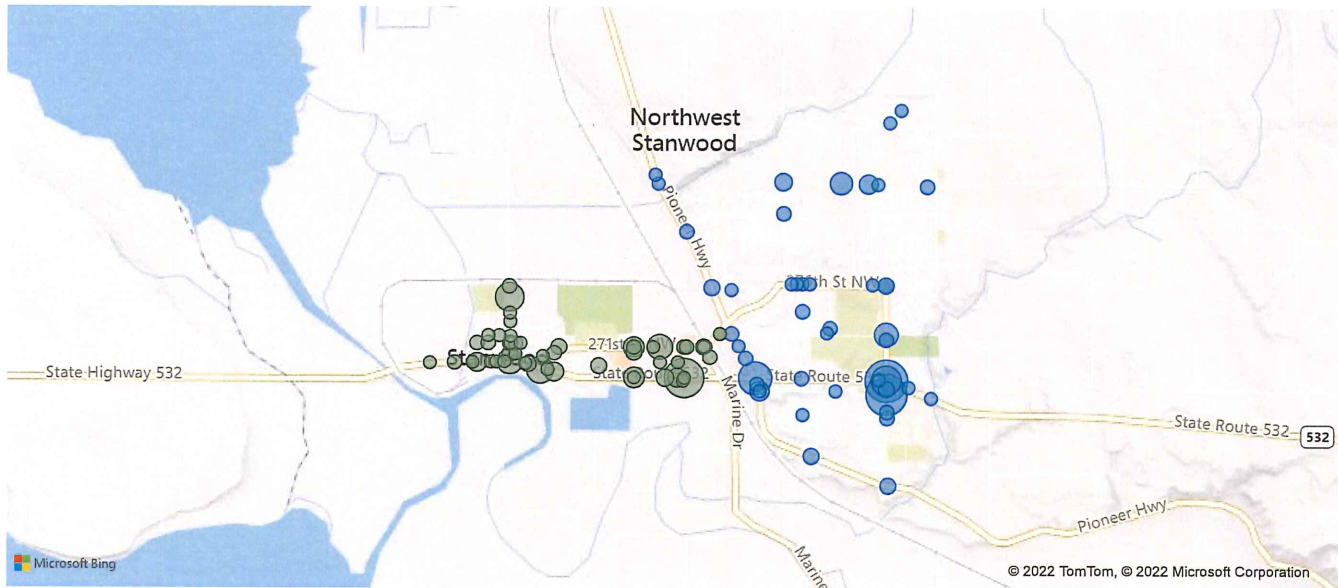
217

of Citations

308

of Citations

Beat ● STWE ● STWW



Total Tickets

Month	2021	2022
January	19	6
February	10	8
March	28	8
April	32	3
May	14	9
June	38	17
July	7	22
August	8	20
September	7	19
October	13	10
November	7	
December	3	

How Many Tickets Had More than One Citation?

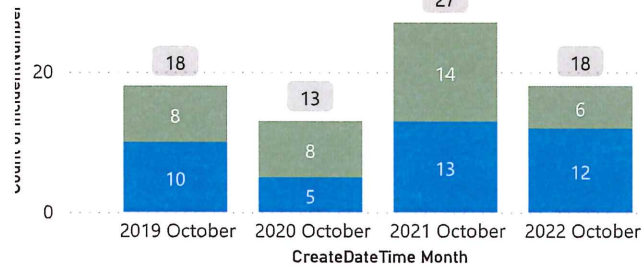
69



Alarms

Alarms

Beat ● STWE ● STWW

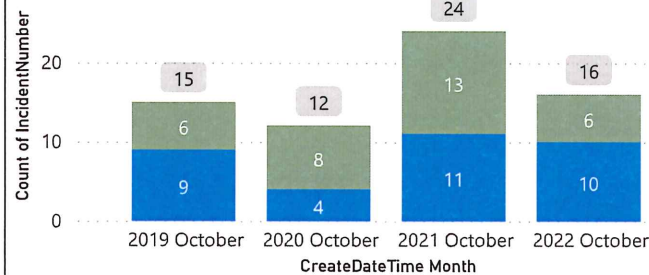


STWW & STWE

Year	Alarm
2022	
May	31
June	25
July	21
August	23
September	16
October	18

Alarms that were False Alarms

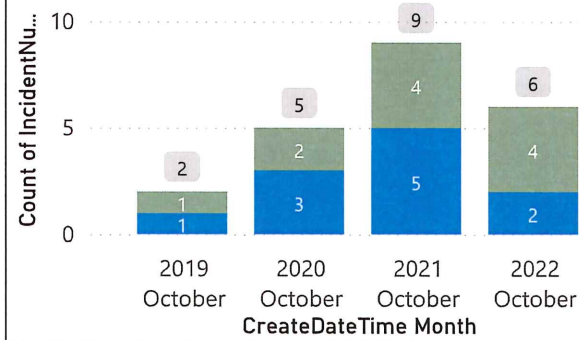
Beat ● STWE ● STWW



Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW



STWW & STWE

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

Abandon Vehicles Past Calendar Month, ThisYear

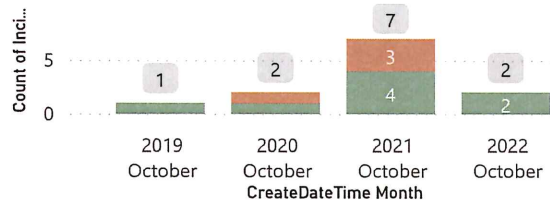
Beat ● STWE ● STWW



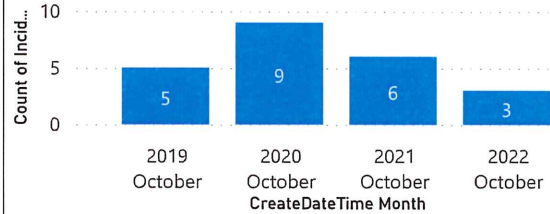


Stanwood West

IncidentType ● BHC ● Suicide



IncidentType ● Welfare Check



CreateDateTime Month

Year BHC Suicide

2022		
May	4	1
August	4	
September	4	
October	2	

Year Welfare Check

2022	
May	6
June	5
July	8
August	1
September	3
October	3

Stanwood East

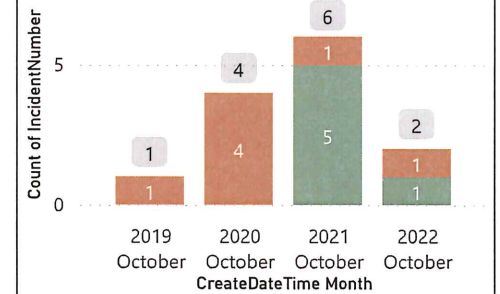
Year BHC Suicide

2022		
May	3	2
June	9	
July	1	6
August	1	1
September	3	2
October	1	1

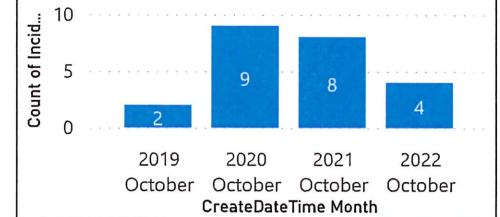
Year Welfare Check

2022	
May	3
June	13
July	6
August	7
September	7
October	4

IncidentT... ● BHC ● Suicide



IncidentT... ● Welfare Check



IncidentT... ● Death





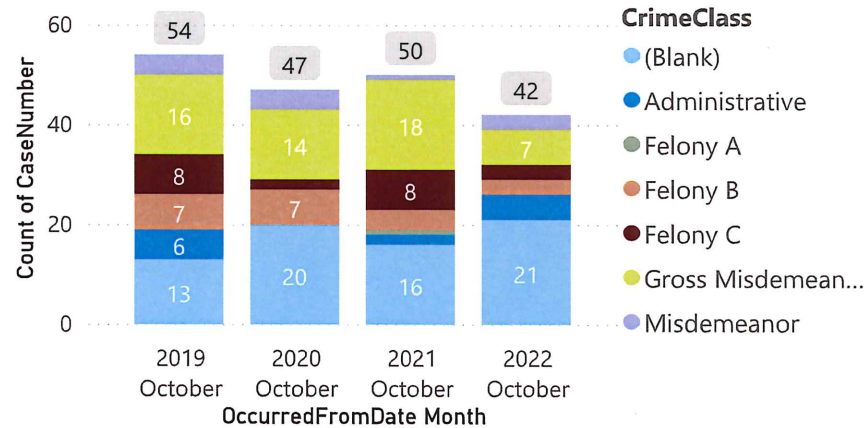
The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

TOTAL CASES

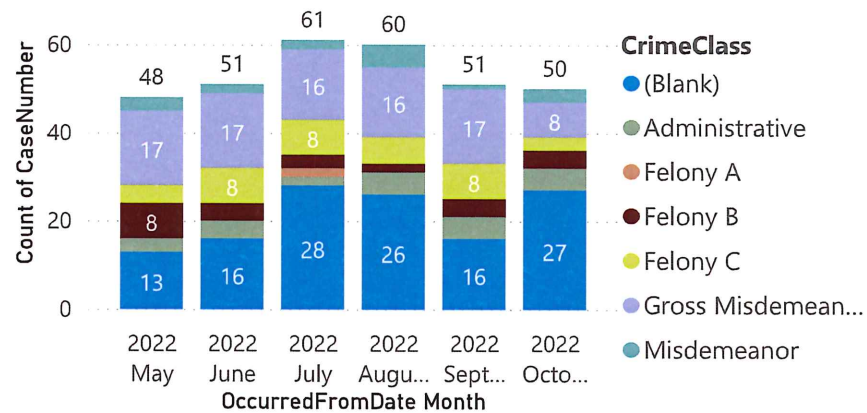
IN THE STW BEAT

Previous Month Over Time

Count of CaseNumber by Year, Month and CrimeClass

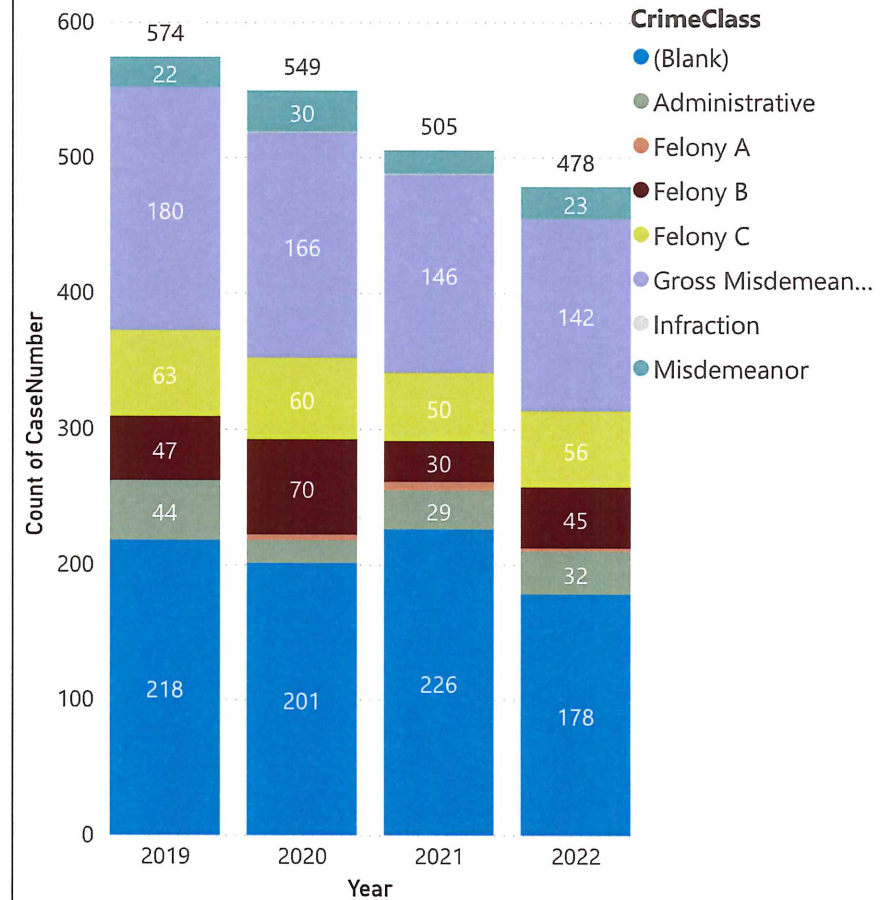


Count of CaseNumber by Year, Month and CrimeClass



To Date by Year

Count of CaseNumber by Year and CrimeClass

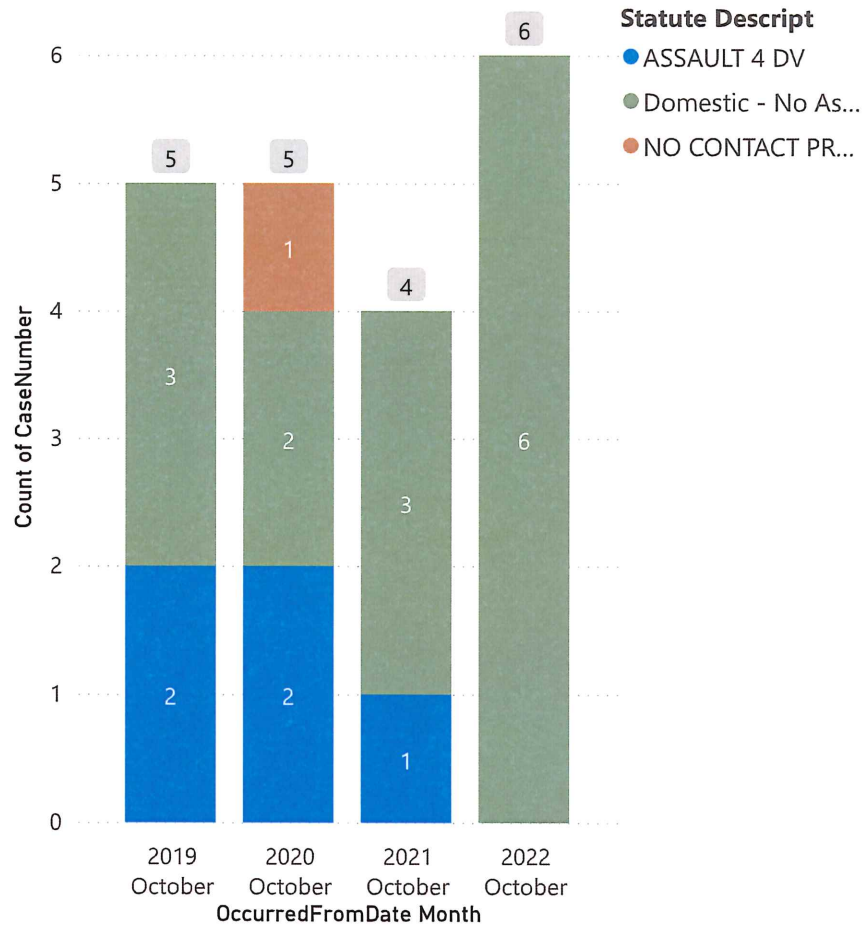


Domestic Related CASES

IN THE STW BEAT

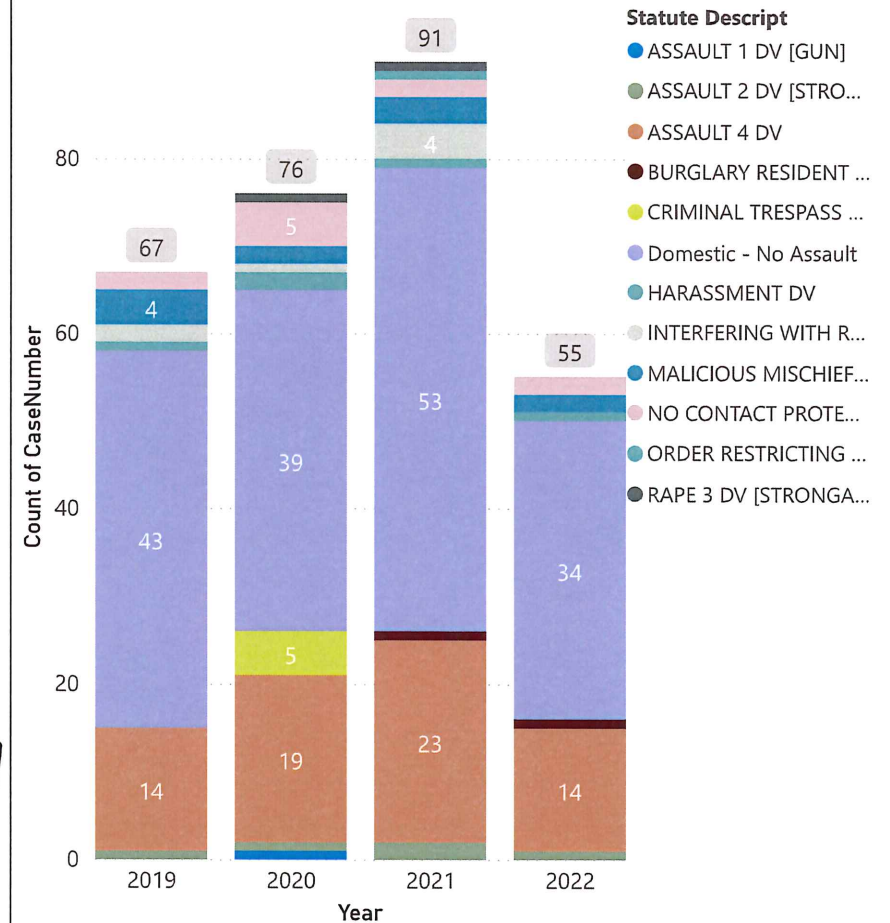
Previous Month Over Time

Count of CaseNumber by Year, Month and Statute Descript



To Date By Year

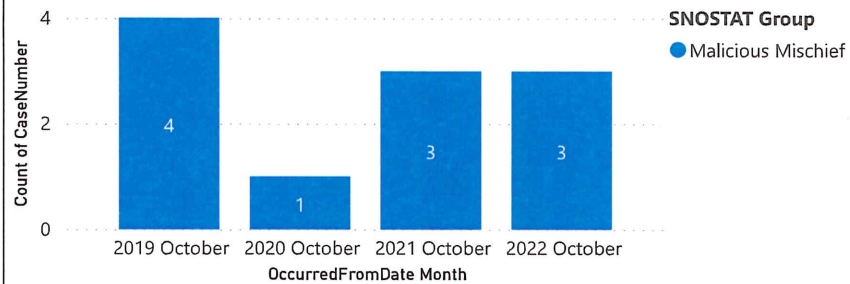
Count of CaseNumber by Year and Statute Descript



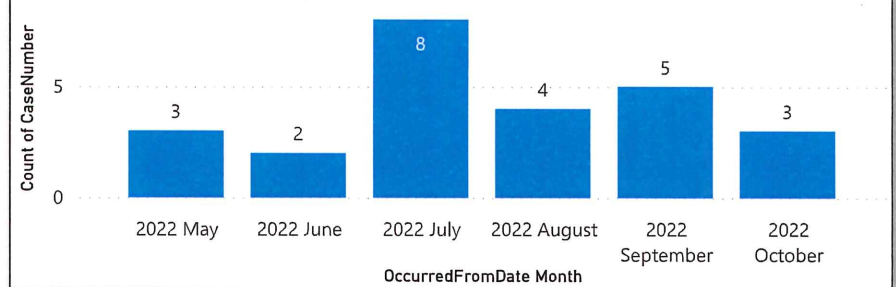


Malicious Mischief CASES

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

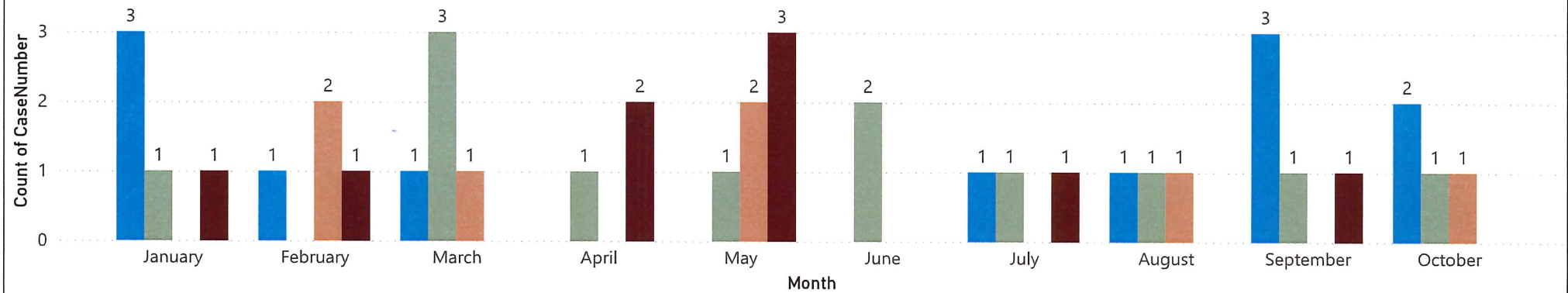
Past Six Calendar Months

Month ● May ● September



Jan 1 - Present, each year

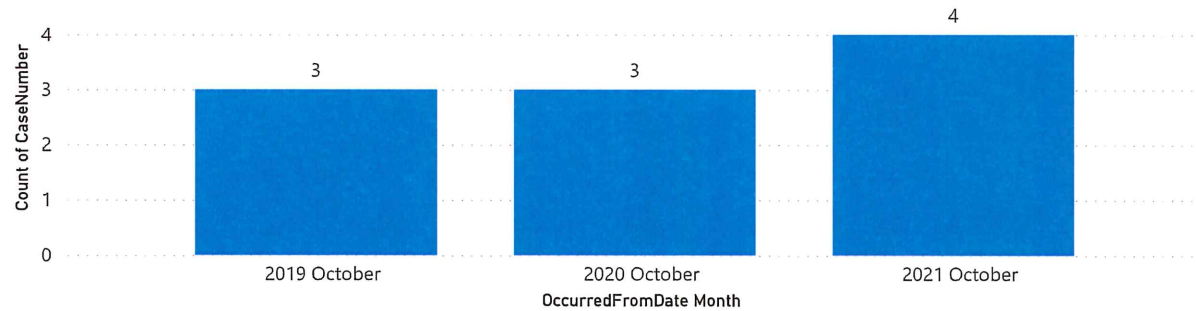
Year ● 2019 ● 2020 ● 2021 ● 2022





Vehicle Prowl CASES

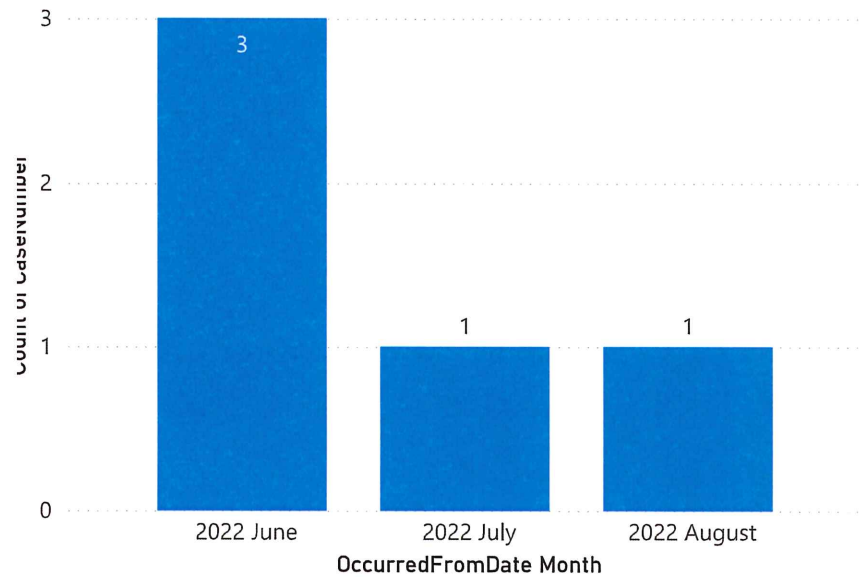
Count of CaseNumber by Year and Month



Jan 1 - Current Date, Current Year

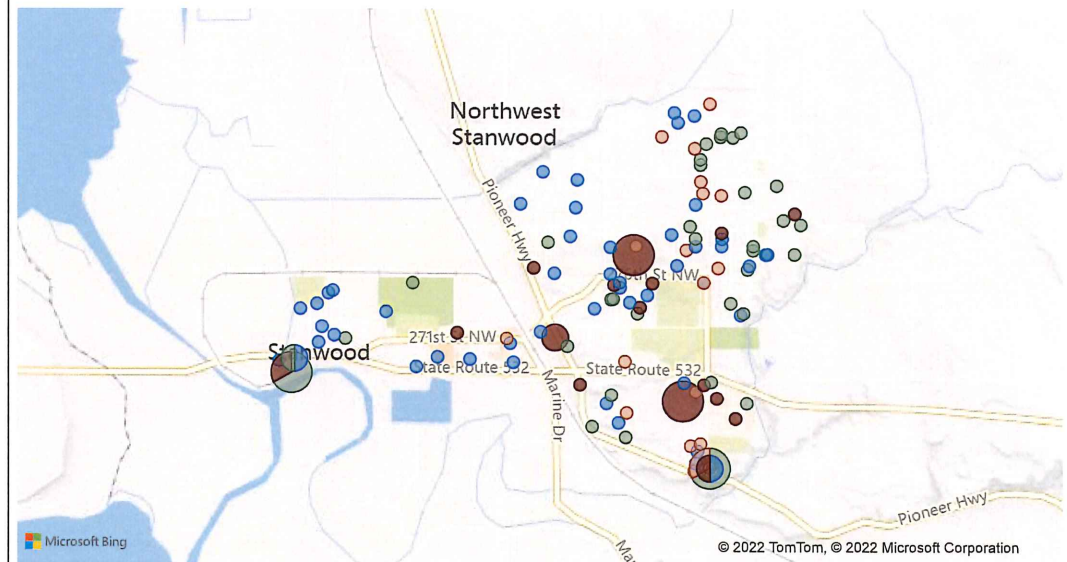
Year	Veh Prowl 1	Veh Prowl 2	Total
2019	4	45	49
2020	2	36	38
2021	1	18	19
2022	3	19	21

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

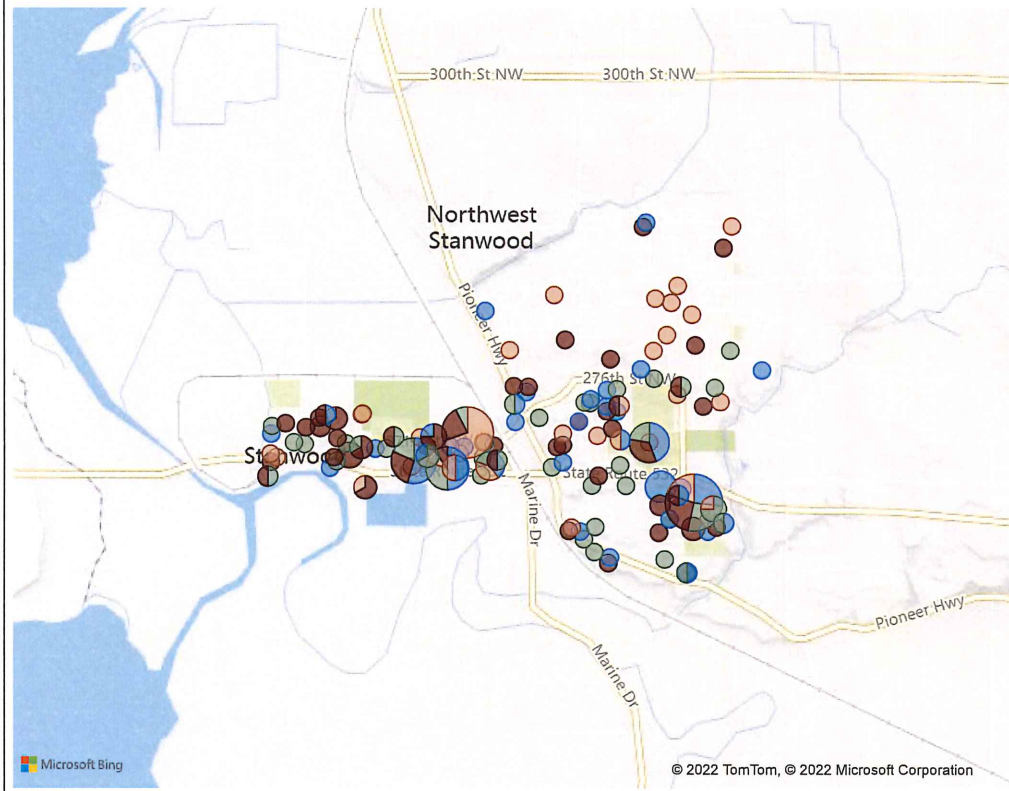
Beat	2019	2020	2021	2022
STWE	35	27	24	35
STWW	26	25	23	35
Total	61	52	47	70

Year 2022

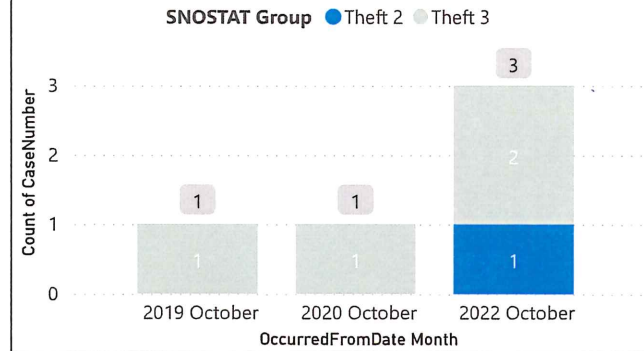
Beat	May	June	July	August	September	October
STWE	7	2	4	2	4	3
STWW	1	4	4	6	4	3

Count of CaseNumber by Year, Lat and Lon

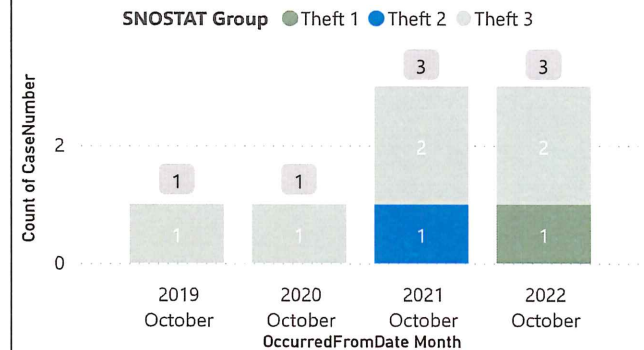
Year ● 2019 ● 2020 ● 2021 ● 2022



Stanwood West



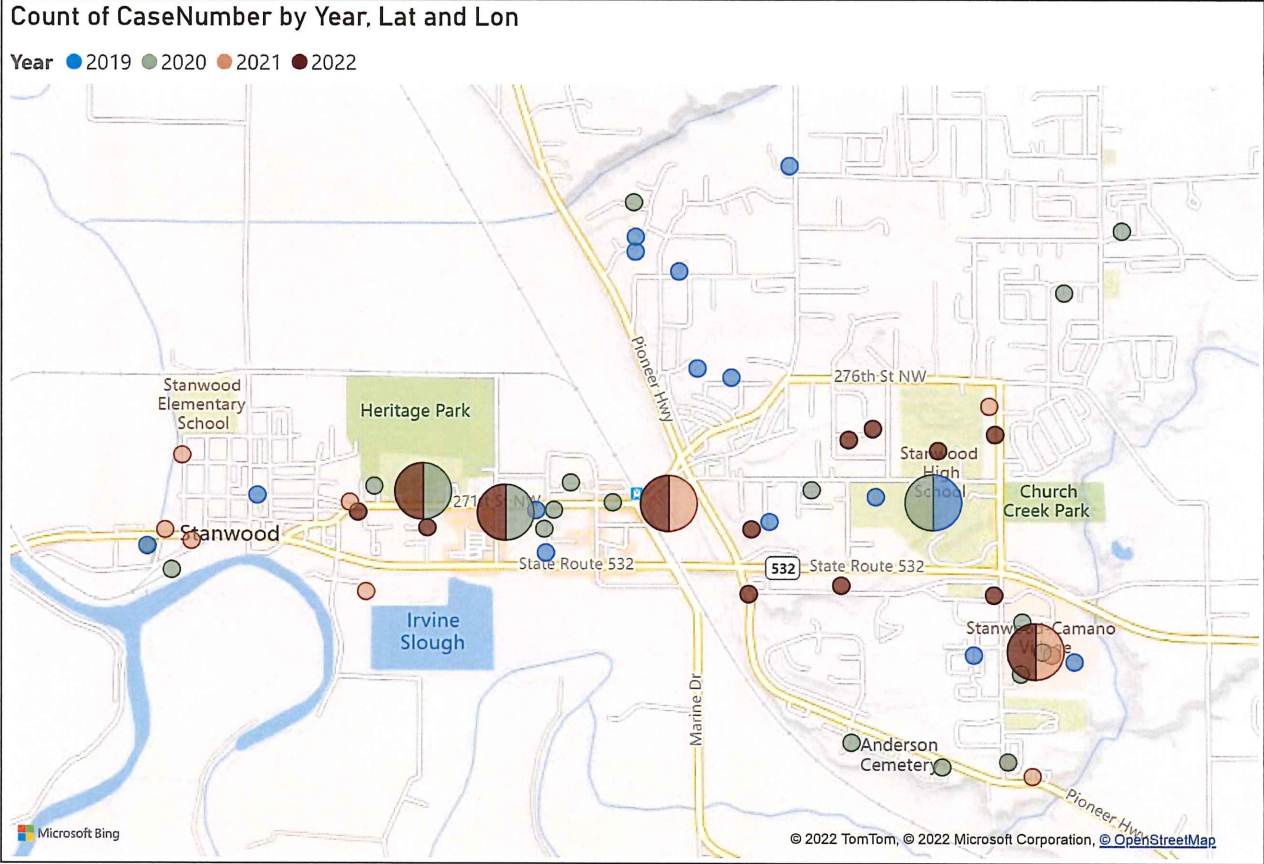
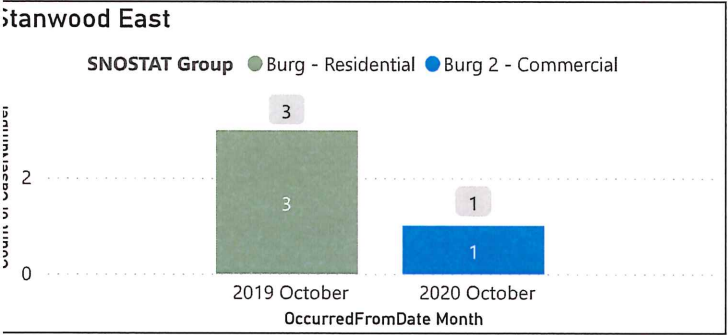
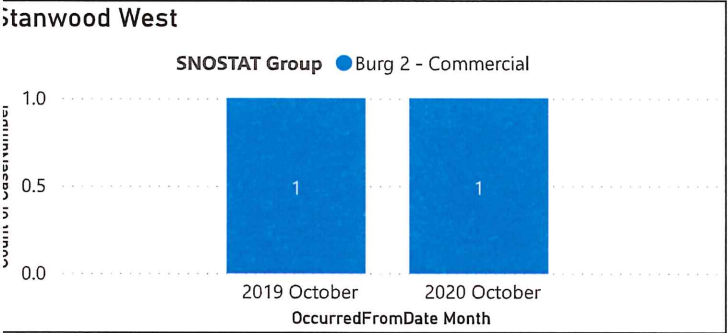
Stanwood East





Burglary CASES

Jan 1 - Current Date		
Year	STWE	STWW
2019	11	4
2020	9	11
2021	6	6
2022	9	5





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: November 10, 2022
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – CDC Meeting Minutes - October 6, 2022

SUMMARY STATEMENT:

Minutes from the October 6, 2022, Community Development Committee Meeting are attached to this staff report for approval as presented.

