

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, May 25, 2023



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, May 25, 2023 – 7:00 p.m.

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

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

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
- 5. PUBLIC COMMENTS**
Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link:
<https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>;
verbal comments may be provided in-person, or online via Zoom, call 360-454-5213 for assistance.
- 6. STAFF / DEPARTMENT REPORTS**
Finance Q1 Report **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Salary Commission Minutes – May 16, 2023 **7.1**
 - b. Parks and Trails Advisory Committee Meeting Minutes – April 22, 2023 **7.5**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – May 11, 2023 **8.7**
 - c. Approve City Council and Planning Commission Joint Meeting Minutes – May 11, 2023 **8.15**
 - d. Approve Inland Steel PUD Easement **8.19**
- 9. UNFINISHED BUSINESS**
 - a. Approve Second Reading and Adopt Ordinance 1518 Amending Chapter 14.04 Uniform Codes - Building and Fire Code Updates **9.1**
 - b. Approve Second Reading of Ordinance 1516 Adopting New Title 6, Parks and Public Places, and Replaced Title 9 - Public Peace, Safety and Welfare **9.19**
 - c. Approve Second Reading of Ordinance 1517 Adopting Title 13, Civil Enforcement **9.51**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
 - a. Authorize the Mayor to Sign a Contract with Colacurcio Brothers Construction for the 80th Ave NW Sidewalk Project **11.1**
 - b. Authorize the Mayor to Sign a Contract with In-Depth Excavation for the Twin City Mile Phase I Project **11.7**
 - c. Adopt Resolution 2023-08 Fee Schedule Update – Body Camera Fees **11.13**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION:**
To Discuss Property Acquisition per RCW 42.30.110(1)(b)
- 15. ADJOURN**

Upcoming Meetings:

June 8, 2023, Regular City Council Meeting 7:00pm

June 22, 2023, Regular City Council Meeting 7:00pm



CITY OF STANWOOD AGENDA STAFF REPORT

ITEM NUMBER: 6

DATE: May 25, 2023

SUBJECT: 1st Quarter 2023 Financial Report

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS:

- A – Contracts Executed as authorized by financial policy section 9.13
- B – Sole source and change orders approved as allowed by policy sections 9.12.1 and 9.20.2
- C – Budget vs. Actual Reports for quarter ending March 31, 2023

PURPOSE

The first quarter 2023 financial report is hereby submitted to City Council.

DISCUSSION

Attachment C is a year-to-date (January thru March) budget versus actual revenue and expenditures report with ending fund balance for all funds as of March 31, 2023. Staff presents this report late this quarter, with the reason being an attempt to update the format that has been more difficult to implement than anticipated. Note that Q1 actuals have been uploaded to the Digital budget book, available at this [Link](#). Key Messages regarding the city's 1st Quarter 2023 financial performance:

- Tax collections, which include property, real estate excise tax (REET), local sales taxes and utility taxes, are on target against forecasts year-to-date. The majority of property taxes are received in May and November each year.
- Operating expenditures in the General Fund, Streets and Utilities Operating are all under 25% of budget at the end of the 1st quarter, with the exception of the Streets and Drainage funds, which are both trending slightly ahead of budget. Staff notes these trends improved in May, but will monitor them closely. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services.
- Economic conditions are trending sideways as housing prices are a bit down and new and existing home sales are weak, unemployment rates have only slightly increased as there are two jobs available for each applicant. consumer confidence and retail spending remain positive. However, inflation has remained

stubborn, although it is now trending down. All signs point to an economic downturn and a probable recession. It is impossible to forecast the depth or length of a recession, so the city financial strategy must continue to be conservative, planning for the worst while hoping for the best.

Investment Performance:

Table One Below provides monthly and quarterly investment portfolio performance compared to the required benchmark within Financial Policy, which is the two-year average of the two-year US Treasury Bond.

INVESTMENT PERFORMANCE - Q1 2023				
	January	February	March	Quarter Average
Amount Invested	\$ 33,826,316	\$ 33,882,007	\$ 34,270,685	\$ 33,993,003
Return (average percentage yield)	3.39%	3.43%	3.45%	3.42%
Benchmark*	1.78%	1.95%	2.14%	1.96%
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

Table Two below provides details of investment activity during the quarter.

January 2023		Maturity			
one maturity	Federal Nat'l Mortgage Assn		2.375	\$ 1,000,000	
one purchase	Federal Farm Credit BK	Jan. 10, 2025	4.50%	\$ 1,004,640	
February 2023					
one purchase	Fed Home Loan Mortg Corp	Aug. 28, 2025	4.16%	\$ 983,468	
March 2023					
no purchases or maturities					

Table Three below provides a detailed listing of holdings in the city's investment portfolio as of March 31, 2023.

TABLE THREE

Detailed Investment Holdings						
Investments	Maturity Date	Return (APY)	Balance	% of total balance	Weighted rate	Duration Years
WA Federal Public Funds	N/A	3.318%	\$ 860,133	2.51%	0.083%	0.00
WA LGIP	N/A	4.758%	\$ 7,947,092	23.19%	1.10%	0.04
Snoh. County Inv. Pool	N/A	2.071%	\$ 4,884,803	14.25%	0.30%	0.29
US Bank Muni Invstr	N/A		\$ 197,327	0.58%		0.00
U.S. Notes & Securities:						
Fed National Mortgage Assn	7/10/2023	2.264%	\$ 977,105	2.85%	0.06%	0.36
FHLB (5/5/22)	9/8/2023	2.580%	\$ 1,010,394	2.95%	0.08%	0.53
U.S. Treasury Notes	12/31/2023	2.720%	\$ 968,329	2.83%	0.08%	0.84
FHLB (9/15/2022)	3/15/2024	3.700%	\$ 1,000,000	2.92%	0.11%	1.04
FHLB (9/29/22)	4/29/2024	4.000%	\$ 1,000,000	2.92%	0.12%	1.17
FHLB (9/20/2022)	6/20/2024	3.541%	\$ 1,001,050	2.92%	0.10%	1.31
U.S. Treasury Notes	6/30/2024	2.730%	\$ 979,640	2.86%	0.08%	1.34
U.S. Treasury Notes	8/15/2024	2.880%	\$ 988,906	2.89%	0.08%	1.46
FHLB (9/13/22)	9/13/2024	3.700%	\$ 2,000,000	5.84%	0.22%	1.54
U.S. Treasury Notes	12/31/2024	2.878%	\$ 984,063	2.87%	0.08%	1.84
Federal Farm Cr Bks	1/10/2025	4.500%	\$ 1,004,640	2.93%	0.13%	1.87
FHLB (5/6/2022)	3/14/2025	2.920%	\$ 998,754	2.91%	0.09%	2.04
U.S. Treasury Notes	6/30/2025	2.830%	\$ 923,125	2.69%	0.08%	2.34
U.S. Treasury Notes	6/30/2025	2.865%	\$ 923,560	2.69%	0.08%	2.34
FHLMC	8/28/2025	4.160%	\$ 983,468	2.87%	0.12%	2.50
U.S. Treasury Notes	8/31/2025	3.450%	\$ 909,618	2.65%	0.09%	2.51
U.S. Treasury Notes	8/31/2025	3.538%	\$ 907,344	2.65%	0.09%	2.51
U.S. Treasury Notes	12/31/2025	2.860%	\$ 914,773	2.67%	0.08%	2.84
FHLB (9/12/22)	3/12/2026	4.000%	\$ 1,000,000	2.92%	0.12%	3.04
U.S. Treasury Notes	6/30/2026	3.506%	\$ 906,563	2.65%	0.09%	3.34
Subtotal U.S. Notes & Securities			\$ 20,381,331			
Investment Total			\$ 34,270,685	Weighted Return	3.45%	
Cash (Treasurer's Checking)			\$ 809,778			
Total Cash and Investments			\$ 35,080,464	Average Weighted Duration	1.54	
Total Interest Earned Jan			\$ 95,559			
Total Interest Earned Feb			\$ 96,846			
Total Interest Earned Mar			\$ 98,468			
Total Interest Earned Q1			\$ 290,873			

General Fund

General Fund Revenue

At the end of the first quarter, general fund revenues were 23% of the budget which is slightly higher than expected as the majority of property taxes, the general fund largest tax source, are received during the second and fourth quarters. The primary reason is due to strong sales tax and utility taxes. Details are provided in Attachment A.

Sales Tax

Sales tax received in the first quarter 2023 was 27.1% of our annual budget or \$592,114 which is a slightly more than the amounts collected in the first quarters of 2022 and 2021.

Retail Sales Tax				
Industry Category	2023 Q1	2022 Q1	Dollar Change	Percent Change
Convenience & Grocers	\$ 37,245	\$ 25,896	\$ 11,349	43.8%
Auto/RV Dealer	\$ 69,000	\$ 46,397	\$ 22,603	48.7%
Department Store	\$ 46,716	\$ 33,719	\$ 12,997	38.5%
Specialty Retail	\$ 200,489	\$ 147,008	\$ 53,481	36.4%
Restaurants	\$ 99,668	\$ 68,795	\$ 30,873	44.9%
Building & Construction	\$ 151,165	\$ 135,450	\$ 15,715	11.6%
All Other Sales & Use Tax	\$ 171,192	\$ 125,494	\$ 45,698	36.4%
Total	\$ 775,475	\$ 582,759	\$ 192,716	33.1%
Other Sales Taxes				
Criminal Justice	\$ 50,813	\$ 46,425	\$ 4,388	9.5%
Affordable Housing	\$ 4,448	\$ 4,266	\$ 182	4.3%
Transportation Benefit District	\$ 182,464	\$ 137,049	\$ 45,415	33.1%

Licenses & Permits

For the 1st quarter the city has received \$98,179 or 26% of budgeted License and Permit Revenues, reflecting continued strength of development in Stanwood.

State Generated Revenues

State Generated revenues, often referred to as Entitlements, include the city's share of liquor excise tax and liquor board profits, PUD Privilege Tax, along with other miscellaneous state shared revenues. For the 1st quarter of 2023 receipts were \$39,886 which were 13.1% of budget.

Charges for Services

Charges for Services include a portion of the development related fees that the city collects and is at 31.4% of revenue estimates. The city continues to process permits for Chandler's reserve very rapidly.

General Fund Expenditures

General fund expenditures, excluding transfers, through March 31, 2023 are on track at \$1,341,221. or 22% of budget. Departmental expenditure summary performance is included in Attachment A.

Street Operating Fund

The Street fund was budgeted to receive transfers from the General Fund to support operations. The other major revenue the street fund relies on is unrestricted motor vehicle excise tax (MVFT), or "fuel tax". The city received \$38,376 in the first quarter in fuel taxes, which is slightly behind pace (22.2% of budget) although this is the trend from prior years for first quarter. Expenditures for street operations and maintenance are ahead of budget at 32.7%, primarily due to supplies. Staff will continue to monitor. The Associate Engineer is charged to Streets and project time is tracked and moved to specific projects, quarterly. See Attachment A for further detail.

Special Revenue Funds

Special Revenue Funds are separate from the General Fund and are utilized for collection of revenues that may only be used for a specific purpose such as impact fees, REET or other sources. In the first quarter, the City has collected only 7.6% of the REET revenue budgets for the year, due to slow real estate sales. Expenditures in these funds are primarily transfers-out to other funds for capital projects. Please see Attachment A for details.

Capital Project Funds

Capital Project Funds are utilized to track project sources and uses. While most capital projects are multi-year projects and often do not align with a biennial budget cycle, the amounts budgeted may change as projects move through design, permitting and construction phases. Capital project funds are meant to be spent to build and invest in city infrastructure. Sources of revenue are transfers from other special revenue funds or the general fund but the primary source for some capital projects is grants and reliant on our ability to seek out opportunities and ultimately be awarded the funding. Capital budgets are included in Attachment A in the Street Construction Fund, Park and Trail Improvement Fund, and the Water, Drainage, and Wastewater Construction Funds.

Utility Funds

Utility Funds are proprietary funds or “business-like funds”. The City has separated utility into several funds for utility operations, capital, debt and reserves. Utility funds detail thru the first quarter, 2023 are shown in Attachment A.

Sewer Fund

Year-to date through March 31, 2023 sewer operating revenues are \$712,111 which is 23.5% of the 2023 budget, summer sewer billing is expected to make up this gap. Sewer rates were increased 6.5% effective January 1, 2023. Operating expenditures, excluding transfers, are on target at 24.3% of the budget. Debt payments for this fund for the year are \$859,968. For the 1st quarter, \$232,854 in payments were made. The two largest capital projects for Wastewater are the Sewer Main Replacement and the Bio-solids removal.

Drainage Fund

Drainage charges for services in the first quarter of 2023 are \$343,058 or only 21.8% of expected revenues for 2023. Staff did not identify a reason for this, and note that the revenue in May returned to nearly the forecast trend. Drainage rates do not generally fluctuate by season, so this will be closely monitored as the forecast may have been slightly high. Drainage rates were increased by 9.3% effective January 1, 2023. Drainage fund operating expenditures are ahead of target year to date are \$226,569 or 29.9% of budget. Staff notes that this trend is back on track in May. The 2023 major capital budget projects are the Irvine Slough Stormwater and the Skagit Bay Dike Repair. The financial health of the utility continues to be assessed to ensure adequate levels of reserves for operations and longer-term investments in the drainage system.

Water Fund

Water operating revenue for the first quarter is \$576,126 or 25% of budget targets. Water rates were increased 3% effective January 1, 2023. Operating expenditures for the Water Fund, excluding transfers, are \$412,334 or only 18% of budget. The Water System plan update is currently underway. Other major capital projects for the Water fund are the Water Treatment Plant Media Replacement, and Telemetry Upgrades.

ATTACHMENT A

Contracts Executed By Mayor During Q1 2023 (Finance Policy Section 9.13)		
NUMBER	CONTRACT/AGREEMENT	AMOUNT
2023-01	Code Publishing	2023 price schedule
2023-02	Advanced Building Services	\$18,780.00
2023-12.01	JA Brennan - Task Order 1	\$44,893.00
2023-22	PACE Engineering - Task Order 2020-23.06	\$10,000.00
2023-23	Lincoln Hill Retirement Community	\$20,000.00
2023-24	PACE Engineering - Task Order 2020-23.04	\$54,000.00
2023-25	PACE Engineering - Task Order 2020-23.05	\$40,000.00
2023-27	Photo By Ian Gleadle	n/a
2023-28	Maul Foster and Alongi - Task Order 2021-10.04	\$5,480.00
2023-29	Bonner Electrical Services	not to exceed \$50,000/yr
2023-30	Bonner Electrical Services - Task Order 2023-29-01	\$31,087.36
2023-31	Lopez Nursery & Landscaping, LLC	\$40,133.86
2023-34	Freedoc	\$42,088.50
2023-35	Iworqs	\$10,500.00
2023-36	ABS Valuation	\$5,500.00
2023-38	Cascade Fabrication	\$15,450.00
2023-39	Stanwood Camano Food Bank	not to exceed \$40,000

ATTACHMENT B

Sole Source Contracts and Change Orders
There were no sole source contracts awarded in Quarter 1, 2023.
There were no change orders approved in Quarter 1, 2023

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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001 General Fund

Revenues		Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances						
308 31 00 01	Restricted Beg Cash & Invest	45,195.00	0.00	45,195.00	0.00	0.0%
308 91 00 01	Unassigned Beg Cash & Invest	6,374,893.00	0.00	6,374,893.51	(0.51)	0.0%
308 91 00 02	Unassigned Beg Cash & Invest	590.00	0.00	590.00	0.00	0.0%
308 Beginning Balances		6,420,678.00	0.00	6,420,678.51	(0.51)	0.0%

310 Taxes

311 10 00 00	Property Tax	2,032,948.00	8,108.57	21,155.54	2,011,792.46	99.0%
311 10 10 00	EMS. Levy	0.00	(94.10)	(94.10)	94.10	100.0%
313 11 00 00	Sales Tax	2,183,000.00	177,415.18	592,113.92	1,590,886.08	72.9%
313 27 00 00	Affordable/Supportiv Housing Sales Tax	16,392.00	896.58	4,448.14	11,943.86	72.9%
313 61 00 00	Natural Gas Tax	2,518.89	0.00	0.00	2,518.89	100.0%
313 71 00 00	Sales Tax Criminal Justice	200,000.00	15,179.78	50,812.92	149,187.08	74.6%
316 43 00 00	Gas Utility Tax	120,000.00	20,914.25	72,992.25	47,007.75	39.2%
316 45 00 00	Garbage Utility Tax	105,000.00	12,802.00	38,640.83	66,359.17	63.2%
316 46 00 00	Cable Tv Utility Tax	41,360.00	0.00	6,985.75	34,374.25	83.1%
316 47 00 00	Telephone Utility Tax	95,000.00	9,628.19	25,597.32	69,402.68	73.1%
316 48 00 00	Electric Utility Tax	335,000.00	32,085.03	107,899.37	227,100.63	67.8%
316 49 10 00	Water/Sewer/Drainage Utility Tax	575,000.00	41,911.11	131,216.60	443,783.40	77.2%
316 81 00 00	Gambling Tax	30,000.00	0.00	5,231.00	24,769.00	82.6%
337 00 00 00	Local Grants, Entitlements, And Other Payments	1,010.00	0.12	67.78	942.22	93.3%
310 Taxes		5,737,228.89	318,846.71	1,057,067.32	4,680,161.57	81.6%

320 Licenses & Permits

321 91 00 00	Cable Tv Franchise Fee	52,000.00	0.00	14,736.66	37,263.34	71.7%
321 99 00 00	Business Lic & Permits	60,600.00	6,641.66	18,245.82	42,354.18	69.9%
322 10 00 00	Building Permits	180,000.00	4,954.90	44,752.01	135,247.99	75.1%
322 10 00 01	Mechanical Permits	12,500.00	720.00	5,408.75	7,091.25	56.7%
322 10 00 02	Plumbing Permits	6,000.00	1,233.75	4,495.44	1,504.56	25.1%
322 10 00 03	Grading Permit	4,500.00	0.00	0.00	4,500.00	100.0%
322 10 00 04	Demolition Permit	800.00	250.00	250.00	550.00	68.8%
322 10 00 05	Roofing Permits	3,250.00	0.00	0.00	3,250.00	100.0%
322 10 00 06	Sign Permit	3,000.00	0.00	220.00	2,780.00	92.7%
322 10 00 07	5% Permit Technology Fee	30,300.00	561.80	6,259.82	24,040.18	79.3%
322 30 00 00	Animal Licenses	8,500.00	320.00	810.00	7,690.00	90.5%
322 90 00 00	Gun Permits	7,575.00	777.75	2,518.75	5,056.25	66.7%
322 90 00 01	Right Of Way And Utility Admin	105.00	0.00	357.00	(252.00)	0.0%
322 90 00 02	Other Licenses & Permits	8,000.00	125.00	125.00	7,875.00	98.4%
320 Licenses & Permits		377,130.00	15,584.86	98,179.25	278,950.75	74.0%

330 Intergovernmental Revenues

334 04 20 00	Dept of Commerce	102,500.00	0.00	0.00	102,500.00	100.0%
335 00 91 00	Pud Privilege Tax	42,000.00	0.00	0.00	42,000.00	100.0%
336 06 21 00	Criminal Justice-population	3,036.00	0.00	734.97	2,301.03	75.8%
336 06 25 00	Contracted Police Services	14,140.00	0.00	4,336.50	9,803.50	69.3%
336 06 26 00	Criminal Justice Special Pro	10,674.00	0.00	2,600.11	8,073.89	75.6%
336 06 42 00	Marijuana Excise Tax Distribution	10,000.00	2,207.99	2,207.99	7,792.01	77.9%
336 06 51 00	Crim Justice--dui Cities	1,313.00	0.00	10.27	1,302.73	99.2%

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

Time: 07:09:24 Date: 05/19/2023

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001 General Fund

Revenues		Amt Budgeted	March	YTD	Remaining	
330 Intergovernmental Revenues						
336 06 94 00	Liquor Excise Tax	57,658.00	0.00	13,929.78	43,728.22	75.8%
336 06 95 00	Liquor Board Profits	64,298.00	16,066.65	16,066.65	48,231.35	75.0%
330 Intergovernmental Revenues		305,619.00	18,274.64	39,886.27	265,732.73	86.9%
340 Charges For Services						
341 43 00 01	Credit Card Proc Fee	7,500.00	75.54	568.46	6,931.54	92.4%
341 81 00 00	Services	0.00	80.00	110.00	(110.00)	0.0%
345 81 00 00	Zoning/inspection Fees	150,000.00	18,582.00	58,009.00	91,991.00	61.3%
345 81 00 01	Engineering Fees	5,000.00	0.00	0.00	5,000.00	100.0%
345 83 00 00	Plan Checking Fees	75,000.00	1,643.14	28,934.93	46,065.07	61.4%
345 89 00 00	Environmental Fees	30,000.00	0.00	450.00	29,550.00	98.5%
345 89 00 01	Other Planning & Development Fees	35,350.00	2,000.30	3,159.45	32,190.55	91.1%
347 30 00 00	Park Fees	10,500.00	3,892.50	7,147.50	3,352.50	31.9%
347 30 00 02	Park Fees- Energy	0.00	0.00	15.00	(15.00)	0.0%
347 30 00 04	Park Fees- Picnic Area/Meeting Rooms	450.00	50.00	125.00	325.00	72.2%
340 Charges For Services		313,800.00	26,323.48	98,519.34	215,280.66	68.6%
350 Fines & Forfeitures						
353 10 00 00	Court Fines	7,000.00	651.80	1,438.32	5,561.68	79.5%
354 00 00 00	Parking Fines	500.00	0.00	0.00	500.00	100.0%
355 20 00 00	Dui Recoveries	500.00	0.00	0.00	500.00	100.0%
359 00 00 00	Traffic Fines & Penalties	1,600.00	278.35	458.52	1,141.48	71.3%
350 Fines & Forfeitures		9,600.00	930.15	1,896.84	7,703.16	80.2%
360 Misc Revenues						
361 11 00 01	State Pool/cd Interest	60,600.00	11,701.27	35,148.97	25,451.03	42.0%
361 40 00 01	Sales Tax Interest	2,060.00	586.92	1,686.80	373.20	18.1%
362 00 00 01	Rents And Leases	0.00	107.12	857.12	(857.12)	0.0%
367 00 10 10	Donations	500.00	0.00	0.00	500.00	100.0%
369 91 00 00	Misc.	3,105.00	391.33	683.51	2,421.49	78.0%
360 Misc Revenues		66,265.00	12,786.64	38,376.40	27,888.60	42.1%
380 Non Revenues						
382 30 00 01	Court Funds	0.00	761.92	1,949.34	(1,949.34)	0.0%
380 Non Revenues		0.00	761.92	1,949.34	(1,949.34)	0.0%
397 Interfund Transfers						
397 04 02 05	Transfer In from Debt Service (205)	21,036.00	0.00	21,036.00	0.00	0.0%
397 Interfund Transfers		21,036.00	0.00	21,036.00	0.00	0.0%
Fund Revenues:		13,251,356.89	393,508.40	7,777,589.27	5,473,767.62	41.3%
Expenditures		Amt Budgeted	March	YTD	Remaining	

6.10

MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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001 General Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
511 Clerk & City Council					
511 60 10 00 Salaries & Wages	148,222.20	12,635.75	36,662.86	111,559.34	75.3%
511 60 11 00 Overtime	510.00	0.00	0.00	510.00	100.0%
511 60 20 00 Social Security	11,339.00	963.73	2,796.00	8,543.00	75.3%
511 60 21 00 Retirement	10,586.43	923.75	2,685.60	7,900.83	74.6%
511 60 22 00 Medical Benefits	15,860.39	1,399.95	4,199.85	11,660.54	73.5%
511 60 23 00 L & I	1,824.00	0.00	76.65	1,747.35	95.8%
511 60 24 00 Unemployment & PFMLA	206.56	0.00	51.43	155.13	75.1%
511 60 31 00 Supplies	1,000.00	88.17	126.68	873.32	87.3%
511 60 35 00 Small Equipment	1,500.00	0.00	0.00	1,500.00	100.0%
511 60 41 00 Professional Services	198,000.00	249.68	249.68	197,750.32	99.9%
511 60 42 00 Communications	500.00	198.14	198.14	301.86	60.4%
511 60 44 00 Advertising	3,000.00	416.13	853.71	2,146.29	71.5%
511 60 49 00 Miscellaneous	500.00	0.00	0.00	500.00	100.0%
511 60 49 01 Meetings, Training & Travel	3,500.00	2,601.31	2,817.53	682.47	19.5%
511 60 49 06 Dues	500.00	65.00	95.00	405.00	81.0%
514 40 41 05 Election Service	3,500.00	0.00	3,995.56	(495.56)	0.0%
514 40 41 06 Voter Registration Service	10,000.00	0.00	9,686.38	313.62	3.1%
511 Clerk & City Council	410,548.58	19,541.61	64,495.07	346,053.51	84.3%

512 Judicial

512 52 49 01 Cascade Court Costs	17,000.00	682.17	1,721.33	15,278.67	89.9%
512 Judicial	17,000.00	682.17	1,721.33	15,278.67	89.9%

513 Executive Activities

513 10 10 00 Salaries & Wages	180,667.23	23,310.20	40,606.30	140,060.93	77.5%
513 10 20 00 Social Security	12,596.74	1,783.22	3,100.39	9,496.35	75.4%
513 10 21 00 Retirement	15,023.45	1,294.82	2,496.90	12,526.55	83.4%
513 10 22 00 Medical Benefits	28,739.46	1,172.31	3,882.42	24,857.04	86.5%
513 10 23 00 L & I	456.00	0.00	57.70	398.30	87.3%
513 10 24 00 Unemployment & PFMLA	316.84	0.00	66.21	250.63	79.1%
513 10 31 00 Supplies	500.00	0.00	0.00	500.00	100.0%
513 10 41 00 Professional Services	5,000.00	1,886.84	4,550.83	449.17	9.0%
513 10 42 00 Communications	700.00	42.12	84.24	615.76	88.0%
513 10 49 00 Miscellaneous	500.00	0.00	0.00	500.00	100.0%
513 10 49 01 Meetings, Training & Travel	2,500.00	171.50	171.50	2,328.50	93.1%
513 10 49 02 Volunteer Appreciation	3,000.00	0.00	0.00	3,000.00	100.0%
513 Executive Activities	249,999.72	29,661.01	55,016.49	194,983.23	78.0%

514 Administration

514 23 10 00 Salaries & Wages	495,834.72	40,844.70	125,175.73	370,658.99	74.8%
514 23 10 99 Salaries Indirect Cost Allocation	(264,682.00)	0.00	(56,538.00)	(208,144.00)	0.0%
514 23 11 00 Overtime	1,500.00	0.00	0.00	1,500.00	100.0%
514 23 20 00 Social Security	37,883.61	3,084.07	9,451.49	28,432.12	75.1%
514 23 21 00 Retirement	55,459.93	4,539.21	13,783.35	41,676.58	75.1%
514 23 22 00 Medical Benefits	113,999.48	9,639.88	29,881.82	84,117.66	73.8%
514 23 22 99 Benefits Indirect Cost Allocation	(118,606.00)	0.00	(22,955.00)	(95,651.00)	0.0%
514 23 23 00 L & I	1,140.00	0.00	263.18	876.82	76.9%
514 23 23 01 Awc Retro Program	1,720.00	0.00	0.00	1,720.00	100.0%
514 23 24 00 Unemployment & PFMLA	1,003.89	0.00	229.30	774.59	77.2%

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MONTHLY EXPENSE & REVENUE REPORT

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001 General Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
514 Administration						
514 23 31 00	Supplies	3,000.00	233.42	370.44	2,629.56	87.7%
514 23 31 99	Supplies Indirect Cost Allocation	(9,775.00)	0.00	(6,706.00)	(3,069.00)	0.0%
514 23 35 00	Small Equipment	1,000.00	2,454.61	2,454.61	(1,454.61)	0.0%
514 23 41 00	Professional Services	46,450.00	3,895.73	20,049.24	26,400.76	56.8%
514 23 41 04	Clean Sweep- Clean Up Day	5,100.00	0.00	0.00	5,100.00	100.0%
514 23 41 07	State Audit	35,000.00	19,702.52	31,486.67	3,513.33	10.0%
514 23 41 99	Services Indirect Cost Allocation	(304,971.00)	0.00	(66,887.00)	(238,084.00)	0.0%
514 23 42 00	Communications	2,500.00	135.24	1,693.34	806.66	32.3%
514 23 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
514 23 45 00	Operating Rentals	16,500.00	433.87	779.64	15,720.36	95.3%
514 23 48 00	Repair/maintenance	4,000.00	0.00	0.00	4,000.00	100.0%
514 23 49 00	Miscellaneous	200.00	0.00	0.00	200.00	100.0%
514 23 49 01	Meetings, Training & Travel	5,500.00	511.94	511.94	4,988.06	90.7%
514 23 49 05	Credit Card Bank Fees	12,000.00	181.11	778.92	11,221.08	93.5%
514 23 49 06	Dues	1,100.00	165.00	315.00	785.00	71.4%
514 Administration		143,357.63	85,821.30	84,138.67	59,218.96	41.3%
515 Legal Services						
515 41 41 21	External Legal Services-Advice	105,000.00	9,979.80	23,606.60	81,393.40	77.5%
515 45 41 22	External Legal Serv-Claims & Litigation	12,500.00	0.00	0.00	12,500.00	100.0%
515 93 41 23	Adult Misdemeanor Public Def	34,000.00	2,385.00	2,409.00	31,591.00	92.9%
515 Legal Services		151,500.00	12,364.80	26,015.60	125,484.40	82.8%
518 Centralized Services						
518 30 49 06	Dues	0.00	94.83	101.33	(101.33)	0.0%
000		0.00	94.83	101.33	(101.33)	0.0%
518 10 10 00	Salaries & Wages	63,214.00	5,474.00	10,759.10	52,454.90	83.0%
518 10 20 00	Social Security	4,835.54	414.25	813.87	4,021.67	83.2%
518 10 21 00	Retirement	12,652.97	568.75	1,117.87	11,535.10	91.2%
518 10 22 00	Medical Benefits	12,362.15	1,153.41	2,352.05	10,010.10	81.0%
518 10 23 00	L & I	114.00	0.00	23.77	90.23	79.1%
518 10 24 00	Unemployment & PFMLA	126.42	0.00	30.09	96.33	76.2%
518 10 31 00	Supplies	1,000.00	161.09	161.09	838.91	83.9%
518 10 41 00	Professional Services	6,000.00	274.68	274.68	5,725.32	95.4%
518 10 44 00	Advertsing	10,000.00	0.00	0.00	10,000.00	100.0%
518 10 48 00	Repairs & Maintenance	1,000.00	0.00	0.00	1,000.00	100.0%
518 10 49 01	Meetings, Training & Travel	2,000.00	0.00	0.00	2,000.00	100.0%
518 10 49 02	Training-All EE Annual	5,000.00	0.00	0.00	5,000.00	100.0%
518 10 49 06	Dues	500.00	0.00	0.00	500.00	100.0%
518 10 49 10	Wellness Program	2,000.00	97.29	97.29	1,902.71	95.1%
010 Personnel Services		120,805.08	8,143.47	15,629.81	105,175.27	87.1%
518 30 10 00	Salaries & Wages	88,822.09	4,110.34	13,579.08	75,243.01	84.7%
518 30 11 00	Overtime	415.00	79.20	627.09	(212.09)	0.0%
518 30 20 00	Social Security	3,000.00	319.33	1,082.51	1,917.49	63.9%
518 30 21 00	Retirement	12,000.00	482.08	1,613.54	10,386.46	86.6%
518 30 22 00	Medical Benefits	9,070.00	889.75	2,922.47	6,147.53	67.8%
518 30 23 00	L & I	493.68	0.00	110.98	382.70	77.5%

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001 General Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
518 Centralized Services						
518 30 24 00	Unemployment & PFMLA	77.61	0.00	21.27	56.34	72.6%
518 30 31 00	Supplies	6,500.00	1,581.93	1,958.29	4,541.71	69.9%
518 30 31 05	Uniforms	1,600.00	820.39	892.52	707.48	44.2%
518 30 32 00	Fuel	2,500.00	573.14	1,016.74	1,483.26	59.3%
518 30 35 00	Small Tools & Equipment	450.00	0.00	0.00	450.00	100.0%
518 30 41 00	Professional Services	39,500.00	2,889.11	3,944.25	35,555.75	90.0%
518 30 42 00	Communications	600.00	25.27	50.54	549.46	91.6%
518 30 46 00	Insurance	150,000.00	0.00	178,170.00	(28,170.00)	0.0%
518 30 47 00	Utilities	18,060.00	2,273.03	3,534.85	14,525.15	80.4%
518 30 47 02	Rental Expense	300.00	0.00	0.00	300.00	100.0%
518 30 48 00	Repairs/maintenance	12,000.00	0.00	2,903.48	9,096.52	75.8%
518 30 49 01	Meetings, Training & Travel	2,000.00	15.60	190.82	1,809.18	90.5%
030 Buildings & Grounds		347,388.38	14,059.17	212,618.43	134,769.95	38.8%
518 90 31 90	General Gov't Supplies & Mat'l's	6,000.00	600.05	1,342.54	4,657.46	77.6%
518 90 35 90	Other General Governmental Services (SA) - Small Tools And Minor Equipment	1,000.00	0.00	0.00	1,000.00	100.0%
518 90 42 00	General Gov't Communications	10,000.00	1,005.00	1,005.00	8,995.00	90.0%
518 90 42 02	Passport Postage	2,000.00	0.00	0.00	2,000.00	100.0%
518 90 49 01	B & O Tax	500.00	5.78	17.54	482.46	96.5%
518 90 49 02	AWC Membership	7,000.00	2,409.88	8,628.88	(1,628.88)	0.0%
518 90 49 03	Puget Sound Regnl Council	2,500.00	0.00	0.00	2,500.00	100.0%
518 90 49 04	SnoCo Tomorrow	1,500.00	0.00	2,022.00	(522.00)	0.0%
518 90 49 05	Puget Sound Clean Air	5,000.00	0.00	5,678.00	(678.00)	0.0%
518 90 49 06	OMWBE	200.00	0.00	0.00	200.00	100.0%
090 General Gov't Services		35,700.00	4,020.71	18,693.96	17,006.04	47.6%
518 Centralized Services		503,893.46	26,318.18	247,043.53	256,849.93	51.0%
521 Law Enforcement						
521 10 10 00	Salaries & Wages	146,926.29	12,064.50	39,056.48	107,869.81	73.4%
521 10 11 00	Overtime	1,000.00	0.00	0.00	1,000.00	100.0%
521 10 20 00	Social Security	11,316.36	922.94	2,986.66	8,329.70	73.6%
521 10 21 00	Retirement	18,030.45	1,464.31	4,644.09	13,386.36	74.2%
521 10 22 00	Medical Benefits	41,903.52	4,312.36	13,349.43	28,554.09	68.1%
521 10 23 00	L & I	456.00	0.00	114.47	341.53	74.9%
521 10 24 00	Unemployment & PFMLA	295.86	0.00	73.64	222.22	75.1%
521 10 31 00	Supplies	2,500.00	127.87	127.87	2,372.13	94.9%
521 10 31 01	Supplies - Nat'l Night Out	4,000.00	0.00	0.00	4,000.00	100.0%
521 10 31 02	Training Supplies	275.00	0.00	0.00	275.00	100.0%
521 10 32 00	Fuel	175.00	0.00	0.00	175.00	100.0%
521 10 35 01	Uniforms	450.00	0.00	36.07	413.93	92.0%
521 10 41 00	Professional Services	400.00	22.39	44.78	355.22	88.8%
521 10 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
521 10 45 00	Rentals And Leases	500.00	0.00	0.00	500.00	100.0%
521 10 47 00	Utilities	10,100.00	2,066.47	2,906.53	7,193.47	71.2%
521 10 48 03	Repair\maintenance	1,000.00	0.00	0.00	1,000.00	100.0%
521 10 49 00	Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.0%
521 10 49 02	Dues	700.00	175.00	175.00	525.00	75.0%
521 10 49 03	Meeting, Training & Travel	2,000.00	259.00	259.00	1,741.00	87.1%

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001 General Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
521 Law Enforcement					
521 10 49 06 Narcotics Task Force	1,360.00	0.00	0.00	1,360.00	100.0%
521 10 49 07 Intergovernmental Agreements	2,111,430.00	351,905.00	351,905.00	1,759,525.00	83.3%
521 10 49 08 Sno911&SERS (wasDispatch)	109,841.00	0.00	18,306.84	91,534.16	83.3%
521 10 49 10 Animal Control	3,630.00	0.00	175.88	3,454.12	95.2%
521 Law Enforcement	2,469,789.48	373,319.84	434,161.74	2,035,627.74	82.4%

522 Fire Control

522 22 49 03 Administrative Service Contract	50,000.00	0.00	0.00	50,000.00	100.0%
522 Fire Control	50,000.00	0.00	0.00	50,000.00	100.0%

523 Jail Costs

523 50 49 03 County Jail	55,000.00	2,956.32	8,614.90	46,385.10	84.3%
523 Jail Costs	55,000.00	2,956.32	8,614.90	46,385.10	84.3%

525 Emergency Services

525 10 49 03 Emergency Services-SnoCo DEM	10,110.00	0.00	2,909.25	7,200.75	71.2%
525 Emergency Services	10,110.00	0.00	2,909.25	7,200.75	71.2%

551 Public Housing Services

551 10 49 09 Resource Cntr-Housing	65,000.00	0.00	9,844.42	55,155.58	84.9%
551 10 49 10 Alliance For Housing Authority	1,740.00	0.00	0.00	1,740.00	100.0%
551 Public Housing Services	66,740.00	0.00	9,844.42	56,895.58	85.2%

558 Community Planning & Economic Development

558 60 10 00 Salaries & Wages	497,267.74	41,337.47	127,895.39	369,372.35	74.3%
558 60 11 00 Overtime	900.00	342.30	500.23	399.77	44.4%
558 60 20 00 Social Security	37,594.52	3,182.57	9,820.65	27,773.87	73.9%
558 60 21 00 Retirement	53,586.45	4,521.43	13,619.81	39,966.64	74.6%
558 60 22 00 Medical Benefits	84,744.11	6,737.49	21,538.14	63,205.97	74.6%
558 60 23 00 L & I	1,872.00	0.00	333.66	1,538.34	82.2%
558 60 24 00 Unemployment & PFMLA	996.33	0.00	230.53	765.80	76.9%
558 60 31 00 Supplies	4,000.00	2,708.72	2,708.72	1,291.28	32.3%
558 60 32 00 Fuel	875.00	48.72	59.31	815.69	93.2%
558 60 35 00 Small Equipment	1,500.00	0.00	0.00	1,500.00	100.0%
558 60 41 00 Professional Services	479,500.00	23,475.68	48,060.82	431,439.18	90.0%
558 60 41 09 Prof Serv-Reimbursable	35,500.00	1,983.00	2,905.50	32,594.50	91.8%
558 60 42 00 Communications	2,000.00	130.15	260.30	1,739.70	87.0%
558 60 44 00 Advertising	4,000.00	501.93	630.63	3,369.37	84.2%
558 60 45 00 Rentals	3,600.00	0.00	0.00	3,600.00	100.0%
558 60 48 00 Repairs & Maintenance	1,200.00	785.88	785.88	414.12	34.5%
558 60 49 00 Meetings, Training & Travel	6,000.00	2,220.34	2,220.34	3,779.66	63.0%
558 60 49 02 Dues	13,500.00	0.00	0.00	13,500.00	100.0%
060 Community Development	1,228,636.15	87,975.68	231,569.91	997,066.24	81.2%
558 70 10 00 Salaries & Wages	98,066.81	8,165.33	23,969.66	74,097.15	75.6%
558 70 20 00 Social Security	7,502.11	624.65	1,833.69	5,668.42	75.6%

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001 General Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
558 Community Planning & Economic Development					
558 70 21 00 Retirement	10,051.85	848.38	2,490.45	7,561.40	75.2%
558 70 22 00 Medical Benefits	23,857.20	1,635.91	6,293.73	17,563.47	73.6%
558 70 23 00 L & I	228.00	0.00	58.20	169.80	74.5%
558 70 24 00 Unemployment & PFMLA	196.13	0.00	45.84	150.29	76.6%
558 70 31 00 Supplies	1,000.00	0.00	0.00	1,000.00	100.0%
558 70 35 00 Small Equipment	1,500.00	0.00	0.00	1,500.00	100.0%
558 70 41 00 Professional Services	100,000.00	749.06	749.06	99,250.94	99.3%
558 70 42 00 Communications	1,500.00	42.12	84.24	1,415.76	94.4%
558 70 44 00 Advertising	500.00	0.00	0.00	500.00	100.0%
558 70 48 00 Repair & Maintenance	500.00	0.00	0.00	500.00	100.0%
558 70 49 00 Meetings, Training & Travel	1,500.00	51.97	51.97	1,448.03	96.5%
558 70 49 02 Dues	2,000.00	0.00	0.00	2,000.00	100.0%
558 70 49 03 Printing	1,000.00	0.00	0.00	1,000.00	100.0%
070 Economic Development	249,402.10	12,117.42	35,576.84	213,825.26	85.7%
558 Community Planning & Economic	1,478,038.25	100,093.10	267,146.75	1,210,891.50	81.9%

566 Substance Abuse

566 00 49 05 Liquor Board Excise Tax	1,602.00	588.03	588.03	1,013.97	63.3%
566 Substance Abuse	1,602.00	588.03	588.03	1,013.97	63.3%

569 Aging And Disability Services

569 10 49 08 Sr Center LEAP	60,000.00	10,000.00	10,000.00	50,000.00	83.3%
569 Aging And Disability Services	60,000.00	10,000.00	10,000.00	50,000.00	83.3%

572 Libraries

572 10 47 00 Utilities	12,360.00	1,749.94	2,308.81	10,051.19	81.3%
572 10 48 00 Repair/maintenance	2,500.00	0.00	0.00	2,500.00	100.0%
572 Libraries	14,860.00	1,749.94	2,308.81	12,551.19	84.5%

576 Park Facilities

576 80 10 00 Salaries & Wages	299,594.32	23,695.59	72,241.46	227,352.86	75.9%
576 80 11 00 Overtime	2,685.80	169.48	1,077.45	1,608.35	59.9%
576 80 20 00 Social Security	22,968.04	1,808.74	5,556.24	17,411.80	75.8%
576 80 21 00 Retirement	35,555.09	2,774.46	8,482.09	27,073.00	76.1%
576 80 22 00 Medical Benefits	63,360.24	5,825.55	17,906.63	45,453.61	71.7%
576 80 23 00 L & I	3,569.28	0.00	695.81	2,873.47	80.5%
576 80 24 00 Unemployment & PFMLA	640.63	0.00	128.23	512.40	80.0%
576 80 31 00 Supplies	25,025.00	1,733.71	2,515.04	22,509.96	89.9%
576 80 32 00 Fuel	8,200.00	779.06	1,354.97	6,845.03	83.5%
576 80 35 00 Small Equipment	5,050.00	0.00	0.00	5,050.00	100.0%
576 80 35 01 Uniforms	1,600.00	633.09	633.09	966.91	60.4%
576 80 41 00 Professional Services	19,540.00	2,898.30	7,894.47	11,645.53	59.6%
576 80 42 00 Communications	1,500.00	202.17	404.34	1,095.66	73.0%
576 80 45 06 Rent	2,500.00	5.55	37.52	2,462.48	98.5%
576 80 47 00 Utilities	22,750.00	3,505.35	4,470.18	18,279.82	80.4%
576 80 48 00 Repair/maintenance	18,000.00	13.13	339.83	17,660.17	98.1%
576 80 49 01 Meetings, Training & Travel	1,250.00	179.94	675.18	574.82	46.0%

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MONTHLY EXPENSE & REVENUE REPORT

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001 General Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
576 Park Facilities					
576 Park Facilities	533,788.40	44,224.12	124,412.53	409,375.87	76.7%
580 Non Expenditures					
582 30 00 01 Court Collections	0.00	1,018.68	1,018.68	(1,018.68)	0.0%
589 90 00 01 Payroll EE Deductions Clearing	0.00	(2,489.74)	(1,642.97)	1,642.97	100.0%
589 90 00 02 Payroll Draw Clearing	0.00	(550.00)	750.00	(750.00)	0.0%
580 Non Expenditures	0.00	(2,021.06)	125.71	(125.71)	0.0%
591 Debt Service					
591 18 70 00 Leases	0.00	1,405.71	2,001.37	(2,001.37)	0.0%
591 58 70 00 Leases	0.00	0.00	583.26	(583.26)	0.0%
591 76 70 00 Leases	0.00	0.00	93.27	(93.27)	0.0%
591 Debt Service	0.00	1,405.71	2,677.90	(2,677.90)	0.0%
594 Capital Expenditures					
594 18 64 01 Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	100.0%
594 Capital Expenditures	25,000.00	0.00	0.00	25,000.00	100.0%
597 Interfund Transfers					
597 00 00 01 Transfer To 101-Share Of St Lighting	370,000.00	0.00	370,000.00	0.00	0.0%
597 00 01 07 Transfer To Equip Replacemen	80,165.00	0.00	80,165.00	0.00	0.0%
597 00 01 15 Transfer Out To Tourism & Promotion DSC	80,000.00	0.00	80,000.00	0.00	0.0%
597 01 01 09 Trfr Out-contingency Fund (1	138,000.00	0.00	69,000.00	69,000.00	50.0%
597 01 01 10 Transfer To Build Impr Fund	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
597 01 03 00 Transfer Out To Streets 103	1,190,000.00	0.00	1,190,000.00	0.00	0.0%
597 01 04 21 Trsfr Out To Water Operating	110,000.00	0.00	110,000.00	0.00	0.0%
597 05 01 04 Transfer Out To Parks Improvement	1,500,000.00	0.00	1,500,000.00	0.00	0.0%
597 10 04 11 Transfer To Drainage Constr	150,000.00	0.00	150,000.00	0.00	0.0%
597 Interfund Transfers	4,618,165.00	0.00	4,549,165.00	69,000.00	1.5%
999 Ending Balance					
508 91 00 01 Unassigned End Cash & Invest	2,391,374.37	0.00	0.00	2,391,374.37	100.0%
508 91 00 02 Unassigned End Cash & Invest	590.00	0.00	0.00	590.00	100.0%
999 Ending Balance	2,391,964.37	0.00	0.00	2,391,964.37	100.0%
Fund Expenditures:	13,251,356.89	706,705.07	5,890,385.73	7,360,971.16	55.5%
Fund Excess/(Deficit):	0.00	(313,196.67)	1,887,203.54		

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101 Street Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
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308 Beginning Balances

308 51 01 01	Assigned Beg Cash & Invest	310,817.00	0.00	310,817.14	(0.14)	0.0%
308 Beginning Balances		310,817.00	0.00	310,817.14	(0.14)	0.0%

