

1. Agenda

Documents:

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2. Meeting Materials

Documents:

[5A POLICE COMPSTAT REPORT.PDF](#)
[5B PUBLIC WORKS MONTHLY REPORT.PDF](#)
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[6A PUBLIC WORKS COMMITTEE MINUTES.PDF](#)
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AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, October 25, 2018 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. CITIZEN COMMENTS**
- 5. STAFF REPORTS**
 - a. Police Compstat Report – September 2018
 - b. Public Works Monthly Report – September 2018
 - c. Finance Report-Third Quarter
- 6. COMMITTEE REPORTS**
 - a. Public Works
- 7. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. 2019 Glass Quest, Stanwood Chamber, and Philips Publishing Contracts
 - c. Approve October 11, 2018 Regular Meeting Minutes
- 8. NEW BUSINESS**
 - a. First reading of Ordinances 1463 – 2019 Property Tax Levy and Ordinance 1464 – 2019 EMS Levy
- 9. PUBLIC HEARING**
 - a. To Hear Public Testimony regarding Revenue Sources for the 2019-2020 Budget
 - i. Ordinance 1463 – 2019 Property Tax Levy
 - ii. Ordinance 1464 – 2019 EMS Levy
 - b. To Hear Public Testimony regarding Industrial Zones Performance Standards Code Amendment
 - i. First Reading of Ordinance 1459 – Industrial Zone Code Amendment
- 10. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 11. CITIZEN CLOSING COMMENTS**
- 12. ADJOURN**

Upcoming Meetings:

November 8, 2018 Regular Meeting

November 19, 2017 Regular Meeting (moved from November 22, 2018 due to holiday)



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: October 25, 2018

SUBJECT: Police September 2018 Compstat Report

CONTACT PERSON: Peggy Girard, Police Records Clerk

ATTACHMENTS: A – September 2018 Compstat Report

SUMMARY STATEMENT

Attached is the September 2018 Compstat Report for council review.

Stanwood Police Department

September 2018

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Peg Girard – Stanwood City Employee

Amanda Slattery – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 6,835, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	September 2018	Year To Date 2018	September 2017	Year to Date 2017
Homicide	1	1	0	0
Rape	0	2	0	2
Robbery	0	3	0	3
Assault	2	32	4	38
Burglary	2	17	4	25
Larceny	9	71	9	119
Motor Vehicle Theft	1	13	2	16
General	September 2018	Year To Date 2018	September 2017	Year To Date 2017
Calls for Service (Incidents)	615	5637	676	6508
Case Reports	45	419	51	537
Traffic Collisions	6	94	8	79
Arrests (Adult/Juvenile)	13	126	18	170
Drug Arrests	2	14	0	17
Warrant Arrests	2	20	2	26
Impaired Driving	1	5	3	12
Infractions Issued	13	72	11	153
Public Disclosure Requests	31	344	38	298
Concealed Pistol Licenses	24	447	36	345
Fingerprinting & Approx. timeframe	30@7.5hrs	368@92 hrs	32@8hrs	303@78 3/4hr

City Collisions for September Totals: 6

Date	Case Number	Location	H & R	Injured	Reason
9/13/2018	2018-5302	7600 Block 276th ST NW			Inattentive Driving
9/15/2018	2018-5373	8200 Block Pioneer Hwy		x	DUI
9/17/2018	2018-5404	7200 Block SR 532			Inattentive Driving
9/24/2018	2018-5522	7700 Block 272nd ST NW			Windshield Fogged Over
9/28/2018	2018-5603	9200 Block SR 532			Following Too Close
9/28/2018	2018-5619	27200 Block 72nd Ave NW			Inattentive Driving

Stanwood School Dist. Resource Officer (SRO) Activity Report.

September 2018

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	56	4	1			1			2
Arson									
Assault									
Bomb Threat									
Burglary									
Collision	2								
Counseling	16	5	1						
CPS Referral									
Crisis Planning									
Felony VUCSA									
Fight									
Harassment									
Mal Mis									
Marijuana	1	1							
Mental Health									
MIP									
Paraphernalia									
Public Assist	1								
Runaway									
Sexual Assault									
Suspicious									
Teaching	4								
Theft									
Trespass									
Violation of Order									
Warrant									
Weapons									



SRO REPORT



September 2018

SEPTEMBER EVENTS



The new school year started on September 10th after a one week delay due to contract negotiations. School started with no problems. All sports teams had begun competitions by the first day of school and hope for a successful season for football, girl's soccer, volleyball, girl's swimming, and cross country teams.



September was a good start to the year with only a couple of minor issues. The largest issue involved marijuana possession at Stanwood High School and Port Susan Middle School. Both incidents involved students being in possession of marijuana with a plan to sell it. Both students received school discipline and were referred to NYC. Other incidents of note were two collisions. One collision involved a student side swiping another vehicle on 272 ST NW when he was blinded by the sun. The other incident occurred in the stadium parking lot with a vehicle backing into another vehicle. There was only minor damage. A student at SMS was referred to CPS for possible abuse. CPS and Island County investigated the situation and determine the student was safe at his residence.



Vaping remains a huge issue in the schools. Several students have been disciplined at the high school and middle school for vaping or being in possession of vape equipment. The problem has been recognized by federal and local governments and hopefully new directives will be established to address this issue.

DETECTIVE REPORT



September, 2018

Burglary Suspect Identified



(Suspect vehicle shown on right side of photo courtesy of YMCA video)

On 08-31-18 at about 4:00am a subject pulled in front of the Striv Coffee House in Stanwood, in the white passenger car pictured above. The subject used an object to break the glass in the door of the business to gain entry. The subject took items from inside the business and drove away. Deputy Lafrance obtained video of the suspect and the associated vehicle from the YMCA.

On 08-31-18 at about the same time in the morning, a suspect broke a window at the Pretty Nails & Tan salon in Stanwood. The suspect entered the business and took items from inside.

The week of September 10th, Detective Martin reviewed information from a Sheriff's Office Crime Analyst reference a burglary suspect operating in the south Snohomish County area. The burglary suspect had a similar method of operation to include breaking door/window glass to gain entry to businesses. Detective Martin contacted Snohomish County Sheriff's Office Detective Ainsworth and learned that detectives had interviewed a male suspect who admitted his involvement in nearly 50 burglaries in Snohomish and King Counties over the last several months.

On 09-13-18 Sheriff's Office and Snohomish Police detectives escorted the suspect to various locations around Snohomish County where he identified specific businesses that he burglarized. During this process the suspect admitted his involvement in both burglaries in Stanwood and provided specific details related to each crime. The suspect is currently in custody at the Snohomish County Jail.

Detective Martin contacted the Deputy Prosecuting Attorney assigned to the suspect's case and will be referring the Stanwood case to be included with cases from other jurisdictions.

Suspect Admits Theft of Wallet



On 07-09-18 at about 1135 hours a woman left her wallet on a table inside the Stanwood McDonalds. Seconds later, the male shown in the photo (right) picked the wallet up and walked out to the parking lot.

The woman realized that her wallet was missing later in the day, when she received notification of unauthorized transactions on one of her credit cards at the River Rock gas station in Arlington and at the Tulalip Walmart.

Video from Walmart showed two males associated with the use of the victim's credit card. One of the men appeared to be the person who took the wallet from McDonalds.

Images of the suspects were posted on social media. Several citizens were able to identify the male wearing the black shirt.

On 09-18-18 Detective Martin interviewed the male wearing the black shirt at an address in Marysville. He told Detective Martin that he took the wallet from the Stanwood McDonalds and removed the cash that was inside. He said that he gave the wallet to another male whose name he could not remember. He identified the male wearing the white shirt as the person who used the victim's credit card.

Detective Martin identified two of the three males involved. The case has been referred to the Prosecutor's Office.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b

DATE: October 25, 2018

SUBJECT: Public Works Monthly Report – September 2018

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – September Activity Reports

SUMMARY STATEMENT

The attached information shows tasks and activities associated with operations in the Public Works Department for the month of September 2018. This report includes the following:

- Water production
- Leak repairs
- Wastewater Treatment Plant testing and efficiency
- Work requested and completed in the Parks, Street, Drainage, and Buildings and Grounds divisions
- Volunteer hours



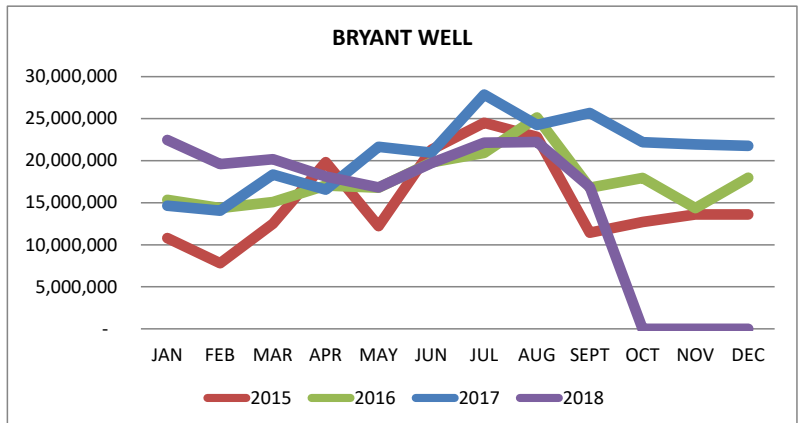
WELL PRODUCTION for 2018

BRYANT WELL FIELD TREATMENT PLANT			CEDARHOME WELL									
MONTH	RUN TIME HOURS	GALLONS PRODUCTION	RUN TIME HOURS	GALLONS PRODUCTION	TOTAL PRODUCED	FLUSHES GALLONS	OTHER AUTHORIZED USAGE	USAGE BILLED	UNACCOUNTED FOR WATER IN GALLONS	LEAK LOCATIONS	HRS TO FIX	Cedarhome Well Rainfall inches
JAN	317	22,466,000	0	-	22,466,000	1,000,000	39,699	23,697,668	-2,271,367			12.4
FEB	296	19,596,000	0		19,596,000	2,000,000	26,031	14,180,550	3,389,419			14.4
MAR	308	20,187,000	101	3,259,000	23,446,000	3,000,000	46,130	22,817,467	-2,417,597	271st St, Florence Rd, 72nd Ave	42	4.95
APR	272	18,125,000	217	8,049,000	26,174,000	5,200,000	54,264	14,071,167	6,848,569	104th Dr., 271 St.		7.5
MAY	257	16,825,000	258	9,472,000	26,297,000	2,500,000	49,251	23,822,439	-74,690	103rd, Valde Rd, 278th Pl, 92nd Ave	28	0.2
JUN	281	19,710,000	246	8,997,000	28,707,000	500,000	88,528	18,010,810	10,107,662			1.6
JUL	326	22,137,000	322	11,722,000	33,859,000	500,000	59,086	32,490,221	809,693			0.4
AUG	288	22,245,000	291	10,589,000	32,834,000	1,000,000	57,675	25,739,046	6,037,279	Park Lane, 270th St.	22	0
SEP	218	16,891,000	233	8,634,000	25,525,000	1,500,000	63,954	30,352,806	-6,391,760	270th St., SR 532	24	2.5
OCT				-	-			-	0			
NOV					-			-	0			
DEC					-			-	0			
TOTALS	2563	178,182,000	1668	60,722,000	238,904,000	17,200,000	484,618	205,182,173	16,037,209		116	43.95

CITY OF STANWOOD - Production Past 4 Years

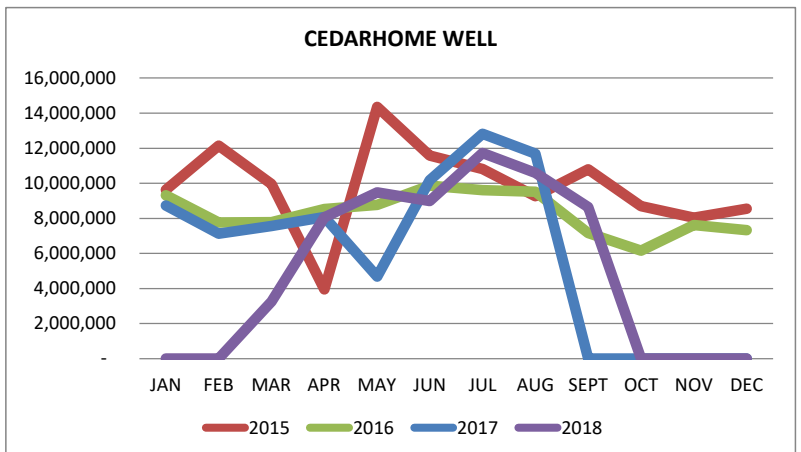
BRYANT WELL

	2015	2016	2017	2018
JAN	10,808,000	15,341,000	14,657,000	22,466,000
FEB	7,806,000	14,366,000	14,054,000	19,596,000
MAR	12,520,000	15,081,000	18,362,000	20,187,000
APR	19,825,000	17,062,000	16,567,000	18,125,000
MAY	12,209,000	16,799,000	21,656,000	16,825,000
JUN	21,291,000	19,791,000	20,950,000	19,710,000
JUL	24,512,000	20,936,000	27,868,000	22,137,000
AUG	22,841,000	25,141,000	24,262,000	22,245,000
SEPT	11,430,000	16,796,000	25,681,000	16,891,000
OCT	12,696,000	17,937,000	22,204,000	-
NOV	13,604,000	14,367,000	21,933,000	-
DEC	13,616,000	17,983,000	21,760,000	-
TOTAL	183,158,000	211,600,000	249,954,000	178,182,000



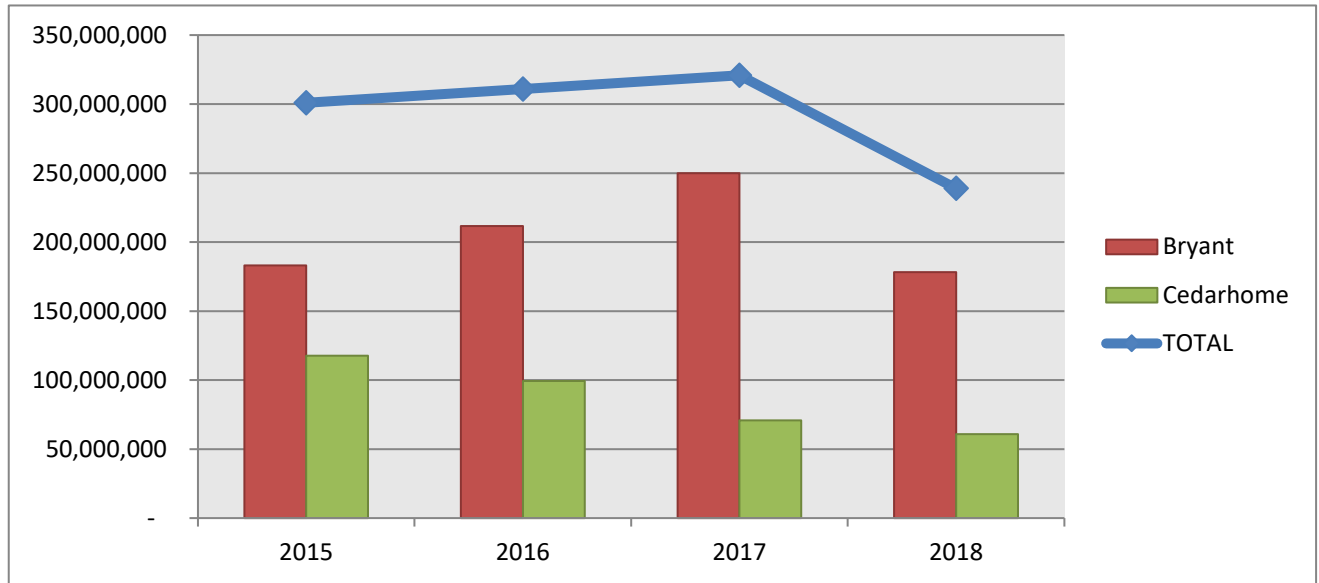
CEDARHOME WELL

	2015	2016	2017	2018
JAN	9,634,000	9,320,000	8,735,000	-
FEB	12,138,000	7,757,000	7,120,000	-
MAR	9,954,000	7,784,000	7,569,000	3,259,000
APR	3,944,000	8,526,000	8,081,000	8,049,000
MAY	14,349,000	8,771,000	4,683,000	9,472,000
JUN	11,574,000	9,859,000	10,183,000	8,997,000
JUL	10,820,000	9,602,000	12,828,000	11,722,000
AUG	9,266,000	9,515,000	11,696,000	10,589,000
SEPT	10,790,000	7,170,000	-	8,634,000
OCT	8,692,000	6,162,000	-	-
NOV	8,046,000	7,610,000	-	-
DEC	8,551,000	7,320,000	-	-
TOTAL	117,758,000	99,396,000	70,895,000	60,722,000

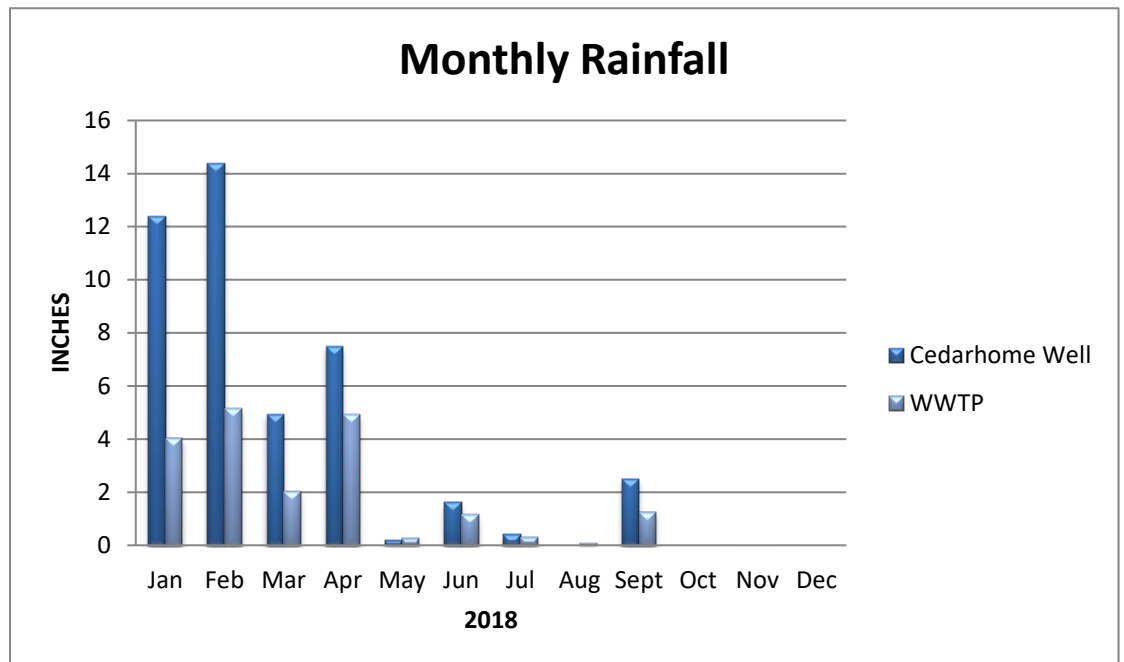


Annual Water Supply Comparison Bryant Well vs. Cedarhome Well

	2015	2016	2017	2018
Bryant	183,158,000	211,600,000	249,954,000	178,182,000
Cedarhome	117,758,000	99,396,000	70,895,000	60,722,000
TOTAL	300,916,000	310,996,000	320,849,000	238,904,000



	<i>Cedarhome Well</i>	<i>WWTP</i>
Jan	12.4	4.04
Feb	14.4	5.16
Mar	4.95	2.05
Apr	7.5	4.92
May	0.2	0.25
Jun	1.6	1.16
Jul	0.4	0.3
Aug	0	0.09
Sept	2.5	1.24
Oct	0	0
Nov	0	0
Dec	0	0
TOTAL	43.95	19.21



**CITY of STANWOOD
Wastewater Treatment Plant
Operational Report 2017 - 2018**

	INFLUENT FLOW				TOTAL Rainfall	EFFLUENT PH 6.0 - 9.0			BIOLOGICAL OXYGEN DEMAND Range allowed > 85%	Avg Suspended Solids Range allowed > 85%	Effluent Temp C*			Fecal Coliform	
MONTH	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		Inches	Low PH	High PH	Avg	Avg % Reduction	Avg % Reduction	Low	High	Avg	GEM 200/100 ml
Jan-17	18.01	0.58	0.85	0.50	1.41	7.27	7.51	7.36	99	99	11.4	13.8	12.62	3	6
Feb-17	17.42	0.62	0.83	0.51	2.01	7.21	7.42	7.36	98	95	11.7	14.0	12.63	3	4
Mar-17	24.20	0.78	1.02	0.58	4.65	7.28	7.45	7.38	99	98	12.3	14.7	13.68	4	6
Apr-17	18.33	0.61	0.78	0.53	2.69	7.30	7.44	7.37	99	98	14.8	16.5	15.70	6	6
May-17	17.02	0.55	0.71	0.44	2.13	7.20	7.47	7.35	99	98	15.8	20.1	18.00	4	5
Jun-17	14.22	0.47	0.55	0.44	0.8	6.92	7.50	7.31	99	99	19.2	21.4	20.14	5	13
Jul-17	13.16	0.42	0.45	0.39	0	7.39	7.73	7.59	99	99	21.2	23.1	22.05	2	2
Aug-17	12.84	0.41	0.43	0.40	0.13	7.42	7.69	7.60	99	99	21.9	23.3	22.40	5	11
Sep-17	12.68	0.42	0.48	0.38	0.9	7.45	7.60	7.53	99	99	20.2	22.8	21.58	4	5
Oct-17	14.68	0.47	0.61	0.41	2.96	7.46	7.74	7.57	99	98	17.6	20.8	19.03	4	10
Nov-17	20.08	0.67	1.02	0.45	5.92	7.32	7.68	7.52	99	99	15.6	17.5	16.44	3	4
Dec-17	20.57	0.66	1.15	0.50	2.52	7.29	7.61	7.51	99	98	13.4	15.3	14.33	2	3

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2018 ROW Division - Building & Grounds, Streets, Parks and Drainage

BLDG & GROUNDS: Hours per Facility					STREETS: Hours							
	City Hall	Library	Police & Fire	PW & WWTP		Citizen Request	SIGNS <i>repair/maint</i>	PAINTING <i>street striping</i>	POTHOLES	Mow, Weed, & Spray	BANNERS	Special Event Set Up HRS
Jan	18	6	10	12	Jan-17	8	31	0	44	34	0	0
Feb	9	2	11	16	Feb-17	2	32	0	7	0	1	1
March	20	8	9	14	Mar-17	4	8	6	13	18	4	4
April	16	10	5	9	Apr-17	3	16	8	6	30	5	7
May	29	7	2	19	May-17	6	0	0	2	102	2	21
June	27	13	14	39	Jun-17	5	13	18	1	198	11	28.5
July	22.5	4	14	24	Jul-17	13	2	156	0	90	5	55
Aug	4	5	2	23	Aug-17	3	0	16	12	181	2	69
Sept	7.5	3.5	0.5	9	Sep-17	2	14	3		66	1	0
Oct					Oct-17							
Nov					Nov-17							
Dec					Dec-17							
TOTAL	153	58.5	67.5	165	TOTAL	46	116	207	85	719	31	185.5

PARKS									
	# Citizen Requests	Church Creek RSVPs	Picnic Shelter Fees Collected	Other Facility Rental Fees	Vandalism # times	Mow & Weed HRS	Baseball Field HRS	Field Use Fees Collected	Volunteer Work-in Kind
Jan	1	0	\$ -	\$ 52.50	12	0	0	\$ 90.00	\$ -
Feb	0	0	\$ -	\$ 25.00	7	0	0	\$ -	\$ -
March	0	0	\$ 40.00	\$ 52.50	8	35	15	\$ 7,235.00	\$ -
April	0	0	\$ 130.00	\$ -	3	31	14	\$ -	\$ -
May	0	1	\$ 80.00	\$ -	10	88	21	\$ -	\$ -
June	2	4	\$ 240.00	\$ -	10	165	19	\$ -	\$ -
July	0	5	\$ 60.00	\$ 12.50	4	52	30	\$ 3,750.00	\$ -
Aug	0	10	\$ 150.00	\$ 30.00	4	100	4	\$ 1,437.50	\$ -
Sept	1	3	\$ -	\$ -	3	48	14	\$ -	\$ -
Oct									
Nov									
Dec									
TOTAL	4	23	\$ 700.00	\$ 172.50	61	519	117	\$ 12,512.50	\$ -
Total Fees Collected								\$13,385.00	

DRAINAGE				
	Retention Pond Maint. HRS.	Drainage Complaints	ISSUE	Hours
Jan-18	0	1	Remove homeless camp.	3
Feb-18	0	0		
Mar-18	2	0		
Apr-18	0	0		
May-18	11	0		
Jun-18	110	0		
Jul-18	203	0		
Aug-18	72.5	0		
Sep-18	0.5	0	Movie Theater: Leaking drain pipe. 276th & 76th plugged drain pipes. Hreitage: overflowing parking drain.	39
Oct-18				
Nov-18				
Dec-18				
TOTAL	399	1		42

2018 VOLUNTEER HOURS

VOLUNTEER GROUP HOURS				
Month	Group	Project	Number of Volunteers	Total Hours
April	Friends of Stanwood Parks & Trails	Cleaned up Ivy at Church Creek Park	4	6
June	Stanwood Labyrinth	Painted a labyrinth at the City Hall Park	6	12
TOTAL			10	18

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5c
DATE: October 25, 2018
SUBJECT: Third Quarter 2018 Financial Report
CONTACT PERSON: David A. Hammond, CPA, Finance Director/City Clerk
ATTACHMENTS: A – Monthly Expense & Revenue, September 2018
B– Local Sales Tax Received
C– Investment report

SUMMARY STATEMENT

The third quarter 2018 financial statements are hereby submitted to City Council for review.

DISCUSSION

Attached are the third quarter financial reports. (Attachment A) year-to-date revenue and expenditure actual to budget comparisons (Attachment B) local sales tax analysis (Attachment C) summarizes YTD investment performance and also provides a listing of each investment held.

The key message in this report is that revenues and expenditures are within expectations for third quarter for all funds. The rising interest rates are likely to increase interest earned in 2018 more than double the amount earned in 2017.

General Fund

At the end of the third quarter, revenues were 71% of the budget which is expected as the majority of property taxes, the largest tax source, are received during the second and fourth quarters. Expenditures were at 67% which is slightly under budget, primarily due to the period that the Community Development Director and City Administrator positions were vacant.

General Fund Revenue

General Fund revenues through September 2018 were \$4,443,035, which is slightly ahead of last year primarily due to higher sales tax, utility taxes and planning department permit fees. Details are provided on the following page.

General Fund Revenue Category	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Taxes	\$ 3,321,166	\$ 5,031,630	\$ 3,602,148	72%
Licenses & Permits	\$ 176,389	\$ 412,004	\$ 276,553	67%
State Generated	\$ 155,309	\$ 225,280	\$ 179,790	80%
Charges for Services	\$ 524,164	\$ 587,545	\$ 331,503	56%
Fines and Forfeits	\$ 19,522	\$ 30,500	\$ 11,073	36%
Miscellaneous	\$ 18,501	\$ 10,065	\$ 41,968	417%
Non-Revenue/Other	\$ 129,670	\$ 100	\$ -	0%
Total	\$ 4,344,721	\$ 6,297,124	\$ 4,443,035	71%

General Fund Taxes:

Property and sales tax are the two highest revenue sources of taxes received by the city. The city also collects various utility taxes on telephone, cable, garbage and other utility activities in the city.

Property/EMS Tax – Property tax payments during the third quarter of 2018 are comparable to the prior year:

YTD Comparison of Property Tax and EMS Levies

Description	YTD 9/30/17 Actual	YTD 9/30/18 Actual	Difference	% Increase/ (Decrease)
Property Tax Levy	\$ 1,229,518	\$ 1,285,709	\$ 56,191	4.6%
EMS Levy	\$ 202,262	\$ 207,795	\$ 5,532	2.7%
Total Levies	\$ 1,431,780	\$ 1,493,504	\$ 61,724	4.1%

Sales Tax

Sales tax received through September 2018 was \$1,121,348.21, which was 7.4 percent higher than the \$1,031,466, collected through September 2017. The city budgeted \$1,200,000 for sales tax revenues in 2018 in anticipation of continued strength in the economy and new construction. Sales tax from construction was 19 percent, which is slightly higher than 2017, in which 17.5 percent was from construction. The city must be careful to match one-time construction revenues with one-time expenditures.

Type of Tax Collected	9/30/2017	9/30/2018	(Decrease)	Change
Construction Sales Tax	\$ 149,141	\$ 174,041	\$ 24,900	17%
All other Sales & Use Tax	\$ 882,326	\$ 947,309	\$ 64,983	7%
Total	\$ 1,031,467	\$ 1,121,350	\$ 89,883	9%

General Fund Licenses & Permits

The city has received \$276,553, or 67.1%, of budgeted License and Permit Revenues.

General Fund State Generated Revenues

State Generated revenues include the city's share of liquor excise tax and liquor board profits along with other miscellaneous state shared revenues. Third quarter 2018 receipts of \$179,790 are on track with prior years.

General Fund Charges for Services

Although passport revenue is not a large revenue source, it is an opportunity to provide convenient service to our residents and is a service that has grown steadily each year. Third quarter 2018 saw a significantly lower number than the third quarter of 2017, although we have processed 868 applications this year, which keeps City Hall busy. Below is an analysis of historical passport fee activity:

Passport Fee Revenue Comparison

Passport Activity 2011-2018								
Month	2011	2012	2013	2014	2015	2016	2017	2018
January	53	56	84	97	68	109	159	134
February	49	73	94	90	90	130	154	115
March	79	78	67	95	83	119	190	157
April	74	71	94	77	100	120	113	75
May	39	78	98	47	85	101	107	95
June	58	52	52	55	56	85	101	75
July	51	53	38	68	71	68	85	80
August	59	57	45	62	69	100	132	81
September	46	30	44	54	64	79	99	56
October	51	52	45	44	61	60	87	
November	46	49	46	47	66	81	80	
December	62	35	42	53	62	108	78	
Total:	667	684	749	789	875	1160	1385	868

General Fund Expenditures

At the end of third quarter 2018 general fund expenditures were 67% of budget. The city made an accounting change in 2017 that make year over year comparison difficult. The State Auditor's provided guidance requiring the city to account for interfund charges (overhead) differently than in the past, when it was budgeted as a revenue and expense in the general fund. The auditors began requiring the general fund costs to be deducted from general fund line items, as it is recorded as expense in the utility funds paying the overhead. This has no effect on the general fund's bottom line because both revenue and expenditure are reduced, but the Administrative Department's expenses below are much less than budgeted.

Expenditure Category	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Clerk and City Council	\$ 124,688	\$ 168,610	\$ 111,237	66.0%
Judicial	\$ 23,862	\$ 16,510	\$ 6,272	38.0%
Mayor	\$ 15,164	\$ 26,640	\$ 19,172	72.0%
Administration	\$ 504,909	\$ 720,205	\$ 170,107	23.6%
Legal	\$ 50,549	\$ 112,690	\$ 63,000	55.9%
Buildings & Grounds	\$ 97,678	\$ 147,045	\$ 100,511	68.4%
Governmental Services	\$ 62,283	\$ 75,588	\$ 58,854	77.9%
Law Enforcement	\$ 1,346,121	\$ 2,064,278	\$ 1,526,548	74.0%
Jail	\$ 47,640	\$ 86,000	\$ 28,634	33.3%
Fire Services	\$ 1,101,268	\$ 1,679,600	\$ 1,223,679	72.9%
Emergency Services	\$ 5,878	\$ 8,370	\$ 6,210	74.2%
Planning & Building	\$ 467,347	\$ 874,935	\$ 565,908	64.7%
Library	\$ 7,731	\$ 14,000	\$ 8,490	60.6%
Parks	\$ 173,841	\$ 270,120	\$ 188,242	69.7%
Non-Expenditures	\$ (5,174)	\$ -	\$ (1,781)	0.0%
Interfund Transfers	\$ 723,841	\$ 389,962	\$ 356,067	91.3%
Total	\$ 4,747,627	\$ 6,654,553	\$ 4,431,150	66.6%

Park Improvement Fund

Presented below is a summary of park capital improvement expenditures year to date as compared to the 2018 adopted budget.

Park Improvement Fund - Summary			
Description	2018 Budget	2018 YTD	Percent +/- 2018 Budget
Hamilton Landing	\$ 275,000	\$ 4,912	2%
Ovenell	\$ 55,000	\$ 1,182	2%
Johnson Farm Easement	\$ 700,000	\$ 774,588	111%
City Hall Park	\$ -	\$ 327	0%
Church Creek	\$ -	\$ -	0%
Heritage Park Improvement	\$ 50,000	\$ 120,501	241%
Non-Motorized Trail	\$ -	\$ -	0%
Total	\$ 1,080,000	\$ 901,511	83%

Street Funds FUND 101 -- Operating

In 2016, the street operating fund began receiving 8% of the property tax received in the city, which is estimated to be \$205,449 in 2018, and is intended to replace transfers from the real estate excise tax fund. Another major portion of the revenue that the street fund relies on is unrestricted motor vehicle excise tax (MVET), or "fuel tax". The city receives about \$140,000 per year in fuel taxes. In 2018, the biennial budget was amended to authorize transfers to equipment replacement fund to recapitalize the city vehicle and equipment, and to set aside reserves for future replacement. The initial transfers, in 2018, 2019 and 2020 are quite large, which will require support, most likely from REET.

	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Fund Balance				
Beginning Fund Balance	\$ 209,221	\$ 143,818	\$ 143,818	100%
Revenues	\$ 258,545	\$ 392,249	\$ 271,356	69%
Expenditures	\$ 270,188	\$ 374,420	\$ 279,540	75%
Transfer to Equip Reserve	\$ -	\$ 153,156	\$ 114,867	75%
Ending Fund Balance	\$ 197,578	\$ 8,491	\$ 20,767	245%
Revenues				
Taxes	\$ 106,915	\$ 205,449	\$ 111,801	54%
Licenses & Permits	\$ 14,038	\$ 18,300	\$ 14,524	79%
State Generated	\$ 110,070	\$ 133,400	\$ 117,305	88%
Charges For Services	\$ 405	\$ -	\$ 180	0%
Miscellaneous	\$ 868	\$ 100	\$ 1,296	1296%
Interfund Transfers	\$ 26,250	\$ 35,000	\$ 26,250	75%
Total	\$ 258,545	\$ 392,249	\$ 271,356	69%
Expenditures				
Salaries & Benefits	\$ 157,316	\$ 217,620	\$ 162,896	75%
Supplies	\$ 16,333	\$ 27,400	\$ 22,115	81%
Services	\$ 35,151	\$ 38,200	\$ 30,713	80%
Utilities	\$ 40,388	\$ 60,000	\$ 41,396	69%
Repair & Maintenance	\$ 11,363	\$ 15,200	\$ 21,715	143%
meetings, training & travel	\$ 871	\$ 1,000	\$ 705	71%
Sno Co Striping	\$ 8,766	\$ 15,000	\$ -	0%
Total	\$ 270,188	\$ 374,420	\$ 279,540	75%

Street Construction Projects

Budgeted project spending is approximately \$2.1 million less than budgeted, which may result in an increase in available funding to start the next biennium. The construction season is just ending so expectation is that project spending will soon catch up to budget.

Street Impact Fee Fund - Summary				
Description	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Beginning Fund Balance	\$ 641,811	\$ 385,911	\$ 385,911	100%
Revenues	\$ 134,687	\$ 78,006	\$ 135,779	174%
Expenditures	\$ 300,000	\$ 125,000	\$ 93,750	75%
Ending Fund Balance	\$ 476,498	\$ 338,917	\$ 427,940	126%
Street Construction Fund - Summary				
Description	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Beginning Fund Balance	\$ 127,041	\$ 492,222	\$ 492,222	100%
Revenues	\$ 499,846	\$ 3,040,100	\$ 451,334	15%
Expenditures	\$ 611,394	\$ 2,415,085	\$ 134,396	6%
Ending Fund Balance	\$ 15,493	\$ 1,117,237	\$ 809,161	72%

Presented below is a summary of street construction expenditures:

Project	Budget 2018	YTD 9/30/2018	Remaining
New Sidewalk/ Trail Installation	70,000	18,858	51,142
Downtown Street & Sidewalk Imp.	20,000	-	20,000
68th Street Sidewalk Construction	-	5,733	(5,733)
Pioneer Highway Overlay - CHAP	-	481	(481)
Viking Way Right of Way	-	26,302	(26,302)
Viking Way Construction	300,000		300,000
Misc Capital Projects	25,000	-	25,000
271st St 94th-SR532 TIB	-	1,789	(1,789)
88th/SR532 - Florence (84th Ave) TIB	-	1,789	(1,789)
Pioneer Hwy Overlay/72nd-City Limit TIB	-	1,789	(1,789)
Cedarhome Dr. Overlay	300,000	19,969	280,031
92nd Ave. Overlay	400,000	19,969	380,031
276th Sidewalk	50,000	-	50,000
SR 532/Ovenell Access	330,000	-	330,000
SR 532/Corridor Study	350,000	-	350,000
102nd Ave. Sidewalk	106,498	-	106,498
92nd Av. Sidewalk	72,228	18,858	53,370
72nd Ave. Sidewalk	391,359	18,858	372,501
Total	2,415,085	134,395	2,280,690

Transportation Sale Tax Fund 108

For 2018, the transportation sales tax fund has budgeted revenue of \$293,900. As of the end of the third quarter, \$268,007 has been received; based on this trend, it appears revenue will exceed budget.

There are no directly funded capital projects budgeted from fund 108 in 2018, although transfers to the street construction fund are anticipated in support of the city match portion of grant-funded street overlay and sidewalk projects. Funding of \$19,215 will also be used to support the general repair and maintenance of city streets.

Sewer Funds

Sewer Operating

For the first nine months of 2018 sewer service fee revenues were \$1,554,680, which is 87% of budget. This is 9% higher than the same period last year, which is partly attributable to the 3.5% rate increase effective January 1st.

Operating expenditures (excluding debt service and transfers for capital) were \$777,034.96, which is 72.5% of budget. The department recently filled a vacancy, which will result in the department very closely tracking budget.

Sewer Construction

Sewer Construction revenue and expenditures are within budget. Increased expenditures are expected later as construction season winds down. Plant Investment Fees are exceeding budget.

Sewer Construction Fund - Summary				
Description	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Beginning Fund Balance	\$ 2,295,170	\$ 1,442,266	\$ 1,442,266	100%
Revenues	\$ 252,178	\$ 393,472	\$ 257,309	65%
Expenditures	\$ 1,069,234	\$ 1,152,000	\$ 127,867	11%
Ending Fund Balance	\$ 1,478,114	\$ 683,738	\$ 1,571,708	230%
Sewer Plant Investment Fund - Summary				
Description	YTD Q3 2017	2018 Budget	YTD Q3 2018	Percent +/- 2018 Budget
Beginning Fund Balance	\$ 744,272	\$ 825,957	\$ 825,957	100%
Revenues	\$ 88,426	\$ 188,054	\$ 285,341	152%
Expenditures	\$ 72,855	\$ 142,472	\$ 106,854	75%
Ending Fund Balance	\$ 759,843	\$ 871,539	\$ 1,004,444	115%

Presented below is a summary of sewer construction expenditures:

Description	Budget 2018	YTD 9/30/2018	Remaining
Biosolids Processing Facility	110,000	5,499	104,501
Wastewater Rate Study	22,000	16,578	5,422
271st (94th - 99th)	400,000	-	400,000
Improvements	-	4,076	(4,076)
Pioneer (Cedarhome to 267th)	50,000	61,884	(11,884)
Telemetry Equipment	225,000	28,485	196,515
Collector/Int Syst Flow	45,000	515	44,485
Smoke Testing/Camera/Flow	300,000	10,831	289,169
Total	1,152,000	127,868	1,024,132

Drainage Funds

Operating

Drainage charges for services were \$460,115 through the third quarter 2018, or 102.2% of budget. This is an 11% increase over service revenue for the same period in 2017, due to an increase in drainage rates for multi-family and commercial properties, which were only partially implemented in 2017. Operating expenditures of \$293,412 were 71.5% of budget.