The minutes from the September 19, 2022, Joint Community Development Committee and Planning Commission meeting will be presented to Council upon approval by the Planning Commissioners at their November 14, 2022, meeting.



Community Development Committee Meeting Minutes October 6, 2022

Call to Order 5:00 pm

Councilmembers Present: Steve Shepro, Marcus Metz

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock

Absent: Dani Gaumond

Also known to be present: Megan Watne (online)

Agenda Items:

1. Updated Land Use Zoning Map
2. Comprehensive Plan Update – Economic Development and Land Use Policy Gap Analysis
3. Final Plat Landscape Performance Bonds

Update Land Use Zoning Map

In September, staff brought before the Community Development Committee envisioned land use alternatives. These discussions, along with multiple years of engagement and public outreach, have contributed to build the vision of what the land use map should look like. Staff presented the most recent version of the updated land use zoning map. The zoning map incorporates a Planned Industrial zone, a mixed-use zone through downtown Stanwood, and other zoning housekeeping items.

Council Member Questions & Comments

West Stanwood – west of railroad

- On 102nd Ave, north of the Historical Society, allow some commercial use. The Twin City Mile project will likely bring more businesses to the area.
- Council members support more single family live/work spaces in this area.
- Explore allowing Commercial Accessory Units.
- Council members do not support more long-term overlays.
- When applying the Planned Industrial zone, ensure compatibility with industrial uses near downtown and the TCM.

East Stanwood – East of railroad, north of SR 532

- Along Pioneer Highway, allow live/work uses with specific conditions and criteria on development.

East Stanwood – East of railroad, south of SR 532

- There may be a need for a “medium-sized box store” for access to clothing and basic supplies at lower cost. Consider allowing this use in the UGA near the entryway to the city – north or south



Community Development Committee Meeting Minutes October 6, 2022

of SR 532 near 64th Ave. Add conditions to this so as not to have a large parking lot as the view upon entering the city.

Overall, the Councilmembers support these updates.

Comprehensive Plan Update – Economic Development and Land Use Policy Gap Analysis

Staff is working with the consultant team on policy analysis of the Comprehensive Plan as part of the periodic update process currently underway. LDC, Inc., one of the consultant firms on the project team, has been tasked with performing the gap analysis on the current Comprehensive Plan and recommending areas of revision and change to the City's goals and policies.

There are three components to the policy analysis:

- 1) Gaps in current policies caused by changes and updates to the Multi-County Planning Policies (MPPs) and Snohomish County's Countywide Planning Policies (CPPs);
- 2) Gaps in goals and policies related to requirements of the housing element in the Growth Management Act, which received a major update in 2021 as a result of the passage of House Bill (HB) 1220; and
- 3) Internal inconsistencies, overlaps, and outdated references or language within the current comprehensive plan.

This policy analysis update presents the Planning Commission with the policy gaps associated with the land use and economic development elements under component #1 above. (The HB 1220 gap analysis will be covered when the Planning Commission addresses housing element gaps in a later meeting, and LDC anticipates the internal policy review will be ready for the next Planning Commission meeting on the comprehensive plan.)

This gap analysis begins with the presumption that the existing comprehensive plan, having been reviewed by Commerce and found to be in compliance with the Growth Management Act, is consistent with the previous MPPs and CPPs. It is important to note that the City of Stanwood is not required to have a goal or policy for every CPP or MPP, and one city policy can fully or partially implement different CPPs.

Because VISION 2050 was adopted by the Puget Sound Regional Council in 2021, and Snohomish County updated its CPPs accordingly, a gap analysis is needed to identify where new or updated CPPs implement new or updated MPPs, requiring policy language in the Stanwood Comprehensive Plan to be updated to be consistent with these plans.

Council Member Questions and Comments:

- Council members support moving forward with this analysis with an emphasis on affordable housing.



Community Development Committee Meeting Minutes October 6, 2022

Final Plat Landscape Performance Bonds

All new development, except for single-family dwelling units or duplexes to be built on their own lot and not part of a subdivision, is required to meet the provisions of Stanwood Municipal Code Chapter 17.147 Landscape Performance Standards. A new subdivision is required to install all plat improvements including utilities, roads, and landscaping; prior to approval of final plat. This process often results in dead or damaged landscaping that needs replacement either due to planting in an improper season due to the timeline of plat construction or due to home-building contractors damaging trees in the individual house construction process.

Staff proposes to modify the final plat process to allow performance bonds for subdivision landscaping prior to final plat approval. This will save costs and material on having to replace dead or damaged landscaping that, if planted at a different time, would not require replacement. All landscaping would need to be installed before the new development receives certificate of occupancy.

Council members support Final Plat Landscape Performance Bonds

Meeting adjourned at: 6:30 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: November 10, 2022

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Sarah Cho, Economic Development and Marketing Manager

ATTACHMENTS: A – EDB Meeting Minutes – September 16, 2022

SUMMARY STATEMENT

Minutes from the September 16, 2022, Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the October 21, 2022, Economic Development Board Meeting.



Economic Development Board Meeting Minutes September 16, 2022

The September 16, 2022, Economic Development Board Meeting held in person and via Zoom, was called to order at 7:37 a.m.

Board Members in Attendance:

Les Anderson, Kristine Birkenkopf, Dave Pelletier, John Russell (online), Randy Heagle

Absent: Blake Arnold, Ashley Palmer

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 July 15, 2022.

Storefront Improvement Project Update

Storefront Improvement Programs are a common tool used throughout the United States to incentivize private property owners to make investments in their properties. The 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.

Community Development Director, Patricia Love, told the Board that this program is moving forward. The City Council had good feedback and recommended the grant amount be increased. Patricia would like to suggest \$100,000 for the budget. This will allow a range of grants (in amounts of \$5,000, \$10,000, and \$20,000) for different pilot projects to be dispersed. One of the City's consultants from BHC Consultants, who is working on the Stanwood Municipal Code update project, is a professor at the University of Washington. She has suggested using Planning students from the university for the Storefront Improvement Project as a class project. The students would work on the guidelines, and research & design parameters for this project, gaining real world planning experience. Sarah Cho, will handle the application materials and processes for businesses wanting to participate in the program.

BHC is taking this idea to the University's panel of instructors for approval, and the topic will be back on the Economic Development Board agenda in November. The City hopes to bring it back to Council in January.

The Board members had the following comments:

- The Board would like to see a common theme maintained to preserve and maintain historic/small town details.
- How will this apply to new buildings? The grant program is intended to be for existing buildings, but if a developer wanted to build a new building, they would likely need to follow the parameters of the grant program. These details are still being discussed.
- The Storefront Improvement guidelines will eventually be codified into the Municipal Code.

The Economic Development Board unanimously supports the Storefront Improvement Program.



Economic Development Board Meeting Minutes September 16, 2022

Draft Work Plan for 2023

Staff has drafted ideas for the 2023 work plan for the Economic Development Board and would appreciate suggestions on the following items:

1. Twin City Mile – City Beautification
2. Business recruitment, retention, and expansion
3. Storefront improvement program
4. Special events
5. EDB requests

The Board discussed adding the following items to the Work Plan for 2023:

- Adding a four-way stop to the intersection of 102nd Avenue NW and 271st Street NW – a high traffic intersection. A stop sign would allow safe crossing of the road and bring more people to west Stanwood businesses.
- Two-hour parking enforcement in west Stanwood.

Other topics discussed:

- Status of the bypass project: WA DOT is continuing to analyze traffic studies, looking at peak periods, delays, and considering whether a bypass or other, less expensive traffic calming measures would be appropriate.
- How can the City draw more residents into west Stanwood?

Business License Analytics

In the month of **July**, the City received a total of 28 new business applications – 16 Non-Resident Business, 7 Home Occupation Business Licenses, and 5 City Business Licenses. Below is the breakdown of NAICS codes for the businesses:

- 39% were classified as Construction,
- 14% were classified as Administrative and Support Services,
- 11% were classified as Retail Trade,
- 7% were classified as Other Services (except Public Administration),
- 7% of businesses were classified as Real Estate Rental and Licensing,
- 4% were classified as Transportation and Warehousing,
- 4% were classified as Information,
- 4% were classified as Health Care and Social Assistance,
- 4% were classified as Professional, Scientific, and Technical Services,
- 3% were classified as Wholesale Trade, and
- 3% were classified as Utilities.

In the month of **August**, the City received a total of 32 new business applications – 22 Non-Resident Business, 3 Home Occupation Business Licenses, 6 City Business Licenses, and 1 Non-Profit Business. Below is the breakdown of NAICS codes for the businesses:

- 47% were classified as Construction,
- 13% were classified as Other Services (except Public Administration),
- 10% were classified as Retail Trade,
- 6% were classified as Admin & Support & Waste Management & Remediation Services,
- 6% were classified as Health Care and Social Assistance,



Economic Development Board Meeting Minutes September 16, 2022

- 6% were classified as Transportation and Warehousing,
- 3% were classified as Accommodation and Food Services,
- 3% were classified as Finance and Insurance,
- 3% were classified as Real Estate Rental and Licensing, and
- 3% were classified as Wholesale Trade.

The Board members discussed the following topics:

- Grants and/or a program for power and internet infrastructure. Since the pandemic, working from home and internet usage is on the rise. Many residents and business owners in the City conduct business online and/or have a presence online. When there are power outages and low bandwidth, it affects how business can be conducted.
- Stores providing essentials, such as T-shirts and socks, are needed in the City.
- The City is beginning to provide Grand Opening ceremonies for new business to increase public attention.
- The Land Use Assessment is going to the Planning Commission on Monday, September 19, 2022. The Economic Development Board will have a chance to see it on the agenda in October. This will be an opportunity to update zoning codes. Stanwood has met the population target but is not meeting the employment target. Changing zoning in some areas could provide opportunities for more businesses to move in and provide more jobs.

Discover Stanwood Camano Analytics

Analytics for the month of **July** are as follows: Users: 2,427, Page views: 4,580. Of those views, 88.5% were New Visitors and 11.5% were Returning Visitors.

The Acquisition Overview is 49% Organic Search, 31.4% Direct, 11.3% Referral, and the remaining 8.3% through Social.

The audience locations from the United States were: Washington: 1,612, Virginia: 150, Wyoming: 145, California: 109, and Oregon: 44.

Within Washington, the audience locations were: Seattle: 403, Not Set: 390, Camano: 146, Everett: 54, Marysville: 52, Stanwood: 49, and Mount Vernon: 34.

Facebook – Page Reach: 7,031, Page Visits: 528.

Instagram – Page Reach: 1,396, Profile Visits: 156.

Analytics for the month of **August** are as follows: Users: 2,828, Page views: 5,327. Of those views, 88.5% were New Visitors and 11.5% were Returning Visitors.

The Acquisition Overview is 52.2% Organic Search, 21.9% Direct, 19.3% Referral, and the remaining 6.6% through Social.

The audience locations from the United States were: Washington: 2,080, Virginia: 148, Wyoming: 133, Texas: 46, and Oregon: 40.

Within Washington, the audience locations were: Seattle: 554, Not Set: 425, Camano: 155, Everett: 78, Marysville: 76, and Stanwood: 59.

Facebook – Page Reach: 22,253, Page Visits: 1,036.

Instagram – Page Reach: 2,454, Profile Visits: 333.



Economic Development Board Meeting Minutes September 16, 2022

The Board members discussed the following topics:

- After looking at the Washington page views, could we find more nearby cities to advertise in, such as Bellingham, to attract more visitors?
- How are younger demographics getting information/news? Try to target advertising in those markets (Facebook, Instagram, TikTok, etc.)
- Find out what search word people are using to find the DSC website.
- Consider creating a handout/brochure to distribute to people participating during Glass Quest as a guide to local shopping and restaurants.

Economic Development Board Membership

Five out of the seven board members terms are set to expire this year.

1. Les Anderson – Idler's Car Show
2. Randy Heagle – Windermere Real Estate
3. Blake Arnold – Windermere Real Estate
4. John Russell – The UPS Store
5. Ashley Palmer – Flora & Fauna

If board members choose to renew their terms, their new term will run from 2023-2024.

Board members Les Anderson, Randy Heagle, and John Russell agreed to renew their membership. Sarah Cho will reach out to those on the list who were absent for this meeting.

Chamber of Commerce Update – Les Anderson

The Stanwood Chamber of Commerce is in the process of disbanding as it was and will be restarting/rebranding as the Stanwood Commerce Alliance. This new Alliance will be partnering with the Economic Alliance of Snohomish County (EASC) and will assist and promote Stanwood businesses. More announcements will come out later this year.

Adjourn: 8:57 am

Next meeting: October 21, 2022, at City Hall at 7:30 am

Audrey Rotrock, Associate Planner

This Page Intentionally Left Blank



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: November 10, 2022
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the Oct 27, 2022, Finance/Personnel Meeting are attached to this staff report for approval as presented.

	Finance & Personnel Committee Meeting Minutes Thursday, October 27, 2022 6:00 PM
---	---

Councilmembers Present: Marcus Metz, Darren Robb, Tim Schmitt.

Staff present: Finance Director David Hammond

Committee Chair Marcus Metz called the meeting to order at 6:00 p.m.

1. Q3 Finance Report-
Hammond briefed the committee on key points. The committee discussed the report. Council expressed interest in developing a trimmed down version of the detailed attachment.
2. City Attorney Contract-
Hammond briefed the committee on the request for proposal process and staff recommendation to approve a four-year contract with Thompson Guildner.
3. Risk Management Annual Update-
Hammond briefed the committee on the insurance renewal rates and the potential premium savings if deductibles are raised. After discussion, the committee did not recommend any changes.
4. Leak Adjustment-Discussion Item-
A committee member previously recommended analysis of the city leak adjustment policy. Hammond proposed adding to the 2023 Finance Work Plan. After brief discussion of the policy, and the low likelihood that the city or other ratepayers would absorb costs from the policy, the request was rescinded.





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: November 10, 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 36095 through 36152 and electronic fund transfers in the amount of \$587,151.04. 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 36095 THROUGH 36152 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$587,151.04. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$49,900.00.

CHECK REGISTER

City Of Stanwood

Time: 10:39:45 Date: 11/03/2022

10/20/2022 To: 11/03/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5138	10/21/2022	Payroll	3	EFT		3,000.00	Oct 2022 Draw
5139	10/21/2022	Payroll	3	EFT		1,800.00	Oct 2022 Draw
5140	10/21/2022	Payroll	3	EFT		2,000.00	Oct 2022 Draw
5141	10/21/2022	Payroll	3	EFT		2,500.00	Oct 2022 Draw
5142	10/21/2022	Payroll	3	EFT		2,000.00	Oct 2022 Draw
5143	10/21/2022	Payroll	3	EFT		1,000.00	Oct 2022 Draw
5144	10/21/2022	Payroll	3	EFT		2,000.00	Oct 2022 Draw
5145	10/21/2022	Payroll	3	EFT		2,700.00	Oct 2022 Draw
5146	10/21/2022	Payroll	3	EFT		2,400.00	Oct 2022 Draw
5147	10/21/2022	Payroll	3	EFT		4,000.00	Oct 2022 Draw
5148	10/21/2022	Payroll	3	EFT		1,600.00	Oct 2022 Draw
5149	10/21/2022	Payroll	3	EFT		1,000.00	Oct 2022 Draw
5150	10/21/2022	Payroll	3	EFT		2,000.00	Oct 2022 Draw
5151	10/21/2022	Payroll	3	EFT		1,800.00	Oct 2022 Draw
5152	10/21/2022	Payroll	3	EFT		1,600.00	Oct 2022 Draw
5153	10/21/2022	Payroll	3	EFT		2,000.00	Oct 2022 Draw
5154	10/21/2022	Payroll	3	EFT		500.00	Oct 2022 Draw
5155	10/21/2022	Payroll	3	EFT		1,500.00	Oct 2022 Draw
5156	10/21/2022	Payroll	3	EFT		1,800.00	Oct 2022 Draw
5157	10/21/2022	Payroll	3	EFT		1,000.00	Oct 2022 Draw
5158	10/21/2022	Payroll	3	EFT		2,350.00	Oct 2022 Draw
5159	10/21/2022	Payroll	3	EFT		1,200.00	Oct 2022 Draw
5160	10/21/2022	Payroll	3	EFT		500.00	Oct 2022 Draw
5161	10/21/2022	Payroll	3	EFT		3,450.00	Oct 2022 Draw
5162	10/21/2022	Payroll	3	EFT		1,500.00	Oct 2022 Draw
5163	10/21/2022	Payroll	3	EFT		1,700.00	Oct 2022 Draw
5164	10/21/2022	Payroll	3	EFT		1,000.00	Oct 2022 Draw
5275	10/26/2022	Claims	3	EFT	HSA Bank	5.00	H.S.A service fee October
5186	10/21/2022	Claims	3	36095	APP- Associated Petroleum Products	5,340.72	AP0100494
5187	10/21/2022	Claims	3	36096	Ace Hardware #14901 *	154.47	20013; 20013; 20013; 20013
5188	10/21/2022	Claims	3	36097	Camano Island Chamber of Commerce	25.75	City of Stanwood
5189	10/21/2022	Claims	3	36098	Databar Inc.	932.41	8952 city of stanwood
5190	10/21/2022	Claims	3	36099	Hushagen Kevin	92.00	City of Stanwood
5191	10/21/2022	Claims	3	36100	Lenz Enterprises Inc	783.63	City of Stanwood; City of Stanwood; City of Stanwood
5192	10/21/2022	Claims	3	36101	Navia Benefits	300.00	City of Stanwood
5193	10/21/2022	Claims	3	36102	ODP Business Solutions, LLC	395.06	36274097; 36274097; 36274097; 36274097; 36274097
5194	10/21/2022	Claims	3	36103	PUD Of Snohomish County *	265.45	200103539; 201942398
5195	10/21/2022	Claims	3	36104	Perteet Inc.	8,944.53	City of Stanwood
5196	10/21/2022	Claims	3	36105	C/O Jose Lopez Refund-Venom Softball	21.86	City of Stanwood
5197	10/21/2022	Claims	3	36106	Skagit Farmers Supply	62.26	135052; 135052
5198	10/21/2022	Claims	3	36107	Sno Co District Court	1,136.68	DCT34003
5199	10/21/2022	Claims	3	36108	Sno Co Office Of Public Defense *	168.00	City of Stanwood
5200	10/21/2022	Claims	3	36109	Sno Co Sheriff's Office - CB	319.21	91-6001368
5201	10/21/2022	Claims	3	36110	Snohomish County 911	9,181.11	City of Stanwood
5202	10/21/2022	Claims	3	36111	Snohomish County Public Def Association	2,385.00	City of Stanwood
5203	10/21/2022	Claims	3	36112	Springbrook Holding Company LLC	519.75	City of Stanwood
5204	10/21/2022	Claims	3	36113	Stanwood Auto Parts	113.06	56100
5205	10/21/2022	Claims	3	36114	Stanwood Cannons 13U%Evan Perez	10.92	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 10:39:45 Date: 11/03/2022

10/20/2022 To: 11/03/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5206	10/21/2022	Claims	3	36115	Stilly Auto Parts Napa	31.22	27197; 27197
5207	10/21/2022	Claims	3	36116	Taylors Excavators Inc	306,861.03	City of Stanwood
5288	10/28/2022	Claims	3	36117	5 Star service Inc.	24,000.00	City of Stanwood
5289	10/28/2022	Claims	3	36118	A-1 Mobile Lock & Key	840.84	City of Stanwood
5290	10/28/2022	Claims	3	36119	Ace Hardware #14901 *	641.30	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; City of Stanwood; 20013
5291	10/28/2022	Claims	3	36120	American Planning Assn	236.00	381907 City of Stanwood
5292	10/28/2022	Claims	3	36121	Aramark Uniform Services Inc	114.58	937963000; 937963000
5293	10/28/2022	Claims	3	36122	Britten, inc.	992.68	City of Stanwood
5294	10/28/2022	Claims	3	36123	Builders Exchange of Washington Inc	45.00	City of Stanwood
5295	10/28/2022	Claims	3	36124	Calhoun & Dejong Inc	202.86	1CITY07
5296	10/28/2022	Claims	3	36125	Cascade Fabrication, LLC	655.20	City of Stanwood
5297	10/28/2022	Claims	3	36126	Cascade Natural Gas Corp	238.48	608 440 0000 4; 022 201 7579 4; 127 540 0000 3; 839 440 0000 5; 498 440 0000 7; 931 607 9072 6; 953 540 0000 2
5298	10/28/2022	Claims	3	36127	Databar Inc.	297.86	8952
5299	10/28/2022	Claims	3	36128	Edge Analytical Inc	2,110.47	STA01; STA01; STA01
5300	10/28/2022	Claims	3	36129	FCS Group- Solutions- Oriented Consult.	1,200.00	city of stanwood
5301	10/28/2022	Claims	3	36130	Frix Technologies LLC	50,965.27	city of stanwood; city of stanwood; city of stanwood; city of stanwood; city of stanwood; city of stanwood; city of stanwood
5302	10/28/2022	Claims	3	36131	Konnerup Construction Inc	108,529.40	City of Stanwood
5303	10/28/2022	Claims	3	36132	Lenz Enterprises Inc	3,132.65	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
5304	10/28/2022	Claims	3	36133	ODP Business Solutions, LLC	471.62	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
5305	10/28/2022	Claims	3	36134	Owen Equipment Company Inc	286.61	36577
5306	10/28/2022	Claims	3	36135	PUD Of Snohomish County *	9,946.73	200738672; 222277832; 200794063; 223569120; 202423729; 220923312; 200208858; 202982351
5307	10/28/2022	Claims	3	36136	Platt Electric Supply Inc	458.77	24127; 24127
5308	10/28/2022	Claims	3	36137	Puget Tech LLC	1,209.00	Cityof Stanwood
5309	10/28/2022	Claims	3	36138	Refund-Cozy Heating, Inc.	52.50	City of Stanwood
5310	10/28/2022	Claims	3	36139	Refund -Fast Track HVAC	78.75	City of Stanwood
5311	10/28/2022	Claims	3	36140	Ricoh USA, Inc.	124.27	1316669-3800326
5312	10/28/2022	Claims	3	36141	Right Systems, INC	34,578.52	city of stanwood
5313	10/28/2022	Claims	3	36142	Safeway	40.76	City of Stanwood 191483
5314	10/28/2022	Claims	3	36143	Skagit Farmers Supply	1,806.26	135052; 135052; 13052; 135052; 135052; 135052; 135052
5315	10/28/2022	Claims	3	36144	Skagit Valley Publishing	201.63	48893; 48893
5316	10/28/2022	Claims	3	36145	Everett Daily Herald/ Sound Publishing	316.72	14104597
5317	10/28/2022	Claims	3	36146	Stilly Auto Parts Napa	99.29	27197; 27197; 27197
5318	10/28/2022	Claims	3	36147	Summit Law Group	3,547.00	City of Stanwood 20150-1 JXL
5319	10/28/2022	Claims	3	36148	WA St Dept of Licensing *	711.00	City of stanwood
5320	10/28/2022	Claims	3	36149	WA St Dept of Transportation *	467.03	SW00152380 0
5321	10/28/2022	Claims	3	36150	Washington State Patrol *	132.50	STA301
5322	10/28/2022	Claims	3	36151	Wave Broadband	284.44	3201-0316547-01; 3201-0316545-01
5323	10/28/2022	Claims	3	36152	Zipty Fiber	85.93	360-939-0579-080320-5

CHECK REGISTER

City Of Stanwood

Time: 10:39:45 Date: 11/03/2022

10/20/2022 To: 11/03/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 General Fund				140,939.81	
		101 Street Fund				7,106.67	
		103 Street Construction Fund				118,466.61	
		104 Park And Trail Improvement Fund				361.72	
		115 Tourism And Promotion				1,209.00	
		401 Sewer Fund				29,922.17	
		403 Sewer Construction Fund				600.00	
		410 Drainage Fund				8,585.47	
		411 Drainage Construction Fund				307,328.06	
		421 Water Fund				21,088.03	
		422 Water Construction Fund				600.00	
		630 Agency Fund				843.50	
							Claims: 587,151.04
						637,051.04	Payroll: 49,900.00
						* Transaction Has Mixed Revenue And Expense Accounts	

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 Corder Dorrhoun Date: 11/3/22
☒ Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: November 10, 2022
SUBJECT: City Council Regular Meeting Minutes – October 27, 2022
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes – October 27, 2022

SUMMARY STATEMENT

October 27, 2022, Regular City Council Meeting minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE OCTOBER 27, 2022, CITY COUNCIL REGULAR MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, October 27, 2022 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers present: Dani Gaumond, Marcus Metz, Darren Robb, Tim Pearce, Steve Shepro, and Tim Schmitt. Councilmember Andreena Bergman arrived at 7:03pm. The meeting was quorate.

Also present: Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, SGT. Raulie Robertson, City Attorney Nikki Thompson, Parks Planning Manager Carly Ruacho, City Planner Tansy Schroeder, Assistant to the Administrator/Communication Manager Krista Hintz, City Clerk Lisa Sokolik and Utility Supervisor Leigh Danielson via Zoom.

3. Approval of the Agenda

Motion by Councilmember Robb, second by Councilmember Metz to approve the agenda as published. Motion carried unanimously.

4. Presentation - None

5. Public Comments

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. The Clerk did not receive any written comments.

Verbal:

Cathy Wooten, Stanwood Topic: Council appreciation for diligence in reading all the budget materials

6. Staff / Department Reports

Finance Department Third Quarter Report.

Councilmember Shepro asked why the City has \$10 million more in cash than at this time last year? Finance Director Hammond said it can be attributed to the \$2 million ARAP funds, a \$3.5 million bond for drainage projects and a \$5 million sewer bond issued in 2020 that have work in progress this year and next, and a surplus in the general fund that really should be put to work.

7. Council Committee Reports

a. Parks and Trails Advisory Committee Meeting Minutes – September 19, 2022.

- b. Public Safety Meeting Minutes – September 8, 2022.
- c. Public Works Committee Meeting Minutes – October 3, 2022.

8. Consent Agenda

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

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

9. Unfinished Business - None

10. Public Hearing

Interim Mini-Storage Development Regulations Amendment.

Community Director Love said this issue came to staff's attention during the work being done on the Comprehensive Plan, evaluating land uses on whether we can meet the city's population and employment growth targets. FCS Group prepared a land use analysis, and the city has enough land capacity to meet the population growth target but not enough land area to meet the employment growth target, approximately 250 jobs short.

Staff has been evaluating ways to make up for the deficit. One option was to look at land uses that are allowed within the general industrial zones and the light industrial zones. When looking at the market demands, staff experienced questions and desires to build more mini-storage facilities in Stanwood. Mini-storage facilities take up large tracks of land but produce little employment and the pay scale for that employment is on the low end. As part of the employment target the City is required to look at not only the total number of jobs, but also whether they are living wage jobs.

Mayor Roberts opened the Public Hearing to receive public comments.

Verbal Comments

No verbal comments

Written Comments

Jeff Glaspy, Titan Framing & Titan Homes	Topic: Concern about City prohibiting use
Merle Ash, Land Technologies	Topic: Concern about City prohibiting use
Aleph Fackenthall	Topic: Concern about City prohibiting use

Council comments and questions:

- Is there a time limit? Love answered that emergency ordinances are good for six months, if we don't have a solution in that time, it can be extended for another six months.
- Do we need to considered other businesses with a similar profile such as green houses and salvage yards, should we consider those as well? Love answered that there is already a list of prohibited uses, and she believes that salvage yards are on it, she will double check on the green houses.

Mayor Roberts explained to the council that there needs to be a motion to temporarily suspend Council Rule 32.a to allow for this emergency ordinance without a second reading.

Motion by Councilmember Robb, second by Councilmember Shepro to temporarily suspend Council Rule 32.a to allow for this emergency ordinance without a second reading.

Roll call of votes was taken. Motion carried unanimously.

Motion by Councilmember Rob, second by Councilmember Metz to authorize the Mayor to sign ordinance 1507 Mini-Warehouse/Storage Facility Emergency Ordinance and forward the issue to the Planning Commission for review as part of the Community Development Department's Comprehensive Plan and Municipal Code Update work plan.

Council comments and questions:

- Thank you to Director Love for bringing this to council. This isn't the first time that council has looked for the appropriate location for storage facilities. This emergency ordinance is an obvious and a needed step, so these facilities are not located in the mixed use development areas. This one became complicated, and the reason for the emergency ordinance, while there may be a need, we have a limited amount of space available for the type of zoning that will help us be in compliance with regional and county policies as we work on the 2024 City Comprehensive Plan, being out of compliance with the CPP is not reasonable and something we do not want to do. At looking at the employment growth target shortfall, given our limited space how do we grow this type of zoning without encroaching on what has always been residential?
- Is there a disproportionate amount of storage facilities compared to our population? Love said City Planner Tansy Schroeder did an evaluation on how many actual units there are, not just facilities, and compared that to our population. It is a high number of units for our small city of 8,000 people. It's not that they are not needed in this area or in the region, but we already have quite a few of them that are taking up our land supply and we only have a limited industrial land left.
- Merle Ash does make a fair point, storage sheds are needed, and they make a profit for the investor, but Council needs to prioritize meeting our employment growth target.
- Doesn't make sense to build storage facilities in the same parts of town where we are trying to revitalize the city with retail and commercial businesses.
- Doesn't seem like storage facilities should be in the city limits at all, for items that are needed so infrequently, there shouldn't be a need to have close access. Storage facilities are better suited in the county as they don't need city resources and utilities.
- Does the county have any close by zoning areas that allow storage facilities? Love said they can do research and include that information in their analysis.

Roll call of votes was taken. Motion carried unanimously.

11. New Business

- a. Authorize the Mayor to Sign a Contract with Thompson, Guildner and Associates for General Municipal Attorney Services.

Finance Director Hammond discussed the importance of a city's partnership with their city attorney and the relationship that the City of Stanwood has had with Weed, Graafstra and Associates, now Thompson, Guildner and Associates for the past 20-years.

Motion by Councilmember Shepro, second by Councilmember Pearce to Authorize the Mayor to sign a professional services agreement with Thompson, Guildner & Associates for general municipal attorney services.

Council questions and comments:

- Under what circumstance can a councilmember contact the City Attorney directly? City Attorney Thompson answered that councilmembers can contact the city attorney anytime to ask questions. They do report to the Mayor and City Administrator, so they like to be able to keep them informed when having conversations with councilmembers.

Mayor Roberts added in terms of spending city money well, if it's a simple question, to maybe run it by him or the City Administrator first before calling, but there is no restriction.

Roll call of votes was taken. Motion carried unanimously.

b. Adopt Resolution 2022-17 Rescinding 2020 Covid-19 State of Emergency.

Finance Director David Hammond said rescinding the 2020 Covid-19 State of Emergency will not affect federal funding or the ARPA funds.

This resolution states that there will be continued opportunity for remote attendance and participation at regular city council meetings and planning commission meetings, but not committee meetings for the public and in rare circumstances for councilmembers.

Council comments and questions:

- What about committee meetings? Hammond said this resolution proposes that committee meetings will not be available via Zoom.
- What about committees where members will have a long commute to attend? Community Development Director Love said this applies to formal committees like the Public Works and Community Development Committees, but the informal committees like the Twin City Mile, the Comprehensive Plan Update, and the Municipal Code Update working groups are committees that will disband once the project is complete, these informal committees will still have the option to attend via zoom.
- Are the council meetings still being videoed or recorded? Hammond said the Open Public Meeting Act (OPMA) only requires a recording. All council meetings recordings are posted to the website, the videos can be provided if requested. Tonight's meeting, the camera on the OWL was not working, but all previous council meeting videos have been archived.

Motion by Councilmember Metz, second by Councilmember Pearce to adopt Resolution 2022-17 Terminating the Local Emergency Declared in Response to the Covid-19 Pandemic by rescinding Resolution 2020-05 dated March 26, 2020, and terminating the office of the Mayor emergency proclamation dated March 9, 2020. Motion carried unanimously.

c. Authorize the Mayor to Sign Supplemental No. 2 with RH2 to Extend the Term Two Years.

Public Works Director Hushagen discussed this item and asked for any questions.

Council comments and questions:

- Exhibit C shows the rates and fees, was there an increase? Hushagen said he did not compare to last year's rates, but the rates do increase every year.

Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to sign Supplemental No. 2 with RH2 Engineering, Inc. to extend the On-Call Professional Services Agreement 2018-53 term for an additional two years. Motion carried unanimously.

d. Authorize the Mayor to Sign a Contract with TranTech Engineering for Irvine Slough Bridge Load Rating.

Public Works Director Hushagen said the bridge on Leque Road that goes over Irvine Slough into the Wastewater Treatment Plant was installed many years ago and was under the ownership of Snohomish County until it was annexed into the city. WSDOT has informed staff that the bridge is part of their National Load Rating Inventory. It is a requirement of WSDOT to have the load rating done by the end of the year.

Motion by Councilmember Robb, second by Councilmember Bergman to authorize the Mayor to enter into an agreement with Trantech Engineering, LLC not to exceed \$4,748.00, to perform a bridge load rating on the Irvine Slough Bridge. Motion carried unanimously.

e. Authorize the Final Acceptance of the 273rd PI Pedestrian Path Project Completed by Konnerup Construction.