320 Licenses & Permits

321 91 00 10	WM - Street Maintenance Fee	20,000.00	2,073.57	4,252.66	15,747.34	78.7%
320 Licenses & Permits		20,000.00	2,073.57	4,252.66	15,747.34	78.7%

330 Intergovernmental Revenues

336 00 71 00	Multimodal Transportation	11,000.00	2,728.52	2,728.52	8,271.48	75.2%
336 00 87 00	Mvft Unrestricted Fuel Tax	161,500.00	13,196.61	35,647.39	125,852.61	77.9%
330 Intergovernmental Revenues		172,500.00	15,925.13	38,375.91	134,124.09	77.8%

340 Charges For Services

344 10 00 01	Misc. Charges For Services	0.00	0.00	404.17	(404.17)	0.0%
340 Charges For Services		0.00	0.00	404.17	(404.17)	0.0%

360 Misc Revenues

361 11 01 01	State Pool/cd Interest	2,000.00	2,748.91	3,705.14	(1,705.14)	0.0%
360 Misc Revenues		2,000.00	2,748.91	3,705.14	(1,705.14)	0.0%

397 Interfund Transfers

397 00 00 00	Transfer In From GF	370,000.00	0.00	370,000.00	0.00	0.0%
397 Interfund Transfers		370,000.00	0.00	370,000.00	0.00	0.0%

Fund Revenues:	875,317.00	20,747.61	727,555.02	147,761.98	16.9%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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542 Streets - Maintenance

542 30 10 00	Salaries & Wages	298,505.88	23,633.77	68,233.65	230,272.23	77.1%
542 30 10 99	Engineering Sal & Ben Allocation	(88,000.00)	0.00	0.00	(88,000.00)	0.0%
542 30 11 00	Overtime	1,705.00	256.21	1,864.00	(159.00)	0.0%
542 30 20 00	Social Security	22,365.77	1,819.13	5,335.38	17,030.39	76.1%
542 30 21 00	Retirement	31,126.03	2,581.16	7,755.48	23,370.55	75.1%
542 30 22 00	Medical Benefits	65,766.41	5,290.24	16,302.46	49,463.95	75.2%
542 30 23 00	L & I	2,945.16	0.00	553.22	2,391.94	81.2%
542 30 24 00	Unemployment & PFMLA	599.43	0.00	133.13	466.30	77.8%
542 30 31 00	Supplies	38,511.25	12,912.72	25,646.79	12,864.46	33.4%
542 30 31 03	Uniforms	1,680.00	898.18	972.50	707.50	42.1%
542 30 32 00	Fuel	6,562.35	591.62	1,060.29	5,502.06	83.8%
542 30 35 00	Small Tools & Equipment	1,942.50	0.00	136.62	1,805.88	93.0%
542 30 41 00	Professional Services	25,508.25	1,660.18	8,376.01	17,132.24	67.2%
542 30 42 00	Communications	1,200.60	93.20	177.44	1,023.16	85.2%
542 30 45 00	Rentals	1,800.90	0.00	1,178.77	622.13	34.5%
542 30 46 00	Insurance	22,000.00	0.00	24,944.00	(2,944.00)	0.0%
542 30 47 00	Utilities	68,533.25	6,322.77	11,562.27	56,970.98	83.1%

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101 Street Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
542 Streets - Maintenance						
542 30 48 00	Repair/maintenance	75,020.00	4,877.71	6,807.49	68,212.51	90.9%
542 30 48 01	SnoCo PW Striping	18,008.00	0.00	0.00	18,008.00	100.0%
542 30 49 01	Meetings, Training & Travel	2,500.75	33.30	282.66	2,218.09	88.7%
542 30 49 03	Dues	100.00	0.00	9.25	90.75	90.8%
542 Streets - Maintenance		598,381.53	60,970.19	181,331.41	417,050.12	69.7%
591 Debt Service						
591 95 70 00	Leases	0.00	0.00	93.27	(93.27)	0.0%
591 Debt Service		0.00	0.00	93.27	(93.27)	0.0%
597 Interfund Transfers						
597 01 01 07	Transfer Out To Equip Resrv	82,500.00	0.00	41,250.00	41,250.00	50.0%
597 Interfund Transfers		82,500.00	0.00	41,250.00	41,250.00	50.0%
999 Ending Balance						
508 51 01 01	Assigned End Cash & Invest	194,435.47	0.00	0.00	194,435.47	100.0%
999 Ending Balance		194,435.47	0.00	0.00	194,435.47	100.0%
Fund Expenditures:		875,317.00	60,970.19	222,674.68	652,642.32	74.6%
Fund Excess/(Deficit):		0.00	(40,222.58)	504,880.34		

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102 Street Impact Fee Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 01 02	Restricted Beg Cash & Invest	984,791.00	0.00	984,791.45	(0.45)	0.0%
308 Beginning Balances		984,791.00	0.00	984,791.45	(0.45)	0.0%

340 Charges For Services

345 85 01 02	Street Impact Fees	35,239.00	3,523.39	7,331.07	27,907.93	79.2%
340 Charges For Services		35,239.00	3,523.39	7,331.07	27,907.93	79.2%

360 Misc Revenues

361 11 01 02	State Pool/cd Interest	7,000.00	3,683.27	7,204.47	(204.47)	0.0%
360 Misc Revenues		7,000.00	3,683.27	7,204.47	(204.47)	0.0%

Fund Revenues:	1,027,030.00	7,206.66	999,326.99	27,703.01	2.7%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 01 01 03	Transfer Out To St Const (103)	605,000.00	0.00	302,500.00	302,500.00	50.0%
597 Interfund Transfers		605,000.00	0.00	302,500.00	302,500.00	50.0%

999 Ending Balance

508 31 01 02	Restricted End Cash & Invest	422,030.00	0.00	0.00	422,030.00	100.0%
999 Ending Balance		422,030.00	0.00	0.00	422,030.00	100.0%

Fund Expenditures:	1,027,030.00	0.00	302,500.00	724,530.00	70.5%
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Fund Excess/(Deficit):	0.00	7,206.66	696,826.99
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103 Street Construction Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances					
308 31 01 03 Restricted Beg Cash & Invest	106,828.00	0.00	106,828.00	0.00	0.0%
308 51 01 03 Assigned Beg Cash & Invest	448,333.00	0.00	448,333.39	(0.39)	0.0%
308 Beginning Balances	555,161.00	0.00	555,161.39	(0.39)	0.0%

330 Intergovernmental Revenues

333 20 00 04 RTCC - Viking Way	890,000.00	0.00	0.00	890,000.00	100.0%
334 03 80 07 Transportation Improvement Board (TIB)	329,500.00	0.00	0.00	329,500.00	100.0%
330 Intergovernmental Revenues	1,219,500.00	0.00	0.00	1,219,500.00	100.0%

360 Misc Revenues

361 11 01 03 State Pool/cd Interest	11,900.00	16,169.55	18,240.40	(6,340.40)	0.0%
360 Misc Revenues	11,900.00	16,169.55	18,240.40	(6,340.40)	0.0%

397 Interfund Transfers

397 01 01 02 Transfer In From St Impact (102)	605,000.00	0.00	302,500.00	302,500.00	50.0%
397 01 01 03 Transfer From TBD	700,000.00	0.00	350,000.00	350,000.00	50.0%
397 01 03 01 Transfer In From GF	1,190,000.00	0.00	1,190,000.00	0.00	0.0%
397 01 04 12 Transfer In From Drainage PIF	0.00	0.00	40,500.00	(40,500.00)	0.0%
397 04 01 21 Transfer In From Reet (121)	1,200,000.00	0.00	600,000.00	600,000.00	50.0%
397 Interfund Transfers	3,695,000.00	0.00	2,483,000.00	1,212,000.00	32.8%

Fund Revenues:	5,481,561.00	16,169.55	3,056,401.79	2,425,159.21	44.2%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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594 Capital Expenditures

595 10 61 06 Sidewalk Installation	465,000.00	0.00	0.00	465,000.00	100.0%
595 10 63 08 Viking Way Eng	286,000.00	180.71	180.71	285,819.29	99.9%
595 10 63 09 Viking Way ROW	300,000.00	1,668.38	1,668.38	298,331.62	99.4%
595 30 63 13 Viking Way Construction	450,000.00	0.00	0.00	450,000.00	100.0%
595 30 63 28 92nd Ave Sidewalk	0.00	0.00	4,225.00	(4,225.00)	0.0%
595 30 63 36 80th Ave Reconstruction (phase one)	1,400,000.00	0.00	0.00	1,400,000.00	100.0%
595 30 63 49 City Beautification	75,000.00	1,652.50	22,643.25	52,356.75	69.8%
595 30 63 53 Twin City Mile Dwntrwn Reno Proj	1,616,000.00	24,052.90	24,097.90	1,591,902.10	98.5%
595 30 63 56 Overlay & ADA Improvements	388,800.00	0.00	0.00	388,800.00	100.0%
594 Capital Expenditures	4,980,800.00	27,554.49	52,815.24	4,927,984.76	98.9%

999 Ending Balance

508 51 01 03 Assigned End Cash & Invest	500,761.00	0.00	0.00	500,761.00	100.0%
999 Ending Balance	500,761.00	0.00	0.00	500,761.00	100.0%

Fund Expenditures:	5,481,561.00	27,554.49	52,815.24	5,428,745.76	99.0%
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103 Street Construction Fund

Fund Excess/(Deficit):	0.00	(11,384.94)	3,003,586.55
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104 Park And Trail Improvement Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances					
308 31 01 04 Restricted Beg Cash & Invest	291,386.00	0.00	291,386.00	0.00	0.0%
308 51 01 04 Assigned Beg Cash & Invest	1,427,379.00	0.00	1,427,378.50	0.50	0.0%
308 Beginning Balances	1,718,765.00	0.00	1,718,764.50	0.50	0.0%

330 Intergovernmental Revenues

334 02 70 72 RCO	500,000.00	0.00	0.00	500,000.00	100.0%
334 03 10 10 DOE-Floodplains By Design	485,000.00	0.00	0.00	485,000.00	100.0%
334 04 20 04 DOC	927,160.00	0.00	0.00	927,160.00	100.0%
337 00 00 04 Grant Sno-Co (Church Creek)	305,000.00	0.00	0.00	305,000.00	100.0%
330 Intergovernmental Revenues	2,217,160.00	0.00	0.00	2,217,160.00	100.0%

360 Misc Revenues

361 11 01 04 State Pool/cd Interest	1,500.00	19,700.69	26,160.95	(24,660.95)	0.0%
362 00 01 04 Rents And Leases	12,000.00	0.00	600.00	11,400.00	95.0%
360 Misc Revenues	13,500.00	19,700.69	26,760.95	(13,260.95)	0.0%

397 Interfund Transfers

397 00 10 06 Transfer In From Park Impact Fees	50,000.00	0.00	25,000.00	25,000.00	50.0%
397 00 10 20 Transfer In From REET (120)	800,000.00	0.00	400,000.00	400,000.00	50.0%
397 04 01 08 Transfer In from TBD (108)	100,000.00	0.00	50,000.00	50,000.00	50.0%
397 05 00 01 Transfer In From Gen Fund	1,500,000.00	0.00	1,500,000.00	0.00	0.0%
397 Interfund Transfers	2,450,000.00	0.00	1,975,000.00	475,000.00	19.4%

Fund Revenues:	6,399,425.00	19,700.69	3,720,525.45	2,678,899.55	41.9%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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580 Non Expenditures

582 10 01 04 Refund Of Deposits	0.00	500.00	1,200.00	(1,200.00)	0.0%
580 Non Expenditures	0.00	500.00	1,200.00	(1,200.00)	0.0%

594 Capital Expenditures

594 76 61 01 Hamilton	0.00	175.00	175.00	(175.00)	0.0%
594 76 61 21 Hamilton Improvements	1,000,000.00	0.00	0.00	1,000,000.00	100.0%
594 76 63 03 Downtown Park	100,000.00	500.00	500.00	99,500.00	99.5%
594 76 63 05 Johnson Farm Improvements	485,000.00	62,618.06	62,618.06	422,381.94	87.1%
594 76 63 06 Raplee Property Eval	85,000.00	3,435.00	3,435.00	81,565.00	96.0%
594 76 63 07 Cedarhome Area Park	70,000.00	0.00	0.00	70,000.00	100.0%
594 76 63 18 Heritage Park Improvemments	400,000.00	74,296.89	78,533.68	321,466.32	80.4%
594 76 63 19 Stanwood Port Susan Trail	1,838,000.00	36,427.36	47,030.70	1,790,969.30	97.4%
594 76 63 20 Downtown Park	0.00	22,373.39	23,743.39	(23,743.39)	0.0%
594 76 63 22 Church Creek	240,000.00	55,602.01	55,607.18	184,392.82	76.8%
594 Capital Expenditures	4,218,000.00	255,427.71	271,643.01	3,946,356.99	93.6%

999 Ending Balance 6.22

508 51 01 04 Assigned End Cash & Invest	2,181,425.00	0.00	0.00	2,181,425.00	100.0%
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104 Park And Trail Improvement Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	2,181,425.00	0.00	0.00	2,181,425.00	100.0%
Fund Expenditures:	6,399,425.00	255,927.71	272,843.01	6,126,581.99	95.7%
Fund Excess/(Deficit):	0.00	(236,227.02)	3,447,682.44		

MONTHLY EXPENSE & REVENUE REPORT

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106 Park Impact Fees

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 01 06	Restricted Beg Cash & Invest	95,294.00	0.00	95,294.02	(0.02)	0.0%
308 Beginning Balances		95,294.00	0.00	95,294.02	(0.02)	0.0%

340 Charges For Services

345 85 01 06	Park Impact Fees	70,440.00	1,936.00	9,680.00	60,760.00	86.3%
340 Charges For Services		70,440.00	1,936.00	9,680.00	60,760.00	86.3%

360 Misc Revenues

361 11 01 06	State Pool/cd Interest	600.00	418.59	752.35	(152.35)	0.0%
360 Misc Revenues		600.00	418.59	752.35	(152.35)	0.0%

Fund Revenues:	166,334.00	2,354.59	105,726.37	60,607.63	36.4%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 00 00 04	Transfer To Park Improvement	50,000.00	0.00	25,000.00	25,000.00	50.0%
597 Interfund Transfers		50,000.00	0.00	25,000.00	25,000.00	50.0%

999 Ending Balance

508 31 01 06	Restricted End Cash & Invest	116,334.00	0.00	0.00	116,334.00	100.0%
999 Ending Balance		116,334.00	0.00	0.00	116,334.00	100.0%

Fund Expenditures:	166,334.00	0.00	25,000.00	141,334.00	85.0%
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Fund Excess/(Deficit):	0.00	2,354.59	80,726.37
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107 Equipment Reserve Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 01 07	Assigned Beg Cash & Invest	656,076.00	0.00	656,076.41	(0.41)	0.0%
	308 Beginning Balances	656,076.00	0.00	656,076.41	(0.41)	0.0%

360 Misc Revenues

361 11 01 07	State Pool/cd Interest	4,900.00	4,165.15	6,513.40	(1,613.40)	0.0%
	360 Misc Revenues	4,900.00	4,165.15	6,513.40	(1,613.40)	0.0%

390 Other Revenues

395 10 01 07	Proceeds From Sales Of Asset	20,000.00	0.00	0.00	20,000.00	100.0%
	390 Other Revenues	20,000.00	0.00	0.00	20,000.00	100.0%

397 Interfund Transfers

397 01 00 01	Transfer In From GF	80,165.00	0.00	80,165.00	0.00	0.0%
397 01 01 01	Transfer In From Streets	82,500.00	0.00	41,250.00	41,250.00	50.0%
	397 Interfund Transfers	162,665.00	0.00	121,415.00	41,250.00	25.4%

Fund Revenues:	843,641.00	4,165.15	784,004.81	59,636.19	7.1%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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594 Capital Expenditures

594 18 64 08	Machinery & Equipment - Parks	75,000.00	22,439.12	22,439.12	52,560.88	70.1%
594 18 64 09	Machinery & Equipment - Street	92,298.00	0.00	0.00	92,298.00	100.0%
594 18 64 10	Machinery & Equipment - B&G	19,000.00	0.00	0.00	19,000.00	100.0%
	594 Capital Expenditures	186,298.00	22,439.12	22,439.12	163,858.88	88.0%

999 Ending Balance

508 51 01 07	Assigned End Cash & Invest	657,343.00	0.00	0.00	657,343.00	100.0%
	999 Ending Balance	657,343.00	0.00	0.00	657,343.00	100.0%

Fund Expenditures:	843,641.00	22,439.12	22,439.12	821,201.88	97.3%
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Fund Excess/(Deficit):	0.00	(18,273.97)	761,565.69
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108 Transportation Sales Tax Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 01 08	Restricted Beg Cash & Invest	470,300.00	0.00	470,299.72	0.28	0.0%
308 Beginning Balances		470,300.00	0.00	470,299.72	0.28	0.0%

310 Taxes

313 21 01 08	Public Transportation Systems Sales Tax	477,360.00	41,742.45	139,313.33	338,046.67	70.8%
310 Taxes		477,360.00	41,742.45	139,313.33	338,046.67	70.8%

360 Misc Revenues

361 11 01 08	State Pool/cd Interest	7,500.00	905.73	2,617.25	4,882.75	65.1%
360 Misc Revenues		7,500.00	905.73	2,617.25	4,882.75	65.1%

Fund Revenues:	955,160.00	42,648.18	612,230.30	342,929.70	35.9%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 04 01 04	Transfer to Park & Trail Impr (104)	100,000.00	0.00	50,000.00	50,000.00	50.0%
597 07 03 07	Transfer To Street Construction	700,000.00	0.00	350,000.00	350,000.00	50.0%
597 Interfund Transfers		800,000.00	0.00	400,000.00	400,000.00	50.0%

999 Ending Balance

508 31 01 08	Restricted End Cash & Invest	155,160.00	0.00	0.00	155,160.00	100.0%
999 Ending Balance		155,160.00	0.00	0.00	155,160.00	100.0%

Fund Expenditures:	955,160.00	0.00	400,000.00	555,160.00	58.1%
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Fund Excess/(Deficit):	0.00	42,648.18	212,230.30
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109 Contingency Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 01 09	Assigned Beg Cash & Invest	478,354.00	0.00	478,353.69	0.31	0.0%
	308 Beginning Balances	478,354.00	0.00	478,353.69	0.31	0.0%

360 Misc Revenues

361 11 01 09	State Pool/cd Interest	4,000.00	2,932.59	4,644.74	(644.74)	0.0%
	360 Misc Revenues	4,000.00	2,932.59	4,644.74	(644.74)	0.0%

397 Interfund Transfers

397 02 00 01	Transfer In From General Fun	138,000.00	0.00	69,000.00	69,000.00	50.0%
	397 Interfund Transfers	138,000.00	0.00	69,000.00	69,000.00	50.0%

Fund Revenues:	620,354.00	2,932.59	551,998.43	68,355.57	11.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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999 Ending Balance

508 51 01 09	Assigned End Cash & Invest	620,354.00	0.00	0.00	620,354.00	100.0%
	999 Ending Balance	620,354.00	0.00	0.00	620,354.00	100.0%

Fund Expenditures:	620,354.00	0.00	0.00	620,354.00	100.0%
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Fund Excess/(Deficit):	0.00	2,932.59	551,998.43
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110 Building Improvement Fund

Revenues	Amt Budgeted	March	YTD	Remaining		
308 Beginning Balances						
308 31 01 10 Restricted Beg Cash & Invest	2,746.00	0.00	2,746.00	0.00	0.0%	
308 51 01 10 Assigned Beg Cash & Invest	2,814,791.00	0.00	2,814,790.93	0.07	0.0%	
308 Beginning Balances	2,817,537.00	0.00	2,817,536.93	0.07	0.0%	

310 Taxes

313 11 01 10 Sales Tax Construction	75,000.00	0.00	0.00	75,000.00	100.0%	
310 Taxes	75,000.00	0.00	0.00	75,000.00	100.0%	

360 Misc Revenues

361 11 01 10 State Pool/cd Interest	10,000.00	20,448.47	30,577.25	(20,577.25)	0.0%	
360 Misc Revenues	10,000.00	20,448.47	30,577.25	(20,577.25)	0.0%	

397 Interfund Transfers

397 04 00 01 Transfer In From General Fund	1,000,000.00	0.00	1,000,000.00	0.00	0.0%	
397 Interfund Transfers	1,000,000.00	0.00	1,000,000.00	0.00	0.0%	

Fund Revenues:	3,902,537.00	20,448.47	3,848,114.18	54,422.82	1.4%	
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Expenditures	Amt Budgeted	March	YTD	Remaining		
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594 Capital Expenditures

594 18 62 11 Police/City Hall Design	180,000.00	10,299.00	10,299.00	169,701.00	94.3%	
594 18 62 13 Police/City Hall Construction	710,000.00	0.00	0.00	710,000.00	100.0%	
594 Capital Expenditures	890,000.00	10,299.00	10,299.00	879,701.00	98.8%	

999 Ending Balance

508 51 01 10 Assigned End Cash & Invest	3,012,537.00	0.00	0.00	3,012,537.00	100.0%	
999 Ending Balance	3,012,537.00	0.00	0.00	3,012,537.00	100.0%	

Fund Expenditures:	3,902,537.00	10,299.00	10,299.00	3,892,238.00	99.7%	
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Fund Excess/(Deficit):	0.00	10,149.47	3,837,815.18			
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115 Tourism And Promotion

Revenues	Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances					
308 51 01 15 Assigned Beg Cash & Invest	48,537.00	0.00	48,537.14	(0.14)	0.0%
308 Beginning Balances	48,537.00	0.00	48,537.14	(0.14)	0.0%

310 Taxes

313 31 00 50 Lodging Tax	1,000.00	27.30	43.94	956.06	95.6%
310 Taxes	1,000.00	27.30	43.94	956.06	95.6%

330 Intergovernmental Revenues

337 00 00 50 Grant Sno-Co DSC	8,000.00	0.00	0.00	8,000.00	100.0%
330 Intergovernmental Revenues	8,000.00	0.00	0.00	8,000.00	100.0%

340 Charges For Services

345 60 00 50 Advertising	1,000.00	0.00	0.00	1,000.00	100.0%
340 Charges For Services	1,000.00	0.00	0.00	1,000.00	100.0%

360 Misc Revenues

367 00 00 50 Donations	1,000.00	0.00	0.00	1,000.00	100.0%
360 Misc Revenues	1,000.00	0.00	0.00	1,000.00	100.0%

397 Interfund Transfers

397 00 01 01 Transfer In From General Fund	80,000.00	0.00	80,000.00	0.00	0.0%
397 Interfund Transfers	80,000.00	0.00	80,000.00	0.00	0.0%

Fund Revenues:	139,537.00	27.30	128,581.08	10,955.92	7.9%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
557 Community Services					
557 30 31 00 Supplies	1,000.00	0.00	0.00	1,000.00	100.0%
557 30 41 00 Professional Services	48,500.00	13,538.00	14,747.00	33,753.00	69.6%
557 30 41 03 Tourism Grants	21,000.00	2,000.00	2,000.00	19,000.00	90.5%
557 30 44 00 Advertising	26,500.00	2,073.05	2,273.05	24,226.95	91.4%
557 30 49 03 Printing	5,000.00	0.00	0.00	5,000.00	100.0%
557 Community Services	102,000.00	17,611.05	19,020.05	82,979.95	81.4%

999 Ending Balance

508 51 01 15 Assigned End Cash & Invest	37,537.00	0.00	0.00	37,537.00	100.0%
999 Ending Balance	37,537.00	0.00	0.00	37,537.00	100.0%

Fund Expenditures:	139,537.00	17,611.05	19,020.05	120,516.95	86.4%
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115 Tourism And Promotion

Fund Excess/(Deficit):	0.00	(17,583.75)	109,561.03
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120 REET - Capital Improvements

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 01 20	Restricted Beg Cash & Invest	1,337,379.00	0.00	1,337,379.35	(0.35)	0.0%
308 Beginning Balances		1,337,379.00	0.00	1,337,379.35	(0.35)	0.0%

310 Taxes

318 34 00 00	REET 1 - 1st Quarter Percent	250,000.00	4,405.50	18,879.30	231,120.70	92.4%
310 Taxes		250,000.00	4,405.50	18,879.30	231,120.70	92.4%

360 Misc Revenues

361 11 01 20	State Pool/cd Interest	12,000.00	5,109.42	9,893.60	2,106.40	17.6%
360 Misc Revenues		12,000.00	5,109.42	9,893.60	2,106.40	17.6%

Fund Revenues:	1,599,379.00	9,514.92	1,366,152.25	233,226.75	14.6%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 00 01 04	Transfer Out To Park Imp (104)	800,000.00	0.00	400,000.00	400,000.00	50.0%
597 Interfund Transfers		800,000.00	0.00	400,000.00	400,000.00	50.0%

999 Ending Balance

508 31 01 20	Restricted End Cash & Invest	799,379.00	0.00	0.00	799,379.00	100.0%
999 Ending Balance		799,379.00	0.00	0.00	799,379.00	100.0%

Fund Expenditures:	1,599,379.00	0.00	400,000.00	1,199,379.00	75.0%
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Fund Excess/(Deficit):	0.00	9,514.92	966,152.25
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121 REET - Growth Management

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 01 21	Restricted Beg Cash & Invest	1,247,636.00	0.00	1,247,636.14	(0.14)	0.0%
308 Beginning Balances		1,247,636.00	0.00	1,247,636.14	(0.14)	0.0%

310 Taxes

318 35 00 00	REET 2 - 2nd Quarter Percent	250,000.00	4,405.50	18,879.30	231,120.70	92.4%
310 Taxes		250,000.00	4,405.50	18,879.30	231,120.70	92.4%

360 Misc Revenues

361 11 01 21	State Pool/cd Interest	6,000.00	3,560.23	8,030.42	(2,030.42)	0.0%
360 Misc Revenues		6,000.00	3,560.23	8,030.42	(2,030.42)	0.0%

Fund Revenues:	1,503,636.00	7,965.73	1,274,545.86	229,090.14	15.2%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 04 01 03	Transfer Out to Street Constr (103)	1,200,000.00	0.00	600,000.00	600,000.00	50.0%
597 Interfund Transfers		1,200,000.00	0.00	600,000.00	600,000.00	50.0%

999 Ending Balance

508 31 01 21	Restricted End Cash & Invest	303,636.00	0.00	0.00	303,636.00	100.0%
999 Ending Balance		303,636.00	0.00	0.00	303,636.00	100.0%

Fund Expenditures:	1,503,636.00	0.00	600,000.00	903,636.00	60.1%
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Fund Excess/(Deficit):	0.00	7,965.73	674,545.86
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205 Debt Service Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances					
308 51 02 05 Assigned Beg Cash & Invest	21,036.00	0.00	21,035.71	0.29	0.0%
308 Beginning Balances	21,036.00	0.00	21,035.71	0.29	0.0%
Fund Revenues:	21,036.00	0.00	21,035.71	0.29	0.0%
Expenditures	Amt Budgeted	March	YTD	Remaining	
597 Interfund Transfers					
597 04 00 01 Transfer to GF	21,036.00	0.00	21,036.00	0.00	0.0%
597 Interfund Transfers	21,036.00	0.00	21,036.00	0.00	0.0%
Fund Expenditures:	21,036.00	0.00	21,036.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	(0.29)		

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401 Sewer Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
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308 Beginning Balances

308 51 04 01	Assigned Beg Cash & Invest	1,508,657.00	0.00	1,508,656.77	0.23	0.0%
308 Beginning Balances		1,508,657.00	0.00	1,508,656.77	0.23	0.0%

340 Charges For Services

343 50 04 01	Sewer Service Charges	3,022,770.35	205,688.80	712,027.22	2,310,743.13	76.4%
343 50 50 01	Sewer - Other Fees	1,100.00	0.00	84.00	1,016.00	92.4%
340 Charges For Services		3,023,870.35	205,688.80	712,111.22	2,311,759.13	76.5%

360 Misc Revenues

359 90 51 01	Late Penalties	0.00	894.06	3,867.57	(3,867.57)	0.0%
361 11 04 01	State Pool/cd Interest	27,313.65	6,188.26	11,244.03	16,069.62	58.8%
369 91 04 01	Miscellaneous	500.00	0.00	143.00	357.00	71.4%
360 Misc Revenues		27,813.65	7,082.32	15,254.60	12,559.05	45.2%

Fund Revenues:	4,560,341.00	212,771.12	2,236,022.59	2,324,318.41	51.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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535 Sewer

535 80 10 00	Salaries & Wages	606,879.29	50,084.52	141,755.24	465,124.05	76.6%
535 80 11 00	Overtime	3,165.00	446.64	615.08	2,549.92	80.6%
535 80 20 00	Social Security	42,504.75	3,855.00	10,855.21	31,649.54	74.5%
535 80 21 00	Retirement	65,234.67	5,509.77	16,167.25	49,067.42	75.2%
535 80 22 00	Medical Benefits	153,788.65	11,621.51	35,788.75	117,999.90	76.7%
535 80 23 00	L & I	6,923.76	0.00	1,710.86	5,212.90	75.3%
535 80 24 00	Unemployment & PFMLA	1,190.53	0.00	256.24	934.29	78.5%
535 80 31 00	Supplies	88,800.00	12,264.87	18,410.73	70,389.27	79.3%
535 80 31 03	Uniforms	5,500.00	2,872.16	3,067.38	2,432.62	44.2%
535 80 32 00	Fuel	11,500.00	328.23	1,352.51	10,147.49	88.2%
535 80 35 00	Small Equipment	15,000.00	1,729.23	2,689.63	12,310.37	82.1%
535 80 41 00	Professional Services	231,300.00	11,063.87	39,894.53	191,405.47	82.8%
535 80 42 00	Communications	30,750.00	3,727.17	5,232.86	25,517.14	83.0%
535 80 43 00	Permits	13,500.00	3,259.44	3,259.44	10,240.56	75.9%
535 80 44 00	Advertising	600.00	0.00	0.00	600.00	100.0%
535 80 45 00	Rentals	4,560.00	104.95	136.93	4,423.07	97.0%
535 80 46 00	Insurance	66,000.00	0.00	67,704.00	(1,704.00)	0.0%
535 80 47 00	Utilities	186,000.00	15,221.20	25,205.00	160,795.00	86.4%
535 80 48 00	Repair/maintenance	201,000.00	7,417.81	11,443.18	189,556.82	94.3%
535 80 49 01	B & O Tax	60,000.00	6,144.57	17,794.18	42,205.82	70.3%
535 80 49 03	Meetings, Training & Travel	15,000.00	9,692.43	11,020.53	3,979.47	26.5%
535 80 49 05	Credit Card Bank Fees	13,000.00	2,692.16	5,466.90	7,533.10	57.9%
535 80 49 06	Dues	1,100.00	0.00	0.00	1,100.00	100.0%
535 80 49 80	Interfund Payment For Servic	205,790.40	0.00	51,448.00	154,342.40	75.0%
535 Sewer		2,029,087.05	148,035.53	471,274.43	1,557,812.62	76.8%

591 Debt Service

591 35 70 00	Leases	0.00	162.94	339.53	(339.53)	0.0%
591 35 78 02	Srf Principal-treatment Plan	465,308.02	0.00	232,514.67	232,793.35	50.0%

6.34

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401 Sewer Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
591 Debt Service						
591 35 78 03	Pwtf Principal-271st Trunkli	106,985.15	0.00	0.00	106,985.15	100.0%
591 35 78 04	2021 Revenue Bond Principal	150,000.00	0.00	0.00	150,000.00	100.0%
592 35 83 03	Pwtf Interest-271st Trunk Co	2,674.60	0.00	0.00	2,674.60	100.0%
592 35 83 04	2021 Revenue Bond Interest	135,000.00	0.00	0.00	135,000.00	100.0%
591 Debt Service		859,967.77	162.94	232,854.20	627,113.57	72.9%
594 Capital Expenditures						
594 35 64 03	Machinery & Equipment	10,000.00	0.00	0.00	10,000.00	100.0%
594 Capital Expenditures		10,000.00	0.00	0.00	10,000.00	100.0%
597 Interfund Transfers						
597 00 04 57	Transfer To Equip Replacemen	126,000.00	0.00	126,000.00	0.00	0.0%
597 01 04 03	Transfer Out To Sewer Const (403)	182,600.00	0.00	182,600.00	0.00	0.0%
597 Interfund Transfers		308,600.00	0.00	308,600.00	0.00	0.0%
999 Ending Balance						
508 51 04 01	Assigned End Cash & Invest	1,352,686.18	0.00	0.00	1,352,686.18	100.0%
999 Ending Balance		1,352,686.18	0.00	0.00	1,352,686.18	100.0%
Fund Expenditures:		4,560,341.00	148,198.47	1,012,728.63	3,547,612.37	77.8%
Fund Excess/(Deficit):		0.00	64,572.65	1,223,293.96		

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403 Sewer Construction Fund

Revenues		Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances						
308 31 04 03	Restricted Beg Cash & Invest	45,463.00	0.00	45,463.00	0.00	0.0%
308 51 04 03	Assigned Beg Cash & Invest	4,572,574.00	0.00	4,572,573.77	0.23	0.0%
308 Beginning Balances		4,618,037.00	0.00	4,618,036.77	0.23	0.0%

340 Charges For Services

343 50 00 00	Sewer Connection Fees	25,000.00	500.00	2,500.00	22,500.00	90.0%
340 Charges For Services		25,000.00	500.00	2,500.00	22,500.00	90.0%

360 Misc Revenues

361 11 04 03	State Pool/cd Interest	27,800.00	27,090.70	43,640.10	(15,840.10)	0.0%
360 Misc Revenues		27,800.00	27,090.70	43,640.10	(15,840.10)	0.0%

397 Interfund Transfers

397 01 04 05	Trfr In From Sewer Plant Inv	500,000.00	0.00	250,000.00	250,000.00	50.0%
397 02 04 01	Transfer In From Sewer (401)	182,600.00	0.00	182,600.00	0.00	0.0%
397 Interfund Transfers		682,600.00	0.00	432,600.00	250,000.00	36.6%

Fund Revenues:		5,353,437.00	27,590.70	5,096,776.87	256,660.13	4.8%
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Expenditures		Amt Budgeted	March	YTD	Remaining	
594 Capital Expenditures						
594 35 41 05	Sewer System Plan Update	280,000.00	34,470.77	34,470.77	245,529.23	87.7%
594 35 41 06	Bio-solids Removal	600,000.00	0.00	0.00	600,000.00	100.0%
594 35 41 20	Wastewater Rate Study	40,000.00	0.00	0.00	40,000.00	100.0%
594 35 63 38	Church Creek Collection System (Ex5A)	0.00	1,785.49	1,785.49	(1,785.49)	0.0%
594 35 63 42	Sewer Main Replm 78th&Cecelia	700,000.00	9,110.63	9,110.63	690,889.37	98.7%
594 35 63 43	Sewer Main Replm 79th Dr	280,000.00	0.00	0.00	280,000.00	100.0%
594 35 63 44	Sewer Basin 1 Pipe Replmnt Program	300,000.00	0.00	0.00	300,000.00	100.0%
594 35 63 47	SR532 & Pioneer Hwy Sewer Crossing	360,000.00	2,430.00	2,430.00	357,570.00	99.3%
594 Capital Expenditures		2,560,000.00	47,796.89	47,796.89	2,512,203.11	98.1%

999 Ending Balance

508 51 04 03	Assigned End Cash & Invest	2,793,437.00	0.00	0.00	2,793,437.00	100.0%
999 Ending Balance		2,793,437.00	0.00	0.00	2,793,437.00	100.0%

Fund Expenditures:		5,353,437.00	47,796.89	47,796.89	5,305,640.11	99.1%
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Fund Excess/(Deficit):		0.00	(20,206.19)	5,048,979.98		
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405 Sewer Plant Investment Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 05	Assigned Beg Cash & Invest	518,739.00	0.00	518,738.97	0.03	0.0%
	308 Beginning Balances	518,739.00	0.00	518,738.97	0.03	0.0%

360 Misc Revenues

361 11 04 05	State Pool/cd Interest	40.00	1,445.25	3,301.93	(3,261.93)	0.0%
368 10 04 05	Plant Investment Fees	25,000.00	7,719.00	7,719.00	17,281.00	69.1%
	360 Misc Revenues	25,040.00	9,164.25	11,020.93	14,019.07	56.0%

Fund Revenues:	543,779.00	9,164.25	529,759.90	14,019.10	2.6%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 00 04 03	Transfer To Sewer Constructi	500,000.00	0.00	250,000.00	250,000.00	50.0%
	597 Interfund Transfers	500,000.00	0.00	250,000.00	250,000.00	50.0%

999 Ending Balance

508 51 04 05	Assigned End Cash & Invest	43,779.00	0.00	0.00	43,779.00	100.0%
	999 Ending Balance	43,779.00	0.00	0.00	43,779.00	100.0%

Fund Expenditures:	543,779.00	0.00	250,000.00	293,779.00	54.0%
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Fund Excess/(Deficit):	0.00	9,164.25	279,759.90
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410 Drainage Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
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308 Beginning Balances

308 51 04 10	Assigned Beg Cash & Invest	507,333.00	0.00	507,333.31	(0.31)	0.0%
308 Beginning Balances		507,333.00	0.00	507,333.31	(0.31)	0.0%

340 Charges For Services

343 10 00 00	Drainage Service Charges	1,573,380.00	123,636.46	343,058.16	1,230,321.84	78.2%
343 10 00 10	Drainage - Other Fees	200.00	0.00	0.00	200.00	100.0%
340 Charges For Services		1,573,580.00	123,636.46	343,058.16	1,230,521.84	78.2%

360 Misc Revenues

359 90 51 02	Late Penalties	0.00	619.51	1,875.07	(1,875.07)	0.0%
361 11 04 10	State Pool/cd Interest	5,100.00	1,173.25	2,949.39	2,150.61	42.2%
360 Misc Revenues		5,100.00	1,792.76	4,824.46	275.54	5.4%

Fund Revenues:	2,086,013.00	125,429.22	855,215.93	1,230,797.07	59.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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531 Natural Resources

531 50 10 00	Salaries & Wages	216,254.51	14,945.43	43,046.36	173,208.15	80.1%
531 50 11 00	Overtime	1,695.00	248.68	1,854.58	(159.58)	0.0%
531 50 20 00	Social Security	16,641.21	1,159.86	3,425.59	13,215.62	79.4%
531 50 21 00	Retirement	22,185.11	1,676.55	5,133.50	17,051.61	76.9%
531 50 22 00	Medical Benefits	48,207.58	3,475.27	10,926.24	37,281.34	77.3%
531 50 23 00	L & I	3,372.24	0.00	508.43	2,863.81	84.9%
531 50 24 00	Unemployment & PFMLA	453.94	0.00	87.90	366.04	80.6%
531 50 31 00	Supplies	8,500.00	604.33	1,938.30	6,561.70	77.2%
531 50 31 03	Uniforms	1,550.00	867.50	939.64	610.36	39.4%
531 50 32 00	Fuel	7,250.00	574.40	1,029.77	6,220.23	85.8%
531 50 35 00	Small Equipment	2,501.50	0.00	136.62	2,364.88	94.5%
531 50 41 00	Professional Services	65,157.00	4,143.53	12,313.88	52,843.12	81.1%
531 50 42 00	Communications	1,500.90	84.24	168.48	1,332.42	88.8%
531 50 43 00	Permits	600.36	0.00	0.00	600.36	100.0%
531 50 45 00	Rentals	10,506.30	53.78	1,232.55	9,273.75	88.3%
531 50 46 00	Insurance	20,000.00	0.00	28,507.00	(8,507.00)	0.0%
531 50 47 00	Utilities	12,000.00	1,046.89	2,670.95	9,329.05	77.7%
531 50 48 00	Repairs And Maintenance	42,000.00	2,681.56	9,786.05	32,213.95	76.7%
531 50 49 01	B & O Tax	12,007.20	1,971.30	5,512.20	6,495.00	54.1%
531 50 49 02	Dues	0.00	11.10	20.35	(20.35)	0.0%
531 50 49 03	Meetings, Training & Travel	1,500.60	22.20	950.24	550.36	36.7%
531 50 49 05	Credit Card Bank Fees	4,002.40	589.64	1,778.77	2,223.63	55.6%
531 50 49 50	Interfund Payment For Servic	129,739.00	0.00	32,435.00	97,304.00	75.0%
531 Natural Resources		627,624.85	34,156.26	164,402.40	463,222.45	73.8%

591 Debt Service

591 31 70 00	Leases	0.00	69.81	246.41	(246.41)	0.0%
591 31 78 01	SnoCo PW Assist Fund Princ	125,075.00	0.00	0.00	125,075.00	100.0%
592 31 83 01	SnoCo PW Assist Fund Interest	5,003.00	0.00	0.00	5,003.00	100.0%
592 31 83 02	2022 Revenue Bonds Interest	0.00	61,920.00	61,920.00	(61,920.00)	0.0%

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410 Drainage Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
591 Debt Service					
591 Debt Service	130,078.00	61,989.81	62,166.41	67,911.59	52.2%
597 Interfund Transfers					
597 01 04 11 Transfer To DCF (411)	320,000.00	0.00	320,000.00	0.00	0.0%
597 03 04 58 Trsfr To 458 Equip Repl	61,000.00	0.00	61,000.00	0.00	0.0%
597 Interfund Transfers	381,000.00	0.00	381,000.00	0.00	0.0%
999 Ending Balance					
508 51 04 10 Assigned End Cash & Invest	947,310.15	0.00	0.00	947,310.15	100.0%
999 Ending Balance	947,310.15	0.00	0.00	947,310.15	100.0%
Fund Expenditures:	2,086,013.00	96,146.07	607,568.81	1,478,444.19	70.9%
Fund Excess/(Deficit):	0.00	29,283.15	247,647.12		

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411 Drainage Construction Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
308 Beginning Balances					
308 31 04 11 Restricted Beg Cash & Invest	118,980.00	0.00	118,980.00	0.00	0.0%
308 51 04 11 Assigned Beg Cash & Invest	3,816,649.00	0.00	3,816,649.60	(0.60)	0.0%
308 Beginning Balances	3,935,629.00	0.00	3,935,629.60	(0.60)	0.0%

330 Intergovernmental Revenues

334 03 10 01 Department Of Ecology	6,000,000.00	0.00	0.00	6,000,000.00	100.0%
330 Intergovernmental Revenues	6,000,000.00	0.00	0.00	6,000,000.00	100.0%

340 Charges For Services

343 10 04 11 Drainage Connection Fees	8,000.00	200.00	1,000.00	7,000.00	87.5%
340 Charges For Services	8,000.00	200.00	1,000.00	7,000.00	87.5%

360 Misc Revenues

361 11 04 11 State Pool/cd Interest	24,000.00	24,138.53	39,245.00	(15,245.00)	0.0%
360 Misc Revenues	24,000.00	24,138.53	39,245.00	(15,245.00)	0.0%

397 Interfund Transfers

397 01 04 10 Transfer From Drainage (410)	320,000.00	0.00	320,000.00	0.00	0.0%
397 02 04 12 Transfer In From Drainage PIF	160,000.00	0.00	80,000.00	80,000.00	50.0%
397 10 00 01 Transfer In From Gen Fund	150,000.00	0.00	150,000.00	0.00	0.0%
397 Interfund Transfers	630,000.00	0.00	550,000.00	80,000.00	12.7%

Fund Revenues:	10,597,629.00	24,338.53	4,525,874.60	6,071,754.40	57.3%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
594 Capital Expenditures					
594 31 63 01 Irvine Slough Stormwtr Sep & Pump Station	3,800,000.00	6,645.50	6,645.50	3,793,354.50	99.8%
594 31 63 02 SR 532 Flood Berm	0.00	1,097.50	1,097.50	(1,097.50)	0.0%
594 31 63 03 Skagit Bay Dike Repair	6,000,000.00	0.00	0.00	6,000,000.00	100.0%
594 31 63 04 Flood Wall Florence Rd	714,000.00	0.00	0.00	714,000.00	100.0%
594 31 63 05 Stormwater Comp Plan Update	250,000.00	0.00	0.00	250,000.00	100.0%
594 31 63 14 Flood Wall	0.00	10,752.13	10,752.13	(10,752.13)	0.0%
594 34 41 24 Drainage Rate Study	40,000.00	0.00	0.00	40,000.00	100.0%
594 Capital Expenditures	10,804,000.00	18,495.13	18,495.13	10,785,504.87	99.8%

999 Ending Balance

508 51 04 11 Assigned End Cash & Invest	58,000.00	0.00	0.00	58,000.00	100.0%
999 Ending Balance	58,000.00	0.00	0.00	58,000.00	100.0%

Fund Expenditures:	10,862,000.00	18,495.13	18,495.13	10,843,504.87	99.8%
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411 Drainage Construction Fund

Fund Excess/(Deficit):	(264,371.00)	5,843.40	4,507,379.47
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412 Drainage Plant Investment Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 12	Assigned Beg Cash & Invest	209,131.00	0.00	209,131.07	(0.07)	0.0%
308 Beginning Balances		209,131.00	0.00	209,131.07	(0.07)	0.0%

360 Misc Revenues

361 11 04 12	State Pool/cd Interest	700.00	507.55	1,250.74	(550.74)	0.0%
368 10 04 12	Plant Investment Fees	56,560.00	1,414.00	7,070.00	49,490.00	87.5%
360 Misc Revenues		57,260.00	1,921.55	8,320.74	48,939.26	85.5%

Fund Revenues:	266,391.00	1,921.55	217,451.81	48,939.19	18.4%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 02 01 03	Transfer Out To Streets Const (103)	40,500.00	0.00	40,500.00	0.00	0.0%
597 02 04 11	Transfer Out Drainage Const	160,000.00	0.00	80,000.00	80,000.00	50.0%
597 Interfund Transfers		200,500.00	0.00	120,500.00	80,000.00	39.9%

999 Ending Balance

508 51 04 12	Assigned End Cash & Invest	65,891.00	0.00	0.00	65,891.00	100.0%
999 Ending Balance		65,891.00	0.00	0.00	65,891.00	100.0%

Fund Expenditures:	266,391.00	0.00	120,500.00	145,891.00	54.8%
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Fund Excess/(Deficit):	0.00	1,921.55	96,951.81
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421 Water Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
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308 Beginning Balances

308 51 04 21	Assigned Beg Cash & Invest	1,140,615.00	0.00	1,140,614.94	0.06	0.0%
308 Beginning Balances		1,140,615.00	0.00	1,140,614.94	0.06	0.0%

340 Charges For Services

343 40 00 21	Water - Other Fees	7,100.00	517.50	2,249.00	4,851.00	68.3%
343 40 04 21	Water Service Charges	2,288,850.90	188,990.44	573,876.87	1,714,974.03	74.9%
340 Charges For Services		2,295,950.90	189,507.94	576,125.87	1,719,825.03	74.9%