Construction

Description	Budget 2018	YTD 9/30/2018	Remaining
Drainage Rate Study	32,000	32,702	(702)
SR 532 Flood Berm	55,000	349	54,651
Irvine Slough Erosion Control	30,000	13,508	16,492
Stormwater Separation	300,000	137,670	162,330
Irvine Slough Pump Station	200,000	-	200,000
Total	617,000	184,228	432,772

Water Funds

Operating

Water service charges through the third quarter 2018 were \$1,373,251.96, or 79.3% of budget. This represents a 0.7% increase over service revenues for the same period in 2017, attributed to a 5 % increase effective January 1, 2018, although water utility revenues are strongly impacted by weather. Operating expenditures were \$788,225, or 66.2% of budget. The under expenditure is attributed to two vacancies in the department, one of which was recently filled.

Construction

Presented below is a summary of water utility construction expenditures:

Description	Budget 2018	YTD 9/30/2018	Remaining
Water Rate Study	22,000	16,578	5,422
Improvements	50,000	46,167	3,833
Cedarhome Well Pump	110,000	109,405	595
Total	182,000	172,150	9,850

Building Improvement Fund

The city budgeted \$670,000 in building improvements to fund the following projects:

New City Hall	\$ 600,000
City Hall Furnace	\$ 20,000
Fire Station Improvements	\$ 50,000
	<u>\$ 670,000</u>

Through September 30, 2018 the city expended \$36,530, although payment for the city hall land acquisition is expected in October.

REET Funds

REET I and REET II revenues are budgeted for 2018 at \$160,000 each. Through Sept. 30, REET I & II revenues were each \$166,169. This represents 103.9% of the budget for each fund. REET I transferred \$425,000 to the Park Improvement fund in the second quarter, and a transfer of \$430,000 was made from REET II to the Park Improvement fund.

Connection and Impact Fees

Connection fees are paid by new utility customers to hook up to the system and are deposited into the appropriate construction fund and used for capital expenditures. Impact fees are paid by new development to mitigate the impacts of new development on the city's existing infrastructure. Impact fees cannot be used for operating expenses.

Description	Budget 2018	YTD 9/30/2018	Remaining
Connection Fees			
Sewer Connection Fees	14,500	21,500	(7,000)
Drainage Connection Fees	5,800	8,600	(2,800)
Water Connection Fees	13,200	29,800	(16,600)
Total Connection Fees	33,500	59,900	(26,400)
Impact Fees			
Street Impact Fees	77,506	130,494	(52,988)
Park Impact Fees	14,098	4,582	9,516
Fire Impact Fees	4,400	10,161	(5,761)
Total Impact Fees	96,004	145,237	(49,233)

Grant Status

Following is a list of grants and their status:

1. Irvine Slough Storm Water Separation – (Department of Commerce)
Expenditures were \$25,174 in 2016, \$183,481 in 2017, and \$137,595 in 2018.
Reimbursements will be sought in the 4th quarter, once “site control” is established and 30% design is complete.
2. 90th Ave NW (also called Viking Way) – The first phase of preliminary engineering and design was complete in 2016 with a \$140,000 grant from WSDOT. The next phase for right of way will be partially funded by a grant from the Puget Sound Regional Council for \$350,000. Total ROW claimed to date is \$37,779.
3. Department of Ecology – Solid Waste “Clean Sweep” grant – The City hosted an event on April 28 for residential recycling. Grant eligible cost is \$4,256. Reimbursement for \$2,055.81 of these expenses was received August 24, 2018.
4. TIB Grants - we have received approval for TIB grant funding for two 2018 projects: 92nd Ave, from 271st Street to Lover’s Lane and Cedarhome Drive, from the Viaduct to 276th Street. Expenses year to date are \$20,996, and \$19,968, respectively. Reimbursement will be sought at project end.
5. Snohomish County – Johnson Farm – On June 20th the Snohomish County Council adopted a motion to approve the grant for \$500,000 toward the purchase of the Johnson Farm property as part of the Snohomish County Conservation Futures Program. Payment was received on July 23, 2018.
6. Department of Ecology – Raplee and Hamilton Properties – This Integrated Planning grant for \$275,000 was recently signed and the project is underway. The project includes environmental investigations and redevelopment planning for these two properties.
7. Department of Commerce – The State Capital Budget includes an appropriation of \$300,000 for the City of Stanwood Police Station/City Hall Relocation Project. It is anticipated this purchase of property will close by the end of 2018.

MONTHLY EXPENSE & REVENUE REPORT

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001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 00 01	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 00 01	Beginning Cash & Investments	3,168,787.00	0.00	3,169,377.28	(590.28)	100.0%
308 80 00 02	Beginning Cash & Investments	590.00	0.00	0.00	590.00	0.0%
308 Beginning Balances		3,169,377.00	0.00	3,169,377.28	(0.28)	100.0%

310 Taxes

311 10 00 00	Property Tax	2,410,000.00	56,033.11	1,285,708.91	1,124,291.09	53.3%
311 10 10 00	EMS. Levy	379,065.00	2,941.20	207,794.87	171,270.13	54.8%
313 11 00 00	Sales Tax	1,200,000.00	128,687.34	1,121,348.21	78,651.79	93.4%
313 31 00 00	Hotel/Motel Lodging Tax	0.00	0.00	0.00	0.00	0.0%
313 61 00 00	Natural Gas Tax	3,100.00	133.98	1,772.56	1,327.44	57.2%
313 71 00 00	Sales Tax Criminal Justice	95,000.00	10,813.01	92,943.08	2,056.92	97.8%
316 43 00 00	Gas Utility Tax	100,000.00	3,582.21	76,448.78	23,551.22	76.4%
316 45 00 00	Garbage Utility Tax	74,000.00	7,834.02	71,929.64	2,070.36	97.2%
316 46 00 00	Cable Tv Utility Tax	35,000.00	0.00	29,855.64	5,144.36	85.3%
316 47 00 00	Telephone Utility Tax	145,000.00	9,382.56	167,756.94	(22,756.94)	115.7%
316 48 00 00	Electric Utility Tax	312,300.00	24,287.47	190,561.47	121,738.53	61.0%
316 49 10 00	Water/Sewer/Drainage Utility Tax	274,665.00	39,133.39	352,851.97	(78,186.97)	128.5%
316 81 00 00	Gambling Tax	3,000.00	0.00	2,551.31	448.69	85.0%
337 00 00 00	Local Grants, Entitlements, And Other Payments	500.00	0.00	624.68	(124.68)	124.9%
310 Taxes		5,031,630.00	282,828.29	3,602,148.06	1,429,481.94	71.6%

320 Licenses & Permits

321 60 00 00	Professional & Occupational Lic & Permit	0.00	0.00	0.00	0.00	0.0%
321 91 00 00	Cable Tv Franchise Fee	56,105.00	0.00	46,034.26	10,070.74	82.1%
321 99 00 00	Business Lic & Permits	53,249.00	4,108.33	48,251.70	4,997.30	90.6%
322 10 00 00	Building Permits	277,900.00	3,198.37	111,814.63	166,085.37	40.2%
322 10 00 01	Mechanical Permits	4,200.00	465.00	15,124.88	(10,924.88)	360.1%
322 10 00 02	Plumbing Permits	500.00	1,173.30	13,403.19	(12,903.19)	*****%
322 10 00 03	Grading Permit	500.00	0.00	1,824.00	(1,324.00)	364.8%
322 10 00 04	Demolition Permit	300.00	0.00	760.00	(460.00)	253.3%
322 10 00 05	Roofing Permits	1,000.00	0.00	2,496.06	(1,496.06)	249.6%
322 10 00 06	Sign Permit	4,000.00	495.00	2,912.51	1,087.49	72.8%
322 10 00 07	3% Permit Technology Fee	3,000.00	1,302.57	10,681.45	(7,681.45)	356.0%
322 30 00 00	Animal Licenses	500.00	10.00	480.00	20.00	96.0%
322 40 00 00	Parking Permits	50.00	0.00	0.00	50.00	0.0%
322 90 00 00	Gun Permits	5,200.00	435.00	7,157.00	(1,957.00)	137.6%
322 90 00 01	Right Of Way And Utility Admin	4,000.00	450.00	10,058.00	(6,058.00)	251.5%
322 90 00 02	Other Licenses & Permits	1,500.00	62.38	5,555.59	(4,055.59)	370.4%
320 Licenses & Permits		412,004.00	11,699.95	276,553.27	135,450.73	67.1%

330 State Generated Revenues

331 10 10 00	USDA - Farmers' Market	0.00	0.00	0.00	0.00	0.0%
333 16 80 00	Dept Of Justice State Passth	0.00	0.00	0.00	0.00	0.0%
333 20 60 00	Dept. Of Transportation - NHTSA	0.00	0.00	0.00	0.00	0.0%
333 97 00 00	F E M A	0.00	0.00	0.00	0.00	0.0%
334 00 30 01	Other State Grants	0.00	0.00	0.00	0.00	0.0%

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001 General Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
330 State Generated Revenues					
334 00 30 10 Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
334 01 80 01 State Grant Military Dept	0.00	0.00	0.00	0.00	0.0%
334 03 10 00 Department Of Ecology - CPG	5,000.00	0.00	2,055.81	2,944.19	41.1%
334 03 50 00 Traffic Safety Commission	0.00	0.00	0.00	0.00	0.0%
334 04 20 00 State Of WA Dept Of Commerce	0.00	0.00	0.00	0.00	0.0%
335 00 91 00 Pud Privilege Tax	35,895.00	0.00	0.00	35,895.00	0.0%
336 06 20 00 Criminal Justice-high Crime	0.00	0.00	0.00	0.00	0.0%
336 06 21 00 Criminal Justice-population	1,690.00	0.00	1,465.60	224.40	86.7%
336 06 25 00 Contracted Police Services	11,000.00	0.00	9,047.93	1,952.07	82.3%
336 06 26 00 Criminal Justice Special Pro	6,345.00	0.00	5,301.20	1,043.80	83.5%
336 06 42 00 Marijuana Excise Tax Distribution	0.00	0.00	0.00	0.00	0.0%
336 06 51 00 Crim Justice--dui Cities	1,300.00	0.00	752.85	547.15	57.9%
336 06 94 00 Liquor Excise Tax	31,500.00	0.00	25,015.60	6,484.40	79.4%
336 06 95 00 Liquor Board Profits	57,300.00	14,064.73	42,198.05	15,101.95	73.6%
342 10 00 00 School Resource Officer Reim	75,250.00	0.00	93,953.00	(18,703.00)	124.9%
330 State Generated Revenues	225,280.00	14,064.73	179,790.04	45,489.96	79.8%

340 Charges For Services

341 43 00 00 School Impact Admin. Fee	0.00	0.00	0.00	0.00	0.0%
341 43 00 01 Credit Card Proc Fee-Admin/Finance	100.00	11.00	58.10	41.90	58.1%
341 43 00 02 Credit Card Proc Fee-CD	500.00	43.73	664.47	(164.47)	132.9%
341 43 00 03 Credit Card Proc Fee-City Clerk	250.00	31.52	310.32	(60.32)	124.1%
341 43 00 04 Credit Card Proc Fee-Law Enf	50.00	3.50	9.00	41.00	18.0%
341 43 00 05 Credit Card Proc Fee-PW	50.00	0.00	24.14	25.86	48.3%
341 81 00 00 Services	500.00	78.00	628.00	(128.00)	125.6%
341 99 00 00 Passport / Naturalization Fe	22,000.00	1,960.00	26,320.00	(4,320.00)	119.6%
342 10 90 00 Law Enforcement - Other Fees	2,700.00	300.00	2,373.00	327.00	87.9%
344 10 51 00 TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
345 23 00 00 Animal Control And Shelter Services	0.00	0.00	0.00	0.00	0.0%
345 60 00 00 Tourism Services - POS Discover Port Susan Website	0.00	0.00	5,122.35	(5,122.35)	0.0%
345 60 00 01 Tourism Services - Snohomish County Economic Development	0.00	0.00	0.00	0.00	0.0%
345 81 00 00 Zoning/inspection Fees	15,000.00	30,273.65	160,313.69	(145,313.69)	*****%
345 81 00 01 Engineering Fees	9,400.00	0.00	0.00	9,400.00	0.0%
345 83 00 00 Plan Checking Fees	142,722.00	17,916.04	88,330.83	54,391.17	61.9%
345 89 00 00 Environmental Fees	1,000.00	450.00	2,075.00	(1,075.00)	207.5%
345 89 00 01 Other Planning & Development Fees	0.00	3,535.49	32,988.74	(32,988.74)	0.0%
347 30 00 00 Park Fees- Per Use	10,000.00	0.00	11,012.50	(1,012.50)	110.1%
347 30 00 01 Park Fees- Tourn/Comm Use	1,000.00	0.00	300.00	700.00	30.0%
347 30 00 02 Park Fees- Energy	100.00	0.00	150.00	(50.00)	150.0%
347 30 00 03 Park Fees- Staff	150.00	0.00	100.00	50.00	66.7%
347 30 00 04 Park Fees- Picnic Area/Meeting Rooms	500.00	0.00	722.50	(222.50)	144.5%
347 30 00 05 Park Fees - Sales Tax	0.00	0.00	0.00	0.00	0.0%
369 91 00 01 Interfund/interdepart Charge	381,523.00	0.00	0.00	381,523.00	0.0%
340 Charges For Services	587,545.00	54,602.93	331,502.64	256,042.36	56.4%

350 Fines & Forfeitures

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001 General Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
350 Fines & Forfeitures					
353 10 00 00 Court Fines	26,000.00	1,228.08	9,748.52	16,251.48	37.5%
354 00 00 00 Parking Fines	500.00	40.00	470.00	30.00	94.0%
355 20 00 00 Dui Recoveries	500.00	0.00	0.00	500.00	0.0%
357 30 00 00 Witness Fees/crt Reimb	0.00	0.00	0.00	0.00	0.0%
359 00 00 00 Traffic Fines & Penalties	3,500.00	166.06	854.25	2,645.75	24.4%
359 90 00 00 Misc Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures	30,500.00	1,434.14	11,072.77	19,427.23	36.3%

360 Misc Revenues

361 11 00 01 State Pool/cd Interest	6,000.00	6,596.09	36,602.82	(30,602.82)	610.0%
361 40 00 01 Sales Tax Interest	765.00	269.43	1,751.02	(986.02)	228.9%
361 40 20 01 Property Tax Interest	0.00	0.00	0.00	0.00	0.0%
362 00 00 01 Rents And Leases	0.00	800.00	3,250.00	(3,250.00)	0.0%
367 00 10 10 Donations	500.00	0.00	0.00	500.00	0.0%
367 00 10 11 Touch A Truck Donations	0.00	0.00	0.00	0.00	0.0%
369 81 00 00 Cashier's Overage/shortage	0.00	0.00	0.00	0.00	0.0%
369 91 00 00 Misc.	2,800.00	10.00	363.88	2,436.12	13.0%
369 91 10 00 Auction Proceeds	0.00	0.00	0.00	0.00	0.0%
398 10 00 00 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	10,065.00	7,675.52	41,967.72	(31,902.72)	417.0%

380 Non Revenues

389 90 00 01 Payroll Deductions Clearing	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 01 Sales Of Fixed Assets	100.00	0.00	0.00	100.00	0.0%
390 Other Revenues	100.00	0.00	0.00	100.00	0.0%

397 Interfund Transfers

397 10 00 20 Trfr In From Fire Station Constr	0.00	0.00	0.00	0.00	0.0%
397 10 00 30 Trfr In From Phys Fit Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	9,466,501.00	372,305.56	7,612,411.78	1,854,089.22	80.4%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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511 Clerk & City Council

511 60 10 00 Salaries & Wages	102,415.00	9,973.69	69,203.42	33,211.58	67.6%
511 60 11 00 Overtime	510.00	0.00	0.00	510.00	0.0%
511 60 20 00 Social Security	7,710.00	763.02	5,294.38	2,415.62	68.7%
511 60 21 00 Retirement	7,510.00	581.25	5,114.82	2,395.18	68.1%
511 60 22 00 Medical Benefits	11,285.00	1,537.15	13,773.75	(2,488.75)	122.1%
511 60 23 00 L & I	315.00	0.00	247.80	67.20	78.7%
511 60 24 00 Unemployment Insurance	1,065.00	0.00	78.92	986.08	7.4%
511 60 31 00 Supplies	1,200.00	47.62	395.08	804.92	32.9%
511 60 32 00 Fuel	250.00	0.00	0.00	250.00	0.0%
511 60 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%

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Expenditures	Amt Budgeted	September	YTD	Remaining	
511 Clerk & City Council					
511 60 41 00 Professional Services	5,000.00	362.00	4,930.47	69.53	98.6%
511 60 42 00 Communications	750.00	0.00	198.14	551.86	26.4%
511 60 44 00 Advertising	4,000.00	127.54	1,479.64	2,520.36	37.0%
511 60 45 00 Operating Rentals	350.00	0.00	0.00	350.00	0.0%
511 60 48 00 Repair/maintenance	500.00	0.00	0.00	500.00	0.0%
511 60 49 00 Miscellaneous	500.00	0.00	(50.00)	550.00	10.0%
511 60 49 01 Meetings, Training & Travel	3,000.00	35.00	805.44	2,194.56	26.8%
511 60 49 05 Credit Card Bank Fees-Clerk	0.00	0.00	0.00	0.00	0.0%
511 60 49 06 Dues	500.00	0.00	210.00	290.00	42.0%
511 60 49 10 Wellness Program	750.00	0.00	468.24	281.76	62.4%
514 40 51 00 Election Services	12,000.00	0.00	1,242.52	10,757.48	10.4%
514 40 51 80 Voter Registration	9,000.00	0.00	7,844.55	1,155.45	87.2%
511 Clerk & City Council	168,610.00	13,427.27	111,237.17	57,372.83	66.0%

512 Judicial

512 50 50 00 Cascade Court	15,000.00	586.71	4,913.87	10,086.13	32.8%
512 Judicial	15,000.00	586.71	4,913.87	10,086.13	32.8%

513 Mayor

513 10 10 00 Salaries & Wages	15,600.00	1,300.00	11,700.00	3,900.00	75.0%
513 10 20 00 Social Security	1,200.00	67.73	609.57	590.43	50.8%
513 10 22 00 Medical Benefits	520.00	393.54	3,541.86	(3,021.86)	681.1%
513 10 23 00 L & I	55.00	0.00	42.59	12.41	77.4%
513 10 31 00 Supplies	500.00	0.00	1.20	498.80	0.2%
513 10 41 00 Professional Services	500.00	0.00	0.00	500.00	0.0%
513 10 41 02 Town Hall Mtgs And Surveys	0.00	0.00	0.00	0.00	0.0%
513 10 42 00 Communications	640.00	49.45	431.96	208.04	67.5%
513 10 42 01 Mayor's Newsletter	4,050.00	49.01	2,342.19	1,707.81	57.8%
513 10 49 00 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
513 10 49 01 Meetings, Training & Travel	3,000.00	0.00	255.94	2,744.06	8.5%
513 10 49 02 Volunteer Appreication	575.00	39.52	246.21	328.79	42.8%
513 Mayor	26,640.00	1,899.25	19,171.52	7,468.48	72.0%

514 Administration

514 23 10 00 Salaries & Wages	408,330.00	(20,335.83)	117,727.81	290,602.19	28.8%
514 23 11 00 Overtime	1,080.00	0.00	0.00	1,080.00	0.0%
514 23 20 00 Social Security	31,320.00	2,652.39	21,510.82	9,809.18	68.7%
514 23 21 00 Retirement	44,665.00	3,892.03	34,773.18	9,891.82	77.9%
514 23 22 00 Medical Benefits	91,250.00	(13,867.60)	9,235.75	82,014.25	10.1%
514 23 23 00 L & I	1,265.00	0.00	923.69	341.31	73.0%
514 23 23 01 Awc Retro Program	1,720.00	0.00	1,375.72	344.28	80.0%
514 23 24 00 Unemployment Insurance	2,450.00	0.00	541.83	1,908.17	22.1%
514 23 31 00 Supplies	4,000.00	(2,543.85)	(6,906.95)	10,906.95	172.7%
514 23 32 00 Fuel	100.00	0.00	24.62	75.38	24.6%
514 23 35 00 Small Equipment	500.00	0.00	0.00	500.00	0.0%
514 23 41 00 Professional Services	63,000.00	(18,185.99)	(26,437.42)	89,437.42	42.0%
514 23 41 01 Payroll Leave Contingency	0.00	0.00	0.00	0.00	0.0%
514 23 41 02 Budget Adjustment Placeholde	0.00	0.00	0.00	0.00	0.0%
514 23 41 03 Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
514 23 41 04 CPG Grant - Clean Up Day	0.00	0.00	1,205.56	(1,205.56)	0.0%
514 23 42 00 Communications	3,600.00	98.90	1,105.26	2,494.74	30.7%

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514 Administration					
514 23 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
514 23 45 00 Operating Rentals	16,500.00	359.85	9,339.48	7,160.52	56.6%
514 23 48 00 Repair/maintenance	8,000.00	0.00	0.00	8,000.00	0.0%
514 23 49 00 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
514 23 49 01 Meetings, Training & Travel	5,500.00	0.00	3,982.27	1,517.73	72.4%
514 23 49 04 Credit Card Fees-Utilities	1,200.00	0.00	0.00	1,200.00	0.0%
514 23 49 05 Credit Card Bank Fees-Admin/Finance	0.00	290.79	1,505.48	(1,505.48)	0.0%
514 23 49 06 Dues	1,100.00	0.00	200.00	900.00	18.2%
514 23 51 00 State Audit	34,125.00	0.00	0.00	34,125.00	0.0%
514 Administration	720,205.00	(47,639.31)	170,107.10	550,097.90	23.6%

515 Legal Services

515 41 41 21 External Legal Services-Advice	68,690.00	2,520.50	37,808.61	30,881.39	55.0%
515 45 41 22 External Legal Serv-Claims & Litigation	20,000.00	0.00	1,408.34	18,591.66	7.0%
515 93 41 23 Adult Misdemeanor Public Def	24,000.00	0.00	23,783.26	216.74	99.1%
515 Legal Services	112,690.00	2,520.50	63,000.21	49,689.79	55.9%

518 Building & Grounds

518 30 10 00 Salaries & Wages	67,080.00	5,661.23	50,908.59	16,171.41	75.9%
518 30 11 00 Overtime	500.00	156.61	468.22	31.78	93.6%
518 30 20 00 Social Security	5,170.00	442.07	3,903.40	1,266.60	75.5%
518 30 21 00 Retirement	7,450.00	738.87	6,498.02	951.98	87.2%
518 30 22 00 Medical Benefits	21,170.00	1,397.46	12,533.88	8,636.12	59.2%
518 30 23 00 L & I	1,035.00	0.00	702.49	332.51	67.9%
518 30 24 00 Unemployment Insurance	340.00	0.00	101.00	239.00	29.7%
518 30 31 00 Supplies	5,500.00	33.97	1,333.73	4,166.27	24.2%
518 30 31 05 Uniforms	1,000.00	24.96	212.16	787.84	21.2%
518 30 32 00 Fuel	2,000.00	0.00	1,589.41	410.59	79.5%
518 30 35 00 Small Tools	300.00	143.19	143.19	156.81	47.7%
518 30 41 00 Professional Services	15,000.00	978.69	8,206.64	6,793.36	54.7%
518 30 42 00 Communications	400.00	34.82	366.11	33.89	91.5%
518 30 44 00 Advertising	0.00	0.00	0.00	0.00	0.0%
518 30 47 00 Utilities	12,000.00	2,427.56	10,699.67	1,300.33	89.2%
518 30 47 02 Rental Expense	300.00	0.00	0.00	300.00	0.0%
518 30 48 00 Repairs/maintenance	7,500.00	54.18	1,620.82	5,879.18	21.6%
518 30 48 01 Pw Building Repair	0.00	0.00	0.00	0.00	0.0%
518 30 49 01 Meetings, Training & Travel	300.00	86.64	263.72	36.28	87.9%
518 30 64 01 Machinery & Equipment	0.00	0.00	960.01	(960.01)	0.0%
518 Building & Grounds	147,045.00	12,180.25	100,511.06	46,533.94	68.4%

519 General Government Services

518 30 31 90 General Gov't Office Supplie	5,000.00	55.30	2,644.42	2,355.58	52.9%
518 30 35 90 Other General Governmental Services (SA) - Small Tools And Minor Equipment	528.00	0.00	0.00	528.00	0.0%
518 30 46 00 Insurance	34,665.00	0.00	34,665.00	0.00	100.0%
518 30 48 90 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.0%
518 90 42 00 General Gov't Communications	15,000.00	0.00	2,316.76	12,683.24	15.4%
518 90 42 02 Passport Postage	0.00	0.00	1,227.30	(1,227.30)	0.0%
518 90 50 01 Awc Dues	4,750.00	0.00	4,405.00	345.00	92.7%

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519 General Government Services					
518 90 50 02 Puget Sound Regional Council	2,500.00	0.00	2,155.00	345.00	86.2%
518 90 50 03 Snohomish County Tomorrow	1,200.00	0.00	1,329.00	(129.00)	110.8%
518 90 50 04 Puget Sound Clean Air Agency	4,740.00	0.00	4,566.00	174.00	96.3%
518 90 50 05 OMWBE Dues	0.00	0.00	0.00	0.00	0.0%
518 90 50 06 Snohomish Health District	6,785.00	0.00	5,088.75	1,696.25	75.0%
518 90 53 00 B&o Tax	420.00	50.35	456.81	(36.81)	108.8%
519 General Government Services	75,588.00	105.65	58,854.04	16,733.96	77.9%

521 Law Enforcement

521 10 10 00 Salaries & Wages	139,325.00	10,560.09	94,648.87	44,676.13	67.9%
521 10 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
521 10 20 00 Social Security	10,660.00	804.09	7,206.82	3,453.18	67.6%
521 10 21 00 Retirement	14,065.00	1,341.13	12,018.09	2,046.91	85.4%
521 10 22 00 Medical Benefits	40,790.00	4,879.24	42,731.12	(1,941.12)	104.8%
521 10 23 00 L & I	520.00	0.00	348.64	171.36	67.0%
521 10 24 00 Unemployment Insurance	1,040.00	0.00	186.96	853.04	18.0%
521 10 31 00 Supplies	1,800.00	192.03	1,389.47	410.53	77.2%
521 10 31 01 Supplies - Nat'l Night Out	3,500.00	65.22	1,447.36	2,052.64	41.4%
521 10 31 02 Training Supplies	275.00	0.00	0.00	275.00	0.0%
521 10 32 00 Fuel	175.00	0.00	0.00	175.00	0.0%
521 10 33 50 Small Equipment	0.00	0.00	0.00	0.00	0.0%
521 10 35 01 Uniforms	450.00	0.00	0.00	450.00	0.0%
521 10 41 00 Professional Services	400.00	22.39	335.66	64.34	83.9%
521 10 41 01 Legal	0.00	0.00	0.00	0.00	0.0%
521 10 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
521 10 45 00 Rentals And Leases	500.00	0.00	0.00	500.00	0.0%
521 10 47 00 Utilities	10,000.00	613.84	5,213.21	4,786.79	52.1%
521 10 48 03 Repair\maintenance	1,000.00	0.00	30.02	969.98	3.0%
521 10 49 00 Miscellaneous	1,000.00	0.00	372.24	627.76	37.2%
521 10 49 02 Dues	700.00	0.00	115.00	585.00	16.4%
521 10 49 03 Meeting, Training & Travel	1,500.00	0.00	530.00	970.00	35.3%
521 10 49 05 Credit Card Bank Fees-Law Enf	0.00	0.00	0.00	0.00	0.0%
521 10 51 01 Narcotics Task Force	2,680.00	183.19	621.19	2,058.81	23.2%
521 10 51 02 Intergovernmental Agreements	1,717,688.00	286,636.34	1,285,409.61	432,278.39	74.8%
521 10 51 03 Sno Pac Dispatch	90,540.00	6,658.91	53,828.50	36,711.50	59.5%
521 10 51 04 Sers Maint. & Operating	23,170.00	0.00	18,845.00	4,325.00	81.3%
521 10 51 05 Animal Control	2,000.00	0.00	1,270.00	730.00	63.5%
521 Law Enforcement	2,064,278.00	311,956.47	1,526,547.76	537,730.24	74.0%

522 Fire Control

522 22 10 00 Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
522 22 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
522 22 20 00 Social Security	0.00	0.00	0.00	0.00	0.0%
522 22 21 00 Retirement	0.00	0.00	0.00	0.00	0.0%
522 22 22 00 Medical Benefits	0.00	0.00	0.00	0.00	0.0%
522 22 23 00 L & I	0.00	0.00	0.00	0.00	0.0%
522 22 24 00 Unemployment Insurance	0.00	0.00	0.00	0.00	0.0%
522 22 31 00 Supplies	0.00	0.00	0.00	0.00	0.0%
522 22 32 00 Fuel	0.00	0.00	0.00	0.00	0.0%
522 22 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%
522 22 35 01 Uniforms	0.00	0.00	0.00	0.00	0.0%
522 22 41 00 Professional Services	0.00	0.00	0.00	0.00	0.0%
522 22 42 00 Communications	0.00	0.00	0.00	0.00	0.0%

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522 Fire Control						
522 22 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
522 22 45 00	Rentals	0.00	0.00	0.00	0.00	0.0%
522 22 47 00	Utilities	0.00	0.00	0.00	0.00	0.0%
522 22 48 00	Repair/maintenance	5,000.00	0.00	0.00	5,000.00	0.0%
522 22 48 07	Vehicle Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 49 01	Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
522 22 49 02	Dues	0.00	0.00	0.00	0.00	0.0%
522 22 51 00	Sno Pac Dispatch	0.00	0.00	0.00	0.00	0.0%
522 22 51 04	Sers Maint. & Operating	0.00	0.00	0.00	0.00	0.0%
522 22 51 10	Administrative Serv Contract	1,674,600.00	0.00	1,223,679.45	450,920.55	73.1%
522 22 51 15	Pt Firefighter Interlocal	0.00	0.00	0.00	0.00	0.0%
522 22 51 20	Firefighter Officer Interloc	0.00	0.00	0.00	0.00	0.0%
522 22 51 25	EMPG Exp - Pass Thru To N County	0.00	0.00	0.00	0.00	0.0%
522 Fire Control		1,679,600.00	0.00	1,223,679.45	455,920.55	72.9%
523 Jail Costs						
523 50 51 00	County Jail	86,000.00	4,185.20	28,633.66	57,366.34	33.3%
523 Jail Costs		86,000.00	4,185.20	28,633.66	57,366.34	33.3%
525 Emergency Services						
525 10 49 00	2010 Flood Emergency	0.00	0.00	0.00	0.00	0.0%
525 10 49 01	Emergency Services - Prof Svcs	0.00	0.00	0.00	0.00	0.0%
525 10 51 05	Emergency Services-D.e.m.(gen Govnt)	8,370.00	0.00	6,209.79	2,160.21	74.2%
525 10 51 11	Emergency Services Manager	0.00	0.00	0.00	0.00	0.0%
525 Emergency Services		8,370.00	0.00	6,209.79	2,160.21	74.2%
526 Ambulance/Rescue/Emerg Aid						
526 20 51 00	Ambulance Services Contract	0.00	0.00	0.00	0.00	0.0%
526 Ambulance/Rescue/Emerg Aid		0.00	0.00	0.00	0.00	0.0%
558 Planning & Community Devel						
558 60 41 02	Powerman Duathlon	0.00	0.00	0.00	0.00	0.0%
558 Planning & Community Devel		0.00	0.00	0.00	0.00	0.0%
559 Community Development						
558 60 10 00	Salaries & Wages	500,500.00	39,461.82	304,579.39	195,920.61	60.9%
558 60 11 00	Overtime	570.00	0.00	0.00	570.00	0.0%
558 60 20 00	Social Security	34,000.00	2,987.91	23,051.53	10,948.47	67.8%
558 60 21 00	Retirement	49,350.00	5,011.65	38,561.70	10,788.30	78.1%
558 60 22 00	Medical Benefits	106,210.00	10,948.65	90,466.31	15,743.69	85.2%
558 60 23 00	L & I	1,265.00	0.00	861.55	403.45	68.1%
558 60 24 00	Unemployment Insurance	2,390.00	0.00	522.56	1,867.44	21.9%
558 60 31 00	Supplies	800.00	71.75	3,267.71	(2,467.71)	408.5%
558 60 32 00	Fuel	650.00	0.00	391.14	258.86	60.2%
558 60 35 00	Small Equipment	1,500.00	0.00	3,647.44	(2,147.44)	243.2%
558 60 41 00	Professional Services	105,000.00	2,258.25	56,666.25	48,333.75	54.0%
558 60 41 01	Economic Development	4,000.00	0.00	2,500.00	1,500.00	62.5%

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559 Community Development						
558 60 41 03	Tourism Promotion & Marketing	50,500.00	3,932.34	30,869.79	19,630.21	61.1%
558 60 42 00	Communications	2,000.00	148.35	1,588.74	411.26	79.4%
558 60 44 00	Advertising	2,500.00	192.44	2,265.93	234.07	90.6%
558 60 45 00	Rentals	0.00	83.68	742.20	(742.20)	0.0%
558 60 48 00	Repairs & Maintenance	400.00	0.00	0.00	400.00	0.0%
558 60 49 00	Meetings, Training & Travel	5,000.00	944.15	2,539.22	2,460.78	50.8%
558 60 49 01	Meetings, Training & Travel- DON'T USE	0.00	0.00	0.00	0.00	0.0%
558 60 49 02	Dues	4,000.00	0.00	3,387.00	613.00	84.7%
558 60 49 03	Printing	800.00	0.00	0.00	800.00	0.0%
558 60 49 05	Credit Card Bank Fees-CD	1,000.00	0.00	0.00	1,000.00	0.0%
558 60 51 00	Intergov't Prof. Services	2,500.00	0.00	0.00	2,500.00	0.0%
559 60 10 00	Salaries & Wages - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 20 00	Social Security- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 21 00	Retirement- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 22 00	Medical Benefits- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 23 00	L & I - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 24 00	Unemployment Insurance- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 31 00	Supplies- DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 32 00	Fuel - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 35 00	Small Equipment - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 41 00	Professional Services - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 42 00	Communications - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 48 00	Repairs/maintenance - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 49 00	Miscellaneous - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 60 49 03	Dues - DON'T USE	0.00	0.00	0.00	0.00	0.0%
559 Community Development		874,935.00	66,040.99	565,908.46	309,026.54	64.7%
566 Substance Abuse						
566 00 51 00	Liquor Board Excise Tax	1,510.00	0.00	1,358.56	151.44	90.0%
566 Substance Abuse		1,510.00	0.00	1,358.56	151.44	90.0%
572 Libraries						
572 10 47 00	Utilities	12,000.00	918.55	8,344.50	3,655.50	69.5%
572 10 48 00	Repair/maintenance	2,000.00	0.00	145.41	1,854.59	7.3%
572 10 51 00	Sno Isle Contract	0.00	0.00	0.00	0.00	0.0%
572 Libraries		14,000.00	918.55	8,489.91	5,510.09	60.6%
576 Park Facilities						
576 80 10 00	Salaries & Wages	136,995.00	12,655.37	104,009.41	32,985.59	75.9%
576 80 11 00	Overtime	2,000.00	414.78	870.86	1,129.14	43.5%
576 80 20 00	Social Security	10,635.00	992.52	7,960.45	2,674.55	74.9%
576 80 21 00	Retirement	13,860.00	1,387.76	11,864.78	1,995.22	85.6%
576 80 22 00	Medical Benefits	36,130.00	2,722.86	24,417.73	11,712.27	67.6%
576 80 23 00	L & I	3,670.00	0.00	1,960.61	1,709.39	53.4%
576 80 24 00	Unemployment Insurance	730.00	0.00	191.71	538.29	26.3%
576 80 31 00	Supplies	10,000.00	126.16	7,047.20	2,952.80	70.5%
576 80 32 00	Fuel	4,500.00	0.00	2,832.13	1,667.87	62.9%
576 80 35 00	Small Equipment	1,000.00	251.93	251.93	748.07	25.2%

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001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
576 Park Facilities						
576 80 35 01	Uniforms	1,000.00	24.96	212.16	787.84	21.2%
576 80 41 00	Professional Services	0.00	188.87	1,779.18	(1,779.18)	0.0%
576 80 41 01	Summer Concert Series	1,150.00	0.00	3,059.19	(1,909.19)	266.0%
576 80 41 02	Movies In The Park	3,700.00	0.00	3,590.08	109.92	97.0%
576 80 41 03	Light Up Your Holidays	3,800.00	0.00	0.00	3,800.00	0.0%
576 80 41 04	CPG Grant - Clean Up Day	5,000.00	0.00	18.54	4,981.46	0.4%
576 80 41 05	Touch A Truck	1,650.00	0.00	95.17	1,554.83	5.8%
576 80 41 06	Snow Goose/Glass Quest	2,500.00	0.00	0.00	2,500.00	0.0%
576 80 41 07	Haunted Halloween At Ovenell	1,500.00	0.00	0.00	1,500.00	0.0%
576 80 42 00	Communications	600.00	73.56	647.96	(47.96)	108.0%
576 80 45 06	Rent	200.00	0.00	0.00	200.00	0.0%
576 80 47 00	Utilities	14,000.00	599.09	11,225.22	2,774.78	80.2%
576 80 48 00	Repair/maintenance	4,000.00	428.91	2,510.42	1,489.58	62.8%
576 80 48 01	Field Maint - User Fees	10,000.00	0.00	3,126.20	6,873.80	31.3%
576 80 49 01	Meetings, Training & Travel	1,300.00	244.12	570.58	729.42	43.9%
576 80 49 05	Credit Card Bank Fees-PW	200.00	0.00	0.00	200.00	0.0%
576 Park Facilities		270,120.00	20,110.89	188,241.51	81,878.49	69.7%
580 Non Expenditures						
589 00 00 10	Change Fund	0.00	0.00	0.00	0.00	0.0%
589 00 09 98	ASP Clearing	0.00	0.00	0.00	0.00	0.0%
589 90 00 01	Payroll EE Deductions Clearing	0.00	(689.92)	19.14	(19.14)	0.0%
589 90 00 02	Payroll Draw Clearing	0.00	(1,000.00)	(1,800.00)	1,800.00	0.0%
580 Non Expenditures		0.00	(1,689.92)	(1,780.86)	1,780.86	0.0%
594 Capital Expenditures						
594 18 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 21 64 01	Equipment - Grant Funded	0.00	0.00	0.00	0.00	0.0%
594 25 60 00	Emergency Services - Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 58 64 00	Equipment - Software	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 00 00 01	Transfer To 101-Share Of St Lighting	35,000.00	8,750.00	26,250.00	8,750.00	75.0%
597 00 01 07	Transfer To Equip Replacemen	254,387.00	0.00	254,387.00	0.00	100.0%
597 01 01 09	Trfr Out-contingency Fund (1	35,238.00	8,809.00	26,428.00	8,810.00	75.0%
597 01 01 10	Transfer To Build Impr Fund	0.00	0.00	0.00	0.00	0.0%
597 01 02 05	Trfr Out- 1995 G.o. Bond (20	0.00	0.00	0.00	0.00	0.0%
597 01 04 21	Trsfr Out To Water Operating	65,337.00	16,334.00	49,002.00	16,335.00	75.0%
597 Interfund Transfers		389,962.00	33,893.00	356,067.00	33,895.00	91.3%
999 Ending Balance						
508 80 00 00	Restricted Ending Cash & Inv	0.00	0.00	0.00	0.00	0.0%
508 80 00 01	Ending Cash & Investments	2,811,359.00	0.00	0.00	2,811,359.00	0.0%
508 80 00 02	Ending Cash	590.00	0.00	0.00	590.00	0.0%
999 Ending Balance		2,811,949.00	0.00	0.00	2,811,949.00	0.0%

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001 General Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
Fund Expenditures:	9,466,502.00	418,495.50	4,431,150.21	5,035,351.79	46.8%
Fund Excess/(Deficit):	(1.00)	(46,189.94)	3,181,261.57		

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101 Street Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 01 01	Beginning Cash & Investments	143,818.00	0.00	143,817.94	0.06	100.0%
	308 Beginning Balances	143,818.00	0.00	143,817.94	0.06	100.0%

310 Taxes

311 10 01 01	Property Taxes - Street 8%	205,449.00	4,872.44	111,800.79	93,648.21	54.4%
	310 Taxes	205,449.00	4,872.44	111,800.79	93,648.21	54.4%

320 Licenses & Permits

321 91 00 10	WM - Street Maintenance Fee	18,300.00	1,709.08	14,524.28	3,775.72	79.4%
322 90 00 03	Right Of Way And Utility Permits	0.00	0.00	0.00	0.00	0.0%
	320 Licenses & Permits	18,300.00	1,709.08	14,524.28	3,775.72	79.4%