Hushagen said the project was completed on time and under budget.

Motion by Councilmember Metz, second by Councilmember Pearce to authorize the final acceptance of the 273rd PI NW Pedestrian Path project completed by Konnerup Construction.

Hushagen pointed out that it is an asphalt path. With the topography in that area, if it was built up with a concrete path it would have created drainage issues for the surrounding properties.

Council comments and questions:

- Seeing lots of kids already using the path, it's a wonderful addition to the city.
- What is the life expediency of an asphalt path? Hushagen said an asphalt road will be repaved about every 10 years, with this only being a foot path, it should last longer, maybe 20 years.
- Could this path be an example for a viable alternative to concrete sidewalks? Hushagen said maybe, the walking path in the Fox Hill development is asphalt. Asphalt is less expensive than concrete, but problems can arise trying to get paving equipment in some areas, whereas concrete trucks have long shoots.

Motion carried unanimously.

f. Approve Chandlers Reserve Final Plat.

Community Development Director Love said Chandlers Reserve is a 91-lot subdivision off of 80th in north Stanwood. It received preliminary plat approval in 2020. A final plat is strictly controlled, no other conditions can be added. Staff inspected the plat to ensure it has met all the conditions for approval and/or has been bonded.

All performance bonds are in place. A performance bond can be issued if there is a potential for infrastructure damage, lifting of the road, or for landscaping when planting in the off season. Once a performance bond is released, it will go to a two-year maintenance bond.

Council comments and questions:

- Does the performance bond cover track 996, i.e., the walking path? Love answered yes. City Planner Schroeder added that the performance bond also included all the play equipment, benches, and trash cans. All the amenities have been bonded at 150%.
- When will the work on the walking path be scheduled? Love said performance bonds are valid for one year, if that becomes problematic the city has the ability to extend the bond.
- A private residence in the Candle Ridge subdivision has used the walking path for raised garden beds, for their own use as an extension of their property, will the beds be required to be moved? Love said staff is working with the residence to obtain an easement to allow them to continue to use it, but she the property owner does not want to sign the easement. If they don't sign the easement, then it will become a private matter between the property owner and the future homeowner association. Instead of the walking path ending at 283rd, it will continue by hooking up with the sidewalk.
- The Mayor added that this plat will also provide a way for the citizens living in the LGI plat a way to walk to downtown without having to walk on 80th.

Motion by Councilmember Metz, second by Councilmember Gaumond to approve the final plat of Chandlers Reserve and to allow the Mayor to sign the final plat in accordance with SMC 16.020.060(3)."

Roll call of votes was taken. Motion carried unanimously.

g. Authorize the Mayor to Sign a Task Order with Maul Foster and Alongi for the Johnson Farm Environmental Study.

Community Development Director Love said MFA is one of the City's on-call environmental consultants. To support Diking District 7 with repairing and widening/extending the dike and before the property can exchange hands an environmental study will need to be done. This project will be paid for with a grant from

the Stillaguamish Tribe with funds from Floodplains by Design. The project will be funded after January 1, 2023.

Motion by Councilmember Shepro, second by Councilmember Pearce to authorize the City Administrator to sign the contract with Maul Foster and Alongi, Inc., in the amount of \$88,788.00 to prepare the environmental studies necessary for the District 7 Dike Rehabilitation project on behalf of the City. Work may proceed after January 1, 2023, upon approval of the associated grant contract with the Stillaguamish Tribe."

Roll call of votes was taken. Motion carried unanimously.

h. Authorize the Mayor to Sign a Contract with Judha of Lion Landscaping Services for Heritage Park and Church Creek Park Pickleball Courts.

Parks Planning Manager Carly Ruacho explained the two types of sport court surfaces and asked for Council's decision on two points:

1. Should two pickle ball courts be installed at Church Creek Park (CCP), or should one-multipurpose sport court be installed at CCP and two pickle ball courts be installed at Heritage Park (HRC)? The second option would require funds being transferred from CCP to HRC.

2. Should the sport court and pickle ball courts be concrete, asphalt or a combination?

There is a split recommendation. The Parks and Trail Advisory Committee does not support concrete at any location. Staff's recommendation is asphalt at HRC and concrete at CCP.

Council comments and questions:

- Congratulations Carly! Pickle ball courts have been a long dream for Stanwood. Wanted to recognize Carly's talent and effort on this project.
- On page 11.76, why is there a \$7,500 difference for going with asphalt and concrete option? Ruacho said there is a \$7,500 credit per court that is done in concrete.
- The bid called for 3 nets, but at CCP the users will need to supply their own net. Ruacho said we will only be billed for 2 nets.
- The design shows a 4 ft fence between each court, why did the bid call for a 10 ft fence? Ruacho said there will be a 10 ft fence around the perimeter of the courts and a 4 ft fence between the courts. For ease of bidding, the bid asked for a cost per linear ft for a 10 ft fence, but did not differentiate between 10 ft and 4 ft. The cost for this line item will come in under bid amount as the per linear ft cost for the 4 ft fence will be less than the 10 ft fence.
- Does the pickle ball club have a preference between concrete and asphalt? Ruacho said there is a pickle ball representative on PTAC, he said they are happy to play on either surface, but they do prefer asphalt. The concern for staff is the durability of an asphalt product at CCP in the location picked out for the court. The contractor has indicated a life span of three to four years if the tree roots encroach and lift or with drainage issues. The asphalt will only be 2 ½ inch surface, not like an asphalt road which is quite a bit deeper.

- Is there a maintenance benefit between the two surfaces? Ruacho said that there will be a sport court coating on top of whatever surface is chosen. The coating will have to be reapplied to both surfaces at the same timeframe. The coating can fill in cracks that are the width of a nickel, but it can not adjust for wavy or lifting, that will have to be repaired at the structural level.
- Does Public Works have any opinions from a maintenance perspective? Hushagen said both surfaces will require the same amount of cleaning. An asphalt court will have a concrete base, so some of the root issue may go away, but concrete does crack. Ruacho said staff will be relying heavily on the contractor, who as it turns out is an expert in cement and paving, he strongly recommends going with concrete at CCP.
- The CCP sport court will primarily be a basketball court, so it will have permanent hoops. The pickle ball court will be secondary, so those nets will be portable. The current court at CCP will be totally demolished and rebuilt.
- Since the basketball hoops will be permanent, did someone take in affect the movements of pickle ball players? Ruacho said yes, they have been looking into all aspects of both sports.
- Are there plans to have a canopy/roof over the courts at HRC? Ruacho said not at this time.
- The gravel path from the parking lot to the court will be installed with the project. There is a woodchip path to the court at CCP.

Motion by Councilmember Pearce, second by Councilmember Shepro to authorize the transfer of necessary funds from Church Creek Park to Heritage Park and authorize the Mayor to sign a contract with Judha of Lion Landscaping and Services, LLC for the Heritage Park/Church Creek Park Sports Court project in the amount of \$197,368.47 and authorize a change order not to exceed \$24,541.

Councilmember Pearce said it is great that the work is continuing to be done at the parks. Pickle ball is the fastest growing sport. Years ago, Mr. Kelly at the high school would set up eight courts in the gym when the sport was new, it's a lot of fun, so he is glad to be able to work with the pickle ball folks to give them a place to play here in Stanwood and to draw more people to our parks. Nice job on this project, Carly.

Councilmember Shepro thinks it's a great idea and happy to split the surface types between parks.

Mayor Roberts said it's impressive to have a room full of people back in April asking for pickle ball courts and now council is moving on it to get it done. Very quick turnaround!

Councilmember Metz said the way the differences of the surfaces were presented made sense, but he'd like to know what Hushagen's opinion is. Hushagen said he pictured them all to be concrete when they started working on the project, he said he is fine with two asphalt and one concrete. If nothing else, it will give staff a chance to see if there is a difference in wear between the two.

Roll call of votes was taken. Motion carried unanimously.

12. Public Closing Comments

Cathy Wooten, Stanwood Topic: Appreciation of city staff. She attended the Public Hearing on Hamilton Park and Landing and was very impressed with City Planner Tansy Schroeder.

13. Executive/Legislative Reports

a. Mayor's Report

- Remember to vote! Very important for elected officials to get out there and vote too.
- There will be a Special Workshop on November 3rd at 5:00 p.m. at City Hall.
- Staff and Council have been working very hard on the budget. Several councilmembers have come in and met with Smith for an hour or two. Special thank you to David Hammond, Shawn Smith, Kevin Hushagen and Patricia Love and the rest of the staff for all their work on the budget.

b. City Administrator Report

c. Councilmember Reports/Questions

- Ghouls Night Out event is from 2pm-5pm on Halloween, Tuesday, October 31st. Main Street will be closed to traffic from 1pm-6pm.
- There have been complaints about the lack of parking at Heritage Park on Saturdays, please remind people there is parking available next to the library and at Stanwood Middle School, so there is plenty of parking to the south, it's just a little bit of a walk to get to the fields.
- Councilmember Schmitt would like to encourage the Mayor to revive the Nachos with the Mayor program, it was great seeing past mayors eating nachos with all the kids.

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 8:40 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a
DATE: November 10, 2022
SUBJECT: Revenue Sources Briefing 2023-24
CONTACT PERSON: David A. Hammond, Finance Director

PURPOSE

The purpose of this agenda item is to provide council an initial overview on revenue sources, including property taxes, for the 2023-2024 biennial budget, this is in advance of the public hear, which is required by State Law, Ch. 84.55.120 RCW, which is scheduled for November 21st. At that time, the City Council will consider Ordinance 1508, establishing the 2023 property tax levy.

BACKGROUND

The 2023-2024 Biennial Budget and the 2023-2028 Capital Improvement Plan update were discussed by the City Council during council workshops on August 11th, September 22nd, October 13th, and on November 3rd, 2022. As part of the biennial budget development process, revenues for the current expense (General Fund) are forecast. The impact of the COVID-19 pandemic has receded, but the economy is faced with significant uncertainty resulting from persistent high inflation. The Real Estate market has cooled, which affects impact fees, real estate excise taxes and utility plant investment fees. Stanwood hasn't yet felt the impact and the general economic outlook is for a probable recession in the upcoming biennium. It is impossible to predict the depth or the duration of a recession, and although a recession is very possible, it may not significantly impact the city's operating funding sources. The city's forecast for sales tax is most threatened by a recession, and the forecast is appropriately conservative.

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

The proposed 2023-2024 Biennial General Fund Budget includes revenue of \$6,604,679 in 2023, and \$6,698,973 in 2024. The city's 2021- 2022 biennial budget began with a fund balance of \$4,428,700, and a forecast ending 2022 Fund Balance of \$4,199,473. Through October of 2022, it appears the city will end the biennium well ahead of these estimated revenues and the budgeted ending fund balance appear. Current estimate by the finance department is ending fund balance of 5.97 million. This ending fund balance represents nearly 98% of preliminary budgeted 2023 General Fund expenditures, much higher than

the 25% reserve level required in the city's Financial Management Policy (Section 2.a.). This surplus arose partly due to ARPA funds received, taxes in excess of estimates, and expenditures running under budget, primarily do to less than 100 percent staffing during the biennium..

The preliminary 2023-2024 budget recommends transfer of \$4.2 of the fund balance to capital accounts, in order to appropriately match one-time revenue with one-time expenses.

ECONOMIC OUTLOOK

The revenue forecast for the biennium is required by the Financial Management Policy to be conservative, and staff was particularly attentive to this direction as the economy continues to be impacted by persistent inflation and rising interest rates.

- Key indicators include the most current inflation rate (CPI-W, West States Region), ranged between 8.7% and 9.2% for the year ending September 2022, which is unchanged from the prior month. U.S. unemployment declined from 5.9% in June to 4.8% at September 30, 2021.
- Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive, and as forecast, thru ten months of the year.
- Operating expenditures in the General Fund, Streets Operating, and Utility Operating are all under 83% through ten months of the year. Operating funds include salary & benefit line expenditures which are relatively fixed costs and the largest portion of spending for delivering services.
- The City received the second \$half 1,018,070 of ARPA (American Rescue Plan Act) funds in June 2022.
- Economic conditions such as housing prices and new and existing home sales are declining, the unemployment rates remains low, although it has begun to tick up recently, consumer confidence and retail spending remain steady.
- In the long term, the city continues to face the structural deficit, in that property tax increases are limited to a one percent annual increase while city expenditures - primarily labor and benefits, typically increase at much more than a one percent rate.

DISCUSSION

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

Chart 1 below provides an extended General Fund outlook to 2028. Key points to note on this chart are the large expenditure vs. revenue in 2019, 2021 and 2023, which arise

from fund balance transfers to capital funds. Also note the steep expenditure decline in 2020 that resulted from annexation to the RFA, the corresponding decline in revenue that was expected was partially offset by strong retail (and construction-related) sales taxes. The data supporting Chart One is provided below in Table One.

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

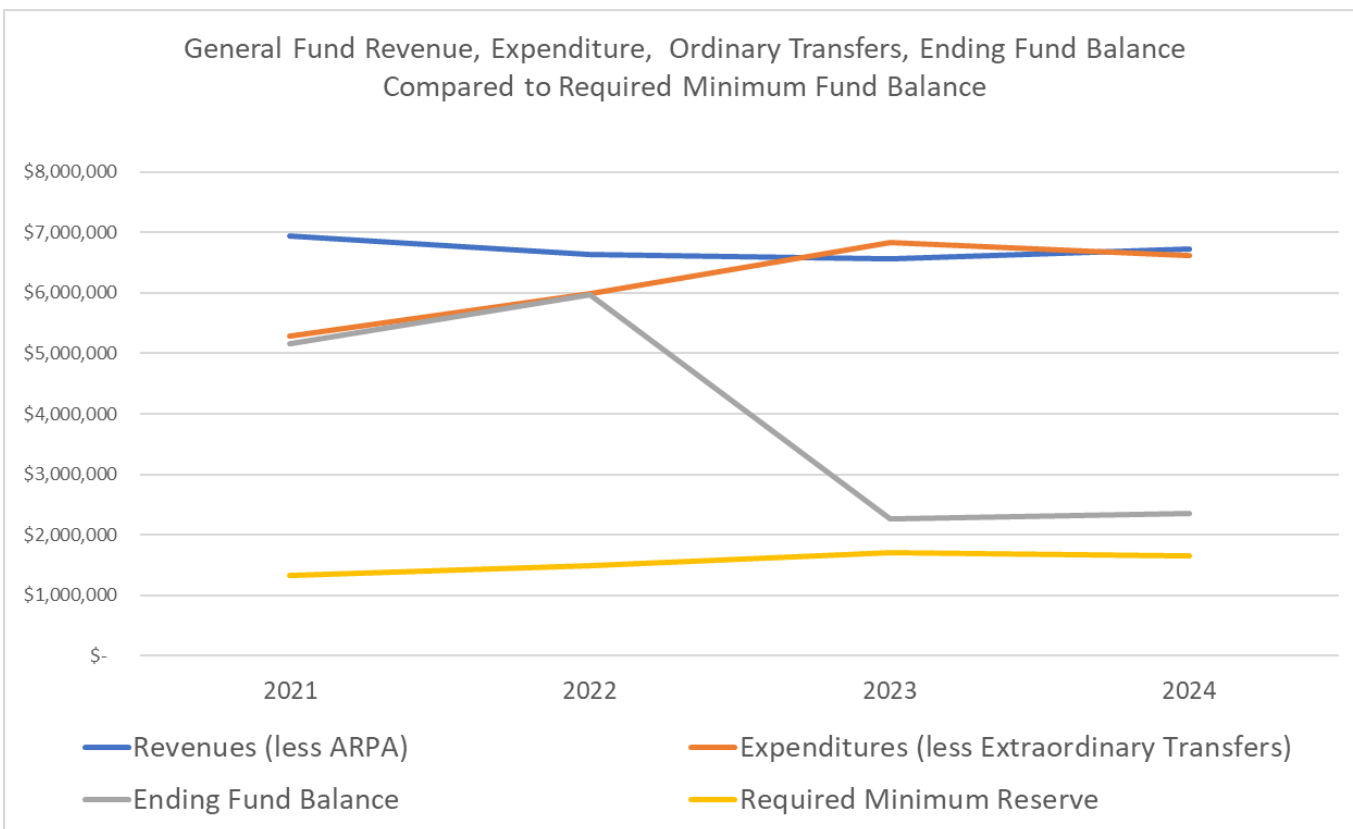


Table 1—General Fund Data

	2021	2022	2023	2024	2025	2026	2027	2028
Beginning Fund Balance	\$ 4,428,700	\$ 5,152,241	\$ 5,970,652	\$ 2,263,198	\$ 2,359,478	\$ 2,326,214	\$ 2,111,383	\$ 1,701,588
General Fund Revenue								
Property tax	\$ 1,826,734	\$ 1,954,000	\$ 2,032,948	\$ 2,064,249				
Sales tax	\$ 2,523,757	\$ 2,397,825	\$ 2,275,911	\$ 2,328,184				
Utility tax	\$ 1,176,351	\$ 1,158,250	\$ 1,221,360	\$ 1,274,144				
Licenses & permits	\$ 510,985	\$ 375,115	\$ 377,130	\$ 386,558				
Charges for Services	\$ 388,009	\$ 398,045	\$ 313,800	\$ 321,645				
State pass-through	\$ 1,398,640	\$ 1,292,346	\$ 265,619	\$ 265,571				
Fines & Misc.	\$ 139,941	\$ 80,885	\$ 76,125	\$ 77,526				
	\$ 7,964,417	\$ 7,656,466	\$ 6,562,893	\$ 6,717,877	\$ 6,919,413	\$ 7,085,479	\$ 7,255,531	\$ 7,429,663
Less: ARPA	\$ 1,018,070	\$ 1,018,070						
	\$ 6,946,347	\$ 6,638,396	\$ 6,562,893	\$ 6,717,877	\$ 6,919,413	\$ 7,085,479	\$ 7,255,531	\$ 7,429,663
General Fund Expenditure								
Operating Expenditures:								
Salaries and Wages	\$ 1,352,689	\$ 1,464,870	\$ 1,590,891	\$ 1,671,842				
Personnel Benefits	\$ 520,807	\$ 645,727	\$ 658,014	\$ 691,604				
Supplies	\$ 39,088	\$ 69,644	\$ 75,425	\$ 81,067				
Services	\$ 448,427	\$ 679,110	\$ 728,403	\$ 710,976				
Professional Services	\$ 447,904	\$ 489,989	\$ 888,019	\$ 540,985				
Police Services Contract	\$ 1,880,685	\$ 1,944,372	\$ 2,111,430	\$ 2,248,673				
Capital	\$ 13,500	\$ 25,000	\$ 25,000	\$ 26,250				
Operating Subtotal	\$ 4,703,100	\$ 5,318,712	\$ 6,077,182	\$ 5,971,397	\$ 6,269,967	\$ 6,583,465	\$ 6,912,638	\$ 7,258,270
Transfers Out:								
Streets	\$ 300,000	\$ 340,000	\$ 340,000	\$ 340,000				
Equipment	\$ 110,710	\$ 90,343	\$ 80,165	\$ 70,000				
Tourism	\$ 43,750	\$ 90,000	\$ 91,000	\$ 91,000				
Contingency	\$ 34,313	\$ 50,000	\$ 138,000	\$ 40,000				
Water (Hydrant Reimb.)	\$ 100,000	\$ 100,000	\$ 104,000	\$ 109,200				
Ordinary Transfers Out Subtotal	\$ 588,773	\$ 670,343	\$ 753,165	\$ 650,200				
Operating and Ordinary Transfer	\$ 5,291,873	\$ 5,989,055	\$ 6,830,347	\$ 6,621,597	\$ 6,952,677	\$ 7,300,311	\$ 7,665,326	\$ 8,048,593
Extraordinary Transfers								
Floodwall		\$ 564,000	\$ 150,000					
Street Construction		\$ 285,000	\$ 1,190,000					
Parks Construction	\$ 449,003		\$ 1,500,000					
Facilities Capital	\$ 1,500,000		\$ 600,000					
Transfers Out Total	\$ 2,537,776	\$ 1,519,343	\$ 4,193,165	\$ 650,200	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 7,240,876	\$ 6,838,055	\$ 10,270,347	\$ 6,621,597				
Ending Fund Balance	\$ 5,152,241	\$ 5,970,652	\$ 2,263,198	\$ 2,359,478	\$ 2,326,214	\$ 2,111,383	\$ 1,701,588	\$ 1,082,658
Required Minimum Reserve	\$ 1,322,968	\$ 1,497,264	\$ 1,707,587	\$ 1,655,399	\$ 1,738,169	\$ 1,825,078	\$ 1,916,332	\$ 2,012,148

Chart 2—General Fund Revenue by Source-2022

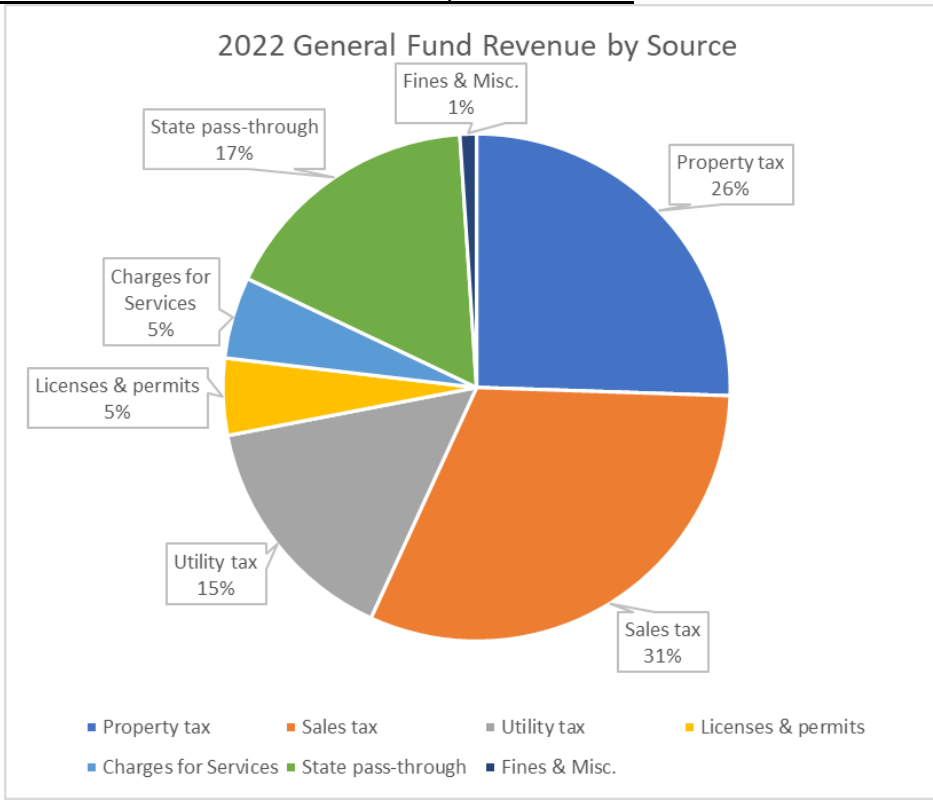
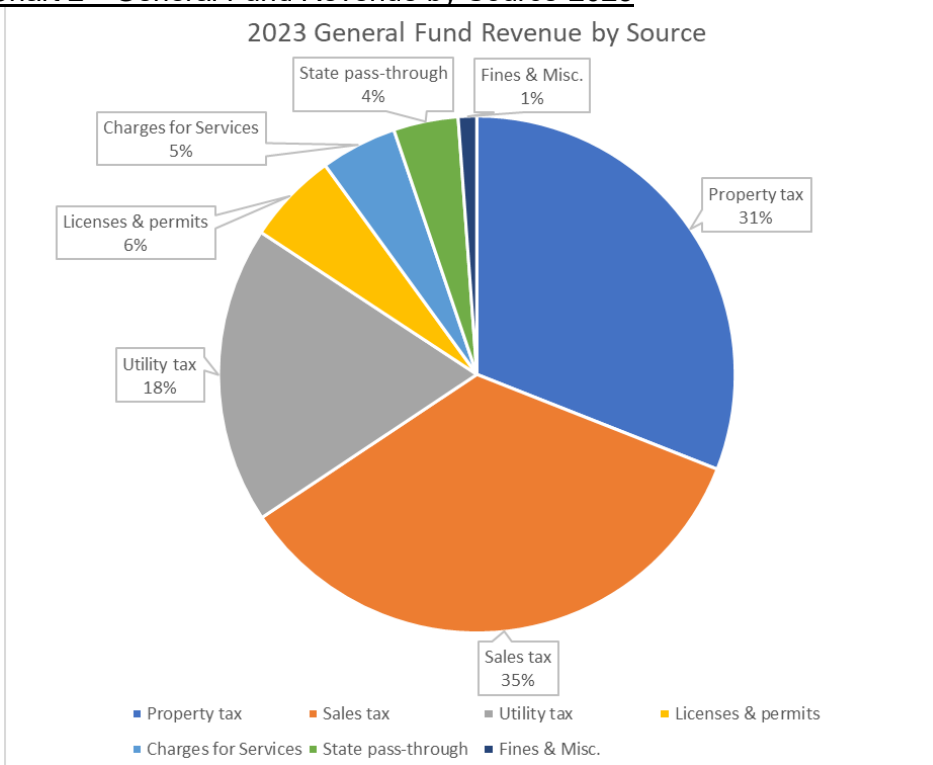


Chart 2—General Fund Revenue by Source-2023



Building Permits and Development Related Charges:

Development-related revenues are based on the number of permits the city expects to issue. The 2022 budget estimated revenues associated with building activity with an assumption on issuing sixty permits. Through October, the city has issued 6 single family residential permits, and two MFR permits that include 70 units, this is less than forecast, but activity has picked up with the final plat approval of Chandler's reserve. The Community Development department has been busy with smaller permits related to improvements, and through October had received \$334,862 for all licenses and permits, which is 42,542 less than the budget of \$450,000; given recent activity, we expect this to be close to budget by year end.

The Community Development Department generates most General Fund Charges for Services Revenue, and the bulk of these are engineering, zoning and inspection fees. Through October, the total received was \$472,331, which is \$80,176 over budget.

The city staff anticipates residential building activity decline into the new biennium and has based estimated revenues on an assumption of issuing 49 residential permits. This equates to total building permit-related revenue, as well as zoning fees, engineering fees, plan checking fees, environmental fees etc.) to generate approximately \$691,000 in general fund revenue in 2023, down from budgeted \$886,220 in 2022. These fees are used to offset the actual costs of providing community development services (matching one-time revenues to one-time expenditures).

Sales Tax:

As of October, for the General Fund (i.e., excluding TBF Sales Tax) the city expects sales tax from construction for the 2021-2022 period to be approximately \$1,100,000, city fiscal policy directs this to be transferred to a one-time (capital) use. The 2023 preliminary budget includes transfer of surplus to both Parks and Streets Construction Fund.

General Fund Sales tax received through October 2022 was \$1,973,455, which is approximately the same as the \$1,955,784, received through October 2021. The city budgeted \$1,938,000 for General Fund sales tax revenues in 2022 in anticipation of continued strength in the economy and new construction. Currently, the city Sales Tax received is \$390,122 ahead of budget, or 24.6%; if this trend holds true for the remainder of the year, then 2022 Sales Tax will be \$2,416,770 Sales tax from construction year-to-date is 23 percent, which is slightly lower than 2021 (through October), when 25 percent was from construction, and this is down from the 30 percent ratio in 2020.

Utility Tax

The 2022 budget included utility rate increases, as well as additional utility connections, which leads to increases utility tax revenue in the General Fund. This increase was partially offset by declining telephone utility tax. Utility Tax is estimated to total \$1,221,360 in 2023, a 5 percent increase from 2022.

State-Shared Revenues

State distributed revenues, such as liquor excise taxes and the criminal justice sales taxes are allocated based on population. The 2023 population estimate is 8,405 which is an increase of 425 over the prior year. Although the city population is higher, estimates from the State indicate the 2023 state-shared revenue estimates will increase \$18,534 in 2023, from \$184,485 to \$203,019.

Streets Fund

The street fund accounts for operating revenues and expenditures associated with the maintenance and repair of city streets. As of October 30, 2022, this fund had a cash operating reserve of \$317,365. The motor vehicle fuel tax (MvFT) can be used for operations and is estimated at \$140,000 in 2022. This estimate appears reasonable after three quarters of 2022.

Chart Two below illustrates the six-year outlook for the Streets Fund. The primary revenue sources for Streets are MvFT and transfers from the General Fund and Transportation Benefit Fund. Complicating the Street fund budget is the fact that MvFT is not expected to increase over time and may even decline because it is based on gallons sold, while drivers are increasingly choosing hybrid or electric vehicles. At the same time, street maintenance costs, such as labor and electricity for streetlights continue to increase. Beyond 2025, the city will need to explore long term solutions to address a gap of approximately \$50,000 at current service and funding levels. The chart below is based on gradually increasing transfer in from the TBF, \$60,000 in 2024, then approximately \$20,000 per year additional each year after 2024

Chart Two—Streets Fund Six Year Outlook

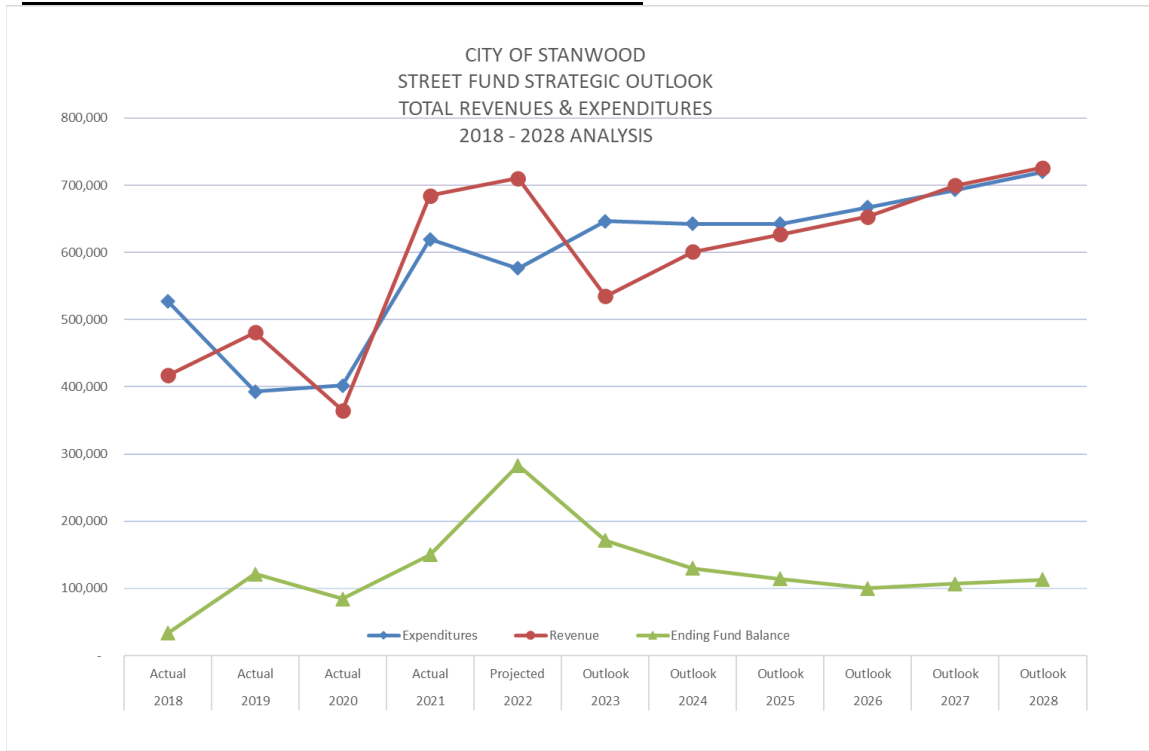


Table Two—Streets Fund Data

**STRATEGIC OUTLOOK
CITY OF STANWOOD
TOTAL REVENUES & EXPENDITURES
2018 - 2028 ANALYSIS**

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Actual	Actual	Actual	Actual	Projected	Outlook	Outlook	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balances	143,818	33,231	121,222	84,587	149,313	282,985	171,414	129,642	114,138	100,087	106,637
Revenue											
Property Taxes	202,365	227,184	141,503	-	-	-	-	-	-	-	1
Street Maintenance Fee	19,491	18,369	20,454	19,131	18,685	19,246	20,200	20,806	21,430	22,073	22,735
Multimodal Transportation	9,555	9,462	9,570	9,731	9,494	10,927	11,255	11,592	11,940	12,298	12,667
Mvft Unrestricted Fuel Tax	148,652	144,100	129,312	138,319	140,000	162,553	167,430	172,452	177,626	182,955	188,443
Miscellaneous Revenues	1,709	20,403	1,461	17,440	2,000	2,060	2,122	2,185	2,251	2,319	2,388
Transfers	35,000	61,200	62,730	500,000	540,000	340,000	400,000	420,000	440,000	480,000	500,000
Total Revenues	416,771	480,718	365,030	684,620	710,179	534,786	601,006	627,036	653,247	699,645	726,235
Revenue Growth / (Decline)	-98.5%	15.3%	-24.1%	87.6%	3.7%	-24.7%	12.4%	4.3%	4.2%	7.1%	3.8%
Expenditures											
Labor	148,497	149,000	166,110	266,170	215,000	204,171	214,380	224,027	234,108	244,643	255,652
Benefits	63,851	64,828	70,432	102,442	80,000	96,319	90,739	95,276	100,040	105,042	110,294
Supplies	32,242	28,234	30,559	28,750	30,650	48,696	50,400	52,164	53,990	55,880	57,836
Services	129,612	150,664	134,565	140,725	183,000	214,671	223,259	231,073	239,161	247,531	256,195
Transfer to Equipment reserve	153,156	-	-	81,280	67,857	82,500	64,000	40,000	40,000	40,000	40,001
Total Expenses	527,358	392,726	401,666	619,367	576,507	646,357	642,778	642,540	667,298	693,095	719,977
Expense Growth / (Decline)		-25.5%	2.3%	54.2%	-6.9%	12.1%	-0.6%	0.0%	3.9%	3.9%	3.9%
Change in Ending Fund Balance	(110,587)	87,992	(36,636)	65,253	133,672	(111,571)	(41,772)	(15,504)	(14,051)	6,549	6,258
Anticipated Under-Expenditure	-	-	-	-	-	(9,695)	(9,642)	(9,638)	(10,009)	(10,396)	(10,800)
Ending Fund Balance	33,231	121,222	84,587	149,840	282,985	171,414	129,642	114,138	100,087	106,637	112,895

Property Tax Levy for 2022

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

For 2023, the proposed tax levy is calculated by taking last year's levy of \$1,938,562 and increasing it 1% or \$19,386 to \$1,957,948. Additionally, the levy is also allowed to increase by the value of new construction that occurred in the prior year. For the 2023 levy, new construction value is estimated at \$70,000 in levy dollars. Based on a 1% increase for the 2022 levy, the city tax rate would be \$1.27 per \$1,000 of AV; a decrease of \$0.23 from the 2022 tax rate. The total levy, including the value from new construction and refunds from prior years is \$2,032,948.

