

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD, WASHINGTON
AND THERESA METZGER dba IRIS CONSULTING
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and Theresa Metzger, a Washington Sole Proprietor ("Consultant") dba Iris Consulting.

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding implementing Phase II of the River Park Master Plans and developing community support for Stanwood area parks as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

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

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

III.3 TERM. The term of this Agreement shall commence on October 1, 2016 and shall terminate at midnight, December 31, 2017. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

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

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

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

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

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

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

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

III.6 INDEMNITY.

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

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

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

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

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

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

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

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

(1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

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

(1) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

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

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with insurers with a current A.M.Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

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

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

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

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

demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. Public Entity Full Availability of Consultant Limits

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

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

b. The Consultant shall be solely responsible for paying all taxes, deductions, and

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

Dan Nelson, Northwest Architects

Annamarie Hall 

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$40,000 without the

written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. Public Records

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

ARTICLE V. GENERAL

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

Mayor Leonard Kelley
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

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

Theresa Metzger
Iris Consulting
1017 Iledora Court
Camano Island, WA 98282

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

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

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

V.3 DISPUTES. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

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

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

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

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

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

Tasks	Deliverables	Hours	\$/Hour	\$ Total	Responsible	Completion
Citizens Advisory Committee						
Identify & recruit members	10-15 CAC Members	132	75	9900	TAM/City	Oct-16
Develop "charter" for the CAC	CAC Charter	16			TAM/City	Dec-16
Schedule and support regular monthly meetings (agenda, follow-up)	8 monthly meetings	40			TAM/City	Jun-17
Follow up on CAC Action Items	Ongoing Implementation	20			TAM/City	Jun-17
Oversee Hamilton/Ovenell Tasks & Community Outreach Tasks	Ongoing Project Management	40			TAM/City	Jun-17
Support Evaluation of All Existing Stanwood Area Parks	Park Tours	5			City Staff/AMH	Mar-17
Organize visits to other comparable parks in the region for ideas	Draft Park Evaluation Document	5			City Staff/AMH	May-17
Prioritize Suggestions & Ideas for Stanwood Parks	(Prioritized recommendations for City, and	4			City Staff/AMH	May-17
Incorporate outcome of non-motorized trails plan	Prioritized work plan for FSPT-led improvements	10			City Staff/AMH	Jun-17
Prepare report of recommendations	Final Park Evaluation Document (Word)					
Determine & prioritize projects which FSPT can accomplish						
Make recommendations to City for other priority improvements						
Ovenell / Hamilton Master Plan Phase II		312		24120		
Ovenell/Hamilton Detailed Design Narrative						
Data Collection & research	Central collection and analysis of all site data	48	90	4320	KW/City	Jan-17
Meetings with City to gather/share information	List of permits required	8			KW/City	Jan-17
Coordinate w/ Irs and City subconsultants, research permit process, etc.	Zoning analysis for each site	12			KW/City	Oct-16
Zoning Analysis	Preliminary programming for each site	6			KW/City	May-17
Analysis for each site (may include brief City Planner mtg.)	Prioritized programming matrix	8			KW/User Groups	May-17
Initiate Programming Overview	Narrative describing detailed design task sequencing	10			KW/City	May-17
Meetings w/ Irs and Key User Groups		4			KW/City	May-17
Develop programming overview matrix						
Final Deliverables						
Prepare and review narrative summary						
Capital Development						
Research & identify funding sources for each element for both sites	Potential funding source list	72	75	5400	TAM/DW	Dec-16
Coordinate with Wentworth Consulting to validate funding sources	Qualified funding sources at all levels - state, private, etc	20			TAM/DW	Dec-16
Develop, review and finalize a funding strategy & timeline	Detailed funding strategy & timeline for each park element	16			TAM/DW	Jan-17
Support funding application as appropriate	High-Priority Funding applications submitted	16			TAM/City	Jan-17
Partnerships						
Work with the City and Potential Partners to develop a partnership strategy	Parks Partnership Strategy	60	75	4500	TAM/City	Oct-16
Identify key partnership roles and responsibilities	Parks Partners and City Roles & Responsibilities	16			TAM/City	Dec-16
Recruit and engage key partners, develop partnership agreements	Parks Partners in place and engaged	8			TAM/City	Dec-16
Regular communications and follow-up	Established Parks Partners Group, 3 Quarterly Meetings	16			TAM/City	Jan-17
		20			TAM/City	Jun-17
Community Outreach & Communications						
Friends of Stanwood Parks and Trails (FSPT)						
Establish Non-Profit	Legal 501c3	282	50	14100	AMH	Oct-16
Convert Design Stanwood non-profit status	Board Members	120	50	6000	AMH/City	Nov-16
Recruit initial board	Preliminary meetings to draft mission and by-laws	15			AMH/Board	Nov-16
Draft Mission and By-Laws		20			AMH/Board	Dec-16
Recruit additional members						
Establish monthly meetings	8 monthly meetings (5 hours per meeting)	40			AMH/Board	Jan-17

