1. Agenda

    Documents:

    AGENDA.PDF

2. Meeting Materials

    Documents:

    BUDGET AMENDMENT NO. 4.PDF
    CITY ATTORNEY CONTRACT RENEWAL.PDF
    LA WITH SNOHOMISH COUNTY FOR GIS SERVICES COMMUNITY DEVELOPMENT DEPARTMENT STAFFING.PDF

AGENDA

FINANCE/PERSONNEL COMMITTEE MEETING

December 10, 2018

4:30 pm

Stanwood City Hall
10220 270th St. NW, Stanwood

1. City Attorney Contract Renewal

2. Budget Amendment No. 4

3. LA with Snohomish County for GIS services/Community Development Department Staffing

Discussion Items

- Facility Use Policy

CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT

ITEM NUMBER:	**2**
DATE:	December 10, 2018
SUBJECT:	Ordinance 1468 – Amending Ordinance 1457 relating to the 2018 Budget
CONTACT PERSON:	David A. Hammond, Finance Director/City Clerk
ATTACHMENTS:	A – Ordinance 1468

ISSUE

Should the Committee recommend to the city council to approve first reading, second reading and final adoption of Ordinance 1468 amending Ordinance 1457 relating to the 2017-18 budget?

COMMITTEE OPTIONS

1. Recommend to the city council to approve first reading, second reading, and final adoption of Ordinance 1468 amending the 2017-18 budget.

2. Recommend to the city council to not approve first reading, second reading and final adoption of Ordinance 1468 amending the 2017-18 budget and direct staff to areas of concern.

3. Recommend to the city council to not approve first reading, second reading and final adoption of Ordinance 1468 amending the 2017-18 budget.

FINANCIAL IMPACT

The financial impacts are outlined in the discussion section.

DISCUSSION

The Finance/Personnel Committee discussed the allocation of fire impact fees to pay debt service related to the fire station construction on November 19^{th}, 2018.

Recently, with the annexation of city fire and emergency management services into the North County Regional Fire Authority, staff has investigated the options concerning fire impact fees collected since 2011 and on hand, which amount to approximately $78,500. Ordinance 913 established the impact fees and authorized their use on fire facilities that are identified in the fire facilities section of the capital facility plan (CFP) element of the Comprehensive Plan.

The Capital Facilities Plan contemplated construction of a fire station with additional square footage to maintain the level of services discussed in the CFP beyond the time frame the fire station would actually be a listed project within the CFP. In fact, the 2012 CFP update included projections detailing excess capacity up to the year 2025.

The Municipal Research Service Center has indicated that is not uncommon for impact fees to be used for debt service that was once contemplated in the CFP but no longer actually listed, in this case the fire station excess square footage.

Based on the connection between the collection of the impact fees and their relation to the needed excess square footage contemplated in the CFP, the most appropriate use of the impact fees in Fund 105, is for the debt service on the fire station. Staff also considered an option to transfer the balance to NCRFA in order to purchase or replace equipment, but the CFP did not identify the connection between equipment needed in relation to growth in the community.

This amendment increases 2018 fire impact fee revenue based on actual, year-to-date, and authorized expenditure of the balance to make part of the annual debt service payment for the fire station, and reduces the debt service fund accordingly.

Fund Number	Fund Name	Description	Current Budget	Proposed Change	Amended Budget
105	Fire Impact Fees	Revenue	$ 4,400	$ 10,600	$ 15,000
105	Fire Impact Fees	Expenditure	$ -	$ 81,500	$ 81,500
205	Debt Service Fund	Expenditure	$ 198,450	$ (116,950)	$ 81,500

ATTACHMENT A

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1468

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING ORDINANCE 1457 RELATING TO THE 2017-2018 BIENNIAL BUDGET

WHEREAS, the City previously adopted the 2017 and 2018 biennial budget pursuant to Ordinance 1428; and

WHEREAS, the City Council amended the 2017-18 biennial budget pursuant to Ordinances 1447 and 1451 and 1457; and

WHEREAS, by law the City may not have expenditures in excess of budgeted appropriations for an individual fund;

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

Section 1. The 2017-18 biennial budget, as adopted by Ordinance 1428, and as amended by Ordinance 1447, Ordinance 1451 and Ordinance 1457, is hereby further amended to reflect the totals of 2018 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in attached Exhibit 1.

