

1. Agenda

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[2-7-19 SPECIAL MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[ITEM 1 2019-2020 WORK PLAN.PDF](#)



**CITY OF STANWOOD
CITY COUNCIL SPECIAL MEETING**

City Council Workshop
Thursday, February 7, 2019 - 5:15 p.m.

Stanwood City Hall
10220 270th Street NW
Stanwood, WA 98292

AGENDA

1. Dinner
2. 2019-2020 Work Plan
3. Adjourn



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM: 1

DATE: February 7, 2019

SUBJECT: 2019-2020 Work Plan Overview

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A - 2019-2020 Work Plan

PURPOSE

With each biennial budget adoption, the administration develops an organization-wide work plan to guide the workload of city departments in achieving City Council goals. Along with capital projects identified and approved in the budget, staff routinely works on city code amendments, policy and programs that define levels of service to the community, and the day-to-day operations of the city.

BACKGROUND

The City Council adopted the biennial budget in November 2018. Based on the budget, the 2019-2020 work plan has been prepared and categorized by City Council budget themes which include Public Safety, Economic Development, Parks and Recreation, City Facilities and Infrastructure and Financial Sustainability. As with any growing community, most of the planned work, such as capital improvement projects, support the City Facility and Infrastructure theme as we have a significant number of projects for new utilities, roadway maintenance and new facility development.

With Parks a priority, our work plan is also centered on park development with a major master park strategic planning effort to get under way in 2019 which will prioritize the future park projects, define on-going park maintenance needs and develop future, potential recreation programming.

Economic Development themed work plan items are also a priority, and 2019 will be a year of future strategic planning that starts with a community survey. Business development is critical and the city will be implementing a business retention and recruitment program as well as working on developing better resources for businesses including marketing efforts to attract more business, especially a hotel, to the community.

Financial sustainability efforts include a revamp of the city's many stand-alone financial policies into one comprehensive financial management policy and internal financial procedures; along with looking into our software applications and assessing how we can integrate programs for long-term efficiencies.

Communication with the community is key and the work plan includes an updated website, enhanced social media efforts, adding a new city-centric Discover Stanwood Camano magazine and our continued high bar set for customer service and public engagement.

NEW FORMAT

A new work plan format has been developed that categorizes the work plan by City Council budget theme but also starts to align the biennial budget into an outcome or results-based focus to the budget. Determining the results we want to achieve is important for defining levels of service delivery to the community and knowing what we expect to accomplish allows for a better communication to the community.

City staff will provide a brief overview of the 2019-2020 work plan and answer questions of the City Council during the workshop.

RECOMMENDATION

Review the 2019-2020 Work Plan and provide direction to staff regarding priorities.