In addition to the 1% annual increase limitation is the \$3.60 District Aggregate Limitation. This means that the total amount of the city tax rate, the Regional Fire Authority rate and the Sno-Isle Library rates cannot cumulatively exceed \$3.60 per \$1,000 of AV. For 2023, we meet this limitation as the proposed city rate is \$1.27, the RFA is estimated to be \$1.45 and the Library is estimated to be \$0.39 for a total of \$3.11. The City Council may choose to use some of its banked capacity, estimated to be no more than \$322,170 in additional levy with a tax rate of no higher than \$1.76. This additional levy amount would increase the levy over a 1% limitation but is allowed by law.

The preliminary budget for 2023-2024 does not include the levy of banked capacity but does include one percent increases. Table Two below summarizes a 2023 levy with a one percent increase to remain consistent with the biennial budget, however council may elect to not increase the levy and bank the capacity for future needs. Table Three on the following page provides examples of the impact of these options on a typical residence, including an example demonstrating the effect of a levy of \$200,000 of available banked capacity, for illustrative purposes.

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

Item	Amount
2021 Total Regular Levy	\$ 1,938,562
1% Levy Increase	\$ 19,386
Est. New Construction (\$56.2 million)	\$ 70,000
Refunds	\$ 5,000
Effect of Levy Lid Lift	N/A in 2023
Banked Capacity	N/A in 2023
Estimated 2022 Levy cap*, includes new construction and refunds	\$2,032,948
Estimated 2022 Levy Rate*	\$1.27

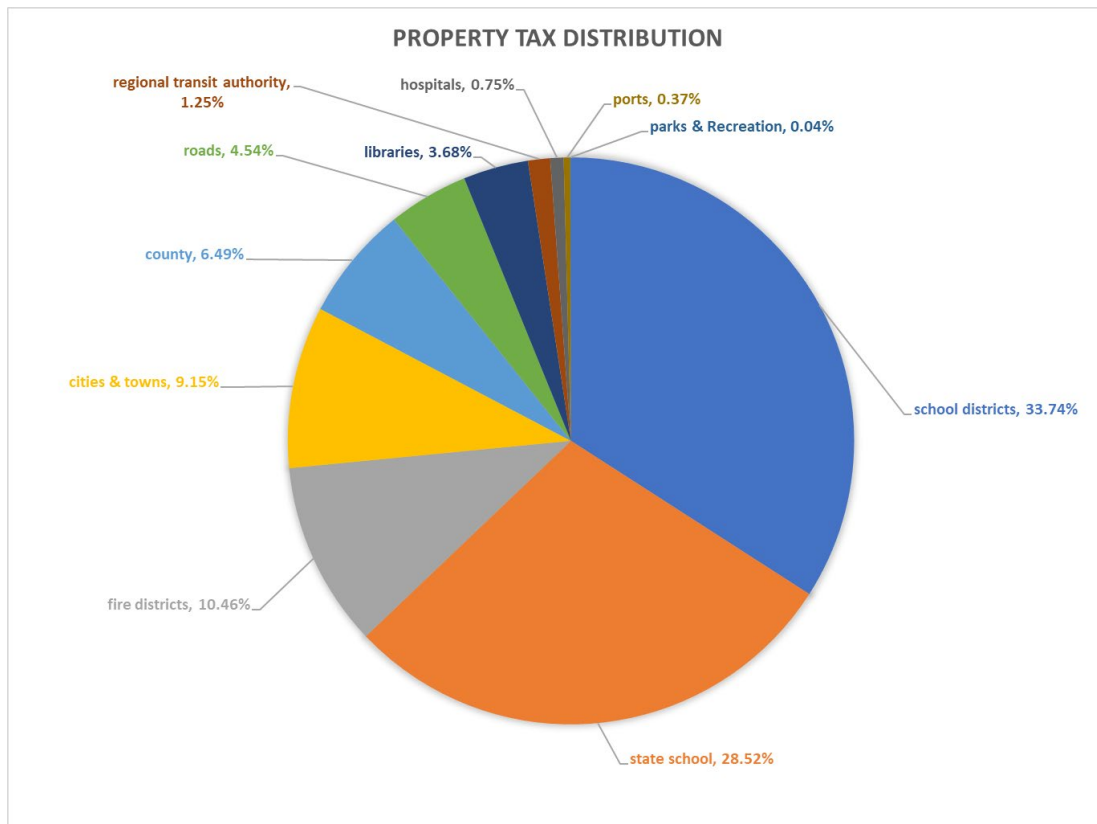
*Amounts per Sept. 2022 Preliminary Assessed Valuation \$1,600,871,392.

Table Three – Example impact of levy options

Estimated 2023 Tax On Typical Residence*	
With no increase	\$ 635.09
With 1% increase	\$ 641.21
With 1% increase, and levy \$200,000 banked capacity	\$ 704.29
For reference, 2022 tax on typical residence	\$ 611.44

*Typical 2022 residence value \$407,200

The chart below illustrates the portion of a property owner's annual property tax that is levied by the city, approximately 9 percent.



This Page Intentionally Left Blank



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: November 10, 2022

SUBJECT: Amend Interlocal Agreement and Approve Quit Claim Deed Agreement with Snohomish County

CONTACT PERSON: Shawn Smith, City Administrator

ATTACHMENTS:

- A – Letter from County Executive Dave Somers to Mayor Roberts
- B – Agreement with Snohomish County to Relinquish Potential Real Property Interest
- C – City of Stanwood Resolution 2017-68

ISSUE

The issue in front of the City Council is to authorize the Mayor to sign an agreement between the City of Stanwood and Snohomish County to relinquish any potential property interest in 3020 Rucker Avenue in Everett, Washington.

RECOMMENDATION

Authorize the Mayor to sign the agreement between the City of Stanwood and Snohomish County to relinquish any potential property interest in 3020 Rucker Avenue in Everett, Washington.

SUMMARY

The Snohomish Health District holds title to property located at 3020 Rucker Avenue in Everett (the "Rucker Building"). The record of city's participation in the purchase in 1990 is not clear, it is evident there was a minimal investment, and any residual ownership interest is also considered minimal or non-existent, and in any event not more valuable than legal costs to investigate. This agreement to relinquish property interest is to a degree a formality as the City previously agreed to the same provisions by Resolution 2017-68 (Attachment C). The agreement with Snohomish County asserts that if the Rucker Building is ever sold, the proceeds would be exclusively used for the provision of public health services in Snohomish County.

DISCUSSION

In 1990, the City of Stanwood and other Snohomish County cities and towns, entered into an interlocal agreement to acquire a facility for the Snohomish health District known as the “Rucker Building”. The building at 3020 Rucker Avenue in Everett was purchased for \$5,150,000 based on an equitable formula.

The Health District paid off the loan in 1995. The deed and title are vested in the Snohomish Health District. The Health District has assumed all financial responsibility for utilities, on-going operations, maintenance and capital improvements.

In 1997, the board of Health added Article VIII to the Charter. Based on Article VIII and conversations with past leaders, it appears the intent was to develop another ILA for real property interest in the Rucker Building. No records of finalized “purchase agreements” were uncovered. It is unclear whether the parties have included the Rucker Building as an asset.

The purpose of the Agreement and quit claim deed is to relinquish any potential claim of ownership or financial interest in the property so the county may proceed with the merger of the Health District into the county.

FISCAL IMPACT

In 1990, the city’s population was 1,961. It is likely this was the city’s per capita contribution to the purchase of the Rucker Building. The Interlocal Agreement includes a statement that if the city does have a financial or ownership interest in the Rucker Building, that such interest is of approximately equal or lesser value than the public health services provided by the Health District to the city and its residents.

COMMITTEE RECOMMENDATION

This issue is scheduled for discussion by the Public Safety committee on November 10th. The results of that committee discussion will be available verbally.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the Agreement and Quit Claim Deed. This action indicates the City Council is prepared to relinquish any interest in the Rucker Building and supports the County development of a Department of Health.
2. Do not authorize the Mayor to sign the Agreement and Quit Claim Deed and direct staff to areas of concern. This alternative indicates the City Council has questions or concerns regarding the proposed Agreement and/or Quit Claim Deed. The city council may want to direct staff to gather more information or have the Finance Committee review the materials and make a recommendation to the full city council.

3. Do not authorize the mayor to sign the Interlocal Agreement and Quit Claim Deed. The city council may not support the County's recommendation or have other serious concerns regarding the proposed Agreement.

RECOMMENDED MOTION

I MOVE TO APPROVE RELINQUISHMENT OF ANY POTENTIAL OWNERSHIP AND FINANCIAL INTEREST IN 3020 RUCKER AVENUE IN EVERETT, WASHINGTON AND TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT BETWEEN THE CITY OF STANWOOD AND SNOHOMISH COUNTY AND ANY OTHER DOCUMENTS NECESSARY TO EFFECT THIS ACTION.

Dave Somers
County Executive

3000 Rockefeller Ave., M/S 407
Everett, WA 98201-4046
(425) 388-3460
www.snoco.org

September 22, 2022

Sid Roberts, Mayor
City of Stanwood
10220 270th Street NW
Stanwood WA 98292
Email: sid.roberts@ci.stanwood.wa.us

ESTABLISHMENT OF COUNTY HEALTH DEPARTMENT AND TRANSFER OF ASSETS FROM HEALTH DISTRICT

Dear Mayor Roberts,

On May 31, 2022, the Snohomish Health District voted unanimously to support the County's withdrawal from the District and transition health services for the community into a County health department. On June 8, 2022, the County Council approved Motion 22-248 authorizing the County's withdrawal from the Snohomish Health District and creation of a unified County health department on January 1, 2023.

The County has set up multiple working groups to ensure the most seamless transition of health district staff, technology, and financial assets and liabilities. In connection with the transition of health services from the District to the County, the real property and fleet assets of the District will be transferred to the County.

Concerning real property, the District's building on 3020 Rucker Avenue in Everett will become part of the County's real property inventory and future responsibility. You may recall signing a quit claim deed in 2018 for a similar transfer of ownership for this building. A similar process is required for this transfer. A transfer agreement and quit claim deed for this purpose are attached for your review. Please sign the agreement, sign and notarize the deed, and return to Lacey Harper (at the address above) by November 30, 2022 to ensure we can complete the transition.

If you have any questions or concerns at any time, please feel free to reach out to either one of us at any time.

Sincerely,



Dave Somers
Snohomish County Executive

Enclosure

cc: Lacey Harper, Executive Director



AGREEMENT TO RELINQUISH REAL PROPERTY INTEREST

THIS AGREEMENT TO RELINQUISH REAL PROPERTY INTEREST (this “Agreement”) is made and entered into as of this ____ day of _____, 2022 (the “Effective Date”), by and between _____, a municipal corporation of the State of Washington (the “City”), and Snohomish County, a political subdivision of the State of Washington (the “County”).

RECITALS

A. As contemplated in a 1990 memorandum of understanding and a 1990 interlocal agreement, both the City and the County contributed funds to the Snohomish Health District (the “District”). Those funds, along with funds from other cities and towns in Snohomish County, were used by the District to acquire real property commonly known as the Rucker Building, located at 3020 Rucker Avenue, Everett, Washington 98201 (the “Rucker Building”). The District acquired the Rucker Building for purposes of delivering public health service as required under chapter 70.05 and 70.46 RCW.

B. In 1995, the District amended its Charter at Article VII, Section 2, to provide processes by which: (a) the District would repay the County and each city and town that contributed to the purchase of the Rucker Building in the event that the District sold the Rucker Building, and (b) the County would repay each city and town that contributed to the purchase of the Rucker Building in the event that the County assumed sole responsibility for public health in Snohomish County.

C. In 2018, the District entered into a purchase and sale agreement for the sale of the Rucker Building. The District contemplated using the sale proceeds to acquire another, smaller facility with any remaining balance to be used for District purposes consistent with state law. All the cities and towns that contributed to the acquisition of the Rucker Building executed quit claim deeds to the District: (a) for purposes of clearing title and facilitating the sale, and (b) to relinquish any and all interest in the sale proceeds. Ultimately, the sale did not close, and the District remains the fee owner of the Rucker Building.

D. Pursuant to District Board of Health Resolution 22-16, dated May 31, 2022, the District voted unanimously to support the County’s withdrawal from the District. Pursuant to Motion 22-248, the County Council voted to authorize issuance of a notice of intent to withdraw from the District with a withdrawal date of December 31, 2022, with the intent to form a unified County health department. The District and the County are currently working towards the transition of public health services from the District to the County with an effective date of

December 31, 2022. This transition includes the transfer of title in the Rucker Building from the District to the County.

E. Beginning January 1, 2023, the County intends to use the Rucker Building for the operation of a County Health Department and delivery of public health services as required by state law. The County has asked all cities and towns that made contributions toward the purchase of the Rucker Building to relinquish any and all interest in the Rucker Building, including proceeds from any future sale, and the City has agreed to the same.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. RELINQUISHMENT OF INTEREST. The City hereby relinquishes, releases and conveys to the County any and all right, title and interest held by the City in the Rucker Building, including, but not limited to, proceeds from any future sale or other right to reimbursement. In order to more fully effectuate its relinquishment of interest, the City shall executed a quitclaim deed in favor of the County in substantially the form attached to this Agreement as Exhibit A.

2. CONTINUATION OF PUBLIC HEALTH SERVICES. The parties agree and acknowledge that the County's operation of a County Health Department in the Rucker Building comprises a public benefit, and further, that this Agreement ensures the uninterrupted and continuous delivery of public health services in Snohomish County to the direct benefit of the City and its residents. The City's decision to relinquish its rights as described in Section 1 above is in consideration for these benefits and for the costs to be incurred by the County upon the creation of a County Health Department and the transition of uninterrupted public health services thereto. Further, the County agrees that proceeds from any future sale of the Rucker Building will be used exclusively for the provision of public health services in Snohomish County.

3. BINDING EFFECT. This Agreement shall be binding on and inure to the benefit of the County, the City, and their respective successors in interest and assigns.

4. COMPLETE AGREEMENT. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein, including, but not limited to any memorandum of understanding, interlocal agreement, or District Charter Article VIII, Section 2. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

5. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.

SNOHOMISH COUNTY, a political
subdivision of the State of Washington,

CITY OF _____, a
municipal corporation of the State of
Washington,

Sign: _____
Print: _____
Date: _____

Sign: _____
Print: _____
Date: _____

Approved as to Form:

Approved as to Form:

Deputy Prosecuting Attorney

City Attorney

EXHIBIT A

Form of Quit Claim Deed

Return Address:

Snohomish County
Attn: Property Officer
3000 Rockefeller Ave. M/S 404
Everett, WA 98201

Document Title(s) (or transactions contained therein):

Quit Claim Deed

Reference Number(s) of Related Documents: n/a**Grantor(s)** (Last name first, then first name and initials):

City of _____, a municipal corporation of the State of Washington

Grantee(s) (Last name first, then first name and initials):

Snohomish County, a political subdivision of the State of Washington

Legal description (abbreviated: i.e. lot, block, plat or section, township, range)

Section 30 Township 29 Range 5 Quarter NE EVERETT DIV H PLAT OF BLK 720 D-00 - LOTS 22-23-24-25-26-27-28-29 BLK 720 TGW TH PTN LOT 21 BLK 720 SD PLAT DAF BEG NW COR SD LOT 21 TH S00*00 07E ALGWLY LN THOF 0.37FT TH S89*47 16E 91.39FT TO N LN SD LOT 21 TH N89*58 55W ALG SD N LN 91.38FT TO POB EXC TH PTN LOT 22 BLK 720 SD PLAT DAF BEG SE COR SD LOT 22 TH N00*00 00W ALG ELY LN THOF 0.11FT THS89*47 16W 28.50FT TO S LN SD LOT 22 TH S89*58 55E ALG SD LN 28.50FT TO TPB PER BDY LN AGRMNT REC AFN 201811070134 & SURV REC AFN 201811075001
Situate in the County of Snohomish, State of Washington

Assessor's Property Tax Parcel/Account Number

004375-720-022-00

QUIT CLAIM DEED

Grantor, City of _____, a municipal corporation of the State of Washington, for and in consideration of ten and 00/100s dollars (\$10.00) and other good and valuable consideration, in hand paid, conveys and quitclaims to Snohomish County, a political subdivision of the State of Washington, that certain real property situated in the County of Snohomish, State of Washington, that is more particularly described on Schedule 1 attached hereto.

DATED: _____, 2022

Grantor: CITY OF _____

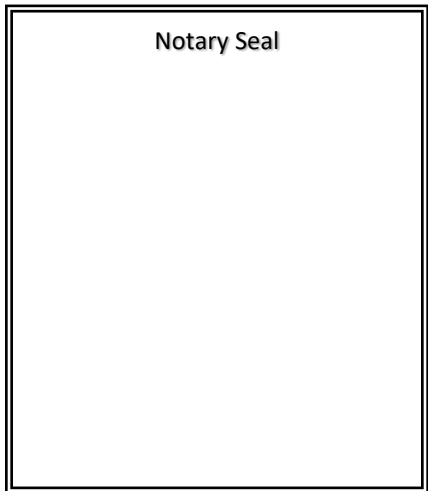
By: _____

Its: _____

STATE OF WASHINGTON)
 : §
COUNTY OF SNOHOMISH)

On this _____ day of _____, 2022, before me personally appeared _____, to me known to be the _____, of the City of _____, that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that _____ was duly elected, qualified and acting as said officer or member of the municipal corporation, and that _____ was authorized to execute said instrument on behalf of said municipal corporation.

GIVEN under my hand and official seal the day and year last above written.



Signature: _____
Notary (print name) _____
Notary Public in and for the State of Washington,
residing at _____
My commission expires _____

**Schedule 1
to Quit Claim Deed**

Assessor's Tax Parcel No.: 004375-720-022-00

Lots 22, 23, 24, 25, 26, 27, 28 and 29, Block 720, Plat of Everett, Division "H," according to the Plat thereof recorded in Volume 4 of Plats, page 50, records of Snohomish County, Washington. Together with that portion of Lot 21, Block 720, Plat of Everett Division "H," according to the Plat thereof recorded in Volume 4 of Plats, page 50, records of Snohomish County, Washington, described as follows:

Beginning at the Northwest corner of said Lot 21;
thence South 00°00'07" East along the Westerly line thereof a distance of 0.37 feet;
thence North 89°47'16" East a distance of 91.39 feet to the North line of said Lot 21;
thence North 89°58'55" West along said North line a distance of 91.38 feet to the true point of beginning;

Except that portion of Lot 22, Block 720, Plat of Everett Division "H," according to the Plat thereof recorded in Volume 4 of Plats, page 50, records of Snohomish County, Washington, described as follows:

Beginning at the Southeast corner of said Lot 22;
thence North 00°00'00" West along the Easterly line thereof a distance of 0.11 feet;
thence South 89°47'16" West a distance of 28.50 feet to the South line of said Lot 22;
thence South 89°58'55" East along said line a distance of 28.50 feet to the Point of Beginning.

Situate in the County of Snohomish, State of Washington

**INTERLOCAL AGREEMENT
BETWEEN THE SNOHOMISH HEALTH DISTRICT
AND
CITY OF STANWOOD
RELINQUISHING OF POTENTIAL CLAIM OF OWNERSHIP OR FINANCIAL INTEREST IN THE
RUCKER BUILDING**

This Interlocal Agreement is entered into pursuant to Chapter 39.34 RCW by and between the SNOHOMISH HEALTH DISTRICT, a Washington Municipal Corporation (the Health District) and City of Stanwood a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of relinquishing any potential claim of ownership or financial interest in the Rucker Building located at 3020 Rucker Ave., Everett, Washington.

RECITALS

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, the Snohomish Health District was originally established by resolution of Snohomish County Board of County Commissioners on November 24, 1958, with an effective date of January 1, 1959; and

WHEREAS, the Snohomish Health District is an independent municipal corporation, incorporated under the provisions of Chapter 70.46RCW with Snohomish County, and cities and towns within Snohomish County as members of the Snohomish Health District; and

WHEREAS, the Snohomish Health District, under provisions of RCW 70.46.100, has the power and authority to purchase, own, lease, and maintain real property and property rights necessary for the conduct of its affairs; and

WHEREAS, the County, along with the cities and towns, entered into an interlocal agreement executed on September 27, 1990 (the "1990 ILA"), to provide for the acquisition of a facility for the Snohomish Health District known as the "Rucker Building"; and

WHEREAS, the 1990 ILA provided for the financing of the purchase of the facility at 3020 Rucker Avenue in Everett, based on an equitable formula basis totaling \$5,150,000; and

WHEREAS, in 1995 the Snohomish Health District paid off the loan to acquire the building in full, thereby satisfying the terms of the 1990 ILA; and

WHEREAS, the deed and title to the Rucker Building are vested in the Snohomish Health District, and the Snohomish Health District has assumed all financial responsibility for utilities, ongoing operations and maintenance, and capital improvements; and

WHEREAS, the Snohomish Health District is interested in moving into a smaller building, either purchased or leased, with remaining dollars to be invested into a new capital fund; and

WHEREAS, the Snohomish Health District Board of Health unanimously approved Resolution 17-03 on January 10, 2017, signifying its intent to surplus and sell the Rucker Building, and encouraged the cities, towns, and Snohomish County to relinquish any potential ownership and financial interest; and

WHEREAS, public health is a shared responsibility, and an effective public health response to the threats to public health in Snohomish County which requires regional cooperation, participation and support from cities, towns and the County;

WHEREAS, cities, towns and the County have authority to make contributions toward the support of public health and such contributions benefit the public health and welfare of the citizens of such cities, towns and the County;

NOW, THEREFORE, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Health District agree as follows:

1. Purpose.

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to relinquish any potential ownership and financial interest in 3020 Rucker Avenue in Everett, Washington.

2. Term.

The term of this Agreement shall commence and be effective upon full execution and filing or recording pursuant to paragraph 15 below and shall continue indefinitely.

3. Responsibilities of the City and the Snohomish Health District.

A. Responsibilities of the City.

Within ten (10) calendar days of full execution of this agreement, the City agrees to execute a Quit Claim Deed in the form attached as Exhibit A conveying any and all interest, if any, the City may have in the real property known as the Rucker Building. The legal description of the subject property is encompassed within the Quit Claim Deed in Exhibit A. The executed Quit Claim Deed shall be sent to the Snohomish Health District for recording.

B. Responsibilities of the Snohomish Health District.

The Snohomish Health District agrees to use all net proceeds from the sale of Rucker Building to move into a smaller building, purchased or leased, with remaining proceeds to be placed into a new capital fund to be dedicated by the Snohomish Health District for operation and maintenance of said new building and associated property. If purchased, title to such new property shall be vested in Snohomish Health District.

4. Public Benefit.

The City has had the opportunity to conduct due diligence concerning its potential ownership and financial interest it may have, if any, to the Rucker Building and agrees to waive, relinquish and convey the same. The City and the Snohomish Health District agree that if the City does have a financial or ownership interest in the Rucker Building, that such interest is of approximately equal or lesser value than the public health services provided by the Snohomish Health District to the City and its citizens.

5. Legal Requirements.

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

6. Public Disclosure Laws.

The City and the Snohomish Health District each acknowledge, agree and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

7. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance as the case may be upon request.

8. Indemnification.

The Snohomish Health District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or Snohomish Health District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the Snohomish Health District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the Snohomish Health District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the County, its elected or appointed officials, officers, employees or agents.

9. Notices.

Any notice to be given to the Snohomish Health District under this Agreement shall be either mailed or personally delivered to:

Snohomish Health District
3020 Rucker Avenue, Ste 306
Everett, WA 98201

Any notice to the City shall be mailed or hand delivered to:

City of Stanwood
10220 270th ST NW
Stanwood, WA 98292

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

10. Venue.

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Snohomish County, Everett, Washington.

11. Disputes.

The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

12. No third party beneficiaries; no joint venture.

This Agreement is for the sole benefit of the City and Snohomish Health District and shall not confer third-party beneficiary status on any non-party to this Agreement. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties. County employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Snohomish County.

13. Entire Agreement.

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

14. Severability.

- A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

15. Filing.

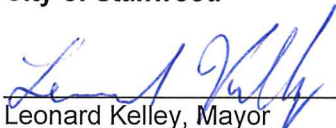
As provided by RCW 39.34.040, this Agreement shall be filed with the Snohomish County Auditor, or, alternatively, posted on the website of each party.

16. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

16. Effective Date. February 23, 2017

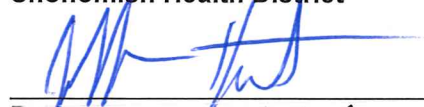
City of Stanwood


Leonard Kelley, Mayor

ATTEST:


David A. Hammond, City Clerk

Snohomish Health District


Jefferson Ketchel
Interim Administrator

ATTEST:


Linda Paul

Approved as to Form:


_____, Health District Attorney

1161920



201803220433 2 PCS
03/22/2018 2:11pm \$75.00
SNOHOMISH COUNTY, WASHINGTON

After Recording Return to:

Snohomish Health District
3020 Rucker Avenue, Suite 306
Everett, WA 98201

No. 9762893 3/22/2018 1:45 PM 10.00
Thank you for your payment.
PHYLLIS

QUIT CLAIM DEED

Grantor: CITY OF STANWOOD

Grantee: SNOHOMISH HEALTH DISTRICT

Legal: Lots 8-10 & 22-29, Block 720, Plat of Everett, Div H, V. 4, p. 50 and

Lots 5-7, Block 719, Plat of Everett, V. 3, P. 32, Snohomish Cty, WA Add'l on p. 1-2

Tax ID#: 004375-720-008-00, 004375-720-009-00, 004375-720-022-00

004375-720-028-00 and 004391-719-005-00

THE GRANTOR, CITY OF STANWOOD, a municipal corporation of the State of Washington, for and in consideration of clearing title of any interest Grantor may have, conveys and quit claims to SNOHOMISH HEALTH DISTRICT, a municipal corporation of the State of Washington, the following-described real estate, situated in the County of Snohomish, State of Washington, including any interest therein which Grantor may hereafter acquire:

PARCEL A:

Lots 8, 9, 10, 22, 23, 24, 25, 26, 27, 28 and 29, Block 720, Plat of Everett, Division "H," as per plat recorded in Volume 4 of Plats, page 50, records of the Auditor of the County of Snohomish, State of Washington.

Situate in the City of Everett, County of Snohomish, State of Washington.

PARCEL B:

Lots 5, 6 and 7, Block 719, Plat of Everett, as per plat recorded in Volume 3 of Plats, page 32, records of the Auditor of the County of Snohomish, State of Washington.

Situate in the City of Everett, County of Snohomish, State of Washington.

DATED this 23rd day of February, 2017.

CITY OF STANWOOD

By

Leonard Kelley

Leonard Kelley
Mayor

STATE OF WASHINGTON)

) ss.

COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that Leonard Kelley is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the CITY OF Stanwood to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this 14th day of September, 2017.



Erica Schorn
(Legibly print name of notary)
NOTARY PUBLIC in and for the State of
Washington, residing at Camano Island
My commission expires May 22, 2021



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

ITEM: 10c

DATE: November 10, 2022

SUBJECT: Capital Improvement Plan (CIP)

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Resolution 2022-16 –Adopting 2023-2028 CIP Update
B - 2023-2028 Capital Improvement Plan (CIP)

ISSUE

The issue in front of the City Council is to discuss the proposed list of capital improvements in the 2023-2028 Capital Improvement Plan and conduct a first reading of Resolution 2022-16 Six Year Capital Improvement Plan.

RECOMMENDATION

Review and discuss the 2023-2028 Capital Improvement Plan (CIP) and conduct first reading of Resolution 2022-16 Six Year Capital Improvement Plan.

SUMMARY STATEMENT

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development.
- Reduce the cost of serving new development with public facilities.
- Ensure that these facilities will be in place when development occurs.

The capital improvement plan is a six or more-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually. An update to the City's Six-Year CIP does not require an amendment to the City's Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157.

City Council reviewed and discussed the Six-Year Capital Improvement Plan for Fiscal Years 2023 – 2028 at their October and November Special Workshops and considered what capital improvements are in the best interest of the health, safety, and welfare of the citizens of Stanwood.

DISCUSSION

The following are brief descriptions of projects proposed and amounts included in the 2023-2024 biennial budget:

Parks Capital:

Cedarhome Area Park 2023 \$70,000 No funding in 2024
Locate property for a new park in the Cedarhome neighborhood.

Raplee Property Evaluation 2023 \$85,000 2024 \$60,000
Conduct land use, environmental feasibility, appraisal, concept design and grant analysis to determine the feasibility of how the property could integrate into the Twin City Mile project if state grants can be obtained to conduct site clean-up work.

Hamilton Landing Park & Boat Launch 2023 \$1,000,000 No funding in 2024
The City of Stanwood purchased Hamilton Landing Park in 2014 from the Hamilton family with "Conservation Futures" funds. The property sits on the banks of the Stillaguamish River and was purchased with the intent of developing a park with public access to the river. The city and the Washington Department of Fish and Wildlife have created a partnership to improve the property with a motorized boat launch ramp, handheld boat launch and park improvements. The river access provides opportunities to explore the water for multiple activities, which could include bird watching, fishing, hunting, and general boating. Other Park features include a restroom, wetland enhancement, grassy lawn area, picnic tables, play areas, and overlook areas.

Johnson Farm Park \$485,000 No funding in 2024
Environmental studies to prepare the site for demolition (Phase 2 Environmental Study, Building Haz-Mat Study, and Environmental Cleanup Report). Once the environmental reports are completed, the site will be cleaned based on the recommendations in the reports.

Church Creek Park 2023 \$240,000 2024 \$250,000
Gateway/wayfinding signage, crosswalk to high school with lighted safety feature and improve dugouts.

Downtown Park 2023 \$100,000 2024 \$200,000
Main Street is the primary location for special events. The street is regularly closed for the following events: Arts by the Bay festival; Summer Arts Jam; Small Trailer Event; Twin City Idlers Car Show; Stanwood Camano Fair Parade; Touch-A-Truck, National Night Out; and the Downtown Concert Series. In 2023, the city is considering moving the Farmers Market to Main Street. This site will enhance these events by providing park space for people to rest, eat and relax during these events. The site has remained underutilized and vacant since the 1990s. The site's location within the main street business district of the City of Stanwood provides a great opportunity to support local businesses with a public park in the downtown corridor.

Heritage Park 2023 \$400,000 2024 \$400,000

Restroom plumbing upgrades, gateway/wayfinding signage, field #3 irrigation, cover dugouts / foul netting, add drainage pumps, create a large dog park area including relocation of small dog park, pickleball courts 3 & 4 including paved path to courts, improve park entry drive/drop-off including circular landscaping, improve soccer fields including irrigation, expand skate park, and improve the pump track.

Port Susan Trail 2023 \$1,838,000 2024 \$100,000

A 1.2-mile segment that runs from the Stanwood Park and Ride lot off 88th Avenue and SR 532, around the wastewater treatment plant, and along the Stillaguamish River to Twin City Foods. The project would include: 6- to 10-foot-wide trail, which will vary on the wastewater treatment plant dike to accommodate existing conditions, gateway trail entry locations, river view, and plaza area near the southeast corner of the looped trail, wetland and buffer mitigation for trail impacts, pedestrian bridge spanning Irvine Slough and interpretive signs. Construction of Phase 2 may be broken into multiple contracts depending on available funding.

Total Parks Capital 2023 \$4,218,000 2024 \$1,010,000

Buildings Capital:

City Hall/Police Station Remodel 2023 \$890,000 No funding in 2024

Building renovations to maintain the function and use of the Police Station and City Hall over the next 5 to 10 years. Improvements could include renovating bathrooms and kitchens, roof repairs, and space reconfiguration. Building a new public restroom with pedestrian access through the records room building is also a potential improvement project. All work would be within the 50% building valuation limits as established by the City's floodplain regulations.

Total Buildings Capital: \$890,000 (2023 Only)

Street Construction Projects:

City Beautification Projects \$35,000 per year

The City adopted the City Beautification Action Plan in December of 2020 as an implementation of several city visioning and economic development plans. The City Beautification Action Plan includes six key program elements that focus on improving city infrastructure and promoting the city as the cultural and economic hub of greater Snohomish County. These elements include:

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

Achieving full build-out of the Beautification Action Plan will take time, phased implementation and significant resources. This capital budget item is intended to annually fund the gateway, wayfinding and landscaping components of the City Beautification Action Plan.

Sidewalk: 72nd AVE NW 2023 \$25,000 2024 \$45,000

Including curbs, gutter and constructing missing sidewalk panels from 272nd St to Church Creek Park and missing sections between 272nd and 276th St NW.

Sidewalk: 92nd Ave NW 2023 \$390,000 No funding in 2024

West side between north of 271st ST NW from Credit Union to HRC trail.

Overlay and ADA Improvements 2023 \$388,800 No funding in 2024

Asphalt overlay and ADA upgrades on 68th from 280th St NW north to the city limits.

Viking Way- 90th Ave Phase 2 2023 \$1,036,000 No funding in other years

The project will construct a continuation of Viking Way from where the previous phase ended in 2020 to 92nd Ave, ultimately connecting 88th to 92nd, eliminating an existing misalignment on 92nd. This new roadway will include curb, gutter, sidewalks, landscaping, street lighting, and underground utilities.

80th Ave NW Reconstruction Phase 1 2023 \$1,400,000 No funding in 2024

From approximately 276th St to 280th PI NW. Road improvements including widening, intersection improvements, curb, gutter, sidewalk and planter strip.

Twin City Mile Downtown Renovation Project 2023 \$1,784,000 2024 \$739,000

The Twin City Mile revitalization project reimagines how the City's main downtown commercial corridor, 271st and 270th Streets, could look and function by connecting City Hall Park to the Train Station. 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. Using policy guidance from the City Beautification Plan, the City 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.