Section 2. Except as provided herein and any prior amendments, all provisions of Ordinances 1428, 1447, 1451 and 1457 shall remain in full force and effect.

ADOPTED by the City Council and APPROVED by the Mayor this 13TH day of December, 2018.

CITY OF STANWOOD

____
Leonard Kelley, Mayor

ATTEST:

____
David A. Hammond, City Clerk

APPROVED AS TO FORM:

____
Grant Weed, City Attorney

EXHIBIT 1

2018 Amended Budgeted Revenues and Expenditures in Summary Form

Fund Title	Fund No.	Description	2018 Current Budget Amd. 3 (May 2018)	2018 Proposed Amd. No. 4	Increase (Decrease)
General Fund	001	Beginning Fund Balance	$ 3,169,377	$ 3,169,377	$ -
General Fund	001	Revenue	$ 6,297,125	$ 6,297,125	$ -
General Fund	001	Expenditures	$ 6,654,553	$ 6,654,553	$ -
General Fund	001	Ending Fund Balance	$ 2,811,949	$ 2,811,949	$ -
Street Fund	101	Beginning Fund Balance	$ 143,818	$ 143,818	$ -
Street Fund	101	Revenue	$ 392,249	$ 392,249	$ -
Street Fund	101	Expenditures	$ 527,576	$ 527,576	$ -
Street Fund	101	Ending Fund Balance	$ 8,491	$ 8,491	$ -
Street Impact Fee Fund	102	Beginning Fund Balance	$ 385,911	$ 385,911	$ -
Street Impact Fee Fund	102	Revenue	$ 78,006	$ 78,006	$ -
Street Impact Fee Fund	102	Expenditures	$ 125,000	$ 125,000	$ -
Street Impact Fee Fund	102	Ending Fund Balance	$ 338,917	$ 338,917	$ -
Street Construction	103	Beginning Fund Balance	$ 492,222	$ 492,222	$ -
Street Construction	103	Revenue	$ 3,040,100	$ 3,040,100	$ -
Street Construction	103	Expenditures	$ 2,415,085	$ 2,415,085	$ -
Street Construction	103	Ending Fund Balance	$ 1,117,237	$ 1,117,237	$ -
Park Improvement	104	Beginning Fund Balance	$ 153,708	$ 153,708	$ -
Park Improvement	104	Revenue	$ 1,123,833	$ 1,123,833	$ -
Park Improvement	104	Expenditures	$ 1,080,000	$ 1,080,000	$ -
Park Improvement	104	Ending Fund Balance	$ 197,541	$ 197,541	$ -
Fire Impact Fees Fund	105	Beginning Fund Balance	$ 66,860	$ 66,860	$ -
Fire Impact Fees Fund	105	Revenue	$ 4,400	$ 15,000	$ 10,600
Fire Impact Fees Fund	105	Expenditures	$ -	$ 81,500	$ 81,500
Fire Impact Fees Fund	105	Ending Fund Balance	$ 71,260	$ 360	$ (70,900)
Park Impact Fees Fund	106	Beginning Fund Balance	$ 115,523	$ 115,523	$ -
Park Impact Fees Fund	106	Revenue	$ 14,248	$ 14,248	$ -
Park Impact Fees Fund	106	Expenditures	$ -	$ -	$ -
Park Impact Fees Fund	106	Ending Fund Balance	$ 129,771	$ 129,771	$ -
Equipment Reserve Fund	107	Beginning Fund Balance	$ 141,407	$ 141,407	$ -
Equipment Reserve Fund	107	Revenue	$ 521,188	$ 521,188	$ -
Equipment Reserve Fund	107	Expenditures	$ 241,000	$ 241,000	$ -
Equipment Reserve Fund	107	Ending Fund Balance	$ 421,595	$ 421,595	$ -
Transportation Sales Tax	108	Beginning Fund Balance	$ 417,637	$ 417,637	$ -
Transportation Sales Tax	108	Revenue	$ 293,900	$ 293,900	$ -
Transportation Sales Tax	108	Expenditures	$ 239,215	$ 239,215	$ -
Transportation Sales Tax	108	Ending Fund Balance	$ 472,322	$ 472,322	$ -
Contingency Fund	109	Beginning Fund Balance	$ 283,782	$ 283,782	$ -
Contingency Fund	109	Revenue	$ 36,738	$ 36,738	$ -
Contingency Fund	109	Expenditures	$ -	$ -	$ -
Contingency Fund	109	Ending Fund Balance	$ 320,520	$ 320,520	$ -