City of Stanwood
Management Work Plan

* = State Mandate

Years	Budget Theme	Work Plan Item	Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	PROJECTS														
		Police Station/City Hall													
Facilities & Infrastructure		Design new police station and city hall	All	Enhance Facility Assests									Complete design	0%	
Facilities & Infrastructure		Install new HVAC unit(s) in City Hall	Public Works	Maintain Existing Assets									Complete project	0%	
Facilities & Infrastructure		Repair cracked sidewalk at Police Station	Public Works	Maintain Existing Assets									Complete project	0%	
		Streets													
Facilities & Infrastructure		Repave 102nd Avenue and construct ADA improvements	Public Works	Maintain Existing Assets									Complete project	5%	Received TIB funding for 2019!
Facilities & Infrastructure		Repave 276th Street and construct ADA improvements	Public Works	Maintain Existing Assets									Complete project	0%	No TIB funding for 2019. Move to 2020
Facilities & Infrastructure		Repave 68th Avenue and construct ADA improvements	Public Works	Maintain Existing Assets									Complete project	0%	Based on receiving TIB funding
Facilities & Infrastructure		Repave 72nd Avenue and construct ADA improvements (SR 532 to Pioneer Hwy)	Public Works	Maintain Existing Assets									Complete project	0%	Based on receiving TIB funding
Facilities & Infrastructure		Repave 272nd Place and construct ADA Improvements (99th to 102nd Avenue)	Public Works	Maintain Existing Assets									Complete project	5%	Use TBD funds
Facilities & Infrastructure		Chip Seal Lover's Lane	Public Works	Maintain Existing Assets									Complete project	5%	Contract with County
Facilities & Infrastructure		Seal Coat 271st Street	Public Works	Maintain Existing Assets									Complete project	0%	Use TBD funds
Facilities & Infrastructure		Assess potential locations for electric car/scooter charging stations	Community Development & Public Works	Enhance Transportation Assets									Complete design	0%	Potential locations: New City Hall and Farmers Market Lot
		Sidewalks													
Facilities & Infrastructure		Construct missing sidewalk from 272nd St. on West side of 72nd Ave.	Public Works	Maintain Existing Assets									Complete project	0%	
Facilities & Infrastructure		Construct sidewalk on 273rd St. from 99th Ave to 103rd Ave on North side	Public Works	Enhance Transportation Assets									Complete project	0%	
Facilities & Infrastructure		Annual Sidewalk Repair Program	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure		Purchase ROW and construct sidewalk along 92nd (271st to Heritage Park Trail)	Public Works	Enhance Transportation Assets									Complete project	10%	
		Wastewater													
Facilities & Infrastructure		Upgrade WWTP SCADA system	Public Works	Enhance Utility Assets									Complete project	50%	
Facilities & Infrastructure		Perform annual sewer line cleaning	Public Works	Maintain Existing Assets									Annual Maintenance	8%	
Facilities & Infrastructure		Continue videoing of sewer system	Public Works	Maintain Existing Assets									Annual Maintenance	8%	
Facilities & Infrastructure		Design and construct upper sewer main 72nd to Pioneer Highway	Public Works	Enhance Utility Assets									Complete project	25%	
Facilities & Infrastructure		Replace Wash Water System Pumps	Public Works	Maintain Existing Assets									Complete project	90%	
Facilities & Infrastructure		Main Lift Station Upgrades	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure		Purchase a Van for CCTV	Public Works	Enhance Utility Assets									Purchase Asset	0%	
Facilities & Infrastructure		Complete I/I study	Public Works	Long-term Utility Planning									Complete Study	95%	
Facilities & Infrastructure		Repair sewer sections based on I/I study	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure		I/I - Smoke test/video	Public Works	Long-term Utility Planning									Complete Study	0%	
Facilities & Infrastructure		Church Creek Collection System	Public Works	Enhance Utility Assets									Complete Project	0%	

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				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Facilities & Infrastructure	UV Efficiency Upgrades	Public Works	Enhance Utility Assets									Complete Project	0%	
Facilities & Infrastructure	Upper Pioneer Hwy/85th to Cedarhome	Public Works	Enhance Utility Assets									Complete Study	0%	
Facilities & Infrastructure	Lower Pioneer Hwy	Public Works	Enhance Utility Assets									Compleat Study	0%	
Facilities & Infrastructure	Biosolids Processing Facility	Public Works	Enhance Utility Assets									Complete Study	0%	
	Water													
Facilities & Infrastructure	Decommission Fure well	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Design and construct a new reservoir in the 297 zone	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Install a generator at Cedarhome Booster Station	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Continue annual water meter replacement program	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure	Complete long-term water supply study	Public Works	Long-term Utility Planning									Complete Study	0%	
Facilities & Infrastructure	Construct a new sewer line to the Cedarhome Well	Public Works	Enhance Utility Assets									Complete project	0%	
	Storm Water													
Facilities & Infrastructure	Perform annual storm pond maintenance	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure	Design and conctruct a new drainage system on 86th Dr.	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Repair 101st Street drainage	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
	Heritage Park													
Parks & Recreation	Facilitate Josephine Property Acquisition	Community Development	Enhance Park Assets									Purchase Asset	60%	
Parks & Recreation	Design Fields	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Install security alarm	Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Construct a new irrigation main	Public Works/Community Development	Enhance Park Assets									Complete project	0%	
	Hamilton Park and Boat Launch													
Parks & Recreation	Permitting for WDFW Boat Launch at Hamilton	Community Development	Enhance Park Assets									Receive Permit	10%	
Parks & Recreation	Coordinate with DFW on Boat Launch design and construction	Public Works	Enhance Park Assets									Complete project	5%	
	Ovenell Park													
Parks & Recreation	Ovenell / Johnson Integrated Master Plan	Community Development	Enhance Park Assets									Complete Study	0%	
Parks & Recreation	Demolition and Clean up of Site	Community Development	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Assess park access at SR 532	Community Development	Enhance Park Assets									Complete project	0%	
	Church Creek													
Parks & Recreation	Apply for Snohomish County Parks Grant	Community Development/Finance	Enhance Park Assets									Grant Awarded	0%	
Parks & Recreation	Install new Playground equipment	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Renovate Basketball Court and combine with new Pickleball courts	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Install security cameras	Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Fall and remove hazard trees	Public Works	Maintain Existing Assets									Annual maintenance	0%	