Over the next six years, the project will be broken into multiple phases, first year:

- 2023: West End Brick Road 30% Design, 92nd Avenue Design and Construction, 92nd Avenue Lighting, East End Concept Designs and Traffic Calming, 88th Avenue Arch, West End Gateway.
- 2024: Camano Street Design, 88th Avenue Power & Lighting Construction, East End Traffic Calming Improvements
- 2025: Camano Street Construction
- 2026/2027: West End Brick Road 100% Design and Permitting
- 2028: West End Brick Road Construction

Total street construction projects 2023 \$5,058,800 2024 \$1,819,490

Sewer Capital:

Sewer System Plan 2023 \$280,000 No funding in 2024

Carry over from 2022 for the general sewer plan being developed by RH2.

Sewer main replacement on 78th and Cecelia 2023 \$700,000 No funding in 2024

Replace 8-inch sewer main in Cecelia Way from 78th Avenue east to the terminus.

Replace as needed on 78th Avenue from Cecelia Way north.

Sewer Main Replacement on 79th Dr 2023 \$280,000 No funding in 2024

Replace sewer main on 79th Dr from 272nd north to terminus.

Sewer Rate Study 2023 \$40,000 No funding in 2024

The City will evaluate sewer rates and update as necessary.

Sewer Basin 1 Pipe replacement program \$300,000 The sewer main in basin 1 is over 50 yrs. old and needs upgrading. As the Twin City Mile gets constructed, the line in 271st should be replaced. Also, sections on 99th, 272nd and the entire west end will be evaluated.

Biosolids Removal and Utilization 2023 \$600,000 2024 \$5,000,000

Removal and Utilization of sludge produced at the WWTP as part of treatment. Design and construct long term solids handling facility.

SR532 and Pioneer Hwy Sewer Crossing 2023 \$360,000 No funding in 2024

Replace approximately 355 LF of existing gravity pipe with 18-inch diameter gravity pipe per City standards connecting Pioneer Highway under SR532.

Total Sewer Capital 2023 \$2,560,000 2024 \$5,825,000

Stormwater Capital:

Drainage Rate Updates 2023 \$40,000 No funding in 2024
Evaluate rates for adequate revenue.

Skagit Bay Dike Repair 2023 \$6,000,000 No funding in 2024
City partnership with Diking District 7 and Snohomish County to repair and expand the Skagit Bay Dike that separates the bay from farmlands and the City of Stanwood. Project elements include repair of the existing dike, construction of a new estuary and a dike on the city-owned Johnson Farm property. The dike protects adjacent farmlands and downtown Stanwood high tides and flooding events during winter storms.

Floodwall- Florence Rd. 2023 \$714,000 No funding in 2024

Construct a removable floodwall on Florence Road to prevent flooding of downtown Stanwood during flood events. Design, permit and build a removable wall on Florence Road on BNSF rail right of way to help prevent flooding into the City's downtown during high tides and flood events. City will design and install the wall on city right of way; BNSF staff will install the pilings needed on BNSF right of way. Flood walls will be owned and maintained by the city.

Stormwater Comprehensive Plan Update 2023 \$250,000 No funding in 2024

Update the 2015 Stormwater Comprehensive Plan to be consistent with the 2024 Comprehensive Plan and other utility plans. Amendments include an updated infrastructure inventory, capital improvement project lists, maps, and policies.

Irvine Slough Drainage 2023 \$3,800,000 No funding in 2024

Irvine Slough Stormwater Separation (IS4) consists of 6 discrete phases: Phase 2, funded for construction in 2023, will construct a new lift station at the NE corner of 92nd/SR532 intersection, as well as a force main to the Stillaguamish River. Phase 2 has an estimated cost of \$1,800,000.

Total Stormwater Capital 2023 \$10,804,000 2024 \$500,000

Water Capital:

Water System Plan 2023 \$125,000 No funding in 2024
Carry over from 2022 for the water system plan being developed by RH2.

Water System Telemetry Upgrade 2023 \$250,000 No funding in 2024
Upgrade to software and hardware for existing telemetry system.

Water Rate Study 2023 \$70,000 No funding in 2024
The City will evaluate water rates and update as necessary.

Annual Water Main Improvements \$100,000 per year
Annual replacement of water mains due to deficiencies. New service lines on Leque Road.

Water Treatment Plant/Cedarhome Well 2023 \$75,000 No funding in 2024
Water Treatment Plant and Cedarhome Well System Upgrades- to replace original pumps and equipment.

Meter Replacement \$55,000 per year
Annual meter replacement program.

Water Treatment Plant Media Replacement 2023 \$500,000 No funding in 2024
Replace sand filter media at the water treatment plant.

Total Water Capital 2023 \$1,175,000 2024 \$155,000

Total All Departments 2023 \$24,637,800 2024 \$9,209,490

COUNCIL OPTIONS

Conduct first reading of Resolution 2022-16 Six Year Capital Improvement Plan 2023-2028.

**RESOLUTION NO. 2022-16
CITY OF STANWOOD, WASHINGTON**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, APPROVING AND ADOPTING THE CITY'S SIX-YEAR CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2023 – 2028.

WHEREAS, pursuant to the City's Comprehensive Plan, an update to the City's Six-Year CIP does not require an amendment to the Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157; and

WHEREAS, the City would like approve and adopt its Six-Year CIP; and

WHEREAS, the City Council has reviewed the Six-Year Capital Improvement Plan for Fiscal Years 2023 – 2028 and has determined that it is in the interest of the health, safety, and welfare of the citizens of Stanwood to adopt the CIP.

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

Section 1. That the Six-Year Capital Improvement Plan for Fiscal Years 2023 – 2028, attached as Exhibit A and incorporated herein by this reference, is hereby **Approved and Adopted**.

APPROVED AND ADOPTED this ____ day of November 2022.

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Exhibit A
Six-Year Capital Improvement Plan for Fiscal Years 2023 – 2028

ATTACHMENT B

Department	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Parks Capital	Johnson Farm Park Version 2	\$485,000		\$50,000	\$200,000			\$735,000
	Church Creek Park Version 2	\$240,000	\$250,000	\$150,000	\$150,000	\$200,000	\$200,000	\$1,190,000
	Downtown Park Version 2	\$100,000	\$100,000	\$900,000				\$1,100,000
	Heritage Park Version 2	\$400,000	\$400,000	\$225,000	\$225,000	\$75,000	\$325,000	\$1,650,000
	Port Susan Trail Version 2	\$1,838,000	\$100,000	\$1,200,000	\$100,000	\$200,000	\$200,000	\$3,638,000
	Cedarhome Area Park	\$70,000						\$70,000
	Raplee Property (271st/270th Triangle)	\$85,000	\$60,000	\$550,000				\$695,000
	Ovenell Park				\$70,000			\$70,000
	Hamilton Landing Park & Boat Launch	\$1,000,000						\$1,000,000
Total Parks Capital		\$4,218,000	\$910,000	\$3,075,000	\$745,000	\$475,000	\$725,000	\$10,148,000
Public Works	City Hall/Police Station Remodel	\$890,000						\$890,000
Total Public Works		\$890,000	\$0	\$0	\$0	\$0	\$0	\$890,000
Sewer Capital	Sewer System Plan	\$280,000						\$280,000
	Sewer main replacement on 78th and Cecelia	\$700,000						\$700,000
	Sewer Main Replacement on 79th Dr	\$280,000						\$280,000
	Sewer Rate Study	\$40,000					\$50,000	\$90,000
	Sewer Basin 1 Pipe replacement program	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
	Inflow and Infiltration Study						\$125,000	\$125,000
	Grit Removal		\$150,000	\$150,000				\$300,000
	Fine Screen Rebuild/Second Screen		\$150,000	\$150,000				\$300,000
	Biosolids Removal and Utilization	\$600,000	\$5,000,000					\$5,600,000
	Pioneer Hills Lift Station Upgrade		\$50,000	\$200,000				\$250,000
	274th Sewer Main Replacement			\$700,000				\$700,000
	Cedarhome Dr. Sewer Main Replacement			\$1,285,000				\$1,285,000
	SR532 and Pioneer Hwy Sewer Crossing	\$360,000						\$360,000
	Pioneer Hwy and SR532 Sewer Main			\$600,000				\$600,000
	72nd Ave Sewer Main Replacement			\$1,925,000				\$1,925,000
	Cedarhome Collection System		\$175,000					\$175,000
	68th Sewer Main Replacement			\$1,000,000				\$1,000,000
Total Sewer Capital		\$2,560,000	\$5,825,000	\$6,310,000	\$300,000	\$300,000	\$475,000	\$15,770,000
Stormwater Capital	Drainage Rate Updates	\$40,000					\$60,000	\$100,000
	Skagit Bay Dike Repair	\$6,000,000						\$6,000,000
	Floodwall- Florence Rd.	\$714,000						\$714,000
	Stormwater Comprehensive Plan Update	\$250,000						\$250,000
	Irvine Slough Pump Station Building		\$100,000	\$250,000				\$350,000
	Drainage System Receiving Station		\$400,000					\$400,000
	Irvine Slough Drainage	\$3,800,000		\$4,000,000		\$4,000,000		\$11,800,000
Total Stormwater Capital		\$10,804,000	\$500,000	\$4,250,000	\$0	\$4,000,000	\$60,000	\$19,614,000

Department	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Street Construction	City Beautification Projects	\$35,000	\$35,000	\$30,000	\$30,000	\$30,000	\$30,000	\$190,000
	Westside Overlays		\$320,490	\$158,850	\$126,045	\$86,040	\$83,250	\$774,675
	101st Ave Reconstruction & Overlay						\$2,640,000	\$2,640,000
	80th Ave Reconstruction Phase 2						\$5,000,000	\$5,000,000
	SR532 Ovenell Park Entrance Roundabout				\$1,030,000	\$2,470,000		\$3,500,000
	SR532 Hamilton Entrance Intersection				\$3,500,000			\$3,500,000
	Sidewalk: Cedarhome Drive NW				\$714,612			\$714,612
	Sidewalk: 272nd St NW		\$270,000					\$270,000
	Sidewalk: 72nd AVE NW	\$25,000	\$45,000	\$205,000				\$275,000
	Sidewalk: 92nd Ave NW	\$390,000						\$390,000
	Overlay and ADA Improvements	\$388,800	\$410,000	\$510,000	\$428,000	\$450,000	\$450,000	\$2,636,800
	284th Street NW Improvements			\$5,700,000				\$5,700,000
	64th and SR532 Intersection			\$500,000	\$100,000	\$3,600,000		\$4,200,000
	Viking Way- 90th Ave Phase 2	\$1,036,000						\$1,036,000
	80th Ave NW Reconstruction Phase 1	\$1,400,000						\$1,400,000
	Sidewalk: 98th Dr. NW Copy Ver 2			\$123,240				\$123,240
	Twin City Mile Downtown Renovation Project Version 2	\$1,616,000	\$739,000	\$1,600,000	\$371,000	\$371,000	\$5,440,000	\$10,137,000
	Sidewalk: 284th St NW- South Version 2		\$0	\$185,880				\$185,880
Total Street Construction		\$4,890,800	\$1,819,490	\$9,012,970	\$6,299,657	\$7,007,040	\$13,643,250	\$42,673,207
Water Capital	Water System Plan	\$125,000						\$125,000
	Water System Telemetry Upgrade	\$350,000						\$350,000
	Water Rate Study	\$70,000					\$70,000	\$140,000
	Annual Water Main Improvements	\$100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000
	Water Treatment Plant/Cedarhome WellUpgrades	\$75,000						\$75,000
	Meter Replacement	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$330,000
	Water Treatment Plant Media Replacement	\$500,000						\$500,000
Total Water Capital		\$1,275,000	\$155,000	\$105,000	\$105,000	\$105,000	\$175,000	\$1,920,000
Total Departments		\$24,637,800	\$9,209,490	\$22,752,970	\$7,449,657	\$11,887,040	\$15,078,250	\$91,015,207



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11d

DATE: November 10, 2022

SUBJECT: Quality Controls Corporation On-Call PSA

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – QCC On-Call PSA Supplemental No. 1
B – Scope of Services, Routine Maintenance Procedures

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign Supplemental No. 1 to the On-Call Professional Services Agreement 2020-24 with Quality Controls Corporation (QCC) to provide support services and upgrades to the Wastewater and Water Supervisory Control and Data Acquisition (SCADA) systems.

BACKGROUND

At their February 27, 2020, meeting Council authorized the Mayor to sign an On-Call professional services agreement with QCC for \$100,000 for SCADA support services. The City has exhausted the initially allotted funding and is looking to renew an On-Call agreement to extend the term and additional funding for upcoming projects.

The 2015 Compressive Sewer Plan highlighted deficiencies in our telemetry system. This On-Call agreement will allow QCC to modernize telemetry system covering seven sites. The current system has become outdated and vulnerable, and certain parts are no longer available for replacement. The original estimate for this work was \$180,000.00 and was included in the capital improvement plan and the 2022 budget. In developing the scope of services for the upgrade, considering the advances in technology, the estimate escalated to \$386,300.00. Funding for this element will come from the Water Capital Improvement Fund, and funds are available.

This supplemental agreement would also supply funds to perform routine maintenance tasks planned to remediate the findings of the Security Program Overview that was presented to Council on July 14, 2022. The cost for both networks is \$20,000/year, i.e., \$60,000 over the three-year period of performance.

Additionally, the supplemental will include \$20,000 per year, for each of the two SCADA networks to address emergent service needs during the period of performance, i.e., \$120,000 over the three-year period of performance.

ANALYSIS

The original on-call agreement expires February 27, 2025, Supplemental No.1 will extend the agreement ten months, through Dec. 31, 2025, and include the additional Consultant fee of not to exceed \$566,300.

Fiscal Impact			
Fund(s):	Sewer and Water Operating funds will each include \$20,000/year, for routine maintenance tasks, and \$20,000 for emergent needs, for a total of \$40,000 each for three years. Fund 422, Water Capital, includes \$350,000 in 2023 for the Telemetry upgrade, the balance of \$36,300 is included in Fund 422 in fiscal 2022 budget.		
Amount:	\$ \$566,300	Project Estimate:	\$566,300
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign Supplemental No. 1 to the existing on-call agreement with Quality Controls Corporation.
2. Do not Authorize the Mayor to sign Supplemental No. 1 to the existing on-call agreement with Quality Controls Corporation and direct staff to areas of concern.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN SUPPLEMENTAL NO. 1 TO THE EXISTING ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH QUALITY CONTROLS CORPORATION TO PROVIDE ON-CALL SUPPORT FOR THE WASTEWATER AND WATER SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEMS.

**SUPPLEMENTAL AGREEMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT 2020-24
FOR
CITY OF STANWOOD**

This Supplemental Agreement No. 1 is made and entered into on this **10th day of November 2022**, between the CITY OF STANWOOD, hereinafter called the "City" and QUALITY CONTROLS CORPORATION, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-Call professional services, on a time and materials basis, relating to the City's SCADA system, as more fully described in Article II of original agreement, hereinafter called the "Project," said Agreement being dated February 27, 2020; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for SCADA system routine quarterly maintenance, to extend the term, and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated February 27, 2020, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. 1.

2. Article III, Section III.3 of the Original Agreement, "TERM" is amended to add that the parties agree to extend the term of the agreement to terminate at **midnight December 31, 2025**.

3. Article IV, Section IV.1 of the Original Agreement, "PAYMENTS", Section (a), the second sentence is amended to include the additional Consultant fee of **\$566,300.00** and shall read as follows: "In no event shall the compensation paid to Consultant under the Agreement exceed \$666,300.00."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	\$100,000.00
Supplemental Agreement No.1	\$566,300.00
Supplemental Agreement No.2	\$ _n/a_____
Supplemental Agreement No.3	\$ _n/a_____
Grand Total	\$666,300.00

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF STANWOOD

QULAITY CONTROL CORPORATION

By: _____
Sid Roberts, Mayor

By: _____
James Cross, Vice President

ATTEST/AUTHENTICATED:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney



2023 Labor and Services Rates

Standard Service Rates:

Project Manager:	\$180.00 / hr.
Senior Controls Engineer:	\$190.00/ hr.
Controls Engineer:	\$180.00 / hr.
Sr. Controls Technician:	\$145.00 / hr.
Instrument/Controls Technician:	\$115.00 / hr.
Panel Fabricator:	\$95.00 / hr.
Documentation & Clerical:	\$70.00 / hr.

The above Rates apply during normal business hours:

- Monday through Friday 7:00 a.m. to 5:00 p.m.

Time and a half rates (1.5 x Standard Rate) apply when:

- Service hours are provided by an employee exceeding 8 hours worked within a normal business day, or
- Service hours are provided by an employee exceeding 40 hours worked within the normal business week

Double time (2.0 x Rate) applies when:

- Service hours are worked on weekends and holidays, or
- Emergency Service is requested to be performed within 24 hours and outside normal business hours.
 - Note- Emergency Services are subject to a 2-hour minimum service charge.

Other Expenses:

Travel time is billed portal-to-portal at the rate in effect at the time of travel. Mileage and meal expenses are included in the hourly rate. Materials shall be invoiced at actual costs plus 15% markup.

EXHIBIT A1SCADA SYSTEM MAINTENANCE SERVICES

Recommended routine maintenance tasks for industrial SCADA and control systems. To be completed on a quarterly basis at minimum.

A. System Backups-

- Create offline backups of all SCADA applications and software configurations. Including the following applicable systems:
 - i. SCADA applications – Backup latest version of all SCADA applications. Includes tag databases, windows/pictures, deployment configurations, GR nodes, etc.
 - ii. Historian Configuration- Backup latest historian database configurations required for historian re-creation.
 - iii. Alarm Dialer Configuration- Backup latest configuration of alarm notification software packages.
 - iv. Reporting Software- Backup latest versions of all SCADA reports and configurations. Includes Excel spreadsheets or reporting software files (Dream Reports, Crystal Reports, Vantagepoint)
 - v. Batch Files – used for automated processes. Examples include time syncing, report generation, automated backup logic, etc.
 - vi. IO Server Configuration – Scan tables, Kepware configuration, etc.
- Confirm automated backups of Historical data

B. Operating System (OS) Updates-

Note- CREATE OS RESTORE POINT AND COMPLETE ALL STEPS IN (A) PRIOR TO INSTALLATION OF ANY UPDATES.

- Review available OS security patches and critical updates and compare to SCADA software manufacturers compatibility OS updates knowledgebase. Install all compatible updates and security patches.
 - i. Note- MS “critical” security updates may need to be installed prior to SCADA software approval. Review AWWA/CISA alerts - [Alerts | CISA](#) for information.

C. SCADA Software Updates-

Note- CREATE SCADA APPLICATION BACKUPS PRIOR TO INSTALLATIONG UDPATES

- Review available SCADA security patches and critical updates. Confirm OS compatibility via updates knowledgebase. Install all compatible updates and security patches.
 - i. Note- MS “critical” security updates may need to be installed prior to SCADA software approval. Review AWWA/CISA alerts - [Alerts | CISA](#) for information.

D. Network Hardware Updates-

- Review networking hardware available security patches and firmware updates. Install any available patches or firmware updates that include critical security upgrades. Includes firewalls, routers, and managed switches.
 - Review any firewall active monitoring or protection subscriptions. Assure that all services are active and connected to the management host servers.
- E. PLC Hardware & Firmware Updates-
- Create offline backups of all PLC software applications and network configurations.
 - Review available PLC firmware security patches and critical updates. Confirm networking and SCADA compatibility via updates knowledgebase for all manufacturers. Install all compatible updates and security patches.
 - i. Note- Confirm that customer's PLC programming software licenses AND SCADA IO server software version are compatible with upgraded firmware. Coordinate with customer to provide software/firmware compatibility.
- F. Documentation Review & Updates-
- Review QCC customer records, update records as necessary to reflect any upgrades or changes. Include software version numbers, OS revision, etc.
 - Confirm QCC records are complete and updated and reflect all equipment IP address, logins, remote access credentials, etc.

This Page Intentionally Left Blank



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11e
DATE: November 10, 2022
SUBJECT: Mammoth Burger Company Lease Agreement
CONTACT PERSON: Sarah Cho, Economic Development and Marketing Manager

PURPOSE

The purpose of this agenda item is for Council consideration for Mammoth Burger Company to temporarily lease one vehicle stall of the city owned parking lot behind the Police Station on 271st.

SUMMARY

Mammoth Burger Company is looking to expand their business services and offerings in their existing building at 8715 271st ST NW. They are planning to renovate and remodel a portion of the building to open a new restaurant and bar and are seeking for temporary storage for construction.



The term of this lease agreement to provide temporary storage shall be effective November 14, 2022, through April 30, 2023, with an option for a one-month extension, for the use of the one parking stall. The lease amount for the lease agreement shall be \$1.04 per day and has been calculated based on a square footage value of the Stanwood Farmer's Market lease rate. Mammoth Burger Company will provide a temporary construction storage container to hold all construction items.

Fiscal Impact			
The lease amount for Mammoth Burger Company to use the City parking lot stall will be \$1.04 per day of use for the term of the lease.			
Fund(s):			
Amount:	\$ N/A	Project Estimate: N/A	\$ N/A -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

City staff have communicated with Mammoth Burger Company to assist with their long-term goals and plans. Mammoth Burger Company and their subsidiaries continue to have a positive impact on the community and downtown Stanwood. The approval of this lease agreement will allow Mammoth Burger Company to expand their operations, providing benefits to the City, including economic development and tourism. Staff recommends the approval of this lease agreement for Mammoth Burger Company

Committee/Board Recommendation:

No committee review.

CITY COUNCIL OPTIONS

1. Authorize the mayor to complete negotiations with Mammoth Burger Company and sign the lease.
2. Request changes to the Mammoth Burger Company lease.
3. Do not authorize the mayor to sign the Mammoth Burger Company lease and direct staff to areas of concern.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A LEASE AGREEMENT WITH MAMMOTH BURGER COMPANY PENDING FINAL LEGAL REVIEW OF THE LEASE AGREEMENT FOR THE USE OF ONE PARKING STALL IN THE CITY'S PARKING LOT BEHIND THE POLICE STATION ON 271ST STREET.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11f
DATE: November 10, 2022
SUBJECT: Twin City Mile Downtown Revitalization Project
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – Twin City Mile Phase 1 Scope of Work

PURPOSE

The purpose of this agenda item is for Council consideration of a scope of work prepared by Perteet Inc. to proceed with Phase 1 engineering design of the Twin City Mile Downtown Revitalization Project.

BACKGROUND

The 2022 budget included funds for the preliminary concept 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 initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure.

A Steering Committee was formed to help guide 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.

After 7 months of thoughtful work, the Committee forwarded their recommendation to Council to phase and proceed the project. On July 28, 2022, the City Council unanimously voted to begin design and construction of the first phase of the project.

ANALYSIS

The Twin City Mile 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. Project elements include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, and installing street trees, art, and other curb appeal amenities.

Project Phasing:

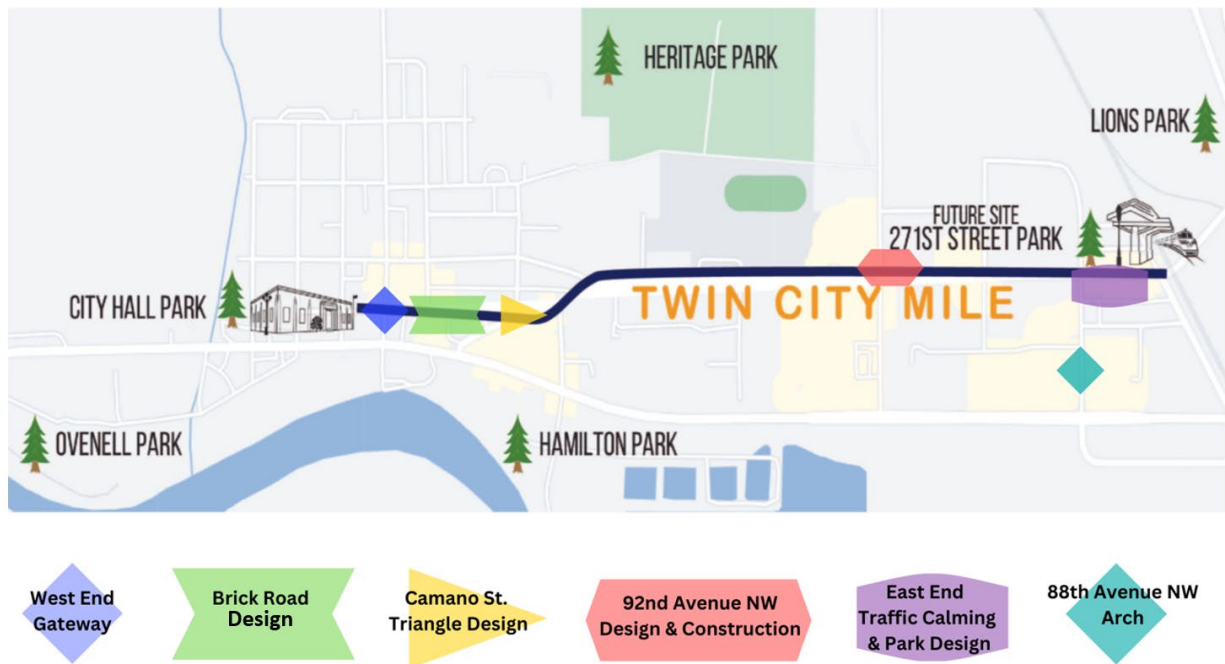
Due to the size and cost to revitalize the entire mile long corridor, design and construction of the project has been assembled into a 20-year funding strategy. The first phase of the work plan prioritizes the east and west end business districts as well as completing at least one project along the corridor per year.

6-Year Twin City Mile Work Plan

Project Element	Consultant
West End Gateway	Potentially Stanwood Camano Arts Advocacy Commission (SCAAC)
30% Design of the Brick Road	Perteet Inc. / Lankford Associates
Design of the Camano Triangle	Perteet Inc. / Lankford Associates
Design and Construction of the 92 nd Avenue Intersection	Perteet Inc. / Lankford Associates
88 th Avenue Arch	Lankford Associates / Pace Engineering
Traffic Calming Analysis and Near-Term Improvements for the East End	Perteet Inc. / Lankford Associates
Design of the Downtown Park	Perteet Inc. / Lankford Associates

TWIN CITY MILE PROJECT

Phase 1: 6-Year (2023-2028) Capital Improvement Plan Project List



Project Team:

Projects of this size and complexity require a dedicated team to ensure success. The Twin City Mile Project Phase 1 will require a mix of city staff and professional consultants; the following team has been assembled to facilitate the implementation of the 2023 - 2028 projects.

City of Stanwood Team

Team Member	Role
Patricia Love Community Development Director	Vision, Design, Schedule, General Project Management
Alan Lytton Associate Engineer	Engineering Design, Permitting, Bidding, Construction Management

Sarah Cho Economic Development and Marketing Manager	Business Outreach, Public Outreach, Committee Support, Project Support
Tansy Schroeder City Planner	Permitting
Krista Hintz Assistant to the Administrator / Communications Manager	Graphics, Social Media, Public Outreach

Consultant Team	
Team Member	Role
Gina Parenteau Perteet Inc.	Engineering Design
Scott Lankford Lankford Associates	Landscape Architecture Design
Tom Barry Metron and Associates, Inc.	Survey

Perteet Inc. Scope of Work:

Perteet Inc., the City's on-call engineering consultant, has been selected to lead the engineering design of the Twin City Mile Project – Phase 1. Scott Lankford, Lankford Associates, will also be on the Perteet team as a subconsultant. Perteet is a local (Everett) engineering design firm with many years of experience working on Mainstreet projects and for the City of Stanwood including:

Downtown Mainstreet projects:

- City of Kirkland Park Lane Corridor Enhancements (Festival Street)
- City of Bothell Multiway Boulevard (SR 527 Through Their "Downtown" Area)
- City of Everett (All Separate Projects):
 - Hoyt Avenue Streetscape Improvements
 - Rucker Avenue Streetscape Improvements
 - Colby Avenue Streetscape Improvements
 - Hewitt Avenue Reconstruction
- City of Arlington Olympic Avenue Downtown Reconstruction
- City of Burlington North Burlington Blvd Reconstruction Project
- City of Oak Harbor Pioneer Way Downtown Reconstruction project.

City of Stanwood Projects:

- Viking Way Phases 1 and 2
- 90th Avenue NW Project

The attached scope of work covers four of the seven projects listed above.

Task 1: Project Management and Coordination

General project management including coordination meetings, scheduling and invoicing.

Task 2: Concept Kickoff Meeting and TCW Project Exhibit

Project kickoff meeting to confirm project concepts, elements and schedule.

Task 3: 92nd Avenue Design

Full (100%) design, permitting, and construction bid documents for the 92nd Avenue Improvements. This project will be timed to coincide with the construction of the Viking Way

Phase 2 project for cost efficiencies. Project elements include brick textured pavement markings; landscape median(s), decorative streetlights and public amenities such as benches and/or art. Power will also be extended to the city owned streetlights on 92nd Avenue.

Task 4: Camano Street Design

Full (100%) design, permitting, and construction bid documents for the Camano Street Triangle Improvements. This project will be timed to follow the 30% Brick Road Design project to ensure that the two projects are coordinated and flow together forming a seamless design. Project elements include realignment of Camano Street, brick textured pavement markings; sidewalks, landscaped public spaces, decorative streetlights and public amenities such as benches and/or art.

Task 5: Brick Road 10% Design and Public Engagement [Recent budget discussions changed this task from 30% to 10% design]

Preparation of 10% design plans with public outreach for the Brick Road. This work is necessary to ensure that the Camano Street project aligns with the Brick Road concepts. The Brick Road is also a high priority project and early design will ensure construction can begin by 2025.

Task 6: East End Near Term Beautification Improvements

Identification of potential near term improvements that can be implemented in the East End District prior to full build out of the area. Projects could include beautification, access, or pedestrian improvements.

Task 7: East End Traffic Calming Options

Work with business owners and staff to identify potential traffic calming measures that could be implemented at the 84th Avenue intersection or along 271st Street to slow down pass through traffic and improve pedestrian safety.

Tentative Schedule:

The following project schedule and workflow is intended to cover the projects listed in the proposed 6-Year Capital Improvement Plan and the 2023/2024 biennial budget.

Project	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2025	2026	2027	2028
Project Kick Off Meeting	■												
92 nd Avenue Design	■	■	■										
92 nd Avenue Construction			■	■	■								
88 th Avenue Arch Construction*			■	■									
88 th Avenue Lighting Design		■	■	■	■								
Brick Road 10% Design			■	■	■								
West End Gateway Design & Construction*		■	■	■	■								
East End Traffic Calming Analysis				■	■								
East End Beautification / Traffic Calming Improvements & 88 th Ave Lighting						■	■	■	■				
Camano Street Triangle Design						■	■	■	■				
Camano Street Triangle Construction										■			
Design & Construction of the Brick Road											■	■	■

Projects noted with * are either currently under design or will be managed through separate contracts from the one attached to this staff report.

FISCAL IMPACT

The City Council has approved the design concepts for the Twin City Mile Project and directed staff to begin the design work. Funding for the Phase 1 improvements was included in the adopted 2022 Transportation Improvement Plan (TIP) and is included in the draft 2023 /2024 biennial budget.

Work under this task order is expected to cover the 6-year TIP work plan. Design work spend down estimates are as follows:

2022 Work Plan:	\$50,539
Kickoff Meeting and 20% of 92 nd Avenue Design (to meet 2023 Construction Season)	
2023 Work Plan:	\$324,583
92 nd Avenue Design, Brick Road 10% Design and East End Traffic Calming and Near-Term Beautification Project Designs	
2024 Work Plan:	\$339,419
Camano Street Triangle Design	
2026 Work Plan:	\$84,976
30% Brick Road Design	
2027 Work Plan:	\$TBD
100% Brick Road Design	

Starting work on the design prior to January 2023 is essential to complete the 92nd Avenue intersection design, bid the project, and complete the construction improvements in 2023. There are sufficient funds in the City Beautification 2022 budget to cover the year end expenses in November and December. Construction of 92nd Avenue and the East End Traffic Calming Projects will be bid through the City's standard bidding process and approved by Council prior to award.

Fund(s):	Roads and Street Fund		
Amount:	\$799,518.00 Design & Permitting	Project Estimate:	\$10M over 6 Years Design, Permitting & Construction
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

The City Council reviewed the Twin City Mile project concepts on July 28, 2022 and voted unanimously to proceed with the design and construction of Phase 1 as outlined in this staff report. Staff recommends that the Council authorize the Mayor to sign the Task Order with Perteet Inc., for the Twin City Mile Project - Phase 1 design and permitting services. Funds will be spent down as tasks are assigned over the next 6-year period in accordance with the schedule provided and the 6-year Capital Improvement Plan.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the Task Order with Perteet Inc. in the amount of \$799,518.00 for the Twin City Mile Project - Phase 1 design and permitting services.
2. Request changes to the Scope of Work.
3. Hold on implementation of the project until further direction is given.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH PERTEET INC. IN THE AMOUNT OF \$799,518.00 FOR THE TWIN CITY MILE PROJECT - PHASE 1 DESIGN AND PERMITTING SERVICES.



**PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2021-30
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND
PERTEET INC. (CONSULTANT)**

APPROVED TASK ORDER

TASK ORDER: 2021-30.02

PROJECT NAME: Twin City Mile Preliminary Design

This shall constitute an approved Task Order pursuant to the On-Call Professional Services Agreement between CITY and CONSULTANT dated March 3, 2021 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

The CONSULTANT's billing rates under this task order shall be the current 2021 Consultant Rates through December 31, 2022. Beginning January 1, 2023, the CONSULTANT's 2023 Billing Rates shall be used (attached hereto), and shall be incorporated into the On-Call Professional Services Agreement 2021-30.

Project Scope of Services:

Consultant will prepare 30 percent design plans for the Twin City Mile project and 100% design plans and permitting for two of the phased projects. See Exhibit A for details.

The following is a summary of tasks:

Tasks:

- 1 - Project Management and coordination
- 2 - Kickoff meeting and TCM Project Exhibit
- 3 - 271st St NW/92nd Ave NW Intersection Improvements: Design and Construction Contract Documents
- 4 - Camano Triangle Reconstruction (from the west side of the Camano Triangle island, to the 270th St NW/99th Ave NW intersection to SR 532): Design and Construction Contract Documents
- 5 - Brick Road (from 102nd Avenue NW to the west side of the Camano Triangle island): Public Engagement and 30% Enhanced Design
- 6 - NOT USED
- 7 - 88th Ave NW to 84th Ave NW: Near Term Improvements
- 8 - 84th Ave NW Traffic Calming Options
- 9 - Supplemental Topographic Surveying (by Metron)

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of not to exceed **\$799,518.00 (Seven Hundred Ninety-Nine Thousand Five Hundred Eighteen dollars and no cents)**, unless otherwise modified by CITY'S Mayor in a signed writing/subsequent Task Order Approval Form.