330 State Generated Revenues

336 00 71 00	Multimodal Transportation	3,400.00	2,388.54	7,166.29	(3,766.29)	210.8%
336 00 87 00	Mvft Unrestricted Fuel Tax	130,000.00	14,700.41	110,138.85	19,861.15	84.7%
	330 State Generated Revenues	133,400.00	17,088.95	117,305.14	16,094.86	87.9%

340 Charges For Services

344 10 00 00	Adopt A Street Fees	0.00	0.00	0.00	0.00	0.0%
344 10 00 01	Misc. Charges For Services	0.00	0.00	180.00	(180.00)	0.0%
344 10 51 01	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
349 00 00 01	Interfund Charge - TBD	0.00	0.00	0.00	0.00	0.0%
	340 Charges For Services	0.00	0.00	180.00	(180.00)	0.0%

360 Misc Revenues

361 11 01 01	State Pool/cd Interest	100.00	142.82	1,130.33	(1,030.33)	*****%
369 91 01 01	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
398 10 01 01	Insurance Recoveries	0.00	0.00	165.33	(165.33)	0.0%
	360 Misc Revenues	100.00	142.82	1,295.66	(1,195.66)	*****%

397 Interfund Transfers

397 00 00 00	Transfer In From GF	35,000.00	8,750.00	26,250.00	8,750.00	75.0%
397 00 01 03	Trfr From Street Const (103)	0.00	0.00	0.00	0.00	0.0%
397 00 02 03	Transfer In From Lid Guarantee	0.00	0.00	0.00	0.00	0.0%
397 01 01 20	Transfer In From Reet (120)	0.00	0.00	0.00	0.00	0.0%
397 02 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 07 06 77	Transfer In From TBD	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	35,000.00	8,750.00	26,250.00	8,750.00	75.0%

Fund Revenues:	536,067.00	32,563.29	415,173.81	120,893.19	77.4%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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542 Streets - Maintenance

542 30 10 00	Salaries & Wages	149,405.00	14,338.40	113,997.63	35,407.37	76.3%
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101 Street Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
542 Streets - Maintenance						
542 30 11 00	Overtime	1,500.00	422.32	880.82	619.18	58.7%
542 30 20 00	Social Security	11,545.00	1,122.14	8,726.61	2,818.39	75.6%
542 30 21 00	Retirement	14,900.00	1,329.96	12,806.31	2,093.69	85.9%
542 30 22 00	Medical Benefits	36,305.00	2,559.71	24,428.79	11,876.21	67.3%
542 30 23 00	L & I	3,445.00	0.00	1,845.80	1,599.20	53.6%
542 30 24 00	Unemployment Insurance	520.00	0.00	209.85	310.15	40.4%
542 30 31 00	Supplies	20,000.00	1,711.41	19,028.15	971.85	95.1%
542 30 31 03	Uniforms	1,000.00	24.96	212.16	787.84	21.2%
542 30 32 00	Fuel	6,000.00	0.00	2,622.76	3,377.24	43.7%
542 30 35 00	Small Tools & Equipment	400.00	251.94	251.94	148.06	63.0%
542 30 35 01	Adopt A Street Signs	0.00	0.00	0.00	0.00	0.0%
542 30 41 00	Professional Services	15,000.00	880.97	9,571.88	5,428.12	63.8%
542 30 42 00	Communications	3,000.00	75.06	710.00	2,290.00	23.7%
542 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
542 30 45 00	Rentals	500.00	730.98	730.98	(230.98)	146.2%
542 30 46 00	Insurance	19,600.00	0.00	19,600.00	0.00	100.0%
542 30 46 10	Payments To Claimants	0.00	0.00	0.00	0.00	0.0%
542 30 47 00	Utilities	60,000.00	5,142.81	41,395.85	18,604.15	69.0%
542 30 47 01	Street Lighting DO NOT USE	0.00	0.00	0.00	0.00	0.0%
542 30 48 00	Repair/maintenance	15,000.00	5,039.42	21,715.21	(6,715.21)	144.8%
542 30 49 00	Miscellaneous	200.00	0.00	0.00	200.00	0.0%
542 30 49 01	Meetings, Training & Travel	1,000.00	173.28	705.39	294.61	70.5%
542 30 49 03	Dues	100.00	0.00	99.66	0.34	99.7%
542 30 50 00	Sno Co PW Striping	15,000.00	0.00	0.00	15,000.00	0.0%
542 Streets - Maintenance		374,420.00	33,803.36	279,539.79	94,880.21	74.7%
594 Capital Expenditures						
595 30 63 00	Misc Capital Projects - TBD	0.00	0.00	0.00	0.00	0.0%
595 30 63 10	Right Of Way Const. & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 07	Transfer Out To Equip Resrv	153,156.00	38,289.00	114,867.00	38,289.00	75.0%
597 Interfund Transfers		153,156.00	38,289.00	114,867.00	38,289.00	75.0%
999 Ending Balance						
508 80 01 01	Ending Balance	8,491.00	0.00	0.00	8,491.00	0.0%
999 Ending Balance		8,491.00	0.00	0.00	8,491.00	0.0%
Fund Expenditures:		536,067.00	72,092.36	394,406.79	141,660.21	73.6%
Fund Excess/(Deficit):		0.00	(39,529.07)	20,767.02		

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102 Street Impact Fee Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 02	Reserved Beginning Cash & Investments	385,911.00	0.00	385,910.90	0.10	100.0%
308 80 01 02	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		385,911.00	0.00	385,910.90	0.10	100.0%

330 State Generated Revenues

333 20 20 00	Fhwa And Wsdot Grant	0.00	0.00	0.00	0.00	0.0%
333 97 01 02	Wsdot Arra Grant	0.00	0.00	0.00	0.00	0.0%
334 00 20 00	Puget Sound Reg Council Gran	0.00	0.00	0.00	0.00	0.0%
334 03 80 00	Tib - 267th St Nw	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

340 Charges For Services

345 85 01 02	Street Impact Fees	77,506.00	0.00	130,494.24	(52,988.24)	168.4%
340 Charges For Services		77,506.00	0.00	130,494.24	(52,988.24)	168.4%

360 Misc Revenues

361 11 01 02	State Pool/cd Interest	500.00	911.72	5,285.25	(4,785.25)	*****%
369 91 01 02	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		500.00	911.72	5,285.25	(4,785.25)	*****%

397 Interfund Transfers

397 00 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	463,917.00	911.72	521,690.39	(57,773.39)	112.5%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
519 General Government Services						
519 20 40 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
519 General Government Services		0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures						
595 10 41 00	Prof Serv 267th & Pioneer	0.00	0.00	0.00	0.00	0.0%
595 10 41 01	Engineering Pioneer Hwy Slid	0.00	0.00	0.00	0.00	0.0%
595 10 41 02	Prof Serv 270th Reconstructi	0.00	0.00	0.00	0.00	0.0%
595 10 41 03	St-1 68th Wetland Mitig	0.00	0.00	0.00	0.00	0.0%
595 10 41 04	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 10 41 05	Engineering 272nd Reconstruction	0.00	0.00	0.00	0.00	0.0%
595 10 63 01	Engineering 68th St Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 20 61 00	267th St Nw - Land & Land Im	0.00	0.00	0.00	0.00	0.0%
595 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
595 30 63 15	St-1 68th Ave Nw 270th St	0.00	0.00	0.00	0.00	0.0%
595 30 63 30	St-2 267th St Nw Reconstruct	0.00	0.00	0.00	0.00	0.0%

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102 Street Impact Fee Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
595 30 63 40	St-4 270th Recon 97th-94th	0.00	0.00	0.00	0.00	0.0%
595 30 63 50	St-3 SR532 & 98th-104th	0.00	0.00	0.00	0.00	0.0%
595 30 63 60	Pioneer Hwy Slide Fhwa Const	0.00	0.00	0.00	0.00	0.0%
595 30 63 70	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 80	St-17 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 61 63 01	80th Ave Reconst Sidewals/Paths	0.00	0.00	0.00	0.00	0.0%
595 90 00 10	Salaries And Benefits	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers						
597 01 01 03	Transfer Out To St Const (103)	125,000.00	31,250.00	93,750.00	31,250.00	75.0%
597 Interfund Transfers		125,000.00	31,250.00	93,750.00	31,250.00	75.0%
999 Ending Balance						
508 10 01 02	Reserved Ending Cash & Investments	338,917.00	0.00	0.00	338,917.00	0.0%
508 80 01 02	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		338,917.00	0.00	0.00	338,917.00	0.0%
Fund Expenditures:		463,917.00	31,250.00	93,750.00	370,167.00	20.2%
Fund Excess/(Deficit):		0.00	(30,338.28)	427,940.39		

MONTHLY EXPENSE & REVENUE REPORT

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103 Street Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 01 03	Beginning Cash & Investments	492,222.00	0.00	492,222.34	(0.34)	100.0%
308 Beginning Balances		492,222.00	0.00	492,222.34	(0.34)	100.0%

330 State Generated Revenues

333 04 20 00	US Dept Of Commerce - Safe Routes	0.00	0.00	0.00	0.00	0.0%
333 20 00 00	FHWA/WSDOT Grant	0.00	0.00	0.00	0.00	0.0%
333 20 00 03	WSDOT / FHA 90th Ave NW	0.00	0.00	0.00	0.00	0.0%
333 20 00 04	RTCC - Viking Way	500,000.00	0.00	14,178.28	485,821.72	2.8%
333 20 00 05	Viking Way Grant Construction	0.00	0.00	0.00	0.00	0.0%
333 97 01 03	WSDOT ARRA Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 00	State Grants	1,105,000.00	0.00	0.00	1,105,000.00	0.0%
334 03 60 01	WSDOT SR 532 Beautification Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 02	WSDOT Safe Routes	0.00	0.00	0.00	0.00	0.0%
334 03 80 01	TIB - 68th Sidewalk	0.00	0.00	0.00	0.00	0.0%
334 03 80 02	TIB - 276th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 03	TIB - CHAP	0.00	0.00	24,918.00	(24,918.00)	0.0%
334 03 80 04	TIB 88th Overlay	0.00	0.00	39,630.33	(39,630.33)	0.0%
334 03 80 05	TIB 271st St 94th-SR532	0.00	0.00	39,630.33	(39,630.33)	0.0%
334 03 80 06	TIB Pioneer Hwy/72nd-City Limits	0.00	0.00	21,982.20	(21,982.20)	0.0%
334 03 80 07	Transportation Improvement Board (TIB)	1,090,000.00	0.00	0.00	1,090,000.00	0.0%
334 04 20 01	Dept Of Commerce - SRTS	0.00	0.00	45,128.90	(45,128.90)	0.0%
334 04 20 02	Future Dept Of Commerce Grant - Viking Way Construction	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		2,695,000.00	0.00	185,468.04	2,509,531.96	6.9%

360 Misc Revenues

361 11 01 03	State Pool/cd Interest	100.00	1,519.20	7,116.14	(7,016.14)	*****%
369 40 00 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
369 91 01 03	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		100.00	1,519.20	7,116.14	(7,016.14)	*****%

397 Interfund Transfers

397 01 01 02	Transfer In From St Impact (102)	125,000.00	31,250.00	93,750.00	31,250.00	75.0%
397 01 01 03	Transfer From TBD	220,000.00	55,000.00	165,000.00	55,000.00	75.0%
397 Interfund Transfers		345,000.00	86,250.00	258,750.00	86,250.00	75.0%

Fund Revenues:	3,532,322.00	87,769.20	943,556.52	2,588,765.48	26.7%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

595 10 41 06	St-1 68th Wetland Mitigation	0.00	0.00	0.00	0.00	0.0%
595 10 61 06	New Sidewalk/Trail Installation	70,000.00	0.00	18,858.08	51,141.92	26.9%
595 10 61 07	Sidewalk Repair	0.00	0.00	0.00	0.00	0.0%

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103 Street Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
595 10 63 02	Eng 68th St Sidewalk Construction	0.00	0.00	5,733.05	(5,733.05)	0.0%
595 10 63 03	Downtown Street & Sidewalk Imp.	20,000.00	0.00	0.00	20,000.00	0.0%
595 10 63 04	Wayfinding Signs	0.00	0.00	0.00	0.00	0.0%
595 10 63 07	276th Sidewalk	50,000.00	0.00	0.00	50,000.00	0.0%
595 10 63 08	Viking Way Eng	0.00	0.00	0.00	0.00	0.0%
595 10 63 09	Viking Way ROW	0.00	6,749.99	26,302.22	(26,302.22)	0.0%
595 30 63 05	Misc Capital Projects	25,000.00	0.00	0.00	25,000.00	0.0%
595 30 63 06	Right Of Way Const & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 63 07	Pioneer Hwy Slide	0.00	0.00	0.00	0.00	0.0%
595 30 63 08	SR 532 Beautification	0.00	0.00	0.00	0.00	0.0%
595 30 63 09	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 11	Saratoga Right Of Way	0.00	0.00	0.00	0.00	0.0%
595 30 63 12	Pioneer Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 13	Viking Way Construction	300,000.00	0.00	0.00	300,000.00	0.0%
595 30 63 14	Pioneer Hwy Overlay-CHAP	0.00	0.00	480.68	(480.68)	0.0%
595 30 63 16	271st St 94th-SR532 TIB	0.00	0.00	1,789.44	(1,789.44)	0.0%
595 30 63 17	88th/SR532-Florence (84th Ave) TIB	0.00	0.00	1,789.45	(1,789.45)	0.0%
595 30 63 18	Pioneer Hwy Overlay/72nd-City Limits TIB	0.00	0.00	1,789.44	(1,789.44)	0.0%
595 30 63 19	Cedarhome Dr. Overlay	300,000.00	0.00	19,968.63	280,031.37	6.7%
595 30 63 22	92nd Ave Overlay	400,000.00	0.00	19,968.62	380,031.38	5.0%
595 30 63 23	102nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 24	SR 532/Ovenell Access	330,000.00	0.00	0.00	330,000.00	0.0%
595 30 63 25	Downtown Conn Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 26	SR 532/Corridor Study	350,000.00	0.00	0.00	350,000.00	0.0%
595 30 63 27	102nd Ave Sidewalk	106,498.00	0.00	0.00	106,498.00	0.0%
595 30 63 28	92nd Ave Sidewalk	72,228.00	0.00	18,858.08	53,369.92	26.1%
595 30 63 29	72nd Ave Sidewalk	391,359.00	0.00	18,858.09	372,500.91	4.8%
594 Capital Expenditures		2,415,085.00	6,749.99	134,395.78	2,280,689.22	5.6%
597 Interfund Transfers						
597 01 01 01	Trfr Out To Streets (101)	0.00	0.00	0.00	0.00	0.0%
597 01 03 05	Trfr Out To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 80 01 03	Ending Cash & Investments	1,117,237.00	0.00	0.00	1,117,237.00	0.0%
999 Ending Balance		1,117,237.00	0.00	0.00	1,117,237.00	0.0%
Fund Expenditures:		3,532,322.00	6,749.99	134,395.78	3,397,926.22	3.8%
Fund Excess/(Deficit):		0.00	81,019.21	809,160.74		

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104 Park Improvement Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 01 04	Beginning Cash & Investments	153,708.00	0.00	153,708.22	(0.22)	100.0%
308 Beginning Balances		153,708.00	0.00	153,708.22	(0.22)	100.0%

330 State Generated Revenues

334 02 40 00	AELA Grant	0.00	0.00	0.00	0.00	0.0%
334 02 70 00	WWRP Grant	0.00	0.00	0.00	0.00	0.0%
334 03 10 10	Floodplains By Design	250,000.00	0.00	0.00	250,000.00	0.0%
337 00 00 01	Hamilton Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 02	Ovenell Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 03	Johnson Conservation Futures	0.00	0.00	500,000.00	(500,000.00)	0.0%
330 State Generated Revenues		250,000.00	0.00	500,000.00	(250,000.00)	200.0%

340 Charges For Services

345 85 01 04	Park Impact Fees	18,583.00	0.00	0.00	18,583.00	0.0%
340 Charges For Services		18,583.00	0.00	0.00	18,583.00	0.0%

360 Misc Revenues

361 11 01 04	State Pool/cd Interest	250.00	1,295.30	3,466.06	(3,216.06)	*****%
362 00 01 04	Rents And Leases	0.00	909.00	9,781.00	(9,781.00)	0.0%
367 00 00 01	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		250.00	2,204.30	13,247.06	(12,997.06)	*****%

397 Interfund Transfers

397 00 10 20	Transfer In From REET (120)	425,000.00	0.00	425,000.00	0.00	100.0%
397 00 10 21	Transfer In From REET (121)	430,000.00	0.00	430,000.00	0.00	100.0%
397 Interfund Transfers		855,000.00	0.00	855,000.00	0.00	100.0%

Fund Revenues:	1,277,541.00	2,204.30	1,521,955.28	(244,414.28)	119.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 76 61 01	Hamilton	275,000.00	2,784.96	4,912.46	270,087.54	1.8%
594 76 61 02	Ovenell	55,000.00	0.00	1,182.00	53,818.00	2.1%
594 76 61 03	Johnson Easement Purch	700,000.00	0.00	774,587.90	(74,587.90)	110.7%
594 76 61 21	Hamilton Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 01	River Access/Launch	0.00	0.00	0.00	0.00	0.0%
594 76 63 02	City Hall Park	0.00	327.30	327.30	(327.30)	0.0%
594 76 63 03	Downtown Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 04	Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 15	Park Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 16	Skate Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 17	Church Creek Restrooms	0.00	0.00	0.00	0.00	0.0%
594 76 63 18	Heritage Park Improvemments	50,000.00	0.00	120,501.39	(70,501.39)	241.0%
594 76 63 19	Non-motorized Trail	0.00	0.00	0.00	0.00	0.0%
594 76 63 20	New Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		1,080,000.00	3,112.26	901,511.05	178,488.95	83.5%

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104 Park Improvement Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers					
597 05 02 05 Transfer To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 01 04 Ending Cash & Investments	197,541.00	0.00	0.00	197,541.00	0.0%
999 Ending Balance	197,541.00	0.00	0.00	197,541.00	0.0%
Fund Expenditures:	1,277,541.00	3,112.26	901,511.05	376,029.95	70.6%
Fund Excess/(Deficit):	0.00	(907.96)	620,444.23		

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City Of Stanwood
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105 Fire Impact Fees

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 05	Reserved Beginning Cash & Investments	66,860.00	0.00	66,860.40	(0.40)	100.0%
308 80 01 05	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		66,860.00	0.00	66,860.40	(0.40)	100.0%

340 Charges For Services

345 85 01 05	Fire Impact Fees	4,400.00	0.00	10,160.50	(5,760.50)	230.9%
340 Charges For Services		4,400.00	0.00	10,160.50	(5,760.50)	230.9%

360 Misc Revenues

361 11 01 05	State Pool/cd Interest	0.00	157.34	821.29	(821.29)	0.0%
360 Misc Revenues		0.00	157.34	821.29	(821.29)	0.0%

Fund Revenues:		71,260.00	157.34	77,842.19	(6,582.19)	109.2%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 85 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 04 02 05	Trsf Out To Debt Srvc Fire S	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 05	Reserved Ending Cash & Investments	71,260.00	0.00	0.00	71,260.00	0.0%
508 80 01 05	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		71,260.00	0.00	0.00	71,260.00	0.0%

Fund Expenditures:		71,260.00	0.00	0.00	71,260.00	0.0%
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Fund Excess/(Deficit):		0.00	157.34	77,842.19		
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106 Park Impact Fees

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 06	Reserved Beginning Cash & Investments	115,523.00	0.00	115,523.09	(0.09)	100.0%
308 80 01 06	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		115,523.00	0.00	115,523.09	(0.09)	100.0%

340 Charges For Services

345 85 01 06	Park Impact Fees	14,097.60	0.00	4,582.40	9,515.20	32.5%
340 Charges For Services		14,097.60	0.00	4,582.40	9,515.20	32.5%

360 Misc Revenues

361 11 01 06	State Pool/cd Interest	150.00	248.51	1,456.83	(1,306.83)	971.2%
360 Misc Revenues		150.00	248.51	1,456.83	(1,306.83)	971.2%

Fund Revenues:		129,770.60	248.51	121,562.32	8,208.28	93.7%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
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597 Interfund Transfers

597 00 00 04	Transfer To Park Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 06	Reserved Ending Cash & Investments	129,771.00	0.00	0.00	129,771.00	0.0%
508 80 01 06	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		129,771.00	0.00	0.00	129,771.00	0.0%

Fund Expenditures:		129,771.00	0.00	0.00	129,771.00	0.0%
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Fund Excess/(Deficit):		(0.40)	248.51	121,562.32		
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107 Equipment Reserve Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 07	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 07	Beginning Cash & Investments	141,407.00	0.00	141,407.21	(0.21)	100.0%
308 Beginning Balances		141,407.00	0.00	141,407.21	(0.21)	100.0%

330 State Generated Revenues

334 00 30 00	State Equipment Grant	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 07	State Pool/cd Interest	100.00	872.73	2,976.28	(2,876.28)	*****%
360 Misc Revenues		100.00	872.73	2,976.28	(2,876.28)	*****%

390 Other Revenues

395 10 01 07	Proceeds From Sales Of Asset	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 01	General Gov't Equip Replacem	254,387.00	0.00	254,387.00	0.00	100.0%
397 01 01 01	Transfer In From Streets	153,156.00	38,289.00	114,867.00	38,289.00	75.0%
397 01 01 09	Transfer In Contingency (109)	0.00	0.00	0.00	0.00	0.0%
397 04 04 01	Transfer In From Drainage	5,000.00	0.00	5,000.00	0.00	100.0%
397 Interfund Transfers		412,543.00	38,289.00	374,254.00	38,289.00	90.7%

Fund Revenues:	554,050.00	39,161.73	518,637.49	35,412.51	93.6%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 00 64 02	Machinery & Equipment-police	0.00	0.00	0.00	0.00	0.0%
594 00 64 03	Machinery & Equipment-fire	0.00	0.00	0.00	0.00	0.0%
594 18 64 07	Machinery & Equipment -	102,455.00	0.00	26,150.42	76,304.58	25.5%
594 18 64 08	Machinery & Equipment - Parks	5,000.00	5,673.20	19,618.87	(14,618.87)	392.4%
594 19 64 09	Machinery & Equipment - Street	128,545.00	5,673.20	37,722.61	90,822.39	29.3%
594 19 64 10	Machinery & Equipment - B&G	0.00	3,780.32	17,725.98	(17,725.98)	0.0%
594 19 64 20	Machinery & Equipment-Drainage	5,000.00	0.00	0.00	5,000.00	0.0%
594 Capital Expenditures		241,000.00	15,126.72	101,217.88	139,782.12	42.0%

999 Ending Balance

508 10 01 07	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 07	Ending Cash & Investments	421,595.00	0.00	0.00	421,595.00	0.0%
999 Ending Balance		421,595.00	0.00	0.00	421,595.00	0.0%

Fund Expenditures:	662,595.00	15,126.72	101,217.88	561,377.12	15.3%
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107 Equipment Reserve Fund

Fund Excess/(Deficit):	(108,545.00)	24,035.01	417,419.61
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108 Transportation Sales Tax Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 10 01 08	Reserved Beginning Cash & Investments	417,637.00	0.00	417,636.66	0.34	100.0%
308 Beginning Balances		417,637.00	0.00	417,636.66	0.34	100.0%

310 Taxes

313 21 01 08	Public Transportation Systems Sales Tax	292,900.00	30,271.85	263,457.70	29,442.30	89.9%
310 Taxes		292,900.00	30,271.85	263,457.70	29,442.30	89.9%

330 State Generated Revenues

334 03 80 08	TIB Grant	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 10 01 08	Interest Income	0.00	0.00	0.00	0.00	0.0%
361 11 01 08	State Pool/cd Interest	1,000.00	1,055.05	4,550.01	(3,550.01)	455.0%
360 Misc Revenues		1,000.00	1,055.05	4,550.01	(3,550.01)	455.0%

Fund Revenues:		711,537.00	31,326.90	685,644.37	25,892.63	96.4%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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543 Streets Admin & Overhead

543 30 10 08	Salaries & Wages	9,095.00	781.32	7,213.35	1,881.65	79.3%
543 30 11 08	Overtime	0.00	0.00	0.00	0.00	0.0%
543 30 20 08	Social Security	695.00	59.41	548.55	146.45	78.9%
543 30 21 08	Retirement	1,015.00	99.23	913.28	101.72	90.0%
543 30 22 08	Medical Benefits	3,310.00	194.26	1,737.98	1,572.02	52.5%
543 30 23 08	L & I	0.00	0.00	162.73	(162.73)	0.0%
543 30 24 08	Unemployment	100.00	0.00	14.23	85.77	14.2%
543 30 41 08	Professional Services	4,000.00	0.00	0.00	4,000.00	0.0%
543 30 44 08	Advertising	0.00	0.00	0.00	0.00	0.0%
543 30 49 08	Miscellaneous	1,000.00	0.00	0.00	1,000.00	0.0%
543 Streets Admin & Overhead		19,215.00	1,134.22	10,590.12	8,624.88	55.1%

594 Capital Expenditures

595 30 63 20	272nd (72nd - 86th) Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 21	Safe Routes To Schools	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 07 03 05	Transfer To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 07 03 07	Transfer To Street Construction	220,000.00	55,000.00	165,000.00	55,000.00	75.0%
597 Interfund Transfers		220,000.00	55,000.00	165,000.00	55,000.00	75.0%

999 Ending Balance

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108 Transportation Sales Tax Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 10 01 08	Reserved Ending Cash & Investments	472,322.00	0.00	0.00	472,322.00	0.0%
999 Ending Balance		472,322.00	0.00	0.00	472,322.00	0.0%
Fund Expenditures:		711,537.00	56,134.22	175,590.12	535,946.88	24.7%
Fund Excess/(Deficit):		0.00	(24,807.32)	510,054.25		

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109 Contingency Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 09	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 09	Beginning Cash & Investments	283,782.00	0.00	283,781.72	0.28	100.0%
308 Beginning Balances		283,782.00	0.00	283,781.72	0.28	100.0%

360 Misc Revenues

361 11 01 09	State Pool/cd Interest	1,500.00	622.76	3,229.73	(1,729.73)	215.3%
360 Misc Revenues		1,500.00	622.76	3,229.73	(1,729.73)	215.3%

397 Interfund Transfers

397 02 00 01	Transfer In From General Fun	35,238.00	8,809.00	26,428.00	8,810.00	75.0%
397 Interfund Transfers		35,238.00	8,809.00	26,428.00	8,810.00	75.0%

Fund Revenues:		320,520.00	9,431.76	313,439.45	7,080.55	97.8%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 01 21	Transfer Out To REET1 (121)	0.00	0.00	0.00	0.00	0.0%
597 01 00 01	Contingency Transfer Out	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 10 01 09	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 09	Ending Cash & Investments	320,520.00	0.00	0.00	320,520.00	0.0%
999 Ending Balance		320,520.00	0.00	0.00	320,520.00	0.0%
Fund Expenditures:		320,520.00	0.00	0.00	320,520.00	0.0%

Fund Excess/(Deficit):	0.00	9,431.76	313,439.45
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110 Building Improvement Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 10	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 01 10	Beginning Cash & Investments	916,006.00	0.00	916,005.97	0.03	100.0%
308 Beginning Balances		916,006.00	0.00	916,005.97	0.03	100.0%

330 State Generated Revenues

333 01 80 00	Hazard Mitigation Program Grant	0.00	0.00	0.00	0.00	0.0%
333 01 80 01	DOC - New CH Design	300,000.00	0.00	0.00	300,000.00	0.0%
334 01 80 02	DEM - State	0.00	0.00	0.00	0.00	0.0%
330 State Generated Revenues		300,000.00	0.00	0.00	300,000.00	0.0%

360 Misc Revenues

361 11 01 10	State Pool/cd Interest	2,000.00	1,830.19	9,940.14	(7,940.14)	497.0%
367 00 01 10	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		2,000.00	1,830.19	9,940.14	(7,940.14)	497.0%

397 Interfund Transfers

397 02 01 20	Transfer In REET 1 (120)	0.00	0.00	0.00	0.00	0.0%
397 04 00 01	Transfer In From General Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,218,006.00	1,830.19	925,946.11	292,059.89	76.0%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 18 62 10	Building Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 11	Police/City Hall Design	600,000.00	5,041.25	15,542.60	584,457.40	2.6%
594 18 62 12	City Hall HVAC	20,000.00	0.00	0.00	20,000.00	0.0%
594 18 62 14	Library Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 15	Fire Station Improvements	50,000.00	0.00	20,987.67	29,012.33	42.0%
594 18 62 16	Police Station Improvements	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		670,000.00	5,041.25	36,530.27	633,469.73	5.5%

597 Interfund Transfers

597 00 01 20	Transfer Out To Reet (120)	0.00	0.00	0.00	0.00	0.0%
597 05 01 21	Transfer Out To REET (121)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 01 10	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 01 10	Ending Cash & Investments	548,006.00	0.00	0.00	548,006.00	0.0%
999 Ending Balance		548,006.00	0.00	0.00	548,006.00	0.0%

Fund Expenditures:	1,218,006.00	5,041.25	36,530.27	1,181,475.73	3.0%
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110 Building Improvement Fund

Fund Excess/(Deficit):	0.00	(3,211.06)	889,415.84
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120 REET - Capital Improvements

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 20	Restricted Beginning Cash & Investments	572,933.00	0.00	572,932.90	0.10	100.0%
308 80 01 20	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		572,933.00	0.00	572,932.90	0.10	100.0%

310 Taxes

318 34 00 00	REET 1 - 1st Quarter Percent	160,000.00	30,900.49	166,169.52	(6,169.52)	103.9%
310 Taxes		160,000.00	30,900.49	166,169.52	(6,169.52)	103.9%

360 Misc Revenues

361 11 01 20	State Pool/cd Interest	500.00	559.53	5,348.56	(4,848.56)	*****%
360 Misc Revenues		500.00	559.53	5,348.56	(4,848.56)	*****%

397 Interfund Transfers

397 01 01 10	Transfer In From Bldg Impr 1	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:		733,433.00	31,460.02	744,450.98	(11,017.98)	101.5%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 76 61 20	Sebranke Property Purchase	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 01 04	Transfer Out To Park Imp (104)	425,000.00	0.00	425,000.00	0.00	100.0%
597 00 01 10	Transfer Out To Bldg (110)	0.00	0.00	0.00	0.00	0.0%
597 02 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 03 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		425,000.00	0.00	425,000.00	0.00	100.0%

999 Ending Balance

508 10 01 20	Ending Cash & Investments	308,433.00	0.00	0.00	308,433.00	0.0%
999 Ending Balance		308,433.00	0.00	0.00	308,433.00	0.0%

Fund Expenditures:		733,433.00	0.00	425,000.00	308,433.00	57.9%
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Fund Excess/(Deficit):		0.00	31,460.02	319,450.98		
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121 REET - Growth Management

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 01 21	Restricted Beginning Cash & Investments	853,364.00	0.00	853,363.50	0.50	100.0%
308 80 01 21	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		853,364.00	0.00	853,363.50	0.50	100.0%

310 Taxes

318 35 00 00	REET 2 - 2nd Quarter Percent	160,000.00	30,900.49	166,169.49	(6,169.49)	103.9%
310 Taxes		160,000.00	30,900.49	166,169.49	(6,169.49)	103.9%

360 Misc Revenues

361 11 01 21	State Pool/cd Interest	500.00	1,128.89	8,428.92	(7,928.92)	*****%
360 Misc Revenues		500.00	1,128.89	8,428.92	(7,928.92)	*****%

397 Interfund Transfers

397 00 01 10	Transfer In From Bldg Imp (110)	0.00	0.00	0.00	0.00	0.0%
397 02 01 09	Transfer In From Cont (109)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,013,864.00	32,029.38	1,027,961.91	(14,097.91)	101.4%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
591 Debt Service						
591 28 78 00	Principal - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
592 28 83 00	Interest - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
591 Debt Service		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 00 05	Transfers-Out Park Imprv (104)	430,000.00	0.00	430,000.00	0.00	100.0%
597 00 01 02	Transfer Out To Street Const	0.00	0.00	0.00	0.00	0.0%
597 02 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 03 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		430,000.00	0.00	430,000.00	0.00	100.0%

999 Ending Balance

508 10 01 21	Ending Cash & Investments	583,864.00	0.00	0.00	583,864.00	0.0%
999 Ending Balance		583,864.00	0.00	0.00	583,864.00	0.0%

Fund Expenditures:	1,013,864.00	0.00	430,000.00	583,864.00	42.4%
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Fund Excess/(Deficit):	0.00	32,029.38	597,961.91
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203 LID Guarantee Fund - CLOSED 2015

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 80 02 03 Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues					
361 11 02 03 State Pool/cd Interest	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers					
397 00 02 07 Transfer From Lid Debt Service	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers					
597 00 01 01 Transfer Out To Strt Fund 10	0.00	0.00	0.00	0.00	0.0%
597 00 02 05 Transfer Out To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 02 03 Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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205 Debt Service Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 02 05	Beginning Cash & Investments	69,172.00	0.00	69,172.29	(0.29)	100.0%
	308 Beginning Balances	69,172.00	0.00	69,172.29	(0.29)	100.0%

310 Taxes

311 10 22 00	G.o. Bond 2000 - Fire Statio	0.00	0.00	0.00	0.00	0.0%
311 10 22 10	G.o. Bond 2007 Ref 1994/2000	195,400.00	1,460.65	104,779.50	90,620.50	53.6%
	310 Taxes	195,400.00	1,460.65	104,779.50	90,620.50	53.6%

360 Misc Revenues

361 11 02 05	State Pool/cd Interest	300.00	331.37	1,397.32	(1,097.32)	465.8%
	360 Misc Revenues	300.00	331.37	1,397.32	(1,097.32)	465.8%

397 Interfund Transfers

397 00 01 04	Transfer In From Fund 104	0.00	0.00	0.00	0.00	0.0%
397 00 01 05	Trsf From Fund 105	0.00	0.00	0.00	0.00	0.0%
397 00 01 20	Transfer In From Fund (120)	0.00	0.00	0.00	0.00	0.0%
397 01 01 21	Transfer In From Fund 121	0.00	0.00	0.00	0.00	0.0%
397 01 02 03	Transfer In From Fund 203	0.00	0.00	0.00	0.00	0.0%
397 03 00 01	Transfer In From Fund 001	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	264,872.00	1,792.02	175,349.11	89,522.89	66.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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591 Debt Service

591 22 71 00	Go Bond Principal-fire Stati	0.00	0.00	0.00	0.00	0.0%
591 22 71 01	1993-1995 Go Bond Princ-2007	175,000.00	0.00	0.00	175,000.00	0.0%
592 22 83 10	G.o.bond Interest-fire Stati	22,200.00	0.00	11,100.00	11,100.00	50.0%
592 22 83 20	1993-1995 Go Bond Int-2007 R	0.00	0.00	0.00	0.00	0.0%
592 22 89 00	Professional Services	1,250.00	0.00	300.00	950.00	24.0%
	591 Debt Service	198,450.00	0.00	11,400.00	187,050.00	5.7%

999 Ending Balance

508 80 02 05	Ending Cash & Investments	66,422.00	0.00	0.00	66,422.00	0.0%
	999 Ending Balance	66,422.00	0.00	0.00	66,422.00	0.0%

Fund Expenditures:	264,872.00	0.00	11,400.00	253,472.00	4.3%
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Fund Excess/(Deficit):	0.00	1,792.02	163,949.11
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207 LID 92-1 Debt Service Fund CLOSED 2015

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 80 02 07	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues						
361 11 02 07	State Pool/cd Interest	0.00	0.00	0.00	0.00	0.0%
361 51 00 01	Special Assessment Penalties	0.00	0.00	0.00	0.00	0.0%
361 55 00 00	Special Assessment Interest	0.00	0.00	0.00	0.00	0.0%
368 10 02 07	Special Assessment Principal	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		0.00	0.00	0.00	0.00	0.0%
Expenditures		Amt Budgeted	September	YTD	Remaining	
597 Interfund Transfers						
597 00 02 03	Transfer Out To Lid Guarante	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 80 02 07	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:		0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):		0.00	0.00	0.00		

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305 Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 03 05	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

381 10 00 01	Interfund Loans Received	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 05 01	Trsfr From 411	0.00	0.00	0.00	0.00	0.0%
397 00 05 02	Trsfr From 422	0.00	0.00	0.00	0.00	0.0%
397 00 05 03	Trsfr From 677	0.00	0.00	0.00	0.00	0.0%
397 00 05 04	Trsfr From 403	0.00	0.00	0.00	0.00	0.0%
397 00 05 05	Trsfr From 103	0.00	0.00	0.00	0.00	0.0%
397 00 05 08	Trsfr From 108	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expeditures

581 20 00 01	Interfund Loan Principal Payback	0.00	0.00	0.00	0.00	0.0%
	580 Non Expeditures	0.00	0.00	0.00	0.00	0.0%

591 Debt Service

592 38 82 01	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.0%
	591 Debt Service	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 35 63 49	270th St. (Florence To 88th)DONOTUSE INVALID BARS	0.00	0.00	0.00	0.00	0.0%
594 35 63 50	270th St (94th-96th)DONOTUSE INVALID BARS	0.00	0.00	0.00	0.00	0.0%
595 30 63 31	270thST(Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 32	270thST(94th To 96th)	0.00	0.00	0.00	0.00	0.0%
	594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 80 03 05	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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305 Construction Fund

Fund Excess/(Deficit):	0.00	0.00	0.00
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401 Sewer Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 01	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 01	Beginning Cash & Investments	1,603,873.00	0.00	1,603,873.04	(0.04)	100.0%
308 Beginning Balances		1,603,873.00	0.00	1,603,873.04	(0.04)	100.0%

340 Charges For Services

343 50 04 01	Sewer Service Charges	1,787,407.00	142,254.89	1,538,515.39	248,891.61	86.1%
343 50 50 01	Sewer - Other Fees	1,100.00	28.00	112.00	988.00	10.2%
340 Charges For Services		1,788,507.00	142,282.89	1,538,627.39	249,879.61	86.0%

360 Misc Revenues

361 11 04 01	State Pool/cd Interest	5,649.00	2,475.55	16,052.14	(10,403.14)	284.2%
369 91 04 01	Miscellaneous	255.00	0.00	0.00	255.00	0.0%
360 Misc Revenues		5,904.00	2,475.55	16,052.14	(10,148.14)	271.9%

380 Non Revenues

389 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 04 05	Trfr From Plant Invest Fee (405)	0.00	0.00	0.00	0.00	0.0%
397 00 55 01	Transfer In From WWTP	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	3,398,284.00	144,758.44	3,158,552.57	239,731.43	92.9%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
535 Sewer						
535 80 10 00	Salaries & Wages	317,685.00	23,032.36	223,908.93	93,776.07	70.5%
535 80 11 00	Overtime	10,000.00	798.74	3,037.27	6,962.73	30.4%
535 80 20 00	Social Security	24,300.00	1,813.38	17,272.10	7,027.90	71.1%
535 80 21 00	Retirement	35,420.00	2,652.50	27,788.08	7,631.92	78.5%
535 80 22 00	Medical Benefits	104,785.00	5,879.56	59,169.20	45,615.80	56.5%
535 80 23 00	L & I	7,730.00	0.00	4,920.00	2,810.00	63.6%
535 80 24 00	Unemployment Insurance	1,665.00	0.00	468.21	1,196.79	28.1%
535 80 31 00	Supplies	30,000.00	743.28	7,445.04	22,554.96	24.8%
535 80 31 03	Uniforms	4,000.00	149.56	1,289.67	2,710.33	32.2%
535 80 32 00	Fuel	7,500.00	0.00	4,264.71	3,235.29	56.9%
535 80 35 00	Small Equipment	2,500.00	0.00	0.00	2,500.00	0.0%
535 80 41 00	Professional Services	60,000.00	6,161.54	28,094.91	31,905.09	46.8%
535 80 41 01	Bio-solid Removal	0.00	0.00	0.00	0.00	0.0%
535 80 42 00	Communications	20,000.00	1,424.97	11,756.28	8,243.72	58.8%
535 80 44 00	Advertising	500.00	0.00	462.71	37.29	92.5%
535 80 45 00	Rentals	2,000.00	289.98	2,358.78	(358.78)	117.9%
535 80 46 00	Insurance	30,840.00	0.00	30,840.00	0.00	100.0%
535 80 47 00	Utilities	160,000.00	7,000.49	74,441.59	85,558.41	46.5%
535 80 48 00	Repair/maintenance	40,000.00	1,383.50	121,572.35	(81,572.35)	303.9%
535 80 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%