360 Misc Revenues

359 90 51 00	Late Penalties	40,020.00	456.80	2,868.07	37,151.93	92.8%
361 11 04 21	State Pool/cd Interest	22,011.00	4,643.09	9,041.17	12,969.83	58.9%
369 91 04 21	Miscellaneous	200.10	0.00	635.00	(434.90)	0.0%
360 Misc Revenues		62,231.10	5,099.89	12,544.24	49,686.86	79.8%

397 Interfund Transfers

397 00 00 01	Transfer In From GF (hydrants)	110,000.00	0.00	110,000.00	0.00	0.0%
397 00 04 23	Transfer In From Cederhome PIF(423)	10,000.00	0.00	5,000.00	5,000.00	50.0%
397 Interfund Transfers		120,000.00	0.00	115,000.00	5,000.00	4.2%

Fund Revenues:	3,618,797.00	194,607.83	1,844,285.05	1,774,511.95	49.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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534 Water Utilities

534 80 10 00	Salaries & Wages	530,728.05	47,343.75	132,312.74	398,415.31	75.1%
534 80 11 00	Overtime	3,875.00	116.52	744.72	3,130.28	80.8%
534 80 20 00	Social Security	39,753.63	3,621.08	10,146.53	29,607.10	74.5%
534 80 21 00	Retirement	59,885.13	5,120.26	14,913.85	44,971.28	75.1%
534 80 22 00	Medical Benefits	126,231.72	9,508.49	29,295.31	96,936.41	76.8%
534 80 23 00	L & I	5,659.92	0.00	1,275.56	4,384.36	77.5%
534 80 24 00	Unemployment & PFMLA	1,105.30	0.00	238.37	866.93	78.4%
534 80 31 00	Supplies	75,000.00	5,688.47	8,034.52	66,965.48	89.3%
534 80 31 05	Uniforms	5,000.00	2,285.90	2,470.86	2,529.14	50.6%
534 80 31 08	Chemicals	16,000.00	1,306.14	4,272.78	11,727.22	73.3%
534 80 32 00	Fuel	14,000.00	1,303.47	2,203.57	11,796.43	84.3%
534 80 35 00	Small Equipment	20,000.00	0.00	0.00	20,000.00	100.0%
534 80 35 01	Meters/installs	35,000.00	0.00	0.00	35,000.00	100.0%
534 80 41 00	Professional Services	115,000.00	7,093.02	19,780.73	95,219.27	82.8%
534 80 42 00	Communications	12,750.00	768.94	1,235.29	11,514.71	90.3%
534 80 43 00	Permits	6,000.00	4,575.20	4,575.20	1,424.80	23.7%
534 80 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
534 80 45 00	Rentals	5,000.00	105.96	120.17	4,879.83	97.6%
534 80 46 00	Insurance	45,000.00	0.00	57,014.00	(12,014.00)	0.0%
534 80 47 00	Utilities	95,000.00	14,797.97	15,705.65	79,294.35	83.5%
534 80 48 00	Repair/maintenance	120,000.00	2,506.14	4,372.82	115,627.18	96.4%
534 80 49 01	B & O Tax	105,000.00	9,435.53	29,660.26	75,339.74	71.8%
534 80 49 05	Credit Card Bank Fees	13,200.00	0.00	2,642.61	10,557.39	80.0%

6.43

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421 Water Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
534 Water Utilities					
534 80 49 06 Dues	1,600.00	250.00	250.00	1,350.00	84.4%
534 80 49 09 Meetings, Training & Travel	11,000.00	208.74	1,533.79	9,466.21	86.1%
534 80 49 80 Interfund Payments For Servi	276,815.00	0.00	69,203.00	207,612.00	75.0%
534 Water Utilities	1,739,103.75	116,035.58	412,002.33	1,327,101.42	76.3%

591 Debt Service

591 34 70 00 Leases	0.00	155.17	331.76	(331.76)	0.0%
591 34 78 03 Pwtf Principal-cedarhome Rsr	139,602.71	0.00	0.00	139,602.71	100.0%
591 34 78 04 Pwtf Princ Water Trtmnt Plan	172,488.43	0.00	0.00	172,488.43	100.0%
591 34 78 06 2019 Revenue Bond Principal	133,079.80	0.00	0.00	133,079.80	100.0%
592 34 83 05 Pwtf Interest-cedarhome Rsrv	2,791.67	0.00	0.00	2,791.67	100.0%
592 34 83 06 Pwtf Int Water Trtmnt Plant	4,312.59	0.00	0.00	4,312.59	100.0%
592 34 83 09 2019 Revenue Bond Interest	77,642.56	0.00	0.00	77,642.56	100.0%
591 Debt Service	529,917.76	155.17	331.76	529,586.00	99.9%

594 Capital Expenditures

594 34 64 02 Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	100.0%
594 Capital Expenditures	25,000.00	0.00	0.00	25,000.00	100.0%

597 Interfund Transfers

597 00 04 22 Transfer to Capital (422)	400,000.00	0.00	400,000.00	0.00	0.0%
597 00 04 59 Transfer To Water Equip REs	84,000.00	0.00	84,000.00	0.00	0.0%
597 Interfund Transfers	484,000.00	0.00	484,000.00	0.00	0.0%

999 Ending Balance

508 51 04 21 Assigned End Cash & Invest	840,775.49	0.00	0.00	840,775.49	100.0%
999 Ending Balance	840,775.49	0.00	0.00	840,775.49	100.0%

Fund Expenditures:	3,618,797.00	116,190.75	896,334.09	2,722,462.91	75.2%
Fund Excess/(Deficit):	0.00	78,417.08	947,950.96		

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422 Water Construction Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
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308 Beginning Balances

308 51 04 22	Assigned Beg Cash & Invest	2,295,245.00	0.00	2,295,245.47	(0.47)	0.0%
308 Beginning Balances		2,295,245.00	0.00	2,295,245.47	(0.47)	0.0%

340 Charges For Services

343 40 00 00	Water Connection Fees	20,000.00	600.00	3,000.00	17,000.00	85.0%
340 Charges For Services		20,000.00	600.00	3,000.00	17,000.00	85.0%

360 Misc Revenues

361 11 04 22	State Pool/cd Interest	8,800.00	16,578.29	24,793.84	(15,993.84)	0.0%
360 Misc Revenues		8,800.00	16,578.29	24,793.84	(15,993.84)	0.0%

397 Interfund Transfers

397 01 04 21	Transfer In From Water Fund	400,000.00	0.00	400,000.00	0.00	0.0%
397 01 04 24	Trfr In From Water Plant Inv	800,000.00	0.00	400,000.00	400,000.00	50.0%
397 Interfund Transfers		1,200,000.00	0.00	800,000.00	400,000.00	33.3%

Fund Revenues:	3,524,045.00	17,178.29	3,123,039.31	401,005.69	11.4%
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Expenditures	Amt Budgeted	March	YTD	Remaining	
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594 Capital Expenditures

594 34 41 05	Water System Plan Update	125,000.00	10,855.05	12,762.58	112,237.42	89.8%
594 34 41 20	F4 Ch Well Water Right Trsfr	40,000.00	0.00	0.00	40,000.00	100.0%
594 34 63 02	Annual Water Main	100,000.00	0.00	0.00	100,000.00	100.0%
594 34 63 03	Water Trtmnt Plnt & Cedarhome Well Syst Upgrds	75,000.00	0.00	0.00	75,000.00	100.0%
594 34 63 04	Water Trtmnt Plnt Media Replcmnt	500,000.00	0.00	0.00	500,000.00	100.0%
594 34 63 47	Telemetry Upgrades	350,000.00	0.00	0.00	350,000.00	100.0%
594 34 64 01	Water Meter Replacement Program	55,000.00	0.00	0.00	55,000.00	100.0%
594 Capital Expenditures		1,245,000.00	10,855.05	12,762.58	1,232,237.42	99.0%

999 Ending Balance

508 51 04 22	Assigned End Cash & Invest	2,279,045.00	0.00	0.00	2,279,045.00	100.0%
999 Ending Balance		2,279,045.00	0.00	0.00	2,279,045.00	100.0%

Fund Expenditures:	3,524,045.00	10,855.05	12,762.58	3,511,282.42	99.6%
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Fund Excess/(Deficit):	0.00	6,323.24	3,110,276.73		
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423 Cedar Home Plant Investment

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 23	Assigned Beg Cash & Invest	331,652.00	0.00	331,651.66	0.34	0.0%
308 Beginning Balances		331,652.00	0.00	331,651.66	0.34	0.0%

360 Misc Revenues

361 11 04 23	State Pool/cd Interest	2,100.00	1,751.02	2,938.09	(838.09)	0.0%
368 10 04 23	Plant Investment Fees	5,000.00	2,570.00	2,570.00	2,430.00	48.6%
360 Misc Revenues		7,100.00	4,321.02	5,508.09	1,591.91	22.4%

Fund Revenues:	338,752.00	4,321.02	337,159.75	1,592.25	0.5%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 02 04 21	Transfer Out Water Oper (421	10,000.00	0.00	5,000.00	5,000.00	50.0%
597 Interfund Transfers		10,000.00	0.00	5,000.00	5,000.00	50.0%

999 Ending Balance

508 51 04 23	Assigned End Cash & Invest	328,752.00	0.00	0.00	328,752.00	100.0%
999 Ending Balance		328,752.00	0.00	0.00	328,752.00	100.0%

Fund Expenditures:	338,752.00	0.00	5,000.00	333,752.00	98.5%
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Fund Excess/(Deficit):	0.00	4,321.02	332,159.75
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424 Water Plant Investment Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 24	Assigned Beg Cash & Invest	1,074,827.00	0.00	1,074,826.51	0.49	0.0%
308 Beginning Balances		1,074,827.00	0.00	1,074,826.51	0.49	0.0%

360 Misc Revenues

361 11 04 24	State Pool/cd Interest	5,000.00	3,772.33	7,593.23	(2,593.23)	0.0%
368 10 04 24	Plant Investment Fees	25,000.00	6,912.00	34,560.00	(9,560.00)	0.0%
360 Misc Revenues		30,000.00	10,684.33	42,153.23	(12,153.23)	0.0%

Fund Revenues:	1,104,827.00	10,684.33	1,116,979.74	(12,152.74)	0.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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597 Interfund Transfers

597 01 04 22	Transfer To Water Const. (42	800,000.00	0.00	400,000.00	400,000.00	50.0%
597 Interfund Transfers		800,000.00	0.00	400,000.00	400,000.00	50.0%

999 Ending Balance

508 51 04 24	Assigned End Cash & Invest	304,827.00	0.00	0.00	304,827.00	100.0%
999 Ending Balance		304,827.00	0.00	0.00	304,827.00	100.0%

Fund Expenditures:	1,104,827.00	0.00	400,000.00	704,827.00	63.8%
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Fund Excess/(Deficit):	0.00	10,684.33	716,979.74
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MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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457 Sewer Equipment Reserve

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 57	Assigned Beg Cash & Invest	772,114.00	0.00	772,114.43	(0.43)	0.0%
308 Beginning Balances		772,114.00	0.00	772,114.43	(0.43)	0.0%

360 Misc Revenues

361 11 04 57	State Pool/cd Interest	4,000.00	4,811.54	7,561.56	(3,561.56)	0.0%
360 Misc Revenues		4,000.00	4,811.54	7,561.56	(3,561.56)	0.0%

390 Other Revenues

395 10 04 57	Proceeds From Sale Of Assets	40,000.00	0.00	0.00	40,000.00	100.0%
390 Other Revenues		40,000.00	0.00	0.00	40,000.00	100.0%

397 Interfund Transfers

397 01 04 01	Transfer In From Sewer	126,000.00	0.00	126,000.00	0.00	0.0%
397 Interfund Transfers		126,000.00	0.00	126,000.00	0.00	0.0%

Fund Revenues:	942,114.00	4,811.54	905,675.99	36,438.01	3.9%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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594 Capital Expenditures

594 35 64 02	Machinery & Equipment	349,000.00	0.00	0.00	349,000.00	100.0%
594 Capital Expenditures		349,000.00	0.00	0.00	349,000.00	100.0%

999 Ending Balance

508 51 04 57	Assigned End Cash & Invest	593,114.00	0.00	0.00	593,114.00	100.0%
999 Ending Balance		593,114.00	0.00	0.00	593,114.00	100.0%

Fund Expenditures:	942,114.00	0.00	0.00	942,114.00	100.0%
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Fund Excess/(Deficit):	0.00	4,811.54	905,675.99
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MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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458 Drainage Equipment Reserve

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 58	Assigned Beg Cash & Invest	380,488.00	0.00	380,488.29	(0.29)	0.0%
	308 Beginning Balances	380,488.00	0.00	380,488.29	(0.29)	0.0%

360 Misc Revenues

361 11 04 58	State Pool/cd Interest	3,600.00	2,365.31	3,740.74	(140.74)	0.0%
	360 Misc Revenues	3,600.00	2,365.31	3,740.74	(140.74)	0.0%

397 Interfund Transfers

397 03 04 10	Trfr In From Drainage	61,000.00	0.00	61,000.00	0.00	0.0%
	397 Interfund Transfers	61,000.00	0.00	61,000.00	0.00	0.0%

Fund Revenues:	445,088.00	2,365.31	445,229.03	(141.03)	0.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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594 Capital Expenditures

594 31 64 02	Machinery & Equipment	92,298.00	0.00	0.00	92,298.00	100.0%
	594 Capital Expenditures	92,298.00	0.00	0.00	92,298.00	100.0%

999 Ending Balance

508 51 04 58	Assigned End Cash & Invest	352,790.00	0.00	0.00	352,790.00	100.0%
	999 Ending Balance	352,790.00	0.00	0.00	352,790.00	100.0%

Fund Expenditures:	445,088.00	0.00	0.00	445,088.00	100.0%
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Fund Excess/(Deficit):	0.00	2,365.31	445,229.03
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MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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459 Water Equipment Reserve

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 51 04 59	Assigned Beg Cash & Invest	438,919.00	0.00	438,919.37	(0.37)	0.0%
	308 Beginning Balances	438,919.00	0.00	438,919.37	(0.37)	0.0%

360 Misc Revenues

361 11 04 59	State Pool/cd Interest	4,600.00	2,801.38	4,372.36	227.64	4.9%
	360 Misc Revenues	4,600.00	2,801.38	4,372.36	227.64	4.9%

397 Interfund Transfers

397 02 04 21	Transfer In From Water (421)	84,000.00	0.00	84,000.00	0.00	0.0%
	397 Interfund Transfers	84,000.00	0.00	84,000.00	0.00	0.0%

Fund Revenues:	527,519.00	2,801.38	527,291.73	227.27	0.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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999 Ending Balance

508 51 04 59	Assigned End Cash & Invest	527,519.00	0.00	0.00	527,519.00	100.0%
	999 Ending Balance	527,519.00	0.00	0.00	527,519.00	100.0%

Fund Expenditures:	527,519.00	0.00	0.00	527,519.00	100.0%
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Fund Excess/(Deficit):	0.00	2,801.38	527,291.73
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MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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630 Agency Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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308 Beginning Balances

308 31 06 30	Restricted Beg Cash & Invest	(431.00)	0.00	0.00	(431.00)	0.0%
308 91 00 10	Unassigned Beg Cash & Invest	0.00	0.00	(431.26)	431.26	100.0%
308 Beginning Balances		(431.00)	0.00	(431.26)	0.26	0.1%

380 Non Revenues

389 30 00 02	Gun Permits	0.00	917.00	2,921.75	(2,921.75)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	51.00	234.50	(234.50)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	362.01	697.86	(697.86)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	13.76	187.10	(187.10)	0.0%
380 Non Revenues		0.00	1,343.77	4,041.21	(4,041.21)	0.0%

Fund Revenues:	(431.00)	1,343.77	3,609.95	(4,040.95)	0.0%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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580 Non Expenditures

589 30 00 02	Gun Permits	0.00	1,270.75	1,288.75	(1,288.75)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	183.50	183.50	(183.50)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	103.58	343.26	(343.26)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	218.28	(218.28)	0.0%
580 Non Expenditures		0.00	1,557.83	2,033.79	(2,033.79)	0.0%

999 Ending Balance

508 31 06 30	Restricted End Cash & Invest	56.00	0.00	0.00	56.00	100.0%
999 Ending Balance		56.00	0.00	0.00	56.00	100.0%

Fund Expenditures:	56.00	1,557.83	2,033.79	(1,977.79)	0.0%
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Fund Excess/(Deficit):	(487.00)	(214.06)	1,576.16
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MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood

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Fund	Revenue	March	Received		Expenditures	March	Spent	
001 General Fund	13,251,356.89	393,508.40	7,777,589.27	41.3%	13,251,356.89	706,705.07	5,890,385.73	55.5%
101 Street Fund	875,317.00	20,747.61	727,555.02	16.9%	875,317.00	60,970.19	222,674.68	74.6%
102 Street Impact Fee Fund	1,027,030.00	7,206.66	999,326.99	2.7%	1,027,030.00	0.00	302,500.00	70.5%
103 Street Construction Fund	5,481,561.00	16,169.55	3,056,401.79	44.2%	5,481,561.00	27,554.49	52,815.24	99.0%
104 Park And Trail Improvement Fund	6,399,425.00	19,700.69	3,720,525.45	41.9%	6,399,425.00	255,927.71	272,843.01	95.7%
106 Park Impact Fees	166,334.00	2,354.59	105,726.37	36.4%	166,334.00	0.00	25,000.00	85.0%
107 Equipment Reserve Fund	843,641.00	4,165.15	784,004.81	7.1%	843,641.00	22,439.12	22,439.12	97.3%
108 Transportation Sales Tax Fund	955,160.00	42,648.18	612,230.30	35.9%	955,160.00	0.00	400,000.00	58.1%
109 Contingency Fund	620,354.00	2,932.59	551,998.43	11.0%	620,354.00	0.00	0.00	100.0%
110 Building Improvement Fund	3,902,537.00	20,448.47	3,848,114.18	1.4%	3,902,537.00	10,299.00	10,299.00	99.7%
115 Tourism And Promotion	139,537.00	27.30	128,581.08	7.9%	139,537.00	17,611.05	19,020.05	86.4%
120 REET - Capital Improvements	1,599,379.00	9,514.92	1,366,152.25	14.6%	1,599,379.00	0.00	400,000.00	75.0%
121 REET - Growth Management	1,503,636.00	7,965.73	1,274,545.86	15.2%	1,503,636.00	0.00	600,000.00	60.1%
205 Debt Service Fund	21,036.00	0.00	21,035.71	0.0%	21,036.00	0.00	21,036.00	0.0%
401 Sewer Fund	4,560,341.00	212,771.12	2,236,022.59	51.0%	4,560,341.00	148,198.47	1,012,728.63	77.8%
403 Sewer Construction Fund	5,353,437.00	27,590.70	5,096,776.87	4.8%	5,353,437.00	47,796.89	47,796.89	99.1%
405 Sewer Plant Investment Fund	543,779.00	9,164.25	529,759.90	2.6%	543,779.00	0.00	250,000.00	54.0%
410 Drainage Fund	2,086,013.00	125,429.22	855,215.93	59.0%	2,086,013.00	96,146.07	607,568.81	70.9%
411 Drainage Construction Fund	10,597,629.00	24,338.53	4,525,874.60	57.3%	10,862,000.00	18,495.13	18,495.13	99.8%
412 Drainage Plant Investment Fund	266,391.00	1,921.55	217,451.81	18.4%	266,391.00	0.00	120,500.00	54.8%
421 Water Fund	3,618,797.00	194,607.83	1,844,285.05	49.0%	3,618,797.00	116,190.75	896,334.09	75.2%
422 Water Construction Fund	3,524,045.00	17,178.29	3,123,039.31	11.4%	3,524,045.00	10,855.05	12,762.58	99.6%
423 Cedar Home Plant Investment	338,752.00	4,321.02	337,159.75	0.5%	338,752.00	0.00	5,000.00	98.5%
424 Water Plant Investment Fund	1,104,827.00	10,684.33	1,116,979.74	0.0%	1,104,827.00	0.00	400,000.00	63.8%
457 Sewer Equipment Reserve	942,114.00	4,811.54	905,675.99	3.9%	942,114.00	0.00	0.00	100.0%
458 Drainage Equipment Reserve	445,088.00	2,365.31	445,229.03	0.0%	445,088.00	0.00	0.00	100.0%
459 Water Equipment Reserve	527,519.00	2,801.38	527,291.73	0.0%	527,519.00	0.00	0.00	100.0%
630 Agency Fund	-431.00	1,343.77	3,609.95	0.0%	56.00	1,557.83	2,033.79	0.0%
	70,694,604.89	1,186,718.68	46,738,159.76	33.9%	70,959,462.89	1,540,746.82	11,612,232.75	83.6%



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: May 25, 2023

SUBJECT: Salary Commission Decision Letter and Meeting Minutes

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS: A – Salary Commission May 16, 2023 Meeting Minutes
B – Salary Commission Decision Letter

SUMMARY

Ordinance 1306 requires the Salary Commission to meet between May and July of each year to determine whether or not salary adjustments are necessary for councilmembers and the mayor. A quorum of the Salary Commission met on May 16, 2023 (Attachment A) and unanimously voted to increase the mayor's compensation to \$2,350 per month, and to increase councilmember compensation to \$600 per month (Attachment B).



**Salary Commission
Meeting Minutes**
May 16, 2023

The May 16, 2023 Salary Commission Meeting held in person and via Zoom, was called to order at 5:00 pm.

Board Members in Attendance:

Terrance Everett, Nicole Gilligan, Nick Hanson, Sarah Oldow

Absent: Major Freeman

Staff Members in Attendance:

David Hammond, Finance Director

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

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

Hammond described the responsibilities and time commitments for the Mayor and Councilmembers. Commissioner Hanson was nominated and elected to Chair the 2023 Commission.

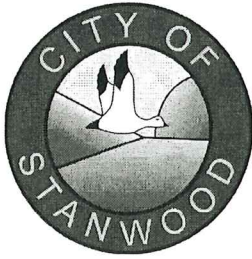
The Commissioners reviewed the Mayor and Council salary comparison provided through the Association of Washington Cities (AWC). The comparison information is from a 2022 survey based on cities similar in size and assessed values to Stanwood, supplemented by information requested from peer cities, reflecting 2023 data. The 2023 salary was set in 2022 for the Mayor at \$2,100 and \$535 for Councilmembers.

The Commissioners discussed the city's growth and the level of activity the city administration has accomplished and has in progress. They reviewed and discussed the comparison cities' pay schedules.

A motion was made by Commissioner Hanson, and seconded by Commissioner Oldow to increase the Mayor's salary to a flat rate of \$2,350 per month and to increase the Councilmembers' Salaries to a flat rate of \$600 per month. The motion passed unanimously.

Adjourn: 6:00 pm

David A. Hammond
Finance Director



City of Stanwood

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

May 16, 2022

Subject: Filing of Salary Commission Decision

Dear City Clerk Sokolik:

The Salary Commission met on May 16, 2023 to determine the Councilmember and Mayor salary schedule for 2024. After carefully considering Mayor and Councilmember salaries in comparison cities, City Council budget priorities and fiscal performance, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor	\$ <u>2,350.00</u> per month
Councilmembers	\$ <u>600.00</u> per month

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

Signed and submitted this **16th day of May 2023.**

Terrance Everett, Commissioner

Major Freeman, Commissioner

Nicole Gilligan, Commissioner

Sarah Oldow, Commissioner

Nick Hanson, Commissioner

David Hammond, Finance Director, Attest

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

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

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: May 25, 2023

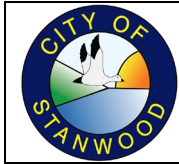
SUBJECT: Parks and Trails Advisory Committee Meeting Minutes – April 17, 2023

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – Meeting Minutes April 17, 2023

SUMMARY STATEMENT

Minutes from the April 17, 2023, Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the May 15, 2023, Parks and Trails Advisory Committee Meeting.



Parks and Trails Advisory Committee Meeting Minutes April 17, 2023

Call to Order: 3:06PM

Roll call:

Gordy Holmes
Matt Withers
Lisa Bruce
Dave Hall
Judy Williams
Meagen Watne

Staff Present:

Carly Ruacho, Parks Planning Manager
Kevin Pellham, Engineering Technician
Kevin Hushagen, Public Works Director
Shawn Smith, City Administrator

Absent: Cathy Wooten

Citizens Present: Peter Kamb

Citizen Comments: Peter Kamp said supports the extension of the Port Susan Trail project and was happy to hear that the Hamilton Park plans were moving forward. He would like to see more investigation on the possible purchase/placement of a trail on the railroad right of way on the north and west ends of town.

Approval of March 2023 PTAC Minutes: Minutes approved as written.

Judy Williams moved to approve as typed, Matt Withers Second, all members in favor.

Church Creek Park Critical Areas Study

The committee reviewed the Confluence Environmental Company Critical Areas Study. There were no decisions made during this discussion it was conversation only. You can view the full study here. [04172023-505 \(stanwoodwa.org\)](https://www.stanwoodwa.org/04172023-505). It was noted that this study will be used to inform future projects in the park and may limit what types of projects are allowed and will likely increase the cost of projects due to mitigation requirements.

Park/Trails Updates

- **Pickleball Construction**
 - Courts are under construction. Paving happened last month. Fence posts are now in at HP and basketball hoops up at CCP. Surfacing will happen when the weather meets the installation standards (5 days over 70 degrees).
- **CCP Baseball Field Improvements**
 - The field is looking very nice and the grass is starting to thicken up. The drainage seems to be working well and the field is now open for use. The dugout roof replacement will happen later in the year.
- **Hamilton Park Construction**
 - Consultants are working to finish up the design, which should be almost complete by the end of April. The City plans to send the project out for bid in May. There is a limited budget and depending on the bid prices some elements may need to be removed from the proposal (namely the restroom and the labyrinth). The hope is to have the bid awarded and approved by Council in June and have the work begin immediately and completed by the end of the year.



Parks and Trails Advisory Committee Meeting Minutes April 17, 2023

- **Ovenell Park Public Farm Proposal**
 - The request for a one-year lease of Ovenell was taken to the Public Works Committee for discussion. There were no recommendations made at that meeting but the two committee members that were present were generally in favor of the proposal. Some concerns were addressed with the project proponent who will make some changes to the plan based on the discussion. Carly will be talk with Shawn next week to get direction for the next steps on this item.
- **Heritage Park Skate Park**
 - The contract for the Skate Park upgrade/maintenance has been signed. The work will begin either the last week in June or first week in July. The project will take about a week to complete and is \$10k under budget.

Committee Comments

- Carly reported that the name for the downtown park recommended by PTAC of Railroad Park was rejected by the City Council. They requested further consideration of a more historic name.
- Gordy Holmes talked about the interest from the Camano Pickleball Association in donating funds and labor for additional “hedge” trees around the pickleball courts to provide additional wind break. He asked who at the City he should talk to about his proposal. Carly asked Gordy to put together a plan as to how many, what type and where the trees would be planted so we have a better understanding. There were some concerns regarding spacing of the trees to leave room for planned future trail on the north edge of the park. Gordy will draw up a schematic and PTAC will discuss at a future meeting.
- Lisa Bruce asked if the City can help maintain the school baseball fields in order to provide the community with more fields. Carly expressed concerns of the city not having the workforce to maintain fields that are not owned by the city. Another committee members had concerns about going to the schools with complaints and the school district responding by not letting non-school groups use the fields at all. It was recommended that the baseball organizations provide volunteer maintenance at the fields or reach out to other community volunteer groups to help with the school fields.
Lisa also presented some ideas to the committee for the future improvements to Heritage Park. One idea was a beach volleyball area that she had seen getting high use at Wenatchee area parks. Also, a round, back-to-back, basketball court with lighting. Concerns were voiced by other members regarding the liability and maintenance burdens of the sandy areas needed for beach volleyball. Carly reported that basketball courts with lighting are in the master plan for the park a future time on the Josephine side.
- Kevin Pellham talked about the vandalism happening at the parks and how it’s taking up a lot of staff time to clean it up. There was a discussion about possibly putting cameras up in the affected areas. Kevin also reported that once the concrete pads get poured then the parks team can put the heads on the irrigation system.
- Meagen Watne spoke in support of contacting BNSF railroad regarding a trail on their right of way. She also suggested looking into Rails to Trails grants.

Adjourn: 4:47PM

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: May 25, 2023

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 36943 through 37035 and electronic fund transfers in the amount of \$680,171.20. Approve issuance of Washington Federal payroll benefit checks 2129 through 2138 and electronic fund transfers in the amount of \$360,971.15.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 36943 THROUGH 37035 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$680,171.20. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL BENEFIT CHECKS 2129 THROUGH 2138 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$360,971.15.

CHECK REGISTER

City Of Stanwood

Time: 08:18:03 Date: 05/17/2023

04/27/2023 To: 05/17/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2076	05/08/2023	Payroll	3	EFT		4,559.95	April 2023 Payroll
2077	05/08/2023	Payroll	3	EFT		5,007.19	April 2023 Payroll
2078	05/08/2023	Payroll	3	EFT		4,240.34	April 2023 Payroll
2079	05/08/2023	Payroll	3	EFT		2,589.57	April 2023 Payroll
2080	05/08/2023	Payroll	3	EFT		3,028.50	April 2023 Payroll
2081	05/08/2023	Payroll	3	EFT		470.68	April 2023 Payroll
2082	05/08/2023	Payroll	3	EFT		3,449.99	April 2023 Payroll
2083	05/08/2023	Payroll	3	EFT		2,871.21	April 2023 Payroll
2084	05/08/2023	Payroll	3	EFT		3,750.94	April 2023 Payroll
2085	05/08/2023	Payroll	3	EFT		7,772.21	April 2023 Payroll
2086	05/08/2023	Payroll	3	EFT		4,605.19	April 2023 Payroll
2087	05/08/2023	Payroll	3	EFT		2,531.94	April 2023 Payroll
2088	05/08/2023	Payroll	3	EFT		3,542.20	April 2023 Payroll
2089	05/08/2023	Payroll	3	EFT		3,714.52	April 2023 Payroll
2090	05/08/2023	Payroll	3	EFT		3,449.24	April 2023 Payroll
2091	05/08/2023	Payroll	3	EFT		490.21	April 2023 Payroll
2092	05/08/2023	Payroll	3	EFT		4,261.75	April 2023 Payroll
2093	05/08/2023	Payroll	3	EFT		3,970.25	April 2023 Payroll
2094	05/08/2023	Payroll	3	EFT		7,222.47	April 2023 Payroll
2095	05/08/2023	Payroll	3	EFT		6,034.62	April 2023 Payroll
2096	05/08/2023	Payroll	3	EFT		1,863.45	April 2023 Payroll
2097	05/08/2023	Payroll	3	EFT		2,221.73	April 2023 Payroll
2098	05/08/2023	Payroll	3	EFT		5,947.89	April 2023 Payroll
2099	05/08/2023	Payroll	3	EFT		5,298.73	April 2023 Payroll
2100	05/08/2023	Payroll	3	EFT		4,127.82	April 2023 Payroll
2101	05/08/2023	Payroll	3	EFT		490.49	April 2023 Payroll
2102	05/08/2023	Payroll	3	EFT		3,628.46	April 2023 Payroll
2103	05/08/2023	Payroll	3	EFT		490.49	April 2023 Payroll
2104	05/08/2023	Payroll	3	EFT		4,342.19	April 2023 Payroll
2105	05/08/2023	Payroll	3	EFT		440.49	April 2023 Payroll
2106	05/08/2023	Payroll	3	EFT		2,501.72	April 2023 Payroll
2107	05/08/2023	Payroll	3	EFT		3,151.33	April 2023 Payroll
2108	05/08/2023	Payroll	3	EFT		2,549.87	April 2023 Payroll
2109	05/08/2023	Payroll	3	EFT		1,598.06	April 2023 Payroll
2110	05/08/2023	Payroll	3	EFT		4,068.74	April 2023 Payroll
2111	05/08/2023	Payroll	3	EFT		490.40	April 2023 Payroll
2112	05/08/2023	Payroll	3	EFT		3,308.32	April 2023 Payroll
2113	05/08/2023	Payroll	3	EFT		5,538.98	April 2023 Payroll
2114	05/08/2023	Payroll	3	EFT		490.49	April 2023 Payroll
2115	05/08/2023	Payroll	3	EFT		5,106.35	April 2023 Payroll
2116	05/08/2023	Payroll	3	EFT		4,577.37	April 2023 Payroll
2117	05/08/2023	Payroll	3	EFT		5,825.03	April 2023 Payroll
2118	05/08/2023	Payroll	3	EFT		4,622.88	April 2023 Payroll
2119	05/08/2023	Payroll	3	EFT		2,248.36	April 2023 Payroll
2120	05/08/2023	Payroll	3	EFT		4,850.73	April 2023 Payroll
2126	05/08/2023	Payroll	3	EFT	HSA Bank	949.00	Pay Cycle(s) 05/08/2023 To 05/08/2023 - HSA Contributions ER; Pay Cycle(s) 05/08/2023 To 05/08/2023 - HSA Contr EE
2127	05/08/2023	Payroll	3	EFT	Internal Revenue Service (941)	74,842.59	941 Deposit for Pay Cycle(s) 05/08/2023 - 05/08/2023
2128	05/08/2023	Payroll	3	EFT	WA St Department Of Retirement Systems	51,136.48	Pay Cycle(s) 05/08/2023 To 05/08/2023 - PERS2; Pay Cycle(s) 05/08/2023 To 05/08/2023 - PERS 3; Pay Cycle(s) 05/08/2023 To 05/08/2023 - 457 - DRS (DCP)
2209	05/02/2023	Claims	3	EFT	WA St Dept of Revenue **	187.10	Leasehold excise tax 1st Qtr 2023
2210	05/01/2023	Claims	3	EFT	Heartland Payment Systems	555.57	April 2023 Merchant fees
2211	05/03/2023	Claims	3	EFT	Chase Paymentech	3,253.70	April Paymentech Fees

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2255	05/05/2023	Claims	3	EFT	Xpress/Bill Pay	736.15	April Fees
2270	05/10/2023	Claims	3	EFT	US Bank	12,827.93	4485 5945 5564 1495
2129	05/08/2023	Payroll	3	2129	AFLAC	221.39	Pay Cycle(s) 05/08/2023 To 05/08/2023 - AFLAC, Pre-Tax; Pay Cycle(s) 05/08/2023 To 05/08/2023 - AFLAC, Post-Tax
2130	05/08/2023	Payroll	3	2130	AWC Employee Benefit Trust	24,099.65	Pay Cycle(s) 05/08/2023 To 05/08/2023 - AWC - Health First 250; Pay Cycle(s) 05/08/2023 To 05/08/2023 - AWC- Dental J; Pay Cycle(s) 05/08/2023 To 05/08/2023 - AWC - Vision; Pay Cycle(s) 05/08/2023 To;
2131	05/08/2023	Payroll	3	2131	Colonial Life Insurance	66.75	Pay Cycle(s) 05/08/2023 To 05/08/2023 - Colonial Life Ins
2132	05/08/2023	Payroll	3	2132	Great-West Life & Annuity	4,920.00	Pay Cycle(s) 05/08/2023 To 05/08/2023 - 457 - Empower (Mass Mutual); Pay Cycle(s) 05/08/2023 To 05/08/2023 - Roth 457(b)Empower(MassMutual)
2133	05/08/2023	Payroll	3	2133	Legal Shield	74.00	Pay Cycle(s) 05/08/2023 To 05/08/2023 - Legal Shield
2134	05/08/2023	Payroll	3	2134	Mission Square	3,666.97	Pay Cycle(s) 05/08/2023 To 05/08/2023 - 457 - Mission Square Ret(ICMA)
2135	05/08/2023	Payroll	3	2135	Navia Benefits	505.00	Pay Cycle(s) 05/08/2023 To 05/08/2023 - Navia Limited FSA
2136	05/08/2023	Payroll	3	2136	Western Conference of Teamsters Pension Trust	2,533.68	Pay Cycle(s) 05/08/2023 To 05/08/2023 - WCTPP Contributions
2137	05/08/2023	Payroll	3	2137	Teamsters Union Local 231	1,786.00	Pay Cycle(s) 05/08/2023 To 05/08/2023 - Teamsters Dues
2138	05/08/2023	Payroll	3	2138	Washington Teamsters Welfare Trust	38,826.30	Pay Cycle(s) 05/08/2023 To 05/08/2023 - Teamsters Dental; Pay Cycle(s) 05/08/2023 To 05/08/2023 - Teamsters Medical
2146	05/04/2023	Claims	3	36943	APSCO, LLC	2,295.30	City of Stanwood
2147	05/04/2023	Claims	3	36944	Aramark Uniform Services Inc	109.36	937963000; 937963000
2148	05/04/2023	Claims	3	36945	Badger Meter Inc	151.55	460708
2149	05/04/2023	Claims	3	36946	CDW G LLC	5,828.59	City of Stanwood 11047603
2150	05/04/2023	Claims	3	36947	Cascade Natural Gas Corp	1,389.08	608 440 000 4; 022 201 7579 4; 127 540 0000 3; 498 440 0000 7; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2
2151	05/04/2023	Claims	3	36948	Dataquest, LLC	148.00	CITYSTA
2152	05/04/2023	Claims	3	36949	Edge Analytical Inc	742.00	STA01; STA01; STA01
2153	05/04/2023	Claims	3	36950	General Pacific Inc	23,302.09	101681; 101681
2154	05/04/2023	Claims	3	36951	H D Fowler Company Inc	1,377.71	City of Stanwood
2155	05/04/2023	Claims	3	36952	Harmsen LLC	510.00	City of Stanwood
2156	05/04/2023	Claims	3	36953	Housing Authority of Snohomish County	1,890.00	City of Stanwood
2157	05/04/2023	Claims	3	36954	Keller Supply Company	906.57	22832; 22832
2158	05/04/2023	Claims	3	36955	Lenz Enterprises Inc	21.50	City of Stanwood
2159	05/04/2023	Claims	3	36956	Lou's Gloves	834.00	STA629
2160	05/04/2023	Claims	3	36957	PUD Of Snohomish County *	8,073.10	200240505; 200128742; 200592889
2161	05/04/2023	Claims	3	36958	Perteet Inc.	39,588.75	City of Stanwood
2162	05/04/2023	Claims	3	36959	Pollardwater	215.32	37807

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2163	05/04/2023	Claims	3	36960	RH2 Engineering Inc	12,344.64	City of Stanwood; City of
2164	05/04/2023	Claims	3	36961	SWS Equipment	679.26	City of Stanwood 10-C1108
2165	05/04/2023	Claims	3	36962	Safeway	27.35	191483 City of Stanwood
2166	05/04/2023	Claims	3	36963	Skagit Farmers Supply	1,656.10	135052; 135052; 135052
2167	05/04/2023	Claims	3	36964	Skagit Valley Publishing	81.51	48893
2168	05/04/2023	Claims	3	36965	Sno Co Public Works *	237.61	CR000024
2169	05/04/2023	Claims	3	36966	Stanwood Ace	1,079.57	20013; 2013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
2170	05/04/2023	Claims	3	36967	Stanwood Auto Parts	497.46	56100; 56100
2171	05/04/2023	Claims	3	36968	Unum Life Insurance	88.40	City of Stanwood
2172	05/04/2023	Claims	3	36969	Xylem Water Solutions U.S.A., Inc.	27,510.05	129265
2173	05/04/2023	Claims	3	36970	Zumar Industries Inc	3,773.27	City of Stanwood
2271	05/10/2023	Claims	3	36971	APP- Associated Petroleum Products	4,545.44	AP0100494
2272	05/10/2023	Claims	3	36972	Absolute Auto Repair Services	821.58	City of stanwood
2273	05/10/2023	Claims	3	36973	Advantage Building Services	1,565.00	City of Stanwood
2274	05/10/2023	Claims	3	36974	Aramark Uniform Services Inc	54.68	937963000
2275	05/10/2023	Claims	3	36975	Bonner Electrical Contracting LLC	2,120.79	City of stanwood
2276	05/10/2023	Claims	3	36976	Cascade Septic Pumping, LLC	751.80	City of stanwood
2277	05/10/2023	Claims	3	36977	City of Everett *	500.00	STACITG
2278	05/10/2023	Claims	3	36978	Code Publishing Company Inc	2,722.67	ST4659
2279	05/10/2023	Claims	3	36979	Confluence Environmental Company, Inc	38,736.00	City of Stanwood; City of
2280	05/10/2023	Claims	3	36980	Daily Journal Of Commerce Inc	459.25	City of stanwood
2281	05/10/2023	Claims	3	36981	Dorse and Company Inc	2,857.10	City of stanwood; City of Stanwood
2282	05/10/2023	Claims	3	36982	Edge Analytical Inc	24.00	STA01
2283	05/10/2023	Claims	3	36983	Hushagen Kevin	22.51	City of Stanwood
2284	05/10/2023	Claims	3	36984	ICONIX Waterworks (US) Inc.	102.08	CITSTA
2285	05/10/2023	Claims	3	36985	Interwest Construction, Inc.	237,082.20	City of Stanwood
2286	05/10/2023	Claims	3	36986	Judha of Lion Landscaping And Services L	89,148.36	City of Stanwood
2287	05/10/2023	Claims	3	36987	Alan M Lytton	422.28	City of Stanwood
2288	05/10/2023	Claims	3	36988	ODP Business Solutions, LLC	145.13	36274097; 36274097; 36274097; 36274097; 36274097
2289	05/10/2023	Claims	3	36989	PUD Of Snohomish County *	568.34	200367373
2290	05/10/2023	Claims	3	36990	Pace Engineers, Inc	7,903.00	city of stanwood; City of stanwood; City of stanwood; City of Stanwood; City of Stanwood
2291	05/10/2023	Claims	3	36991	Petty Cash/ Marcy Mathis -Custodian	99.49	City of Stanwood
2292	05/10/2023	Claims	3	36992	Ricoh USA Inc- Maint	509.92	4250811; 4250811; 4250811; 4250811
2293	05/10/2023	Claims	3	36993	Ricoh USA, Inc.	368.54	1316669-3800642; 1316669-3800377
2294	05/10/2023	Claims	3	36994	Shred-it US JV LLC	44.74	1000283524
2295	05/10/2023	Claims	3	36995	Skagit Farmers Supply	1,276.55	135052; 135052; 135052
2296	05/10/2023	Claims	3	36996	Skagit Valley Publishing	214.50	48893; 48893
2297	05/10/2023	Claims	3	36997	Sno Co District Court	1,707.26	DCT34003
2298	05/10/2023	Claims	3	36998	Sno Co Information Services *	12,484.40	DIS1107
2299	05/10/2023	Claims	3	36999	Sno Co Prosecuting Attorney	1,913.14	City of Stanwood
2300	05/10/2023	Claims	3	37000	Sno Co Sheriff's Office - CB	1,755.64	City of Stanwood
2301	05/10/2023	Claims	3	37001	Snohomish County 911	18,306.84	City of Stanwood; City of
2302	05/10/2023	Claims	3	37002	Snohomish County Treasurer	22.82	City of Stanwood
2303	05/10/2023	Claims	3	37003	Everett Daily Herald/ Sound Publishing, Inc.	275.44	14104597

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2304	05/10/2023	Claims	3	37004	Stanwood Ace	782.38	20013; 20013; 20013; 20013; 20013; 20013
2305	05/10/2023	Claims	3	37005	Stanwood City Utility	2,309.96	4252; 4724; 1241; 1271; 1328; 1332; 1348; 1473; 1573; 1587; 1674; 1675; 2416; 4916
2306	05/10/2023	Claims	3	37006	Strategies 360 Inc	2,000.00	City of stanwood
2307	05/10/2023	Claims	3	37007	USA Bluebook	998.56	478228; 478228
2308	05/10/2023	Claims	3	37008	Utilities Underground Loc	109.65	134200
2309	05/10/2023	Claims	3	37009	Verizon Wireless	1,116.00	372541731-00001
2310	05/10/2023	Claims	3	37010	WA St Treasurer	1,452.09	City of stanwood
2311	05/10/2023	Claims	3	37011	Western Mechanical & Controls LLC	22,390.11	City of Stanwood
2312	05/10/2023	Claims	3	37012	Ziply Fiber	145.81	360-629-4907-072497-5
2397	05/17/2023	Claims	3	37013	BHC Consultants, LLC	1,170.23	City of Stanwood
2398	05/17/2023	Claims	3	37014	The Blueline Group, LLC	24,015.50	City of stanwood; City of Stanwood; City of Stanwood
2399	05/17/2023	Claims	3	37015	Chicago Title Company	384.65	City of Stanwood 885058
2400	05/17/2023	Claims	3	37016	Devil Dog Installations LLC	579.39	City of stanwood
2401	05/17/2023	Claims	3	37017	Edge Analytical Inc	240.00	STA01
2402	05/17/2023	Claims	3	37018	Hamilton Lumber LLC	32.78	City of Stanwood 66
2403	05/17/2023	Claims	3	37019	Harmsen LLC	27.00	City of Stanwood
2404	05/17/2023	Claims	3	37020	Lenz Enterprises Inc	727.65	City of Stanwood; City of Stanwood; City of Stanwood
2405	05/17/2023	Claims	3	37021	Maul Foster Alongi, Inc.	7,168.75	City of stanwood; City of Stanwood; City of Stanwood
2406	05/17/2023	Claims	3	37022	Metron And Associates, Inc.	4,215.00	City of stanwood
2407	05/17/2023	Claims	3	37023	PUD Of Snohomish County *	4,874.24	200633634; 200142180; 200738672
2408	05/17/2023	Claims	3	37024	Ricoh USA, Inc.	452.46	1316669-3800327
2409	05/17/2023	Claims	3	37025	Safeway	30.12	191483
2410	05/17/2023	Claims	3	37026	Skagit Farmers Supply	2,051.03	135052; 13052; 135052
2411	05/17/2023	Claims	3	37027	Skagit Valley Publishing	184.47	48893; 48893
2412	05/17/2023	Claims	3	37028	Stanwood Ace	289.59	20013; 20013; 20013; 20013
2413	05/17/2023	Claims	3	37029	Thompson Guildner & Associates Inc. P.S.	7,752.00	City of stanwood
2414	05/17/2023	Claims	3	37030	Transpogroup Inc	10,115.00	City of Stanwood
2415	05/17/2023	Claims	3	37031	US Bank Na Custody/ Treas Div-Money Ctr	60.00	xxxxxxx717 City of Stanwood
2416	05/17/2023	Claims	3	37032	Verizon Wireless	349.60	742373248-00001
2417	05/17/2023	Claims	3	37033	Wave Broadband	132.02	3201-0316547-01
2418	05/17/2023	Claims	3	37034	Western Exterminator Company	209.59	683591; 683591
2419	05/17/2023	Claims	3	37035	Ziply Fiber	1,355.49	206-188-0411-053105-5
001 General Fund						267,505.71	
101 Street Fund						47,715.53	
103 Street Construction Fund						287,021.79	
104 Park And Trail Improvement Fund						140,724.32	
110 Building Improvement Fund						25.00	
115 Tourism And Promotion						7,443.93	
401 Sewer Fund						130,753.38	
403 Sewer Construction Fund						7,849.81	
410 Drainage Fund						25,256.56	
411 Drainage Construction Fund						5,902.50	
421 Water Fund						100,040.71	
422 Water Construction Fund						20,665.01	
630 Agency Fund						238.10	

Claims:	680,171.20
1,041,142.35 Payroll:	360,971.15

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

() Finance Director () Auditing Officer Wendy Corden Jordan Date: 5-17-23
(x) Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: May 25, 2023
SUBJECT: City Council Regular Meeting Minutes – May 11, 2023
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

May 11, 2023, Regular City Council Meeting minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MAY 11, 2023, CITY COUNCIL REGULAR MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 11, 2023 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

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

*Motion by Councilmember Metz, second by Councilmember Robb, to excuse Councilmember Tim Pearce. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, City Attorney Nikki Thompson, Fire Chief John Cermak, Police Chief Jason Toner, Building Official Scott Black, Associate Engineer Alan Lytton, Economic Development and Marketing Manager Sarah Cho and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Mayor Roberts asked Council to amend the agenda by adding item 11e appointing voting delegates to the Association of Washington Cities.