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

Dated this _____ day of _____ 2022.

CITY OF STANWOOD

PERTEET, INC.

By: _____
Sid Roberts, Mayor

By: Crystal L. Donner
Crystal L. Donner, President

Attachment: Exhibit A

EXHIBIT A
SCOPE OF SERVICES
Task Order #02
Twin City Mile Project - Phase 1

INTRODUCTION

This is Task Order #02 in association with the 2021 On-Call Consulting Agreement with the City of Stanwood (City) and Perteet Inc. (Consultant) to provide professional services.

The purpose of this task order is to provide professional services to provide various planning and design services for the City's downtown beautification project, specifically the Twin City Mile (TCM). Under this phase of the project, the Consultant will provide services for the project areas identified below:

- 271st St NW/92nd Ave NW Intersection Improvements: Design and Construction Contract Documents
- Camano Triangle Reconstruction (from the west side of the Camano Triangle island, to the 270th St NW/99th Ave NW intersection to SR 532): Design and Construction Contract Documents
- Brick Road (from 102nd Avenue NW to the 270th St NW/Camano Street intersection): 30% Design
- 88th Ave NW to 84th Ave NW: Near Term Improvements
- 84th Ave NW Traffic Calming Options

A more detailed description of the projects is included under each project task in the Scope of Services Defined.

Right-of way services are not anticipated as part of this phase of the project, however the Consultant will identify anticipated right-of-way needs, if any, which may include acquisitions and temporary construction easements.

The existing topographic basemapping will be provided to the Consultant by the City, in AutoCAD format

Consultant's services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Tasks: The level of effort is specified in the scope of services. The budget may be transferred between discipline subtasks at the discretion of the Consultant, provided that the total contracted task amount for each task is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

Services provided by the Consultant will consist of:

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant and sub-consultants as summarized under each Task. This scope consists of the following elements:

TASK 1 – Project Management and Coordination

TASK 2 – Kickoff meeting and TCM Project Exhibit

TASK 3 - 271st St NW/92nd Ave NW Intersection Improvements: Design and Construction Contract Documents

TASK 4 - Camano Triangle Reconstruction (from the west side of the Camano Triangle island, to the 270th St NW/99th Ave NW intersection to SR 532): Design and Construction Contract Documents

- TASK 5 - Brick Road (from 102nd Avenue NW to the west side of the Camano Triangle island): Public Engagement and 30% Enhanced Design
- TASK 6 – NOT USED
- TASK 7 - 88th Ave NW to 84th Ave NW: Near Term Improvements
- TASK 8 - 84th Ave NW Traffic Calming Options
- TASK 9 - Supplemental Topographic Surveying (by Metron)

Optional Services

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be produced by the Consultant.

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management and Coordination

Overall project management and coordination work elements include:

1.1 Project Coordination with City

Consultant will coordinate with the City of Stanwood on a regular basis to keep the City's project manager informed about project progress, project issues and schedule. Communication with the City will occur on an as needed basis, to be coordinated and determined with the City's project manager. This work element will also include preparing an Action Items Log and a Record of Decision and keeping these updated throughout the duration of the project.

The Consultant will attend one (1) project kickoff meeting with the City and up to ten (10) project status meetings at the City. These meetings under this work element will include the following participation by the Consultant team:

- Kickoff meeting will include attended by Perteet discipline leads, with up to four (4) staff from the Perteet team.
- Up to ten (10) meetings attended by Perteet with up to two (2) staff from the Perteet team and up to two (2) staff from the Lankford team. Meetings will either be at City Hall or virtual.
- Kickoff meeting will include subconsultant Lankford Associates.
- The Consultant will prepare agendas and meeting notes/action items and distribute to attendees.

In the event that the City has a change in the City's project manager, the Consultant will meet with the new project manager, provide a summary of design and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement. If there is a change in the Consultant's project manager or key staff, the new project manager or key staff of the Consultant team will require approval by the City.

1.2 Project Schedule, Budget, and Team Management

The Consultant will develop an overall project schedule, which will include a detailed schedule by task, for the project phases, through bid advertisement for the full project. The Consultant will prepare a draft and final schedule for the City review, and then the Consultant will prepare two (2) schedule updates as the project progresses, when requested by the City. The Consultant will also manage the Consultant budgets, monitor

staff and subconsultants, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Progress Reports and Invoices

As part of the project, the Consultant will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget, spent, and remaining. The monthly progress reports will also identify other issues that may be occurring, if any. The Consultant will submit these monthly progress reports to the City's Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager will notify City's Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- This contract duration shall be no longer than 18 months. It is anticipated the duration of services related to the Camano Street Triangle, and the 271st St NW/92nd Ave NW Intersection improvements will be no longer than 12 months.
- Project kickoff meeting will be held at the City. Other meetings will be a combination of in person at the City of Stanwood and virtual.
- Maximum of two project schedule updates will be prepared.
- Meetings between Consultants will be conducted under other scope tasks.

Deliverables:

- Kickoff Meeting Agenda and Summary of Meeting Notes/Action Items
- Work Plan
- Project Schedule (Microsoft Project format) and up to two updates
- Project Meeting Agendas for up to 10 meetings and notes/action items
- Invoices and Progress Reports

1.4 TCM Project Development Support

The Consultant will provide support services to the City ,as requested, to provide support information as the City continues to plan and develop the other projects along the Twin City Mile corridor, which are not included in this Scope of Services. Services may include but are not limited to: review of concept project ideas; planning level opinion of construction costs; technical engineering considerations; environmental and permitting considerations; attendance at meetings; coordination with other consultants and/or stakeholders; and site visits.

Assumptions:

- The Consultant's effort for this sub-task is limited to the fee identified in the fee worksheet for this sub-task.

Deliverables:

- To be determined if services are requested.

Task 2 – Concept Kickoff Meeting and TCM Project Exhibit

The purpose of this task is for the Consultant team to meet with City staff and kickoff the project by confirming each of the project areas along the TCM project corridor, and identify which projects will be moving forward during this phase of services by the Consultant. The Sub Consultant will prepare a roll plot exhibit that will identify project areas, and will serve as a work in progress record of the status, concepts, and final designs of each of the project areas.

2.1 Concept Kickoff Workshop and TCM Exhibit

The purpose of this sub-task is to kickoff the project with the Consultant team and the City staff, and prepare a roll plot exhibit of the TCM corridor that identifies the concepts for each area of the TCM and identify which areas will move forward into the various phases of concepts and/or design. The exhibit will also serve as a record of the decision of the final concepts and final designs.

The Consultant will provide the following services:

- Prepare for and attend a concept kickoff workshop meeting. The purpose of this meeting will be to discuss/identify the current concepts that have already been developed with the City and the Steering Committee, which concepts are moving forward into design under this Scope of Services, which areas of the corridor will be progressed to a 30% design, and which areas will focus on concept development. The goal of the meeting will be to discuss specific design elements and features of the project that will impact the project's function, as well as the public. The Consultant will prepare the meeting agenda and meeting notes. Up to two (2) staff of the Consultant team will attend the meeting. Up to two (2) staff of the Lankford team.
- Prepare a roll plot exhibit that identifies the concepts for each area of the TCM. Provide a draft for the kickoff workshop meeting, and update this exhibit as the project progresses and concepts or final designs are determined. The intent of this exhibit is to keep track of all concepts developed as part of the TCM project, as well as projects that may be part of the Downtown Beautification program.
- Update the roll plot exhibit as projects develop.

Assumptions:

- Workshop meeting will be held at the City offices.
- The base platform for the roll plot exhibit will be in AutoCAD and will build on the work that Lankford has already done, and Lankford will continue to develop the drawings. The existing base mapping for this exhibit will continue to be linework based on aerial images.
- The roll plot exhibit will be able to be modified and various areas can be enlarged and the roll plot will be able to be manipulated to create various exhibits in different formats for reports etc.
- New concept alternatives or other evaluations will be developed by the Consultant under other tasks, as described in this Scope of Services.
- The budget assigned for this sub-task will be limited to the amount designated for this sub-task.

Deliverables:

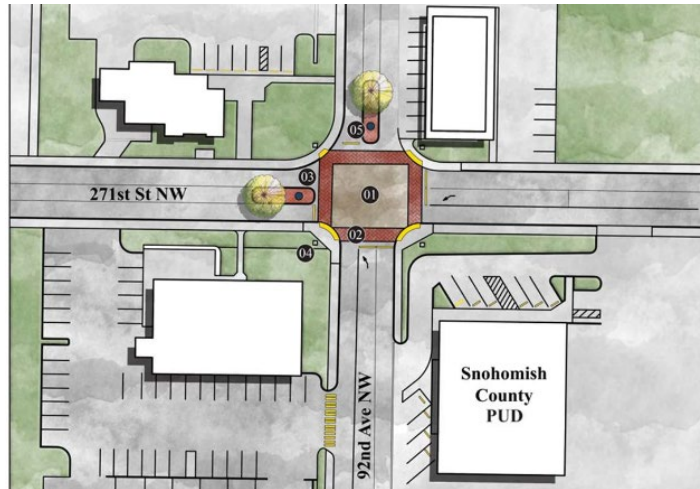
- Meeting agenda and notes.
- Roll plot exhibit (paper copy for the meeting, electronic PDF copy as updates occur)

2.2 Topographic Basemap Confirmation

Under this task, the Consultant will set up the existing basemap provided by the City (prepared by Metron) in AutoCAD. The Consultant will do a field verification of existing basemapping for major features and elements that will be most critical for the 30% level of design. If essential elements are missing, or there are conflicts in information, the Consultant will prepare a list of requested field pickups and provide to Metron.

Task 3 – 271st St NW/92nd Ave NW Intersection PS&E

The the 271st St NW/92nd Ave NW Intersection improvements are part of the Twin City Mile project corridor. The City's goal is to construct this project in the year 2023. This project will be prioritized and the Consultant will begin to prepare a design and bid documents (PS&E) for this project.



Based on the previous concept development by the City, and their work with the Steering Committee, anticipated improvements include:

- Concrete textured intersection pavement
- Brick feature, or patterned, crosswalk
- New center median island with brick and street trees
- New decorative street lights at each corner
- New public art location

Technical engineering design elements to support the improvements are anticipated to include: roadway channelization modifications; pavement reconstruction and grading; curb gutters and sidewalks; stormwater conveyance, water quality treatment; water utility connections; sanitary sewer utility connections; landscaping and urban streetscape elements, and; illumination design. This task also includes the retrofit of existing light poles along 92nd Ave NW with electrical service outlets.

Services are anticipated to include engineering design, quantities and opinion of costs, preparation of PS&E, utility coordination, environmental permitting and documentation, and bidding assistance.

3.1 30% Preliminary Design

The Consultant will develop the preliminary design and prepare 30% level design roll plot drawing, Opinion of Construction Costs (Estimate).

The 30% design effort will include the development of the preliminary roadway design; including the horizontal and vertical alignment, curb, curb and gutter, sidewalk layouts, paving sections, channelization, stormwater, sanitary sewer connections, water line replacement, and preliminary 30% opinion of costs. This task will also include the preliminary design of other roadway elements such as intersection improvements, illumination, landscaping, urban design, and bicycle facilities.

30% Design and Roll Plot Drawing

The Consultant will prepare a preliminary (30%) engineering design and prepare a roll plot drawing for submittal to the City. The drawing will show the preferred project footprint, based on Task 2 and approved by the City. The roll plot drawing will include a plan view of the project footprint and the vertical profile of the roadway centerline. The 30% design will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

The roll plot footprint will include:

- curb, curb and gutter, and sidewalk layouts
- bicycle facilities (if any)
- information for roadway paving
- channelization
- stormwater, sanitary sewer, water
- illumination pole locations
- landscaping and urban design elements
- roadway typical section (up to three (3))

This task will include establishing the project's design criteria on elements such as, but not limited to, lane widths, design vehicles, design and posted speeds, sidewalk configuration, and stormwater criteria. The resulting information will be included in the Design Memorandum.

This task will include preparing roadway cross sections, cut every 25-feet for the length of the project. The cross sections will be provided on 11x17 sheets and a PDF of these sheets will be provided to the City. Cross sections will show existing and/or proposed ROW limits as applicable, and cut/fill lines.

Assumptions:

- There will not be any public outreach, stakeholder coordination, or steering committee participation for this project provided by the Consultant. If any outreach and/or coordination is needed, this will be provided by the City.
- Illumination design calculations and lighting analysis will not occur during the preliminary design, but will be done at the 60% design level. Desired/approximate pole locations will be shown on the plan view footprint.
- Sanitary sewer main will not require upgrades or replacements and design services by the Consultant are NOT included in this Scope of Services. If it is determined that existing sanitary sewer main upgrades will be needed as part of this Project, this will be considered an additional service and can be performed by the Consultant as an amendment to this Scope of Services.
- Utility information will provide the design of connections only from the existing mainline for sanitary sewer.
- Water main replacement will be located in similar alignment and no water system modeling or sizing for main or meters is included. New/replaced water main will be designed using the City's Water Utility standards.
- A roadway pavement design will not be performed under this Scope of Services. A typical roadway pavement section based on City standards will be used
- 30% plan and opinion of costs review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.

Deliverables:

- 30% design roll plot, at a scale of 1-inch = 40-feet, in PDF format and two (2) hard copies.

- Roadway cross sections, cut every 25-feet for the length of the project, provided on 11x17 sheets in PDF format

Preliminary (30%) Landscaping and Urban Design (Lankford Associates)

Preliminary Landscaping and Urban Design options (up to 3 options) will be developed by Lankford Associates, identifying specific urban design and landscaping areas and materials within the project corridor. Urban Design includes site furnishings, establishing the type of illumination poles and fixtures, and paving finishes. Site furnishings may include benches, recycle/litter receptacles, bike racks, tree grates, art features, wayfinding features, festival lighting as applicable. Paving includes architecturally finished concrete paving, joint pattern or accent pavers. Information for landscaping and urban design elements will be added to the preliminary roll plot exhibit.

Cut sheets and hand drawn sketches will be prepared showing planting, paving and urban design options for the City's review and selection. During the design phase, the City may narrow down to some preferred elements which will be carried through to the 30% design for cost estimating purposes. However, as project phases are developed, it is understood that urban design elements and planting will need to be confirmed.

Based on the City's selected concepts, Lankford Associates will prepare a 30% level urban design, planting concept for the TCM corridor under this task.

Services will include the preparation of quantities and opinion of costs. Design criteria and standards to be included in the Preliminary Design Memorandum.

Assumptions:

- Recommendations and cut sheets for the type of illumination poles and lighting fixtures will be determined under this task. The design of the illumination system will occur under a different subtask.

Electrical Outlet Retrofit Design

The Consultant will provide a design and prepare contract documents to include the retrofit of electrical outlets on select existing illumination poles within the 92nd Ave NW corridor. These services will be based on preliminary investigation that was prepared by the Consultant under a separate Agreement, and direction by the City. This subtask will include the retrofit of 4 poles, and the preparation of the plans, specifications, and opinion of costs.

The services provided by the Consultant will include the following:

- One site visit with City of Stanwood electrical technicians and/or Snohomish County PUD technicians to examine the existing service points for existing illumination poles that are missing outlets. Stanwood and/or Snohomish County PUD staff will access existing poles and/or junction boxes. The Consultant will note findings from the site visit.
- Identification of up to two preferred service cabinet/meter locations to provide electrical power connections that facilitate outlet installation. Coordination with Snohomish County PUD to approve installation of one new service cabinet.
- Preparation of 60%, 90%, 100% and final contract documents including plans, specifications and opinion of costs. The Consultants services for these items will follow the same description of services under Task 3 under this Scope of Services.

Plan sheets are anticipated to include:

- Outlet retrofit details (1 sheet)
- Conduit and trenching locations, wire runs, and schedules for impacted illumination poles (1 sheet)

Assumptions:

- The Consultant will prepare a separate schedule for the opinion of costs and bid schedule

Deliverables:

- Meeting notes from discussions with City of Stanwood and/or Snohomish County PUD technicians
- Inclusion of plans, specifications, and opinion of costs in the overall deliverables under this Task 3.

30% Opinion of Costs

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the approved 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF and Excel format via e-mail

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

30% Design QA/QC of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Identify Preliminary Temporary Construction Easements

Once the 30% design is complete, the Consultant will identify preliminary temporary construction easements. The Consultant will prepare a memorandum summarizing the impacts, and include exhibits of impacted parcels. The Consultant will provide a planning level cost associated with the impacts.

3.2 Design Memorandum

The Consultant will prepare a Design Memorandum that will document and summarize preliminary design information for the proposed corridor. The Design Memorandum will identify the project's design criteria and standards that will be used as the basis for the design, on elements such as, but not limited to, lane widths, design and posted speeds, sidewalk configuration, and stormwater criteria. It will also include the urban streetscape and landscaping elements that will be selected for the corridor. The Design Memorandum will be prepared with the 30% design phase.

The Design Memorandum will include:

- Executive Summary succinctly describing proposed improvements
- Design Criteria Table (Example elements include design year, posted and design speeds, design vehicle, and geometric features, cycle track criteria, pedestrian criteria)

- Brief summary of alternatives considered, including the exhibits that were used for decision making in the preliminary design phase.
- Summary of utility impacts and issues.
- Description of Proposed Improvements, including:
 - Proposed roadway section
 - Proposed roadway pavement section
 - Pedestrian facilities
 - Bicycle facilities
 - Illumination. The following documents will be provided in the Appendix.
 - Design light levels and areas
 - Results of lighting analysis
 - Recommended light pole locations (60% Plan sheets)
 - Landscape planting selections
 - Urban streetscape selections, including, but not limited to, benches, bike racks, light fixtures, way finding, art locations, and banners
- Sight distance (sight triangles) at crossings
- Design vehicle turning movements
- If pedestrian warning beacons are used, provide justification of need
- Considerations for Final Design

Assumptions:

- Stormwater analysis and design information will be prepared in a separate Stormwater Technical Memorandum and will not be included in the Design Memorandum.
- Concurrence will be reached on the Design Criteria elements with the City before 30% PS&E design begins.

Deliverables:

- Draft and Final Design Criteria Table – submitted prior to the formal Design Memorandum (PDF Format)
- Draft and Final Design Memorandum (PDF format)

3.3 Storm Drainage Design

The Consultant will prepare a draft and final stormwater drainage analysis and design. Overall task management and coordination work elements include:

Stormwater Design Criteria

The 2005 Department of Ecology Stormwater Management Manual for Western Washington and the City's Street and Utility Standards will be used as the drainage design manuals for this project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix will be shared with the City of Stanwood for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Drainage Report.

Off-Site Analysis

The Consultant will conduct a downstream analysis extending $\frac{1}{4}$ mile downstream/down-gradient of the project limits. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of the downstream route to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for the downstream drainage conveyance system associated with the project. Representative photographs will be taken, and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- The site consists of a single TDA and therefore the Consultant will analyze up to one (1) downstream route.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right of entry permissions will be obtained by the City.

Deliverables:

- Off-Site Analysis Write-up, to be included in a section of the Drainage Report.

Site Assessment

Consultant will prepare site assessment maps showing existing drainage features, drainage patterns, and soil conditions within the 271st/92nd intersection project area. The site assessment maps will be assembled based upon new topographic survey mapping, City records, and City maps. Off-site information that is outside of the new survey limits will be acquired from GIS mapping, City records, and City maps. The site assessment mapping will include:

- Land use types and areas
- Topographic plans within the road project right-of-way, including enclosed drainage
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS)
- Watershed and stream basin information (electronic GIS)
- Wetlands, streams, and other critical areas (if applicable)
- Relevant Basin Plans that may have impact on drainage design (supplied by City, if available)
- Soil types – Natural Resources Conservation Service (NRCS)

The Consultant will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and water quality treatment. TDA boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Consultant will prepare a summary of area tables for pre-project and post-project conditions.

This work element includes updating the proposed impervious area maps after 60% plans are complete, if there are significant changes to the roadway design that warrants an update.

Assumptions:

- This project corridor discharges to the Irvine Slough and is exempt from flow control (stormwater detention).
- It is assumed that this project site will not convert existing non-pollution generating surfaces to pollution generating surfaces, nor increase the amount of pollution generating surfaces and water quality treatment facilities will not be designed by the Consultant as part of this project site. Therefore, water quality treatment calculations will not be needed and will not be provided by the Consultant.

Deliverables:

- Existing Drainage Condition Maps (approximately one [1] 11"x17" sheets, to be included in the Drainage Report).
- Downstream Routes/Upstream Areas Exhibit (one [1] 11"x17" sheet, to be included in the Drainage Report).
- Soils Map (one [1] 11"x17" sheet, to be included in the Drainage Report).
- Existing Impervious Area Maps (approximately one [1] 11"x17" sheet, to be included in the Drainage Report).
- Proposed Impervious Area Maps (approximately one [1] 11"x17" sheets, to be included in the Drainage Report).
- Tables identifying the different types of impervious surfaces (to be included in the Drainage Report).

Drainage Report

Consultant will assemble a draft (60%) and final Drainage Report. The Drainage Report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment assumptions, pipe capacity assumptions, drainage basin maps, and supporting exhibits.

Independent QA/QC reviews of the Drainage Report will be conducted for each submittal (60% and 90%). QA/QC reviews will be conducted by senior staff.

Deliverables:

- Draft Drainage Report at 60% PS&E (electronic copy, PDF).
- Final Drainage Report at 90% PS&E (two [2] comb bound hard copies, and an electronic copy on CD in Word/Excel [editable] and PDF formats).

3.4 60% Plans, Specifications, and Opinion of Costs (PS&E)

The Consultant will prepare 60% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 30% submittal deliverables.

The plans, specifications, opinion of cost, and Decision Record, will be submitted to the City for review and comment.

Response to 30% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the comment documents provided by the City.

Assumptions:

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant's responses will be provided on the original comment document the City provided to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices (or virtually).

Deliverables:

- Written responses to 30% comments. (PDF)

60% Design and Plans

The Consultant will prepare an engineering design and submit to the City 60% design plans. Plans will be based on the City's 30% review comments, and the Consultant will develop the Plans and details, which were identified under the 30% design task of this Scope, and will provide a 60% level of detailed engineering design.

At this design level, Lankford Associates will provide photo cut sheets for street trees, shrubs and groundcover options.

This task will include preparing roadway cross sections, cut every 25-feet for the length of the project. The cross sections will be provided on 11x17 sheets and a PDF of these sheets will be provided to the City. Cross sections will show existing and/or proposed ROW limits as applicable, and cut/fill lines.

At this time a total of up to 26 plan sheets (including cover and legend sheets) are anticipated. The plans will be prepared utilizing 11" by 17" sheets at 1" = 40' scale (for most sheets). These plans will be used as a basis for development of detailed plans in the future PS&E tasks of the project, and to develop the 60% level opinion of cost for the project.

Specific plans are anticipated to consist of:

- Cover Sheet w/ Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Survey Control and Construction Alignment Plan (1 sheet)
- Site Preparation/ Temporary Erosion and Sediment Control Plans (1 sheets)
- Typical Roadway Sections (1 sheets)
- Roadway/Drainage Plan (1 sheets)
- Roadway Profiles (1 sheet)
- Drainage Details (1 sheets)

- Miscellaneous Roadway Details (2 sheets)
- Curb Ramp Details (2 sheets) [PREPARED AT 90%]
- Water Utility Replacement Plan and Profile (1 sheets)
- Water Utility Details (1 sheets)
- Channelization and Signing Plans and Details (2 sheets)
- Illumination Plans and Details (2 sheets)
- Electrical Outlet Plans and Details (2 sheets)
- Urban Design Plans (1 sheets) (by Lankford Associates)
- Urban Design Details (1 sheet) (by Lankford Associates) [PREPARED AT 90%]
- Landscaping Plans (1 sheets) (by Lankford Associates)
- Landscaping Details (1 sheet) (by Lankford Associates) [PREPARED AT 90%]
- Traffic Control Details (1 sheets)
- Pedestrian Traffic Control Details (1 sheets)

Assumptions:

- Storm pipe conveyance capacity calculations, for new storm drain pipe segments conveyance, will not be required. At this time, it is assumed that the project footprint will be similar and that new impervious surface areas will remain the same as existing or be reduced.
- Note that 60% Plans will not include curb return elevations, curb ramp details. These will be provided at 90% level.
- Geotechnical investigations will not be performed under this Scope of Services. Geotechnical recommendations and soils information from the City's current Viking Way project will be used to determine illumination pole foundations and also may influence pavement recommendations.
- Landscaping irrigation system, if needed, will be designed and provided by the construction contractor. The Consultant will include guidance for this in the Special Provisions of the contract documents.
- Traffic control and pedestrian traffic control plans will consist of general details for applicable lane closures and temporary pedestrian access. These Plans will not be specific traffic control and/or pedestrian traffic control that are based on staging of the work by the contractor. Traffic control restrictions will be included in the Special Provisions, if applicable.
- Construction sequencing plans are not included under this Scope of Services. If construction sequencing plans are determined to be required, this is considered an additional service and can be provided by the Consultant as a supplement to the Agreement.

Deliverables:

- Electronic copy of the 60% plan set in PDF format via e-mail

60% Opinion of Costs

The Consultant will calculate 60% level quantities and opinion of construction costs based upon the approved 60% construction plans and current unit bid prices. The Consultant will address applicable 30% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 60% opinion of cost summary submitted in PDF format via e-mail

60% Illumination Design

The Consultant will update the design of the illumination system, perform illumination calculations, and prepare illumination plans, based on the City's 30% review comments for the TCM.

Work Elements:

- Update lighting analysis using AGI32

Assumptions:

- No illumination analysis or design is required for cross streets to, and analysis zone will include up to 150-feet along the cross street, as appropriate for intersection configuration.
- Basic illumination modeling and calculations will be performed for bus stop zones.
- Standard foundations (per WSDOT standard plans) are assumed to be acceptable and no special foundation designs are required.
- The City will obtain any electrical permits from the serving utility

Deliverables:

- 60% Plan sheets

60% PS&E QA/QC and Constructability Review of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 60 PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

3.5 90% Plans, Specifications, and Opinion of Costs

The Consultant will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 60% submittal deliverables. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

Response to 60% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices.

Deliverables:

- Written responses to 60% comments (PDF)

90% Plans

It is anticipated that the 90% plans will consist of the same sheets listed under the 60% design subtask (28 total sheets). The Consultant will prepare the additional detail sheets as listed in the 60% design Plans.

Deliverables:

- Electronic copy of the 90% plan set in PDF format via e-mail

90% Opinion of Costs

The Consultant will calculate 90% level quantities and opinion of construction costs based upon the approved 90% construction plans and current unit bid prices. The Consultant will address applicable 60% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 90% opinion of cost summary submitted in PDF format via e-mail

90% Specifications

The Consultant will prepare 90% level specifications based upon the 90% design. The Consultant will address applicable 60% review comments and make revisions as necessary. Bid forms will not be completed at the 90% submittal.

Deliverables:

- Electronic copy of the 90% specifications in Microsoft Word format via e-mail

90% Illumination Design

The Consultant will revise the 60% Illumination design based on the City's comments and incorporate those changes in to the 90% plans. The Consultant will update the Illumination Design Summary Memorandum, if needed, and submit to the City for approval. This work element includes coordination with Puget Sound Energy for location of power source.

Assumptions:

- This subtask includes technical design and design summary. Plan sheet preparation is included in the 90% Plans subtask.

Deliverables:

- Update Illumination Design Summary Memorandum, if needed

90% PS&E QA/QC and Constructability Review of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 90% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

3.6 100% Plans, Specifications, and Opinion of Costs

The Consultant will revise the 90% plans, specifications, and opinion of cost estimate based on the City's comments and prepare a 100% PS&E package. This submittal will include the preparation of the Bid Schedule to be included in the Specifications.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Assumptions:

- It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design.

Response to 90% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 90% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices

Deliverables:

- Written responses to 90% comments

100% Plans

The Plan sheets will be the same as those identified under the 90% design phase.

Deliverables:

- Electronic copy of the 100% plans; half size and full size, in PDF format via e-mail

100% Opinion of Costs

The Consultant will update the project quantities and prepare a 100% opinion of construction costs based upon the approved 100% construction plans and current unit bid prices. The Consultant will address applicable 90% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail

100% Specifications

The Consultant will prepare the 100% Specifications based upon the 100% design. The Consultant will address applicable 90% review comments and make revisions as necessary. Bid forms will be filled out with the project quantities with this submittal.

Deliverables:

- Electronic copy of the 100% bid documents Contract Specifications, including the Bid Schedule, submitted in PDF and Microsoft Word format via electronic e-mail

3.7 Final Ad-Ready Contract Documents

The Consultant will finalize the 100% plans, specifications and opinion of cost estimate based on the City's comments and prepare final, ad ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design.

Assumptions:

- The fee effort for this task assumes the City will provide one (1) set of compiled and consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.
- Prior to bid advertisement, the Consultant may make minor revisions to the Plans, Specifications, and Opinion of Costs. It is assumed that the drainage and ADA standards applying to this project will not be changed.
- The City will provide Builders Exchange with a camera-ready or electronic plan set for purposes of their scanning and contract document distribution during bidding
- The City will provide Builders Exchange with a camera-ready or electronic set of Contract Specifications for purposes of their scanning and contract document distribution during bidding
- WSDOT comments that are to be incorporated into the contract documents that are a significant change to the design or finalization of the ad-ready contract documents will be considered an additional service and may need a supplement to this Agreement.

Deliverables:

- Electronic copy of the final plans; half size and full-size signed plans, in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF and Microsoft Word format via e-mail
- Written responses to the Final review comments

3.8 Bid Support

The Consultant will support the City during the bidding phase of the project. The Consultant will respond to requests for clarifications and prepare support information for Addendums. The budget assigned for this work element will be limited to the amount designated for this work element.

Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format).

Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City will prepare the formal addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will produce bid sets.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) Addenda.

3.9 Utility Coordination

The Consultant will assist the City in managing the utility coordination process for the projects/project areas under this Scope of Services, which will include providing utility franchises (PSE power and gas, Frontier, Zayo, Cable) and City owned utilities (water and sewer) with project information, copies of PS&E submittals, and identification of potential utility conflicts and relocations. The Consultant will coordinate and manage the potholing efforts through the design phase. The Consultant will also prepare and maintain a utility coordination log, and conflicts and resolution spreadsheet, both of which will be maintained and updated throughout the design phase of the project.

The Consultant will perform the utility impact assessment and coordinate on work elements as described below:

Utility Coordination and Data Collection

The Consultant will coordinate with the various public and private utilities along the corridor for the projects/project locations listed above.

Services provided by the Consultant under this subtask will include:

- Preparing and maintaining a utility coordination contact log containing company addresses, contact staff, e-mail addresses, and phone numbers.

- Acquire and review record drawings of existing utilities within the project limits.
- The Consultant will request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. Discrepancies with the existing basemap will be coordinated by the Consultant with each utility, and changes to the basemap will be updated by the Consultant and/or Metron.
- Coordinate and attend up to one (1) one (1) hour long meeting with utilities, if needed, at the project site, with up to two (2) Consultant staff. The Consultant will prepare meeting agendas and notes.
- Prepare a Utility Conflicts Spreadsheet. Track potential utility conflicts and resolution of those conflicts throughout the project in the spreadsheet. This includes identification of pothole needs. This includes documentation of which facilities will be relocated prior to, or during, construction.
- Provide the utility owners with electronic (PDF) copies of the 60%, 90%, 100%, and Final plan sheets, as well as potential conflict locations.

Assumptions:

- Up to two (2) Consultant staff members will be present at the on-site meetings with the utility companies.
- The City will distribute internally the plans sets for City owned utilities for review.
- The City will prepare inter-local agency agreements between the City and the utility franchises for incorporation of relocations required by the proposed improvements. Examples of the services that could be included are: the adjustment of utilities, removal of abandoned structures and facilities, trenching, and traffic control.
- City will verify the terms of all franchise agreements, including the responsibilities for potholing and relocations of franchise owned utilities.
- Franchise utilities will not convert to underground facilities. If it is determined that franchise utilities will be converting to underground, Consultant efforts for this coordination may be considered an extra service, and would require a supplement to this Agreement.
- Consultant services do not include coordination or the design for relocations of franchise utilities. If it is determined that franchise utilities will be relocated, Consultant efforts for this coordination may be considered an extra service, and would require a supplement to this Agreement.
- The budget assigned for this work element will be limited to the amount designated for this work element. Services by the Consultant under this Task are provided only for the projects/areas identified under this specific task. Other areas within the TCM corridor are not included in utility coordination services provided by the Consultant. If the City request the Consultant utility coordination services expand to other areas of the TCM corridor, or the other project areas within this Scope of Services, this will be considered an additional service and can be done by the Consultant with a supplement to the Agreement.

It is assumed that the following utility franchises exist along the TCM corridor. These include:

- Power (SnoPUD)
- Communication and Fiber-optics (Zipley and Astound)
- Gas Distribution (Cascade Natural Gas)
- Water (City of Stanwood)
- Sanitary Sewer (City of Stanwood)
- Stormwater (City of Stanwood)

Deliverables:

- Utility contact log in Microsoft Excel format.
- Meeting notes summarizing field notes and observations for on-site meetings with utility companies.
- Utility conflict and relocation spreadsheet in Microsoft Excel format – updated with potholing results for each meeting (electronic copy).
- Half size 60%, 90%, and Final PS&E plan sets sent to applicable utility franchises with conflicts noted (PDF format).
- CAD files for franchise use in preparing relocation design, if necessary (at 60%, 90%, and 100%).

Pothole Exploration

The Consultant will coordinate with the applicable utility franchises to perform potholing explorations during the 90% PS&E design phase. It is assumed that each utility franchise has an Agreement with the City and will use a utility locate service or its own forces for potholing of their own facilities.

“Pre-pothole” and “post-pothole” virtual meetings will be held. In the “pre-pothole” virtual meeting with vendors and franchises, expectations related to traffic control and restoration of pothole locations will be discussed. The “post-pothole” virtual meeting will be held as necessary to discuss the findings of the potholes with the utility owners and discuss design and/or relocations approaches that may be necessary as a result of the potholing findings.