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401 Sewer Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
535 Sewer						
535 80 49 01	B & O Tax	37,000.00	4,271.44	30,887.89	6,112.11	83.5%
535 80 49 03	Meetings, Training & Travel	9,000.00	714.77	2,097.80	6,902.20	23.3%
535 80 49 05	Credit Card Bank Fees	3,250.00	796.99	5,152.69	(1,902.69)	158.5%
535 80 49 06	Dues	500.00	0.00	187.42	312.58	37.5%
535 80 49 80	Interfund Payment For Servic	153,476.00	38,368.00	115,104.00	38,372.00	75.0%
535 80 51 09	Permits	9,000.00	3,539.68	4,515.33	4,484.67	50.2%
535 Sewer		1,071,151.00	99,020.74	777,034.96	294,116.04	72.5%

580 Non Expenditures

589 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
591 35 78 00	Pwtf Principal - Sewer Imprv	0.00	0.00	0.00	0.00	0.0%
591 35 78 01	Pwtf Principal-wwtp Design	0.00	0.00	0.00	0.00	0.0%
591 35 78 02	Srf Principal-treatment Plan	465,029.00	0.00	465,029.34	(0.34)	100.0%
591 35 78 03	Pwtf Principal-271st Trunkli	106,921.00	0.00	106,921.05	(0.05)	100.0%
580 Non Expenditures		571,950.00	0.00	571,950.39	(0.39)	100.0%

591 Debt Service

592 35 83 00	Pwtf Interest - Sewer Imprvt	0.00	0.00	0.00	0.00	0.0%
592 35 83 01	Pwtf Interest-wwtp Design	0.00	0.00	0.00	0.00	0.0%
592 35 83 03	Pwtf Interest-271st Trunk Co	4,811.00	0.00	4,811.45	(0.45)	100.0%
591 Debt Service		4,811.00	0.00	4,811.45	(0.45)	100.0%

594 Capital Expenditures

594 35 64 03	Machinery & Equipment	25,000.00	0.00	3,219.73	21,780.27	12.9%
594 Capital Expenditures		25,000.00	0.00	3,219.73	21,780.27	12.9%

597 Interfund Transfers

597 00 04 51	Transfer To Bond Reserve (45	0.00	0.00	0.00	0.00	0.0%
597 00 04 57	Transfer To Equip Replacemen	372,745.00	0.00	372,745.00	0.00	100.0%
597 01 04 03	Transfer Out To Sewer Const (403)	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
597 Interfund Transfers		522,745.00	37,500.00	485,245.00	37,500.00	92.8%

999 Ending Balance

508 10 04 01	Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 01	Ending Cash & Investments	1,202,627.00	0.00	0.00	1,202,627.00	0.0%
999 Ending Balance		1,202,627.00	0.00	0.00	1,202,627.00	0.0%

Fund Expenditures:	3,398,284.00	136,520.74	1,842,261.53	1,556,022.47	54.2%
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Fund Excess/(Deficit):	0.00	8,237.70	1,316,291.04
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403 Sewer Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 04 03	Beginning Cash & Investments	1,442,266.00	0.00	1,442,266.06	(0.06)	100.0%
	308 Beginning Balances	1,442,266.00	0.00	1,442,266.06	(0.06)	100.0%

340 Charges For Services

343 50 00 00	Sewer Connection Fees	14,500.00	0.00	21,500.00	(7,000.00)	148.3%
	340 Charges For Services	14,500.00	0.00	21,500.00	(7,000.00)	148.3%

360 Misc Revenues

361 11 04 03	State Pool/cd Interest	5,000.00	3,128.76	16,454.75	(11,454.75)	329.1%
361 40 00 02	Interest From Interfund Loan	1,500.00	0.00	0.00	1,500.00	0.0%
	360 Misc Revenues	6,500.00	3,128.76	16,454.75	(9,954.75)	253.2%

380 Non Revenues

381 12 03 05	Interfund Loan Repayment	0.00	0.00	0.00	0.00	0.0%
381 12 04 11	Interfund Loan Repayment	80,000.00	0.00	0.00	80,000.00	0.0%
	380 Non Revenues	80,000.00	0.00	0.00	80,000.00	0.0%

397 Interfund Transfers

397 01 04 05	Trfr In From Sewer Plant Inv	142,472.00	35,618.00	106,854.00	35,618.00	75.0%
397 02 04 01	Transfer In From Sewer (401)	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
397 61 55 10	Trfr In From 271st St NW Trunkline	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	292,472.00	73,118.00	219,354.00	73,118.00	75.0%

Fund Revenues:	1,835,738.00	76,246.76	1,699,574.81	136,163.19	92.6%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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580 Non Expenditures

581 10 03 05	Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
581 10 04 11	Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
	580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 35 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 35 41 06	Bio-solids Removal	0.00	0.00	0.00	0.00	0.0%
594 35 41 20	Wastewater Rate Study	22,000.00	2,280.00	16,577.88	5,422.12	75.4%
594 35 41 25	Ex9 Modificatn Headworks Stu	0.00	0.00	0.00	0.00	0.0%
594 35 62 00	Buildings	0.00	0.00	0.00	0.00	0.0%
594 35 62 01	Biosolids Processing Facility	110,000.00	0.00	5,498.07	104,501.93	5.0%
594 35 63 00	Improvements	0.00	0.00	4,076.20	(4,076.20)	0.0%
594 35 63 01	Wash Water System	0.00	0.00	0.00	0.00	0.0%
594 35 63 07	Infrastructure Access Cctv	0.00	0.00	0.00	0.00	0.0%
594 35 63 13	Collector/Int Syst Flow	45,000.00	0.00	515.00	44,485.00	1.1%
594 35 63 14	Ex4b Pioneer Highway	0.00	0.00	0.00	0.00	0.0%
594 35 63 15	Ex10b 80th Easement Sewer	0.00	0.00	0.00	0.00	0.0%
594 35 63 16	Pioneer/Cedarhome To 267th	50,000.00	0.00	61,883.99	(11,883.99)	123.8%

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403 Sewer Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 35 63 17	Basin 1 Pipe Eval/Repair/Replace	0.00	0.00	0.00	0.00	0.0%
594 35 63 18	Ex 10a 261st Street	0.00	0.00	0.00	0.00	0.0%
594 35 63 19	Viking Way Sewer Improve	0.00	0.00	0.00	0.00	0.0%
594 35 63 20	90th Street Sewer Improve	0.00	0.00	0.00	0.00	0.0%
594 35 63 21	Pioneer Hwy Swr Main Repl	0.00	0.00	0.00	0.00	0.0%
594 35 63 22	72nd SMR	0.00	0.00	0.00	0.00	0.0%
594 35 63 23	SR 532 @ 64th Extension	0.00	0.00	0.00	0.00	0.0%
594 35 63 24	271st (94th - 99th)	400,000.00	0.00	0.00	400,000.00	0.0%
594 35 63 25	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
594 35 63 26	Sheetpile Walls (50/50 W Drainage)	0.00	0.00	0.00	0.00	0.0%
594 35 63 27	Misc Pipe Replacement (EX1)	0.00	0.00	0.00	0.00	0.0%
594 35 63 29	Main Lift Station Upgrades	0.00	0.00	0.00	0.00	0.0%
594 35 63 31	Sewer Plant Improvements	0.00	0.00	0.00	0.00	0.0%
594 35 63 32	Pioneer 77th-267th	0.00	0.00	0.00	0.00	0.0%
594 35 64 01	Telemetry Equipment	225,000.00	0.00	28,485.17	196,514.83	12.7%
594 35 64 32	Pioneer 77th - 267th	0.00	0.00	0.00	0.00	0.0%
594 35 64 33	Smoke Testing/Camera/Flow Meter Basin 1	300,000.00	8,051.79	10,830.82	289,169.18	3.6%
594 35 65 09	Ex3c Basin4a Grav Main Replm	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		1,152,000.00	10,331.79	127,867.13	1,024,132.87	11.1%
597 Interfund Transfers						
597 00 35 00	Trsfr To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 80 04 03	Ending Cash & Investments	683,738.00	0.00	0.00	683,738.00	0.0%
999 Ending Balance		683,738.00	0.00	0.00	683,738.00	0.0%
Fund Expenditures:		1,835,738.00	10,331.79	127,867.13	1,707,870.87	7.0%
Fund Excess/(Deficit):		0.00	65,914.97	1,571,707.68		

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405 Sewer Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 04 05	Beginning Cash & Investments	825,957.00	0.00	825,957.04	(0.04)	100.0%
	308 Beginning Balances	825,957.00	0.00	825,957.04	(0.04)	100.0%

360 Misc Revenues

361 11 04 05	State Pool/cd Interest	250.00	2,076.60	11,212.04	(10,962.04)	*****%
368 10 04 05	Plant Investment Fees	187,804.00	0.00	274,129.00	(86,325.00)	146.0%
	360 Misc Revenues	188,054.00	2,076.60	285,341.04	(97,287.04)	151.7%

Fund Revenues:		1,014,011.00	2,076.60	1,111,298.08	(97,287.08)	109.6%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 04 01	Trfr Out To Pwtfl (401)	0.00	0.00	0.00	0.00	0.0%
597 00 04 03	Transfer To Sewer Constructi	142,472.00	35,618.00	106,854.00	35,618.00	75.0%
	597 Interfund Transfers	142,472.00	35,618.00	106,854.00	35,618.00	75.0%

999 Ending Balance

508 80 04 05	Ending Cash & Investments	871,539.00	0.00	0.00	871,539.00	0.0%
	999 Ending Balance	871,539.00	0.00	0.00	871,539.00	0.0%

Fund Expenditures:		1,014,011.00	35,618.00	106,854.00	907,157.00	10.5%
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Fund Excess/(Deficit):		0.00	(33,541.40)	1,004,444.08		
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MONTHLY EXPENSE & REVENUE REPORT

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410 Drainage Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 10	Restricted Beginning Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 10	Beginning Cash & Investments	298,228.00	0.00	298,228.16	(0.16)	100.0%
308 Beginning Balances		298,228.00	0.00	298,228.16	(0.16)	100.0%

340 Charges For Services

343 83 00 00	Drainage Service Charges	450,000.00	42,721.03	460,115.68	(10,115.68)	102.2%
343 83 10 00	Drainage Service Surcharge	0.00	0.00	0.00	0.00	0.0%
343 83 83 10	Drainage - Other Fees	200.00	0.00	0.00	200.00	0.0%
340 Charges For Services		450,200.00	42,721.03	460,115.68	(9,915.68)	102.2%

360 Misc Revenues

361 11 04 10	State Pool/cd Interest	500.00	423.43	3,012.89	(2,512.89)	602.6%
369 91 41 00	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		500.00	423.43	3,012.89	(2,512.89)	602.6%

380 Non Revenues

389 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	748,928.00	43,144.46	761,356.73	(12,428.73)	101.7%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
531 Natural Resources						
531 50 10 00	Salaries & Wages	158,225.00	15,015.70	120,323.57	37,901.43	76.0%
531 50 11 00	Overtime	2,080.00	414.82	871.00	1,209.00	41.9%
531 50 20 00	Social Security	12,105.00	1,173.08	9,207.30	2,897.70	76.1%
531 50 21 00	Retirement	16,360.00	1,415.02	13,606.25	2,753.75	83.2%
531 50 22 00	Medical Benefits	39,395.00	2,723.21	25,891.31	13,503.69	65.7%
531 50 23 00	L & I	3,640.00	0.00	1,981.28	1,658.72	54.4%
531 50 24 00	Unemployment Insurance	780.00	0.00	222.57	557.43	28.5%
531 50 31 00	Supplies	4,500.00	24.77	1,106.12	3,393.88	24.6%
531 50 31 03	Uniforms	1,000.00	25.00	212.50	787.50	21.3%
531 50 32 00	Fuel	5,000.00	0.00	3,451.27	1,548.73	69.0%
531 50 35 00	Small Equipment	1,500.00	251.93	1,211.35	288.65	80.8%
531 50 41 00	Professional Services	40,000.00	994.92	16,036.94	23,963.06	40.1%
531 50 42 00	Communications	3,000.00	99.08	735.13	2,264.87	24.5%
531 50 45 00	Rentals	500.00	83.67	752.90	(252.90)	150.6%
531 50 46 00	Insurance	25,855.00	0.00	25,855.00	0.00	100.0%
531 50 47 00	Utilities	8,500.00	189.73	6,380.80	2,119.20	75.1%
531 50 48 00	Repair/maintenance	5,000.00	0.00	1,637.04	3,362.96	32.7%
531 50 48 01	Drainage System Maintenance	0.00	0.00	0.00	0.00	0.0%
531 50 49 00	Miscellaneous	0.00	0.00	106.87	(106.87)	0.0%
531 50 49 01	B & O Tax	7,200.00	856.53	6,626.51	573.49	92.0%
531 50 49 03	Meetings, Training & Travel	750.00	232.40	604.33	145.67	80.6%
531 50 49 05	Credit Card Bank Fees	1,500.00	303.62	1,962.91	(462.91)	130.9%
531 50 49 50	Interfund Payment For Servic	72,837.00	18,210.00	54,630.00	18,207.00	75.0%
531 50 51 01	State Operating Permits	600.00	0.00	0.00	600.00	0.0%

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410 Drainage Fund

Expenditures	Amt Budgeted	September	YTD	Remaining
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531 Natural Resources

531 Natural Resources	410,327.00	42,013.48	293,412.95	116,914.05	71.5%
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580 Non Expeditures

589 36 00 00 B & O Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expeditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 38 64 01 Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 42 20 Transfer To WCF (422)	0.00	0.00	0.00	0.00	0.0%
597 01 04 11 Transfer To DCF (411)	24,435.00	6,109.00	18,327.00	6,108.00	75.0%
597 01 04 57 Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 03 04 58 Trsfr To 458 Equip Repl	222,336.00	0.00	222,336.00	0.00	100.0%
597 04 01 07 Transfer To Equip Res (107)	5,000.00	0.00	5,000.00	0.00	100.0%
597 Interfund Transfers	251,771.00	6,109.00	245,663.00	6,108.00	97.6%

999 Ending Balance

508 10 04 10 Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 10 Ending Cash & Investments	86,830.00	0.00	0.00	86,830.00	0.0%
999 Ending Balance	86,830.00	0.00	0.00	86,830.00	0.0%

Fund Expenditures:	748,928.00	48,122.48	539,075.95	209,852.05	72.0%
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Fund Excess/(Deficit):	0.00	(4,978.02)	222,280.78
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411 Drainage Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 04 11	Beginning Cash & Investments	141,304.00	0.00	141,304.38	(0.38)	100.0%
	308 Beginning Balances	141,304.00	0.00	141,304.38	(0.38)	100.0%

330 State Generated Revenues

333 97 03 60	FEMA	144,364.00	100.00	123,841.41	20,522.59	85.8%
334 01 80 00	State Fema	0.00	0.00	20,623.07	(20,623.07)	0.0%
334 03 10 01	Department Of Ecology	0.00	0.00	0.00	0.00	0.0%
334 04 20 11	DOC - Stormwater Separation Grant	435,000.00	0.00	0.00	435,000.00	0.0%
334 04 20 12	DOC - Berm 532	0.00	0.00	8,245.00	(8,245.00)	0.0%
334 04 20 13	DOC-Sheet Pile Walls	0.00	0.00	0.00	0.00	0.0%
	330 State Generated Revenues	579,364.00	100.00	152,709.48	426,654.52	26.4%

340 Charges For Services

343 83 04 11	Drainage Connection Fees	5,800.00	0.00	8,600.00	(2,800.00)	148.3%
343 83 04 12	Drainage Development Fee	0.00	0.00	0.00	0.00	0.0%
345 14 00 00	Drainage Services - Stilly Tribe	0.00	0.00	0.00	0.00	0.0%
	340 Charges For Services	5,800.00	0.00	8,600.00	(2,800.00)	148.3%

360 Misc Revenues

361 11 04 11	State Pool/cd Interest	250.00	296.36	1,755.18	(1,505.18)	702.1%
369 40 00 11	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	250.00	296.36	1,755.18	(1,505.18)	702.1%

380 Non Revenues

381 10 00 02	Interfund Loans Received	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 04 10	Transfer From Drainage (410)	24,435.00	6,109.00	18,327.00	6,108.00	75.0%
397 02 04 12	Transfer In From Drainage PIF	20,000.00	5,000.00	15,000.00	5,000.00	75.0%
	397 Interfund Transfers	44,435.00	11,109.00	33,327.00	11,108.00	75.0%

Fund Revenues:	771,153.00	11,505.36	337,696.04	433,456.96	43.8%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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580 Non Expenditures

581 20 00 02	Interfund Loan Principal Payback	80,000.00	0.00	0.00	80,000.00	0.0%
	580 Non Expenditures	80,000.00	0.00	0.00	80,000.00	0.0%

591 Debt Service

592 38 82 02	Interfund Loan Interest	1,500.00	0.00	0.00	1,500.00	0.0%
	591 Debt Service	1,500.00	0.00	0.00	1,500.00	0.0%

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411 Drainage Construction Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures					
594 34 41 24 Drainage Rate Study	32,000.00	0.00	32,701.50	(701.50)	102.2%
594 38 63 00 Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 01 Irvine Slough Pump Station	200,000.00	0.00	0.00	200,000.00	0.0%
594 38 63 02 SR 532 Flood Berm	55,000.00	0.00	348.69	54,651.31	0.6%
594 38 63 03 Florence Rd Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 04 Sd-6 Seven Tube Tide Gate Re	0.00	0.00	0.00	0.00	0.0%
594 38 63 05 Retention Pond Improvements	0.00	74.00	74.00	(74.00)	0.0%
594 38 63 06 Enclose Ditch Lovers' Lane	0.00	0.00	0.00	0.00	0.0%
594 38 63 07 Flood By-Pass WWTP Lagoon	0.00	0.00	0.00	0.00	0.0%
594 38 63 08 Irvine Slough Erosion Control	30,000.00	0.00	13,508.08	16,491.92	45.0%
594 38 63 09 270th Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 10 85th Drainage (Pioneer Hwy To 276th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 11 Stormwater Separation	300,000.00	0.00	137,595.60	162,404.40	45.9%
594 38 63 12 270th (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 13 Sheetpile Walls (50/50 W Sewer)	0.00	0.00	0.00	0.00	0.0%
594 38 63 15 270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 16 Fort Freeberg - FEMA	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	617,000.00	74.00	184,227.87	432,772.13	29.9%
597 Interfund Transfers					
597 00 04 05 Trsfer To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 04 11 Ending Cash & Investments	108,218.00	0.00	0.00	108,218.00	0.0%
999 Ending Balance	108,218.00	0.00	0.00	108,218.00	0.0%
Fund Expenditures:	806,718.00	74.00	184,227.87	622,490.13	22.8%
Fund Excess/(Deficit):	(35,565.00)	11,431.36	153,468.17		

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412 Drainage Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 04 12	Beginning Cash & Investments	15,142.00	0.00	15,142.49	(0.49)	100.0%
	308 Beginning Balances	15,142.00	0.00	15,142.49	(0.49)	100.0%

360 Misc Revenues

361 11 04 12	State Pool/cd Interest	100.00	88.90	434.49	(334.49)	434.5%
368 10 04 12	Plant Investment Fees	19,185.00	0.00	40,912.42	(21,727.42)	213.3%
	360 Misc Revenues	19,285.00	88.90	41,346.91	(22,061.91)	214.4%

Fund Revenues:		34,427.00	88.90	56,489.40	(22,062.40)	164.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 02 04 11	Transfer Out Drainage Const	20,000.00	5,000.00	15,000.00	5,000.00	75.0%
597 02 42 20	Transfer Out WCF (422)	0.00	0.00	0.00	0.00	0.0%
	597 Interfund Transfers	20,000.00	5,000.00	15,000.00	5,000.00	75.0%

999 Ending Balance

508 80 04 12	Ending Cash & Investments	14,427.00	0.00	0.00	14,427.00	0.0%
	999 Ending Balance	14,427.00	0.00	0.00	14,427.00	0.0%

Fund Expenditures:		34,427.00	5,000.00	15,000.00	19,427.00	43.6%
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Fund Excess/(Deficit):		0.00	(4,911.10)	41,489.40		
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421 Water Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 10 04 21	Restricted Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 80 04 21	Beginning Cash & Investments	752,860.00	0.00	752,860.44	(0.44)	100.0%
308 Beginning Balances		752,860.00	0.00	752,860.44	(0.44)	100.0%

340 Charges For Services

343 40 00 21	Water - Other Fees	7,000.00	555.50	6,620.14	379.86	94.6%
343 40 04 21	Water Service Charges	1,725,413.00	153,127.04	1,366,631.82	358,781.18	79.2%
340 Charges For Services		1,732,413.00	153,682.54	1,373,251.96	359,161.04	79.3%

360 Misc Revenues

359 90 51 00	Late Penalties	40,000.00	2,189.83	22,795.20	17,204.80	57.0%
361 11 04 21	State Pool/cd Interest	1,700.00	1,439.14	11,129.80	(9,429.80)	654.7%
369 91 04 21	Miscellaneous	200.00	0.00	134.36	65.64	67.2%
360 Misc Revenues		41,900.00	3,628.97	34,059.36	7,840.64	81.3%

380 Non Revenues

389 34 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 01	Operating Transfer In	65,337.00	16,334.00	49,002.00	16,335.00	75.0%
397 00 04 23	Trfr In From Cedarhome Pif	10,580.00	2,645.00	7,935.00	2,645.00	75.0%
397 00 04 24	Trfr From Water Plant Inv 42	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		75,917.00	18,979.00	56,937.00	18,980.00	75.0%

Fund Revenues:	2,603,090.00	176,290.51	2,217,108.76	385,981.24	85.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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534 Water Utilities

534 80 10 00	Salaries & Wages	391,420.00	30,270.07	250,253.61	141,166.39	63.9%
534 80 11 00	Overtime	10,000.00	785.68	5,778.98	4,221.02	57.8%
534 80 20 00	Social Security	30,710.00	2,370.14	19,533.35	11,176.65	63.6%
534 80 21 00	Retirement	41,215.00	3,241.84	30,729.83	10,485.17	74.6%
534 80 22 00	Medical Benefits	109,910.00	6,206.34	58,081.92	51,828.08	52.8%
534 80 23 00	L & I	7,728.00	0.00	4,552.46	3,175.54	58.9%
534 80 24 00	Unemployment Insurance	2,340.00	0.00	488.12	1,851.88	20.9%
534 80 31 00	Supplies	40,000.00	1,049.88	14,677.14	25,322.86	36.7%
534 80 31 05	Uniforms	4,626.00	211.52	1,877.16	2,748.84	40.6%
534 80 31 08	Chemicals	10,280.00	1,084.68	3,291.38	6,988.62	32.0%
534 80 32 00	Fuel	12,336.00	0.00	5,998.09	6,337.91	48.6%
534 80 35 00	Small Equipment	8,224.00	572.78	3,630.30	4,593.70	44.1%
534 80 35 01	Meters/installs	10,000.00	1,805.78	10,166.54	(166.54)	101.7%
534 80 41 00	Professional Services	50,000.00	4,616.06	26,971.25	23,028.75	53.9%
534 80 42 00	Communications	10,280.00	402.81	5,086.58	5,193.42	49.5%
534 80 44 00	Advertising	514.00	0.00	420.21	93.79	81.8%
534 80 45 00	Rentals	500.00	204.37	1,692.33	(1,192.33)	338.5%
534 80 46 00	Insurance	30,840.00	0.00	31,097.00	(257.00)	100.8%
534 80 47 00	Utilities	82,240.00	6,511.06	59,849.00	22,391.00	72.8%

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421 Water Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
534 Water Utilities					
534 80 48 00 Repair/maintenance	40,000.00	24,840.91	38,130.43	1,869.57	95.3%
534 80 49 01 B & O Tax	92,520.00	8,767.29	65,253.39	27,266.61	70.5%
534 80 49 05 Credit Card Bank Fees	4,112.00	797.00	5,152.72	(1,040.72)	125.3%
534 80 49 06 Dues	1,028.00	0.00	187.42	840.58	18.2%
534 80 49 09 Meetings, Training & Travel	6,682.00	714.77	1,870.84	4,811.16	28.0%
534 80 49 80 Interfund Payments For Servi	186,135.00	46,534.00	139,602.00	46,533.00	75.0%
534 80 51 01 Testing	514.00	0.00	0.00	514.00	0.0%
534 80 51 03 Operating Permit	6,168.00	0.00	3,853.60	2,314.40	62.5%
534 Water Utilities	1,190,322.00	140,986.98	788,225.65	402,096.35	66.2%

580 Non Expenditures

582 34 72 00 2011 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
589 34 00 00 PUT Tax	0.00	0.00	0.00	0.00	0.0%
591 34 78 01 Pwtf Principal - Water Imprv	0.00	0.00	0.00	0.00	0.0%
591 34 78 02 Pwtf Principal-emerg'cy Repa	0.00	0.00	0.00	0.00	0.0%
591 34 78 03 Pwtf Principal-cedarhome Rsr	139,519.00	0.00	139,519.10	(0.10)	100.0%
591 34 78 04 Pwtf Princ Water Trtmnt Plan	172,385.00	0.00	172,384.52	0.48	100.0%
591 34 78 05 Pwtf Princ - Water Comp Plan	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	311,904.00	0.00	311,903.62	0.38	100.0%

591 Debt Service

592 34 83 03 Pwtf Interest - Water Imprvt	0.00	0.00	0.00	0.00	0.0%
592 34 83 04 Pwtf Interest-emergency Repair	0.00	0.00	0.00	0.00	0.0%
592 34 83 05 Pwtf Interest-cedarhome Rsrv	5,581.00	0.00	5,580.76	0.24	100.0%
592 34 83 06 Pwtf Int Water Trtmnt Plant	7,757.00	0.00	7,757.30	(0.30)	100.0%
592 34 83 07 2011 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
591 Debt Service	13,338.00	0.00	13,338.06	(0.06)	100.0%

594 Capital Expenditures

594 34 64 02 Machinery & Equipment	25,000.00	0.00	3,219.74	21,780.26	12.9%
594 Capital Expenditures	25,000.00	0.00	3,219.74	21,780.26	12.9%

597 Interfund Transfers

597 00 04 22 Trfr For System Rplcmnt-(422	0.00	0.00	0.00	0.00	0.0%
597 00 04 59 Transfer To Water Equip REs	175,723.00	0.00	175,723.00	0.00	100.0%
597 02 04 57 Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 10 04 51 Transfer To WS Bond Res (451)	209,200.00	52,300.00	156,900.00	52,300.00	75.0%
597 Interfund Transfers	384,923.00	52,300.00	332,623.00	52,300.00	86.4%

999 Ending Balance

508 10 04 21 Restricted Ending Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 80 04 21 Ending Cash & Investments	677,603.00	0.00	0.00	677,603.00	0.0%
999 Ending Balance	677,603.00	0.00	0.00	677,603.00	0.0%

Fund Expenditures:	2,603,090.00	193,286.98	1,449,310.07	1,153,779.93	55.7%
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421 Water Fund

Fund Excess/(Deficit):	0.00	(16,996.47)	767,798.69
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422 Water Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 80 04 22	Beginning Cash & Investments	498,229.00	0.00	498,228.51	0.49	100.0%
	308 Beginning Balances	498,229.00	0.00	498,228.51	0.49	100.0%

340 Charges For Services

343 40 00 00	Water Connection Fees	13,200.00	1,200.00	29,800.00	(16,600.00)	225.8%
	340 Charges For Services	13,200.00	1,200.00	29,800.00	(16,600.00)	225.8%

360 Misc Revenues

361 11 04 22	State Pool/cd Interest	250.00	949.61	5,218.99	(4,968.99)	*****%
369 91 04 22	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
	360 Misc Revenues	250.00	949.61	5,218.99	(4,968.99)	*****%

380 Non Revenues

382 80 04 22	Revenue Bond	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 04 21	Transfer In From Water Fund	0.00	0.00	0.00	0.00	0.0%
397 01 04 24	Trfr In From Water Plant Inv	116,160.00	29,040.00	87,120.00	29,040.00	75.0%
397 01 41 00	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 01 41 20	Transfer In From DCF (412)	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	116,160.00	29,040.00	87,120.00	29,040.00	75.0%

Fund Revenues:	627,839.00	31,189.61	620,367.50	7,471.50	98.8%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 34 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 34 41 19	Water Rate Study	22,000.00	2,280.00	16,577.87	5,422.13	75.4%
594 34 41 20	F4 Ch Well Water Right Trsfr	0.00	0.00	0.00	0.00	0.0%
594 34 41 21	M1 Devel System Wide Flushin	0.00	0.00	0.00	0.00	0.0%
594 34 41 22	M2 Dist System Corrosion Stu	0.00	0.00	0.00	0.00	0.0%
594 34 41 23	Water Use Efficiency Program	0.00	0.00	0.00	0.00	0.0%
594 34 41 25	Cross Connection Control Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 00	Improvements	50,000.00	45,714.15	46,166.71	3,833.29	92.3%
594 34 63 06	Pz-1 297 Zone To 400 Zone	0.00	0.00	0.00	0.00	0.0%
594 34 63 13	Wm13 16" 84th Dr To Tc Foods	0.00	0.00	0.00	0.00	0.0%
594 34 63 16	Bryant Well #3 (2011 Bond)	0.00	0.00	0.00	0.00	0.0%
594 34 63 17	F9 Hatt Slough Collection Bo	0.00	0.00	0.00	0.00	0.0%
594 34 63 18	Waterline Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 19	City Valve Repair	0.00	0.00	0.00	0.00	0.0%
594 34 63 20	Wsdot Utility Relocation	0.00	0.00	0.00	0.00	0.0%
594 34 63 21	Water Main Upgrd 267th Pione	0.00	0.00	0.00	0.00	0.0%
594 34 63 22	Bryant Well Treatment Facili	0.00	0.00	0.00	0.00	0.0%
594 34 63 23	Bailey Reservoir Altitude Va	0.00	0.00	0.00	0.00	0.0%
594 34 63 24	Cross Connection Control Prg	0.00	0.00	0.00	0.00	0.0%

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422 Water Construction Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures					
594 34 63 25 Pioneer Hwy (64th-72nd) Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 26 Cedar Home Well (Pipe/Bldg)	0.00	0.00	0.00	0.00	0.0%
594 34 63 27 Knittle Res. Sensors	0.00	0.00	0.00	0.00	0.0%
594 34 63 28 PZI - 125 & 242 To 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 29 Bailey Res To Hatt Slough Telemetry	0.00	0.00	0.00	0.00	0.0%
594 34 63 30 Wellhead Protection Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 31 Bryant Well #2 Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 32 PZ-2	0.00	0.00	0.00	0.00	0.0%
594 34 63 33 F11 Hatt Slough Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 34 WMR 52 98th Ave	0.00	0.00	0.00	0.00	0.0%
594 34 63 35 SR 532 @ 64th Ext Water	0.00	0.00	0.00	0.00	0.0%
594 34 63 36 Pressure Relief Valve - Zone 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 37 Knittle Res #2 Recoating	0.00	0.00	0.00	0.00	0.0%
594 34 63 39 92nd Ave Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 40 270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 34 63 41 Cedarhome Well Pump	110,000.00	0.00	109,405.29	594.71	99.5%
594 34 64 01 Meters/installs	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	182,000.00	47,994.15	172,149.87	9,850.13	94.6%
597 Interfund Transfers					
597 00 03 05 Trsfr To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 04 22 Ending Cash & Investments	445,839.00	0.00	0.00	445,839.00	0.0%
999 Ending Balance	445,839.00	0.00	0.00	445,839.00	0.0%
Fund Expenditures:	627,839.00	47,994.15	172,149.87	455,689.13	27.4%
Fund Excess/(Deficit):	0.00	(16,804.54)	448,217.63		

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423 Cedar Home Plant Investment

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 04 23	Beginning Cash & Investments	56,452.00	0.00	56,451.69	0.31	100.0%
	308 Beginning Balances	56,452.00	0.00	56,451.69	0.31	100.0%

360 Misc Revenues

361 11 04 23	State Pool/cd Interest	300.00	203.64	1,222.46	(922.46)	407.5%
368 10 04 23	Plant Investment Fees	10,280.00	0.00	48,830.00	(38,550.00)	475.0%
	360 Misc Revenues	10,580.00	203.64	50,052.46	(39,472.46)	473.1%

380 Non Revenues

382 80 04 23	Pwtf Loan Proceeds	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	67,032.00	203.64	106,504.15	(39,472.15)	158.9%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 34 63 01	Cedarhome Reservoir Constr.	0.00	0.00	0.00	0.00	0.0%
	594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 02 04 21	Transfer Out Water Oper (421	10,580.00	2,645.00	7,935.00	2,645.00	75.0%
	597 Interfund Transfers	10,580.00	2,645.00	7,935.00	2,645.00	75.0%

999 Ending Balance

508 80 04 23	Ending Cash & Investments	56,452.00	0.00	0.00	56,452.00	0.0%
	999 Ending Balance	56,452.00	0.00	0.00	56,452.00	0.0%

Fund Expenditures:	67,032.00	2,645.00	7,935.00	59,097.00	11.8%
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Fund Excess/(Deficit):	0.00	(2,441.36)	98,569.15
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424 Water Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 04 24	Beginning Cash & Investments	121,718.00	0.00	121,717.58	0.42	100.0%
	308 Beginning Balances	121,718.00	0.00	121,717.58	0.42	100.0%

360 Misc Revenues

361 11 04 24	State Pool/cd Interest	500.00	570.91	3,085.42	(2,585.42)	617.1%
368 10 04 24	Plant Investment Fees	142,840.00	10,560.00	242,882.00	(100,042.00)	170.0%
	360 Misc Revenues	143,340.00	11,130.91	245,967.42	(102,627.42)	171.6%

Fund Revenues:		265,058.00	11,130.91	367,685.00	(102,627.00)	138.7%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 04 21	Trfr Out Water Oper (421)	0.00	0.00	0.00	0.00	0.0%
597 01 04 22	Transfer To Water Const. (42)	116,160.00	29,040.00	87,120.00	29,040.00	75.0%
	597 Interfund Transfers	116,160.00	29,040.00	87,120.00	29,040.00	75.0%

999 Ending Balance

508 80 04 24	Ending Cash & Investments	148,898.00	0.00	0.00	148,898.00	0.0%
	999 Ending Balance	148,898.00	0.00	0.00	148,898.00	0.0%

Fund Expenditures:		265,058.00	29,040.00	87,120.00	177,938.00	32.9%
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Fund Excess/(Deficit):		0.00	(17,909.09)	280,565.00		
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435 Utility Deposits CLOSED

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 04 35	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

386 00 00 20	Water Utility Deposits	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expeditures

586 00 00 20	Water Deposit Refunds	0.00	0.00	0.00	0.00	0.0%
	580 Non Expeditures	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 80 04 35	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00
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451 Water Bond Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 51	Restricted Beginning Cash & Investments	224,038.00	0.00	224,037.71	0.29	100.0%
308 80 04 51	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		224,038.00	0.00	224,037.71	0.29	100.0%

360 Misc Revenues

361 11 04 51	State Pool/cd Interest	2,000.00	586.68	2,946.92	(946.92)	147.3%
360 Misc Revenues		2,000.00	586.68	2,946.92	(946.92)	147.3%

397 Interfund Transfers

397 00 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 10 04 21	Transfer From Water (421)	209,200.00	52,300.00	156,900.00	52,300.00	75.0%
397 Interfund Transfers		209,200.00	52,300.00	156,900.00	52,300.00	75.0%

Fund Revenues:		435,238.00	52,886.68	383,884.63	51,353.37	88.2%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
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580 Non Expeditures

591 34 72 01	2011 Revenue Bond Principal	120,000.00	0.00	0.00	120,000.00	0.0%
580 Non Expeditures		120,000.00	0.00	0.00	120,000.00	0.0%

591 Debt Service

592 34 83 08	Revenue Bond Interest	92,200.00	0.00	44,600.00	47,600.00	48.4%
591 Debt Service		92,200.00	0.00	44,600.00	47,600.00	48.4%

999 Ending Balance

508 10 04 51	Restricted Ending Cash & Investments	223,038.00	0.00	0.00	223,038.00	0.0%
508 80 04 51	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		223,038.00	0.00	0.00	223,038.00	0.0%

Fund Expenditures:		435,238.00	0.00	44,600.00	390,638.00	10.2%
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Fund Excess/(Deficit):		0.00	52,886.68	339,284.63		
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452 Sewer Bond Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 52	Restricted Beginning Cash & Investments	476,990.00	0.00	476,989.68	0.32	100.0%
308 80 04 52	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances		476,990.00	0.00	476,989.68	0.32	100.0%

360 Misc Revenues

361 11 04 52	State Pool/cd Interest	1,000.00	985.92	5,284.52	(4,284.52)	528.5%
360 Misc Revenues		1,000.00	985.92	5,284.52	(4,284.52)	528.5%

Fund Revenues:		477,990.00	985.92	482,274.20	(4,284.20)	100.9%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 10 04 52	Restricted Ending Cash & Investments	477,990.00	0.00	0.00	477,990.00	0.0%
508 80 04 52	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance		477,990.00	0.00	0.00	477,990.00	0.0%
Fund Expenditures:		477,990.00	0.00	0.00	477,990.00	0.0%

Fund Excess/(Deficit):	0.00	985.92	482,274.20
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457 Sewer Equipment Reserve

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 10 04 57 Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 57 Beginning Cash & Investments	261,746.00	0.00	261,746.33	(0.33)	100.0%
308 Beginning Balances	261,746.00	0.00	261,746.33	(0.33)	100.0%

360 Misc Revenues

361 11 04 57 State Pool/cd Interest	1,000.00	1,272.03	4,442.58	(3,442.58)	444.3%
369 91 04 57 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	1,000.00	1,272.03	4,442.58	(3,442.58)	444.3%

397 Interfund Transfers

397 00 04 10 Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 00 04 21 Transfer In From Water	0.00	0.00	0.00	0.00	0.0%
397 01 04 01 Transfer In From Sewer	372,745.00	0.00	372,745.00	0.00	100.0%
397 Interfund Transfers	372,745.00	0.00	372,745.00	0.00	100.0%

Fund Revenues:	635,491.00	1,272.03	638,933.91	(3,442.91)	100.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures					
594 35 64 02 Machinery & Equipment	40,000.00	7,563.90	24,262.99	15,737.01	60.7%
594 Capital Expenditures	40,000.00	7,563.90	24,262.99	15,737.01	60.7%

999 Ending Balance

508 10 04 57 Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 57 Ending Cash & Investments	595,491.00	0.00	0.00	595,491.00	0.0%
999 Ending Balance	595,491.00	0.00	0.00	595,491.00	0.0%

Fund Expenditures:	635,491.00	7,563.90	24,262.99	611,228.01	3.8%
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Fund Excess/(Deficit):	0.00	(6,291.87)	614,670.92		
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458 Drainage Equipment Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 58	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 58	Beginning Cash & Investments	106,519.00	0.00	106,518.70	0.30	100.0%
308 Beginning Balances		106,519.00	0.00	106,518.70	0.30	100.0%

360 Misc Revenues

361 11 04 58	State Pool/cd Interest	0.00	666.14	2,232.07	(2,232.07)	0.0%
360 Misc Revenues		0.00	666.14	2,232.07	(2,232.07)	0.0%

397 Interfund Transfers

397 03 04 10	Trfr In From Drainage	222,336.00	0.00	222,336.00	0.00	100.0%
397 Interfund Transfers		222,336.00	0.00	222,336.00	0.00	100.0%

Fund Revenues:		328,855.00	666.14	331,086.77	(2,231.77)	100.7%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 38 64 02	Machinery & Equipment	81,200.00	5,673.20	10,902.05	70,297.95	13.4%
594 Capital Expenditures		81,200.00	5,673.20	10,902.05	70,297.95	13.4%
999 Ending Balance						
508 10 04 58	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 58	Ending Cash & Investments	247,655.00	0.00	0.00	247,655.00	0.0%
999 Ending Balance		247,655.00	0.00	0.00	247,655.00	0.0%
Fund Expenditures:		328,855.00	5,673.20	10,902.05	317,952.95	3.3%
Fund Excess/(Deficit):		0.00	(5,007.06)	320,184.72		

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459 Water Equipment Reserve

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 10 04 59	Restricted Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
308 80 04 59	Beginning Cash & Investments	71,417.00	0.00	71,416.48	0.52	100.0%
308 Beginning Balances		71,417.00	0.00	71,416.48	0.52	100.0%

360 Misc Revenues

361 11 04 59	State Pool/cd Interest	100.00	477.76	1,619.36	(1,519.36)	*****%
360 Misc Revenues		100.00	477.76	1,619.36	(1,519.36)	*****%

397 Interfund Transfers

397 02 04 21	Transfer In From Water (421)	175,723.00	0.00	175,723.00	0.00	100.0%
397 Interfund Transfers		175,723.00	0.00	175,723.00	0.00	100.0%