2018 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)

Fund Title	Fund No.	Description	2018 Current Budget Amd. 3 (May 2018)	2018 Proposed Amd. No. 4	Increase (Decrease)
Building Improvement	110	Beginning Fund Balance	$ 916,006	$ 916,006	$ -
Building Improvement	110	Revenue	$ 302,000	$ 302,000	$ -
Building Improvement	110	Expenditures	$ 670,000	$ 670,000	$ -
Building Improvement	110	Ending Fund Balance	$ 548,006	$ 548,006	$ -
REET 1 - Capital Improvements	120	Beginning Fund Balance	$ 572,933	$ 572,933	$ -
REET 1 - Capital Improvements	120	Revenue	$ 160,500	$ 160,500	$ -
REET 1 - Capital Improvements	120	Expenditures	$ 425,000	$ 425,000	$ -
REET 1 - Capital Improvements	120	Ending Fund Balance	$ 308,433	$ 308,433	$ -
REET 2 - Growth Management	121	Beginning Fund Balance	$ 853,364	$ 853,364	$ -
REET 2 - Growth Management	121	Revenue	$ 160,500	$ 160,500	$ -
REET 2 - Growth Management	121	Expenditures	$ 430,000	$ 430,000	$ -
REET 2 - Growth Management	121	Ending Fund Balance	$ 583,864	$ 583,864	$ -
Debt Service Fund	205	Beginning Fund Balance	$ 69,172	$ 69,172	$ -
Debt Service Fund	205	Revenue	$ 195,700	$ 195,700	$ -
Debt Service Fund	205	Expenditures	$ 198,450	$ 116,950	$ (81,500)
Debt Service Fund	205	Ending Fund Balance	$ 66,422	$ 147,922	$ 81,500
Capital Construction Fund	305	Beginning Fund Balance	$ 0	$ 0	$ -
Capital Construction Fund	305	Revenue	$ -	$ -	$ -
Capital Construction Fund	305	Expenditures	$ -	$ -	$ -
Capital Construction Fund	305	Ending Fund Balance	$ 0	$ 0	$ -
Sewer Fund	401	Beginning Fund Balance	$ 1,603,873	$ 1,603,873	$ -
Sewer Fund	401	Revenue	$ 1,794,411	$ 1,794,411	$ -
Sewer Fund	401	Expenditures	$ 2,195,657	$ 2,195,657	$ -
Sewer Fund	401	Ending Fund Balance	$ 1,202,627	$ 1,202,627	$ -
Sewer Construction Fund	403	Beginning Fund Balance	$ 1,442,266	$ 1,442,266	$ -
Sewer Construction Fund	403	Revenue	$ 393,472	$ 393,472	$ -
Sewer Construction Fund	403	Expenditures	$ 1,152,000	$ 1,152,000	$ -
Sewer Construction Fund	403	Ending Fund Balance	$ 683,738	$ 683,738	$ -
Sewer Plant Investment Fund	405	Beginning Fund Balance	$ 825,957	$ 825,957	$ -
Sewer Plant Investment Fund	405	Revenue	$ 188,054	$ 188,054	$ -
Sewer Plant Investment Fund	405	Expenditures	$ 142,472	$ 142,472	$ -
Sewer Plant Investment Fund	405	Ending Fund Balance	$ 871,539	$ 871,539	$ -
Drainage Fund	410	Beginning Fund Balance	$ 298,228	$ 298,228	$ -
Drainage Fund	410	Revenue	$ 450,700	$ 450,700	$ -
Drainage Fund	410	Expenditures	$ 662,098	$ 662,098	$ -
Drainage Fund	410	Ending Fund Balance	$ 86,830	$ 86,830	$ -
					$ -
Drainage Construction Fund	411	Beginning Fund Balance	$ 141,304	$ 141,304	$ -
Drainage Construction Fund	411	Revenue	$ 665,414	$ 665,414	$ -
Drainage Construction Fund	411	Expenditures	$ 698,500	$ 698,500	$ -
Drainage Construction Fund	411	Ending Fund Balance	$ 108,218	$ 108,218	$ -
					$ -
Drainage Plant Invest Fund	412	Beginning Fund Balance	$ 15,142	$ 15,142	$ -
Drainage Plant Invest Fund	412	Revenue	$ 19,285	$ 19,285	$ -
Drainage Plant Invest Fund	412	Expenditures	$ 20,000	$ 20,000	$ -
Drainage Plant Invest Fund	412	Ending Fund Balance	$ 14,427	$ 14,427	$ -