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

4. Presentation - None

5. Public Comments - None

6. Staff / Department Reports

Police Compstat Report - April

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes – March 17, 2023
- b. Parks and Trails Advisory Committee Meeting Minutes – March 22, 2023
- c. Planning Commission Meeting Minutes – April 10, 2023
- d. Public Safety Meeting Minutes – April 6, 2023
- e. Public Works Committee Meeting Minutes – May 1, 2023

Council Questions and Comments:

- Councilmember Shepro asked for more information regarding the Church Creek Park Restroom concerns that were discussed at the PWC meeting. Councilmember Gaumond answered that the PWC is discussing and trying to come up with a solution regarding teenagers hanging out in the restrooms for long periods of time. This is an issue for the families with small children who are using the park. Chief Toner said deputies are patrolling the park after school is let out, but surrounding businesses are also having issues with the high school kids hanging out on their property. He noted that he will be having a meeting with the school district to see if anything can be done on their end.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – April 27, 2023
- c. Approve Second Utility Account Adjustment
- d. Approve Storefront Improvement Program Grant Applications

*Motion by Councilmember Shepro, second by Councilmember Gaumond to approve the consent agenda items A through C and move item D to new business 11f. **Motion carried unanimously.***

9. Unfinished Business - None

10. Public Hearing

Open Public Hearing

- i. Approve First Reading of Ordinance 1516 Adopting New Title 6 Parks and Public Places, and Replaced Title 9 – Public Peace, Safety and Welfare
- ii. Approve First Reading of Ordinance 1517 Adopting Title 13, Civil Enforcement

Community Development Director Love asked Council to consider three issues for Title 6 Park Rules:

1. How to apply infractions to the park rules? Use a flat rate or a graduating scale?
2. Set Park hours. Should the hours be set as an hour before sunrise and an hour after sunset?
3. Speeding in the parking lots and parks. Should there be different rate for different types of vehicles, or should there be a flat rate?

Love said Title 9 Public Peace, Safety, and Welfare has been completely rewritten but has maintained the majority of what was in the police department enforcement section and added the updated and new state laws. The City Attorney and Police Chief were heavily involved in the rewriting of this title. There are three issues for Council to consider:

1. All nuisance regulations have been moved out of Title 9 and moved to Title 7: Health and Sanitation.
2. The Police Chief is identified as the person hearing any appeals of Title 9.
3. A new regulation regarding use, possession, and depositing of controlled substances.

Love said the title of Title 13 has been changed from Code Enforcement to Civil Enforcement. There are three issues for Council to consider for this title:

1. Cost of Civil Penalties. Use a flat rate or a graduated scale?
2. Who can appeal? The person subject to the violation or others affected by the decision.
3. Standard of review.

Mayor Roberts opened the Public Hearing at 7:27 p.m. With no public comments, Mayor Roberts closed the Public Hearing at 7:28 p.m.

Council asked questions and made comments that Love answered.

*Motion by Councilmember Robb, second by Councilmember Bergman to approve the first reading of Ordinance 1516 as set forth in attachment "A" and to proceed with the second reading of the ordinance on May 25, 2023. **Motion carried unanimously.***

*Motion by Councilmember Metz, second by Councilmember Gaumond to approve the first reading of Ordinance 1517 as set forth in attachment "A" and to proceed with the second reading of the ordinance on May 25, 2023. **Motion carried unanimously.***

11. New Business

- a. Approve First Reading of Ordinance 1518 Amending Chapter 14.04 Uniform Codes - Building and Fire Code Updates

Community Development Director Love said every three years the city goes through a building code update process. Building codes are mandatory, there is no public hearing, and it is a requirement of state law that the city adopt the most updated building codes. This code addresses everything to do with construction of a building, building, fire, plumbing, and mechanical codes.

Building Official Scott Black said there is a new code, the Wildland Urban Interface (WUI) which was adopted in the 2018 inside of the fire code. It has not yet been used as the mapping from the Department of Natural Resources was not finished. DNR finished the mapping in late 2020 but no one wanted to use it, so the state changed it and made it a stand-alone code. This code deals with the separation of structures and brush/timber for fire impacts. This will require some additional construction to mitigate for the potential fire impacts such as exterior of residences to be non-combustible and changing from soffit venting attics to putting ventilation on the lower portion of the roof. This code must be adopted by July 1, 2023. Black answered council questions about the WUI code.

*Motion by Councilmember Shepro, second by Councilmember Metz to approve the first reading of Ordinance 1518 as set forth in attachment "A" amending Chapter 14.04 of the Stanwood Municipal Code, Uniform Codes, and proceed with the second reading and adoption of the Ordinance on May 25, 2023. **Motion carried 5 yea and 1 nay.***

- b. Authorize the Use of a Vehicle for the Volunteer Citizen Patrol Program and Authorize the Purchase of a Replacement Vehicle

City Administrator Smith said this item has been to the Public Works Committee. The timeline to purchase a vehicle can take up to a year, so the proposal is to have the Citizen Patrol take over the 2014 Ford Escape which is scheduled to be replaced in 2024 and start the order process now. The Escape is in good condition with very low miles.

The program will be modeled after the Snohomish County Sheriff's Office Citizen Patrol program and operate under the Stanwood Police Chief with his training and guidance.

Chief Toner said there are two benefits of this program: 1. The civic aspect, this program will give citizens another option to volunteer in the community besides joining a committee and 2. Will give the police another set of eyes on the streets. There is a lot of training involved for this program.

Council Questions and Comments:

- How will the radar speed checks work from a non-officer? Toner said it would not be enforcement, but rather placement of the radar trailer, usually Public Works moves the radar trailer for the officers, so now the citizen patrol could do it.
- Will this require any modifications to the Ford Escape? Smith said, just the removal of the city decals and adding decals for the citizen patrol.
- Can anyone volunteer for the program? Toner said yes, but everyone will go through a background check.

*Motion by Councilmember Robb, second by Councilmember Gaumond to authorize the use of the 2014 Ford Escape for the Citizen Patrol Program and purchase a replacement vehicle immediately. **Main Motion carried unanimously.***

- c. Authorize the Mayor to Sign a Contract with Dawson Construction for the 92nd Ave Sidewalk Project.

Associate Engineer Alan Lytton said we received 8 bids for this project. The engineer's estimate was \$300,000 and Dawson had the low bid of \$246,700. The 10% contingency will cover any unknowns that may come up.

*Motion by Councilmember Metz, second by Councilmember Robb to authorize the mayor to sign a contract with Dawson Construction, LLC to complete the 92nd Ave NW Sidewalk project for \$246,700 with a \$24,670 construction contingency. **Main Motion carried unanimously.***

- d. Adopt Resolution 2023-07 Financial Management Policy Update

Finance Director Hammond discussed the highlights of the three recommended changes to the Financial Management Policy.

1. Investment Policy Section
2. Debt Policy Section
3. Change to procurement of information technology section

The investment policy and debt policy were discussed by Finance Committee in March and April.

Council Questions and Comments:

- Kudos for getting recognition from the WPTA.
- Has the city ever used Local Improvement Debt? Hammond said yes, and it was paid off in the '90s.

*Motion by Councilmember Robb, second by Councilmember Bergman to adopt Resolution 2023-07 updated Financial Management Policy. **Main Motion carried unanimously.***

e. Association of Washington Cities Voting Delegate

Hammond highlighted the tremendous value the city receives from AWC: training opportunities, numerous publications, elected official's guide, a lot of information on their website, conduct significant training and budget conferences, labor relation conference, AWC trust health and wellness programs, drug and alcohol testing program, safety alliance, and more. The annual membership dues is \$6,219. AWC is governed by elected officials and organized in 14 regional districts as well as having 4 at large positions. Elections will be June 22nd at 4:00 pm at their annual conference. The city is allowed to appoint three voting delegates. If any councilmember would like to be appointed, please talk to the mayor. The mayor asked councilmembers to contact him by May 19th if they are interested.

No Action.

f. Approve Storefront Improvement Grants

Economic Development and Marketing Manager Sarah Cho presented the five applications received for the Storefront Improvement Project. Cho said the city is receiving tremendous positive feedback from business and property owners. Staff has met with all five applicants to make sure they are proposing eligible projects, help with permitting and code requirements, and to answer any questions. The applications have all been reviewed and approved by the Economic Development Board. There was a wide range of projects, new signage, new doors and windows, street scaping, and paint.

Staff asked applicants if there was anything that was not included in the grant program that they'd like to see. The three questions will be brought to the Community Development Committee for recommendation:

1. Should the school district be allowed to apply since the Middle School is on 271st Street?
2. What should the labor match be capped at? Currently, there is no cap.
3. Can security cameras be allowed use?

Council Questions and Comments:

- Question about the scope of the intent of the grant program and that Jimmy's Pizza's storefront is not on main street but facing SR532. Cho said the initial

proposed program was intended for storefronts along 270th and 271st but after meeting with property and business owners it was deemed that it was important to include all businesses located downtown. Jimmy's is facing SR532 but is a very visible business.

- Was hoping to see more businesses that really need the grant to improve their storefront, these applicants are not even that bad. Need to reach out to businesses that are in dire need of improvement to make sure they are aware of the grant opportunity.
- Mammoth Burger is requesting steel planters and bistro tables and chairs, will that interfere with pedestrian passage? Cho answered that they do make sure any of those elements are not in the right-of-way.
- Should furniture be allowed use? Cho answered that furniture is part of the streetscape category.
- Concern with only \$90,000 per year given out, would like to see more businesses along the Twin City Mile get priority over businesses not facing 271st and 270th. Cho said they can bring this comment to the Community Development Committee for consideration and if it that lowers the priority of any applicant, they can discuss with the Economic Development Board. Smith added that the program was approved with the map of the zone by Council so the program would need to be looked at as it was set to inspire all of downtown to look better. Love added the original boundary was set small focusing on 271st, 270th, 88th, 92nd and 102nd and as the program went through committees and council, Council asked for the boundary to allow for more opportunities. This is our pilot program so the boundary and priorities can be brought back to the Community Development Committee to discuss.
- Would like to prioritize businesses that need maintenance.
- Great to hear all the interest.
- The \$90,000 does look a little tight. Security cameras and a new door seems more like maintenance than what the intent of 'preserving and enhancing the charm' so when making tweaks to the program consider less maintenance requests.
- Take in consideration of repeat applicants, give everyone a chance.
- Would consider allowing the Stanwood Middle School to use the grant for paint since it's a large building on Main Street.
- The School District has more money than the City so why would we give a grant to the school district?
- How many applications have been received? Cho said five complete applications have been received and four more are working to get them completed by the next Economic Development Board meeting in June.

*Motion by Councilmember Robb, second by Councilmember Shepro to approve consent agenda item d. **Main Motion carried unanimously.***

12. Public Closing Comments - None

13. Executive/Legislative Reports

a. Mayor's Report

- Attending the PRSC Annual General Assembly on May 30th. Councilmembers are welcome to attend, it's a two-hour meeting in Seattle at Pioneer Square.

- June 25th is the Twin City Idlers Car Show.

b. City Administrator Report

- Happy Mother's Day!
- It's the first-year anniversary of the approval to form the Parks Team. The parks are looking wonderful and hearing great things about the baseball and soccer fields. Staff is working on a more formal update.
- Next week bids will be opened for the 80th St Sidewalk Improvement project and the First phase of the Twin City Mile project (92nd and 271st intersection).

c. Councilmember's Report/Questions

- Happy Mother's Day, it's going to be nice!
- It's exciting to see projects under construction and to see the Storefront Improvement Program underway.
- Appreciation to the Planning Commission for all the work they do and for meeting with Council tonight for the special workshop to talk about the Comprehensive Plan Update.
- Can Council get an update on the progress of the flood wall?
- Sent an email to Public Works to get an extra street cleaning on 271st for the upcoming Pickers Market. Was very happy and excited to see that they were out the very next morning before 8:00am sweeping. Thank you Public Works for your prompt service!
- Thank you to Public Works for putting on the Clean Sweep Event.

14. Recess to Executive Session - None

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 9:05 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8c

DATE: May 25, 2023

SUBJECT: City Council and Planning Commission Joint
Special Meeting Minutes – May 11, 2023

CONTACT PERSON: Lisa Sokolik, City Clerk

ATTACHMENTS: A – City Council and Planning Commission Joint Special
Meeting Minutes

SUMMARY STATEMENT

Minutes of the May 11, 2023, City Council and Planning Commission Joint Special Meeting is attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE MAY 11, 2023, CITY COUNCIL AND PLANNING COMMISSION JOINT SPECIAL MEETING AS PRESENTED.

CITY OF STANWOOD

City Council and Planning Commission
Joint Special Meeting
Thursday, May 11, 2023 – 5:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood

MINUTES**Call to Order**

Mayor Sid Roberts called the meeting to order at 5:05 p.m.

Attendance

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

Planning Commissioners present: Melissa Toner, Patrick Hosterman, Jeffery Wheatley, Cody Davis, and Robert Hicks joined the meeting at 5:35 p.m.

City staff present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, City Planner Tansy Schroeder, City Clerk Lisa Sokolik, Associate Engineer Alan Lytton.

1. Comprehensive Plan and Housing Policy Discussion

Community Development Director Love discussed the city's employment targets, population targets, housing targets, and downtown revitalization for the Land Use and Housing Elements of the 2024 Comprehensive Plan update which will set the foundation for the city's future growth pattern.

Below is a summary of key issues raised during the discussion.

- Questions about how the recent sale of Twin City Foods to No Meat Factory changes our job capacity. The Twin City Foods property was already included in the job capacity and the sale would add a nominal number of new jobs, not meeting the shortfall. Councilmembers and commissioners are supportive of Planned Industrial zoning.
- Discussion and questions about legislative housing bills.
 - HB 1337: To what extent is the City required to allow two ADU's per lot? Is the City required to waive setbacks and lot coverage standards to facilitate allowing two ADU's per lot? How do short-term rentals play into this? What about parking? Is there any differentiation between attached ADU's and detached ADU's?
 - SB 5058, HB 1293, HB 1042: To what extent do these restrict the ability of the City to apply design standards or other development standards? Any design standards applied to missing middle housing must also be applied

Stanwood City Council and Planning Commission Joint Special Minutes – May 11, 2023

- to single-family housing. Can the City instill zone-specific or area-specific design standards instead of housing type design standards?
- Understanding that while HB 1110 does not apply to Stanwood, we are still required to allow missing middle housing through HB 1220.
- What does mixed-use housing mean to Stanwood? Vertical mixed use and horizontal mixed use. We don't want mixed use in the Uptown neighborhoods, but it's appropriate for downtown and the SR 532 Uptown area.
- Stanwood has a lot of tax-exempt properties along 271st in Downtown (ex. library, police station, community resource center, churches). Can we discourage tax exempt businesses from main street? Do other cities and towns have a similar quantity of tax-exempt properties along their main streets? Find the balance between economic development and providing services for residents.
- Councilmembers and commissioners are supportive of rezoning QFC, Petco, Rite Aid, and Viking Village to General Commercial while keeping the properties adjacent to 271st Downtown Mixed Use.
- Denser housing/missing middle should be located in proximity to services and transportation and bus stops.
- Councilmembers and commissioners are supportive of allowing naturally occurring small scale, specific commercial uses in Uptown along major roadways.
- Councilmembers and commissioners are supportive of rezoning Pederson property from SR 5.0 to MF and supportive of creating TN-Commercial zone along SR 532 where commercial is required as opposed to optional.
- Do not want to increase overall density but provide more flexible lot development standards like lot size, width, and setbacks.
- Allow more flexibility for small developers and short plats but not for large developers (ex. DR Horton) and long plats.

Adjourn

Mayor Roberts Adjourned the meeting at 6:26 pm.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: May 25, 2023

SUBJECT: Inland Steel PUD Easement Request

CONTACT PERSON: Patricia Love, Community Development Director
Tansy Schroeder, City Planner

ATTACHMENTS: A – Easement

PURPOSE

The purpose of this agenda item is for Council consideration to grant an easement to Snohomish County Public Utility District (PUD) for the purpose of installing underground utilities to serve the Inland Steel property located at 9026 272nd Street NW.

BACKGROUND

Inland Steel is in the process of developing their property with two future buildings; the first will be 7,779 square feet and the second will be 6,622 square feet, on approximately 1.43 acres zoned Light Industrial. The project site is located southeast of the intersection of 272nd Street NW and 92nd Avenue NW. The project includes 29 parking stalls and paving, frontage improvements to 272nd Street NW, landscaping, and installation of stormwater management and utilities.

Inland Steel and PUD are proposing to bring power to the site via a 20-foot-wide City owned parcel. Inland Steel has met with PUD and this is the only viable path to bring power onto their property. There are two power poles within the vicinity of the subject property:

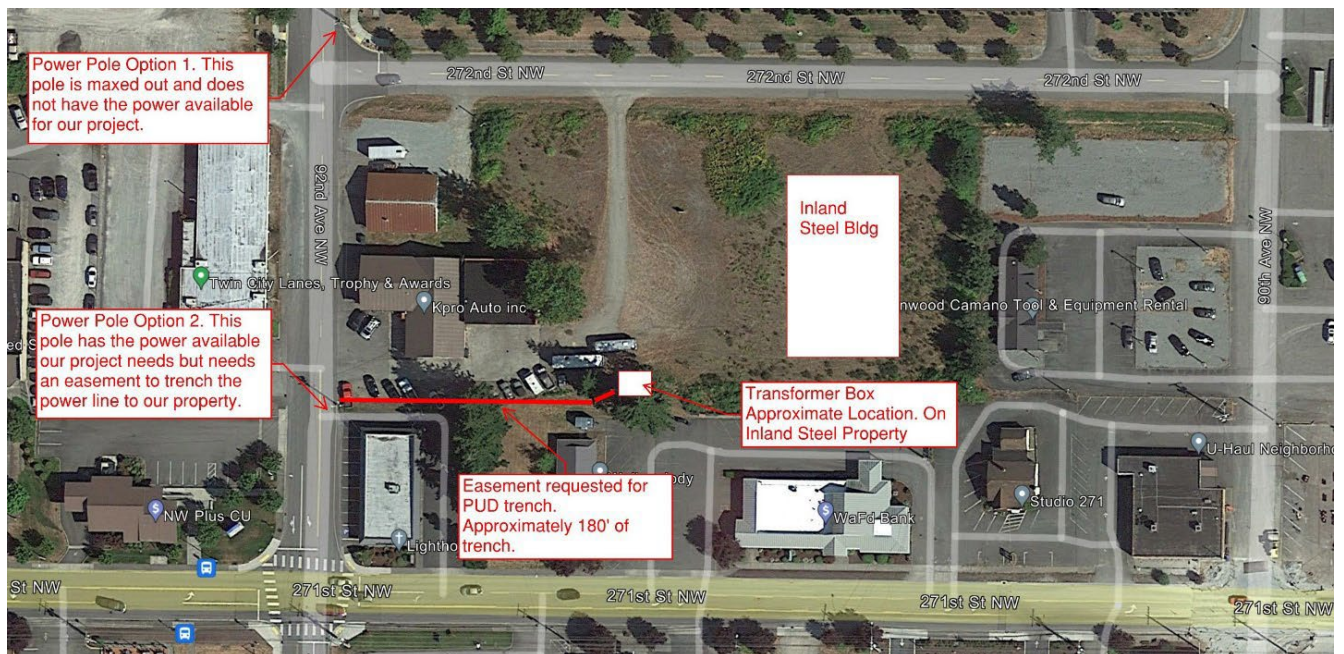
- The first pole is located at the northern corner of 272nd St and 92nd Ave. This pole would not require an easement from the City, but unfortunately does not have the necessary capacity and power available for the proposed development.
- The second pole is located on the east side of 92nd Ave, just to the south of K Pro Auto Inc. This pole has the necessary power needed for the development but requires granting of an easement across city-owned property.

PUD has no other feasible options on 272nd Street, 90th Avenue, or 271st Street to provide power to the site. The proposal would consist of a 3-foot-wide trench for conduit which will then be backfilled and compacted. The applicant shall pay an easement value of \$1,000.00 if Council approves the easement.

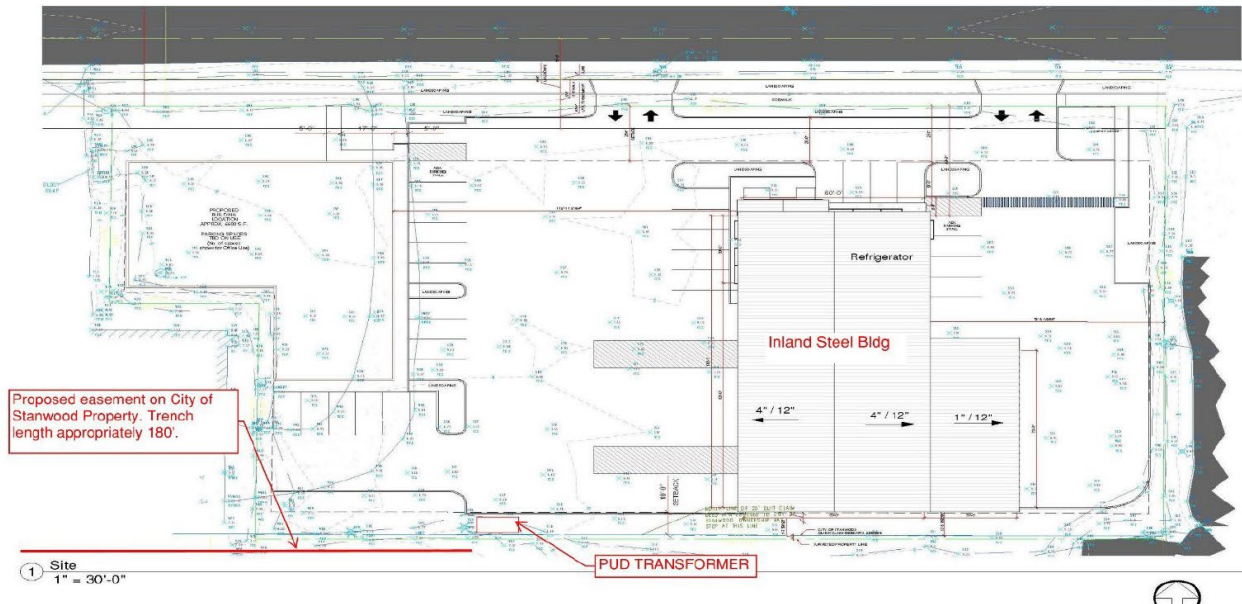
Easement Location



Easement Detail



Easement Site Plan



ANALYSIS

Prior to making a recommendation to the City Council or Mayor to grant an easement, the easement request is reviewed against the below listed criteria. The request has been reviewed by both the Public Works and Community Development Departments.

Criteria #1: The easement provides a benefit to the residents of Stanwood

City Response: Inland Steel has obtained a grading and site development permit in order to develop the property located at 9026 272nd Street NW. The proposed office and warehouse development will provide new job opportunities to the residents of Stanwood. The easement is a non-exclusive easement; other properties access the power line if needed.

Criteria #2: The easement request does not conflict or interfere with future city projects

City Response: City staff conducted a review of the City's existing Comprehensive Plans to determine if there are any conflicts with existing or future plans: Stormwater, Sewer, Water, and Transportation. The graphics below show the location of the proposed easement in relationship to city infrastructure.

Stormwater: No conflicts with existing or proposed infrastructure.

Sewer: No conflicts with existing or proposed infrastructure.

Water: No conflicts with existing or proposed infrastructure.

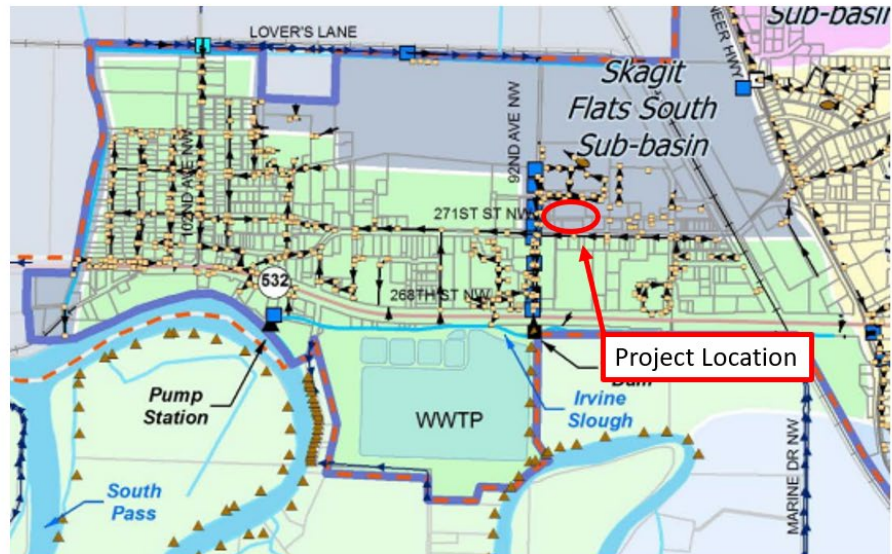
Transportation: No conflicts with existing or proposed road or sidewalk projects.

Construction: A trench, approximately 3-feet wide (within the 10-foot easement area), will be dug for the conduit to be laid in. Once the conduit is installed and inspected by PUD, the trench will be backfilled, compacted, and restored. The City has reviewed PUD's proposal and finds that the location of the conduit and proposed construction method will not conflict with the City's infrastructure.

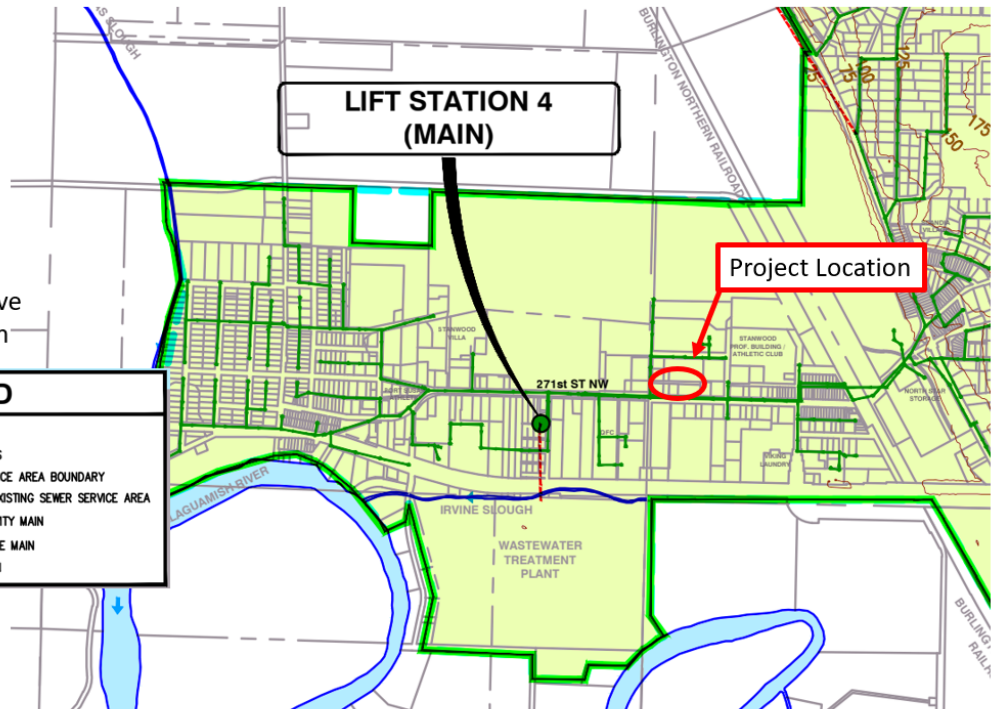
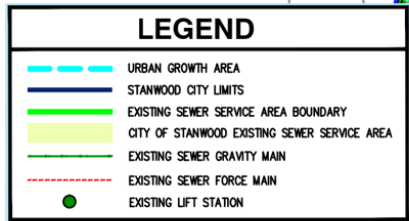
2015 Comprehensive
Stormwater System Plan

Legend:

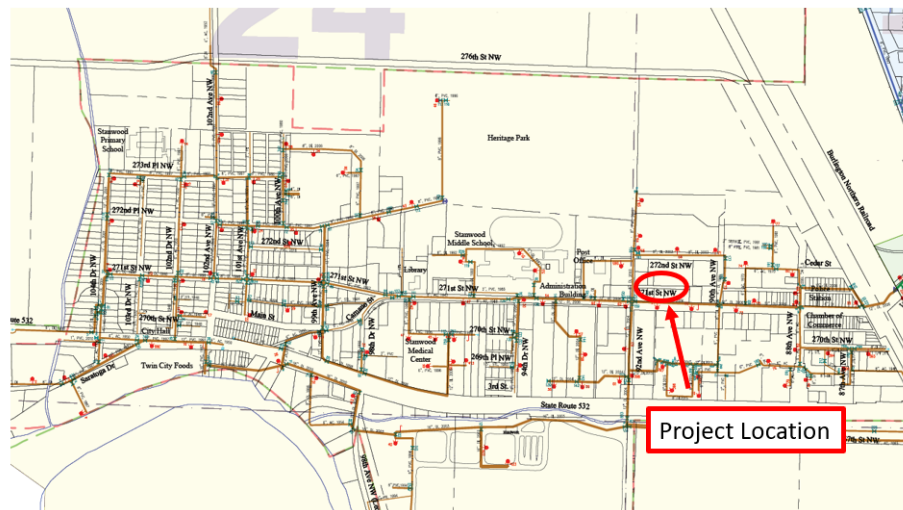
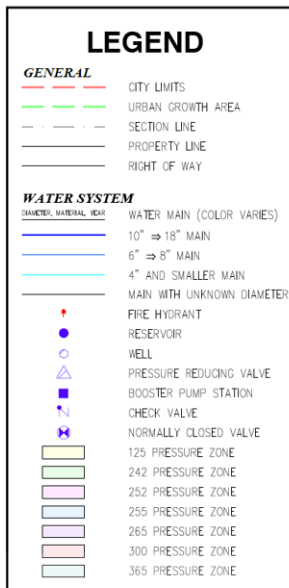
- City Boundary
- Urban Growth Area
- City of Stanwood**
 - Catchbasins
 - Manholes
 - Pipes
 - Detention Facility
- Snohomish Co. Catchbasins**
 - CB Yard Drain
 - CB Type 1 Inlet
 - CB Type 1
 - CB Type 2
 - CB Type 2 Flow Restr/Poll Cnt
 - Other CBs
 - Vault Access; CB Type 3
 - Detention Pipe Access
- Stormwater Network
- Basins**
 - Church Creek
 - Douglas Creek
 - Prestons Bluff Drainages
 - Skagit Flats South
 - Stanwood City
 - Stillaguamish Floodplain



2015 Comprehensive Sewer System Plan

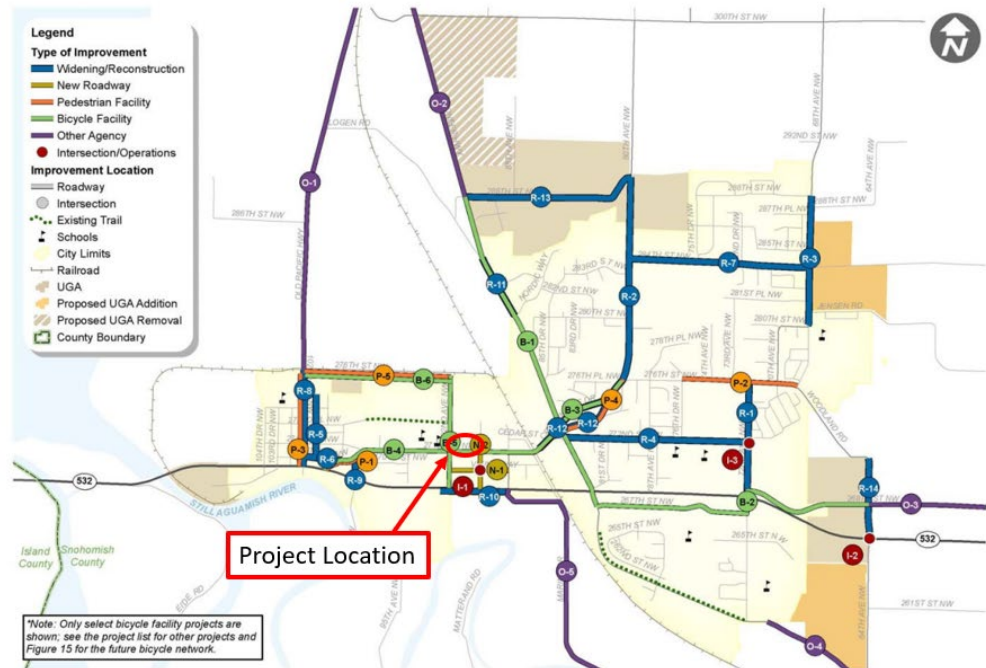


2015 Comprehensive Water System Plan



2015
Transportation
Plan

Transportation
Improvement
Projects



Criteria #3: The easement is not in conflict with any other public overlay easement or restrictive covenant

City Response: There are no restrictive covenants on the subject property. City staff has reviewed the easement request and has found no conflicts with the proposal.

Criteria #4: The easement does not limit access or public use of the property by the City or city residents

City Response: There will be no impact to surrounding properties after the underground conduit has been installed. The applicant shall coordinate with adjacent property owners to minimize disruptions. The property shall be restored to its original condition once construction is complete.

Criteria #5: The easement does not limit or interfere with the any existing public works maintenance operations

The proposed conduit will be underground and will therefore not interfere with Public Works standard maintenance activities.

Summary of Easement:

The draft easement has been reviewed by staff and the City Attorney, all of which are recommending approval. The easement:

- Provides a non-exclusive right to use a 180' x 10' (1,800 square foot) area for the purpose of installing an underground power conduit on city owned property.

- The City maintains the right to use the property at all times in a manner that does not interfere with the use of the easement.
- PUD may cut and trim vegetation as necessary to protect their equipment at their sole cost; PUD must provide notice to the City prior to vegetation management.
- PUD may claim the value resulting from any tree or brush removal on the entire property that they remove unless the City requests fallen timber to be set aside for City use.
- PUD must restore the property as reasonably possible to its existing condition.

FINANCIAL ANALYSIS

Fiscal Impact			
No Financial Impact to the City of Stanwood; the applicant will pay an easement value of \$1,000.00 prior to the City signing and recording the easement.			
Fund(s):	N/A		
Amount:	\$ N/A	Project Estimate:	\$ N/A -
Budget Authorized	☐ Yes ☐ No ☒ N/A	Amendment Required	☐ Yes ☐ No ☐ Monitor ☒ N/A

RECOMMENDATIONS

Staff Recommendation:

Staff finds that granting the PUD easement request is in the best interests of the residents of Stanwood to facilitate economic development to the community and is recommending approval of the easement subject to the following conditions:

1. Prior to construction, the applicant shall coordinate with adjacent property owners to minimize disruptions.
2. Prior to recording the easement with Snohomish County, the applicant shall pay the City of Stanwood \$1,000.00 for the easement value.

Committee/Board Recommendation:

The Public Works Committee reviewed the proposal on December 5, 2022. The Committee is supportive of the easement with the condition that the developer work with the adjacent businesses to minimize disruptions and to repair the trench work. Staff has recommended the above listed condition based on comments from the Committee.

CITY COUNCIL OPTIONS

1. Approve the easement request by PUD.
2. Approve the easement request by PUD with modifications.
3. Reject the easement request by PUD.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN THE SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT (PUD) EASEMENT PER EXHIBIT A, FOR THE PURPOSE OF INSTALLING AN UNDERGROUND CONDUIT ON CITY OWNED PROPERTY TO PROVIDE POWER TO 9026-272ND STREET NW, STANWOOD, WASHINGTON.

ATTACHMENT A

AFTER RECORDING, PLEASE RETURN TO:
Public Utility District No. 1 of Snohomish County
Real Estate Services/ Attn: C. Biggs
P.O. Box 1107
Everett, Washington 98206-1107

E-_____
WO#100103974 NOT# 10000161650

DISTRIBUTION EASEMENT

Grantor ("Owner"): City of Stanwood, a municipal corporation

Grantee: Public Utility District No. 1 of Snohomish County

Short Legal Description: SW ¼ Sec. 19; Twp. 32N; Range 04E

Tax Parcel No: 32041900308900

THIS DISTRIBUTION EASEMENT ("Easement") is made this ____ day of _____ 2023, by and between **City of Stanwood** Owner(s)", and Public Utility District No. 1 of Snohomish County, a Washington State municipal corporation ("District"). The Owner and the District are sometimes referred to individually herein as "Party" and collectively as "Parties". The District is collectively referred to as "Grantee".

WHEREAS, Owner is the owner of certain lands and premises situated in the County of Snohomish, State of Washington, legally described as follows (hereinafter "Property"):

That portion of Government Lot 4, Section 19, Township 32 North, Range 04 East defined as commencing at the Southwest corner of said Section 19; thence North 987.36 feet more or less to the North line of Old County Road; thence East 180 feet; thence North 110 feet to Point of Beginning; thence West 150 to County Road; thence North 20 along East boundary of said County Road; thence East 427 feet; thence South 20 feet; thence West 277 feet to the Point of Beginning

Situate in the County of Snohomish, State of Washington

WHEREAS, the Grantee is desirous of acquiring certain rights and privileges across, over, under, upon and through the Property.

NOW, THEREFORE, the Parties agree as follows:

1. Distribution Easement. Owner, for good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys and grants to Grantee, its agents, contractors, successors and assigns, a non-exclusive easement for the perpetual right, privilege, and authority to construct, erect, reconstruct, alter, improve, extend, repair, operate, and maintain underground electric distribution lines and facilities, Grantee-owned communication wires and cables, and other necessary or convenient appurtenances, across, under, through and upon the following portion of Owner's Property (hereinafter "Easement Area"):

That portion of the above-described property being a strip of land 10 feet (10') in width having five feet (5') of such width on each side of the centerline of the electrical facilities as constructed, to be constructed, extended or relocated within the above described real property. The exterior boundaries of said easement being widened accordingly to provide Grantee 8 feet of easement area adjoining all sides of Grantee's ground mounted transformers, switch cabinets, and/or vaults.

2. Access To and Across Property. Grantee has the right of ingress to and egress from the Easement Area across the adjacent Property of Owner where same is reasonably necessary for the purpose of exercising its easement rights described in Section 1.

3. Owner's Reservation of Rights and Use of Easement Area. Owner reserves the right to use the Easement Area in a manner that does not interfere with the Grantee's use of the Easement Area, and/or present a hazard to Grantee's electric distribution lines and facilities, communication wires and cables, and other appurtenances. The Owner shall not construct or permit to be constructed any structures of any kind in the Easement Area without prior approval of the Grantee.

4. Clearing of Power Line Right of Way. Grantee has the right at all times to clear said Easement Area and keep the same clear of all brush, debris and trees.

5. Trimming or Removal of Hazardous/Danger Trees. Grantee has the right at all times to cut, slash, or trim and remove brush, timber or trees from the Property which in the opinion of Grantee constitute a hazard to said lines and facilities, communication wires and cables, and other appurtenances or the Grantee's access thereto. Except in emergencies, Grantee shall, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be trimmed or removed.

6. Title to Removed Trees, Vegetation and Structures. The title to all brush, debris, trees and structures removed from the Easement Area and the Property pursuant to Sections 4 and 5 shall be vested in the Grantee, and the consideration paid for this Easement and rights herein described is accepted by Owner as full compensation for said removed brush, debris, trees and structures. Owner shall be entitled to request fallen timber be set aside for Owner's personal use. Grantee shall make reasonable effort to set aside said fallen timber provided doing the same is safe in Grantee's sole opinion. Title to any fallen timber set aside in this manner shall revert to the Owner.

7. Restoration Provision. To the extent that Owner's Property is disturbed and/or damaged by Grantee's exercise of its rights hereunder, Grantee shall restore the condition of the Property as nearly as reasonably possible to its existing condition prior to said exercise of its rights.

8. Termination. The rights herein granted shall continue until such time as Grantee terminates such right by written instrument.

9. Title to Property. The Owner represents and warrants having the lawful right and power to

sell and convey this Easement to Grantee.

10. Binding Effect. This Easement and the rights and obligations under this Easement are intended to and shall run with the Property and shall benefit and bind the Parties and their respective heirs, successors and assigns.

11. Governing Law and Venue. This Easement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Easement shall lie in the Superior Court of Washington for Snohomish County, Washington.

12. Authority. Each party signing this Easement, if on behalf of an entity, represents that they have full authority to sign this Easement on behalf of such entity.

13. Grantee Acceptance. By recording this Easement, Grantee hereby accepts all provisions set forth under this agreement.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written

OWNER(S):
CITY OF STANWOOD, a municipal corporation

By: _____

Its; _____

(REPRESENTATIVE ACKNOWLEDGMENT)

State of _____

County of _____

I certify that I know or have satisfactory evidence that _____
signed this instrument, on oath stated that (he/she/they) (was/were) authorized to execute the instrument and
acknowledged it as the _____ of **City of Stanwood, a municipal corporation**
to be the free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Seal or Stamp)

Signature of
Notary Public _____
Title Notary Public

My appointment expires _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: May 25, 2023

SUBJECT: Building and Fire Code Updates

CONTACT PERSON: Patricia Love, Community Development Director
Scott Black, Building Official

ATTACHMENTS: A – Ordinance 1518 Adoption of International Building and Fire Codes

PURPOSE

The purpose of this agenda item is for Council review and acceptance of second and final reading of Ordinance 1518, adoption of the International Building and Fire Codes as mandated by the State of Washington.

BACKGROUND

Every three years the International Code Council (ICC) updates the International Building (IBC) and Fire Codes (IFC) which is the standard by which all building permits are reviewed against in the United States. The State of Washington mandates that all counties, cities and towns adopt the updates by July 1 of the code cycle year.

ANALYSIS

Stanwood Municipal Code, Chapter 14.04 lists the adopted versions of the IBC building and fire codes. These codes establish the public safety standards for building construction and occupancy of structures throughout the nation.

The general purpose of regular IBC code updates is to:

- Incorporate emerging technology and materials into construction to increase building safety; and
- Decrease differences in construction standards between communities.

The proposed code amendment replaces the 2018 edition of the IBC with the 2021 edition. International Code Amendments include updates to:

- Building Code
- Residential Code

- Mechanical Code
- Plumbing Code
- Fire Code
- Energy Code
- Fuel Gas Code
- Swimming and Spa Code
- Wildland Urban Interface Code (New)

General amendments:

The following changes are included in the 2021 amendments:

- The square footage exemption for accessory structures of 200 square feet consistent between the IBC and IRC.
- Deleting the annual permit section, we do not use.
- Section 109.4 creates a double permit fee for stop work orders.
- All appeals sections are amended to appoint the hearing examiner as the review body versus an appeals board
- IRC table 301.2(1) now contains the minimum design criteria for all residential structures.
- Amending the fire code to be more consistent with neighboring jurisdictions and increasing the life safety of structures

International Wildland-Urban Interface Code

- Adopts a new stand alone code the International Wildland-Urban Interface Code
- Building Official to work independently with each homeowner to best identify products to meet the requirements of this code
- This code deals with the separation of structures and brush/timber for fire impacts. This will require some additional construction to mitigate for the potential fire impacts:
 - Exterior of residences to be non-combustible
 - Changing from soffit venting attics to putting ventilation on the lower portion of the roof

International Property Maintenance Code

Staff is recommending adoption the International Property Maintenance Code (IPMC) which emphasizes protection of health, safety and welfare while providing code requirements that are enforceable in the diverse types of buildings that exist. Adoption of the Property Maintenance Code is optional, not mandated by the State, and is enforced by the City's Code Enforcement Officer. The IPMC applies to all existing structures, including residential and nonresidential property and addresses the following:

1. Administration, enforcement, and penalties associated with the code.
2. Determination and assignment of responsibility for code compliance among the owner, operator, and occupant of a property.

3. Minimum property maintenance conditions for existing structures and premises in regard to structural safety, sanitation, health, and comfort.
4. Regulating the use of existing dwelling through the establishment of occupancy limitations.
5. Maintenance of egress and fire safety, with appropriate references to the International Fire Code.

General similarities / differences between the International Property Maintenance Code and the City's Nuisances codes are shown below. The IPMC deals mostly with buildings whereas the Municipal Code deals with property. However, there is some overlap when it comes to grounds maintenance, junk vehicles and pest control. Where there is overlap, the IPMC will provide additional enforcement authority.

International Property Maintenance Code	Stanwood Municipal Code: Nuisances
Fire Safety / Smoke Alarms	Noise
Basic Equipment	Dangerous Trees and Vegetation
Adequate Light	Blockage of Public Utilities / Obstruction of Streets and Sidewalks
Building Ventilation	Rotting / Rat-Harboring / Disease Causing Debris or Conditions
Permanent Heating Sources	Burning
Lack of Power and Water	Fences in Disrepair
Adequate Bathroom / Kitchen Facilities	Junk / Junk Vehicles / Junk Trailers
Wiring and Plumbing	Discarded Appliances
Property Working Windows and Doors	Weeds / Infested Trees
Rodent and Pest Control	Toxic Substances / Hazards / Noxious Fumes
Grounds / Property Maintenance	Dumping of Debris / Animal Carcasses
Inoperable / Unregistered Vehicles	

The City manages code enforcement on a complaint basis. The Code Enforcement Officer / Building Official receives the complaint, investigates and determines if a violation exists, and then follows through with enforcement as needed. This process is not expected to change with adoption of the IPMC. It does, however, have the potential to increase the number of code enforcement cases the city receives. Based on the activity of other cities, we are not expecting that it will require an increase in staffing, but monitoring will be required over the next few years to truly understand the full effect on staffing levels.