Fund Revenues:		247,240.00	477.76	248,758.84	(1,518.84)	100.6%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 34 64 03	Machinery & Equipment	107,000.00	9,454.61	40,833.88	66,166.12	38.2%
594 Capital Expenditures		107,000.00	9,454.61	40,833.88	66,166.12	38.2%
999 Ending Balance						
508 10 04 59	Restricted Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
508 80 04 59	Ending Cash & Investments	140,240.00	0.00	0.00	140,240.00	0.0%
999 Ending Balance		140,240.00	0.00	0.00	140,240.00	0.0%
Fund Expenditures:		247,240.00	9,454.61	40,833.88	206,406.12	16.5%
Fund Excess/(Deficit):		0.00	(8,976.85)	207,924.96		

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630 Agency Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 06 30	Beginning Cash & Investments	46,581.00	0.00	46,581.39	(0.39)	100.0%
	308 Beginning Balances	46,581.00	0.00	46,581.39	(0.39)	100.0%

380 Non Revenues

389 10 00 00	Customer Deposits	0.00	0.00	1,300.00	(1,300.00)	0.0%
389 20 00 00	Retainage	0.00	0.00	4,225.00	(4,225.00)	0.0%
389 30 00 01	Court Funds	0.00	1,066.75	10,575.53	(10,575.53)	0.0%
389 30 00 02	Gun Permits	0.00	623.00	10,135.00	(10,135.00)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	63.00	733.00	(733.00)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	44.02	4,546.51	(4,546.51)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	219.43	1,673.13	(1,673.13)	0.0%
	380 Non Revenues	0.00	2,016.20	33,188.17	(33,188.17)	0.0%

Fund Revenues:	46,581.00	2,016.20	79,769.56	(33,188.56)	171.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expenditures

589 10 00 00	Customer Deposits	0.00	150.00	1,150.00	(1,150.00)	0.0%
589 20 00 00	Retainage	0.00	0.00	38,584.06	(38,584.06)	0.0%
589 30 00 01	Court Funds	0.00	982.81	10,835.81	(10,835.81)	0.0%
589 30 00 02	Gun Permits	0.00	1,185.00	10,673.00	(10,673.00)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	203.50	728.50	(728.50)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	130.81	4,627.26	(4,627.26)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	1,100.65	(1,100.65)	0.0%
	580 Non Expenditures	0.00	2,652.12	67,699.28	(67,699.28)	0.0%

999 Ending Balance

508 80 06 30	Ending Cash & Investments	46,581.00	0.00	0.00	46,581.00	0.0%
	999 Ending Balance	46,581.00	0.00	0.00	46,581.00	0.0%

Fund Expenditures:	46,581.00	2,652.12	67,699.28	(21,118.28)	145.3%
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Fund Excess/(Deficit):	0.00	(635.92)	12,070.28
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MONTHLY EXPENSE & REVENUE REPORT

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660 Cash Accounts Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 80 06 60	Beginning Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

389 00 00 10	Change Fund	0.00	0.00	0.00	0.00	0.0%
	380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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999 Ending Balance

508 80 06 60	Ending Cash & Investments	0.00	0.00	0.00	0.00	0.0%
	999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00
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MONTHLY EXPENSE & REVENUE REPORT

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Fund	Revenue	September	Received		Expenditures	September	Spent	
001 General Fund	9,466,501.00	372,305.56	7,612,411.78	80.4%	9,466,502.00	418,495.50	4,431,150.21	46.8%
101 Street Fund	536,067.00	32,563.29	415,173.81	77.4%	536,067.00	72,092.36	394,406.79	73.6%
102 Street Impact Fee Fund	463,917.00	911.72	521,690.39	112.5%	463,917.00	31,250.00	93,750.00	20.2%
103 Street Construction Fund	3,532,322.00	87,769.20	943,556.52	26.7%	3,532,322.00	6,749.99	134,395.78	3.8%
104 Park Improvement Fund	1,277,541.00	2,204.30	1,521,955.28	119.1%	1,277,541.00	3,112.26	901,511.05	70.6%
105 Fire Impact Fees	71,260.00	157.34	77,842.19	109.2%	71,260.00	0.00	0.00	0.0%
106 Park Impact Fees	129,770.60	248.51	121,562.32	93.7%	129,771.00	0.00	0.00	0.0%
107 Equipment Reserve Fund	554,050.00	39,161.73	518,637.49	93.6%	662,595.00	15,126.72	101,217.88	15.3%
108 Transportation Sales Tax Fund	711,537.00	31,326.90	685,644.37	96.4%	711,537.00	56,134.22	175,590.12	24.7%
109 Contingency Fund	320,520.00	9,431.76	313,439.45	97.8%	320,520.00	0.00	0.00	0.0%
110 Building Improvement Fund	1,218,006.00	1,830.19	925,946.11	76.0%	1,218,006.00	5,041.25	36,530.27	3.0%
120 REET - Capital Improvements	733,433.00	31,460.02	744,450.98	101.5%	733,433.00	0.00	425,000.00	57.9%
121 REET - Growth Management	1,013,864.00	32,029.38	1,027,961.91	101.4%	1,013,864.00	0.00	430,000.00	42.4%
203 LID Guarantee Fund - CLOSED 2015	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
205 Debt Service Fund	264,872.00	1,792.02	175,349.11	66.2%	264,872.00	0.00	11,400.00	4.3%
207 LID 92-1 Debt Service Fund CLOSED 2015	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
305 Construction Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
401 Sewer Fund	3,398,284.00	144,758.44	3,158,552.57	92.9%	3,398,284.00	136,520.74	1,842,261.53	54.2%
403 Sewer Construction Fund	1,835,738.00	76,246.76	1,699,574.81	92.6%	1,835,738.00	10,331.79	127,867.13	7.0%
405 Sewer Plant Investment Fund	1,014,011.00	2,076.60	1,111,298.08	109.6%	1,014,011.00	35,618.00	106,854.00	10.5%
410 Drainage Fund	748,928.00	43,144.46	761,356.73	101.7%	748,928.00	48,122.48	539,075.95	72.0%
411 Drainage Construction Fund	771,153.00	11,505.36	337,696.04	43.8%	806,718.00	74.00	184,227.87	22.8%
412 Drainage Plant Investment Fund	34,427.00	88.90	56,489.40	164.1%	34,427.00	5,000.00	15,000.00	43.6%
421 Water Fund	2,603,090.00	176,290.51	2,217,108.76	85.2%	2,603,090.00	193,286.98	1,449,310.07	55.7%
422 Water Construction Fund	627,839.00	31,189.61	620,367.50	98.8%	627,839.00	47,994.15	172,149.87	27.4%
423 Cedar Home Plant Investment	67,032.00	203.64	106,504.15	158.9%	67,032.00	2,645.00	7,935.00	11.8%
424 Water Plant Investment Fund	265,058.00	11,130.91	367,685.00	138.7%	265,058.00	29,040.00	87,120.00	32.9%
435 Utility Deposits CLOSED	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
451 Water Bond Reserve	435,238.00	52,886.68	383,884.63	88.2%	435,238.00	0.00	44,600.00	10.2%
452 Sewer Bond Reserve	477,990.00	985.92	482,274.20	100.9%	477,990.00	0.00	0.00	0.0%
457 Sewer Equipment Reserve	635,491.00	1,272.03	638,933.91	100.5%	635,491.00	7,563.90	24,262.99	3.8%
458 Drainage Equipment Reserve	328,855.00	666.14	331,086.77	100.7%	328,855.00	5,673.20	10,902.05	3.3%
459 Water Equipment Reserve	247,240.00	477.76	248,758.84	100.6%	247,240.00	9,454.61	40,833.88	16.5%
630 Agency Fund	46,581.00	2,016.20	79,769.56	171.2%	46,581.00	2,652.12	67,699.28	145.3%
660 Cash Accounts Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
	33,830,615.60	1,198,131.84	28,206,962.66	83.4%	33,974,727.00	1,141,979.27	11,855,051.72	34.9%

Sales Tax by Industry Group

(Includes Transportation Sales Tax 0.2%)

received January 2016 through September 2018

YEAR-MONTH Distributed	Convenience & Grocers	Auto/RV Dealer	Department Store	Specialty Retail	Restaurants	Building & Construction	All Other Sales & Use Tax	Total All Sales & Use Tax	Change from Same Month Prior Year
Jan-16	\$ 6,138	\$ 8,274	\$ 7,338	\$ 29,535	\$ 18,433	\$ 28,953	\$ 31,099	\$ 129,770	42.2%
Feb-16	\$ 6,112	\$ 7,770	\$ 15,385	\$ 38,871	\$ 21,201	\$ 30,678	\$ 43,774	\$ 163,791	39.6%
Mar-16	\$ 5,167	\$ 8,199	\$ 6,530	\$ 26,449	\$ 18,703	\$ 22,435	\$ 36,267	\$ 123,749	39.2%
Apr-16	\$ 5,291	\$ 8,787	\$ 7,041	\$ 26,037	\$ 18,588	\$ 26,178	\$ 37,644	\$ 129,566	42.9%
May-16	\$ 4,953	\$ 11,899	\$ 7,472	\$ 32,889	\$ 21,782	\$ 53,837	\$ 40,303	\$ 173,135	68.2%
Jun-16	\$ 6,116	\$ 9,432	\$ 7,736	\$ 31,289	\$ 21,885	\$ 17,144	\$ 36,595	\$ 130,196	30.8%
Jul-16	\$ 6,286	\$ 10,162	\$ 7,943	\$ 34,247	\$ 21,189	\$ 42,010	\$ 34,755	\$ 156,591	61.0%
Aug-16	\$ 10,707	\$ 10,500	\$ 8,104	\$ 32,388	\$ 23,263	\$ 66,056	\$ 41,211	\$ 192,229	70.1%
Sep-16	\$ 8,001	\$ 8,661	\$ 9,071	\$ 31,492	\$ 22,339	\$ 45,459	\$ 39,274	\$ 164,298	51.4%
Oct-16	\$ 8,926	\$ 11,498	\$ 8,009	\$ 32,412	\$ 22,438	\$ 44,517	\$ 43,442	\$ 171,241	60.6%
Nov-16	\$ 6,712	\$ 9,891	\$ 8,045	\$ 38,417	\$ 23,830	\$ 40,020	\$ 39,871	\$ 166,786	52.0%
Dec-16	\$ 6,520	\$ 12,567	\$ 6,828	\$ 31,594	\$ 19,638	\$ 13,298	\$ 36,720	\$ 127,165	12.1%
Jan-17	\$ 8,418	\$ 11,289	\$ 7,010	\$ 30,625	\$ 19,228	\$ 11,678	\$ 33,245	\$ 121,494	-6.4%
Feb-17	\$ 8,224	\$ 10,193	\$ 15,915	\$ 42,055	\$ 22,373	\$ 22,088	\$ 46,176	\$ 167,024	2.0%
Mar-17	\$ 6,288	\$ 8,200	\$ 6,509	\$ 30,513	\$ 18,891	\$ 17,083	\$ 48,453	\$ 135,938	9.8%
Apr-17	\$ 6,956	\$ 8,263	\$ 7,150	\$ 30,460	\$ 19,074	\$ 20,195	\$ 30,993	\$ 123,091	-5.0%
May-17	\$ 7,686	\$ 10,597	\$ 6,693	\$ 36,553	\$ 22,854	\$ 25,306	\$ 39,470	\$ 149,160	-13.8%
Jun-17	\$ 7,312	\$ 9,073	\$ 7,176	\$ 29,012	\$ 20,629	\$ 14,834	\$ 34,805	\$ 122,841	-5.6%
Jul-17	\$ 11,227	\$ 10,614	\$ 7,738	\$ 33,153	\$ 21,607	\$ 18,940	\$ 39,630	\$ 142,909	-8.7%
Aug-17	\$ 9,578	\$ 10,605	\$ 7,914	\$ 35,182	\$ 23,250	\$ 34,116	\$ 45,545	\$ 166,190	-13.5%
Sep-17	\$ 10,177	\$ 10,839	\$ 9,189	\$ 30,881	\$ 21,003	\$ 24,623	\$ 37,540	\$ 144,252	-12.2%
Oct-17	\$ 10,993	\$ 11,026	\$ 8,565	\$ 37,855	\$ 21,814	\$ 52,942	\$ 34,873	\$ 178,068	4.0%
Nov-17	\$ 5,629	\$ 9,829	\$ 8,717	\$ 32,379	\$ 21,926	\$ 34,956	\$ 48,650	\$ 162,086	-2.8%
Dec-17	\$ 7,267	\$ 9,470	\$ 8,206	\$ 30,405	\$ 20,742	\$ 31,312	\$ 36,546	\$ 143,948	13.2%
Jan-18	\$ 5,638	\$ 10,839	\$ 8,383	\$ 36,414	\$ 19,128	\$ 22,914	\$ 33,889	\$ 137,205	12.9%
Feb-18	\$ 9,057	\$ 8,601	\$ 17,099	\$ 42,583	\$ 26,885	\$ 32,811	\$ 53,256	\$ 190,292	13.9%
Mar-18	\$ 8,120	\$ 9,208	\$ 9,243	\$ 32,024	\$ 20,042	\$ 27,786	\$ 37,503	\$ 143,927	5.9%
Apr-18	\$ 7,322	\$ 12,399	\$ 7,846	\$ 29,286	\$ 19,106	\$ 20,030	\$ 39,099	\$ 135,088	9.7%
May-18	\$ 8,048	\$ 10,470	\$ 8,658	\$ 34,195	\$ 24,358	\$ 21,142	\$ 48,416	\$ 155,288	4.1%
Jun-18	\$ 7,720	\$ 8,513	\$ 8,109	\$ 32,120	\$ 21,273	\$ 14,935	\$ 41,140	\$ 133,810	8.9%
Jul-18	\$ 10,646	\$ 10,187	\$ 9,581	\$ 38,434	\$ 21,913	\$ 18,676	\$ 48,103	\$ 157,540	10.2%
Aug-18	\$ 8,627	\$ 10,754	\$ 9,293	\$ 39,056	\$ 25,233	\$ 32,275	\$ 47,479	\$ 172,716	3.9%
Sep-18	\$ 8,873	\$ 11,367	\$ 9,735	\$ 39,184	\$ 22,061	\$ 25,637	\$ 42,102	\$ 158,959	10.2%

INVESTMENT REPORT

INVESTMENT PERFORMANCE - Q3 2018				
	July	August	Sept	Quarter Average
Amount Invested	\$ 14,828,403	\$ 15,138,842	\$ 15,343,348	\$ 15,103,531
Return (average percentage yield)	2.05%	2.05%	2.07%	2.06%
Benchmark*	1.58%	1.66%	1.74%	
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

Investment Category	Amount	Current Allocation	September Rate
CASH			
Cash/Money Market	\$ 1,008,562	6%	0
INVESTMENTS			
Washington Federal Public Funds	\$ 2,149,428	13%	1.81%
Opus Public Checking	\$ 759,486	5%	2.09%
WA State LGIP	\$ 905,730	6%	2.06%
Snohomish County Inv. Pool	\$ 2,026,980	12%	1.88%
U.S. Treasury Notes	\$ 2,502,875	15%	1.54%
U.S. Agency Securities	\$ 6,998,849	43%	2.40%
Total	\$ 16,351,910		

Investment	Return (APY)	Balance	% of total balance	Weighted rate	
Washington Federal Public Funds	1.809%	\$ 2,149,428	0.14	0.25%	0.25%
Opus Checking	2.090%	\$ 759,486	0.05	0.10%	0.10%
WA LGIP	2.062%	\$ 905,730	0.06	0.12%	0.12%
Snoh. County Inv. Pool	1.880%	\$ 2,026,980	0.13	0.24%	0.24%
ResFundCorp	2.522%	\$ 964,545	0.06	0.15%	0.15%
ResFundCorp	2.641%	\$ 999,195	0.07	0.18%	0.18%
US Agency TVA	2.540%	\$ 994,630	0.06	0.15%	0.15%
FHLMC	2.230%	\$ 990,717	0.06	0.13%	0.13%
Fannie Mae	2.420%	\$ 991,670	0.06	0.15%	0.15%
FHLB (6/4/2018)	2.570%	\$ 993,009	0.07	0.18%	0.18%
US Treasury Note	1.480%	\$ 1,000,580	0.07	0.10%	0.10%
US Treasury Note	1.560%	\$ 1,001,817	0.07	0.11%	0.11%
US Treasury Note	1.590%	\$ 500,478	0.03	0.05%	0.05%
FNMA	1.890%	\$ 1,065,083	0.07	0.13%	0.13%
		\$ 15,343,348		2.07%	2.07%



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: October 25, 2018

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – October 1, 2018 Public Works Committee Meeting Minutes
B – PUD Presentation Handouts

SUMMARY STATEMENT

The Public Works Committee met on Monday, October 1, 2018 at 5:00pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

Minutes from the October 1, 2018 meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the City's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

AGENDA

1. PUD Transmission Lines on Lover's Lane – Kevin Laving
2. CIP Update
3. Disc Golf Course Matching Funds

DISCUSSION

- Water and sewer availability for BLU development
- SCADA contract with QCC

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, October 1, 2018 – 5:00pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Rob Johnson, Judy Williams
City Staff: Kevin Hushagen, Lisa Sokolik
Other: Kevin Lavering - SnoPUD, Tom Hovde - SnoPUD, Steve Shepro - PTAC

The full meeting agenda packet with detailed information can be found on the City's website at www.ci.stanwood.wa.us

1. PUD Transmission Lines on Lover's Lane – Kevin Lavering, PUD

Kevin Lavering and Tom Hovde from Snohomish PUD attended the Public Works Committee meeting to present the PUD proposed layout of the new transmission lines on Lover's Lane along the edge of Heritage Park and on SR532 along the edge of Ovenell Park, and to answer any questions; materials handed out are attached to these minutes.

Key points

- Safety: Future lines cannot cross over existing lines. The proposed future lines have to stay on the south side of the existing lines which place the poles on the inside edge of Heritage Park.
- Placement of poles:
PUD can adjust the placement of the poles, e.g. to accommodate for future park entrance shown on the park's master plan.
- Pole type: Will have 3 arms on one side facing north.
- Trees: The row of Arborvitaes along Lover's Lane will be removed. The City can select replacement trees from the PUD catalog, which PUD will plant. The City would like the option to take a tree voucher to use in the future for trees that can be planted in other locations in the park, the city will be responsible for planting trees if using a voucher.
- Design: PUD would like to get the design completed and get pole placement confirmed.
- Timeline: Lover's Lane future line – 2021
Lover's Lane existing line rebuild – 2023
Existing line from North Stanwood Substation along Pioneer Hwy through Silvana – 2021-2022

Committee's Questions *(Mr. Levering emailed answers)*

- Can PUD provide the expected growth capacity that the new transmission lines will create, in terms of houses?
- Does PUD build towers to blend in with the terrain?
- *PUD has standard colors; brown, gray, and green; see attachment - Pole Color Options.*
- What is the distance between poles at Heritage Park?
- *Distance between the poles that are on the opposite ends of the tree'd area next to Lover's Lane (north of Heritage Park parking lot) = appx 430'*
- What is the depth of Transmission Poles?
- *Depth = 14'*
- Stanwood PUD pole yard, can City work with PUD to buy the pole yard for Viking Way?

2. Capital Improvement Plan (CIP)

The Finance Director made a few minor changes to the CIP, so staff has asked the Committee to review the changes before it is taken to full council on October 11th. The Committee did not have any comments or concerns regarding the changes.

3. Disc Golf Course Matching Funds

The Committee supports the idea of adding an additional 9-holes to the disc golf course at Church Creek Park. They directed staff to talk to the Finance Director regarding how to manage the match.

DISCUSSION ITEMS

• Water and sewer availability for BLU Development

Staff discussed with the Committee that Certificates of Water and Sewer Availability are needed before the proposed subdivision for 90 single-family lots, 12 duplex units, and 36 townhouse units at 7510 284th Street NW can be approved. An engineering firm will need to be assigned the task of reviewing and analyzing the City's water and sewer systems to determine available capacity to provide water and sewer service to the proposed subdivision and identify system improvements required to provide service.

With RH2's knowledge of the City's water and sewer systems, staff has asked the committee to recommend to council to hire RH2 to provide this service.

The cost for a Certificate of Water and Sewer availability, no matter the size of the plat, is between \$8,500 - \$9,000. The Committee asked staff to research:

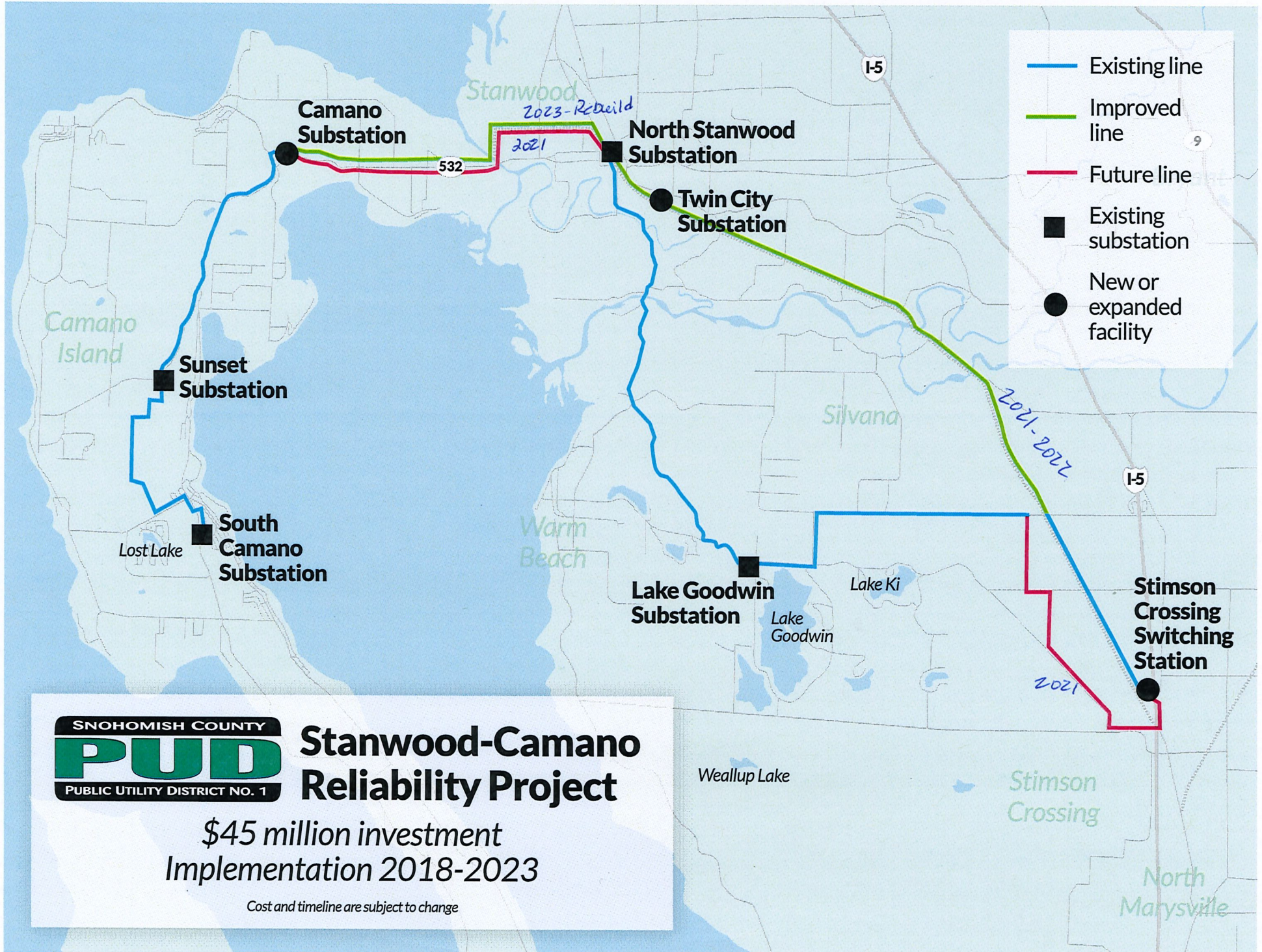
1. Would there be a cost savings if the city purchased the modeling software and performed the work in house?
2. How do other cities get their certificates; hire engineering firms or in-house?
3. How do other cities recoup this cost from the developer; percent, flat rate, per unit?

The Committee also discussed the need for another water reservoir for future growth. If engineers suggest an elevated tank vs a ground level tank, Councilmember Rob Johnson would like to see information regarding seismic activity to be assured that the tank would be structurally sound to withstand an earthquake and that the placement of the new elevated tank would not fall on top of the existing reservoirs.

- **SCADA contract with QCC**

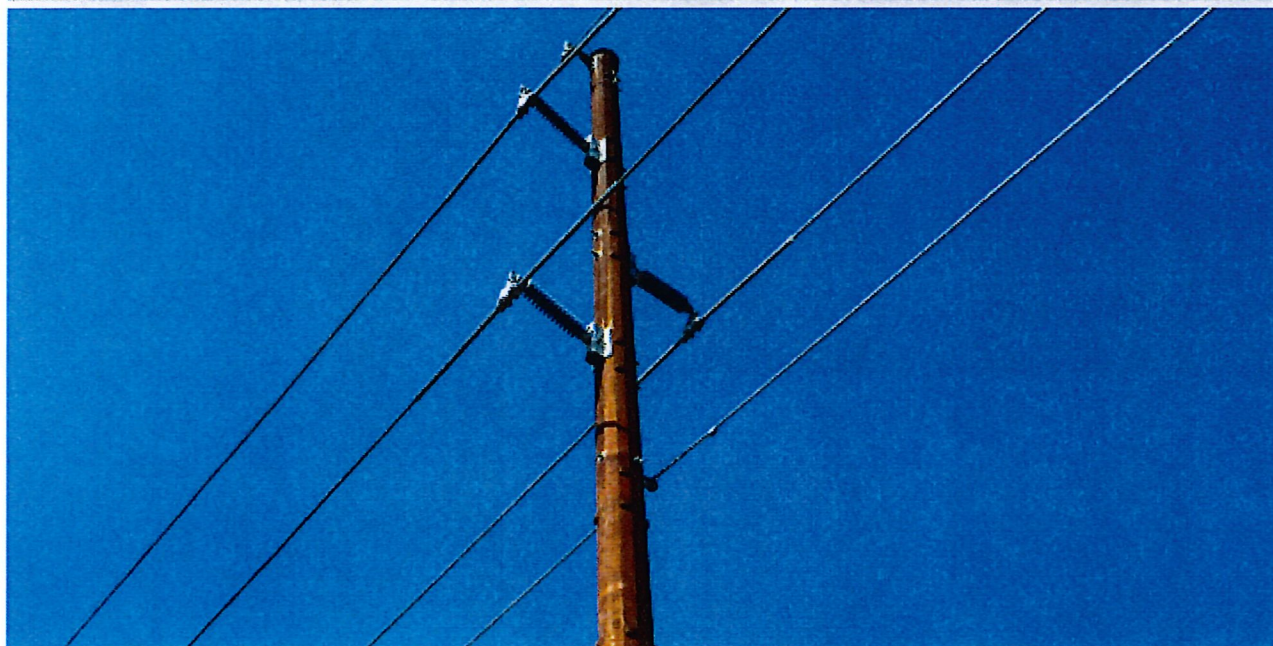
Tetra Tech is one of the City's on-call engineering firms. The City issued Tetra Tech a task order to provide engineering and programming services to upgrade the Wastewater Treatment Plant's SCADA system. Due to some staffing issues, Tetra Tech did not have the proper staff to perform the task. Staff then used the MRSC Roster and decided that Quality Controls Corporation (QCC) had the best qualifications.

The Committee's recommendation is to bring to council on October 11, 2018 with the recommendation to authorize the mayor to enter into an agreement with QCC for the SCADA Equipment Upgrade project.



Pole Color Options

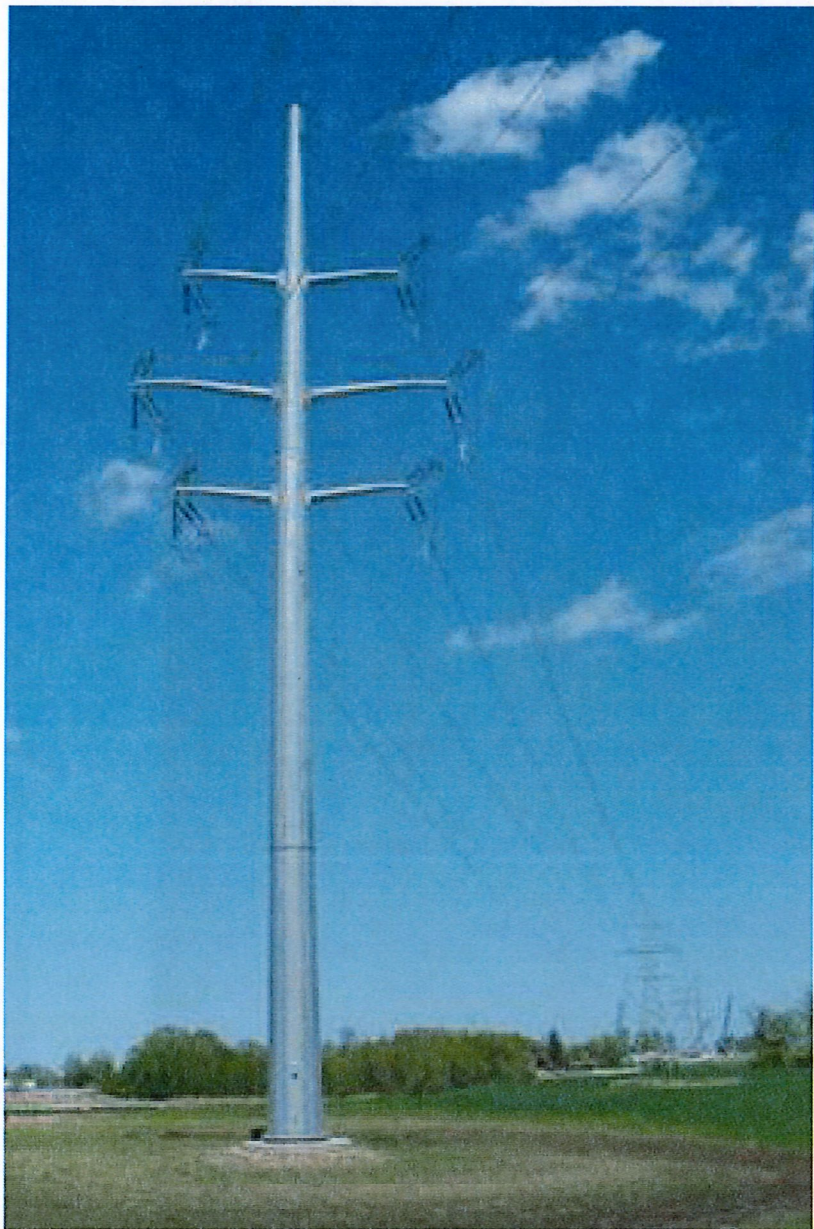
Brown



Gray

Photo Color Options

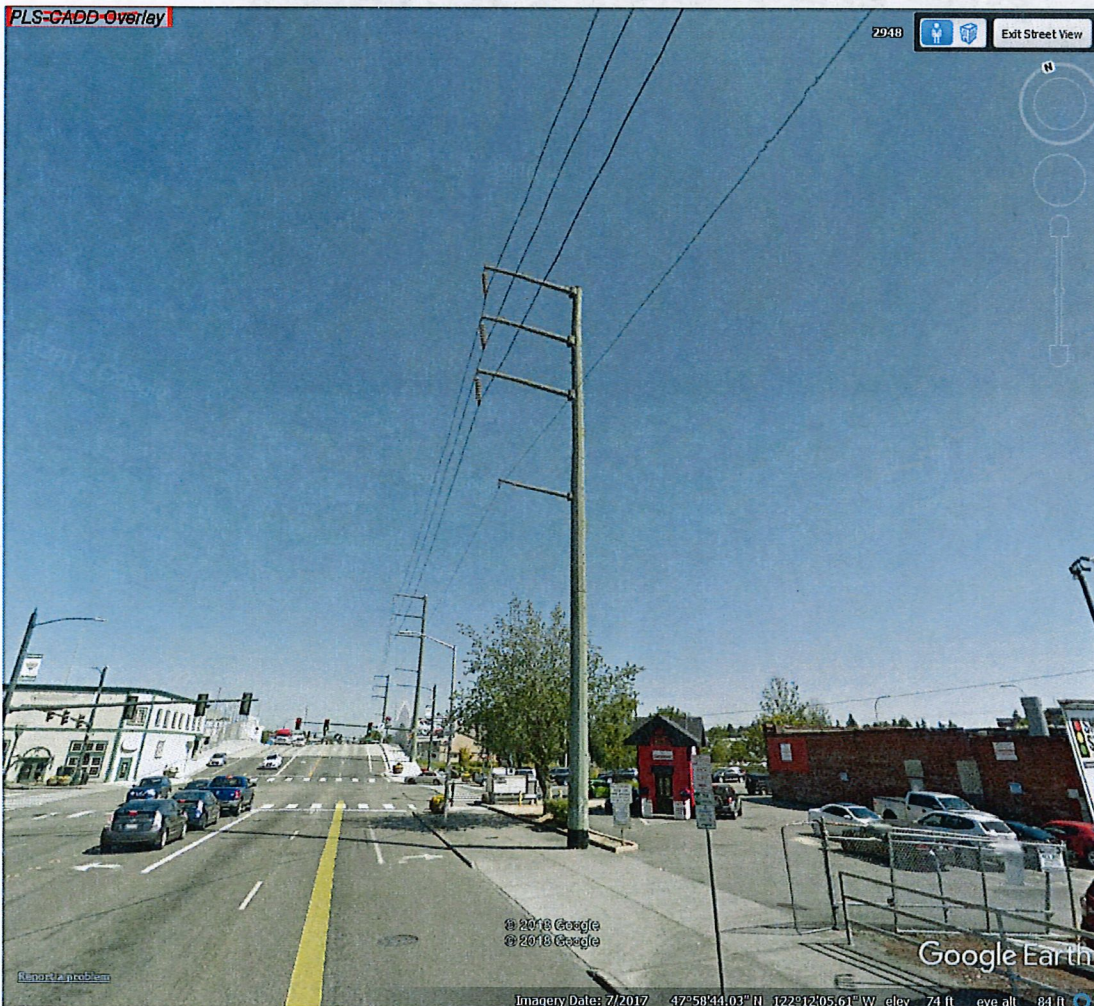
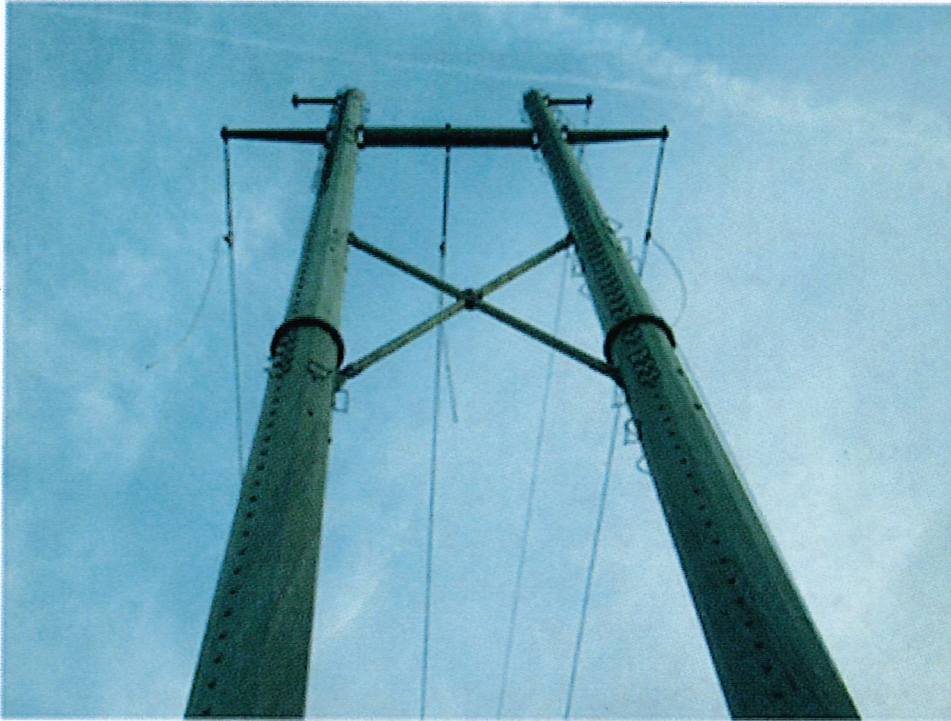
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Gray

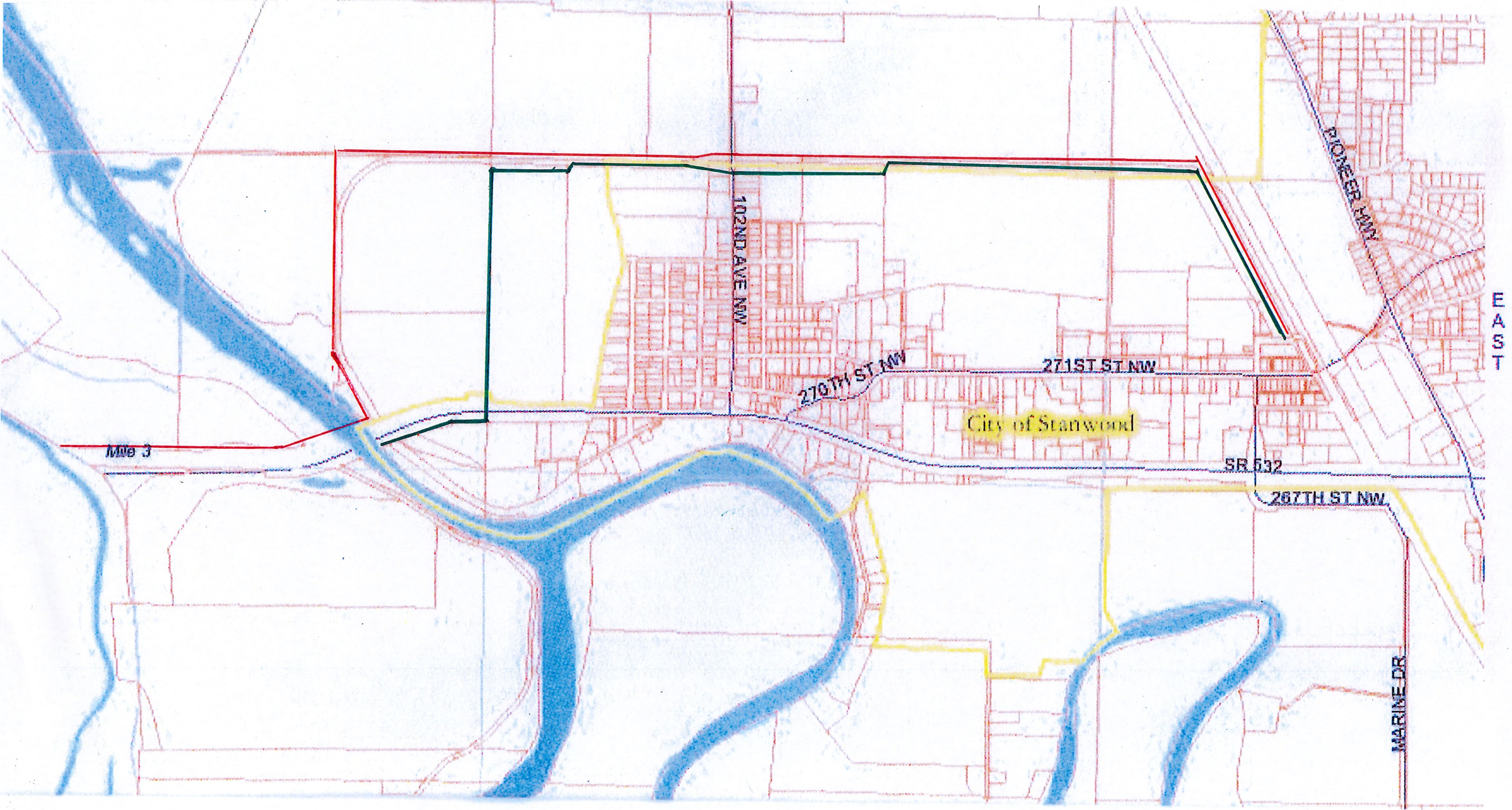


Green



LEGEND:

- CITY LIMIT
- NEW 115KV LINE
- EXISTING LINE TO BE REBUILT



LOVERS ROAD 276TH ST

TRANSMISSION LINE

8/2

LG-NCI 8/1

LG-NCI 7/20

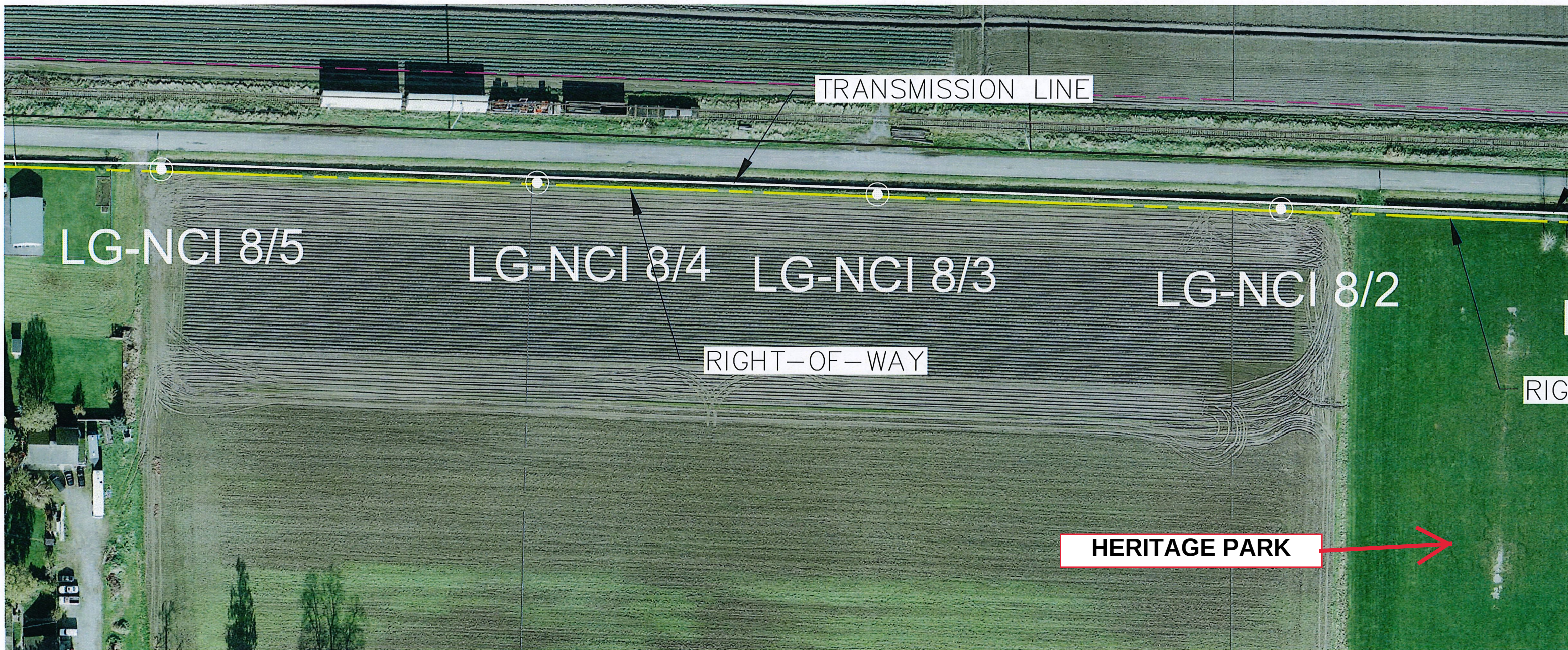
LG-NCI 7/19

LG-NCI

RIGHT-OF-WAY

HERITAGE PARK





LG-NCI 8/5

LG-NCI 8/4

LG-NCI 8/3

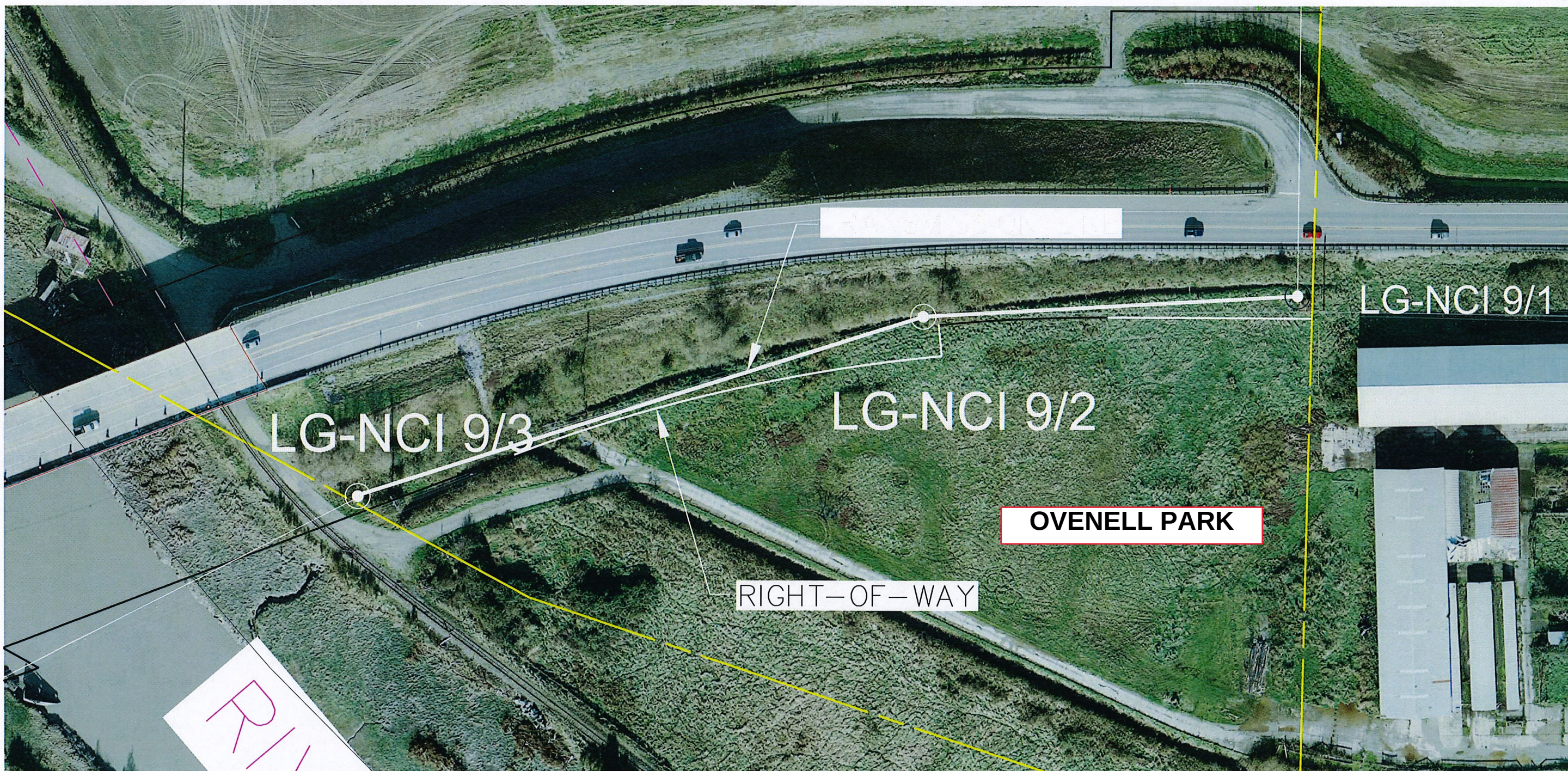
LG-NCI 8/2

TRANSMISSION LINE

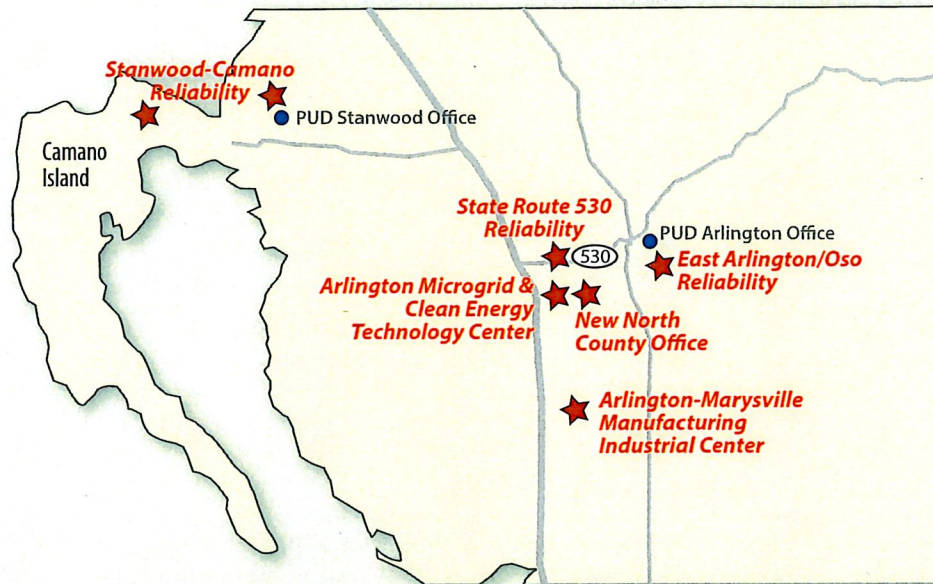
RIGHT-OF-WAY

HERITAGE PARK

RIG



Snohomish County PUD has initiated a series of improvement projects in North Snohomish County to maintain reliability, address growth needs and support economic development. The projects will require investments of more than \$100 million through 2022 and beyond.



Stanwood-Camano Reliability Project – A series of projects will improve reliability in the Stanwood-Camano area, including construction of the new Twin City Substation, a second transmission line to Camano Island, distribution line upgrades and equipment replacements at two existing substations.

East Arlington/Oso Reliability Project – Improvements will upgrade aging high-voltage lines and substations in these communities, including construction of the new Eagle Creek Substation. The work will improve reliability, provide operational flexibility and standardize high-voltage-level systems.

State Route 530 Reliability Improvements – As part of a WSDOT pole relocation project along 12 miles of state highway, the PUD will upgrade poles, wires, switches and other equipment to current utility standards. The project will meet WSDOT safety requirements and enhance reliability in the area.

Support of Arlington-Marysville Manufacturing Industrial Center (AMMIC) – The PUD will work closely with the Arlington and Marysville communities to support a business area aimed at bringing more manufacturing businesses and jobs to the area. Future electrical system improvements will ensure the utility addresses growth and reliability needs as the business corridor develops over time.

Arlington Microgrid and Clean Energy Technology Center – This facility will integrate multiple energy technologies, including energy storage combined with a solar panel array and an electric vehicle-to-grid system that allows both charging/discharging into the grid. It will create a microgrid that can be “islanded” and run independently from the electrical grid. The site will provide educational opportunities for utility staff, the business sector, researchers and local agencies.

North County Office – A new Arlington local office will replace aging facilities that don’t meet the needs of a growing customer base. The PUD is assessing its local offices to create efficiencies in utility operations and ensure quality service to residents and businesses throughout its service territory.

PROJECT	DETAILS	BENEFITS	TIMELINE
STANWOOD/ CAMANO RELIABILITY <i>System Improvements in Stanwood/Camano area</i>	▶ New, second 115 kV transmission line to Camano ▶ Upgrades to existing 115 kV line to Camano ▶ Construction of new Twin City Substation ▶ Upgrades to North Camano Substation ▶ Related distribution system upgrades	▶ Service reliability – these improvements provide the PUD more options to re-route customers to different substations and provide redundancy when needed during outages and maintenance ▶ Modernization of substations and high-voltage lines	Estimated 2018-2022
EAST ARLINGTON/ OSO RELIABILITY <i>Northeast County System Improvements</i>	▶ Construction of new Eagle Creek Substation and upgrades to the East Arlington Substation ▶ Rebuild of the East Arlington Substation with a high reliability six breaker ring bus ▶ Upgrade legacy 55kV lines to 115kV lines between the Oso and East Arlington Substations including fiber optic cable ▶ Distribution Automation upgrades as part of the PUD's smart grid modernization	▶ Service reliability – these improvements provide the PUD more options to re-route customers to different substations when needed during outages and maintenance ▶ Modernization of substations and high-voltage lines	March 2017 – Summer 2019
ARLINGTON/ MARYSVILLE UPGRADES - Stimson Crossing Switching Station Expansion - Stimson-Stanwood 115 kV Line Rebuild	▶ Expansion of switching station to accommodate new line to Lake Goodwin and feed distribution transformer ▶ An aging Stimson-Stanwood line will be rebuilt to provide more capacity and accommodate improvements in the Stanwood-Camano area.	▶ Service reliability – these improvements provide the PUD more options to re-route customers to different substations and provide redundancy when needed during outages and maintenance ▶ Modernization of aging substations and high-voltage lines	Substation: 2020-2021 115 kV Line: 2021-2022
SR 530 RELIABILITY	▶ Relocate poles, lines and equipment along 12 miles of roadway	▶ Modernizes equipment, improves reliability and meets WSDOT safety needs	2019
SMOKEY POINT SUBSTATION REBUILD	▶ New switchgear and transformer equipment, plus additional transmission and distribution lines	▶ Enhanced reliability and in support of the Arlington-Marysville Manufacturing Industrial Center (AMMIC) and other customers	2017-2018
ARLINGTON MICROGRID AND CLEAN ENERGY TECHNOLOGY CENTER	▶ 1 MW/1 MWh-Battery Energy Storage ▶ 500 Kilowatt Solar Array with Inverters ▶ Electric vehicle-to-grid system ▶ Microgrid control system and building energy management system ▶ Clean Energy Technology Center	▶ Grid resiliency ▶ Disaster recovery and local office backup ▶ Renewable energy integration ▶ Grid support & ancillary services ▶ Vehicle-to-grid integration	Design: 2017-18 Construction: 2018 -2020 Startup: First Quarter 2020



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: October 25, 2018

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 30432 through 30474 and electronic funds transfers from Washington Federal Bank in the amount of \$82,828.10. Approve issuance of Washington Federal Bank payroll voucher checks 1540 through 1550 and electronic funds transfers from Washington Federal Bank in the amount of \$250,011.42 and voided check number 1539.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 30432 THROUGH 30474 AND ELECTRONIC FUNDS TRANSFERS FROM WASHINGTON FEDERAL BANK IN THE AMOUNT OF \$82,828.10. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL VOUCHER CHECKS 1540 THROUGH 1550 AND ELECTRONIC FUNDS TRANSFERS FROM WASHINGTON FEDERAL BANK IN THE AMOUNT OF \$250,011.42 AND VOIDED CHECK NUMBER 1539.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/04/2018 To: 10/16/2018

Time: 07:56:26 Date: 10/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5941	10/04/2018	Claims	3	EFT	WA St Dept of Licensing *	441.00	Gun Permit Fee
5945	10/11/2018	Claims	3	30432	APP- Associated Petroleum Products	3,587.07	04-0100494
5946	10/11/2018	Claims	3	30433	APSCO, LLC	2,516.19	City Of Stanwood
5947	10/11/2018	Claims	3	30434	BHC Consultants, LLC	7,917.00	Project 18-10515.01
5948	10/11/2018	Claims	3	30435	Cascade Natural Gas Corp	145.81	127 540 0000 3; 953 540 0000 2; 498 440 0000 7; 931 607 9072 6; 839 440 0000 5; 608 440 0000 4
5949	10/11/2018	Claims	3	30436	Confluence Environmental Company, Inc	6,633.75	City Of Stanwood
5950	10/11/2018	Claims	3	30437	Wendy Corder Dowhower	72.00	City Of Stanwood
5951	10/11/2018	Claims	3	30438	Edge Analytical Inc	24.00	STA01
5952	10/11/2018	Claims	3	30439	Environment Control	1,116.22	257778
5953	10/11/2018	Claims	3	30440	FCS Group- Solutions- Oriented Consult.	4,151.25	City Of Stanwood; City Of Stanwood
5954	10/11/2018	Claims	3	30441	HB Jaeger Company LLC	10,782.23	3330
5955	10/11/2018	Claims	3	30442	Hamilton Lumber LLC	275.89	City Of Stanwood
5956	10/11/2018	Claims	3	30443	David Hammond	85.54	City Of Stanwood
5957	10/11/2018	Claims	3	30444	J.A. Brennan Associates, PLLC	12,060.25	City Of Stanwood; City Of Stanwood
5958	10/11/2018	Claims	3	30445	Leonard H. Kelley	59.69	City Of Stanwood
5959	10/11/2018	Claims	3	30446	Marcy Mathis	19.18	City Of Stanwood
5960	10/11/2018	Claims	3	30447	Office Depot	205.10	36274097; 36274097; 36274097
5961	10/11/2018	Claims	3	30448	PUD Of Snohomish County *	3,524.56	200592889; 220923312; 202982351; 200240505; 221854284
5962	10/11/2018	Claims	3	30449	PacWest Machinery	472.69	29765570
5963	10/11/2018	Claims	3	30450	Petty Cash/ Marcy Mathis -Custodian	33.99	City Of Stanwood
5964	10/11/2018	Claims	3	30451	Philips Publishing Group	1,500.00	City Of Stanwood
5965	10/11/2018	Claims	3	30452	Ricoh USA, Inc.	1,682.09	1316669-3660090; 1316669-3660140; 1316669-3660143; 1316669-3660142; 1316669-3659652
5966	10/11/2018	Claims	3	30453	Amy Rusko	418.54	City Of Stanwood
5967	10/11/2018	Claims	3	30454	Hartmut Schmakeit	454.61	Ref #1277 Hartmut Schmakeit
5968	10/11/2018	Claims	3	30455	Skagit Farmers Supply	1,638.21	135052
5969	10/11/2018	Claims	3	30456	Sno Co Planning & Development Svcs	587.50	PD312579
5970	10/11/2018	Claims	3	30457	Sno Co Sheriff's Office - CB	4,693.05	City Of Stanwood
5971	10/11/2018	Claims	3	30458	Snohomish County Public Def Association	1,926.10	City Of Stanwood
5972	10/11/2018	Claims	3	30459	Snohomish County Treasurer	7.49	City Of Stanwood - Crime Victims
5973	10/11/2018	Claims	3	30460	Stanwood Ace Hardware/ Jks Ventures	91.94	20013
5974	10/11/2018	Claims	3	30461	Stanwood Auto Parts	1,518.12	56100
5975	10/11/2018	Claims	3	30462	Stanwood Camano Arts Festivals	3,000.00	City Of Stanwood
5976	10/11/2018	Claims	3	30463	Stanwood Camano News	82.79	261981
5977	10/11/2018	Claims	3	30464	Stanwood Chamber Of Commerce	2,970.00	City Of Stanwood; City Of Stanwood
5978	10/11/2018	Claims	3	30465	Stanwood City Utility	105.20	4252
5979	10/11/2018	Claims	3	30466	Stanwood Hardware	500.10	1414
5980	10/11/2018	Claims	3	30467	Stilly Auto Parts Napa	296.46	27197
5981	10/11/2018	Claims	3	30468	Strategies 360 Inc	1,500.00	City Of Stanwood
5982	10/11/2018	Claims	3	30469	Summit Law Group	75.00	10596-15 KDA

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5983	10/11/2018	Claims	3	30470	US Bank	4,557.60	4485 5945 5564 1495
5984	10/11/2018	Claims	3	30471	WA St Dept of Transportation *	147.94	916001509
5985	10/11/2018	Claims	3	30472	WA St Treasurer	576.96	City Of Stanwood
5986	10/11/2018	Claims	3	30473	Washington State Patrol *	140.00	STA301
5987	10/11/2018	Claims	3	30474	Zumar Industries Inc	234.99	000683
		001 General Fund				20,328.16	
		101 Street Fund				2,935.03	
		103 Street Construction Fund				1,028.11	
		104 Park Improvement Fund				12,060.25	
		401 Sewer Fund				5,147.20	
		403 Sewer Construction Fund				1,352.50	
		410 Drainage Fund				2,317.62	
		411 Drainage Construction Fund				15,997.00	
		421 Water Fund				19,174.98	
		422 Water Construction Fund				1,352.50	
		630 Agency Fund				1,134.75	
							Claims:
						82,828.10	82,828.10
		* Transaction Has Mixed Revenue And Expense Accounts				82,828.10	

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

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

Paul A. Brown

Date: 10-17-18

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

10/04/2018 To: 10/16/2018

Time: 07:56:43 Date: 10/17/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5752	10/05/2018	Payroll	3	EFT		3,583.96	September 2018 Payroll
5753	10/05/2018	Payroll	3	EFT		3,603.40	September 2018 Payroll
5754	10/05/2018	Payroll	3	EFT		2,180.23	September 2018 Payroll
5755	10/05/2018	Payroll	3	EFT		323.22	September 2018 Payroll
5756	10/05/2018	Payroll	3	EFT		2,246.66	September 2018 Payroll
5757	10/05/2018	Payroll	3	EFT		5,260.55	September 2018 Payroll
5758	10/05/2018	Payroll	3	EFT		3,184.40	September 2018 Payroll
5759	10/05/2018	Payroll	3	EFT		1,081.07	September 2018 Payroll
5760	10/05/2018	Payroll	3	EFT		1,628.91	September 2018 Payroll
5761	10/05/2018	Payroll	3	EFT		3,781.49	September 2018 Payroll
5762	10/05/2018	Payroll	3	EFT		2,970.84	September 2018 Payroll
5763	10/05/2018	Payroll	3	EFT		2,255.33	September 2018 Payroll
5764	10/05/2018	Payroll	3	EFT		2,804.21	September 2018 Payroll
5765	10/05/2018	Payroll	3	EFT		5,187.04	September 2018 Payroll
5766	10/05/2018	Payroll	3	EFT		322.86	September 2018 Payroll
5767	10/05/2018	Payroll	3	EFT		4,397.30	September 2018 Payroll
5768	10/05/2018	Payroll	3	EFT		5,711.86	September 2018 Payroll
5769	10/05/2018	Payroll	3	EFT		756.99	September 2018 Payroll
5770	10/05/2018	Payroll	3	EFT		758.12	September 2018 Payroll
5771	10/05/2018	Payroll	3	EFT		4,244.09	September 2018 Payroll
5772	10/05/2018	Payroll	3	EFT		3,146.09	September 2018 Payroll
5774	10/05/2018	Payroll	3	EFT		323.00	September 2018 Payroll
5775	10/05/2018	Payroll	3	EFT		2,104.75	September 2018 Payroll
5776	10/05/2018	Payroll	3	EFT		1,087.44	September 2018 Payroll
5777	10/05/2018	Payroll	3	EFT		753.73	September 2018 Payroll
5778	10/05/2018	Payroll	3	EFT		4,769.91	September 2018 Payroll
5779	10/05/2018	Payroll	3	EFT		318.73	September 2018 Payroll
5780	10/05/2018	Payroll	3	EFT		2,116.87	September 2018 Payroll
5781	10/05/2018	Payroll	3	EFT		1,722.85	September 2018 Payroll
5782	10/05/2018	Payroll	3	EFT		3,863.51	September 2018 Payroll
5783	10/05/2018	Payroll	3	EFT		2,160.85	September 2018 Payroll
5784	10/05/2018	Payroll	3	EFT		3,484.44	September 2018 Payroll
5785	10/05/2018	Payroll	3	EFT		3,028.84	September 2018 Payroll
5786	10/05/2018	Payroll	3	EFT		2,039.75	September 2018 Payroll
5787	10/05/2018	Payroll	3	EFT		4,399.03	September 2018 Payroll
5788	10/05/2018	Payroll	3	EFT		2,073.60	September 2018 Payroll
5789	10/05/2018	Payroll	3	EFT		1,236.79	September 2018 Payroll
5790	10/05/2018	Payroll	3	EFT		2,540.19	September 2018 Payroll
5791	10/05/2018	Payroll	3	EFT		322.93	September 2018 Payroll
5792	10/05/2018	Payroll	3	EFT		323.00	September 2018 Payroll
5793	10/05/2018	Payroll	3	EFT		1,408.45	September 2018 Payroll
5810	10/05/2018	Payroll	3	EFT	Department Of Retirement Systems	38,296.50	Pay Cycle(s) 10/05/2018 To 10/05/2018 - PERS2; Pay Cycle(s) 10/05/2018 To 10/05/2018 - PERS 3; Pay Cycle(s) 10/05/2018 To 10/05/2018 - 457 - DRS (DCP)
5811	10/05/2018	Payroll	3	EFT	Internal Revenue Service (941)	41,581.41	941 Deposit for Pay Cycle(s) 10/05/2018 - 10/05/2018
5794	10/05/2018	Payroll	3	1539	Kelly C McGill		Voided check due to payroll date change
5773	10/05/2018	Payroll	3	1540		272.86	September 2018 Payroll
5812	10/05/2018	Payroll	3	1541	AFLAC	614.96	Pay Cycle(s) 10/05/2018 To 10/05/2018 - AFLAC, Pre-Tax; Pay Cycle(s) 10/05/2018 To 10/05/2018 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

10/04/2018 To: 10/16/2018

Time: 07:56:43 Date: 10/17/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5813	10/05/2018	Payroll	3	1542	AWC Employee Benefit Trust	20,463.66	Pay Cycle(s) 10/05/2018 To 10/05/2018 - AWC - Medical; Pay Cycle(s) 10/05/2018 To 10/05/2018 - AWC- Dental; Pay Cycle(s) 10/05/2018 To 10/05/2018 - AWC - Vision; Pay Cycle(s) 10/05/2018 To 10/05/2018;
5814	10/05/2018	Payroll	3	1543	Colonial Life Insurance	66.75	Pay Cycle(s) 10/05/2018 To 10/05/2018 - Colonial Life Ins
5815	10/05/2018	Payroll	3	1544	Hartford Retirement Plan Services	816.00	Pay Cycle(s) 10/05/2018 To 10/05/2018 - 457 - Hartford; Pay Cycle(s) 10/05/2018 To 10/05/2018 - Roth 457(b)
5816	10/05/2018	Payroll	3	1545	ICMA Retirement Trust	2,374.55	Pay Cycle(s) 10/05/2018 To 10/05/2018 - 457 - ICMA
5817	10/05/2018	Payroll	3	1546	Navia Benefits	155.00	Pay Cycle(s) 10/05/2018 To 10/05/2018 - Medical FSA- S125
5818	10/05/2018	Payroll	3	1547	Teamsters Union Local 231	1,172.00	Pay Cycle(s) 10/05/2018 To 10/05/2018 - Teamsters Dues
5819	10/05/2018	Payroll	3	1548	Washington Teamsters Welfare Trust	34,451.70	Pay Cycle(s) 10/05/2018 To 10/05/2018 - Union Dental; Pay Cycle(s) 10/05/2018 To 10/05/2018 - Teamsters Medical
6021	10/12/2018	Payroll	3	1549	Dept of Labor and Industries	9,077.84	3RD Quarter 07/01/2018 - 09/30/2018
6022	10/12/2018	Payroll	3	1550	Employment Security Dept	1,160.91	3RD Quarter 07/01/2018 - 09/30/2018
001 General Fund						132,683.26	
101 Street Fund						16,676.86	
108 Transportation Sales Tax Fund						1,207.78	
401 Sewer Fund						37,458.52	
410 Drainage Fund						17,720.53	
421 Water Fund						44,264.47	
						250,011.42	Payroll: 250,011.42

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

() Finance Director () Auditing Officer

() Deputy Finance Director



Date: 10-17-18



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: October 25, 2018

SUBJECT: 2019 Economic Development Contracts

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENT: A – 2019 Glass Quest Contract
B – 2019 Stanwood Chamber Contract
C – 2019 Philips Publishing Contract for Discover Stanwood Camano Magazine

ISSUE:

The issue before the City Council is to review and approved the 2019 economic development contracts for:

- Glass Quest
- Stanwood Chamber Events Contract
- Philips Publishing for the Discover Stanwood Camano Magazine

RECOMMENDATION:

1. Review and discuss the draft contract agreements with: the Camano Island Chamber of Commerce for Glass Quest, the Stanwood Chamber of Commerce for the Stanwood Summer Community Events, and Philips Publishing for the Discover Stanwood Camano magazine.
2. Authorize the Mayor sign the contracts listed above to promote tourism and community events in the City of Stanwood.

SUMMARY:

Each year the City supports the economic development efforts of the Stanwood and Camano Chambers of Commerce to promote tourism and community events. Attached are the 2019 annual contracts related to Glass Quest, Stanwood summer community events and publishing of the Discover Stanwood Camano magazine.

DISCUSSION:

The attached economic development contracts are for on-going advertising of tourism and community events in the City.

Glass Quest:

Glass Quest is a popular 10-day treasure hunt in Stanwood and Camano Island held each February where people search for “clue balls” containing tickets for unique hand-blown glass balls. These balls are strategically hidden in local parks and along walking trails. The Camano Island Chamber of Commerce, the City of Stanwood and local businesses sponsor the event annually: 2018 was the 9th year of the event.

In 2017 the City entered into a contract agreement with the Camano Island Chamber of Commerce to support the Glass Quest event in the amount of \$2,500. In Late 2017 an addendum to the original agreement provided an additional \$2,500 to support the 2018 event.

The event brings “thousands” of people to Stanwood and Camano Island from all over the northwest and beyond. The attached contract is to continue the City’s support of the 2019 event in the amount of \$2,500.00; however the Community Development Committee is recommending that the Chamber apply for the City’s tourism grant in 2020 and beyond.

Stanwood Chamber of Commerce:

Since 2013, the city council has earmarked funding in the community development budget for economic development and has partnered with the Stanwood Chamber of Commerce to manage and promote a variety of community events.

Economic Development activities proposed to be funded in 2019 include: Touch-a-Truck, Summer Concert Series, Movie Nights, Light up Your Holidays, and National Night Out. The budget also supports the Chamber’s work to maintain the Discover Camano Stanwood Website, Social Media, Publications, Branding, Tourism and Market Research.

The draft contract continues the previous approved terms by Council where the City pays the Stanwood Chamber of Commerce a flat monthly fee of \$2,900 per month for a minimum of 60 hours of work per month. There is no additional cost to the City for exceeding 60 hours in a month. Any hours over the 60 hour minimum would be included in the \$2,900 retainer rate.

The current contract expires at midnight on December 31, 2018. To ensure a seamless transition into the 2019 calendar year, staff is requesting that the 2019 contract be approved to allow the Chamber to time prepare their 2019 work plan and continue marketing the Discover Stanwood Camano Magazine.

Philips Publishing:

Starting in 2014 the City Council approved funding the economic development budget to design and print a Stanwood visitor information brochure to distribute to visitor information centers throughout Snohomish County and surrounding areas. This “guide” become the Discover Stanwood Camano magazine. The City has utilized Philips Publishing since 2015 to produce the magazine. The original contract was approved by the Council in February 2015 and continually extended to allow for publication through 2018. The current contract with Phillips Publishing will expire again at the end of this year.

Under the contract, Philips Publishing provides the City with consultant services to create, publish and distribute a magazine on behalf of the City which provides information about social activities, business opportunities, cultural activities, civic events, and/or educational programs available to visitors and residents of the area.

Discover Stanwood Camano magazine serves as an essential tourism marketing tool for the City of Stanwood, Kayak Point, Warm Beach, Silvana, Camano Island, and Conway with articles highlighting each of the areas. Copies of the magazine are distributed up and down the I-5 corridor between Bellingham and Chehalis and can be picked up at retailers, parks, visitor centers, hotels and casinos throughout the region. The magazine is a cost effective way to market the region - especially because the advertising costs offset a large portion of the production cost, and Phillips Publishing handles acquisition of all advertisers and the accompanying graphics for ads.

This magazine has been well received by the community and those that have provided advertising within this publication. The cost of the contract will be off-set by a grant from Snohomish County in the amount of \$8,000.00. This contract will be forwarded to the Council for acceptance shortly.

COMPREHENSIVE PLAN GUIDANCE

The City’s Comprehensive Plan includes a well-defined vision for the City: becoming the commercial and cultural center of the greater Stanwood / Camano region. Goals and policies promote a vibrant downtown and livable community. Economic development opportunities that promote tourism and recreational activities are encouraged by the Comprehensive Plan.

Supporting Comprehensive Plan Policies include:

EDG 2: Develop strong community partners.

EDP - 2.2 Assist in the promotion of community events.

EDP – 2.3 Support participation in the Stanwood Chamber of Commerce and work with the Chamber to promote the City.

EDP – 2.7 Collaborate with private, non-private, and regional organizations to increase access to and participation in the arts.

EDG – 3: Promote a strong, diversified and sustainable local and regional economy, preserving or enhancing the quality of life in the community.

EDP 3.6 Encourage businesses and recreational activities that promote tourism.

EDP 3.7 Participate or otherwise assist in business sponsored activities to increase local awareness of goods and services available in Stanwood.

EDP 3.10 Provide for financial or logistical support to local arts, festivals, performances or cultural tourism.

FINANCIAL IMPACT:

The 2019 / 2020 City budget is being prepared with the following economic development budget line items.

Contract	2019	2020
<i>Camano Chamber of Commerce</i> Glass Quest 2019	\$2,500	Apply for Tourism Grant in 2020
<i>Stanwood Chamber of Commerce</i> (\$2,900 / Mo.) Event Management (Touch a Truck, Summer Concerts, Movies in the Park, National Night Out, and Light Up Your Holidays) Website, Social Media, Publications, Branding, Tourism and Market Research	\$34,800	\$34,800
<i>Philips Publishing</i> – Discover Stanwood Camano Magazine Reimbursement from Sno. County Hotel / Motel Grant*	\$12,135 <u>-\$8,000</u>	\$9,885 <u>-\$8,000</u>
City of Stanwood Out of Pocket Cost:	\$4,135	\$1,885

The contract with Snohomish County for the \$8,000 Hotel/Motel Grant will be forthcoming to the City Council for acceptance.

COMMITTEE RECOMMENDATION

The Council Community Development Committee discussed the contracts twice: July 12th and October 11, 2018 and recommended that they be forwarded to the City Council for approval.

CITY COUNCIL OPTIONS

- 1) Authorize the Mayor to sign the attached standard for consultant services related to tourism promotion and marketing.
- 2) Do not authorize the Mayor to sign contracts with the Camano Chamber of Commerce, the Stanwood Chamber of Commerce and Philips Publishing.
- 3) Direct staff to make changes to the scope of work and/or cost provided for these consultant services.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE 2019 CONTRACTS WITH THE CAMANO ISLAND CHAMBER OF COMMERCE, STANWOOD CHAMBER OF COMMERCE AND PHILIPS PUBLISHING FOR SERVICES RELATED TO TOURISM PROMOTION AND MARKETING.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND CAMANO ISLAND CHAMBER OF COMMERCE FOR
CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and the Camano Island Chamber of Commerce, a Washington 501(c)(6) non-profit organization ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding organization and promotion of the 2019 Great Northwestern Glass Quest as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on January 1, 2019 and shall terminate at midnight, April 30, 2019. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the

Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

l. **Subcontractors' Insurance**
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following:

employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the

right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

Jessica McCready LLC

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$2,500.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of

Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 NOTICES. Notices to the City shall be sent to the following address:

Leonard Kelley
Mayor
City of Stanwood
10220 270th Street NW
Stanwood, WA 9829
(360)629-2181
Leonard.Kelley@ci.stanwood.wa.us

Notices to the Consultant shall be sent to the following address:

Asia Gray
Executive Director
Camano Island Chamber of Commerce
370 NE Camano Drive, #C104
Camano Island, WA 98282
(360) 629-7136
chamber@camanoisland.org

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.

V.2 TERMINATION. The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 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.

V.4 EXTENT OF AGREEMENT/MODIFICATION. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 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.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 201__.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

CAMANO ISLAND CHAMBER OF COMMERCE

By 
Asia Gray, Executive Director

Approved as to form:

Grant K. Weed, City Attorney

Exhibit A

Scope of Services

Glass Quest is a popular 10-day treasure hunt in Stanwood and Camano Island held each February where people search for "clue balls" containing tickets for unique hand-blown glass balls.

Budget: The maximum amount allowed under the 2019 Glass Quest contract is \$2,500 unless otherwise amended.

Use of Funds: Funds provided under this contract shall only be used for marketing and advertising the event as follows:

Event Coordination:

- Create timeline & initial budget
- Develop 2019 packets for participating businesses and sponsors
- Recruit volunteers to help in all phases of the project
- Sign up sponsors and businesses – collect paperwork, checks, and then give checks to Chamber
- Provide regular updates and community to sponsors/businesses and City
- Review income and expenses monthly with Chamber treasure and City
- Coordinate the creation of the poster/rack cards/brochures
- Coordinate the paid advertising campaign: reserve ad space, work with Camano Chamber on invoices and payments, and create ad files
- Order glass balls
- Coordinate volunteers to put host bags together
- Coordinate and promote kick-off party
- After event, collect materials and feedback from host businesses
- Write final report for Chamber and City

Marketing and PR:

- Update website, Facebook page, and hold chamber meetings on the event
- Prepare event calendar, announcements and press releases
- Coordinate volunteers to distribute posters and brochures
- Answer phone calls and emails from the public and press
- Represent the Quest at Chamber meetings and other networking events
- Encourage community participation in the event

Final Report: The Chamber shall provide supporting data on the participation tracking methodology and a final report at the end of the event detailing the number of people who participated in the event and how they heard of the event. The final report shall be submitted to the City by 4:30 pm on April 30, 2019.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND THE STANWOOD CHAMBER OF COMMERCE
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and the Stanwood Chamber of Commerce a Washington 501 (c)(6) Organization ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding the 2019 Discover Stanwood Camano Events Contract as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement

shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on January 1, 2019 and shall terminate at midnight, December 31, 2019. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for

all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types**

described below:

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. Notice of Cancellation. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

l. **Subcontractors' Insurance**
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further

agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

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III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

Jessica McCready LLC

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$34,800.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

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Mayor
City of Stanwood
10220 270th Street NW
Stanwood, WA 98275
(360)629-2181
Leonard.Kelley@ci.stanwood.wa.us

Notices to the Consultant shall be sent to the following address:

Elaine Traversi
Executive Director
Stanwood Chamber of Commerce
10101 270th St NW #220
Stanwood, WA 98292
(425) 829-6256
elaine@stanwoodchamber.org>

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V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 201__.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

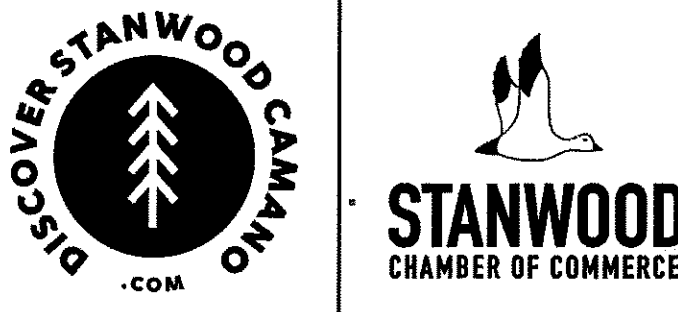
STANWOOD CHAMBER OF COMMERCE

By Renae Kettler, President
[PRINT OR TYPE NAME AND TITLE]
Renae Kettler

Approved as to form:

Grant K. Weed, City Attorney

Exhibit A
Scope of Services



Scope of Services
January - December 2019

2018 was a great year for Discover Stanwood Camano (DSC) - we surpassed our goals of establishing brand recognition, capturing the local market, creating an online marketing presence, supporting local events, and delivering an informative tourism driven magazine. With this solid foundation in place - our goal is to continue to grow the brand "Discover Stanwood Camano" within a broader market while also leveraging the platform to provide extended services and opportunities to the community.

Scope of Work

1. **Event Management** - Discover Stanwood Camano will work with city staff, volunteers, and private event managers to cross promote the brand and support local events. Specifically the following events - Touch-A-Truck, Summer Concert Series, Movies in the Park, National Night Out, Light Up Your Holidays. Prior to each event, DSC will meet with staff from the city to establish a clear and detailed scope of work for each project. Additional work outside of the scope outlined below for each event would be considered "Extra Work" and require a supplemental agreement.
 - a. Touch-A-Truck (May 4, 2019) - DSC will develop marketing materials (posters, rack cards, banners, digital advertising, social media posts), distribute materials, and track effectiveness of the marketing campaign.
DSC will secure sponsorship packages for this event, coordinate logistics of location and permits with the city, solicit participants, volunteers, and staff for the event.
 - b. Summer Concert Series (June, July, August) DSC will develop marketing materials (posters, rack cards, banners, digital advertising, social media posts), distribute

materials, and track effectiveness of the marketing campaign. DSC will secure sponsorship packages for this event.