2018 Amended Budgeted Revenues and Expenditures in Summary Form (Continued)

Fund Title	Fund No.	Description	2018 Current Budget Amd. 3 (May 2018)	2018 Proposed Amd. No. 4	Increase (Decrease)
Water Fund	421	Beginning Fund Balance	$ 752,860	$ 752,860	$ -
Water Fund	421	Revenue	$ 1,850,230	$ 1,850,230	$ -
Water Fund	421	Expenditures	$ 1,925,487	$ 1,925,487	$ -
Water Fund	421	Ending Fund Balance	$ 677,603	$ 677,603	$ -
Water Construction Fund	422	Beginning Fund Balance	$ 498,229	$ 498,229	$ -
Water Construction Fund	422	Revenue	$ 129,610	$ 129,610	$ -
Water Construction Fund	422	Expenditures	$ 182,000	$ 182,000	$ -
Water Construction Fund	422	Ending Fund Balance	$ 445,839	$ 445,839	$ -
Cedarhome Plant Investment	423	Beginning Fund Balance	$ 56,452	$ 56,452	$ -
Cedarhome Plant Investment	423	Revenue	$ 10,580	$ 10,580	$ -
Cedarhome Plant Investment	423	Expenditures	$ 10,580	$ 10,580	$ -
Cedarhome Plant Investment	423	Ending Fund Balance	$ 56,452	$ 56,452	$ -
Water Plant Investment Fund	424	Beginning Fund Balance	$ 121,718	$ 121,718	$ -
Water Plant Investment Fund	424	Revenue	$ 143,340	$ 143,340	$ -
Water Plant Investment Fund	424	Expenditures	$ 116,160	$ 116,160	$ -
Water Plant Investment Fund	424	Ending Fund Balance	$ 148,898	$ 148,898	$ -
Water Bond Reserve Fund	451	Beginning Fund Balance	$ 224,038	$ 224,038	$ -
Water Bond Reserve Fund	451	Revenue	$ 211,200	$ 211,200	$ -
Water Bond Reserve Fund	451	Expenditures	$ 212,200	$ 212,200	$ -
Water Bond Reserve Fund	451	Ending Fund Balance	$ 223,038	$ 223,038	$ -
Sewer Bond Reserve Fund	452	Beginning Fund Balance	$ 476,990	$ 476,990	$ -
Sewer Bond Reserve Fund	452	Revenue	$ 1,000	$ 1,000	$ -
Sewer Bond Reserve Fund	452	Expenditures	$ -	$ -	$ -
Sewer Bond Reserve Fund	452	Ending Fund Balance	$ 477,990	$ 477,990	$ -
Sewer Equipment Reserve	457	Beginning Fund Balance	$ 261,746	$ 261,746	$ -
Sewer Equipment Reserve	457	Revenue	$ 373,745	$ 373,745	$ -
Sewer Equipment Reserve	457	Expenditures	$ 40,000	$ 40,000	$ -
Sewer Equipment Reserve	457	Ending Fund Balance	$ 595,491	$ 595,491	$ -
Drainage Equipment Reserve	458	Beginning Fund Balance	$ 106,519	$ 106,519	$ -
Drainage Equipment Reserve	458	Revenue	$ 222,336	$ 222,336	$ -
Drainage Equipment Reserve	458	Expenditures	$ 81,200	$ 81,200	$ -
Drainage Equipment Reserve	458	Ending Fund Balance	$ 247,655	$ 247,655	$ -
Water Equipment Reserve	459	Beginning Fund Balance	$ 71,417	$ 71,417	$ -
Water Equipment Reserve	459	Revenue	$ 175,823	$ 175,823	$ -
Water Equipment Reserve	459	Expenditures	$ 107,000	$ 107,000	$ -
Water Equipment Reserve	459	Ending Fund Balance	$ 140,240	$ 140,240	$ -
Suspense Fund	630	Beginning Fund Balance	$ 46,581	$ 46,581	$ -
Suspense Fund	630	Revenue	$ -	$ -	$ -
Suspense Fund	630	Expenditures	$ -	$ -	$ -
Suspense Fund	630	Ending Fund Balance	$ 46,581	$ 46,581	$ -
Cash Accounts Fund	660	Beginning Fund Balance	$ -	$ -	$ -
Cash Accounts Fund	660	Revenue	$ -	$ -	$ -
Cash Accounts Fund	660	Expenditures	$ -	$ -	$ -
Cash Accounts Fund	660	Ending Fund Balance	$ -	$ -	$ -
All Funds		Beginning Fund Balance	$ 14,725,040	$ 14,725,040	$ -
All Funds		Revenue	$ 19,249,687	$ 19,260,287	$ 10,600
All Funds		Expenditures	$ 20,551,233	$ 20,554,283	$ 3,050
All Funds		Ending Fund Balance	$ 13,423,494	$ 13,431,044	$ 7,550