<p>Prepare Agenda Facilitate Meeting Take & type minutes Revise/Finalize mission and by-laws Develop 2017-2018 plan, including: Develop goals & objectives Develop Budget Develop Fundraising Plan Develop Work Party Plan Develop Communication Plan</p>	<p>By-laws, mission finalized (Word Document) Final 2017-18 Goals & Objectives Final 2017-18 Budget Fundraising Plan Document Work Party Schedule Implemented communication plan (newsletter, website, etc.) Establish FSPT website</p>	<p>15 20</p>	<p>50</p>	<p>AMH/Board AMH/Board AMH/Board AMH/Board AMH/Board AMH/Board AMH/Board/City Staff (Use) AMH/Board/City Staff (Use)</p>	<p>Feb-17 Apr-17</p>
<p>Ovenell & Hamilton Landing Work Parties & Programs/Events Work Parties Work with City Staff to develop standards & guidelines for work parties: Establish method & criteria for review of proposals & approval Develop standards for appropriate tasks Develop method of coordination/registration, supervision Examine liability issues, if any Assist with short-term implementation items</p>	<p>Prepare draft/preliminary guidelines as starting point for discussion with Staff Review with FSPT and/or CAC and revise draft Create final document for City approval Demolition, parking, kiosks, toilets, water, electrical, grounds</p>	<p>142 8 8 10 8 20</p>	<p>50</p>	<p>AMH AMH/Maint & Opns Staff AMH/Maint & Opns Staff AMH/Maint & Opns Staff</p>	<p>Oct-16 Dec-16</p>
<p>Create procedures for work parties identifying: How to register the project How to access the property Resources/utilities available (power, water, sanitary facilities, etc.) Contact information for city staff responsible for oversight</p>	<p>Work with Staff to create draft procedures Review with FSPT and/or CAC and revise draft Create final document for City approval Publish both documents to website</p>	<p>30</p>	<p></p>	<p>AMH/Maint & Opns Staff AMH/Maint & Opns Staff AMH/Maint & Opns Staff Staff</p>	<p>Dec-16 Dec-16 Jan-17 Jan-17</p>
<p>Create & maintain calendar as a work party scheduling and coordination tool</p>	<p>Create & maintain calendar</p>	<p>4</p>	<p></p>	<p>Staff</p>	<p>Jan-17</p>
<p>Programs and Events Work with City Staff to develop standards and guidelines for programs/events: Establish method & criteria for review of proposals & approval Develop method of coordination/registration, supervision Examine liability issues, if any Develop use fee plan</p>	<p>Prepare draft/preliminary guidelines as starting point for discussion with Staff Review with FSPT and/or CAC and revise draft Create final document for City approval</p>	<p>20</p>	<p></p>	<p>AMH AMH/Maint & Opns Staff AMH/Maint & Opns Staff AMH/Maint & Opns Staff</p>	<p>Dec-16</p>
<p>Create instructions for groups wishing to hold programs & events identifying: Guidelines, standards and fees How to submit program/event proposal for approval How to access the property Restrictions, prohibitions, warnings Resources/utilities available (power, water, sanitary facilities, etc.) Contact information for city staff responsible for oversight</p>	<p>Prepare draft/preliminary instructions as starting point for discussion with Staff Review with FSPT and/or CAC and revise draft Create final document for City approval</p>	<p>30</p>	<p></p>	<p>AMH AMH/Maint & Opns Staff AMH/Maint & Opns Staff</p>	<p>Dec-16</p>
<p>Create & maintain calendar of scheduled programs & events</p>	<p>Create & maintain calendar</p>	<p>4</p>	<p></p>	<p>Staff</p>	<p>Jan-17</p>
<p>Stanwood Parks Communication Plan Work with City Staff to develop a communication plan to keep Stanwood residents informed about the status of parks: Ovenell Park & Hamilton Landing Plans & Status Work party opportunities Calendar of Events/Programs</p>	<p>website, Facebook, press releases, Crab Cracker announcements, posters</p>	<p>20 8 4 4</p>	<p>50</p>	<p>1000 Mostly Staff</p>	<p>Mar-17</p>

Solicit feedback/suggestions/comments

Total			4	38220	
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V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

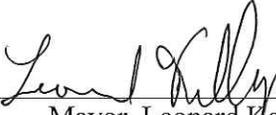
V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

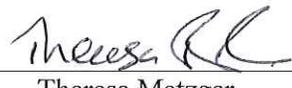
V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 1st day of October 2016.

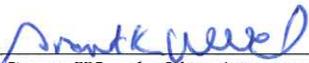
CITY OF STANWOOD

THERESA METZGER dba IRIS CONSULTING

By  _____
Mayor, Leonard Kelly

By  _____
Theresa Metzger

Approved as to form:

 _____
Grant Weed, City Attorney