International Property Maintenance Code establishes:

- Administration, enforcement, and penalties associated with the code
- Determination and assignment of responsibility for code compliance among the owner, operator, and occupant of a property
- Minimum property maintenance conditions for existing structures and premises in regard to structural safety, sanitation, health and comfort

- Regulating the use of existing dwelling through the establishment of occupancy limitations
- Maintenance of egress and fire safety, with appropriate references to the International Fire Code

Fiscal Impact			
None; Mandated State Update			
Fund(s):			
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No ☒ N/A	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Building Official and the Fire Marshall worked together to review the Building and Fire Codes for the amendments proposed.

Allow for the second and final reading of Ordinance adopting the 2021 version of the International Building and Fire Codes.

Committee/Board Recommendation:

The Council Community Development Committee's February 2023 meeting included a briefing on the proposed update to the IBC building and fire codes. At that meeting the Committee understood that the amendments are mandated by the state and recommended forwarding the code amendment to the full Council for adoption.

The Planning Commission reviewed the Property Maintenance Code amendment on February 13, 2023, and March 13, 2023, and recommended the adoption of this code.

CITY COUNCIL OPTIONS

1. Accept the second and final reading of Ordinance 1518 adopting the 2021 version of the International Building and Fire Codes.
2. Request changes to the Ordinance and direct staff to address specific Council issues or concerns prior to Council reconsideration the ordinance.

PROPOSED MOTION

"I MOVE TO ACCEPT THE SECOND AND FINAL READING OF ORDINANCE 1518 AS SET FORTH IN ATTACHMENT "A" AMENDING STANWOOD MUNICIPAL CODE CHAPTER 14.04, UNIFORM CODES.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1518

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE CHAPTER 14.04, UNIFORM CODES, TO ADOPT THE INTERNATIONAL BUILDING AND FIRE CODES AS ADOPTED BY THE STATE OF WASHINGTON AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the state legislature has mandated, per RCW 19.27.031, that cities enforce the State Building Code as adopted and amended by the State Building Code Council; and

WHEREAS, the State Building Code Council, pursuant to RCW 19.27.074, reviewed and adopted the updated versions of the International Building Code, International Residential Code, International Mechanical Code and International Fire Code as published by the International Code Council, Inc. and the Uniform Plumbing Code and Uniform Plumbing Code Standards as published by the International Association of Plumbing and Mechanical Officials; and

WHEREAS, Stanwood currently is administering the 2018 International Building Codes; and

WHEREAS, the Stanwood City Council desires to update its building and fire codes consistent with state mandates; and

WHEREAS, these revised codes will take affect statewide on July 1, 2023; and

WHEREAS, the Responsible Official has determined that the adoption of building codes is exempt from the State Environmental Policy Act (SEPA) under administrative actions containing no substantive standards respecting use or modification of the environment per WAC 197-11-800(19), Procedural Actions; and

WHEREAS, the proposed code amendment is not a “development regulation” as defined as RCW 36.70A.030(7) and is therefore exempt from State of Washington Department of Commerce noticing requirements; and

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their February 2, 2023, meeting; and

WHEREAS, the Planning Commission reviewed the proposed language and amendments set forth in this Ordinance at their February 13, 2023 and March 13, 2023, meetings; and

WHEREAS, the City Council held their first reading of the draft code amendment on May 11, 2023 and their second and final reading on May 25, 2023; and

WHEREAS, the City Council of Stanwood has authority under Title 35A, RCW to adopt plans and regulations related to development and operations within the City of Stanwood; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Code Revisions. Stanwood Municipal Code Title 14, Building and Construction, is amended as provided in Exhibit "A" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. 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. Effective Date. This Ordinance shall take effect on **July 1, 2023**, as required by law.

PASSED AND APPROVED by the Stanwood City Council this 25th day of May 2023.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: July 1, 2023

Exhibit A

Chapter 14.04 UNIFORM CODES

Sections:

- 14.04.010 Short title.**
- 14.04.020 Adoption of international codes.**
- 14.04.030 Fees and building valuation costs.**
- 14.04.040 Penalty for violation.**
- 14.04.050 Conflicting provisions.**
- 14.04.060 Documents available for public inspection.**

14.04.010 Short title.

This title shall be known as the building code of the city of Stanwood.

14.04.020 Adoption of international codes.

The following international codes, which have been adopted with amendments by the State Building Code Council pursuant to Chapter 19.27 RCW, are herewith adopted by reference as though fully set forth in this chapter:

(1) International Building Code ~~2018~~ **2021** Edition, as published by the International Code Council, together with Washington State amendments as set forth in Chapter 51-50 WAC, together with Appendix E and Appendix J, Sections 101 through 111, together with all Washington State amendments as contained in Chapter 51-50 WAC, and together with the applicable references to the National Fire Protection Association (NFPA), current edition as amended, except that:

(a) Section 105.2 shall be modified to add the following:

#1. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided that the floor area is not greater than 200 square feet.

#14. Platforms not more than 30 inches above the grade and not over any basement or story below;

#15. Replacement of nonstructural siding on IRC structures except for veneer, stucco, or exterior finish and insulation systems (EIFS);

#16. In-kind window replacement for IRC structures where no alteration of structural members is required and which the window U values meet the prescriptive requirements within the Washington State Energy Code;

#17. Job shacks that are placed at a permitted job site during construction may be allowed on a temporary basis and shall be removed upon final approval of construction;

#18. In-kind reroofing of one and two family dwellings provided roof sheathing is not removed or replaced; and

(b) delete section 105.1.1 Annual permit.

i. Instead of an individual permit for each alteration to an already approved electrical, gas, mechanical or plumbing installation, the building official is authorized to issue an annual permit upon application therefor to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the permit.

(c) delete section 105.1.2 Annual permit records.

i. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.

(b) Section 105.3.2 shall be amended to add the following:

i. Applications for which no permit is issued within ~~48~~ **12** months following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed in accordance with state law;

ii. Applications may be cancelled for inactivity, if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request. The building official may extend the response period beyond 90 days; and

(c) Section 105.5 is replaced with a new section, "Time limitation on building permits," to read as follows:

i. Every permit issued shall expire two years from the date of issuance. The building official may approve a request for an extended expiration date where a construction schedule is provided by the applicant and approved prior to permit issuance. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

(d) Section 109.4 shall be amended to add the following:

i. Any person who commences any work on a building, structure, gas, mechanical or plumbing

system before obtaining the necessary permits shall be subject to a fee equal to the amount of the permit fee required by this chapter and said fee shall be in addition to the required permit fees. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

(e) Section 113 shall be amended to add the following:

i. 113.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(2) International Residential Code, published by the International Code Council, 2018 **2021** Edition, together with Washington State amendments as set forth in Chapter 51-51 WAC as hereby adopted, except that:

~~(a) Appendix Q, Dwelling Unit Sprinkler Systems, is not adopted.~~

~~(b) Sections P2501 through P3201 and E3401 through E4209 are not adopted.~~

~~(c) Section R313.1.1 shall be amended to read:~~

~~Automatic residential sprinkler systems for townhouses shall be designed and installed in accordance with Section P2904 or NFPA 13D. All spaces, including attached garages and covered balconies/patios, shall be provided with fire sprinkler coverage.~~

(a) Section 112 shall be amended to add the following:

i. 112.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(b) Table R301.2(1) shall be amended to add the following:

Table R301.2(1)
Climatic and Geographic Design Criteria

<u>Ground Snow Load</u>	<u>25 (roof snow load shall also be 25psf unless proven otherwise by the structural engineer of record)</u>
-------------------------	---

<u>Wind Speed</u>	<u>110 mph</u>
<u>Topographic Effects</u>	<u>No</u>
<u>Seismic Design Category</u>	<u>D2</u>
<u>Weathering</u>	<u>Moderate</u>
<u>Frost line depth</u>	<u>12"</u>
<u>Termites</u>	<u>Slight to moderate</u>
<u>Winter Design Temp^e</u>	<u>27°</u>
<u>Ice Barrier Underlayment Required</u>	<u>No</u>
<u>Flood Hazards</u>	<u>See SMC 17.120</u>
<u>Air Freeze Index</u>	<u>175</u>
<u>Mean Annual Temp</u>	<u>50.5°</u>

MANUAL J DESIGN CRITERIAⁿ

<u>Elevation</u>	<u>Elevation shall be specific to site</u>
<u>Latitude</u>	<u>Latitude shall be specific to site</u>
<u>Winter heating</u>	<u>See footnote n for all other values indicated in this table</u>
<u>Summer cooling</u>	<u>See footnote n for all other values indicated in this table</u>
<u>Altitude correction factor</u>	<u>--</u>
<u>Indoor design temperature</u>	<u>--</u>
<u>Design temperature cooling</u>	<u>--</u>
<u>Heating temperature difference</u>	<u>--</u>
<u>Cooling temperature difference</u>	<u>--</u>
<u>Wind velocity heating</u>	<u>--</u>
<u>Wind velocity Cooling</u>	<u>--</u>
<u>Coincident wet bulb</u>	<u>--</u>
<u>Daily range</u>	<u>--</u>
<u>Winter humidity</u>	<u>--</u>

n. The applicable code to regulate the use and conservation of energy is the Washington State Energy Code-Residential (WSEC-R)

(3) International Existing Building Code, published by the International Code Council, 2018 **2021** Edition.

(c) Section 112 shall be amended to add the following:

i. 112.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(4) International Mechanical Code, published by the International Code Council, 2018 **2021** Edition, together with Washington State amendments as set forth in Chapter 51-52 WAC.

(d) Section 113 shall be amended to add the following:

i. 113.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(5) Uniform Plumbing Code, published by the International Association of Plumbing and Mechanical Officials, IAPMO, 2018 **2021** Edition, together with Washington State amendments as set forth in Chapter 51-56 WAC, ~~except that Table 1-1, Chapter 12, Fuel Gas Piping, and Chapter 15, Alternate Water Sources for Nonpotable Applications, are not adopted. The Uniform Plumbing Code Standards (Appendix 1), 2018 Edition, together with all Washington State amendments contained in Chapters 51-56 and 51-57 WAC, are hereby adopted.~~

(e) Section 107 shall be amended to add the following:

i. 107.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(6) International Fire Code, published by the International Code Council, 2018 **2021** Edition, together with Appendices B, C, D, E, F, and G, and together with all Washington State amendments as contained in Chapter 51-54A WAC, are hereby adopted, except that:

~~(a) Section 503 shall be adopted in its entirety as published by the International Code Council.~~

~~(b) New Section 901.7.7 is added to read as follows:~~

~~Replacing systems to service. When a fire alarm control panel needs replacing or is no longer serviceable, the entire building must comply with current codes.~~

~~(c) Section 903.2.6 is hereby amended to include B occupancies.~~

~~(d) Section 903.3.1.1 shall be modified to read:~~

~~Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Section 903.3.1.1.1.~~

~~(e) Section 903.3.1.1.2 shall be modified to read:~~

~~In Group R occupancies, sprinklers shall be required in all bathrooms located within individual dwelling units or sleeping units.~~

~~(f) Section 903.3.1.2 shall be amended to read:~~

~~Automatic sprinkler systems in Group R occupancies up to and including four stories in height in buildings not exceeding 60 feet in height above grade plane shall be permitted to be installed throughout in accordance with NFPA 13R. Sprinklers shall also be installed in all closets (whether in the living areas or attached to the patio/balcony), pantries, storage rooms, and attached garage(s).~~

~~(g) Section 905.3.1 shall be amended to read:~~

~~A standpipe system, as determined by the Fire Code Official, shall be installed throughout buildings where any of the following conditions exist:~~

~~(h) Section 907.2.9.1 shall be amended to read:~~

~~A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group R-2 occupancies where any of the following conditions apply:~~

~~1. Any dwelling unit or sleeping unit is located two or more stories above the lowest level of exit discharge.~~

~~2. Any dwelling unit or sleeping unit is located more than one story below the highest level of exit discharge of exits serving the dwelling unit or sleeping unit.~~

3. The building contains more than 16 dwelling units or sleeping units.

Exceptions:

1. ~~Manual fire alarm boxes are not required where the building is equipped throughout with an automatic fire sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 and the occupant notification appliances will automatically activate throughout the notification zones upon a sprinkler water flow.~~

(a) Section 111 shall be amended to add the following:

i. 111.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(b) Section 903 shall be amended to read:

i. 903.2.1.1 Group A-1.

An automatic sprinkler system shall be provided throughout stories containing Group A-1 occupancies and throughout all stories from the Group A-1 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:

1. **The fire area exceeds 8,000 square feet**
2. **The fire area has an occupant load of 300 or more.**
3. **The fire area is located on a floor other than a level of exit discharge serving such occupancies.**
4. **The fire area contains a multiple-theater complex**

ii. 903.2.1.3 Group A-3.

An automatic sprinkler system shall be provided throughout stories containing Group A-3 occupancies and throughout all stories from the Group A-3 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:

1. **The fire area exceeds 8,000 square feet**
2. **The fire area has an occupant load of 300 or more.**
3. **The fire area is located on a floor other than a level of exit discharge serving such occupancies.**

iii. 903.2.1.4 Group A-4.

An automatic sprinkler system shall be provided throughout stories containing Group A-4 occupancies and throughout all stories from the Group A-4 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:

1. **The fire area exceeds 8,000 square feet**
2. **The fire area has an occupant load of 300 or more.**
3. **The fire area is located on a floor other than a level of exit discharge serving such occupancies.**

iii. 903.2.4 Group F.

An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:

- 1. A Group F-1 fire area exceeds 8,000 square feet.**
- 2. A Group F-1 fire area is located more than three stories above grade plane.**
- 3. The combined area of all Group F-1 fire areas on all floors, including any mezzanines, exceeds 8,000 square feet.**
- 4. Where a Group F-2 fire area exceeds 8,000 square feet.**

iv. 903.2.7 Group B or Group M.

An automatic sprinkler system shall be provided throughout buildings containing a Group B or Group M occupancy where one of the following conditions exists:

- 1. A Group B or Group M fire area exceeds 8,000 square feet (1115 m²).**
- 2. A Group B or Group M fire area is located more than three stories above grade plane.**
- 3. The combined area of all Group B or Group M fire areas on all floors, including any mezzanines, exceeds 8,000 square feet (2230 m²).**

v. 903.2.9 Group S.

An automatic sprinkler system shall be provided throughout all buildings containing a Group S occupancy where one of the following conditions exists:

- 1. A Group S fire area exceeds 8,000 square feet.**
- 2. A Group S fire area is located more than three stories above grade plane.**
- 3. The combined area of all Group S fire areas on all floors, including any mezzanines, exceeds 8,000 square feet (2230 m²).**
- 4. A Group S fire area used for the storage of commercial motor vehicles where the fire area exceeds 5,000 square feet (464 m²).**
- 5. In all Group S mini-storage occupancies.**

vi. 903.2.9.1 Repair garages.

An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Section 406.8 of the International Building Code, as shown:

- 1. Buildings having two or more stories above grade plane, including basements, with a fire area containing a repair garage exceeding 8,000 square feet (929 m²).**
- 2. Buildings not more than one story above grade plane, with a fire area containing a repair garage exceeding 8,000 square feet (1115 m²).**
- 3. Buildings with repair garages servicing vehicles parked in basements.**
- 4. Group S-1 fire area used for the repair of commercial motor vehicles where the fire area exceeds 5,000 square feet (464 m²).**
- 5. Repair garages where the use of open flame or welding is conducted with a fire area exceeding 3,000 square feet.**

vii. 903.2.9.2 Bulk storage of tires.

Buildings and structures where the area for the storage of tires exceeds 8,000 cubic feet (566 m³) shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

(7) Washington State Energy Code, published by the Washington State Building Code Council, latest **2021** edition, together with Washington State amendments as set forth in Chapters 51-11C and 51-11R WAC.

(a) Section C110 shall be amended to add the following:

i. C109.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(b) Section R110 shall be amended to add the following:

i. R110.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(8) International Fuel Gas Code, published by the International Code Council, 2018 **2021** Edition, together with Washington State amendments as set forth in Chapter 51-52 WAC. **Is hereby adopted, except that:**

(a) Section 113 shall be amended to add the following:

i. 113.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(9) International Swimming Pool and Spa Code, published by the International Code Council, 2018 **2021** Edition, **as set forth in Chapters 51-50-3109 WAC and 51-51-0327, is hereby adopted, except that:**

~~(a) WAC 51-50-3109 Section 3109—Swimming pools, spas and other water recreation devices.~~

(a) All other “water recreation facilities” as defined in RCW 70.90.110 are regulated under Chapters 246-260 and 246-262 WAC. Public swimming pool barriers are regulated by WAC 246-260-031(4).

(b). Section 111 shall be amended to add the following:

i. 111.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(10) International Wildland Interface Code, published by the International Code Council, 2021 Edition, together with Washington State amendments as set forth in Chapter 51-55 WAC, is hereby adopted, except that:

(a) Section 106 shall be amended to add the following:

1. 106.3 Work exempt from permit.

#1. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided that the floor area is not greater than 200 square feet.

#2. Fences not over 7 feet (1829 mm) high.

(b) Section 113 shall be amended to add the following:

i. 113.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code.

(11) International Property Maintenance Code, published by the International Code Council, 2021 edition, is hereby adopted, except that:

(a) Section 108 Appeals shall be amended to add the following:

i. 108.1 Appeals. All appeals of orders, decisions, interpretations, or determinations made by the building official relative to the application and interpretation of the IBC shall be to the City of Stanwood hearing examiner in accordance with Chapter 17.87 SMC. The hearing examiner shall have no authority to waive requirements of this code. section is not adopted.

(b) Section 302.4 Weed shall be amended to add the following:

i. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches. Weed shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

(c) Section 304.14 Insect Screens shall be amended to add the following:

i. During the period from April 1 to October 31, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm) and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

(d) Section 602.3 Heat Supply shall be amended to add the following:

i. Every owner and operator of any building shall supply heat year-round to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Table R301.2(1) of the IRC as amended by the City of Stanwood.

2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

(e) Section 602.4 Occupiable workspaces shall be amended to add the following:

i. Indoor occupiable workspaces shall be supplied with heat year-round to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.

2. Areas in which persons are primarily engaged in vigorous physical activities.

14.04.030 Fees and building valuation costs.

The fees previously established in Chapter 3.30 SMC and any other fees shall hereafter be established by resolution of the city council.

14.04.040 Penalty for violation.

Violation of this chapter shall constitute a Class B infraction as defined in SMC 13.01.045(1) and subject the violator to enforcement as set forth therein.

14.04.050 Conflicting provisions.

If any term, provision, condition or other portion of the codes set forth in SMC 14.04.020 is held to be inoperative, invalid, or unenforceable, the remainder of the code or the application of the terms or provisions to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected and shall continue in full force and effect. If there are conflicting terms, provisions, or conditions between the codes set forth in SMC 14.04.020 and any other section of the Stanwood Municipal Code, the more restrictive requirements shall prevail.

14.04.060 Documents available for public inspection.

The codes, appendices, and standards adopted in this chapter shall be filed with the city clerk and a copy thereof made available for use and examination by the public pursuant to RCW 35A.12.140.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: May 25, 2023

SUBJECT: Stanwood Municipal Code:
Title 6 – Parks and Public Places
Title 9 – Public Peace, Safety, and Welfare

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Ordinance 1516 Adoption of Title 6 and 9 Amendments
B – Summary of New Drug Possession Law (SB 5536)

PURPOSE

The purpose of this agenda item is for Council review and acceptance of the second reading of Ordinance 1516, adoption of New Title 6 – Parks and Public Places and Title – 9 Public Peace, Safety and Welfare of the Stanwood Municipal Code.

SUMMARY

The next batch of Municipal Code Amendments is Title 9 – Public Peace, Morals, and Safety and Title 13 – Code Enforcement. These Titles have been grouped together for review as they both address enforcement issues and have direct code correlations. Using the approved style guide, the draft amendments delete outdated code citations and modernize the text by applying current best practices. It notes where new sections have been added or where moved. In general, these titles and chapters have been reorganized for better flow and readability with similar topics being grouped together.

In the existing Municipal Code, park rules are included in Title 9. For better flow and organization of the overall Municipal Code, the park rules have been relocated to new Title 6 which will be used for all issues related to parks and public places. This ordinance includes:

- Title 6 - Parks and Public Spaces which contains the park rules.
- Title 9 - Public Peace, Morals, and Safety contains the laws and regulations enforced by the City's Police Department.

BACKGROUND

The City initiated the Municipal Code Update project in 2022 to modernize the code

reflecting best practices with respect to content and administration of the code. The update is intended to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. The amendments will also be consistent with current case, state and federal laws.

To help guide the review of the amendments, two types of informational banners are included in the descriptive versions of each amendment. These blue- and yellow-colored bars highlight changes, recommendations and questions; it notes where new sections have been added or where moved.

 Blue banner describes actions taken or issue descriptions.

 Yellow banners highlight important policy issues.

Due to the sheer size of amending an entire municipal code, work has been broken into manageable pieces with similar titles, or titles that interact with each other, being processed together. To date, the Council has approved the following Title groupings:

Stanwood Municipal Code Titles	Council Action
Title 1 – General Provisions Title 2 – Personnel Title 3 – Administration	Approved April 23, 2023 Three Readings
Title 6 – Parks and Public Spaces Title 9 – Public Peace, Morals, and Safety Title 13 – Civil Enforcement	Pending Council Action

As Titles and Chapters are approved, there may be times when chapters or sections within chapters of approved Titles will need to be amended to ensure consistency throughout the Municipal Code as it is amended.

ANALYSIS

Title 6: Parks and Public Spaces:

The park rules contained in existing Title 9 was moved to its own new Title 6, Parks and Public Places, as the “rules” address more than just enforcement issues by the Police Department. This new Title also provides the option to add new chapters as needed in the future. New Chapter 6.40, Park Usage, includes the following sections:

- Applicability
- Definitions
- Use of Parks
- General Rules
- Speed Limits
- Closed Areas
- Smoking and Vaping
- Damage to Parks and Park Facilities

Title 9: Public Peace, Morals, and Safety:

Title 9 is reorganized so that the chapters are more consistent with state law terminology, adopts current state law citations, and brings city code up to date with recent changes in state law and state supreme court case decisions.

Existing Title 9 Organization	Proposed Title 9 Organization
Assault Civil Emergency Crimes Against Property Disorderly Conduct Drug Paraphernalia Restrictions Intoxicating Liquor Emergency Response Code Recovery Houses of Prostitution Vagrancy Interference with or Impersonation of Police Officers Park Regulations Narcotic Drugs Public Indecency and Obscenity Public Nuisance and Disturbance Noises Jail Facilities	General Provisions Anticipatory Offenses Offenses against Persons Offenses against Property Offenses against Public Morals Offenses against Public Order Offenses against Juveniles Domestic Violence Violations and Orders Substance Abuse Fireworks Conduct and Trespass (New)

Other notable changes to this Title include:

- Moving *Public Nuisances and Disturbance Noises* to Title 7 to be combined with other nuisances contained in SMC 7.16. This keeps all “nuisance” sections together in one chapter.
- Adds a new chapter on *Trespass from City Facilities* that adopts a code of conduct so that people may be removed from city owned or leased property if they behave dangerously, illegally or threatening.
- Adds a new section that prohibits intentionally using a controlled substance in public. This section is similar to those most recently adopted by Anacortes and Bellingham, and previously Marysville, Richland, and others. Note the definition of “controlled substance” in RCW 69.50.101 excludes hemp/cannabis. The State Legislature just recently failed to enact any new legislation on this issue which resulted in leaving enforcement rules up to local governments. This issue will be monitored by staff and the City’s consultant as state law evolves on this issue.

No changes to the fireworks purchase, sales, or use have been proposed as this issue is proposed to be included as an advisory vote on the November 2023 ballot. Changes to the code, if needed, will be implemented after Council acts on the issue, if needed, based on the outcome of the advisory vote.

Council Policy Decision Issues:

The Council reviewed several policy issues with regard to Titles 6,9 and 13 at their May 11, 2023 meeting. The following changes have been made in response to Council’s direction.

Title 6 – Parks and Public Spaces:

1. The following definition of Public Space has been added to 6.40.020, Definitions:
“Public Space”, for the purposes of this Title, means an indoor or outdoor space that is open to the public, and not located on private property, including but not limited to parks, plazas, courtyards, trails and community centers.
2. Park hours are set at one hour after sunset and one hour before sunrise (SMC 6.40.040(1)(a))
3. Failing to pickup pet waste in parks has been added as a new unlawful act. (SMC 6.40.040(g))
4. Camping in parks was requested to be added to the list of unlawful acts. No change to this section has been proposed since it is illegal to be in parks after closing hours without written permission making the amendment unnecessary.
5. Speeding in parks has been raised to a Class 1 infraction of \$250.00. (SMC 6.40.050)
6. Smoking and vaping (SCM 6.40.080) includes smoking of marijuana. No change to this section has been proposed. RCW 69.50.445 prohibits smoking / using marijuana in view of the general public and is included as an adopted citation in SMC 9.22, Substance Abuse.

Title 9 – public Peace, Safety, and Welfare:

1. Move all nuisance regulations out of Title 9 and move to Title 7 – Health and Sanitation.
2. Police Chief is identified as the person hearing any appeals of Title 9.
3. New regulations regarding use, possession, and depositing of controlled substances has been added. (SMC 9.22.030-.050)
4. Several questions were raised regarding the flexibility of Section 9.18.020, Leaving Children Unattended in Parking Automobile. Staff conducted a Google search of other municipal codes on this subject and found the following:
 - a. City of Snohomish Washington: No person, while in charge of a motor vehicle, shall park or willfully allow such vehicles to stand upon a highway, road, or street or any place open to the public, leaving a child under the age of seven unattended therein, except when another responsible person of at least 12 years of age has immediate control over such child and is physically present in the vehicle.

- b. City of Lake Stevens, Washington: Similar, but the age to leave a child unattended is eight years old and under the control of a person at least 12 years of age.
- c. City of Redmond, Washington: Same as Lake Stevens.
- d. Portland, Oregon: Cannot leave a child of 6 or younger unattended for more than 10 minutes; unattended is defined as a child under the age of 10.

Staff recommends applying a hybrid of the codes:

It is unlawful for a person having the care and custody, whether temporary or permanent, to leave a child under the age of eight years in a parked automobile unattended by another responsible person of at least 12 years of age for more than 10 minutes.

- 5. It was requested that possession of drug paraphernalia be doubled in “Drug Free Zones”. (SMC 9.22.020) New subsection (3) has been added: A violation of this section may be punishable by a fine of up to twice the otherwise authorized amount or by imprisonment of up to twice the authorized amount if in a designed Drug Free Zone. It should be noted that the City has not officially adopted Drug Free Zone regulations.
- 6. The question was raised if parents are / should be held responsible for crimes committed by minor children. RCW 4.24.190 states that in Washington parents are sponisible if minor children, that live with them, may be held responsible in civil court for actions by a child if the child acted “willfully or maliciously”. Parents are not responsible for injury to another due to negligence or carelessly – such as an accident. This is a complicated issue that should be left to the judicial system and staff proposes not address this issue in the Municipal Code.

In 2021 the Washington State Supreme Court ruled the felony drug possession law unconstitutional; this ruling is commonly known as the “Blake” decision. In response to the Court’s ruling, the State adopted temporary regulations that identified “knowing caring drugs” as a misdemeanor. That measure was set to expire July 1, 2023. Without state legislation in place to address this pending expiration date, many jurisdictions proceeded with adopting their own laws on possession, use and discarding of controlled substances. Stanwood’s proposed Title 9 amendments, currently under review, also includes regulations addressing possession and use of controlled substances.

Last week a special legislative session was held to address amendments to the “Blake” decision. On Tuesday, May 16, 2023 Governor Inslee signed into law a new bill addressing use of controlled substances in public, preempts local control, and becomes effective on July 1, 2023. Staff is working with the City Attorney and our consultant to amend Title 9 to be consistent with this new bill. Amendments will be presented in a third reading of the ordinance on June 8, 2023. Attached is an Association of Washington Cities summary of the new law.

Fiscal Impact			
No direct financial impact. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.			
Fund(s):	Staff Time		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends that the Council accept the second reading of the proposed amendments and proceed with a third reading on June 8, 2023.

Committee/Board Recommendation:

The Advisory Group, Planning Commission and City Council Community Development Committee have all reviewed the proposed amendments; their comments have been incorporated into the draft. All groups have recommended to adopt the amendments.

CITY COUNCIL OPTIONS

1. Accept the second reading of Ordinance 1516 adopting new Title 6, Parks and Public Places, and replaced Title 9 – Public Peace, Safety and Welfare.
2. Request changes to Ordinance 1516 and direct staff to address specific Council issues or concerns prior to Council reconsideration the ordinance.

PROPOSED MOTION

I MOVE TO ACCEPT THE SECOND READING OF ORDINANCE 1516 AS SET FORTH IN ATTACHMENT “A” AND PROCEED WITH THE THIRD AND FINAL READING ON JUNE 8, 2023.

**CITY OF STANWOOD
WASHINGTON****ORDINANCE NO. 1516****AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, REPEALING AND REPLACEMENT OF STANWOOD MUNICIPAL CODE (SMC) TITLE 9, PUBLIC PEACE, SAFETY AND WELFARE, AND SMC TITLE 5, BUSINESS LICENSES AND REGULATIONS, AND CREATING A NEW SMC TITLE 6, PARKS AND PUBLIC PLACES, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice; and

WHEREAS, the purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices; and

WHEREAS, amendments to Title 9, Public Peace, Safety and Welfare include deleting existing Title 9 in its entirety and adopting new provisions that contain the laws and regulations enforced by the Stanwood Police Department, including but not limited to: Anticipatory Offenses, Offenses against Persons, Property, Public Morals, Public Order, Juveniles, Domestic Violence Violations, and Substance Abuse, Trespass, Fireworks and Park Rules; and

WHEREAS, the amendment updates the code to be more consistent with contemporary language and terms; and

WHEREAS RCW 35A.11.020 authorizes the City of Stanwood to create misdemeanors and gross misdemeanors, but requires the punishment for any criminal ordinance to be the same as the punishment provided in state law for the same crime; and

WHEREAS adoption of state misdemeanors and gross misdemeanors by reference harmonizes local offenses with statewide laws and avoids potential state preemption; and

WHEREAS persons using controlled substances can become addicted to such substances resulting in negative physical and mental health consequences and damage to family and personal relationships; and

WHEREAS the use of controlled substances without a prescription and the supervision of a medical professional can result in physical injury or death and exacerbates mental health conditions, is more likely to result in addiction, and is correlated with criminal behavior; and

WHEREAS state law now requires that persons subject to arrest for possession of a controlled substance be referred to assessment and services in lieu of arrest at least twice before he or she may be arrested; and

WHEREAS prior to 2021, former RCW 69.50.4013 made possession of a controlled substance in violation of the Uniform Controlled Substances Act a felony; and

WHEREAS in *State v. Blake*, 197 W.2d 170 (2021), the Washington State Supreme Court found former RCW 69.50.4013 unconstitutional because the felony statute did not include a *mens rea* element, i.e., a requirement that the defendant knowingly possessed the controlled substance; and

WHEREAS in response to Blake, the State Legislature adopted RCW 69.50.4013 during its 2021 legislative session, which temporarily amended the law to add a knowledge requirement, make possession a misdemeanor rather than a felony, and via RCW 10.31.115, require law enforcement to twice refer offenders to voluntary drug treatment before from arresting or charging someone for unlawful possession of a controlled substance; and

WHEREAS the state referral requirement has resulted in increased use of controlled substances in public; and

WHEREAS no state law addresses the use of controlled substances in public; and

WHEREAS RCW 69.50.4013, making drug possession a misdemeanor, is set to expire July 1;

WHEREAS the State Legislature has adjourned its 2023 session without taking action to extend the drug possession statute, RCW 69.50.4013;

WHEREAS RCW 69.50.608 declares that the State of Washington fully occupies and preempts the entire field of setting penalties for violations of the Uniform Controlled Substances Act, and allows cities to enact laws only if consistent with RCW chapter 69.50 and requires the same penalties as provided by state law; and

WHEREAS the use of controlled substances in public increases public disorder, negatively affects children and youth, and normalizes the use of controlled substances without a prescription; and

WHEREAS prohibiting the possession of controlled substances, and the use of controlled substances in public, will enhance public health and safety; and

WHEREAS the City also desires to minimize the public health and safety risks posed by discarded needles and other drug paraphernalia; and

WHEREAS some edits to the fireworks chapter of Title 5 are required to migrate relevant offenses to Title 9; and

WHEREAS Parks regulations are generally punished only by civil infractions and should properly be organized in a new title for Parks and Public Places; and

WHEREAS, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 230040; and

WHEREAS, the Stanwood Advisory Group reviewed the ordinance scoping memo and draft ordinance at their January 18, 2023 and March 15, 2023 meetings respectively, and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the Stanwood Planning Commission reviewed the ordinance scoping memo and draft ordinance at their February 13, 2023 and March 13, 2023 meetings respectively and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the Stanwood Council Community Development Committee reviewed the ordinance scoping memo and draft ordinance at their February 2, 2023 and March 2, 2023 meetings respectively, and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the City Council held a public meeting and first reading of the draft code amendment on May 11, 2023, a second reading on May 25, 2023, and accepted public comment; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Stanwood Municipal Code Title 6, Parks and Public Places, is created to read as shown in Exhibit A.

Section 2. Stanwood Municipal Code Title 9, Public Peace, Morals and Safety, is repealed in its entirety and replaced with the new Title 9, Public Peace, Safety, and Welfare shown in Exhibit B attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 3. Stanwood Municipal Code Sections 5.04.050, License Required and 5.04.060, Sale Purchase, Use and Discharge Dates and House, is repealed.

Section 4. 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 5. 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 6. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2023.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

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Title 6 Parks and Public Places

Chapter 6.40 Park Usage

i Based on existing SMC 9.40 regarding park regulations.

6.40.010 Applicability

This chapter applies to all parks owned and operated by the City of Stanwood.

6.40.020 Definitions

"Director" means the director of Public Works or the director's designee.

"Park" means any park owned or operated by the City of Stanwood.

"Public Space", for the purposes of this Title, means an indoor or outdoor space that is open to the public, and not located on private property, including but not limited to parks, plazas, courtyards, trails and community centers.

6.40.030 Use of Parks

Consistent with SMC Chapter 9.50, use of city parks is conditioned upon compliance with the rules in this chapter and SMC 9.50.040.

6.40.040 General Rules

- (1) Within the boundaries of any park owned or operated by the City of Stanwood, it is unlawful to:
 - (a) be present in any park, or park any vehicle in any park, between one hour after sunset and one hour before sunrise except with written permission of the Director;
 - (b) possess or consume any alcoholic beverage except within a permitted beer garden;
 - (c) permit any dog to be off-leash except in designated off-leash areas;

- (d) knowingly causes a horse to be upon park premises;
- (e) operate, stop, park, or leave a motor vehicle, including any motorcycle or motor-driven cycle, any place in the park, except on a driveway or parking area;
- (f) engages in the sale of any merchandise or services, or operate any concession, without authorization from a special event permit issued under Chapter 5.06 SMC or a temporary use permit issued under SMC Title 17;
- (g) use park facilities without paying any applicable user fee adopted by city council resolution.
- (h) Fail to pick up pet waste and property disposing of such waste in a trash receptacle.

(2) A violation of this section is a class 3 civil infraction.

6.40.050 Speed Limits

- (1) The Director may set speed limits for roads, paths, and parking lots in City parks applicable to all vehicles.
- (2) It is unlawful to operate any vehicle, including any bicycle, in excess of the posted speed limits.
- (3) A violation of this section is a class 1 civil infraction.

6.40.060 Closed Areas

- (1) The Director may close any section of a park at any time by posting notice in the closed section.
- (2) It is unlawful for a person to enter or remain in a closed section of a park without written permission from the Director.
- (3) A violation of this section is a class 3 civil infraction.

6.40.070 Smoking and Vaping.

- (1) It is unlawful to smoke within any city park.
- (2) It is unlawful to vape or carry any active vaping device within any city park.
- (3) A violation of this section is a class 4 civil infraction.

6.40.080 Damage to Parks and Park Facilities

- (1) It is unlawful to:
 - (a) build any fire within the park except in a designated area;
 - (b) cut, remove, or damage any flower, tree, shrub, or other landscaping;
 - (c) mutilate, deface, injure, damage, or molest any building installation, personal property, or equipment;
or
 - (d) scatters any litter, including broken glass, waste or discarded paper or waste of any kind, in the park, except in receptacles provided for that purpose.
- (2) A violation of this section is a class 1 civil infraction.

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Title 9 Public Peace, Safety, and Welfare

Chapter 9.02 General Provisions

9.02.010 Applicability

This chapter applies to the entirety of SMC Title 9.

9.02.020 Definitions

The provisions of RCW 9A.04.110 Definitions as presently constituted or hereinafter amended are adopted by reference.

9.02.030 General Provisions

- (1) The provision of a criminal penalty for any unlawful act does not preclude the City's use of civil remedies.
- (2) Where not otherwise specified, a violation of the Stanwood Municipal Code that is categorized as a crime is to be considered a misdemeanor.
- (3) It is the policy of the City of Stanwood to exercise the provisions of RCW 38.52.430 to recover the expenses of emergency response where that response is related to a person's intoxication by drugs or alcohol.

9.02.040 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

- RCW 9.01.110 Omission, when not punishable.
- RCW 9A.04.060 Common law to supplement statutes.
- RCW 9A.04.070 Who amenable to criminal statutes.
- RCW 9A.04.090 Application of general provisions of code.

9.02.050 Restitution

The municipal court may require any defendant convicted under this code, or any person subject to a civil infraction per RCW 7.80.120, to make restitution.

9.02.060 Severability

If any section, sentence, clause, or phrase of this title is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality may not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this title.

Chapter 9.08 Anticipatory Offenses

9.08.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9A.28.020 Criminal attempt.

RCW 9A.28.030 Criminal solicitation.

RCW 9A.28.040 Criminal conspiracy.

Chapter 9.10 Offenses against Persons

9.10.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9.61.230 Telephone harassment.

RCW 9.61.240 Telephone harassment - Permitting telephone to be used.

RCW 9.61.250 Telephone harassment - Offense, where committed.

RCW 9A.36.041 Assault in the fourth degree.

RCW 9A.36.050 Reckless endangerment.

RCW 9A.36.070 Coercion.

RCW 9A.36.160 Failing to summon assistance.

RCW 9A.36.161 Failing to summon assistance—Penalty.

RCW 9A.44.010 Definitions.

RCW 9A.44.115 Voyeurism.

RCW 9A.44.170 Custodial sexual misconduct in the second degree.

RCW 9A.46.020 Definition—Penalties.

RCW 9A.46.030 Place where committed.

RCW 9A.46.040 Court ordered requirements upon person charged with crime – Violation.

RCW 9A.46.080 Order restricting contact – Violation.

RCW 9A.46.110 Stalking.

RCW 9A.49.030 Unlawful discharge of a laser in the second degree.

RCW 9A.86.010 Disclosing intimate images.

RCW 9A.90.120 Cyber harassment.

RCW 9A.90.130 Cyberstalking.

Chapter 9.12 Offenses against Property

9.12.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9A.48.010 Definitions.

RCW 9A.48.050 Reckless burning in the second degree.

RCW 9A.48.060 Reckless burning – Defense.

RCW 9A.48.090 Malicious mischief in the third degree.

RCW 9A.48.100 Malicious mischief - "Physical damage" defined.

RCW 9A.48.105 Criminal street gang tagging and graffiti.

RCW 9A.52.010 Definitions.

RCW 9A.52.060 Making or having burglar tools.

RCW 9A.52.070 Criminal trespass in the first degree.

RCW 9A.52.080 Criminal trespass in the second degree.

RCW 9A.52.090 Criminal trespass – Defenses.

RCW 9A.52.100 Vehicle prowling in the second degree.

RCW 9A.52.105 Removal of unauthorized persons - Declaration - Liability - Rights.

RCW 9A.52.115 Removal of unauthorized persons - Declaration form - Penalty for false swearing.

RCW 9A.56.010 Definitions.

RCW 9A.56.020 Theft - Definition, defense.

RCW 9A.56.050 Theft in the third degree.

RCW 9A.56.060 Unlawful issuance of checks or drafts.

RCW 9A.56.063 Making or possessing motor vehicle theft tools.

RCW 9A.56.096 Theft of rental, leased, lease-purchase, or loaned property.

RCW 9A.56.140 Possessing stolen property - Definition - Presumption.
RCW 9A.56.170 Possessing stolen property in the third degree.
RCW 9A.56.180 Obscuring the identity of a machine.
RCW 9A.56.220 Theft of subscription services.
RCW 9A.56.240 Forfeiture and disposal of device used to commit violation.
RCW 9A.56.270 Shopping cart theft.
RCW 9A.56.330 Possession of another's identification.
RCW 9A.56.410 Metal property deception.

RCW 9A.61.010 Definitions.
RCW 9A.61.020 Defrauding a public utility.
RCW 9A.61.050 Defrauding a public utility in the third degree.
RCW 9A.61.060 Restitution and costs.

RCW 9A.90.030 Definitions.
RCW 9A.90.50 Computer trespass in the second degree.
RCW 9A.90.070 Spoofing.
RCW 9A.90.090 Electronic data tampering in the second degree.

RCW 19.290.010 Definitions.
RCW 19.290.100 Scrap metal license—Penalties.

Chapter 9.14 Offenses against Public Morals

9.14.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9A.42.010 Definitions.
RCW 9A.42.035 Criminal mistreatment third degree.
RCW 9A.42.037 Criminal mistreatment fourth degree.
RCW 9A.42.039 Arresting officer, notification by.
RCW 9A.42.050 Defense of financial inability.
RCW 9A.42.080 Abandonment of a dependent person in the third degree - Exception.
RCW 9A.42.090 Abandonment of a dependent person - Defense.
RCW 9A.42.110 Leaving a child in the care of a sex offender.

RCW 9A.44.130 Registration of sex offender.

RCW 9A.44.132 Failure to register as a sex offender or kidnapping offender – Refusal to provide DNA.

RCW 9A.88.010 Indecent exposure.

RCW 9A.88.030 Prostitution.

RCW 9A.88.040 Prosecution for prostitution under RCW 9A.88.030 - Affirmative defense.

RCW 9A.88.050 Prostitution - Sex of parties immaterial - No defense.

RCW 9A.88.090 Permitting prostitution.

RCW 9A.88.110 Patronizing a prostitute.

RCW 66.44.090 Acting without a license.

RCW 66.44.100 Opening or consuming liquor in public place—Penalty.

RCW 66.44.130 Sales of liquor by drink or bottle.

RCW 66.44.150 Buying liquor illegally.

RCW 66.44.180 General penalties—Jurisdiction for violations.

RCW 66.44.270 Furnishing liquor to minors.

RCW 66.44.290 Minor purchasing or attempting to purchase liquor - Penalty.

RCW 66.44.325 Unlawful transfer to minor of age identification.

RCW 66.44.328 Preparation or acquisition and supply to persons under age twenty-one of facsimile of official identification card - Penalty.

RCW 66.44.380 Powdered alcohol.

Chapter 9.16 Offenses against Public Order

9.16.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9.41.010 Definitions.

RCW 9.41.050 Carrying firearms.

RCW 9.41.060 Exceptions to restrictions on carrying firearms.

RCW 9.41.250 Dangerous weapons - Penalty.

RCW 9.41.305 Open carry of weapons prohibited on state capitol grounds and municipal buildings.

RCW 9.40.100 Tampering with fire alarm or firefighting equipment.

RCW 9A.50.020 Interfering with access to health care.

RCW 9A.60.045 Criminal impersonation in the second degree.

RCW 9A.60.050 False certification.

RCW 9A.72.040 False Swearing.

RCW 9A.72.060 Perjury and False Swearing - Retraction.

RCW 9A.72.150 Tampering with physical evidence.

RCW 9A.76.020 Obstructing a law enforcement officer.

RCW 9A.76.030 Refusing to summon aid for a peace officer.

RCW 9A.76.040 Resisting arrest.

RCW 9A.76.050 Rendering criminal assistance - Definition of term.

RCW 9A.76.060 Relative defined.

RCW 9A.76.080 Rendering criminal assistance in the second degree.

RCW 9A.76.090 Rendering criminal assistance in the third degree.

RCW 9A.76.100 Compounding.

RCW 9A.76.130 Escape.

RCW 9A.76.160 Introducing contraband in the third degree.

RCW 9A.76.170 Bail jumping.

RCW 9A.76.175 Making a false or misleading statement to a public servant.

RCW 9A.76.190 Failure to appear or surrender - Affirmative defense - Penalty.

RCW 9A.84.010 Criminal mischief.

RCW 9A.84.020 Failure to disperse.

RCW 9A.84.030 Disorderly conduct.

RCW 9A.84.040 False reporting.

9.16.020 Aiming or discharging weapons.

(1) It is unlawful for any person to:

- (a) aim any firearm, whether loaded or not, at or toward any human being;
- (b) willfully discharge any firearm;
- (c) willfully discharge an air gun, bow and arrow, sling shot, or like weapon in any place where persons or property might be unreasonably endangered thereby, whether or not injury or damage results.

(2) This section does not apply to:

- (a) police officers while in the discharge of their lawful duties;
- (b) persons exercising the right specified in RCW 9A.16.020;

- (c) persons continuing with best farm management practices currently in existence, including, but not limited to, the slaughtering or humane destruction of livestock or wildlife, or the hazing of wildlife or wildfowl in conformance with the requirements of the Washington State Fish and Wildlife Department, the U.S. Department of Agriculture, and the United States Fish and Wildlife Service;
- (d) persons discharging firearms loaded with blank cartridges for signal or ceremonial purposes in any athletic or sports event, recognized public event, any public ceremonial functions such as military funeral salutes, or by any memorial or military organizations or service groups for ceremonial purposes.

(3) A violation of this section is a misdemeanor.

9.16.040 Pedestrian Interference.

(1) It is unlawful to, in a public place:

- (a) obstruct pedestrian traffic; or
- (b) aggressively beg.

(2) Definitions. The following definitions apply to this section:

- (a) "Aggressively begs" means to beg with intent to intimidate another person into giving money or goods.
- (b) "Beg" means to ask for money or goods as a charity, whether by words, or other means.
- (c) "Intimidate" means to coerce or frighten into submission or obedience.
- (d) "Obstruct pedestrian traffic" means to intentionally walk, stand, sit, lie, or place an object in such a manner as to block passage by another person, or to require another person to take evasive action to avoid physical contact. Acts authorized as an exercise of one's constitutional right to picket or to legally protest, and acts authorized pursuant to permits issued by the city do not constitute obstruction of pedestrian traffic.
- (e) "Public place" means the area generally visible to public view and includes alleys, bridges, buildings, driveways, parking lots, parks, plazas, sidewalks, streets, and trails open to the general public, including those that serve food or drink or provide entertainment, and the doorways and entrances to buildings or dwellings and the grounds enclosing them.

(3) A violation of this section is a class 2 civil infraction.

Chapter 9.18 Offenses against Juveniles

9.18.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9.68A.011 Definitions.