Services provided by the Consultant under this subtask will include:

- Coordinate and attend up to one (1) “pre-pothole” virtual meeting with applicable utility franchises, utility locate service vendor and City staff as well as one (1) “post-pothole” virtual meeting if needed, to discuss facility conflicts and relocations.
- Identifying potential utility conflicts and pothole locations based on the 90% design (note: potholing will be accomplished by the utility franchises or designated utility locate service vendor).
- Manage pothole program on behalf of franchise utilities and City. The Consultant will identify potholing needs, on the utility conflicts spreadsheet, and also by preparing an exhibit of potholing locations. Prepare and maintain the utility coordination log, utility conflict and potholing plans, utility conflict and resolution matrix, and distribution of potholing results to utilities.
- Utilize APS for those pothole locations that will not be provided by a franchise utility. This Scope of Services assumes up to two (2) pothole locations.

Assumptions:

- It is assumed that each utility franchise has an Agreement with the City and will use a utility locate service or its own forces for potholing of their own facilities.
- For City owned utilities, utility potholing will be provided by a utility locate service (APS) under this contract.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Meeting agendas and notes (two [2] potholing meetings) in PDF format to the City and applicable utility franchises
- Utility information updated according to pothole results at the 90% design phase.
- Pothole location exhibits and results log provided by APS.

Utility Coordination QA/QC Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

3.10 Environmental Documentation and Permitting**SEPA Checklist Preparation**

The Consultant shall prepare a SEPA Checklist for the project described under this specific Task of this Scope of Services, and provide document assembly and general review assistance.

Assumptions:

- SEPA will be based on the preliminary 60% design.
- City will provide one (1) consolidated review on the draft checklist prior to being finalized by the Consultant.
- City will address SEPA public notice requirements.
- SEPA will not be appealed.

Deliverables:

- Draft and final SEPA checklist in PDF format.
- SEPA figure map showing project locations

Cultural Resources - Inadvertent Discovery Plan (IDP)

Consultant will develop an inadvertent discovery plan (IDP). The purpose of the IDP is to establish specific policies and protocols for project personnel to follow if archaeological resources or human remains are discovered during project activities and to facilitate compliance with state laws in the treatment of any such discoveries. The IDP will also include a contact list for key staff from the construction firm, agencies, and affected Tribes. Following client review, the IDP will be submitted to the Department of Archaeology and Historic Preservation and affected Tribes.

Assumptions:

- The IDP will undergo one (1) round of review
- The IDP does not substitute for a cultural resources assessment, which may be required under SEPA

Deliverables:

- Draft IDP, 1 PDF by email
- Final IDP, 1 PDF by email

3.11 Property Owner Coordination /Support

The Consultant will provide support to the City to coordinate with adjacent property owners as requested by the City. This is anticipated to include a meeting, which will be scheduled by the City and held at either City offices or at the project site. The meetings will be held to further understand the breadth of concerns and interests related to the project and provide property owners with information. Consultant support is

anticipated to include organizing the appropriate project materials and preparing informational exhibits, and documenting input received during the meetings (anticipated to be in the form of meeting notes).

Assumptions:

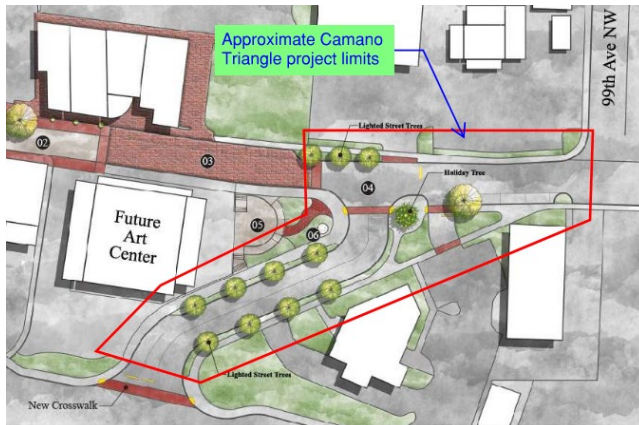
- This subtask does not include effort for general public open houses or steering committee related services.
- Up to one (1) meeting to be held.
- Up to two (2) Consultant staff to attend each meeting, and one sub-consultant staff

Deliverables:

- Up to one (1) meeting agenda submitted via e-mail in Microsoft Word format.
- Up to one (1) meeting notes, submitted via e-mail in Microsoft Word format.

Task 4 – Camano Street Triangle PS&E

The Camano Street Triangle improvements are part of the Twin City Mile project corridor. The City's goal is to do the concept development and 30% design in year 2023, do the final design in year 2024, and construct this project in the year 2025. This project will be prioritized and the Consultant will begin to prepare a design and bid documents (PS&E) for the project, ahead of the completion of the entire Twin City Mile corridor.



Based on the concept planning by the City and the City's work with the Steering Committee, this project is anticipated to include:

- Closure of an existing portion of Camano Street, with a slight re-alignment of the existing bypass street.
- Crosswalk enhancements
- Establishment of planted areas
- Driveway access revision
- Addition of sidewalks and curb returns to both sides of the street

Technical engineering design to support the revisions are anticipated to include: roadway channelization modifications; pavement rehabilitation and grading; curb gutters and sidewalks; stormwater conveyance, water quality treatment; water utility connections and a portion of water main replacement;; landscaping and urban streetscape elements, and; illumination.

Services are anticipated to include engineering design, quantities and opinion of costs, preparation of PS&E, property owner coordination, utility coordination, environmental permitting and documentation, and bidding assistance.

4.1 30% Preliminary Design

The Consultant will develop the preliminary design and prepare 30% level design roll plot drawing, Opinion of Construction Costs (Estimate). The 30% design effort will include the development of the preliminary roadway design; including the horizontal and vertical alignment, curb, curb and gutter, sidewalk layouts, paving sections, channelization, stormwater, sanitary sewer, water, and preliminary 30% opinion of costs. This task will also include the preliminary design of other roadway elements such as intersection improvements, illumination, landscaping, urban design, and bicycle facilities (if any).

30% Design and Roll Plot Drawing

The Consultant will prepare a preliminary (30%) engineering design and prepare a roll plot drawing for submittal to the City. The drawing will show the preferred project footprint, based on Task 2 and approved by the City. The roll plot drawing will include a plan view of the project footprint and the vertical profile of the roadway centerline. The 30% design will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

The roll plot footprint will include:

- curb, curb and gutter, and sidewalk layouts
- bicycle facilities (if any)
- information for roadway paving
- channelization
- stormwater, sanitary sewer, water
- illumination
- landscaping and urban design elements
- roadway typical section (up to three (3))

This task will include establishing the project's design criteria on elements such as, but not limited to, lane widths, design and posted speeds, sidewalk configuration, and stormwater criteria. The resulting information will be included in the Design Memorandum.

This task will include preparing roadway cross sections, cut every 25-feet for the length of the project. The cross sections will be provided on 11x17 sheets and a PDF of these sheets will be provided to the City. Cross sections will show existing and/or proposed ROW limits as applicable, and cut/fill lines.

Assumptions:

- This Scope of Services assumes no project improvements will be made within the WSDOT right-of-way and that the lane configuration (channelization) on Camano Street will stay the same as the existing, therefore no coordination or review and approvals will be needed with WSDOT. If coordination with WSDOT is required, or a channelization plan for review and approval will be needed, this will be considered an additional service, and can be provided but would require a supplement to this Agreement.
- General public outreach and steering committee coordination for this project (Camano Triangle) will be included in the effort for the Brick Road Task 5, as these two project areas are adjacent and influence each other.
- Illumination design calculations and lighteacing analysis will not occur during the preliminary design, but will be done at the 60% design level. Desired/approximate pole locations will be shown on the plan view footprint.
- Sanitary sewer main will not require upgrades or replacements and design services by the Consultant are NOT included in this Scope of Services. If it is determined that existing sanitary sewer main upgrades will be needed as part of this Project, this will be considered an

additional service and can be performed by the Consultant as an amendment to this Scope of Services.

- Utility information will provide the design of connections only from the existing mainline for sanitary sewer.
- Water main replacement will be located in similar alignment and no water system modeling or sizing for main or meters is included. New/replaced water main will be designed using the City's Water Utility standards.
- A roadway pavement design will not be performed under this Scope of Services. A typical roadway pavement section based on City standards will be used.
- 30% plan and opinion of costs review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.

Deliverables:

- 30% design roll plot, at a scale of 1-inch = 40-feet, in PDF format and two (2) hard copies.
- Roadway cross sections, cut every 25-feet for the length of the project, provided on 11x17 sheets in PDF format

Preliminary (30%) Landscaping and Urban Design (Lankford Associates)

Preliminary Landscaping and Urban Design options (up to 3 options) will be developed by Lankford Associates, identifying specific urban design and landscaping areas and materials within the project corridor. Urban Design includes site furnishings, establishing the type of illumination poles and fixtures, and paving finishes. Site furnishings may include benches, recycle/litter receptacles, bike racks, tree grates, art features, gateway features, festival lighting as applicable. Paving includes architecturally finished concrete paving, joint pattern or accent pavers. Information for landscaping and urban design elements will be added to the preliminary roll plot exhibit.

Cut sheets and hand drawn sketches will be prepared showing planting, paving and urban design options for the City's review and selection. During the design phase, the City will narrow down to some preferred elements which will be carried through to the 30% design for cost estimating purposes. However, as project phases are developed, it is understood that urban design elements and planting will need to be confirmed.

Based on the City's selected concepts, Lankford Associates will prepare a 30% level urban design, planting concept for the TCM corridor under this task.

Services will include the preparation of quantities and opinion of costs. Design criteria and standards to be included in the Preliminary Design Memorandum.

Assumptions:

- Recommendations and cut sheets for the type of illumination poles and lighting fixtures will be determined under this task. The design of the illumination system will occur under Task 4.

30% Opinion of Costs

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the approved 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF and Excel format via e-mail

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

Preliminary Design QA/QC of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Identify Temporary Construction Easements

Once the 30% design is complete, the Consultant will identify preliminary temporary construction easements. The Consultant will prepare a memorandum summarizing the impacts, and include exhibits of impacted parcels. The Consultant will provide a planning level cost associated with the impacts.

4.2 Property Owner Coordination /Support

The Consultant will provide support to the City to coordinate with adjacent property owners as requested by the City. This is anticipated to include meetings, which will be scheduled by the City and held at either City offices or at the project site. The meetings will be held to further understand the breadth of concerns and interests related to the project and provide property owners with information. Consultant support is anticipated to include organizing the appropriate project materials and preparing informational exhibits, and documenting input received during the meetings (anticipated to be in the form of meeting notes).

Assumptions:

- This subtask does not include effort for general public open houses or steering committee related services. Those services are included under Task 5 of this Scope of Services.
- Up to three (3) meetings to be held.
- Up to two (2) Consultant staff to attend each meeting

Deliverables:

- Up to three (3) meeting agendas for each property/business owner meeting, submitted via e-mail in Microsoft Word format.
- Up to six (6) meeting notes for each property/business owner meeting, submitted via e-mail in Microsoft Word format.

4.3 Design Memorandum

The Consultant will prepare a Design Memorandum that will document and summarize preliminary design information for the proposed corridor. The Design Memorandum will identify the project's design criteria and standards that will be used as the basis for the design, on elements such as, but not limited to, lane widths, design and posted speeds, sidewalk configuration, and stormwater criteria. It will also include the urban streetscape and landscaping elements that will be selected for the corridor. The Design Memorandum will be prepared with the 30% design phase.

The Design Memorandum will include:

- Executive Summary succinctly describing proposed improvements
- Design Criteria Table (Example elements include design year, posted and design speeds, design vehicle, and geometric features, cycle track criteria, pedestrian criteria)
- Brief summary of alternatives considered, including the exhibits that were used for decision making in the preliminary design phase.
- Summary of utility impacts and issues.
- Description of Proposed Improvements, including:
 - Proposed roadway section
 - Proposed roadway pavement section
 - Pedestrian facilities
 - Bicycle facilities
 - Illumination. The following documents will be provided in the Appendix.
 - Design light levels and areas
 - Results of lighting analysis
 - Recommended light pole locations (60% Plan sheets)
 - Landscape planting selections
 - Urban streetscape selections, including, but not limited to, benches, bike racks, light fixtures, way finding, art locations, and banners
- Sight distance (sight triangles) at crossings
- Design vehicle turning movements
- If pedestrian warning beacons are used, provide justification of need
- Considerations for Final Design

Assumptions:

- Stormwater analysis and design information will be prepared in a separate Stormwater Technical Memorandum and will not be included in the Design Memorandum.
- Concurrence will be reached on the Design Criteria elements with the City before 30% PS&E design begins.

Deliverables:

- Draft and Final Design Criteria Table – submitted prior to the formal Design Memorandum (PDF Format)
- Draft and Final Design Memorandum (PDF format)

4.4 Storm Drainage Design

The Consultant will prepare a draft and final stormwater drainage analysis and design. Overall task management and coordination work elements include:

Stormwater Design Criteria

The 2005 Department of Ecology Stormwater Management Manual for Western Washington and the City's Street and Utility Standards will be used as the drainage design manuals for this project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix will be shared with the City of Stanwood for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Drainage Report.

Off-Site Analysis

The Consultant will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project limits. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of the downstream route to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for the downstream drainage conveyance system associated with the project. Representative photographs will be taken, and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- The site consists of a single TDA and therefore the Consultant will analyze up to one (1) downstream route.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right of entry permissions will be obtained by the City.

Deliverables:

- Off-Site Analysis Write-up, to be included in a section of the Drainage Report.

Site Assessment

Consultant will prepare site assessment maps showing existing drainage features, drainage patterns, and soil conditions within the project area as described in this Task in this Scope of Services. The site assessment maps will be assembled based upon new topographic survey mapping, City records, and City maps. Off-site information that is outside of the new survey limits will be acquired from GIS mapping, City records, and City maps. The site assessment mapping will include:

- Land use types and areas
- Topographic plans within the road project right-of-way, including enclosed drainage
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS)
- Watershed and stream basin information (electronic GIS)
- Wetlands, streams, and other critical areas (if applicable)

- Relevant Basin Plans that may have impact on drainage design (supplied by City, if available)
- Soil types – Natural Resources Conservation Service (NRCS)

The Consultant will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and water quality treatment. TDA boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Consultant will prepare a summary of area tables for pre-project and post-project conditions.

This work element includes updating the proposed impervious area maps after 60% plans are complete, if there are significant changes to the roadway design that warrants an update.

Assumptions:

- This project corridor discharges to the Irvine Slough and is exempt from flow control (stormwater detention).

Deliverables:

- Existing Drainage Condition Maps (approximately one [1] 11"x17" sheets, to be included in the Drainage Report).
- Downstream Routes/Upstream Areas Exhibit (one [1] 11"x17" sheet, to be included in the Drainage Report).
- Soils Map (one [1] 11"x17" sheet, to be included in the Drainage Report).
- Existing Impervious Area Maps (approximately one [1] 11"x17" sheet, to be included in the Drainage Report).
- Proposed Impervious Area Maps (approximately one [1] 11"x17" sheets, to be included in the Drainage Report).
- Tables identifying the different types of impervious surfaces (to be included in the Drainage Report).

Water Quality Treatment Calculations

This project may convert existing non-pollution generating surfaces to pollution generating surfaces, and water quality systems may be required. If there is an increase in pollution generating surfaces, the Consultant will prepare sizing calculations for the proposed water quality treatment facilities.

Assumptions:

- This project corridor is exempt from flow control (stormwater detention).
- The hydrologic analysis conducted as part of this work element will be done using WWHM Version 4 or MGSFlood, both continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment calculations (to be included in the Drainage Report).

Conveyance Calculations

If the alignment of the curb lines and the Camano Triangle area changes, and several new stormwater pipe connections are made, the Consultant will prepare storm pipe conveyance capacity calculations for new storm drain conveyance systems within the project area limits as follows:

- 60% PS&E: Prepare preliminary pipe sizing and backwater calculations, using StormShed 3G or an equivalent backwater calculation software program and the Rational Method.
- Final PS&E: Prepare final pipe capacity and backwater calculations, using StormShed 3G or an equivalent backwater calculation software program and the Rational Method.

Assumptions:

- Conveyance calculations will be performed for new storm drain conveyance systems only. Existing storm drain conveyance systems will not be analyzed.
- Gutter flow calculations will not be performed.

Deliverables:

- Conveyance Calculations (to be included in the Drainage Report).

Drainage Report

Consultant will assemble a draft (60%) and final Drainage Report. The Drainage Report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, and supporting exhibits.

Independent QA/QC reviews of the Drainage Report will be conducted for each submittal (60% and 90%). QA/QC reviews will be conducted by senior staff.

Deliverables:

- Draft Drainage Report at 60% PS&E (electronic copy, PDF).
- Final Drainage Report at 90% PS&E (two [2] comb bound hard copies, and an electronic copy on CD in Word/Excel [editable] and PDF formats).

4.5 60% Plans, Specifications, and Opinion of Costs (PS&E)

The Consultant will prepare and engineering design and prepare 60% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 30% submittal deliverables. The plans, specifications, opinion of cost, and Decision Record, will be submitted to the City for review and comment.

Response to 30% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the comment documents provided by the City.

Assumptions:

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant's responses will be provided on the original comment document the City provided to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices (or virtually).

Deliverables:

- Written responses to 30% comments. (PDF)

60% Design and Plans

The Consultant will prepare an engineering design and submit to the City 60% design plans. Plans will be based on the City's 30% review comments, and the Consultant will develop the Plans and details, which were identified under the 30% design task of this Scope, and will provide a 60% level of detailed engineering design.

At this design level, Lankford Associates will provide photo cut sheets for street trees, shrubs and groundcover options.

This task also includes a review of existing trees on-site, consideration of potential impacts that could result from the project improvements, and recommendations for tree protection by an Arborist.

This task includes updating the storm drainage report (with an update to this area only) and providing an update as a draft at the 60% design level for the City's review and comment. It is expected that the City will review the information for this project area.

This task will include preparing roadway cross sections, cut every 25-feet for the length of the project. The cross sections will be provided on 11x17 sheets and a PDF of these sheets will be provided to the City. Cross sections will show existing and/or proposed ROW limits as applicable, and cut/fill lines.

At this time a total of up to 34 plan sheets (including cover and legend sheets) are anticipated. The plans will be prepared utilizing 11" by 17" sheets at 1" = 40' scale (for most sheets). These plans will be used as a basis for development of detailed plans in the future PS&E tasks of the project, and to develop the 60% level opinion of cost for the project.

Specific plans are anticipated to consist of:

- Cover Sheet w/ Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Survey Control and Construction Alignment Plan (1 sheet)
- Site Preparation/ Temporary Erosion and Sediment Control Plans (3 sheets)
- Typical Roadway Sections (2 sheets)
- Roadway/Drainage Plan and Profile (3 sheets)
- Drainage Details (1 sheets)
- Miscellaneous Roadway Details (3 sheets)
- Curb Ramp Details (2 sheets) [PREPARED AT 90%]
- Water Utility Replacement Plan and Profile (1 sheets)
- Water Utility Details (1 sheets)
- Driveway Profiles (1 sheets)
- Channelization and Signing Plans and Details (2 sheets)
- Illumination Plans and Details (2 sheets)

- Urban Design Plans (3 sheets) (by Lankford Associates)
- Urban Design Details (2 sheet) (by Lankford Associates) [PREPARED AT 90%]
- Landscaping Plans (3 sheets) (by Lankford Associates)
- Landscaping Details (2 sheet) (by Lankford Associates) [PREPARED AT 90%]
- Traffic Control Details (1 sheets)
- Pedestrian Traffic Control Details (1 sheets)

Assumptions:

- Note that 60% Plans will not include curb return elevations, curb ramp details, construction sequencing plans. These will be provided at 90% level.
- Geotechnical investigations will not be performed under this Scope of Services. Geotechnical recommendations and soils information from the City's current Viking Way project will be used to determine illumination pole foundations and also may influence pavement recommendations.
- Landscaping irrigation system, if needed, will be designed and provided by the construction contractor. The Consultant will include guidance for this in the Special Provisions of the contract documents.
- Traffic control and pedestrian traffic control plans will consist of general details for applicable lane closures and temporary pedestrian access. These Plans will not be specific traffic control and/or pedestrian traffic control that are based on staging of the work by the contractor. Traffic control restrictions will be included in the Special Provisions, if applicable.
-

Deliverables:

- Electronic copy of the 60% plan set in PDF format via e-mail
- Draft Drainage Report at 60% PS&E (electronic copy, PDF).

60% Opinion of Costs

The Consultant will calculate 60% level quantities and opinion of construction costs based upon the approved 60% construction plans and current unit bid prices. The Consultant will address applicable 30% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 60% opinion of cost summary submitted in PDF format via e-mail

60% Illumination Design

The Consultant will update the design of the illumination system, perform illumination calculations, and prepare illumination plans, based on the City's 30% review comments for the TCM. This will include providing a design for the installation of power outlets to two (2) existing banner poles which are located along Camano Street.

Work Elements:

- Update lighting analysis using AGI32

Assumptions:

- No illumination analysis or design is required for cross streets to, and analysis zone will include up to 150-feet along the cross street, as appropriate for intersection configuration.

- Basic illumination modeling and calculations will be performed for bus stop zones.
- Standard foundations (per WSDOT standard plans) are assumed to be acceptable and no special foundation designs are required.
- The City will obtain any electrical permits from the serving utility

Deliverables:

- 60% Plan sheets

60% PS&E QA/QC and Constructability Review of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 60 PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

4.6 90% Plans, Specifications, and Opinion of Costs

The Consultant will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 60% submittal deliverables. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

Response to 60% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices.

Deliverables:

- Written responses to 60% comments (PDF)

90% Design and Plans

The Consultant will prepare an engineering design and submit to the City 90% design plans. Plans will be based on the City's 60% review comments, and the Consultant will develop the Plans and details, which were identified under the 30% design task of this Scope, and will provide a 90% level of detailed engineering design.

It is anticipated that the 90% plans will consist of the same sheets listed under the 60% design subtask (34 total sheets). The Consultant will prepare the additional detail sheets as listed in the 60% design Plans.

Deliverables:

- Electronic copy of the 90% plan set in PDF format via e-mail
- Final Drainage Report at 90% PS&E (electronic copy PDF formats).

90% Opinion of Costs

The Consultant will calculate 90% level quantities and opinion of construction costs based upon the approved 90% construction plans and current unit bid prices. The Consultant will address applicable 60% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 90% opinion of cost summary submitted in PDF format via e-mail

90% Specifications

The Consultant will prepare 90% level specifications based upon the 90% design. The Consultant will address applicable 60% review comments and make revisions as necessary. Bid forms will not be completed at the 90% submittal.

Deliverables:

- Electronic copy of the 90% specifications in Microsoft Word format via e-mail

90% Illumination Design

The Consultant will revise the 60% Illumination design based on the City's comments and incorporate those changes in to the 90% plans. The Consultant will update the Illumination Design Summary Memorandum, if needed, and submit to the City for approval. This work element includes coordination with Puget Sound Energy for location of power source.

Assumptions:

- This subtask includes technical design and design summary. Plan sheet preparation is included in the 90% Plans subtask.

Deliverables:

- Update Illumination Design Summary Memorandum, if needed

90% PS&E QA/QC and Constructability Review of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 90% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

4.7 100% Plans, Specifications, and Opinion of Costs

The Consultant will revise the 90% plans, specifications, and opinion of cost estimate based on the City's comments and prepare a 100% PS&E package. This submittal will include the preparation of the Bid Schedule to be included in the Specifications.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or

Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Assumptions:

- It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design.

Response to 90% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 90% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices

Deliverables:

- Written responses to 90% comments

100% Plans

The Plan sheets will be the same as those identified under the 90% design phase.

Deliverables:

- Electronic copy of the 100% plans; half size and full size, in PDF format via e-mail

100% Opinion of Costs

The Consultant will update the project quantities and prepare a 100% opinion of construction costs based upon the approved 100% construction plans and current unit bid prices. The Consultant will address applicable 90% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail

100% Specifications

The Consultant will prepare the 100% Specifications based upon the 100% design. The Consultant will address applicable 90% review comments and make revisions as necessary. Bid forms will be filled out with the project quantities with this submittal.

Deliverables:

- Electronic copy of the 100% bid documents Contract Specifications, including the Bid Schedule, submitted in PDF and Microsoft Word format via electronic e-mail

4.8 Final Ad-Ready Contract Documents

The Consultant will finalize the 100% plans, specifications and opinion of cost estimate based on the City's comments and prepare final, ad ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design.

Assumptions:

- The fee effort for this task assumes the City will provide one (1) set of compiled and consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.
- Prior to bid advertisement, the Consultant may make minor revisions to the Plans, Specifications, and Opinion of Costs. It is assumed that the drainage and ADA standards applying to this project will not be changed.
- The City will provide Builders Exchange with a camera-ready or electronic plan set for purposes of their scanning and contract document distribution during bidding
- The City will provide Builders Exchange with a camera-ready or electronic set of Contract Specifications for purposes of their scanning and contract document distribution during bidding
- WSDOT comments that are to be incorporated into the contract documents that are a significant change to the design or finalization of the ad-ready contract documents will be considered an additional service and may need a supplement to this Agreement.

Deliverables:

- Electronic copy of the final plans; half size and full-size signed plans, in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF format via e-mail
- Written responses to the Final review comments

4.9 Bid Support

The Consultant will support the City during the bidding phase of the project. The Consultant will respond to requests for clarifications and prepare Addendums. The budget assigned for this work element will be limited to the amount designated for this work element.

Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format).

Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City will prepare addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will produce bid sets.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) Addenda.

4.10 Utility Coordination

The Consultant will assist the City in managing the utility coordination process for the projects/project areas under this Scope of Services, which will include providing utility franchises (PSE power and gas, Frontier, Zayo, Cable) and City owned utilities (water and sewer) with project information, copies of PS&E submittals, and identification of potential utility conflicts and relocations. The Consultant will coordinate and manage the potholing efforts through the design phase. The Consultant will also prepare and maintain a utility coordination log, and conflicts and resolution spreadsheet, both of which will be maintained and updated throughout the design phase of the project.

The Consultant will perform the utility impact assessment and coordinate on work elements as described below:

Utility Coordination and Data Collection

The Consultant will coordinate with the various public and private utilities along the corridor for the projects/project locations listed above.

Services provided by the Consultant under this subtask will include:

- Preparing and maintaining a utility coordination contact log containing company addresses, contact staff, e-mail addresses, and phone numbers.
- Acquire and review record drawings of existing utilities within the project limits.
- The Consultant will request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. Discrepancies with the existing basemap will be coordinated by the Consultant with each utility, and changes to the basemap will be updated by the Consultant and/or Metron.
- Coordinate and attend up to one (1), one-hour long meeting with utilities, if needed, at the project site, with up to two (2) Consultant staff. The Consultant will prepare meeting agendas and notes.

- Prepare a Utility Conflicts Spreadsheet. Track potential utility conflicts and resolution of those conflicts throughout the project in the spreadsheet. This includes identification of pothole needs. This includes documentation of which facilities will be relocated prior to, or during, construction.
- Provide the utility owners with electronic (PDF) copies of the 60%, 90%, 100%, and Final plan sheets, as well as potential conflict locations.

Assumptions:

- Up to two (2) Consultant staff members will be present at the on-site meetings with the utility companies.
- The City will distribute internally the plans sets for City owned utilities for review.
- The City will prepare inter-local agency agreements between the City and the utility franchises for incorporation of relocations required by the proposed improvements. Examples of the services that could be included are: the adjustment of utilities, removal of abandoned structures and facilities, trenching, and traffic control.
- City will verify the terms of all franchise agreements, including the responsibilities for potholing and relocations of franchise owned utilities.
- Franchise utilities will not convert to underground facilities. If it is determined that franchise utilities will be converting to underground, Consultant efforts for this coordination may be considered an extra service, and would require a supplement to this Agreement.
- Consultant services do not include coordination or the design for relocations of franchise utilities. If it is determined that franchise utilities will be relocated, Consultant efforts for this coordination may be considered an extra service, and would require a supplement to this Agreement.
- The budget assigned for this work element will be limited to the amount designated for this work element. Services by the Consultant under this Task are provided only for the projects/areas identified under this specific task. Other areas within the TCM corridor are not included in utility coordination services provided by the Consultant. If the City request the Consultant utility coordination services expand to other areas of the TCM corridor, or the other project areas within this Scope of Services, this will be considered an additional service and can be done by the Consultant with a supplement to the Agreement.

It is assumed that the following utility franchises exist along the TCM corridor. These include:

- Power (SnoPUD)
- Communication and Fiber-optics (Frontier and Wave)
- Gas Distribution (Cascade Natural Gas)
- Water (City of Stanwood)
- Sanitary Sewer (City of Stanwood)
- Stormwater (City of Stanwood)

Deliverables:

- Utility contact log in Microsoft Excel format.
- Meeting notes summarizing field notes and observations for on-site meetings with utility companies.
- Utility conflict and relocation spreadsheet in Microsoft Excel format – updated with potholing results for each meeting (electronic copy).
- Half size 60%, 90%, and Final PS&E plan sets sent to applicable utility franchises with conflicts noted (PDF format).
- CAD files for franchise use in preparing relocation design, if necessary (at 60%, 90%, and 100%).

Pothole Exploration

The Consultant will coordinate with the applicable utility franchises to perform potholing explorations during the 90% PS&E design phase. It is assumed that each utility franchise has an Agreement with the City and will use a utility locate service or its own forces for potholing of their own facilities.

“Pre-pothole” and “post-pothole” virtual meetings will be held. In the “pre-pothole” virtual meeting with vendors and franchises, expectations related to traffic control and restoration of pothole locations will be discussed. The “post-pothole” virtual meeting will be held as necessary to discuss the findings of the potholes with the utility owners and discuss any design and/or relocations approaches that may be necessary as a result of the potholing findings.

Services provided by the Consultant under this subtask will include:

- Coordinate and attend up to one (1) “pre-pothole” virtual meeting with applicable utility franchises, utility locate service vendor and City staff as well as one (1) “post-pothole” virtual meeting if needed, to discuss facility conflicts and relocations.
- Identifying potential utility conflicts and pothole locations based on the 90% design (note: potholing will be accomplished by the utility franchises or designated utility locate service vendor).
- Manage pothole program on behalf of franchise utilities and City. The Consultant will identify potholing needs, on the utility conflicts spreadsheet, and also by preparing an exhibit of potholing locations. Prepare and maintain the utility coordination log, utility conflict and potholing plans, utility conflict and resolution matrix, and distribution of potholing results to utilities.
- Utilize APS for those pothole locations that will not be provided by a franchise utility. This Scope of Services assumes up to three (3) pothole locations.

Assumptions:

- It is assumed that each utility franchise has an Agreement with the City and will use a utility locate service or its own forces for potholing of their own facilities.
- For City owned utilities, utility potholing will be provided by a utility locate service (APS) under this contract.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Meeting agendas and notes (two [2] potholing meetings) in PDF format to the City and applicable utility franchises
- Utility information updated according to pothole results at the 90% design phase.
- Pothole location exhibits and results log provided by APS.

Utility Coordination QA/QC Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

4.11 Environmental Documentation and Permitting

SEPA Checklist Preparation

The Consultant shall prepare a SEPA Checklist for the project described under this specific Task of this Scope of Services, and provide document assembly and general review assistance.

Assumptions:

- SEPA will be based on the 60% design.
- City will provide one (1) consolidated review on the draft checklist prior to being finalized by the Consultant.
- City will address SEPA public notice requirements.
- SEPA will not be appealed.

Deliverables:

- Draft and final SEPA checklist in PDF format.
- SEPA figure map showing project locations

Cultural Resources - Inadvertent Discovery Plan (IDP)

Consultant will develop an inadvertent discovery plan (IDP). The purpose of the IDP is to establish specific policies and protocols for project personnel to follow if archaeological resources or human remains are discovered during project activities and to facilitate compliance with state laws in the treatment of any such discoveries. The IDP will also include a contact list for key staff from the construction firm, agencies, and affected Tribes. Following client review, the IDP will be submitted to the Department of Archaeology and Historic Preservation and affected Tribes.

Assumptions:

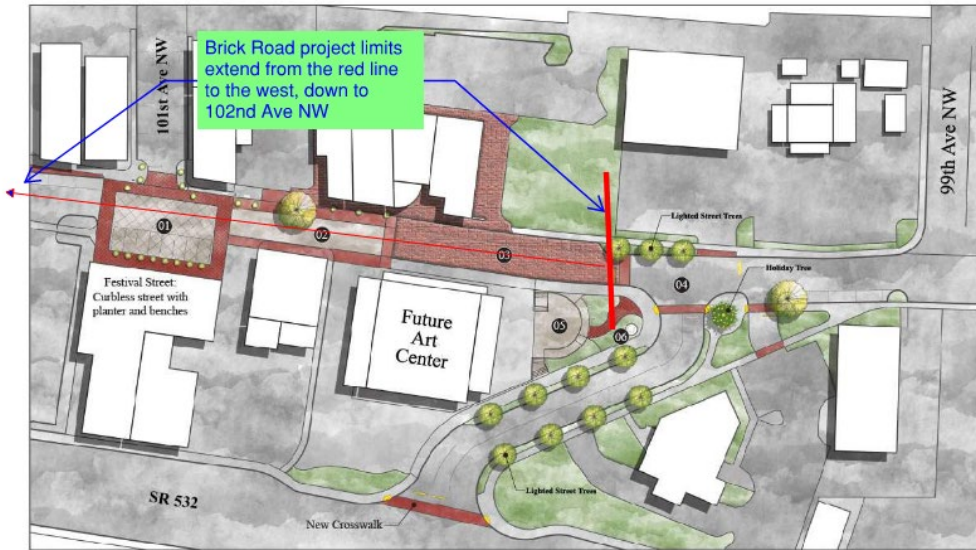
- The IDP will undergo one (1) round of review
- The IDP does not substitute for a cultural resources assessment, which may be required under SEPA

Deliverables:

- Draft IDP, 1 PDF by email
- Final IDP, 1 PDF by email

Task 5 – Brick Road Public Engagement and 30% Enhanced Design, Roll Plot Drawing, and Opinion of Costs (from 102nd Ave NW to the west side of the 270th St NW/Camano Street intersection)

The Consultant will develop the preliminary design and prepare and enhanced 30% level design, roll plot drawing, Opinion of Construction Costs (Estimate) and a Design Memorandum. The 30% design effort will include the development of the preliminary roadway design; including the horizontal and vertical alignment, curb, curb and gutter, sidewalk layouts, paving sections, channelization, stormwater, sanitary sewer, water, and preliminary 30% opinion of costs. This task will also include the preliminary design of other roadway elements such as intersection improvements, illumination, landscaping, urban design, and bicycle facilities.