CITY OF STANWOOD
Finance Committee
AGENDA STAFF REPORT

ITEM NUMBER: 1

DATE: December 10, 2018

SUBJECT: City Attorney Retainer Agreement 2019-2020

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS: A–Weed, Graafstra & Associates Retainer Agreement 2019-2020

ISSUE

The issue before the Committee is whether or not to recommend to council to authorize the mayor to sign a two-year professional services contract with Weed, Graafstra and Associates to provide general municipal attorney services.

RECOMMENDATION

1. Review and discuss the professional services contract with Weed, Graafstra and Associates.
2. Recommend to City Council to authorize the mayor to sign the proposed city attorney retainer agreement (Attachment A) for calendar years 2019-2020.

SUMMARY STATEMENT

The law firm of Weed, Graafstra, and Associates, P.S. has provided municipal attorney services to the city since 2004. After keeping rates unchanged since 2014, the firm increased rates by $5.00 per hour each of the past two years and has notified the city of its decision to adjust rates by $10/hour commencing January 1, 2019. These rates appear reasonable.

The proposed contract for services increases the retainer for the first 25 hours of services from $4,625 to $4,875. For all hours in excess of 25, the rate will increase from $195/hour to $205/hour. Paralegal services are increasing from $150/hour to $160/hour and litigation is increasing from $200/hour to $205/hour.

The city has spent approximately $93,000 on attorney services through November 2018 – approximately $8,450 per month. This equals about 40 to 50 hours of service monthly. The city experienced a higher than average legal cost in 2018, attributed to three property acquisitions: Johnson Farm, the new city hall parcel, and the negotiation and the right of way acquisitions related to the Viking Way Street Improvement project.

Under the proposed rates, and in a more typical year, the annual legal cost is estimated to be between approximately $70,000 and $80,000 per year.

The policy question for the city council is whether to continue to contract for attorney services with Weed, Graafstra and Associates or seek bids from other qualified firms, and also whether to contract for a one year or two year term.