RCW 9.68A.090 Communicating with a minor for immoral purpose.

RCW 9.68A.103 Permitting commercial sexual abuse of a minor - Penalty - Consent of minor does not constitute defense.

RCW 9.68A.150 Allowing minor on the premises of a live erotic performance.

RCW 9.69.100 Duty of witness of offense against minor or any violent offense.

RCW 9A.44.096 Sexual misconduct with a minor in the second degree.

RCW 13.32A.080 Harboring a minor.

RCW 26.28.080 Selling or giving tobacco to a minor.

RCW 70.345.010 Definitions.

RCW 70.345.030 License required [for sale of vapor products].

RCW 70.345.100 Product tastings—Requirements—Penalty.

RCW 70.345.140 Purchase or possession [of vapor products] by persons under eighteen.

9.18.020 Leaving children unattended in parked automobile

- (1) It is unlawful for a person having the care and custody, whether temporary or permanent, to leave a child under the age of eight years in a parked automobile unattended by another responsible person of at least 12 years of age for more than 10 minutes.
- (2) A violation of this section is a misdemeanor.

Chapter 9.20 Domestic Violence Violations and Orders

9.20.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 7.105.010 Definitions.

RCW 7.105.450 Enforcement and penalties – Other than antiharassment protection orders and extreme risk protection orders.

RCW 7.105.455 Enforcement and penalties – Antiharassment protection orders.

RCW 7.105.460 Enforcement and penalties – Extreme risk protection orders – False petitions.

RCW 7.105.465 Enforcement and penalties – Knowledge of order.

RCW 7.105.470 Enforcement - Prosecutor assistance.

RCW 9.41.040 Unlawful possession of firearms – Ownership, possession by certain persons.

RCW 9.41.800 Surrender of weapons or licenses – Prohibition on future possession or licensing.

RCW 9.41.810 Violation – Penalty.

RCW 9A.36.150 Interfering with the reporting of domestic violence.

RCW 9A.40.010 Definitions.

RCW 9A.40.070 Custodial interference in the second degree.

RCW 9A.40.080 Custodial interference – Assessment of costs – Defense – Consent defense, restricted.

RCW 10.99.020 Definitions.

RCW 10.99.040 Duties of court – No contact order.

RCW 10.99.045 Appearances by defendant – Defendant's history – No-contact order.

RCW 10.99.050 Victim contact – Restriction, prohibition – Violation, penalties – Written order – Procedures.

RCW 10.99.055 Enforcement of orders.

RCW 10.99.070 Liability of peace officers.

RCW 26.09.300 Restraining orders – Notice – Refusal to comply – Arrest – Penalty – Defense.

Chapter 9.22 Substance Abuse

9.22.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 9.47A.010 Definition.

RCW 9.47A.020 Unlawful inhalation - Exception.

RCW 9.47A.030 Possession of certain substances prohibited, when.

RCW 9.47A.040 Sale of certain substances prohibited, when.

RCW 9.47A.050 Penalty.

RCW 69.38.010 "Poison" defined.

RCW 69.38.040 Inspection of poison register - Penalty for failure to maintain register.

RCW 69.38.050 False representation—Penalty.

RCW 69.38.060 Manufacturers and sellers of poisons—License required—Penalty.

RCW 69.41.010 Definitions.

RCW 69.41.030 Legend drug without prescription or order prohibited—Exceptions—Penalty.

RCW 69.41.350 Steroid—Penalties.

RCW 69.50.101 Definitions.

RCW 69.50.412 Prohibited acts: E—Penalties.

RCW 69.50.445 Cannabis in view of general public or public place—Penalty.

RCW 69.50.4011 Counterfeit substances—Penalties.

RCW 69.50.4013 Possession of controlled substance—Penalty.

RCW 69.50.4014 Possession of forty grams or less of cannabis—Penalty.

9.22.020 Possession of Drug Paraphernalia

- (1) It is unlawful to possess "drug paraphernalia," as defined in RCW 69.50.102, for any purpose related to any controlled substance other than cannabis.
- (2) A violation of this section is a misdemeanor.
- (3) A violation of this section may be punishable by a fine of up to twice the otherwise authorized amount or by imprisonment of up to twice the authorized amount if in a designed Drug Free Zone.

9.22.030 Use of a Controlled Substance in a Public Place

- (1) It is unlawful to intentionally use a controlled substance in a public place, except as now or hereafter authorized or expressly permitted by the laws of the state or except upon written or oral order or prescription of a physician, surgeon, dentist, or other medical professional licensed to practice in the state and legally authorized to prescribe controlled substances.
- (2) Definitions. For the purpose of this section:
 - (a) "Public place" means an area generally visible to public view, including without limitation any place where the public has a right of access, including establishments or conveyances to which the public is invited and their associated parking lots, parking structures, walkways, doorways, entrances, and restrooms.
 - (b) "Use" means any effort taken in furtherance of an attempt to inject, ingest, inhale, or otherwise introduce a dangerous drug into the human body.
- (3) A violation of this section is a gross misdemeanor.

9.22.040 Unlawful Deposit of Controlled Substances and Drug Paraphernalia

- (1) It is unlawful for any person to knowingly dump, throw, deposit, or discharge onto the ground or into any body of water, any controlled substance or drug paraphernalia.
- (2) A violation of this section is a misdemeanor.

9.22.050 Possession of Controlled Substances [effective July 1, 2023]

- (1) It is unlawful for any person to knowingly possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by Chapter 69.50 RCW.
- (2) Exceptions.
 - (a) The possession, by a person 21 years of age or older, of useable cannabis, cannabis concentrates, or cannabis-infused products in amounts that do not exceed those set forth in RCW 69.50.360(3) is not a violation of this section.
 - (b) The delivery by a person 21 years of age or older to one or more persons 21 years of age or older, during a single 24-hour period, for noncommercial purposes and not conditioned upon or done in connection with the provision or receipt of financial consideration, of any of the following cannabis products, is not a violation of this section:
 - (i) One-half ounce of useable cannabis;
 - (ii) Eight ounces of cannabis-infused product in solid form;
 - (iii) 36 ounces of cannabis-infused product in liquid form; or
 - (iv) Three and one-half grams of cannabis concentrates.

- (v) The act of delivering cannabis or a cannabis product as authorized under this subsection must meet one of the following requirements:
 - (vi) The delivery must be done in a location outside of the view of general public and in a nonpublic place; or
 - (vii) The cannabis or cannabis product must be in the original packaging as purchased from the cannabis retailer.
 - (c) No person under 21 years of age may possess, manufacture, sell, or distribute cannabis, cannabis-infused products, or cannabis concentrates, regardless of THC concentration. This does not include qualifying patients with a valid authorization.
 - (d) The possession by a qualifying patient or designated provider of cannabis concentrates, useable cannabis, cannabis-infused products, or plants in accordance with chapter 69.51A RCW is not a violation of this section.
- (3) A violation of this section is a gross misdemeanor.
- (4) This section is effective July 1, 2023.

Chapter 9.42 Fireworks

9.42.010 Adoption by reference

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW 70.77.485 Unlawful possession of fireworks—Penalties.

RCW 70.77.488 Unlawful [reckless] discharge or use of fireworks—Penalty.

RCW 70.77.510 Unlawful sales or transfers of display fireworks—Penalty.

RCW 70.77.515 Unlawful sales or transfers of consumer fireworks—Penalty.

RCW 70.77.520 Unlawful to permit fire nuisance where fireworks kept—Penalty.

RCW 70.77.540 Penalty.

RCW 70.77.545 Violation a separate, continuing offense.

9.42.020 Purchase and Sales.

- (1) It is unlawful to sell or purchase consumer fireworks within the City of Stanwood except during the following times:
- (a) from 12:00 noon to 11:00 p.m. on June 28;
 - (b) from 9:00 a.m. to 11:00 p.m. on each day from June 29 through July 4;
 - (c) from 9:00 a.m. to 9:00 p.m. on July 5; and
 - (d) from 12:00 noon to 11:00 p.m. on each day from December 27 through December 31.
- (2) It is unlawful to sell fireworks without a valid license issued per SMC Chapter 5.04.
- (3) A violation of this section is a class 1 civil infraction.

9.42.030 Use and Discharge.

- (1) It is unlawful to use or discharge consumer fireworks within the City of Stanwood except during the following times:
 - (a) from 12:00 noon to 11:00 p.m. on June 28
 - (b) from 9:00 a.m. to 11:00 p.m. on each day from June 29 to July 3
 - (c) from 9:00 a.m. to 12:00 midnight on July 4;
 - (d) from 9:00 a.m. to 11:00 p.m. on July 5;
 - (e) from 6:00 p.m. on December 31 until 1:00 a.m. on January 1 of the subsequent year.
- (2) This section does not apply to a public display of fireworks licensed per SMC Chapter 5.04.
- (3) A violation of this section is a class 2 civil infraction.

Chapter 9.50 Conduct and Trespass from City Property

9.50.010 Purpose and policy.

- (1) The purpose of this chapter is to:
 - (a) Adopt a legally sound process for being able to exclude from city property persons whose behavior is dangerous, unsafe, illegal, or unreasonably disruptive to other users;
 - (b) Define the process for issuance of trespass warnings and their content; and
 - (c) Provide procedures for a recipient of a trespass warning to promptly appeal the warning to protect their right to engage in legitimate activities protected by the state and federal constitutions.
- (2) This chapter is enacted as an exercise of the city's authority to protect and preserve the public health, safety, and welfare under Article XI, Section 11 of the Washington State Constitution.
- (3) This chapter is intended to be enforced to emphasize voluntary compliance with laws and city rules and so that inadvertent minor violations of this section can be corrected without resorting to a trespass warning.

9.50.020 Applicability.

- (1) This chapter applies to behavior on all real property in the City of Stanwood owned or leased by the City of Stanwood, including real property that the city owns or operates in common with another jurisdiction, including but not limited to:
 - (a) Municipal buildings, including City Hall;
 - (b) Parks, trails, and other open spaces;
 - (c) Public Works water and wastewater treatment facility;
 - (d) Reservoirs, water tanks, pump stations, lift stations;
 - (e) Police station and annex building;
 - (f) North County Regional Fire Authority fire stations when used by city staff or elected officials;
 - (g) Stanwood Camano School District Building when used for official Council or City meetings;
 - (h) Stanwood library;
 - (i) Public restrooms;

- (j) City owned public parking lots; and
- (k) City owned detention ponds and vaults.

(2) This chapter does not apply to public streets and sidewalks.

9.50.030 Definitions.

“Police Chief” means the Chief of the City of Stanwood Police Department or other person designated by the Chief to perform the duties described in this chapter.

“Trespass warning” means a document informing the recipient that they are prohibited from entering a specified place for a specified period of time, consistent with the requirements of this chapter.

9.50.040 Prohibited conduct.

(1) The following behavior is prohibited by this chapter in the places to which this chapter applies:

- (a) Dangerous Behavior. Any behavior that creates an imminent and unreasonable risk of injury or harm to either persons or property of another or the actor.
- (b) Illegal Behavior. Any behavior that is prohibited by the laws of the United States, Washington State, Snohomish County, or the city including, but not limited to, any of the following types of behavior:
 - (i) Threatening another person by communicating either directly or indirectly to another person the intent to cause bodily injury in the future to the person threatened or to any other person;
 - (ii) Selling or using alcohol or drugs;
 - (iii) Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property);
 - (iv) Assaulting staff or other patrons;
 - (v) Urination or defecation other than in facilities intended for that function;
 - (vi) Sexual misconduct or harassment (e.g., indecent exposure, offensive touching, sexual acts);
 - (vii) Vandalism or placing graffiti;
 - (viii) Starting a fire in an undesignated area.
- (c) Unreasonably Disruptive Behavior. Any behavior that, in consideration of the nature, scope, use and purpose of the city property in question, unreasonably interferes with others’ use and enjoyment of city property, including but not limited to:
 - (i) Use of unreasonably hostile or aggressive language or gestures; or
 - (ii) Unreasonably loud vocal expression or unreasonably boisterous physical behavior; or
 - (iii) Using electronic or other communication devices in a manner that is unreasonably disruptive to others; or
 - (iv) Unreasonably interfering with the free passage of staff or patrons in or on public property; or
 - (v) Behavior that is unreasonably inconsistent with the normal use for which the publicly owned property was designed and intended to be used (e.g., engaging in loud conversation in a library setting);
 - (vi) Violation of the posted rules of the city property in question.

(2) Exception. Any constitutionally protected action or speech is excluded from the prohibited conduct described in this section.

9.50.050 Authority to issue trespass warnings – Service.

- (1) Officers of the city Police Department are authorized to issue a trespass warning to any person who the officer has probable cause to believe has violated SMC 9.50.040.
- (2) The warning may be based upon observation by a police officer or a city employee or may be based upon a civilian report that would ordinarily be relied upon by police officers in the determination of probable cause.
- (3) The person need not be charged, tried, or convicted of any crime or infraction for the trespass warning to be issued or be effective.
- (4) Trespass warnings may be served upon the person subject to the warning using one of the following methods:
 - (a) First-class mail to the person at the person's last known address;
 - (b) Personally; or
 - (c) If the person cannot be located by one of the first two methods after a diligent search, by publication in a newspaper of general circulation.
- (5) Service is effective:
 - (a) On the date the notice is personally received;
 - (b) In the case of service by mail, three days after the notice is mailed; or
 - (c) In the case of service by publication, 15 days after publication.
- (6) The trespass warning becomes effective, and the duration starts to run, upon the effective date of service.

9.50.060 Content of trespass warning.

- (1) The trespass warning must be in writing and contain:
 - (a) The date of issuance;
 - (b) A description of the behavior that is the basis for the trespass warning;
 - (c) The place(s) of exclusion consistent with subsection (2) of this section;
 - (d) The length of exclusion consistent with SMC 9.50.070;
 - (e) The signature of the issuing police officer;
 - (f) A description of the consequences for failure to comply consistent with SMC 9.50.100.
- (2) A trespass warning for a place or places may not prohibit access to another place or places that are unrelated to or not a part of the place where the conduct that is the subject of the trespass warning occurred.

9.50.070 Duration of exclusion.

- (1) An officer who issues a trespass warning under this Chapter must determine a duration of exclusion consistent with this section.
- (2) If the person subject to the trespass warning:
 - (a) Has not been excluded from City property by a trespass warning issued within one year prior to the violation, then the warning may exclude the person for a period not exceeding 7 days.
 - (b) Has been the subject of only one prior trespass warning issued within one year prior to the current violation, then the warning may exclude the person up to 90 days.

- (c) Has been the subject of two or more prior trespass warnings issued within one year prior to the current violation, then the warning may exclude the person up to one year.

9.50.080 Review procedure.

- (1) For good cause, the Police Chief may rescind, shorten, or modify a trespass warning consistent with this section.
 - (a) A written request for review of a trespass warning must be delivered to the Police Chief no later than seven business days after it is issued.
 - (b) The Police Chief must hold a review hearing on the decision within one week of receipt of a request for review of a trespass warning.
 - (c) The Police Chief must notify the person subject to the warning of the date, time, and place, telephone number or electronic means at or by which the review will be conducted.
 - (d) The review decision must be communicated no later than five business days following the review.
 - (e) The review decision must inform the person subject to the warning of the right to seek judicial review of the decision and that the time frame for seeking judicial review runs from the date of service of the written decision.
- (2) For purposes of this section, “good cause” to rescind, shorten, or modify a trespass warning must be found where any of the following are true:
 - (a) The person subject to the warning demonstrates by a preponderance of the evidence that his or her conduct was intended to be expressive conduct protected by the First Amendment;
 - (b) The person subject to the warning was not given warning that the conduct in question was subject to a trespass warning;
 - (c) The trespass warning was based solely upon the statement of a third party, was not observed personally by the issuing officer or a city employee, would not ordinarily be relied upon by police officers in the determination of probable cause, and the person subject to the warning claims that he or she did not commit the action for which he or she was warned; or
 - (d) Reasonable minds could differ on the question of whether the conduct in question was unreasonably disruptive to others on the same property at the same time.
- (3) At the review hearing, the violation must be proved by a preponderance of the evidence to uphold the trespass warning. The Police Chief may consider a sworn report or declaration from the officer who issued the trespass warning or upon whose observation the trespass warning was based, without further evidentiary foundation, as prima facie evidence that the person committed the violation as described. The Police Chief may consider information that would not be admissible under the evidence rules in a court of law but that the Police Chief considers relevant and trustworthy. If the warning was issued because of the alleged violation of any criminal law, the person need not be charged, tried, or convicted for the warning to be upheld.
- (4) The decision of the Police Chief constitutes the city’s final decision. A person seeking judicial review of the city’s final decision must file an application for a writ of review in Superior Court within 15 days of receipt of the city’s final decision.
- (5) The trespass warning remains in effect during the pendency of any administrative or judicial proceeding.
- (6) No determination of facts made by the Police Chief may have any collateral estoppel effect on a subsequent criminal prosecution or civil proceeding and may not preclude litigation of those same facts in a subsequent criminal prosecution or civil proceeding.

9.50.090 Permitted entry notwithstanding warning.

- (1) The Police Chief may, upon request, authorize a person who has received a trespass warning in accordance with this chapter to enter city property to exercise his or her First Amendment rights or to conduct government business if there is no other reasonable alternative location to exercise such rights or conduct such business. Authorization must be in writing and specify the duration of the authorization and any conditions thereof, which may include a requirement that the person be escorted by a police officer.
- (2) The Police Chief must issue a decision on a request for entry onto public property by the recipient of a trespass warning during a period of exclusion no later than 48 hours after receipt of the request.

9.50.100 Violation – Penalty.

- (1) Any person who is found on city or other publicly owned property in violation of a trespass warning issued in accordance with this chapter may be arrested for criminal trespass as defined in Chapter 9A.52 RCW and incorporated by reference into this title, except as otherwise provided in this section.
- (2) This chapter does not supplant the city's ability to enforce any other section of the Stanwood Municipal Code regulating behavior on public property or the city's ability to pursue other civil or criminal remedies and penalties.
- (3) A city employee who becomes aware of a violation of a trespass warning issued in accordance with this chapter is expected to notify the Police Department.

Advocacy

Published on May 17, 2023

Blake-fix bill passes Legislature during one-day special session

Contact: [Candice Bock](#), [Lindsey Hueer](#), [Katherine Walton](#)

On Tuesday, May 16, the Legislature convened for the first special session in six years. The purpose of the session was to reach agreement on the so-called “*Blake fix*” to permanently address the criminality of drug possession and use in Washington in the wake of the state Supreme Court’s 2021 *State v. Blake* decision. The bill, [SB 5536](#), passed with bipartisan support: the Senate voted 43-6, and the vote was 83-13 (2 excused) in the House. The Governor signed the bill yesterday as well. Much of the new law will be effective on July 1, 2023.

As enacted, the bill does the following:

- Establishes a gross misdemeanor for (1) knowing possession; and (2) knowing use, for both a counterfeit substance and a controlled substance. This covers fentanyl and other opioids, methamphetamine, heroin, cocaine, and other “hard” drugs.
- “Use” is defined as introducing the substance into the human body by injection, inhalation, ingestion or any other means.
- Retains the current misdemeanor for legend drugs, which are prescription medications

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a \$1,000 fine. Beginning with the third conviction, an individual may be sentenced up to 364 days in jail.

- Law enforcement and the prosecuting attorney are encouraged to offer a referral to treatment in lieu of prosecution.
- Establishes a pre-trial diversion program that must be agreed to by the prosecuting attorney in each case. The pre-trial diversion program created by the bill requires use of a recovery navigator, an arrest and jail alternative, or a law enforcement assisted diversion program. AWC and other stakeholders believe the pre-trial diversion program as created is not likely functional in most communities due to a lack of resources. As a result, communities will be largely relying on their current legal systems in place, including any diversion programs, therapeutic courts, community courts, and traditional criminal pathways. If the individual completes six months of substantial compliance with treatment, the court must vacate the conviction.
- If an individual refuses treatment and is convicted, the court may order substance abuse treatment as part of their post-conviction conditions.
- Preempts local governments from adopting or enforcing drug paraphernalia ordinances, except that local governments retain the ability to enact laws and ordinances related to the establishment and regulation of harm reduction services. Harm reduction services are commonly called “needle exchange” though they provide many more services.
- Opioid use disorder treatment facilities, including mobile and fixed-site locations, recovery residences, and harm reduction programs (except safe injection sites) are considered essential public facilities. Cities may only regulate siting of these facilities to the same extent that regulations are applied to other essential public health facilities and health care settings.
- Public notice to appropriate media outlets is required when siting an opioid use disorder treatment facility, rather than a Department of Health public hearing.

program.

Legislators from both sides of the aisle agree that this issue is not “done.” There is agreement by Republicans and Democrats alike that the state will need to do more in the future to expand and refine treatment opportunities to ensure treatment is accessible to every person suffering from substance use disorder, behavioral health disorder, and mental health disorder regardless of where they live and the barriers they face in recovery. AWC will continue to support and advocate for expanded state investments in treatment across the state.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9c
DATE: May 25, 2023
SUBJECT: Stanwood Municipal Code Title 13 – Civil Enforcement
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – Ordinance 1517 Adoption of Title 13 – Civil Enforcement

PURPOSE

The purpose of this agenda item is for Council review and acceptance of the second reading of Ordinance 1517, adoption of Title – 13, Civil Enforcement, of the Stanwood Municipal Code.

SUMMARY

The next batch of Municipal Code Amendments is Title 9 – Public Peace, Morals, and Safety and Title 13 – Code Enforcement. These Titles have been grouped together for review as they both address enforcement issues and have direct code correlations. Using the approved style guide, the draft amendments delete outdated code citations and modernize the text by applying current best practices. It notes where new sections have been added or where moved. In general, these titles and chapters have been reorganized for better flow and readability with similar topics being grouped together. This ordinance includes:

- Title 13 – Civic Enforcement which contains the code enforcement procedures generally applied to the municipal code titles not enforced by the Police Department, including zoning and development standards. The Building Official is the City's Code Enforcement Officer.

BACKGROUND

The City initiated the Municipal Code Update project in 2022 to modernize the code reflecting best practices with respect to content and administration of the code. The update is intended to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. The amendments will also be consistent with current case, state and federal laws.

To help guide the review of the amendments, two types of informational banners are included in the descriptive versions of each amendment. These blue- and yellow-colored bars highlight changes, recommendations and questions; it notes where new sections have been added or where moved.

 Blue banner describes actions taken or issue descriptions.

 Yellow banners highlight important policy issues.

Due to the sheer size of amending an entire municipal code, work has been broken into manageable pieces with similar titles, or titles that interact with each other, being processed together. To date, the Council has approved the following Title groupings:

Stanwood Municipal Code Titles	Council Action
Title 1 – General Provisions Title 2 – Personnel Title 3 – Administration	Approved April 23, 2023 Three Readings
Title 6 – Parks and Public Spaces Title 9 – Public Peace, Morals, and Safety Title 13 – Civil Enforcement	Pending Council Action

As Titles and Chapters are approved, there may be times when chapters or sections within chapters of approved Titles will need to be amended to ensure consistency throughout the Municipal Code as it is amended.

ANALYSIS

Title 13 contains the general enforcement provisions for the entire Municipal Code for non-criminal proceedings. However, it is difficult to apply to situations outside of zoning enforcement. As such, the entire Title was rewritten while keeping the focus on the mechanisms of civil enforcement without introducing substantive rule changes to the Title. For ease of use and readability, this Title will be broken into multiple chapters as follows:

General Provisions	Procedures	Administrative Orders	Penalties and Remedies
▪ Policy ▪ Applicability ▪ Definitions ▪ Duty to enforce ▪ Joint and several liability	▪ Investigation—Right of entry ▪ Appeals	▪ General provisions ▪ Stop work / emergency orders ▪ Contents ▪ Service	▪ Voluntary compliance agreement ▪ Certificate of non-compliance ▪ Civil infraction ▪ Civil penalty ▪ Abatement by the City (including liens) ▪ Alternative remedies

Notable Changes to this Title include:

- Rename title to civil enforcement as it applies to the entire municipal code, not just zoning.
- Reorganize into multiple chapters as noted above.
- Adds a civil infraction procedure to allow the City Code Enforcement Officer and Police Department to issue municipal civil infraction citations (tickets) for minor / reoccurring code enforcement cases.
- Maintains notice of violation process for major land use violations.
- Ensure appeal section is consistent with Hearing Examiner authority and process.
- Repeated or uncorrected violations could be raised to the level of a misdemeanor and addressed under Title 9, Public Peace, Safety and Welfare.
- New Voluntary Compliance Agreement section has been added based on the City Attorney's recommendation.
- New Certification of Non-Compliance section has been added based on the consultant's recommendation.

Council Policy Decision Issues:

The Council reviewed several policy issues with regard to Titles 6,9 and 13 at their May 11, 2023 meeting. The following changes have been made in response to Council's direction.

Title 13 – Civil Enforcement:

1. A flat rate civil penalty of \$100.00 per day per violation is proposed. (SMC 13.13.030(2)(a))
2. Only those subject to the administrative order may appeal. (SMC 13.13.050(2)(a))
3. The standard of review for appeals has been retained as "the appellant bears the burden of proof" and criteria for which the Hearing Examiner may grant relief from the administrative order has been retained. (SMC 13.13.050(5)(a-b)).

Fiscal Impact			
No direct financial impact. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.			
Fund(s):	Staff Time		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Titles 6, 9 and 13 are being processed together due to their interactivity regarding enforcement. With the State's recent adoption of new regulations regarding the use of drugs in public, amendments to Title 9 are necessary. Staff is working with the City's consultant to make the appropriate changes to Title 9 which will result in the need for a third reading. As a result, Title 13 will be scheduled for a third reading as well.

Staff recommends that the Council accept the second reading of the proposed amendments and proceed with the third and final reading on June 8, 2023.

Committee/Board Recommendation:

The Advisory Group, Planning Commission and City Council Community Development Committee have all reviewed the proposed amendments; their comments have been incorporated into the draft. All groups have recommended to adopt the amendments.

CITY COUNCIL OPTIONS

1. Accept the second reading of Ordinance 1517 adopting Title 13, Civil Enforcement and proceed with the third and final reading on June 8, 2023.
2. Request changes to Ordinance 1517 and direct staff to address specific Council issues or concerns prior to Council reconsideration the ordinance.

PROPOSED MOTION

I MOVE TO ACCEPT THE SECOND READING OF ORDINANCE 1517 AS SET FORTH IN ATTACHMENT "A" AND TO PROCEED WITH THE THIRD AND FINAL READING OF THE ORDINANCE ON JUNE 8, 2023.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1517

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING
STANWOOD MUNICIPAL CODE (SMC) TITLE 13, CODE ENFORCEMENT, AND
ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice; and

WHEREAS, the purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices; and

WHEREAS, the name of Title 13, Code Enforcement, is being changed to Civil Enforcement to more accurately reflect that Title 13 applies to more than just zoning enforcement issues; and

WHEREAS, the amendment updates the code to be more consistent with contemporary language and terms; and

WHEREAS, amendments to Title 13, Civil Enforcement, include deleting existing Title 13 in its entirety and adopting new provisions that contain the laws and regulations for enforcement of the Stanwood Municipal Code; and

WHEREAS, amendments include reorganizing the title into logical chapters including general provisions, procedures, administrative orders, and penalties and remedies; and

WHEREAS, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 230041; and

WHEREAS, the Stanwood Advisory Group reviewed the ordinance scoping memo and draft ordinance at their January 18, 2023 and March 15, 2023 meetings respectively, and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the Stanwood Planning Commission reviewed the ordinance scoping memo and draft ordinance at their February 13, 2023 and March 13, 2023 meetings respectively and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the Stanwood Council Community Development Committee reviewed the ordinance scoping memo and draft ordinance at their February 2, 2023

and March 2, 2023 meetings respectively, and has recommended that the City Council adopt the ordinance as presented; and

WHEREAS, the City Council held a public hearing and first reading of the draft code amendment on May 11, 2023, a second reading on May 25, 2023, and third reading on June 8, 2023; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Stanwood Municipal Code Title 13, Code Enforcement, is repealed in its entirety and replaced with the new Title 13, Civil Enforcement, as provided in Exhibit "A" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. 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 3. 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 4. Effective Date. This Ordinance shall take effect five days after publication as required by law.

PASSED and APPROVED this ____ day of _____, 2023.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

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Title 13 Civil Enforcement

Chapter 13.10 General Provisions

13.10.010 Policy

- (1) The policy of the City of Stanwood is to:
 - (a) Fairly, actively, and uniformly enforce the municipal code to preserve the health, safety, and welfare of the public and the environment and not for the benefit of any particular class of persons;
 - (b) Conduct all investigations into alleged violations consistent with statutory and constitutional protections of the right of privacy;
 - (c) Use education as a first step toward achieving compliance with those codes and offer property owners the opportunity to correct violations before imposing fines;
 - (d) Consider the economic circumstances of responsible parties and their ability to comply with code requirements;
 - (e) Use administrative orders and other measures when necessary to ensure violations are corrected.
- (2) To achieve this policy, this Chapter provides authority and procedures for:
 - (a) Efficient and effective notice and opportunities to correct violations;
 - (b) Progressive monetary penalties proportionate to the violations;
 - (c) Appeal of administrative orders regarding violations;
 - (d) Collection of civil penalties; and
 - (e) Abatement and remediation of violations.

13.10.020 Applicability

This title applies to civil enforcement of all violations of the Stanwood Municipal Code.

13.10.030 Definitions

The following definitions apply to the entirety of this title:

"Civil violation" means a failure to comply with any mandatory provision of the Stanwood Municipal Code, including failure to comply with a permit condition or an administrative order issued pursuant to this title.

"Director" means the director of the Department of Community Development or the director's designee.

"Responsible party" means a person who violates any mandatory provision of the Stanwood Municipal Code, including failure to comply with a permit or an administrative order issued pursuant to this title.

13.10.040 Duty to Enforce

- (1) The Director has the duty to enforce this chapter and may exercise discretion in whether and how to pursue code enforcement actions and which remedies to pursue.
- (2) In lieu of the enforcement procedures set forth in this chapter, the Director may implement the enforcement procedures set forth in any of the uniform codes adopted by reference in SMC Title 14.

- (3) Although generally the City will not pursue civil enforcement when a criminal penalty for a violation is prescribed, civil enforcement is not precluded under those circumstances.
- (4) This title is to be enforced for the benefit of health, safety, and welfare of the general public, and not for the benefit of any particular person or class of persons.
- (5) Nothing in this chapter is intended to impose any duty upon the city or any of its officers or employees that would subject them to damages in a civil action.

13.10.050 Violations are Public Nuisances

Any uncorrected violation is detrimental to the public health, safety, and welfare and is a public nuisance. A public nuisance is a continuing offense against the order and economy of the City of Stanwood and is subject to enforcement under RCW Chapter 7.48 and RCW Chapter 9.66. Per RCW 9.66.030, maintenance of a public nuisance is a misdemeanor.

13.10.060 Joint and Several Liability

In addition to any other person who may be liable for a civil violation, the property owner is jointly and severally liable for the civil violation, payment of any civil penalties, and restoration of the site.

13.10.070 Required Report to City Council

By February 1 of each year, the Director must report in writing to the City Council the number of civil enforcement complaints received during the previous calendar year, the number investigated, the number found to be without basis, the number resolved, and the manner in which each was resolved.

13.10.080 Severability

If any section, sentence, clause, or phrase of this title is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality may not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this title.

Chapter 13.20 Procedures

13.20.010 Initiation of Civil Enforcement

- (1) Any person who believes a violation has occurred may notify the Director.
- (2) If the Director becomes aware of a violation, the Director may initiate the civil enforcement process without a third-party complaint.

13.20.020 Investigation—Right of entry

- (1) The Director must investigate an alleged violation and confirm it has occurred before proceeding with civil enforcement.
- (2) Whenever necessary to make an inspection of an alleged or suspected civil violation, the Director may, upon presentation of proper credentials and consent of the property owner or other person having charge or control of the building, structure or property, enter such building, structure, property or portion thereof at all reasonable times to inspect the same.
- (3) If the building, structure, property, or portion thereof is unoccupied, the Director must make a reasonable effort to locate the owner or other persons having charge or control of the building, structure, property, or portion thereof and request entry.

- (4) If entry is refused or a responsible party cannot be located, the Director may ask the City Attorney to assist in obtaining a warrant.

13.20.030 Issuance of Administrative Orders or Exercise of Other Remedies

- (1) After confirmation of a violation, the Director may choose from any combination of the remedies available in SMC Chapter 13.40 to resolve the violation.
- (2) Discretion.
 - (a) Generally, the Director should use a graduated enforcement process that uses notification and education as a first step and should offer responsible parties the opportunity to correct violations before imposing fines.
 - (b) The Director may determine that a violation is so egregious that graduated enforcement is inappropriate or would require more time than is appropriate compared to the gravity of the violation.
 - (c) The Director may decide not to take action to correct a violation, especially for de minimis violations or violations that require interpretations or discretionary judgments of the applicability of the land use code.

Chapter 13.30 Administrative Orders

13.30.010 Administrative Orders including Emergency/Stop Work Orders

- (1) Generally. The Director may issue an administrative order to compel correction of a violation, abatement of a nuisance, payment of civil penalties, or any combination thereof.
- (2) Emergency/Stop Work orders. Whenever any use or activity in violation of the Stanwood Municipal Code threatens the health and safety of the occupants of the premises or any member of the public, the Director may issue an administrative order to immediately cease any work or activity that is causing a violation or a public nuisance.
- (3) Supplemental orders. The Director may at any time add to, rescind in part, or otherwise modify an administrative order by issuing a supplemental order.
- (4) Final orders. An administrative order becomes final if it is not timely appealed, or if it is timely appealed and not stayed or reversed.

13.30.020 Contents of Orders

- (1) An administrative order must contain the following:
 - (a) The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
 - (b) The street address or description of the property sufficient for identification of the location where the violation occurred or condition is located.
 - (c) A statement that the Director has identified a public nuisance or found a violation of specific code sections, permit condition, stop work order, or other administrative order.
- (2) A stop work order must also contain:
 - (a) A directive to immediately cease the work or activity until the Director rescinds the order.
 - (b) A statement of the penalties for failure to comply.
- (3) An administrative order other than a stop work order must also contain:

- (a) A statement of the corrective action required to be taken. If the Director has determined that corrective work is required, the order must require that all necessary permits be secured and the corrective work physically commence within a reasonable time, as determined by the Director, and a reasonable date by which the work must be completed.
 - (b) A statement that if the corrective action is not commenced or completed within the time specified, the City may proceed to abate the violation, cause the corrective work to be done, and charge the costs thereof as a lien against the property and as a joint and separate personal obligation of any person in violation.
 - (c) A statement of the procedural steps the City may take to ensure compliance if the violation is not corrected consistent with the order.
 - (d) A statement that the order is effective upon service or, for stop work orders, when the Director posts it on the subject property or serves it on the persons engaged in the work.
 - (e) A statement of the right to appeal an order and the method and deadline for doing so, and that failure to file a timely and complete appeal may constitute a waiver of all rights to appeal the order.
- (4) When calculating a reasonable time for compliance, the Director must consider the following criteria:
- (a) The type and degree of violation cited in the order;
 - (b) The stated intent, if any, of a responsible party to take steps to comply;
 - (c) The procedural requirements for obtaining a permit to carry out corrective action;
 - (d) The complexity of the corrective action, including seasonal considerations, construction requirements and the legal prerogatives of landlords and tenants; and
 - (e) Any other circumstances beyond the control of the responsible party.

13.30.030 Civil Penalties

- (1) An administrative order may include an order to pay civil penalties assessed as a result of the violation and, if applicable, the conditions on which assessment of such civil penalty are contingent.
- (2) Amount of Civil Penalty.
 - (a) The amount of civil penalty is \$100 per day per violation unless otherwise provided.
 - (b) For a civil violation related to critical areas, as defined in the Stanwood Municipal Code, the Director may impose an additional civil penalty up to:
 - (i) An amount, not to exceed \$25,000, that is reasonable based upon the nature and extent of the violation and the costs to the City of enforcing this Chapter against the responsible party; or
 - (ii) An amount equal to twice the economic benefit that the responsible party derived from the violation as measured by the greater of:
 - (A) The resulting increase in the market value of the property or the value received by the responsible party; or
 - (B) The savings of construction costs realized by the responsible party derived from the act that constituted the violation.
 - (c) A person found in violation of a new and separate violation within one year of the resolution of a prior related violation may be subject to double the civil penalties normally imposed for such a violation.
 - (d) The Director may reduce the civil penalty based on one or more of the following mitigating factors:

- (i) The responsible party showed good faith or substantial progress, or both, in correcting the violation;
or
- (ii) The responsible party was not the primary cause of the violation.

(3) Collection of Civil Penalties.

- (a) An order to pay civil penalties is valid for the penalties accrued as of the date of the order, and for future penalties that accrue until a specified event.
 - (b) The Director may issue a supplemental order for additional civil penalties. That order is appealable only for the additional civil penalties imposed by the supplemental order.
 - (c) Per RCW 19.16.500, the Director may refer orders to pay civil penalties to collection agencies thirty days after service, and may add a reasonable fee to cover the costs of collection.
- (4) Payment of a civil penalty pursuant to this Chapter does not relieve the responsible party of the duty to correct the violation.

13.30.040 Service of Orders—Posting

- (1) All persons identified in the order must be served either personally or by mail.
- (2) If the address of a person cannot reasonably be ascertained, then a copy of the order must be mailed by certified mail, return receipt requested, to such person at the address of the location of the violation and a copy must be posted in a conspicuous location on the premises. The failure of any such person to receive such notice does not affect the validity of any proceedings taken under this Chapter. Service by certified mail is effective on the date of mailing.
- (3) Posting. A copy of the order must also be posted at a conspicuous place on the relevant property that is the subject of a violation, unless posting the notice is not physically possible or poses a risk of harm to the city official.

13.30.050 Appeals

- (1) An administrative order issued per this Chapter may be appealed consistent with this section.
- (2) Filing.
 - (a) Who May File. Any person subject to an administrative order issued pursuant to this Chapter may appeal it in writing to the Hearing Examiner.
 - (b) When to File. An appeal must be filed within 14 calendar days of service of the administrative order being appealed.
 - (c) How to File. An appeal must be filed by submitting a Notice of Appeal to the Director on forms provided by the City, with the appeal fee set by City Council resolution.
 - (d) Fees.
 - (i) The City Council will establish a fee schedule for appeals of administrative orders.
 - (ii) If an appellant prevails on their appeal, the City will reimburse the appeal fee paid by appellant.
- (3) Contents. The Notice of Appeal must contain the following:
 - (a) Identification of the order being appealed;
 - (b) The name and address of the appellant and the appellant's interest(s) in the matter;
 - (c) The specific reasons why the appellant believes the order is in error;
 - (d) The requested relief;

- (e) Identification of any applicable Stanwood Municipal Code sections.
- (4) Automatic Stay. An administrative order other than a stop work order is stayed during an appeal to the Hearing Examiner except when the Director determines that the violation will cause immediate and irreparable harm and so states in the order.
- (5) Standard of Review.
 - (a) The appellant bears the burden of proof.
 - (b) The Hearing Examiner may grant relief from the administrative order only if the appellant establishes that one or more of the following standards has been met:
 - (i) The Director or Department engaged in unlawful procedure or failed to follow a prescribed process, unless the error was harmless;
 - (ii) The administrative order is an erroneous interpretation of the law, after allowing for such deference as is due the construction of a law by a professional with expertise;
 - (iii) The administrative order is not supported by evidence that is substantial when viewed in light of the whole record before the Hearing Examiner;
 - (iv) The administrative order is a clearly erroneous application of the law to the facts;
 - (v) The administrative order is outside the Director's authority or jurisdiction; or
 - (vi) The administrative order violates the constitutional rights of the appellant.
- (6) Hearing.
 - (a) The Hearing Examiner must hold a hearing, during regular business hours, to provide opportunities for the parties to be heard on the appeal.
 - (b) Before testifying, any witness, including city staff, must be required to declare that he or she will testify truthfully, by oath or affirmation.
- (7) Decision.
 - (a) The Hearing Examiner may affirm, reverse, or modify the appealed order.
 - (b) The Hearing Examiner's written decision must include findings of fact, conclusions of law, and a decision on the appeal.
 - (c) The Hearing Examiner must hold the hearing and provide the written decision on the appeal within 90 days of filing of the Notice of Appeal.
- (8) Reconsideration.
 - (a) A party to an appeal may seek reconsideration of the Hearing Examiner's decision by filing a written request for reconsideration, describing the specific errors alleged, within ten days of the date of decision.
 - (b) The Hearing Examiner must consider the request, without public comment or argument by the party filing the request. Reconsideration may be granted only when a material legal error has occurred or a material factual issue has been overlooked that would change the previous decision.
 - (c) A request for reconsideration is not required to exhaust the appellant's administrative remedies.
- (9) Exhaustion of Administrative Remedies.
 - (a) The Hearing Examiner's decision is the final decision of the City on the order.

- (b) The date of final decision is the date the Hearing Examiner issued its decision, unless any party timely requests reconsideration, in which case the date of final decision is the date the Hearing Examiner makes its decision on reconsideration.

13.30.060 Violations of administrative orders.

- (1) If a person to whom an order is directed does not obey the order or does not pay the civil penalty assessed by the order, the Director may pursue any combination of the remedies in SMC Chapter 13.40.
- (2) Any person who removes a posted emergency or stop work order without authorization is guilty of a misdemeanor.
- (3) If a person to whom an order is directed fails to comply with an emergency or stop work order, that person is guilty of a gross misdemeanor. Each day or part thereof of noncompliance with a stop work order is a separate offense.

Chapter 13.40 Additional Remedies

13.40.010 Discretion

The Director may pursue one or more of the remedies described in this chapter to resolve a violation of the Stanwood Municipal Code.

13.40.020 Civil infraction

- (1) The Director is authorized to issue civil infractions to a responsible party for a civil violation, in accordance with RCW Chapter 7.80.
- (2) Where no other class of civil infraction is specified, the Director may issue a class 1 civil infraction.
- (3) The Director may issue a civil infraction for each day the violation continues.
- (4) The Director may issue a civil infraction in addition to, or as an alternative to, any other judicial or administrative remedy.

13.40.030 Voluntary compliance agreement

- (1) The City and the responsible party may enter into a voluntary compliance agreement at any time.
- (2) The Director is authorized on behalf of the City to enter into a voluntary compliance agreement, as provided for in this Section, at any time before the City becomes involved in any lawsuit related to the enforcement action.
- (3) Contents. A voluntary compliance agreement must contain the following:
 - (a) The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
 - (b) The street address or description of the property sufficient for identification of the location where the violation occurred or is located.
 - (c) A description of the civil violation and a reference to the specific code provisions that were allegedly violated.
 - (d) A detailed description of the agreed corrective action and the date by which it must be completed.

- (e) The amount of the civil penalty that will be imposed, if any, pursuant to SMC 13.40.050 if the terms of the voluntary compliance agreement are not met and that the City has a consensual lien against the property for the amount of the civil penalty plus any recording fees and costs.
 - (f) A statement that the City retains the right to enforce the agreement as a matter of contract and retains all other rights and remedies available at law.
 - (g) A statement that if the Director determines that the terms of the voluntary compliance agreement are not met, the Director may proceed with enforcement consistent with this Title.
 - (h) A statement that by entering into the voluntary compliance agreement the responsible party admits that the conditions described in the voluntary compliance agreement exist and constitute a civil violation.
 - (i) A statement that the responsible party knowingly, voluntarily, and intelligently waives the right to appeal any current or future administrative order arising from the same conditions or violations, including current or future civil penalties associated with the same conditions or violations.
- (4) The Director may grant an extension of the time limit for compliance or a modification of the required corrective action if the responsible party has shown due diligence or substantial progress in correcting the violation and the circumstances support such an extension.

13.40.040 Certificate of non-compliance

- (1) After an administrative order becomes final, the Director may record with the County Auditor a certificate of non-compliance against any real property subject to the order.
- (2) The certificate of non-compliance must describe:
 - (a) the date of the order;
 - (b) the property subject to the order;
 - (c) the violation;
 - (d) the amount of unpaid civil penalties;
 - (e) the method of releasing the certificate of non-compliance.
- (3) Upon request of the property owner or responsible party, the Director must record a release of the certificate of non-compliance if:
 - (a) The administrative order is satisfied;
 - (b) All civil penalties are paid; and
 - (c) All costs associated with recording the certificate of non-compliance and the release of the certificate of non-compliance are paid.

13.40.050 Abatement

- (1) After an administrative order becomes final, if the required corrective work is not commenced or completed within the time specified in the order, the City may obtain a warrant of abatement per RCW 7.48.260 and abate a violation itself.
- (2) If a violation poses an imminent threat to health or safety or to the environment, the City may abate the violation itself without prior notice to the property owner.
- (3) When the city abates the violation itself it may charge the costs of abating the violation as a public nuisance lien against the property per RCW 35.21.955.

- (4) When the City abates unfit dwellings, buildings, structures, or property following the procedures in this Title and RCW 35.80.030, the Director may ask the County Treasurer to charge the costs of abatement as an assessment upon the tax rolls against the real property.
- (a) The Director is the municipal officer designated and authorized to exercise the powers necessary to carry out the purposes authorized by RCW 35.80.030.
- (b) The Hearing Examiner is the appeals commission designated to hear and decide appeals within 60 days of date of filing, as required by RCW 35.80.030(1)(g).

13.40.060 Settlement

The Director may, with the advice and consent of the City Attorney, enter into negotiations with parties in an enforcement action or named in a lawsuit under this Title or their legal representatives, for the purposes of negotiating a settlement to such action or lawsuit. The settlement may include a compromise regarding the collection of civil penalties but must consider the interests of the public and be in the best interests of the City.

13.40.070 Alternative Remedies

In addition to any other penalty or method of enforcement, the City Attorney may bring actions for legal, equitable, injunctive, or other relief to enforce the Stanwood Municipal Code.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a

DATE: May 25, 2023

SUBJECT: Authorize the Mayor to Sign a Contract with Colacurcio Brothers, Inc. for the 80th AVE NW Sidewalk project.

CONTACT PERSON: Kevin Hushagen – Public Works Director

ATTACHMENTS: A – Certified Bid Tabs

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Colacurcio Brother, Inc. for the 80th Ave NW Sidewalk project.

BACKGROUND

The 80th Ave NW Sidewalk project, identified as project #R-2 on the CIP, will add sidewalk between 276th and 279th ST NW to fill in an existing gap in sidewalk. This project will include sidewalk, curb and gutter, ADA ramps, and buffer to 80th Ave NW.

ANALYSIS

Our estimate for the project was \$650,000, the low bid was \$449,600. We had a total of 9 bids, the average bid was \$505,000. The budget for this work is currently \$1,400,000. Due to some unknowns and potential low quantities in the project we are requesting a 10% contingency of \$44,960.