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Years		Work Plan Item	Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
Budget Theme					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	Irvine Sough														
Facilities & Infrastructure	Install pump and conveyance piping	Public Works	Emergency Preparedness										Complete project	0%	Pending legislative direct funding
Facilities & Infrastructure	Construct separation wall	Public Works	Emergency Preparedness										Complete project	0%	Pending legislative direct funding
Facilities & Infrastructure	Obtain 10 year programmatic dredge permit	Public Works	Emergency Preparedness										Receive Permit	60%	
	Viking Way														
Facilities & Infrastructure	Purchase ROW	Public Works/Executive Office	Enhance Transportation Assets										Signed Agreements	66%	
Facilities & Infrastructure	Construct Viking Way	Public Works	Enhance Transportation Assets										Complete project	10%	Design complete
Facilities & Infrastructure	Construct 90th Ave	Public Works	Enhance Transportation Assets										Complete project	10%	Design complete
	SR532 Berm/Path														
Facilities & Infrastructure	Construct berm	Public Works	Emergency Preparedness										Complete project	0%	Pending legislative direct funding
Facilities & Infrastructure	Design Path	Public Works	Enhance Transporation Assets										Complete project	0%	Pending legislative direct funding
	Volunteer Projects														
Facilities & Infrastructure	Design and construct flower bed at Viaduct	Community Development/Public Works	Volunteer Project										Complete project	0%	
Facilities & Infrastructure	Design and construct flower bed at corner of 270th St NW and Camano St	Community Development/Public Works	Volunteer Project										Complete project	0%	
Facilities & Infrastructure	Design and install flower planters along 271th St NW in the east business district	Community Development/Public Works	Volunteer Project										Complete project	0%	
Facilities & Infrastructure	Design and install flower planters along 270th St NW in the west business district	Community Development/Public Works	Volunteer Project										Complete project	0%	
Parks & Recreation	Repair existing and expand Disc Golf Course at Church Creek Park	Community Development/Public Works	Volunteer Project										Complete project	0%	
Public Safety	Assess K9 community watch program	Police/Executive	Volunteer Project										Complete project	0%	
Facilities & Infrastructure	Sidewalk Photo Album for WCIA Risk Assessment	Public Works	Volunteer Project										Complete project	0%	
	DEPARTMENT POLICY, PLANS and On-Going														
	Community Development														
Economic Development	Josephine Caring Community Development Permitting	Community Development	Permits Issued										Completed permits	0%	
Parks & Recreation	Staff the PTAC	Community Development	Facilitate Meetings										10 Meetings	0%	
Parks & Recreation	Management of YAF Grant for Heritage	Community Development	Investment in Community										Grant Compliance	10%	
Parks & Recreation	Management of Integrated Planning Grant for Hamilton / Raplee	Community Development	Enhance Park Assets										Grant Compliance	10%	
Economic Development	Represent City at HASCO Meetings	Community Development	Represent City										12 Meetings	0%	
Public Safety	Represent City at PAC Meetings	Community Development	Represent City										10 Meetings	0%	
Public Safety	Represent City at AHA Meetings	Community Development	Represent City										12 Meetings	8%	
Facilities & Infrastructure	Staff the Planning Commission	Community Development	Facilitate Meetings										10 Meetings	8%	
Economic Development	Assess and update Permitting Procedures	Community Development/Public Works	Improve Efficiency										Updated Procedures	0%	
Economic Development	Update Public Brochures	Community Development	Improve Public Engagement										Updated Brochures	0%	