DISCUSSION

The municipal attorney is an essential member of the municipal team for purposes of managing legal affairs, risk management and assisting the city in making legally sound policy decisions. The selection and continuity of the city attorney is one of the most important decisions for a City Council. General municipal attorney services include attending council meetings, legal services to the Mayor, City Council and staff, preparation and review of ordinances, resolutions, contracts and other legislative documents, and legal representation in civil matters such as land use hearings and appeals.

The firm, Weed, Graafstra and Associates has specialized in providing municipal law services for cities, towns and special purpose districts since the 1960's. Grant Weed, the city's primary attorney, has been named a "super lawyer" in 2003-2004 and 2008-2015. The firm specializes in municipal law. Grant Weed has more than 30 years of municipal experience.

FISCAL IMPACT

The following rates will apply under the proposed contract:

Description	Proposed Rate	2019
Retainer for the first 25 hours	$4,875	$4,625
For all additional hours in excess of 25 hours	$205	$195
Paralegal	$160	$150
Litigation	$215	$205

There is $72,500 for city attorney services in the 2019 general fund budget. A 2020 rate increase may be proposed by Weed, Graafstra in July of 2019.

COMMITTEE OPTIONS

1. Recommend to City Council to authorize the mayor to sign a professional services contract with Weed, Graafstra and Associates for municipal attorney services. This action implies the Committee is satisfied with the attorney services and are prepared to continue the attorney client relationship.
2. Do not recommend to council to authorize the mayor to sign a professional services contract with Weed, Graafstra and Associates and direct staff to areas of concern. The Committee may have minor concerns regarding the contract terms or the relationship with the city's municipal attorney. The Committee may

direct staff to areas of concern to resolve prior to authorizing the mayor to sign the contract.

3. Do not recommend to council to authorize the mayor to sign the contract. The Committee may have material concerns regarding the contract terms or the work product provided by Weed, Graafstra and Associates. The Committee will want to direct staff to resolve the city council's concerns prior to authorizing the mayor to sign the contract.

CITY ATTORNEY RETAINER AGREEMENT
CALENDAR YEARS 2019 AND 2020

I - PARTIES/EMPLOYMENT

The CITY OF STANWOOD (hereinafter "CITY") agrees to retain the law firm of WEED, GRAAFSTRA & ASSOCIATES, INC., P.S., 110 Cedar Avenue, Suite 102, Snohomish, Washington, and said law firm (hereinafter "CITY ATTORNEY") agrees to serve as CITY ATTORNEY on the terms and conditions stated below. The CITY ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such employment, or termination of the same, shall be subject to confirmation by a majority vote of the City Council.

II - QUALITY OF SERVICES

The CITY ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

III - COMPENSATION

A. Basic Retainer: The CITY shall pay the CITY ATTORNEY a retainer in the amount of $4,875.00 per month, which retainer shall be compensation for up to 25 hours of work per month for the following legal services:

1. To attend the two regularly scheduled meetings of the City Council per month.

2. To provide legal advice to the Mayor, Councilpersons, and administrative heads of the various departments of the CITY.

3. To prepare such ordinances, resolutions, and instruments as the Mayor, City Council and department heads may direct, to render legal advice on all civil matters, and to prepare or review such correspondence, contracts, easements, and instruments as may be necessary and appropriate.

B. Additional Services: The CITY shall pay the CITY ATTORNEY for the following additional or special legal services at the rate of $205.00 per hour, or, if said services are performed by a paralegal in the CITY ATTORNEY's office the same shall be compensated at the rate of $160.00 per hour:

1. Time in excess of basic retainer. Any and all hours expended on legal services

referred to in paragraph A above (Basic Retainer) in excess of 25 hours per month.

2. Extra meetings. Attendance, at the request of the City, at evening meetings of CITY boards, commissions or committees, except for regular City Council meetings held twice a month.

3. Local Improvement Districts. All legal services performed in connection with the formation and financing of any LID or ULID (although it is understood that the primary responsibility for this type of legal work will fall under the exceptions referred to in paragraph V below).