Fiscal Impact			
Fund(s):103	595 30 63 36		
Amount:	\$494,560	Project Estimate:	\$650,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder Colacurcio Brother, Inc. for the 80th Ave NW Sidewalk project for \$449,600 with a \$44,960 construction contingency.

Committee/Board Recommendation:

The Public Works Committee has not reviewed this proposal prior to the May 25, 2023 City Council Meeting.

CITY COUNCIL OPTIONS

1. Approve the Mayor to sign a contract with Colacurcio Brother, Inc. for the 80th Ave NW Sidewalk project for \$449,600 with a \$44,960 construction contingency.
2. Send back to Public Works Committee for additional discussion
3. Reject all bids and delay the project

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH COLACURCIO BROTHER, INC FOR THE 80TH AVE NW SIDEWALK PROJECT FOR \$449,600 WITH A \$44,960 CONSTRUCTION CONTINGENCY.



BID TABULATION
80th Ave Sidewalk Project
Bid Opening: Tuesday May 16th, 2023 @ 3PM

ATTACHMENT A

	Item No.	ITEM DESCRIPTION	UNITS	QTY	Engineering Est.		Colacurcio Brothers		Taylors		Dawson	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	1-04.4 SP	Minor Changes	1	EST	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2	1-05.4 SP	Roadway Surveying	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00
3	1-09.7 SP	Mobilization	1	LS	\$ 40,000.00	\$ 40,000.00	\$ 42,000.00	\$ 42,000.00	\$ 45,000.00	\$ 45,000.00	\$ 40,000.00	\$ 40,000.00
4	1-10.5 SP	Project Temporary Traffic Control	1	LS	\$ 52,000.00	\$ 52,000.00	\$ 53,000.00	\$ 53,000.00	\$ 65,000.00	\$ 65,000.00	\$ 56,300.00	\$ 56,300.00
5	2-01.5 SP	Clearing and Grubbing	1	LS	\$ 22,500.00	\$ 22,500.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
6	2-02.5 SP	Sawcut Asphalt/Concrete	1450	LF	\$ 5.00	\$ 7,250.00	\$ 6.00	\$ 8,700.00	\$ 6.00	\$ 8,700.00	\$ 4.00	\$ 5,800.00
7	3-Feb	Gravel Borrow Incl. Haul	675	TN	\$ 65.00	\$ 43,875.00	\$ 30.00	\$ 20,250.00	\$ 40.00	\$ 27,000.00	\$ 25.00	\$ 16,875.00
8	2-03.5 SP	Roadway Ex. Incl. Haul	450	CY	\$ 75.00	\$ 33,750.00	\$ 50.00	\$ 22,500.00	\$ 30.00	\$ 13,500.00	\$ 35.00	\$ 15,750.00
9	4-04.5 SP	Crushed Surfacing Top Course	200	TN	\$ 65.00	\$ 13,000.00	\$ 70.00	\$ 14,000.00	\$ 75.00	\$ 15,000.00	\$ 100.00	\$ 20,000.00
10	4-04.5 SP	Permeable Ballast	120	TN	\$ 65.00	\$ 7,800.00	\$ 60.00	\$ 7,200.00	\$ 35.00	\$ 4,200.00	\$ 50.00	\$ 6,000.00
11	5-04.5 SP	Planing Bituminous Pavement	1,750	SY	\$ 5.00	\$ 8,750.00	\$ 6.00	\$ 10,500.00	\$ 10.00	\$ 17,500.00	\$ 5.00	\$ 8,750.00
12	5-04.5 SP	HMA Cl. ½" PG 58H-22	250	TN	\$ 200.00	\$ 50,000.00	\$ 170.00	\$ 42,500.00	\$ 163.00	\$ 40,750.00	\$ 160.00	\$ 40,000.00
13	7-04.5 SP	PVC Storm Sewer Pipe 12-Inch Diam	295	LF	\$ 200.00	\$ 59,000.00	\$ 80.00	\$ 23,600.00	\$ 70.00	\$ 20,650.00	\$ 65.00	\$ 19,175.00
14	7-05.5 SP	Catch Basin Type 1	3	EA	\$ 3,000.00	\$ 9,000.00	\$ 3,000.00	\$ 9,000.00	\$ 4,500.00	\$ 13,500.00	\$ 2,500.00	\$ 7,500.00
15	7-05.5 SP	Connection to Drainage Structure	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
16	8-01.5 SP	Temporary Erosion and Sedimentation Control	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
17	8-02.5 SP	Property Restoration	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 15,000.00	\$ 15,000.00	\$ 1,200.00	\$ 1,200.00
18	8-02.5 SP	Topsoil Type A (4" Depth Planter Strip)	275	SY	\$ 65.00	\$ 17,875.00	\$ 70.00	\$ 19,250.00	\$ 55.00	\$ 15,125.00	\$ 25.00	\$ 6,875.00
19	8-04.5 SP	Cement Conc. Traffic Curb and Gutter	1450	LF	\$ 60.00	\$ 87,000.00	\$ 30.00	\$ 43,500.00	\$ 26.00	\$ 37,700.00	\$ 50.00	\$ 72,500.00
20	8-04.5 SP	Cement Conc. Pedestrian Curb	40	LF	\$ 40.00	\$ 1,600.00	\$ 60.00	\$ 2,400.00	\$ 60.00	\$ 2,400.00	\$ 30.00	\$ 1,200.00
21	8-06.5 SP	Cement Conc. Driveway Entrance	40	SY	\$ 225.00	\$ 9,000.00	\$ 110.00	\$ 4,400.00	\$ 100.00	\$ 4,000.00	\$ 150.00	\$ 6,000.00
22	8-14.5 SP	Cement Conc. Combination Ramp	1	EA	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00
23	8-14.5 SP	Cement Conc. Sidewalk	810	SY	\$ 165.00	\$ 133,650.00	\$ 80.00	\$ 64,800.00	\$ 70.00	\$ 56,700.00	\$ 100.00	\$ 81,000.00
24	8-22.5 SP	Pavement Markings	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00
		Bid Schedule Total:				\$ 648,750.00		\$ 449,600.00		\$ 452,025.00		\$ 454,925.00





BID TABULATION
80th Ave Sidewalk Project
Bid Opening: Tuesday May 16th, 2023 @ 3PM

	Item No.	ITEM DESCRIPTION	ICI		SRV		TRICO		Indepth	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	1-04.4 SP	Minor Changes	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2	1-05.4 SP	Roadway Surveying	\$ 9,000.00	\$ 9,000.00	\$ 4,800.00	\$ 4,800.00	\$ 3,400.00	\$ 3,400.00	\$ 8,000.00	\$ 8,000.00
3	1-09.7 SP	Mobilization	\$ 42,000.00	\$ 42,000.00	\$ 72,500.00	\$ 72,500.00	\$ 58,380.00	\$ 58,380.00	\$ 60,000.00	\$ 60,000.00
4	1-10.5 SP	Project Temporary Traffic Control	\$ 44,500.00	\$ 44,500.00	\$ 47,000.00	\$ 47,000.00	\$ 22,900.00	\$ 22,900.00	\$ 45,000.00	\$ 45,000.00
5	2-01.5 SP	Clearing and Grubbing	\$ 25,024.00	\$ 25,024.00	\$ 14,300.00	\$ 14,300.00	\$ 36,000.00	\$ 36,000.00	\$ 15,000.00	\$ 15,000.00
6	2-02.5 SP	Sawcut Asphalt/Concrete	\$ 2.50	\$ 3,625.00	\$ 6.00	\$ 8,700.00	\$ 4.50	\$ 6,525.00	\$ 5.00	\$ 7,250.00
7	3-Feb	Gravel Borrow Incl. Haul	\$ 34.00	\$ 22,950.00	\$ 45.00	\$ 30,375.00	\$ 55.90	\$ 37,732.50	\$ 25.00	\$ 16,875.00
8	2-03.5 SP	Roadway Ex. Incl. Haul	\$ 49.00	\$ 22,050.00	\$ 72.00	\$ 32,400.00	\$ 61.00	\$ 27,450.00	\$ 35.00	\$ 15,750.00
9	4-04.5 SP	Crushed Surfacing Top Course	\$ 60.00	\$ 12,000.00	\$ 54.00	\$ 10,800.00	\$ 68.00	\$ 13,600.00	\$ 30.00	\$ 6,000.00
10	4-04.5 SP	Permeable Ballast	\$ 55.00	\$ 6,600.00	\$ 85.00	\$ 10,200.00	\$ 115.00	\$ 13,800.00	\$ 35.00	\$ 4,200.00
11	5-04.5 SP	Planing Bituminous Pavement	\$ 7.00	\$ 12,250.00	\$ 5.50	\$ 9,625.00	\$ 5.66	\$ 9,905.00	\$ 11.00	\$ 19,250.00
12	5-04.5 SP	HMA Cl. ½" PG 58H-22	\$ 193.00	\$ 48,250.00	\$ 165.00	\$ 41,250.00	\$ 155.00	\$ 38,750.00	\$ 160.00	\$ 40,000.00
13	7-04.5 SP	PVC Storm Sewer Pipe 12-Inch Diam	\$ 95.00	\$ 28,025.00	\$ 120.00	\$ 35,400.00	\$ 113.00	\$ 33,335.00	\$ 155.00	\$ 45,725.00
14	7-05.5 SP	Catch Basin Type 1	\$ 2,050.00	\$ 6,150.00	\$ 2,700.00	\$ 8,100.00	\$ 2,350.00	\$ 7,050.00	\$ 2,400.00	\$ 7,200.00
15	7-05.5 SP	Connection to Drainage Structure	\$ 2,300.00	\$ 2,300.00	\$ 910.00	\$ 910.00	\$ 1,600.00	\$ 1,600.00	\$ 3,500.00	\$ 3,500.00
16	8-01.5 SP	Temporary Erosion and Sedimentation Control	\$ 7,150.00	\$ 7,150.00	\$ 2,500.00	\$ 2,500.00	\$ 13,400.00	\$ 13,400.00	\$ 1,000.00	\$ 1,000.00
17	8-02.5 SP	Property Restoration	\$ 8,000.00	\$ 8,000.00	\$ 7,200.00	\$ 7,200.00	\$ 22,000.00	\$ 22,000.00	\$ 10,000.00	\$ 10,000.00
18	8-02.5 SP	Topsoil Type A (4" Depth Planter Strip)	\$ 18.00	\$ 4,950.00	\$ 15.00	\$ 4,125.00	\$ 13.10	\$ 3,602.50	\$ 25.00	\$ 6,875.00
19	8-04.5 SP	Cement Conc. Traffic Curb and Gutter	\$ 42.00	\$ 60,900.00	\$ 33.00	\$ 47,850.00	\$ 41.00	\$ 59,450.00	\$ 60.00	\$ 87,000.00
20	8-04.5 SP	Cement Conc. Pedestrian Curb	\$ 68.00	\$ 2,720.00	\$ 56.00	\$ 2,240.00	\$ 62.50	\$ 2,500.00	\$ 110.00	\$ 4,400.00
21	8-06.5 SP	Cement Conc. Driveway Entrance	\$ 103.00	\$ 4,120.00	\$ 92.00	\$ 3,680.00	\$ 94.50	\$ 3,780.00	\$ 250.00	\$ 10,000.00
22	8-14.5 SP	Cement Conc. Combination Ramp	\$ 4,470.00	\$ 4,470.00	\$ 1,600.00	\$ 1,600.00	\$ 2,850.00	\$ 2,850.00	\$ 4,500.00	\$ 4,500.00
23	8-14.5 SP	Cement Conc. Sidewalk	\$ 85.50	\$ 69,255.00	\$ 80.00	\$ 64,800.00	\$ 83.00	\$ 67,230.00	\$ 120.00	\$ 97,200.00
24	8-22.5 SP	Pavement Markings	\$ 5,500.00	\$ 5,500.00	\$ 3,300.00	\$ 3,300.00	\$ 2,200.00	\$ 2,200.00	\$ 9,500.00	\$ 9,500.00
				\$ 456,789.00		\$ 468,655.00		\$ 492,440.00		\$ 529,225.00



BID TABULATION
80th Ave Sidewalk Project
Bid Opening: Tuesday May 16th, 2023 @ 3PM

	Item No.	ITEM DESCRIPTION	KonnerUP		A-1 Landscape	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	1-04.4 SP	Minor Changes	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2	1-05.4 SP	Roadway Surveying	\$ 10,000.00	\$ 10,000.00	\$ 11,250.00	\$ 11,250.00
3	1-09.7 SP	Mobilization	\$ 70,000.00	\$ 70,000.00	\$ 61,200.00	\$ 61,200.00
4	1-10.5 SP	Project Temporary Traffic Control	\$ 100,000.00	\$ 100,000.00	\$ 89,780.00	\$ 89,780.00
5	2-01.5 SP	Clearing and Grubbing	\$ 20,000.00	\$ 20,000.00	\$ 18,700.00	\$ 18,700.00
6	2-02.5 SP	Sawcut Asphalt/Concrete	\$ 10.00	\$ 14,500.00	\$ 4.00	\$ 5,800.00
7	3-Feb	Gravel Borrow Incl. Haul	\$ 35.00	\$ 23,625.00	\$ 49.00	\$ 33,075.00
8	2-03.5 SP	Roadway Ex. Incl. Haul	\$ 35.00	\$ 15,750.00	\$ 70.00	\$ 31,500.00
9	4-04.5 SP	Crushed Surfacing Top Course	\$ 40.00	\$ 8,000.00	\$ 55.00	\$ 11,000.00
10	4-04.5 SP	Permeable Ballast	\$ 60.00	\$ 7,200.00	\$ 75.00	\$ 9,000.00
11	5-04.5 SP	Planing Bituminous Pavement	\$ 8.00	\$ 14,000.00	\$ 6.00	\$ 10,500.00
12	5-04.5 SP	HMA Cl. ½" PG 58H-22	\$ 200.00	\$ 50,000.00	\$ 185.00	\$ 46,250.00
13	7-04.5 SP	PVC Storm Sewer Pipe 12-Inch Diam	\$ 100.00	\$ 29,500.00	\$ 215.00	\$ 63,425.00
14	7-05.5 SP	Catch Basin Type 1	\$ 2,000.00	\$ 6,000.00	\$ 4,120.00	\$ 12,360.00
15	7-05.5 SP	Connection to Drainage Structure	\$ 2,000.00	\$ 2,000.00	\$ 3,240.00	\$ 3,240.00
16	8-01.5 SP	Temporary Erosion and Sedimentation Control	\$ 2,000.00	\$ 2,000.00	\$ 14,570.00	\$ 14,570.00
17	8-02.5 SP	Property Restoration	\$ 5,000.00	\$ 5,000.00	\$ 19,780.00	\$ 19,780.00
18	8-02.5 SP	Topsoil Type A (4" Depth Planter Strip)	\$ 100.00	\$ 27,500.00	\$ 31.00	\$ 8,525.00
19	8-04.5 SP	Cement Conc. Traffic Curb and Gutter	\$ 35.00	\$ 50,750.00	\$ 77.00	\$ 111,650.00
20	8-04.5 SP	Cement Conc. Pedestrian Curb	\$ 55.00	\$ 2,200.00	\$ 95.00	\$ 3,800.00
21	8-06.5 SP	Cement Conc. Driveway Entrance	\$ 95.00	\$ 3,800.00	\$ 165.00	\$ 6,600.00
22	8-14.5 SP	Cement Conc. Combination Ramp	\$ 3,060.00	\$ 3,060.00	\$ 4,870.00	\$ 4,870.00
23	8-14.5 SP	Cement Conc. Sidewalk	\$ 82.00	\$ 66,420.00	\$ 98.00	\$ 79,380.00
24	8-22.5 SP	Pavement Markings	\$ 20,000.00	\$ 20,000.00	\$ 1,540.00	\$ 1,540.00
				\$ 556,305.00		\$ 662,795.00

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: May 25, 2023

SUBJECT: Authorize the Mayor to Sign a Contract with In Depth Excavation for the Twin City Mile Phase 1 Project

CONTACT PERSON: Kevin Hushagen – Public Works Director

ATTACHMENTS: A – Certified Bid Tabs

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with In Depth Excavation for the Twin City Mile Phase 1 project (92nd Ave NW & 271st Street NW Intersection).

BACKGROUND

Over the last 15 years the City adopted several economic development strategies and Master Plans to promote the vitality of Stanwood's Downtown and Main Street business districts. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future. In 2020 the City Council adopted the City Beautification Action Plan that beautifies the City by making investments in our businesses, local aesthetics, and infrastructure. This Plan consists of 6 key program elements:

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

The 2022 budget included funds for the preliminary concept design and public outreach for the Main Street Revitalization project that has been branded as the Twin City Mile Project. Using policy guidance from the Beautification Plan, the City initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure. A Steering Committee was formed to help guide the project vision, goals and project concepts. The 11-member committee consisted of Councilmembers, Downtown Business Owners, the Stanwood Camano Arts Advocacy Committee, and the Stanwood Chamber of Commerce. Consultants Scott Lankford of Lankford Associates, TranspoGroup, and KPG supported the design efforts.

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

ANALYSIS

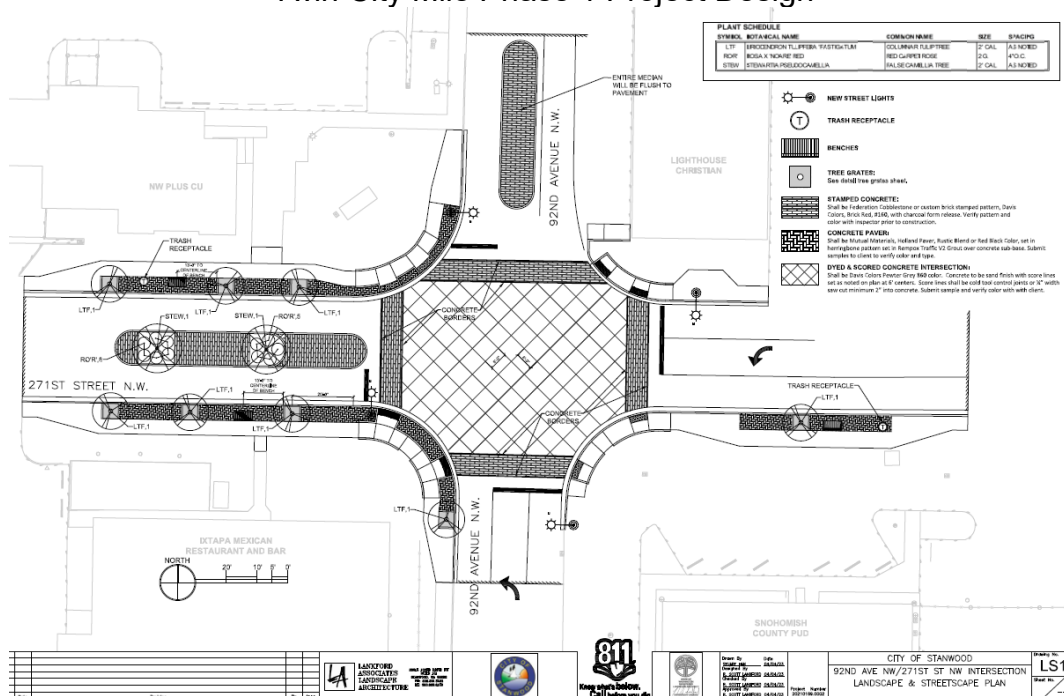
Project Elements

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

Due to the size and cost to revitalize the entire mile long corridor, design and construction of the Twin City Mile Revitalization Project was broken into phases. The 2023 / 2024 work plan includes the 92nd Avenue / 271st Street intersection design and construction. This project was selected as the first project as it was intended to be timed to coincide with the construction of the Viking Way Phase 2 project for cost efficiencies. Project elements include:

- Brick textured crosswalk pavement markings;
- Textured intersection pavement;
- Decorative and landscape median(s);
- Underground utilities;
- New streetlights matching Viking Way; and
- Benches, trash cans, and directional wayfinding signs.

Twin City Mile Phase 1 Project Design



Bidding Process

Following the City's standard bidding process, the project was advertised in the Everett Herald on April 25 and May 2; in the Daily Journal of Commerce on April 25; and posted on the Builder Exchange website. The project was advertised for three (3) weeks from April 25 – May 16. A total of six bids were received.

The Engineers Estimate for the project was \$1,492,000 and the low bid was \$1,173,624.50. Out of the 6 bids received, the average bid was \$1,577,000. The budget for this work is currently \$1,616,000. Due to some unknowns and potential low quantities in the project, staff is requesting approval of a 10% contingency of \$117,362.

FISCAL ANALYSIS

Fiscal Impact			
The approved 2023/2024 biennial budget includes the design and construction Twin City Mile Phase 1 project. With the favorable bids, the project falls within the approved project budget limits and no amendments are necessary.			
Fund(s):103	595 30 63 53		
Amount:	\$1,290,986	Project Estimate:	\$1,492,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder In Depth Excavation for the 92nd Ave NW & 271st Street NW Intersection for \$1,173,624.50 with a \$117,362 construction contingency.

Committee/Board Recommendation:

The Public Works Committee has not reviewed this proposal prior to the May 25th, 2023 City Council Meeting.

CITY COUNCIL OPTIONS

1. Approve the Mayor to sign a contract with In Depth Excavation for the 92nd Ave NW & 271st Street NW Intersection for \$1,173,624.50 with a \$117,362 construction contingency.
2. Send back to Public Works Committee for additional discussion.
3. Reject all bids and delay the project.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH IN DEPTH EXCAVATION FOR THE TWIN CITY MILE PHASE 1 PROJECT FOR \$1,173,624.50 WITH A \$117,362 CONSTRUCTION CONTINGENCY.



BID TABULATION
92nd Ave NW & 271st Street NW Intersection
Bid Opening: Tuesday May 16th, 2023 @ 2PM

ATTACHMENT A

Item No.	Spec Section	Engineer's Estimate					INDEPTH EXCAVATION		Tayex	
		ITEM DESCRIPTION	Est. Qty.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	1-04.4 SP	Minor Change	1	EST	\$25,000	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
A-2	1-05.4 SP	Roadway Surveying	1	LS	\$8,000	\$ 8,000.00	\$ 10,500.00	\$ 10,500.00	\$ 9,500.00	\$ 9,500.00
A-3	1-05.18 SP	Record Drawings (Minimum Bid \$1,000)	1	LS	\$1,000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
A-4	1-07.17 SP	Potholing	5	EA	\$1,000	\$ 5,000.00	\$ 850.00	\$ 4,250.00	\$ 2,000.00	\$ 10,000.00
A-5	1-09.7 SP	Mobilization	1	LS	\$96,000	\$ 96,000.00	\$ 125,000.00	\$ 125,000.00	\$ 180,000.00	\$ 180,000.00
A-6	1-10.	Project Temporary Traffic Control	1	LS	\$72,000	\$ 72,000.00	\$ 35,000.00	\$ 35,000.00	\$ 200,000.00	\$ 200,000.00
A-7	2-01.	Clearing and Grubbing	1	LS	\$500	\$ 500.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
A-8	2-02 SP	Saw Cutting Existing Pavement	985	LF	\$5	\$ 4,925.00	\$ 5.00	\$ 4,925.00	\$ 6.00	\$ 5,910.00
A-9	2-02 SP	Removing Cement Conc. Curb and Gutter	611	LF	\$25	\$ 15,275.00	\$ 10.00	\$ 6,110.00	\$ 10.00	\$ 6,110.00
A-10	2-02 SP	Removing Cement Conc. Sidewalk	338	SY	\$50	\$ 16,900.00	\$ 25.00	\$ 8,450.00	\$ 15.00	\$ 5,070.00
A-11	2-02 SP	Removing Existing Drainage Structure	2	EA	\$1,000	\$ 2,000.00	\$ 3,000.00	\$ 6,000.00	\$ 2,000.00	\$ 4,000.00
A-12	2-02 SP	Removing Existing Drainage Pipe	45	LF	\$50	\$ 2,250.00	\$ 50.00	\$ 2,250.00	\$ 50.00	\$ 2,250.00
A-13	2-02 SP	Removal of Structures and Obstructions	1	LS	\$1,000	\$ 1,000.00	\$ 7,500.00	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00
A-14	2.03	Roadway Excavation Incl. Haul	542	CY	\$50	\$ 27,100.00	\$ 35.00	\$ 18,970.00	\$ 60.00	\$ 32,520.00
A-15	2.09.	Structure Excavation Cl. B Incl. Haul	470	CY	\$30	\$ 14,100.00	\$ 35.00	\$ 16,450.00	\$ 60.00	\$ 28,200.00
A-16	2-09.	Shoring or Extra Excavation Cl. B	2590	SF	\$1	\$ 2,590.00	\$ 4.00	\$ 10,360.00	\$ 5.00	\$ 12,950.00
A-17	2-10 SP	Triaxial Geogrid Reinforcement for Subgrade	589	SY	\$9	\$ 5,301.00	\$ 5.00	\$ 2,945.00	\$ 30.00	\$ 17,670.00
A-18	2-12.	Construction Geotextile for Separation	762	SY	\$4	\$ 3,048.00	\$ 1.00	\$ 762.00	\$ 15.00	\$ 11,430.00
A-19	4-01 SP	Structural Fill	23	CY	\$65	\$ 1,495.00	\$ 10.00	\$ 230.00	\$ 200.00	\$ 4,600.00
A-20	4-04.	Crushed Surfacing Top Course	360	TON	\$75	\$ 27,000.00	\$ 30.00	\$ 10,800.00	\$ 80.00	\$ 28,800.00
A-21	4-04.	Permeable Ballast	720	TON	\$45	\$ 32,400.00	\$ 35.00	\$ 25,200.00	\$ 80.00	\$ 57,600.00
A-22	5-04 SP	HMA CL. 1/2" PG 58H-22	210	TON	\$200	\$ 42,000.00	\$ 175.00	\$ 36,750.00	\$ 163.00	\$ 34,230.00
A-23	5-04 SP	Planing Bituminous Pavement	944	SY	\$20	\$ 18,880.00	\$ 5.00	\$ 4,720.00	\$ 20.00	\$ 18,880.00
A-24	5-05 SP	Colored Stamped Cement Concrete - 4 In. Depth	23	SY	\$160	\$ 3,680.00	\$ 240.00	\$ 5,520.00	\$ 265.00	\$ 6,095.00
A-25	5-05 SP	Colored Stamped Cement Conc. Pavement Incl. Dowel Bars - 8 In. Depth	253	SY	\$200	\$ 50,600.00	\$ 465.00	\$ 117,645.00	\$ 500.00	\$ 126,500.00
A-26	5-05 SP	Scored Cement Conc. Pavement Incl. Dowel Bars - 8 In. Depth	414	SY	\$225	\$ 93,150.00	\$ 375.00	\$ 155,250.00	\$ 400.00	\$ 165,600.00
A-27	7-04 SP	Ductile Iron Storm Sewer Pipe 8 In. Diam	86	LF	\$275	\$ 23,650.00	\$ 145.00	\$ 12,470.00	\$ 200.00	\$ 17,200.00
A-28	7-04 SP	Schedule A Storm Sewer Pipe 36 In. Diam	190	LF	\$250	\$ 47,500.00	\$ 210.00	\$ 39,900.00	\$ 300.00	\$ 57,000.00
A-29	7-05.	Adjust Catch Basin	5	EA	\$1,000	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00
A-30	7-05.	Adjust Manhole	5	EA	\$1,000	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00
A-31	7-05.	Catch Basin Type 1	2	EA	\$3,500	\$ 7,000.00	\$ 5,000.00	\$ 10,000.00	\$ 4,500.00	\$ 9,000.00
A-32	7-05.	Catch Basin Type 2 72 In. Diam.	2	EA	\$15,000	\$ 30,000.00	\$ 12,000.00	\$ 24,000.00	\$ 12,000.00	\$ 24,000.00
A-33	7-05.	Connection to Drainage Structure	2	EA	\$1,200	\$ 2,400.00	\$ 5,000.00	\$ 10,000.00	\$ 1,000.00	\$ 2,000.00
A-34	7-08.	Gravel Backfill for Pipe Zone Bedding	230	CY	\$35	\$ 8,050.00	\$ 10.00	\$ 2,300.00	\$ 70.00	\$ 16,100.00
A-35	7-09.	Bank Run Gravel for Trench Backfill	110	CY	\$35	\$ 3,850.00	\$ 10.00	\$ 1,100.00	\$ 70.00	\$ 7,700.00
A-36	7-12 SP	Adjust Water Valve Box to Grade	7	EA	\$750	\$ 5,250.00	\$ 1,200.00	\$ 8,400.00	\$ 1,000.00	\$ 7,000.00
A-37	7-14 SP	Resetting Existing Hydrant	1	EA	\$1,500	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
A-38	8-01 SP	Erosion and Water Pollution Control	1	LS	\$10,000	\$ 10,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00	\$ 10,000.00
A-39	8-01.	Inlet Protection	9	EA	\$100	\$ 900.00	\$ 20.00	\$ 180.00	\$ 80.00	\$ 720.00
A-40	8-01.	High Visibility Silt Fence	579	LF	\$7	\$ 4,053.00	\$ 2.00	\$ 1,158.00	\$ 5.00	\$ 2,895.00
A-41	8-02.	Bark or Wood Chip Mulch	17	SY	\$10	\$ 170.00	\$ 35.00	\$ 595.00	\$ 100.00	\$ 1,700.00
A-42	8-02 SP	Topsoil Type A	38	CY	\$85	\$ 3,230.00	\$ 25.00	\$ 950.00	\$ 100.00	\$ 3,800.00
A-43	8-02 SP	Root Barrier	240	LF	\$17	\$ 4,080.00	\$ 4.25	\$ 1,020.00	\$ 25.00	\$ 6,000.00
A-44	8-02 SP	PSIPE Columnar Tulip Tree	8	EA	\$1,800	\$ 14,400.00	\$ 300.00	\$ 2,400.00	\$ 500.00	\$ 4,000.00
A-45	8-02 SP	PSIPE False Camillia Tree	2	EA	\$1,800	\$ 3,600.00	\$ 300.00	\$ 600.00	\$ 1,500.00	\$ 3,000.00
A-46	8-02 SP	PSIPE Red Carpet Rose	12	EA	\$60	\$ 720.00	\$ 35.00	\$ 420.00	\$ 50.00	\$ 600.00
A-47	8-02 SP	Tree Grate and Frame	8	EA	\$2,500	\$ 20,000.00	\$ 2,350.00	\$ 18,800.00	\$ 3,000.00	\$ 24,000.00
A-48	8-02 SP	Property Restoration	1	EST	\$2,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
A-49	8-04.	Cement Conc. Traffic Curb and Gutter	467	LF	\$50	\$ 23,350.00	\$ 77.50	\$ 36,192.50	\$ 100.00	\$ 46,700.00
A-50	8-04.	Cement Conc. Traffic Curb	121	LF	\$40	\$ 4,840.00	\$ 100.00	\$ 12,100.00	\$ 130.00	\$ 15,730.00
A-51	8-04.	Cement Conc. Pedestrian Curb	201	LF	\$40	\$ 8,040.00	\$ 95.00	\$ 19,095.00	\$ 130.00	\$ 26,130.00
A-52	8-04 SP	Cement Conc. Curb Type 410C	120	LF	\$40	\$ 4,800.00	\$ 115.00	\$ 13,800.00	\$ 130.00	\$ 15,600.00
A-53	8-14 SP	Cement Conc. Sidewalk	291	SY	\$95	\$ 27,645.00	\$ 155.00	\$ 45,105.00	\$ 200.00	\$ 58,200.00
A-54	8-14 SP	Cement Conc. Curb Ramp Type Combination	43	SY	\$300	\$ 12,900.00	\$ 475.00	\$ 20,425.00	\$ 600.00	\$ 25,800.00
A-55	8-14 SP	Cement Conc. Curb Ramp Type Parallel	14	SY	\$300	\$ 4,200.00	\$ 475.00	\$ 6,650.00	\$ 600.00	\$ 8,400.00
A-56	8-14 SP	Cement Conc. Curb Ramp Type Half-Parallel	8	SY	\$300	\$ 2,400.00	\$ 475.00	\$ 3,800.00	\$ 600.00	\$ 4,800.00
A-57	8-14 SP	Cement Conc. Curb Ramp Type Double Parallel	15	SY	\$ 300.00	\$ 4,500.00	\$ 475.00	\$ 7,125.00	\$ 600.00	\$ 9,000.00
A-58	8-14 SP	Cement Conc. Bus Shelter Pad	9	SY	\$ 150.00	\$ 1,350.00	\$ 400.00	\$ 3,600.00	\$ 450.00	\$ 4,050.00
A-59	8-14 SP	Cement Conc. Banding	80	LF	\$ 30.00	\$ 2,400.00	\$ 90.00	\$ 7,200.00	\$ 150.00	\$ 12,000.00
A-60	8-19 SP	Concrete Unit Paver	1,135	SF	\$ 125.00	\$ 141,875.00	\$ 20.00	\$ 22,700.00	\$ 50.00	\$ 56,750.00
A-61	8-20 SP	Illumination System - Complete	1	LS	\$ 300,000.00	\$ 300,000.00	\$ 130,000.00	\$ 130,000.00	\$ 275,000.00	\$ 275,000.00
A-62	8-21.	Permanent Signing	1	LS	\$ 2,200.00	\$ 2,200.00	\$ 3,750.00	\$ 3,750.00	\$ 20,000.00	\$ 20,000.00
A-63	8-21 SP	Wayfinding Sign Type Single Post	2	EA	\$ 1,200.00	\$ 2,400.00	\$ 285.00	\$ 570.00	\$ 2,500.00	\$ 5,000.00
A-64	8-21 SP	Wayfinding Sign Type Double Post	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 285.00	\$ 285.00	\$ 5,000.00	\$ 5,000.00
A-65	8-22.	Plastic Line	202	LF	\$ 6.00	\$ 1,212.00	\$ 5.50	\$ 1,111.00	\$ 5.00	\$ 1,010.00
A-66	8-22.	Plastic Wide Line	80	LF	\$ 8.00	\$ 640.00	\$ 7.50	\$ 600.00	\$ 10.00	\$ 800.00
A-67	8-22.	Plastic Crosswalk Line	362	SF	\$ 10.00	\$ 3,620.00	\$ 10.00	\$ 3,620.00	\$ 10.00	\$ 3,620.00
A-68	8-22.	Plastic Stop Line	71	LF	\$ 15.00	\$ 1,065.00	\$ 16.00	\$ 1,136.00	\$ 10.00	\$ 710.00
A-69	8-22.	Plastic Traffic Arrow	2	EA	\$ 250.00	\$ 500.00	\$ 215.00	\$ 430.00	\$ 200.00	\$ 400.00
A-70	8-26 SP	Bench	3	EA	\$ 3,100.00	\$ 9,300.00	\$ 750.00	\$ 2,250.00	\$ 6,500.00	\$ 19,500.00
A-71	8-27 SP	Trash Receptacle	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 850.00	\$ 1,700.00	\$ 7,500.00	\$ 15,000.00
SCHEDULE B: ELECTRICAL OUTLETS ON 92ND Ave NW										
B-1	1-09.7 SP	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
B-2	1-10.	Project Temporary Traffic Control	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
B-3	8-20 SP	Electrical Outlet System - 92nd Ave NW	1	LS	\$ 32,000.00	\$ 32,000.00	\$ 16,500.00	\$ 16,500.00	\$ 22,000.00	\$ 22,000.00
Schedule A Subtotal						\$ 1,338,984.00		\$ 1,142,124.50		\$ 1,876,830.00
Schedule B Subtotal						\$ 39,000.00		\$ 31,500.00		\$ 42,000.00
Total Computed Price						\$ 1,377,984.00		\$ 1,173,624.50		\$ 1,918,830.00





BID TABULATION
92nd Ave NW & 271st Street NW Intersection
Bid Opening: Tuesday May 16th, 2023 @ 2PM

Item No.	Spec Section	ITEM DESCRIPTION	ICI		SRV		A-1 Landscaping		Faber	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	1-04.4 SP	Minor Change	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
A-2	1-05.4 SP	Roadway Surveying	\$ 15,900.00	\$ 15,900.00	\$ 5,725.00	\$ 5,725.00	\$ 12,450.00	\$ 12,450.00	\$ 6,316.00	\$ 6,316.00
A-3	1-05.18 SP	Record Drawings (Minimum Bid \$1,000)	\$ 1,330.00	\$ 1,330.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,895.00	\$ 1,895.00
A-4	1-07.17 SP	Potholing	\$ 950.00	\$ 4,750.00	\$ 995.00	\$ 4,975.00	\$ 1,600.00	\$ 8,000.00	\$ 787.00	\$ 3,935.00
A-5	1-09.7 SP	Mobilization	\$ 142,624.25	\$ 142,624.25	\$ 187,500.00	\$ 187,500.00	\$ 144,500.00	\$ 144,500.00	\$ 94,220.00	\$ 94,220.00
A-6	1-10.	Project Temporary Traffic Control	\$ 159,500.00	\$ 159,500.00	\$ 148,250.00	\$ 148,250.00	\$ 167,800.00	\$ 167,800.00	\$ 145,060.00	\$ 145,060.00
A-7	2-01.	Clearing and Grubbing	\$ 13,250.00	\$ 13,250.00	\$ 2,600.00	\$ 2,600.00	\$ 28,780.00	\$ 28,780.00	\$ 3,033.00	\$ 3,033.00
A-8	2-02 SP	Saw Cutting Existing Pavement	\$ 6.50	\$ 6,402.50	\$ 5.50	\$ 5,417.50	\$ 3.00	\$ 2,955.00	\$ 6.00	\$ 5,910.00
A-9	2-02 SP	Removing Cement Conc. Curb and Gutter	\$ 9.00	\$ 5,499.00	\$ 14.50	\$ 8,859.50	\$ 12.00	\$ 7,332.00	\$ 4.00	\$ 2,444.00
A-10	2-02 SP	Removing Cement Conc. Sidewalk	\$ 14.00	\$ 4,732.00	\$ 28.00	\$ 9,464.00	\$ 18.00	\$ 6,084.00	\$ 18.00	\$ 6,084.00
A-11	2-02 SP	Removing Existing Drainage Structure	\$ 800.00	\$ 1,600.00	\$ 607.00	\$ 1,214.00	\$ 650.00	\$ 1,300.00	\$ 812.00	\$ 1,624.00
A-12	2-02 SP	Removing Existing Drainage Pipe	\$ 47.00	\$ 2,115.00	\$ 58.00	\$ 2,610.00	\$ 15.00	\$ 675.00	\$ 41.00	\$ 1,845.00
A-13	2-02 SP	Removal of Structures and Obstructions	\$ 1,050.00	\$ 1,050.00	\$ 500.00	\$ 500.00	\$ 22,878.00	\$ 22,878.00	\$ 12,996.00	\$ 12,996.00
A-14	2.03	Roadway Excavation Incl. Haul	\$ 43.00	\$ 23,306.00	\$ 56.00	\$ 30,352.00	\$ 66.00	\$ 35,772.00	\$ 43.00	\$ 23,306.00
A-15	2.09.	Structure Excavation Cl. B Incl. Haul	\$ 21.00	\$ 9,870.00	\$ 24.00	\$ 11,280.00	\$ 41.00	\$ 19,270.00	\$ 45.00	\$ 21,150.00
A-16	2-09.	Shoring or Extra Excavation Cl. B	\$ 1.75	\$ 4,532.50	\$ 1.17	\$ 3,030.30	\$ 8.00	\$ 20,720.00	\$ 1.00	\$ 2,590.00
A-17	2-10 SP	Triaxial Geogrid Reinforcement for Subgrade	\$ 10.50	\$ 6,184.50	\$ 15.00	\$ 8,835.00	\$ 15.00	\$ 8,835.00	\$ 12.00	\$ 7,068.00
A-18	2-12.	Construction Geotextile for Separation	\$ 5.00	\$ 3,810.00	\$ 5.00	\$ 3,810.00	\$ 3.00	\$ 2,286.00	\$ 3.00	\$ 2,286.00
A-19	4-01 SP	Structural Fill	\$ 275.00	\$ 6,325.00	\$ 116.00	\$ 2,668.00	\$ 70.00	\$ 1,610.00	\$ 77.00	\$ 1,771.00
A-20	4-04.	Crushed Surfacing Top Course	\$ 50.00	\$ 18,000.00	\$ 50.00	\$ 18,000.00	\$ 44.00	\$ 15,840.00	\$ 46.00	\$ 16,560.00
A-21	4-04.	Permeable Ballast	\$ 46.00	\$ 33,120.00	\$ 49.00	\$ 35,280.00	\$ 49.00	\$ 35,280.00	\$ 46.00	\$ 33,120.00
A-22	5-04 SP	HMA CL. 1/2" PG 58H-22	\$ 215.00	\$ 45,150.00	\$ 216.00	\$ 45,360.00	\$ 209.00	\$ 43,890.00	\$ 2,842.00	\$ 596,820.00
A-23	5-04 SP	Planing Bituminous Pavement	\$ 13.25	\$ 12,508.00	\$ 8.50	\$ 8,024.00	\$ 12.00	\$ 11,328.00	\$ 8.00	\$ 7,552.00
A-24	5-05 SP	Colored Stamped Cement Concrete - 4 In. Depth	\$ 165.00	\$ 3,795.00	\$ 246.00	\$ 5,658.00	\$ 450.00	\$ 10,350.00	\$ 253.00	\$ 5,819.00
A-25	5-05 SP	Colored Stamped Cement Conc. Pavement Incl. Dowel Bars - 8 In. Depth	\$ 218.00	\$ 55,154.00	\$ 612.00	\$ 154,836.00	\$ 590.00	\$ 149,270.00	\$ 316.00	\$ 79,948.00
A-26	5-05 SP	Scored Cement Conc. Pavement Incl. Dowel Bars - 8 In. Depth	\$ 279.00	\$ 115,506.00	\$ 366.00	\$ 151,524.00	\$ 170.00	\$ 70,380.00	\$ 316.00	\$ 130,824.00
A-27	7-04 SP	Ductile Iron Storm Sewer Pipe 8 In. Diam	\$ 124.00	\$ 10,664.00	\$ 119.00	\$ 10,234.00	\$ 166.00	\$ 14,276.00	\$ 81.00	\$ 6,966.00
A-28	7-04 SP	Schedule A Storm Sewer Pipe 36 In. Diam	\$ 157.00	\$ 29,830.00	\$ 320.00	\$ 60,800.00	\$ 224.00	\$ 42,560.00	\$ 139.00	\$ 26,410.00
A-29	7-05.	Adjust Catch Basin	\$ 225.00	\$ 1,125.00	\$ 825.00	\$ 4,125.00	\$ 1,980.00	\$ 9,900.00	\$ 1,253.00	\$ 6,265.00
A-30	7-05.	Adjust Manhole	\$ 225.00	\$ 1,125.00	\$ 900.00	\$ 4,500.00	\$ 2,740.00	\$ 13,700.00	\$ 1,427.00	\$ 7,135.00
A-31	7-05.	Catch Basin Type 1	\$ 2,000.00	\$ 4,000.00	\$ 2,350.00	\$ 4,700.00	\$ 4,640.00	\$ 9,280.00	\$ 1,695.00	\$ 3,390.00
A-32	7-05.	Catch Basin Type 2 72 In. Diam.	\$ 9,900.00	\$ 19,800.00	\$ 19,000.00	\$ 38,000.00	\$ 21,455.00	\$ 42,910.00	\$ 8,236.00	\$ 16,472.00
A-33	7-05.	Connection to Drainage Structure	\$ 1,700.00	\$ 3,400.00	\$ 1,000.00	\$ 2,000.00	\$ 2,456.00	\$ 4,912.00	\$ 1,845.00	\$ 3,690.00
A-34	7-08.	Gravel Backfill for Pipe Zone Bedding	\$ 51.00	\$ 11,730.00	\$ 70.50	\$ 16,215.00	\$ 85.00	\$ 19,550.00	\$ 54.00	\$ 12,420.00
A-35	7-09.	Bank Run Gravel for Trench Backfill	\$ 34.00	\$ 3,740.00	\$ 70.50	\$ 7,755.00	\$ 45.00	\$ 4,950.00	\$ 48.00	\$ 5,280.00
A-36	7-12 SP	Adjust Water Valve Box to Grade	\$ 225.00	\$ 1,575.00	\$ 635.00	\$ 4,445.00	\$ 650.00	\$ 4,550.00	\$ 1,029.00	\$ 7,203.00
A-37	7-14 SP	Resetting Existing Hydrant	\$ 2,500.00	\$ 2,500.00	\$ 2,775.00	\$ 2,775.00	\$ 5,410.00	\$ 5,410.00	\$ 2,576.00	\$ 2,576.00
A-38	8-01 SP	Erosion and Water Pollution Control	\$ 11,000.00	\$ 11,000.00	\$ 13,250.00	\$ 13,250.00	\$ 24,540.00	\$ 24,540.00	\$ 11,737.00	\$ 11,737.00
A-39	8-01.	Inlet Protection	\$ 98.00	\$ 882.00	\$ 92.00	\$ 828.00	\$ 220.00	\$ 1,980.00	\$ 185.00	\$ 1,665.00
A-40	8-01.	High Visibility Silt Fence	\$ 8.00	\$ 4,632.00	\$ 10.00	\$ 5,790.00	\$ 18.00	\$ 10,422.00	\$ 9.00	\$ 5,211.00
A-41	8-02.	Bark or Wood Chip Mulch	\$ 109.00	\$ 1,853.00	\$ 114.00	\$ 1,938.00	\$ 38.00	\$ 646.00	\$ 120.00	\$ 2,040.00
A-42	8-02 SP	Topsoil Type A	\$ 110.00	\$ 4,180.00	\$ 115.00	\$ 4,370.00	\$ 78.00	\$ 2,964.00	\$ 121.00	\$ 4,598.00
A-43	8-02 SP	Root Barrier	\$ 21.00	\$ 5,040.00	\$ 22.00	\$ 5,280.00	\$ 45.00	\$ 10,800.00	\$ 23.00	\$ 5,520.00
A-44	8-02 SP	PSIPE Columnar Tulip Tree	\$ 455.00	\$ 3,640.00	\$ 475.00	\$ 3,800.00	\$ 750.00	\$ 6,000.00	\$ 499.00	\$ 3,992.00
A-45	8-02 SP	PSIPE False Camillia Tree	\$ 1,120.00	\$ 2,240.00	\$ 1,150.00	\$ 2,300.00	\$ 880.00	\$ 1,760.00	\$ 1,232.00	\$ 2,464.00
A-46	8-02 SP	PSIPE Red Carpet Rose	\$ 35.00	\$ 420.00	\$ 36.00	\$ 432.00	\$ 45.00	\$ 540.00	\$ 38.00	\$ 456.00
A-47	8-02 SP	Tree Grate and Frame	\$ 2,815.00	\$ 22,520.00	\$ 2,940.00	\$ 23,520.00	\$ 3,970.00	\$ 31,760.00	\$ 2,842.00	\$ 22,736.00
A-48	8-02 SP	Property Restoration	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
A-49	8-04.	Cement Conc. Traffic Curb and Gutter	\$ 39.50	\$ 18,446.50	\$ 54.00	\$ 25,218.00	\$ 85.00	\$ 39,695.00	\$ 43.00	\$ 20,081.00
A-50	8-04.	Cement Conc. Traffic Curb	\$ 40.50	\$ 4,900.50	\$ 54.00	\$ 6,534.00	\$ 55.00	\$ 6,655.00	\$ 43.00	\$ 5,203.00
A-51	8-04.	Cement Conc. Pedestrian Curb	\$ 46.00	\$ 9,246.00	\$ 54.00	\$ 10,854.00	\$ 55.00	\$ 11,055.00	\$ 43.00	\$ 8,643.00
A-52	8-04 SP	Cement Conc. Curb Type 410C	\$ 41.50	\$ 4,980.00	\$ 60.00	\$ 7,200.00	\$ 65.00	\$ 7,800.00	\$ 68.00	\$ 8,160.00
A-53	8-14 SP	Cement Conc. Sidewalk	\$ 89.00	\$ 25,899.00	\$ 93.00	\$ 27,063.00	\$ 78.00	\$ 22,698.00	\$ 101.00	\$ 29,391.00
A-54	8-14 SP	Cement Conc. Curb Ramp Type Combination	\$ 273.00	\$ 11,739.00	\$ 318.00	\$ 13,674.00	\$ 330.00	\$ 14,190.00	\$ 284.00	\$ 12,212.00
A-55	8-14 SP	Cement Conc. Curb Ramp Type Parallel	\$ 242.00	\$ 3,388.00	\$ 545.00	\$ 7,630.00	\$ 330.00	\$ 4,620.00	\$ 284.00	\$ 3,976.00
A-56	8-14 SP	Cement Conc. Curb Ramp Type Half-Parallel	\$ 296.00	\$ 2,368.00	\$ 345.00	\$ 2,760.00	\$ 330.00	\$ 2,640.00	\$ 284.00	\$ 2,272.00
A-57	8-14 SP	Cement Conc. Curb Ramp Type Double Parallel	\$ 205.00	\$ 3,075.00	\$ 430.00	\$ 6,450.00	\$ 340.00	\$ 5,100.00	\$ 284.00	\$ 4,260.00
A-58	8-14 SP	Cement Conc. Bus Shelter Pad	\$ 258.00	\$ 2,322.00	\$ 145.00	\$ 1,305.00	\$ 450.00	\$ 4,050.00	\$ 284.00	\$ 2,556.00
A-59	8-14 SP	Cement Conc. Banding	\$ 82.00	\$ 6,560.00	\$ 100.00	\$ 8,000.00	\$ 80.00	\$ 6,400.00	\$ 44.00	\$ 3,520.00
A-60	8-19 SP	Concrete Unit Paver	\$ 52.50	\$ 59,587.50	\$ 25.00	\$ 28,375.00	\$ 75.00	\$ 85,125.00	\$ 23.00	\$ 26,105.00
A-61	8-20 SP	Illumination System - Complete	\$ 185,000.00	\$ 185,000.00	\$ 174,000.00	\$ 174,000.00	\$ 197,800.00	\$ 197,800.00	\$ 258,510.00	\$ 258,510.00
A-62	8-21.	Permanent Signing	\$ 4,600.00	\$ 4,600.00	\$ 2,500.00	\$ 2,500.00	\$ 3,800.00	\$ 3,800.00	\$ 5,685.00	\$ 5,685.00
A-63	8-21 SP	Wayfinding Sign Type Single Post	\$ 12,250.00	\$ 24,500.00	\$ 15,600.00	\$ 31,200.00	\$ 5,970.00	\$ 11,940.00	\$ 4,712.00	\$ 9,424.00
A-64	8-21 SP	Wayfinding Sign Type Double Post	\$ 15,100.00	\$ 15,100.00	\$ 19,300.00	\$ 19,300.00	\$ 8,300.00	\$ 8,800.00	\$ 6,843.00	\$ 6,843.00
A-65	8-22.	Plastic Line	\$ 3.50	\$ 707.00	\$ 4.00	\$ 808.00	\$ 6.00	\$ 1,212.00	\$ 4.00	\$ 808.00
A-66	8-22.	Plastic Wide Line	\$ 5.75	\$ 460.00	\$ 6.00	\$ 480.00	\$ 7.00	\$ 560.00	\$ 6.00	\$ 480.00
A-67	8-22.	Plastic Crosswalk Line	\$ 7.00	\$ 2,534.00	\$ 7.00	\$ 2,534.00	\$ 10.00	\$ 3,620.00	\$ 8.00	\$ 2,896.00
A-68	8-22.	Plastic Stop Line	\$ 9.25	\$ 656.75	\$ 10.00	\$ 710.00	\$ 10.00	\$ 710.00	\$ 10.00	\$ 710.00
A-69	8-22.	Plastic Traffic Arrow	\$ 162.00	\$ 324.00	\$ 170.00	\$ 340.00	\$ 220.00	\$ 440.00	\$ 177.00	\$ 354.00
A-70	8-26 SP	Bench	\$ 3,850.00	\$ 11,550.00	\$ 2,100.00	\$ 6,300.00	\$ 6,500.00	\$ 19,500.00	\$ 1,931.00	\$ 5,793.00
A-71	8-27 SP	Trash Receptacle	\$ 3,100.00	\$ 6,200.00	\$ 6,000.00	\$ 12,000.00	\$ 5,540.00	\$ 11,080.00	\$ 1,426.00	\$ 2,852.00
SCHEDULE B: ELECTRICAL OUTLETS ON 92ND Ave NW										
B-1	1-09.7 SP	Mobilization	\$ 2,750.00	\$ 2,750.00	\$ 1,400.00	\$ 1,400.00	\$ 9,800.00	\$ 9,800.00	\$ 10,469.00	\$ 10,469.00
B-2	1-10.	Project Temporary Traffic Control	\$ 5,500.00	\$ 5,500.00	\$ 4,700.00	\$ 4,700.00	\$ 21,540.00	\$ 21,540.00	\$ 16,118.00	\$ 16,118.00
B-3	8-20 SP	Electrical Outlet System - 92nd Ave NW	\$ 22,000.00	\$ 22,000.00	\$ 19,800.00	\$ 19,800.00	\$ 19,780.00	\$ 19,780.00	\$ 55,919.00	\$ 55,919.00
Schedule A S				\$ 1,273,053.00		\$ 1,496,064.30		\$ 1,588,685.00		\$ 1,820,136.00
Schedule B S				\$ 30,250.00		\$ 25,900.00		\$ 51,120.00		\$ 82,506.00
Total Comput				\$ 1,303,303.00		\$ 1,521,964.30		\$ 1,639,805.00		\$ 1,902,642.00