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Years Budget Theme	Work Plan Item	Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Parks & Recreation	Prepare Parks Strategic Plan	Community Development	Long-term Parks Planning									Complete Plan	0%	
Economic Development / Public Safety	Update Shoreline Master Plan*	Community Development	Long-term Development Planning									Complete Plan	0%	
Economic Development	2019 Docket*	Community Development	Code Amendment									Updated Code	0%	
Economic Development	Update CIP Element of Comp Plan*	Community Development	Long-term Development Planning									Complete Plan	0%	
Economic Development	TN Zoning Evaluation (2018 Docket)	Community Development	Code Amendment									Updated Code	0%	
Public Safety	Prepare FEMA Certification Strategic Plan	Community Development	Emergency Preparedness									Complete Plan	0%	
Economic Development	Amend Street Vacation Code	Community Development	Code Amendment									Updated Code	0%	
Financial Sustainability	Update Impact Fees	Community Development/Finance	Long-term Development Planning									Updated Code	0%	
Economic Development / Public Safety	Wireless Communications / Small Cell CA*	Community Development	Code Amendment									Updated Code	100%	
Economic Development	Establish Buildable Lands Framework* / Summary	Community Development	Long-term Development Planning									Updated Reports	0%	
Financial Sustainability	Update Land Use Fees	Community Development/Finance	Long-term Development Planning									Updated Code	0%	
Economic Development	Initiate Phase 2 of Stanwood Off Premises Signage	Community Development	Long-term Development Planning									Updated Code	0%	
Parks & Recreation	Conduct Phase 1 Analysis of Location for Park in Downtown	Community Development/Executive Office	Enhance Park Assets									Purchase Assets	0%	
	Finance/Clerk													
Financial Sustainability	Review telephone plans	Finance/All	Improve Efficiency									Complete Project	0%	
Financial Sustainability	Conduct WCIA audit	Finance	Risk Management									Complete Project	0%	Tentative May Schedule, Parks and Facility focus
Financial Sustainability	Safety Program Update	Finance	Compliance									Updated Program	0%	
Economic Development	Assess feasibility of "mybuildingpermit.com"	Finance/Community Development	Enhance Public Engagement									Implement Customer Service Tool	0%	
Financial Sustainability	Implement Utility rate increases	Finance	Compliance									Complete Project	0%	
Financial Sustainability	Assess and expand senior and low income utility discount program	Finance	Enhance Public Engagement									Complete Project	0%	
Financial Sustainability	Create Financial Procedures	Finance	Improve Efficiency									Updated Procedures	0%	Create Index of all desk procedures
Facilities & Infrastructure	Conduct physical asset inventory	Finance/Public Works	Improve Efficiency									Complete Project	0%	2019-no physical inv. update list
Facilities & Infrastructure	Surplus equipment sales	Finance/Public Works	Compliance									Complete Project	0%	
Financial Sustainability	Reconcile BIAS with iWorq and create new reporting tools	Finance/Community Development	Improve Efficiency									Enhanced Reporting	0%	
Financial Sustainability	Review software licenses	Finance	Improve Efficiency									Complete Project	0%	
Financial Sustainability	Audit HR filing system	Finance/Executive Office	Improve Efficiency									Updated Procedures	0%	
Financial Sustainability	Implement new CIP Project format	Finance/All	Improve Efficiency									Updated Procedures	0%	
Financial Sustainability	Prepare annual TBD Report	Finance/Public Works	Compliance									Completed Report	0%	