C. Litigation. The CITY shall pay the CITY ATTORNEY for all superior and appellate court litigation and all administrative hearings of a quasi-judicial nature, except those conducted by the CITY itself, at the rate of $215.00 per hour.

D. Time Records. In order to determine appropriate compensation, the CITY ATTORNEY shall maintain accurate time records, copies of which shall be made available to the CITY.

E. Time for Payment. The CITY shall pay all compensation provided herein to the CITY ATTORNEY on a monthly basis, and within two weeks of the date on which each billing statement is received.

IV - REIMBURSEMENT

In addition to compensation for the legal services specified above, the CITY shall reimburse the CITY ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying expenses at cost, long distance phone calls, library charges for municipal law books, and the cost of travel, lodging and tuition relating to meetings of the Association of Washington Cities and Association of Municipal Attorneys. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed.

V - EXCEPTIONS

This contract shall not cover legal representation relating to insurance defense, the formation and financing of local improvement districts, or other specialized fields where it is agreed by the parties that outside legal counsel should be retained.

VI - INSURANCE COVERAGE

To the extent provided by the Washington Cities Insurance Authority, the CITY shall provide insurance coverage for the CITY ATTORNEY's errors and omissions, and malpractice, while acting in the capacity of CITY ATTORNEY, and shall indemnify and hold the CITY ATTORNEY harmless from any and all claims brought by third parties against the CITY ATTORNEY in said capacity.

The City Attorney shall also provide errors and omissions and malpractice coverage with limits of not less than one million ($1,000,000) dollars coverage and shall indemnify and hold the City, its officers, agents, employees and elected officials harmless from all claims arising out of the sole negligence of the City Attorney.

VII - EFFECTIVE DATE AND DURATION

This contract shall take effect on and after January 1, 2019 and shall continue in effect until December 31, 2020 unless earlier terminated by the City Attorney or action of the City Council with at least 60 days written notice or renegotiated by either party with at least 60 days' written notice. To aid in the annual budget process, the City Attorney will notify the City on or before July 31 of any revisions to the Compensation Provisions of Article III or Article IV of this contract for calendar year 2020.

DATED this ______ day of ____________, 2018.

WEED, GRAAFSTRA
& ASSOCIATES, INC., P.S.

By__________________________________
GRANT K. WEED, PRESIDENT

CITY OF STANWOOD

By__________________________________
LEONARD KELLEY, MAYOR

ATTEST:

By____
DAVID HAMMOND, CITY CLERK

W/resume/sw.ret2019-2020

CITY OF STANWOOD
Finance Committee
AGENDA STAFF REPORT

ITEM NUMBER: **3**

DATE: December 10, 2018

SUBJECT: Community Development Staff Reorganization

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS: None

ISSUE

The issue before the Committee is whether or not to recommend to council to authorize the mayor to proceed with Community Development Department staff reorganization. The reorganization will require an amendment to the salary and benefit resolution. Further, the GIS services agreement with Snohomish County will require development and approval of an Interlocal agreement for council approval and possibly a budget amendment.

RECOMMENDATION

1. Review and discuss the staff reorganization
2. Recommend to City Council to authorize the mayor to proceed with Community Development Department staff reorganization.

SUMMARY STATEMENT

In the last few weeks the Community Development Department has lost a couple of our longer term employees: Devin Sola, Associate Planner and Trace Justice, Building Official. While losing staff is always difficult, it also gives us an opportunity to reevaluate our operations. For more efficient operations and administrative support, the following reorganization is being proposed:

Building Services	Planning / City Hall Services	GIS Services
• Rehire the Building Official Position (currently being advertised). • Share a Building Inspector with Island County via an Interlocal Agreement.	• Amend the Permit Specialist job description to add minor Permit Technician review duties and retitle the position as Permit Specialist / Planner. • Do not fill the Associate Planner position. • Hire an Administrative Assistant with changes to the job description to include economic development support for the Administrator and website/social media management.	• Contract out for GIS mapping services with Snohomish County until we develop a long term strategic plan for our mapping needs. This contract would be similar to our IT contract with Snohomish County.