- c. Movies in the Park (August 2019) DSC will develop marketing materials (posters, rack cards, banners, digital advertising, social media posts), distribute materials, and track effectiveness of the marketing campaign.
 - d. National Night Out - (August 6, 2019) DSC will develop marketing materials (posters, rack cards, banners, digital advertising, social media posts), distribute materials, and track effectiveness of the marketing campaign.
 - e. Light Up Your Holidays (Nov. 30 or Dec. 7, 2019) DSC will develop marketing materials (posters, rack cards, banners, digital advertising, social media posts), distribute materials, and track effectiveness of the marketing campaign. DSC will secure sponsorship packages for this event, coordinate logistics of location and permits with the city, solicit participants, volunteers, and staff for the event.
2. **Website** - DSC will manage and maintain www.discoverstanwoodcamano.com to promote local businesses and events to residents and businesses; create and promote advertising space on the website; develop content such as blog articles and tourism information; update and enhance the website weekly with new event information; link the website to the City of Stanwood, Chambers of Commerce and other regional travel promotion sites.
3. **Social Media** - DSC will maintain and populate Facebook, Instagram, and Twitter multiple times per week with creative graphics highlighting events and increasing traffic to the website.
4. **Publications** - DSC will design, print and distribute posters, rack cards and print advertising to attract residents and visitors to special events. In addition, DSC will manage the editorial direction of the bi-annual Discover Stanwood Camano magazine (on shelves April 29, 2019 and October 3, 2019) including writing, editing, and proofing editorial content; soliciting high quality images from local photographers and distributing the final product throughout the community. In addition, DSC will produce informational rack cards as well as digital advertising content to promote the brand.
5. **Branding/Advertising** - DSC will utilize both print and online outlets to increase tourism including Google AdWords and paid, targeted social media campaigns. DSC will inform business owners on how to use the "Discover Stanwood Camano" brand and platform to attract customers and highlight their business or event with ads placed on the website.

- a. **Digital Advertising on DSC** - In January 2019, business owners or event managers will be able to purchase a digital advertising package on www.discoverstanwoodcamano.com. This will allow businesses to showcase their product or event, increase traffic on the website, and provide additional value added services to local venues. Revenue earned from digital advertising packages will be split as follows: 50% to return to the DSC project, 50% to the Stanwood Chamber.
 - b. **Business Listings on DSC** - In January 2019, the website will integrate with Google My Business allowing for a robust search platform for any businesses in the area. Existing Stanwood Chamber Members will have enhanced web page for their business - available as an upgrade to other businesses.
- 6. **Tourism** - DSC will work with the Stanwood Chamber of Commerce to seek and secure travel writers to explore the region, familiarize them with the community and generate content for travel blogs and magazines. DSC will continue to find creative outlets for tourism marketing such as the SEATAC Billboard program.
- 7. **Market Research** - DSC will track advertising success rates through Google Analytics, estimate # of attendees at events, analyze social media post data and provide reports to the economic board and city council.
- 8. **Budget** - DSC will create advertising and marketing budgets for city events and promotion activities. Secure, manage and track sponsorships for events and paid advertising campaigns. Monthly expense reports and hours worked will be submitted to the city.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND PHILIPS PUBLISHING GROUP
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and Philips Publishing Group, a Washington LLC ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding publishing and distributing the Discover Stanwood Camano magazine as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on January 1, 2019 and shall terminate at midnight, March 30, 2020. The parties may extend the term of this Agreement by written

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mutual agreement.

III.4 **NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT.**

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 x No employees supplying work have ever been retired from a Washington state retirement system.

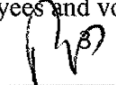
 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 **INDEMNITY.**

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims,

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injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from

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premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

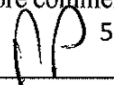
- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of

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this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

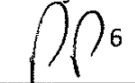
j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

l. **Subcontractors' Insurance**
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred

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from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the

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City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$12,135.00 in 2019 and \$9,885.00 in 2020 for a total amount of \$22,020.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

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IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

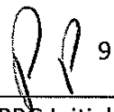
V.1 **NOTICES.** Notices to the City shall be sent to the following address:

Leonard Kelley
Mayor
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
(360) 629-2181
Leonard.Kelley@ci.stanwood.wa.us

Notices to the Consultant shall be sent to the following address:

Peter Philips
Philips Publishing Group
2201 W Commodore Way
Seattle, WA 98199
(206) 284-8285
peter.philips@philipspublishing.com

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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.

V.2 TERMINATION. The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 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.

V.4 EXTENT OF AGREEMENT/MODIFICATION. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 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.

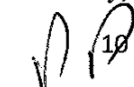
V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

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V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

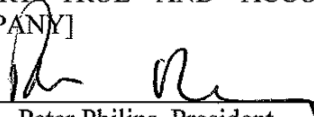
V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 18 day of October, 2018

CITY OF STANWOOD

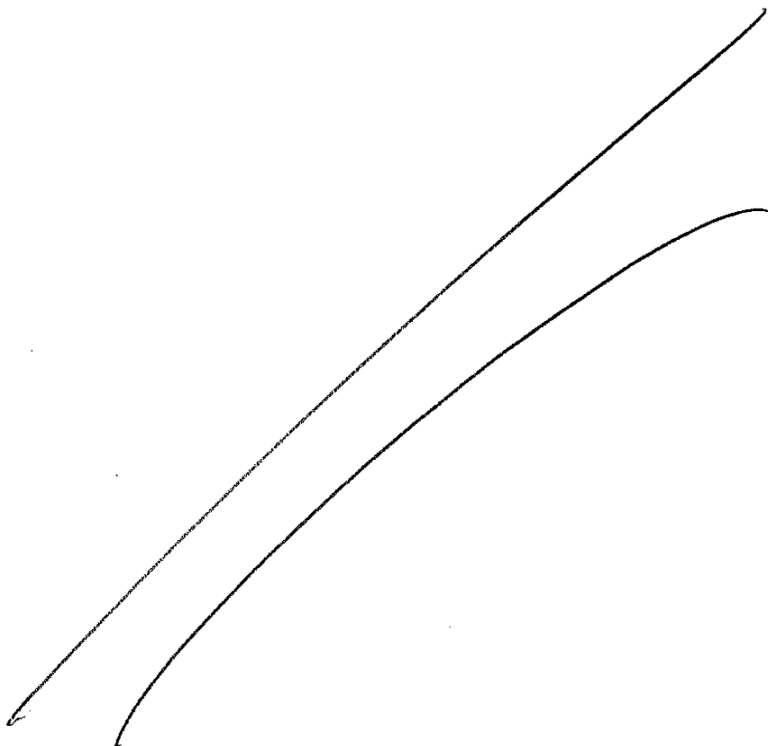
[INSERT TRUE AND ACCURATE NAME OF COMPANY]

By _____
Leonard Kelley, Mayor

By 
Peter Philips, President

Approved as to form:

Grant K. Weed, City Attorney



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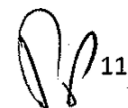

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Exhibit A
Scope of Services

PUBLISHING AGREEMENT

CLIENT FORM

This Publishing Agreement ("**Agreement**") is effective as of the signed date below (the "**Effective Date**"), and is by and between Philips Publishing Group ("**PPG**") and the client set forth below ("**Client**"), and describes the terms and conditions under which PPG will create and publish new and original edition(s) ("**Edition**") of the Magazine (as defined below) on Client's behalf (the "**Services**").

The parties agree as follows:

Distribution	
Spring issue to be published on or near Apr. 29, Fall issue to be published on or near Oct. 3	
PPG Expenses per Edition	
Layout and Design, per issue:	\$4,500 to 32-pages then \$155 per page
Administration per issue:	\$2,250
Sales Costs (i.e. media kit production, travel, meals, etc)	\$750.00 per annum for media kit, third party actual costs
Sales Commission	25% of gross revenues
Third-Party Vendors (i.e. printing, mailing, editorial, etc):	Actual costs
Other Terms and Conditions	
PPG will produce one digital Flip Book version per issue for a net cost of \$205 per Flip Book, per issue. 3% annual increase on Layout and Design and Administration fees.	

EXHIBIT A
STANDARD TERMS AND CONDITIONS

1) **PPG Obligations.**

- A. **Advertising Content.** PPG will be responsible for soliciting advertising for the Magazine. PPG will solicit and conduct sales activities in a professional manner and will only solicit advertising content that reflects the Magazine's family-oriented standards. PPG will submit advertising content for Client's approval by the date set forth in the Production Calendar.
- B. **Advertising Rates.** All advertising rates will be determined by PPG at its sole discretion based on factors including, without limitation, production costs for the Magazine, market rates for similar advertising, rates charged by competitive publications, and project advertising revenue. During the Term, PPG may adjust advertising rates in its sole discretion.

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C. Distribution. Each Edition will be delivered as set forth in the Client Form and in accordance with the schedule set forth in the Production Calendar.

D. Online Versions. Subject to Client fulfilling its obligations under Section 2(E), PPG will publish an online version of each Edition. PPG is responsible for including any necessary interactive features to the online version, including, without limitation, page flip features and hyperlinks for Advertising Content.

2) ***Client Obligations.***

A. Client will be solely responsible for all editorial content. PPG is not obligated to review the Client Content or ensure its accuracy but shall have the right to reject any Client Content that violates any applicable laws, rules, and regulations.

B. Client Materials. Client grants to PPG a non-exclusive, non-sublicensable, and non-transferrable right and license to use Client's trademarks, copyrights, logos, trade names, artwork, and any other branding material that Client provides to PPG ("**Client Materials**") for PPG to perform the Services. PPG will comply with Client's branding guidelines, which Client may provide to PPG from time to time during the Term, with regards to the use of Client Materials.

C. Press Runs. In consultation with PPG, Client will determine an initial press run for each Edition and report it PPG at a date prior to publication and mutually agreed upon by both parties.

D. Advertising. To maximize the Magazine's advertising revenue, from time to time during the Term PPG may request from Client, and Client shall provide to PPG, assistance in soliciting advertising content for the Magazine, including, without limitation, by introducing PPG to potential advertising partners or by organizing events intended to drive advertising interest to the Magazine. To the extent that PPG requires such assistance from Client, the parties will discuss in good faith the nature and details of Client's role in assisting PPG in soliciting advertising content for the Magazine.

E. Reader Complaints; Resolution. Client will work with PPG to collaboratively identify and develop a process to address and resolve issues or complaints from Magazine readers with regards to the content of the Magazine.

F. Online Versions. Should Client request an online version for Editions, Client shall be responsible for all aspects of web hosting for the domain on which the online version will be published.

3) ***Revenue; books and records.***

A. Revenue Share. PPG and Client will share fifty percent (50%) of Net Revenue arising from the production and distribution of each Edition. "**Net Revenue**" means the total amount collected by PPG from advertising sales ("**Gross Revenue**") and less applicable state and federal taxes, including, without limitation, sales tax, PPG Expenses, and any other deductions set forth in the Client Form. Client acknowledges that PPG Expenses may be subject to change per Edition. PPG will notify Client of such changes.

B. Client's Audit Rights. During the Term and for a period of two (2) years thereafter, PPG will keep and maintain accurate and detailed books and records of all transactions in connection with its Services. Client at its sole expense will have the right once a year and with reasonable notice to PPG, either itself, its legal counsel, or an independent non-commissioned and certified public accountant, to examine such books and records. Such audits will occur during reasonable business hours and will not disrupt

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PPG's business activities. If an audit reveals an overpayment to Client, Client will pay the difference to PPG within thirty (30) business days of the audit. If an audit reveals an underpayment to Client, PPG will pay the difference to Client within thirty (30) business days of the audit.

4) ***Ownership/Licenses.***

- A. All rights in and to the Client Materials, Editorial Content, and the Magazine, excluding any PPG Pre-existing Materials, shall belong to Client as "work made for hire." "PPG Pre-existing Materials" means any of PPG's pre-existing methods, processes, tools, ideas, and concepts developed by or licensed to PPG and used for the general production of the Magazine.
- B. PPG will have the perpetual, non-exclusive, non-sublicensable, and non-transferrable right and license to use the Client Materials and the Magazine to promote its Services. PPG will furthermore have the perpetual, non-exclusive, non-sublicensable, and non-transferrable right and license to use and distribute the Editorial Content as it sees fit for other publications or clients.

5) ***Term/termination.***

The Term will begin on the Effective Date and will continue for one (1) year thereafter ("Initial Term"). The Term will automatically extend for successive one (1) year periods (each a "Renewal Period"), unless either party terminates by giving the other party at least six (6) months' written notice of its intent not to renew the Term. The Initial Term and each Renewal Period are collectively the "Term." In the event of termination by Client, Client will be responsible for all costs incurred by PPG prior to termination in connection with production of the Magazine. Sections 3, 4, 6, 7, 8, 9, 10, 12, 13, and 14 will survive termination of this Agreement.

6) ***Representations/Warranties.***

Each party represents and warrants that: (i) it has full authority to enter into this Agreement and exercise its rights hereunder; and (ii) it will comply with all federal, state, and local laws in the performance of its obligations. Client further represents and warrants that the Client Materials, and the Client Content if applicable, do not violate any third-party rights.

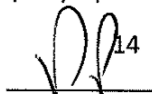
7) ***Disclaimer of Warranties.***

EXCEPT AS EXPRESSLY STATED, PPG EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, AND GUARANTEES WITH RESPECT TO ITS SERVICES, WHETHER EXPRESS OR IMPLIED, ARISING BY LAW, USAGE OF TRADE, COURSE OF DEALING, OR COURSE OF PERFORMANCE. PPG DOES NOT WARRANT THE PERFORMANCE OR RESULTS CLIENT MAY OBTAIN BY USING THE SERVICES.

8) ***INDEMNIFICATION.***

Each party will indemnify, defend, and the other party, including its officers, directors, employees, agents, parents, subsidiaries, affiliates, and suppliers (the "Released Parties") harmless from and against all claims, damages, costs, liabilities, and expenses (including reasonable attorneys' fees) arising out of or in connection with its actual or alleged breach of this Agreement. A party's obligation to indemnify the other party is conditioned on the indemnified party: (a) giving written notice of the claim promptly to the indemnifying party; (b) giving the indemnifying party control of the defense and settlement of the claim; (c) providing the indemnifying party with all available information and assistance (at the indemnifying party's expense); and (d) not compromising or settling such claim, without the other party's prior written consent, which may not be unreasonably

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withheld.

9) ***LIMITATION OF LIABILITY.***

EXCEPT FOR A PARTY'S INDEMNIFICATION OBLIGATIONS, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES (INCLUDING LOST REVENUE, LOST PROFITS, LOST CLIENTS, OR BUSINESS INTERRUPTION) ARISING OUT OF ANY PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, REGARDLESS OF WHETHER SUCH DAMAGES ARE BASED ON TORT, WARRANTY, CONTRACT, OR ANY LEGAL THEORY, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING THE FOREGOING, (I) CLIENT'S LIABILITY TO PPG SHALL BE LIMITED TO EITHER: (A) THE AVERAGE OF THE TWO PRECEDING YEARS' GROSS REVENUES; OR (B) IF THE LIABILITY ARISES PRIOR TO THE FIRST RENEWAL PERIOD AFTER THE INITIAL TERM, THEN THE AMOUNT OF GROSS REVENUE FROM THE INITIAL TERM; AND (II) PPG'S LIABILITY TO CLIENT SHALL BE LIMITED TO ACTUAL COSTS INCURRED

10) ***NOTICES.***

All notices and other communications under Agreement shall be in writing and may be delivered personally, by email (with a verified confirmation of read-receipt), mail, registered or certified mail, or overnight delivery service, at the addresses stated in the Client Form. For all notices sent to PPG, Client will send a copy to PPG's legal counsel at: Hughes Media Law Group PC, 2003 Western Avenue, Suite 460, Seattle, WA 98121.

11) ***FORCE MAJEURE.***

Neither party is responsible for delays or failures to perform its responsibilities under this Agreement due to causes beyond its reasonable control, including but not limited, to acts of God, acts of government, flood, fire, earthquakes, tornadoes, civil unrest, acts of terror, strikes or other labor problems, computer, internet service provider, or hosting facility failures or delays involving hardware, software or power systems, malicious code, denial of service attacks, and inability to obtain energy; provided, however, that it will resume performance as soon as reasonably practicable.

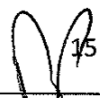
12) ***Assignment.***

Nothing herein contained will be construed as permitting Client to assign, transfer, grant, mortgage all or any part of the rights herein granted, nor otherwise delegate or part with possession of either the benefit or burden of this Agreement, to anyone not a party to it, without first obtaining the express written agreement of PPG. PPG may assign, transfer, grant, mortgage all or any of the rights herein without Client's approval, but will provide Client with notice of the same.

13) ***GOVERNING LAW.***

For any dispute or alleged breach of this Agreement, the parties consent to the exclusive jurisdiction and venue in Seattle, Washington and agree to be bound by the laws of the State of Washington. PPG and Client shall attempt to negotiate a resolution in good faith for a period of thirty (30) days from notification of such dispute or breach. If resolution is not reached within this period, the parties may bring suit in the state and/or federal courts of King County, Washington. The prevailing party in any dispute shall be entitled to an award of all costs and expenses for the proceeding including, but not limited to, reasonable attorney's fees.

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14) **MISCELLANEOUS.**

This Agreement is binding on each party's successors, heirs and assigns. Client and PPG are independent contractors and nothing in this Agreement shall create a joint venture, partnership, employment or agent relationship. If any provisions of this agreement are held unenforceable for any reason, it shall be reformed only to the extent necessary to make it enforceable and shall not affect the enforceability of the remainder of the provision.

15) **Budget**

2019-2020 Discover Stanwood Camano Magazine					
	2018	2019		2020	
Pro Forma Financials					
		BUDGET	BUDGET	BUDGET	BUDGET
Deliver Date	1-Oct	29-Apr	3-Oct	TBD	TBD
Pages		32	32	32	32
Copies Printed		15,000	15,000	15,000	15,000
Advertising Sales		\$14,000.00	\$16,000.00	\$15,000.00	\$17,000.00
Ancillary Revenue					
Total Revenues		\$14,000.00	\$16,000.00	\$15,000.00	\$17,000.00
Cost of Sales					
Layout and Design		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Printing		\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
Shipping		\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Certified Distribution		\$ 3,801.50	\$ 3,801.50	\$ 3,801.50	\$ 3,801.50
Editorial Costs					
Photo Purchase		\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00
Advertising Sales Commission @ 25%		\$ 3,500.00	\$ 4,000.00	\$ 3,750.00	\$ 4,250.00
Administrative Overhead		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Flip Book		\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00
Misc					
Total Expenses		\$20,442.50	\$20,942.50	\$20,692.50	\$21,192.50
Revenue After Expenses		\$ (6,442.50)	\$ (4,942.50)	\$ (5,692.50)	\$ (4,192.50)
Extraordinary Expenses					
(Media Kit billed in fall of preceding year)	\$ (750.00)		\$ (750.00)		

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c

DATE: October 25, 2018

SUBJECT: City Council October 11, 2018 Regular Meeting Minutes

CONTACT PERSON: Tania Hawes, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the October 11, 2018 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE OCTOBER 11, 2018 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, October 11, 2018 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Leonard Kelley called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy Clerk Tania Hawes called the roll with the following Councilmembers present: Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Kelly McGill and Judy Williams. The meeting was quorate.

Also present: City Administrator Jennifer Olson, Public Works Director Kevin Hushagen, Finance Director David Hammond, Community Development Director Patricia Love, Police Chief Norm Link, Fire Chief John Cermak, City Attorney Grant Weed, and Deputy Clerk Tania Hawes.

Motion by Councilmember Sather, second by Councilmember McGill, to excuse Councilmember Johnson. Motion carried unanimously.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember Pearce, to approve the agenda. Motion carried unanimously.

4. Citizen Comments

Michael Wooten – 27828 84th Ave NW

Mr. Wooten commented on his concerns of new developments being created within the City in relation to water availability.

Kathy Wooten – 27828 84th Ave NW

Ms. Wooten explained her concerns about new developments coming to the City. She also commented on the utility rate increases proposed to Council.

Tim Schmitt – 27308 101st Avenue

Mr. Schmitt commented on the proposed business license income threshold and suggested that it be raised to a higher monetary amount.

Stanwood City Council Meeting Minutes – October 11, 2018

Angie Sievers – 335 116th Ave SE, Bellevue

Ms. Sievers welcomed new City Administrator Jennifer Olson to the City. She also commented that if we all take a piece of the higher utility rates for infrastructure now, we will be able to provide the next generation with more affordable housing and infrastructure.

Councilmember White commented that the City should be good stewards of our utilities and allow rate increases so that we do not underfund our infrastructure.

Councilmember McGill agreed with Councilmember White and added that staff has been thoughtful about the proposal and execution of the increase in utility rates.

5. Committee Reports

- a. Community Development
- b. Economic Development Board

6. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 27, 2018 Regular Meeting Minutes

Motion by Councilmember Sather, second by Councilmember Callaghan, to approve the consent agenda items a and b. Motion carried unanimously.

7. Old Business

- a. Second Reading and Final Adoption of Ordinance 1461 – Water, Sewer, and Drainage Utility Rates

Finance Director David Hammond presented second reading of Ordinance 1461 to update water, sewer, and drainage utility rates, and plant investment fees. This item was discussed on June 21, 2018 at the council workshop, the public works committee meeting September 10th, and the finance committee meeting on September 13th. The Ordinance was then brought to council on September 27th and council recommended that staff bring the Ordinance to council for second reading and final adoption.

Motion by Councilmember Sather, second by Councilmember McGill, to approve second reading and final adoption of Ordinance 1461, an Ordinance of the City of Stanwood, Washington, amending Stanwood Municipal Code chapters 12.04 sewer system rates and charges, 12.12 drainage utility system fees and fund, 12.16 water utility system rates and charges; establishing severability and an effective date. Callaghan – Yes, Pearce – Yes, Sather – Yes, McGill – Yes, Williams – Yes, White – Yes. Motion carried unanimously.

- b. Second Reading and Final Adoption of Ordinance 1462 – Business License Procedures Code Amendment

Stanwood City Council Meeting Minutes – October 11, 2018

Community Development Director Patricia Love presented second reading and final adoption of Ordinance 1462. Patricia explained that state legislature is requiring all Washington cities to update their definitions and procedures for business licenses so that they are consistent across the state. The Ordinance was brought to council for first reading and a public hearing at the September 27th council meeting, and staff were directed to bring the Ordinance back to council for second reading and final adoption.

Motion by Councilmember Sather, second by Councilmember White, to approve the second reading and final adoption of Ordinance 1462 amending Chapter 5.03 Business Licenses, of the Stanwood Municipal Code relating to business license definitions and procedures. Callaghan – Yes, Pearce – Yes, Sather – Yes, McGill – Yes, Williams – Yes, White – Yes. Motion carried unanimously.

8. New Business

a. Resolution 2018-20 Adoption of the City's Salary and Benefits Schedule for 2019

Finance Director David Hammond presented first reading and final adoption of Resolution 2018-20 to council. David explained that the Resolution implements represented employee's salary and benefits as previously agreed to in the collective bargaining agreements covering the period 2017 to 2019, and to be equitable, for non-represented employees, the resolution proposes the same two percent cost of living increase and basically the same health benefits as the prior year.

The Mayor commented on the possibility of City Councilmembers of receiving health benefits.

Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2018-20 formally adopting a salary and benefit schedule for city employees effective January 1, 2019. Motion carried unanimously.

b. Authorize the Mayor to sign a contract with QCC (SCADA Upgrade)

Public Works Director Kevin Hushagen presented a contract with QCC for SCADA upgrades to the wastewater treatment plant. Kevin explained that the SCADA system has been running since 2004 and is key to operating the wastewater treatment plant.

Motion by Councilmember Sather, second by Councilmember Williams, to authorize the Mayor to enter into an agreement with Quality Controls Corporation for engineering and programming services to upgrade the supervisory control and data acquisition (SCADA) equipment for the Wastewater Treatment Plant. Motion carried unanimously.

c. Authorize the Mayor to sign an on-call contract with RH2 Engineering

Public Works Director Kevin Hushagen presented an on-call contract with RH2 Engineering. The City currently has 23 on-call contracts, which allows staff to come to Council with task orders rather than new contracts.

Stanwood City Council Meeting Minutes – October 11, 2018

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to enter into an on-call professional services agreement with RH2 Engineering. Motion carried unanimously.

- d. Authorize the Mayor to sign a task order with RH2 Engineering for 297 Zone Reservoir

Public Works Director Kevin Hushagen presented a task order with RH2 Engineering for the 297 Zone Reservoir. Kevin explained that the City needs a new water reservoir to help the City keep up with the demands of new development.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor to sign a task order with RH2 for \$208,426.00 for the 297 Zone Reservoir preliminary and final engineering design. Motion carried unanimously.

- e. Authorize the Mayor to sign a task order with RH2 Engineering (BLU Contract)

Public Works Director Kevin Hushagen presented a task order with RH2 Engineering for the BLU contract. Kevin explained that this task order involves a water and sewer availability study that is required for all new developments within the City. The City is looking into being able to perform these studies 'in house' but at this time we do not have the staff or software necessary to do so.

Councilmember McGill commented on the fact that the cost of the study exceeds the fee collected.

Motion by Councilmember Sather, second by Councilmember Williams, to authorize the Mayor to sign a task order with RH2 for \$8,740.00 to evaluate the water and sewer availability for BLU development. Callaghan – Yes, Pearce – Yes, Sather – Yes, McGill – No, Williams – Yes, White – Yes. Motion carried.

9. Reports of Officers and Committees

- a. Mayor's Report

Mayor Leonard Kelley announced that tomorrow is the last farmer's market of the season. The next Snohomish County Cities Meeting is November 15th in Everett. The meeting will decide Snohomish County's legislative agenda. The Mayor also reminded Council of the budget workshop special meeting scheduled for Monday, October 22 a 5:15pm in City Hall.

Councilmember Sather clarified that the Monday, November 19th city council meeting will be taking place in the Stanwood School District building.

- b. City Administrator's Report

City Administrator Jennifer Olson commented that she will be reaching out to Council to conduct an introductory meeting to get to know the Councilmembers. Ms. Olson announced that Snohomish County is looking for part-time election assistants to help with the county elections. Ms. Olson is also looking to provide a brief overview about state statutes with regards to supporting an item on the ballot on the City website.

City Attorney Grant Weed provided a brief background about state statutes and what is appropriate for the City to do to support ballot measures.

Stanwood City Council Meeting Minutes – October 11, 2018

c. Councilmember Reports and Questions

Councilmember Williams announced she will not be able to attend the next city council meeting.

10. Citizen Closing Comments

Kathy Wooten – 27828 84th Ave NW

Ms. Wooten commented on Angie Sievers comment about the utility rate increases.

Tim Schmitt - 27308 101st Avenue

Mr. Schmitt thanked Council for raising the City's utility rates to help fund its infrastructure.

11. Adjourn to Executive Session for Purposes of Discussing Real Estate [RCW 42.30.1109(c)]

City Council adjourned to executive session for purposes of discussing real estate at 7:56pm for ten minutes.

City Council reconvened from executive session at 8:10pm.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor or his designee to record the boundary line adjustment creating a 1.25 acre parcel in the northwest corner of the Vine Street Investors LLC parcel off of 72nd Avenue NW in the City of Stanwood.

Motion by Councilmember Sather, second by Councilmember McGill, to authorize the Mayor or his designee to finalize the purchase of 1.25 acres of property located off of 72nd Avenue NW in the City of Stanwood with Vine Street Investors LLC in the amount of \$544,500.

Mayor Kelley adjourned the meeting at 7:54 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Tania Hawes, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a
DATE: October 25, 2018
SUBJECT: Revenue Sources – 2019 Property Tax & EMS Levies
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Ordinance 1463 – 2019 Property Tax Levy
B – Ordinance 1464 – 2019 EMS Levy

SUMMARY STATEMENT

This public hearing on property taxes and revenues for the 2019 budget is required by RCW 84.55.120. Ordinances establishing property taxes for 2019 are scheduled to be read, open for public comment and presented to Council for first reading at the October 25th meeting. Ordinance 1463 establishes the property tax levies. Ordinance 1464 establishes the EMS levies. Each ordinance requires a separate motion for first reading.

RECOMMENDATION

1. Hold public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues (RCW 84.55.120).
2. Conduct first reading of Ordinance 1463 levying taxes upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for the year 2019.
3. Conduct first reading of Ordinance 1464, levying taxes for emergency medical services upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for the year 2019.

Note that council must take final action on a property tax levy and EMS levy in November, as levy certifications for each must be prepared and submitted to the Snohomish County Assessor's Office by their December 1, 2019 deadline.

Revenue Discussion—Property tax

As part of the biennial budget amendment process, the city held a revenue hearing on November 9, 2017 and considered levy and EMS increases for 2018. At that time the city council did not adopt a property tax levy for 2018, but by Ordinance 1453 the city adopted the EMS levy for 2018. Because no ordinance for regular levy was adopted, the 2018 levy was equal to the 2017 levy, and the difference between this amount and the city's highest lawful levy is banked for future capacity. This leaves the city with 2019 tax levy options, including levy rates less than, greater than, or equal to, the 2018 tax levy. Several options are described below in Table One.

Staff recommendation is option five, which levies the banked capacity, and levy the increase authorized by voters in 2015. It is important to note that the 2015 levy lid lift was approved to fund increases in public safety costs. The cost of contracted fire and police services increases by \$339,943 between 2017 and 2019, which exceeds the effect of a six percent lid lift and the banked capacity.

Table One

Year	Police	Fire	Total	Increase	Percent
2017	\$ 1,665,549	\$ 1,491,201	\$ 3,156,750		
2018	\$ 1,717,688	\$ 1,674,600	\$ 3,392,288		
2019	\$ 1,771,855	\$ 1,724,838	\$ 3,496,693	\$ 339,943	10.0%

Selection of option five will offset the public safety cost increase, but will also afford the opportunity to budget a transfer to the city's building fund, in support of the future, planned replacement of the police station, records room and city hall facility.

The financial impact to the city of five representative options is outlined below:

Table Two

Regular Property Tax Levy Options				
			Levy rate, per \$1,000 AV	Levy for typical residence \$300,000
Option 1				
2017 levy plus 2018 new construction, i.e., no increase		\$ 2,592,688	\$ 2.712	\$ 813.54
Option 2				
One percent increase		\$ 2,674,163	\$ 2.797	\$ 839.11
Option 3				
One percent increase, plus banked capacity		\$ 2,681,211	\$ 2.804	\$ 841.32
Option 4				
Six percent increase		\$ 2,689,368	\$ 2.813	\$ 843.88
Option 5				
Six percent increase, plus banked capacity		\$ 2,869,492	\$ 3.001	\$ 900.40
Contribution to City Building Fund				
Option One:		0		
Option Two:		\$ 81,475		
Option Three:		\$ 88,523		
Option Four:		\$ 96,680		
Option Five:		\$ 276,804		

Option Five results in a 10.91% increase (\$276,804) in the general property tax levy from \$2,592,688 to \$2,869,492. In addition, the Snohomish County Treasurer estimates that the city will have an additional estimated \$18.8 million in new construction on the tax rolls, which will generate \$55,548 in property taxes, and \$3,268 in estimated refunds. The total property tax levy is estimated to be \$2,869,492, which is less than the statutory maximum, as described in Table Three:

Table Three – 2019 Property Tax Levy

Item	Amount
2018 Total Levy	\$ 2,537,140
1% Levy Increase	\$ 25,371
Est. New Construction (\$18.8 million)	\$ 55,548
Refunds	\$ 3,268
Effect of Levy Lid Lift	\$ 130,641
Banked Capacity	\$ 117,524
Estimated 2019 Levy before cap	\$ 2,869,492
Estimated 2019 Levy cap	\$ 2,992,504
Estimated 2019 Levy Rate*	\$ 3.00
*Amounts per Snohomish County Treasurer as of September 28, 2018 Preliminary Assessed Valuation \$956,071,700	

From the regular property tax levy, \$229,559 (8%) will be deposited directly to the street fund to balance its operating, while the remaining \$2,639,932 (92%) will go to the general fund. The banked capacity of \$117,524, additional levy lid lift amount of \$130,641, as approved by the voters, will partially offset public safety contract increases as outlined above.

Emergency Medical Services (EMS) Levy

The EMS levy is an additional property tax of up to 50 cents per thousand dollars of assessed valuation to support emergency medical services. The levy is limited to a 1% increase (\$3,868), which will result in a levy rate of \$0.40/\$1,000. The Snohomish County Treasurer estimates that new construction will generate an additional \$8,469 in property taxes, and refunds of \$403, for a total property tax levy of \$386,804, as follows:

Table Four – 2019 EMS Levy

Actual 2018 Levy		\$ 386,804
1% Increase	\$ 3,868	
New Construction	\$ 8,468	
Est. Refunds	\$ 403	
Subtotal		\$ 12,739
2019 Levy before cap		\$ 387,548
2019 EMS Levy cap		\$ 386,804

The EMS levy was established to fund a portion of the fire and EMS services contract with North County Regional Fire Authority (North County). The formula used in the contract to pay North County is based on the maximum allowed fire services levy rate of \$2.00 per \$1,000 assessed value (\$1.50 fire service + \$0.50 EMS = \$2.00 / \$1,000 AV total).

For the first five (5) years of the fire and EMS contract the annual rate remained at \$1,279,400, which was based on \$2.00 (maximum fire levy rate) times the city's 2012 AV, which was \$639,696,397 (\$639,696 X \$2.00 = \$1,279,400). The contract commenced April 1, 2012, so the annual fee of \$1,279,400 remained constant through March 31, 2017, but has now increased dramatically as illustrated in Table One above.

Building Permits and Development Related Revenues

Development-related revenues are based on the number of permits the city expects to issue. In 2018, the city has received \$116,790 (52 permits).

The city anticipates significant residential building activity to continue into the next biennium, and has estimated revenues due to other growth related activities (zoning fees, engineering fees, plan checking fees, environmental fees etc.) to generate approximately \$270,000 in general fund revenue per year. These fees are used to offset the actual costs of providing community development services (matching one-time revenues to one-time expenditures).

In 2017, the City Council approved the reclassification of a Planner to a Construction Inspector, and authorized the increase of the position to full time. Further, the City Council authorized an additional full time Senior Planner, in order to keep up with the demand on Community Development Department services.

Other Assumptions That Affect Revenues

1. Increase in city population will help alleviate reductions to “state-shared” per-capita driven revenues. The most recent population estimate is 6,835, which is an increase of 150 over the prior year.
2. Built into the utility fund budgets are rate increases of 5% (Water) and 3.5% (Wastewater) and 22.5% for the Stormwater Utility. As a result, the budgeted 2019 utility tax revenues, which are based on a percentage of gross sales, have also been increased.

Table 5- General Fund Revenue Summary

[illegible]

Sales Tax:

In the 2015-16 biennium, Sales tax exceeded budget significantly and contributed to a \$508,000 general fund surplus that was transferred to the Building Improvement Fund, to prudently align one-time revenue with capital needs. Sales tax reacts quickly to economic downturns, so city policy is to budget it conservatively. Nevertheless, the city expects sales tax from construction for the 2017-2018 period to be approximately \$520,000, and again, city fiscal policy directs this to be transferred to a one-time (capital) use.

The sales tax budgets for 2019 and 2020 are \$1,300,000/year (\$1,100,000 + \$200,000 construction sales), note this is exclusive of sales tax related to the new high school, which is expected to begin in early 2020, and which has been budgeted to benefit the Park Improvement Fund.

Sales tax received through September 2018 was \$1,121,348.21, which was 7.4 percent higher than the \$1,031,466.01, collected through September 2017. The city budgeted \$1,200,000 for sales tax revenues in 2018 in anticipation of continued strength in the economy and new construction. Sales tax from construction was 19 percent, which is slightly higher than 2017, in which 17.5 percent was from construction.

Utility Tax:

In 2017 and 2018, utility taxes made up approximately 20% of the City's general fund revenue. The 2019 and 2020 budgets include significant utility rate increases, which will increase utility tax revenue by approximately \$15,000 per year.

Streets

Fund 101 - Street operations:

The street fund accounts for operating revenues and expenditures associated with the maintenance and repair of city streets. As of September 30, 2018, this fund had a cash operating reserve of \$3,714, as a result of budgeted transfers to the equipment replacement fund. It is recommended to transfer \$140,000 in both 2019 and 2020 from the Real Estate Excise Tax Fund, in order to sustain the planned contribution to the vehicle replacement fund. While the fund transfers decline in 2020, the fund will begin to see the effect of declining contribution from property taxes in 2020, as a result of the transfer of taxing authority to the Regional Fire Authority. Long term, the city must determine additional funding to support the street fund.

The motor vehicle fuel tax (MVFT) can be used for operations and is estimated at \$146,000 in 2018. This is a conservative estimate, and is based on an analysis of previous year results and the city's share of the state's increase in fuel tax. A portion of the electricity utility tax (\$38,000) will be transferred from the General Fund to cover about half of the city's street lighting expenses. In 2016, the city began dedicating 8% of property taxes to the street fund, which in 2019 will generate approximately \$229,559 (\$2,869,492 X 8%).

In addition, this year the city expects to receive about \$340,000 from Transportation Benefit District (TBD) funds from the 0.2% increase in sales tax that was approved by

voters in February 2013. These funds will be used to support street maintenance and repair projects and are accounted for in a separate fund (Fund 108).

Fund 102 - Street Impact Fee:

Traffic impact fees are paid by new development to mitigate the impacts of new development on the city's existing transportation network. Impact fees cannot be used for operating expenses. For 2018, Street Impact Fee revenue was budgeted at \$77,506 based on the current transportation impact fee rate of \$3,523.39 per single family unit. The city has issued 38 impact fee permits so far in 2018, collecting revenues of \$130,494. In 2018, \$125,000 was budgeted to be transferred to Fund 103, Street Construction, for various sidewalk projects.

In 2019, street impact fees are estimated to be \$211,403 based on the assumption of sixty single family residential permits (street impact fees are \$3,523). This estimate is based on recent planning meetings.

Fund 103 Street Construction:

In 2018, the city expects to receive Transportation Improvement Board grants totaling \$630,000 related to two street overlay projects and also one grant of \$500,000 in support the 90th Street (Viking Way) projects, although this may occur in 2019.

Table 6– Street and Construction Fund Projects

Project	Budget 2018	YTD 9/30/2018	Remaining
New Sidewalk/ Trail Installation	70,000	18,858	51,142
Downtown Street & Sidewalk Imp.	20,000	-	20,000
276th St Sidewalk	50,000	-	50,000
Viking Way Construction	300,000	-	300,000
Viking Way Right of Way	-	26,302	(26,302)
Misc Capital Projects	25,000	11,581	13,419
Cedarhome Drive Overlay - TIB	300,000	19,969	280,031
92nd Ave Overl ay - TIB	400,000	19,969	380,031
102nd Ave. Sidewalk	106,498		
92nd Ave. Sidewalk	72,228	18,858	
72nd Ave. Sidewalk	391,359	18,858	372,501
Total	1,735,085	134,395	1,440,822

104 Park Improvement:

The park improvement fund accounts for revenues (including park impact fees) and expenditures associated with city park capital improvements. As of September 30, 2018 this fund had a balance of \$619,697.

To date this fund has received \$855,000 in REET revenues to fund the acquisition of the Johnson Easement. Subsequently, the city received \$500,000 reimbursement from the Snohomish County Conservation Futures. Expenditures were also for Ovenell cleanup, improvements at Heritage Park, and Hamilton planning. The fund also received rental revenue of \$9,781.

105 Fire Impact:

The fire impact fund accounts for revenues (including fire impact fees) and expenditures associated with fire capital improvements and equipment. As of September 30, 2018 this fund had a balance of \$77,842.

Based on accepting 60 residential building permits in 2019 and 2020, fire impact fees are budgeted at \$12,000 in 2019 and 2020. The current fire impact fee is \$200.00 per equivalent residential unit (ERU).

106 Park Impact Fees:

The park impact fee fund was established in 2015 to segregate park impact fee activity. Park impact fees were previously reported in fund 104, Park Improvement. As of September 30, 2018 this fund had a balance of \$121,562, and has received park impact fee revenue of \$4,582.

The current park impact fee is \$1,330.00 per equivalent residential unit (ERU), and staff expects 60 building permits in 2019 and 2020 (\$38,448).

107 Equipment Reserve:

The equipment reserve fund accounts for revenues and expenditures associated with machinery and equipment used to support city operations. As of September 30, 2018 this fund had a balance of \$417,419.