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Years		Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
Budget Theme	Work Plan Item			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Financial Sustainability	Prepare annual financial statement and support audit fieldwork	Finance/All	Compliance									Completed Report	0%	
Financial Sustainability	Improve quarterly financial reporting	Finance	Improve Efficiency									Completed Report	0%	
Financial Sustainability	Prepare budget amendments	Finance	Compliance									Complete Project	0%	
Financial Sustainability	Update Financial Policy	Finance	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	Asset Management-new	Finance/Public Works	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	Procurement-updates: audit, conflict of interest, delegation of authority, contract commitment levels	Finance	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	Risk Management-new	Finance	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	Travel-new	Finance	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	IT-update	Finance	Improve Efficiency									Updated Policy	0%	
Financial Sustainability	Drug & Alcohol Policy	Finance	Improve Efficiency									Updated Policy	0%	
	Public Works													
Facilities & Infrastructure	Update Standard Operating Procedures (SOP)	Public Works	Improve Efficiency									Updated Procedures	5%	
Facilities & Infrastructure	Update Transporation Improvement Plan (TIP)	Public Works	Compliance									Completed Report	0%	
Facilities & Infrastructure	Update WSDOT ROW procedures for grant programs	Public Works & Community Development	Improve Efficiency									Grant Compliance	0%	
Facilities & Infrastructure	Provide assistance for community events: road closures, signage	Public Works	Enhance Public Engagement									Level of Service	0%	
Facilities & Infrastructure	Create Detention Pond Policy	Public Works & Community Development	Improve Efficiency									Updated Policy	50%	
Facilities & Infrastructure	Complete updates to Wellhead Protection Program	Public Works	Compliance									Updated Policy	5%	
Facilities & Infrastructure	Comply with Title 6 Annual Filing	Public Works	Compliance									Completed Report	0%	
Facilities & Infrastructure	Conduct Pavement Inventory on all city streets	Public Works	Improve Efficiency									Completed Report	0%	
Facilities & Infrastructure	Implement Non-Motorized Plan	Public Works	Improve Efficiency									Updated Policy	0%	Determine location, design and right of way
	Police													
Public Safety	Continue evaluation of police services within the County Contract	Executive/Police	Improve Efficiency									Level of Service	0%	
Public Safety	Review safety issues at Stanwood schools	Police	Compliance									Updated Policy	0%	
Public Safety	Reduce health based risks for vulnerable residents	Police	Enhance Public Engagement									Updated Policy	0%	
Public Safety	Prevent gang activity, drug use and homelessness	Police	Reduce Crime									Level of Service	0%	
Public Safety	Update CEMP	Executive/All	Emergency Preparedness									Updated Policy	0%	
	Executive Office													
Financial Sustainability	Conduct organizational and staffing analysis	Executive Office/All	Support Community Vision									Complete project	0%	
Financial Sustainability	Review benefit plans	Executive Office	Enhance Employee Experience									Complete project	0%	
Financial Sustainability	Prepare for Collective Bargaining Agreement Negotiations	Executive Office	Enhance Employee Experience									Complete project	0%	
All Themes	Conduct Community Survey	Executive Office	Support Community Vision									Complete project	0%	
All Themes	Prepare for Strategic Plan	Executive Office	Support Community Vision									Complete project	0%	

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				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
All Themes	Create communications and public engagement toolkit	Executive Office	Enhance Public Engagement									Complete project	10%	
Economic Development	Assess Economic Development Plans and Update action items	Executive Office	Improve Business Vitality									Complete project	25%	
Economic Development	Enhance Tourism Grant program	Executive Office	Improve Business Vitality									Level of Service	40%	POS grant applied for; SeaTac Billboard; Alaska Air mag page
Economic Development	Create and implement business retention program	Executive Office & Community Development	Improve Business Vitality									Level of Service	15%	
Economic Development	Conduct Business Survey	Executive Office	Improve Business Vitality									Complete project	0%	
Economic Development	Create Business resource tool kits	Executive Office	Improve Business Vitality									Level of Service	5%	
All Themes	Update city website	Executive Office	Enhance Public Engagement									Level of Service	0%	
All Themes	Assess potential for adding a City App	Executive Office	Enhance Public Engagement									Level of Service	0%	
Economic Development	Expand Discover Stanwood Camano magazine to add "city"centric focus	Executive Office	Improve Business Vitality									Level of Service	5%	
Economic Development	Add new community events	Executive Office	Enhance Public Engagement									Level of Service	60%	Additional summer concerts; new Go Skateboard Day
Economic Development	Create and implement Business recruitment program	Executive Office	Improve Business Vitality									Level of Service	0%	
Economic Development	Create city marketing brochure	Executive Office & Community Development	Improve Business Vitality									Complete project	0%	
Economic Development	Hotel Feasibility Study	Executive Office	Improve Business Vitality									Complete project	10%	
All Themes	Revise Student Advisor to City Council program	Executive Office	Support Community Vision									Complete project	0%	