The intent of this enhanced level of design is to determine some enhanced level of design for some elements that are not typical of a 30% design, in order to determine technical design challenges and solutions, set expectations for the public regarding what can be accomplished from the engineering perspective in this corridor, and determine construction costs that account for this. The enhanced technical engineering areas are anticipated to include options for the pavement reconstruction/rehabilitation, establish the vertical and horizontal profile based on existing doorway thresholds and existing site features (as this will influence the pavement reconstruction/rehabilitation options), and determine illumination pole locations (as this may limit or influence other elements the public might desire).

Services under this Task will also include public engagement and stakeholder coordination which will inform the concept confirmation and preliminary design.

5.1 Public Engagement /Stakeholder Coordination

The services under this subtask will include the project areas of the Brick Road and the Camano Triangle.

Property/Business Owner Meetings

The Consultant and the City will meet with property owners as requested by the City. These meetings will be scheduled by the City and held at either City offices or at the project site. The meetings will be held to further understand the breadth of concerns and interests related to the project and how they would like to be engaged during design. Support will include developing questions, organizing the appropriate project materials, and documenting input received during the meetings (anticipated to be in the form of meeting notes prepared by the Consultant), and followup responses to the property/business owners if needed. It is anticipated there will be two (2) meetings.

Assumptions:

- Up to two (2) meetings to be held.
- Up to two (2) Consultant staff to attend each meeting, and up to two (2) Lankford staff to attend each meeting
- City will coordinate with property and business owners to schedule the meeting days/times.

Deliverables:

- Up to two (2) meeting agendas for each property/business owner meeting, submitted via e-mail in Microsoft Word format at least two (2) days before each meeting.
- Up to two (2) meeting notes for each property/business owner meeting, submitted via e-mail in Microsoft Word format within three (3) working days after each meeting.

Public Open House

The Consultant will participate in two (2) open houses. One will be held in person, and one will be a virtual open house. Support includes developing meeting materials, staffing the events, and documenting the input received.

The first open house will occur after the concepts are confirmed for the Brick Road and the Camano Triangle, and prior to the 30% design phase. The anticipated purpose of the Open Houses is to inform the public of the project's general goals, provide an overview of each of the preliminary concepts for the areas of the Brick Road and the Camano Triangle areas, anticipated schedule, and to provide the opportunity for the public to provide direct feedback to the Consultant team and City staff.

The second open house schedule and content will be determined based on project progress.

The Consultant will provide supporting project information for the City and the City will prepare mailers for the Open House that will be mailed by the City. The Consultant will provide up to three (3) staff members for the Open House and prepare comments forms and sign-in sheets. The Consultant will provide draft text and design for newspaper display ads or articles, which the City will place. City staff will print and distribute the Open House announcement mailers and arrange for the meeting space. City staff and Consultant team members will attend the Open House to help answer questions and observe first-hand the responses from the public.

Assumptions:

- Up to one (1) in-person Open House will be attended by the Consultant team.
- Up to one (1) virtual Open House will be attended by the Consultant team.
- Up to three (3) Consultant team members, including the Project Manager, will attend the Open House, for a total of four (4) hours per Consultant staff member.
- Any cost related to notification of the open houses will be paid by the City directly.
- The City will develop, print and distribute the Open House mailer announcements.

Deliverables:

- One (1) Draft Open House comment form in Microsoft Word format will be provided to the City via e-mail for review and comment.
- One (1) Final Open House comment form in Microsoft Word format will be provided to the City via e-mail and hard copy for use at the Open House.
- Summary of the Open House comments submitted to the City via e-mail in Microsoft Excel format.
- One (1) set of up to three (3) draft Open House display boards in PDF format will be prepared for the Open House and submitted to the City for review and comment.
- One (1) set of up to three (3) final Open House display boards, full size at 24" x 36", foam-core mounted for use at the Open House. Electronic copies in PDF format of each display board will be provided to the City for web posting.

Steering Committee Meetings and Gateway Coordination

The Consultant and the City will meet with Steering Committee to present the final concept for the Brick Road/Camano Triangle project. The meeting will be scheduled by the City and held at either City offices or another location determined by the City. Consultant support will include attendance at the meeting the preparing appropriate project materials, and documenting input received during the meeting (anticipated to be in the form of meeting notes).

This subtask also includes coordination with the City regarding the gateway project which will be done through the SCAAC and an artist. The Consultant team will review proposed gateway ideas as they relate to the proposed Brick Road project site to see if the gateway ideas will work with the proposed infrastructure improvements.

Assumptions:

- Up to one (1) meeting to be held.
- Up to two (2) Consultant staff to attend the meeting, and up to two (2) Lankford staff to attend each meeting
- The Consultant team will not be providing any concept ideas or technical design engineering of the gateway features.

Deliverables:

- Traffic calming exhibits and supporting information developed under the previous subtasks.
- Up to one (1) meeting notes, submitted via e-mail in Microsoft Word format.

5.2 Design Memorandum

The Consultant will prepare a Design Memorandum that will document and summarize preliminary design information for the proposed Brick Road project limits. The Design Memorandum will identify the project's design criteria and standards that will be used as the basis for the design, on elements such as, but not limited to, lane widths, design and posted speeds, sidewalk configuration, and stormwater criteria. It will also include the urban streetscape and landscaping elements that will be selected for the corridor. The Design Memorandum will be prepared with the 30% design phase.

The Design Memorandum will include:

- Executive Summary succinctly describing proposed improvements
- Design Criteria Table (Example elements include design year, posted and design speeds, design vehicle, and geometric features, pedestrian criteria, landscaping criteria)
- Brief summary of alternatives considered, including the exhibits that were used for decision making in the preliminary design phase.
- Summary of utility impacts and issues.
- Description of Proposed Improvements, including:
 - Proposed roadway section
 - Proposed roadway pavement section
 - Pedestrian facilities
 - Bicycle facilities (if any)
 - Illumination. The following documents will be provided in the Appendix.
 - Design light levels and areas
 - Results of lighting analysis

- Recommended light pole locations
 - Landscape planting selections
 - Urban streetscape selections, including, but not limited to, benches, bike racks, light fixtures, way finding, art locations, and banners
- Sight distance (sight triangles) at crossings
- If pedestrian warning beacons are used, provide justification of need
- Considerations for Final Design

Assumptions:

- Stormwater analysis and design information will be prepared in a separate Stormwater Technical Memorandum and will not be included in the Design Memorandum.
- Concurrence will be reached on the Design Criteria elements with the City before 30% PS&E design begins.

Deliverables:

- Draft and Final Design Criteria Table – submitted prior to the formal Design Memorandum (PDF Format)
- Draft and Final Design Memorandum (PDF format)

5.3 30% Design and Roll Plot Drawing

The Consultant will prepare a preliminary (30%) engineering design and prepare a roll plot drawing for submittal to the City. The drawing will show the preferred project footprint, based on Task 2 and approved by the City. The roll plot drawing will include a plan view of the project footprint and the vertical profile of the roadway centerline. The 30% design will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

The roll plot footprint will include:

- curb, curb and gutter, and sidewalk layouts
- bicycle facilities (if any)
- information for roadway paving
- channelization
- stormwater, sanitary sewer connections (if any), water main replacement (if any)
- illumination
- landscaping and urban design elements
- roadway typical section (up to three (3))

This task will include establishing the project's design criteria on elements such as, but not limited to, lane widths, design and posted speeds, sidewalk configuration, and stormwater criteria. The resulting information will be included in the Design Memorandum.

This task will include preparing roadway cross sections, cut every 25-feet for the length of the project. The cross sections will be provided on 11x17 sheets and a PDF of these sheets will be provided to the City. Cross sections will show existing and/or proposed ROW limits as applicable, and cut/fill lines.

Assumptions:

- Sanitary sewer main will not require upgrades or replacements and design services by the Consultant are NOT included in this Scope of Services. If it is determined that existing sanitary sewer main upgrades will be needed as part of this Project, this will be considered an

additional service and can be performed by the Consultant as an amendment to this Scope of Services.

- Utility information will provide the design of connections only from the existing mainline for sanitary sewer.
- Water main replacement will be located in similar alignment and no water system modeling or sizing for main or meters is included. New/replaced water main will be designed using the City's Water Utility standards.
- A roadway pavement design will not be performed with this phase of work under this Scope of Services. A typical roadway pavement section based on City standards will be assumed for this phase of design
- 30% plan and opinion of costs review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.

Deliverables:

- 30% design roll plot, at a scale of 1-inch = 40-feet, in PDF format and two (2) hard copies.
- Roadway cross sections, cut every 25-feet for the length of the project, provided on 11x17 sheets in PDF format

5.4 Storm Drainage Design

The Consultant will prepare a draft and final stormwater drainage analysis and design. Overall task management and coordination work elements include:

Stormwater Design Criteria

The 2005 Department of Ecology Stormwater Management Manual for Western Washington and the City's Street and Utility Standards will be used as the drainage design manuals for this project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix will be shared with the City of Stanwood for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Drainage Report.

Off-Site Analysis

The Consultant will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project limits. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of the downstream route to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for the downstream drainage conveyance system associated with the project. Representative photographs will be taken, and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- The site consists of a single TDA and therefore the Consultant will analyze up to one (1) downstream route.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right of entry permissions will be obtained by the City.

Deliverables:

- Off-Site Analysis Write-up, to be included in a section of the Drainage Report.

Site Assessment

Consultant will prepare site assessment maps showing existing drainage features, drainage patterns, and soil conditions within the project area as described in this Task in this Scope of Services. The site assessment maps will be assembled based upon new topographic survey mapping, City records, and City maps. Off-site information that is outside of the new survey limits will be acquired from GIS mapping, City records, and City maps. The site assessment mapping will include:

- Land use types and areas
- Topographic plans within the road project right-of-way, including enclosed drainage
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS)
- Watershed and stream basin information (electronic GIS)
- Wetlands, streams, and other critical areas (if applicable)
- Relevant Basin Plans that may have impact on drainage design (supplied by City, if available)
- Soil types – Natural Resources Conservation Service (NRCS)

The Consultant will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and water quality treatment. TDA boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Consultant will prepare a summary of area tables for pre-project and post-project conditions.

Assumptions:

- This project corridor discharges to the Irvine Slough and is exempt from flow control (stormwater detention).

Deliverables:

- Existing Drainage Condition Maps (approximately one (1) 11"x17" sheets, to be included in the Drainage Report).
- Downstream Routes/Upstream Areas Exhibit (one [1] 11"x17" sheet, to be included in the Drainage Report).
- Soils Map (one [1] 11"x17" sheet, to be included in the Drainage Report).

- Existing Impervious Area Maps (approximately two (2) 11"x17" sheet, to be included in the Drainage Report).
- Proposed Impervious Area Maps (approximately two (2) 11"x17" sheets, to be included in the Drainage Report).
- Tables identifying the different types of impervious surfaces (to be included in the Drainage Report).

Water Quality Treatment Calculations

This project may convert existing non-pollution generating surfaces to pollution generating surfaces, and water quality systems may be required. If there is an increase in pollution generating surfaces, the Consultant will prepare sizing calculations for the proposed water quality treatment facilities.

Assumptions:

- This project corridor is exempt from flow control (stormwater detention).
- The hydrologic analysis conducted as part of this work element will be done using WWHM Version 4 or MGSFlood, both continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment calculations (to be included in the Drainage Report).

Drainage Report

Consultant will assemble a draft (30%) for City's review and comment. The Consultant will prepare a final Drainage Report that reflects the 30% design for the project records. The Drainage Report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment calculations, drainage basin maps, and supporting exhibits.

Independent QA/QC review of the Drainage Report will be conducted by senior staff.

Deliverables:

- Draft Drainage Report at 30% PS&E (electronic copy, PDF).
- Final Drainage Report (two [2] comb bound hard copies, and an electronic copy in Word/Excel [editable] and PDF formats).

5.5 Preliminary (30%) Landscaping and Urban Design (Lankford Associates)

Preliminary Landscaping and Urban Design options (up to two (2) options) will be developed by Lankford Associates, identifying specific urban design and landscaping areas and materials within the project corridor. Urban Design includes site furnishings, establishing the type of illumination poles and fixtures, and paving finishes. Site furnishings may include benches, recycle/litter receptacles, bike racks, tree grates, art features, gateway features, festival lighting as applicable. Paving includes architecturally finished concrete paving, joint pattern or accent pavers. Information for landscaping and urban design elements will be added to the preliminary roll plot exhibit.

Cut sheets and hand drawn sketches will be prepared showing planting, paving and urban design options for the City's review and selection. During the design phase, the City will may narrow down to some preferred elements which will be carried through to the 30% design for cost estimating purposes. However, as project

phases are developed, it is understood that urban design elements and planting will need to be confirmed and may change.

Based on the City's selected concepts, Lankford Associates will prepare a 30% level urban design, planting concept for the TCM corridor under this task.

Services will include the preparation of quantities and opinion of costs. Design criteria and standards to be included in the Preliminary Design Memorandum.

Assumptions:

- Recommendations and cut sheets for the type of illumination poles and lighting fixtures for the Brick Road and the Camano Triangle will be determined under this task. The design of the illumination system will occur under Task 4.

5.6 Preliminary Illumination Design

The Consultant will provide a preliminary level design for the illumination system for the corridor. The preliminary design of the illumination system will be limited to include isobar and light level calculations in order to establish illumination pole placements along the corridor. The proposed illumination pole locations will be shown on the preliminary plan roll plot.

Assumptions:

- The 30% illumination design plans will show proposed locations, luminaire types, and potential service connections and/or service needs.

Deliverables:

- Included in the 30% roll plot drawing.

5.7 30% Opinion of Costs

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the approved 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF and Excel format via e-mail

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

5.8 30% Comment Review/Update Roll Plot and Opinion of Costs

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the comment documents provided by the City. Based on the comments received and the resolution, the Consultant will update the 30% roll plot plan and the quantities and opinion of costs. Note the intent of the update is to memorialize the 30% design

and City's direction since some of the project will be on hold and not immediately move forward to the full design phase.

Assumptions:

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant's responses will be provided on the original comment document the City provided to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices (or virtually).

Deliverables:

- Written responses to 30% comments. (PDF)
- Updated 30% roll plot and Opinion of Costs (PDF)

5.9 Preliminary Design QA/QC of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

5.10 Identify Preliminary Right-of-Way Impacts

Once the 30% design is complete, the Consultant will identify preliminary right-of-way (ROW) impacts, if any. This includes property acquisition needs, and temporary construction easements. The Consultant will prepare a memorandum summarizing the impacts, and include exhibits of impacted parcels. The Consultant will provide a planning level cost associated with the impacts.

5.11 Utility Coordination

The Consultant will assist the City in managing the utility coordination process for the projects/project areas under this Scope of Services, which will include providing utility franchises (PSE power and gas, Frontier, Zayo, Cable) and City owned utilities (water and sewer) with project information, copies of the 30% design submittal, and identification of potential utility conflicts and relocations. The Consultant will also prepare and maintain a utility coordination log, and conflicts spreadsheet, both of which will be maintained and updated throughout the design phase of the project.

The Consultant will perform the utility impact assessment and coordinate on work elements as described below:

Utility Coordination and Data Collection

The Consultant will coordinate with the various public and private utilities along the corridor for the projects/project locations listed above.

Services provided by the Consultant under this subtask will include:

- Preparing and maintaining a utility coordination contact log containing company addresses, contact staff, e-mail addresses, and phone numbers.
- Acquire and review record drawings of existing utilities within the project limits.
- The Consultant will request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. Discrepancies with the existing basemap will be coordinated by

the Consultant with each utility, and changes to the basemap will be updated by the Consultant and/or Metron.

- Coordinate and attend up to one (1) one (1) hour long meeting with utilities, if needed, at the project site as needed, with up to two (2) Consultant staff. The Consultant will prepare meeting agendas and notes.
- Prepare a Utility Conflicts Spreadsheet. Track potential utility conflicts in the spreadsheet. For the 30% design phase, the conflict spreadsheet will identify the conflict and flag this location as a need for a pothole in the future when the project design progresses.
- Provide the utility owners with electronic (PDF) copies of the 30%, plan, as well as potential conflict locations.

Assumptions:

- Utility coordination under this subtask is based on preliminary design and does not include potholing or conflict resolution services.
- Up to two (2) Consultant staff members will be present at the on-site meetings with the utility companies.
- Up to one (1) on-site meetings may be required with the utility companies.
- The City will distribute internally the plans sets for City owned utilities for review.
- The budget assigned for this work element will be limited to the amount designated for this work element. Services by the Consultant under this Task are provided only for the projects/areas identified under this specific task. Other areas within the TCM corridor are not included in utility coordination services provided by the Consultant. If the City request the Consultant utility coordination services expand to other areas of the TCM corridor, or the other project areas within this Scope of Services, this will be considered an additional service and can be done by the Consultant with a supplement to the Agreement.

It is assumed that the following utility franchises exist along the TCM corridor. These include:

- Power (SnoPUD)
- Communication and Fiber-optics (Frontier and Wave)
- Gas Distribution (Cascade Natural Gas)
- Water (City of Stanwood)
- Sanitary Sewer (City of Stanwood)
- Stormwater (City of Stanwood)

Deliverables:

- Utility contact log in Microsoft Excel format.
- Meeting notes summarizing field notes and observations for on-site meetings with utility companies.
- Utility conflict spreadsheet in Microsoft Excel format (electronic copy).
- 30% roll plot plan sent to applicable utility franchises with conflicts noted (PDF format).

Task 6 – NOT USED

Task 7 – 271st St NW - 88th Ave NW to 84th Ave NW: Near Term Improvements

The Consultant will work with the City to identify potential improvements that can be implemented along the corridor of 271st St NW between 88th Ave NW and 84th Ave NW. The purpose of this task is to identify near term beautification and/or access improvements that may be implemented prior to the full reconstruction of this area of the TCM. Improvements may be short term, or long term improvements.

7.1 Prepare Beautification Concepts

Based on previous work by the City and Lankford with the project Steering Committee, the Consultant team will use the previous ideas and determine the feasibility of near term implementation, as well as new beautification strategies, if any. The Consultant will review the options based on type of perceived impact in the downtown, engineering design feasibility (feasibility within the existing infrastructure), impacts to pedestrians and vehicles, coordination and overlap with long term improvements, and costs.

The Sub Consultant will prepare a palette of options, including a rough draft to be used for the initial discussion with the City. The Consultant will refine the rough draft and provide a draft for submittal to the City. The draft will be used to coordinate with the stakeholders at the meeting. Based on the City and Stakeholder input, a final concept palette will be prepared.

The Consultant will identify the benefits, pros, and cons. The Consultant will prepare a table summarizing the benefits, pros, and cons, including a draft and final table.

This task includes coordination with the City by email, video, and phone, and up to three (3) meetings with the City, at the City's offices.

Assumptions:

- This task does not include a technical engineering design of improvements, nor the preparation of construction contract documents. Engineering design and the preparation of construction contract documents is considered an additional service, and can be prepared as a supplement to the Agreement.

Deliverables:

- Concept exhibits, submitted via e-mail in PDF format.
- Concept summary table via e-mail in PDF format.
- Meeting notes posted on Microsoft One Note

7.2 Stakeholder Coordination

The Consultant and the City will meet with property owners as requested by the City. These meetings will be scheduled by the City and held at either City offices or at the project site. The meetings will be held to further understand the breadth of concerns and interests related to the near term improvements. Support will include developing questions, organizing the appropriate project materials, and documenting input received during the meetings (anticipated to be in the form of meeting notes).

It is anticipated there will be up to two (2) meetings, and participants anticipated are the west end business owners.

Assumptions:

- Up to two (2) meetings to be held.

- Up to two (2) Consultant staff to attend each meeting, and up to two (2) Lankford staff to attend each meeting
- No Steering Committee meeting will be needed for this task.

Deliverables:

- Up to two (2) meeting agendas for each property/business owner meeting, submitted via e-mail in Microsoft Word format.
- Up to two (2) meeting notes for each property/business owner meeting, submitted via e-mail in Microsoft Word format.

Task 8 – 271st St NW/84th Ave NW Intersection: Traffic Calming Options

The Consultant will work with the City to identify potential traffic calming measures that could be implemented at the intersection of 271st St NW/ 84th Ave NW or along the segment of 271st Street NW to slow traffic east of 84th Avenue NW. This intersection is adjacent to the BNSF railroad tracks, and BNSF is considered a stakeholder that will need to be considered when investigating options and improvements.

8.1 Alternatives Screening Analysis and Concepts

Screening Analysis

The Federal Highway Administration (FHWA) maintains an online Traffic calming ePrimer (ePrimer), which documents available traffic calming measures known as the “toolbox.” The Consultant will conduct a screening analysis to evaluate which measures in the ePrimer are applicable, potentially applicable (pending further study), or inapplicable based on site characteristics (land use, functional classification, truck/freight use, existing configuration) and, if available, traffic operations (speed and volume data, pedestrian/bicycle use, safety performance).

While screening treatments, the Consultant will consider the adjacent BNSF railroad tracks and the limitations they impose of certain physical treatments and the safety considerations, particularly around any queueing activity that may stem from a traffic calming measure.

The Consultant will document the screening analysis through informal summary notes to the City. These notes will include discussion of up to six traffic calming treatments. Conversion of the 271st Street NW and 84th Avenue NW intersection to a (mini) roundabout will be included among the six treatments in the notes. For these notes, the Consultant will not screen any projects based on anticipated cost or complexity; the screening evaluation will be limited to traffic calming measure applicability and anticipated traffic calming benefit provided. However, to assist the City with selecting recommended treatments, the Consultant will compare in the notes the anticipated cost classification (e.g. very low cost, low cost, medium cost, etc.), complexity, estimated traffic calming benefit, impacts to or by BNSF, and the Consultant’s recommendation for near-term versus long-term installation for the up-to-six measures.

Concepts and Planning Level Costs

After the screening analysis is complete, the Consultant will meet with the City and determine preferred measures. The Consultant will then develop planning-level conceptual exhibits for each agreed-to measure, for up to three (3) measures. The exhibits will be prepared on 11x17 pages using aerial imagery or surveyed basemap as the background.

For roundabout concepts, the Consultant will use an assumed roundabout intersection size (inscribed circle diameter) based on prior experience and available planning resources. The Consultant will not perform any roundabout design checks such as turn simulations, fastest path evaluations, or sight distance calculations.

The Consultant will prepare planning level opinion of costs for each concept (up to three (3) concepts).

This task includes a site visit by the Consultant.

Assumptions:

- The City will provide available City traffic information which was previously gathered by Transpo Group.
- This task does not include a technical engineering design of traffic calming improvements, nor the preparation of construction contract documents. Engineering design and the preparation of construction contract documents is considered an additional service, and can be prepared as a supplement to the Agreement.
- Consultant will not complete any (crosswalk, enhanced crossing treatment etc) warrant analysis.
- Consultant will not complete any operations or safety performance calculations.

Deliverables:

- Planning-level concept exhibit for traffic calming measure, up to three (3).

8.2 Screening Analysis Summary Memorandum

The Consultant will document the evaluations from Task 8.1 in a summary memorandum, including assumptions the Consultant made during the screening process. This Screening Analysis Summary Memorandum will include the Consultant's findings on traffic calming measure applicability, cost classification, complexity, estimated traffic calming benefit, impacts to or by BNSF, and recommended installation timing. The Consultant will include the planning level concept exhibits and opinions of cost from Task 8.1 as an appendix to the memorandum.

The summary memorandum will also include the following information:

- Consultant's recommendations for which traffic calming measures to advance to further design/evaluation
- Opportunities for low-cost implementation strategies (such as painted instead of physical installations)
- Anticipated safety and/or speed impacts of each applicable or potentially applicable measure
- Recommended stakeholder coordination to facilitate each measure

Deliverables:

- Draft Screening Analysis Summary Memorandum.
- Final Screening Analysis Summary Memorandum.

8.3 271st St NW – 88th Ave NW to 84th Ave NW: One-Way versus Two-Way Concept Analysis

Based on previous work by the City and Lankford with the project Steering Committee, the Consultant team will use the previous ideas and consider the pros and cons of implementing a one-way street versus a two-way street on 271st St NE between 88th Ave NW and 84th Ave NW. The Consultant will review the options based on type of perceived impact in the downtown, impact to parking, downtown access circulation, and the identification of other infrastructure improvements that may be needed to support the conversion to

one-way traffic. The Consultant will prepare a table summarizing the results of the considerations, including a draft and final table.

This task includes coordination with the City by email, video, and phone, and up to three (3) meetings with the City, at the City's offices.

Assumptions:

- This subtask does not include the preparation of planning level project related opinion of costs. Preparation of planning level project related opinion of costs is considered an additional service, and can be prepared as a supplement to the Agreement.
- This task does not include a technical engineering design of improvements, nor the preparation of construction contract documents. Engineering design and the preparation of construction contract documents is considered an additional service, and can be prepared as a supplement to the Agreement.

Deliverables:

- Concept exhibits, submitted via e-mail in PDF format.
- Concept summary table via e-mail in PDF format.
- Meeting notes posted on Microsoft One Note

8.4 Steering Committee Meeting

The Consultant and the City will meet with Steering Committee to present the traffic calming options and the one way versus two-way concept analysis. The meeting will be scheduled by the City and held at either City offices or another location determined by the City. Consultant support will include attendance at the meeting the preparing appropriate project materials, and documenting input received during the meeting (anticipated to be in the form of meeting notes).

Assumptions:

- Up to one (1) meeting to be held.
- Up to two (2) Consultant staff to attend the meeting, and up to two (2) Lankford staff to attend each meeting

Deliverables:

- Traffic calming exhibits and supporting information developed under the previous subtasks.
- Up to one (1) meeting notes, submitted via e-mail in Microsoft Word format.

TASK 9 - Supplemental Topographic Surveying (by Metron)

This task includes support by Metron for additional field survey pickups and basemap updates, if requested, pickups of pothole locations, and assistance and coordination regarding the existing basemapping that was previously prepared for the City. This task includes up to four (4) days of field work to pick up additional topographic information and update the existing base map. This will be done as requested by the design team. This task may also be used for right-of-way boundary research or resolution, if requested. The Consultant's and Sub Consultants effort for this subtask is limited to the fee identified in the fee worksheet.

Assumptions:

- The City will obtain right-of-entry from all property owners, if required.

Additional (Optional) Services

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and either a management reserve release or a supplement to the contract. Examples of additional services may include the items listed below, that are not included in this Scope of Services:

- Stanwood West End Gateway: concept development and design services

Services Not Included in this Scope of Services

1. NEPA documentation
2. Preparation of discipline reports or memos to support the NEPA process.
3. Prepare a Notice of Intent application and supporting documentation for the construction NPDES permitting process.
4. Stormwater design beyond what is described in this scope of services.
5. Water main and sewer main design beyond what is described in this scope of services.
6. Traffic signal design.
7. Franchise utility relocation coordination and/or design by the Consultant
8. Right-of-way services, such as right-of-way boundary determination, negotiations and acquisition services, preparation of legal descriptions and depictions.
9. Design support services during construction.
10. Construction management and inspection services.

Items to be furnished by the City**Information Provided by Others:**

The City shall furnish, at the City's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. Further, the City agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the Client.

The City shall furnish the following:

1. Existing topographic basemapping in AutoCAD format
2. All available "As-Built" information, including for traffic signals and the existing illumination systems.
3. Updated underground utility information relative to the City owned utilities.
4. Any applicable preliminary design reports, geotechnical reports, environmental reports, and identified up and downstream problems.
5. City of Stanwood General Provisions.

Design Criteria

As of the date this Agreement is signed, design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, will be developed in accordance with the latest edition and amendments to the following documents:

1. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way, July 26, 2011 (2011 PROWAG)

2. Standard Specifications for Road, Bridge, and Municipal Construction, 2023 English Edition, published by WSDOT and the Washington State Chapter APWA
3. Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT
4. "Design Manual" published by WSDOT
5. "Local Agency Guidelines" published by WSDOT
6. "Highway Runoff Manual" published by WSDOT
7. "Hydraulics Manual" published by WSDOT
8. AASHTO: A Policy on Geometric Design of Highways and Streets (2011 Edition)
9. 2009 Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)
10. AASHTO Guide for the Development of Bicycle Facilities, 4th Edition
11. AASHTO Guide for the Design of Pavement Structures, 1993
12. City of Stanwood Street and Utility Standards
13. City of Stanwood Municipal Code
14. Department of Ecology (Ecology) 2005 "Stormwater Management Manual for Western Washington"

Changes in any design standards or requirements after services have begun may result in extra work, and require a supplement to the Agreement.

Consultant Fee Determination Summary



2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

Project: Stanwood Twin City Mile - Phase I Projects

Client: City of Stanwood

Hourly Costs

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	468	\$350.00	\$163,800
Sr. Associate	42	\$245.00	\$10,290
Sr. Associate	15	\$245.00	\$3,675
Sr. Associate	15	\$245.00	\$3,675
Sr. Engineer / Mgr	17	\$225.00	\$3,825
Sr. Engineer / Mgr	76	\$225.00	\$17,100
Sr. Engineer / Mgr	9	\$225.00	\$2,025
Lead Engineer / Mgr	65	\$190.00	\$12,350
Engineer III	1,118	\$165.00	\$184,470
Civil Designer II	213	\$145.00	\$30,885
Civil Designer II	142	\$145.00	\$20,590
Civil Designer I	350	\$125.00	\$43,750
Lead Technician/Designer	53	\$145.00	\$7,685
Technician III	474	\$130.00	\$61,620
Lead Planner/Manager	10	\$165.00	\$1,650
Planner II	57	\$145.00	\$8,265
Accountant	10	\$125.00	\$1,250
Clerical	2	\$95.00	\$190
Total Hourly Costs	3,136		\$577,095.00

Reimbursables

<u>Expenses</u>	<u>Amount</u>
Utility Location Service	\$25,010
Total Expenses	\$25,010.00

<u>In-House Costs</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Mileage - \$.585	1,800	\$0.585	\$1,052
Total In-House Costs			\$1,052.00

Subconsultants

<u>Subconsultants</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
Lankford Associates	\$132,185.00	1.00	\$132,185
Metron and Associates, Inc.	\$12,320.00	1.00	\$12,320
Total Subconsultant Costs	\$144,505.00		\$144,505.00

Other

Management Reserve	\$51,856
Total Other Costs	\$51,856.00

Contract Total \$799,518.00

Prepared By: Regina M Parenteau

Date: October 11, 2022

City of Stanwood
Twin City Mile Projects - Phase 1

Summary of Consultant Fee Totals, by task
prepared by Perteet Inc. 10/11/2022

Task	Consultant Fees			Task Total
	Perteet	Lankford	Metron	
1 - Project Management/TCM Future Phase Development	\$ 57,055	\$ 11,705	\$ -	\$ 68,760
2 - Kickoff Meeting/TCM Exhibit/Basemap Review	\$ 7,250	\$ 5,160	\$ -	\$ 12,410
3 - 271st/92nd Intersection PS&E	\$ 134,890	\$ 29,310	\$ -	\$ 164,200
4 - Camano Triangle PS&E	\$ 224,615	\$ 44,110	\$ -	\$ 268,725
5 - Brick Road Public Outreach/30% Design	\$ 92,915	\$ 28,480	\$ -	\$ 121,395
6 - Not Used				
7 - 88th Ave NW to 84th Ave NW: Near Term Improvements	\$ 24,850	\$ 6,680	\$ -	\$ 31,530
8 - 84th Ave NW Traffic Calming Options (and 1-way vs. 2-way)	\$ 33,750	\$ 6,740	\$ -	\$ 40,490
9 - Supplemental Topographic Survey	\$ 1,770	\$ -	\$ 12,320	\$ 14,090
Total Labor	\$ 577,095	\$ 132,185	\$ 12,320	
Direct Expenses	\$ 26,062		\$ -	
Consultant Sub-Totals	\$ 603,157	\$ 132,185	\$ 12,320	
Management Reserve	\$ 51,856			
Consultant Totals	\$ 799,518			



PERTEET

Schedule of 2023 Billing Rates

<u>Engineering, Planning and Environmental Classifications</u>	<u>2023 Hourly Rate</u>
Principal	350.00
Director	310.00
Senior Associate	245.00
Senior Engineer/Manager	225.00
Lead Engineer/Manager	190.00
Engineer III	165.00
Civil Designer II	145.00
Civil Designer I	125.00
Senior Planner/Cultural Resources Manager	185.00
Lead Planner/Manager	165.00
Cultural Resources Specialist III	145.00
Cultural Resources Specialist II	130.00
Cultural Resources Specialist I	105.00
Planner III	155.00
Planner II	145.00
Planner I	100.00
Sr. Environmental Scientist/Manager	175.00
Lead Environmental Scientist/Manager	160.00
Environmental Scientist III	130.00
Environmental Scientist II	110.00
Environmental Scientist I	90.00
Lead Technician/Designer	145.00
Technician III	130.00
Technician II	105.00
Technician I	85.00
Contract Administrator	130.00
Accountant	125.00
Graphics Specialist	120.00
Clerical	115.00
Emergency Response Rate (immediate response following event)	@ 1.5 times hourly rates
Expert Witness Rates:	
Consulting & Preparation Time	@ standard hourly rates
Court Proceedings & Depositions (4 hour minimum)	@ 1.5 times hourly rates

Perteet's Hourly Rates are subject to change each year on January 1st.



PERTEET

Schedule of 2023 Billing Rates

Page 2

<u>Direct Expenses</u>	<u>Rate</u>
Living & travel expenses outside of service area	Cost
Authorized Subconsultants	Cost
Outside Services (printing, traffic counts, etc.)	Cost
Mileage	@ current federal rate

<u>Construction Classifications</u>	<u>2023 Hourly Rate</u>
-------------------------------------	-------------------------

Construction Director	325.00
Construction Supervisor	275.00
Construction Engineering Manager	240.00
Senior Construction Manager	230.00
Construction Manager	215.00
Assistant Construction Manager	185.00
Construction Engineer III	165.00
Construction Specialist II	145.00
Construction Specialist I	125.00
Senior Electrical Construction Observer	205.00
Senior Construction Observer	205.00
Construction Observer III	150.00
Construction Observer II	105.00
Construction Observer I	95.00
Senior Office Engineer	175.00
Senior Construction Technician	165.00
Construction Technician III	150.00
Construction Technician II	135.00
Construction Technician I	105.00