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a
DATE: May 25, 2023
SUBJECT: Resolution 2023-08 – 2023 Fee Schedule Amendment
CONTACT PERSON: Jason Toner, Police Chief
ATTACHMENTS: A–Resolution 2023-08 – 2023 Fee Schedule Amendment

ISSUE

The purpose of this agenda item is for Council consideration an amendment to the 2023 Fee Schedule to incorporate a reasonable charge for public records requests for body worn camera records and footage.

BACKGROUND

The Snohomish County Sheriff's Department recently implemented a Body Worn Video (BWV) program. Officers wear body cameras and capture recordings that are public records subject to the Washington Public Records Act (PRA), RCW 42.56. These records need to be reviewed and redacted if a public records request is submitted. Redaction of body cam footage is a time-consuming process. Although the PRA allows a law enforcement agency to charge certain requestors the reasonable costs of redacting videos prior to disclosure, Stanwood does not currently charge for this work and would like to start doing so.

DISCUSSION

Many jurisdictions across the State of Washington are adopting reasonable charges on a per-minute basis for processing records requests associated with body worn cameras.

Jurisdiction	Rate
Pasco	69 cents / minute
Kennewick	Actual Costs
Spokane	39 cents / minute
Tukwila	63 cents / minute
Seattle	60 cents / minute
Tacoma	49 cents / minute
Mukilteo	92 cents / minute
Everett	85 cents / minute
Marysville	69 cents / minute
Franklin County	44 cents / minute
Monroe	79 cents / minute

RCW allows agencies to charge for labor costs associated with the review and redactions of video associated with body worn cameras. This amendment proposes to adopt a new fee of 84 cents a minute (\$50.40/hour) to cover staff time associated with a records request.

The current fee schedule includes several fee sections. Staff proposed to include the public records request for body worn camera footage in Section 13, Public Record Act – Related Fees (Copying, Faxing & Transmission) as follows:

Section 13:Public Records Act – Related Fees (Copying, Faxing & Transmission)

Activity or Item	Fee
Electronic files	Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service or other means of electronic delivery.
Photocopies or Printed Copies	Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records.
Scanning	Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
Storage Devices	The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
Transmission of Electronic Files	Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations.
Customized Electronic Access or Data Fee	A customized service charge to recover actual costs for requests that require information technology expertise to prepare data or provide customized electronic access.

Activity or Item	Fee
<u>Body Worn Camera Records Requests</u>	<u>\$50.40 per hour redaction fee in accordance with RCW 42.56.240(14). The hourly rate may be prorated in 15-minute intervals.</u> <u>Plus, any additional costs permitted and identified in this fee schedule, including the cost of video copying.</u> <u>Charges will not be levied if the request comes from:</u> <u>A person directly involved in a recorded incident and their attorney;</u> <u>A person or his or her attorney who request a body worn camera recording relevant to a criminal case involving that person;</u> <u>Executive Directors from the Washington State Commission on African American Affairs, Asian-Pacific Affairs or Hispanic Affairs;</u> <u>Attorneys who represent a person in a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a United States Department of Justice settlement agreement and explain the relevancy of the requested video.</u>

FINANCIAL ANALYSIS

Fiscal Impact			
Fee schedules are intended to recover city costs for services. The proposed fee is to cover the Records Specialist's time associated with reviewing and preparing the response to a public records request for body worn camera footage.			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	[] Yes [] No	Amendment Required	[] Yes [] No [] Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends Council approve Resolution 2023-08 updating the City's Consolidated Schedule of Fees and Charges.

Committee/Board Recommendation:

This item did not go to the Public Safety Committee. It is a full Council Action.

CITY COUNCIL OPTIONS

1. Approve Resolution 2023-08 adopting a revised consolidated fee and charge schedule.
2. Request modifications to Resolution 2023-08 revising the consolidated fee and charge schedule.
3. Do not approve Resolution 2023-08 and direct staff to address specific questions or areas of concern.

RECOMMENDED MOTION

I MOVE TO APPROVE RESOLUTION 2023-08 UPDATING THE CONSOLIDATED FEE AND CHARGE SCHEDULE EFFECTIVE MAY 25, 2023.

ATTACHMENT A

CITY OF STANWOOD Stanwood, Washington

RESOLUTION 2023-08

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING A REVISED CONSOLIDATED FEE AND CHARGE SCHEDULE AND TO REPEAL AND REPLACE RESOLUTION NO. 2021-14.

WHEREAS, the City Council by Ordinance 1458 has ordained that all fees and charges shall be set by resolution; and

WHEREAS, on December 9, 2021 the City Council adopted Resolution 2021-14 further updating the City's consolidated fee schedule; and

WHEREAS, the City of Stanwood maintains its own records retention staff, separate from the contract for police services with the Snohomish County Sheriff's Office; and

WHEREAS, the Stanwood Police Department implemented a Body Worn Video Program in 2023; and

WHEREAS, body camera recordings are public records subject to the Washington State Public Records Act (RCW42.56); and

WHEREAS, the Public Records Act allows a law enforcement agency to charge requestors not exempted under RCW 42.56.240(14) the reasonable costs of redacting videos prior to disclosure; and

WHEREAS, the Police Department has analyzed the local jurisdictions actual time spent on body worn video redactions, in combination with City of Stanwood Police Records Staff salaries, to determine "reasonable cost"; and

WHEREAS, the City Council wishes to adopt Police Department fees that will allow the City to recover the cost of actual staff time incurred by the City for redacting body worn video; and

WHEREAS, the City Council wishes to make these fee adjustments to reflect the actual cost of services effective May 25, 2023.

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

Section 1. Fees and Charges. The schedule of fees and charges attached hereto and incorporated by this reference as Exhibit A in full is hereby adopted effective May 25, 2023.

Section 2. Reasonable Costs. The Stanwood City Council hereby finds that the fees and charges set forth in Exhibit A reflect the reasonable costs of providing the services set forth therein.

Section 3. Repealer. Resolution No. 2021-14 adopted on December 9, 2021, is hereby repealed in its entirety.

PASSED by the City Council and Approved by the Mayor this 25th day of May 2023.

CITY OF STANWOOD

ATTEST:

By: _____
Sid Roberts, Mayor

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney



2023 Fee Schedule Resolution 2023-08 Adopted May 25, 2023

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City of Stanwood, Washington
Fee and Charges Schedule

The following rates, fees, and charges for various services provided, actions performed, or items sold by the City and/or its contract services providers, and fines levied against code violators, are hereby adopted:

Section 1: Administration of Fee Resolution

This fee and charges schedule is subject to the following additional fees, conditions, and administration:

ADMINISTRATIVE FEE:	An administrative fee of 10% is added to all fees and charges listed herein whenever outside costs are incurred, except for outside costs incurred from a copying vendor that makes copies of documents for the City pursuant to a public records request.
OUTSIDE COSTS:	All outside costs shall be paid by the applicant as part of a permit application. Outside costs are generally all costs of services and materials billed to the City and shall include, but not be limited to, costs of publication and posting; attorney fees; filing fees; and reproductions costs; outside engineering, surveying and consultant services.
REIMBURSABLE COST RECOVERY:	The City reserve the right to recover all costs associated with corrective measures and enforcement actions taken by City staff, outside services or outside contractors hired by the City. Activities will be invoiced according to the hours of labor, equipment and materials to complete the work.
TECHNOLOGY FEE:	A technology fee of 5% is added to all fees and charges listed in Sections 3 and 4 herein to cover the costs of hardware, software and maintenance agreements. The 5% technology fee is not applied to outside costs as described above as they are already charged a 10% overhead fee.
DEPOSITS:	All deposits required in this resolution shall be held for a period not to exceed three (3) months from the date of the completion of the project to allow for all bills related to the event to be received by the City and billed against the deposit. When costs exceed the original deposit, an additional deposit shall be required; if the actual costs are below the deposit amount the excess funds shall be refunded.
REFUNDS:	Except as may be noted otherwise, fees and charges are non-refundable.
CONVENIENCE FEE	A 3.75% convenience fee is added to all non-utility credit and debit card transactions to cover the City's processing costs.

Section 2: Hourly Rate Schedule

Fees for administrative review, which involves City staff time in excess of normal permit processing, and for any permit, or staff time, in which a fee is not established shall be as follows:

Department	Hourly Rate
Community Development:	
Community Development Director	\$86
Building Official	\$67
Economic Development and Marketing Manager	\$68
Senior Planner	\$62
Construction Inspector	\$55
Planner	\$56
Associate Planner	\$55
Permit Specialist	\$48
Administrative Assistant	\$51
Executive Department	
Administrative Assistant	\$51
Engineering Department:	
Public Works Director	\$90
Assist PW Director / City Engineer	\$87
Engineering Technician	\$60
Public Works Administrative Assistant	\$51
North County Regional Fire Authority:	
Fire Marshal	\$115
Fire Inspector / Emergency Manager	\$84
Engine / Ladder Crew	\$170
Other:	
Undesignated Staff	\$51

Section 3: Land Use Fees and Charges

Depending on the project, multiple fees may apply. Check with the Community Development Department for the required fees.

Permit Type / Activity	Fee
Adult Family Home	\$75
Administrative Decision, Modification, Adjustment	\$100 First Application \$125 Each Additional Application
Administrative Interpretation	\$100
Administrative Review (Outside or beyond permit process)	Refer to Hourly Rate Schedule
Annexations	\$1,000
Appeals	\$500; Plus Cost Of Hearing If The Appeal Is Denied
Binding Site Plans	\$3,000; Plus \$300 Per Lot
Building Permit Fees (Various)	See Section 4
Civil Construction - Plan Review	
Residential Short Plat Developments 1-9 Units	\$1,500; Plus \$100 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Residential Subdivision Developments 10 or More Units	\$1,500; Plus \$150 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Commercial, Industrial and/or Multifamily Developments of 5+ Units:	\$5,000 For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Single Family and 2 Unit Duplex/Townhouse Developments:	No Fee; Costs Are Covered By Building Permit Fee

Permit Type / Activity	Fee
Multifamily 3- and 4-Unit Developments:	\$300 If Off-Site Improvements Are Required; No Fee If No Off-Site Improvements Are Needed
Consultant Fees	Applicants Shall Pay Actual Costs Of Charges
Civil Construction -Inspection Fees (Based on Valuation)	
\$0 - \$500,000	3.50% of Estimated Engineers Construction Cost ²
Greater than \$500,000 ¹	2.00% of Estimated Engineers Construction Cost ²
Government Facilities	Exempt ³
Inspection Fee Footnotes: 1. Minimum Inspection Fee \$19,500 and Maximum Inspection Fee \$60,000 2. Includes Labor, Equipment, Materials, Overhead, and Profit 3. "Government Facility" means a facility wholly or partially funded by tax dollars including government of the United States, the governments of the State of Washington, Snohomish county, the City of Stanwood, Regional Fire Authorities, Public Schools, Colleges, and Universities.	
Comprehensive Plan Amendment Request Fee (After Final Docket Approval)	\$1,500
Conditional Use and / or Amendment Fee	
Conditional Use	\$1,000; Plus Cost of Hearing
Conditional Use - Administrative	\$100
Development Agreement	\$2,000; Plus Cost of Hearing
Docket Application	Free
Driveway Permit (Driveway Expansions or Alterations)	\$80
Encroachment Permit	\$50 for New Structures; No Fee for Existing Structure Permitted before 2016
Engineering Deviation Request (Administrative)	\$100 First Application \$125 Each Additional Application

Permit Type / Activity	Fee
Environmental Review – Critical Areas	
Exemption (Non-Flood)	\$25
Exemption (Flood Areas)	\$50
Single Family / Duplex Critical Area Review	\$250
Subdivision (Short and Long Plats)/Multifamily / Commercial Critical Area Review	\$350
All Geotechnical Evaluations	\$350
Peer Review of Environmental Documents	\$3,000 Deposit Plus Actual Cost
Fire Permits	
Sprinklers – Plan Review	\$345
Sprinklers – Permit Fee	Based on Valuation
Fire Alarm – Plan Review	\$345
Fire Alarm – Permit Fee	Based on Valuation
Commercial Hood (Type I and II) – Plan Review	\$230
Commercial Hood (Type I and II) – Permit Fee	Based on Valuation
Other Fire Safety System – Plan Review	\$230
Other Fire Safety System – Permit Fee	Based on Valuation
Re-Inspections for corrections	\$115
Base Rate for Non- SFR Residential Projects Exceeding 9 Hours of Review Time:	Hourly Rate
Fire Works Permit	\$100
Fire Works Stand Inspection	No Charge
Floodplain Certificate Development Permit	Free
Forest Practice Application Waiver	\$800; Plus \$100 / Acre Over 5 Acres; Plus Cost of Hearing
Franchise Agreements / Renewal Fees	Hourly Cost Based On Hourly Rate
Grading Plan Review	
50 – 499 Cubic Yards	\$250
500 – 1,000 Cubic Yards	\$500
Over 1,000 Cubic Yards	\$750
Grading Permit Fee	No Fee; Costs Are Covered Under the Civil Construction Plan Review and Inspection Fee

Permit Type / Activity	Fee
Hearing Examiner Costs	
Public Hearing	\$3,000 Deposit Plus Actual Cost of Hearing
Reconsideration	\$200; Plus Actual Cost of Hearing
Landscape Plan	
Landscape Plan Review	\$400
Landscape Modification	\$200
Landscape Inspections	\$150
Landscape Re-Inspections	\$200 Per Re-Inspection
Consultant Peer Review (If Applicable)	Actual Cost
Land Use Permit Fee	
Land Use Permits (If Not Otherwise Listed Herein) Requiring a Public Hearing or Public Meeting	\$2,000 for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time
Land Use Permit Fee	Varies by Valuation:
Administrative Land Use Permits If Not Otherwise Listed Herein	Valuation: \$0 - \$5,000: \$125; Plus Actual Cost of Consultant Time
	Valuation: \$5,001 - \$15,000: \$250; Plus Actual Cost of Consultant Time
	Valuation: \$15,001 - \$30,000: \$500; Plus Actual Cost of Consultant Time
	Valuation: Over \$30,000 \$1,000; Plus Actual Cost of Consultant Time

Permit Type / Activity	Fee
Land Use Permit Fee	
General Information Meeting	No Fee
	\$100
Permit Extension	
Lot Line Adjustment (Boundary Line Adjustment)	\$950
Mitigation Fees	
Impact fees listed below are information only; applicants should verify actual fee amounts listed in the Stanwood Municipal Code Chapter 17.151, Public Facilities and Chapter 17.153, School Facilities.	
School	School Impact Fees Will Not Be Assessed For Any Project Approved After 5/31/2017; Any Impact Fees For Schools Noted In A Hearing Examiners Decision Will Still Be Collected.
Parks	
Single Family Residential	\$1,330 / Unit
Duplexes and Townhomes	\$1,042 / Unit
Apartments	\$1,042 / Unit
Commercial and Industrial	No Fee At This Time
Traffic	
Single Family Residential	\$3,523.39 / Unit
Duplexes and Townhomes	\$2,253.20 / Unit
Apartments	\$2,584.56 / Unit
Commercial and Industrial	\$368.17 / Average Daily Trip Or Per Traffic Study
Fire	
Single Family Residential	\$200 / Unit
Duplexes and Townhomes	\$150 / Unit
Apartments	\$150 / Unit
Commercial and Industrial	\$0.25 / Square Foot Of Building Area
Deferred Impact Fee Application	\$50
Public Notice / Publications	\$60 Per Required Publication; Plus Actual Costs if Greater
Rezone / Amendment	\$1,000

Permit Type / Activity	Fee
Right-of-Way (ROW) Underground Utilities Boring	\$150 Initial 100 LF \$150 Each Additional 1,000 LF
Right-of-Way Permit Continued Street Cuts	\$150; First 50 - 100 LF of Trenching \$40; Per Additional 100 – up to 1,000 LF; Plus \$18 Per 100 LF or Portion Thereafter
Utilities Poles	\$75 First 6 Poles; Plus \$10 Per Each Additional Pole
Residential Driveway	\$100
Commercial Driveway	\$150
Right to Farm (Under 10 Acres)	\$50
Right to Farm (10 Acres or Over)	\$100
SEPA (State Environmental Policy Act) Environmental Checklist – Non-Project Action Environmental Checklist – Development Permit Environmental Addendum Environmental Exemption Environmental Impact Statement	\$275 \$450 \$75 Free Direct Costs, Including: Consultant and Attorney Fees and Staff Time at Hourly Rate
Shoreline Permits Shoreline Substantial Development	Based on Valuation: \$500: Under \$100,000 Val. \$1,000: \$100K - \$250 Val. \$2,000: Greater than \$250 Val.
Shoreline Conditional Use Shoreline Variance	\$950; Plus Cost of Hearing \$950; Plus Cost of Hearing
Sign Permit Plan Review Monument* Freestanding* Gable* Wall and Projecting* Marquee, Awnings and Canopies*	\$100 \$100 \$100 \$100 \$100

Permit Type / Activity	Fee
A Board and Other Portable Signs	\$10
Temporary Promotional Display	\$25
Sign Permit Modification	\$10
Sign Permit Variance	\$65
*Building Permit Fees Are Also Required	
Street Vacation	\$350
Subdivisions (2-9 Lots – Short Subdivision)	\$3,600
Subdivision (10+ Lots – Formal Subdivision)	
Long Subdivision	\$7,000; Plus Cost of Hearing
PRD / PUD Subdivision	\$5,500; Plus \$250 Per Lot and Cost of Hearing
Subdivision – Final Plat (Short & Long Subdivisions)	\$700; Plus \$125 Per Lot
Subdivision – Plat Amendment (Short & Long Subdivisions)	Staff Time Per Hourly Rate Plus Cost of Hearing
Temporary Structures / Use	1 Hour of Staff Time Per Section 2: Hourly Rates
Transportation Concurrency	
Concurrency Evaluation	\$400; Plus Engineering and Consulting Fees
Concurrency Reconsideration	\$200; Plus Engineering and Consulting Fees
Unclassified Use Determination	\$1,000; Plus Cost of Hearing
Variances	
Administrative	\$600
Hearing Examiner Public Hearing	\$1,200; Plus Cost of Hearing
Water and Sewer Availability	
Site Specific Water and Sewer Availability Evaluation (Determination of Flow and Infrastructure Needs)	Actual Consultant Costs
Water Availability Letter Only	\$500
Sewer Availability Letter Only	\$500

Permit Type / Activity	Fee
Wireless Communication Facility (WCF) WCF and / or Small Cell Facility	\$2,000
Zoning Text Amendment (After Final Docket Approval)	\$800

Section 4: Building Permit Fees

Building Permit Type / Activity	Fee																		
Building Permit	Building Valuation Shall Be Based on the Building Valuation Data Sheet Released Annually in the May Issue of the Building Safety Journal Magazine Published by the International Code Council (ICC), Including the Regional Cost Modifier for Washington State. After Determining the Building Valuation, Building Permit Fees Shall Be Determined Using the Following Chart: <table> <tr> <th>Building Valuation</th><th>Fee</th></tr> <tr> <td>\$1.00 - \$500</td><td>\$25</td></tr> <tr> <td>\$501 - \$2000</td><td>\$25.00 for the first \$500; plus \$3.05 for each additional \$100.00 or fraction thereof up to and including \$2000.00</td></tr> <tr> <td>\$2,001 - \$25,000</td><td>\$69.25 for the first \$2,000; plus \$14.00 for each additional \$1,000.00 or fraction thereof up to and including \$25,000.00</td></tr> <tr> <td>\$25,001 - \$50,000</td><td>\$391.75 for the first \$25,000; plus \$10.10 for each additional \$1,000.00 or fraction thereof up to and including \$50,000.00</td></tr> <tr> <td>\$50,001 - \$100,000</td><td>\$643.75 for the first \$50,000; plus \$7.00 for each additional \$1,000.00 or fraction thereof up to and including \$100,000.00</td></tr> <tr> <td>\$100,001 - \$500,000</td><td>\$993.75 for the first \$100,000; plus \$5.60 for each additional \$1,000.00 or fraction thereof up to and including \$500,000.00</td></tr> <tr> <td>\$500,001 – 1,000,000</td><td>\$3,233.75 for the first \$500,000; plus \$4.75 for each additional \$1,000.00 or fraction thereof up to and including \$1,000,000.00</td></tr> <tr> <td>\$1,00,001 and up</td><td>\$5,608.75 for the first \$1,000,000; plus \$3.65 for each additional \$1,000.00 or fraction thereof</td></tr> </table>	Building Valuation	Fee	\$1.00 - \$500	\$25	\$501 - \$2000	\$25.00 for the first \$500; plus \$3.05 for each additional \$100.00 or fraction thereof up to and including \$2000.00	\$2,001 - \$25,000	\$69.25 for the first \$2,000; plus \$14.00 for each additional \$1,000.00 or fraction thereof up to and including \$25,000.00	\$25,001 - \$50,000	\$391.75 for the first \$25,000; plus \$10.10 for each additional \$1,000.00 or fraction thereof up to and including \$50,000.00	\$50,001 - \$100,000	\$643.75 for the first \$50,000; plus \$7.00 for each additional \$1,000.00 or fraction thereof up to and including \$100,000.00	\$100,001 - \$500,000	\$993.75 for the first \$100,000; plus \$5.60 for each additional \$1,000.00 or fraction thereof up to and including \$500,000.00	\$500,001 – 1,000,000	\$3,233.75 for the first \$500,000; plus \$4.75 for each additional \$1,000.00 or fraction thereof up to and including \$1,000,000.00	\$1,00,001 and up	\$5,608.75 for the first \$1,000,000; plus \$3.65 for each additional \$1,000.00 or fraction thereof
Building Valuation	Fee																		
\$1.00 - \$500	\$25																		
\$501 - \$2000	\$25.00 for the first \$500; plus \$3.05 for each additional \$100.00 or fraction thereof up to and including \$2000.00																		
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\$1,00,001 and up	\$5,608.75 for the first \$1,000,000; plus \$3.65 for each additional \$1,000.00 or fraction thereof																		

Building Permit Type / Activity		Fee	
Plan Check Fee		Plan Review Fees Shall Be Paid at the Time of Submitting Plans and Equal to 65% of the Building Permit Fee (Additional Fee – Not A Portion of the Building Permit Fee)	
Commercial Mechanical & Plumbing		Fee is Based on Valuation of Plumbing and/or Mechanical Work; The Valuation Used for Building Permits (Shown Above) Shall Also Be Used For Determining the Fees for Commercial Mechanical & Plumbing Permits	
Residential Mechanical & Plumbing		Base Fee of \$25; Plus Charges Identified in the Following:	
Type of Fixture		Type of Equipment	
Water Closet (Toilet)	\$15	Air Conditioner Unit	\$25
Bathtub	\$15	Boilers	\$20/\$30/\$40
Lavatory (Wash Basin)/Sink	\$15	Forced Air System	\$25
Shower	\$15	Wall Heaters	\$16
Kitchen Sink & Disposal	\$15	Unit Heaters	\$16
Dishwasher	\$15	Evaporative Coolers	\$15
Laundry Tray	\$15	Ventilation Fans	\$15
Clothes Washer	\$15	Refrigeration Unit	\$25
Water Heater	\$15	Range Hood	\$20
Urinal	\$15	Air Handling Unit	\$25
Drinking Fountain	\$15	Stove	\$40
Floor Drain	\$15	Fireplace and Chimney	\$25
Backflow Prevention	\$20	Gas Piping	\$15
Roof Drains (Rail Leaders)	\$15	Above Ground Tank	\$100
Vacuum Breaker	\$15	Underground Tank	\$75
Water Service Line	\$15		
State Building Code Council Fee		Fee	
Residential Building Permits		\$6.50 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	
Commercial Building Permits		\$25 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	

Building Permit Type / Activity	Fee
Miscellaneous Permits	Fee
Certificate Of Occupancy or Change of Occupancy	\$25; Fee May be Applied to Building Permit If Required
Consultant Review – Plan Check and /or Inspections by Outside Consultants	Actual Costs
Deck, Carports, Ramps, Unheated Sunrooms, covered Porches, and Stairs	\$15 per square foot per submittal
Demolition Permits	\$50 Shed \$150 Per Single Facility Residential Unit \$250 Per Multifamily Building \$250 Per Commercial / Industrial Building \$60 Other Not Listed
Inspection - For Which No Fee is Specifically Indicated	\$50 per hour; Minimum of ½ hour charge
Mobile Home – Base Fee Single Wide Double Wide	\$200 \$300
Re-Inspection - When Access is Not Provided or Work Not Complete	Building Official Hourly Rate; Minimum of ½ Hour
Revision Fees – For Additional Plan Review or Inspections When the Work is Authorized by Permit Changes	Building Official Hourly Rate; Minimum of ½ Hour
Unfinished Basements – no heat, insulation and or sheetrock	\$20 a square foot

Section 5: Animal Fees and Charges

Activity	Fee
Animal Shelters, Kennels, Pet Shops, Grooming Service License	\$175
Commercial Kennel License	\$175
Dog License – Altered Annual Fee	\$10
Dog License – Dangerous Annual Fee	\$200
Dog License – Potentially Dangerous Annual Fee	\$100
Dog License – Replacement Tag/License	\$10
Dog License – Unaltered Annual Fee	\$50
Impoundment Fees	Fee
Impoundment – Livestock (SMC 8.02.080)	\$500 (to include all city costs per animal – including room and board) and double for each impoundment of the same animal during any one-year period.
Impoundment – Small Animals (Dogs and Cats) (SMC 8.02.170)	\$235 Monday – Friday during regular business hours and \$412 for after-hours (plus license fee to include all city costs per animal) and double for each impoundment of the same animal during any one-year period.
Violations & Infractions	Fine
Animal Control Civil Infraction Fine (SMC 8.02.490(2))	\$100 for first violation in 365 day period; \$200 for second violation in 365 day period.
Animal Control – 3 or More Violations in a 365 Day Period	Third or subsequent offenses of SMC 8.02 within a 365-day period shall be: A misdemeanor subject to jail term of not more than 90 days, a fine of not more than \$1,000 or both such fine and imprisonment.

Section 6: Code Violations - Penalties

Class A Violations	Fine
Class A Code Violation – First Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$250
Class A Code Violation – Second Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$500, Within First Year of Violation
Class A Code Violation – Third Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$1,000, Within First Year of Violation
Class B Violations	Fine
Class B Code Violation – First Offense (SMC 13.01.045 & 8.02.490(1))	\$50
Class B Code Violation – Second Offense (SMC 13.01.045 & 8.02.490(1))	\$250, within First Year of Violation
Class B Code Violation – Third Offense (SMC 13.01.045 & 8.02.490(1))	\$500, Within First Year of Violation
Misdemeanors	Fine
Violation Misdemeanor	A jail term of not more than 90 days, a fine of not more than \$1,000, or both such fine and improvement plus costs
Gross Misdemeanor	A jail term of not more than 364 days, a fine of not more than \$5,000 or both such fine and imprisonment plus costs
Parking	Fine
Civil Infraction Fine (SMC 10.46.135)	\$35
If Paid Within 10 Days	\$10
Handicapped Violation (SMC 10.46.115)	\$350
If Paid Within 10 Days	\$175

Section 7: Utility Billing Fees & Charges

Fees for Properties With Existing Services	
Water Disconnection	Fee
Disconnection Fee – After Hours	\$150; Shut Off After 4:00 pm on Weekdays, Weekends, and Holidays
Disconnection Fee – Frequent	\$40; Shut Off More Than Once in a 12-Month Period
Disconnection – Regular	\$27.50
Meter Removal	\$150
Water Re-Connection (After Disconnection)	Fee
Connection Fee – After Hours	\$150; Turn on After 4:00 pm on Weekdays, Weekends, and Holidays
Connection Fee – Frequent	\$40; Turn on More Than Once in a 12-Month Period
Connection Fee – Regular	\$27.50
Meter Reinstallation	\$150
Other	Fee
Irregular Check Fee; Post Dated, Unsigned or Otherwise Not Acceptable for Bank Deposit	\$25
Lien Recording or Release	Actual Cost of Recording
Meter Read Outside Normal Cycle Requested by Customer	\$15
Returned for Non-Sufficient Funds Check Fee	\$25
Water Meter - Acts of Vandalism	Reimburse City for Actual Cost of Repairs

Section 8: Sewer Fees & Charges

All sewer fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.04 for all terms and conditions related to the rates.

Monthly Sewer System Rates – Year 2019 - 2021

	January 1, 2019		January 1, 2020		January 1, 2021	
Classification	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
Residential						
Individually Metered	\$44.12	\$6.16	\$47.43	\$6.62	\$50.99	\$7.12
Master Metered	\$44.12 X No. Units	\$6.16	\$47.43 X No. Units	\$6.62	\$50.99 X No. Units	\$7.12
Commercial						
Light Commercial	\$44.12	\$6.16	\$47.43	\$6.62	\$50.99	\$7.12
Heavy Commercial	\$50.15	\$7.17	\$53.91	\$7.71	\$57.95	\$8.29
General Industrial	\$56.19	\$8.17	\$60.40	\$8.78	\$64.93	\$9.44

Monthly Sewer System Rates – Year 2022 - 2024

	January 1, 2022		January 1, 2023		January 1, 2024	
Classification	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
Residential:						
Individually Metered	\$54.30	\$7.58	\$57.83	\$8.07	\$58.70	\$8.20
Master Metered	\$54.30 X No. Units	\$7.65	\$57.83 X No. Units	\$8.15	\$58.70 X No. Units	\$8.27
Commercial:						
Light Commercial	\$54.30	\$7.58	\$57.83	\$8.07	\$58.70	\$8.20
Heavy Commercial	\$61.72	\$8.82	\$65.73	\$9.40	\$66.72	\$9.54
General Industrial	\$69.16	\$10.06	\$73.65	\$10.71	\$74.76	\$10.67

Sewer System Plant Investment Charge

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$7,719
1 Inch	1.67	\$12,891
1 – ½ Inch	3.33	\$25,704
2 Inch	5.33	\$41,142
3 Inch	10	\$77,190
4 Inch	16.67	\$128,676
6 Inch	33.33	\$257,274
8 Inch	53.33	\$411,654

Note: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$6,476 for each equivalent connection.

Sewer Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
Single Family Residence (Including Mobile Homes)	\$500
Duplex (2- Dwelling Units)	\$750
Triplex (3 – Dwelling Units)	\$1,000
Multifamily (4 + Units)	\$1,000; Plus \$250 Per Unit
Commercial (6 Inch Service Connection)	\$1,000
Connections Other Than 6 Inches	Determine by Public Works Director

Users of High Strength Waste

The City shall have the right to charge an additional monthly sewer service charge for a high strength waste, which is defined as one with pollutant concentrations in excess of typical domestic wastewater. A surcharge is appropriate for waste strength conditions including, but not limited to, a total five-day biochemical oxygen demand and/or suspended solids concentration in excess of 300 milligrams per liter. The Public Works Director will recommend to the City Council an appropriate monthly surcharge.

Low Income Senior and Low Income Disabled Rate

Contact the City regarding eligibility discounts.

Section 9: Water Billing Fees & Charges

All water fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.16 for all terms and conditions related to the rates.

Monthly Water System Rates

		Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024
Meter Size (Inches)	Quantity Allowed (Hundreds of Cubic Feet Per Mo.)	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate
¾ Inch	6	\$28.21	\$29.06	\$29.93	\$30.83	\$31.75	\$32.23
1 Inch	10	\$47.09	\$48.50	\$49.96	\$51.46	\$53.00	\$53.80
1 – ½ Inch	20	\$93.91	\$96.73	\$99.63	\$102.62	\$105.70	\$107.28
2 Inch	40	\$150.31	\$154.82	\$159.46	\$164.25	\$169.18	\$171.71
3 Inch	80	\$286.99	\$290.45	\$299.16	\$308.14	\$317.38	\$322.14
4 Inch	150	\$470.07	\$484.17	\$498.70	\$513.66	\$529.07	\$537.00

Water Charges for Consumption in Excess of Quantity Allowed

All amounts in excess of quantity allowed, unless included in the monthly minimum base charge shall be charged at the following rate per each 100 cubic feet over the base quantity allowed:

	Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024
Incremental Rate	\$3.69	\$3.80	\$3.91	\$4.03	\$4.15	\$4.22

Water Service Outside City Limits

Rates for services outside the City of Stanwood shall be city rates as adopted, plus 45 percent.

Water System Plant Investment Charge

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$6,912
1 Inch	1.67	\$11,543
1 – ½ Inch	3.33	\$23,017
2 Inch	5.33	\$36,841
3 Inch	10	\$69,120
4 Inch	16.67	\$115,223
6 Inch	33.33	\$230,377
8 Inch	53.33	\$368,617

Note 1: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$5,280 for each equivalent connection.

Water System Plant Investment Charge – Additional Charge For Cedarhome Benefit Area

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$2,570
1 Inch	1.67	\$4,292
1 – ½ Inch	3.33	\$8,558
2 Inch	5.33	\$13,698
3 Inch	10	\$25,700
4 Inch	16.67	\$42,842
6 Inch	33.33	\$85,658
8 Inch	53.33	\$137,058

Note: This fee is an additional charge to the Cedarhome Benefit District and is additive to the regular Water System Plan Investment Charge noted above.

Other Water Service Fees:

Hydrant Use Fee:

Persons may request to draw water from the public works yard hydrant on a daily pay per use basis. Such use shall require a use fee of \$50.00 per day and allow up to 5,000 gallons or 668.4 cubic feet of water withdrawal. Water withdrawal over 5,000 gallons or 668.4 cubic feet per day shall be charged an added \$5.34 per each additional 100 cubic feet or any portion thereof.

Water Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
¾ Inch or Smaller (SFR)	\$600
1 Inch (MF & Com)	\$700
1 – ½ Inch (MF & Com)	\$2,000
2 Inch (MF & Com)	\$2,500
Greater Than 2 Inch	Determined by Public Works Director

Large Seasonal Users

Large seasonal users shall pay a demand and / or consumption charge, which shall be determined by the Public Works Director at such time as a potential large seasonal user applies for water service.

Low Income Senior and Low Income Disabled Rate

Contact the City regarding eligibility discounts.

Section 10: Drainage Fees & Charges

All drainage fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

Bi - Monthly Drainage System Rates

Classification	Effective Jan 1, 2019	Effective Jan 1, 2020	Effective Jan 1, 2021	Effective Jan 1, 2022	Effective Jan 1, 2023	Effective Jan 1, 2024
Single Family Residence	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03
Multi-Family Residential Per ERU (3,500 sf)	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03
Non-Residential Per ERU (3,500 sf)	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03

Drainage Plant Investment Charge

Prior to January 1, 2019, and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019:	
Capital Cost Per ERU	\$802.00
After January 1, 2019:	
Capital Cost Per ERU	\$1,414.00

Drainage Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Administration Fee	\$50
Base Connection Fee – All Permit Types	\$200

Drainage Fees and Charges for Property Outside City Limits

When property outside of the city is served by storm sewers, drainage ditches, drainage channels, or pumping facilities, charge for such drainage services, filing of liens or other fees or charges covered in this chapter shall be payable at the rate of 150 percent of the applicable charge or rate of service within the City.

Low Income Senior and Low Income Disabled Rate

Contact the City regarding eligibility discounts.

Section 11: Special Events, Banner Hanging Fee & Other Events

Activity	Fee
Application Fee	\$50
Banner Hanging Fee (See Policy Below)	\$180
Off Duty Police When Need Is Determine by Police Chief (See Policy Below)	\$50 an Hour Per Officer \$60 an Hour For Traffic Control
Overtime For Police When Need Is Determined By Police Chief (See Policy Below)	\$56 an Hour For On-Duty Officer
City Policy: 1. The event sponsor shall pay the cost of off duty police and overtime for police as determined by the Stanwood Police Chief. 2. The City will cover the cost of Public Works and Community Development employees work created by the special event if during normal work schedule, over time will be billed to the applicant. 3. For special events which request City contribution, the City will sponsor 75% of the cost of the Banner Hanging Fee when the event: 1) is held in the City and 2) attracts the general public to the commercial areas.	

Section 12: Business Licenses, Temporary Merchants & Fireworks

General Business License	Fee
Business License	\$50; City of Stanwood Business Licenses Are Administrated By the Washington State Department of Revenue (DOR) Business Licensing Services. See http://bls.dor.wa.gov/ to Obtain a License. DOR Information Line: 1-800-451-7985
Taxicabs	Fee
Taxicab Operator License	\$50 Plus Cost of Background Check
Per Vehicle Fee	\$25
Per Driver Fee	\$25
Temporary Merchants Licensees	
Charitable Solicitations	\$45
Mobile Unit Vending	\$45
Peddlers & Solicitors (Per Person)	\$20
Temporary Merchant	\$35

Section 13:Public Records Act – Related Fees (Copying, Faxing & Transmission)

Activity or Item	Fee
Electronic files	Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service or other means of electronic delivery.
Photocopies or Printed Copies	Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records.
Scanning	Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
Storage Devices	The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
Transmission of Electronic Files	Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations.
Customized Electronic Access or Data Fee	A customized service charge to recover actual costs for requests that require information technology expertise to prepare data or provide customized electronic access.
<u>Body Worn Camera Records Requests</u>	<u>\$50.40 per hour redaction fee in accordance with RCW 42.56.240(14). The hourly rate may be prorated in 15-minute intervals.</u> <u>Plus, any additional costs permitted and identified in this fee schedule, including the cost of video copying.</u> <u>Charges will not be levied if the request comes from:</u> • <u>A person directly involved in a recorded incident and their attorney;</u> • <u>A person or his or her attorney who request a body worn camera recording relevant to a criminal case involving that person;</u>

• <u>Executive Directors from the Washington State Commission on African American Affairs, Asian-Pacific Affairs or Hispanic Affairs;</u> • <u>Attorneys who represent a person in a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a United States Department of Justice settlement agreement and explain the relevancy of the requested video.</u>

Section 14: Miscellaneous Fees

Activity or Item	Fee
Postage	Actual Costs
Copies	Fifteen Cents per Page (8.5 x 11 or 11x17) Six Cents Per Square Foot for Plotter Paper

Section 15: Athletic Field Rental Fees and Charges

The City adopted athletic field rental fees and charges via Resolution 2013 - 03 and then subsequently updated those fees in 2017. Fees are updated annually

Church Creek Park resident = Stanwood Camano School District Boundaries

Heritage Park resident = Snohomish County Residents including Camano Island

FIELD USE RATE: REGULAR SEASON – GAMES and PRACTICES		
ATHLETIC FIELD	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Baseball/Softball Fields	\$5.00 per hour	\$15.00 per hour
Soccer Field *	\$5.00 per hour	\$15.00 per hour
Lacrosse Field*	\$5.00 per hour	\$15.00 per hour

*2 teams on 1 field max for hourly rate; if scheduling 3 or more teams on 1 field add either \$5 or \$15 per additional team.

FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL		
	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Reservations	\$300.00 per day \$200 Refundable Damage Deposit	\$450.00 per day \$200 Refundable Damage Deposit
Cancellation Refund	\$100.00 of the Field Use Fee \$200 Damage Deposit	\$250.00 of the Field Use Fee \$200 Damage Deposit

OTHER FEES		
Energy Rate	\$5.00 per hour	
PW Crew (i.e. open park early, clean up and repairs)	\$50.00 per hour with 2 hour minimum	
Litter – Garbage Control	\$50.00 per hour Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.	
Church Creek Park Covered Picnic Area	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close
* To reserve the picnic shelter visit the city's website at http://www.ci.stanwood.wa.us/reservations		

* Fees subject to change

* City sponsored events may have all or partial fees waived

Priority for Youth Recreational Sports during the "Traditional Season" applies.

Baseball/Softball	Mid Feb – June w/post season tournament in July
Lacrosse	Mid Feb – May w/post season tournaments in
Soccer	June Mid Aug – Mid November
Football	Mid Aug – Mid November

CANCELLATION FEES

Regular Season:

- 20 days or more Full Refund
- 19 days or less No Refund

Tournament, Camps, and Commercial:

- See above for refund amount for tournaments, camps and commercial reservations

Section 16: Police Department Fees and Charges

PERMIT, LICENSE OR SERVICES	FEES
Concealed Pistol License - New	\$49.25
Concealed Pistol License - Renewal	\$32
Concealed Pistol License – Late Renewal	\$42
Parking Permits	\$20
Fingerprints	\$17.00 / Two Cards

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