The 2019 and 2019 budgets include transfers from the General Fund as directed in the vehicle and equipment replacement plan approved by council in 2018. The expenditure budget provides for \$508,626 in 2019 and \$188,000 in 2018.

108 Transportation Sales Tax

The Transportation Sales Tax fund was established to account for the 0.2% sales tax authorized by the Transportation Benefit District in 2013. As of September 30, 2018 this fund had a balance of \$510,054. The city expects to receive about \$340,000 from Transportation Benefit District (TBD) funds in both 2019 and 2020. These funds are used to support street maintenance and repair projects.

109 Contingency Fund:

The contingency fund was established as a “rainy day” fund to provide for unforeseen expenditures and emergencies. As of September 30, 2018 this fund had a balance of \$313,439. The only budgeted revenue sources for the Contingency Fund are \$27,000 annual transfers from the general fund and \$5,400 interest.

Based on the current preliminary assessed valuation (2018 for 2019 levy) of \$956.1 million, the city may not have more than \$358,500 in its contingency fund (\$956,100 X \$0.375). The 2019 & 2020 budgeted transfers from the General Fund to the Contingency Fund, plus interest earnings, will maintain the contingency fund close to its maximum statutory level.

110 Building Improvement Fund:

The building improvement fund accounts for revenues and expenditures associated with the construction and improvement of city facilities. As of September 30, 2018 this fund had a balance of \$888,730.

Table 7– Building Improvement Fund

Description	2017 Actual	2018 YTD	2019 Budget	2020 Budget	Comment
Beginning Fund Balance (Operating Reserve)	302,632	916,006	580,000	1,023,604	
Revenues					
Dept of Comm. - New CH Design	-	0	-		
Interest/miscellaneous	4,664	9,940	16,800	16,800	
Transfer in from GF	638,115		796,804		for new police station
Transfer in from REET 1					
Contributions & Donations	2,500				
Total Resources	947,911	925,946	1,393,604	1,040,404	
Expenditures					
New City Hall	4,814	15,543	300,000		
Library Improvements	19,891	-	-		
Fire Station Improvements	-	20,988	-		
Police Station Improvements	4,734	-	-		
Building Improvements	2,466	-	70,000		
Total Capital Projects	31,905	36,531	370,000	-	
Ending Balance	916,006	889,415	1,023,604	1,040,404	

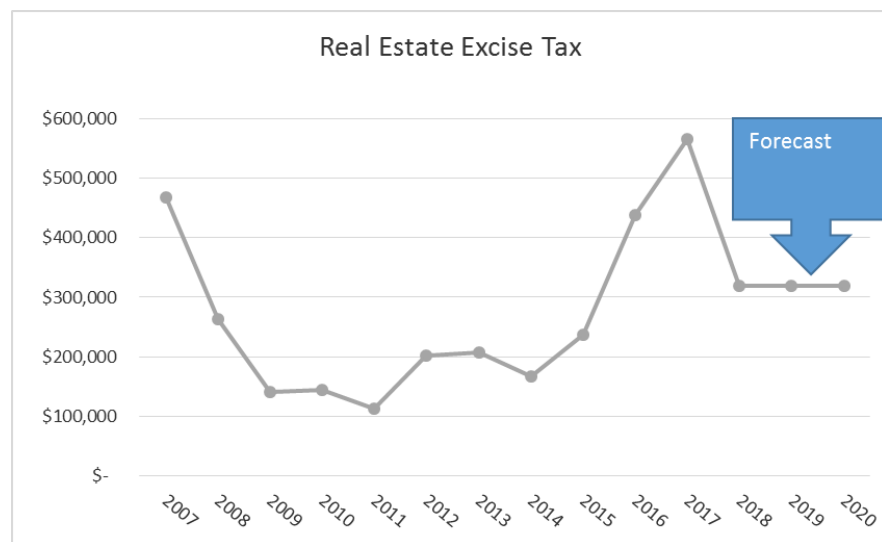
120/121 - Real Estate Excise Tax:

RCW 82.46 authorizes cities to collect a real estate excise tax levy of one quarter of one percent (0.25%) of the purchase price of real estate within city limits. The Growth Management Act authorizes the collection of another one quarter of one percent (0.25%). Both the first (REET 1) and second (REET 2) 0.25% are required to be used for financing capital facilities specified in local government capital facilities plans. As of September 30, 2018 these funds had balances of \$319,230 and \$597,527, respectively. Year to date in 2018, each fund has received \$166,169.

In 2018, \$855,000 is budgeted from the combined REET funds to the Parks Fund, to support the Johnson Farm acquisition. The acquisition cost in total was \$814,000, and the city received a \$500,000 conservation future grant from Snohomish County, thus the net cost to the REET funds was \$314,000. The balance remaining in the Parks Fund is budgeted in 2019-2020 to fund redevelopment of Heritage Park in the form of matching funds.

Chart Four, provides a ten-year history of REET received, and the outlook for 2019-2020.

CHART 4—Ten-year historical REET



205 Debt Service:

The debt service provides for payment of the city's general obligation debt. As of September 30, 2018 this fund had a balance of \$163,825. Per the 2019 property tax calculations, the levies for voted debt, which is posted as revenue to this fund, is \$200,200 for the fire station, and in 2020 this amount will be \$195,400.

Utility Operations

Fund 401 Sewer:

Table 8– Sewer Operating Fund

	2017	2018	2019	2020	
Description	Actual	YTD	Budget	Budget	Comment
Beginning Fund Balance (Operating Reserve)	1,161,454	1,603,352	1,200,000	464,612	Includes \$264k restricted funds (60 days op. exp.)
Revenues					
Sewer Service Charges	1,940,195	1,665,848	1,917,806	2,061,666	3.5% & 6.5% rate increases
Interest and Misc	8,553	16,052	27,550	27,555	
Total Revenues	1,948,748	1,681,900	1,945,356	2,089,221	
Total Resources	3,110,202	3,285,252	3,145,356	2,553,833	
Expenditures					
Salaries*	378,492	249,547	412,363	453,778	
Benefits*	185,993	124,475	201,416	205,881	
Supplies*	40,003	17,148	44,880	46,002	
Charges for Services*	305,066	313,618	382,720	397,332	
Interfund Payments*	-	115,104	153,476	160,459	
Debt Service	577,296	576,762	576,227	576,692	
Equipment	-	3,220	25,000	25,000	
Transfer to Capital	-	112,500	550,000	150,000	
Equipment reserve	20,000	372,745	334,662	134,226	
Total Expenditures	1,506,850	1,885,119	2,680,744	2,149,370	
Ending Balance	1,603,352	1,400,133	464,612	404,463	

Fund 401, Sewer, accounts for operating revenues and expenses of this utility. As of September 30, 2018 this fund had an operating cash reserve of \$1,316,291. Service revenues are budgeted at \$1,917,806 in 2019 and \$2,061,666 in 2020 based on a 3.5% rate increase effective January 1st, 2019, and 7.5% on January 1st of 2020.

*Note that the Accounting for Interfund transfers to the utility funds (overhead allocation), was different in 2017. This change was required by the State Auditor's Office, essentially the instruction was to reduce expense line items by the amount of the overhead allocation. During this year's audit we determined it was more transparent to readers of the financial statements to go back to the prior accounting treatment and record this expense as a single line item.

410 Drainage:

Table 9– Drainage Operating Fund

Description	2017 Actual	2018 YTD	2019 Budget	2020 Budget	Comment
Beginning Fund Balance (Operating Reserve)	228,889	298,239	180,000	283,276	Includes \$68k restricted funds (60 days op. exp.)
Revenues					
Drainage Service Charges	575,890	493,905	702,573	860,651	22.5% rate increases
Interest and Misc	1,833	3,013	5,100	5,100	
Total Revenues	577,723	496,918	707,673	865,751	
Total Resources	806,612	795,157	887,673	1,149,027	
Expenditures					
Salaries	189,139	132,840	173,220	192,043	
Benefits	80,820	56,984	72,537	73,475	
Supplies	10,451	7,334	11,720	12,021	
Charges for Services	92,963	61,760	78,373	83,675	
Interfund Payments	-	54,630	74,294	76,151	
Debt Service	-	-	-	-	
Equipment		-	-	-	
Transfer to Capital Fund	125,000	18,327	80,000	400,000	
Transfer to Equip reserve	10,000	227,336	114,253	52,562	
Total Expenditures	508,373	559,211	604,397	889,927	
Ending Balance	298,239	235,946	283,276	259,100	

Fund 410, Drainage, accounts for operating revenues and expenditures of this utility. As of September 30, 2018 this fund had a cash operating reserve of \$235,946. Service revenues are budgeted at \$702,573 in 2019, and \$860,651 in 2020, with combined budgeted transfers to equipment replacement reserves of \$166,818 and to fund construction fund of \$480,000 during the next biennium.

421 Water:*Table 10– Water Operating Fund*

Description	2017 Actual	2018 YTD	2019 Budget	2020 Budget	Comment
Beginning Fund Balance (Operating Reserve)	434,390	752,861	675,000	612,068	Includes \$195k restricted funds (60 days op. exp.)
Revenues					
Water Service Charges	1,864,463	1,498,602	1,853,053	1,899,204	5% & 3% increases
Interest and Misc	33,982	34,934	59,300	59,300	
Operating Transfer In	75,917	56,937	97,344	99,513	
Total Revenues	1,974,362	1,590,473	2,009,697	2,058,017	
Total Resources	2,408,752	2,343,334	2,684,697	2,670,085	
Expenditures					
Salaries	451,136	283,637	427,540	466,041	
Benefits	200,683	130,056	190,331	193,366	
Supplies	103,808	53,846	95,000	95,000	
Charges for Services	356,263	244,218	345,700	349,867	
Interfund Payments	-	139,602	186,135	186,135	
Debt Service	539,001	482,142	532,882	531,323	
Equipment		3,220	25,000	25,000	
Transfer to Capital Fund	-	-	200,000	400,000	transfer op surplus to capital
Transfer to Equip. reserve	5,000	175,723	70,041	63,292	
Total Expenditures	1,655,891	1,512,444	2,072,629	2,310,024	
Ending Balance	752,861	830,890	612,068	360,061	

Fund 421, Water, accounts for operating revenues and expenditures for this utility. As of September 30, 2018 this fund had a cash operating reserve of \$691,287. Budgeted service revenue for 2019 and 2020 are \$1,853,053 and \$1,899,204, respectively, based on a water utility rate increase of 5% on January 1st 2019 and 3% on January 1st 2020.

FINANCIAL IMPACT

Property Taxes

The financial impact in 2019, after the levy lid lift and banked capacity, will be an additional \$276,804 (\$2,869,492 – 2,592,688) for Ordinance 1463, which will be used for public safety.

Table 11 – Estimated 2019 Property Tax Levy Rate

Item	Amount
2018 Total Levy	\$ 2,537,140
1% Levy Increase	\$ 25,371
Est. New Construction (\$18.8 million)	\$ 55,548
Refunds	\$ 3,268
Effect of Levy Lid Lift	\$ 130,641
Banked Capacity	\$ 117,524
Estimated 2019 Levy before cap	\$ 2,869,492
Estimated 2019 Levy cap	\$ 2,992,504
Estimated 2019 Levy Rate*	\$ 3.00
*Amounts per Snohomish County Treasurer as of September 28, 2018 Preliminary Assessed Valuation \$956,071,700	

EMS Levy

The financial impact in 2018 due to the 1% property tax increase will be an additional \$10,816 (\$386,802 – 375,986 = \$10,816) for Ordinance 1453. The city has no banked capacity, so the estimated levy rate will be capped at approximately \$0.45 / \$1,000 of Assessed Value.

Table 12 – Estimated 2019 EMS Levy Rate

EMS Levy Limited to \$0.45 / \$1,000	
Item	Amount
2018 Total EMS Levy	\$ 382,778
1% Increase	\$ 3,828
Estimated 2019 EMS Levy before cap	\$ 386,606
Estimated 2019 EMS Levy cap	\$ 395,273
Estimated 2019 EMS Levy Rate*	\$ 0.40
*Amounts per Snohomish County Treasurer as of September 28, 2018 Preliminary Assessed Valuation \$956,071,700	

COUNCIL OPTIONS

1. Approve first reading of Ordinance 1463 levying taxes upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for 2019, and also have first reading of Ordinance 1464 levying taxes for emergency medical services upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for 2019.
2. Approve first reading of Ordinance 1463 and Ordinance 1464 with Council changes.
3. Return to staff for further analysis and/or adjustments, and schedule an adoption date prior to the end of November 2018.
4. Take no action.

Note that the council must take final action on a property tax levy and EMS levy by November 30, as levy certifications for each must be prepared and submitted to the Snohomish County Assessor's Office by their December 1, 2018 deadline.

RECOMMENDED MOTIONS

1. **I MOVE TO APPROVE FIRST READING OF ORDINANCE 1463 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD FOR THE YEAR 2019.**
2. **I MOVE TO APPROVE FIRST READING OF ORDINANCE 1464 LEVYING TAXES FOR EMERGENCY MEDICAL SERVICES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD FOR THE YEAR 2019.**

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1463

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, LEVYING
TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE
CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR
THE YEAR 2019**

WHEREAS, the City Council of the City of Stanwood properly gave notice and conducted a public hearing pursuant to RCW 84.55.120 on October 25, 2018 to consider the current revenue sources and property tax levies for 2019 tax year; and,

WHEREAS, the City Council of the City of Stanwood adopted Resolution 2015-16 on July 23, 2015 providing for the submission of a proposition to the qualifying voters of the City of Stanwood at the November 3, 2015 general election for their ratification or rejection, providing for authority to a 6-year levy lid lift to the rate of \$3.10 per \$1,000 of assessed value in 2016 and for ensuing years set the limit factor at 106% of the previous year; and

WHEREAS, the proposition for a 6-year levy lid lift was duly ratified by the voters of the City of Stanwood by a majority vote in the November 3, 2015 general election; and

WHEREAS, the city's actual levy amount from the previous year (2018) was \$2,537,140 and,

WHEREAS, the city did not levy its highest lawful levy in 2017, which resulted in banked capacity of \$117,523.83;

WHEREAS, the population of the city is less than 10,000;

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

That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

The dollar amount of the increase over the levy amount from the previous year is estimated to be \$276,804 which is a percentage increase of 10.91% from the previous year, and which includes the city's banked capacity, and the levy lid lift authorized in November 2015. This increase is exclusive of additional revenue resulting from new

construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council and **APPROVED** by the Mayor this 8th day of November, 2018.

CITY OF STANWOOD

By: _____
Leonard Kelley, Mayor

ATTEST:

By: _____
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant K. Weed, City Attorney

Publication Date: _____

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1464

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, LEVYING TAXES FOR EMERGENCY MEDICAL SERVICES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR 2019

WHEREAS, the City Council of the City of Stanwood properly gave notice and conducted a public hearing pursuant to RCW 84.55.120 on October 25, 2018 to consider the current revenue sources and property tax levies for 2019 tax year; and,

WHEREAS, the City Council of the City of Stanwood adopted Resolution 2015-16 on July 23, 2015 providing for the submission of a proposition to the qualifying voters of the City of Stanwood at the November 3, 2015 general election for their ratification or rejection, providing for authority to a 6-year levy lid lift to the rate of \$3.10 per \$1,000 of assessed value in 2016 and for ensuing years set the limit factor at 106% of the previous year; and

WHEREAS, the proposition for a 6-year levy lid lift was duly ratified by the voters of the City of Stanwood by a majority vote in the November 3, 2015 general election; and

WHEREAS, the city's actual levy amount from the previous year (2018) was \$2,537,140 and,

WHEREAS, the city did not levy its highest lawful levy in 2017, which resulted in banked capacity of \$117,523.83;

WHEREAS, the population of the city is less than 10,000;

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

That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

The dollar amount of the increase over the levy amount from the previous year is estimated to be \$276,804 which is a percentage increase of 10.91%

from the previous year, and which includes the city's banked capacity, and the levy lid lift authorized in November 2015. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council and **APPROVED** by the Mayor this 8th day of November, 2018.

CITY OF STANWOOD

By: _____
Leonard Kelley, Mayor

ATTEST:

By: _____ David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant K. Weed, City Attorney

Publication Date: _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: October 25, 2018

SUBJECT: Industrial Zones Performance Standards Code Amendment

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENT: A – Proposed Draft Code Amendment
B – Findings of Fact and Conclusions

ISSUE:

The issue before the City Council is to review code changes to adopt performance standards for development within the Light Industrial and General Industrial zoning districts.

SUMMARY:

In recent months, the Planning Commission has been considering zoning code amendments to the Light Industrial (LI) and General Industrial (GI) zone to reduce potential negative impacts from industrial uses on surrounding commercial and residential properties. Issues being addressed include air quality, vibrations, waste storage and disposal, electrical interference, noise, fire and explosive hazards, steam, heat, odors, glare, ground contamination and prohibited uses.

RECOMMENDATION:

Attached for your review and consideration is the proposed revised draft Industrial Performance Standards Code Amendment as recommended by the Planning Commission.

1. Review and discuss the draft Light Industrial / General Industrial Performance Standards Code Amendment.
2. Open the public hearing and allow for the first reading of Ordinance 1459 making changes to the City of Stanwood Municipal Code.

DISCUSSION:

The Stanwood Municipal Code establishes the types of uses that are allowed outright, by conditional use, or prohibited by zoning district. In a few cases, the code applies additional development standards to:

- Mitigate potential impacts on adjacent properties or zones,
- Preserve historic character, or
- Create a cohesive street frontage or district character.

Stanwood Municipal Code includes additional development standards for light industrial parks within the Light Industrial zoning district. These standards contain specific language prohibiting typical uses that would be bothersome to adjoining commercial or residential neighborhoods which could be applied to both the larger IL and GI districts.

In mid-2018 the Community Development Department began working on a code amendment requested by several members of the community to make changes to the LI and GI zone surrounding air quality, odor, and dust similarly to that required for industrial parks.

The Planning Commission reviewed the issue and multiple drafts of the ordinance over four months. On August 13, 2018 the Planning Commission held a public hearing on the proposed ordinance and after considering staff comments and taking public testimony the unanimously recommended approval of the code changes to the City Council.

LI / GI Code Amendment Summary:

- The tone of the chapter changed from outright prohibiting all uses to allowing uses identified in the permitted use matrix with the requirement to meet additional performance standards that mitigate impacts on adjacent commercial and residential properties.
- Revised the prohibited uses subsection, specific uses were identified and those uses that could not meet the performance standards.
- Revised the standards to apply to both the Light Industrial and General Industrial zones, as there were not significant differences between the two zones.
- Required that businesses meet performance standards within their property boundaries, not within the entire zone. Council may want to consider if it matters whether a use in the same zone affects another business.
- Added a new section exempting: the water and sewer treatment plant from the performance standard requirement as it is an essential public facility, right to farm, and limited releases for a short period of time.
- Added a new section: Submittal Requirements. This section puts the burden on the applicant to provide proof of compliance with the performance standards and

gives the City authority to ask for special studies at the applicants cost if needed. It also gives the City the authority to recover any costs for peer review for technical expertise when needed to fully evaluate a proposal.

- Added a new section: Enforcement. This section provides that violations of the performance standards is subject to the City's enforcement procedures and that the City has the authority to issue either stop work or emergency notices halting any activity that violates the code until corrective actions are implemented.

COMPREHENSIVE PLAN GUIDANCE

The City's Comprehensive Plan includes a well-defined vision for the City: becoming the commercial and cultural center of the greater Stanwood / Camano region. Goals and policies promote a vibrant downtown and livable community which includes a mix of residential, office, retail, entertainment and service uses. Walkability is highly encouraged in the Plan and envisions residential and commercial areas connected with sidewalks, trails, and parks. Industrial uses are encouraged which do not adversely affect the health and safety of adjacent non-industrial and residential uses.

It is appropriate to consider new development standards for the General Industrial zone that supports the City's economic development goals while still protecting adjacent properties from potential non-intended adverse effects such as odors, smoke, and dust that would discourage people from enjoying shopping and dining downtown or from being able to enjoy their property while outdoors.

Supporting Comprehensive Plan Policies include:

LUP 13.1: Discourage industrial development that interferes with residential and commercial land uses in close proximity.

LUP 13.2 Require mitigation of any negative impacts of noise, light, glare, dust and other effects when considering the development of industry.

LUP 19.3General Industrial uses shall not adversely affect the health and safety of adjacent non-industrial and residential uses.

FINANCIAL IMPACT:

There are no direct financial impacts to the City except the staff time to review any subsequent permit applications.

To the applicant there may be additional permitting costs to show consistency with the proposed standards. As referenced in the summary section, this amendment puts the burden on the applicant to provide proof of compliance with the performance standards and gives the City authority to ask for special studies at the applicants cost if needed. It

also gives the City the authority to recover any costs for peer review for technical expertise when needed to fully evaluate a proposal.

COMMITTEE RECOMMENDATION

The Council Community Development Committee discussed the proposed code amendment three times: June 14, July 12 and September 27, 2018. Comments and suggestions by the Committee were forwarded to the Planning Commission and included in their final recommendation on the draft ordinance.

The Economic Development Committee also discussed the draft changes on June 21, 2018 and was supportive of the proposed changes.

CITY COUNCIL OPTIONS

1. Accept the first reading of Ordinance 1459 making changes to Title 17 relating to development regulations in the Light and General Industrial Zones in the City and proceed with the second and final reading on November 8, 2018.
2. Request changes to Ordinance 1459 making changes to Title 17 related to development regulations in the Light and General Industrial Zones in the City and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

RECOMMENDED MOTION

I MOVE TO APPROVE FIRST READING OF ORDINANCE 1459 AS SET FORTH IN ATTACHMENT "A" AMENDING TITLE 17, ADDITIONAL DEVELOPMENT STANDARDS IN THE LIGHT INDUSTRIAL AND GENERAL ZONES AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON NOVEMBER 8, 2018.

OR

I MOVE TO AMEND ORDINANCE 1459 AS DISCUSSED AND TO HAVE STAFF BRING BACK CHANGES FOR THE SECOND READING AMENDING TITLE 17, ADDITIONAL DEVELOPMENT STANDARDS IN THE LIGHT INDUSTRIAL AND GENERAL ZONES AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON NOVEMBER 8, 2018.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1459

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING PORTIONS OF STANWOOD MUNICIPAL CODE TITLE 17 ENTITLED ZONING AND RELATING TO DEVELOPMENT REGULATIONS BY AMENDING STANWOOD MUNICIPAL CODE (SMC) 17.50 ENTITLED “ADDITIONAL STANDARDS – LI (LIGHT INDUSTRIAL) ZONING DISTRICT” AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, under the State Growth Management Act (GMA), the City is authorized to adopt zoning code amendments to implement its Comprehensive Plan; and

WHEREAS, amendments to the zoning code are required to ensure consistency with the Comprehensive Plan; and

WHEREAS, the development regulation amendment procedures contained in this ordinance are consistent with the procedural guidelines for amendments to the development regulations of the City; and

WHEREAS, on August 13, 2018 the Stanwood Planning Commission reviewed the amendments set forth in this Ordinance during the amendment process; and

WHEREAS, the City of Stanwood SEPA Responsible Official reviewed the amendments and issued a Determination of Non-significance (DNS) on July 6, 2018; and

WHEREAS, on August 13, 2018, following notice as required by law, a public hearing was held by the Planning Commission and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard; and

WHEREAS, public notice of the SEPA DNS and the above-referenced public hearing were provided as required by law; and

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their April 12, June 14, and July 12, 2018 meeting and reviewed the Planning Commission’s recommendation for the proposed edits to Title 17 relating to industrial development performance standards at their August 9, 2018 meeting; and

WHEREAS, the City Council reviewed the recommendation of the Planning Commission at their September 13, 2018 regular meetings and accepted public comment; and

WHEREAS, pursuant to RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the zoning code; and

WHEREAS, the City Council has determined that it is in the best interest of the City and in the interest of the public health, safety and welfare of the City and its citizens to amend Title 17 relating to industrial development performance standards, as further set forth in this Ordinance;

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

Section 1. SMC 17.50 entitled "Additional Standards – LI (Light Industrial) Zoning District" is hereby amended to read as follows:

Chapter 17.50
ADDITIONAL STANDARDS – LI and GI (LIGHT AND GENERAL INDUSTRIAL)
ZONING DISTRICTS

Sections:

17.50.005	<u>Purpose of LI and GI Performance Standards</u>
17.50.010	<u>Light Industrial Parks.</u>
17.50.020	<u>Light Industrial and General Industrial District Prohibited Uses</u> <u>Performance Standards.</u>
17.50.025	<u>Exceptions to Performance Standards</u>
17.50.030	<u>Environmental Standards.</u>
17.50.040	<u>Submittal Requirements</u>
17.50.050	<u>Enforcement</u>

17.50.005 Purpose of Additional LI and GI Performance Standards [New Section]

(1) The City's LI and GI zoning districts in many cases are located directly adjacent to businesses and residences that could be negatively impacted by the unintended effects of industrial uses such as odors, noise, vibrations or other impacts that could cause interference with the general welfare of city residents.

(2) The City's comprehensive plan encourages industrial uses that do not adversely affect the health and safety of adjacent non-industrial and residential uses. Therefore, these additional development standards are required of all development in the LI and GI zoning districts to mitigate potential adverse impacts on abutting commercial and residential properties.

17.50.010 Light Industrial Parks.

~~(1) Purpose Light Industrial Parks. A Light industrial parks chapter are allowed under of this title is established to:~~

- (a) Encourage imaginative design by permitting greater flexibility in zoning requirements than is generally permitted by other chapters of this title;
- (b) Preserve or create environmental amenities superior to those generally found in conventional development;
- (c) Encourage comprehensive planning of large industrial sites in order to create a park like environment;
- (d) Preserve to the greatest possible extent the natural characteristics of the land, including topography, natural vegetation, waterways, views, etc.;
- (e) Provide for maximum efficiency in the layout of streets, utility networks, open space, landscaping requirements and other public improvements.

(2) Binding Site Plan. Application for a light industrial park use within the light industrial zone shall be permitted when accompanied with a master plan for the site. The master plan is intended to be used as a guide for the developer and city officials in meeting the purpose and provisions of this subsection and chapter. The master plan shall be submitted during the site plan review and include the required landscape plan (SMC [17.145.090](#)). (Ord. 1294 § 16, 2011).

17.50.020 Light Industrial and General Industrial District Performance Standards. Prohibited uses.

~~Uses other than those identified or described in SMC 17.50.040 17.50.030 are prohibited, including but not limited to: shall comply with the following performance standards so they mitigate any potential detrimental effects on adjacent properties and the general public.~~

- (1) Air Quality. No visible or invisible noxious, toxic, or corrosive fumes or gases or particulate emissions, or suspended particles or fugitive dust emissions, shall be discharged into the atmosphere except such as are common to the normal operation of a heating plant or gasoline or diesel engines in cars, trucks, or railroad engines. Where such emission could be produced as a result of accident or equipment malfunction, adequate safeguards standard for safe operation in the industry involved shall be taken. This shall not be construed to prohibit spraying of pesticides or herbicides on public or private property. Equipment or vents that generate air emissions shall be located on the opposite side of the building from adjoining residentially designated properties.

- (2) Vibrations. Every use shall be so operated that any air or ground vibration generated from equipment other than vehicles is not perceptible without instruments at any point on or beyond the ~~light industrial zone~~ property boundaries.
- (3) Waste Storage and Disposal. The storage or disposal of industrial waste shall be subject to the regulations of the State Health Department and shall comply with the requirements of the Washington Pollution Control Commission.
- (4) Electrical Interference. Provisions must be made for necessary shielding or other preventive measures against interference caused by mechanical, electrical, or nuclear equipment uses or processes with electrical apparatus in nearby buildings or use areas.
- (5) Noise. The noise resulting from any activity other than noise produced by vehicles and other transportation facilities and construction and maintenance of buildings and grounds shall not be audible at any point on or beyond the ~~light industrial zone~~ property boundaries. Equipment or vents that generate noise shall be located on the opposite side of the building from any adjoining residentially designated properties.
- (6) Fire and Explosive Hazards. The manufacture, use, processing or storage of flammable liquids or materials, liquids or gases which produce flammable or explosive vapors or gases shall be permitted in accordance with the regulations of the Uniform Building and Fire Codes, SMC Title [14](#).
- (7) Steam. Any use producing humidity in the form of steam or moist air shall be carried on in such a manner that humidity is not perceptible at or beyond the ~~light industrial zone~~ property boundaries.
- (8) Heat. Any use producing heat shall be carried on in such a manner that heat is not perceptible at or beyond the ~~light industrial zone~~ property boundaries.
- (9) Odors. To promote the health, safety and welfare of the community and to maintain compatibility of surrounding land uses, any use producing odors shall be carried on in such a manner that offensive or obnoxious odor shall not be perceptible by a minimum of five people with ordinary sensitivity without instruments, at or beyond the light industrial zone property boundaries. Facilities shall comply with the “no detectable odor emission” standard, which means: systems shall be designed to remove offensive odors and sized to handle worst-case operating conditions when combinations of meteorological conditions, such as inversions and stagnant air, coincide with peak odor releases from treatment processes. This is not intended to prevent a single odor emission released as a direct result of necessary facility maintenance.
- (10) Glare. Artificial lighting shall be hooded or shaded so that direct light of high intensity lamps will not result in glare when viewed from surrounding areas.

Lighting fixtures that conflict with the readability of traffic control devices, rotate or flash are prohibited.

- (11) Ground Contamination. Materials used or produced in any manufacturing process shall be handled in such a manner as to prevent ground or soil pollution that destroys or endangers natural and environmental resources as noted in SMC 17.50.030.

- (12) The following uses are ~~Examples of prohibited uses are:~~

- (a) Animal slaughtering with the exception of existing legal non-conforming uses or those established prior to September XX, 2018 (set date at expected Council action);
- (b) Sale of livestock, poultry or similar animals;
- (c) Storage, manufacturing or sales of highly volatile or otherwise extremely hazardous substances or materials;
- (d) Incineration or reduction of garbage, sewage, dead animals or refuse
- (e) Septage treatment plants; and
- (f) Uses that cannot meet and/or exceed the performance standards listed in this section
- ~~(e) Any other use not listed which, that produces offensive odor, dust, smoke, gas or noise to the olfactory systems of a majority of a five healthy observers.~~

17.50.025 Exceptions to Performance Standards [New Section]

The following uses shall be exempted from compliance with this chapter:

- (1) The existing City of Stanwood water and sewer treatment plant as it is an Essential Public Facility;
- (2) Any uses or activities allowed per SMC 17.102, Right-to-Farm Registration;
- (3) Legally permitted uses and / or businesses prior to adoption of Ordinance 1459; however, if improvements to the facility / use exceed 50 percent of the accessed building value then the use needs to be brought into compliance with this chapter.
- (4) Temporary smoke or odors originating from uses for the minimum time necessary, but not more than 30 minutes in duration per day;
- (5) Street light glare; and / or
- (6) Temporary construction projects.

17.50.030 Environmental standards.

It shall be the responsibility of the operator and/or the proprietor of any permitted use to provide such reasonable evidence and technical data as the enforcing officer may require to demonstrate that the use or activity is or will be in compliance with the environmental performance standards of SMC Title [17](#) chapters:

- 17.115 Critical Areas – Geologically Hazardous Areas – Specific Standards
 - 17.120 Critical Areas – Frequently Flooded Areas – Specific Standards
 - 17.125 Critical Areas – Wetlands – Specific Standards
 - 17.130 Critical Areas – Fish and Wildlife Habitat Conservation Areas – Specific Standards
 - 17.135 Critical Areas – Critical Aquifer Recharge Areas – Specific Standards
 - 17.140 Stormwater Management Performance Standards
 - 17.149 State Environmental Policy Act (SEPA)
 - 17.150 Shoreline Management Standards
- (Ord. 1294 § 16, 2011).

17.50.040 Submittal Requirements. [new section]

(1) In addition to any other submittal requirements, all facilities and uses subject to this section shall submit information describing the facility or use, location, and potential mitigation measures to address each of the performance standards listed in SMC 17.50.030.

(2) If the City has reasonable doubt that a use is, or can be, conducted within the limits of the performance standards listed in SMC 17.50.030, it may require that the user or proposed user retain, at their expense, an independent, qualified, testing laboratory or expert to prepare an analysis of the use to determine its compliance with the performance standards established in this chapter. Such studies shall be submitted with the associated permit application and shall be approved by the City prior to any land use permit or building permit approval. The City shall have the right to require expert peer review of the studies and the cost of that review shall be the responsibility of the applicant.

17.50.050 Enforcement. [new section]

(1) Industrial and manufacturing uses established per SMC 17.50.030 shall comply with this chapter to ensure compatibility with surrounding residential and commercial areas and to provide for the health, welfare, and safety of the public occupying or visiting such areas. Violations of this chapter shall be considered a nuisance and shall be abated. Violations shall be processed per SMC 13.01, Enforcement.

(2) The enforcing official shall have the authority to issue a stop work or emergency order and require that all activities causing a violation of this chapter cease until any corrective measures, as may be required to eliminate the offense, can be implemented.

(3) It shall be the responsibility of the operator and/or proprietor of any permitted use to provide such reasonable evidence and technical data as the enforcing official may require demonstrating the use or activity is or will be in compliance with the performance standards of this chapter.

Section 2. Findings of Fact and Conclusions. In support of the amendment approved in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions attached hereto as Exhibit "A" and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

Section 3. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 4. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 5. Conflict. In the event that there is a conflict between the provision of this Ordinance and any other City ordinance, the provision of this Ordinance shall control.

Section 6. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of _____ 2018.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By: _____
David Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____

Exhibit A
Findings of Fact and Conclusions

DRAFT



City of Stanwood, Washington Findings of Fact and Conclusions of Law

Planning Commission Recommendation Industrial Zoning Code Amendment

A. GENERAL INFORMATION

File Number(s): 2018-0175

Project Summary: Proposed code amendment to the Stanwood Municipal Code, Chapter 17.50, to adopt development performance standards in the Light Industrial and General Industrial zoning districts.

Applicant: City of Stanwood

Location: The code amendment applies to all properties within the Light Industrial and General Industrial zoning districts.

Public Hearing Date: August 13, 2018

Location: Stanwood Fire Station; 8117 267th Place NW, Stanwood, WA 98292

Staff Contact: Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The Stanwood Planning Commission held a public hearing August 13, 2018 where they recommended amending SMC Chapter 17.50, Additional Standards – LI and GI Zoning Districts, to adopt performance standards necessary to develop properties within those zones.

In recent months, the Planning Commission has been considering zoning code amendments to the Light Industrial (LI) and General Industrial (GI) zone to reduce potential negative impacts from industrial uses on surrounding commercial and residential properties. Issues being addressed include air quality, vibrations, waste storage and disposal, electrical interference, noise, fire and explosive hazards, steam, heat, odors, glare, ground contamination and prohibited uses.

C. CODE AMENDMENT CRITERIA PER SMC 17.155.090

The city may approve or approve with modifications an application for an amendment to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

The purpose of the GI (General Industrial) Zone is to provide opportunities for major employment areas within the city and to allow heavy industrial uses including manufacturing, warehousing, storage, distribution, food processing, trucking and related uses in locations that are environmentally suitable for these activities. This zone also provides a location for major utilities including the sewage treatment plant. Additionally, this designation provides a location for the adult entertainment overlay.

Adding performance standards to the GI zone does not prohibit the types of uses described in the purpose statement, but they would mitigate the unintended effects of these uses on adjacent commercial and residential properties.

(b) There is a positive relationship to the public health, safety and welfare of the community; and

Generally, heavy industrial zones are located away or are buffered from commercial and residential uses; however, in Stanwood's case the GI zone in many cases is located directly adjacent businesses and residents that could be negatively impacted by foul odors. Adopting performance standards that address noise, odor, air quality, vibrations, and hazardous materials supports the public health, welfare and safety of the public visiting those areas and upland / adjacent property owners.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

The City's Comprehensive Plan includes a well-defined vision for the City: becoming the commercial and cultural center of the greater Stanwood / Camano region. Goals and policies promote a vibrant downtown and livable community which includes a mix of residential, office, retail, entertainment and service uses. Walkability is highly encouraged in the Plan and envisions residential and commercial areas connected with sidewalks, trails, and parks. Industrial uses are encouraged which do not adversely affect the health and safety of adjacent non-industrial and residential uses. Supporting Comprehensive Plan Policies:

LUP 13.1: Discourage industrial development that interferes with residential and commercial land uses in close proximity.

LUP 13.2 Require mitigation of any negative impacts of noise, light, glare, dust and other effects when considering the development of industry.

LUP 19.3General Industrial uses shall not adversely affect the health and safety of adjacent non-industrial and residential uses.

D. FINDINGS OF FACT

1. There has been a request by several members of the community to make changes to the Light Industrial and General Industrial zoning regulations regarding air quality, odor, and dust.
2. The LI and GI zones are intended for industrial uses such as manufacturing, warehousing, fabrication and food processing.
3. Stanwood has adopted additional development standards for light industrial parks within the Light Industrial zoning district. These standards contain specific language prohibiting typical uses that would be bothersome to adjoining commercial or residential neighborhoods which could be applied to both the larger IL and GI districts.
4. Generally, heavy industrial zones are located away or are buffered from commercial and residential uses; however, in Stanwood's case the LI and GI zones are in many cases located directly adjacent to businesses and residents that could be negatively impacted by foul odors.
5. Stanwood's 2015 – 2035 Comprehensive Plan directly addresses compatibility issues between industrial and other zoning districts:

Comprehensive Plan Goal LUG 13: Discourage conflict where industrial land abuts other land uses.

Comprehensive Plan Policies:

- | | |
|------------------|---|
| Policy LUP 13.1: | Discourage industrial development that interferes with residential and commercial land uses in close proximity. |
| Policy LUP 13.2: | Require mitigation of any negative impacts of noise, light, glare, dust and other effects when considering the development of an industry. |
| Policy LUP 13.3: | Require installation of adequate landscape or structural buffer to separate differing land uses from the adverse impacts of industrial development. |
| Policy LUP 13.5: | Protect existing industry from possible future land use conflicts. |

Policy LUP 19.1(I):The GI uses shall not adversely affect the health and safety of adjacent non-industrial and residential neighborhoods.

6. The City felt it was appropriate to consider a code amendment that adopts new development standards for industrial developments to protect adjacent properties from potential non-intended adverse effects such as odors, smoke, and dust that would discourage people from enjoying shopping and dining downtown or from being able to enjoy their property while outdoors.
7. On June 18, 2018 the proposed amendments were transmitted to the State of Washington Department of Commerce for state agency review in accordance with RCW 36.70A.106.
8. Planning Commission briefings to discuss the proposed code amendment were held on April 23, June 11, June 25, and July 23, 2018.
9. Notice of the Public hearing was provided in accordance with SMC 17.155.030 and published in the Stanwood Camano News on July 31, 2018. No public comments were received.
10. A State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) was issued on the proposed amendment on July 6, 2018. There were no appeals of the DNS and the environmental determination stands as issued.
11. The code amendment was circulated for public review on July 6, 2018. No comments were received on the amendment.
12. The public hearing on this matter was held in front of the planning Commission on August 13, 2018 at 6:30 pm at the Stanwood Fire Station located at 8117 267th Place NW, Stanwood, Washington 98292.
13. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on August 13, 2018 for their consideration.

E. CONCLUSIONS OF LAW

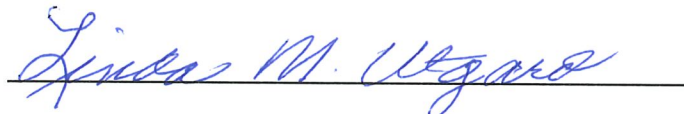
1. The City Council of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.

3. Planning Commission briefings to discuss the proposed code amendment were held on April 23, June 11, June 25, and July 23, 2018.
4. Notice of the public was provided on July 31, 2018 in accordance with SMC Table 17.81A-I, Classification of Permits and Decisions.
5. SEPA review was conducted on the proposal and a Determination of Nonsignificance (DNS) was issued on July 6, 2018 under WAC 197-11-340(2). No appeals of the SEPA determination were filed.
6. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including land use goal 13 and policies 13.1, 13.2, 13.3, 13.5, and 19.1.
7. The proposal is beneficial to the public health, safety and welfare and is in the public interest by reducing potential negative impacts from industrial developments on adjacent or nearby commercial and residential properties.
8. After considering staff comments and public testimony the Stanwood Planning Commission determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

F. STAFF RECOMMENDATION

Move that the Planning Commission **ADOPT** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to Chapter 17 of the Stanwood Municipal Code.

Dated this 13th of August 2018.



Linda Utgard, Planning Commission Chair

City of Stanwood