__Budget Impacts:__

Using the most recent AWC Salary Survey (2017) staff conducted a comparison of job duties and salaries to those of the City to evaluate the budget impacts of the above proposed staffing changes.

By category, the budget impacts are as follows:

Building Services:	Budget Analysis
Rehire Building Official	No Change
Building Inspector Services	The 2019 / 2020 budget include $35,000 per year for augment plan review and building inspection services. An option under consideration is sharing a building inspector with Island County giving the City a half time inspector for the next two years. This will provide additional coverage in the Building Division to cover the work load during vacations, sick leave time and out of office training time.
Budget Impact:	***None***

Planning / City Hall Services:	Budget Analysis
Do Not Refill the Associate Planner Position and Hire an Administrative Assistant	The Department is in need of administrative support to help with packets, minutes, website maintenance, social media, economic development support for the Administrator and general office support. Staff is proposing to hire an administrative assistant using the current city job description with minor changes. Associate Planner Salary Range: $4,958/mo to $5,776/mo Administrative Assistant Salary: $4,393/mo to $5,388/mo Monthly Savings: $565 / mo to $388/mo
Reclassify the Permit Specialist to Permit Specialist / Planner	Adding a minor planning duties to the Permit Specialist job description will help fill the gap of not filling the Associate Planner position. Additional duties would include: Permit intake and notices of completeness, plan review of single family permits, sign permits and tenant improvements. Permit Specialist Salary Range: $4,152/mo to $5,093/mo Permit Specialist/Planner Salary: $4,012/mo to $5,360/mo Monthly Savings: $140/mo to -$267/mo
Budget Impact:	***None; the salary impacts between the two positions balances out at the top range with a slight savings of $121/mo.***

GIS Services:	Budget Analysis
Contract GIS Services with Snohomish County	Staff is investigating the option to contract with Snohomish County for GIS services versus hiring one to full time staff members as an interim measure while the City prepares its GIS needs assessment. We would be charged an hourly rate of $72 to $90 an hour based on the complexity of the project. Work could be as simple as using our existing data to prepare a map to complex data management. In the short term an Interlocal Agreement with the County will cover the technical gap left by losing the Associate Planner position and give the City time to fully evaluate its GIS needs. In the long term the City will need to evaluate if contracting covers the goal of providing a user friendly interactive mapping system.
Budget Impact:	***Increase to Budget; ILA with Snohomish County would be needed.***

<u>Revised Job Duty Summary</u>:

Stanwood Planning Department - Proposed Staff Reorganization

GIS = Contract with Snohomish County

Existing Position Currently Not Filled

Administrative Assistant
W/ Job Description Edits

- PC / EDB / CDC / PTAC Agendas, Packets, and Minutes
- ***Pass Ports***
- ***Department Quarterly Reports***
- Research Projects
- Data Bases and Analysis
- Grant Support & Quarterly Reports
- ***Website Design / Posts / Maintenance***
- ***Social Media Updates***
- Administrative Support: Document Prep / Letters etc.
- Special Projects (as assigned)

Proposed Do Not Fill

Associate Planner

- Counter Support
- Phone Support
- Permit Completeness
- Plan Review
- Public Notices
- Census
- Buildable Lands
- Clerk to PC
- PC / CDC Packet Prep
- GIS
- Website

Existing

Permit Specialist

- Front Counter
- Permit Intake
- Permit Issuance
- File Setup
- File Management
- Addresses
- Software Admin
- Business Licenses

→

Proposed Reclassification

Permit Specialist / Planner
W/ Job Description Edits

- Front Counter / Phone Support
- Permit Intake
- ***Notice of Completeness***
- ***Basic Zoning / Building Counter Support***
- Permit Issuance
- Business Licenses
- ***Public Notices***
- File Set Up
- File Management
- Permit Software Coordinator
- ***Basic Plan Review***
- ***Census***
- ***Buildable Lands***
- Backup: Counter, Phones

Bold / Italic = Minor Job Description Changes

V3: 12/10/18